

City of Vacaville Monthly Report

Published: November 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.

Information Technology (IT)

In the past month the IT helpdesk successfully closed 329 support requests from across the City. All systems and networks had an uptime of 99%. 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, GIS and Technology Strategic Plan rollout, and Microsoft 365 rollout to all City employees (phase 1). Lastly Magellan Advisors was chosen as the Citywide Broadband Masterplan vendor.

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 October totaled \$315,332.

Planning Commission

Planning Commission met on October 19th and discussed National Planning Month, Open Counter software, and subcommittees.

Building

Permits

Building Division revenue for October 2021 totaled \$249,619 with 337 permits issued (down from 452 in October of 2020). Of those permits, 321 were residential activity permits (42 for new Single Family Dwelling Units), and 16 were non-residential permits. The building department completed 1,041 inspections.

Special items of note for October include:

- \$ 10,598 General Plan Implementation and Recovery Fees collected (not part of revenue above).
- 124 Solar permits issued, 85 of which were pulled online.
- 18 Single Family Dwelling Units passed Final Inspection.
- Four Code Enforcement cases opened (Building only)

Advanced Planning

Downtown Specific Plan

The Downtown Specific Plan is nearing completion, with the final draft of the Plan to be published November 12th. The Planning Commission will hold a special meeting of the Planning Commission on December 7th where the Planning Commission will conduct a public hearing and be asked to provide a recommendation to the City Council. City Council hearings are tentatively scheduled for January 25th and February 8th. Staff has initiated additional meetings with downtown business and property owners to be held in early November to further discuss the plan.

Land Use Development Code (LUDC)

Staff and the consultant worked together to complete revisions to the Draft LUDC based on final staff comments. The consultant team anticipates returning the revised draft in early November. Staff will begin meeting with Planning Commissioners and City Councilmembers to provide information and address any concerns they may have. Public hearings are anticipated to begin in January 2022.

Greentree Project

Staff worked with the applicant team as they revised the project based on City comments from September. The applicant anticipates completing the revisions and resubmitting the materials in early November.

Housing Element Update

On September 28, 2021, the City Council authorized the City Manager to enter into a consultant contract with Placeworks, Inc. to prepare the City's Housing Element, Safety Element, and Environmental Justice Element updates. Director Morris has approved creation of a Housing Element subcommittee to assist in the preparation of these documents. There will be a public outreach meeting on November 18th to discuss the Housing Element and the Housing Strategy.

Interdepartmental Projects

Staff is working with Parks and Recreation to develop a mural program and researching grant opportunities for improving public space.

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

District 1

Staff received a minor modification request from Vaca Valley Hotel to change exterior materials of the approved project from stucco with brick veneer to metal siding and decorative tile accent. The project consists of three newly constructed buildings on a 5.43 acre vacant lot. Valley Strong Credit Union requested preliminary review on a proposal to construct a new 1,541 sq. ft. building with drive up ATM access. The construction would include two parcels totaling 1.64 acres. Lastly, staff also performed plan reviews for Premier RV Storage, Reserve at Browns Valley house plans, and various residential patio covers and swimming pools.

District 2

Staff received a request to construct a 26,180 sq. ft. warehouse building located at 777 Elmira Road, and subdivide the site into two parcels (Parcel A – 1.26 acres; and Parcel B – 3.86 acres). Staff also received a Tentative Parcel Map request to subdivide a vacant 3.75 acres parcel located on Orange Drive into two parcels (Parcel A – 2.82 acres; and Parcel B – 0.93 acres). Staff approved a request to reduce the required rear yard setback from 20 to 15 feet for the purpose of constructing a 700 sq. ft. patio cover at 503 Stonecastle Way. Lastly, staff performed plan reviews for Wildhawk, Roberts' Ranch and various residential patio covers and swimming pools.

District 3

No new or approved projects in this district. Staff performed plan reviews for building signs, accessory dwelling units, and home additions.

District 4

No new or approved projects in this district. Staff performed plan reviews including new

charging stations at Winco (855 Davis Street), and a sign permit for Raley's at 3061 Alamo Drive.

District 5

No new or approved projects in this district. Staff performed plan reviews including Crossroads Christian Church Youth Building at 190 Butcher Road, Lagoon Valley Self Storage Grading Permit at 5920 Cherry Glen Road, and various residential patio covers, and swimming pools.

District 6

The Director of Community Development approved a Planned Development request to construct five (5) house plans on 81 lots in Units 1A and 1B, and five (5) house plans on 113 lots in Units 2 and 4 of the Villages at Vanden subdivision. Exterior elevations reflect Santa Barbara, Coastal and Farmhouse architectural design themes. Staff also performed plan reviews including the Villages at Vanden Meadows 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.

As part of the American Rescue Plan Act (ARPA) signed by the President in March 2021, the City was allocated slightly under \$12.7 million to respond to the public health and economic impacts of the COVID-19 pandemic. At the 10/26 City Council meeting, staff presented eligible uses of the funding as well as priority areas identified by staff that meet the requirements of the federal funding and align with the City's Strategic Plan Goals. In an effort to engage the community on the prioritization of the ARPA funding, staff is in the process of creating an online budgeting survey tool, Balancing Act. The survey tool will be made available on the City's website in mid-November.

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.

On October 24th, the EOC was activated due to the heavy rains and flooding in Vacaville. Fire crews responded to multiple calls including down trees into possible powerlines and vehicles stuck in the floodwaters. Additionally, Code Enforcement received 99 complaints, the majority of which were accumulation and property maintenance claims.

Monthly Statistics

Total Emergency Responses	1,110
Emergency Medical Responses	771
Emergency Medical Transports	651
Anticipated EMS Receipts (Approximate)	\$579,427.53
Average Response Time	5 mins 16 secs
Fire Incidents	21

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 October, the front counter assisted 1,354 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.

The VHA conducted many eligibility appointments during the month of September based on the availability of rental subsidy vouchers at this time. 20 eligibility appointments for the EHV program were completed. The EHV program provides housing assistance for low-income applicants experiencing or at risk of homelessness. The VHA partnered with the Local Continuum of Care and partner service agencies to receive referrals for the EHV program as well

as to provide comprehensive housing search assistance to EHV applicants.

In addition, the VHA conducted 42 eligibility appointments for its Housing Choice Voucher program. Individuals and families are selected by lottery from the existing VHA waiting list based on preferences listed on their submitted application.

Department staff participated in the first Neighborhood Clean-Up Day organized by the Fire Department through the City's COV Connect- Making a Difference program. Some of the department staff assisted with improving homes in the target neighborhood by removing debris, pulling weeds, laying bark and rock, etc.

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 October 2021, the Human Resources Department received and screened 433 applications, in addition to processing 7 full-time new hires/promotions and 5 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.

Active Aging

October 16th was the Walk to End Alzheimer's. The event surpassed expectations with current

fundraising of over \$158,000 (129% of the goal). There were a total of 81 teams and 468 participants. In addition to walking, staff shared stories and information about the McBride Center including upcoming classes, events and programs. Staff also started preparing for a pop-up store which will be run by Solano County Office of Education and open next month.

Aquatics

October was the last month for swim lessons which continued to be at capacity. Staff geared up for the annual Floating Pumpkin Patch event which was held on Saturday, October 9. Nugget Market and Grocery Outlet donated over 100 pumpkins for participants. There were 85 pre-registered participants and 12 drop-ins the day of the event. Each person received a pumpkin, participated in arts and crafts, games, and a photo booth.

Renovations to the Activity Area started the week of October 18. Public Works emptied the pool and dismantled the structure. Bigger pieces have been taken to an outside contractor for sanding and refurbishing while some of the smaller parts will be completed in-house. Public Works anticipates having the Activity Area put back together and operational by March 2022. Just in time to debut for spring programs!

Cultural Arts

Music instructor, Lone Romagosa, held a Music Recital on October 16. Participants reserved time slots with limited registration in order to allow for social distancing.

Georgie Duke Spots Center

In addition to those drop-in activities, staff are beginning to see more consistency in attendance for Youth and Adult Boxing which made its return early in the month. Boxing drop-in activities are a great way for kids and young adults to stay occupied while being productive and learning a new skill. Attendance is expected to continue increasing as word spreads that the programs are back in action on a regular basis. The two most popular programs were Badminton and Drop-In Adult Basketball which both saw an increase in attendance and revenue

Gymnastics

Gymnastics hosted the “Monster Mash” event on October 29th. This exciting and popular nighttime Halloween party inspired participants to get engaged in a spooky obstacle course, experience body moving and grooving games with staff and a creative Paper Mache pumpkin decorating contest. Halloween goodies and prizes were provided for all participants.

Preschool

The month of October consisted of exploring the outdoors and experiencing how nature changes during the fall season. The Three Oaks classroom went on a quest to gather a variety of leaves to create fall craft projects. Browns Valley participants took a field trip around the adjacent park site to learn about multiple kinds of trees and how their colors change. To conclude the month,

all sites discussed nutrition and how to make healthy food choices and the importance of exercise to keep our hearts and bodies healthy and photos were taken which will be used to make Christmas gifts.

Special Events

The annual Howl-O-Ween Costume Contest & Parade took place on Saturday, October 30 at Andrews Park with 28 registered for the parade/costume contest. All the pets that attended were well-behaved. The costumes were creative and people genuinely seemed to have a good time. Additionally, for those that could not attend in-person, staff offered a Virtual Pet Parade. Winners were Meeko and Jovie. It's always fun to see to see the community show up for these events.

Youth & Adult Sports

In October, Volleyball ran with four 3rd-6th grade teams while the 7th-12th grade division ran with five teams. Baseball ran at capacity with 12 recreational teams and 12 competitive teams (which is four more teams than the pre-COVID 2019 season). Both leagues faced similar challenges with shortages of coaches and officials. In addition, the inclement weather towards the end of October forced a number of rainouts and rescheduled games for Baseball. Both sports leagues end mid-November.

Adult Sports organized and rolled out with Volleyball as well as Softball. Volleyball took place on Thursdays at the Recreation Center (sports side) and will wrap up with play-offs the first week of November. Softball is boasting 45 teams and has also experienced similar issues as the youth leagues; primarily a lack of officials. Softball is also going through quite a few reschedules due to the recent rainy weather. The league will wrap up mid-December and then be on hiatus during the moratorium when Parks Maintenance will perform annual maintenance on the fields.

Teens

The Babysitters Club took place on Saturday, October 16 at the McBride Center. Participants were given instruction on childcare basics including emergency procedures, scenario practice, and basic CPR/first aid skills. Partnering with the Safe Sitter® curriculum, the Babysitters Club continues to be a valuable resource for teens interested in developing or honing their childcare skills.

Therapeutic Recreation (TR)

On October 23rd TR staff attended the "Friendraiser" event at Play 4 All Park. This event was intended to raise funds to begin Phase 2 of park development. We hope to make Play 4 All Park the "hub" and run several TR programs on site. The TR coordinator had a Zoom meeting with City of Fairfield staff on October 29 regarding an upcoming roundtable to discuss all things TR. This Roundtable will take place the first week of December with a goal to develop a TR network.

Youth Services

Staffing continues to be the biggest challenge facing the TGIF before and after school programs. We were able to onboard one new employee this month but the programs are still very short-handed with waiting lists for all locations. Enrollments remained low and the Foxboro and Cambridge TGIF after-school programs remained consolidated this month due to staffing shortages.

Vacaville Performing Arts Theatre (VPAT)

As precautionary measures for COVID-19 begin to decrease, VPAT staff is excited to welcome back patrons and rental clients. In October, all our in person holiday classic shows confirmed for the coming months. October 10th the Solano Symphony Orchestra kicked off its 35th season with a pair of acclaimed classical masterpieces. And the season of shows kicks off next month with Jake Shimabukuro and Christmas in my Hometown.

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 124 discoveries and received 29 dispositions for research. The unit completed the intake of 379 pieces of evidence and completed the disposition of 272 pieces. The records counter processed 81 vehicles for release, 158 moving citations, 233 parking citations, and completed 68 background checks for the Office of Personnel Management. The Police Department investigated 176 reported crimes last month the vast majority of which were larceny and burglary.

Communications Center

Communications Center staff answered 11,822 9-1-1 emergency calls and texts. Of these, 5,695 were incidents requiring dispatch: 1,253 fire and 4,442 police incidents.

Community Engagement

Family Resource Center (FRC)

The Vacaville Family Resource Center (FRC) registers low-income children to receive Christmas gifts from the non-profit agency, Christmas Wish. FRC staff inquire from the family

what three gifts their child is wishing for and from there, Christmas Wish volunteers garner public support to purchase one gift from that child's wish list. Christmas Wish also receives monetary donations. Registration began in September and there are currently 600 children on the gift list. A waitlist has started and will run through the second week of December. Historically, all children on the wait list have received gifts.

Youth Support Services (YSS)

In October, the Vacaville Police Activities League (PAL) hosted an outdoor movie night at Vaca Peña Middle School (**District 2**). Youth enjoyed food, snacks, and games like Giant Jenga, Connect 4 and Uno with VPD officers. Later in the month PAL hosted a pumpkin painting event. YSS Mental Health Coordinator, Mayra Montaña facilitated a meditation and relaxation exercise followed by a guided painting session. Officers and youth had the opportunity to paint pumpkins, chat and get to know one another.



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

Public Works is finalizing a design consultant services agreement for the Ulatis Creek Bank Repair at Main Street Project with TRC Engineers, Inc. The project consists of designing bank stabilization measures at two landslide locations along E. Main Street that were damaged during the 2017 Storms. TRC Engineers, Inc. will work with their team of subconsultants to analyze the existing conditions of the landslide, propose solutions for each location, and work to fully design and provide bid documents in coordination with the Engineering Services Project Manager. The anticipated completion for design is Summer 2022.

Construction & Land Development Engineering

Development Engineering staff is tasked with administration of the City's floodplain management program, which includes the Community Rating Service that benefits the residents of Vacaville with lower rates for flood insurance. FEMA audits the program annually and certifies the community's rating every five years. The certification was rescheduled from October to November of this year, and staff completed work on supporting documents for this submittal by the November 18th cycle visit by the FEMA representative.

Staff previously 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 associated subdivision improvement agreements for both units received City Council approval at the November 9th meeting. The final maps are currently being reviewed by staff. 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

Traffic completed a draft evaluation of student drop off and pick up at the Markham and Kairos Elementary Schools. Proposed improvements to facilitate pedestrian and bicycle safety are based upon requests from the schools, residents, and council members, and field observations performed by Traffic Engineering staff. Traffic Staff identified improvements along with potential budgets. Once funding is identified, improvements will be programmed for installation.

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

A new 4 Megawatt solar power facility is planned to be installed at the Easterly Wastewater Treatment Plant (EWWTP). The results of the interconnection study performed by PG&E were reviewed and approved by the City which estimated the infrastructure construction work to be completed by November 2022. The Project is under review with the City's Planning Department for approval. The City's consultant, ForeFront Power, is expected to begin construction in the summer of 2022.

The sewer lift station (Allison Lift Station) constructed by Mark III Construction, Inc. has reached the startup and commissioning phase of the project. After 14 consecutive days of operations, City staff will incorporate this facility in their ongoing maintenance. The contractor will continue construction activities to abandon the existing facility and complete the onsite improvements prior to project completion.

EWWTP is currently supplied with potable water from two municipal supply wells, but recent maintenance and rehabilitation activities have revealed aging infrastructure concerns that could lead to reduced production or failure. A new well will provide system redundancy and reliability to maintain Wastewater Treatment operations. The Drilling Plans will be prepared by Wood Rogers, Inc. (engineering consultant).

Operations & Maintenance Division

Electricians, Control System Technicians, and our Supervisory Control and Data Acquisition (SCADA) Engineer worked with an Electrical Contractor to coordinate the second phase of a three phase effort to replace four large Variable Frequency Drives at 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.

Electricians moved stored electrical equipment to a previously underused and larger warehouse area. This larger warehouse will allow more replacement equipment to be kept on site, sidestepping long shipping outages which has dramatically increased over the last year. This should result in less downtime for failed equipment in the future.

Water Quality

The Cross Connection Specialist team has been working hard to replace large backflow prevention assemblies installed on potable water distribution systems. Backflow prevention devices are used to protect public health and water supplies from back-siphonage and back-pressure of contaminated water into the water supply. So far this year, seven large assemblies (2.5" and above) and 20 smaller assemblies (2" and below) have been replaced. When necessary, the team accommodates businesses by scheduling work after hours to prevent disruptions to the facilities water service. In addition, the team performs a variety of work to support the City's backflow prevention control program including: inspecting, surveying, testing and repairing assemblies.

Administrative Services Division

October figures showed the City decreased its overall water consumption by 17.4% compared to the same month last year. Residents consumed an average of 112.21 gallons per day for the month. For the year, water customers have consumed 6.9% less water through October than they did last year. Staff continues to work with our regional partners on messaging and outreach that encourages the efficient use of water.