



Council Chambers
200 H Street
Antioch, CA 94509

Closed Session - 5:30 P.M.
Study Session/Special Meeting - 6:00 P.M.
Regular Meeting - 7:00 P.M.

ANNOTATED AGENDA

for

APRIL 22, 2014

Antioch City Council

SPECIAL AND REGULAR MEETING

Including the Antioch City Council
acting as Successor Agency/
Housing Successor to the
Antioch Development Agency
Antioch Public Financing Authority

Wade Harper, Mayor
Mary Helen Rocha, Mayor Pro Tem
Gary Agopian, Council Member
Monica E. Wilson, Council Member
Tony Tiscareno, Council Member
Arne Simonsen, City Clerk
Donna Conley, City Treasurer
Steven Duran, City Manager
Lynn Tracy Nerland, City Attorney

Electronic Agenda Packet viewing at: <http://www.ci.antioch.ca.us/CityGov/agendas/FindAgenda.asp>

With Project Plans at: <http://ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/Project-Pipeline.pdf>

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Council meetings are televised live on Comcast Channel 24

Notice of Availability of Reports

This agenda is a summary of the actions proposed to be taken by the City Council. For almost every agenda item, materials have been prepared by the City staff for the Council's consideration. These materials include staff reports which explain in detail the item before the Council and the reason for the recommendation. The materials may also include resolutions or ordinances which are proposed to be adopted. Other materials, such as maps and diagrams, may also be included. All of these materials are available at the City Clerk's Office, located on the 3rd Floor of City Hall, 200 H Street, Antioch, CA 94509, during normal business hours for inspection and (for a fee) copying. Copies are also made available at the Antioch Public Library for inspection. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

Notice of Opportunity to Address Council

The public has the opportunity to address the Council on each agenda item. To address the Council, fill out a yellow Speaker Request form, available on each side of the entrance doors, and place in the Speaker Card Tray. See the Speakers' Rules on the inside cover of this Agenda. Comments regarding matters not on this Agenda may be addressed during the "Public Comments" section.

5:30 P.M. ROLL CALL – CLOSED SESSIONS – for Council Members/City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency/Antioch Public Financing Authority – **All Present**

PUBLIC COMMENTS for Closed Sessions – **One speaker regarding item 2**

CLOSED SESSIONS:

1) **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Section is authorized by California Government Code Section 54957.6. City designated representatives: Michelle Fitzer, Denise Haskett, and Glenn Berkheimer; Employee organizations: Management and Confidential Units

Direction given to Labor Negotiators

2) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** pursuant to California Government Code section 54956.8; Property – 1811 "C" Street (Bedford Center); Agency Negotiator – City Attorney and City Manager; Parties – Rehabilitation Services of Northern California

Direction given to staff

3) **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION** – Initiation of Litigation pursuant to California Government Code §54956.9 (d)(4): one case

No action taken

6:14 P.M. ROLL CALL – SPECIAL MEETING – for Council Members/City Council Members acting as Successor Agency/Housing Successor to the Antioch Development Agency/Antioch Public Financing Authority – **All Present**

PLEDGE OF ALLEGIANCE

STUDY SESSION – SPECIAL MEETING

1. PRESENTATION AND DISCUSSION OF BUDGET DEVELOPMENT FOR SPECIAL REVENUE FUNDS, DEBT SERVICE FUNDS, ANTIOCH PUBLIC FINANCING AUTHORITY AND CITY OF ANTIOCH ACTING AS SUCCESSOR AGENCY/HOUSING SUCCESSOR FOR FISCAL YEARS 2014-15

Direction provided and motion to direct staff to move \$25,000 from the Child Care Fund (223) to Civic Arts Fund (215) 4/1(A)

STAFF REPORT

7:00 P.M. OR
following the
Study Session/
Special Meeting
whichever is
later 7:06 p.m.

Recommended Action: Motion to provide direction and feedback
ROLL CALL – REGULAR MEETING for Council Members/City Council Members acting as
Successor Agency/Housing Successor to the Antioch Development
Agency/Antioch Public Financing Authority – **All Present**

2. PROCLAMATIONS

- Arbor Day, April 25, 2014
- Be Kind to Animals Week, May 4 – 10, 2014

Recommended Action: Motion to approve the proclamations

Approved, 5/0

STAFF REPORT

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

STAFF REPORT

ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS

- *PLANNING COMMISSION (Deadline date to apply: 04/24/14)*

PUBLIC COMMENTS—Only unagendized issues will be discussed during this time

CITY COUNCIL COMMITTEE REPORTS

MAYOR'S COMMENTS

PRESENTATION – Police Statistics First Quarter 2014, presented by Chief Allan Cantando

PRESENTATION

3. **CONSENT CALENDAR for City /City as Successor Agency/Housing Successor to the Antioch Development Agency/Antioch Public Financing Authority**

A. APPROVAL OF COUNCIL MINUTES FOR MARCH 25, 2014 AND APRIL 8, 2014

Recommended Action: Motion to approve the minutes

Approved, 5/0

MINUTES

MINUTES

B. APPROVAL OF COUNCIL WARRANTS

Recommended Action: Motion to approve the warrants

Approved, 5/0

STAFF REPORT

C. APPROVAL OF TREASURER'S REPORT FOR MARCH 2014

Recommended Action: Motion to approve the report

Approved, 5/0

STAFF REPORT

D. ARBOR DAY CELEBRATION

Recommended Action: Motion to authorize the addition of the annual Arbor Day event to the City Event Policy as a City-Sponsored event

Approved, 5/0

STAFF REPORT

CONSENT CALENDAR for City /City as Successor Agency/Housing Successor to the Antioch Development Agency/Antioch Public Financing Authority – Continued

E. EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) 2014

Recommended Action: Motion to approve the allocated grant funds to:

Approved, 5/0

- 1) Pay for a portion of the salary and benefits for the Police Department Volunteer Coordinator; and
- 2) Fund the REACH Youth for Positive Change program, an enhancement of the Youth Intervention Program

STAFF REPORT

F. RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE ANTIOCH POLICE SWORN MANAGEMENT ASSOCIATION (AP SMA) BARGAINING UNIT

Reso No. 2014/33 adopted, 5/0

Recommended Action: Motion to adopt the resolution

STAFF REPORT

G. RESOLUTION APPROVING THE REMAINING LOCAL 1 CLASS SPECIFICATIONS AND ESTABLISHING A SALARY RANGE FOR METER SERVICE WORKER (with Supplemental Report)

Reso No. 2014/34 adopted, 5/0

Recommended Action: Motion to adopt the resolution including the amended job description for Marina Maintenance Worker I/II

STAFF REPORT

STAFF REPORT

H. RESOLUTION ACCEPTING WORK AND AUTHORIZING THE DIRECTOR OF INFORMATION SYSTEMS TO FILE A NOTICE OF COMPLETION FOR THE CITYWIDE WIRELESS SECURITY CAMERA SURVEILLANCE SYSTEM

Reso No. 2014/35 adopted, 5/0

Recommended Action: Motion to adopt the resolution accepting work, authorizing the Director of Information Systems to File a Notice of Completion

STAFF REPORT

I. RESOLUTION APPROVING CLASS SPECIFICATIONS FOR CITY MANAGER, CITY ATTORNEY, PARKS AND RECREATION DIRECTOR, ADMINISTRATIVE SERVICES DIRECTOR, AND ECONOMIC DEVELOPMENT PROGRAM MANAGER

Reso No. 2014/36 adopted, 5/0

Recommended Action: Motion to adopt the resolution approving the class specifications for City Manager, City Attorney, Parks and Recreation Director, Administrative Services Director, and Economic Development Program Manager

STAFF REPORT

City of Antioch Acting as Successor Agency/Housing Successor to the Antioch Development Agency

J. APPROVAL OF SUCCESSOR AGENCY WARRANTS

STAFF REPORT

Approved, 5/0

Recommended Action: Motion to approve the warrants

K. APPROVAL OF HOUSING SUCCESSOR WARRANTS

STAFF REPORT

Approved, 5/0

Recommended Action: Motion to approve the warrants

PUBLIC HEARING

4. ADOPTION OF AN URGENCY ORDINANCE EXTENDING A TEMPORARY MORATORIUM ON THE ESTABLISHMENT AND OPERATION OF TOBACCO AND PARAPHERNALIA RETAILERS

Ord No. 2086-C-S adopted, 5/0

Recommended Action: Motion to adopt the urgency ordinance extending a temporary moratorium on the issuance of permits, licenses, or approvals for construction, establishment or operation of Tobacco and Paraphernalia Retailer businesses within the City of Antioch on an interim basis pending consideration of amendments to the Antioch Municipal Code for a period of one year and declaring the urgency to do so (four-fifths vote)

STAFF REPORT

COUNCIL REGULAR AGENDA

5. PARK AND RECREATION COMMISSION APPOINTMENTS

4-year terms expiring March 2018:
Appointed Janet Farr, Keith Farr, Manny Soliz
5/0

Recommended Action: Motion to receive and file applications and the Mayor appoint and Council approve four members to the Park and Recreation Commission

STAFF REPORT

PUBLIC COMMENT

STAFF COMMUNICATIONS

COUNCIL COMMUNICATIONS

ADJOURNMENT 8:50 p.m.

ANTIOCH

California



ALLAN CANTANDO
Chief of Police

CITY COUNCIL REPORT



1st Quarter 2014

PART 1 CRIME

PART 1 CRIME STATISTICS

January – March 2013 vs. 2014

	Jan-Mar 2013 Total	Jan-Mar 2014 Total	#Change 2013 - 2014	%Change 2013 - 2014
*HOMICIDE	2	0	-2	-100.0%
RAPE	4	12	8	200.0%
ROBBERY	89	67	-22	-24.7%
AGGRAVATED ASSAULT	130	120	-10	-7.7%
Total Violent Crime	225	199	-26	-11.6%
BURGLARY	354	365	11	3.1%
THEFT	455	445	-10	-2.2%
AUTO THEFT	209	269	60	28.7%
Total Property Crime	1018	1079	61	6.0%
TOTAL PART 1 Crime	1243	1278	35	2.8%
ARSON	19	14	-5	-26.3%
Adult Arrests	708	809	101	14.3%
Juvenile Arrests	188	179	-9	-4.8%
TOTAL ARRESTS	896	988	92	10.3%
*Murder & Nonnegligent Manslaughter as reported in FBI UCR tables				
Manslaughter by Negligence	0	1	1	NC

UCR REPORTED PART 1 CRIME / CLEARANCES

2010 – 2014 (3 mo)

	2010	2011	2012	2013	2014 3mo	*2012 Nat'l Clearance Rate
HOMICIDE	13	5	10	12	0	
CLEARANCE	11	6	6	6	0	
Clearance Rate	85%	120%	60%	50%	NC	59.5%
RAPE	32	21	29	25	12	
CLEARANCE	24	11	12	9	3	
Clearance Rate	75%	52%	41%	36%	25%	36.1%
ROBBERY	313	290	372	352	67	
CLEARANCE	94	88	109	92	15	
Clearance Rate	30%	30%	29%	26%	22%	27.8%
AGR ASSAULT	506	502	657	557	120	
CLEARANCE	288	257	305	267	56	
Clearance Rate	57%	51%	46%	48%	47%	52.7%
BURGLARY	1,087	1,335	1,741	1351	365	
CLEARANCE	87	98	117	95	13	
Clearance Rate	8%	7%	7%	7%	4%	11.2%
THEFT	1,049	1,571	1,920	1872	445	
CLEARANCE	368	368	361	251	63	
Clearance Rate	35%	23%	19%	13%	14%	20.8%
MVTHEFT	960	967	1,094	1217	269	
CLEARANCE	108	103	112	129	30	
Clearance Rate	11%	11%	10%	11%	11%	10.0%
ARSON	37	56	51	61	14	
CLEARANCE	7	7	4	6	2	
Clearance Rate	19%	13%	8%	10%	14%	19.9%

* http://www.fbi.gov/about-us/cjis/ucr/crime-in-the-u.s/2012/crime-in-the-u.s.-2012/tables/25tabledatadecoverviewpdfs/table_25_percent_of_offenses_cleared_by_arrest_or_exceptional_means_by_population_group_2012.xls
 Cities (100,000 - 249,999)

BUREAU OF SUPPORT SERVICES

VOLUNTEER PROGRAM

2014 – 1st Qtr

- APD Volunteers have worked a total of **2,300.13** hours

Field Services	1982.73
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Investigations	36.60
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Professional Standards	0.00
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Records	280.80
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- The value of the work provided is: ***\$53,570.03**

- Decoy Patrol Car Program is functioning 6 days a week.

* Based on \$23.29 an hour

ANIMAL SERVICES KENNEL STATISTICS 2014 – 1st Qtr

<u>INTAKES</u>				
	CAT	DOG	OTHER	TOTAL
TOTAL	242	432	0	674

<u>ANIMALS ADOPTED</u>				
	CAT	DOG	OTHER	TOTAL
ADOPTED	96	101	3	200

<u>OUTCOMES</u>				
	CAT	DOG	OTHER	TOTAL
ADOPTION	96	101	3	200
EUTH	82	123	5	210
FOSTER	7	28	0	35
RESCUE	73	75	7	155
RTO	8	81	0	89
OTHER	34	31	0	65
TOTAL	300	439	15	754

Animal Control Calls for Service - **615**

Animals on hand on March 31, 2014 - **192**

2014 – 1st Qtr

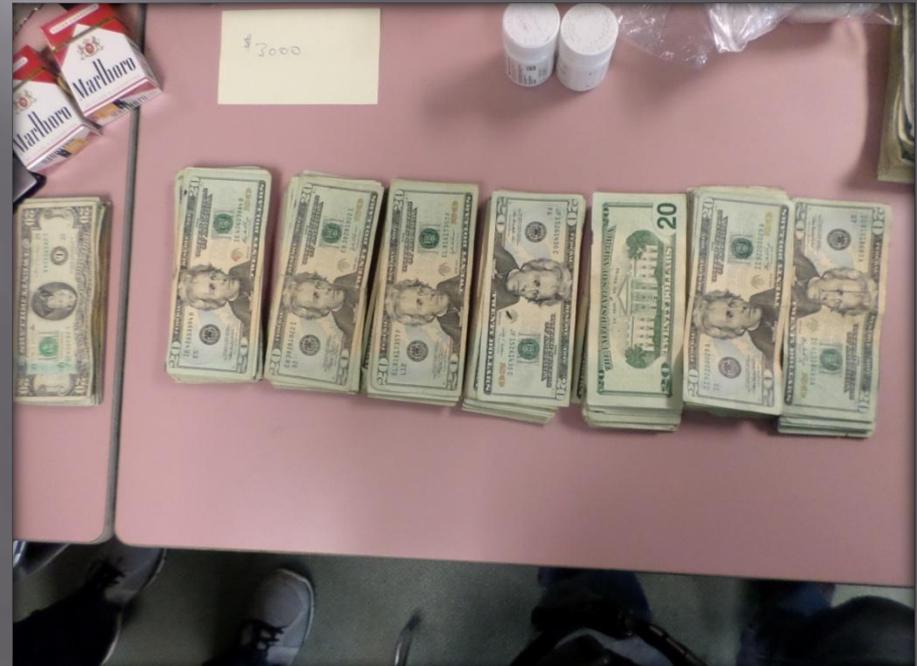
48 Volunteers worked **3,320 Hours**

*Value of work provided: **\$77,322.80**

* *Based on \$23.29 an hour*

SOU Totals 2014 - 1st Qtr

- Searches
(Warrants/Prob/Parole): 16
- Methamphetamine: 3.4 oz
- Marijuana Grows: 3
- Marijuana (processed): 5 lbs
- Marijuana (plants): 2,337
- Cocaine Seized: 1 oz
- Guns Seized: 9
- Asset Seizure: \$2,846



Specialized Units
Fugitive
Apprehension
2014 – 1st Qtr

TOTAL OPERATIONS: 2

Cases Involved: 2

Arrests: 2

Charges: PC 245(a)(2)
Parolee at Large



SPECIALIZED UNITS INVESTIGATION CALL-OUTS 2014 – 1st Qtr

#CALL-OUTS – 1

CHARGES/REASON

1 – Kidnapping

BUREAU OF FIELD SERVICES

CALLS FOR SERVICE

2013 vs. 2014

1st Qtr

PRIORITY	2013 – 3mo	2014 – 3mo	%CHANGE
1	2,166	1,943	-10%
2	9,097	9,008	-1%
3	5,797	6,087	5%
4	1,341	1,169	-13%
5	502	560	12%
TOTALS	18,903	18,767	-1%

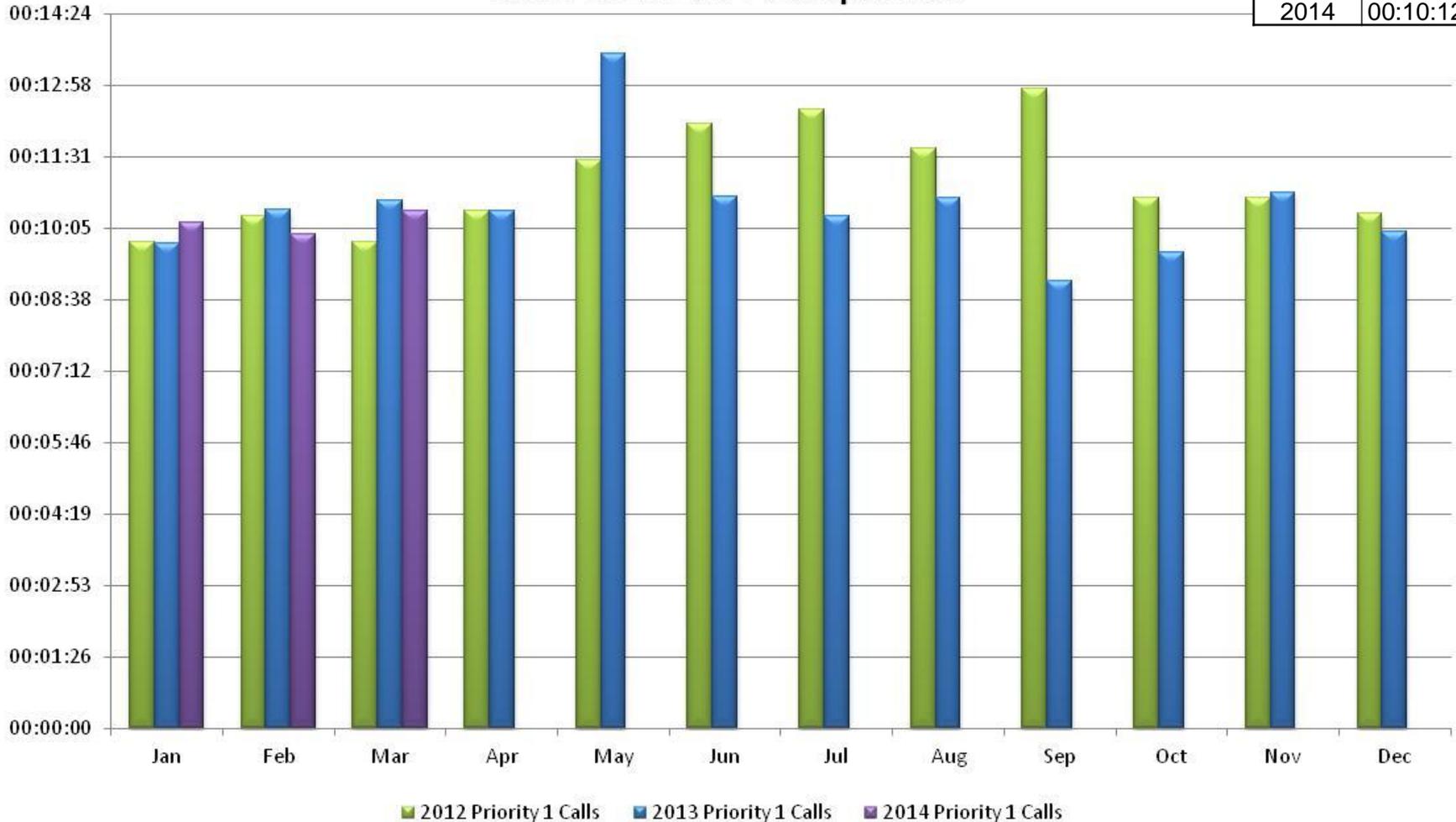
HOW REC'D	2013 – 3mo	2014 – 3mo	%CHANGE
OFFICER ON-VIEW	1,791	2,029	13.29%
PHONE	17,086	16,639	-2.62%
*OTHER	26	99	280.77%
TOTALS	18,903	18,767	-0.72%

*Calls For Service which usually are reported at the Station, via teletype or other non-typical means.

CALL RECEIVED to OFFICER ARRIVED

**Priority 1 Response Times
Receive to Arrive
2012-2013-2014 Comparison**

Year	AVG Rec'd to Arr
2012	00:11:04
2013	00:10:30
2014	00:10:12



TRAFFIC STATISTICS

2013 vs. 2014

1st Qtr

<u>TRAFFIC CALLS FOR SERVICE</u>			
<u>CLOSE CLASS</u>	2013 – 3mo	2014 – 3mo	%CHANGE
ACCIDENT – NO INJURY	320	373	16.6%
ACCIDENT – WITH INJURY	38	58	52.6%
DUI - MISDEMEANOR	52	60	15.4%
DUI - FELONY	2	1	-50.0%
OTHERS	8	4	-50.0%
TOTAL	420	496	18.1%

	2013 – 3mo	2014 – 3mo	%CHANGE
<u>TRAFFIC FATALITIES</u>	3	1	-66.7%

K-9 Program

- The Antioch Police Department currently has 4 certified and working teams.

Month	Deployments	Arrests	Physical Apprehensions	Demonstrations
Jan-14	37	15	3	1
Feb-14	49	14	2	0
Mar-14	40	8	2	0

Reserves Hours Worked

Month	Hours
Jan-14	81.5
Feb-14	95.0
Mar-14	105.5

CURRENT STAFFING LEVELS

SWORN POSITIONS

- **97** Authorized Sworn positions including the Chief*
- **86** Full-time positions are filled.
- **6** Officers are in FTO.
- **8** Sworn are out on injury.
- **72** Full-Duty Sworn positions
- **8** Sworn vacancies

*Based on the March 25, 2014 budget session.

RECRUITMENTS AND HIRING

- **2** Lateral officer candidates are currently in background.
- **1** Entry level police candidate is in background for the May academy.
- **1** Lateral officer has been given a start date of April 21, 2014.
- **1** Lateral dispatcher will start April 21, 2014
- **1** Lateral dispatcher has been given a conditional offer of employment.
- **14** Police applicants passed the physical agility test given on April 11, 2014.

RECRUITMENTS AND HIRING

- **2** Recruits are due to graduate from the Academy on August 22, 2014.
- **1** Lateral Dispatchers is in background.
- **1** Dispatcher is scheduled for a polygraph.
- All Police and Lateral Dispatcher recruitments remain open.

POLICE DEPARTMENT RECRUITMENT

2014 – 1st Qtr

Type of Recruitment	Number of Applicants	Applicants Invited to Physical Agility	Applicants Invited to Written Exam	Applicants Invited to Interviews	Applicants on Eligibility List	TOTAL No. of Hires	Percent of Applicants Hired
Lateral	36	-	-	11	6	1	2.8%
Academy Grad/Student	113	40	-	13	4	0	0.0%
Police Trainee *	799	123	59	43	17	1	0.1%
Police Dispatcher – Lateral	38	-	-	4	4	2	5.3%
Total number of applications	986	163	59	71	31	4	0.4%

** Applicants processed in the first quarter in 2014 include some applications .*

NEW DEVELOPMENTS



NEW HIRES Laterals



NEW HIRES

Academy Graduate



Questions?

STAFF REPORT TO THE ANTIOCH CITY COUNCIL FOR CONSIDERATION AT THE MEETING OF APRIL 22, 2014

Prepared by: Dawn Merchant, Finance Director

Date: April 7, 2014

Subject: Budget Development FISCAL YEARS 2014-15

RECOMMENDATION

Provide direction and feedback to staff regarding the budget information provided at this meeting.

SUMMARY

This budget study session will address Special Revenue, Debt Service, Antioch Public Financing Authority, and Successor Agency Funds.

BACKGROUND

SPECIAL REVENUE FUNDS - This type of fund is generally used to collect revenues that are restricted as to how those funds might be spent. The City of Antioch also uses this type of fund to document revenue that is intended for a specific City program or service. The City maintains thirty-four Special Revenue Funds. The Gas Tax, Traffic Signal and Measure J funds will be brought back with the CIP budget discussion. The Recreation Fund and Animal Control Fund were included in the first budget study session.

We are seeking Council direction during this study session regarding the Civic Arts Fund. This fund accounts for the City's agreement with the Art's & Cultural Foundation. Historically, 30% of the Transient Occupancy Tax (TOT) collected by our hotel establishments has been allocated to this fund to support the Foundation. Due to the economic downturn, TOT collections severely declined (also due to the loss of the Best Western hotel). While 30% is still allocated to the fund, the amount of money that represents has dwindled. In fiscal years 2011, 2012, and 2013 the City paid the Foundation \$18,000, \$18,250 and \$23,000 respectively and \$42,000 in the current fiscal year. \$38,000 is included in the fiscal year 2014-2015 proposed budget.

It is important to note that this funding level assumes sufficient TOT will be collected to provide that level of funding. The hotel market continues to be very unstable in the City and we continue to experience collection problems with our current hotels. We are asking Council to provide direction on the level of funding currently programmed into the fiscal year 2014-15 budget as the option exists to reduce or eliminate funding and place the amount into the General Fund.

This budget also reflects the reclassification of the Medical after Retirement Internal Service Funds to Special Revenue Fund types. Since the City is on a pay as you go basis for other post employment benefits offered, accounting rules do not allow classification as Internal Service Funds.

DEBT SERVICE FUNDS - Debt Service Funds account for debt obligations of the general government. The City maintains two such funds currently to account for the ABAG 2001 Lease Revenue Bonds and the Honeywell Retrofit Project Lease.

ANTIOCH PUBLIC FINANCING AUTHORITY - This is a joint powers authority organized by the City of Antioch and the Antioch Development Agency under the laws of the State of California. The Authority was organized to provide financial assistance to the City by financing real and personal property and improvements for the benefit of the residents of the City. The Authority has provided financing mechanisms for the Police Facility, Water Plant Expansion, Hillcrest Assessment District #26 and Lone Diamond Assessment District #27/31.

SUCCESSOR AGENCY – With the abolishment of redevelopment, the City opted to become the Housing and Successor Agency to the Antioch Development Agency and assume all assets and liabilities of the former Antioch Development Agency. The Housing Successor Fund is a Special Revenue Fund of the City and accounts for the administration of housing loans and the Vista Diablo Mobile Home Park Subsidy. The City as Successor Agency adopted an Enforceable Obligation Schedule that details all outstanding obligations of the former development agency. These funds are treated as trust funds and account for receipt and distribution of Redevelopment Property Tax Trust Fund monies from Contra Costa County to pay for the enforceable obligations of the former redevelopment agency.

ATTACHMENT

Attachment 1 – Study Session Packet for Special Revenue, Debt Service, Antioch Public Financing Authority, and Successor Agency Funds

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

Special Revenue Funds

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

FEDERAL ASSET FORFEITURE FUND 210 – This fund accounts for monies and property seized during drug enforcement on Federal cases. The Federal government requires a separate fund to account for these activities.

FEDERAL ASSET FORFEITURE (FUND 210)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$106,954	\$93,709	\$97,282	\$97,282	\$87,382		\$77,382	
Revenue Source:								
Investment Income	674	455	500	500	400	-20%	400	0%
Other	0	23,373	10,000	10,000	10,000	0%	10,000	0%
Total Revenue	674	23,828	10,500	10,500	10,400	-1%	10,400	0%
Expenditures:								
Services & Supplies	13,919	20,255	20,400	20,400	20,400	0%	20,400	0%
Total Expenditures	13,919	20,255	20,400	20,400	20,400	0%	20,400	0%
Ending Balance, June 30	\$93,709	\$97,282	\$87,382	\$87,382	\$77,382		\$67,382	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

DELTA FAIR PROPERTY FUND 211 – This fund was created when the City sold property it owned on Delta Fair Boulevard at the City’s western City limits. The property was originally purchased from the State on the condition that it would be used for park and recreation purposes. When it was decided that the property was more suitable for commercial purposes and should be sold or leased, the State gave its permission on the condition that proceeds be used for park purposes.

DELTA FAIR PROPERTY (FUND 211)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$54,651	\$63,667	\$17,790	\$17,790	\$27,121		\$145,446	
Revenue Source:								
Investment Income	657	360	100	150	750	400%	850	13%
Current Service Charges	18,800	17,200	10,000	19,600	128,000	553% ¹	46,000	-64% ¹
Total Revenue	19,457	17,560	10,100	19,750	128,750	552%	46,850	-64%
Expenditures:								
Services & Supplies	149	154	10,150	10,150	10,150	0%	10,150	0%
Transfers Out	10,000	63,000	0	0	0	0%	0	0%
Interfund Charges	292	283	271	269	275	2%	274	0%
Total Expenditures	10,441	63,437	10,421	10,419	10,425	0%	10,424	0%
Ending Balance, June 30	\$63,667	\$17,790	\$17,469	\$27,121	\$145,446		\$181,872	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Projected billboard revenue. First year of lease requires \$100,000 upfront payment.

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND 212 – This fund accounts for grant funds received from the Federal government for the purpose of developing viable urban communities.

COMMUNITY DEVELOPMENT BLOCK GRANT (FUND 212) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0		\$0	
Revenue Source:								
Revenue from Other Agencies	639,101	385,137	862,640	738,086	1,118,104	51%	835,523	-25%
Other	14,128	0	0	0	0	0%	0	0%
Total Revenue	653,229	385,137	862,640	738,086	1,118,104	51%¹	835,523	-25%
Expenditures:								
Personnel	5,087	1,748	13,845	14,003	13,845	-1%	13,845	0%
Services & Supplies	648,142	383,389	848,795	724,083	1,104,259	53%	821,678	-26%
Total Expenditures	653,229	385,137	862,640	738,086	1,118,104	51%¹	835,523	-25%
Ending Balance June 30	\$0	\$0	\$0	\$0	\$0		\$0	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Funding for City of Antioch roadway rehabilitation project in FY15 includes allocation from FY13 & FY14 rolled forward to FY15.

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

CIVIC ARTS FUND 215 – This fund accounts for money specifically set aside for art programs and projects. Revenues come from a percentage of the City's Transient Occupancy Tax. Expenditures are for a variety of programs in the fund and performing arts, as well as projects such as Art in Public Places.

CIVIC ARTS (FUND 215) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$3,352	\$15,058	\$22,303	\$22,303	\$11,768		\$545	
Revenue Source:								
Investment Income	17	32	25	25	25	0%	25	0%
Transient Occupancy Tax	35,952	34,884	32,143	32,143	34,285	7%	34,285	0%
Other	0	19	0	5,657	0	-100% ¹	0	0%
Total Revenue	35,969	34,935	32,168	37,825	34,310	-9%	34,310	0%
Expenditures:								
Services & Supplies	22,146	25,421	46,078	46,033	43,066	-6% ²	32,158	-25%
Internal Services	2,117	2,269	2,320	2,327	2,467	6%	2,437	-1%
Total Expenditures	24,263	27,690	48,398	48,360	45,533	-6%	34,595	-24%
Ending Balance, June 30	\$15,058	\$22,303	\$6,073	\$11,768	\$545		\$260	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: In FY14, the Successor Agency to the Antioch Development Agency reimbursed property maintenance costs as the Lynn House parcel is a former redevelopment agency owned parcel that was transferred to the Successor Agency

²NOTE: FY15 includes \$38,000 in funding to the Arts & Cultural Foundation. Council direction requested.

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PARK-IN-LIEU FUND 216 – This fund accounts for revenues from park dedication fees required of all new construction. Monies are accumulated in accounts allocated to certain parks on the basis of the area in which the construction is taking place. These funds are then appropriated and spent for park development.

PARK IN LIEU (FUND 216)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Proposed	Change
Beginning Balance, July 1	\$3,998,072	\$4,181,406	\$2,166,713	\$2,166,713	\$1,494,038		\$1,515,189	
Revenue Source:								
Investment Income	34,196	11,684	18,000	18,000	22,000	22%	22,000	0%
Licenses & Permits	215,374	443,161	45,000	359,510	110,000	-69%	110,000	0%
Donations	0	525	24,475	24,475	0	-100% ¹	0	0%
Other	0	0	152,500	133,150	0	-100% ¹	0	0%
Total Revenues	249,570	455,370	239,975	535,135	132,000	-75%	132,000	0%
Expenditures:								
Services & Supplies	8,694	6,310	10,000	8,000	10,000	25%	10,000	0%
City Park Playground	0	16,632	160,868	160,868	0	-100%	0	0%
Prewett Repairs	56,672	360,971	182,726	182,726	0	-100%	0	0%
Nelson Ranch	0	2,061,793	738,207	738,207	0	-100%	0	0%
Mira Vista Park Playground	0	0	0	0	100,000	100%	0	-100%
Turf Fields	0	23,487	0	32,174	0	-100%	0	0%
Transfer Out to CIP Fund	0	0	0	85,000	0	-100%	0	0%
Internal Services	870	870	835	835	849	2%	846	0%
Total Expenditures	66,236	2,470,063	1,092,636	1,207,810	110,849	-91%	10,846	-90%
Ending Balance, June 30	\$4,181,406	\$2,166,713	\$1,314,052	\$1,494,038	\$1,515,189		\$1,636,343	
Allocated FTE'S	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: FY14 includes donations and insurance reimbursement for City Park playground.

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SENIOR BUS FUND 218 – This fund accounts previously accounted for the City’s Senior Bus Program, however, in September 2012, Tri-Delta Transit took over the program. Tri-Delta Transit will be providing the City with 5,000 free tickets each year and additional tickets will be purchased for \$2.50 each from Tri-Delta Transit. The City will in turn sell these to seniors participating in the program for \$1.00 each. The \$1.50 subsidy per ticket will be funded by the accumulated fund balance that remains.

SENIOR BUS FUND (FUND 218)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Proposed	Change
Beginning Balance, July 1	\$175,073	\$240,037	\$214,852	\$214,852	\$212,052		\$208,752	
Revenue Source:								
Investment Income	1,611	1,253	850	1,500	1,000	-33%	1,000	0%
Current Service Charges	2,538	2,325	4,000	4,000	4,000	0%	4,000	0%
Revenue from other Agencies	280,978	47,037	0	0	0	0%	0	0%
Other	44	72	0	0	0	0%	0	0%
Total Revenues	285,171	50,687	4,850	5,500	5,000	-9%	5,000	0%
Expenditures:								
Personnel	132,560	42,235	0	0	0	0%	0	0%
Services & Supplies	41,750	13,957	400	600	600	0%	600	0%
Transfer Out to Recreation Fund	35,000	7,700	7,700	7,700	7,700	0%	7,700	0%
Internal Services	10,897	11,980	0	0	0	0%	0	0%
Total Expenditures	220,207	75,872	8,100	8,300	8,300	0%	8,300	0%
Ending Balance, June 30	\$240,037	\$214,852	\$211,602	\$212,052	\$208,752		\$205,452	
Allocated FTE'S	2.00	2.00	0.00	0.00	0.00		0.00	

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POLICE ASSET FORFEITURE FUND 221 – This fund accounts for monies seized during drug enforcement activities. Monies are held by the City until cases are settled by the courts. Monies are then either reverted to the City or returned to the rightful owner. Monies reverted to the City must be used for legitimate law enforcement purposes.

ASSET FORFEITURE (FUND 221)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$22,061	\$27,490	\$3,473	\$3,473	\$5,478		\$7,419	
Revenue Source:								
Investment Income	2,206	1,461	1,400	1,600	1,700	6%	100	-94%
Asset Forfeiture	65,312	10,889	30,000	30,000	30,000	0%	7,000	-77%
Other	209	0	0	0	0	0%	0	0%
Total Revenue	67,727	12,350	31,400	31,600	31,700	0%	7,100	-78%
Expenditures:								
Services & Supplies	57,729	31,695	25,000	25,000	25,000	0%	9,700	-61%
Internal Services	4,569	4,672	4,591	4,595	4,759	4%	4,720	-1%
Total Expenditures	62,298	36,367	29,591	29,595	29,759	1%	14,420	-52%
Ending Balance, June 30	\$27,490	\$3,473	\$5,282	\$5,478	\$7,419		\$99	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

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CHILD CARE FUND 223 – This fund accounts for lease revenue received from the YWCA and City expenditures relating to the Mary Rocha Child Care Center at 931 Cavallo Road. In 1990 the City purchased a modular building for \$240,000 and made improvements in the amount of \$75,000 for a low income child care facility. The land and modular building of the center belong to the City.

CHILD CARE (FUND 223)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$73,486	\$101,215	\$101,165	\$101,165	\$78,484		\$81,444	
Revenue Source:								
Investment Income	1,005	782	1,000	1,000	1,000	0%	1,000	0%
Current Service Charges	69,215	71,014	72,435	72,860	74,317	2%	75,804	2%
Total Revenue	70,220	71,796	73,435	73,860	75,317	2%	76,804	2%
Expenditures:								
Services & Supplies	6,501	967	25,790	25,715	1,505	-94% ¹	1,575	5%
Transfer Out to Recreation/Prewett	35,000	70,000	70,000	70,000	70,000	0%	70,000	0%
Internal Services	990	879	852	826	852	3%	857	1%
Total Expenditures	42,491	71,846	96,642	96,541	72,357	-25%	72,432	0%
Ending Balance, June 30	\$101,215	\$101,165	\$77,958	\$78,484	\$81,444		\$85,816	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: FY14 includes \$20,000 for parking lot rehabilitation and building painting.

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TIDELANDS FUND 225 – In 1990, the California State Legislature passed Assembly Bill 1900 that created tidelands entitlement areas. Funds are generated by payments from the lessees of the City's tidelands areas. This revenue is limited to improving accessibility and/or protection of the City's waterfront areas.

TIDELANDS (FUND 225)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$96,801	\$104,057	\$111,070	\$111,070	\$118,349		\$105,557	
Revenue Source:								
Investment Income	851	543	500	800	600	-25%	700	17%
Current Service Charges	6,858	6,944	7,085	7,085	7,225	2%	7,370	2%
Total Revenue	7,709	7,487	7,585	7,885	7,825	-1%	8,070	3%
Expenditures:								
Services & Supplies	209	239	20,375	375	20,375	5333% ¹	375	-98%
Internal Services	244	235	234	231	242	5%	242	0%
Total Expenditures	453	474	20,609	606	20,617	3302%	617	-97%
Ending Balance, June 30	\$104,057	\$111,070	\$98,046	\$118,349	\$105,557		\$113,010	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Budget for Fulton Shipyard boat ramp in FY14 being moved to FY15.

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SOLID WASTE REDUCTION FUND 226 – This fund has two programs operated by the Community Development Department. Oil recycling funds are used for the curbside collection of oils and filters as well as collection of the same at the East County Household Hazardous Waste Collection Facility. The Solid Waste Reductions Program was established to help the City meet AB 939 mandates to divert waste from landfills to recycling programs.

SOLID WASTE FUND (FUND 226)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	\$175,425	\$313,604	\$367,638	\$367,638	\$355,695		\$334,118	
Revenue Source:								
Investment Income	3,215	2,170	1,500	2,000	1,500	-25%	1,500	0%
Revenue from Other Agencies	114,074	39,637	56,500	58,502	54,000	-8%	56,000	4%
Franchise Fees	160,000	160,000	160,000	160,000	160,000	0%	160,000	0%
Other	10,751	10,045	5,000	5,625	5,000	-11%	5,000	0%
Total Revenue	288,040	211,852	223,000	226,127	220,500	-2%	222,500	1%
Expenditures:								
Personnel	42,419	45,972	52,915	64,208	65,525	2%	66,662	2%
Services & Supplies	99,479	103,212	174,134	164,165	166,683	2%	174,968	5%
Internal Services	7,963	8,634	9,463	9,697	9,869	2%	9,808	-1%
Total Expenditures	149,861	157,818	236,512	238,070	242,077	2%	251,438	4%
Ending Balance, June 30	\$313,604	\$367,638	\$354,126	\$355,695	\$334,118		\$305,180	
Allocated FTE's:				Allocated	Allocated		Allocated	
				2013-14	2014-15		2015-16	
Solid Waste Reduction				0.34	0.34		0.34	

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Solid Waste Used Oil (226-5220)								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Source of Funds:								
Revenue from Other Agencies	86,639	39,637	30,500	30,500	29,000	-5%	29,000	0%
Other	3,526	84	0	0	0	0%	0	0%
Total Source of Funds	90,165	39,721	30,500	30,500	29,000	-5%	29,000	0%
Use of Funds:								
Personnel	6,623	0	0	0	0	0%	0	0%
Services & Supplies	29,759	31,012	30,500	30,500	31,500	3%	31,500	0%
Total Use of Funds	36,382	31,012	30,500	30,500	31,500	3%	31,500	0%
Allocated FTE'S	0.00	0.00	0.00	0.00	0.00		0.00	

Solid Waste Reduction (226-5225)								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Source of Funds:								
Franchise - Street Impact	160,000	160,000	160,000	160,000	160,000	0%	160,000	0%
Investment Income	3,215	2,170	1,500	2,000	1,500	-25%	1,500	0%
Revenue from Other Agencies	27,435	0	26,000	28,002	25,000	-11%	27,000	8%
Other	7,225	9,961	5,000	5,625	5,000	-11%	5,000	0%
Total Source of Funds	197,875	172,131	192,500	195,627	191,500	-2%	193,500	1%
Use of Funds:								
Personnel	35,796	45,972	52,915	64,208	65,525	2%	66,662	2%
Services & Supplies	69,720	72,200	143,634	133,665	135,183	1%	143,468	6%
Internal Services	7,963	8,634	9,463	9,697	9,869	2%	9,808	-1%
Total Use of Funds	113,479	126,806	206,012	207,570	210,577	1%	219,938	4%
Allocated FTE'S	0.34	0.34	0.34	0.34	0.34		0.34	

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ABANDONED VEHICLE FUND 228 – This fund accounts for revenue from AB 4114, which charges a \$1.00 fee on the registration of all vehicles located in the City. The funds are received from the County and are used to remove abandoned vehicles from City streets.

ABANDONED VEHICLES (FUND 228)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2014-15 Projected	% Change
Beginning Balance, July 1	\$75,894	\$112,420	\$139,998	\$139,998	\$139,930		\$140,288	
Investment Income	924	643	500	1,000	1,000	0%	1,000	0%
Revenue from Other Agencies	42,913	36,545	47,000	47,000	47,000	0%	47,000	0%
Total Revenues	43,837	37,188	47,500	48,000	48,000	0%	48,000	0%
Expenditures:								
Personnel	0	0	0	528	0	-100%	0	0%
Services & Supplies	6,237	8,432	46,250	46,300	46,300	0%	46,300	0%
Internal Services	1,074	1,178	1,236	1,240	1,342	8%	1,319	-2%
Total Expenditures	7,311	9,610	47,486	48,068	47,642	-1%	47,619	0%
Ending Balance, June 30	\$112,420	\$139,998	\$140,012	\$139,930	\$140,288		\$140,669	
Allocated FTE'S	0.00	0.00	0.00	0.00	0.00		0.00	

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NATIONAL POLLUTANT DISCHARGE ELIMINATION (NPDES) FUND 229 – This fund was established to account for activities related to the National Pollutant Discharge Elimination System (NPDES). NPDES was mandated by the Clean Water Act of 1987 to monitor and reduce storm water pollution. The program is administered in the State of California by the Water Quality Control Board and is funded by a parcel tax of \$25.00 per equivalent residential parcel.

NATIONAL POLLUTANT DISCHARGE ELIMINATION (NPDES) (FUND 229) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$2,454,814	\$2,738,661	\$2,807,070	\$2,807,070	\$2,361,466		\$2,110,317	
Revenue Source:								
Investment Income	21,057	13,638	10,000	13,000	8,000	-38%	7,000	-13%
Revenue from Other Agencies	0	26,100	0	0	0	0%	0	0%
Assessment Fees	879,081	850,326	835,000	835,000	830,000	-1%	825,000	-1%
Other Revenue	244	1,126	0	5	0	-100%	0	0%
Transfers In	35,000	35,000	35,000	35,000	35,000	0%	35,000	0%
Total Revenues	935,382	926,190	880,000	883,005	873,000	-1%	867,000	-1%
Expenditures:								
Personnel	135,364	162,367	224,895	204,413	234,345	15%	242,810	4%
Services & Supplies	247,315	282,521	462,792	452,145	484,321	7%	495,280	2%
Capital Projects	0	144,038	393,462	393,462	125,000	-68%	100,000	-20%
Transfers Out	258,282	257,657	265,781	266,958	266,130	0%	267,442	0%
Internal Services	10,574	11,198	11,567	11,631	14,353	23%	13,931	-3%
Total Expenditures	651,535	857,781	1,358,497	1,328,609	1,124,149	-15%	1,119,463	0%
Ending Balance, June 30	\$2,738,661	\$2,807,070	\$2,328,573	\$2,361,466	\$2,110,317		\$1,857,854	
Allocated FTE's:				Allocated 2013-14	Allocated 2014-15		Allocated 2015-16	
Channel Maintenance				2.02	2.02		2.02	

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Channel Maintenance (229-2585)								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Source of Funds:								
Transfer In	35,000	35,000	35,000	35,000	35,000	0%	35,000	0%
Other	244	1,126	0	5	0	-100%	0	0%
Total Source of Funds	35,244	36,126	35,000	35,005	35,000	0%	35,000	0%
Use of Funds:								
Personnel	135,364	162,367	224,895	204,413	234,345	15% ¹	242,810	4%
Services & Supplies	155,019	222,145	274,792	261,643	266,321	2%	267,280	0%
Capital Projects	0	115,525	384,475	384,475	125,000	-67% ²	100,000	-20%
Transfer Out	64,833	57,657	65,781	66,958	66,130	-1%	67,442	2%
Total Use of Funds	355,216	557,694	949,943	917,489	691,796	-25%	677,532	-2%
Allocated FTE'S	1.17	1.27	2.02	2.02	2.02		2.02	

¹VARIANCE: Vacancy savings on FY14.

²VARIANCE: West Antioch Creek De-Silting project expenditures in FY14 not in FY15. FY15 project for storm channel/catch basin improvements and trash capture devices.

Storm Drain Administration (229-5230)								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Source of Funds:								
Investment Income	21,057	13,638	10,000	13,000	8,000	-38%	7,000	-13%
Revenue from Other Agencies	0	26,100	0	0	0	0%	0	0%
Assessment Fees	879,081	850,326	835,000	835,000	830,000	-1%	825,000	-1%
Total Source of Funds	900,138	890,064	845,000	848,000	838,000	-1%	832,000	-1%
Use of Funds:								
Services & Supplies	92,296	60,376	188,000	190,502	218,000	14%	228,000	5%
Capital Projects	0	28,513	8,987	8,987	0	-100%	0	0%
Transfer Out	193,449	200,000	200,000	200,000	200,000	0%	200,000	0%
Internal Services	10,574	11,198	11,567	11,631	14,353	23%	13,931	-3%
Total Use of Funds	296,319	300,087	408,554	411,120	432,353	5%	441,931	2%
Allocated FTE'S	0.00	0.00	0.00	0.00	0.00		0.00	

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SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND GRANT (SLESF) FUND 232 – This fund accounts for the revenue dispersed by the State to local jurisdictions for the staffing of “front line” officers. This money is passed through the County.

SUPPLEMENTAL LAW ENFORCEMENT GRANT (FUND 232) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$0	\$13	\$13	\$13	\$1		\$1	
Revenue Source:								
Investment Income	13	32	0	-7	0	-100%	0	0%
Revenue From Other Agencies	156,238	131,252	160,658	160,658	100,000	-38%	100,000	0%
Total Revenue	156,251	131,284	160,658	160,651	100,000	-38%	100,000	0%
Expenditures:								
Services & Supplies	0	17	0	5	0	-100%	0	0%
Transfer Out to General Fund	156,238	131,267	160,658	160,658	100,000	-38%	100,000	0%
Total Expenditures	156,238	131,284	160,658	160,663	100,000	-38%	100,000	0%
Ending Balance, June 30	\$13	\$13	\$13	\$1	\$1		\$1	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

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BYRNE GRANT FUND 233 – This fund accounts for public safety funding allocated under the Fiscal Year 1996 Omnibus Appropriations Act. Funds may be used for a wide variety of activities from increasing personnel equipment resources for law enforcement to developing and supporting programs to enhance effective criminal justice processes. The current grant cycle is pass through Contra Costa County. Funds have historically been used to fund a youth diversion program and the volunteer program at the police department.

BYRNE GRANT (FUND 233)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0		\$0	
Revenue Source:								
Revenue From Other Agencies	0	50,506	67,398	82,335	0	-100%	0	0%
Total Revenue	0	50,506	67,398	82,335	0	-100%¹	0	0%
Expenditures:								
Services & Supplies	0	3,370	3,370	3,272	0	-100%	0	0%
Transfer Out to General Fund	0	47,136	64,028	79,063	0	-100%	0	0%
Total Expenditures	0	50,506	67,398	82,335	0	-100%¹	0	0%
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0		\$0	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Grant to be received and spent in FY14. Funds used for Youth Diversion and Volunteer Programs in the Police Department. The Police Department will apply for new funds if available in the upcoming fiscal year.

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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) REVOLVING LOAN FUND 236 – This fund was set up at the request of the U.S. Department of Housing and Urban Development’s request that the City develop a Revolving Loan Fund for the Owner Occupied Housing Rehabilitation Program (also known as the Neighborhood Preservation Program).

COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN (FUND 236) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$52,432	\$102,382	\$214,865	\$214,865	\$214,840		\$220,040	
Revenue Source:								
Investment Income	531	600	350	1,000	1,200	20%	1,400	17%
Other	49,931	112,414	5,000	69,575	5,000	-93% ¹	5,000	0%
Total Revenue	50,462	113,014	5,350	70,575	6,200	-91%	6,400	3%
Expenditures:								
Services & Supplies	512	531	30,270	70,600	1,000	-99% ²	1,200	20%
Total Expenditures	512	531	30,270	70,600	1,000	-99%	1,200	20%
Ending Balance, June 30	\$102,382	\$214,865	\$189,945	\$214,840	\$220,040		\$225,240	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Several large loan repayments received in FY14.

²VARIANCE: \$70,000 budgeted for rental rehabilitation in FY14.

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TRAFFIC SAFETY FUND 237 – This fund accounts for fines and forfeitures received under Section 1463 of the Penal Code. Funds shall be used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention.

TRAFFIC SAFETY (FUND 237)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$0	\$34,995	\$18,982	\$18,982	\$18,992		\$19,002	
Revenue Source:								
Investment Income	-371	355	125	100	100	0%	100	0%
Vehicle Code Fines	80,394	103,922	80,000	80,000	80,000	0%	80,000	0%
Total Revenue	80,023	104,277	80,125	80,100	80,100	0%	80,100	0%
Expenditures:								
Services & Supplies	28	95	125	90	90	0%	90	0%
Transfer Out to General Fund	45,000	120,195	80,000	80,000	80,000	0%	80,000	0%
Total Expenditures	45,028	120,290	80,125	80,090	80,090	0%	80,090	0%
Ending Balance, June 30	\$34,995	\$18,982	\$18,982	\$18,992	\$19,002		\$19,012	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

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PEG FRANCHISE FEE FUND 238 – This fund accounts for a 1% fee collected from video franchises to support local Public, Educational and Governmental Programming (PEG).

PEG FRANCHISE FEE (FUND 238)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$345,104	\$500,100	\$606,122	\$606,122	\$423,687		\$528,009	
Revenue Source:								
Investment Income	3,998	2,862	4,500	4,500	5,500	22%	6,500	18%
Franchise Fees	223,489	231,007	229,000	231,000	231,000	0%	231,000	0%
Total Revenue	227,487	233,869	233,500	235,500	236,500	0%	237,500	0%
Expenditures:								
Personnel	0	2,175	0	1,062	0	-100%	0	0%
Services & Supplies	71,308	124,368	415,500	415,500	130,700	-69% ¹	130,700	0%
Internal Services	1,183	1,304	1,367	1,373	1,478	8%	1,456	-1%
Total Expenditures	72,491	127,847	416,867	417,935	132,178	-68%	132,156	0%
Ending Balance, June 30	\$500,100	\$606,122	\$422,755	\$423,687	\$528,009		\$633,353	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: FY14 includes funding for for Council Chamber technology upgrades.

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STREET IMPACT FUND 241 – This fund accounts for the street impact fee portion of the garbage franchise agreement approved on August 9, 2005. These funds are earmarked for road repair work.

STREET IMPACT FUND (FUND 241)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	%	2015-16 Projected	%
						Change		Change
Beginning Balance, July 1	\$189,667	\$149,936	\$10,652	\$10,652	\$10,652		\$10,652	
Revenue Source:								
Investment Income	4,493	3,375	2,000	2,000	2,000	0%	2,000	0%
Franchise Fees	1,056,665	1,084,208	1,100,000	1,100,000	1,122,000	2%	1,144,440	2%
Total Revenue	1,061,158	1,087,583	1,102,000	1,102,000	1,124,000	2%	1,146,440	2%
Expenditures:								
Services & Supplies	889	867	500	500	500	0%	500	0%
Transfer Out to General Fund	1,100,000	1,226,000	1,101,500	1,101,500	1,123,500	2%	1,144,440	2%
Total Expenditures	1,100,889	1,226,867	1,102,000	1,102,000	1,124,000	2%	1,144,940	2%
Ending Balance, June 30	\$149,936	\$10,652	\$10,652	\$10,652	\$10,652		\$12,152	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

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STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT FUNDS – These funds were established to account for revenue and related expenditures of lighting and landscape activities in areas throughout the City. Each district covers from one to seven zones and provides a variety of services to maintain landscaped and non-landscaped areas, including minor medians, open space, cul-de-sacs, trails, right-of-ways, and neighborhood landscaping. Districts have restricted finances, and all work must be prioritized and completed in the most efficient and professional manner to meet mandated requirements for public safety while presenting an aesthetically pleasing streetscape.

LONE TREE MAINTENANCE DISTRICT (FUND 251) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	%	2015-16 Projected	%
						Change		Change
Beginning Balance, July 1	\$379,408	\$468,212	\$468,382	\$468,382	\$348,578		\$211,276	
Revenue Source:								
Investment Income	4,216	2,285	1,000	4,000	1,000	-75%	500	-50%
Assessments	634,189	634,189	617,381	617,381	623,906	1%	623,906	0%
Other	2,507	0	0	0	0	0%	0	0%
Total Revenue	640,912	636,474	618,381	621,381	624,906	1%	624,406	0%
Expenditures:								
Personnel	107,132	128,394	145,851	143,274	141,458	-1%	146,141	3%
Services & Supplies	157,704	207,251	265,164	256,614	253,664	-1%	253,664	0%
Transfers Out	281,627	294,506	334,868	334,868	360,165	8%	362,195	1%
Internal Services	5,645	6,153	6,409	6,429	6,921	8%	6,809	-2%
Total Expenditures	552,108	636,304	752,292	741,185	762,208	3%	768,809	1%
Ending Balance, June 30	\$468,212	\$468,382	\$334,471	\$348,578	\$211,276		\$66,873	

	Allocated 2013-14	Allocated 2014-15	Allocated 2015-16
Allocated FTE's:			
Zone 1	0.4375	0.1470	0.1470
Zone 2	0.4750	0.6292	0.6292
Zone 3	0.4500	0.5727	0.5727
Zone 4	0.1389	0.1525	0.1525
Total Allocated FTE's	1.5014	1.5014	1.5014

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Lone Tree Maintenance District – Zone 1 (251-4511)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Investment Income	4,216	2,285	1,000	4,000	1,000	-75%	500	-50%
Assessment Fees	148,882	148,882	148,000	148,000	148,000	0%	148,000	0%
Other	1,871	0	0	0	0	0%	0	0%
Total Source of Funds	154,969	151,167	149,000	152,000	149,000	-2%	148,500	0%
Use of Funds:								
Personnel	31,173	32,491	41,460	40,431	13,122	-68% ¹	14,240	9%
Services & Supplies	47,834	54,864	60,350	60,950	61,150	0%	61,150	0%
Transfers Out	69,636	68,957	75,571	75,571	81,717	8%	82,308	1%
Internal Services	1,411	1,539	1,603	1,608	1,731	8%	1,703	-2%
Total Use of Funds	150,054	157,851	178,984	178,560	157,720	-12%	159,401	1%
Allocated FTE'S	0.375	0.375	0.4375	0.4375	0.1470		0.1470	

¹VARIANCE: Re-allocation of staffing in FY15.

Lone Tree Maintenance District – Zone 2 (251-4512)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	198,337	198,337	197,162	197,162	197,162	0%	197,162	0%
Other	303	0	0	0	0	0%	0	0%
Total Source of Funds	198,640	198,337	197,162	197,162	197,162	0%	197,162	0%
Use of Funds:								
Personnel	35,926	43,947	45,025	43,824	57,880	32% ¹	59,480	3%
Services & Supplies	46,607	74,163	83,039	86,489	83,139	-4%	83,139	0%
Transfers Out	75,306	79,920	98,810	98,810	106,604	8%	107,247	1%
Internal Services	1,412	1,538	1,602	1,607	1,730	8%	1,702	-2%
Total Use of Funds	159,251	199,568	228,476	230,730	249,353	8%	251,568	1%
Allocated FTE'S	0.4125	0.4875	0.4750	0.4750	0.6292		0.6292	

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Lone Tree Maintenance District – Zone 3 (251-4513)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	216,955	216,955	215,669	215,669	215,669	0%	215,669	0%
Other	333	0	0	0	0	0%	0	0%
Total Source of Funds	217,288	216,955	215,669	215,669	215,669	0%	215,669	0%
Use of Funds:								
Personnel	30,688	38,950	44,075	42,907	54,093	26% ¹	55,593	3%
Services & Supplies	52,365	59,866	67,275	63,675	63,875	0%	63,875	0%
Transfers Out	110,657	118,169	122,352	122,352	130,915	7%	131,523	0%
Internal Services	1,411	1,538	1,602	1,607	1,730	8%	1,702	-2%
Total Use of Funds	195,121	218,523	235,304	230,541	250,613	9%	252,693	1%
Allocated FTE'S	0.35	0.4375	0.45	0.45	0.5727		0.5727	

¹VARIANCE: Re-allocation of staffing in FY15.

Lone Tree Maintenance District – Zone 4 (251-4514)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	70,015	70,015	56,550	56,550	63,075	12%	63,075	0%
Total Source of Funds	70,015	70,015	56,550	56,550	63,075	12%	63,075	0%
Use of Funds:								
Personnel	9,345	13,006	15,291	16,112	16,363	2%	16,828	3%
Services & Supplies	10,898	18,358	54,500	45,500	45,500	0%	45,500	0%
Transfers Out	26,028	27,460	38,135	38,135	40,929	7%	41,117	0%
Internal Services	1,411	1,538	1,602	1,607	1,730	8%	1,702	-2%
Total Use of Funds	47,682	60,362	109,528	101,354	104,522	3%	105,147	1%
Allocated FTE'S	0.10	0.125	0.1389	0.1389	0.1525		0.1525	

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DOWNTOWN MAINTENANCE DISTRICT (FUND 252)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$19,301	\$20,127	\$15,305	\$15,305	\$12,967		\$11,817	
Revenue Source:								
Investment Income	-11	24	50	50	50	0%	50	0%
Transfers In	69,000	57,000	77,000	77,000	77,000	0%	77,000	0%
Total Revenue	68,989	57,024	77,050	77,050	77,050	0%	77,050	0%
Expenditures:								
Personnel	31,535	33,564	43,038	44,138	42,574	-4%	42,939	1%
Services & Supplies	26,454	17,165	30,700	30,850	30,850	0%	30,850	0%
Transfers Out	8,711	9,597	2,860	2,860	3,144	10%	3,178	1%
Internal Services	1,463	1,520	1,542	1,540	1,632	6%	1,613	-1%
Total Expenditures	68,163	61,846	78,140	79,388	78,200	-1%	78,580	0%
Ending Balance, June 30	\$20,127	\$15,305	\$14,215	\$12,967	\$11,817		\$10,287	
				Allocated 2013-14	Allocated 2014-15		Allocated 2015-16	
Allocated FTE's:				0.025	0.025		0.025	

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ALMONDRIDGE MAINTENANCE DISTRICT (FUND 253)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2012-13 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$81,037	\$55,960	\$56,728	\$56,728	\$57,969		\$49,343	
Revenue Source:								
Investment Income	606	254	100	500	100	-80%	100	0%
Assessment Fees	91,971	91,971	91,426	91,426	108,922	19% ²	108,922	0%
Other	900	0	0	0	0	0%	0	0%
Total Revenue	93,477	92,225	91,526	91,926	109,022	19%	109,022	0%
Expenditures:								
Personnel	35,902	36,765	22,410	21,454	21,855	2%	22,480	3%
Services & Supplies	17,619	18,297	24,850	24,700	24,710	0%	24,710	0%
Transfer Out	63,688	34,953	43,042	43,042	69,493	61% ¹	69,763	0%
Internal Services	1,345	1,442	1,487	1,489	1,590	7%	1,569	-1%
Total Expenditures	118,554	91,457	91,789	90,685	117,648	30%	118,522	1%
Ending Balance, June 30	\$55,960	\$56,728	\$56,465	\$57,969	\$49,343		\$39,843	

	Allocated 2013-14	Allocated 2014-15	Allocated 2015-16
Allocated FTE's:	0.1914	0.2014	0.2014

¹VARIANCE: Increase in transfer out to General Fund for landscape expenditures.

²VARIANCE: Increase in assessments proposed.

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HILLCREST MAINTENANCE DISTRICT (FUND 254) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$506,968	\$538,923	\$494,748	\$494,748	\$372,782		\$180,358	
Revenue Source:								
Investment Income	4,766	2,891	1,000	3,500	1,500	-57%	500	-67%
Assessment Fees	829,023	829,023	824,110	824,110	824,110	0%	824,110	0%
Other	52,664	26	0	0	0	0%	0	0%
Total Revenue	886,453	831,940	825,110	827,610	825,610	0%	824,610	0%
Use of Funds:								
Personnel	157,571	164,880	190,264	185,569	185,258	0%	190,418	3%
Services & Supplies	262,959	243,669	295,650	297,800	297,150	0%	287,150	-3%
Transfers Out	426,204	459,103	457,369	457,369	526,131	15%	484,475	-8%
Internal Services	7,764	8,463	8,811	8,838	9,495	7%	9,351	-2%
Total Use of Funds	854,498	876,115	952,094	949,576	1,018,034	7%	971,394	-5%
Ending Balance, June 30	\$538,923	\$494,748	\$367,764	\$372,782	\$180,358		\$33,574	

Allocated FTE'S:	Allocated 2013-14	Allocated 2014-15	Allocated 2015-16
Zone 1	0.7962	0.7962	0.7962
Zone 2	0.5237	0.5237	0.5237
Zone 4	0.6062	0.6062	0.6062
Total Allocated FTE's:	1.9261	1.9261	1.9261

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Hillcrest Maintenance District, Zone 1 (254-4541)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Investment Income	4,766	2,891	1,000	3,500	1,500	-57%	500	-67%
Assessment Fees	276,703	276,703	275,063	275,063	275,063	0%	275,063	0%
Other	0	26	0	0	0	0%	0	0%
Total Source of Funds	281,469	279,620	276,063	278,563	276,563	-1%	275,563	0%
Use of Funds:								
Personnel	68,392	70,414	79,061	76,832	76,984	0%	79,124	3%
Services & Supplies	65,596	65,199	121,000	121,900	122,000	0%	112,000	-8%
Transfers Out	116,867	127,410	163,644	163,644	201,062	23% ¹	202,088	1%
Internal Services	2,588	2,821	2,937	2,946	3,165	7%	3,117	-2%
Total Use of Funds	253,443	265,844	366,642	365,322	403,211	10%	396,329	-2%
Allocated FTE's	0.7875	0.7875	0.7962	0.7962	0.7962		0.7962	

Hillcrest Maintenance District, Zone 2 (254-4542)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	365,391	365,391	363,226	363,226	363,226	0%	363,226	0%
Other	48,601	0	0	0	0	0%	0	0%
Total Source of Funds	413,992	365,391	363,226	363,226	363,226	0%	363,226	0%
Use of Funds:								
Personnel	52,312	54,416	51,180	50,242	49,832	-1%	51,222	3%
Services & Supplies	126,523	118,861	111,450	112,650	112,800	0%	112,800	0%
Transfers Out	225,689	242,394	196,203	196,203	219,974	12% ¹	220,898	0%
Internal Services	2,588	2,821	2,937	2,946	3,165	7%	3,117	-2%
Total Use of Funds	407,112	418,492	361,770	362,041	385,771	7%	388,037	1%
Allocated FTE's	0.6125	0.6125	0.5237	0.5237	0.5237		0.5237	

¹VARIANCE: Increase in transfer out to General Fund and SLLMD Administration Fund for landscape expenses

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Hillcrest Maintenance District, Zone 4 (254-4544)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Revenue Source:								
Assessment Fees	186,929	186,929	185,821	185,821	185,821	0%	185,821	0%
Other	4,063	0	0	0	0	0%	0	0%
Total Revenue	190,992	186,929	185,821	185,821	185,821	0%	185,821	0%
Use of Funds:								
Personnel	36,867	40,050	60,023	58,495	58,442	0%	60,072	3%
Services & Supplies	70,840	59,609	63,200	63,250	62,350	-1%	62,350	0%
Transfers Out	83,648	89,299	97,522	97,522	105,095	8%	61,489	-41%
Internal Services	2,588	2,821	2,937	2,946	3,165	7%	3,117	-2%
Total Use of Funds	193,943	191,779	223,682	222,213	229,052	3%	187,028	-18%
Allocated FTE'S	0.425	0.425	0.606	0.606	0.606		0.606	

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PARK 1A MAINTENANCE DISTRICT (FUND 255)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$35,694	\$13,281	\$5,735	\$5,735	\$13,434		\$16,779	
Revenue Sources:								
Taxes	21,359	21,811	21,750	23,361	21,750	-7%	21,750	0%
Investment Income & Rentals	29,930	28,778	35,100	39,100	40,100	3%	40,100	0%
Revenue from Other Agencies	231	228	115	115	115	0%	115	0%
Other	0	508	0	0	0	0%	0	0%
Total Revenues	51,520	51,325	56,965	62,576	61,965	-1%	61,965	0%
Expenditures:								
Personnel	25,880	7,402	8,540	8,124	8,855	9%	8,855	0%
Services & Supplies	18,794	23,390	25,190	25,190	26,700	6%	25,200	-6%
Transfer Out	12,631	13,916	8,581	8,581	9,432	10%	9,534	1%
Internal Services	16,628	14,163	13,561	12,982	13,633	5%	13,734	1%
Total Expenditures	73,933	58,871	55,872	54,877	58,620	7%	57,323	-2%
Ending Balance, June 30	\$13,281	\$5,735	\$6,828	\$13,434	\$16,779		\$21,421	
				Allocated 2013-14	Allocated 2014-15		Allocated 2015-16	
Allocated FTE'S:				0.075	0.075		0.075	

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CITYWIDE 2A MAINTENANCE DISTRICT (FUND 256)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$200,818	\$228,259	\$240,262	\$240,262	\$191,586		\$143,508	
Revenue Source:								
Investment Income	2,098	1,323	500	1,800	1,300	-28%	800	-38%
Assessment Fees	384,817	384,817	390,968	390,968	400,494	2%	400,494	0%
Other	2,936	1,342	0	0	0	0%	0	0%
Transfers In	90,000	92,000	88,000	88,000	88,000	0%	88,000	0%
Total Revenue	479,851	479,482	479,468	480,768	489,794	2%	489,294	0%
Expenditures:								
Personnel	73,825	76,093	88,634	86,866	86,913	0%	89,312	3%
Services & Supplies	148,988	153,447	230,009	229,623	225,899	-2%	225,899	0%
Transfers Out	224,774	232,750	207,592	207,592	219,331	6%	220,553	1%
Internal Services	4,823	5,189	5,345	5,363	5,729	7%	5,645	-1%
Total Expenditures	452,410	467,479	531,580	529,444	537,872	2%	541,409	1%
Ending Balance, June 30	\$228,259	\$240,262	\$188,150	\$191,586	\$143,508		\$91,393	

Allocated FTE's:	Allocated 2013-14	Allocated 2014-15	Allocated 2015-16
Zone 3	0.1125	0.1125	0.1125
Zone 4	0.0375	0.0375	0.0375
Zone 5	0.1500	0.1500	0.1500
Zone 6	0.0500	0.0500	0.0500
Zone 8	0.2000	0.2000	0.2000
Zone 9	0.1875	0.1875	0.1875
Zone 10	0.1668	0.1668	0.1668
Total Allocated FTE's:	0.9043	0.9043	0.9043

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Citywide Maintenance, Zone 3 (256-4563)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Investment Income	2,098	1,323	500	1,800	1,300	-28%	800	-38%
Assessment Fees	14,582	14,582	14,496	14,496	14,496	0%	14,496	0%
Other	1,383	1,342	0	0	0	0%	0	0%
Transfers In	20,000	20,000	18,000	18,000	18,000	0%	18,000	0%
Total Source of Funds	38,063	37,247	32,996	34,296	33,796	-1%	33,296	-1%
Use of Funds:								
Personnel	9,241	9,451	10,543	10,333	10,274	-1%	10,562	3%
Services & Supplies	11,704	5,650	7,345	7,345	7,355	0%	7,355	0%
Transfers Out	17,857	19,674	12,871	12,871	14,150	10%	14,302	1%
Internal Services	804	864	890	893	954	7%	940	-1%
Total Use of Funds	39,606	35,639	31,649	31,442	32,733	4%	33,159	1%
Allocated FTE's	0.1125	0.1125	0.1125	0.1125	0.1125		0.1125	

Citywide Maintenance, Zone 4 (256-4564)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	12,993	12,993	12,916	12,916	12,916	0%	12,916	0%
Transfers In	10,000	12,000	10,000	10,000	10,000	0%	10,000	0%
Total Source of Funds	22,993	24,993	22,916	22,916	22,916	0%	22,916	0%
Use of Funds:								
Personnel	3,049	3,179	3,590	3,476	3,502	1%	3,608	3%
Services & Supplies	10,930	10,930	14,100	14,200	14,210	0%	14,210	0%
Transfers Out	5,227	5,758	4,291	4,291	4,717	10%	4,767	1%
Internal Services	803	865	891	894	955	7%	941	-1%
Total Use of Funds	20,009	20,732	22,872	22,861	23,384	2%	23,526	1%
Allocated FTE's	0.0375	0.0375	0.0375	0.0375	0.0375		0.0375	

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Citywide Maintenance, Zone 5 (256-4565)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	1,501	1,501	1,492	1,492	1,492	0%	1,492	0%
Other	105	0	0	0	0	0%	0	0%
Transfers In	60,000	60,000	50,000	50,000	50,000	0%	50,000	0%
Total Source of Funds	61,606	61,501	51,492	51,492	51,492	0%	51,492	0%
Use of Funds:								
Personnel	16,205	16,592	15,637	15,369	15,290	-1%	15,670	2%
Services & Supplies	16,987	16,512	20,162	20,462	20,470	0%	20,470	0%
Transfers Out	26,134	28,792	17,162	17,162	18,866	10%	19,069	1%
Internal Services	804	865	891	894	955	7%	941	-1%
Total Use of Funds	60,130	62,761	53,852	53,887	55,581	3%	56,150	1%
Allocated FTE's	0.20	0.20	0.15	0.15	0.15		0.15	

Citywide Maintenance, Zone 6 (256-4566)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	28,752	28,752	28,582	28,582	28,582	0%	28,582	0%
Other	1,448	0	0	0	0	0%	0	0%
Transfers In	0	0	10,000	10,000	10,000	0%	10,000	0%
Total Source of Funds	30,200	28,752	38,582	38,582	38,582	0%	38,582	0%
Use of Funds:								
Personnel	4,381	4,478	5,020	4,946	4,901	-1%	5,034	3%
Services & Supplies	15,906	16,959	30,760	30,760	30,760	0%	30,760	0%
Transfers Out	7,840	8,638	5,720	5,720	6,288	10%	6,356	1%
Internal Services	804	865	891	894	955	7%	941	-1%
Total Use of Funds	28,931	30,940	42,391	42,320	42,904	1%	43,091	0%
Allocated FTE's	0.05	0.05	0.05	0.05	0.05		0.05	

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Citywide Maintenance, Zone 8 (256-4568)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	75,212	75,212	74,766	74,766	74,766	0%	74,766	0%
Total Source of Funds	75,212	75,212	74,766	74,766	74,766	0%	74,766	0%
Use of Funds:								
Personnel	16,216	16,592	18,467	18,179	17,994	-1%	18,495	3%
Services & Supplies	14,653	16,092	21,793	21,393	21,425	0%	21,425	0%
Transfers Out	40,471	37,553	37,883	37,883	40,155	6%	40,425	1%
Internal Services	804	865	891	894	955	7%	941	-1%
Total Use of Funds	72,144	71,102	79,034	78,349	80,529	3%	81,286	1%
Allocated FTE's	0.20	0.20	0.20	0.20	0.20		0.20	

Citywide Maintenance, Zone 9 (256-4569)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Proposed	% Change
Source of Funds:								
Assessment Fees	116,683	116,683	115,992	115,992	115,992	0%	115,992	0%
Other	0	0	0	0	0	0%	0	0%
Total Source of Funds	116,683	116,683	115,992	115,992	115,992	0%	115,992	0%
Use of Funds:								
Personnel	15,389	15,727	17,012	16,768	17,057	2%	17,540	3%
Services & Supplies	29,870	42,897	44,425	44,725	44,740	0%	44,740	0%
Transfers Out	67,132	70,025	64,452	64,452	66,582	3%	66,835	0%
Internal Services	804	865	891	894	955	7%	941	-1%
Total Use of Funds	113,195	129,514	126,780	126,839	129,334	2%	130,056	1%
Allocated FTE's	0.1875	0.1875	0.1875	0.1875	0.1875		0.1875	

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Citywide Maintenance, Zone 10 (256-4572)								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Source of Funds:								
Assessment Fees	135,094	135,094	142,724	142,724	152,250	7%	152,250	0%
Total Source of Funds	135,094	135,094	142,724	142,724	152,250	7%	152,250	0%
Use of Funds:								
Personnel	9,344	10,074	18,365	17,795	17,895	1%	18,403	3%
Services & Supplies	48,938	44,407	91,424	90,738	86,939	-4%	86,939	0%
Transfers Out	60,113	62,310	65,213	65,213	68,573	5%	68,799	0%
Total Use of Funds	118,395	116,791	175,002	173,746	173,407	0%	174,141	0%
Allocated FTE's	0.10	0.10625	0.16680	0.16680	0.16680		0.16680	

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STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT ADMINISTRATION (FUND 257) Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0		\$0	
Revenue Source:								
Other	536	0	0	0	0	0%	0	0%
Transfers In	435,560	479,862	549,172	549,172	603,705	10%	610,193	1%
Total Revenue	436,096	479,862	549,172	549,172	603,705	10%	610,193	1%
Expenditures:								
Personnel	78,282	65,257	67,665	72,078	71,040	-1%	72,705	2%
Services & Supplies	165,121	211,839	245,609	227,018	285,500	26% ¹	287,940	1%
Transfers Out	15,560	13,838	15,787	16,070	22,003	37% ²	22,504	2%
Internal Services	177,133	188,928	220,111	234,006	225,162	-4%	227,044	1%
Total Expenditures	436,096	479,862	549,172	549,172	603,705	10%	610,193	1%
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0		\$0	
				Allocated 2013-14	Allocated 2014-15		Allocated 2015-16	
Allocated FTE's:				0.33	0.33		0.33	

¹VARIANCE: Increase in vehicle fund charges.

²VARIANCE: Transfer to Honeywell Debt Service beginning in FY15. This transfer was previously paid out of the parks division in the General Fund.

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EAST LONE TREE STREET LIGHT AND LANDSCAPE MAINTENANCE DISTRICT (FUND 259)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$96,499	\$95,383	\$72,032	\$72,032	\$49,585		\$54,436	
Revenue Source:								
Investment Income	787	378	250	250	250	0%	250	0%
Assessment Fees	60,031	60,031	114,602	114,602	143,330	25% ¹	143,330	0%
Other	0	0	0	0	0	0%	0	0%
Total Revenue	60,818	60,409	114,852	114,852	143,580	25%	143,580	0%
Expenditures:								
Personnel	9,321	10,074	18,365	18,365	17,900	-3%	18,403	3%
Services & Supplies	33,258	53,887	83,850	79,850	79,850	0%	79,875	0%
Transfers Out	19,355	19,799	39,084	39,084	40,979	5%	41,205	1%
Total Expenditures	61,934	83,760	141,299	137,299	138,729	1%	139,483	1%
Ending Balance, June 30	\$95,383	\$72,032	\$45,585	\$49,585	\$54,436		\$58,533	
				Allocated 2013-14	Allocated 2014-15		Allocated 2015-16	
Allocated FTE's:				0.16680	0.16680		0.16680	

¹VARIANCE: Proposed increased in assessments.

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POST RETIREMENT MEDICAL FUNDS 577, 578, 579 – Post Retirement Medical Funds are used to pay post retirement medical benefits for retirees under the following separate fund categories: Police (Fund 577), Miscellaneous (Fund 578), and Management (Fund 579). Beginning in fiscal year 2014, these funds are being reclassified to Special Revenue Fund types from Internal Service Funds as the City does not fund the full actuarially required contribution and therefore does not collect sufficient revenues to offset full accrual expenses .

RETIREE MEDICAL POLICE (FUND 577)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	(\$112,892)	(\$1,057,892)	(\$2,693,282)	(\$2,693,282)	\$1,448		\$851	
Revenue Source:								
Interest Income	-473	32	0	12	0	0%	0	0%
Trust Deposits/Reimbursements	324,940	382,088	386,000	438,320	537,650	23%	617,220	15%
Other	638	0	0	2,724,926	0	-100% ¹	0	0%
Total Revenues	325,105	382,120	386,000	3,163,258	537,650	-83%	617,220	15%
Expenditures:								
Post Retirement Medical - Police	1,206,140	2,013,386	2,152,511	464,259	533,405	15%	612,935	15%
Transfer Out	59,864	0	0	0	0	0%	0	0%
Internal Services	4,101	4,124	4,234	4,269	4,842	13%	4,441	-8%
Total Expenditures	1,270,105	2,017,510	2,156,745	468,528	538,247	15%	617,376	15%
Ending Balance, June 30	(\$1,057,892)	(\$2,693,282)	(\$4,464,027)	\$1,448	\$851		\$695	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Accounting entry to remove Net OPEB Obligation from individual fund since now being classified as a Special Revenue Fund. The obligation will now be shown only in the government wide statement of net position in the Comprehensive Annual Financial Report.

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RETIREE MEDICAL MISCELLANEOUS (FUND 578)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$975,325	\$878,829	\$495,839	\$495,839	\$14,435		\$15,621	
Source of Funds:								
Interest Income	6,669	0	0	0	0	0%	0	0%
Trust Deposits/Reimbursements	282,214	303,911	342,000	328,920	325,000	-1%	355,000	9%
Other	2,766	0	0	2,522	0	-100%	0	0%
Total Source of Funds	291,649	303,911	342,000	331,442	325,000	-2%	355,000	9%
Use of Funds:								
Post Retirement Medical - Misc.	383,989	682,384	719,460	808,090	318,620	-61% ¹	349,700	10%
Internal Services	4,156	4,517	4,748	4,756	5,194	9%	5,085	-2%
Total Use of Funds	388,145	686,901	724,208	812,846	323,814	-60%	354,785	10%
Ending Balance, June 30	\$878,829	\$495,839	\$113,631	\$14,435	\$15,621		\$15,836	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Accounting entry to remove Net OPEB Asset from individual fund since now being classified as a Special Revenue Fund. The asset will now be shown only in the government wide statement of net position in the Comprehensive Annual Financial Report.

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RETIREE MEDICAL MANAGEMENT (FUND 579)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	\$732,628	\$872,310	\$940,669	\$940,669	\$41,613		\$36,780	
Source of Funds:								
Interest Income	5,715	-6	0	16	0	0%	0	0%
Trust Deposits/Reimbursements	435,414	490,856	578,465	561,100	585,000	4%	647,000	11%
Other	187,263	123,117	122,872	5,502	0	-100%	0	0%
Transfers In	59,865	0	0	0	0	0%	0	0%
Total Source of Funds	688,257	613,967	701,337	566,618	585,000	3%	647,000	11%
Use of Funds:								
Post Retirement Medical - Mgmt	541,204	537,565	570,120	1,457,206	580,620	-60% ¹	638,450	10%
Internal Services	7,371	8,043	8,449	8,468	9,213	9%	9,033	-2%
Total Use of Funds	548,575	545,608	578,569	1,465,674	589,833	-60%	647,483	10%
Ending Balance, June 30	\$872,310	\$940,669	\$1,063,437	\$41,613	\$36,780		\$36,297	
Allocated FTE's	0.00	0.00	0.00	0.00	0.00		0.00	

¹VARIANCE: Accounting entry to remove Net OPEB Asset from individual fund since now being classified as a Special Revenue Fund. The asset will now be shown only in the government wide statement of net position in the Comprehensive Annual Financial Report.

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DEBT SERVICE FUNDS

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ABAG 2001 LEASE REVENUE BONDS FUND (411) – In July 2001, ABAG issued \$6,300,000 of Lease Revenue Bonds to refund the outstanding ABAG XXV Irrigation Project Lease and to finance the construction of a new clubhouse at the Lone Tree Golf Course. The Lone Tree Golf Course reimburses the City for all debt service and other expenditures of the fund. All construction funds have been drawn down, and the final debt service payment will be made in July 2031.

ABAG 2001 DEBT SERVICE (FUND 411)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$721,704	\$723,586	\$725,167	\$725,167	\$731,427		\$737,243	
Revenue Source:								
Investment Income	19,775	19,628	19,684	19,628	19,628	0%	19,628	0%
Other	405,403	403,946	407,896	406,913	409,513	1%	406,460	-1%
Total Revenues	425,178	423,574	427,580	426,541	429,141	1%	426,088	-1%
Expenditures:								
Services & Supplies	5,344	5,658	6,830	6,099	6,880	13%	6,882	0%
Debt Service	417,952	416,335	414,182	414,182	416,445	1%	418,072	0%
Total Expenditures	423,296	421,993	421,012	420,281	423,325	1%	424,954	0%
Ending Balance, June 30	\$723,586	\$725,167	\$731,735	\$731,427	\$737,243		\$738,377	

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ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

HONEYWELL DEBT SERVICE FUND (416) – In 2009, the City entered into a lease agreement with Bank of America for funding of interior building lighting retrofit, and street and park lighting retrofit. The project is being completed by Honeywell. Funds to pay for the lease are from energy savings generated from the specific projects.

HONEYWELL DEBT SERVICE (FUND 416)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$19	\$0	\$0	\$0	\$0		\$0	
Revenue Source:								
Transfers In	504,141	510,605	516,140	516,140	521,729	1%	527,374	1%
Total Revenues	504,141	510,605	516,140	516,140	521,729	1%	527,374	1%
Expenditures:								
Debt Service	504,160	510,605	516,140	516,140	521,729	1%	527,374	1%
Total Expenditures	504,160	510,605	516,140	516,140	521,729	1%	527,374	1%
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0		\$0	

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

**ANTIOCH PUBLIC
FINANCING AUTHORITY**

**STUDY SESSION – APRIL 22, 2014
SPECIAL REVENUE, DEBT SERVICE,
ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

APFA 2002 LEASE REVENUE BONDS FUND (415) – These bonds were issued to advance refund the 1993 Lease Revenue Bonds and finance various projects throughout the City. The final debt service payment is due January 1, 2032. Funds are repaid by the City of Antioch as Successor Agency to the Antioch Development Agency.

2002 LEASE REVENUE BONDS (FUND 415)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$371,608	\$641,258	\$911,184	\$911,184	\$894,730		\$881,679	
Revenue Source:								
Investment Income	23	21	30	50	50	0%	50	0%
Transfers In	1,879,173	1,906,712	2,213,897	1,654,153	1,689,711	2%	1,721,936	2%
Total Revenues	1,879,196	1,906,733	2,213,927	1,654,203	1,689,761	2%	1,721,986	2%
Expenditures:								
Services & Supplies	11,696	6,280	6,500	5,203	5,455	5%	5,455	0%
Debt Service	1,597,819	1,630,494	1,665,419	1,665,419	1,697,319	2%	1,731,194	2%
Internal Services	31	33	35	35	38	9%	37	-3%
Total Expenditures	1,609,546	1,636,807	1,671,954	1,670,657	1,702,812	2%	1,736,686	2%
Ending Balance, June 30	\$641,258	\$911,184	\$1,453,157	\$894,730	\$881,679		\$866,979	

**STUDY SESSION – APRIL 22, 2014
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ANTIOCH PUBLIC FINANCING AUTHORITY AND SUCCESSOR AGENCY FUNDS**

APFA 2003 WATER REVENUE BONDS FUND (615) – In fiscal year 2003, the APFA issued \$6,405,000 of Series 2003 Water Revenue Refunding Bonds to partially advance refund the 1993 Water Revenue Refunding Bonds. The final debt service payment was due July 1, 2013.

2003 WATER REVENUE BONDS (FUND 615)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$1,440,307	\$1,529,557	\$1,417,602	\$1,417,602	\$0		\$0	
Revenue Source:								
Investment Income	79	-1,393	0	1,811	0	-100%	0	0%
Transfers In	866,748	672,916	0	0	0	0%	0	0%
Total Revenues	866,827	671,523	0	1,811	0	-100%	0	0%
Expenditures:								
Services & Supplies	3,504	8,976	0	1,200	0	-100%	0	0%
Debt Service	773,988	774,411	770,000	770,000	0	-100%	0	0%
Transfer Out	0	0	648,964	648,117	0	100%	0	0%
Internal Services	85	91	96	96	0	-100%	0	0%
Total Expenditures	777,577	783,478	1,419,060	1,419,413	0	-100%¹	0	0%
Ending Balance, June 30	\$1,529,557	\$1,417,602	-\$1,458	\$0	\$0		\$0	

¹VARIANCE: Final debt service payment made July 2013. Transfer out was from reserve account held with the fiscal agent released, and the money was transferred to the Water Line Expansion Fund as funds from that fund were transferred in each year to pay the debt service.

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APFA 1998 REASSESSMENT REVENUE BONDS FUND (736) – These bonds financed the construction of public improvements in the Lone Tree Assessment District. The original bonds were issued in a series from 1988 through 1995 and were refinanced in 1998. The final debt service payment will be made September 2, 2014.

1998 REASSESSMENT REVENUE BONDS (FUND 736)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$9,835,303	\$10,101,722	\$9,739,117	\$9,739,117	\$5,223,869		\$0	
Revenue Source:								
Investment Income	252,391	262,140	240,150	155,866	12,000	-92%	0	-100%
Assessment Revenue	7,425,102	7,436,553	7,420,000	7,475,323	0	-100%	0	0%
Other	0	22,432	0	0	0	0%	0	0%
Total Revenues	7,677,493	7,721,125	7,660,150	7,631,189	12,000	-100%¹	0	-100%
Expenditures:								
Services & Supplies	89,482	90,775	96,300	92,813	91,110	-2%	0	-100%
Debt Service	7,321,455	7,992,805	4,830,243	12,053,466	5,144,587	-57%	0	-100%
Internal Services	137	150	157	158	172	9%	0	-100%
Total Expenditures	7,411,074	8,083,730	4,926,700	12,146,437	5,235,869	-57%¹	0	-100%
Ending Balance, June 30	\$10,101,722	\$9,739,117	\$12,472,567	\$5,223,869	\$0		\$0	

¹VARIANCE: Final debt service payment will be made September 2014.

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**CITY OF ANTIOCH AS HOUSING AND
SUCCESSOR AGENCY TO THE
ANTIOCH DEVELOPMENT AGENCY**

**STUDY SESSION – APRIL 22, 2014
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HOUSING FUND (227)

The former Low and Moderate Income Housing Fund has been renamed to the Housing Fund with the election by the City to become Housing Successor the Antioch Development Agency. The Housing Fund accounts for outstanding enforceable obligations relating to existing housing activities.

HOUSING FUND (Fund 227)								
Statement of Revenues, Expenditures and Change in Net Assets								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	\$6,041,238	\$4,569,331	\$4,406,284	\$4,406,284	\$4,471,220		\$4,295,829	
Revenue Source:								
Investment Income	73,440	46,885	5,500	199,172	6,000	-97% ²	6,000	0%
Other	1,000	14,786	0	0	0	0%	0	0%
Total Revenue	74,440	61,671	5,500	199,172	6,000	-97%	6,000	0%
Expenditures:								
Personnel	81,356	320	0	0	0	0%	0	0%
Enforceable Obligations	0	102,268	140,381	100,000	147,155	47% ³	154,223	5%
Services & Supplies	150,445	122,130	34,236	34,236	34,236	0%	34,236	0%
Transfers Out	1,236,650	0	0	0	0	0%	0	0%
Internal Services	77,896	0	0	0	0	0%	0	0%
Total Expenditures	1,546,347	224,718	174,617	134,236	181,391	35%	188,459	4%
Ending Balance, June 30	\$4,569,331	\$4,406,284	\$4,237,167	\$4,471,220	\$4,295,829		\$4,113,370	
Reserved for Deferred Set-Aside¹	(3,537,849)	(3,537,849)	(3,537,849)	(3,537,849)	(3,349,891)		(3,349,891)	
Fund Available	\$1,031,482	\$868,435	\$699,318	\$933,371	\$945,938		\$763,479	

¹NOTE: The Oversight Board approved as an enforceable obligation of the Successor Agency. The amount that can be claimed each year is based on a formula using the 2013-14 base year taxing entity distribution. The Department of Finance has approved \$187,958 on the ROPS 14-15A, in FY15.

²VARIANCE: Significant amount of housing loan repayments received in FY14.

³VARIANCE: Projected payment to Vista Diablo Mobile Home Park.

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REDEVELOPMENT OBLIGATION RETIREMENT FUND (239)

This fund was established by the City as Successor Agency to the Antioch Development Agency to account for property tax receipts from Contra Costa County to pay enforceable obligations of the former Antioch Development Agency.

REDEVELOPMENT OBLIGATION RETIREMENT FUND (Fund 239) Statement of Revenues, Expenditures and Change in Net Assets								
	2011-12	2012-13	2013-14	2013-14	2014-15	%	2015-16	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	\$0	\$3,867,468	\$3,020,988	\$3,020,988	\$2,927,703		\$3,111,691	
Revenue Source:								
Taxes ¹	2,625,655	4,138,809	4,624,672	3,647,566	3,826,721	5%	3,949,881	3%
Investment Income	10,351	5,107	3,000	8,500	9,500	12%	10,500	0%
Transfers In	1,236,650	0	0	83,036	0	0%	0	0%
Total Revenue	3,872,656	4,143,916	4,627,672	3,739,102	3,836,221	3%	3,960,381	3%
Expenditures:								
Administration/Other	5,188	1,278,760	250,000	362,461	402,774	11%	402,774	0%
Transfers Out ²	0	3,711,636	3,943,400	3,469,926	3,249,459	-6%	3,277,540	1%
Total Expenditures	5,188	4,990,396	4,193,400	3,832,387	3,652,233	-5%	3,680,314	1%
Ending Balance, June 30	\$3,867,468	\$3,020,988	\$3,455,260	\$2,927,703	\$3,111,691		\$3,391,758	

¹NOTE: The County will be distributing taxes each June and January to pay for obligations due for the upcoming six month period. The payment expected in June 2014 will cover expenditures for the period of July 1, 2014 through December 31, 2014. Therefore, revenues will not equal expenditures due to the timing difference of what period the money received covers.

²NOTE: Transfers Out are to the Antioch Public Financing Authority Fund to pay for debt service on the 2002 Lease Revenue Bonds for which the former Antioch Development Agency is obligated to pay, and debt service funds for the 2000, 2009 and 1994 Tax Allocation Bonds.

**STUDY SESSION – APRIL 22, 2014
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THE CITY OF ANTIOCH AS SUCCESSOR AGENCY TO THE ANTIOCH DEVELOPMENT AGENCY DEBT SERVICE AREA #1 (431) – This fund accounts for the repayment of the 2000 and 2009 Tax Allocation Bonds. The fund has been renamed to reflect the transfer of the obligation from the Antioch Development Agency to the City of Antioch as Successor Agency. Details of the outstanding bond issues are as follows:

2000 Series Tax Allocation Refunding Bonds – These bonds refunded the 1990 Tax Allocation Bonds and the 1992 Tax Allocation Bonds. The final debt service payment is scheduled to occur in September 2017.

2009 Series Tax Allocation Bonds – These bonds were issued in 2009 and purchased directly by the State of California Department of Water Resources for the Markley Creek Remediation Project. The final debt service payment is scheduled to occur in September 2027.

SUCCESSOR AGENCY PROJECT AREA #1 DEBT SERVICE (FUND 431)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2010-11	2011-12	2012-13	2012-13	2013-14	%	2014-15	%
	Actual	Actual	Budget	Revised	Proposed	Change	Projected	Change
Beginning Balance, July 1	\$146,988	\$146,030	\$146,045	\$146,045	\$147,622		\$147,642	
Revenue Source:								
Investment Income	17	20	10	20	20	0%	20	0%
Transfer In	1,550,589	1,551,844	1,560,685	1,563,998	1,559,748	0%	1,555,604	0%
Total Revenues	1,550,606	1,551,864	1,560,695	1,564,018	1,559,768	0%	1,555,624	0%
Expenditures:								
Debt Service	1,551,558	1,551,849	1,560,685	1,562,441	1,559,748	0%	1,555,604	0%
Internal Services	6	0	0	0	0	0%	0	0%
Total Expenditures	1,551,564	1,551,849	1,560,685	1,562,441	1,559,748	0%	1,555,604	0%
Ending Balance, June 30	\$146,030	\$146,045	\$146,055	\$147,622	\$147,642		\$147,662	

**STUDY SESSION – APRIL 22, 2014
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THE CITY OF ANTIOCH AS SUCCESSOR AGENCY TO THE ANTIOCH DEVELOPMENT AGENCY DEBT SERVICE AREA #2 (432) – This fund accounts for the 1994 Tax Allocation Bonds. The fund has been renamed to reflect the transfer of the obligation from the Antioch Development Agency to the City of Antioch as Successor Agency. Details of the outstanding bond issue follow:

1994 Tax Allocation Bonds – The purpose of these bonds was to implement the Redevelopment Plan for Project 2, which included the acquisition and improvement of land and capital improvements. Repayment of this bond comes from ADA Project Area #2 and the final debt service payment occurred in January 2014.

SUCCESSOR AGENCY PROJECT AREA #2 DEBT SERVICE (FUND 432)								
Statement of Revenues, Expenditures and Change in Fund Balance								
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Revised	2014-15 Proposed	% Change	2015-16 Projected	% Change
Beginning Balance, July 1	\$106,703	\$99,408	\$91,579	\$91,579	\$0		\$0	
Revenue Source:								
Investment Income	9	9	4	7	0	-100%	0	0%
Transfer In	248,214	248,162	168,818	251,775	0	-100%	0	0%
Total Revenues	248,223	248,171	168,822	251,782	0	-100%¹	0	0%
Expenditures:								
Debt Service	255,506	256,000	260,400	260,325	0	-100%	0	0%
Transfer Out	0	0	0	83,036	0	-100%	0	0%
Internal Services	12	0	0	0	0	0%	0	0%
Total Expenditures	255,518	256,000	260,400	343,361	0	-100%¹	0	0%
Ending Balance, June 30	\$99,408	\$91,579	\$1	\$0	\$0		\$0	

¹VARIANCE: Bonds fully repaid in January 2014.



ARBOR DAY
April 25, 2014

WHEREAS,

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS,

this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS,

trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS,

trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community; and

WHEREAS,

the City of Antioch has been named Tree City USA for the eighth consecutive year; and

WHEREAS,

the City of Antioch will be celebrating Arbor Day with a tree planting on April 25, 2014, 3:00 p.m. with the Riverview Garden Club at Mira Vista Park, 3000 South Francisco Way.

NOW, THEREFORE, I, WADE HARPER,

Mayor of the City of Antioch, do hereby proclaim April 25, 2014 as "ARBOR DAY" in the City of Antioch and urge all citizens to celebrate and support efforts to protect our trees and woodlands.

APRIL 22, 2014

WADE HARPER, Mayor

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04-22-14



BE KIND TO ANIMALS WEEK

May 4 - 10, 2014

WHEREAS,

the first week of May is celebrated nationally as "Be Kind to Animals Week"; and

WHEREAS,

this special week in May is traditionally honored by humane-minded individuals, organizations, and governmental entities across the nation; and

WHEREAS,

we recognize the role of humankind as wise and caring stewards of all animal life; and

WHEREAS,

kindness and compassion to every living creature uplifts the community and teaches our children by example; and

WHEREAS,

the Antioch Animal Services program aspires to the highest humane standards in its work and attempts to further kindness to animals through education and responsible adoption; and

WHEREAS,

"Be Kind to Animals Week" will be celebrated here in Antioch by a "Be Kind to Animals Celebration" on Saturday, May 10th at the Antioch Animal Shelter from 11:00 A.M. to 2:00 P.M.

NOW, THEREFORE, I, WADE HARPER,

Mayor of the City of Antioch, do hereby proclaim the week of May 4 through May 10, 2014, as: "BE KIND TO ANIMALS WEEK" in the City of Antioch.

April 22, 2014

WADE HARPER, Mayor

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04-22-14

**CITY COUNCIL MEETING
INCLUDING THE ANTIOCH CITY COUNCIL
ACTING AS SUCCESSOR AGENCY/HOUSING SUCCESSOR
TO THE ANTIOCH DEVELOPMENT AGENCY**

**Special/Regular Meeting
5:30 P.M.**

**March 25, 2014
Council Chambers**

Mayor Harper called the meeting to order at 5:34 P.M., and City Clerk Simonsen called the roll.

Present: Council Members Wilson, Rocha, Tiscareno, Agopian and Mayor Harper

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Rocha led the Council and audience in the Pledge of Allegiance.

STUDY SESSION – SPECIAL MEETING

1. PRESENTATION AND DISCUSSION OF BUDGET DEVELOPMENT FOR THE GENERAL FUND, RECREATION FUND, PREWETT WATER PARK FUND AND ANIMAL SERVICES FUND FOR THE 2014-15 FISCAL YEAR

City Manager Duran introduced the Budget Study Session. He explained Measure C funding and clarified that staff was recommending that 100% of the funds were committed for Police and Code Enforcement services.

Finance Director Merchant presented the staff report dated March 13, 2014 and gave an PowerPoint presentation recommending the City Council provide direction and feedback.

Following discussion Council requested staff provide the following information:

- Data on property tax trends
- A report on business license tax collection
- A report of non-police department overtime
- Report on continued funding of library maintenance

Mayor Harper voiced his support for reinstating the City's earthquake insurance and developing a strategy for the Lone Tree Golf Course funding a portion of their water service

Hans Ho, Antioch resident, expressed concern that the City was trimming the current police budget in order to wait for Measure C funds. He explained they had campaigned for Measure C funding to be on top of the current Police budget.

Catherine Walker, Antioch resident, expressed concern regarding the methodology used for Measure C funding. She suggested the City not fund vacant positions and avoid salary increases with reclassifications. She spoke to the city's need for additional law enforcement services.

Marty Fernandez, Antioch resident, spoke in support of the City hiring an Economic Development Director.

Mayor Harper read written comment from Antioch resident, Martha Parsons, who indicated it was her understanding Measure C funding was for twenty-two (22) officers above the one-hundred two (102) authorized positions. She urged the City to reduce the budget in non-police department areas and use 100% of Measure C funds on police and code enforcement services.

John Sullivan, Antioch resident, questioned if revenues from the northeast area annexation were considered in the budget.

In response to public comment, City Manager Duran explained the police budget indicated projected funds in fiscal year 2014-2015 not spent, would be moved into fiscal year 2015-2016 and the 2013-2014 allocation of one-hundred two (102) officers were not fully funded. He clarified an Economic Development Director was not budgeted; however they had created an Economic Development Program Manager position, with the reclassifications. He reported annexation revenue had been estimated and included in budget projections.

Councilmember Agopian discussed the importance of effective communication and ensuring Measure C funds were used as intended. He voiced his support for freezing salaries on all employees and not approving any new positions unless paid for with existing money. He requested staff provide the following information:

- Police Department staffing level 30-days prior to the election
- Net cost for every sworn and unsworn officer hired in the last 4 months
- How many police officers Measure C funding represented
- Explanation of the static baseline budget for police department for fiscal years 2015-2017

Mayor Harper stated after reviewing all documentation the message was Measure C was the City would hire, as close to twenty-two (22) additional officers, as possible, with the funding available. He committed that all Measure C funding would be spent on police and code enforcement services.

City Manager Duran reported in August 2013 the City had eighty-two (82) sworn officers, which staff indicated was the number that could be sustained without Measure C.

Mayor Harper suggested the budget document state the appropriate use of Measure C funds.

Councilmember Tiscareno stated he was optimistic revenue projections would improve and suggested the City focus more on economic development.

Councilmember Rocha supported payment of 300k to the office equipment and vehicle replacement funds. She stated she does not support reinstating the earthquake insurance.

Following discussion, Councilmember Agopian suggested staff provide a cost benefit analysis for the proposed reclassifications.

City Manager Duran stated staff would bring back the information the City Council requested. He encouraged Council and the public email him any questions to his office.

Director of Finance Merchant stated she would update Council on the items requested at the April 8, 2014 City Council meeting.

Mayor Harper adjourned the special meeting and declared a recess at 7:11 P.M.

Mayor Harper called the meeting to order at 7:21 P.M., and City Clerk Simonsen called the roll.

Present: Council Members Wilson, Rocha, Tiscareno, Agopian and Mayor Harper

2. PROCLAMATIONS

American Red Cross Month, March 2014

On motion by Councilmember Rocha, seconded by Councilmember Tiscareno, the Council unanimously approved the Proclamations.

Mayor Harper presented the proclamation to Christopher Pilot representing the American Red Cross who thanked the City Council for the recognition and acknowledged everyone who assisted them during disasters.

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

Hans Ho, representing the Keep Antioch Beautiful Day committee stated the Citywide Cleanup event would take place from 8:30 A.M. – 11:00 A.M., April 26, 2014. They announced there would be 1st (\$500), 2nd (\$300) and 3rd (\$200) cash prizes for the elementary, middle and high schools with the most volunteers. Contact information was provided for anyone wishing to participate.

Mayor Harper announced the City Council had received a certificate of appreciation from Ruah Community Outreach Ministries for supporting the Black History Art and Artifacts Exhibit at the Nick Rodriguez Community Center.

Lucia Trujillo invited the community to attend the Cesar Chavez Multicultural Celebration beginning at 10:00 A.M. on March 29, 2014 at Pittsburg City Hall.

ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS

City Clerk Simonsen announced the following Commission opening.

- *Economic Development Commission: One (1) vacancy; deadline date is April 10, 2014*
- *Planning Commission: One (1) vacancy; deadline date is April 24, 2014*

He noted applications were available on the City's website and at the City Clerk and Deputy City Clerk's office.

PUBLIC COMMENTS

Fred Hoskins, Antioch resident, requested the City follow up with Governor Brown regarding the efforts of the Friends of Roswell Butler Hard House to restore the property.

Darlene Dawson, Antioch resident, requested the City provide a tentative date for an informational meeting on the temporary emergency barriers the Department of Water Resources was planning to install at Sutter Slough, West False River and Steamboat Slough.

Mayor Harper requested City Manager Duran provide a response to Ms. Dawson.

Mike Bates, Brentwood resident and owner of Delta Vacuum, urged the City Council to dedicate 100% of Measure C funding to police and code enforcement services.

Francisco Munoz, Antioch resident, expressed concern for people who engaged in illegal activity after hours at Mountaire Park. He suggested the City charge a fee for after-hour use or turn sprinklers on at 8:00 P.M. He urged the City to assist them to resolve the issues.

Mayor Harper requested Deputy Director of Community Development/Recreation Graham follow up with Mr. Munoz regarding his concerns.

Bill Cook, Antioch resident and Chair of the Police Crime Prevention Commission, stated during the Measure C discussions, he was informed there were one hundred two (102) funded police officer positions. He questioned why that number had been reduced to eighty-two (82). He spoke to the need for more police officers and better communication from the City Council.

Taylor Donaldson, student at Dallas Ranch Middle School, stated it had been difficult for students to adjust to the recent staffing changes in the Physical Education. She stated she would present a petition to the City by the next meeting and requested Council help resolve the issues at the school.

Mayor Harper stated he was proud of Taylor and offered to go with her to the Antioch School Board to discuss her concerns.

Sam Kern, Pittsburg resident, expressed concern that after many years of volunteering at the Antioch Senior Center he was no longer allowed to play religious songs. He reported that he had been suspended from the meal program and he would like those rights restored.

Josh Young, parent of a child at Dallas Ranch Middle School, expressed concern regarding bullying and harassment that had occurred at the school. He stated he had gone to the School Board regarding his concerns and he felt their response was not appropriate. He stated he would like more clarity as to what had occurred so he can address the situation with his child.

Mayor Harper explained that issues at the schools are not under the City Council's purview and encouraged Mr. Young to continue to work with the School Board.

Mary Lopez, Antioch resident, complimented the Antioch Police Department for doing a great job and urged citizens to work cooperatively with law enforcement. She offered her services as an interpreter for the City, free of charge.

COUNCIL SUBCOMMITTEE REPORTS

Councilmember Agopian suggested City Manager Duran and a representative from the City Council meet with the School District to discuss the increasing amount of complaints.

Mayor Harper reported on his meeting with Antioch Unified School District Superintendent Gill.

Councilmember Tiscareno reported on his attendance at a meeting with Republic Waste Management workers to thank them for participating in the *We're Looking Out for You* program.

City Manager Duran announced he was in the process of setting up a meeting with Chief Cantando and representatives from the Antioch School District to discuss various issues.

Councilmember Rocha reported on her attendance at the Homeless Task Force meeting and requested staff bring back costs analysis for installing a bathroom downtown.

Councilmember Wilson stated she and Councilmember Agopian serve on the School District subcommittee and suggested scheduling a meeting.

MAYOR'S COMMENTS

Mayor Harper thanked Mayor Pro Tem Rocha for facilitating the March 11, 2014 City Council meeting, while he was in Washington D.C. with Tri-delta Transit discussing transportation funding.

3. COUNCIL CONSENT CALENDAR

A. APPROVAL OF COUNCIL MINUTES FOR MARCH 11, 2014

B. APPROVAL OF COUNCIL WARRANTS

C. APPROVAL OF TREASURER'S REPORT FOR FEBRUARY 2014

D. REJECTION OF CLAIM

1. **Mayrdawna Davis 14/15-2162 (civil rights)**

E. CONSIDERATION OF ADOPTION OF DEVELOPMENT IMPACT FEES AND AMENDMENTS TO THE GROWTH MANAGEMENT PROGRAM (Introduced on 03/11/14)

A) **ORDINANCE NO. 2079 C-S AND ORDINANCE NO. 2080 C-S AND RESOLUTION NO. 2014/21 THE CITY OF ANTIOCH IS PROPOSING TO ADOPT DEVELOPMENT IMPACT FEES AND UPDATE PARK IN-LIEU FEES PURSUANT TO THE GOVERNMENT CODE**

B) **ORDINANCE NO. 2081 C-S THE CITY OF ANTIOCH IS PROPOSING ZONING ORDINANCE AMENDMENTS TO REVISE THE RESIDENTIAL DEVELOPMENT ALLOCATION PROGRAM (GROWTH MANAGEMENT PROGRAM).**

F. ORDINANCE NO. 2082 C-S AMEND TITLE 3, CHAPTER 1, OF THE ANTIOCH MUNICIPAL CODE TO UPDATE PROCEDURES REGARDING BUSINESS LICENSING (Introduced on 03/11/14)

G. RESOLUTION NO. 2014/22 APPROVAL OF THE FREEWAY MAINTENANCE AGREEMENT FOR STATE ROUTE 4 LOVERIDGE ROAD INTERCHANGE/CENTURY BOULEVARD OVERCROSSING (04-CC-4-PM 24.9/25.8)

H. AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES WITH FLOW SCIENCE INCORPORATED

I. RESOLUTION NO. 2014/23 AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDED AGREEMENT FOR DISPATCH SERVICES BETWEEN THE CITIES OF ANTIOCH AND BRENTWOOD

City of Antioch Acting as Successor Agency to the Antioch Development Agency

J. APPROVAL OF SUCCESSOR AGENCY WARRANTS

On motion by Councilmember Agopian, seconded by Councilmember Tiscareno, the City Council unanimously approved the Council Consent Calendar.

Following discussion, the City Council agreed to move Agenda Items #6-9 to the next items of business.

COUNCIL REGULAR AGENDA

6. APPOINTMENTS TO THE SALES TAX CITIZENS' OVERSIGHT COMMITTEE

Mayor Harper announced he had interviewed twenty (20) candidates with Councilmember Agopian and made the following recommendations: Hansel Ho, Barbara Herendeen, Melvin Chappel and Catherine Walker to four (4) year terms; and Ralph Garrow, Joseph O. Adebayo and; Salvatore Sbranti to two (2) year terms.

On motion by Councilmember Rocha, seconded by Councilmember Wilson, the Council unanimously appointed the following individuals to the Sales Tax Citizens' Oversight Committee:

- Hansel Ho – 4 Years
- Barbara Herendeen – 4 Years
- Melvin Chappel – 4 Years
- Catherine Walker – 4 Years
- Ralph Garrow – 2 Years
- Joseph O. Adebayo – 2 Years
- Salvatore Sbranti – 2 Years

7. BOARD OF ADMINISTRATIVE APPEALS APPOINTMENTS

Mayor Harper recommended Frederick Rouse to fill one (1) unexpired term and Ademuyiwa "Ade" Adeyemi to fill the one (1) alternative term.

On motion by Councilmember Rocha, seconded by Councilmember Tiscareno, the Council unanimously appointed the following individuals to the Board of Administrative Appeals:

- Frederick Rouse - 1 unexpired term
- Ademuyiwa "Ade" Adeyemi - 1 alternative

8. CONTRA COSTA MOSQUITO & VECTOR CONTROL BOARD OF TRUSTEES APPOINTMENT

Mayor Harper recommended Lola Odunlami for the Contra Costa Mosquito and Vector Control Board of Trustees.

On motion by Councilmember Rocha, seconded by Councilmember Wilson, the Council unanimously appointed Lola Odunlami to the Contra Costa Mosquito and Vector Control Board of Trustees.

9. CONTRA COSTA COUNTY LIBRARY COMMISSION APPOINTMENT

Mayor Harper recommended Walter Ruehlig for the Contra Costa County Library Commission.

On motion by Councilmember Agopian, seconded by Councilmember Wilson, the Council unanimously appointed Walter Ruehlig to the Contra Costa County Library Commission.

Mayor Harper recognized the appointees in attendance and thanked them for their willingness to serve.

PUBLIC HEARING

- 4. PD-13-03 – A.I. HOLDING, LLC IS PROPOSING TO ADD RETAIL TO THE PERMITTED USES OF AN AREA DESIGNATED MEDICAL/PROFESSIONAL OFFICE WITHIN THE WILLIAMSON RANCH PLAZA AT 4851, 4849, 4847, AND 4839 LONE TREE WAY (APN 055-011-048, -055, -056, -057). THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THIS ITEM ON MARCH 5, 2014 (5-0 VOTE).**

Community Development Director Wehrmeister presented the staff report dated March 6, 2014 recommending the City Council: 1) Motion to introduce the ordinance by title only; and 2) Motion to introduce an ordinance modifying the Williamson Ranch Plaza Planned Development.

Mayor Harper opened the Public Hearing.

City Clerk Simonsen reported since the publication of the agenda, the City had received a letter from Jack Khouri regarding this item. He noted that copies of that letter were made available to Council, staff and in Council Chambers this evening.

Al and Jamie Abhari, A.I. Holdings, LLC, gave a brief history of Williamson Ranch Plaza and urged the Council to approve adding retail to the permitted uses to improve marketing of their property.

Mayor Harper closed the Public Hearing.

Councilmember Agopian suggested the applicant not add smoke shops or fast food establishments to Williamson Ranch Plaza and spoke to the importance of maintaining the surrounding area.

Mayor Harper agreed that a smoke shop would be inappropriate adjacent to the skate park.

On motion by Councilmember Agopian, seconded by Councilmember Wilson the Council unanimously 1) Motion to introduce the ordinance by title only; and 2) Motion to introduce an ordinance modifying the Williamson Ranch Plaza Planned Development.

- 5. GP-13-01, SP-13-01, Z-13-01, PD-13-02, V-13-01, UP-13-04, AR-13-04 – STANTEC, ON BEHALF AUTOZONE, INC. REQUESTS THE APPROVAL OF A GENERAL PLAN AMENDMENT; AN AMENDMENT TO THE EAST LONE TREE SPECIFIC PLAN; A REZONE; A FINAL PLAN DEVELOPMENT; A VARIANCE; USE PERMIT; AND DESIGN**

REVIEW IN ORDER TO BUILD A 7,766 SQUARE FOOT RETAIL STORE LOCATED ON THE NORTHEAST CORNER OF THE INTERSECTION OF LONE TREE WAY AND FAIRSIDE WAY (APN: 056-120-086). AN INITIAL STUDY AND MITIGATED NEGATIVE DECLARATION ARE ALSO BEING CONSIDERED FOR ADOPTION. THE PLANNING COMMISSION DID NOT ACT ON THE ENVIRONMENTAL DOCUMENT AND BY WAY OF A 5-1 VOTE, WITH ONE VACANCY, RECOMMENDED THE CITY COUNCIL DENY THE REQUESTS.

Senior Planner Gentry presented the staff report dated March 19, 2014 recommending the City Council approve: 1) Motion to adopt the resolution denying the General Plan amendment; 2) Motion to adopt the resolution denying the East Lone Tree Specific Plan amendment; 3) Motion to adopt the resolution denying the rezoning of the subject property from Medium High Density Residential (RH) to Planned Development (PD); and 4) Motion to adopt the resolution denying the Final Development Plan, Variance, Use Permit and Design Review.

City Attorney Nerland reviewed the speaker rules for the Public Hearing.

In response to Councilmember Tiscareno, Senior Planner Gentry stated she would provide Council with the site plan for the Auto Zone located on Somersville Road.

Mayor Harper opened the public hearing.

APPLICANT

Jeff Halbert, speaking on behalf of Auto Zone thanked the City Council for the opportunity to present the project. He gave a history of their discussions with staff regarding the project and the submission of their formal application. He reported studies conducted have concluded minor changes to the circulation plan and the conditions of approval had mitigated all impacts from the project.

PROPONANTS

Fred Hoskins, Antioch resident voiced his support for the Auto Zone project and suggested the City work with the applicant to resolve any outstanding issues.

Donald Freitas, Antioch resident, spoke to the value of the Auto Zone project and urged the City to be business friendly and approve the project.

Ralph Garrow, Antioch resident, discussed the importance of the City becoming more business friendly and suggested Council direct staff to work cooperatively with applicants to bring new projects to Antioch. He encouraged Council to approve the project.

Sean Wright, Antioch Chamber of Commerce, spoke in support of the project and urged the City to change their reputation and become business friendly. He suggested moving the right turn lane on Lone Tree Way down fifty (50) feet to accommodate an entrance into the property.

Joel Keller, representing Auto Zone, stated that they intended to offer sixteen to eighteen (16-20) permanent jobs and the project would increase tax revenue for the City. He reported other Auto Zones had recently been approved with similar square footage and lot size. He urged Council to support the proposal and send a positive message to the business community.

Bob Abbott, STANTEC Architecture, stated they had responded to direction from City staff and developed a building that had been designed and modified to be complimentary to surrounding uses. He stated if Council approved the project, he would suggest adding a condition of approval that stated if Auto Zone were to leave any subsequent uses would require a use permit. He also noted the Council could add a condition that mandated a right turn out onto Lone Tree Way.

John Stansbury representing Auto Zone, stated the site was adequate in size to be successfully developed for the project. He noted they had provided studies and modified the building per staff's requests. He reported other Auto Zones had been approved with similar square footage and lot size.

OPPONENT

Norm Dyer, LCA Architects, stated he feels the location was inappropriate for the project and staff was correct in their analysis as it pertained to the City's planning guidelines. He suggested Council heed the recommendation of staff and the Planning Commission and deny the project.

Mayor Harper closed the public hearing. He reopened the public hearing to allow the applicant to provide a rebuttal.

REBUTTAL

Jeff Halbert, responded that there were no residential projects proposed for the property and he did not believe it was a viable option.

In response to Council, Mr. Halbert reviewed the parking analysis and circulation plan noting with the conditions of approval, there would be no impacts to surrounding properties. He stated the typical process was to source local construction teams and entertain union based contractors who bid on projects. He stated they were committed to providing competitive wages and benefits to their employees. He supported adding conditions of approval to limit turning movements onto Lone Tree Way with an exit only driveway and requiring subsequent uses of the site to acquire a use permit.

Mayor Harper closed the public hearing.

RESOLUTION NO. 2014/24
RESOLUTION NO. 2014/25
RESOLUTION NO. 2014/26
RESOLUTION NO. 2014/27

On motion by Councilmember Rocha, seconded by Councilmember Agopian, the Council unanimously 1) Motion to adopt the resolution approving and adopting the Initial Study/Mitigated Negative Declaration (IS/MND) as adequate for the Project; 2) Motion to adopt the resolution approving the General Plan amendment; 3) Motion to adopt the resolution approving the East Lone Tree Specific Plan amendment; 4) Motion to introduce the ordinance by title only; 5) Motion to adopt the ordinance rezoning the subject property from Medium High Density Residential (RH) to Planned Development (PD) amending section 3 to state: "The permitted use shall be an auto parts store. Any other commercial use requires a Use Permit"; and; 6) Motion to adopt the resolution approving the Final Development Plan, Variance, Use Permit and Design Review. Amending Site and Project Design condition 5e to state: "The driveway on Lone Tree Way shall be designed to permit one-way right-out turning movements and discourage illegal right-in movements, as approved by the City Engineer" and "As Applicant indicated it intended to do, Applicant shall engage in a demonstrable effort to hire employees locally."

Mayor Harper welcomed Auto Zone to the City.

Mayor Harper declared a recess at 9:33 P.M. The meeting reconvened at 9:46 P.M. all Councilmembers present.

COUNCIL REGULAR AGENDA - Continued

10. ADOPTION OF A REVISED ORDINANCE TITLE 6, CHAPTER 1, OF THE ANTIOCH MUNICIPAL CODE REGARDING ANIMALS

City Manager Duran gave a brief background of the Animal Ordinance and stated he was in support of staff's recommendation. He reported they had informed representatives of the Trap Neuter and Return (TNR) groups of staff's recommendations and offered to continue to work toward developing a TNR program, if they were interested

City Attorney Nerland stated following the meeting on January 12, 2014, staff had revised the ordinance with a redline version of the changes staff had proposed regarding the overall limit on animals.

Lieutenant Kelley gave a overhead presentation and presented the staff report dated March 18, 2014 recommending the City Council: 1) Motion to read the ordinance by title only; and 2) Motion to introduce an ordinance amending in its entirety Title 6, Chapter 1, Animals, of the Antioch Municipal Code.

Nancy Fernandez, Antioch resident, thanked Lieutenant Kelley and Supervisor of Animal Services Helgemo for the comprehensive report. She urged the City Council to pass the ordinance and provided photos of a neighborhood park showing an area that needed to be professionally cleaned.

Kirk Conkel and Lois Conkel, Antioch residents, stated the feeding of feral cats had interfered with the general public being able to use public areas. Mr. Konkel, speaking as a member of the Dow Wetlands team, discussed the negative impact of feral cats on wildlife.

Susan Smith, Antioch resident and member of Homeless Animals Response Program (HARP), stated they would appreciate the community's support and acceptance of the abandoned cats. She reported they had provided TNR services for over one-hundred seven (107) cats and urged the City to work with them on implementing a TNR program for Antioch. She urged the Council to not impose a ban on feeding feral cats on public property.

Justine Charley, Antioch resident, expressed concern that a feeding ban would cause animals to starve and suggested the City extend the time they keep cats at the shelter. She offered to help work toward a solution and urged the City Council to oppose the provisions pertaining to cat limitations.

Barbara Sobalvarro, Antioch resident and President of Friends of Animal Services, urged the City Council to oppose the provisions pertaining to cat limitations and the feeding ban. She suggested Council allow time to work with the rescue groups who had proven their interest in helping the City's cat population.

Karen Kops, President of Homeless Animal Response Program (HARP) and Spay Neuter Impact Program (SNIP), stated TNR programs do not work with a feeding ban. She reported they had provided TNR for one-hundred four (104) cats and nine (9) kittens were placed in their adoption program. She requested a six (6) month trial period to allow them to work with staff and other rescue groups on a humane solution.

Julie Carlson, Antioch resident, provided Council with a list of national organizations that oppose feeding bans and support TNR programs.

Mike Heckathorn, Antioch business owner, stated he was opposed to the ban on feeding feral cats and he felt the issue needed to be studied in more detail.

Lori Cook, Antioch resident and member of the Riverview Garden Club, stated they cleaned up the downtown area for the 4th of July celebration and the impacts from the feral cat population and the garbage left behind from those who were feeding them, were major concerns.

Mary Lou Wood, Antioch resident, stated the problem was the people abandoning animals and TNR could humanely address that issue.

Ray Zeeb, Antioch resident and member of HARP, stated the issue was people abandoning their cats downtown. He urged the City Council to deny the ban on feeding feral cats.

Mara Lyde, Antioch resident, spoke in opposition to the restrictions of feeding feral cats and the provisions pertaining to cat limitations.

Tracy Farrington, Paul Schorr, Nancy Schorr, and Ariana Rickard, representing the Mount Diablo Audubon Society, expressed concern regarding the negative impact the feral cat population had on wildlife and urged the City Council to adopt the revised ordinance making it illegal to harbor and feed a feral cat except on one's own property.

Lisa Kirk, Bethel Island resident, urged the City to contact the Sacramento SPCA and other organizations to gather information on successful TNR programs. She questioned what the City's plan was for the cats if the ban were in effect.

Fred Hoskins, Antioch resident, discussed the negative impact of feral cats to the economic development in downtown Antioch. He thanked staff for the report and suggested the rescue organizations build a cat sanctuary and feed the cats on their own property.

Councilmember Tiscareno suggested allowing for a window of time for the organizations to work toward the prevention of public feeding. He stated the ban could go into effect, if all remedies were exhausted.

Councilmember Agopian stated the ordinance would not prevent interested parties from moving forward with a TNR program. He made a motion to 1) Read the ordinance by title only; and 2) Introduce the ordinance amending in its entirety Title 6, Chapter 1, Animals, of the Antioch Municipal Code, which was seconded by Mayor Harper.

Following discussion, the motion was amended as follows:

On motion by Councilmember Agopian, seconded by Mayor Harper, the Council 1) Motion to read the ordinance by title only; and direction given to staff to work with groups that are interested in looking at effective TNR (Trap, Neuter & Release/Return) solutions which may include a place to isolate feeding cats and, 2) Motion to introduce an ordinance amending in its entirety Title 6, Chapter 1, Animals, of the Antioch Municipal Code. The motion carried the following vote:

Ayes: Harper, Rocha, Wilson, Agopian

Noes: Tiscareno

PUBLIC COMMENTS - None

STAFF COMMUNICATIONS

City Manager Duran reported on his attendance at the Relay for Life team rally and a meeting with Director of the Governor's Office of Business and Economic Development Kish Rajan.

COUNCIL COMMUNICATIONS

Councilmember Rocha requested staff update the Council on the status of the play structure at Mira Vista Park.

Councilmember Agopian reported he would have a brain scan on April 7, 2014 and he would be reporting back to Council on those results.

Mayor Harper thanked everyone for their patience this evening.

ADJOURNMENT

With no further business, Mayor Harper adjourned the meeting at 11:18 P.M. to the next regular Council meeting on April 8, 2014.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk

**CITY COUNCIL MEETING
INCLUDING THE ANTIOCH CITY COUNCIL
ACTING AS SUCCESSOR AGENCY/HOUSING SUCCESSOR
TO THE ANTIOCH DEVELOPMENT AGENCY**

**Study Session/Regular Meeting
7:00 P.M.**

**April 8, 2014
Council Chambers**

6:30 P.M. - CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL** – Pending Litigation pursuant to California Government Code §54956.9 (d)(1): City of Antioch vs. Black & Veatch Corporation, F.D. Deskins Company, Inc., TW Associates dba MISCOWater, Contra Costa Superior Court Case No. C13-00227; The Cincinnati Specialty Underwriters Insurance Company v. F.D. Deskins Company Inc. and City of Antioch, Hamilton Circuit Court, Indiana, Case No. 29C01 1306 CT511

- 2. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION –**
 - a. Pending litigation pursuant to California Government Code §54956.9 (d)(1): Demand for arbitration filed on April 10, 2013 by George B. Speir, Miller Starr Regalia, representing Discovery Builders, Albert D. Seeno Construction Co., West Coast Home Builders, Inc., Black Diamond Land Investors LLC regarding water storage fees for the Mira Vista Hills project and 1994 Mutual Settlement Agreement;

 - b. Initiation of litigation pursuant to California Government Code section 54956.9(d)(4): Failure of Discovery Builders to pay all Markley Creek Culvert Crossing costs

- 3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION** – Initiation of Litigation pursuant to California Government Code §54956.9 (d)(4): one case

City Attorney Nerland reported the City Council had been in Closed Session and gave the following report: **#1 CONFERENCE WITH LEGAL COUNSEL**, No action taken, **#2 CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION**, No action taken, related item on the Consent Calendar; and **#3 CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION**, Direction was given to the City Attorney.

Mayor Harper called the meeting to order at 7:03 P.M., and City Clerk Simonsen called the roll.

Present: Council Members Wilson, Rocha, Tiscareno, Agopian and Mayor Harper

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Rocha led the Council and audience in the Pledge of Allegiance.

PRESENTATION

East Bay Broadband Consortium, presented by Linda Best

Linda Best gave a presentation on Transforming the East Bay with a 21st Century Broadband Infrastructure.

Councilmember Rocha suggested Ms. Best provide the information to the Antioch Unified School District.

Mayor Harper thanked Ms. Best for the presentation.

STUDY SESSION

1. PRESENTATION AND DISCUSSION OF BUDGET DEVELOPMENT FOR THE GENERAL FUND, RECREATION FUND, PREWETT WATER PARK FUND AND ANIMAL SERVICES FUND FOR THE 2014-15 FISCAL YEAR

City Manager Duran introduced the budget discussion item.

Finance Director Merchant presented the staff report dated April 1, 2014 and gave a PowerPoint presentation recommending the City Council provide direction and feedback.

Mayor Harper thanked Finance Director Merchant for the presentation.

Hans Ho, Antioch resident, stated Measure C funding was meant for hiring twenty (20) officers on in addition to the fiscal year 2013-2014 funded positions. He requested Council direct staff rework the Police Department budget or explain why the number of funded sworn officer positions was changed from one-hundred (102) to eighty-two (82).

Mark Jordan, Antioch resident, expressed concern for the methodology used by the City regarding deficit spending and stated he did not support the budget as presented. He discussed the importance of providing jobs and increasing revenue.

Terry Ramos, Antioch resident, stated he was in agreement with comments made by Mr. Ho regarding Measure C and he urged the City be honest with the public. In comparing revenues and expenditures for the Police Department, he questioned what the cause was for the discrepancy in expenses.

Marty Fernandez, Antioch resident, questioned why \$80M in unfunded pension and medical costs had not been mentioned in budget discussions.

Finance Director Merchant explained there were approximately eighty-five (85) sworn officer positions paid for in the General Fund and at the time Measure C passed, there were eighty-two (82). She clarified the one-hundred two (102) allocated positions were not all cash funded and the

vacancy savings had been used to help bring down the deficit in the General Fund and fund Community Service Officers.

City Manager Duran clarified the increase in the police budget was partially due to increased costs for salary and benefits. He reviewed the staffing proposals and noted the Golf Course subcommittee would be meeting to discuss their budget subsidies.

Councilmember Rocha suggested the City discuss the feasibility of eliminating or outsourcing some non-essential City services.

Councilmember Agopian stated he did not support increasing the non-public safety budget or hiring a business license representative. He noted public safety officers should be hired as Measure C money is collected, with a goal of one-hundred four (104) sworn officers. He stated the Recreation and Water Park budgets needed to be balanced and the City should consider closing trails and paths. He discussed the importance increasing property taxes through a detailed development plan. He stressed the importance of the City providing clear and concise information with regards to the Measure C revenues and expenditures.

Mayor Harper stated after reviewing all documentation the message for Measure C was that the City would hire, as close to twenty-two (22) additional officers, as possible, with the funding available. He stated he felt spending all Measure C funds on police and code enforcement was a promise kept to the public.

Councilmember Tiscareno requested staff provide the Council with a cost benefit analysis for earthquake insurance.

Following discussion, Council consensus provided the following direction:

- Earthquake Insurance – no support
- Library Maintenance – no support
- Staffing structure – support
- Increase in salary for staffing structure – no support
- Golf course – direction to the subcommittee to meet and discuss reducing subsidies

City Manager Duran stated in the future he would be seeking Council approval to provide additional information on the privatization or sale of the golf course and reviewing the City's fee structure.

Councilmember Agopian suggested that the City work diligently on getting to as close to one-hundred four (104) sworn officers within eighteen (18) months after Measure C funding starts coming in and that the status of those efforts be reported to the public every six (6) months. .

Mayor Harper stated she City Council remained committed to an open and honest process with regards to Measure C.

2. PROCLAMATION

In Honor of Tom Coward

On motion by Councilmember Rocha, seconded by Councilmember Tiscareno, the Council unanimously approved the Proclamation.

The proclamation was accepted on behalf of Tom Coward.

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

Julie Haas Wadjowicz, representing the Keep Antioch Beautiful Day committee, stated the Citywide Cleanup event would take place from 8:30 A.M. – 11:00 A.M., April 26, 2014. Contact information was provided for anyone wishing to participate.

Lon Goetsch, Battalion Chief Contra Costa Fire Protection District, provided an overview of station locations, staffing, and services provided in Contra Costa County.

Gil Murillo, Antioch resident, requested the City consider developing a plan to bring in companies willing to do business in Antioch.

ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS

City Clerk Simonsen announced the following Commission opening.

- *Economic Development Commission: One (1) vacancy; deadline date is April 10, 2014*
- *Planning Commission: One (1) vacancy; deadline date is April 24, 2014*

He noted applications were available in Council Chambers, on the City's website and at the City Clerk and Deputy City Clerk's offices.

PUBLIC COMMENTS

Richard Asadoorian, Antioch resident, gave an update on the citizens group attempting to clean up Deer Valley Plaza shopping center.

Mary Lopez, Antioch resident, expressed concern for street vendor's illegally selling food in direct competition with retail establishments in the City. She thanked the Antioch Police Department for their service.

Mayor Harper declared a recess at 8:53 P.M. The meeting reconvened at 9:06 P.M. with all Council members present.

COUNCIL SUBCOMMITTEE REPORTS

Councilmember Tiscareno and Councilmember Wilson reported on their attendance at the Community Development Block Grant (CDBG) subcommittee meeting.

MAYOR'S COMMENTS - None

3. COUNCIL CONSENT CALENDAR

A. APPROVAL OF COUNCIL MINUTES FOR MARCH 25, 2014

B. APPROVAL OF COUNCIL WARRANTS

C. ORDINANCE NO. 2083 ADOPTION OF A REVISED ORDINANCE TITLE 6, CHAPTER 1, OF THE ANTIOCH MUNICIPAL CODE REGARDING ANIMALS (*Introduced on 03/25/14*)

D. ORDINANCE NO. 2084 PD-13-03 – WILLIAMSON RANCH PLAZA PLANNED DEVELOPMENT AMENDMENT (*Introduced on 03/25/14*)

E. ORDINANCE NO. 2085 AUTOZONE (GP-13-01, SP-13-01, Z-13-01, PD-13-02, V-13-01, UP-13-04, AR-13-04). (*Introduced on 3/25/14*)

F. RECREATION DEPARTMENT CONCESSIONS FOOD & SUPPLIES BID AWARD (BID NO. 962-0311-14F)

G. RESOLUTION NO. 2014/28 APPROVING CONSOLIDATED ENGINEER'S REPORT AND DECLARING INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR THE HILLCREST, CITYWIDE, DOWNTOWN, ALMONDRIDGE, LONE TREE, AND EAST LONE TREE LANDSCAPE MAINTENANCE DISTRICTS, AND SETTING PUBLIC HEARING (PW 500)

H. RESOLUTION NO. 2014/29 ESTABLISHING THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM RATE PER EQUIVALENT RUNOFF UNIT FOR FISCAL YEAR 2014-15

I. BLACK DIAMOND RANCH PROJECT: CONSTRUCTION OF MARKLEY CREEK CULVERT CROSSING PROJECT AND SOMERSVILLE ROAD WIDENING PROJECT

J. RESOLUTION NO. 2014/30 APPROVAL OF AN AGREEMENT BETWEEN CONTRA COSTA COUNTY AND THE CITY OF ANTIOCH RELATING TO THE WIDENING AND MAINTENANCE OF SOMERSVILLE ROAD (PW 512-1)

On motion by Councilmember Rocha, seconded by Councilmember Tiscareno, the City Council unanimously approved the Council Consent Calendar with the exception of Items C, I, and J, which were removed for further discussion.

Items I and J - City Attorney Nerland announced there were supplemental staff reports on the dais for Items I and J and parties to those agreements had indicated they were in concurrence with the revisions.

On motion by Councilmember Rocha, seconded by Councilmember Wilson, the Council unanimously approved Items I and J.

City Attorney Nerland reviewed the speaker protocols for Consent Calendar items.

Mayor Harper stated there were approximately thirty (30) speakers and each person would receive two (2) minutes for public comment.

Item C

Michelle Coren and Daniel Wallis, speaking as members of Homeless Animals Response Program (HARP) voiced their opposition to the ordinance revision pertaining to feeding feral cats and discussed the value of a Trap Neuter and Return (TNR) program.

Jennie and Candace Olsen, Community Concern for Cats (CC4C), proposed a two step plan to address the City's stray and feral cat colonies. They announced they would contribute \$10,000 and requested the City Council modify the ordinance to remove the feeding ban while the TNR process takes effect.

Julie Linford, Outcast Cat Help, urged the City Council to remove the feeding ban clause from the ordinance to allow the City to establish a TNR program. She presented Council with written comment from Elizabeth Holtz.

Lois and Kirk Conkel, Antioch residents, discussed health and safety issues related to the feral cat colonies and stated they were also detrimental to wildlife. They supported for the ordinance as it pertained to banning the feeding of feral cats on public property.

Bill Coaker, representing HARP, requested the City Council overturn the ordinance and announced he had matched CC4C's charitable donation to assist with a TNR program. He stated the Council should make a public declaration that animals should be treated with compassion and their objective should be to eliminate euthanasia from the City's shelter within five (5) years.

Nancy Fernandez, Antioch resident, urged the City Council to pass the ordinance as presented.

Traci Danforth representing HARP, Mike Huckathorn, Antioch business owner and Stephanie Sterling, urged the City Council to oppose the ordinance revision pertaining to the public feeding of feral cats.

Barbara Sobalvarro, President of Friends of Animal Services, urged the Council to oppose the ordinance provisions related to cat limits and the banning the public feeding of feral cats.

Fred Sterling urged the Council to work with the organizations to develop a successful TNR program for Antioch.

Tracy Farrington, representing the Mount Diablo Audubon Society, urged the City Council to adopt the ordinance prohibiting the feeding of feral cats on public property. He supported the rescue organizations efforts to develop a plan to provide services to the cats on an enclosed private property.

George Guevera, My Angels Rescue, stated he supports a ban on rouge feeding. He offered to pay for feeding stations at strategic locations in the City.

Paul and Nancy Schorr, Antioch residents, urged the Council to adopt the revised animal ordinance and noted they were concerned for the toxoplasmosis health risks associated with feral cat colonies.

Elizabeth Leyvas, Mount Diablo Audubon Society and Lindsay Wildlife Museum spoke in support of the ordinance banning the feeding of feral cats on public property.

Nancy Wenninger, Mount Diablo Audubon Society, suggested the City consider educating cat owners and enacting legislation prohibiting the abandonment of cats. She recommended feral cats be removed from public areas and taken to the shelter. She stated she would support a fully enclosed stray and feral cat sanctuary on private property. She urged Council to adopt the amended ordnance, as proposed.

Mayor Harper announced Council had received written comment from Clarice Nunnally, Steve White and Mark Wilson

Victoria Barber, Antioch resident, questioned how the feeding ban would be a solution to the feral cat problem and how colonies would be managed without a TNR program. She questioned how the City would pay for enforcement if a ban were approved.

Jessie Wilson, Antioch resident, stated he was opposed to the ordinance and urged staff to work with the rescue organizations to develop a plan to humanely address the feral cat population.

Sherry Starks, Antioch resident, spoke in opposition to the ordinance as it pertained to the limit for animals and the ban for feeding feral cats on public property. She urged the Council to take the

\$20k in donations and work with the rescue organizations to develop a plan to address the feral cat colonies.

Lisa Kirk, Bethel Island resident, spoke in support of the City working with the rescues groups for a period of six (6) months to develop a TNR program for Antioch. She stated if Council approved the ban, the City should collect the feral cats and euthanize them.

Councilmember Tiscareno thanked the public speakers and rescue organizations for offering to help address the feral cat issues. He suggested the City continue to work with the rescue organizations for six (6) months to develop a plan and if a program cannot be accomplished, he would support the ban.

City Manager Duran reported he had a meeting scheduled with two of the rescue groups on April 30, 2014 and staff would continue to work with groups who were willing to work within the context of a ban.

Councilmember Agopian thanked the public for being respectful this evening. He stated Antioch wanted to be a compassionate community that was well-managed, clean and safe.

Mayor Harper thanked the children for speaking on this issue this evening. He suggested they tell their teachers that they received an "A" for their participation in the discussion.

On motion by Councilmember Rocha, seconded by Councilmember Agopian, the Council adopted the ordinance amending in its entirety Title 6, Chapter 1, Animals, of the Antioch Municipal Code with further direction to staff to work with community groups on a 6-month program to control feral cats which may include allowing feeding in some limited areas for a limited duration. The motion carried the following vote:

Ayes: Harper, Rocha, Agopian, Wilson

Noes: Tiscareno

Mayor Harper declared a recess at 10:12 P.M. The meeting reconvened at 10:22 P.M. with all Council members present.

PUBLIC HEARING

4. PRELIMINARY DEVELOPMENT PLAN FOR THE HEIDORN VILLAGE SUBDIVISION (PDP-13-01)

Senior Planner Gentry presented the staff report dated March 20, 2014 recommending the City Council provide feedback to the applicant and staff regarding the proposal and provide direction to the applicant for the Final Development Plan submittal.

Mayor Harper opened the public hearing.

Douglas Krah, Applicant, stated the proposed land use was consistent with the General Plan and zoning designations. He noted private streets and the Home Owners Association (HOA) would take the economic burden off the City. He further noted the project was designed to target people who wanted smaller yards and a simpler life.

John Williams, Deacon at Heritage Baptist Church, stated they want to see the project succeed however they wanted clarification with regards to their part of the road development.

Mr. Krah explained that the church had a deferred improvement agreement that obligated them to improve the west half of Heidorn Ranch Road, for the length of their property. He stated the churches share would be \$500 – \$700k and they would continue to meet with them to work through a solution on how to pay for the improvements.

City Manager Duran added that staff would work with the developer and church to help mediate a resolution to the church's financial concerns.

Councilmember Agopian stated there was a market for this type of product. He expressed concern for allowing parking on only one side of the street. He suggested if RVs, boats and jet skis were not allowed in the development, that that information be called out in the Covenants, conditions and restrictions (CCRs) or by the HOA. He questioned if the trail access was located in the proper location.

Councilmember Wilson stated she lived in a similar development and she sees the project as an asset for the community.

Councilmember Tiscareno suggested focusing on how to eliminate street congestion.

Mayor Harper encouraged the applicant to incorporate a small community area for residents to gather and requested they provide a detailed parking plan.

Following discussion, the Council stated they were concerned for the financial impact of the road improvements on the church and suggested the applicant work with them on a financing solution that allows the church to remain sustainable.

Mayor Harper closed the public hearing.

5. FIFTEEN PERCENT (15%) VOLUNTARY DROUGHT MANAGEMENT PLAN

Public Works Director/City Engineer Bernal presented the staff report dated March 25, 2014 recommending the City Council adopt the resolution establishing a fifteen percent (15%) Voluntary Drought Management Program necessary to sufficiently conserve available water supply.

Councilmember Tiscareno encouraged staff to market the city's drought management measures.

Mayor Harper opened the public hearing.

Don Williams, Antioch resident, stated he had already taken significant measures to conserve as much water as possible and cautioned that some people may be unable to make further reductions.

Mayor Harper closed the public hearing.

Public Works Director/City Engineer Bernal stated the program was strictly voluntary and for those who are already conserving as much as possible, they are asked to remain vigilant.

RESOLUTION NO. 2014/31

On motion by Councilmember Agopian, seconded by Councilmember Tiscareno the Council unanimously adopted the resolution establishing a fifteen percent (15%) Voluntary Drought Management Program necessary to sufficiently conserve available water supply.

COUNCIL REGULAR AGENDA

6. RESOLUTION SUPPORTING CONTINUING REGIONAL COLLABORATION EFFORTS ON THE NORTHERN WATERFRONT ECONOMIC DEVELOPMENT INITIATIVE

Human Resources/Economic Development Director Fitzer presented the staff report dated March 25, 2014 recommending the City Council adopt the resolution.

Rich Seithel, Contra Costa County, thanked the City, Mayor Harper and the staff for hosting and participating in the Northern Waterfront Development Initiative Work Group.

RESOLUTION NO. 2014/32

On motion by Councilmember Tiscareno, seconded by Councilmember Agopian the Council unanimously adopted the resolution.

7. UPDATE ON THE STATUS OF THE NORTHEAST ANTIOCH ANNEXATION, INCLUDING ANNEXATION AREA 2A, AND ADOPTION OF THE CITY'S "GOALS" FOR ANNEXATION AREA 2A

Consultant for the City of Antioch, Victor Carniglia presented the staff report dated April 2, 2014 recommending the City Council take the following actions: 1) Motion to receive and comment on an update on the status of the Northeast Antioch Annexation, with a focus on Annexation Area 2A, and 2) Motion to adopt the resolution approving "Goals" for Annexation Area 2A.

Paul White, Real Estate Director for Keiwit Construction, gave a history of his business and reported their current land use was governed by Contra Costa County zoning and was heavy

industrial. He stated they do not support the annexation primarily because they do not come into the City with the heavy industrial zoning category and therefore their property may not accommodate their operations. He noted a secondary concern was the city's new sales tax impacting their operation costs.

Mayor Harper read written comment from Lori and David Dial who requested the City reconsider the annexation of the San Joaquin Yacht Harbor.

Jim Dawson, representing the Sportsmen Yacht Club, reported the pipeline from Kmart to the San Joaquin River was flawed. He noted the County had repaired the first eight hundred (800) feet from the river going south in 2005. He presented Council with photos depicting sinkholes and reported that one thousand, seven hundred and thirty-five (1735) feet of the remaining pipeline needed to be repaired.

Blaise Fettig, President of Vortex Marine Construction, reported that they had closed on their property in the area at the end of 2013 and they were moving their company to this location. He stated they opposed annexation and to be supportive he would like achieved agreements that the zoning would remain the same and laterals should they become necessary, would be compensated.

Don Wilson, representing the Sportsmen Yacht Club, agreed the goals were well intended however he felt they were vague. He expressed concern that some of the registered voters no longer live in the area, which meant renters and temporary residents would determine the outcome of the annexation process. He reported the consensus from landowners in the area was that they were opposed to the annexation. He urged the city to oppose the annexation and allow them to exist within the County.

Amy Dawson, Sportsmen Yacht Club, spoke in opposition to the annexation.

In response to Council, Consultant Carniglia stated that LAFCO had determined the number of registered voters in area 2A was thirteen (13), which meant the annexation was "inhabited" and would be decided by registered voters. He stated that if the City were to drop annexation for area 2A, it would not void the tax exchange agreement; however it would go against the request of LAFCO to the City. He clarified the damaged storm drain pipeline was a potential liability the City would be taking reasonability for, if the area were annexed.

Councilmember Rocha stated the cost of road repair would be a reason to not annex.

Kay Power, Sportsmen Yacht Club, stated it would serve no purpose for the City of Antioch to annex area 2A. She stated the failing pipeline and roadway repairs would be cost prohibitive. She urged the Council to not pursue annexation of the area.

Following discussion, Council directed staff to request LAFCO postpone taking action on the item to allow the staff to bring back additional information on the roadway/pipeline issues and an option to not pursue annexation of the area.

PUBLIC COMMENTS - None

STAFF COMMUNICATIONS - None

COUNCIL COMMUNICATIONS - None

ADJOURNMENT

With no further business, Mayor Harper adjourned the meeting at 11:39 P.M. to the next regular Council meeting on April 22, 2014.

Respectfully submitted:

Kitty Eiden

KITTY EIDEN, Minutes Clerk

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100 General Fund

Non Departmental

350417 CONTRA COSTA COUNTY	FISH/GAME FILING FEE	2,181.25
350423 DELTA DENTAL	PAYROLL DEDUCTIONS	577.36
350500 DAHLIN GROUP INC	PROFESSIONAL SERVICES	1,280.00
350502 DIVISION OF STATE ARCHITECT	SB 1186 REMITTANCE	171.60

City Attorney

350468 SHRED IT INC	SHRED SERVICES	50.96
350474 WENDEL ROSEN BLACK AND DEAN	LEGAL SERVICES	4,412.44

City Manager

203259 BAY AREA NEWS GROUP	SUBSCRIPTION	38.40
350393 BANK OF AMERICA	REGISTRATION FEE	220.32
921705 KARSTE CONSULTING INC	CONSULTING SERVICES	2,520.00

City Treasurer

350509 GARDA CL WEST INC	ARMORED CAR PICK UP	211.87
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Human Resources

350450 OFFICE MAX INC	OFFICE SUPPLIES	203.09
350468 SHRED IT INC	SHRED SERVICES	30.80

Economic Development

350391 ANTIOCH QUALITY LOCKSMITH LLC	REPAIR SERVICES	191.00
350448 NUNNALLY, BRIAN D	EXPENSE REIMBURSEMENT	46.30
921696 BERNICK, MICHAEL	PROFESSIONAL SERVICES	3,300.00

Finance Administration

350528 OFFICE MAX INC	OFFICE SUPPLIES	34.55
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Finance Accounting

350468 SHRED IT INC	SHRED SERVICES	50.96
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Finance Operations

350473 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	2.00
350556 UNITED STATES POSTAL SERVICE	PO BOX SERVICES	620.00

Non Departmental

203373 MIRZA, GLINDA	PENALTY FEE REFUND	2.50
350457 PERS	PAYROLL DEDUCTIONS	1,859.48
350459 PERS	NON ELIGIBLE PREMIUMS	1,078.53
350491 CONTRA COSTA COUNTY	LIBRARY MAINTENANCE	34,700.85

Public Works Maintenance Administration

350450 OFFICE MAX INC	OFFICE SUPPLIES	25.63
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Public Works Street Maintenance

350486 BODEAN	STREET SUPPLIES	1,330.67
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	158.10
350497 CROP PRODUCTION SERVICES INC	CHEMICALS	6,409.65
921721 HAMMONS SUPPLY COMPANY	SUPPLIES	97.38

Public Works-Signal/Street Lights

350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	274.89
921703 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	3,825.23
921723 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	3,160.66

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Public Works-Striping/Signing

350388 ALTA FENCE	GUARD RAIL REPAIR	527.00
350429 FASTENAL CO	SMALL TOOLS	42.16
350439 INTERSTATE SALES	SUPPLIES	2,625.70
350473 UNITED PARCEL SERVICE	SHIPPING	76.59
350476 ACE HARDWARE, ANTIOCH	EPOXY	16.08
350523 MANERI SIGN COMPANY	SIGNS	15,630.73

Public Works-Facilities Maintenance

350389 AMERICAN PLUMBING INC	PLUMBING SERVICES	222.17
350396 BAY CITIES PYROTECTOR	INSPECTION SERVICES	1,000.00
350450 OFFICE MAX INC	OFFICE SUPPLIES	86.91
350466 ROGERS ROOFING	ROOF REPAIRS	500.00
350483 AUTOMATIC DOOR SYSTEMS INC	DOOR REPAIR SERVICE	302.53
350484 BELUS CONSTRUCTION	ROOF REPAIR	645.86
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	26.35
350503 DREAM RIDE ELEVATOR	ELEVATOR SERVICE	320.00
350514 HOME DEPOT	SUPPLIES	4.97
350554 TYLER SHAW DOORS	REPAIR SERVICE	509.33

Public Works-Parks Maint

350389 AMERICAN PLUMBING INC	PLUMBING SERVICES	160.00
350399 BSN SPORTS	BASKETBALL NETS	76.68
350518 KAY PARK AND REC CORP	PARK EQUIPMENT	657.00
350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	109.90
921703 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	2,208.43

Public Works-Median/General Land

350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	384.00
350476 ACE HARDWARE, ANTIOCH	SUPPLIES	15.50
350515 HORIZON	IRRIGATION TOOLS	46.39
350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	32.82

Police Administration

203383 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	7.50
203384 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	24.73
350414 CONCORD UNIFORMS LLC	UNIFORMS	187.32
350420 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	70.00
350421 CSI FORENSIC SUPPLY	SUPPLIES	299.15
350450 OFFICE MAX INC	OFFICE SUPPLIES	728.16
350456 PORAC LEGAL DEFENSE FUND	LEGAL FEES	45.00
350489 CONCORD UNIFORMS LLC	UNIFORMS	152.49
350490 CONTRA COSTA COUNTY	TRAINING FEES	6,199.00
350496 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	70.00
350499 D & T SERVICES LTD	DEPOSIT REFUND	275.00
350529 ONE LEGAL INC	DEPOSIT REFUND	825.00
921704 IMAGE SALES INC	BADGES	97.14
921705 KARSTE CONSULTING INC	CONSULTING SERVICES	600.00
921718 CONSOLIDATED ELECTRICAL DIST INC	BATTERY	23.87
921722 HUNTINGTON COURT REPORTERS INC	TRANSCRIPTION SERVICES	1,295.18

Prepared by: Georgina Meek
 Finance Accounting

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921724 MOBILE MINI LLC	PORTABLE STORAGE CONTAINERS	208.96
Police Community Policing		
203382 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	97.59
203383 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	24.30
203384 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	44.80
203385 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	28.00
350423 DELTA DENTAL	PAYROLL DEDUCTIONS	108.76
350459 PERS	PAYROLL DEDUCTIONS	3,899.68
350517 HUNT AND SONS INC	FUEL	69.55
350526 MOORE K9 SERVICES	K9 TRAINING	500.00
Police Investigations		
203383 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	63.60
203384 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	29.90
203385 CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	27.40
350419 COURT SERVICES INC	PRISONER TRANSPORTATION	578.44
350471 THOMSON WEST	ONLINE DATABASE	326.46
Police Communications		
350392 AT AND T MCI	PHONE	2,634.28
350452 PACIFIC TELEMAGEMENT SERVICES	LOBBY PAYPHONE	78.00
350482 AT AND T MOBILITY	HIGH SPEED WIRELESS	4,579.20
Police Community Volunteers		
350467 ROSE CITY LABEL	STICKERS	442.37
Police Facilities Maintenance		
350386 ACME SECURITY SYSTEMS	SYSTEM SERVICE	316.25
350389 AMERICAN PLUMBING INC	PLUMBING SERVICES	156.30
350396 BAY CITIES PYROTECTOR	INSPECTION SERVICES	250.00
350437 HONEYWELL INTERNATIONAL INC	HVAC SERVICES	6,769.49
350484 BELUS CONSTRUCTION	REPAIR SERVICE	225.00
350504 E M HUNDLEY HARDWARE CO	LOCKSETS	344.87
921697 CLUB CARE INC	EQUIPMENT REPAIR	225.00
921698 CONSOLIDATED ELECTRICAL DIST INC	SUPPLIES	6.49
921703 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	908.94
Community Development Land Planning Services		
203332 CONTRA COSTA COUNTY	FILING FEE	50.00
203333 CONTRA COSTA COUNTY	FILING FEE	50.00
350446 LOEWKE PLANNING ASSOCIATES	CONSULTING SERVICES	5,655.00
350461 RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	3,764.44
Capital Imp. Administration		
203441 DS WATERS OF AMERICA	WATER	34.35
212 CDBG Fund		
CDBG		
350501 DIGITAL SERVICES	WEBSITE SERVICES	2,500.00
921702 HOUSE, TERI	CONSULTING SERVICES	5,622.50
213 Gas Tax Fund		
Streets		
350445 LEAGUE OF CALIF CITIES	ASSESSMENT FEES	400.00

Prepared by: Georgina Meek
 Finance Accounting
 4/17/2014

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350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	10.18
921708 PROVEN MANAGEMENT INC	WILBUR AVE PROJECT	966,273.31
214 Animal Control Fund		
Animal Control		
350443 KOEFRAN SERVICES INC	ANIMAL DISPOSAL SERVICES	1,850.00
350506 EAST BAY VETERINARY EMERGENCY	VETERINARY SERVICES	307.40
350507 EAST HILLS VETERINARY HOSPITAL	VETERINARY SERVICES	4,374.35
350513 HILLS PET NUTRITION	ANIMAL FOOD	468.85
921721 HAMMONS SUPPLY COMPANY	SUPPLIES	407.06
Maddie's Fund Grant		
350507 EAST HILLS VETERINARY HOSPITAL	VETERINARY SERVICES	1,975.05
219 Recreation Fund		
Non Departmental		
350510 GRUBBS, EMILY	DEPOSIT REFUND	500.00
350516 HUB INTERNATIONAL CA INSURANCE	FACILITY INSURANCE PREMIUM	100.98
350545 SILENT PARTNER PRIVATE SECURITY	SECURITY SERVICES	6,013.00
Recreation Admin		
350396 BAY CITIES PYROTECTOR	INSPECTION SERVICES	250.00
Recreation Classes/Prog		
350494 COSTCO	RECITAL EXPENSE	173.76
350498 CULLAR, RACHEL	CLASS REFUND	159.00
350522 LIPPE, PATRICIA	CONTRACTOR PAYMENT	210.27
350531 ORTIZ, CHERYL	CONTRACTOR PAYMENT	498.00
350541 REDWOOD RESEARCH INC	CONTRACTOR PAYMENT	839.52
350555 UNITED STATES POSTAL SERVICE	POSTAGE	220.00
350560 WE ARE ONE PRODUCTIONS	CONTRACTOR PAYMENT	1,224.00
Recreation Sports Programs		
350546 STAR SPORTS	SOFTBALLS	2,275.25
Recreation Special Needs		
203270 BARRETT, KIMBERLY	CLASS REFUND	10.00
350498 CULLAR, RACHEL	CLASS REFUND	10.00
Recreation Concessions		
350412 COCA COLA BOTTLING CO	CONCESSION SUPPLIES	1,063.17
350494 COSTCO	CONCESSION SUPPLIES	416.18
Recreation-New Comm Cntr		
350396 BAY CITIES PYROTECTOR	INSPECTION SERVICES	250.00
350413 COMCAST	CONNECTION SERVICE	1,599.48
350481 AT AND T MCI	PHONE	63.10
350524 MARLIES CLEANING SERVICE	CLEANING SERVICE	270.00
350532 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	2,818.34
350562 WILCO SUPPLY	SUPPLIES	71.98
921718 CONSOLIDATED ELECTRICAL DIST INC	LIGHTING BALLASTS	182.28
921720 GRAINGER INC	SUPPLIES	150.42
921721 HAMMONS SUPPLY COMPANY	SUPPLIES	117.10

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221 Asset Forfeiture Fund		
Non Departmental		
350415 CONTRA COSTA COUNTY	ASSET FORFEITURE	293.54
350416 CONTRA COSTA COUNTY	ASSET FORFEITURE	2,213.23
222 Measure C Fund		
Streets		
350430 FEDERAL ADVOCATES INC	ADVOCACY SERVICES	5,000.00
226 Solid Waste Reduction Fund		
Solid Waste Used Oil		
350462 RECYCLEMORE	SHARED PROGRAM FEE	5,000.00
229 Pollution Elimination Fund		
Channel Maintenance Operation		
350424 DEPT OF FISH AND GAME	2012 BASE FEE	244.00
350454 PAPA	REGISTRATION-JEFFERSON	320.00
350477 ALTA FENCE	FENCE REPLACEMENT	1,799.00
238 PEG Franchise Fee Fund		
Non Departmental		
350460 QUALITY SOUND	COUNCIL CHAMBERS PROJECT	9,834.28
251 Lone Tree SLLMD Fund		
Lonetree Maintenance Zone 1		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	192.00
350515 HORIZON	SOLAR CONTROLLERS	2,509.33
Lonetree Maintenance Zone 4		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	873.00
252 Downtown SLLMD Fund		
Downtown Maintenance		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	384.00
350515 HORIZON	SOLAR CONTROLLERS	836.44
350551 STEWARTS TREE SERVICE INC	TREE SERVICES	2,800.00
253 Almondridge SLLMD Fund		
Almondridge Maintenance		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	1,223.00
254 Hillcrest SLLMD Fund		
Hillcrest Maintenance Zone 1		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	460.80
350515 HORIZON	SOLAR CONTROLLERS	3,345.79
Hillcrest Maintenance Zone 2		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	960.00
350515 HORIZON	SOLAR CONTROLLERS	2,927.55
Hillcrest Maintenance Zone 4		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	307.20
255 Park 1A Maintenance District Fund		
Park 1A Maintenance District		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	460.80
350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	44.69

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256 Citywide 2A Maintenance District Fund

Citywide 2A Maintenance Zone 6

350449 ODYSSEY LANDSCAPE CO INC LANDSCAPE SERVICES 384.00

Citywide 2A Maintenance Zone 9

350449 ODYSSEY LANDSCAPE CO INC LANDSCAPE SERVICES 307.20

Citywide 2A Maintenance Zone10

350449 ODYSSEY LANDSCAPE CO INC LANDSCAPE SERVICES 793.00

257 SLLMD Administration Fund

SLLMD Administration

350450 OFFICE MAX INC OFFICE SUPPLIES 4.92
 350453 PAPA SEMINAR-HARRIS 640.00
 350487 CENTER FOR HEARING HEALTH INC HEARING TESTS 158.10
 350497 CROP PRODUCTION SERVICES INC CHEMICALS 1,500.00
 350515 HORIZON SOLAR CONTROLLERS 2,927.55

259 East Lone Tree SLLMD Fund

Zone 1-District 10

350449 ODYSSEY LANDSCAPE CO INC LANDSCAPE SERVICES 1,248.00
 350533 PACIFIC GAS AND ELECTRIC CO ELECTRIC 70.53

311 Capital Improvement Fund

Measure WW

921705 KARSTE CONSULTING INC CONSULTANT SERVICES 840.00

Public Buildings & Facilities

921705 KARSTE CONSULTING INC CONSULTANT SERVICES 1,080.00

319 Residential Dev Alloc Fund

Non Departmental

350440 JARVIS FAY AND DOPORTO LLP LEGAL SERVICES 6,006.67

376 Lone Diamond Fund

Assessment District

350395 BAY CITIES PAVING AND GRADING LONE TREE PROJECT 84,010.32
 350397 BENCHMARK CONSULTANTS PROFESSIONAL SERVICES 1,560.00
 921709 TESTING ENGINEERS INC TESTING SERVICES 300.00

570 Equipment Maintenance Fund

Non Departmental

350438 HUNT AND SONS INC FUEL 26,986.00

Equipment Maintenance

350390 ANTIOCH AUTO PARTS AUTO PARTS STOCK 365.81
 350475 WINTER CHEVROLET CO KEYS & FOBS 368.38
 350480 ANTIOCH AUTO PARTS AUTO PARTS STOCK 1,838.06
 350487 CENTER FOR HEARING HEALTH INC HEARING TESTS 52.70
 350505 EAST BAY TIRE CO TIRE REPAIR 1,622.92
 350520 LEHR AUTO ELECTRIC STROBE LIGHTS 904.89
 350539 PURSUIT NORTH VEHICLE SERVICE 5,222.39
 350543 ROYAL BRASS INC SUPPLIES 150.55
 350558 WALNUT CRK CHRYSLER JEEP DODGE VEHICLE SERVICE 860.86
 350559 WALNUT CREEK FORD AUTO PARTS STOCK 715.11
 921717 COAST OIL COMPANY MOTOR OIL 2,310.03

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 Finance Accounting

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573 Information Services Fund

Non Departmental

350433 GIS PLANNING INC ANNUAL HOSTING FEE 3,332.67

Network Support & PCs

350413 COMCAST CONNECTION SERVICE 1,026.55

350425 DIGITAL SERVICES WEBSITE MAINTENANCE 3,055.00

350488 COMCAST INTERNET SERVICE 152.70

Telephone System

203078 AMERICAN MESSAGING PAGER 39.42

350481 AT AND T MCI PHONE 203.62

GIS Support Services

350433 GIS PLANNING INC ANNUAL HOSTING FEE 1,666.33

Office Equipment Replacement

921715 CDW GOVERNMENT INC COMPUTER SOFTWARE 966.16

577 Post Retirement Medical-Police Fund

Non Departmental

350444 RETIREE MEDICAL AFTER RETIREMENT 995.08

350459 PERS MEDICAL AFTER RETIREMENT 4,808.20

578 Post Retirement Medical-Misc Fund

Non Departmental

350411 RETIREE MEDICAL AFTER RETIREMENT 686.01

350459 PERS MEDICAL AFTER RETIREMENT 6,059.83

579 Post Retirement Medical-Mgmt Fund

Non Departmental

350459 PERS MEDICAL AFTER RETIREMENT 9,474.57

921714 RETIREE MEDICAL AFTER RETIREMENT 1,078.60

611 Water Fund

Non Departmental

350429 FASTENAL CO SUPPLIES 416.21

350465 ROBERTS AND BRUNE CO SUPPLIES 105.79

350508 FASTENAL CO SUPPLIES 1,035.10

921699 CRYSTAL CLEAR LOGOS INC SUPPLIES 170.24

921720 GRAINGER INC SUPPLIES 74.16

921721 HAMMONS SUPPLY COMPANY SUPPLIES 770.89

Water Supervision

350436 GOVERNMENT OUTREACH COMMUNICATION SOFTWARE 2,450.00

350487 CENTER FOR HEARING HEALTH INC HEARING TESTS 26.35

Water Production

350431 FISHER SCIENTIFIC COMPANY LAB SUPPLIES 247.44

350432 FLOW SCIENCE INCORPORATED PROFESSIONAL SERVICES 1,265.85

350438 HUNT AND SONS INC ANTIFREEZE 630.19

350441 KARL NEEDHAM ENTERPRISES INC EQUIPMENT RENTAL 20,867.29

350458 PERS PAYROLL DEDUCTIONS 12.58

350469 SHUTE MIHALY AND WEINBERGER LLP LEGAL SERVICES 535.50

350476 ACE HARDWARE, ANTIOCH SUPPLIES 13.42

350478 AWWA TRAINING-BENNETT/CALLAHAN 180.00

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 Finance Accounting

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350479 ANIMAL DAMAGE MANAGEMENT	ANIMAL CONTROL	125.00
350480 ANTIOCH AUTO PARTS	FILTER	63.61
350481 AT AND T MCI	PHONE	126.24
350511 HACH CO	LAB SUPPLIES	611.86
350512 HARRINGTON INDUSTRIAL PLASTICS	PIPE FITTINGS	281.87
350519 LAN CON VOICE & DATA CABLING	SECURITY CAMERA REPLACEMENT	4,998.49
350533 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	157.76
350538 PUMP REPAIR SERVICE CO	INSPECTION SERVICE	3,470.00
350542 ROBERTS AND BRUNE CO	PIPE FITTINGS	530.74
350561 WESCO RECEIVABLES CORP	SUPPLIES	251.64
921698 CONSOLIDATED ELECTRICAL DIST INC	LIGHTING SUPPLIES	30.73
921700 EUROFINS EATON ANALYTICAL INC	SAMPLE TESTING	1,310.00
921701 EVOQUA WATER TECHNOLOGIES LLC	SERVICE DI H2O SYSTEM	451.76
921707 OLIN CHLOR ALKALI PRODUCTS	CAUSTIC	5,967.09
921710 AIRGAS SPECIALTY PRODUCTS	AMMONIA	2,192.40
921716 CHEMTRADE CHEMICALS US LLC	ALUM	12,127.55
921719 EUROFINS EATON ANALYTICAL INC	WATER MONITORING	485.00
921720 GRAINGER INC	SUPPLIES	448.28
921726 OLIN CHLOR ALKALI PRODUCTS	CAUSTIC	6,053.30
Water Distribution		
350390 ANTIOCH AUTO PARTS	MIRROR	16.48
350418 CORDAWAY, JONATHAN G	EXPENSE REIMBURSEMENT	218.00
350429 FASTENAL CO	SUPPLIES	304.32
350464 RIVERA CONSULTING GROUP INC	PROFESSIONAL SERVICES	2,475.00
350472 TYLER TECHNOLOGIES	SOFTWARE MAINTENANCE	680.00
350473 UNITED PARCEL SERVICE	SHIPPING	63.10
350476 ACE HARDWARE, ANTIOCH	SUPPLIES	17.09
350485 BENCHMARK CONSULTANTS	CONSULTING SERVICES	290.00
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	368.90
350495 COTTIER, CAROL	TRAINING	1,650.00
350504 E M HUNDLEY HARDWARE CO	LOCKSETS	122.73
350514 HOME DEPOT, THE	SUPPLIES	131.74
350515 HORIZON	IRRIGATION TOOLS	66.74
921695 3M AOSAFETY EYEWARE	SAFETY GLASSES-LUCERO	232.07
921705 KARSTE CONSULTING INC	CONSULTING SERVICES	600.00
921715 CDW GOVERNMENT INC	COMPUTER SOFTWARE	1,411.66
921720 GRAINGER INC	SMALL TOOLS	286.23
921721 HAMMONS SUPPLY COMPANY	SUPPLIES	97.38
Water Meter Reading		
350472 TYLER TECHNOLOGIES	LASERFICHE INTERFACE	3,650.00
921712 BADGER METER INC	SERVICE RENEWAL	989.04
Public Buildings & Facilities		
350422 CSI SERVICES INC	INSPECTION SERVICES	2,154.00
350455 PLEWS SHADLEY RACHER & BRAUN	LEGAL SERVICES	140.80
350493 CONTRA COSTA WATER DISTRICT	CANAL ADMIN DEPOSIT	1,500.00
350527 MUNICIPAL FINANCIAL SERVICES	PROFESSIONAL SERVICES	3,445.00

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR THE PERIOD OF
 APRIL 1-10, 2014
 FUND/CHECK#

350534 PAKPOUR CONSULTING GROUP INC	CONSULTING SERVICES	318.94
921706 NICHOLS CONSULTING ENGINEERS	MONITORING WELLS	1,458.13
Warehouse & Central Stores		
350470 STATE FIRE MARSHAL	LICENSE APPLICATION FEE	325.00
350473 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	2.00
612 Water Line Expansion Fund		
Water Systems		
350442 KLEINFELDER INC	PROFESSIONAL SERVICES	2,106.25
621 Sewer Fund		
Sewer-Wastewater Supervision		
350426 DOWNEY BRAND ATTORNEYS LLP	LEGAL SERVICES	396.00
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	26.35
Sewer-Wastewater Collection		
350434 GOLDEN BELL PRODUCTS INC	PEST CONTROL SERVICES	25,420.00
350436 GOVERNMENT OUTREACH	COMMUNICATION SOFTWARE	2,450.00
350450 OFFICE MAX INC	OFFICE SUPPLIES	41.97
350465 ROBERTS AND BRUNE CO	PIPE & FITTINGS	271.25
350472 TYLER TECHNOLOGIES	LASERFICHE INTERFACE	4,330.00
350485 BENCHMARK CONSULTANTS	CONSULTING SERVICES	290.00
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	158.10
350527 MUNICIPAL FINANCIAL SERVICES	PROFESSIONAL SERVICES	3,445.00
350540 RAMIREZ, ROSALIE E	EXPENSE REIMBURSEMENT	293.00
921713 BIG SKY ENTERPRISES INC	TIRE DISPOSAL	220.25
921720 GRAINGER INC	SUPPLIES	6,074.43
Wastewater Collection		
921706 NICHOLS CONSULTING ENGINEERS	MONITORING WELLS	1,458.12
631 Marina Fund		
Non Departmental		
350447 MUELLER, MIKE	BERTH DEPOSIT REFUND	222.56
Marina Administration		
350396 BAY CITIES PYROTECTOR	REPAIR SERVICE	298.96
Marina Maintenance		
350449 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	938.00
Major Projects		
350473 UNITED PARCEL SERVICE	SHIPPING	10.95
350487 CENTER FOR HEARING HEALTH INC	HEARING TESTS	26.35
641 Prewett Water Park Fund		
Non Departmental		
350516 HUB INTERNATIONAL CA INSURANCE	FACILITY INSURANCE PREMIUM	377.94
350545 SILENT PARTNER PRIVATE SECURITY	SECURITY SERVICES	887.50
Recreation Aquatics		
203270 BARRETT, KIMBERLY	CLASS REFUND	58.00
Recreation Water Park		
350396 BAY CITIES PYROTECTOR	INSPECTION SERVICES	500.00
350427 E M HUNDLEY HARDWARE CO	SUPPLIES	655.13
350428 EAST BAY WELDING SUPPLY	HELIUM TANK RENEWAL	114.00

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR THE PERIOD OF
 APRIL 1-10, 2014
 FUND/CHECK#

350451 ORIGINAL WATERMAN	STAFF UNIFORMS	2,914.11
350463 RESPONSIVE COMMUNICATION SVCS	RADIO REPLACEMENT	893.71
350521 LINCOLN EQUIPMENT INC	SKIMMER MAINTENANCE	414.75
350525 MELENDRES JR, NEPTHALI T	EXPENSE REIMBURSEMENT	50.95
350532 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	1,879.16

Recreation Community Cnter

721 Employee Benefits Fund

Non Departmental

350387 AFLAC	PAYROLL DEDUCTIONS	7,510.90
350394 EMPLOYEE	OVERPAYMENT REFUND	50.00
350398 BLUE SHIELD LIFE	PAYROLL DEDUCTIONS	2,300.18
350423 DELTA DENTAL	PAYROLL DEDUCTIONS	27,035.76
350458 PERS	PAYROLL DEDUCTIONS	301,041.41
350459 PERS	PAYROLL DEDUCTIONS	288,305.23
350492 CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	400.00
350530 OPERATING ENGINEERS TRUST FUND	PAYROLL DEDUCTIONS	4,634.97
350535 PARS	PAYROLL DEDUCTIONS	2,585.08
350536 PERS LONG TERM CARE	PAYROLL DEDUCTIONS	72.02
350537 PERS	PAYROLL DEDUCTIONS	294,756.44
350544 EMPLOYEE	CHECK REPLACEMENT	106.23
350547 STATE OF CALIFORNIA	PAYROLL DEDUCTIONS	250.00
350548 STATE OF CALIFORNIA	PAYROLL DEDUCTIONS	60.00
350549 STATE OF CALIFORNIA	PAYROLL DEDUCTIONS	200.00
350550 STATE OF FLORIDA DISBURSE UNIT	PAYROLL DEDUCTIONS	150.00
350552 TEXAS CHILD SUPPORT DISBURSE UNIT	PAYROLL DEDUCTIONS	422.77
350553 RECIPIENT	PAYROLL DEDUCTIONS	112.15
350557 US DEPT OF EDUCATION	PAYROLL DEDUCTIONS	360.76
921711 APOA	PAYROLL DEDUCTIONS	783.00
921725 NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL DEDUCTIONS	22,731.51
921727 VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTIONS	1,484.13



STAFF REPORT TO THE CITY COUNCIL
FOR CONSIDERATION AT THE COUNCIL MEETING OF APRIL 22, 2014

SUBMITTED BY: Donna Conley, City Treasurer *DC*
DATE: April 16, 2014
SUBJECT: Treasurer's Report: MARCH 2014

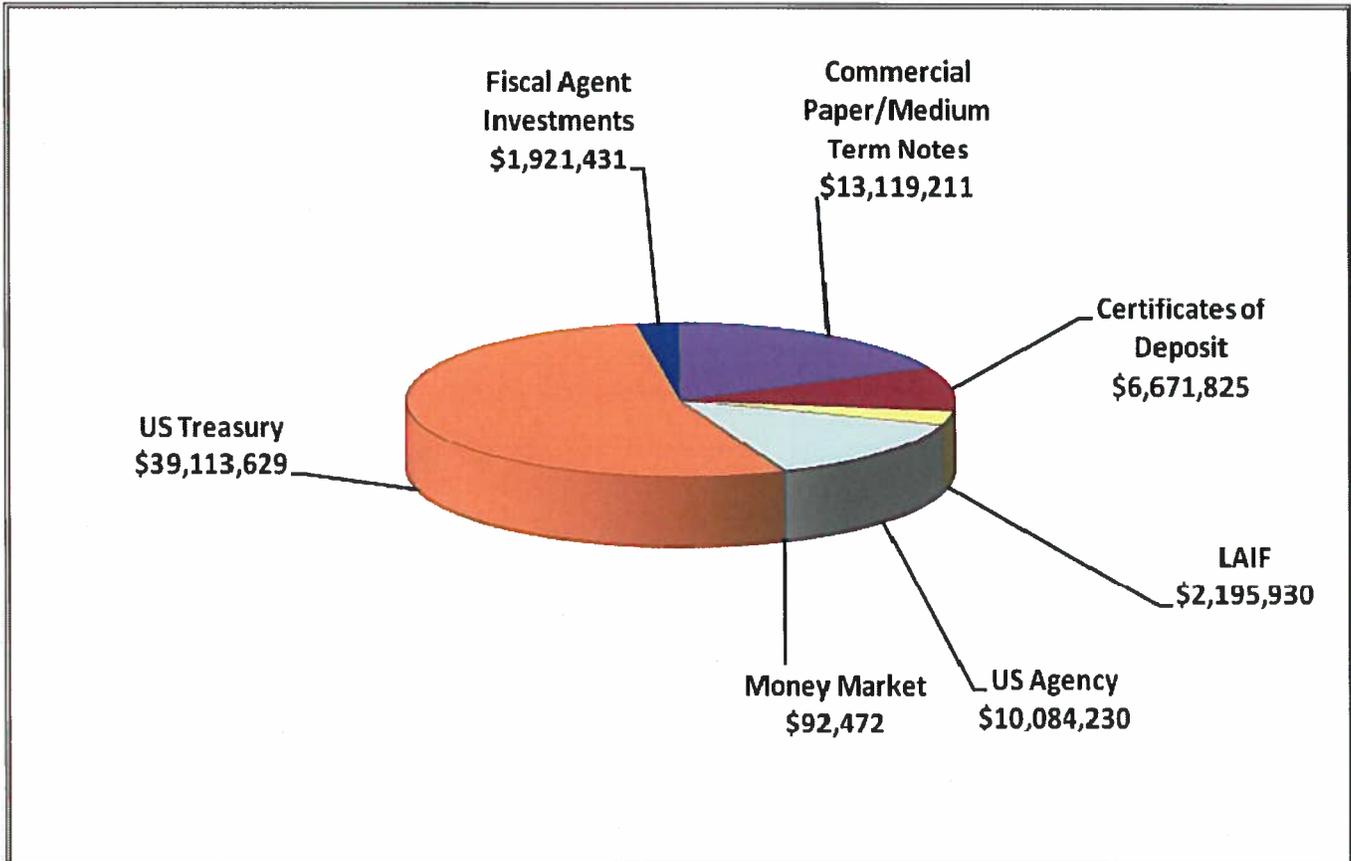
RECOMMENDATION: Review and file.

BACKGROUND: City of Antioch's portfolio as of MARCH 2014 is in Compliance with The City's current Investment Policy. Based on the Portfolio as of MARCH 2014 the City of Antioch is able to meet its expenditure requirements for the next six months.

DC
4-22-2014

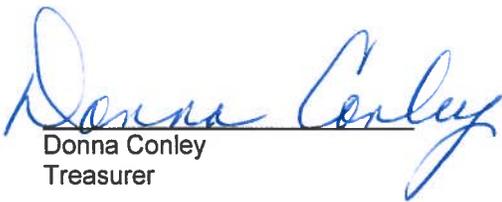
CITY OF ANTIOCH
SUMMARY REPORT ON THE CITY'S INVESTMENTS

MARCH 31, 2014



Total of City and Fiscal Agent Investments = \$73,198,728

All City investments are shown above and conform to the City Investment Policy. All investment transactions during this period are included in this report. As Treasurer of the City of Antioch and Finance Director of the City of Antioch, we hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six (6) months' estimated expenditures.


Donna Conley
Treasurer


Dawn Merchant
Finance Director

**Summary of Fiscal Agent Balances by
Debt Issue**

	<u>Amount</u>
Antioch Public Financing Authority 2002 Lease Revenue Bonds	285,559
Antioch Public Financing Authority 1998 Reassessment Revenue Bonds	1,057,114
Antioch Development Agency 2000 Tax Allocation Bonds	2
Antioch Development Agency 2009 Tax Allocation Bonds	146,056
ABAG Lease Revenue Bonds	<u>432,700</u>
	<u><u>\$1,921,431</u></u>



Managed Account Issuer Summary

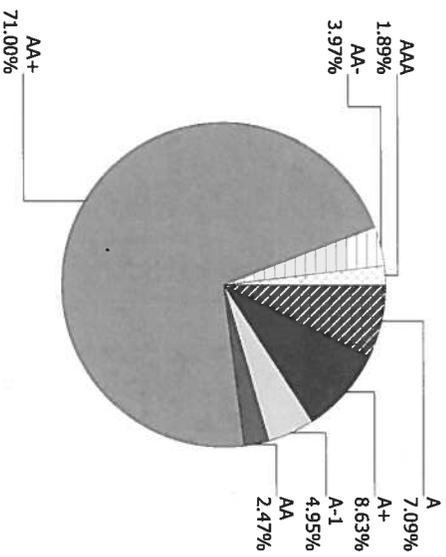
For the Month Ending March 31, 2014

CITY OF ANTIOCH, CA - 04380500

Issuer Summary

Issuer	Market Value of Holdings	Percent
AMERICAN HONDA FINANCE	588,696.62	0.86
APPLE INC	637,882.24	0.93
BANK OF NEW YORK	1,445,144.36	2.10
BANK OF NOVA SCOTIA	1,353,874.50	1.97
BERKSHIRE HATHAWAY INC	934,789.50	1.36
CA ST DEPT OF WATER REV BONDS	501,240.00	0.73
CATERPILLAR INC	251,696.75	0.37
CREDIT SUISSE GROUP	1,702,672.40	2.47
DEERE & COMPANY	452,943.00	0.66
FANNIE MAE	3,481,995.09	5.05
FEDERAL HOME LOAN BANKS	1,372,200.50	1.99
FREDDIE MAC	2,069,209.53	3.01
GENERAL ELECTRIC CO	2,219,494.39	3.23
IBM CORP	305,768.60	0.44
JP MORGAN CHASE & CO	2,668,905.40	3.88
MET WATER DISTRICT OF SOUTHERN CA	800,664.00	1.16
RABOBANK NEDERLAND	1,698,806.60	2.47
SKANDINAVISKA ENSKIDA BANKEN AB	1,704,675.00	2.48
STATE OF CALIFORNIA	1,505,838.50	2.19
TOYOTA MOTOR CORP	727,733.25	1.06
UNITED STATES TREASURY	39,074,443.96	56.77
UNIVERSITY OF CALIFORNIA	365,930.95	0.53
WAL-MART STORES INC	399,838.80	0.58
WELLS FARGO & COMPANY	2,551,057.78	3.71
Total	\$68,815,501.72	100.00%

Credit Quality (S&P Ratings)



PFM Asset Management LLC



CITY OF ANTIPOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending March 31, 2014

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
US TREASURY NOTES	DTD 03/15/2012 0.375% 03/15/2015	912828SK7	170,000.00	AA+	Aaa	03/13/12	03/15/12	169,428.91	0.49	29.45	169,817.53	170,371.96
US TREASURY NOTES	DTD 03/15/2012 0.375% 03/15/2015	912828SK7	825,000.00	AA+	Aaa	06/27/12	06/28/12	824,355.47	0.40	142.92	824,772.89	826,805.10
US TREASURY NOTES	DTD 03/15/2012 0.375% 03/15/2015	912828NP1	325,000.00	AA+	Aaa	10/23/12	10/26/12	337,098.63	0.39	942.68	330,857.49	331,766.50
US TREASURY NOTES	DTD 08/02/2010 1.750% 07/31/2015	912828NP1	465,000.00	AA+	Aaa	08/22/12	08/23/12	483,418.36	0.39	1,348.76	473,391.70	474,681.30
US TREASURY NOTES	DTD 08/02/2010 1.750% 07/31/2015	912828NP1	3,625,000.00	AA+	Aaa	09/06/12	09/10/12	3,772,832.03	0.33	10,514.50	3,693,456.97	3,700,472.50
US TREASURY NOTES	DTD 11/30/2010 1.375% 11/30/2015	912828P13	885,000.00	AA+	Aaa	11/01/12	11/05/12	911,204.30	0.40	4,078.54	899,257.82	900,694.59
US TREASURY NOTES	DTD 11/30/2010 1.375% 11/30/2015	912828P13	2,550,000.00	AA+	Aaa	11/29/12	12/05/12	2,627,595.70	0.35	11,751.72	2,593,357.01	2,595,221.70
US TREASURY NOTES	DTD 01/31/2011 2.000% 01/31/2016	912828PS3	920,000.00	AA+	Aaa	03/04/14	03/05/14	949,756.25	0.30	3,049.72	948,596.31	947,456.48
US TREASURY NOTES	DTD 01/31/2014 0.375% 01/31/2016	912828R41	4,650,000.00	AA+	Aaa	02/04/14	02/07/14	4,655,994.14	0.31	2,890.19	4,655,552.15	4,651,450.80
US TREASURY NOTES	DTD 05/02/2011 2.000% 04/30/2016	912828OF0	950,000.00	AA+	Aaa	03/27/13	03/28/13	997,277.34	0.38	7,977.90	981,874.77	979,983.90
US TREASURY NOTES	DTD 06/30/2009 3.250% 06/30/2016	912828KZ2	2,200,000.00	AA+	Aaa	05/10/13	05/15/13	2,394,218.75	0.41	17,973.76	2,339,904.71	2,333,031.80
US TREASURY NOTES	DTD 06/30/2009 3.250% 06/30/2016	912828KZ2	2,950,000.00	AA+	Aaa	05/22/13	05/24/13	3,204,783.20	0.44	24,101.17	3,135,021.94	3,128,383.55
US TREASURY NOTES	DTD 06/30/2009 3.250% 06/30/2016	912828KZ2	3,300,000.00	AA+	Aaa	05/24/13	05/31/13	3,574,570.31	0.53	26,960.64	3,500,699.50	3,499,547.70
US TREASURY NOTES	DTD 08/31/2011 1.000% 08/31/2016	912828RF9	1,100,000.00	AA+	Aaa	08/29/13	08/30/13	1,106,015.63	0.82	956.52	1,104,845.60	1,109,710.80



PFM Asset Management LLC



Managed Account Detail of Securities Held

For the Month Ending March 31, 2014

CITY OF ANTIOCH, CA - 04380500

Security Type/Description Dated Date/Coupon/Maturity U.S. Treasury Bond / Note	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
US TREASURY NOTES DTD 08/31/2011 1.000% 08/31/2016	912828RF9	4,000,000.00	AA+	Aaa	02/27/14	03/03/14	4,050,468.75	0.49	3,478.26	4,048,880.52	4,035,312.00
US TREASURY NOTES DTD 11/30/2011 0.875% 11/30/2016	912828RU6	3,110,000.00	AA+	Aaa	11/27/13	12/03/13	3,136,726.56	0.58	9,120.67	3,133,827.48	3,120,692.18
US TREASURY NOTES DTD 11/30/2011 0.875% 11/30/2016	912828RU6	3,450,000.00	AA+	Aaa	10/31/13	11/01/13	3,476,683.59	0.62	10,117.79	3,473,123.38	3,461,861.10
US TREASURY NOTES DTD 03/31/2012 1.000% 03/31/2017	912828SM3	2,800,000.00	AA+	Aaa	03/19/14	03/21/14	2,806,453.13	0.92	76.50	2,806,391.28	2,807,000.00
Security Type Sub-Total		38,275,000.00					39,478,881.05	0.48	135,511.69	39,113,629.05	39,074,443.96
Municipal Bond / Note											
METRO WTR DIST AUTH, CA TXBL REV BONDS DTD 06/28/2012 0.616% 07/01/2014	5926THP9	575,000.00	AAA	Aa1	06/21/12	06/28/12	575,000.00	0.62	885.50	575,000.00	575,218.50
UNIV OF CAL TXBL REV BONDS DTD 10/02/2013 0.528% 05/15/2015	91412G5W6	230,000.00	AA	Aa2	09/26/13	10/02/13	230,000.00	0.53	603.83	230,000.00	230,430.10
METRO WTR DIST AUTH, CA TXBL REV BONDS DTD 06/28/2012 0.943% 07/01/2015	5926THO7	225,000.00	AAA	Aa1	06/21/12	06/28/12	225,000.00	0.94	530.44	225,000.00	225,445.50
CA ST DEPT OF WATER TXBL REV BONDS DTD 09/27/2012 0.650% 12/01/2015	1306KX87	500,000.00	AAA	Aa1	09/19/12	09/27/12	500,000.00	0.65	1,083.33	500,000.00	501,240.00
CA ST TXBL GO BONDS DTD 03/27/2013 1.050% 02/01/2016	13063BN73	550,000.00	A	A1	03/13/13	03/27/13	551,859.00	0.93	962.50	551,202.70	551,991.00
UNIV OF CAL TXBL REV BONDS DTD 10/02/2013 0.907% 05/15/2016	91412GSX4	135,000.00	AA	Aa2	09/26/13	10/02/13	135,000.00	0.91	608.82	135,000.00	135,500.85
CA ST TAXABLE GO BONDS DTD 11/05/2013 1.250% 11/01/2016	13063CFD7	950,000.00	A	A1	10/22/13	11/05/13	954,455.50	1.09	4,815.97	953,858.89	953,847.50
Security Type Sub-Total		3,165,000.00					3,171,314.50	0.85	9,490.39	3,170,061.59	3,173,673.45



PFM Asset Management LLC



CITY OF ANTIPOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending March 31, 2014

Security Type/Description Dated Date/Coupon/Maturity Federal Agency Bond / Note	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
FANNIE MAE GLOBAL NOTES DTD 04/19/2012 0.5000% 05/27/2015	3135G0KM4	1,030,000.00	AA+	Aaa	04/17/12	04/19/12	1,027,023.30	0.59	1,773.89	1,028,885.89	1,033,597.79
FREDDIE MAC GLOBAL NOTES DTD 07/11/2012 0.5000% 08/28/2015	3134G3ZA1	1,825,000.00	AA+	Aaa	07/30/12	07/31/12	1,827,129.78	0.46	785.76	1,825,982.07	1,829,243.13
FHLB (CALLABLE) GLOBAL NOTES DTD 12/30/2013 0.3750% 12/30/2015	3130A0GK0	1,375,000.00	AA+	Aaa	12/12/13	12/30/13	1,374,587.50	0.39	1,303.39	1,374,639.49	1,372,200.50
FANNIE MAE GLOBAL NOTES DTD 02/15/2013 0.5000% 03/30/2016	3135G0VA8	800,000.00	AA+	Aaa	02/14/13	02/15/13	799,088.00	0.54	11.11	799,415.05	800,536.80
FREDDIE MAC GLOBAL NOTES DTD 03/07/2013 0.5000% 05/13/2016	3137EAD09	240,000.00	AA+	Aaa	03/06/13	03/07/13	239,985.60	0.50	460.00	239,990.28	239,966.40
FNMA NOTES DTD 08/19/2011 1.2500% 09/28/2016	3135G0CM3	655,000.00	AA+	Aaa	10/01/13	10/03/13	664,674.35	0.75	68.23	663,087.47	664,214.54
FNMA NOTES DTD 08/19/2011 1.2500% 09/28/2016	3135G0CM3	970,000.00	AA+	Aaa	10/01/13	10/03/13	984,555.92	0.74	101.04	982,168.07	983,645.96
Security Type Sub-Total							6,917,044.45	0.54	4,503.42	6,914,168.32	6,923,405.12
Corporate Note											
JP MORGAN CHASE & CO NOTES DTD 05/18/2009 4.6500% 06/01/2014	46625HHN3	1,010,000.00	A	A3	12/19/11	12/22/11	1,062,853.30	2.43	15,655.00	1,013,693.80	1,017,049.80
GENERAL ELEC CAP CORP GLOBAL NOTES DTD 01/09/2012 2.1500% 01/09/2015	36962G5M2	865,000.00	AA+	A1	05/23/12	05/29/12	874,419.85	1.72	4,236.10	867,830.04	877,150.66
IBM CORP GLOBAL NOTES DTD 02/06/2012 0.5500% 02/06/2015	459200H80	305,000.00	AA-	Aa3	02/01/12	02/06/12	303,508.55	0.72	256.28	304,575.66	305,768.60
BANK OF NEW YORK MELLON (CALLABLE) NOTES DTD 02/21/2012 1.2000% 02/20/2015	066406HCC1	375,000.00	A+	A1	02/13/12	02/21/12	374,658.75	1.23	512.50	374,897.82	377,650.13
CATERPILLAR FIN CORP NOTES DTD 05/30/2012 1.1000% 05/29/2015	14912L5D9	250,000.00	A	A2	05/22/12	05/30/12	249,920.00	1.11	931.94	249,968.69	251,696.75



PFM Asset Management LLC



CITY OF ANTIPOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending March 31, 2014

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note												
JOHN DEERE CAPITAL CORP GLOBAL NOTES	DTD 06/29/2012 0.950% 06/29/2015	24422ERS0	450,000.00	A	A2	06/26/12	06/29/12	449,878.50	0.96	1,092.50	449,949.19	452,943.00
WELLS FARGO & COMPANY	DTD 06/27/2012 1.500% 07/01/2015	94974BFE5	750,000.00	A+	A2	03/26/13	03/28/13	762,978.08	0.73	2,812.50	757,209.79	758,728.50
WELLS FARGO & COMPANY	DTD 06/27/2012 1.500% 07/01/2015	94974BFE5	750,000.00	A+	A2	03/27/13	03/28/13	762,757.50	0.74	2,812.50	757,087.73	758,728.50
JPMORGAN CHASE & CO GLOBAL NOTES	DTD 10/18/2012 1.100% 10/15/2015	46623EER1	650,000.00	A	A3	10/15/12	10/18/12	649,733.50	1.11	3,296.94	649,861.73	652,667.60
BANK OF NEW YORK MELLON (CALLABLE)	DTD 10/25/2012 0.700% 10/23/2015	06406HCD9	425,000.00	A+	A1	10/18/12	10/25/12	424,562.25	0.73	1,305.69	424,770.59	425,995.35
BANK OF NEW YORK MELLON (CALLABLE)	DTD 10/25/2012 0.700% 10/23/2015	06406HCD9	640,000.00	A+	A1	12/17/12	12/20/12	638,067.20	0.81	1,966.22	638,933.29	641,498.88
WAL-MART STORES INC GLOBAL NOTES	DTD 04/11/2013 0.600% 04/11/2016	931142DE0	400,000.00	AA	Aa2	04/04/13	04/11/13	399,716.00	0.62	1,133.33	399,807.46	399,838.80
APPLE INC GLOBAL NOTES	DTD 05/03/2013 0.450% 05/03/2016	037833AH3	640,000.00	AA+	Aa1	04/30/13	05/03/13	638,841.60	0.51	1,184.00	639,191.57	637,882.24
TOYOTA MOTOR CREDIT CORP	DTD 05/17/2013 0.800% 05/17/2016	89236TAL9	725,000.00	AA-	Aa3	05/14/13	05/17/13	724,702.75	0.81	2,158.89	724,788.45	727,733.25
GENERAL ELEC CAP CORP (FLOATING)	DTD 07/12/2013 0.892% 07/12/2016	36962G7A6	1,330,000.00	AA+	A1	07/09/13	07/12/13	1,330,000.00	0.93	2,536.50	1,330,000.00	1,342,343.73
WELLS FARGO & COMPANY	DTD 07/29/2013 1.250% 07/20/2016	94974BFL9	1,025,000.00	A+	A2	07/22/13	07/29/13	1,024,016.00	1.28	2,526.91	1,024,234.45	1,033,600.78
BERKSHIRE HATHAWAY FIN GLOBAL NOTES	DTD 08/15/2013 0.950% 08/15/2016	084664BX8	930,000.00	AA	Aa2	08/06/13	08/15/13	929,507.10	0.97	1,128.92	929,609.10	934,789.50
AMERICAN HONDA FINANCE GLOBAL NOTES	DTD 10/10/2013 1.125% 10/07/2016	02665WAB7	585,000.00	A+	A1	10/03/13	10/10/13	582,964.20	1.24	3,126.09	583,282.31	588,696.62
JPMORGAN CHASE & CO	DTD 02/18/2014 1.350% 02/15/2017	46623EY6	1,000,000.00	A	A3	02/12/14	02/18/14	999,500.00	1.37	1,612.50	999,519.55	999,188.00



PFM Asset Management LLC



CITY OF ANTIOCH, CA - 04380500

Managed Account Detail of Securities Held

For the Month Ending March 31, 2014

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit:												
CREDIT SUISSE NEW YORK CERT DEPOS (FLOAT)	07/15/2013 0.639%	22549TDK1	1,700,000.00	A-1	P-1	07/11/13	07/15/13	1,700,000.00	0.68	2,292.94	1,700,000.00	1,702,672.40
BANK OF NOVA SCOTIA HOUS CERT DEPOS (FLT)	03/06/2013 0.510%	06417FPL8	1,350,000.00	A+	Aa2	03/04/13	03/06/13	1,350,000.00	0.59	483.00	1,350,000.00	1,353,874.50
RABOBANK NEDERLAND NV NY CD	04/29/2013 0.600%	21684BEP5	1,700,000.00	AA-	Aa2	04/25/13	04/29/13	1,700,000.00	0.61	4,363.33	1,700,000.00	1,698,806.60
SKANDINAVISKA ENSKILDA BY NY FLOAT CD	01/10/2014 0.562%	83051HUD6	1,700,000.00	A-1	P-1	01/07/14	01/10/14	1,700,000.00	0.56	2,150.03	1,700,000.00	1,704,675.00
Security Type Sub-Total			6,450,000.00					6,450,000.00	0.61	9,289.30	6,450,000.00	6,460,028.50
Managed Account Sub-Total			67,890,000.00					69,199,825.13	0.64	209,080.11	66,767,070.18	68,815,501.72
Securities Sub-Total			\$67,890,000.00					\$69,199,825.13	0.64%	\$209,080.11	\$66,767,070.18	\$68,815,501.72
Accrued Interest												\$209,080.11
Total Investments												\$69,024,581.83



PFM Asset Management LLC



Managed Account Security Transactions & Interest

For the Month Ending March 31, 2014

CITY OF ANTIOCH, CA - 04380500

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
BUY											
	02/27/14	03/03/14	US TREASURY NOTES DTD 08/31/2011 1.000% 08/31/2016	912828RF9	4,000,000.00	(4,050,468.75)	(326.09)	(4,050,794.84)			
	03/04/14	03/05/14	US TREASURY NOTES DTD 01/31/2011 2.000% 01/31/2016	912828PS3	920,000.00	(949,756.25)	(1,677.35)	(951,433.60)			
	03/19/14	03/21/14	US TREASURY NOTES DTD 03/31/2012 1.000% 03/31/2017	912828SM3	2,800,000.00	(2,806,453.13)	(13,230.77)	(2,819,683.90)			
Transaction Type Sub-Total					7,720,000.00	(7,806,678.13)	(15,234.21)	(7,821,912.34)			
INTEREST											
	03/03/14	03/03/14	MONEY MARKET FUND	MONFY0002	0.00	0.00	0.74	0.74			
	03/06/14	03/06/14	BANK OF NOVA SCOTIA HOUS CERT DEPOS (FLT)	06417FPL8	1,350,000.00	0.00	1,669.87	1,669.87			
	03/15/14	03/15/14	US TREASURY NOTES DTD 03/06/2013 0.510% 03/06/2015	912828SK7	170,000.00	0.00	318.75	318.75			
	03/15/14	03/15/14	US TREASURY NOTES DTD 03/15/2012 0.375% 03/15/2015	912828SK7	825,000.00	0.00	1,546.88	1,546.88			
	03/28/14	03/28/14	FMMA NOTES DTD 08/19/2011 1.250% 09/28/2016	3135G0CM3	970,000.00	0.00	6,062.50	6,062.50			
	03/28/14	03/28/14	FMMA NOTES DTD 08/19/2011 1.250% 09/28/2016	3135G0CM3	655,000.00	0.00	4,093.75	4,093.75			
	03/30/14	03/30/14	FANNIE MAE GLOBAL NOTES DTD 02/15/2013 0.500% 03/30/2016	3135G0VAB	800,000.00	0.00	2,000.00	2,000.00			
	03/31/14	03/31/14	US TREASURY NOTES DTD 03/31/2012 1.000% 03/31/2017	912828SM3	2,800,000.00	0.00	14,000.00	14,000.00			
Transaction Type Sub-Total					7,570,000.00	0.00	29,692.49	29,692.49			
SELL											
	02/27/14	03/03/14	US TREASURY NOTES DTD 02/15/2012 0.250% 02/15/2015	912828SE1	1,000,000.00	1,001,171.88	110.50	1,001,282.38	6,367.19	2,852.57	SPEC LOT
	02/27/14	03/03/14	US TREASURY NOTES DTD 03/01/2010 2.375% 02/28/2015	912828MR8	2,500,000.00	2,555,371.09	484.03	2,555,855.12	(84,082.04)	6,344.39	SPEC LOT



PFM Asset Management LLC



Managed Account Security Transactions & Interest

For the Month Ending March 31, 2014

CITY OF ANTIOCH, CA - 04380500

Transaction Type	Trade	Settle	Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
SELL											
	02/27/14	03/03/14	US TREASURY NOTES DTD 03/01/2010 2.375% 02/28/2015	912828MR8	450,000.00	459,966.80	87.13	460,053.93	(13,570.31)	1,266.40	SPEC LOT
	03/04/14	03/05/14	FANNIE MAE GLOBAL NOTES DTD 11/16/2012 0.375% 12/21/2015	3135G0S80	950,000.00	951,567.50	732.29	952,299.79	3,781.00	2,853.79	SPEC LOT
	03/20/14	03/21/14	SVENSKA HANDELSBANKEN NY FLOATING LT CD	86958CVF8	1,700,000.00	1,701,974.84	1,477.63	1,703,452.47	2,233.73	2,086.89	SPEC LOT
	03/20/14	03/21/14	US TREASURY NOTES DTD 03/01/2010 2.375% 02/28/2015	912828MR8	1,050,000.00	1,071,820.31	1,423.06	1,073,243.37	(33,099.61)	2,519.45	SPEC LOT
Transaction Type Sub-Total					7,650,000.00	7,741,872.42	4,314.64	7,746,187.06	(118,370.04)	17,923.49	
Managed Account Sub-Total						(64,805.71)	18,772.92	(46,032.79)	(118,370.04)	17,923.49	
Total Security Transactions						(\$64,805.71)	\$18,772.92	(\$46,032.79)	(\$118,370.04)	\$17,923.49	



PFM Asset Management LLC

STAFF REPORT TO THE CITY COUNCIL FOR CONSIDERATION AT THE MEETING OF APRIL 22, 2014

Prepared by: Lynn Tracy Nerland, City Attorney 
Date: April 15, 2014
Subject: **Arbor Day Celebration**

RECOMMENDED ACTION

Authorize the addition of the annual Arbor Day event to the City Event Policy as a City-Sponsored event.

BACKGROUND

For a number of years, the Riverview Garden Club has organized an annual Arbor Day event with assistance from the City's Public Works Department, which includes the planting of the ceremonial Arbor Day Tree at a City park. For nine years, the City has achieved Tree City, USA designation for its efforts to plant and maintain trees. However, the annual Arbor Day celebration was inadvertently omitted from the list of City-Sponsored events that the City Council has approved. Staff recommends that the annual Arbor Day celebration be included in the City's Event Policy without requiring insurance from the Garden Club.

This year, the Arbor Day Celebration will occur at Mira Vista Park on Friday, April 25, 2014 at 3 p.m. During the event, a bench will be dedicated to a past Riverview Garden Club member who had volunteered countless hours in an effort to make the City better. The Cub Scouts will also be on site to plant the ceremonial Arbor Day Tree. The City's contractor, Pacheco Brothers, will donate the tree and labor to dig the hole. Public Works staff will work with the Riverview Garden Club members to cook and serve hot dogs and burgers. Most participants bring a dish to share with others.

FISCAL IMPACT

The annual costs for this event are included in the Public Works budget, but will be somewhat higher than usual this year due to the installation of the bench in the Park. Typically, the direct costs to the City are approximately \$1,200 including 4 hours of lead worker time to plant the tree and instruct the Cub Scouts and BBQ supplies of \$200, and some management time for the Deputy Public Works Director. Pacheco Landscaping donates the tree and the labor to dig the hole.

OPTIONS

1. As the event has already been planned and advertised for 2014, it is not recommended that it be cancelled at this point; however, the City Council could provide direction for future years

ATTACHMENT

Attachment A: City Event Policy

Approved by the Antioch City Council on 11/10/09
Revised by the Antioch City Council on 02/09/10
Revised by the Antioch City Council on 04/27/10
Revised by the Antioch City Council on 03/22/11
Revised by the Antioch City Council on 02/22/11
Revised by the Antioch City Council on 02/14/12
Revised by the Antioch City Council on 02/28/12
Revised by the Antioch City Council on 11/27/12
Revised by the Antioch City Council on 03/26/13

Proposed Revisions on 04/22/14

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City of Antioch: Event Policy

1. **City-Organized Events.** The following events are examples of events organized by City staff on City property that are included in the particular department's annual budget. These events can use the City's name or logo, but all advertisements, brochures, etc. must receive City Manager approval in advance.

Child Safety Seat Inspection
Fall Fest at Prewett Family Park
Mayor's Golf Tournament to Support Scholarship Fund
Open House for Public Works Week

2. **City-Sponsored Events.** The following events are either City organized but not on City property or the City is jointly organizing the event with other organizations. Depending on the event, additional insurance and/or waivers from participants may be required. These events can use the City's name or logo, but all advertisements, brochures, etc. must receive City Manager approval in advance.

Coastal Clean Up
First Saturday Clean-up events
Keep Antioch Beautiful
Memorial Day Parade
MLK Educational Competition Event
Veterans' Day Parade
Arbor Day Celebration

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3. City-Supported Events. The following events are supported with staff, supplies or equipment resources only unless specific financial grants are approved. These events are run by other organizations or individuals that will be required to ensure that the appropriate insurance coverage is in place and/or waivers obtained if requested by the City. The City's name or logo should not be used in advertisements or brochures unless approved in advance by the City Manager.

Blues Festival at Waldie Plaza
Cancer Society Relay for Life
East County Economic Development Summit
"Every 15 Minutes"
Holiday Delites with parade, tree lighting and some vendors
National Night Out
Neighborhood Watch Meetings
Police Activities League (PAL) events
Safety Fairs (e.g. at the Somersville Towne Center and other locations)
Sister City Program
Summer Concert Series at Prewett Family Park
Fourth of July Celebration downtown including fireworks (City Council action on 4/27/10 and on 2/14/12 allowed a water bill insert to announce the event and fundraising with organization to pay the costs of insert 2/14/12; but on 03/26/13 added the event to the category of City-supported events)

4. Using the City's Name or Logo for Soliciting Donations. The following events or activities have not requested or received City support in the form of financial grant, staff assistance, supplies or equipment, but the City Council has given permission to use the City's name in fundraising efforts:

3/28/10, 3/27/11 and 4/1/12 Cesar Chavez Day and future requests for fundraising efforts for educational award component of Cesar Chavez Day if approved by the City Manager (City Council actions on 2/9/10, 2/22/11, 2/14/12 and 11/27/12)

5. City Lease of Facilities or Equipment. The City's rental of facilities or equipment to other organizations or individuals does not indicate City approval, sponsorship or support of the organization, individual or event. The use of the City's name or logo is not authorized in these situations.

6. Other Events. For events that are not listed above, the following protocols shall be followed:

a. City Manager approval is required for the following:

- i. Any public event involving a direct City grant of City funds (grants of \$1000 or more require City Council approval); or
- ii. Any public event involving expenditures for staff time, supplies, equipment or waivers of typical rental fees (expenditures of \$5,000 or more require City Council approval), excluding staff resources solely for reviewing use permits or special event permits; or
- iii. Any event for which the organizers desire to have the City publicly identified as a sponsor or supporter in advertisements, brochures, etc. However, if such City identification will be used for fundraising/donation purposes, then City Council approval will be required.

Approval of these events shall indicate the level of City involvement as categorized above, if any, and any requirements regarding insurance, waivers, advertising, etc.

b. City Council approval is required for the following:

- i. Any public event involving a direct City grant of City funds of \$1,000 or more; or
- ii. Any public events involving an estimated expenditure of \$5000 or more, including estimated costs for staffing, supplies or equipment excluding staff resources solely for reviewing use permits or special event permits.
- iii. Use of the City's name or logo for fundraising or donation purposes.

Approval of these events shall indicate the level of City involvement as categorized above, if any, and any requirements regarding insurance, waivers, advertising, etc.

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR
CONSIDERATION AT THE COUNCIL MEETING OF APRIL 22, 2014**

FROM: Allan J. Cantando, Chief of Police
PREPARED BY: Robin Kelley, Acting Police Captain
DATE: April 15, 2014
SUBJECT: Edward Byrne Memorial Justice Assistance Grant (JAG) 2014

RECOMMENDATION

The City Council approve the allocated grant funds to: 1) Pay for a portion of the salary and benefits for the Police Department Volunteer Coordinator; and 2) Fund the REACH Youth for Positive Change program, an enhancement of the Youth Intervention Program.

BACKGROUND INFORMATION

The City of Antioch has been allocated to receive funds from the Edward Byrne Memorial Justice Assistance Grant 2014. Last fiscal year's allocation was estimated to be \$65,443. However, to date, no know projections have been published for the upcoming fiscal year.

Due to the large allocations to cities and a relatively small allocation to the County of Contra Costa, we have been classified in what is called a disparate category. This requires jurisdictions responsible for determining individual allocations and documenting the said allocations in a Memorandum of Understanding.

The Police Chiefs of Contra Costa County as well as the Sheriff have agreed that the Contra Costa County Sheriff's Office will be the primary grantee and they will handle the creation of the MOU, grant reporting, as well as being the financial pass through of funds to the sub-grantees which will include the City of Antioch. The County will charge each sub-grantee five percent (5%) grant management fee which is permitted by the grant process.

Assuming the 2014 allocation remains the same as last years, a five percent (5%) management fee would equate to \$3,272. The grant will partially fund salary and benefits of the Volunteer Coordinator which equates to approximately \$37,171. In addition, the grant will fund the Youth for Positive Change program, a juvenile diversion program, which equates to \$25,000.

The Volunteer Coordinator position is an integral part in maintaining and further recruiting unpaid volunteers that subsequently provide valuable and needed service though the police department to the Citizens of Antioch.

The Youth for Positive Change Program is designed for the most severe at-risk youth. Youth involved programs, including those with parent involvement take place during evenings and Saturdays. Activities include those addressing youth leadership, restorative justice, and community building. This approach has demonstrated success for youth in our community.

The 2014 Byrne Grant MOU is not available to us at this time, however, the MOU for year 2013 is attached for your review.

FINANCIAL IMPACT

If approved, the City of Antioch will receive an allocation of undetermined funds.

ATTACHMENTS

Attachment "A": Byrne Grant MOU for 2013

OPTIONS

- Do not approve grant funds for recommended allocations.

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE COUNTY OF CONTRA COSTA
AND PARTICIPATING CONTRA COSTA COUNTY LOCAL GOVERNMENT AGENCIES**

**FOR THE DISTRIBUTION OF:
REGULAR EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG) GRANT - 2013**

THIS MEMORANDUM OF UNDERSTANDING is made and entered as of this **1ST Day of JULY, 2013**, in the County of Contra Costa, State of California, by and between **the Undersigned Local Government Agencies** acting by and through their respective governing bodies, related to the regular Edward Byrne Memorial Justice Assistance Grant (JAG) Grant - 2013 funds.

WHEREAS, the Federal government has made funds available under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) through the Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) for law enforcement purposes; and

WHEREAS, Contra Costa County has been designated as a disparate jurisdiction, that status requiring the submittal by all the undersigned parties of a single joint application for the total eligible allocation pursuant to a Memorandum of Understanding between all parties; and

WHEREAS, the Contra Costa County Office of the Sheriff will serve as the applicant FISCAL AGENT, and GRANTEE, for the joint funds (hereafter, the "GRANTEE/FISCAL AGENT"), and the other local government signatories shall be subgrantees (hereafter, each a "SUBGRANTEE", and collectively the "SUBGRANTEES"); and

WHEREAS, by this Memorandum of Understanding (M.O.U.) all parties agree to be bound by its terms; and

WHEREAS, all parties are required to allocate the grant funds among themselves;

NOW, THEREFORE, the parties hereto agree as follows:

1. **Duration of Term**. The term of this Agreement shall commence on **OCTOBER 1, 2013**, and shall end on **SEPTEMBER 30, 2016**, plus any necessary period for reports, audits, and other post-grant compliance, unless extended by mutual agreement in accordance with any extension approved by the U.S. Department of Justice, Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA).
2. **Length of Award**. Grant award is made the first fiscal year and may be expended during the following three (3) years, for a total of four (4) grant period years.

3. **Allocation Amounts.** The GRANTEE/FISCAL AGENT and SUBGRANTEES will receive allocations as provided by the U.S. Department of Justice - Office of Justice Programs: Bureau of Justice Assistance.

Contra Costa County
City of Antioch
City of Richmond

4. **Administrative Fee.** Notwithstanding the above paragraph (3) above, an administrative fee of five percent (5%) will be deducted for each disbursement under this agreement and shall be paid to the GRANTEE/FISCAL AGENT.

5. **Use of Funds.** SUBGRANTEES agree that they shall only expend these funds for anyone of the purpose listed in the "Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2013 Local Solicitation" as follows:

(a) Use for state and local initiatives, (b) technical assistance, (c) training, (d) personnel, (e) equipment, (f) supplies, (g) contractual support, (h) information systems for criminal justice, and (i) criminal justice-related research and evaluation activities that will improve or enhance:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

6. **Prohibited Uses.** Grant funds may not be expended outside of the grant purpose areas as stated above in paragraph (5). Additionally, grant funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities who are not engaged in criminal justice or public safety.

Furthermore, grant funds may not be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

1. Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
2. Luxury items.
3. Real estate.
4. Construction projects (other than penal or correctional institutions)
5. Any similar matters.

7. **Additional Requirements:** SUBGRANTEES have read, understood, and agree to the rules and requirements as listed in the "Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY2013 Local Solicitation." All documents are located on website http://www.ojp.usdoj.gov/funding/other_requirements.htm .

8. **Reporting Requirements.** Under this grant, quarterly financial status reports, quarterly performance metrics reports, and an annual progress report must be submitted to the Bureau of Justice Administration.

SUBGRANTEES agree to submit quarterly reports to the GRANTEE/FISCAL AGENT no later than the following dates, for the term of the grant:

- January 15 for the Quarter: October 1 through December 31
- April 15 for the Quarter: January 1 through March 31
- July 15 for the Quarter: April 1 through June 30
- October 15 for the Quarter: July 1 through September 30

The SUBGRANTEE's quarterly report shall contain a detailed list of all projects or activities for which grant funds were expended or obligated, including:

- a. the name of the project or activity;
- b. a description of the project or activity;
- c. an evaluation of the completion status of the project or activity, to include the status of performance measures;
- d. an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
- e. with respect to infrastructure investments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds available through this grant, and name of the person to contract.

SUBGRANTEES are required to submit quarterly reports if no activity occurred during the quarter.

SUBGRANTEES will not be required to submit quarterly reports if all grant fund allocations have been expended.

9. **GRANTEE/FISCAL AGENT Responsibilities.** The GRANTEE/FISCAL AGENT shall be responsible for submission of the application, receipt of the funds, administration of the funds including: distributing the funds; monitoring the award; submitting reports including performance measures and program assessment data; providing ongoing monitoring and oversight of any SUBGRANTEE of the funds, and audit responsibilities.

10. **Disbursement.** SUBGRANTEES shall submit to the GRANTEE/FISCAL AGENT all documentation that may be reasonably required to support reimbursement of expenditures and audit reviews. The GRANTEE/FISCAL AGENT will submit the reimbursement documentation to OJP through established reporting processes. GRANTEE/FISCAL AGENT will disburse funds upon receipt of the reimbursement funds from OJP. On no occasion will GRANTEE/FISCAL AGENT advance funds. Each disbursement to SUBGRANTEES will have deducted the 5% administration fee.

11. **Record-Keeping and Audits.** GRANTEE/FISCAL AGENT and SUBGRANTEES shall establish and maintain accurate files and records of all aspects of the grant projects, property, programmatic and financial records in accordance with the grant record requirements. SUBGRANTEES agree they shall co-operate fully and shall permit the GRANTEE/FISCAL AGENT, its employees and authorized representatives to inspect, audit, examine and make copies, excerpts and transcripts from documents related to the grant, as needed. Failure to do so will allow the GRANTEE/FISCAL AGENT to withhold funds until the compliance by the SUBGRANTEE.

12. **Disallowance.** SUBGRANTEES agrees that if an individual SUBGRANTEE claims or receives reimbursement from the GRANTEE/FISCAL AGENT for an expenditure which is later disallowed by the federal government, that individual SUBGRANTEE shall promptly refund the

disallowed amount to the GRANTEE/FISCAL AGENT upon the GRANTEE/FISCAL AGENT's request. At its option, the GRANTEE/FISCAL AGENT may offset all or any portion of the disallowed amount against any other payment due to the individual SUBGRANTEE, hereunder. Any such offset with respect to a portion of the disallowed amount shall not release the individual SUBGRANTEE from the obligation hereunder to refund the remainder of the disallowed amount.

13. **Mutual Indemnification.** GRANTEE/FISCAL AGENT agrees to indemnify and hold harmless SUBGRANTEES for the GRANTEE/FISCAL AGENT's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the GRANTEE/FISCAL AGENT in the performance of this Memorandum of Understanding.

SUBGRANTEE agrees to indemnify and hold harmless the GRANTEE/FISCAL AGENT for the SUBGRANTEE's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the SUBGRANTEE, its officers or employees.

This Memorandum of Understanding (M.O.U.) may be executed in counterparts including facsimile, and all counterparts, shall constitute one agreement, binding upon all parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this M.O.U. to be duly executed as of the date first specified herein. Each person signing this M.O.U. warrants that he or she has full and complete authority to sign this M.O.U. and binds the governmental agency for which he or she signs.

GRANTEE/FISCAL AGENT

**CONTRA COSTA COUNTY
OFFICE OF THE SHERIFF**

Signature

Sheriff-Coroner _____
Title

David O. Livingston _____
Print Name

Approved as to Form:

By: _____
Deputy County Counsel

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE COUNTY OF CONTRA COSTA
AND PARTICIPATING CONTRA COSTA COUNTY LOCAL GOVERNMENT AGENCIES**

**FOR THE DISTRIBUTION OF:
REGULAR EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG) GRANT - 2013**

IN WITNESS WHEREOF, the parties hereto have caused this M.O.U. to be duly executed as of the date first specified herein. Each person signing this M.O.U. warrants that he or she has full and complete authority to sign this M.O.U. and binds the governmental agency for which he or she signs.

SUBGRANTEES

CITY OF ANTIOCH

Signature

Title

Print Name

MEMORANDUM OF UNDERSTANDING

BETWEEN

**THE COUNTY OF CONTRA COSTA
AND PARTICIPATING CONTRA COSTA COUNTY LOCAL GOVERNMENT AGENCIES**

**FOR THE DISTRIBUTION OF:
REGULAR EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
(JAG) GRANT - 2013**

IN WITNESS WHEREOF, the parties hereto have caused this M.O.U. to be duly executed as of the date first specified herein. Each person signing this M.O.U. warrants that he or she has full and complete authority to sign this M.O.U. and binds the governmental agency for which he or she signs.

SUBGRANTEES

CITY OF RICHMOND

Signature

Title

Print Name

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT
THE COUNCIL MEETING OF APRIL 22, 2014**

FROM: Michelle Fitzer, Human Resources/Economic Development Director 
DATE: April 7, 2014
**SUBJECT: RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION
PLAN UPDATES FOR THE ANTIOCH POLICE SWORN MANAGEMENT
ASSOCIATION (AP SMA) BARGAINING UNIT**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the comprehensive classification plan updates for the Antioch Police Sworn Management Association (AP SMA) bargaining unit.

BACKGROUND

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete.

For the last several months, staff has been working on finalizing the comprehensive classification updates for all bargaining units. All of the Johnson drafts were reviewed again by management supervising each classification to ensure the description reflected the current City organizational structure and operational needs. Following that process, the respective bargaining unit representatives were provided with draft classification specifications for their unit. Staff has been meeting and corresponding with representatives from all of the bargaining units to discuss any questions or concerns they may have.

At this time, the AP SMA Unit has agreed to the amended specifications for their unit. Therefore, this item is brought before Council for consideration. The classification specifications recommended for approval are Police Captain and Police Lieutenant.

FINANCIAL IMPACT

There are no salary changes associated with this action. Therefore, approving these amendments to the classification plan has no financial impact.

ATTACHMENTS

- A. Resolution Approving Amendments to the Classification Plan for AP SMA Bargaining Unit Classes
- B. Police Captain Draft Job Description
- C. Police Lieutenant Draft Job Description

RESOLUTION NO. 2014/XX

RESOLUTION APPROVING COMPREHENSIVE CLASSIFICATION PLAN UPDATES FOR THE ANTIOCH POLICE SWORN MANAGEMENT ASSOCIATION (APSMA) BARGAINING UNIT

WHEREAS, the City has an interest in updating the class specifications for classifications Citywide; and

WHEREAS, staff has been working on completing a comprehensive update of the classification system for the last several months; and

WHEREAS, department management have reviewed and updated the Johnson descriptions to reflect current organizational structure and operational needs; and

WHEREAS, representatives of the APSMA Bargaining Unit have reviewed the draft specifications and agreed to the proposed changes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch as follows:

Section 1. That the comprehensive classification plan updates for the Antioch Police Sworn Management Association (APSMA) Bargaining Unit, specifications for which are attached hereto as Attachments "B" and "C", be approved and added to the City of Antioch Employees' Classification System; and

Section 2. That copies of this resolution be certified to all holders of the Finance Director for budgetary purposes.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 22nd day of April, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH

POLICE CAPTAIN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Plans, directs, supervises, controls and coordinates the activities of one of two divisions (Field Service or Support Services) within the Department. Acts as part of the Departmental Management Team, and may act as Chief of Police in his/her absence. Exercises direct and indirect supervision over sworn and civilian departmental employees.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, develop, recommend and implement departmental policy and procedures.
2. Plan, organize and deploy departmental personnel to meet departmental and divisional goals.
3. Monitor and evaluate the activities and establish standards and performance for department personnel and programs.
4. Plan and direct the maintenance of all police records, court documents and emergency communications.
5. Oversees operations in the Field Services Division or Support Services Division.
6. Coordinate and evaluate the City's Animal Shelter program.
7. Assist in the evaluation and monitoring of the departmental budget.
8. Develop, prepare and monitor various criminal justice grant projects.
9. Prepare required reports and presentations.
10. Organize and direct departmental crime prevention activities.
11. Manage internal affairs investigations and provide for follow-up investigation of citizen complaints, as necessary.
12. Attend various City and community meetings as a departmental or City representative; may be required to participate in service organizations within the City of Antioch.
13. Evaluate overall departmental efficiency through the department's monthly statistical crime analysis reports.

14. Plan, organize and implement training requirements of subordinate personnel.
15. Recommend and maintain department discipline in accordance with City and departmental procedures.
16. May command the department in the Chief's absence.
17. Perform other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern principles, practices and techniques of police administration, organization and operation.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and juvenile delinquency control.
- Laws, ordinances and regulations affecting the work of the department, including the California Penal Code, Vehicle Code, Health and Safety Code and relevant provisions of other state codes.
- Law enforcement computer systems.
- Use of firearms and other modern police equipment.
- Local concerns and political issues.
- Principles and practices of organization, budget and personnel management in municipal government.

Ability to:

- Plan, direct, manage and coordinate the work of a major division within the Police Department.
- Develop and administer sound departmental policies.
- Interpret and make decisions in accordance with applicable laws, regulations and policies.
- Meet the physical requirements established by the department.
- Communicate clearly and concisely, both orally and in writing.
- Act quickly and calmly in emergencies.
- Establish and maintain an effective work relationship with those contacted in the performance of required duties.
- Work effectively with a variety of community groups.

Education and Experience Guidelines

Education/Training:

A Bachelors Degree from an accredited college or university, preferably with a major in police science, public administration, or sociology.

Experience:

Ten years of experience in police work, with at least two years in a management capacity.

License or Certificate:

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment.

Possession of Advanced, Supervisory, and Management POST Certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office setting; travel from site to site; extensive periods of sitting; some exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; may be required to work evenings, weekends and holidays.

Physical and Mental Condition: Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of chronic disease, impairment of bodily function, history of psychosis or psychoneurosis or other disabling defects.

FLSA: Non-Exempt

Adopted: February 1990

Revised: February 2005; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

POLICE LIEUTENANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, plans, directs, supervises and coordinates the activities of an assigned patrol shift or other major unit of the Police Department. Participates as a member of the Department's Management Team. Exercises direct supervision over sworn and non-sworn personnel.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the planning, organizing and development of operational procedures relating to a major unit of the Police Department.
2. Supervise the activities of assigned personnel and day-to-day operations as the shift Watch Commander or Bureau Manager.
3. Direct and assist in the training development of subordinate personnel.
4. Assume responsibility for specialized assignments, as directed, e.g., SWAT.
5. Prepare recommendations for budget and personnel needs.
6. Coordinate police activities with other units in the Police Department, City departments and divisions.
7. Coordinate functions of the unit with other law enforcement agencies.
8. Supervise, train and evaluate subordinate personnel.
9. Conduct a continuing review of the unit and division activities to identify problems and develop recommendations for improving services.
10. Inspect unit personnel and equipment.
11. Personally conduct investigations and special studies requiring a high level of discretion.
12. Direct the maintenance of records and preparation of the various local, state and federal statistical reports.

**CITY OF ANTIOCH
POLICE LIEUTENANT (CONTINUED)**

13. Speak before groups and represent the Department and City at meetings, events, and conferences. May be required to participate in service organizations within the City of Antioch.
14. Maintain statistical records for the unit.
15. Oversee/manage the Police fleet.
16. Respond to emergencies when off duty and act as emergency operations manager.
17. May oversee Animal Services and other bureaus as assigned.
18. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of organization, budget, management and personnel management.
- Modern police practices, techniques and methods.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, record keeping, and care and custody of persons and property.
- Pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic and evidence.
- Police department rules, regulations and procedures.
- Functions and objectives of the police department and other local, state and federal agencies.
- City budgetary process.

Ability to:

- Supervise, train and evaluate assigned staff.
- Obtain information through interview and interrogation.
- Analyze crime and service patterns and to develop effective, tactical responses.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Use and care of firearms.
- Analyze situations quickly and objectively and determine proper course of action.
- Communicate clearly and concisely, both orally and in writing.
- Learn to effectively use a variety of departmental computer and computer-related equipment.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Recommend improvements in unit and departmental operations and in the rules, regulations and policies governing the Department.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience Guidelines

Education/Training:

A Bachelors Degree from an accredited college or university preferably with a major in police science, public administration, or sociology.

Experience:

Eight years of experience in police work, with at least two years in a supervisory capacity.

License or Certificate:

A valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment.

Possession of Basic, Intermediate and Supervisory POST Certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office setting; travel from site to site; extensive periods of sitting in a patrol vehicle, or in an office environment; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc; required to work evenings, weekends and holidays.

Physical and Mental Condition: Primary functions require sufficient physical ability and mobility to work in an office and field setting; Normal hearing acuity; proportional weight to height; sound physical, mental and emotional health; normal color vision and visual functions, including no abnormalities or diseases which adversely affect the performance of duty, and visual acuity of not less than 20/40 vision in each eye without correction and corrected to not less than 20/20 in each eye; absence of chronic disease, impairment of bodily function, history of psychosis or psychoneurosis or other disabling defects.

FLSA: Non-Exempt

Adopted: February 1990

Revised: February 2005; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT
THE COUNCIL MEETING OF APRIL 22, 2014**

FROM: Michelle Fitzer, Human Resources/Economic Development Director 

DATE: April 7, 2014

**SUBJECT: RESOLUTION APPROVING THE REMAINING LOCAL 1 CLASS
SPECIFICATIONS AND ESTABLISHING A SALARY RANGE FOR
METER SERVICE WORKER**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the remaining Local 1 class specifications, and establishing a salary range for Meter Service Worker.

BACKGROUND

• ***Classifications***

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete. Since that time, staff has brought updated class specifications to the Council for review and approval on an as-needed basis, usually when a recruitment was going to be initiated.

For the last several months, staff has been working on finalizing the comprehensive classification updates for all bargaining units. All of the Johnson drafts were reviewed again by management supervising each classification to ensure the description reflected the current City organizational structure and operational needs. Following that process, the respective bargaining unit representatives were provided with draft class specifications for their unit. Staff has been meeting and corresponding with representatives from all of the bargaining units to discuss any questions or concerns they may have.

At this time, the City and Local 1 have completed discussions regarding the classifications remaining to be updated and approved in this bargaining unit. These remaining classifications are:

- Aquatics Maintenance Worker I/II
- Cross Connection Control Specialist I/II
- Equipment Mechanic
- Facility Maintenance Worker I/II
- Fleet Service Technician
- General Laborer
- Landscape Maintenance Worker I/II
- Lead Cross Connection Control Specialist

- Lead Facility Maintenance Worker
- Lead Landscape Maintenance Worker
- Lead Street Maintenance Worker
- Marina Worker I/II
- Meter Service Worker
- Street Maintenance Worker
- Warehouse Worker I/II

Council's action will also remove the Pipefitter classification from the class plan, as it has been replaced by the more appropriate Collections System Worker and Water Distribution Operator classes. Incumbent employees currently classified as Pipefitters will be reclassified, as appropriate.

There is one classification outstanding – Lead Warehouse Worker. The City feels this classification is most appropriate in the Local 1 bargaining unit. However, currently the incumbent employee is classified as Storekeeper in the OE3 bargaining unit. Staff continues to have discussion with OE3 regarding the appropriate bargaining unit for the Lead Warehouse Worker classification. We are hopeful that we can reach agreement on this matter and bring this classification specification for Council consideration very soon. If agreement is not possible, further administrative steps may be required.

- **Salaries**

There are no salary increases as part of this proposed action. The only salary action is to assign a salary range to the classification of Meter Service Worker. The Meter Service Worker salary range seems to have been dropped from the salary schedule. Staff is unsure why this occurred, but as best as we can determine, the most recent schedule on which the class appeared was 2002.

The Meter Service Worker salary range is proposed to match the Maintenance Worker I range, as that was the equivalent range from when it most recently appeared on the salary schedule. That range is \$3768 - \$4580 per month full time. Of course, the City remains on a 36 hour workweek, so any employee in this classification will actually earn ten percent (10%) less than this amount. At this time there is not a funded position for this classification.

FINANCIAL IMPACT

Approving the class specifications has no financial impact.

The proposed Meter Service Worker salary range is consistent with similar existing classification salary ranges within Public Works represented by Local 1. Again, there are not any authorized or funded positions for this classification in the current FY 2013/14 or the proposed FY 2014/15 budgets.

No position will be authorized for recruitment unless it is budgeted and funded.

ATTACHMENTS

A. Resolution Approving Amendments to the Classification and Compensation Plans

- B. Aquatics Maintenance Worker I/II Draft Description
- C. Cross Connection Control Specialist I/II Draft Description
- D. Equipment Mechanic Draft Description
- E. Facility Maintenance Worker I/II Draft Description
- F. Fleet Service Technician Draft Description
- G. General Laborer Draft Description
- H. Landscape Maintenance Worker I/II Draft Description
- I. Lead Cross Connection Control Specialist Draft Description
- J. Lead Facility Maintenance Worker Draft Description
- K. Lead Landscape Maintenance Worker Draft Description
- L. Lead Street Maintenance Worker Draft Description
- M. Marina Worker I/II Draft Description
- N. Meter Service Worker Draft Description
- O. Street Maintenance Worker Draft Description
- P. Warehouse Worker I/II Draft Description

RESOLUTION NO. 2014/XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROVING THE REMAINING LOCAL 1 CLASS SPECIFICATIONS AND
ESTABLISHING A SALARY RANGE FOR
METER SERVICE WORKER**

WHEREAS, the City has an interest in updating the class specifications for employee classifications Citywide; and

WHEREAS, staff has been working on completing a comprehensive update of the classification system for the last several months; and

WHEREAS, Council has considered updated class specifications on a case-by-case basis as needed for recruitments; and

WHEREAS, the City and Local 1 have completed discussions regarding the classifications remaining to be updated and approved in this bargaining unit and agreed to the proposed changes/additions/deletions; and

WHEREAS, the Meter Service Worker classification currently does not have an established salary range.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch as follows:

Section 1. That the comprehensive classification plan updates for the Local 1 bargaining unit, specifications for which are attached hereto as Attachments "B" through "P", be approved and added to the City of Antioch Employees' Classification System; and

Section 2. That the classification of *Pipefitter I/II* be removed from the City of Antioch Employees' Classification System; and

Section 3. That the salary range for *Meter Service Worker* is established as \$3768 - \$4580 per month full time; and

Section 4. That copies of this resolution be certified to the Finance Director for budgetary purposes.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 22nd day of April, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH

**AQUATICS MAINTENANCE WORKER I
AQUATICS MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Aquatics Maintenance Worker I) or general supervision (Aquatics Maintenance Worker II), performs a variety of semi-skilled and skilled duties involved in the operation, maintenance and repair of the mechanical, hydraulic and chemical systems at the City's aquatic complex; and performs a variety of maintenance and repair duties related to the aquatic complex buildings and grounds.

DISTINGUISHING CHARACTERISTICS

Aquatics Maintenance Worker I – This is the entry level class in the Aquatics Maintenance Worker series performing routine and less complex duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Aquatics Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Aquatics Maintenance Worker II – This is the full journey level class within the Aquatics Maintenance Worker series. Employees within this class are distinguished from the Aquatics Maintenance Worker I by the performance of the full range of duties as assigned including the more complex maintenance and repair duties, operating a variety of equipment, and providing training to less experienced Aquatics Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Aquatics Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operate, inspect, and maintain all water park mechanics, pools, buildings, and grounds; prepare logs and work orders.
2. Report immediate repair needs and coordinate maintenance and repair schedules with supervisor; perform repairs and complete work orders.

CITY OF ANTIOCH
AQUATICS MAINTENANCE WORKER I/II (CONTINUED)

3. Monitor water chemical levels, filtration, pumps, timers, water clarity, and debris/hazard removal on a daily basis and track information on safety reports; correct swimming pool chemistries.
4. Mow, trim, edge, fertilize, and water lawns and other landscaped areas.
5. Develop, implement and maintain daily, quarterly and annual maintenance schedules for buildings, grounds, and equipment maintenance and repairs.
6. Research specifications for new equipment; prepare purchasing documents and place orders for equipment and supplies.
7. Assist in controlling expenditures by requesting cost effective supplies and services according to budget and purchasing procedures.
8. Coordinate and complete event set-up and tear-down.
9. Perform custodial work such as cleaning restrooms and other buildings, restocking restroom supplies, and emptying waste receptacles.
10. Operate and maintain a variety of hand and power tools and equipment.
11. Observe safe work methods and use safety equipment.
12. Respond to questions and complaints from the public.
13. Assist in instructing and directing temporary help and entry-level workers.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the City's aquatic center.
- Principles and practices of pool and aquatic facility operation, maintenance, and repair.
- Pool and aquatic equipment and chemicals to maintain aquatic facilities.
- Methods and techniques of landscape maintenance.
- Principles and practices used in the installation, maintenance and repair of irrigation systems.
- Operating and minor maintenance characteristics of hand and power tools and equipment related to the work.
- Basic painting, plumbing and carpentry methods, tools and techniques.
- Methods and techniques of public relations.
- Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.
- Principles and practice of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Operate and maintain aquatic facilities and pool water quality.
- Monitor chemical levels, filtration, water clarity, and debris/hazard removal.
- Use landscaping tools and equipment.
- Prepare brief oral and written reports of work performed or required.
- Direct and instruct others in proper work methods and landscape and aquatic maintenance techniques.
- Read and interpret label instructions and specifications.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Estimate time, material, and labor costs for maintenance and repair projects.
- Maintain working knowledge of current and emerging technology related to aquatic maintenance.
- Work independently in the absence of supervision.
- Respond to requests and inquiries from the general public.
- Use independent judgment and initiative in daily work activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Aquatics Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of mechanical or pool maintenance experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within six months of employment, a Pool/Spa Operator certification.

Possession of, or ability to obtain within six months of employment, CPR and First Aid certificates.

Aquatics Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in pool operations.

Experience:

Two years of increasingly responsible pool operations and landscape maintenance experience comparable to an Aquatics Maintenance Worker I with the City of Antioch.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Pool/Spa Operator certification.

Possession of CPR and First Aid certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor aquatic center environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, solvents, gases, potentially hazardous chemicals, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor aquatic center environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

September 1995
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**CROSS-CONNECTION CONTROL SPECIALIST I
CROSS-CONNECTION CONTROL SPECIALIST II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Cross-Connection Control Specialist I) or general supervision (Cross-Connection Control Specialist II), performs a variety of work in support of the City's cross-connection inspection and backflow prevention control program; conducts cross connection control surveys and inspections (Cross-Connection Control Specialist II); installs, tests, inspects, maintains, repairs, and certifies backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; provides information and assistance to other departments, contractors, engineers, and the general public; and maintains a variety of records, files, and related documents.

DISTINGUISHING CHARACTERISTICS

Cross-Connection Control Specialist I – This is the entry level class in the Cross-Connection Control Specialist series performing routine and less complex cross connection and backflow prevention duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Cross-Connection Control Specialist II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Cross-Connection Control Specialist II – This is the full journey level class within the Cross-Connection Control Specialist series. Employees within this class are distinguished from the Cross-Connection Control Specialist I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Cross-Connection Control Specialist I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

CITY OF ANTIOCH
CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)

1. Receive, investigate, review, trouble-shoot and respond to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.
2. Install, test, inspect, maintain, repair, and certify backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
3. Notify customers of scheduled backflow testing.
4. Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
5. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation.
6. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
7. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
8. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
9. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
10. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
11. Prepare and maintain a variety of reports, correspondence, records, and files related to area of assignment; enter data into computer system.
12. Read maps and interpret plans, specifications, and maintenance manuals.
13. Observe safe work methods and safety precautions related to all work sites.
14. Work with Meter Service Workers and assist them as needed.
15. Perform special projects related to area of assignment as assigned.
16. Train and direct the work of others as necessary.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a cross connection control program.
- Practices, principles, and techniques of cross connections.
- Procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Basic legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Basic office procedures, methods, and equipment including computers.
- Basic mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

Ability to:

- Perform a variety of skilled and complex work to inspect, install, repair, maintain, test, and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Interpret, apply, and enforce pertinent rules and regulations.
- Interpret and explain cross connection and water quality regulations.
- Read, research, and reference various technical and regulatory methods and procedures.
- Plan, organize and lay out work.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Operate office equipment including computers and supporting software applications.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.

CITY OF ANTIOCH
CROSS-CONNECTION CONTROL SPECIALIST I/II (CONTINUED)

- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Cross-Connection Control Specialist I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in the maintenance of water distribution systems or cross-connection control program.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency.

Cross-Connection Control Specialist II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection inspection and backflow prevention.

Experience:

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Specialist II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I Permanent Water Distribution Certificate issued by the Department of Public Services.

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: April 2002
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

EQUIPMENT MECHANIC I EQUIPMENT MECHANIC II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Equipment Mechanic I) or general supervision (Equipment Mechanic II), performs a variety of skilled duties involved in performing minor and major maintenance and repair work on automobiles, trucks, buses, motorcycles, tractors, mowers, and other heavy and light equipment; inspects, diagnoses, overhauls, repairs, and adjusts engines, transmissions, and related vehicle systems and components; services and performs preventive maintenance duties on a variety of vehicles and equipment; and maintains a variety of records including City vehicle repair and inventory documents.

DISTINGUISHING CHARACTERISTICS

Equipment Mechanic I – This is the entry level class in the Equipment Mechanic series performing routine and less complex mechanical duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Equipment Mechanic II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Equipment Mechanic II – This is the full journey level class within the Equipment Mechanic series. Employees within this class are distinguished from the Equipment Mechanic I by the performance of the full range of duties as assigned including the more complex mechanical repairs and providing training to less experienced Equipment Mechanics. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Equipment Mechanic I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform skilled equipment maintenance duties including troubleshooting and repairing automobiles, trucks, buses, motorcycles, tractors, mowers, and other heavy and light equipment.

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EQUIPMENT MECHANIC I/II (CONTINUED)**

2. Perform preventive maintenance inspections and servicing including inspections of vehicle or equipment drive trains, tires, body, gas and diesel engines, chassis components, and hydraulic systems; perform tune-ups, frame and chassis lubes, and oil and filter changes.
3. Overhaul engines, transmissions, clutch assemblies, differentials, carburetors, fuel injection systems, hydraulic valves and pumps, and generators.
4. Remove, repair, and reinstall external engine components such as belts, alternators, water pumps, power steering pumps, radiators, injection pumps, vacuum pumps, and miscellaneous filters.
5. Perform diagnosis, repair, and installation of vehicle electrical systems including batteries, charging systems, aftermarket components, lighting systems, computer system components, and switches such as relays, remote switching systems and solenoids.
6. Remove, repair, and install chassis or frame components including shocks, struts, spindles, bushings, brake assemblies such as drums, rotors, and wheel and master cylinders, fuel tanks, and steering components.
7. Conduct emergency repair work on vehicles and equipment in the field; transport equipment between locations as necessary.
8. Perform fabrication and welding to include MIG, arc, and gas welding and cutting.
9. Maintain vehicle maintenance and repair records and accurate inventory control records in accordance with the California Highway Patrol vehicle code and BIT (biannual inspection of terminals) programs.
10. Maintain and repair shop equipment; clean and maintain assigned work area; dispose of hazardous materials according to local, state, and federal regulations.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of a fleet maintenance and repair program.
- Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas and diesel powered equipment and vehicles.
- Principles of gasoline and diesel powered engine mechanics as applied to the maintenance and repair of automotive and construction equipment.
- Operating and repair characteristics of hydraulic systems.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Methods and techniques of metal fabrication and welding.
- Principles and procedures of record keeping.
- Shop mathematics.
- Occupational hazards and standard safety practices.

- Basic office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Perform a variety of equipment maintenance work in diagnosing, troubleshooting, and repairing vehicles, equipment, and components.
- Safely and effectively operate a variety of power and hand tools used in diagnosing, maintaining, and repairing heavy and light vehicles and equipment.
- Diagnose defects in automotive equipment; operate a variety of technical diagnostic equipment used on automotive equipment including computerized automotive diagnostic equipment.
- Perform a variety of fabricating and welding work.
- Maintain a variety of shop and repair records and logs.
- Estimate time, materials, and cost for repair work.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, schematics, plans and specifications.
- Observe safety principles and work in a safe manner.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate office equipment and various software programs as required using computers or other types of hand held devices.
- Exercise good judgment and initiative in work functions.
- Understand and follow complex verbal and written directions and instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Equipment Mechanic I

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in equipment maintenance.

Experience:

One year of experience in automotive and equipment maintenance and repair.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Must obtain an appropriate Class A driver's license within six months of appointment.

Must obtain an appropriate M-1 driver's license to operate a motorcycle within one year of appointment.

Equipment Mechanic II

Education/Training:

Equivalent to graduation from high school supplemented by specialized training in equipment maintenance.

Experience:

Three years experience in automotive, diesel and heavy equipment maintenance and repair comparable to an Equipment Mechanic I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of an appropriate Class A driver's license.

Possession of an appropriate M-1 driver's license to operate a motorcycle.

Possession of an air conditioning service license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an equipment maintenance shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: August 26, 2004; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

FACILITY MAINTENANCE WORKER I FACILITY MAINTENANCE WORKER II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Facility Maintenance Worker I) or general supervision (Facility Maintenance Worker II), performs a variety of semi-skilled and skilled tasks involved in the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; and maintains and operates a variety of hand, power, and shop tools.

DISTINGUISHING CHARACTERISTICS

Facility Maintenance Worker I – This is the entry level class in the Facility Maintenance Worker series performing routine and less complex facility maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Facility Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Facility Maintenance Worker II – This is the full journey level class within the Facility Maintenance Worker series. Employees within this class are distinguished from the Facility Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Facility Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Facility Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of semi-skilled and skilled maintenance, repair, and construction work of City facilities; perform and assist in facility maintenance tasks involving plumbing, carpentry, electrical, remodeling, painting, and a variety of other craft work; assure facilities are kept in good operating order.

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FACILITY MAINTENANCE WORKER I/II (CONTINUED)

2. Maintain internal and external facility lighting fixtures including replacement of ballast, light bulbs, and fluorescent tubes as necessary.
3. Perform a variety of carpentry duties; install, repair, and build doors, windows, shelves, counters, floors, wallboard, railings, fences, and walls.
4. Troubleshoot various electrical problems involving electrical lines, panels, switches, pumps, motors, conduits, controls, and sensors; repair and replace electrical fixtures, switches, and related equipment using a variety of materials, tools, supplies, and equipment.
5. Make minor repairs and adjustments to heating and air conditioning systems and components.
6. Install, maintain, and repair a variety of plumbing fixtures and fittings including sinks, toilets, faucets, and related equipment; repair leaks and stoppages.
7. Perform general maintenance duties inside and outside of facilities; install and repair masonry including concrete, brick, stucco, plaster, and tile; perform maintenance painting including application of paints, varnishes, and lacquers; install, repair, and adjust appliances; perform necessary preparation and clean-up work.
8. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
9. Provide courteous customer service; respond to questions and inquiries from City staff and the general public regarding various maintenance projects; resolve customer problems or complaints.
10. Maintain cleanliness of assigned work areas and facilities; adhere to safety practices and regulations and protect the safety of other employees and the public who may be in or near the work site.
11. Attend trainings and safety meetings as necessary.
12. Prepare basic records and reports of work accomplished and maintenance requests.
13. Perform special projects as required.
14. May assist in training and directing the work of others.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a facilities maintenance, repair, and construction program.
- Materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing

rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.

- Operation and maintenance of a wide variety of commonly used hand and power tools and equipment used in facility maintenance activities.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Basic report preparation.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Measure and calculate angles, lengths, and volumes.
- Perform a variety of tasks and moderately heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, specifications, drawings, plans, and blueprints.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Review the work of others, as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Facility Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in facility construction and maintenance work that has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, and general maintenance work.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Facility Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

Two years of facility maintenance and construction experience that includes carpentry, electrical, plumbing, painting, and general maintenance work experience comparable to a Facilities Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

November 1989
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

FLEET SERVICE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of routine maintenance and repair functions on City-owned vehicles and equipment; services automotive and mechanical equipment; operates a variety of hand, power, and shop tools; and provides assistance to higher level equipment maintenance staff in the performance of assigned functions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of routine maintenance and repair functions on City-owned vehicles and equipment including to perform regularly scheduled preventive maintenance and vehicle servicing.
2. Maintain appropriate fluid levels in vehicles; drain and change motor oil; replace coolants, oil, and air filters; flush radiators.
3. Inspect vehicles for operating conditions and safety problems; conduct vehicle safety inspections; inspect and replace brakes, pads, shoes, and other vehicle components as directed by a supervisor; report problems to supervisor or mechanics for necessary repairs.
4. Perform minor equipment maintenance including to replace parts such as hoses, belts, batteries, wiper blades, bulbs, fuses, relays, and lamps; adjust or repair door handles, latches, and interior parts.
5. Inspect, repair, and change tires as required.
6. Road test vehicles; drive vehicles or equipment as necessary; inspect vehicles in shop and field.
7. Replace parts for and make minor repairs to emergency equipment in vehicles including light bars, horns, alarms, computer mounts, spot lights, and related equipment, as directed; perform minor repairs to radios and sirens.
8. Perform maintenance on powered and mechanical equipment such as lawn mowers, edgers, and weed eaters; clean, sharpen, and adjust blades as necessary.
9. Operate and maintain a variety of equipment maintenance tools in a safe and effective manner; if capable, operate arc and acetylene welding equipment as necessary.
10. Assist Equipment Mechanics in the maintenance and repair of vehicles and equipment.
11. Assist in maintaining shop inventory and in ordering needed parts and supplies; maintain accurate and detailed record and files; prepare reports as requested.

12. Clean shop, surrounding work areas, and wash rack.
13. Maintain fuel and oil island.
14. Read and interpret manuals, drawings, schematics, and specifications.
15. Ensure proper safety precautions are observed.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services, and activities of an equipment maintenance and repair program.
- Basic principles and practices related to performing minor repairs and preventive maintenance of vehicles and equipment.
- Basic methods, equipment, tools, and materials used in lubricating, servicing, and performing minor repairs of motorized equipment.
- Basic operational characteristics of equipment and tools used in the area of work assignment.
- Principles and practices of vehicle safety inspections.
- Occupational hazards and standard safety practices.
- Basic principles and procedures of record keeping.

Ability to:

- Perform a variety of routine maintenance and repair functions on City-owned vehicles and equipment including to perform regularly scheduled preventive maintenance and vehicle servicing.
- Repair minor defects in automotive equipment.
- Conduct vehicle safety inspections and repair or replace appropriate parts, as directed.
- Safely utilize a variety of hand and power tools in the performance of assigned functions.
- Respond to calls for service from customers and prepare appropriate work orders.
- Operate equipment, hand tools, and power tools required for the work in a safe and efficient manner.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Apply safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Maintain records.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of experience in automotive and equipment maintenance and/or repair work.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within one year of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; frequently works near moving mechanical parts; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an equipment maintenance shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: February 2004

Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

GENERAL LABORER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under close supervision, performs a variety of unskilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, and/or other assigned systems, facilities, or area(s); and operates and maintains a wide variety of hand and power tools and light equipment. The goal of this job classification is to provide an entry-level opportunity.

DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the assigned department. Employees work under close supervision while learning to perform and performing a variety of routine maintenance, repair, and construction duties related to area of assignment that can include streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area. Incumbents may advance to Maintenance Worker "I" classes in the various areas when there is a vacant position and after gaining experience, job knowledge, and demonstrating increasing levels of skill and proficiency to meet the minimum qualifications of the higher classification, and at the recommendation of management.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of unskilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area.
2. Perform unskilled manual labor such as sweeping, digging, and shoveling and lifting, tugging, pulling, and carrying heavy objects, material, and equipment; load, transport, and unload materials.
3. Clean and maintain City facilities, structures, areas, and systems; pick up debris and litter; clean and maintain storm drains, culverts, catch basin channels, and other structures, systems, and areas; clear brush; perform weed abatement.
4. Operate a variety of maintenance equipment and hand and power tools in a safe and efficient manner, with appropriate training; maintain tools and assigned equipment.
5. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.

**CITY OF ANTIOCH
GENERAL LABORER (CONTINUED)**

6. Provide courteous customer service; respond to questions and inquiries from the general public and staff regarding various maintenance projects; resolve customer problems or complaints.
7. Maintain records related to assigned work.
8. Maintain cleanliness of assigned work areas and facilities.
9. Utilize proper safety precautions related to all work performed.
10. Assist in performing special projects as assigned.
11. Respond to emergency off-hour work situations as required.
12. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services, and activities of a general maintenance, repair, and construction program.
- Basic methods and techniques of general construction, maintenance, and repair related to the area of work assignment.
- Basic operational characteristics of maintenance and construction equipment and tools used in the work assignment.
- Basic practices and procedures of traffic control.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.

Ability to:

- Perform a variety of un-skilled and routine semi-skilled heavy physical work involved in the maintenance, repair, and construction of streets, storm drains and channels, landscaped areas, buildings, facilities, water distribution system, wastewater collection system, or other assigned system, facility, or area.
- Learn to use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Learn to maintain and repair a variety of tools and equipment.
- Learn to read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Apply safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic, after approved training.
- Minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Maintain records.
- Understand and follow oral and written instructions.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Some general maintenance, repair, and construction experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within two (2) years of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: February 2004
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

LANDSCAPE MAINTENANCE WORKER I LANDSCAPE MAINTENANCE WORKER II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Landscape Maintenance Worker I) or general supervision (Landscape Maintenance Worker II), performs a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas; performs tree maintenance and removal work including pruning; performs weed abatement; picks up litter, garbage, and debris from assigned areas; installs, repairs, and maintains irrigation systems for landscaped areas; and maintains and operates a variety of hand and power tools and equipment.

DISTINGUISHING CHARACTERISTICS

Landscape Maintenance Worker I – This is the entry level class in the Landscape Maintenance Worker series performing routine and less complex landscape maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Landscape Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Landscape Maintenance Worker II – This is the full journey level class within the Landscape Maintenance Worker series. Employees within this class are distinguished from the Landscape Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Landscape Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Landscape Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform various grounds maintenance functions; mows, trims, edges, fertilizes, aerates, and waters lawns, medians, and other City easement areas; weed, prune, mulch, feed, fertilize, and irrigate plants, shrubs, trees, and ground-cover.

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LANDSCAPE MAINTENANCE WORKER III (CONTINUED)

2. Prepare soil for planting; seed and re-sod lawn areas; plant, stake, tie, and fertilize a variety of trees; transplant seedlings, shrubs, and trees as necessary.
3. Perform grounds maintenance chemical application duties; spray pesticides and herbicides; ensure proper application of all materials; ensure equipment is operating properly; perform all duties in compliance with City and mandated health and safety rules and regulations.
4. Maintain, trim, prune, and remove trees; after proper training, operate hydraulic lift bucket as necessary in order to remove dead, broken, or superfluous branches or tops of trees; clear limbs and brush from signs, street lights; remove stumps; chip brush; renovate tree wells; remove rotted tree areas by chiseling; cut and remove roots; remove diseased, standing, or fallen trees.
5. Perform a variety of semi-skilled and skilled work in the installation, repair, and maintenance of irrigation systems for landscaped areas, including valves and electronic timing devices; adjust, repair, and replace timing mechanisms; inspect and service irrigation systems to ensure proper operation; dig trenches and ditches; plan and sketch the layout of new sprinkler systems; perform semi-skilled electrical maintenance and repairs.
6. Clean and maintain landscaped areas, athletic fields, tennis courts, paved areas, paths, walkways, playgrounds, and stairways; pick up litter, garbage, and debris from landscaped areas; trap and dispose of rodents as necessary; remove graffiti from City-owned structures and facilities.
7. Clean and maintain storm drains, drainage ditches, creeks, and culverts including removing debris and trash.
8. Conduct traffic control when working in traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
9. Operate a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, long-handled clippers and similar tools, weed eaters, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
10. Operate a variety of light duty motorized equipment in the maintenance of landscaped areas; drive pickup trucks, boom trucks and other motorized vehicles and equipment; load and unload trucks of refuse, trimmings, sand, rock, and other material.
11. Perform preventative maintenance to vehicles, equipment, and tools and make minor adjustments and repairs; report the need for major repairs and maintenance.
12. Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
13. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Prepare and maintain a variety of records and reports related to work performed.
15. Estimate and secure parts and materials required to complete assignments; order parts and supplies as necessary.
16. Read maps and interpret plans, specifications, and maintenance manuals.

CITY OF ANTIOCH
LANDSCAPE MAINTENANCE WORKER I/II (CONTINUED)

17. Observe safe work methods and safety precautions related to all work sites.
18. Train and direct the work of others as necessary.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a landscape maintenance program.
- Methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground covers, plants, shrubs, hedges, and trees.
- Soil preparation and enrichment principles and techniques.
- Principles and practices of arboriculture, including species identification, planting, pruning, and maintenance methods and pesticide application.
- Rigging practices pertaining to the work.
- Methods and equipment used in weed, pest and insect control and treating plant diseases.
- Principles and practices used in the installation, maintenance and repair of irrigation systems.
- Operation and maintenance of a wide variety of commonly used hand and power landscaping tools and equipment.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas.
- Learn and perform tree planting, transplanting, pruning, trimming, and removal.
- Recognize common plants, plant diseases and insect pests.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Read maps and interpret plans, specifications, and maintenance manuals.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.

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LANDSCAPE MAINTENANCE WORKER I/II (CONTINUED)

- Assign work as related to the Work Alternative Program.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Landscape Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of landscape maintenance work experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Landscape Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in landscape maintenance.

Experience:

Two years of landscape maintenance experience comparable to a Landscape Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Category B Pesticide Applicator's license is desirable.

Possession of a Traffic Control certification is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of

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LANDSCAPE MAINTENANCE WORKER III (CONTINUED)

weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 1988

Revised: February 2006; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

LEAD CROSS-CONNECTION CONTROL SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; oversees and participates in conducting cross connection control surveys and inspections; oversees and participates in the installation, testing, inspection, maintenance, repair, and certification of backflow prevention devices in order to control, prevent, and eliminate contamination to the City water supply; ensures compliance with local and state regulations; provides information and assistance to other departments, contractors, engineers, and the general public; maintains a variety of records, files, and related documents; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Cross-Connection Control Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for performing a variety of work in support of the City's cross-connection inspection and backflow prevention control program; discuss work to be performed with supervisors; plan and implement staff assignments; assist staff in troubleshooting and performing the more complex cross connection inspection and backflow prevention control activities.
2. Train assigned employees in their areas of work including cross connection inspection and backflow prevention methods, procedures, and techniques.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
4. Conduct visual inspection of jobsites throughout the City for possible cross-connections, unauthorized use of water, and progress of backflow devices being installed by contractors to prevent mistakes violating the CDs of the City's backflow and meter installations.

CITY OF ANTIOCH
LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)

5. Oversee and participate in receiving, investigating, reviewing, trouble-shooting and responding to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.
6. Oversee and participate in installing, testing, inspecting, maintaining, repairing and certifying backflow prevention devices within the City's distribution system; ensure backflow devices are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.
7. Notify customers of scheduled backflow testing.
8. Oversee and participate in conducting cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine degree of hazard; ensure conformance with federal, state, and local cross connection regulations.
9. Maintain a variety of computerized records on backflow prevention device locations, testing, repairs, and installation; prepare surveys and reports required by the State Department of Health Services.
10. Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.
11. Respond to inquiries from contractors, architects, engineers, and the general public concerning the City rules and regulations regarding the cross connection and backflow prevention control program; provide information within the area of assignment.
12. Coordinate activities with the City's Finance Department to ensure all backflow prevention devices are recorded for collection of maintenance fees.
13. Maintains inventory of backflow prevention and cross-connection parts and fittings; assist in ordering parts as necessary.
14. Monitor Underground Service Alert (USA) marking crew member to ensure work is completed in a timely and accurate manner; perform utilities marking activities as necessary.
15. Supervise the installation of water meters; inspect and survey water services for the prevention, control, and elimination of contamination or pollution hazards to the City's water supply.
16. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports; enter data into computer system.
17. Read maps and interpret plans, specifications, and maintenance manuals.
18. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
19. Work with Meter Service Workers and assist them as needed.
20. Work within a budget; code invoices for payment.
21. Ensure compliance with County, State and Federal regulations.

22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a cross connection control program.
- Principles of lead supervision and training.
- Advanced practices, principles, and techniques of cross connections.
- Advanced procedures for inspection, installation, cleaning, repairing, removing, testing and certifying backflow prevention devices and water meters.
- Advanced methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Legal requirements of cross connections.
- Backflow prevention testing regulations.
- Piping and plumbing systems.
- Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur and the degree of hazard and type of backflow prevention assembly required.
- Tools and equipment used in area of assignment.
- Pertinent safety principles and practices including working in confined spaces.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Office procedures, methods, and equipment including computers.
- Mathematical principles.
- Principles and practices of customer service.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Interpret, apply, and enforce pertinent rules and regulations including cross connection and water quality regulations.
- Provide input on employee performance.
- Oversee and independently perform the most difficult cross connection control and backflow prevention program duties; oversee and perform a variety of skilled and complex work to inspect, install, repair, maintain, test and certify backflow prevention devices.
- Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.
- Read, research and reference various technical and regulatory methods and procedures.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

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LEAD CROSS-CONNECTION CONTROL SPECIALIST (*CONTINUED*)

- Successfully operate various software programs as required using computers or other types of hand held devices.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to cross-connection and backflow prevention.

Experience:

Two years of responsible experience in the operation, testing, and maintenance of backflow prevention devices and/or cross connection control surveys comparable to a Cross-Connection Control Specialist II with the City of Antioch.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Backflow Prevention Devices Tester Certificate issued by the American Water Works Association, or another approved and recognized agency; or other City recognized Tester Certification.

Possession of a Grade I Permanent Water Distribution Certificate issued by the Department of Public Health.

Possession of a Cross-Connection Control Specialist Certificate issued by the American Water Works Association, or another approved and recognized agency.

Possession of a Traffic Control Certificate.

Possession of a CPR/First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or

CITY OF ANTIOCH
LEAD CROSS-CONNECTION CONTROL SPECIALIST (CONTINUED)

uneven surfaces and rough terrain; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: April 2002; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

LEAD FACILITY MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; maintains and operates a variety of hand, power, and shop tools; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Facility Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the maintenance, repair, and construction of City facilities including plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work; discuss work to be performed with management staff; plan and implement assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including facility maintenance methods, procedures, and techniques.
3. Supervise the use, care and operation of facility maintenance tools and equipment; train and instruct employees in the safe operation of facility maintenance tools and equipment.
4. Request and organize bids from vendors.
5. Work within a budget; code invoices for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Oversee and participate in maintaining internal and external facility lighting fixtures including replacement of ballast, light bulbs, and fluorescent tubes as necessary.

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LEAD FACILITY MAINTENANCE WORKER (CONTINUED)

8. Oversee and participate in performing a variety of carpentry duties; install, repair, and build doors, windows, shelves, counters, floors, wallboard, railings, fences, and walls.
9. Oversee and participate in troubleshooting various electrical problems involving electrical lines, street lights, panels, switches, pumps, motors, conduits, controls, and sensors; repair and replace electrical fixtures, switches, and related equipment using a variety of materials, tools, supplies, and equipment.
10. Oversee and participate in making minor repairs and adjustments to heating and air conditioning systems and components.
11. Oversee and participate in installing, maintaining, and repairing a variety of plumbing fixtures and fittings including sinks, toilets, faucets, and related equipment; repair leaks and stoppages.
12. Oversee and participate in performing general maintenance duties inside and outside of facilities; install and repair masonry including concrete, brick, stucco, plaster, and tile; perform maintenance painting including application of paints, varnishes, and lacquers; install, repair, and adjust appliances; perform necessary preparation and clean-up work.
13. Operate various maintenance equipment and hand and power tools in a safe and efficient manner; maintain tools and assigned equipment; perform preventive maintenance on equipment.
14. Inspect work of contractor for conformity to specifications; recommend corrective actions as necessary.
15. Provide courteous customer service; respond to questions and inquiries from City staff and the general public regarding various maintenance projects; resolve customer problems or complaints.
16. Maintain cleanliness of assigned work areas and facilities; adhere to safety practices and regulations and protect the safety of other employees and the public who may be in or near the work site.
17. Attend trainings and safety meetings as necessary.
18. Prepare basic records and reports of work accomplished and maintenance requests.
19. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
20. Oversee and participate in performing special projects as required.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a facilities maintenance, repair, and construction program.
- Principles of lead supervision and training.
- Advanced materials, methods, terminology, and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Operation and maintenance of a wide variety of commonly used hand and power tools and equipment used in facility maintenance.
- Mathematical principles.
- Principles and practices of record keeping.
- Basic report preparation.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a full range of semi-skilled and skilled tasks involved in a variety of building maintenance, repair, and construction activities including those requiring rough and finished carpentry, plumbing, electrical, remodeling, painting, and a variety of other craft work.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Measure and calculate angles, lengths, and volumes.
- Design lay outs and prepare sketches and plans for construction jobs.
- Perform a variety of tasks and moderately heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Operate an office computer and a variety of word processing and software applications.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

Two years of journey level facility maintenance, construction, carpentry, electrical, plumbing, painting, and general maintenance work comparable to a Facilities Maintenance Worker II with the City of Antioch.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

August 1988
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

LEAD LANDSCAPE MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of crews engaged in overall care and maintenance of City landscapes, medians, right-of-ways, open space, trails, channel systems, and other landscaped areas; leads and participates in a variety of landscape maintenance, tree maintenance, and weed abatement work; leads and participates in the installation, repair, and maintenance of irrigation systems for landscaped areas; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Landscape Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Landscape Supervisor in that the Landscape Supervisor is the first-line supervisory level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the care and maintenance of City landscapes, medians, open space, trails, and other landscaped areas; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including landscape maintenance methods, procedures, and techniques.
3. Supervise the use, care, and operation of landscape equipment including trucks, power tools, and equipment.
4. Request and organize informal bids from vendors.
5. Work within a budget; code invoices to proper accounts for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

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LEAD LANDSCAPE MAINTENANCE WORKER (CONTINUED)

7. Inspect and monitor the landscape maintenance and construction work being performed through contracts with private landscaping firms; ensure work is performed in accordance with contractual agreements and City standards.
8. Inspect, maintain, and repair playground equipment and structures.
9. Plan and design irrigation systems; oversee and participate in the installation, repair, and maintenance of irrigation systems for landscaped areas, including valves and electronic timing devices; adjust, repair, and replace timing mechanisms; inspect and service irrigation systems to ensure proper operation; dig trenches and ditches; plan and sketch the layout of new sprinkler systems; perform semi-skilled electrical maintenance and repairs.
10. Oversee and participate in performing various grounds maintenance functions; mow, trim, edge, fertilize, aerate, and water lawns, medians, and other City easement areas; weed, prune, mulch, feed, fertilize, and irrigate plants, shrubs, trees, and ground-cover.
11. Oversee and participate in preparing soil for planting; seed and re-sod lawn areas; plant, stake, tie, and fertilize a variety of trees; transplant seedlings, shrubs, and trees as necessary.
12. Oversee and participate in performing grounds maintenance chemical application duties; spray pesticides and herbicides; ensure proper application of all materials; ensure equipment is operating properly; perform all duties in compliance with City and mandated health and safety rules and regulations.
13. Oversee and participate in maintaining, trimming, pruning, and removing trees; operate hydraulic lift bucket as necessary in order to remove dead, broken, or superfluous branches or tops of trees; clear limbs and brush from signs, street lights, and electric lines; remove stumps; chip brush; renovate tree wells; remove rotted tree areas by chiseling; cut and remove roots; remove diseased, standing, or fallen trees.
14. Oversee and participate in cleaning and maintaining landscaped areas, athletic fields, tennis courts, paved areas, paths, walkways, playgrounds, and stairways; pick up litter, garbage, and debris from landscaped areas; trap and dispose of rodents as necessary; remove graffiti from City-owned structures and facilities.
15. Oversee and participate in cleaning and maintaining storm drains, drainage ditches, creeks, and culverts including removing debris and trash; implement regulatory mandates from environmental agencies and assure compliance with all regulatory permits related to the clean water program.
16. Conduct traffic control when working in traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
17. Operate a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, long-handled clippers and similar tools, weed eaters, chain saws, rakes, shovels, hoes, brooms, and other maintenance tools.
18. Operate a variety of light duty motorized equipment in the maintenance of medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas; drive pickup

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LEAD LANDSCAPE MAINTENANCE WORKER (CONTINUED)

trucks, boom trucks, and other motorized vehicles and equipment; load and unload trucks of refuse, trimmings, sand, rock, and other material.

19. Perform preventative maintenance to vehicles, equipment, and tools and make minor adjustments and repairs; report the need for major repairs and maintenance.
20. Inspect assigned areas; respond to emergencies and public calls as necessary; correct or report safety hazards.
21. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
22. Prepare and maintain a variety of records and reports related to work performed.
23. Read maps and interpret plans, specifications, and maintenance manuals; prepare as-built sketches as necessary.
24. Coordinate work assignments with other divisions; work with the Geographic Information Systems (GIS) Coordinator as necessary.
25. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
26. Perform special projects as assigned.
27. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a landscape maintenance program.
- Principles of lead supervision and training.
- Advanced methods and techniques of planting, transplanting, cultivating, pruning, and maintaining a variety of lawns, ground covers, plants, shrubs, hedges, and trees.
- Soil preparation and enrichment principles and techniques.
- Principles and practices of arboriculture, including species identification, planting, pruning, and maintenance methods and pesticide application.
- Rigging practices pertaining to the work.
- Advanced methods and equipment used in weed, pest and insect control and treating plant diseases.
- Advanced principles and practices used in the installation, maintenance and repair of irrigation systems.
- Operation and maintenance of a wide variety of commonly used hand and power landscaping tools and equipment.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Shop mathematics.
- Basic office procedures, methods, and equipment including computers and applicable software applications.

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LEAD LANDSCAPE MAINTENANCE WORKER (*CONTINUED*)

- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of landscape and maintenance work in medians, right-of-ways, open spaces, trails, channel systems, and other landscaped areas.
- Oversee and perform tree planting, transplanting, pruning, trimming, and removal.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Recognize common plants, plant diseases and insect pests.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Estimate material and labor needs for maintenance projects.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Prepare and maintain records including time, material, and equipment use records.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in landscape maintenance.

Experience:

Two years of journey level experience in landscape maintenance work comparable to a Landscape Maintenance Worker II with the City of Antioch.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a Category B and C Pesticide Applicator's Certificate.

Possession of a Traffic Control Certificate.

CITY OF ANTIOCH
LEAD LANDSCAPE MAINTENANCE WORKER (CONTINUED)

Possession of CPR/First Aid Certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 1988

Revised: January 2004; May 2005; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

LEAD STREET MAINTENANCE WORKER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, leads, oversees, reviews, and participates in the more complex and difficult work of staff responsible for the construction, maintenance, repair, rehabilitation, and cleaning of City streets, curbs, gutters, storm drains, and related structures; performs traffic signing and striping work; operates and maintains a variety of heavy equipment and hand and power tools and equipment; ensures work quality and adherence to established policies and procedures; and performs a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Street Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision to assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. This class is distinguished from the Street Supervisor in that the Street Supervisor is the first-line supervisory level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the construction, maintenance, repair, rehabilitation, and cleaning of City streets, curbs, gutters, storm drains, and related structures; discuss work to be performed with supervisors; plan and implement crew assignments; assist maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
2. Train assigned employees in their areas of work including street maintenance methods, procedures, and techniques.
3. Supervise the use, care and operation of street maintenance tools and equipment; train and instruct employees in the safe operation of light, medium, and heavy-duty construction equipment.
4. Request and organize bids from vendors.
5. Work within a budget; code invoices for payment; verify completed work and recommend payment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

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LEAD STREET MAINTENANCE WORKER (CONTINUED)

7. Oversee and participate in repairing street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identify and repair pot holes; dump, spread, shovel, rake, tamp, and roll asphalt for street patching and resurfacing; remove, replace, install, and layout thermoplastic markings; assist contractors with slurry seals and crack sealing.
8. Oversee and participate in minor repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs and gutters; perform minor concrete work including removal of old surface material as well as pouring, forming and finishing of concrete.
9. Oversee and participate in breaking and removing concrete using jack hammers, pavement breakers, and other hand and power tools; dig, shovel, haul, load, and unload materials; clean up work sites upon completion of jobs.
10. Oversee and participate in cleaning storm drains; clear brush from catch basins and storm drains.
11. Operate a variety of construction and maintenance heavy equipment and hand tools such as dump trucks, loaders, rollers, compressor, grinders, jack hammer, and concrete saw; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
12. Oversee and participate in operating a paint striper or spray gun in painting line markings on pavement including street lines and crosswalks; install traffic markers, delineators, and reflectors.
13. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
14. Oversee and participate in preparing, installing, and replacing City sign posts and signs; fabricate new signs; clean and maintain existing signs; trim trees in compliance with line of sight clearance for street signs.
15. Oversee and participate in performing a variety of roadside and highway maintenance duties; pick up debris and litter; apply pesticides as necessary and as properly trained.
16. Oversee and participate in performing special projects related to area of assignment as assigned.
17. Perform incidental minor carpentry and cement work and incidental minor facility construction and maintenance work.
18. Inspect work of contractors to make recommendation(s) to Management regarding compliance with specifications.
19. Respond to public inquiries in a courteous manner; provide information within the area of assignment including explaining street maintenance procedures; resolve complaints in an efficient and timely manner.
20. Oversee and participate in preparing, maintaining, and/or submitting a variety of written records and reports.

CITY OF ANTIOCH
LEAD STREET MAINTENANCE WORKER (CONTINUED)

21. Read maps and interpret plans, specifications, and maintenance manuals; record as-built drawings of modifications.
22. Perform after-hours emergency work and on-call duties on a rotating basis, as assigned.
23. Estimate time, materials and equipment required for jobs assigned; requisitions materials as required.
24. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a street maintenance program.
- Principles of lead supervision and training.
- Advanced practices, techniques and materials used in maintenance, construction, and repair of streets, lighting, traffic signs and markings.
- Advanced methods and techniques of concrete finishing and repair.
- Advanced methods and techniques of street maintenance repair and asphalt overlay.
- Advanced principles and practices of sign fabrication.
- Tools and equipment used in the maintenance and repair of streets and related systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Instruct and direct proper work methods.
- Identify and implement effective courses of action to complete assigned work.
- Interpret, explain, and enforce department policies and procedures.
- Provide input on employee performance.
- Oversee and perform a variety of semi-skilled and skilled duties involved in the maintenance, construction, and repair work of streets, gutters, sidewalks, storm drains and related facilities.
- Oversee and perform asphalt and concrete work.
- Oversee and work with paints and prepare surfaces for painting.
- Oversee and apply pesticide treatments in a safe manner.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Operate an office computer and a variety of word processing and software applications.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.

CITY OF ANTIOCH
LEAD STREET MAINTENANCE WORKER (CONTINUED)

- Estimate material and labor needs for maintenance projects.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Prepare and maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in street maintenance.

Experience:

Two years of journey level experience in the construction and maintenance of streets and public facilities comparable to a Street Maintenance Worker II with the City of Antioch.

License or Certificate:

Possession of an appropriate, valid Class B driver's license.

Possession of a CPR/First Aid Certificate is desirable.

Possession of a Traffic Control Certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to

**CITY OF ANTIOCH
LEAD STREET MAINTENANCE WORKER (CONTINUED)**

heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 1988

Revised: January 2004; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**MARINA MAINTENANCE WORKER I
MARINA MAINTENANCE WORKER II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision, performs routine skilled, semi-skilled, and emergency maintenance and repairs to marina docks and related structures within the marina complex; provides assistance and service to boat operators; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Marina Maintenance Worker I – This is the entry level class in the Marina Maintenance Worker series. Initially, under close supervision, incumbents learn and perform a variety of duties in marina maintenance. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Marina Maintenance Worker I – This is the full journey level class within the Marina Maintenance Worker series. Employees within this class are distinguished from the Marina Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Marina Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Marina Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains and assures the cleanliness of marina grounds, landscaped areas, parking lots and other areas within the marina complex as designated.
2. Empties trash bins and receptacles.
3. Removes hyacinth and other impediments from the marina waters.
4. Performs a variety of dock maintenance, including the replacing and repair of dock facilities and associated equipment.
5. Maintenance of flotation systems.

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MARINA MAINTENANCE WORKER I/II (CONTINUED)**

6. Paints and renumbers docking facilities.
7. Repairs gates and locks.
8. Inspects and schedules the marina and docking areas for needed maintenance and repairs.
9. Replaces lights and performs basic electrical repairs.
10. Installs, marks, moves, and repairs dock boxes.
11. Maintains and insures the cleanliness of shoreside facilities, including offices and restrooms.
12. Assists and provides services to boaters in the docking and fueling of craft.
13. Assists with pumping-out of boats.
14. May collect fees and provides information to boaters.
15. Operates city-owned vehicles, boat, radio/telephone, and some office equipment.
16. May provide some work direction for part-time and temporary staff.
17. Works weekends when necessary or assigned to do so.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Techniques, materials, tools and equipment used to perform general maintenance and repair of docks and associated equipment.
- Operation and maintenance of a variety of hand and power tools, radio/telephone, and equipment common to the field.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Safe work methods and safety regulations pertaining to the work.
- Basic painting, plumbing, carpentry and electrical methods, tools and techniques.
- Codes and regulations applicable to the work.
- Basic water safety skills.

Ability to:

- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

- Perform a variety of tasks and moderately and/or heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, specifications, drawings, plans, and blueprints.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Review the work of others, as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Marina Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in construction and maintenance work that has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, and general maintenance work.

License or Certificate:

Possession of an appropriate, valid driver's license.

Marina Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

One year experience in Marina maintenance work, comparable to a Marina Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a CPR certification is required within 12 months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; must be willing to work out-of-doors in all weather conditions and to work with exposure to potentially hazardous substances; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights; must be willing to work overtime and off-hour shifts in emergency situations; and must be willing to work weekends when necessary or assigned to do so.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight, up to 90 pounds; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: January 1989
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

METER SERVICE WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of field service duties in support of the City's Water Division including meter reading and customer service oriented work; reads meters on an assigned route and downloads information into a computer system; performs duties related to a full range of service orders including to turn meters on/off and perform re-reads; interacts and provides information to the Finance Department related to work assignments; performs routine customer service duties to ensure quality customer service to City consumers; and completes and maintains necessary forms and reports.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Drive routes and read meters using the Automatic Meter Reading System (AMR); upload and download information onto external drives or into the computer system; make notes for follow-up as necessary.
2. Re-read meters that did not read during route, determine why meters did not read and take the necessary steps to correct or report the problem.
3. Enter all meter readings into computer system and send to the Finance Department; meet with Finance Department to discuss any issues as necessary.
4. Perform customer service duties including service turn-ons and turn-offs; deliver shut off notices as necessary; respond to questions, complaints, and request for assistance from customers; respond to customer issues related to meter leaks and high water bills; re-read meters in response to complaints as necessary.
5. Install, repair and/or exchange damaged or defective meters and/or transponders as necessary; report inoperative or damaged meters and related problems; clear or report meters obstructed by landscaping; prepare service request as necessary.
6. Test failed registers and determine if the failure is covered by warranty. Package failed registers, request return documentation from the vendor, ship back and track all warranty items.
7. Operate City vehicles; clean, inspect, and fuel vehicles and perform minor maintenance; prepare service request for major problems.
8. Install, read, maintain and remove hydrant meters. Interact with contractors to resolve issues if needed.
9. Observe safe work methods and safety precautions.

10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a meter reading program.
- Practices, methods, techniques, and materials used in reading, maintaining, troubleshooting, operating, and repairing water meters.
- Methods and techniques of troubleshooting and testing meters.
- Operational characteristics of meter reading devices and related tools and equipment.
- Uses and purposes of general construction tools and equipment.
- Geography of assigned route and location of meters.
- Water meter reading and usage recording techniques and procedures.
- Basic plumbing practices and techniques.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of customer service.
- Basic mathematical principles.
- Principles and practices of record keeping.
- Occupational hazards and standard safety procedures.

Ability to:

- Read and accurately record water meter readings on an assigned route using an Automatic Meter Reading System.
- Accurately assess water meter problems and perform repairs.
- Upload and download information into computer systems.
- Repair and adjust various types of water meters.
- Read and interpret maps and plans.
- Perform a variety of maintenance and repair work.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Complete and maintain accurate records and reports.
- Perform arithmetic computation quickly and accurately.
- Deal tactfully and courteously with the public, often in difficult or strained circumstances.
- Maintain good customer relations with consumers.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Safely and effectively operate the tools and equipment used in water meter installation and maintenance.
- Minimize public and employee safety hazards by conforming to required codes.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Identify and report meter discrepancies or malfunctions.
- Work independently in the absence of supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

At least six (6) months experience working with meters and/or mechanical work in a water related industry is required. Two years of experience in reading or servicing water meters and performing general maintenance and construction is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within 12 months of employment, a Grade I Water Distribution Operator certificate issued by the Department of Public Health.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a field and office environment; travel from site to site; exposure to noise and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. Will be exposed to meter boxes and vaults that may contain typical hazards found in these locations.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**STREET MAINTENANCE WORKER I
STREET MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Street Maintenance Worker I) or general supervision (Street Maintenance Worker II), performs a variety of semi-skilled and skilled work in the construction, maintenance, repair, rehabilitation, and cleaning of City streets, curbs, gutters, storm drains, and related structures; performs traffic signing and striping work; and operates and maintains a variety of heavy equipment and hand and power tools and equipment.

DISTINGUISHING CHARACTERISTICS

Street Maintenance Worker I – This is the entry level class in the Street Maintenance Worker series performing routine and less complex street maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Street Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Street Maintenance Worker II – This is the full journey level class within the Street Maintenance Worker series. Employees within this class are distinguished from the Street Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Street Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Street Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform various street maintenance functions; repair street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identify and repair pot holes; dump, spread, shovel, rake, tamp, and roll asphalt for street patching and resurfacing;

CITY OF ANTIOCH
STREET MAINTENANCE WORKER III (CONTINUED)

- remove, replace, install, and layout thermoplastic markings; assist contractors with slurry seal and crack sealing.
2. Perform minor repairs or replacement of cracked, raised, sunken or otherwise damaged sidewalks, curbs, and gutters; perform minor concrete work including removal of old surface material as well as pouring, forming, and finishing of concrete.
 3. Break and remove concrete using jack hammers, pavement breakers, and other hand and power tools; dig, shovel, haul, load, and unloads materials; clean up work sites upon completion of jobs.
 4. Clean storm drains; clear brush from catch basins and storm drains.
 5. Operate a variety of construction and maintenance heavy equipment and hand tools such as dump trucks, loaders, rollers, compressor, grinders, jack hammer, and concrete saw; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
 6. Operate a paint striper or spray gun in painting line markings on pavement including street lines and crosswalks; install guard rails, traffic markers, delineators, and reflectors.
 7. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
 8. Prepare, install, and replace, City sign posts and signs; fabricate new signs; clean and maintain existing signs including removing graffiti; trim trees in compliance with line of sight clearance for street signs.
 9. Perform a variety of roadside and highway maintenance duties; pick up debris and litter; apply pesticides as necessary and as properly trained.
 10. Perform incidental minor carpentry and cement work and incidental minor facility construction and maintenance work.
 11. Respond to public inquiries in a courteous manner; provide information within the area of assignment including explaining street maintenance procedures; resolve complaints in an efficient and timely manner.
 12. Prepare and maintain a variety of written records and reports related to work performed.
 13. Read maps and interpret plans, specifications, and maintenance manuals.
 14. Observe safe work methods and safety precautions related to all work sites.
 15. Perform special projects related to area of assignment as assigned.
 16. Perform after-hours emergency work and on-call duties as assigned.
 17. Train and direct the work of others as necessary.
 18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a street maintenance program.
- Practices, techniques, and materials used in maintenance, construction, and repair of streets, lighting, traffic signs, and markings.
- Methods and techniques of concrete finishing and repair.
- Methods and techniques of street maintenance repair and asphalt overlay.
- Principles and practices of sign fabrication.
- Tools and equipment used in the maintenance and repair streets and related systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Perform a variety of semi-skilled and skilled duties involved in the maintenance, construction, and repair work of streets, gutters, sidewalks, storm drains and related facilities.
- Perform asphalt and concrete work.
- Work with paints and prepare surfaces for painting.
- Apply pesticide treatments in a safe manner.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Work with the GIS mapping system and input finished work orders into the maintenance management system.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Assign and review the work of others.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Street Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience as a laborer in the construction or maintenance field.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within six months of appointment.

Street Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in street maintenance.

Experience:

Two years of experience in the construction and maintenance of streets and public facilities comparable to a Street Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of an appropriate, valid Class B driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

CITY OF ANTIOCH
STREET MAINTENANCE WORKER I/II (CONTINUED)

Created: August 1988
Revised: January 2004; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**WAREHOUSE WORKER I
WAREHOUSE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Warehouse Worker I) or general supervision (Warehouse Worker II), receives, checks, stores, and delivers equipment, materials, and supplies; maintains adequate stock levels and inventories; picks up and delivers mail; and performs a variety of semi-skilled and routine janitorial work.

DISTINGUISHING CHARACTERISTICS

Warehouse Worker I – This is the entry level class in the Warehouse Worker series performing routine and less complex warehousing duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Warehouse Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses, and is at the discretion of higher level supervisory or management staff.

Warehouse Worker II – This is the full journey level class within the Warehouse Worker series. Employees within this class are distinguished from the Warehouse Worker I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Warehouse Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or licenses or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive equipment, materials, and supplies; verify incoming shipments for appropriate quantity and quality against purchase orders; note and report shortages, damages, and other discrepancies according to appropriate procedures; post receipt on computer terminals.
2. Assist staff with purchasing needs and requirements for non-inventoried and special items; research and order special materials and supplies as appropriate.

**CITY OF ANTIOCH
WAREHOUSE WORKER I/II (CONTINUED)**

3. Fill requisitions and mark orders for delivery; pick up, deliver, and unload equipment, materials, and supplies; transfer equipment, materials, and supplies to appropriate locations as necessary.
4. Ship out items for repair or replacement as necessary.
5. Issue tools, parts, and equipment daily to meet the requirements of field crews.
6. Maintain adequate stock levels and records on all materials and supplies; place all received stock items in proper bins, on shelves, designated floor locations, or designated locations in the outside area; compile records of supply transactions; participate in scheduled inventories.
7. Receive, sort, and deliver mail.
8. Operate and maintain a variety of warehouse equipment including forklifts, pick up truck, hand trucks, and a variety of hand and power tools and equipment.
9. Maintain cleanliness, security, and safety within the warehouse area.
10. Prepare and run a variety of reports related to warehouse operations; maintain a variety of files, records, and logs including purchase order files, shipping/receiving records, parcel deliveries, and inventory records.
11. Perform a variety of general and routine maintenance and janitorial work; open and close City buildings and raise flags at some locations; make keys and repair locks and doors; assist in inspecting, servicing and certifying City-owned fire extinguishers; check alarms; scrub and disinfect restrooms and shower rooms and restock restroom supplies as necessary; wash windows and glass doors; empty and clean waste containers and dispose of trash; sweep and vacuum floor surfaces; pick up paper and other refuse; move furniture and equipment; drive a light truck to collect trash from outlying sites.
12. Oversee the operations of the warehouse in the absence of the Lead Warehouse Worker.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services and activities of a warehouse receiving and delivery program.
- Modern warehousing systems and procedures, including methods, practices, and equipment used in ordering, receipt, storage, handling, preservation, and issuance of supplies, materials, and equipment.
- Basic inventory procedures, including the appropriate forms for ordering purposes.
- Basic operational characteristics of warehousing equipment and tools.
- Techniques and principles of space use for maximum utilization.
- Basic rigging standards and principles used in handling heavy objects.
- Basic principles and procedures of record keeping and filing.

CITY OF ANTIOCH
WAREHOUSE WORKER III (CONTINUED)

- Basic mathematical principles.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Traffic and safety laws, ordinances, regulations, and rules involved in driving and equipment operation.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, janitorial tools and equipment.
- Occupational hazards and standard safety practices.
- Oral and written communications skills.

Ability to:

- Perform a variety of duties supporting the operations of a warehouse.
- Receive, inspect, issue, deliver, and/or pick-up materials and equipment.
- Operate a variety of warehouse equipment including forklifts and hand trucks in a safe and effective manner.
- Maintain accurate and current records of inventory, materials, and supplies.
- Operate office equipment including computers and applicable software applications.
- Make mathematical calculations, including fractions and decimals, with speed and accuracy.
- Maintain adequate stock levels.
- Maintain an updated inventory of all fixed assets.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Respond to requests and inquiries from other personnel.
- Work independently in the absence of supervision.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Minimize public and employee safety hazards by conforming to required codes.
- Exercise independent judgment and initiative without close supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Warehouse Worker I

Education/Training:

Equivalent to completion of twelfth grade.

Experience:

Six months of warehouse and/or janitorial work experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a CPR/First Aid certificate is desirable.

Warehouse Worker II

Education/Training:

Equivalent to completion of twelfth grade supplemented by specialized training in warehouse systems.

Experience:

Two years of experience in warehouse and janitorial work comparable to a Warehouse Worker I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Worker II classification.

License or Certificate:

Possession of an appropriate, valid Class B driver's license.

Possession of a CPR/First Aid certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a warehouse setting; exposure to noise, grease, smoke, fumes, gases, and potentially hazardous chemicals; work at heights on scaffolding and ladders; work and/or walk on various types of surfaces including slippery or uneven surfaces; works near moving mechanical parts.

Physical: Primary functions require sufficient physical ability and mobility to work in a warehouse setting; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb to unusual heights on scaffolding and ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weights; operate assigned equipment and vehicles; verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: August 2001; April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL
FOR CONSIDERATION AT THE MEETING OF APRIL 22, 2014**

PREPARED BY: Alan Barton, Director of Information Systems 

APPROVED BY: Steven Duran, City Manager 

DATE: April 14, 2014

SUBJECT: Resolution Accepting Work and Authorizing the Director of Information Systems to File a Notice of Completion for the Citywide Wireless Camera Surveillance System

RECOMMENDATION

It is recommended that the City Council adopt the attached resolution accepting work, authorizing the Director of Information Systems to File a Notice of Completion.

BACKGROUND INFORMATION

On May 22, 2012, the City Council awarded a contract to Odin Systems in the amount of \$224,705.14.

The project consisted of a wireless network and the placement of two (2) security cameras at the Marina, two (2) security cameras at Antioch Community Park, and three (3) security cameras at Knoll Park.

On September 11, 2012, the City Council approved changes to the original project consisting of additional wireless network capacity, six (6) security cameras at the new turf fields, and six (6) additional security cameras at the Marina.

On March 3, 2014, the contractor completed all work associated with this project.

FINANCIAL IMPACT

The final contract price for this project was \$338,723.64. Funding for this project was a grant provided by East Bay Regional Park District.

OPTIONS

No options are suggested at this time, because the work is complete.

ATTACHMENTS

- A: Resolution Accepting Work
- B: Notice of Completion

RESOLUTION NO. 2014/**

**RESOLUTION ACCEPTING WORK AND DIRECTING
THE DIRECTOR OF INFORMATION SYSTEMS
TO FILE A NOTICE OF COMPLETION FOR THE CITYWIDE WIRELESS CAMERA
SURVEILLANCE SYSTEM**

WHEREAS, the Director of Information Systems, has certified the completion of all work provided to be done under and pursuant to the contract between the City of Antioch and Odin Systems for the Citywide Wireless Camera Surveillance System and;

WHEREAS, it appears to the satisfaction of this City Council that the work under this contract has been fully completed and done as provided in the contract documents and the plans and specifications;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch, that:

1. The above-described work is hereby accepted.
2. The Director of Information Systems is directed to execute and file for record with the County Recorder, County of Contra Costa, a Notice of Completion thereof.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof held on the 22nd day of April, 2014 by the following vote:

AYES:

NOES:

ABSENT:

**ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH**

Recorded at the request
of and for the benefit
of the City of Antioch

When recorded, return
to City of Antioch
Capital Improvements Division
P.O. Box 5007
Antioch, CA 94531-5007

NOTICE OF COMPLETION

FOR

CITYWIDE WIRELESS CAMERA SURVEILLANCE SYSTEM IN THE CITY OF ANTIOCH

NOTICE IS HEREBY GIVEN that the work and improvements hereinafter described, the contract for which was entered into by and between the City of Antioch and Odin Systems was completed on March 3, 2014.

The subject project consisted of installing a wireless network and surveillance cameras at the Antioch Marina located at the foot of 'L' Street, Antioch Community Park (Contra Loma Park) located at 801 James Donlon Boulevard and Knoll Park located on Valley Way and Country Hills Drive in the City of Antioch.

**THE UNDERSIGNED STATES UNDER PENALTY OF
PERJURY THAT THE ABOVE IS TRUE AND CORRECT**

Date

ALAN BARTON
Director of Information Systems

**STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT
THE COUNCIL MEETING OF APRIL 22, 2014**

FROM: Michelle Fitzer, Human Resources/Economic Development Director



DATE: April 16, 2014

**SUBJECT: RESOLUTION APPROVING CLASS SPECIFICATIONS FOR CITY
MANAGER, CITY ATTORNEY, PARKS AND RECREATION DIRECTOR,
ADMINISTRATIVE SERVICES DIRECTOR, AND ECONOMIC
DEVELOPMENT PROGRAM MANAGER**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the class specifications for City Manager, City Attorney, Parks and Recreation Director, Administrative Services Director, and Economic Development Program Manager.

BACKGROUND

As Council is aware, several years ago the City hired Johnson Associates to conduct a comprehensive classification review and update. When the economy began to deteriorate, this project was discontinued and left incomplete.

The classifications of City Manager and City Attorney were excluded from the Johnson update. Therefore, staff has updated the descriptions to match the Johnson format for all of our new descriptions. The incumbent employees have reviewed and approved these descriptions.

The Parks and Recreation Director, Administrative Services Director and Economic Development Program Manager descriptions are based on the reorganization recommended by the City Manager and approved by the City Council during the April 8th budget workshop. Each of these classes will be assigned to the Management bargaining unit.

FINANCIAL IMPACT

There are no salary changes for the City Manager and City Attorney. The Parks and Recreation Director, Administrative Services Director and Economic Development Program Manager are new classifications which require a salary range be assigned. The recommended salary ranges are:

Parks & Rec Director = \$8,529 - \$10,367/mo, with the 10% furlough reduction (this matches the Economic Development & Human Resources Director salary ranges for internal equity)

Administrative Services Director = \$8,955 - \$10,885/mo, with the 10% furlough reduction (this matches the incumbent's current salary – no increases)

Economic Development Program Manager = \$5,325 - \$6,472/mo, with the 10% furlough reduction (this matches the incumbent's current salary – no increases)

Regarding the position of Parks & Recreation Director, as discussed with the City Council on April 8th, this position is more than paid for with salary savings for the budgeted Recreation Supervisor, and other personnel costs. The total impact of the Community Development/Recreation reorganization was an overall savings of over \$117,000.

ATTACHMENTS

- A. Resolution Approving Amendments to the Classification Plan
- B. City Manager Draft Job Description
- C. City Attorney Draft Job Description
- D. Parks and Recreation Director Draft Job Description
- E. Administrative Services Director Draft Job Description
- F. Economic Development Program Manager Draft Job Description

RESOLUTION NO. 2014/XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROVING CLASS SPECIFICATIONS FOR
CITY MANAGER, CITY ATTORNEY, PARKS AND RECREATION DIRECTOR,
ADMINISTRATIVE SERVICES DIRECTOR, AND
ECONOMIC DEVELOPMENT PROGRAM MANAGER

WHEREAS, the City has an interest in updating the class specifications for classifications Citywide; and

WHEREAS, staff has been working on completing a comprehensive update of the classification system for the last several months; and

WHEREAS, the City Manager and City Attorney descriptions were excluded from the Johnson update; and

WHEREAS, the Parks and Recreation Director, Administrative Services Director and Economic Development Program Manager are new classifications based on the reorganization recommended by the City Manager and approved by the City Council; and

WHEREAS, the Parks and Recreation Director, Administrative Services Director and Economic Development Program Manager classifications currently do not have established salary ranges.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Antioch as follows:

Section 1. That the class specifications for the classifications of City Manager, City Attorney, Parks and Recreation Director, Administrative Services Director, and Economic Development Program Manager, which are attached hereto as Attachments "B" through "F", be approved and added to the City of Antioch Employees' Classification System; and

Section 2. That the salary ranges are established as follows:

Parks and Recreation Director	\$8,529 - \$10,367 per month, with the 10% furlough reduction
Administrative Services Director	\$8,955 - \$10,885 per month, with the 10% furlough reduction
Economic Development Program Manager	\$5,325 - \$6,472 per month, with the 10% furlough reduction

and

Section 3. That the classifications of Parks and Recreation Director, Administrative Services Director, and Economic Development Program Manager are hereby assigned to the Management bargaining unit; and

Section 4. That copies of this resolution be certified to all holders of the Finance Director for budgetary purposes.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 22nd day of April, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH

CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under policy direction of the City Council, serves as the Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of all City departments; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council.

IDENTIFYING CHARACTERISTICS

The City Manager is considered the Chief Administrative Officer of the City with full responsibility for directing the activities of the City of Antioch and accountable to the City Council for the overall performance of the City in carrying out the City's mission. This position is responsible for developing an organizational culture to ensure successful implementation of City programs and operations and for leading the City's senior management team. This position provides policy guidance, advice, and counsel to the City Council regarding strategic policy and problem solving and assumes responsibility for implementing policy decisions made by the City Council. A person appointed to the City Manager classification is an "at-will" employee.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all City operations; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends, and administers policies and procedures.
2. Directs the development and implementation of the City's goals, objectives, policies, and priorities.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs, and coordinates, through department heads, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
5. Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implements as appropriate; recommends organizational development plans to the City Council.
6. Selects, motivates, and evaluates personnel; resolves personnel concerns and issues.

CITY OF ANTIOCH
City Manager (Continued)

7. Oversees the development and administration of the City budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; keeps Council advised of financial conditions, program progress, and present and future needs of the City.
8. Explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
9. Represents the City to all departments and outside agencies; coordinates City activities with those of other cities, counties, and outside agencies and organizations.
10. Provides staff assistance to the City Council; coordinates the preparation of the agenda for City Council meetings; prepares and presents staff reports and other necessary correspondence; provides advice and consultation to the City Council on the development and implementation of City programs and services.
11. Represents the City Council to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult and sensitive complaints and requests for information.
12. Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City.
13. Serves as a resource for the City Council, department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
14. Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work that the City Council orders.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
16. Responds to media inquiries, City Council concerns and issues, and community needs.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Current social, political, and economic trends and operating characteristics/problems of municipal government.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Principles and practices of fiscal and strategic planning.

- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Ability to:

- Serve effectively as the administrative agent of the City Council
- Manage, direct, and provide effective leadership and coordinate the activities of a large municipal organization.
- Develop and administer sound City-wide goals, objectives, policies, work standards, internal controls, and methods for evaluating achievement and performance levels.
- Plan, organize, and direct the work of staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Effectively present information to the City Council, other governmental agencies, public groups, and/or boards, commissions, and committees.
- Exercise sound, independent judgment within general policy guidelines.
- Work with and coordinate the activities of the City Clerk and City Treasurer.
- Represent the City to the general public and representatives of other agencies.
- Facilitate group participation and consensus building
- Deal constructively with conflict and develop consensus.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field. A Master's degree is highly desirable.

Experience:

Ten years of progressively responsible experience in municipal government including five years of management and administrative experience.

License or Certificate:

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

CITY ATTORNEY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction from the City Council, provides overall and general legal advice, counsel and assistance to the City Council, Boards and Commissions, and City Staff; reviews contracts and other documents requiring legal review; represents the City in court and administrative proceedings. Also acts as general counsel to the City as Successor to the Redevelopment Agency. Acts as a key member of the City's management team.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Advise the City Council and senior staff on a wide variety of legal matters pertaining to City business including drafting legal opinions, making presentations or responding to general legal-related questions during Council meetings.
2. Plan, organize, direct and coordinate the activities of the City Attorney's office to ensure proper "follow through" on all items of legal import.
3. Assist in developing and implementing goals, objectives policies and priorities of the City Council.
4. Develop and implement various systems and procedures to meet departmental goals, objectives and priorities.
5. Draft and review a wide variety of documents including ordinances, resolutions, contracts, leases.
6. Review similar documents prepared by other City staff or outside contract attorneys.
7. Represent the City in court and administrative proceedings including consulting with and reviewing the performance of assigned counsel.
8. Respond to staff and citizen inquiries and issue legal opinions.
9. Select, supervise, and evaluate assigned staff.
10. Attend City Council, Planning Commission and Board of Administrative Appeals meetings regularly and others as needed.
11. Review all claims against the City, coordinate with the City's joint risk pool and oversee claims administration and litigation involving the City.
12. Perform related duties as directed by the City Council.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Legal principles and their application.
- Principles of California municipal and redevelopment law and their application.
- Legal research methods.
- Principles of administrative and constitutional law.
- The Antioch Municipal Code.

Ability to:

- Apply legal principles and precedents to a particular set of facts.
- Analyze difficult and complex legal issues.
- Present statements of fact, laws and argument clearly and logically both orally and in writing.

Education and Experience Guidelines

Education/Training:

Graduation from an accredited law school.

Experience:

Five years of experience in a wide variety of contract and tort law with at least three years experience in a municipal law department.

License/Certification:

Active membership in the California State Bar.

Possession of a valid California State Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel to different sites; incumbents will be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

CITY OF ANTIOCH
CITY ATTORNEY (CONTINUED)

FLSA: Exempt

February 1990
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

PARKS AND RECREATION DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction of the City Manager, plans, organizes, manages, supervises, and coordinates the overall operations and facilities related to park and recreation programs, including Senior and community programs, aquatics, park activity programming, community centers, a Water Park, sports programs and recreation education; and to perform other duties as assigned. Park facility maintenance is managed by the Public Works department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Recreation enterprise activities, facilities, and program personnel.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish appropriate departmental service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Coordinate and implement organized senior and recreation operations, community center operations, Prewett Water Park operations, leisure classes, and sports programs by assessing program needs, ascertaining fees and coordinating schedules of staff and facilities.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Maintain and control facility use by coordination of activity and program schedules. Resolve conflicts and maximize use of facilities by meeting with citizen groups and organizations.
7. Oversee and participate in the development and administration of the department budget; project anticipated revenue for all enterprise activities; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Develop and implement strategies designed to enhance revenue generation.

**CITY OF ANTIOCH
PARKS AND RECREATION DIRECTOR(CONTINUED)**

9. Perform special studies as requested; prepare and present staff reports and other necessary correspondence.
10. Define, justify, and explain department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. Resolve administrative concerns by applying appropriate policies and procedures. Establish customer service standards and ensure they are met.
12. Maintain a detailed records system by collecting, assembling and analyzing data, and preparing periodic reports.
13. Maintain recreation facilities and equipment through implementation and supervision of a formal facility/equipment maintenance system.
14. Develop competent and productive staff by planning, organizing, and implementing a consistent employee training program.
15. Prepare grant requests, monitor grant-funded programs and budgets, and prepare all necessary reporting documentation.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Parks and Recreation; incorporate new developments as appropriate.
17. Develop contracts for implementing program objectives.
18. Maximize public awareness of the Senior and community programs, athletic programs, aquatics, community center, Prewett Water Park, Lone Tree Golf Course, community parks and recreation education classes by planning and implementing a comprehensive marketing and promotional program.
19. Meet with public groups, clubs, organizations and agencies to explain and promote recreational activities and programs.
20. Serve as lead Recreation staff to the Parks and Recreation Commission, along with Public Works staff; represent the Department and/or City on community-wide task forces and committees; provide professional advice and input.
21. Establish and maintain effective work relationships with those contacted during the course of work.
22. Assist with coordination of capital projects related to park and recreation facilities.
23. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services and activities of park and recreation programs.
- Principles of supervision, training and performance evaluation.
- Principles and practices of recreation program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.
- Marketing theories, principles and practices and their application to recreation activities and facilities.
- Modern office equipment including computers.
- Basic principles of municipal budget preparation and control.
- Methods and techniques of special events planning and coordination.
- Principles and practices of coordinating, maintaining and scheduling facilities.
- Program content for specialized community activities.
- Techniques used in public relations and customer service practices.
- Rules and equipment used in recreation programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Appropriate safety precautions and procedures within the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Coordinate and direct assigned recreation programs suited to the community.
- Develop and implement goals and objectives for providing recreation services.
- Elicit community and organizational support for recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost-effective manner.
- Plan, organize, coordinate, promote and direct the development of recreation programs, activities, and events.
- Recruit, select, train, and evaluate a variety of personnel and volunteers.
- Understand community needs in recreational areas and evaluate activities according to those needs.
- Respond to requests and inquiries from the general public.
- Prepare and administer assigned program budgets.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Recreation administration, business or public administration, or a related field.

Experience:

Five years of full-time management and/or administrative experience in parks and recreation supervision, or a closely related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of valid CPR and First Aid certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information. May be required to access pool pumps and other equipment rooms.

FLSA: Exempt

Created: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

ADMINISTRATIVE SERVICES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Human Resources Department, and other departments or divisions, as assigned; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for assigned functions, services, and activities of the City.
2. Manage the development and implementation of goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish appropriate departmental service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Participate in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participate in the development and presentation of financial forecasts and historical information.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identify opportunities for improvement; direct and implement changes.
6. Assist the City Manager with administrative responsibilities, as assigned; prepare and present staff reports and other necessary correspondence.
7. Plan, direct, coordinate, and implement, through subordinate level staff, work plans for assigned departments; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key City staff to identify and resolve problems.
8. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of assigned department budgets; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Manage all Human Resources Department services and activities including classification and compensation administration, recruitment, selection and placement, training and development, labor relations and contract negotiations, employee relations, collective bargaining agreement administration, Human Resources records, workers compensation, and benefits administration.

CITY OF ANTIOCH
ADMINISTRATIVE SERVICES DIRECTOR (CONTINUED)

11. Serve as the City's Risk Manager; oversee administration of the workers' compensation program; work with the City Attorney and other staff on liability claims administration; represent the City on the Board of Directors for Municipal Pooling Authority.
12. Provide oversight of the City's process management functions, including citywide contract management and adherence to City procedures and policies.
13. Conduct special studies and analyses on difficult operational and administrative issues for the City Manager; conduct organization and management reviews; formulate recommendations and prepare reports.
14. Participate in the development of City goals, objectives, polices, and priorities; incorporate community input into goals and objectives for the City Manager's and City Council's approval; develop new polices in consultation with the City Manager; confer with Department Directors and employees regarding significant policy and procedural changes.
15. Direct, coordinate and participate in labor relations; perform various duties associated with labor negotiations, contract administration and handling of grievances.
16. Provide support and guidance to management staff and employees in all assigned areas; in Human Resources this includes performance evaluations, discipline, grievance procedures, interpretation of policies, procedures, rules, MOUs, and related matters.
17. Administer the City's classification and compensation systems and plans; perform job audits and analyses; prepare and revise class specifications; conduct salary and fringe benefit surveys; analyze data; recommend adjustments as appropriate.
18. Manage, direct and coordinate the disciplinary process; advise managers on disciplinary actions and advise on the discipline investigation process.
19. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; recommend policies and procedures.
20. Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
21. Monitor for compliance with City policies, contracts, rules and ordinances, we well as applicable Federal and State statutes.
22. Supervise the preparation, proper filing and completion of worker's compensation claims; monitor and advise departments regarding temporary transitional work assignments/return to work policies and procedures.
23. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
24. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of Human Resources administration, employee relations, and other assigned areas; incorporate new developments as appropriate.
25. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
26. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government.
- Government, council, and legislative processes.
- Operations, services, and activities of a comprehensive public sector Human Resources management program.
- Advanced principles and practices of public sector Human Resources administration including recruitment, selection, classification, compensation, benefits administration and employee relations.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Principles and practices of wage and salary benefit administration; job analysis; labor negotiations; and conducting employee investigations.
- Principles and practices of municipal budget preparation and administration.
- Advanced methods of report preparation and presentation.
- Principles and practices of program development and administration.
- Advanced principles and practices of organization, management, supervision, training, and performance evaluation.
- Principles and practices of strategic planning.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- English usage, spelling, grammar, punctuation at an advanced level.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Provide effective leadership and coordinate the activities of assigned municipal organization.
- Develop and administer City-wide and departmental goals, objectives, and procedures.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Manage and direct a comprehensive public sector Human Resources management program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff; delegate authority and responsibility; select, supervise, train, and evaluate staff.
- Analyze problems, identify and evaluate alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Oversee and participate in classification and compensation functions and apply classification and compensation principles to the organization and staffing of the agency.
- Develop and implement an efficient employee recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.

- Administer contract services.
- Negotiate and resolve complex issues.
- Make effective public presentations.
- Participate effectively in labor negotiations.
- Interpret City personnel programs and policies to employees and the public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public or business administration, Human Resources management or a related field.

Experience:

Six years of increasingly responsible experience in public sector Administration or Human Resources, including three years of supervisory/management experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

ECONOMIC DEVELOPMENT PROGRAM MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under senior management direction, manages elements of the City's economic development efforts, including programs and projects designed to expand the local economy, promote community vitality and expedite quality development and redevelopment in the City.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in all economic development efforts and activities.
2. Participate in the development and implementation of economic development goals, objectives, and priorities; recommend and administer relevant policies and procedures.
3. Within City policy, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend resource allocations accordingly.
4. Make presentations to the City Council, community and business groups.
5. Participate in the development and administration of economic development programs and activities; recommend budgetary adjustments as appropriate, and prepare cost estimates on special projects.
6. Act as liaison to the Economic Development Commission, the Chamber of Commerce and other community and regional groups as directed by the City Manager.
7. Coordinate the efforts of City departments and other groups relative to the City's economic development activities.
8. Coordinate information activities on City programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various City programs.
9. Develop and implement plans for improved communications with the public.
10. Participate in the negotiation of development agreements related to economic development activities.
11. Work with key senior staff to develop a municipal marketing plan.
12. Coordinate consultants and City staff in securing funding for economic development projects and activities.
13. Prepare and present staff reports and other necessary correspondence.

CITY OF ANTIOCH
ECONOMIC DEVELOPMENT PROGRAM MANAGER (CONTINUED)

14. Represent the City, as directed, to elected officials, and outside agencies; coordinate assigned activities with City departments and outside agencies and organizations.
15. Oversee the City's property assets, and assist in negotiation, implementation and monitoring of lease agreements and the sale of real property assets.
16. Participate on a variety of boards, commissions, and committees; serve as primary staff to the Economic Development Commission.
17. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of economic development; recommend actions to incorporate new developments as appropriate.
18. Respond to and resolve citizen inquiries and complaints related to areas of responsibility.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive economic development program.
- Principles and practices of economic development, and long range planning.
- Principles and practices of program development and administration.
- Methods and techniques of public affairs and public relations.
- Principles and practices of municipal budget preparation and administration.
- Statistical and financial research methodology.
- Practices and techniques for the development and implementation of economic development, marketing and communication techniques.
- Practices of private sector developers, lenders and financial institutions as they relate to economic development projects and activities.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Understand and participate in a comprehensive economic development program.
- Recommend and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate recommendations for adjustments.
- Identify and respond to community and organizational issues, concerns, and needs.
- Plan, organize, and coordinate the work of lower level staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Participate in the preparation of designs and plans, field studies, inspection, contract documents and economic analyses.
- Participate in the negotiation and administration of a variety of agreements and contracts.
- Meet critical deadlines while working with frequent interruptions.
- Prepare clear and concise administrative and financial reports.

CITY OF ANTIOCH
ECONOMIC DEVELOPMENT PROGRAM MANAGER (CONTINUED)

- Participate in the preparation and administration of budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Make effective public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

Experience:

Four years of increasingly responsible economic development experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.

CITY OF ANTIOCH AS SUCCESSOR AGENCY TO
THE ANTIOCH DEVELOPMENT AGENCY
CLAIMS BY FUND REPORT
FOR THE PERIOD OF
MARCH 14 - APRIL 10, 2014
FUND/CHECK#

239 Redevelopment Obligation Retirement Fund

350162	BELUS CONSTRUCTION	REPAIR SERVICE	2,884.00
350169	CITY OF ANTIOCH	EXPENSE REIMBURSEMENT	17.00
350435	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	780.00

431 Redevelopment Obligation Retirement Fund (for former Project Area #1)

Non Departmental

350157	BANK OF NEW YORK MELLON	FY15 FISCAL AGENT FEE	2,915.00
350225	WILLDAN FINANCIAL SERVICES	ANNUAL DISCLOSURE	1,850.00

CITY OF ANTIOCH AS HOUSING SUCCESSOR TO
THE ANTIOCH DEVELOPMENT AGENCY
CLAIMS BY FUND REPORT
FOR THE PERIOD OF
MARCH 14 - APRIL 10, 2014
FUND/CHECK#

227 Housing Fund		
<i>Housing - CIP</i>		
921702 HOUSE, TERI	CONSULTING SERVICES	1,202.50

**STAFF REPORT TO THE CITY COUNCIL
FOR CONSIDERATION AT THE MEETING OF APRIL 22, 2014**

Prepared by: Tina Wehrmeister, Community Development Director *tw*
Date: April 17, 2014
Subject: **Adoption of an Urgency Ordinance Extending a Temporary
Moratorium on the Establishment and Operation of Tobacco and
Paraphernalia Retailers**

RECOMMENDATION

It is recommended that the City Council adopt the attached urgency ordinance extending a temporary moratorium on the issuance of permits, licenses, or approvals for construction, establishment or operation of Tobacco and Paraphernalia Retailer businesses within the City of Antioch on an interim basis pending consideration of amendments to the Antioch Municipal Code for a period of one year and declaring the urgency to do so (four-fifths vote).

BACKGROUND / DISCUSSION

On May 28, 2013, the City Council adopted an urgency ordinance establishing a temporary moratorium on the issuance of permits, licenses, or approvals for construction, establishment or operation of Tobacco and Paraphernalia Retailer businesses. The staff report for that City Council meeting provides more details regarding the issue and the urgent need for a temporary moratorium to address public safety, health and welfare issues raised by these Tobacco and Paraphernalia Retailer businesses (as defined in the ordinance). The moratorium was extended by the City Council for a period of 10 months, 15 days on July 9, 2013. The July 9, 2013 staff report is included as Attachment "A" and contains the May 28, 2013 report.

Pursuant to Government Code Section 65858 the initial moratorium is effective for 45 days and can be extended for up to a total of 2 years, provided that the current and immediate threat to the public safety, health and welfare still exists, and the City follows the public notice and hearing procedures for extension of the moratorium.

Due to staffing levels, the complexity of the issues to be studied and the ongoing public safety, health and welfare issues raised by Tobacco and Paraphernalia Retailer businesses, it is recommended that the moratorium be extended for an additional year. Proper noticing procedures were followed in advance of this item being placed on the agenda. Further extensions are not permitted under the Government Code; therefore, staff will draft a regular ordinance for consideration within the next twelve months.

Staff has been in contact with ChangeLab Solutions (formerly TALC – Tobacco Assistance Legal Center) and staff from the Contra Costa Tobacco Prevention Coalition to discuss the City's options regarding land use as well as licensing ordinances. As mentioned, these issues are complex and additional time is needed to prepare and present an ordinance(s) for consideration.

4

4-22-14

FISCAL IMPACT

There is no direct fiscal impact with the adoption of the proposed urgency ordinance. There will be staff time expended to prepare ordinances addressing Tobacco and Paraphernalia Retailers and to review and make recommendations regarding regulations for existing businesses.

There may be a negative sales tax and property tax impact because no new tobacco retailers can operate; however, the City Council previously found that the negative impacts from such businesses outweighed any potential loss revenue to the City.

OPTIONS

The Council may choose not to adopt the urgency ordinance extending the moratorium. This will leave the City without a zoning ordinance specifically addressing Tobacco and Paraphernalia Retailer businesses.

ATTACHMENTS

A: July 9, 2013 staff report (contains the May 28, 2013 staff report)

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH EXTENDING AN INTERIM URGENCY ZONING ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR CONSTRUCTION, ESTABLISHMENT OR OPERATION OF TOBACCO AND PARAPHERNALIA RETAILER BUSINESSES WITHIN THE CITY ON AN INTERIM BASIS PENDING CONSIDERATION OF AMENDMENTS TO THE ANTIOCH MUNICIPAL CODE

The City Council of the City of Antioch does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the Government Code of the State of California, the Antioch City Municipal Code and applicable laws.

SECTION 2. Findings. The Antioch City Council hereby finds, determines and declares as follows:

A. The City of Antioch holds the right to make and enforce all laws and regulations not in conflict with general laws, and the City holds all rights and powers established by state law.

B. The City has received and anticipates additional requests for the construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses (as defined herein) within the City. However, the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Tobacco and Paraphernalia Retailer businesses in the City are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community.

C. Tobacco and Paraphernalia Retailer businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians, not to mention use of tobacco products or illegal substances. Seven of the twelve Tobacco and Paraphernalia Retailers listed below are located within several blocks of schools. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. The City Council of the City of Antioch is concerned with exposure of youth to tobacco products and prevalence of smoking among youth:

1. In California, 11.9% of the adult population¹ and 14.6% of teenagers² currently smoke.

¹ Cal. Dep't Health Servs, Tobacco Control Program, Smoking Prevalence Among California Adults (April 2011).

² Cal. Dep't Health Servs, Tobacco Control Sec., 30-Day Smoking Prevalence Among California Youth (September 2009).

2. Although it is unlawful to sell tobacco products and/or tobacco paraphernalia to minors,³ 5.6% of California retailers surveyed do sell to minors.⁴ These numbers are more concerning locally. According to the California Health Department's Food and Drug Branch, the sales rate to minors in Contra Costa County overall is 22%⁵. In other words, stores in Contra Costa County on average sell tobacco to youth one in every four times they try to buy cigarettes.

E. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Tobacco and Paraphernalia Retailers. The City of Antioch needs additional time to study this issue and determine if concentration and/or location of Tobacco and Paraphernalia Retailers in close proximity to other uses with generally high rates of calls for service such as bars or liquor stores would exasperate these concerns. The City of Antioch is also concerned about uses with high rates of calls for service in proximity to youth including schools and parks.

F. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Tobacco and Paraphernalia Retailers, including incidents involving burglary and attempted burglary, armed robbery, fights and disturbances including those involving juveniles, petty theft, assault, threats, loitering, panhandling, harassment, stolen vehicles, and passing counterfeit bills. For example, the Antioch Police Department has documented a significant amount of calls for service involving a variety of crimes in these businesses and within the shopping centers in which Tobacco and Paraphernalia Retailers are located. Included below as findings are representational incidents associated with Tobacco and Paraphernalia Retailers for the 12 month period from May 9, 2012 – May 9, 2013 (not all businesses were in operation for the entire period) when this moratorium was initially adopted. Under each address in *italics* is updated information on calls for service for the period of May 9, 2013 to present:

1. Cigarette 4 Less, 3142 Contra Loma Blvd: two (2) calls for service related to an alarm and an alleged fight between juveniles in the area.

Seven (7) calls for service related to alarms and suspicious subjects.

2. Cigarette 4 Less, 2549 San Jose Drive: eleven (11) calls for service related to alarms, petty thefts, a civil complaint and an assault.

Six (6) calls for service related to alarms, assault, theft, and requests for extra patrol.

3. Smoke Shop, 4532 Lone Tree Way: five (5) calls for service related to a robbery, petty thefts, unfounded 911 call and a fight inside the store.

Two (2) calls for service related to petty theft.

4. Smoke Shop DBA Cigarette 4 Less, 2767 Lone Tree Way: two (2) calls for service related to an armed robbery and false alarm.

³ Cal. Penal Code § 308

⁴ Cal. Dep't Health Servs, Tobacco Control Sec., Youth Tobacco Purchase Survey 1995-2011

⁵ California Department of Health Services Food and Drug Branch Compliance Checks, 2003.

Four (4) calls for service related to burglary, armed robbery, counterfeit bills, and an unattended child.

5. Cigarette 4 Less, 2727 Hillcrest Ave: five (5) calls for service related to alarms, a threat complaint, armed robbery and a suspicious circumstance.

Five (5) calls for service related to suspicious persons, counterfeit bills, alarms, and robbery.

6. Sycamore Smoke & More, 1096 Sycamore Drive: thirty-one (31) calls for service related to unwanted guests, loitering complaints, assaults, panhandling and fighting.

Seventeen (17) calls for service related to loitering, disturbances, gambling, drug dealing, suspicious subjects, and 911 hang up.

7. Cigarette 4 Less, 3708 Lone Tree Way: six (6) calls for service related to alarms, juvenile disturbance and a burglary of the business.

Two (2) call for service related to an alarm and assault.

8. Tower Zone Smoke Shop, 2717 Contra Loma Blvd.: five (5) calls for service related to an armed robbery, petty theft and 911 hang-up.

One (1) call for service related to an unwanted guest.

9. Lone Tree Cigarette & More Inc., 4839 Lone Tree Way Suite C: eight (8) calls for service related to alarms, armed robbery, petty theft, harassment and suspicious persons.

Seven (7) calls for service related to alarms, armed robbery, and disturbances.

10. Smoke Shop Mini Market, 1515 A Street: eleven (11) calls for service related to threats, loitering, juvenile disturbance, panhandling, stolen cars, an alarm, counterfeit bill and petty theft.

Five (5) calls for service related to alarms, disturbances, assault, theft, and robbery.

11. Discount Cigarette & Cigar Store, 1615 A Street: nine (9) calls for service related to an alarm, a fight in the parking lot in front of the business, medical call, burglary, unwanted guest, a suspicious person, a suspicious circumstance and a fraud (counterfeit) complaint.

Three (3) calls for service related to alarms, theft, and harassment.

12. Fusion Novelties, 1336 Sunset Drive: one (1) call for service related to a vandalism – broken window.

Zero. This business closed during the reporting period.

G. In addition to the increased calls for service and increasing reports of violent criminal behavior described above, the City Council is also concerned that Tobacco and Paraphernalia Retailers are not complying with applicable State and local laws related to tobacco and paraphernalia sales. Code Enforcement staff inspected the businesses listed below and found violations of California Health and Safety Code 11364.5 and Antioch Municipal Code Title 5, Chapter 16 related to paraphernalia sales; Municipal Code Section 9-5.519 related to tobacco advertising; Municipal Code 9-5.508 related to general advertising; and California Business and Professions Code 22962 and Municipal Code 6-8.13 related to self service display of tobacco.

H. Without the enactment of this Ordinance, multiple applicants could quickly receive entitlements, which would allow additional Tobacco and Paraphernalia Retailers that pose a threat to the public health, safety, and welfare. The City Council hereby determines that the Municipal Code is in need of updating to protect the public health, safety, and welfare from dangers caused by Tobacco and Paraphernalia Retailers. The City requires additional time to prepare, evaluate and adopt reasonable regulations regarding the construction, placement, concentration and operation of Tobacco and Paraphernalia Retailers so that such regulations are applied in a nondiscriminatory manner.

I. In order to prevent the frustration of these studies and the implementation of new regulations, the public interest, health, safety, and welfare require immediate enactment of this Ordinance. The absence of this Ordinance would impair the orderly and effective implementation of contemplated Municipal Code amendments, and any further authorization of these uses within the City during the period of the interim zoning regulations may be in conflict with or may frustrate the contemplated updates and revisions of the Municipal Code.

J. Based on the foregoing, the City finds that there is a current and immediate threat to the public health, safety, or welfare and that this Ordinance is necessary in order to protect the City from the potential effects and impacts of Tobacco and Paraphernalia Retailers in the City, potential increases in crime, impacts on parking availability in the business areas of the City, the aesthetic impacts to the City, and other similar or related effects on property values and the quality of life in the City's neighborhoods.

K. The City Council further finds that this interim zoning regulation is a matter of local and City-wide importance and is not directed towards any particular business that currently seeks to construct or operate a Tobacco and Paraphernalia Retailer business.

L. The City Council finds that this Ordinance is authorized by the City's police powers. The City Council further finds that the length of the interim zoning regulations imposed by this Ordinance will not in any way deprive any person of rights granted by state or federal laws, because the interim zoning regulation is short in duration and essential to protect the public health, safety and welfare.

SECTION 3. Interim Regulations. The following provisions are hereby adopted as interim zoning standards pertaining to the review or approval of any entitlements or the issuance of any permits or licenses pursuant to the Antioch Municipal Code for Tobacco and Paraphernalia Retailers. The approval of any entitlements or the issuance of any permit or license in the City in conflict with these provisions is expressly prohibited:

A. Restricted Activities. For a period of one year (12 months) following the enactment of this Ordinance, no person shall be issued a permit, license or land use entitlement

for the construction, placement, or operation of new Tobacco and Paraphernalia Retailer businesses within the City. The City Manager or his or her designee shall review any application for a permit, license or land use entitlement to determine applicability of the provisions of this Ordinance. City Staff, City boards and City commissions are directed to refrain from issuing any application for any permits, licenses or land use entitlement, including, but not limited to, use permits, variances, building permits, licenses and certificates of occupancy, necessary for construction, placement, or operation of a Tobacco and Paraphernalia Retailer business. These prohibitions shall remain in effect during the 12 months following enactment of this Ordinance. Existing Tobacco and Paraphernalia Retailer businesses may continue to operate at their current locations provided that they are in compliance with State law and the Antioch Municipal Code.

B. Definitions. In addition to the definitions contained in the City's Municipal Code, the following words and phrases shall, for the purposes of this Ordinance, be defined as follows, unless it is clearly apparent from the context that another meaning is intended. Should any of the definitions be in conflict with the current provisions of the Municipal Code, the following definitions shall prevail:

1. **TOBACCO AND PARAPHERNALIA RETAILER** shall mean any establishment that sells any substance containing tobacco including but not limited to cigarettes, cigars, chewing tobacco and dipping tobacco, cigarette papers, or any other instruments or paraphernalia as defined in this ordinance. Retail businesses larger than 5,000 s.f. having less than 5% of their sales area devoted to tobacco or paraphernalia are exempt from this definition.
2. **PARAPHERNALIA** shall have the definition set forth in California Health & Safety Code section 11014.5, as that section may be amended from time to time.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Effective Date. This interim ordinance shall take effect immediately upon its adoption and shall continue in effect for 12 months from the date of its adoption by not less than a four-fifths vote of the Antioch City Council, unless superseded by a subsequent ordinance of the City Council.

SECTION 7. Report of Council. Ten days prior to the expiration of this Ordinance, or any extension thereof, this Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of this ordinance, or any extension thereof.

SECTION 8. Declaration of Urgency. This ordinance is hereby declared to be an urgency measure necessary for the immediate protection of the public health, safety and welfare. This Council hereby finds that there is a current and immediate threat to the public health, safety and welfare. The reasons for this urgency are declared and set forth in Section 2 of this Ordinance and are incorporated herein by reference.

SECTION 9. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I HEREBY CERTIFY that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 65858 at a regular meeting of the City Council of the City of Antioch on the 22nd day of April, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wade Harper, Mayor of the City of Antioch

ATTEST:

Arne Simonsen, City Clerk of the City of Antioch

ATTACHMENT "A"

STAFF REPORT TO THE CITY COUNCIL FOR CONSIDERATION AT THE MEETING OF JULY 9, 2013

Prepared by: Tina Wehrmeister, Community Development Director *TW*

Date: June 27, 2013

Subject: Adoption of an Urgency Ordinance Extending a Temporary Moratorium on the Establishment and Operation of Tobacco and Paraphernalia Retailers and including the prohibition on Computer Gaming at Tobacco and Paraphernalia Retailers

RECOMMENDATION

It is recommended that the City Council adopt the attached urgency ordinance extending a temporary moratorium on the issuance of permits, licenses, or approvals for construction, establishment or operation of Tobacco and Paraphernalia Retailer businesses within the City of Antioch and including the prohibition on Computer Gaming and Internet Access Businesses at Tobacco and Paraphernalia Retailers on an interim basis pending consideration of amendments to the Antioch Municipal Code for a period of 10 months and 15 days and declaring the urgency to do so (four-fifths vote).

Existing businesses will not be impacted by the recommended urgency ordinance extension as long as they do not engage in Computer Gaming and Internet Access Businesses at the same location.

BACKGROUND / DISCUSSION

On May 28, 2013, the City Council adopted an urgency ordinance establishing a temporary moratorium on the issuance of permits, licenses, or approvals for construction, establishment or operation of Tobacco and Paraphernalia Retailer businesses. The staff report for that City Council meeting is included as Attachment "A" and provides more details regarding the issue and the urgent need for a temporary moratorium to address public safety, health and welfare issues raised by these Tobacco and Paraphernalia Retailer businesses (as defined in the ordinance).

Pursuant to Government Code Section 65858 the initial moratorium is effective for 45 days and can be extended for up to a total of 2 years, provided that the current and immediate threat to the public safety, health and welfare still exists, and the City follows the public notice and hearing procedures for extension of the moratorium.

Due to staffing levels, the complexity of the issues to be studied and the ongoing public safety, health and welfare issues raised by Tobacco and Paraphernalia Retailer businesses, it is recommended that the moratorium be extended for 10 months and 15 days. Any further extension would require an additional noticed public hearing. Proper noticing procedures were followed in advance of this item being placed on the agenda.

7-9-13

A1

Staff has been in contact with ChangeLab Solutions (formerly TALC – Tobacco Assistance Legal Center) and staff from the Contra Costa Tobacco Prevention Coalition to discuss the City's options regarding land use as well as licensing ordinances. As mentioned, these issues are complex and additional time is needed to prepare and present an ordinance(s) for consideration.

In addition, it has come to staff's attention that Computer Gaming and Internet Access Businesses are approaching Tobacco and Paraphernalia Retailers to operate computer gaming businesses with less than 4 computers apparently to avoid the application of the moratorium on such uses with more than 4 computers. The staff report to the City Council on February 28, 2012 regarding Computer Gaming and Internet Access Businesses is attached by way of background, as well as Ordinance No. 2056-C-S dated April 10, 2012 that adopted a moratorium on new Computer Gaming and Internet Access Business with more than 4 computers.

As indicated in the staff report and Ordinance, there is a moratorium on computer gaming and internet access businesses with more than 4 computers because the provisions of the Municipal Code regarding these businesses are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of computer gaming and internet access businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community. Given the high number of calls for service and nature of such calls at computer gaming and internet access businesses, combined with the number and nature of calls for service at Tobacco and Paraphernalia Retailers and current lack of compliance with federal, state and local laws at many of these Tobacco and Paraphernalia Retailers as discussed in the City Council staff report on May 28, 2013, it is recommended that these businesses be prohibited from combining until further review can be undertaken even if there are four or less computers involved.

FISCAL IMPACT

There is no direct fiscal impact with the adoption of the proposed urgency ordinance. There will be staff time expended to prepare ordinances addressing Tobacco and Paraphernalia Retailers and to review and make recommendations regarding regulations for existing businesses.

OPTIONS

The Council may choose not to adopt the urgency ordinance extending the moratorium. This will leave the City without a zoning ordinance specifically addressing Tobacco and Paraphernalia Retailer businesses.

ATTACHMENTS

- A. May 28, 2013 staff report
- B. February 28, 2012 staff report regarding Computer Gaming and Internet Access Businesses
- C. Ordinance No. 2056-C-S dated April 10, 2012

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH EXTENDING AN INTERIM URGENCY ZONING ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR CONSTRUCTION, ESTABLISHMENT OR OPERATION OF TOBACCO AND PARAPHERNALIA RETAILER BUSINESSES WITHIN THE CITY ON AN INTERIM BASIS PENDING CONSIDERATION OF AMENDMENTS TO THE ANTIOCH MUNICIPAL CODE

The City Council of the City of Antioch does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the Government Code of the State of California, the Antioch City Municipal Code and applicable laws.

SECTION 2. Findings. The Antioch City Council hereby finds, determines and declares as follows:

A. The City of Antioch holds the right to make and enforce all laws and regulations not in conflict with general laws, and the City holds all rights and powers established by state law.

B. The City has received and anticipates additional requests for the construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses (as defined herein) within the City. However, the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Tobacco and Paraphernalia Retailer businesses in the City are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community.

C. Tobacco and Paraphernalia Retailer businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians, not to mention use of tobacco products or illegal substances. Seven of the twelve Tobacco and Paraphernalia Retailers listed below are located within several blocks of schools. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. The City Council of the City of Antioch is concerned with exposure of youth to tobacco products and prevalence of smoking among youth:

1. In California, 11.9% of the adult population¹ and 14.6% of teenagers² currently smoke.
2. Although it is unlawful to sell tobacco products and/or tobacco paraphernalia to minors,³ 5.6% of California retailers surveyed do sell to minors.⁴ These numbers

¹ Cal. Dep't Health Servs, Tobacco Control Program, Smoking Prevalence Among California Adults (April 2011).

² Cal. Dep't Health Servs, Tobacco Control Sec., 30-Day Smoking Prevalence Among California Youth (September 2009).

are more concerning locally. According to the California Health Department's Food and Drug Branch, the sales rate to minors in Contra Costa County overall is 22%⁵. In other words, stores in Contra Costa County on average sell tobacco to youth one in every four times they try to buy cigarettes.

E. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Tobacco and Paraphernalia Retailers. The City of Antioch needs additional time to study this issue and determine if concentration and/or location of Tobacco and Paraphernalia Retailers in close proximity to other uses with generally high rates of calls for service such as bars or liquor stores would exasperate these concerns. The City of Antioch is also concerned about uses with high rates of calls for service in proximity to youth including schools and parks.

F. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Tobacco and Paraphernalia Retailers, including incidents involving burglary and attempted burglary, armed robbery, fights and disturbances including those involving juveniles, petty theft, assault, threats, loitering, panhandling, harassment, stolen vehicles, and passing counterfeit bills. For example, the Antioch Police Department has documented a significant amount of calls for service involving a variety of crimes in these businesses and within the shopping centers in which Tobacco and Paraphernalia Retailers are located. Included below as findings are representational incidents associated with Tobacco and Paraphernalia Retailers for the 12 month period from May 9, 2012 – May 9, 2013 (not all businesses were in operation for the entire period):

1. Cigarette 4 Less, 3142 Contra Loma Blvd: two (2) calls for service related to an alarm and an alleged fight between juveniles in the area.
2. Cigarette 4 Less, 2549 San Jose Drive: eleven (11) calls for service related to alarms, petty thefts, a civil complaint and an assault.
3. Smoke Shop, 4532 Lone Tree Way: five (5) calls for service related to a robbery, petty thefts, unfounded 911 call and a fight inside the store.
4. Smoke Shop DBA Cigarette 4 Less, 2767 Lone Tree Way: two (2) calls for service related to an armed robbery and false alarm.
5. Cigarette 4 Less, 2727 Hillcrest Ave: five (5) calls for service related to alarms, a threat complaint, armed robbery and a suspicious circumstance.
6. Sycamore Smoke & More, 1096 Sycamore Drive: thirty-one (31) calls for service related to unwanted guests, loitering complaints, assaults, panhandling and fighting.
7. Cigarette 4 Less, 3708 Lone Tree Way: six (6) calls for service related to alarms, juvenile disturbance and a burglary of the business.

³ Cal. Penal Code § 308

⁴ Cal. Dep't Health Servs, Tobacco Control Sec., Youth Tobacco Purchase Survey 1995-2011

⁵ California Department of Health Services Food and Drug Branch Compliance Checks, 2003.

8. Tower Zone Smoke Shop, 2717 Contra Loma Blvd.: five (5) calls for service related to an armed robbery, petty theft and 911 hang-up.
9. Lone Tree Cigarette & More Inc., 4839 Lone Tree Way Suite C: eight (8) calls for service related to alarms, armed robbery, petty theft, harassment and suspicious persons.
10. Smoke Shop Mini Market, 1515 A Street: eleven (11) calls for service related to threats, loitering, juvenile disturbance, panhandling, stolen cars, an alarm, counterfeit bill and petty theft.
11. Discount Cigarette & Cigar Store, 1615 A Street: nine (9) calls for service related to an alarm, a fight in the parking lot in front of the business, medical call, burglary, unwanted guest, a suspicious person, a suspicious circumstance and a fraud (counterfeit) complaint.
12. Fusion Novelties, 1336 Sunset Drive: one (1) call for service related to a vandalism – broken window.

G. In addition to the increased calls for service and increasing reports of violent criminal behavior described above, the City Council is also concerned that Tobacco and Paraphernalia Retailers are not complying with applicable State and local laws related to tobacco and paraphernalia sales. Code Enforcement staff has inspected the businesses listed below and found violations of California Health and Safety Code 11364.5 and Antioch Municipal Code Title 5, Chapter 16 related to paraphernalia sales; Municipal Code Section 9-5.519 related to tobacco advertising; Municipal Code 9-5.508 related to general advertising; and California Business and Professions Code 22962 and Municipal Code 6-8.13 related to self service display of tobacco:

1. Buchanan Smoke Shop, 2329A Buchanan Road: notice of violation for illegal display of paraphernalia. This location opened in April 2013 and is therefore not listed above as they did not have calls for service during the 12 month period.
2. Lone Tree Cigarette & More Inc., 4839 Lone Tree Way Suite C: notice of violation for illegal display of paraphernalia and tobacco related signs.
3. Cigarette 4 Less, 3142 Contra Loma Blvd: notice of violation for illegal display of paraphernalia, general signage, and self service tobacco.
4. Smoke Shop DBA Cigarette 4 Less, 2767 Lone Tree Way: notice of violation for illegal display of paraphernalia, and self service tobacco.
5. Cigarette 4 Less, 2727 Hillcrest Ave: notice of violation for illegal display of paraphernalia.
6. Cigarette 4 Less, 3708 Lone Tree Way: notice of violation for illegal display of paraphernalia, and self service tobacco.
7. Tower Zone Smoke Shop, 2717 Contra Loma Blvd.: notice of violation for illegal display of paraphernalia.

8. Smoke Shop Mini Market, 1515 A Street: notice of violation for illegal display of paraphernalia.
9. Discount Cigarette & Cigar Store, 1615 A Street: notice of violation for illegal display of paraphernalia.
10. Fusion Novelties, 1336 Sunset Drive: notice of violation for illegal display of paraphernalia.

H. Without the enactment of this Ordinance, multiple applicants could quickly receive entitlements which would allow additional Tobacco and Paraphernalia Retailers that pose a threat to the public health, safety, and welfare. The City Council hereby determines that the Municipal Code is in need of updating to protect the public health, safety, and welfare from dangers caused by Tobacco and Paraphernalia Retailers. The City requires additional time to prepare, evaluate and adopt reasonable regulations regarding the construction, placement, concentration and operation of Tobacco and Paraphernalia Retailers so that such regulations are applied in a nondiscriminatory manner.

I. In addition, Computer Gaming and Internet Access Businesses have created additional issues that need to be reviewed before allowing such uses, even with less than 4 computers, to be located with Tobacco and Paraphernalia Retailers, as summarized below and discussed further in the staff report to the City Council on February 28, 2012 and Ordinance No. 2056-C-S, which are incorporated into these findings:

1. Computer Gaming and Internet Access Businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.
2. While the City's codes do regulate mechanical or electronic games, the computer stations at Computer Gaming and Internet Access Businesses are used in a manner that may be considered different from coin-operated video game machines, and therefore have different impacts. There is generally a charge for use of the computer station, and many users may occupy a particular station for multiple consecutive hours, creating unknown impacts on the surrounding area and businesses, such as observed lines of individuals waiting to access these businesses. Some Computer Gaming and Internet Access Businesses may stage late-night gaming sessions, which may encourage violation of the City's curfew ordinance or create and promote other late-night noise and related impacts on the surrounding community. Recently there have been Computer Gaming and Internet Access Businesses that promote "sweepstakes gaming" which encourages game playing that may provide chances to be awarded prizes. The extended use of such facilities by multiple persons waiting for a limited number of computer stations could contribute to increased detrimental effects on the commercial area where located and the surrounding residential area.
3. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental

neighborhood effects associated with Computer Gaming and Internet Access Businesses.

4. The City of Antioch, as well as neighboring cities, has experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these Computer Gaming and Internet Access Businesses. For example, the Antioch Police Department has documented a significant increase in service related calls involving a variety of crimes in these businesses and within the neighborhoods adjacent to Computer Gaming and Internet Access Businesses.

J. In order to prevent the frustration of these studies and the implementation of new regulations, the public interest, health, safety, and welfare require immediate enactment of this Ordinance. The absence of this Ordinance would impair the orderly and effective implementation of contemplated Municipal Code amendments, and any further authorization of these uses within the City during the period of the interim zoning regulations may be in conflict with or may frustrate the contemplated updates and revisions of the Municipal Code.

K. Based on the foregoing, the City finds that there is a current and immediate threat to the public health, safety, or welfare and that this Ordinance is necessary in order to protect the City from the potential effects and impacts of Tobacco and Paraphernalia Retailers in the City, potential increases in crime, impacts on parking availability in the business areas of the City, the aesthetic impacts to the City, and other similar or related effects on property values and the quality of life in the City's neighborhoods.

L. The City Council further finds that this interim zoning regulation is a matter of local and City-wide importance and is not directed towards any particular business that currently seeks to construct or operate a Tobacco and Paraphernalia Retailer business.

M. The City Council finds that this Ordinance is authorized by the City's police powers. The City Council further finds that the length of the interim zoning regulations imposed by this Ordinance will not in any way deprive any person of rights granted by state or federal laws, because the interim zoning regulation is short in duration and essential to protect the public health, safety and welfare.

SECTION 3. Interim Regulations. The following provisions are hereby adopted as interim zoning standards pertaining to the review or approval of any entitlements or the issuance of any permits or licenses pursuant to the Antioch Municipal Code for Tobacco and Paraphernalia Retailers. The approval of any entitlements or the issuance of any permit or license in the City in conflict with these provisions is expressly prohibited:

A. Restricted Activities. For a period of 10 month and 15 days following the enactment of this Ordinance, no person shall be issued a permit, license or land use entitlement for the construction, placement, or operation of new Tobacco and Paraphernalia Retailer businesses within the City or an existing Tobacco and Paraphernalia Retailer business that includes a Computer Gaming and Internet Access Business. The City Manager or his or her designee shall review any application for a permit, license or land use entitlement to determine applicability of the provisions of this Ordinance. City Staff, City boards and City commissions

are directed to refrain from issuing any application for any permits, licenses or land use entitlement, including, but not limited to, use permits, variances, building permits, licenses and certificates of occupancy, necessary for construction, placement, or operation of a Tobacco and Paraphernalia Retailer business. These prohibitions shall remain in effect during the 10 months and 15 days following enactment of this Ordinance. Existing Tobacco and Paraphernalia Retailer businesses may continue to operate at their current locations provided that they are in compliance with State law and the Antioch Municipal Code and do not operate a "Computer Gaming and Internet Access Business" at the same location.

B. Definitions. In addition to the definitions contained in the City's Municipal Code, the following words and phrases shall, for the purposes of this Ordinance, be defined as follows, unless it is clearly apparent from the context that another meaning is intended. Should any of the definitions be in conflict with the current provisions of the Municipal Code, the following definitions shall prevail:

1. **TOBACCO AND PARAPHERNALIA RETAILER** shall mean any establishment that sells any substance containing tobacco including but not limited to cigarettes, cigars, chewing tobacco and dipping tobacco, cigarette papers, or any other instruments or paraphernalia as defined in this ordinance. Retail businesses larger than 5,000 s.f. having less than 5% of their sales area devoted to tobacco or paraphernalia are exempt from this definition.
2. **PARAPHERNALIA** shall have the definition set forth in California Health & Safety Code section 11014.5, as that section may be amended from time to time.
3. For purposes of this Ordinance, a **COMPUTER GAMING AND INTERNET ACCESS BUSINESS** shall mean an establishment that provides a computer or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users. Computer Gaming and Internet Access Business is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.
4. **PUBLIC USE OR INTERNET LEARNING BUSINESS** shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Effective Date. This interim ordinance shall take effect immediately upon its adoption and shall continue in effect for 10 months and 15 days from the date of its adoption by not less than a four-fifths vote of the Antioch City Council, unless superseded by a subsequent ordinance of the City Council.

SECTION 7. Report of Council. Ten days prior to the expiration of this Ordinance, or any extension thereof, this Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of this ordinance, or any extension thereof.

SECTION 8. Declaration of Urgency. This ordinance is hereby declared to be an urgency measure necessary for the immediate protection of the public health, safety and welfare. This Council hereby finds that there is a current and immediate threat to the public health, safety and welfare. The reasons for this urgency are declared and set forth in Section 2 of this Ordinance and are incorporated herein by reference.

SECTION 9. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I HEREBY CERTIFY that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 65858 at a regular meeting of the City Council of the City of Antioch on the 9th day of July, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wade Harper, Mayor of the City of Antioch

ATTEST:

Arne Simonsen, City Clerk of the City of Antioch

ATTACHMENT "A"

STAFF REPORT TO THE CITY COUNCIL FOR CONSIDERATION AT THE MEETING OF MAY 28, 2013

Prepared by: Tina Wehrmeister, Community Development Director *TW*
Reviewed by: Jim Jakel, City Manager
Lynn Tracy Nerland, City Attorney
Date: May 23, 2013
Subject: Adoption of an Urgency Ordinance Establishing a Temporary Moratorium on the Establishment and Operation of Tobacco and Paraphernalia Retailers

RECOMMENDATION

It is recommended that the City Council adopt the attached urgency ordinance establishing a temporary moratorium on the establishment and operation of any new Tobacco and Paraphernalia Retailers to become effective immediately (4/5 vote required).

BACKGROUND INFORMATION & DISCUSSION

Public Nuisance Complaints

Over the past several years, both the Community Development Department and the Police Department have received numerous complaints regarding loitering and crime associated with Tobacco and Paraphernalia Retailers (as defined in the attached ordinance, also known as smoke shops). A review of one year of Police Department calls for service indicates that the twelve Tobacco and Paraphernalia Retailers listed in the ordinance findings generated 96 calls for service including incidents involving burglary and attempted burglary, armed robbery, fights and disturbances including those involving juveniles, petty theft, assault, threats, loitering, panhandling, harassment, stolen vehicles, and passing counterfeit bills.

Underage Tobacco Use

Many Tobacco and Paraphernalia Retailers are located in close proximity to schools, parks, and residential neighborhoods. Seven of the twelve listed Tobacco and Paraphernalia Retailers are located within several blocks of schools. Youth access to tobacco products and paraphernalia is concerning. According to the California Health Department's Food and Drug Branch, the sales rate to minors in Contra Costa County overall is 22%. In other words, stores in Contra Costa County on average sell tobacco to youth one in every four times they try to buy cigarettes.

Violations of State and Local Laws regarding Paraphernalia

The California Health and Safety Code Section 11364.5 and Title 5, Chapter 16 of the Antioch Municipal Code contain provisions regulating the manner of sale of paraphernalia. A Code Enforcement inspection of ten Tobacco and Paraphernalia Retailers found that all were in violation of these State and local laws which require that paraphernalia be kept and displayed in

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a separate room or enclosure and that access by anyone under the age of 18 not accompanied by a parent or legal guardian is prohibited. Most Tobacco and Paraphernalia Retailers display paraphernalia in the general sales area of the store in violation of State and local law. Paraphernalia is defined in State and local law as: all equipment, products, and materials of any kind which are intended for use or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. "Paraphernalia" includes, but is not limited to, all of the following:

1. Kits intended for use or designed for use in planting, propagating, cultivating, growing or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
2. Kits intended for use or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
3. Isomerization devices intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
4. Testing equipment intended for use or designed for use in identifying, or in analyzing the strength, effectiveness or purity of controlled substances.
5. Scales and balances intended for use or designed for use in weighing or measuring controlled substances.
6. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, intended for use or designed for use in cutting controlled substances.
7. Separation gins and sifters intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana.
8. Blenders, bowls, containers, spoons, and mixing devices intended for use or designed for use in compounding controlled substances.
9. Capsules, balloons, envelopes, and other containers intended for use or designed for use in packaging small quantities of controlled substances.
10. Containers and other objects intended for use or designed for use in storing or concealing controlled substances.
11. Hypodermic syringes, needles, and other objects intended for use or designed for use in parenterally injecting controlled substances into the human body.
12. Objects intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as the following:
 - a. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls.

- b. Water pipes.
- c. Carburetion tubes and devices.
- d. Smoking and carburetion masks.
- e. Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette that has become too small or too short to be held in the hand.
- f. Miniature cocaine spoons, and cocaine vials.
- g. Chamber pipes.
- h. Carburetor pipes.
- i. Electric pipes.
- j. Air-driven pipes.
- k. Chillums.
- l. Bongs.
- m. Ice pipes or chillers.

Violations of Local Laws regarding Self Serve Tobacco Displays

The California Business and Professions Code Section 22962 and Antioch Municipal Code Section 6-8.13 prohibit sale or display of any tobacco product by means of a self-service display rack, counter-top or shelf that allows any self-service customer access to any tobacco product. All tobacco products must be offered for sale exclusively by means of seller assistance and shall be located exclusively in a locked case, located behind counters out of reach of customers, or in a similar location that is inaccessible to customers, requiring seller assistance for the customer to obtain access to the tobacco products. Three of the inspected Tobacco and Paraphernalia Retailers were in violation these regulations. This is particularly concerning given the ease of access to youth. Many Tobacco and Paraphernalia Retailers also sell candy, snacks and other products that are attractive to youth.

Violations of Local Laws regarding Tobacco Advertising and General Advertising

Section 9-5.519 of the Antioch Municipal Code regulates tobacco related signage and states that advertising promoting tobacco products is prohibited when located within 1,600 feet of an elementary or secondary school, public playground or playing field when visible from the public street or sidewalk. One of the inspected Tobacco and Paraphernalia Retailers was in violation of this Code.

Section 9-5.508(L)(2) prohibits signage, either temporary or permanent, where placed within, upon, or over any public street right-of-way, parking area, sidewalk, required landscaping or utility pole. One of the inspected Tobacco and Paraphernalia Retailers was in violation of this Code.

Urgency Ordinance

The Zoning Ordinance does not currently specifically define or regulate Tobacco and Paraphernalia Retailers. Therefore, Tobacco and Paraphernalia Retailers are considered general or specialty retailers and are permitted uses in a variety of commercial districts.

The Municipal Code does contain regulations regarding various aspects and issues related to tobacco and paraphernalia sales such as those discussed above and included in Title 6, Chapter 8 related to smoking in general; however, the Code does not include regulations as to the time, place, or manner for Tobacco and Paraphernalia Retailers such as proximity to schools and parks and over concentration. Staff needs additional time to study these issues. Therefore, staff is recommending adoption of the proposed moratorium pursuant to Government Code Section 65858 that would prohibit any more of these uses in Antioch while these issues are being reviewed. Existing uses would not be impacted by this Urgency Ordinance, but are discussed below. Note that retail businesses larger than 5,000 s.f. having less than 5% of their sales area devoted to tobacco or paraphernalia are exempt from the definition of Tobacco and Paraphernalia Retailer.

Existing Tobacco and Paraphernalia Retailers

Both Code Enforcement and Police Department staff has been drastically reduced, with Code Enforcement being completely eliminated for a period of approximately three years. This means that proactive enforcement of local and State laws regulating Tobacco and Paraphernalia Retailers has not been possible and as evidenced by the notices of violation issued by Code Enforcement these businesses are not voluntarily complying with State and local laws.

Staff is reviewing existing regulations given the extensive non-compliance issues with State and local laws described above. Part of this review would look at whether the noncompliance is a staffing/enforcement issue or whether further regulations more specifically tied to the public nuisance provisions in the Municipal Code would be appropriate and legal.

FISCAL IMPACT

There is no significant fiscal impact anticipated with the adoption of the proposed urgency ordinance. There will be staff time expended to prepare the land use ordinance addressing Tobacco and Paraphernalia Retailers and to review and make recommendations regarding regulations for existing businesses.

OPTIONS

The Council may choose not to adopt the urgency ordinance.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH ADOPTING AN INTERIM URGENCY ZONING ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR CONSTRUCTION, ESTABLISHMENT OR OPERATION OF TOBACCO AND PARAPHERNALIA RETAILERS WITHIN THE CITY ON AN INTERIM BASIS PENDING CONSIDERATION OF AMENDMENTS TO TITLE 9 OF THE ANTIOCH MUNICIPAL CODE FOR A PERIOD OF FORTY-FIVE DAYS AND DECLARING THE URGENCY THEREOF

The City Council of the City of Antioch does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the Government Code of the State of California, the Antioch City Municipal Code and applicable laws.

SECTION 2. Findings. The Antioch City Council hereby finds, determines and declares as follows:

A. The City of Antioch holds the right to make and enforce all laws and regulations not in conflict with general laws, and the City holds all rights and powers established by state law.

B. The City has received and anticipates additional requests for the construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses (as defined herein) within the City. However, the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Tobacco and Paraphernalia Retailer businesses in the City are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of Tobacco and Paraphernalia Retailer businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community.

C. Tobacco and Paraphernalia Retailer businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians, not to mention use of tobacco products or illegal substances. Seven of the twelve Tobacco and Paraphernalia Retailers listed below are located within several blocks of schools. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. The City Council of the City of Antioch is concerned with exposure of youth to tobacco products and prevalence of smoking among youth:

1. In California, 11.9% of the adult population¹ and 14.6% of teenagers² currently smoke.
2. Although it is unlawful to sell tobacco products and/or tobacco paraphernalia to minors,³ 5.6% of California retailers surveyed do sell to minors.⁴ These numbers are more concerning locally. According to the California Health Department's Food and Drug Branch, the sales rate to minors in Contra Costa County overall is 22%⁵. In other words, stores in Contra Costa County on average sell tobacco to youth one in every four times they try to buy cigarettes.

E. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Tobacco and Paraphernalia Retailers. The City of Antioch needs additional time to study this issue and determine if concentration and/or location of Tobacco and Paraphernalia Retailers in close proximity to other uses with generally high rates of calls for service such as bars or liquor stores would exasperate these concerns. The City of Antioch is also concerned about uses with high rates of calls for service in proximity to youth including schools and parks.

F. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Tobacco and Paraphernalia Retailers, including incidents involving burglary and attempted burglary, armed robbery, fights and disturbances including those involving juveniles, petty theft, assault, threats, loitering, panhandling, harassment, stolen vehicles, and passing counterfeit bills. For example, the Antioch Police Department has documented a significant amount of calls for service involving a variety of crimes in these businesses and within the shopping centers in which Tobacco and Paraphernalia Retailers are located. Included below as findings are representational incidents associated with Tobacco and Paraphernalia Retailers for the 12 month period from May 9, 2012 – May 9, 2013 (not all businesses were in operation for the entire period):

1. Cigarette 4 Less, 3142 Contra Loma Blvd: two (2) calls for service related to an alarm and an alleged fight between juveniles in the area.
2. Cigarette 4 Less, 2549 San Jose Drive: eleven (11) calls for service related to alarms, petty thefts, a civil complaint and an assault.
3. Smoke Shop, 4532 Lone Tree Way: five (5) calls for service related to a robbery, petty thefts, unfounded 911 call and a fight inside the store.

¹ Cal. Dep't Health Servs, Tobacco Control Program, Smoking Prevalence Among California Adults (April 2011).

² Cal. Dep't Health Servs, Tobacco Control Sec., 30-Day Smoking Prevalence Among California Youth (September 2009).

³ Cal. Penal Code § 308

⁴ Cal. Dep't Health Servs, Tobacco Control Sec., Youth Tobacco Purchase Survey 1995-2011

⁵ California Department of Health Services Food and Drug Branch Compliance Checks, 2003.

4. Smoke Shop DBA Cigarette 4 Less, 2767 Lone Tree Way: two (2) calls for service related to an armed robbery and false alarm.
5. Cigarette 4 Less, 2727 Hillcrest Ave: five (5) calls for service related to alarms, a threat complaint, armed robbery and a suspicious circumstance.
6. Sycamore Smoke & More, 1096 Sycamore Drive: thirty-one (31) calls for service related to unwanted guests, loitering complaints, assaults, panhandling and fighting.
7. Cigarette 4 Less, 3708 Lone Tree Way: six (6) calls for service related to alarms, juvenile disturbance and a burglary of the business.
8. Tower Zone Smoke Shop, 2717 Contra Loma Blvd.: five (5) calls for service related to an armed robbery, petty theft and 911 hang-up.
9. Lone Tree Cigarette & More Inc., 4839 Lone Tree Way Suite C: eight (8) calls for service related to alarms, armed robbery, petty theft, harassment and suspicious persons.
10. Smoke Shop Mini Market, 1515 A Street: eleven (11) calls for service related to threats, loitering, juvenile disturbance, panhandling, stolen cars, an alarm, counterfeit bill and petty theft.
11. Discount Cigarette & Cigar Store, 1615 A Street: nine (9) calls for service related to an alarm, a fight in the parking lot in front of the business, medical call, burglary, unwanted guest, a suspicious person, a suspicious circumstance and a fraud (counterfeit) complaint.
12. Fusion Novelties, 1336 Sunset Drive: one (1) call for service related to a vandalism – broken window.

G. In addition to the increased calls for service and increasing reports of violent criminal behavior described above, the City Council is also concerned that Tobacco and Paraphernalia Retailers are not complying with applicable State and local laws related to tobacco and paraphernalia sales. Code Enforcement staff has inspected the businesses listed below and found violations of California Health and Safety Code 11364.5 and Antioch Municipal Code Title 5, Chapter 16 related to paraphernalia sales; Municipal Code Section 9-5.519 related to tobacco advertising; Municipal Code 9-5.508 related to general advertising; and California Business and Professions Code 22962 and Municipal Code 6-8.13 related to self service display of tobacco:

1. Buchanan Smoke Shop, 2329A Buchanan Road: notice of violation for illegal display of paraphernalia. This location opened in April 2013 and is therefore not listed above as they did not have calls for service during the 12 month period.

2. Lone Tree Cigarette & More Inc., 4839 Lone Tree Way Suite C: notice of violation for illegal display of paraphernalia and tobacco related signs.
3. Cigarette 4 Less, 3142 Contra Loma Blvd: notice of violation for illegal display of paraphernalia, general signage, and self service tobacco.
4. Smoke Shop DBA Cigarette 4 Less, 2767 Lone Tree Way: notice of violation for illegal display of paraphernalia, and self service tobacco.
5. Cigarette 4 Less, 2727 Hillcrest Ave: notice of violation for illegal display of paraphernalia.
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9. Discount Cigarette & Cigar Store, 1615 A Street: notice of violation for illegal display of paraphernalia.
10. Fusion Novelties, 1336 Sunset Drive: notice of violation for illegal display of paraphernalia.

H. Without the enactment of this Ordinance, multiple applicants could quickly receive entitlements which would allow additional Tobacco and Paraphernalia Retailers that pose a threat to the public health, safety, and welfare. The City Council hereby determines that the Municipal Code is in need of updating to protect the public health, safety, and welfare from dangers caused by Tobacco and Paraphernalia Retailers. The City requires additional time to prepare, evaluate and adopt reasonable regulations regarding the construction, placement, concentration and operation of Tobacco and Paraphernalia Retailers so that such regulations are applied in a nondiscriminatory manner.

I. In order to prevent the frustration of these studies and the implementation of new regulations, the public interest, health, safety, and welfare require immediate enactment of this Ordinance. The absence of this Ordinance would impair the orderly and effective implementation of contemplated Municipal Code amendments, and any further authorization of these uses within the City during the period of the interim zoning regulations may be in conflict with or may frustrate the contemplated updates and revisions of the Municipal Code.

J. Based on the foregoing, the City finds that there is a current and immediate threat to the public health, safety, or welfare and that this Ordinance is necessary in order to protect the City from the potential effects and impacts of Tobacco and Paraphernalia Retailers in the City, potential increases in crime, impacts on parking availability in the business areas of the City, the aesthetic impacts to the City, and other similar or related effects on property values and the quality of life in the City's neighborhoods.

K. The City Council further finds that this interim zoning regulation is a matter of local and City-wide importance and is not directed towards any particular business that currently seeks to construct or operate a Tobacco and Paraphernalia Retailer business.

L. The City Council finds that this Ordinance is authorized by the City's police powers. The City Council further finds that the length of the interim zoning regulations imposed by this Ordinance will not in any way deprive any person of rights granted by state or federal laws, because the interim zoning regulation is short in duration and essential to protect the public health, safety and welfare.

SECTION 3. Interim Regulations. The following provisions are hereby adopted as interim zoning standards pertaining to the review or approval of any entitlements or the issuance of any permits or licenses pursuant to the Antioch Municipal Code for Tobacco and Paraphernalia Retailers. The approval of any entitlements or the issuance of any permit or license in the City in conflict with these provisions is expressly prohibited:

- A. **Restricted Activities.** For a period of forty-five (45) days following the enactment of this Ordinance, no person shall be issued a permit, license or land use entitlement for the construction, placement, or operation of new Tobacco and Paraphernalia Retailer businesses within the City. The City Manager or his or her designee shall review any application for a permit, license or land use entitlement to determine applicability of the provisions of this Ordinance. City Staff, City boards and City commissions are directed to refrain from issuing any application for any permits, licenses or land use entitlement, including, but not limited to, use permits, variances, building permits, licenses and certificates of occupancy, necessary for construction, placement, or operation of a Tobacco and Paraphernalia Retailer business. These prohibitions shall remain in effect during the forty-five (45) days following enactment of this Ordinance. Existing Tobacco and Paraphernalia Retailer businesses may continue to operate at their current locations provided that they are in compliance with State law and the Antioch Municipal Code.
- B. **Definitions.** In addition to the definitions contained in the City's Municipal Code, the following words and phrases shall, for the purposes of this Ordinance, be defined as follows, unless it is clearly apparent from the context that another meaning is intended. Should any of the definitions be

in conflict with the current provisions of the Municipal Code, the following definitions shall prevail:

1. **TOBACCO AND PARAPHERNALIA RETAILER** shall mean any establishment that sells any substance containing tobacco including but not limited to cigarettes, cigars, chewing tobacco and dipping tobacco, cigarette papers, or any other instruments or paraphernalia as defined in this ordinance. Retail businesses larger than 5,000 s.f. having less than 5% of their sales area devoted to tobacco or paraphernalia are exempt from this definition.
2. **PARAPHERNALIA** shall have the definition set forth in California Health & Safety Code section 11014.5, as that section may be amended from time to time.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Effective Date. This interim ordinance shall take effect immediately upon its adoption and shall continue in effect for forty-five (45) days from the date of its adoption by not less than a four-fifths vote of the Antioch City Council, and shall thereafter be of no further force and effect, unless, after notice pursuant to Government Code Section 65090 and public hearing, the Antioch City Council extends this Ordinance, and the interim zoning regulations adopted thereby, pursuant to Government Code Section 65858.

SECTION 7. Report of Council. Ten days prior to the expiration of this Ordinance, or any extension thereof, this Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of this ordinance, or any extension thereof.

SECTION 8. Declaration of Urgency. This ordinance is hereby declared to be an urgency measure necessary for the immediate protection of the public health, safety

and welfare. This Council hereby finds that there is a current and immediate threat to the public health, safety and welfare. The reasons for this urgency are declared and set forth in Section 2 of this Ordinance and are incorporated herein by reference.

SECTION 9. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I **HEREBY CERTIFY** that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 65858 at a regular meeting of the City Council of the City of Antioch on the ___ day of ____, 2013, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Wade Harper, Mayor of the City of Antioch

ATTEST:

Arne Simonsen, City Clerk of the City of Antioch

to small businesses and individuals and thus the businesses were allowed to open as permitted uses at the given locations.

However, the City began receiving complaints regarding nuisance and illegal activities occurring in and near these facilities, such as loitering, vandalism, panhandling, theft, and assaults. The Police Department prepared a summary chart showing calls at each location and the surrounding vicinity before and during the time the use opened (Attachment "F"). Of particular note, at 1836 A Street, before T's Internet Café opened there were 157 calls for service from that location and neighboring businesses over a 7-month period from February 1, 2009 through August 30, 2009. While T's Internet Café was operating at 1836 A Street, calls for service increased to 240 (a 52% increase) over a 7-month period from February 1, 2010 through August 30, 2010. When T's Internet Café closed at that location, calls for service from that location and neighboring businesses went back down to 158 calls for service over the 7-month period from February 1, 2011 through August 30, 2011, almost identical to the rates before T's Internet Café opened.

Attachment "G" shows 9-1-1 calls for service at each location. The Police Department also indicates that the following number of arrests were made at each location for the given time period. This does not mean that all of the arrested individuals committed crimes at these locations, but reflects that those engaged in criminal activity frequent these locations. The arrests were for violations including robbery, illegal drug use and sales, burglary, assaults, public intoxication, as well as arrests for outstanding warrants:

<u>Business</u>	<u>Location</u>	<u>Time Period</u>	<u># Arrests</u>
Internet Room	2962 Delta Fair Blvd.	2/116/11-02/15/12	2
T's Internet Café	1908 A Street	08/20/11-12/31/11	9
T's Internet Café	1653 A Street	09/01/10-08/31/11	14
T's Internet Café	1836 A Street	03/06/10-07/23/10	5
Cot on the Web	2333 Buchanan #A	09/01/11-02/15/12	1

Upon visiting these businesses during the course of investigating complaints, staff found that the primary activity of the patrons at each of these locations is playing a sweepstakes game, which resembles video slot machines. A copy of the "Sweepstakes Rules" from the Cot on the Web is attached (Attachment "H"). Concerns were raised that the on-going "sweepstakes games" appeared to be potentially illegal gambling; although, that is not the focus of the action before the City Council.

Ms. Simmons, the owner of T's Internet Café (now closed) and Cot on the Web has stated that her business sells internet time and also runs a sweepstakes as a promotional tool to draw customers. The customer receives a number of sweepstakes entries proportional to the amount of internet time purchased. The customer then plays the sweepstakes entries on the computer via an interface that resembles a video slot machine. At Cot on the Web, the potential maximum single winnings are over \$1,000. At the Internet Room, staff was told that a maximum single winning payout could reach \$2,800.

Determination that Use was a Mechanical or Electrical Game

With rising concerns about the general health, safety, and welfare of the community, staff determined that the primary activity at these facilities was not offering internet, copy, print and fax services to small businesses, but rather a gaming business. Putting aside whether this gaming activity is illegal gambling under state law, the Community Development Director

determined that the use was more properly classified as a Mechanical or Electronic Game, pursuant to Municipal Code Section 9-5.3816 (Attachment "I"). Such uses are prohibited within 1000 feet of a playground or school and a use permit is required for other locations.

Once this determination was made, staff sent Notices of Violation to the existing internet café/sweepstakes businesses and did not permit T's Internet Café to relocate without first obtaining a use permit (Attachment "J"). The owners of all three businesses have appealed that determination (Attachment "K"). In part, Allan Moore, the attorney for the Internet Room, indicates that his client is engaged in internet activities protected by the First Amendment and that the California Appellate Court in *Vo v. City of Garden Grove* (115 Cal. App. 4th 425(2004)) does not allow for unfettered discretion in issuing a use permit for such a use. However, in discussions with staff, the businesses expressed a willingness to work with the City to address the concerns through appropriate regulations.

Urgency Ordinance

To adopt a regular ordinance, a first reading of the ordinance is held and then a second reading to adopt the ordinance at a regular meeting of the City Council. A regular ordinance is effective 30 days after adoption. An urgency ordinance is adopted at one meeting and takes effect immediately following a 4/5 vote of the City Council finding that there is a need for the immediate preservation of the public peace, health and safety.

It is not uncommon for a city council to adopt an urgency ordinance followed by taking the steps to adopt a regular ordinance in case there is any question about the findings for the immediate preservation of the public peace, health and safety.

Interim Ordinances/Moratoriums

An interim zoning ordinance is often called a moratorium and takes effect immediately to prohibit a use. Pursuant to Government Code Section 65858, the City may establish a moratorium prohibiting any use that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the City Council, Planning Commission or the Planning Department is considering in order to protect and preserve the public safety, health and welfare. A moratorium lasts only 45 days, but may be extended for up to a total of two (2) years, provided that the current and immediate threat to the public safety, health and welfare still exists, and the City follows the public notice and hearing procedures for extension of the moratorium. Interim ordinances require a 4/5 vote of the City Council.

In order to initiate a zoning ordinance, a Resolution of Initiation is required by the Antioch Municipal Code directing staff, and then presumably the Planning Commission, to consider whether amendments to the zoning ordinance (Title 9 of the Antioch Municipal Code) are appropriate.

DISCUSSION

Rather than continue to debate whether the existing computer gaming and internet access businesses fall within the existing Mechanical or Electronic Game Ordinance in Antioch Municipal Code Section 9-5.3816 through appeals to the Board of Administrative Appeals, staff recommends that the City Council use its regulatory police power to study and address these uses and their impacts. Staff proposes the following definition for these uses:

"Computer Gaming and Internet Access Business" shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users. Computer Gaming and Internet Access Business is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.

"Public Use or Internet Learning Center" shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

It is presumed that the businesses would not feel compelled to continue with their appeals of the Community Development Director's determination that their businesses fall under Mechanical or Electronic Game Ordinance in Antioch Municipal Code Section 9-5.3816, as the more specific Interim Zoning Ordinance and Urgency Ordinance will in effect supersede the application of the Mechanical or Electronic Game Ordinance making the appeals moot.

During this study period, no new computer gaming and internet access businesses could open and the existing two businesses would be required to follow the regulations set forth in the Urgency Ordinance (Attachment "B"). This approach should alleviate any concerns that the City is negatively impacting anyone's ability to access the internet and possible First Amendment rights. During this study period, City staff can meet with the representatives of these businesses to better address the issues that have been raised.

It should also be noted that computers accessing the internet are available at no charge at the Library Annex at the Antioch Community Center at Prewett Park and at the Antioch Library located at 501 W. 18th Street.

Urgency Findings

The existing computer gaming and internet access businesses have created impacts that create immediate threats to the public peace, health or safety, as more specifically shown in the testimony provided by the Police Department including the log of the calls for service at each facility; summary showing calls for service at each location and the surrounding vicinity before and during the time the use opened; and arrests from these various locations.

Threats to public health, safety and welfare experienced in Antioch at the computer gaming and internet access businesses include criminal activity associated with robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism, property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these computer gaming and internet access businesses. Truancy and curfew violations have also been experienced in other communities.

Operation of additional computer gaming and internet access businesses will increase these negative impacts while the use is being studied. Further, additional computer gaming and internet access businesses could create conflicts among land uses or conflict with the City's

long-term planning goals. Thus, it is recommended that the City Council also adopt a resolution initiating an Amendment to the Zoning Ordinance to formally commence the process for studying land use issues related to computer gaming and internet access businesses, including whether the uses should only be allowed in specific zoning districts, whether there should be limitations on the concentration of uses, and similar issues.

Proposed Regulations

The proposed regulations set forth in the Urgency Ordinance and Regular Ordinance to establish a licensing scheme for Computer Gaming and Internet Access Businesses and address operational issues like prohibiting minors in the business during school hours, hours of operation, establishment of an interior waiting area with seats to avoid loitering, staffing levels, surveillance system, alarm system, security guards, prohibition on private rooms and the like. Staff has already scheduled a meeting with the business operators for Monday, February 27, 2012 to address these regulations and related items. Staff will be reporting at the City Council meeting regarding the outcome of this meeting.

FISCAL IMPACT

The computer gaming and internet access businesses are causing negative impacts to the City's limited police resources, so it is prudent to address the negative impacts.

There is no direct fiscal impact with the adoption of the proposed Interim Urgency Zoning Ordinance and Urgency Ordinance, introduction of the Regular Ordinance and adoption of the Resolution Initiating a Zoning Amendment. There will be staff time expended to meet with business representatives and to finalize a Regular Ordinance and prepare a Zoning Amendment, if appropriate.

OPTIONS

1. If the Council chose not to adopt the Interim Urgency Zoning Ordinance by 4/5 vote, then additional computer gaming and internet access businesses could open without the benefit of the City further studying the impacts of these businesses and appropriate land use regulations.
2. If the Council chose not to adopt the Urgency Ordinance by 4/5 vote, then the Regular Ordinance can be introduced on a majority vote. The Regular Ordinance would require a second reading for adoption and then be effective 30 days later.
3. The Council could choose not to initiate a Resolution for a Zoning Amendment, but staff recommends that the Council start the process for staff, and potentially Planning Commission, to at least study the issue to determine if Zoning Ordinance Amendments would be appropriate for this computer gaming and internet access business use.

ATTACHMENTS

- A. Interim Urgency Zoning Ordinance prohibiting the issuance of permits, licenses or approvals for construction, establishment or operation of any computer gaming and internet access business within the City of Antioch on an interim basis pending consideration of amendments to Title 9 of the Antioch Municipal Code for a period of forty-five days and declaring the urgency thereof

- B. Urgency Ordinance amending Title 5 of the Antioch Municipal Code by adding Chapter 11 pertaining to the licensing procedures and regulations for Computer Gaming and Internet Access Businesses and making findings declaring the urgency thereof
- C. Regular Ordinance amending Title 5 of the Antioch Municipal Code by adding Chapter 11 pertaining to the licensing procedures and regulations for Computer Gaming and Internet Access Businesses
- D. Resolution to initiate an amendment to the Zoning Ordinance to address Computer Gaming and Internet Access Businesses
- E. Business License Applications for Internet Room, T's Internet Café and Cot on the Web
- F. Comparison of Calls for Service prepared by the Police Department
- G. Log of Calls for Service at the Internet Room, T's Internet Café and Cot on the Web
- H. Sweepstakes Rules from Cot on the Web
- I. Municipal Code Section 9-5.3816
- J. Determination by Community Development Director regarding uses
- K. Appeals by the Internet Room, T's Internet Café and Cot on the Web

ATTACHMENT "A"

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH ADOPTING AN INTERIM URGENCY ZONING ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR CONSTRUCTION, ESTABLISHMENT OR OPERATION OF COMPUTER GAMING AND INTERNET ACCESS BUSINESSES WITHIN THE CITY ON AN INTERIM BASIS PENDING CONSIDERATION OF AMENDMENTS TO TITLE 9 OF THE ANTIOCH MUNICIPAL CODE FOR A PERIOD OF FORTY-FIVE DAYS AND DECLARING THE URGENCY THEREOF

The City Council of the City of Antioch does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the Government Code of the State of California, the Antioch City Municipal Code and applicable laws.

SECTION 2. Findings. The Antioch City Council hereby finds, determines and declares as follows:

A. The City of Antioch holds the right to make and enforce all laws and regulations not in conflict with the general laws, and the City holds all rights and powers established by state law.

B. The City has received and anticipates additional requests for the construction, establishment and operation of Computer Gaming and Internet Access Businesses (as defined herein) within the City. However, the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Computer Gaming and Internet Access Businesses in the City are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of Computer Gaming and Internet Access Businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community.

C. Computer Gaming and Internet Access Businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. While the City's codes do regulate mechanical or electronic games, the computer stations at Computer Gaming and Internet Access Businesses are used in a manner that may be considered different from coin-operated video game machines, and therefore have different impacts. There is generally a charge for use of the computer station, and many users may occupy a particular station for multiple consecutive hours,

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creating unknown impacts on the surrounding area and businesses, such as observed lines of individuals waiting to access these businesses. Some Computer Gaming and Internet Access Businesses may stage late-night gaming sessions, which may encourage violation of the City's curfew ordinance or create and promote other late-night noise and related impacts on the surrounding community. Recently there have been Computer Gaming and Internet Access Businesses that promote "sweepstakes gaming" which encourages game playing that may provide chances to be awarded prizes. The extended use of such facilities by multiple persons waiting for a limited number of computer stations could contribute to increased detrimental effects on the commercial area where located and the surrounding residential area.

E. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Computer Gaming and Internet Access Businesses.

F. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these Computer Gaming and Internet Access Businesses. For example, the Antioch Police Department has documented a significant increase in service related calls involving a variety of crimes in these businesses and within the neighborhoods adjacent to Computer Gaming and Internet Access Businesses and include the representational incidents below as findings as follows:

1. On April 13, 2010, there was a call for service from T's Internet Café at 1836 A Street because of a fight over someone owing someone money and on July 23, 2010 a call for service regarding another fight.
2. At T's Internet Café at 1653 A Street on September 11, 2010, there was a call for service regarding possible assault, drug violations and carjacking. On November 18, 2010, a male robbed money from the business with a sawed-off shot gun and shot at one of the workers. On February 2, 2011, there was a call for service regarding drug selling. On July 21, 2011, there was a report of a car theft and then a fight broke out.
3. At the Internet Room at 2962 Delta Fair Boulevard, on January 28, 2012, there was a report of a stolen vehicle.
4. At T's Internet Café at 1908 A Street on August 20, 2011, someone was throwing things at the business and threatening to harm the employees.
5. While at Computer Gaming and Internet Access Businesses in Antioch, individuals have been arrested for robbery, narcotics violations, carjacking and other crimes, as well as on outstanding warrants. While some of

these crimes may have occurred elsewhere, it does show a propensity for individuals who engage in criminal activity to patronize Computer Gaming and Internet Access Businesses.

6. At 2962 Delta Fair Boulevard, calls for service have increased at that location and at neighboring businesses as much as 450% since the Internet Room started operating.
7. At 1836 A Street, before T's Internet Café opened there were 157 calls for service from that location and neighboring businesses over a 7-month period from February 1, 2009 through August 30, 2009. While T's Internet Café was operating at 1836 A Street, calls for service increased to 240 (a 52% increase) over a 7-month period from February 1, 2010 through August 30, 2010. When T's Internet Café closed at that location, calls for service from that location and neighboring businesses went back down to 158 calls for service over the 7-month period from February 1, 2011 through August 30, 2011, almost identical to the rates before T's Internet Café opened.

G. Without the enactment of this Ordinance, multiple applicants could quickly receive entitlements which would allow additional Computer Gaming and Internet Access Businesses that pose a threat to the public health, safety, and welfare. The City Council hereby determines that the Municipal Code is in need of updating to protect the public against health, safety, and welfare dangers caused by Computer Gaming and Internet Access Businesses. The City requires additional time to prepare, evaluate and adopt reasonable regulations regarding the construction, placement and operation of Computer Gaming and Internet Access Businesses so that such regulations are applied in a nondiscriminatory manner.

H. In order to prevent the frustration of these studies and the implementation of new regulations, the public interest, health, safety, and welfare require immediate enactment of this Ordinance. The absence of this Ordinance would impair the orderly and effective implementation of contemplated Municipal Code amendments, and any further authorization of these uses within the City during the period of the interim zoning regulations may be in conflict with or may frustrate the contemplated updates and revisions of the Municipal Code.

I. Based on the foregoing, the City finds that there is a current and immediate threat to the public health, safety, or welfare and that this Ordinance is necessary in order to protect the City from the potential effects and impacts of Computer Gaming and Internet Access Businesses in the City, potential increases in crime, impacts on parking availability in the business areas of the City, the aesthetic impacts to the City, and other similar or related effects on property values and the quality of life in the City's neighborhoods.

J. The City Council further finds that this interim zoning regulation is a matter of local and City-wide importance and is not directed towards any particular business that

currently seeks to construct or operate a Computer Gaming and Internet Access Business.

K. The City Council finds that this Ordinance is authorized by the City's police powers. The City Council further finds that the length of the interim zoning regulations imposed by this Ordinance will not in any way deprive any person of rights granted by state or federal laws, because the interim zoning regulation is short in duration and essential to protect the public health, safety and welfare.

SECTION 3. Interim Regulations. The following provisions are hereby adopted as interim zoning standards pertaining to the review or approval of any entitlements or the issuance of any permits or licenses pursuant to the Antioch Municipal Code for Computer Gaming and Internet Access Businesses. The approval of any entitlements or the issuance of any permit or license in the City in conflict with these provisions is expressly prohibited:

A. **Restricted Activities.** For a period of forty-five (45) days following the enactment of this Ordinance, no person shall be issued a permit, license or land use entitlement for the construction, placement, or operation of new Computer Gaming and Internet Access Businesses within the City. The City Manager or his or her designee shall review any application for a permit, license or land use entitlement to determine applicability of the provisions of this Ordinance. City Staff, City boards and City commissions are directed to refrain from issuing any application for any permits, licenses or land use entitlement, including, but not limited to, use permits, variances, building permits, licenses and certificates of occupancy, necessary for construction, placement, or operation of a Computer Gaming and Internet Access Business. These prohibitions shall remain in effect during the forty-five (45) days following enactment of this Ordinance. The two existing Computer Gaming and Internet Access Businesses may continue to operate at their current locations: Internet Room at 2962 Delta Fair Boulevard and Cot on the Web at 2333 Buchanan Road.

B. **Definitions.** In addition to the definitions contained in the City's Municipal Code, the following words and phrases shall, for the purposes of this Ordinance, be defined as follows, unless it is clearly apparent from the context that another meaning is intended. Should any of the definitions be in conflict with the current provisions of the Municipal Code, the following definitions shall prevail:

1. "Computer Gaming and Internet Access Business" shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from

users. Computer Gaming and Internet Access Business is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.

2. "Public Use or Internet Learning Center" shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Effective Date. This interim ordinance shall take effect immediately upon its adoption and shall continue in effect for forty-five (45) days from the date of its adoption by not less than a four-fifth's vote of the Antioch City Council, and shall thereafter be of no further force and effect, unless, after notice pursuant to Government Code Section 65090 and public hearing, the Antioch City Council extends this Ordinance, and the interim zoning regulations adopted thereby, pursuant to Government Code Section 65858.

SECTION 7. Report of Council. Ten days prior to the expiration of this Ordinance, or any extension thereof, this Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of this ordinance, or any extension thereof.

SECTION 8. Declaration of Urgency. This ordinance is hereby declared to be an urgency measure necessary for the immediate protection of the public health, safety and welfare. This Council hereby finds that there is a current and immediate threat to

the public health, safety and welfare. The reasons for this urgency are declared and set forth in Section 2 of this Ordinance and are incorporated herein by reference.

SECTION 9. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I **HEREBY CERTIFY** that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 65858 at a regular meeting of the City Council of the City of Antioch on the 28th day of February, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James D. Davis, Mayor of the City of Antioch

ATTEST:

Denise Skaggs, City Clerk of the City of Antioch

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ATTACHMENT "B"

ORDINANCE NO.

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH AMENDING TITLE 5 OF THE ANTIOCH MUNICIPAL CODE BY ADDING A NEW CHAPTER 11 PERTAINING TO THE LICENSING PROCEDURES AND REGULATIONS FOR COMPUTER GAMING AND INTERNET ACCESS BUSINESSES AND MAKING FINDINGS DECLARING THE URGENCY THEREOF

The City Council of the City of Antioch does ordain as follows:

SECTION 1. The City Council finds as follows:

A. The City Council of the City of Antioch is concerned with the increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Computer Gaming and Internet Access Businesses.

B. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these Computer Gaming and Internet Access Businesses. For example, the Antioch Police Department has documented a significant increase in service related calls involving a variety of crimes in these businesses and within the neighborhoods adjacent to Computer Gaming and Internet Access Businesses and include the representational incidents below as findings as follows:

1. On April 13, 2010, there was a call for service from T's Internet Café at 1836 A Street because of a fight over someone owing someone money and on July 23, 2010 a call for service regarding another fight.
2. At T's Internet Café at 1653 A Street on September 11, 2010, there was a call for service regarding possible assault, drug violations and carjacking. On November 18, 2010, a male robbed money from the business with a sawed-off shot gun and shot at one of the workers. On February 2, 2011, there was a call for service regarding drug selling. On July 21, 2011, there was a report of a car theft and then a fight broke out.
3. At the Internet Room at 2962 Delta Fair Boulevard, on January 28, 2012, there was a report of a stolen vehicle.
4. At T's Internet Café at 1908 A Street on August 20, 2011, someone was throwing things at the business and threatening to harm the employees.
5. While at Computer Gaming and Internet Access Businesses in Antioch, individuals have been arrested for robbery, narcotics violations, carjacking

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and other crimes, as well as on outstanding warrants. While some of these crimes may have occurred elsewhere, it does show a propensity for individuals who engage in criminal activity to patronize Computer Gaming and Internet Access Businesses.

6. At 2962 Delta Fair Boulevard, calls for service have increased at that location and at neighboring businesses as much as 450% since the Internet Room started operating.
7. At 1836 A Street, before T's Internet Café opened there were 157 calls for service from that location and neighboring businesses over a 7-month period from February 1, 2009 through August 30, 2009. While T's Internet Café was operating at 1836 A Street, calls for service increased to 240 (a 52% increase) over a 7-month period from February 1, 2010 through August 30, 2010. When T's Internet Café closed at that location, calls for service from that location and neighboring businesses went back down to 158 calls for service over the 7-month period from February 1, 2011 through August 30, 2011, almost identical to the rates before T's Internet Café opened.

C. Computer Gaming and Internet Access Businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. The City Council of the City of Antioch finds that the activities of Computer Gaming and Internet Access Businesses have become frequently associated with detrimental impacts to the surrounding area.

E. The Antioch Municipal Code does not currently provide adequate standards and regulations concerning the review, approval and operation of Computer Gaming and Internet Access Businesses. Section 9-5.3816 pertaining to Mechanical or Electronic Games is at least 30 years old and does not specifically address regulations pertinent to Computer Gaming and Internet Access Businesses.

F. The City Council finds, determines and declares that the current threat to the public health, safety and welfare of the City and its citizens necessitates the immediate enactment of this Ordinance to help deter and prevent crimes and criminal activity from occurring at and around Computer Gaming and Internet Access Businesses.

G. The City Council further finds that this Ordinance constitutes a matter of Citywide importance and is not directed towards nor targeted at any particular parcel of property, any particular business or any proposed occupant.

SECTION 2. Title 5 of the Antioch Municipal Code is hereby amended by the addition of a new Chapter 11, to read as follows:

“Chapter 11”

COMPUTER GAMING AND INTERNET ACCESS BUSINESSES

Sections:

<u>5-11.01</u>	Purpose.
<u>5-11.02</u>	Definitions.
<u>5-11.10</u>	Computer Gaming and Internet Access Business - License required.
<u>5-11.11</u>	Term of license.
<u>5-11.12</u>	Renewal of license.
<u>5-11.20</u>	License application and issuance.
<u>5-11.30</u>	Transfer of license.
<u>5-11.40</u>	Alterations to Computer Gaming and Internet Access Business.
<u>5-11.50</u>	License revocation.
<u>5-11.60</u>	Operational standards and regulations.
<u>5-11.70</u>	Abatement of nuisance.
<u>5-11.80</u>	Penalty.
<u>5-11.90</u>	License fees.

§ 5-11.01 Purpose.

It is the purpose and intent of this chapter to regulate Computer Gaming and Internet Access Businesses to promote the protection of the public from the dangers of fire and hazards to health, to ensure the full protection of minors, and for the general preservation of the peace and welfare of the community. It is the intent of the City to establish minimally intrusive protocols to provide reasonable accountability for computer gaming and internet access and use at Computer Gaming and Internet Access Businesses. The City finds such accountability to be reasonably necessary to minimize the risk of use of the computer and/or internet by persons at Computer Gaming and Internet Access Businesses for criminal purposes and to increase the opportunities for the safe apprehension of such persons patronizing Computer Gaming and Internet Businesses for criminal purposes, while recognizing rights of individuals to use the internet and Computer Gaming and Internet Access Businesses for legitimate purposes.

§ 5-11.02 Definitions.

A. “Computer Gaming and Internet Access Business” shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users. Computer Gaming and Internet Access Business is synonymous with a personal computer (“PC”) café, internet café,

cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.

B. "Public Use or Internet Learning Business" shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

§ 5-11.10 Computer Gaming and Internet Access Businesses - License required.

It is unlawful for any person to engage in, conduct or carry on, in or upon any premises or real property located within the City, the activities of an Computer Gaming and Internet Access Business, unless such person has been granted a valid license pursuant to the provisions of this chapter. A separate license shall be required for each location within the City where a Computer Gaming and Internet Access Business is to be established. Public Use or Internet Learning Business shall be exempt from the license requirements herein.

§ 5-11.11 Term of license.

The term of a Computer Gaming and Internet Access Business license, unless sooner suspended or revoked, shall be one year.

§ 5-11.12 Renewal of license.

A Computer Gaming and Internet Access Business license, issued pursuant to the provisions of this chapter, that has not been suspended or revoked, may be renewed, upon payment of the renewal application fee, for a period not to exceed one year upon written application to the Community Development Director made at least sixty (60) days prior to the expiration date of the current valid license. This application for renewal of a license shall contain all of the information required by Section § 5-11.120 of this chapter and shall be processed in accordance with the provisions of this chapter.

§ 5-11.20 License application and issuance.

A. Any person desiring to obtain a license or to renew an existing license to operate a Computer Gaming and Internet Access Business shall file a written application with the Community Development Director. The application shall be signed under the penalty of perjury. Prior to submitting the application, a nonrefundable fee, in an amount established by resolution of the City Council, shall be paid to the City to defray the cost of the investigation and issuance

required by this chapter. The license issuance or renewal fee required under this chapter shall be in addition to any other license or fee required under this code.

B. Neither the filing of an application for a license or renewal thereof nor payment of an application or renewal fee shall authorize the operation of a Computer Gaming and Internet Access Business until such license has been granted or renewed.

C. Each applicant for a Computer Gaming and Internet Access Business license or renewal thereof shall furnish the following information:

1. The present or proposed address where the business is to be conducted;

2. The full and true name under which the business will be conducted;

3. The full and true name and any other names used by the applicant and owner of the business, if the owner is not the applicant;

4. The applicant and owner's present residential and business addresses and telephone numbers;

5. Each residential and business address of the applicant and the owner for the five-year period immediately preceding the date of filing the application and the inclusive dates of each address;

6. The California driver's license or identification number of the applicant and owner;

7. A precise description of the activities and/or services to be provided;

8. A detailed site and floor plan of the proposed business, depicting the building and unit proposed and including interior dimensions and off-street parking spaces required by the City's zoning code;

9. A detailed description of the food and beverage service, if any, that will be offered to patrons;

10. The dates and hours during which the Computer Gaming and Internet Access Business is desired to be conducted and a list of the fees to be charged patrons;

11. The name(s) of the person(s) responsible for the operation, management, and supervision of the Computer Gaming and Internet Access Business;

12. A statement as to whether the applicant, owner, or any person to be responsible for the operation, management, and supervision of the Computer Gaming and Internet Access Business has, within the past five (5) years, had any permit or license issued in conjunction with a Computer Gaming and Internet Access Business in any jurisdiction, and whether during that period the license was suspended or revoked. If so, then the application shall provide the name of the issuing agency and an explanation of the suspension or revocation;

13. Signature of the property owner indicating approval of the submission of the license application; and

14. Such other information as the Community Development Director may require to discover the truth of the matters required to be set forth in the application.

D. The applicant shall present proof to the Community Development Director that the required application or application renewal fee has been paid, and shall present the application containing the information and supporting documentation required by subsection C of this section. A copy of the application shall be distributed to the City's Planning and Building Divisions, the Police Department and the Fire District for review.

E. When any change occurs regarding the written information required by subsection C of this section to be included in the application, the applicant or license holder, as the case may be, shall give written notification of such change to the Community Development Director within five (5) business days of such change.

F. The Community Development Director shall have a reasonable time, not to exceed thirty (30) days to investigate the facts set forth in the application and to receive comments from the City's Planning and Building Departments, the Police Department and the Fire District. The Community Development Director shall, within sixty (60) days after the date of the filing of the application, grant the license or renewal thereof only if it is found that all of the following requirements have been met:

1. The required fees have been paid;

2. The application and all information contained therein conform in all respects to the provisions of this chapter;

3. The applicant has not knowingly made a material misrepresentation of fact in the application;

4. The proposed Computer Gaming and Internet Access Business would comply with this chapter and all other applicable city, county and state laws including, but not limited to, health, zoning, fire and safety requirements and standards, and that, as proposed, the Computer Gaming and Internet Access Business would not tend to generate criminal activities, present unnecessary criminal opportunities, or tend to cause violations of curfews by minors due to failure to comply with Federal or State law or the Municipal Code including but not limited to Operational Standards set forth below ;

5. The applicant is at least eighteen (18) years of age;

6. The Computer Gaming and Internet Access Business site and floor plan have been reviewed by the City's Planning and Building Departments and the Police Department and Fire District, which have approved the same as well as all fire and panic safety equipment required to be installed; all requirements of the Americans with Disabilities Act have been satisfied; and that the maximum occupancy has been established, will be posted and will not likely be exceeded based on the floor plan; and,

7. The Community Development Director has not received evidence that the applicant has, within the previous five (5) years, had any license or entitlement to operate a Computer Gaming and Internet Access Business revoked due to the applicant's commission of a crime or violation of the operational standards or conditions of approval applicable to a Computer Gaming and Internet Access Business; provided, however, a Computer Gaming and Internet Access Business license may be granted subject to additional conditions designed to preclude a recurrence of the events or activities causing the prior license revocation.

G. If the Community Development Director does not find that all of the requirements of subsection F of this section have been met, the application shall be denied.

1. In the event that an application for a license or renewal thereof is denied, written notice of the denial shall be given to the applicant within sixty (60) days after the date of the filing of the application specifying the ground(s) of the denial and a description of the hearing rights provided by Section § 5-11.20(G)()2, below. Notice of denial of the application may be personally served or served by first-class postage prepaid and addressed to the applicant at the address set forth in the application. Mailed notice shall be deemed received three (3) days after mailing.

2. The decision of the Community Development Director may be appealed by filing a written notice requesting a hearing within ten (10) calendar days of the decision of the Community Development Director. The appeal may be heard by a Hearing Officer (for purposes of this section, the term Hearing

Officer shall mean the City Manager or a Hearing Officer appointed by the City Manager) or by the Board of Administrative Appeals, pursuant to Chapter 4 of Title 1 of the Municipal Code.

a. The hearing shall be conducted within forty-five (45) days of the request.

b. The hearing shall be conducted under such rules of procedure as are appropriate to quasi-judicial proceedings, provided that the applicant and the City shall be entitled to present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The Hearing Officer/Board of Administrative Appeals shall not be bound by the statutory rules of evidence in the hearing. The applicant shall have the burden of proof that the Community Development Director's determination was wrong. The hearing shall be recorded so that a transcript of the hearing can be prepared by either party.

c. At the conclusion of the hearing, the Hearing Officer/Board of Administrative Appeals shall decide whether the grounds for denial, revocation or non-renewal exist. Within ten (10) days after the conclusion of the hearing, the Hearing Officer/Board of Administrative Appeals shall file with the City Clerk, together with the recording of the hearing, a written decision supported by written findings based on the evidence submitted and a statement of the order. A copy of the decision shall be forwarded by certified mail, postage prepaid, to the applicant by the City Clerk. The decision of the Hearing Officer/Board of Administrative Appeals shall become effective three (3) days after its mailing to the applicant unless timely appealed as provided in the following Section.

H. The decision of the Hearing Officer or Board of Administrative Appeals shall be final unless appealed to the City Council by the filing of a written appeal with the City Clerk by the City Manager or member of the Council within ten (10) calendar days of mailing of the decision. All such appeals shall be filed with the City Clerk and shall be public records. The City Council shall, at a duly noticed meeting within forty-five (45) days from the date the written appeal was filed, independently review the entire record, including the recording or transcript of the hearing and any oral or written arguments which may be offered to the City Council by the appellant. At the conclusion of the review, a majority of the City Council members present may decide to sustain the decision, modify the decision, or order the decision stricken and issue such order as the City Council finds is supported by the entire record. The lack of a majority to take action means that the decision of the Hearing Officer or Board of Administrative Appeals remains in effect. The action of the City Council shall be final and conclusive, shall be rendered in writing within ten days, and shall be immediately mailed or delivered to the applicant.

I. Notwithstanding any provisions in this chapter regarding the occurrence of any action within a specified period of time, the applicant may

request additional time beyond that provided or may request a continuance regarding any decision or consideration by the City of the pending appeal. Extensions of time sought by applicants shall not be considered delay on the part of the City or constitute failure by the City to provide for prompt decisions on applications.

J. The time for a court challenge to a decision under this section is governed by California Code of Civil Procedure § 1094.8 and notice of the City's decision and its findings shall include citation to California Code of Civil Procedure § 1094.8.

§ 5-11.30 Transfer of license.

Unless prior application is made, thereafter approved, and a license issued thereon, upon the sale or transfer of any interest in a Computer Gaming and Internet Access Business, the license shall immediately become null and void. A new application must be made and a new fee paid by any person desiring to own or operate the Computer Gaming and Internet Access Business. Any application involving the sale or transfer of any interest in an existing Computer Gaming and Internet Access Business, as well as any license which may thereafter be granted, shall be subject to the provisions of this chapter.

§ 5-11.40 Alterations to Computer Gaming and Internet Access Businesses.

A. A holder of a valid Computer Gaming and Internet Access Business license shall notify the Community Development Director, in writing, of any proposed change in the business location, floor plan or business name at least thirty (30) days prior to such change.

B. Nothing in this section shall excuse the owner of a Computer Gaming and Internet Access Business from obtaining all other approvals necessary to change a location, floor plan or business name, including but not limited to building permits.

§ 5-11.50 License revocation.

A. If the City finds that any person holding an Computer Gaming and Internet Access Business license has violated or allowed the violation of any of the provisions of this chapter or has conducted business in a manner that could have been grounds for license denial, the license may be revoked following notice and a hearing.

B. No revocation shall become effective until the license holder has been notified in writing of the right to a hearing pursuant to the provisions of section § 5-11.20(G) of this chapter. Notice of the pending revocation and right

to appeal shall be given to the license holder either by personal delivery or registered mail, addressed to the license holder at the address set forth in the license application. Mailed notice shall be deemed received three (3) days after mailing.

C. If a request for hearing is filed within ten (10) calendar days from the notice provided in B above, the City shall conduct an appeal hearing as provided in section § 5-11.20(G) H, I and J, above. The revocation shall be stayed pending the decision, unless, in the determination of the City Manager, immediate suspension pending the hearing is necessary due to an immediate threat to the public health, safety or welfare. Otherwise, the revocation shall become effective upon expiration of the appeal period.

§ 5-11.60 Operational standards and regulations.

A. Prohibitions regarding Minors.

1. Minors (under 18 years of age), unless legally emancipated, shall not be permitted to enter or remain in a Computer Gaming and Internet Access Business during any time that he or she is required to be in attendance at school unless accompanied by a parent or legal guardian.
2. Minors (under 18 years of age), unless legally emancipated, shall not be permitted to enter or remain in a Computer Gaming and Internet Access Business during the hours of the Juvenile Protection Curfew of 11:01 p.m. through 5:00 a.m. seven nights a week, pursuant to Article 2 of Chapter 10 of Title 5 of the Antioch Municipal Code.
3. Signs shall be placed at the entrance of the business and inside the business setting forth these restrictions in lettering of at least two (2) inches in size.

B. Hours of Operation. The Computer Gaming and Internet Access Business shall not be open to customers, patrons or any member of the public between the hours of 12:00 a.m. and 8:00 a.m. on Friday, Saturday and Sunday or between the hours of 11:00 p.m. and 8:00 a.m. Monday through Thursday.

C. Interior Waiting Area. An interior waiting area with not less than eight (8) seats shall be provided for customers waiting to use a computer. The number of seats shall be increased by one (1) for every five (5) additional computers beyond twenty-five (25) computers in the business. No outside waiting or seating area is permitted.

D. No Smoking or Consumption of Alcoholic Beverages. No person shall be permitted to smoke or consume alcoholic beverages on the inside of the

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premises. The sale of cigarettes and alcohol on the premises is prohibited. No intoxicated or disorderly person shall be allowed to remain on the premises.

E. Staffing. Employees shall be at least 18 years of age. There shall be a minimum of two (2) employees staffing the Computer Gaming and Internet Access Business during all working hours with at least one manager or supervisor. The ratio of employees to computers and/or other electronic devices that access the internet shall be 2:15. During each employee's working hours, the employee shall wear a badge identifying the business and the employee's full name. Security personnel indicated in Section I below shall not be included in this minimum staffing number

F. Occupancy. Occupancy shall not exceed that required under the Uniform Building Code and Uniform Fire Code. The maximum occupancy load shall be posted at the main entrance.

G. Surveillance System.

1. The Chief of Police may require a Computer Gaming and Internet Access Business operator to install a digital camera/video surveillance system on the premises in the event there are or have been repeated calls for police services relating to the premises including, but not limited to, assaults, public intoxication, vandalism, gang activity, weapons offenses, disturbances of the peace and juvenile crimes including truancy.

2. In the event of such a determination, the establishment shall maintain and operate a camera/video surveillance system during all business hours. The system shall cover the entire interior of the premises and all entrances to and exits from the establishment. Tapes/disks shall be kept a minimum of fourteen (14) calendar days, or as required by the Chief of Police. The owner shall permit a representative of the Police Department's office to inspect the tapes/disks during business hours.

3. A sign shall be posted inside and at the entrances to the establishment indicating that the premises are under camera/video surveillance.

H. Window Coverings. Window areas shall not be covered, tinted or made opaque in any way, or obscured in any way by landscaping, floor displays, equipment or the like, excepting during daylight hours when partial blinds or other equivalent window coverings may be used as long as the interior remains visible from the public right of way.

I. Security Guards.

1. The Chief of Police may require a specific Computer Gaming and Internet Access Business operator to provide a security guard(s) on the premises

in the event there are repeated calls for police services relating to the premises including, but not limited to, assaults, gang activity, weapons offenses, disturbances of the peace and juvenile crimes including truancy.

2. The security guard shall be uniformed and be employed by a Private Patrol Operator that is currently licensed with the California Department of Consumer Affairs. The name of the Patrol Operator with state license number and the guard registration numbers shall be provided to the Community Development Department. Any changes to the Patrol Operator shall be approved by the Police Chief at least two working days prior to Patrol Operator taking over security at the business.

3. The security guard shall also patrol the exterior of the business and any parking lot areas.

4. The Chief of Police may require more than one security guard if there are more than fifteen (15) computers or similar devices or continued repeated calls for service indicate that one security guard is not adequate.

J. No Adult Entertainment Business or Adult Boutique. Any access to adult entertainment oriented web sites, as defined in section 9-5.203 of this code, is prohibited unless specifically permitted under sections 9-5.3808 or 9-5.3808.1 of this code.

K. No Other Amusement Devices. No pool tables or other amusement devices not directly related to the internet and similar computer devices shall be permitted in the business.

L. No Tournaments. No gaming tournaments for cash prizes deemed to be gambling under the provisions of State Law shall be permitted.

M. Interior Signs. User rates and other fees must be conspicuously posted on the premises.

N. No Illegal Gambling. Under no circumstances shall electronic game machines, which include computers and other amusement devices, be used for illegal gaming or gambling. The applicant shall be responsible for ensuring customers do not use any electronic game machine for illegal gaming or gambling.

O. No Litter. The applicant shall provide adequate trash receptacles both inside and outside of the building. The applicant shall keep the outside of the business, including the parking lot, free of litter, trash and debris.

P. No Private Booths. Any booth or individual computer use area within the business shall be visible from a continuous and accessible main aisle

in a public portion of the Computer Gaming and Internet Access Business, and shall not be obscured by any door, curtain, wall, two-way mirror or other device which would prohibit a person from seeing the entire interior of the booth/individual viewing area from the main aisle. Further, no one shall maintain any booth/individual viewing area in any configuration unless the entire interior wherein the computer that is being used is visible from one main aisle. No doors are permitted on a booth/individual viewing area. No partially or fully enclosed booth/individual viewing areas or partially or fully concealed booth/individual viewing areas shall be maintained.

Q. Alarm System. The Chief of Police may require a specific Computer Gaming and Internet Access Business operator to install an alarm system that distinguishes between a burglary and a robbery. The system shall monitor twenty-four hours per day. All public entrance and exit doors to the business shall have electronic monitoring system that produce a sound when a person transverses the doorway. If required by the Chief of Police, the system shall be electronically connected with the Police Department if activated.

R. Number of Computers. The number of computers or similar devices in a Computer Gaming and Internet Access Business shall not exceed thirty square feet of floor area per computer of the floor area that is dedicated to the placement of computers for rent or charge.

§ 5-11.70 Abatement of nuisance.

Any Computer Gaming and Internet Access Business operated, conducted or maintained contrary to the provisions of this chapter shall be and hereby is declared to be unlawful and a public nuisance, and the City may, in addition to or in lieu of any other remedy, commence an action or proceeding for the abatement, removal or enjoyment thereof, and may take such other steps and may apply to such court or courts as may have jurisdiction to grant such relief to abate or remove such establishment and restrain and enjoin any person from operating, conducting or maintaining a Computer Gaming and Internet Access Business contrary to the provisions of this chapter.

§ 5-11.90 Penalty.

It shall be unlawful for any person to violate any provision or to fail to comply with any of the requirements of this chapter. Any person violating, permitting or causing the violation of this chapter shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished as set forth in chapter 1-2.01 of this code, or any successor provision thereto. Each person shall be deemed guilty of a separate offense for each and every day, or any portion thereof, during which any violation of any provision of this chapter is committed, continued or permitted by such person and shall be deemed punishable therefore as provided in this section.

§ 5-11.90 License fees.

The City Council shall, by resolution, set a fee for application for a Computer Gaming and Internet Access Business license. Until such fee is set, the application fee shall be the minimum fee currently established for the application extension fee in the City's Master Fee Schedule."

SECTION 3. Compliance for Existing Business; Time. It is the desire and intent of the City Council that any and all existing and legal Computer Gaming and Internet Access Businesses come into compliance with the terms of this Ordinance as rapidly as possible and that all applications, review and decisions be processed on an expedited basis. Within fourteen (14) calendar days of the effective date of this ordinance, every existing Computer Gaming and Internet Access Business shall file a statement with the Community Development Director evidencing its compliance with all provisions of this chapter and providing all information as provided in § 5-11.40. The review and determination of the Community Development Director shall be provided within fourteen (14) days of the filing of the application. In the event that the license requires the installation of improvements at the business (e.g., lighting, surveillance, etc) all such improvements shall be installed per a schedule agreed to by the Community Development Director; however, not to exceed twenty-one (21) days following the determination of the Community Development Director on the license application.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. Effective Date. This Ordinance is hereby declared an urgency measure pursuant to the terms of California Government Code section 36937 (b) and shall be effective immediately upon adoption by a four-fifths (4/5th) vote of the City Council.

SECTION 7. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I HEREBY CERTIFY that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 36937 (b) at a regular meeting of the City Council of the City of Antioch on the 28th day of February, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James D. Davis, Mayor of the City of Antioch

ATTEST:

Denise Skaggs, City Clerk of the City of Antioch

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ATTACHMENT "C"

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH AMENDING TITLE 5 OF THE ANTIOCH MUNICIPAL CODE BY ADDING A NEW CHAPTER 11 PERTAINING TO THE LICENSING PROCEDURES AND REGULATIONS FOR COMPUTER GAMING AND INTERNET ACCESS BUSINESSES

The City Council of the City of Antioch does ordain as follows:

SECTION 1. The City Council finds as follows:

A. The City Council of the City of Antioch is concerned with the increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Computer Gaming and Internet Access Businesses.

B. The City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these Computer Gaming and Internet Access Businesses. For example, the Antioch Police Department has documented a significant increase in service related calls involving a variety of crimes in these businesses and within the neighborhoods adjacent to Computer Gaming and Internet Access Businesses and include the representational incidents below as findings as follows:

1. On April 13, 2010, there was a call for service from T's Internet Café at 1836 A Street because of a fight over someone owing someone money and on July 23, 2010 a call for service regarding another fight.
2. At T's Internet Café at 1653 A Street on September 11, 2010, there was a call for service regarding possible assault, drug violations and carjacking. On November 18, 2010, a male robbed money from the business with a sawed-off shot gun and shot at one of the workers. On February 2, 2011, there was a call for service regarding drug selling. On July 21, 2011, there was a report of a car theft and then a fight broke out.
3. At the Internet Room at 2962 Delta Fair Boulevard, on January 28, 2012, there was a report of a stolen vehicle.
4. At T's Internet Café at 1908 A Street on August 20, 2011, someone was throwing things at the business and threatening to harm the employees.
5. While at Computer Gaming and Internet Access Businesses in Antioch, individuals have been arrested for robbery, narcotics violations, carjacking and other crimes, as well as on outstanding warrants. While some of

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these crimes may have occurred elsewhere, it does show a propensity for individuals who engage in criminal activity to patronize Computer Gaming and Internet Access Businesses.

6. At 2962 Delta Fair Boulevard, calls for service have increased at that location and at neighboring businesses as much as 450% since the Internet Room started operating.
7. At 1836 A Street, before T's Internet Café opened there were 157 calls for service from that location and neighboring businesses over a 7-month period from February 1, 2009 through August 30, 2009. While T's Internet Café was operating at 1836 A Street, calls for service increased to 240 (a 52% increase) over a 7-month period from February 1, 2010 through August 30, 2010. When T's Internet Café closed at that location, calls for service from that location and neighboring businesses went back down to 158 calls for service over the 7-month period from February 1, 2011 through August 30, 2011, almost identical to the rates before T's Internet Café opened.

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D. The City Council of the City of Antioch finds that the activities of Computer Gaming and Internet Access Businesses have become frequently associated with detrimental impacts to the surrounding area.

E. The Antioch Municipal Code does not currently provide adequate standards and regulations concerning the review, approval and operation of Computer Gaming and Internet Access Businesses. Section 9-5.3816 pertaining to Mechanical or Electronic Games is at least 30 years old and does not specifically address regulations pertinent to Computer Gaming and Internet Access Businesses.

F. The City Council further finds that this Ordinance constitutes a matter of City-wide importance and is not directed towards nor targeted at any particular parcel of property, any particular business or any proposed occupant.

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<u>5-11.90</u>	License fees.

§ 5-11.01 Purpose.

It is the purpose and intent of this chapter to regulate Computer Gaming and Internet Access Businesses to promote the protection of the public from the dangers of fire and hazards to health, to ensure the full protection of minors, and for the general preservation of the peace and welfare of the community. It is the intent of the City to establish minimally intrusive protocols to provide reasonable accountability for computer gaming and internet access and use at Computer Gaming and Internet Access Businesses. The City finds such accountability to be reasonably necessary to minimize the risk of use of the computer and/or internet by persons at Computer Gaming and Internet Access Businesses for criminal purposes and to increase the opportunities for the safe apprehension of such persons patronizing Computer Gaming and Internet Businesses for criminal purposes, while recognizing rights of individuals to use the internet and Computer Gaming and Internet Access Businesses for legitimate purposes.

§ 5-11.02 Definitions.

A. "Computer Gaming and Internet Access Business" shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users. Computer Gaming and Internet Access

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Business is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.

B. "Public Use or Internet Learning Business" shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

§ 5-11.10 Computer Gaming and Internet Access Businesses - License required.

It is unlawful for any person to engage in, conduct or carry on, in or upon any premises or real property located within the City, the activities of an Computer Gaming and Internet Access Business, unless such person has been granted a valid license pursuant to the provisions of this chapter. A separate license shall be required for each location within the City where a Computer Gaming and Internet Access Business is to be established. Public Use or Internet Learning Business shall be exempt from the license requirements herein.

§ 5-11.11 Term of license.

The term of a Computer Gaming and Internet Access Business license, unless sooner suspended or revoked, shall be one year.

§ 5-11.12 Renewal of license.

A Computer Gaming and Internet Access Business license, issued pursuant to the provisions of this chapter, that has not been suspended or revoked, may be renewed, upon payment of the renewal application fee, for a period not to exceed one year upon written application to the community development director made at least sixty (60) days prior to the expiration date of the current valid license. This application for renewal of a license shall contain all of the information required by Section § 5-11.120 of this chapter and shall be processed in accordance with the provisions of this chapter.

§ 5-11.20 License application and issuance.

A. Any person desiring to obtain a license or to renew an existing license to operate a Computer Gaming and Internet Access Business shall file a written application with the Community Development Director. The application shall be signed under the penalty of perjury. Prior to submitting the application, a nonrefundable fee, in an amount established by resolution of the City Council,

shall be paid to the City to defray the cost of the investigation and issuance required by this chapter. The license issuance or renewal fee required under this chapter shall be in addition to any other license or fee required under this code.

B. Neither the filing of an application for a license or renewal thereof nor payment of an application or renewal fee shall authorize the operation of a Computer Gaming and Internet Access Business until such license has been granted or renewed.

C. Each applicant for a Computer Gaming and Internet Access Business license or renewal thereof shall furnish the following information:

1. The present or proposed address where the business is to be conducted;
2. The full and true name under which the business will be conducted;
3. The full and true name and any other names used by the applicant and owner of the business, if the owner is not the applicant;
4. The applicant and owner's present residential and business addresses and telephone numbers;
5. Each residential and business address of the applicant and the owner for the five-year period immediately preceding the date of filing the application and the inclusive dates of each address;
6. The California driver's license or identification number of the applicant and owner;
7. A precise description of the activities and/or services to be provided;
8. A detailed site and floor plan of the proposed business, depicting the building and unit proposed and including interior dimensions and off-street parking spaces required by the city's zoning code;
9. A detailed description of the food and beverage service, if any, that will be offered to patrons;
10. The dates and hours during which the Computer Gaming and Internet Access Business is desired to be conducted and a list of the fees to be charged patrons;

11. The name(s) of the person(s) responsible for the operation, management, and supervision of the Computer Gaming and Internet Access Business;

12. A statement as to whether the applicant, owner, or any person to be responsible for the operation, management, and supervision of the Computer Gaming and Internet Access Business has, within the past five (5) years, had any permit or license issued in conjunction with a Computer Gaming and Internet Access Business in any jurisdiction, and whether during that period the license was suspended or revoked. If so, then the application shall provide the name of the issuing agency and an explanation of the suspension or revocation;

13. Signature of the property owner indicating approval of the submission of the license application; and

14. Such other information as the Community Development Director may require to discover the truth of the matters required to be set forth in the application.

D. The applicant shall present proof to the Community Development Director that the required application or application renewal fee has been paid, and shall present the application containing the information and supporting documentation required by subsection C of this section. A copy of the application shall be distributed to the City's Planning and Building Divisions, the Police Department and the Fire District for review.

E. When any change occurs regarding the written information required by subsection C of this section to be included in the application, the applicant or license holder, as the case may be, shall give written notification of such change to the Community Development Director within five (5) business days of such change.

F. The Community Development Director shall have a reasonable time, not to exceed thirty (30) days to investigate the facts set forth in the application and to receive comments from the City's Planning and Building Departments, the Police Department and the Fire District. The Community Development Director shall, within sixty (60) days after the date of the filing of the application, grant the license or renewal thereof only if it is found that all of the following requirements have been met:

1. The required fees have been paid;

2. The application and all information contained therein conform in all respects to the provisions of this chapter;

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3. The applicant has not knowingly made a material misrepresentation of fact in the application;

4. The proposed Computer Gaming and Internet Access Business would comply with this chapter and all other applicable city, county and state laws including, but not limited to, health, zoning, fire and safety requirements and standards, and that, as proposed, the Computer Gaming and Internet Access Business would not tend to generate criminal activities, present unnecessary criminal opportunities, or tend to cause violations of curfews by minors due to failure to comply with Federal or State law or the Municipal Code including but not limited to Operational Standards set forth below ;

5. The applicant is at least eighteen (18) years of age;

6. The Computer Gaming and Internet Access Business site and floor plan have been reviewed by the City's Planning and Building Departments and the Police Department and Fire District, which have approved the same as well as all fire and panic safety equipment required to be installed; all requirements of the Americans with Disabilities Act have been satisfied; and that the maximum occupancy has been established, will be posted and will not likely be exceeded based on the floor plan; and,

7. The Community Development Director has not received evidence that the applicant has, within the previous five (5) years, had any license or entitlement to operate a Computer Gaming and Internet Access Business revoked due to the applicant's commission of a crime or violation of the operational standards or conditions of approval applicable to a Computer Gaming and Internet Access Business; provided, however, a Computer Gaming and Internet Access Business license may be granted subject to additional conditions designed to preclude a recurrence of the events or activities causing the prior license revocation.

G. If the Community Development Director does not find that all of the requirements of subsection F of this section have been met, the application shall be denied.

1. In the event that an application for a license or renewal thereof is denied, written notice of the denial shall be given to the applicant within sixty (60) days after the date of the filing of the application specifying the ground(s) of the denial and a description of the hearing rights provided by Section § 5-11.20(G)()2, below. Notice of denial of the application may be personally served or served by first-class postage prepaid and addressed to the applicant at the address set forth in the application. Mailed notice shall be deemed received three (3) days after mailing.

2. The decision of the Community Development Director may be appealed by filing a written notice requesting a hearing within ten (10) calendar days of the decision of the Community Development Director. The appeal may be heard by a Hearing Officer (for purposes of this section, the term Hearing Officer shall mean the City Manager or a Hearing Officer appointed by the City Manager) or by the Board of Administrative Appeals, pursuant to Chapter 4 of Title 1 of the Municipal Code.

a. The hearing shall be conducted within forty-five (45) days of the request.

b. The hearing shall be conducted under such rules of procedure as are appropriate to quasi-judicial proceedings, provided that the applicant and the City shall be entitled to present relevant evidence, testify under oath, and call witnesses who shall testify under oath. The Hearing Officer/Board of Administrative Appeals shall not be bound by the statutory rules of evidence in the hearing. The applicant shall have the burden of proof that the Community Development Director's determination was wrong. The hearing shall be recorded so that a transcript of the hearing can be prepared by either party.

c. At the conclusion of the hearing, the Hearing Officer/Board of Administrative Appeals shall decide whether the grounds for denial, revocation or non-renewal exist. Within ten (10) days after the conclusion of the hearing, the Hearing Officer/Board of Administrative Appeals shall file with the City Clerk, together with the recording of the hearing, a written decision supported by written findings based on the evidence submitted and a statement of the order. A copy of the decision shall be forwarded by certified mail, postage prepaid, to the applicant by the City Clerk. The decision of the Hearing Officer/Board of Administrative Appeals shall become effective three (3) days after its mailing to the applicant unless timely appealed as provided in the following Section.

H. The decision of the Hearing Officer or Board of Administrative Appeals shall be final unless appealed to the City Council by the filing of a written appeal with the City Clerk by the City Manager or member of the Council within ten (10) calendar days of mailing of the decision. All such appeals shall be filed with the City Clerk and shall be public records. The City Council shall, at a duly noticed meeting within forty-five (45) days from the date the written appeal was filed, independently review the entire record, including the recording or transcript of the hearing and any oral or written arguments which may be offered to the City Council by the appellant. At the conclusion of the review, a majority of the City Council members present may decide to sustain the decision, modify the decision, or order the decision stricken and issue such order as the City Council finds is supported by the entire record. The lack of a majority to take action means that the decision of the Hearing Officer or Board of Administrative Appeals remains in effect. The action of the City Council shall be final and

conclusive, shall be rendered in writing within ten days, and shall be immediately mailed or delivered to the applicant.

I. Notwithstanding any provisions in this chapter regarding the occurrence of any action within a specified period of time, the applicant may request additional time beyond that provided or may request a continuance regarding any decision or consideration by the City of the pending appeal. Extensions of time sought by applicants shall not be considered delay on the part of the City or constitute failure by the City to provide for prompt decisions on applications.

J. The time for a court challenge to a decision under this section is governed by California Code of Civil Procedure § 1094.8 and notice of the City's decision and its findings shall include citation to California Code of Civil Procedure § 1094.8.

§ 5-11.30 Transfer of license.

Unless prior application is made, thereafter approved, and a license issued thereon, upon the sale or transfer of any interest in a Computer Gaming and Internet Access Business, the license shall immediately become null and void. A new application must be made and a new fee paid by any person desiring to own or operate the Computer Gaming and Internet Access Business. Any application involving the sale or transfer of any interest in an existing Computer Gaming and Internet Access Business, as well as any license which may thereafter be granted, shall be subject to the provisions of this chapter.

§ 5-11.40 Alterations to Computer Gaming and Internet Access Businesses.

A. A holder of a valid Computer Gaming and Internet Access Business license shall notify the Community Development Director, in writing, of any proposed change in the business location, floor plan or business name at least thirty (30) days prior to such change.

B. Nothing in this section shall excuse the owner of a Computer Gaming and Internet Access Business from obtaining all other approvals necessary to change a location, floor plan or business name, including but not limited to building permits.

§ 5-11.50 License revocation.

A. If the City finds that any person holding an Computer Gaming and Internet Access Business license has violated or allowed the violation of any of the provisions of this chapter or has conducted business in a manner that could

have been grounds for license denial, the license may be revoked following notice and a hearing.

B. No revocation shall become effective until the license holder has been notified in writing of the right to a hearing pursuant to the provisions of section § 5-11.20(G) of this chapter. Notice of the pending revocation and right to appeal shall be given to the license holder either by personal delivery or registered mail, addressed to the license holder at the address set forth in the license application. Mailed notice shall be deemed received three (3) days after mailing.

C. If a request for hearing is filed within ten (10) calendar days from the notice provided in B above, the City shall conduct an appeal hearing as provided in section § 5-11.20(G) H, I and J, above. The revocation shall be stayed pending the decision, unless, in the determination of the City Manager, immediate suspension pending the hearing is necessary due to an immediate threat to the public health, safety or welfare. Otherwise, the revocation shall become effective upon expiration of the appeal period.

§ 5-11.60 Operational standards and regulations.

A. Prohibitions regarding Minors.

1. Minors (under 18 years of age), unless legally emancipated, shall not be permitted to enter or remain in a Computer Gaming and Internet Access Business during any time that he or she is required to be in attendance at school unless accompanied by a parent or legal guardian.

2. Minors (under 18 years of age), unless legally emancipated, shall not be permitted to enter or remain in a Computer Gaming and Internet Access Business during the hours of the Juvenile Protection Curfew of 11:01 p.m. through 5:00 a.m. seven nights a week, pursuant to Article 2 of Chapter 10 of Title 5 of the Antioch Municipal Code.

3. Signs shall be placed at the entrance of the business and inside the business setting forth these restrictions in lettering of at least two (2) inches in size.

B. Hours of Operation. The Computer Gaming and Internet Access Business shall not be open to customers, patrons or any member of the public between the hours of 12:00 a.m. and 8:00 a.m. on Friday, Saturday and Sunday or between the hours of 11:00 p.m. and 8:00 a.m. Monday through Thursday.

C. Interior Waiting Area. An interior waiting area with not less than eight (8) seats shall be provided for customers waiting to use a computer. The number of seats shall be increased by one (1) for every five (5) additional

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computers beyond twenty-five (25) computers in the business. No outside waiting or seating area is permitted.

D. No Smoking or Consumption of Alcoholic Beverages. No person shall be permitted to smoke or consume alcoholic beverages on the inside of the premises. The sale of cigarettes and alcohol on the premises is prohibited. No intoxicated or disorderly person shall be allowed to remain on the premises.

E. Staffing. Employees shall be at least 18 years of age. There shall be a minimum of two (2) employees staffing the Computer Gaming and Internet Access Business during all working hours with at least one manager or supervisor. The ratio of employees to computers and/or other electronic devices that access the internet shall be 2:15. During each employee's working hours, the employee shall wear a badge identifying the business and the employee's full name. Security personnel indicated in Section below shall not be included in this minimum staffing number

F. Occupancy. Occupancy shall not exceed that required under the Uniform Building Code and Uniform Fire Code. The maximum occupancy load shall be posted at the main entrance.

G. Surveillance System.

1. The Chief of Police may require a Computer Gaming and Internet Access Business operator to install a digital camera/video surveillance system on the premises in the event there are or have been repeated calls for police services relating to the premises including, but not limited to, assaults, public intoxication, vandalism, gang activity, weapons offenses, disturbances of the peace and juvenile crimes including truancy.

2. In the event of such a determination, the establishment shall maintain and operate a camera/video surveillance system during all business hours. The system shall cover the entire interior of the premises and all entrances to and exits from the establishment. Tapes/disks shall be kept a minimum of fourteen (14) calendar days, or as required by the Chief of Police. The owner shall permit a representative of the Police Department's office to inspect the tapes/disks during business hours.

3. A sign shall be posted inside and at the entrances to the establishment indicating that the premises are under camera/video surveillance.

H. Window Coverings. Window areas shall not be covered, tinted or made opaque in any way, or obscured in any way by landscaping, floor displays, equipment or the like, excepting during daylight hours when partial blinds or other equivalent window coverings may be used as long as the interior remains visible from the public right of way.

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I. Security Guards.

1. The Chief of Police may require a specific Computer Gaming and Internet Access Business operator to provide a security guard(s) on the premises in the event there are repeated calls for police services relating to the premises including, but not limited to, assaults, gang activity, weapons offenses, disturbances of the peace and juvenile crimes including truancy.

2. The security guard shall be uniformed and be employed by a Private Patrol Operator that is currently licensed with the California Department of Consumer Affairs. The name of the Patrol Operator with state license number and the guard registration numbers shall be provided to the Community Development Department. Any changes to the Patrol Operator shall be approved by the Police Chief at least two working days prior to Patrol Operator taking over security at the business.

3. The security guard shall also patrol the exterior of the business and any parking lot areas.

4. The Chief of Police may require more than one security guard if there are more than fifteen (15) computers or similar devices or continued repeated calls for service indicate that one security guard is not adequate.

J. No Adult Entertainment Business or Adult Boutique. Any access to adult entertainment oriented web sites, as defined in section 9-5.203 of this code, is prohibited unless specifically permitted under sections 9-5.3808 or 9-5.3808.1 of this code.

K. No Other Amusement Devices. No pool tables or other amusement devices not directly related to the internet and similar computer devices shall be permitted in the business.

L. No Tournaments. No gaming tournaments for cash prizes deemed to be gambling under the provisions of State Law shall be permitted.

M. Interior Signs. User rates and other fees must be conspicuously posted on the premises.

N. No Illegal Gambling. Under no circumstances shall electronic game machines, which include computers and other amusement devices, be used for illegal gaming or gambling. The applicant shall be responsible for ensuring customers do not use any electronic game machine for illegal gaming or gambling.

O. No Litter. The applicant shall provide adequate trash receptacles both inside and outside of the building. The applicant shall keep the outside of the business, including the parking lot, free of litter, trash and debris.

P. No Private Booths. Any booth or individual computer use area within the business shall be visible from a continuous and accessible main aisle in a public portion of the Computer Gaming and Internet Access Business, and shall not be obscured by any door, curtain, wall, two-way mirror or other device which would prohibit a person from seeing the entire interior of the booth/individual viewing area from the main aisle. Further, no one shall maintain any booth/individual viewing area in any configuration unless the entire interior wherein the computer that is being used is visible from one main aisle. No doors are permitted on a booth/individual viewing area. No partially or fully enclosed booth/individual viewing areas or partially or fully concealed booth/individual viewing areas shall be maintained.

Q. Alarm System. The Chief of Police may require a specific Computer Gaming and Internet Access Business operator to install an alarm system that distinguishes between a burglary and a robbery. The system shall monitor twenty-four hours per day. All public entrance and exit doors to the business shall have electronic monitoring system that produce a sound when a person transverses the doorway. If required by the Chief of Police, the system shall be electronically connected with the police department if activated.

R. Number of Computers. The number of computers or similar devices in a Computer Gaming and Internet Access Business shall not exceed thirty square feet of floor area per computer of the floor area that is dedicated to the placement of computers for rent or charge.

§ 5-11.70 Abatement of nuisance.

Any Computer Gaming and Internet Access Business operated, conducted or maintained contrary to the provisions of this chapter shall be and hereby is declared to be unlawful and a public nuisance, and the City may, in addition to or in lieu of any other remedy, commence an action or proceeding for the abatement, removal or enjoyment thereof, and may take such other steps and may apply to such court or courts as may have jurisdiction to grant such relief to abate or remove such establishment and restrain and enjoin any person from operating, conducting or maintaining a Computer Gaming and Internet Access Business contrary to the provisions of this chapter.

§ 5-11.90 Penalty.

It shall be unlawful for any person to violate any provision or to fail to comply with any of the requirements of this chapter. Any person violating, permitting or causing the violation of this chapter shall be deemed guilty of a

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misdemeanor and upon conviction thereof shall be punished as set forth in chapter 1-2.01 of this code, or any successor provision thereto. Each person shall be deemed guilty of a separate offense for each and every day, or any portion thereof, during which any violation of any provision of this chapter is committed, continued or permitted by such person and shall be deemed punishable therefore as provided in this section.

§ 5-11.90 License fees.

The City Council shall, by resolution, set a fee for application for a Computer Gaming and Internet Access Business license. Until such fee is set, the application fee shall be the minimum fee currently established for the application extension fee in the City's Master Fee Schedule."

SECTION 3. Compliance for Existing Business; Time. It is the desire and intent of the City Council that any and all existing and legal Computer Gaming and Internet Access Businesses come into compliance with the terms of this Ordinance as rapidly as possible and that all applications, review and decisions be processed on an expedited basis. Within fourteen (14) calendar days of the effective date of this ordinance, every existing Computer Gaming and Internet Access Business shall file a statement with the Community Development Director evidencing its compliance with all provisions of this chapter and providing all information as provided in § 5-11.40. The review and determination of the Community Development Director shall be provided within fourteen (14) days of the filing of the application. In the event that the license requires the installation of improvements at the business (e.g., lighting, surveillance, etc) all such improvements shall be installed per a schedule agreed by the Community Development Director; however, not to exceed twenty-one (21) days following the determination of the Community Development Director on the license application.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

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SECTION 6. Effective Date. This Ordinance shall take effect thirty (30) days after adoption as provided by Government Code Section.

SECTION 7. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

I **HEREBY CERTIFY** that the foregoing Ordinance was introduced on 28th day of February, 2012 and adopted at a regular meeting of the City Council of the City of Antioch on _____, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James D. Davis, Mayor of the City of Antioch

ATTEST:

Denise Skaggs, City Clerk of the City of Antioch

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ATTACHMENT "D"

RESOLUTION NO. 2012/**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH ADOPTING A RESOLUTION OF INTENT TO INITIATE AN AMENDMENT TO CHAPTER 5 OF TITLE 9 OF THE ANTIOCH MUNICIPAL CODE TO ADDRESS COMPUTER GAMING AND INTERNET ACCESS BUSINESSES

WHEREAS, Computer Gaming and Internet Access Business" shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users; "Computer Gaming and Internet Access Business" is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center, which is defined as an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition; and

WHEREAS, the City has received and anticipates additional requests for the construction, establishment and operation of Computer Gaming and Internet Access Businesses within the City; and

WHEREAS, the City of Antioch, as well as neighboring cities, have experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering; and

WHEREAS, there have been complaints about prostitution associated with these uses and it is known that other cities have experienced significant gang-related activities occurring at these Computer Gaming and Internet Access Businesses; and

WHEREAS, the City Council has determined that the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Computer Gaming and Internet Access Businesses in the City are inadequate and need review, study, and revision to fully take into account the impacts related to the location and manner of construction, establishment and operation of Computer Gaming and Internet Access Businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Antioch adopts this resolution of intention to initiate an amendment to Chapter 5 of Title 9 of the Antioch Municipal Code to address land use issues with Computer Gaming and Internet Access Businesses

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RESOLUTION NO. 2012/**

February 28, 2012

Page 2

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I HEREBY CERTIFY that the foregoing resolution was duly passed and adopted by the City Council of the City of Antioch, California, at a regular meeting thereof held on the 28th day of February 2012, by the following vote:

AYES:

NOES:

ABSENT:

DENISE SKAGGS, City Clerk

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ATTACHMENT "E"

CITY OF ANTIOCH BUSINESS LICENSE APPLICATION



DUE BY:
BUSINESS NO: 3005779
CLASS CODE:

INSTRUCTIONS

Hold License Cert for Pick up
give to [REDACTED]

1. MAILING NAME & ADDRESS IPG Inc. [REDACTED] Spring Hill, FL 34606		2. BUSINESS NAME IPG Inc. dba Rapid Business Solutions	
		3. BUSINESS ADDRESS 1892 A Street	
		4. BUSINESS CITY, ST, ZIP Antioch, CA 94509	
5. PHONE 914-498-3629	6a. CELL PHONE 914-[REDACTED]	6b. FAX 815-349-2829	6c. E-MAIL ADDRESS internetpromotiongroup@gmail.com
7. BUSINESS DESCRIPTION Offer consumers print, copy, fax services, and internet access			
8. FED ID# [REDACTED]	9. STATE ID# [REDACTED]	10. SELLER'S PERMIT# [REDACTED]	11. HOME OCCUPATION# [REDACTED]
12. OWNER TYPE (Sole Proprietorship, Partnership, CORP, Trust) [REDACTED]		13. CERTIFICATION NO. [REDACTED]	14. NUMBER OF EMPLOYEES [REDACTED]
15. OWNER#1 NAME James Hayes		16. OWNER#2 NAME Gino Ciaschetti	
17. OWNER#1 ADDRESS (NO PO BOXES, STATE REQUIREMENT) [REDACTED]		18. OWNER#2 ADDRESS (NO PO BOXES, STATE REQUIREMENT) [REDACTED]	
19. OWNER#1 CITY, ST, ZIP Dunedin, FLORIDA 34697		20. OWNER#2 CITY, ST, ZIP Humble, TX 77396	
21. OWNER#1 HOME PHONE 914-[REDACTED]		22. OWNER#2 HOME PHONE 713-[REDACTED]	
23. OWNER#1 SSN [REDACTED]	24. OWNER#1 DL [REDACTED]	25. OWNER#2 SSN [REDACTED]	26. OWNER#2 DL [REDACTED]
27. CONTACT NAME Jimmy Hayes or Gino Ciaschetti		28. CONTACT PHONE 914-[REDACTED] or 713-[REDACTED]	
29. LICENSE TYPE (Office use only)	29A. INTERNET ADDRESS internetpromotiongroup@gmail.com		
30A. GROSS RECEIPTS	30B. NUMBER OF CARD TABLES	30C. NUMBER OF VEHICLES	
31. LICENSE FEE [REDACTED]	32. [REDACTED]	33. APPLICATION FEE [REDACTED]	
34. TOTAL AMOUNT DUE (combine lines 31, 32 & 33) [REDACTED]		35. DATE BUSINESS TERMINATED (IF OUT OF BUSINESS)	
OFFICE USE ONLY			
Effective Date: Purchase Date: FEB 16 2011	Expir. Date: Receipt No: 400542	Planning Dept: [Signature]	Bldg Dept: [Signature]
		Zoning: C-2	Health Dept:

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete Application made pursuant to the Antioch Municipal Code.

Sign Here

Signature:

Date: 2-14-2011

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**CITY OF ANTIOCH
BUSINESS LICENSE RENEWAL**



DUE BY
BUSINESS NO. 3004773
CLASS CO. E

INSTRUCTIONS					
1. MAILING NAME & ADDRESS T's Internet Cafe [REDACTED] Antioch CA 94531		2. BUSINESS NAME T's Internet Cafe			
3. BUSINESS ADDRESS 1653 A St		4. BUSINESS CITY, ST, ZIP Antioch CA 94509			
5. PHONE 925 522-0801	6. EMERGENCY PHONE 925 [REDACTED]	60. FAX		61. E-MAIL ADDRESS Aevent@embarc &comcast.net	
7. BUSINESS DESCRIPTION Internet Cafe					
8. FED. ID#	9. STATE ID#	10. SELLER'S PERMIT#	11. HOME OCCUPATION#		
12. OWNER TYPE (Sole Proprietorship, Partnership, CORP, Trust)		13. CERTIFICATION NO.	14. NUMBER OF EMPLOYEES		
15. OWNER#1 NAME Patricia Simpson		16. OWNER#2 NAME			
17. OWNER#1 ADDRESS (NO PO BOXES, STATE REQUIREMENT)		18. OWNER#2 ADDRESS (NO PO BOXES, STATE REQUIREMENT)			
19. OWNER#1 CITY, ST, ZIP Antioch CA 94531		20. OWNER#2 CITY, ST, ZIP			
21. OWNER#1 HOME PHONE 925 [REDACTED]		22. OWNER#2 HOME PHONE			
23. OWNER#1 SSN	24. OWNER#1 DL	25. OWNER#2 SSN	26. OWNER#2 DL		
27. CONTACT NAME Patricia Simpson		28. CONTACT PHONE 925 [REDACTED]			
29. LICENSE TYPE (Office use only)		29A. INTERNET ADDRESS			
30. GROSS RECEIPTS	30B. NUMBER OF CARD TABLES	30C. NUMBER OF VEHICLES			
31. LICENSE FEE	32. PENALTY	33. APPLICATION FEE			
34. TOTAL AMOUNT DUE (combining lines 31, 32 & 33)		35. DATE BUSINESS TERMINATED (IF OUT OF BUSINESS)			
OFFICE USE ONLY					
Effective Date	Expir. Date 4-30-11	Planning Dept. [Signature]	Bldg Dept. [Signature]	Cert. Of Occ.	
Purchase Date	Receipt No. 412139	Zoning: [Signature]	Health Dept.		
The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete Application made pursuant to the Antioch Municipal Code.					
Sign Here [Signature] Signature		Date 4-16-11			

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**CITY OF ANTIOCH
BUSINESS LICENSE
DELINQUENCY NOTICE**



DUE BY: 05/30/2010
BUSINESS NO 3004773
CLASS CODE: 0 - 0

INSTRUCTIONS

3rd Notice

Please review the complete form and make corrections to this side. Complete lines 30, 31, 32, 33 and 34. Use schedule on reverse side to calculate fees.

Your license fee is delinquent, add a 10% penalty if paid after due date

1. MAILING NAME & ADDRESS T'S INTERNET CAFE [REDACTED] ANTIOCH, CA 94531-6357 [REDACTED]		2. BUSINESS NAME T'S INTERNET CAFE	
		3. BUSINESS ADDRESS 1836 A ST	
		4. BUSINESS CITY, ST, ZIP ANTIOCH, CA 94509-2602	
5. PHONE (925)522-0801	6a. EMERGENCY PHONE 925-[REDACTED]	6b. FAX	6c. E-MAIL ADDRESS:
7. BUSINESS DESCRIPTION INTERNET SALES			
8. FED ID#	9. STATE ID#	10. SELLERS'S PERMIT #	11. HOME OCCUPATION #
12. OWNER TYPE (Sole Proprietorship, Partnership, CORP, Trust) [REDACTED]		13. CERTIFICATION NO.	14. NUMBER OF EMPLOYEES
15. OWNER #1 NAME Patricia Cooper-Simmons		16. OWNER #2 NAME	
17. OWNER #1 ADDRESS (NO PO BOXES, STATE REQUIREMENT) [REDACTED]		18. OWNER #2 ADDRESS (NO POBOXES, STATE REQUIREMENT)	
19. OWNER #1 CITY, ST, ZIP Antioch CA 94531		20. OWNER #2 CITY, ST, ZIP	
21. OWNER #1 HOME PHONE Kevin Amador		22. OWNER #2 HOME PHONE	
23. OWNER #1 SSN [REDACTED]	24. OWNER #1 DL [REDACTED]	25. OWNER #2 SSN	26. OWNER #2 DL
27. CONTACT NAME Patricia Cooper-Simmons		28. CONTACT PHONE	
29. LICENSE TYPE (Office use only)	29A INTERNET ADDRESS		
30A. GROSS RECEIPTS	30B. NUMBER OF CARD TABLES 2	30C. NUMBER OF VEHICLES	
31. LICENSE FEE [REDACTED]	32. PENALTY [REDACTED]	33. APPLICATION FEE [REDACTED]	
34. TOTAL AMOUNT DUE (combine lines 33, 34 & 35) [REDACTED]		35. DATE BUSINESS TERMINATED (IF OUT OF BUSINESS)	

OFFICIAL USE ONLY

Effective Date: 05/01/2010 Expir. Date: 04/30/2011 Planning Dept: Bldg Dept:
 Purchase Date: JUN 23 2010 Receipt No: 348181 Zoning: Health Dept:

The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete Application made pursuant to the Antioch Municipal Code.

Sign Here

[Handwritten Signature]
 Signature

6-21-10
 Date

AL67-1247
 E3

**CITY OF ANTIOCH
BUSINESS LICENSE APPLICATION**



DUE BY:
BUSINESS NO. 3006114
CLASS CODE:

INSTRUCTIONS			
1. MAILING NAME & ADDRESS <u>Coton the web</u> <u>2333A Buchanan</u> <u>Antioch CA 94509</u>		2. BUSINESS NAME <u>Coton the web</u>	
3. BUSINESS ADDRESS <u>2333A Buchanan</u>		4. BUSINESS CITY, ST, ZIP <u>Antioch CA 94509</u>	
5. PHONE <u>925 297 8332</u>	6. ALT PHONE <u>925 [REDACTED]</u>	6a. CELL PHONE <u>925 [REDACTED]</u>	6b. FAX NUMBER
6c. EMAIL ADDRESS <u>Aevent@remembercontact.net</u>		7. BUSINESS DESCRIPTION <u>Fax Copy Print internet</u>	
8. FED ID#	9. STATE ID#	10. SELLER'S PERMIT#	11. HOME OCCUPATION#
12. OWNER TYPE (Sole Proprietorship, Partnership, CORP, Trust)		13. CERTIFICATION NO.	14. NUMBER OF EMPLOYEES
15. OWNER#1 NAME <u>Patricia Simmons LLC</u>		16. OWNER#2 NAME	
17. OWNER#1 ADDRESS (NO PO BOXES, STATE REQUIREMENT)		18. OWNER#2 ADDRESS (NO PO BOXES, STATE REQUIREMENT)	
19. OWNER#1 CITY, ST, ZIP <u>Antioch CA 94531</u>		20. OWNER#2 CITY, ST, ZIP	
21. OWNER#1 HOME PHONE <u>925 [REDACTED]</u>		22. OWNER#2 HOME PHONE	
23. OWNER#1 SSN	24. OWNER#1 DL	25. OWNER#2 SSN	26. OWNER#2 DL
27. CONTACT NAME <u>Patricia Simmons</u>		28. CONTACT PHONE	
29. LICENSE TYPE (Office Use only)	29A. INTERNET ADDRESS		
30A. GROSS RECEIPTS	30B. NUMBER OF CARD TABLES	30C. NUMBER OF VEHICLES	30D. STICKER FEE (\$5/VEHICLE)
31. LICENSE FEE	32. PENALTY	33. APPLICATION FEE	
34. TOTAL AMOUNT DUE (combine lines 31, 32 & 33)		35. DATE BUSINESS TERMINATED (IF OUT OF BUSINESS)	
OFFICE USE ONLY			
Effective Date: <u>SEP 29 2011</u>	Expir. Date:	Planning Dept. <u>AB</u>	Bldg Dept. <u>AB</u>
Purchase Date:	Receipt No. <u>450689</u>	Zoning <u>C3</u>	Health Dept.
The undersigned, being authorized to make this Application, hereby declares to the best of his knowledge and belief that this is a true, correct, and complete Application made pursuant to the Antioch Municipal Code.			
Sign Here <u>Patricia Simmons</u>		Date	

AB
ET

ADDRESS	BUSINESS	Before Internet Café		Internet Café		%Change
		2/16/10 - 2/15/11	Totals	2/16/11 - 2/15/12		
Delta Fair BL		109		259		137.61%
2954	CA Check Cashing	52		124		138.46%
2958	Super Wine	44		77		75.00%
2962	Internet Room	0				nc
2970	Gold Palace	0		3		
2974	UPS Store	7		15		114.29%
2980	The OTS group	0		7		
2982	Geeta's Herbal Spa & Salon	3		6		100.00%
2996		1		0		
3000	Better Homes Realty	2		11		450.00%

Sample types of Calls	Before Internet Café		Internet Café		%Change
	2/16/10 - 2/15/11	Totals	2/16/11 - 2/15/12		
CA Check Cashing					
DISPO CLASS					
MSDS	7		21		200.00%
SUSC	7		16		128.57%
ATMC	7		19		171.43%
DRUN	0		3		
FINF	0		11		
LOIT	0		5		
Super Wine					
DISPO CLASS					
ATMC	9		14		55.56%
AUTT	0		2		
MSDS	7		21		200.00%
SUSC	3		12		300.00%

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ADDRESS	BUSINESS	Before Internet Café		Internet Café		After Internet Café		
		2/1/09-8/30/09	2009	2/1/10-8/30/10	2010	2/1/11-8/30/11	2011	%Change
	Totals	157	240	240	158	52.87%	158	-34.17%
1800	Gas of America	29	59	59	40	103.45%	40	-32.20%
1806	Juarez	7	8	8	9	14.29%	9	12.50%
1808		1	0	0	1	-100.00%	1	nc
1818	Grocery Outlet	49	50	50	31	2.04%	31	-38.00%
1826		0	1	1	0	nc	0	-100.00%
1828		4	0	0	4	-100.00%	4	nc
1836	Internet Café	0			0	nc	0	-100.00%
1840	Gold Star	1	9	9	2	800.00%	2	-77.78%
1844		0	0	0	2	nc	2	nc
1848	Quick Check	2	5	5	1	150.00%	1	-80.00%
1852		3	1	1	1	-66.67%	1	0.00%
1860	Lamothe Cleaners	3	9	9	7	200.00%	7	-22.22%
1864		1	1	1	0	0.00%	0	-100.00%
1868	Delta Vaccum	1	5	5	3	400.00%	3	-40.00%
1870	CCC Fed Credit Union	4	1	1	1	-75.00%	1	0.00%
1872	Berrys	1	0	0	1	-100.00%	1	-50.00%
1884	Thai Cuisine	0	2	2	4	nc	4	0.00%
1888	Cheers	0	4	4	5	nc	5	-44.44%
1890	Rock Bottom Records	6	9	9	1	50.00%	1	nc
1892	Minute Man Press	1	0	0	2	-100.00%	2	100.00%
1894	STARBUCKS	29	1	1	43	-96.55%	43	-10.42%
1896	STARBUCKS	15	48	48		220.00%		

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ADDRESS	BUSINESS	Before Internet Café		Internet Café		5.5 months	
		9/1/09-8/31/10	9/1/10-8/31/11	9/1/10-8/31/11	%Change	09/01/11 - 2/15/12	After Internet Café
A ST	Totals	166	279	279	68.07%	72	
1611	Cruisers	61	72	72	18.03%	27	
1615	Fireside Thrift	10	7	7	-30.00%	6	
1623	Auto Zone	46	57	57	23.91%	22	
1625	The Beauty Source	9	6	6	-33.33%	0	
1631	Delta Barber	2	15	15	650.00%	3	
1633		0	1	1	nc	0	
1635	Russell's Cheesecake	0	3	3	nc	0	
1639		1	5	5	400.00%	2	
1641	World Fashion	21	4	4	-80.95%	0	
1645	Los Caporalles	2	4	4	100.00%	2	
1653	Internet Café	0			nc	4	
1657	Launderland	6	12	12	100.00%	5	
1661		0	2	2	nc	0	
1663	Dollar Store	8	24	24	200.00%	1	

ADDRESS	BUSINESS	Before Internet Café		Internet Café	
		8/20/10-12/31/10	2010	8/20/11-12/31/11	2011
A ST	Totals	3	38	38	1166.67%
1900		1	4	4	300.00%
1908	Internet Café	0			nc
1912	APEX	2	0	0	-100.00%

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ADDRESS	BUSINESS	Before Internet Café		Internet Café		%Change
		9/1/10 - 2/15/11	7	9/1/11 - 2/15/12	19	
BUCHANAN RD	Totals		7		19	171.43%
2327	OKAWA		2		2	0.00%
2329	Brooks & Books		0		1	
2331 #A	Serenity Salon & Spa		0		2	
2331 #B	Black Diamond Print		0		3	
2333 #A	COT on the Web		0		6	
2333 #B	Dominos Pizza		5		5	0.00%

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ATTACHMENT "G"

CALLS FOR SERVICE
2962 DELTA FAIR BL
2/16/11 - 2/15/12

PRINTED:2/16/2012

EVENT#	RCV TIME	CLASS	DISPO	CASE#	SYNOPSIS
11068917	7/26/11 0:46	MSIN	MSIN		NEW INTERNET CAFE - NAME AND LOCATION NOTED FOR ADDITION TO CAD.
11097719	10/16/11 20:29	911U	911U		NVC/VOIP LINE
11109110	11/21/11 12:46	MEDPD	FIDA		FIRE ENRT FOR A MALE LAYING ON THE GROUND, BARELY CONSCIOUS
11109512	11/22/11 18:18	27SUB	WRNO	11010014	OV NEW CASE FOR WARRANT LEFELCA-2011-04-03
11116985	12/17/11 0:40	FINF	FINF		MALE FELL OUTSIDE IS BLEEDING FROM SIDE OF HIS FACE
12001418	1/5/12 15:37		CANC		
12002550	1/9/12 2:00	96	WRNO	12000286	
12007174	1/24/12 2:06		VCOO		
12007425	1/24/12 22:00	415V	DISC		VERB WITH SUBJ IFO LOC
12008291	1/27/12 19:49	415UG	MSDS		GROUP IFO REFUSING TO LEAVE.. RP IS OTS SECURITY
12008631	1/28/12 22:11	10851	CIVI		2007 GRY DODGE MAGNUM (LOC VIA DMV) RP SAID HE JUST MET SOME GUY AND HE ALLOWED HIM TO DRIVE HIS VEH TO THIS LOC SO RP COULD USE THE RESTROOM BEF THEY WENT OVER THE HILL TO "DO SOME BUSN" WHEN RP CAME OUT, UNK MALE THAT HE JUST MET WAS GONE WITH RPS VEH.....
12008717	1/29/12 8:39	10851	CIVI		OCC SOMETIME DURING THE NIGHT 07 GRY DODGE MAGNUM LIC
12009234	1/30/12 22:56	1059	XPAT		
12009256	1/31/12 1:30	96	VCOO	12001054	
12011363	2/6/12 22:29	VCOO	VCOO		
12011680	2/8/12 0:51		ATMC		

TOTAL # EVENTS 16

TOTAL # CASES 3

{EVENT_MAIN.ADDR_ST} = "DELTA FAIR BL" and
{EVENT_MAIN.ADDR_NUM} = "2962" and
{EVENT_MAIN.RCV_TIME} in DateTime (2011, 02, 16, 00, 00, 00) to DateTime (2012, 02, 15, 23, 59, 59)

h:\Crystal Reports\CFS Reports\InternetCafes\CFS-Syn-2962DFB.rpt

Report is based on unaudited CAD/RMS data at time of report generation.
Report for analysis purposes only - not for distribution - Law Enforcement Use Only

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Page 1 of 1

**CALLS FOR SERVICE
1908 A ST
8/20/11 - 12/31/11**

PRINTED:2/16/2012

<u>EVENT#</u>	<u>RCV TIME</u>	<u>CLASS</u>	<u>DISPO</u>	<u>CASE#</u>	<u>SYNOPSIS</u>
11077745	8/20/11 22:26	415UG	MSDS		HMA LSW RED HAT RED SHIRT IFO THROWING THINGS AT THE BUSN AND YELLING THAT HE IS GOING TO COME BACK AND HURT THE EMPS... PER RP THE BUSN JUST MOVED AND THEY ARE NOW AT 1908 A ST .. [REDACTED] CAME IN AS 1653 A ST .. WAS ADV TO CONTACT PHONE COMPANY TO CORRECT .. PLS HAVE OFCR CONFIRM ADDRESS WHEN 97
11078136	8/22/11 7:58		ACCN	11006858	
11086692	9/15/11 0:54	417	SUSC		OCCRD AT 19TH/ D ST
11089401	9/22/11 22:25	PTOW	PTOW		5 AGO ... MALE POINTED THE GUN AT RP AND COCKED IT 91 CHEV VAN WHI CALIC #4 [REDACTED] LEFT ON PREMISE W/O PERMISSION
11090260	9/25/11 2:03	647F	DRUN	11007953	IN SMOKING AREA IN THE BACK OF THE BLDG.. 1051 WF BLN HAIR LSW BLK SHIRT AND BLU JEANS REFUSING TO LEAVE.... ACTING VERY AGGRESSIVE
11091081	9/27/11 18:19	95	NARC	11008041	
11094268	10/6/11 22:42	96	AUTR	11008369	
11094358	10/7/11 6:42	SUSP	SUPP		RP SAID POLICE WERE LOOKING FOR A MALE RE A 10851 VEH...RP SAID THE MALE IS BACK, WM YELLOW HAT, THIN BUILD...MALE RAN OFF WB ON W 20TH....NFI TRO ON W 20TH
11096757	10/14/11 1:32	94	WRNO	11008608	
11096763	10/14/11 1:54	96	MSNF	11008609	SEP INC FOR THE 96
11097174	10/15/11 5:09	SUSP	SUPP		[REDACTED] IS IFO T'S INTERNET IN MULTIPLE COLOR ZIP UP HOODIE, BLK PANTS, WHI SHOES. SUBJ SHOULD HAVE PC ON A 288 CASE
11098790	10/20/11 1:41	FINF	FINF		F/A ENRT FOR CUSTOMER FEELING ILL, SWELLING IN LEGS AND HANDS, SUFFERS FROM LUPIS, CONSCIOUS AND BREATHING
11098824	10/20/11 4:58	FINF	FINF		MALE 24YS POSS ASTHMA ATTACK, AWAKE
11098851	10/20/11 8:11		WRNO	11008857	
11100420	10/24/11 21:56		WRNO	11009027	
11100726	10/25/11 23:27	94	FIED		
11101053	10/27/11 2:40	SUSV	SUSC		RP RECV'D INFO THAT HIS GIRLF [REDACTED] 37 YO LEFT IN A 10851 WHI HOND ACC WITH 3 BM'S AND ARE PARKED AT THE ABOVE BUSN - NFI
11101413	10/28/11 3:18	415V	DISC		TO THE REAR OF BUSN, 6 MALES ARGUING. RP CLAIMS SOMEONE HAS A GUN BUT WHEN QUESTIONED FURTHER MALE SAID HE DOESN'T KNOW AND HUNG UP
11101754	10/28/11 23:06	FINF	FINF		ANOTHER CALL OF ODOR OF NATURAL GAS..CONFIRE 49
11103379	11/2/11 19:06	415UG	SUSC		BELLIGERNT FEMALE ON 19TH SIDE OF STORE.. ASKED TO LEAVE SO SHES UPSET
11105196	11/8/11 20:34	94	SUSC		WFA WRG BABY BLUE TANK TOP
11105283	11/9/11 8:36	94	WRNO	11009540	BEH THE ABOVE
11106500	11/13/11 2:01	96	VCOO		X21, [REDACTED] HAT DK PLAID SWTER

<u>EVENT#</u>	<u>RCV TIME</u>	<u>CLASS</u>	<u>SPO</u>	<u>CASE#</u>	<u>SYNOPSIS</u>
11109312	11/22/11 5:01	415UG	SRVC		BMA 20'S REFUSING TO LEAVE AFTER FALLING ASLEEP AT THE STATION AND RUNNING OUT OF MONEY/ TIME ON HIS ACCOUNT.. STILL SITTING AT A COMPUTER WRG BLK HOODED SWEATSHIRT
11110006	11/24/11 12:21	96	AUTR	11010069	
11110550	11/26/11 11:12	96	SUSC		PLOT
11111845	11/30/11 21:06	1059	HOOO		RP SAYS PATRONS FROM INTERNET CAFE ARE SMOKING HS BY THE DUMPSTER IN THE BACK PLOT.. RIGHT NOW MALE AND 2 FEMALES
11111949	12/1/11 8:54	94	WRNO		
11112557	12/2/11 22:01	UNK	SUSC		IN BACK PARKING LOT RP GOT A CALL FROM A SEC GUARD WHO IS 97 IN BACK PARKING LOT... SAID HE HAD SOMEONE IN CUFFS THEN THE PHONE DROPPED AND LINE WENT DEAD. RP IS 49 BUT REQUESTING PD ALSO
11113240	12/5/11 2:26	96	SUSC		
11116649	12/16/11 4:32		XPAT		
11118279	12/21/11 12:18		SUSC		
11119257	12/24/11 14:16		MSNF		
11120678	12/29/11 18:35	415	DRUN	11011304	

TOTAL # EVENTS 34

TOTAL # CASES 11

{EVENT_MAIN.ADDR_ST} = "A ST" and
 {EVENT_MAIN.ADDR_NUM} = "1908" and
 {EVENT_MAIN.RCV_TIME} in DateTime (2011, 08, 20, 00, 00, 00) to DateTime (2011, 12, 31, 23, 59, 59)

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Report is based on unaudited CAD/RMS data at time of report generation.
 Report for analysis purposes only - not for distribution - Law Enforcement Use Only

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CALLS FOR SERVICE
1653 A ST
9/1/10 - 8/31/11

PRINTED:2/16/2012

<u>EVENT#</u>	<u>RCV TIME</u>	<u>CLASS</u>	<u>DISPO</u>	<u>CASE#</u>	<u>SYNOP</u>
10089393	9/11/10 0:52	415F	ASLS		MALE AND FEMALE ON THE PHONE - BOTH SOUND INTOX OR ON H&S - SAYS PARKER, JOHN IS ON PAROLE AND GAVE THE FEMALE RP'S HUSB A LUMP ON HIS HEAD - AND NOW HE IS TRYING TO TAKE HIS VEH
10096584	9/30/10 22:35		NARC	10008553	
10096629	10/1/10 0:47	94	SUSC		
10103792	10/22/10 1:55		WRNO	10009178	
10110505	11/12/10 0:15	94	WRNO	10009842	
10111087	11/13/10 20:29	94	SUSC		
10112776	11/18/10 21:15	211A	ROBB	10010053	MALE W/BLK MASK, BLK HOODED SWEATSHIRT, BLK JEANS, JUST ROBBED MONEY FROM REGISTER, WAS ARMED W/SAW OFF SHOT GUN SHOT IT AT A CO WORKER, NO ONE HIT IPOD STOLEN AND RP WANTS APD TO CK THEIR CAMERAS FOR THE RESP....OK TO SEND OFC PER C22
10115832	11/28/10 19:36	488	THOF		
10116206	11/29/10 23:22	CIVI	CIVI		RP FOUND HER BLU PONT TRANSPORT VAN AT THE ABOVE LOCATION - RP SAYS HER DAUGHTER TOOK IT AND SHE IS STILL THERE - NOW A MALE IS THERE TRYING TO TAKE VEH FROM THE RP - VEH HAS DIABLO DEALER PAPER PLATES VIN: [REDACTED]
10116816	12/1/10 20:52	94	SUSC		
10116863	12/1/10 23:25	95	VCOO		
10118970	12/8/10 23:48	PROM	PCOO		3 TO 4 SHOTS HEARD, NOTHING SEEN - SECURITY HAS INFO
10125571	12/30/10 19:54	96	VCOO		
11002393	1/8/11 21:01	488	THOF		THEFT OF CELL PH BY UNK RESP E # GIVEN
11008727	1/28/11 20:56	94	MSDS		ON 3
11008803	1/29/11 0:39	95	NARC	11000809	BLK HOND NP
11010169	2/2/11 11:26	HOOO	HOOO		[REDACTED] WORKS AT LOC AND HIS GIRLFRIEND [REDACTED] ARE BUYING AND SELLING DRUGS AT LOC....SHE SAYS HE SOMETIMES "CHEEKS" HIS DRUGS....UNK IF THEY ARE THERE NOW OR NOT...RP SAYS [REDACTED] HAS TRACK MARKS ALL OVER HIS ARMS BUT WEARS LONG SLEEVED SHIRTS TO COVER THEM UP
11010329	2/2/11 21:45	94	SUSC		
11010370	2/3/11 1:06	94	VCOO		
11013060	2/10/11 23:00	96	VCOO		
11015349	2/18/11 0:51	95	VCOO		
11015870	2/19/11 20:48		SUPP		
11015889	2/19/11 22:23	95	VCOO		

<u>EVENT#</u>	<u>RCV_TIME</u>	<u>CLASS</u>	<u>SPO</u>	<u>CASE#</u>	<u>SYNOPSIS</u>
11016438	2/21/11 20:07	415F	MSDS		VERY LOUD VERBAL 2 HFS #1 WEARING PINK SHIRT GRY SWEATPANTS...
11016818	2/23/11 0:47	1059	XPAT		
11017471	2/25/11 1:47	95	NARC	11001604	
11020498	3/5/11 23:26	96	SUSC		
11023162	3/13/11 23:21	95	VCOO		
11024113	3/16/11 22:42	94	MSDS		
11025168	3/20/11 3:18	215	CARJ	11002337	10 AGO OCC NEAR AT 20TH/C RP JUST WALKED HERE TO CALL JAMIE UNK LAST NAME AND HER FRIEND HIT RP WITH A PIPE AND BBQ AN THEN TOOK RPS SIL FORD F350 KING CAB, UNK LIC REGISTERD TO [REDACTED] (RP NOT SURE OF SPELLING) MEDICAL REFUSED ALSO TOOK CELL [REDACTED]
11026661	3/25/11 1:59	FIRE	FDIC		VEH ON FIRE CUSTOMER INSIDE THE BUSN - NO ONE IN THE VEH / UNK WHAT HAPPENED.. XFERRER TO FIRE - ENR
11029305	4/1/11 23:32	94	SUPP		
11029757	4/3/11 2:34	95	VCOO		
11029765	4/3/11 3:00	95	VCOO		
11034055	4/16/11 2:20	95	VCOO		
11036122	4/21/11 21:46	96	SRVC		
11036157	4/21/11 23:31	96	PARK		
11036883	4/24/11 0:54	415	MALM		2 SUBJS CHASING EACH OTHER IN THE PARKING LOT, 1 IN A BLK NISS AND 1 IN A GREEN HONDA, PR ADV THE GREEN HONDA HIT A WHI CADI
11038848	4/29/11 23:58		PARK		
11038890	4/30/11 1:59	94	SUSC		
11041791	5/8/11 1:28		WRAN	11003794	
11043128	5/12/11 1:11	95	VCOO		
11043224	5/12/11 10:02	94	WRNO	11003932	
11043239	5/12/11 10:53	94	SUSC		
11043876	5/13/11 23:23	95	VCOO		
11044017	5/14/11 10:32	94	SUSC		
11045926	5/20/11 3:02	1059	NARC	11004182	
11048426	5/27/11 14:11	94	SUSC		
11049360	5/30/11 9:38	SUSV	SUSC		MALE DRIVING THRU THE PL SEVERAL TIMES IN A BLK DURANGO...LS PARKED TRO OF RITE AIDE DRIVER WM C4
11050187	6/1/11 22:40	96	PARK		

<u>EVENT#</u>	<u>RCV_TIME</u>	<u>CLASS</u>	<u>SPO</u>	<u>CASE#</u>	<u>SYNOP</u>
11050220	6/2/11 0:36	PARK	PARK		
11050899	6/3/11 20:30	PARK	PARK		
11062140	7/5/11 22:53	27SUB	SUSC		RECD INFO THAT PAROLEE AT LARGE IS AT THIS LOC...RESP IS [REDACTED] JNK DOB.....RP HAS NFI. SUBJ IS NOT HIS PAROLEE AND HE HAS NFI.....NO BAIL CDC IN WPS W/4
11063231	7/9/11 0:40	94	SUSC		
11063642	7/10/11 2:41	314	EXPO		WF BLN HAIR ABOUT 24YO 504-505... STRIPPED DOWN NAKED IFO .. WAS WEARING A BLU MINI SKIRT.... FEM ARRIVED WITH A BM BLK HAT WHI SHIRT BLU SHORTS SAGGING BELOW HIS BUTTOCKS.. BOTH SUBJS HEAVILY INTOXICATED
11064952	7/14/11 1:57	10851R	AUTR	11005755	C5 ON UNOCCUPIED 10851
11065264	7/14/11 22:07	94	MSDS		94 ON 4
11065295	7/14/11 23:57	96	SUSC		
11067206	7/21/11 0:25	415	CARJ	11005954	SUBJ TRIED TO REPORT A GUY NAMED [REDACTED] JUST TOOK HIS VEH, BLK 2000 TOYT CAMRY LICTHEN 415 BROKE OUT OVER THE PHONE
11070675	7/31/11 10:26	95	SUPP		
11070676	7/31/11 10:32		AUTT	11006251	
11070678	7/31/11 10:38		AUTR		
11071782	8/3/11 20:09	HSOO	HSOO		ABOUT 6 SUBJS HANGING OUT IFO THE LOC, APPEAR TO BE USING HS
11071927	8/4/11 10:10	96	SUSC		
11072239	8/5/11 3:08	96	VCOO		
11073120	8/7/11 13:25	94	WRNO	11006430	WTH 1
11074887	8/12/11 18:11	94	SUSC		

TOTAL # EVENTS 67

TOTAL # CASES 14

{EVENT_MAIN.ADDR_NUM} = "1653" and
 {EVENT_MAIN.ADDR_ST} = "A ST" and
 {EVENT_MAIN.RCV_TIME} in DateTime (2010, 09, 01, 00, 00, 00) to DateTime (2011, 08, 31, 00, 00, 00)

h:\Crystal Reports\CFS Reports\InternetCafes\CFS-Syn-1653A.rpt

Report is based on unaudited CAD/RMS data at time of report generation.
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CALLS FOR SERVICE

1836 A ST

2/1/10 - 8/30/10

PRINTED:2/16/2012

EVENT#	RCV TIME	CLASS	DISPO	CASE#	SYNOPSIS
10016711	2/19/10 15:10	5150	AIDX		PURSE MISSING FROM THE BINGO HALL NEAR THIS LOC RP HAS NO MAILING ADDRESS OR HOME SAYS SHE IS HOMELESS AND OUT OF OR ALMOST OUT OF HER MEDS FOR BIPOLAR,SUICIDAL TENDENCIES... PURSE WAS BRO MED SIZE WITH RPS TEETH,MEDS AND CADBURY EGGS INSIDE
10019077	2/26/10 19:47	94	SUSC		W/2
10021601	3/6/10 0:29	94	WRNO	10002054	
10030328	3/31/10 9:46	CAT	CATC		
10032897	4/8/10 0:37	94	WRNO	10003164	INT CAFE
10033045	4/8/10 13:49	415L	MSDS		WM TRANSIENT IFO THE BUSN ASKING FOR MONEY, NOT BOTHERING ANYONE BUT RP WOULD LIKE HIM MOVED ALONG WEARING OLD GRN ARMY JKT
10034163	4/11/10 17:32	SUSP	SUSC		BMA APPROX 20 LSW BEANIE WHI/BLU/RED JACKET KEEPS COMING INTO BUSN ACTING SUSP LS WALKING TWDS A ST UNCOOPERATIVE RP SAYING SOMEONE IS TRYING TO FIGHT HIM OVER MONEY HE OWES
10034675	4/13/10 11:49	415V	SUSC		RESP IS WMA 18-19 YO LONG BLN HAIR BLK SHIRT BLU JEANS ARRIVED ON FOOT
10045265	5/12/10 23:37	96	SUSC		
10046344	5/15/10 18:29	488	THOF		RPS CELL PHONE STOLEN FROM A MALE ...RP THINKS HES ON THE VIDEO
10047837	5/19/10 23:03	96	SUSC		
10048541	5/21/10 23:31	10851R	AUTR	10004654	UNOCC'D 10851
10050612	5/27/10 20:36	95	VCOO		GRAY CELICA NO PLATES
10050627	5/27/10 21:26	95	VCOO		
10053703	6/4/10 20:35	95	AUTS	10005105	
10056437	6/11/10 23:50	SUPP	SUPP		RP ADV SUSP IN JOES LIQUORS INCIDENT YESTERDAY IS A BM, THIN WEARING GLASSES, 99 CENT ONLY BAGS IN HIS HANDS..SUBJ WALKING TWDS INTERNET CAFE...OFC KIDD WAS LOOKING FOR THIS SUBJ PER THE RP
10059069	6/19/10 1:21	94	ASLS		
10061397	6/24/10 23:04		NARC	10005669	
10061417	6/25/10 0:35	94	ATMC		
10064092	7/2/10 1:14	96	SUSC		
10066477	7/7/10 22:05	95	VCOO		
10071603	7/22/10 22:52	94	HOO	10006488	
10071827	7/23/10 16:24	415D	ASLS	10006501	INSIDE BUSINESS MALE AND FEMALE YELLING AT EACH OTHER..NOW PHYSICAL..CAN HEAR THEM YELLING....BMA 27 YRS...506 180 LBS LONG SLEEVE GRY SHIRT.....BFA 30 YRS...BLK SHIRT...NO WEAPONS SEEN...NO INJURIES

Report is based on unaudited CAD/RMS data at time of report generation.
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Page 1 of 2
67

<u>EVENT#</u>	<u>RCV TIME</u>	<u>CLASS</u>	<u>DISC</u>	<u>CASE#</u>	<u>SYNOPSIS</u>
10072022	7/24/10 1:21	96	VCOO		
10073649	7/28/10 22:01	96	SUSC		
10073978	7/29/10 21:25	94	PCOO		XXXXXXXXXXXXXXXXXXXX
10083767	8/26/10 22:12	94	VCOO		

TOTAL # EVENTS 27

TOTAL # CASES 7

{EVENT_MAIN.RCV_TIME} in DateTime (2010, 02, 01, 00, 00, 00) to DateTime (2010, 08, 30, 00, 00, 00) and
 {EVENT_MAIN.ADDR_NUM} = "1836" and
 {EVENT_MAIN.ADDR_ST} = "A ST"

h:\Crystal Reports\CFS Reports\InternetCafes\CFS-Syn-1836A.rpt

Report is based on unaudited CAD/RMS data at time of report generation.
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CALLS FOR SERVICE
2333 BUCHANAN RD #A
9/1/11 - 2/15/12

PRINTED:2/16/2012

<u>EVENT#</u>	<u>RCV TIME</u>	<u>CLASS</u>	<u>DISPO</u>	<u>CASE#</u>	<u>SYNOPSIS</u>
11085380	9/11/11 10:52	33A	ALAF		BUSN CAUGHT ON THE WEB POA FRONT DOOR/ FRONT MOTION 7787004
12003100	1/10/12 20:36	95	NARC	12000344	C4
12005356	1/18/12 1:58	PARK	VCOO		
12008958	1/30/12 4:44	96	LOIT		
12009252	1/31/12 1:18	96	SUSC		
12011679	2/8/12 0:35		VCOO		

TOTAL # EVENTS 6

TOTAL # CASES 1

{EVENT_MAIN.ADDR_NUM} = "2333" and
{EVENT_MAIN.RCV_TIME} in DateTime (2011, 09, 01, 00, 00, 00) to DateTime (2012, 02, 15, 23, 59, 59) and
{EVENT_MAIN.ADDR_APT} = "A" and
{EVENT_MAIN.ADDR_ST} = "BUCHANAN RD"

h:\Crystal Reports\CFS Reports\InternetCafes\CFS-Syn-2333-A-Buchanan.rpt

Report is based on unaudited CAD/RMS data at time of report generation.
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Page 1 of 1
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ATTACHMENT "H"

SWEEPSTAKES GAMES RULES

1. Game Rules are pursuant to California Business and Professions Code Sections, 17539.5, 17539.15 (amended September 30, 2008), and 17539.55.
2. Lucky Symbols™ Sweepstakes game chances CAN NOT BE PURCHASED OR SOLD.
3. **THERE IS NO PURCHASE OR PAYMENT NECESSARY TO PLAY LUCKY SYMBOLS™ SWEEPSTAKES.**
4. Any person over the age of eighteen (18) may request a free sweepstakes game chance. No solicitation is required or implied with this free offer with regard to free sweepstake chances awarded in connection to the purchase of Internet Time Services. All game chances have the same "game chance" of winning a sweepstakes prize. Any person upon accepting a free sweepstakes game chance acknowledges and accepts the terms and conditions set forth in these Game Rules.
5. One free sweepstakes game chance per customer per business day is permitted inclusive of all participating Lucky Symbols™ Sweepstakes Game locations throughout the State of California. Legal name, current address, date of birth and phone number must be provided in writing to receive a free sweepstakes game chance. All personal information gathered will be kept confidential and will not be sold or used in any manner or condition other than to positively identify and keep record of all persons granted a free sweepstakes game chance.
6. All sweepstakes game prizes are redeemed and awarded on the same business. No exceptions considered or accepted. All unclaimed sweepstakes game prizes are considered forfeited by the player.
7. Sweepstakes Game Chances have no cash value and therefore cannot be sold or redeemed for cash or anything of value.
8. Sweepstakes Game Chances are obtained solely by the purchase of Internet Time Access to a live Browser web interlink site (s) on demand by the user. Internet Time Access is the only recognized tangible commodity sold and/or purchased.
9. Sweepstake Game Chances are offered for the purpose of promoting increased sales of Internet Time Services Access.
10. The following classes of persons are not eligible to participate in the free sweepstakes game chances: present or former employees or agents of any Internet Time Access location engaged in the sale of Internet Time Services and offers Sweepstakes Game Chances to promote increased sales of Internet Time Services Access to the general public.
11. All played and winning and redeemed Sweepstakes Game Chance receipts remain to be the property of the game operator.
12. Sweepstakes Game Chance participants agree to release and hold harmless the game sponsor, its officers, members, employees, attorneys, affiliated organizations and agents, as well as the owners of any participating locations, and said owners' directors, officers, members, employees, attorneys, affiliated organizations and agents from any and all claims, demands, liabilities, costs, expenses, penalties, damages (including incidental, consequential and punitive damages), injuries, death, losses of any kind, including, without limitation, reasonable attorney's fees, arising from or in connection with or that may result from their acceptance or use of a prize, their participation in the Sweepstakes Game Chances. Game participants agree not to dispute or contest the Sweepstakes Game Chances winning or losing outcomes. Participants accept responsibility for all federal, state and local taxes on any Sweepstakes Game prizes awarded to the winners.

GAME PRIZES AND ODDS OF WINNING:

1. The number of prizes awarded and the total value of all prize awarded to win depends on the total number of Sweepstakes Game Chances played. The more game chances played increases the player's odds of winning a prize. Some game prize's ratio of win will make some prizes a more frequent winning prize. All prizes are eligible to be a winning prize for any player. All prizes are awarded as a cash prize. Face value of each game prize are represented by the actual cash prize award amount assigned to that specific and separate game prize award. Example: A \$20.00 game prize can be redeemed for a twenty dollar (\$20.00) cash prize.

All game prizes must be redeemed on the same business day and must be redeemed at the same Sweepstake Game operator location. No exceptions considered or accepted.

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ATTACHMENT "I"

9-5.3816 MECHANICAL OR ELECTRONIC GAMES.

These are subject to the following regulations:

(A) Any proprietor owning or operating a business lawfully in existence on August 26, 1982, shall be deemed to have been issued a permit pursuant to this article, provided such proprietor, within 30 calendar days after said date, submits on a form prescribed by the City Manager a record of information on such existing business. No filing fee or permit fee shall be payable therefor. The provisions of this section shall apply to subsequent proprietors at the same location.

(B) Machines may be replaced without a change in such permit. In the event machines are added after August 26, 1982, to total more than three machines for the establishment, a use permit will be required under the provisions of this article.

(C) It shall be unlawful for any proprietor to install, operate, or maintain to be operated any mechanical or electronic game without first having obtained a use permit. The permit shall be conspicuously posted at the location of the games in the premises and shall not be removed during the period for which the license was issued. In cases where the mechanical or electronic games occupy more than 50% of the premises' customer floor space, or account for 50% or more of the premises' gross revenue, or where 10 or more such games are proposed, the use permit shall be referred to the Council for final approval pursuant to the provisions of this article. The use permit shall state the number of games, and the use of additional games shall require a new or modified use permit.

(D) No operator shall install or allow any mechanical or electronic game to be installed in any proprietor's place of business which game requires a permit as provided for in this article unless such proprietor has been issued such permit.

(E) Applicants for use permits shall undergo a background check by the Police Department. The permit may be denied if the applicant has been convicted of a crime which has relevance to the operation of the premises.

(F) No such use permit shall apply to any premises other than the location originally approved. Upon change of ownership, the new owner shall receive clearance from the Police Department; however, no other use permit proceedings shall be required for such transfer if the new owner received police clearance.

(G) The permit provided for in this article may be revoked or suspended as provided for in this chapter. In addition, the violation of any provision of this article shall be grounds for revocation or suspension.

(H) The following shall be considered as standard use permit conditions which can be used as the basis for use permit revocation or suspension:

(1) There shall be adult supervision during the hours of operation.

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(2) There shall be no minors consuming alcohol on the premises.

(3) There shall be no use, sale, exchange, or presence of drugs or other illegal substances on the premises.

(4) Patrons shall not become a nuisance to the properties within the immediate vicinity.

(I) It shall be unlawful for any proprietor of a mechanical or electronic game to cause, permit, or allow such game to be located, operated, or main-tained to be operated within 1,000 feet of the nearest street entrance to or exit from any public playground or public or private school of elementary or high school grades, such distance to be measured from such entrance or exit in the most direct line or route on, along, or across such street or streets adjacent to such public playground or public or private school of elementary or high school grade. The restrictions established by this section shall not apply to businesses lawfully in existence and operating on August 26, 1982.

(J) It shall be unlawful for any proprietor or employee to allow any minor under 18 years of age to play or use any such games during the academic year for public schools in the city, except during school holidays and on Saturdays and Sundays, and between the hours of 7:00 a.m. and 10:00 p.m. on all days preceding school days and between 7:00 a.m. and 11:00 p.m. on all other days.

(K) This article shall not apply to the following:

(1) Any operation involving three or fewer mechanical or electronic games, except where such games provide the main or primary source of income for the proprietor thereof;

(2) The operation or maintenance of such games within recreational enterprises, such as bowling alleys or poolrooms, where a use permit has already been obtained; and

(3) Premises or operations licensed by the Department of Alcoholic Beverage Control of the State for on-sale consumption of alcoholic beverages, excepting therefrom any such premises or operations which lawfully permit minors, such as bona fide public eating places.

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ATTACHMENT "J"



January 5, 2012

Will Beaubien
Beaubien Investment Group
One Market Street
Spear Tower, Suite 3600
San Francisco, CA 94105

Patricia Cooper-Simmons
T's Internet Café
3127 Sunflower Drive
Antioch, CA 94531

Re: **T's Internet Café**
522 West 2nd Street, Antioch (APN 066-051-006)

Dear Mr. Beaubien and Ms. Cooper-Simmons:

The City of Antioch understands that the business operating as T's Internet Café falls under the regulations contained in Section 9-5.3816 of the Antioch Municipal Code relating to Mechanical and Electronic Games, attached in its entirety. Subsection (I), pasted below, specifically regulates locations of said businesses. The building at 522 West 2nd Street, Antioch (APN 066-051-006) is located with 1,000 feet of a public school. Therefore, a Use Permit for Mechanical and Electronic gaming cannot be accepted and the use cannot be approved.

- (I) It shall be unlawful for any proprietor of a mechanical or electronic game to cause, permit, or allow such game to be located, operated, or maintained to be operated within 1,000 feet of the nearest street entrance to or exit from any public playground or public or private school of elementary or high school grades, such distance to be measured from such entrance or exit in the most direct line or route on, along, or across such street or streets adjacent to such public playground or public or private school of elementary or high school grade. The restrictions established by this section shall not apply to businesses lawfully in existence and operating on August 26, 1982.

Staff has observed contractors working at the above address without a Building Permit. A Stop Work Notice was given today. A Building Permit will not be issued for T's Internet Café as the use is not permitted.

I can be reached at 779.7038 or twehrmeister@ci.antioch.ca.us should you have questions.

Sincerely,

Tina Wehrmeister
Community Development Director

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NOTICE OF VIOLATION OF THE ANTIOCH MUNICIPAL CODE
MECHANICAL OR ELECTRONIC GAMES

January 10, 2012

Patricia Simons
Cot on the Web
2333 Buchanan Road, #A
Antioch, CA 94509

Patricia Simons
3127 Sunflower Drive
Antioch, CA 94531

Parcel No. 076-432-014
Address: 2333 Buchanan Road, #A, Antioch, CA

The City of Antioch understands that the business operating as Cot on the Web falls under the regulations contained in Section 9-5.3816 of the Antioch Municipal Code relating to Mechanical and Electronic Games, attached in its entirety. Section 9-5.3816(C) states:

It shall be unlawful for any proprietor to install, operate, or maintain to be operated any mechanical or electronic game without first having obtained a use permit.

The City does not have record of your business obtaining a Use Permit. You are required to submit a Use Permit application by January 30, 2012. An application is attached for your convenience.

The City is providing this one-time opportunity to voluntarily abate the above violation(s) and public nuisance without the need for the City to issue Administrative Citations, which carry fines that range from \$100 to \$1,000 for every day the violation(s) are permitted to remain and/or take other action to compel your compliance.

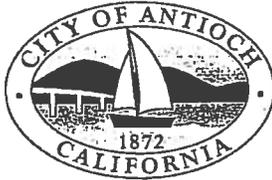
Thank you in advance for your cooperation in abating these violation(s). If you have any questions, you may contact me at (925) 779-7038 or twehrmeister@ci.antioch.ca.us.

Sincerely,

Tina Wehrmeister
Community Development Director

cc: June Patricia Smoot
Jeffery & Carolyn McClung

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NOTICE OF VIOLATION OF THE ANTIOCH MUNICIPAL CODE
MECHANICAL OR ELECTRONIC GAMES

James Hayes
Rapid Business Solutions
2962 Delta Fair Blvd
Antioch, CA 94509

January 18, 2012

Parcel No. 076-440-031
Address: 2962 Delta Fair Blvd., Antioch, CA

The City of Antioch understands that the business operating as Rapid Business Solutions falls under the regulations contained in Section 9-5.3816 of the Antioch Municipal Code relating to Mechanical and Electronic Games, attached in its entirety. Section 9-5.3816(C) states:

It shall be unlawful for any proprietor to install, operate, or maintain to be operated any mechanical or electronic game without first having obtained a use permit.

The City does not have record of your business obtaining a Use Permit. You are required to submit a Use Permit application by January 30, 2012. An application is attached for your convenience.

The City is providing this one-time opportunity to voluntarily abate the above violation(s) and public nuisance without the need for the City to issue Administrative Citations, which carry fines that range from \$100 to \$1,000 for every day the violation(s) are permitted to remain and/or take other action to compel your compliance.

Thank you in advance for your cooperation in abating these violation(s). If you have any questions, you may contact me at (925) 779-7038 or twehrmeister@ci.antioch.ca.us.

Sincerely,

Tina Wehrmeister
Community Development Director

cc: Chiu Family LLC



GagenMcCoy

The Law Offices of
Gagen, McCoy, McMahon, Koss
Markowitz & Raines
A Professional Corporation

William E. Gagen, Jr.
Gregory L. McCoy
Patrick J. McMahon
Charles A. Koss
Michael J. Markowitz
Richard C. Raines
Barbara Duval Jewell
Robert M. Fanucci
Allan C. Moore
Stephen T. Buehl
Amanda Bevins
Martin Lysons
Lauren E. Dodge
Sarah S. Nix
Ross Pytlik
Brian P. Mulry
Amanda Beck

February 6, 2012

Danville Office
279 Front Street
P.O. Box 218
Danville, California 94526-0218
Telephone: (925) 837-0585
Fax: (925) 838-5985

Napa Valley Office
The Offices At Southbridge
1030 Main Street, Suite 212
St. Helena, California 94574
Telephone: (707) 963-0909
Fax: (707) 963-5527

Of Counsel
Linn K. Coombs

Please Reply To:
Danville



By Email and Hand-Delivery
February 6, 2012
Board of Administrative Appeals
City of Antioch
Chair Frederick Rouse
c/o City Clerk
200 "H" Street
Antioch, CA 94509

Re: City Notice of Violation dated January 18, 2012
Rapid Business Solutions/2962 Delta Fair Boulevard, Antioch (APN 076-440-031)
Administrative Appeal

Dear Chair Rouse, Board members, and City Clerk:

Our office represents James Hayes, owner and operator of Rapid Business Solutions, located at 2962 Delta Fair Boulevard in Antioch (the Internet café), with regard to the City of Antioch's Notice of Violation dated January 18, 2012.

The City's Notice of Violation states that the business (Internet café) operating as Rapid Business Solutions falls within the City's Municipal Code at §9-5.3816, relating to "Mechanical and Electronic Games." The Notice of Violation states that the Internet café is therefore required to submit a Use Permit application by January 30, 2012.¹

¹ By email exchange, City staff extended the response date to February 6, 2012. Our office further held an informal meeting with Staff on February 2, 2012, and confirmed our Appeal or other response would be filed on/before February 6, 2012.

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Please consider this letter a Notice of Appeal of the administrative decision to take the proposed action. (We are filing this Notice of Appeal in anticipation of the City moving forward to take action as outlined in the City's Notice of Violation. If the City does not take such action, and/or if the City will work with us as outlined below, we will withdraw the Notice of Appeal.)

Mr. Hayes wants to work with the City and to continue to be a good neighbor to all adjacent businesses and the greater Antioch community. We understand and appreciate the City's desire to ensure that all businesses comply with the City's ordinances and do not create a nuisance, an increase in vandalism, or any similar land use impacts. We want to cooperate with the City on any such issue as it relates to the Internet café, including increased security, etc., and we will commit to working with the City.

Having stated the above, we hereby appeal the City's potential action (to require a Use Permit or to issue Administrative Citations), based on several grounds, including the following.

1. Applicability of §9-5.3816

The City's Municipal Code at §9-5.3816 is entitled "Mechanical or Electronic Games." Section (C) states as follows:

It shall be unlawful for any proprietor to install, operate or maintain any mechanical or electronic game without first having obtained a use permit . .

The City's Municipal Code defines "Mechanical or Electronic Games" in its Definitions section, at §9-5.203, as follows:

Any machine, apparatus, contrivance, appliance, or device which may be operated or played upon the placing or depositing therein of any coin, check, slug, ball, or any other article or device, or by paying therefore either in advance of or after use, involving in its use either skill or chance, including, but not limited to, a tape machine, pinball machine, bowling game machine, shuffleboard machine, marble game machine, horse racing machine, basketball game machine, baseball game machine, football game machine, electronic video game, or any other similar machine or device.

We note that §9-5.3816 as referenced above relates back to businesses operating as of August 26, 1982. At that time, there was no such thing as "Internet cafes" as they are known today. As set forth below, Internet cafes, Cybercafes and related businesses provide access to the Internet, which is recognized as an activity afforded special protection under the First Amendment.

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We do not believe the City's §9-5.3816 was intended to apply to the Internet, and we do not believe the business activities and facilities (including the computers and related facilities) of Mr. Hayes' Internet café fall within the definition of §9-5.203.

2. City Requirement for a Use Permit

The City's Notice of Violation indicates it intends to require that the subject ongoing business (the Internet café) obtain a Use Permit. The City's Municipal Code at §9-5.2703 (B)(1) requires certain findings for the issuance of a Use Permit, including:

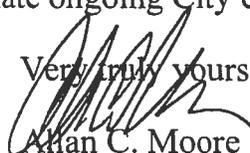
“That the granting of such [Use Permit] will not be detrimental to the public health or welfare ...”

California Appellate cases and authorities state that the discretion of local agencies to require an applicant to obtain a Use Permit is severely limited when First Amendment rights are implicated. This is particularly the case for businesses which provide access to the Internet.

In *Vo v. City of Garden Grove* (115 Cal. App. 4th 425 (2004)), the City of Garden Grove adopted an emergency interim ordinance and a moratorium against new CyberCafes. The ordinance required existing Cybercafes to apply for a Use Permit by a certain date. *The Court held such Use Permit requirement to be invalid.* In its decision, the Court noted that the City's Use Permit ordinance gave the City broad discretion to deny the Use Permit if the use impacts the “public health, safety or general welfare” (*the same criteria in the City of Antioch's ordinance*). The Court found that Garden Grove's Use Permit process gave the City too much discretion to restrict First Amendment rights.

For these and related reasons, we respectfully believe that the City should not impose a Use Permit requirement on Mr. Hayes' existing Internet cafe business. However, as noted above, we do want to work with the City with regard to reasonable steps we can agree on to address legitimate ongoing City concerns.

Very truly yours,



Allan C. Moore

cc: Tina Wehrmeister
Director of Community Development Department

Lynn Tracy Nerland
City Attorney

James Hayes

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GAGEN, McCOY, McMAHON, KOSS, MARKOWITZ & RAINES
A PROFESSIONAL CORPORATION
ATTORNEYS AT LAW
279 FRONT STREET
DANVILLE, CA 94526
PHONE (925) 837-0585

10354



90-2267-1211

2/6/2012

PAY Fifty & No/100 Dollars

50.00

TO THE
ORDER
OF

City of Antioch

GAGEN, McCOY, McMAHON, KOSS, MARKOWITZ & RAINES
TWO SIGNATURES REQUIRED OVER \$1,000.00 DOLLARS

AUTHORIZED SIGNATURE

⑈ 103546⑈ ⑆ 121122676⑆ 153453447705⑈

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1/23/11

I am appealing letter sent to Cot On The Web 2223a Buchanan rd Antioch CA 94509. It states that I need to get an arcade permit for the sale of internet time I am not a arcade in any way and do not sell anything but internet time.

Any questions

Patricia Simmons

925-209-8332

3127 Sunflower
Antioch CA 94531

Aeventtoremember@Comcast.net

CITY OF ANTIOCH
925-779-7055

RECN: 0047860 1/24/2012 12:13 PM
OPER: FV3 TERM: 003
REF#:

TRAN: 132.0000 Other Sv Chg: Copies
APPEAL FOR COF ON THE WEB
Other Service Chrgs 50.00CR

TENDERED: 50.00 CASH
APPLIED: 50.00-

CHANGE: 0.00



ORIGINAL

RECEIVED

JAN 24 2012

CITY OF ANTIOCH
CITY CLERK

A92 B7Z
K5

1-12-12

To: The city of Antioch

I Am Appealing letter Received 1-5-12
by Tina Wehemeister stating my sales of
Internet Time/Phone Cards ARE Electronic
Games. T's internet cafe Does Not Sell
Any kind of Game At All. I Do Not
feel A Electronic Game Permit is needed
for T's internet cafe

Thank
you

Patricia Simmons

T's internet cafe

925-209-8332

RECEIVED

JAN 12 2012

CITY OF ANTIOCH
CITY CLERK

CITY OF ANTIOCH
925-779-7055

RECH: 00475867 1/12/2012 10:29 AM
OPER: FV3 TERM: 003
REF#:

TRAN: 132.0000 Other Sv Chg-Copies
PATRICIA SIMMONS
Other Service Chrg 50.00CR

TENDERED: 60.00 CASH
APPLIED: 50.00-

CHANGE: 10.00

A93 BTB
K6

ATTACHMENT "C"

ORDINANCE NO. 2056-C-S

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANTIOCH EXTENDING AN INTERIM URGENCY ZONING ORDINANCE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 PROHIBITING THE ISSUANCE OF PERMITS, LICENSES OR APPROVALS FOR CONSTRUCTION, ESTABLISHMENT OR OPERATION OF COMPUTER GAMING AND INTERNET ACCESS BUSINESSES WITHIN THE CITY ON AN INTERIM BASIS PENDING CONSIDERATION OF AMENDMENTS TO TITLE 9 OF THE ANTIOCH MUNICIPAL CODE

The City Council of the City of Antioch does ordain as follows:

SECTION 1. Interim Urgency Zoning Ordinance. This ordinance is adopted pursuant to the authority of Section 65858 of the Government Code of the State of California, the Antioch City Municipal Code and applicable laws.

SECTION 2. Findings. The Antioch City Council hereby finds, determines and declares as follows:

A. The City of Antioch holds the right to make and enforce all laws and regulations not in conflict with the general laws, and the City holds all rights and powers established by state law.

B. The City has received and anticipates additional requests for the construction, establishment and operation of Computer Gaming and Internet Access Businesses (as defined herein) within the City. However, the provisions of the City Municipal Code that may regulate the construction, operation and establishment of Computer Gaming and Internet Access Businesses in the City are inadequate and need review, study, and revision. The current provisions also fail to fully take into account the impacts related to the location and manner of construction, establishment and operation of Computer Gaming and Internet Access Businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community.

C. Computer Gaming and Internet Access Businesses often have local school students and minors as their target market, and thereby may encourage the assembly of significant numbers of minors without supervision by parents or guardians. Further, given concerns about attendance at the Antioch Unified School District such congregation of students should not be allowed during regular school hours.

D. While the City's codes do regulate mechanical or electronic games, the computer stations at Computer Gaming and Internet Access Businesses are used in a manner that may be considered different from coin-operated video game machines, and therefore have different impacts. There is generally a charge for use of the computer station, and many users may occupy a particular station for multiple consecutive hours, creating unknown impacts on the surrounding area and businesses, such as observed

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lines of individuals waiting to access these businesses. Some Computer Gaming and Internet Access Businesses may stage late-night gaming sessions, which may encourage violation of the City's curfew ordinance or create and promote other late-night noise and related impacts on the surrounding community. Recently there have been Computer Gaming and Internet Access Businesses that promote "sweepstakes gaming" which encourages game playing that may provide chances to be awarded prizes. The extended use of such facilities by multiple persons waiting for a limited number of computer stations could contribute to increased detrimental effects on the commercial area where located and the surrounding residential area.

E. The City Council of the City of Antioch is also concerned with the increased calls for service, increasing reports of violent criminal behavior and related detrimental neighborhood effects associated with Computer Gaming and Internet Access Businesses.

F. The City of Antioch, as well as neighboring cities, has experienced criminal activity associated with Computer Gaming and Internet Access Businesses, including incidents involving robbery, illegal drug use and sales, burglary, assaults, public intoxication, vandalism and property damage and loitering. It is also known that other cities have experienced significant gang-related activities and prostitution occurring at these Computer Gaming and Internet Access Businesses. For example, the Antioch Police Department has documented a significant increase in service related calls involving a variety of crimes in these businesses and within the neighborhoods adjacent to Computer Gaming and Internet Access Businesses and include the representational incidents below as findings as follows and as further described in attachments to the staff report:

1. On April 13, 2010, there was a call for service from T's Internet Café at 1836 A Street because of a fight over someone owing someone money and on July 23, 2010 a call for service regarding another fight.
2. At T's Internet Café at 1653 A Street on September 11, 2010, there was a call for service regarding possible assault, drug violations and carjacking. On November 18, 2010, a male robbed money from the business with a sawed-off shot gun and shot at one of the workers. On February 2, 2011, there was a call for service regarding drug selling. On July 21, 2011, there was a report of a car theft and then a fight broke out.
3. At the Internet Room at 2962 Delta Fair Boulevard, on January 28, 2012, there was a report of a stolen vehicle.
4. At T's Internet Café at 1908 A Street on August 20, 2011, someone was throwing things at the business and threatening to harm the employees.
5. While at Computer Gaming and Internet Access Businesses in Antioch, individuals have been arrested for robbery, narcotics violations, carjacking and other crimes, as well as on outstanding warrants. While some of

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these crimes may have occurred elsewhere, it does show a propensity for individuals who engage in criminal activity to patronize Computer Gaming and Internet Access Businesses.

6. At 2962 Delta Fair Boulevard, calls for service at that location and at neighboring businesses have increased from 109 to 259 over a twelve month period since the Internet Room started operating.
7. At 1836 A Street, before T's Internet Café opened there were 157 calls for service from that location and neighboring businesses over a 7-month period from February 1, 2009 through August 30, 2009. While T's Internet Café was operating at 1836 A Street, calls for service increased to 240 over a 7-month period from February 1, 2010 through August 30, 2010. When T's Internet Café closed at that location, calls for service from that location and neighboring businesses went back down to 158 calls for service over the 7-month period from February 1, 2011 through August 30, 2011, almost identical to the rates before T's Internet Café opened.

G. Without the enactment of this Ordinance, multiple applicants could quickly receive entitlements which would allow additional Computer Gaming and Internet Access Businesses that pose a threat to the public health, safety, and welfare. The City Council hereby determines that the Municipal Code is in need of updating to protect the public against health, safety, and welfare dangers caused by Computer Gaming and Internet Access Businesses. In particular, although the City Council adopted Urgency Ordinance No. 2053 on February 28, 2012 and Ordinance No. 2054-C-S on March 13, 2012 adding Chapter 11 of Title of the Antioch Municipal Code regarding licensing procedures and certain operational regulations, the current provisions do not fully take into account the impacts related to the location, concentration and manner of construction, establishment and operation of Computer Gaming and Internet Access Businesses, and the related public health, safety, and welfare concerns, including but not limited to the impacts they may have on parking, surrounding uses, and the community that could be addressed with a zoning ordinance.

The City requires additional time to prepare, evaluate and adopt reasonable regulations, including land use regulations through a zoning ordinance, regarding the construction, placement and operation of Computer Gaming and Internet Access Businesses so that such regulations are applied in a nondiscriminatory manner.

H. In order to prevent the frustration of these studies and the implementation of new regulations, the public interest, health, safety, and welfare require immediate enactment of this Ordinance. The absence of this Ordinance would impair the orderly and effective implementation of contemplated Municipal Code amendments, and any further authorization of these uses within the City during the period of the interim zoning regulations may be in conflict with or may frustrate the contemplated updates and revisions of the Municipal Code.

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I. Based on the foregoing, the City finds that there is a current and immediate threat to the public health, safety, or welfare and that this Ordinance is necessary in order to protect the City from the potential effects and impacts of Computer Gaming and Internet Access Businesses in the City, potential increases in crime, impacts on parking availability in the business areas of the City, the aesthetic impacts to the City, and other similar or related effects on property values and the quality of life in the City's neighborhoods.

J. The City Council further finds that this interim zoning regulation is a matter of local and City-wide importance and is not directed towards any particular business that currently seeks to construct or operate a Computer Gaming and Internet Access Business.

K. The City Council finds that this Ordinance is authorized by the City's police powers. The City Council further finds that the length of the interim zoning regulations imposed by this Ordinance will not in any way deprive any person of rights granted by State or federal laws, because the interim zoning regulation is short in duration and essential to protect the public health, safety and welfare.

L. City staff has provided a staff report indicating that additional time is needed to study these complicated issues and noticed a public hearing for April 10, 2012 for the City Council's consideration of an extension of the temporary moratorium.

SECTION 3. Interim Regulations. The following provisions are hereby adopted as interim zoning standards pertaining to the review or approval of any entitlements or the issuance of any permits or licenses pursuant to the Antioch Municipal Code for Computer Gaming and Internet Access Businesses. The approval of any entitlements or the issuance of any permit or license in the City in conflict with these provisions is expressly prohibited:

- A. **Restricted Activities.** In accordance with the authority granted the City of Antioch under Article XI, Section 7 of the California Constitution and California Government Code Section 65858, the moratorium adopted by the City Council on February 28, 2012 is extended for 10 months and 15 days from the date of this ordinance. No permit or any other applicable license or entitlement for use, including, but not limited to, the issuance of a business license, business permit, building permit, conditional use permit, or zoning text amendment shall be approved or issued for the establishment or operation of a Computer Gaming and Internet Access Business in the City of Antioch. Additionally, Computer Gaming and Internet Access Business are hereby expressly prohibited in all areas and zoning districts of the City. The two existing Computer Gaming and Internet Access Businesses may continue to operate at their current locations: Internet Room at 2962 Delta Fair Boulevard and Cot on the Web at 2333 Buchanan Road. No expansion of the number of computer terminals is allowed. Expansion of tenant floor space is permitted in order

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to allow compliance with the licensing procedures and regulations in Title 5, Chapter 11 of the Antioch Municipal Code.

B. Definitions. In addition to the definitions contained in the City's Municipal Code, the following words and phrases shall, for the purposes of this Ordinance, be defined as follows, unless it is clearly apparent from the context that another meaning is intended. Should any of the definitions be in conflict with the current provisions of the Municipal Code, the following definitions shall prevail:

1. "Computer Gaming and Internet Access Business" shall mean an establishment that provides more than four (4) computers or other electronic devices for access to the world wide web, internet, e-mail, video games or computer software programs which operate alone or are networked (via LAN, WAN or otherwise) or which function as a client/server program, and which seeks compensation, in any form, from users. Computer Gaming and Internet Access Business is synonymous with a personal computer ("PC") café, internet café, cyber café, sweepstakes gaming facilities, business center, internet sales business and internet center, but does not include a Public Use or Internet Learning Center as defined herein.

2. "Public Use or Internet Learning Center" shall mean an establishment that provides computer access which is operated by the City of Antioch, a school district, a library, a college district, or a private institution of learning which provides classes in computer instruction or a non-profit organization which does not receive compensation in any form other than school tuition.

SECTION 4. CEQA. This ordinance is not a project within the meaning of Section 15378 of the State CEQA (California Environmental Quality Act) Guidelines, because it has no potential for resulting in physical change in the environment, directly or ultimately. In the event that this Ordinance is found to be a project under CEQA, it is subject to the CEQA exemption contained in CEQA Guideline section 16061 (b) (3) because it can be seen with certainty to have no possibility of a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

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SECTION 6. Effective Date. This interim ordinance shall take effect immediately upon its adoption and shall continue in effect for 10 months and 15 days from the date of its adoption by not less than a four-fifths vote of the Antioch City Council, unless superseded by a subsequent ordinance of the City Council.

SECTION 7. Report of Council. Ten days prior to the expiration of this Ordinance, or any extension thereof, this Council shall issue a written report describing the measures taken to alleviate the condition which led to the adoption of this ordinance, or any extension thereof.

SECTION 8. Declaration of Urgency. This ordinance is hereby declared to be an urgency measure necessary for the immediate protection of the public health, safety and welfare. This Council hereby finds that there is a current and immediate threat to the public health, safety and welfare. The reasons for this urgency are declared and set forth in Section 2 of this Ordinance and are incorporated herein by reference.

SECTION 9. Publication; Certification. The City Clerk shall certify to the adoption of this Ordinance and cause same to be published in accordance with State law.

* * * * *

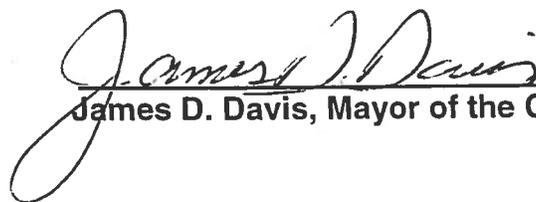
I HEREBY CERTIFY that the foregoing Ordinance was introduced and adopted as an urgency ordinance pursuant to the terms of California Government Code Section 65858 at a regular meeting of the City Council of the City of Antioch on the 10th day of April, 2012, by the following vote:

AYES: Council Members Kalinowski, Harper, Rocha, Agopian and Mayor Davis

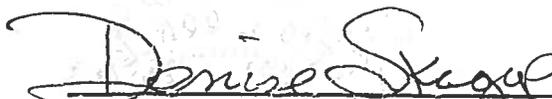
NOES: None

ABSENT: None

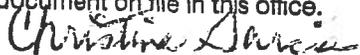
ABSTAIN: None


James D. Davis, Mayor of the City of Antioch

ATTEST:


Denise Skaggs, City Clerk of the City of Antioch

I certify that this is a true copy of a document on file in this office.


for City Clerk

SEAL

City of Antioch, California

Agg
Atc

**STAFF REPORT TO THE CITY COUNCIL
FOR CONSIDERATION AT THE MEETING OF APRIL 22, 2014**

Prepared by: Ryan Graham, Deputy Director of Community Development *RG*

Date: April 16, 2014

Subject: **Park and Recreation Commission Appointment**

RECOMMENDATION

It is recommended that the City Council receive and file the attached applications and the Mayor appoint and Council approve four members to the Park and Recreation Commission.

BACKGROUND INFORMATION

There are five applicants for four positions. The applicants were interviewed by the Mayor, the Park and Recreation Commission Chair and Deputy Directors Bechtholdt and Graham.

On March 25, 2014 applicant Frederick Rouse was appointed to the Board of Administrative Appeals and therefore is no longer eligible for consideration of appointment to the Park and Recreation Commission.

The applicants are as follows:

Janet Farr
Keith Farr
Fred Hoskins
Frederick Rouse
Manuel Soliz

Presently four vacancies exist due to resignations and term expirations.

FINANCIAL IMPACT

None. All positions are voluntary.

OPTIONS

If Council desires, staff can re-advertise for additional applicants. Advertising will continue for unfilled positions.

ATTACHMENTS

A. Applications (provided to City Council)



RECEIVED

MAR 03 2014

CITY OF ANTIOCH
CITY CLERK

APPLICATION DEADLINE extended: 5:00 p.m. Thursday, February 20, 2014

APPLICATION FOR COMMUNITY SERVICE

PARKS & RECREATION COMMISSION - Four (4) 4-year Terms

Print your name JANET FARR

Address _____ City Antioch

ZIP Code 94531 Phone (H) _____ W) _____ (C) _____

e-mail address _____

Employer RETIRED

Address _____ City _____

Occupation RETIRED - 40+ YRS IN INSURANCE

How long have you lived in Antioch? 36 YRS

List the three (3) main reasons for you interest in this appointment: _____

COMMUNITY SERVICE
TO HELP PROVIDE PARKS FOR FAMILIES
TO HELP PROVIDE OUTDOOR/INDOOR ACTIVITIES
FOR CHILDREN AND ADULTS

Have you attended any meetings of this commission? NO

Have you had any previous city community service on this commission? (If yes, please explain) NO

What skills/knowledge do you have that would be helpful in serving on the Parks & Recreation Commission? GAP VOLUNTEER - PARTICIPATE
IN MONTHLY CLEANUP AS WELL AS CLEANUP
ON OWN AND WITH OTHERS IN COMMUNITY -
EAST BAY REGIONAL PARKS AMBASSADOR AND
EBRP DOCENT AT BIG BREAK - VOLUNTEERED
AT FISHING DERBIES THROUGH EBRP
AMBASSADORS -

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

took aerobics for 15+/- yrs through Antioch recreation as well as various other classes - My children also took some classes/activities thru Antioch recreation - I have recently been enrolled in water aerobics and will be enrolling again soon and may enroll in others as well

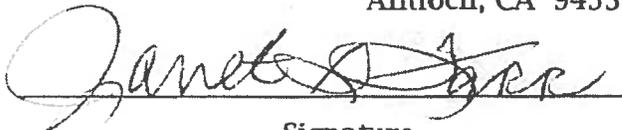
The Parks & Recreation Commission meets on the First Thursday of each month at 7:00 p.m. in the City Council Chambers. Can you attend meetings at the designated days and time? YES

Please attach your resume (required to be considered for appointment).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

The top three/four candidates will undergo a background check by the Antioch Police Department prior to appointment.

DELIVER OR MAIL TO: Antioch City Clerk
200 "H" Street
P.O. Box 5007
Antioch, CA 94531-5007



Signature

1 March 2014

Date

Janet S Farr

Antioch, CA 94531

EXPERIENCE:

June 2009 – February 2010 **ISU Pinnacle Brokers**
1330 North Broadway
Walnut Creek, CA 94596

Account Manager - Commercial Lines – started out full time and then went to part-time. Handled a variety of accounts including several skilled nursing and residential care facilities, IPOs, HMOs, some contractors, etc.

October 2007 – April 2009 **CIC/A J Gallagher & Co**
3697 Mt. Diablo Blvd. Suite 300
Lafayette, CA 94549

Account Manager – Commercial Lines – handled several property owners/managers, contractors, manufacturing. Responsible for marketing renewals, preparing proposals and summaries, invoicing, evidence of insurance, some certificates, and all correspondence with clients and companies

August 1994 – October 2007 **Hub International of CA**
400 Taylor Blvd 3rd Floor
Pleasant Hill, CA 94523

Account Manager – Commercial Lines – responsible for account from completing applications, marketing, checking policies and coverages, summaries and proposals, inquiries from client and others, invoicing and all correspondence.

Experience handling accounts from small minimum premiums to excess of \$1,000,000 premium. Handled contractors, property owners/managers, manufacturing, large non-profits, etc.



RECEIVED

MAR 03 2014

CITY OF ANTIOCH
CITY CLERK

APPLICATION DEADLINE extended: 5:00 p.m. Thursday, February 20, 2014

APPLICATION FOR COMMUNITY SERVICE

PARKS & RECREATION COMMISSION - Four (4) 4-year Terms

Print your name Keith Farr

Address _____ City Antioch

ZIP Code 94531 Phone (H) _____ (N) _____ (C) _____

e-mail address _____

Employer Retired

Address _____ City _____

Occupation _____

How long have you lived in Antioch? 36 yrs

List the three (3) main reasons for your interest in this appointment: _____

Service to the community.

Sharing knowledge & experience gained as an Ambassador & Docent volunteer with East Bay Regional Parks.

To improve utility of Antioch parks & recreation programs.

Have you attended any meetings of this commission? No

Have you had any previous city community service on this commission? (If yes, please explain) _____

What skills/knowledge do you have that would be helpful in serving on the Parks & Recreation Commission? _____

I have been trained by E.B. Parks to work with school groups in various activities ie arts & crafts, fishing derbies, athletic events.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

My wife & I are co-captains of our Neighborhood Watch program which we started in 2012.

I have been a volunteer with the Antioch Graffiti Abatement Program (GAP) for the past 3 years.

I attend the monthly Crime Prevention Meetings, the quarterly Coffee with the Cops & Community meetings to stay informed on current events.

The Parks & Recreation Commission meets on the First Thursday of each month at 7:00 p.m. in the City Council Chambers. Can you attend meetings at the designated days and time? yes

Please attach your resume (required to be considered for appointment).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

The top three/four candidates will undergo a background check by the Antioch Police Department prior to appointment.

DELIVER OR MAIL TO: Antioch City Clerk
200 "H" Street
P.O. Box 5007
Antioch, CA 94531-5007

Keith Law

Signature

3.1.14

Date

KEITH FARR

Professional Summary

I have been a Manager and Leader in all the jobs I have held over the years and was a credit analyst for nearly 40 years.

Skills

- High level of accuracy
- Excellent Managerial Skills

Work History

Training officer (Officer Candidate School)/ Infantry platoon leader (st Lieutenant), 04/1968 to 03/1971
U.S. Army – Ft. Benning, Ga., Vietnam

I was drafted into the Army, went to basic training and then advanced infantry school. I took a battery of tests and was found qualified to attend Officer Candidate School at Ft. Benning, Ga.

After graduating and being commissioned as an Infantry 2nd Lieutenant I spent the next year training other officer candidates as a TAC officer.

After that year as a training officer I was promoted to First Lieutenant and sent to Vietnam where I was assigned to the 25th Infantry Division. My first 6 months were spent in the field as an Infantry Platoon Leader and the last 5 months I was the Battalion supply officer.

Branch Manager/ Supervisor, 11/1971 to 06/1997

Avco Finance, American General Finance, Westcorp, Bank of America and Citicorp – Nevada and California
I was a Branch Manager and District Manager for several lending institutions. I was involved in direct lending, indirect lending and real estate loans. I was licensed and a insurance agent and was a notary public during most of this work experience. The number of people I supervised varied from as little as four to as many as thirty.

Loan Officer to Department Manager, 07/1997 to 02/2010

Bank of the West – 1450 Treat Boulevard, Walnut Creek, Ca.

I was initially employed by the bank as a loan officer in the Recreation Vehicle and Marine finance department.

After about a year I was promoted to Assistant Vice President and Team Leader with 4 loan officer reporting to me.

In 2006 I was promoted to department manager and all 12 of the loan officers reported to me.

I had a \$250,000 lending limit and our department generated approximately \$200 million in financing on a monthly basis. Our dealership network covered the entire United States. I reviewed potential new dealer packages for financing approval, analyzing Durnn and Bradstreet reports and business financial statements.

I analyzed retail credit applications on a daily basis and reviewed personal and business tax returns. If the applicants were self employed I also checked their Balance Sheets, Cash Flow Statements and Income Statements along with Personal Financial Statements.

I retired in 2010.

Education

Associate of Arts: Business Administration, 1966 to 1968

University of Wyoming - Laramie WY



RECEIVED
MAR 03 2014
CITY OF ANTIOCH
CITY CLERK

APPLICATION DEADLINE extended: 5:00 p.m. Thursday, February 20, 2014

APPLICATION FOR COMMUNITY SERVICE

PARKS & RECREATION COMMISSION - Four (4) 4-year Terms

Print your name FRED HOSKINS

Address _____ City ANTIOCH

ZIP Code 94509 Phone (H) _____ (W) _____ (C) _____

e-mail address _____

Employer REPAIRS-ART MANAGEMENT

Address _____ City _____

Occupation PROJECT MANAGER - ARTIST

How long have you lived in Antioch? 70 YEARS

List the three (3) main reasons for you interest in this appointment:

1. INCREASE ACTIVITIES FOR YOUTH AND SENIORS
2. FIND RESOURCES TO REDUCE COST FOR EVENTS.
3. COORDINATE WITH OTHER COMMISSIONS DEPARTMENTS IN CITY GOVERNMENT FOR JOINT EFFORTS

Have you attended any meetings of this commission? NO

Have you had any previous city community service on this commission? (if yes, please explain) NO

What skills/knowledge do you have that would be helpful in serving on the Parks & Recreation Commission?

EXTENSIVE EXPERIENCE IN PROJECT MANAGEMENT - TRAINING IN COMMUNICATIONS SKILLS AND PROBLEM SOLVING INTERDEPARTMENTAL COORDINATION

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

I HAVE STRIVED TO IMPROVE OUR CITY BY
OFFERING INPUT AT MANY COUNCIL MEETINGS.
I INVESTIGATE ISSUES BEFORE I MAKE
DECISIONS. I FEEL THAT MANAGEMENT
BY EXAMPLE IS EXTREMELY IMPORTANT
I QUESTION TO CLARIFY AND DETERMINE THE
BEST DIRECTION TO GO TO IMPROVE OUR CITY
I BELIEVE THAT "COORDINATION AND
COMPROMISE" IS FORWARD - - NOT CONTROL
(INVESTIGATE - LISTEN - DISCUSS - DECIDE) IMPLEMENT)

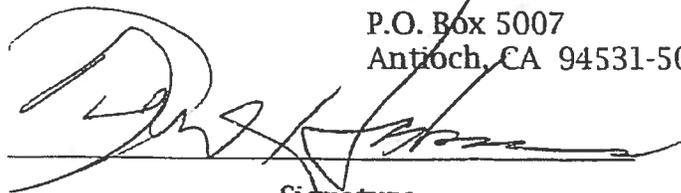
The Parks & Recreation Commission meets on the First Thursday of each month at 7:00 p.m. in the City Council Chambers. Can you attend meetings at the designated days and time? yes

Please attach your resume (required to be considered for appointment).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

The top three/four candidates will undergo a background check by the Antioch Police Department prior to appointment.

DELIVER OR MAIL TO: Antioch/City Clerk
200 "H" Street
P.O. Box 5007
Antioch, CA 94531-5007



Signature

02/28/2014

Date

Resume of Fred Hoskins

Residence

Retired AT&T after 37 1/2 Years of employment.

Education : High School, DVC (Specialized in Electronics-Buyer for Lab Kits)-
Extensive Training with AT&T (17th

Education Level) Expertise in following subjects: Marketing,
Communications Skills, Customer Profiles,
Service/Network (National Customers) Manager, Project Management,
Quality Management and Staff Manager
Training.

Initial positions with Company- PT&T for 12 years as Central Office
Technician. Maintained Pittsburg, Antioch, West

Pittsburg, Oakley, Knightsen, Bethel Island, Brentwood, and Byron
systems.

Promoted to AT&T Management and worked in all positions listed above.
Received many customer commendation's

and "Excellent Awards" payments for 25 consecutive years .

For 2 years (late 60's) participated in "Junior Achievement" working with and
recruiting in Oakland and Eastern

Alameda County.

Active Award Winning Artist : Worked within The 350 member Delta Art
Association (late 50's) Acted as Hanging

Chairman and continues to support City of Antioch Art Commission,
assisting in shows at Antioch Historical Society

Museum and Lynn House. Have donated a number of artworks to charitable organization for fund raising events.

Political Activist: Determines Candidates (R or D) and Marches in parades and works at telephone banks to get out the

vote. Researches ballot measures for value to citizens of Antioch and campaigns for or against the measures.

Appears and makes Public Comments at City Council meeting and occasionally provides written documentation to

members supporting his input. Has worked as a non-official fund raiser supporting The Friends of the Roswell Butler

Hard House for restoration and continues to work with State Representatives to eliminate blockage by the State

allow it's transfer to The Friends. One of our cities most valuable historical assets. Registered with State and

Federal documentation.

RECEIVED

OCT 18 2013

CITY OF ANTIOCH
CITY CLERK

APPLICATION DEADLINE: _____

APPLICATION FOR COMMUNITY SERVICE

NAME OF BOARD OR COMMISSION BOARD OF ADMINISTRATIVE APPEALS

PRINT YOUR NAME FREDERICK ROUSE

ADDRESS _____ CITY ANTIOCH

ZIP CODE 94531 PHONE (H) _____ (W) _____

E-MAIL ADDRESS _____

EMPLOYER _____

ADDRESS _____ CITY _____

OCCUPATION _____

YEARS LIVE IN THE CITY OF ANTIOCH 16

LIST THE THREE (3) MAIN REASONS FOR YOUR INTEREST IN THIS APPOINTMENT:

QUALITY OF LIFE

IMPROVE OUR CITY

SAVE OUR CITY FROM BLIGHT

HAVE YOU ATTENDED ANY MEETINGS OF THIS BOARD/COMMISSION? YES

HAVE YOU HAD ANY PREVIOUS CITY COMMUNITY SERVICE ON THIS BOARD/COMMISSION? (If yes, please explain) PREVIOUS CHAIRPERSON

WHAT SKILLS/KNOWLEDGE DO YOU HAVE THAT WOULD BE HELPFUL IN SERVING ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING? POST EXPERIENCE

(Over)

PLEASE INDICATE ANY FURTHER INFORMATION OR COMMENTS YOU WISH TO MAKE THAT WOULD BE HELPFUL IN REVIEWING YOUR APPLICATION.

PLEASE READ THE ATTACHED GENERAL INFORMATION REGARDING BOARDS AND COMMISSION SO YOU ARE AWARE OF THE DUTIES, TIME AND FREQUENCY OF MEETINGS.

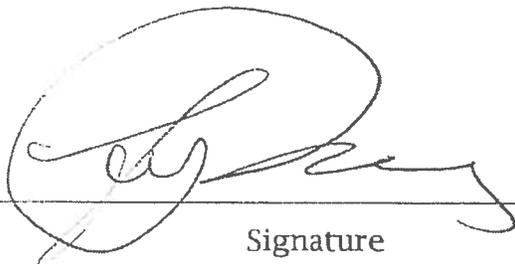
CAN YOU ATTEND MEETINGS AT THE DESIGNATED TIME? YES

PLEASE ATTACH YOUR RESUME (REQUIRED TO BE CONSIDERED FOR APPOINTMENT).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

THE TOP THREE/FOUR CANDIDATES WILL UNDERGO A BACKGROUND CHECK BY THE ANTIOCH POLICE DEPARTMENT PRIOR TO APPOINTMENT.

DELIVER OR MAIL TO: CITY CLERK'S OFFICE
P.O. BOX 5007
ANTIOCH, CA 94531-5007


Signature

10/9/2013
Date

If you would like to be considered for future openings on Boards or Commission, please check the appropriate lines(s) and return to City Hall. You will be notified when an opening occurs.

- Board of Administrative Appeals
- Building Board of Appeals
- Economic Development Commission
- Investment Advisory Committee
- Parks and Recreation Commission
- Planning Commission
- Police Crime Prevention Commission
- Youth Commission

How did you learn of this opening?

Word of Mouth _____ Channel 26 _____

Newspaper: _____

If website, name of site: City of Antioch _____

Other? Website Address: _____

Name: FREDERICK ROUSE

Address: _____

Phone: work: _____ home: _____

Please mail to: City Clerk
City of Antioch
P.O. Box 5007
Antioch, CA 94531-5007

Frederick Rouse

Antioch, CA 94531

I am a proven leader in managing a worldwide Program Management Team with the target of establishing, developing, directing the process of delivering products from concept to introduction to market.

My focus is on organizational and corporate product delivery goals. I am experienced in multiple industries including High-tech start up, shipping, enterprise software and hardware. I specialize in building business and organizational processes, partnerships, managing internal PMO office and opening communication channels within a company. I also have managed contracts, worked with legal to determine the best results and cost controls.

In addition I have also driven and won at consistently improving service levels and customer relationships by strategizing and implementing policy and procedures to provide world-class operations and on time delivery of product. With the target of outperforming customer expectations, I am a proven leader and excellent in my communication skills. I have the ability to manage multiple and competing priorities, meet deadlines, operate within budget goals, meeting quality expectations and function independently work driving contracts and interface with vendors while collaborating effectively in a team environment.

What makes me a good fit for your position: My leadership of the direct worldwide Staff of 20. By my working directly in a customer response team – both in sustaining, issue resolution, prioritizing with the focus on overall customer satisfaction. My experience and clear knowledge of Waterfall, Phase gate and other LCM models. My development of dashboards, timelines, estimates, reports, strategies and other graphical representations of the status of a project or program. My excellent communication skills. My focused understanding of ROI and the impact of such on a global business. The fact that I put our customer quality and satisfaction first. My ability to design and implement internal process changes and implement these changes. The fact that I have reported to SVP/CEO of major corporations. My leadership in developing sustained and trusted relations in cross-functional teams. My experience in contract negotiation on the company side and the customer side (both inbound and outbound) including legal, purchasing, customer expectations, internal communication of deliverables and commitment to closure.

Sr. Director of Program Management

Sybase an SAP Company

Public Company; 1001-5000 employees; SY; Computer Software industry

January 2001 – December 2011 (11 years)

My key duties were to direct the program tracking, product delivery and management reporting activities. Assemble project teams with direct cradle to grave product responsibility. Develop standards and processes that support product delivery, quality testing, metric tracking and product life cycle flows. Develop product release plans that identify and communicate product goals, revision history, features list enhancement plans and product positioning. I have considerable expertise in developing detailed plans for complex projects involving challenging requirements, limited resources, and fixed deadlines.

I have a proven track record of managing multiple projects simultaneously. I am an expert in building appropriate processes and tools and delivering results. .

Sr. Program Manager

Synopsys, Inc.

Public Company; 5001-10,000 employees; SNPS; Computer Software industry

August 1998 – December 2000 (2 years 5 months)

Sr. Manager Field Applications Systems

DHL Airways

Public Company; 10,001+ employees; DHL; Logistics and Supply Chain industry

January 1996 – August 1998 (2 years 8 months)

Program Manager, Electronic Design Automation Products

Cadence Design Systems, Inc.

Public Company; 1001-5000 employees; CDNS; Computer Software industry

July 1994 – January 1996 (1 year 7 months)

Sun Microsystems Federal, Inc. - Program Manager, Federal Programs

Sun Microsystems, Inc.

Public Company; 10,001+ employees; ORCL; Information Technology and Services industry

May 1984 – May 1994 (10 years 1 month)



RECEIVED

JAN 30 2014

CITY OF ANTIOCH
CITY CLERK

APPLICATION DEADLINE: 5:00 p.m. Thursday, January 30, 2014

APPLICATION FOR COMMUNITY SERVICE

PARKS & RECREATION COMMISSION - Four (4) Full-terms

PRINT YOUR NAME MANUEL W. SOLIZ, JR.

ADDRESS _____ CITY ANTIOCH

ZIP CODE 94509 PHONE (H) _____ (W) _____

E-MAIL ADDRESS _____

EMPLOYER THRIVENT FINANCIAL

ADDRESS 3050 CITRUS CIR, #205 CITY WALNUT CREEK

OCCUPATION LEAD FINANCIAL CONSULTANT

YEARS LIVE IN THE CITY OF ANTIOCH 53

LIST THE THREE (3) MAIN REASONS FOR YOUR INTEREST IN THIS APPOINTMENT:

I WOULD LIKE TO ENSURE OUR COMMUNITY PROVIDES PARKS, RECREATION AND LEISURE PROGRAMS FOR OUR CITIZENS. I AM ALSO INTERESTED IN THE FUTURE PLANNING OF FACILITIES AS OUR CITY GROWS, AND I AM INTERESTED IN WORKING TO CONTINUE PROVIDING THESE SERVICES IN AN ERA OF SHRINKING FINANCIAL RESOURCES.
HAVE YOU ATTENDED ANY MEETINGS OF THIS COMMISSION? YES

HAVE YOU HAD ANY PREVIOUS CITY COMMUNITY SERVICE ON THIS COMMISSION?

(If yes, please explain) YES. I WAS APPOINTED TO THIS COMMISSION IN 1992-1993, AND EVENTUALLY WAS ELEVATED TO CHAIRMAN OF THIS COMMISSION.

WHAT SKILLS/KNOWLEDGE DO YOU HAVE THAT WOULD BE HELPFUL IN SERVING ON THE COMMISSION FOR WHICH YOU ARE APPLYING?

A BACKGROUND IN THE FINANCIAL ASPECTS OF LIGHTING & LANDSCAPING DISTRICTS, ALSO MY FINANCIAL BACKGROUND WILL ALLOW ME TO ASSIST IN BUDGET PROVISION AND CONTROL TO DELIVER SERVICES IN LIGHT OF SHRINKING RESOURCES. I ALSO HAVE EXPERIENCE IN BRINGING TOGETHER STAKEHOLDERS AND FINDING SOLUTIONS THAT MEET CITIZEN/STAKEHOLDER NEEDS.

PLEASE INDICATE ANY FURTHER INFORMATION OR COMMENTS YOU WISH TO MAKE THAT WOULD BE HELPFUL IN REVIEWING YOUR APPLICATION.

BASED ON MY EXPERIENCE AND INTEREST IN OUR
COMMUNITY, I AM WILLING TO SERVE OUR COMMUNITY
AND HELP IMPROVE OUR QUALITY OF LIFE

PLEASE READ THE ATTACHED GENERAL INFORMATION REGARDING BOARDS AND COMMISSION SO YOU ARE AWARE OF THE DUTIES, TIME AND FREQUENCY OF MEETINGS. CAN YOU ATTEND MEETINGS AT THE DESIGNATED TIME? Yes.

Please attach your resume to provide additional information.

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

DELIVER OR MAIL TO: Antioch City Clerk
200 "H" Street
P.O. Box 5007
Antioch, CA 94531-5007

Manuel A. Lopez
Signature

01/30/2014
Date

SUPPLEMENTAL

STAFF REPORT TO THE MAYOR AND CITY COUNCIL FOR CONSIDERATION AT THE COUNCIL MEETING OF APRIL 22, 2014

FROM: Michelle Fitzer, Human Resources/Economic Development Director 

DATE: April 22, 2014

**SUBJECT: SUPPLEMENTAL RESOLUTION APPROVING THE REMAINING
LOCAL 1 CLASS SPECIFICATIONS AND ESTABLISHING A SALARY
RANGE FOR METER SERVICE WORKER**

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the revised class specification for Marina Maintenance Worker I/II along with the remaining Local 1 class specifications, and establishing a salary range for Meter Service Worker, as provided in the original report.

BACKGROUND

Subsequent to the Council agenda packet preparation and distribution, staff was contacted regarding a few possible minor amendments to the Marina Maintenance Worker I/II class specification. Staff and Local 1 met today to discuss the description, and agreed on the revised version attached to this report. Two job duties were actually added, and the 90 pound lift/carry/push/pull requirement in the physical demands was simply stated as "moderate to heavy amounts of weight." This change mirrors the language in similar Local 1 classifications.

ATTACHMENTS

A. Marina Maintenance Worker I/II Draft Description

REVISED

CITY OF ANTIOCH

MARINA MAINTENANCE WORKER I MARINA MAINTENANCE WORKER II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision, performs routine skilled, semi-skilled, and emergency maintenance and repairs to marina docks and related structures within the marina complex; provides assistance and service to boat operators; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Marina Maintenance Worker I – This is the entry level class in the Marina Maintenance Worker series. Initially, under close supervision, incumbents learn and perform a variety of duties in marina maintenance. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required licenses and/or certifications, and is at the discretion of higher level supervisory or management staff.

Marina Maintenance Worker II – This is the full journey level class within the Marina Maintenance Worker series. Employees within this class are distinguished from the Marina Maintenance Worker I by the performance of the full range of duties as assigned including the more complex operation and maintenance duties, operating a variety of equipment, and providing training to less experienced Marina Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Marina Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or license/certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintains and assures the cleanliness of marina grounds, landscaped areas, parking lots and other areas within the marina complex as designated.
2. Empties trash bins and receptacles.
3. Removes hyacinth and other impediments from the marina waters.
4. Performs a variety of dock maintenance, including the replacing and repair of dock facilities and associated equipment.
5. Maintenance of flotation systems.

**CITY OF ANTIOCH
MARINA MAINTENANCE WORKER I/II (CONTINUED)**

6. Paints and renumbers docking facilities.
7. Repairs gates and locks.
8. Inspects and schedules the marina and docking areas for needed maintenance and repairs.
9. Replaces lights and performs basic electrical repairs.
10. Installs, marks, moves, and repairs dock boxes.
11. Maintains and insures the cleanliness of shoreside facilities, including offices and restrooms.
12. Assists and provides services to boaters in the docking and fueling of craft.
13. Assists with pumping-out of boats.
14. May collect fees and provides information to boaters.
15. Operates city-owned vehicles, boat, radio/telephone, and some office equipment.
16. May provide some work direction for part-time and temporary staff.
17. Issue citations, as applicable.
18. May perform various office duties, as assigned.
19. Works weekends when necessary or assigned to do so.
20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Techniques, materials, tools and equipment used to perform general maintenance and repair of docks and associated equipment.
- Operation and maintenance of a variety of hand and power tools, radio/telephone, and equipment common to the field.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Safe work methods and safety regulations pertaining to the work.
- Basic painting, plumbing, carpentry and electrical methods, tools and techniques.
- Codes and regulations applicable to the work.
- Basic water safety skills.

Ability to:

- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Perform a variety of tasks and moderately and/or heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Ensure adherence to safe work practices and procedures.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Read and interpret manuals, specifications, drawings, plans, and blueprints.
- Maintain records including time, material, and equipment use records.
- Exercise independent judgment and initiative without close supervision.
- Review the work of others, as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.

Education and Experience Guidelines

Marina Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of work experience in construction and maintenance work that has provided the required knowledge and skills in carpentry, electrical, plumbing, painting, and general maintenance work.

License or Certificate:

Possession of an appropriate, valid driver's license.

Marina Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in facility maintenance.

Experience:

One year experience in Marina maintenance work, comparable to a Marina Maintenance Worker I with the City of Antioch. Employees must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to a recommendation being made to flex to the Worker II classification.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Possession of a CPR certification is required within 12 months of appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments; must be willing to work out-of-doors in all weather conditions and to work with exposure to potentially hazardous substances; exposure to noise, dust, grease, smoke, fumes, solvents, gases, electrical currents, machinery, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights; must be willing to work overtime and off-hour shifts in emergency situations; and must be willing to work weekends when necessary or assigned to do so.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: January 1989

Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.