



# City Of Vacaville

## Monthly Report

### April 2020

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TO: Honorable Mayor and City Council

FROM: Aaron Busch, Interim City Manager

#### **ADMINISTRATIVE SERVICES**

##### HUMAN RESOURCES (HR) DIVISION

For the month of March 2020, the Human Resources Division received and screened 543 applications, processed 4 full-time new hires/promotions and 10 part-time hires. HR staff attended multiple career fairs and presentations in the first half of March including Sac State, Vacaville Christian High School, Will C. Wood and Vacaville High.

##### FINANCE DIVISION

###### Utility Billing Online Bill Pay System

The Finance Utility Billing section is upgrading the City's online bill pay system for utility billing. The new system will be available beginning April 22 and will enhance the online customer service experience. The current online bill pay system will be unavailable from April 19 through April 21 to implement this upgrade.

###### ERP Update

Finance staff continue to work diligently on implementing Phase 1 (Financials) of the new Enterprise Resource Planning (ERP) system. While we have temporarily moved to remote sessions with our implementation consultants due to COVID-19, Phase 1 remains on track to "go live" the week of October 5, 2020. Phase 2 of the ERP implementation, which includes Human Resources and Payroll, has begun. This phase has a "go live" date of January 2021.

##### INFORMATION TECHNOLOGY (IT) DIVISION

For the month of March 2020, the IT Division received and closed 405 support requests from across the City. As part of the City's response to COVID-19, IT staff set up end users to work remotely to allow for social distancing in the workplace. In addition, the desktop support group successfully set up 6 Zoom Rooms. 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 March 2020 were \$207,398.09.

### PLANNING COMMISSION

Planning Commission met on March 17. Items of discussion were:

- HARBISON SENIOR APARTMENTS - The project consists of a 168-unit senior-restricted apartment complex on a vacant 8.86-acre site at the northwest corner of Harbison Drive and Ulatis Drive. Commissioners approved the resolution reaffirming the General Plan Environmental Impact Report and approve the Planned Development for the Harbison Senior Apartments located at the Northwest corner of Harbison Drive and Ulatis Drive, subject to the conditions of approval.
- ALAMO DRIVE DUTCH BROS. COFFEE - Project is to construct an 865 sq. ft. drive-through eating establishment (coffee) on a vacant 0.66-acre parcel, located at 3500 Alamo Drive, near the southeast intersection of Alamo Drive and Nut Tree Road. Commissioners adopted the resolution approving the Conditional Use Permit request for a new drive-through eating establishment (coffee) at 3500 Alamo Drive, subject to the conditions of approval.

### 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 reviewed initial drafts of reports on feasibility of a permanent Farmers Market structure, proposed Historic District design requirements, and other components of the Downtown Specific Plan.
- Staff and consultants completed the Downtown Connectivity and Streetscape Plan and began work to incorporate the recommendations into the Downtown Specific Plan.
- Staff is evaluating the schedule for the Downtown Specific Plan and setting up the next step to continue to move forward.
- On February 25, 2020, the City Council adopted the Downtown Connectivity and Streetscape Plan.
- Consultants from BAE, ESA and LGC will be presenting a parking study to the public and gathering input on April 23. The study session is geared particularly for Downtown merchants and property owners, it will be hosted on Zoom.
- Project consultants have drafted Historic Design Guidelines which staff have been reviewing.
- Consultants from BAE have also submitted the Downtown Affordable Housing and Anti-Displacement Strategy, which staff are currently reviewing.

#### 2. LAND USE & DEVELOPMENT CODE UPDATE

- The City's consultant, Lisa Wise Consulting, completed preliminary draft sections of the updated Code and submitted for review by the City.
- Work continued on the next set of code sections, planned for presentation to the Planning Commission in May.
- All documents are available at [www.vacavillecodeup.com](http://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](http://www.cityofvacaville.com/greentree).

#### 4. SB 2 HOUSING GRANT

- In mid-March, the City's grant application for the Senate Bill 2 (SB 2, 2017) Planning Grants Program was preliminarily approved by the CA Department of Housing and Community Development (HCD). Final approval is likely to occur in early summer. This grant is for \$310,000, which will partially pay the City back for its monetary contribution to the Downtown Specific Plan.

#### 5. PARK PARISH SUBDIVISION

- Staff responded to the applicant with recommended subdivision design changes, which the applicant corrected and resubmitted.
- Staff and the applicant team reviewed recommended land use changes to ensure provision of neighborhood serving commercial services in the area along with the new proposed housing. The applicant team began working with design consultants to craft visions for neighborhood serving uses on 2 acres on the south side of Cogburn Circle adjacent to the fire station along with finalizing design of the proposed subdivision on the north side of Cogburn Circle.

#### 6. SOLANO MULTISPECIES HABITAT CONSERVATION PLAN

- The Solano Multispecies Habitat Conservation Plan (HCP) is a countywide document spearheaded by Solano County Water Agency (SCWA) in compliance with Federal mandates from 1999. The Solano Habitat Conservation Plan (HCP) establishes a framework for complying with State and Federal endangered species regulations while accommodating future urban growth, development of infrastructure and ongoing operations and maintenance activities associated with flood control, irrigation facilities and other public infrastructure undertaken by or under the permitting authority/control of the Plan Participants within Solano County over the next 30 years.
- The HCP has been in draft form since 2015. Vacaville's General Plan requires that the City comply with the HCP. Recently, SCWA announced that they will be updating and revising the HCP in preparation for final approval and adoption later this year.
- Staff has been working with SCWA and their biological consultant, LSA, in reviewing and commenting on the document and the proposed biological mitigation measures to ensure that what the HCP requires can be met.

#### 7. SUBDIVISION PLAN CHECKS

Plan checks continue for:

- Vanden Meadows – Villages on Vanden 1-4 – Grading and Improvement Plans
- Farmstead – Landscape Plans
- Roberts' Ranch Villages – Plan checks continue on the first 4 phases

#### 8. URBANFOOTPRINT CIVIC LICENSE

- Staff registered for a one year trial of an online land use database with Urban Footprint.
- Staff is in training for use of the program and will begin testing it as an aid for the Downtown Specific Plan.

#### 9. CENSUS 2020

- Staff sent out mailings about the census with utility bills.
- Staff made a presentation to Council about the Census in March.

## CURRENT PLANNING

### 1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED

- **LISTER COMMERCIAL BUILDING (FILE NO. 20-096)**  
Conditional Use Permit and Design Review requests to construct a 20,500 sq. ft. building on a vacant 3.66-acre site located at the southeast corner of East Monte Vista Avenue and Aviator Drive (APN 0133-380-010). The proposed businesses include Commercial Rental Center (Lister Construction) and Retail Service (Ambrose Solar). The site plan includes 53 parking spaces, a trash enclosure and perimeter landscaping with two driveways on East Monte Vista Avenue.
- **NOI COMMERCIAL CENTER TIME EXTENSION (FILE NO. 20-104)**  
Time Extension request for the NOI Commercial Center Conditional Use Permit approval to construct an approximately 2,400 sq. ft. commercial center on a vacant 0.65-acre site located at the northwest corner of Cotting Lane and Crocker Drive (APN 0133-020-910).
- **HOLBROOK PATIO COVER (FILE NO. 20-088)**  
Administrative Clearance request to reduce the allowed rear yard setback from fifteen (15) feet to eleven (11) feet and four (4) inches for a proposed attached patio cover structure at 257 Mandarin Circle.

### 2. DEVELOPMENT REVIEW APPLICATIONS APPROVED

- **HARBISON SENIOR APARTMENTS (FILE NO. 19-349)**  
The Vacaville Planning Commission voted 7-0 to reaffirm the General Plan EIR and approve a Planned Development request to construct a 168-unit apartment complex on a vacant 8.86-acre site, located at the northwest corner of Harbison Drive and Ulatis Drive (APNs 0131-030-650, 0131-030-660 and 0131-030-670).
- **ALAMO DRIVE DUTCH BROS COFFEE (FILE NO. 19-326)**  
The Vacaville Planning Commission voted 7-0 to approve a Conditional Use Permit request to construct an 865 sq. ft. drive-through Dutch Bros coffee shop on a vacant .66-acre parcel, located at 3500 Alamo Drive, near the southeast intersection of Alamo Drive and Nut Tree Road (APN 0136-070-170).
- **WALMART MODIFICATION (FILE NO. 19-355)**  
The Director of Community Development approved a Modification request to install improvements for a new online grocery pickup area at the existing Walmart located at 1501 Helen Power Drive. The improvements include the following: (1) convert 14 existing parking spaces into 10 spaces designated for online pickup; (2) install directional signs; (3) construct an approximately 1,500 sq. ft. building expansion; and (4) construct a steel canopy over 6 parking spaces.
- **PEACOCK CABANA ADMIN CLEARANCE (FILE NO. 20-074)**  
The Director of Community Development approved an Administrative Clearance request to reduce the required accessory structure setback from ten (10) feet to seven (7) feet and six (6) inches, for the purpose of constructing a 310 sq. ft. accessory structure at 1027 Capitola Court.
- **ALTERIO PATIO COVER ADMIN CLEARANCE (FILE NO. 20-082)**  
The Director of Community Development approved an Administrative Clearance request to reduce the required rear yard setback from fifteen (15) feet to twelve (12) feet and six (6) inches, for the purpose of constructing an approximately 217 sq. ft. patio cover at 267 Primrose Drive.
- **HOLBROOK PATIO COVER (FILE NO. 20-088)**  
The Director of Community Development approved an Administrative Clearance request to reduce the required rear yard setback from fifteen (15) feet to eleven (11) feet and four (4) inches for a proposed attached patio cover structure at 257 Mandarin Circle.

### 3. HOME OCCUPATION PERMITS

- 36 applications, 36 approved

4. BUILDING PERMIT PLAN CHECKS

The Planning Division reviewed 53 Building Permit applications, including:

- Harbison Senior Apartments Grading & Underground
- Sonoma Springs Brewing
- Bethany Lutheran Preschool
- Saratoga House Plans & Plot Plans (Vanden Estates Village C & E)
- Piedmont House Plans (Vanden Estates Village A & B)
- Cerrito Plot Plans (Parkside Subdivision)
- North Village Unit 7C Improvement Plans & Final Map
- North Village Unit 7B House Plans

5. ZONING VERIFICATION REQUESTS

- 0 received; 3 letters issued

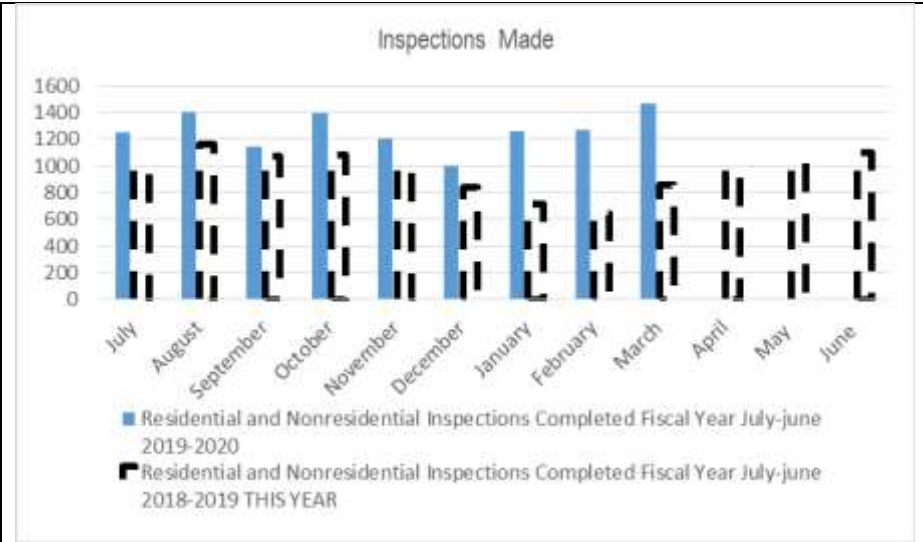
6. PLANNING COUNTER INQUIRIES

- 92 development related inquires and 1 zoning complaint

**BUILDING DIVISION**

1,465 Residential and Nonresidential Building Inspections for the month of March

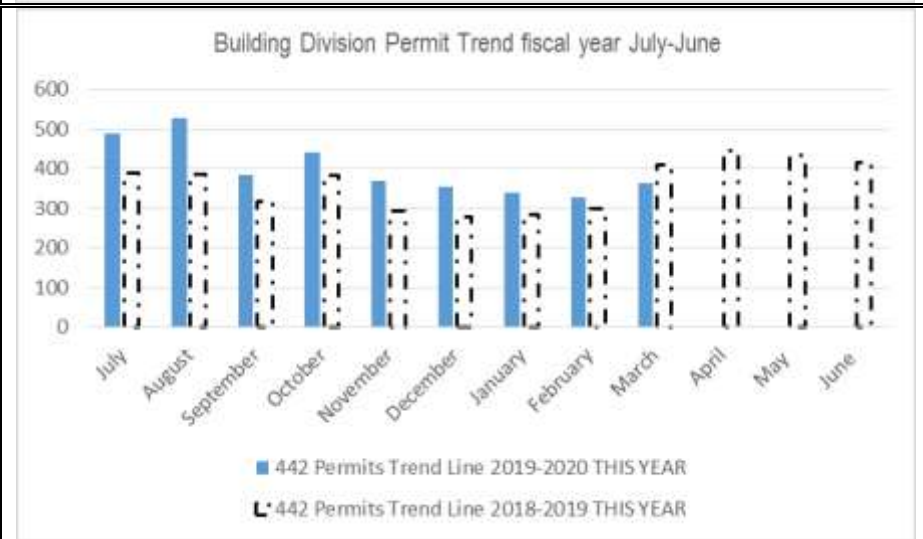
Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month



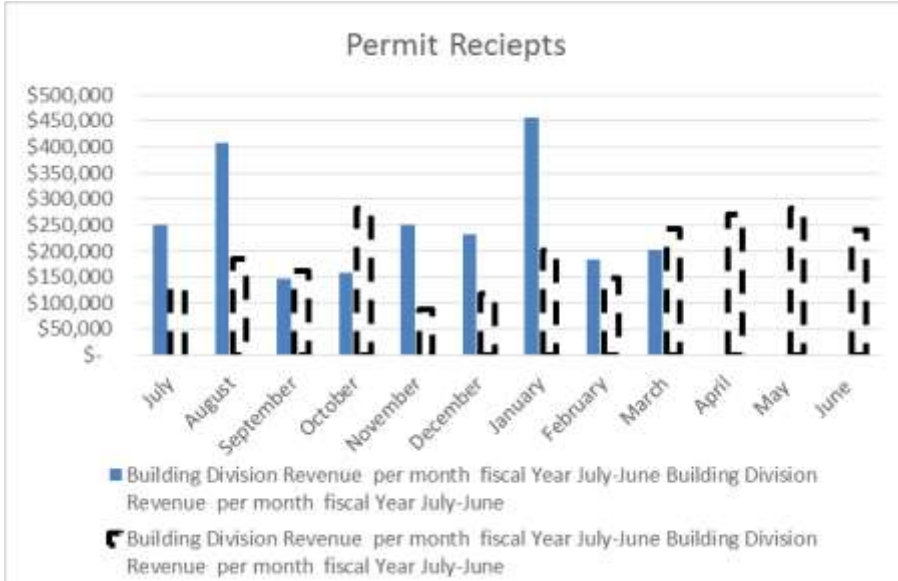
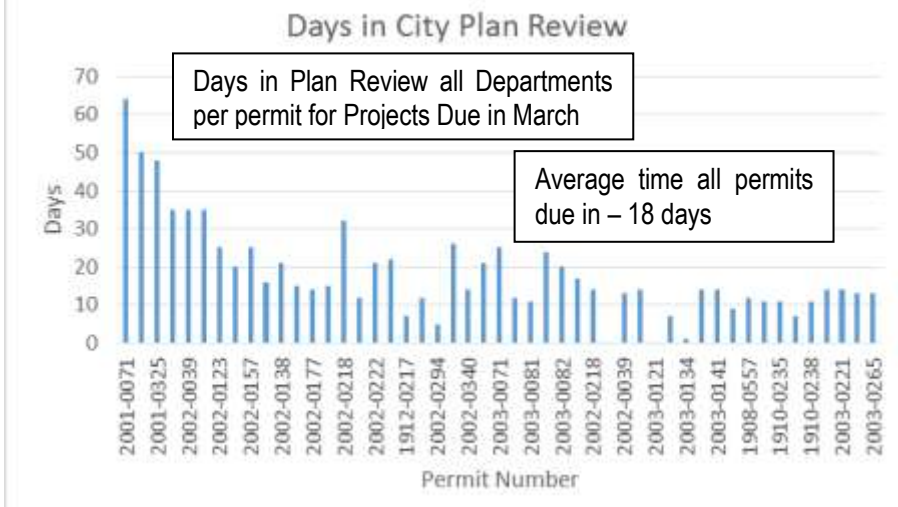


364 Permits issued for the month of March

Permits issued each month this fiscal year with trend line

Permits issued in each month same time last year



New Single Family Dwelling Unit Permits issued this month / total for Fiscal Year 19-20 through March	22/314 	New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total	38/179 
Residential and Nonresidential Permits Issued for March	Residential Activity - Permits Issued March; 337		Nonresidential Activity - Permits Issued March; 27
Building Division Revenue for March  Building Division Revenue in each month this fiscal year and same months last fiscal year	\$202,049  		
City Wide, all departments, Building Permit Review times for Permit Comments due in March			

Special Interest Notes:

- \$28,223 General Plan Implementation and Recovery fees collected in March
- % of On-line Permits of all permits issued in March; 59%
- % of On-line Revenue in March; 19%
- Special Note: On-line Permits are 52% of all permits issued since March 1 of 2015

Projects of Note:

- 100 On-line Solar permits issued in September; Total 105 Solar permits issued in March
- 7 Swimming Pool permits issued in March
- 8 Tenant Improvement and Nonresidential Alteration permits issued in March
- 28 Single Family Dwelling Units passed Final Inspection in March
- 5 Code Enforcement cases opened in March (Building only)

**FIRE**

OPERATIONS

Month Statistics

Total Emergency Responses	861
Emergency Medical Responses	600
Emergency Medical Transports	484
Anticipated EMS Receipts (Approximate)	\$328,148
Average Response Time	4 mins 57 secs
Fire Incidents	11

Fire Incident Types

Fires in structure other than bldg.	2
Fire in transformer, power or utility	1
Cooking fire, confined to container	1
Chimney fire	1
Passenger vehicle fire	1
Natural vegetation fire	1
Grass fire	1
Outside rubbish fire, other	1
Outside fire, trash or waste fire	2

**HOUSING SERVICES**

SUCCESSOR AGENCY

Nothing to report.

HOUSING SUCCESSOR DIVISION

The Community Development Block Grant (CDBG) program is funding a capital improvement project at the Vacaville Neighborhood Boys & Girls Club Trower Neighborhood Center on Holly Lane. During the month of March, the Public Works Department awarded the contract to make significant foundation and other improvements to the center to

extend the life of the building. The work will commence in April and is planned to take 2-3 months to complete. The Boys & Girls Club is relocating their programs to Country High while the work is being completed.

**Housing Counseling:**

- 22 participants attended a Homebuyer Education Learning Program workshop at the Town Square Library.
- Staff met with 1 client for one-on-one pre-purchase counseling.

**HOUSING PROGRAMS**

The FSS Coordinator enrolled 3 new Housing Choice Voucher program participants in the Family Self Sufficiency (FSS) program. The Family Self Sufficiency (FSS) program is a voluntary program that helps families obtain the skills for employment that will lead to economic independence and self-sufficiency. Participating families execute a five-year contract with the Housing Authority outlining the goals and services needed and/or desired. With the new additions, the (FSS) program now has a total of 91 participants.

In the month of March 2020, the front counter of the Housing Services Department answered 920 telephone calls and assisted 298 walk-in customers.

Type	Jan. 20	Feb. 20	Mar. 20
Public/Client Walk-In's Assisted	431	327	298
Public/Client Telephone Calls Assisted	1,002	874	920
Total:	1,433	1,201	1,278

**POLICE DEPARTMENT**

03/06/20 – The Communications Center began receiving calls regarding a fire in the creek. Camera footage was pulled from down in the creek area just prior to the time that the fire started, and both suspects were identified shortly afterwards. It was fantastic teamwork and a great success of the quick use of the downtown cameras to quickly resolve a dangerous incident.

03/18/20 – Following the Solano County announcement of the Shelter At Home order, the communications center handled more than double the average call volume with callers questioning the order requirements. The day prior the center received 53 calls, during the same time frame following the Shelter At Home announcement the center received 114 calls. The Communications Center continues to respond to questions and concerns related to the COVID 19 crisis, as well as our normal operations during this time.

**During the month of March:**

- Property and Evidence completed 130 discoveries and received 89 dispositions for research. The unit completed the intake of 409 pieces of evidence and completed the disposition of 288 pieces. The unit received 8 subpoenas to appear.
- Records assisted approximately 408 citizens at the front counter. Additionally, they processed 78 vehicles for release, 151 moving citations, 162 parking citations, 100 FI cards, and completed 130 background checks for OPM.
- Communications Center staff answered 2,017 9-1-1 emergency calls, and 10,734 non-emergency calls. Public Safety Dispatchers made 5,376 outbound calls.
- Communications Center staff processed 714 Priority 1 Police CAD calls, 922 Priority 1 Fire CAD calls, 1,661 Priority 2 CAD calls, 1,573 Priority 3 CAD calls and 496 Priority 4-6 CAD calls for service for a total of # calls processed.



Police Department staff investigated 199 reported crimes in March. Part 1 Crimes for the month of March, as reported to the Department of Justice include:

Homicide - 0	Homeless/Property Removal - 0
Rape - 1	Camping Reports - 0
Robbery - 6	Traffic Collisions - 61
Aggravated Assault - 16	Traffic Citations - 453
Burglary - 7	Panhandling Citations - 0
Larceny - 158	Property Loss - \$396,360
Motor Vehicle Theft - 11	Property Recovery - \$84,890
Adult Arrests - 321	
Juvenile Arrests - 18	

**PUBLIC WORKS**

ENGINEERING SERVICES DIVISION

Construction

Allison Parkway Lift Station

This project is to replace the existing Allison Drive Sanitary Sewer Lift Station to provide capacity for the planned development of the Reynolds Ranch and Rice-McMurtry areas. The project was awarded on July 23, 2019, for the bid amount of \$2,877,026 and the first working day was August 26, 2019. The contractor has constructed the wet well footing and walls, placed the parking lot curb, gutter, and first lift of AC, as well as the concrete Bio-filter structure. In the next month, they plan on constructing the valve vault and the meter vault.

Brighton Landing Park

This project consists of construction of a six acre neighborhood park in the Brighton Landing Specific Plan Area. The project includes a perimeter walking path, path safety lighting, landscaping and irrigation, a playground area, and a shade shelter. The contractor has completed installation and testing of the irrigation mainline and construction of the concrete pathways. The contractor is currently mixing soil amendments into the on-site soils in preparation for the turf and planting. The playground equipment and shade structure have been delivered and will be installed in the upcoming weeks.

Design

Jepson Parkway Phase 2 Project

The Jepson Parkway Phase 2 Project continues upgrades for Leisure Town Road from Elmira Road to Orange Drive. Construction of improvements to Leisure Town Road from the southern City Limits to Elmira Road were completed with the Phase 1 Project. The City, under contract with GHD, will complete construction plans and contract documents for the entire Phase 2 segment and construct improvements in phases, as budget allows. Current funding is anticipated to allow construction from Elmira Road to Sequoia Drive, with a subsequent construction contract for the remaining limits between Sequoia Drive and Orange Drive. The actual limits for construction contracts will be evaluated as plans and estimates of construction cost are finalized. Staff has finalized a design contract with GHD, Inc. to complete the construction plans and contract documents for public bidding in 2021. A kick-off conference with GHD was held on April 8, 2020. First orders of work are to initiate coordination with Solano Irrigation District, PG&E, and others for utility relocations, complete the evaluation right of way acquisition needs, and complete 35% plans through Orange Drive to assess the adequacy of funds and establish the Phase 2 project limits

## Development Engineering

### Harbison Active Adult Apartment Project

The project is located at the northwest corner of Ulatis Drive and Harbison Drive. Development Engineering staff has approved the improvement plans for the project and is working with the Developer to issue the encroachment permit. Development Engineering is also reviewing the parcel map waiver/lot line adjustment for the project.

### Starbuck's Parcel Map

The project is located at the intersection of Nut Tree Parkway and Harbison Drive. Development Engineering has reviewed and approved the parcel map for the project.

## Traffic Engineering

### Vanden Road Striping

Traffic staff reviewed and approved the striping to be placed for the Vanden Road improvements south of Newcastle completed by the Parkside subdivision.

### Traffic Signal at Allison Drive/Ulatis Drive

Traffic staff reviewed and approved modifications to the traffic signal at Allison Drive/Ulatis Drive that accommodates the entrance to Casa Dei Vista apartments as the fourth leg.

## **UTILITIES**

### ENGINEERING

#### Capital Improvement Program Projects

##### Allison Parkway Lift Station Reconstruction and Expansion (DIF 120)

Mark III Construction, Inc., the project contractor, has completed the pouring of the wet well and the biofilter structure. Once complete, the contractor will begin on the valve vault. Construction of the SCADA panel is currently underway by Primex.

##### Birch Street Area Sewer Improvements

The Birch Street Area Sewer Improvement Project has been awarded to West Yost. A preliminary design report will be prepared to include the geotechnical report, survey, and potholing data. CCTV data was provided at the end of March to be incorporated into the design. The project scope includes the upsizing of a section of sewer on Birch Street, the segment through the park and ride, and along Davis Street to the intersection of Stevenson Street.

##### Browns Valley Reservoir Slope Stabilization

Part of the hillside at Browns Valley Reservoir was severely eroded following heavy rains in March 2019. Cunningham Engineering has completed the final draft design submittal for slope repair and long-term stabilization at the site. Utilities staff are currently reviewing the submittal in order to finalize the project documents and put them out for bid.

##### CSP-S Sewer: Fry Road to Easterly Wastewater Treatment Plant (EWWTP) (DIF 54A)

Mountain Cascade, Inc., the project contractor, completed its final punch list work on the project as of March 18. Final project documents are being prepared and the project is scheduled to be taken to City Council for acceptance.

#### Well 17

Well 17, at the intersection of Alamo Drive and Snowy Owl Drive, will be a new water supply well for the City. The project was awarded to Roadrunner Drilling & Pump Company at the March 10 City Council meeting. The project contract has been executed and the pre-construction meeting is scheduled for April.

#### Operations & Maintenance Projects

##### Filter Building Pipe Corrosion

Operations identified a corrosive pipe that penetrated an internal wall of the filtration building. GSE was able to core out the corroded pipe and install a new pipe with epoxy for extra corrosion protection. Construction was completed in March.

##### SCADA Cellular for Remote Sites

Alpha Omega Wireless was contracted to install a new wireless link for the Utilities SCADA system, to connect with the new Allison Lift Station Project that is currently in construction. Alpha Omega Wireless installed radio equipment and antennas on the Vacaville Performing Arts Theater building, Treated Water Pump Station building at the Corporation Yard, and the Filter building at the EWWTP for connectivity. Installation was completed in March.

##### Well 8 Inspection and Repair

Kirby's Pump & Mechanical, contractor, patched a few areas in the well column that were identified during the well inspection. A drawdown test was performed at various flow rates to determine the specific capacity within a 24 hour period. The tests verified the well could be pumped at the required flow rate of 1200 gpm with no loss of specific capacity. The next step is to select a pump for installation to bring the Well back into service.

##### Well 9 Pipe Repair and Replacement

GSE has been contracted to replace a section of pipe in Well 9 that had been previously patch repaired after identifying a leak in the line. The piping is currently being lined at a coating shop and is expected to be installed in April. The well will be taken offline temporarily during the repair.

#### Plans and Assessments

##### Citywide Water Modeling

West Yost Associates has completed an updated model of the City's water system that is compatible with the City's geographic information system (GIS). The model was calibrated based on data collected in the field last August and verified against information collected through the Utilities Department's SCADA network. Training was held for Engineering Division staff in March, and staff are coordinating with IT to have the new software installed and licensed. West Yost is finalizing project documentation and will be providing updated GIS information.

##### Recycled Water Master Plan

The City has been working with Carollo Engineers to finalize the Recycled Water Master Plan with the Advanced Plan and Initial Study/Mitigated Negative Declaration Document. The Environmental Document has been reviewed by Planning and comments were returned to Carollo to incorporate in the final document. The final draft of both the Advanced Plan and Environmental Document will be submitted in the next two months.

## MAINTENANCE

### Mechanical Group

#### Raw Water Pump Overhaul

Mechanics completed the overhaul of the Water Treatment Plant's Raw Water Pump #1. This pump delivers untreated water from the Solano Irrigation District (SID) canal to the Treatment Plant's diatomaceous earth filtration system. The pumps internal wear ring clearances had become excessive and pump output was reduced. Oversized impeller rings were installed to take up the excessive clearance. New bearings and mechanical seals were also installed as part of the overhaul. A precision laser alignment was performed between the electric motor driver and the pump following pump reassembly.

#### Sludge Feed Pump Rebuild

Staff completed the in-house rebuild of an Easterly Belt Press Feed Pump. The positive displacement pump's internals wore out, resulting in reduced output. The pump was fitted with a new rotating element and stationary stator. Following the rebuild, the pump was returned to warehouse stock.

#### Primary Sludge Transfer Pump

The Easterly #1 Primary Sludge Transfer Pump received an in-place overhaul due to reduced output. This style of lobe pump allows for internal component replacement without removal to the shop for the work. New backing plate and rotors were installed.

#### Filtration Hose Clamp Replacement

Staff replaced over 600 hose clamps at the Easterly Filtration Complex. Original clamps installed during construction were insufficient to secure the scour air hoses to the header. Mechanics researched and procured upgraded clamps to prevent future slipping.

#### Air Conditioning Unit Repair

A Mechanic troubleshot and repaired an Easterly Motor Control Center air conditioning unit. The Mechanic found a refrigerant leak at a service port. He repaired the leak and charged the unit with the proper amount of refrigerant. This repair saved significant contractor callout costs.

#### Influent Bio-Filter Blower Repairs

Mechanics replaced worn bearings on each of the two Easterly Influent Bio-Filter blowers.

#### Clogged Lift Station Pumps

Mechanical Staff responded to multiple sewer lift station clogged pump problems. The pumps were clogged with non-dispersible items improperly disposed of down the toilet.

### ICE Group

#### Water Treatment Plant (WTP)

ICE Technicians completed 85+ specific Annual Preventative Maintenance work orders this month in preparation for the WTP coming on-line this spring. These tasks are performed annually to insure a trouble free WTP start-up.

#### Well 15 - Microclor

ICE Electricians completed the electrical installation involved in the transfer of a working Microclor Hypochlorite generation system from an abandoned well to Well 15. ICE Technicians were able to fully integrate the Microclor controls with those of the local well, allowing complete control of this system to be handled remotely by Operations staff.

#### Well 15 – Pump Variable Frequency Drive

ICE Electricians worked closely with contractors in replacing a failed Pump Variable Frequency Drive with a modern Soft Start Drive. This constituted a substantial change in Controls. ICE Technicians handled the integration and communication aspects of this installation resulting in a more robust end product.

#### ADMINISTRATION

##### Water Conservation

The March water consumption figures showed the City had decreased its overall water consumption by 34.8% compared to the same month in 2013. Residents consumed an average of 73.46 gallons per day for the month. For the year, residents have consumed 18.9% less water over the same period than they did in 2013.

##### Staffing

The department welcomed Amanda Lee, Administrative Clerk.

##### COVID-19 Response

Staffing measures were put in place to minimize employee contact. Engineering and Administration staff are telecommuting the majority of the time. Water Operations, Maintenance (Mechanical/ICE) and Laboratory staff were split into two teams and put on 12-hour shifts to eliminate employee contact between the two teams. Wastewater Operations, as a 24/7 operation, have been on this schedule with 4 teams as a normal practice, and have minimized employee interaction during shift changes. Utilities staff continue to do a tremendous job during this pandemic providing critical water and wastewater services for the community of Vacaville.