



Council Chambers
200 H Street
Antioch, CA 94509

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

ANNOTATED AGENDA

for

December 8, 2015

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

Derek Cole, Interim City Attorney

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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 3rd Floor of City Hall, 200 H Street, Antioch, CA 94509, during normal business hours for inspection and (for a fee) copying. Copies are also made available at the Antioch Public Library for inspection. Questions on these materials may be directed to the staff member who prepared them, or to the City Clerk's Office, who will refer you to the appropriate person.

Notice of Opportunity to Address Council

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

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

PUBLIC COMMENTS for Closed Session – *None*

CLOSED SESSION:

- 1) **CONFERENCE WITH LABOR NEGOTIATORS** – This Closed Session with the City's Labor Negotiators is authorized by California Government Code section 54957.6; City designated representatives: Nickie Mastay, Denise Haskett and Glenn Berkheimer; Employee organization: Public Employees Union Local 1.

Direction given to Labor Negotiators

7:00 P.M. ROLL CALL – REGULAR MEETING – for Council Members – *All Present*

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS OF CIVIC AND COMMUNITY EVENTS

ANNOUNCEMENTS OF BOARD AND COMMISSION OPENINGS

- *ECONOMIC DEVELOPMENT COMMISSION: One Partial-Term Vac. (Deadline date: 12/11/15)*
- *PLANNING COMMISSION: Two Full-Term Vac. (Deadline date: 12/11/15)*

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

1. CONSENT CALENDAR

A. APPROVAL OF COUNCIL MINUTES FOR NOVEMBER 24, 2015

Recommended Action: It is recommended that the City Council continue the minutes to the next meeting.

Continued, 5/0

STAFF REPORT

B. APPROVAL OF COUNCIL WARRANTS

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

Approved, 5/0

STAFF REPORT

C. RESOLUTION APPROVING A NEW CLASS SPECIFICATION OF OFFICE ASSISTANT, ASSIGNING A SALARY RANGE, ASSIGNING THE CLASSIFICATION TO THE OPERATING ENGINEERS LOCAL 3 BARGAINING UNIT, AUTHORIZING THE ADDITION OF ONE FULL-TIME REGULAR POSITION IN THE RECREATION BUDGET, AND REALLOCATING PART-TIME TEMPORARY SALARIES IN THE RECREATION BUDGET TO COVER THE ADDITIONAL COST

Reso No. 2015/85 adopted, 4/1-0

Recommended Action: It is recommended that the City Council adopt a resolution:

- 1) Approving the class specification of Office Assistant.
- 2) Assigning the Office Assistant classification to a salary range and to the Operating Engineers Local 3 bargaining unit.
- 3) Authorizing the addition of one full-time regular Office Assistant position in the FY 2015/16 Recreation Department budget.
- 4) Reallocating part-time temporary salaries to full-time salaries in the FY 2015/16 Recreation Department budget to cover the additional cost (net zero increase).

STAFF REPORT

D. AB1600 DEVELOPMENT IMPACT FEE ANNUAL REPORT

Recommended Action: It is recommended that the City Council accept the FY2014/2015 Annual Report of Development Impact Fees.

Approved, 5/0

STAFF REPORT

E. BUDGET AMENDMENT FOR USE OF STATE REIMBURSEMENT OF PRE-2004 UNFUNDED MANDATES

Recommended Action: It is recommended that the City Council approve a resolution adopting a fiscal year 2016 General Fund budget amendment for use of state mandated reimbursements and interest received.

Reso No. 2015/86 adopted, 5/0

STAFF REPORT

COUNCIL REGULAR AGENDA

2. APPROVAL OF BUDGET AMENDMENT

Reso No. 2015/87 adopted, 5/0

Recommended Action: It is recommended that the City Council adopt the resolution appropriating and re-allocating fiscal year 2016 budget expenditures and transfers for remittance of funds to the Contra Costa County Auditor-Controller's Office for monies due under the Due Diligence Review of the former Antioch Development Agency in order to receive a Finding of Completion and approval of the Long Range Property Management Plan.

STAFF REPORT

3. RECEIVE REPORT ON AND GIVE DIRECTION CONCERNING POTENTIAL CHANGES TO CITY CODE REGARDING CODE ENFORCEMENT MATTERS

Received Report, 5/0

Recommended Action: It is recommended that the City Council receive a report from the City Attorney and Code Enforcement Staff regarding the subjects of Marijuana Cultivation, Camping on Public and Private Property, Regulation of Donation Bins, Dumping/Littering, and Graffiti. After receiving the report, the Council should give Staff direction regarding any changes to the City Code it wishes to consider regarding these subjects.

STAFF REPORT

4. EAST COUNTY FAMILY JUSTICE CENTER RESOLUTION

Motion to continue with Council Member Ogorchock to work with County Board of Supervisors and Cities, 5/0

Recommended Action: It is recommended that the City Council consider adopting a resolution directing staff to work with County Supervisors, County staff and other east county cities toward the establishment of a Family Justice Center in east Contra Costa County.

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 – 8:41 p.m.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Christina Garcia, Deputy City Clerk *Cg*

APPROVED BY: Michelle Fitzner, Administrative Services Director

SUBJECT: City Council Meeting Minutes of November 24, 2015

RECOMMENDED ACTION

It is recommended that the City Council continue the Meeting Minutes of November 24, 2015 to the next meeting.

STRATEGIC PURPOSE

N/A

FISCAL IMPACT

None

DISCUSSION

N/A

ATTACHMENT

None.

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR THE PERIOD OF
 NOVEMBER 13-24, 2015
 FUND/CHECK#

100 General Fund

Non Departmental

359623 BANK OF AMERICA	CITY PIER KIDS DERBY EVENT	499.11
359632 CONTRA COSTA WATER DISTRICT	TREATED WATER CAPACITY FEE	30,837.95
359633 CONTRA COSTA WATER DISTRICT	FACILITY RESERVE FEES	133,277.00
359644 ECC REG FEE AND FIN AUTH	ECCRDFFA-RTDIM	192,218.88
359726 BURKE WILLIAMS AND SORENSEN LLP	LEGAL SERVICES	944.00
359761 FCS INTERNATIONAL INC	CONSULTING SERVICES	44,950.00
359797 MUNICIPAL POOLING AUTHORITY	MPA REIMBURSEMENT	14,449.14
359817 RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	2,551.99
925634 ZUMWALT ENGINEERING GROUP INC	CONSULTING SERVICES	4,389.00

City Council

359624 BANK OF AMERICA	LODGING-OGORCHOCK	466.36
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City Attorney

359635 COTA COLE ATTORNEYS LLP	LEGAL SERVICES	20,368.36
925629 SHRED IT INC	SHRED SERVICES	47.25

City Manager

359624 BANK OF AMERICA	LODGING-DURAN	437.92
359646 EMERALD HPC INTERNATIONAL LLC	GRANT WRITING SERVICES	3,750.00
359727 CA SHOPPING CART RETRIEVAL CORP	SHOPPING CART RETRIEVAL	549.00
359742 COSTCO	BUSINESS EXPENSE	47.79

City Clerk

359658 IIMC	MEMBERSHIP FEE-GARCIA	95.00
359691 EMPLOYEE	2015 SEMINAR REIMBURSEMENT	450.00
359722 BAY AREA NEWS GROUP	LEGAL AD	159.30

City Treasurer

359680 PFM ASSET MGMT LLC	ADVISORY SERVICES	7,216.40
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Human Resources

925629 SHRED IT INC	SHRED SERVICES	47.27
925631 SUNGARD PUBLIC SECTOR INC	ACA WEBINAR	80.00

Economic Development

359624 BANK OF AMERICA	CONFERENCE-ZEPEDA	205.00
359660 COUNCIL OF SHOPPING CENTERS	MEMBERSHIP RENEWAL	100.00
359738 CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAX	366.00
359798 MUNICIPAL RESOURCE GROUP LLC	CONSULTING SERVICES	2,365.80

Finance Accounting

359695 SUNGARD PUBLIC SECTOR USERS GROUP	ANNUAL MEMBERSHIP DUES	195.00
925629 SHRED IT INC	SHRED SERVICES	47.27

Finance Operations

359699 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	15.30
359825 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	13.30

Non Departmental

359675 MUNICIPAL POOLING AUTHORITY	LIABILITY DEDUCTIBLE	38,452.16
359679 PARS	PROFESSIONAL SERVICES	1,575.00
359685 RIVERSTONE APARTMENTS	BUSINESS LICENSE FEE REFUND	1,383.88
359747 DELTA DIABLO	GOLF COURSE WATER	5,983.89

CITY OF ANTIOCH
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Public Works Street Maintenance

359636 COUNTY ASPHALT	ASPHALT	2,939.27
359743 COUNTY ASPHALT	ASPHALT	9,302.78
925632 TELFER OIL COMPANY	OIL	1,437.41

Public Works-Signal/Street Lights

359678 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	256.59
925626 ICR ELECTRICAL CONTRACTORS	ELECTRICAL SERVICES	501.32

Public Works-Striping/Signing

359648 FASTENAL CO	SUPPLIES	75.37
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Public Works-Facilities Maintenance

359641 DREAM RIDE ELEVATOR	ELEVATOR SERVICES	160.00
359655 HOME DEPOT, THE	SUPPLIES	105.53
359656 HONEYWELL INTERNATIONAL INC	HVAC REPAIRS	9,298.42
359738 CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAX	1,830.00
359805 OAKLEYS PEST CONTROL	PEST CONTROL SERVICE	295.00
359807 OMEGA INDUSTRIAL SUPPLY	DRAIN DEGREASER	164.93
925611 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	3,041.85
925624 GRAINGER INC	SUPPLIES	493.99

Public Works-Parks Maint

359638 DELTA FENCE CO	FENCE REPAIR	1,280.00
359656 HONEYWELL INTERNATIONAL INC	HVAC REPAIR	1,206.27
359678 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	285.81
359710 AMERICAN PLUMBING INC	PLUMBING SUPPLIES	485.03
359738 CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAX	6,954.00
359793 MIRACLE PLAY SYSTEMS INC	SUPPLIES	78,057.36
359818 ROSS RECREATION EQUIPMENT	PARK EQUIPMENT	261.50
925610 SITEONE LANDSCAPE SUPPLY HOLDING LLC	VALVES	1,103.29
925630 SITEONE LANDSCAPE SUPPLY HOLDING LLC	EQUIPMENT INSTALLATION	1,290.00

Public Works-Median/General Land

359678 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	37.72
359707 ACE HARDWARE, ANTIOCH	SUPPLIES	0.98
359744 CROP PRODUCTION SERVICES INC	CHEMICALS	5,099.50
359775 HORIZON	SOLENOID	63.59
359811 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	24.52

Police Administration

359631 CONTRA COSTA COUNTY	FELONY FILING FEES	6,811.00
359664 EMPLOYEE	EXPENSE REIMBURSEMENT	93.64
359670 RETIREE	COURT APPEARANCE	105.85
359671 EMPLOYEE	EXPENSE REIMBURSEMENT	143.76
359697 THE SAFARILAND GROUP	TRAINING-FORTNER	790.00
359699 UNITED PARCEL SERVICE	SHIPPING	8.68
359708 ALAMEDA COUNTY SHERIFFS OFFICE	TUITION-CASTILLO	282.00
359715 ASR - BRICKER MINCOLA	UNIFORMS	354.73
359719 BANK OF AMERICA	CARD LAMINATION	756.61
359720 BANK OF AMERICA	SUPPLIES	4,740.76
359732 CONCORD UNIFORMS LLC	UNIFORMS	603.05

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
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359733 CONTRA COSTA COUNTY	TRAINING FEES	935.00
359740 COPWARE INC	SITE LICENSE	1,025.00
359742 COSTCO	BUSINESS EXPENSE	317.34
359757 EMBASSY SUITES	LODGING-EVANS	851.16
359758 EMBASSY SUITES	LODGING-KINT	851.16
359759 EMPLOYEE	PER DIEM TRAINING	330.00
359766 GALLS INC	VEST	140.47
359771 HAMPTON INN	LODGING-W DEE	142.55
359772 HAMPTON INN	LODGING-SCHNITZIUS	142.55
359784 EMPLOYEE	PER DIEM TRAINING	330.00
359786 LC ACTION POLICE SUPPLY	SUPPLIES	161.32
359789 EMPLOYEE	EXPENSE REIMBURSEMENT	46.71
359791 EMPLOYEE	EXPENSE REIMBURSEMENT	43.69
359806 OFFICE MAX INC	OFFICE SUPPLIES	2,882.94
925627 MOBILE MINI LLC	PORTABLE STORAGE CONTAINERS	104.91
Police Community Policing		
359682 PURSUIT NORTH	VEHICLE BUILD	6,369.28
359730 COMMERCIAL SUPPORT SERVICES	CAR WASHES	737.50
359820 EMPLOYEE	EXPENSE REIMBURSEMENT	48.45
Police Investigations		
359735 CONTRA COSTA COUNTY	LAB TESTING	22,445.00
359736 CONTRA COSTA COUNTY	LAB TESTING	330.00
Police Communications		
359621 AT AND T MCI	DISPATCH PHONE LINES	150.56
359702 VERIZON WIRELESS	WIRELESS SERVICES	1,015.67
359829 VERIZON WIRELESS	WIRELESS SERVICES	76.02
Police Facilities Maintenance		
359641 DREAM RIDE ELEVATOR	ELEVATOR SERVICES	80.00
359719 BANK OF AMERICA	PHOTO RESTORATION	845.24
359720 BANK OF AMERICA	FRAMING	217.57
359804 NEXTEL SPRINT	CELL PHONE	3,343.22
925611 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	3,597.30
Community Development Land Planning Services		
359817 RANEY PLANNING & MANAGEMENT INC	CONSULTING SERVICES	3,558.75
359827 VERIZON WIRELESS	WIRELESS SERVICES	38.01
CD Code Enforcement		
359630 CONTRA COSTA COUNTY	ASSESSMENT LIEN FEES	553.00
359667 EMPLOYEE	EXPENSE REIMBURSEMENT	174.36
359672 MOTOROLA SOLUTIONS INC	RADIOS	920.83
359709 ALLIED WASTE SERVICES	RESIDENTIAL GARBAGE ABATEMENT	2,152.02
359770 HAGEMEYER	GAS DETECTOR	2,593.88
359781 K2GC	ABATEMENT SERVICES	2,775.82
359814 PRINT CLUB	SUPPLIES	249.07
359827 VERIZON WIRELESS	WIRELESS SERVICES	152.04
PW Engineer Land Development		
359828 VERIZON WIRELESS	WIRELESS SERVICES	76.02

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 Finance Accounting

CITY OF ANTIOCH
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Community Development Building Inspection

359799 EMPLOYEE SAFETY SHOES REIMBURSEMENT 216.99

Capital Imp. Administration

359828 VERIZON WIRELESS WIRELESS SERVICES 38.01

925604 CDW GOVERNMENT INC COMPUTER EQUIPMENT 283.93

211 Delta Fair Property Fund

Parks & Open Space

359793 MIRACLE PLAY SYSTEMS INC CONTRA LOMA PLAYGROUND 50,000.00

212 CDBG Fund

CDBG

359721 BAY AREA LEGAL AID CDBG SERVICES 4,360.50

359728 CITY DATA SERVICES LLC CDBG SERVICES 1,050.00

359731 COMMUNITY VIOLENCE SOLUTIONS CDBG SERVICES 3,251.89

213 Gas Tax Fund

Streets

359678 PACIFIC GAS AND ELECTRIC CO ELECTRIC 185.57

925615 AMERICAN PAVEMENT SYSTEMS INC CAPE SEAL PROJECT 40,596.75

214 Animal Control Fund

Non Departmental

359764 FIX OUR FERALS VETERINARY SERVICES 1,605.00

Animal Control

359642 EAST HILLS VETERINARY HOSPITAL VETERINARY SERVICES 2,811.36

359753 EAST BAY VETERINARY EMERGENCY VETERINARY SERVICES 400.84

359755 EAST HILLS VETERINARY HOSPITAL VETERINARY SERVICES 3,428.83

359774 HILLS PET NUTRITION ANIMAL FOOD 1,585.82

359785 KOEFRAN SERVICES INC ANIMAL DISPOSAL SERVICES 1,850.00

359804 NEXTEL SPRINT CELL PHONE 287.98

925611 LEES BUILDING MAINTENANCE JANITORIAL SERVICES 457.80

Maddie's Fund Grant

359642 EAST HILLS VETERINARY HOSPITAL VETERINARY SERVICES 3,576.24

359712 ANIMAL HOSPITAL OF ANTIOCH VETERINARY SERVICES 2,172.40

219 Recreation Fund

Non Departmental

359752 DYSL TOPSOCCER DEPOSIT REFUND 500.00

359790 MARTINEZ, VERONICA DEPOSIT REFUND 1,000.00

359800 NAHUM, LOZANO DEPOSIT REFUND 1,000.00

Senior Programs

359676 OFFICE MAX INC OFFICE SUPPLIES 62.81

359706 AAA FIRE PROTECTION SVCS FIRE PROTECTION SERVICES 193.98

925611 LEES BUILDING MAINTENANCE JANITORIAL SERVICES 352.80

Recreation Sports Programs

359626 BAY AREA BARRICADE SUPPLIES 624.03

359629 CONCORD SOFTBALL UMPIRES UMPIRE FEES 2,470.00

359634 COSTCO SUPPLIES 325.28

359782 KIDZ LOVE SOCCER INC CONTRACTOR PAYMENT 3,597.00

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Recreation-New Comm Cntr

359623 BANK OF AMERICA	DIGITAL SERVICES	70.75
359634 COSTCO	SUPPLIES	99.26
359643 EBSA	CONTRACTOR PAYMENT	1,591.20
359645 EDUCATION TO GO	CONTRACTOR PAYMENT	279.00
359652 GEDDES MUSIC BRENTWOOD	CONTRACTOR PAYMENT	313.20
359676 OFFICE MAX INC	OFFICE SUPPLIES	222.17
359687 ROBERTS, NANCY	CONTRACTOR PAYMENT	528.00
359704 WE ARE ONE PRODUCTIONS	CONTRACTOR PAYMENT	1,047.60
359706 AAA FIRE PROTECTION SVCS	FIRE PROTECTION SERVICES	207.51
359717 AT AND T MCI	PHONE	66.58
359765 FREEMAN, NEKIA	CLASS REFUND	227.28
359767 GARDA CL WEST INC	ARMORED CAR PICK UP	141.20
359780 JUMP BUNCH	CONTRACTOR PAYMENT	471.60
359792 MELODYS DANCE STUDIO	CONTRACTOR PAYMENT	3,229.20
359803 NEOFUNDS BY NEOPOST	POSTAGE	166.20
359805 OAKLEYS PEST CONTROL	PEST CONTROL SERVICE	230.00
359811 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	7,103.82
359814 PRINT CLUB	SENIOR FLYERS	536.28
359827 VERIZON WIRELESS	WIRELESS CONNECTION	38.01

222 Measure C/J Fund

Streets

359661 JJR CONSTRUCTION INC	SIDEWALK PROJECT	23,149.40
359756 ECONOMIC AND PLANNING SYSTEMS INC	PROFESSIONAL SERVICES	2,745.28

229 Pollution Elimination Fund

Channel Maintenance Operation

359718 BANK OF AMERICA	RENEWAL	120.00
359750 DEPT OF FISH AND GAME	2015 PROJECT FEES	982.00
925608 GRAINGER INC	SUPPLIES	65.66
925616 ANKA BEHAVIORAL HEALTH INC	LANDSCAPE SERVICES	2,208.00

251 Lone Tree SLLMD Fund

Lonetree Maintenance Zone 1

359696 TERRACARE ASSOCIATES	TURF MOWING	136.60
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Lonetree Maintenance Zone 3

359810 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	3,277.00
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Lonetree Maintenance Zone 4

359696 TERRACARE ASSOCIATES	TURF MOWING	218.56
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252 Downtown SLLMD Fund

Downtown Maintenance

359696 TERRACARE ASSOCIATES	TURF MOWING	136.60
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254 Hillcrest SLLMD Fund

Hillcrest Maintenance Zone 1

359690 SILVA LANDSCAPE	LANDSCAPE SERVICES	2,736.00
359696 TERRACARE ASSOCIATES	TURF MOWING	355.16
359810 PACIFIC COAST LANDSCAPE MGMT INC	LANDSCAPE SERVICES	3,428.00

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Hillcrest Maintenance Zone 2		
359696 TERRACARE ASSOCIATES	TURF MOWING	486.30
Hillcrest Maintenance Zone 4		
359696 TERRACARE ASSOCIATES	TURF MOWING	273.20
255 Park 1A Maintenance District Fund		
Park 1A Maintenance District		
359696 TERRACARE ASSOCIATES	TURF MOWING	355.16
256 Citywide 2A Maintenance District Fund		
Citywide 2A Maintenance Zone 3		
359696 TERRACARE ASSOCIATES	TURF MOWING	5.46
Citywide 2A Maintenance Zone 6		
359696 TERRACARE ASSOCIATES	TURF MOWING	327.84
Citywide 2A Maintenance Zone 8		
359696 TERRACARE ASSOCIATES	TURF MOWING	27.32
Citywide 2A Maintenance Zone 9		
359696 TERRACARE ASSOCIATES	TURF MOWING	81.96
Citywide 2A Maintenance Zone10		
359639 DISCOVERY BUILDERS	AGREEMENT REIMBURSEMENT	5,364.00
257 SLLMD Administration Fund		
SLLMD Administration		
359668 M AND L OVERHEAD DOORS	DOOR INSTALLATION	1,495.00
359696 TERRACARE ASSOCIATES	TURF MOWING	327.84
359738 CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAX	344.74
359744 CROP PRODUCTION SERVICES INC	CHEMICALS	5,099.50
359775 HORIZON	REPAIR KITS	1,400.66
311 Capital Improvement Fund		
Streets		
359618 ANCHOR CONCRETE CONSTRUCTION INC	SIDEWALK REPAIR PROJECT	26,085.82
Energy Efficiency		
359666 LOCAL GOVERNMENT COMMISSION	CIVICSPARK SERVICES	1,560.00
416 Honeywell Capital Lease Fund		
Non Departmental		
359622 BANK OF AMERICA	LOAN PAYMENT	43,987.06
569 Vehicle Replacement Fund		
Equipment Maintenance		
359640 DISPENSING TECHNOLOGY CORPORATION	THERMOPLASTIC APPLICATOR	20,594.08
570 Equipment Maintenance Fund		
Non departmental		
359657 HUNT AND SONS INC	FUEL	10,765.34
Equipment Maintenance		
359620 ANTIOCH AUTO PARTS	ALTERNATOR	586.31
359674 MUNICIPAL MAINT EQUIPMENT INC	PUMP	916.56
359682 PURSUIT NORTH	SWITCHES	274.36
359703 WALNUT CREEK FORD	FAN RELAY & MOTOR	365.63
359713 ANTIOCH AUTO PARTS	FILTERS	342.92
359754 EAST BAY WELDING SUPPLY	WELDING SUPPLIES	57.87

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 Finance Accounting

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359773 HARLEY DAVIDSON	SUPPLIES	41.12
359794 MSI FUEL MANAGEMENT INC	CABLES	121.22
359795 MUNICIPAL MAINT EQUIPMENT INC	HOSE CLAMPS	69.36
359813 PETERSON	HOSE FITTINGS	217.80
359816 PURSUIT NORTH	STREET LIGHTS	436.16
359819 ROYAL BRASS INC	HOSE	84.02
359830 WALNUT CREEK FORD	FAN RELAY	372.60
925608 GRAINGER INC	SUPPLIES	654.32
925612 SC FUELS	OIL	3,268.17
925623 FRED'S WELDING	WELDING SERVICES	225.00
573 Information Services Fund		
Information Services		
925606 COMPUTERLAND	COMPUTER SUPPLIES	28.45
Network Support & PCs		
359628 COMCAST	INTERNET SERVICE	172.77
Telephone System		
359716 AT AND T MCI	PHONE	0.05
359717 AT AND T MCI	PHONE	275.12
GIS Support Services		
359718 BANK OF AMERICA	SUPPLIES	990.84
578 Post Retirement Medical-Misc Fund		
Non Departmental		
925603 RETIREE	MEDICAL AFTER RETIREMENT	656.96
611 Water Fund		
Non Departmental		
359676 OFFICE MAX INC	OFFICE SUPPLIES	1,861.10
359686 ROBERTS AND BRUNE CO	SUPPLIES	1,687.84
359705 WILCO SUPPLY	LOCKS	1,264.84
359760 FASTENAL CO	INDUSTRIAL SUPPLIES	609.95
925607 CRYSTAL CLEAR LOGOS INC	SUPPLIES	368.20
925609 HAMMONS SUPPLY COMPANY	SUPPLIES	147.04
925625 HAMMONS SUPPLY COMPANY	SUPPLIES	189.88
Water Supervision		
359677 ONLINE RESOURCES	FUNDS REFUND	34.00
359681 PROJECT CM LLC	TREATED WATER FEE REFUND	1,310.00
359718 BANK OF AMERICA	SOFTWARE	145.71
359822 STARWOOD WAYPOINT	PAYMENT REFUND	115.35
Water Production		
359619 ANIMAL DAMAGE MANAGEMENT	ANIMAL CONTROL SERVICE	150.00
359647 ENVIRONMENTAL RESOURCE ASSOC INC	PROFICIENCY STUDY	1,270.79
359649 FERGUSON ENTERPRISES INC	LMI KIT	177.78
359651 FISHER SCIENTIFIC COMPANY	LAB SUPPLIES	412.70
359662 EMPLOYEE	RENEWAL FEE REIMBURSEMENT	90.00
359663 KARL NEEDHAM ENTERPRISES INC	EQUIPMENT RENTAL	22,704.06
359665 LAW OFFICE OF MATTHEW EMRICK	LEGAL SERVICES	4,818.00
359669 MCCAMPBELL ANALYTICAL INC	TESTING SERVICES	60.30

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR THE PERIOD OF
 NOVEMBER 13-24, 2015
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359686 ROBERTS AND BRUNE CO	SUPPLIES	38.79
359688 ROYAL BRASS INC	COUPLER	232.10
359692 STATE BOARD OF EQUALIZATION	WATER RIGHTS FEE	153.62
359694 STATE WATER RESOURCES CONTROL BOARD	PERMIT FEES	11,195.00
359699 UNITED PARCEL SERVICE	SHIPPING	70.91
359700 UNIVAR USA INC	CAUSTIC	15,593.41
359701 USA BLUE BOOK	METER PUMP	1,141.43
359707 ACE HARDWARE, ANTIOCH	SUPPLIES	120.87
359713 ANTIOCH AUTO PARTS	BELT	10.87
359717 AT AND T MCI	PHONE	133.12
359718 BANK OF AMERICA	TRAINING	454.00
359739 CONTRA COSTA WATER DISTRICT	RAW WATER	932,838.48
359760 FASTENAL CO	SUPPLIES	243.61
359762 FISHER SCIENTIFIC COMPANY	LAB SUPPLIES	60.82
359768 GENERAL PLUMBING SUPPLY CO	FLANGE	144.87
359769 HACH CO	LAB SUPPLIES	3,503.98
359811 PACIFIC GAS AND ELECTRIC CO	ELECTRIC	215.93
359826 UNIVAR USA INC	CAUSTIC	4,943.66
359831 WALTER BISHOP CONSULTING	CONSULTING SERVICES	3,334.58
925605 CHEMTRADE CHEMICALS US LLC	ALUM	5,439.62
925608 GRAINGER INC	CHAIR	518.95
925611 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	306.60
925613 SIERRA CHEMICAL CO	CHLORINE	4,252.47
925614 AIRGAS SPECIALTY PRODUCTS	AMMONIA	1,502.71
925619 CHEMTRADE CHEMICALS US LLC	ALUM	5,003.50
925622 EUROFINS EATON ANALYTICAL INC	MONITORING	110.00
Water Distribution		
359637 CREATIVE SUPPORTS INC	ERGONOMIC IMPROVEMENTS	368.32
359648 FASTENAL CO	SUPPLIES	701.18
359654 GOLOGO PROMOTIONS	SUPPLIES	222.10
359659 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,124.53
359676 OFFICE MAX INC	SUPPLIES	132.46
359684 RED WING SHOE STORE	SAFETY SHOES	198.27
359686 ROBERTS AND BRUNE CO	PIPE & FITTINGS	4,369.34
359698 TYLER TECHNOLOGIES	MONTHLY INSITE FEES	340.00
359707 ACE HARDWARE, ANTIOCH	HOSE FITTINGS	21.54
359713 ANTIOCH AUTO PARTS	ANGLE GRINDER	94.00
359714 ANTIOCH BUILDING MATERIALS	ASPHALT	5,922.21
359718 BANK OF AMERICA	SUPPLIES	20.90
359741 EMPLOYEE	RENEWAL REIMBURSEMENT	65.00
359743 COUNTY ASPHALT	ASPHALT	1,304.19
359746 DELTA DIABLO	RECYCLED WATER	8,188.64
359754 EAST BAY WELDING SUPPLY	OXYGEN/ACETYLENE	99.35
359777 INFOSEND INC	PROGRAMMING CHANGE	2,045.10
359788 EMPLOYEE	RENEWAL FEE REIMBURSEMENT	130.00
359814 PRINT CLUB	SUPPLIES	249.06

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 Finance Accounting

CITY OF ANTIOCH
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925604 CDW GOVERNMENT INC	COMPUTER EQUIPMENT	81.03
925608 GRAINGER INC	SUPPLIES	17.63
925621 CRYSTAL CLEAR LOGOS INC	UNIFORMS	399.27
925631 SUNGARD PUBLIC SECTOR INC	INCODE DISCOVERY CALL	100.00
Water Meter Reading		
359699 UNITED PARCEL SERVICE	SHIPPING	9.80
359770 HAGEMEYER	GAS MONITOR	948.67
359801 NATIONAL METER & AUTOMATION INC	METER TRANSPONDERS	8,801.41
Warehouse & Central Stores		
359699 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	15.30
359738 CONTRA COSTA COUNTY TAX COLLECTOR	PROPERTY TAX	366.00
359825 UNITED PARCEL SERVICE	WEEKLY PRINTER SERVICE FEE	13.30
621 Sewer Fund		
Sewer-Wastewater Supervision		
359637 CREATIVE SUPPORTS INC	ERGONOMIC IMPROVEMENTS	368.33
Sewer-Wastewater Collection		
359654 GOLOGO PROMOTIONS	SUPPLIES	222.10
359659 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	2,124.52
359686 ROBERTS AND BRUNE CO	PIPE & FITTINGS	3,693.66
359698 TYLER TECHNOLOGIES	MONTHLY INSITE FEES	340.00
359714 ANTIOCH BUILDING MATERIALS	ASPHALT	5,922.23
359718 BANK OF AMERICA	SUPPLIES	3,471.44
359724 EMPLOYEE	RENEWAL FEE REIMBURSEMENT	164.00
359743 COUNTY ASPHALT	ASPHALT	1,304.20
359745 CWEA SFBS	MEMBER DUES	164.00
359777 INFOSEND INC	POSTAGE COSTS TO MAIL BILLS	1,895.09
925604 CDW GOVERNMENT INC	COMPUTER EQUIPMENT	81.02
925631 SUNGARD PUBLIC SECTOR INC	INCODE DISCOVERY CALL	100.00
631 Marina Fund		
Marina Administration		
359710 AMERICAN PLUMBING INC	PLUMBING SERVICES	155.00
Marina Maintenance		
925611 LEES BUILDING MAINTENANCE	JANITORIAL SERVICES	1,260.00
641 Prewett Water Park Fund		
Non Departmental		
359650 FIL AM SOCIETY OF ANTIOCH	DEPOSIT REFUND	500.00
359683 QUIOCHO, QUEEN	DEPOSIT REFUND	500.00
359711 ANDRADE, VICTOR	DEPOSIT REFUND	1,000.00
359779 JACKSON, LISA	DEPOSIT REFUND	465.00
359783 KING, ERIESHA	DEPOSIT REFUND	500.00
359802 NAVARRO, NANCY	DEPOSIT REFUND	500.00
Recreation Water Park		
359623 BANK OF AMERICA	WATER PLAN CHECK	348.00
359673 MUIR, ROXANNE	WATER AEROBICS CLASS	140.00
359693 STATE OF CALIFORNIA	INSPECTION SERVICES	2,755.00
359706 AAA FIRE PROTECTION SVCS	FIRE PROTECTION SERVICES	375.11

Prepared by: Georgina Meek
 Finance Accounting

CITY OF ANTIOCH
 CLAIMS BY FUND REPORT
 FOR THE PERIOD OF
 NOVEMBER 13-24, 2015
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359723 BAY BUILDING MAINTENANCE INC	JANITORIAL SERVICES	750.00
359725 BIG SKY LOGOS AND EMBROIDERY	LIFEGUARD UNIFORMS	1,313.25
359729 COMMERCIAL POOL SYSTEMS INC	SUPPLIES	5,820.40
925608 GRAINGER INC	SUPPLIES	28.53
925620 CONSOLIDATED ELECTRICAL DIST INC	SUPPLIES	749.92
925624 GRAINGER INC	SUPPLIES	1,089.18

721 Employee Benefits Fund

Non Departmental

359734 CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	400.00
359737 CONTRA COSTA COUNTY	PAYROLL DEDUCTIONS	323.16
359748 DELTA PARK ATHLETIC CLUB	PAYROLL DEDUCTIONS	37.00
359749 DELTA VALLEY ATHLETIC CLUB	PAYROLL DEDUCTIONS	54.00
359751 DIAMOND HILLS SPORT CLUB	PAYROLL DEDUCTIONS	59.00
359763 FITNESS EVOLUTION	PAYROLL DEDUCTIONS	19.99
359776 IN SHAPE HEALTH CLUBS	PAYROLL DEDUCTIONS	642.00
359778 INTERNAL REVENUE SERVICE	PAYROLL DEDUCTIONS	60.00
359787 LINA	PAYROLL DEDUCTIONS	5,362.66
359796 MUNICIPAL POOLING AUTHORITY	PAYROLL DEDUCTIONS	2,902.12
359808 OPERATING ENGINEERS LOCAL NO 3	PAYROLL DEDUCTIONS	2,640.00
359809 OPERATING ENGINEERS TRUST FUND	PAYROLL DEDUCTIONS	9,887.34
359812 PARS	PAYROLL DEDUCTIONS	3,085.48
359815 PUBLIC EMPLOYEES UNION LOCAL 1	PAYROLL DEDUCTIONS	2,570.42
359821 STANDARD LIFE INSURANCE	PAYROLL DEDUCTIONS	877.00
359824 RECIPIENT	PAYROLL DEDUCTIONS	112.15
925617 ANTIOCH PD SWORN MGMT ASSOC	PAYROLL DEDUCTIONS	535.50
925618 ANTIOCH POLICE OFFICERS ASSOCIATION	PAYROLL DEDUCTIONS	12,710.39
925628 NATIONWIDE RETIREMENT SOLUTIONS	PAYROLL DEDUCTIONS	51,777.04
925633 VANTAGEPOINT TRANSFER AGENTS	PAYROLL DEDUCTIONS	6,134.30



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Michelle Fitzner, Administrative Services Director

SUBJECT: Resolution Approving a New Class Specification of Office Assistant, Assigning a Salary Range, Assigning the Classification to the Operating Engineers Local 3 Bargaining Unit, Authorizing the Addition of One Full-Time Regular Position in the Recreation Budget, and Reallocating Part-Time Temporary Salaries in the Recreation Budget to Cover the Additional Cost

RECOMMENDED ACTION

It is recommended that the City Council adopt a resolution:

1. Approving the class specification of Office Assistant.
2. Assigning the Office Assistant classification to a salary range and to the Operating Engineers Local 3 bargaining unit.
3. Authorizing the addition of one full-time regular Office Assistant position in the FY 2015/16 Recreation Department budget.
4. Reallocating part-time temporary salaries to full-time salaries in the FY 2015/16 Recreation Department budget to cover the additional cost (net zero increase).

STRATEGIC PURPOSE

Strategy L-8: Effective and efficient management of all aspects of Human Resource Management, including Employer/Employee Relations, labor negotiations, classification and compensation, recruitment and selection, benefits administration, and staff development.

FISCAL IMPACT

The request to fund one full-time regular Office Assistant in the Recreation Department will cost the Recreation Fund \$66,520 annually. For the remainder of FY 2015/16 the fiscal impact will be \$33,260. However, staff is requesting that part-time temporary salaries in the Recreation budget be reduced to offset this expense, making it a net zero budget impact.

DISCUSSION

During a review of the organizational structure within the Recreation Department it was determined that there is a long-term need for an additional full-time regular administrative support position. At this time this need is being filled with temporary staff.

Given the budget constraints and the tasks to be assigned, staff recommends the creation of an entry level administrative classification of Office Assistant. This classification is often found as the first step in the administrative support classification series. Staff is recommending the Office Assistant classification be assigned a salary range of \$2600 - \$3120 per month. This fits in a nice progression with the current range for Administrative Assistant I of \$3230 - \$3927 per month.

Since this would be the entry level administrative support classification, it is appropriate that it be assigned to the Operating Engineers Local 3 (OE3) bargaining unit, along with the Administrative Assistant series. Representatives from OE3 have reviewed the job description and salary range and have agreed to both.

Additionally, adding this classification to the class plan will provide all of the City departments with the opportunity to fill future vacancies at this entry level, when appropriate. Although the current need is in the Recreation Department, staff believes this is beneficial citywide.

With regard to the fiscal impact, the additional position will cost \$33,260 for the remainder of FY 2015/16. However, staff is requesting a reallocation of this amount from part-time temporary salaries to full-time salaries within the Recreation Department budget, thereby creating a zero (0) budget impact.

ATTACHMENTS

- A. Resolution Approving a New Class Specification for Office Assistant, Assigning a Salary Change, Assigning the Classification to the Operating Engineers Local 3 Bargaining Unit, Authorizing the Addition of One Full-Time Regular Position in the Recreation Budget, and Reallocating Part-Time Temporary Salaries in the Recreation Budget to Cover the Additional Cost

Exhibit A – Office Assistant Draft Job Description

RESOLUTION NO. 2015/XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROVING A NEW CLASS SPECIFICATION FOR OFFICE ASSISTANT,
ASSIGNING A SALARY RANGE, ASSIGNING THE CLASSIFICATION TO THE
OPERATING ENGINEERS LOCAL 3 BARGAINING UNIT, AUTHORIZING THE
ADDITION OF ONE FULL-TIME REGULAR POSITION IN THE FY 2015/6
RECREATION BUDGET, AND REALLOCATING PART-TIME TEMPORARY
SALARIES IN THE FY 2015/16 RECREATION BUDGET TO COVER THE
ADDITIONAL COST**

WHEREAS, the City has an interest in the effective and efficient management of the classification plan; and

WHEREAS, staff has determined that a new classification of Office Assistant is needed; and

WHEREAS, for internal equity purposes the recommended salary range for the Office Assistant classification is \$2600 - \$3120 per month; and

WHEREAS, since this is the entry level classification in the administrative support series it should be assigned to the Operating Engineers Local 3 (OE3) bargaining unit, along with the Administrative Assistant series; and

WHEREAS, representatives of OE3 have reviewed and approved both the Office Assistant draft job description and proposed salary range; and

WHEREAS, the Recreation Department has determined that a long-term need for an additional full-time regular administrative support position exists, to replace current part-time temporary positions; and

WHEREAS, in order to create no fiscal impact in the FY 2015/16 Recreation budget, staff is requesting to reallocate \$33,260 from part-time salaries to full-time salaries.

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

Section 1. That the class specification for the classification of Office Assistant, attached hereto as Exhibit "A", be approved and added to the City of Antioch Employees' Classification System; and

Section 2. That the Office Assistant classification be assigned a monthly salary range of \$2600 - \$3120; and

Section 3. That the Office Assistant classification be assigned to the Operating Engineers Local 3 bargaining unit, along with the other administrative support series; and

RESOLUTION NO. 2015/XX

December 8, 2015

Page 2

Section 4. That the FY 2015/16 Recreation Department budget be amended to add one full-time regular Office Assistant position to the staffing allocation; and

Section 5. That the FY 2015/16 Recreation Department budget be amended to reallocate \$33,260 from part-time salaries to full-time salaries; and

Section 6 That a copy of this resolution be certified to the Finance Director for budget purposes.

* * * * *

I HEREBY CERTIFY that the foregoing resolution was passed and adopted by the City Council of the City of Antioch at a regular meeting thereof, held on the 8th day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH

OFFICE ASSISTANT

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

SUMMARY DESCRIPTION

Under immediate supervision, performs a wide variety of routine and less complex tasks and duties assigned to classes within the office support series including typing of forms, memoranda, correspondence, reports; assists callers and visitors by supplying information personally or directing information requests according to established procedures; sorts, logs and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Office Assistant is the entry level class in the office support series responsible for performing less complex assignments within an established procedural framework where there are minimal consequences of error. This classification is distinguished from the next higher classification of Administrative Assistant I by the performance of more routine, repetitive and less complex assignments. Receives immediate supervision from administrative and/or management staff.

REPRESENTATIVE DUTIES

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

1. Perform a wide variety of general clerical, and routine administrative and programmatic work in support of assigned programs, division, or department.
2. Type, word process, format, edit, revise, proofread, and process a variety of documents and forms; develop, revise, and maintain standardized and master documents; may compose correspondence and other documents.
3. Screen office calls, visitors, and mail; provide information and assistance including responding to requests for information and assistance; refer callers to proper authority; sort and distribute mail.
4. May maintain calendar of activities, meetings, and various events for assigned staff; may coordinate activities and meetings with other City departments, the public, and outside agencies; may coordinate and arrange special events as assigned.
5. Maintain accurate and up-to-date office files, records, and logs for assigned areas; develop, prepare, and monitor various logs, accounts, and files for current and accurate information.
6. Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; create and maintain computer based tracking information and reports; input corrections and updates.
7. May participate with special projects as assigned; assist in planning, coordinating and implementing assigned programs and events; assist in monitoring assigned programs.

**CITY OF ANTIOCH
OFFICE ASSISTANT (CONTINUED)**

8. Ensure that all required supplies are available as needed and that the facility and equipment are in proper working order; maintain and order office supplies; prepare purchase requisitions; receive invoices and checks for accuracy; process payments.
9. Operate a variety of office equipment including a computer, copier, facsimile machine, and adding machine.
10. Utilize various computer applications and software packages; become familiar with various software specific to assigned department.
11. Perform related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing and basic report preparation.
- Records management principles and procedures including record keeping and filing principles and practices.
- Standard business mathematics.
- Methods and techniques of proper phone etiquette.
- English usage, spelling, grammar, and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Perform a variety of office support duties and activities, following standard guidelines, in support of the assigned department, division, or program area.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Type or enter data accurately at net 35 words per minute.
- Participate in the preparation of a variety of administrative and financial reports.
- Establish and maintain a variety of specialized files and records.
- Prepare correspondence and memoranda from instructions.
- Perform routine mathematical calculations.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Plan and organize work to meet changing priorities and deadlines.
- Understand and carry out oral and written directions.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies.
- Utilize public relations techniques in responding to inquiries and complaints.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

CITY OF ANTIOCH
OFFICE ASSISTANT (CONTINUED)

Education/Training:

Equivalent of the completion of the twelfth grade. .

Experience:

One year of responsible clerical, secretarial, or office administrative support experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: December 2015

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



STAFF REPORT TO THE CITY COUNCIL

DATE: December 8, 2015

TO: Honorable Mayor and Members of the City Council

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

SUBJECT: AB1600 Development Impact Fee Annual Report

RECOMMENDED ACTION

It is recommended that the City Council accept the FY2014/2015 Annual Report of Development Impact Fees.

STRATEGIC PURPOSE

This action is essential for the pursuit of Long Term Goal J: Parks and Recreation, Long Term Goal K: Public Works and Engineering, Strategy K-4: Prioritize infrastructure improvements to coincide with Economic Development goals, and 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.

FISCAL IMPACT

This report does not require any expenditure and, as such, will have no fiscal impact on the City of Antioch.

DISCUSSION

Assembly Bill (AB) 1600 (Cortese, 1987) was approved by the California Assembly in 1987 and was incorporated into California Government Code Section 66000-66008. These statutes are collectively known as the "Mitigation Fee Act" and impose specific requirements on cities that chose to collect development impact fees. GC 66006 requires that all cities that collect development impact fees publish an annual report on the development impact fees collected, the beginning balances, the ending balances, a description of the individual fees, and other general information. This report must be made available to the public within 180 days of the end of the fiscal year during which the fees were collected.

In March 2014, the City Council adopted a development impact fee schedule that is charged to new development in the City of Antioch to offset the related costs of new facilities and infrastructure. Specifically, four development impact fees were adopted: General Administration, Public Works, Police, and Parks and Recreation. These fees are specifically restricted to the construction of new facilities and cannot be used for salaries.

The City of Antioch Development Impact Fees became effective on July 1, 2014 and were collected throughout FY14/15. A summary of these fees and their balances are provided in the attached report.

The report prepared for the adoption of the Development Impact Fees is available at <http://www.ci.antioch.ca.us/citygov/commdev/planningdivision/docs/Development-Impact-Fee-Report.pdf>

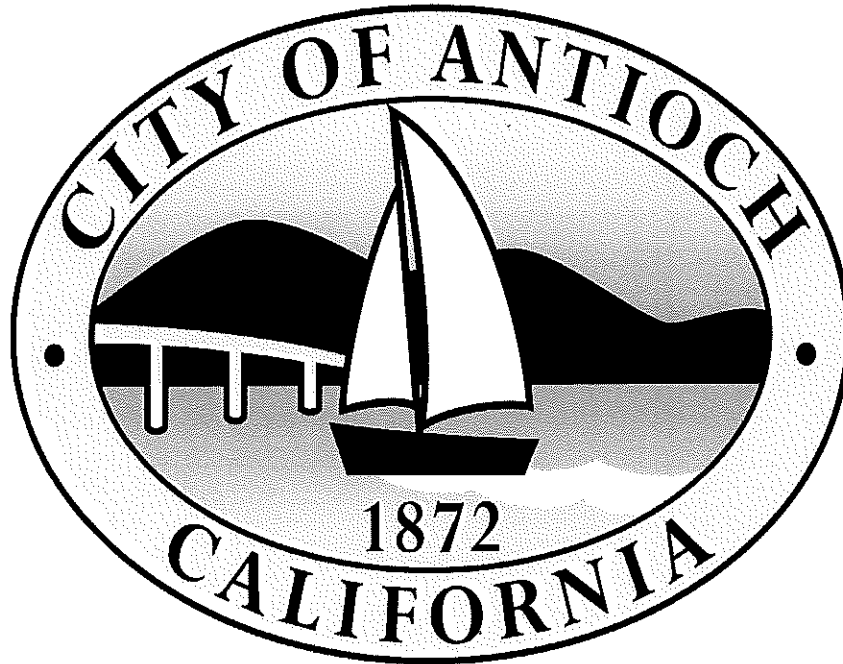
The City Council need not take any formal action on this report.

ATTACHMENTS

- A. City of Antioch Annual Report of Development Impact Fees (AB1600 Report) Fiscal Year 2014-2015

ATTACHMENT "A"

**CITY OF ANTIOCH
ANNUAL REPORT OF DEVELOPMENT IMPACT FEES
(AB 1600 REPORT)
FISCAL YEAR 2014/2015**



**PREPARED BY
CITY OF ANTIOCH
COMMUNITY DEVELOPMENT DEPARTMENT**

DEVELOPMENT IMPACT FEES DESCRIPTION

General Administration

The General Administration development fee covers new development's share of the costs associated with new administrative facilities, land acquisition, general vehicles, and information technology equipment. New capital facilities will be required as the City's service population increases. The fee helps maintain adequate levels of general administration service in the City of Antioch, including adequate City Hall and Council Chamber space and associated land needs as well as adequate service vehicles and technology utilized by the general government staff. Fee revenue is used to fund expansion of civic space, acquisition of vehicles and technology, and land purchase for new public space attributed to demand for new growth.

Public Works

The Public Works development impact fee covers new development's share of the costs associated with new/expanded corporation yard, building space, a garbage ramp, and Public Works vehicles. New capital facilities will be required as service population increases. The fee helps maintain adequate levels of Public Works service in the City of Antioch, including adequate corporation yard space and facilities as well as a garbage ramp and vehicles necessary for Public Works operation. Fee revenue is used to fund the expansion of corporation yard space, facilities, garbage ramp, and vehicle.

Police Facilities and Equipment

The Police Facilities development impact fee covers new development's share of the costs associated with a range of capital facilities, including Police stations, vehicles and other equipment. New capital facilities will be required as the City's service population increases. The fee helps maintain adequate levels of Police facilities, vehicles, and other equipment necessary for adequate Police service provision in the City of Antioch. Fee revenue is used to fund expansion of existing Police station and animal service facilities and acquire new vehicles and specialized equipment attributable to demand from new development.

Parks and Recreation Facilities

The Park and Recreation impact fee is designed to cover the costs associated with new parks and recreation facilities and equipment required to serve future growth in Antioch. It covers the appropriate share of the costs of developing new parks, Community Centers and facilities, library, and associated capital equipment (the park in-lieu fee under the Quimby Act provides revenues based on parkland needs and costs). New capital facilities will be required as the City's population increases. The fee helps provide adequate levels of parks and recreation facilities, Community Center, and library space. Fee revenue contributes funding toward parks and recreation facilities in a number of community parks as well as an additional 20,172 square feet of community facility space and a new library.

City of Antioch
Annual Report of Development Impact Fees
Fiscal Year 2014/2015

FEE SCHEDULE			
<i>Effective 6/24/14</i>			
<i>CC Resolution No. 2014/21 – 3/25/14</i>			
	Single Family <i>\$ per unit</i>	Multi-Family <i>\$ per unit</i>	Non-Residential <i>\$ per square foot</i>
General Administration	445	282	0.07
Public Works	430	273	0.06
Police	1,151	730	0.17
Parks and Recreation	3,154	1,997	0.00
TOTAL FEES	5,180	3,282	0.30

DEVELOPMENT IMPACT FEES FY 14/15	
General Administration (3215500 46660)	11,522.34
Public Works (3215505 46661)	9,796.26
Police (3215510 46662)	27,756.07
Parks & Recreation	0.00
Total Development Impact Fees Collected	49,074.67
Interest Earned– All accounts	182.31
3% Administration	1,469.45
TOTAL REVENUES	\$50,450.75
General Administration (3215500 46660)	0.00
Public Works (3215505 46661)	0.00
Police (3215510 46662)	0.00
Parks & Recreation	0.00
TOTAL EXPENDITURES	\$0.00
BEGINNING BALANCE	0.00
TOTAL REVENUES	\$50,450.75
TOTAL EXPENDITURES	\$0.00
ENDING BALANCE	\$50,450.75

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City of Antioch
Annual Report of Development Impact Fees
Fiscal Year 2014/2015

CONTRIBUTING PROJECTS						
PROJECT NAME	GEN ADMIN	POLICE	PUB WORKS	PARKS & REC	3% ADMIN	TOTAL
Country Hills 20,000 Med Bldg	1,400	3,400	1,200	-	180	6,180
Panda Express	156	379	134	-	20	689
WalMart Expansion	2,350	5,708	2,015	-	302	10,375
Auto Zone	560	1,360	480	-	72	2473
Country Hills 23,174 Med Bldg	1,622	3,940	1,390	-	209	7,161
Buchanan Crossings - Pad C	385	935	330	-	50	1,700
Buchanan Crossings - CVS	1,105	2,684	947	-	142	4,879
Buchanan Crossings - Grocery Outlet	1,190	2,890	1,020	-	153	5,253
City Sports Club	2,660	6,460	2,280	-	342	11,742
TOTAL	\$11,429	\$27,756	\$9,796	-	\$1,470	\$50,451

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STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Dawn Merchant, Finance Director

REVIEWED BY: Steve Duran, City Manager

SUBJECT: Budget Amendment for Use of State Reimbursement of Pre-2004 Unfunded Mandates

RECOMMENDED ACTION

It is recommended that the City Council approve a resolution adopting a fiscal year 2016 General Fund budget amendment for use of state mandated reimbursements and interest received.

STRATEGIC PURPOSE

This action falls under Strategic Plan Long Term Goal N: Achieve and maintain financial stability and transparency.

FISCAL IMPACT

The City received \$883,175 in State mandated reimbursements and interest. These monies are currently in General Fund reserves and require General Fund budget amendments to be spent in accordance with Council direction provided on November 24th.

DISCUSSION

The City of Antioch received \$793,767 in pre-2004 unfunded state mandates and interest thereon in an amount of \$89,408. On November 10th, Council formulated a policy for use of one-time monies and the use of these funds in particular was discussed on November 24th in accordance with the policy. The following utilization of funds was approved by Council:

1. \$441,588 to be applied towards the unfunded liability for the Police Supplementary Retirement Plan.
2. Use \$229,377 for a Habitat Conservation Plan (HCP) Section 6 Grant match.
3. Provide \$20,000 in funding for restoration of the fire truck recently sold to the Antioch Historical Society.

4. Provide \$500 in funding for Sister City activities.
5. Provide \$4,300 in funding to Antioch Unified School District for the Deer Valley High School after school library program for either enhancing the program or staffing and snacks for the program.
6. Keep the remaining \$187,410 balance of funds in General Fund reserves pending the outcome of litigation with the Department of Finance regarding redevelopment dissolution.

In order to properly appropriate funds for spending, a General Fund budget amendment of \$695,765 is required. As the \$187,410 is being maintained in reserves and not spent at this time, no budget action is required for that portion.

ATTACHMENT

- A. Resolution Adopting a Fiscal Year 2016 General Fund Budget Amendment for the Use of State Mandated Reimbursements and Interest Received.

RESOLUTION NO. 2015/**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH APPROVING A FISCAL YEAR 2016 GENERAL FUND BUDGET AMENDMENT FOR THE USE OF STATE MANDATED REIMBURSEMENTS AND INTEREST RECEIVED

WHEREAS, the City of Antioch received \$883,175 in pre-2004 State Mandated Reimbursements and interest thereon; and

WHEREAS, on November 10, 2015 the City Council of the City of Antioch approved a policy for use of one-time funds; and

WHEREAS, pursuant to the policy, a minimum of 50% of one-time funds must be applied to the City’s unfunded pension and other post employment liabilities with the first priority being the Police Supplementary Retirement Plan; now

THEREFORE, BE IT RESOLVED that a fiscal year 2016 General Fund budget amendment in the amount of \$695,765 is hereby approved for the following expenditure allocations:

- 1. \$441,588 to be applied to the unfunded liability for the Police Supplementary Retirement Plan.
2. \$229,377 for a Habitat Conservation Plan Section 6 Grant Match.
3. \$20,000 to the Antioch Historical Society for restoration of a fire truck previously owned by the City of Antioch.
4. \$500 for funding of Sister City activities.
5. \$4,300 to the Deer Valley High School after school library program.

* * * * *

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 8th day of December 2015, by the following vote:

AYES:

NOES:

ABSENT:


ARNE SIMONSEN CITY CLERK OF THE CITY OF ANTIOCH



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Steve Duran, City Manager 

SUBJECT: Approval of Budget Amendment

RECOMMENDED ACTION

It is recommended that the City Council adopt the resolution appropriating and re-allocating fiscal year 2016 budget expenditures and transfers for remittance of funds to the Contra Costa County Auditor-Controller's Office for monies due under the Due Diligence Review of the former Antioch Development Agency in order to receive a Finding of Completion and approval of the Long Range Property Management Plan.

STRATEGIC PURPOSE

This action falls under Strategic Plan Long Term Goal H: Complete dissolution of Antioch Development Agency.

FISCAL IMPACT

\$768,958 is in the fiscal year 2016 budget in the Marina Fund as a contingent liability to pay to the County for these funds. The payment of these funds from the Marina would trigger a General Fund subsidy, and thus \$359,716 is budgeted as a transfer out of the General Fund to the Marina Fund beginning in the current year.

This budget action would re-allocate the \$359,716 transfer out of the General Fund to the Marina as an operating expense of the General Fund instead and increase the operating expense budget of the General Fund by \$409,242, for a total operating expense of \$768,958 to remit to the County. In addition, this action will remove the expenditure and related transfer in from the Marina Fund budget.

DISCUSSION

As part of the dissolution of the Antioch Development Agency (ADA) the California Department of Finance (DOF) issued a final determination letter dated May 1, 2013, asserting that \$1,033,783 was available for distribution to the taxing entities. Of that amount, \$768,958 remains unpaid. The funds at issue are deposited into a Marina reserve fund in compliance with the requirements of a loan agreement among the City of Antioch, the former Antioch Development Agency and the Department of Boating and Waterways (DBAW). In accordance with the agreement with DBAW, once the funds are deposited into the reserve account they cannot be released without DBAW approval.

Over the past few years City staff has been working with both DBAW and DOF to have them recognize that the DBAW loans as amended in 2001, are an enforceable obligation entitled to repayment in accordance with the Redevelopment Dissolution Laws. Since the City has been unsuccessful in obtaining resolution from DBAW and the DOF the City of Antioch and the Successor Agency to the Antioch Development Agency have filed a lawsuit against the California Department of Finance, Controller of the State of California, and the Contra Costa County Controller in order to bring resolution to the outstanding contested funds. This case is scheduled to be heard in February 2016.

Recent legislation, Senate Bill 107 adopted this past September provides that Successor Agencies must receive their finding of completion by December 31, 2015 or they will never receive their finding of completion. If a Finding of Completion is not received by December 31, 2015 ADA property that is non-government purpose will have to be sold expeditiously and for maximum value. This mean we will lose development control of some of our most valuable downtown properties. In order to obtain the finding of completion, the Due Diligence Review payment must be made. If subsequent to payment of the \$768,958, the City is successful in its litigation, the amounts paid can be recovered by placing those amounts on a ROPS.

The payment of the \$768,958 will allow the DOF to issue a Finding of Completion before the end of the year, we retain control of our properties, and we still have our lawsuit with the State and County moving forward early next year.

ATTACHMENT

- A.** Resolution Appropriating and Re-Allocating Fiscal Year 2016 for Remittance of Funds to the Contra Costa County Auditor-Controller's Office

RESOLUTION NO. 2015/**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
APPROPRIATING AND RE-ALLOCATING FISCAL YEAR 2016 EXPENDITURES
AND TRANSFERS FOR REMITTANCE OF DUE DILIGENCE REVIEW FUNDS TO
THE CONTRA COSTA COUNTY AUDITOR-CONTROLLER'S OFFICE**

WHEREAS, the Antioch Development Agency (“ADA”) was dissolved effective February 1, 2012 pursuant to State legislation; and

WHEREAS, the City of Antioch elected to act as the successor agency to the ADA;

WHEREAS, the Department of Finance has determined, pursuant to the Other Funds and Accounts Due Diligence review completed for the ADA and the Successor Agency, that the Successor Agency had in available funds \$1,033,783 of which \$768,958 remains unpaid; and

WHEREAS, although the City and the Successor Agency continue to dispute the Department of Finance’s determination of the amounts available, the City has determined that in order for the Successor Agency to obtain a finding of completion from the Department of Finance, it is necessary to pay the amounts the Department of Finance has determined are owed; and

WHEREAS, pursuant to the Dissolution Laws governing the dissolution of the ADA, if the City and the Successor Agency receive a final judicial determination that the Department of Finance’s determination is incorrect, the City will be entitled to a return of the amounts paid and will receive such funds by placing that amount on a Recognized Obligations Payment Schedule; and

WHEREAS, amendments to the fiscal year 2016 expenditure and transfers budget are required;

THEREFORE, BE IT RESOLVED that the appropriation and re-allocation of expenditures and transfers in the 2016 fiscal year budget are hereby approved for the following amounts:

	General Fund	Marina Fund
Operating Expenditures	\$768,958	(\$768,958)
Transfer Out to Marina Fund	(359,716)	-
Transfer in From General Fund	-	(\$359,716)

RESOLUTION NO. 2015/XX

December 8, 2015

Page 2

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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 8th day of December 2015, by the following vote:

AYES:

NOES:

ABSENT:

ARNE SIMONSEN
CITY CLERK OF THE CITY OF ANTIOCH



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Derek Cole, Interim City Attorney *DC/spd*

SUBJECT: Receive Report on and Give Direction Concerning Potential Changes to City Code Regarding Code Enforcement Matters

RECOMMENDED ACTION

It is recommended that the City Council receive a report from the City Attorney and Code Enforcement Staff regarding the subjects of Marijuana Cultivation, Camping on Public and Private Property, Regulation of Donation Bins, Dumping/Littering, and Graffiti. After receiving the report, the Council should give Staff direction regarding any changes to the City Code it wishes to consider regarding these subjects.

STRATEGIC PURPOSE

The proposed action is consistent with Strategy C-2 (“Create a multifaceted team of resources that can be assembled to address areas that habitually experience any combination of criminal, illegal, blighted, and nuisance activities and/or conditions.”) and Strategy M-1 (“Effectively and efficiently provide legal services in support of the City’s policies, procedures and initiatives... Continue to keep the Council apprised of legal matters”).

FISCAL IMPACT

The consideration of this update does not itself have any fiscal impacts. The enforcement of existing City ordinances, along with enforcement of any new ordinances, would have financial costs relating to the level of staff and resources the City Council wishes to devote to such enforcement. But the specific fiscal impact of such enforcement cannot be estimated at this time without further direction from the Council regarding these subjects.

DISCUSSION

In association with Code Enforcement Staff, the City Attorney’s Office has been requested to report on the existing City Codes, and any possible amendments, regarding the following subjects:

1. Marijuana Cultivation

The City Council received a report regarding this subject at the last City Council meeting. Because of public notice requirements and the intervening Thanksgiving Holiday, it was not possible to publish notice of the ordinance in the newspaper, as

required, in time for the first reading of a cultivation ordinance to occur at the December 8 meeting. The first reading will therefore occur at the Council's January 12, 2016 meeting.

2. Camping on Public and Private Property

At present, the authority to regulate "camping," the term often used to describe homeless encampments on public and private property, is in flux. A number of lawsuits are pending in courts throughout the nation and State of California alleging that local anti-camping ordinances are illegal. A recent federal Department of Justice Memorandum has also opined that it is unconstitutional to prohibit homeless persons from sleeping outside (at least when shelter beds are at capacity).

Because of the evolving nature of the law in this area, the City Attorney's office has strong concerns about considering any anti-camping ordinance at this time. Our office believes the City should instead continue to monitor the legal developments in this area and focus on other ways in which the secondary effects of camping can be controlled. For instance, the City could devote more resources toward enforcement of its anti-littering ordinance and can adopt a separate shopping cart ordinance, which is scheduled to be presented to the Council early next year.

3. Donation Bins

The City Zoning Ordinance does not presently authorize the placement of donation bins on private properties as a permitted, conditional, accessory, or otherwise allowable use. On the one hand, the absence of such authorization could allow the City to assert that donation bins are not permitted anywhere within City limits and to pursue code enforcement (e.g., citations or abatement) wherever bins are presently located. On the other hand, taking such an approach can create legal problems for the City. Recent court decisions have indicated that an outright ban on donation bins may interfere with the First Amendment. A reported appellate decision from a federal appellate court in Michigan has so held and at least three Southern California cities have recently been sued for their donation-bin bans. In light of these developments, the City Attorney's Office believes that amendments to the City Code are warranted to ensure the City's Code is not construed to prohibit donation bins outright.

The Planning Division is considering an approach to the subject that would involve issuing administrative permits for donation-bin uses. While full, discretionary authority over such uses may not be legally appropriate, the permitting process could allow the City to assert reasonable controls over the locations and manners in which the donation boxes are maintained, ensuring they will be kept in a neat and orderly manner, and providing for permit revocation if they are not.

Given existing staff levels and the development projects it is currently processing, the Planning Division anticipates it will bring an ordinance forward to the Council in the first half of 2016.

4. Dumping/Littering

The City presently has a number of ordinances that address the subject of dumping. In particular, Section 6-3.14 of the City Code makes it illegal to dump on private or public property. This prohibition applies to any “person,” so it is applicable to property owners as well as renters, persons other than property owners, and even trespassers. Section 5-9.01 also prohibits littering on public streets by any persons.

Given the direct existing ordinances that exist regarding this subject, our Office does not believe that amendments to the City’s dumping or littering ordinances are necessary. We believe instead that the issue is one of enforcement, and specifically, what staffing and resources should be devoted to this subject compared to other subjects.

5. Graffiti

Sections 5-1.401-408 of the City Code comprehensively prohibit graffiti within City limits. These sections declare graffiti to be a public nuisance, provide for abatement by the City against property owners who allow graffiti to remain for more than 10 days, and allow the City to recover abatement costs against the property owner. The City Code also allows the City to pursue abatement expenses against the person who caused the graffiti (or his or her parents if that person is a minor).

As with the subject of dumping and littering, the City Attorney’s Office does not believe further code amendments are necessary. Rather, the issue is the enforcement level the Council wishes Code Enforcement Staff to take concerning this problem and how to ensure sufficient staffing and resources are provided for such enforcement.

ATTACHMENT


None.



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of December 8, 2015

TO: Honorable Mayor and Members of the City Council

SUBMITTED BY: Steve Duran, City Manager 

SUBJECT: East County Family Justice Center Resolution

RECOMMENDED ACTION

It is recommended that the City Council consider adopting a resolution directing staff to work with County Supervisors, County staff and other East County Cities toward the establishment of a Family Justice Center in East Contra Costa County.

STRATEGIC PURPOSE

Working with the County to establish a Family Justice Center in East Contra Costa County would fall under Strategy F-5: Work with State and Regional Economic Development Partners to leverage strengths for the benefit of the City and region.

FISCAL IMPACT

There is no fiscal impact at this point other than staff time. The City Manager and Police Chief have already attended a few meetings regarding this initiative, along with representatives from the County and other East County Cities.

DISCUSSION

Family Justice Centers have now been established in West and Central Contra Costa County, in Richmond, and Concord. Supervisor Mary Piepho and her staff have convened a number of meetings in this regard and a presentation has been made to the Antioch City Council. The presentation is attached for reference. In addition, the following bullet points have been provided by the folks working with the County on this effort.

- **The Family Justice Alliance of Contra Costa will focus on the needs of victims.**
The Family Justice Alliance of Contra Costa seeks to ensure a compassionate, comprehensive response to the needs of victims experiencing interpersonal violence, domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.
- **Family Justice Centers are a new way of doing business that is part of our County's path to a violence-free future.**

Family Justice Centers help us use existing resources in new ways to: ensure easier access to high-quality services, build safer and healthier communities, and create violence-free futures.

- **Family Justice Centers provide wrap-around services for victims.**

Family Justice Centers bring together multiple organizations to coordinate wrap-around services for victims of interpersonal violence and their families.

- **Planning for the Family Justice Alliance of Contra Costa will focus on shared governance and sustainability.**

The objectives of the planning process for the alliance include establishing an effective shared governance structure and a sustainability plan for new, existing, and future Family Justice Centers in the County.

- **The Family Justice Alliance of Contra Costa builds on the experience of existing Family Justice Centers in the region.**

In 2011, the first Family Justice Center in the County opened in a temporary location to support the healing of family violence survivors in Richmond/West County (West Contra Costa Family Justice Center). An expanded permanent location for this center will open in Spring 2015. In 2014, planning efforts began to establish a Central County Family Justice Center with a pilot site planned to open during Winter 2015 in Concord. Preliminary discussions to assess readiness for a Family Justice Center in East and Far East County have also begun.

- **Stakeholder engagement will be an essential element of the planning process.**

The strategic planning process will prioritize robust stakeholder engagement in order to ensure that the development of the Family Justice Alliance of Contra Costa both responds to, and is supported by, Contra Costa's diverse communities.

- **Planning team and contact information:**

A core group of representatives from the Zero Tolerance Initiative, other local government agencies, and community-based partners will guide the planning process with support from the Glen Price Group.

For more information, contact Devorah Levine, Contra Costa County Zero Tolerance for Domestic Violence Initiative, dlevine@ehsd.cccounty.us.

ATTACHMENTS

A – Resolution

B – PowerPoint Presentation

RESOLUTION NO. 2015/**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANTIOCH
EXPRESSING SUPPORT FOR THE CONSTRUCTION OF A FAMILY JUSTICE
CENTER TO SERVICE EAST CONTRA COSTA COUNTY AND DIRECTING STAFF
TO WORK WITH STAFFS OF NEIGHBORING CITIES AND SUPERVISORS GLOVER
AND PIEPHO TO COORDINATE PLANNING FOR, FUNDING, LOCATING AND
CONSTRUCTING THE FAMILY JUSTICE CENTER**

WHEREAS, Family Justice Centers ensure that victims of interpersonal violence, domestic violence, sexual assault, child abuse, elder abuse, and human trafficking can receive services and support;

WHEREAS, Family Justice Centers bring together multiple organizations to coordinate wrap-around services for victims of interpersonal violence and their families;

WHEREAS, Family Justice Centers presently exist in Richmond and Concord and have demonstrated the importance and benefits of such centers in serving the affected residents of the portions of the County they serve;

WHEREAS, There presently is no Family Justice Center serving the residents of East Contra Costa County;

WHEREAS, The City of Antioch is committed to working with its neighboring Cities, Brentwood, Oakley, and Pittsburg, as well as with the Offices of Contra Costa Supervisor Federal Glover and Supervisor Mary Nejedly Piepho, to pursue funding, the selection of a location, and construction of a Family Justice Center that can properly serve the residents of East Contra Costa County;

NOW, THEREFORE, BE IT RESOLVED THAT, The City Council of the City of Antioch expresses its support for the construction of a Family Justice Center to serve East Contra Costa County;

BE IT FURTHER RESOLVED THAT, The City Council directs City Staff to take all steps necessary to work with the staffs of the neighboring Cities and of Supervisors Glover and Piepho to coordinate regarding planning for, securing funding, locating, and constructing the Family Justice Center.

* * * * *

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 8th day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

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

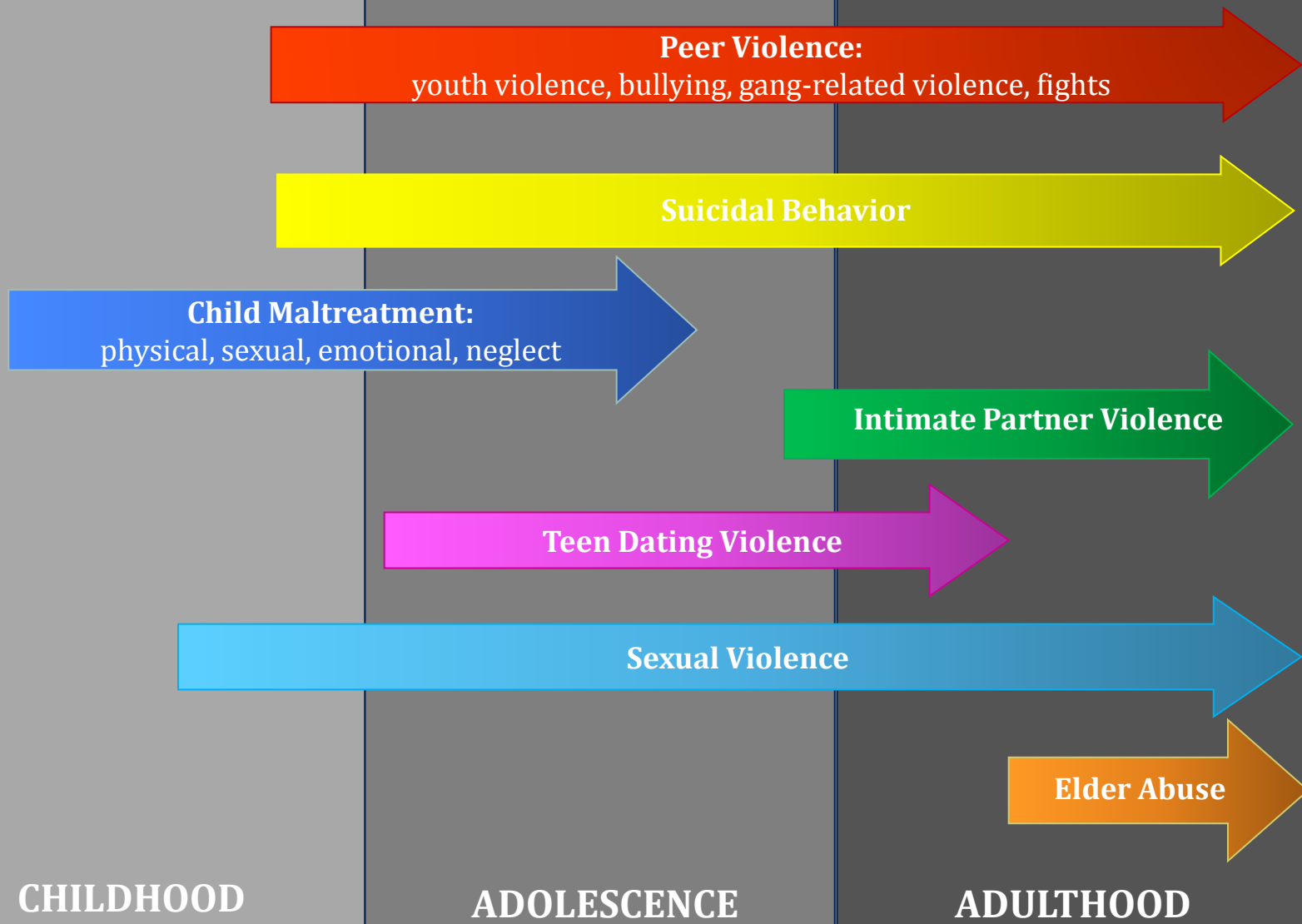


Family Justice Center

Purpose:

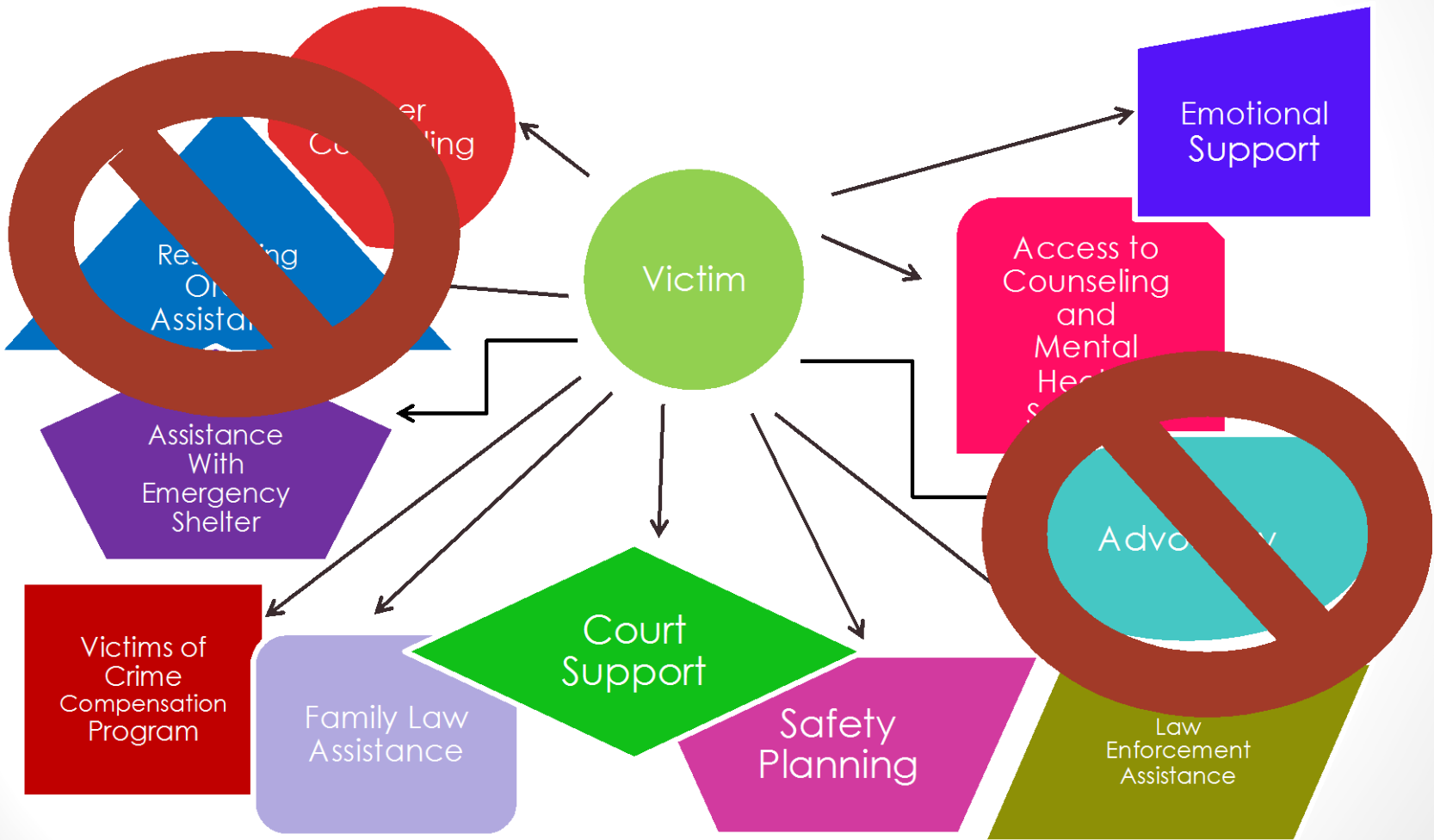
- Gain an understanding of the Family Justice Center Model
- Explore possibility of establishing a Family Justice Center in East County

Different Forms of Violence

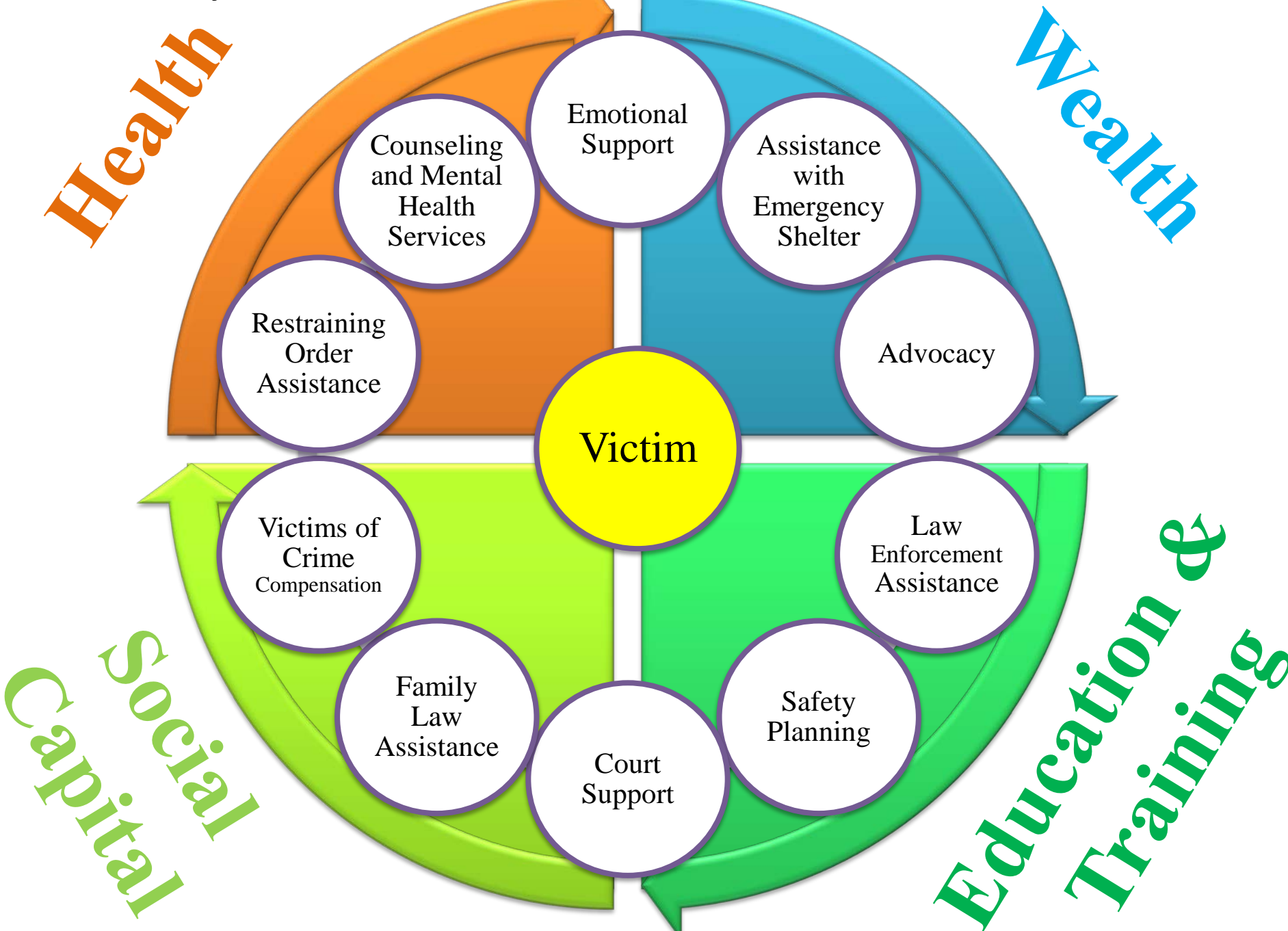


Source: Centers for Disease Control and Prevention, Division of Violence Prevention

Current Potential Victim Pathway



What is a Family Justice Center?

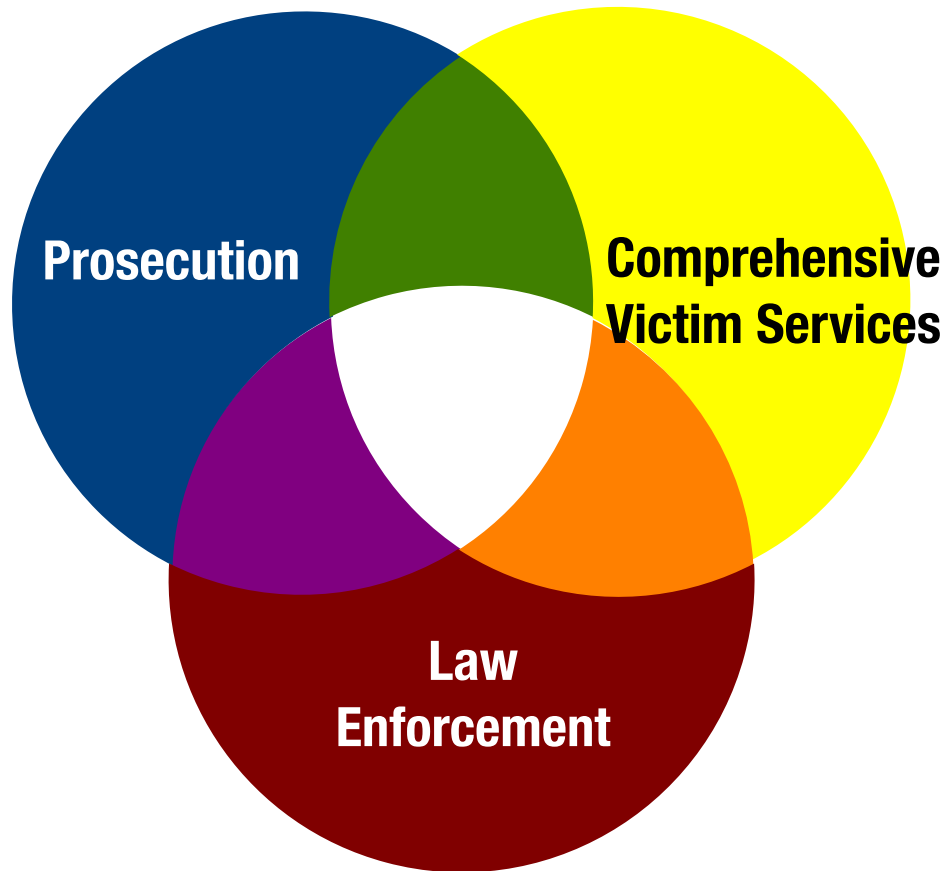


Leverages Existing Resources

- Co-locates existing personnel from partner agencies under one roof using existing resources from each partner
- Leverages existing resources rather than duplicating or replacing existing programs
- Majority of center staffing and services are covered through FJC Partners' existing budgets

Promotes Integration and Collaboration

- Integrates systems and services across agencies



Saves Lives and Money

- Communities with Family Justice Centers have experienced **reduction in domestic violence homicides**:
 - San Diego: 30 homicides in 1985; 7 in 2011
 - New York: 54% reduction in homicides since opening Family Justice Centers
- Reduction in domestic violence homicides and other related crimes **saves money**:
 - A 2010 study by Iowa State University found that
 - one murder costs the \$17.5 million,
 - one rape costs \$448,532, and
 - one aggravated assault costs \$145,379

OVERVIEW – FJC EFFORTS IN CCC

2001: SB 968 declares Contra Costa County the first *Zero Tolerance for Domestic Violence* County in California; Partnership begins to plan for integration.

2011: First Family Justice Center in the County opened in Richmond (West Contra Costa FJC)

2013-2014:

- Central County FJC - Planning efforts began

2015:

- Board of Supervisors adopts as FJC as best practice and directs Zero Tolerance to establish a network
- Central County FJC to open pilot - Grand Opening March 19th
- West Contra Costa FJC will move to new permanent site in Richmond – Ribbon Cutting May 14th
- East County FJC – Discussions underway

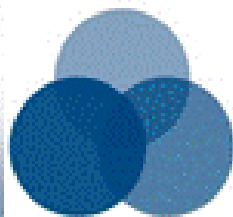
Ongoing: Planning for a countywide Family Justice Center Alliance to be completed within 18 months



Join us as we celebrate the
Grand Opening
of the Central Family Justice Center

March 19, 2015
2151 Salvio Street, Concord

Ribbon-cutting at 12:00 pm followed by an Open House



FAMILY JUSTICE CENTER

SERVING • CONNECTING • EMPOWERING

The FJC Model in East County

- A Family Justice Center is about much more than a building. Planning should focus on:
 - Keeping victims and their children at the center
 - Understanding the context in East County
 - Creating highly effective working relationships among professionals
 - Breaking down silos to create safer communities
 - East County effort as collaboration

A Countywide Network

- Link Family Justice Centers together for Governance, fundraising and sustainability
- Benefits:
 - Efficient Use of Resources
 - Consistent Access to Quality Services
 - Streamlining of Policies

Should a Family Justice Center in be established in East County?

*“Would the Family Justice Center
approach be an effective way to
improve outcomes for victims and
their families in East County?”*

Discussion & Next Steps

Contact: Devorah Levine
Director, Zero Tolerance for Domestic Violence Initiative
dlevine@ehsd.cccounty.us
(925) 313-1524

Susun Kim
Executive Director, Contra Costa Family Justice Center
skim@wccfjc.org
(510) 965-4937

Tomi Riley
Office of Supervisor Mary Nejedly Piepho
tomi.riley@bos.cccounty.us
(925) 252-4500