

**City Manager's Bi-Weekly Report  
Volume 2, Issue 11, March 14, 2014**

**Daniel E. Keen, City Manager**



**OFFICE OF THE CITY MANAGER**

**Communications Survey**

The City of Vallejo's comprehensive communication strategy was launched in January 2013. An annual communications audit will be performed in June, organized by City Manager's Office, which will reveal its efficacy, shortcomings, and strategies for improvement. As part of the annual audit, The City Manager's Office is officially launching the first [Communications Survey](#), calling all residents, businesses, and stakeholders to provide formal feedback about how City staff communicate. Surveying the City's communications will allow Vallejo's Communication Plan to be elastic, responding to changes in the media landscape, demographics, and current events as needed. The findings will be reported to the internal Communications Committee for review, and then presented to the City Council in the Fall.

**Participatory Budgeting**

***Budget Assemblies Conclude***

The second cycle of Participatory Budgeting (PB) Budget Assemblies concluded yesterday at Cooper Elementary School. Held at ten different locations in Vallejo, Assemblies served as platforms for Vallejo residents and stakeholders to learn about PB and propose their ideas on how to spend the allocated \$2.4 million to fund services, programs or capital infrastructure projects for the betterment of Vallejo. Ideas will also be accepted on [Open City Hall](#) until March 28.

PB's next phase will begin this Saturday, March 15, when the PB Steering Committee members review ideas and begin the process of formulating the categories that will become Budget Delegate Committees. To register to become Budget Delegate or for the March 29th orientation, click [here](#).

***College Bound Vallejo***

In the first cycle of Participatory Budgeting (PB), Vallejo residents proposed and approved College Bound Vallejo, a program that will award scholarships to Vallejo students after completing community service. Following its [passage](#) by City Council on November 12, 2013, City staff have been working with the Vallejo City Unified School District (VCUSD) and Willie B. Adkins, a VCUSD program, to complete the [scholarship application](#), contract, and a fair review process.

The program will award up to 75 students, \$2,000 per year for two years. Students must provide proof of enrollment in a 2 or 4 year institution within 75 miles of Vallejo, and funds will be disbursed directly to the institution. Any student living in Vallejo who will received their high school diploma, GED, or Certificate of Completion by August, may apply.

The mission of College Bound Vallejo is to not only provide financial support to Vallejo students to pursue higher education, but to encourage students to serve their community. As such, each recipient will be required to complete 150 hours of community service within Vallejo during the course of their scholarship term.

Applications for College Bound Vallejo can be accessed [here](#), may be submitted [online](#), and are due by May 1, 2014.

### **The VHA Annual PHA Plan**

The Vallejo Housing Authority (VHA) has released a draft of its Annual Public Housing Agency (PHA) Plan for review and public comment. The Plan is a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the 5-Year Plan, which every PHA submits to the U.S. Department of Housing and Urban Development (HUD) every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.

The VHA is currently in the fourth year of the five year cycle that runs from July 1, 2010 through June 30, 2015. The next 5-Year Plan will be drafted in April 2015.

The document itself is in a template created and required by HUD. Every housing authority must use the same template, therefore some sections do not apply to the VHA because it does not administer any public housing units; these sections are clearly marked as not applicable. In addition, because the VHA is a high performer by HUD standards, it is not required to complete several of the sections on an annual basis. These sections, which are also clearly marked as not applicable, will be completed with the 5-Year Plan as required by HUD.

The plan was reviewed by the Housing and Redevelopment Commission on Wednesday, March 5, and the Housing Authority Board will hold a public hearing on April 8 prior to voting on its approval for submission to HUD. Comments must be submitted before April 8 at 5:00 p.m. and may be submitted in writing or on [Open City Hall](#).

Vallejo Housing Authority  
Attention: Anne Putney  
200 Georgia Street  
Vallejo, CA 94590

For further information, please contact Anne Putney, Housing and Community Development Manager, at (707) 648-4408 or at [aputney@ci.vallejo.ca.us](mailto:aputney@ci.vallejo.ca.us)

### **Open City Hall**

The City of Vallejo wants to hear your thoughts and feedback. We want our governance to be as transparent as possible; Open City Hall is an online forum for civic engagement. Read what others are saying about important Vallejo topics and post your own statement. City officials will read the statements and incorporate them into the decision-making process.

Open Topics:

[Proposed Amendments to the Sidewalk and Tree Ordinance](#) closes March 19

[Participatory Budgeting - Idea Generation](#) closes March 28

[Vallejo Planning Initiatives Project: Guiding Principles](#) closes March 31

[VHA Annual Plan FY 2014-15](#) closes April 2

### **Code Enforcement Division**

#### ***Statistics***

The following details the compliance of code enforcement cases during the month of February:

Compliance at Warning Notice	190
Compliance at Notice Violation	5
Compliance at Citation #1	1
Compliance at Citation #2	4
Compliance at Citation #3	1
Compliance at Citation #5	3
Sent to Collection Agency	1

During the month of February:

<b>Opened Cases</b>	<b>251</b>
Proactive Cases	177
Compliant-Driven Cases	26
Vacant/Foreclosed Property Registration Cases	48
<b>Inspections</b>	<b>802</b>
<b>Free Dumpster Applications Approved</b>	<b>2</b>
<b>Property Registration Fees Received</b>	<b>\$51,152.00</b>
<b>Current Active Cases</b>	<b>1,094</b>

**Proactive Enforcement**

*335 Masonic – Inoperable Vehicles/ Junk/ Trash*



*Dilapidated Fence and Garage Door*



*501 Lemon Street – Graffiti Abatement*



*119 Navone Street – Trash Removal*



**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**

**Tree and Sidewalk Ordinance**

The City has prepared a draft proposed ordinance related to the maintenance of Trees and Sidewalks. With this ordinance, staff seeks to clarify residents' responsibilities with regard to trees and sidewalks, including when permits are needed and the reduction and waiver of permit fees under certain circumstances. The latest draft is the result of

intensive collaboration with the public and multiple departments within the City. A copy of the updated draft ordinance is available on [Open City Hall](#).

### **Abatements**

The Neighborhood Law Program (NLP) Attorneys added two (2) properties to the watch list:

- 2211 Redwood Street
- 715 Oakwood Street

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

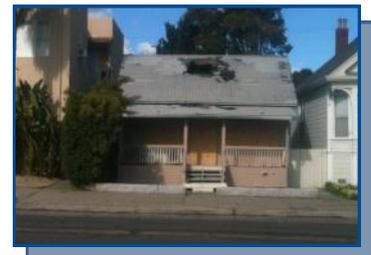
- 1411 Mariposa Street
- 150 Mahogany Drive
- 148 Plov Way
- 262 Lofas Place

### **Nuisance Abatements**

**124 Mayo Street** – This vacant property had numerous individuals coming and going, and engaging in nuisance activity. NLP and the Vallejo Police Department's (VPD) Community Services Section (CSS) contacted the property owner, who took quick action to address the property. The occupants were removed on March 11 and the property owner secured the property thereafter.

### **Receivership Program Abatements**

**150 Farragut Avenue** – This property was placed into Judicial Receivership on December 17, 2013, and on February 6, NLP Attorneys received judicial orders allowing law enforcement to remove anyone occupying the property due to health and safety violations. On February 27, with the assistance of the VPD, numerous occupants were removed from the property. The receiver cleared debris and installed Secureview, a state of the art bulletproof glass property security system, to prevent future break-ins. The court-appointed receiver will now hire contractors to make repairs and list the property for sale. The next court hearing is scheduled for June 12.



**426 Capitol Street** – This fire-damaged property has been an issue for nearly two years. With significant assistance from Code Enforcement the initial steps to initiate receivership litigation were implemented and the owner brought the property into compliance without litigation.

### **Demolition**

**241-245-249 Couch Street** – A three-alarm fire occurred at this property on February 24, leaving the property in a substantially dangerous condition. The record owner of the property died in 2011, so there was no responsible party to care for the property. On February 25, with the assistance of the Code Enforcement, Fire Prevention and Building Divisions, initial steps were taken toward the eventual demolition of the property.

On March 12, NLP Attorneys filed an inspection warrant with the court. The warrant will allow Building Inspectors, Public Works personnel and demolition contractors to enter the building and make a determination as to the best way to demolish the property. It is anticipated that the City initiated demolition will be completed in April. .

**335 Couch Street** – NLP Attorneys, working closely with the Building Division and Code Enforcement Division, have convinced the owner to demolish his fire damaged property. The owner provided NLP Attorneys with a contract showing he hired a contractor and on March 5, the owner pulled demolition permits. It is anticipated that the City initiated demolition will be completed in April..

### **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 webpage.

## **ECONOMIC DEVELOPMENT DEPARTMENT**

### ***Building Division***

#### **Personnel**

On March 10, the Building Division welcomed its newest staff member, Michaela Shanahan. Shanahan has been hired as a Regular Permit Technician and is currently being trained by Ruth Cranston, who has filled in as a temporary staff since April 2013.

#### **Building Updates**

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

- A second modular "environmental green" home construction from Blu Homes. This house will be 2,007 square-feet and is located on the corner of Flagship and Coral Sea on Mare Island. Blu Homes' first modular "green" home, which began construction on Mare Island in December, is nearing its completion.
- Plans were submitted and are in the review process for the Mare Island Brewing Co., which will be located at the Ferry Terminal.

Overall, 182 customers received over-the-counter service in the month of February.

**Planning Division**

**Vallejo Planning Initiatives Project Launches**

The Vallejo Planning Initiatives Project went into full swing Wednesday, March 5 at Glen Cove Elementary School. Nearly 40 community members participated in the first of four community workshops planned this month to develop Guiding Principles for this important community-wide planning effort. At the workshop, community members worked collaboratively in small groups to describe the kind of community they want Vallejo to be in the future.



The [Mayor wants you](#) to participate in the Vallejo Planning Initiatives Project to sculpt priorities to help guide the General Plan process. The Department will hold two more workshops on the following dates to make priorities, and vocalized concerns and hopes for Vallejo's future:

**Saturday, March 15**  
10:00 a.m. to 12:00 p.m.  
Loma Vista Elementary  
146 Rainier Avenue

**Wednesday, March 19**  
6:30 to 8:30 p.m.  
Florence Douglas Senior Center  
333 Amador Street

View and comment on the draft Guiding Principles from the Glen Cove Workshop [here](#) on Open City Hall. For additional information, visit [Propel Vallejo](#) or call (707) 648-4326.

**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 Commission 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.

<b>Planning Commission</b>	<b>Agenda Item</b>
March 17, 2014	Planned Development for self-storage facility SVIPPP Master Plan
April 7, 2014	Chick-fil-A Taqueria El Valle Alcohol
April 21, 2014	Code Text Amendment – Parking Requirements for Restaurants

<b>Vallejo City Council</b>	<b>Agenda Item</b>
March 25, 2014	EIR Consultant Contract

### **Statistics**

During the period of February 24 through March 7, the following inquiries were processed:

Business License Sign-offs	41
General Property Inquiries	27
Zoning Questions	20
Code Enforcement Complaints	18
Planning Application Questions	16
Building Permit Application/Sign-offs	12
Miscellaneous Requests	9

In addition, the division sent out five public notices to approximately 251 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 February 28 through March 14, the following work was completed for the PG&E former Vallejo manufactured gas plant investigation project:

- Recorded coordinates of marked utilities
- Conducted utility clearance for borings to be advanced along Curtola Parkway
- Drilled borings along Curtola Parkway

## **HUMAN RESOURCES DEPARTMENT**

### **Employment Opportunities**

The department is pleased to announce the following Employment Opportunities:

**Position:** [Landscape Inspector](#)

Salary: \$4,817.12 – \$5,855.25 (monthly)

Closing date: 03/31/14

Location: Public Works – Engineering Division

**Position:** [Senior Landscape Inspector](#)

Salary: \$5,317.12 – \$6,462.99 (monthly)

Closing date: 03/31/14

Location: Public Works – Engineering Division

Interested persons may visit the City's website to submit an application [online](#).

## POLICE DEPARTMENT

### Community Services Section Open House

The Vallejo Police Department created the Community Services Section (CSS) in the tail-end of 2013 to address quality of life crimes, help and support Neighborhood Watch groups, and to work with the City Attorney's Neighborhood Law Program and the Code Enforcement Division to address distressed and dangerous properties.

CSS is now based out of 2 Florida Street to provide the community greater access to its staff. The VPD is happy to announce an Open House on Saturday, March 29, from 11:00 a.m. to 4:00 p.m.

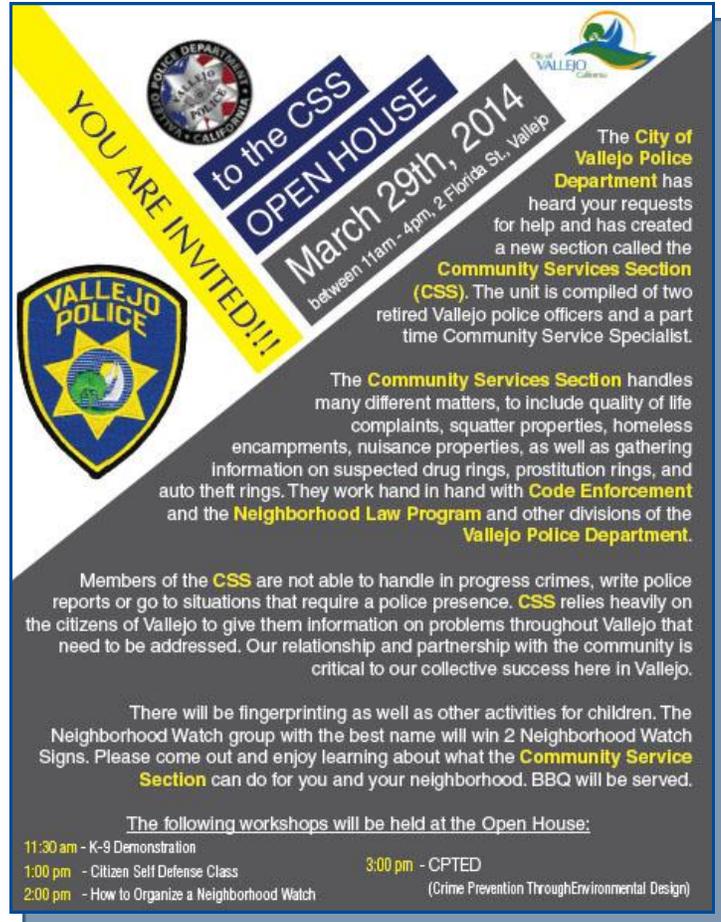
This will be an opportunity for the whole team to be available to the citizens of Vallejo. The Open House celebration will consist of crime prevention classes, Communications Center awareness, K9 demonstrations, self-defense classes, fingerprinting stations and various fun contests. Please join the VPD and the CSS in these fun activities and opening celebrations!

### SWAT Training Day

On March 12, the VPD hosted a county-wide training event at Six Flags Discovery Kingdom, with Special Weapon and Tactics (SWAT) Teams from all over Solano County participating.

Members of the Six Flags security staff and administrative personnel also participated to better prepare themselves for a potential critical incident. The scenario the SWAT Teams responded to involved an ambush on Fire and Police personnel, which caused the need for City of Vallejo SWAT Team to assist. Several other teams were called to assist, including Napa Police, Fairfield Police, Benicia Police and the Solano County Sheriff's Office.

The simulation was created to be as realistic as possible including the firing of blanks and the use of a smoke machine. SWAT Teams from allied agencies learned to work



The poster is a triangular graphic with a yellow top-left corner and a dark grey bottom-right corner. It features the Vallejo Police Department logo on the left and the City of Vallejo logo on the right. The text is arranged in a diagonal path across the triangle. A yellow banner at the top left reads "YOU ARE INVITED!!!". Below it, a blue banner says "to the CSS OPEN HOUSE". A large white banner in the center reads "March 29th, 2014" with "between 11am - 4pm, 2 Florida St., Vallejo" written below it. To the right, text explains the CSS and lists activities like fingerprinting and workshops.

**YOU ARE INVITED!!!**

**to the CSS OPEN HOUSE**

**March 29th, 2014**  
between 11am - 4pm, 2 Florida St., Vallejo

The **City of Vallejo Police Department** has heard your requests for help and has created a new section called the **Community Services Section (CSS)**. The unit is compiled of two retired Vallejo police officers and a part time Community Service Specialist.

The **Community Services Section** handles many different matters, to include quality of life complaints, squatter properties, homeless encampments, nuisance properties, as well as gathering information on suspected drug rings, prostitution rings, and auto theft rings. They work hand in hand with **Code Enforcement** and the **Neighborhood Law Program** and other divisions of the **Vallejo Police Department**.

Members of the **CSS** are not able to handle in progress crimes, write police reports or go to situations that require a police presence. **CSS** relies heavily on the citizens of Vallejo to give them information on problems throughout Vallejo that need to be addressed. Our relationship and partnership with the community is critical to our collective success here in Vallejo.

There will be fingerprinting as well as other activities for children. The Neighborhood Watch group with the best name will win 2 Neighborhood Watch Signs. Please come out and enjoy learning about what the **Community Service Section** can do for you and your neighborhood. BBQ will be served.

The following workshops will be held at the Open House:

11:30 am - K-9 Demonstration	3:00 pm - CPTED
1:00 pm - Citizen Self Defense Class	(Crime Prevention Through Environmental Design)
2:00 pm - How to Organize a Neighborhood Watch	

together and with the Vallejo Fire Department. Roll players volunteered their time to assist with the training.

The training began at 7:45 a.m. and concluded at 1:30 p.m. Six Flags Discovery Kingdom was used because of it's ideal training grounds for the SWAT Teams and officers to conduct a drill where they could practice different scenarios that can be applied to various venues.

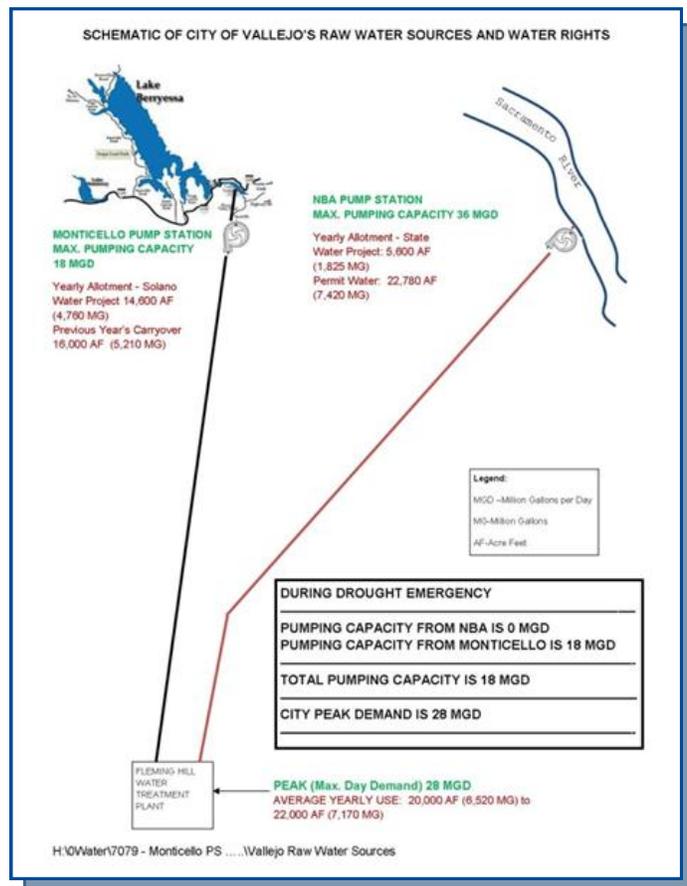
Special thanks to Six Flags Discovery Kingdom for their cooperation in allowing the VPD to use their theme park.

## PUBLIC WORKS DEPARTMENT

### Update on Water Supplies

Since Governor Brown proclaimed a State of Emergency due to drought conditions, the State Water Resources Board has eliminated the City's 5,600 acre-feet of State Water Project water and is now threatening to curtail the City's 22,800 acre-feet of Vallejo Permit Water. The reduction of Vallejo Permit Water would eliminate all of Vallejo's Sacramento River water supplies and result in the inability to deliver enough water to meet expected water demands in the summer.

If the Vallejo Permit Water is curtailed, the City must rely on water pumped from Lake Berryessa. The Lake Berryessa water system infrastructure is limited to, at most, 18-million gallons per day. By mid-June, demand for water is expected to be 28-million gallons per day. The Water Division had planned to increase the capacity of the infrastructure by capital improvement project within the next five years. However, with current drought conditions, it is necessary to undertake the project immediately.



On March 4, the City Council authorized the emergency project to replace the existing Monticello Pump Station pumps and water screens, remove the existing 24-inch Monticello water pipeline, and replace it with a 42-inch water pipeline thereby increasing capacity to 32 million gallons per day (mgd) and alleviating the expected delivery shortage.

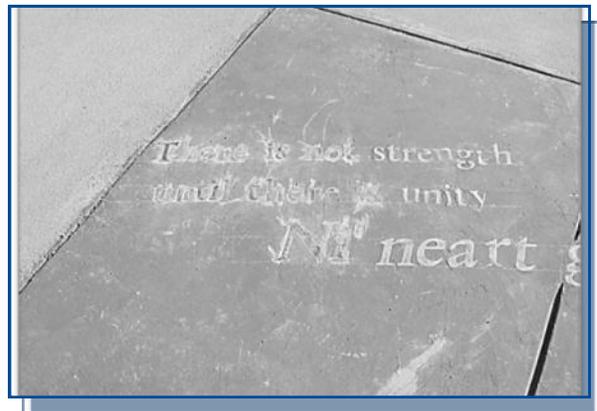
## 10th Anniversary of the Georgia Street Extension

March 18th marks the 10 year anniversary of the Georgia Street Extension. The street originally extended to the water, but was closed in the 1960s when a freeway was planned for the waterfront. The reopening of the street from Marin Street to Mare Island Parkway was completed and opened to traffic in March of 2004.



Unity Plaza, which sits on the north side of Georgia Street next to the JFK Library, was also constructed during this time and features several unique design features, including

embedded phrases from other nations in the concrete. It serves as an area that can be closed to host events throughout the year such as the Mad Hatter Holiday Festival and the Juneteenth Celebration.



The road extension was designed to complement the transit center, the Vallejo Station Parking Structure, and the Vallejo Waterfront Planned Development Master Plan.

## Training

On March 4, Public Works Maintenance Division personnel attended First Aid, Automatic External Defibrillator (AED), and CPR certification training. Personnel from the Division's various branches attended the all-day training that covered everything from providing





general first aid to life saving support. Currently, approximately 50 percent of the Maintenance Division personnel are CPR certified. Attendees included: Shedrick Wilson, Julie Bell, Earl Robinson, Cameron Boutte', Fernando Arroyo, Frank Sargent, Dan Hilsendager, James Grandrath, Mike Davis, Ed Morales, and Kameron Rojas.

## **Engineering Capital Improvement Projects**

### ***Projects under Construction***

**Sereno Drive Concrete Rehabilitation Project (Measure B FY13/14)** – Construction is progressing. The contractor has completed over 70 percent of the construction on the south side of the street. Staff is also concurrently preparing the bid documents for the paving project.



**Vallejo Station Parking Structure** – The palm tree located in front of the parking structure has been replaced.

**Hiddenbrooke Park Grading Project** – Grading operations will be underway this week. The preliminary operation of removing trees in the construction area has been completed.

### ***Projects out to Bid***

**Santa Clara Street Concrete Rehabilitation Project (Measure B FY13/14)** – Project is currently advertised for bids. Bid opening is scheduled on March 20.

**Demolition and Abatement Project: 241-249 Couch Street** – Bid documents have been prepared. Bid opening is scheduled on March 25. This project entails removing the burned debris of a commercial property located on Couch Street. Building Division and City Attorney personnel have filed the Notice and Order of Demolition with Solano County.



## ***Projects in Design***

**Downtown Streetscape Sacramento Street and Georgia Street Phase** – The Request for Authorization for Construction will be submitted to Caltrans this week. It is anticipated that this review will take four to six weeks. Once the authorization has been obtained by the City, bid documents will be advertised. Construction is scheduled for summer 2014.

**Mare Island Causeway Bridge Western Approach Replacement Project** – The 90 percent design plans will be submitted to Caltrans for review. Once approved, the Request for Authorization for Construction can be submitted.

## **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.

### **Participatory Budgeting Steering Committee Special Meeting**

Saturday, March 15 at 9:00 a.m. at Kyle's Temple AME Zion Church, 912 Florida Street

### **Vallejo Planning Initiatives Project General Plan Update Community Workshop**

Saturday, March 15 at 10:00 a.m. at Loma Vista Elementary, 146 Rainier Avenue

### **Planning Commission**

Monday, March 17 at 7:00 p.m. in City Council Chambers

### **City Council Special Meeting (Tentative)**

Tuesday, March 18 at 6:00 p.m. in City Council Chambers

### **Participatory Budgeting Steering Committee Meeting**

Tuesday, March 18 at 6:30 p.m. in the Joseph Room, 2nd Floor, JFK Library

### **Vallejo Planning Initiatives Project General Plan Update Community Workshop**

Wednesday, March 19 at 6:30 p.m. at Florence Douglas Senior Center, 333 Amador Street

### **Oversight Board Meeting**

Thursday, March 20 at 8:30 a.m. in City Council Chambers

### **Architectural Heritage Landmarks Commission**

Thursday, March 20 at 7:00 p.m. in City Council Chambers

### **New FEMA Flood Insurance Rate Maps Open House Meeting**

Thursday, March 20 at 7:00 p.m. in the Multi-Purpose Room, Steffan Manor Elementary School, 815 Cedar Street

**Interagency Committee Meeting**

Monday, March 24 at 6:00 p.m. in City Manager's Conference Room, 3rd Floor, City Hall

**General Plan Working Group**

Monday, March 24 at 6:30 p.m. in the Joseph Room, 2nd Floor, JFK Library

**City Council Meeting**

Tuesday, March 25 at 7:00 p.m. in City Council Chambers

**Code Enforcement Appeals Board Meeting**

Thursday, March 27 at 6:00 p.m. in City Council Chambers