



City of Petaluma

Departmental Reports for February 2019

If you have questions about any item(s) in these reports, please contact the department directly. Each department has listed a phone number, fax number, and email address for your convenience.

Building Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4301

Fax: (707) 778-4498

Email: cdd@ci.petaluma.ca.us

February 2019

Building Division Update:

- Issued building permits – 149
- Total permits issued Calendar Year to Date – 318
- Total monthly inspections – 373
- Total permit valuation – **\$4,089,778.31**
- January 2019 inspections – 439
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **812**
- Certificates of Occupancy issued – One. TI for Party City at 373 S McDowell Blvd., Ste. 10A.

*please note that these are actual business days that the office is open. These numbers do not include Friday, Saturday and Sunday.

February:	2019
Days to Approval	Permit Apps
Same Day	70
1	35
2	5
3	8
4	3
5	2
6	2
8	3
9	3
10	2
11	3
12	2
13	1
14	3
15	3
18	1
19	2
27	1
Total Permits Issued for Month	149

Total building permit fees collected for the month of February 2019:

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	241.10
ADDITIONAL BUILDING PLAN CHECK	320.92
Civil Engineering Plan Check	3,242.03
CIVIL PLAN CHECK FEE - GRADING	13.95
State Bldg Standards Commis.	259.00
Comm.Strong Motion Inst/Seismi	242.72
Commercial Solar Fee	195.57
Electrical - Amp Charge	671.00
Electrical Permit Fee	4,602.90
Electrical Minimum Permit Fee	1,782.00
ELECTRICAL SIGNS	73.80
Fire Plan Check	2,702.27
Incremental Fee	9,882.00
Building Permit Fee	45,686.65
Mechanical Permit Fee	4,245.00
Mechanical - Cooling Unit	42.60
Mechanical - Duct Work Only	63.90
Mechanical - Furnaces	532.80
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	702.00
Building Plan Check Fee	24,012.05
PLANNING PLAN CHECK FEE	3,014.00
Plumbing Permit Fee	3,541.71
Plumbing - Water Heaters	172.20
Res.Strong Motion Inst/Seismic	321.34
Temporary Elec/Gas Permit Fee	109.00
Grading Permit Fee	93.00
Grading Plan Check Fee	337.00
City Admin Overhead Fee	277.20
Red Tag Fee	1,363.56
Total	\$108,749.42

Economic Development

27 Howard Street, Petaluma, CA 94952

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February 2019

Business Retention, Expansion, Attraction & Assistance

Development Review Committee (DRC) Meetings - Economic Development attends most DRC meetings, tracks relevant discussions and monitors follow up as appropriate. The business-related project(s) discussed at the DRC in February included:

- Music hall serving food/alcohol in Putnam Plaza
- Haystack mixed use development
- Extensive renovation of old warehouse district building to convert it for use with multiple tenants making artisan products (e.g., beer and spirits)

Business Retention & Expansion Discussions

- Provided permit advice to business leasing the former Seed Bank building.
- Connected cycling nonprofit to owner of Foundry Wharf business park.
- Check in and referral for local music manufacturer of audio products.
- Met with owner of former health club and broker to discuss zoning and brainstorm ideas about marketing the property to find a buyer.
- Coordinated annual parking permits and discussed garbage needs for Hotel Petaluma.
- Completed “check in” with nursery owner.
- Researched space for Petaluma food manufacturer interested in expanding.
- Discussed permit requirements with beverage manufacturer who is planning to expand.
- Provided advice and referrals to owners of small senior care business.
- Ongoing collaboration with local recruiting and placement firm.
- Discussed option to expand restaurant area near City parking garage.
- Co-hosted networking lunch for manufacturers; attendees included manufacturers of:
 - Bicycle parts
 - Plastic injection molding products
 - Water filters
 - Bread
 - Precision tools

Business Attraction Leads. The following business attraction leads received assistance and/or follow-up calls in areas such as real estate search, navigating City requirements, and workforce.

- Provided info about sign permit requirements to retailer moving into downtown space.
- Continued discussions with group that wants to open restaurant in Petaluma.

- Provided information to San Francisco developer looking for opportunity sites in Petaluma for multi-family housing.
- Provided workforce information to toy company relocating from New Jersey to Petaluma.

Projects & Programs:

Marketing and Communications:

- Submitted article for March Chamber Newsletter – Questions to Ask Before Signing a Lease
- Printed permitting help brochure including tips for streamlining permits and how to hire professionals to expedite a project.
- Worked with staff from Public Works and Fire to develop a brochure explaining sprinkler and water lateral upgrade requirements for homeowners.
- Developed a brochure for recruiting a new Human Resources Director.

Policy Work: Began work on staff report for Living Wage workshop scheduled for April 8.

Regional Collaboration

- Met with representatives from American Canyon Chamber and Nelson Staffing to discuss manufacturing retention ideas.
- Spoke with business development manager from California Manufacturing Technology Council to understand the nonprofit’s mission and what it can offer Petaluma businesses. Invited him to attend Manufacturing networking lunch, where he met with 5 manufacturing companies.
- Met with executive director of North Bay FIG, regional association of natural products companies, to discuss the nonprofit’s new affiliation with Naturally Boulder and benefits to Petaluma businesses.
- Made presentation about Petaluma’s Permit Process and Public Education to Executive Advisory Board of North Coast Builders Exchange.

Sales Tax. Met with Finance and consultant to discuss quarterly sales tax results and projections.

Economic Development Strategy Update. Received and reviewed 8 responses to a request for proposals.

Short Term Vacation Rentals. Coordinated with Planning Division and Host Compliance to begin enforcement after renewal completion.

Emergency Preparedness. Attended Sonoma County Care and Shelter Council Meeting to discuss volunteer management.

Online Permitting and Process Improvements:

- Began pilot program with Blue Beam software – the industry standard for reviewing electronic plans. Also, completed “Functional Requirements” document outlining Petaluma’s system configuration requirements.

- Researched options and cost for integrating zoning codes into municipal code platform on City website.

City Website Project: Continued work on new City website with design firm and City representatives. Discussed GIS integration with Planning and GIS staff.

Visitor Promotions – Tourism Improvement Business District (TBID): Continued discussions with Downtown Association to discuss the transition of the Visitor Program from City contract to TBID.

Redevelopment Dissolution: Continued discussions with broker and potential buyer regarding City-owned property that needs to be sold as part of the Redevelopment Dissolution.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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February 2019

Accounting and Administration Divisions:

- Mid Year Budget adjustments
- Mid Year Financial Analysis
- FY18 Impact Fee Report
- FY20 Budget preparation
- Compile FY18 Single Audit documents in preparation of issuing final report
- Issue RFP for Audit Services

Commercial Services Division:

- Completed FY 2020 General Services and Commercial Services budgets
- Participated in Senior Accountant interview panel
- Compiled instructions, task descriptions and checklists for General Services policies and procedures manual
- Troubleshot Eden Utility Billing problem regarding reporting credits to pre-conversion transactions

Fire Department

198 D Street, Petaluma, CA 94952

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Email: firedept@ci.petaluma.ca.us

February 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Vehicle/Equipment Fire	2	.36
Refuse/Other Fires	1	.18
Emergency Medical	358	66.04
Hazardous Condition	14	2.58
Special Service	44	8.11
Good Intent	77	14.20
False Alarm	43	7.93
Severe Weather & Natural Disasters	2	.36
Special Incidents (Strike Team)	1	.18
TOTAL	542	99.94%

FIRE PREVENTION/PUBLIC EDUCATION:

Development Review Committee (DRC) Meetings/Pre-Development Summary:

Attendance at the weekly Development Review Committee meetings occurred and comments were provided on the following projects:

- 149 McNear – Construction of 52 residential units
- 123 Kimbery Way – Single Family Dwelling
- 100 Fairgrounds Drive – Petaluma Library
- 107 6th Street – Residences
- 215 Weller Street (& Copeland, East D, East Washington) – Haystack
- CEQA Guidelines

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	February '19
Annual Permit Inspections	29
Re-Inspections	5
Fire Protection System, Commercial & TI Inspections	39
Hazardous Materials Inspections	10
Fire Investigations	1
Plan Reviews	9

General Fire Prevention Statistics	February '19
FC/Hazmat Permits Issued	51
Public Records Requests / Sites Requested	6 / 12
YTD UFC/HazMat Yearly Permit Fees Collected	\$298,795
Permit Applications Received	13
Fees Collected Over the Counter	\$9,689
Pre-Development Plans Received	6
Building Permits Received	10

Fire Code Enforcement Actions: Pre-citation letter sent to 8 building owners within the Downtown Sprinkler Ordinance zone

Fire Investigations/Fire Loss: Participated as an investigator with the Sonoma County Fire Investigation Task Force on a fatal fire investigation in West Santa Rosa

CUPA/Hazardous Materials/Emergency Response Program Highlights:

Continued work to resolve CalARP violations at one local business; follow-up with local agencies/DA for status on business with multiple citations; submitted Report 6 to the State Water Resources Control Board

The following meetings/events/trainings were attended by Fire Prevention staff:

- Attended County Hazmat team training, the annual CUPA Conference and a Cannabis Code Compliance meeting
- Fire Prevention training was provided to Acting Captain candidates
- Conducted a staff Strategic Planning meeting
- Met with CA State Labor Board and Petaluma Police regarding an illegal install and non-licensed contractor performing work in Petaluma.
- Attended a City website development committee meeting
- Attended a false alarm planning meeting with Petaluma City School District principals; met with Petaluma Police regarding fire alarm/false activation protocol at school sites
- Attended Nor-Cal Fire Prevention Officers Board meeting and General Membership meeting

COMMUNICATIONS/TECHNOLOGY/TRAINING:

Communications

- Finalized portable radio upgrade with Rancho Adobe Fire, including:
 1. Uniformity with channel lineup for both agencies
 2. “Emergency Button” implementation
- Proposals and grant research was conducted to modernize station alerting systems
- Mobile radio programming occurred on the new ambulance
- Research on FCC licensing for Fire channels and radios; they expire in 2021
- Archiving and updating all portable and mobile radio channels took place to improve consistency across devices

Technology

- Updated Fire Department cell phones and devices with Homeland Security Wireless Priority Service; updated all Department devices with Verizon Data Priority
- Provided a proposal for a collaborative staffing program with Rancho Adobe Fire
- Proposal for a collaborative Records Management System for Fire and Fire Prevention was presented
- Continued work on Lexipol (updating policies and procedures); several webinars were attended
- Updated station WiFi capabilities for training and emergency use

OPERATIONS:

Disaster Preparedness:

- Prepared for the next quarterly COPE meeting at the Community Center (March 5th)

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- Vehicle exhaust system proposal was approved and submitted to vendor. Waiting for a ship date from the factory to deliver the materials to the vendor for install
- Quote for shelving in the station dorms was received; product was ordered

Station 2:

- Bathroom project is almost complete. Bathrooms and showers are usable with some small remaining finish work and touch-up painting; a finalized timeline for all remaining work was prepared
- Public Works will attempt to seal up the leaking South facing apparatus bay wall once drier weather is forecasted
- Final details and a project list was submitted for the 3/16/19 landscape project provided by Daily Acts

Station 3:

- New apparatus bay door springs were installed

Apparatus

- New ambulance will be ready to be put into service by end of March
- A grant tow vehicle was approved by City Council and will be purchased thru Victory Chevy
- OES 400 was put into service on 3/07/19; it replaced the older engine model 286 which will be retired by the State
- Apparatus committee continued on replacing 9341 with a newer model Type 6

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

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February 2019

Meetings attended:

- Attended the Development Review Committee to discuss the Haystack/Pacifica development which is proposed to go before Planning Commission in the near future.
- Met with PEP Housing to discuss the financial gap in the development at 951 PBS property. Received an incomplete proforma and asked for clarification and more information on several line items. Staff report for additional funding for PEP project was scheduled for February 25, 2019.
- Attended the HOME Sonoma Technical Advisory Committee meeting
- Attended a webinar regarding MHP funding through the Department of Housing & Community Development Department.
- Met with the Boys & Girls Club in Petaluma regarding funding for FY 19-20.
- Conducted a CDBG Technical Workshop meeting to discuss the proposed FY 19-20 CDBG entitlement grant and the needs of the low-income community with our nonprofit partners.
- Met with a Councilmember to discuss affordable housing and the housing program.
- Met with planner with M-Group to discuss SB2 funds for the planning grant.
- Attended a meeting regarding the CASA Compact

Project Updates:

- Sent out Mobile Home Request letters to all mobile home park owners to determine the number of spaces that are in our Rent Stabilization Program.
- Held a CDBG workshop/public meeting for funding proposals. Applications are due February 25, 2019.
- Sent out request for proposals for housing funds and published a public notice in the Argus Courier regarding the same.
- Made a site visit to Old Elm Village Apartments and Round Walk Village Apartments for the annual HOME monitoring.
- Made a site visit to Downtown River Apartments for the annual HOME monitoring.
- Worked on the HOME monitoring report for Old Elm Village, Round Walk Village and Downtown River Apartments which is due April 1 to HCD.
- Gathered data for the Department of Finance on housing units built during 2018.
- Submitted an application to the Sonoma County Community Development Commission for \$411,000 for Homeless Emergency Aid Program funding. Worked with COTS to complete the application.

Public questions & concerns: Responded to citizens looking for a place to live in Petaluma. (3 to 4 calls a week); responded to Petaluma citizens who needed help with landlord/tenant issues. Referred them to PPSC.

Human Resources Department

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Email: hr@ci.petaluma.ca.us

February 2019

Recruitment

Recruitments Opened	Promotional/Open	Department
Police Officer (Academy Attendee/Graduate)	Open	Police
Police Officer (Lateral)	Open	Police
Community Engagement Liaison	Open	Police

Eligible Lists Established	# on EL	Promotional/Open	Department
Police Officer Trainee/Academy Attendee	4	Open	Police
PT Tiny Tots Teacher I	2	Open	Recreation
Senior Accountant	2	Open	Finance

Pre-Employment

Job Title	Department
Public Works Inspector I	Public Works
PT Tiny Tots Teacher I (2)	Recreation
Police Officer Trainee (3)	Police

Employee Data

Hires – Job Title	FT/PT	Promotional/Open	Department
Water Recycling Plant Operator III	FT	Open	Public Works
Recreation Coordinator	FT	Open	Recreation
Police Officer – Lateral	FT	Open	Police
City Manager	FT	Open	City Manager
Airport and Marina Manager	FT	Open/promotion	Public Works
Senior Civil Engineer	FT	Open	Public Works
Water Recycling Plant Operator II	FT	Open	Public Works
Public Safety Dispatcher	PT	Open	Police

Separations – Job Title	Reason	Department
Information Technology Specialist II	Service Retirement	IT
Firefighter/Paramedic	Resigned	Fire

Training Compliance	# Completed	
	Prevention of Harassment and Discrimination	Supv/Manager
		0

Workers' Comp

# of Claims Opened	Total Paid	Total Incurred
2	\$0.00	\$28,951.68

# of Claims Closed	Total Paid	Total Incurred
2	\$15,228.29	\$15,228.29

Light Duty

Fire	Police	Misc	Total Working Light Duty
2	6	5	13

FMLA/CFRA

Fire	Police	Misc	Total On FMLA (not on workers comp)
1	3	2	6

Leave Without Pay

Fire	Police	Misc	Total On LWOP
		1	1

Information Technology

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February 2019

Customer Service

- Help Desk Requests = 190
- Completed Help Desk: Repair Incidents = 92; Service Requests = 0; Purchase Requests = 0; Project Requests = 0
Note – Incidents are determined to be reports of actual failures, Service Requests are determined to be requests for something different, improved, requests for items not currently in service. Purchase Requests are for purchase of new or replacement technology involving orders to vendors. Project Requests are Service Requests that result in significant labor, efforts spanning multiple months or multiple staff, and produce larger effect on workgroup, department or the enterprise.
- Video camera and access control project followups, web requests, cellular devices and tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in February.

Web Site and Social Media:

- [Detailed Web Statistics](#)
- Most Active Views – (site index.html, police/index.html, cdd/building.html, cclerk/archives, parksrec/index.html)
- Update web requests completed/requested: 34/34; Average=2.3 requests/workday
- NextDoor: 17,154 residents in 57 neighborhoods (418 joined in February)

Projects

Completed

- Code Enforcement added to engageEPetaluma, the City's Customer Relationship Management software.

Underway

- Replacement of Police mobile computers (MDCs). Five remaining.
- Windows 10 upgrades, PD complete, approx. 1 non-PD remaining. Office 365 (version 2016) installations, PD complete, approx. 1 non-PD remaining.
- Migration of email accounts/mailboxes to hosted on government cloud, approx. 1 non-PD remaining.
- Permitting software replacement functional requirements results from Consultant.
- Utility infrastructure GIS data migration to new Local Government Information Model.
- Updating Internet and Email Use Admin policies
- Replacement/upgrade of the City's main web site, www.cityofpetaluma.net.

- Looking into adding Transit to engagEPetaluma, the City’s Customer Relationship Management software.

Maintenance Activity

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
 - 3987 Manual Remediation(s)
 - 2291 Updates: 91.34 % Critical/Security, 8.66% Standard
 - 8 Service & Feature Packs: < 1%
 - Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements).
 - Upgrading GIS databases and application to SQL Server 2016 from SQL Server 2008

Downtime, Threats, and Service Interruption

- Significant increase in virus and hacking activity noted primarily via Email. Phishing schemes that emulate sales offers via email have increased in excess of 500% over the similar time in the last year. Proactive scanning and remediation efforts have been effective.
- Network service interruptions due to maintenance included less than 15 minutes for system wide maintenance.
- Email statistics:
 - 671,995 19 GB Total email messages processed
 - 52,448 Valid (1%)
 - 619,547 Suspect/Quarantined/Discarded (99%)

Deployment Trends

Total Number Email Accounts	432	
Total Number Workstations	323	
Total Number of Phones in Service	259	
Total Number of Voicemail Boxes	281	
User Storage Capacity	218 TB	45 TB In Use
Total Number of Databases	178	135 Active
Active & Read-Only Database Files (excludes MS Access)	660GB	
Total Database Storage	1.5TB	
Total Number of Servers	70	
Number of Virtual Servers	26	
Total Number Network Devices	76	
Total Number of Large Printers	70	
Total number of MDCs	42	
Total number of cellphones/smartphones	195	
Tablets and iPads	64 (+1)	

Wifi/modems	30
Microsoft Surface Devices	23

City Department cooperative projects and initiatives

- SCPSC meetings, replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management scheduled for 3Q19.
- Working with departments to reduce computer storage
- Working with departments to scan/store hardcopies to maximize the digitization of documents, as stated in the Council Goals.
- Building, Planning, Economic Development, planning replacement of permitting software to make online permit application easier for applicant and add more permit types one can apply for online.

Planning Division

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February 2019

Planning Assistance – The Planning Division provides basic planning assistance to the public by phone, e-mail and counter assistance. The types of activity that occurred in the Planning Division for February 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	202	54%
Phone Calls	94	25%
Emails	77	21%
TOTAL	373	100%

Over-the-Counter Permits & Applications – Over-the-counter (OTC) permits include fence permits, home occupation permits, short-term vacation rental permits, and address assignment applications. The number of OTC permits issued for February were:

- Home Occupation Permits – 11
- Fence Permits – 4
- Address Assignments – 2
- Short Term Vacation Rental – 4

Public Meetings – The Planning Division prepares and presents analysis and recommendations in the form of written reports and oral presentations to the City Council, Planning Commission, Public Art Committee, and Historic and Cultural Preservation Committee (HCPC). Additionally, staff occasionally attends meetings of the Recreation Music and Parks Commission, Bicycle and Pedestrian Advisory Committee, and the Tree Advisory Committee as needed for project referral to these advisory committees to solicit feedback on projects being processed by the Planning Division.

Planning staff attended the following public meetings in January:

- City Council – February 4, 2019
- City Council – February 25, 2019
- Public Art Committee Meeting – February 28, 2019

Development Review Committee (DRC) Meetings – The Planning Division facilitates all DRC meetings. The DRC is a venue for staff to collaboratively review projects (conceptual and formal) and assist applicants in the entitlement process. Projects discussed at DRC meetings in February include:

Potential/Concept Applications

- *149 McNear Ave* – Discussion about a potential project to construct 52 residential units (37 townhome units in 8 buildings and 15 single family detached condos) on a site that currently consists of 5 legal parcels.
- *Petaluma Library* – Preliminary review of potential alterations (mostly interior, with minor exterior changes) and relevant Code requirements to the existing Petaluma Library.
- *CEQA Guidelines* – Internal discussion regarding the update to the Petaluma CEQA Guidelines.

Formal Development Applications

- *123 Kimberly Way* – Discussion regarding a submittal to construct a new 3,205 sf two-story single-family home and 805 sf attached garage on a 11,356 sf vacant lot.
- *107 6th Street* – Meeting with applicant to discuss incompleteness comments and future direction for a Historic SPAR proposal that includes additions at the side and rear of the existing single-family dwelling. The project also includes new construction of a detached garage with ADU above.
- *Haystack (215 Weller Street)* – Staff check-in regarding the resubmittal of the Haystack project to construct a 4-story residential/mixed use project covering the entire block of Weller, Copeland, East D and East Washington.

Major Projects – The following list identifies new and/or significant updates to existing major projects:

Major Project Updates:

- *Safeway Fuel Center Appeal Updates:* At the February 4, 2019 City Council hearing, the Council initiated a motion for reconsideration of the previous Council decision from December 3, 2018. At the February 25, 2019 City Council hearing, the Council voted to place the item for reconsideration on the March 4, 2019 hearing.
- *'A Fine Balance' Public Art Commission:* At the February 28, 2019 Public Art Committee meeting the Committee voted to approve the final site-specific concept of the Water Street public art project, 'A Fine Balance.'

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

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Email: policeadmin@ci.petaluma.ca.us

February 2019

Personnel Update / Vacant Positions:

Sworn Police Officer

Actual / Funded

Management	6/6	Field Training	5
Sergeants	9/9	Vacant Police Officer Positions	1
Patrol	29/36	In Police Academy	3
Detectives	4/7	Scheduled April Academy	4
Traffic Officers	2/6	Injured	6
Homeless Outreach Services Team	0/2	Announced Retirements	1
School Resource Officers	1/2	Officers in Background with SRPD	1
	51/68		

Administration Update:

- Law Enforcement Appreciation Night was held at the Elk's Lodge on February 7.
- Chaplain Ray McClendon retired on February 20.
- Current Field Training Officer and former Detective Tamara Gilman announced her retirement effective April 1, 2019.
- Officer Tyler Saldanha announced he is in background with SRPD. He has served our community for three years.

Training Update:

- Platoon training consisted of Firearms/SWAT, K-9 Proficiency, SWAT Team Leader Course, Off Duty Actions/Mobile Computer/Social Media, Firearms Qualification, Less Lethal Qual. Beanbag, Taser-Basic, Suicidal Callers

Records Update: Public Safety Statement – February 2019 and YTD

	Feb 2019	Feb 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	30	30	65	71	-8%
Homicide	0	0	0	0	
Rape	1	1	1	4	-75%
Robbery	2	3	6	5	20%
Assault - Aggravated	9	9	22	24	-8%
Assault - Simple	18	17	36	38	-5%

DV Assault/Battery	8	10	21	28	-25%
PROPERTY CRIMES	52	88	122	173	-29%
Burglary	8	15	17	33	-48%
Larceny - Grand Theft	14	18	38	37	3%
Larceny - Petty Theft	24	39	57	85	-33%
Motor Vehicle Theft	6	14	10	15	-33%
Arson	0	2	0	3	-100%
ARRESTS					
ARRESTS TOTAL	154	183	311	369	-16%
Adult	144	172	286	343	-17%
Juvenile	10	11	25	26	-4%
DISPATCH					
CALLS FOR SERVICE TOTAL	0	5009	0	10376	-100%
Public-Initiated		2929		5899	-100%
Officer-Initiated		2080		4477	-100%
PHONE CALLS TOTAL	0	8877	0	17583	-100%
911		946		1950	-100%
Non-Emergency		7931		15633	-100%
TRAFFIC					
TRAFFIC COLLISIONS TOTAL	40	62	76	133	-43%
Fatal	0	0	0	0	
Injury	14	16	22	38	-42%
PDO	26	46	54	95	-43%
TRAFFIC OFFENSES TOTAL	129	299	301	922	-67%
Citations	111	278	275	880	-69%
DUI Arrests	18	21	26	42	-38%
PARKING CITATIONS	473	1111	981	1917	-49%
RECORDS					
INCIDENT REPORTS TOTAL	402	495	789	1024	-23%
Mental Health	24	23	52	60	-13%
Online Reporting	49	30	112	71	58%
EVIDENCE					
ITEMS PROCESSED TOTAL	691	804	1221	1866	-35%
Intake	395	452	739	952	-22%
Purge	108	187	110	552	-80%
Release	32	72	74	139	-47%
Discovery	92	73	174	164	6%
Dispatch	23	0	52	0	
Lab	6	8	15	18	-17%
Checkout	35	12	57	41	39%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

Fax: (707) 206-6034

Email: publicworks@ci.petaluma.ca.us

February 2019

Capital Improvements Program Division

Surface Water

Petaluma River Flood Management Denman Reach 4. The project will purchase an undeveloped parcel adjacent to the recently completed Phase 3 project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage on the property, as well as remove sediment at Corona Road to reduce localized flooding.

Monthly Activities: Project design is at 60% and progressing. Permit applications were submitted and an onsite meeting was held with some permitting agencies.

Water

Water Service Replacement 17/18. This project will replace polybutylene water services at various locations.

Monthly Activities: Team Ghilotti replaced water services on Allegheny Court and Capri Avenue.

Wastewater

Sewer Main Replacement 17/18. This project includes the open trench replacement of sewer main on Hill Blvd, Bellview Drive, Orchard Lane, and Hayes Lane.

Monthly Activities: The contractor repaired a portion of new sewer that was installed on Nob Hill Terrace

Sewer Main Replacement 18/19. This project includes removal and replacement of several backyard sewer mains along Coronado and Cortez Drives between McNeil Drive and McGregor Avenue via pipe bursting, as well as, open trench sewer replacement along McGregor Avenue, Kresky Ave, and Reynolds Drive. The construction is being performed by Pat Nelson Construction, Inc.

Monthly Activities: The project is currently in construction and being inspected by City staff. Contractor removed and replaced sewer main on McGregor Ave and began working on Reynolds Drive. The wet weather delayed some of the work.

City of Petaluma Biomass to Biofuel (B2B) Project. City will transform methane gas produced in the anaerobic digestion process into compressed natural gas (CNG), which is intended to be used to fuel City refuse collection vehicles. With the addition of a second digester, Ellis Creek Water Recycling Facility will have sufficient excess capacity to receive high strength waste feedstock from local food and beverage industries to produce additional bio-methane. The

construction of a high strength waste receiving facility, biomethane processing equipment, and CNG fueling stations are the essence of the B2B Project.

Monthly Activities: The work to install a new grit classifier is complete. Construction continued on High Strength Waste Receiving Facility, while construction began on the gas processing and fueling station equipment area. Wet weather has delayed some work.

Ellis Creek Bridge. This project will construct a vehicle access bridge between the main part of the Water Recycling Facility at Ellis Creek and the oxidation ponds, disinfection facilities, and outfall. Providing access for staff between the two parts of the facility, improving safety and efficiency of maintenance and operations.

Monthly Activities: The resolution authorizing award of the contract to Team Ghilotti was approved on February 4th, 2019. Construction is expected to start in late spring.

Street Improvements

Pavement Restoration 18/19. Project will reconstruct Sonoma Mountain Parkway. The work includes full depth reclamation with cement, ADA improvements, and new striping / signage.

Monthly Activities: Bids were received, and the lowest responsible bidder was Team Ghilotti. The resolution to award will come to Council in April 2019.

LED Streetlight Retrofit Phase 2. The project will retrofit the remaining high-pressure sodium cobrahead streetlights to LED streetlight fixtures.

Monthly activities: PG&E issued a rebate for installing energy efficient LED fixtures. Staff negotiated a change order with the contractor to repair the underground conduit and wiring at fifteen locations intending near 100% operating rate of the streetlight system. Work proceeded as weather conditions allowed.

Facilities

Fire Station 2 & 3 Restroom Separation. The project will reconfigure the restrooms at Station 2, so a shower amenity is provided to each restroom to increase privacy for staff and provide separate facilities for men and women who may work at the Station.

Monthly activities: After resolving several unforeseen issues with asbestos, mold, and a flat sewer lateral, the work progressed and is nearing completion.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	43
Transportation Permit Applications	4
TOTAL	47

In addition to routine ongoing inspections, Inspection Services worked on Citywide right-of-way code enforcement issues, as well as erosion and sediment control. The division inspected and or reviewed and or attended construction meetings for the following capital improvement and development projects:

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Bridge
- Utility Patch Paving

- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- Miracle Park
- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- LED Streetlight Retrofit

Sewer Lateral Replacement Grant Program

The Sewer Lateral Replacement Grant Program provides financial assistance to property owners for the replacement of their private sewer lateral, which, due to their age or condition, is a source of groundwater infiltration and inflow to the sewer collection system. All sewer laterals are privately owned and are to be maintained by the property owner. This includes the connection at the main. The maximum amount of assistance for a sewer lateral replacement or repair is 50% of the approved cost, up to a maximum reimbursement of \$2,000. Only complete replacement of the sewer lateral or a repair that eliminates infiltration and inflow is eligible for the program. There were two applications submitted for the month of February 2019.

Sidewalk Repair Program

The Sidewalk Repair Program provides financial assistance to property owners for the replacement of the sidewalk located on their property, which, due to its condition, has become a tripping hazard. All sidewalks are to be maintained by the property owner. The City has offered a 3-year financing option to the property owners if the City’s On-Call Contractor performs the replacement work.

Environmental Services

Wastewater Treatment and Recycling, Pollution Prevention, Water Conservation, and Storm Water Compliance

Item	Monthly Activity
Safety Training (man-hours)	15.0
Biosolids Beneficial Reuse (wet tons)	539.29
Wastewater Treated (million gallons)	319.50
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	0.25
Recycled Water Produced for On-site Use (million gallons)	8.09
Preventative Maintenance Work Orders	94
Corrective Work Orders	10

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	2
Significant Industrial User Inspections	10
Industrial User Inspections	2
Industrial Sampling Events	14
Influent and Effluent Samples	259
Wastewater Process Evaluation Samples	379
Self-Monitoring Analyses	286
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for January 2019 to the San Francisco Bay Regional Water Quality Control Board
- Submitted the Industrial Pretreatment Report and Pollution Prevention Report for activities in 2018 to the San Francisco Bay Regional Water Quality Control Board.

Water Conservation

Program Statistics	
Item	Monthly Activity
High Efficiency Toilet (HET) Rebates	44
Residential Water-Wise House calls	31
Residential Washing Machine Rebates	7

- Prepared outreach to launch in April for National Mayor’s Challenge for Water Conservation taking place April 1-30. Outreach includes a Before the Move ad, Argus Courier print and digital ads, postcard mailer, water bill insert, and social media posts.
- Water Conservation staff and Daily Acts prepared to host a Low-Water Use Landscape Installation Event at Fire Station 2 on March 16, 2019 from 10 am-3 pm. Volunteers from the community can sign up for the hands-on workshop and work side-by-side with fire fighters to create a water-wise landscape at the fire station.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	5

- Staff will be attending a meeting on March 12th with the San Francisco Bay Regional Water Quality Control Board regarding the Water Board consideration to permit San Francisco Bay Regional traditional small municipal stormwater permittees under the Board’s Municipal Regional Stormwater NPDES Permit (MRP). City of Petaluma would be included in this transition from the Statewide Small MS4 General Stormwater Permit to the MRP, which would be completed when the MRP is reissued in late 2020 or early 2021.

Operations Division

Airport

- Daily financial retail sales, aviation fuel quality control inspection, and National Oceanic and Atmospheric Administration (NOAA) reports completed.

- Monthly Automated Weather Observation System (AWOS) preventative maintenance, operational inspection, and report completed.
- Monthly aviation fuel system preventive maintenance and inspection completed.
- Monthly Storm Water Pollution Prevention Plan inspection and report completed.
- 60,299 pounds of Fed Ex overnight cargo transported by West Air Inc.

Fuel Sales	Gallons	Sales
100LL	4,859	\$21,664
Jet A	4,777	\$18,478
Total	9,636	\$40,143
Average per Gallon		\$4.16

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	2
Encroachment Permits	8
Park Maintenance/LAD	6
Paint & Signs	12
Street Maintenance	52
Street Lights	8
Traffic Signals	6
Turning Basin/Marina	7
Misc./Other	30
Total	131

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	15
Repairs - General Fleet	8
TOTAL	23

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	455 Potholes
Tonnage Skin patch	16 tons asphalt Streets 150 ft
Special Events/Filming	1
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	32
Assistance to other Departments	6

Painting / Signs	
Item	Monthly Activity
Street Signs	32

- Picked up basketball hoop for Inspector.
- Set out no parkers for various dig outs/skin patching around town.
- Ground uneven sidewalk in front of City Hall.
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, and picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage.
- Assisted water crews with asphalt repairs.
- Crews worked overtime on flood patrol, put out barricades and assisted with traffic control.
- Removed leaves, weeds, and garbage from various center islands.
- Set up sandbag station.
- Cleaned up large gravel spill downtown.
- Installed new trash cans at Ellis Creek and removed old trash cans.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	1
USAs	573
Street Lights Repaired	4
Turned Heads Realigned	1
Signals Re-Lamped	2
Assist Other Departments	1

- Pulled new wire and made connections for street lights on path by Hogwarts Park.
- Received basic training on 2070 traffic controllers from vendor McCain.
- Worked with contractor to restore power to various street lights around the City.
- Fixed rope and pulley on flag pole at airport.
- Worked to stop constant flashing mode on crosswalk on E. Washington.
- Worked with contractor to address camera detections issues at Petaluma Blvd. South and I Street.
- Tested and certified conflict monitors in preparation for yearly conflict monitor tester calibration.
- Confirmed type of detection at Bodega and Webster.
- Turned off power to controller cabinet due to flooding at Petaluma Blvd. North and Stony Point.
- Restored power and placed intersection back into normal operation when flood water had receded.

Marina and Turning Basin

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	76	42%	0	0	76	42%

Launch & Turning Basin Receipts	
Total Revenue	\$16,924.70
Kayaks	9 of 16

Recycled Water / Surface Water / Wastewater / Water Operations and Maintenance

- Reinforce rip rap on Lynch Creek bank at Culpepper and Flanigan.
- Crews worked overtime flood patrol during heavy rains, placed barricades and assisted with road closures.
- Assisted contractor with shutdowns for water main and sewer main replacement projects.
- Removed garbage and debris from Lynch Creek.

Item	Monthly Activity
Telephone Inquiries: billing	17
customer service	208
water conservation	66
other	64
Total	355
Customer Service Work Orders	391
Meter Readings	19970

Item	Monthly Activity
Water Main Repairs	4
Water Service Repairs	68
Total Water Repairs	72
Wastewater Collection System Main Repairs	0
Underground Service Alert Utility Locates	309
Wastewater Collection System Line Cleaning (miles)	1.36
Wastewater Collection System Video Inspection (miles)	1.73

- Replaced pilot controls and need valve diaphragm and seat at Corona Pump Station & Frates Pump Station.
- Replaced pilot controls at Corona Vault.
- Rebuilt 2 6” pressure reducing valves for Zone 1.

Item	Monthly Activity
Safety Training (man hours)	52
Water Production – Imported from SCWA (million gallons)	135,006,520
Total Water Production (million gallons)	135,006,520

Parks and Facilities Maintenance Division

Parks Maintenance

<u>Routine Parks Maintenance Tasks</u>	<u>Frequency</u>
Mowing	Every other week weather depending
Irrigation repairs	(1 major, 4 minor) irrigation repairs
Tree work	Del Oro, Price, Wiseman, Luchessi, Bond
Playground services	All playgrounds
Pool Maintenance	Daily maintenance, filters, heaters, chemicals. Pump prime repaired

- The playground mulch was rototilled at Wiseman, McNear, Lucchesi, and McDowell Parks to soften up the impact surface in the playgrounds.
- At the Petaluma Community Sports Fields (PCSC) and Lucchesi synthetic soccer fields were swept and groomed. At PCSC a gate leading onto the field was repaired. The sweeper used for the synthetic fields was repaired.
- All the mowers were serviced and blades were sharpened.
- The BBQ pit at McNear the BBQ was repaired.
- A large limb hanging over the sidewalk was removed from Prince Park.
- During a storm a large Oak tree fell at Oak Hill Park and the debris was removed. There was a lot of cleanup in most of the parks as a result of the storm.
- The trees in Del Oro Park were pruned.
- Some of the posts on the perimeter of Wiseman Park were removed and all the posts at Del Oro Park were removed.
- Four Red Maple trees were planted at Bond Park.
- Graffiti was removed from the bathrooms at Shollenberger Park.

Facilities

Facilities Works Types	Number Responded to
Electrical	21
HVAC	7
Plumbing	8
Keys, Locks, Windows and Doors	5
<i>Other</i>	11

Work accomplished that did not come through our work order system.

- City Hall
 - Installed new light for the flag pole
 - Clean rain gutters
 - Repaired roof of 22 Basset Street house
- Police Department
 - Preventative maintenance on the HVAC system
- Replaced the batteries on the emergency generation at the Community Center
 - Installed covers on roof drains
 - Replaced flag pole pullies and crank
- Fire department
 - Preventative maintenance on the HVAC system
 - Patched the roof
- Pool center
 - Replaced light bulbs
- Parks
 - Reset toilet at Price Park
 - Led retrofit on pathway lighting
 - Replaced receptacle covers at Leghorns
- Lighting repairs at the Marina building

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	26,122
Ridership - Paratransit Trips	1,367
Paratransit Eligibility - Evaluations Completed	11
Paratransit Eligibility - Renewals Completed	11

- Selected Sunshine West Lighting was for installation of LED lighting retrofits to replace all interior and exterior florescent lights at Petaluma Transit yard. Estimated completion in April 2019.
- Backfilled vacant contracted positions by hiring a Road Supervisor, Full-time Dispatcher, and Utility Worker through MV Transportation.
- Completed a bus stop work order for 39 different locations. Modifications included updated stop signs, adding new or repainting faded bus red curbing at bus stops, and installing benches and trash cans.
- Received four responses to RFP for Transit Fleet and Facility Electrification Study (in conjunction with Sonoma Clean Power, Sonoma County Transit and Santa Rosa City Bus). Interviewed respondents on March 6th. Contract award will be presented to SCP Board of Directors for approval in May 2019.
- Started work on refurbishment of 1999 New Flyer bus. Estimated completion in Q3 2019.
- Received all memos for Transit Integration Efficiency Study. Staff is reviewing and will provide comments back to consultant in March 2019.
- Attended MTC regional emergency tabletop exercise on February 4.
- Building schedule for Butter & Eggs Day Parade weekend (April 27 – 28). Free transit on Petaluma Transit will be provided all weekend.