



City Of Vacaville

Monthly Report

May 2020

TO: Honorable Mayor and City Council

FROM: Aaron Busch, City Manager

ADMINISTRATIVE SERVICES

FINANCE DIVISION

Utility Billing Online Bill Pay System

The Finance Utility Billing section has upgraded its online bill pay system for utility billing. After receiving response from the public on the password reset process, staff created detailed instructions, which are now available on the new online payment website, on resetting the password. The new online payment website features a more user friendly interface, additional ways to schedule recurring payments and receive notifications, and a host of other enhancements to the customer service experience. Staff is currently working on upgrading the IVR (interactive voice response) phone system used to pay utility bills as well, with the anticipation of the implementation being completed by the end of the month.

Business Licenses

While business license renewal activity has not noticeably decreased from prior years, staff is currently waiving all penalties and late fees on business license renewals due to the financial impact of the COVID-19 pandemic.

INFORMATION TECHNOLOGY (IT) DIVISION

For the month of April 2020, the IT Division received and closed 347 support requests from across the City. As part of the City's response to COVID-19, IT staff set up 100+ employees to work remotely to allow for social distancing in the workplace. In addition, the desktop support group successfully implemented Zoom video conferencing to help managers and supervisors stay connected with their staff. 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 April 2020 were \$230,819.55.

PLANNING COMMISSION

Planning Commission met on April 21 to consider three items:

- PAPIN COMMERCIAL CENTER – The proposal was to construct a service station, convenience store and car wash at the northeast corner of Leisure Town Road and Elmira Road. The applicant also requested a determination of Public Convenience or Necessity to sell beer and wine. A number of community members spoke both for and against the project. The commission approved the plan.
- ROBERTS' RANCH DEVELOPMENT AGREEMENT - The proposed amendment would extend the term of the development agreement to April 2032. Project consists of 785 single-family homes, a 16 acre school site, approximately 2.5 acres of small neighborhood parks, open space, public spaces and trails. The Commission voted to recommend approval of the extension.
- GENERAL PLAN, ANNUAL REPORT – The department made an annual progress report detailing actions taken during the past year to implement the General Plan. This included a report on how the City is meeting goals of the Housing Element and sets priorities for implementation tasks over the coming year.

ADVANCED PLANNING

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

- Staff is evaluating the schedule for the Downtown Specific Plan.
- Consultants from BAE, ESA and LGC presented a parking study to the public and gathered input on April 23.
- Project consultants have drafted Historic Design Guidelines.
- Consultants from BAE have also submitted the Downtown Affordable Housing and Anti-Displacement Strategy.

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.
- The Planning Commission will receive a review of the Administration & Procedures chapter in June. Additional chapters, such as Residential Design Requirements may also be ready in June.
- All documents are available at www.vacavillecodeup.com.

3. TRAKIT / GIS INTEGRATION PROJECT

The staff continued work on this project which will improve the City's use of the TRAKIT permit scheduling and project tracking data.

4. IMPROVED REPORT & GRAPHICS PRESENTATIONS

The staff completed an evaluation and purchase of Adobe InDesign software to help improve the quality of materials presented for public review on planning matters.

5. UPDATES TO THE ADDRESS DATA IN THE CITY'S DATABASE

This activity updated the City's GIS database to include addresses for a large number of newly created lots in residential subdivisions. This update allows staff to keep or create accurate records on permitting and fees.

6. GREENTREE PROJECT

- Staff and the applicant continue to work towards defining the scope of work for the water supply and quality report, storm drain report, wastewater report, and traffic study.
- Staff, the developer and the biologists worked closely with California Fish and Wildlife in reviewing possible impacts and potential mitigation for burrowing owls.
- Staff continues to consult with and work with CDFW on biological impacts the project may cause. The environmental impact report has not started being written yet.

- All comments received on the EIR Notice of Preparation are viewable on the project website www.cityofvacaville.com/greentree.

7. PARK PARISH SUBDIVISION

- The proposed Park Parish project is in Southtown, east of Vanden Road and Cogburn Circle across from Fire Station 75. The applicant, Agape LLC, owns 2 acres north of the future Cogburn Circle that is currently zoned Neighborhood Commercial. The applicant is requesting to change the zoning to Medium Density Residential and to construct 21 single family homes on the property. The applicant also owns 2 acres south of the future Cogburn Circle extension that is zoned to allow a church or similar use. The applicant is proposing a change to this property to allow limited neighborhood commercial uses on that property, excluding uses such as liquor sales and service stations. No changes to the plans for Magnolia Park are proposed. Staff and applicants began preparations for a community presentation regarding this proposed project, anticipated to be conducted at the Planning Commission hearing on May 19.

8. 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.

9. 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

10. URBANFOOTPRINT CIVIC LICENSE

Staff is in training for use of the program and will begin testing it as an aid for the Downtown Specific Plan.

11. CITY GIS MASTER PLAN

Staff attended the GIS committee meeting and participated in evaluation of the City’s GIS needs.

12. VEHICLE MILES TRAVELED (VMT) STANDARDS

Staff worked with Public Works - Traffic Engineering by participating and providing comments to the consultants conducting the VMT guidelines and thresholds that are required for compliance with California Environmental Quality Act.

13. CAPITAL IMPROVEMENT PROJECTS GENERAL PLAN CONSISTENCY REVIEW

Staff received the draft CIP list and began the mandatory annual review of new projects proposed for the CIP list for compliance with the General Plan. When staff has completed their review, they will present the list to the Planning Commission for their review and recommendation to City Council. City Council is required to make

findings that the CIP list is in compliance with General Plan prior to approving the project list for budgeting purposes.

CURRENT PLANNING

1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED

- **ALAMO CREEK SUBDIVISION (FILE NO. 20-128)**
Tentative Subdivision Map and Planned Development requests to subdivide a vacant 9.91-acre parcel located at the northwest corner of Leisure Town Road and Redstone Parkway into 144 single family residential lots. The proposed residential density for the site is 14.53 units per acre. The project would consist of zero-lot lines with an 1800 sq. ft. minimum lot size.
- **MIDWAY COMMERCE CENTER (FILE NO. 20-139)**
Design Review request to construct five (5) single-story warehouse/distribution buildings on vacant land located south of Midway Road and west of Eubanks Drive. The total floor area would be 1.673 million sq. ft. The project also includes a Tentative Subdivision Map to abandon Chancellor Court and revise existing parcel boundaries.
- **HAMPTON INN & SUITES (FILE NO. 20-130)**
Planned Development request to construct a Hampton Inn and Suites Hotel at 1000 Mason Street. The proposed hotel consists of five (5) stories with 109 rooms, two large meetings rooms and a swimming pool. Access to the site would be provided from a new driveway on Mason Street, with secondary access from an adjoining parcel to the west.
- **BEST WESTERN HOTEL (FILE NO. 20-131)**
Planned Development request to demolish the existing Best Western Hotel at 1420 E. Monte Vista Avenue and construct a new Best Western Hotel consisting of four (4) stories and 94 rooms. Access would be provided from an existing driveway on E. Monte Vista Avenue, with secondary access from an adjoining parcel to the north.
- **SPARROW GROVE HOUSE PLANS (FILE NO. 20-153)**
Planned Development request to construct four (4) new house plans on 74 lots in Village C of the Roberts' Ranch Subdivision, located east of Leisure Town Road and north of Fry Road. The house plans consist of three (3) single-story plans and one (1) two-story plan ranging in floor area from 2,495 sq. ft. to 3,215 sq. ft.
- **FRONT YARD SETBACK REDUCTION (FILE NO. 20-130)**
Administrative Clearance request to reduce the required front yard setback from 25 feet to 24 feet for a new single-family dwelling located at 6054 Peacock Court.

2. DEVELOPMENT REVIEW APPLICATIONS APPROVED

- **PAPIN COMMERCIAL CENTER (FILE NO. 19-347)**
The Vacaville Planning Commission voted 7-0 to reaffirm the Farm at Alamo Creek EIR, and approve Conditional Use Permit and City Determination of Public Convenience or Necessity requests for the Papin Commercial Center to be constructed on a 3.67-acre site located at the northeast corner of Leisure Town Road and Elmira Road. The commercial center includes a six-pump service station, with a 2,750 sq. ft. convenience store and car wash, and an 11,570 sq. ft. commercial building. The approval also allows the sale of beer and wine for off-site consumption at the convenience store
- **FARMSTEAD HOUSE PLANS (FILE NO. 19-379)**
The Director of Community Development approved a Planned Development request to construct new house plans on 130 lots in the Farmstead subdivision located at the southeast corner of North Orchard Avenue and Fruitvale Road. The house plans consist of five (5) two-story models ranging in floor area from 1,731 sq. ft. to 2,226 sq. ft. Exterior elevations reflect Ranch, Italian and Cottage design themes.

3. HOME OCCUPATION PERMITS

- 17 received, 23 approved

4. BUILDING PERMIT PLAN CHECKS

- LDK Warehouse Project Grading & Underground
- Harbison Senior Apartments Grading & Underground
- Montera House Plans (Vanden Estates Villages D)
- Cerrito Plot Plans (Parkside Subdivision)
- Cheyenne Plot Plans



5. ZONING VERIFICATION REQUESTS

- 1 received; 3 letters issued

6. PLANNING COUNTER INQUIRIES

- 88 development related inquires and 1 zoning complaint

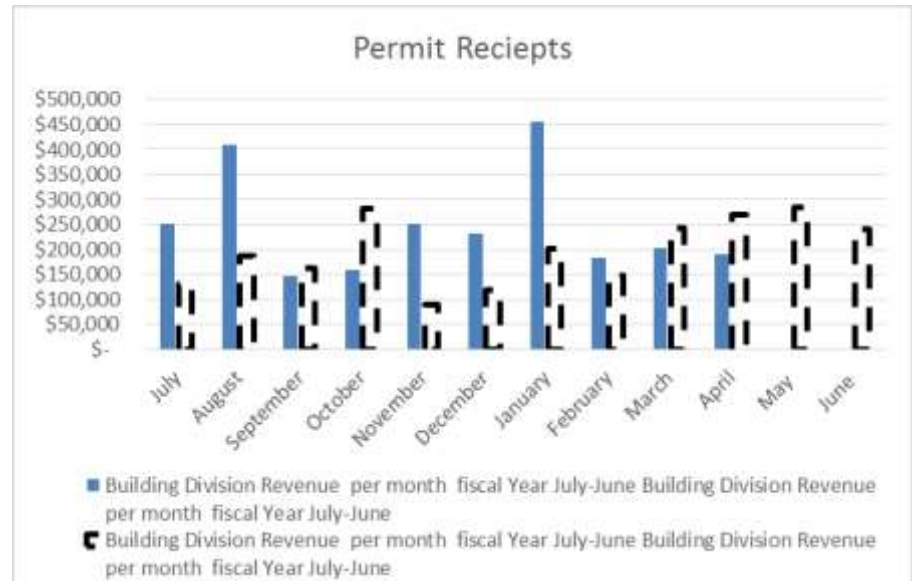
BUILDING DIVISION

<p>1,088 Residential and Nonresidential Building Inspections for the month of April</p> <p>Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month</p>	<p>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>358 Permits issued for the month of April</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>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 April</p>	<p>30/344</p> 	<p>New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total</p>	<p>38/217</p> 
<p>Residential and Nonresidential Permits Issued for April</p>	<p>Residential Activity - Permits Issued April; 340</p>		<p>Nonresidential Activity - Permits Issued April; 18</p>

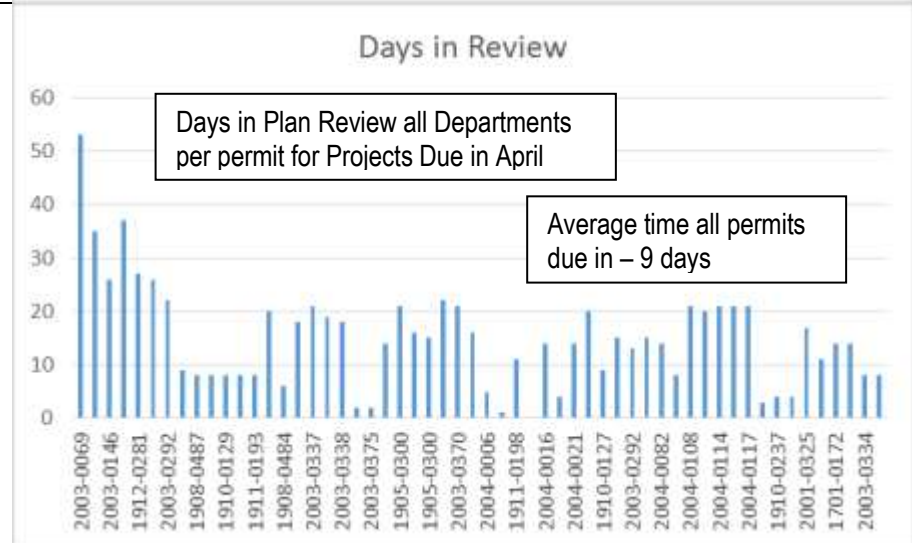
Building Division Revenue for April

\$190,410

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 April



Special Interest Notes:

- \$16,628 General Plan Implementation and Recovery fees collected in April
- % of On-line Permits of all permits issued in April; 64%
- % of On-line Revenue in April; 18%
- Special Note: On-line Permits are 52% of all permits issued since April 1 of 2015

Projects of Note:

- 76 On-line Solar permits issued in September; Total 76 Solar permits issued in April
- 8 Swimming Pool permits issued in April
- 8 Tenant Improvement and Nonresidential Alteration permits issued in April
- 27 Single Family Dwelling Units passed Final Inspection in April
- 2 Code Enforcement cases opened in April (Building only)

FIRE

OPERATIONS

Month Statistics

Total Emergency Responses	791
Emergency Medical Responses	549
Emergency Medical Transports	438
Anticipated EMS Receipts (Approximate)	\$267,698
Average Response Time	4 mins 34 secs
Fire Incidents	19

Fire Incident Types

Fire, other	2
Building fires	3
Trash or rubbish fire	1
Passenger vehicle fire	3
Water rescue fire	1
Grass fire	5
Outside rubbish, trash or waste fire	2
Special outside fire, other; mulch fire	1
Dumpster or other outside trash fire	1

HOUSING SERVICES

SUCCESSOR AGENCY

Nothing to report.

HOUSING SUCCESSOR DIVISION

On April 28, 2020, City Council approved an Exclusive Negotiating Rights Agreement (ENRA) with CFY Development Inc. to construct a mixed-income housing development on a portion of property along Allison Drive adjacent to the Vacaville Transit Center. The developers are proposing to construct up to 165 rental units with units affordable to households earning \$34,280 - \$85,700 annually for a family of four as well as market rate units. CFY Development Inc. will begin their due diligence process in determining if the project is feasible before any City commitments are considered by City Council at a future public meeting.

HOUSING PROGRAMS

In the month of April, the Housing Services Department held 6 program briefings for the Vacaville Housing Authority (VHA) with a total of 17 participants. The VHA briefings are for new voucher program participants and explain information on how the Housing Choice Voucher Section 8 Program works, including information such as the role and responsibilities of families, the VHA, and owners, and in-depth information on how to search for a qualified unit.

In the month of April 2020, the front counter of the Housing Services Department answered 564 telephone calls. No front counter business occurred during April as the office was closed to the public due to COVID-19.

Type	Jan. 20	Feb. 20	Mar. 20	Apr. 20
Public/Client Walk-In's Assisted	431	327	298	0
Public/Client Telephone Calls Assisted	1,002	874	920	564
Total:	1,433	1,201	1,278	564

POLICE DEPARTMENT

04/02/20 – During the COVID-19 crisis, Youth Service Section has implemented Zoom meetings to connect with youth. We hosted a REACH Youth Coalition meeting with 13 youth to discuss efforts around the Rocky Hill Trail and Census outreach. We also hosted a Police Activities League (PAL) Teen Leadership Council meeting. In the near future, we will bring in mental health experts to address youth needs.

04/26/20 – Fire and Police personnel were dispatched to a local park for a group of hikers suffering from heat exhaustion, but did not know their exact location. Using our RapidSOS mapping system for 911's, a dispatcher was able to talk the Officer right to the location of the hikers by tracking both the Officer's and hiker's cell phones simultaneously. The hikers were extricated from the hillside and transported to the local hospital.

04/27/20 – The Family Resource Center received a \$3,000 donation from the Vacaville Unified School District Teachers Association to assist families struggling during the COVID-19 pandemic.

During the month of April:

- Property and Evidence completed 58 discoveries and received 15 dispositions for research. The unit completed the intake of 515 pieces of evidence and completed the disposition of 416 pieces. Property and Evidence received five subpoenas to appear.
- Records assisted approximately 105 citizens at the front counter. The lobby closed half way through the month due to COVID-19. Additionally, they processed 51 vehicles for release, 25 moving citations, 34 parking citations, 48 FI cards, and completed 118 background checks for OPM.
- Communications Center staff answered 2,016 9-1-1 emergency calls and 10,288 non-emergency calls. Public Safety Dispatchers made 4,897 outbound calls.
- Communications Center staff processed 430 Priority 1 Police CAD calls, 858 Priority 1 Fire CAD calls, 1,621 Priority 2 CAD calls, 1,493 Priority 3 CAD calls, and 495 Priority 4-6 CAD calls for service for a total of 12,304 calls processed.

Police Department staff investigated 145 reported crimes in April. Part 1 Crimes for the month of April, as reported to the Department of Justice include:

Homicide - 0	Homeless/Property Removal - 0
Rape - 2	Camping Reports - 4
Robbery - 7	Traffic Collisions - 34
Aggravated Assault - 18	Traffic Citations - 26
Burglary - 13	Panhandling Citations - 0
Larceny - 90	Property Loss - \$260,512
Motor Vehicle Theft - 15	Property Recovery - \$184,751
Adult Arrests - 272	
Juvenile Arrests - 2	

PUBLIC WORKS

ENGINEERING SERVICES DIVISION

Design

Buck Bridge Replacement

The Buck Avenue Bridge Replacement Project was awarded by City Council on April 28, 2020 to Joseph J. Albanese, Inc. of Santa Clara, CA, in the amount of \$3,551,600.73. Construction is anticipated to begin in June 2020. PG&E overhead relocation work is scheduled to occur the week of May 11, 2020.

Pedestrian Crossing Enhancement Project

This project entails installation of rectangular rapid flashing beacons and pedestrian safety improvements at the intersection of Browns Valley Road with Clarecastle Way and Waterford Drive, and the intersection of Marshall Road and the Southside Bike Path. This project is funded by a federal Highway Safety Improvement Program grant. A Request for Authorization was submitted to Caltrans on April 3, 2020, and final construction plans and contract documents are being prepared for advertisement once authorization has been received. Public Works estimates that construction will proceed late this summer on the project.

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 previously approved the improvement plans for this project, and has now reviewed and approved the final map. The final map for the subdivision is scheduled for the May 26 City Council meeting.

Traffic Engineering

Highway Safety Improvement Program

Vacaville was awarded a Highway Safety Improvement Program grant. Staff has executed a contract with GHD for the portion of the grant that requires the evaluation and design of safety improvements to traffic signals on the Alamo and Peabody corridors.

Safe Routes to School

Traffic received a \$30,000 micro grant from Solano Transportation Authority, STA, to replace five (5) radar speed display signs at three (3) elementary school frontages that are no longer in operation. Staff executed a contract with STA and will be purchasing and installing the radar speed display signs. 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.

UTILITIES

ENGINEERING

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Browns Valley Reservoir Slope Stabilization

A portion of the hillside at Browns Valley Reservoir was severely eroded following heavy rains in March 2019. Cunningham Engineering has completed the final design submittal for slope repair and long-term stabilization at the site. The plans are under final review for approval and are being prepared for the bidding procedure.

Well 2 Rehabilitation

The well screen at Well 2, located at the corner of Nut Tree Drive and Elmira Road, deteriorated beyond repair. A test well was drilled in February in order to assess water quality to plan for a new production well on the same site. Sample results have been received from test pumping and water quality sampling. Wood Rodgers is preparing a final report on the water quality. Staff is requesting a proposal for drilling design for a new production well.

Well 17

Well 17 will be a new water supply well for the City at the intersection of Alamo Drive and Snowy Owl Drive. The preconstruction meeting took place in April. Roadrunner Drilling & Pump Company is expected to begin drilling on May 26 and a notification letter is being sent to nearby residents.

OPERATIONS & MAINTENANCE PROJECTS

Well 8 Inspection and Repair

A new pump was selected to replace the existing pump at Well 8 after the well column was repaired. The contractor, Kirby's Pump & Mechanical, is expected to install the new submersible pump within the next two months; they are currently coordinating with Utilities Maintenance staff on electrical wiring requirements. After the installation is completed, the well will be able to be brought back into service.

Well 9 Pipe Repair and Replacement

GSE Construction replaced a section of piping in Well 9 that had previously been patch repaired after a leak was identified in the line. The well is back in service after this work was completed in April.

MAINTENANCE

Mechanical Group

Lift Station Pump Clogged

Mechanics responded to the Horse Creek Lift Station to manually pull a very large ball of non-dispersible items that were improperly disposed of down the toilet.

Easterly Primary Clarifier

Staff repaired the Primary Clarifier #1 Sludge Collector, which failed when being taken out of service for Preventive Maintenance. It appears that slack in the collector drive chains became more pronounced as the clarifier was drained. This allowed a portion of the collector flights to hang up and snap the drive chain, damaging a flight. Damaged components were replaced and the additional Preventive Maintenance checks were completed.

Raw Water Sample Pump

Mechanics replaced the Water Treatment Plant's Raw Water Sample pump which wore out.

Air Dryer Replacement

Staff troubleshot and replaced the Water Treatment Plant's Air Dryer. The dryer refrigerates warm compressed air to remove condensation to prevent equipment damage.

HVAC Filters

Working with Control Systems Technicians, staff are calibrating magnehelic gauges on the HVAC units at Easterly. Working with the filter supplier, upgraded filters are being retrofitted to existing units. In order to achieve the best service life of the filters, monitoring the amount of fouling the filters can absorb before being changed out is critical. Once these initial runs are implemented, pre and post filter alarms will be adjusted accordingly.

Instrumentation Control Electrical (ICE) Group

Well 9

ICE staff worked with the Engineering group and an outside contractor on procuring, installing and calibrating a magmeter style flowmeter at Well 09. Engineering was replacing thinning piping at this location so we took the opportunity to upgrade the aging flowmeter as well. The coordination of work minimized the down time for well availability.

ADMINISTRATION

Water Conservation

The April water consumption figures showed the City decreased its overall water consumption by 25.2% compared to the same month in 2013. Residents consumed an average of 100.06 gallons per day for the month. For the year, residents have consumed 20.9% less water over the same period than they did in 2013.