



City Of Vacaville

Monthly Report

February 2020

TO: Honorable Mayor and City Council

FROM: Jeremy Craig, City Manager

ADMINISTRATIVE SERVICES

HUMAN RESOURCES (HR) DIVISION

For the month of January 2020, the Human Resources Division received and screened 670 applications, processed 12 full-time new hires/promotions and 10 part-time hires.

FINANCE DIVISION

Water Disconnection for Non-Payment

SB 998 (Dodd), the "Water Shutoff Protection Act" went into effect on February 1, 2020. Among the requirements the City had to comply with was adopting a written water discontinuation policy available in English, Spanish, Chinese, Tagalog, Vietnamese, Korean, and any other language spoken by 10 percent or more of the City's population and making the policy available on the City's website. Staff has created a webpage to comply with this mandate and has also made translations of a sample residential utility bill and shutoff notice available as well.

Business Licenses

The City's annual business license renewal process will begin next month. Renewals will be sent out in early March and will be due back to the City at the end of April. Last year the City processed close to 5,000 renewals.

INFORMATION TECHNOLOGY (IT) DIVISION

For the month of January 2020, the IT Division received and closed 391 support requests from across the City. IT staff is actively working on several major projects, including the five-year Technology Strategic Plan, an upgrade of the public safety radio system, deployment of a new public safety computer-aided dispatch system, and implementation of the ERP system.

COMMUNITY DEVELOPMENT

DEPARTMENT DEVELOPMENT RELATED REVENUES

Revenues generated by Community Development during January 2020 were \$480,776.47.

PLANNING COMMISSION

At the January 21, 2020 Planning Commission meeting, Commissioners discussed the following items:

- ALAMO MIXED USE - Proposal to construct a new mixed use project on a vacant 9.34-acre parcel located on the north side of Alamo Drive, across Raleigh Drive. The project includes 73 townhomes, a 6,500 sq. ft.

single-story commercial building, and a 3.15-acre detention basin. Commissioners recommend the City Council adopt the Ordinance and Resolution approving the Alamo Mixed Use Project.

- LAND USE & DEVELOPMENT CODE UPDATE - The City's consulting firm, Lisa Wise Consulting, Inc. (LWC) presented a comprehensive update to the Land Use and Development Code (LU&DC) focusing on Resource Protection and Subdivision Standards. Informational only. No action required.
- PUBLIC INVOLVEMENT STRATEGY - The proposal is to create a public involvement strategy to encourage participation in land use planning. Commissioners recommend the City Council adopt the Public Involvement Strategy.

ADVANCED PLANNING

1. DOWNTOWN SPECIFIC PLAN / DOWNTOWN CONNECTIVITY AND STREETScape DESIGN PLAN

- Staff completed and closed two online surveys that ran for 4 months. The results are being compiled so they can be shared and used in the Plan.
- Staff held the third Community Workshop on January 23, 2020, to present and discuss the complete draft of the Downtown Connectivity and Streetscape Plan. Additionally, staff met with the joint CAC/TAC group on the same Plan.
- Staff anticipates presenting the Downtown Connectivity and Streetscape Plan to Planning Commission and City Council in February.
- Staff is evaluating the schedule for the Downtown Specific Plan and setting up the next step to continue to move forward.

2. LAND USE & DEVELOPMENT CODE UPDATE

- The City's consultant, Lisa Wise Consulting, presented to the Planning Commission on Resource Protection and Subdivision Standards.
- Work continued on the next set of code sections, planned for presentation to the Planning Commission in March.
- All documents are available at www.vacavillecodeup.com.

3. GREEN TREE PROJECT

- Staff, the developer and the Leisure Town Liaisons Committee continue to meet to discuss the progress on the project.
- Staff continued to work with the professional consultants to start the technical studies required for the Environmental Impact Report (EIR).
- All comments received on the EIR Notice of Preparation are viewable on the project website www.cityofvacaville.com/greentree.

4. SB 2 HOUSING GRANT

- Staff submitted an application to the California Department of Housing and Community Development (HCD) for a grant funded by the Building Homes and Jobs Act (SB 2). This is a one time, guaranteed planning grant in the amount of \$310,000. The purpose of this grant is to fund activities that accelerate housing production. The City Council authorized the submittal of this application for the purpose of securing funding to help offset the cost of the Downtown Specific Plan, which will include provisions for additional housing downtown. The grant application is currently being reviewed by HCD staff.

5. PARK PARISH SUBDIVISION

- Staff responded to the applicant with recommended subdivision design changes, which the applicant corrected and resubmitted.
- Staff responded to the applicant with recommended land use changes to ensure provision of neighborhood serving commercial services. The applicant team reviewed and submitted a list of potential land uses to be added to the existing.

6. ACCESSORY DWELLING UNIT ORDINANCE AMENDMENTS

- In October 2019, new California legislation was signed that changed the regulations for ADUs. Staff worked with City Attorney's Office and California Department of Housing and Development in reading and interpreting the new laws to amend the City's Municipal Code. The final Code amendments will be presented to City Council for adoption in February.

7. SUBDIVISION PLAN CHECKS

Plan checks continue for:

- Vanden Meadows – Foxboro Knoll and Parkside – Final Maps, Rough Grading, Improvement, & Landscape Plans
- Farmstead – Subdivision improvement plans and landscape plans
- Roberts' Ranch Villages – Plan checks continue on the first 4 phases

CURRENT PLANNING

1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED

- AVIATOR AND MONTE VISTA WAREHOUSE PROJECT (FILE NO. 20-017)
General Plan Amendment to change land use designations of two properties from Commercial General (CG) to Industrial Park (IP), and a Design Review request to construct two warehouse buildings: (1) a 205,220 sq. ft. warehouse building on two vacant parcels at the northwest corner of Aviator Drive and East Monte Vista Avenue; and (2) a 301,000 sq. ft. warehouse building on three vacant parcels at the northeast corner of Cessna Drive and Aviator Drive.
- SEMBLANTE REAR YARD SETBACK REDUCTION (FILE NO. 20-018)
Administrative Clearance request to reduce the required rear yard setback from 15 feet to 11 feet and 4 inches for the purpose of constructing a 90 sq. ft. patio cover attached to an existing home located at 601 Snapdragon Street.
- MICHAEL PATIO COVER (FILE NO. 20-048)
Administrative Clearance request to increase the maximum lot coverage from 40% to 50% for the purpose of constructing a 352 sq. ft. patio cover attached to an existing home located at 692 Del Mar Circle.

2. DEVELOPMENT REVIEW APPLICATIONS APPROVED

- VACA VALLEY HOTEL PROJECT (FILE NO. 18-305)
The City Council voted 5-0 to adopt a Mitigated Negative Declaration and Zoning Map Amendment, and approve Policy Plan Amendment, Planned Development and Tentative Parcel Map requests for the Vaca Valley Hotel Project. The project includes a four-story 144-room hotel on a vacant 5.43-acre parcel located at the southwestern corner of Vaca Valley Parkway and East Monte Vista Avenue. The site also includes a 2,600 sq. ft. drive-through restaurant, 2,000 sq. ft. retail building and a 1,500 sq. ft. office building.
- VANDENGATE HOUSE PLANS (FILE NO. 19-085)
The Director of Community Development approved a Planned Development request to construct three house plans on 43 lots in the Vandengate Subdivision, located east of Vanden Road and south of Joyce Drive. The house plans consist of one (1) single-story model and two (2) two-story models ranging in floor area from 2,329 sq. ft. to 3,357 sq. ft. Exterior elevations reflect Tuscan, French Cottage and Craftsman design themes.

- HENNER TANK LINES BUILDING (FILE NO. 19-210)
The Director of Community Development approved a Conditional Use Permit request to construct an approximately 11,000 sq. ft. truck terminal facility on a vacant 5-acre parcel located on the east side of Crocker Drive, adjacent to the Vaca Valley Travel Center. The building includes an office area with three service bays and one wash bay. The site includes 28 parking spaces, 13 semi-trailer parking spaces, and a fuel storage tank and trash enclosure. The project also includes a Tentative Parcel Map request to subdivide the site into two separate parcels (Parcel A – 3.28 acres and Parcel B – 1.73 acres).
- AT&T CELL SITE MODIFICATION (FILE NO. 19-331)
The Director of Community Development approved a Modification request to modify an existing telecommunications facility on the roof of an existing commercial building located at 479 Mason Street. The changes include: (1) replace six panel antennas; (2) increasing the antenna size to 6 ft.; (2) install nine radio units; and (3) install three new power and distribution blocks. The approval removed a previously approved condition for screen walls to be installed on the roof to conceal equipment.
- FENLON SIDE YARD SETBACK REDUCTION (FILE NO. 19-370)
The Director of Community Development approved an Administrative Clearance request to reduce the required side yard setback from 10 ft. to 8 ft. for the purpose of constructing a swimming pool in the side yard of a residence at 613 Elderberry Loop.

3. HOME OCCUPATION PERMITS

- 42 applications, 43 approved

4. BUILDING PERMIT PLAN CHECKS

The Planning Division reviewed 69 Building Permit applications, including:

- Bristowe Plot Plans (North Village Unit 7B)
- Bristol Plot Plans (Brighton Landing Village 7)
- Oxford Plot Plans (Brighton Landing Village 8)
- Sheffield Plot Plans (Brighton Landing Village 9)
- Preston Plot Plans (Brighton Landing Village 10)
- Cambridge Plot Plans (Brighton Landing Village 12)

5. ZONING VERIFICATION REQUESTS

- 1 received

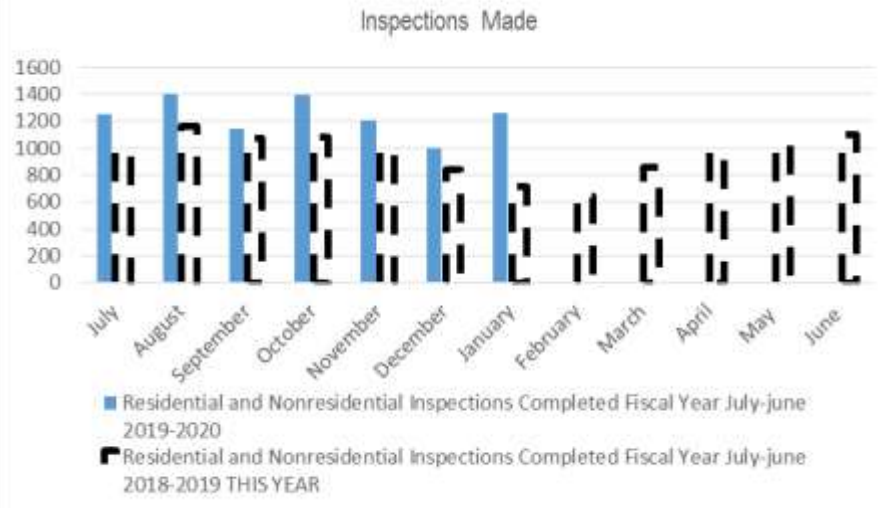
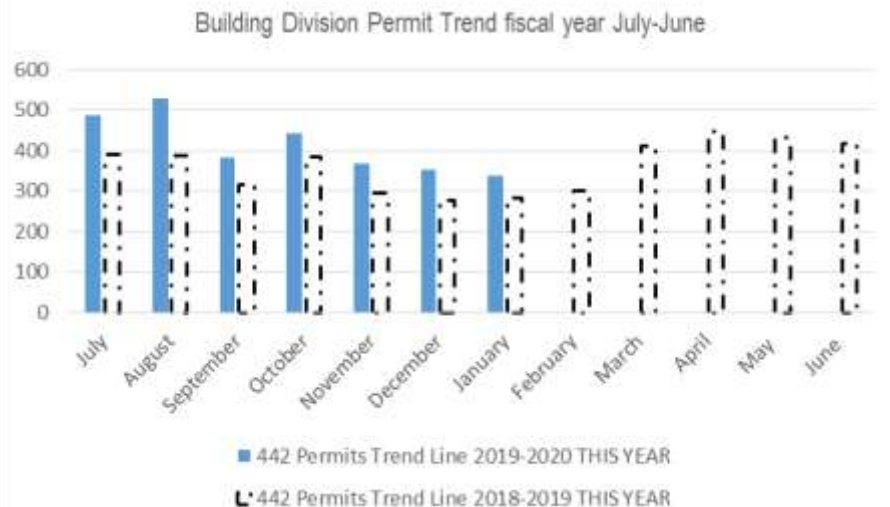


6. TREE REMOVAL PERMITS

- 2 received; 2 issued

7. PLANNING COUNTER INQUIRIES

- 113 development related inquires

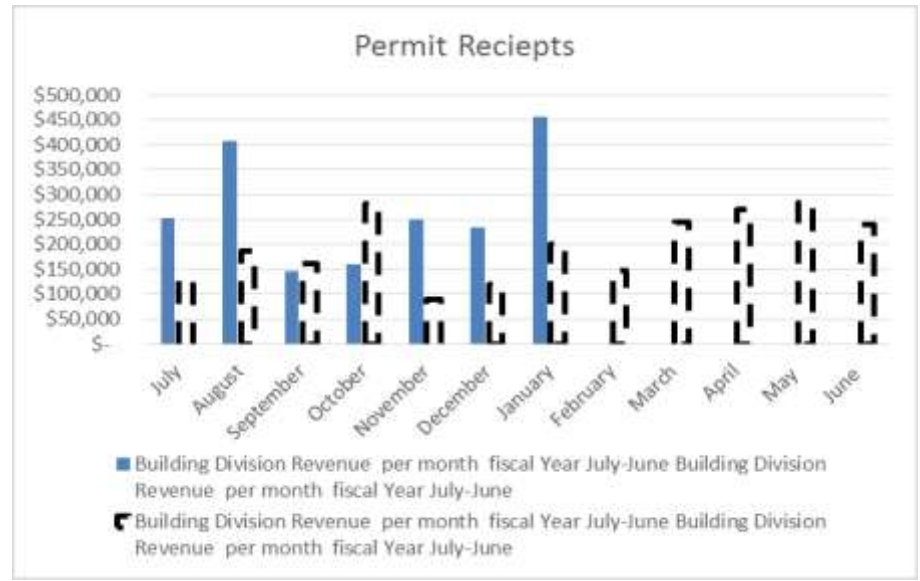
BUILDING DIVISION

<p>1260 Residential and Nonresidential Building Inspections for the month of January</p> <p>Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month</p>			
<p>339 Permits issued for the month of January</p> <p>Permits issued each month this fiscal year with trend line</p> <p>Permits issued in each month same time last year</p>			
<p>New Single Family Dwelling Unit Permits issued this month / total for Fiscal Year 19-20 through January</p>	<p>36/258</p> 	<p>New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total</p>	<p>1/114</p> 
<p>Residential and Nonresidential Permits Issued for January</p>	<p>Residential Activity - Permits Issued January; 314</p>		<p>Nonresidential Activity - Permits Issued January; 25</p>

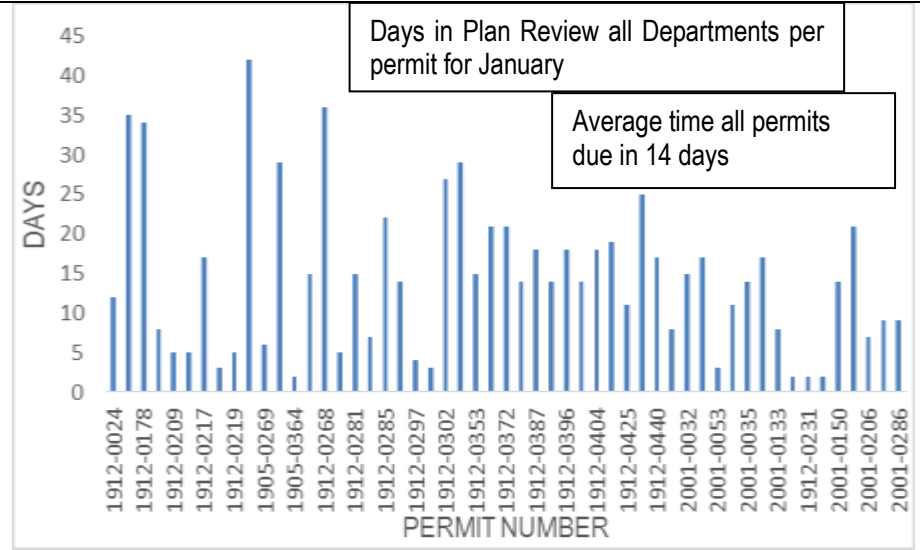
Building Division Revenue for January

\$456,859

Building Division Revenue in each month this fiscal year and same months last fiscal year



City Wide, all departments, Building Permit Review times for Permit Comments due in January



Special Interest Notes:

- \$26,214 General Plan Implementation and Recovery fees collected in January
- % of On-line Permits of all permits issued in January; 49%
- % of On-line Revenue in January; 5%
- Special Note: On-line Permits are 52% of all permits issued since January 1 of 2015

Projects of Note:

- 41 On-line Solar permits issued in September; Total 61 Solar permits issued in January
- 4 Swimming Pool permits issued in January
- 13 Tenant Improvement and Nonresidential Alteration permits issued in January
- 17 Single Family Dwelling Units passed Final inspection in January
- 4 Code Enforcement cases opened in January (Building only)

FIRE

OPERATIONS

Month Statistics

Total Emergency Responses	994
Emergency Medical Responses	711
Emergency Medical Transports	596
Anticipated EMS Receipts (Approximate)	\$494,005
Average Response Time	4 mins 21 secs
Fire Incidents	13

In January, Medic Ambulance was requested 6 times to cover the City of Vacaville for ambulance transport service due to all Vacaville ambulances being committed to other emergency incidents.

HOUSING SERVICES

SUCCESSOR AGENCY

On January 9, the Solano Consolidated Oversight Board approved the FY 2020-2021 Recognized Obligation Payment Schedule (ROPS). The ROPS is the sole mechanism for the Vacaville Successor Agency to pay its debt service and other financial obligations. The approved ROPS was sent to the Solano County Auditor-Controller, State Controller's Office, and Department of Finance (DOF) as required. Since that time, staff has been responding to questions and requests for additional information. The DOF is the final approving body and must make their determination no later than April 15, 2020.

HOUSING SUCCESSOR DIVISION

On January 28, City Council, as a member of the California Statewide Communities Development Authority, held a public hearing and approved the issuance of State Multifamily Housing Revenue Bonds for the Vacaville Gables Apartments. The owner/developer LEDG Vacaville LP will use the funding to renovate 65 units of existing income restricted apartments. The rehabilitation includes, but is not limited to: energy efficient kitchen appliances, water heaters, new cabinets/counter tops in kitchens and bathrooms, new flooring, interior and exterior paint, roof replacement, adding security cameras, energy efficient upgrades, and renovation of the community room/offices. The City Council action is one way that the City of Vacaville can ensure preservation of the existing affordable housing stock in the City.

On January 14, City Council approved two resolutions for submittal of applications to the California State Department of Housing and Community Development (HCD) for funding under the CalHOME and HOME programs. Applications for grant funding for first time homebuyer down payment assistance gap loan programs will be submitted. If awarded, loans will help households under 80% of area median income (about \$68,550 for a household of four) purchase their first home in Vacaville.

HOUSING PROGRAMS

Two (2) Section 8 Housing Choice Voucher program briefings were held for the Solano County Housing Authority (SCHA) and the Vacaville Housing Authority (VHA) with a total of 17 attendees.

The front counter of the Housing Services Department assisted 1,433 customers by phone and counter visits.

Type	Jan. 20
Public/Client Walk-In's Assisted	431
Public/Client Telephone Calls Assisted	1,002
Total:	1,433

PARKS AND RECREATION

No report for this month.

POLICE DEPARTMENT

01/17/20 – Vice detectives conducted an investigation and were able to get the suspect to come to Vacaville and was quickly arrested.

01/23/20 – Vacaville PAL started the PAL Kids program for youth ages 7-11 years. Using the McGruff Club curriculum, 19 students learned about personal safety, security, how to stay safe through fun activities, and engaging with Vacaville Police Officers and PAL's Teen Leadership Council. The program will be hosted once a month.

During the month of January:

- Property and Evidence completed 162 discoveries and received 199 dispositions for research. The unit completed the intake of 357 pieces of evidence and completed the disposition of 382 pieces. They had 13 subpoenas to appear.
- Communications Center staff answered 2,052 9-1-1 emergency calls, and 10,436 non-emergency calls. Public Safety Dispatchers made 6,160 outbound calls. Nine text sessions were initiated.
- Communications Center staff processed 1,057 Priority 1 Police CAD calls, 1,074 Priority 1 Fire CAD calls, 1,790 Priority 2 CAD calls, 1,543 Priority 3 CAD calls and 693 Priority 4-6 CAD calls for service for a total of 6,160 calls processed. A total of 12,644 calls were answered in January.

Police Department staff investigated 208 reported crimes in January. Part 1 Crimes for the month of January, as reported to the Department of Justice include:

Homicide - 0	Homeless/Property Removal - 2
Rape - 8	Camping Reports - 9
Robbery - 5	Traffic Collisions - 74
Aggravated Assault - 7	Traffic Citations - 342
Burglary - 17	Panhandling Citations - 2
Larceny - 157	Property Loss - \$434,121
Motor Vehicle Theft - 14	Property Recovery - \$300,610
Adult Arrests - 428	
Juvenile Arrests - 23	

PUBLIC WORKS

ENGINEERING SERVICES DIVISION

Construction

Fire Station 73 Remodel

This project consists of remodeling the kitchen and dayroom, reconfiguring and carpeting the dorm area, upgrading bathroom facilities for gender separation and to accommodate five on-duty personnel, and painting the exterior of the building. The contractor has completed installation of new vinyl flooring and carpet throughout the station, installation of the bottom cabinets in the kitchen, construction of new walls for the reconfigured bathrooms, and painting of the exterior of the building (with the exception of the apparatus bay doors), including exterior masonry walls. The contractor is currently working on the bathroom upgrades and will complete the kitchen once the new countertops arrive. All work is on schedule to be completed by mid-March.

Design

Pedestrian Crossing Enhancements

The City has obtained the Right-of-Way Certification for this project on 1/21/2020. This project will enhance the pedestrian crossings at the intersection of Browns Valley Road and Clarecastle Way, and the intersection of Marshall Road and Southside Bikeway. Work includes installation of Rectangular Rapid Flashing Beacons, advanced pedestrian warning signs, high visibility crosswalks, advanced yield lines, and ADA curb ramps. Plans are anticipated to be advertised for bids in March.

Trower Neighborhood Center Improvements Project

The Trower Neighborhood Center currently houses the Vacaville Neighborhood Boys and Girls Club at the building located at 100 Holly Lane. The building is in need of certain repairs. The subject project will level the existing concrete perimeter footing and slab floor of the building via polyurethane grout injection. The project will also remove and replace an existing sanitary waste line within the building envelope, remove and replace the existing flooring, install a roof drain and connect to the existing roof drain system, repair dryrot, and remove and replace existing site concrete. Staff is working on finalizing project plans and specifications and will be advertising the project for public bid in the immediate future.

Development Engineering

Farmstead Subdivision

The Farmstead subdivision is located at the southeast corner of North Orchard Avenue and Fruitvale Road. The subdivision includes 130 single family units. Development Engineering has reviewed and approved the improvement plans for this project. The final map is currently in the review process.

Traffic Engineering

Applied Micro-Grant

Solano Transportation Authority initiated a pilot Safe Routes to School Micro-Grant Program. The funds awarded through the program support small-scale projects or capital purchases that encourage bike and pedestrian usage, and improve bike and pedestrian safety around Solano County schools. Traffic Engineering submitted an application to install Radar Feedback Sign funding at Browns Valley, Callison and Cambridge Elementary schools.

UTILITIES

ENGINEERING

Capital Improvement Program Projects

Allison Parkway Lift Station Reconstruction and Expansion (DIF 120)

Mark III Construction, Inc., the project contractor, has completed excavation at the site and is in the process of pouring the concrete base and walls for the lift station wet well. The contractor continues to provide submittals to the City for review. Construction of the SCADA panel for the project has been awarded to Primex.

Browns Valley Reservoir Slope Stabilization

Part of the hillside at Browns Valley Reservoir was severely eroded following heavy rains in March 2019. Quimu Contracting has completed work at the site to prevent further erosion from taking place. Cunningham Engineering has completed a 100% design submittal for slope repair and long-term stabilization at the site, and Utilities staff is currently reviewing the submittal.

Vaca Valley Lift Station and Easterly Wastewater Treatment Plant (EWWTP) Odor Control

Design for an odor control system at Vaca Valley Lift Station continues. The structural design has been completed, and Utilities staff is current reviewing a 90% electrical submittal for the project. Staff is also working on a request for proposal to improve the odor control biofilters at the (EWWTP). Construction for both projects is estimated to occur in 2021.

Well 17

Well 17 will be a new water supply well for the City at the intersection of Alamo Drive and Snowy Owl Drive. Bids were opened on January 21, 2020, for the well drilling portion of the project. Roadrunner Drilling is the apparent lowest responsive and responsible bidder, but there has been a bid protest submitted. The project will be taken to City Council for award, following which, drilling can begin. Design of well equipping will begin once drilling is complete.

Maintenance Projects

Pump Efficiency Testing

The pumps at all of the City's well sites, along with some pumps at the Easterly Wastewater Treatment Plant, have been tested for operational efficiency. Reports outlining the results are currently being finalized. This testing helps the City identify any pumps operating at a low efficiency which may need to be rehabbed sooner than others.

MAINTENANCE

Mechanical Group

Easterly Digester Manway Cover Replacement

Mechanical Staff completed the replacement of three manway covers on the roof of Easterly Digester #2. The original covers suffered corrosion and coating failures. The new covers were manufactured of stainless steel and passivated by a local manufacturing shop. Staff utilized the Department boom truck to safely remove the old covers and install the new covers.

Battery Replacements

Mechanics replaced batteries at three of the standby generators throughout the City. The battery replacements were initiated by annual Preventive Maintenance work conducted by an outside contractor. Rather than have the contractor replace the batteries they were replaced by Mechanical Staff resulting in substantial labor savings versus contractor labor.

ICE Group

Water Treatment Plant

ICE staff purchased and coordinated the replacement of the older 30" Treated Water Pump Station Mag-meter. ICE staff conducted a confined space assessment and worked with Mechanical staff on the physical installation. New shielded wire was routed to a remote transmitter by electrical staff and the flow signal was integrated into Operations current control scheme. This modern flow monitoring instrumentation will be more responsive, have a higher degree of accuracy, and should not be subject to the same occasional outages that plagued the legacy instrument.

Allison Drive Lift Station

ICE staff purchased and replaced the Bubbler Panel for Allison Drive Lift Station. The previously installed panel had reached end-of-life and was failing intermittently, causing inaccurate level readings and nuisance alarms. The new panel, along with programming adjustments made to the associated telemetry dialer, will greatly improve system reliability.

ADMINISTRATION

Water Conservation

The January water consumption figures showed the City had increased its overall water consumption by 3.7% compared to the same month in 2013. Residents consumed an average of 77.64 gallons per day for the month. For the year, residents have consumed 3.7% more water over the same period than they did in 2013.