



CALL AND NOTICE OF SPECIAL MEETING AT 6:00 PM OF THE VALLEJO CITY COUNCIL

JANUARY 21, 2025

COUNCIL MEMBERS

Andrea Sorce (Mayor)
Peter Bregenzer (Vice-Mayor)
Helen-Marie Gordon
Tonia Lediju, PhD
Alexander Matias
Diosdado "JR" Mtulac
Charles Palmares

HYBRID MEETING
www.Cityofvallejo.net

**Council Chambers
555 Santa Clara Street
Vallejo, CA 94590**

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom	City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.
PUBLIC COMMENT: Members of the Public may provide public comments during the City Council Meeting in person or via ZOOM (https://ZoomRegular.Cityofvallejo.net) , or via phone, by dialing (669) 900-6833.	For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment
<u>VIEW THE MEETING:</u> There are four different ways you can view this public meeting: • In Person • Watch Vallejo local channel 28 • Stream from the City website: www.cityofvallejo.net/Streaming • Join the Zoom webinar: https://ZoomRegular.Cityofvallejo.net	
Hybrid Options are available for members of the public to participate. To participate remotely	
<u>Option to Join by Computer</u> From your browser go to https://ZoomRegular.CityofVallejo.net to launch and join the zoom application. Meeting ID: 914 0075 0676# Meeting Password: 131313	<u>Option to Join by Phone</u> Dial (669) 900-6833 Enter Meeting ID: 914 0075 0676# Meeting Password: 131313 Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute
Any supplemental writing related to an agenda item for an open session of a regular meeting that is distributed to all or a majority of all members of the City Council less than 72 hours before the meeting will be posted concurrently on the City's website at www.cityofvallejo.net/agendas Written material distributed during the meeting, will be available at the meeting if prepared by the City or after the meeting if prepared by someone else. Such materials may be obtained from the City Clerk	



Vallejo City Council Chambers ADA compliant. Devices for the hearing impaired are available from the City Clerk. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof

AGENDA

TO THE MEMBERS OF THE VALLEJO CITY COUNCIL:

You are hereby notified that I do hereby call the Vallejo City Council in special session to consider only the matters stated on the agenda listed below. NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the agenda before or during consideration of that item. No other items may be discussed at this special meeting

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. STUDY SESSION**

NOTICE: Members of the public wishing to address the Council on the Study Session Item may do so in person by signing in to the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. Press *6 to unmute/mute. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420 or as approved and announced by the Mayor. In person speakers will be recognized first.

- A. OVERVIEW OF CITY DEPARTMENT FUNCTIONS AND ACTIVITIES**
Recommendation: Receive a presentation providing an overview of the functions and activities of each City departments.
Contact: Andrew Murray, City Manager (707) 648-4576
Andrew.Murray@cityofvallejo.net

- 5. ADJOURNMENT**

ADDITIONAL CITY INFORMATION

Members of the public can:

- Like us on Facebook and Instagram ([@cityofvallejo](#))
- Sign up to receive City Communications via e-mail (www.cityofvallejo.net/subscribe)
- Sign up for emergency alerts at: alertsolan.com

Dated: Wednesday, January 15, 2025



Andrea Sorce, Mayor

I, Dawn Abrahamson, City Clerk do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to

Andrea Sorce (Mayor)
Peter Bregenzer (Vice-Mayor)
Helen-Marie Gordon
Tonia Lediju, PhD
Alexander Matias
Diosdado "JR" Mtulac
Charles Palmares,

at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at
4:00 p.m., Wednesday, January 15, 2025.

Dated: Wednesday, January 15, 2025





DATE: January 21, 2025
TO: Mayor and Members of the City Council
FROM: Andrew Murray, City Manager
SUBJECT: OVERVIEW OF CITY DEPARTMENT FUNCTIONS AND ACTIVITIES

RECOMMENDATION

Receive a presentation providing an overview of the functions and activities of each City departments.

REASONS FOR RECOMMENDATION

Receiving a presentation on the functions and activities of City departments will provide useful background to Council Members for future discussions and decision making on a variety of issues, including the midyear budget and City Council annual goal setting.

BACKGROUND AND DISCUSSION

The City is convening a special City Council meeting during which staff will present an overview of the main functions and activities of the City's twelve departments and their various divisions. This information is being brought to City Council as it will provide useful background to Council Members for future discussions and decision making on a variety of issues, including the midyear budget and City Council annual goal setting. The presentation (attached) contains information on departments in the order shown below.

City Departments

1. City Attorney's Office
2. City Manager's Office (including City Clerk and Risk Management divisions)
3. Economic Development
4. Finance Department
5. Fire Department
6. Housing and Community Development Department
7. Human Resources Department
8. Information Technology Department
9. Planning and Development Services Department (including Planning, Building, and Code Enforcement divisions)
10. Police Department
11. Public Works Department
12. Water Department

This information will also be useful to the community at large to gain a better understanding of what each department oversees and their general operations.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	City Attorneys Office Overview
2.	City Managers Office, City Clerks Office, Risk Management
3.	Economic Development Overview
4.	Finance Overview
5.	Fire Overview
6.	Housing and Community Development Overview
7.	Human Resources Overview
8.	Information Technology Overview
9.	Planning and Development Services Overview
10.	Police Department Overview
11.	Public Works Overview
12.	Water Overview

CONTACT

Andrew Murray, City Manager (707) 648-4576

Andrew.Murray@cityofvallejo.net

Local Government, City Attorney's Office

Randy Risner, Chief Assistant
City Attorney



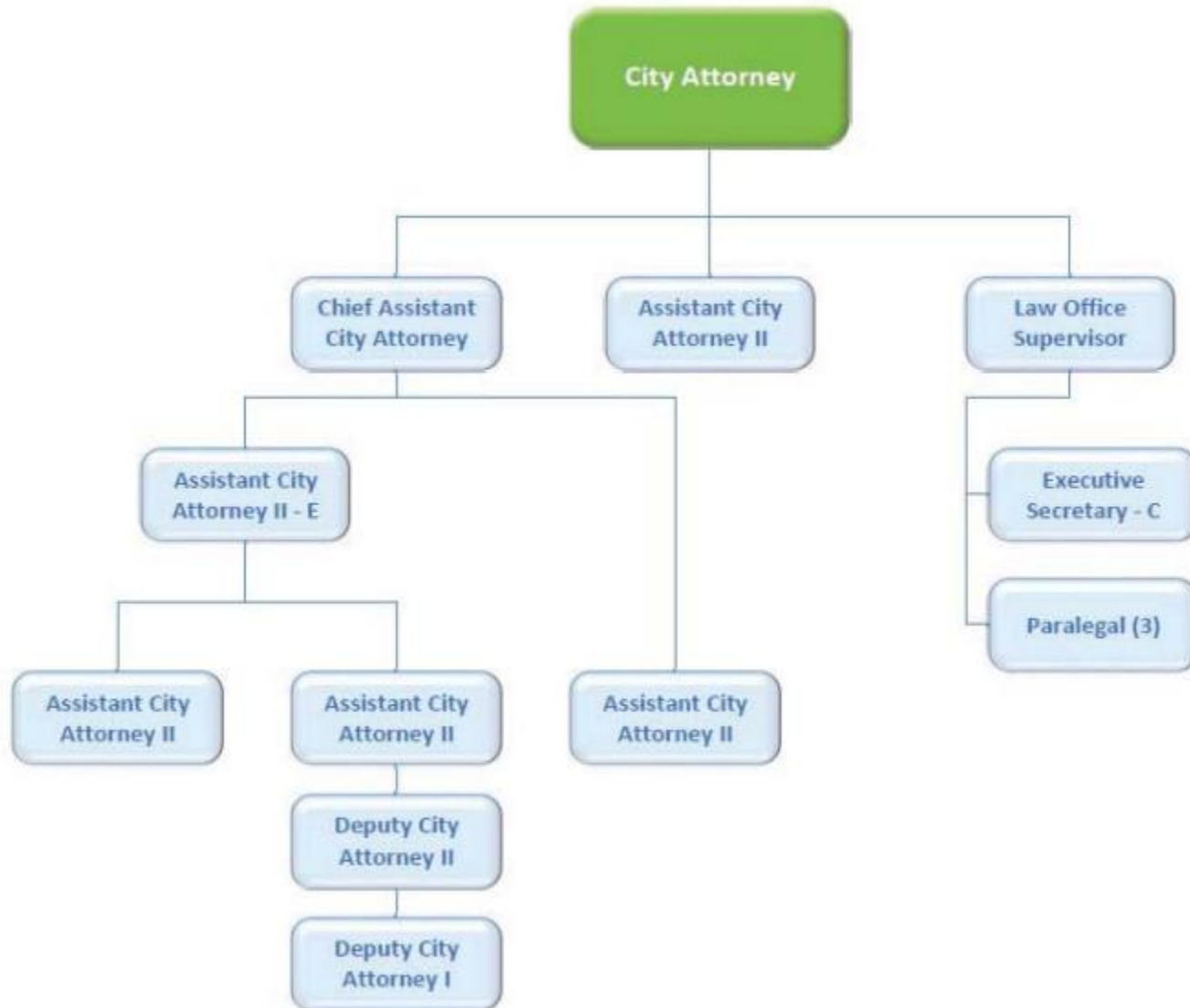


City Attorney's Office - What do we do?

- Provide legal advice to the City Council, boards of all related City entities, all appointed boards and commissions, and City staff. Review and prepare legal documents, including all ordinances, resolutions, regulations, and contracts.
- Represent and defend the City's interests in negotiations, administrative proceedings, and civil litigation in State and Federal Court.
- Evaluate and address legal issues arising out of the City's decisions and activities to minimize the risk of liability.
- Achieve cost effective and expeditious disposition of claims and litigation by promptly identifying issues and either negotiating a resolution or providing an aggressive litigation defense.



City Attorney's Org Chart



How is Work Assigned Generally

- Staff is assigned by the CAO to general roles and responsibilities, departments and special projects/tasks.
- Each assigned attorney has a backup.
- General assignments fall into two large categories: Litigation and Advisory.



Defense Litigation

- Personal injury
- Property damage
- Breach of contracts
- 42 U.S.C. section 1983
 - Section 1983 provides an individual the right to sue state government employees and others acting "under color of state law" for civil rights violations
 - To state a Section 1983 claim, a person must show: (i) that the conduct complained of was committed by a person acting under color of state law; and (ii) that the conduct deprived the person of a constitutional right
 - Example: First Amendment, Fourth Amendment, Fifth Amendment, Eighth Amendment, Fourteenth Amendment
- California Tort Claims Act



Affirmative Litigation and NLP

- Nuisance
- Receivership
- Property Damage
- Breach of Contract
- Unlawful Detainer Marina and other City Property
- TOT Collections
- Illegal Dumping



Litigation - Special

- CEQA, NEPA & Land Use (Affirmative and Defense)
- Water Rights
- Land Rights (City)
- Asset Return and Forfeiture
- Finance
- Admiralty
- Elections
- Public Records and Brown Act
- Abatement warrants
- *Pitchess* motions



ADVISORY

- City Council
- City Manager
 - City Clerk
 - Risk
- Police
- Fire
- Finance
- Human Resources
- Planning and Development Services
 - Planning, Building, Code Enforcement
- Economic Development
- Public Works
- Water
- IT
- Housing
 - Attorney Assigned to Each



Public Records Act

- California Public Records Act enacted in 1968 to:
 - (1) Safeguard the accountability of the Government for the people;
 - (2) Promote transparency; and
 - (3) Acknowledge the principle that secrecy is antithetical to a democratic system of governance.
- The PRA makes public “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic.” *Gov. Code, § 7920.530.*
- Exceptions





CONTACT(S)

Veronica Nebb, City Attorney

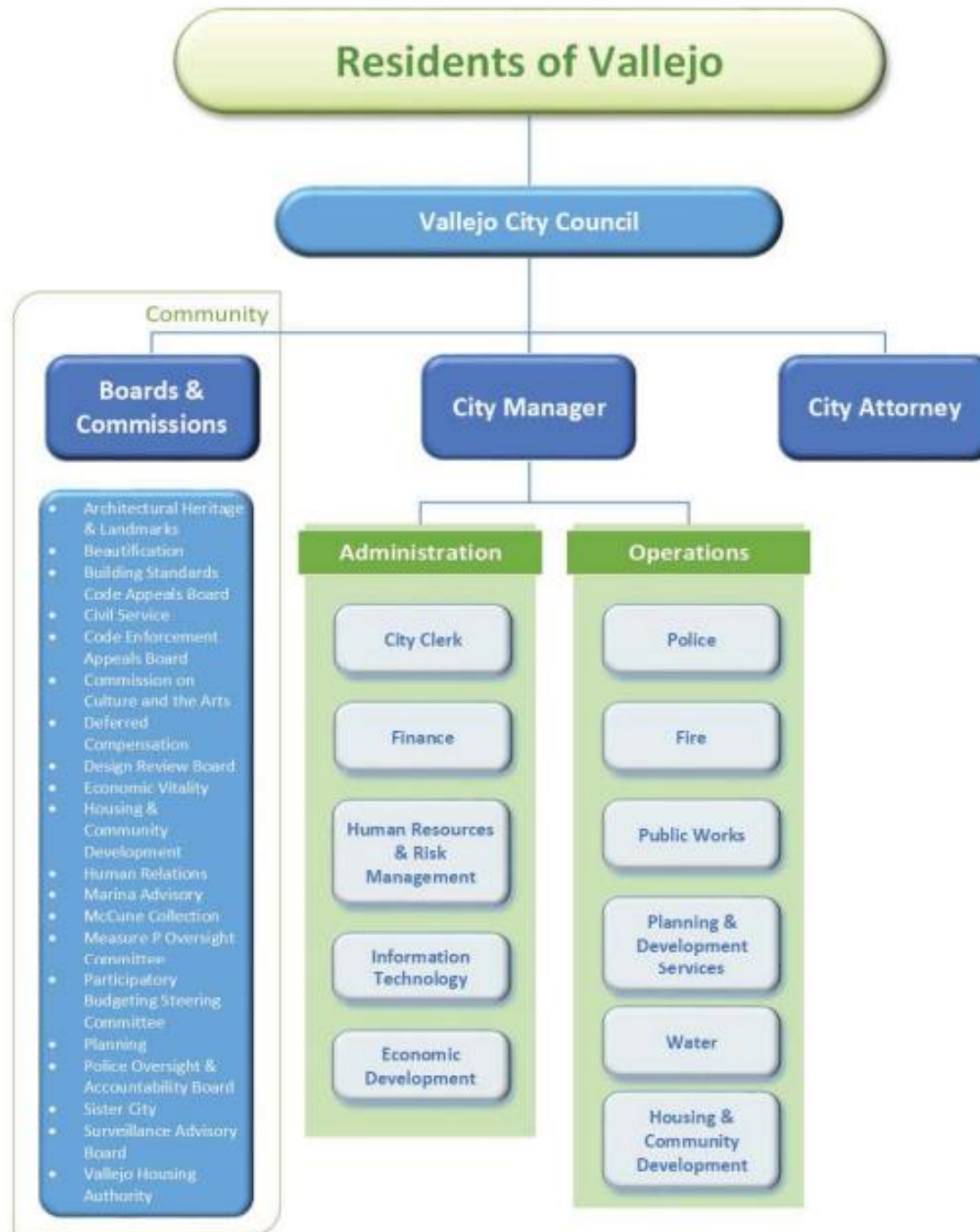
Randy Risner, Chief Assistant City
Attorney



City Manager's Office City Clerk's Office & Risk Management



City of Vallejo Org Chart

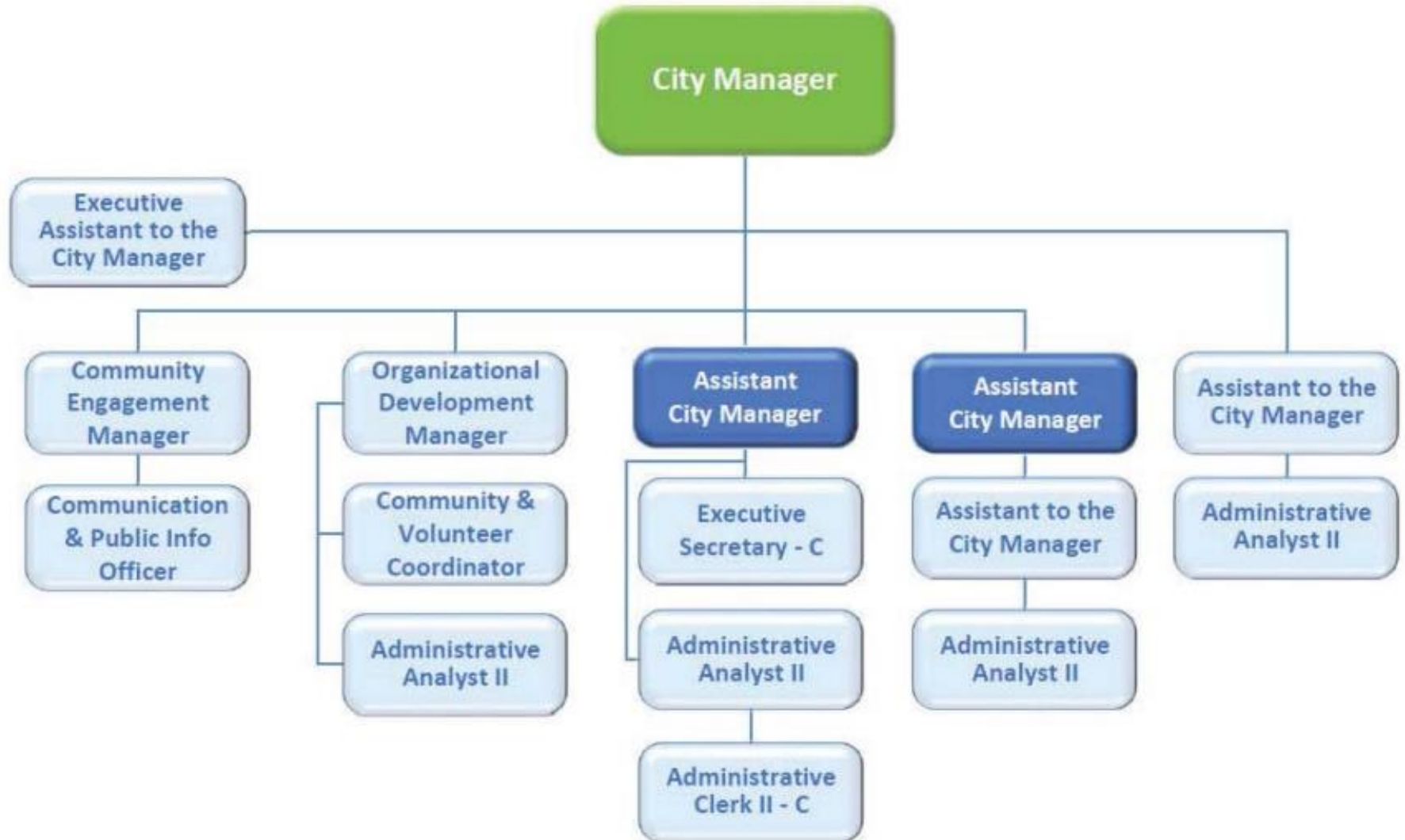


City Manager's Office



- City Clerks Office
- City Council Support
- City Event Coordination
- City Volunteer Coordination
- Communications & Community Engagement
- Grant Administration
- Homelessness
- Intergovernmental Affairs
- Organization & Strategic Planning
- Participatory Budgeting
- Risk Management
- Youth Development

City Manager's Office Org Chart

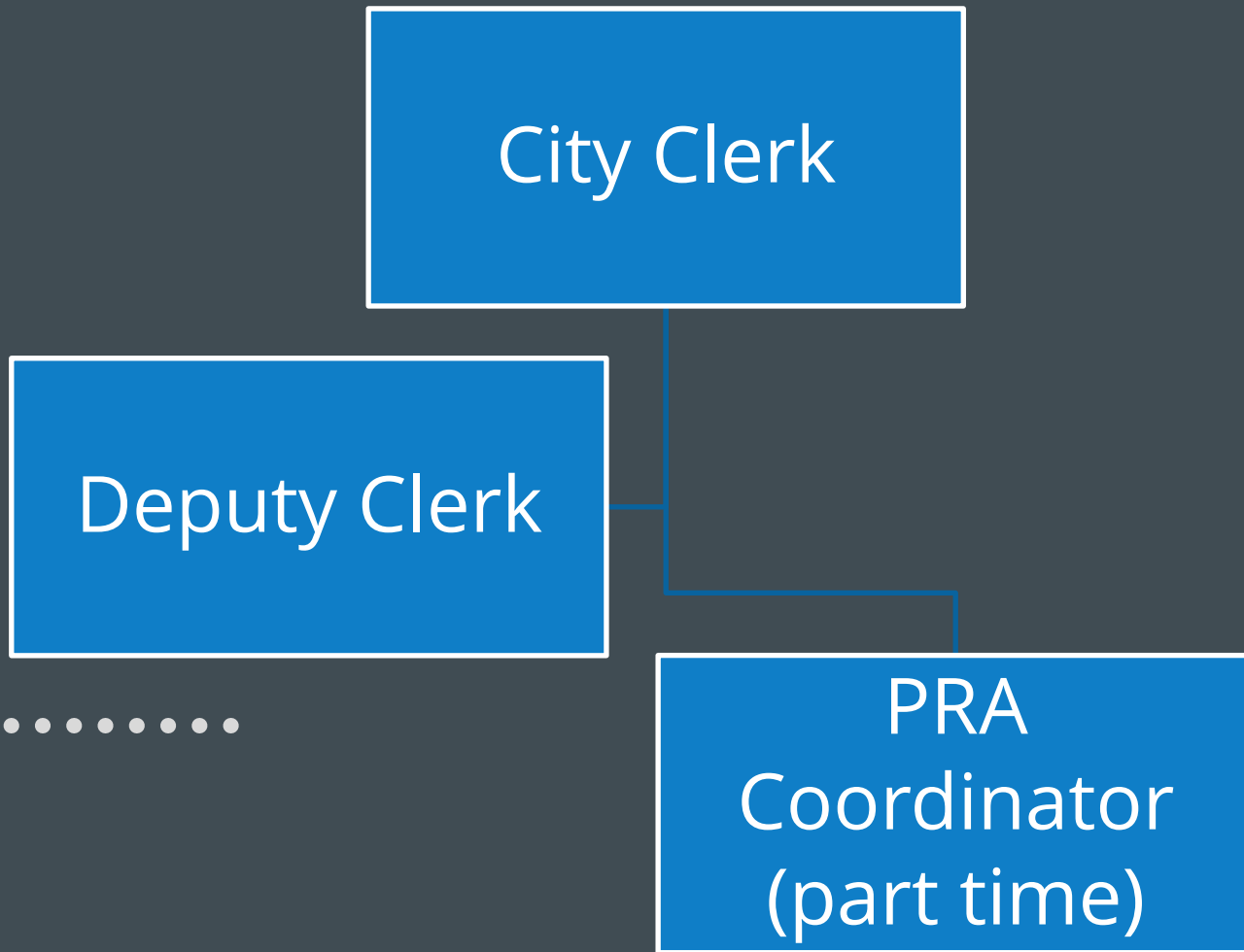




City Manager's Office – Goals

- Recruitment for Leadership Positions
- Completion of Broadway Project & Nav Center
- Scotts Valley
- Property Negotiations
- Unhoused Strategic Plan
- DEI Plan
- CMO Organizational Assessment

Office of the City Clerk





Clerk's Office – What we do

- Prepares official meeting agendas, agenda packets, minutes & publishes video archives
- Administers Municipal Code & City Charter
- Coordinates Records Management
- City Clerk is the Elections Official for the City; each election is “consolidated” with *Solano County*
- Provides access to & manages public information (California Public Records Act)
- Manages the recruitment/appointment process for City's Boards, Commissions and Committees
- City Clerk performs Civil Service Marriage Ceremonies upon request





City Clerk's 2024 Achievements

- Successful 2024 Council Election Process
- PRAs: 1324 (11% increase from 2023)
- 77 Council Meetings (FY23/24)

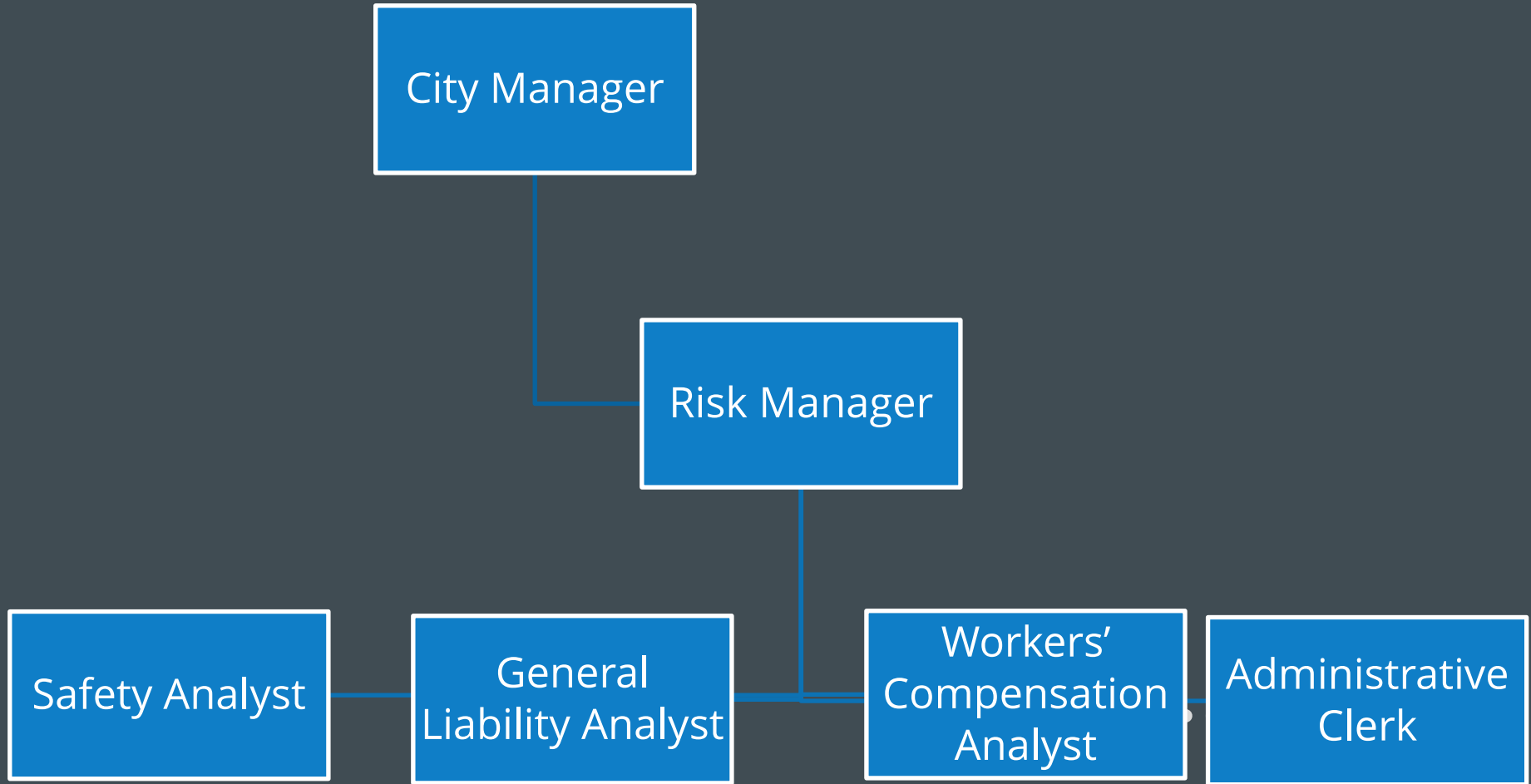




Clerk's Office – Goals

- Continue adding historical legislative records to Rewver
- Create Board & Commissions Handbook & provide onboard training for newly appointed members
- Ensure transparency & timely access to information for the public

Risk Management Org Chart



Risk Management – What we do

- Identify, assess & mitigate potential risks that could impact the City's objectives and operations
- Evaluate potential threats to determine likelihood & potential consequences to help the City make informed decisions
- Understand, minimize & respond to uncertainties in ways that align with the City's goals

Types of Risk

- Financial
- Operational
- Legal and Compliance
- Natural Disaster
- Public Health
- Environmental
- Infrastructure
- Cybersecurity

- Manage City's insurance program, manage all incoming non-litigated liability claims
- Administer safety training and City's workers' compensation program

Risk Management – Achievements

- Managed 173 new liability claims from third parties
- Resolved 60 claims
- Closed or dismissed 109 claims without disbursements.
- Conducted 69 thorough field investigations
- Settled 42 claims within 90 days of filing,
- Reviewed and finalized Emergency Evacuation Plans for the Corporation Yard and Housing Department buildings



Risk Management – Goal and Initiatives

Safety:

- Continue to focus on safety training for high-risk activities and tasks

Risk Management:

- Reduce time between claims, trend analysis & develop proactive risk mitigation strategies with departments

Return to Work:

- Explore new ideas, to expedite the return to work of injured workers



Useful Documents

- City Charter
- VMC Chapter 2.02 – Council Meetings/Rules/Meeting Procedures
- Comprehensive PDF of existing Council Policies





CONTACT(S)

Andrew Murray, City Manager

Gillian Haen, Assistant City
Manager

Dawn Abrahamson, City Clerk

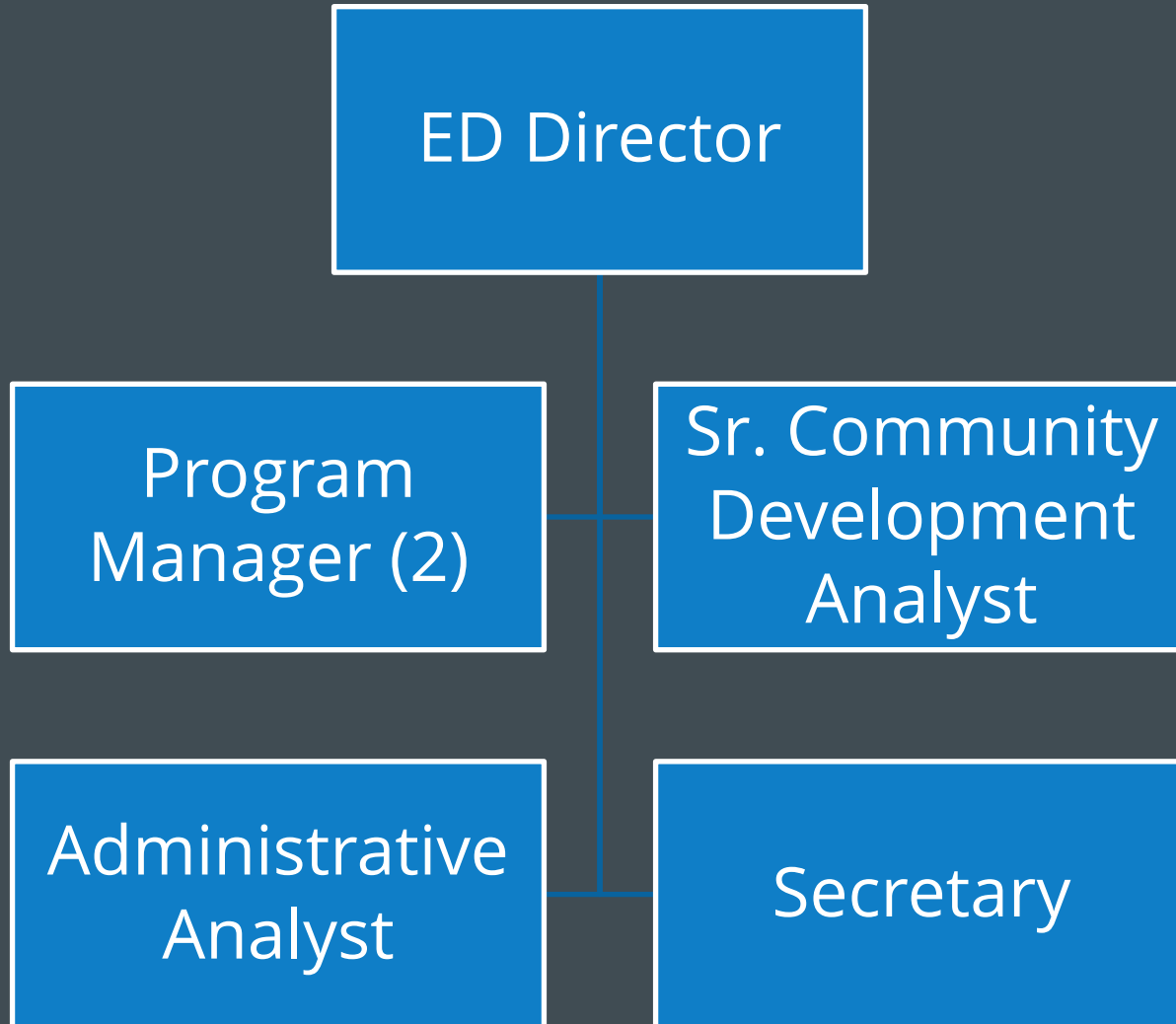
Armond Sarkis, Risk Manager

Economic Development Department Overview

Gillian Haen, Assistant City
Manager



Economic Development Org Chart



Economic Development In Vallejo

- Policy making
- Mare Island redevelopment
- City-wide development facilitation
- Business attraction / retention
- Grant implementation
- Property purchase, sale & lease negotiations
- Implementation of Economic Development Strategic Plan



What ED Does

- Business Recruitment/Retention
 - Monthly business retention visits
- Support of ED Commission, Arts Commission & McCune
- Regulars meetings with ongoing development projects
- Support permitting process for new development
- Solano County EDC
- Implement ED strategies
- Lease & real property negotiations
- Grants Management



Administration

- Administrative Rules / Policies
- HR's department budget
- HR's service and vendor contracts
- Invoice tracking, payment, processing
- Records Management
- Project Management
- Systems Modernization and Implementations





Accomplishments

- Permitting/cleanup of PG&E (boat launch) site
- Implemented \$750,000 in National Park Service grant for historic restoration of Officers' Quarters A
- Development & approval of ED Strategic Plan
- Deployed \$1.5M for the EDA Mare Island infrastructure assessment
- Deployed \$600K from EPA for Brownfields Assessment projects citywide
- Implemented ESCA for NAVY clean-up at Mare Island
- Implemented small business retention programs & conducted over 20 meetings with businesses
- Implement Performance & Participation agreement w/ Lewis Group – Blue Rock golf course.
- Deployed \$60K in small business grants



FY 24-25 Goals

- Implement ED Strategic Plan
- Identify development alternatives for surplus lands and deploy sites
- Complete (EDA) Mare Island infrastructure assessment report
- Implement a new branding strategy and shop local campaign citywide
- Deploy \$355K in small business loans
- Implement a financial agreement with Lewis Group for the Cooke/Fairview development
- Assist Blue Rock Springs entitlement application process
- Mare Island, Waterfront, & Downtown Specific Plan Processes



Multiyear Priority Areas

- Implement ED Strategic Plan multi-year strategies
- Support Waterfront, Downtown & Mare Island Specific Plan
- Coordinate the County/Developer partner Solano 360 project.
- Assist in permitting Connelly Corridor mixed-use development on Mare Island
- Oversee the transfer of Navy Mare Island parcels (post cleanup)
- Building code compliance and plan to resolve illegal signs and unpermitted activities
- Continue various business retention/expansion/attraction efforts
- Continue to promote Vallejo as a premier destination for doing business

Useful Documents

- ED Strategic Plan
- North Mare Island Development Agreement
- South Mare Island Development Agreement
- Economic Development Commission Work Plan



CONTACT(S)

Gillian Haen, Assistant City
Manager



Finance Department

Rekha Nayar, Finance Director





Presentation Outline

- Finance Dept Functions
- Organizational Chart
- City Funds & Finance process
- Q&A

Finance Dept Functions

- A better understanding of daily activities of the Finance department



Budget / Treasury / Special Projects



Accounts Payable



Audits / Accounting

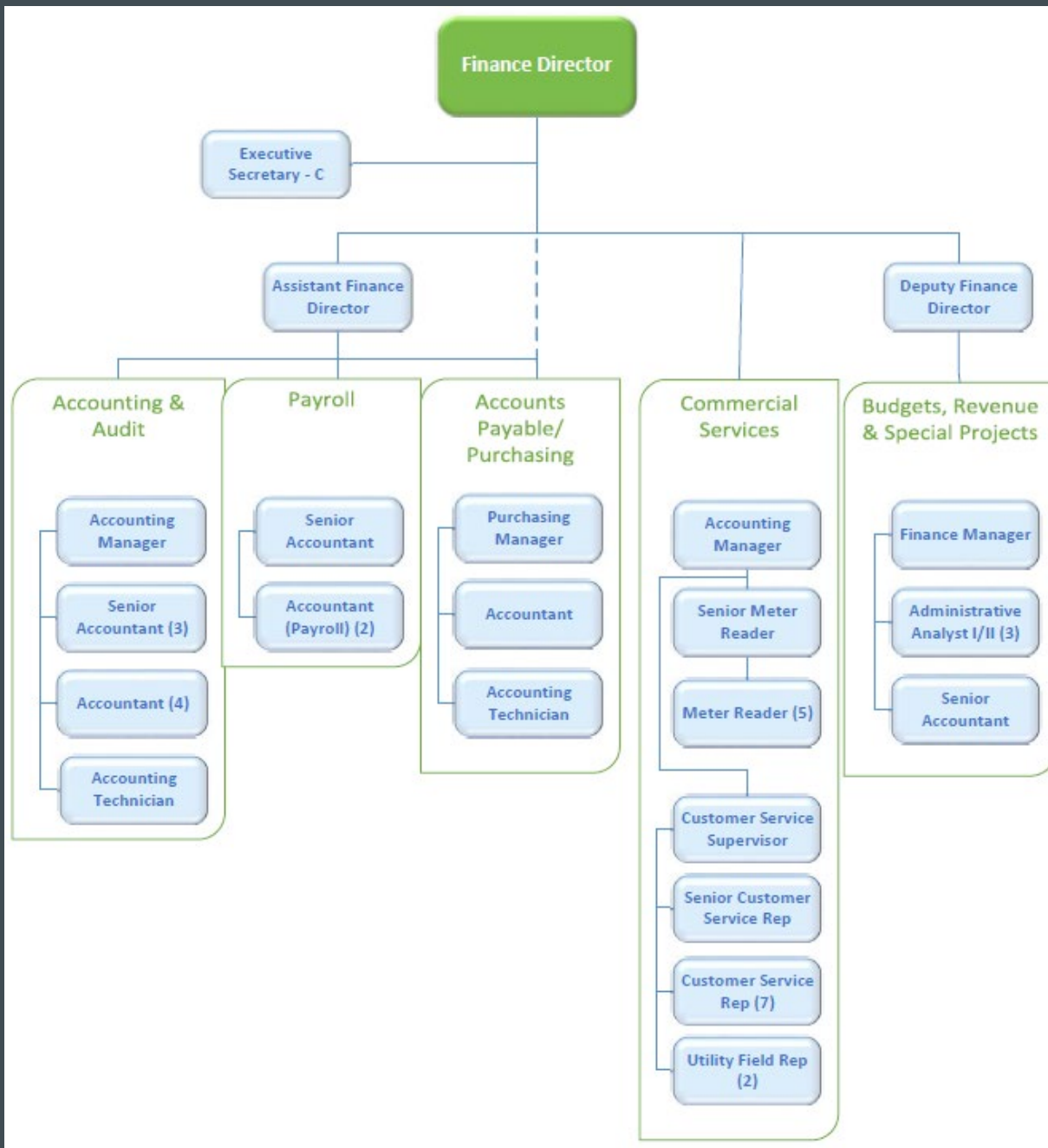


Water Billing / Commercial Services



Payroll





Department Organizational Chart

General Fund:
24

Water: 18

Total: 42



Budget / Treasury / Special Projects

BUDGET PLANNING & MANAGEMENT

- Work with various departments & outside consultants
- Annual & Midyear Budget
- Year-round ABC

TREASURY

- Banking (Wires & Statement)
- Investments
- Refunds for Permits

FEE STUDY

- Coordinate with departments
- Implement fee in system

GRANTS / SPECIAL PROJECTS

- Monthly & Quarterly reporting of Various Grants such as ARPA
- Vacancy Reports
- Year End Audit/Revenue Audits

REVENUE MANAGEMENT

- Revenue due to the City are received
- Analyze and monitor incoming Revenue
- Manage collection
- Reporting to Management/Council





Budget / Treasury / Special Projects

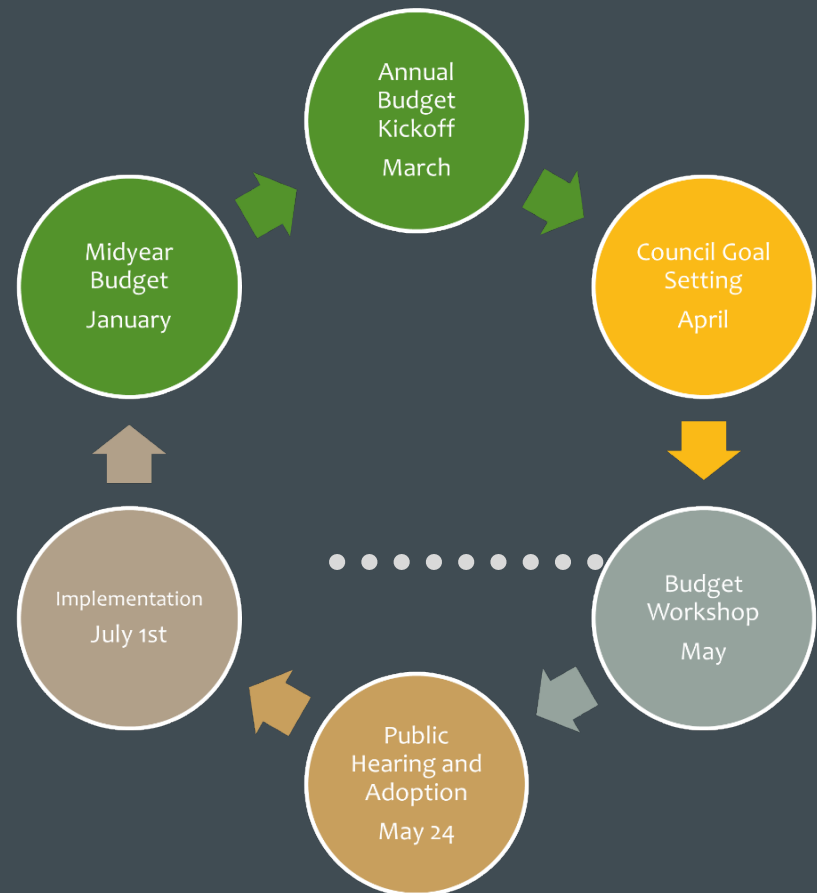
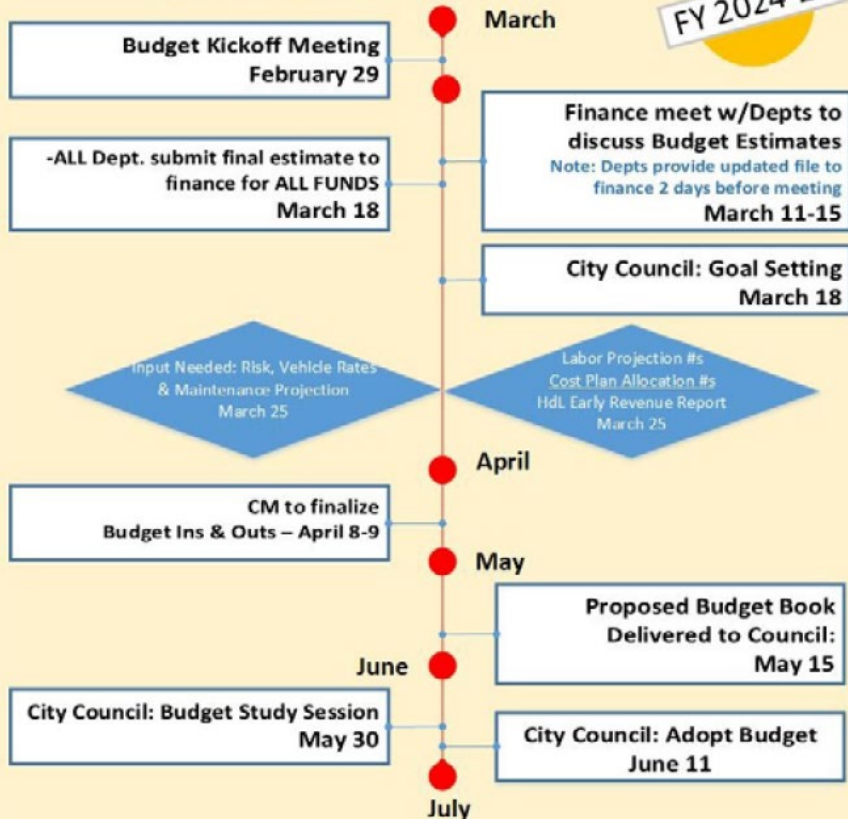
- Budget Planning & Management

A city budget is a financial plan that outlines how a city will spend its money for the upcoming fiscal year. The budget includes information on how much money the city expects to bring in from taxes, fees, and other sources, as well as how it will spend that money on things like public safety, and infrastructure.

FY 24-25 Budget page 19

BUDGET TIMELINE

FY 2024-25

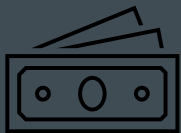




FY 24-25 Citywide Revenue: **\$298.88M**

FY 24-25 Citywide Expenditure: **\$284.88M**

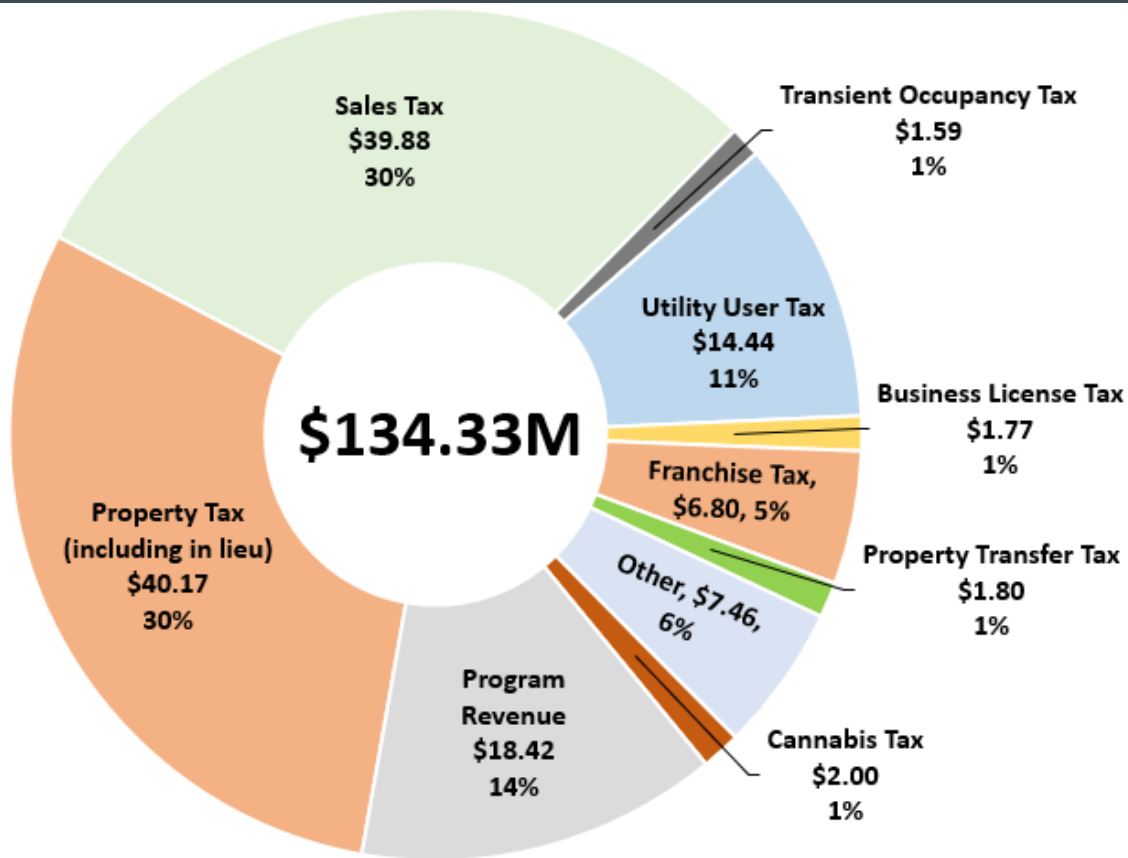
- City totally manages 104 Funds
- Water Fund 16% of City budget
- Housing Fund 9% of City budget
- CIP 5% of City budget





Budget / Treasury / Special Projects

- Revenue Management



Sales Tax
Measure P
\$18.10
12%

Total with
Measure P:
\$152.43M



Budget / Treasury / Special Projects

- Treasury
- Grants / Special Projects



- Banking
 - Daily Review
 - Wires
 - Fraud Management

- Investments
 - LAIF
 - Bonds
 - Investing

- Other
 - Permit
 - Refunds

- Grants
 - ARPA
 - SCC
 - Urban Forestry
 - Tobacco

- Personnel
 - Vacancy Reporting
 - Labor Projection
 - Personnel Summary

- Audits
 - Year End Audit
 - Revenue Audits



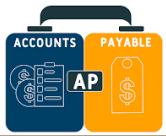
Purchasing / Accounts Payable

ACCOUNTS PAYABLE

- Review and process citywide invoices
- Weekly check run
- Annual IRS 1099 Forms
- Process CALcard
- Employee travel & expenses

PURCHASING

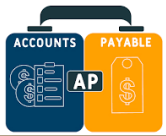
- Approve & process all citywide purchase orders & change orders
- Compliance of purchasing procedures
- Manage Contracts for Finance



Accounts Payable - Contract Routing & Review Process Agreement



- Contracts sent to City Attorney's Office for review
- Contracts Under \$100k: Approved by City Manager
- Contracts Over \$100k: Require a Request for Proposal (RFP) and Council Approval
- All contracts are recorded by City Clerks Office and uploaded into our records keeping system



Accounts Payable / Processing



- Invoices processed weekly: **Average 200**
- Number of Purchase Orders (PO): **Average 30-40 per week**
- Number of Contracts: **215 FY24**



Audits/ Fund Accounting



ACCOUNTING

- Record and monitor financial activities of the City

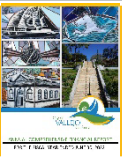
AUDIT

- Annual Financial Audit
- Single Audit
- Special Audits

FINANCIAL REPORTING

- ACFR
- PAFR
- Other Filing Requirements

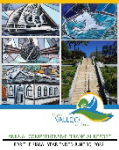




Audits

Annual Audit required by City Charter, State Government Codes, Single Audit Act, City municipal code

Each year an outside Audit firm reviews/audits our accounting work as per Government Accounting Standards and offers us advice and best practices.



Accounting / Financial Reporting



ACFR

Annual Comprehensive Financial Report



PAFR

Popular Annual Financial Report



Other Filing Requirements

- Single Audit
- State Controller's Financial Transactions Report (53891)
- State Controller's Local Government Compensation (53892)
- State Controller's Annual Street Report
- Annual Bond Disclosure (Water revenue bonds)
- Measure B/V Annual Report
- Measure P Annual Report
- Grant reports



Water Billing / Commercial Services



Water Billing to
46,200
customers

Handles water
Turn-On, Shut-
off and Reading
Meters

Process
Citywide
incoming
payments



Commercial Services - Bill Generation Process

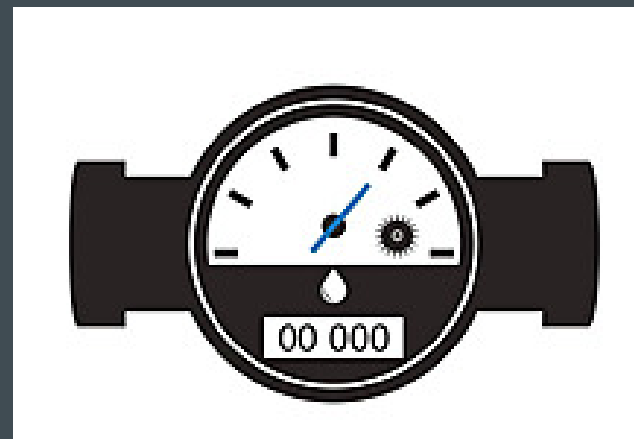
- Meter Reading:
 - Staff reads meters daily in all weather conditions.
 - Walks approximately 3-7 miles a day.
 - Taps the meter to upload readings
- Report Generation:
 - Readings generate reports for clerical staff.
 - Staff reviews, investigates, and finalizes the billing.
- Billing Preparation:
 - Finalized billing files are sent for printing weekly.
 - Printing company prepares bills for mailing.





Water Billing / Meter Readings

- ~1,905 meters billed monthly
- ~36,966 meters billed bi-monthly
- ~37,571 reads by walking throughout Vallejo
- ~1,300 drive-by reads



Water Billing / Customer Service

- Answers approximately 1,100 calls per month
- Process roughly 4,000 start applications a year
- 3,700 stop applications a year
- Over 83,000 payments are collected yearly



Payroll

PAYROLL

- Bi-Weekly Pay
- Leave Payouts
- Verify number and type of hours
- Verify benefits

Coordinate with Human Resources

- MOUs
- Salaries and Benefits
- Personnel Changes (PARs)
- Legal Actions (Example: Garnishment)

TAX REPORTING

- Quarterly
- Annually
- W2s

Types of Benefits

Health

- Medical
- Dental
- Vision

Other

- Retirement
- Long & Short Term Disability
- Employee Assistance Program

Miscellaneous

- Uniform Allowance
- Educational Incentive Pay
- Differential Pay

Where to find Financial information



[City of Vallejo, CA](#) / [Our City](#) / [Departments & Divisions](#) / [Finance Department](#) / Financial Information

FINANCIAL INFORMATION

The Finance Department of the City of Vallejo is responsible for helping the City Council manage finances on a yearly basis as well as set financial objectives.

Every year, the City of Vallejo develops an annual Business Plan to help the City Council prioritize programs and services for funding and to determine future goals for our community. The Annual Budget is prepared as an integrated part of this process to allocate funding for these programs and services for the upcoming fiscal year.

Search and read financial information for the City of Vallejo, including:

[Budget Reports](#)

[Financial Reports](#)

[Measure B Status Reports](#)

[Measure V Extension](#)

[Participatory Budgeting](#)



CONTACT(S)

Rekha Nayar, Finance Director

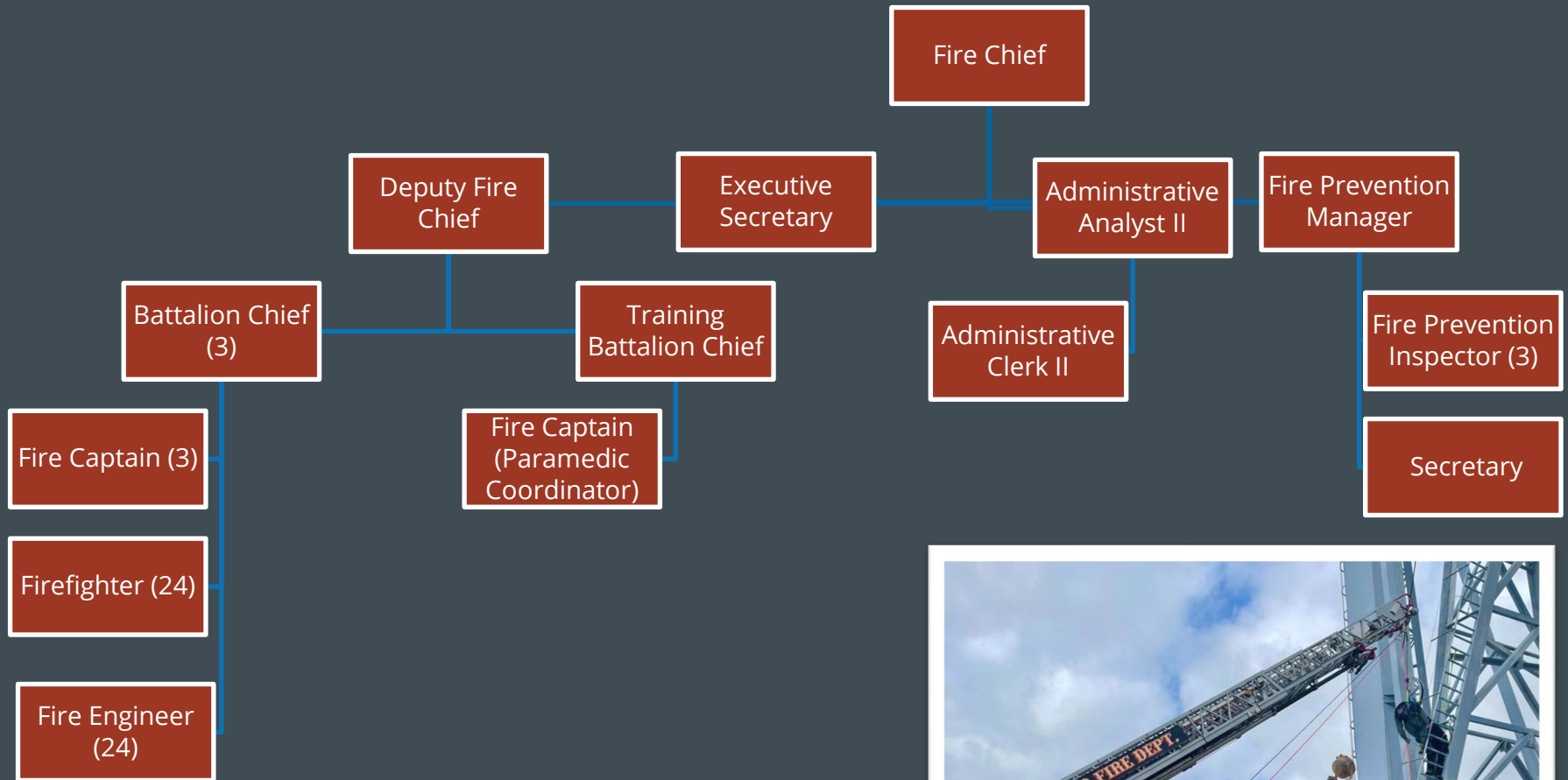


Vallejo Fire Department

Arthur Gonzales
Interim Fire Chief



Department Organization



What does Fire do?

- 9-1-1 emergency response
- Weed abatement of vacant parcels
- Fire-related plan checks and permits
- Fire life safety inspections of regulated occupancies





Services We Provide

Vallejo Fire Department is an All Risk Fire Department

- Emergency response for fire, hazardous conditions, environmental emergencies, and rescue operations
- Advanced life support for all types of trauma and medical emergencies
- Annual fire life safety inspections of regulated occupancies
- Fire investigations
- Plan checks and permit inspections
- Public education programs and events
- Oversee the City's Emergency Operation Center

Accomplishments in the Last 12 Months

- Responded to 18,997 calls for service in 2024
 - 1,070 Total Fires
 - 12,502 Total EMS
 - 796 Service Calls
 - 673 False Alarms
 - 246 Hazardous Condition Calls
- Captain's Academy
- Completed Engineer's Test – Filled 3 vacancies
- Filled Deputy Chief Position



Goals/Initiatives Coming Up

- Chief's Academy
- Hiring Academy – Feb 10th (6 new FF)
- Requested assistance for Fire Fighters Grant
 - PP Compliance & New OSHA regulations
- SAFER Grant
- Port Security Grant
- Countywide Ambulance Service Contract
- Fire Hazard Severity Zone Mapping
- Captains Test
- Battalion Chief Test





CONTACT(S)

Arthur Gonzales, Interim Fire Chief



Housing and Community Development Department (HCDD)

Alicia M. Jones, Housing Director

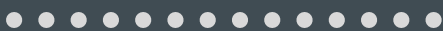




Agenda:

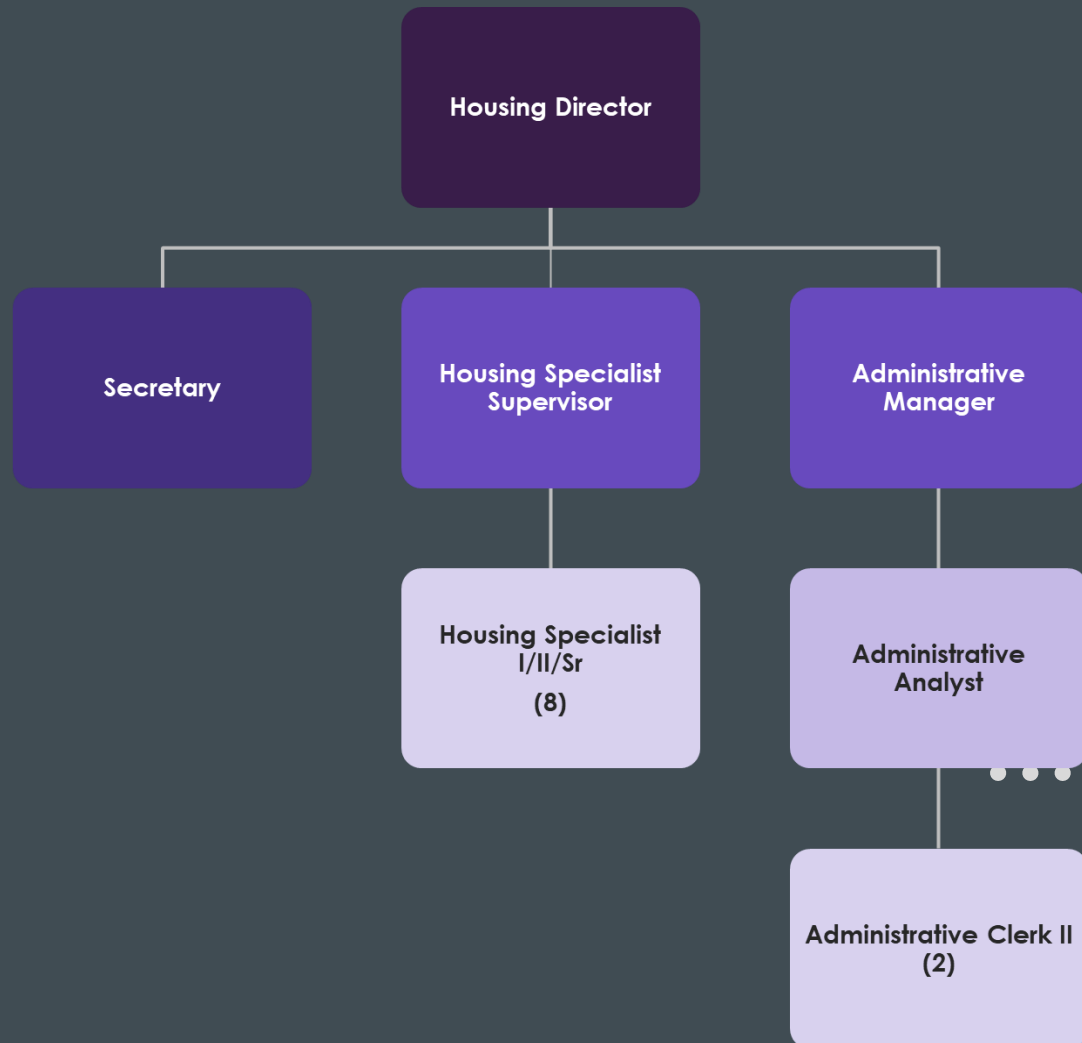
Department Structure

HCDD Programs and Grant Administration (Overview)



Funding

Department Structure



PROGRAMS



HOUSING

Housing Choice Voucher
Project-Based Voucher
Veterans Affairs Supportive Housing
Foster Youth to Independence

COMMUNITY DEVELOPMENT

Community Development Block
Grant
HOME Investment Partnerships
Neighborhood Stabilization
Permanent Local Housing Allocation
Program (PLHA)



Overview

Community Development Block Grant (CDBG)
HOME Investment Partnerships ("HOME")
Neighborhood Stabilization (NSP)*
HOME - American Rescue Plan (HOME-ARP)*
CDBG – Coronavirus (CDBG-CV)*
Housing Choice Voucher Program

***special one-time funding**





Funding Sources:

Source of funding is primary provided by the Housing Urban and Development Department (HUD) for CDBG, HOME, and the Housing Choice Voucher Programs.

Funding for the PLHA is directly from the State of California





Current funding levels:

CDBG – 1.6 MILLION

HOME – 600K

PLHA – 3 MILLION

HCV – 20 MILLION





Approval of Policies and Plans

Housing and Community Development Commission (Recommending Commission)

**CDBG/HOME (City Council)
Five-Year Consolidated Plan
Annual Action Plans
Amendments**

**PLHA (City Council)
Action Plan**



- 
- **Policy and Plans cont.**

Housing Choice Voucher Program

**The governing body for HCV policies is the
Housing Authority Board of Directors**

**Five Year Public Housing Agency (PHA) Plan
- Annual Plan**

Administrative Plan (HCV policies)





CONTACT(S)

Alicia M. Jones, Housing Director

Chari Francisco, Administrative Manager

Shenessa Williams, Housing Specialist Supervisor

Human Resources Department

Stephanie Sifuentes,
Human Resources Director



The Human Resources Department

The City of Vallejo Human Resources Department is a full-service human resources department, comprised of the following functions:

- Administration
- Recruitment & Selection
- Classification & Compensation
- Benefits Administration
- Employee & Labor Relations
- Training and Employee Development



.....

Administration

- Administrative Rules / Policies
- HR's department budget
- HR's service and vendor contracts
- Invoice tracking, payment, processing
- Records Management
- Project Management
- Systems Modernization and Implementations



Recruitment & Selection

- Compliance with employment laws and civil service rules to ensure fair processes
- Recruitment design and strategy
- Application review
- Test administration
- Coordination and facilitation of oral panel interviews, performance examinations, and promotional assessments (including panel orientations and training)





Classification & Compensation

- Conduct classification and reclassification studies
 - Revise existing classifications
 - Create new classifications
 - Review requests from departments to add, delete, or convert positions during budget cycles
 - Conduct salary surveys
 - Make recommendations to departments, city manager, and council
- 

Benefits Administration

- Enroll new hires into our benefit programs
- Manage employee benefit changes during open enrollment or qualifying life events
- Manage employee leaves
- Conduct Interactive Process meetings and determine Americans with Disabilities Act (ADA) accommodations
- Assist employees with retirement
- Conduct CalPERS reporting



Employee & Labor Relations

- Create and maintain positive relationships between the City and our various employee groups
- Engage in collaborative committee meetings, meet & confers, grievance meetings, arbitrations
- Engage in labor negotiations between the City and our various employee groups
- Conduct coaching and mediation
- Assist departments and employees with performance improvement and performance evaluations
- Conduct investigations and engage in progressive discipline





Department Objectives / Goals / Responsibilities

Everything that we do in the City, starts and ends with Human Resources (and everything in-between!).

- Serve as role models for the rest of our employees
- Recruit and retain the best qualified employees
- Train and develop our employees
- Provide support to our employees
- Create and maintain innovative and competitive salary and benefits packages
- Serve as good partners for our departments, good supporters for our employees, and good public stewards

Human Resources Department Projects

Major projects currently underway:

- Personnel Policy Manual
- Performance Evaluation tool
- HRIS/Payroll system implementation





Important Resources

- [Municipal Code](#)
- [City Charter](#)
- [COV SharePoint](#)
- [Civil Service Rules](#)
- [Human Resources Department website](#)
- [CAMP MOU](#)
- [IAFF MOU](#)
-  [IBEW MOU](#)
- [VPOA MOU](#)
- [Unrepresented Resolution](#)



CONTACT(S)

Stephanie Sifuentes

Human Resources Director

707-649-4852

Stephanie.Sifuentes@cityofvallejo.net



INFORMATION TECHNOLOGY

Naveed Ashraf, Chief Innovation
Officer and IT Director



IT Organizational Structure



Overview – What We Do?



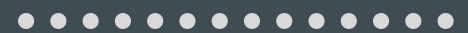
- Operate & maintain the City's IT infrastructure
- Store and secure city data and provide secure access to city users.
- Support 600 + city employees and many external partners
- Provide training for existing and new technology
- Maintain applications for the City's business processes
- Manage telecom devices and services (LAN/WAN)
- Manage and support all public meetings (commissions and boards)
- Manage City's broadband infrastructure
- Plan and manage future IT projects



Overview – IT Services



- City's websites
- Public Safety Radio System
- Public Safety Tone Alert System
- Enterprise Resource Planning Software (ERP)
- Central Permit Center
- City's Broadband
- Maintain several data centers throughout the City facilities
- Manage and maintain several thousand end point devices (desktops, laptops, iPads, cell phones, police and fire in vehicle computers (MDT's)



Upcoming Projects



- Continue expansion of city-wide broadband
 - Vallejo dispatch move
 - Vallejo PD building new design
 - Enterprise Resource Planning enhancements dashboards and advanced reports
 - Permitting System enhancements
 - Information Technology Strategic Plan and policy revisions
 - Continue to seek enhancements for better citizen's engagement through website, public meetings, and My-Vallejo project portal
- 

Online Resources



- [Help.Desk](#)
 - www.MyVallejo.com/Broadband
 - www.CityOfVallejo.net
 - www.VallejoPD.net
 - [www.Office.com](#) (Access e-mail online, share Point)
 - [City Council Districts](#) Interactive GIS Map
 - [City of Vallejo GIS](#)
 - [Cyber Security Informational Webpage](#)
- 



CONTACT(S)

Naveed Ashraf, Chief Innovation Officer
and IT Director



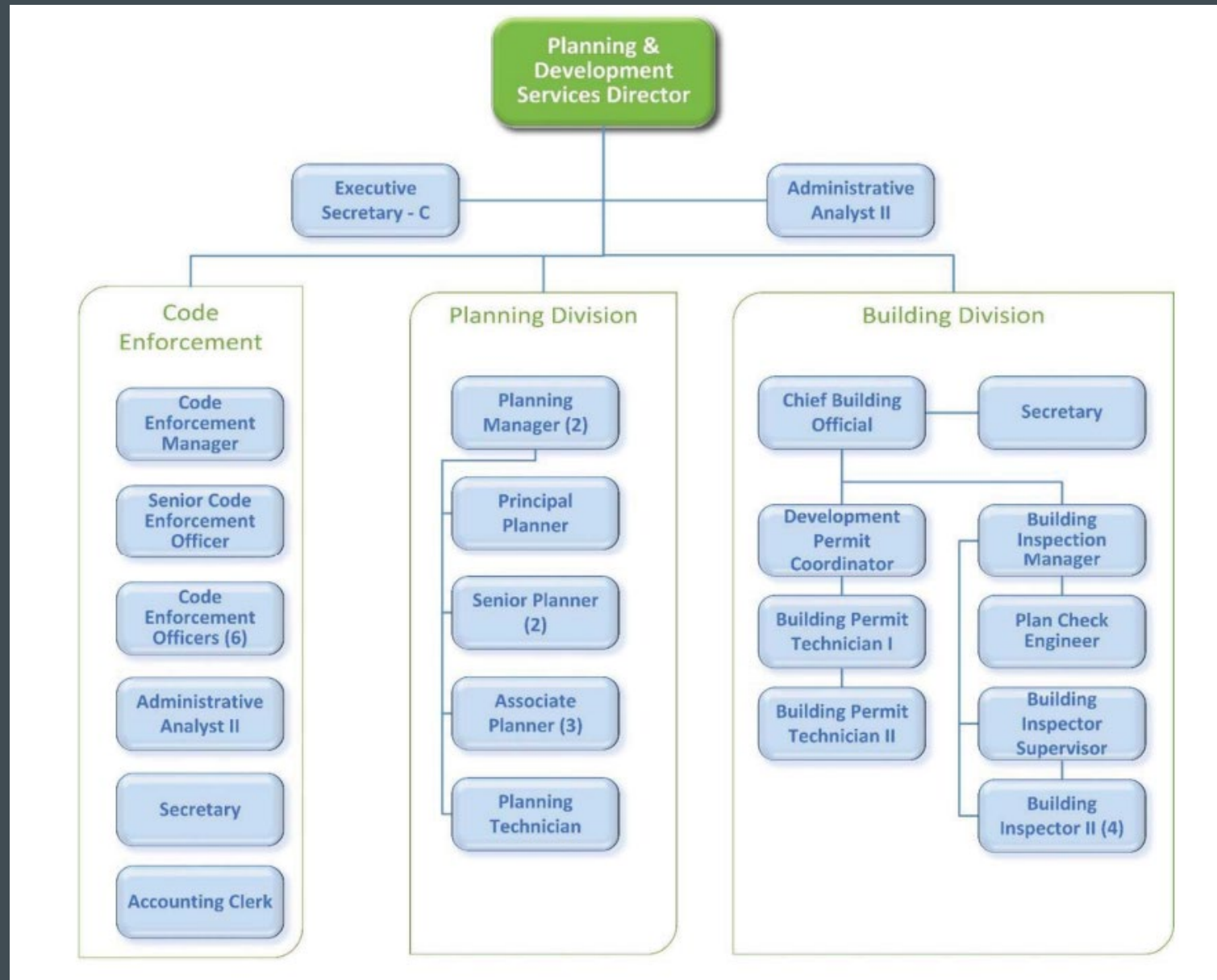
Planning and Development Services Department (PDS)

Kristin Pollot, AICP

Planning & Development Services Director



Department Structure





Planning Division

- Primary function: implement current and long-range planning, including the Vallejo General Plan (City's vision for the future)
- Review development proposals using zoning ordinance & other State regulations, including CEQA
- Provide land use information to Vallejo community stakeholders
- Provide Zoning Ordinance Compliance Services

What else do we do?



- Helps applicants through the development review process including:
 - Use permits
 - Development review permits
 - Sign permits
 - Tentative maps
 - Other land use entitlements
- Staff the public counter
- Conducts preliminary development review
- Responds to zoning related inquiries
- Supports: Planning Commission, Architectural Heritage and Landmarks Commission & Design Review Board

Major Projects Underway – Current Planning

- 5180 Sonoma Blvd (348 Units)
- Fairview at Northgate Development (Costco)
- New Hyundai Dealership
- La Quinta Hotel
- Sky Zone (indoor trampoline park)
- Vista Cove Residential Subdivision (51 Units)
- Rollingwood Residential Subdivision (130 Units)
- Borges Ranch Residential Subdivision (418 Units)
- 1140 Fifth Street Affordable Housing (14 Units)
- 2261 Tuolumne Street Affordable Senior Housing (93 Units)



Building Division



- Reviews building plans
- Issues permits for and inspects/authorizes construction activity
- Responds to complaints about potentially dangerous or nuisance buildings





What else do we do?

- Provide plan review, permit & inspection services for construction projects
 - Enforce California State Health & Safety Code
 - Investigate citizen complaints & unpermitted construction work
 - Respond to Police & Fire dispatch for buildings that have suffered significant damage due to weather or other accidents
- 

Code Enforcement Division

- Responsible for enforcing ordinances related to private property maintenance
- Goal is to promote and maintain safe, attractive and high-quality living and working environments for our citizens



What else do we do?

- For private property, we manage & coordinate enforcement of the City's laws related to:
 - Vacant real property registration
 - Inoperative/inoperable/dismantled/wrecked vehicles
 - Proactive and public nuisance property inspections
 - Abandoned Shopping Cart Ordinance
- Partner with other City departments and outside agencies to address distressed and dangerous properties
- Support the Code Enforcement Appeals Board

Goals for Upcoming Year

- 2025 CA Building Code Updates
- Tobacco Retail License Program Implementation
- Assist with Sidewalk Vendor Program Implementation
- Complete next phases of Zoning Code Update
- Support Waterfront, Downtown & Mare Island Specific Plan process
- Support Housing Element Program Implementation





CONTACT(S)

Kristin Pollot, AICP

Kristin.Pollot@CityofVallejo.net

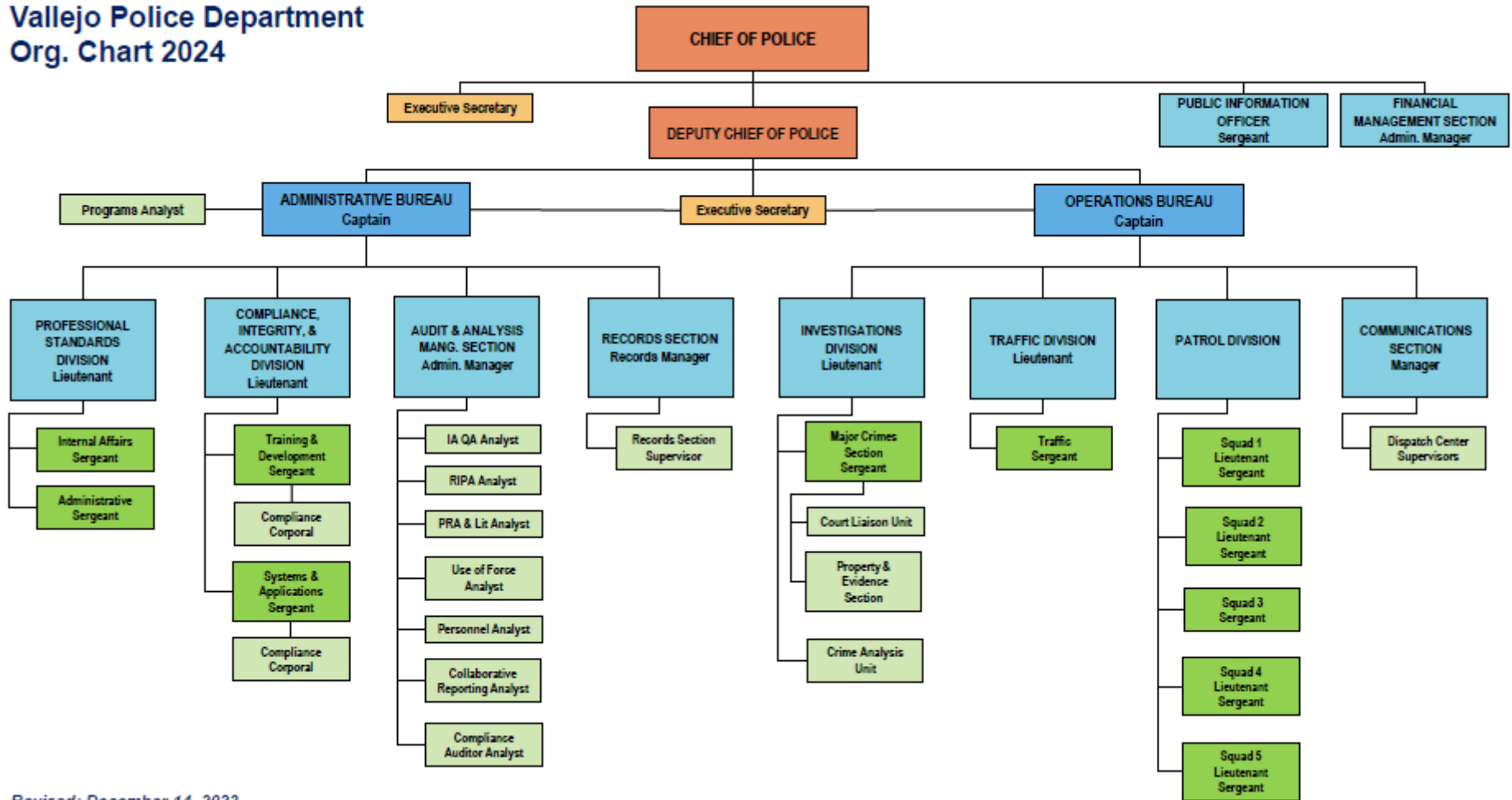
Vallejo Police Department

Jason Ta, Police Chief



VPD Structure

Vallejo Police Department Org. Chart 2024



Office of the Chief of Police

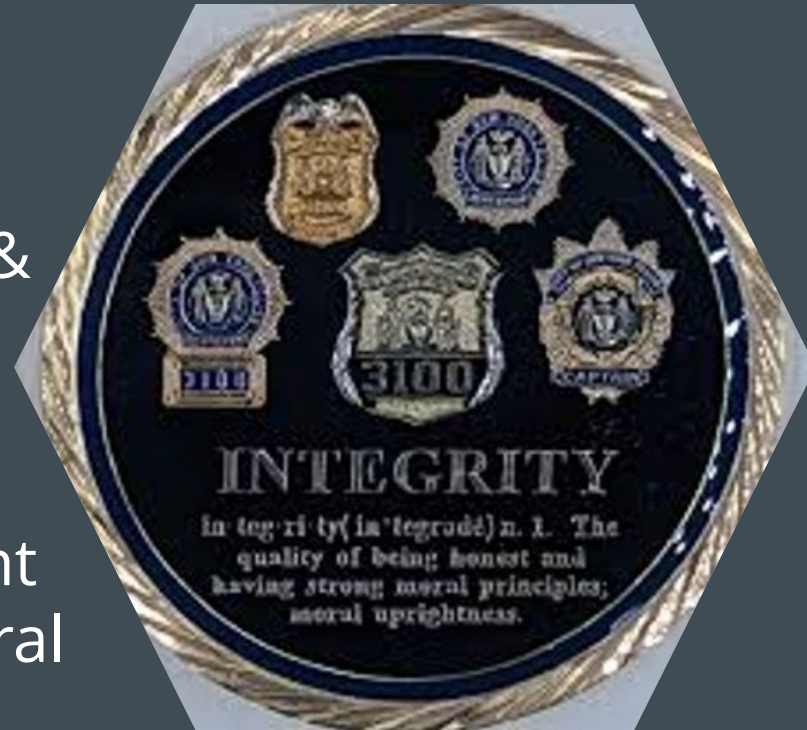
Provides for overall management of Police Department Services

- Chief of Police
- Deputy Chief of Police
- Executive Secretaries
- Public Information Officer
- Financial Management



Professional Standards Division

- Internal Affairs
 - Responsible for the receipt & investigation of all citizen complaints, department initiated investigations, & regular review of department policies & maintaining general orders
- Personnel Unit
 - Oversees: Police Reserves, Police Cadet/Explorer & Citizen Volunteer program
- Recruitment



Compliance Integrity and Accountability Division

Works with CalDOJ and Evaluator to complete stipulated agreement recommendations

- Generate compliance documents
- Create new policies
- Conduct training
- Oversee internal audits and reviews
- Conduct and oversee annual reports



Records Section

- Provides telephone & walk-in assistance to citizens with:
 - report requests
 - ticket signoffs
 - Local background checks
 - Vehicle releases
 - General police-related information
 - Specialized administrative & technical duties



Communications Section

- Provides public safety communications for VPD & VFD
- Answers 9-1-1 and other telephone calls
- Dispatches police, fire & medical responses



Operations Bureau

- Patrol Division
- IHART
- Traffic Division
- Investigations Division
- Communications Section



Patrol Division

- Responds to urgent citizen calls for service
- Enforces laws & regulations
- Maintains field police presence



Integrated Health and Resource Team (IHART)

Responds to events involving persons in crisis and assists patrol with non-violent calls for service

- Provide innovative crisis solutions
- Provide face to face assistance to residents in need
- Compassionate approach addressing mental and behavioral health needs
- Connect persons to care and support programs



Traffic Division

- Citywide enforcement activities
- Responds & investigates major-injury vehicle collisions
- Manages traffic-related grants
- Enforces parking laws & regulations
- Conducts traffic enforcement
- Regulates contract tow companies
- Assists investigations with forensic mapping of major crime scenes



Investigations Division

- Investigates Major Crimes and other serious crimes
- Court Liaison Unit
- Property and Evidence Section
- Crime Analysis



Emergency Services Unit (ESU)

- SWAT
- Mobile Field Force
- Hostage Negotiations Team
- Tactical Dispatch
- Technology Team

Responds to emergency & high-risk situations that occur outside the scope of patrol and investigation duties



CONTACT(S)

Jason Ta, Police Chief



Public Works Department

Melissa Tigbao, P.E., Public Works Director



Public Works Department Structure

- Maintenance Division
- Engineering Division
- Transportation Division
- Environmental Services Division
- Administration Division
- Leasing & Real Property Division

This is a 24/7/365 effort with the goal to keep everything up and running safely while maximizing life of our assets.

Maintenance Division - Streets Section



- Streets Section maintains the 714 lane miles of streets and alleys including pothole repair, crack sealing, dig-outs resurfacing, grind and paving, concrete repairs to sidewalks/curb/gutters/ramps, utility cover adjustments, and street sweeping operations.

Maintenance Division - Traffic Section

- Traffic Section maintains the traffic signals at 128 intersections, street lights, roadway striping and signs, graffiti abatement, and operating the lift section of the Mare Island Causeway



Maintenance Division - Grounds Section



- Grounds Section maintains
 - Area in and around city owned facilities (City Hall, police buildings, fire stations, libraries, cemeteries, parking lots and garages)
 - 2 Mare Island parks and waterfront parks
 - Mare Island Preserve
 - This section also conducts weed abatement in fire breaks, road medians, cleaning up homeless encampments and picking up illegal dumping materials



Maintenance Division - Fleet Section



Fleet Section is responsible for the purchase, repair, and maintenance of 475 vehicles and pieces of equipment used by all City departments.

- Fleet section tracks mileage, fuel usage, and regulatory compliance
- Leading agency transition to electric vehicles



Maintenance Division – Building Section

- Buildings and Facilities Section maintains ALL city owned buildings including the building envelope (roofs, windows, doors, painting, insulation, etc.) and systems (boilers, air conditioning, elevators, bathroom fixtures, lighting, electrical wiring, etc.)





Engineering Division

Public Work's Engineering Division is responsible for

- Capital Improvement Program
- Land Development
- Engineering Permits
- Landscape Maintenance Districts (LMDs)
- Construction Inspection
- Current Development Services



Engineering Division Permit Center

The Permit Center, one-stop shop, providing detailed information for a variety of permits, including building, utility, special event, special use, signs, trees & landscaping, temporary, and demolition permits.

Permits issued by the Engineering Division include encroachment, excavation and grading permits.



Engineering Division

Landscape Maintenance Districts



The Landscape Maintenance District (LMD) section oversees 26 LMDs and one Community Facilities District (CFD) and is responsible for monitoring the contracts of each LMD and inspecting the work done to ensure each region's fund is used to the greatest benefit of the residents.

Transportation Division

- Traffic Engineering Services
- Transportation Planning
- Transportation Operations
- Securing Grants
- Project Management
- The Parking Enterprise
- Pavement Management
- Grants and funded Projects



Environmental Services

The City of Vallejo Environmental Services Section provides the City's residents and businesses with programs and services to enhance the esthetics of the City through pollution reduction and protecting natural resources.

Programs overseen by the Environmental Services Section:

- Solid Waste and Recycle
- SB1383
- Hazardous Waste Management
- Stormwater
- Illegal Dumping



Leasing and Real Property Division

- Responsible for managing and coordinating the operation of the many and varied properties owned by the City of Vallejo throughout Solano County.
- The City's portfolio includes vacant land, City buildings (City Hall, Police and Fire Stations, Corporation Yard, etc.), a transportation center, cell phone tower locations, waterfront parcels, vintage buildings and even a historic theater.



Leasing and Real Property - more details...

The role of real property management is to:

- Collect rents.
- Ensure compliance with lease terms.
- Support the many business, non-profit and agency tenants leasing properties from the City.
- Ultimately strive for tenant satisfaction and retention.



Vallejo Municipal Marina

- Management of 11 docks with 621 slips
- Slip rentals and live-aboards
- Fuel dock for boat users

Administrative Division

- Assist with the management and oversight of department operations by providing administrative support and guidance in areas including budget, procurement, accounting, recruitments, and policy.
- The role of the Administrative division is to:
 - Prepare and provide oversight of budget.
 - Draft various documents, such as staff reports, policies & procedures, and contracts
 - Manage department accounts payable and accounts receivable activities.
 - Coordinate with other departments to ensure uninterrupted operations.



PUBLIC WORKS DEPARTMENT PLANS

Annually adopted by Council:

- 5-Year Capital Improvement Program

Planning for future adoption:

- Urban Forestry Master Plan
- Marina Master Plan
- ADA Transition Plan

Other Plans updated regularly:

- Hazardous Mitigation Plan
- Active Transportation Plan (through STA)
- Local Road Safety Plan (through STA)
- Green Infrastructure Master Plan



CONTACT(S)

Melissa Tigbao, P.E.

melissa.tigbao@cityofvallejo.net

Oscar Alcantar

oscar.alcantar@cityofvallejo.net



City of Vallejo Water Department



Beth Schoenberger, Water Utility Director





Water Department Mission and Strategic Goals

Mission - To provide our customers reliable, high quality domestic, commercial, and fire suppression water services in a fiscally responsible and environmentally sustainable manner.

Strategic Goals

- Public Trust
- Infrastructure Reliability
- Sustainability
- Organizational Performance
- Financial Viability
- “People First, Mission Always”

Why Water Matters

- Basic requirement for life
- Cleaning and bathing
- Public health
- Economic Development
- Agriculture
- Science & Medicine
- Recreation

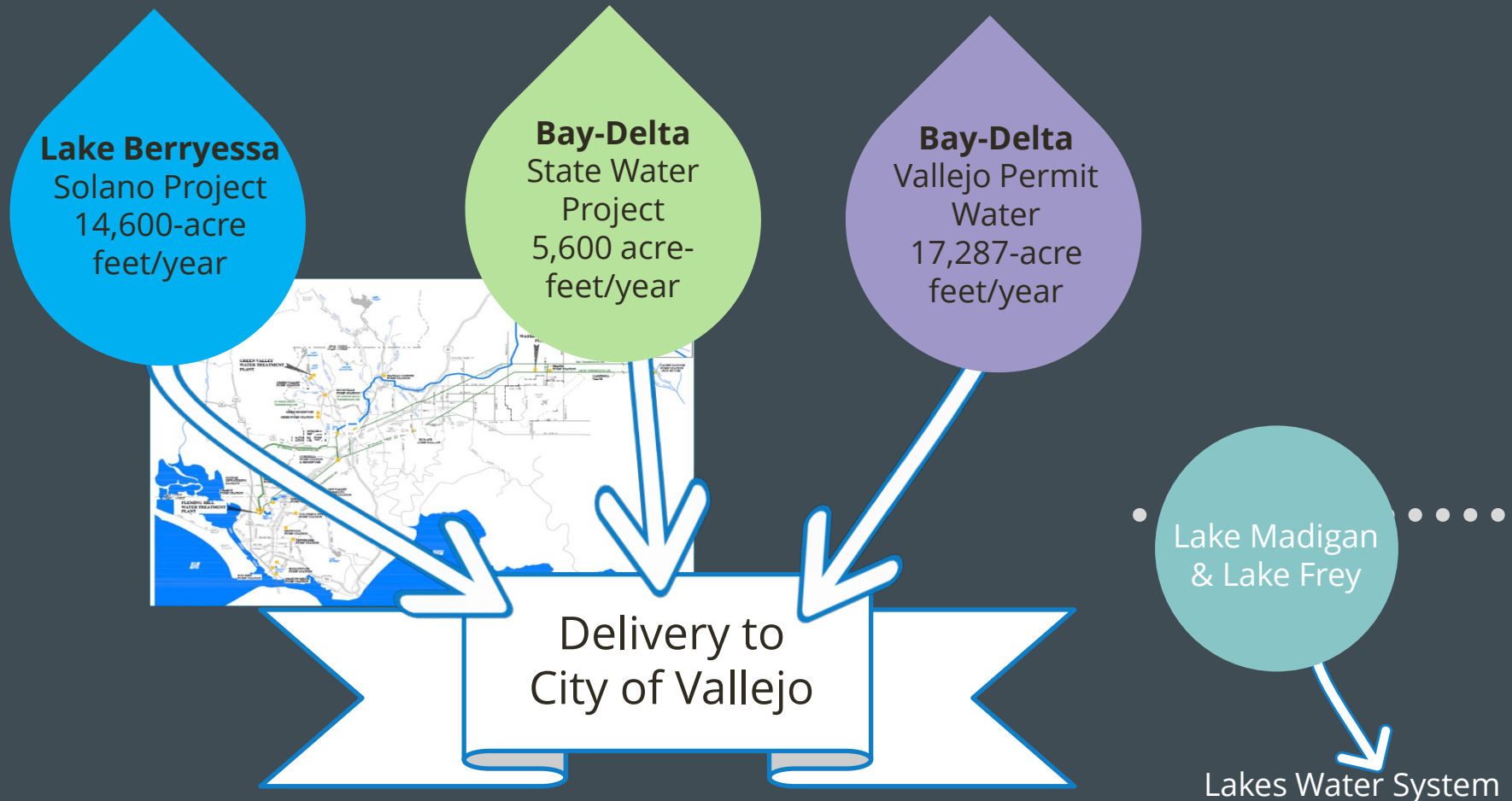


● ● ● ● ● ● ● ● ● ● ● ● ●



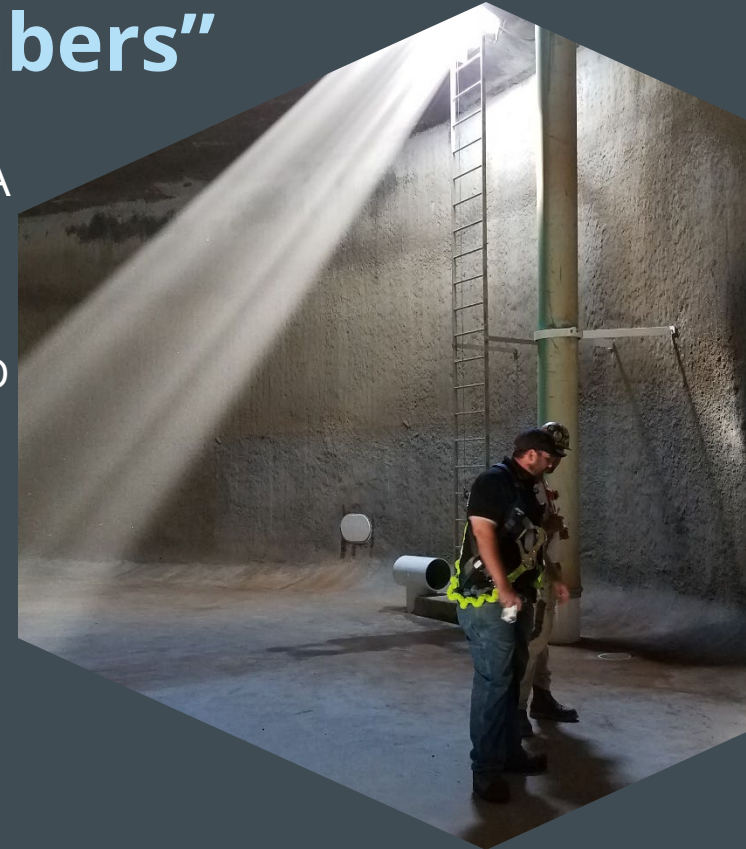
Water Sources & Rights

Primary water sources: Lake Berryessa and the Delta



Water System “By the Numbers”

- T5/D5 Agency – highest certification level in CA
- 3 Water Treatment Plants and 1 Sludge Plant
 - Fleming Hill (City): Constructed 1953 | 42 MGD
 - Green Valley (Lakes): Constructed 1998 | 1 MGD
 - Travis AFB: Constructed 1953, 7.5 MGD
- 28 Reservoirs/Tanks
- 25 Pump Stations
- 7 Dams
- 600 Miles of Pipe – 2”-42” diameters
- 19 Pressure Zones/Elevations
- 38,000 Water Meters
 - All to be upgraded by 2026 (Bond Funded)
- 2 main sources of water: Berryessa and Delta
- Operates, maintains and manages City assets up to 40 miles away
- Asset valuation of water system is over \$2 Billion





Water Department Team

7 major functions

- Treatment
- Distribution
- Engineering
- Water Resources
- Facilities
- Water Quality
- Leadership and Business Operations

121 Water Department FTEs

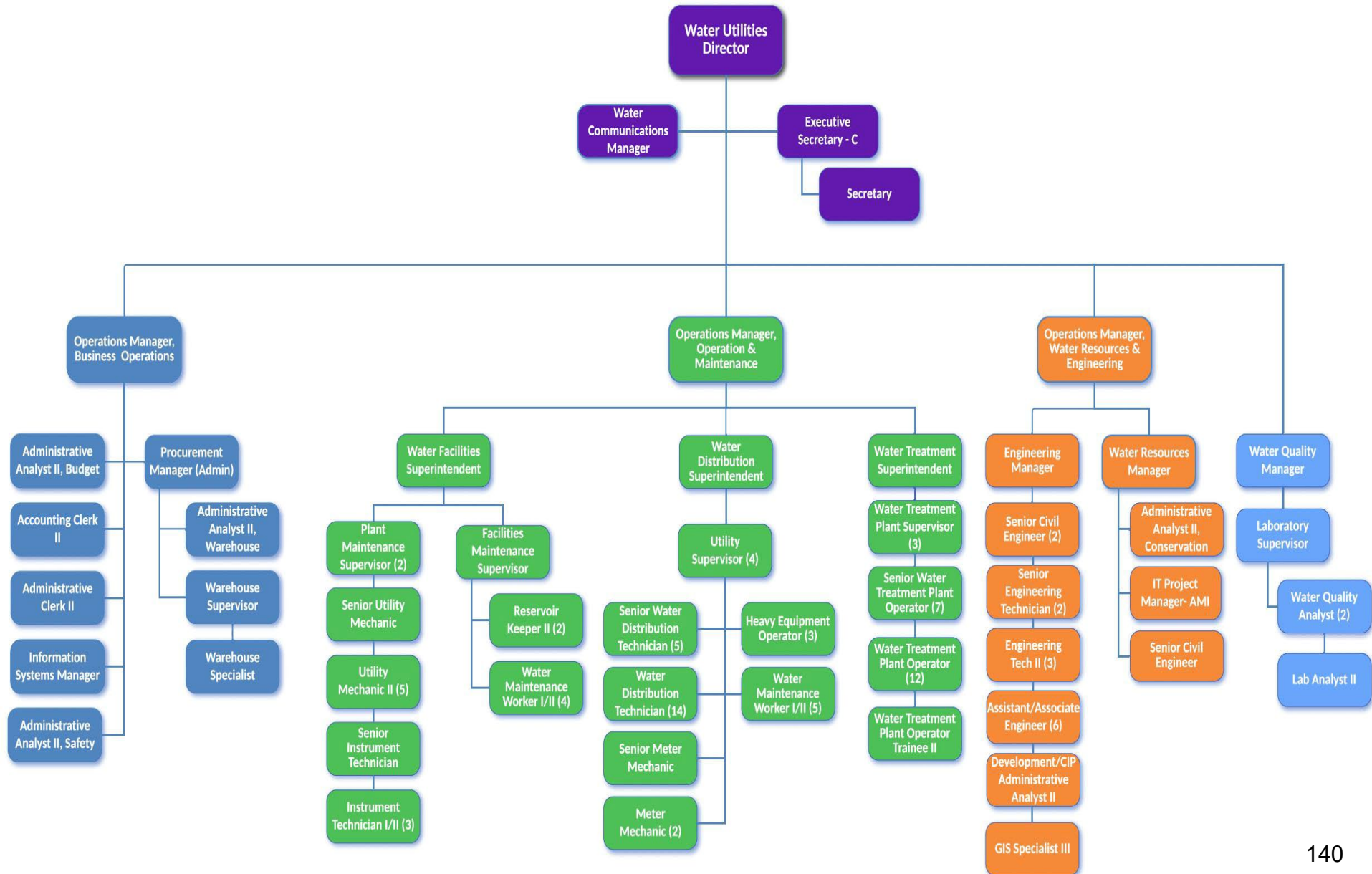
139 total Water-Related FTEs

- 18 FTEs in Water Billing/Meter Reading in Finance Dept, funded by Water Enterprise Fund

39% of Water Employees are Vallejoans

20% of City Employees are in Water

Water Department Structure

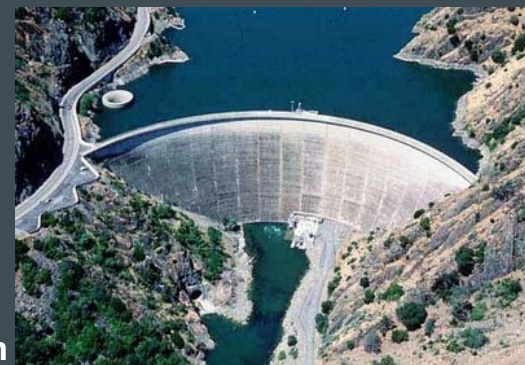


Water Resources Division

- Long Term Water Supply Planning
- Manage water supplies from all sources
- Implement and meet Urban Water Use Objectives
- Implement “Conservation is a California Way of Life”
- Perform data analysis and regulatory reporting
- Environmental Stewardship
- Cultivate Interagency Relationships



Barker Slough Pumping Plant –
North Bay Aqueduct – State
Water Project



Lake Berryessa
Monticello Dam

Water Treatment & Water Quality Divisions

Treatment Operations

- Treat 5 billion gallons of drinking water annually
- Operate 3 drinking water treatment plants & dewatering facility
- Operate the distribution systems of Vallejo and Lakes Water System
- State of CA certifies Vallejo's water system at highest level of complexity. Vallejo is a certified T5 Agency.

Water Quality

Provide high-quality testing, reporting, analytical, and advisory services necessary to ensure the water meets or exceeds all regulatory standards and requirements.



Engineering Division

- Capital project design and construction management
 - 22 Active CIP Projects for FY 24/25
 - 70 Projects in 5-Year CIP
- Review of development projects and permits
 - 400-600 annually
 - Construction inspection
- Hydraulic Modeling and Design



Capital Improvement Program and Bond Funding

- FY 24-25 CIP Budget
- 2021 Water Revenue Bond \$52M
- \$12M has been spent
- Remainder budgeted for:
 - Meter Upgrade Program (AMI)
 - Skyview Tank
 - Watermain Replacements
 - Treatment Plant Upgrades
 - SCADA Master Plan (modernizing the computer system for operating water system)
 - Dams projects



Facilities & Distribution Divisions

Facilities – Repairs/Maintains

- treatment plants
- pump stations & vertical assets of the water utility
- mechanical, electrical, instrumentation and watershed maintenance

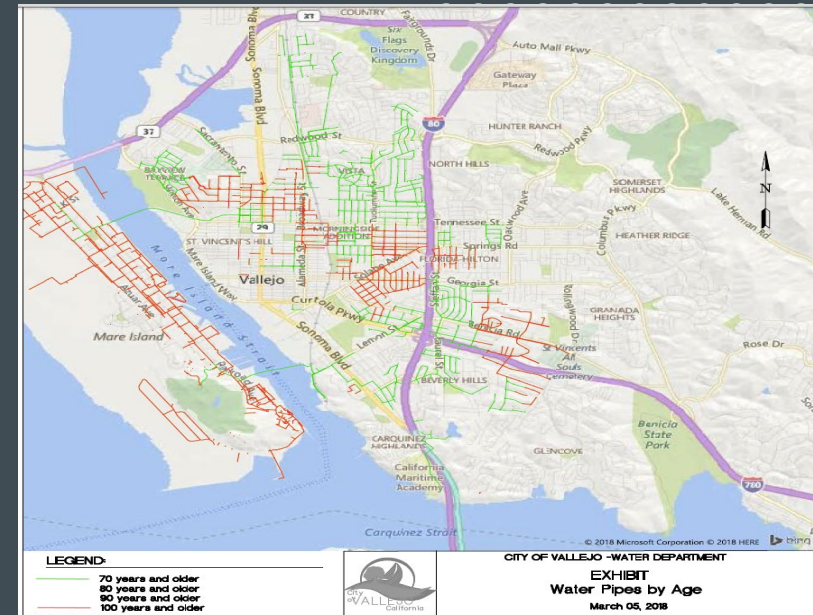
Distribution – Repairs/Maintains

- watermains, hydrants, back-flows and meters
- as well as flushing necessary to sustain the reliable and compliant delivery of drinking water to all customers and for fire suppression.



System Challenges

- Aging Infrastructure
- Deferred Maintenance
 - Equipment and devices
- Two Reservoirs Out of Service



Key Water Documents

1. Urban Water Management Plan
2. Water Master Plan
3. Water section of Municipal Code (Chapter 11)
4. Water's Section of the 5 Year Capital Improvement Plan
5. Water's Section of the 2024-25 Operating Budget
6. 2021 Water Revenue Bond Staff Report
7. 2019 Water Rates Staff Report





CONTACT(S)

Beth Schoenberger
Water Utilities Director

