

City of Vacaville Monthly Report

Published: December 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 226 support requests from across the City. All systems and networks had an uptime of 100%. Staff also added updates to the GIS Master Address Database and added a feature function review for parcels and addresses. Other projects include land management review, Broadband Masterplan creation review, and phase one of the Microsoft 365 rollout to all City employees.

Community Development

The Community Development Department is responsible for coordinating long-range planning and regulating private development in the City, which includes planning and 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 \$190,116.82.

Planning Commission

The Planning Commission met on November 16th and discussed Allison Apartments Project, publication of the Downtown Specific Plan, and appointments of Vice-Chair Kline, and Commissioners Lightfoot and Breckon to the Housing Element subcommittee.

Building

Permits

Building Division revenue for November 2021 totaled \$129,670.90 with 319 permits issued. Of those permits, 16 were for new Single Family and Accessory Dwelling Units and 9 were non-residential permits. The building department completed 286 inspections.

Special items of note for November include:

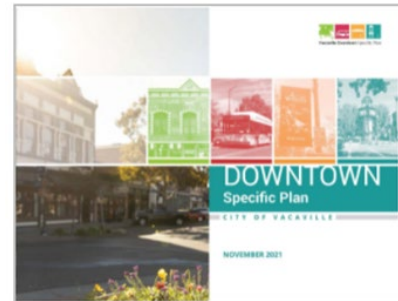
- \$ 9,612 General Plan Implementation and Recovery Fees collected (not part of revenue above).
- 78 Solar permits issued, almost all pulled online
- 36 Single Family Dwelling Units passed Final Inspection.
- Four Building Code Enforcement cases opened

Planning

Advanced Planning

Downtown Specific Plan

The final draft of the [Downtown Specific Plan](#) (DTSP) was published on November 12 and available for review. The Planning Commission will conduct a DTSP recommendation hearing at their December 7, 2021 meeting. In the New Year, City Council will hold a public hearing on January 25, 2022 to consider adoption of the DTSP, and will take their final action on February 8, 2022.



Land Use Development Code (LUDC)

The final draft Land Use and Development Code (LUDC) was received in early November and is viewable online [here](#). Public hearings are anticipated to begin January 2022.



Greentree Project

The applicant submitted revised project documents for staff review. Technical reports and analyses for the Environmental Impact Report (EIR) have been submitted to the City's consultant to begin drafting this report. The draft EIR and project documents are anticipated to be published for public review in early 2022.

Housing Element Update

A public outreach meeting was held on November 18 to discuss the Housing Element and the [Housing Strategy](#). Joint meetings of the Planning Commission and City Council will be held early 2022 to discuss the Housing Element, the Environmental Justice Element, and the Safety Element amendment.

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

District 1

Staff received and approved a design request to construct a 415,808 sq. ft. warehouse building on a 20.88 acre site located on the east side of Eubanks Drive, south of Midway Road. The project consists of 421 parking spaces, 120 truck spaces, and four driveways facing Eubanks Drive. Staff also performed plan reviews for Farmstead, The Reserve at Browns Valley, North Village, and various residential patio covers and swimming pools.

District 2

Staff received a requests to construct a ground mounted solar array, approximately 21 acres at Easterly Wastewater Treatment Plant and a request to reduce the required rear setback from 15 ft. to 11.25 ft. for the purpose of constructing a patio cover behind the existing residence at 384 Primrose Drive. Staff also performed plan reviews including Brighton Landing, Kohl's Exterior remodel, various sign permits, and residential patio covers and swimming pools.

Staff received a request from Wildhawk at Roberts' Ranch to construct six house plans on 62 lots, located north of Fry Road and east of Leisure Town Road. Plans consist of four single-story models and two two-story models, ranging from 1,779-2,922 sq. ft., with architecture that reflect Craftsman, French Cottage and Tuscan designs. Leisure Town Townhomes has requested to construct a 94-unit multi-family development on Orange Drive that would include a swimming pool, amenity building, and 166 parking spaces.

Lastly, The Director of Community Development approved a request to construct the Kairos Public Charter School on an 11.0-acre site located between Sunflower Street and Carroll Way, south of the Brighton Landing neighborhood park. The proposed site plan includes an administration building (5,138 sq. ft.), independent study building (11,199 sq. ft.), a multipurpose building (13,705 sq. ft.), five classroom buildings (4,226 sq. ft. each), with various multi-purpose fields and play areas, and 199 parking stalls.

District 3

New request approved to construct a new 4,704 sq. ft., one-story office building on a

vacant 0.14-acre parcel located south of Merchant and Dobbins Streets (APN 0130-185-160). The proposed building materials include stucco siding, with ornate lighting fixtures, pilasters, dental blocking, and a crowned roof. Staff performed plan reviews for Raising Cane’s restaurant, Harbison Apartments, and the Peabody Road Apartments.

District 4

Staff performed plan reviews including the Vacaville Strength Experience alteration located at 1929 Peabody Road, and residential patio covers.

District 5

A request was approved to reduce the required rear yard setback from 20 feet to 15 feet at 654 Houston Court for the purpose of construction of a 72 sq.ft. addition attached to the single-family residence. Staff also performed plan reviews for various residential patio covers and swimming pools.

District 6

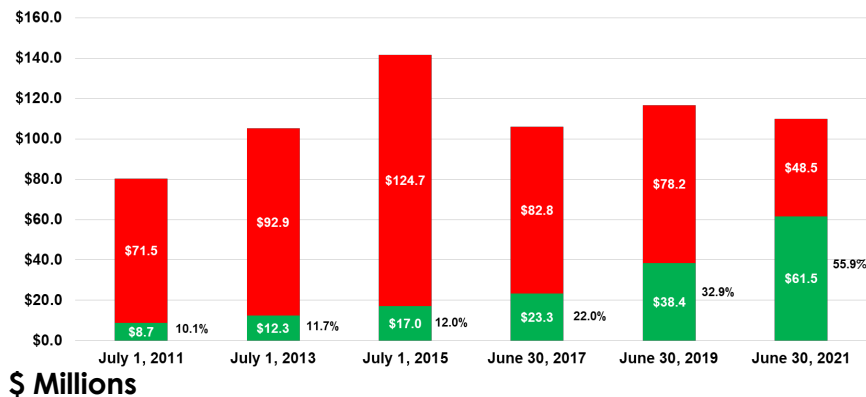
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Finance

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.

The City received actuarial valuations for its unfunded liabilities for pension and other post-employment benefits (OPEB). The valuations help determine the annual amount to contribute for the upcoming fiscal year to pay the promised benefits in full over the long term and measure the funding progress made on the City’s plans. The City’s unfunded liabilities decreased by nearly \$20 million and now stands at approximately \$311 million. Extremely strong investment earnings during fiscal year 2020-21 was the primary cause of the positive results with the OPEB liability seeing the largest decrease. The City will make an additional \$2 million contribution towards its pension liability during the year to save on long-term interest costs. The City’s external auditors, Lance, Soll & Lunghard, have completed audit fieldwork for fiscal year 2021 and may have an audited Annual Comprehensive Financial Report by the end of January.

Historical Funded Status of OPEB Plan



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. 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, plan checks, and post-incident fire investigation. Support Services staff provide a full range of data analysis, clerical support, and public education services.

There were no significant incidents reported in the month of November. Code Enforcement received 63 complaints, the majority of which were property maintenance and obstruction claims.

November Statistics

Total Emergency Responses	1,026
Emergency Medical Responses	732
Emergency Medical Transports	627
Anticipated EMS Receipts (Approximate)	\$544,204
Average Response Time	5 mins 7 secs
Fire Incidents	22

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 November, the front counter assisted 1,378 customers by phone or appointment.



At the November 9, 2021 City Council meeting, the City Council approved actions to allow a new developer, Lewis Land Developers to assume the rights and obligations in connection with the development of the East Main District in Downtown Vacaville. The project as currently proposed includes 83 for-sale residential units and 11,018 square feet of non-residential uses on three sites. Lewis Land Developers is preparing materials and reports to submit an entitlement package to the City Planning Department.

Human Resources

At the City of Vacaville, employees are the 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 November 2021, the Human Resources Department received and screened 198 applications, in addition to processing 16 full-time new hires/promotions and 5 part-time hires.

Parks and Recreation

The 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 November 3. Items included a presentation from Visit Vacaville on the Vacaville Arts and Cultural Alliance, and the Adult and Youth Sports Programming.

Active Aging

The Annual Thanksgiving Dinner sponsored by Fuso and Erica Marie's Catering fed over 70 participants. Community members and staff volunteered their time to pick up and deliver dinners and groceries from community food pantries.

Aquatics

Winter swim lesson began in November with the pools heated to 92 degrees to accommodate the cooler weather. Sessions are still open in the Tadpole class. Staff hosted a Swim Food Drive By, collecting non-perishable items and donating them to the Solano County Food Bank. Participants earned a ticket for each donation toward the raffle of a 10-visit punch pass.

Cultural Arts

Music instructor Lone Romagosa continues to book all sessions to capacity. Staff are also working on bringing a Tahitian Dance class on board.

Early Childhood Enrichment

All sites celebrated Thanksgiving with activities focused on ways to creatively show gratitude to friends and family members. Staff also personalized 100 Notes from Santa, a new record! Letters were delivered on December 11.

Gymnastics

Gymnastics held a staff training during the week of Thanksgiving which included sessions on birthday parties, open gym, refresher courses on policies, new protocols, and updated COVID rules and regulations. Training also included skill development for all staff and a volunteer demonstrated the various drills for a “hands on” approach to coaching.

Special Events

With no events taking place in November, staff focused on cleaning, organizing, and finalizing details for upcoming Santa Visits, Neighborhood Santa, and band submissions for the 2022 CreekWalk Concert Series.



Special Interest

Participation number for Top Chef and CPR/First Aid/Basic Life Support have seen a recent increase. In November, staff also held art and science based classes Making Machines and Origami and are hard at work to bring on a new instructor to host outdoor survival and preparedness classes.

Youth & Adult Sports

In November, Youth Sports focused on wrapping up fall baseball games many of which had to be rescheduled due to rainouts and fog. Despite this, playoffs were still held and two division champions were crowned. At the same time, staff also coordinated a double elimination tournament for Youth Volleyball. Staff continue to offer programs with Air Blair Athletics including Basketball, All Sports Play for 2-4 year olds and Basketball Development for 7-13 year olds. Both Karate and Tennis saw substantial increases which warranted the addition of new separated classes for advanced and intermediate participants.

In adult sports, November marked the end of Volleyball, and Softball encountered the same weather-related issues that plagued Youth Baseball.

Teens

The new Teen Coordinator is on board and staff is focusing on the upcoming Vaca-Con event. The planning committee has been working hard to promote the event and recruit volunteers, sponsors, artists, exhibitors, and vendors. Next month will see the return of Babysitters Club and Safe @ Home programs.

Therapeutic Recreation (TR)

In early November, the new Basketball for All program kicked off with athletes participating in drills, shooting hoops, and hanging out with friends. A youth session will begin in December as the TR Coordinator continues to research the best practices for maintaining a successful program. In addition to attending a virtual conference aimed at programming ideas in the pandemic world, they also developed a new intake process and code of conduct that will be implemented soon. Staff continue to network and reach out to the community, and are preparing training information including “how-tos” and “what ifs” when working with this community.

Youth Services

Waiting lists for a number of TGIF programs have been cleared and those programs are now back open for online registration. The Junior Leaders program kicked off at Browns Valley TGIF in November and after an extensive application and interview process five leaders were selected. The group then met to brainstorm and assign program duties.

Staff launched the Beyond the Bell enrichment classes. During November, Starbound Theatre was at Cooper and Browns Valley while Air Clair Athletics was at Sierra Vista. Classes will rotate though all VUSD schools for the remainder of the school year.

Vacaville Performing Arts Theatre (VPAT)

In November, the season of shows kicked off with Jake Shimabukuro and Christmas in My Hometown. Other events included United States Air Force Band of the Golden West, Solano Symphony Orchestra, Vacaville Ballet’s The Nutcracker, Chapkis Dance Holiday Showcase and Christmas from a Celtic Table.

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 is available in City Hall in the FIRST office.

The property and evidence teams completed 84 discoveries, completed the intake of 267 pieces of evidence and completed the disposition of 184 pieces. The records counter processed 65 vehicles for release, 116 moving citations, 210 parking citations, and completed 40 background checks for the Office of Personnel Management. Police Department investigated 146 reported crimes last month, the vast majority of which were larceny and a few motor vehicle thefts.

Communications Center

Communications Center staff answered 10,459 9-1-1 emergency calls and texts. Of these, 5,593 were incidents requiring dispatch: 1,161 fire and 5,593 police incidents.

Community Engagement

Family Resource Center (FRC)



Sutter Valley Medical Foundation Solano employees donated 45 Thanksgiving baskets to Vacaville Family Resource Center (FRC). FRC staff coordinated the eligibility list and distributed to Vacaville families in need. A total of 266 individuals (120 adults and 146 children) enjoyed a warm holiday meal this Thanksgiving due to their generous donations.

Youth Support Services (YSS)

In November, the Vacaville Police Activities League (PAL) was very busy. At their regular PAL Teens meeting in early November, a special presentation was made by Solano County Public Health and LGBTQ Minus Tobacco. The group discussed different tobacco products and their negative impacts. In mid-November, PAL hosted a teambuilding and cookie decorating event at Vaca Pena Middle School. Two officers and a group of fourteen youth took a field trip to Sacramento's outdoor ice rink as a thank you for the teens participation in programming throughout the year.

Public Works

Public Works is responsible for every public facility that a citizen sees and uses in their daily life. The Department consists of three divisions:

Engineering Services Division: Split 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 include 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 has been awarded two fully reimbursible grant-funded Highway Safety Improvement Projects (HSIP). Both projects received authorization from Caltrans to begin the preliminary engineering phase. The first is a pedestrian crossing enhancement which includes installation of Rectangular Rapid Flashing Beacons (RRFBs) and high visibility crosswalks at the Edgewood and Alamo Drive intersection, as well as the E. Monte Vista and Nut Tree Shopping Center. The second project is a centerline and edgeline striping refreshment which will include various portions of the City that have been worn down and are no longer clearly visible. The Engineering Services team began design and anticipate requesting construction funds as soon as they become available March 31. Construction is anticipated to take place in Summer 2022.



Construction & Land Development Engineering

Staff completed final map review for Roberts Ranch Village C and will seek City Council approval at the December 14 meeting. Roberts Ranch is located on the east side of Leisure Town Road, just south of the Brighton Landing Development and north of Fry Road in **District 2**. The Village C subdivision includes 74 single family units.

Staff have also completed the final map review and will seek City Council approval at the January 11 meeting for the Villages at Vanden Meadows – Unit 1B subdivision improvements 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

Staff brought to City Council a sole source resolution which authorizes staff to purchase traffic signal detection equipment that is compatible with the City's existing signals, creating standardization and efficiency across the system, as well as an overall cost savings.

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.

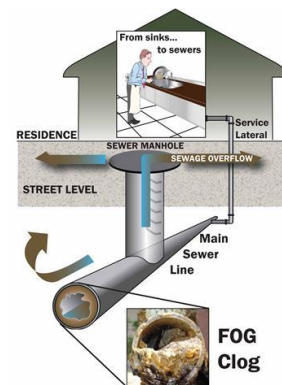
The Operations and Maintenance Division Provides safe and reliable water and wastewater services to our community.

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 provides Department support to Finance, Human Resources, Risk Management, Safety, and Water Conservation.

Water Quality

The Water Quality team is completing the third year of its [fats, oil, and grease](#) (FOG) control inspection program. FOS is a leading cause of sewer obstructions in underground pipes. This program aims to prevent blockages that result in sanitary sewer overflows by educating residents and businesses on proper waste disposal practices. Program objectives also include minimizing Public Works staff time needed to service lines, protecting public health from sewer spill exposures, preventing storm water pollution and environmental protection. Along with Utilities Engineering and Public Works, staff provide recommendations on program improvements.



Administrative Services Division

November figures reveal an overall City decrease in water consumption by 24.4% compared to the same month last year. Residents consumed an average of 83.63 gallons per day for the month. For the year, water customers have consumed 8.3% less water through November year-over-year. Staff continues to work with regional partners on messaging and outreach that encourages the efficient use of water. Follow this [link](#) for

more water conservation tips.