



City Of Vacaville

Monthly Report

March 2020

TO: Honorable Mayor and City Council

FROM: Jeremy Craig, City Manager

ADMINISTRATIVE SERVICES

HUMAN RESOURCES (HR) DIVISION

For the month of February 2020, the Human Resources Division received and screened 399 applications, processed 3 full-time new hires/promotions, and 13 part-time hires. HR staff attended the VacaWorks and UC Davis Career Fairs this month.

FINANCE DIVISION

Business License Webpage

The Finance business license section is currently in the process of updating the business license webpage on the City website. The updated webpage, which is expected to go live by the end of the month, will make it easier for businesses to find needed forms and resources for conducting business in the city.

INFORMATION TECHNOLOGY (IT) DIVISION

For the month of February 2020, the IT Division received and closed 337 support requests from across the City. The desktop support group successfully set up and broke down the annual summer expo. 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 Enterprise Resource Planning (ERP) system.

COMMUNITY DEVELOPMENT

DEPARTMENT DEVELOPMENT RELATED REVENUES

Revenues generated by Community Development during February 2020 were \$223,497.24.

PLANNING COMMISSION

Planning Commission met on February 4 and 18. Items of discussion were:

- **DOWNTOWN SPECIFIC PLAN** - The City's consulting firm, Environmental Science Associates (ESA) and the Local Government Commission (LGC), are currently preparing the Downtown Specific Plan, which includes the Downtown Connectivity and Streetscape Design Plan.
- **ROBERTS' RANCH PROJECT – DEVELOPMENT AGREEMENT AMENDMENT** – Applicant requested a 5-year extension to the project. The project would extend the term from May 12, 2027 to May 12, 2032.

Commissioners recommend the City Council approve the request to extend the term of the Roberts' Ranch Development Agreement.

- LAND USE & DEVELOPMENT CODE UPDATE – Commissioners received an update on the project status and schedule.

CURRENT PLANNING

1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED

- **POTTERS PLACE NORTH TENTATIVE MAP (FILE NO. 20-073)**
Time Extension request for the Potters Place North Tentative Subdivision Map and Planned Development approval to construct a 12-lot subdivision with 20 dwelling units on the north side of Potters Court. The project was originally approved by the Vacaville Planning Commission on February 20, 2018.
- **REGENCY PARK PLAZA MODIFICATION (FILE NO. 20-051)**
Modification request to remodel the existing Regency Park Plaza located at 661 Elmira Road. The remodel consists of exterior alterations, including: (1) new paint scheme; (2) replace awnings; (3) add new trim; and (4) new decorative lighting and plants.
- **PEACOCK CABANA ADMIN CLEARANCE (FILE NO. 20-074)**
Administrative Clearance request to reduce the required accessory structure setback from 10 ft. to 7 ft.-6 in. for the purpose of constructing a 310 sq. ft. accessory structure at 1027 Capitola Court.
- **DIOSDAD ACCESSORY STRUCTURES ADMIN CLEARANCE (FILE NO. 20-081)**
Administrative Clearance request to increase the required rear yard coverage from 20% to 35% for the purpose of constructing an accessory structure at 785 Clifton Way.
- **ALTERIO PATIO COVER ADMIN CLEARANCE (FILE NO. 20-082)**
Administrative Clearance request to reduce the required rear yard setback from 15 ft. to 12 ft.-6 in., for the purpose of constructing an approximately 217 sq. ft. patio cover at 267 Primrose Drive.

2. DEVELOPMENT REVIEW APPLICATIONS APPROVED

- **CORP YARD ADMIN BUILDING (FILE NO. 19-306)**
The Director of Community Development approved a Design Review request to construct an approximately 4,500 sq. ft. administration building within the Public Works Corporation Yard at 1001 Allison Drive. The project also includes a request to expand an existing building by 332 sq. ft. The site plan includes: (1) 19 parking spaces; (2) two driveways and (3) landscaping. The exterior materials for the new building will include stone veneer wainscoting and metal roofing.
- **MICHAEL PATIO COVER (FILE NO. 20-048)**
The Director of Community Development approved an Administrative Clearance request to increase lot coverage from 40% to 50% for the purpose of constructing a 352 sq. ft. patio cover at 692 Del Mar Circle.

3. HOME OCCUPATION PERMITS

- 26 applications, 19 approved

4. BUILDING PERMIT PLAN CHECKS

The Planning Division reviewed 38 Building Permit applications, including:

- 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)
- Crocs Tenant Improvement

5. ZONING VERIFICATION REQUESTS

- 3 received

6. PLANNING COUNTER INQUIRIES

- 88 development related inquires

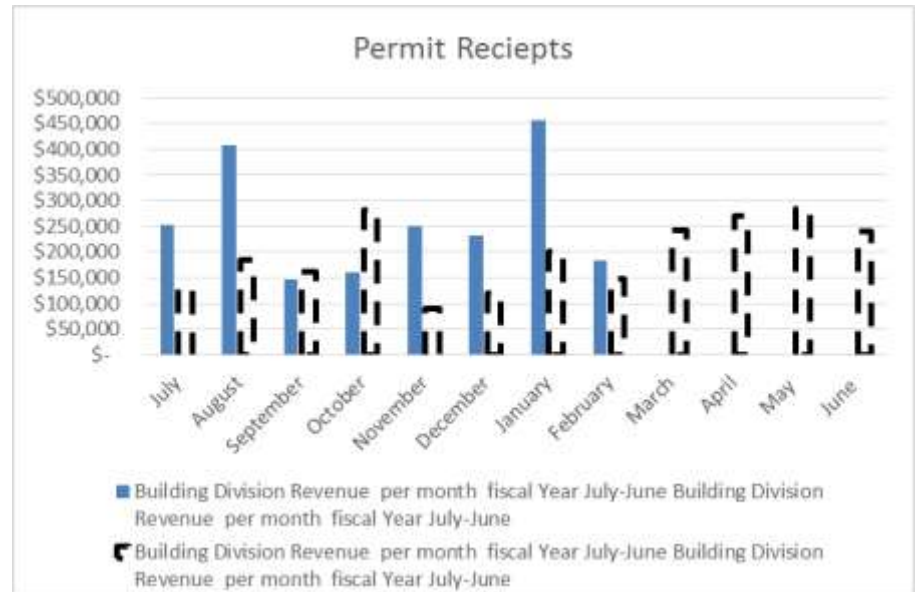
BUILDING DIVISION

<p>1273 Residential and Nonresidential Building Inspections for the month of February</p> <p>Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month</p>	<p style="text-align: center;">Inspections Made</p> <p>■ Residential and Nonresidential Inspections Completed Fiscal Year July-june 2019-2020 ■ Residential and Nonresidential Inspections Completed Fiscal Year July-june 2018-2019 THIS YEAR</p>		
<p>327 Permits issued for the month of February</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 style="text-align: center;">Building Division Permit Trend fiscal year July-June</p> <p>■ 442 Permits Trend Line 2019-2020 THIS YEAR ■ 442 Permits Trend Line 2018-2019 THIS YEAR</p>		
<p>New Single Family Dwelling Unit Permits issued this month / total for Fiscal Year 19-20 through February</p>	<p style="text-align: center;">34/292</p>	<p>New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total</p>	<p style="text-align: center;">17/141</p>
<p>Residential and Nonresidential Permits Issued for February</p>	<p>Residential Activity - Permits Issued February; 299</p>		<p>Nonresidential Activity - Permits Issued February; 28</p>

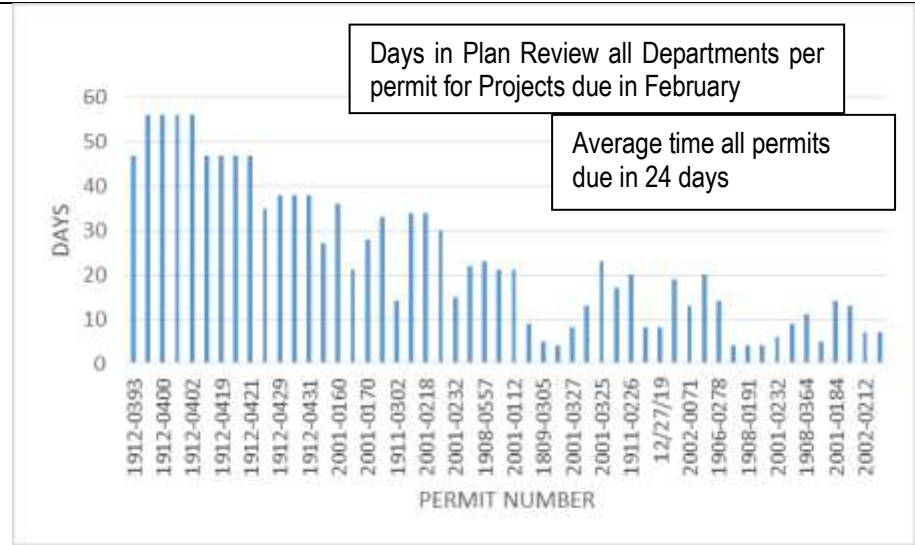
Building Division Revenue for February

\$182,874

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 February



Special Interest Notes:

- \$25,478 General Plan Implementation and Recovery fees collected in February
- % of On-line Permits of all permits issued in February; 49%
- % of On-line Revenue in February; 15%
- Special Note: On-line Permits are 52% of all permits issued since February 1 of 2015

Projects of Note:

- 62 On-line Solar permits issued in September; Total 61 Solar permits issued in February
- 3 Swimming Pool permits issued in February
- 7 Tenant Improvement and Nonresidential Alteration permits issued in February
- 26 Single Family Dwelling Units passed Final inspection in February
- 6 Code Enforcement cases opened in February (Building only)

FIRE

OPERATIONS

Month Statistics

Total Emergency Responses	973
Emergency Medical Responses	698
Emergency Medical Transports	576
Anticipated EMS Receipts (Approximate)	\$447,833.10
Average Response Time	4 mins 40 secs
Fire Incidents	13

Fire Incident Types

Building fire	2
Cooking fire, confined to container	1
Trash or rubbish fire	1
Mobile property (vehicle) fire, other	1
Passenger vehicle fire	1
Outside rubbish fire	1
Outside rubbish, trash or waste fire; Brush pile	2
Outside fire, other, mulch fire	4

HOUSING SERVICES

Nothing to report this month.

PARKS AND RECREATION (January Report)

PARK PLANNING

- Sports Fields Park and Facilities Study: Presentation to City Council on January 28, 2020, resulted in Council authorizing the Mayor to appoint two (2) Commissioners and two (2) City Councilmembers to an ad hoc committee for further concept refinement and recommendation. Appointments pending future Council meeting.
- Creekwalk Permanent Stage: Mobile stage was authorized by City Council on January 8, 2020 to be purchased from Century Industries, LLC. Staff is finalizing the contract in order to get the trailer in production and scheduled for early June delivery.
- Al Patch Park Master Plan Revision: Community meeting to present the draft master is scheduled for February 26, 2020 at Foxboro Elementary.
- Magnolia Park Phase 2: Staff met with the developer representatives on January 14, 2020. The developer is receptive to entering into a Park Development Agreement whereby they would construct the park with reimbursement by the City.

ACTIVE AGING

- Active Aging membership holders were invited to a "VIP" luncheon in early January. They enjoyed a catered lunch, a performance by the Bucktown Band, and received door prizes. In addition, staff shared new cardholder perks for 2020 to encourage continued participation. People with an annual membership receive discounts on programs and day trips, can take advantage of priority registration and are invited to exclusive "members only" events.

- Chinese New Year, which is also referred to as the Spring Festival and for 2020 the “Year of the Rat,” was celebrated at McBride Senior Center on Friday, January 31. A sold-out crowd of 150 partygoers cheered while a dragon dance team from the Chinese American Association of Solano County entertained participants. Attendees enjoyed traditional Chinese fare for the luncheon as well as a raffle and prizes. Food was discounted or donated by a number of different local businesses including the C.C. Yin Corporation, China House, Country Square Market, Panda Express, and Stir Fry. Staff and volunteers from local non-profit groups assisted with event logistics and serving. This year, participants from the Solano County Office of Education’s Adult Education Program who have occupied the pop-up vendor space at McBride were able to volunteer with decorations and participate in the luncheon as well.

AQUATICS

- The Aquatic Program held a Lifeguard Re-Certification Course on January 18 and 19. Throughout the weekend, nine City of Vacaville Lifeguards were recertified in preparation for the coming summer season. Staff is now in the process of preparing for the next Lifeguard Certification course in February. Currently, there are 14 community members registered for this course.

CULTURAL ARTS

- Cultural Arts classes started new sessions, and the piano classes, private music lessons, MAKE’s I Love Art classes, Intro to Ballet, and Ballet 1 all had high attendance.
- The Parks and Recreation Department hosted its first special event of 2020 with the Mother/Son Superhero Dance at McBride. Mothers and sons of all ages came dressed in their favorite superhero attire, ready to save the day with their super dance moves. Activities included decorating their own capes and masks, powering through a brick wall and detonating bombs to save the City.

EARLY CHILDHOOD EDUCATION

- January was a busy month for the Preschool Program as families returned from the holiday break. Class themes centered on all things winter. Participant numbers increased about 5% as we enter the second half of the school year. The Callison 3-year old class took an exciting field trip to the Vacaville Fire Station where they learned all about safety, fire trucks and how the fire fighters live at the station.

GYMNASTICS

- Continuing our goal of fostering healthy human development in children of all ages, the Vacaville Gymnastics Competitive Teams participated in two different meets in January. The Level 4/5 and 6 boys’ teams competed in the Mount Diablo Classic on January 3-6. The 2020 San Francisco Classic Girls meet was held January 17-19 at the Cow Palace in Daly City. Both the boys’ and girls’ teams continue to advance in their respective levels.

SPECIAL INTEREST

- In January, staff contracted with a new Recreation Instructor, Brian Henson, who will be teaching a Dog CPR/First Aid class. Brian will participate in the Recreation Expo at the end of February to promote his class, which will begin on March 28.
- Contract Instructor Linda Holliman taught a highly successful “Holiday Art & Science Camp!” in January. In this “Mini Camp,” Linda had 11 youth participate in the 2-day camp, learning how to build their own art creations with recycled materials. This camp taught the participants a variety of science concepts while having fun and singing along to traditional camp songs.

TEENS

- Volunteer recruitment is underway for Vaca-Con 2020. Outreach is being conducted through local volunteer groups including high schools, the Boys and Girls Club, and Solano Cosplay. A volunteer orientation took

place on Thursday, January 30. 14 people attended and are currently onboard to help make this year's event a success. Recruitment via social media will continue and at least one additional training will take place in the month of February.

THERAPEUTIC RECREATION

- In an effort to create community, staff spoke to two classrooms at Buckingham High School on the topic of volunteerism for Therapeutic Recreation. Several students expressed interest, so staff are hopeful that they will follow through with coming on board.
- On January 23, staff attended an in-service presented by Access Leisure/Paralympic Sports Sacramento. CEU's which are required for staff to maintain a Recreation Therapy certification, were provided on both Adaptive Sports and Recreation in the Community.
- Staff have been working hard to build relationships with the department's existing contractual instructors to offer specialized classes. Starting in February, several new classes for the special needs population will start. Classes include Hip Hop, Zoo Phonics & Dance, Zumba and Music Therapy. Staff are optimistic that these classes will appeal to the targeted demographic and begin to generate some revenue for the program.
- Monthly bowling at STARS took place on January 27, and fifteen people attended. It was also the first time adding lanes for the teen population. The TR Program now has 5 lanes reserved for our participants each month!

YOUTH SERVICES

- Camp VACation took place during the first week of the new year with upwards of 35 participants. At Cooper Recreation Center, Campers took part in games and events, arts and crafts and STEAM activities. The next camp will take place over the Presidents Week break from February 18-21 at the Browns Valley Recreation Center.
- The Soroptimist International Mary Harris Reading Program resumed partnership with the TGIFun Club in January. Volunteers visited the Cambridge, Cooper and Browns Valley sites. The community partnership is a win-win combination of service and program enhancement.

POLICE DEPARTMENT

02/05/20 - The Communications Center VESTA phone system upgrade was completed and went live. The new system is an advancement towards NG911 (Next Gen 911) compliance. One of the key benefits is the Text to 911 integration. With the upgrade, Text to 911 is integrated within the phone system, ringing as a phone line. Integration greatly increases communications responsiveness and reliability. Text to 911 went live with a soft deployment in March of 2019. Over the past year, the center has processed 110 Text to 911 sessions.

02/09/20 – Vacaville PAL took nine youth to Squaw Valley in Lake Tahoe. There the group was able to engage with police officers and participate in ski and snowboarding lessons.

02/10/20 – Suspects were identified on one of the Automated License Plate Reader (ALPR) cameras. Officers located the suspect's car, which fled west on I-80 toward Richmond. With the assistance of the Richmond Police Department, the suspects were located and arrested.

02/11/20 – A grand theft from a local clothing store took place. The suspect's plate information was tracked using the video cameras and the ALPR system. This lead to the apprehension of several felony theft suspects.

02/12/20 – Dispatch notified officers that two separate stolen vehicles had been picked up by a single ALPR camera within 30 seconds of each other. A motor officer observed both stolen vehicles, one right behind the other, and began following them. One vehicle turned immediately into an apartment complex and two people were taken into

custody. The second stolen vehicle fled but was spotted by officers and a vehicle pursuit ensued. The California Highway Patrol (CHP) heard the pursuit and along with additional CHP ground units, pursued the stolen vehicle all the way to Oakland, where the suspect was taken into custody.

02/12/20 – A grand theft from a retailer occurred and a license plate was provided and entered into the ALPR system. The vehicle was stopped, and four suspects were arrested.

During the month of February:

- Property and Evidence completed 145 discoveries and received 162 dispositions for research. The unit completed the intake of 394 pieces of evidence and completed the disposition of 215 pieces. The unit received six subpoenas to appear.
- Records assisted approximately 600 citizens at the front counter. Additionally, they processed 104 vehicles for release, 322 moving citations, 251 parking citations, 88 FI cards and completed 116 background checks for OPM.
- Communications Center staff answered 2,285 9-1-1 emergency calls, and 10,710 non-emergency calls. Public Safety Dispatchers made 6,303 outbound calls. 11 Text to 911 messages were processed.
- Communications Center staff processed 1,024 Priority 1 Police CAD calls, 1,037 Priority 1 Fire CAD calls, 1,768 Priority 2 CAD calls, 1,605 Priority 3 CAD calls and 664 Priority 4-6 CAD calls for service for a total of 12,995 calls processed.

Police Department staff investigated 234 reported crimes in February. Part 1 Crimes for the month of February, as reported to the Department of Justice include:

Homicide - 0	Homeless/Property Removal - 1
Rape - 0	Camping Reports - 9
Robbery - 5	Traffic Collisions - 49
Aggravated Assault - 8	Traffic Citations - 322
Burglary - 17	Panhandling Citations - 0
Larceny - 185	Property Loss - \$1,044,781
Motor Vehicle Theft - 19	Property Recovery - \$275,120
Adult Arrests - 404	
Juvenile Arrests - 15	

PUBLIC WORKS

ENGINEERING SERVICES DIVISION

Design

Buck Avenue Bridge Replacement

The City of Vacaville received Authorization to Proceed with Construction from Caltrans on February 28, 2020, and was advertised on March 15, 2020, with a target beginning of construction in June 2020. The project includes replacing the Buck Avenue Bridge over Alamo Creek with a new single span, cast-in-place concrete bridge and associated approach work, and installing new sewer, water and storm drain facilities.

Trower Neighborhood Center Improvements Project

The Trower Neighborhood Center project includes leveling the existing concrete perimeter footing and slab floor, removal and replacement of an existing sanitary waste line, removal and replacement of the existing flooring, installation of a roof drain and repair existing dry rot. The project was advertised for public bid on February 16,

2020, and bids were opened on March 12. After bid analysis, the low bidder was determined to be OK Construction of Antelope, CA, with a bid of \$174,551.20, 8% higher than the Engineer's Estimate.

Development Engineering

Harbison Apartment Project

The Harbison Apartment project is located at the northwest corner of Ulatis Drive and Harbison Drive. Development Engineering staff has been working with the Applicant to finalize the conditions of approval for the project.

LDK Warehouse Project

The LDK Warehouse project is located on the south side of Midway Road just east of I-505. Development Engineering has reviewed the first submittal of improvement plans for the Phase 1 warehouse and Midway Road frontage improvements. Staff is also reviewing and processing the parcel map waiver/lot line adjustment required for the Phase 1 project.

Traffic Engineering

Micro Grant

Traffic received a \$30,000 micro grant from Solano Transportation Authority to replace five (5) radar speed display signs at three (3) elementary school frontages that are no longer in operation. Two (2) of the proposed radar speed display signs will be located in the Vacaville Unified School District; one on northbound Wrentham Drive for Browns Valley Elementary School and the other one on southbound Vanden Road for Callison Elementary School. Three (3) other radar speed display signs will be located in the Travis Unified School District for Cambridge Elementary School; one on westbound Cambridge Drive, one on northbound Nut Tree Road, and the last one on southbound Nut Tree Road.

Traffic Advisory Committee

Traffic staff held their quarterly Traffic Advisory Committee this month. In attendance was Vacaville and Traffic Unified School Districts, Solano Transportation Authority, Police staff, and Traffic staff. The purpose of this committee is to discuss the operations around the schools in Vacaville to discuss if any potential improvements or enhancements that can be constructed and how to fund these improvements.

UTILITIES

ENGINEERING

Capital Improvement Program Projects

CSP-S Sewer: Fry Road to EWWTP (DIF 54A)

Mountain Cascade, Inc., the contractor on the project, has installed the replacement stem for the new gate at the Easterly Wastewater Treatment Plant (EWWTP) headworks. Multiple plant shutdowns took place in late February to place grout below the gate and perform leakage and alignment tests. Grout was placed successfully and the gate passed tests. The contractor has also ordered a replacement for a failed transducer in one of the new metering manholes and is expected to install this in early March.

Well 2 Rehabilitation

The well screen at Well 2, located at the corner of Nut Tree Drive and Elmira Road, has deteriorated beyond repair. A test well was drilled in February to assess water quality to plan for a new production well on the same site. Test pumping and water quality sampling has taken place; sample results will take about a month to

process. Once results are received, staff can identify the next steps in the process to design and construct a new production well.

Plans and Assessments

Sewer Smoke Testing

Smoke testing of the wastewater system was completed last fall in Elmira, and in the Callen Street; Brown Street; and Bennett Hill areas, to allow the Utilities Department to pinpoint areas where stormwater or groundwater may be entering the sewer collection system. Engineering staff completed a report compiling and summarizing the results from the testing. A meeting was held with Public Works Field Utilities to review and discuss the results. Public Works staff will address deficiencies found in the public sewer and storm drain systems, and Engineering staff will notify property owners of any private deficiencies found that need repairs.

MAINTENANCE

Mechanical Group

Foam Reduction Spray Bar

Mechanical staff designed, fabricated and installed a spray bar system to knock down Easterly Effluent flow foaming on Wastewater Operations request.

Valve Stem Replacement

Mechanics completed a Certificate of Safe Entry to replace a bent valve operating stem at Easterly.

Repurposed Sodium Hypochlorite Generation System

Mechanics have completed the move of the Sodium Hypochlorite generator system from the abandoned Well 3 to Well 15. The repurpose of the equipment saved substantial dollars to the Water Operations and Projects budgets.

Grit Classifier Overhaul

During a job to replace the lower bearing on a Grit Classifier at Easterly, the units scroll wear shoes were observed to be worn out. New shoes from stock were installed.

ICE Group

Easterly Wastewater Treatment Plant

Electricians coordinated with an Electrical Contractor in repairing electrical damage caused by excavation at the Administration Building. The damaged underground lines were removed, replaced and safely tested without interruption of power to the building. The parking lot lights and security cameras once again have power.

Centennial Park Flowmeter

Instrument staff worked with Engineering to adjust and re-range Centennial Park Flume Flowmeter. This correction will provide staff with increased accuracy in regards to annual flow measurements.

Water Treatment Plant

Instrument and Electrical staff responded to PG&E power outage at the Water Treatment Plant. The emergency generator had not started and was not providing backup power to the plant. Staff were able to pinpoint and replace the failed component, re-establish backup power, and are taking steps that will prevent a reoccurrence of that failure.

ADMINISTRATION

Water Conservation

The February water consumption figures showed the City had increased its overall water consumption by 9% compared to the same month in 2013. For the year, residents have consumed 6.4% more water over the same period than they did in 2013.