



## City of Petaluma

### Departmental Reports for February 2012

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*

# Building Division

11 English Street

Phone: (707) 778-4301 Fax: (707) 778-4498

cdd@ci.petaluma.ca.us

## Monthly Report for February 2012

### Building Division Update:

- Issued building permits – 86
- Total permit valuation – \$5,440,580.84
- Total inspections – 338
- Certificates of Occupancy issued – One. –One new SFD located at 1747 Chinar Dr. in the Southgate subdivision.

Turnaround time for permits approved for January & February 2012:

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

<b>January:</b>	<b>2012</b>
<b>Days to approval</b>	<b>Permit Apps</b>
1	35
2	2
3	2
8	1
10	2
11	1
13	1
15	1
16	2
18	1
20	1
22	2
25	1
35	1

<b>February:</b>	<b>2012</b>
<b>Days to Approval</b>	<b>Permit Apps</b>
1	39
2	2
3	2
4	3
5	2
6	2
7	2
10	2
13	1
21	1
22	3

# *Economic Development*

# Economic Development

27 Howard Street  
707-778-4549/fax number  
ialverde@ci.petaluma.ca.us

## Monthly Report for February 2012

### Business Retention:

1. **Truck Routes** – Staff worked with Officer Walker to personally reach out to the businesses that would be most affected by the truck route ordinance. The police provided a flyer and we made sure each business understood that we were working with them and would continue to look for ways to accommodate over length trucks that are currently only allowed on Highway 116.
2. **Waste Water** – Waste Water staff completed a survey of the wastewater from each of the food related industrial users. They also met with a consultant to review alternative ways to regulate wastewater in a business friendly way. Staff has scheduled a follow up meeting with the industrial users for early March to discuss our new approach and get feedback.
3. **Strauss Family Creamery** – Staff is working with Strauss to retain their business in Petaluma and relocate their processing facility in town. Strauss also has a vision for a facility that provides an educational element where kids can learn about where their milk comes from. The facility might co-locate other food processors as well. The project requires 8 acres. Staff surveyed vacant parcels around town and provided Mr. Strauss with a list of four properties that could be suitable for the development. Staff identified the development process for each site for their consideration.

### City and County Coordination Meetings:

**Sonoma County BEST / Sonoma County EDB** – Staff will participate with the BEST 100 in 100 campaign. Their goal is to reach out to 100 businesses in 100 days. Staff will meet with Petaluma businesses on the list. Staff is also working collaboratively with BEST and the Sonoma County EDB to develop a regional marketing program that would market the region and could lead in to Petaluma's marketing program. This would allow us to save money, participate in a larger program and ultimately attract more businesses to Petaluma.

**Go Local** – Staff met with Go local and strategized ways for the group to incorporate Petaluma businesses into their plan.

**Chamber Wake Up Petaluma Event** – Staff presented Petaluma's Economic Development Plan and progress at the wake up event in Rohnert Park.

### **Business Attraction:**

1. **Website updates** – The website is complete and in circulation for internal review. Staff will circulate the final web pages to the Council once staff receives feedback and completes the final updates.
2. **Chamber ED Subcommittee** – Staff continues to work with Chamber ED subcommittee on the food-processing incubator with People’s Harvest. They have launched a survey with the Small Business Development Center to discuss the idea with local and regional food entrepreneurs that might be interested in leasing space from a shared commercial kitchen. Staff is also working with the Chamber to explore a business-to-business program where local businesses are encouraged to purchase supplies and services locally when at all possible.
3. **Petaluma Health District** - Staff met with members of the Petaluma Health District Board and Staff to discuss their goal of developing the property across the street from the hospital. They would like to lease the space out to a Walgreens, which will provide better pharmacy access to the hospital and would provide operating funds to support the hospital operations.

### **Business Retention**

Formal Business Retention efforts were on hold during the month of February due to Redevelopment elimination activities.

### **Development Support**

Staff continues to follow up with **Clover Stornetta** on their proposed project to build a facility where they can locate their offices and production on one site with room for expansion.

Staff has provided significant support to **X2NSat** for their relocation and expansion. Staff worked with the client on various issues related to permitting, insurance and a telecommunications contract.

Staff provided support and funneled the **Raydiance** expansion through the development review process.

Staff continues to work with **Lagunitas** to permit his brewery expansion and amphitheater.

Other clients supported by the Development Review Committee include **Michael Learner, Bed and Breakfast, Fit and Furry, outdoor yard for dog daycare business, People’s Harvest, food processing facility, Xandex, office relocation, and SMART, rail construction.**

### **Administration**

#### **AB1X26**

**Budget** – Staff worked with the Finance Department to develop new funds and an administrative budget for the Successor Agency. The budget was presented to and approved by Council.

**Enforceable Obligations** – Staff continues to gather documentation related to the Enforceable Obligations of the Petaluma Community Development Commission needed for an upcoming audit and for Oversight Board review.

**Oversight Board** – Staff drafted a staff report for the Mayor’s appointments to the oversight board. Staff also sent a letter to the Community College District requesting an appointment. The County Board of Supervisors and the County Office of Education have already provided their appointments.

**County Coordination** – Staff attended a meeting with the County Auditor Controller to get learn more about how we will be working with them in the future and when we can expect to receive tax increment to pay for administration and enforceable obligations. By March 15, 2012, staff will provide information for the first of many requests for information from the County.

*Finance Department*

# Finance Department

11 English Street

Petaluma, CA 94952

707-778-4352; Fax 707-778-4428

e-mail: [finance@ci.petaluma.ca.us](mailto:finance@ci.petaluma.ca.us)

## Monthly Report for February 2012

### General Administration Update:

- Presented mid-year review
- Presented economic forecast

### Accounting Division Update:

- Getting more responses from vendors regarding EFT payments for AP
- Initial meeting for implementation of AP Web
- Meeting with Chevron rep and PD to transfer account to one that will offer rebates/discounts, resulting in cost savings for Police.

### Commercial Services Division Update:

- Attended training for Citizen Services Accounts Receivable Web
- Met with Utility Billing customers to explain January transitional bills and tier credits
- Prepared mail merge letters and email merge letters, explaining transition to monthly reads
- Added new Utility Billing online bill pay custom programming to handle monthly bills/reads
- Responded to local newspaper request for information regarding Utility Billing
- Worked with Petaluma Downtown Association and MuniServices personnel to design new Business Improvement District billing procedures and forms

*Fire Department*

**Fire Department**  
 198 D Street, Petaluma, CA 94952  
 Telephone (707) 778-4390 / Fax (707) 762-4547  
 Email: firedept@ci.petaluma.ca.us

## Monthly Report For February 2012

### CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	8	1.96%
Vehicle Fire	0	0%
Vegetation Fire	1	.24%
Refuse/Other Fires	1	.24%
Explosion, Overheat (no fire)	1	.24%
Emergency Medical	281	69.21%
Hazardous Condition	7	1.72%
Special Service	38	9.35%
Good Intent	54	13.30%
False Alarm	15	3.69%
Severe Weather & Natural Disaster	0	0%
Special Incident	0	0%
<b>TOTAL</b>	<b>406</b>	<b>99.95%</b>

#### ADMINISTRATIVE:

- Prepared & Delivered Command Staff Performance Reviews.
- Attended Sonoma County Fire Chiefs Meeting.
- Conducted Command Staff Meeting.
- Prepared Draft "Updated" Reorganization Plan.
- Attended Salvation Army Advisory Board Meeting.
- Attended REDCOM Survey for Voter Initiative.
- Attended Development Review Meeting.

## **PUBLIC EDUCATION/FIRE PREVENTION:**

**Fire Prevention is continuing with implementation of California Electronic Reporting System (CERS) which requires CUPA businesses to report electronically by January, 2013.**

### **CERS Program Items:**

- Continued to update the CERS Approved list.
- Compiled information for new CERS guidance document and attended CERS webcast.
- Continued with approvals and review of submittals:
  - Number of on sites entered into CERS: 22
  - Total of businesses accepted into CERS: 117
- Continued with CERS coordination with Sonoma County to resolve site overlap issues.
- Continuing to work with CalEPA with respect to the Transition Plan Contract. Grant from CalEPA (\$38,500) awarded for implementation of CERS. Resolutions and documentation to CM and Council to follow.

### **Fire Prevention continues to monitor the weed abatement program, including:**

- Completion of Bid Specifications for Weed Contract.
- Notice of Bid sent to the City Clerk for Press Democrat and Argus publication.
- Drafted and 1<sup>st</sup> routing of “Reso Declaring Weeds a Nuisance” for 3/19/12 Council Meeting. Began coordination for alternative weed control methods at larger parcels.

### **Fire Prevention Website and Public Education:**

- Completed Fire Education Public Safety message and press release for “Fire Escape Plans” in English and Spanish, in coordination with the Sonoma County Fire Prevention Officers.

### **Inspections/Investigations:**

- Hydrant Flow Requests: 2
- Citations Issued: 1
- Pre-citations sent: 2
- Record Requests: 2
- Action Reports/Complaints: 2 (updated Action Report Log)
- Commercial Inspections (sprinkler, tenant improvement, fire alarm, hood, final): 14
- Residential Hydro Tests & Final Inspections: 14
- Fire Investigations: 2; Hazardous Materials Investigations: -0-
- Routine Fire Code Inspections: 20
- CUPA/Hazardous Materials Inspections: 8 (Multi-program inspections include Hazardous Materials Business Plan, Hazardous Waste, Aboveground Tanks and Acutely Hazardous Materials)
- Underground Storage Tank Inspections: 2

- Re-inspections: 6
- Tent Inspections/special events/knox box: 11
- Engine Company follow-up: -0-

**Permits:**

- Updated Access and/or CUPA and processed/mailed permits for 31 locations (updated HMBP information when necessary); processed paperwork for 5 closed sites.
- Accepted 8 Permit Applications over the counter. Provided customer service & processed \$6,000. Completed 4 pre-development project(s), and 11 building permits.
- Drafted 14 plan review memos for building permits/fire sprinkler/alarm/other.
- As of this date:
  - 176 Fire Code invoices were mailed for a total of \$46,895. To date, 113 businesses have paid for a total of \$30,450.
  - 254 HazMat invoices were mailed for a total of \$200,357. To date, 89 businesses have paid for a total of \$67,736.

**Misc (Meetings/Trainings/Incidents):**

- Members attended Fire Prevention Officers & Sonoma County Fire Investigation Task Force meetings, as well as monthly Chiefs meeting.
- Members attended California CUPA Conference in San Bruno, CA for 4 days. All conference costs were paid through a grant awarded by Cal/EPA.
- Continued to provide oversight for the Payran site's UST Remediation and cleanup. We are now in our 2<sup>nd</sup> month of Dual Phase Vapor Extraction Remediation. Results thus far look great with significant contamination removal (3,500 to 4,000 gallons of gasoline constituents).
- Members of the FPB attended a meeting hosted by the City of Petaluma Risk Manager to assist in planning for the upcoming "River Fest" scheduled for this summer. PFD members are also working to develop a comprehensive Guidance Document for various operational modes/attendance that is expected at the festival.
- The FPB continues to work on compliance issues with Lagunitas Brewery.
- Members continued to attend the weekly "Development Review Committee" meetings.
- PFD members responded to a mutual aid double fatality fire in the Rancho Adobe Fire Protection District. Members assisted by providing supervision of overhaul, provided investigators for the origin and cause fire investigation, and developed a comprehensive origin and cause investigation report. PFD members worked cooperatively with other agencies onsite including the Sonoma County CSI, VCI and Coroner.
- One member attended a meeting with the City Engineer and residents of Wallace Court to resolve parking issues.

### **COMMUNICATIONS/TECHNOLOGY:**

- Barcomm radio technician continued to attempt to troubleshoot and resolve the music radio station bleed-over problem coming over Station #1's PA system.
- AT&T continued to work on attempting to establish a phone line connection between REDCOM in Santa Rosa and the La Cresta tower.
- Notified County Radio Technicians that Petaluma traffic is now bleeding-over onto Suisun's main fire channel on Control 4, possibly due to the antennas being raised at the Sleepy voter site.
- Worked with Apparatus Division on resolving a power supply problem to the MDC (Mobile Data Computer) in the command vehicle.

### **SAFETY/WELLNESS:**

- Worked on Hearing Conservation program draft using Public Works document as a template.
- Attended 8-hour "Command & Control of the RIC (Rapid Intervention Crew) Deployment" class in Dixon.

### **TRAINING/OPERATION DIVISION:**

- Attended Orientation for Captains test and met with CPS regarding same.
- Attended Training Officer's meeting.
- Attended Command and Control of the RIC Deployment class in Dixon.
- Meeting with 1412 regarding CalFire response into the City.
- Talked to citizen regarding possible house to burn on Shasta.
- Responded to fire in Commercial Occupancy: 1311 Clegg St.
- Met with Argus reporter regarding Captain Weaver as F/F of the Year.

### **EMS DIVISION:**

- Worked on new ambulance/remount specs and pricing.
- Met with Sonoma Valley FD regarding implementation of EMS billing.
- Met with Boundtree vendor and Matt Martin for potential supply price reductions.
- Had radios and Code 3 equipment installed on the new 9302 vehicle.
- Registered for "EMS Academy" in May.
- Met with County regarding grant laptops/e-filing County reporting requirements.
- Attended EMCC sub-committee meetings.
- Got County EMS and REDCOM to update their maps to show accurate ambulance response districts within the County area.
- Worked with Marin County to ensure proper PFD response to Tomales High School area.

### **Administration:**

- CAD/Firehouse integrations: Worked with Sonoma Valley, County IT, City IT and Sonoma County Fire to try to make this happen.
- Worked with HR on new performance evaluations.
- Attended “Firehouse” software meeting in Healdsburg.
- Completed new duty jacket survey.

**Disaster Preparedness:**

- Attended PVH Emergency Management Meeting.
- Attended City Schools Emergency Management Meeting.
- Attended/Participated in City of Santa Rosa EOC drill.
- Scheduled 3 future EOC training sessions for Petaluma for the remainder of calendar year 2012.

**Operations:**

- Covered 2 Duty Shifts (days).
- Attended 8-hour “Command and Control of the RIC Deployment” class.

**SUPPORT SERVICES DIVISION:**

**Buildings and Grounds:**

- Was able to procure garage key fobs for employees.
- Still attempting to resolve background noise at Station #1 (Hispanic radio station) & Station #3 REDCOM over the station speakers.
- Repaired broken door spring @ Station 1.
- Repaired upstairs dryer @ Station 1.
- Facilitated the repair of a station bathroom fixture.
- Repaired shower door and front window of Station #3.
- Assisted an OSHA inspector who re-certified our Station #1’s air compressor.

**Fleet:**

- Repaired 9351’s brake lights.
- Started research on the ability to re-number engines when front line unit is out of service.
- Resolved the battery life issue on Unit 9301.
- Repaired ladder from 9351 that was damaged.
- Sent an Engineer to SCBA tech school.
- Resolved many issues on M993’s engine. This unit has been towed to the shop 3 times in the last month due to mechanical breakdowns.
- Facilitating repair of 9383’s front line chainsaw.
- Formed a committee to look at apparatus issues and re-vamp policies and procedures.

**Administration:**

- Attended Labor/Management meeting.
- Reviewed and edited policies and procedures.

*Police Department*

# Police Department

969 Petaluma Blvd. N.

Telephone (707) 778-4372 ; Fax (707) 778-4502

policeadmin@ci.petaluma.ca.us

## Monthly Report for February 2012

### Administration Update:

- Chief Fish attended the Sonoma County Law Enforcement Chiefs Association conference in San Francisco February 27-29.
- Elks Club held their annual Police Appreciation night Feb. 2<sup>nd</sup>.
- DARE graduations took place at St. Vincent's Elementary and Wilson School.
- Two new Field Training Officers selected.
- Valna Wilson is the new POST regional representative.

### Records Update:

- January 2012 Crimes and Traffic Statistics report attached.
- Property statistics for the month of February 2012:
  - ✓ Items Processed
    - Intake: 366
    - Purge: 888
    - Release: 40
    - Discovery: 77
    - DOJ Lab: 21
    - Checkout: 33

**Total: 1425**

### Training Update

- Miscellaneous
  - ✓ Anti-Terrorism Train the Trainer
  - ✓ Radar/Lidar Operator
  - ✓ Oxycontin Investigations
  - ✓ Communication Training Officer
  - ✓ Supervisory Leadership Institute
  - ✓ Chiefs Seminar

**City of Petaluma  
Police Department  
Monthly Report**

**January 2012**

**Offenses**

	<b>This Month</b>	<b>Last Month</b>	<b>This Month Last Year</b>	<b>Last Year to Date</b>	<b>This Year to Date</b>	<b>2011/2012 Compared</b>
<b>Homicide</b>	0	0	0	0	0	0%
Cases cleared	0	0	0	0	0	0%
Clearance rate	0%	0%	0%	0%	0%	
<b>Rape</b>	3	0	2	2	3	50%
Cases cleared	3	0	2	2	3	50%
Clearance rate	100%	0%	100%	100%	100%	
<b>Robbery</b>	1	1	1	1	1	0%
Cases cleared	1	1	0	0	1	100%
Clearance rate	100%	100%	0%	0%	100%	
<b>Aggravated Assault</b>	6	5	13	13	6	-54%
Cases cleared	5	3	10	10	5	-50%
Clearance rate	83%	60%	77%	77%	83%	
<b>Simple Assault</b>	24	24	24	24	24	0%
Cases cleared	15	23	25	25	15	-40%
Clearance rate	63%	96%	104%	104%	63%	
<b>Burglary</b>	11	11	6	6	11	83%
Cases cleared	0	2	0	0	0	0%
Clearance rate	0%	18%	0%	0%	0%	
<b>Theft</b>	64	61	56	56	64	14%
Cases cleared	20	22	12	12	20	67%
Clearance rate	31%	36%	21%	21%	31%	
<b>Motor Vehicle Theft</b>	0	4	4	4	0	-100%
Cases cleared	0	0	0	0	0	0%
Clearance rate	0%	0%	0%	0%	0%	
Vehicles recovered locally	0	4	1	1	0	-100%
<b>Arson</b>	0	2	1	1	0	-100%
Cases cleared	0	0	1	1	0	-100%
Clearance rate	0%	0%	100%	100%	0%	

	<b>This Month</b>	<b>Last Month</b>	<b>This Month Last Year</b>	<b>Last Year To Date</b>	<b>This Year To Date</b>	<b>2011/2012 Compared</b>
<b>REPORTS TAKEN</b>	462	582	477	477	462	-3%
Total miscellaneous calls & complaints	4017	3553	3655	3655	4017	10%
<b>GRAND TOTAL CALLS FOR SERVICE</b>	4479	4135	4132	4132	4479	8%
<b>TOTAL ARRESTS</b>	211	180	209	209	211	1%
Arrest to report ratio	46%	31%	44%	44%	46%	
<b>Felony arrests</b>	39	39	38	38	39	3%
<b>Misdemeanor arrests</b>	172	141	171	171	172	1%
Adult	190	164	177	177	190	7%
Juvenile	21	16	32	32	21	-34%
<b>DUI Arrests</b>	23	15	33	33	23	-30%
% of total arrests	11%	8%	16%	16%	11%	
<b>TRAFFIC CITATIONS</b>						
Moving & Misdemeanor Citations	554	315	492	492	554	13%
Parking Citations	74	32	38	38	74	95%
Registration Violations	21	14	32	32	21	-34%
Muni Code Violations	6	1	0	0	6	100%
<b>Total Citations</b>	655	362	562	562	655	17%
<b>VEHICLE ACCIDENTS</b>						
Fatality	0	0	0	0	0	0%
Injury	19	16	17	17	19	12%
Non-injury	29	34	46	46	29	-37%
<b>Total Accidents</b>	48	50	63	63	48	-24%
Moving citation to Injury accident ratio	1/29	3/59	1/29	1/29	1/29	

*Public Works & Utilities Department*

# Public Works and Utilities Department

## Monthly Report for February 2012

Public Works Section  
11 English Street, Petaluma, CA 94952  
(707) 778-4474 Fax 707-776-3602  
E-Mail: [publicworks@ci.petaluma.ca.us](mailto:publicworks@ci.petaluma.ca.us)

### SUMMARY

The month started out with the arrival of the new director, combining the Public Works and Water Resources & Conversation departments into the new Public Works and Utilities Department. The new director has spent this first month getting to know his new team of staff and working on organizational structuring.

The CIP team has begun gearing up for the new construction season and preparing plans. CIP has also focused on several grants.

Development Engineering was active in multiple areas. One of these is the East Washington Place – Regency Center Project. The groundbreaking ceremony for this project occurred. Condition compliance and mitigation monitoring of the plan site are being performed by staff.

Transit started work on the 2012 Short Range Transit Plan. This market research focuses on the transit's core users: students and seniors. The goal is to obtain significant information on any deficiencies in the system in order to implement changes that result in a gain in ridership.

The Street and Paving Division accomplished the painting of: 2,130 linear feet of curbs, 30 legends, and 14 crosswalks

### Capital Improvements

#### ▪ **Petaluma Boulevard South Road Diet**

Project C16101101 - Total Budget \$885k (\$708k regional/federal grant)

The Petaluma Boulevard South Road Diet will reconfigure the current four through lanes to two through lanes and one two-way left turn lane in order to provide adequately sized driving and parking lanes. The work limits of the project encompass approximately 0.40 miles, from Washington Street to D Street, with a transition to E Street.

*Monthly Activities:* The City is waiting for Caltrans authorization to bid the project. The tentative schedule to advertise is April 2012.

#### ▪ **Lynch Creek Trail**

Project C62101001 - Total Budget \$307k (TDA 3 Grant)

\$669,000 State Bicycle Transportation Account (BTA)

This project consists of constructing a multi-use trail along Lynch Creek, from McDowell Boulevard North to Sonoma Mountain Parkway.

**Monthly Activities:** Submitted request for grant close-out and final reimbursement invoice to BTA and will do the same for TDA3 once BTA close-out is completed.

- **Underground Utility District (Rule 20A) Petaluma Boulevard North**

Project C02500104. Estimated Total Project Cost Petaluma Boulevard North - \$2.24M, funded by PG&E Rule 20A (\$2.1M) and City gas tax funds (\$173K). This project consists of undergrounding utilities within the vicinity of Petaluma Boulevard North at Stony Point Road and Industrial Avenue. PG&E is responsible for design and construction, with the City responsible for survey work, right-of-way acquisitions and street light design.

**Monthly Activities:** The City's right of way agent is currently working on appraisals for four utility easements needed prior to going to construction.

- **Payran UST Site Remediation**

Project rda100340

301 Payran Street is the former site of a City fire station and an underground storage tank. The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation of the site until it is considered closed.

**Monthly Activities:** The first 30 days of underground remediation has been completed with the equivalent of approximately 3,500 gallons of fuel extracted from the wells. The consultant will be completing an additional 30 days of extraction with the goal of extracting the majority of the contamination remaining.

- **Sonoma Mountain Parkway Rehabilitation (Wyndham Way to Riesling Road)**

Project C16101102 – Total Project Budget \$1.198M (including \$1.036M federal funding)

This project involves rehabilitating/resurfacing Sonoma Mountain Parkway from Wyndham Way to Riesling Road.

**Monthly activities:** Waiting for federal authorization to proceed with construction.

- **HSIP Lighted Crosswalks**

Project C16101103 – Total Project Budget \$202k (\$173k federal funding)

This project is for lighted crosswalk improvements along two main walking and bicycling routes to Casa Grande High School. The two existing pedestrian crossings selected for the planned improvements are located on Ely Boulevard South at Spoonbill Avenue, and Casa Grande Road at Crinella Drive.

**Monthly activities:** Design is in progress.

- **Underground Utility District (Rule 20A) Bodega Phase II**

Project C03500104. Estimate Total Project Cost for Bodega Phase II - \$3.35M, funded by PG&E Rule 20A (\$3.0M) and City gas tax funds (\$356K). This project consists of undergrounding utilities for Bodega Avenue Phase II, which continues where Phase I ended, from North Webster to Court Street PG&E is responsible for design and construction, with the City responsible for survey work, right-of-way acquisitions and street light design. Phase II will include street lighting, to be designed and bid by the City.

**Monthly Activities:** The Professional Services Agreement is currently being circulated for signatures with work anticipated to start in March 2012.

- **Downtown Trestle Rehabilitation**

Project C16501101 - Total Budget: \$500,000

In September 2009, the Petaluma Trolley Group provided funding for a consultant to develop a comprehensive scope of work and project estimate in support of the grant application. On March 17, 2010, staff submitted to the Coastal Conservancy requesting funding for the planning, schematic design, and required permits. Staff split the grant funding request into two phases so that the final design could be estimated accurately before a subsequent application requested rehabilitation funding. This first phase should take approximately two years from December 21, 2010 when the cooperative agreement with the State was signed.

*Monthly Activities:* The three conceptual alternatives, environmental investigation activities and community comments from the December 14, 2011, Public Meeting were presented to Council for information and comment.

- **Safe Routes to School 2011 Plan**

Project E16042012 - Total Budget \$129,600 (100% SRTS federal grant)

This project will create a “safe routes to school” plan for 11 elementary school campuses and 3 middle school campuses. The plan will include recommended infrastructure improvements within a half mile radius of each school campus.

*Monthly Activities:* City staff are waiting for Caltrans to authorize funding to start work.

- **Protective/Permissive Left Turn Intersection Improvements**

Project C16101006 - Total Budget \$490k (\$441k federal grant)

The City of Petaluma was awarded an infrastructure grant from the Highway Safety Improvement Program (HSIP) in the amount of \$441,000, which will enable Traffic Engineering staff to analyze 26 City intersections that utilize a protective/permissive signal to control left hand turns, allowing for an informed recommendation relative to those intersections where safety can be improved by modification.

*Monthly Activities:* Initial construction costs researched for the project indicated that all ADA ramps within the project limits would be able to undergo improvements. With the draft intersection design drawings, the consultant submitted an estimate of construction costs which changed the grant funds available for ADA ramp improvements. Staff has submitted documentation to Caltrans regarding the selection process of the ramps to be included in the project.

- **Swim Center**

Project C14501001 – Estimated Total Project Cost \$325k (PG&E Zero Percent Loan)

This energy efficiency project is to replace the water heating boilers and circulation pump motors at the Petaluma Swim Center (PSC) on East Washington. The boilers are the original equipment installed in the 19960’s and are inefficient. The pumps have been replaced since the PSC opened, but they operate at a constant speed. The new motors will operate at varying speeds so that the pumps can operate at a low speed and energy can be saved while the pool is not in use. Lighting retrofits to more energy efficient fixtures will be implemented at the Airport, Animal Shelter, Corporation Yard, Cavanagh Center, Fire Stations 1, 2, and 3.

*Monthly activities:* Staff issued a request for proposals to three California engineering firms with specific swimming pool experience. One proposal was received on February 23, 2012.

## **Interchange Projects**

- **East Washington Interchange and Design of MSN C**  
 Project rda100280 - Estimated Total Cost \$28M.  
East Washington Interchange Project  
 Currently, project funding consists of SAFTLU \$13.5M, demonstration funds \$1M, Measure M \$2.9M, and the City \$4M local funds toward project right-of-way acquisitions, design and construction, for total available funding of \$21.4M.  
MSN-C Project  
 Estimated cost for design: \$6.5M  
*Monthly Activities:* The Contractor continued to work on utility relocations this month. Water tie-ins and pile driving are scheduled to start in March.
  
- **Old Redwood Hwy Interchange**  
 Project c00501304 - Estimated Total Cost \$30.885M  
 This project upgrades the Old Redwood Highway 101 interchange to meet current standards and future traffic requirements. It is to be constructed independently with the Central B portion of the proposed future widening on US 101, and will provide both safety and congestion relief enhancements. The project has \$10M Measure M funds allocation, with the City/local funds paying for the remaining \$20.885M costs.  
*Monthly Activities:* Right-of-way negotiation is in progress. Caltrans is still reviewing the draft 100% plans, specifications and estimate.

### Development Engineering

The following projects are either new or re-submitted applications and were reviewed during the month of February:

- **PG&E Outside Water Service Request**  
 Project number 11-WAT-0915. Outside water service request from PG&E to supply domestic water to substation facility on Frates/Adobe Road.  
*Monthly Activities:* Began discussions with PG&E and Local Area Formation Commission regarding proposed outside water service for domestic purposes at the existing PG&E substation.
  
- **RNM Properties – 1800 South McDowell Boulevard**  
 Project number 12-ABN-0046. Vacation of existing storm drain easement and dedication of replacement easement.  
*Monthly Activities:* Prepared agenda bill for proposed vacation of public storm drain easement. Item scheduled to be heard by the City Council on March 5, 2012.
  
- **Riverfront Subdivision**  
 Project number 11-TSM-0130. Mixed use project located at 500 Hopper Street  
*Monthly Activities:* Assisted planning and legal staff in preparation of revised CPUC application for the continued use of Caulfield Grade Crossing.
  
- **Vintage Chateau II – Senior Living Development**

Project number 09-PIP-0110 - Proposed senior housing project located at 325 North McDowell Blvd.

*Monthly Activities:* Continued construction management coordination, mitigation monitoring and condition compliance.

▪ **Quarry Heights Subdivision**

Project number 06-FSM-0624, 06-PIP-0623 - 274-lot subdivision located on Petaluma Blvd. South

*Monthly Activities:* Developer is completing final punch list items for Petaluma Boulevard South improvements. Staff will perform an updated speed survey for City Council approval, once the improvements are accepted by the City. Work within the subdivision will continue as residences are built.

▪ **East Washington Place – Regency Center**

Project number 04-GPA-0681, 11-PIP-0509, 11-FSM-0472 - 6-lot subdivision and mixed use development located on East Washington Street

*Monthly Activities:* Attended groundbreaking ceremony on February 27, 2012. Currently performing condition compliance and mitigation monitoring on the project site.

▪ **Logan Housing**

Project number 10-PIP-0690. Affordable Housing – 1200 Petaluma Boulevard North

*Monthly Activities:* Reviewed resubmittal of the off-site public improvement plans and on-site building plans and provided comments to the developer's Civil Engineer.

▪ **Deer Creek Village**

Project number 09-SPC-0091 - Mixed use center on North McDowell Blvd., including a proposed home improvement store, other major retailers and offices.

*Monthly Activities:* Updated draft conditions of approval and assisted in responses to public records requests. The Council is scheduled to consider the FEIR on April 2, 2012.

▪ **Sonoma Marin Area Rail Transit (SMART) Passenger Train Project**

Project includes railroad crossing and track upgrades throughout town, a multi use path and new train stations at the historic downtown depot and at the Corona Road site.

*Monthly Activities:* Staff coordinated with SMART on various issues including safety fencing on the SMART trestle, use of the downtown SMART property adjacent to the Rail Depot as a staging yard for the mainline rail replacement project, the potential need to upgrade utilities at R/R crossings throughout the City, the Multi-Use Path (MUP) as well as the chain link fence issue by the downtown trestle.

▪ **North Coast Rail Authority (NCRA) Freight Train Project**

Project includes traffic signal improvements to the intersections of Lakeville and East Washington, and to Lakeville and East D Street.

*Monthly Activities:* No activity this month.

**Traffic Engineering & Signal Operations**

The traffic engineering division worked on the following projects for the month of February. The division assisted the Police Department in preparation of the Commercial Truck Enforcement

Ordinance. Staff facilitated a neighborhood meeting for the residents of Wallace Court to discuss and resolve parking and turnaround issues in the cul-de-sac and solicited bids for traffic signal operations equipment required as part of the upcoming TFCA signal timing synchronization and optimization project.

Engineering staff also field reviewed and prepared seven work orders for the signing and striping division. These included installing no parking during garbage pick-up times for one stall in the cul-de-sac of Wallace Court, a continental style crosswalk with warning signage on Western at Fair Street as well as on South McDowell Boulevard at McNeil Avenue, no parking signage on Bentley Court, 15-MPH speed warning signage on Oxford Court, yellow curb zone in the cul-de-sac at the Community Center and reflective markers, object markers and new striping at the intersection of Lakeville Street and East Washington Street.

**Operations**

Fleet Maintenance Division:

<b>Item</b>	<b>Monthly Activity</b>	<b>Annual Total</b>
Repairs - Public Safety (Police/ Fire)	45	62
Repairs - General Fleet	40	58
TOTAL	85	120

D St. Bridge and Turning Basin:

<b>Type</b>	<b>Pleasure Total</b>	<b>Commercial Total</b>	<b>Monthly Activity Total</b>	<b>Annual Total</b>
Bridge Openings	26	1	27	55

- Replaced screws in decking at north end of commercial docks.
- Replaced two navigation lights.
- Confined space training with fire, building and ground cleaning.
- Repaired electrical hook-up at commercial docks
- Removed graffiti from bridge.
- Pressure washed docks.

Traffic Signal and Street Light Maintenance

- Responded to PG&E planned power outage at PBS and McNear. Placed and removed stop signs for intersection control.
- Assisted contractor with repair of lighted crosswalk at N. McDowell Ext.
- Assisted building maintenance with conduit run and wire pull in the IT server room.
- Assisted building maintenance with wire location for Community Center parking lot lights.

<b>Task</b>	<b>Monthly Activity</b>	<b>Yearly Total</b>
Preventive Maintenance	1	1

USA Markings	131	267
Street Lights Repaired (assisted by Facility Maintenance and contractor)	56	97
Turned Heads Realigned	1	2
Signals Re-Lamped	3	8
Assist Other Departments	2	3
Ped Pushbutton Replaced	2	3
Ped Audible Devices Replaced	3	6

Inspection Services

Inspection Services issued 38 encroachment permits and 8 transportation permits in February. In addition to routine ongoing inspections, inspectors worked on Quarry Heights, Southgate, Lindberg Circle, Riverview, Celsius 44, Vintage Chateau, citywide right-of-way code enforcement issues, and erosion control.

The division inspected/reviewed and/or attended construction meetings for the following capital improvement projects and development projects.

- Safe Routes to School Cycle 8
- Protective/Permissive Intersection Improvement Project
- Street Pedestrian Safety Enhancement
- Sonoma Mountain Parkway Rehabilitation project
- Pet. Blvd. South Road Diet
- Mt. View Sewer Main Replacement
- Sewer Manhole Replacement
- East Washington Interchange
- East Washington Place - Regency

Street / Paving Division

Item	Monthly Activity	Annual Total
Potholes (total filled)	692 Potholes <i>20 tons of SC and AC</i>	777 Potholes <i>40.5 tons of SC and AC</i>
Skin Patching (total)	7 areas skin patched with 38.5 tons of AC	47.5 areas skin patched with 9 tons of A/C
Dig-Outs	0 Dig Outs	2 Dig Outs
Special Events	0	1
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	1	6
Assistance to other Departments	2	3
Graffiti Removed	0	1
Weed Abatement (total areas covered)	0	3

### Paint and Signs Division:

<b>Item</b>	<b>Monthly Activity</b>	<b>Annual Total</b>
Curbs Painted (linear feet)	2130 <i>Linear Feet</i>	3930 <i>Linear Feet</i>
Legends Painted/Repainted (e.g., KEEP CLEAR, STOP)	17	47
Crosswalks Painted/Repainted	13	27

- Installed 15 new traffic signs, 16 new bus stop signs and repaired 13 traffic signs.
- Painted 1700 linear ft. of skip lines.
- Trimmed trees around 31 street signs.
- Removed graffiti from 33 signs.

### Facility Maintenance

<b>Item</b>	<b>Monthly Activity</b>	<b>Annual Total</b>
Electrical Repairs	28	54
Plumbing Repairs	7	11
Doors, Locks, and Keys	9	11
HVAC	11	20
Roof Repair (leaks/damage, e.g., broken tiles)	2	6

- Installed new GFIC receptacle and box at Balshaw Bridge.
- Connected underground electrical to Crinella St. street light.
- Rebuilt Corp yard break room kitchen faucet.
- Rebuilt street light head on Kentucky Street.
- Repaired underground wiring for the PCC parking lot lights and raised pull box.
- Assisted Signal Tech with USA at Magnolia and Pet. Blvd.
- Replaced red signal light at Washington St. and Lakeville St.
- Repaired hot water leak at the Airport.
- Replaced 20 lamps at Keller St. garage.
- Assisted Police Dept. with break-in investigation at the Marina.
- Painted over graffiti on the Art Center.
- Repaired entry post light at PCC.

### Parks Maintenance

At Fox Hollow Park the large wildflower hillside was weeded and over-seeded for this season's bloom. Prince Park sports fields were top dressed for the season and a great effort was put into trapping gophers. Rocky Dog Park received its first spring mowing.

### Airport

Staff prepared the agenda for the March 1, 2012 Airport Commission Meeting, which included revenue and expense reports for February and approval of Mead & Hunt as Airport Consultant.

There was no open house scheduled for this month. April 21<sup>st</sup> will be the next Static Display and Open House.

Fuel sales for February were:	February 2011 Gallons	February 2012 Gallons	February 2011 Sales	February 2012 Sales
100LL	6,150	7,666	\$29,750	\$42,055
Jet A	6,294	5,475	\$25,071	\$25,824
<b>Total</b>	12,444	13,141	\$54,821	\$67,879
Accumulated Gallons	114,804	117,611	avg/gal \$4.41	avg/gal \$5.17

### **Transit**

Petaluma Transit began work on its 2012 Short Range Transit Plan by embarking on a wave of innovative market research, focusing on its two largest core rider groups: students and seniors. A series of focus groups were held in late February to expand two-way communication between transit management and representatives of these key rider groups. This same project in 2010 led to a plethora of information on system deficiencies that were incorporated into key system operations and marketing decisions that have since yielded large ridership gains.

Schedule holders were installed at 16 bus stops where there were no previous mechanisms to display system information. Design of the new print information is nearing completion and the informational inserts will be installed in early March. Transit staff will be ordering another batch of these schedule holders in the coming months.

Petaluma Transit experienced a strong February ridership month, reporting 23,999 fixed route boardings, up by 7.7 percent from January, 2012, and up a notable 43.3% from February 2011.

In February, the design of the Phase I Transit Facility Rehabilitation Project was slowed and then modified to meet the new requirements of the Public Works & Utilities Department. While the timing was suboptimal, it is better to modify the design before the bid documents are finalized. The driving force behind the changes is the Department's desire to keep the front (admin) building available for City staff from other divisions. The plan up until February had been to move our contract operations staff from the back (maintenance) building into the more comfortable office environment of the admin building. Transit staff met with the design team to provide this new direction on Feb 29<sup>th</sup>. The design team will now make the required modification in time for a delayed submittal to the City Community Development Department for planning approvals. This item will likely go to bid in April and to Council for award as soon as late May. The project is still on track to go into construction in the summer of 2012.

**Utilities Section – Water Resources & Conservation (WRC)**  
**202 North McDowell Blvd., Petaluma, CA 94954**  
**(707) 778-4546      Fax (707) 778-4508**  
**email: [dwrc@ci.petaluma.ca.us](mailto:dwrc@ci.petaluma.ca.us)**

**SUMMARY**

The Month of February began with the arrival of the new Director of Public Works and Utilities and the recombination of the Department of Water Resources & Conservation and Public Works Department. Team Management are working together with the Director to conceptualize and implement positive changes to make this merged department efficient and successful.

The dry weather has put off a number of storm water activities and so we have focused on facilities maintenance and repair. This has allowed us to move out to projects and facilities that have suffered the inattention caused by our continued deferral of that work. It has also allowed us to defer some of the current storm water costs of that crew onto core business operating funds.

The Water Conservation section presented educational tours for

**WASTEWATER TREATMENT, WATER RECYCLING, AND INDUSTRIAL PRETREATMENT**

Facility Statistics:

Item	Monthly Activity	Annual Total
Safety Training (man-hours)	62	109
Biosolids Beneficial Reuse (wet tons)	658	1,294
Wastewater Cleaned (million gallons)	154	338
Recycled Water Produced for Urban Irrigation (million gallons)	0	4.1
Recycled Water Produced for On-site Use (million gallons)	14.1	29.7
Recycled Water Produced for Agricultural Irrigation (million gallons)	0	0

Pretreatment Program Inspections:

Item	Monthly Activity	12 Month Total
Restaurants/Grease traps	4	4
Automotive facilities	0	0
Significant Industrial Users	0	1
Industrial Users	1	4
Zero Discharger Users	1	1

- Prepared and submitted the Self-Monitoring Monthly Report for January 2012 to the San Francisco Bay Regional Water Quality Control Board (RWQCB).
- Six Notice of Violations (NOVs) were issued during February.
- Three dental facilities were inspected.
- Four pretreatment sampling events were conducted during January.
- One storm water complaint was investigated.
- Collected 123 influent and effluent samples for permit required parameters.
- Analyzed 212 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed permit 143 required self-monitoring analyses for NPDES permit compliance.
- Ellis Creek laboratory analyzed 60 routine potable water distribution samples and source water samples for total coliform bacteria.
- Prepared and submitted the 2011 Pretreatment Annual and Pollution Prevention Annual Reports to the San Francisco Bay Regional Water Quality Control Board (RWQCB).
- Marin/Sonoma Mosquito Vector Control District monitored mosquito populations at the Treatment and Polishing Wetlands.
- Conducted weekly safety tailgates, and staff was trained in First Aid and CPR.
- Continued modifying the facility's Supervisory Control and Data Acquisition (SCADA) system to improve operational control of treatment processes.
- Managed Ellis Creek WRF's computer based maintenance system (CMMS). Currently there are 1018 assets in the system. The workload for January included 120 preventative maintenance work orders, and 12 corrective work orders.
- The natural de-chlorination mode of operation was utilized throughout the month for river discharge.
- Performed required self-monitoring analyses for BAAQMD permit compliance.
- Conducted weekly inspections of sewage pump stations.
- Concluded a two week pilot test of a micro screen manufactured by M2 Renewables at the WRF. The screen removes TSS and BOD, and is designed to provide primary treatment for municipal or industrial applications. Samples were collected to determine removal rates for BOD, TSS and oil and grease.
- Continued landscape maintenance and environmental management for the Ellis Creek WRF site.

## WATER CONSERVATION

### Program Statistics:

Program	Monthly Activity	Total
Ultra-low Flush Toilet Rebates	(program replaced in 2008 by HET program)	3,519
High Efficiency Toilet (HET) Rebates	41	1185
Residential Washing Machine Rebates	57	4698
Residential Water-wise House calls	34	5287
Water Waste Investigation	4	845
Mulch Madness	Program on Winter Break beginning 11-5-11	380,604 sq. ft. converted

Estimated Total Program Water Savings (million gallons/year)	133
--	-----

- Staff presented two educational tours for local school children. One tour was held at the Ellis Creek Water Recycling facility and led approximately 30 third grade children through the facility with an introduction to water conservation and water recycling. The tour concluded with each student planting a California native plant in the water conservation demonstration garden. The second tour/workshop started at the Cavanagh Recreation Center with twenty five fifth grade students. The students watched a video on the Cavanagh Center turf conversion project and then toured the garden. They experienced hands-on permaculture principles and helped perform some landscape maintenance to the garden. The group then walked to City Hall and toured the community gardens at City Hall.
- Staff continued with its Water-wise HouseCall program, The Water-Wise HouseCall program is conducted using City staff to perform water use surveys. The surveys help customers use water as efficiently as possible in their homes and businesses. The City’s Water Conservation Plan calls for conducting 810 single family residential surveys and 413 multi-family surveys during fiscal year 2011-12. Any Petaluma water and/or sewer customer can have a free Water-Wise HouseCall, by calling 707-778-4507 or visiting our website at [www.cityofpetaluma.net/wrcd](http://www.cityofpetaluma.net/wrcd) to sign up.
- Staff continued implementation of the SmartYard program. The SmartYard program will provide Smart Irrigation controllers to select City water customers. Over 50 participants have signed up for the program since July. The controllers adjust run times and water days automatically via satellite based on local weather conditions. Customers can receive a new controller with no upfront costs. The cost of the controller will be paid for by the customer on their water bill with a monthly payment of \$14.95 per controller. To learn more, visit [www.cityofpetaluma.net/wrcd](http://www.cityofpetaluma.net/wrcd) and click on the SmartYard logo.
- Staff continued the implementation of the new Certified Water Conserving Residence (CWCR) program. This program utilizes the help of local Realtors to market the Water-wise HouseCall program to potential home sellers. Staff worked in conjunction with the North Bay Association of Realtors (NorBAR) to create the program. To learn more about this program, please visit [www.cityofpetaluma.net/wrcd](http://www.cityofpetaluma.net/wrcd) and click on the Certified Water Conserving Residence link under Residential Programs.
- The City’s “Mulch Madness” program continued with its **winter break** for the 2011 season. The program is a tremendous success resulting in over three hundred sixty thousand square feet of turf being converted into low water use gardens. This equates to an estimated savings of over 9 million gallons of water per year. The program offers customers free supplies for sheet mulching over unwanted turf areas. To learn more about this program, please visit us online at: <http://cityofpetaluma.net/wrcd/mulch-madness-program.html>.
- Staff continued preparing the 2011 Public Education program development. A series of workshops and seminars will be offered to Petaluma residents on the topics of rain water catchment and other water conservation related activities. Additional seminar and workshop dates and topics will be advertised in local media and on customer water bills.
- Staff continued with investigations of alleged water waste.
- Routine maintenance was performed on the local California Irrigation Management Information System (CIMIS) weather station. The station is part of a statewide system of weather stations that is used to determine appropriate local irrigation scheduling.

- Continued implementation of the City's Water Conservation Plan (WCP) and the California Urban Water Conservation Council's (CUWCC) Best Management Practices (BMPs). The WCP and BMPs consist of programs and requirements for Petaluma water and sewer customers. Programs range from appliance and fixture rebates to public outreach and Ordinance enforcement.

## WATER OPERATIONS AND MAINTENANCE

### Customer Service:

Item	Monthly Activity	12 Month Total
Telephone Inquiries – billing	366	4607
Telephone Inquiries – customer service	138	2039
Telephone Inquiries – water conservation	83	1898
Telephone Inquiries - other	131	1984
<b>Total Telephone Inquiries</b>	<b>718</b>	<b>10761</b>
Customer Service Work Orders	731	8603
Meter Readings	17,349	139,834

### System Maintenance:

Item	Monthly Activity	12 Month Total
Water Main Repairs	6	42
Water Service Repairs	25	278
<b>Total Water Repairs</b>	<b>31</b>	<b>320</b>
Wastewater Collection System Main Repairs	0	27
Storm Crew Catch Basin Inspected	71	1266
Storm Crew Catch Basin Cleaned	1	773
Storm Crew Catch Basin Debris Removed (Yd <sup>3</sup> )	0	18.4
Storm Crew Channel Inspected	0	227
Storm Crew Channel Cleaned	0	113
Channel Debris Removed (Yd <sup>3</sup> )	290	342.5
Underground Service Alert Utility Locates	85	927
Wastewater Collection System Line Cleaning (miles)	5.95	69.43
Wastewater Collection System Video Inspection (miles)	2.05	34.24

### Operations

Item	Monthly Activity	12 Month Total
Safety Training (man hours)	0	426.25
Water Production, Imported from SCWA (million gallons)	142,561	2461.846
Water Production, Local Supply (million gallons)	16.533	254.861
<b>Total Water Production</b>	<b>159,094</b>	<b>2716.707</b>

## Projects and Administration:

### DESIGN AND CONSTRUCTION

#### Water

- E. Washington St. 18" Water Main Replacement (101 to Edith) (C67401001)
  - **Project Budget:** \$2,016,000
  - **Summary:** This project will replace the existing 6-inch, 8-inch and 10-inch cast iron and steel water mains in Washington Street from Highway 101 to Edith Street with a new 18-inch water transmission main, water services and fire hydrants. Some of the existing utilities are over 70 years old, are in poor condition, and need to be upgraded.
  - **Monthly Activities:** The project was advertised on October 27, 2011. Bids were opened on November 30, 2011. City Council awarded the construction contract to Ranger Pipelines on January 23, 2012. Construction Management Services with Green Valley Engineers was approved by City Council on February 6, 2012. Construction is scheduled to begin in March 2012. 100 working days.
  
- E. Washington St. 18" Water Main Replacement (Edith to Bridge) (C67401002)
  - **Project Budget:** \$2,240,000
  - **Summary:** This project will replace the existing 6-inch, 8-inch and 10-inch cast iron and steel water mains in Washington Street from Edith Street to the Washington Street Bridge with a new 18-inch water transmission main, water services and fire hydrants. Some of the existing utilities are over 70 years old, are in poor condition, and need to be upgraded.
  - **Monthly Activities:** Design work is underway; we anticipate completion of design work in spring 2012. Negotiations with SMART are underway.
  
- Automatic Meter Read Replacement
  - **Project Budget:** \$1,694,000
  - **Summary:** The project will replace the City's manual read water meters with new automatic read water meters which are fitted with radio transmitting devices that allow the meters to be read remotely. Automatic Meter Read (AMR) technology supports monthly billing, timely identification of leaks, which reduces water waste and costs for adjustments, improved accuracy, which reduces the number of re-reads and work orders, lower labor costs and improved customer service. Phase 1 installed 960 AMR's in August 2011. Phase 2 installed 720AMR's in November 2011.
  - **Monthly Activities:** Phase 3 routes have been scoped and construction is scheduled for the first week weeks in April 2012. Approximately 1400 AMR's are scheduled to be installed. Purchase of AMR's is scheduled to be authorized by City Council on March 5, 2012.
  
- Pump Station Emergency Power (C67401004)
  - **Project Budget:** \$111,000
  - **Summary:** The project will replace the existing power service to the City's wells and replace them with a new service that will allow the proper and safe connection of the well service to a portable power generation unit. This project is meant to fully address General Plan objective to be able to operate the wells in an emergency mode.
  - **Monthly Activities:** RFP is in development.

## Wastewater

- C Street Pump Station Upgrade (C00500205):
  - **Project Budget:** \$3,988,000
  - **Summary:** The C Street sanitary sewer pumping station is located on the west bank of the Petaluma River, near the intersection of First and C Streets, and pumps wastewater from the southwest basin underneath the river to a gravity sewer line that flows to the City's Pond Influent Pump Station (PIPS). This critical pump station is no longer operating at an acceptable level of service and does not meet the City's needs. Structural, mechanical, and electrical improvements are necessary to meet flow capacity, reliability, safety, and maintenance requirements.
  - **Monthly Activities:** Project was completed. Record Drawings being compiled. Project acceptance is scheduled for March 5, 2012.
  
- Mountain View Avenue Sewer Main Replacement (C66401005)
  - **Project Budget:** \$1,401,050
  - **Summary:** Engineering and design services to replace the existing 12" sewer main on Mountain View from Petaluma Boulevard South to Purrington Road, including evaluation, design, engineering, plans, specifications, bid services and engineering services during construction. The existing sewer main is predominantly Vitrified Clay Pipe, which is damaged and in need of replacement or lining.
  - **Monthly Activities:** Construction underway. Contractor: Team Ghilotti; Inspection Services by City staff.
  
- Wilmington Pump Station (C00501400)
  - **Project Budget:** \$2,301,000
  - **Summary:** The Wilmington Pump Station pumps raw wastewater to the City's Water Recycling Facility. The pump station had a minor upgrade in 1995 and is at the end of the useful life of those components. The station is experiencing repeated faults and failures requiring significant attention by maintenance. These faults have ranged from complete shutdown of the station to inaccurate alarms. These types of faults could result in a significant release of sewage if we are unable to repair or rest the offending systems. This project will update the structure and pumping systems. It will also include construction of a soil filter bed to control odors, replacement of fencing and installation of landscaping to enhance the site aesthetics given its location within a residential area.
  - **Monthly Activities:** Design is underway.
  
- Victoria Pump Station Upgrades (C66501002)
  - **Project Budget:** \$363,000
  - **Summary:** The Victoria Pump Station, located on Windsor Drive, serves the Rock Ridge and Victoria Subdivisions. The lift station built in 1991 does not have an emergency generator and the motor feeders and controls have reached their service life. The project includes electrical equipment, site security alarms, lighting, instrument control improvements to the existing pump station, and an emergency backup generator. The project will also include Supervisory Control and Data Analysis (SCADA) programming and radio repeater design to integrate the pump station with the City's wastewater collection system.
  - **Monthly Activities:** Design is underway. 90% plans are being reviewed by City.

- Manhole Rehabilitation (C66501003)
  - **Project Budget:** \$2,172,000
  - **Summary:** Many of the City's older manholes were constructed with brick and mortar. These brick manholes are a significant cause of high infiltration and inflows (I&I); in part due to the interior surfaces having deteriorated and the mortar eroding allowing ground water to enter the system. The City currently has approximately 150 manholes in need of replacement. The project will replace 10-20 manholes in the worst condition every year.
  - **Monthly Activities:** Construction was completed in January 2012. Project close-out underway.
- Sewer Main Replacement Various Project (C66401002):
  - **Project Budget:** \$1,581,000
  - **Summary:** This project is part of an ongoing program upgrade existing sewer mains. This project replaces or rehabilitates old, deteriorated and undersized sewer mains and manholes to maintain and improve existing infrastructure. Replacement or lining of sewer mains and manholes reduces infiltration and inflow and provides improved maintenance access for cleaning and televising lines. Replacing undersized mains increases system capacity and can eliminate surcharge conditions. Locations will be determined by analyzing the condition of existing mains, maintenance records and coordination with Public Works' pavement reconstruction projects.
  - **Monthly Activities:** This project is in scoping phase.

## Recycled Water

- Recycled Water Pump Station Main & No. 1 Improvements (C66400902)
  - **Project Budget:** \$1,065,000
  - **Summary:** The Recycled Water (RW) Main Pump Station conveys recycled water from the oxidation ponds to RW Pump Station No.1, located on Hwy 116 at Browns Lane. RW Booster Pump Station No. 1 was built in 1981 and conveys secondary recycled water to RW Booster Pump Station No. 2 and to fields for agricultural irrigation. During the summer, these pump stations operate at full capacity which puts a tremendous amount of wear and tear on the equipment. The electrical and instrumentation equipment will be upgraded as part of this project to prevent system failure. Upgrading the instrumentation and controls will also provide better coordination between the three recycled water pump stations that work in tandem to provide recycled water to approximately 800 acres of agricultural land.
  - **Monthly Activities:** Design underway. City Staff reviewing 90% plans and specifications. Project scheduled to bid in spring 2012.
- Phase 2A Recycled Water Project (C00500505)
  - **Project Budget:** \$4,324,000
  - **Summary:** This project is identified in the General Plan as a key component of the City's water supply plan, and includes providing tertiary recycled water for irrigation of parks, golf courses, and open space areas. The Phase 2A project includes the installation of 7,600 linear feet of 20-inch diameter pipeline to connect the Phase 1 project to the recycled water pump station at the Ellis Creek Water Recycling Facility, and extension of a 20-inch pipeline in East Washington Street from Executive Drive to Adobe Road.
  - **Monthly Activities:** Project is currently looking into funding options and customers for this water to extend the system.

- Phase 2B Recycled Water Project (C00500408)
  - **Project Budget:** \$7,235,000
  - **Summary:** This project is identified in the General Plan to provide tertiary recycled water for irrigation of parks, golf courses, and open space areas. The tertiary recycled water will be produced at the Ellis Creek Water Recycling Facility. The Phase 2B project includes installation of a 2.2 million gallon pre-stressed concrete tank at elevation 280' in the foothills northeast of the intersection of Adobe Road and East Washington. This project leverages use of a local resource for part of its water supply, while offsetting demands on the potable water system.
  - **Monthly Activities:** Project is on hold until Phase 2A is complete. Will be seeking Title XVI funding thru our efforts with NBWRA.

## Surface Water

- Railroad Industry Lead Track Relocation Project (C00500103)
  - **Project Budget:** \$337,000
  - **Summary:** This project represents the final work of the Petaluma River Flood Control Project, and comprises two phases: Phase 1: Construction of the Industrial Lead Railroad Track; and Phase 2: Construction of the sheet pile wall and removal of sediment between the U-shaped channel and the trapezoidal channel. The City's costs include right-of-way acquisition and design. The U.S. Army Corps of Engineers (Corps) is responsible for the construction of this project.
  - **Monthly Activities:** A separate CIP project has been established for Phase 2. This project is Project C16301101 – Sheetpile Wall & Pile Cap Repair Project. City Staff are currently reviewing the invoicing in preparation for a possible audit after the project restarts. The State audit of the DWR is complete and we are reviewing their findings. Appraisal work was completed for an easement needed from SMART; a formal offer will be submitted in July for acquisition of the temporary and permanent easements necessary to complete the Corps sheetpile wall project.
  
- River Plan – Denman Phase 3 (C00500208)
  - **Project Budget:** \$2,341,000
  - **Summary:** This project is located along the Petaluma River, upstream of Corona Road within the Denman Reach. The project consists of excavating a longitudinal bench along the low-flow channel of the river to create a flood terrace and restore the wetland and upland habitat areas upstream of the previously constructed Phase 1 and 2 projects. This will stabilize the existing incised river channel and unstable bank areas, improve hydraulic function, and reduce localized flood levels currently impacting adjacent development in the City and unincorporated areas. The project also includes the extension of an existing floodwall by approximately 1500 linear feet and 4 feet in height northwest of the Corona Road Bridge to alleviate flooding in the commercial and residential area of Sonoma County located between the Petaluma River and Petaluma Blvd. North.
  - **Monthly Activities:** Project has achieved a grant award from the State Natural Resources Agency for land acquisition for \$850,000. Appraisals will be conducted and negotiations will begin in summer 2011. Property owners have requested a delay until the updated FEMA maps are made available to the public. Grant contracts were executed and returned to the State for conclusion and award. We are currently awaiting word on a second grant through the State Department of Water Resources, Urban Streams Restoration Program for \$993,375 for project implementation.

## PROGRAMS

- Sewer Master Plan 2012:
  - **Project Budget:** \$ TBD
  - **Summary:** An updated comprehensive sewer master plan will be developed, outlining the improvements needed to address capacity issues, reduce I/I and sewers overflows, and maintain the sewer collection system in a sustainable condition. The project report will also include flow monitoring recommendations, hydraulic modeling, identification of capacity constraints, analysis of system conditions, prioritization of rehabilitation needs, and recommendations of a prioritized capital improvement program. The last sewer master plan was prepared in 1985. A sewer management study of the southwest basin was conducted in 1996 and 2004. RFP solicited and four proposals were received.
  - **Monthly Activities:** RMC Water and Environment Consulting Firm was selected. Agreement being finalized.
  
- Sewer Pump Station Assessments:
  - **Project Budget:** \$ TBD
  - **Summary:** The City currently operates and maintains ten sewer pump stations. The C Street Pump Station has recently been upgraded. Wilmington and Victoria Pump Stations are currently under design for upgrades. A comprehensive assessment of the remaining pump stations (Oakmead, PIPS, Copeland, Payran, Outlet Mall, Redwood, and Prince Park) will be developed and will include engineering analysis of electrical, mechanical, and structural conditions, with prioritization and recommendations for the upgrade improvements. The report will outline the improvements needed to address facility deterioration, operating efficiencies, operational redundancy, energy usage, noise, odors, capacity issues, hazardous materials, controls and communication, site conditions, and maintenance for a sustainable operation. The report will also include all operating and site constraints, flow monitoring and modeling recommendations, pumping parameters, and identification of capacity constraints.
  - **Monthly Activities:** RFP solicited and five proposals were received on February 22, 2012.

## ENCROACHMENT PERMITS

Since February of 2011, the WRC Engineering Section has taken over the inspection of all sewer lateral encroachment permits. This change streamlines the City's inspection significantly, having only one inspector for the contractor and homeowner to communicate with regarding encroachment permit issues.

Item	Monthly Activity	FY Total
Encroachment Permit applications	4	13
Encroachment Permits closed		12

## SEWER LATERAL REPLACEMENT GRANT PROGRAM

The Sewer Lateral Replacement Grant Program (SLRGP) provides financial assistance to property owners for the replacement of their private sewer lateral, which, due to their age or

condition, are a source of groundwater infiltration and inflow (I&I) 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 completely eliminates infiltration and inflow is eligible for the program. FY11-12 appropriation is \$50,000. Nineteen (19) SLRGP applications were processed in FY10-11.

Item	Monthly Activity	FY Total
SLGP Applications	4	20
Completed	6	15
Total SLGP Funds obligated to date		\$30,087.50
Amount Remaining		\$17,912.50

*Recreation Services Division*

# Recreation Services Division

320 N. McDowell Boulevard, Petaluma, CA 94954

(707) 778-4380; Fax (707) 778-4473

Email: [dfrank@ci.petaluma.ca.us](mailto:dfrank@ci.petaluma.ca.us)

## Monthly Report for February 2012

### **RECREATION FACILITY ACTIVITY:**

#### Community Center

- Several community events took place, including: Petaluma Board of Realtors, Wetland Docent Training, Women's Cancer Awareness, Hobby Town Expo, St. John's Church, Fort Ross State Historic Park, Christian Fellowship Church, Black History Program, Petaluma Wetlands Alliance, United Church of God, SEIU Area Meeting, Mentor Me Petaluma Mentor Forum, Scholastic Book Fair Meeting, Responsible Beverage Control Training, Praetorian Security Guard Training, Son's of Italy Crab Feed, City of Petaluma Calpers, Subway Meetings, RN Arbitration, CNCA, SCOE, AARP Tax Preparation, College Planning Workshop, Blood Centers of the Pacific, and various private gatherings such as weddings, memorial services, department trainings, and classes.

#### Senior Center

- Boundaries, a new program launched by Sonoma County Department of Health Services, designed to support family and friends with difficult law enforcement issues.
- Woman's Cancer Awareness Group is dedicating their meeting on the third Thursday of each month to a fundraising effort co-sponsored by the Senior Center.
- Evening rentals for the month included: National Association for Mental Illness (2), Food Addicts and Narcotics Anonymous (5).

#### Cavanagh Center

- CYO basketball completed season thus no longer renting gym time. Boys and Girls Club basketball program continues into March.

#### Petaluma Historical Library and Museum

- Current Exhibit: Women Who Fought for Civil Rights (Black History month)

### **PROGRAM UPDATES:**

#### Preschool

- Activities included gymnastics day, a dental presentation Dr. Steigner & Dr. Ramos, discovering shadows, creating a letter and mailing it, a bus ride and visit to the Post Office, dinosaur exploration, pajama party and pancake breakfast, outer space and solar system exploration, and a 'Wacky' Wednesday celebration in honor of Dr. Seuss' birthday.

- KinderReady children participated in an extensive assessment that will provide both staff and parents a better idea of where children are developmentally. This will also help to determine where children need support to improve skills.

#### Adult Sports

- Spring/Summer Adult Softball program registration commenced and continues through March 22.
- Spring Adult Volleyball league registration completed. Season starts second week of March.
- Adult Basketball leagues competing in play-offs. Semis and Finals to be played first Sunday in March at Casa Grande High School.

#### Aquatics

- New Pool Covers provided by Regency were delivered to the Petaluma Swim Center.
- Organizational and budget meetings were held to plan for the upcoming summer season's activities.

#### Senior Programs

- Classes Added: SRJC exercise, SRJC watercolor/painting , and Zumba Gold.
- Events: Hearts Tournament (2/14), Cupcake Decoration (2/14)
- Workshop: How to Hire a Care Giver (2/16) by Home Instead

- **February 2012**

*\*based on a calendar year*

**General**

Tiny Tots  
 KinderReady  
 Facility Rentals (*hours rented*)  
 Contract Classes (*number of participants that signed up during the month*)  
 Parks Rental (*hours rented*)

**Seniors**

Trips, Program, Classes  
 Senior Club (*membership*)  
 Volunteer Hours

**Adult Sports**

Softball (*between seasons*)  
 Volleyball (*between seasons*)  
 Basketball

**Marina**

Berth Rentals  
 Transient Berthing (*Day Use*)  
 Launch Fees (*Day Use*)  
 Fuel Sales  
 Launch Season Pass

**Museum**

Attendance  
 Volunteer Hours

	This Month	Last Month	This Month Last Year	Last Year to Date	This Year to Date
	73	74	80	157	147
	46	46	40	79	92
	936	1,107	822	1,772	2,043
	321	271	232	578	592
	238	232	0	0	470
	4,500est.	4,708	4,276	8,691	9,208
	353	278	354	354	353
	725	700	685	1,455	1,425
		0		0	0
		0		0	0
	156	156	142	142	156
	108	111	115	115	108
	\$69	\$181.80	\$137.50	\$1,951.64	\$2,049.20
	\$145.09	\$209.20	\$182.11	\$2,461.51	\$2,869.34
	189.2	55.5 gal	356.1	2,380.7	2,209.6
	\$835.95	\$244.76	\$1,506.89	\$9,369.69	\$12,137.06
	\$25	0	0	\$275	\$300
	601	801	n/a	n/a	1402
	390	153	n/a	n/a	543