



City Of Vacaville

Monthly Report

July 2020

TO: Honorable Mayor and City Council

FROM: Aaron Busch, City Manager

The items being reported below are for the month of June.

CITY MANAGER

ADMINISTRATION

With the Council's approval of the FY 20/21 budget, staff is working on the implementation of the re-organization of the Administrative Services Department and the City Manager's Office. As of July 1, 2020, the Administrative Services Department has been reorganized into separate functions. The Human Resources Department has been created, to include the promotion of the Human Resources Division Manager to Director of Human Resources, and the Finance Department has been created to include the promotion of the Finance Division Manager to Director of Finance. Information Technology and Risk Management functions have moved to the City Manager's Office. The budget function has now been moved from the City Manager's Office to Finance, and this will be managed by the Budget Manager, reporting to the Finance Director. In addition, Risk Management, General Liability, the management of the financial software implementation and various other projects are now being managed by our Project Manager in the City Manager's Office. This re-organization has generated a lot of change, but the goal is to position ourselves to better provide customer service to our Council, citizens and employees. Implementation of remaining details should be complete by end of July, and the City's website will be updated soon to reflect these changes.

The City is recruiting for a Communications and Media Officer to fill a vacant, budgeted position. The interviews are in process now and the goal is to have the position filled sometime in September. In the interim, the Fire Chief is performing the duties of the City's Communications Officer. He has extensive expertise in this area and has been a great resource to the City Manager's Office.

ENTERPRISE RESOURCE PLANNING (ERP) UPDATE

The Munis implementation team is now working on all three phases and is on track despite the pandemic and staff and consultants working remotely. Go Team! Phase 1: Financials is on track to go live the week of October 5. Functionality and setup are now being tested and work is beginning with departments on creating approval and workflow queues. Phase 2: HR & Payroll is planning to go live the week of January 4, with the change to a bi-weekly pay schedule happening in September. Phase 3: Utility Billing kicked off in July and is scheduled to go live in June 2021.

INFORMATION TECHNOLOGY (IT) DIVISION

For June, the IT Division closed 345 support requests from across the city. The IT Division is working with Public Safety, and has successfully deployed the new public safety computer-aided dispatch system. All City Hall conference rooms network cabling and computers has been updated.

COMMUNITY DEVELOPMENT

DEPARTMENT DEVELOPMENT RELATED REVENUES

Revenues generated by Community Development during June 2020 were \$264,818.45.

PLANNING COMMISSION

The Planning Commission met on June 16 and discussed the following items:

- **PARKING ANALYSIS AND POLICY STRATEGY** for the DOWNTOWN SPECIFIC PLAN - The draft document was presented to Planning Commissioners and community members. The final document will be published later and will be available at <https://www.letstalkvacaville.com/downtown-specific-plan>.
- **2020-2021 CAPITAL IMPROVEMENT PROGRAM GENERAL PLAN CONSISTENCY REVIEW** - Commissioners reviewed the proposed list of projects the City intends to construct or set funds aside for during the next fiscal year. Commissioners determined the proposed list to be consistent with the General Plan.
- **LAND USE & DEVELOPMENT CODE UPDATE - ADMINISTRATION AND PROCEDURES** - 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 Administration and Procedures. The Commissioners provided comments which will be addressed in the final draft Code due out in the late summer.

ADVANCED PLANNING

1. DOWNTOWN SPECIFIC PLAN

- Staff and the consultant team are finalizing the Parking Analysis and Policy Strategy. The document will also provide for outdoor eating areas, such as parklets in the right-of-way. This final draft strategy is expected by late July. The general content of this document was reviewed by the Planning Commission on June 16.
- Staff is evaluating the planned schedule for the Downtown Specific Plan.
- Land use assumptions for modeling infrastructure needs in downtown are in review.
- Staff received the financing agreement from the California Department of Housing and Community Development for the \$310,000 SB 2 grant, which will fund a portion of the Downtown Specific Plan.

2. LAND USE & DEVELOPMENT CODE UPDATE

- The City's consultant, Lisa Wise Consulting, completed preliminary draft sections of the updated Code.
- The Planning Commission received a review of the Administration & Procedures chapter in June. Additional chapters, such as Residential Design Requirements, are expected in July.
- All draft code section are available at www.vacavillecodeup.com.

3. VEHICULAR MILES TRAVELED (VMT) GENERAL PLAN TRANSPORTATION ELEMENT AMENDMENT

Community Development and Public Works are working together to implement Senate Bill 743, which requires that all CEQA environmental documents analyze impacts to vehicular miles traveled (VMT) instead of traffic congestion. Staff and consultants are working to incorporate VMT goals, policies, and actions into the General Plan and to update procedures for conducting environmental review of projects.

4. 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.

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 define the scopes of work for the water supply and quality report, stormdrain report, wastewater report, and traffic study.
- Staff, the developer and the biologists worked closely with California Department of Fish and Wildlife (CDFW) reviewing impacts and potential mitigation for burrowing owls.
- Staff continues to consult with CDFW on potential biological impacts of the project. The Environmental Impact Report (EIR) will incorporate this work.
- All comments received on the EIR Notice of Preparation are viewable on the project website www.cityofvacaville.com/greentree.

7. PARK PARISH SUBDIVISION

- Staff and the applicant team reviewed recommended land use changes for the 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.
- An online Community Meeting was held on June 25.

8. SOLANO MULTISPECIES HABITAT CONSERVATION PLAN

Staff continues to work with SCWA in updating, commenting and revising the draft HCP.

9. 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.

10. CITY GIS MASTER PLAN

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

11. 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.
- Staff presented to Planning Commission on June 16 for their General Plan Consistency recommendation to City Council.

CURRENT PLANNING

1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED

- VILLAGES AT VANDEN MEADOWS DEVELOPMENT AGREEMENT AMENDMENT (FILE NO. 20-205)
Amendment request to change four items in the Vanden Meadows Development Agreement, for the Vanden Meadows Specific Plan located between Nut Tree Road and Leisure Town Road, and south of Cogburn Circle. The proposed amendments include: (1) extend the Development Agreement from 10 years to 20 years; (2) exempt the project from obtaining allocations under the City's Planned Growth Ordinance; (3)

change the Community Facility District annexation requirement from CFD 11 to CFD 12; and (4) eliminate a requirement for development to pay a Community Benefit Contribution for each Building Permit.

- MOORHEAD RESIDENCE (FILE NO. 20-181)
Design review request to construct a new 1,900 sq. ft. single-family residence on a vacant lot located at 707 Hillview Crest. The proposed floor plan includes three bedrooms, three bathrooms and a large family room.
- HORSE CREEK SOCCER FIELD E (FILE NO. 20-190)
Design Review request to establish a new soccer field in Centennial Park, located at 501 Browns Valley Parkway. The project includes irrigation and perimeter landscaping without parking.
- REGENCY PARK PLAZA PSP AMENDMENT (FILE NO. 20-204)
- Modification request to amend the Regency Park Plaza Planned Sign Program for the purpose of installing new monument signs with an additional sign at 615-653 Elmira Road. The proposed amendment would allow an additional monument sign on Nut Tree Road.

2. DEVELOPMENT REVIEW APPLICATIONS APPROVED

- MIDWAY COMMERCE CENTER (FILE NO. 20-139)
The Director of Community Development approved Tentative Parcel Map and Design Review requests to construct up to five industrial buildings in phases on approximately 90 acres of land located east side of Eubanks Drive, south of Midway Road. Specifically, the proposal is to construct approximately 1.68 million sq. ft. of warehouse space with accessory office space in up to five warehouse buildings. The site plan includes building footprints, driveways on Eubanks Drive, 1,066 spaces for cars and trucks, and on-site landscaping. The project also includes request to abandon Chancellor Court, and, to create four new parcels: Parcel 1 - 11.37 acres; Parcel 2 – 8.82 acres; Parcel 3 – 20.2 acres; and Parcel 4 – 49.30 acres.
- VENABLE PATIO COVER (FILE NO. 20-188)
The Director of Community Development approved an Administrative Clearance request to reduce the required rear yard setback from 20 ft. to 15 ft., for the purpose of constructing a 490 sq. ft. patio cover at 600 Pacific Grove Court. The reduction would allow the patio cover to encroach five (5) feet into the rear yard setback.
- SONOMA SPRINGS BREWING TEMPORARY USE PERMIT (FILE NO. 20-189)
The Director of Community Development approved a Temporary Commercial Use Permit to operate a food truck as part of the Sonoma Springs Brewing Company restaurant to be located at 300 Main Street.

3. HOME OCCUPATION PERMITS

- 21 received, 20 approved

4. BUILDING PERMIT PLAN CHECKS

The Planning Division reviewed 79 Building Permit applications, including:

- Farmstead House Plans
- Lagoon Valley Self Storage
- Piedmont Plot Plans (Vanden Estates Villages A & B)
- Preston House Plans (Brighton Landing Village 10)
- Sheffield House Plans (Brighton Landing Villages 9 & 11)
- Bristow House Plans (North Village Unit 7B)

5. ZONING VERIFICATION REQUESTS

- 4 received; 3 letters issued

6. TREE REMOVAL PERMITS

- 0 received; 1 permit issued

7. PLANNING COUNTER INQUIRIES

- 115 development related inquires and 1 zoning complaint

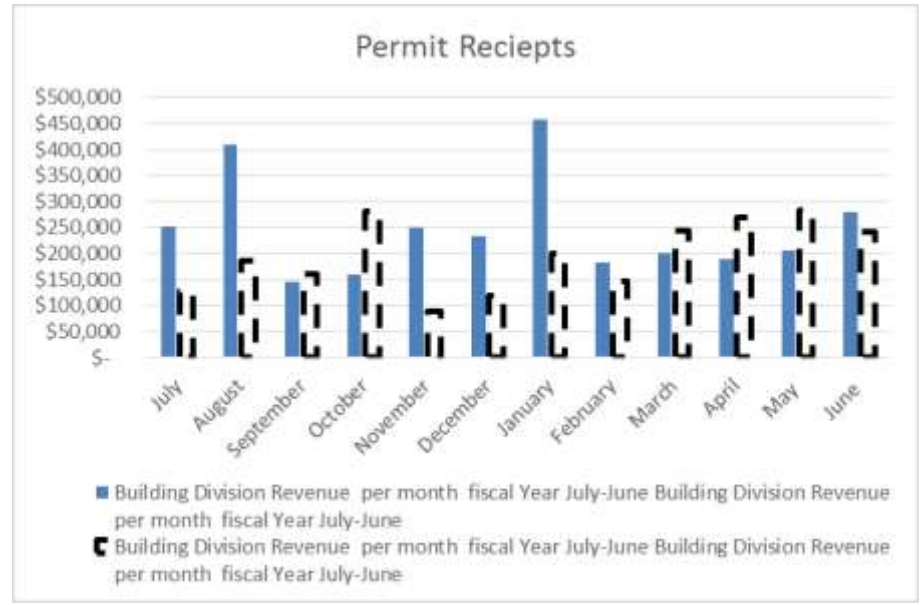
BUILDING DIVISION

<p>1375 Residential and Nonresidential Building Inspections for the month of June</p> <p>Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month</p>	<p>Inspections Made</p> <table border="1"> <caption>Inspections Made Data</caption> <thead> <tr> <th>Month</th> <th>2019-2020</th> <th>2018-2019</th> </tr> </thead> <tbody> <tr><td>July</td><td>1250</td><td>1000</td></tr> <tr><td>August</td><td>1400</td><td>1150</td></tr> <tr><td>September</td><td>1100</td><td>1050</td></tr> <tr><td>October</td><td>1350</td><td>1100</td></tr> <tr><td>November</td><td>1200</td><td>1000</td></tr> <tr><td>December</td><td>1000</td><td>850</td></tr> <tr><td>January</td><td>1250</td><td>750</td></tr> <tr><td>February</td><td>1250</td><td>600</td></tr> <tr><td>March</td><td>1450</td><td>850</td></tr> <tr><td>April</td><td>1100</td><td>900</td></tr> <tr><td>May</td><td>1150</td><td>1000</td></tr> <tr><td>June</td><td>1350</td><td>1100</td></tr> </tbody> </table>			Month	2019-2020	2018-2019	July	1250	1000	August	1400	1150	September	1100	1050	October	1350	1100	November	1200	1000	December	1000	850	January	1250	750	February	1250	600	March	1450	850	April	1100	900	May	1150	1000	June	1350	1100
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<p>401 Permits issued for the month of June</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> <table border="1"> <caption>Building Division Permit Trend Data</caption> <thead> <tr> <th>Month</th> <th>2019-2020</th> <th>2018-2019</th> </tr> </thead> <tbody> <tr><td>July</td><td>480</td><td>400</td></tr> <tr><td>August</td><td>520</td><td>380</td></tr> <tr><td>September</td><td>380</td><td>320</td></tr> <tr><td>October</td><td>430</td><td>380</td></tr> <tr><td>November</td><td>360</td><td>280</td></tr> <tr><td>December</td><td>340</td><td>260</td></tr> <tr><td>January</td><td>330</td><td>280</td></tr> <tr><td>February</td><td>320</td><td>260</td></tr> <tr><td>March</td><td>360</td><td>420</td></tr> <tr><td>April</td><td>350</td><td>450</td></tr> <tr><td>May</td><td>330</td><td>430</td></tr> <tr><td>June</td><td>400</td><td>410</td></tr> </tbody> </table>			Month	2019-2020	2018-2019	July	480	400	August	520	380	September	380	320	October	430	380	November	360	280	December	340	260	January	330	280	February	320	260	March	360	420	April	350	450	May	330	430	June	400	410
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<p>New Single Family Dwelling Unit Permits issued this month / total for Fiscal Year 19-20 through June</p>	<p>37/406</p>	<p>New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total</p>	<p>30/269</p>																																							
<p>Residential and Nonresidential Permits Issued for June</p>	<p>Residential Activity - Permits Issued June; 371</p>		<p>Nonresidential Activity - Permits Issued June; 30</p>																																							

Building Division Revenue for June

\$279,182

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



Special Interest Notes:

- \$46,726 General Plan Implementation and Recovery fees collected in June
- % of On-line Permits of all permits issued in June; 58%
- % of On-line Revenue in June; 13%
- Special Note: On-line Permits are 55% of all permits issued since June 1 of 2015

Projects of Note:

- 80 On-line Solar permits issued in September; Total 81 Solar permits issued in June
- 22 Swimming Pool permits issued in June
- 10 Tenant Improvement and Nonresidential Alteration permits issued in June
- 50 Single Family Dwelling Units passed Final Inspection in June
- 3 Code Enforcement cases opened in June (Building only)

FIRE

OPERATIONS

Month Statistics

Total Emergency Responses	890
Emergency Medical Responses	568
Emergency Medical Transports	512
Anticipated EMS Receipts (Approximate)	\$375,120
Average Response Time	4 mins 49 secs
Fire Incidents	26

Fire Incident Types

Fire, other	1
Building fire	3
Fire in transformers, power or utility vaults	1
Cooking fire	1
Passenger vehicle fire	2
Natural Vegetation fire	1
Fires involving elevated fuels such as tree branches	1
Brush and grass-and-brush mixture fire	5
Grass fire	9
Outside rubbish, trash or waste fire	1
Outside rubbish fire, other	1

HOUSING SERVICES

SUCCESSOR AGENCY

Nothing to report.

HOUSING SUCCESSOR DIVISION

The Housing Services Department received notice that the Department of Housing and Urban Development awarded \$17,251 to the City of Vacaville Housing Counseling Agency for fiscal year 2020. The grant funds are used to support the housing counseling activities which include, homebuyer workshops, one-on-one housing counseling sessions and other administrative costs of running the program.

Housing Counseling:

- Staff completed one-on-one housing counseling appointments with 4 clients (one via phone).
- Housing Specialist Mary Decker passed the HUD Housing Counselor Certification test required to maintain the Housing Counseling Agency HUD certification.

HOUSING PROGRAMS

The Vacaville Housing Authority held six virtual briefings for 7 participants. 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 June 2020, the front counter of the Housing Services Department assisted a total of 1,141 customers by telephone and front counter visits.

Type	Jan. 20	Feb. 20	Mar. 20	Apr. 20	May 20	June 20
Public/Client Walk-In's Assisted	431	327	298	0	0	200
Public/Client Telephone Calls Assisted	1,002	874	920	564	752	941
Total:	1,433	1,201	1,278	564	752	1,141

PARKS AND RECREATION

PARK PLANNING

- CreekWalk Permanent Stage: Mobile stage delivered June 8, 2020. Staff is conducting research on acoustic absorption panels.

ACTIVE AGING

- Recreation Coordinator, Audrey Calder, is participating on the planning committee for the annual Alzheimer's Walk in Solano County to develop an alternative plan for 2020. Early stages of preparation include contacting all the committee chairs, brainstorming possible opportunities for event growth, and identifying volunteer vacancies. The Alzheimer's Walk traditionally takes place in mid-October at the waterfront in Suisun.
- Staff at McBride continue to coordinate the delivery of hot meals to over 40 older adults in the Vacaville community through the "quarantine" project with local restaurants. Many of the people being served were not previous participants of the City's Active Aging program but have since become dedicated "fans". Volunteers make deliveries from local restaurants three days per week, and staff coordinate one day of delivery with donations from Vacaville Storehouse, the Salvation Army, local merchants like Grocery Outlet, and the Solano County Food Bank.
- Senior Phone Bank/Hot Meal Deliveries: During the month of June, the Senior Phone Bank received close to 180 phone calls. While most of them were folks inquiring about possible tax appointments, there were also some general inquiries about city facility closures, program status and COVID-19 related questions. Based on the decreased number, and nature of calls, staffing for the phone bank was reduced. Hot meal deliveries continued throughout the month of June as well. Staff and volunteers distributed a total of 567 meals which were prepared and provided by local restaurants: Heritage House, Los Reyes, Hank and Hazel's, China House, Wren's Café, and Rice Barn. The department received monetary and food donations valuing close to \$3,400 from the local community. Donors included the VFW, private citizens, The Storehouse, Grocery Outlet, and more. The local non-profit, Faith in Action, who has an office space inside the McBride Senior Center, continued to process volunteer Live Scans for the City. Approximately 25 volunteers have cleared to date and are actively performing duties such as essential errands, meal deliveries and daily phone calls to seniors.

AQUATICS

- The Graham Aquatic Center reopened to the public after being closed due to COVID-19 for three months. The week of June 22 was filled with staff training and assisting the public in learning the new pre-registration system. On June 29, the Graham hosted its first mid-day Lap Swim allowing Vacaville community members to get back into their swimming routine.

CULTURAL ARTS

- MAKE art camps were in high demand and had to adjust program registrations to meet classroom size limitations due to new COVID requirements. Parents and participants were excited to be back and graciously adjusted to all new COVID procedures. Campers in the program enjoyed themes of Action Art and Fashion Camp.

EARLY CHILDHOOD EDUCATION

- The Early Childhood Education program offered two weeks of Pee Wee Discovery Camp during the month of June. Campers played active games, participated in themed arts and crafts activities, and learned to social distance themselves while socializing with each other. The opening theme was Digging for Dinosaurs and the second week was Character Party. Due to a restructure of camps and social distancing, Pee Wee camps took on a whole new look and feel. Parents and children were apprehensive at first but once the

new policies were tried and proven to be effective, all settled in for the fun. Weeks 1 and 2 were both maxed out with 10 participants.

- Our new Summer Preschool program has been going well! Partially due to new health/safety guidelines and combining the age groups (and accommodating the larger developmental spectrum), we've structured it like a modified school day. We are introducing themes/concepts that are common in our programs throughout a normal school year to give a glimpse of what a full school year would look like. Participants have enjoyed themes such as "Healthy Bodies", "Pirates/Ocean", and "Summer at the Circus" which included activities that teach fine motor strength and skill building with play dough and beginning scissor skills. Future curriculum plans include introducing the children's author/illustrator Eric Carle as well as an introduction to letters in students' names, letter sounds, and basic math concepts such as counting, sorting, and ordering. The students are actively engaged and following the new procedures while only needing a few reminders.

GYMNASTICS

- In providing recreational experiences and strengthening community image, June brought summer camp to the Gymnastics Center! The Gymnastics Camp has been restructured to offer the new "normal" that is in accordance with CDC guidelines. Gymnastics Camp is able to offer two separate "cohorts" by using the sports side of the facility, thereby creating "Camp A" and "Camp B". Drop-off and pick-up procedures, cleaning routines, and daily activities all look a bit different but are necessary to ensure the safety of participants remains the #1 priority.
- The first week of camp - Welcome to Camp week, included briefing participants on camp policies, rules, and procedures in addition to activities that allowed them to get to know each other. Daily instruction consisted of gymnastics skill development, water games and STEM activities. Week 2 was "Space" themed and included activities such as making galaxy jars and moon sand. The week just before 4th of July honored military and first responders. The campers made thank you cards for veterans, active military members, and first responders and also constructed airplanes out of Popsicle sticks and created their very own dog tags.

THERAPEUTIC RECREATION

- During the month of June, Recreation Coordinator, Breah Haddon, continued to provide internal ADA support to summer camps while acting as the liaison to the City's ADA Coordinator, Samantha Brown. Breah has been busy following up with families on allergies, medication requests, and other special needs that are mentioned during the registration process. This communication loop is so important for setting families up to have a positive camp experience as well as giving frontline staff the informational resources needed to provide a quality program.

TEENS

- Planning for "reopening" this fall is underway with considerations for Paint and Pizza, Babysitters Club and Sixth Grade Events needing modifications. Sixth Grade Events prove to be the biggest challenge with the current social distancing guidelines and restrictions. The addition of alternate programming also continues to be a possibility with the potential for e-sports or day trips as options, should social distancing and state regulations allow.

SPECIAL INTEREST

- New contractor instructor, Pet Pro Hero, worked with the Special Interest team to prepare the launch of the new, virtual Pet CPR/First Aid class. These classes will challenge and instruct participants on how to provide First Aid to their pets using everyday materials found around the house, such as old t-shirts, shoelaces or their pets' leash.

YOUTH & ADULT SPORTS

- Sports programs continued through virtual offerings. Instructors and staff offered a variety of camps, clinics, and lessons such as baseball, martial arts, soccer, volleyball, baseball, and softball. Staff continues to work with instructors to create new program plans that can serve the community while maintaining a safe environment that allows youth and adults to engage in physical activity during the COVID-19 pandemic.

YOUTH SERVICES

- The 2020 Youth Services summer camp season began on June 15. Camp Cooper, Camp Kindness, Camp 3 Oaks (formerly Camp Splash), and Camp Adobe kicked off the season in unique fashion. Following health guidelines and restrictions, camp life now consists of social distancing, small groups of no more than 10, and a lot of extra cleaning! Staff have planned activities accordingly to offer a new “normal” for life at camp with modified games, art projects, STEAM activities, and physical sports. Camps include weekly, sometimes daily, check-ins with participants about the emotional state and wellness of everyone with the focus being on the changed environment and how to best deal with stress, uncertainty and safety.
- Planning for the 2020 Wilderness 101 is well underway and set to take place July 20-31. While the focus continues to be on environmental and outdoor education, most of that education will be brought to site rather than outings or excursions as has been done in the past. Guest speakers and presenters have made wonderful accommodations to bring their curriculum to Wilderness 101 including the Bohart Museum, J&W Reptile Rescue, the Solano Resource Conservation District, and the Travis Air Force Base Outdoor Recreation program. Additional speakers will cover astronomy, animal behavior (UC Davis) and more!
- Lego summer camps (facilitated by Play-Well Teknologies) began on June 22, operating in a modified small group, socially distanced setting. The camp provides STEM instruction through Lego. Themes throughout the summer include Jedi Engineering, Junkyard Challenge and Minecraft.

VACAVILLE PERFORMING ARTS THEATRE

- Although we have not been able to hold any in theatre performances, VPAT has been sending a weekly newsletter to all of our patrons! The newsletter includes a list of digital performances that are taking place during the upcoming week.

July's Events

Currently, all July's events/performances are still being rescheduled/cancelled due to the COVID-19 pandemic.

POLICE DEPARTMENT

06/01/20 – Both radio channels were operating at full capacity. Each channel required a back-up channel to handle routine traffic when an emergency situation was being handled on the primary channel. 211 traffic stops were initiated, in contrast to the Monday prior, when only 33 stops were initiated.

06/18/20 –The implementation of the new Public Safety CAD (Computer Aided Dispatch) and RMS (Records Management System) solution, RIMS went live. This allows Vacaville and the other agencies within Solano County to share important safety information easily, improving citizen safety, as well as the safety of our first responders.

During the month of June:

- Property and Evidence completed 79 discoveries and received 26 dispositions for research. The unit completed the intake of 356 pieces of evidence and completed the disposition of 96 pieces. The department received eight subpoenas.
- Records front counter was closed to the public. Additionally, they processed 127 vehicles for release, 450 moving citations, 39 parking citations, 26 FI cards, and completed 102 background checks for OPM.
- Communications Center staff answered 2,489 9-1-1 emergency calls, and 12,175 non-emergency calls. Public Safety Dispatchers made 5,830 outbound calls.

Communications Center staff processed 1,107 Priority 1 Police CAD calls, 940 Priority 1 Fire CAD calls, 1,940 Priority 2 CAD calls, 1,578 Priority 3 CAD calls and 265 Priority 4-6 CAD calls for service with a total of 14,664 calls processed. The center processed 10 Text to 9-1-1 sessions.

During the first weeks of June, the Police Department experienced unprecedented levels of activity related to the civil unrest, protests and the potential for riots and looting. The Communications center team responded by increasing staffing and adding additional radio channels to support patrol, special teams and the significant increase in radio traffic. As the Communications Manager, I received direct contact from citizens who shared with me that they listened to the radio traffic via scanner and were extremely impressed, and wanted to commend the dispatch team for their exceptional work during this unprecedented level of activity. I couldn't agree more.

Police Department staff investigated 62 reported crimes in June through the 15. Part 1 Crimes for the month of June, as reported to the Department of Justice include:

Homicide - 0	Homeless/Property Removal - 0
Rape - 0	Camping Reports - 5
Robbery - 2	Traffic Collisions - 17
Aggravated Assault - 5	Traffic Citations - 217
Burglary - 7	Panhandling Citations - 0
Larceny - 34	Property Loss - \$156,706
Motor Vehicle Theft - 14	Property Recovery - \$71,796
Cases involving Firearms - 10	
Adult Arrests - 178	
Juvenile Arrests - 10	

PUBLIC WORKS

ENGINEERING SERVICES DIVISION

Construction

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 of the playground equipment and installed all the plants and trees. The contractor has also hydro-seeded the turf area with lawn seed and is anticipated to go on landscape maintenance within the next month.

Buck Avenue Over Alamo Creek Bridge Replacement

This project will replace the existing bridge on Buck Avenue over Alamo Creek along with replacing the two existing pedestrian bridges. The project was awarded on April 28, 2020, for the bid amount of \$3,551,600 and the first working day was May 26, 2020. The contractor has closed Buck Avenue at the bridge to through traffic and installed the detour. The contractor has also constructed the diversion dam, is in the process of installing the temporary water line and pedestrian bridge.

Design

City Hall Campus Exterior Painting

The bid opening for the City Hall Campus Exterior Painting project was held on July 9, 2020. A total of nine (9) bids were received. C & J Painting of Napa, CA was the apparent low bidder with a bid amount of \$82,000. The project is to be awarded by the Director of Public Works and work is anticipated to begin in August 2020.

Development Engineering

Midway Commerce Center Project

The Midway Commerce Center project is located on the south side of Midway Road and on the west side of Eubanks Drive. Staff worked with Community Development and the Developer on mutually acceptable Conditions of Approval for the project. One main aspect of the project for the Developer is the abandonment of Chancellor Court that conflicts with the proposed design. Staff worked with the Developer and the City Attorney's office to find a solution for requesting Council to approve the abandonment and hired an appraiser to meet the accelerated project schedule.

Traffic Engineering

Retroreflectometer for Road Sign Evaluation

Traffic staff borrowed a retroreflectometer from Sacramento State University, College of Continuing Education. A retroreflectometer evaluates the retroreflection level of the road sign to determine if it meets the minimum standard of reflectivity. The equipment was borrowed to determine if this methodology was the most efficient means to address State requirements. Staff has used the device to identify roadside and street name signs that need to be replaced and has begun to prioritize the replacement of these signs.

UTILITIES

ENGINEERING

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Allison Parkway Lift Station Reconstruction and Expansion (DIF 120)

Mark III Construction, Inc. has completed most of the underground construction on the project. Coating for the interior of the wet well is in progress, as is construction of the building on-site. Installation of the on-site generator is planned for July 20.

Birch Street Area Sewer Improvements

The Birch Street Area Sewer Improvement project includes upsizing a section of sewer line on Birch Street, a segment through the Park and Ride, and a segment along Davis Street to the intersection of Stevenson Street to lessen existing sewer surcharging. West Yost Associates completed a 35% draft preliminary design report for the project that City staff is currently reviewing.

Browns Valley Reservoir Slope Stabilization

Part of the hillside at Browns Valley Reservoir was severely eroded following heavy rains in March 2019. This project, which includes slope repair and long-term stabilization at the site, was awarded to Ground Control, Inc. following a June 23 bid opening. The pre-construction meeting for the project took place on July 16.

Well 17

Well 17 will be a new water supply well for the City at the intersection of Alamo Drive and Snowy Owl Drive. Roadrunner Drilling & Pump Company completed drilling for the well last month, and is now developing the well.

OPERATIONS & MAINTENANCE PROJECTS

ICS Valve Actuators

With the completion of the DIF 54 project and installation of a new gate at the Influent Control Structure (ICS), GSE Construction was contracted to install the actuators for both gates at the ICS. Installation of the actuators has been completed, and staff is working on the electrical and instrumentation connections so the actuators can be put into service.

PLANNING & ASSESSMENTS

Recycled Water Master Plan

Utilities staff has been working with Carollo Engineers on a Recycled Water Master Plan for the City. Carollo Engineers has completed a full draft of the Master Plan Feasibility Study, Advanced Plan, and associated environmental documents. This draft document is currently under review by City staff, and has also been sent to the State for preliminary comments.

Lift Station Condition Assessments

Department staff is working on full condition assessments of all sewer lift stations in the City. An assessment of Leisure Town Lift Station was completed in June and Engineering staff is compiling all documentation from the inspection into a summary report. The next assessment is for Horse Creek Lift Station and is currently being scheduled.

MECHANICAL GROUP

Vaca Valley Well 16 On-Site Generation System Install

Staff has commenced the installation of an on-site Sodium Hypochlorite generation system at Well 16.

Brown Street Lift Station Pump Failure

Mechanics removed an electrically failed pump from the Brown Street Lift Station. They sent it to the original equipment manufacturer repair facility for authorized repairs for the pump/motor overhaul. The lead time is four weeks.

Leisure Town Lift Station Assessment

Mechanical staff completed the Mechanical portion of the 2020 lift station assessment and submitted their report to Utilities Engineering.

Easterly Primary Sludge Pump

Staff performed an in-place overhaul of the Easterly Primary Sludge Pump #2. The pump received all new internal parts and seals as part of the rebuild.

Digester Gas Troubleshooting

Mechanics assisted in troubleshooting an apparent Digester #2 off gas blockage. Multiple components of the system were inspected to try and determine the cause or extent of the blockage. Once the methane gas production subsides, staff will request assistance from the Field Utilities CCTV crew to inspect underground piping for the cause of the blockage.

Allison Parkway Lift Station Pump Failure

Staff responded to an emergency pump failure resulting from an electrical short. While awaiting a replacement pump, staff performed an emergency lift station cleaning to reduce possible plugging of the remaining pump in service. A replacement pump was located and expedited to Vacaville to restore the lift station to full capacity and prevent a reportable Sewer System Overflow.

Sodium Hypochlorite Leaks

Throughout the month, staff has responded to and repaired multiple Sodium Hypochlorite leaks at numerous potable water facilities.

INSTRUMENTATION CONTROL ELECTRICAL (ICE) GROUP

Water Treatment Plant

Electricians replaced a failing breaker that was disrupting water processing. The work was performed during off hours which allowed plant power to be cut and resulted in a safer procedure for breaker replacement. A Control Systems Technician was onsite to backup any related data for a faster and smoother recovery once plant power was re-established.

Easterly Wastewater Treatment Plant VFD Failure #1

Electricians responded to reports of fire in an Electrical Cabinet and found a failure of Variable Frequency Drive 57.03. Staff cleaned up the affected area and managed to find a source selling used parts for this older drive. Replacement parts were procured, tested, and installed, thus buying time until this legacy drive is eventually replaced.

Easterly Wastewater Treatment Plant VFD Failure #2

Electricians responded to a report of a failed Raw Sewage Pump which was determined to be a failure of Variable Frequency Drive 12.01. Staff troubleshooted the drive and located a source selling used parts for the drive. Replacement parts were procured, tested, and installed, thus buying time until this legacy drive is eventually replaced.

Easterly Wastewater Treatment Plant VFD Failure #3

During the course of the previous two Drive failures, Electrical staff was able to find a vendor with a limited supply of used parts for Robicon Variable Frequency Drives. Staff was able to repair Variable Frequency Drive 57.02 with used parts and return it to service. This drive has been out of service since December 2017. This will buy us time until this legacy drive is eventually replaced.

Easterly Wastewater Treatment Plant Digesters

Control Systems Technicians installed and configured High and Low level alarms for Digesters 1, 2, and 3. This will allow Operations staff to control the Digesters in a more effective and efficient manner.

Easterly Wastewater Treatment Plant "Rotomix" Control

Control System Technicians configured the new Digester 2 Rotomix mixing system and integrated the automation of this system, thus allowing control from the Water Plant Control room. This now matches our other Rotomix installations.

Water and Wastewater Sites

Due to security concerns regarding the end of support for Windows 7, Control System Technicians audited all water and wastewater SCADA computers and updated all critical nodes to Windows 10. There were 15 separate installations this month.

ADMINISTRATION

Water Conservation

The June water consumption figures showed the City had decreased its overall water consumption by 15.3% compared to the same month in 2013. Residents consumed an average of 167.06 gallons per day for the month. For the year, residents have consumed 20.8% less water over the same period than they did in 2013.