

City of Vacaville Monthly Report

Published: October 2021

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



Purpose

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

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



The City of Vacaville participated in several Small Business Week celebrations from September 13th through 17th. This nationally recognized program sponsored by the national Small Business Administration has existed since 1963 and is meant to encourage residents to shop at local small businesses. Small businesses are the backbone of the American economy and Vacaville is no exception. 46% of businesses in Vacaville employ less than 5

employees and 80% employ less than 20 employees. In honor of Small Business Week staff created a city website to promote small businesses. During this week many organization provided resources opportunities for our local small businesses include the Small Business Development Center of Solano County (SBDC). The SBDC hosted the Capital Summit that connected local small businesses with an opportunity to learn first-hand from the lenders themselves what lending products they offer and the type of information they need from borrowers in order to fund loans. Held at Travis Credit Union Vice Mayor Nolan Sullivan kicked of the Capital Summit with over 100 small businesses in attendance throughout the day long event.

As part of the City's COVID-19 Economic Recovery Strategy the City will be launching the "Shop Local Vacaville Virtual Marketplace" This new program will allow small businesses to sell products and services through this new online marketplace. The program is FREE to any small business with a current business license in the City of Vacaville. Email economicdevelopment@cityofvacaville.com to find out how to enroll in this free program. The Virtual Market Place is schedule go live in mid-November just in time to kick-off the Holiday Shopping Season!

As part of the City Councils Strategic Plan to support the development of entrepreneur ecosystem. The City has contracted with the Solano Small Business Development Center (SBDC), the Vacaville Chamber of Commerce, and the Young Professionals Group to provide local entrepreneurs the opportunity to network with one another and receive training on how to start a new business and grow their existing business. The Vacaville Entrepreneur Roundtable had a kickoff meeting on September 23rd at Journey Downtown and will meet monthly.

Information Technology (IT)

In the past month the IT helpdesk successfully closed 285 support requests from across the city. All systems and networks had an uptime of 99%, and almost 144,000 emails were processed.

Staff also added updates to the Master Address Database and are working with individual departments on the requested future layers section. Other projects include land management review, draft RFP for Citywide Broadband Masterplan study, and GIS and Technology Strategic Plan rollout.

Community Development

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 \$254,288.

Planning Commission -No meeting was held during September.

Building

Permits

Building Division revenue for September 2021 totaled \$194,576 with 366 permits issued in the month of September which is less than the 454 permits in September 2020. Of those permits, 348 were residential activity permits (11 for new Single Family Dwelling Units), and 18 were non-residential permits. The building department completed 1228 inspections.

Special items of note for September include:

- \$ 10,598 General Plan Implementation and Recovery Fees collected (not part of revenue above).
- 123 Solar permits issued in September; 110 of which were pulled online.
- 38 Single Family Dwelling Units passed Final Inspection.
- Nine Code Enforcement cases opened (Building only)

Advanced Planning

Downtown Specific Plan

The Downtown Specific Plan is nearing completion. Staff is currently reviewing the final version of the document, and awaiting the addendum to the General Plan Environmental Impact Report (EIR). The Specific Plan and draft addendum will be published in late November for public review. Adoption hearings will be scheduled this winter.

Land Use Development Code (LUDC)

Staff completed the review of the revised draft LUDC, compiled public and staff comments, and returned the chapters to the consultant team for additional revisions. The consultant team anticipates returning the next draft to staff for a final review prior to commencing the public hearing process to adopt the new LUDC.

Vehicular Miles Traveled CEQA Analysis and General Plan Transportation Element Amendment

On September 28th the City Council approved the Proposed General Plan Amendment and update to the ECAS.

Greentree Project

Staff completed review of the first draft documents associated with this project. Major topics include detention basins, park and street designs. The developer and staff meet regularly with the Leisure Town Liaisons who continue to express concerns related to internal traffic flow, safety, and interest in park design.

Housing Element Update

On September 28, 2021, the City Council authorized the City Manager, or his designee, to enter into a consultant contract with Placeworks, Inc. to prepare the City's Housing Element, Safety Element, and Environmental Justice Element updates. The project kick off will occur this fall, and the project is scheduled for completion in January 2023.

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

District 1

Staff received a request to reduce the required side yard setback from 20 to 16 feet for the purpose of constructing a 900 square foot detached garage behind a main residence in the Cheyenne subdivision. Staff also performed plan reviews for Home2Suites Hotel, LDK Warehouse Building B, Amazon Warehouse Building, Reserve at Browns Valley, and various residential patio covers and swimming pools.

District 2

Staff received a request from McDonald's on Leisure Town Road, to reduce the number of parking spaces by three for the purpose of modifying the existing drive-through. The Director of Community Development has approved a City Determination of Public Convenience or Necessity (PCN) to allow the sale of alcoholic beverages for off-site consumption (Type 21 license), at the existing Chevron Service Station located at 299 Orange Drive. Lastly, staff performed plan reviews for Wildhawk, Roberts' Ranch, and Brighton Landing Subdivisions, and various residential patio covers and swimming pools.

District 3

Allison apartments, located at the southeast corner of Allison Drive and Nut Tree Parkway, are in the process of resubmitting finalized plans. The initial project consisted of 187 affordable multi-family units within a six-story building with two elevators and included a density bonus request to increase the allowable density from 24 units per acre to 70, with certain exceptions to development standards. Staff also performed plan reviews including Pony Express Senior Housing , Raising Cane's Restaurant, and various tenant improvement projects.

District 4

No new or approved projects in this district. Staff performed plan reviews including Raley's remodel, and Domino's Pizza tenant improvement project.

District 5

Montessa subdivision received approval to extend their Development Agreement to September 22, 2022. Staff reviewed plans for Crossroads Christian Church Youth Building, Alamo Inn electric charging station, and various residential patio covers and swimming pools.

District 6

Planning staff received a proposal in the area of Vanden Road, to subdivide 25.5 acres into 114 single-family residential lots ranging in size from approximately 5,740-11,800 square feet. Staff also performed plan reviews including Taco Bell sign permit, Verizon Cell Tower Modification, and various residential patio covers and swimming pools.

Finance

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 continues to finalize the financials for fiscal year 2021 in preparation for the annual fieldwork audit by the City's external auditors, Lance, Soll & Lunghard. The fieldwork audit will start in early November, last two weeks, and due the pandemic will be conducted remotely. After the audit is completed, accounting staff will compile the Annual Comprehensive Financial Report (ACFR) anticipated available in December.

The county has provided the City an update of the estimated residual balance distribution the City would receive in January for property tax collected in the former Redevelopment Areas. Due to the settlement of Genentech appeals for fiscal years 2011-2021, the City is projected to receive \$1.5 million more in one-time money than originally estimated in June.

Fire

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 a first alarm structure fire on Marshall Road which involved two structures and displaced nine adults. Two firefighters with minor, non-life threatening injuries were treated and transported to the hospital. Code Enforcement received 136 complaints the majority of which were property maintenance, inoperative vehicles and obstruction claims.

Monthly Statistics

Total Emergency Responses	1,071
Emergency Medical Responses	762
Emergency Medical Transports	639
Anticipated EMS Receipts (Approximate)	\$585,598
Average Response Time	5 mins 39 secs
Fire Incidents	31

Housing and Community Services

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

The Vacaville Housing Authority (VHA) conducted 35 eligibility appointments for the Emergency Housing Voucher (EHV) program. The EHV program provides housing assistance for low-income persons/households experiencing or at risk of homelessness. The VHA partnered with the Solano Continuum of Care and partner service agencies to receive referrals for the EHV program. The City Council, acting as the VHA Board, approved a contract with Vacaville Solano Services Corporation to provide comprehensive housing search assistance to EHV applicants.

A public meeting was held to receive comment on the Community Development Block Grant Consolidated Annual Performance and Evaluation Report. All comments received during the public meeting were incorporated into the final report that was submitted to the Federal Department of Housing and Urban Development on September 28, 2021 as required.

The City Council approved a Disposition, Development, and Loan Agreement with CFY Development, Inc. to develop 185 apartments that will be available at below-market rents on City-owned property on Allison Drive. The developer has applied for City entitlements for the project through the Community Development Department and is currently seeking financing from state and other sources.

Human Resources

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 September 2021, the Human Resources Department received and screened 194 applications, in addition to processing 6 full-time new hires/promotions and 17 part-time hires.

Parks and Recreation

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.

Parks and Recreation Commission

The Parks and Recreation Commission met on October 6. Items included a presentation from the Aquatic and Special Interest programs; and an informational business item on improvements to the Willis Jepson Garden located at Pena Adobe.

Arts Advisory Committee

The Arts Advisory Committee met on October 13. Items included the election no fa new Chair and Vice Chair, and an informational business item on the history of the Committee. This was the first of a series of four presentations staff will show to the Committee.

Active Aging

McBride staff provided 68 participants with a variety of healthy lifestyle options for at-risk adults including various exercise activities, along with line dancing and technology classes. Staff also gave a Trips & Tours presentation highlighting 12 amazing destinations for participants to expand their horizons through first-hand discovery.

Aquatics

Fall swim lessons wrapped up as did Open Swim in the month of September. Lap Swim and Water Aerobics both had increases in participation numbers. Staff have also been preparing for the Floating Pumpkin Patch event in early October.

Cultural Arts

Two new contractors will be teaching cultural art classes. Tori Carr will be teaching Acrylic Paint Classes and Clara Sotero will be offering Cricut Classes inspired by holidays and/or traditions from around the world.

Early Childhood Enrichment

Early Childhood Enrichment Program kicked off in September with 59 participants enrolled in the 4-year old program and 41 enrolled in the 3-year old program. The children are excited to be socializing, fascinated with learning experiences, and complying with mask wearing.

Gymnastics

Two new classes started in September. Tumbling Tutus is an introductory class where children ages 3-5 are able to explore movement and dance through the basics of ballet and gymnastics on the trampoline and floor. Gymnastics and Hip Hop is a class for ages 6-9 that combines gymnastics with hip hop moves and music. Both programs are at capacity. The Superhero 101 class returned again with an extensive waiting list and is designed to teach students the fundamentals of gymnastics, martial arts, and cross training. Overall Fall Session (1) served a total of 183 participants.

Youth & Adult Sports

In September we rolled out the Youth and Adult Volleyball leagues as well as “Fall Ball” which included twelve recreation and twelve competitive teams. We also debuted a new 5-6 year old division which allows children who participated in the T-Ball program to continue developing their skills. September also marked the return of our Air Blair’s Tiny Athletes program which includes a basketball specific class as well as an all-inclusive sports class for 2-4 year olds. Youth sports was also able to bring back several basketball based programs in preparation for the Winter Basketball League.

Georgie Duke Sports Center expanded programming options for the community this month. While Pickle Ball continued with the same number of days as August, staff saw an increased interest in both Drop-In Basketball and Badminton and opted to offer additional sessions. Buckingham High School was also a contributor to the September success of the Duke Center as students continue to use the gym daily for their PE classes. The strategic partnership with our neighbors has led to the discussion of expanded use of the Duke Center to possibly host school related events like Pep Rallies, Teacher v. Student Dodgeball, Career Fairs, and more. The P.E. Dept. generously donated their gently used volleyball poles and nets, which adds versatility to the programs staff can offer.

Teens

Leading Events for Teens (LET) is a dynamic motivational and leadership opportunity for 6-12 graders. The program allows teens to discover and redesign the events, activities, and programs offered to the community. Interested participants should submit an application at any community center or online through CivicRec. Staff also reached out to teens in middle and high schools

during the month of September to survey what they are looking for in terms of programming. Responses included college and career readiness workshops and day trips to sporting events.

Therapeutic Recreation (TR)

Two new staff joined the TR program this month and they have already begun assisting with the ADA process as well as brainstorming ideas for upcoming TR classes. Staff are working to promote programs and get in touch with the community to spread the word. The current focus is developing and finalizing the curriculum for the Life Skills class coming up in January.

Special Interest

In September, the most popular special interest classes included CPR and First Aid, as well as eh youth cooking program, Top Chef. Staff are also gearing up for the start of two new classes, Making Machines and Origami.

Youth Services

Staffing continues to be eh biggest challenge facing the TGIF before and after school programs. Though staff were able to bring one new employee this month, the programs are still very short-handed with a waiting list at all locations.

Police Department

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 136 discoveries and received 60 dispositions for research. The unit completed the intake of 371 pieces of evidence and completed the disposition of 1,042 pieces. The records counter processed 70 vehicles for release, 209 moving citations, 300 parking citations, and completed 47 background checks for the Office of Personnel Management. The Police Department investigated 192 reported crimes last month the majority of which were larceny and motor vehicle theft. CRU had 40 referrals and successfully placed six into shelter/detox programs.

Communications Center

Communications Center staff answered 11,822 9-1-1 emergency calls. Of these calls 5,587 were Priority 1 (i.e. emergencies requiring immediate dispatch): 1,215 fire and 4,372 police incidents.

Community Engagement

Last month resident Gene Eldridge of Vacaville wanted to make a difference in her community by donating to the police department. Though officers politely declined her offer they did join her for a pizza lunch and got to know her a little better. Gene grew up in the poorest part of London and her family stayed behind while many evacuated during Nazi air raids. Later, she remembers coming to America via boat, seeing the Statue of Liberty and knowing what it means to be an American.



Family Resource Center (FRC)



The FRC provides concrete support to families in our community. In September, 61 children ages 0-3 years received a box of diapers and wipes. This monthly diaper program is funded by Solano FIRST 5 and Supplybank.org. Additionally, 20 families also received PPE supplies donated by Saint Vincent De Paul Society. Family Support Worker (FSW) Ana Siebert-Ralstin and Office Assistant Abigail McCarthy staffed the Diaper Drive-thru the FRC hosts every last Tuesday of the month.

A family who receives monthly diapers from the FRC Diaper Program has a 16 year old son who is infatuated with the COV Logo. He's even made a replica of the City logo with Legos. His mom asked if we had anything with the Logo that we could give him. The COV Life Committee put together a goodie bag with a t-shirt, tumbler, lanyard, and COV stickers. He was so happy when he received it; he kept saying, "wow, wow, wow!" He asked FSW Ana Siebert-Ralstin to take a picture of him. Here he is with the COV "Swag."



Special Victims Unit (SVU)



Vacaville's PetSmart reached out to Officer Jeremy Johnson to donate five bags of stuffed animals to give out to children in the community! They'll be given to children who come into the FIRST office for forensic interviews, are part of the monthly diaper program, and more. Thank you to both PetSmart and Officer Johnson!

Youth Support Services (YSS)

The Vacaville Youth Roundtable hosted a virtual Teen Summit called “Mental Health is Mental Wealth.” The summit focused on mental wellness to equip youth with tools to make healthy choices and participate in pro-social activities. Sessions included youth and adult-led workshops, yoga, a dance performance and a guest speaker on resiliency. 30 youth attended the event. Community partners that supported and sponsored the event include Vacaville Boys & Girls Club, Vaca Pena Middle School, Travis Credit Union, and Solano County Office of Education.

Public Works

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 Design has completed the preliminary design to add solar lighting to the Rocky Hill Trail between Markham Drive, Rocky Hill Road, and Brown Street. Engineering Design coordinated these proposed locations with REACH coordinator, Judith Franco, and Clinical Services Administrator, Gloria Diaz. The project will use STA micro-grant funds along with City discretionary funds to execute a negotiated contract for the work.

Construction & Land Development Engineering

Development Engineering staff is tasked with administration of the City’s floodplain

management program, which benefits the residents of Vacaville with lower rates for flood insurance. FEMA certifies the program annually and conducts an audit every five years. The audit was rescheduled from October to November of this year, and staff has been working on preparing supporting documents for this audit.

Staff have also reviewed and approved improvement plans for the construction and installation of the infrastructure for the Villages at Vanden Meadows – Unit 3 subdivision in District 6. The Villages at Vanden Meadows development 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.

Traffic Engineering Division

The Special Events committee is now using Open Counter, which went live this month, for electronic submittal of plans and applications. Moving away from hard copies will streamline the process for all involved. Traffic comments and event Traffic Control Plans will be transmitted through this new process. In addition, staff from Traffic, Planning and the City’s consultant took the Supplemental Environmental Impact Report (SEIR) which addressed Vehicle Miles Traveled (VMT) to City Council on September 28th. City Council unanimously approved SEIR. This document will allow projects consistent with the General Plan to tier off this work, streamlining the VMT analysis.

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.

Operations & Maintenance Division

Electricians, Control System Technicians, and our Supervisory Control and Data Acquisition (SCADA) Engineer worked with an Electrical Contractor to coordinate the replacement of four large Variable Frequency Drives at Easterly Wastewater Treatment Plant (EWWTP). The drives no longer had repair support available from the manufacturer and therefore were unable to be repaired. By handling the coordination and controls installation “in house” we were able to save a large amount of money, enabling us to change out all of the failing drives this year.

Water Quality Division staff partnered with the Solano Resource Conservation District to host the City's 16th annual Creek Cleanup Day. The event encourages environmental stewardship in our local community and was promoted on social media, local news websites, and KUIC radio. Over 175 volunteers, including families, scout groups, and Genentech's sustainability team, prevented more than 1,000 pounds of trash and 300 pounds of recyclable materials from entering Ulatis Creek in Andrews Park, and Alamo Creek at the Davis Street Bike Trail. During the cleanup, staff educated volunteers about the importance of protecting the City's watersheds and storm water system. Volunteers provided positive feedback on the event and enjoyed helping to keep Vacaville clean and beautiful.

Administrative Services Division

In response to the Governor's call for 15% water use reduction from 2020, September figures showed the City decreased its overall water consumption by 2.9% compared to the same month last year. Residents consumed an average of 161.92 gallons per day for the month. For the year, water customers have consumed 5.6% less water through September than they did last year. Staff continues to work with our regional partners on messaging and outreach that encourages the efficient use of water. They also worked with Finance and Field Utilities staff to submit the Department's annual water loss audit validation report, summarizing the City's efforts to identify and reduce water loss over the past year. The City improved its validation score from the previous year's audit while continuing to work towards proactive identification and mitigation of system water loss and leaks. Last month also included Water Professionals Appreciation Week which was celebrated with pizza lunches for all of our hard working water and wastewater professionals who deliver high quality drinking water to our community and ensure wastewater is safely treated and returned to the environment. A big thank you to all of our water professionals for all they do.

The Department welcomed Utility Plant Electrician II, Douglas Chartier and Laboratory Analyst I, Ashleigh Findley.