



Council Chambers  
200 H Street  
Antioch, CA 94509

Closed Session - 6:00 P.M.  
Regular Meeting - 7:00 P.M.

# ANNOTATED AGENDA

for

August 9, 2016

Antioch City Council  
Regular Meeting

**Wade Harper**, Mayor  
**Lori Ogorchock**, Mayor Pro Tem  
**Mary Helen Rocha**, Council Member  
**Tony Tiscareno**, Council Member  
**Monica E. Wilson**, Council Member

**Arne Simonsen**, City Clerk  
**Donna Conley**, City Treasurer

**Steven Duran**, City Manager  
**Michael G. Vigilia**, City Attorney

*PLEASE TURN OFF CELL PHONES BEFORE ENTERING COUNCIL CHAMBERS.*

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**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 3<sup>rd</sup> 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.

**6:00 P.M.      ROLL CALL – CLOSED SESSIONS – for Council Members – *All Present***

**PUBLIC COMMENTS** for Closed Sessions – *None*

**CLOSED SESSIONS:**

**1) CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City's Labor Negotiators is authorized by California Government Code § 54957.6; City designated representatives: Nickie Mastay, Denise Haskett and Glenn Berkheimer; Employee organizations: Antioch Police Officers' Association and Operating Engineers Local Union No. 3 (OE3).  
*Direction given to Labor Negotiators*

**2) CONFERENCE WITH REAL PROPERTY NEGOTIATORS** pursuant to California Government Code section 54956.8; Property – Humphrey's Restaurant: Agency Negotiator – City Manager; Parties – Dorothy Everett and John Jernegan.  
*Direction was given to staff*

**7:02 P.M.      ROLL CALL – REGULAR MEETING – for Council Members – *All Present***

**PLEDGE OF ALLEGIANCE**

**1.      PROCLAMATION**

PROCLAMATION

- Antioch High School Class of 1956 Day, August 27, 2016

*Approved, 5/0*

Recommended Action: It is recommended that the City Council approve the proclamation.

**ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS**

**ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS**

- *POLICE CRIME PREVENTION COMMISSION (Deadline date to apply: 08/12/16)*

**PUBLIC COMMENTS** – *Members of the public may comment only on unagendized items. The public may comment on agendized items when they come up on this Agenda.*

**CITY COUNCIL COMMITTEE REPORTS**

**MAYOR’S COMMENTS**

**2. CONSENT CALENDAR**

**A. APPROVAL OF COUNCIL MINUTES FOR JULY 26, 2016**

***Approved, 5/0***

Recommended Action: It is recommended that the City Council approve the minutes.

STAFF REPORT

**B. APPROVAL OF COUNCIL WARRANTS**

***Approved, 5/0***

Recommended Action: It is recommended that the City Council approve the warrants.

STAFF REPORT

**C. REJECTION OF CLAIM: BRAD SCHAEFER**

***Rejected, 5/0***

Recommended Action: It is recommended that the City Council reject the claim submitted by Brad Schaefer that was received on July 20, 2016. If the City Council desires to discuss this matter, it can be scheduled for a future closed session.

STAFF REPORT

**D. TECHNICAL TRAINING FOR CLERKS – TTC SERIES 200**

***Approved, 5/0***

Recommended Action: It is recommended that the City Council authorize associated expenditures for the City Clerk to attend the Technical Training for Clerks (TTC) Series 200 Course at the UC Riverside on September 13 – 16, 2016.

STAFF REPORT

**E. AUTHORIZE RESPONSE TO GRAND JURY REPORT: “HUMAN TRAFFICKING” (REPORT 1609)**

***Reso No. 2016/83 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt the resolution authorizing the Mayor to sign the response to the Grand Jury report: “Human Trafficking.”

STAFF REPORT

**F. AUTHORIZE RESPONSE TO GRAND JURY REPORT “WHERE WILL WE LIVE? THE AFFORDABLE HOUSING WAITING LIST IS CLOSED” (REPORT 1614)**

***Reso No. 2016/84 adopted, 5/0***

Recommended Action: It is recommended that the City Council adopt the resolution authorizing the Mayor to sign the response to the Grand Jury Report: "Where Will We Live? The Affordable Housing Waiting List is Closed".

STAFF REPORT

**CONSENT CALENDAR – Continued**

- G.** RESOLUTION AMENDING THE FISCAL YEAR 2016/2017 CAPITAL IMPROVEMENTS BUDGET AND AUTHORIZE THE CITY MANAGER TO SIGN A CONSULTANT SERVICE AGREEMENT WITH BKF ENGINEERING FOR THE INFRASTRUCTURE IMPROVEMENTS FOR NORTH EAST ANTIOCH ANNEXATION AREA 1 AND 2B (P.W. 693)

**Reso No. 2016/85 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt a resolution amending the fiscal year 2016/2017 Capital Improvement budget by carrying forward \$80,000 in unspent budgeted funds designated for this project from fiscal year 2015/2016 and increase fiscal year 2016/2017 funding for this project in the amount of \$80,000 for a total budget of \$230,000 and authorize the City Manager to sign a Consultant Service Agreement with BKF Engineering for the Infrastructure Improvements for North East Antioch Annexation Area 1 and 2B in the amount of \$195,337.

STAFF REPORT

- H.** VARIOUS ASPHALT REPAIRS – SERVICE CUTS BID AWARD

**Reso No. 2016/86 adopted, 5/0**

Recommended Action: It is recommended that the City Council adopt the resolution awarding the Various Asphalt Repairs – Service Cuts contract to G&S Paving Inc., in the amount of \$179,915 for the period of August 15, 2016 through February 15, 2017 and an additional \$50,000 for unscheduled repairs for a total budget not to exceed \$229,915.

STAFF REPORT

**COUNCIL REGULAR AGENDA**

- 3.** PLANNING COMMISSION APPOINTMENT FOR ONE PARTIAL-TERM VACANCY EXPIRING OCTOBER 2016

**Reso No. 2016/87 adopted appointing James Conley to the partial-term vacancy, expiring October 2016, 5/0**

Recommended Action: It is recommended that the Mayor nominate and Council appoint one member to the Planning Commission for a partial-term vacancy expiring October 2016.

STAFF REPORT

**PUBLIC COMMENT**

**STAFF COMMUNICATIONS**

**COUNCIL COMMUNICATIONS AND FUTURE AGENDA ITEMS** – Council Members report out various activities and any Council Member may place an item for discussion and direction on a future agenda. Timing determined by Mayor and City Manager – no longer than 6 months.

**ADJOURNMENT – 8:25 p.m.**



**ANTIOCH HIGH SCHOOL  
CLASS OF 1956  
60<sup>TH</sup> CLASS REUNION**

*WHEREAS, the 1956 Class of Antioch High School is celebrating its 60<sup>th</sup> Class Reunion; and*

*WHEREAS, class members will gather to reminisce and reflect upon their High School years spent together; and*

*WHEREAS, the Antioch High School Class of 1956 was one of the first classes to attend the then, new high school, located on 18<sup>th</sup> Street; and*

*WHEREAS, the reunion will be held on Saturday, August 27<sup>th</sup> at the Lone Tree Golf Course and Event Center.*

*NOW, THEREFORE, I, WADE HARPER, Mayor of the City of Antioch, do hereby proclaim August 27, 2016 as*

*Antioch High School Class of 1956 Day*

*and hereby salute the Class of '56 for their dedication, support and positive influence to the City of Antioch over the past six decades.*

**August 9, 2016**

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**WADE HARPER, Mayor**

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

**Regular Meeting  
7:00 P.M.**

**July 26, 2016  
Council Chambers**

**6:00 P.M. - CLOSED SESSION**

1. **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City’s Labor Negotiators is authorized by California Government Code § 54957.6; City designated representatives: Nickie Mastay, Denise Haskett and Glenn Berkheimer; Employee organizations: Antioch Police Officers’ Association and Operating Engineers Local Union No. 3 (OE3).
  
2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS** pursuant to California Government Code section 54956.8; Property – Humphrey’s Restaurant: Agency Negotiator – City Manager; Parties – Dorothy Everett and John Jernegan.

City Attorney Vigilia reported the City Council had been in Closed Session and gave the following report: **#1 CONFERENCE WITH LABOR NEGOTIATORS**, Direction was given to Labor Negotiators, and; **#2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS**, Direction was given to staff.

Mayor Harper called the meeting to order at 7:08 P.M., and City Clerk Simonsen called the roll.

Present: Council Members Wilson, Ogorchock, Rocha and Mayor Harper  
Absent: Council Member Tiscareno

**PLEDGE OF ALLEGIANCE**

Mayor Harper led the Council and audience in the Pledge of Allegiance.

**PRESENTATIONS**

*Chichibu Sister City Program*

Sean Wright, introduced the delegates and Mayor Kuki from Chichibu, Japan. He gave a brief history of the Sister City Program and thanked the City Council for supporting the organization. He reported an Eagle Scout Project restored the Japanese Garden and Pagoda at Chichibu Park.

Mayor Kuki gave a brief history of the Sister City program and introduced visiting delegates.

Mayor Harper welcomed Mayor Kuki and the delegates. He stated that he hoped to be able to visit Chichibu, Japan next year.

## **ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS**

Councilmember Rocha announced the Antioch Senior Citizens Club was hosting the Hot Summer Nights Fundraiser on August 26, 2016 from 5:00 P.M. – 8:00 P.M.

Councilmember Ogorchock announced the Rivertown Wine Walk would be held from 12:30 P.M. – 4:30 P.M. on August 6, 2016.

Albert Lideros, Antioch resident, expressed concern for graffiti and safety issues occurring on his property which was accessible through Empire Mine Road. He requested a permanent barrier be installed to remedy his concerns.

Mayor Harper thanked Mr. Lideros for expressing his concerns and stated he would forward them to staff for follow up.

Director of Park and Recreation Kaiser announced the following events:

- Adventures in Fun and Fitness from 10:00 A.M. – 1:00 P.M. Tuesday and Thursday at City Park and Wednesday at Contra Loma Estates Park for the for next three weeks
- Historical Fire Truck Demonstration July 30, 2016 at the Antioch Water Park
- Olympic Activities August 5, 2016 at the Antioch Water Park
- Family Sports Day program in collaboration with the Antioch Sports Legends at the Antioch Historical Society on August 13, 2016

## **ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS**

City Clerk Simonsen announced the following Board and Commission openings:

- Police Crime Prevention Commission: One (1) vacancy; deadline date is August 12, 2016

He reported applications would be available in Council Chambers, online at the City's website and at the City Clerk's and Deputy City Clerks offices.

## **PUBLIC COMMENTS**

Lisa Kirk, representing HALO, discussed her participation in the Return to Field program in an effort to save the lives of shelter cats.

Blanca Hernandez and Ellen McDonnell, representing the Contra Costa Public Defender Office, announced they were working in partnership with the Antioch Police Department on the Early Representation Program to combat the "Failure to Appear" problem.

Joette Bright read a statement from Joy Motts regarding the Town Square Initiative. She expressed concern over how the City had responded to their efforts and noted they would continue to bring forward a different plan for the Beede Lumber parcel.

Lee Ballesteros, Antioch resident, discussed the historical significance of the Beede Lumber parcel and urged the Council to support a town square for the location.

Kathryn Fitzpatrick, Antioch resident representing Save the Yard, expressed concern their group was not given the opportunity to present the City with their plan for the Beede Lumber Yard parcel. She noted the citizens wanted and deserved an event center in downtown.

Lindsay Rajt, Oakland resident, expressed concern regarding the management of the Antioch Animal Shelter. She requested Council place a discussion on Antioch Animal Services on the next City Council agenda. She provided copies of comments regarding the shelter from facebook.

Majella Smith, Brentwood resident, expressed concern regarding the management of the Antioch Animal Shelter and requested an advisory committee be formed to deal with this issue.

Stephanie Peterson, Antioch resident, expressed concern regarding the management of the Antioch Animal Shelter. She requested the City seek proposals from nonprofits to take over the facility and place a discussion on Antioch Animal Services on the next City Council agenda.

Holly Cuciz expressed interest in working with the City to improve the Antioch Animal Shelter. She spoke in support of forming a subcommittee to address the issues at the Antioch Animal Shelter, implementing the pet harbor program, featuring cats on the shelter's facebook page, putting the shelter under a different City department and agendizing a discussion on the Shelter for August 9, 2016. She questioned what the live release rate was for the shelter.

Jeanine Silvas, Antioch resident, Antioch Animals Deserve Better organization, expressed concern for the response times and procedures utilized by Antioch Animal Control. She spoke in support of the City devoting more time, energy and money toward animal care.

Bari Costello, Antioch resident, expressed concern that Antioch Police Department had not responded to her call for service, when she had reported that she had been threatened. She stated she was opposed to more housing downtown as she felt there were insufficient police officers to provide adequate service to citizens. She reported there was a pothole in the street in front of her residence that was a safety issue and she questioned what the function was of the City Manager.

Mayor Harper stated he would forward Ms. Costello's comments to Public Works.

Antonio Hernandez, Antioch resident, gave a brief personnel and professional history. He advocated for the town square initiative to build an event center on the Beede Lumber Yard parcel.

Mayor Harper requested Mr. Hernandez forward his comments to the City Council.

Traci Kittel, Antioch resident, expressed concern regarding how the Animal Shelter was being managed and suggested the City contract with an outside agency to take over the facility.

Barbara Sobalvarro, President of Friends of Animal Services, reported they had hosted a celebration at the shelter on July 9, 2016 and they would be holding a similar celebration on August 13, 2016. She expressed concern for the management of the Shelter and spoke in support of it being a separate department. She expressed concern that Animal Shelter staff had failed to notify her of an event.

Rick Stadtlander, Antioch resident, expressed concern with regards to how the Save the Yard initiative signatures had been validated and for the way in which the City had responded to residents who supported the event center on the Beede Lumber Yard parcel. He requested this item be placed on the agenda for a vote of the City Council.

Jim Lanter, Antioch resident, Celebrate Antioch Foundation, thanked those who spoke on behalf of the animals and in support of Save the Yard. As a member of the Celebrate Antioch Foundation, he thanked those responsible for putting on the 4<sup>th</sup> of July event. He urged the City Council to become involved and focus on improving the community. He requested the City Council agendaize and discuss their decision with regards to the Beede Lumber Yard parcel.

## **COUNCIL SUBCOMMITTEE REPORTS**

Councilmember Wilson reported on her attendance at the Mello Roos and the Comprehensive Economic Development Strategy committee meetings.

Councilmember Rocha reported the Tri Delta meeting would be held on July 27, 2016 and announced she was on the Aging and Transportation subcommittee.

## **MAYOR'S COMMENTS**

Mayor Harper reported Tri Delta was meeting on July 27, 2016 and he had attended a Delta Diablo meeting.

## **PRESENTATIONS – Continued**

*Investment Report by Public Finance Management (PFM), presented by Nancy Jones*

Nancy Jones, Managing Director, gave an overview of the Second Quarter 2016 Review of Portfolio.

Mayor Harper thanked Ms. Jones for the presentation.

*Police Statistics Mid-Year Report 2016, presented by Chief Allan Cantando*

Chief Cantando presented the Mid-Year 2016 Police Statistics including the following information:

- Part 1 Crime Statistics
- Bureau of Support Services
- Bureau of Field Services
- Current Staffing Levels
- New Developments

In response to Mayor Harper, Chief Cantando reported officers were encouraged to interact with the community and build relationships with citizens. He announced an Open House would be held at the Antioch Police Department from 10:00 A.M. – 2:00 P.M. on September 10, 2016.

Mayor Harper acknowledged the many ways the Antioch Police Department reached out to the community and stated he was very proud of them.

Councilmember Rocha acknowledged Chief Cantando for making himself available for outreach to the Spanish speaking population at First 5.

In response to Councilmember Wilson, Chief Cantando gave an overview of the job shadowing program and a breakdown of juvenile arrests.

In response to Councilmember Wilson, Chief Cantando stated he would request the County Probation Department make a presentation to the City Council.

In response to Councilmember Ogorchock, Chief Cantando provided an overview of the Volunteers In Police Services (VIPS) and Citizen's Academy. He stated he would place a Public Service Announcement on the Antioch Police Department facebook page regarding safety for residents engaging in the Pokémon game.

In response to Mayor Harper, Chief Cantando stated there was not a pattern with regards to the spike in homicides. He stated once the surveillance cameras were installed, the City would have the infrastructure to build on that program, and then there could be more discussion with regards to the placement of additional cameras.

- 1. COUNCIL CONSENT CALENDAR for City /City as Successor Agency/Housing Successor to the Antioch Development Agency**
- A. APPROVAL OF COUNCIL MINUTES FOR JUNE 14, 2016**
- B. APPROVAL OF COUNCIL MINUTES FOR JUNE 28, 2016**
- C. APPROVAL OF COUNCIL WARRANTS**

- D. PARTIAL REJECTION OF CLAIM: GONZALO LUNA CARRILLO
- E. APPROVAL OF TREASURER’S REPORT FOR MAY 2016
- F. APPROVAL OF TREASURER’S REPORT FOR JUNE 2016
- G. RESOLUTION 2016/75 AUTHORIZE RESPONSE TO GRAND JURY REPORT: “CARING FOR VICTIMS” (REPORT 1605)
- H. RESOLUTION 2016/76 FOURTH AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES WITH WALTER BISHOP CONSULTING
- I. RESOLUTION 2016/77 FIRST AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH JN ENGINEERING FOR ON-CALL INSPECTION SERVICES
- J. RESOLUTION 2016/78 CONSIDERATION OF SOLE SOURCE AWARD FOR POTABLE WATER METER TEST BENCH AND SYSTEM EQUIPMENT
- K. RESOLUTION 2016/79 AMENDMENT OF THE FISCAL YEAR 2016/17 MASTER FEE SCHEDULE
- L. RESOLUTION 2016/80 RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH TRB + ASSOCIATES TO PROVIDE INTERIM CODE ENFORCEMENT MANAGER SERVICES

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

- M. APPROVAL OF SUCCESSOR AGENCY WARRANTS
- N. APPROVAL OF HOUSING SUCCESSOR WARRANTS

On motion by Councilmember Rocha, seconded by Councilmember Ogorchock, the City Council unanimously approved the Council Consent Calendar with the exception of Items G and L, which were removed for further discussion.

**Item G** – Councilmember Ogorchock requested “Exhibit 1” Attachment B be revised striking the first two sentences of the second paragraph and moving the last sentence of paragraph 2 up to the first paragraph.

On motion by Councilmember Ogorchock, seconded by Councilmember Rocha, the Council unanimously approved item “G” with the following revision to “Exhibit 1” Attachment B - Striking

the first two sentences of the second paragraph and moving the last sentence of paragraph 2 up to the first paragraph.

**Item L** – Director of Community Development Ebbs explained that Mr. Aquirre changed employers and to retain his services; staff was requesting the City enter into a new contract with his current employer, TRB & Associates. He clarified there was no change in the contract amount.

Councilmember Ogorchock spoke in support of expediting the process of hiring a permanent employee to fill the Code Enforcement Manager position no later than December 31, 2016.

Administrative Services Director Mastay explained that since Mr. Aquirre was in the Interim position, they focused on filling the City's most urgent needs and this position would be next.

Director of Community Development Ebbs added that the Code Enforcement Officers had recently passed their probation period and were still in need of training. He also noted that after the permanent Code Enforcement Manager position was filled, he envisioned some overlap.

Speaking to the following motion, Director of Community Development Ebbs explained there were no guarantees that the Code Enforcement Manager position could be filled in the timeframe specified, by a qualified candidate.

City Manager Duran added that the City filled positions based on priorities set by departments and Human Resources was doing the best they could to hire them, with their limited resources. He noted all positions requested by staff and authorized by Council would be hired, as soon as possible.

Mayor Harper stated he was in support of staff's recommendation as there was an experienced person currently holding the position and staff was committed to hiring a permanent employee as soon as possible.

A motion by Councilmember Ogorchock, seconded by Councilmember Wilson, to amend the contract for a term to end December 31, 2016 failed by the following vote:

*Ayes: Ogorchock, Wilson*

*Noes: Harper, Rocha*

*Absent: Tiscareno*

Councilmember Rocha stated she understood the challenges and believed staff were aware of the importance of hiring the position, as soon as possible.

A motion by Councilmember Rocha, seconded by Mayor Harper to adopt the resolution failed by the following vote:

*Ayes: Rocha, Harper*

*Noes: Ogorchock, Wilson*

*Absent: Tiscareno*

Director of Community Development Ebbs clarified that Mr. Aquirre no longer worked for Interwest Consulting Group and the City would not have an Interim Code Enforcement Manager until the issue was resolved.

On motion by Councilmember Rocha, seconded by Councilmember Ogorchock, the City Council unanimously voted to reconsider item L.

On motion by Councilmember Rocha, seconded by Councilmember Ogorchock, the City Council unanimously approved item L.

### **PUBLIC HEARING**

#### **3. PUBLIC HEARING TO CONFIRM ASSESSMENTS FOR THE LANDSCAPE MAINTENANCE DISTRICTS 1, 2A, 4, 5, 9, AND 10 FOR FISCAL YEAR 2016/2017 (PW 500)**

Administrative Analyst Hoffmeister presented the staff report dated July 26, 2016 recommending the City Council adopt the Resolution ordering improvements and levying annual assessments for Landscape Maintenance Districts 1, 2A, 4, 5, 9, and 10 for Fiscal Year 2016/2017.

Mayor Harper opened and closed the public hearing with no members of the public requesting to speak.

#### **RESOLUTION 2016/81**

On motion by Councilmember Ogorchock, seconded by Councilmember Rocha, the Council unanimously adopted the Resolution ordering improvements and levying annual assessments for Landscape Maintenance Districts 1, 2A, 4, 5, 9, and 10 for Fiscal Year 2016/2017.

### **COUNCIL REGULAR AGENDA**

#### **4. RESOLUTION CONFIRMING CANVASS BY THE COUNTY CLERK OF CONTRA COSTA OF BALLOTS CAST AT THE PRIMARY ELECTION HELD ON JUNE 7, 2016**

#### **RESOLUTION 2016/82**

On motion by Councilmember Ogorchock, seconded by Councilmember Wilson, the City Council unanimously approved the resolution confirming the results of the June 7, 2016 Primary Election.

**PUBLIC COMMENTS** - None

### **STAFF COMMUNICATIONS**

City Manager Duran reported on his attendance at the San Joaquin Joint Powers Authority meeting and the graduation ceremony for Brandon Peters (Public Works) and Lizeht Zepeda

(Economic Development), who completed a leadership course sponsored by the Contra Costa County Public Managers Association. He reported CASA had expressed interest in making a presentation to the City Council.

### **COUNCIL COMMUNICATIONS**

Councilmember Wilson reported on her attendance at the preview of eBART and rehabilitation of the Veteran's home through the Delta Veteran's Group, Highway 4 ribbon-cutting, and Mad City Money workshop for youth. She announced Assemblymember Frazier's Veteran of the Year was an Antioch resident.

Mayor Harper reported on his attendance at the swearing in of four new Antioch Police Officers, basketball program hosted by Grace Bible Fellowship, prayer vigil, San Joaquin Joint Powers Authority meeting and a meeting with delegates from South Korea. He also reported he had met with JR Wilson to indentify parking spaces that would be designated for Disabled Veterans. He announced he was a new grandfather to his daughter's son, Carter Evan.

### **ADJOURNMENT**

With no further business, Mayor Harper adjourned the meeting at 9:38 P.M. to the next regular Council meeting on August 9, 2016.

Respectfully submitted:

*Kitty Eiden*  
KITTY EIDEN, Minutes Clerk

CITY OF ANTIOCH  
 CLAIMS BY FUND REPORT  
 FOR THE PERIOD  
 JULY 15-28, 2016  
 FUND/CHECK#

**100 General Fund**

**Non Departmental**

363610	APPIAN BAY LAUNDRY AND CLEANERS	DEPOSIT REFUND	1,156.10
363637	CONTRA COSTA WATER DISTRICT	FACILITY RESERVE FEE	80,985.00
363638	CONTRA COSTA WATER DISTRICT	TREATED WATER CAPACITY FEE	16,820.70
363650	ECC REG FEE AND FIN AUTH	ECCRFFA-RTDIM	239,100.00
363697	PRASAD, STEVEN	BARRICADE DEPOSIT REFUND	60.00
363751	BIGHAM SERVICES	SMIP FEE REFUND	2.95
363760	CA BUILDING STANDARDS COMMISSION	QTR2 2016 REMITTANCE	2,523.60
363789	DELTA DENTAL	PAYROLL DEDUCTIONS	738.25
363791	DEPT OF CONSERVATION	QTR2 2016 REMITTANCE	2,831.52
363800	FCS INTERNATIONAL INC	PROFESSIONAL SERVICES	8,355.00
363855	RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	637.50
363873	THOMPSON, TRACY AND SHERI	BARRICADE DEPOSIT REFUND	60.00
927239	ZUMWALT ENGINEERING GROUP INC	ENGINEERING SERVICES	835.00

**City Council**

927218	LONE TREE GOLF COURSE	CONFERENCE	3,395.00
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**City Attorney**

363616	BANK OF AMERICA	STATE OF THE CITY	52.58
363621	BURKE WILLIAMS AND SORENSEN LLP	LEGAL SERVICES	1,956.54
363653	ELLISON SCHNEIDER AND HARRIS LLP	LEGAL SERVICES	1,548.00
363660	GOLDFARB AND LIPMAN LLP	LEGAL SERVICES	130.00
363723	WENDEL ROSEN BLACK AND DEAN	LEGAL SERVICES	387.80
927235	SHRED IT INC	SHRED SERVICES	51.53

**City Manager**

363615	BANK OF AMERICA	KEY TO THE CITY	45.78
363622	CA SHOPPING CART RETRIEVAL CORP	SHOPPING CART RETRIEVAL	222.00

**City Clerk**

363652	EIDEN, KITTY J	PROFESSIONAL SERVICES	576.00
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**City Treasurer**

363659	GARDA CL WEST INC	ARMORED CAR PICK UP	246.66
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**Human Resources**

363792	DIABLO LIVE SCAN	FINGERPRINTING	20.00
363801	FEDEX	SHIPPING	24.07
363816	IEDA INC	PROFESSIONAL SERVICES	3,878.77
363868	STATE OF CALIFORNIA	FINGERPRINTING	32.00
927235	SHRED IT INC	SHRED SERVICES	51.55

**Economic Development**

363618	BEST BEST AND KRIEGER LLP	LEGAL SERVICES	2,089.36
363682	MUNICIPAL RESOURCE GROUP LLC	CONSULTING SERVICES	9,094.72
363726	ZEPEDA, MARIA LIZEHT	EXPENSE REIMBURSEMENT	44.98
363845	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	330.51
927218	LONE TREE GOLF COURSE	EVENT SERVICES	743.60

**Finance Accounting**

363743	AT AND T MCI	PHONE	504.19
363801	FEDEX	SHIPPING	26.03

Prepared by: Georgina Meek  
 Finance Accounting  
 8/4/2016

CITY OF ANTIOCH  
 CLAIMS BY FUND REPORT  
 FOR THE PERIOD  
 JULY 15-28, 2016  
 FUND/CHECK#

927235 SHRED IT INC	SHRED SERVICES	51.54
927237 SUNGARD PUBLIC SECTOR INC	ASP SERVICES	20,573.58
<b>Finance Operations</b>		
363687 OFFICE MAX INC	OFFICE SUPPLIES	3.68
363719 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	31.00
<b>Non Departmental</b>		
363643 DELTA DIABLO	GOLF COURSE WATER	17,178.94
363681 MUNICIPAL POOLING AUTHORITY	UNMET LIABILITY DEDUCTIBLE	66,698.99
363803 FERNANDEZ, SEAN	BUSINESS LICENSE TAX REFUND	331.00
363830 MCDONALD, CHERYL	BUSINESS LICENSE TAX REFUND	200.00
363835 MUNISERVICES LLC	DISCOVERY SERVICES	13,690.14
363838 NICHOLS, ERNEST	BUSINESS LICENSE TAX REFUND	200.00
363851 PERS	PAYROLL DEDUCTIONS	3.28
<b>Public Works Street Maintenance</b>		
363684 NEXTEL SPRINT	CELL PHONE	425.13
363699 RED WING SHOE STORE	SAFETY SHOES-POWELL	226.70
363734 ANCHOR CONCRETE CONSTRUCTION INC	GOLF COURSE REPAIR	78,788.00
363749 BENCHMARK CONSULTANTS	CONSTRUCTION SERVICES	5,230.00
363842 OFFICE MAX INC	OFFICE SUPPLIES	79.83
363870 SUBURBAN PROPANE	PROPANE	521.14
363881 VERIZON WIRELESS	DATA USAGE	38.01
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	122.43
927229 GRAINGER INC	SUPPLIES	830.50
927231 MCK SERVICES INC	PAVEMENT PROJECT	100,000.00
927233 QUENVOLDS	SAFETY SHOES	214.73
<b>Public Works-Signal/Street Lights</b>		
363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	820.28
363724 WESCO RECEIVABLES CORP	OVERDUE INTEREST	68.19
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	5,471.92
927230 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	9,269.70
<b>Public Works-Striping/Signing</b>		
363614 BANK OF AMERICA	SEMINAR	225.00
363684 NEXTEL SPRINT	CELL PHONE	57.65
363707 SHERWIN WILLIAMS CO	SUPPLIES	142.53
363715 SUBURBAN PROPANE	PROPANE	342.81
363805 FLINT TRADING INC	SUPPLIES	490.78
363829 MANERI SIGN COMPANY	SIGN	207.11
363856 RED WING SHOE STORE	SAFETY SHOES	450.38
363865 SHERWIN WILLIAMS CO	PAINT SUPPLIES	91.51
363881 VERIZON WIRELESS	DATA USAGE	38.01
363888 ZAP MANUFACTURING INC	REFURBISH SIGN ORDER	5,497.68
927229 GRAINGER INC	SUPPLIES	279.38
<b>Public Works-Facilities Maintenance</b>		
363646 DREAM RIDE ELEVATOR	ELEVATOR SERVICE	160.00
363665 HONEYWELL INTERNATIONAL INC	HVAC MAINTENANCE	13,075.50
363684 NEXTEL SPRINT	CELL PHONE	57.65

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363724 WESCO RECEIVABLES CORP	SUPPLIES	576.96
363799 FASTENAL CO	SMALL TOOLS	32.18
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	450.00
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	10,479.88
363881 VERIZON WIRELESS	DATA USAGE	38.01
927213 GRAINGER INC	SUPPLIES	1,047.68
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	122.43
<b>Public Works-Parks Maint</b>		
363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	130.07
363724 WESCO RECEIVABLES CORP	SUPPLIES	1,800.40
363769 COMMERCIAL PUMP SERVICE	PUMP REPAIR	4,962.44
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	787.42
363860 ROBERTSON INDUSTRIES INC	PLAYGROUND RESURFACE	36,347.50
<b>Public Works-Median/General Land</b>		
363603 ACE HARDWARE, ANTIOCH	SUPPLIES	97.46
363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	85.92
363704 ROBERTS AND BRUNE CO	PVC UNIONS	62.95
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,737.38
<b>Public Works-Work Alternative</b>		
363684 NEXTEL SPRINT	CELL PHONE	50.90
<b>Police Administration</b>		
363605 ALL PRO PRINTING SOLUTIONS	FORMS	185.30
363612 ARMAG CORP	DESTRUCTION DEVICES	1,976.00
363613 ARROWHEAD 24 HOUR TOWING INC	TOWING SERVICES	680.00
363630 CONCORD UNIFORMS LLC	UNIFORMS	614.49
363642 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	250.00
363657 GALLS INC	SUPPLIES	191.45
363658 GAMEPOD COMBAT ZONE	TRAINING	700.00
363683 NET TRANSCRIPTS	TRANSCRIPTION SERVICES	4,481.02
363696 PORAC LEGAL DEFENSE FUND	RESERVE DUES	40.50
363710 SPENCER, TRAVON	VEHICLE FEES REFUND	108.00
363754 BLEDSOE, LOREN M	TRAINING PER DIEM	165.50
363756 BROGDON, CASEY AMON	EXPENSE REIMBURSEMENT	49.21
363759 CAHN CONFERENCE	TUITION-HAYES	275.00
363762 CARDIAC SCIENCE CORP	AED BATTERIES	5,364.88
363778 COURTYARD BY MARRIOTT	LODGING-STENGER	843.34
363779 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	70.00
363780 CROSSFIT INC	TUITION-SMITH	199.00
363781 CROSSFIT INC	TUITION-MCDONALD	199.00
363782 CROSSFIT INC	TUITION-COLLEY	199.00
363783 CROSSFIT INC	TUITION-ROSE	199.00
363784 CROSSFIT INC	TUITION-BROGDON	199.00
363785 CROSSFIT INC	TUITION-BROOKS	199.00
363786 D PREP	TUITION-SOLARI	146.00
363787 D PREP	TUITION-JOHNSON, G	146.00
363788 D PREP INC	TUITION-STENGER	674.00

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363795 EIDEN, KITTY J	TRANSCRIPTION SERVICES	84.00
363797 EMBASSY SUITES	LODGING-HAYES	810.30
363808 GEIS, RYAN A	MEAL ALLOWANCE	37.50
363812 HAYES, TIFFANY J	TRAIING PER DIEM	320.00
363814 HYATT REGENCY	LODGING-MILLER	1,142.10
363817 INTERVIEWS AND INTERROGATIONS	TUITION-MILLER	382.00
363818 INTERVIEWS AND INTERROGATIONS	TUITION-GEIS	382.00
363819 INTERVIEWS AND INTERROGATIONS	TUITION-BLED SOE	382.00
363822 JOHNSON, VIRGINIA L	TRAINING PER DIEM	320.00
363831 MILLER, MEGHAN M	MEAL ALLOWANCE	37.50
363832 MILLER, MEGHAN M	TRAINING PER DIEM	384.00
363839 NOVCIAA	TUITION-JOHNSON, V	350.00
363842 OFFICE MAX INC	OFFICE SUPPLIES	917.33
363852 QUALITY INN	LODGING-RAMIREZ	411.40
363853 QUALITY INN	LODGING-BLED SOE	411.40
363854 RAMIREZ, JOHN ANTHONY	TRAINING PER DIEM	128.00
363857 RESORT AT SQUAW CREEK	LODGING-JOHNSON, V	335.28
363867 SSDTTF	TUITION-MILLER	529.00
363869 STENGER, JAMES E	TRAINING PER DIEM	320.00
363875 TRAINING AND CONSULTING TEAM	TUITION-RAMIREZ	195.00
363876 TRAINING AND CONSULTING TEAM	TUITION-BLED SOE	195.00
927219 MOBILE MINI LLC	STORAGE CONTAINERS	469.95
927222 SHRED IT INC	SHRED SERVICES	866.40
927228 CRYSTAL CLEAR LOGOS INC	UNIFORMS	116.96
927232 MOBILE MINI LLC	STORAGE CONTAINERS	108.35
<b>Police Community Policing</b>		
363667 HUNT AND SONS INC	FUEL	302.86
363679 MORAGA, MARK NICOLAS	EXPENSE REIMBURSEMENT	27.50
363709 SP PLUS CORPORATION	PARKING ENFORCEMENT	12,500.00
363770 COMMERCIAL SUPPORT SERVICES	CAR WASHES	757.50
363851 PERS	PAYROLL DEDUCTIONS	34.03
<b>Police Investigations</b>		
363624 CHANG, THEODORE	EXPENSE REIMBURSEMENT	119.99
363633 CONTRA COSTA COUNTY	SART EXAMS	1,200.00
363634 CONTRA COSTA COUNTY	LAB TESTING	9,130.00
363663 HERNANDEZ, JOSE L.	MILEAGE REIMBURSEMENT	285.12
363851 PERS	PAYROLL DEDUCTIONS	28.03
<b>Police Special Operations Unit</b>		
363874 TOYOTA FINANCIAL SERVICES	VEHICLE LEASES	1,620.45
<b>Police Communications</b>		
363629 COMCAST	CABLE SERVICES	29.43
363743 AT AND T MCI	PHONE	781.90
<b>Office Of Emergency Management</b>		
363718 ULINE	EOC SUPPLIES	532.56
<b>Police Community Volunteers</b>		
363728 SAVE MART SUPERMARKETS	EVENT GIFT CARDS	2,910.00

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**Police Facilities Maintenance**

363641 CREATIVE SUPPORTS INC	OFFICE CHAIR	442.73
363642 CRIME SCENE CLEANERS INC	CRIME SCENE CLEANUP	100.00
363646 DREAM RIDE ELEVATOR	ELEVATOR SERVICE	80.00
363665 HONEYWELL INTERNATIONAL INC	HVAC MAINTENANCE	7,233.00
363692 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	599.00
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	75.00
363845 PACIFIC GAS AND ELECTRIC CO	GAS	15,711.60

**Community Development Land Planning Services**

363855 RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	10,470.90
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**CD Code Enforcement**

363684 NEXTEL SPRINT	CELL PHONE	251.48
363701 REPUBLIC SERVICES INC	GARBAGE ABATEMENT	331.08
363807 FURBER SAW INC	TOOLS	184.40
363823 K2GC	ABATEMENT SERVICES	391.82
363850 PRINT CLUB	FORMS	123.17
927229 GRAINGER INC	SUPPLIES	239.75

**PW Engineer Land Development**

363672 JN ENGINEERING	INSPECTION SERVICES	3,528.00
363684 NEXTEL SPRINT	CELL PHONE	170.89
363745 BANK OF AMERICA	ADVERTISING	75.00
363792 DIABLO LIVE SCAN	FINGERPRINTING	20.00
363868 STATE OF CALIFORNIA	FINGERPRINTING	49.00
363882 VERIZON WIRELESS	DATA USAGE	76.02

**Community Development Building Inspection**

363647 EAGLE BUSINESS FORMS INC	BUILDING PERMITS	366.43
363684 NEXTEL SPRINT	CELL PHONE	62.40
363687 OFFICE MAX INC	OFFICE SUPPLIES	26.71
363751 BIGHAM SERVICES	BLDG PERMIT FEE REFUND	275.99

**Capital Imp. Administration**

363882 VERIZON WIRELESS	DATA USAGE	38.01
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**Community Development Engineering Services**

363684 NEXTEL SPRINT	CELL PHONE	68.65
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**212 CDBG Fund**

**CDBG**

363747 BAY AREA LEGAL AID	CDBG SERVICES	7,556.49
363776 CONTRA COSTA SENIOR LEGAL SERVICES	CDBG SERVICES	148.07
363828 LIONS CENTER FOR THE VISUALLY IMPAIRED	CDBG SERVICES	2,559.84
363843 OPPORTUNITY JUNCTION	CDBG SERVICES	4,202.92
363864 SENIOR OUTREACH SERVICES	CDBG SERVICES	2,977.00

**213 Gas Tax Fund**

**Streets**

363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	405.37
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	29,083.60
927231 MCK SERVICES INC	PAVEMENT PROJECT	314,617.45

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**214 Animal Control Fund**

***Animal Control***

363649	EAST HILLS VETERINARY HOSPITAL	VETERINARY SERVICES	1,065.01
363664	HILLS PET NUTRITION	ANIMAL FOOD	732.48
363794	EAST BAY VETERINARY EMERGENCY	VETERINARY SERVICES	1,130.47
363825	KOEFRAAN SERVICES INC	ANIMAL DISPOSAL SERVICES	3,700.00
363836	MWI VETERINARY SUPPLY CO	VETERINARY SUPPLIES	1,797.08
363845	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	826.93
363848	PETSMART	ANIMAL FOOD	371.57
363887	YGNACIO ANIMAL HOSPITAL	VETERINARY SERVICES	120.00
927214	HAMMONS SUPPLY COMPANY	SUPPLIES	916.12
927226	CDW GOVERNMENT INC	COMPUTER EQUIPMENT	281.95

***Maddie's Fund Grant***

363735	ANIMAL HOSPITAL OF ANTIOCH	VETERINARY SERVICES	370.00
363744	BANFIELD PET HOSPITAL	VETERINARY SERVICES	196.94
363748	BAYER HEALTH CARE	SUPPLIES	94.45

**219 Recreation Fund**

***Non Departmental***

363640	CRAYTON, CHERYL	DEPOSIT REFUND	1,000.00
363702	RIVERA, PATRICIA	DEPOSIT REFUND	1,224.00
363739	ARREOLA, NORMA	DEPOSIT REFUND	500.00

***Recreation Admin***

363733	AMERICAN PLUMBING INC	PLUMBING SERVICE	172.70
363802	FERGUSON ENTERPRISES INC	SUPPLIES	319.37
363827	LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	195.00
363845	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	1,481.37

***Senior Programs***

363665	HONEYWELL INTERNATIONAL INC	HVAC MAINTENANCE	5,406.25
363845	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	987.59

***Recreation Sports Programs***

363615	BANK OF AMERICA	SUPPLIES	75.40
363746	BAY AREA BARRICADE	SUPPLIES	936.04
363757	BSN SPORTS	SUPPLIES	327.58
363815	ICEE COMPANY, THE	SUPPLIES	370.96
363845	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	2,786.69
363880	US FOODSERVICE INC	CONCESSION SUPPLIES	596.46
927224	A AND B CREATIVE TROPHIES	TROPHY	43.55

***Recreation-New Comm Cntr***

363615	BANK OF AMERICA	SUPPLIES	3,322.34
363659	GARDA CL WEST INC	ARMORED CAR PICK UP	211.95
363665	HONEYWELL INTERNATIONAL INC	HVAC MAINTENANCE	9,930.25
363694	PACIFIC GAS AND ELECTRIC CO	ELECTRIC	8,423.90
363737	ARAYA, RAHEL	CLASS REFUND	210.00
363738	ARCIDIACONO, LISA	EXPENSE REIMBURSEMENT	38.14
363742	AT AND T MCI	PHONE	66.61
363793	DISCOUNT SCHOOL SUPPLY	SUPPLIES	118.68

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363826 KOVALICK, LUANNE	CONTRACTOR PAYMENT	679.68
363841 OAKLEYS PEST CONTROL	PEST CONTROL SERVICE	230.00
363872 THOMPSON, RANDALL	CONTRACTOR PAYMENT	204.00
927230 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	1,133.53
<b>221 Asset Forfeiture Fund</b>		
<b>Non departmental</b>		
363625 CLARK JR, STEVEN MAURICE	ASSET FORFEITURE	471.00
363627 COLEMAN, TERRANCE DEWAYNE	ASSET FORFEITURE	2,961.00
363721 WALLACE, THOMAS	ASSET FORFEITURE	245.00
363771 CONTRA COSTA COUNTY	ASSET FORFEITURE	679.54
363772 CONTRA COSTA COUNTY	ASSET FORFEITURE	4,433.19
363773 CONTRA COSTA COUNTY	ASSET FORFEITURE	574.02
363774 CONTRA COSTA COUNTY	ASSET FORFEITURE	8,415.65
363775 CONTRA COSTA COUNTY	ASSET FORFEITURE	3,206.33
<b>222 Measure C/J Fund</b>		
<b>Streets</b>		
363651 ECONOMIC AND PLANNING SYSTEMS INC	PROFESSIONAL SERVICES	5,042.79
<b>226 Solid Waste Reduction Fund</b>		
<b>Solid Waste Used Oil</b>		
363731 ADETRONICS	FINGERPRINTING	50.00
363758 C2 ALTERNATIVE SERVICES	RECYCLE PROGRAM	325.00
363792 DIABLO LIVE SCAN	FINGERPRINTING	20.00
363868 STATE OF CALIFORNIA	FINGERPRINTING	130.00
<b>229 Pollution Elimination Fund</b>		
<b>Channel Maintenance Operation</b>		
363684 NEXTEL SPRINT	CELL PHONE	50.90
363844 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	2,196.48
927233 QUENVOLDS	SAFETY SHOES	220.18
<b>236 CDBG Revolving Loan Fund</b>		
<b>CDBG</b>		
363879 US DEPT OF HOUSING AND URBAN DEV	CDBG HOUSING RLF INTEREST	1,500.47
<b>251 Lone Tree SLLMD Fund</b>		
<b>Lonetree Maintenance Zone 1</b>		
363686 ODYSSEY LANDSCAPE CO INC	LANDSCAPE SERVICES	2,800.00
363692 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	2,196.48
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	761.40
363871 TERRACARE ASSOCIATES	TURF MOWING	136.60
<b>Lonetree Maintenance Zone 2</b>		
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	726.35
<b>Lonetree Maintenance Zone 4</b>		
363871 TERRACARE ASSOCIATES	TURF MOWING	218.56
<b>252 Downtown SLLMD Fund</b>		
<b>Downtown Maintenance</b>		
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	268.14
363871 TERRACARE ASSOCIATES	TURF MOWING	136.60

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**253 Almondridge SLLMD Fund**

**Almondridge Maintenance**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	212.41
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**254 Hillcrest SLLMD Fund**

**Hillcrest Maintenance Zone 1**

363692 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	3,660.80
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	670.96
363871 TERRACARE ASSOCIATES	TURF MOWING	355.16

**Hillcrest Maintenance Zone 2**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	739.22
363871 TERRACARE ASSOCIATES	TURF MOWING	486.30

**Hillcrest Maintenance Zone 4**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	637.62
363871 TERRACARE ASSOCIATES	TURF MOWING	273.20

**255 Park 1A Maintenance District Fund**

**Park 1A Maintenance District**

363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	46.28
363743 AT AND T MCI	PHONE	37.34
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	115.28
363871 TERRACARE ASSOCIATES	TURF MOWING	355.16

**256 Citywide 2A Maintenance District Fund**

**Citywide 2A Maintenance Zone 3**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	77.72
363871 TERRACARE ASSOCIATES	TURF MOWING	5.46

**Citywide 2A Maintenance Zone 4**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	303.75
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**Citywide 2A Maintenance Zone 5**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	432.55
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**Citywide 2A Maintenance Zone 6**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	232.80
363871 TERRACARE ASSOCIATES	TURF MOWING	327.84

**Citywide 2A Maintenance Zone 8**

363691 PACHECO BROTHERS GARDENING INC	LANDSCAPE SERVICES	1,054.00
363871 TERRACARE ASSOCIATES	TURF MOWING	27.32

**Citywide 2A Maintenance Zone 9**

363692 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	1,797.00
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	483.81
363871 TERRACARE ASSOCIATES	TURF MOWING	81.96

**Citywide 2A Maintenance Zone10**

363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	126.33
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**257 SLLMD Administration Fund**

**SLLMD Administration**

363684 NEXTEL SPRINT	CELL PHONE	202.27
363847 PAPA	SEMINAR-GOSS	160.00
363871 TERRACARE ASSOCIATES	TURF MOWING	327.84
363881 VERIZON WIRELESS	DATA USAGE	76.02

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927233 QUENVOLDS	SAFETY SHOES	468.77
<b>259 East Lone Tree SLLMD Fund</b>		
<b>Zone 1-District 10</b>		
363708 SILVA LANDSCAPE	LANDSCAPE SERVICES	2,736.00
<b>311 Capital Improvement Fund</b>		
<b>Parks &amp; Open Space</b>		
363749 BENCHMARK CONSULTANTS	SURVERYING SERVICES	550.00
<b>Streets</b>		
363608 ANCHOR CONCRETE CONSTRUCTION INC	SIDEWALK REPAIR PROJECT	9,289.81
363734 ANCHOR CONCRETE CONSTRUCTION INC	SIDEWALK REPAIR PROJECT	13,599.56
<b>312 Prewett Family Park Fund</b>		
<b>Parks &amp; Open Space</b>		
363674 KLEINFELDER INC	PROFESSIONAL SERVICES	1,033.50
363705 ROYSTON HANAMOTO ALLEY AND ABEY	CONSULTING SERVICES	2,689.99
363866 SIERRA VALLEY CONSTRUCTION INC	SPRAY GROUND PROJECT	192,552.24
927216 KARSTE CONSULTING INC	PROFESSIONAL SERVICES	2,340.00
<b>319 Residential Dev Alloc Fund</b>		
363636 CONTRA COSTA ECONOMIC PARTNERSHIP	MEMBER DUES	10,000.00
363648 EAST BAY EDA	MEMBER DUES	9,008.74
<b>376 Lone Diamond Fund</b>		
<b>Assessment District</b>		
363763 CENTRAL SELF STORAGE ANTIOCH	STORAGE FEES	189.00
<b>570 Equipment Maintenance Fund</b>		
<b>Non Departmental</b>		
363667 HUNT AND SONS INC	FUEL	16,161.84
363813 HUNT AND SONS INC	FUEL	9,686.28
<b>Equipment Maintenance</b>		
363606 ALL STAR FORD	KEY FOB PROGRAMMING	518.64
363609 ANTIOCH AUTO PARTS	AUTO PARTS STOCK	851.18
363614 BANK OF AMERICA	CELL PHONE CASE	455.08
363620 BILL BRANDT FORD	SUSPENSION ARM	90.73
363655 FASTENAL CO	BOLTS	3.58
363690 OREILLY AUTO PARTS	OIL	27.14
363722 WALNUT CREEK FORD	COOLING FAN	694.16
363752 BILL BRANDT FORD	FRONT SHOCKS	222.88
363761 CALLAHAN, ROBERT	EXPENSE REIMBURSEMENT	53.00
363824 KEN KELLER SALES	EQUIPMENT PARTS	295.69
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	75.00
363842 OFFICE MAX INC	OFFICE SUPPLIES	17.04
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	513.76
363877 TRED SHED, THE	TIRES	496.11
363881 VERIZON WIRELESS	DATA USAGE	38.01
363883 WALNUT CREEK FORD	SUSPENSION ARM	320.51
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	1,176.32
927217 KIMBALL MIDWEST	SUPPLIES	797.03
927234 SC FUELS	OIL & COOLANT	2,068.39

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**573 Information Services Fund**

**Network Support & PCs**

363628 COMCAST	INTERNET SERVICE	178.18
363743 AT AND T MCI	PHONE	357.32
363767 COMCAST	INTERNET SERVICE	136.69
363851 PERS	PAYROLL DEDUCTIONS	13.37

**Telephone System**

363741 AT AND T MCI	PHONE	31.98
363742 AT AND T MCI	PHONE	301.07
363743 AT AND T MCI	PHONE	4,892.97

**GIS Support Services**

363614 BANK OF AMERICA	INK CARTRIDGE	418.34
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**Office Equipment Replacement**

**579 Post Retirement Medical-Mgmt Fund**

**Non Departmental**

363858 RETIREE	MEDICAL AFTER RETIREMENT	621.47
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**611 Water Fund**

**Non Departmental**

363607 AMERICAN TEXTILE AND SUPPLY INC	SUPPLIES	370.60
363609 ANTIOCH AUTO PARTS	SUPPLIES	958.33
363655 FASTENAL CO	SUPPLIES	857.22
363687 OFFICE MAX INC	OFFICE SUPPLIES	2,307.70
363704 ROBERTS AND BRUNE CO	SUPPLIES	1,962.00
363796 EM HUNDLEY HARDWARE	PADLOCKS	747.40
363842 OFFICE MAX INC	OFFICE SUPPLIES	1,682.54
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	5,738.06

**Water Supervision**

363684 NEXTEL SPRINT	CELL PHONE	199.85
363731 ADETRONICS	FINGERPRINTING	12.50
363868 STATE OF CALIFORNIA	FINGERPRINTING	16.00
363881 VERIZON WIRELESS	DATA USAGE	76.02

**Water Production**

363603 ACE HARDWARE, ANTIOCH	SUPPLIES	44.50
363611 ARC ALTERNATIVES	PROFESSIONAL SERVICES	1,950.00
363626 CLEAN LAKES INC	CHEMICALS	21,634.05
363641 CREATIVE SUPPORTS INC	CHAIRS	776.84
363655 FASTENAL CO	SUPPLIES	28.47
363656 FISHER SCIENTIFIC COMPANY	LAB SUPPLIES	319.39
363661 GRAPHIC CONTROLS LLC	CHARTS	357.35
363662 HACH CO	LAB SUPPLIES	5,492.86
363673 KARL NEEDHAM ENTERPRISES INC	EQUIPMENT RENTAL	29,724.94
363675 LAW OFFICE OF MATTHEW EMRICK	LEGAL SERVICES	11,946.00
363677 LONE TREE TRUCKING INC	SAND	2,692.56
363684 NEXTEL SPRINT	CELL PHONE	105.92
363694 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	225.73
363700 REINHOLDT ENGINEERING CONSTR	FUEL TANK INSPECTION	350.00

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363706 SETON IDENTIFICATION PRODUCTS	STENCIL PACK	377.75
363720 UNIVAR USA INC	CAUSTIC	10,357.92
363742 AT AND T MCI	PHONE	133.16
363743 AT AND T MCI	PHONE	140.10
363750 BHS MARKETING LLC	HYDROFLUOSILICIC ACID	8,740.45
363777 CONTRA COSTA WATER DISTRICT	RAW WATER	823,707.37
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	150.00
363845 PACIFIC GAS AND ELECTRIC CO	GAS	156,907.33
363881 VERIZON WIRELESS	DATA USAGE	38.01
363884 WALTER BISHOP CONSULTING	CONSULTING SERVICES	4,840.08
927206 AIRGAS SPECIALTY PRODUCTS	AMMONIA	1,862.50
927209 CHEMTRADE CHEMICALS US LLC	ALUM	12,767.73
927210 CONSOLIDATED ELECTRICAL DIST INC	BREAKER	1,242.60
927212 EUROFINS EATON ANALYTICAL INC	MONITORING	260.00
927213 GRAINGER INC	SUPPLIES	670.77
927215 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	362.75
927221 NTU TECHNOLOGIES INC	POLYMER	8,459.00
927233 QUENVOLDS	SAFTEY SHOES	469.81
927236 SIERRA CHEMICAL CO	CHLORINE	4,252.47
<b>Water Distribution</b>		
363613 ARROWHEAD 24 HOUR TOWING INC	TOWING SERVICES	47.50
363614 BANK OF AMERICA	BANNER	1,682.35
363639 COUNTY ASPHALT	ASPHALT	640.24
363641 CREATIVE SUPPORTS INC	KEYBOARD	125.76
363654 EXPRESS SERVICES	TEMP SERVICES	272.13
363655 FASTENAL CO	DRILL DRIVER	386.05
363669 INFOSEND INC	POSTAGE	241.05
363671 JACK DOHENY SUPPLIES INC	CUTTING NOZZLE	476.34
363684 NEXTEL SPRINT	CELL PHONE	698.49
363699 RED WING SHOE STORE	SAFETY SHOES-KEMP	434.95
363704 ROBERTS AND BRUNE CO	PIPE & FITTINGS	5,317.86
363717 TYLER TECHNOLOGIES	MONTHLY INSITE	340.00
363790 DELTA DIABLO	RECYCLED WATER	9,358.17
363798 EXPRESS SERVICES	TEMP SERVICES	272.13
363837 NCBPA	TRAINING	160.00
363842 OFFICE MAX INC	OFFICE SUPPLIES	676.50
363846 PADILLA, EDWARD A	RENEWAL FEE REIMBURSEMENT	130.00
363856 RED WING SHOE STORE	SAFTEY SHOES	881.92
363859 ROBERTS AND BRUNE CO	PIPE & FITTINGS	5,242.90
363881 VERIZON WIRELESS	DATA USAGE	380.10
927213 GRAINGER INC	SUPPLIES	430.56
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	201.04
<b>Water Meter Reading</b>		
363614 BANK OF AMERICA	TONER	449.64
363684 NEXTEL SPRINT	CELL PHONE	52.11
363881 VERIZON WIRELESS	DATA USAGE	38.01

Prepared by: Georgina Meek  
 Finance Accounting  
 8/4/2016

August 9, 2016

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**Public Buildings & Facilities**

363703 RMC WATER AND ENVIRONMENT	CONSULTING SERVICES	10,741.50
363716 TJC AND ASSOCIATES INC	CONSULTING SERVICES	13,468.11
363725 WEST YOST ASSOCIATES INC	CONSULTING SERVICES	5,078.00
363740 ASSOCIATED POWER SOLUTIONS	FLASH LABELING	2,250.00
363889 PACIFIC GAS AND ELECTRIC CO	BOOSTER PUMP ELECTRIC	2,437.00

**Warehouse & Central Stores**

363684 NEXTEL SPRINT	CELL PHONE	70.59
363687 OFFICE MAX INC	OFFICE SUPPLIES	32.51
363719 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	31.00
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	157.50
927233 QUENVOLDS	SAFTEY SHOES	200.56

**612 Water System Improvement Fund**

**Water Systems**

363672 JN ENGINEERING	INSPECTION SERVICES	9,800.00
363729 A S PIPELINES INC	WATER MAIN PROJECT	400,421.72

**621 Sewer Fund**

**Sewer-Wastewater Supervision**

363881 VERIZON WIRELESS	DATA USAGE	114.03
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**Sewer-Wastewater Collection**

363614 BANK OF AMERICA	TRIMBAL POSITIONS	1,732.79
363617 BECHTHOLDT, MICHAEL J	SAFETY SHOE REIMBURSEMENT	250.00
363639 COUNTY ASPHALT	ASPHALT	640.24
363641 CREATIVE SUPPORTS INC	KEYBOARD	125.75
363654 EXPRESS SERVICES	TEMP SERVICES	272.12
363669 INFOSEND INC	POSTAGE	241.04
363671 JACK DOHENY SUPPLIES INC	CAMERA	31,130.40
363678 MJH EXCAVATING INC	EQUIPMENT RENTAL	7,625.00
363684 NEXTEL SPRINT	CELL PHONE	373.47
363685 NOR CAL PIPELINE SERVICES	SEWER LINE REPAIRS	151,849.00
363717 TYLER TECHNOLOGIES	MONTHLY INSITE	340.00
363727 HUGHES, DECLAN M	EXPENSE REIMBURSEMENT	164.00
363731 ADETRONICS	FINGERPRINTING	12.50
363798 EXPRESS SERVICES	TEMP SERVICES	272.12
363804 FIRST VANGUARD RENTALS AND SALES INC	SIGNS & STANDS	3,125.73
363810 HAGERMEYER NORTH AMERICA INC	GAS DETECTOR	2,193.84
363820 JACK DOHENY SUPPLIES INC	PAPE TRAINING	1,875.00
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	337.50
363833 MJH EXCAVATING INC	EQUIPMENT RENTAL	5,829.71
363842 OFFICE MAX INC	OFFICE SUPPLIES	336.83
363851 PERS	PAYROLL DEDUCTIONS	45.91
363861 ROOTX	SUPPLIES	1,993.52
363868 STATE OF CALIFORNIA	FINGERPRINTING	16.00
363881 VERIZON WIRELESS	DATA USAGE	228.06
363886 WECO INDUSTRIES INC	SUPPLIES	878.83
927211 CRYSTAL CLEAR LOGOS INC	SHIRTS	440.45

Prepared by: Georgina Meek  
 Finance Accounting  
 8/4/2016

August 9, 2016

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927213 GRAINGER INC	SUPPLIES	1,673.37
927214 HAMMONS SUPPLY COMPANY	SUPPLIES	201.04
927230 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	135.34
<b>631 Marina Fund</b>		
<b>Marina Administration</b>		
363684 NEXTEL SPRINT	CELL PHONE	57.65
363713 STATE OF CALIFORNIA	PRINCIPAL-AUG16	261,853.00
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM MONITORING	75.00
363845 PACIFIC GAS AND ELECTRIC CO	GAS	2,881.55
363849 PFLUEGER, MATTHEW JAMES	EXPENSE REIMBURSEMENT	76.38
363863 SCRIBBLE SOFTWARE INC	FREIGHT	70.00
927238 UNLIMITED GRAPHIC AND SIGN NETWORK	DECALS	109.00
<b>Marina Maintenance</b>		
363799 FASTENAL CO	SUPPLIES	186.28
363862 RUSSELL, DARREN EUGENE	EXPENSE REIMBURSEMENT	416.18
927213 GRAINGER INC	SUPPLIES	29.93
<b>641 Prewett Water Park Fund</b>		
<b>Non Departmental</b>		
363806 FREITAS, DONALD	DEPOSIT REFUND	500.00
363811 HARRIS, SADE	DEPOSIT REFUND	500.00
363821 JACKSON, KENNIEISHA	DEPOSIT REFUND	500.00
<b>Recreation Water Park</b>		
363615 BANK OF AMERICA	LABEL PINS	835.94
363619 BIG SKY LOGOS AND EMBROIDERY	SHIRTS	2,816.93
363659 GARDA CL WEST INC	ARMORED CAR PICK UP	211.96
363665 HONEYWELL INTERNATIONAL INC	HVAC MAINTENANCE	2,389.00
363684 NEXTEL SPRINT	CELL PHONE	33.27
363730 ACTIVE NETWORK LLC	SCANNER	348.50
363731 ADETRONICS	FINGERPRINTING	25.00
363732 ADORETEX INC	GOGGLES	1,150.00
363736 ANTIOCH GLASS	WINDOW	506.15
363753 BLACK DIAMOND ELECTRIC	SLIDE DOWN REFUND	270.00
363764 CITY MECHANICAL INC	EQUIPMENT REPAIR	1,634.28
363765 COCA COLA BOTTLING CO	CONCESSION SUPPLIES	1,126.28
363766 COLE SUPPLY CO INC	SUPPLIES	63.20
363768 COMMERCIAL POOL SYSTEMS INC	SENSORS	2,056.60
363792 DIABLO LIVE SCAN	FINGERPRINTING	480.00
363809 GORCZYCA, ANN MARIE	SLIDE DOWN REFUND	270.00
363815 ICEE COMPANY, THE	SUPPLIES	973.21
363827 LENHART ALARM AND SECURITY	ALARM SYSTEM REPAIR	6,827.49
363840 NUNN, ANN	CLASS REFUND	75.00
363841 OAKLEYS PEST CONTROL	PEST CONTROL SERVICE	150.00
363842 OFFICE MAX INC	OFFICE SUPPLIES	454.69
363845 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	9,316.10
363868 STATE OF CALIFORNIA	FINGERPRINTING	1,000.00
363878 UNIVAR USA INC	CHEMICALS	1,553.88

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363880	US FOODSERVICE INC	SUPPLIES	5,129.90
927226	CDW GOVERNMENT INC	MONITORS	344.09
927230	ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	1,023.60
<b>721 Employee Benefits Fund</b>			
<b>Non Departmental</b>			
363602	24 HOUR FITNESS #00803	PAYROLL DEDUCTIONS	27.00
363604	AFLAC	PAYROLL DEDUCTIONS	7,500.62
363623	CALFIT OAKLEY	PAYROLL DEDUCTIONS	20.00
363632	CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	400.00
363635	CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	1,111.67
363644	DELTA PARK ATHLETIC CLUB	PAYROLL DEDUCTIONS	37.00
363645	DIAMOND HILLS SPORT CLUB	PAYROLL DEDUCTIONS	59.00
363668	IN SHAPE HEALTH CLUBS	PAYROLL DEDUCTIONS	642.00
363670	INTERNAL REVENUE SERVICE	PAYROLL DEDUCTIONS	60.00
363676	LINA	PAYROLL DEDUCTIONS	5,811.94
363680	MUNICIPAL POOLING AUTHORITY	PAYROLL DEDUCTIONS	3,063.98
363688	OPERATING ENGINEERS LOCAL NO 3	PAYROLL DEDUCTIONS	2,934.00
363689	OPERATING ENGINEERS TRUST FUND	PAYROLL DEDUCTIONS	11,910.07
363695	PARS	PAYROLL DEDUCTIONS	6,537.84
363698	PUBLIC EMPLOYEES UNION LOCAL 1	PAYROLL DEDUCTIONS	2,828.45
363711	STANDARD LIFE INSURANCE	PAYROLL DEDUCTIONS	748.00
363712	STATE OF CALIFORNIA	PAYROLL DEDUCTIONS	1,466.47
363755	BLUE SHIELD OF CALIFORNIA	PAYROLL DEDUCTIONS	2,926.58
363789	DELTA DENTAL	PAYROLL DEDUCTIONS	36,832.12
363834	EMPLOYEE	CHECK REPLACEMENT	1,610.01
363851	PERS	PAYROLL DEDUCTIONS	311,794.07
927207	ANTIOCH PD SWORN MGMT ASSOC	PAYROLL DEDUCTIONS	625.50
927208	ANTIOCH POLICE OFFICERS ASSOCIATION	PAYROLL DEDUCTIONS	13,241.93
927220	NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL DEDUCTIONS	52,429.39
927223	VANTAGEPOINT TRANSFER AGENTS 301362	PAYROLL DEDUCTIONS	7,788.47
<b>752 Storm Drain Deposits Fund</b>			
<b>Non Departmental</b>			
363631	CONTRA COSTA COUNTY	DRAINAGE FEES	4,337.00



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Michael G. Vigilia, City Attorney *MV*

**SUBJECT:** Rejection of Claim: Brad Schaefer

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### **RECOMMENDED ACTION**

It is recommended that the City Council reject the claim submitted by Brad Schaefer that was received on July 20, 2016. If the City Council desires to discuss this matter, it can be scheduled for a future closed session.



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Arne Simonsen, City Clerk *AS*

**APPROVED BY:** Nickie Mastay, Administrative Services Director *NM*

**SUBJECT:** Technical Training for Clerks – TTC Series 200

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### **RECOMMENDED ACTION**

It is recommended that the City Council authorize associated expenditures for the City Clerk to attend the Technical Training for Clerks (TTC) Series 200 course at the UC Riverside September 13-16, 2016.

### **STRATEGIC PURPOSE**

The recommended action supports the following strategic priorities that are duties of the City Clerk's office:

**Strategy L-1:** Improve community communications and trust in City government and keep the community well informed as to the activities of the City Departments.

**Strategy L-5:** Effectively and efficiently manage City Council agenda preparation, noticing and records.

**Strategy L-7:** Manage the City's Component of Municipal Elections.

**Strategy L-8:** Coordinate City Boards and Commissions administrative requirements.

### **FISCAL IMPACT**

The FY 2016/17 budget for the City Clerk provides funding for TTC Series 200 registration, lodging and mileage. The estimated cost is \$2,240.00 (\$1,550 tuition, \$325 motel & \$365 transportation). The City Clerk received a \$300.00 City Clerks Association of California scholarship for TTC Series 200, reducing the estimated cost to \$1,940.00.

### **DISCUSSION**

- Technical Training for Clerks

TTC Series 200 covers local government finance, codification, technology in the Clerk's office, decision making, communication skills, organizational values & ethics and, the Clerk as a professional. It is a required course to become a Certified Municipal Clerk.

Technical Training for Clerks is an educational program that addresses basic clerk duties, current trends, issues and challenges. The goal of the program is to increase technical skill while promoting personal and professional growth. The TTC program is

comprised of four sessions offering a variety of courses designed to focus on technical skills and to enhance professional/interpersonal abilities.

Each series has a distinct curriculum and adheres to the International Institute of Municipal Clerks core curriculum. The TTC Series may be taken in any order. A letter of completion is issued for each 30 hour series. Completion of Series 100, 200, 300 and 400 is required for a certificate of TTC completion. TTC is recognized by the City Clerks Association of California (CCAC) and the California Clerk of the Board of Supervisors Association (BSA) as an official training program leading to the professional accreditation of Certified Municipal Clerk (CMC) and Certified Clerk of the Board (CCB). The program is held at the University of California Riverside Extension Center and is an affiliate of the League of California Cities. The trainers are professional clerks, university instructors and municipal government professionals.

The City Clerk has attained lodging at \$74 per night plus taxes, far below the IRS rate for lodging in Riverside. Meals are included in the registration fee.

The City of Antioch Travel and Expense Policy for Elected and Appointed (non-employee) Officials is attached as Attachment A. contained therein, the Authorization Process states: "Overnight travel by Elected Official shall be pre-approved by placing the item on the City Council Consent Calendar."

#### **ATTACHMENTS**

- A. TTC Series 200 Registration Form
- B. TTC Series 200 brochure
- C. City Clerks Association of California Scholarship Award for TTC Series 200
- D. Travel and Expense Policy.



Registration Form  
 Series 200  
 September 13-16, 2016

NAME: Arne Simonsen	
AGENCY: City of Antioch	
TITLE: City Clerk	
ADDRESS: P.O. Box 5007, Antioch, CA 94531-5007	
WORK PHONE: 925-779-7008	HOME PHONE:
CELL PHONE:	E-MAIL: asimonsen@ci.antioch.ca.us

Confirmation of registration will be emailed upon receipt of completed form and full registration fee by check payable to: MAUREEN KANE & ASSOCIATES, INC.  
 P.O. BOX 52355 • RIVERSIDE, CA 92517

Conference Fee: \$1600

- \* CCAC and CCBSA Members: \$1550 for registration fee paid by September 2nd
  - \* (City Clerks Association of California /County Clerk of the Board of Supervisors Association)
- Fee includes: tuition, supplies, parking, reception, Thursday dinner, daily breakfast, lunch.  
 Scholarship recipients: Pay full amount due. You will be reimbursed directly upon session completion.

Optional: 2 units of UC Extension credit available for a fee of \$100 payable to Regents UC.  
 Do not mail with your registration fee.

Please indicate where you will be staying:

- Comfort Inn ..... 1590 University Avenue .....(951) 683-6000  
 Dynasty Suites .....3735 Iowa Avenue ..... (951) 369-8200  
 Courtyard by Marriott ....1510 University Avenue .....(951) 276-1200  
 Mission Inn.....3649 Mission Inn Avenue .....(951) 784-0300  
 UCR Extension Center ....1200 University Avenue .....rToyoda@ucx.ucr.edu  
 I will be commuting daily.  
 Other location: \_\_\_\_\_

Please indicate any dietary or special needs: \_\_\_\_\_

Cancellation Policy: No refunds if cancellation is received 2 weeks or less prior to the session.  
 Administrative fee of \$100 for all cancellations received more than 2 weeks prior to the session.

Registration closes when program capacity is reached.

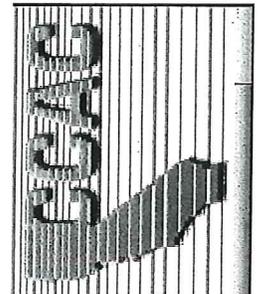
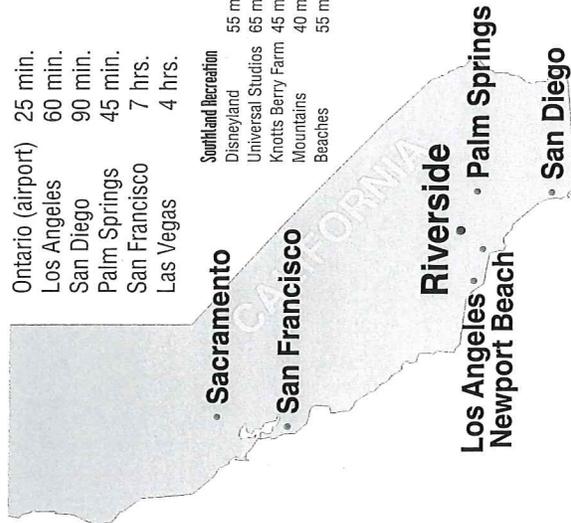
For Information: Maureen Kane (951) 789-8319  
 TTCwithKane@aol.com

University of California  
Riverside Extension  
1200 University Avenue  
Riverside, CA 92507

As co-sponsor and host of the TTC program, UCR Extension is part of the 10-campus University of California system and the world's largest and most renowned centers of higher education. UCR provides classroom and double occupancy housing in one building. Each room provides a private bathroom, TV, and free local phone services.

**Conveniently Located**

- Ontario (airport) 25 min.
  - Los Angeles 60 min.
  - San Diego 90 min.
  - Palm Springs 45 min.
  - San Francisco 7 hrs.
  - Las Vegas 4 hrs.
- Southland Recreation**
- Disneyland 55 min.
  - Universal Studios 65 min.
  - Knotts Berry Farm 45 min.
  - Mountains 40 min.
  - Beaches 55 min.



Endorsed by CCAC  
Board of Directors

Attachment B



**Technical Training  
for Clerks**

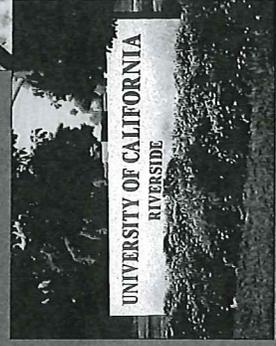
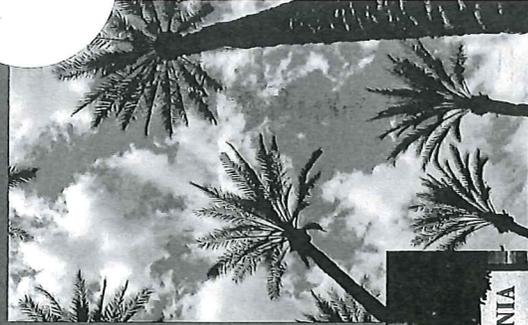
c/o Maureen Kane  
P.O. Box 52355  
Riverside, CA 92517

City of Antioch  
Arne Simonsen  
P.O. Box 5007  
Antioch CA 94531



# Technical Training for Clerks

**Series 200**  
September 13-16, 2016



University of California Riverside Extension  
1200 University Avenue • Riverside, CA 92507

## Welcome from Maureen Kane, TTC Institute Director



Maureen Kane has served as TTC Institute Director since the program was developed in 2002. She is the instructor of record at the University of California Riverside. Maureen was honored to receive the 2013 IIMC Institute Director Award of Excellence in recognition of her contributions to the educational needs of Municipal Clerks and the advancement of the profession. Her focus on personal and professional development has created a "living program" which includes emerging topics and latest skill training.

With a diverse background in municipal and non-profit organizations, Maureen is a frequent trainer and speaker. She is a current and founding board member of the California Ethics and Democracy Project. Maureen served as the Mayor's Chief of Staff in the City of Riverside until May 2015 and was elected to the Riverside City Council from 1993 to 2002. She served as a Board Consultant to the California Air Resources Board from 2004 to 2012.

Her past affiliations include: Member of the National League of Cities Finance, Administration and Intergovernmental Relations Committee, Chair of the League of California Cities Revenue and Taxation Committee, Executive Director of Continuing Education for Public Officials, President of the California Association of Leadership Programs. She has served as the Board President of a number of non-profit organizations and continues to serve on boards focused on community assets and leadership training. Maureen is a licensed California registered nurse.

Contact for Information:

**Maureen Kane & Associates, Inc.**  
**P.O. Box 52355, Riverside, CA, 92517**  
**Phone/Fax: (951) 789-8319**  
**Email: [ttcwithkane@aol.com](mailto:ttcwithkane@aol.com)**

**CCAC Scholarship and Mentor Information:**

**CCAC Professional Development Director**  
Dawn G. Abrahamson, MMC  
City Clerk of the City of Vallejo  
[dabrahamson@ci.vallejo.ca.us](mailto:dabrahamson@ci.vallejo.ca.us)

The program begins Tuesday morning, September 13th at 9:00 and ends Friday, September 16th at 3:30. Participants earn 30 hours of IIMC course credit (15 points) toward the CMC and COB credential. **Attendance at all sessions is required for course completion credit. There is no provision for partial credit or "make-up" assignments.**

Program fee of \$1600 includes: tuition, supplies, parking fee, Tuesday evening reception, Thursday evening banquet and daily breaks, breakfast and lunch. **CCAC and CCBSA members are eligible for a special rate of \$1550 if registration fee is paid in full by September 2nd.** Registration is on a "first come" basis and closes when capacity is reached.

### TTC Series 200 Schedule

- 201 Origins and Formation of Social and Political Systems
- 202 Election Law and Procedures
- 203 Local Government Finance
- 204 Codification
- 205 Technology in the Clerk's Office
- 206 Team/Group Decision Making
- 207 Communication Skills
- 208 Organizational Values and Ethics
- 209 The Clerk as a Professional

Participants are responsible for their own housing accommodations. There are a number of hotel facilities within a short distance from the education building.

Optional: 2 units of University Extension credit are available for a fee of \$100. Checks must be made payable to: Regents University of California. This fee is payable when you arrive at UCR. Do not mail it with your registration.

**Cancellation Policy:** No refunds if cancellation is received 2 weeks or less prior to the session. Administrative fee of \$100 for all cancellations received more than 2 weeks prior to conference date.

TTC is recognized by the City Clerks Association of California (CCAC) and the California Clerk of the Board of Supervisors Association (CCBSA) as an official training program leading to the professional accreditation of Certified Municipal Clerk (CMC) and Certified Clerk of the Board (CCB).

**Technical Training for Clerks is an educational program that addresses basic clerk duties, current trends, issues and challenges. The goal of the program is to increase technical skills while promoting personal and professional growth.**

The TTC program is comprised of four sessions offering a variety of courses designed to focus on technical skills and to enhance professional/interpersonal abilities. Each series has a distinct curriculum and adheres to the International Institute of Municipal Clerks core curriculum. **The four TTC Series may be taken in any order. A letter of completion is issued for each 30 hour series. Completion of Series 100, 200, 300 and 400 is required for a certificate of TTC completion from TTC/CCAC/UCR.**

The program is held at the University of California Riverside Extension Center and is an affiliate of the League of California Cities. Our trainers are professional clerks, university instructors and municipal government professionals.

### 2017 Dates:

Series 300	March 14-17
Series 400	June 20-23
Series 100	September 12-15

Since it was founded in 2002, over 700 municipal and special district clerks have participated in the TTC program.

*Congratulations!*

The City Clerks Association of California is awarding you a **\$300.00 Scholarship for the September, 2016 Technical Training for Clerks**. This email serves as your official notification that the CCAC Professional Development Committee has reviewed your scholarship application, and you have been awarded this scholarship. After your training is completed, the Institute Director will notify CCAC and a reimbursement will be issued as you've indicated on your application.

If you have any questions, or if you are unable to use these scholarship funds, please contact me at your earliest convenience.

CCAC is committed to your professional growth, and I wish you continued success in your career – congratulations on your award Arne!

Best Regards,

Shawna Freels, MMC  
City Clerk of the City of Gilroy  
CCAC Northern Division Professional Development Representative  
7351 Rosanna Street  
Gilroy, CA. 95020  
(408) 846-0204  
[shawna.freels@cityofgilroy.org](mailto:shawna.freels@cityofgilroy.org)

**CITY OF ANTIOCH  
TRAVEL AND EXPENSE POLICY  
ELECTED AND APPOINTED OFFICIALS**

**PURPOSE**

This document establishes the expense and reimbursement policy for all Elected and Appointed (non-employee) Officials of the City of Antioch. As Elected Officials, individuals may incur expenses related to the execution of their duties and responsibilities. These expenses may include the following: personal vehicle use, communication needs (cell phones, internet, and personal phone lines, newspaper subscriptions), and conferences and meetings related to the City's interests. As to Appointed Officials on the Administrative Appeals Board, Design Review Board, Economic Development Commission, Parks and Recreation Commission, Planning Commission, Police Crime Prevention Commission and Investment Committee, there may be opportunities for individuals to attend educational seminars or meetings related to the City's interests as approved by the City Council. Therefore, this policy establishes procedures for requesting and receiving payment for expenses incurred while representing the City on official business.

**ADOPTION AND IMPLEMENTATION**

The Council is responsible for adopting the expense and reimbursement policy for Elected and Appointed Officials and for approving any subsequent policy revisions.

**EXCEPTIONS**

The City Council may approve exceptions to this policy on a case-by-case basis for special or unique circumstances.

**I. PERSONAL VEHICLE USE**

In recognition of the fact that Elected Officials may use their private vehicles while performing their duties, a monthly vehicle allowance will be provided, as allowed pursuant to California Government Code section 1223. In addition to expenses associated with direct use of a private vehicle, this allowance shall also cover related expenses such as bridge tolls and routine parking fees. In order to be eligible for the reimbursement allowance, Elected Officials shall annually provide proof of liability insurance to the City Clerk. The monthly cap on reimbursement of automobile expenses for personal vehicle usage shall be as follows: Mayor: \$450; Council Members: \$350; City Clerk: \$350; City Treasurer: \$350.

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**II. COMMUNICATION EQUIPMENT AND SERVICES**

In recognition of the fact that City Council members have a significant responsibility to stay in touch with their constituents and City management employees, reimbursement of communication equipment shall be allowed for cell phone service and equipment, internet service and equipment, local and long distance telephone and fax line service and equipment. Individual council members will be responsible for establishing their own communication service providers and all bills for such service will be paid by the individual. Expense reports shall be submitted on the City's form within 30 days of an expense being incurred. The monthly cap on reimbursement of communication equipment and services shall be as follows: Mayor \$100; Council Members \$50. Any communication service expenditures beyond that amount will be borne by the individual elected official.

**III. MEMBERSHIPS**

The City Council shall decide which groups to join as an entity, such as the League of California Cities or the Antioch Chamber of Commerce, through City Council action including the budget process. Individual memberships in groups by Elected or Appointed Officials shall be the personal expense of those individuals unless otherwise approved in advance by the City Council.

**IV. LOCAL CITY EVENTS**

Elected City Officials may be reimbursed for the cost of attending local events related to the City's business upon completion of an expense report and documentation of expenses. City funds shall not be used to purchase alcohol or reimburse Elected Officials for alcohol related costs, unless as part of a set price for the event that happens to include alcohol. If a guest accompanies an Elected Official, only the cost of the Elected Official will be reimbursed.

**V. TRAVEL**

In recognition of the fact that Elected Officials may need to represent the City at conferences and meetings and may incur expenses in the course of their travel, this policy establishes procedures for requesting and receiving payment for travel and travel-related expenditures. Appointed Officials must be specifically authorized by the City Council to attend educational seminars or other meetings in order to seek reimbursement.

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**(A) PROCEDURE**

The key document in the administrative process is the Travel Authorization/Warrant Request (TA/WR). Besides ensuring that travel by Elected and Appointed Officials is conducted within this policy, the TA/WR summarizes the total cost of attending conferences, meetings, and seminars and provides documentation for cash advances, vendor payments and credit card purchases. General instructions for completing and processing this form are provided in a separate document.

**(B) AUTHORIZATION PROCESS**

All travel by an Appointed Official shall be pre-approved by having the item placed on the City Council Consent Calendar. Overnight travel by an Elected Official, shall be pre-approved by having the item placed on the City Council Consent Calendar.

After travel, the Travel Authorization report must be finalized. Finance will review for receipts and policy compliance.

**(C) METHODS OF REIMBURSEMENT**

There are three ways to request and receive payment for travel and travel-related expenditures: (1) advance payment, (2) reimbursement for actual expenditures, and (3) credit card usage.

(1) Advance payments: Elected Officials may request a cash advance for meals. The advance will be within the IRS approved per diem rates for meals and incidental expenses (M&IE) for the location/area visited as listed in Publication 1542. The value of meals provided at conferences, training, or other travel programs will be deducted from the cash advance at the following rate:

Breakfast - 20%      Lunch - 30%      Dinner - 50%

Other items, such as conference registration, lodging, and air fare may be paid directly to the vendor in advance of travel.

Upon return from travel, all cash advances must be documented with original itemized receipts.

(2) Reimbursement: Elected and Appointed Officials shall be reimbursed for all eligible expenditures upon return from travel for items that have original receipts. A Travel Authorization/Warrant Request with original receipts will be paid by Finance within the regular accounts payable time

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schedule. Reimbursement claims should be submitted within 30 days from the return from travel, and no reimbursements may be made that cross over fiscal years.

(3) Credit Card Usage: Elected and Appointed Officials may use personal credit cards to pay for travel expenses. Original receipts must be included with the Travel Authorization Warrant Request to be eligible for reimbursement.

**(D) ELIGIBLE EXPENDITURES**

**Meals and Incidental Expenses (M & IE)**

- **Meals:** City funds shall not be used to purchase alcohol or reimburse Elected or Appointed Officials for alcohol related costs. Meal costs will be reimbursed as supported by original itemized receipts.

- **Personal Meals:** All expenditures must be documented and reimbursement will not exceed the meal schedule listed above.

- **Business Meals:** To qualify as a business meal, the identity of the participants and the business purpose of the discussion must be substantiated.

- **Incidental Expenses:** Those related to City business will be reimbursed at cost as supported by original receipts (e.g., tolls and taxi cabs).

In no event shall the reimbursement for meals and incidental expenses exceed the IRS approved per diem rates for the location visited as listed in Publication 1542.

- **Lodging:** The City will pay lodging expenses for Elected or Appointed Officials during official travel requiring one or more overnight stays. The City will pay for lodging for the evening preceding or subsequent to a meeting or business event when the Elected or Appointed Official would have to travel at unreasonably early or late hours to reach his or her destination.

Elected or Appointed Officials shall make an effort to obtain lodging at or near the facility where official City business is to take place to minimize travel time and transportation costs. The City will pay only for standard single rooms for individual Elected Officials. If lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor. If conference rates are not available, government rates must be requested. A

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list of hotels offering government rates in different areas of the country is available in the Finance Department. Lodging rates that are equal to or less than the government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

If a double room is requested by an Elected or Appointed Official because he or she is accompanied by a spouse or other person, the difference between the single and double room rate shall be considered the Elected or Appointed Official's personal expense.

Elected or Appointed Officials shall cancel any reservations for lodging they will not use. Any charge for an unused reservation shall be considered the Elected or Appointed Official's personal expense unless failure to cancel the reservation was due to circumstances beyond the Elected Official's control.

- **Personal Entertainment:** No reimbursement will be made for personal entertainment.

- **Guests:** If a guest accompanies an Elected or Appointed Official, only the cost of the Elected or Appointed Official will be reimbursed. All costs above a single person will be borne by the Elected or Appointed Official.

- **Discounts:** If offered early registrations should be obtained whenever possible.

- **Telephone/Internet:** The City will pay for all City-related business telephone calls or internet use by an Elected or Appointed Official while traveling on authorized City business. If approved prior to travel, the City may pay for personal internet use up to \$5.00 per day for authorized overnight business travel within California and up to \$10.00 per day for all other authorized overnight business travel.

- **Transportation:** All travel will be made by the method most cost effective for the City. Considerations such as time, distance traveled and cost of transportation should be factors in arriving at the lowest cost.

Elected and Appointed Officials shall endeavor to book air travel to take advantage of discounts and nonrefundable ticket fares where practical. All flights shall be booked at coach class or equivalent level. Any additional costs incurred due to personal travel added on before or after the trip will be paid by the Elected or Appointed Official.

Elected and Appointed Officials are encouraged to use their personal vehicles as transportation to and from airports. The cost of traveling from home to the

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airport will be paid for from monthly stipend. If a personal vehicle is left at the airport for more than one day, parking will be reimbursed per day based on long term parking rates or other transportation to and from the airport, whichever is less. Parking will not be reimbursed at the short term parking rate.

The use of rental vehicles is discouraged and shall be authorized only when no other mode of transportation is available or when alternate transportation would be more expensive or impractical. Elected or Appointed Officials must understand that the City's vehicle insurance coverage does not cover the individual driver of a rental car. Therefore, the City Official shall confirm personal coverage under their personal insurance or purchase additional insurance from the rental agency at their own expense. Rental vehicles shall be driven only by Elected or Appointed Officials included on the car rental agreement. Elected or Appointed Officials shall be reimbursed for reasonable taxi fare, airport van, or other public transportation in order to travel from their destination airport to their hotel.

**VI. REPORTING OF EXPENDITURES**

If the City reimburses an Elected or Appointed Official for attending a "meeting" as defined under the Brown Act <sup>1</sup>, the Official shall provide a brief written or oral report regarding the "meeting" at the next regular meeting of the Council or applicable commission, board or committee to which the Official belongs. For other educational seminars or events for which expenses were reimbursed by the City, the Official may provide a brief written or oral report at the next regularly scheduled meeting of the Council or applicable commission, board or committee to which the Official belongs.

**VII. ACKNOWLEDGEMENT**

After being sworn in, Elected or Appointed Officials will be required to sign a statement formally acknowledging receipt and acceptance of this policy.

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<sup>1</sup> The Brown Act (California Government Code section 54952.2) defines a meeting as including "any congregation of majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains."



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Allan Cantando, Chief of Police 

**APPROVED BY:** Steven Duran, City Manager

**SUBJECT:** Authorize Response to Grand Jury Report "Human Trafficking"  
(Report 1609)

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution authorizing the Mayor to sign the attached response to the Grand Jury report: "Human Trafficking."

### **STRATEGIC PURPOSE**

Staff's efforts regarding this issue are prioritized in the City's Strategic Plan as follows:  
**Strategy L-5:** Effectively and efficiently manage City Council agenda preparation, noticing and records.

### **FISCAL IMPACT**

Responding to the Grand Jury reports took staff time. Fiscal impacts of implementing recommendations in the report are not yet identified.

### **DISCUSSION**

Early in California's history, the California Constitution established grand juries in each county. The California Penal Code includes provisions on the formation of grand juries and the powers and duties of grand juries. With respect to public agencies, grand juries are authorized to "investigate and report upon the operations, accounts, and records of the officers, departments, functions, and the method or systems of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit." (Cal. Penal Code § 925a) Within 90 days after the grand jury submits a report regarding the operations of any public agency, the "governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body . . . ." (Cal. Penal Code § 933(c)).

In May, Antioch and other public agencies in the County received the attached Grand Jury report: "Human Trafficking". This report was not just addressed to Antioch, but was county-wide.

Accordingly, the attached draft response is presented for the City Council's consideration to transmit to the presiding judge.

**OPTIONS**

No options are presented as state law requires the City Council to respond to the Grand Jury reports. The City Council may propose alternative language to those responses.

**ATTACHMENTS**

- A. Resolution
- B. Draft Letter Response to the Grand Jury Report ("Exhibit 1" to Resolution)
- C. Grand Jury Report: "Human Trafficking"

**RESOLUTION NO. 2016/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AUTHORIZING THE MAYOR TO FORWARD A RESPONSE TO GRAND JURY  
REPORT NO. 1609 - "HUMAN TRAFFICKING"**

**WHEREAS**, the City received Grand Jury Report No. 1609, "Human Trafficking" dated June 22, 2016; and,

**WHEREAS**, a written response to the Grand Jury Report is required under California Penal Code; and,

**WHEREAS**, a written response to the Grand Jury Report has been drafted and reviewed by the City Council.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Antioch hereby authorizes the Mayor to sign the written response to Grand Jury Report No. 1609 - "Human Trafficking" which is attached to this Resolution as "Exhibit 1".

\* \* \* \* \*

**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 9th day of August 2016, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

**ABSTAIN:**

---

**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**

**“Exhibit 1”**

DRAFT

August 9, 2016

The Honorable John Laettner  
Presiding Judge of the Contra Costa Superior Court  
A.F. Bray Court House, Department 25  
1020 Ward Street  
Martinez, CA 94553

Re: **Contra Costa County Grand Jury Report: "Human Trafficking" (Report 1609)**

Dear Judge Laettner:

On behalf of the Antioch City Council, this letter responds to Contra Costa County Grand Jury Report: "Human Trafficking." The City Council authorized this response at its meeting on August 9<sup>th</sup>, 2016. Pursuant to California Penal Code § 933.05, the City will respond to the applicable findings and recommendations.

**Findings**

Finding # 1: "The San Francisco Bay Area is one of three 'hot spots' for human trafficking in California, along with Los Angeles and San Diego."

*The City agrees with this finding.*

Finding # 2: "The emphasis in human trafficking cases has shifted from solely prosecution to a 'victim centered' approach in which the needs of the persons who have been trafficked receive equal consideration."

*The City agrees with this finding.*

Finding # 3: "Effectively identifying and apprehending traffickers requires knowledge of the local environment and criminal activities acquired through years of experience."

*The City agrees with this finding.*

Finding # 4: "Most police officer training related to human trafficking is acquired through working with more experienced officers and victim advocates."

*The City agrees with this finding.*

Finding # 5: "The required two-hour POST Training Video in dealing with human trafficking complaints provides a general basis, but more intensive training found in the POST 2014 training manual contains in-depth coverage of the issues important to officers assigned to trafficking cases."

*The City agrees with this finding.*

Finding # 6: "Successful apprehension and prosecution of traffickers often involves coordination and cooperation among local, State and federal agencies."

*The City agrees with this finding.*

Finding # 7: "City law enforcement and Contra Costa County Sheriff's Department have no comprehensive or consistent method for analyzing data about the number and type of adult trafficking victims. More data that is complete is needed to define the magnitude of the problem and to support decisions about victim services and resource allocation."

*The City agrees with this finding.*

Finding # 8: "City law enforcement and Contra Costa County Sheriff's Department does not always use resources offered by State and federal for joint 'sting' and 'sweep' operations."

*The City agrees with this finding.*

Finding # 9: "Trafficking frequently occurs in combination with other violent crimes and its victims often have a history of abuse and trauma."

*The City agrees with this finding.*

Finding # 10: "The use of specialist multidisciplinary teams in high crime areas can increase the likelihood that trafficking will be recognized as a component of other crimes."

*The City agrees with this finding.*

Finding # 11: "Public awareness is a critical factor in identifying potential human trafficking activity."

*The City agrees with this finding.*

Finding # 14: "A comprehensive approach to dealing with human trafficking includes robust community engagement; training law enforcement in responding to human

trafficking incidents; vigorous prosecution of perpetrators; education of and advocacy to policy makers; and wrap-around services for victims/survivors."

The City agrees with this finding.

### **Recommendations**

Recommendation # 1: "City law enforcement agencies and the Sheriff's Department should consider incorporating expanded training for officers assigned to trafficking related duties."

The recommendation has not yet been implemented, but will be implemented at such time when staffing improves to a level that could support assigning officers to trafficking related duties:

The City agrees that, in an ideal situation, assigning and training officers for human trafficking related duties could be of great benefit. However, at this time, the police department is still struggling to increase its staffing in order to resume even basic police services. At such a time police department staffing adequately improves, they would consider devoting resources/personnel to these types of activities.

Recommendation # 2: "City law enforcement agencies and the Sheriff's Department should consider increasing collaboration with State and federal law enforcement to expand 'sweeps' and 'stings' in high crime areas."

The recommendation has not yet been implemented, but would be considered on a limited basis:

The City recognizes the value of collaboration with State and federal law enforcement and would direct the police department to participate in "sweep" and "sting" operations as time, resources, and personnel constraints permit.

Recommendation # 3: "City law enforcement agencies and the Sheriff's Department should consider the benefits of assigning multidisciplinary teams in areas with significant drug, gang and/or prostitution activity to assist in identifying trafficking activities."

This recommendation has already been implemented:

The Antioch Police Department already has two multidisciplinary teams with their Special Operations Unit (SOU) and Gang Team that focus on (among other crimes) drug, gang, and prostitution activity in the city. These specialized teams regularly direct their efforts in the high crime areas of Antioch and are familiar with trafficking activities.

We trust the Grand Jury will find these responses helpful to its endeavor.

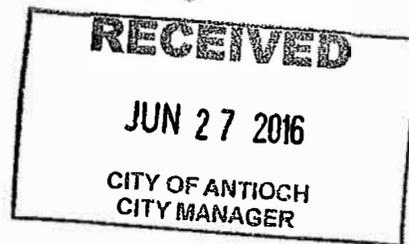
Sincerely yours,

Wade Harper  
Mayor, City of Antioch

Cc: Michael Simmons, Contra Costa County Grand Jury Foreperson, 725 Court Street, Martinez, CA 94553  
Steve Duran, City Manager  
Michael Vigilia, City Attorney



Council All  
Rec'd



June 22, 2016

Councilmember Monica E. Wilson  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531-5007

Dear Ms. Wilson:

Attached is a copy of Grand Jury Report No. 1609, "Human Trafficking" by the 2015-2016 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

In accordance with Section 933.05(a), the responding person or entity shall report one of the following actions in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons thereof.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be aware that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please ensure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **September 27, 2016**.

Please send a copy of your response in hard copy to the Grand Jury, as well as a copy by e-mail in Word to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov).

Please confirm receipt by responding via e-mail to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov).

Sincerely,

Michael Simmons, Foreperson  
2015-2016 Contra Costa County Civil Grand Jury

**Grand Jury**

**Contra  
Costa  
County**

725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



June 22, 2016



Steve Duran  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531-5007

Dear Mr. Duran:

Attached is a copy of Grand Jury Report No. 1609, "Human Trafficking" by the 2015-2016 Contra Costa County Grand Jury.

This report is informational only and has been sent to the Clerk of the Board and each Board of Supervisor.

Sincerely,

Michael Simmons, Foreperson  
2015-2016 Contra Costa County Civil Grand Jury

Enclosure

**A REPORT BY  
THE 2015-2016 CONTRA COSTA COUNTY GRAND JURY**  
725 Court Street  
Martinez, California 94553

Report 1609

# Human Trafficking

APPROVED BY THE GRAND JURY:

Date: June 14, 2016

Michael Simmons  
MICHAEL SIMMONS  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: June 6, 2016

John T. Laettner  
JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Michael Simmons  
Foreperson  
925-957-5638

Contra Costa County Grand Jury Report 1609

**Human Trafficking**

**TO: City Councils for the following cities: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Ramon, San Pablo, Walnut Creek; Contra Costa County Sheriff's Department; Contra Costa County Board of Supervisors**

**SUMMARY**

Human trafficking (trafficking) is slavery. It is everywhere and the full extent is not known. The principal forms of human trafficking are:

- Adult sex trafficking, commonly associated with prostitution
- "Commercial Sexual Exploitation of Children" (CSEC), a subset of sex trafficking
- Labor trafficking
- Domestic Servitude.

California is a magnet for human trafficking, attractive because of its need for cheap labor, its vibrant economy and its access to global travel.

Human trafficking can occur in our own neighborhoods, but often goes unnoticed and unreported. Masquerading as a legitimate business, trafficking uses social media and moves freely from region to region to avoid detection by law enforcement. Adult sex trafficking is the most readily recognized form of trafficking and attracts the most community interest, but forced labor often involves more victims.

California's first anti-trafficking bill, enacted in 2005, makes the trafficking of humans a felony and assists victims of such trafficking. Following the enactment of this legislation, local jurisdictions have made substantial changes in their approach to the apprehension and prosecution of trafficking.

Successful apprehension of perpetrators requires a multi-faceted effort. Various levels of law enforcement, from the FBI, to state agencies dealing with labor violations, to local law enforcement, are involved in stopping human trafficking. Hard pressed to function alone, the most successful efforts by local jurisdictions rely on coordinating with a

number of state and federal agencies. Investigations are labor intensive and can take years before yielding results.

The number of trafficking victims in Contra Costa County is unknown. No one agency is responsible for collecting and reporting statistics about victims. After apprehension, the primary avenues for victims to seek assistance are through Community Violence Solutions (CVS), a non-governmental agency (NGO), and victim-witness advocates through the County District Attorney's Office, and/or the FBI in coordination with the County.

The new paradigm places law enforcement on the front line in assessing victim needs. The first step for law enforcement is determining whether there has been human trafficking. If law enforcement determines that there has been trafficking, the victim may be referred to CVS or Victim-Witness Advocates, which seem best able to provide services. Skill in the initial assessment can make the difference as to whether the victim will communicate with the officer and/or accept a referral to social services. Proposition 35, passed in 2012, requires all field officers and investigators to complete a minimum two-hour training in human trafficking no more than six months after hire. The Commission on Police Officer Standards and Training (POST) video *Human Trafficking: Identify and Respond* provides the approved course on handling human trafficking complaints. It introduces the subject, but understandably fails to incorporate county-specific guidelines for successful victim assessment or referral. An expanded training package designed for presentation over a period of weeks, and consisting of multiple modules was released in 2014. The State does not currently require this training.

Community awareness is a key factor in identifying human trafficking. Some efforts have been made to raise awareness about traffickers and their victims; for instance, District Attorney staff occasionally give presentations to community groups and to local law enforcement about the problem and; posters throughout the County provide information about stopping human trafficking. These strategies for working at the neighborhood level appear to be effective in Alameda County, which has implemented a community-based program called the Human Exploitation and Trafficking (H.E.A.T.) Watch Program.

The lead multi-disciplinary task force charged with addressing human trafficking in Contra Costa County is the Zero Tolerance for Human Trafficking Coalition. In 2015, the coalition produced a protocol for victims of CSEC and is now considering developing operating guidelines for serving trafficking victims.

## **CONFLICT OF INTEREST DISCLAIMER**

One or more Grand Jurors recused themselves due to a possible conflict of interest and did not participate in the investigation, preparation or approval of this report.

## BACKGROUND

Human trafficking is the third most prevalent crime in the United States, behind only narcotics and gang-related activities. Statistics from the U.S. Department of Justice and the State provide a snapshot of trafficking today:

- Over 80% of the victims of human trafficking, are born in the United States;
- The U.S. State Department conservatively estimates 14,500 - 17,500 people are trafficked annually in the U.S.;
- In the U.S., over 80% of reported trafficking cases are sex trafficking, rather than labor;
- Over 70% of labor trafficking victims who were not born in the United States, entered the United States on legal visas;
- Of those identified as victims of labor trafficking, 62% are 25 years or older compared to 13% of confirmed sex trafficking victims; and
- The average age for girls entering into trafficked prostitution or pornography is 12-14 years.

The State of Human Trafficking in California (2012) issued by the California Attorney General notes that "...trafficking [in California] as a criminal enterprise is second only to the drug trade in annual revenues." Approximately 80% of human trafficking activity occurs in three "hotspots", the San Francisco Bay Area, Los Angeles and San Diego.

California Penal Code 236.1 (paraphrased below) provides that human trafficking involve one or more of the following acts:

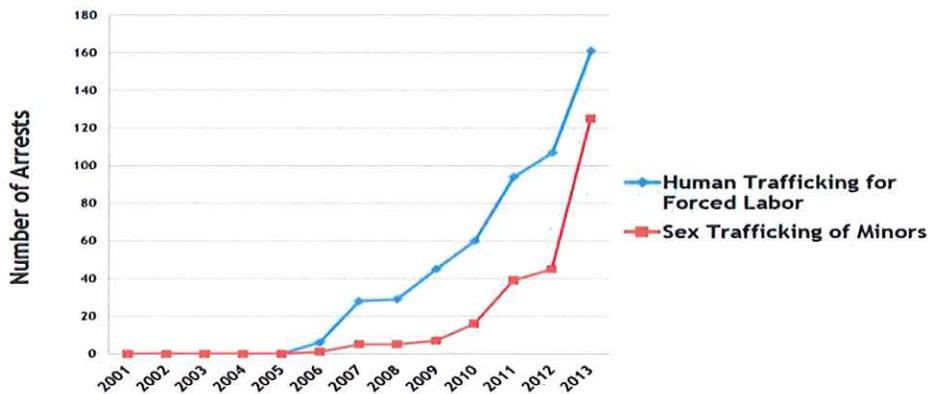
- **Coercion:** causing a person to believe that failure to perform an act would result in serious harm or physical restraint;
- **Deprivation of personal liberty:** accomplished through force, fear, fraud, deceit, coercion, violence, duress, menace or threat of unlawful injury;
- **Duress:** a direct or implied threat of force, violence, danger, hardship or retribution sufficient to cause a reasonable person to acquiesce in or perform an act which he or she would otherwise not have submitted; or
- **Forced labor or services:** labor or services obtained or maintained through force, fraud, duress or coercion, or equivalent conduct that would reasonably overbear the will of the person.

### California's Response to the Human Trafficking Problem

In 2005 California enacted its first anti-trafficking law (AB22) making human trafficking a felony and assisting its victims. Along with a related bill, (SB180), the legislation also established the California Alliance to Combat Trafficking and Slavery (CA ACTS) Task Force to review California's response to human trafficking. Proposition 35, which passed in 2012, increases prison terms for traffickers and requires sex traffickers to register as sex offenders. It also requires that all law enforcement officers assigned to

field or investigative duties take a minimum of two hours of training in handling human trafficking complaints by July 1, 2014.

The effect of Proposition 35 in increasing the number of arrests related to human trafficking is shown in the graph below.



Source: California Attorney General Statistics

Statewide there were nine federally funded task forces established between 2010 and 2014. The task forces are comprised of federal, State, and local law enforcement, non-governmental organizations (NGOs) and city and county governments. They continue to play an important role in building awareness to combat human trafficking. As attention to the problem has grown, more local task forces and working groups have been established. Key in the East Bay are the Alameda County District Attorney's Human Exploitation and Trafficking (H.E.A.T) Unit, established in 2005, and Contra Costa County's Zero Tolerance for Human Trafficking Coalition, established in 2013.

## DISCUSSION

The Bay Area is a magnet for traffickers due both to its location and to its economy. Easy access to international travel facilitates the importation of workers. A thriving service industry employing low skilled, low paid workers creates a market for undocumented immigrants, and a vibrant tourist industry attracts travelers looking for sex. The multi-jurisdictional law enforcement response to a projected spike in sex trafficking connected with the 2016 Super Bowl raised public awareness of the opportunistic nature of this enterprise. As with any entrepreneur, traffickers follow the money.

### Adult Sex Trafficking: A Changing Industry

Under the law, prostitution is not necessarily trafficking, and pimps are not necessarily traffickers, unless the offense entails loss of personal liberty, duress, or the victim is

under age. The evidence shows, however, that the majority of adult women arrested for prostitution are victims of human trafficking.

The character of sexual exploitation has changed dramatically with the advent of technology and social media. While street prostitution still exists (particularly in low-income areas and cities), the industry is increasingly moving under cover. For example:

- An explosion of websites designed to expedite the sex trade (e.g. Backpage, City Vibe, and even Craigslist), allow prostitutes and their pimps to connect with clients electronically;
- Pimps can solicit potential victims under cover of apparently innocent social media encounters through forums such as Facebook and Twitter;
- Disposable cell phones, elaborate networks of connected user names and aliases, and other sophisticated strategies can obscure the direct relationship between the exploiter and the victim; and
- Prostitution operations are increasingly mobile, changing locations to avoid detection or find better commercial opportunities. Operations can encompass multiple regions including cities, counties, states, and even countries.

Trafficking often is connected with other illegal activity. For instance, an arrest for narcotics, gang activity or domestic violence can frequently reveal sex trafficking as well. One of the reasons for this connection may be that gangs appear to be turning to sex trafficking as an additional source of revenue.

### **Labor Trafficking: The Tip of the Iceberg**

Labor trafficking is notoriously difficult to identify, and difficult to prosecute. It often involves multiple victims and, in contrast to prostitution, many victims are not U.S. citizens. Uncovering labor trafficking frequently requires paying attention to things that just don't look right. According to guidelines distributed by the California Attorney General, some signs that may indicate labor trafficking include:

- Working excessively long and/or unusual hours, perhaps being prohibited from taking breaks or other unusual restrictions at work;
- Being controlled (e.g., workers being transported to and from worksites in groups);
- Lacking passports or other forms of identification; no financial records or bank accounts; and
- Fearful of speaking to someone else alone.

These indicators may point to the existence of a trafficking operation, but not always. Often, the first sign of potential labor trafficking involves a complaint, either by a victim or from an astute observer.

Labor traffickers typically engage in businesses that appear to be legitimate, and the investigation of trafficking often hinges on uncovering fraudulent and/or illegal business practices. Business owners may cheat on income and employment taxes, workplace rules, wage and hour regulations, workmen's compensation insurance, health and safety requirements, and/or immigration laws. They defraud their employees of fair compensation and the workplace protections to which they are entitled by law resulting in a situation that is no better than indentured servitude.

Often called the "Al Capone Approach", after the infamous gangster who was finally successfully prosecuted for tax evasion, the investigation and prosecution of labor trafficking frequently entails interagency cooperation. The State Department of Industrial Relations (DIR), the Employment Development Department (EDD) and the Department of Insurance (DI) often work with the District Attorney's Office during labor trafficking investigations. A senior DIR official explained, "Labor traffickers are cheaters", and "...at base, a labor trafficking investigation starts with an investigation of fraud".

### **A Look at the Data: How Much Trafficking is There?**

County reports about the number of adult human trafficking victims differ, making an overall assessment of the size of the problem difficult. There is no comprehensive source dealing with trafficking victims.

Based on a survey of nineteen city police departments and the Contra Costa County Sheriff's Department regarding the number of incidents of adult sex trafficking, labor trafficking, and CSEC occurring between January and August 2015, seven jurisdictions reported at least one incident. As reported by these jurisdictions, eighty-six incidents involved adult sex trafficking, sixteen involved CSEC victims and one incident involved labor trafficking. Additionally, there were eight arrests for pimping of underage girls.

The survey also asked about the number of department personnel trained to deal with human trafficking. All responding departments stated that at least some officers had received training.

The table below summarizes a Zero Trafficking Coalition report on victims identified and served by its “grant partners” for the period from June 2014 through June 2015.

	Total	Adults	Minors
Sex trafficking	103	64	39
Sex+Labor	4	4	
Labor	1	1	
<b>Total Victims</b>	<b>108</b>	<b>69</b>	<b>39</b>
<b>Citizenship</b>			
U.S.	99	62	37
Non U.S.	9	7	2
<b>Gender</b>			
Female	106	63	38
Transgender	2	1	1

The Coalition statistics understate the true number of victims because they show only victims who received services from one or more the NGOs associated with the Coalition. Victims who were not referred to services, or who refused a referral, or who went to service providers not associated with the Coalition, are not included. Accordingly, it is difficult to determine the overall number of victims in the County.

For 2011 through 2015, the District Attorney reports the following number of criminal cases filed for human trafficking:

- Thirty-five filings for 2011 through 2013:(an average of eleven per year);
- Five filings during 2014; and
- Seven filings during 2015.

### **Investigation and Prosecution**

Investigators and patrol officers must deal with the complex realities of human trafficking enterprises, often hidden from sight. These enterprises move between jurisdictions to avoid scrutiny, take advantage of technology to maintain and attract their clientele and victims, and use intimidation and duress to prevent victims from leaving or reporting the crime to outsiders.

A successful trafficking investigation hinges on many factors. Local concern can make apprehending suspected traffickers a law enforcement priority. Most police agencies are operating with resource constraints, and there is every incentive to put ongoing (and visible) crime first. Investigating trafficking is time intensive and often takes months (or years) to build a case. Historically, prostitution has received most of the attention because local citizens are aware and concerned. It is not clear, however, whether

citizens typically understand the link between prostitution and trafficking. Labor trafficking, even less obvious to the public eye, has not yet achieved similar recognition.

In at least one instance since 2014, the FBI offered to assist some Contra Costa cities with massage parlor stakeouts. These cities declined the offer, citing the need to focus their limited resources on higher priorities. The FBI also conducts an annual one-week "sweep" in the Concord/Pittsburg/Antioch area (Operation Cross Country) in partnership with local police departments. Not all agencies participate even though the FBI provides substantial personnel and financial assistance to augment those of the local police departments.

When cities place a priority on identifying trafficking operations, the results are notable. For example, there has been a high level of public concern about the possibility of illegal activity associated with the multitude of massage parlors in the City of Pleasant Hill. Since 2013, the Pleasant Hill Police Department has staged forty-one undercover investigations of sixteen massage parlors yielding nine arrests on suspicion of prostitution.

California Assembly Bill 1147- The Massage Therapy Reform Act took effect on January 1, 2016. The Act empowers cities and counties to close massage businesses that have been involved in illegal activities and provides municipalities with other leverage, such as a certification requirement for massage parlors.

Consistent training and intensive exposure help investigators and patrol officers become experts at identifying the signs of human trafficking. Investigators need be able to sense what is going on beneath the surface of a seemingly ordinary encounter. It can take years to develop familiarity with the subtle signs of trafficking. In this rapidly changing arena, familiarization with trends, patterns, and best practices is critical. While most officers receive introductory POST training, practical training occurs on the job, and is also provided by more experienced officers. In this rapidly evolving field, advanced training and networking with other law enforcement agencies provides critical enhancements to the local experience. Not all police departments in the County have a formal training plan in this area, although officers may receive training from time to time.

Regional task forces such as the Bay Area H.E.A.T. Coalition (BAHC) provide additional training and networking opportunities. BAHC is a regional network of law enforcement, County first responders, NGOs, community organizations, and elected officials who come together to share best practices and developments. More than 2,000 professionals have been connected through BAHC. Few Contra Costa law enforcement staff routinely attend these meetings despite their value in keeping track of trends in the wider Bay Area.

An interdisciplinary approach to policing recognizes the relationship between crimes that are more obvious and trafficking, which is often hidden. Trafficking is frequently related to drug crimes, gang activity, and domestic violence. Understanding and

capitalizing on that relationship is often the key to discovering and apprehending traffickers. Most law enforcement departments assign one officer or detective as the contact point in the investigation of suspected trafficking cases. However, the single point of contact model can generate an overwhelming workload unless adequate support is available.

The Pittsburg Police Department uses a "street team" of three detectives, each with specialized drug, gang, or domestic violence experience. This team receives advanced training about identifying and responding to human trafficking. With this training and the range of knowledge shared among the three detectives, the street team has an increased ability to identify victims of trafficking while investigating crimes within one of their specializations. Moreover, the sharing and coordination of effort increases the efficiency and effectiveness of the team.

Local law enforcement is able to build a case for prosecution through close coordination with federal and state law enforcement agencies. Some trafficking is purely local, but most of it respects no borders. Both the federal and state governments have an interest in trafficking investigations at the local level. For example, sex trafficking across state lines is a federal offense of interest to the FBI and violation of labor laws attracts attention from various state agencies.

Contra Costa County gets high marks from state and federal partners for its aggressive approach in the investigation and prosecution of both sex and labor trafficking cases.

- Investigating labor trafficking operations can sometimes have a substantial payoff. One Contra Costa case involving the Golden Dragon Restaurant in Brentwood expanded to include multiple restaurants in several counties, 120 victims, over \$500,000 in cash seized, and at least \$120 million in fraud charges.
- Highly visible recent sex trafficking prosecutions in Contra Costa show how extensive such operations can be. Danville residents James Joseph and Avisa Lavassani, were indicted for operating a sex trafficking ring extending as far as Miami, Cleveland, and New York, which generated tens of thousands of dollars per month. This operation, housed in an unremarkable home in an upscale neighborhood, involved more than 15 known victims. A multi-agency FBI task force working with San Ramon, Danville police, and the District Attorney's Office successfully arrested the traffickers after a lengthy investigation.

A proactive approach to monitoring the activities of suspected traffickers can identify and apprehend hidden perpetrators. Electronic communications are increasingly the tool of choice for sex traffickers to communicate with potential customers, schedule appointments, and identify potential victims. Police departments are now using the same tools to follow suspects and to identify potential trafficking operations.

In addition to monitoring various websites and other social media, several databases are useful in the fight against human trafficking:

- ARIES, which is maintained by the Contra Costa Sheriff's Office, includes data about known offenders including residences, job histories, gang affiliations, arrest history, and even tattoos;
- Thorn's Spotlight, which provides information about suspected trafficking networks, focuses on identifying victims, and is able to filter and search digital images of victims appearing in online advertisements;
- Online software developed by the University of California *Technology and Human Trafficking Initiative* detects possible cases of online sex trafficking;
- Human Trafficking Reporting System (HTRS), which is funded by the Department of Justice, provides national, regional, and local statistics about human trafficking; and
- SafetyNet, maintained by Alameda County, collects comprehensive data about child sex trafficking.

The ability to disguise one's identity through social media and "dating" websites can be as beneficial to law enforcement as it is to perpetrators, allowing law enforcement to enter the hidden world of sex trafficking. Some departments designate a person to routinely monitor websites suspected of being used for trafficking as a way of discovering potential criminal activity.

Involved citizens, aware of their local environment, can be the key to first identifying suspected trafficking. Many investigations begin with a tip from a concerned citizen. The Golden Dragon investigation (above) began with a complaint from a restaurant employee. A recent sex trafficking case in Dublin was discovered when neighbors became concerned with unusual activity in and around a neighborhood home. Alameda County has developed a comprehensive program of community engagement, as discussed further below.

### **Victim Assistance**

Current practice puts law enforcement in the forefront of dealing with trafficking victims. Recognizing that many prostitutes are unwilling participants and victims, rather than partners, of their pimps resulted in a shift away from the criminalization of prostitution. Similarly, individuals subjected to labor trafficking (particularly the undocumented) are now considered victims, instead of "aliens" to be deported.

While apprehension of traffickers requires coordination and cooperation among law enforcement agencies, appropriately attending to the needs of the victims requires a different set of skills. Conditioned through mental and physical intimidation, trafficking victims typically do not trust or communicate with law enforcement. However, they are crucial to the prosecution of trafficking cases. To bridge the communication gap, law enforcement relies on specially trained advocates. The victim-centered approach

requires that victim's needs are assessed and, based on that assessment, victims are referred to appropriate services to help them adjust to life after trafficking. For the most part, police and detectives sympathize with the victims, but often do not have the skills to elicit witness information or to convince them to walk away from "the life". Reported success varies widely, but victims often strongly resist efforts by police officers to turn in their abusers, provide witness statements, or seek assistance from available service agencies. Asked about his success in convincing prostitutes to get help, one detective responded "...basically zero."

Police involvement is necessarily short term, and dealing with victims after the original contact falls to a variety of County agencies and NGOs. Most police officers interviewed knew of and/or used Community Violence Solutions (CVS) for short-term help. The District Attorney's Office and social service NGOs also provide victims of trafficking with services from specialists. This relationship between victims and these agencies can be lengthy. One source estimates that it can take between twelve and sixteen separate attempts (and sometimes years) before the victims successfully manage to leave "the life".

### **Organizing the Process: A New County Approach**

The Zero Tolerance Coalition is currently producing operating guidelines for handling adult sex and labor trafficking victims, including guidelines for multidisciplinary teams to provide case review and coordination. The draft guidelines should be completed by December 2016. Two summits in 2015 and 2016 involving representatives from multiple counties, social service agencies, law enforcement and the community served to focus the effort to complete these guidelines. The Coalition is working closely with Alameda County's H.E.A.T. Program, which has been a leader in addressing the human trafficking problem since 2006. By working with H.E.A.T., Contra Costa County will be able to leverage its efforts to prevent trafficking, identify it when it occurs and provide a coordinated approach to victim assistance.

### **A Model to Emulate: Alameda County's H.E.A.T. Program**

Set up in January 2006, the Alameda County District Attorney's H.E.A.T. Unit has prosecuted 427 human trafficking cases. Of these cases, 312 cases (81%) resulted in convictions. The H.E.A.T. Unit continues to be the State's most prolific prosecutor of human trafficking cases. The H.E.A.T. Unit prosecutes offenders for human trafficking, child sexual assault, kidnapping, and other serious crimes. The H.E.A.T. Program developed a collaborative strategy for combatting human trafficking. Successfully implemented in the Bay Area and other communities, the strategy encompasses:

- Robust community engagement;
- Training for law enforcement;
- Vigorous prosecution;

- Education of and advocacy to policy makers; and
- Wrap-around services for victims/survivors.

This strategic approach recognizes that the program is only as strong as the involvement and commitment of law enforcement agencies, County service providers, prosecutors, and the community.

The H.E.A.T. website contains a full explanation of each area. The community engagement and law enforcement training aspects explained on the website could be particularly useful components of a new Contra Costa County Human Trafficking Protocol.

Implementation of H.E.A.T. Watch Neighborhood Programs enhances community engagement. The programs raise awareness that stopping human trafficking is a priority. This effort includes systematic guidelines for communities interested in setting up H.E.A.T. Watch Programs, webinars, hotlines, newsletters, training and outreach events and even H.E.A.T. Watch Radio. Social media, such as Facebook and Twitter, help law enforcement find victims. Alameda County also uses outdoor billboards and bus signs to raise awareness.

To address the law enforcement side of controlling human trafficking, the Alameda County H.E.A.T. Watch Program developed a comprehensive law enforcement-training curriculum. This curriculum provides a detailed outline and many training materials focused on first responders, who are typically law enforcement.

Training materials also deal with investigating and developing a case that can withstand the scrutiny of the court and defense counsel. Additionally, the training materials explain where law enforcement should focus resources and how to develop evidence that establishes the essential elements of the crime.

## **CONCLUSION**

As attention to the extent and consequences of human trafficking has grown, law enforcement in Contra Costa County has made significant strides in investigating suspected trafficking and prosecuting the traffickers. Identifying and assisting the victims remains a significant challenge, requiring the coordinated efforts of both law enforcement and the community. The operating guidelines for victim identification and assistance under development by the Zero Tolerance Coalition should include a comprehensive action plan for addressing both law enforcement issues and victim needs similar to that used in Alameda County.

## FINDINGS

- F1. The San Francisco Bay Area is one of three “hot spots” for human trafficking in California, along with Los Angeles and San Diego.
- F2. The emphasis in human trafficking cases has shifted from solely prosecution to a “victim-centered” approach in which the needs of persons who have been trafficked receive equal consideration.
- F3. Effectively identifying and apprehending traffickers requires knowledge of the local environment and criminal activities acquired through years of experience.
- F4. Most police officer training related to human trafficking is acquired through working with more experienced officers and victim advocates.
- F5. The required two-hour POST Training Video in dealing with human trafficking complaints provides a general basis, but more intensive training found in the POST 2014 training manual contains in-depth coverage of the issues important to officers assigned to trafficking cases.
- F6. Successful apprehension and prosecution of traffickers often involves coordination and cooperation among local, State and federal agencies.
- F7. City law enforcement and Contra Costa County Sheriff’s Department have no comprehensive or consistent method for analyzing data about the number and type of adult trafficking victims. More data that is complete is needed to define the magnitude of the problem and to support decisions about victim services and resource allocation.
- F8. City law enforcement and Contra Costa County Sheriff’s Department does not always use resources offered by State and federal for joint “sting” and “sweep” operations.
- F9. Trafficking frequently occurs in combination with other violent crimes and its victims often have a history of abuse and trauma.
- F10. The use of specialist multidisciplinary teams in high crime areas can increase the likelihood that trafficking will be recognized as a component of other crimes.
- F11. Public awareness is a critical factor in identifying potential human trafficking activity.
- F12. The County’s efforts to build a broad public awareness of human trafficking has primarily been a poster campaign beginning in 2015.
- F13. The Zero Tolerance for Human Trafficking Coalition is developing operating guidelines for case review and coordination to be completed in December 2016.
- F14. A comprehensive approach to dealing with human trafficking includes robust community engagement; training law enforcement in responding to human trafficking incidents; vigorous prosecution of perpetrators; education of and advocacy to policy makers; and wrap-around services for victims/survivors.

## RECOMMENDATIONS

- R1. City law enforcement agencies and the Sheriff's Department should consider incorporating expanded training for officers assigned to trafficking-related duties.
- R2. City Law enforcement agencies and the Sheriff's Department should consider increasing collaboration with State and federal law enforcement to expand "sweeps" and "stings" in high crime areas.
- R3. City Law enforcement agencies and the Sheriff's Department should consider the benefits of assigning multidisciplinary teams in areas with significant drug, gang and/or prostitution activity to assist in identifying trafficking activities.
- R4. The County Board of Supervisors should consider identifying funds to assign the Zero Tolerance Coalition to take a leadership role in developing report formats, collecting and reporting on comprehensive data about adult and child trafficking in Contra Costa County.
- R5. The County Board of Supervisors should consider directing the Zero Tolerance Coalition to develop a multi-disciplinary approach in dealing with human trafficking, after identifying funds to do so.
- R6. The County Board of Supervisors should consider directing the Zero Tolerance Coalition to develop and implement a systematic plan for building community awareness of human trafficking, after identifying funds to do so.

## REQUIRED RESPONSES

	<u>Findings</u>	<u>Recommendations</u>
Antioch City Council	F1 – F11, F14	R1 – R3
Brentwood City Council	F1 – F11, F14	R1 – R3
Clayton City Council	F1 – F11, F14	R1 – R3
Concord City Council	F1 – F11, F14	R1 – R3
Danville City Council	F1 – F11, F14	R1 – R3
El Cerrito City Council	F1 – F11, F14	R1 – R3
Hercules City Council	F1 – F11, F14	R1 – R3
Lafayette City Council	F1 – F11, F14	R1 – R3
Martinez City Council	F1 – F11, F14	R1 – R3
Moraga City Council	F1 – F11, F14	R1 – R3
Oakley City Council	F1 – F11, F14	R1 – R3
Orinda City Council	F1 – F11, F14	R1 – R3
Pinole City Council	F1 – F11, F14	R1 – R3
Pittsburg City Council	F1 – F11, F14	R1 – R3
Pleasant Hill City Council	F1 – F11, F14	R1 – R3
Richmond City Council	F1 – F11, F14	R1 – R3
San Ramon City Council	F1 – F11, F14	R1 – R3
San Pablo city Council	F1 – F11, F14	R1 – R3
Walnut Creek City Council	F1 – F11, F14	R1 – R3
Contra Costa County Sheriff's Department	F1 – F11, F14	R1 – R3
Contra Costa County Board of Supervisors	F11 – F14	R4 – R6

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov) and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson

725 Court Street

P.O. Box 431

Martinez, CA 94553-0091



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Forrest Ebbs, Community Development Director *FE*

**SUBJECT:** Authorize Response to Grand Jury Report "Where Will We Live? The Affordable Housing Waiting List is Closed" (Report 1614)

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution authorizing the Mayor to sign the attached response to the Grand Jury Report: "Where Will We Live? The Affordable Housing Waiting List is Closed".

### **STRATEGIC PURPOSE**

This action supports **Strategy L-5:** Effectively and efficiently manage City Council agenda preparation, noticing and records; **Short Term Objective:** Ensure that all documents related to Council actions are executed, and distributed as necessary.

### **FISCAL IMPACT**

Responding to the Grand Jury Report took staff time. Fiscal impacts of implementing recommendations in the report are not yet identified.

### **DISCUSSION**

Early in California's history, the California Constitution established grand juries in each county. The California Penal Code includes provisions on the formation of grand juries and the powers and duties of grand juries. With respect to public agencies, grand juries are authorized to "investigate and report upon the operations, accounts, and records of the officers, departments, functions, and the method or systems of performing the duties of any such city or joint powers agency and make such recommendations as it may deem proper and fit." (Cal. Penal Code § 925a) Within 90 days after the grand jury submits a report regarding the operations of any public agency, the "governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body . . ." (Cal. Penal Code § 933(c)).

In June, Antioch and other public agencies in the County received the attached Grand Jury Report: "Where Will We Live? The Affordable Housing Waiting List is Closed". (Attachment "B") This report was not just addressed to Antioch, but was county-wide.

Accordingly, the attached draft response (Exhibit 1 to Attachment "A") is presented for the City Council's consideration to transmit to the presiding judge.

In summary, the Grand Jury Report uses countywide statistics to support a broad conclusion that affordable housing is not readily available in Contra Costa County. The report continues to identify existing policies and offer new programs to increase the availability of affordable housing.

The proposed response generally reflects the position that the City of Antioch and East County are unique from other communities in the county. Specifically, Antioch has traditionally been a leader in providing new housing opportunities and currently contains a disproportionate share of the existing affordable housing in the County. While some of these affordable housing units are formally restricted and managed as such, many other affordable housing opportunities are based on market rents, which are far less than Central and West County cities. Antioch remains much more affordable than nearly every other community in the County. As such, the response does not support many of the recommendations suggested by the report.

If approved, the letter would be signed by Mayor Harper and returned to the Grand Jury.

#### **OPTIONS**

No options are presented as state law requires the City Council to respond to the Grand Jury Report. The City Council may propose alternative language to those responses.

#### **ATTACHMENTS**

A: Resolution

Draft Letter Response to the Grand Jury Report (Exhibit 1)

B: Grand Jury Report

**ATTACHMENT "A"**

**RESOLUTION NO. 2016/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH AUTHORIZING THE MAYOR TO FORWARD A RESPONSE TO GRAND JURY REPORT NO. 1614**

**WHEREAS**, the City received Grand Jury Report No. 1614, "Where Will We Live? The Affordable Housing Waiting List is Closed" on June 19, 2016; and,

**WHEREAS**, a written response to the Grand Jury Report is required under California Penal Code; and,

**WHEREAS**, a written response to the Grand Jury Report has been drafted and reviewed by the City Council.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Antioch hereby authorizes the Mayor to sign the attached written response to Grand Jury Report No. 1614 "Where Will We Live? The Affordable Housing Waiting List is Closed" which is attached hereto as "Exhibit 1"

\* \* \* \* \*

**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 9<sup>th</sup> day of August 2016, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

**ABSTAIN:**

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**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

# "EXHIBIT 1"

## DRAFT

July 18, 2016

Michael Simmons, Grand Jury Foreperson  
Contra Costa County Grand Jury  
725 Court Street  
Martinez, CA 94553

RE: Report 1614 – Response from the City of Antioch

Mr. Simmons,

On behalf of the City of Antioch, we appreciate the diligent work put into the creation of Grand Jury Report 1614 – *Where Will We Live? The Affordable Housing Waiting List is Closed*. This letter contains the response from the City of Antioch to the various findings and recommendations contained in the report.

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## FINDINGS

F1. PDAs recognize the importance of housing near transportation and jobs for developing prosperous communities.

Response: The City of Antioch agrees with this finding.

F2. Plan Bay Area 2040 seeks to combine transportation, jobs, and housing as a solution to the needs of our growing population.

Response: The City of Antioch agrees with this finding.

F3. While State law mandates that ABAG conduct the RHNA process, a city is not required to subsidize and/or build the units; it is only required to demonstrate that local zoning will not impede development.

Response: The City of Antioch agrees with this finding.

F5. Inclusionary zoning programs provide incentives and regulatory waivers to builders and developers who produce both affordable and market rate homes within the same project.

Response: The City of Antioch partially disagrees with the finding. Inclusionary zoning programs have been designed and implemented in many ways and do not, necessarily, provide the above-described incentives and regulatory waivers, etc. Some programs are prescriptive, require absolute compliance, and offer no compensatory incentive. Other programs rely heavily on incentives.

F6. The City's Inclusionary Housing ordinance helps to provide AH (Affordable Housing) in that city.

Response: The City of Antioch agrees with this finding.

F8. Inclusionary Housing Ordinances sometimes include the option for the developer to pay in lieu fees instead of constructing AH units.

Response: The City of Antioch agrees with this finding.

F9. The City supplements the shortage of funds for AH by requiring buildings to pay impact fees, in lieu fees, or other construction and remodeling fees.

Response: The City of Antioch partially disagrees with this finding. The adoption of any development-based impact fee requires a proper nexus, or connection, between the fee imposed and the impact of the specific development. The above finding is overly-general and fails to explore this important requirement.

F10. Infill costs less to service than new development because it takes advantage of the existing infrastructure.

Response: The City of Antioch agrees with this finding.

F11. The elimination of redevelopment agencies resulted in a reduction of the number of AH units constructed in the city by eliminating a major source of funding for affordable development projects.

Response: The City of Antioch agrees with this finding.

F12. The city delegates to the builder, owner, or management company of AH properties the responsibility for gathering and validating AH clientele information as well as maintaining lists of potentially interested buyers.

Response: The City of Antioch agrees with this finding.

F13. There is no accessible centralized information source for available AH, which compounds the problems created by the AH shortage for those who are searching for affordable housing.

Response: The City of Antioch partially disagrees with this finding. The Housing Authority of the County of Contra Costa maintains a website that provides information about housing programs, including Section 8, rental rehabilitation, and others. This website information is not as inclusive as described above, but is valuable nonetheless. The City of Antioch agrees that there could be a better centralized information source for affordable housing.

## **RECOMMENDATIONS**

R1. The City should consider increasing AH (Affordable Housing) in PDAs.

Response: The Rivertown Waterfront Priority Development Area (RWPDA) is located within the City of Antioch along the San Joaquin River within the City's historic downtown. According to the U.S. Census, the majority of the RWPDA is located within Census Tract 3050, which has a median gross rent of \$1,079 and a median household income for renters of \$34,388. Of the 1,721 rental housing units, 48% contain households paying more than 35% of their household income towards rent, which is slightly higher than the countywide figure of 46%. Further, of the 2,128 renting households in the RWPDA, 504 (24%) earn less than \$20,000, which is approximately what one minimum wage worker might earn in one year. By comparison, just 7% of countywide households earn less than \$20,000 each year. The RWPDA is already providing housing for minimum wage-earning households at a per-household rate that is 3.4 times greater than the County as a whole. It would be inappropriate and inconsistent with best housing practices to direct additional affordable housing to this area.

The Hillcrest BART Station Priority Development Area is a planned development area near the anticipated BART Station at Hillcrest Avenue and State Route 4. The Hillcrest Station Specific Plan anticipates the construction of higher density housing near the BART Station, which will increase affordable housing in the immediate area.

The recommendation will not be implemented because it is not warranted and is not reasonable.

R2. The City should consider adopting an Inclusionary Housing Ordinance.

Response: The purpose of an Inclusionary Housing Ordinance is to provide affordable housing within new residential development projects to provide housing opportunities for households that would otherwise be excluded from ownership in the development or community. In Antioch, the median value of a house built between 2000 and 2009 is \$313,900. A household earning approximately \$82,000 per year could afford one of these houses in the City of Antioch, while spending just 30% of their income on housing. It would take an annual household income of over \$185,000 to afford a similarly-new house in Walnut Creek.

More significantly, the citywide median value for a single-family home is \$240,000, which would be affordable to a household earning just \$62,000. The median citywide household income is \$65,770. As demonstrated, the City of Antioch already provides a diversity of housing options and is accessible to households of all income levels. The City of Antioch recognizes that other areas of Contra Costa County are significantly different in terms of housing costs, employment centers, median incomes, land availability, residential development patterns, and similar factors that contribute to a true shortage of affordable housing.

The recommendation will not be implemented because it is not warranted and is not reasonable.

R3. The City should explore rehabilitating existing housing stock as AH (Affordable Housing) for purchase or rental, and identify funding to do so.

Response: The City of Antioch does not actively engage in the acquisition and rehabilitation of housing units and does not operate its own affordable housing program. Rather, the City uses its limited resources to assist independent developers of affordable housing in gaining access to critical county, State and federal resources. More so, the City of Antioch supports the Housing Authority of the County of Contra Costa in its efforts to provide high quality affordable housing solutions and promote self-sufficiency for low-income people of Contra Costa County.

The recommendation will not be implemented because it is not warranted and is not reasonable.

R5. The City should explore increasing "impact fees" or "linkage fees" or enacting such fees in order to generate revenue with which to assist funding of AH (Affordable Housing).

Response: As described above, the City of Antioch recognizes the countywide concern for additional affordable housing units, but believes that within the City of Antioch, adequate affordable housing is already being provided without additional regulatory intervention.

The recommendation will not be implemented because it is not warranted.

R6. The City should consider designating an employee within the City's planning or housing department to coordinate with property management to maintain current waiting and interest lists of available AF and ensure information is posted on the city website, and identify funding to do so.

Response: The City maintains a part-time contract employee that is fully dedicated to coordinating Community Development Block Grant (CDBG), housing, homeless services, and similar programs. This position already provides direction to parties

interested in acquiring designated affordable housing and also seeks/coordinates funding sources for a variety of purposes related to housing, homeless services, and independent affordable housing ventures. The City website contains similar information and direction.

The recommendation has been implemented by existing staff.

R7. The City should consider seeking federal, state, and local funding sources for AH (Affordable Housing).

Response: Please see response to R6. The recommendation has been implemented by existing staff.

R8. The City should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.

Response: In 2011, the Governor eliminated Redevelopment Agencies statewide, which historically served and were funded by the State to undertake efforts similar to those described above. To date, there has not been a replacement funding source identified and the City of Antioch does not have the means to replace this substantial budget. That said, the City of Antioch owns properties throughout its boundaries and routinely works with organizations and developers regarding potential development projects using these sites. The City is open to any such future partnerships that can be accomplished in a fair and responsible manner.

The recommendation will not be implemented because it is not warranted.

R11. The City should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.

Response: The existing Planning Processes for multi-family housing generally require a public hearing, whereby the community is notified and invited to attend a public meeting to express any concerns regarding the project. In addition, project applicants are encouraged to independently reach out to their surrounding neighborhood to provide such education.

The recommendation will not be implemented because it is not warranted.

R13. The City should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.

Response: The City already identifies opportunity sites throughout various planning documents, including the General Plan, the Housing Element, and Specific Plans. The City of Antioch, like nearly all cities in California, does not control the taxation of any

land-based development and, as such, cannot create City-specific tax incentives. The City of Antioch already uses a Density Bonus process, which is described in detail in its Municipal Code.

The recommendation will not be implemented because it is not warranted.

R15. The City should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

Response: As the City of Antioch does not operate its own Affordable Housing program and as the Housing Authority of the County of Contra Costa already provides much of this information on its website, the City has not found it helpful to duplicate this information on its own website. Rather, the City refers all interested parties directly to the Housing Authority for this information.

The recommendation will not be implemented because it is not warranted.

\* The source of all statistics and figures is the United State Census Bureau, American Community Survey, 2010-2014.

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In summary, the City of Antioch recognizes that the Cities and communities of Contra Costa County have each developed according to the natural and economic resources afforded them and, as a result, today's communities each face unique issues related to housing, employment, affordability, and quality of life. In regards to affordable housing, the City of Antioch has long prided itself as a destination for hard-working families, where the aspiration to live affordably and own a home continues to be realized. To that end, the City of Antioch has long held to policies that promote new housing opportunities and has consistently responded to the demands of a growing regional population, while still providing top-notch parks, recreational opportunities, and other lifestyle amenities. As the second largest city in Contra Costa County, Antioch remains one of the most affordable communities for households of all income levels.

While the City of Antioch does not disagree with the findings of the Grand Jury Report, we do believe that some of the conclusions drawn by it represent an overly-simplistic vision of the housing conditions in Contra Costa County and fail to reflect the unique conditions that occur in each city. Further, the report does not recognize the unique contributions to affordable housing that are currently made by each City, beyond regulatory measures. Because of the diversity throughout the County, a one-size-fits-all solution may not be adequate or effective. Rather, we suggest that each City should examine its own unique conditions and offer solutions appropriate for their own community.

In closing, we greatly appreciate your efforts on this report and our opportunity to respond.

Sincerely,

Wade Harper, Mayor  
City of Antioch

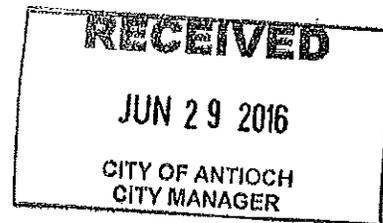
Michael Simmons, Contra Costa County Grand Jury Foreperson  
725 Court Street, Martinez, CA 94553  
Steve Duran, City Manager  
Michael Vigilia, City Attorney

# ATTACHMENT "B"

Grand Jury

Contra  
Costa  
County

725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



June 24, 2016

Mayor Pro-Tem Lori Ogorchock  
City of Antioch  
P.O. Box 5007  
Antioch, CA 94531-5007

Dear Ms. Ogorchock:

Attached is a copy of Grand Jury Report No. 1614, "Where Will We Live?" by the 2015-2016 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

In accordance with Section 933.05(a), the responding person or entity shall report one of the following actions in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons thereof.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.
4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be aware that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please ensure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **September 30, 2016**.

Please send a copy of your response in hard copy to the Grand Jury, as well as a copy by e-mail in Word to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov).

Please confirm receipt by responding via e-mail to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov).

Sincerely,

Michael Simmons, Foreperson  
2015-2016 Contra Costa County Civil Grand Jury

A REPORT BY  
THE 2015-2016 CONTRA COSTA COUNTY GRAND JURY

725 Court Street  
Martinez, California 94553

Report 1614

**Where Will We Live?  
The Affordable Housing Waiting List  
is Closed.**

APPROVED BY THE GRAND JURY:

Date: 6/14/16

*Michael Simmons*

MICHAEL SIMMONS  
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 6/15/16

*John T. Laettner*

JOHN T. LAETTNER  
JUDGE OF THE SUPERIOR COURT

Contact: Michael Simmons  
Foreperson  
925-957-5638

Contra Costa County Grand Jury Report 1614

**Where Will We Live?  
The Affordable Housing Waiting List is Closed.**

**TO: City Councils of Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pleasant Hill, Pittsburg, Richmond, San Pablo, San Ramon, Walnut Creek and the Contra Costa County Board of Supervisors**

**SUMMARY:**

The Bay Area is one of the most expensive regions in the world to live and work. Our County has a housing crisis that demands our immediate attention. Lack of affordable housing in Contra Costa County negatively affects our citizens and economy. Government lawmakers and fair shelter advocates call housing "affordable" when a household pays no more than 30 percent of its total income for housing costs. Income levels determine who qualifies for Affordable Housing (AH). Those qualifying include a range of households from formerly homeless individuals to first-time homebuyers. AH can include rental and homeownership; single-family and multi-family; and new or rehabilitated units. The Bay Area has an extensive network of for-profit and non-profit housing developers that create well designed, well managed AH. Despite their efforts, the demand far outstrips the supply.

California housing element law, California Government Code section 65580 et seq., mandates that every city provide its fair share of AH. Since 2007, the cities in the Bay Area, including in Contra Costa County, have failed to issue the requisite number of building permits to meet their share allocations.

President of the Bay Area Council, Jim Wunderman, warned that "water isn't the only thing that is in short supply in the Bay Area. Our region is growing, our economy is humming, but the housing shortage could be our Achilles heel." He called for California's housing problems to receive the same decisive action that is being undertaken to combat the drought. In a recent Bay Area Council housing poll, 67 percent of residents complain that it is harder to find a place to live in the Bay Area compared with a year ago.

The Grand Jury surveyed all nineteen cities in the County to learn about the resources implemented to address the shortage of AH. More than 70 percent of the County's cities have adopted ordinances that mandate developers build a certain percentage of new home projects at below-market prices for people with lower incomes. Financial

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tools used by the cities include housing impact fees, linkage fees, in lieu fees, and density bonuses. Some cities have donated publicly owned land, vacant land for infill, and property for renovation to non-profit housing developers in an effort to alleviate their city's AH crises. Our investigation revealed however, that ordinances, builder incentives, housing fees, and donations are not enough to solve the shortage of AH and the County and cities can and should do more. What is missing we discuss in the four focus areas of this report:

1. Public awareness about AH;
2. Governmental resources available to communities, builders, and developers for AH;
3. Contra Costa cities' performance in meeting the need for AH; and
4. Improving and centralizing information regarding the availability of AH to ensure that those who may qualify can readily learn and keep informed of AH opportunities.

## METHODOLOGY

In conducting its investigation and preparing this report, the Grand Jury performed the following tasks:

- Interviewed selected city and County staff and representatives of:
  - for-profit and non-profit builders and developers,
  - AH advocacy organizations, and
  - area-wide quasi-governmental agencies.
- Attended meetings of:
  - the County Board of Supervisors,
  - regional organizations,
  - city councils,
  - municipal planning commissions.
- Reviewed:
  - published court decisions,
  - public materials,
  - online documents,
  - Contra Costa County and city websites.
- Prepared and submitted to each city within the County a written survey pertaining to AH, and reviewed and analyzed the responses of each city (Appendix 1)

## DISCUSSION

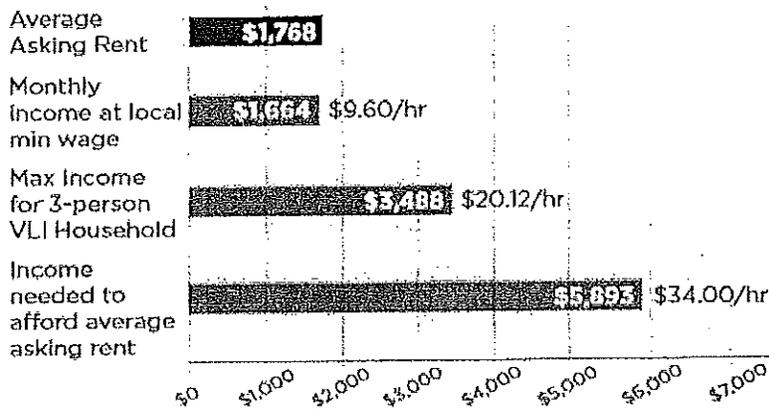
Why should AH matter to the residents of Contra Costa County?

A 2015 East Bay Housing Organization (EBHO) report states that:

17.1% OF CONTRA COSTA COUNTY RESIDENTS LIVE IN POVERTY DUE LARGELY TO HIGH HOUSING COSTS	
Official Poverty Measure:	Adjusting for Housing Costs and Social Programs:
<b>11.9%</b>	<b>17.1%</b>

Source: The Stanford Center on Poverty and Inequality with the Public Policy Institute of California, California Poverty by County, 2012.

### RENTERS NEED TO EARN 3.5X MINIMUM WAGE TO AFFORD AVERAGE ASKING RENTS



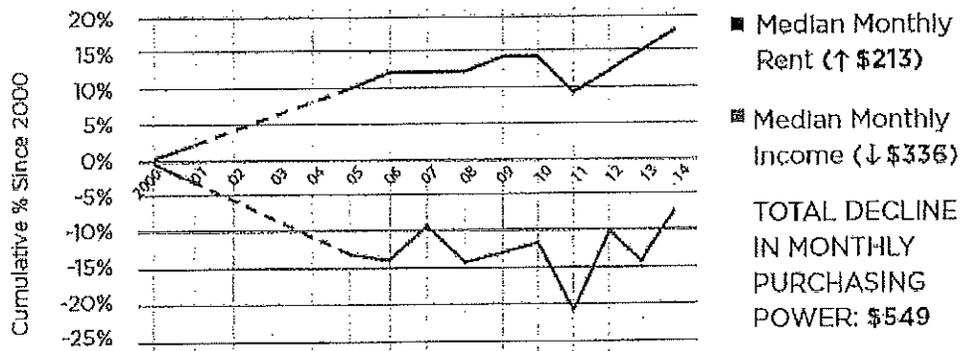
Source: 2015 Real Answers average apartment rent data, HUD 2015 County Section 8 Program Income Limits.



- Seventeen percent of County residents live in poverty, in which high housing costs play a significant role.
- Inflation adjusted median rent has increased seventeen percent since 2000 while the median renter income has declined seven percent.

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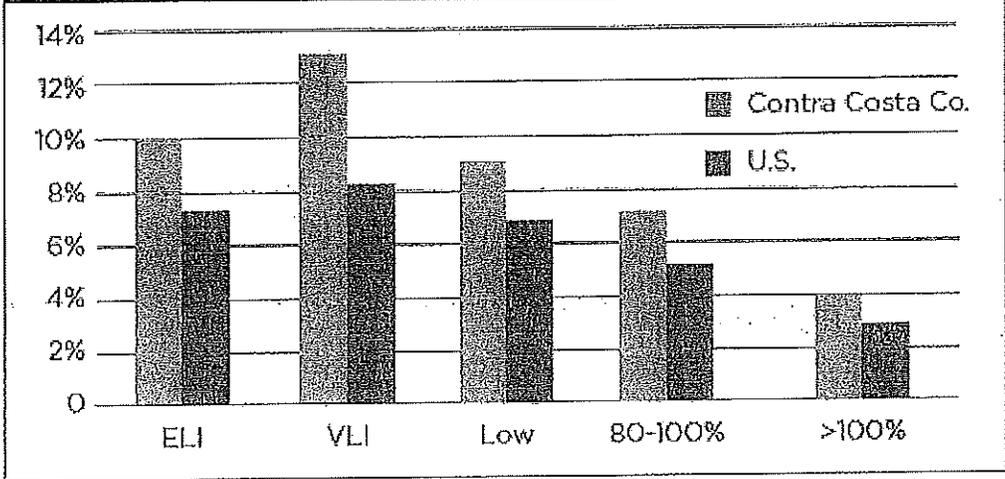
**INFLATION ADJUSTED MEDIAN RENT HAS INCREASED 17% SINCE 2000 WHILE MEDIAN RENTER INCOME HAS DECLINED 7%**



Source: US Census 2000 and Annual ACS Data 2005-2014. Median rents and incomes from 2001-2004 are estimated trends.

- Renters need to earn three and one-half times the minimum wage to afford average-asking rents of \$1,768 per month, reflecting upward pressure on rents in the Bay Area and the County, driven by a resurgent economy and increased demand.

**OVERCROWDING FOR CONTRA COSTA'S LOWER-INCOME RENTERS IS 43% HIGHER THAN THE NATIONAL AVERAGE**



SOURCE: CHPC analysis of 2007-2011 CHAS data.

The chart above shows the higher percentages in the County who fall within the lower income categories (low, very low [VLI], and extremely low [ELI]) as compared to the comparable percentages nationwide.

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## WHO IS BEING LEFT OUT OF THE CONTRA COSTA COUNTY RENTAL MARKET?

**Average Asking Rent: \$1,758**

**Hours/week of  
work needed to  
afford average  
asking rent**

<b>Job Category</b>	<b>Mean Hourly Wage</b>	<b>Hours/week of work needed to afford average asking rent</b>
Medical Assistants	\$19.38	70
EMTs & Paramedics	\$17.77	77
Preschool Teachers	\$17.35	78
Janitors & Cleaners	\$14.87	91
Retail Salespersons	\$13.89	98
Waiters & Waitresses	\$11.50	118

SOURCE: CHPC Analysis of 2014 Bureau of Labor statistics and 2015 Real Answers average rent data.

- Between 2010 and 2014, County real estate had the highest sales price increase (50 percent) in the Bay Area.
- From fiscal year 2008-2009 to fiscal year 2013-2014, the County lost seventy-one percent of state and federal funding for AH, a loss of \$39,500,000.

Communities thrive when people have safe and stable housing; when they live near their jobs, schools, and places of worship; when families can build roots and meet diverse neighbors; and when we use resources wisely, greening our housing and preserving open space. AH residents are seniors and people with disabilities on a fixed income, as well as teachers, retired military personnel, car mechanics, childcare workers, and others who work in our communities.

In addition to the obvious benefits of helping residents, AH can benefit the wider community in significant ways:

- Providing housing for the local workforce, especially lower wage earners;
- Revitalizing distressed neighborhoods;
- Directing economic benefits to the local community, such as increased jobs and sales taxes; and
- Promoting economic and social integration while building community.

## Government Efforts to Achieve AH

In June 2015, the *East Bay Times* ran an article entitled, "Bay Area Housing Crisis May Cause NIMBY Attitudes to Wane". NIMBY is an acronym for "not in my backyard". Bay Area residents seem to be willing to challenge this attitude as two-thirds now believe it is tougher to find a place to live, and over half are ready to embrace higher density housing in their neighborhoods to tackle the problem. Seventy-six percent of Bay Area residents want policy makers and developers to direct their efforts toward the creation of certain types of housing. Specifically, respondents want the focus on housing for low and middle-income people.

In the County, population continues to increase, bringing constant pressure on state and local governments to focus on housing affordability. Various state and local laws and ordinances are available to cities in the County and the greater Bay Area to address the shortage of AH.

### Housing Element

California Housing Element law (California Government Code section 65580 et seq.) is the State's primary market-based means to increase housing supply, affordability, and provide opportunities for private builders without unduly constraining housing development. The County and its nineteen cities each have a Housing Element plan certified by the California Department of Housing and Community Development (HCD), detailing their goals pertaining to AH.

### Association of Bay Area Governments (ABAG)

ABAG is the comprehensive regional planning agency and Council of Governments (COG) for the nine counties and 101 cities and towns of the San Francisco Bay Region. The region encompasses Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties. As the COG for the Bay Area, ABAG is responsible for regional land use planning and coordination with local governments. The State sets the housing needs and ABAG allocates the housing goals for the nine Bay Area Counties by income levels set by the federal Housing and Urban Development agency (HUD). While land-use planning is fundamentally a local issue for city governments, the availability of housing is a matter of statewide importance. Housing element laws require local governments to be accommodating and accountable to meet projected housing needs. The cities maintain local control over where and what type of development should occur while providing the opportunity for the private sector to meet market demand.

The following is a summary of housing permits issued for all Bay Area jurisdictions for the period between 2007 and 2014. This data was compiled primarily from Annual Housing Element Progress Reports (APRs) filed by jurisdictions with the California Department of Housing and Community Development (HCD). In certain instances when APR data was not available but permitting information could be found through other sources ABAG made use of the data sources below:

- Adopted and certified housing elements for the period between 2007 and 2014
- Draft housing elements for the period between 2014-2012
- Permitting information sent to ABAG directly by local planning staff

Note: Given that calendar year 2014 is in-between the 2007-14 and the 2014-2022 RHNA cycles, HCD provides Bay Area jurisdictions with the option of counting the units they permitted in 2014 towards either the past (2007-2014) or the current (2014-2022) RHNA cycle. ABAG did not include 2014 permitting information in this report for jurisdictions that requested that their 2014 permits be counted towards their 2014-2022 allocation. Those jurisdictions are indicated by an asterisk (\*).

Bay Area	Very Low (0-50% AMI)			Low (50-80% AMI)			Moderate (80-120% AMI)			Above Moderate (120%+ AMI)			Total		
	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met
Alameda	18,017	3,095	31%	7,616	1,699	22%	9,078	1,340	13%	18,226	13,681	75%	44,937	19,615	44%
Contra Costa	6,512	1,353	21%	4,325	1,035	24%	4,996	3,654	73%	11,239	10,758	96%	27,072	16,800	62%
Marin	1,095	250	23%	754	256	34%	977	219	22%	2,056	818	40%	4,882	1,543	32%
Napa	879	135	15%	574	71	12%	713	268	38%	1,539	960	62%	3,705	1,434	39%
San Francisco	6,589	3,920	59%	5,535	1,481	27%	6,754	1,234	18%	12,315	13,468	109%	31,193	20,103	64%
San Mateo	3,388	702	20%	2,581	641	25%	3,038	746	25%	6,531	6,080	93%	15,738	8,169	52%
Santa Clara	13,878	3,798	27%	9,567	2,692	28%	11,007	2,371	22%	25,886	35,962	139%	60,338	44,823	74%
Solano	3,038	283	9%	1,996	481	24%	2,308	1,057	46%	5,643	3,141	56%	12,985	4,972	38%
Sonoma	3,244	715	22%	2,154	826	38%	2,445	1,033	42%	5,807	3,065	53%	13,650	5,639	41%
Bay Area Totals	48,840	14,251	29%	35,102	9,182	26%	41,316	11,732	28%	89,242	87,933	99%	214,500	123,098	57%

### Regional Housing Needs Allocation (RHNA)

Government Code sections 65580-65589.8, also known as the Regional Housing Needs Allocation (RHNA), set forth the state-mandated process for identifying the total number of housing units by affordability level that each jurisdiction should accommodate.

Income categories established by HUD for 2015 in the County are:

- **Extremely Low** – A subset of the very low-income regional housing need, defined as households earning less than thirty percent of the median household income: family of four earning \$28,050 or less per year.
- **Very Low** – Defined as households earning less than fifty percent of the median household income: family of four earning \$28,051 to \$46,750 per year.
- **Low Income** – Defined as households earning fifty to eighty percent of the median household income: family of four earning \$46,751 to \$71,600 per year.
- **Moderate Income** – Defined as households earning eighty to one-hundred twenty percent of the median household income: a family of four earning \$71,601 to \$112,200 per year. The median income for the County falls within this category at \$93,500 per year.
- **Above Moderate Income** – Defined as households earning over one-hundred twenty percent of the median household income: family of four earning more than \$112,200 per year.

Between 2007 and 2014, municipalities in the Bay Area collectively issued permits for 57 percent of the RHNA. Housing permits were skewed toward units for higher income consumers, meeting 99 percent of the RHNA for above-moderate income housing, but only 28 percent for moderate-income housing, 26 percent for low-income housing, and 29 percent for very low income housing.

The next eight-year RHNA cycle, 2014-2022, for the County and cities, projects a lower allocation than the RHNA for 2007-2014. HCD made an adjustment to account for abnormally high vacancies and unique market conditions due to prolonged recessionary conditions, high unemployment, and unprecedented foreclosures in parts of the Region.

ABAG Final Regional Housing Need Allocation for the County 2014-2022

**FINAL REGIONAL HOUSING NEED ALLOCATION, 2014-2022** Adopted by the ABAG Executive Board on July 18, 2013

Contra Costa County

	Very Low	Low	Moderate	Above Moderate	Total
Antioch	349	205	214	680	1,448
Brentwood	234	124	123	279	760
Clayton	51	25	31	34	141
Concord	798	444	559	1,677	3,478
Danville	196	111	124	126	557
El Cerrito	100	63	69	166	398
Hercules	220	118	100	244	682
Lafayette	138	78	85	99	400
Martinez	124	72	78	195	469
Moraga	75	44	50	60	229
Oakley	317	174	175	502	1,168
Orinda	84	47	54	42	227
Pinole	80	46	43	126	297
Pittsburg	392	254	316	1,063	2,025
Pleasant Hill	118	69	84	177	448
Richmond	438	305	410	1,282	2,435
San Pablo	56	53	75	265	449
San Ramon	516	279	282	340	1,417
Walnut Creek	604	355	381	895	2,235
Unincorporated	374	218	243	532	1,367
<b>Contra Costa Total</b>	<b>5,264</b>	<b>3,086</b>	<b>3,496</b>	<b>8,784</b>	<b>20,630</b>

Association of Bay Area Governments

For the County (including all 19 Cities and the unincorporated areas of the County), the proposed RHNA translates to 20,630 new units or just under 11 percent of the Bay Area's total units. The 2014-2022 RHNA allocation is more reflective of the planning environment in the County; more specifically, it reflects both the broader policy of channeling new growth to infill areas with existing transportation infrastructure as well as to discourage growth outside of the County's urban limit line.

Senate Bill 375, "The California Sustainable Communities, and Climate Protection Act of 2008," established a new framework for the RHNA. SB 375 requires each of the state's

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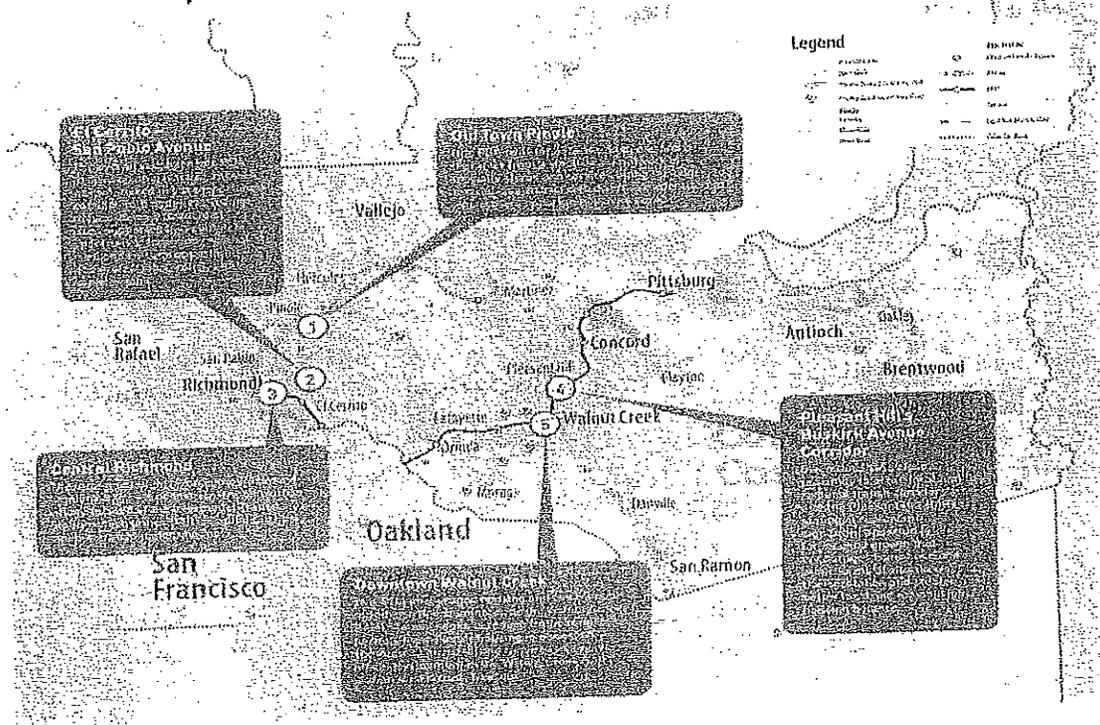
18 metropolitan areas, including the Bay Area, to develop a Sustainable Communities Strategy (SCS) with the goals of reducing greenhouse gas (GHG) emissions from cars and light trucks and accommodating all needed housing growth within the region. This law seeks to ensure that future land uses (through RHNA and other plans) are coordinated with long-term transportation investments.

Priority Development Areas (PDAs)

PDAs are local areas within each city that focus development on housing, employment, amenities, and services to meet the day-to-day needs of residents and workers in a pedestrian-friendly environment served by transit. These are neighborhoods within walking distance of frequent transit service, offering a wide variety of housing options, and featuring amenities such as grocery stores, community centers, and restaurants. During 2013 and 2014, 48 percent of all allocated building permits were located in PDAs. During that same time, PDAs were home to 59 percent of the region's permitted multi-family housing units.

*Plan Bay Area 2040* is a long-range integrated transportation and land-use/housing strategy that focuses housing growth in PDAs. This plan provides a strategy for meeting 80 percent of the region's future housing needs in PDAs. Identified by cities and towns across the region, the PDAs range from regional centers like Walnut Creek's West Downtown area, to smaller town centers such as Old Town Pinole.

**A Map of Contra Costa County PDAs**



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## Inclusionary Housing Ordinances (IH)

The most popular city response to AH has been incorporating "Inclusionary Housing" (IH) ordinances in the Housing Element. In California, between 1990 and 2003, the numbers of communities with IH more than tripled—from 29 to 107 communities—meaning about 20 percent of California communities now have IH ordinances. Also called Inclusionary Zoning, seventy-eight cities in the Bay Area, including fourteen cities in the County, have some type of IH policy in place.

The purpose of inclusionary zoning laws is to prevent people from being excluded from affordable housing in the communities where they live or work. IH ordinances require developers to sell a certain percentage of their new homes at below market prices. Most cities designate between 10-15 percent of new units as affordable, though some require as high as 20 percent, others as low as 4 percent. The cities' IH laws specify a threshold number of units before the ordinance takes effect.

The California building industry sued, claiming that the mandate to sell a certain percentage of homes at below market pricing was a "taking" of their property and violated the Takings Clause of the U.S. and state constitutions. Last year, in an important victory for AH advocates, in the case of California Building Industry Association v. City of San Jose, 61 Cal. 4th 435 (2015) the California Supreme Court upheld the City of San Jose's IH ordinance, stating:

*"The proper constitutional inquiry is a far less exacting one: whether the requirements of San Jose's inclusionary housing ordinance are reasonably related to the city's legitimate interest in alleviating the municipality's chronic shortage of low-and moderate-income housing generally."*

The Court had no difficulty in concluding that there was no violation of the Takings Clause under the U.S. or state constitutions. The Court found that the city could regulate land use because it has a legitimate interest in easing the chronic shortage of AH even if it reduces builders' profits. The builders appealed this decision to the U.S. Supreme Court. In March 2016, the U.S. Supreme Court left intact the state court's ruling.

Bay Area cities started adopting inclusionary zoning in 1973, and were among the first cities in California to begin experimenting with this policy tool. However, 50 Bay Area cities with inclusionary zoning have produced fewer than 7,000 affordable units since 1973. Contrast this with ABAG's estimate that the region needs 24,217 AH units per year. At current rates, cities with inclusionary zoning will only produce four percent of the regions estimated AH needs for the next eight-year cycle, 2014-2022.

Opponents say that IH has had a negative impact on homebuyers, local governments, and builders. They argue that inclusionary zoning has failed to create more AH because price controls do not get to the root of the problem and the real causes of AH shortages are government restrictions. Supply has not kept up with demand due to artificial restrictions attributed to land-use regulation. One recent study found that 90

percent of the difference between physical construction costs and the market price of new homes is land use regulation.

A number of cities in the County add substantial fees to the cost of development to pay for additional public benefits or to mitigate inconvenience, traffic and other effects from new housing. Builders call these add-ons the "Christmas Tree List". These additional costs often act as a deterrent to the development of new AH. When selling a percentage of units at below market, someone must make up that difference. Taxpayers and market rate buyers bear the cost of the mandated affordable units.

One of the great advantages of inclusionary zoning programs is that there is not a significant dollar cost to the city for the creation of the affordable home. The corollary is that inclusionary housing works best where the housing market is strong; that is, where private builder/developers want to build because they believe there is strong market potential and that people will buy or rent the homes they build.

This June, San Franciscans voted to pass Proposition C, the affordable housing charter amendment. Prop C will double the amount of inclusionary housing that must be included in new, market-rate developments. Twenty-five percent of new apartments or condos would have to be deemed affordable. In addition, Prop C requires developers to include ten percent middle income housing so that San Franciscans such as teachers and nurses can afford to live in the communities they serve. This measure ensures that both low-income and middle-income housing will be built in the same development as luxury condos. Bay Area city and county residents are watching this proposition closely.

#### Density Bonus Law

Density bonuses allow more units to be built on a property than would otherwise be allowed under zoning ordinances. In exchange for the density bonus, more AH units must be built. Allowing developers to increase the total number of housing units in a development helps to offset the building costs that the developers incur but cannot recover from the sale of below market price units. Other incentives included under density bonus laws that help make the development of AH economically feasible are:

- Reduced parking requirements;
- Reduced setback and minimum square footage requirements; and
- Ability to donate land for the development of AH to earn a density bonus.

These other incentives often are even more helpful to a project than the density bonus itself.

#### Other Incentives Used By Cities

##### 1. Accessory Dwelling Units

Under the California Second Unit Law (AB) 866, cities may allow homeowners to build secondary units (known as "in-law" or "granny units"). The purpose is to

increase the inventory of very low- and low-income housing without increasing service needs or additional government investment.

## 2. Infill Housing

Infill housing on vacant or underutilized sites within already developed areas is included in many cities' Housing Element to increase AH. According to an article published by the Greenbelt Alliance, "*Strategies for Fiscally Sustainable Infill Housing*":

*"A city's costs associated with building more housing are twofold. First, there are the initial costs of building or upgrading the infrastructure to serve the new housing; this may include building new roads, upgrading sewage and water capacity in the area, and building new facilities. Second, cities pay for many of the ongoing public services for the residents in the area, including police, fire, parks, and libraries. These ongoing costs also include operations and maintenance for the roads, sewage, and other infrastructure."*

Infill housing can lower both initial and ongoing costs to cities by taking advantage of excess capacities in existing infrastructure and locational efficiencies.

## 3. Fees Paid by Developers to Fund AH

The following fees paid by developers and builders to fund AH are detailed in the cities' Housing Element laws or Inclusionary Zoning ordinances:

### a) Housing Impact Fees

Developers of market-rate commercial and residential units pay an impact fee based on the square footage or number of new units built in a development. These fees contribute to the development or preservation of AH for residents.

### b) In Lieu Fees

Nearly seventy percent of IH ordinances include an in lieu fee provision for developers. This fee allows developers to pay to the city a dollar amount based on square footage, instead of actually building AH. These fees go into specially designated accounts, segregated from a city's general fund, and are used for the development of AH units and housing element mandates. These fees can fund programs compatible with AH goals such as rent relief, down payment assistance, or property renovation for sale. In lieu fees give developers a broader choice in implementing AH mandates. They can seal the deal when cities and developers are bargaining for new permits.

### c) Linkage Fees

A portion of the jobs created by new commercial development—hotel, retail, office, etc.—are often low paying. The employees in these positions cannot

afford market-rate housing. Commercial linkage fees, also known as job-housing linkage fees, help ameliorate some of the housing impacts generated by such projects. A Job-Housing Nexus Analysis is required to measure the connection between the construction of new commercial buildings, employment, and the need for AH. The analysis ends with a cost per-square foot for that building to provide housing for employees who would live in the locality if they could afford to do so.

AH funding available to cities:

- Home Investment Partnerships Program (HOME): assists cities, counties, and nonprofit community housing development organizations (CHDOs) to create and retain AH, by for example, rehabilitation, new construction, and acquisition and rehabilitation, for both single-family and multifamily projects, and predevelopment loans by CHDOs. All activities must benefit lower-income renters or owners.
- Community Development Block Grant (CDBG): The primary purpose of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities principally for persons of low income. The County's goal is to develop and conserve viable communities in areas where blight and disinvestment threaten residents' safety, vitality, and productivity. These funds contribute to projects that benefit urban County residents.
- HOME Investment Partnerships Act (HIPA): The purpose of the HIPA program is to expand the supply of decent, safe, sanitary, and AH for very low and low-income households. The County, as the Urban County representative, and the Cities of Antioch, Concord, Pittsburg, and Walnut Creek, are a group for purposes of participation in the HIPA program. The City of Richmond operates an independent HIPA program. HIPA fund contributions acquire, rehabilitate, and construct housing for lower-income households in the group area.

Other programs used by Bay Area Cities to finance AH:

- Housing Trust Funds: These funds, sponsored by legislation, ordinance, or resolution, can be earmarked only for AH. The key characteristic of a housing trust fund is that it receives ongoing revenue from dedicated sources of public funding, such as local fees or loan repayments. The key benefit of this type of trust is that it provides an on-going and dedicated source to fund needed housing.
- Community Land Trusts: Non-profit community based organizations supported by the city or county whose mission is to provide AH in perpetuity by owning land and leasing it to those who live in houses built on that land.

## IS THE COUNTY MEETING ITS FAIR SHARE ALLOCATION OF AH?

### Bay Area Progress in Meeting 2007-2014 RHNA

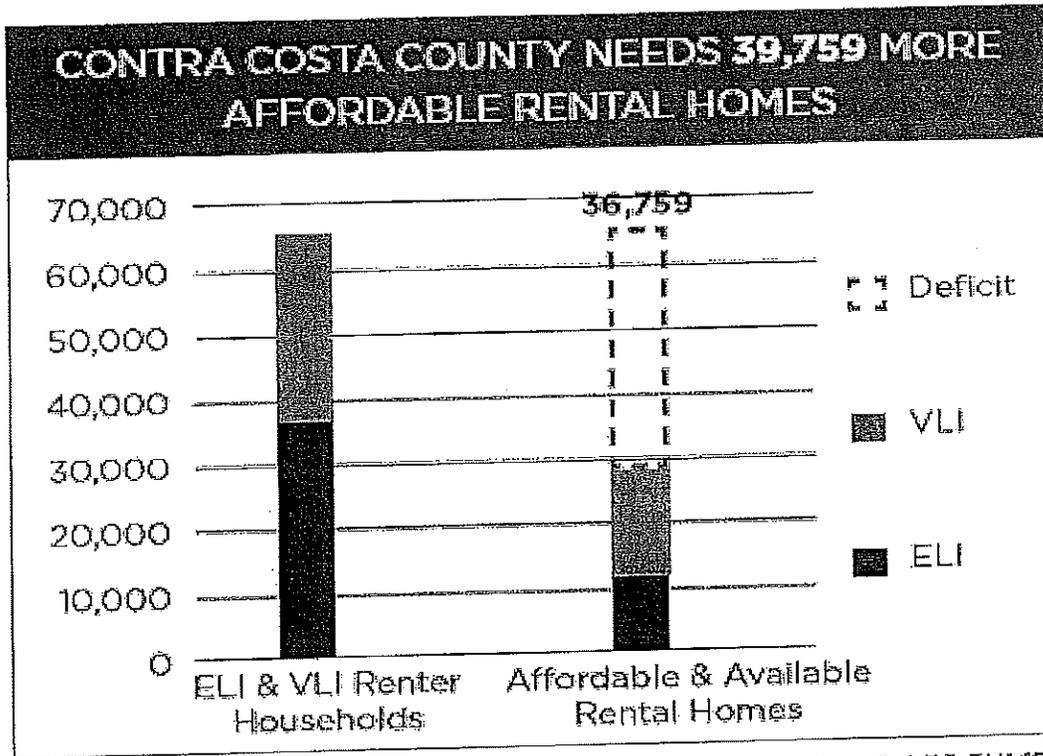
CONTRA COSTA COUNTY	Very Low (0-50% AMI)			Low (50-80% AMI)			Moderate (80-110% AMI)			Above Moderate (120%+ AMI)			Total		
	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met	RHNA	Permits Issued	Percent of RHNA Met
Antioch	516	8	2%	339	20	6%	381	834	219%	1,046	381	36%	2,282	1,243	54%
Brentwood	717	192	27%	435	58	13%	480	175	36%	1,073	1,608	150%	2,705	2,033	75%
Clayton	49	-	0%	35	1	3%	33	2	6%	34	46	135%	151	49	32%
Concord*	639	2	0%	426	-	0%	498	8	2%	1,480	216	15%	3,043	226	7%
Danville <sup>1</sup>	196	2	1%	130	84	65%	146	101	69%	111	287	259%	583	474	81%
El Cerrito	93	142	153%	59	38	64%	80	13	16%	199	163	82%	431	356	83%
Hercules <sup>1</sup>	143	-	0%	74	-	0%	73	-	0%	163	153	94%	453	153	34%
Lafayette <sup>1</sup>	113	47	42%	77	8	10%	80	8	10%	91	170	187%	361	233	65%
Martinez	261	48	18%	166	-	0%	179	4	2%	454	148	33%	1,060	200	19%
Moraga	73	-	0%	47	-	0%	52	-	0%	62	9	15%	234	9	4%
Oakley*	219	242	111%	120	191	159%	88	874	993%	348	331	95%	775	1,638	211%
Orinda	70	72	103%	48	20	42%	55	22	40%	45	137	304%	218	251	115%
Pinole	83	2	2%	49	1	2%	48	10	21%	143	59	41%	323	72	22%
Pittsburg	322	79	25%	223	126	57%	296	666	225%	931	839	90%	1,772	1,710	97%
Pleasant Hill	160	9	6%	105	1	1%	106	8	8%	257	194	75%	628	212	34%
Richmond	391	74	19%	339	153	45%	540	243	45%	1,556	892	57%	2,826	1,362	48%
San Pablo	22	-	0%	38	1	3%	60	35	58%	178	-	0%	298	36	12%
San Ramon	1,174	196	17%	715	255	36%	740	302	41%	834	2,247	269%	3,463	3,000	87%
Walnut Creek	456	150	33%	302	25	8%	374	19	5%	826	1,206	146%	1,958	1,400	72%
Contra Costa County <sup>4</sup>	815	88	11%	598	53	9%	687	330	48%	1,408	1,672	119%	3,508	2,143	61%
County Totals	6,512	1,353	21%	4,325	1,035	24%	4,996	3,654	73%	11,239	10,758	96%	27,072	16,800	62%

Between 2010 and 2014, County real estate had the highest median price increase (50 percent) in the Bay Area. For the period 2007-2014 RHNA, the County had the best rate of success in the Bay Area in meeting its AH goals at 62 percent, but still fell far short. Of the 27,000 units assigned in the County, less than 16,800 building permits were issued. Most concerning is that in the County, permits issued for the very low and low-income RHNA units were less than 25 percent of allocated need or less than fourteen hundred units.

According to East Bay Housing Organizations (EBHO), the County needs 39,759 more affordable rentals to meet immediate demand in the Extremely Low Income (ELI) and

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Very Low Income (VLI) categories. Please see chart below. Since 2010, the nine counties of the Bay Area have added less than 10,000 units of housing per year, 50 percent of the rate of construction from previous decades.



SOURCE: NLIHC Analysis of 2013 ACS PUMS.

Builders' key issues/problems with meeting AH goals

Builders are the producers of AH. They are key players in bringing the vision and solutions to the housing shortage. They are partners in helping cities achieve their fair share goal of AH. However, loss of government funding, as well as marketplace factors and the Great Recession created the perfect storm, presenting impediments to the construction of AH:

- From fiscal year 2008-2009 to fiscal year 2013-2014, the County lost 71 percent of state and federal funding, a loss of over \$34 million in redevelopment funds. Redevelopment agencies facilitated the development of AH through land acquisition and transfer, and provision of predevelopment funding. The result is that many cities have closed housing programs and cut staff.

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**FROM FY 2008-09 TO FY 2013-14 CONTRA COSTA COUNTY  
LOST 71% OF STATE AND FEDERAL FUNDING**

FUNDING SOURCE	FY 2008/2009	FY 2013/2014	% CHANGE
HUD	\$11,749,233	\$9,149,237	-22%
HCD (Prop. 46 & Prop. 1C)	\$9,474,560	\$7,312,544	-23%
MHSA	\$0	\$0	0%
Redevelopment	\$34,784,527	\$0	-100%
<b>TOTAL</b>	<b>\$56,007,320</b>	<b>\$16,461,781</b>	<b>-71%</b>

SOURCE: CHPC tabulations of Redevelopment Housing Activities Report and HUD's CPD program formula allocations. State housing bond funding from Propositions 46 and 1C provided by HCD. MHSA program funding provided by CalHFA.

- There is a lack of developable land and the land that can be developed is expensive.
- Local development standards for height limits, lot coverage maximums, and parking requirements that lead to reduction of the number of units that can be built on a given site impedes construct of AH.
- Cities often have a lengthy development application and permit process.
- Cities also often require the developers pay add-on fees for infrastructure.
- High local development impact fees can add fifty to one hundred thousand dollars in development costs per single-family unit according to the Contra Costa County Consortium's 2015-2020 Consolidated Plan.
- The County has an urban limit line to concentrate development and protect open space. This policy increases the cost of available land, which increases the cost of development.
- One of the biggest challenges for builders of price-controlled units is alerting qualified buyers to the availability of low income housing due to a lack of comprehensive and easily-accessible directories for potential renters to gain information about such housing. Some builders estimate that the administrative cost of selling price-controlled homes is about double that spent on market-rate homes. Builders front the direct administrative costs, and the financing costs of carrying unsold inventory while searching for qualified buyers.

Results of the Contra Costa Grand Jury 2015-2016 AH Survey of Cities

The 19 cities in the County have differing policies and practices pertaining to AH. (See Appendix 1, Survey re AH) Highlights of these policies and practices and the tools used to address their AH shortages include:

### AH Laws in the County

- All cities have a 2015 certified "Housing Element", which details their respective plans for reaching their RHNA allocation.
- All cities have a Density Bonus Ordinance, with the exception of Lafayette, which was considering adopting such an ordinance at the time of this report.
- Thirteen cities and the County have restrictions on condominium conversions.
- Three cities have ordinances for rent stabilization: Concord, Danville, and Hercules.
- None of the cities has a rent control ordinance.

### Inclusionary Zoning

- Fourteen cities and the County have enacted an IH ordinance with a Below Market Rate Policy: Brentwood, Concord, Danville, El Cerrito, Hercules, Martinez, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, and Walnut Creek.
- Sixteen cities have enacted an IH ordinance with in lieu fees: Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, San Ramon, Walnut Creek, Moraga, Oakley, Pinole, Pittsburg, Pleasant Hill, Richmond, and San Pablo.
- The formula for calculating in lieu fees varies by city.
- Over one-half of the cities and the County allow builders to pay in lieu fees rather than build AH in new developments.
- Half of the cities allow developers of new housing to build AH elsewhere in the city, which is determined by the city.
- The threshold number of units above which the city required AH varied from a high of twenty-five (Brentwood) to a low of one (Walnut Creek) with an average of eight.

### Builder Linkage Fees

- Nine cities have Housing Impact fees: Antioch, Brentwood, Hercules, Martinez, Pinole, Pleasant Hill, Richmond, San Pablo, and Walnut Creek.
- Seven cities have commercial linkage fees: Antioch, Brentwood, Martinez, Pinole, Richmond, San Ramon, and Walnut Creek.

### Public Awareness of Availability of AH

- Only one city, Brentwood, maintains a list or directory of AH units for rent or sale within the community. All other cities delegate to the builder or developer of the AH property maintenance of the AH list.
- Only the city of Brentwood maintains a waiting lists or lists of interested potential candidates for AH in the community. All other cities direct interested residents to contact the AH developer, builder, or management company.

- Most affordable ownership housing is provided and managed by developers of for profit market rate housing who are responsible for locating and selling to qualified consumers.
- Pleasant Hill is the only city in the survey with no deed restricted housing. Maintaining the affordability of a property that is deed restricted for lower income households is an important element of affordable home program management. Reselling or re-renting deed-restricted units to another qualified household maintains an inventory of AH. (See Table Appendix 2)

Anyone looking for AH in the County has to be persistent and patient and access numerous sources of information, repeatedly and often. For example: *East Bay Housing Organization's (EBHO) 2015-2016 AH Guidebook* suggests the following for those seeking AH:

1. Frequently check the websites of non-profit developers.
2. Call them and ask for a list of properties, including those in development. If they have an interest list, have your name placed on the list for properties that meet your needs and income level.
3. Get on as many waitlists as you can. When a waitlist opens, call the property. Ask for an application, or go to the property to get an application. Submit it by the deadline.
4. Once you have submitted your applications, let each property know if you move, or change your phone number. In order to remain on a waitlist, you must be in regular contact with the site manager of each property. Ask to find out the best way to do this.
5. Apply to as many AH properties as you can. Be persistent, do not get discouraged, and advocate for more AH in your community.
6. You can also call 211 for help and advice.

### **THE FUTURE: PLAN BAY AREA 2040**

The 1.1 million residents of the County have a strong interest in protecting the wealth of features that make it a magnet for people and businesses. ABAG's *Plan Bay Area 2040* looks forward to a sustainable pattern of regional growth that will help preserve the Bay Area's unique quality of life. The Plan meets the requirements of California's climate law (Senate Bill 375, Steinberg) to decrease transportation-related greenhouse gas emissions and accommodate all needed housing growth within our region's borders.

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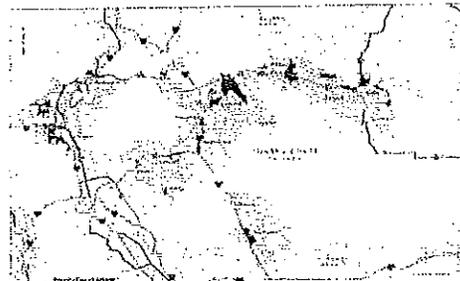
# Contra Costa

- All but three of Contra Costa's jurisdictions have designated PDAs
- PDAs make up 7 percent of urbanized area in county
- Include seven of the PDA Place Types—only "urban neighborhood" is missing

## Forecast 2010–2040 Growth in PDAs

2010–2040	% Growth	Share of County
Jobs	60%	59%
Households	115%	61%

Place Type	Number
City Center	1
Employment Center	1
Mixed-Use Corridor	7
Regional Center	1
Suburban Center	5
Transit Neighborhood	9



*Plan Bay Area 2040* recommends mixed-income housing production and locally-led planning in PDAs. PDAs are locally identified, infill development opportunity areas within existing communities. They are generally areas of at least 100 acres where there is local commitment to developing more housing along with amenities and services to meet the day-to-day needs of residents in a pedestrian-friendly environment served by transit. To be eligible to become a PDA, an area has to be within an existing community, near existing or planned fixed transit or served by comparable bus service, and planned for more housing.

It is important to note that for purposes of compliance with state law, the requirement is simply that jurisdictions demonstrate that there is adequate zoned capacity by listing possible parcels on which an adequate number of housing units could be built. In other words, these sites are markers for where jurisdictions assure that housing development could go, but not necessarily, where future housing will go. Ultimately, actual development is driven by developer interest, the availability of financing or subsidy sources (in the case of deed-restricted AH), and where developers expect to maximize their investment.

PDAs will play a primary role in accommodating expected future growth. Overall, the existing households in the PDAs will increase 115 percent to over 100,000 households by 2040 while employment in Contra Costa PDAs will increase 60 percent to almost

188,000 jobs. About 60 percent of both new employment and new households will occur in PDAs. To view the PDA interactive website go to:

<http://gis.abag.ca.gov/website/PDAShowcase/>

### Conclusion

We can no longer afford to ignore the housing crisis in the County. AH is imperative as we plan for the future. Middle class families and professionals cannot afford to enter the housing market in the communities in which they work. Evicted renters become homeless, because they cannot afford escalating housing cost increases. The Bay Area News Group reports almost daily about the shortage of AH. Cities and counties do not generally build the houses. However, we look to our city and County boards and planners to lead us into a future community where we can all afford to live and thrive.

## FINDINGS

- F1. PDAs recognize the importance of housing near transportation and jobs for developing prosperous communities.
- F2. *Plan Bay Area 2040* seeks to combine transportation, jobs and housing as a solution to the needs of our growing population.
- F3. While State law mandates that ABAG conduct the RHNA process, a city is not required to subsidize and/or build the units; it is only required to demonstrate that local zoning will not impede development.
- F4. While State law mandates that ABAG conduct the RHNA process, the County is not required to subsidize and/or build the units. It is only required to demonstrate that local zoning will not impede development.
- F5. Inclusionary zoning programs provide incentives and regulatory waivers to builders and developers who produce both affordable and market rate homes within the same project.
- F6. The city's Inclusionary Housing ordinance helps to provide AH in that city.
- F7. The County's Inclusionary Housing ordinance helps to provide AH in the County.
- F8. Inclusionary Housing Ordinances sometimes include the option for the developer to pay in lieu fees instead of constructing AH units.
- F9. The city supplements the shortage of funds for AH by requiring builders to pay impact fees, in lieu fees, or other construction and remodeling fees.
- F10. Infill costs less to service than new development because it takes advantage of the existing infrastructure.
- F11. The elimination of redevelopment agencies resulted in a reduction of the number of AH units constructed in the city by eliminating a major source of funding for affordable development projects.
- F12. The city delegates to the builder, owner, or management company of AH properties the responsibility for gathering and validating AH clientele information, as well as maintaining lists of potentially interested buyers.
- F13. There is no accessible centralized information source for available AH, which compounds the problems created by the AH shortage for those who are searching for affordable housing.

## RECOMMENDATIONS

- R1. The city should consider increasing AH in PDAs.
- R2. The city should consider adopting an Inclusionary Housing Ordinance.
- R3. The city should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.
- R4. The County should explore rehabilitating existing housing stock as AH for purchase or rental, and identify funding to do so.
- R5. The city should explore increasing existing "impact fees" or "linkage fees" or enacting such fees in order to generate revenue with which to assist funding of AH.
- R6. The city should consider designating an employee within the city's planning or housing department to coordinate with property management to maintain current waiting and interest lists of available AH and ensure information is posted on the city website, and identifying funding to do so.
- R7. The city should consider seeking federal, state, and local funding sources for AH.
- R8. The city should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.
- R9. The County should consider seeking federal, state, and local funding sources for AH.
- R10. The County should consider partnering with for-profit and not-for-profit builders to secure land suitable for AH, and identify funding to do so.
- R11. The city should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.
- R12. The County should consider undertaking an education initiative in the earliest phase of affordable planning projects in order to alleviate community concerns regarding AH, and identify funding to do so.
- R13. The city should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.
- R14. The County should consider identifying all infill and vacant land not in PDAs and encourage use of it for AH through tax incentives, density bonuses, etc.
- R15. The city should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

R16. The County should consider creating an easily accessible, online central repository with all relevant information on deed-restricted housing units to assure that inventory of AH is maintained, and identify funding to do so.

### REQUIRED RESPONSES

	<u>Findings</u>	<u>Recommendations</u>
Contra Costa County Board of Supervisors	F1, F2, F4, F5, F7, F10, F13	R4, R9, R10, R12, R14, R16
City Council of Antioch	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Brentwood	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Clayton	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Concord	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Danville	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City of Council El Cerrito	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City of Council Hercules	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City of Council Lafayette	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Martinez	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Moraga	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15

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City Council of Oakley	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Orinda	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Pinole	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Pleasant Hill	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Pittsburg	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Richmond	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of San Pablo	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of San Ramon	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15
City Council of Walnut Creek	F1 – F3, F5, F6, F8 –F13	R1 – R3, R5 – R8, R11, R13, R15

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to [epant@contracosta.courts.ca.gov](mailto:epant@contracosta.courts.ca.gov) and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson

725 Court Street

P.O. Box 431

Martinez, CA 94553-0091

## Appendix 1

Contra Costa Civil Grand Jury 2015-2016  
Survey re Affordable Housing  
December 2015

City:

Person Responding: \_\_\_\_\_

Contact information:

(email) \_\_\_\_\_ (phone) \_\_\_\_\_

What is the "threshold" number of residential units in a development project above which requires affordable housing?

Does (City) require a builder or developer of a new residential project or proposal greater than the "threshold" number of residential units to provide affordable housing within the project?

If not within the proposed project or proposal, is the builder or developer required to provide affordable housing elsewhere within (City)?

What steps, if any, does (City) take to confirm that a builder or developer is complying with its obligation to provide affordable housing as a component of its development in (City)?

What record does (City) maintain regarding compliance by a builder or developer with the obligation to provide affordable housing?

If a builder or developer is required to provide affordable housing elsewhere within (City), who determines and how is the alternate location for affordable housing determined?

Does the city permit payment of funds by the developer or builder "in lieu" of providing affordable housing? If yes, how and when does this occur?

How does (City) calculate the amount of an "in lieu" payment?

Does (City) deposit "in lieu" funds into a segregated or "trust account" specifically for "in lieu" funds? If yes, how are "in lieu" funds tracked or accounted for?

Has (City) received payment of "in lieu" funds within the period 2007-2014? If yes, what is the total \$\$ amount of "in lieu" funds received by the City within the period 2007-2014?

What is the current "in lieu" \$\$ balance held by (City)?

Does (City) have a plan or protocol for the expenditure of "in lieu" funds, including a time frame within which the funds must be spent and an amount of funds to be spent? If yes, and the plan or protocol is included in an ordinance, please cite or refer to the ordinance by number.

Is (City) required to spend those funds on affordable housing within (City) city limits?

What is the total \$\$ amount of "in lieu" funds spent by (City) on affordable housing within the period 2007-2014?

Has any affordable housing been constructed in (City) within the period 2007-2014.

How many units of affordable housing currently exist in (City) in each of the following income categories? Very Low \_\_\_\_\_ Low \_\_\_\_\_ Moderate \_\_\_\_\_ Above Moderate \_\_\_\_\_

How many units of affordable housing are deed restricted in (City)?

Does (City) maintain a record of inquiries to (City) from candidates for affordable housing? If yes, for how long is such a record maintained?

Does (City) maintain a record of responses to inquiries from candidates for affordable housing and referrals of such candidates to appropriate (City) or private resources? If yes, for how long is such a record maintained?

How does (City) inform candidates for affordable housing that such housing is or will become available within (City)?

Does (City) maintain a central list or waiting list of candidates for affordable housing? If not, is such a waiting list maintained elsewhere or by any entity other than (City)?

If a waiting list is maintained, how many people are currently on the waiting list or lists for affordable housing in (City)?

Has the number of people on the waiting list for affordable housing changed from 2007 to 2014? If the number has increased, by how much? If the number has decreased, by how much?

Does (City) select the management company to manage affordable rental housing within (City)? If yes, what are the criteria used in the selection of the management company? If not, who selects the management company and does (City) have input into the selection of the management company?

What is the name of the management company or companies managing affordable housing within (City)? Does (City) require reporting by the management company or

companies to (City)? If yes, please provide a copy of the most recent report from each management company.

What is the name and contact information of the (City) staff person or department administrator most knowledgeable about affordable housing within (City)?

What are the major obstacles to providing affordable housing within (City)?

How is (City) addressing these obstacles?

## Appendix 2

CONTRA COSTA COUNTY AFFORDABLE HOUSING POLICIES

City	Commercial Linkage Impact	HOUSING IMPACT/FEE	Inclusionary Fee	Density Based Incentives	GENERAL TRUST FUND	Times of Fee Based Incentives	Minimums Rounding Complete	Findings	Approved	Cost
Antioch	Yes	YES	NO	YES	YES	NO	Yes	Yes	Yes	Yes
Bartlett	Yes	YES	YES	Yes	NO	NO	Yes	Yes	NO	Yes
Elkton	No	NO	UC	Yes	NO	NO	Yes	Yes	NO	Yes
Concord	No	NO	YES	YES	NO	Yes	Yes	Yes	Yes	Yes
Danville	No	NO	YES	YES	NO	NO	N/A	N/A	Yes	Yes
El Cerrito	No	NO	YES	Yes	NO	NO	N/A	N/A	Yes	Yes
Hercules	No	YES	YES	YES	NO	NO	N/A	N/A	Yes	NO
Lafayette	No	NO	NO	UC	NO	NO	Yes	Yes	NO	NO
Marinette	YES	YES	NO	YES	NO	NO	NO	Yes	Yes	Yes
Moraga	No	NO	NO	YES	NO	NO	NO	Yes	Yes	Yes
Oakley	No	NO	YES	YES	YES	Yes	Yes	Yes	NO	NO
Orinda	No	NO	NO	YES	NO	NO	N/A	N/A	Yes	Yes
Pleasant Hill	YES	YES	YES	YES	NO	NO	N/A	N/A	Yes	NO
Pittsburg	NO	NO	YES	YES	NO	NO	Yes	Yes	NO	NO
Pleasant Hill	NO	YES	YES	YES	NO	NO	N/A	N/A	Yes	Yes
Richmond	YES	YES	YES	YES	NO	NO	Yes	Yes	Yes	Yes
Salt Pointe	No	YES	YES	YES	YES	Yes	Yes	Yes	Yes	Yes
Sakramento	Yes	NO	YES	YES	NO	NO	Yes	Yes	Yes	No
Walnut Creek	YES	YES	YES	YES	NO	NO	Yes	Yes	Yes	Yes
Contra Costa County Unincorporated	No	NO	NO	YES	NO	NO	Yes	Yes	Yes	Yes

UC= Under consideration  
N/A=Info Unavailable

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## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Ahmed Abu-Aly, Associate Engineer, Capital Improvements Division *AA*

**APPROVED BY:** Ron Bernal, Assistant City Manager/Public Works Director/City Engineer *REB*

**SUBJECT:** Adopt a Resolution Amending the Fiscal Year 2016/2017 Capital Improvements Budget and Authorize the City Manager to Sign a Consultant Service Agreement with BKF Engineering for the Infrastructure Improvements for North East Antioch Annexation Area 1 and 2B (P.W. 693)

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### RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution amending the fiscal year 2016/2017 Capital Improvement budget by carrying forward \$80,000 in unspent budgeted funds designated for this project from fiscal year 2015/2016 and increase fiscal year 2016/2017 funding for this project in the amount of \$80,000 for a total budget of \$230,000 and authorize the City Manager to sign a Consultant Service Agreement with BKF Engineering for the Infrastructure Improvements for North East Antioch Annexation Area 1 and 2B in the amount of \$195,337.

### STRATEGIC PURPOSE

This item supports Strategy K-1 in the Strategic Plan by ensuring well maintained public facilities and rights-of-way in that the BKF Engineering will be assisting the City with the design of the infrastructure improvements for North East Antioch Annexation Area 1 and 2B; as well as Strategy K-5 by reducing the City's liability from third party claims by complying with regulatory requirements and providing new infrastructure improvements to the annexed Area 1 and 2B.

### FISCAL IMPACT

The current FY 16/17 CIP budget includes \$150,000 from the Annexation Funding Agreement, which was executed in November 2013 with Contra Costa County under the Reorganization and Property Tax Revenue Allocation Agreement for the North East Antioch annexed area. The approval of this amendment will bring the total FY 16/17 budget for this project to \$230,000 from the Annexation Funding Agreement.

### DISCUSSION

In November 2013, the City Council approved the Reorganization and Tax Revenue Allocation Agreement and Joint Exercise of Powers of Agreement with Contra Costa

County for funding the design and construction of the infrastructure improvements servicing the annexed Area 1 and 2B in north east Antioch, as shown on Attachment B.

Area 2B, which is mostly residential, currently relies on private septic systems and wells for sewer and potable water. Due to the age of the existing systems and the fact that many of the existing drinking water wells do not appear to meet County Health's minimum separation requirements from existing septic fields, various infrastructure improvements are needed for the extension of the municipal water, sewer, and storm drain systems to Area 1 and 2B.

In February 2016, City Staff solicited a Request for Qualifications (RFQ) for "On Call" professional engineering services to assist the City with the design of various infrastructure improvements. Staff has reviewed the response to the RFQ and selected BKF Engineers from a short list of qualified consultants who responded to the RFQ.

BKF Engineers is also very familiar with the annexed Area 1 and 2B and has prepared the construction estimates for the infrastructure improvements that are included in the Joint Exercise of Powers of Agreement with Contra Costa County.

On July 18, 2016, BKF Engineers provided us with the proposal (Attachment "C") for preliminary engineering design, engineering studies and construction estimates for the extension of the municipal water, sewer, and storm drain systems to Area 1 and 2B.

To initiate the preliminary engineering design for the infrastructure improvements to Area 1 and 2B, staff is planning to schedule meetings with the property owners to gather input from the residents for their infrastructure priority needs and to provide them with a projected construction schedule.

#### **ATTACHMENTS**

- A: Resolution
- B: Area 1 and 2B Map
- C: BKF's Proposal and Scope of Services

ATTACHMENT "A"

RESOLUTION NO. 2016/\*\*

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
AMENDING THE FISCAL YEAR 2016/2017 CAPITAL IMPROVEMENTS BUDGET BY  
CARRYING FORWARD \$80,000 IN UNSPENT BUDGETED FUNDS DESIGNATED  
FOR THIS PROJECT FROM FISCAL YEAR 2015/2016 AND INCREASE FISCAL  
YEAR 2016/2017 FUNDING FOR THIS PROJECT IN THE AMOUNT OF \$80,000 FOR  
A TOTAL BUDGET OF \$230,000 AND AUTHORIZING EXECUTION OF A DESIGN  
CONSULTANT SERVICE AGREEMENT WITH BKF ENGINEERS FOR  
INFRASTRUCTURE IMPROVEMENTS FOR NORTH EAST ANTIOCH ANNEXATION  
AREA 1 AND 2B  
P.W. 693

**WHEREAS**, an amendment increasing fiscal year 2016/2017 funding for this work by carrying forward \$80,000 in unspent budgeted funds designated for this project from fiscal year 2015/2016 and increase fiscal year 2016/2017 funding for this project in the amount of \$80,000 for a total budget of \$230,000 has been considered by City Council and;

**WHEREAS**, the City desires to execute a design consultant services agreement for this project with BKF Engineers in the amount of \$195,337;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby approves amending the fiscal year 2016/2017 Capital Improvements budget by carrying forward \$80,000 in unspent budgeted funds designated for this project from fiscal year 2015/2016 and increase fiscal year 2016/2017 funding for this project in the amount of \$80,000 for a total budget of \$230,000; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby authorizes the City Manager to execute a design services agreement with BKF Engineers in the amount of \$195,337 for the Infrastructure Improvements for North East Antioch Annexation Area 1 and 2B.

\* \* \* \* \*

**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 9th day of August 2016, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

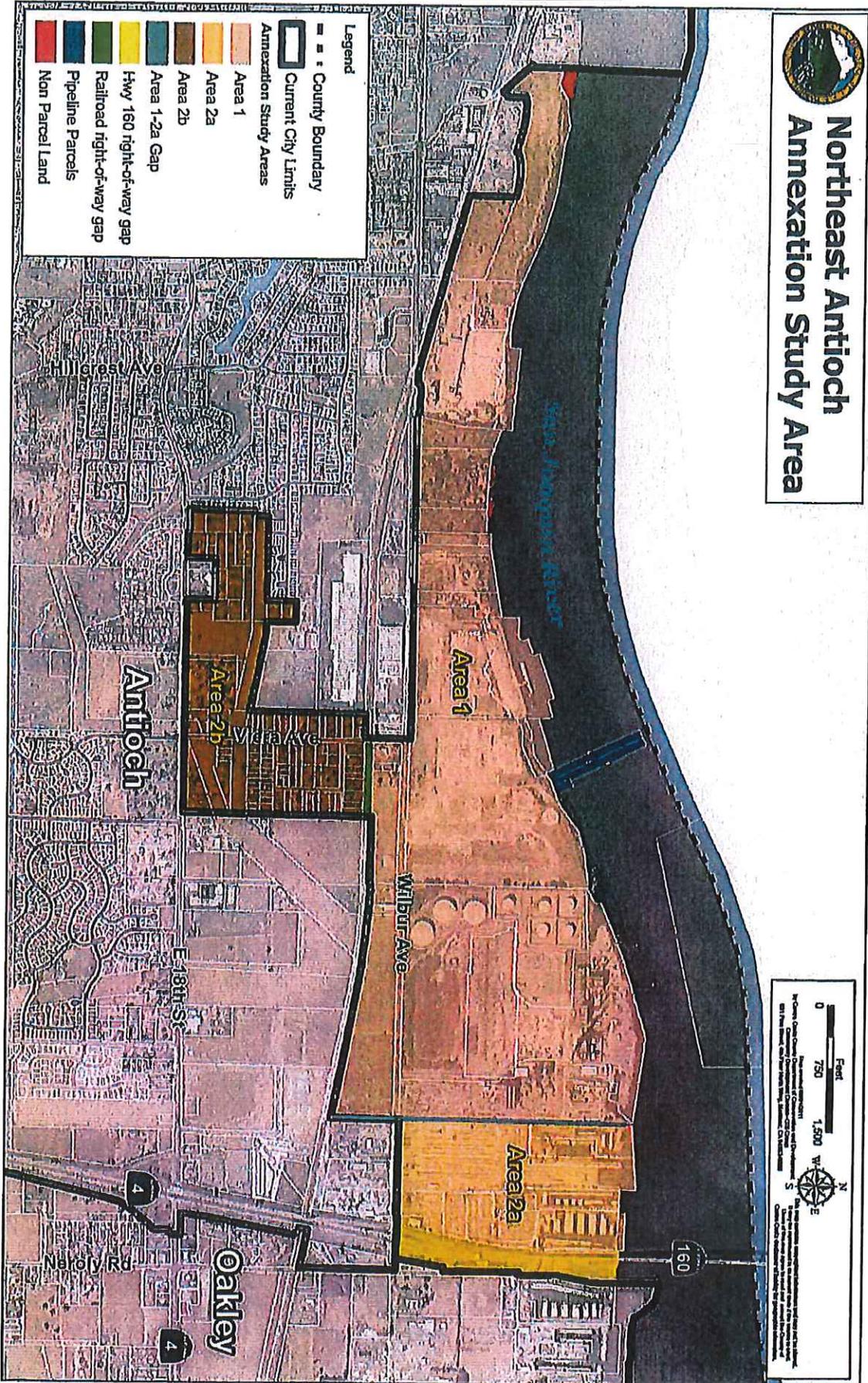
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**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

# ATTACHMENT "B"



## Northwest Antioch Annexation Study Area



**Legend**

- County Boundary
- Current City Limits
- Annexation Study Areas
- Area 1
- Area 2a
- Area 2b
- Area 1-2a Gap
- Hwy 160 right-of-way gap
- Railroad right-of-way gap
- Pipeline Parcels
- Non Parcel Land

**Scale**

0 750 1,500 Feet

**North Arrow**

North

Map Date: 04/20/2011  
 Prepared by: City of Antioch, Planning & Development Department  
 811 First Street, Antioch, California 94509, CA USA  
 Contact: (925) 436-2200, Fax: (925) 436-2201

# ATTACHMENT "C"



# PROPOSAL

BKF No. 20168048

April 14, 2016 (Revised July 1, 2016) (Revised July 18, 2016)

Mr. Ahmed Abu Aly  
City of Antioch  
Public Works Department  
Capital Improvements Division  
200 "H" Street  
Antioch, CA 94531-5007

**RE: Infrastructure Improvements to the Northeast Antioch Annexation Area 1 and 2b (P.W. 693)  
Proposal for Consultant Services to Prepare Preliminary Plans, Engineering Studies, and Estimates**

Dear Mr. Abu Aly:

BKF is pleased to submit this proposal for consultant services for the subject project. The City intends to retain a qualified professional consulting firm to assist the City by providing engineering services and preparing preliminary plans, engineering studies, and estimates for the planning and the design of infrastructure improvements needed to serve newly annexed Areas 1 and 2b of the Northeast Antioch Annexation Area.

Area 1 is located north of Wilbur Avenue and contains almost entirely heavy industrial uses, including two large relatively new power generating facilities, and does not include any residential development.

Area 2b is approximately 103 acres located south of Wilbur Avenue and north of East 18th Street, roughly centered on Viera Avenue. The area was built in the 1940's through 1960's and is occupied primarily by residential uses over 103 parcels with individual wells and septic tanks.

The City of Antioch desires to construct critically needed infrastructure improvements over the next 5 years as adequate funding becomes available from the *Reorganization and Tax Revenue Allocation Agreement* and *NE Antioch Annexation Infrastructure Funding Agreement* (Agreements) between the City and Contra Costa County.

## PROPOSED KEY STAFF

- Jaysen Long, P.E.  
Principal-in-Charge and QA/QC  
B.S. Civil Engineering, UC Davis  
20 years with BKF
- Ed Boscacci, P.E.  
Hydrology/Hydraulics Manager  
M.S. Civil Engineering, UC Berkeley  
26 years with BKF
- Alex Heuer, P.E.  
Project Manager  
B.S. Civil Engineering, UC Davis  
14 years with BKF
- Jonathan Shattuck, P.E. P.L.S.  
Project Engineer/Surveyor  
B.S. Civil Engineering, CSU Fresno  
5 years with BKF

Resumes are available upon request.

CI

## RELEVANT EXPERIENCE

The following projects in Antioch included services directly relevant to the services required for the subject project:

- Kaiser Medical Center and associated public infrastructure improvements, sewer study, drainage study, and benefit district formation.
- Sakurai Street infrastructure improvements and associated sewer study and drainage study (DA 29G & 29J).
- Markstein Beverage Distribution Center and associated drainage study (DA 29J).
- Buchanan Crossings Shopping Center and associated drainage study.
- Northeast Antioch Annexation Area 2b peer review and infrastructure cost estimating.

## PROJECT ASSUMPTIONS & EXCLUSIONS

1. The infrastructure improvements will be funded through a special revenue fund based on the *Agreements*.
2. The infrastructure design and cost estimates will be based on the ultimate buildout potential of the area per the City's General Plan.
3. The City has no geotechnical or hazardous waste studies available for Area 2b; consultant shall research Contra Costa County records for any existing studies.
4. The scope of work includes preliminary utility plans, studies to identify infrastructure needs and priorities (water, sewer and storm drain systems), and associated cost estimates, but does not include final design and construction bid package.
5. The private roads in Area 2b will remain private. Utility easements will be needed for construction of the utility improvements, but appraisal & acquisition services and mapping are not included.
6. Limit of work will include other improvements outside and adjacent to Area 1 and 2b, as needed to complete the infrastructure improvements.
7. Contra Costa County Public Works/Flood Control will not be providing review services for the Preliminary Drainage Report. BKF will coordinate with Contra Costa County Public Works/Flood Control regarding drainage improvements and County-sponsored projects.
8. A Phase I Environmental Site Assessment was completed in July 2012. A CEQA IS/MND was completed in February 2013. Services related to an ESA or CEQA document are not included.
9. Procurement of title reports is not included. Right-of-way survey assumes surveying centerline monuments of public roadways and plotting widths from available record information.
10. Utility surveys and potholing are not included.
11. Filing a Record of Survey with the County, including County fees, is included as part of the right-of-way mapping.
12. Street lighting consulting services are not included.
13. Planting and irrigation consulting services are not included.
14. Structural engineering consulting services are not included.
15. CEQA related consulting services are not included.
16. Geotechnical engineering consulting services are not included.
17. Hazardous materials consulting services are not included.
18. City will lead the owner meetings, including noticing and venues.

19. In addition to the constraint of limited construction funding, direction from the City Council and input from the property owners and residents will be considered for prioritizing the type and timing of infrastructure to be provided.
20. Additional Services will be negotiated prior to initiating the work and will be billed on a time-and-expense basis. Our standard hourly rates, effective January 1, 2016, are attached for reference.

## SCOPE OF WORK

1. Review available Contra Costa County records related to the existing drainage infrastructure, septic tanks, and any other existing infrastructure improvements for Area 1 and Area 2b.
2. Review existing City facilities and utility plans adjacent to Area 2b.
3. Review the current City Master Sewer and Water Plans.
4. Gather and review available information on railroad right-of-way ownership and any utilities that may be present.
5. Facilitate meetings with City staff to discuss infrastructure needs, priorities, CIP schedule for improvements, and funding plans. Up to five (5) meetings are included.
6. Summarize property ownership in Area 1 and Area 2b.
7. Provide an aerial topographic survey for Area 1 and Area 2b.
8. Provide up to three (3) days of supplemental ground topographic survey.
9. Conduct a right-of-way survey and develop a Right-of-Way Survey Map for Area 1 and Area 2b.
10. Evaluate need for wastewater lift stations to provide sewer service to waterfront in Area 1.
11. Update Master Utility Plans (water, sewer, and storm drain) for Area 1 and Area 2b.
12. Provide preliminary infrastructure design plans (35%) (water, sewer, and storm drain) for Area 1 and Area 2b.
13. Collect and review available record drainage information for County Drainage Areas 29, 29G, and 29J. Conduct a study of local drainage and overland flow conditions and prepare a Preliminary Drainage Report, including a hydrology map and calculations. Coordinate with Contra Costa County Public Works/Flood Control regarding drainage improvements and County-sponsored projects
14. Review and update the previously-completed construction estimates and cost analysis prepared by Carlson/Barbee/Gibson (CBG) and BKF Engineers (BKF). Estimates will include capital costs, connection fees, and private property owner costs.
15. Review the *Agreements* between the City and Contra Costa County.
16. Work with City staff to develop construction improvement priority phasing plans/budget plans for infrastructure improvements based on the needs and the requirement of the *Agreements* and projected revenues as well as direction from the City Council and input from the property owners and residents. Phasing/budget plans will include cost escalation factors.
17. Coordinate with other outside agencies, as necessary, such as Contra Costa County Public Works Department, Contra Costa County Health Department, Delta Diablo Sanitation District, and Contra Costa Water District.
18. Prepare presentation materials for and participate in up to three (3) property owner meetings.
19. Provide presentations to City Council as necessary. Up to two (2) presentations are included.



# PROPOSAL

## PROJECT DELIVERABLES

1. Correspondence, meeting agendas, and meeting notes.
2. Private property ownership data summary.
3. Aerial topographic survey.
4. Right-of-way survey for public streets within and adjacent to Area 1 and Area 2b.
5. Master Utility Plans (water, sewer, and storm drain) for Area 1 and Area 2b, including existing utilities and properties information.
6. Preliminary improvement plans (35%) (water, sewer, and storm drain) in Area 1 and Area 2b.
7. Preliminary Drainage Report for Area 1 and Area 2b.
8. Engineering construction cost estimates.
9. Capital improvement budget plan, based on the projected revenues (provided by City staff), the construction cost estimates, and the requirements of the *Agreements*.
10. Construction priority schedule for the infrastructure improvements based on available funding as well as direction from the City Council and input from the property owners and residents.

## SCHEDULE

The overall schedule is subject to scheduling of public meetings and will be determined in coordination with City staff.

## COMPENSATION

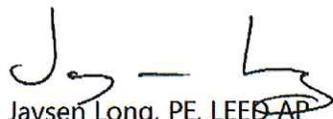
See enclosed Fee Summary spreadsheet.

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We appreciate this opportunity and we look forward to working with you on the development of this project. Please contact me at 916-556-5826 with any questions.

Sincerely,

### BKF ENGINEERS



Jaysen Long, PE, LEED AP  
Principal/Vice President

Attachments: 2016 Standard Hourly Rates

Enclosures: Fee Summary spreadsheet

C4



# PROPOSAL

## PROFESSIONAL PERSONNEL HOURLY RATES & SERVICE FEES JANUARY 1, 2016 - DECEMBER 31, 2016

<u>PERSONNEL</u>	<u>HOURLY RATES</u>
<b>ENGINEERING</b>	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00 - \$190.00
Engineer IV	\$171.00
Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
<b>PLANNING</b>	
Planner I, II, III	\$120.00 - \$138.00 - \$157.00
<b>SURVEYING</b>	
Senior Associate	\$200.00
Associate	\$194.00
Project Manager	\$184.00-\$190.00
Surveyor I, II, III, IV	\$120.00 - \$138.00 - \$157.00 - \$171.00
Survey Party Chief	\$159.00
Survey Chainman	\$103.00
Apprentice I, II, III, IV	\$63.00 - \$84.00 - \$93.00 - \$99.00
Instrumentman	\$137.00
<b>DESIGN AND DRAFTING</b>	
Technician I, II, III	\$116.00 - \$123.00 - \$135.00
Drafter I, II, III, IV	\$90.00 - \$100.00 - \$108.00 - \$119.00
Student Engineer/Surveyor	\$63.00
<b>CONSTRUCTION ADMINISTRATION/QSP-QSD/INSPECTION</b>	
Senior Construction Administrator	\$180.00
Resident Engineer	\$133.00
Field Engineer I, II, III	\$120.00 - \$138.00 - \$157.00
<b>SERVICES AND EXPENSES</b>	
Project Assistant	\$75.00
Clerical/Administrative Assistant	\$63.00

Principals' time on projects is chargeable at \$223.00- \$245.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile.

Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts.

Expert witness/litigation rates are available upon request.

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City of Antioch  
NE Antioch Annexation Consulting Services  
BKF Engineers  
Hours and Fee Summary

	BKF Personnel / Hourly Rates / Task Hours								Total Hours
	Jaysen Long	Alex Heuer	Ed Boscaccl	Jonathan Shattuck	Engineer II	Engineer I	Surveyor IV	2-Person Survey Crew	
	Principal-in-Charge	Project Manager	Hydrology Manager	Project Engineer / Surveyor	Design Engineer	Staff Engineer	Senior Surveyor	2-Person Survey Crew	
	\$223	\$184	\$184	\$157	\$138	\$120	\$171	\$262	
<b>1 PROJECT MANAGEMENT</b>									<b>107</b>
Project Management (~6 months)	24								24
Kick-off Meeting	4			4					8
Meeting #2	4		4	4					12
Meeting #3	4		4	4					12
Meeting #4	4			4					8
Meeting #5	4			4					8
Property Owner Meeting #1	5			4					9
Property Owner Meeting #2	5			4					9
Property Owner Meeting #3	5			4					9
City Council Meeting #1	4								4
City Council Meeting #2	4								4
<b>2 RESEARCH &amp; DATA GATHERING</b>									<b>76</b>
Research, Data Gathering, Document Review	10		24	32					66
Property Ownership/Data Summary	2			8					10
<b>3 SURVEYING</b>									<b>187</b>
Aerial Topographic Survey - Area 1 & 2b	2						12	20	34
Supplemental Ground Topographic Survey	2					32	3	24	61
Right-of-Way Survey	4			40			8	40	92
<b>4 PLANS &amp; ESTIMATES</b>									<b>266</b>
Master Utility Plans - Draft	5			8		24			37
35% Improvement Plans - Draft	5			24		40			69
Estimates - Draft	3			16		8			27
Master Utility Plans - Final	5			8		24			37
35% Improvement Plans - Final	5			24		40			69
Estimates - Final	3			16		8			27
<b>5 DRAINAGE REPORT</b>									<b>173</b>
Draft Report	16		80		40				136
Final Report	9		20		8				37
<b>6 BUDGET PLAN</b>									<b>62</b>
Budget Plan - Draft	20			8					28
Budget Plan - Final	10			4					14
Construction Priority Schedule	20								20
<b>TOTALS</b>	<b>188</b>	<b>0</b>	<b>132</b>	<b>220</b>	<b>48</b>	<b>176</b>	<b>23</b>	<b>84</b>	<b>871</b>

CL6

City of Antioch  
NE Antioch Annexation Consulting Services  
BKF Engineers  
Hours and Fee Summary

	Fees & Reimbursable Expenses					Total Fees
	Subcontractor Fees				Reimbursable Expenses	
	BKF Fees	Aerial Survey	Estimator QA			
<b>1 PROJECT MANAGEMENT</b>	<b>\$21,437.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>\$22,137.00</b>
Project Management (~6 months)	\$5,352.00					\$5,352.00
Kick-off Meeting	\$1,520.00				\$100.00	\$1,620.00
Meeting #2	\$2,256.00				\$200.00	\$2,456.00
Meeting #3	\$2,256.00				\$200.00	\$2,456.00
Meeting #4	\$1,520.00				\$100.00	\$1,620.00
Meeting #5	\$1,520.00				\$100.00	\$1,620.00
Property Owner Meeting #1	\$1,743.00					\$1,743.00
Property Owner Meeting #2	\$1,743.00					\$1,743.00
Property Owner Meeting #3	\$1,743.00					\$1,743.00
City Council Meeting #1	\$892.00					\$892.00
City Council Meeting #2	\$892.00					\$892.00
<b>2 RESEARCH &amp; DATA GATHERING</b>	<b>\$13,372.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$13,572.00</b>
Research, Data Gathering, Document Review	\$11,670.00				\$200.00	\$11,870.00
Property Ownership/Data Summary	\$1,702.00					\$1,702.00
<b>3 SURVEYING</b>	<b>\$37,845.00</b>	<b>\$34,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$72,845.00</b>
Aerial Topographic Survey - Area 1 & 2b	\$7,738.00	\$34,000.00				\$41,738.00
Supplemental Ground Topographic Survey	\$11,087.00					\$11,087.00
Right-of-Way Survey	\$19,020.00				\$1,000.00	\$20,020.00
<b>4 PLANS &amp; ESTIMATES</b>	<b>\$38,150.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,150.00</b>
Master Utility Plans - Draft	\$5,251.00					\$5,251.00
35% Improvement Plans - Draft	\$9,683.00					\$9,683.00
Estimates - Draft	\$4,141.00		\$2,500.00			\$6,641.00
Master Utility Plans - Final	\$5,251.00					\$5,251.00
35% Improvement Plans - Final	\$9,683.00					\$9,683.00
Estimates - Final	\$4,141.00		\$2,500.00			\$6,641.00
<b>5 DRAINAGE REPORT</b>	<b>\$30,599.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,599.00</b>
Draft Report	\$23,808.00					\$23,808.00
Final Report	\$6,791.00					\$6,791.00
<b>6 BUDGET PLAN</b>	<b>\$13,034.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,034.00</b>
Budget Plan - Draft	\$5,716.00					\$5,716.00
Budget Plan - Final	\$2,858.00					\$2,858.00
Construction Priority Schedule	\$4,460.00					\$4,460.00
<b>TOTALS</b>	<b>\$154,437.00</b>	<b>\$34,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$1,900.00</b>	<b>\$195,337.00</b>

C7



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016

**TO:** Honorable Mayor and Members of the City Council

**SUBMITTED BY:** Mike Bechtholdt, Deputy Public Works Director

**APPROVED BY:** Ron Bernal, Assistant City Manager, Public Works Director/City Engineer *RBS*

**SUBJECT:** Various Asphalt Repairs – Service Cuts Bid Award

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### **RECOMMENDED ACTION**

It is recommended that the City Council adopt the resolution awarding the Various Asphalt Repairs – Service Cuts contract to G&S Paving Inc., in the amount of \$179,915 for the period of August 15, 2016 through February 15, 2017 and an additional \$50,000 for unscheduled repairs for a total budget not to exceed \$229,915.

### **STRATEGIC PURPOSE**

This item supports Strategy K-1 in the Strategic Plan to ensure well maintained public facilities, rights-of-way and parks. By permanently paving utility service cuts in our roadways, this project fulfills an integral part of operating and maintaining Antioch's assets to create a safe, beautiful, highly functional and desirable community; and Strategy K-5, which reduces liability by eliminating a significant number of locations for potential pot hole claims.

### **FISCAL IMPACT**

Funding for this expenditure is included in the adopted fiscal year 2016/17 budget in the Water and Sewer enterprise funds.

### **DISCUSSION**

This service contract provides permanent asphalt repairs to roadways after water and sewer utility service repairs are completed. The contract amount is for service repairs that are necessary at this time. The additional funding is for new service cuts that may occur during the contract period.

The Department of Public Works published the Various Asphalt Repairs - Service Cuts request for bids on July 8, 2016; the bid closed on July 20, 2016. We solicited bids from seven contractors; we received two complete and qualified submittals. G&S Paving is the low bidder at a cost comparable to the previous contract. The tabulation of bids is attached.

### **ATTACHMENTS**

- A. Resolution 2016/\*\*
- B. Tabulation of Bids

H

**ATTACHMENT A**

**RESOLUTION NO. 2016/\*\***

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH  
APPROVING THE VARIOUS ASPHALT REPAIRS – SERVICE CUTS BID AWARD  
TO EXECUTE AN AGREEMENT WITH G&S PAVING INC. TO PERMANENTLY  
REPAIR ASPHALT FOLLOWING UTILITY SERVICE REPAIRS.**

**WHEREAS**, the City of Antioch requested formal bid responses to permanently repair asphalt service cuts following Water Distribution and Sewer Collection utility service repair; and

**WHEREAS**, G&S Paving submitted the lowest bid in the amount of \$179,915 to complete these asphalt service cut; and

**WHEREAS**, an additional \$50,000 has been budgeted for unscheduled repairs;

**THEREFORE, BE IT RESOLVED** that the City Council of the City of Antioch hereby approves the purchase agreement to G&S Paving Inc. to permanently repair asphalt due to utility service cuts in the amount not to exceed \$229,915 in a form to be approved by the City Attorney.

\* \* \* \* \*

**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 9<sup>th</sup> day of August 2016, by the following vote:

**AYES:**

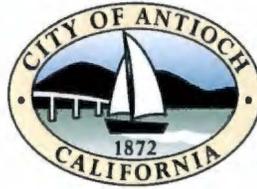
**ABSENT:**

**NOES:**

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**ARNE SIMONSEN  
CITY CLERK OF THE CITY OF ANTIOCH**

## ATTACHMENT B



### VARIOUS ASPHALT REPAIRS - SERVICE CUTS BID TABULATION BID NO. 968-0701-16A

<b>1</b>			
<b>G&amp;S PAVING</b>	<b>GRAND TOTAL:</b>	<b>\$179,915.46</b>	
<b>2115 Michelle Lane</b>			
<b>Oakley, CA 94561</b>			
	<u>Unit Cost</u>	<u>Units/Qty</u>	<u>Line Item Totals</u>
A.) Saw Cutting	\$1.20	6,046	\$7,255.20
B.) Raise Utilities	\$250.00	35	\$8,750.00
	\$262.00	3	\$786.00
	\$218.00	2	\$436.00
C.) Asphalt	\$3.99	40,774	\$162,688.26

<b>2</b>			
<b>MCK SERVICES</b>	<b>GRAND TOTAL:</b>	<b>\$511,124.80</b>	
<b>P.O. Box 5697</b>			
<b>Concord, CA 94524</b>			
	<u>Unit Cost</u>	<u>Units/Qty</u>	<u>Line Item Totals</u>
A.) Saw Cutting	\$1.50	6,046	\$9,069.00
B.) Raise Utilities	\$500.00	35	\$17,500.00
	\$1,500.00	3	\$4,500.00
	\$1,500.00	2	\$3,000.00
C.) Asphalt	\$11.70	40,774	\$477,055.80

**No Bids:**

AJW Construction  
 APCO Paving Co.  
 American Asphalt  
 G & S Paving Inc.  
 O.C. Jones & Sons  
 Teichert Construction  
 Redgwick Construction  
 Granite Construction Inc.



## STAFF REPORT TO THE CITY COUNCIL

**DATE:** Regular Meeting of August 9, 2016  
**TO:** Honorable Mayor and Members of the City Council  
**SUBMITTED BY:** Forrest Ebbs, Community Development Director *FE*  
**SUBJECT:** Planning Commission Appointment

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### **RECOMMENDED ACTION**

It is recommended that the City Council receive and file the attached applications and consider the Mayor's nomination of James Conley to the Planning Commission.

### **STRATEGIC PURPOSE**

**Long Term Goal L: City Administration:** Provide exemplary City administration.

**Strategy L-7:** Coordinate City Boards and Commissions administrative requirements.

### **FISCAL IMPACT**

There is no fiscal impact to the City as all positions are voluntary.

### **DISCUSSION**

The Planning Commission has one partial term vacancy with an expiration date of October 2016. Three applications were received during the recruitment period ending April 15, 2015. All of the applicants were interviewed by Mayor Harper and Community Development Director Forrest Ebbs.

The applicants are as follows:

Eduardo Cendejas  
James Conley  
Loretta Sweatt

### **ATTACHMENTS**

- A. Resolution
- B. Applications

# ATTACHMENT "A"

## RESOLUTION NO. 2016/

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPOINTING JAMES CONLEY TO THE PLANNING COMMISSION FOR THE PARTIAL TERM ENDING IN OCTOBER 2016

**WHEREAS**, there is currently a vacancy on the Planning Commission due to the resignation of a sitting Planning Commissioner,

**WHEREAS**, the City Clerk made announcement of the vacancy and solicited applications for the vacancy; and,

**WHEREAS**, Mayor Wade Harper considered three applications received and interviewed each of the interested applicants; and,

**WHEREAS**, Antioch Municipal Code Section 2-5.201 requires that the Mayor nominate candidates for membership on all boards and commissions and requires that the City Council approve, by a majority vote, the appointment of said nominee; and,

**WHEREAS**, Mayor Wade Harper has nominated James Conley to the Planning Commission; and,

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Antioch hereby approves the Mayor's nomination of James Conley and appoints him to serve on the Planning Commission for the remainder of the term ending in October 2016.

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 9<sup>th</sup> day of August 2016, by the following vote:

**AYES:**

**ABSENT:**

**NOES:**

**ABSTAIN:**

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**ARNE SIMONSEN**  
**CITY CLERK OF THE CITY OF ANTIOCH**

ATTACHMENT "B"

RECEIVED



APR 15 2016

CITY OF ANTIOCH  
CITY CLERK

APPLICATION DEADLINE: 4:30 p.m. Friday, April 15, 2016

APPLICATION FOR COMMUNITY SERVICE

PLANNING COMMISSION - Commissioner (partial term expiring October 2016)

Print Your Name: EDUARDO LOPEZ CENDEJAS

Address \_\_\_\_\_ City ANTIOCH

ZIP Code \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ 2

E-mail address \_\_\_\_\_

Employer DELTA BAY HOME INSPECTIONS

Address \_\_\_\_\_ City ANTIOCH

Occupation HOME INSPECTOR

Years lived in the City of Antioch 3 years

List the three (3) main reasons for your interest in this appointment:

- SERVICE TO THE COMMUNITY
- PREVIOUS EXPERIENCE ON THE PLANNING COMMISSION IN FRANKLIN PARK, ILLINOIS
- CURRENTLY ON THE TAX OVERSIGHT COMMITTEE AND LOOKING TO BE MORE INVOLVED.

Have you attended any meeting of this commission? No

Have you had any previous appointments to this or other city commissions or boards? (If yes, please explain) YES. THE TAX OVERSIGHT COMMITTEE, (MEASURE C)

What skills/knowledge do you have that would be helpful in serving on the Planning Commission? PREVIOUS EXPERIENCE ON A PLANNING COMMISSION. EXPERIENCE IN CONSTRUCTION ON MANY LEVELS. INCLUDING BUT NOT LIMITED TO PROJECT MANAGER, ESTIMATOR, INSPECTOR, PURCHASER.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

MY CHANCE TO SERVE ON THE TAXPERSIGHT COMMITTEE  
HAS BEEN A GREAT EXPERIENCE AND WOULD HAVE  
WELCOMED TO OPPORTUNITY TO REMAIN ON THE COMMITTEE  
AS WELL AS TO WORK WITH THE PLANNING  
COMMISSION. BEING THAT NO ONE CAN HOLD 2 POSITIONS,  
MY HOPE IS TO BE OF SERVICE TO THE COMMUNITY  
BY BEING APPOINTED TO THE PLANNING COMMISSION.

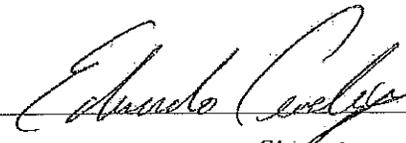
Can you attend meetings at the designated days and time? YES

\*\*Please attach your resume (REQUIRED TO BE CONSIDERED FOR APPOINTMENT).

PLEASE NOTE THIS COMPLETED APPLICATION IS AVAILABLE FOR PUBLIC REVIEW.

Commission members are required to file an "assuming office" and annual FPPC Form 700 (Statement of Economic Interests) with the City Clerk.

DELIVER OR MAIL TO: Antioch City Clerk  
200 "H" Street  
P.O. Box 5007  
Antioch, CA 94531-5007

  
Signature

4/12/16  
Date

# EDUARDO CENDEJAS

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## Professional Summary

Planning Commissioner for Franklin Park Illinois

## Skills

- Excellent customer relations
- Subcontractor management
- Knowledgeable in construction safety
- Best building practices
- Strong interpersonal skills
- Design experience
- Project scheduling
- Building systems and services
- Fluent in Spanish

## Work History

Family Liaison/ Special Education assistant, 10/2012 to 06/2013

Mount Diablo Unified School District – Concord, CA

Worked directly with students and families interpreting (English/Spanish) correspondence from staff and administration in a personal face to face setting and over the phone. I also worked at Concord High School assisting with the special Ed. students grade 9-12.

Interpreter, 01/2007 to 02/2012

the Chicago Center For Recovery and Empowerment – Chicago, IL

Interpreted Spanish to English and English to Spanish for families, their children, and non- Spanish speaking therapists during therapy sessions for the child.

Home Inspector, 05/2002 to 12/2006

Chicagoland Home Inspections – Harwood Heights, IL

- Communicated with clients to understand their property needs and preferences as well as inspect the desired property for condition and any safety concerns.
- Maintained connections with clients to encourage repeat business and referrals.
- Created and implemented marketing plans to drive sales.
- Developed and maintained relationships with clients through networking, postcards and cold calling.

Planning Commissioner, 05/2010 to 02/2012

Village of Franklin Park – Franklin Park, IL

- Collaborated with members of the city staff, other public agencies and private organizations to achieve our goals.
- Coordinated city redevelopment efforts and resolved zoning disputes.
- Gathered and analyzed data for studies and reports and made recommendations based on findings.
- Responded to citizens' complaints and requests for information and services.
- Fostered a climate of collaboration between the general public, the city manager and members of city council.
- Researched and updated Franklin Park land use ordinances.
- Responded to all inquiries from the general public in a prompt and professional manner.

## Education

Associate of Arts: Construction Management,  
Triton College - River Grove, IL

## Certifications

Trained and Certified Home Inspector

Trained and Certified English/Spanish Interpreter

RECEIVED

MAR 25 2016

CITY OF ANTIOCH  
CITY CLERK



APPLICATION DEADLINE: 4:30 p.m. Friday, April 16, 2016

APPLICATION FOR COMMUNITY SERVICE

PLANNING COMMISSION - Commissioner (partial term expiring October 2016)

Print Your Name JAMES CONLEY

Address \_\_\_\_\_ City ANTIOCH

ZIP Code \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer RETIRED

Address \_\_\_\_\_ City \_\_\_\_\_

Occupation \_\_\_\_\_

Years lived in the City of Antioch 25

List the three (3) main reasons for your interest in this appointment:

I WANT TO HELP MAKE ANTIOCH A BETTER PLACE TO LIVE  
FOUR YEARS EXPERIENCE AS A PLANNING COMMISSIONER  
WE ARE WORKING ON OUR LAST MAJOR DEVELOPMENT  
AND I WANT TO BE A PART OF THE PLANNING

Have you attended any meeting of this commission? YES

Have you had any previous appointments to this or other city commissions or boards? (If yes, please explain) YES, PLANNING COMMISSION,  
FINANCE COMMITTEE AND CITY COUNCIL

What skills/knowledge do you have that would be helpful in serving on the Planning Commission? 4 YEARS OF PLANNING COMMISSION EXPERIENCE

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

I WANT TO HELP MAKE ANTIOCH A BETTER PLACE TO LIVE.

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.

Commission members are required to file an "assuming office" and annual FPPC Form 700 (Statement of Economic Interests) with the City Clerk.

DELIVER OR MAIL TO: Antioch City Clerk  
200 "H" Street  
P.O. Box 5007  
Antioch, CA 94531-5007

James Conley  
Signature

3.24-16  
Date

# James W. Conley

Antioch, Ca. 94531

## Management

Proven manager with over 50 years of progressively increasing experience in management and motivation. Successful project manager, from developing new operational procedures to downsizing and out-sourcing entire departments.

## Professional Experience

Départment manager, cashier's office and central services, Diablo Valley College.	2000 to 2014
General Manager, Camp and Company. Security Service.	1999 to 2000
V.P. District Manager, US Bank	1996 to 1999
V.P. Senior Operations Officer, California Bancshares. (Acquired by U.S. Bank)	1977 to 1996
Crocker Bank, assistant branch manager.	1969 to 1977

## Education

Pacific Coast Banking School, University of Washington  
Golden Gate University, San Francisco  
California Bankers Association, compliance seminars  
Diablo Valley College  
Clayton Valley High School

## Community Service

Taught Banking and Finance, Chabot College  
American Institute of Banking; instructor in Fraud, Auditing, Loss Prevention and Compliance  
Antioch City Council 2000 to 2006  
Antioch Planning Commission 1996 to 2000  
Antioch Unified School District budget review committee

RECEIVED

MAR 28 2016

CITY OF ANTIOCH  
CITY CLERK



APPLICATION DEADLINE: 4:30 p.m. Friday, April 16, 2016

APPLICATION FOR COMMUNITY SERVICE

PLANNING COMMISSION - Commissioner (partial term expiring October 2016)

Print Your Name Loretta Sweatt

Address 200 "H" Street % City Hall City Antioch

ZIP Code 94531 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail address \_\_\_\_\_

Employer none at present

Address \_\_\_\_\_ City \_\_\_\_\_

Occupation Accounting Mgr - Real Estate - Prop. Mgmt.

Years lived in the City of Antioch 3 1/2

List the three (3) main reasons for your interest in this appointment:

I care very much about Antioch and its future & present.  
I am very qualified and educated in Commercial & Residential  
Development

I like the people and venue and format very much.

Have you attended any meeting of this commission? Yes

Have you had any previous appointments to this or other city commissions or boards? (If yes, please explain) Yes - EDC

What skills/knowledge do you have that would be helpful in serving on the Planning Commission? Years of experience, education, skills in  
both Commercial & Residential Development and Construction.  
Accounting and Financial Mgmt. has been my lifelong  
career in this area of industry.

Please indicate any further information or comments you wish to make that would be helpful in reviewing your application.

I was on the EDC for a year. There was controversy of various standards of behavior. I was ~~new~~ and not quite sure what to do, felt overwhelmed. But now, I know better how to handle a Commissioner position and this commission would deal with issues I'm very familiar with, so I would feel more comfortable. I feel I would be of help to the Commission and enjoy serving on the Commission very much and this short of term would help all concerned, regarding fit.

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.**

Commission members are required to file an "assuming office" and annual FPPC Form 700 (Statement of Economic Interests) with the City Clerk.

DELIVER OR MAIL TO: Antioch City Clerk  
200 "H" Street  
P.O. Box 5007  
Antioch, CA 94531-5007

Loretta Sweatt

Signature

3-23-2016

Date

# LORETTA MARIE SWEATT

## PROGRAMS

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Windows 10, Quick Books Pro, Peachtree, Yardi Genesis,  
Excel, Word, Surface Tablet, Filemaker, ADP Pay Expert,  
Paychex, Verizon Field Force Manager

## EDUCATION

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BA: French, Holy Names College,  
Diablo Valley College, Accounting & Business Administration  
Former Realtor, Notary Public

## BACKGROUND

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Real Estate, Property Management, Hotels  
15 years' experience

## EMPLOYMENT

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2010-2013  
Oakland

**East Bay Sotheby's International Realty, Inc. Montclair Village,**

Accounting Manager, Full Time, Exempt Position

All Accounting, Escrows, Payroll, HR, Year End CPA Prep, Audits

Supervisor: Mark Attarha, Owner/Managing Broker (510) 339-4004

2005-2009

**Total Property Solutions, Pleasant Hill, CA.**

Accounting Manager, Full Time, Salaried Exempt Position

- \$40 Million in Real Estate, Trusts, Stocks
- 10 bank accounts

- 54 properties/300 units-Homes, Apts., Offices
- Oversee all Accounting Functions & Staff
- Produce All Financial Statements & Year End
- Produce Property Monthly Rental Reports

Supervisor: Hunter Miley, Owner (925) 933-1400

Prior Owner: Todd Lockwood, (925) 933-1400