



**AGENDA
VALLEJO CITY COUNCIL
VALLEJO REDEVELOPMENT AGENCY
JUNE 5, 2007**

MAYOR
Anthony Intintoli, Jr.

CITY COUNCIL
Gary Cloutier, Vice Mayor
Gerald Davis
Tom Bartee
Hermie Sunga
Stephanie Gomes
Tony Pearsall

City Hall
555 Santa Clara Street
Vallejo, CA 94590

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the City Council without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Those wishing to address the Council on any matter for which another opportunity to speak is not provided on the AGENDA but which is within the jurisdiction of the Council to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA. Those wishing to speak on a "PUBLIC HEARING" matter will be called forward at the appropriate time during the public hearing consideration.

Copies of written documentation relating to each item of business on the AGENDA are on file in the Office of the City Clerk and are available for public inspection. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562, or at our web site: <http://www.ci.vallejo.ca.us/>

The Vallejo Sanitation & Flood Control District is located at 450 Ryder Street, (707) 644-8949. A public agenda book is available at the District Office during regular business hours for those desiring additional information on agenda items.



Vallejo City Council Chambers is 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.

NOTICE: Members of the public shall have the opportunity to address the City Council concerning any item listed on the notice before or during consideration of that item. No other items may be discussed at this special meeting.

VALLEJO CITY COUNCIL
SPECIAL MEETING – STUDY SESSION
4:00 P.M. – CITY COUNCIL CHAMBERS

- A. STUDY SESSION ON FISCAL YEAR 2007-2008 BUDGET
Discussion of Fire and Transportation budgets.

VALLEJO CITY COUNCIL
SPECIAL MEETING – CLOSED SESSION
6:00 P.M. – CITY COUNCIL CHAMBERS

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR: JOSEPH M. TANNER, CITY MANAGER, AND CRAIG WHITTON, ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT, CONCERNING REAL PROPERTY LOCATED AT 330 VIRGINIA STREET, VALLEJO, CALIFORNIA, (EMPRESS THEATRE) REGARDING THE NEGOTIATION OF PRICE AND TERMS OF PAYMENT FOR PURCHASE WITH EMPRESS THEATRE ASSOCIATES PURSUANT TO GOVERNMENT CODE SECTION 54956.9

VALLEJO CITY COUNCIL
REGULAR MEETING
7:00 P.M. -- CITY COUNCIL CHAMBERS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PRESENTATIONS AND COMMENDATIONS
 - A. PRESENTATION OF PROCLAMATION DECLARING JUNE 4-10, 2007, AS AIR FORCE WEEK IN VALLEJO – PRESENTED TO COLONEL JAMES BARON, OPERATIONS GROUP COMMANDER OF TRAVIS AIR FORCE BASE
 - B. PRESENTATION ON TOBACCO PREVENTION BY YOUTH GROUP OF SOLANO COUNTY HEALTH AND SOCIAL SERVICES

5. **PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS**

Members of the public wishing to address the Council on Consent Calendar Items are requested to submit a completed speaker card to the City Clerk. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Council. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.

6. **CONSENT CALENDAR AND APPROVAL OF AGENDA**

All matters are approved under one motion unless requested to be removed for discussion by a Councilmember, City Manager, or member of the public subject to a majority vote of the Council.

- A. APPROVAL OF MINUTES FOR THE MEETING OF MAY 1, 2007 AND MAY 8, 2007

PROPOSED ACTION: Approve the minutes.
- B. FINAL READING OF AN ORDINANCE CONTAINING A DESCRIPTION OF THE VALLEJO REDEVELOPMENT AGENCY'S PROGRAM TO ACQUIRE REAL PROPERTY BY EMINENT DOMAIN IN THE MERGED DOWNTOWN/WATERFRONT REDEVELOPMENT PROJECTS.

PROPOSED ACTION: Hold final reading and adopt the Ordinance.
- C. APPROVAL OF A RESOLUTION AWARDED A CONTRACT TO WEIR FLOWAY, INC., OF FRESNO, CALIFORNIA TO FURNISH ONE 60-HORSEPOWER VERTICAL TURBINE PUMP AND MOTOR FOR THE TRAVIS-BECK AVENUE PUMP STATION

PROPOSED ACTION: Adopt the resolution awarding a contract to Weir Floway, Inc., of Fresno, California, to furnish one 60 horsepower vertical turbine pump and motor for the Travis-Beck Avenue Pump Station.

- D. ADOPT A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS AND AWARDING THE JAMESON CANYON PIPELINE RELOCATION PROJECT AT HIGHWAY 12 TO MOUNTAIN CASCADE, INC., OF LIVERMORE, CALIFORNIA

PROPOSED ACTION: Approve the resolution adopting the plans and specifications and awarding the Jameson Canyon Pipeline Relocation Project at Highway 12 to Mountain Cascade, Inc., of Livermore, California.

- E. RESIGNATION FROM JIM STEWART CODE ENFORCEMENT APPEALS BOARD

PROPOSED ACTION: Accept the resignation.

- F. ADOPTION OF A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 3 WITH ARGONAUT CONSTRUCTORS FOR ADDITIONAL CONSTRUCTION IMPROVEMENTS AND FINAL ACCEPTANCE OF CONTRACT COMPLETION FOR THE PAVEMENT OVERLAY FISCAL YEAR 2005-2006 ADMIRAL CALLAGHAN LANE AND HUMBOLDT STREET PAVEMENT OVERLAY PROJECT FROM HENRY STREET TO SPRINGS ROAD

PROPOSED ACTION: Staff recommends adoption of a resolution approving Contract Change Order No. 3 for additional construction quantities for the Pavement Overlay FY 2005/06 Admiral Callaghan Lane and Humboldt Street from Henry Street to Springs Road Project, accepting the work of Argonaut Constructors, Santa Rosa, California as complete, and authorizing the City Clerk to file a Notice of Completion in the Office of the Solano County Recorder.

- G. APPROVAL OF A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 2 WITH CHRISP COMPANY FOR ADDITIONAL REMOVAL OF TRAFFIC STRIPING AND TRAFFIC CONTROL FOR THE DOWNTOWN VALLEJO INTERIM STRIPING PROJECT AND FINAL ACCEPTANCE OF CONTRACT COMPLETION

PROPOSED ACTION: Staff recommends adoption of a resolution approving Contract Change Order No. 2 for additional construction quantities for the Downtown Vallejo Interim Striping Project, accepting the work of Chrisp Company, Fremont, California as complete, and authorizing the City Clerk to file a Notice of Completion in the Office of the Solano County Recorder.

- H. CONSIDERATION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN ALLOCATION REQUEST AND A DRAFT INITIAL PROJECT REPORT TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR REGIONAL MEASURE 2 FUNDS IN THE AMOUNT OF \$2,783,900, FOR THE VALLEJO STATION INTERMODAL FACILITY

PROPOSED ACTION: Approve resolution authorizing the City Manager or his designee to submit an allocation request and a draft initial project report to the Metropolitan Transportation Commission (MTC) for Regional Measure 2 funds in the amount of \$2,783,900, for the Vallejo Station Intermodal Facility.

- I. APPROVAL OF A RESOLUTION AUTHORIZING THE TRANSPORTATION SUPERINTENDENT TO FILE AND EXECUTE AN APPLICATION FOR FTA SECTION 5311 FUNDS (49 U.S.C. SECTION 5311) TO PROVIDE ADDITIONAL INFORMATION AS NEEDED, AND TO SUBMIT AND APPROVE REQUESTS FOR REIMBURSEMENTS

PROPOSED ACTION: Staff recommends approving the resolution authorizing the Transportation Superintendent to file and execute the application for 49 USC Section 5311 funds to provide additional information as needed, and to submit and approve requests for reimbursements.

- J. RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) TO SECURE A GRANT FOR \$500,000.00 UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS AND COASTAL PROTECTION ACT OF 2002

PROPOSED ACTION: Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute an agreement with Cal Fire to obtain a grant to fund Urban Forestry activities.

- K. APPROVAL OF A RESOLUTION OF INTENTION TO AMEND FISCAL YEAR 2006-2007 ONE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET

PROPOSED ACTION: Adopt the Resolution of Intention to amend Fiscal Year 2006-2007 one-year Capital Improvement Program Budget by increasing the total budget amount by \$500,000.00.

7. PUBLIC HEARINGS

- A. CONSIDERATION OF CONFIRMATION OF FINAL CITY CLERK'S ASSESSMENT & CITATION LIST SUBMITTED BY THE WEED ABATEMENT SECTION OF THE FIRE DEPARTMENT FOR WORK PERFORMED IN CLEARING VACANT LOTS AND PARCELS OF LAND DURING 2007 BY THE CITY'S PRIVATE CONTRACTOR AND AUTHORIZATION TO COLLECT ALL UNPAID, CONFIRMED CHARGES AND ASSESSMENTS ON THE SOLANO COUNTY TAX ROLL

PROPOSED ACTION: Adopt the resolution confirming the report and assessment list and directing any unpaid assessments to be placed on the County tax roll.

- B. CONSIDERATION OF A RESOLUTION MAKING A FINDING OF FISCAL EMERGENCY, APPROVING SERVICE REDUCTIONS FOR VALLEJO

TRANSIT, BAYLINK FERRY, TAXI SCRIP PROGRAM, AND INCREASING THE BAYLINK FERRY FARES EFFECTIVE JULY 1, 2007 TO BRING THE TRANSPORTATION FUND INTO BALANCE IN FY 2007-08

The City of Vallejo provides a variety of public transit options that run seven days a week. Those services include fixed route bus service, paratransit service for Americans with Disabilities Act (ADA) service eligible riders, Vallejo Baylink Ferry, and a Taxi Scrip program for eligible elderly and disabled residents.

These programs are budgeted in the Transportation Fund, an Enterprise Fund that is set up to operate exclusively with transit revenues, mostly grants and fare revenue, and without General Fund support. However, for the past several years, the Transportation Fund has been operating at a loss. The revenues have failed to keep up with the increased operating costs, resulting in a rapidly growing cumulative operating deficit that totaled an estimated \$2.4M at the end of FY 2006. Projections for the current fiscal year show an additional \$400K in deficit as a result of a one time non-discretionary grant for \$1.4M that was originally programmed for the purchase of badly needed replacement buses. Left unchecked, it is estimated that the transportation fund would incur an additional \$2.3M deficit in FY 2007/08.

PROPOSED ACTION: Staff recommends approving the resolution making a finding of fiscal emergency and implementing service reductions and fare increases including:

- Elimination of Sunday service with the exception of Routes 5, 80, and 85;
- Elimination of Route 3, 8, and 9, and 92 on all days of operation,
- Reduce weekday service on Route 2 to 60-minute headways
- Cutback weekday service on Routes 1 and 2 to end at 8:00 p.m.,
- Elimination of 1:00 pm Ferry departure from Vallejo Terminal
- Reduce Taxi Scrip Program by 25%.

8. POLICY ITEMS - NONE

9. ADMINISTRATIVE ITEMS

- A. APPROVAL OF RESOLUTION OF INTENTION TO RENEW THE DOWNTOWN VALLEJO MANAGEMENT DISTRICT INCLUDING APPROVAL OF THE MANAGEMENT PLAN AND SETTING THE DATE FOR THE PUBLIC HEARING TO CONSIDER REVIEWING THE DISTRICT

PROPOSED ACTION: Approve the Resolution of Intention to renew the Downtown Vallejo Management District including approval of the Management Plan and setting the date for the public hearing to consider renewing the District.

- B. STUDY SESSION REGARDING FEE STUDY AND PROPOSED UPDATE TO BUILDING AND DEVELOPMENT PROCESSING FEES

PROPOSED ACTION: Information only at this meeting. Feedback is requested from the City Council regarding the fee study results and proposed fee increases.

Staff is scheduled to return to the City Council on June 26, 2007 for consideration of adoption of new development-related fees.

- 10. RECESS TO MEETING OF THE VALLEJO REDEVELOPMENT AGENCY**
- 11. RECONVENE CITY COUNCIL MEETING**
- 12. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES - NONE**
- 13. WRITTEN COMMUNICATIONS**

Correspondence addressed to the City Council or a majority thereof, and not added to the agenda by the Mayor or a Council member in the manner prescribed in Government Code, Section 54954.2, will be filed unless referred to the City Manager for a response. Such correspondence is available for public inspection at the City Clerk's office during regular business hours.

- 14. CITY MANAGER'S REPORT**
- 15. CITY ATTORNEY'S REPORT**
- 16. COMMUNITY FORUM**

Anyone wishing to address the Council on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Council to resolve, is requested to submit a completed speaker card to the City Clerk. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

- 17. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL**
- 18. CLOSED SESSION:** *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC 54956.8). Records are not available for public inspection.*
- 19. ADJOURNMENT**

VALLEJO REDEVELOPMENT AGENCY
REGULAR MEETING
7:00 P.M. - CITY COUNCIL CHAMBERS

1. CALL TO ORDER

A. ROLL CALL

2. CONSENT CALENDAR – NONE

3. PUBLIC HEARINGS – NONE

4. ADMINISTRATIVE ITEM

A. APPROVAL OF A SERVICE AGREEMENT BETWEEN VALLEJO FIRST CORPORATION, A CALIFORNIA NON-PROFIT PUBLIC BENEFIT CORPORATION, AND THE REDEVELOPMENT AGENCY OF THE CITY OF VALLEJO FOR THE OPERATION OF THE MAIN STREET PROGRAM AND THE 2007 WEDNESDAY NIGHT CELEBRATION

In November of 2000, downtown Vallejo was certified as a California Main Street Community and established the Vallejo Main Street program which was initially operated by CCRC. For the last several years, the organization has operated independently as Vallejo First Corporation, a California Non-profit public benefit corporation doing business as Vallejo Main Street, but has shared insurance and administrative staff with CCRC. Over the last several months, CCRC and Vallejo Main Street have restructured their organizations, further defining their roles and responsibilities in the downtown core. CCRC has formally terminated their current agreement with the Agency for operation of the Main Street Program and turned their focus on security and maintenance of the downtown. Vallejo Main Street has obtained independent insurance coverage and an Agreement has been negotiated with the Agency for operation of the 2007 Wednesday Night Celebration and continued operation of the Main Street Program for the remainder of the current fiscal year as well as for the 2007-2008 fiscal year.

PROPOSED ACTION: Adopt the attached resolution approving a service agreement between Vallejo First Corporation, a California non-profit public benefit corporation, and the Redevelopment Agency of the City of Vallejo for the Operation of the Main Street Program and the 2007 Wednesday Night Celebration.

5. COMMUNITY FORUM

Anyone wishing to address the Agency on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Agency to resolve, is requested to submit a completed speaker card to the Secretary. When called upon, each speaker should step to the podium, state his /her name, and address for the record. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.20.300.

6. ADJOURNMENT

**VALLEJO CITY COUNCIL
MINUTES**

MAY 1, 2007

1. CALL TO ORDER

A regular meeting of the Vallejo City Council was held on the above date in the Council Chambers of the Vallejo City Hall. The meeting was called to order at 7:00 p.m. by Mayor Anthony J. Intintoli, Jr.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Intintoli, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga

Absent: Vice Mayor Cloutier, excused

Staff: City Manager Joseph Tanner
City Attorney Fred Soley
Acting City Clerk Mary Ellsworth

Councilmember Pearsall announced that the American Cancer Society's Relay for Life will be held on August 4-5, 2007 at St. Vincent's-St. Patrick's High School. He stated that today is Wearing Purple Day for the American Cancer Society and distributed purple bracelets to members of the Council. He asked that the meeting be dedicated to the Relay for Life event.

4. PRESENTATIONS AND COMMENDATIONS

A. PRESENTATION OF PROCLAMATION DECLARING MAY AS
TOURISM MONTH IN VALLEJO – PRESENTED TO MIKE
BROWN, EXECUTIVE DIRECTOR OF THE VALLEJO
CONVENTION & VISITORS BUREAU

Mayor Intintoli presented Mike Brown, Executive Director of the Vallejo Convention & Visitors Bureau, with a proclamation declaring May as Tourism Month in Vallejo. Mr. Brown thanked the Council for the proclamation. He provided background information on the history of Tourism Week, and described the activities of the Vallejo Convention and Visitors Bureau and how it benefits the community. He asked Council to separate the VCVB from other community based organization when considering funding for the next year, keeping in mind that this organization is economic based.

5. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

Robert Rowe addressed Item 6-A, 6-C and 6-D. He asked the following questions: Item 6-A, concerning the amendment to the Fire Department Budget for FY 2006-07 to accept the Bay Area Super Urban Area Security Initiative Citizen Preparedness Grant, what equipment is the grant referring to; Item 6-C, concerning the amendment to the FY 2006-2007 HOME Program Budget, where does the money comes from for this proposal. 6-D, concerning the amendment

of the Police Department Budget to accept a grant from the California Department of Corrections and Rehabilitation, where is the money coming from for this proposal.

Joseph Tanner, City Manager, and Don Parker, Fire Chief, responded to Mr. Rowe's questions.

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

Hearing no additions, corrections or deletions, the agenda was approved and the following minutes and resolutions were offered by Councilmember Davis:

RESOLUTION NO. 07-98 N.C. OF INTENTION TO AMEND THE FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2006-07 TO ACCEPT THE BAY AREA SUPER URBAN AREA SECURITY INITIATIVE CITIZEN PREPAREDNESS GRANT IN THE AMOUNT OF \$35,000 AND TO APPROPRIATE THE SAME AMOUNT FOR THE PURCHASE OF EQUIPMENT, MATERIALS AND SUPPLIES FOR THE CITIZEN PREPAREDNESS TRAINING PROGRAM

APPROVED MINUTES OF MARCH 6, AND APRIL 24, 2007

RESOLUTION NO. 07-99 N.C. TO AMEND THE FISCAL YEAR 2006/2007 HOME INVESTMENT PARTNERSHIPS PROGRAM BUDGET AND AUTHORIZING THE CITY MANAGER TO EXECUTE LOAN AMENDMENTS AND RELATED DOCUMENTS BETWEEN THE CITY OF VALLEJO AND VALLEJO NEIGHBORHOOD HOUSING SERVICES (VNHS), INC., RELATED TO GRAHAM GARDENS PROJECT

RESOLUTION NO. 07-100 N.C. AMENDING THE POLICE DEPARTMENT BUDGET FOR FISCAL YEAR 2006-07 TO ACCEPT A GRANT FROM THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION IN THE AMOUNT OF \$208,333 AND TO APPROPRIATE THE SAME AMOUNT FOR THE IMPLEMENTATION OF THE GRANT

The above minutes and resolutions were adopted by the following vote:

AYES:	Mayor Intintoli, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES:	None
ABSENT:	Vice Mayor Cloutier, excused
ABSTAINING:	None

7. PUBLIC HEARINGS - NONE

8. POLICY ITEMS - NONE

9. ADMINISTRATIVE ITEMS

A. CONSIDERATION OF A RESOLUTION 1) ALLOCATING FISCAL YEAR 2007/2008 AND 2008/2009 FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT

PARTNERSHIPS PROGRAM FUNDS, AND 2) APPROVING
FISCAL YEAR 2007/2008 ACTION PLAN

As a condition of receiving Federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds, the City is required to prepare and submit an annual Action Plan to the U. S. Department of Housing and Urban Development (HUD). These funds may be used to provide affordable housing, neighborhood improvements, and social services that are consistent with the priority needs identified in the City's Consolidated Plan.

HUD has notified the City that in Fiscal Year (FY) 2007/2008, which begins July 1, 2007, it will receive \$1,208,550 and \$635,353 in CDBG and HOME Program funds, respectively. The City also anticipates receiving CDBG and HOME funds in FY 2008/2009. These amounts represent a less than one (1) percent (%) reduction in funding received under these programs in the current fiscal year. In addition, the City estimates it will receive \$200,000 each year in program income (revenue) from the operation of these programs.

After conducting a public hearing on April 5, the Community Development Commission voted unanimously to recommend CDBG funding and activities to the City Council for the next two years. Staff concurs with the recommendations of the Commission. Staff is also providing HOME Program funding recommendations for FYs 2007/2008 and 2008/2009 for the City Council's consideration.

Craig Whittom, Assistant City Manager- Community Development, introduced the staff involved with the Action Plan process; Guy Ricca, Senior Community Development Analyst, Laura Simpson, Community Development Division Manager, David Kleinschmidt, City Engineer, Shane McAfee, GVRD Executive Director, Lt. Reggie Garcia, Vallejo Police Department, Nimat Shakoor Grantham, Code Enforcement Manager. Mr. Whittom also acknowledged the work of the Community Development Commission, and introduced the Chairperson, Joedna Bohanon; members of the City Park neighborhood and the Country Club Crest neighborhood who have been active participants in the process.

Guy Ricca, Senior Community Development Analyst, made a power point presentation. Mr. Ricca reported on the City Council directives delineated in the resolution adopted in October, 2006 which included neighborhood preservation areas, City Park in Fiscal Year 2007-2008, Country Club Crest in Fiscal Year 2008-2009; up to 30 percent of CDBG and HOME funds to rental housing development; allocate maximum allowed to social services (15 percent) and program administration (20 percent) and \$20,000 minimum per social service program.

Mr. Ricca reported that after a number of meetings on the allocation process, CDBG recommendations include: The highest priority community development needs adopted in Consolidated Plan (critical health, safety, and physical infrastructure needs, including curb ramps) and input/requests from residents, especially in the areas in Item 1; Fiscal Year 2007-2008, allocate \$492,993 to the City Park. A summary of City Park recommendations are: Landscaping \$130,000; basic public improvements, \$182,000, play structure \$75,000; Code Enforcement \$60,000; security cameras \$20,000; paint

grants \$25,993; for a total of \$492,993. Mr. Ricca noted that if a building was constructed, less funding would be available for basic public improvements in City Park.

The following is the alternative City Park Budget: Landscaping \$117,000; Community building \$195,000; play structure \$75,000; code enforcement \$60,000; security cameras \$20,000; paint grants \$25,993.

Mr. Ricca reported that the recommended amount for Neighborhood preservation for Fiscal Year 2008-2009 for the Country Club Crest target area is \$492,993. The summary of the recommendations for Country Club Crest are: Lighting, \$130,000; Basic Public Improvements \$208,000; Code Enforcement \$67,000 and Paint Grants \$87,993 for a total of \$492,993.

Mr. Ricca reported that the following Social Service Agencies applied for funding: Area Agency on Aging Senior Escort Program \$20,000; Catholic Social Service Family Assistance Program (\$20,000; Christian Help Center, an emergency homeless shelter (\$20,000) Fighting Back Partnership, in FY 2008-09 only \$43,000 in Country Club Crest; Global Center for Success on Mare Island, homeless services \$25,000; GVRD, summer recreation program for youth in City Park and North Vallejo during the next two summers \$43,000; Hope Haven Transition Shelter, a transitional for women (\$30,000; The House of Acts, sober living (\$22,000; Meals on Wheels of Solano County \$31,282; with "maintenance of effort" \$16,800. Staff is recommending 15 percent of the annual amount to be allocated for operating costs for social services, the maximum for 2007-2008 would be \$211,282.

The City will receive \$635,353 in HOME funds in Fiscal Year 2007-08 and an estimated \$200,000 in program income. The same amount is estimated in HOME funds in Fiscal Year 2008-2009. Staff is recommending three programs by Vallejo Neighborhood Housing Services 1) Homebuyer Loans for \$250,606 each year; rehabilitation Loans for \$123,535 each year and Community Housing Development Organization (CHDO) allocations for development of ownership housing for \$127,071 each year. The summary of HOME recommendation: Program Administration \$83,535; Rental Housing Development \$250,606; Homebuyer Loans \$250,606; Rehabilitation Loans \$123,535; CHDO Project \$95,303; CHDO Administration \$31,768 for a total of \$835, 353.

The proposed action will be to allocate over \$2.2 million in federal funds for affordable housing, public improvements and social services; authorize staff to submit the Action Plan to maintain the City's eligibility for funding which would implement the third year of the City's five year Consolidated Plan (FY 2007-2008).

Mayor Intintoli complimented and thanked Mr. Ricca on his presentation.

Speakers: The following people spoke in support of the community building, play structures and security cameras in City Park: Tom Howard, Adrienne Waterman, Judy Irvin and Jane Ferrier. The following people spoke in support of the First Time Homebuyer Assistance and Education loan program, and closing cost grant program administered by Vallejo Neighborhood Housing versus the rehabilitation loans: Renee Walton, Diana Lang. Robert Rowe spoke in support of the Christian Help Center.

In answer to a question of Mayor Intintoli, Laura Simpson, Community Development Program Manager, explained the reason for recommending one million dollars over the

next two years for home ownership assistance either through rehab loans, down payment assistance loans or funding for new construction of affordable ownership housing for VNHS administration. She stated that the resources are available to do both, and that is what staff is proposing. She further explained the additional funding that is anticipated to be allocated to Vallejo Neighborhood Housing Services home ownership programs.

David Kleinschmidt, City Engineer, responded to a request of Mayor Intintoli concerning the basic public improvements being considered for City Park as they are defined in the summary of City Park recommendations and the alternative City Park budget.

Mayor Intintoli asked what it would cost to renovate the existing building in City Park, noting that his concern that the amount for the renovation of the building seems low and if we don't have enough money we would be in the same situation we are in now with the Benson Street project. Mr. Kleinschmidt stated that staff is comfortable with the community's estimate of the proposed cost for the new building to be in the range of \$150,000. However, it would be a gross estimate at this time to determine what would be necessary. If given direction to work within a budget, they would propose improvements that would match the money they have available and recommend that if additional improvements need to be done, it would be through a community-based shared cost, or phase the renovations as necessary to stay within the budget they have allocated.

Councilmember Bartee asked about the maintenance of the park by GVRD. Shane McAfee, Executive Director of GVRD, stated that although the GVRD Board has not said that that is the best use of the funds for that area, if Council agrees to do this they will support it and work with the community.

Councilmember Bartee questioned how Vallejo compares with other cities with regard to regional standards or expectations. He stated that there should be firm statistics on this. Mr. Whittom stated that staff could provide this information.

Councilmember Bartee asked about "side shows" in north Vallejo and asked if traffic calming measures such as speed bumps could be included in the proposal. Mr. Ricca replied yes. Lt. Garcia stated that he biggest problem would be getting support from the community.

Councilmember Bartee stated that he supports Alternate B for City Park which includes the building, and supports using the \$422,000 for ownership programs as opposed to additional rental housing.

Councilmember Pearsall stated that he favors Alternate B for the City Park which includes the building. He also supports a home ownership instead of rental program, noting that historical statistics show that neighborhoods with a majority of rental housing tend to generate more calls for service from the Police Department.

Councilmember Sunga questioned sidewalk repair in the target areas and asked if there was a conflict with the City's sidewalk ordinance—in which we charge the citizens for repair of sidewalks; and which Meals on Wheels program were included.

Councilmember Sunga stated that he is in support of the building in City Park, and funding VNHS for the homeownership program.

Councilmember Gomes stated that she supports the City Park building alternative. She went on to say that she has grave concerns about the rental housing issue. She does not support the allocation of 30 percent of HOME funds going toward rental projects. She asked how much subsidized rental housing the City is providing versus the Cities of Benicia, Fairfield and American Canyon, questioning whether Vallejo has a disproportionate share?

Mr. Whittom stated that staff will provide that information to the Council. He believes that the City's ownership rate is above 60 percent which is similar to the Bay Area.

Councilmember Gomes stated that there is a process to amend the Consolidated Plan and she thinks this should be considered, especially if it is calling for this much affordable housing. She asked how much money the City has put into rehabbing rental housing versus what has been put into rehabbing ownership. She stated that she supports using the \$422,000 for rehab housing.

Ms. Simpson described and explained the options the Council has—remove the \$422,000 that was designated for rental housing and look at the proposed development on May 22 and if need be, staff can look at the unallocated CDBG funds.

Mayor Intintoli asked what the waiting list is now for subsidized rentals. Ms. Simpson replied over 6,000. Mayor Intintoli stated that we have a tremendous need for subsidized, assisted rental housing. We need the highest level of debate on this matter because it is such an important issue.

Councilmember Davis asked if he should vote on the City Park amendment because he owns property that is in the vicinity of City Park. City Attorney Soley stated that he should recuse himself from that particular action. Councilmember Davis left the dais.

An amendment to the resolution was made by Councilmember Gomes to accept Alternate B (which includes the new building) for City Park. The amendment passed by a vote of 5 in favor, one absent (Vice Mayor Cloutier) one abstention (Councilmember Davis).

An amendment to the resolution was made by Councilmember Bartee to use the \$422,565 of CDBG funds from 2007-2008 to be used as an allocation to Vallejo Neighborhood Housing Services for the rehabilitation loan program and a downtown assistance and closing cost program instead of for rental housing. The amendment passed by a vote of 6 in favor, one absent. Vice Mayor Cloutier absent/excused.

RESOLUTION NO. 07-101 N.C. offered by Councilmember Bartee, approving the City's Action Plan for FY 2007/2008, including the allocation of \$1,408,550 in CDBG and \$835,353 in HOME Program funds. This allocation of funds is contingent upon the satisfactory completion of environmental reviews and receipt by the City as applicable of a release of funds from HUD under 24 CFR Part 58; (2) allocating anticipated FY 2008/2009 CDBG and HOME Program funds; (3) authorizing the City Manager or either of his designees to submit the City's FY 2007/2008 Action Plan and any related documents or amendments thereto, to HUD by or before May 15, 2007; and (4)

authorizing the City Manager or either of his designees, and the Interim City Clerk to attest to, written agreements with the subrecipient agencies described in the attached staff report; and adopts the alternative City Park budget and the use of \$422,565 in CDBG Program funds in FY 2007/2008 for a rehabilitation loan program, homebuyer education, and a down payment assistance and closing costs grant program, to be administered by Vallejo Neighborhood Housing Services, instead of for rental housing development.

The resolution was adopted by the following vote:

AYES: Mayor Intintoli, Councilmembers Bartee, Davis, Gomes, Pearsall
and Sunga
NOES: None
ABSENT: Vice Mayor Cloutier (excused)
ABSTENTION: Councilmember Davis on the amendment regarding City Park

B. CONSIDERATION OF A RESOLUTION HOLDING ON FIRST READING AN ORDINANCE AMENDING SECTION 2.02.360 OF THE VALLEJO MUNICIPAL CODE RELATING TO THE PAYMENT OF CLAIMS

The purpose of this report is to request the Council adopt a resolution holding on first reading an Ordinance amending Vallejo Municipal Code Section 2.02.360, which governs the payment of claims. The current ordinance is drafted ambiguously as to whether the payment of claims requires prior City Council approval.

Finance Director Robert Stout made brief comments concerning the ordinance.

Councilmember Bartee referred to Item B of the Ordinance concerning "...each demand shall be appropriately documented to the satisfaction of the Finance Director..." and asked that language be included to state that "each demand shall be appropriately documented according to generally accepted accounting procedures."

Mr. Stout suggested adding the following language: be appropriately documented to the standards of best business practices as approved by the Finance Director.

Councilmember Sunga questioned whether Council would see payroll checks on an annual basis. Mr. Stout explained.

RESOLUTION NO. 07-102 N.C. offered by Mayor Intintoli holding on first reading an Ordinance amending Section 2.02.360 of the Vallejo Municipal Code relating to the payment of claims, as amended to read: Item B, "Each demand shall be appropriately documented to the standards of best business practices as provided by General Accounting Principles."

The resolution was adopted by the following vote:

AYES: Mayor Intintoli, Councilmembers Bartee, Davis, Gomes, Pearsall
and Sunga
NOES: None
ABSENT: Vice Mayor Cloutier (excused)
ABSTENTION: None

10. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES - None

11. WRITTEN COMMUNICATIONS

Mayor Intintoli announced that correspondence was received from David Cates, Chairman, Economic Development Commission, concerning the subcommittee that will be reviewing Mare Island issues; E-mail from Larry Scanlon concerning economic development in the City.

12. CITY MANAGER'S REPORT - None

13. CITY ATTORNEY'S REPORT - None

14. COMMUNITY FORUM

Speakers: Diana Lang, invited the Council and community to the first anniversary celebration of the opening of the dog park on May 12, 10:30 to 12 p.m. Community members will be gathering at the park on May 6, 10 a.m. to 12 p.m., to clean up the park. Robert Rowe addressed Wilson Avenue area, the need for a grocery store in the downtown area, and Senior Citizens transportation script. Myrtle Haldin urged Council not to cut the funding for the Senior Center.

15. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL

Councilmember Bartee asked the City Manager to look into a program being used in the City of Hayward for volunteer removal of hand guns from the community.

16. CLOSED SESSION - None

17. ADJOURNMENT

The meeting adjourned at 9:27 p.m.

ANTHONY J. INTINTOLI, JR., MAYOR

ATTEST: _____
MARY ELLSWORTH, ACTING CITY CLERK

**VALLEJO CITY COUNCIL
MINUTES**

MAY 8, 2007

The City Council met in a Special Meeting/Study Session to provide an update on the Exclusive Right to Negotiate (ERN) Agreement between the City and Touro University related to the 191-acre North Mare Island property. This included information related to the preliminary land, infrastructure and financing plans developed to date. The meeting was called to order at 6:30 p.m. by Mayor Anthony J. Intintoli, Jr. All Councilmembers were present.

1. CALL TO ORDER

A regular meeting of the Vallejo City Council was held on the above date in the Council Chambers of the Vallejo City Hall. The meeting was called to order at 7:00 p.m. by Mayor Anthony J. Intintoli, Jr.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga

Absent: None

Staff: City Manager Joseph Tanner
Assistant City Attorney John Nagel
Acting City Clerk Mary Ellsworth

4. PRESENTATIONS AND COMMENDATIONS

A. PRESENTATION OF PROCLAMATION DECLARING MAY 20-26, 2007, AS NATIONAL SAFE BOATING WEEK IN VALLEJO – PRESENTED TO DONALD GOMEZ, PUBLIC AFFAIRS OFFICER OF THE U.S. COAST GUARD

Mayor Intintoli presented a proclamation to Donald Gomez, Public Affairs Officer of the U.S. Coast Guard. Upon receiving the proclamation, Mr. Gomez thanked the Council for the proclamation. He briefly addressed the precautionary measures that should be taken by the public while boating. Michael Dolman, Flotilla Commander, addressed the courses available for safe boating training.

5. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS

6. CONSENT CALENDAR AND APPROVAL OF AGENDA

Mayor Intintoli requested the following changes to the Agenda: Consent Calendar Items A, amending City of Vallejo Consolidated Plan, Fiscal Years 2005-2006 through 2009-2010; 6C, approving a professional services agreement to retain the Contra Costa County Building Division to perform contract Building Permit Plan Check and related services; and 6E, approving three lease agreements between the City of Vallejo and Omnipoint Communications, Inc., regarding the use of City-owned properties at Broadleigh Place, Catalina Circle, and Regents Park Drive, be removed to be heard as Items 6.1, 6.2 and 6.3 on the regular agenda. Item 8A, An Urgency Ordinance pursuant to California Government Code Section 65858, extending Until March 27, 2008, a moratorium on the establishment of any new activity or facility selling tobacco or tobacco related products or paraphernalia be

removed; and move Item 9A, Submission the City of Vallejo Fiscal Year 2007-2008 proposed budget to be heard as 9B, and 9B, authorizing a collaborative effort between the City of Vallejo and the Solano County District Attorney's Office to retain a community prosecutor, be heard as 9A.

Hearing no further additions, corrections or deletions, the agenda was approved as amended and the following minutes, resolutions and ordinance were offered by Vice Mayor Cloutier:

APPROVAL OF A RESOLUTION AMENDING CITY OF VALLEJO CONSOLIDATED PLAN, FISCAL YEARS 2005/2006 THROUGH 2009/2010 (Moved to 6.1)

APPROVED MINUTES FOR THE MEETING OF MARCH 21, 2006

APPROVAL OF A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT TO RETAIN THE CONTRA COSTA COUNTY BUILDING DIVISION TO PERFORM CONTRACT BUILDING PERMIT PLAN CHECK AND RELATED SERVICES (Moved to 6.2.)

ORDINANCE NO. 1588 N.C. (2D) AMENDING SECTION 2.02.360 OF THE VALLEJO MUNICIPAL CODE RELATING TO THE PAYMENT OF CLAIMS

APPROVAL OF THREE LEASE AGREEMENTS BETWEEN THE CITY OF VALLEJO AND OMNIPOINT COMMUNICATIONS, INC., REGARDING USE OF CITY-OWNED PROPERTIES AT BROADLEIGH PLACE, CATALINA CIRCLE, AND Regents Park Drive (Moved to 6.3.)

RESOLUTION NO. 07-108 N.C. AUTHORIZING THE CITY MANAGER APPLICATION FOR BAYLINK FERRY OPERATING ASSISTANCE AND CAPITALIZED MAINTENANCE TO THE METROPOLITAN TRANSPORTATION COMMISSION IN THE AMOUNT OF \$1,727,183.00.

The above minutes, ordinance and resolutions were adopted by the following vote:

AYES:	Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga.
NOES:	None
ABSENT:	None
ABSTAINING:	None

6.1 APPROVAL OF A RESOLUTION AMENDING CITY OF VALLEJO CONSOLIDATED PLAN, FISCAL YEARS 2005/2006 THROUGH 2009/2010

Councilmember Gomes questioned sections of the Consolidated Plan concerning some of the conclusions drawn from the information given related to affordable rental housing projects. She stated that she we can be careful with the priorities that we set in order to balance the need of people with lower income with the needs of the City as a whole. There needs to be a good balance.

RESOLUTION NO. 07-103 N.C. offered by Mayor Intintoli amending City of Vallejo's Consolidated Plan.

The resolution was adopted by the following vote:

AYES: Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Barteo, Davis, Gomes, Pearsall and Sunga
NOES: None
ABSENT: None
ABSTAINING: None

6.2 APPROVAL OF A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT TO RETAIN THE CONTRA COSTA COUNTY BUILDING DIVISION TO PERFORM CONTRACT BUILDING PERMIT PLAN CHECK AND RELATED SERVICES

Councilmember Gomes expressed concern about the difference between the original and the current amount shown in the report and the fact that the amount could go up to \$250,000 next year. She asked if we are paying the County for providing the service and they also get the percentage of our plan check fees? Councilmember Gomes further asked if in the next budget will staff continue this agreement or consider hiring a staff position, noting that it appears hiring a staff person would be more prudent and would allow the City to retain some of the fees.

Brian Dolan, Planning Manager, stated that the County only gets a percentage of our fee. Craig Whittom, Assistant City Manager-Community Development stated that what is being proposed is we have allocated funding in our Professional Services line item and that accounts for the \$100,000/\$250,000 estimate in terms of what our costs may be. Staff believes that it would be more prudent to hire a plan check person but they want to get through the budget process before making any decisions on new hires.

Councilmember Barteo encouraged staff to consider hiring a plan check person stating that he believes there are advantages to hiring.

RESOLUTION NO. 07-107 N.C. offered by Councilmember Barteo authorizing the City Manager to enter into a professional services agreement between the City of Vallejo and Contra Costa County for building permit plan check and related services and authorizing the City Manager to enter into and execute any amendments to the Agreement in a form approved by the City Attorney.

The resolution was adopted by the following vote:

AYES: Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Barteo, Davis, Gomes, Pearsall and Sunga
NOES: None
ABSENT: None
ABSTAINING: None

6.3 APPROVAL OF THREE LEASE AGREEMENTS BETWEEN THE CITY OF VALLEJO AND OMNIPOINT COMMUNICATIONS, INC., REGARDING USE OF CITY-OWNED PROPERTIES AT BROADLEIGH PLACE, CATALINA CIRCLE, AND REGENTS PARK DRIVE

Councilmember Gomes stated that there are differences in the administrative charge between the three leases. She stated that the lease on two of the sites includes an administrative charge and on one there is no charge. She asked for clarification.

Mr. Whittom explained that the leases were updated after the first lease was negotiated. He went on to say that the resolution can include language that an attempt will be made to bring the administrative charge into the third lease. Any future leases will include the administrative charge.

Councilmember Gomes noted that the leases are for 25 years which means we could be stuck with the long-term lease. Mr. England stated that we have CPI increases and market adjustments in the eleventh and nineteenth year.

Councilmember Pearsall asked if it is only possible to have the lease with one Communication Company? Mr. England stated that in the General Plan for that area one pole is permitted. We would have to amend the plan for Hiddenbrooke to build another pole; however, theoretically this could happen.

Councilmember Bartee thanked Mr. England for his expertise noting that a year ago we did not have the expertise to negotiate leases.

RESOLUTION NO. 07-105 N.C. offered by Councilmember Gomes authorizing the City Manager to execute a lease with Omnipoint Communications, Inc., at Broadleigh Place at Vallejo Water Tower T-00 (Hiddenbrooke) with any changes recommended by the City Attorney or Risk Manager, staff to attempt to obtain an administrative processing fee, and to conform with the most recent version of the telecommunications lease; and to take such further actions, including execution of any documents, determined to be necessary to carry out the purposes of the resolution.

The resolution was adopted by the following vote:

AYES:	Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES:	None
ABSENT:	None
ABSTAINING:	None

RESOLUTION NO. 07-106 N.C. offered by Councilmember Gomes authorizing the City Manager to execute a lease with Omnipoint Communications, Inc., at Catalina Circle within the P./G.&E Transmission Tower with any changes recommended by the City Attorney or Risk Manager, and to take such further actions, including execution of any documents, determined to be necessary to carry out the purposes of the resolution.

The resolution was adopted by the following vote:

AYES:	Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES:	None
ABSENT:	None
ABSTAINING:	None

RESOLUTION NO. 07-107 N.C. offered by Councilmember Gomes authorizing the City Manager to execute a lease with Omnipoint Communications, Inc., at Regents Park Drive within the P.G.&E Transmission Tower, with any changes recommended by the City Attorney or Risk Manager, and to take such further actions, including execution of any documents, determined to be necessary to carry out the purposes of the resolution.

The resolution was adopted by the following vote:

AYES: Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES: None
ABSENT: None
ABSTAINING: None

7. PUBLIC HEARINGS - None

8. POLICY ITEMS

A. AN URGENCY ORDINANCE, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858, EXTENDING UNTIL MARCH 27, 2008, A MORATORIUM ON THE ESTABLISHMENT OF ANY NEW ACTIVITY OR FACILITY SELLING TOBACCO OR TOBACCO RELATED PRODUCTS OR PARAPHERNALIA (This item was removed from the Agenda and will be heard on May 22, 2007.)

9. ADMINISTRATIVE ITEMS

B. CONSIDERATION OF A RESOLUTION AUTHORIZING A COLLABORATIVE EFFORT BETWEEN THE CITY OF VALLEJO AND THE SOLANO COUNTY DISTRICT ATTORNEY'S OFFICE TO RETAIN A COMMUNITY PROSECUTOR

Authorization regarding a collaborative effort to have the Solano County District Attorney's Office retain a Vallejo Community Prosecutor to pursue nuisance, illegal dumping, unfair business practices, and other "quality of life" actions on behalf of the City of Vallejo.

Assistant City Attorney Claudia Quintana introduced Dave Paulsen, District Attorney's Office. Mr. Paulsen stated that the program that was started a year ago in the City of Fairfield has been very successful. Vallejo's contribution to the collaborative effort will result in the District Attorney's Office collecting on the City's behalf some of the costs, by the second or third year, which have not been collected in the past.

Mr. Paulsen responded to questions of Councilmembers such as whether the District Attorney's office has been able to measure whether the community prosecutor in Fairfield has had an impact in terms of the quality of life.

Councilmember Gomes questioned Mr. Paulsen as to whether and how does the District Attorney's office recover the cost. Mr. Paulsen stated that with civil enforcement, they recover all the costs the government expends to prosecute people who violate the law, and try to recover a sufficient penalty so the crime does not occur again.

Councilmember Gomes asked if any agreement with the District Attorney's office could include a procedure so that the fines and penalties beyond what the DA's office has expended, could be split with the city to fix issues that are causing it. Mr. Paulsen explained how the cost recovery works. He stated that ultimately he hopes to recover 100 percent of the costs for the cities and the county and hopefully put some money into a trust fund so they can continue to fund the prosecutor that has been assigned. The trust fund would benefit the entire county. Fairfield and Vallejo's structure are the same.

Councilmember Gomes asked if there would be an opportunity in the future if it became apparent that it was a large fee to consider dedicating some of it back to Vallejo. Mr.

Paulsen replied that in some cases they can do that, as long as the penalty is rationally related to solving the problem.

Councilmember Sunga asked Mr. Paulsen to clarify specifically the unfair business practices portion of this. Mr. Paulsen explained who the business owners might be and the illegality that might be associated with the business. He stated that they will be looking at businesses that are visibly engaging in unfair business practices. Mr. Paulsen stated that the unpaid transient occupancy tax, when collected, will be returned to the City of Vallejo, plus the cost of the investigations. Councilmember Sunga asked if this program would assist in the financial fraud against seniors. Mr. Paulsen stated that it could be, but for most crimes involving the elderly, such as real estate fraud, it would not.

Councilmember Pearsall stated that there is a definite link between the criminal element and civil element. This program will help increase the quality of life in the City. This is the beginning step in changing the negative image of the city.

Mayor Intintoli thanked Mr. Paulsen for his efforts on behalf of the City over several years and expressed his appreciation on behalf of the Council.

Speaker: Michael E. Reddeg, thanked the Council and Mr. Paulsen for their diligence. On behalf of the Weed and Seed Task Force this is a strategic component of which the community's dollars will be most important.

RESOLUTION NO. 07-109 N.C. offered by Councilmember Pearsall authorizing a collaborative effort between the City of Vallejo and the Solano County District Attorney's Office.

The resolution was adopted by the following vote:

AYES:	Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES:	None
ABSENT:	None
ABSTAINING:	None

**A. SUBMISSION OF THE CITY OF VALLEJO FISCAL YEAR 2007-2008
PROPOSED BUDGET**

City Manager Joseph Tanner reported that the proposed budget being presented is \$256,600,00 for all funds, and \$85,800,000 for the General Fund. The budget brings cuts to necessary and needed services such as police, fire, public works and transportation. The budget has a huge assumption—it assumes that the present labor disputes with IAFF, Local 1186 will be resolved before July 1, 2007. If the labor dispute is not resolved, it will cost the City of Vallejo \$317,000 per month. That is equivalent to two additional police officers each month that the dispute goes on. In total there are 47 positions being eliminated from the budget.

This year the General Fund includes no subsidies for any of the Enterprise Funds such as the Marina, Ferry, Bus System, or the Golf Fund. In total, there is 13.4 million dollars in cuts of which 10.9 million come from the General Fund alone. In the Police Department, the reduction is 3.4 million dollars, which includes reductions that were made in December 2006 as well. That represents 31 percent of the cuts and they are 46 percent of the General Fund budget. In the Fire Department, 4.1 million dollars and that includes the cuts

made in December 2006. This represents 37 percent of the cuts and 23.7 percent of the budget. Community Development \$400,000; Public Works, \$1.1 million, which represents 10 percent of the cuts and 5.2 percent of the General Fund budget. Non-departmental \$700,000; Administration 1.2 million dollars, this is 10.9 million dollars in General Fund cuts, plus the transportation cuts bring in a total of 13.4 million dollars. The other serious impacts include the closure of all Police Substations, elimination of Crime Suppression Unit; elimination of the Community Services Division, reduction in crime analysis capabilities; reduction of street police officers and staff support, seven sworn officers are being reduced and 11 non-sworn officers. In the Fire Department, the current proposal includes layoffs, 10 demotions, elimination of positions, elimination of the Paramedic program. Five vacant positions are being eliminated, one EMS coordinator is being eliminated. Thirteen firefighters are being eliminated for a total of 19 individuals being eliminated. In transportation, the proposal is for zero subsidy. There is an increase of ferry fares in the budget; a reduction in ferry service by eliminating one route; a sharp reduction in local bus services.

Robert Stout, Finance Director, presented a detailed analysis of the proposed fiscal year 2007-2008 budget, concentrating on the General Fund. He stated that tonight's goal is to present a quick overview of the budget. Budget workshops are scheduled for June 5, 7, 14. All departments will be presenting their detailed budgets during the study budget workshops.

This is an information item; no action required.

C. CONSIDERATION OF A RESOLUTION SETTING THE FEE FOR THE COST OF THE CANDIDATES' STATEMENT OF QUALIFICATION FOR THE NOVEMBER 2007 MUNICIPAL ELECTION

RESOLUTION NO. 07-110 N.C. offered by Mayor Intintoli setting the fee for the cost of the Candidates' Statement of Qualification for the November 2007 Municipal Election in the amount of \$729.00.

The resolution was adopted by the following vote:

AYES:	Mayor Intintoli, Vice Mayor Cloutier, Councilmembers Bartee, Davis, Gomes, Pearsall and Sunga
NOES:	None
ABSENT:	None
ABSTAINING:	None

10. **APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES - None**

11. **WRITTEN COMMUNICATIONS**

Mayor Intintoli reported that an e-mail message was received from William Powers on the proposed Glen Cove Waterfront Park.

12. **CITY MANAGER'S REPORT - None**

13. **CITY ATTORNEY'S REPORT - None**

14. **COMMUNITY FORUM - No speakers.**

**VALLEJO CITY COUNCIL
CITY COUNCIL MINUTES**

**MAY 8, 2007
PAGE 8**

15. REPORT OF THE PRESIDING OFFICER AND MEMBERS OF THE CITY COUNCIL -
None

16. CLOSED SESSION – None

17. ADJOURNMENT

The meeting adjourned at 8:11 p.m.

ANTHONY J. INTINTOLI, JR., MAYOR

ATTEST: _____
MARY ELLSWORTH, ACTING CITY CLERK

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF VALLEJO, CALIFORNIA CONTAINING A
DESCRIPTION OF THE VALLEJO REDEVELOPMENT AGENCY'S PROGRAM TO
ACQUIRE REAL PROPERTY BY EMINENT DOMAIN IN THE MERGED
DOWNTOWN / WATERFRONT REDEVELOPMENT PROJECTS**

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Section 33000, et seq.), the City Council of the City of Vallejo (the "City Council") adopted Ordinance No. 206 N.C. (2d), on December 26, 1973, approving and adopting a Redevelopment Plan for the Vallejo Waterfront Development Project (the "Vallejo Waterfront Project") with respect to certain area (the "Vallejo Waterfront Original Project Area"); Ordinance No. 252 N.C. (2d) on November 18, 1974, to add certain area to the Vallejo Waterfront Project Area (the "Vallejo Waterfront Added Area"); Ordinance No. 872 N.C. (2d) on July 8, 1986, to establish certain limitations to comply with the requirements of the Community Redevelopment Law; Ordinance No. 1322 N.C. (2d) on December 13, 1994, to establish and amend certain limitations; Ordinance No. 1423 N.C. (2d) on September 14, 1999, to amend certain limitations; Ordinance No. 1516 N.C. (2d) on September 23, 2003, to eliminate the time limit to incur debt; and Ordinance No. 1575 N.C. (2d) on November 28, 2006, to extend certain time limits, all with respect to the Vallejo Waterfront Project; and

WHEREAS, the City Council adopted Ordinance No. 274 N.C. (2d) on April 28, 1975, and Ordinance No. 275 N.C. (2d) on May 5, 1975, approving and adopting a Redevelopment Plan for the Marina Vista Redevelopment Project (also known as the Urban Renewal Plan, as Amended, for Marina Vista Project, Calif. R-14) (hereinafter the "Marina Vista Project"); Ordinance No. 874 N.C. (2d) on July 8, 1986, to establish certain limitations with respect to the Marina Vista Project, to comply with the requirements of the Community Redevelopment Law; Ordinance No. 1321 N.C. (2d) on December 13, 1994, to establish and amend certain limitations; Ordinance No. 1513 N.C. (2d) on September 23, 2003, to eliminate the time limit to incur debt; Ordinance No. 1521 N.C. (2d) on December 16, 2003, to amend certain time limitations; Ordinance No. 1541 N.C. (2d), on January 11, 2005, to extend certain time limits; and Ordinance No. 1564 N.C. (2d) on January 24, 2006, to extend certain time limits, all with respect to the Marina Vista Project; and

WHEREAS, the City Council adopted Ordinance No. 717 N.C. (2d) on November 14, 1983, approving and adopting a Redevelopment Plan for the Vallejo Central Redevelopment Project (hereinafter the "Vallejo Central Project"); Ordinance No. 1319 N.C. (2d) on December 13, 1994, to establish and amend certain limitations with respect to the Vallejo Central Project, to comply with the requirements of the Community Redevelopment Law; Ordinance No. 1514 N.C. (2d) on September 23, 2003, to eliminate the time limit to incur debt; and Ordinance No. 1574 N.C. (2d) on November 28, 2006, to extend certain time limits, all with respect to the Vallejo Central Project (all of said ordinances are collectively referred to herein as the "Vallejo Central Ordinances"); and

WHEREAS, the City Council adopted Ordinance No. 1576 N.C. (2d) on November 28, 2006, to (a) merge the Vallejo Waterfront, Vallejo Central and Marina Vista Redevelopment Projects, (b) to combine, increase and extend certain financial and time limits with respect to the Merged Project Areas, (c) re-establish the Agency's authority to acquire non-residential property through eminent domain, and (d) combine the three individual redevelopment plans into a single combined Amended and Restated Redevelopment Plan for the Merged Downtown/Waterfront Redevelopment Projects (the "Amended Redevelopment Plan"); and

WHEREAS, the Redevelopment Agency of the City of Vallejo ("Agency") has been designated as the official redevelopment agency in the City of Vallejo to carry out the functions and requirements of the Community Redevelopment Law of the State of California (Health and Safety Code Section 33000 et seq.) and to implement the Amended Redevelopment Plan; and

WHEREAS, Section 308 of the Amended Redevelopment Plan contains Agency authority to acquire property by eminent domain; and

WHEREAS, Section 33342.7 of the Health and Safety Code, which was added by Senate Bill 53 ("SB 53"), which took effect on January 1, 2007, requires a legislative body that adopted a redevelopment plan containing eminent domain authority before January 1, 2007, to adopt an ordinance on or before July 1, 2007, containing a description of the agency's program to acquire real property by eminent domain.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF VALLEJO, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Pursuant to Section 33342.7 of the Health and Safety Code, a description of the Agency's program to acquire real property by eminent domain is set forth in Exhibit A, attached hereto and incorporated herein by this reference. The Agency's program to acquire real property by eminent domain may be amended only by further amending the Amended Redevelopment Plan pursuant to Article 12 of the Community Redevelopment Law (commencing with Health and Safety Code Section 33450).

Section 2. The City Clerk is hereby directed to send a certified copy of this Ordinance to the Agency.

Section 3. The City Clerk is hereby directed to record with the County Recorder of Solano County a revised notice of the approval and adoption of the Amended Redevelopment Plan, including a description of the Agency's program to acquire real property by eminent domain, in compliance with Health and Safety Code Section 33373.

Section 4. If any part of this Ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portion of this Ordinance, and this City Council hereby declares that it would have passed the remainder of this Ordinance if such invalid portion thereof had been deleted.

Section 5. The City Clerk will certify to the passage of this Ordinance by the City Council, and cause the same to be published once in a newspaper of general circulation, published and circulated in the City of Vallejo, and it will take effect thirty (30) days after its final passage.

PASSED AND ADOPTED this ____ day of _____, 2007, by the following
vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

MAYOR

ATTEST:

City Clerk

EXHIBIT A

DESCRIPTION OF PROGRAM TO ACQUIRE REAL PROPERTY BY EMINENT DOMAIN FOR THE MERGED DOWNTOWN / WATERFRONT REDEVELOPMENT PROJECTS

The City Council of the City of Vallejo California ("City Council") adopted Ordinance No. 1576 N.C. (2d) on November 28, 2006, approving and adopting the Amended and Restated Redevelopment Plan for the Merged Downtown / Waterfront Redevelopment Project (the "Amended Redevelopment Plan").

As provided in Section 308 of the Amended Redevelopment Plan, it is in the public interest and is necessary in order to eliminate the conditions requiring redevelopment and in order to execute the Amended Redevelopment Plan for the power of eminent domain to be employed by the Redevelopment Agency of the City of Vallejo ("Agency") to acquire real property in the Merged Downtown / Waterfront Redevelopment Project Areas ("Merged Project Areas") which cannot be acquired by gift, devise, exchange, purchase, or any other lawful method; provided however, the Agency shall not acquire by eminent domain property on which any persons reside. This power is necessary because the Merged Project Areas suffers from blighting conditions, including without limitation: properties which suffer from deterioration and dilapidation, including buildings and structures which are characterized by exposed wiring, broken or deteriorated roofing materials, sagging roofs, missing or leaning walls, foundation damage or deterioration, substandard plumbing, broken windows, deferred maintenance; high business vacancies, impaired investments and public improvement deficiencies; and parcels contaminated with hazardous materials that require remediation before any type of development can occur. In order to eliminate these blighting conditions and prevent their recurrence, it may be necessary to exercise the power of eminent domain.

In approving the Amended Redevelopment Plan, the City Council found and determined that the condemnation of real property within the Merged Project Areas, as provided for in the Amended Redevelopment Plan, is necessary to the execution of the Amended Redevelopment Plan and adequate provisions have been made for the payment for any property that is acquired as provided by law. This finding was based upon:

1. The need to ensure that the provisions of the Amended Redevelopment Plan and the Agency's efforts to eliminate blight and redevelop the Merged Project Areas would continue to be carried out and that the Merged Project Areas would be redeveloped in conformity with the Community Redevelopment Law and in the interests of the public peace, health, safety and welfare;
2. The need to continue efforts to prevent the recurrence of blight;
3. The fact that any condemnation or other acquisition of property by the Agency would be undertaken in accordance with all applicable laws including, without limitation, the Eminent Domain Law (California Code of Civil Procedure Section 1230.010 et seq.), the

California Relocation Assistance Act (Government Code Section 7260 et seq.), and the Agency rules and regulations adopted pursuant thereto, as applicable; and

4. The fact that the Agency will utilize its authority to acquire property by eminent domain only as a last resort, and under the Amended Redevelopment Plan, the Agency may not acquire by eminent domain property upon which any persons reside.

When the Agency exercises its power of eminent domain, it shall be exercised within the following limitations:

1. Eminent domain proceedings, if used to acquire property within the Merged Project Areas, shall not be commenced after twelve (12) years from the date of adoption of the Ordinance adopting the Amended Redevelopment Plan (or November 28, 2018). This time limit may be extended only by further amendment of the Amended Redevelopment Plan. Commencement of an eminent domain proceeding occurs when a complaint in eminent domain is filed with a court.
2. The Agency shall not acquire real property to be retained by an owner pursuant to a participation agreement if the owner fully performs under the agreement.
3. The Agency shall not acquire real property on which an existing building is to be continued on its present site and in its present form and use without the consent of the owner unless: (a) such building requires structural alteration, improvement, modernization or rehabilitation in order to comply with health, safety, zoning or other valid regulations; or (b) the site or lot on which the building is situated requires modification in size, shape or use; or (c) it is necessary to impose upon such property any of the controls, limitations, restrictions, and requirements of the Amended Redevelopment Plan, and the owner fails or refuses to execute a participation agreement in accordance with the Amended Redevelopment Plan.
4. The Agency shall not acquire real property owned by public bodies which do not consent to the acquisition. The Agency is authorized, however, to acquire public property transferred to private ownership before redevelopment of the Merged Project Areas is completed, unless the Agency and the private owner enter into a participation agreement and the owner completes his responsibilities under the participation agreement.
5. It is the policy of the Agency to encourage the participation of property owners and businesses within the Project Area. Accordingly, the Agency has adopted Rules for Business Preference and Owner Participation, which extend reasonable preferences to property owners and tenants in the Merged Project Areas, to participate in the redevelopment of the Merged Project Areas. The power of eminent domain shall not be exercised except in compliance with the rules and procedures set forth therein, as amended from time to time.
6. Generally, personal property shall not be acquired. However, where necessary in the execution of the Amended Redevelopment Plan, the Agency is authorized to acquire

personal property in the Merged Project Areas by any lawful means, including eminent domain.




CONSENT C

Agenda Item No.

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION AWARDED A CONTRACT TO WEIR FLOWAY, INC. OF FRESNO, CALIFORNIA TO FURNISH ONE 60 HORSEPOWER VERTICAL TURBINE PUMP AND MOTOR FOR THE TRAVIS – BECK AVENUE PUMP STATION

BACKGROUND

The City currently treats North Bay Aqueduct (NBA) water from the Sacramento delta to provide Travis Air Force Base (AFB) with up to 7 million gallons per day (MGD) of potable water. The Stage Two Disinfectant By-Products (DBP) Regulations will make it very difficult and at times impossible to treat NBA water to make it comply with the regulations.

A viable solution is the use of Solano Project's Lake Berryessa water as an alternative source. This water source of substantially better quality raw water will allow the Travis AFB Water Treatment Plant to maintain delivery of regulatory compliant water.

This secondary source can be accomplished with the construction of a new pump station along the City's Cache Transmission Main at Beck Avenue in Fairfield that will draw water from Vallejo's Monticello pipeline, that draws Berryessa water from the United States Bureau of Reclamation forebay facilities at Green Valley, and pump it into the Travis AFB Water Treatment Plant through the Cache Transmission Main.

The City retained Winzler & Kelly to prepare the plans and specifications and bid documents for the project. However, lead time requirements for the manufacture of the pump made it necessary for Water Engineering to bid the procurement of the pump and motor well ahead of the bidding process for the actual project construction.

Bids were opened for the supply of a 60 horsepower vertical turbine pump and motor on May 23, 2007. The results of the bid are as follows:

<u>Bidder</u>	<u>Bid</u>
1. Weir Floway, Inc., Fresno, California	\$ 47,539.00



Weir Floway, Inc. of Fresno, California was the only bidder and staff has determined their bid to be responsive and responsible. Water Engineering believes this cost to be reasonable when compared to similar purchases and recommends award of a contract to Weir Floway, Inc. to furnish the pump and motor for the Travis – Beck Avenue Pump Station at the prices bid.

Fiscal Impact

The cost of this contract is not to exceed \$ 47,539.00 without prior written approval from the City. This will be paid from the Travis Equipment Reserve Fund (410) funded solely by the U.S. Air Force [Project WT7009; 410-2715-431.43-10].

RECOMMENDATION

Staff recommends award of a contract to Weir Floway, Inc. of Fresno, California to furnish one (1) vertical turbine pump and motor at the prices bid.

ALTERNATIVES CONSIDERED

There were no other viable alternatives.

ENVIRONMENTAL REVIEW

A Notice of Categorical Exemption (Class 3 New Construction or Conversion of Small Facilities) will be filed for this project.

PROPOSED ACTION

Adopt the resolution awarding a contract to Weir Floway, Inc. of Fresno, California to furnish one (1) 60 horsepower vertical turbine pump and motor for the Travis – Beck Avenue Pump Station.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution awarding a contract to Weir Floway, Inc. of Fresno, California
- b. Contract
- c. A site location map



CONTACT PERSONS

Gary A. Leach, Public Works Director
(707) 648-4316
gary@ci.vallejo.ca.us

Erik Nugteren, Water Superintendent
(707) 648-4482
erik@ci.vallejo.ca.us

JUNE 5, 2007

J:\PUBLIC\AI\WT\Contract to Furnish Vertical Turbine Pump & Motor for Travis - Beck
Avenue Pump Station.doc

RESOLUTION NO. 07-____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, the City received (1) bid to furnish one 60 horsepower vertical turbine pump and motor for the Travis – Beck Avenue Pump Station Project; and

WHEREAS, Weir Floway, Inc. of Fresno, California, submitted the lowest responsible bid in the amount of \$47,539.00; and

WHEREAS, Staff has reviewed the bid documents and found them in order.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vallejo, as follows:

That the low responsible bid of Weir Floway, Inc. of Fresno, California for one (1) 60 HP vertical turbine pump and motor for the Travis – Beck Avenue Pump Station in the City of Fairfield, Solano County, in the amount of **FORTY SEVEN THOUSAND FIVE HUNDRED AND THIRTY NINE DOLLARS AND NO CENTS (\$47,539.00)** is hereby accepted and a contract awarded to said low bidder at the prices bid.

BE IT FURTHER RESOLVED that the City Manager or his designee is hereby authorized to sign and the City Clerk to attest the signing of a material supply contract substantially the same as the one attached to the staff report, with any modifications recommended by the City Attorney or the Risk Manager, between the City of Vallejo and Weir Floway, Inc. of Fresno, California for the above described work.

JUNE 5, 2007

J:\PUBLIC\AI\WT\Contract to Furnish Vertical Turbine Pump & Motor for Travis - Beck Avenue Pump Station.doc

CITY OF VALLEJO

AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____, by and between the CITY OF VALLEJO, a Municipal Corporation, hereinafter called **VALLEJO**, and _____, a _____ corporation, hereinafter called **CONTRACTOR**.

WITNESSETH:

1. The CONTRACTOR hereby agrees to furnish to VALLEJO and deliver to Water Division at Fleming Hill Water Treatment Plant, **One (1) 60 HP Vertical Turbine Pump with Electric 460 VAC Vertical Induction Motor** as required by the Bid Documents for the Travis – Beck Avenue Pump Station Project.
2. The CONTRACTOR hereby agrees that all material furnished shall be in accordance with the terms and conditions of each and every provision set forth in the Bid Documents for the Travis – Beck Avenue Pump Station Project, the same being attached hereto and being made a part hereof.
3. The CONTRACTOR further agrees that the material furnished and delivered shall be new and in conformity with the Specifications attached hereto and incorporated as part of this agreement.
4. The CONTRACTOR further agrees that all material to be furnished and delivered shall be strictly in accordance with said Product Specifications, except that the City reserves the right to accept material other than that called forth in said specifications provided that the City's Public Works Director approves in writing such other material as equal or better prior to the CONTRACTOR furnishing or delivering the same.
5. The CONTRACTOR shall keep himself fully informed of all Federal, State, County or Municipal laws, statutes, ordinances, codes and regulations which may in any manner apply to or otherwise have affect on the material to be furnished and shall at all times abide by all such rulings, orders and decrees of those agencies, bodies or tribunals having any jurisdiction or authority over the same.
6. VALLEJO hereby agrees to pay to the CONTRACTOR in lawful money of the United States of America, at the time and in accordance with the provisions set forth in said Agreement the following prices:

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their seals the day and year first above written.

CITY OF VALLEJO
A Municipal Corporation

By: _____
JOSEPH M. TANNER
City Manager

Attest: _____
MARY ELLSWORTH
Acting City Clerk

Approved as to Content:

"City Seal"

GARY A. LEACH
Public Works Director

Approved as to Insurance Requirements:

Risk Manager

Approved as to Form:

FREDERICK G. SOLEY
City Attorney

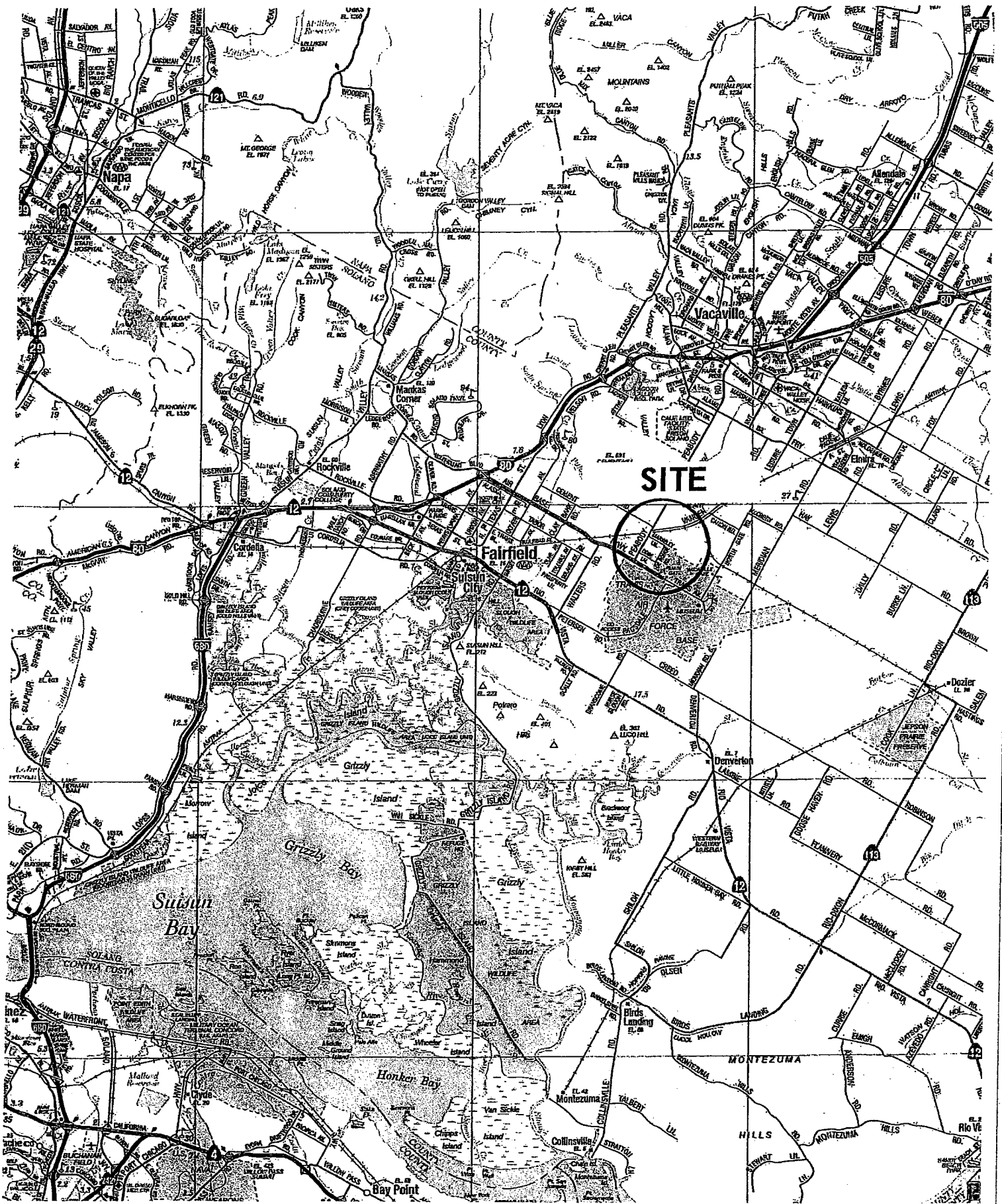
CONTRACTOR

By _____
Signature

Title

Date

SITE LOCATION MAP






Agenda Item No.

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION ADOPTING THE PLANS AND SPECIFICATIONS AND AWARDING THE JAMESON CANYON PIPELINE RELOCATION PROJECT AT HIGHWAY 12 TO MOUNTAIN CASCADE, INC. OF LIVERMORE, CALIFORNIA

BACKGROUND

CALTRANS is scheduled to start its Highway 12 Truck Climbing Lane Project in November 2007. In order to begin this project CALTRANS requires the City's 30-inch Jameson pipeline to be relocated. Due to its prior easement rights, the City will be reimbursed for the cost of the pipeline relocation under the terms of Utility Reimbursement Agreement #1674.4 with CALTRANS, as authorized under City Council Resolution No. 06-362 N.C. approved December 5, 2006. Water Division staff investigated pumping costs associated with a 30-inch and a 36-inch diameter pipeline and requested bids for each size.

Staff recommends awarding the Jameson Canyon replacement pipeline in 36-inch diameter in order to reduce pumping cost.

On May 22, 2007, the City received nine (9) bids for the Jameson Canyon Pipeline Relocation Project at Highway 12 with the 36-inch pipeline size option as follows:

<u>Bidder</u>	<u>Amount Bid</u>
Mountain Cascade, Inc., Livermore	\$785,150.00
Terracon Pipelines, Healdsburg	\$834,236.00
North Bay Construction, Petaluma	\$857,430.00
Argonaut Construction, Santa Rosa	\$913,530.00
Hess Construction, Napa	\$921,750.00
Teichert Construction, Davis	\$984,700.00
Ranger Pipeline, San Francisco	\$1,028,900.00
Ghilotti Construction, Santa Rosa	\$1,190,550.00
West Valley Construction, San Jose	\$1,220,360.00



Mountain Cascade, Inc. of Livermore, California submitted the lowest responsible bid in the amount of \$785,150.00. Staff has reviewed Mountain Cascade, Inc.'s bid documents and found them in order.

Fiscal Impact

Under the terms of Utility Reimbursement Agreement #1674.4, CALTRANS will reimburse the City for pipeline relocation up to \$1.1 million. CALTRANS estimated costs are \$717,350, and the projected cost to the City to upsize the pipeline from 30 to 36-inches is \$67,800 which would be paid from water capital improvement funds.

There are sufficient appropriations in Project WT7029 (Highway 12 – Jameson Canyon Pipeline Relocation) 404-2715-431.43-24 to fund the award of the contract.

RECOMMENDATION

Staff recommends approval of the project plans and specifications and the award of the Jameson Canyon Pipeline Relocation Project at Highway 12 to the lowest responsible bidder, Mountain Cascade, Inc. of Livermore, California.

ALTERNATIVES CONSIDERED

There were no other viable alternatives to meet the required CALTRANS schedule.

ENVIRONMENTAL REVIEW

CALTRANS obtained all environmental permits for this pipeline work as part of the overall Highway 12 Truck Climbing Lane Project.

PROPOSED ACTION

Adopt the resolution approving the project plans and specifications and awarding the Jameson Canyon Pipeline Relocation Project at Highway 12 to Mountain Cascade, Inc. of Livermore, California.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution approving the plans and specifications and awarding the Jameson Canyon Pipeline Relocation Project at Highway 12 to Mountain Cascade, Inc. of Livermore, California.
- b. Contract



c. Project vicinity map

CONTACT PERSONS

Gary A. Leach, Public Works Director
(707) 648-4316
gary@ci.vallejo.ca.us

Erik Nugteren, Water Superintendent
(707) 648-4482
erik@ci.vallejo.ca.us

JUNE 5, 2007

J:\PUBLIC\AI\WT\Jameson Canyon Pipeline Relocation Plans & Specs and Award.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, certain plans and specifications have been prepared by Carollo Engineers for the Jameson Canyon Pipeline Relocation Project at Highway 12 within Solano County, California; and

WHEREAS, the City received nine (9) bids to construct the project; and

WHEREAS, Mountain Cascade, Inc. of Livermore, California submitted the lowest responsible bid in the amount of \$785,150.00; and

WHEREAS, Staff has reviewed the bid documents and found them in order.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vallejo, as follows:

That those certain plans and specifications prepared by Carollo Engineers for the Jameson Canyon Pipeline Relocation Project at Highway 12 within Solano County, California be and the same are hereby approved and adopted for said work.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Vallejo:

That the low responsible bid of Mountain Cascade, Inc. of Livermore, California for the Jameson Canyon Pipeline Relocation Project at Highway 12 in the amount of Seven Hundred Thousand Eighty-Five Thousand One Hundred and Fifty Dollars and No Cents (\$785,150.00) is hereby accepted and a contract awarded to the said low bidder at the prices bid.

BE IT FURTHER RESOLVED that all other base bids to wit:

<u>Bidder</u>	<u>Amount Bid</u>
Terracon Pipelines, Healdsburg	\$834,236.00
North Bay Construction, Petaluma	\$857,430.00
Argonaut Construction, Santa Rosa	\$913,530.00
Hess Construction, Napa	\$921,750.00
Teichert Construction, Davis	\$984,700.00
Ranger Pipeline, San Francisco	\$1,028,900.00
Ghilotti Construction, Santa Rosa	\$1,190,550.00
West Valley Construction, San Jose	\$1,220,360.00

are hereby deemed rejected upon full execution of the Contract Documents by the successful bidder, with notice of rejection to be given thereupon by the City Clerk; and

BE IT FURTHER RESOLVED that the City Manager or his designee is hereby authorized to sign an agreement substantially the same as the "Contract for Jameson Canyon Pipeline Relocation Project at Highway 12 (Project No. – WT7029)", with any modifications recommended by the City Attorney or the Risk Manager, between the City of Vallejo and Mountain Cascade, Inc. of Livermore, California, for the above described work and the City Clerk to attest the signing of that certain agreement.

JUNE 5, 2007

J:\PUBLIC\AI\WT\Jameson Canyon Pipeline Relocation Plans & Specs and Award.doc

**CITY OF VALLEJO
STATE OF CALIFORNIA**

CONTRACT FOR

**JAMESON CANYON PIPELINE RELOCATION PROJECT AT HIGHWAY 12
Project No. – WT7029**

THIS CONTRACT, made and concluded in triplicate this _____ day of _____, 2007, at Vallejo, California, by and between the City of Vallejo, a Municipal Corporation of the State of California, acting by and through its City Council, hereinafter called CITY, and _____ hereinafter called CONTRACTOR.

WITNESSETH:

ARTICLE ONE. That for and in consideration of the payments and agreements hereinafter to be made and performed by the City, and under the conditions expressed in the two bonds, bearing even date with these presents and hereunto annexed, one a Faithful Performance Bond and one a Payment (Labor and Materials) Bond, each in the amount of 100% of the amount bid, the Contractor agrees with the City, at his/her own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the Specifications to be furnished by the City, necessary to construct and complete in a good, quality and substantial manner and to the satisfaction of the City of Vallejo, subject project, within a time frame of **One Hundred and Fifty (150) Calendar Days** from the date the Notice to Proceed is issued by the City Water Superintendent, in accordance with the specific specifications therefore as adopted by Resolution No. ____ N.C. of the Council of the City of Vallejo; Standard Plans and Specifications of the State of California, Business and Transportation Agency, Department of Transportation, dated May 2006; Vallejo Sanitation and Flood Control District Standard Specifications, dated January 2005 and City of Vallejo Regulations and Standard Specifications, August 1992 edition, which said documents are specifically referred to and by such reference made a part hereof.

ARTICLE TWO. The City hereby promises and agrees with the Contractor to employ, and does hereby employ the Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the prices set forth in the proposal submitted by the Contractor and accepted by the City, which is specially referred to and by such reference made a part hereof, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the parties hereto for themselves, their heirs, executors, administrators, successors and assigns do hereby agree to the full performance of the covenants herein contained.

ARTICLE THREE. The said Contractor agrees to receive and accept the prices set forth in the proposal as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement, also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the City and for all risks of every description, connected with the work; also for all discontinuance of work, and for well and faithfully completing the work, and the

whole thereof, in the manner and according to the Plans and Specifications and the requirements of the Engineer under them; to wit:

ARTICLE FOUR. Pursuant to Public Contract Code, Section 22300, the Contractor is hereby permitted to substitute securities of the kind listed below in place of the ten percent (10%) retention withheld in accordance with this section, or any other moneys withheld by the City to insure performance of this contract. At the request and expense of the Contractor, securities equivalent to the amount or amounts withheld may be deposited directly with the City, or with a state or federally chartered bank in the State of California as the escrow agent, who shall pay such moneys to the Contractor upon satisfactory completion of this contract. The Public Works Director is authorized to execute documents necessary for this purpose. The Contractor shall be the beneficial owner of any securities substituted for moneys withheld and shall be entitled to receive any interest thereon. Securities eligible for investment under this provision shall include those listed in Government Code, Section 16430, bank or savings and loan certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by the Contractor and the City. The ten percent (10%) retention or other moneys withheld will not be released to the Contractor until the City has satisfied itself that the substitution of securities has been made in accordance with the provisions of this article.

ARTICLE FIVE. By my signature as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE SIX. The complete contract consists of the following documents; all of which by reference are made a part of this contract:

1. Notice to Contractors.
2. Proposal.
3. Contract for:

**JAMESON CANYON PIPELINE RELOCATION PROJECT AT HIGHWAY 12
Project No. – WT7029**

4. Contract bonds, one a Faithful Performance and one a Payment (Labor and Materials) Bond, each in the amount of 100% of the amount bid.
5. Specific Plans and Specifications for:
JAMESON CANYON PIPELINE RELOCATION PROJECT AT HIGHWAY 12 - Project
No. – WT7029
6. Warranty Bond, in the amount of ten percent (10%) of total contract price plus change order(s).

7. Standard Plans and Specifications of the State of California, Business and Transportation Agency, Department of Transportation, May 2006 edition.
8. City of Vallejo Regulations and Standard Specifications for Public Improvements, August 1992 edition.
9. Vallejo Sanitation & Flood Control District Master Bid Document and Project Specific Supplement, dated January 2005.

ARTICLE SEVEN. The current statement of prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations and the Federal Labor Wage Rates, each on file with the Vallejo City Clerk is hereby specifically referred to and by such reference is hereby made a part of this agreement. The Contractor shall, as a penalty, forfeit to the City, the sum of FIFTY DOLLARS (\$50.00) per day for each calendar day, or portion thereof, for each employee paid less than the prevailing salary or wage for any such work done under and by reason of the terms or conditions of this agreement by the Contractor or any subcontractor under him/her. The Contractor agrees to keep an accurate certified payroll record in accordance with Section 1776 of the Labor Code of the State of California. The Contractor shall, as a penalty, forfeit to the City the sum of \$25.00 dollars per day, for each employee for non-compliance with the payroll record keeping requirements as stipulated in Section 1776 of the Labor Code of the State of California and this contract document. It is further expressly agreed by and between the City and the Contractor that should there be a conflict between the terms of this agreement and the bid or proposal of said Contractor, then this agreement shall control and nothing herein contained shall be considered as an acceptance of the said terms of said bid or proposal conflicting herewith.

ARTICLE EIGHT. The Contractor agrees to observe the provisions of Section 4 of Ordinance No. 36 N.C. (2d), Vallejo Municipal Code, (Section 2.72.040.) obligating every contractor or subcontractor under contract to the City of Vallejo for Public Works or goods and services to refrain from discriminatory acts on the basis of race, religion, creed, color, sex, national origin or ancestry of any employee of, or applicant for employment with, such contractor or subcontractor. Said Section 4 is, by this reference made a part of this contract.

ARTICLE NINE.

Contractor warrants and represents that he/she is licensed, and at the time he/she submitted his/her bid for this project to the City was licensed, pursuant to Division 3, Chapter 9 of the California Business and Professions Code, to engage in the business or act in the capacity of a contractor within the State of California for the purposes of this CONTRACT. In the event Contractor is or was not licensed as set forth above, this CONTRACT is void.

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands and affixed their seal the day and year first above written.

CITY OF VALLEJO
A Municipal Corporation

By: _____
JOSEPH M. TANNER
City Manager

Approved as to Form:

FREDERICK G. SOLEY
City Attorney

Attest: _____
ALLISON VILLARANTE
City Clerk

Approved as to Insurance Requirements:

Risk Manager

"CITY SEAL"

Approved as to Content:

GARY A. LEACH
Public Works Director

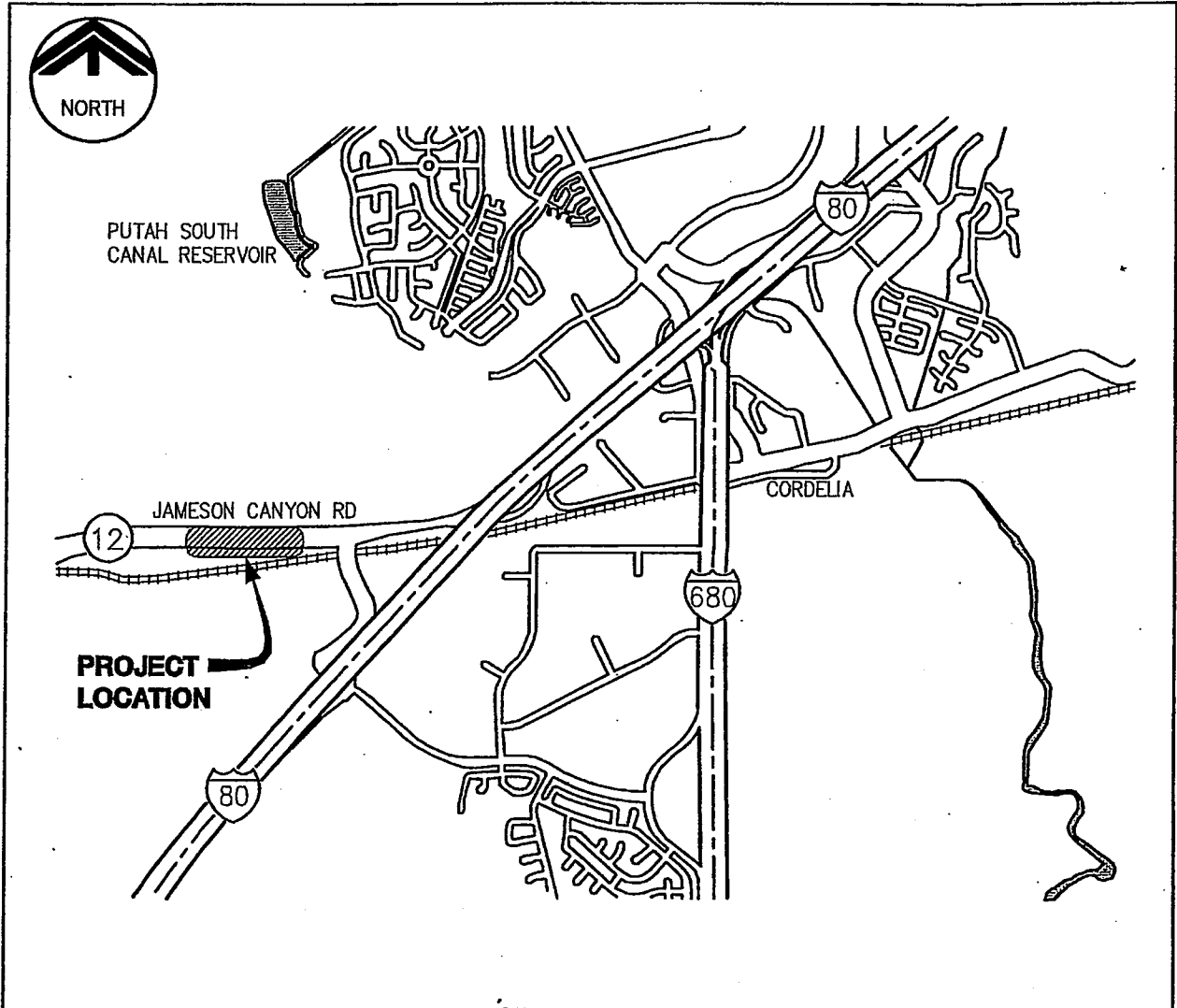
CONTRACTOR

ADDRESS

By: _____

Title: _____

"CORPORATE SEAL"



VICINITY MAP

Col. (Ret'd) Jim Stewart

P.O. Box 854, Angwin, CA 94508

(707) 965-2237

coljims@sbcglobal.net



May 15, 2007

Ms. Nimat Shakoor-Grantham
Code Enforcement Manager
City of Vallejo
555 Santa Clara Street
Vallejo, CA 94590

Dear Nimat,

It is with sincere regret that I offer my resignation from the Code Enforcement Appeals Board, effective this date. I have moved and now reside in Angwin, CA.

I have enjoyed working with you, the Code Enforcement Officers, and each of the board members for the past seven years. I wish you continued success in the operation of the Code Enforcement Department.

Sincerely,

RECEIVED
2007 MAY 23 AM 10:48
OFFICE OF THE
CITY CLERK
CITY OF VALLEJO




Agenda Item No. CONSENT F

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: ADOPTION OF A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 3 WITH ARGONAUT CONSTRUCTORS FOR ADDITIONAL CONSTRUCTION IMPROVEMENTS AND FINAL ACCEPTANCE OF CONTRACT COMPLETION FOR THE PAVEMENT OVERLAY FY 2005/06 ADMIRAL CALLAGHAN LANE AND HUMBOLDT STREET PAVEMENT OVERLAY PROJECT FROM HENRY STREET TO SPRINGS ROAD

BACKGROUND

In 2004 and 2005, the City of Vallejo applied for federal funds for various transit and roadway projects at various locations throughout the City. The City received a total amount of \$615,000 of Federal grant money with City matching funds required for the overlay and rehabilitation of Admiral Callaghan Lane from Tennessee Street to Henry Street and Humbolt Street from Tennessee Street to Spring Road. The City matching funds in the amount of \$81,366 were budgeted from Gas Tax / Prop 42 Governor's Traffic Relief Fund. The grants provided for the funding of the construction phase of the project including staff and consultant time for construction engineering.

Plans were approved in July of 2006. Bids were opened on Thursday, August 10, 2006, with two contractors bidding on the project.

The project was awarded to the lowest bidder Argonaut Constructors, Santa Rosa, CA, on October 3, 2006 for a contract in the amount of \$904,903 with an executed Change Order No. 1 which reduced the contract by \$258,918 in order to stay within the available funding for a revised contract amount of \$645,985. In December 2006 City Council approved additional funds in the amount of \$300,000 from Prop 42 funds. The City of Vallejo executed Change Order No. 2 to add the scope of work reduced by Change Order No. 1 back into the contract required to complete the project. Work began on November 27, 2006. During construction, quantities for certain bid items actually installed, such as tonnage of asphalt concrete, varied from those estimated, and used to establish the contract price. These variances in bid quantities result in Contract Change Order No. 3 to balance the contract. The total cost of Contract Change Order No. 3 is \$8,628.74.



Final paving operations were concluded on April 6, 2007 including punch list items. The project is ready for final acceptance. Therefore, staff recommends that the City Council accept the work of Argonaut Constructors as complete.

Fiscal Impact

The City has accepted a federal grant of \$615,000 with a local match of \$81,365 required from Prop 42 and Gas Tax funds. Additionally, City Council approved another \$300,000 from Prop 42 to fully fund this project. The total project budget is \$996,365.

The total cost of Contract Change Order No. 3 is \$8,628.74, bringing the total value of the construction contract with Argonaut Constructors to \$845,270.02. The cost of Supplemental Work (construction survey and material testing) was \$9,658 and the cost of Construction Engineering (contract administration and construction inspection) was \$60,881. Total expenditures to complete the project were approximately \$915,809 including construction engineering, construction surveying, construction materials testing, and construction inspection.

RECOMMENDATION

Staff recommends adoption of a resolution approving Contract Change Order No. 3 with Argonaut Constructors, Santa Rosa, California for the Pavement Overlay FY 2005/06 Admiral Callaghan Lane and Humboldt Street from Henry Street to Springs Road Project, accepting the contract as complete, and authorizing the City Clerk to file a Notice of Completion in the Office of the Solano County Recorder.

ENVIRONMENTAL REVIEW

This project qualifies for a Class 2 Categorical Exemption under the California Environmental Quality Act (CEQA). Pub. Res. Code Section 2180(b)(9), 21084. A Notice of Exemption will be filed and recorded with the Solano County Clerk. No further CEQA action is required by the City Council.

PROPOSED ACTION

Adopt the resolution approving Contract Change Order No. 3, and accepting the contract as complete and authorizing the City Clerk to file a Notice of Completion with the Solano County Recorder's Office



DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution approving Contract Change Order No. 3, and accepting the contract as complete and authorizing the City Clerk to file a Notice of Completion with the Solano County Recorder's Office.
- b. Site Map

CONTACT PERSON

Gary A. Leach, Public Works Director
648-4315
gleach@ci.vallejo.ca.us

David A. Kleinschmidt, City Engineer
(707) 648-4301
david@ci.vallejo.ca.us

JUNE 5, 2007
J:\PUBLIC\AI\PW\2007\Engineering\PWSR4158.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, on October 3, 2006, the City Council through Resolution No. 06-303 N.C. awarded a contract to Argonaut Constructors, Santa Rosa, California for the Pavement Overlay FY 2005/06 for Admiral Callaghan lane and Humboldt Street from Henry Street to Springs Road Project, STPL-5030 (038) & (039); and

WHEREAS, additional material quantities beyond the original contract amount under Change Order No. 3 in the amount of \$8,628.74 were required to provide a complete the project prior to acceptance by the City; and

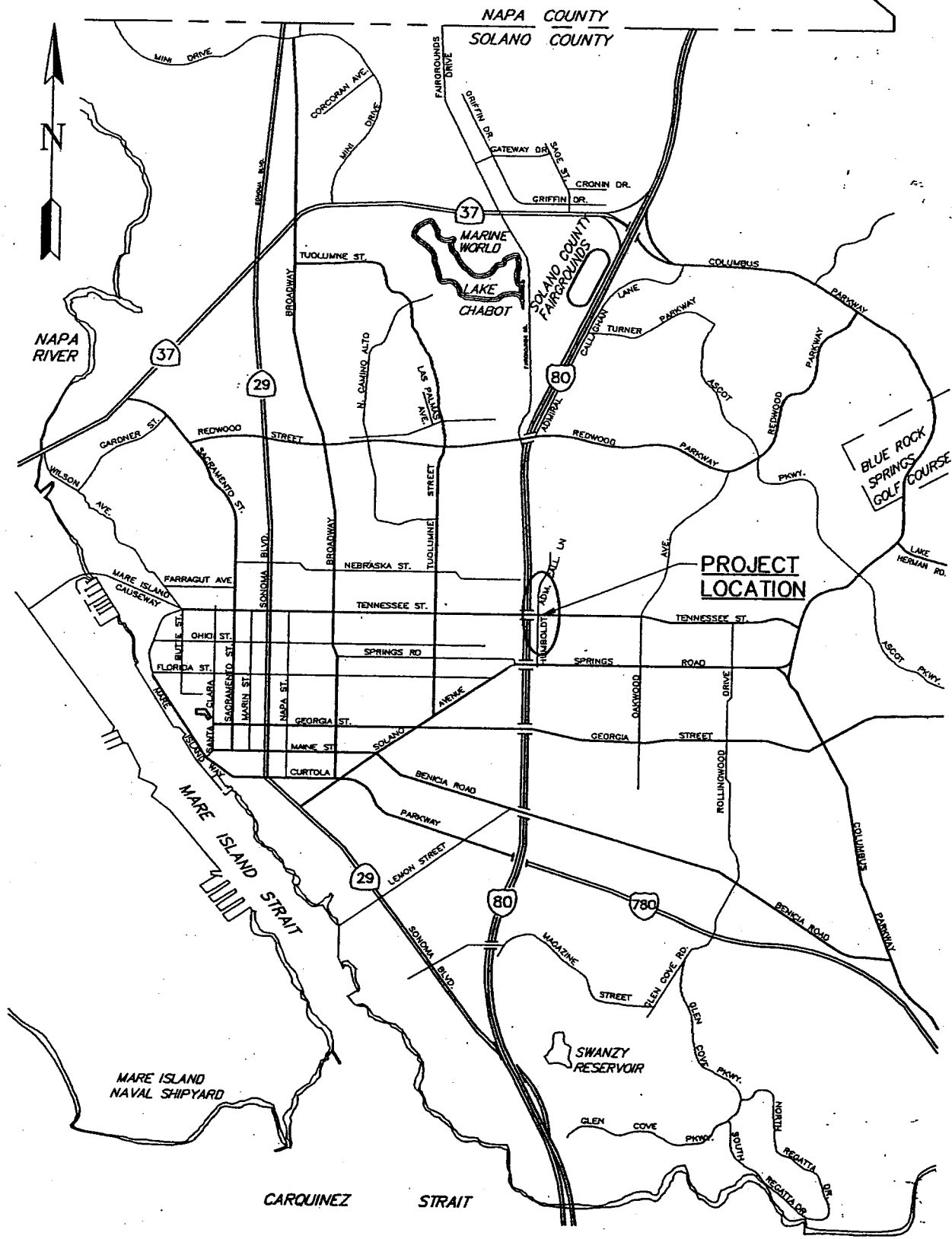
WHEREAS, the work for the Pavement Overlay FY 2005/06 for Admiral Callaghan Lane and Humboldt Street from Henry Street to Springs Road Project, STPL-5030 (038) & (039) within the City of Vallejo, County of Solano, California by Argonaut Constructors, Santa Rosa, California, is now complete as detailed in their contract date October 3, 2006 and the same is hereby accepted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vallejo that Contract Change Order No. 3 to Argonaut Constructors, Santa Rosa, California is hereby approved in the amount of Eight Thousand Six Hundred Twenty Eight Dollars and Seventy Four Cents (\$8,628.74) for additional material quantities, bringing the total obligation to Argonaut Constructors to \$845,270.02.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to file a Notice of Completion with the Recorder of Solano County, California.

JUNE 5, 2007

J:\PUBLIC\AI\PW\2007\Engineering\PWSR4158.doc



CITY OF VALLEJO, CALIFORNIA

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

DWG. NO. --

SHEET 1 of 1

DRAWN BY SK

FILE NO. PW 9794

DATE 02/15/06

REF. --

CHECKED DAK

SCALE N.T.S.

VICINITY MAP
ADMIRAL CALLAGHAN / HUMBOLT STREET
OVERLAY PROJECT



Agenda Item No.

CONSENT G

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Craig Whittom, Community Development Director/Assistant City Manager
Gary A. Leach, Public Works Director *AL*

SUBJECT: APPROVAL OF A RESOLUTION APPROVING CONTRACT CHANGE ORDER NO. 2 WITH CHRISP COMPANY FOR ADDITIONAL REMOVAL OF TRAFFIC STRIPING AND TRAFFIC CONTROL FOR THE DOWNTOWN VALLEJO INTERIM STRIPING PROJECT AND FINAL ACCEPTANCE OF CONTRACT

BACKGROUND

Prior to the closure and subsequent sale of the City-owned parking lot at Virginia and Sacramento Streets to Triad Downtown Vallejo, LLC, additional on-street parking was created in the downtown core to mitigate the off-street parking loss. This project restriped 17 city blocks in the downtown area creating new diagonal parking spaces. The closure of the parking lot will eliminate 88 off-street parking spaces. The restriping project created 222 additional on-street parking spaces resulting in a net increase of 134 downtown public parking spaces. Also included in the project were modifications to the existing traffic signal operation and installation of street signing within the project area.

On February 9, 2006 the City Clerk opened bids for the Downtown Vallejo Interim Striping Project. The bid instructions specified that the bids be delivered to the Office of the City Clerk no later than 2:00 p.m. on February 9, 2006. The City received two bids for the project. One bid from Chrisp Company was timely received and a second bid from Bond Blacktop, Inc. was received after the bid opening. The latter bid has been determined to be non-responsive and rejected.

The project bid documents included slurry sealing of the streets prior to striping to improve the appearance of the finished product. However, the total bid from the Chrisp Company exceeded the project funding thus requiring the reduction in the scope of work. Therefore, a contract change order was executed to eliminate the slurry seal work to stay within the establish project budget.

The project was awarded to the lowest bidder Chrisp Company, Fremont, CA, on March 14, 2006, for a bid amount of \$267,879.00 with an executed Change Order No. 1 which



reduced the contract by \$132,431.00 in order to stay within the available funding, thereby modifying the contract amount to \$135,448.00.

During construction, removal of additional traffic striping and the traffic control for the removal was required to complete a functional project. This authorized additional work resulted in Contract Change Order No. 2 in the amount of \$10,515.00 to balance the contract.

The project is ready for final acceptance. Therefore, staff recommends that the City Council accept the work of Chrisp Company as complete.

Fiscal Impact

This project has no impact on the City's general fund budget. The project was funded by the Redevelopment Agency of the City of Vallejo. The total budgeted amount for this project was \$176,500.

The total cost of Contract Change Order No. 2 is \$10,515, bringing the total value of the construction contract with Chrisp Company to \$145,963 which is well within the established budget.

RECOMMENDATION

Staff recommends adopt of a resolution approving Contract Change Order No. 2 with Chrisp Company, Fremont, California, for the Downtown Vallejo Interim Striping Project, accepting the contract as complete, and authorizing the City Clerk to file a Notice of Completion in the Office of the Solano County Recorder.

ENVIRONMENTAL REVIEW

On September 20, 2005 the City Council certified the Final Environmental Impact Report (FEIR) and Approved the Mitigation Monitoring and Reporting Program for the Downtown Vallejo Specific Plan and Virginia Street Development Project. Mitigation Measure PARK-2 (as presented in the FEIR) recommends implementing an interim on-street parking replacement plan prior to the closure of the Virginia Street parking lot. This project will provide compliance with mitigation measure PARK-2. No further CEQA action is required by the City Council.



PROPOSED ACTION

Adoption of a resolution approving Contract Change Order No. 2, and accept the contract as complete, and authorize the City Clerk to file a Notice of Completion with the Solano County Recorder's Office.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution approving Contract Change Order No. 2 with Chrisp Company, Fremont, California for additional required removal of striping and traffic control for removal Project, accepting the work as complete, and authorizing the City Clerk to file a Notice of Completion in the Office of the Solano County Recorder.

CONTACT PERSON

Gary A. Leach, Public Works Director
648-4315
gleach@ci.vallejo.ca.us

David A. Kleinschmidt, City Engineer
(707) 648-4301
david@ci.vallejo.ca.us

JUNE 5, 2007
J:\PUBLIC\AIPW\2007\Engineering\PWSR4160.doc

RESOLUTION NO. 07-____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, on March 14, 2006, the City Council through Resolution No. 06-83 N.C. awarded a contract to Chrisp Company, Fremont, California for the Downtown Vallejo Interim Striping Project; and

WHEREAS, additional removal of existing traffic striping beyond the original contract amount under Change Order No. 2 in the amount of \$10,515 were required to provide a completely operational project prior to City acceptance; and

WHEREAS, the work for the Pavement Overlay FY 2005/06 for Downtown Vallejo Interim Striping Project within the City of Vallejo, County of Solano, California by Chrisp Company, Fremont, California, is now complete as detailed in their contract date March 16, 2006 and the same is hereby accepted.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vallejo that Contract Change Order No. 2 to Chrisp Company, Fremont, California is hereby approved in the amount of Ten Thousand Five Hundred Fifteen Dollars and Zero Cents (\$10,515.00) for additional work, bringing the total obligation to Chrisp Company to \$143,542.15.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to file a Notice of Completion with the Recorder of Solano County, California.

JUNE 5, 2007

J:\PUBLIC\AIPW2007\Engineering\PWSR4160.doc




CONSENT H

Agenda Item No.

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN ALLOCATION REQUEST AND A DRAFT INITIAL PROJECT REPORT TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR REGIONAL MEASURE 2 FUNDS IN THE AMOUNT OF \$2,783,900, FOR THE VALLEJO STATION INTERMODAL FACILITY

BACKGROUND

The Vallejo Station Project will consist of a Multimodal transportation facility and transit-oriented residential and commercial improvements. The Vallejo Station Project will improve pedestrian, automobile, and public transportation access to the Vallejo Ferry Terminal, Vallejo Bus Transit Center, and Vallejo downtown areas. The focus of the project is to provide pedestrian access between the Ferry Terminal, the proposed Vallejo Station Ferry Parking Garage, the proposed local Bus Transfer Center, the regional bus turnouts on Mare Island Way, and the downtown area. The Vallejo Station Project also includes public open spaces and pedestrian walkway enhancements. The Vallejo Station Intermodal Facility will provide Multimodal bus and ferry connections, with a pedestrian connection to Downtown and the Waterfront to the north and south.

The Vallejo Station Intermodal Facility is comprised of the following components:

1,200-space Parking Structure (public portion)

The proposed parking garage is intended to provide parking for the Vallejo Ferry patrons and will replace heavily used surface parking on various lots in downtown Vallejo. The garage will be designed to accommodate future retail and/or commercial space, additional parking as well as a potential hotel and conference center on a vertical subdivision to be created on the top deck of the garage. The public and private portions of Vallejo Station will support a compact, transit-oriented mixed-use community close to Downtown, transit services, and existing and planned residential and civic uses.



York Street Paseo and Park

The Vallejo Station project also includes the York Street Paseo and Park, located to the southwest of the proposed bus transit station. This is the capstone of the development within the area and will create the final link in the pedestrian network connecting the area's multiple transportation services, including the ferry terminal, new high-density housing, and a network of open spaces.

York Street Bus Transit Center

The Vallejo Station Transit Center is to be relocated one block west to a new site immediately adjacent to Santa Clara Street between Georgia and Maine Street in downtown Vallejo. The current Vallejo Transit Center is located on York Street in downtown Vallejo and includes no special transit amenities, infrastructure, lighting or bus shelters. The center must be relocated to make way for new housing and commercial development in downtown Vallejo as a result of the Downtown Redevelopment plan. By relocating the transit center one block closer to the Vallejo Ferry Terminal, three existing properties will become available for new residential and/or commercial development. The current location is not well connected to downtown or the waterfront.

The proposed Bus Transit Center is located on the extension of York Street and will divide two existing city parking lots (lots F and G) into new north and south sections. The lots will be redesigned with perpendicular parking to maximize the number of available parking stalls. Ramps will be constructed to the north and the south of the proposed bus transfer facilities to provide new east-west connections between the lots F and G and improve vehicular circulation between Sacramento Street and Santa Clara Street. The Bus Transit Center facility will be designed to accommodate twelve 45-foot buses at a new bus island. Pedestrian crossings provided in the middle and at each end of the new bus island will connect the two parking lots and a proposed new Bus Transit Center. A six-foot wide sidewalk is proposed along the north side of the bus island to provide a pedestrian link between Sacramento and Santa Clara Streets. This pedestrian link will improve pedestrian access between the Bus Transit Center, the proposed new Vallejo Station Parking Garage and the existing Vallejo Ferry Terminal. Retaining walls, new pedestrian ramps and/or stairs, handicapped ramps and additional handicapped parking spaces will be completed as part of the Transit Center in conformance with appropriate ADA requirements.



Mare Island Way Bus Loading Zone

Mare Island Way between Maine Street and Georgia Street will be re-configured to accommodate bus-loading zones for regional express buses and access to the parking structure. The Mare Island Way Bus Loading Zone will be located on Mare Island Way in both northbound and southbound directions between Georgia Street and the Parking Garage Access Road. The bus-loading zone should be designed so that five buses can park on each side at one time. Regional express buses will be the primary users of the loading zone, although tour buses may also use the facility for loading and unloading passengers. Regional express bus schedules will be coordinated with Baylink ferry schedules. Currently, four local and two regional Vallejo Transit routes, one Benicia Transit route, and a VINE route stop at the Ferry Terminal.

No amenities other than dynamic signage for passengers or bus drivers are currently planned at the bus loading/unloading zone. Shelters for bus passengers at this location are not currently planned because they would obstruct view of the waterfront. The selected A/E firm must design options to creatively solve amenities and shelter issues, while remaining in compliance with all applicable design guidelines and standards.

In order to accommodate the Bus Loading Zones and transit parking traffic, some modifications to the existing geometry on Mare Island Way between Georgia Street and the Parking Garage Access Road may be necessary. Mare Island Way currently consists of four traffic lanes and a ten-foot wide median. A possible option for a reconfigured Mare Island Way would consist of four traffic lanes, two bus-loading lanes, and a left-turn lane. The dedicated left-turn lane must allow sufficient queuing space for cars turning left onto Transit Parking Access Road. Fifteen-foot wide sidewalks will accommodate foot traffic and passengers waiting for buses.

During peak hours, a large volume of pedestrians is expected to cross from the ferry terminal to the Transit Parking Structure. The pedestrian crossings on Mare Island Way must be designed to accommodate this surge of pedestrian flow.

Mare Island Way - Ferry Terminal "Kiss & Ride" Drop-off/Pick-up Area

The Ferry Terminal "Kiss & Ride" Drop-off/Pick-up Area will be located immediately south of the ferry terminal. The northern half of the area will be used for employer shuttle parking and loading/unloading passengers. The southern half of the area will be used for short-term (ten-minute) parking. With the provision of the "Kiss & Ride" Drop-off/Pick-up Area, drop-off and pick-up activities are expected to increase.



Santa Clara Street Modifications

Santa Clara Street modifications will include additional lighted crosswalks on Santa Clara Street at the new Bus Transfer Center Entrance/Exit and. Santa Clara Street at the Bus Transfer Center Exit/Entrance will probably not be signalized since vehicular or pedestrian volume is forecasted to be low.

Fiscal Impact

These phases of the project (Design and Right of Way/Acquisition) are funded with a blend of Federal, State, and Local (RM2 and RDA/Developer contribution) funds.

ENVIRONMENTAL REVIEW

The submission of an allocation request for RM2 funds is not an action with a direct or indirect foreseeable environmental impact, and therefore, does not qualify as a project under CEQA. The Vallejo Station Intermodal Facility project has undergone its own environmental determination as reflected in the certified Final Environmental impact Report (FEIR) dated October 25, 2005, resolution 05-535) and the addendum to the FEIR approved by City Council on 02/27/07.

ALTERNATIVES CONSIDERED

None

PROPOSED ACTION

Staff recommends approving the resolution authorizing the City Manager or his designee to submit an allocation request and a draft initial project report to the Metropolitan Transportation Commission (MTC) for Regional Measure 2 funds in the amount of \$2,783,900, for the Vallejo Station Intermodal Facility.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution authorizing the City Manager or his designee to submit an allocation request and a draft initial project report to the Metropolitan Transportation Commission (MTC) for Regional Measure 2 funds in the amount of \$2,783,900, for the Vallejo Station Intermodal Facility.
- b. Draft Initial Project Report



CONTACT PERSONS

Gary A. Leach, Public Works Director
(707) 648-4315
gleach@ci.vallejo.ca.us

Crystal Odum Ford, Transportation Superintendent
(707) 648-52441
codumford@ci.vallejo.ca.us

JUNE 5, 2007
J:\PUBLIC\A\PW\2007\Transportation\PWSR4161.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

WHEREAS, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

WHEREAS, City of Vallejo is an eligible sponsor of transportation projects in Regional Measure 2, Regional Traffic Relief Plan funds; and

WHEREAS, the Vallejo Station Intermodal Station project is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

WHEREAS, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which the City of Vallejo is requesting that MTC allocate Regional Measure 2 funds; and

NOW, THEREFOR, BE IT RESOLVED that the City of Vallejo, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

NOW, THEREFOR, BE IT FURTHER RESOLVED, that the City of Vallejo certifies that the project is consistent with the Regional Transportation Plan (RTP).

BE IT FURTHER RESOLVED that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project.

BE IT FURTHER RESOLVED, that the Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment.

BE IT FURTHER RESOLVED, that the City of Vallejo approves the updated Initial Project Report, attached to this resolution; and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo approves the cash flow plan, attached to this resolution; and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c); and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo is authorized to submit an application for Regional Measure 2 funds for the Vallejo Station Intermodal Facility in accordance with California Streets and Highways Code 30914(c); and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo certifies that the projects and purposes for which RM2 funds are being requested will comply with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

BE IT FURTHER RESOLVED, that there is no legal impediment to the City of Vallejo making allocation requests for Regional Measure 2 funds; and be it further

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the City of Vallejo to deliver such project; and be it further

BE IT FURTHER RESOLVED that the City of Vallejo indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the City of Vallejo, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo shall, if any revenues or profits from any non-governmental use of property (or project) are collected, that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

BE IT FURTHER RESOLVED, that assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used; and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo shall post on both ends of the construction site at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues; and be it further

BE IT FURTHER RESOLVED, that the City of Vallejo authorizes its City Manager or his designee to execute and submit an allocation request for the Design phase and the Right-of-Way & Acquisition phase with MTC for Regional Measure 2 funds in the amount of \$2,783,900, for the project, purposes and amounts included in the project application attached to this resolution; and be it further

BE IT FURTHER RESOLVED, that the City Manager or his designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of this resolution be transmitted to MTC in conjunction with the filing of the City of Vallejo application referenced herein.

JUNE 5, 2007

J:\PUBLIC\A\PW\2007\Transportation\PWSR4161.doc

Regional Measure 2 – INITIAL PROJECT REPORT

Vallejo Station Intermodal Facility

Regional Measure 2

Initial Project Report (IPR)

Project Title:

Vallejo Station Intermodal Facility

RM2 Project No.

5

Allocation History:

	MTC Approval Date	Amount	Phase
#1:			
#2			
#3			

Total: \$

Current Allocation Request: \$ 2,783,900

IPR Revision Date	Amount Being Requested	Phase Requested
	\$ 2,350,268	Design
	\$433,632	Right of Way/Acquisition

Regional Measure 2 – INITIAL PROJECT REPORT

I. OVERALL PROJECT INFORMATION

A. Project Sponsor / Co-sponsor(s) / Implementing Agency

The Solano Transportation Authority and the City of Vallejo Transportation Program are the project sponsors. The City of Vallejo is the implementing agency.

The Vallejo Station Intermodal Facility project is included in the RM2 program as Project 5.0, programmed for \$28 million.

B. Project Purpose

The Vallejo Station Project will consist of a Multimodal transportation facility and privately funded transit-oriented residential and commercial improvements. The Vallejo Station Project will improve pedestrian, automobile, and public transportation access to the Vallejo Ferry Terminal, Vallejo Bus Transit Center, and Vallejo downtown areas. The focus of the project is to provide pedestrian access between the Ferry Terminal, the proposed Vallejo Station Ferry Parking Garage, the proposed local Bus Transfer Center, the regional bus turnouts on Mare Island Way, and the downtown area. The Vallejo Station Project also includes public open spaces and pedestrian walkway enhancements. Overall, the Vallejo Station Project will provide Multimodal bus and ferry connections, with a pedestrian connection to Downtown and the Waterfront to the north and south.

C. Project Description (please provide details)

Project Graphics to be sent electronically with This Application

The Vallejo Station Intermodal Facility is comprised of the following components:

1,200-space Parking Structure (public portion)

The proposed parking garage is intended to provide parking for the Vallejo Ferry patrons and will replace heavily used surface parking on various lots in downtown Vallejo. The garage will be designed to accommodate future retail and/or commercial space, additional parking as well as a potential hotel and conference center on a vertical subdivision to be created on the top deck of the garage. The public and private portions of Vallejo Station will support a compact, transit-oriented mixed-use community close to Downtown, transit services, and existing and planned residential and civic uses.

The Vallejo Station Intermodal Facility is located on what is referred to as Parcel L3 in the City's Waterfront Plan. Parcel L3 is a portion of an approximately 8.4-acre parcel and that will be sub-divided into five (5) sub-parcels to simplify development profile discussions throughout this document. The five sub-parcels are L1, a 1.9-acre parcel that is planned to accommodate future private residential and retail development; parcel L2, a 1.9-acre parcel that is planned to accommodate future office and/or commercial development; Parcel L3, a 4.6 acre parcel that is the site of the proposed Vallejo Station Parking Garage; and Parcel L4, a 2.8-acre vertical subdivision parcel located above parcel L3 that is planned to accommodate a future hotel and/or conference center on the top deck of the garage with as many as 200 rooms, up to 200,000 gross square feet of floor area, with retail wrapped around the perimeter; and Parcel L-5, a 1.8 acre parcel providing a pedestrian paseo between Parcel O and the ferry terminal, providing 50 short-term parking spaces. The future development on Parcel L4 will include short term parking, access driveways as well as other improvements as may be required to support the uses proposed on the parcel. Mare Island Way will be improved with expanded regional bus turnouts and enhanced pedestrian crossings. This Allocation Request pertains to Parcels L3 and L5, the publicly-funded development parcels. Parcels L1, L2, and L4 will be privately-funded.

Regional Measure 2 – INITIAL PROJECT REPORT

The maximum allowable height of the proposed private sector developments on Parcel L is five stories and 65 feet on the Mare Island Way frontage of Parcel L1, four stories and 55 feet on the Santa Clara Street frontage of Parcels L1 and L4, and 45 feet for Parcel L2.

York Street Paseo and Park

The Vallejo Station project also includes the York Street Paseo and Park, located to the southwest of the proposed bus transit station. This is the capstone of the development within the area and will create the final link in the pedestrian network connecting the area's multiple transportation services, including the ferry terminal, new high-density housing, and a network of open spaces. The scope of work for the York Street Paseo and Park includes the following improvements:

- Decorative elements placed at each end of the transit center block, will mark the boundaries of the special zone and serve as a gateway
- Enhanced paving at the Bus Transit Center crosswalk extends the pedestrian-themed improvements from the Bus Transit Center to the York Street Paseo. Design elements of the York Street Paseo must be consistent with the design elements of the Bus Transit Center. The street paving will be textured to provide audible and physical indications when driving over it
- Transit shelters provide shade and seating for waiting passengers. The colored, steel frame structures will be lighted for night use and incorporate informational signage
- Transit Gallery design complements the passenger shelters. The simple, steel frame forms articulate the public sidewalk linkages to the transit median. Nighttime safety lighting and informational signage will offer amenities to all downtown pedestrians
- Grand Stairs serve as the transition in elevation between the Upper and Lower plazas as well as the continuation of the York Street Paseo to the ferry terminal

Stair risers may be finished with art tiles. When viewed on approach from the ferry terminal, the color and pattern of the tiles will serve as a beacon to direct and guide people to the public access ways

The improvements within the project limits other than the parking structure may also include landscaping, street furniture, signage, decorative paving, street lighting, street and pavement repairs prior to street overlay, street overlay, replacement curb, gutter and sidewalk, and surface storm drainage modifications within the public street rights-of-way, gateway, and other areas.

York Street Bus Transit Center

The Vallejo Station Transit Center is to be relocated one block west to a new site immediately adjacent to Santa Clara Street between Georgia and Maine Street in downtown Vallejo. The current Vallejo Transit Center is located on York Street in downtown Vallejo and includes no special transit amenities, infrastructure, lighting or bus shelters. The center must be relocated to make way for new housing and commercial development in downtown Vallejo as a result of the Downtown Redevelopment plan. By relocating the transit center one block closer to the Vallejo Ferry Terminal, three existing properties will become available for new residential and/or commercial development. The current location is not well connected to downtown or the waterfront.

The proposed Bus Transit Center is located on the extension of York Street and will divide two existing city parking lots (lots F and G) into new north and south sections. The lots will be redesigned with perpendicular parking to maximize the number of available parking stalls. Ramps will be constructed to the north and the south of the proposed bus transfer facilities to provide new east-west connections between the lots F and G and improve vehicular circulation between Sacramento Street and Santa Clara Street. The Bus Transit Center facility will be designed to accommodate twelve 45-foot buses at a new bus island. Pedestrian crossings provided in the middle and at each end of the new bus island will

Regional Measure 2 – INITIAL PROJECT REPORT

connect the two parking lots and a proposed new Bus Transit Center. A six-foot wide sidewalk is proposed along the north side of the bus island to provide a pedestrian link between Sacramento and Santa Clara Streets. This pedestrian link will improve pedestrian access between the Bus Transit Center, the proposed new Vallejo Station Parking Garage and the existing Vallejo Ferry Terminal. Retaining walls, new pedestrian ramps and/or stairs, handicapped ramps and additional handicapped parking spaces will be completed as part of the Transit Center in conformance with appropriate ADA requirements.

The project scope includes an optional structural engineering evaluation and development of preliminary architectural drawings and cost estimates to convert the existing Beeman building into a Transit office. The Beeman Building is a two-story building of approximately 5,736 square feet located on the north side of existing city parking lot "F". It is anticipated that the first floor of this building would include a lobby, information counter, back office, break room, and public/private restrooms. The second floor may be used for the Vallejo Transit administrative offices.

If the Beeman building is not converted into a Transit office, the design of a standalone public restroom facility will probably be added to the scope of work.

The scope of the Vallejo Bus Transit Center project includes engineering and design of all necessary infrastructure improvements to accomplish the project including, but not necessarily limited to surveying, utility relocation and/or upgrades, drainage improvements and/or upgrades, grading and paving improvements, construction and/or reconstruction of existing parking lots, the construction of curbs, gutters, sidewalks and new bus bays and related improvements including lighting, landscaping and other related improvements and amenities. In addition, the project includes the conceptual and final design of certain separately funded project enhancements (TLC grant funded) to supplement the basic design of the project to enhance and augment the project – additional lighting, architectural paving and other features, benches, covers and related facilities.

The following considerations are included in the scope of work for this project (the new York Street Transit Center):

- Pedestrian linkage between parking lots and destinations such as Georgia street retail and planned transit center
 - Design details must encourage a uniquely defined access route
 - A fine level of detail must be rendered in the paving, planting, and furnishings. Art elements that explore the multicultural heritage of Vallejo and serve way finding will animate blank building walls and provide a sense of daily discovery
 - Paving material will include granite pavers similar to those found in Unity Plaza, and colored, textured concrete. Patterns in the paving will promote a recognizable identity.
- Furnishings such as lights, trash receptacles, benches, and bicycle racks must be consistent with the final Design Guidelines

Streetscape Improvements

Mare Island Way Bus Loading Zone

Mare Island Way between Maine Street and Georgia Street will be re-configured to accommodate bus-loading zones for regional express buses and access to the parking structure. The Mare Island Way Bus Loading Zone will be located on Mare Island Way in both northbound and southbound directions between Georgia Street and the Parking Garage Access Road. The bus-loading zone should be designed so that five buses can park on each side at one time. Regional express buses will be the primary users of the loading zone, although tour buses may also use the facility for loading and unloading passengers. Regional express bus schedules will be coordinated with Baylink ferry schedules. Currently, four local

Regional Measure 2 – INITIAL PROJECT REPORT

and two regional Vallejo Transit routes, one Benicia Transit route, and a VINE route stop at the Ferry Terminal.

No amenities other than dynamic signage for passengers or bus drivers are currently planned at the bus loading/unloading zone. Shelters for bus passengers at this location are not currently planned because they would obstruct view of the waterfront. The selected A/E firm must design options to creatively solve amenities and shelter issues, while remaining in compliance with all applicable design guidelines and standards.

In order to accommodate the Bus Loading Zones and transit parking traffic, some modifications to the existing geometry on Mare Island Way between Georgia Street and the Parking Garage Access Road may be necessary. Mare Island Way currently consists of four traffic lanes and a ten-foot wide median. A possible option for a reconfigured Mare Island Way would consist of four traffic lanes, two bus-loading lanes, and a left-turn lane. The dedicated left-turn lane must allow sufficient queuing space for cars turning left onto Transit Parking Access Road. Fifteen-foot wide sidewalks will accommodate foot traffic and passengers waiting for buses.

During peak hours, a large volume of pedestrians is expected to cross from the ferry terminal to the Transit Parking Structure. The pedestrian crossings on Mare Island Way must be designed to accommodate this surge of pedestrian flow.

Mare Island Way - Ferry Terminal “Kiss & Ride” Drop-off/Pick-up Area

The Ferry Terminal “Kiss & Ride” Drop-off/Pick-up Area will be located immediately south of the ferry terminal. The northern half of the area will be used for employer shuttle parking and loading/unloading passengers. The southern half of the area will be used for short-term (ten-minute) parking. The lot is currently a two-way lot, with an entrance off of Mary Island Way, north of Maine Street. The entrance will be re-aligned with the Parking Garage access road, and will be converted and re-stripped as a one-way lot. With the provision of the “Kiss & Ride” Drop-off/Pick-up Area, drop-off and pick-up activities are expected to increase.

Santa Clara Street Modification

Santa Clara Street modifications will include additional lighted crosswalks on Santa Clara Street at the new Bus Transfer Center Entrance/Exit and. Santa Clara Street at the Bus Transfer Center Exit/Entrance will probably not be signalized since vehicular or pedestrian volume is forecasted to be low.

D. Impediments to Project Completion

The project is not fully funded. In addition, acquisition of certain properties may be difficult, time-consuming, and costly.

The schedule allows for 16 months to negotiate with all three property owners, which should allow for inherent delays in the process. The ROW budgets are based upon preliminary property assessments, and include an allowance for an above-market rate settlement. As the negotiations proceed, the assessments and estimates will be refined. As discussed on Page 6, the three properties are Hilf Trust (Post Office property), My Café (Parcel L3 property), and the Beeman Building (Bus Transit Center property).

Regional Measure 2 – INITIAL PROJECT REPORT

“Plan B” in the event that the Post Office negotiations prove difficult is to build ½ of the parking structure, which would result in a useable 800 to 900 space parking structure. The remainder of the structure would be constructed after conclusion of successful negotiations with the Post Office and Hilf Trust. This strategy would also allow for additional time to identify new sources of funds to close the funding gap.

The City of Vallejo, the project's sponsor, has successfully attracted funding from Federal, State and Local sources for the projects. Congressman George Miller, a strong supporter of the Vallejo Station project, has secured a series of federal earmarks for the projects. The City has every reason to expect Congressman Miller to continue his work and secure additional future earmarks and/or other federal grants for the project. The project is also strongly supported by the Solano Transportation Authority (STA) as well as the Metropolitan Transportation Commission (MTC). The STA has consistently recommended that portions of its available State Transportation Improvement Program (STIP) funds be allocated to this project. STA staff has advised the City that it intends to recommend additional allocations of future STIP funds as those funds become available and as the City demonstrates progress with development of this important North Bay Transportation hub.

E. Operability

Upon completion of the project, the City of Vallejo will be responsible for operating and maintaining all components of the Vallejo Station Intermodal Facility and environs.

II. PROJECT PHASE DESCRIPTION and STATUS

F. Environmental (Environmental Studies/Prelim Eng) –

Does NEPA Apply: Yes No

The City Council of the City of Vallejo, by Resolution No. 05-354, adopted on October 25, 2005, certified the Environmental Impact Report for the Vallejo Station Project and Waterfront Project (SCH No. 2000052073) ("EIR"). The bus transfer station is part of the larger Vallejo Station Project analyzed under the EIR, which includes a ferry parking garage, residential units, retail, commercial and office space, neighborhood paseo park, and other associated improvements. Following certification of the EIR, a Petition for Writ of Mandate and Complaint for Injunctive Relief was filed in the Solano County Superior Court, on December 2, 2005, and a First Amended Petition was filed on January 12, 2006, challenging the EIR (*Vallejo Waterfront Coalition v. City of Vallejo, et al.*; Case No. FCS 027048). The City and Plaintiffs engaged in settlement negotiations and agreed upon a Settlement Agreement in that action. The City considered approval of a Settlement Agreement on November 7, 2006. The ninety-day challenge period concluded on April 19, 2007, and there currently is no injunction or other impediment that would prohibit the City from commencing construction of the Vallejo Station Intermodal Facility.

G. Design (PS&E) –

A Request for Qualifications package for A/E services in support of the Vallejo Station project was issued on March 21, 2007, and Statements of Qualification were received on April 23, 2007. Interviews with three A/E teams are scheduled for May 21, 2007, with an award date targeted for late June. The estimated duration for completion of the Design phase is two years.

Regional Measure 2 – INITIAL PROJECT REPORT

H. Right-of-Way Activities / Acquisition –

Appraisals and discussions with three property owners and one leaseholder will commence upon receipt of RM2 funds. The three properties:

- Hilf Trust – owns Post Office property; Post Office is the tenant
- My Café property – The My Café restaurant is on property targeted for construction of the parking structure
- Beeman Building – The City of Vallejo envisions a Transportation Office for the Bus Transit Center at the site of the current Beeman Building.

Discussions with three property owners and the Post Office will begin in June, and negotiations and purchase of property should be completed by July of 2009.

Regional Measure 2 – INITIAL PROJECT REPORT

The current estimates of probable costs associated with Acquisition and Relocation:

Acquisition & Relocation			
Acquisition Costs - Hilf Property / Post Office			
	Landlord/Fee Owner (Hilf Trust)	2006 Estimate	\$ 545,000
	Landlord/Fee Owner - Incentive	2006 Goldfarb & Lipman Memo	\$ 115,000
	Tenant Leasehold Value (Post Office)	2006 Estimate	\$ 1,955,000
	Tenant Leasehold Value - Incentive	2006 Goldfarb & Lipman Memo	\$ 885,000
	Acquisition Costs		\$ 3,500,000
Relocation Costs - Hilf Property / Post Office			
	FF&E and Relocation	2006 Goldfarb & Lipman Memo	\$ 400,000
	Post Office Lease Subsidy (RDA Contribution)	2006 Goldfarb & Lipman Memo	\$ 750,000
	Relocation Costs		\$ 1,150,000
	Total Hilf /Post Office Property Acquisition and Relocation		\$ 4,650,000
Acquisition & Relocation of My Café Property			
	Landlord Fee Simple (My Café)	2006 Goldfarb & Lipman Memo	\$ 600,000
	Tenant Goodwill (My Café)	2006 Goldfarb & Lipman Memo	\$ 350,000
	FF&E and Relocation	2006 Goldfarb & Lipman Memo	\$ 50,000
	Total My Cafe Property Acquisition and Relocation		\$ 1,000,000
Acquisition & Relocation of Beeman Building			
	Beeman Building Fee Simple	2006 Estimate	\$ 625,000
	Beeman Building Tenant	2006 Estimate	\$ 50,000
	Total Beeman Building Property Acquisition and Relocation		\$ 675,000
Acquisition & Relocation Oversight			
	Acquisition & Relocation Consultant		\$ 200,000
	City of Vallejo Oversight		\$ 133,632
	Project & Financial Management		\$ 100,000
	Total A&R Oversight		\$ 433,632
Total Acquisition & Relocation Estimate			\$ 6,758,632

I. Construction / Vehicle Acquisition -

The 24-month construction period is expected to begin in July of 2009.

III. PROJECT BUDGET

Regional Measure 2 – INITIAL PROJECT REPORT

J. Project Budget (Escalated to year of expenditure)

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	\$5763
Right-of-Way Activities /Acquisition (R/W)	\$6,758,
Construction / Rolling Stock Acquisition (CON)	\$63,872
Total Project Budget (in thousands)	\$76,393

K. Project Budget (De-escalated to current year)

Phase	Total Amount - De-escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	\$
Design - Plans, Specifications and Estimates (PS&E)	\$5,763
Right-of-Way Activities /Acquisition (R/W)	\$6,758
Construction / Rolling Stock Acquisition (CON)	\$52,154
Total Project Budget (in thousands)	\$64,676

IV. OVERALL PROJECT SCHEDULE

Phase-Milestone	Planned (Update as needed)	
	Start Date	Completion Date
Final Design - Plans, Specs. & Estimates (PS&E)	6/07	7/09
Right-of-Way Activities /Acquisition (R/W)	6/07	7/09
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	04/08	08/11

V. ALLOCATION REQUEST INFORMATION

L. Detailed Description of Allocation Request

Amount being requested (in escalated dollars)	Design –\$2,350,268 ROW-\$433,632 Total - \$2,783,900
Project Phase(s) being requested	Design ROW/ Acquisition (Partial Phase)

Regional Measure 2 – INITIAL PROJECT REPORT

Are there other fund sources involved in this phase?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	June, 2007
Month/year being requested for MTC Commission approval of allocation	June 2007

M. Status of Previous Allocations (if any)

N/A

N. Workplan

Workplan in Alternate Format Enclosed

TASK NO	Description	Deliverables	Completion Date
001	Design – A/E Services in support of the Vallejo Station Intermodal Facility	All A/E services necessary to complete the design phase of the Vallejo Station Intermodal Facility project	07/09
002	Design - Project Management Support	All PM services necessary to complete the design phase of the VSIF project	07/09
003	Design – City Of Vallejo Staff	All City of Vallejo support services necessary to complete the design phase of the VSIF project	07/09
004	ROW – Project Management Support	All PM services necessary to complete the design phase of the VSIF project	07/09
005	ROW – City of Vallejo Staff	City of Vallejo support services necessary to complete the ROW phase of the VSIF project	07/09

The A/E Scope of Services:

The Design Professional’s Basic Services shall be rendered during both the Design phase and the Construction phase of the public portions of the project, and they include (but are not limited to) complete architectural, landscaping, civil, structural, and MEP services for each phase. Coordination with the A/E firm responsible for design of the private portions of the Vallejo Station project will be critical to project success.

Basic Services will include, but may not be limited to design and engineering during the schematic, design development, and construction document phases, as well as assistance in the preparation of the IFB for construction; participate in the pre-bid job-walk and conference; respond to questions resulting from the pre-bid construction meeting and/or IFB; assist in the evaluation of construction bids; provide legal, structural, and logistical guidance related to the vertical subdivision concept; coordinate and lead

Regional Measure 2 – INITIAL PROJECT REPORT

design charettes with a variety of stakeholders; assist in the preparation of city required conditional use permits, plan checks and permitting approvals; provide construction administration including reviewing, coordination, and responding to questions during construction; provide environmental expertise when necessary, attend weekly construction meetings; review submittals and/or change orders; review construction contractor pay applications; conduct materials testing; conduct final walk-through; develop a construction punch-list, if necessary; certify project completion; provide construction record drawings; and lead presentations to community groups, the City Council, funding partners, and other stakeholders.

The scope of services pertaining to the public portions of the Vallejo Station project include the following:

- Parcel L3 – Design of a two-level Transit Structure (Ferry Parking Garage) with approximately 1,200 parking spaces reserved for ferry patrons with provisions for private air space (vertical subdivision) development above the proposed public garage.
- Development of engineering plans, specifications and estimates for the proposed public elements of the garage in such a manner as to allow the City and its funding partners to differentiate between the public elements and the private elements of the proposed project (the public elements are eligible for reimbursement from various grants, the private elements are not eligible).
- Identification and evaluation of options related to potentially phasing implementation of the approximately 1,200 space garage to accommodate potential delays in the acquisition and/or relocation of the existing United States Post Office (USPO) that is located on a portion of the site of the proposed garage.
- Completion of studies, identification of options and, if necessary, preliminary and final design of temporary surface parking facilities on adjacent parcels within the City of Vallejo as necessary to accommodate ferry patrons during construction of the Vallejo Station Garage.
- Civil improvements (streetscape/landscape) related directly to the Ferry Parking Garage
- Geotechnical testing and reporting as necessary
- Environmental remediation of impacted areas within Parcel L
- Parcel L is not subdivided and will need to be subdivided into Parcels L-1, L-2, and L-3 prior to commencement of garage construction. There are street right of way revisions to Santa Clara, Maine and Mare Island Way that are also part of the map exercise. Parcel L-3 will need to be re-subdivided into Parcels L-3, L-4, and L-5. L-4 and L-5 are vertical subdivision parcels located on the top deck of the garage structure. L-4 is a 2.8-acre parcel that will accommodate the private development portion of the project and L-5 is a public parcel for the paseo short-term parking, driveway and fire service access, etc. Extensive utility and maintenance easements and agreements will be required to implement the vertical subdivision process. This is a relatively new area in the Map Act and will require special expertise.
- Improvements to Existing Bus Stops at Ferry Terminal on Mare Island Way. The existing regional bus stops on Mare Island Way, located adjacent to the existing Ferry Terminal between the Georgia Street and Maine Street intersections, would be improved with the expansion of the bus turnouts on the east and west side of Mare Island Way between the Maine Street and Georgia Street intersections.
- Improvements to the existing parking lot at Ferry Terminal. The existing pick-up/drop-off area in the southern parking lot adjacent to the Ferry Terminal (Kiss and Ride area) would be expanded and enhanced with improved pedestrian access through provision of a traffic signal and pedestrian crosswalks connecting the Kiss and Ride lot with the Vallejo Station garage.

The York Street Paseo and Park will span over the Vallejo Station parking structure, providing a walkway from the Bus Transit Center to the Ferry Boat crosswalk. This is the capstone of the development within the area and will create the final link in the pedestrian network connecting the area's multiple transportation services. The scope of work includes the following improvements to the York Street Paseo:

- Decorative elements placed at each end of the transit center block will mark the boundaries of the special zone and serve as a gateway.

Regional Measure 2 – INITIAL PROJECT REPORT

- Enhanced paving at the Transit Center crosswalk extends the pedestrian themed improvements from the Bus Transit Center to the York Street Paseo. The street paving will be textured to provide audible and physical results when driving over it.
- Transit Gallery design complements the passenger shelters. The simple, steel frame forms articulate the public sidewalk linkages to the transit median. Nighttime safety lighting and informational signage will offer amenities to all downtown pedestrians.
- Grand Stairs serve as the transition in elevation between the Upper and Lower plazas as well as the continuation of the York Street Paseo to the ferry terminal
- Stair risers may be finished with art tiles. When viewed on approach from the ferry terminal, the color and pattern of the tiles will serve as a beacon to direct and guide people to the public access ways

Design work related to Parcel O (The Bus Transit Center) is not included in this Allocation Request.

The Project Management Scope of Services is:

Financial Management

Administer Funding

- Identify and assemble information for each funding source
- Verify availability, amount, timing, milestone dates, and requirements for each source
- Develop and implement a strategy for securing each funding source with emphasis on at-risk sources.
- Coordinate with Project Management team regarding funds available and cash flow issues.
- Thoroughly track all expenditures by source, and ensure fund requirements are met
- Inform City's project team if additional sources of funding are found and assist City in preparing grant application documents, as appropriate.
- Track consultant budget and expenses in a way that maximizes reimbursement eligibility.

Developer Fair Share Determination

- Identify all project elements that are subject to cost sharing and identify benefits derived by each party
- Work with City and Developer to create a spread theory that is fair to both parties
- Ensure compatibility with latest Disposition and Development Agreement (DDA) and other developer agreements that may be negotiated related to this project.
- Ensure grant and funding source requirements are not violated with respect to cost sharing
- Seek additional grants to reduce the burden to both parties
- Determine a proposed fair share contribution of Developer for various components of the project, including amount (and dollars vs credits), timing (up front vs. reimbursement basis), and nexus (benefit accrued vs. contribution made).
- Assist in negotiations between City and Developer regarding contributions, revise calculations as needed, and document final result.

Project Management

Communication System

- Initiate one or more kick-off meetings with primary participants – City departments, developer and Harris-Gray-Bowen. Agree upon scope, accounting, invoicing and payment, schedule, deliverables, staffing, oversight of subconsultants (City's and Harris'), and procedures for contract amendments or requests for additional services.
- Create committee structure as appropriate – Steering (regular working group), Executive (higher level for major policy decisions), and Focus groups (small, single-issue working group)

Regional Measure 2 – INITIAL PROJECT REPORT

- Staff the committees – provide leadership, agendas, minutes and action item follow-up
- Function as center of communications for the project; maintain master directory and master schedule
- Identify and execute public information program at varying levels on a need-to-know basis (eg. other departments; Council, boards and commissions; other agencies; and the public). Tools might include briefings, press releases, work sessions, newsletters, website, and monthly reports.

Document Management and Control System

- Implement Primavera Expedition system document control
- Provide monthly reports as appropriate to project team members

Budget Management and Control System

- Create an accounting system that tracks expenditures by funding source
- Work with architects and engineers to ensure accurate cost estimates are used
- Track budgets for internal (Harris-GrayBowen) and external (consultant and contractor) contracts and report concerns to City promptly
- Track budgets related to each funding source and report concerns to City promptly
- Monitor cash flow and report concerns to City promptly
- Provide quarterly budget and cash flow reports to City, indicating both past and projected future expenditures.

Schedule Management

- Implement Primavera Suretrak system for scheduling
- Identify critical dates for funding sources and other constraints
- Require schedule of developer and all consultants and contractors; monitor each
- Merge individual schedules (including funding critical dates) into a master schedule; manage the master schedule; identify milestones and critical path(s)
- Promptly report concerns to City and others as appropriate
- Provide monthly project status reports to the City.

Quality Control System

- Identify what types of submittals and documents should undergo a formal quality review process
- Assign the proper resources to review documents and submittals for compliance
- Ensure that targeted documents and submittals conform with established quality standards
- Recommend specific corrective action(s) when quality standards are not met
- In coordination with City representatives, perform routine and periodic quality reviews of all consultants and contractors work on this project.

Compliance Monitoring System

- Develop and maintain monitoring system to track compliance – ongoing and at milestone events
- Collect conditions of approval from relevant sources and plug into monitoring system. Include City conditions (DDA, tentative maps, EIR-MMRP, etc) and external conditions (regulatory agencies, utilities, transit providers, etc).
- Coordinate with Waterfront Master Schedule, City/Redevelopment Agency actions and appropriate staff.
- Clarify need for NEPA clearance in addition to CEQA and respond accordingly.
- Alert appropriate parties of compliance issues.

Consultant Management

- Assist City to determine when consultant assistance is needed external to the Harris-Gray-Bowen management team (examples might be relocation, right of way, environmental, and design)

Regional Measure 2 – INITIAL PROJECT REPORT

- Assist City with procurement of such “external” consultants – prepare scope of work and RFP, review proposal, interview, recommend selection, and negotiate the contract
- Identify additional specialty “internal” resources needed to supplement the Harris-Gray Bowen team’s management services and retain such team sub-consultants, subject to City approval. Examples may include traffic engineering review, FTA / UMTA funding specialists, etc.
- Monitor all consultant work on behalf of the City – peer review of work products; monitor schedule, progress and budget; and process invoices, requests for payment, and final close-out of services
- Administer all consultant contracts to ensure compliance with their respective contracts and funding requirements.

Public Construction Contract Administration

- Biddability / constructability review of public contract documents
- Bid and award period assistance to City
- Process RFIs, contractor submittals, and change orders
- Process progress payment requests and recommend payment
- Review contractor schedules, incorporate into project master schedule, and identify issues
- Maintain contract documentation system
- Manage project close-out process
- Process grant reimbursement requests

Property Acquisitions (US Postal Service Facility and other parcels)

- Research the USPS relocation process to fully understand the internal requirements and timeframe
- Calculate total schedule duration for acquisition and relocation, and identify potential schedule shortening measures for all property acquisitions.
- Coordinate all efforts of property acquisition consultants to acquire all parcels and relocate businesses, including the USPS Facility
- Ensure that the master schedule reflects a realistic portrayal of the acquisition and relocation process
- Ensure that all stakeholders understand the postal relocation timeframe
- Review design and construction cost information associated with the replacement of the USPS facility on the Kaiser Property to ensure reasonableness.

Right of Way Activities

- Real estate and FF&E appraisals
- Meetings, discussions, and negotiations with property owners and leaseholders
- Meetings and discussions with local groups as appropriate
- Coordination with all applicable agencies if condemnation is pursued
- Preparation and presentation of offer package(s)
- Oversee settlement of purchase, financial transaction, escrow
- Assist with property transition paperwork
- Meetings, discussions, and negotiations with U.S. Post Office officials
- Prepare documents for financial transactions
- Purchase of Hilf Trust Property, Beeman Building, and My Café properties

O. Impediments to Allocation Implementation

Regional Measure 2 – INITIAL PROJECT REPORT

VI. RM-2 FUNDING INFORMATION

P. RM-2 Funding Expenditures for funds being allocated

The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included

Next Anticipated RM-2 Funding Allocation Request

**March 2008 – Construction (Bus Transit Center & Transportation Office components)
\$1,311K**

VII. GOVERNING BOARD ACTION

Check the box that applies:

Governing Board Resolution attached

Governing Board Resolution to be provided on or before:

Regional Measure 2 – INITIAL PROJECT REPORT

VIII. CONTACT / PREPARATION INFORMATION

Contact for Applicant's Agency

Name: Crystal Odum Ford
Phone: (707) 648-5241
Title: Transportation Superintendent
E-mail: codumford@ci.vallejo.ca.us
Address: 555 Santa Clara St., Vallejo, CA

Information on Person Preparing IPR

Name: Doug Nelson, Harris & Associates
Phone: (925) 708-5679
Title: Project Manager
E-mail: dnelson@harris-assoc.com
Address: 120 Mason Circle, Concord, CA 94520-1214

Applicant Agency's Accounting Contact

Name:
Phone:
Title:
E-mail:
Address:

Revised IPR 120905.doc




CONSENT I

Agenda Item No.

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION AUTHORIZING THE TRANSPORTATION SUPERINTENDENT TO FILE AND EXECUTE AN APPLICATION FOR FTA SECTION 5311 FUNDS (49 U.S.C. SECTION 5311) TO PROVIDE ADDITIONAL INFORMATION AS NEEDED, AND TO SUBMIT AND APPROVE REQUESTS FOR REIMBURSEMENTS

BACKGROUND

Metropolitan Planning Organizations (MPO's) are responsible for the programming of federal transportation funds. The Metropolitan Transportation Commission (MTC) is Vallejo's MPO. The funds available for programming are Federal 5311 funds which may be used for transit operating expenses for general public transportation services to nonurbanized areas, that is, any area outside of the designated urbanized area in each state, as defined in the guidance set forth by MTC.

The California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects. The application would therefore be submitted to and processed by Caltrans.

The City of Vallejo's transportation proposed project is for the operation of Route 85. Additional operating support comes from the Solano Transportation Authority (STA) and the Transportation Development Act (TDA). This route services a non-urbanized area with high operating cost. The route serves Fairfield – Solano Mall, Solano Community College, Green Valley Shopping Area, Sonoma Blvd. Shopping, and Downtown Vallejo. The Section 5311 funds will assist in offsetting the operating cost of this route.

The Metropolitan Transportation Commission has programmed the funds for the Regional Transportation Improvement Plan which envelops the three fiscal years; 2005/2006 through 2007/2008 for the total amount of \$529,620. The City cannot submit an application until the fiscal year has closed and the city has received their audited financial statement. The City may be eligible to apply for up to \$199,288 in operating assistance for fiscal year 2005-2006. The amount of \$139,288 has been programmed for operating assistance and \$60,000 has been programmed for capital, a paratransit



van. Since Solano Paratransit operates the complementary paratransit service for Route 85, Caltrans suggested that the City attempts to transfer the \$60,000 to operating. This transfer requires MTC's approval which will be presented to their commission by the end of June. The next step is to submit an application for approval by the Caltrans, District 4.

Fiscal Impact

The City of Vallejo is submitting an application totaling \$199,288 for fiscal year 2005-2006. This transit project will be supported with a combination of local STA/TDA funds, Bridge Toll Revenues and/or other state funds in order to satisfy the 50% local match requirement. There is no impact on the General Fund.

RECOMMENDATION

Staff recommends approving the resolution authorizing the Transportation Superintendent to file and execute an application for FTA Section 5311 funds, to provide additional information as needed, and to submit and approve requests for reimbursements.

ENVIRONMENTAL REVIEW

The action involving the authorization, filing and execution of the application, as well as the subsequent actions related to the funding requests are not a actions with a direct or indirect foreseeable environmental impacts, and therefore, together or separately, they do not qualify as a project under CEQA.

PROPOSED ACTION

Approve the resolution authorizing the Transportation Superintendent to file and execute an application for FTA Section 5311 funds, to provide additional information as needed, and to submit and approve requests for reimbursements.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution authorizing the Transportation Superintendent to file and execute the application with Caltrans for Section 5311 funds to provide additional information as needed, and submit and approve requests for reimbursement.



CONTACT PERSON

Gary A. Leach, Public Works Director
648-4315
gleach@ci.vallejo.ca.us

Crystal Odum Ford, Transportation Superintendent
(707) 648-5241
codumford@ci.vallejo.ca.us

JUNE 5, 2007

J:\PUBLIC\AIPW2007\Transportation\PWSR4163.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital and operating assistance projects for nonurbanized public transportation systems under Section 5311 of the Federal Transit Act; and

WHEREAS, the California Department of Transportation District 4 has been designated by the Governor of the State of California to administer Section 5311 grants for public transportation projects; and

WHEREAS, Caltrans allocates regional apportionments of Section 5311 funds and the Regional Transportation Planning Agencies ("RTPA") of the State of California are responsible for the programming of the regional apportionments; and

WHEREAS, the Metropolitan transportation Commission ("MTC") is the RTPA for the City of Vallejo's transportation division, and the MTC has programmed Section 5311 to the City of Vallejo, and

WHEREAS, an application for Section 5311 funds must be filed with Caltrans to receive Section 5311 funding assistance, and

WHEREAS, under applicable FTA grant requirements only an eligible FTA recipient or subrecipient may receive Section 5311 funds, and the City of Vallejo is an eligible FTA grant recipient,

WHEREAS, The City of Vallejo's Transportation Division has satisfied the local match requirement with STA/TDA funds, Bridge Toll Revenues and/or other state funds and

WHEREAS, City of Vallejo/Transportation Division desires to apply for said financial assistance and

WHEREAS, the City of Vallejo/Transportation Division has, to the maximum extent feasible, coordinated with other transportation providers and users in the region,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vallejo does hereby authorize and direct the Transportation Superintendent to do the following:

1. To file and execute applications on behalf of City of Vallejo/Transportation Division with the California Department of Transportation to aid in the financing of operating or capital assistance projects pursuant to Section 5311 of the Federal Transit Act of 1964, as amended.

2. To file all assurances or any other document required by the Department.
3. To provide additional information as the Department may require in connection with the application for the Section 5311 projects.
4. To submit and approve requests for reimbursement of funds from the California Department of Transportation for Section 5311 project(s).

JUNE 5, 2007

J:\PUBLIC\AIPW2007\Transportation\PWSR4163.doc




CONSENT J

Agenda Item No.

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE) TO SECURE A GRANT UNDER THE CALIFORNIA CLEAN WATER, CLEAN AIR, SAFE NEIGHBORHOOD PARKS AND COASTAL PROTECTION ACT OF 2002

BACKGROUND

In the latter half of 2006 the State of California Department of Forestry and Fire Protection announced a grant program called "An Urban Forest for Every City." Funds for this grant program are made available from Proposition 40, the California Clean Water, Clean Air, Safe Neighborhood, Parks and Coastal Protection Act of 2002. The purpose of this grant is to help arrest the decline of urban forest resources in cities throughout California. Cities, counties, districts and nonprofit organizations were encouraged to develop programs and apply for funding under this grant program.

Public Works staff met with members of the Beautification Advisory Commission, Greater Vallejo Recreation District, the Vallejo Naval and Historic Museum as well as various community organizations to develop a plan that would qualify for funding under this program. They developed a project they call "The Value Project." VALUE is an acronym that stands for "Vallejo Adds Life to the Urban Environment." "The Value Project" identifies the following objectives:

- Eliminate the enormous backlog of hazardous tree conditions that require maintenance service
- Consolidate the overwhelming amount of resource management information
- Target struggling neighborhoods to encourage them to replenish their Urban Forestry resources
- Educate Vallejo about the history of our Urban Forest
- Educate Vallejo about the effect the Urban Forest has on property values and property maintenance
- Educate Vallejo regarding the proper care of the Urban Forest and its contribution to the reduction of Global Warming



- Develop a Community based Environmental Program
- Better utilize byproducts of Urban Forestry maintenance activities

Working with community organizations, City staff submitted "the Value Project" (attached) as a Pre-proposal for consideration in the 2006/2007 "An Urban Forest For Every City" grant program with a budget of \$500,000.00. On February 28, 2007, the California Department of Forestry and Fire Protection notified the City of Vallejo that "the Value Project" was selected for funding. Vallejo has the distinguished honor of being the only city along with seven other nonprofit organizations state wide that were selected for funding under this program.

City staff has had subsequent communication with the Coordinator of the Grant Program to finalize the requirements to obtain this funding. In addition to a CEQA review, adopting the attached resolution is an important step in obtaining funding under this program.

The State of California will fund 90% of "the Value Project," with 10% left to be matched by the City of Vallejo. Our matching contribution will be made in the form of staff salaries, materials, services, and equipment that we will use for this project. The FY 07/08 proposed budget has allowed for these costs. The end result of the completion of "the Value Project" will be a better maintained and healthier Urban Forest that we can sustain in the future. It is our intention to sustain this effort through our existing Grounds Maintenance and Landscape Maintenance District budgets. The timeline for project completion is March 1, 2009. No reimbursement requests will be accepted after June 30, 2009.

Fiscal Impact

The fiscal impact to the budget of the City of Vallejo will be an increase of \$450,000.00 to the Landscape Maintenance Section of the Public Works Department. There is no cash outlay required on the part of the City to match this grant program. Our match will be in the form of materials, services and equipment that we will use for the project.

This program is designed to supplement, not supplant our budget for Urban Forestry. Thus, we cannot use these funds to replace our existing budget. In addition it should be noted that the attached resolution states that the City fully intends to maintain a sustainable funding level for urban forestry activities within the City in future years. Although staff believes that this commitment will not be an issue within existing and future landscape maintenance districts there is a slight chance that this could be an issue in other areas of the City where funding of these activities may be more of a challenge.



RECOMMENDATION

Staff recommends that the City Council adopt the resolution to authorize the City Manager to execute the agreement. These funds are available on a one time basis and will assist the City in bringing its Urban Forest up to a higher standard, thus making it easier to maintain in the future.

ENVIRONMENTAL REVIEW

City Staff has reviewed "the Value Project" for CEQA compliance. This project is exempt under Article 19 Categorical Exemptions, Section 15301.

PROPOSED ACTION

Approve the resolution authorizing the City Manager to execute the agreement with the State of California Department of Forestry and Fire Protection to secure a grant under the California Clean Water, Clean Air, Safe Neighborhood, Parks and Coastal Protection Act of 2002.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A Resolution authorizing the City Manager to execute the agreement with the State of California Department of Forestry and Fire Protection to secure a grant under the California Clean Water, Clean Air, Safe Neighborhood, Parks and Coastal Protection Act of 2002.
- b. Urban Forest For Every City Pre-Proposal Guidelines and Application
- c. The Value Project" proposal from the City of Vallejo to the California Department of Forestry and Fire Protection which includes a budget for the project
- d. Letter of Acceptance
- e. Letter dated March 16, 2007 from the Coordinator of the Urban Forestry Grants Program explaining the requirements of the program.

CONTACT PERSONS

Gary A. Leach, Public Works Director
(707) 648-4315
gary@ci.vallejo.ca.us



Sam Gonzales, Assistant Maintenance Superintendent/
Landscape and Community Forest
(707) 649-3414
sgonzales@ci.vallejo.ca.us

Joe Bates, Landscape Maintenance Manager
(707) 648-4434
JoeB@ci.vallejo.ca.us

JUNE 5, 2007

J:\PUBLIC\AIPW2007\Maint\PWSR4157.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, the State of California, Department of Forestry and Fire Protection developed a Grant program pursuant to the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 (2002 Resources Bond) called "An Urban Forest For Every City", and

WHEREAS, the City of Vallejo submitted a project known as "The Value Project" as a proposal to the State of California for consideration under the program, and

WHEREAS, the State of California Department of Forestry and Fire Protection notified the City of Vallejo on February 28, 2007 that "The Value Project" qualifies for funding under the "An Urban Forest for Every City" grant program, and

WHEREAS, the Public Works Department of the City of Vallejo reviewed "The Value Project" and determined that it is exempt under Article 19 Categorical Exemptions, Section 15301, and

WHEREAS, the City of Vallejo is able to match the one time funds for "The Value Project" in the form of material, services and equipment;

NOW, THEREFORE BE IT RESOLVED, that the Council of the City of Vallejo does hereby acknowledge that the funds being granted by the State of California, Department of Forestry and Fire Protection under the "An Urban Forest For Every City" Program are a one time opportunity that is not replacing the city existing budget for Urban Forestry activities and that we fully intend on committing to a sustainable funding level for urban forestry activity.

BE IT FURTHER RESOLVED, that the Council of the City of Vallejo hereby authorizes the City Manager to enter into an agreement with the State of California Department of Forestry and Fire Protection to secure the grant provided under the California Urban Forestry Act of 1978 and the California Clean Water, Clean Air, Safe Neighborhood Parks and Coastal Protection Act of 2002 to fund "The Value Project."

JUNE 5, 2007

J:\PUBLIC\AIPW\2007\Maint\PWSR4157.doc

An Urban Forest For Every City

2006/2007

Pre-Proposal
Guidelines and Application



State of California
Department of Forestry and Fire Protection
Urban and Community Forestry Program



Grant program made Pursuant to the California Urban Forestry Act of 1978
(Public Resources Code 4799.06 – 4799.12)

Grant Funds made available from Proposition 40, the *California Clean Water,
Clean Air, Safe Neighborhood, Parks, and Coastal Protection Act of 2002*
(Public Resources Code 5096.650(g))

1. Introduction

The California Department of Forestry and Fire Protection (CDF) Urban and Community Forestry Program administers grants to help arrest the decline of urban forest resources, facilitate the planting of trees in cities, and improve the quality of the environment in urban areas through establishment and improved management of urban forest resources. The program also strives to facilitate the creation of permanent jobs in tree maintenance and urban forestry activities. The CDF-Urban Forestry Program works to maximize the potential of tree and vegetative cover in reducing energy consumption, improving air quality, and producing useful products such as fuel and high quality wood. We encourage citizen participation in the development and implementation of state and local agency urban forestry programs and projects.

2. Why is urban forestry important?

Since 1978, California has officially recognized the value of urban forestry. Trees serve as a vital resource in the urban environment and as an important psychological link with nature for the urban dweller. Trees are a valuable economic asset in our cities. They increase property values and attract business and new residents in urban areas. Trees play an important role in energy conservation by the modification of temperature extremes, humidity, and winds. This role is particularly important in reducing the amount of energy consumed in heating and cooling buildings and homes, and potentially in producing a local fuel and energy source. Trees directly reduce air pollution by removing airborne particulates from the atmosphere and help to purify the air. Trees also help reduce noise, provide habitat for songbirds and other wildlife, reduce surface runoff, protect urban water resources, and enhance the aesthetics and quality of life in our cities. Growing conditions in urban areas for trees and associated plants have worsened so that many California cities are continually losing more trees than are replaced.

3. How can you help?

In order to help meet the challenges facing our urban environments, this grant program has been developed. The grant program is designed to give the CDF-Urban Forestry program the flexibility to select highly promising, badly needed or innovative urban forestry projects.

The application process is simplified to the point required under official guiding documents. We are seeking good projects and not fancy proposals.

4. Who qualifies?

Cities, counties, districts and nonprofit organizations can receive grants.

Districts include, but are not limited to, school, park, recreation, water and local taxing districts. Nonprofit organizations are limited to those qualified under Section 501(c)(3) of the Internal Revenue Code. (PRC 5096.605)

5. What types of practices can be funded?

Practices that may be financed by the grants include but are not limited to the following:

- Preparing and implementing community-supported urban forest inventories or ordinances.
- Developing and establishing urban forestry educational material to support community urban forestry programs.
- Designing and implementing vegetation maintenance programs.
- Designing and implementing urban forest management plans.
- Establishing urban forestry education centers to restore abandoned urban land and to develop community awareness of the benefits of managing our urban forests.
- Designing and implementing demonstration projects that give special attention to energy conservation or wood and fiber utilization projects.

Tree planting projects will not be funded under this grant. Please refer to our other grant "Green Trees for The Golden State" that uses funds from Proposition 12 that is solely dedicated to tree planting and initial tree maintenance. Limited tree planting may be included as part of the overall project.

6. Conditions.

All of the following conditions must be met for a proposed urban forestry project to be eligible for a grant.

- a) A project must be located in an urban area or immediately adjacent to an urban area.
- b) The project has a commitment for active participation from one or more of the following: local residents, local business, or local government.
- c) The applicant has complied (and will comply) in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including CEQA.
- d) The applicant has entered into an agreement with the owners of the land for access to the land for three years.

7. Cost share grants.

These grants are to share the cost of eligible urban forestry projects. The proportion of the project cost financed by CDF-Urban Forestry shall be determined as follows:

- a) CDF will finance at least 50% of the costs of selected projects.
- b) Additional funds are available at the rate of 15% of the project cost for each criterion listed below provided that the cost-share rate does not exceed 90%.
 - 1) The project provides urban forest resources to areas where such resources are absent, or replenishes such resources where they are badly depleted.
 - 2) The project demonstrates innovative techniques for developing and managing urban forest resources that can be duplicated in other urban areas.
 - 3) The project uses trees or other vegetation to reduce consumption of finite energy resources, or to produce energy and other products from urban forests.
 - 4) The project is located in an area with an unemployment rate in the relevant census tract that exceeds the average unemployment rate for urban areas in California and provides jobs for currently unemployed persons.
 - 5) The project is educational in nature and develops public awareness of the need for managing urban forest resources.

Matching contributions required as a condition of grants made pursuant to this section may be made in the form of material, services, or equipment, as well as funds.

8. Ineligible costs.

This grant cannot finance any undertaking or complete any practice designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request that CDF furnish grants to take the place of a regular or ongoing fiscal commitment to a program or project by a local government.

For projects that include a tree planting component, no more than 15% of grant funds will be used towards tree planting and initial maintenance. Tree planting as part of the overall project can be shown as project match dollars by the applicant.

9. Priority ranking of Pre-Proposals.

The following criteria shall guide the selection review team in ranking Pre-Proposals to develop priority lists of proposed projects:

- a) The project provides urban forest resources to areas where such resources are absent, or replenishes such resources where they are badly depleted.
- b) The degree of active community participation provided by the project.
- c) The project demonstrates innovative techniques for developing and managing urban forest resources that can be duplicated in other urban areas.
- d) The project application includes a long-term written commitment by a public or private entity to provide maintenance necessary to ensure survival of trees or landscaping.
- e) The project uses trees or other vegetation to reduce consumption of finite energy resources, or to produce energy and other products from urban forests.
- f) The project is located in an area with an unemployment rate in the relevant census tract that exceeds the average unemployment rate for urban areas in California and provides jobs for currently unemployed persons.
- g) The project is educational in nature and develops public awareness of the need for managing urban forest resources.

The highest ranking Pre-Proposals will be invited to submit a full Proposal.

10. Project Timeline

Projects Completed By	March 1, 2009
Projects Closed – No Reimbursement Possible After	June 30, 2009

11. Grant Awards

Total Amount Available

\$2,500,000

Maximum Grant Award

\$500,000

12. Application

Pre-Proposals must be postmarked by December 6, 2006. Late applications will be considered early applications for the next fiscal year.

Submit application to Glenn Flamik, Urban Forestry Program Administrator.

Via email: glenn.flamik@fire.ca.gov
(preferred)

Via USMail: California Department of Forestry and Fire Protection
Glenn Flamik – Urban Forestry
P.O. Box 944246
Sacramento, CA 94244-2460

FedEx/UPS (not recommended) California Department of Forestry and Fire Protection
Attention: Glenn Flamik – Urban Forestry
1025 Triangle Court
Suite 400
West Sacramento, CA 95605

13. Information required upon application shall include:

- a) Name, address, and telephone number of the entity and its executive officer making the application.
- b) A statement signed by the applicant certifying that the applicant will comply with all applicable local, state and federal laws and regulations.
- c) A statement of the applicant's objectives to be achieved by the proposed project.
- d) A brief statement describing how the proposed project will achieve the objectives stated pursuant to c) above.
- e) A description of the project, including a budget, the number and job nature of the people involved in the project and the source of funds, materials, equipment or services to be provided by the applicant.
- f) Documentation that there shall be active community participation such as a letter from a local service club.
- g) For nonprofit organizations submitting an application, a description of the organization including the purpose, membership and source of funding.

14. What happens after submitting an application?

Application Review and Filing.

Upon receipt of an application for an urban forestry project grant, CDF-Urban Forestry staff or a designee of the CDF-Urban Forestry Program Administrator shall review it for conformance with the California Urban Forestry Act of 1978 (Public Resource Code 4799.06 to 4799.12), The California Code of Regulations (Title 14, Division 1.5, Chapter 9.7) and these guidelines. Such review may include an inspection of the project area, if applicable.

If the application is found incomplete in a material way or the proposed project is not eligible for a grant, the application will be returned and the applicant will be informed that the proposed project is ineligible. Only when an application is complete and the project is deemed eligible for a grant, will CDF-Urban Forestry staff file the application.

Notification of Application Status.

CDF-Urban Forestry staff shall notify each applicant whose application has been filed and reviewed of the status of its application within ten working days of the completion of review.

(1) For those applications which have ranked high enough in the initial review, CDF shall notify the applicant and invite them to submit a full Proposal for a grant for the project. The applicant may then either withdraw their application or complete the negotiations and execute a grant agreement. When the grant agreement is executed, the Director of CDF will make the grant funds available to the recipient in the manner and at the times specified in the agreement.

(2) For those applications which are eligible but for which there are no existing funds due to ranking, CDF shall notify the applicant that they will be invited to submit a full Proposal if funds become available during the fiscal year. If no funds become available during the fiscal year, CDF shall notify the applicant of this and shall encourage him/her to apply for funds during the next period in which CDF requests proposals for urban forestry projects.

Request for Record Review.

Within ten days of the receipt of notice that the application has been denied the applicant may request that the Director of CDF personally reconsider the decision of rejection. The request shall identify the applicant and the proposed project, and shall briefly state the applicant's reasons for requesting reconsideration. The Director shall consider the application and all of the correspondence from interested parties in reviewing the decision.

Final Decision by the Director.

If the Director finds that the decision to reject the application conforms to these guidelines and the Act, the Director shall uphold the decision. If the Director finds that the decision to reject the application does not conform to these guidelines or the Act, the Director may approve the application.



CITY OF VALLEJO

DEPARTMENT OF PUBLIC WORKS
Engineering Division

555 SANTA CLARA STREET • P.O. BOX 3068 • VALLEJO • CALIFORNIA • 94590-5934 • (707) 848-4315
FAX (707) 648-4681

November 30, 2006

California Department of Forestry and Fire Protection
Glenn Flamik- Urban Forestry
P.O. Box 944246
Sacramento, CA 94244-2460
Glenn.flamik@fire.ca.gov

Subject: Pre-Proposal Application Send Via Email
RE: An Urban Forest for Every City

Dear Glenn,

The City of Vallejo is pleased to submit the Proposition 40 pre-proposal application for "An Urban Forest for Every City". The local excitement created by incorporating the stakeholders of the Urban Forest to prepare this pre-proposal is unprecedented.

Vallejo's Urban Forest is a magnificent and valuable resource that affects our physical, emotional and economic wellbeing and has a direct impact on the quality of life. Despite this fact, the city faces significant challenges by lacking personnel, funds and environmental education opportunities since Proposition 13. A substantial number of public trees within the neighborhoods are in a state of decline. The city does not have an organized inventory of our trees within the parks, streets or watershed. New residents are unfamiliar with Vallejo's Municipal Code for landscaping, watershed-slope integrity and tree care which are crafted by resolution to protect the Urban Forest. The grant program "*An Urban Forest For Every City*" is an opportunity for Vallejo to overcome these and many other challenges. Most important, the City recognizes funds from this grant could determine how well another city can utilize our model for future urban forest programs. With this goal in mind, the City has developed a proposal we call "*The Value Project*." As the Executive Manager, I am pleased to present this pre-proposal application.

Sincerely,

Gary Leach
Director of Public Works

SSG/JB/tdh

THE VALUE PROJECT

Preserving our Urban Forest and expanding its future

Value is an acronym, which stands for:

Vallejo Adds Life to its Urban Environment

The word "value" signifies the importance of the Urban Forest. It adds value to the environment by reducing carbon dioxide in the atmosphere. It increases the value of our property. It has a high value to us by reducing our use of energy. It has aesthetic value. It adds value to the quality of our life. The better we take care of it and plan to expand its future, the more valuable it will become. As we work to improve our Urban Forest, we want to keep the word value in our minds.

The "Value Project" is an action plan designed to:

- Educate Vallejo citizens on the importance of its Urban Forest Resource
- Implement a Comprehensive Urban Forest Management Plan for Vallejo
- Design and implement a vegetation management plan
- Restore depleted Urban Forest Resources where they are needed utilizing Vallejo citizens who are unemployed
- Utilize Community organizations and schools to connect people to the Urban Forest

Objectives of the VALUE Project

Education

Education is an important part of the Value Project. We can connect the people of Vallejo to their Urban Forest by educating them about its history, its significance to their property values and its ability to reduce their energy bills. Several Community organizations have expressed a desire to participate in such a program. They include the Vallejo Naval and Historic Museum, the Architectural Heritage Foundation, The Vallejo Heights Neighborhood Association, the California Maritime Academy and the Beautification Advisory Commission.

Objective: Educate Vallejo About the History of Our Urban Forest

Vallejo has a rich history when it comes to Urban Forestry. It began in the 1860's with Commodore James Alden, who was Commandant of Vallejo's Mare Island Naval Shipyard from 1868 to 1869. He planted many of the shipyard's first trees. He encouraged captains to bring trees back from their cruises and as a result, Mare Island had trees such as locust, elm, birch and catalpa from the East Coast and numerous varieties from around the world.¹ These trees were planted around buildings and in a park. Vallejo citizens have speculated for years that many of the trees

¹ Sidewheelers to Nuclear Power, A Pictorial Essay Covering 123 Years at the Mare Island Naval Shipyard, Sue Lemon and E.D Wichels, p. 127.

brought back to the shipyard were also planted in the backyards of local people. No one has been able to confirm or deny these stories. However, many of the trees in older parts of Vallejo are the same size and variety as those on Mare Island. Everyone would like to know if these stories are true.

Vallejo also has one of the first subdivisions in California designed by a Landscape Architect. His name was E.T. Mische who was an understudy of the Olmstead brothers. They designed New York City's Central Park, the Whitehouse grounds, the U.S. Capitol grounds and numerous park systems for early U.S. Cities. While working for the City of Portland Oregon, E. T. Mische was petitioned to design a landscape for the "Georgetown Annex Project" for Vallejo. In 1919, he introduced Blue Atlas Cedars to this Vallejo subdivision.² They exist to this day. These trees grace Vallejo streets and the only people who know about their significance are City of Vallejo employees and a handful of citizens. Once people learn of their significance they fall in love with them and want to preserve them.

Vallejo has areas that were once farmland. Trees planted around these farms were incorporated into the landscapes of new subdivisions. Some complain about the trees and want them removed fearing that they are dangerous. Once they hear the historic stories behind them, however, they are fascinated and want to preserve them.

How the project will achieve the objective of educating Vallejo about it's Urban Forest History

The Vallejo Naval and Historic Museum would like to conduct a research project to investigate the history of our oldest trees. They propose to make that information available to Vallejo citizens so people could take walks in neighborhoods to view trees that have a historic story. They have photographs and archived information available to determine which trees are significant and why, but need the financial resources to pay someone a stipend to do the research and put it together in a form that they can make available to the public.

We propose to utilize grant funds from the 2006/2007 *An Urban Forest for Every City* program to launch a program to identify all of Vallejo's historically significant trees and bring them to the community's attention. The Vallejo Naval and Historic Museum will take the lead on this portion of the project by doing the research regarding historic trees. They will also provide space for exhibits regarding these trees and other Urban Forestry Education Programs. The Vallejo architectural Heritage Foundation will also participate in the program by providing an educational center for this and other hands-on educational programs for Urban Forestry.

Objective: Educate Vallejo about the effect the Urban Forest has on property values and property maintenance

Another objective of "the Value Project" involves the Urban Forest's relationship to property values. Vallejo is in a unique position to evaluate this relationship. Vallejo has several neighborhoods from various time periods. Some of these neighborhoods have tree-lined streets and others do not. Some have quality Urban Forest resources, some have never had them and others lost what they had at one time. A preliminary comparison indicates that properties in Vallejo that have street trees have higher property values than those that do not.

² Vallejo Evening Times, April 24, 1919

If we compare Glenn Street, Fresno Street and Carroll Street, north of Tennessee Street, we find that property values are higher than El Dorado Street, north of Tennessee Street only a few blocks away. The houses on all of these streets are the same age, the same square footage and have the same amenities. The only difference that we can find is Urban Forest resources. These streets are only one example. There are numerous places in Vallejo where similar situations exist where we can do comparisons. We propose to compare the property values of these areas. We will choose streets that have identical characteristics except for Urban Forest resources. This will give us a concrete example to which we can point that will demonstrate the real estate value of the Urban Forest. We will post the information on our website and make it available to citizens of Vallejo as well other communities.

Another educational component tied to real estate value is Code Enforcement activity. There is some research to indicate that property maintenance violations in Vallejo are lower in areas that have Urban Forest resources. Additionally we believe that in areas where there is adequate maintenance of the Urban Forest, the violations are even lower. Thus, we have information to suggest that good Urban Forest resource increases property values and inspires people to take better care of their property. We need to put this together in a package that the public can see. We will use the information to encourage those in areas that have little to no Urban Forest resource to increase it. This information will also be helpful to City staff and the Vallejo City council in making decisions about future Urban Forest activities.

How the project will achieve the objective of educating Vallejo about the effect the Urban Forest has on property values and property maintenance

The Beautification Advisory Commission is committed to taking the lead on this portion of the project. They will work with local realtors and the Code Enforcement Division to research the information and make it available to the public. They will need funds to do the research and publish it in a printed brochure and on the City of Vallejo website. They, along with City staff from the Public Works Department will do a presentation to the Vallejo City Council once the information is compiled.

Objective: Educate Vallejo on the proper care of the Urban Forest and its contribution to the reduction of Global Warming

Many of the trees in Vallejo's Urban Forest suffer due to lack of water and bad pruning practices such as "topping." Many individuals do not understand that trees need water and our Municipal Code tasks them with the responsibility of providing it to them. Others "top" trees thinking that they are doing a good thing by controlling the tree and making it safe. We need to provide the educational materials to them on how to care for their Urban Forest. Additionally, we need to provide them materials to explain how important this forest is to our entire planet. There is a wealth of educational materials available from the International Society of Arboriculture and the National Arbor Day Foundation about care of trees and their contribution to the environment. We need to disseminate this information to the Citizens of Vallejo.

How the project will achieve the objective of educating Vallejo on the proper care of the Urban Forest and its contribution to the reduction of Global Warming

We propose to provide information regarding watering and properly pruning trees to citizens of Vallejo by adding it to their water bills when they are mailed out. We also plan to do demonstration projects on proper tree pruning at various locations throughout the City. Public Service Announcements are available on a Local Access Program through our cable television system. We will utilize this to promote the demonstration projects and to explain the important role our Urban Forest plays in the reduction of Greenhouse gases. The Vallejo Architectural Heritage Foundation, the Vallejo Naval and Historic Museum will participate in the demonstration projects.

Objective: Develop a Community Based Environmental Education Program

Vallejo is in a unique setting where a hillside community meets the Carquinez Straits. There is a plethora of bay area vegetation, wildlife and predatory bird activity along Vallejo open space corridors and parks. People can observe this wildlife using the Master Planned Vallejo and Bay Ridge Trail System. This trail system is an integral part of Vallejo's Urban Forest and is an integral part of educating people on the extraordinary environment in which we live. An Environmental Education Program would encourage school-aged children to walk this trail and learn about Vallejo's trees, plant life and wildlife. It will encourage them to pass on the environmental effort to preserve and expand the Urban Forest.

How the program will achieve the objective of developing a Community Based Environmental Education Program

"The Value Project" will provide Public Service Announcements about the Master Planned Vallejo and Bay Ridge Trail System on Local television. It will make walking the trail a part of the education experience for school-aged children.

Summary of the Education Objective

Utilizing funds from *An Urban Forest For Every City* grant program, the City of Vallejo Public Works Department will launch a program to educate its citizens about the importance of our Urban Forest. We will bring together the Vallejo Historic and Naval Museum, the Architectural Heritage Foundation, the Vallejo Heights Neighborhood Association, California Maritime Academy and the Beautification Advisory Commission to accomplish this objective. Information from the program will be available on our website and available for other communities to utilize and duplicate.

Urban Forestry Management Plan

In the past Decade City of Vallejo Landscape Maintenance staff in the Maintenance Division recognized the various elements of an Urban Forest Management Plan. They have always lacked the funds to carry through with it. Landscape Maintenance activities of the newer areas of

town were under the Engineering Division. In 2005, the Public Works Department consolidated the activities of both sections to create a Community Forest Landscape branch of the Maintenance Division. They placed it under one professional resource branch manager. This reorganization gave the City of Vallejo the opportunity to improve its Urban Forest Program.

Urban Forestry Management Objective: Eliminate the enormous backlog of hazardous tree conditions that require maintenance service

Most trees in Vallejo's Urban Forest were planted as a public improvement when subdivisions were initially constructed. Vallejo has an older and historic part of town that dates back to 1851. It has one subdivision that was constructed in 1918. Other subdivisions were constructed from the 1920's to present. The entitlements of the subdivisions describe it as dedicated for public use. Locations of these public trees include neighborhood streets, parks, business communities, parkways, school grounds and other public parcels.

Over the years, Vallejo like other cities saw budget cuts that reduced the number of trees that we are able to trim. Consequently, we are dependent on the citizens to tell us when there are problems with trees. There is a current backlog of requests to inspect trees, trim trees and replace hazardous trees. Prior to 2005 the Department had no "systematic" maintenance of our Urban Forest.

The City of Vallejo has 44,601 trees amongst and estimated 37,000 parcels. More than 90% have not been maintained since 1990. There are currently more than 900 work orders that have been generated based on citizen requests for tree service. The request have been inspected are prioritized as #1 and #2, meaning that they need immediate hazard reduction.

After the creation of the Community Forest and Landscape branch in 2005, the branch manager changed the way the City of Vallejo maintains street trees. He targeted entire subdivisions that were in need of care rather than answering citizen requests. This proved to be an efficient and cost effective program. The cost of tree trimming went down and the number of trees trimmed went up. We need to duplicate this program and need funding to do so.

The City of Vallejo works with the Greater Vallejo Recreation District to maintain trees in park areas. The City is responsible for maintaining 7,800 trees under a "Master Lease Agreement" with them. Lack of maintenance in the parks has resulted in hazardous tree conditions over picnic areas, turf fields, buildings and parking lots. Many of the forest areas of the parks are loaded with combustible fuel. Neighbors to these forest areas are concerned as well as the Vallejo Fire Department.

How the Program will eliminate the enormous backlog of hazardous tree conditions that require maintenance service

The Public Works Department proposes to develop Plans and Specifications and solicit contracts to eliminate the backlog of hazardous tree conditions throughout Vallejo. They propose to prioritize the contracts to take care of emergency conditions such as hazardous trees over public spaces and reduction of combustible fuel loads first.

Public Works will coordinate the "Fire-Wise" effort of reducing combustible fuel loads with the Vallejo Fire Prevention Department and utilize the State of California, Department of Forestry and Fire Protection, Delta Conservation Camp as a resource.

Urban Forestry Management Objective: consolidate the overwhelming amount of resource management information

The City of Vallejo proposes to build a model electronic program that we will make available to other Community managers and supervisors. We will utilize this electronic program for scheduling maintenance service and documenting work orders within the Urban Forest. We plan to create an interface with our website where citizens of Vallejo will be able to access the status of their requests and results of inspections made by Urban Forestry Staff. The information will be tied to other educational information about Urban Forestry in Vallejo.

How the program will achieve the goal of consolidating the overwhelming amount of resource management information

The City will purchase an upgrade of the current Hansen Work Order system that we are using. The upgrade, known as Hansen 8 will track the work that we have and has the ability to automatically notify people, via email, whenever we take action on their request. We will work with our Information Technology department to place a "layer" on our G.I.S. mapping system that is already available to the public. This layer will identify areas where we plan to do Urban Forestry maintenance. Citizens will be able to look up their parcel by address or parcel number to see if the street trees in their neighborhood are scheduled for maintenance.

Urban Forestry Management Objective: target struggling neighborhoods to encourage them to replenish their Urban Forestry resources

The City of Vallejo is fortunate to have an organization known as the Fighting Back Partnership. This organization targets areas of Vallejo for revitalization. The areas they choose range in size from one to six blocks. They select areas to revitalize based on police calls for service, crime, physical deterioration of the neighborhood and the likelihood that the area will serve as an epicenter for other positive efforts. Public Works staff has worked with Fighting Back Partnership in the past in revitalization projects. We noticed that in virtually all of the target areas, there are depleted Urban Forest resources.

They recently targeted a sub-division known as the "Highway Homes." Their clean up program was a success. Neighbors successfully reduced crime and reduced the physical deterioration of the neighborhood. At the conclusion of the project, they planted four trees to honor four hard working women who participated in the project. The trees were planted on Arbor Day and officials from the City came to the presentation and adopted a resolution celebrating Arbor Day. One of the women involved in the project diligently watered the trees even though she had health problems. Local Landscape Contractors voluntarily installed a drip irrigation system for the trees.

In another location, the Fighting Back Partnership cleaned up an area and planted a community garden to bring residents closer together. Street trees in the area are in need of

maintenance and the Fighting Back Partnership has asked us to trim them. Due to our overwhelming backlog, we have not done so yet.

How the program will target struggling neighborhoods to encourage them to replenish their Urban Forestry resources

We will allow the Fighting Back Partnership to hire a contractor under our supervision to do Urban Forestry and vegetation management work in the neighborhoods that they target. We will stipulate that the contractor hire individuals who are unemployed and the Fighting Back Partnership will offer training to the employees regarding Urban Forestry Care.

Urban Forestry Management Objective: better utilize byproducts of Urban Forestry maintenance activities

The Public Works Department proposes to develop a plan that will better use the mulch that we generate from our tree trimming operation. This involves mulch from City crews and Contractors who trim trees. Currently we use the mulch in open spaces and on occasion take the mulch to a yard waste facility. Residents of Vallejo call us on a regular basis to request mulch from our operation. When they hear the size of our truck and the load that we can deliver to them, they shy away because it is more than they can use. If we had a place to stockpile the mulch, we could make it available to citizens to pick up for free.

How the program will better utilize byproducts of Urban Forestry maintenance activities

The Public Works Department proposes to utilize areas where we hold educational activities to stockpile mulch. We will run Public Service Announcements to let people know where they can obtain free mulch. The educational areas will show individuals how to utilize it.

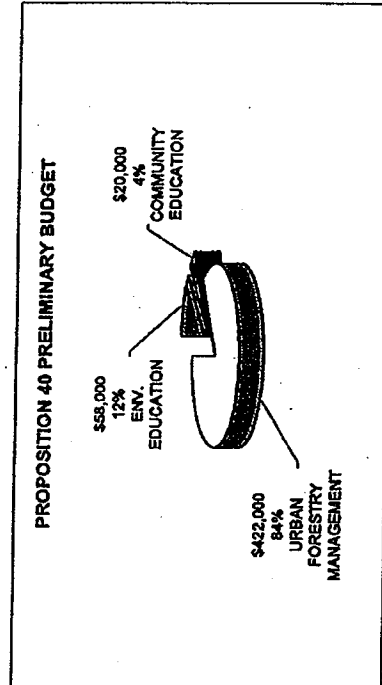
Conclusion

Vallejo is a diverse community with a rich maritime history. The history of its Urban Forest is also rich and diverse. Since the formation of a Community Forestry and Landscape Branch within the Public Works Department, there has been a growing interest in Vallejo's Urban Forest by the Vallejo Community. The mere mentioning of the idea that there are programs that we can implement and fund through *An Urban Forest For Every City* has sparked enthusiasm within Vallejo. If you fund "the Value Project" proposed by the City of Vallejo, you will be doing more than funding a program. You will be funding the beginnings of a movement. A movement to respect and appreciate Vallejo's Urban Forest and expand it, a movement that will generate respect for Urban Forestry in general and a movement that can spread to other communities. We are committed to being a part of that movement and appreciate your consideration of our proposal.

CITY OF VALLEJO
 PROPOSITION 40
 PRE-APPLICATION PRELIMINARY BUDGET
 11/30/2006

"THE VALUE PROJECT"

DESCRIPTION	UNIT COST	PRELIMINARY UNIT/TREES/PUPILS	ESTIMATED COST
NON PROFIT; ENVIRONMENTAL EDUCATION			
Research and develop museum exhibit of community historic trees			\$28,000.00
Transportation to bring children to the museum	\$1.75	1000	\$1,750.00
Fighting Back Vegetation Management; Demonstration planting projects in economically struggling neighborhoods	\$150.00	175	\$26,250.00
Develop workshop for local landscape contractors emphasizing "Don't top trees" (Regional UFC)			\$2,000.00
BEAUTIFICATION ADVISORY COMMISSION; COMMUNITY EDUCATION			
Develop and broadcast public service announcements on local channel such as: Announcements regarding mulch location Research information regarding property values Information regarding maintaining private vegetation Community information regarding property values and urban forest Benefits of the urban forest to global warming Community information & location of historic trees			\$20,000.00
COMMUNITY FOREST PROJECTS			
Public Works Contracts to alleviate hazardous tree conditions	\$100.00	3730	\$373,000.00
CDF crews to reduce combustible fuel loads at watershed interface	\$12,000.00	3	\$36,000.00
Provide community forest interface with City website	\$5,000.00	1	\$5,000.00
Computer program upgrade for Urban Forestry Management	\$8,000.00	1	\$8,000.00
			\$508,000.00



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 653-7772



February 28, 2007

Sam Gonzales
Assistant Maintenance Superintendent
City of Vallejo
555 Santa Clara Street - P.O. Box 3068
Vallejo, CA 94590-5934

RE: The VALUE Project \$500,000

Dear Mr. Gonzales:

Congratulations! I am pleased to inform you the above project has been selected for funding under the An Urban Forest for Every City grant program under the Prop 40 "California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002" (2002 Resources Bond). I will be contacting you shortly regarding further information needed to complete your application.

Once all the required compliance paperwork has been submitted for your grant application, a Grant Agreement will arrive from CDF. This agreement must be signed by the named representative and the representative from CDF before the grant funding is secured. Please do not start your project until a fully executed agreement is in your possession; as reimbursements cannot be made for expenses incurred prior to the grant agreement's start date.

If you should have any questions please contact me at lisa.gipson@fire.ca.gov or (916)657-2289.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Gipson".

Lisa Gipson
Urban Forestry Grants Coordinator

cc: Glenn Flamik

CONSERVATION IS WISE-KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV.

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 653-7772

R85



March 16, 2007

Sam Gonzales
Assistant Maintenance Superintendent – Public Works
City of Vallejo
555 Santa Clara Street – P.O. Box 3068
Vallejo, CA 94590-5934

J.C.
FBI

Re: The VALUE Project

Dear Mr. Gonzales,

Once again congratulations on the above project being selected for funding under the An Urban Forest for Every City grant program under the Prop 40 "California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002" (2002 Resources Bond). The funding is specifically related to the cost for the Forest Project only.

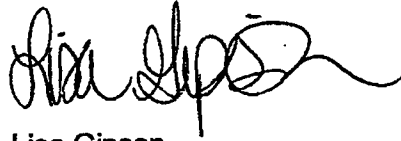
You will be contacted within the next couple of weeks to set up a meeting time regarding this project. For this meeting please have a budget history going back at least five years. The following items are also needed prior to issuing the Grant Agreement;

- Evidence of CEQA review/compliance.
- A Resolution by the City of Vallejo acknowledging that this grant is a one time opportunity and that this is not replacing an existing budget. The resolution also needs to state that the City of Vallejo will commit to a sustainable funding level for these kinds of management activities in the future.

As a reminder all of the compliance paperwork has to be submitted before a Grant Agreement can be issued. This agreement must be signed by the named representative and the representative from CAL FIRE before the grant funding is secured. Please do not start your project until a fully executed agreement is in your possession, as reimbursements cannot be made for expenses incurred prior to the grant agreement's start date.

If you should have any questions please contact me at lisa.gipson@fire.ca.gov or (916)657-2289.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Gipson', with a stylized, cursive script.

Lisa Gipson
Urban Forestry Grants Coordinator

cc: Glenn Flamik
John Melvin

Enclosure




Agenda Item No. CONSENT K

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: APPROVAL OF A RESOLUTION OF INTENT TO AMEND FISCAL YEAR 2006/07 ONE-YEAR CAPITAL IMPROVEMENT PROGRAM BUDGET BY ADDING FUNDS FROM TRANSPORTATION IMPACT MITIGATION FEE (TIMF) FOR THE ADMIRAL CALLAGHAN LANE IMPROVEMENT PROJECT [FEDERAL PROJECT NO. CML 5030 (031) FISCAL YEAR 2006/2007]

BACKGROUND AND DISCUSSION

Tonight's action is to consider adoption of the resolution of intent to amend the Fiscal Year 2006/07 One-Year Capital Improvement Program budget. On June 12, 2007, Council will consider a resolution approving this proposed budget amendment and award of a construction contract to the lowest responsive bidder, J. A. Gonsalves & Son Construction Inc., Napa, CA for the referenced project.

The existing section of Admiral Callaghan Lane between the intersections of Rotary Way and Redwood Parkway is a very high traffic conflict area with many minor traffic collisions. There is also a tremendous amount of congestion and confusion for drivers in this area. The City of Vallejo's Traffic Division often receives phone calls from citizens concerned with traffic safety, congestion, and delay at this location. As a solution, the City of Vallejo's Traffic Engineering Division and the State of California Department of Transportation (Caltrans) have worked together to design improvements to address traffic safety, relieve congestion, and reduce delay at the subject location. This project will include the widening of Admiral Callaghan Lane, traffic signal modifications, lane configuration changes, I-80 ramp improvements, raised medians, and a pavement overlay. The completion of this project will provide congestion relief and improve traffic safety at this location.

Plans and specification were prepared by SNG and Associates, Inc. and CHS Consulting. On May 10, 2007, sealed bids were opened for this project. The City received one bids for the project from J. A. Gonsalves & Son Construction Inc., Napa, CA in the amount of \$911,193.60. This lowest responsive bid was \$346,493 in excess



of available remaining funds for this project. City staff evaluated the option of re-bidding the project and pushing the construction start date to later in the summer. After careful consideration, staff is recommending that this project be completed in its entirety as soon as possible in order to preserve a \$70,000 federal grant and to avoid holiday season traffic impacts due to construction activity and freeway ramp closures. Therefore, additional funds in the amount of \$500,000 are required for construction, construction engineering, contract administration and a 5% contingency for the project. Approval of this resolution would be the first of a 2-step process to amend the FY 06/07 CIP Budget.

Fiscal Impact

The remaining approved budget for this project is \$564,700, of which \$70,000 is from a Federal Grant and an amount of \$494,700 is from Transportation Impact Mitigation Fee (TIMF). Staff proposes that an additional amount of \$500,000 from TIMF funds be added to the approved budget for this project in FY 2006/2007. The amended budget for construction would be \$1,064,700.

RECOMMENDATION

City staff recommends adopting the resolution of intent to amend the FY 06/07 Capital Budget by adding \$500,000 of TIMF funds necessary to award the construction contract to the lowest responsive bidder for the Admiral Callaghan Lane Improvement Project.

ALTERNATIVES CONSIDERED

If the City considers re-bidding the project, and delays the award of this contract to later in the summer, we will risk losing the federal grant funds and will increase the traffic impact during holiday season. Therefore, staff recommends that it is prudent to increase the budget and award this contract to the lowest bidder in order to keep the federal grant and to complete the contract work prior to holiday season traffic.

ENVIRONMENTAL REVIEW

The project has an exempt status of: Categorical Exemption (Class 1) (Section. 21080 (b) (10); 15301 (1)(c). The pavement is exempt because it involves the rehabilitation of existing street pavement within the City. There will be no scenic resource altered or removed. The Notice of Exemption will be filed with Solano County.



DOCUMENTS AVAILABLE FOR REVIEW

- a. Resolution of Intention to amend the City's 1-Yr CIP budget for Fiscal Year 2006/07.

CONTACT PERSON:

Gary A. Leach, Public Works Director
(707) 648-4315
gleach@ci.vallejo.ca.us

David A. Kleinschmidt, City Engineer
(707) 648-4301
dkleinschmidt@ci.vallejo.ca.us

June 5, 2007
J:\AI\PW2007\Engineering\PWSR4159B.doc

RESOLUTION NO. 07 - N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, The existing section of Admiral Callaghan Lane between the intersections of Rotary Way and Redwood Parkway is a very high traffic conflict area with many minor traffic collisions; and

WHEREAS, the City of Vallejo's Traffic Engineering Division and Caltrans have worked together to design improvements to address traffic safety, relieve congestion, and reduce delay at the subject location; and

WHEREAS, in fiscal year 2004/05 City of Vallejo was awarded Federal Grant CML 5030 (031) in the amount of \$70,000 for construction of this project; and

WHEREAS, the lowest bid received for this project was \$346,493 higher than the remaining approved budget for this project; and

WHEREAS, re-bidding the project, and delaying the award of this construction contract to later in the year will jeopardize the federal grant funds and will increase construction related traffic impacts during holiday shopping season.

NOW, THEREFORE BE IT RESOLVED that the City Council does hereby approve this resolution of intention to amend the FY06/07 One-Year CIP budget adding \$500,000 from the TIMF fund to the Admiral Callaghan Lane Improvement Project.

June 5, 2007

J:\A\PW2007\Engineering\PWSR4159B.doc



PUB

Agenda No. HRG A

COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Honorable Mayor and Members of the City Council

FROM: Donald R. Parker, Fire Chief 

SUBJECT: Resolution to Confirm the Final City Clerk's Assessment & List Submitted by the Weed Abatement Section of the Fire Department and Authorization to Collect All Unpaid, Confirmed Charges and Place Assessments on the Solano County Tax Roll

BACKGROUND AND DISCUSSION: Pursuant to the provisions of Chapters 7.56 and 7.60 of the Vallejo Municipal Code, the Vallejo Fire Department, Weed Abatement Section, performs weed abatement and litter removal on vacant lots and parcels of land in the City of Vallejo, as well as the unincorporated areas of Vallejo, after the notification procedures outlined in the above referenced ordinances have been completed, to reduce fire and public safety hazards. The cost of this work, including an Administrative Fee and Administrative Citation(s), is levied against the property owner.

Twice a year, the City Council considers, amends as appropriate, and confirms such lists of assessments and citations provided by the Weed Abatement Section of the Fire Department. A copy of the City Clerk's Assessment and Citation list is attached for review. Once charges are confirmed by City Council, all charges that remain unpaid, including an additional \$350 penalty per parcel, become assessments on the Solano County Tax Roll.

RECOMMENDATION: Staff recommends that the City Council adopt the attached resolution to confirm the report from the Fire Department, Weed Abatement Section, on the cost of destruction or removal of weeds and/or litter and rubbish, as well as related Administrative Citations, and the assessment list thereof, held before the City Council on Tuesday, June 5, 2007.

ALTERNATIVES CONSIDERED: None.

ENVIRONMENTAL REVIEW: Not applicable.

June 5, 2007
(k:\Fire_Prev\Hearing 06-05-07 report)

PROPOSED ACTION: Approve the Resolution to confirm the Final City Clerk's Assessment & Citation List submitted by the Weed Abatement Section of the Fire Department and authorize collection of all unpaid, confirmed charges and assessments via the Solano County Tax Roll.

DOCUMENTS AVAILABLE FOR REVIEW:

- a. Resolution
- b. Copy of City Clerk's Assessment & Citation List

CONTACT PERSON:

Leina Morris
Senior Code Enforcement Officer
Vallejo Fire Department
(707) 648-4564
lmorris@ci.vallejo.ca.us

RESOLUTION NO. 07-

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, pursuant to the provisions of Chapters 7.56, 7.60, 1.14 and 1.15 of the Vallejo Municipal Code, a public hearing on the report from the Weed Abatement Section on the cost of destruction or removal of weeds and/or litter and rubbish, as well as related Administrative Citations, and the assessment list thereof, were held before the City Council on Tuesday, June 5, 2007 at the hour of 7:00 p.m., in the Council Chambers of City Hall, 555 Santa Clara Street, Vallejo, California; and

WHEREAS, at said hearing, the City Council considered said report and heard any and all protests or objections raised by interested parties; and

WHEREAS, the itemized statement attached hereto and made part hereof, showing work done and citations levied during the past season under the supervision of the Fire Chief in clearing weeds and/or litter and rubbish from vacant lots and parcels of land in the City of Vallejo, and showing also the cost of work done on each lot or in front or back thereof, be and the same are hereby confirmed and approved;

NOW, THEREFORE, BE IT RESOLVED, that the Vallejo City Council hereby authorizes the Fire Chief, or his authorized representative, to deliver to the assessment collection authorities of the County of Solano, a list of all confirmed charges and assessments unpaid after the fifteenth (15th) day following the date of the adoption of this resolution, including an Administrative Fee as set by City Council and any Administrative Citations levied against a property, with an additional per-parcel fee as set by City Council, to be placed on the Tax Roll as a lien against the respective properties.

June 5, 2007
(k:\\Fire_Prev\\Hearing 06-05-07 report)

VALLEJO FIRE DEPARTMENT
WEED ABATEMENT SECTION

May 31, 2007

TO: Mary Ellsworth, Acting City Clerk

SUBJECT: List of Assessments for Weed Abatement/Anti-Litter Removal Work

The following is a list of Weed Abatement/Anti-Litter work performed under Vallejo Municipal Code, Sections 7.56 and 7.60, as amended, supplied to you for the public hearing and assessment to be held at the Council meeting on Tuesday, June 5, 2007.

<u>Name</u>	<u>Parcel #</u>	<u>Invoice #</u>	<u>Amount</u>
REYNAISSANCE FAMILY CENTER 2160 SACRAMENTO ST VALLEJO, CA 94590	51-080-42	3056	480.00
LAL DINESH JT 903 PENNSYLVANIA AV RICHMOND, CA 94806	51-190-08	3039	1,260.00
KNIGHT ANDREW J & J M JT 15 DIABLO ST VALLEJO, CA 94589	52-031-02	3053	1,260.00
ZEIDAN RIMS 420 MONTECILLO RD SAN RAFAEL, CA 94902	52-080-45	3030 3048	2,420.00 2,060.00
RICHARDS, ANTHONY MINTON 618 MARIN ST STE 4 VALLEJO, CA 94590	52-143-20	3052	680.00
SMITH CLYDE H 2811 ROSE CT FAIRFIELD, CA 94533	52-252-25	3047	770.00
BRYANT CHARLENE JOYCE 128 LA CIENEGA AVENUE VALLEJO, CA 94589	53-082-05	3043	1,595.00
COSTELLO KATHLEEN A 2432 ALAMEDA ST VALLEJO, CA 94590	53-172-24	3042	1,540.00
MATHEWS CLAUDE V PO BOX 6954 SAN PABLO, CA 94806	53-191-01	3037	440.00

Strikeout denotes payment of invoice(s)

<u>Name</u>	<u>Parcel #</u>	<u>Invoice #</u>	<u>Amount</u>
FREEMAN ERIC M & DIANE D JT 1001 VALLE VISTA AVE VALLEJO, CA 94589	53-221-06	3057	480.00
MARES ARCHIE 1465 LA VISTA AV CONCORD, CA 94521	55-031-09	3060	1,260.00
CARROLL LARRY 1 LAKESIDE DR #403 OAKLAND, CA 94612	55-121-02	3061	1,000.00
KYLES TEMPLE A M E ZION CH VJ PO BOX 6163 VALLEJO, CA 94591	56-045-01	3040	3,500.00
KYLES TEMPLE A M E ZION CH VJ PO BOX 6163 VALLEJO, CA 94591	56-016-23	3041	1,720.00
AGUILAR DOLORES N 1041 CAROLINA ST VALLEJO, CA 94590	56-181-07	3033 3055	2,625.00 2,060.00
HAAS RICHARD & CAROLYN JT 2543 HEIDE CT EL SOBRANTE, CA 94803	56-201-13	3051	1,260.00
ELIZALDE JULIO C JT 826 YORK ST VALLEJO, CA 94590	56-206-14	3054	2,350.00
JOHNNIE TURNER (ESTATE) 2041 KENTUCKY ST VALLEJO, CA 94590	57-155-08	3049	1,260.00
HURT DONALD SR 920 PUEBLO WAY VALLEJO, CA 94591	57-175-10	3059	480.00
ALI MAX A 618 SONOMA BL VALLEJO, CA 94590	61-072-14	3035	6,880.00
SEAFARERS HEALTH & BENE PLAN CO-REUBEN & JANIUS (ATTN: ROSE SULLIVAN) 235 PINE ST STE 1600 SAN FRANCISCO, CA 94104	61-172-19 (LEAD #)	3046	3,251.00

Strikeout denotes payment of invoice(s)

<u>Name</u>	<u>Parcel #</u>	<u>Invoice #</u>	<u>Amount</u>
VAZQUEZ ANGEL JR 401 GONZAGA AV VALLEJO, CA 94589	68-122-24	3036	220.00
BAUTISTA OSCAR N & A N JT 128 BREMER CT VALLEJO, CA 94591	68-123-13	3031	6,490.00
MILLS MARTHA MARIE 517 WHITNEY AVENUE VALLEJO, CA 94589	68-332-04	3050	10,050.00
CORTEZ MICHAEL P & A A 901 INNISFREE CT VALLEJO, CA 94591	68-552-04	3032	220.00
MENJIVAR ALAN E & ANA H JT 110 LIVE OAK COURT VALLEJO, CA 94591	72-072-73	3038	3,060.00
PETERS KATHLEEN E 361 COTTONWOOD DR VALLEJO, CA 94591	72-091-10	3034	6,750.00
WEATHERLY VALERIE S 1543 GRANADA ST VALLEJO, CA 94591	72-233-07	3045	220.00
HUEZO VILMA A & JORGE A JT 486 IDORA AVE VALLEJO, CA 94591	74-051-03	3058	480.00
JORDAN SQUARE PARTNERS PO BOX 1486 BENICIA, CA 94510	75-010-33	3044	1,960.00

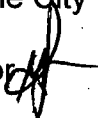
Strikeout denotes payment of invoice(s)



Agenda Item No. **PUB**
HRG B
Date: June 5, 2007

COUNCIL COMMUNICATION

TO: Honorable Mayor and Members of the City Council

FROM: Gary A. Leach, Public Works Director 

SUBJECT: CONSIDERATION OF A RESOLUTION MAKING A FINDING OF FISCAL EMERGENCY, APPROVING SERVICE REDUCTIONS FOR VALLEJO TRANSIT, BAYLINK FERRY, TAXI SCRIP PROGRAM, AND INCREASING THE BAYLINK FERRY FARES EFFECTIVE JULY 1, 2007 TO BRING THE TRANSPORTATION FUND INTO BALANCE IN FY 2007-08

BACKGROUND

The City of Vallejo provides a variety of public transit options that run seven days a week. Those services include fixed route bus service, paratransit service for Americans with Disabilities Act (ADA) service eligible riders, Vallejo Baylink Ferry, and a Taxi Scrip program for eligible elderly and disabled residents.

These programs are budgeted in the Transportation Fund, an Enterprise Fund that is set up to operate exclusively with transit revenues, mostly grants and fare revenue, and without General Fund support. However, for the past several years, the Transportation Fund has been operating at a loss. The revenues have failed to keep up with the increased operating costs, resulting in a rapidly growing cumulative operating deficit that totaled \$2.7M at the end of FY 2006. Projections for the current fiscal year show an additional \$500K in deficit as a result of a one time non-discretionary grant for \$1.4M that was originally programmed for the purchase of badly needed replacement buses. Left unchecked, it is estimated that the transportation fund would incur an additional \$2.3M deficit in FY 2007/08.

The General Fund has been loaning money to cover these losses but cannot continue to do so. Diverting General Fund to cover this deficit is having an impact on other services provided by the city. As a result, costs must be reduced and revenues increased to bring the Transportation Fund into balance. The present situation is such that the Transportation Fund has been operating with negative working capital for the past several years, and is projected to continue to have negative working capital for the next year and beyond, unless changes are made. This constitutes a "fiscal emergency" within the meaning of the California Public Resources Code §21080.32(d)(2).



As a result of this ongoing deficit in the transportation fund it was determined that the City needed a comprehensive operating and financial analysis of the transportation system that would provide for both the immediate need to balance next years budget and also provide the framework for an efficient, effective, and financially self-sustaining transportation system. Accordingly, in March 2007, the Transportation Division retained Nelso/Nygaard Consulting Associates to assist staff with the immediate need of eliminating the FY 2007-2008 projected budget deficit. This comprehensive study includes the evaluation of all aspects of the transportation system including but not limited to, the ongoing cumulative deficit, potential new funding and revenue sources, fare structure, schedules, contract development, and organizational structure. This study will also include the preparation of the division's federally mandated Short Range Transit Plan.

The Nelson\Nygaard team began working with staff on 3/13/07. The Nelson/Nygaard consulting team and Transportation Staff along with our bus and ferry service contractors have worked diligently to realize cost savings to balance next years budget.

This team was tasked to immediately identify a package of transportation service reductions and fare increases that could eliminate the projected \$2.5 million deficit for FY 2007/2008. Subsequently this team identified a combination of ferry service reductions and rate increase totaling 1.2M as well as reductions in the bus operations and taxi scrip program to reduce expenditures by another \$1.3 million. Although these service cuts are needed immediately to balance next years transportation budget, it should be noted that this team will be re-evaluating all services as part of the system-wide analysis to be performed over the next several months during the second phase of this comprehensive study.

The team worked with transit staff to develop a series of planning parameters and assumptions including:

1. Assume an hourly cost savings of \$45-\$50/hour for bus operations
2. Assume a fare increase for Vallejo Transit fixed route bus will not be included at this time due to the inability of the last bus fare increase (Sept 06) to raise additional revenues
3. Assume that we cannot make many, if any, modifications to the regional routes because that would negatively impact the amount of Regional Measure 2 (RM2) funding received by the city.
4. Assume no changes to Route 400 as this will have a direct impact on tourist traffic traveling to Discovery Kingdom, the largest activity center and sales tax generator in the city.



5. To the extent possible, avoid making any significant changes to route alignments as these will only confuse riders and possibly exacerbate ridership loss related to the overall service reduction.
6. Maintain as much transit service as possible for Weekday and Saturday passengers (the primary work trip days).
7. Identify a package that will minimize any issues under Environmental Justice and/or Title VI statutes and regulations regarding discrimination.

The following resources were utilized by staff and Nelson/Nygaard for system analysis and compliance with applicable State and Federal requirements:

- 2006 Solano Transportation Authority Passenger Survey and On-Board Ride check
- Monthly management reports from MV Transit
- Interviews with staff from the City of Vallejo's Transportation Division and Finance Dept, and MV Transit, and Blue and Gold Fleet
- MTC Regional Measure 2 Rules and Guidelines
- FTA Circular 4702.1A; Title VI and VI-dependent guidelines for federal transit administration recipients

Public Outreach To obtain public input on the proposed service reductions, Taxi Scrip elimination, and Baylink fare increase Transportation Division staff did the following:

1. A flyer detailing the recommendations was prepared and distributed on buses, ferries, Florence Douglas Senior Center, Ascension Arms and Marina Towers Senior apartment complexes, bus transfer centers, ferry terminal, and posted on Vallejo Transit and Vallejo Baylink websites. In addition, a map illustrating proposed bus route changes was prepared and distributed.
2. Input was also obtained from the following committees and contractors:
 - MV Transportation
 - Blue and Gold Fleet
 - Vallejo Transportation Advisory Committee (VTAC)
 - Vallejo Baylink Advisory Committee (VBAC)
 - Citizen Transit Advisory Committee (CTAC)
3. A series of ten public hearings were held, noticed in the flyer and the Vallejo Times Herald. These meetings were held at various locations throughout Vallejo and at different times of day. In addition, staff met with seniors at two Senior Apartment Complexes. The final meeting will be held on May 30, 2007, to present the Transportation Division's final proposal to the public prior to the public hearing in front of Council. A new flyer was generated and distributed to announce the additional meeting dates and times.



SUMMARY OF PUBLIC INPUT

As stated above, a series of public meetings were held, including a public meeting in the City Council Chambers of Vallejo City Hall on the evening of Thursday, May 30, 2007 between 7:00 pm – 9:00 and a meeting at Glen Cove Elementary School on Thursday, May 24, 2007 between 7:00 pm – 9:00 pm. The time and locations were noticed and publicized on materials distributed to the public and in advertisements placed in the Vallejo Times–Herald. The City of Vallejo Transportation Division also received public comments through May 30th, 2007, the date of the final public meeting.

Several common concerns have been expressed during the public hearing process and are listed below in the order of frequency.

- Elimination of the Taxi Scrip Program
- Ferry Fare Increase is too soon and too high (fare increase was implemented September 1, 2006. The proposed fare increase would increase fares by 30% within one year.
- No parking fees at the Ferry Terminal
- Elimination of Route 3 which serves Glen Cove

A more detailed summary regarding the Citizen's concerns and how suggestions were taken into account will be presented at City Council's public hearing on this item.

To address citizens' concerns raised during the public hearings that have occurred thus far, and in the written and telephone comments submitted, staff developed an alternative to the original proposal for service cuts/fare increase and presented this to the ridership at a final meeting held on May 30, 2007. The service reductions/fare increases maintain mobility, generate needed revenue, and meet the objective of eliminating the deficit. Not implementing service reduction and a fare increase as proposed by staff will result in the continued General Fund subsidy of the Transportation Fund. The original proposed service reductions and fare increase presented to the public along with the revised service reductions/fare increase based on public feedback is outlined in Attachment C and Attachment D.

RECOMMENDATION

Approve the resolution making a finding of fiscal emergency and approving service reductions for Vallejo Transit, Baylink Ferry, Taxi Scrip, and increasing the Baylink Ferry fare effective July 1, 2007 to bring the transportation fund into balance in FY 2007-2008.



ENVIRONMENTAL REVIEW

The approval of the service reduction and fare increase proposal is exempt from CEQA as an action taken after a finding that there is a fiscal emergency caused by the failure of agency revenues to adequately fund agency programs and facilities as described in California Public Resources Code § 21080.32 and 14 Cal. Code of Regulations. § 15285

ALTERNATIVES CONSIDERED

Different combinations of revenue enhancements and service cuts were considered. However the service adjustments must be made now to bring the fund into balance by July 1, 2007.

No other alternatives were considered.

PROPOSED ACTION

Hold a Public Hearing for the consideration of approving a resolution finding that there is a fiscal emergency caused by a failure of Transportation Fund revenues to adequately fund the Taxi Scrip Program, Vallejo Transit, Vallejo Baylink ferry, and adopting service reductions and Baylink ferry fare increase as outlined in Attachment C for Vallejo Transit and Attachment D for Baylink Ferry effective July 1, 2007.

DOCUMENTS AVAILABLE FOR REVIEW

- a. A resolution adopting the proposed service reductions and fare increase effective July 1, 2007.
- b. Public Notices
- c. Matrix detailing service reductions
- d. Matrix detailing fare increase
- e. System Maps for fixed route bus

CONTACT PERSONS

Gary A. Leach, Public Works Director
648-4315
gleach@ci.vallejo.ca.us

Crystal Odum Ford, Transportation Superintendent
(707) 648-5241
codumford@ci.vallejo.ca.us



JUNE 5, 2007

J:\PUBLIC\AIPW\2007\Transportation\PWSR4162.doc

RESOLUTION NO. 07-_____ N.C.

BE IT RESOLVED by the Council of the City of Vallejo as follows:

WHEREAS, the City's transit operations has been incurring operating deficits since fiscal year 2002, with an estimated deficit of \$2.3 million projected for FY 2008; and

WHEREAS, the City's prior fare increase and route change proposal adopted on July 25, 2006 and implemented on September 1, 2006 and October 1, 2006 respectively have been insufficient to cure the operating deficit and the Transportation Fund continues to have a negative working capital,

WHEREAS if no action is taken, it is projected that the transportation fund will continue to have a negative working capital for the next fiscal year; and

WHEREAS, the City has developed a deficit reduction plan that incorporates service reductions, costs savings, revenue enhancements, and fare increases; and

WHEREAS, the City has identified elimination of Sunday service with the exception of Routes 5, 80, and 85, elimination of Route 3, 8, and 9, and 92 on all days of operation, reduce weekday service on Route 2 to 60-minute headways, cutback weekday service on Routes 1 and 2 to end at 8:00 p.m., for implementation on July 1, 2007; and

WHEREAS, the City has identified reduction of the Taxi Scrip Program; and

WHEREAS, the City has identified elimination of one (1) midday Baylink Ferry trip in addition to a fare increase; and

WHEREAS, the City of Vallejo operates paratransit services under the name of Vallejo Runabout; and

WHEREAS, the City provides a Taxi Scrip Program to eligible Senior and Disabled riders; and

WHEREAS, the City of Vallejo operates transit bus routes under the name of Vallejo Transit; and

WHEREAS, the City of Vallejo operates ferry service under the name of Vallejo Baylink; and

NOW, THEREFORE, BE IT RESOLVED that

1. On July 25, 2006 this Council found that there was a fiscal emergency within the meaning of California Public Resources Code § 21080.32(d)(2) and 14 Cal.Code of Regulations § 15285. Council finds that that fiscal emergency continues in

that in that The City of Vallejo's Transportation Fund is projected to have negative working capital within one year from the date of this finding.

2. The fare increase is necessary to meet the operating expenses of the City of Vallejo's ferry services.
3. The approval of the service reductions proposed is an action that is exempt from the California Environmental Quality Act ("CEQA") pursuant to California Public Resources Code § 21080.32 and 14 Cal. Code of Regulations. § 15285.
4. The approval of the fare increase is exempt from CEQA pursuant to Cal. Pub. Res. Code §21080(b)(8) and 14 Cal. Code of Regulations § 15273.

BE IT FURTHER RESOLVED by the City Council for the City of Vallejo that the Public Works Director is hereby directed to file a Notice of Exemption with the Solano County Clerk and Office of Planning and Research.

BE IT FURTHER RESOLVED that the fare increase schedules, as shown below for Vallejo Baylink Ferry, are hereby adopted with an effective date of July 1, 2007: .

Ticket Type	Current Price	Effective 7/1/07
One-Way Tickets (Ferry Only)		
Adult	\$11.50	\$12.50
Reduced (Youth/Senior/Disabled)	\$5.75	\$6.25
Child	Free	Free
Group	\$8.25	\$9.50
Reduced Group	\$4.75	\$5.25
Day Pass (Ferry and Bus)		
Vallejo Baylink (Ferry, Vallejo Local Buses and Route 80)	\$19.25	\$23.00
Napa (Ferry plus bus to/from Napa)	\$20.75	\$25.00
Solano (Ferry, Vallejo Local Buses and Routes 80, 85, 90 and 91)	\$20.75	\$25.00
Reduced - Baylink (Ferry, Vallejo Local Buses and Route 80)	\$11.50	\$12.50
Group (Ferry only)	\$16.25	\$19.00
Reduced Group (Ferry only)	\$9.25	\$10.50
10 Ride Punch Cards (One way trip on the Ferry)		
10 Ride	\$89.75	\$98.00
Reduced 10 Ride	\$57.50	\$62.50
Monthly Passes		
Baylink Monthly	\$247.25	\$270.00
Fairfield/Vacaville	\$300.00	\$325.00
SF MUNI Sticker	\$40.00	\$40.00

BE IT FURTHER RESOLVED that the following service reductions are hereby approved and adopted with an effective date of July 1, 2007;

- Elimination of Sunday service with the exception of Routes 5, 80, and 85;
- Elimination of Route 3, 8, and 9, and 92 on all days of operation,
- Reduce weekday service on Route 2 to 60-minute headways,
- Cutback weekday service on Routes 1 and 2 to end at 8:00 p.m.,
- Elimination of 1:00 pm Ferry departure from Vallejo Terminal,
- Reduce Taxi Scrip Program by 25%,
- Increase cost of taxi scrip from \$5.00 per book to \$6.00 per book,
- Baylink Ferry fare increase as follows:

JUNE 5, 2007

J:\PUBLIC\INPW\2007\Transportation\PWSR4162.doc



PUBLIC MEETING NOTICE

Proposed Taxi Scrip Program Elimination – Bus/Ferry Service Reductions – Baylink Ferry Fare Increase

City of Vallejo Transportation Division is hosting a series of public informational meetings in advance of the formal public hearing to provide information and receive feedback from the public regarding the proposed service reductions. A number of service changes are being proposed for the Vallejo Transit fixed route and ferry service, Baylink Ferry fare increase as well as the elimination of the Taxi Scrip Program. All members of the public are encouraged to attend. Transportation Staff will be available to answer questions.

If you are unable to attend the forums but would like to submit your comments please visit one of the following websites, www.vallejostransit.com or www.baylinkferry.com and click on feedback. Or mail your comments to City of Vallejo Transportation Division "Comments" 555 Santa Clara Street, Vallejo, Ca 94590-5934.

Public Meetings will be held at the following locations, dates, and times:

BUS/TAXI SCRIP PROGRAM

Location	Date	Time
Florence Douglas Senior Center 333 Amador Street	Monday, May 7 th	2:00 pm – 3:30 pm
Norman C. King Community Ctr 545 Magazine Street	Wednesday, May 9 th Monday, May 14 th	9:00 am – 11:00 am 6:00 pm – 8:00 pm
North Vallejo Community Ctr 8:00 pm Whitney & Fairgrounds Drive	Friday, May 11 th	6:00 pm –
JFK Library – Joseph Room 505 Santa Clara Street	Saturday, May 12 th	1:30 pm – 3:30 pm

BAYLINK FERRY

JFK Library – Joseph Room 505 Santa Clara Street	Thursday, May 10 th	7:00 pm – 9:00 pm
Norman C. King Community Ctr 545 Magazine Street	Monday, May 14 th	6:00 pm – 8:00 pm

Public Hearing

City Council Chambers
555 Santa Clara Street

Tuesday, June 5th 7:00 pm

Bus Service Reduction Proposal - Service changes (effective 7/1/07)

- Eliminate all Sunday Service except Route 80/85
- Eliminate Route 92
- Eliminate Route 3
- Eliminate Route 8
- Eliminate Route 9 (Replace with Route 85)
- Cutback weekday service on Route 1 from 8:00 pm - 10:30 pm
- Cutback Saturday service on Route 1 from 8:00 pm - 9:42 pm
- Reduce Route 2 from 30-minutes to 60-minutes
- Cutback Route 2 from 8:00 pm - 10:30 pm
- ADD- Three peak trips to Glen Cove via Georgia Street

Taxi Scrip Program

- Eliminate Scrip Program effective 7/1/2007

Baylink Ferry Service-Effective 7-1-2007

- Elimination of 1:00 pm departure

Proposed Fare Increases

	<u>Current</u>	<u>New</u>	<u>Fare</u>	<u>Per</u>
	<u>Price</u>	<u>Price</u>	<u>Hike</u>	<u>Sailing</u>
Monthly Passes				
MUNI Passes	247.25	285	15%	7.13
Vacaville Monthly	40	40	0%	
Day Pass	300	335	12%	
Solano Day Pass	19.25	21	9%	10.5
Napa Day Pass	20.75	23	11%	
Reduced Day Pass	20.75	23	11%	
Adult 1 Way	11.5	12.5	9%	
Reduced 1 Way	11.5	12.5	9%	
10 Ride	5.75	6.25	9%	
Reduced 10 Ride	89.75	105	17%	10.5
Group Day Pass	57.5	62.5	9%	
Reduced Group Day Pass	16.25	19	17%	
Group 1 Way	9.25	10.5	14%	
Reduced Group 1 Way	8.25	9.5	15%	
	4.75	5.25	11%	



PUBLIC MEETING NOTICE

Proposed Taxi Scrip Program Elimination – Bus/Ferry Service Reductions – Baylink Ferry Fare Increase

City of Vallejo Transportation Division is hosting a series of public informational meetings in advance of the formal public hearing to provide information and receive feedback from the public regarding the proposed service reductions. A number of service changes are being proposed for the Vallejo Transit fixed route and ferry service, Baylink Ferry fare increase as well as the elimination of the Taxi Scrip Program. All members of the public are encouraged to attend. Transportation Staff will be available to answer questions.

If you are unable to attend the forums but would like to submit your comments please visit one of the following websites, www.vallejotransit.com or www.baylinkferry.com and click on feedback. Or mail your comments to City of Vallejo Transportation Division "Comments" 555 Santa Clara Street, Vallejo, Ca 94590-5934.

Additional Public Meetings will be held at the following locations, dates, and times:

Glen Cove Elementary School Thursday, May 24, 2007 7:00 pm – 9:00 pm
501 Glen Cove Parkway

City of Vallejo Council Chambers Thursday, May 30, 2007 7:00 pm – 9:00 pm
555 Santa Clara Street

PUBLIC HEARING

City of Vallejo Council Chambers Tuesday, June 5, 2007 7:00 pm – 9:00 pm
555 Santa Clara Street

Bus Service Reduction Proposal - Service changes (effective 7/1/07)

- Eliminate all Sunday Service except Route 80/85
- Eliminate Route 92
- Eliminate Route 3
- Eliminate Route 8
- Eliminate Route 9 (Replace with Route 85)
- Cutback weekday service on Route 1 from 8:00 pm - 10:30 pm
- Cutback Saturday service on Route 1 from 8:00 pm - 9:42 pm
- Reduce Route 2 from 30-minutes to 60-minutes
- Cutback Route 2 from 8:00 pm - 10:30 pm
- ADD- Three peak trips to Glen Cove via Georgia Street

Taxi Scrip Program

- Eliminate Scrip Program effective 7/1/2007

Baylink Ferry Service-Effective 7-1-2007

- Elimination of 1:00 pm departure from Vallejo Terminal

Proposed Fare Increases

	Current Price	New Price	Fare Hike	Per Sailing
Monthly Passes	247.25	285	15%	7.13
MUNI Passes	40	40	0%	
Vacaville Monthly	300	335	12%	
Day Pass	19.25	21	9%	10.5
Solano Day Pass	20.75	23	11%	
Napa Day Pass	20.75	23	11%	
Reduced Day Pass	11.5	12.5	9%	
Adult 1 Way	11.5	12.5	9%	
Reduced 1 Way	5.75	6.25	9%	
10 Ride	89.75	105	17%	10.5
Reduced 10 Ride	57.5	62.5	9%	
Group Day Pass	16.25	19	17%	
Reduced Group Day Pass	9.25	10.5	14%	
Group 1 Way	8.25	9.5	15%	
Reduced Group 1 Way	4.75	5.25	11%	

Bus Operations

Final Proposed Service Reductions Effective July 1, 2007

	Reduction in Annual Revenue Hours	Annual Cost Savings
1. Eliminate all Sunday Service except Routes 5, 80 and 85	5,000	\$ 250,000
2. Eliminate Route 3	4,504	\$ 225,200
3. Eliminate Route 8	4,541	\$ 227,050
4. Eliminate Route 9 (Replace with Route 85)	4,957	\$ 247,850
5. Cutback weekday service on Route 1 from 10:30pm to 8:00pm	1,536	\$ 76,800
6. Cutback weekday service on Route 2 from 10:30pm to 8:00pm	638	\$ 31,900
7. Reduce Route 2 weekday service to 60 minutes	4,124	\$ 206,200
Subtotal of reductions	25,300	1,265,000
<i>1. Add Weekday Supplemental School Service to Glen Cove (one AM and one PM trip on old Route 3)</i>	<i>160</i>	<i>\$ 8,000</i>
Net impact of reductions and additions	25,140	\$ 1,257,000

Bus Operations

Original Proposed Service Reductions

	Reduction in Annual Revenue Hours	Annual Cost Savings
1. Eliminate all Sunday Service except Routes 80 and 85	5,670	\$ 283,498
2. Eliminate Route 3	4,504	\$ 225,200
3. Eliminate Route 8	4,541	\$ 227,050
4. Eliminate Route 9 (Replace with Route 85)	4,957	\$ 247,850
5. Cutback weekday service on Route 1 from 10:30pm to 8:00pm	1,536	\$ 76,800
6. Cutback weekday service on Route 2 from 10:30pm to 8:00pm	638	\$ 31,900
7. Reduce Route 2 weekday service to 60 minutes	4,125	\$ 206,272
Subtotal of reductions	25,971	1,298,570
<i>1. Add Weekday Supplemental School Service to Glen Cove (one AM and one PM trip on old Route 3)</i>	<i>160</i>	<i>\$ 8,000</i>
Net impact of reductions and additions	25,811	\$ 1,290,570

SUBSIDIZED TAXI SCRIP PROGRAM

Original Proposal

Program elimination

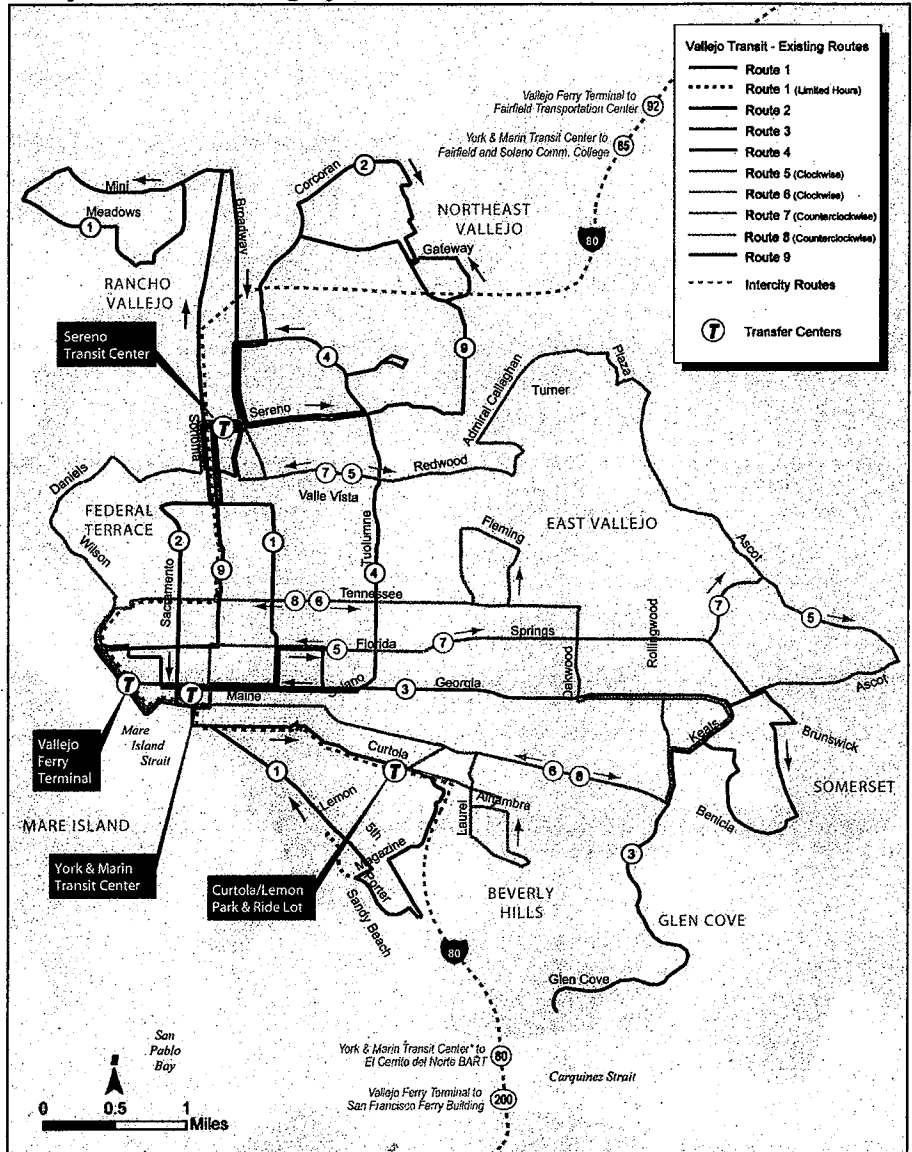
Revised Proposal

- 1.Reduce number of scrip books issued per year from 30,000 to 22,500.
- 2.Up to 1,875 books will be sold each month.
- 3.The "face value" of a book will be \$10, but it will be sold to the public for \$6.
- 4.Administrative changes include:
 - Eligibility application will now be required.
 - Proof of eligibility will be required at purchase.
 - Identification will be required at time of use.
 - Taxi companies must sign a contract with the city if they wish to participate in the program.
 - Sixty (60) days to implement revised program - September 1, 2007

Proposed Baylink Ferry Fare Structure Comparasion- Effective July 1, 2007

Ticket Type	Current Price	Original Proposal	Original Fare Hike	Revised Proposal	Revised Fare Hike
One-Way Tickets (Ferry Only)					
Adult	\$11.50	\$12.50	9%	\$12.50	9%
Reduced (Youth/Senior/Disabled)	\$5.75	\$6.25	9%	\$6.25	9%
Child	Free	Free	0%	Free	0%
Group	\$8.25	\$9.50	15%	\$9.50	15%
Reduced Group	\$4.75	\$5.25	11%	\$5.25	11%
Day Pass (Ferry and Bus)					
Vallejo Baylink (Ferry, Vallejo Local Buses and Route 80)	\$19.25	\$21.00	9%	\$23.00	19%
Napa (Ferry plus bus to/from Napa)	\$20.75	\$23.00	11%	\$25.00	20%
Solano (Ferry, Vallejo Local Buses and Routes 80, 85, 90 and 91)	\$20.75	\$23.00	11%	\$25.00	20%
Reduced - Baylink (Ferry, Vallejo Local Buses and Route 80)	\$11.50	\$12.50	9%	\$12.50	9%
Group (Ferry only)	\$16.25	\$19.00	17%	\$19.00	17%
Reduced Group (Ferry only)	\$9.25	\$10.50	14%	\$10.50	14%
10 Ride Punch Cards (One way trip on the Ferry)					
10 Ride	\$89.75	\$98.00	9%	\$98.00	9%
Reduced 10 Ride	\$57.50	\$62.50	9%	\$62.50	9%
Monthly Passes					
Baylink Monthly	\$247.25	\$285.00	15%	\$270.00	9%
Fairfield/Vacaville	\$300.00	\$325.00	8%	\$325.00	8%
SF MUNI Sticker	\$40.00	\$40.00	0%	\$40.00	0%

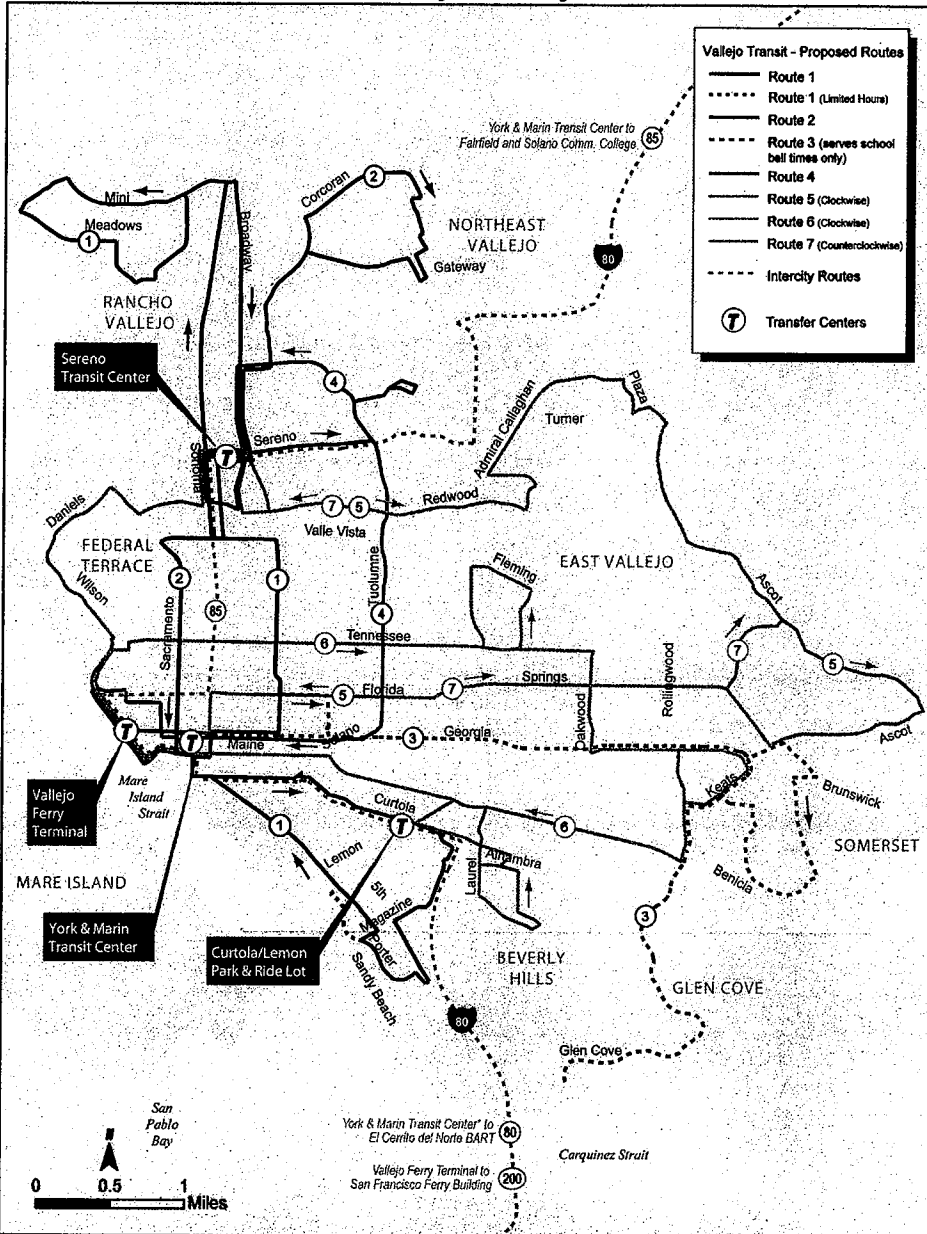
Vallejo Transit: Existing System



* Four weekday westbound AM trips and two weekend westbound AM trips start at Sereno Transit Center

GIS Data Source: ESRI, Vallejo Transit Location: Vallejo, Solano Co, CA

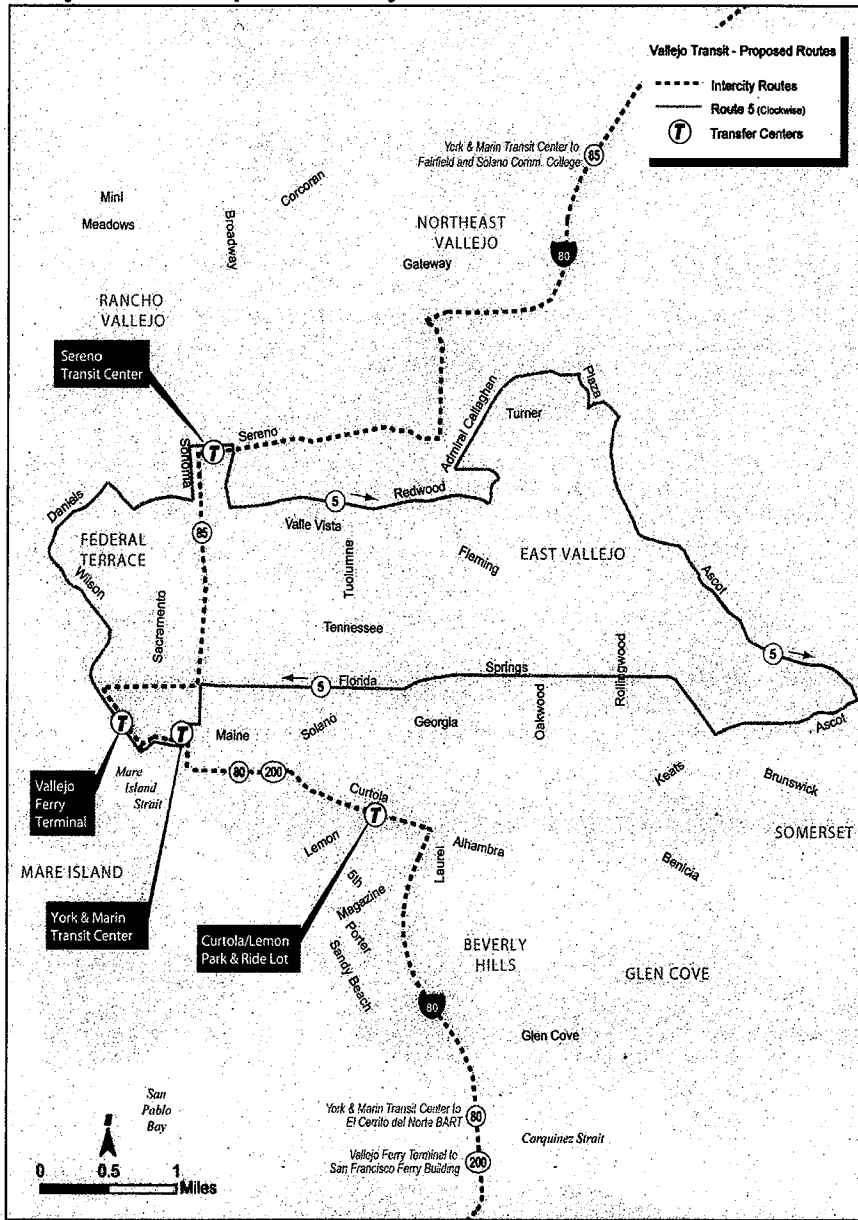
Vallejo Transit: Proposed Weekday/Saturday



* Four weekday westbound AM trips and two weekend westbound AM trips start at Sereno Transit Center

GIS Data Source: ESRI, Vallejo Transit
Location: Vallejo, Solano Co, CA

Vallejo Transit: Proposed Sunday



GIS Data Source: ESRI, Vallejo Transit
 Location: Vallejo, Solano Co, CA



COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Mayor and Members of the City Council

FROM: Craig Whittom, Assistant City Manager / Community Development
Susan McCue, Economic Development Program Manager *SMC CW*

SUBJECT: APPROVAL OF RESOLUTION OF INTENTION TO RENEW THE DOWNTOWN VALLEJO MANAGEMENT DISTRICT INCLUDING APPROVAL OF THE MANAGEMENT PLAN AND SETTING THE DATE FOR THE PUBLIC HEARING TO CONSIDER RENEWING THE DISTRICT

BACKGROUND & DISCUSSION

On January 7, 1997, the City Council authorized the formation of the Downtown Vallejo Management District (DVMD). In December 1997 the City Council approved an agreement with Central Core Restoration Corporation (CCRC) that requires CCRC to provide the services called for in the DVMD Management Plan. CCRC is required to submit to the City for review, comment, and approval an annual report describing the proposed DVMD improvements and services and proposed budget for each year of operation. The District has a five-year limit and must be reestablished after five years. In July 2002 the City Council approved the establishment of the DVMD Management Plan and the establishment of City baseline services for the District. The District was renewed for another five years.

CCRC is operating in the fifth and final year of the renewed DVMD. To date, CCRC has complied with their contractual obligations and has taken seriously their charge of downtown revitalization through multiple efforts including annually publishing and distributing a Downtown Directory to 25,000 residents of Vallejo, receiving Main Street accreditation with the State of California, assisting the City in creating a Sidewalk Café ordinance, assisting the City in creating a Live/Work ordinance, and producing a Historic Walking Tour Map and Guide of the downtown district. The process for renewing the DVMD is a 10-12 month intensive process that involves gathering and updating data, creating maps, facilitating stakeholder education and consensus building, developing a District Management Plan, preparing for a property owner petition drive, and preparing for a Proposition 218 ballot drive.

CCRC is preparing the property owner petition drive and preparing for a Proposition 218 ballot drive. State legislation requires a petition to be signed by the owners of a majority of the properties that would pay into the District. The City of Vallejo, Redevelopment Agency of the City of Vallejo, and the Housing Authority of the City of Vallejo own approximately 22% of property in the proposed district. On April 17, 2007, the Housing Authority, Redevelopment Agency and the City Council authorized the Executive Director/City Manager to sign the petition to renew the DVMD. This acceptance of the DVMD by a majority of the benefiting property owners must be completed before the City can consider approval of the Resolution of Intention to renew the DVMD. CCRC has circulated the petitions and submitted signed petitions to City staff. Staff has reviewed the petitions and determined the owners of a majority of the properties who would pay into the District have signed a petition to renew the District. (Summary of petition results is attached.)

A Management District Plan was drafted to spell out the services to be provided within the District, establish the boundaries of District, the budget, and the term of the District. The Service Plan provides for an increased security effort, cleaning, debris removal, graffiti removal, landscape maintenance and maintenance of streetscape improvement within public right of ways, image enhancement, and business advocacy services, above and beyond those currently provided by the City of Vallejo. The

District service levels will vary depending on varying demand. All benefits to parcels shall be provided based on the amount paid into the District.

It is worthwhile to mention that the Downtown Vallejo Management District's planned services are designed to complement Main Street's renewed focus on downtown revitalization activities and the administration and operation of the 2007 Wednesday Night Celebration, as well as complement the mission of the Downtown Association of Vallejo (DAV) which focuses on business owners and merchants.

The attached Resolution of Intention initiates the process to renew the Downtown Vallejo Management District, approves the content of the attached Management Plan and sets the date of July 24, 2007 for the public hearing held by the City Council to hear comment on the renewed formation of the Downtown Vallejo Management District.

FISCAL IMPACT

The annual assessment for the City and Agency owned property within the Downtown Vallejo Management District (DVMD) is approximately \$42,526. The Redevelopment Agency is currently paying the annual contribution to the DVMD from Marina Vista and Vallejo Central Redevelopment Areas. The Agency would continue to pay the assessment for properties owned by the City and Agency. Funds are available in these budgets to continue paying this assessment for the five-year lifespan of the DVMD. The annual assessment for the Housing Authority is approximately \$3,679. The Housing Authority would pay the assessment for properties owned by the Housing Authority. There is no impact on the General Fund by approving this authorization to sign the petition to establish the Downtown Vallejo Management District.

The base level of services the City proposes to provide are street sweeping (mechanical) three times a week for streets and once a week for parking lots; landscaping (maintaining shrubs and weeding) quarterly; landscaping (planters) two times per year plus trouble calls; tree trimming for public hazards only (ongoing tree trimming will be a function of the District); graffiti removal (public facilities and street signs) as requested, subject to overall City-wide graffiti backlog; trash collecting is a service of the Vallejo Garbage however the City to ensure next franchise agreement includes no fewer than two pick ups per week of sidewalk public trash containers; fountain maintenance as needed which consists of cyclical cleaning and repairs when found necessary; sidewalk repair per City standard which consists of repairs made to defects of cracks that are 1/2 " or wider and a rise of 3/4 " or more; lawn mowing (parcel on 200 block of Georgia Street adjacent to Vallejo Housing Authority) once a week. The City services are currently provided by City staff and are included in FY 2007-08 Public Works Department budget.

RECOMMENDATION

Adopt the attached Resolution on Intention to renew the Downtown Vallejo Management District including approval of the Management Plan and setting the date for the public hearing to consider renewing the District.

ALTERNATIVES CONSIDERED

The alternative is to not renew the Downtown Vallejo Management District. If the District is not renewed, the assessments paid by downtown property owners would not be available to fund such programs as the enhanced public safety program and the expanded maintenance

program, which are identified primary uses of the funds. Due to the City's budget condition, these services would not be provided by the City.

ENVIRONMENTAL REVIEW

There is no environmental impact associated with approving the Resolution of Intention to establish the DVMD, accepting the attached Management Plan and setting the date for the public hearing.

PROPOSED ACTION

Approve the Resolution of Intention renewing the Downtown Vallejo Management District and setting the date for the public hearing to consider renewing the District.

DOCUMENTS ATTACHED

- Attachment A - Resolution of Intention
- Attachment B - Draft Downtown Vallejo Management District Plan
- Attachment C - CCRC-DVMD Owner Support-Petition Results

CONTACT: Annette Taylor, Senior Community Development Analyst
707-649-3510, annette@ci.vallejo.ca.us

Susan McCue, Economic Development Program Manager
707-553-7283, smccue@ci.vallejo.ca.us

RESOLUTION NO. _____ N.C.

**Resolution Stating the Intention to Renew the
Downtown Vallejo Management District, and
Levying the Assessments**

Be it resolved by the City Council of the City of Vallejo, as follows:

The Council makes the following findings, pursuant to the Streets & Highways Code Section 36621(a):

1. The Property and Business Improvement Law of 1994 (California Streets and Highways Code Sections 36600 et seq.) authorizes cities to establish and renew property and business improvement districts for the purpose of improving the economic activity within the district.
2. Cities fund these improvements through assessments on real property for certain purposes.
3. Articles XIIC and XIID of the California Constitution and Section 53753 of the California Government Code impose certain procedural and substantive requirements relating to assessments.
4. A petition has been filed by property owners who will pay more than fifty percent (50%) of the total amount of assessments to be levied, requesting the city council renew such a district to be named the Downtown Vallejo Management District.
5. A Management District Plan for the Downtown Vallejo Management District has been developed, outlining the proposed improvements, maintenance and operations each year for the Improvement District, and the proposed financing.

NOW THEREFORE BE IT RESOLVED that:

1. Pursuant to Section 36621(a) of the California Streets and Highways Code, the Vallejo City Council declares its intention to renew the Downtown Vallejo Management District as a property and business improvement district and to levy an assessment pursuant to the establishment and maintenance of the Downtown Vallejo Management District.
2. The City Council hereby approves the Management District Plan, submitted by Downtown Vallejo Management District to the Clerk of the City Council, and containing all required information, pursuant to section 36622 of the California Streets and Highways Code.

3. The City Council Clerk shall make both the Management District Plan and any other related documents available to the public for review during normal business hours at 555 Santa Clara Street.
4. A public hearing on the establishment of the proposed district shall be conducted before City Council on Tuesday, July 24, 2007, 7:00 p.m., in the Council Chambers, 555 Santa Clara Street or as soon thereafter as the matter may be heard. At this hearing the City Council will hear testimony regarding the proposed district, including testimony from all interested persons for or against establishment of the District, the extent of the district, and the furnishing of specific types of service, improvement or activities. The City Council may waive any irregularity in the form or content of any written protest, and at the public hearing may correct minor defects in the proceedings. All protests submitted by affected property owners and received prior to the conclusion of this public hearing shall be tabulated to determine whether a majority protest exists.
5. The City Council Clerk is directed to give notice of the public hearing as provided in Section 53753 of the Government Code, and Section 4 of the California Constitution.
6. The City Attorney staff is authorized to prepare and distribute assessment ballots in accordance with Article XIID, Section 4 (c) and (d) and Government Code section 53753.

DOWNTOWN VALLEJO

PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

MANAGEMENT DISTRICT PLAN

*Prepared pursuant to the State of California
Property and Business Improvement District Law of 1994
for the renewal of the Downtown Vallejo PBID*

Submitted to the

Downtown Vallejo Property Owners

March 13, 2007

Prepared by



***Downtown Vallejo
Property and Business Improvement District
Management District Plan***

Table of Contents

I.	INTRODUCTION AND OVERVIEW.....	3
II.	WHY CONTINUE THE PBID FOR DOWNTOWN VALLEJO?.	4
III.	WHAT IS A MANAGEMENT DISTRICT?.....	5
IV.	DOWNTOWN VALLEJO PBID BOUNDARIES.....	6
V.	SERVICE PLAN AND BUDGET	8
VI.	ENGINEER’S REPORT (Assessment Methodology)	13
VII.	IMPLEMENTATION TIMETABLE	22
VIII.	CONTINUATION OF CITY SERVICES	23
IX.	DISTRICT GOVERNANCE.....	24

APPENDIX 1: LIST OF PROPERTIES TO BE ASSESSED

APPENDIX 2: CITY OF VALLEJO DRAFT RESOLUTION: BASE LEVELS OF SERVICE POLICY AND EVALUATION OF THE BASELINE SERVICES

I. INTRODUCTION AND OVERVIEW

Property owners within the existing Downtown Vallejo Property and Business Improvement District (PBID) have been pleased with the services provided with the current PBID funding and created this Management District Plan to renew the PBID. The renewed Downtown Vallejo PBID establishes an expanded maintenance program including trash and debris collection, an economic development/marketing program, and a public safety program that go above and beyond those services provided by the City of Vallejo (the "City").

Location: The District includes approximately 16 blocks of the central core of downtown Vallejo. The District boundaries include 154 parcels and include Santa Clara St. to the West, Curtola Parkway to the South, up to Pennsylvania St., North along Sonoma Blvd. over to portions of Sutter St., up to Capitol St., including a portion on the North side of Capitol between Sonoma and Marin, West back to Santa Clara St. For a complete description of the District boundaries, please see Section IV of this Plan. Please see the map in Section V of this Plan.

Services: A maintenance program to provide additional cleaning, debris removal, graffiti removal, landscape maintenance and maintenance of streetscape improvements within public right of ways; an economic development and marketing program to provide an internet presence, hand-out publications and improved signage; and a security program to support additional security services.

Budget: Total maximum district budget for each year of its five (5) year operation is a base of approximately \$198,500 per year with a maximum 3% increase in the assessment rates per year.

Cost: All properties will be assessed at a base rate of \$0.027 per parcel square foot per year. The PBID has three benefit zones, which charge differing rates per linear front foot based on the service received. Zone 1, which receives the most service, would pay \$13.30 per linear front foot per year. Zone 2 would pay \$10.64 per linear front foot per year. Zone 3 would pay \$6.40 per linear front foot per year.

Formation: District formation requires submittal of petitions from property owners representing at least 50% of the total annual assessment and a favorable ballot vote of the property owners conducted by the City. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires that more than 50% of the ballots received, weighted by assessment, be in support of the District. There will also be City Council hearings.

Duration: The proposed District will have a five-year life. After five years, the petition process, ballot process, and City Council hearing process must be repeated for the District to be reestablished.

II. WHY CONTINUE THE PBID FOR DOWNTOWN VALLEJO?

There are several reasons why it is imperative to renew the PBID in downtown Vallejo:

1. The Need to Reverse Downtown Vallejo's Negative Image.

By keeping the focus on downtown and advocating positive sustainable change, we are changing the real or perceived negative image that downtown Vallejo carries as an unsafe and deteriorating environment. The District's image affects businesses, whether retail, leased office space, or residential. The PBID would continue to provide a stable funding source to be used for visible and effective maintenance and marketing services, which continues to build a positive image for the downtown area.

2. The Need To Provide Effective Supplemental Services in a Cost Effective Manner.

The City of Vallejo is responsible for providing services on a citywide basis. The District will continue to build on those services to make downtown Vallejo cleaner and safer than it has ever been. The PBID will also continue to provide unified programming and direct accountability to those who pay.

3. An Opportunity to Establish Private Sector Control and Accountability.

These services will continue to be managed by the Central Core Restoration Corporation (CCRC), a non-profit private sector business organization formed for the sole purpose of improving downtown Vallejo. Annual service plans and budgets will be developed by the CCRC Board, composed of stakeholders that own businesses and property in downtown Vallejo. In addition, all downtown Vallejo stakeholders are encouraged to attend PBID meetings and their comments and suggestions are welcome. Additional security, maintenance, and economic development services will be subject to private sector performance standards, controls, and accountability.

III. WHAT IS A MANAGEMENT DISTRICT?

The International Downtown Association estimates that more than 1,200 Districts currently operate throughout the United States and Canada.

A PBID may provide services, identity formulation, market research, and economic development in addition to those provided by local government. In addition, PBID's may provide physical improvements such as entry features, benches, or lighting. These services are concentrated within a distinct geographic area and are paid for by means of a special property owner assessment. A Board of Directors representing those who pay would govern the organization responsible for providing these services.

PBIDs are proven to work by providing services that improve the overall viability of commercial districts, resulting in higher property values and sales volumes.

The Downtown Vallejo PBID will be formed pursuant to a State Law that took effect in January of 1995. The "Property and Business Improvement District Law of 1994," which was signed into law by then Governor Pete Wilson, ushered in a new generation of PBID's or Management Districts in California by allowing a greater range of services and independence from government. The PBID law:

- Allows property owners to undertake services ranging from security to maintenance, and from business advocacy to economic development.
- Allows revenue for services to be raised from annual assessments on real property.
- Allows formation of a district designed and governed by those who will pay the assessment.
- Requires petition support from property owners paying over 50% of the annual proposed property assessments to form a PBID.
- Requires limits for assessments to ensure that they do not exceed pre-established levels.
- Provides a multi-year life for PBID's. Renewal of a PBID requires a new petition process, Proposition 218 ballot vote, and City or County hearings. The Downtown Vallejo PBID will have a five (5) year term.

The "Property and Business Improvement Business District Law of 1994" (AB 3754) as amended January 1, 2004 is provided in Appendix 1 of this document.

IV. DOWNTOWN VALLEJO PBID BOUNDARIES

The CCRC will deliver services provided by the PBID funding in an approximately 16-block area of downtown Vallejo. The District boundaries are as follows:

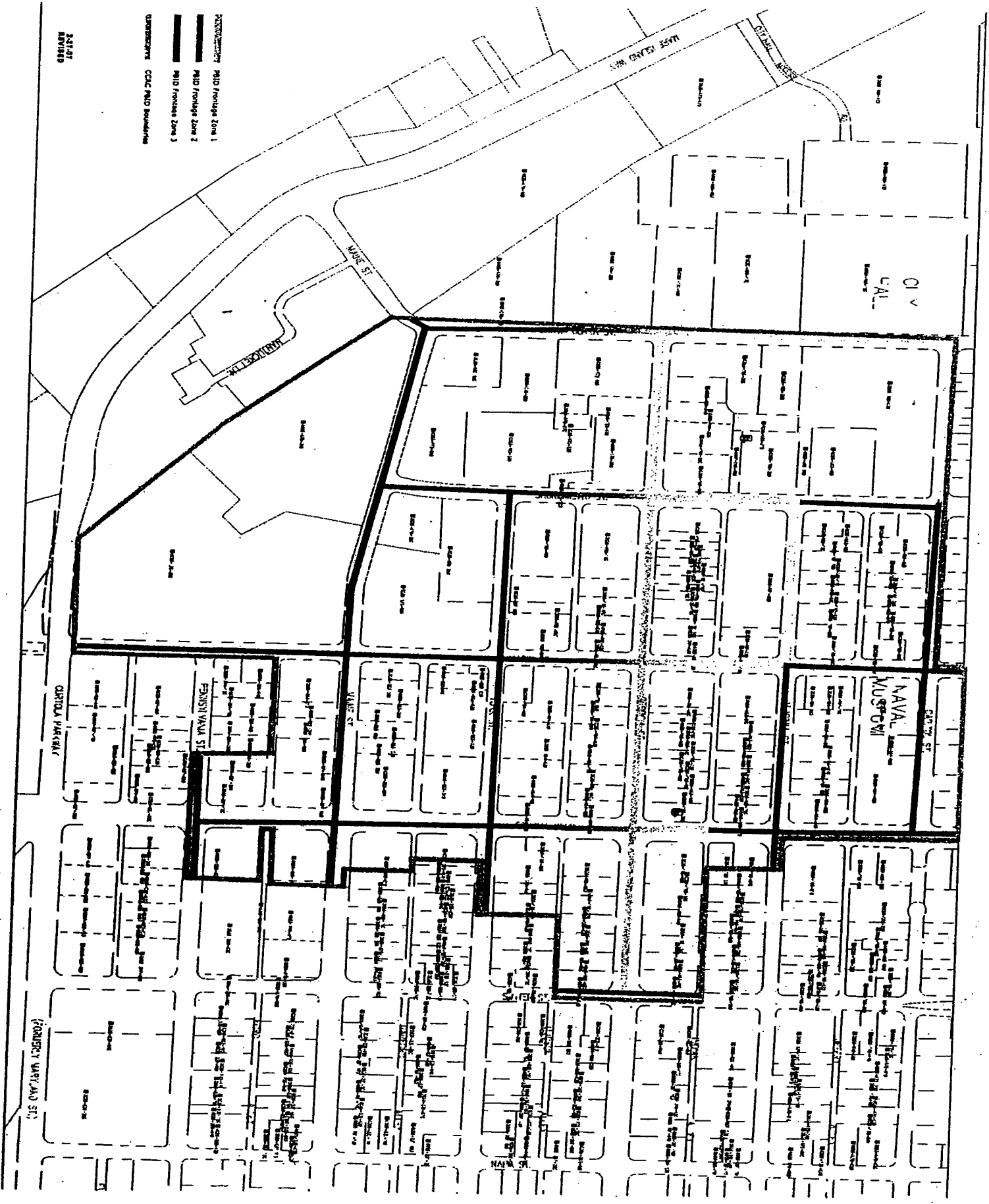
The District includes approximately 16 blocks of the central core of downtown Vallejo. The District boundaries begin in the center of the intersection of Capitol Street and Santa Clara Street, thence running south along the center of Santa Clara Street to its intersection with Maine Street, thence southwesterly along the center of Maine Street to a point opposite the southeast boundaries of parcels 0055-170-310 and 0055-170-350, thence southeasterly along the southeast boundaries of parcels 0055-170-310 and 0055-170-350 to the north right-of-way line of Curtola Parkway, thence easterly along the north right-of-way line of Curtola Parkway to the center of Marin Street, thence north along the center of Marin Street to the center of Ford Alley, thence easterly along the center of Ford Alley to a point opposite the west boundary of parcel 0056-224-080, thence southerly along the west boundary of parcel 0056-224-080 to the center of Pennsylvania Street, thence east along the center of Pennsylvania Street to a point opposite the east boundary of parcel 0056-226-020, thence north along the east boundary of parcel 0056-226-020 to the south line of vacated Ford Alley, thence west, along the south line of vacated Ford Alley to the east right-of-way line of Sonoma Boulevard, thence north along the east right-of-way line of Sonoma Boulevard to the north line of vacated Ford Alley, thence east along the north line of vacated Ford Alley to the east boundary of parcel 0056-226-100, thence north along the east boundary of parcel 0056-226-100 to the center of Maine Street, thence west to a point opposite the east boundary line of parcel 0056-225-210, thence north along the east boundary line of parcel 0056-225-210 to the center of Garford Alley, thence west along the center of Garford Alley to a point opposite to the east line of parcel 0056-225-010, thence north along the east line of parcel 0056-225-010 to the center of York Street, thence east along the center of York Street to a point opposite the east boundary line of parcel 0056-196-130, thence north along the east boundary line of parcel 0056-196-130 to the center of Hudson Alley, thence east along the center of Hudson Alley to the center of Sutter Street, thence north along the center of Sutter Street to the center of Indian Alley, thence west along the center of Indian Alley to a point opposite the east boundary line of parcel 0056-195-170, thence along the east boundary of parcels 0056-195-170 and 0056-195-010 to the center of Virginia Street, thence west along the center of Virginia Street to the center of Sonoma Boulevard, thence north along the center of Sonoma Boulevard to the intersection of Kissel Alley, thence west along the center of Kissel Alley to the center of Marin Street, thence south along the center of Marin Street to the center of Capitol Street, thence west, along the center of Capitol Street to the point of beginning.

The service area includes approximately 154 parcels. The map on the next page illustrates the PBID boundaries. Please Section VI of this plan for the specific assessment formula based on a combination of parcel square footage and parcel front footage along major streets. A larger map is available on request by calling (707) 649-3510 or (800) 999-7781.

Proposed Downtown Vallejo PBID Map

- ██████████ MID Potential Zone 1
- ██████████ MID Potential Zone 2
- ██████████ MID Potential Zone 3
- ██████████ CCAC MID Building

2010
REVISED



V. SERVICE PLAN AND BUDGET

A. History of the Service Plan

Property and Business Improvement Districts (PBID's) provide a mechanism for property owners, business owners, and the government to join forces to improve their downtown areas. The owners within the Downtown Vallejo PBID have seized the opportunity to utilize this tool to provide efficient supplemental services in a cost-effective manner and wish to continue the service with some changes.

Property owners in the Downtown Vallejo PBID have been concerned about the need for additional security, maintenance within public rights-of-way, cleaning, and marketing in the downtown. The existing Downtown Vallejo PBID primarily provides a marketing program, with lesser emphasis on security and maintenance. The property owners have indicated a willingness to continue the Downtown Vallejo PBID provided more emphasis is placed on security and maintenance. Owners have also requested marketing efforts to promote the downtown as a clean, safe, and friendly place to do business, including out-of-district signage to direct people to the downtown. City services and efforts in these areas have been welcomed, but limited City resources and limited resources of the existing PBID have not allowed for a more comprehensive approach to managing this District.

The following Service Plan details the nature and extent of the services proposed and provides an itemized budget.

B. Downtown Vallejo Management District Service Plan

In the renewed PBID, the Service Plan provides for an increased security effort, cleaning, debris removal, graffiti removal, landscape maintenance and maintenance of streetscape improvements within public right of ways, image enhancement, and business advocacy services, above and beyond those currently provided by the City of Vallejo. Existing City services will remain intact pursuant to a "base levels of service" policy discussed in Section VIII of this Plan.

PBID service levels will vary depending on varying demand. All benefits to parcels shall be provided based on the amount paid into the District. For a more detailed discussion of the assessments, please see Section VI, Part A, Section 2, "Determination of Special Benefit." Program descriptions and budgets of the proposed programs for public safety, maintenance, image enhancement, business advocacy, and administrative services are provided in the following pages.

The first step in preparing the Service Plan was to identify the existing "baseline" level of services provided by the City of Vallejo. In order to identify the aspects of the District that needed additional services, several property owner meetings were conducted. In addition, numerous meetings were held with City of Vallejo staff, property owners, and business owners. Based on the information and opinions collected during this process, service priorities were

identified. The information from each step of this process was integrated and this Service Plan was developed. The following are some key aspects of the Service Plan budget:

1. Public Safety

The service plan budget allows for a security program which will provide a security program to reduce criminal activity in the Downtown Vallejo area. The security patrol shall coordinate with the Vallejo City Police department to act as additional "eyes and ears" for the police and the property owners. Coordination with the local law enforcement is vital to decreasing crime, educating property owners, and improving the appearance and perception of the downtown. The security program would work to limit areas where crimes can occur. In addition, the District will work closely with the Vallejo Police Department to ensure that downtown receives a heightened level of police service.

2. Internet and Out-of-District Signage

As part of its marketing services, the Downtown Vallejo PBID will operate a unified advocacy and marketing program that will work in collaboration with the businesses and property owners within the District. This program will include marketing the District through a website and signage that will extend out of the District boundaries to bring people into Downtown Vallejo. The intent of this program is to allow the public to view the area as a single destination with a rich collection of attractions, events, and services.

3. Community Services

A Community Services program will include a maintenance program, landscaping, publications for the public, and a signage program.

The maintenance program will work to keep the District clean and lit. District personnel or sub-contractors will be on the streets removing illegal dumping, other litter and graffiti within city rights-of-way. They will also trim trees, replace trees that become damaged or diseased, perform upkeep on the flower pots along the sidewalks, and repair and periodically repaint the acorn-style light posts, lighted bollards, drinking fountains and park-style benches. Maintenance personnel will perform bulb replacement in the lighted bollards and acorn lights only.

The District shall also be responsible for various signage programs. This will include the replacement of existing signs that appear deteriorated throughout the Downtown area, and the erection of new way-finding signage deemed appropriate by the District. The District will administer a program to install walking tour signage. These signage programs are in addition to the out-of-district signage program referred to in section 2, above.

The PBID will also be responsible for installing and removing holiday decorations and banners.

C. Service Plan Budget

A Service Plan budget has been developed by CCRC to deliver service levels throughout the District. Annual service plans and budgets will be developed and approved by the CCRC Board of Directors. Please see the budget exhibit on the following page for more detailed information. Should the CCRC Board approve, funds may be appropriated for the renewal effort. If there are funds remaining at the end of the District term and the owners choose to renew the District, these remaining funds could be transferred to the renewed District.

It is anticipated that certain district personnel (such as guides, ambassadors, or similar patrol personnel) will perform a dual function of security and maintenance. To the extent that these personnel perform sidewalk and street maintenance functions, including reporting maintenance needs and assisting with maintenance services, staffing costs attributable to the performance of these functions shall be acceptable expenditures of the funds described the budget on the next page.

Table V-1
DRAFT Annual Budget for DOWNTOWN VALLEJO PBID - 2008

Services Provided	Descriptions	Total
I. Security	The security portion of the program shall provide for private, semi-private or private city partnered security patrol(s) (bicycle patrol is an example)	\$81,000
II. Administration, Bookkeeping & Insurance	The Administration program provides for office personnel; office rent; office utilities; photocopy expenses; miscellaneous office expenses; bookkeeping expenses; audit expenses; insurance; 1/5 th cost of PBID renewal; administration of the program to place walking tour plaques and signs in District at the property owner's expense.	\$46,200
III. Internet & Out-of-District Signage	This portion of the program shall be used for the following: Website consultant; website management; website hosting; out-of-district signage (for example, freeway signs). Any surplus in this fund shall be devoted to security.	\$ 8,400
IV. Community Services	The Community Services portion of the District shall include the following: Hand-out publications; in-district signage (replacement of existing signage, such as deteriorated parking signs); finding way signage; graffiti removal within the city right-of-ways within the district; debris removal (illegal dumping of sofas, mattresses, etc.); painting of poles, bollards, acorn light posts (no cobra light posts), within city right-of-way within the district, on a rotational basis (different section of district painted each year); repairs of hardscape (drinking fountains, benches, acorn lights, bollards with lights, no cobra lights), including bulb replacement; installation and removal of December Holiday decorations; annual flower landscaping (replanting, watering, weeding and trimming of barrel type flower pots); tree maintenance in city right-of-way within district (trimming on a rotational basis, different section of district each year), and replacement of individual trees on an "as needed, where needed" basis (i.e. dead, damaged and diseased trees)	\$62,900
PBID Budget from Assessments		\$198,500
GRAND TOTAL BUDGET		\$198,500

D. Budget Notes

1. The budget contained in this document is only for funds which the CCRC receives from the assessments levied through the PBID.
2. Specific purpose funds received from third parties are not included within the budget in this document. Any funds received and accepted by the CCRC from third parties, for specific purposes, shall be devoted to those purposes, even if such purposes are not within the description of a category in the above budget. (Such funds would include, but are not limited to, purpose specific donations, and purpose specific funds received from the City of Vallejo).
3. Donations without purpose specific restrictions may be devoted to any use that benefits the PBID, even if such benefit is not within the description of a category in the above budget.
4. Any assessments collected in excess of the total budget may be devoted to any purpose benefiting the PBID, even if such a purpose is not within the description of a category in the above budget.
5. The budget in this document does not reflect any annual increase in the assessments as permitted by the PBID plan. Nothing in this budget shall prevent the Board of Directors of the CCRC from adopting an annual increase in the assessments, provided such increase is consistent with the PBID plan.
6. The Board of Directors of the CCRC, for good cause, shall have the authority to roll-over and/or reallocate any funds that were unspent, in a previous year's budget, to a different category.
7. If a cost reduction is anticipated in any category within the budget, the Board of Directors of the CCRC shall have the authority to: (a) reallocate the savings to another category within the budget; and/or (b) create a new category within the budget, provided that such a new category shall benefit the PBID.

VI. ENGINEER'S REPORT (ASSESSMENT METHODOLOGY)

A. Assessment Methodology

1. Base Formula

Property owners, merchants, and other Downtown Vallejo stakeholders have emphasized that an assessment formula for the proposed PBID be fair, balanced, and commensurate with benefits received.

Each property owner will pay based on benefit received. The variables used for the base formula are gross parcel square footage and parcel front footage. Parcel square footage is relevant to the highest and best use of a property and will reflect the long-term value implications of the Management District. Parcel front footage directly reflects the value of certain of the services to be provided to the parcels.

The proposed initial annual assessment on parcels will be based upon a rate of \$0.027 per parcel square foot plus an annual frontage rate dependent on their location. The frontage rates are broken into three different zones.

Zone 1 includes properties with frontage along Georgia Street from Santa Clara St to Sutter St., along Santa Clara St. from parcel number 0055-170-180 north to Capitol St., and east along the boundary of parcel 0055-160-170. It continues on Sacramento St. from parcel 0056-192-140, north to Virginia St, east on Virginia St. to Marin and south on Marin St. to the end of parcel 0056-192-060. Also included is Sonoma Blvd. from the alley between York and Georgia St. north to the alley between Georgia and Virginia Streets. Zone 1 will be assessed \$13.30 per front foot per year.

Zone 2 includes properties with frontage along Santa Clara Street, Sacramento Street, Capitol Street, Marin Street, Sonoma Blvd., properties fronting the east side of Sutter Street, Virginia Street, and York Street. Zone 2 properties will be assessed \$10.64 per front foot per year.

Zone 3 includes properties fronting Maine St. from Santa Clara St. to parcel number 0056-226-020, and Marin Street from Curtola Parkway north to Maine Street. The Curtola Parkway frontage is not included in the PBID, and therefore it is not assessed in any zone. Zone 3 properties will be assessed \$6.40 per front foot per year.

Note that the annual frontage assessment will be combined with the annual parcel square foot assessment. If a property has frontage along two different streets, the greatest length frontage will be assessed for the appropriate rate (for example, if a parcel has a frontage of 250 ft. along Georgia Street and 200 ft. on Sonoma Boulevard, the parcel will be assessed the rate for the frontage along Georgia Street plus the parcel square foot rate).

Annual Parcel Square Foot Rate	
Zones 1, 2, and 3	\$0.027
Annual Frontage Rates	
Zone	Rate per front foot per year
1	\$13.30
2	\$10.64
3	\$6.40

If you would like more information about your property assessment, please call (707) 649-3510 or (800) 999-7781.

As members of the community, the CCRC Board of Directors will maintain every effort to be careful stewards of the annual budget; however the Board may at its discretion raise the assessment by no more than the lesser of three-percent (3%) per year, or the Consumer Price Index.

2. Determination of Special Benefit

California Constitution Section 4, Article XIII D (Proposition 218) states, "while assessment district programs may confer a combination of general and special benefits to properties, only the special parcel-related benefits can be funded through assessments."

The law provides that the expenses of the District shall be apportioned in proportion to the special benefit received by each parcel. In addition, Proposition 218 requires that parcel assessments may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable.

A special benefit is a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the District. Conversely, a general benefit is a benefit to properties in the area and in the surrounding community or a benefit to the public in general, resulting from the improvement, activity, or service to be provided by the assessment levied. Many general benefits to the public at large are conveyed by municipal services such as fire protection, police services, and public transit services. These services are targeted to serve the public at large and do not confer special benefits on particular parcels. The general benefits that may be received include the perception of a more aesthetically pleasing District area. These benefits cannot be measured. All general benefits, if any, are intangible and not quantifiable.

The programs and services in the Downtown Vallejo Property and Business Improvement District's Management District Plan are designed to provide targeted services to parcels within the District. These programs and services are tailored not to serve the general public, but rather the specific assessable parcels of the District. For example, the proposed maintenance program is focused on the assessed parcels in the District. The proposed security program shall provide private, semi private or private city partnered security patrols. The proposed

street maintenance program will work to keep the District clean and lit, by removing illegal dumping, other litter and graffiti within city rights of way. It will also aesthetically improve the District with tree trimming, tree replacement, as needed, and upkeep of landscaping along sidewalks, as well as other duties previously mentioned. These programs and services will directly benefit each of the assessed parcels adjacent to the areas being maintained. The proposed security program, internet marketing, out of district signage and community services will improve economic development within the District, thereby benefiting the commercial and public parcels within the District.

The programs and services paid for from assessment revenue are parcel services conferring special benefit on the assessable parcels within the District. In addition, these services are not for the benefit of the general public and do not provide general benefit, as defined above. The programs and services provide special benefits, and all benefits derived from assessments outlined in the Management District Plan, go only for programs and services directly benefiting the parcel. The services are designed to increase foot traffic, improve the commercial core, increase marketing of commercial entities in the District, and improve the aesthetic appearance of the District and to provide these services only to assessed properties within the District boundaries. It is therefore appropriate that these special parcel-related benefits be funded by special assessments. The fact that the proposed District assessments will only be levied on properties within its District boundaries and, in turn, assessment revenues will only be spent on programs, improvements and services that provide direct or special benefit to properties within the District boundaries, it is hereby determined that any general benefits are not quantifiable, measurable or tangible in the District area and to the surrounding community or the public in general. The programs and services listed in the Management District Plan will contribute to a special benefit of each of the assessable parcels within the District.

The expenses of the District will be apportioned in proportion to the benefit received by each parcel. Proposition 218 requires that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Proposition provides that only special benefits are assessable, and that the City must separate the general benefits from the special benefits conferred on a parcel. A special benefit is a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the District. The general enhancement of property value does not constitute a special benefit.

Each parcel within the District, except for exempt parcels (discussed below), receives a particular and distinct benefit from the proposed improvements and activities, over and above general benefits conferred by the improvements and activities of the District. The proposed security program will reduce street disorder and help to prevent crime, thereby protecting the properties within the District and increasing their attractiveness to potential customers. The proposed marketing program will improve economic development within the District, thereby benefiting all businesses within the District.

3. 501(c)(3) Exemption

Properties owned by charitable tax-exempt organizations, such as churches, typically do not have commercial component and are exempt from property tax. Such properties will also be

exempt from this assessment. However, if such a property has a commercial component and pays a percentage of the property tax, the same percentage will be applied to this assessment.

4. Residential Property Exemption

Parcels used exclusively for as low-density residential, such as single family homes or those with four units or less, do not derive sufficient benefit from the proposed improvements to be assessed. The primary purpose of the PBID is to benefit commercial parcels. Therefore, parcels with residential uses of 4 units or less within the boundaries of the District will not be assessed. Properties used exclusively for multi-family residential use (i.e. apartments) are considered commercial income-producing property and will be subject to PBID assessments.

5. Government-Owned Property

Under "The Right to Vote on Taxes Act" (also known as Proposition 218) all publicly owned parcels are required to pay assessments unless they can demonstrate by clear and convincing evidence that their property does not receive benefit. It is proposed that all government agencies pay their "fair share" of all assessment.

6. Assessment Notice

An Assessment Notice will be sent to owners of each parcel in the PBID. The Assessment Notice provides an estimated assessment based upon the square footage and front footage of each parcel. The final individual assessment for any particular parcel may change if the parcel square footage or frontage differs from those found on the Assessment Notice. A Downtown Vallejo PBID Assessment Calculation Table follows this Engineer's Report. Assessments will be calculated based on the most recent available property data provided by the County of Solano. The assessment data will be as accurate as possible; however, the data may contain errors. Changes in property owner and parcel information may take up to one year to transpire. If a property owner discovers an error in the data or calculation please contact Downtown Resources at (916) 325-0604 or 1-800-999-7781. A list of properties to be included in the Management District is provided within Appendix 1.

B. Time and Manner for Collecting Assessments

The Downtown Vallejo PBID assessment will appear as a separate line item on the annual property tax bills prepared by the County of Solano. Property tax bills are generally distributed in the fall, and payment is expected by lump sum or installment. The County of Solano shall distribute funds collected to the City of Vallejo and then to the CCRC pursuant to the authorization of this Plan. Existing laws for enforcement and appeal of property taxes apply to the PBID assessments.

Review of this Management District Plan and preparation of the Engineers Report was completed by:

Orin N. Bennett
State of California
Registered Civil Engineer No. 25169

Downtown Vallejo Property and Business Improvement District Assessment Calculation Table

APN	Owner name	COIF	Assessment	Percentage
0055-160-170	REDEVELOPMENT AGENCY OF VJO	1.00	\$8,036.85	3.94%
0055-160-180	MARINA TOWER ASSOCIATES	1.00	\$2,354.11	1.15%
0055-160-190	REDEVELOPMENT AGENCY OF VJO	0.50	\$233.85	0.11%
0055-160-210	AMIDI PARTNERSHIP	1.00	\$2,560.00	1.25%
0055-160-240	REDEVELOPMENT AGENCY OF VJO	1.00	\$1,274.33	0.62%
0055-160-300	MARE ISLAND FED CREDIT	1.00	\$1,647.79	0.81%
0055-160-310	REDEVELOPMENT AGENCY OF VJO	0.50	\$89.34	0.04%
0055-160-380	VALLEJO CITY HOUSING AUTHORITY	1.00	\$3,679.04	1.80%
0055-160-390	MARINA ANNEX ASSOCIATES	1.00	\$2,488.87	1.22%
0055-160-540	TRIAD 236 GEORGIA STREET LLC	1.00	\$2,649.23	1.30%
0055-170-160	201 GEORGIA STREET	1.00	\$3,845.08	1.88%
0055-170-170	REDEVELOPMENT AGENCY OF VJO	1.00	\$1,049.10	0.51%
0055-170-200	REDEVELOPMENT AGENCY OF VJO	1.00	\$326.17	0.16%
0055-170-220	REDEVELOPMENT AGENCY OF VJO	1.00	\$126.90	0.06%
0055-170-230	REDEVELOPMENT AGENCY OF VJO	1.00	\$3,576.87	1.75%
0055-170-240	MCGOWAN ROBERT C & P C	1.00	\$1,803.19	0.88%
0055-170-250	AL ROSS VICTORY STORES	1.00	\$2,177.12	1.07%
0055-170-260	REDEVELOPMENT AGENCY OF VJO	1.00	\$2,821.99	1.38%
0055-170-270	CHANDLER LLOYD M JR	1.00	\$94.50	0.05%
0055-170-280	REDEVELOPMENT AGENCY OF VJO	1.00	\$3,802.15	1.86%
0055-170-290	BRINSON DENNIS J	1.00	\$4,496.38	2.20%
0055-170-300	KASHANI AHMAD A	1.00	\$1,533.10	0.75%
0055-170-310	VALLEJO MAINE I PARTNERS	1.00	\$8,760.15	4.29%
0055-170-350	VALLEJO MAINE II PARTNERS	1.00	\$11,065.03	5.42%
0055-170-390	BAYLIES BRIAN F	1.00	\$3,389.00	1.66%
0056-162-010	GOOD SAMARITAN MISSIONARY	0.00	\$0.00	0.00%
0056-162-020	GOOD SAMARITAN MISSIONARY	0.00	\$0.00	0.00%
0056-162-030	GOOD SAMARITAN MISSIONARY	0.00	\$0.00	0.00%
0056-162-040	GOOD SAMARITAN MISS BAPTIST CH	0.00	\$0.00	0.00%
0056-162-050	GOOD SAMARITAN MISS BAPT CH VJ	0.00	\$0.00	0.00%
0056-162-060	GLENN L M	1.00	\$1,250.98	0.61%
0056-162-070	PLASCENCIA LUIS R & ANA A	1.00	\$1,106.68	0.54%
0056-162-080	HISTORICAL RESTORATION INC	1.00	\$1,734.20	0.85%
0056-162-090	EMPRESS THEATRE ASSOCIATES LLC	1.00	\$830.98	0.41%
0056-162-100	324 VIRGINIA VALLEJO LLC	1.00	\$850.02	0.42%
0056-162-110	VICTORY CHURCH OF DELIVERANCE	0.00	\$0.00	0.00%
0056-162-120	VICTORY CHURCH OF DELIVERANCE	0.00	\$0.00	0.00%
0056-162-150	PEZZUTO MERILYN R MERILYN	1.00	\$839.30	0.41%
0056-162-160	PEZZUTO MERILYN R MERILYN	1.00	\$719.40	0.35%
0056-162-170	HENSON KAREN H TRUST	0.00	\$0.00	0.00%
0056-162-180	VICTORY CHURCH	0.00	\$0.00	0.00%
0056-163-090	STARK L SUSAN	1.00	\$1,558.70	0.76%
0056-163-100	STARK L SUSAN	0.50	\$353.75	0.17%
0056-163-110	ANNIE MASON	1.00	\$707.50	0.35%
0056-163-120	KAMPHAUSEN BUCK	1.00	\$1,415.00	0.69%
0056-163-130	KAMPHAUSEN BUCK	0.50	\$176.88	0.09%
0056-163-180	KAMPHAUSEN BUCK	0.50	\$910.98	0.45%
0056-164-010	VALLEJO CITY	1.00	\$2,122.50	1.04%

0056-164-020	MARLOWE MELVIN SURV	1.00	\$616.38	0.30%
0056-164-030	VALLEJO HOUSING PARTNERS	1.00	\$2,921.13	1.43%
0056-164-040	VANPELT TERRY A	1.00	\$1,646.45	0.81%
0056-164-050	VANPELT TERRY A	0.50	\$353.75	0.17%
0056-164-060	VANPELT TERRY A	1.00	\$707.50	0.35%
0056-164-070	VALLEJO OUTREACH INC	1.00	\$1,061.25	0.52%
0056-164-080	VANPELT TERRY A	0.50	\$530.63	0.26%
0056-164-090	JOHNSON SARGENT B & C	1.00	\$939.75	0.46%
0056-164-100	CIRIMELE JOE	1.00	\$316.63	0.16%
0056-164-110	KUTLAS JOHN	1.00	\$443.28	0.22%
0056-191-100	VALLEJO CITY	1.00	\$420.25	0.21%
0056-191-110	LEMKE RICHARD H & C C	1.00	\$1,904.50	0.93%
0056-191-120	SAN PABLO LODGE 43	1.00	\$1,904.50	0.93%
0056-191-130	SYLVAIN JOHN & JANET	1.00	\$840.50	0.41%
0056-191-140	RIVERBANK LLC	1.00	\$840.50	0.41%
0056-191-150	RIVERBANK LLC	1.00	\$420.25	0.21%
0056-191-160	RIVERBANK LLC	0.50	\$210.13	0.10%
0056-191-170	MORRIS GEORGE JOEL	1.00	\$420.25	0.21%
0056-191-180	MORRIS GEORGE JOEL	1.00	\$420.25	0.21%
0056-191-190	BROWN ROBERT C JR	1.00	\$420.25	0.21%
0056-191-200	FISCHER DAVID RANDALL	1.00	\$420.25	0.21%
0056-191-210	FISCHER DAVID R & KIRSTEN	1.00	\$420.25	0.21%
0056-191-220	CHANG YIH-JEN L	1.00	\$420.25	0.21%
0056-191-230	CHANG YIH-JEN L	1.00	\$1,904.50	0.93%
0056-191-260	VALLEJO CITY	1.00	\$5,463.25	2.68%
0056-192-030	A J HIGGINS CO	1.00	\$840.50	0.41%
0056-192-040	ALLYN JUDD	1.00	\$840.50	0.41%
0056-192-050	SYLVAIN RICHARD	1.00	\$840.50	0.41%
0056-192-060	VANPELT TERRY A	1.00	\$1,904.50	0.93%
0056-192-070	VALLEJO CITY PARKING AUTHORITY	1.00	\$1,734.20	0.85%
0056-192-080	VALLEJO CITY	1.00	\$424.50	0.21%
0056-192-090	VALLEJO CITY	1.00	\$990.50	0.49%
0056-192-140	BARCEWSKI JAMES D	1.00	\$3,362.00	1.65%
0056-192-150	BARCEWSKI JAMES D	0.50	\$1,415.00	0.69%
0056-193-010	MYRTLE STREET FLATS LLC	1.00	\$2,080.00	1.02%
0056-193-020	VANPELT TERRY A	1.00	\$707.50	0.35%
0056-193-030	MCENTEE JAMES	1.00	\$707.50	0.35%
0056-193-040	VANPELT TERRY A	0.50	\$353.75	0.17%
0056-193-050	VANPELT TERRY A	1.00	\$707.50	0.35%
0056-193-070	WALNUT HILL ESTATE ENT LLC	1.00	\$1,558.70	0.76%
0056-193-090	NEADS WILLIAM ROLAND	1.00	\$827.88	0.41%
0056-193-100	NEADS WILLIAM ROLAND	1.00	\$840.50	0.41%
0056-193-110	EVERGREEN CEMETERY ASSOCIATION	1.00	\$420.25	0.21%
0056-193-120	ELLISON GREGORY	1.00	\$420.25	0.21%
0056-193-130	BWB PROPERTIES INC	1.00	\$840.50	0.41%
0056-193-140	WONG LAP CHI & LAURA	1.00	\$420.25	0.21%
0056-193-150	FISCHER DAVID R & KIRSTEN	1.00	\$420.25	0.21%
0056-193-160	BUCK KARL E	1.00	\$420.25	0.21%
0056-193-190	SNYDER RAYMOND	1.00	\$420.25	0.21%
0056-193-200	SNYDER RAYMOND	1.00	\$420.25	0.21%
0056-193-210	PLAZA DELASAMERICAS RANCHO SQ	1.00	\$1,992.25	0.98%

0056-194-010	VANPELT TERRY A	1.00	\$1,904.50	0.93%
0056-194-020	K & T COMPANY	1.00	\$840.50	0.41%
0056-194-030	K & T COMPANY	1.00	\$840.50	0.41%
0056-194-060	SAMOSET HALL ASSOC	1.00	\$840.50	0.41%
0056-194-100	BRINSON DENNIS J	1.00	\$1,904.50	0.93%
0056-194-110	VALLEJO CITY PARKING AUTHORITY	1.00	\$1,558.70	0.76%
0056-194-120	VALLEJO CITY PARKING AUTHORITY	1.00	\$1,415.00	0.69%
0056-194-130	VALLEJO CITY PARKING AUTHORITY	1.00	\$1,415.00	0.69%
0056-194-140	VALLEJO CITY	1.00	\$1,574.60	0.77%
0056-194-150	VALLEJO CITY PARKING AUTHORITY	1.00	\$1,239.50	0.61%
0056-194-170	VILLANUEVA DAISY	1.00	\$1,681.00	0.82%
0056-194-180	BARTEE THOMAS W	1.00	\$840.50	0.41%
0056-195-010	BURSTEIN JACK B & L	1.00	\$959.20	0.47%
0056-195-100	MCKAY-SUTTER STREET LLC	1.00	\$1,558.70	0.76%
0056-195-110	BROWN LEWIS F & D J	1.00	\$840.50	0.41%
0056-195-120	BRUNK LLOYD S & RENEE E	1.00	\$840.50	0.41%
0056-195-130	LITWIN ROBERT	1.00	\$1,152.86	0.56%
0056-195-140	HIGGINS A J COMPANY	1.00	\$1,362.03	0.67%
0056-195-150	CLARKE C DIXON	1.00	\$840.50	0.41%
0056-195-160	MCDONALD JACK J	1.00	\$1,904.50	0.93%
0056-195-170	BURSTEIN JACK & LEATRICE	1.00	\$732.50	0.36%
0056-196-010	WHITMORE WELLES III & M	1.00	\$2,080.00	1.02%
0056-196-020	BONDEROW ALBERT J	1.00	\$840.50	0.41%
0056-196-030	PORI TIM A	1.00	\$840.50	0.41%
0056-196-040	PORI TIM A	1.00	\$840.50	0.41%
0056-196-050	MONETTA BERNARD	1.00	\$840.50	0.41%
0056-196-060	MANNING GAIL	1.00	\$840.50	0.41%
0056-196-070	BAUM BARRY & LUANN	1.00	\$1,558.70	0.76%
0056-196-130	MCILHATTAN THOMAS J & H H	1.00	\$707.50	0.35%
0056-196-140	MCILHATTAN THOMAS J & H H	1.00	\$396.20	0.19%
0056-196-150	MCILHATTAN THOMAS J & H H	1.00	\$1,664.88	0.82%
0056-196-160	URIBE KARL	1.00	\$753.03	0.37%
0056-223-010	PHILLIPS VIRGIL N & CAROL J	1.00	\$452.74	0.22%
0056-223-020	LOUIE TSE MIN	1.00	\$353.75	0.17%
0056-223-030	VALLEJO CITY	1.00	\$2,830.00	1.39%
0056-223-040	KAMPHAUSEN BUCK	1.00	\$2,122.50	1.04%
0056-223-050	KUKURUZA SAMUEL	1.00	\$1,486.50	0.73%
0056-223-060	IMHOFF G E & Z E 1987 TRUST	0.50	\$247.75	0.12%
0056-223-070	IMHOFF G E & Z E 1987 TRUST	1.00	\$495.50	0.24%
0056-223-080	IMHOFF G E & Z E 1987 TRUST	1.00	\$495.50	0.24%
0056-223-090	KAMPHAUSEN BUCK	0.50	\$247.75	0.12%
0056-223-100	KAMPHAUSEN BUCK	0.50	\$779.35	0.38%
0056-223-110	BETTENCOURT MERVIN	1.00	\$1,018.22	0.50%
0056-224-010	KAMPHUSEN BUCK	1.00	\$1,183.00	0.58%
0056-224-020	LEBARD MORRIS & ALLISON	1.00	\$495.50	0.24%
0056-224-030	ELLISON ROBERT O	0.50	\$247.75	0.12%
0056-224-040	KAMPHAUSEN BUCK	1.00	\$991.00	0.49%
0056-224-050	BRACE RONALD W & JOAN	1.00	\$1,734.20	0.85%
0056-224-080	SOLANO MOTORS INC	1.00	\$495.50	0.24%
0056-224-150	SOLANO MOTORS INC	1.00	\$1,734.20	0.85%
0056-225-010	LANGIT MANUEL & AURORA	1.00	\$2,090.70	1.02%

0056-225-210	CHRISTOV MICHAEL JR	1.00	\$1,734.20	0.85%
0056-226-020	ARRIGHI JOSEPH L & P L	1.00	\$1,821.95	0.89%
0056-226-100	ONG ILDEFONSO C & T P	1.00	\$1,303.41	0.64%
0095-371-100	CAMPBELL DAVID R & TAMSYN A	1.00	\$1,904.50	0.93%
			\$204,207.96	100.00%

VII. IMPLEMENTATION TIMETABLE

The Downtown Vallejo PBID is expected to be approved by August 2007 and funded by January 2008. In order to meet these goals, the following timetable must be followed:

<u>DATE</u>	<u>ACTIVITY</u>
<i>March 2007</i>	Initiate petition drive.
<i>May 2007</i>	Submit petitions that have been signed by property owners who will pay more than 50% of the district assessments.
<i>June 2007</i>	City Council adopts resolution of intention to renew the Downtown Vallejo Property and Business Improvement District.
<i>June 2007</i>	Notice of public hearing and 218 ballots are mailed.
<i>July 2007</i>	Public Hearing is held on Vallejo PBID. City council adopts resolution of formation establishing the District.
<i>August 2007</i>	City Clerk submits PBID assessment information on magnetic tape to the County Assessor. The secured tax roll and bills are printed. Tax bills are mailed. First installment property tax bill including PBID assessment is due. First payment from the County is received by December 2007.

Pursuant to state law, the Downtown Vallejo PBID will have a defined life. The life of the PBID is set at five (5) years. In order to continue the PBID for another set term, the preceding petition, ballot drive, and public hearing process must be repeated.

VIII. CONTINUATION OF CITY SERVICES

A. Citywide Base Levels of Service Policy

Throughout the process of establishing the Downtown Vallejo PBID, property owners have voiced concerns that the City of Vallejo maintains existing services at verifiable "baseline" service levels. A formal base levels of service policy ensures that existing City services are enhanced, not replaced, by Downtown Vallejo PBID services.

B. City Council Resolution

The CCRC has requested that the Vallejo City Council adopt a resolution committing the City to establish and maintain base levels of service within the Management Districts. The policy states that "basic service levels" provided to the area must be paid for by the general City revenues, and not subsidized by revenue which the Downtown Vallejo PBID generates for enhanced and supplemented levels of service.

The policy allows for adjustments in the "basic service levels" commensurate with changes in the City's overall financial condition. Citywide service reductions can trigger a proportionate reduction in base levels of service within a Management District.

A draft City of Vallejo Resolution establishing this policy and an estimate of current services is provided in Appendix 2.

Consistent with this proposed City policy, the Downtown Vallejo PBID's base levels of service will be quantified in an "area specific current services agreement" between the City of Vallejo and the Downtown Vallejo PBID.

IX. DISTRICT GOVERNANCE

A. Downtown Vallejo PBID - Corporation Board of Directors

The Central Core Restoration Corporation (CCRC) is the independent non-profit corporation contracted to provide services to the Downtown Vallejo PBID. CCRC, a 501(c)(6) non-profit corporation formed in 1996 by industrial business and property owners, has managed the Downtown Vallejo PBID since its creation.

The Board of Directors shall be comprised of a total of 11 Board Members of which nine (9) Board members shall be property owners within the PBID, and two (2) Board members may be property owners or non-property owners within the PBID. The CCRC Board of Directors intends to consider a name change for the corporation.

APPENDIX 1: LIST OF PROPERTIES TO BE ASSESSED BY APN

APN	Owner name	Site Address
0055-160-170	REDEVELOPMENT AGENCY OF VJO	
0055-160-180	MARINA TOWER ASSOCIATES	601 SACRAMENTO ST
0055-160-190	REDEVELOPMENT AGENCY OF VJO	
0055-160-210	AMIDI PARTNERSHIP	250 GEORGIA ST
0055-160-240	REDEVELOPMENT AGENCY OF VJO	212 GEORGIA ST
0055-160-300	MARE ISLAND FED CREDIT	536 SANTA CLARA ST
0055-160-310	REDEVELOPMENT AGENCY OF VJO	
0055-160-380	VALLEJO CITY HOUSING AUTHORITY	200 GEORGIA ST
0055-160-390	MARINA ANNEX ASSOCIATES	575 SACRAMENTO ST
0055-160-540	TRIAD 236 GEORGIA STREET LLC	236 GEORGIA ST
0055-170-160	201 GEORGIA STREET	201 GEORGIA ST
0055-170-170	REDEVELOPMENT AGENCY OF VJO	
0055-170-200	REDEVELOPMENT AGENCY OF VJO	
0055-170-220	REDEVELOPMENT AGENCY OF VJO	
0055-170-230	REDEVELOPMENT AGENCY OF VJO	
0055-170-240	MCGOWAN ROBERT C & P C	303 SACRAMENTO ST
0055-170-250	AL ROSS VICTORY STORES	400 SANTA CLARA ST
0055-170-260	REDEVELOPMENT AGENCY OF VJO	
0055-170-270	CHANDLER LLOYD M JR	237 GEORGIA ST
0055-170-280	REDEVELOPMENT AGENCY OF VJO	
0055-170-290	BRINSON DENNIS J	401 MARIN ST
0055-170-300	KASHANI AHMAD A	200 MAINE ST
0055-170-310	VALLEJO MAINE I PARTNERS	201 MAINE ST
0055-170-350	VALLEJO MAINE II PARTNERS	201 MAINE ST
0055-170-390	BAYLIES BRIAN F	241 GEORGIA ST
0056-162-010	GOOD SAMARITAN MISSIONARY	407 CAPITOL ST
0056-162-020	GOOD SAMARITAN MISSIONARY	
0056-162-030	GOOD SAMARITAN MISSIONARY	
0056-162-040	GOOD SAMARITAN MISS BAPTIST CH	427 CAPITOL ST
0056-162-050	GOOD SAMARITAN MISS BAPT CH VJ	435 CAPITOL ST
0056-162-060	GLENN L M	439 CAPITOL ST
0056-162-070	PLASCENCIA LUIS R & ANA A	717 MARIN ST
0056-162-080	HISTORICAL RESTORATION INC	707 MARIN ST
0056-162-090	EMPRESS THEATRE ASSOCIATES LLC	330 VIRGINIA ST
0056-162-100	324 VIRGINIA VALLEJO LLC	324 VIRGINIA ST
0056-162-110	VICTORY CHURCH OF DELIVERANCE	318 VIRGINIA ST
0056-162-120	VICTORY CHURCH OF DELIVERANCE	316 VIRGINIA ST
0056-162-150	PEZZUTO MERILYN R MERILYN	300 VIRGINIA ST
0056-162-160	PEZZUTO MERILYN R MERILYN	
0056-162-170	HENSON KAREN H TRUST	616 SACRAMENTO ST
0056-162-180	VICTORY CHURCH	
0056-163-090	STARK L SUSAN	1901 SONOMA BLVD
0056-163-100	STARK L SUSAN	536 CAPITOL ST
0056-163-110	ANNIE MASON	528 CAPITOL ST
0056-163-120	KAMPHAUSEN BUCK	524 CAPITOL ST
0056-163-130	KAMPHAUSEN BUCK	
0056-163-180	KAMPHAUSEN BUCK	512 CAPITOL ST

0056-164-010	VALLEJO CITY	728 MARIN ST
0056-164-020	MARLOWE MELVIN SURV	519 CAPITOL ST
0056-164-030	VALLEJO HOUSING PARTNERS	531 CAPITOL ST
0056-164-040	VANPELT TERRY A	1801 SONOMA BLVD
0056-164-050	VANPELT TERRY A	
0056-164-060	VANPELT TERRY A	426 VIRGINIA ST
0056-164-070	VALLEJO OUTREACH INC	420 VIRGINIA ST
0056-164-080	VANPELT TERRY A	410 VIRGINIA ST
0056-164-090	JOHNSON SARGENT B & C	700 MARIN ST
0056-164-100	CIRIMELE JOE	710 MARIN ST
0056-164-110	KUTLAS JOHN	714 MARIN ST
0056-191-100	VALLEJO CITY	
0056-191-110	LEMKE RICHARD H & C C	625 MARIN ST
0056-191-120	SAN PABLO LODGE 43	342 GEORGIA ST
0056-191-130	SYLVAIN JOHN & JANET	336 GEORGIA ST
0056-191-140	RIVERBANK LLC	330 GEORGIA ST
0056-191-150	RIVERBANK LLC	326 GEORGIA ST
0056-191-160	RIVERBANK LLC	324 GEORGIA ST
0056-191-170	MORRIS GEORGE JOEL	320 GEORGIA ST
0056-191-180	MORRIS GEORGE JOEL	318 GEORGIA ST
0056-191-190	BROWN ROBERT C JR	316 GEORGIA ST
0056-191-200	FISCHER DAVID RANDALL	312 GEORGIA ST
0056-191-210	FISCHER DAVID R & KIRSTEN	308 GEORGIA ST
0056-191-220	CHANG YIH-JEN L	306 GEORGIA ST
0056-191-230	CHANG YIH-JEN L	300 GEORGIA ST
0056-191-260	VALLEJO CITY	
0056-192-030	A J HIGGINS CO	325 GEORGIA ST
0056-192-040	ALLYN JUDD	331 GEORGIA ST
0056-192-050	SYLVAIN RICHARD	337 GEORGIA ST
0056-192-060	VANPELT TERRY A	343 GEORGIA ST
0056-192-070	VALLEJO CITY PARKING AUTHORITY	340 YORK ST
0056-192-080	VALLEJO CITY	332 YORK ST
0056-192-090	VALLEJO CITY	326 YORK ST
0056-192-140	BARCEWSKI JAMES D	301 GEORGIA ST
0056-192-150	BARCEWSKI JAMES D	310 YORK ST
0056-193-010	MYRTLE STREET FLATS LLC	616 MARIN ST
0056-193-020	VANPELT TERRY A	415 VIRGINIA ST
0056-193-030	MCENTEE JAMES	417 VIRGINIA ST
0056-193-040	VANPELT TERRY A	429 VIRGINIA ST
0056-193-050	VANPELT TERRY A	431 VIRGINIA ST
0056-193-070	WALNUT HILL ESTATE ENT LLC	1717 SONOMA BLVD
0056-193-090	NEADS WILLIAM ROLAND	438 GEORGIA ST
0056-193-100	NEADS WILLIAM ROLAND	436 GEORGIA ST
0056-193-110	EVERGREEN CEMETERY ASSOCIATION	428 GEORGIA ST
0056-193-120	ELLISON GREGORY	424 GEORGIA ST
0056-193-130	BWB PROPERTIES INC	418 GEORGIA ST
0056-193-140	WONG LAP CHI & LAURA	414 GEORGIA ST
0056-193-150	FISCHER DAVID R & KIRSTEN	412 GEORGIA ST
0056-193-160	BUCK KARL E	410 GEORGIA ST
0056-193-190	SNYDER RAYMOND	437 VIRGINIA ST
0056-193-200	SNYDER RAYMOND	439 VIRGINIA ST

0056-193-210	PLAZA DELASAMERICAS RANCHO SQ	400 GEORGIA ST
0056-194-010	VANPELT TERRY A	401 GEORGIA ST
0056-194-020	K & T COMPANY	415 GEORGIA ST
0056-194-030	K & T COMPANY	417 GEORGIA ST
0056-194-060	SAMOSET HALL ASSOC	431 GEORGIA ST
0056-194-100	BRINSON DENNIS J	445 GEORGIA ST
0056-194-110	VALLEJO CITY PARKING AUTHORITY	1601 SONOMA BLVD
0056-194-120	VALLEJO CITY PARKING AUTHORITY	432 YORK ST
0056-194-130	VALLEJO CITY PARKING AUTHORITY	426 YORK ST
0056-194-140	VALLEJO CITY	508 MARIN ST
0056-194-150	VALLEJO CITY PARKING AUTHORITY	500 MARIN ST
0056-194-170	VILLANUEVA DAISY	419 GEORGIA ST 10
0056-194-180	BARTEE THOMAS W	437 GEORGIA ST
0056-195-010	BURSTEIN JACK B & L	1726 SONOMA BLVD
0056-195-100	MCKAY-SUTTER STREET LLC	807 SUTTER ST
0056-195-110	BROWN LEWIS F & D J	538 GEORGIA ST
0056-195-120	BRUNK LLOYD S & RENEE E	530 GEORGIA ST
0056-195-130	LITWIN ROBERT	524 GEORGIA ST
0056-195-140	HIGGINS A J COMPANY	514 GEORGIA ST
0056-195-150	CLARKE C DIXON	510 GEORGIA ST
0056-195-160	MCDONALD JACK J	1700 SONOMA BLVD
0056-195-170	BURSTEIN JACK & LEATRICE	1714 SONOMA BLVD
0056-196-010	WHITMORE WELLES III & M	501 GEORGIA ST
0056-196-020	BONDEROW ALBERT J	515 GEORGIA ST
0056-196-030	PORI TIM A	521 GEORGIA ST
0056-196-040	PORI TIM A	
0056-196-050	MONETTA BERNARD	531 GEORGIA ST
0056-196-060	MANNING GAIL	539 GEORGIA ST
0056-196-070	BAUM BARRY & LUANN	545 GEORGIA ST
0056-196-130	MCILHATTAN THOMAS J & H H	520 YORK ST
0056-196-140	MCILHATTAN THOMAS J & H H	
0056-196-150	MCILHATTAN THOMAS J & H H	1600 SONOMA BLVD
0056-196-160	URIBE KARL	1610 SONOMA BLVD
0056-223-010	PHILLIPS VIRGIL N & CAROL J	401 YORK ST
0056-223-020	LOUIE TSE MIN	405 YORK ST
0056-223-030	VALLEJO CITY	435 YORK ST
0056-223-040	KAMPHAUSEN BUCK	1521 SONOMA BLVD
0056-223-050	KUKURUZA SAMUEL	1507 SONOMA BLVD
0056-223-060	IMHOFF G E & Z E 1987 TRUST	326 MAINE ST
0056-223-070	IMHOFF G E & Z E 1987 TRUST	320 MAINE ST
0056-223-080	IMHOFF G E & Z E 1987 TRUST	314 MAINE ST
0056-223-090	KAMPHAUSEN BUCK	
0056-223-100	KAMPHAUSEN BUCK	400 MARIN ST
0056-223-110	BETTENCOURT MERVIN	420 MARIN ST
0056-224-010	KAMPHUSEN BUCK	340 MARIN ST
0056-224-020	LEBARD MORRIS & ALLISON	315 MAINE ST
0056-224-030	ELLISON ROBERT O	321 MAINE ST
0056-224-040	KAMPHAUSEN BUCK	327 MAINE ST
0056-224-050	BRACE RONALD W & JOAN	1425 SONOMA BLVD
		330 PENNSYLVANIA
0056-224-080	SOLANO MOTORS INC	ST

0056-224-150 SOLANO MOTORS INC
0056-225-010 LANGIT MANUEL & AURORA
0056-225-210 CHRISTOV MICHAEL JR
0056-226-020 ARRIGHI JOSEPH L & P L
0056-226-100 ONG ILDEFONSO C & T P
0095-371-100 CAMPBELL DAVID R & TAMSYN A

1401 SONOMA BLVD
1518 SONOMA BLVD
1500 SONOMA BLVD
1400 SONOMA BLVD
1416 SONOMA BLVD

APPENDIX 2: CITY OF VALLEJO DRAFT RESOLUTION: BASE LEVELS OF SERVICE POLICY AND EVALUATION OF BASELINE SERVICES

RESOLUTION NO.

ADOPTED BY THE VALLEJO CITY COUNCIL
ON DATE OF

RESOLUTION ADOPTING CITY POLICY REGARDING BUSINESS IMPROVEMENT DISTRICTS: BASE LEVELS OF SERVICE

WHEREAS, business areas often face a need for collective efforts to promote their businesses and to improve the overall business climate and health of their districts, and

WHEREAS, businesses often seek enhanced city services and infrastructure improvements.

NOW BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALLEJO,

1. Revenues garnered from a Property and Business Improvement District (PBID) or other assessment district should be used to improve the overall business climate of the area through various promotional programs and service enhancements. To that end, base service level measures should be established and agreed to at the inception of the financing district.
2. In the event of a significant downturn in citywide revenues, the Council may be forced to reduce base levels of municipal services citywide unless a substitute source of citywide revenues is available.

MAYOR

ATTEST:

CITY CLERK:

**City of Vallejo Baseline Services
FY 2007-08 – FY 2012-13**

The purpose of creating a Property and Business Improvement District for Downtown Vallejo is to finance needed additional services. A critical step in designing these additional services is identifying the services that are currently provided by the City. An agreement will be made with the City to guarantee that the existing level of services, or "baseline," will be continued. The Baseline Services Agreement will help ensure that the District's funds will be used to *enhance*, rather than replace, the current level of downtown services.

There are two types of City services that will be addressed in the Baseline Services Agreement: maintenance and security. In the following two tables are estimates of the current level of services provided by the City:

City of Vallejo Maintenance Services

Activity	Level of Service	Comments
<i>Street Sweeping – Mechanical</i>	3/Week for streets 1/Week for parking lots	
<i>Landscaping (Maintaining shrubs and weeding)</i>	Quarterly	
<i>Landscaping - Planters</i>	2 times per year (plus trouble calls)	
<i>Tree-trimming</i>	Public hazards only (ongoing tree trimming a PBID function)	
<i>Graffiti Removal (Public facilities / street signs)</i>	As requested. Subject to overall City wide graffiti backlog	
<i>Trash Collecting</i>	None (Vallejo Garbage Service)	City to ensure next franchise agreement includes no fewer than two pick ups per week of sidewalk public trash containers
<i>Fountain Maintenance</i>	As Needed	Consists of cyclical cleaning and repairs when found necessary.
<i>Sidewalk Repair</i>	Per City standard	Repairs are made to defects of cracks that are ½" or wider. and a rise of ¾" or more.
<i>Lawn Mowing (parcel on 200 block of GA Street adjacent to Vallejo Housing Authority)</i>	1/week	
<i>Christmas Decorations</i>	None (PBID function)	

<i>Illegal Dumping</i>	Specific hot spots only	Balance of area is covered, although it will be picked up by Vallejo Garbage .
<i>Street lights (Cobra)</i>	Re-lamp as required	Goal is to respond within 10 business days
<i>Street lights (Acorn)</i>	None (PBID function)	

Police Services

<i>Activity</i>	<i>Level of Service</i>	<i>Comments</i>
<i>Police Patrol</i>	Beat officer patrols	
<i>Cadet Patrol</i>	When available.	

Central Core Restoration Corporation

301 Georgia Street, Suite #290 Vallejo, CA 94590

Signed Petition Support for PBID 2007-2012

<u>Owner</u>	<u>Support</u>	<u>Assessment</u>	<u>Percent</u>
City of Vallejo Redev. Hsing Auth	s	46,204.59	22.62 %
Triad 236 Georgia Street LLC	s	2,649.23	1.30
The Wiseman Company	s	3,845.08	1.88
Al Ross Victory Stores	s	2,177.12	1.07
Dennis Brinson	s	6,400.88	3.13
Ahmad Kashani	s	1,533.10	.75
Vallejo Maine I Partners	s	19,825.18	9.71
Brian Bayliss	s	3,389.00	1.66
L. M. Glenn	s	1,250.98	.61
Historical Restoration Inc.	s	1,734.00	.85
Empress Theater Assoc. LLC	s	830.98	.41
Buck Kamphausen	s	7,826.46	3.84
Vallejo Housing Partners LP	s	2,921.13	1.43
Light Prop LLC	s	1,238.13	.61
Joe Cirimele	s	316.63	.16
Richard Lemke	s	1,904.50	.93
San Pablo Lodge #43	s	1,904.50	.93
John & Janet Sylvain	s	840.50	.41
Robert C. Brown, Jr.	s	420.25	.21
David Fischer	s	1,260.75	.63 %
Jen L. Chang Yih	s	2,324.75	1.14

George Morris	s	840.50	.42
A. J. Higgins Co	s	2,202.53	1.08
Richard Sylvain	s	840.00	.41
James Barcewski	s	4,777.00	2.34
Myrtle Street Flats, LLC	s	2,080.00	1.02
William Neads	s	1,668.38	.82
Evergreen Cemetery Assoc	s	420.25	.21
K & T Company	s	1,681.00	.82
Daisy Villanueva	s	1,681.00	.82
Robert Litwin	s	1,152.60	.56
Jack & Leatrice Burstein	s	1,691.70	.83
Lloyd & Renee Brunk	s	840.50	.41
C. Dixon Clarke	s	840.50	.41
Welles M. Whitmore III	s	2,080.00	1.02
Thomas J. & Honore McIlhattan	s	2,768.58	1.36
Samuel Kukuruzza	s	1,486.50	.73
BWB Properties Inc	s	247.75	.12
David R & Tamsyn A Campbell	s	<u>1,904.50</u>	<u>.93</u>
	TOTAL	\$ 140,001.03	68.59 %

35 PROPERTY OWNERS PLUS CITY OF VALLEJO



COUNCIL COMMUNICATION

Date: June 5, 2007

TO: Mayor and Members of the City Council

FROM: Craig Whittom, Assistant City Manager / Community Development *CW*
Robert V. Stout, Finance Director *RVS*

SUBJECT: STUDY SESSION REGARDING FEE STUDY AND PROPOSED UPDATE TO BUILDING AND DEVELOPMENT PROCESSING FEES

BACKGROUND & DISCUSSION

On February 6, 2007, the City Council authorized the City Manager to engage Public Resource Management Group, LLC to review the fees the City charges for the review and approval of private development projects. This work is now complete.

Purpose of Staff Report and Study Session

The purpose of this staff report and study session is to:

- a) Present the findings of the fee study,
- b) Review the proposed staff recommendations regarding fee increases,
- c) Update the City Council regarding customer service enhancements underway, and,
- d) Receive input from the City Council and community regarding the proposed fee increases.

Staff is scheduled to return to the City Council with proposed formal action regarding the update of its fees on June 26, 2007.

The fee increases will recover both city-wide General Fund costs (indirect) and costs of staff working on permits and inspections (direct costs). Thus, these fee increases were used to develop revenue projections for the FY07/08 budget. In March, staff previewed the methodology with the development community and the Chamber of Commerce Economic Development Committee. In May, staff returned to these groups with the 100% cost recover fees. Feedback from these outreach efforts has been taken into consideration as staff presents these recommended fees.

This report reflects a new policy staff is recommending of ensuring that our fees for building and development processing fees cover all the costs associated with the time and effort required to perform the reviews, inspections and other work required to process the various applications. The full cost recovery policy for fees is designed to ensure that applicants requesting specific services pay the entire cost of those services.

METHODOLOGY & ANALYSIS

The attached draft report (see Attachment A) from Public Resource Management Group, LLC describes the mechanics of calculating 100% of the City's costs to provide these various development-related fee services. State law allows the City to recover up to 100% of the "reasonable costs." The consultants worked with City staff to identify these costs and thereby present Council with maximum fees that could be charged. Developing these fees was a two-step process of allocating administrative or overhead costs to the user departments (including Development Services). Secondly, these allocated overhead costs were added to the hourly employee costs, which included benefits, to determine what the fee should be for any specific requirement. As will be discussed in detail later in this report, this has resulted in significant increases in many fees.

In addition, as part of a thorough review of these development-related fee structure, we are suggesting eliminating some and adding several new fees. Also, later on in this memo is a discussion of the several instances where staff recommends the City Council consider subsidizing the fees and not set them at 100% recovery.

The PRM report includes a comparison of some of these 100% recovery fees with similar cities to show how the fees vary. This is a market-basket comparison only: it does not evaluate the services to ensure that they are of a similar quality, staffing levels, or efficiencies.

The results of the consultant's analysis are summarized in Exhibit III in the attached report. They show that the current fees, in an average permit volume year, would yield increased General Fund revenues each year. It's important to note that these new fees were used for projecting revenues for the proposed Fiscal Year 2007-2008 Budget. However, please note that the revenues forecast in the proposed FY07/08 Budget are for lower volumes of permits, due to the slow housing economy.

A line by line comparison of all individual fees and proposed full cost recovery fees are in charts in the Building, Planning and Engineering sections of the draft report (Attachment A). A discussion of the results of each work unit fee analysis follows.

BUILDING PERMIT FEES

The proposed Building Permit fees are based on the value of the improvements, while the existing fees are based on the square footage of the improvements. The switch is recommended because it's more widely used and it's a faster and easier way to calculate fees, while it still allows demonstration of a clear nexus between the City's costs and the amount of the fees.

To identify the appropriate fees, hourly estimates were made for six types of improvements, in six price categories. Once the total costs of plan check and inspection services were estimated, they were compared to the value of the improvements and per cent ratios were determined. The costs of the improvements are determined by referring to a universal reference chart updated periodically by a nationwide industry group. The fees are further broken out to reflect the inspection costs for electrical, mechanical and plumbing work within

the structure. The result is easy to communicate and easy for applicants to use to calculate the total cost of the fees for each project, despite the vast number of types of building improvements that need to be covered by the Building Fee Schedule.

The Building Division does not have a structural engineer on staff. In December 2006, the City began contracting with Contra Costa County's Building Division for plan check services on a case-by-case basis, when more structural evaluation was needed. The hourly estimates for the proposed Building Fees include significant hours for work by a contract service for building plan check, including structural engineering. If the fees are approved, staff will evaluate in early FY07/08, the opportunity to replace the Contra Costa County contract with a new City position (Building Plan Check Engineer).

PLANNING

The current fee schedule includes 87 fees, 17 of which are specific to Mare Island. The current fees are all flat fees, however, staff is recommending that 10 fees be changed to a time and materials basis. This is only for the larger, infrequent tasks, such as an Annexation, Specific Plan Amendment, or Development Agreement, which often have varying degrees of work level. In these instances, staff recommends the applicant submit a deposit and then staff hours are tracked and costs (direct and indirect) are deducted from the deposit. No new fees are recommended in Planning. The proposed fees also reflect continuing to charge full fees for accelerated review, in the cases in which developers fund a contract planner, because of the significant amount of management coordination necessary to guide projects through the City's administrative review processes (e.g., Planning Commission). The majority of the Planning fees are recommended to be increased. In some instances, fees for larger planning entitlements (General Plan Amendments, Planned Development, plus Rezoning, Prezoning and Text Amendments) deemed to be too big for smaller acreage projects, so new fee subcategories were added to cover situations where the project is only 5 acres or less.

ENGINEERING

The current fee schedule includes 51 types of fees collected by Engineering, currently, they are all flat fees. Staff is recommending consolidating several of the fee size categories, and adding a new technology fee, plus a new fee for maintenance of survey benchmarks citywide, resulting in a net of 40 fees. It should be noted that after the information materials were distributed for the public outreach meetings in May, the Engineering fees were recalculated to better reflect some of the hourly estimates for specific fee services and to better distribute Department and Division overhead costs. This resulted in a reduction in recommended fees for Public Improvement Plan Checking.

CONTRACT ASSISTANCE RE: PROCESSING

Due to the standardized nature of the work in Engineering, there has been no need to develop an alternate series of fees for fee-related work on Mare Island. Staff recommends that Engineering continues to provide a 50% reduction in fees when the applicant chooses to request and pay for accelerated review by consultants. If the fee schedule is approved and staff identifies the opportunity to add staff based on new fee revenue, the need for consultant

assistance would be lessened. Planning's full recovery of fees when consultants are employed to expedite permits, City costs collaborating with the consultant (e.g. development of Downtown Specific Plan). Engineering Division work is more technical and requires less management oversight, hence the reduced fee.

CODE ENFORCEMENT

The current fee schedule lists 3 fees collected by the Code Enforcement Division, however, since that fee schedule was approved, additional fee programs have been adopted. Consequently, the list of fees administered by this work unit has expanded to nine. Across the board subsidies of 50% are recommended for these fees and this is discussed in a subsequent part of this staff report.

RECOMMENDED FEE ADJUSTMENTS

This effort included analysis of more than 200 development-related fees. The majority of the fees are recommended to increase significantly. Fees have not been updated since February 5, 2002, except for annual CPI adjustments. The proposed increases are due to a combination of factors: citywide overhead costs, staff costs, reorganizations, and better estimates of the actual time required to process permits. The estimates of staff time required for each type of permit were itemized in greater detail than the previous update in 2001/2002. Less than a dozen fees were eliminated. Two 2 new fees are recommended: a sidewalk survey benchmark maintenance fee and a new technology acquisition fee.

NEW TECHNOLOGY FEATURES

In response to the feedback from the outreach meetings, staff and the consultant worked together to identify equipment and technology needs for the next 3-5 years and those costs were equated with a new fee (technology surcharge) for all Building and Engineering fees. By adding this surcharge, the City will be able to provide radios & laptop computers to inspectors, resume maintenance of the Geographic Information System (GIS), and create a credit card payment kiosk on the 2nd floor of City Hall. These new fees will also fund software improvements for project tracking and add new software to allow customers to estimate the cumulative cost of fees interactively on the City's website. Records management and archiving will also be improved, plus survey benchmarks located throughout the City will finally be maintained.

OUTREACH

In March, staff and the consultant met with members of the development community to present the study methodology and discuss improvements underway for streamlining permit processes. On March 14, the topic was discussed with the Chamber of Commerce's Economic Development Subcommittee, and on March 22, with a group of approximately 40 of the City's "frequent customers." Consensus of these meetings was that the City's current fees are low and that the community would also support a surcharge for technology improvements to support staff in the permitting process.

In May, staff and the consultant returned to meet with these groups to review the proposed new fees, including a new technology surcharge. The May meeting with the Chamber Subcommittee was on the 9th and the "frequent customers" group reconvened on the 23rd.

Attendance at Outreach Meetings

- March 14 Chamber of Commerce Economic Develop Subcommittee (24 in attendance)
- March 22 "Frequent Customers" (20 guests)
- May 9 Chamber of Commerce Economic Develop Subcommittee (24 in attendance)
- May 23 "Frequent Customers" (5 guests)

RECOMMENDED GENERAL FUND SUBSIDIES

At this time, staff is recommending less than 100% cost recovery via the fee (i.e., General Fund subsidies) in only a few instances (see Attachment E). In Building and Engineering, no subsidies are proposed. In Planning there are two types of appeals and staff recommends that these both be subsidized. In addition, there are five types of larger planning permit activities that staff recommends have reduced fees for smaller size projects (5 acres or less), thus staff is recommending a 50% subsidy for these fees. In Code Enforcement, staff recommends an across-the-board subsidy of 50% and our consultant has indicated that this is a fairly typical level of subsidy in other cities across the state.

CUSTOMER SERVICE: IMPROVEMENTS TO THE CITY'S PERMIT PROCESSING

In addition to the new technology investment discussed above, considerable attention has also been directed to the level of service provided to customers. Several new changes were discussed with Council on February 13, 2007, such as the creation of the Development Team and the commitment to identify realistic City review times. Criteria were established for determining which priority projects are monitored by the Development Team.

Website Improvements

Work continues to improve the City's website: A new one click portal from the City's main website to access building, planning and public works permit information will be implemented by the end of June. This portal will include contact telephone and e-mail information, permit guidance (more than 100 handouts from Building, Planning and Engineering - see Attachment B for samples), answers to frequently asked questions and time frames for permit review.

Provide Reliable City Review Time Frames

Efforts to provide customers with reliable expectations about City review time frames are nearly complete. Performance Standards for Building, Planning and Engineering reviews have been identified and will be posted on the website shortly. They are scheduled to go into effect no later than August 1. Between now and then, a contract planner and permit technician have been hired to eliminate the backlog of pending permits. To date, the Planning backlog has been reduced 38% in the past 3 months (from 188 projects down to 117) and is projected to be zero by August 1. In Building, the backlog has been reduced as well: waiting time for plan

check last winter was 12-14 weeks, but now, using Contra Costa County as a contract plan reviewer service, the turnaround time for Building plan check has been reduced to 3-4 weeks. (See Attachment C for the draft work unit information on Performance Standards to be posted on the website in June.)

Provide "Single Point of Entry" for Review by VSFCD & All City Work Units

Since that February Council briefing, staff has also focused on providing "single point of entry" service to customers needing Building Permits. As of June 4th, customers will no longer have to go to Vallejo Sanitation and Flood Control District (VSFCD), Fire Prevention and Fleming Hill Water Division offices to submit materials for plan check. Instead, all materials for review can be submitted only to the Building Division and city staff will be responsible for coordinated review by all the affected offices.

Identify all information needed for "Complete" Permit Submittals by Customers

Another improvement for Building Permit customers will be definitions and specifications of all the information that needs to be provided for review. Checklists will be provided along with the list of definitions so that customers will be better able to provide a complete set of materials for review at the outset. To keep projects moving quickly through the permit process, it's important to help the customer assemble a complete submittal package as soon as possible. This will be combined with the new approach discussed above regarding providing reliable City review time frames. Step one for the City will now focus on verifying that submittals are complete and if not, promptly informing the customer on additional information needs. These are scheduled to be available in mid-June. (See Attachment D for a draft sample of a new building permit completeness checklist)

Expanded Efforts for Building Code Enforcement

The Building Division currently has a vacant inspection position that will be filled in the next few months. This position will spend a considerable amount of time on Building Code Enforcement activities. These activities will include identifying un-permitted construction, identifying the responsible parties, collecting fees and fines, and assisting the customer in securing permit approvals to complete the work according to all applicable building codes.

FISCAL IMPACT

The proposed FY07/08 budget includes Development Services Division revenue forecasts that include these fee adjustments (that increase, projected as a result of the new fees, is approximately \$300,000). It is important to note that the User Fee study analysis focuses on a typical or average year, while FY07/08 development-related activity is projected to be sub-normal. Should Council choose to make adjustments to the recommended fees, then it would be necessary to revisit the budget assumptions and make appropriate amendments to the budget.

Overall, the new fees in an average year are expected to bring in additional revenue to the General Fund. However, FY07/08 is not expected to be an average year because these are

development-related fees and the housing industry is not anticipated to bounce back to a robust level in the next year.

RECOMMENDATION

Information only at this meeting. Feedback is requested by staff at this time, so that the Council's direction and concerns may be added into the analysis. Staff intends to request Council consider adoption of new development-related fees later this month, so that new fees can go into effect as soon as possible.

ALTERNATIVES CONSIDERED

It is also important to note that the law allows the City to recover 100% of the costs, however, Council has the option to set fees at these maximum amounts, or to set them lower and in effect subsidize the costs from the General Fund. In this fiscal climate, staff has recommended only a few select fees be set at less than the 100% recovery level, as discussed previously in this memo.

Staff also explored the option of converting many flat fees to fees that would be assessed based on actual time and materials required for each permit instance. Many local governments use this system for the majority of their fees. Typically they require a deposit from the applicant and then as time is expended by staff, the deposit is periodically drawn down. If funds remain after the permit is issued, a refund is issued. This type of a global method requires that all affected work units have a timesheet tracking system that can be used to calculate the actual time and materials costs incurred for each application. It also requires considerably more administration than the recommended mix of fees. The accuracy of the fees is offset by the inefficiencies in collecting deposits, tracking costs and drawing them down from the account and then issuing refunds, if appropriate.

ENVIRONMENTAL REVIEW

As the City Council is taking no action this evening, no environmental review under the California Environmental Quality Act (CEQA) is required. The environmental review under CEQA will be made when the City Council adopts the resolution approving the new fees.

PROPOSED ACTION

Information only at this time.

NEXT STEPS

After receiving City Council input, staff would return to Council later this month with resolution to adopt new development-related fees (currently scheduled for June 26).

In February, staff also noted that it might be prudent to create a Special Revenue Fund to isolate the costs and fees. In light of the current General Fund situation, staff does not recommend this change at this time. However, this issue will be important to revisit by the

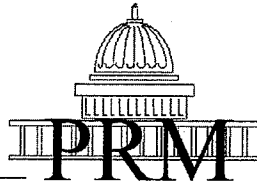
midyear FY2007/08 budget review because it is expected to provide stable staffing levels and ensure fees are carried over to pay for staff to support multi-year work, especially on larger projects.

DOCUMENTS ATTACHED

- Attachment A - Report from PRM
- Attachment B - Samples of new website information.
- Attachment C - Draft Work Unit Performance Guidelines
- Attachment D - Draft Building Permit Completeness Checklist (sample)
- Attachment E - Proposed fees to be subsidized by the General Fund

CONTACT: Craig Whittom, Assistant City Manager / Community Development
707.648-4579 or cwhittom@ci.vallejo.ca.us

Robert V. Stout, Finance Director
707.648-4592 or rstout@ci.vallejo.ca.us



PUBLIC RESOURCE MANAGEMENT GROUP

COST ANALYSIS STUDY FINDINGS

CITY OF VALLEJO

MAY, 2007

Working Draft



1380 Lead Hill Blvd, Suite 106, Roseville, CA 95661
Tele: 916-677-4233 Fax: 916-677-2283 www.prmgroup.net

Providing Professional Services to Government

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Executive Summary	
Introduction	1
Study Scope & Objectives	1
Methodology	2
Study Findings	2
Economic & Policy Considerations	5
Planning	7
Building	16
Engineering	22
Code Enforcement	27
Comparison Survey	30

I. EXECUTIVE SUMMARY

INTRODUCTION

Public Resource Management Group (PRM) is pleased to present the City of Vallejo with this summary of findings for the cost of service study for general fund fee-related activities.

The city last underwent a detailed cost of service study for all departments in the mid 2002s. Since that time the city has made some minor adjustments to the original calculations, but has largely maintained the fee structure that was developed as a result of the previous city-wide comprehensive study. The city is interested in more accurately understanding and reporting the true cost of providing various fee-related services, and exploring the possibilities of modifying current fees to better recover the fully burdened cost of providing services. In January 2007, the city contracted with PRM to perform this cost analysis using the proposed 2007/2008 fiscal year budget and staffing information.

This report is the culmination of the past five months of work between PRM and city management and staff. PRM would like to take this opportunity to acknowledge all city management and staff who participated on this project for their efforts and coordination. Their responsiveness and continued interest in the outcome of this study contributed greatly to the success of this study.

STUDY SCOPE AND OBJECTIVES

This study included a review of fee-for-service activities within the following departments:

- ◆ Planning
- ◆ Building
- ◆ Engineering
- ◆ Code Enforcement

The study was performed under the general direction of City Manager's office with the participation of the above-mentioned departments. The primary goals of the study were to:

Define and understand what it costs the city to provide various fee-related services.

Determine whether there are any opportunities to implement new fees.

Identify service areas where the city might adjust fees based on the full cost of services and other economic or policy considerations.

Provide a comparison of what other jurisdictions are charging for specific similar services.

The information summarized in this report addresses each of these issues and provides the City of Vallejo with the tools necessary to make informed decisions about possible fee adjustments and the resulting impact on general fund revenues.

METHODOLOGY

A cost of service study analyzes two components of costs: the direct costs associated with providing each fee-for-service activity, and the indirect costs that support these activities. A brief discussion of each of these components follows.

Direct Costs. The direct costs associated with fee-for-service activities were analyzed in great detail in this study. PRM worked closely with staff and management within each of the four departments to develop the analysis that is summarized in the following sections of this report. Fiscal year 2007/2008 proposed budget estimates were used to identify direct costs.

The first step in the process was to identify staff time spent directly on each of the user fee activities. Each staff person that participates in the user fee services identified time spent to complete each task associated with all user fee services. Annual volume statistics were also gathered in order to develop total annual workload information. Salary and benefit dollars were assigned to the time estimates to come up with the direct staff costs.

Indirect Costs. A proportionate share of other operating expenses and internal department administrative costs were layered onto the direct costs as a departmental overhead. Citywide overhead costs coming from the cost allocation plan (described below) were also added in as indirect overhead. Finally, crossover direct costs were added in as necessary (e.g. some Engineering staff costs were added to Planning staff costs to assist with various applications.). **These four components of costs: 1) direct salary and benefits, 2) departmental overhead, 3) citywide overhead, and 4) crossover direct costs total up to the full cost of providing each service.** The cost of each activity is then compared to the fee currently charged, and an under- or over-recovery of costs is identified.

STUDY FINDINGS

While the purpose of this study is to identify the cost of fee-related activities, one of the outcomes of the analysis is a complete picture of the full cost of all services provided. It's necessary to identify *all* costs, whether fee-related or not, so that there is a fair distribution of all citywide and departmental overhead costs (discussed in the following section of this report) across all activities, ensuring a clear relationship between the cost of the service and the fee that is charged. No service should be burdened with costs that cannot be directly or indirectly associated with that service.

Therefore the first task in this study is to separate the fee-for-service activities from the non-fee activities. Some non-fee related activities are appropriately funded by general fund monies (or other special revenue sources), such as Capital Improvement Project work performed by the Engineering division. The costs of these other services are identified and set aside from the user fee services.

Exhibit I below displays the split of the total costs of each department or program into either user fee-related or other service costs. It may be seen that of the \$8 million in total costs analyzed, \$5.5 million (or

70%) of that total is related to user fee services. It is this \$5.5 million that is the focus of this study and this represents the total potential of user fee-related revenues for the City of Vallejo.

Exhibit I

City of Vallejo
Total Costs by User Fee Area
 2006/2007

<i>Department</i>	<i>Total Costs</i>	<i>Costs, User Fee Services</i>		<i>Costs, Non-Fee Services¹</i>	
Planning	\$1,511,246	\$1,351,925	89%	\$159,321	11%
Building	\$1,614,761	\$1,614,761	100%	\$0	0%
Engineering	\$3,964,198	\$1,813,629	46%	\$2,150,569	54%
Code Enforcement	\$915,066	\$792,236	87%	\$122,830	13%
Grand Total:	\$8,005,271	\$5,572,551	70%	\$2,432,720	30%

1 Non-fee services are calculated by identifying staff hours and budgeted expenses not directly or indirectly related to a fee-for-service activity.

The next step in the process is to identify the source of funds for the user fee services. Exhibit II below breaks down the \$5.5 million in user fee services between costs that are recovered through current user fee charges and costs that are subsidized by the general fund. Overall, the city is experiencing a 62% cost recovery level for its fee-related services. For each department, cost recovery levels range from 22 for Code Enforcement to 80% for Building. At the individual program or service level, individual fee recoveries range from 0% to a slight over-recovery of costs for selected fees. The information about individual fees may be found in subsequent sections of this report.

**City of Vallejo
Source of Funds
- User Fee Activities -
2006/2007**

<i>Department</i>	<i>Costs, User Fee Services</i>	<i>Current Fees</i>		<i>Not Funded by User Fees</i>	
Planning	\$1,351,925	\$790,301	58%	\$561,624	42%
Building	\$1,614,761	\$1,291,809	80%	\$322,952	20%
Engineering	\$1,813,629	\$1,225,191	68%	\$588,438	32%
Code Enforcement	\$792,236	\$173,765	22%	\$618,471	78%
Grand Total:	\$5,572,551	\$3,481,066	62%	\$2,091,485	38%

Exhibit II indicates that the general fund is subsidizing fee activities by just over \$2.1 million. This \$2.1 million represents a “window of opportunity” for the city to reduce costs and/or increase fees and general fund revenues, with a corresponding decrease in the subsidization of services. While it is not likely (nor would PRM recommend) that the city completely recover all costs for fees, it is possible for the city to implement moderate increases to current fees and implement new fees for some services. The study’s primary objective is to provide the city’s decision-makers with basic data needed for setting fees. It is also important to mention that not all fee areas in each department were analyzed and therefore the revenue reported in this report may not reflect the total revenue collected by a given department.

**City of Vallejo
User Fee Revenue Analysis
2006/07**

<i>Department</i>	<i>Costs, User Fee Services</i>	<i>Not Funded By User Fees</i>	<i>Revenues @</i>			
			<i>Current Fees</i>	<i>Cost Recovery Policy</i>		<i>Increased (Decreased) Revenue</i>
Planning	\$1,351,925	\$561,624	\$790,301	\$1,300,579	96%	\$510,278
Building	\$1,614,761	\$322,952	\$1,291,809	\$1,614,761	100%	\$322,952
Engineering	\$1,813,629	\$588,438	\$1,225,191	\$1,813,779	100%	\$588,588
Code Enforcement	\$792,236	\$618,471	\$173,765	\$395,780	50%	\$222,015
Grand Total:	\$5,572,551	\$2,091,485	\$3,481,066	\$5,124,899	92%	\$1,643,833

Exhibit III above summarizes the report's financial analysis of the city's user fee program. **It is estimated that adoption of the recommended cost recovery policy would increase the specified fee revenue by \$1,643,833 (a 47% increase over the current revenue total).** This would bring the overall cost recovery level up to 92%.

Cost Allocation Plan. Many of the costs that support *all* city programs and services are budgeted in centralized activities such as 1) City Finance, which provides payroll, budgeting, and accounting support, 2) Building Maintenance, which provides building maintenance and custodial services, and 3) Human Resources, which provides human resource services. The costs of these activities and other centralized services are considered indirect overhead that support fee-for-service activities as well as other programs and functions within the city.

As part of this study, PRM developed an indirect cost allocation plan that identifies and distributes these indirect costs to all operating programs and functions within the city's organizational structure. The cost allocation plan takes a detailed approach to analyzing indirect costs. PRM interviewed staff and analyzed data within each central service activity to determine:

What indirect support functions are provided (e.g. payroll, legal services, civic center maintenance, etc),

How to allocate centrally budgeted personnel and other operating expenses into these functions,

Which departments receive benefit from these services (e.g. payroll services benefit all departments that have budgeted staff, benefits all departments), and

What is the best method of allocating these costs to the users (e.g. payroll services are allocated based on the number of full time employee equivalents (FTE's) per department).

The end result of this analysis is the allocation of all indirect costs to all operating departments and programs. The indirect costs are then added to the direct costs to determine the full cost of *all* city operations – whether fee-related or not. **This accounting exercise is important in that it can result in an increase in general fund revenues for reimbursement of support to enterprise and internal service funds, state or federally funded programs, and user fee services.**

ECONOMIC & POLICY CONSIDERATIONS

Calculating the true cost of providing city services is a critical step in the process of establishing user fees and corresponding cost recovery levels. But although it is the most important factor, others must also be given consideration. City decision-makers must also consider the effects that establishing fees for services will have on the individuals purchasing those services as well as the community as a whole. The following economic and policy issues help illustrate these considerations.

- ◆ It may be a desired policy to establish fees at a level that permits lower income groups to participate in services that they might not otherwise be able to afford.

- ◆ A consideration of community-wide benefit versus specific benefit should be considered for certain services.
- ◆ In conjunction with the second point above, the issue of who is the service *recipient* versus the service *driver* should also be considered. For example, code enforcement activities benefit the community as a whole, but the service is driven by the individual or business owner that violates city code.
- ◆ Elasticity of demand is a factor in pricing certain city services; increasing the price of some services results in a reduction of demand for those services, and vice versa.
- ◆ Pricing services can encourage or discourage certain behaviors. Some examples of this would be to establish a low fee for a water heater permit to encourage homeowners to ensure their water heater is properly installed.

II. PLANNING

The Planning Division provides services related to land use within the city limits. These services include: processing of all zoning and land use applications, preparation of special studies associated with long-range land use objectives, working with the development community to facilitate the review of new projects along with supporting the City Council, Planning Commission and Architectural Heritage and Landmarks Commission. The total cost of all planning services, including non-fee services, is \$1,511,246. The total cost of fee related activity is \$1,351,925.

The following is a review of findings and highlights:

- ◆ Fee-for-service costs (excluding all non-fee services) total \$1,351,925 and are offset by current revenues of \$790,301. This translates into an overall user fee cost recovery rate of 58.46%. PRM has performed many user fee analyses for planning fees and finds this to be on the low to mid range of cost recovery levels.
- ◆ Cost recovery levels for individual fees range from 4% to 198%.
- ◆ Some agencies choose to phase in fee increases over a fixed period of years with the eventual objective of 100% cost recovery.
- ◆ Three fees are proposed to be recovered on an hourly rate basis: 1) Annexations, 2) Development Agreements and 3) Specific Plans.
- ◆ Three fees were found to be obsolete and are recommended for deletion: 1) Certificate of Appropriateness- Variances, 2) Environmental Assessment and 3) Christmas Tree Recycling.
- ◆ The Engineering division reviews many Planning applications. Engineering review comprised \$199,483 of total Planning fee related costs.
- ◆ The cost of services such as public counter assistance, meeting and training time are included as overhead to all service areas.

Please see the following chart beginning on page 8 for a more detailed summary of the Planning Division services.

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

	Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations		
								Cost Recovery Policy Level	Fee @ Policy Level	Subsidy @ Policy Level
1	Administrative Permit	Fee	40	\$220	46%	\$473	\$253	100%	\$470	\$0
2	Annexations (propose hourly)	Fee	1	n/a	n/a	n/a	n/a	100%	hourly rates	n/a
3	Certificate of Appropriateness > 100 sq ft. & others to AHLG	Fee	18	\$331	20%	\$1,683	\$1,352	100%	\$1,680	\$0
4	Certificate of Appropriateness - Demolitions	Fee	1	\$1,814	76%	\$2,388	\$574	100%	\$2,390	\$0
6	Certificate of Appropriateness - All Others, staff level	Fee	30	\$168	38%	\$446	\$278	100%	\$450	\$0
7	Certificate of Compliance	Fee	6	\$524	39%	\$1,347	\$822	100%	\$1,350	\$0
8	Certificate of Conformity	Fee	3	\$837	57%	\$1,473	\$636	100%	\$1,470	\$0
9	Development Agreement (propose hourly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
10	Development Agreement - Amendment (propose hourly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
11	Development Agreement - Review (propose hourly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
12	Environmental Impact Report (avg \$200k)	Fee	1	contract plus 20%	59%	\$67,739	\$27,739	100%	hourly rates	\$0
14	General Plan Amendment	Fee	2	\$4,893	45%	\$10,954	\$6,061	100%	\$10,950	\$0
15	Lot Line Adjustment	Fee	19	\$925	53%	\$1,747	\$822	100%	\$1,750	\$0
16	Minor Exception	Fee	30	\$365	28%	\$1,302	\$937	100%	\$1,300	\$0
17	Minor Use permit (General)	Fee	8	\$853	61%	\$1,400	\$547	100%	\$1,400	\$0
18	Minor Use Permit - Day Care	Fee	1	\$611	43%	\$1,425	\$814	100%	\$1,420	\$0
19	Second Unit Review	Fee	12	\$387	44%	\$887	\$501	100%	\$890	\$0
20	Mitigated Negative Declaration	Fee	2	\$998 plus NOD	15%	\$6,627	\$5,629	100%	\$6,630	\$0
21	Negative Declaration	Fee	1	\$664 plus NOD	14%	\$4,883	\$4,219	100%	\$4,880	\$0
22	Parcel Map	Fee	11	\$2,445	104%	\$2,345	-\$100	100%	\$2,340	\$0
23	Parcel Map Extension	Fee	1	\$476	55%	\$863	\$386	100%	\$860	\$0
24	Parcel Map Amendment (25%)	Fee	1	\$816	62%	\$1,316	\$500	100%	\$1,320	\$0
25	Planned Development, 5+ Acres - Master Plan	Fee	1	\$10,088	36%	\$28,121	\$18,034	100%	\$28,120	\$0
26	Planned Development, 5+ Acres - Master/Unit Plans	Fee	1	\$14,858	43%	\$34,510	\$19,652	100%	\$34,510	\$0

a

b

b

a

a

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
 Planning
 2007-2008

Working Draft

Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations			
							Cost Recovery Policy Level	Fee @ Policy Level	Subsidy @ Policy Level	Subsidy Policy Level
27 Planned Development, 5+ Acres - Unit plan (Council)	Fee	1	\$6,480	27%	\$23,833	\$17,353	100%	\$23,830	\$0	
28 Planned Development - Unit plan (Commission)	Fee	2	\$6,480	76%	\$8,491	\$2,011	100%	\$8,490	\$0	
29 Planned Development - Unit plan (Single Family Dwelling)	Fee	2	\$2,445	57%	\$4,298	\$1,853	100%	\$4,300	\$0	
30 Planned Development - Unit plan (Model Home Site, temp)	Fee	1	\$220	11%	\$2,007	\$1,787	100%	\$2,010	\$0	
31 Planned Development - Unit plan (Amend/25%)	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	\$0	n/a	
32 Planned Development - Unit plan (Staff)	Fee	18	\$3,667	91%	\$4,022	\$355	100%	\$4,020	\$0	
33 Public Convenience or Necessity	Fee	1	\$1,989	67%	\$2,968	\$978	100%	\$2,970	\$0	
34 Public Notice Lists (100 & 200 feet)	Fee	260	\$86	45%	\$190	\$104	100%	\$190	\$0	
35 Public Notice Lists (500 feet)	Fee	75	\$138	26%	\$534	\$396	100%	\$530	\$0	
36 Rezoning, Prezoning, Text Amendment	Fee	9	\$3,667	35%	\$10,369	\$6,703	100%	\$10,370	\$0	
37 Sign Permits - Painted, Face Changes	Fee	10	\$153	86%	\$179	\$26	100%	\$180	\$0	
38 Sign Permits - All Others	Fee	82	\$220	79%	\$277	\$57	100%	\$280	\$0	
39 Site Development - Existing Single Family Dwelling	Fee	10	\$731	26%	\$2,858	\$2,127	100%	\$2,860	\$0	
40 Site Development - Existing Single Family Dwelling (View Dist)	Fee	3	\$2,261	55%	\$4,091	\$1,829	100%	\$4,090	\$0	
41 Site Development - Other Existing Use	Fee	10	\$1,668	51%	\$3,258	\$1,590	100%	\$3,260	\$0	
42 Site Development - New Single Family Dwelling	Fee	22	\$1,464	47%	\$3,086	\$1,622	100%	\$3,090	\$0	
43 Site Development - New Single Family Dwelling (View Dist)	Fee	1	\$2,932	62%	\$4,708	\$1,776	100%	\$4,710	\$0	
44 Site Development - Model Home	Fee	1	\$1,900	88%	\$2,164	\$264	100%	\$2,160	\$0	
45 Site Development - Multi Family	Fee	2	\$2,811	58%	\$4,816	\$2,005	100%	\$4,820	\$0	
46 Site Development - Other New Uses 1-5,000 square feet	Fee	10	\$3,240	76%	\$4,268	\$1,028	100%	\$4,270	\$0	
47 Site Development - Other New Uses > 5,000 square feet	Fee	20	\$4,927	103%	\$4,787	-\$140	100%	\$4,790	\$0	
48 Site Development - Time Extension	Fee	1	\$365	56%	\$649	\$284	100%	\$650	\$0	
49 Special Request - Hourly Rates	T&M	5	n/a	n/a	\$0	n/a	100%	hourly rates	n/a	
50 Specific Plan New (propose hourly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a	

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations		
							Cost Recovery Policy Level	Fee @ Policy Level	Subsidy @ Policy Level
51 Specific Plan Amendment (propose hourly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
52 Tentative Map 5-20 lots	Fee	7	\$3,961	69%	\$5,730	\$1,769	100%	\$5,730	\$0
53 Tentative Map 21-50 lots	Fee	1	\$10,075	110%	\$9,159	-\$916	100%	\$9,160	\$0
54 Tentative Map >51 lots	Fee	1	\$13,573	123%	\$11,008	-\$2,565	100%	\$11,010	\$0
55 Tentative Map Extension	Fee	1	\$1,121	26%	\$4,381	\$3,260	100%	\$4,380	\$0
56 Tentative Map Amendment	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	33.00%	n/a
57 Unit Investigations	Fee	9	\$331	27%	\$1,244	\$913	100%	\$1,240	\$0
58 Use Permit - Existing Structures	Fee	18	\$1,833	69%	\$2,656	\$823	100%	\$2,660	\$0
59 Use Permit - Off-Site Signs	Fee	1	\$1,833	69%	\$2,656	\$823	100%	\$2,660	\$0
60 Use Permit - New Structures	Fee	7	\$3,667	75%	\$4,858	\$1,191	100%	\$4,860	\$0
61 Use Permit - Amendment	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	33.00%	n/a
62 Variance	Fee	2	\$2,445	45%	\$5,458	\$3,013	100%	\$5,460	\$0
63 Appeal to Commission plus noticing fee	Fee	5	\$220	5%	\$4,746	\$4,526	9%	\$440	\$4,310
64 Appeal to Council plus noticing fee	Fee	6	\$220	4%	\$5,431	\$5,211	8%	\$440	\$4,990
65 Zoning Verification Letter	Fee	75	\$40	21%	\$188	\$148	100%	\$190	\$0
67 Christmas Tree Lot Admin. Permit Renewal	Fee	1	25% of admin permit	n/a	\$253	n/a	100%	\$250	\$0
68 Mare - Tentative Map Amendment	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	33.00%	n/a
69 Mare - Parcel Map Extension	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	33.00%	n/a
70 Mare - Administrative Permit	Fee	5	\$567	92%	\$613	\$46	100%	\$610	\$0
71 Mare - Cert. of Appropriateness - Demo	Fee	2	\$2,683	48%	\$5,618	\$2,935	100%	\$5,620	\$0
72 Mare - Cert. of Appropriateness - All Other	Fee	13	\$340	46%	\$731	\$392	100%	\$730	\$0
73 Mare - Development Agreement (rec hrly)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
74 Mare - Development Agreement - Amendment (rec hr)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
75 Mare - Development Agreement - Annual Review (rec hr)	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations		
							Cost Recovery Policy Level	Fee @ Policy Level	Subsidy @ Policy Level
76 Mare - Parcel Map	Fee	5	\$7,078	198%	\$3,571	-\$3,508	100%	\$3,570	\$0
77 Mare - Parcel Map Amendment	Fee	1	25% of orig fee	n/a	n/a	n/a	n/a	33.00%	n/a
78 Mare - Planned Development- Unit Plan 1-5 res.	Fee	1	\$3,654	48%	\$7,598	\$3,944	100%	\$7,600	\$0
79 Mare - Planned Development- Unit Plan 5-20 res.	Fee	1	\$9,221	75%	\$12,366	\$3,146	100%	\$12,370	\$0
80 Mare - Planned Development- Unit Plan >20 res.	Fee	1	\$13,244	83%	\$15,924	\$2,680	100%	\$15,920	\$0
81 Mare - Tentative Map (5-20 lots)	Fee	1	\$13,244	148%	\$8,968	-\$4,276	100%	\$8,970	\$0
82 Mare - Tentative Map (> 20 lots)	Fee	1	\$13,244	113%	\$11,713	-\$1,531	100%	\$11,710	\$0
83 Mare - Use Permit	Fee	2	\$3,667	81%	\$4,513	\$847	100%	\$4,510	\$0
84 Mare - Specific Plan Amendment	Fee	1	n/a	n/a	\$0	n/a	100%	hourly rates	n/a
85 General Plan Update Fee	Surcharge	1	7% of app fee	n/a	tdb	n/a	100%	tdb	n/a
86 Permit Coordinator Fee	Surcharge	1	3% of app fee	n/a	\$35,700	n/a	100%	tdb	n/a
87 Sign Master Plan/Program	0	1	\$0	0%	\$547	\$547	100%	\$550	\$0
88 Non Fee Activity	Non Fee	1	\$0	0%	\$159,321	\$159,321			

- a Developments with five or less acres will pay a fee equal to 50% of the Fee at Policy Level.
- b Additional fees required by Solano County Recorder's office for filing the notice of determination.
- c These fees were approved by City Council to go into funds to update the General Plan and to pay for a permit coordinator to assist applicants through the development process.

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Recommendations		
							Revenue @ Policy Level	Increased Revenue	
1 Administrative Permit	Fee	\$8,800	46%	\$18,934	\$10,134	100%	\$18,800	\$10,000	
2 Annexations (propose hourly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a	
3 Certificate of Appropriateness > 100 sq ft & others to 4	Fee	\$5,958	20%	\$30,299	\$24,341	100%	\$30,240	\$24,282	
4 Certificate of Appropriateness - Demolitions	Fee	\$1,814	76%	\$2,388	\$574	100%	\$2,390	\$576	
5 Certificate of Appropriateness - Variances	Fee	\$0	0%	\$0	\$0	100%	\$0	\$0	
6 Certificate of Appropriateness - All Others, staff level	Fee	\$5,033	38%	\$13,365	\$8,332	100%	\$13,500	\$8,467	
7 Certificate of Compliance	Fee	\$3,145	39%	\$8,080	\$4,935	100%	\$8,100	\$4,955	
8 Certificate of Conformity	Fee	\$2,510	57%	\$4,418	\$1,908	100%	\$4,410	\$1,900	
9 Development Agreement (propose hourly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a	
10 Development Agreement - Amendment (propose hour	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a	
11 Development Agreement - Review (propose hourly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a	
12 Environmental Impact Report (avg \$200k)	Fee	\$40,000	59%	\$67,739	\$27,739	100%	\$67,739	\$27,739	
14 General Plan Amendment	Fee	\$9,786	45%	\$21,909	\$12,122	100%	\$21,900	\$12,114	
15 Lot Line Adjustment	Fee	\$17,581	53%	\$33,202	\$15,621	100%	\$33,250	\$15,669	
16 Minor Exception	Fee	\$10,941	28%	\$39,085	\$28,124	100%	\$39,000	\$28,059	
17 Minor Use permit (General)	Fee	\$6,827	61%	\$11,202	\$4,375	100%	\$11,200	\$4,373	
18 Minor Use Permit - Day Care	Fee	\$611	43%	\$1,425	\$814	100%	\$1,420	\$809	
19 Second Unit Review	Fee	\$4,639	44%	\$10,645	\$6,006	100%	\$10,680	\$6,041	
20 Mitigated Negative Declaration	Fee	\$1,996	15%	\$13,253	\$11,257	100%	\$13,260	\$11,264	
21 Negative Declaration	Fee	\$664	14%	\$4,883	\$4,219	100%	\$4,880	\$4,216	
22 Parcel Map	Fee	\$26,890	104%	\$25,791	-\$1,098	100%	\$25,740	-\$1,150	
23 Parcel Map Extension	Fee	\$476	55%	\$863	\$386	100%	\$860	\$384	
24 Parcel Map Amendment (25%)	Fee	\$816	62%	\$1,316	\$500	100%	\$1,320	\$504	
25 Planned Development, 5+ Acres - Master Plan	Fee	\$10,088	36%	\$28,121	\$18,034	100%	\$28,120	\$18,032	

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

**City of Vallejo
Planning
2007-2008**

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Recommendations		
						Cost Recovery Policy Level (%)	Revenue @ Policy Level	Increased Revenue
26 Planned Development, 5+ Acres - Master/Unit Plans	Fee	\$14,858	43%	\$34,510	\$19,652	100%	\$34,510	\$19,652
27 Planned Development, 5+ Acres - Unit plan (Council)	Fee	\$6,480	27%	\$23,833	\$17,353	100%	\$23,830	\$17,350
28 Planned Development - Unit plan (Commission)	Fee	\$12,960	76%	\$16,982	\$4,022	100%	\$16,980	\$4,020
29 Planned Development - Unit plan (Single Family Dwe)	Fee	\$4,889	57%	\$8,595	\$3,706	100%	\$8,600	\$3,711
30 Planned Development - Unit plan (Model Home Site,	Fee	\$220	11%	\$2,007	\$1,787	100%	\$2,010	\$1,790
31 Planned Development - Unit plan (Amend/25%)	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
32 Planned Development - Unit plan (Staff)	Fee	\$66,002	91%	\$72,393	\$6,390	100%	\$72,360	\$6,358
33 Public Convenience or Necessity	Fee	\$1,989	67%	\$2,988	\$978	100%	\$2,970	\$981
34 Public Notice Lists (100 & 200 feet)	Fee	\$22,487	45%	\$49,530	\$27,043	100%	\$49,400	\$26,913
35 Public Notice Lists (500 feet)	Fee	\$10,316	26%	\$40,049	\$29,733	100%	\$39,750	\$29,435
36 Rezoning, Prezoning, Text Amendment	Fee	\$33,001	35%	\$93,324	\$60,323	100%	\$93,330	\$60,329
37 Sign Permits - Painted, Face Changes	Fee	\$1,532	86%	\$1,790	\$258	100%	\$1,800	\$268
38 Sign Permits - All Others	Fee	\$18,029	79%	\$22,721	\$4,692	100%	\$22,960	\$4,931
39 Site Development - Existing Single Family Dwelling	Fee	\$7,315	26%	\$28,585	\$21,270	100%	\$28,600	\$21,285
40 Site Development - Existing Single Family Dwelling (N	Fee	\$6,783	55%	\$12,272	\$5,488	100%	\$12,270	\$5,487
41 Site Development - Other Existing Use	Fee	\$16,682	51%	\$32,581	\$15,898	100%	\$32,600	\$15,918
42 Site Development - New Single Family Dwelling	Fee	\$32,208	47%	\$67,899	\$35,691	100%	\$67,980	\$35,772
43 Site Development - New Single Family Dwelling (View	Fee	\$2,932	62%	\$4,708	\$1,776	100%	\$4,710	\$1,778
44 Site Development - Model Home	Fee	\$1,900	88%	\$2,164	\$264	100%	\$2,160	\$260
45 Site Development - Multi Family	Fee	\$5,622	58%	\$9,631	\$4,009	100%	\$9,640	\$4,018
46 Site Development - Other New Uses 1-5,000 square f	Fee	\$32,400	76%	\$42,677	\$10,277	100%	\$42,700	\$10,300
47 Site Development - Other New Uses > 5,000 square f	Fee	\$98,532	103%	\$95,735	-\$2,797	100%	\$95,800	-\$2,732
48 Site Development - Time Extension	Fee	\$365	56%	\$649	\$284	100%	\$650	\$285
49 Special Request - Hourly Rates	T&M	n/a	n/a	n/a	n/a	100%	hourly	n/a

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Recommendations		
						Cost Recovery Policy Level (%)	Revenue @ Policy Level	Increased Revenue
50 Specific Plan New (propose hourly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a
51 Specific Plan Amendment (propose hourly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a
52 Tentative Map 5-20 lots	Fee	\$27,724	69%	\$40,108	\$12,383	100%	\$40,110	\$12,386
53 Tentative Map 21-50 lots	Fee	\$10,075	110%	\$9,159	-\$916	100%	\$9,160	-\$915
54 Tentative Map >51 lots	Fee	\$13,573	123%	\$11,008	-\$2,565	100%	\$11,010	-\$2,563
55 Tentative Map Extension	Fee	\$1,121	26%	\$4,381	\$3,260	100%	\$4,380	\$3,259
56 Tentative Map Amendment	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
57 Unit Investigations	Fee	\$2,982	27%	\$11,200	\$8,218	100%	\$11,160	\$8,178
58 Use Permit - Existing Structures	Fee	\$32,992	69%	\$47,799	\$14,807	100%	\$47,880	\$14,888
59 Use Permit - Off-Site Signs	Fee	\$1,833	69%	\$2,656	\$823	100%	\$2,660	\$827
60 Use Permit - New Structures	Fee	\$25,668	75%	\$34,007	\$8,340	100%	\$34,020	\$8,352
61 Use Permit - Amendment	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
62 Variance	Fee	\$4,889	45%	\$10,916	\$6,027	100%	\$10,920	\$6,031
63 Appeal to Commission plus noticing fee	Fee	\$1,099	5%	\$23,730	\$22,631	9%	\$2,200	\$1,101
64 Appeal to Council plus noticing fee	Fee	\$1,319	4%	\$32,587	\$31,268	8%	\$2,640	\$1,321
65 Zoning Verification Letter	Fee	\$3,000	21%	\$14,071	\$11,071	100%	\$14,250	\$11,250
66 Christmas Tree Recycling Fee	Fee	\$0	0%	\$0	\$0	100%	\$0	\$0
67 Christmas Tree Lot Admin. Permit Renewal	Fee	n/a	n/a	n/a	n/a	100%	varies	n/a
68 Mare - Tentative Map Amendment	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
69 Mare - Parcel Map Extension	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
70 Mare - Administrative Permit	Fee	\$2,894	92%	\$3,065	\$231	100%	\$3,050	\$216
71 Mare - Cert. of Appropriateness - Demo	Fee	\$5,366	48%	\$11,237	\$5,870	100%	\$11,240	\$5,874
72 Mare - Cert. of Appropriateness - All Other	Fee	\$4,416	46%	\$9,506	\$5,090	100%	\$9,490	\$5,074
73 Mare - Development Agreement (rec hrly)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Vallejo
Planning
2007-2008

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Recommendations	
							Revenue @ Policy Level	Increased Revenue
74 Mare - Development Agreement - Amendment (rec hr)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a
75 Mare - Development Agreement - Annual Review (rec hr)	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a
76 Mare - Parcel Map	Fee	\$35,392	198%	\$17,854	-\$17,538	100%	\$17,850	-\$17,542
77 Mare - Parcel Map Amendment	Fee	n/a	n/a	n/a	n/a	n/a	varies	n/a
78 Mare - Planned Development- Unit Plan 1-5 res.	Fee	\$3,654	48%	\$7,598	\$3,944	100%	\$7,600	\$3,946
79 Mare - Planned Development- Unit Plan 5-20 res.	Fee	\$9,221	75%	\$12,366	\$3,146	100%	\$12,370	\$3,149
80 Mare - Planned Development- Unit Plan >20 res.	Fee	\$13,244	83%	\$15,924	\$2,680	100%	\$15,920	\$2,676
81 Mare - Tentative Map (> 20 lots)	Fee	\$13,244	148%	\$8,968	-\$4,276	100%	\$8,970	-\$4,274
82 Mare - Tentative Map (> 20 lots)	Fee	\$13,244	113%	\$11,713	-\$1,531	100%	\$11,710	-\$1,534
83 Mare - Use Permit	Fee	\$7,334	81%	\$9,027	\$1,693	100%	\$9,020	\$1,686
84 Mare - Specific Plan Amendment	Fee	n/a	n/a	n/a	n/a	100%	hourly	n/a
85 General Plan Update Fee	Surcharge	tbd	tbd	tbd	tbd	100%	tbd	tbd
86 Permit Coordinator Fee	Surcharge	tbd	tbd	tbd	tbd	100%	tbd	tbd
87 Sign Master Plan/Program	0	\$0	0%	\$547	\$547	100%	\$550	\$550
88 Non Fee Activity	Non Fee	\$0	0%	\$159,321	\$159,321	100%		
Total User Fees		\$790,301		\$1,351,925	\$561,624		\$1,300,579	\$510,278
% of Full Cost		58.46%		100.00%	41.54%		96.20%	37.74%
Total Other Services		\$0		\$159,321	\$159,321		\$0	\$0
% of Full Cost		0.00%		100.00%	100.00%		0.00%	0.00%
Department Totals		\$790,301		\$1,511,246	\$720,945		\$1,300,579	\$510,278
% of Full Cost		52.29%		100.00%	47.71%		86.06%	33.77%

Public Resource Management Group

III. BUILDING

The Building Division provides the following services; permit processing, plan checking, building inspections and investigation of complaints regarding potentially dangerous buildings. The majority of these services are subsidized to some extent. The City charges for services based on occupancy type, square footage and fire-rating. This method is used by only a handful of other cities in California. The division is considering implementing a valuation-based fee structure that is used by approximately 98% of other California cities. Valuation-based fee systems are easier to administer and are more user friendly and familiar to developers.

In 1993 the State of California Office of the Attorney General issued an opinion (No. 92-506), addressing both the question of whether local agencies may charge building permit fees which exceed the cost of providing the service, and whether the UBC tables are a valid method of calculating fees. In essence the Attorney General's opinion states that 1) local agencies are prohibited from charging fees in excess of cost unless the fees are approved by a vote, and 2) the UBC tables may be used if the local agency can establish a relationship between the fees charged and the cost of providing the service.

To establish a relationship between fees charged and costs expended PRM detailed sample developments from very small projects to very large projects. City staff were asked to estimate average plan check and inspection time requirements for each. Time estimates were then multiplied against fully burdened labor rates to arrive at the total cost for each sample development. Should the City desire to implement a valuation based fee schedule that fully recovers processing costs, data is available to structure such a schedule.

- ◆ Fee-for-service costs (excluding all non-fee services) total \$1,614,761 and are offset by projected revenues of \$1,291,809. This translates into an overall user fee cost recovery rate of 80%.
- ◆ Cost recovery levels for individual fees range from 25% to 198%.

The following chart beginning on page 17 displays the Building Analysis.

CITY OF VALLEJO
BUILDING DIVISION
 FISCAL 2007/08
 Fee Cost Analysis

Working Draft

\$0-\$25k (e.g. Covered Patio: \$3,800)			
Plan Check & Counter	\$57	\$120	
Inspection	\$129	\$290	
Other Department Support		\$178	
\$25-\$50k (e.g. 412 sq. ft. addition: \$44,000)			
Plan Check & Counter	\$215	\$574	
Inspection	\$330	\$1,416	
Other Department Support		\$178	
\$51-\$250k (e.g. single family home: \$235,953)			
Plan Check & Counter	\$1,953	\$1,816	
Inspection	\$4,457	\$4,891	
Other Department Support		\$262	
\$251-\$500k (e.g. Fast Food Restaurant: \$478,720)			
Plan Check & Counter	\$4,045	\$3,163	
Inspection	\$7,513	\$8,881	
Other Department Support		\$861	
\$501k-\$1M (e.g. 10,000 sq ft Medical Office: \$1,197,800)			
Plan Check & Counter	\$4,045	\$5,278	
Inspection	\$8,992	\$19,114	
Other Department Support		\$1,954	
\$1M+ (e.g. 16 Unit Apartment Complex: \$2,056,856)			
Plan Check & Counter	\$1,777	\$7,796	\$7,500
Inspection	\$3,918	\$27,351	\$3,858
Other Department Support		\$3,700	

1) these fees are calculated as a percentage of the building permit fee.

**CITY OF VALLEJO
BUILDING PERMIT FEES**

\$1—\$500 -	\$90
\$501—\$3,800 -	\$90 for the first \$500 plus \$7.88 for each additional \$100.00, or a fraction thereof, to and including \$3,800
\$3,801—\$44,000 -	\$350 for the first \$3,800 plus \$8.71 for each additional \$1,000, or fraction thereof, to and including \$44,000
\$44,001—\$236,000 -	\$700 for the first \$44,000 plus \$8.07 for each additional \$1,000, or fraction thereof, to and including \$236,000
\$236,001—\$480,000 -	\$2,250 for the first \$236,000 plus \$7.85 for each additional \$1,000, or fraction thereof, to and including \$480,000
\$480,001—\$1,200,000 -	\$4,165 for the first \$480,000 plus \$6.02 for each additional \$1,000, or fraction thereof, to and including \$1,200,000
\$1,200,001 and up -	\$8,500 for the first \$1,200,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Plan check	70% of building permit fee
Title 24	65% of building permit fee
Electrical Permit	20% of building permit fee
Mechanical Permit	25% of building permit fee
Plumbing Permit	30% of building permit fee
Technology Surcharge	8% of building permit/plan check fee

Inspections outside normal business hours (minimum charge—two hours) - \$129 per hour¹

Re-inspection fees assessed under provisions of Section 305.8 - \$129 per hour¹
 Inspections for which no fee is specifically indicated - (Minimum charge—one-half hour)
 \$129 per hour¹

Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour) - \$129 per hour¹

Code Enforcement cases may be billed to violator at \$129 per hour¹

For use of outside consultants for checking plans and inspections, or both - Actual Costs²

¹ Or the hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

**CITY OF VALLEJO
ELECTRICAL PERMIT FEES**

\$1—\$500 -	\$90
\$501—\$3,800 -	\$90 for the first \$500 plus \$7.88 for each additional \$100.00, or a fraction thereof, to and including \$3,800
\$3,801—\$44,000 -	\$350 for the first \$3,800 plus \$8.71 for each additional \$1,000, or fraction thereof, to and including \$44,000
\$44,001—\$236,000 -	\$700 for the first \$44,000 plus \$8.07 for each additional \$1,000, or fraction thereof, to and including \$236,000
\$236,001—\$480,000 -	\$2,250 for the first \$236,000 plus \$7.85 for each additional \$1,000, or fraction thereof, to and including \$480,000
\$480,001—\$1,200,000 -	\$4,165 for the first \$480,000 plus \$6.02 for each additional \$1,000, or fraction thereof, to and including \$1,200,000
\$1,200,001 and up -	\$8,500 for the first \$1,200,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Plan check	70% of building permit fee
Title 24	65% of building permit fee
Technology Surcharge	8% of building permit/plan check fee
Inspections outside normal business hours (minimum charge—two hours) - \$129 per hour ¹	
Re-inspection fees assessed under provisions of Section 305.8 - \$129 per hour ¹	
¹ Inspections for which no fee is specifically indicated - (Minimum charge—one-half hour) \$129 per hour ¹	
Code Enforcement cases may be billed to violator at \$129 per hour ¹	
Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour) - \$129 per hour ¹	
For use of outside consultants for checking plans and inspections, or both - Actual Costs ²	

¹ Or the hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

**CITY OF VALLEJO
MECHANICAL PERMIT FEES**

\$1—\$500 -	\$90
\$501—\$3,800 -	\$90 for the first \$500 plus \$7.88 for each additional \$100.00, or a fraction thereof, to and including \$3,800
\$3,801—\$44,000 -	\$350 for the first \$3,800 plus \$8.71 for each additional \$1,000, or fraction thereof, to and including \$44,000
\$44,001—\$236,000 -	\$700 for the first \$44,000 plus \$8.07 for each additional \$1,000, or fraction thereof, to and including \$236,000
\$236,001—\$480,000 -	\$2,250 for the first \$236,000 plus \$7.85 for each additional \$1,000, or fraction thereof, to and including \$480,000
\$480,001—\$1,200,000 -	\$4,165 for the first \$480,000 plus \$6.02 for each additional \$1,000, or fraction thereof, to and including \$1,200,000
\$1,200,001 and up -	\$8,500 for the first \$1,200,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Plan check	70% of building permit fee
Title 24	65% of building permit fee
Technology Surcharge	8% of building permit/plan check fee
Inspections outside normal business hours (minimum charge—two hours) - \$129 per hour ¹	
Re-inspection fees assessed under provisions of Section 305.8 - \$129 per hour ¹	
¹ Inspections for which no fee is specifically indicated - (Minimum charge—one-half hour) \$129 per hour ¹	
Code Enforcement cases may be billed to violator at \$129 per hour ¹	

Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour) - \$129 per hour¹

For use of outside consultants for checking plans and inspections, or both - Actual Costs²

¹ Or the hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

**CITY OF VALLEJO
PLUMBING PERMIT FEES**

\$1—\$500 -	\$90
\$501—\$3,800 -	\$90 for the first \$500 plus \$7.88 for each additional \$100.00, or a fraction thereof, to and including \$3,800
\$3,801—\$44,000 -	\$350 for the first \$3,800 plus \$8.71 for each additional \$1,000, or fraction thereof, to and including \$44,000
\$44,001—\$236,000 -	\$700 for the first \$44,000 plus \$8.07 for each additional \$1,000, or fraction thereof, to and including \$236,000
\$236,001—\$480,000 -	\$2,250 for the first \$236,000 plus \$7.85 for each additional \$1,000, or fraction thereof, to and including \$480,000
\$480,001—\$1,200,000 -	\$4,165 for the first \$480,000 plus \$6.02 for each additional \$1,000, or fraction thereof, to and including \$1,200,000
\$1,200,001 and up -	\$8,500 for the first \$1,200,000 plus \$3.65 for each additional \$1,000, or fraction thereof
Plan check	70% of building permit fee
Title 24	65% of building permit fee
Technology Surcharge	8% of building permit/plan check fee
Inspections outside normal business hours (minimum charge—two hours) - \$129 per hour ¹	
Re-inspection fees assessed under provisions of Section 305.8 - \$129 per hour ¹	
Inspections for which no fee is specifically indicated - (Minimum charge—one-half hour) \$129 per hour ¹	
Code Enforcement cases may be billed to violator at \$129 per hour ¹	
Additional plan review required by changes, additions or revisions to plans (minimum charge—one-half hour) - \$129 per hour ¹	

For use of outside consultants for checking plans and inspections, or both - Actual Costs²

¹ Or the hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

² Actual costs include administrative and overhead costs.

IV. ENGINEERING

The Engineering Division is responsible for overseeing the design and construction of both public improvements and private development. Technical services provided by this division include: project development, design, survey, inspection and contract administration. This division is also responsible for various city capital improvement projects. The total costs of all engineering services are \$3,964,993. The total cost of fee related services is \$2,894,755.

Fee-related service costs total \$2,894,755. Offsetting revenue is roughly \$1,225,986 which results in a general fund subsidy of \$1,668,769 and a corresponding cost recovery level of 42%. Cost recovery levels for individual fees range from 4% for an excavation permit for each 100 additional linear feet up to a cost recovery of 100% for an improvement plan check of valuation less than \$750,000 valuation.

- ◆ The cost recovery rate of 42% is in the low end of what we typically see for Engineering divisions Statewide.
- ◆ If full cost recovery were pursued for all Engineering services, \$1,669,300 in additional revenues would be realized.
- ◆ Some agencies choose to phase in fee increases over a fixed period of years with the eventual objective of 100% cost recovery.
- ◆ The division envisions collapsing several categories of Grading and Improvement fees to make for a more compact and user friendly schedule.

Please see the following chart beginning on page 23 for a more detailed summary of the Engineering Division services.

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
Engineering
2007-2008

Working Draft

Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Recommendations	
								Fee @ Policy Level	Subsidy @ Policy Level
1. Abandonment of ROW	Fee	2	\$1,443.00	91%	1,583.29	\$140.29	100%	\$1,580.00	\$0.00
2. City Specification	Fee	15	As noted in City Fee Schedule	n/a	n/a	n/a	100%	\$0.10 per page	n/a
3. Encroachment Permit	Fee	53	\$298.00	51%	586.02	\$288.02	100%	\$590.00	\$0.00
4. Excavation Permit Processing Fee	Fee	75	\$42.00	7%	592.23	\$550.23	100%	\$590.00	\$0.00
5. Excavation Insp - 1 to 50 ft trench	Fee	60	\$237.00	33%	727.81	\$490.81	100%	\$730.00	\$0.00
6. Excavation Insp - 51 to 100 ft trench	Fee	5	\$398.00	36%	1,105.92	\$707.92	100%	\$1,110.00	\$0.00
7. Excavation Insp - 101 to 200 ft trench	Fee	5	\$598.00	30%	2,003.94	\$1,405.94	100%	\$2,000.00	\$0.00
8. Excavation Insp - each add'l 100 ft	Fee	2	\$58/100 ft	4%	1,512.45	1,454.45	100%	\$1,510.00	\$0.00
13. Quit Claim (abandoned easement)	Fee	2	\$465.00	47%	989.34	\$524.34	100%	\$990.00	\$0.00
14. Sidewalk Permit - 1st 25 ft	Fee	150	\$42.00	8%	543.54	\$501.54	100%	\$540.00	\$0.00
15. Sidewalk Permit - add'l 25 ft	Fee	150	\$42.00	22%	189.06	\$147.06	100%	\$190.00	\$0.00
16. Apportionment of Assessment	Fee	1	\$282.00	10%	2,815.70	\$2,533.70	100%	\$2,820.00	\$0.00
17. Flood Plain Letter	Fee	5	\$31.00	9%	353.46	\$322.46	100%	\$350.00	\$0.00
18. Flood Map Revision	Fee	2	\$465.00	41%	1,131.73	\$666.73	100%	\$1,130.00	\$0.00
19. Parcel Map/ Final Map	Fee	10	\$1,097 + \$108/lot	23%	6,559.09	5,030.09	100%	\$6,560.00	\$0.00
20. Data Request	T&M	1	Hourly Rates	n/a	n/a	n/a	100%	hourly rates	n/a
22. Utility Easement Agreement	Fee	3	\$393.00	25%	1,554.17	\$1,161.17	100%	\$1,550.00	\$0.00
23. Street Name Change Request	Fee	1	\$571.00	19%	3,079.32	\$2,508.32	100%	\$3,080.00	\$0.00
24. Address Change/ Correction	Fee	15	\$193.00	33%	579.99	\$386.99	100%	\$580.00	\$0.00
25. City/Redev Property Use Permit	Fee	1	\$70.00	5%	1,554.17	\$1,484.17	100%	\$1,550.00	\$0.00
26. Plan Re-Check (after 3rd plan review)	Fee	2	\$26/ sheet	46%	225.93	121.93	100%	\$230.00	\$0.00
27. Consultant Grading Plan Review	Fee	2	50% of orig fee	n/a	n/a	n/a	100%	50% of orig fee	n/a
28. Certificate of Map Correction	Fee	1	\$164.00	73%	225.93	\$61.93	100%	\$230.00	\$0.00
29. Consultant Imp. Plan Review	Fee	2	50% of orig fee	n/a	n/a	n/a	100%	50% of orig fee	n/a

Public Resource Management Group

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

Working Draft

**City of Vallejo
Engineering
2007-2008**

	Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Recommendations	
									Fee @ Policy Level	Subsidy @ Policy Level
	30 Time Ext Improvement Plan	Fee	3	10% of orig fee	n/a	n/a	n/a	100%	10% of orig fee	n/a
	32 Grading Insp 51-1,000 cu yds	Fee	10	\$114 + \$81 per 100 cy	15%	6,011.70	\$5,087.70	100%	\$200+ \$580/ 100 cy	\$0.00
	34 Grading Insp 1,001-40,000 cu yds	Fee	5	\$907 + \$40 per \$100 cy	20%	12,386.55	\$9,919.55	100%	\$6,000+ \$163/ 1,000 cy	\$0.00
	36 Grading Insp > 40,001 cu yds	Fee	2	\$2,519 + 1% over 40k cy	31%	16,041.78	\$11,003.78	100%	\$12,357 + \$60/ 1,000 cy	\$0.00
	39 Grading PC 51-1,000 cu yds	Fee	10	\$114 + \$53 per 100 cy	16%	4,021.15	\$3,377.15	100%	\$150 + \$385/ 100 cy	\$0.00
	41 Grading PC 1,001-40,000 cu yds	Fee	5	\$642 + \$26 per 100 cy	15%	10,859.43	\$9,203.43	100%	\$4,000+ \$175/ 1,000 cy	\$0.00
	43 Grading PC > 40,001 cu yds	Fee	2	\$1,725 + 1% over 40k cy	19%	18,112.62	\$14,662.62	100%	\$10,825+ \$50/ 1,000 cy	\$0.00
a	45 Improvement Inspection Fee \$0-\$500,000	Fee	10	5%	103%	36,426.22	-\$1,073.78	100%	7%	\$0.00
a	46 Improvement Inspection Fee \$500,001-\$1m	Fee	2	\$37,500 + 3.5% above \$750K	61%	76,316.36	\$30,066.36	100%	\$35,000+ 8% above \$500k	\$0.00
a	47 Improvement Inspection Fee >\$1,000,000	Fee	1	\$46,250 + 2.5% above \$1M	37%	159,893.06	\$101,143.06	100%	\$75,000+ 2.8% above \$1M	\$0.00
a	48 Improvement PC Fee \$0-\$500,000	Fee	10	5%	181%	20,751.89	-\$16,748.11	100%	4%	\$0.00
a	49 Improvement PC Fee \$500,001-\$1,000,000	Fee	2	\$37,500 + 3.5% above \$750K	144%	32,202.86	-\$14,047.14	100%	\$20,000+ 2.4% above \$500k	\$0.00
a	50 Improvement PC Fee >\$1,000,000	Fee	1	\$46,250 + 2.5% above \$1M	138%	42,511.40	-\$16,238.60	100%	\$32,000+ 1% above \$1M	\$0.00
b	51 Recycle: Construction & Demo Debris Fee	Fee	200	\$215.00	58%	368.13	\$153.13	100%	\$370.00	\$0.00
b	52 Benchmark Maintenance Fee	Fee	60	\$0.00	0%	141.79	\$141.79	100%	\$140.00	\$0.00
c	53 Technology Surcharge	New Fee		\$0.00	n/a	n/a	n/a	100%	4% of engineering fee	\$0.00
	54 Non-Fee Activity	Non Fee	1	\$0.00	0%	2,150,568.23	\$2,150,568.23			

- a The City should adopt the most current valuations listed in the Engineering News Record.
 - b The benchmark fee shall be assessed against service #'s 32 through 50.
 - c Technology Surcharge costs are estimates based on a defined list of technology improvements.
- Note: many of Engineering's projects span multiple years.

Public Resource Management Group

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

City of Vallejo
Engineering
2007-2008

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Recommendations	
							Revenue @ Policy Level	Increased Revenue
1 Abandonment of ROW	Fee	\$2,886	91%	\$3,167	\$281	100%	\$3,160	\$274
2 City Specification	Fee	n/a	n/a	n/a	n/a	100%	n/a	n/a
3 Encroachment Permit	Fee	\$15,794	51%	\$31,059	\$15,265	100%	\$31,270	\$15,476
4 Excavation Permit Processing Fee	Fee	\$3,150	7%	\$44,418	\$41,268	100%	\$44,250	\$41,100
5 Excavation Insp - 1 to 50 ft trench	Fee	\$14,220	33%	\$43,669	\$29,449	100%	\$43,800	\$29,580
6 Excavation Insp - 51 to 100 ft trench	Fee	\$1,990	36%	\$5,530	\$3,540	100%	\$5,550	\$3,560
7 Excavation Insp - 101 to 200 ft trench	Fee	\$2,990	30%	\$10,020	\$7,030	100%	\$10,000	\$7,010
8 Excavation Insp - each add'l 100 ft	Fee	\$116	4%	\$3,025	\$2,909	100%	\$3,020	\$2,904
13 Quit Claim (abandoned easement)	Fee	\$930	47%	\$1,979	\$1,049	100%	\$1,980	\$1,050
14 Sidewalk Permit - 1st 25 ft	Fee	\$6,300	8%	\$81,531	\$75,231	100%	\$81,000	\$74,700
15 Sidewalk Permit - add'l 25 ft	Fee	\$6,300	22%	\$28,358	\$22,058	100%	\$28,500	\$22,200
16 Apportionment of Assessment	Fee	\$282	10%	\$2,816	\$2,534	100%	\$2,820	\$2,538
17 Flood Plain Letter	Fee	\$155	9%	\$1,767	\$1,612	100%	\$1,750	\$1,595
18 Flood Map Revision	Fee	\$930	41%	\$2,263	\$1,333	100%	\$2,260	\$1,330
19 Parcel Map/ Final Map	Fee	\$15,290	23%	\$65,591	\$50,301	100%	\$65,600	\$50,310
20 Data Request	T&M	hourly	hourly	hourly	hourly	100%	hourly	hourly
22 Utility Easement Agreement	Fee	\$1,179	25%	\$4,663	\$3,484	100%	\$4,650	\$3,471
23 Street Name Change Request	Fee	\$571	19%	\$3,079	\$2,508	100%	\$3,080	\$2,509
24 Address Change/ Correction	Fee	\$2,895	33%	\$8,691	\$5,796	100%	\$8,700	\$5,805
25 City/Redev Property Use Permit	Fee	\$70	5%	\$1,554	\$1,484	100%	\$1,550	\$1,480
26 Plan Re-Check (after 3rd plan review)	Fee	\$208	46%	\$452	\$244	100%	\$460	\$252
27 Consultant Grading Plan Review	Fee	n/a	n/a	n/a	n/a	100%	n/a	n/a
28 Certificate of Map Correction	Fee	\$164	73%	\$226	\$62	100%	\$230	\$66
29 Consultant Imp. Plan Review	Fee	n/a	n/a	n/a	n/a	100%	n/a	n/a

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

**City of Vallejo
Engineering
2007-2008**

Working Draft

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Recommendations		
						Cost Recovery Policy Level (%)	Revenue @ Policy Level	Increased Revenue
30 Time Ext Improvement Plan	Fee	n/a	n/a	n/a	n/a	100%	n/a	n/a
32 Grading Insp 51-1,000 cu yds	Fee	\$9,240	15%	\$60,117	\$50,877	100%	\$60,117	\$50,877
34 Grading Insp 1,001-40,000 cu yds	Fee	\$12,335	20%	\$61,933	\$49,598	100%	\$61,933	\$49,598
36 Grading Insp > 40,001 cu yds	Fee	\$10,076	31%	\$32,084	\$22,008	100%	\$32,084	\$22,008
39 Grading PC 51-1,000 cu yds	Fee	\$6,440	16%	\$40,212	\$33,772	100%	\$40,212	\$33,772
41 Grading PC 1,001-40,000 cu yds	Fee	\$8,280	15%	\$54,297	\$46,017	100%	\$54,297	\$46,017
43 Grading PC > 40,001 cu yds	Fee	\$6,900	19%	\$36,225	\$29,325	100%	\$36,225	\$29,325
45 Improvement Inspection Fee \$0-\$500,000	Fee	\$375,000	103%	\$364,262	-\$10,738	100%	\$364,262	-\$10,738
46 Improvement Inspection Fee \$500,001-\$1m	Fee	\$92,500	61%	\$152,633	\$60,133	100%	\$152,633	\$60,133
47 Improvement Inspection Fee >\$1,000,000	Fee	\$58,750	37%	\$159,893	\$101,143	100%	\$159,893	\$101,143
48 Improvement PC Fee \$0-\$500,000	Fee	\$375,000	181%	\$207,519	-\$167,481	100%	\$207,519	-\$167,481
49 Improvement PC Fee \$500,001-\$1,000,000	Fee	\$92,500	144%	\$64,406	-\$28,094	100%	\$64,406	-\$28,094
50 Improvement PC Fee >\$1,000,000	Fee	\$58,750	138%	\$42,511	-\$16,239	100%	\$42,511	-\$16,239
51 Recycle: Construction & Demo Debris Fee	Fee	\$43,000	58%	\$73,625	\$30,625	100%	\$74,000	\$31,000
52 Benchmark Maintenance Fee	Fee	\$0	0%	\$8,508	\$8,508	100%	\$8,508	\$8,508
53 Technology Surcharge	New Fee	\$0	0%	\$111,550	\$111,550	100%	\$111,550	\$111,550
54 Non-Fee Activity	Non Fee	\$0	0%	\$2,150,568	\$2,150,568	100%	\$2,150,568	\$2,150,568
Total User Fees		\$1,225,191		\$1,813,629	\$588,438		\$1,813,779	\$588,588
% of Full Cost		67.55%		100.00%	32.45%		100.01%	32.45%
Total Other Services		\$0		\$2,150,568	\$2,150,568		\$0	\$0
% of Full Cost		0.00%		100.00%	100.00%		0.00%	0.00%
Department Totals		\$1,225,191		\$3,964,198	\$2,739,007		\$1,813,779	\$588,588
% of Full Cost		30.91%		100.00%	69.09%		45.75%	14.85%

Public Resource Management Group

V CODE ENFORCEMENT

The Code Enforcement Division enforces the City's Property Maintenance Ordinances, Abandoned Shopping Cart Prevention Ordinance, coordinates the City-wide Illegal Dumping, monitoring and enforcement activities, and manages the City's Adopt-A-Street/Alley Program. Cities typically use code enforcement fees as a means to encourage compliance with city ordinances. State law allows cities to recover costs associated with the process of abating property deemed to be a public nuisance. Health and Safety code section 187980.8 addresses the abatement of dwellings while Government Code sections 38771-5 address non-dwelling nuisances. These codes allow for 100% cost recovery fees.

The total costs of all Code Enforcement services is \$915,066. Fee related revenue totals \$173,765 for a cost recovery rate of 22%. Many cities consider that there is a public good to code enforcement activities and are willing to subsidize the service with General Fund monies to some extent. On the other hand, many cities are moving toward higher fees for those that are continually out of compliance with city codes.

Highlights of the Analysis:

- ◆ Individual current cost recovery rates range from a low of 4% for Enforcement Appeals to a high of 52% for Property Maintenance Notice of Violations.

The summary charts on the following pages show the results of this division's cost analysis. Page 28 provides information on a "Per Unit" basis. Page 29 provides total annual information by multiplying the per-unit fees and costs by the volume of activity in order to project out total annual costs and revenues.

USER FEE STUDY SUMMARY SHEET

- PER UNIT INFORMATION -

City of Vallejo
Code Enforcement
2007-2008

Working Draft

							<i>Recommendations</i>			
Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Cost Recovery Policy Level (%)	Fee @ Policy Level	Subsidy @ Policy Level	
1 Code Enforcement Abatement	Fee	2	\$308.00	15%	\$2,016.96	\$1,708.96	50%	\$1,010.00	\$1,006.96	
2 Abatement Lien Process	Fee	10	\$237.00	14%	\$1,672.31	\$1,435.31	50%	\$840.00	\$832.31	
3 Enforcement Appeal	Fee	10	\$48.00	4%	\$1,279.20	\$1,231.20	50%	\$640.00	\$639.20	
4 Vacant Building Monitoring Fee	Fee	1	\$59.00	9%	\$626.88	\$567.88	50%	\$310.00	\$316.88	
5 Abandoned Shopping Cart Prevention Plan	Fee	10	\$301.00	10%	\$2,962.09	\$2,661.09	50%	\$1,480.00	\$1,482.09	
6 Annual Eval. Report of Shopping Cart Plan	Fee	10	\$141.00	31%	\$449.96	\$308.96	50%	\$220.00	\$229.96	
7 Modification of Abandoned Shopping Cart Prev. Plan	Fee	10	\$202.00	47%	\$432.69	\$230.69	50%	\$220.00	\$212.69	
8 Administrative Charge After 30 Days	Fee	325	\$280.00	16%	\$1,780.56	\$1,500.56	50%	\$890.00	\$890.56	
9 Property Maintenance Notice of Violation	Fee	260	\$280.00	52%	\$542.04	\$262.04	50%	\$270.00	\$272.04	
11 Non Fee Activity	Non Fee	1	\$0.00	0%	\$122,829.69	\$122,829.69		\$0.00		

USER FEE STUDY SUMMARY SHEET

- TOTAL PROGRAM INFORMATION -

Working Draft

City of Vallejo
Code Enforcement
2007-2008

Service Name	Service Type	Revenue @ Current Fee	% of Full Cost	Revenue @ 100% Full Cost	Current Subsidy	Recommendations		
						Cost Recovery Policy Level (%)	Revenue @ Policy Level	Increased Revenue
1 Code Enforcement Abatement	Fee	\$616	15%	\$4,034	\$3,418	50%	\$2,020	\$1,404
2 Abatement Lien Process	Fee	\$2,370	14%	\$16,723	\$14,353	50%	\$8,400	\$6,030
3 Enforcement Appeal	Fee	\$480	4%	\$12,792	\$12,312	50%	\$6,400	\$5,920
4 Vacant Building Monitoring Fee	Fee	\$59	9%	\$627	\$568	50%	\$310	\$251
5 Abandoned Shopping Cart Prevention Plan	Fee	\$3,010	10%	\$29,621	\$26,611	50%	\$14,800	\$11,790
6 Annual Eval. Report of Shopping Cart Plan	Fee	\$1,410	31%	\$4,500	\$3,090	50%	\$2,200	\$790
7 Modification of Abandoned Shopping Cart Prev. Plan	Fee	\$2,020	47%	\$4,327	\$2,307	50%	\$2,200	\$180
8 Administrative Charge After 30 Days	Fee	\$91,000	16%	\$578,682	\$487,682	50%	\$289,250	\$198,250
9 Property Maintenance Notice of Violation	Fee	\$72,800	52%	\$140,931	\$68,131	50%	\$70,200	-\$2,600
11 Non Fee Activity	Non Fee	\$0	0%	\$122,830	\$122,830			
Total User Fees		\$173,765		\$792,236	\$618,471		\$395,780	\$222,015
% of Full Cost		21.93%		100.00%	78.07%		49.96%	28.02%
Total Other Services		\$0		\$122,830	\$122,830		\$0	\$0
% of Full Cost		0.00%		100.00%	100.00%		0.00%	0.00%
Department Totals		\$173,765		\$915,066	\$741,301		\$395,780	\$222,015
% of Full Cost		18.99%		100.00%	81.01%		43.25%	24.26%

* These services are excluded from the "Total User Fees" row above.

Public Resource Management Group

VI COMPARISON SURVEY

The following pages display a comparison of Vallejo's current fee levels and Vallejo's full processing cost to fees charged by other jurisdictions. Fees selected for comparison were those most commonly processed and those with the greatest revenue impact.

The figures presented in the comparison survey reflect a "market basket" of what other cities charge for similar services. It does not reflect each jurisdiction's cost, as these jurisdictions may not be aware of their full cost and/or may consciously price their services below full cost.

For Planning and Engineering fees, the following jurisdictions were included in the survey:

- Antioch
- Fairfield
- Richmond
- Livermore
- Martinez
- Concord
- Brentwood
- Pittsburg
- Vacaville

For Building fees, an existing regional survey was partially relied upon. Accordingly the survey participant cities are slightly different:

- Antioch
- Pleasanton
- Richmond
- Livermore
- Martinez
- Concord
- San Ramon
- Dublin
- Vacaville

COMPARISON SURVEY - CITY OF VALLEJO

	VALLEJO CURRENT	VALLEJO FULL COST	ANTIOCH	FAIRFIELD	RICHMOND	LIVERMORE	MARTINEZ	CONCORD	BRENTWOOD	PITTSBURG	VACAVILLE
PLANNING											
Appeal	\$220	\$4,750	1&m		\$100/\$163	\$304	\$100	\$83	\$118	\$1,000	25% of original fee Min: \$27, Max: \$211
Use Permit	\$1,833 - \$3,667	\$2,660 - \$4,660	1&m	\$1,365 - \$1,820	\$1,500; \$136/hr for major projects	minor: \$10,300 major: \$11,667	\$430 - \$1,435	\$1,344 - \$7,540	\$485 - \$4,659	\$600 - \$2,500	Staff: \$608 + \$55/acre Plan Comm: \$1,049 + \$95/acre, Existing Bldg: \$569
Design Review / Unit Plan	Commission Level: \$6,480	Commission Level: \$6,480	1&m	\$2,096 - \$7,225	\$136 - \$1,500; \$136/hr for major projects	\$350 - \$2,139	\$340 - \$1,380	\$564 - \$1,692	\$886 - \$7,097	\$400 - \$5,000	Plan Comm: \$638 + \$65/acre, Single Farm Dwelling: \$254, Staff Other: \$333 + \$55/acre
Sign Review	\$159 - \$220	\$180 - 280	\$50	\$149	\$489		\$130 - \$430		\$214/\$934	\$50 - \$1,000	Single User: \$238 Multiple User: \$475
Environmental Impact Report	consultant cost + 20%	consultant cost + 34%	consultant cost + 35%	consultant cost + \$2,485 + 15%	consultant cost + 25%	minor: \$24,721 major: \$55,870	actual cost + 25%	actual cost + 20%	actual cost + 25%	actual cost + 25%	actual cost + 15%
Rezoning	\$3,667	\$10,370	1&m		\$136/hr		\$2,690	\$5,513	one acre \$3,735 six acres \$11,955	\$3,000 standard \$15,000 PUD	\$1,269 + \$60/acre
Variance Review	\$2,445	\$5,460	1&m	\$1,365 - \$1,820	\$1,250; \$136/hr for major projects	resid: \$1,069 other: \$9,403	\$570 - \$1,080	\$1,462 - \$2,642	\$2,914 - \$5,344	\$500	Single: \$541 Multiple: \$833

	VALLEJO CURRENT	VALLEJO FULL COST	ANTIOCH	FAIRFIELD	RICHMOND	LIVERMORE	MARTINEZ	CONCORD	BRENTWOOD	PITTSBURG	VACAVILLE
ENGINEERING											
Encroachment Permit	\$298	\$566	\$200 - \$265			8% - 2% of valuation	\$114 / hour	\$70 permit: \$141/hr	\$119 - \$311; plus cost/linear ft.	Street Encr: 8%	Road Driveway: \$200 Other Encr: 1.62%
Impr Plan Check	5% - 2.5% of eng'r's est	4% - 1% of eng'r's est	\$122/hr	1.25% of eng'r's est		4% - 1.6% of valuation	Major: \$8k + \$10/lot Minor: \$13k + \$10/lot	9% of Impr costs	1% to 3% of est cost	3.5% of eng'r's est	\$0-\$100,000 9.61% \$100k-\$200k 8.11% \$200k+ 6.61%
Impr Inspection	5% - 2.5% of eng'r's est	7% - 2.8% of eng'r's est	\$122/hr			10.4 - 5.4% of valuation	\$114 / hour	9% of Impr costs	5% to 5% of Impr costs	3.6 - 6.5% of eng'r's est	reinspections: \$100/hr protection: \$100/hr \$104/hr
Address Correction	\$193	\$579				\$357			\$277	\$350	
Parcel Map/ Final Map	\$1,097 - \$108/lot	\$6,559	\$122/hr	\$2,758	\$125/hr	\$4,005	major: 3% minor: 7%	\$1,020/\$1,636	\$3,747 + \$30/lot	\$2,300	Parcel Map: \$640 Tract Map: \$718 + \$72/lot
Lot Line Verification	\$825	\$1,747	\$122/hr	\$2,758	\$1,075	\$3,349	\$855	\$510	\$589 / parcel	\$1,000	

COMPARISON SURVEY - CITY OF VALLEJO

BUILDING	VALLEJO CURRENT	VALLEJO FULL COST	ANTIOCH	PLEASANTON	RICHMOND	LIVERMORE	MARTINEZ	CONCORD	SAN RAMON	DUBLIN	VACAVILLE
Plan Check and Bldg Inspection: Residential Renocor valued @ \$13,000	\$143	\$731	\$421	\$237	\$356	\$344	\$270	\$396	\$385	\$240	\$332
Plan Check and Bldg Inspection: 3,000 sq ft home w/ 800 sq ft garage	\$5,154	\$5,213	\$4,156	\$3,508	\$2,667	\$4,423	\$6,825	\$4,329	\$8,919	\$4,530	\$3,371
Plan Check and Bldg Inspection: Tenant Improvement valued @ \$950,000	\$9,494	\$11,890	\$9,571	\$8,779	\$10,744	\$5,118	\$12,121	\$9,135	\$14,465	\$8,500	\$8,198

Note: For comparison purposes the above building fees include structural permit and plan check only. Mechanical, electrical, plumbing and disabled access fees may also apply.

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4324 Fax: (707) 552-0163

Planning Handout No. PH-17

GENERAL PLAN – ZONING AMENDMENTS

What are General Plan and Zoning Amendments?

A proposed General Plan Amendment could relate to a specific project or site and pertains to a change in a land use designation as shown on the adopted General Plan Land Use Map or in the text of the General Plan.

A Zoning Amendment usually refers to a change in the zoning district designation for a specific parcel(s) of land and to allow a new type or density of use.

What are the steps in the process?

If a project requires a General Plan and/or a zoning amendment, these approvals must be processed before an action on the project can occur. Both amendments can be processed concurrently and are initiated by the owner(s) of the project site or the City.

You may request preliminary review of your project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to PH-34, "Preliminary Review" for additional information

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

General Plan and Zoning Amendment applications are subject to the Environmental Review process. Please refer to PH-13, "Environmental Review" for additional information.

What is required for plan submittal?

- ◆ **Application:** A completed application form signed by the property owner and applicant.
- ◆ **Fees:** An application fee of \$ _____ Zoning Amendments
An application fee of \$ _____ General Plan Amendment
A public notice fee of \$ _____
- ◆ **Plans:** Six (6) sets of the subject property (subdivision map, Assessor's parcel map or site plan). If the application is for a particular project it is helpful, although not required, to provide any other additional information such as project descriptions, building elevations, floor plans, etc. and one (1) set of 8.5' x 11' reduction of all plans.

How long does the approval process take?

Upon submittal of a complete application, Planning staff will route the plans to the appropriate departments and agencies for comments. Authority for approval of General Plan and Zoning Amendments rests with the Planning Commission and City Council. A project will be scheduled for a public hearing before the Planning Commission once an application is accepted as complete. The City Council hearing is usually scheduled after the Commission's action.

What is involved in a public hearing?

At least 21 days before the hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Planning Commission will consider the information provided by the Planning Division staff and hear comments from the public. After the public hearing, the commissioners will use the information presented to make a recommendation to the City Council to approve or disapprove the amendment or rezone.

After Commission consideration, and subsequent notification to surrounding property owners, a second public hearing is scheduled before the City Council. (Zoning amendments require 2 readings before the Council, usually a week apart.) Zoning amendments become effective 30 days after the second reading; General Plan Amendments become effective 30 days after approval by the City Council.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings on the first, second, and fourth Tuesday of the month at 7:00 p.m.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4326 Fax: (707) 552-0163

Planning Handout No. PH-26

MINOR USE PERMIT

What is a Minor Use Permit?

A Minor Use Permit is a staff level approval of a particular use or activity not granted as a matter of right within a zoning district. Uses subject to a minor use permit include group care for 7 and 12 people.

What is required for plan submittal?

- ◆ **Application:** A completed planning application signed by the property owner and a detailed written description of your project/use being requested. Include a description of your business and a site plan location and parking.
- ◆ **Fees:** A filing fee of \$_____
A notice fee of \$_____.
- ◆ **Plans:** Three (3) full-size copies of the site plan, building elevations, utility site plan and floor plans. Please refer to PH-19, "How to Draw a Site Plan." Also, please provide one 8 ½ x 11 reduction of all plans. Plans must show all structures, street rights of way, driveways and vegetation within 100 feet of subject parcel. The plans must indicate the proposed occupancy classification, occupancy load and show buildings less than 20 feet from property line. Landscaping both existing and proposed.
- ◆ **Site Photos:** Color photos showing the existing property and the adjacent properties.
- ◆ **Group Care:** Description of type of care to be provided, number of people to be provided for and number of staff members.

How long does the approval process take?

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

Upon acceptance of a complete application, the Planning Division will notify all property owners within a 200 foot radius of your property of your proposal at least 14 days prior to the date on which a decision will be made. Plans may also be routed to other City departments.

City of Vallejo

Building Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4374 Fax: (707) 552-0163

Planning Handout No. PH-4

AGENCY COORDINATION LIST

To assist you in coordinating your project, the City of Vallejo is providing you with a list of related agencies which should be contacted to coordinate their services with the various stages of our project. Some agency approvals may be required prior to building permit issuance.

AT&T CABLE
(707) 441-1404

ELECTRIC/GAS
PG&E
158 Peabody Rd.
Vacaville CA
(800) 743-5000

GREATER VALLEJO REC DIST
395 Amador Street
Vallejo CA 94590
(707) 684-4600

MARE ISLAND STATION
695 Walnut Ave
Vallejo CA 94590
(707) 552-4663

SOLANO CO ASSESSOR'S OFFICE
675 Texas St Ste 270
Fairfield CA 94533
(707) 784-6265

SOLANO CO BLDG/PLNG Ste 5500
(707) 784-6765
(707) 784-4805 – Fax

**SOLANO CO ENVIRONMENTAL
HEALTH DEPARTMENT**
675 Texas St
Fairfield CA 94533
(707) 784-6765

**SOLANO CO ENVIRONMENTAL
HAZARDOUS MATERIALS**
675 Texas St Ste 550
Fairfield CA 94533
(707) 784-6765

**STATE CONTRACTORS LICENSE
BOARD**
(800) 321-2752
www.cslb.ca.gov

**STATE DISABILITY ACCESS
COMPLIANCE**
(916) 322-4700

STATE MOBILE HOMES
(916) 255-2501
(707) 249-6573 – Cell

**TELEPHONE SERVICE
SBC**
Business Line – 1 800 750-2355
Resident Line – 1 800 310-2355

VALLEJO FIRE PREVENTION
251 Georgia St
Vallejo CA 94590
(707) 48-4565

**VALLEJO FLOOD & SANITATION
CONTROL DISTRICT**
450 Ryder St
Vallejo CA 94590
(707) 644-8949
Water Pollution Prevention – (888) 229-9473

City of Vallejo

Building Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4374 Fax: (707) 552-0163

Building Handout No. BH-15

Construction Work You Can Do Without a Permit

Note: Exemption from the permit requirements of these Codes shall not be deemed to grant authorization for any work to be done in violation of the provisions of the Codes or any other laws or ordinances of this jurisdiction.

Any structure, including structures which do not require a building permit must conform to applicable Zoning Code requirements including setbacks from property lines. Please call the Planning Department for more information: (707) 648-4326.

California Building Code – Section 106.2

Work Exempt from Permit. A building permit shall not be required for the following:

1. One-story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 sq. ft (11.15 m²).
2. Fences under 6 ft. (1829 mm) in height.
3. Oil derricks.
4. Movable cases, counters and partitions not over 5 ft 9in. (1753 mm) high.
5. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons (18 927 L) and the ratio of height to diameter or width does not exceed 2:1. And depth can not exceed 18 inches.
6. Platforms, walks and driveways not more the 30 in. (762 mm) above grade and not over any basement or story below.
7. Painting, papering and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Window awnings supported by an exterior wall of Group R, Division 3, and Group U Occupancies when projecting not more than 54 inches (1372 mm).
10. Prefabricated swimming pools accessory to Group R, Division 3 Occupancy in which pool walls are entirely above the adjacent grade and if the capacity does not exceed 5,000 gallons (18 927 L). However, a fence is required for safety.

Unless otherwise exempted, separate plumbing, electrical, and mechanical permits will be required for the above exempted items.

California Mechanical Code – Section 112.2

Exempt Work. A mechanical permit shall not be required for the following:

1. A portable heating appliance, portable ventilating equipment, portable cooling unit or portable evaporative cooler.
2. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by this code.
3. Replacement of any component part or assemble of an appliance which does not alter its original approval and complies with other applicable requirements of this code.
4. Refrigerating equipment which is part of the equipment for which a permit has been issued pursuant to the requirements of this code.
5. A unit refrigerating system.

National Electrical Code – Section 301

Not Covered. This code does not cover:

1. Installations in ships, watercraft other than floating buildings, railways rolling stock, aircraft or automotive vehicles. (Requirements for floating buildings are found in Article 553.)
2. Installations underground in mines and self-propelled mobile surface mining machinery and its attendant electrical trailing cable.
3. Installations of railways for generation, transformation, transmission, or distribution of power used exclusively for operation of rolling stock or installations used exclusively for signaling and communications purposes.
4. Installations, including associated lighting, under the exclusive control of electric utilities for the purpose of communications, metering, generation, control, transformation, transmission, or distribution of electric energy. Such installations shall be located in buildings used exclusively by utilities for such purposes; outdoors on property owned or leased by the utility; on or along public highways, streets, roads, etc.; or outdoors on private property by established rights such as easements.

This section was changed in the 1996 Code to clarify that, unless there are legal rights otherwise, commercial parking lot lighting is covered by the NEC.

City of Vallejo

Building Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 9648-4374 Fax: (707) 552-0163

Building Handout No. BH-10

Application for Temporary Gas Connection (Commercial/Industrial)

I, _____, owner/builder of the building and/or premises located at, _____, Vallejo, CA, hereby request approval for temporary connection to the gas utility service and certify that such connection is necessary for the purpose of testing equipment and providing power to facilitate completion of the building and that the building will not be occupied for purposes other than doing work necessary to complete the building until authorized by the Building Official through issuance of a certificate of occupancy. Owner/contractor acknowledges that the deposit in the amount of \$500.00 will be returned upon request, provided the building was not occupied for purposes other than above, and a certificate of occupancy has been issued by the Building Official. Unapproved occupancy shall be cause for forfeit of deposit, and cause for disconnection of electrical utilities. In the event this structure is occupied prior to issuance of a certificate of occupancy, the owner or contractor by their signatures, hereby authorize the City of Vallejo to have electrical utilities disconnected.

Signature of owner/contractor

Date

Refund should be returned to:

Name: _____

Address: _____

Deposit \$500.00 Commercial/Industrial

Application Fee \$89.00

-For Office Use Only-

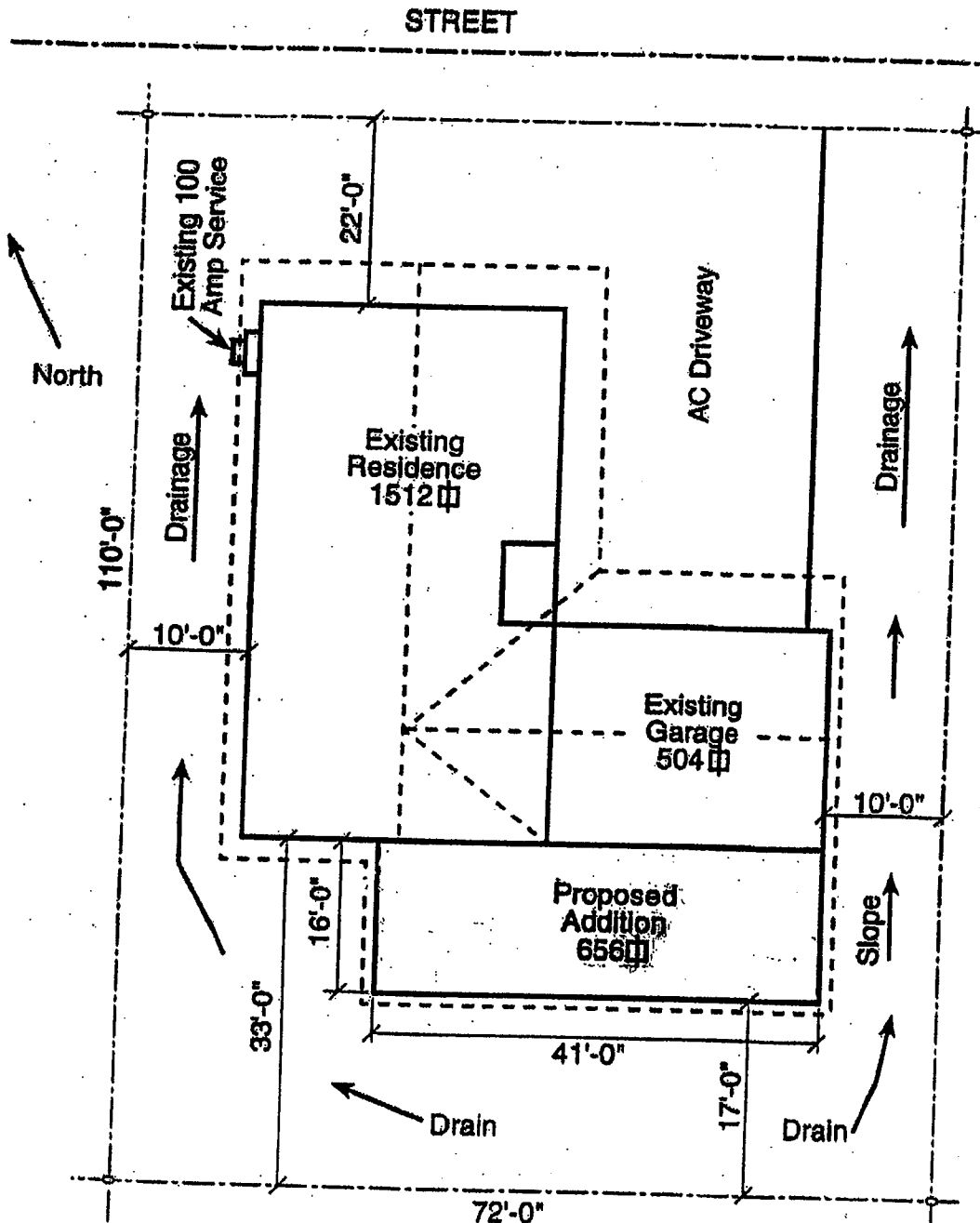
Attach duplicate receipt here

City of Vallejo

Building Division

555 Santa Clara Street, Vallejo, CA 94590
 Phone: (707) 648-4374 Fax: (707) 552-0163

PLOT PLAN SAMPLE SHOWING LOT COVERAGE AND REAR YARD DETERMINATION. FOR ILLUSTRATION ONLY.



Note: Lot coverage % determined by dividing Total Area of all buildings by Lot Area.

Note: rear yard dimension.

Lot depth = 110'

Required rear yard setback:
 $110' \times .20\% = 22'$

Maximum is 22'—
 [20% max. when <125']

This addition WILL require a "variance" for rear yard setback.

Basically a level lot.

Plot Plan

Scale: 1/16" = 1'-0"

Lot Area	7920	
Existing Coverage	2016	= 25.5%
Addition	656	
Total	2672	= 33.7%

Performance Standards for Processing Public Works Dept. Applications

Public Works Department staff is committed to achieve the performance standards in processing customer applications. Our target is to ensure we complete reviews within these time frames listed below 90% of the time (beginning August 1, 2007). Achieving these standards will require that applicants submit complete applications. Forms assisting applicants in the preparation of complete applications are available at www.ci.vallejo.ca.us/xxxxxxxxxx.

We will review success in meeting these review times no less than every six months. These performance reviews will be available to the public. Staff will also work on other operational efficiencies to attempt to improve upon these standards. We will attempt to improve upon these standards over time through working smarter and increasing permitting resources.

Application Completeness (in calendar days)

City staff will determine Application Completeness and conduct preliminary review of significant issues within these target review time frames. Applicant will also receive the City's determination of completeness by phone within this target review time.

Initial Review	7 days
Subsequent Review	7 days

Public Improvement and Grading Plans (in calendar days)

- A. Improvements Related to Parcel Maps, Building Permits and Encroachment Permits
 - Initial Review 28 days
 - Review of Subsequent Submittals 14 days
- B. Improvements Related to Minor Subdivisions (less than 25 lots, non-hillside development)
 - Initial Review 50 days
 - Review of Second Submittals 21 days
 - Review of Subsequent Submittals 14 days
- C. Improvements Related to Major Subdivisions (more than 25 lots & any hillside subdivision)
 - Initial Review 85 days
 - Review of Second Submittals 21 days
 - Review of Subsequent Submittals 14 days
- D. Preliminary Submittals 21 days

Bonds and Subdivision Agreements (in calendar days)

Review of Cost Estimates and Insurance	21 days
Prepare Subdivision Agreements	14 days
Review Signed Agreements & Final Bond Documents	7 days

Parcel Maps and Final Maps (in calendar days)

- A. Parcel Map
 - Initial Review 28 days
 - Review of Subsequent Submittals 14 days
- B. Final Maps for Minor Subdivisions (less than 25 lots)
 - Initial Review 28 days
 - Review of Second Submittal 21 days
 - Review of Subsequent Submittals 14 days
- C. Final Maps for Major Subdivisions (more than 25 lots)
 - Initial Review 28 days
 - Review of Second Submittal 21 days
 - Review of Subsequent Submittals 14 days

DRAFT HANDOUT – WEBSITE POSTING

Performance Standards for Processing Building Division Applications (in calendar days)

Building Division staff is committed to achieve the performance standards in this handout. Our target is to ensure we complete review within these time frames listed below 90% of the time (beginning August 1, 2007). Achieving these standards will require that applicants submit complete applications. Forms assisting applicants in the preparation of complete applications are available at www.ci.vallejo.ca.us/xxxxxxxxxx.

We will review success in meeting these review times no less than every six months. These reviews will be available to the public. Staff will also work on other operational efficiencies to attempt to improve upon these standards. We will attempt to improve upon these standards over time through working smarter and increasing permitting resources.

Application Completeness (in calendar days)

City Staff will determine Application Completeness and Conduct Preliminary Review of Significant Issues within these target review times. Applicant will also receive the City's determination of completeness by phone within this target review time.

Initial Review	30 days
Subsequent Review	21 days

Permit Processing (in calendar days)

- A. Minor Permits (re-roofing, water heater replacement, etc.) = Same day / over the counter procedure
- B. Standard Residential Alterations (interior alterations) = Three days
- C. Residential Additions & Minor Tenant Improvements (less than 5000 square feet)
 - Initial Review 28 days
 - Review Second Submittal 14 days
 - Review Subsequent Submittals 7 days
- D. New Single Family Residential
 - Initial Review 28 days
 - Review Second Submittal 14 days
 - Review Subsequent Submittals 7 days
- E. New Non-residential and apartment structures
 - Initial Review 42 days
 - Review Second Submittal 21 days
 - Review Subsequent Submittals 14 days
- F. Major Tenant Improvements for non-residential
 - Initial Review 28 days
 - Review Second Submittal 14 days
 - Review Subsequent Submittals 7 days

Processing times are calculated from the date the building permit application is filed to the date the permit is issued. Performance measures assume that all required planning approvals have been granted prior to submittal of the building permit application.

DRAFT HANDOUT – WEBSITE POSTING

City Review Time Frames for Processing Planning Division Applications (in calendar days)

Planning Division staff is committed to achieve the performance standards in this handout. Our target is to ensure we complete reviews within these time frames listed below 90% of the time (beginning August 1, 2007). Achieving these standards will require that applicants submit complete applications. Forms assisting applicants in the preparation of complete applications are available at www.ci.vallejo.ca.us/xxxxxxxxxx.

We will review success in meeting these review times no less than every six months. These performance reviews will be available to the public. Staff will also work on other operational efficiencies to attempt to improve upon these standards. We will attempt to improve upon these standards over time through working smarter and increasing permitting resources.

Application Completeness (in calendar days)

City Staff will determine Application Completeness and Conduct Preliminary Review of Significant Issues within these target review time frames. Applicant will also receive the City's determination of completeness by phone within this target review time.

Initial Review	30 days
Subsequent Review	21 days

Permit Processing (in calendar days)

All dates below are calculated from the date City staff determines the application is complete.

A. Planning Applications Exempt from CEQA

Staff action only OR w/ Planning Commission Action also required	60 days
---	---------

B. Standard Planning Applications Subject to Preparation of a Negative Declaration such as PUD Permits, Tentative Subdivision Maps with 100 or more lots or Non-residential development with 100,000 square feet or more.

Staff action only required	120 days
Planning Commission Action also required	150 days
City Council Action required after Planning Comm.	180 days

C. Rezoning or General Plan Amendments Subject to Preparation of an EIR

City Council Action	12-18 months
---------------------	--------------

"Action" means a decision by City Council, appointed commissions or staff to approve, conditionally approve or deny an application.

"Planning applications" include tentative subdivision and parcel maps, and all development entitlements provided in Title 16 of the Vallejo Municipal Code except those that are legislative actions.



CITY OF VALLEJO

Attach. D

Building Division

555 Santa Clara St, 2nd Floor

Vallejo CA • 94590-5934

website: www.ci.vallejo.ca.us E-mail: gwest@ci.vallejo.ca.us

Tel: (707) 648-4374

Fax: (707) 552-0163

Counter hours: Monday - Friday, 8:30 a.m. - 5:15 p.m.

BUILDING PERMIT APPLICATION COMPLETENESS CHECKLIST Plan Submittal Requirements for Constructing a New Commercial Building

Effective in June 2007, the City's Building Division is the single location to submit building permit applications. The Building Division will route the application for review simultaneously to all required City divisions and departments. The checklist below describes the requirements for a complete submittal. A list of definitions is available at www.ci.vallejo.ca.us. Fees can be estimated using information also posted on the City's website at www.ci.vallejo.ca.us. Fees must be paid at the time the building permit application is filed.

The City is committed to processing applications in a timely manner. Performance Standards for plan review time frames have been established (effective August 1, 2007) and are available at www.ci.vallejo.ca.us, or can be provided when complete plans are submitted.

Important Note: When submitting plans please bundle the required number of plans by Division or Department listed below to expedite processing. The quantity of plans to be submitted for each work unit is listed in parentheses after each individual requirement.

Building Division: Questions? Please call 707-648-4374 or e-mail gwest@ci.vallejo.ca.us

Req. Verified

- | | | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | A completed Building Permit Application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Plot Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Exterior Elevations (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation and Floor Framing Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Framing Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross Section Drawings (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Title 24 Energy Documentation (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Accessibility and Exiting Plans (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural Plans and Calculations (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler Plan (3 sets) |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Engineering Calculations stamped and wet ink-signed by the appropriate architect/engineer (2 sets)</u> |

Planning Division: Questions? Call 707-648-4691, or e-mail to planners@ci.vallejo.ca.us

Req. Verified

- Plot Plan (1)
- Floor Plan (1)
- Exterior Elevations (1)
- Conditions of Approval Compliance Form
- Landscape/irrigation Plan (1)

Engineering: Questions? Please call 707-648-4315 or e-mail zzzzz@ci.vallejo.ca.us

Req. Verified

- Site Plan or Plot Plan (1)
- Vicinity Map (1)
- Grading Plan (1)
- Soils Report (1)
- Improvement Plans (1) (e.g., sidewalk curb & gutter, driveways, parking lot(s), drainage, hydrants, street lights)
- Landscaping & Irrigation Plans (1)
- Erosion Control Plans (1) (during construction and post-construction)
- Calculations for structural integrity of retaining walls, if any
- Calculations for lighting voltage drop
- Calculations for photometrics
- Calculations for hydrology (move to VSFCDD?)

Fire Department: Questions? Please call 707-xxx-yyyy or e-mail zzzzz@ci.vallejo.ca.us

Req. Verified

- Scope of work narrative
- Plot Plan (2)
- Floor Plan (2)
- Site Accessibility and Exiting Plan (2)
- Underground Fire Service Plans (2)
- Sprinkler Plan (2)
- Fire Alarms Plan (2)

Water Division: Questions? Please call 707-xxx-yyyy or e-mail zzzzz@ci.vallejo.ca.us

Req. Verified

- Final Map or Parcel Map (2)
- Grading and Erosion Control Plan (2)
- Civil Engineering Site Plan (2)
- Provide a proposed plumbing fixture calculation per 2001 California Plumbing Code (1)

Vallejo Sanitation & Flood Control District (VSFCD)

Questions? Please call 707.644-8949, x 232 or x236 or e-mail GusSilva@vsfcd.com

Req. Verified

- | | | |
|--|--|---|
| <input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/> | <p>Check made out to VFSCD for the improvement plan review fee (call for fees or review online at xxxxx@vsfcd.com)</p> <p>A completed VSFCD Plan Check Request Form</p> <p>Submittal Letter that identifies as follows:</p> <p>a) the project name,</p> <p>b) a contact person and info on how to contact</p> <p>c) the reason for any deficiency in the submittal</p> <p>Two (2) blue line copies of the Civil Engineering Site Plan</p> <p>Two (2) copies of the Grading and Erosion Control Plan</p> <p>One (1) Hydrology Map</p> <p>Erosion Control Plan</p> <p>One (1) set of hydrology/hydraulic calculations</p> <p>One (1) set of sanitary sewer calculations, showing the project's sewage contribution</p> <p>Show path of overland release for 100-year flood</p> <p>Easement descriptions & plots of new required easements, or subdivision map showing easements</p> <p>Copy of the project's Conditions of Approval as approved by city or county and the District Statement of Conditions of Acceptance (available on-line at xxxxx@vsfcd.com)</p> <p>Any structural calculations necessary</p> <p>Set of plans marked to show storm drain overflow patterns into and out of the development</p> |
|--|--|---|

Proposed Fees for General Fund Subsidy

Working Draft

Code Enforcement

	Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations		
								Cost Recovery Policy Level (%)	Fee @ Policy Level	Subsidy @ Policy Level
1	Code Enforcement Abatement	Fee	2	\$308	15%	\$2,017	\$1,709	50%	\$1,010	\$1,007
2	Abatement Lien Process	Fee	10	\$237	14%	\$1,672	\$1,435	50%	\$840	\$832
3	Enforcement Appeal	Fee	10	\$48	4%	\$1,279	\$1,231	50%	\$640	\$639
4	Vacant Building Monitoring Fee	Fee	1	\$59	9%	\$627	\$568	50%	\$310	\$317
5	Abandoned Shopping Cart Prevention Plan	Fee	10	\$301	10%	\$2,962	\$2,661	50%	\$1,480	\$1,482
6	Annual Eval. Report of Shopping Cart Plan	Fee	10	\$141	31%	\$450	\$309	50%	\$220	\$230
7	Modification of Abandoned Shopping Cart Prev. Plan	Fee	10	\$202	47%	\$433	\$231	50%	\$220	\$213
8	Administrative Charge After 30 Days	Fee	325	\$280	16%	\$1,781	\$1,501	50%	\$890	\$891

Planning

	Service Name	Service Type	Annual Volume	Current Fee	% of Full Cost	100% of Full Cost	Current Subsidy	Recommendations		
								Cost Recovery Policy Level (%)	Fee @ Policy Level	Subsidy @ Policy Level
63	Appeal to Commission plus noticing fee	Fee	5	\$220	5%	\$4,746	\$4,526	9%	\$440	\$4,310
64	Appeal to Council plus noticing fee	Fee	6	\$220	4%	\$5,431	\$5,211	8%	\$440	\$4,990
Developments of five acres or less for the following categories will pay a reduced fee as follows:										
14	General Plan Amendment	Fee	2	\$4,893	45%	\$10,954	\$6,061	50%	\$5,470	\$5,484
25	Planned Development, 5+ Acres - Master Plan	Fee	1	\$10,088	36%	\$28,121	\$18,034	50%	\$14,060	\$14,061
26	Planned Development, 5+ Acres - Master/Unit Plans	Fee	1	\$14,858	43%	\$34,510	\$19,652	50%	\$17,250	\$17,260
27	Planned Development, 5+ Acres - Unit Plan (Council)	Fee	1	\$6,480	27%	\$23,833	\$17,353	50%	\$11,910	\$11,923
36	Rezoning, Prezoning, Text Amendment	Fee	1	\$3,667	35%	\$10,369	\$6,703	50%	\$5,180	\$5,189

Attach. E



CITY OF VALLEJO REDEVELOPMENT AGENCY

Agenda Item No.

BOARD COMMUNICATION

Date: June 5, 2007

TO: Chairman and Members of the Redevelopment Agency

FROM: Craig Whittom, Assistant City Manager/Community Development *W*
Susan McCue, Economic Development Program Manager *SMC*

SUBJECT: APPROVAL OF A SERVICE AGREEMENT BETWEEN VALLEJO FIRST CORPORATION, A CALIFORNIA NON-PROFIT PUBLIC BENEFIT CORPORATION, AND THE REDEVELOPMENT AGENCY OF THE CITY OF VALLEJO FOR THE OPERATION OF THE MAIN STREET PROGRAM AND THE 2007 WEDNESDAY NIGHT CELEBRATION

BACKGROUND AND DISCUSSION

In September 1999, the City Manager, Central Core Restoration Corporation (CCRC) and the Downtown Association of Vallejo agreed to a number of new initiatives related to downtown revitalization. One of the initiatives agreed upon was the pursuit of a "Main Street" designation under the National Main Street Program. The Main Street Program is a comprehensive revitalization program that relies on volunteers from all sections of the community to work together for the common good of the Downtown core. The Main Street four-point approach is a nationally run program that divides volunteers into four separate committees focused on a specific area of need; Economic Restructuring, Design, Organization and Promotion (see Agreement, Exhibit D).

In November of 2000, downtown Vallejo was certified as a California Main Street Community and established the Vallejo Main Street program which was initially operated by CCRC. For the last several years, the organization has operated independently as Vallejo First Corporation, a California Non-profit public benefit corporation doing business as Vallejo Main Street, but has shared insurance and administrative staff with CCRC. Over the last several months, CCRC and Vallejo Main Street have restructured their organizations, further defining their roles and responsibilities in the downtown core. CCRC has formally terminated their current agreement with the Agency for operation of the Main Street Program and turned their focus on security and cleanliness of the downtown. Vallejo Main Street has obtained independent insurance coverage and an Agreement has been negotiated with the Agency for operation of the 2007 Wednesday Night Celebration and continued operation of the Main Street Program for the remainder of the current fiscal year as well as for the 2007-2008 fiscal year.

The scope of services for the Main Street Program includes the administration and operation of the four Main Street committees focused on downtown revitalization activities and the administration and operation of the 2007 Wednesday Night Celebration. Please see the scope of services in the attached agreement for detailed information on each committee's work plan and the scope of services for the 2007 Wednesday Night Celebration program.

For the last several years, the Agency has paid CCRC \$30,400 annually for the operation of the Main Street Program and \$16,000 for the annual operation of the Wednesday Night Celebration. Due to administrative and programmatic changes including the shortening of the Wednesday Night Celebration schedule from 14 weeks to 7 weeks, and in consideration of the reduced funding available to the Redevelopment Agency for the current and upcoming fiscal years, staff is recommending that the Agency authorize a total of \$40,000 to Vallejo Main Street for operation of the Vallejo Main Street Program through June 30, 2008 including operation of the 2007 Wednesday Night Celebration.

Main Street can point to prior success in building increasing attendance at its Wednesday Night Celebrations, bringing new foot traffic to the downtown. In addition, Main Street has conducted successful training on effective window and store displays and played a valuable role in reviewing the City's Façade Improvement Program applications.

In FY 07-08, Main Street is looking forward to a variety of initiatives (detailed in Exhibit D) that will be implemented by its four committees, Economic Restructuring, Design, Promotions and Organization. Included in these committees' work plans are launching both a new fall and spring event, implementing a downtown informational sign program, providing a recruitment brochure and property information to attract new businesses, conducting training for merchants on shop displays and continuing to assist the City with the Façade Improvement Program.

It is worthwhile noting that Main Street's planned FY 07-08 activities are designed to complement CCRC's new focus on security and cleanliness, as well as complement the mission of the Downtown Association of Vallejo (DAV) which focuses on business owners and merchants. By recruiting new businesses and distributing available property information, Main Street hopes to enhance CCRC's work on the appearance of downtown and the perception of safety. Main Street's plans for a downtown business mixer and seminars and services for merchants should support DAV's on-going work with the downtown merchants. Finally, Main Street's Wednesday Night Celebration, as well as a new fall and spring event, are designed to serve both the needs of downtown property owners and businesses by showcasing the downtown to potential shoppers, residents, and potential new businesses and investors.

RECOMMENDATION

Adopt the attached resolution authorizing the Executive Director or his designee to execute an agreement between Vallejo Main Street and the Agency for the operation of the Main Street Program and the 2007 Wednesday Night Celebration in downtown Vallejo.

FISCAL IMPACT

The budget and maximum obligation to the Redevelopment Agency under the attached agreement for the operation of the Main Street Program is \$40,000 (see Attachment B, Exhibit B). Approximately \$20,000 will be funded from the approved FY 2006-07 Community Development Budget; \$10,000 of which is reserved for the 2007 Wednesday Night Celebration, and \$10,000 which will be redirected from the funds originally approved through the prior Agreement with CCRC for operation of the Main Street Program for the current fiscal year. The remaining \$20,000 is included in the proposed FY 2007-2008 Community Development Budget, Merged Redevelopment Project Fund. There is no impact to the General Fund by approving this authorization to execute an agreement for the operation of the Main Street Program.

ENVIRONMENTAL REVIEW

There is no environmental impact associated with approving the Service Agreement with Vallejo Main Street for operation of the Main Street Program.

PROPOSED ACTION

Adopt the attached resolution approving a service agreement between Vallejo First Corporation, a California non-profit public benefit corporation, and the Redevelopment Agency of the City of Vallejo for the Operation of the Main Street Program and the 2007 Wednesday Night Celebration.

DOCUMENTS ATTACHED

Attachment A: Resolution
Attachment B: Service Agreement

CONTACT

Bonnie Robinson Lipscomb, Senior Community Development Analyst, 648-5278,
blipscomb@ci.vallejo.ca.us

Susan McCue, Economic Development Program Manager, 553-7283,
smccue@ci.vallejo.ca.us

Attachment A

RESOLUTION NO. _____

BE IT RESOLVED by the Redevelopment Agency of the City of Vallejo as follows;

WHEREAS, In September 1999 the City Manager, Central Core Restoration Corporation (CCRC) and the Downtown Association of Vallejo agreed to a number of initiatives to help revitalize downtown Vallejo, and;

WHEREAS, one of those initiatives was the pursuit of a national "Main Street Designation", and;

WHEREAS, In November of 2000, downtown Vallejo was certified as a California Main Street Community and established the Vallejo Main Street program which was initially operated by CCRC, and;

WHEREAS, CCRC has formally terminated their current agreement with the Redevelopment Agency of the City of Vallejo for operation of the Main Street Program and turned their focus on security and cleanliness of the downtown, and;

WHEREAS, Vallejo Main Street has obtained independent insurance coverage and has requested to enter into an Agreement with the Redevelopment Agency of the City of Vallejo for operation of the 2007 Wednesday Night Celebration and continued operation of the Main Street Program for the remainder of the current fiscal year as well as for the 2007-2008 fiscal year; now therefore

BE IT RESOLVED, the Redevelopment Agency of the City of Vallejo directs the Executive Director or his designee to execute a service agreement between Vallejo First Corporation, a California non-profit public benefit corporation, and the Redevelopment Agency of the City of Vallejo for the Operation of the Main Street Program and the 2007 Wednesday Night Celebration, and;

BE IT FURTHER RESOLVED that funding is available for this agreement in the amount of \$40,000 in the approved FY 2006-2007 Community Development Budget and the proposed FY 2007-2008 Community Development Budget, and;

BE IT FURTHER RESOLVED that this agreement may be extended for additional year(s) at the sole discretion of the Executive Director.

Attachment B

AGREEMENT FOR CONSULTANT SERVICES WITH VALLEJO MAIN STREET FOR THE OPERATION OF THE MAIN STREET PROGRAM INCLUDING OPERATION OF THE WEDNESDAY NIGHT CELEBRATION

THIS Agreement ("AGREEMENT") is made at Vallejo, California, on the ___ day of June, 2007, by and between the Redevelopment Agency of the City of Vallejo ("AGENCY") and Vallejo First Corporation, a California non-profit public benefit corporation, dba "Vallejo Main Street" ("CONSULTANT"), who agree as follows:

1. **Services.** Subject to the terms and conditions set forth in this AGREEMENT, CONSULTANT shall provide the AGENCY professional services as specified in Exhibit "A", entitled "Scope of Work", attached hereto and made a part hereof. Any changes made to Exhibit A must be mutually agreed upon by all parties.
2. **Payment.** AGENCY shall pay CONSULTANT for services rendered pursuant to this AGREEMENT at the times and in the manner set forth in Exhibit "B", entitled "Compensation". The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this AGREEMENT. The cost for the services rendered pursuant to this AGREEMENT shall be paid by the AGENCY. CONSULTANT shall submit all billings for said services separately to AGENCY on a quarterly basis. Payment shall be made within three weeks of the receipt of a written quarterly report and invoice. The maximum obligation under this AGREEMENT, without prior written approval of the AGENCY, is \$40,000. Any increase or decrease in compensation necessitated either by any changes mutually agreed to in the scope of work described in Exhibit A or by any delay in performance due to circumstances beyond the control of the AGENCY or CONSULTANT must be negotiated and agreed upon in writing among the parties.
3. **Facilities and Equipment.** CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment that may be required for furnishing services pursuant to this AGREEMENT.
4. **Term.** The term of this AGREEMENT shall be from June ___, 2007 through June 30, 2008. At the sole discretion of the City Manager, the term of this AGREEMENT may be extended if the City Manager provides written notice to CONSULTANT.
5. **Indemnification.** CONSULTANT shall indemnify and hold harmless the AGENCY, its officers, officials, directors, employees, agents and volunteers from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the CONSULTANT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence or willful misconduct of the AGENCY.

Approval of insurance coverage does not, in any way, relieve the CONSULTANT of any liability.

6. **Insurance Requirements.** CONSULTANT agrees to comply with all of the Insurance Requirements set forth in Exhibit "E", entitled "Insurance Requirements For CONSULTANT", which is attached hereto and made a part hereof.
7. **Conflict of Interest.** CONSULTANT shall not enter into any contract or agreement during the performance of this AGREEMENT that will create a conflict of interest with its duties to AGENCY under this AGREEMENT.
8. **Independent Contractor.** At all times during the term of this AGREEMENT, CONSULTANT shall be an independent contractor and shall not be an employee of AGENCY. AGENCY shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this AGREEMENT, however, AGENCY shall not have the right to control the means by which CONSULTANT accomplishes services pursuant to this AGREEMENT.
9. **Licenses, Permits, Etc.** CONSULTANT represents and warrants to AGENCY that it has all professional licenses, permits, qualifications and approvals of whatsoever nature that are legally required for CONSULTANT to complete the scope of services. CONSULTANT represents and warrants to AGENCY that it shall, at its sole cost and expense, keep in effect at all times during the term of this AGREEMENT any licenses, permits, and approvals which are legally required for CONSULTANT to complete the scope of services.
10. **Standard of Performance.** CONSULTANT shall perform all services required pursuant to this AGREEMENT in a manner and according to the standards of highest quality.
11. **CONSULTANT No Agent.** Except as AGENCY may authorize in writing, CONSULTANT shall have no authority, express or implied to act on behalf of AGENCY in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this AGREEMENT, to bind AGENCY to any obligation whatsoever.
12. **Termination by AGENCY.** Should AGENCY, at any time, become dissatisfied with CONSULTANT's performance under this AGREEMENT, they may terminate the AGREEMENT immediately upon giving sixty (60) days written notice to CONSULTANT. In the event of such a termination, CONSULTANT shall be compensated for all reasonably satisfactory work completed at the time of termination.
13. **Best Efforts to Use Vallejo Businesses.** CONSULTANT shall use its best efforts to utilize Vallejo businesses for services, when necessary, to perform activities pursuant to this AGREEMENT.
14. **Assignment Prohibited.** No party to this AGREEMENT may assign any right or obligation pursuant to this AGREEMENT. Any attempted or purported assignment of any right or obligation pursuant to this AGREEMENT shall be void and of no effect.

15. **Non-Discrimination / Fair Employment Practices.** CONSULTANT agrees to observe the provisions of AGENCY of Vallejo's Public Works Contracts Affirmative Action Ordinance (Ordinance No. 36 N.C. (2d), as amended, Vallejo Municipal Code, Chapter 2.72) obligating every contractor or CONSULTANT under a contract or subcontract to AGENCY for public works or for goods or services to refrain from discriminatory employment practices on the basis of race, religious creed, color, sex, national origin, or ancestry of any employee of, or applicant for employment with, such contractor of CONSULTANT. By this reference, said Ordinance is incorporated in and made a part of this AGREEMENT.
16. **Notices.** All notices pursuant to this AGREEMENT shall be in writing and mailed, postage prepaid, first class mail or personally delivered as follows:

If to AGENCY:

Susan McCue
Economic Development Program Manager
City of Vallejo Economic Development Division
555 Santa Clara St., 3rd Floor
P.O. Box 3068
Vallejo, CA 94590

If to CONSULTANT:

Robert Briseno
President
Vallejo Main Street
401 Georgia Street
Vallejo, CA 94590

17. **Integration Clause.** This AGREEMENT constitutes the entire agreement of the parties and may not be amended, except in a writing signed by both parties.
18. **Severability Clause.** Should any provision of this AGREEMENT ever be deemed to

be legally void or unenforceable, all remaining provisions shall survive and be enforceable.

19. **Law Governing.** This AGREEMENT shall in all respects be governed by the law of the State of California.
20. **Exhibits.** The following exhibits are attached hereto and incorporated herein by reference:
 - A. Exhibit "A", entitled "Scope of Work"
 - B. Exhibit "B", entitled "Compensation"
 - C. Exhibit "C" entitled "Wednesday Night Celebration Work Plan and Performance Schedule"
 - D. Exhibit "D", entitled "Main Street Committee Work Plans"
 - E. Exhibit "E", entitled "Insurance Requirements For CONSULTANT"

(signatures on next page)

IN WITNESS WHEREOF, the parties have executed this AGREEMENT the day and year first above written.

AGENCY:
CITY of Vallejo

CONSULTANT:
Vallejo Main Street

BY: _____
Joseph M. Tanner
Executive Director

BY: _____
Robert Briseno
President

APPROVED AS TO FORM:

Fred Soley
Agency Counsel

ATTEST:

Mary Ellsworth
Acting Agency Secretary

APPROVED AS TO INSURANCE REQUIREMENTS:

Risk Manager, City of Vallejo
J:\BRL\Downtown\CCRC\CCRCMain Street\MainStreet2007.AGR.doc

Exhibit A

Scope of Work

A. General

CONSULTANT will be required to perform the tasks outlined in this section. The scope of services listed below is a guideline and not a directive of the exact items of work to be performed. The AGENCY expects the CONSULTANT to further define the approach of work to achieve the scope of services presented below. Assuming a commencement date of June ____, 2007, all work shall be completed by June 30, 2008. This date may change contingent upon approval of City Manager.

B. Tasks

The following are seen as the basic tasks to be accomplished by CONSULTANT:

- The CONSULTANT shall administer and operate the Main Street Program,
- The CONSULTANT shall administer and operate the Wednesday Night Celebration 2007 Summer Program
- The CONSULTANT shall administer and operate the Promotion, Design, Organization and Economic Restructuring Committees under the Main Street Program (Please see Exhibit D for committee work plans),
- The CONSULTANT shall submit four written reports to the Redevelopment Agency on the progress of the Main Street Program and its committees. These reports are due on or one week before September 28, 2007, January 4, 2008, March 22, 2008 and June 21, 2008.
- The CONSULTANT shall accomplish the following deliverables to the AGENCY:

DESIGN COMMITTEE

- To hold at least 2 seminars/workshops for educational purposes by June 30, 2008
- To develop an Improvement Checklist for downtown properties
- To develop (with Planning Dept) a "one-stop" brochure for property and business owners

ECONOMIC RESTRUCTURING COMMITTEE

- Update and distribute introductory packet for potential businesses and property owners
- Design and Implement "Pride of Ownership" plan for property and business owners
- Hold four educational mixers
- Work with business owners to improve storefront design to promote retail sales
- Create Business recruitment package and distribute to potential new businesses.

PROMOTION COMMITTEE

- Organize and administer the Wednesday Night Celebration Summer event in Downtown Vallejo
- Spring outdoor event in Spring 2008
- Fall 2007 downtown event

ORGANIZATION COMMITTEE

- Prepare Main Street Volunteer Pamphlet and distribute

- Continue ongoing volunteer recruitment effort
- Disseminate program information to media groups regularly
- Maintain Vallejo MainStreet.com website
- Coordinate and complete a volunteer recognition fundraiser event at year-end
- Complete at least 3 fundraising events by June 30, 2008 in conjunction with the promotions committee

Exhibit B
COMPENSATION

Payments for services rendered pursuant to this AGREEMENT shall be made as follows:

Payment Schedule	Payment Due
1 st Payment \$10,000	Three weeks following executed Service Agreement
2 nd Payment \$10,000	Three weeks following first payment and receipt of final Wednesday Night Celebration Plan (Wednesday Night Celebration Payment)
3 rd Payment \$5,000	Three weeks following receipt of quarterly report due September 28, 2007
4 th Payment \$5,000	Three weeks following receipt of quarterly report due January 4, 2008
5 th Payment \$5,000	Three weeks following receipt of quarterly report due March 22, 2008
6 th Payment \$5,000	Three weeks following receipt of quarterly report due June 21, 2008

Payment shall be rendered for the following services:

Program Services:

Organization Committee	\$7,000
Economic Restructuring Committee	\$4,000
Design Committee	\$3,000
Promotion Committee (Includes WNC payment)	\$15,000

Administrative Services:

Main Street Executive Director	\$9,000
Insurance fees: Liability,	\$1,000
Office expenses	\$1,000

Total Payment for services rendered pursuant to this AGREEMENT \$40,000

Exhibit "C"

Wednesday Night Celebration Work Plan and Performance Schedule

Wednesday Night Celebration Work Plan

Each Wednesday evening from July 18, 2007 through August 29, 2007 CONSULTANT will hold a Wednesday Night Celebration. CONSULTANT will be responsible for the following actions:

1. Operate the Wednesday Night Celebration every Wednesday night from July 18, 2007 through August 29, 2007.
2. All set-up for the event must be completed between 2:00 p.m. and 4:00 p.m.
3. All take-down and clean-up must be completed between 8:45 p.m. and 10:00 p.m.
4. The Wednesday Evening Celebration shall occur between 4:00 p.m. and 8:45 p.m.
5. Provide free live musical entertainment.
6. Provide vendors selling quality crafts and food.
7. Work with local downtown merchants to encourage all merchants in the downtown area to stay open each Wednesday during the hours of the Celebration.
8. Funds provided by the AGENCY shall only be used for Advertising, Signage or Entertainment.

Wednesday Night Celebration Performance Schedule

TASK	Responsible Party	Date for Completion
Submit Final Plan/Program for annual WNC including performers, food and craft vendors, final event map.	VALLEJO MAIN STREET	On or before July 1, 2007.
Payment shall be made within three (3) weeks of the submittal of WNC Plan/Program, but no sooner than three weeks after a fully executed agreement.	AGENCY	Three (3) weeks after submittal of WNC Plan/Program, but no sooner than July 12, 2007.
Promotion of WNC in ED newsletters, website	AGENCY	June-August 2007
Consultant will operate WNC.	VALLEJO MAIN STREET	July 18, 2007-August 29, 2007
Unspent funds due to cancellation of event, etc. shall be returned to the Agency, \$1,425 per week cancelled.	VALLEJO MAIN STREET	September 13, 2007.
Written report on season's WNC including documentation of expenditures (receipts), weekly attendance and number of participating merchants and vendors	VALLEJO MAIN STREET	September 13, 2007.

Exhibit "D"

Main Street Committee Work Plans

VALLEJO MAIN STREET

DESIGN COMMITTEE

2007-2008 Work Plan	Budget
1. Education/ Outreach	
> Outreach to live/work residents and building owners downtown	\$250
> Conduct a seminar on window and store display for downtown merchants	\$500
> Continue assisting restaurant owners with sidewalk café plans	\$250
2. Provide Design Assistance	
> Create an improvement checklist for downtown properties	\$500
> Continue reviewing applications to the city for renovations	\$500
3. Streetscape Improvement Projects	
> Implement a downtown informational sign program	<u>\$1000</u>
Total Budget	\$3,000

ORGANIZATION COMMITTEE

**2007-2008 WORK PLAN
Budget**

Board Training and Planning Retreat	\$2000
Volunteer Recruitment	\$2000
-----Volunteer Applications	
-Skills Inventory/ Database	
-Details for Project Specific recruitment	
-Tap into Civic and Neighborhood Organizations	
Fund Raising	\$2,000
- Build on events planned by others	
- Wednesday Night Celebration	
- Other Chamber/CVB Events throughout the year	
- Develop and manage membership program	
- Other projects	
- Year-end Volunteer Recognition Fundraiser (\$1,000)	
Information Dissemination	\$1000
- Times-Herald articles	
- Press Releases	
Maintain Downtown Website	
- Newsletter	
Budget total:	\$7,000

PROMOTIONS COMMITTEE

**2007-2008 WORK PLAN
Budget**

Organize and administer the Wednesday Night Celebration July- August	10,000
Organize and implement Fall Event	\$1,500
Organize and implement Spring Event	\$1,500
Create a training/information and procedures packet for media and marketing for Main Street	\$750
Organize and annual business mixer for downtown businesses	\$1000
Coordinate with other downtown events during the year	
Total Promotions Budget	\$15,000

ECONOMIC RESTRUCTURING COMMITTEE

GOALS AND WORKPLAN FOR 2007-2008

GOALS

- Provide quarterly educational seminar mixers to assist merchants and property owners maximize potential.
- Liaise with the appropriate City departments regarding property owner, business & general public concerns.
- Maintain inventory of properties available for leasing brochure.
- Update and distribute introductory packet for potential businesses and property owners.
- Actively recruit businesses and services.
- In conjunction with other committees improve perceived image of downtown.
- In conjunction with other committees assist in the recruitment of additional ERC volunteers.

WORKPLAN

1. Business Retention and Support
 - Identified needs of business and property owners to be addressed at educational mixers.
 - Collate data and present to appropriate City departments regarding property owner, business and public concerns.
 - Meet with property owners and merchants to work out plans where they can address their own concerns. Develop and provide informational contact sheet/brochure.
2. Business Recruitment
 - Regularly update list of available properties with pertinent leasing data.
 - Update and rework introductory packet for business & property owner recruitment. Should include letter from ERC, survey information, incentives programs, inventory list and customized information where applicable.
 - Contact businesses and services identified by survey results. Promote & facilitate match of business to available space.
3. Downtown Perceived Image
 - Actively tour the potential businesses through downtown and provide historic information. Address and log their concerns to identify trends.
 - Work with media to improve image.
4. Main Street Program Sustainability
 - Identify skills and contacts that need to be strengthened within the ERC.
 - Utilize neighborhood group networks, community forums and events as a venue to promote the Main Street Program and recruit volunteers.

Total Economic Restructuring Budget

\$4000

Exhibit E

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of this Agreement, including any extensions thereto, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of services hereunder by the Consultant, their agents, representatives, or employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 any auto and endorsement CA 0025.
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Professional Liability insurance appropriate to the Consultant's profession (Errors and Omission).

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation and Employer's Liability: \$1,000,000 per accident for bodily injury or disease. If Consultant is not subject to California Workers' Compensation requirements, Consultant shall file a completed certificate of exemption form which may be obtained from the City prior to commencing any activity authorized hereunder.
4. Professional Liability (Errors and Omission): \$1,000,000 combined single limit per occurrence, and annual aggregate.

C. Deductible and Self-Insured Retention

Any deductibles or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City of Vallejo, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions

The general liability and automobile liability policies, as can be provided, are to contain, or be endorsed to contain, the following provisions:

1. The City of Vallejo, its officers, officials, employees, agents and volunteers are to be covered as additional insureds as respects; liability, including defense costs, arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City of Vallejo, its officers, officials, employees, agents or volunteers. The insurance is to be issued by companies licensed to do business in the State of California.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City of Vallejo, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City of Vallejo, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents or volunteers.
4. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

The workers' compensation and employer's liability policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against City, its officers, officials, employees, agents and volunteers, which might arise by reason of payment under such policy in connection with Consultant's performance under this Agreement.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

F. Verification of Coverage

Consultant shall furnish the City with original endorsements effecting general and automobile liability insurance coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

G. Subcontractors

Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Payment Withhold

City will withhold payments to Consultant if the certificates of insurance and endorsements required in Paragraph F, above, are canceled or Consultant otherwise ceases to be insured as required herein.