

City Manager's Bi-Weekly Report
Volume 2, Issue 8, January 31, 2014

Daniel E. Keen, City Manager



OFFICE OF THE CITY MANAGER

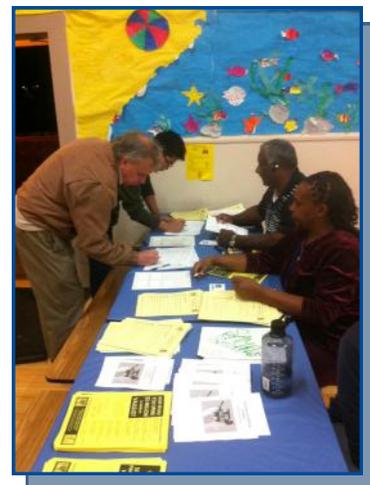
PB Cycle Two Kick-Off

The City of Vallejo is preparing for the second cycle of [Participatory Budgeting](#) (PB), an innovative process that puts budgeting power directly into the hands of Vallejo residents. The PB process allows community members to decide how to spend an allocation of the budget, which is then presented to the City Council for consideration.

In 2012, the City of Vallejo became the first local government agency in the United States to launch the PB process city-wide. The democratic process gave Vallejo residents and stakeholders the opportunity to decide how to spend their tax dollars to better their city and community.

Last year, nearly 4,000 residents and stakeholders proposed and approved [12 projects](#), including pothole and street repairs, funding for community gardens, scholarships for high school students and "Light Up Vallejo!," a program that has now lit up trees in the downtown area on Georgia Street and will place new light poles in the more dimly and higher traffic areas in Vallejo.

This year, the City Council has allocated \$2.4 million toward projects during its second cycle. This community-led process is funded by Measure B, the 10-year, one-percent sales tax approved by voters in 2011. Vallejo residents are encouraged to attend [Budget Assemblies](#) in February and March to share their ideas on how to create a better Vallejo for all.



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New Hire

The Housing and Community Development Division is pleased to welcome Housing Specialist Charles Perez to its staff. Perez was born in Sacramento and has lived in Fairfield for the past 25 years. He is bilingual and speaks fluent Spanish. He is proud to be the first member of his family to go to college, and graduated with an Associate's Degree in Business Administration with Software Technologies. He has 10 years of experience in office administration, including: Secretary, Administrative Assistant, and Employment Services Specialist.



Previously, Perez worked as an Employment Services Specialist in Vallejo for four years, which consisted of facilitating 'Welfare to Work' workshops with social services in order to train and assist welfare participants gain employment or further their education. He has helped change many lives and assisted others with independence from the welfare system. He also has a part-time business as a DJ and has won many awards while traveling all over California, Nevada, Oregon and Texas. He is excited to begin a journey with the City of Vallejo as a Housing Specialist I, to assist clients in obtaining and maintaining housing.

Code Enforcement Division Update

Department/Agency Collaboration

Community Services Section (CSS) - Vallejo Police Department (VPD)

- 401 Phelan Avenue
- 812 Alameda Street – Closed
- Homeless Encampment on Wilson Ave at Highway 37 – Caltrans
- Vacant lot at Admiral Callaghan and Turner Parkway
- 129 Broadway Street

Fighting Back Partnership

- 225 College Avenue – Active
- 244 Lofas Place – Active
- 221 Tennessee Street – Active

Public Works Department (Encampments)

- Notice of Encampment Removal at Sacramento Street/Highway 37 south/east side (between the bike path and the Vallejo Sanitation and Flood Control District easement)
- Interstate 80 Bike Path at Hunters Hill
- Georgia Street at Interstate 80 north/east slope
- Sacramento Street at Highway 37, south/east side between bike path and VSFCD easement
- 505 Santa Clara Street, JFK Library

- 485 Santa Clara Street, Post Office Building along Georgia Street right-of-way
- Wilson Avenue Marsh Lands

Valcore Recycling, Inc. (Shopping Cart Enforcement)

- CVS shopping cart at the freeway exit - Auto Mall Columbus Parkway
- Food-4-Less shopping cart - 1200 block of Jack London Drive
- Seafood City shopping cart - 900 block of Elliot Drive

Proactive Code Enforcement

2921 Georgia Street – Trash cleanup



Left of 451 Woodrow Avenue – Weed Abatement



914 Lemon Street – Inoperable and/or Unregistered Vehicles



Statistics

During the month of December:

Opened Cases	248
Proactive Cases	138
Complaint Driven Cases	74
Vacant/Foreclosed Property Registration Cases	36
Current Active Cases	1,707
Total Inspections	675
Closed Cases	276
Approved Free Dumpster Applications	3

Future Agenda Items List

The Future's List is used exclusively by City staff as a draft working document for planning and tentative scheduling of agenda related items and does not represent any final dates for placement and presentation to the legislative body (City Council, Housing Authority and/or Successor Agency). The list provided is an abbreviated version including only the most significant policy and action items. The list is subject to change by staff and may not represent all items that eventually will appear on any given final meeting agenda. Follow this link to view the [Future's List](#).

OFFICE OF THE CITY ATTORNEY

Abatements

The Neighborhood Law Program (NLP) Attorneys added five properties to their Watch List:

- 715 Oakwood Avenue
- 500 Roleen Avenue
- 150 Mahogany Street
- 1905 Broadway Avenue
- 100 Bay Court

NLP Attorneys notified owners of the following properties of nuisance activities occurring on their property, which are now being addressed by the owners. NLP Attorneys will continue to monitor as the owner(s) complete the abatement:

- 609 Capitol Street
- 401 Phelan Street
- 1521 Valle Vista Street
- 474-476 Sonoma Boulevard
- 108 Fairview Avenue
- 111 Olson Street
- 718 Starfish Street

- 272 Foulkstone Way
- 124 Lytham Street
- 108 Fairview Street

Hotel Review Update

Vallejo Inn, 101 Maritime Academy Way – This property was the subject of significant nuisance activity during the past few years. The NLP sent the owner of the Vallejo Inn a letter as part of launching of the City’s Hotel review. Since then, the NLP researched police reports and sent an additional letter to the owner to discuss that property in further detail. Prior to responding to our letter, the owner decided to sell the property to the California Maritime Academy (CMA). With the purchase by CMA, the vacant property now has a fence around it, is secured, and patrolled regularly by CMA officers. CMA is still finalizing their plan for the site.

Receivership Program

500 Wallace Avenue – This property was abandoned years ago and it is believed the owner is deceased. Code Enforcement issued numerous citations and obtained several abatement warrants, but without an identified owner the issues continue to resurface. NLP Attorneys completed all the notice requirements to initiate a Health and Safety Receivership Lawsuit against this property and the lawsuit will be filed in the coming week.

263 Reynard Lane – The Code Enforcement Division has issued several citations but the property owners cannot be located. There are currently multiple individuals residing at this address without running water and engaging in criminal activity. The Code Enforcement Division will post the first notice this week to initiate a receivership action against the property.

Update

907 Falcon Drive – This fire damaged property was placed into receivership by the Solano Superior Court on August 22, 2013. On January 23, 2014, NLP Attorneys received permission from the Solano Superior Court allowing the Court Appointed Receiver Dean Pucci to sell this property to a responsible buyer.

1914 Florida Street – A report was submitted to the Solano Superior Court after the Building Division and NLP Attorneys inspected the property and discovered severely substandard conditions. On January 21, 2014, NLP Attorneys successfully obtained permission from the Court to remove the occupants from the property. NLP Attorneys are now coordinating the logistics with VPD, Code Enforcement and Building Divisions to determine the best way to remove the occupants. Once the occupants are removed the Court Appointed Receiver can begin rehabilitating the property.

150 Farragut Avenue — NLP Attorneys are currently coordinating logistics with various departments to determine the best way to remove the occupants. Once the occupants are removed the Court Appointed Receiver can begin rehabilitating the property to sell.

205 Tennessee Street – NLP is working closely with the Code Enforcement and Building Divisions to complete two of the three legal steps necessary to appoint a Health and Safety receiver for this property. It is fire-damaged and has created a



lot of blight in the community for years, but after being served with a notice of hearing last year the owner obtained building permits. Beginning this month, the owner began substantial construction on this property and NLP Attorneys are hopeful that the property will be brought into compliance without further legal action.



Neighborhood Law Program Intake Form

Those who would like to report a problem-property to the NLP, please complete the [intake form](#) located on the NLP tab on the City Attorney's Office web page.

ECONOMIC DEVELOPMENT DEPARTMENT

Building Division

Building Updates

The Building Division has accepted the following permit applications with the plan review underway:

- A new business, Dominos Pizza, located at 146 Robles Way in the Glen Cove Safeway Shopping Center
- A new business, Affordable Dentures, located at 125 Plaza Drive, near Pier 1 Imports and Office Max
- An ambulance dispatch office located at 506 Couch Street will be adding 8,368 square feet to an existing 1,882 square foot tenant improvement space.

A Certificate of Occupancy was issued to Koham Press, a new book store located in the downtown area on the corner of Virginia and Marin Street, at 405 Virginia Street.

Planning Division

Future Planning Items for Consideration

The list of agenda items is used exclusively by City staff as a draft working document for planning and tentative scheduling of agenda related items and does not represent any final dates for placement and presentation to the legislative body (Planning Com-

mission and City Council). The list provided is an abbreviated version including only the most significant items. The list is subject to change by staff and may not represent all items that eventually will appear on any given final meeting agenda.

Planning Commission	Agenda Item
February 3, 2014	Meeting Canceled
February 19, 2014	Billar Los Portales Nonconforming Ordinance Taqueria El Valle Alcohol Training – Findings and Conditions
March 3, 2014	Glen Cove Marina Banquet Facility Planned Development for self-storage facility/SVIPPP Master Plan
March 17, 2014	Parking Requirements Code Text Amendment Chick-fil-A Training - PC's role in the General Plan

Vallejo City Council	Agenda Item
February 11, 2014	Home Occupation Ordinance
February 25, 2014	Home Occupation Ordinance (2 nd Reading) EIR Consultant Contract
March 11, 2014	Nonconforming Ordinance

Statistics

During the period January 13 through January 24, the following inquiries were processed:

Business License Sign-offs	49
General Property Inquiries	38
Zoning Questions	25
Planning Application Questions	21
Building Permit Application/Sign-offs	12
Code Enforcement Complaints	11
Miscellaneous Requests	8

In addition, the division sent out one public notice to approximately 14 property owners/ organizations announcing upcoming meetings and proposed decisions on Planning permits.

PG&E Former Vallejo Manufactured Gas Plant Project Update

During the period of January 20 through January 31, the following work was completed for the PG&E former Vallejo manufactured gas plant investigation project:

- Drilled environmental borings at the historic gas plant property.
- Measured water levels in all groundwater monitoring well and piezometers throughout the site.
- Began installation of groundwater monitoring wells at historic gas plant, City yard, Big Bay Boat and RV, First Capitol Auction and public boat launch properties.

FIRE DEPARTMENT

Promotion

Deputy Fire Chief Mark Sharpe

On January 27, it was announced that Battalion Chief Mark Sharpe was promoted to the position of Deputy Fire Chief. Sharpe's appointment follows a nationwide recruitment process, where he successfully competed for the position along with six other finalists, both from a pool of internal and external candidates from California and Washington State.

Deputy Chief Sharpe is a 25-year veteran of the Vallejo Fire Department, having served in the positions of Firefighter, Fire Inspector, Fire Captain and Battalion Chief. His most recent assignment was serving as the Fire Department's Training Officer. He earned his Bachelor of Science in Business Management from the University of Phoenix in 2006 (with honors), and is a graduate of Hogan High School here in Vallejo. Sharpe was born and raised in Vallejo, and he and his wife of 28 years, Torri, have raised five children in this community.

Please join the Department in congratulating Deputy Fire Chief Sharpe as he assumes this new role in the City of Vallejo organization as the second-in-command in the VFD.

Statistics

The following is the call volume for the month of January:

Engine 21/Squad 21	255
Engine 22	214
Engine 23	279
Engine 24	250
Engine 25	178
Engine 27	104
Truck 21	78

EMS Calls	868
Good Intent Calls	77
False Alarms	60
Fire Calls	60
Hazardous Conditions	18

During the month of January, the department responded to 1,813 calls (including multi-unit) and 1,159 incidents. The total estimated fire loss was \$494,000 in property damage (furniture, clothes, electronics, etc.) and damage to the structures themselves.

During the month of January the following Fire Prevention inquiries were processed:

Annual Inspections – Business	96
Counter Assistance	92
Annual Inspections – R2 (Multi-family)	66
Business License Inspections	25
Miscellaneous Inspections – Permits	19
Development Meetings	15
Suppression Assistance	13

Plan Reviews	11
Fire Reports	9
Training	5
Fire Investigations	4
Public Education	4
Hazardous Materials	2

POLICE DEPARTMENT

Personnel

New Hires

The Vallejo Police Department (VPD) continues to grow their force with the addition of five new employees. On January 27, Chief Joseph Kreins, along with several members of the Department, extended a warm welcome to the newest employees.



Officer Mark Galios

Officer Galios, Badge #652, was born in San Mateo and currently resides in Fairfield. Galios is a graduate of Vintage High School in Napa and then went on to attend Santa Rosa and Napa Community Colleges. He completed his undergraduate studies at the Union Institute and University where he obtained a Bachelors Degree in Criminal Justice.



Galios began his law enforcement career approximately 10-years ago with the San Pablo Police Department after having graduated from the Napa Valley Police Academy. During his time with San Pablo PD, Galios worked a variety of assignments including Investigations as a Criminal Detective. His former co-workers describe Galios as highly professional, energetic, and dedicated to his craft. He enjoys the outdoors and spending time with his family.

Police Clerk Joni Brown-Vidal

Joni was born in Manila, Philippines, and resides in Vallejo with her three children. She attended Vallejo Senior High School and is currently attending the University of Phoenix. Brown-Vidal has worked for the United States Postal Service as a Health and Safety Specialist and was most recently employed as a Tow Manager for Aussie Tow Services in Vallejo. She is described as an excellent communicator who is honest, trust-worthy, loyal and very dependable. Brown-Vidal enjoys photography, volunteering for North Vallejo Little League, and most of all, spending time with her children.



Communications Operator Ashley Wyatt



Ashley was born in Greenbrae and currently resides in Walnut Creek. Wyatt is a graduate of Salesian High School in Richmond and the South Bay Regional Public Safety Consortium in San Jose. She attended the University of San Francisco where she obtained a Bachelor of Arts Degree in International Studies, and previously worked as a part-time dispatcher for the University of San Francisco. Wyatt is a Dance Instructor at the Broadway Rhythm Dance Company in Hercules and has served as a Camp

Counselor, Spanish Tutor, and was an intern at the Philippine Consulate in San Francisco. Wyatt has been described as intelligent, highly motivated, morally sound, ethical, and an all-around well-mannered, respectful person.

Communications Operator Samantha Elliott

Samantha was born and raised in Sonoma County where she currently resides. She previously worked for the Francis Ford Coppola Winery in Customer Service. Elliot is a graduate of Maria Carrillo High School in Santa Rosa and attended Santa Rosa Community College. She enjoys outdoor activities and hopes to participate in a triathlon in the near future. Elliot is described as very conscientious and well-organized, with great attention to detail.



Communications Operator Caitlin Russell



Caitlin was born in Walnut Creek and currently resides in Vallejo. She is a graduate of Benicia High School, and attended Diablo Valley Community College and then transferred to UC Davis where she obtained a Bachelor Degree in Psychology. Russell was previously employed in a family daycare and provided customer service in a pet grooming and care facility, all while attending school to complete her undergraduate degree. Russell is described as very bright, friendly, happy, and dedicated to her family.

New Records Management System

Two of the most important organizational goals, aside from recruitment, have been the deployment of a new records management system, and the conversion of the Department's policy and procedural manual.

The first step was identifying a vendor who could provide the most comprehensive and manageable records management system, which could also be integrated into existing computer aided dispatch software.

As a result, Captain Jim O'Connell and Interim Chief Information Officer, Greg Taylor, along with a handful of other dedicated Department staff, selected a product from Sun Ridge Systems referred to as "RIMS". RIMS Law Enforcement Records Management System is the most effective way to organize, track and access the vast amount of information that flows through the Department every day. A key feature is the integration capability with the Computer Aided Dispatch, along with all other RIMS products.



The following step was to bring on board a subject matter expert for implementation of the product. Having been the project coordinator for his previous department in Twin Cities, Retired Captain Michael McDuffee is assisting during both the implementation and training phases. McDuffee has been a very pleasant addition to the team and has been self-sacrificing in the interest of organizational excellence. The implementation phase will conclude in February.

The next step was to identify an expert in the area of policy implementation related to the web-based Law Enforcement Policy Manual, known as Lexipol. There are more than 140 policies based on federal and state laws, regulations and law enforcement best practices. The policy manual is written by legal and law enforcement professionals who constantly monitor major court decisions, legislation, emerging trends affecting law enforcement operations, and regularly updates in response to legislative mandates, case law and the evolution of law enforcement best practices, which will allow the Department to implement the most current police service practices.

Retired Concord Police Department Captain Brian Wiesendanger was brought on board to focus all of his attention on the implementation of Lexipol, and to assemble and incorporate a procedural manual related to all the functions of the Department. With the assistance of several VPD staff, Wiesendanger has completed a large portion of the policy implementation, and is nearing project completion.



Crime Prevention Tips

Chief Kreins and the Department are dedicated to enhancing public safety and reducing incidences of crime. There are many ways every community member can reduce his or her chances of becoming a victim. The following are crime prevention tips for all:

Reduce Your Risk of Becoming a Robbery Victim

- Use all of your senses to be aware of your surroundings at all times. Pay close attention to suspicious activities and persons. Carry yourself with confidence and be alert.
- Avoid using headphones, cell phones, and iPods which limit your ability to be aware of what is going on around you. Also, thieves target these items to steal.
- Try to travel with someone, or travel when there are other people around. Walk in well lit areas and avoid dark alleys, shortcuts and deserted areas.
- Remain alert before entering and exiting your vehicle and home.
- Park your vehicle in a well-lit area with plenty of walking traffic.

Use of ATM Machines/Fueling Up at Night

- Only use ATMs in well-lit and well-traveled areas. Try to avoid using ATMs late at night, in secluded locations, or those out of public view.
- When finished with your transaction, do not step away from the ATM until your transaction has been completed and the screen has returned to its home page.
- Do not use an ATM where others are standing within your comfort zone and are able to see your PIN or ATM code.
- Gas transactions should be treated the same.
- Don't take unnecessary chances.

Using Public Transportation

- Try to wait at bus stops or transfer stations that are well lit and populated.
- Find out ahead of time when the next bus arrives so your wait time is limited.
- Do not use headphones, cell phones or iPods while waiting.
- Pay attention to those individuals exiting the bus with you as well as those individuals waiting when you exit.
- Limit the valuables that you carry, such as cash, identification, and credit cards. Keep them in separate areas in your purse or clothing. In the event you are a victim, your identification will remain with you if your purse or wallet is taken.
- A handbag or purse with a strap should not be worn across the body. It should be carried under the arm and released if grabbed. This will prevent you from being pulled to the ground and sustaining serious injury.
- While using a shopping cart, do not leave your purse unattended while selecting items, or do not leave it open exposing the contents of your purse and/or wallet.
- Remember to trust your instincts; if you feel uncomfortable or threatened, seek help immediately.
- Use a noise device such as a whistle or air horn to call attention to yourself.
- If you observe suspicious or illegal activity, try to remember the suspect's description. Look to see if a vehicle is involved and concentrate on obtaining the license plate of the vehicle.

Remember

- If you are robbed, try to stay calm and call 9-1-1 as soon as practical.
- 9-1-1 for Emergencies; (707) 552-3285 for Non-Emergencies.

PUBLIC WORKS DEPARTMENT

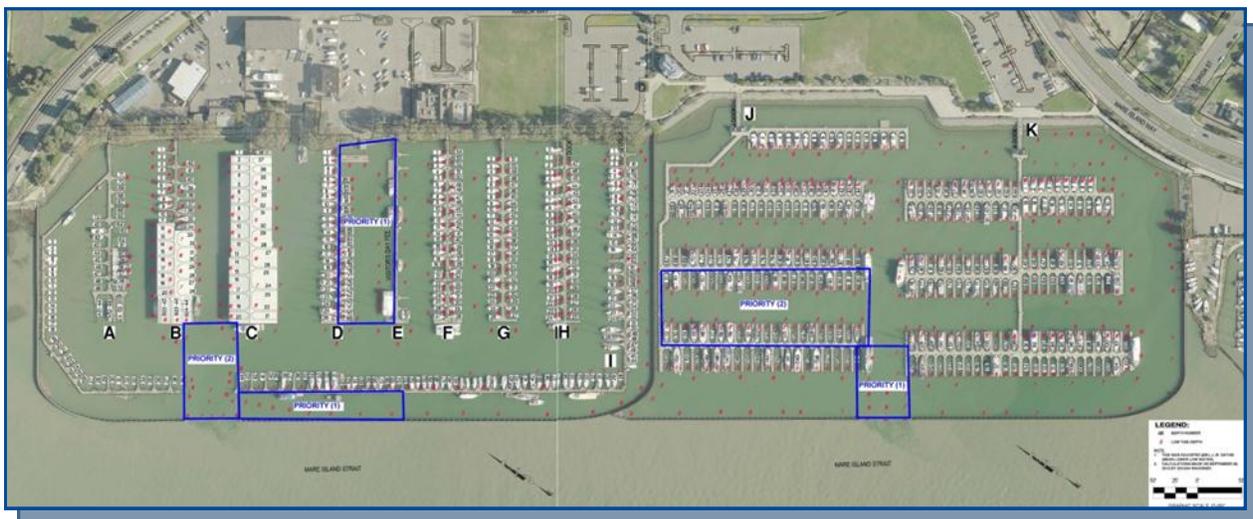
Project Updates

Sereno Drive Concrete Rehabilitation – The construction contract for this Measure B Project has been awarded to B&M Builders of Rancho Cordova in the amount of \$336,000. A pre-construction meeting was held on January 30, with construction anticipated to begin in mid-February.

Hiddenbrooke Park Grading – The City has engaged Siteworks Construction, Inc. of Lafayette to perform the grading operations for the Hiddenbrooke Park Project. The contract will be in the amount of \$68,000. Once the contract is executed, construction is anticipated to begin in February.

Santa Clara Street Concrete Rehabilitation – In order to minimize utility work on the Santa Clara Street Measure B Project, a bulb out will be installed at the intersection of Santa Clara Street and Carolina Street. Bid documents are being completed and are anticipated to be advertised in mid-February.

Vallejo Marina Dredging – A request for proposals (RFP) was issued to three qualified consultants specializing in marine engineering projects. The winning consultant will assist the City in obtaining a dredging permit and preparation of bid documents for the dredging project scheduled for August 2014. RFPs were due January 24. Marina dredging will increase the capacity for occupancy at the Vallejo Marina for berthing and navigation.



Florence Douglas Senior Center Improvements

The voter approved and City Council adopted Participatory Budgeting project has afforded many improvements to the Florence Douglas Senior Center, including: new windows and new commercial tile flooring in the kitchen. The kitchen reopened on schedule as of January 16, even with some unexpected plumbing issues that had to be corrected prior to the tile floor installation.



Shasta Street Paving

The Public Works Maintenance Division Street section recently paved Shasta Street between Indiana Street and Tennessee Street. The Pavement Condition Index (the standard numerical index between 0 and 100 used to indicate the general condition of pavement) rating of this street was 5. Residents in the neighborhood are very pleased with the newly paved road. Participatory Budgeting funds made it possible to complete this project.



Before



After

Safe Step Forward

A new safety feature was recently installed in the Fleming Hill instrument room. Jason Frink, Laboratory Supervisor, credits Utility Mechanic Daniel Hiteshew for locating and installing a new 3-tank gas cylinder storage rack with dual safety harnesses for added security during earthquakes, to replace the old single strap method of tank storage. The new rack secures heavy supply tanks containing ultra-pure Helium and Nitrogen gas used by the Water Quality Laboratory. A single tank rack of identical design was also installed in the water plant sample room.



Main Break on Green Valley Line

On January 23, the Public Works Maintenance Division Water Emergency section responded to a 14-inch main break located approximately one-quarter mile north of Highway 12 on the Green Valley Line. Water distribution operators excavated the affected area and found a leaking 14-inch coupling. Lead packing was repacked around the coupling in order to stop the leak. Water service to 14 customers was disrupted for approximately two hours while the repair was being made. The Green Valley Line was installed in October 1902 and still maintains it high quality.



UPCOMING EVENTS

*Note: Events are subject to change. Please visit the [City Calendar](#) located on the City's Website for the most up-to-date information.

Downtown Streetscape Project, Phase 3 Informational Meeting

Monday, February 3 at 10:00 a.m. at 301 Georgia Street, Suite 209

Vallejo Library Advisory Board

Monday, February 3 at 6:30 p.m. in Study Room, JFK Library

Participatory Budgeting Budget Assembly – Glen Cove

Tuesday, February 4 at 6:30 p.m. at Glen Cove Elementary, 501 Glen Cove Parkway

Marina Advisory Committee Meeting

Thursday, February 6 at 5:00 p.m. in Public Works Conference Room, 4th Floor, City Hall

Participatory Budgeting Budget Assembly – Filipino Community Center

Thursday, February 6 at 6:30 p.m. at Filipino Community Center, 611 Amador Street

Housing and Redevelopment Commission Meeting

Thursday, February 6 at 7:00 p.m. in City Council Chambers

City Council Meeting

Tuesday, February 11 at 7:00 p.m. in City Council Chambers

Participatory Budgeting Budget Assembly – Vallejo High School

Wednesday, February 12 at 2:00 p.m. at Vallejo High School, 840 Nebraska Street

Beautification and Design Review Board Meeting

Thursday, February 13 at 7:00 p.m. in City Council Chambers

President's Day – City Hall Closed

Monday, February 17

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