



City Of Vacaville

Monthly Report

September 2020

TO: Honorable Mayor and City Council

FROM: Aaron Busch, City Manager

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

CITY MANAGER

INFORMATION TECHNOLOGY (IT) DIVISION

For August, the IT Division closed 415 support requests from across the city. IT Division is actively working on major projects to include a Public Safety Radio System upgrade and Network Core services across all City of Vacaville sites.

COMMUNITY DEVELOPMENT

DEPARTMENT DEVELOPMENT RELATED REVENUES

Revenues generated by Community Development during August 2020 were \$467,879.03.

PLANNING COMMISSION

The Planning Commission met on August 18, 2020 and discussed the following items:

- Downtown Parking Study Update
- Land Use and Development Code Update
- Outdoor Use Program – Commissioners discussed the Outdoor Dining Program and the Outdoor Business Program operations in response to COVID-19 State mandates.
- Biotech Strategy – Commissioners were introduced to the Biotechnology and Advanced Manufacturing Initiative.

ADVANCED PLANNING

1. DOWNTOWN SPECIFIC PLAN

- On August 13, staff presented the public draft of the Downtown Parking Recommendations document in an online meeting. A recording of this meeting is available on <https://www.letstalkvacaville.com/downtown-specific-plan>. Concerns were raised regarding parking limits, loading zones and public safety to and from public parking lots, including alleyways.
- On August 18, staff represented the public draft of the Downtown Parking Recommendations document to the Planning Commission. Staff received direction to ensure the final Downtown Specific Plan address the funding and maintenance of any proposed parking improvements. It was also noted that the Hickory Street Park-and-Ride lot should not be factored into downtown parking totals given its location.

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.
- All documents are available at www.vacavillecodeup.com.

3. GREENTREE PROJECT

- Staff and the applicant reviewed the final scopes of work for the water supply and quality report, storm drain report, wastewater report, and traffic study; and now work towards finalizing the contracts and setting up accounts for the necessary fees.
- All comments received on the EIR Notice of Preparation are viewable on the project website www.cityofvacaville.com/greentree.

4. VEHICULAR MILES TRAVELED CEQA ANALYSIS AND GENERAL PLAN TRANSPORTATION ELEMENT AMENDMENT

Staff provided General Plan and ECAS documents to the consultants and worked on updating the land use data base. Staff reviewed and provided comments on the Notice of Preparation (NOP) for the subsequent environment impact report. The NOP will be released in September with information for the online scoping meeting.

5. HOUSING ELEMENT UPDATE

- Staff received a preliminary approval letter from the California Department of Housing and Community development (HCD) regarding the Local Early Action Planning Grants Program (LEAP Program (LEAP) grant in the amount of \$300,000. This grant money will be used to prepare the 2023-2031 Housing Element in-house beginning next year. It will also be used to fund other housing related tasks necessary for the City to meet its regional housing needs allocation (RHNA) obligation.
- Staff continue to participate in the countywide sub regional RHNA process. Under this process, Solano County will receive its fair share of the RHNA for the next housing element cycle, and the County and its 7 cities will decide on how to further divide the RHNA number amongst each jurisdiction. Solano County has participated in this process once before. Staff anticipates receiving the countywide RHNA number in late fall/early winter.
- Staff participated in multiple webinars hosted by HCD, private consultant groups and other jurisdictions. Topics included public outreach and participation, processing through the new laws and conducting updates during COVID restrictions.

6. 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.

7. 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.

8. PARK PARISH SUBDIVISION

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.

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. PLANCHECKS and PROJECT REVIEW COMMITTEE
 - Provided comments for Oak Grove Apartment project proposal, a potential new drive-thru restaurant at the former Applebees, a potential new car dealership on Orange Drive, Hampton Inn and Suites project proposal, and North Village Area Plan 2 project proposal.
 - Staff prepared and presented a powerpoint presentation on planning documents and specific plans to the Parks and Recreation Commission as part of their Roadmap to Park Planning in Vacaville.
12. URBAN GREENING GRANT FOR THE ROCKY HILL TRAIL
 - Staff submitted a grant for \$200,000 to add landscaping to a multi-modal trail.
 - Staff worked with other departments on finding and applying for additional funding to improve the Rocky Hill Trail with community leadership.

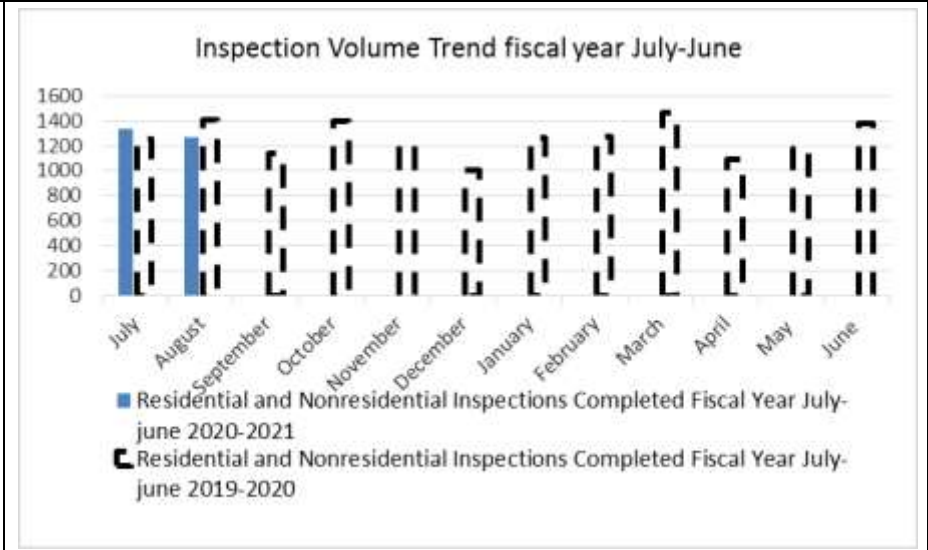
CURRENT PLANNING

1. DEVELOPMENT REVIEW APPLICATIONS RECEIVED
 - Oak Grove Apartments - Request to construct a new 67 unit apartment complex for affordable and supportive housing on a 2.11 acre site located at 475 W. Monte Vista Avenue.
 - Peabody Road Apartments - Request to construct a 120-unit apartment complex on a 5 acre parcel located at the southwest corner of Peabody Road and Cliffside Drive.
 - Hearn Residence - Request to construct a 5,750 sq. ft. two-story single-family residence on a vacant 3.59 acre lot located at 4215 Vine Court.
2. DEVELOPMENT REVIEW APPLICATIONS APPROVED
SCIF Solar Array - Request to construct a new Solar Array at the State Compensation Insurance Fund (SCIF) campus located at 1010 Vaquero Circle.
3. HOME OCCUPATION PERMITS
 - 15 received, 9 approved
4. BUILDING PERMIT PLAN CHECKS
The Planning Division reviewed 98 Building Permit applications, including:
 - LDK Warehouse Project
 - Farmstead Plot Plans and Model Home Complex
 - Brighton Landing Plot Plans for Village 10 / Preston and Village 12 / Cambridge
5. ZONING VERIFICATION REQUESTS
 - 1 received
6. TREE REMOVAL PERMITS
 - 1 received; 6 permit issued
7. PLANNING COUNTER INQUIRIES
 - 120 development related inquires

BUILDING DIVISION

1,266 Residential and Nonresidential Building Inspections for the month of August

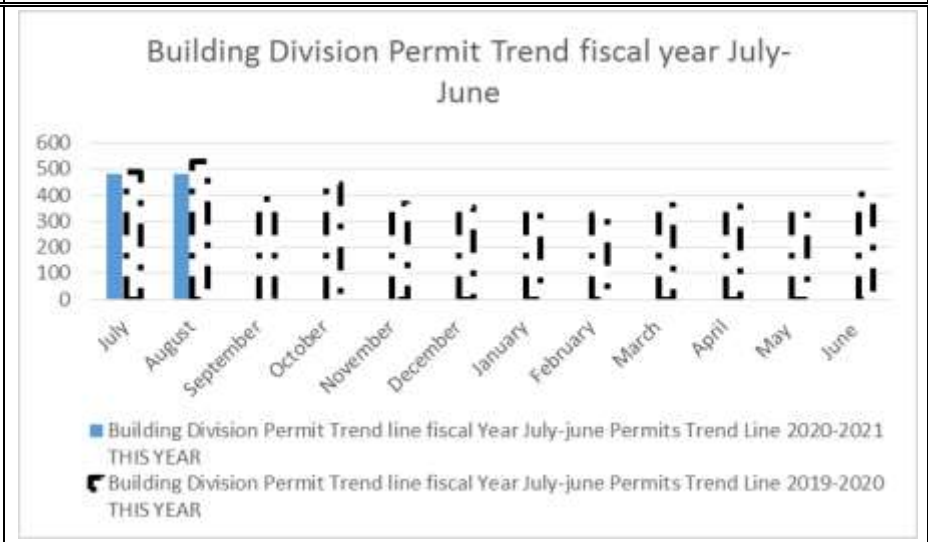
Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month



480 Permits issued for the month of August

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 20-21 through August

36/62



New Single Family Dwelling Unit Permits issued same time Last Fiscal Year 18-19 month / total to date

89/125



Residential and Nonresidential Permits Issued for August

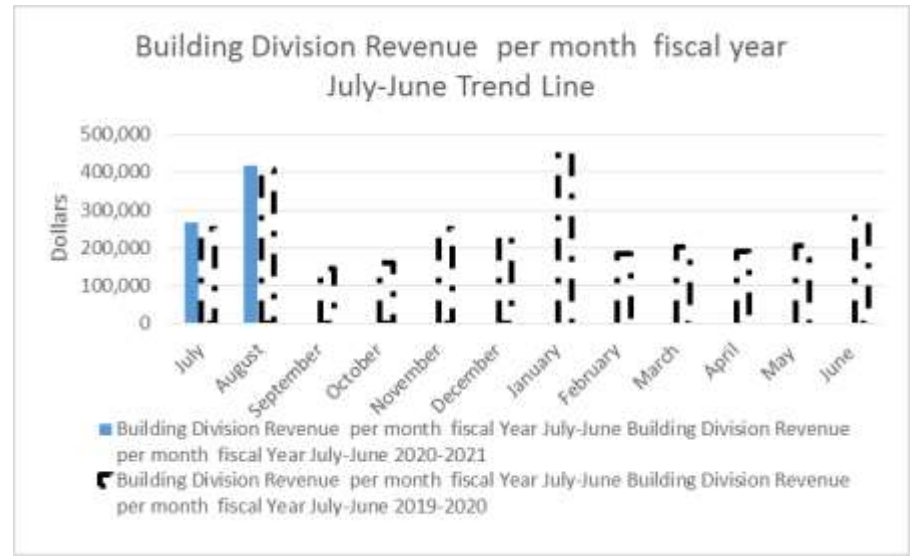
Residential Activity - Permits Issued August; 458

Nonresidential Activity - Permits Issued August; 22

Building Division Revenue for August 2020

\$418,740

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



Special Interest Notes:

- \$34,764 General Plan Implementation and Recovery fees collected in August
- % of On-line Permits of all permits issued in August; 66%
- % of On-line Revenue in August; 20%
- Special Note: On-line Permits are 56% of all permits issued since August 1 of 2015

Projects of Note:

- 124 On-line Solar permits issued in August; Total Solar permits issued in August
- 14 Swimming Pool permits issued in August
- 9 Tenant Improvement and Nonresidential Alteration permits issued in August
- 41 Single Family Dwelling Units passed Final Inspection in August
- 8 Code Enforcement cases opened in August (Building only)

FINANCE

Interim Audit

The City's new external auditors, LSL CPAs and Advisors, completed the interim phase of the annual City financial audit earlier this month. In addition to some testing work, the interim audit focused heavily on staff interviews so the new auditors could gain an understanding of the City's processes and internal controls. The auditors had a few recommendations on policy development and workflow process, which staff will be working on implementing this fiscal year, but there were no audit findings. The auditors will be performing the final audit fieldwork in the fall

FIRE

OPERATIONS

Month Statistics

Total Emergency Responses	973
Emergency Medical Responses	663
Emergency Medical Transports	556

Anticipated EMS Receipts (Approximate)	\$520,747
Average Response Time	4 mins 44 secs
Fire Incidents	30

Fire Incident Types

Fire, other	1
Building fire	1
Fire in transformers, power or utility equipment; fences	2
Cooking fire	1
Passenger vehicle fire	4
Natural Vegetation fire	2
Forest, woods or wildland fire	2
Fires involving elevated fuels ie, tree branches, crowns	1
Brush or brush and grass mixture fire	3
Grass fire	5
Outside rubbish fire, other	1
Outside rubbish, trash or waste fire	1
Dumpster or other outside receptacle fire	1
Special outside fire	4
Outside equipment fire	1

HOUSING SERVICES

SUCCESSOR AGENCY

Nothing to report.

HOUSING SUCCESSOR DIVISION

On August 25, City Council approved allocating \$250,000 of State CARES Act funding to the Small Business Grant Program. These funds will be immediately available to small businesses negatively impacted by the COVID-19 pandemic. The previously approved \$440,000 allocated from the Community Development Block Grant funding is awaiting approval from the Federal Department of Housing and Urban Development and will be made available through a second open application period when approval is received. The additional funding will allow the program to open earlier than expected. Applications will be accepted through the first round of funding September 4, 2020 – September 24, 2020. Applications will be selected by lottery to ensure a fair process as demand is anticipated to exceed the funds available.

Housing Counseling:

- Staff completed one-on-one housing counseling appointments with 2 clients in person. One for post purchase counseling on refinance of current mortgage and one for pre-purchase counseling.

HOUSING PROGRAMS

In the month of August, the Vacaville Housing Authority (VHA) received an additional allocation of 6 Mainstream Vouchers under the CARES Act. The Mainstream Voucher Program provides special purpose vouchers to assist families in which at least one member between the ages of 18 and 61 is a person with disabilities with a preference for homeless individuals and families.

The VHA held 3 virtual briefings for 3 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 August 2020, the front counter of the Housing Services Department assisted 707 customers by phone and appointment.

In the month of August 2020, the front counter of the Housing Services Department assisted customers by phone and appointment.

Type	July 20	Aug. 20
Public/Client Walk-In's Assisted	78	35
Public/Client Telephone Calls Assisted	1,024	672
Total:	1,102	707

PARKS AND RECREATION

PARK PLANNING

- Al Patch Park Master Plan Revision: The Parks and Recreation Commission final review and approval was obtained on August 5, 2020.

ACTIVE AGING

- As a result of the LNU fires, several volunteers assigned to deliver hot meals were unavailable, however, without disruption staff delivered meals to all of our recipients.
- City Council recently approved \$12,600 to support the hot meal deliveries for seniors. Meals are currently being delivered three days per week to approximately 60 participants. The additional funding is predicted to support the program through December 25, 2020.

AQUATICS

- With many of the local gyms closed, Vacaville and surrounding community swimmers have found a new home at the Walter Graham Aquatic Center. Although the facility was closed for 12 days due to poor air quality from the local fires, we still recorded 461 entrances into the facility for Lap Swim. This year has truly shown how much an outdoor fitness environment can promote health and wellness in a community. We look forward to continue offering this fitness experience as we move into fall.

CULTURAL ARTS

- In-person and virtual music classes are currently happening at Three Oaks. Guitar, piano and strings group and private lessons are taking place Monday through Wednesday. Plans are in the works to add voice lessons, ballet and MAKE art classes for October.

EARLY CHILDHOOD EDUCATION

- Pee Wee Camps finished the summer season strong. During the month of August camp themes included Shark Week and Digging for Dinosaurs. The dinosaur theme was so popular it was offered twice this summer. Campers played active games outdoors, participated in themed arts and crafts activities and learned to socialize at a distance with other children. Creativity, imagination, engineering skills, and science are a large part of the Pee Wee summer camp program.

GYMNASTICS

- The month of August rounded out the summer camp series with two full weeks of fun! Two camps were offered with 10 campers each, utilizing both sides of the sports center. Activities were appropriate for every skill level. Week 9 and 10 included fun themes including Wilderness Week and Under the Sea. During each week campers engaged in games, crafts, movies, water games, and dances all centered on the specific theme.

THERAPEUTIC RECREATION

- With approval from the COVID Programming Team, we are working to launch a new walking incentive program “Walk and Roll”. Participants will set goals for themselves and receive a pedometer (courtesy of North Bay Medical) to track their steps. The group will meet weekly for an hour-long coordinated walk, complete with a warm-up and cool-down activity, all while appropriately socially distancing.

TEENS

- Planning for the 2020-21 school year, teen programs continue to be a work in progress. Depending on health guidelines and restrictions, it is expected that teen programs will resume in the near future. Planning includes a modified schedule of 6th grade (teen) events, paint & pizza sessions and the Babysitter’s Club.

SPECIAL INTEREST

- Parks and Recreation staff spent the month of August supporting contractors and brainstorming how they can modify their classes to work in the world of COVID. New classes include Virtual American Sign Language, and Virtual Programming classes where kids can learn anything from how to code in Python to 3D building. For those who aren’t interested in virtual classes, there are plans to bring back the traditional CPR, First Aid and Basic Life Support certification classes which will now be held in an outdoor environment following social distancing guidelines.

YOUTH & ADULT SPORTS

- During the month of August, sports programming transitioned from virtual camp offerings to On-demand, pre-recorded classes and virtual online PE programs that include basketball, baseball/softball, soccer, volleyball, multi-sport, football, and martial arts. These classes can be accessed anytime and are designed for a variety of skill levels. The virtual online PE programs are 6 weeks in length and meet the National Standards and grade level outcomes for grades Transitional Kindergarten - 8. Staff were also excited to receive direction from the State on youth sports programming and began to organize some modified in-person activities, including Cross Country and Karate.
- The Georgie Duke Sports Center’s boxing room got a face lift! New flooring and some paint were among the upgrades as well as a deep cleaning. The boxing room takes a “beating” as it’s used Monday through Friday for 4-5 hours. The purchasing wish list includes new lockers, some upgraded workout equipment, and wall coverings to hang memorabilia. Once restrictions on indoor sports are lifted and boxing can return, participants will be excited to learn and train in a refreshed environment.

YOUTH SERVICES

- The Thank Goodness Its Fun Club (TGIF) launched in a modified format for the 2020-21 school year. With both Vacaville and Travis Unified School Districts hosting virtual learning, TGIF started in August as a full-day out-of-school program. The Vacaville Unified School District (VUSD) program sites include Alamo, Browns Valley, Cooper, Meadowlands (Callison), and Sierra Vista. Travis Unified School District (TUSD) sites include Cambridge and Foxboro. Additional program options including midday and half-day sessions are held at the Ulatis Community Center. The Vacaville School District has partnered with TGIF to allow for extra classroom use, access to Wi-Fi, and curriculum support. The program kicked off the new school year with 25 students enrolled and has grown to 36.

VACAVILLE PERFORMING ARTS THEATRE

- On August 29 VPAT was able to bring our patrons our first virtual comedy show! United We Laugh with Yakov Smirnoff was a hilarious 75 minute virtual comedy show.

2020/2021 Season Ticket Sales:

Jake Shimabukuro - Rescheduled (226)

Menopause - Rescheduled March 24, 2021 (2PM Show: 200) (7PM Show: 288)

Los Chicos del 512 - Rescheduled May 28, 2021 (145)

POLICE DEPARTMENT

08/18/20 – At approximately 23:20 hours the Vacaville Communications team received the first of hundreds of calls regarding what would later be known as the LNU Lightning Complex Fires. Initially, 3 Fire engines and the Battalion Chief (BC) responded. Vacaville Fire and patrol teams were deployed, and a radio channel was established for evacuation communications. Each of the dispatchers were responsible for a radio channel, incoming phone calls, as well as outgoing calls to notify county residents about evacuations.

08/19/20 – At approximately 0200 hours information was relayed that the fire had jumped Pleasants Valley and was moving towards the city. Operationally, the mission transitioned from supporting our county partners to evacuating our city. Ultimately, every dispatcher that was available responded to assist the team. A few Community Service Officers (CSO's) assisted as call-takers in the back up office phone positions. Over the course of the 24 hour period the team answered a total of 4,202 phone calls. The busiest time frame was 0300 hours, when six dispatchers processed 341 calls in a single hour. To contrast that data, a typical average call volume per hour is approximately 25-30 calls.

During the month of August:

- Property and Evidence completed 175 discoveries and received 0 dispositions for research. The unit completed the intake of 570 pieces of evidence and completed the disposition of 260 pieces. The department received 3 subpoenas.
- The records front counter was closed to the public. Additionally, they processed 80 vehicles for release, 253 moving citations, 150 parking citations, 0 FI cards and completed 112 background checks for OPM.
- Communications Center staff answered 2,616 9-1-1 emergency calls, and 18,713 non-emergency calls. Public Safety Dispatchers made 5,448 outbound calls.
Communications Center staff processed 995 Priority 1 Police CAD calls, 1,030 Priority 1 Fire CAD calls, 1,971 Priority 2 CAD calls and 1,452 Priority 3 CAD calls for service for a total of 19,713 calls processed.

Police Department staff investigated 139 reported crimes in August. Part 1 Crimes for the month of August, as reported to the Department of Justice include:

Homicide - 1	Homeless/Property Removal - 2
Rape - 2	Camping Reports - 15
Robbery - 4	Traffic Collisions - 51
Aggravated Assault - 15	Traffic Citations - 354
Burglary - 14	Panhandling Citations - 0
Larceny - 84	Property Loss - \$511,093
Motor Vehicle Theft – 19	Property Recovery - \$399,037
Cases involving Firearms - 14	
Adult Arrests - 351	
Juvenile Arrests - 10	

PUBLIC WORKS

ENGINEERING SERVICES DIVISION

Construction

Buck Ave Over Alamo Creek Bridge Replacement

This project is replacing the existing bridges on Buck Avenue over Alamo Creek. The project was awarded on April 28, 2020, for \$3,551,600 and work began May 26, 2020. The contractor has closed Buck Avenue at the bridge to through traffic and installed detour signage. They also constructed the diversion dam, completed channel excavation, installed most of the rock slope protection, and is in the process of completing the Cast-in-Drilled-Hole piles. The Contractor experienced setbacks due to foul weather (smoke) and material shortages (cement).

City Hall Complex Exterior Painting Project

This project consists of painting all exterior stucco (building façade, overhang, and columns) and metal fascia panels, columns, downspouts, and flagpole at the City Hall complex. The project was awarded on July 15, 2020, for \$82,000 and work began in mid-August. The contractor has washed and prepped the building to receive new paint. Unfortunately, the Contractor experienced setbacks due to foul weather (smoke and ash) causing the project to not proceed as quickly as anticipated.

Design

Highway Safety Improvement Program (HSIP) Pedestrian Improvements Project

The City awarded an informal contract for construction of the HSIP Pedestrian Improvements project to Lister Construction. The project will improve pedestrian crossing safety at two pedestrian crossing locations: Browns Valley Road and Clarecastle Drive/Wrentham Drive and at the Southside Bikeway and Marshall Road intersections. Improvements include rectangular rapid flashing beacons, high visibility crosswalks and new signage.

Grant Applications

Design staff is working with STA on an Alternative Transportation Projects (ATP) grant application to fund a portion of the Ulatis Creek Bike Path from Allison Drive to I-80. This project if awarded will be part of a phased project intended to connect the Vacaville Transportation Center (VTC) to Beard Street along Ulatis Creek, including an I-80 undercrossing and two bridges. Staff is also working with other departments in the City to apply for federal funding to produce a City-wide Fiber Optic Master Plan.

Development Engineering

North Village Unit 7C

North Village Unit 7C is located on the west side of North Village Parkway to the north of Crescent Drive. The North Village Unit 7C subdivision includes 82 single family units. Staff reviewed and approved the improvement plans and final map, and negotiated a Subdivision Improvement Agreement with the developer for the construction and installation of the infrastructure. Construction work for this subdivision shall begin soon.

Roberts Ranch Village A

Roberts Ranch is located on the east side of Leisure Town Road, just south of the Brighton Landing development and north of Fry Road. The Village A subdivision includes 88 single family units. Staff reviewed and approved the improvement plans for the construction and installation of the infrastructure for the subdivision. Construction work for this subdivision has begun. The final map is currently in the review process and is scheduled for approval in October 2020.

UTILITIES

ENGINEERING

CAPITAL IMPROVEMENT PROGRAM PROJECTS

Allison Parkway Lift Station Reconstruction and Expansion (DIF 120)

Mark III Construction, Inc., continues construction on the on-site building. The building walls and roofing have been completed. Electrical work, including coordination with PG&E, is currently in process.

Browns Valley Reservoir Slope Stabilization

Ground Control, Inc. has completed slope repair and long-term stabilization at this site, including pouring a concrete v-ditch to adequately handle site runoff.

Well 17

Well construction has been completed, and water quality samples have been taken. Water quality test results are expected in the upcoming month, and design of the well site will start once these results have been received.

OPERATIONS & MAINTENANCE PROJECTS

Easterly Wastewater Treatment Plant (EWWTP) Well 1 Repair

Kirby's Pump & Mechanical completed a full cleaning and inspection of the well. The pump is being reinstalled and tested to determine if the well production has returned to normal.

MECHANICAL GROUP

HVAC Unit Replacement

Mechanical Staff replaced major components of the Easterly Belt Press Pumping Stations Motor Control Center HVAC unit. The unit's condenser, evaporator, and line set were replaced at significant cost savings by staff. The repair was completed in house for a cost savings of \$10,000.

Easterly Trihalomethanes (THM) Reduction Study

Mechanics are in the process of installing temporary shade cloth material over Chlorine Contact Basin #4. The recent small scale pilot plant produced encouraging results in THM reductions.

INSTRUMENTATION CONTROL ELECTRICAL (ICE) GROUP

Well 16

ICE Electricians completed installation of the electrical portion of a new Microclor Hypochlorite generation at the Well 16 site. ICE technicians fully integrated the Microclor controls with those of the local well, allowing control of this system to be handled remotely by Operations staff.

Electrical Outages

ICE staff responded to PG&E outages at the Vine Street and Hidden Valley booster pump stations related to the LNU Lightning Complex Fire. Staff worked quickly and safely under extraordinary and challenging conditions to spec, procure and install generators at both sites and helped keep water pressure available for firefighting efforts. ICE Control Technicians helped safely modify the Motor Control Cabinet to allow external hookup of the available generator.

ADMINISTRATION

Water Conservation

The August water consumption figures showed the City had decreased its overall water consumption by 6.5% compared to the same month in 2013. Residents consumed an average of 186.71 gallons per day for the month. For the year, residents have consumed 17% less water over the same period than they did in 2013.