



# City Of Vacaville

## Monthly Report

### February 2021

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TO: Honorable Mayor and City Council

FROM: Aaron Busch, City Manager

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

#### **CITY MANAGER**

##### **INFORMATION TECHNOLOGY (IT) DIVISION**

For January, the IT Division closed 237 support requests from across the city. Staff shortages have impacted the Helpdesk team. IT Division is actively working with HR to fill one full-time open position. Significant projects to include Network Core and Server services across all City of Vacaville sites.

#### **COMMUNITY DEVELOPMENT**

##### **DEPARTMENT DEVELOPMENT RELATED REVENUES**

Revenues generated by Community Development during January 2021 were \$389,346.30.

##### **PLANNING COMMISSION**

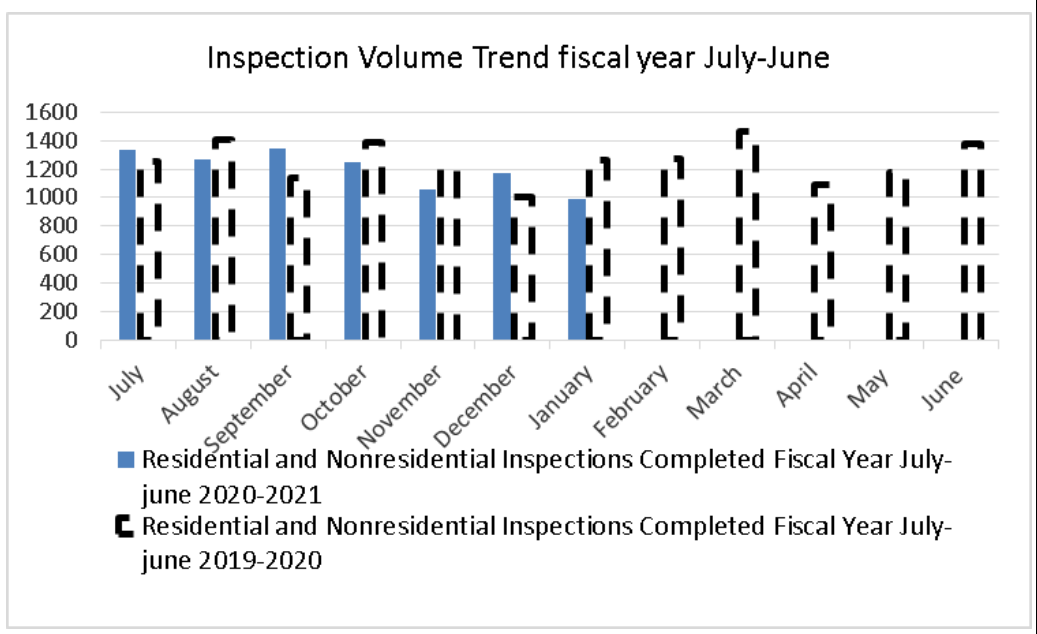
The Planning Commission met on January 19, 2021 and discussed the following items:

- **Brown St – Markham Neighborhood, Public Recreation Improvement Plan**  
The Improvement Plan and Statewide Park Development and Community Revitalization Program (SPP) Grant. Focusing on Trower Park improvements, Brown Street facility, including outdoor recreation and possible expansion of the Rocky Hill Trail.
- **Vehicle Miles Traveled (VMT) Study Session**  
Conceptual language for potential policies and strategies for VMT and related Energy and Conservation Action Strategy (ECAS) were presented.

**BUILDING DIVISION**

986 Residential and Nonresidential Building Inspections for the month of January

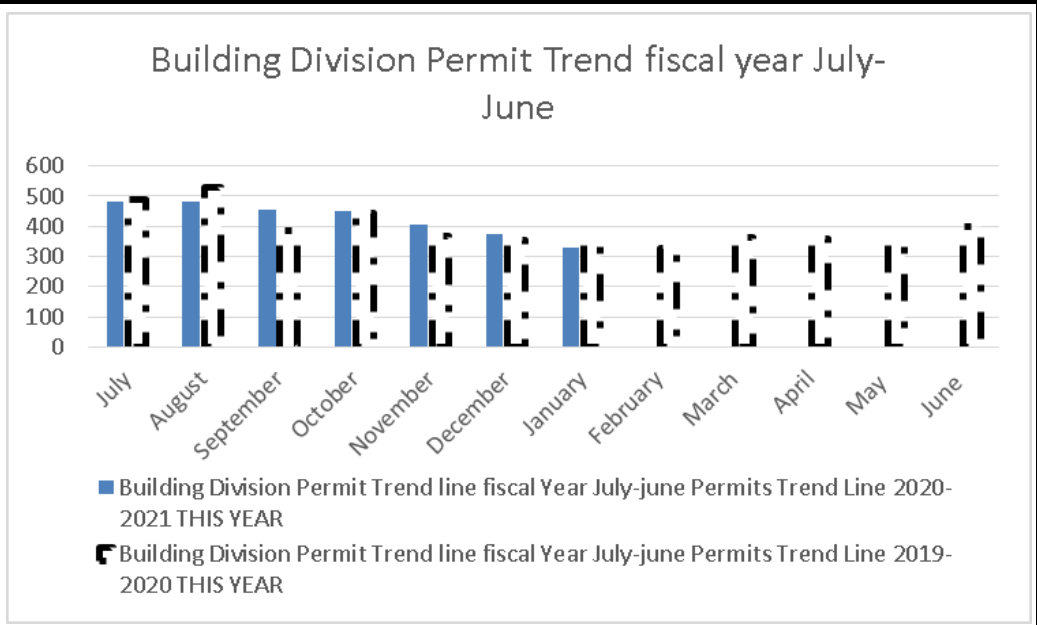
Inspection trend for the year to this date; total Residential and Nonresidential Building inspections made each month



330 Permits issued for the month of January

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 January

40 / 272  


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

36 / 278  


Residential and Nonresidential Permits Issued for January

Residential Activity - Permits Issued January; 321

Nonresidential Activity - Permits Issued January; 9

<p>Building Division Revenue for January</p> <p>Building Division Revenue in each month this fiscal year and same months last fiscal year</p> <p>Council District Activity:</p>	<p>\$323,177</p> <div data-bbox="516 247 1523 823"> <p>Building Division Revenue per month fiscal year July-June Trend Line</p> <p>Dollars</p> <p>■ Building Division Revenue per month fiscal Year July-June Building Division Revenue per month fiscal Year July-June 2020-2021</p> <p>▤ Building Division Revenue per month fiscal Year July-June Building Division Revenue per month fiscal Year July-June 2019-2020</p> </div> <table border="1"> <thead> <tr> <th>January Building Activity</th> <th>District 1</th> <th>District 2</th> <th>District 3</th> <th>District 4</th> <th>District 5</th> <th>District 6</th> </tr> </thead> <tbody> <tr> <td>Permits Issued Per District</td> <td>65</td> <td>76</td> <td>31</td> <td>56</td> <td>44</td> <td>59</td> </tr> <tr> <td>Inspections Per District</td> <td>198</td> <td>172</td> <td>75</td> <td>73</td> <td>266</td> <td>400</td> </tr> </tbody> </table>	January Building Activity	District 1	District 2	District 3	District 4	District 5	District 6	Permits Issued Per District	65	76	31	56	44	59	Inspections Per District	198	172	75	73	266	400
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<p>Special Interest Notes:</p> <ul style="list-style-type: none"> <li>• \$40,004 General Plan Implementation and Recovery fees collected in January</li> <li>• % of On-line Permits of all permits issued in January; 47%</li> <li>• % of On-line Revenue in January; 12%</li> <li>• Special Note: On-line Permits are 55% of all permits issued since January 1 of 2015</li> </ul> <p>Projects of Note:</p> <ul style="list-style-type: none"> <li>• 57 On-line Solar permits issued in January. Total 58+46 New SFD w/solar = 104 Solar permits issued in January</li> <li>• 13 Swimming Pool permits issued in January</li> <li>• 3 Nonresidential Alteration permits issued in January</li> <li>• 15 Single Family Dwelling Units passed Final Inspection in January</li> <li>• 1 Code Enforcement cases opened in January (Building only)</li> </ul>																						

CURRENT PLANNING

DISTRICT 1

1. New Projects

RAMEN 101 (FILE NO. 21-001)

Conditional Use Permit request to establish a restaurant within an existing 5,769 sq. ft. tenant space located at 1637 East Monte Vista Avenue, Suite 103, in the Nut Tree Villages.

2. Plan Checks

14 plan reviews performed by Planning including:

- Farmstead Plot Plans
- Zothex Flooring Sign Permit (1671 East Monte Vista Avenue)
- Hydro Farms Tenant Improvement (2121 Icon Way)
- Residential Patio Covers
- Residential Swimming Pools

DISTRICT 2

1. New Projects

TOYOTA SERVICE BUILDING (FILE NO. 21-002)

Design Review request to construct a new 7,750 sq. ft. building for vehicle servicing and detailing at the existing Vacaville Toyota dealership located at 500 Orange Drive.

2. Plan Checks

9 plan reviews performed by Planning including:

- Chevron Gas Station (NEC of Leisure Town Road and Elmira Road)
- McDonald's Remodel and Sign Permit (817 Leisure Town Road)
- Residential Patio Covers

DISTRICT 3

1. Approved Projects

HARBISON TOWNHOMES APPEAL (FILE NO. 20-325)

The Vacaville City Council voted 6-0 to deny an appeal of the Planning Commission's decision from the December 15, 2020 meeting, and reaffirmed the decision to approve the Harbison Townhome project. The Harbison Townhomes consists of 160 townhome style apartments on a vacant 8.86-acre site, located at the northwest corner of Harbison Drive and Ulatis Drive (APNs 0131-030-650, 0131-030-660 and 0131-030-670). The project consists of 64 two-bedroom units and 96 three-bedroom units. Floor plans would range from 1,120 sq. ft. to 1,354 sq. ft. The site plan identifies 21 three-story buildings with a 7,400 sq. ft. clubhouse and swimming, with various walking paths. The site plan also includes 356 covered and uncovered parking spaces with primary access on Harbison Drive and secondary access adjoining Ulatis Drive to the south. The building architecture reflects a farmhouse design theme with horizontal and vertical siding, stone veneer, and shingle and metal roofing.

2. Plan Checks

8 plan reviews performed by Planning including:

- Pony Express Senior Apartments (220 Aegean Way)
- Cajun Crak'n Sign Permit (200 Nut Tree Parkway)
- Mel's Diner Drive-Thru (171 Nut Tree Parkway)
- Residential Accessory Dwelling Units

DISTRICT 4

1. New Projects

FAIRMONT SQUARE (FILE NO. 21-003)

Conditional Use Permit request to construct a new 2,500 sq. ft. drive-thru restaurant building, and a Design Review request to subdivide an existing 7,953 sq. ft. tenant space for the purpose of creating a new 960 sq. ft. single-family residence, at the existing Fairmont Square retail center located at 521 Peabody Road.

2. Plan Check

2 plan reviews performed by Planning including:

- Residential Accessory Dwelling Unit
- Residential Swimming Pool

DISTRICT 5

1. Plan Checks

7 plan reviews performed by Planning, including:

- Residential Accessory Structures
- Residential Swimming Pools
- Residential Patio Covers

DISTRICT 6

1. New Projects

SEASONS AT VANDEN MEADOWS HOUSE PLANS (FILE NO. 21-005)

Design Review request to construct seven (7) house plans on 212 lots in the Villages at Vanden Meadows subdivision, located east of Vanden Road and west of Leisure Town Road. The house plans consist of two (2) single-story models and five (5) two-story models, ranging in floor area from 1,598 sq. ft. to 3,116 sq. ft. The proposed architecture reflects American Cottage, Cali Ranch and American Farmhouse.

2. Plan Checks

11 plan reviews performed by Planning, including:

- Cerrito Plot Plans (Parkside Subdivision – Vanden Meadows)
- Residential Swimming pools
- Residential Patio Covers

MISCELLANEOUS

HOME OCCUPATION PERMITS

- 15 received; 10 approved

ZONING VERIFICATION REQUESTS

- 1 request received; 0 letters issued

TREE REMOVAL PERMITS

- 2 received; 2 issued

PLANNING INQUIRIES

- 92 development related inquires

ADVANCED PLANNING

1. DOWNTOWN SPECIFIC PLAN

On January 19, staff shared and discussed the draft development guidelines being created for inclusion of the Downtown Specific Plan.

## 2. GREENTREE PROJECT

- The city's consultants continue to work on the water, sewer, drainage, and traffic reports. However, there are proposed site plan revisions from the developer that may impact the time of completion for the reports as there may need to be revisions to the analysis and results. Staff anticipates that if there are revisions to the reports, they will be minor and not significantly delay the project.
- The new applicant team has busy with reviewing ideas and conceptual revisions to the site plan in response to community comments, market conditions, economic development, and for better pedestrian access and flow. Staff anticipates a new conceptual site plan to be submitted in early February.

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

- Staff and the consultants went to Planning Commission twice and City Council to present information and seek input and direction for officials as to what types of strategies and policies city staff should include or consider when creating the draft documents.
- Staff started drafting policies and strategies in January with the goal of releasing the draft VMT and ECAS documents along with an environmental analysis for a 45-day public review and comment in mid- February.

## 4. HOUSING ELEMENT UPDATE

- Staff continues to participate in the countywide sub regional housing needs allocation (sub-RHNA) process. Under this process, Solano County has been assigned its total regional housing needs allocation for the County and the 7 incorporated cities. Through a joint process, the County and the 7 cities are allocating the final RHNA numbers amongst themselves based on a methodology that must be approved by the County City Coordinating Council (4Cs) and by the Department of Housing and Community Development. On January 28, the sub-RHNA working group presented the agreed upon methodology to the 4Cs as an informational item. The 4Cs is scheduled to take an action on the proposed methodology in February. Once approved, the proposed methodology will be submitted to HCD for final approval.
- Staff continues to participate in multiple webinars hosted by HCD, private consultant groups, and other jurisdictions in preparation for the Housing Element Update. Topics included public outreach and participation, processing through the new laws, and conducting updates during COVID restrictions.
- Staff has acquired a \$300,000 grant for preparation of the Housing Element Update and other housing production related activities.
- The Metropolitan Transportation Commission and the Association of Bay Area governments has released three housing production related grants. Two of the grants are non-competitive grants meant to further fund Housing Element Update related activities. The third grant is a competitive grant with a maximum \$800,000 award. This grant is for the creation of planning documents that support housing production and VMT reductions within Priority Development Areas (PDAs). The City will be pursuing all three grants. An update for these grants will be provided to the Planning Commission during the Annual Status of the General Plan report in February.

## 5. TRAKIT / GIS INTEGRATION PROJECT

- This project will improve the City's use of the Trait permit scheduling and project tracking data.
- Staff brought the project to the point of being ready to go live after some cleansing work, which we would need to hire the company to perform.
- Project is on hold while the Building Division determines if it is worth continuing to invest in this software platform or if we should switch to a different software company.

## 6. UPDATES TO THE ADDRESS DATA IN THE CITY'S DATABASE

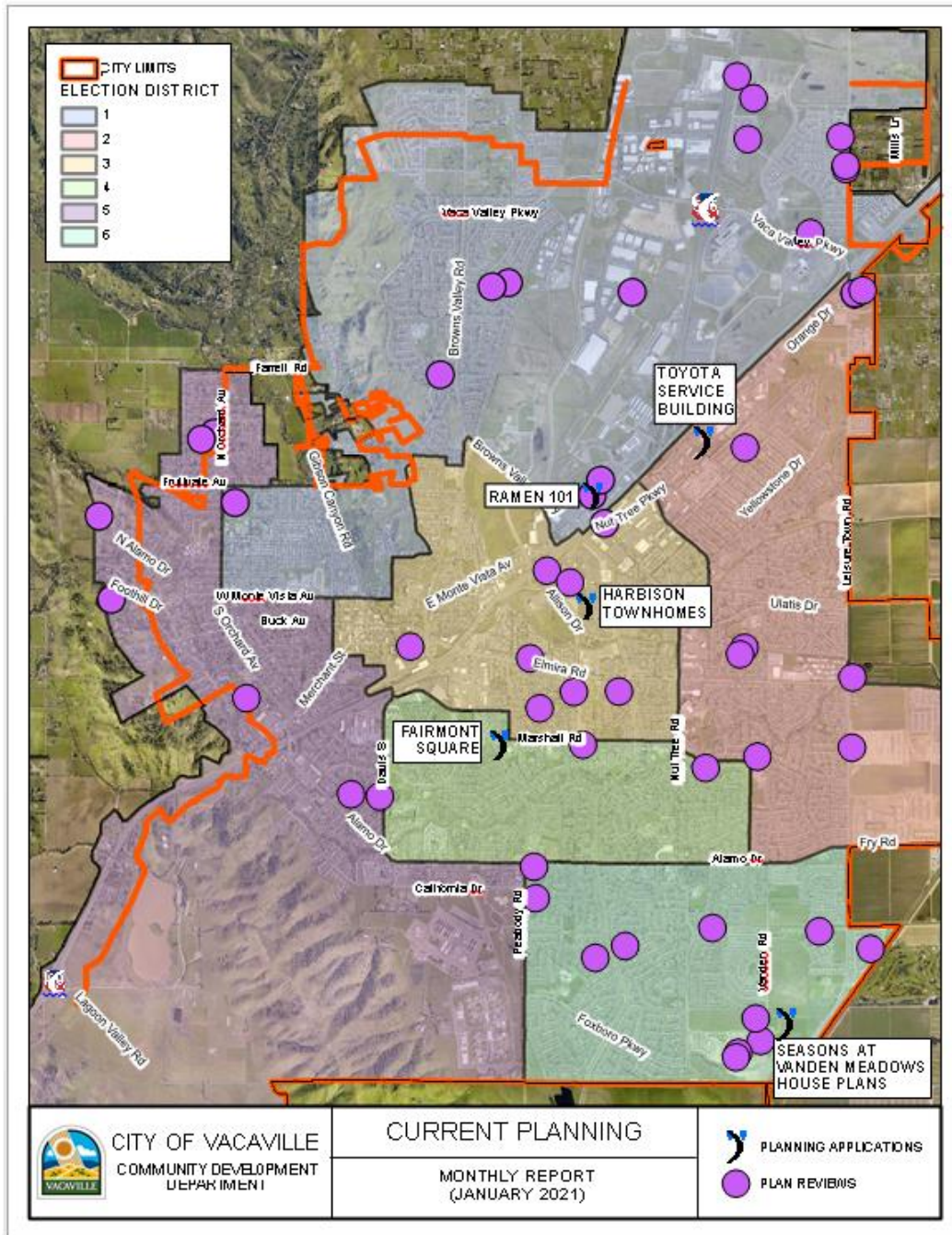
- This activity updated the City's GIS database to include addresses for a large number of newly created lots in residential subdivisions. This update allows staff to keep or create accurate records on permitting and fees.
- Staff continues to update data as needed on a constant basis.

7. URBANFOOTPRINT CIVIC LICENSE

Staff continues the training for the program and for testing it as an aid for the Downtown Specific Plan.

8. ANNUAL GENERAL PLAN STATUS UPDATE AND HOUSING UPDATE

Staff compiled information regarding General Plan and Housing activity that occurred in Vacaville during the calendar year 2020. This information is gathered into a staff report and a series of tables that is reviewed by Planning Commission and City Council, and then submitted to the State as part of annual compliance and review required by state law.



## **FINANCE**

Each year, Accounts Payable issues 1099's to all of the City's vendors with Internal Revenue Service (IRS) reportable income. 1099 forms are used to provide information to the IRS about all of the different types of income received throughout the year outside of regular salary. This type of income is also referred to as income from non-employment-related sources. Taxpayers need to report all of their outside income to the IRS. This income may include interest from your bank, dividends from investments, or compensation for freelance work. 1099 forms must be mailed to the recipient and filed with the IRS by January 31 each year. The City issued approximately 500 1099s for 2020.

## **FIRE**

### OPERATIONS

#### Month Statistics

Total Emergency Responses	1,077
Total Unit Responses	1,960
Emergency Medical Responses	780
Emergency Medical Transports	661
Anticipated EMS Receipts (Approximate)	\$461,608
Average Response Time	4 mins 41 secs
Fire Incidents	14

#### Significant Incidents

- Three FF/Paramedics were deployed to Queen of the Valley Hospital in Napa to assist nursing staff as an OES assignment. After their return, three more FF/Paramedics were sent to Mercy Hospital in Merced for another 14 day assignment.
- Units responded to a structure fire on Epic Street that resulted in the fire sprinklers being activated. The fire was contained to the garage.
- A four person crew made up of Water Rescue Team members was activated in preparation for potential flooding during the January storm.

## **HOUSING SERVICES**

### HOUSING SUCCESSOR DIVISION

On January 9 and 20, community meetings were held for the Statewide Parks Program (SPP) – Brown Street Site, to take comments on desired recreation features at the City-owned property on Brown Street. The recreation features and amenities, their location and design as established through community meetings will be submitted as part of this competitive grant opportunity. In addition to planning for the recreation features and amenities on the site, a master site plan is currently being developed for the site. The site is planned to include a multi-purpose City facility to house the Department of Housing Services, non-profit/other agency/community offices, neighborhood programming and shared meeting spaces. Up-coming meeting information and updates can be found on the city's website: <https://www.ci.vacaville.ca.us/government/housing/brown-street-site-improvements>.



## HOUSING PROGRAMS

In the month of January 2021, the front counter of the Housing Services Department assisted 938 customers by phone and appointment.

Type	Jan 21
Public/Client Walk-In's Assisted	20
Public/Client Telephone Calls Assisted	918
Total:	938

## HUMAN RESOURCES

For the month of January 2021, the Human Resources department received and screened 94 applications, as well as processed 9 full-time new hires/promotions and 2 part-time hires. In addition, the department opened 5 new recruitments.

## PARKS & RECREATION

### PARKS AND RECREATION COMMISSION – January 6

- The Eleanor Nelson Park Master Plan was approved by the Commission at their January meeting.
- The Parks and Recreation Commission approved their 2021 meeting calendar (July and December meetings are cancelled as vacation months, unless there are time sensitive items that the Commission will need to address).
- January reports included: Committee report update on the Youth Sports Advisory Team (Commissioner Thompson), Park project updates (Park Planner Hew Hesterman) and Program updates (Recreation Manager Melody Ocampo).

### ACTIVE AGING

- On Wednesday, January 20, Active Aging participants were invited to the first collaboration at Cogir of Vacaville. Twenty of our participants enjoyed a chili and cornbread drive-thru catered lunch, as well as a door prize. In addition, City staff provided packages of community resources, brainteasers and trivia tidbits which Cogir shared on our behalf at the event.
- Staff is busy trying to provide answers/resources to participants that are panicking after AARP had to cancel their 2020 tax-assistance due to the COVID pandemic.
- Until further notice, staff are referring all tax inquiries to Travis Credit Union. Appointments can be scheduled between February 6 - April 6, 2021 by calling (707)469-4317 or emailing [tcuvita@traviscu.org](mailto:tcuvita@traviscu.org).

### AQUATICS

- Kicking off the New Year strong, the Graham Aquatic Center had a total of 667 lap swim patrons enter the facility throughout the month of January. On top of this, a total of 93 patrons participated in the Water Aerobic classes that are currently offered three times a week. Staff are excited to see this trend continue, and even increase, as we prepare for the spring season.

### CULTURAL ARTS

- Cultural Arts continued to offer virtual ballet, music and voice lessons.

### GYMNASTICS

- The month of January resumed the "Movin After 'Zoomin'" childcare program after returning from an extended winter break. The two, two week sessions fostered a total of nine participants while engaging in fun activities, winter themed crafts, structured free play, tumbling and games. Participants and families were surveyed on the program and staff were elated to receive high ratings. The children love the physical activities and games, more importantly they love the social aspect of the program and spending time with their friends.

## PRESCHOOL

- January was a busy month for the Preschool Program as families returned from the holiday break. Class themes centered on all things winter. Participant numbers increased adding four new participants in the three year old classrooms and four new participants in the four year old classroom. Registration ended the last day of January for the current school year.
- Two new programs were scheduled to begin in the month of January. Preschool Art Play Group and Mini Melody Makers. Unfortunately, due to the stay at home orders, the two programs are now scheduled to begin in the month of May.

## THERAPEUTIC RECREATION

- January offered engaging opportunities in the Therapeutic Rec (TR) program. Staff have been facilitating the weekly “Feel Good Fridays” group, as well as the monthly “TRACE” (Therapeutic Recreation Activities for Community Engagement) group. New program proposals have been approved and are in the planning process. The TR coordinator also submitted an application for sponsorship from Kaiser to help support future programming.

## TEENS

- The first Safe@Home program was held on Saturday, January 16. Three participants were on hand to take part in this first time course on the skills needed for a young person to stay home alone. Some of the topics discussed included emergency procedures, people to contact, answering the door, home safety, basic CPR information, and inclement weather scenarios. While this program was held virtually online, it is expected that future course offerings will be available in person.

## SPECIAL EVENTS

- Staff have been gearing up for the Feel the Love Virtual Valentine event happening now through February 5. Participants record a 1 minute video answering questions, like “What do you appreciate most?” and “What’s your favorite memory?”. Video montage premieres Friday, February 12, at 6pm via Facebook watch party. Sponsors for this event include: Grocery Outlet and Napoli Pizzeria Vacaville in addition to special guest speaker, Carmelita Horne, from Positive Change. Check out the article written by Farrah Ballou at The California Aggie.

## SPECIAL INTEREST

- Program staff spent the month of January working with contractors to develop COVID-friendly formats for their Summer Camp classes and programs. Traditional programs, such as Adventure Science, is exploring how they can modify their very hands-on camp to ensure patron safety while continuing the expansion of interest in a variety of interactive science topics.

## YOUTH & ADULT SPORTS

- During the month of January Youth Sports continued to offer outdoor programming for the community. Kids enjoyed staying active, gaining strength and coordination, and staying social through the Just 4 Kids Move program and Reyes Kenpo Karate. The month of January also marked a notable increase in tennis registrations for the second session of the newly restructured tennis program that now includes instruction for adults.
- In Adult Sports staff worked to create a viable softball program for when the county moves into the red tier of COVID restrictions. Utilizing the sports guidelines released in December, modifications for play include ongoing sanitization of shared equipment, masks worn at all times, and temperature checks when teams arrive. Staff look forward to re-introducing this program staple when the timing is right.

## YOUTH SERVICES

- TGIF now offers program sessions on a weekly basis (monthly, full day, and partial day options continue to be available). Families have the ability to register on a more flexible scale with week-by-week sessions as a program choice. Weekly sessions are available starting February 1 and will continue to be offered for the remainder of the 2020-21 school year.

VACAVILLE PERFORMING ARTS THEATRE

- Due to the continued social distancing orders, all events for January were cancelled.
- Everyone at VPAT has been missing the sound of entertainment in the theatre but as we continue to social distance we have been looking at other exciting options!

Season Ticket Sales:

Jake Shimabukuro – Rescheduled (226)  
 Menopause – Rescheduled March 24, 2021 (200) (288)  
 Los Chicos del 512 – Rescheduled May 28, 2021 (145)

**POLICE DEPARTMENT**

01/07/21 – The major multi-year, Regional Motorola Digital Radio Project successfully went live. The new radio system is a step towards improved radio quality, coverage and interoperability with our regional partners.

01/11/21 – Our team is also very pleased to welcome two new dispatchers. One is a lateral, joining us with over 10 years of experience from Richmond Police & Fire and the other is an entry level candidate who is eager to learn.

During the month of January:

- Property and Evidence completed 131 discoveries and received 3 dispositions for research. The unit completed the intake of 549 pieces of evidence and completed the disposition of 359 pieces. The department received 3 subpoenas.
- Records front counter was closed, and additionally the system for vehicles releases was down. The unit processed 121 moving citations, 311 parking citations, and completed 85 background checks for OPM.
- Communications Center staff answered 2,148 9-1-1 emergency calls, and 12,264 non-emergency calls. Public Safety Dispatchers made 5,649 outbound calls. Five text to 9-1-1 sessions were initiated. Communications Center staff processed 913 Priority 1 Police CAD calls, 1,171 Priority 1 Fire CAD calls, 1,946 Priority 2 CAD calls and 1,609 Priority 3 CAD calls for service for a total of 14,766 calls processed.

Police Department staff investigated 175 reported crimes in January. Part 1 Crimes for the month of January, as reported to the Department of Justice include:

Homicide- 2	Motor Vehicle Theft- 16
Rape- 4	Gun Statistics- 14
Robbery- 7	Homeless/Property Removal- 0
Aggravated Assault- 10	Camping Reports- 11
Burglary- 14	Traffic Collisions- 83
Larceny- 122	Panhandling Citations- 0
Adult Arrests- 319	Property Loss- \$797,767
Juvenile Arrests- 10	Property Recovery- \$306,132

## **PUBLIC WORKS**

### ENGINEERING SERVICES DIVISION

#### Design

##### Elmira Trunk Downtown Sewer Line – Phase 1 Rehabilitation Project

This project is the first phase of a multi-phase project to line deteriorated pipe segments in the Elmira Road Trunk Sewer Line with Cured In-Place Pipe lining system. The project consists of rehabilitating existing reinforced concrete pipe (RCP) sewer trunk from 21" to 30" in diameter with cured-in-place pipe (CIPP) lining. The limits of work are on Stevenson Street from Williams Street to Davis Street, on E. Main Street from Davis Street to McClellan Street, continuing along the south side of Ulatis Creek to Depot Street. Additional work includes the rehabilitation and epoxy coating of 14 existing manholes. The project is scheduled to be advertised on February 7, 2021, and the bid opening is planned for March 4, 2021. The engineer's estimate is \$1.25M. The estimated construction start date is May 2021.

##### Jepson Parkway Roadway Improvements Phase 2 (Elmira Road to Maple Road)

This project involves widening Leisure Town Road from the two lane county road configuration to a four lane divided arterial with landscaped center median and linear parkway along the western frontage, extending and matching the previous improvements completed south of Elmira Road in 2019. The design consultant, GHD, has completed 95% plans, specifications, and construction cost estimates. Current project funding of \$20M will complete the phase of work from Elmira Road to the old Ulatis Creek bridge, just north of The Mission Church at 6391 Leisure Town Road.

Public Works, Solano Irrigation District (SID), and the Farm at Alamo Creek subdivision developer are also coordinating for relocation of two canals. The City intends to perform the relocation work, under separate contract, in advance of the Jepson Parkway roadway project construction. This will eliminate significant construction coordination challenges. Public Works recently met with local PG&E representatives for a site walk and design kick-off for overhead pole relocation on the east side of Leisure Town Road. Overhead relocation is also required due to roadway widening and coordination with canal relocation is also critical as sequential relocation operations are interdependent.

#### Traffic Engineering

##### Vehicle Miles Traveled

Planning, in conjunction with Traffic, is completing a Supplemental General Plan EIR addressing Vehicle Miles Traveled (VMT). Since VMT affects greenhouse gases (GHG), the City's Energy Conservation Action Strategy, ECAS, is being updated simultaneously, as it includes the strategies to reduce GHG emissions. Planning and Traffic held an ECAS presentation to Planning Commission on January 5, 2021, a VMT presentation to Planning Commission on January 19, 2021, and a VMT presentation to City Council on January 26, 2021.

### MAINTENANCE DIVISION

##### Expansion of Downtown Outdoor Dining Locations

In coordination with staff from Economic Development and Public Works Traffic Engineering, Maintenance staff completed the installation of three additional street parking stall outdoor dining sites. Consisting of concrete K-Rail to secure the area with a tent constructed inside the concrete enclosure, each site helps to support the City's efforts to assist the downtown business community. The new installations are located off Merchant Street, on Main Street, and adjacent to Elizabeth Street.

##### New Stream Gauge Installation

A new stream gauge has been installed on the Foothill Road Bridge, providing additional creek level information and expanding the City's network of remote creek monitors. Stream gauges allow for the monitoring of creek levels, which have proved to be

a valuable tool in providing greater warning time in high-flow situations where flooding may occur. The new stream gauge data at Foothill Road Bridge can be reached at: <https://www.grabdata.com/vacamap/>.

## **UTILITIES**

### ENGINEERING

#### CAPITAL IMPROVEMENT PROGRAM PROJECTS

##### Easterly Wastewater Treatment Plant Solar Power Facility

A kickoff meeting for the 4 MegaWatt solar power facility project was held with ForeFront Power on January 20, 2021. ForeFront has submitted information to PG&E for an interconnection study, and results are expected back from PG&E this summer. Initial surveying and utility location on the project site has been completed.

##### Well 17

Kennedy/Jenks Consultants has been working on the project design for the full equipping of the well site located at the intersection of Alamo and Snowy Owl Drives, and the 65% submittal of the design documents is expected in February.

#### OPERATIONS & MAINTENANCE PROJECTS

##### Butcher Reservoirs Rehabilitation

Surveying of the site was completed in January, and West Yost Associates has begun design work on the project. The Butcher Reservoirs' two steel tanks last had major improvements in the early 1990s.

##### Vine Street Reservoir Site Improvements

The Vine Street Reservoir property required several on-site drainage improvements after heavy rains a few years ago. The project included removal and replacement of damaged sections of storm water drains and aprons and construction of new storm water culverts. Material was also removed to prevent future landslides in the area. This project has been completed.

##### Well 8 Maintenance

Well 8 has been out of service for several months for maintenance and rehabilitation. The well was taken out of service for routine maintenance, and during the maintenance, a collapsed portion of the well was found that required rehabilitation not initially expected. Well 8 has recently been returned to service as a drinking water supply for the City.

#### PLANNING & ASSESSMENTS

##### Recycled Water Master Plan

Carollo Engineers has completed a full draft of the Recycled Water Master Plan Feasibility Study, Advanced Plan, and associated environmental documents. The Initial Study and Mitigated Negative Declaration for the project will be brought to City Council for adoption in March 2021 along with an associated Mitigation Monitoring and Reporting Program.

##### Sewer Force Main Assessment

The Utilities Department has contracted with V&A Consulting Engineers to work on a detailed assessment of the sewer force mains (pressurized lines) connected to the seven lift stations within the City. The first phase of this project included field visits, soil testing, and sulfide testing of the wastewater and atmosphere within the pipes. The draft report for the first phase of this project has been completed and is under review by City staff.

### Urban Water Management Plan

California Department of Water Resources requires the City to prepare an Urban Water Management Plan every five years comparing available water supplies with projected water demands, and discussing measures the City has implemented to ensure a safe and reliable water supply for its customers. The report is due in June 2021 and Utilities staff has begun work, requesting information from various departments and divisions regarding water use in 2020.

## MAINTENANCE

### INSTRUMENTATION CONTROL ELECTRICAL (ICE) GROUP

#### Easterly Wastewater Plant

Generator 1 (backup plant power) failed on a routine operational test. Electrical staff worked with a contractor for 3 days to determine failure point and repair. Spare parts were ordered in case of future failure.

The wastewater plant experienced a power outage for a few days and was on backup power generators. Maintenance staff were contacted with a report of smoke filling the 12kv substation. Electrical staff arrived immediately and ascertained that while electrical damage had occurred, there was currently no fire or danger of electrical shock. Electrical staff worked with PG&E to determine that equipment had suffered catastrophic failure when PG&E had re-established electrical service. Electrical staff were able to coordinate with a contractor licensed in High Voltage work to identify and replace the failed components from our shelf stock. At no point was electrical power interrupted to the Easterly Wastewater Process.

## ADMINISTRATION

#### Water Conservation

The January water consumption figures showed the City had increased its overall water consumption by 1.1% compared to the same month in 2013. Residents consumed an average of 75.69 gallons per day for the month. For the year, residents have consumed 3.7% more water over the same period than they did in 2013.

#### Staffing

The department welcomed Nicole Vergara (Administrative Intern) and Trisha DiPaola (Water Quality Supervisor).

#### Budget

The Department completed and submitted its position allocations and organizational chart as it began the 2021/2022 budget process.