

# City of Vacaville Monthly Report

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*Published: August 2021*

Prepared for  
Honorable Mayor, City Council  
& the Citizens of Vacaville



## Purpose

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The mission of the City of Vacaville is to understand and balance our citizens' needs, desires, and resources to achieve the highest possible quality of life for the overall community through the provision of excellent services and pursuit of our vision. The purpose of this document is to relay what are departments have been working on in order to meet the City's strategic goals:

- Ensure public safety
- Strengthen the local economy
- Protect Vacaville's quality of life
- Maintain effective and efficient services
- Promote community engagement and increased equity and inclusion

## City Manager

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The City Manager's Office day-to-day tasks include providing general administrative direction, leadership, and coordination of all City operations, enforcement of City laws and ordinances, and development of effective short and long-range City plans. They are responsible for implementing City Council policy direction and ensuring that City programs and services are efficiently and effectively provided.

## Economic Development



Congressman John Garamendi (left) spoke on the future of Biomanufacturing with Garo Armen, chairman of the board for Agenus, Jennifer Buell, COO for Agenus, and Vacaville Mayor Ron Rowlett, during the Manufacturing Advisory forum at Solano College on August 20<sup>th</sup>, to discuss the challenges facing manufacturers in the United States. The congressman's support of the City of Vacaville's Biotech Initiative plays a key role in the future of Biomanufacturing in the U.S.

## Information Technology (IT)

In the past month the IT helpdesk successfully closed 276 support requests from across the city. All systems and networks had an uptime of 99.99%, over 64,000 potential email threats were blocked, and the city held 500 meetings and 7 webinars via Zoom.

Staff also added updates and APNs to the GIS Master Address Databases and are working with individual departments on the requested future layers section and the Fire Department tablet command. Other projects include land management review, draft RFP for Citywide Broadband Masterplan study, and backup of the Police Department power system.

## Community Development

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The Community Development Department is responsible for coordinating long-range planning and regulating private development in the City, which includes planning, zoning and building permits and inspections. This department also coordinates the activities of the City's Planning Commission. Development related revenues generated by Community Development during July totaled \$365,422.

### Planning Commission

The Planning Commission met on July 17 and discussed the Downtown Specific Plan and the Land Development Process.

### Building

#### Permits

Building Division revenue for June totaled \$304,925 with 387 permits issued in the month of July which is slightly less than July 2020. Of those permits, 362 were residential activity permits (26 for new Single Family Dwelling Units), and 25 for non-residential permits.

Special items of note for the previous month include:

- \$26,008 General Plan Implementation and Recovery Fees collected in June (part of revenue above)
- % of On-Line Permits of all Permits issued in July: 10%
- % On-Line of Revenue in July; 1%
- Special Note: On Line permits represent are 53% of all permits issued since June 1, 2015
- 117 Solar permits issued in July; 15 of which were online permits
- 11 TI and Nonresidential Alteration permits issued in July
- 27 Single Family Dwelling Units passed Final inspection in June.
- 4 code enforcement case opened in July (Building only)

### Advanced Planning

#### *Greentree Project*

Staff has been reviewing the submitted items from July and is preparing comments and feedback for the applicant. The developer and staff continue to meet with the Leisure Town Liaisons to review and discuss the revised site plan, and so that the Liaisons could receive copies of the plans to share with the Leisure Town HOA members.

Current Planning – see district map [here](#)

### *District 1*

New time extension request to extend the approval of the Nut Tree Business Park for an additional two-year period. The Nut Tree Business Park consists of a three-building business park totaling approximately 175,000 sq. ft. on the west side of Nut Tree Road. Design request approved to construct a new 4,969 sq. ft. single-family residence on a 6.98 acre parcel of land located on Gibson Canyon Road. Staff performed 20 plan reviews including the Reserve at Browns Valley Phase 3, Farmstead, and Bristow plot plans and residential patio covers and swimming pools.

### *District 2*

No new projects in this district. Development request approved to construct five house plans on 74 lots in Village C of the Roberts' Ranch Subdivision. Houses will consist of three single-story models and two two-story models ranging from 2,190 – 3,384 sq. ft. Exterior elevations will reflect Craftsman, Cottage, and Tuscan design themes. Staff performed 19 plan reviews including Chevron Service Station (Leisure Town Road), Wildhawk (Roberts' Ranch) house plans, and Carson (Roberts' Ranch), Sheffield (Brighton Landing), and Oxford (Brighton Landing) plot plans.

### *District 3*

No new or approved projects in this districts. Staff performed plan ten reviews including T-Mobile Cell Tower Modification (1001 Allison Drive), Harbison Apartments solar panels, and Blue House Korean BBQ sign permit.

### *District 4*

No new or approved projects in this district. Staff performed two plan reviews on residential swimming pool and tenant improvement at 1100 Marshall Road, Suite I.

### *District 5*

Modification request received to modify section 1.C from the Montessa Development Agreement. The amendment would change the anniversary date, by which the developer must record a final map and commence grading and site improvements, to August 23, 2022 (rather than August 23, 2021). Staff performed 6 plan reviews including residential additions and patio covers. The developers of the Montessa subdivision also received approval to construct four house plans on 59 lots. The house plans consist of two single-story and two two-story models ranging from 2,265 – 2,758 sq. ft. Exterior elevations reflect Bay Area Modern, French Country and Craftsman design themes.

## District 6

No new projects in this district. An administrative clearance request was approved to reduce the required rear yard setback from 20 feet to 15 feet for the purpose of constructing a 140 sq. ft. patio cover located at 130 Shubin Way. Staff performed five plan reviews including Verizon Cell Tower Modification (501 Foxboro Parkway), residential swimming pools and patio covers.

## Finance

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The Finance Department is responsible for providing support services to all departments in the City. Finance staff are dedicated to providing excellent customer service in an efficient and courteous manner. The Finance Department oversees the fiscal affairs of the City and provides financial services to including accounts payable/receivable, business license administration, purchasing, utility billing and water services.

Finance staff is actively working on finalizing the numbers for the previous fiscal year for the upcoming annual financial audit. While the majority of revenues related to fiscal year 2020-2021 are anticipated to be received by the end of August, due to the COVID-19 pandemic, staff has noticed that invoices from vendors have been slightly delayed compared to previous fiscal years.

## Fire

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The mission of the Vacaville Fire Department is to reduce the impact of emergencies in a caring and competent way through prevention, education, and emergency response. Our firefighters are highly skilled and trained “all-risk” emergency responders providing services to Vacaville out of five fire stations across the city. The Fire Prevention Bureau provides public education services, inspection services, plans checking, and post-incident fire investigation. Our Support Services staff provides a full range of data analysis, clerical support, and public education services.

This month’s significant incidences include a vegetation fire at between Cheyenne Court and Hidden Glen which was limited to two acres and mutual aid provided to the Vacaville Fire Protection District for a vegetation fire in the 6000 block of Pleasants Valley Road. We also have multiple personnel deployed to the Dixie Fire in Butte County.

## Monthly Statistics

Total Emergency Responses	1,081
Emergency Medical Responses	727
Emergency Medical Transports	606

Anticipated EMS Receipts (Approximate)	\$472,638
Average Response Time	4 mins 42 secs
Fire Incidents	57

## Housing Services

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Department of Housing Services (DHS) is responsible for the operation of programs addressing housing needs, neighborhood revitalization, family self-sufficiency and promoting affordable housing development designed to eliminate blight and improve the standard of living. Programs include Housing Services, First-time Homebuyers Program and Neighborhood Services. In the month of July, the front counter assisted 1,118 customers by phone or appointment.

### Housing Programs

In the month of July 2021, the Vacaville Housing Authority had two Family Self Sufficiency (FSS) graduates. The Section 8 Housing Choice Voucher Family Self Sufficiency (FSS) program helps families obtain the skills for employment that will lead to economic independence and self-sufficiency. Participating families execute a voluntary contract with the Housing Authority outlining the goals and services identified under the program. The 1st of the FSS graduates, while in the program, completed her schooling with a BA degree in Liberal Studies. She is currently employed by the Vacaville Unified School District. The 2nd graduate had worked in the service sector for many years as a waitress. She met with a Career Counselor with our FSS partner agency, Workforce Development Board. After some assistance and guidance in determining what career path she wanted to take she is now working in a career where she will make over \$80K a year. She is currently is looking at moving towards homeownership in the future. Both clients attended Financial Literacy Workshops and completed the First Time Homebuyer Workshops run by the City's Housing Counseling Agency.

## Human Resources

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At the City of Vacaville, employees are our most valuable resource. Human Resources is here for all employees whether current, retiree, or considering a career. Staff provide a full range of services including recruitment, benefits and payroll administration, classification and compensations, employee training, labor and employee relations, safety, and worker's compensation.

For the month of July 2021, the Human Resources Department received and screened 496 applications, as well as processed 8 full-time new hires/promotions and 15 part-time hires.

## **Parks and Recreation**

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Parks and Recreation Department offers a diverse selection of activities to make life more active, healthy and fun for residents. This includes local parks, performing arts theatre, state-of-the-art aquatic center, bike trails, and community recreational programs and activities. Parks and Recreation is committed to establishing and maintaining facilities, parks and services that enhance the quality of life for the community.

### **Active Aging**

McBride Center staff along with several partners including Cogir of Vacaville, Continuum Hospice, Kaiser Permanente, and Pacifica Senior Living hosted a special, soft reopening of the Center. Over 52 seniors were very excited to finally (and safely) reunite with friends, and meet new friends.

### **Aquatics**

Most programs returned to full capacity at the Walter Graham Aquatic Center including swim lessons, water fitness, and lane swim. Water fitness participation increased nearly 30% prompting staff to open an additional class on the schedule.

### **Cultural Arts**

Summer camps were relocated to McBride Center due to building related issues at Fairmont Recreation Center.

### **Early Childhood Enrichment**

The Early Childhood Enrichment program offered four weeks of Pee Wee Camp during the month of July. Campers aged three-five played active games, participated in themed arts and crafts activities, and learned to social distance themselves, while socializing with each other. Weekly themes included Pirates & Princesses, Sports Mania, Super Hero Training, and Shark Week. All four weeks were filled to capacity with full waitlists. The new Summer Preschool program has been taking place with a modified school day schedule. Participants have enjoyed themes Nations' Birthday, Celebrating with Family, and Fun Vacations.

### **Gymnastics**

Staff offered four full weeks of summer camp with 20 children each week. These camps included instruction for every skill level, games, crafts, open gym time, in-house movie day and water days at the park. Themes included Space, Under the Sea and two weeks of Summer Olympics which participants crafted a giant Olympic ring, torches, and gold medals! The Summer Session two began last month and will continue into August with a total of 172 participants of all ages and skill levels. Private and semi-private lessons are also being offered.

## **Youth & Adult Sports**

The Georgia Duke Sports Center finally re-opened in late July for select programs including Badminton, Pickleball, and Adult drop-in Basketball. We hope to bring back some closer contact youth programs such as boxing and basketball in the fall. Sports camps including Skateboarding, Horsemanship and Tennis continued to attract high numbers of participants and Adult Softball wrapped up its first season “post COVID” with playoffs in July.

## **Youth Services**

Summer Camps were in full swing last month. Camp Sunshine participants were treated to a Water Magic show on July 14. Hosted by Rocksteady Juggling, and provided by the Solano County Water Agency, campers took part in a live-action water show which included magic, juggling, and a lot of laughs! Students and staff learned how to incorporate the concepts of water conservation and water pollution prevention into their day-to-day activities. Camp Kindness got to get up close and personal with lizards, turtles and snakes from CMC Reptiles. This interactive session allowed participants to touch each reptile while getting a lesson on the reptile’s habitat, features, and common facts/myths.

Wilderness 101 completed its third year of programming with visits from an array of guest speakers from JNW Reptiles, the UC Davis Bohart Museum, Pena Adobe Historical Society, CalFire and the Yolo Watershed Basin. In addition to daily educational lessons on environmental education, campers took part in archery, team-building activities, and water games. The culminating event was a Community Campout where participants from the camp, their families and other community members played games, went on a night hike, roasted s’mores, and told campfire stories.

## **Teens**

Online Drivers Education for teens continues to be the most popular summer time program. Self-paced and done in a virtual setting, participants have the ability to learn at their own speed with the goal of becoming knowledgeable, safe drivers.

## **Therapeutic Recreation (TR)**

TR Staff spent July seeking partnerships for the program. NorthBay Medical came through with a \$500 donation to help sponsor our upcoming trip to Six Flags. Staff attended webinars by the Bay Area Therapeutic Recreation Association on Disability Independence to ensure all department offerings are inclusive and accessible. New TR classes and programs continue to be developed including the Life Skills series and children’s sensory textile meet up.



## **Special Events**

Staff in a number of departments partnered with Parks & Rec to put on the annual 4<sup>th</sup> of July Fireworks and CreekWalk Concert which has an estimated attendance of 6,000. The CreekWalk Concert Series continued this month with attendance between 1,000-1,500 per show.

## **Vacaville Performing Arts Theatre (VPAT)**

VPAT welcomed back Starbound Theatre with a performance of Moana Jr. Upcoming events include Chapkins Dance presents Under Construction.

## **Police Department**

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The Police Department serves the public through its patrol and detective services. In addition, the department also has a special weapon and tactics team, a Youth Services Section, a Community Resource Unit (CRU), and K-9 units. Among the special units is Family Investigative Response and Services Team (FIRST) that encompasses domestic violence, adult abuse, and child abuse. The Family Resource Center works out of our FIRST office.

The property and evidence teams completed 126 discoveries and received 230 dispositions for research. The unit completed the intake of 456 pieces of evidence and completed the disposition of 822 pieces. The records counter processed 45 vehicles for release, 233 moving citations, 158 parking citations, and completed 97 background checks for the Office of Personnel Management.

The Police Department investigated 144 reported crimes last month the majority of which were larceny and traffic collisions. 259 arrests were made: 246 adults and 13 juveniles. Property loss totaled \$310,614 and property recovery totaled \$311,119.

## **Communications Center**

Communications Center staff answered 2,841 9-1-1 emergency calls, and 10,246 non-emergency calls. Public Safety Dispatchers made 5,735 outbound calls. Of these calls 1,835 were Priority 1 meaning emergencies requiring immediate dispatch, 2,112 were Priority 2 meaning urgent and require dispatch as soon as possible, and 1,788 were priority 3 meaning incidents that don't require a rapid response.

## **Public Works**

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Public Works is responsible for every public facility that a citizen sees and uses in their daily life. It consists of three divisions. The Engineering Services Division is further divided into

sections: Design, Construction and Land Development, and Administration. The Design team consists of civil engineers and technical support staff who provide full service design, right-of-way acquisition, and project management for all Capital Improvement Projects. The Construction and Land Development sections includes professional engineers and technical staff with expertise in construction specializing in field testing and inspection as well as full service construction administration. The last section, Administration provides accounting, customer service, grant and technical administrative support. The Traffic Engineering Division is responsible for the planning, design, and operation of the street network. The Maintenance Division provides municipal services such as street repair, maintenance of water and sewer lines, and upkeep of the parks.

## Engineering Services Division

### Design



Engineering staff finalized the bid documents for Alamo Drive Sewer Replacement Project and advertised it on July 18, 2021. The project involves removal and replacement of approximately 1,660 linear feet of 15-inch sewer main located within Alamo Drive between Alamo Creek Court and Grandview Court, in **District 5**. In addition, the project will add, rehabilitate, and reconstruct several manholes within the project limits. The Engineer’s estimate for the project is \$915,000. The project is anticipated for award of contract at the September 14th Council Meeting. Construction activities are estimated to begin in October and the project includes 55 working days.

Public Works staff also finalized bid documents and advertised for the Directional Signage Program Project with a bid opening date of August 17, 2021. The Engineer’s estimate for the project is \$376,000. The project includes procuring and mounting directional wayfinding signs throughout various locations in the City. Additional work includes removing existing signs and posts, installing new sign posts and minor concrete work. The project is anticipated for award of contract at the September 14<sup>th</sup> Council meeting. Construction activities are estimated to begin in October and the project includes 60 working days.



TRAILBLAZER A  
ALAMO DRIVE & DAVIS STREET INTERSECTION  
NIS



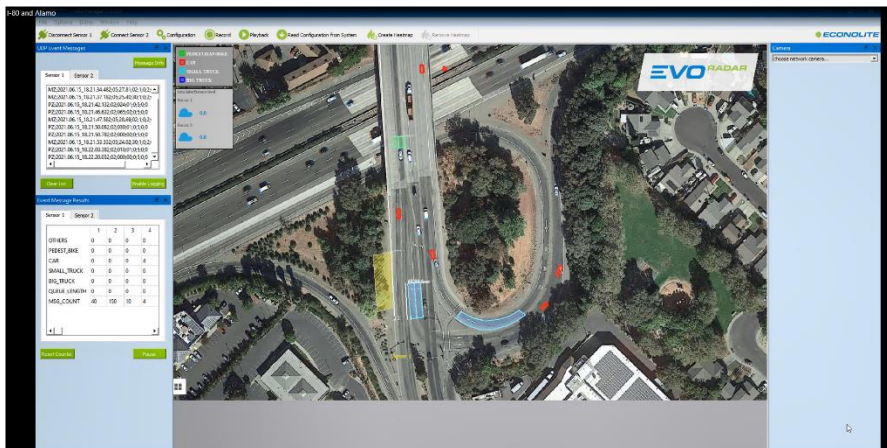
TRAILBLAZER B  
DAVIS STREET & CATHERINE STREET INTERSECTION  
NIS

## Construction & Land Development Engineering

Development Engineering staff have been tasked with administration of the City's floodplain management program. Federal Emergency Management Agency (FEMA) certifies the program annually and conducts an audit every five years. Vacaville's next inspection is scheduled for October of this year, and staff has been working on preparing supporting documents for this audit.

Staff have reviewed and approved plans for infrastructure construction in one subdivision of the The Villages at Vanden Meadows, **in District 6**, which will consist of 463 residential units on approximately 89 acres bounded by Vanden Road to the west, Leisure Town Road to the east, and the Redstone Development to the north. The final map will create 84 single-family lots and is currently being reviewed by staff.

## Traffic Engineering Division



From January 1, 2021 to June 30, 2021, Traffic received 189 traffic control plans for lane and road closures affecting public streets. The traffic control plans vary in size and complexity based on the location and duration of work. Additionally, staff are evaluating two different traffic signal detection equipment from

Econolite and Iteris. These systems are related to the Cycle 9 HSIP grant to improve the safety at 21 signals on the Alamo and Peabody corridors by providing advanced signal detection.

## Utilities

The Utilities Department role is to provide safe and reliable water and wastewater services to our community. It is made up of four divisions. The Engineering Division performs mechanical, electrical, and civil engineering work in the design, construction, operation and maintenance of water and wastewater systems. The Operations and Maintenance Division Provides safe and reliable water and wastewater services to our community. The Water Quality Division is responsible for maintaining testing and reporting compliance for all State Water Board permits for drinking water, wastewater, pretreatment, storm water and cross connection regulations.

Finally, the Administrative Services Division support to Department including Finance, HR, Risk Management, Safety, and Water Conservation.

### **Engineering Division**

The existing well at the corner of Nut Tree Drive and Elmira Road has been abandoned due to deterioration beyond repair and a new production well will be drilled at the site. Utilities Engineering received two bids for this project, and construction for the drilling work was awarded to Roadrunner Drilling & Pump Company, Inc., by City Council on July 27, 2021.

Well 17 will be a new water supply well at the intersection of Alamo Drive and Snowy Owl Drive, which will provide additional water supply to meet the needs of new development. Well drilling was completed as a separate project in 2020. A consultant is currently working on design of the full equipping of the well site, and design is expected to be complete this fall.

Utilities Engineering completed an internal assessment of the City's Sanitary Sewer Management Plan, last recertified in 2019. This internal audit is required to be completed every two years to be compliant with the Statewide General Waste Discharge Requirements. This assessment helps confirm that the City is following its adopted plan and is making progress on the goals set in the plan.

### **Operations & Maintenance Division**

Utilities Mechanics provided assistance to Public Works to remove the Andrews Park Waterfall Pump. The Utilities Boom Truck was used to hoist the pump from its wet well for troubleshooting and repairs. Additionally, Utilities Mechanics performed a Confined Space Entry into the wet well for guide rail bracket retrieval and inspections.

Annual preventive maintenance inspections have begun at the Easterly Wastewater Treatment Plant. The inspections involve multiple Confined Space Entries to assess the condition of 3,778 rubber aeration diffusers and associated piping in each of the three process trains.

### **Administrative Services Division**

In order to measure the City's response to the Governor's call for a voluntary 15% reduction in water use, commencing this month water use will be reported comparatively to the same reporting period in 2020. While the overall water use for 2020 was slightly lower than that of the reporting base year of 2013, the percent change for each month as well as the cumulative change will fluctuate from month to month. Accordingly, the July water consumption figures showed the City increased its overall water consumption by 1.0% compared to the same month last year. Residents consumed an average of 180.67 gallons per day for the month. For the year, water customers have consumed 7% less water through July than they did last year.

The Department continues to work with its regional partners and the Solano County Water Agency (SCWA) to educate the public to conserve water in order to maintain a sufficient water supply to meet projected demands, particularly if the dry winter pattern extends into a third year. Administration is working with internal and external partners to provide reminders and public service announcements of water use efficiency and the state's call for voluntary 15% water use reduction on the City's website, utility billings, social media, and local media outlets.