



## City of Petaluma

### Departmental Reports for May 2017

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

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

## May 2017

### **Building Division Update:**

- Issued building permits – 182
- Total permit valuation – \$ 13,110,007.78
- Total inspections – 670
- Certificates of Occupancy issued – Twelve. Four at Quarry Heights for the attached townhomes on Jade St. Six SFD's at the Avila Ranch development. One for a first tenant in a new building "Hydrofarm" at 1470 Cader Lane. One for a new accessory dwelling unit at 626 D Street.
- Turnaround time for permits approved for May 2017:  
\*please note that these are actual business days that the office is open. These numbers do not include Friday, Saturday and Sunday.

<b>May:</b>	<b>2017</b>
<b>Days to Approval</b>	<b>Permit Apps</b>
Same Day	63
1	35
2	10
3	6
4	13
5	9
6	1
7	4
8	5
9	7
10	8
11	4
12	2
13	2
14	2
15	5
16	1
17	1
18	1
20	2
24	1
<b>Total Permits Issued for Month</b>	<b>182</b>

Total building permit fees collected for the month of May 2017:

<b><u>Fee Description</u></b>	<b><u>Amount</u></b>
ADDITIONAL BUILDING PLAN CHECK	387.14
ADDITIONAL BUILDING PLAN CHECK	217.73
ADDITIONAL BUILDING PLAN CHECK	7,218.41
Civil Engineering Plan Check	5,063.88
CIVIL PLAN CHECK FEE - GRADING	13.95
State Bldg Standards Commis.	594.00
Comm.Strong Motion Inst/Seismi	2,335.30
Electrical - Amp Charge	701.50
Electrical - Appliances	9.50
Electrical Permit Fee	12,180.29
Electrical Minimum Permit Fee	2,214.00
Electrical - Receptacles	1.10
ELECTRICAL SIGNS	172.20
Electrical - Switches	1.10
Fire Plan Check	18,722.62
Incremental Fee	20,506.09
Building Permit Fee	98,268.17
Mechanical Permit Fee	7,462.48
Mechanical - Cooling Unit	117.15
Mechanical - Duct Work Only	10.65
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	532.80
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	648.00
Building Plan Check Fee	75,203.88
PLANNING PLAN CHECK FEE	4,284.00
Plumbing - Sewer	24.65
Plumbing Permit Fee	10,201.39
Plumbing - Water Heaters	110.70
Plumbing - Water Piping	14.25
Res.Strong Motion Inst/Seismic	250.67
Grading Permit Fee	93.00
Grading Plan Check Fee	337.00
Red Tag Fee	937.07
<b>TOTAL</b>	<b>268,859.02</b>

# Economic Development

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## May 2017

### **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 following commercial projects were discussed at the DRC meetings held in May.

Healing Arts Sanctuary – Proposal for a healing center that would include hair salon, fitness classes, and art therapy, in a building near the Hatchery Building.

Helmsman Group – Proposal for vinegar operations in a facility that was previously used for winemaking.

Giusto's Bakery – Proposal to add outdoor pizza kitchen and hold small events at the commercial baking laboratory they are building adjacent to their distribution facility.

### **Business Expansion & Retention Discussions**

Rustic Bakery – Provided information about state equipment tax credit program, food industry group, and County workforce programs to company controller and Vice President of Human Resources and Operations.

Biotic Beverages – Met with owner of fermented beverage company located on Scott Street. Provided information about food industry group and county economic development resources.

Ethic Cider – Met with owner of alcoholic cider company located on Scott Street. Provided information about food industry group and county economic development resources.

Revive Kombucha – Provided referral to Planning regarding equipment installation. Also provided information about state equipment tax credit program, food industry group, and County workforce programs to production manager and chief financial officer.

Cameron + Company – Toured new company offices and met with CEO, Chris Gruener.

Vendini – Provided assistance with planned expansion that requires a conditional use permit application.

Alon Adani – Met with local property owner to discuss marketing, future rapid transit options, and current business climate.

In Cavo – Met with owners of new Petaluma wine bar to discuss permitting requirements and marketing opportunities.

Crater – Met with owner of local software company to discuss his business and learn about his involvement with local business incubation efforts.

### **Business Attraction Leads, Business Assistance, and Misc. Business Development**

Subaru Dealership – Spoke with individual interested in opening a Subaru dealership on Industrial Way. Our broker also received calls from a trucking company and another potential Subaru dealer. Staff has provided information about the property including the floodplain areas and previous creek engineering and improvements.

Fitness Studio – Met with Petaluma resident interested in opening a Pilates studio downtown.

Pilates Studio – Met with Petaluma resident interested in opening a Pilates studio on East side. Referred to County Economic Development Board for marketing and commercial real estate assistance.

### **Projects & Programs:**

#### Marketing/Communications:

- Interviewed by Argus-Courier for story about Visitor Map
- Published blog post about grease interceptor requirements
- Completed final draft of a new Career & Lifestyle Guide that local businesses can use to help attract talent. The guide will be printed and available online.

Economic Development Strategy – Interviewed three economic development consultants to generate ideas and direction for a revised request for proposals that will be targeted and attractive to leaders in the field.

Open Counter - Worked with planning to review zoning clearances for Petaluma's commercial Planned Unit Developments.

Workforce Development – Attended event that featured an economic analysis of local workforce issues as well as networking with executives from local companies, like Ygrene Energy Fund. Discussed local workforce needs with county workforce programs manager and Chamber of Commerce Board Member.

Redevelopment Dissolution – Reviewed documents for the refunding of redevelopment bonds.

### **Local and Regional Coordination:**

Visitor Program & Downtown Association – Coordinated with the Visitor program to update the data in the online Map and Microsite. Oversight of a new Visitor website is ongoing.

Chamber of Commerce – Worked with Chamber and their Business Alliance Committee to identify ways that Chamber members can help local business start-ups with City permitting.

Bay Area Urban Manufacturing Initiative – Attended kick-off meeting for urban manufacturing initiative. Attendees included economic development managers from 15 Bay Area cities; career/technical education specialists from the community college system; the Mayor of Pittsburg; and others in the industry.

San Rafael – Met with City of San Rafael's Economic Development Director to discuss potential partnerships.

# Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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

## May 2017

### Accounting and Administration Divisions:

- Delivered the 2017/18 budget to the City Council
- Presented a budget workshop to the City Council
- Brought the budget to the City Council for adoption
- Refunded Wastewater Revenue Bonds, saving the City just under \$500,000 per year from 2018 to 2029
- Refunded Tax Allocation Bonds, saving \$255,000 annually from 2018 to 2039, of which \$39,500 comes directly to Petaluma each year
- Provided significant assistance to the water and wastewater rate setting effort

### Commercial Services Division:

- Sent out business license delinquency billings
- Interviewed Accounting Assistant 1 candidate, and filled the recently vacated Accounting Assistant 2 position
- Sent public notice regarding FY 18 rate increases in Marina, Airport and Utility bills

# Fire Department

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

## May 2017

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	4	.83
Vehicle Fire	1	.20
Vegetation Fire	1	.20
Refuse/Other Fires	3	.61
Emergency Medical	307	63.95
Hazardous Condition	10	2.08
Special Service	59	12.29
Good Intent	62	12.91
False Alarm	33	6.87
<b>TOTAL</b>	<b>480</b>	<b>99.94%</b>

### ADMINISTRATIVE:

- The Fire Chief conducted his annual inspection of personnel, facilities and apparatus for all shifts and the Prevention Bureau.
- Facilitated a department-hosted employee discipline course related to the Firefighter Bill of Rights.
- Prepared for and attended the City Council Budget Workshop, a Region 9 meeting, a quarterly Company Officer meeting and a Local Agency Formation Commission (LAFCO) meeting.
- Sponsored and attended the yearly Survivor's Reunion dinner in Glen Ellen which celebrates successful EMS code saves in Sonoma County.

### FIRE PREVENTION/PUBLIC EDUCATION:

- Grilling safety was distributed as this month's fire safety message.

Attendance at the weekly Development Review Committee (DRC) meetings to discuss:

- Pomeroy Site, 500 Hopper Street
- The Festival Companies, 1395 McDowell Blvd North.
- Helmsman Group Vinegar, 1997 McDowell Blvd South.
- Keith Giusto Bakery, 1120 Holm Road
- Healing Arts Sanctuary, 616 Petaluma Blvd North.

**Weed Abatement Program:** Distribution of the final Council Item Agenda/Resolution "Discussion and Possible Action Ordering Abatement of Nuisances Consisting of Weeds"



Growing Upon Public and Private Property in the City of Petaluma and Ordering the Fire Department to Abate Said Weeds by Contract if Property Owners Fail to do so”.

**Fireworks Program:** 15 firework booth applications were processed.

**Fire Investigations/Fire Loss:** 1 dumpster fire occurred which was caused by improperly discarded smoking material.

**Fire Prevention Bureau Inspections and Statistics:**

<b>Fire Safety Inspections</b>	<b>MAY '17</b>
Annual Permit Inspections	18
Re-Inspections	13
Complaints	1
Fire Protection System, Commercial & TI Inspections	51
Hazardous Materials Inspections	18
Fire Investigations	1
Plan Reviews	53
Weed Inspections	20
<b>General Fire Prevention Statistics</b>	<b>MAY '17</b>
FC/Hazmat Permits Issued	11
Public Records Requests / Sites Requested (PRA)	7 / 12
Hydrant Flow Requests	2
FY 16/17 UFC/HazMat Permit Fees Collected	\$331,634
Permit Applications Issued	22
Fees Collected Over the Counter	\$16,962
Pre-Development Plans Received	4
Building Permits Received	19

**CUPA/Hazardous Materials/Emergency Response Program Highlights:**

- Inspectors participated in the annual Chief’s Inspection.
- Fire Inspectors attended a marijuana extraction class held at Windsor Fire Department.
- Fire inspectors attended a Firefighter Bill of Rights training course.

**OPERATIONS:**

- Region 9 chiefs (representing South County fire agencies) met to discuss the County Fire Advisory Council agenda.
- Met with other South County fire agencies that provide ambulance service to discuss 201/224 ambulance rights.
- Conducted a shift critique of a structure fire on East Madison Street.

### Disaster Preparedness

- Conducted annual ICS/NIMS/SEMS training to all new City employees.
- Met with the new HR Director and Risk Manager to review their roles in EOC operations.

## **SUPPORT SERVICES:**

### Facilities

- Meetings with the Architect, CIP coordinator and Chief Building Official to discuss Station 2 & 3's bathroom remodels.
- Worked on the Plymovent proposal for installation in Station 1's apparatus bay.
- Participated in B & C Shift's yearly Chiefs Inspection (covering apparatus and facilities).

### Apparatus

- Reviewed status of pre-build of new engine and ladder truck with Sutphen Corporation and made arrangements for members of the Apparatus Committee to travel to Ohio to oversee the pre-build process.

## **COMMUNICATIONS/TECHNOLOGY/SAFETY & WELLNESS:**

- Met with the Draeger representative to discuss new SCBA equipment.
- Kick-started the SAVE program. The program is funded by donors of the California Fire Foundation and enables fire agencies to issue a \$100 gift card to victims of disasters.

### Training

- Completed all tasks to implement the California FireFighter Joint Apprenticeship Committee program at Petaluma Fire which is part of an initiative to improvement the quality of training and education within the fire service.
- Continued discussions with Rancho Adobe Fire District on shared training.
- Finalized the annual Wildland Training task book.
- Further editing on the job duties and description of the concept of a County Training Officer.

# Housing Division

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## May 2017

### **Meetings attended:**

- Continuum of Care Board Meeting – As one of the three jurisdictions that participate in the Continuum, Petaluma has a seat on this Board that makes policy for the homeless in the county.
- Participated in the Continuum of Care request for proposal process for a service provider for homeless services.
- Attended the Quarterly meeting for the Park Lane Apartment Board of Directors meeting.
- Met with COTS regarding COTS' programs and the permanent supportive houses the City leases to COTS.
- Met with a Sonoma State University student who is writing a paper on affordable housing and what can be done to build more.

### **Project Updates:**

- Working on monitoring reports for our HOME properties which are due July 1, 2017. Inspections were conducted on three properties. Unit inspections were done and recertifications were reviewed. Continue to compile the HOME report to be sent by July 1, 2017.
- Working on the CDBG Action Plan staff report for the 2017-2018 year grant allocation. Still waiting on Petaluma's funding allocation from the federal government.
- Worked on the Request for Proposals for the property at 951 Petaluma Blvd So. Three proposals were submitted on May 8, 2017. Met with City staff to review the proposals and interviews were conducted with the three developers.
- Working with Burbank Housing on refinancing the first mortgage on the Old Elm Village Apartments.

### **Public questions & concerns:**

- Responded to citizens looking for a place to live in Petaluma (2 to 3 calls a week).
- Answered questions regarding the City of Petaluma's Smoking Ordinance to a property owner in a multi-family townhome property.
- Responded to Petaluma citizens who needed help with landlord/tenant issues. Referred them to PPSC.
- Responded to questions from tenants living at Park Lane Apartments.
- Answered questions from a developer regarding a property in Petaluma that they were interested in developing.

# Human Resources Department

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May 2017

## RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Traffic Signal and Street Light Technician II	Open	Public Works
Utility Service Worker II	Open	Public Works
Senior Laboratory Analyst	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Public Safety Dispatcher	1	Promotional	Police
Senior Laboratory Analyst	2	Promotional	Public Works
Police Officer (Lateral)	1	Open	Police
Police Officer (Academy Attendee/ POST Grad)	3	Open	Police

## PRE-EMPLOYMENT

Job Title	Department
Police Officer (2)	Police
Accounting Assistant I	Finance

## EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Police Lieutenant	FT	Promotional	Police
Police Sergeant	FT	Promotional	Police
Recreation Coordinator	FT	Open	Recreation
Recreation Specialist B	PT	Open	Recreation
Recreation Staff – various, seasonal (19)	PT	Open	Recreation

Separations – Job Title	Reason	Department
Police Lieutenant	Retirement	Police
Accounting Assistant II	Resigned	Finance
Police Officer	Released during probation	Police
Utility Technician	Retirement	Public Works

## TRAINING COMPLIANCE

Prevention of Harassment and Discrimination	# Completed	
	Supv/Manager	Employee
	1	0

## WC

# of Claims Opened	Total Paid	Total Incurred
4	\$8,627.31	\$50,500.00

# of Open Claims	Total Paid This Period	Paid to Date	Total Incurred
134	\$151,302.73	\$11,106,774.33	\$14,290,277.94

# of Claims Closed	Total Paid	Total Incurred
10	\$496,130.26	\$496,130.26

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1	1	4	6

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
0	3	8	11

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
0	0	2	2

## OTHER

The Risk Management division has integrated into the Human Resources Department and is now collaborating on new technology and several projects including an RFP for Workers' Compensation third party administration services and a refreshed workplace safety committee.

The Human Resources Department has started sending out new employee welcome emails to keep employees informed about new additions to City staff.

The first annual Employee Recognition Barbecue is scheduled for Saturday August 5, 2017 and the City has received generous food donations from several Petaluma businesses. We hope to have a great turnout for our event.

# Information Technology

11 English Street, Petaluma, CA 94952

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## May 2017

### Customer Service

- Help Desk Tickets = 190
- Police requests for service equaled 30% of all requests for service from all departments of the City for the month of May.
- Web requests, cellular devices, tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in May.

### Web Site:

- Total Views 58367 (note this excludes hits to the web streaming service, GIS and payment portal sites). Average time on page 00:01:16
- Most Active Views – (site index.html, parksnrec/brochure.html, police/index, parksnrec/pet-swim.html, parksnrec/index.html,)
- Update web requests completed/requested: 45/49; Average=1.6 requests/workday

### Projects

#### **Completed**

- IApro software installed and configured.
- Worked with US Census to provide up to date street addresses.
- Completed Tyler Cashiering system upgrade.
- Upgraded Senior Center wifi network.

#### **Underway**

- Working with Eden, Building, Economic Development, and OpenCounter software to make online permit application easier for applicant and add more permit types one can apply for online.
- Investigation into implementing online Utility, Encroachment, and Transportation permits
- Investigation expanding use of Laserfiche potentially with permitting.
- Utility infrastructure GIS data migration from various sources to new Local Government Information Model in preparation of Lucity Asset Management System migration.
- Working with Police, County, outside developer to develop Guardian Briefing application.
- Risk Management Intelli-Probe software data conversion to CJPRMA cloud software.
- Working with PD to recommend video surveillance and access control upgrades to City buildings.
- Integration of Visitor Center video surveillance system with City Hall network.

### **Maintenance Activity**

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
  - 4,670 Manual Remediation(s)
    - 4653 Updates: 75 % Critical/Security, 25% Standard
    - 17 Service & Feature Packs: <1%
- Ongoing upgrade of network infrastructure.
- Upgrade SQL Server to stay in Microsoft maintenance in planning stage

### **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%. 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:
  - 1,489,446 58GB Total email messages processed
  - 67,965 Valid (5%)
  - 1,421,481 Suspect/Quarantined/Discarded (95%)

### **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	82 TB	18 TB In Use
Total Number of Databases	149	116 Active
Active & Read-Only Database Files (excludes MS Access)	504GB	
Total Database Storage	1.25TB	
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	43	
Total number of cellphones/smartphones	214	
Tablets and iPads	56	
Wifi/modems	29	
Microsoft Surface Devices *	15	

\* Currently have requests to order 3 additional Microsoft Surface Pro devices.

# Planning Division

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## May 2017

**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 May 2017 are summarized as follows:

<u>TYPE OF ACTIVITY</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Counter Visits	162	38%
Phone Calls	68	16%
Emails	193	46%
<b>TOTAL</b>	<b>423</b>	<b>100%</b>

During May, the Planning Division began a process of updating its portion of the City website to reflect current policies and practices and, more importantly, enhance the user experience. The front page now includes ready access to all mapping applications offered to the public. Also, information about pending major projects has been standardized and improved to include most frequently requested information (e.g., applicant/staff contact info).

**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 May were:

- Fence Permits – 1
- Home Occupation Permits – 5

**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 May:

- Planning Commission/HCPC – May 23, 2017
- Public Art Committee – May 25, 2017
- Public Art Committee – Special Meeting – May 31, 2017

**Development Review Committee (DRC) Meetings** – The Planning Division facilitates the City’s weekly DRC meetings. The DRC is a venue for staff to collaboratively review new



projects (conceptual and formal) and assist applicants in their entitlement process. Projects discussed at DRC meetings in May include:

- *Healing Arts Sanctuary* – Discussion on a proposed commercial tenant improvement at an existing building at 616 Petaluma Blvd North. This is a preliminary discussion; no formal application submitted.
- *Public Works Department: Biogas Project* – Public Works staff presented preliminary plans implementing the grant-funded anaerobic digestion system at the Ellis Water Recycling Facility. Staff provided feedback relating to their areas of expertise.
- *1997 South McDowell Blvd.* – Discussion on a proposed industrial tenant improvement at 1997 South McDowell Blvd. This is a preliminary discussion; no formal application submitted.
- *Vendor List Blog* – Economic Development staff solicited feedback from staff on common issues related to the procurement of professionals involved in development review in order to head off common mistakes and ensure project success.
- *Keith Giusto Bakery* – Discussion on a pending Administrative Conditional Use Permit application proposing a “School – Specialized Education and Training” use within an existing business at 1120 Holm Road. This application is pending and complete for filing.
- *Pomeroy Site Demolition* – Discussion about a preliminary proposal to remove existing foundations throughout the approximate 39-acre site. This is a preliminary discussion; no formal application submitted.

**Major Projects** – The following list includes significant updates of major projects and new major project submitted to the Planning Division in May:

*New Major Projects:*

- *18 Ravenswood Court* – New single family dwelling within the West Hills Subarea. Due to its hillside location, the Planning Commission will review and act upon this project. This application is pending and currently incomplete.

*Major Project Updates:*

- *Modifications to the Demo Policy* – On May 23<sup>rd</sup>, the Historic and Cultural Preservation Committee (HCPC) considered proposed modifications to City Council Resolution No. 2005-198 concerning the demolition of structures older than 1945. The HCPC provided feedback and continued consideration to June 27, 2017.
- *Accessory Dwelling Units* – On May 23<sup>rd</sup>, the Planning Commission reviewed proposed changes to the Implementing Zoning Ordinance related to revised state mandates for Accessory Dwelling Units. The Planning Commission supported proposed changes, with modifications, which will be scheduled for City Council review this summer.

# Police Department

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

May 2017

## **Personnel Update / Vacant Positions:**

- Police Officer: 5
- Crime Analyst: 1 (recruitment in process)

## **Administration Update:**

- Special events in May involving extra police planning and presence: Senor Santa Cristo Parade, Cruising the Boulevard, Kids Grand Fondo, and high school graduations.
- Badge pinning held for new sergeant and new lieutenant; new traffic sergeant appointed; officer trainee graduated the Police Academy; retirement celebration held for retiring lieutenant.
- Several police agencies visited to observe our Homeless Outreach Services Team (HOST) program and efforts including Eldorado County Sheriff's Office, Novato Police Department and Healdsburg Police Department.
- Volunteers assisted with Petaluma Engagement Fair, assorted special events and put on a scam/fraud presentation at the Community Center.
- Code Enforcement – Working with Fire Prevention, Public Works and HOST on various issues associated with the closure of the Adobe Creek Golf Course. Staff report in process for lien on Weaverly Drive property.
- National Police Week celebrated.
- Facility Improvements – new shelving installed in the bike barn and property room.
- Two new motor officer positions funded with adoption of budget amendment by Council.

## **Training Update:**

Basic SWAT School attended by three officers. Ethics training provided to civilian staff. New lieutenant and sergeant attended various management, supervisory and leadership courses. Detective assigned to Computer Crimes Task Force attended Computer Forensics course. SMART scenario training and tabletop exercise took place at their admin offices to be ready for any type of emergency associated with the train. Chief and Deputy Chief attended FBI LE Executive Development seminar. Training also provided to Admin staff in the software IAPro which will streamline internal affairs investigations and use of force incidents.

**Public Safety Statement – May 2017 and YTD**

	<b>May 2017</b>	May 2016	<b>2017 YTD</b>	2016 YTD	% Change 2016-17 YTD
<b>PART I CRIMES</b>					
Homicide	<b>0</b>	0	<b>0</b>	1	-100%
Rape	<b>3</b>	1	<b>13</b>	10	30%
Robbery	<b>2</b>	2	<b>17</b>	10	70%
Assault - Aggravated	<b>17</b>	7	<b>74</b>	51	45%
Assault - Simple	<b>38</b>	47	<b>149</b>	144	3%
DV Related Assault	<b>21</b>	21	<b>63</b>	53	19%
Burglary	<b>12</b>	24	<b>81</b>	81	0%
Larceny - Grand Theft	<b>26</b>	12	<b>108</b>	97	11%
Larceny - Petty Theft	<b>34</b>	41	<b>198</b>	268	-26%
Motor Vehicle Theft	<b>6</b>	2	<b>34</b>	31	10%
Arson	<b>0</b>	0	<b>4</b>	0	
<b>ARRESTS</b>					
ARRESTS TOTAL	<b>177</b>	197	<b>798</b>	1016	-21%
Adult	<b>161</b>	180	<b>750</b>	933	-20%
Juvenile	<b>16</b>	17	<b>48</b>	83	-42%
<b>DISPATCH</b>					
CALLS FOR SERVICE TOTAL	<b>5079</b>	4714	<b>19490</b>	20449	-5%
Public-Initiated	<b>3270</b>	3136	<b>12475</b>	11797	6%
Officer-Initiated	<b>1809</b>	1578	<b>7015</b>	8652	-19%
PHONE CALLS TOTAL	<b>9985</b>	10524	<b>40731</b>	39682	3%
911	<b>1008</b>	1068	<b>3941</b>	3671	7%
Non-Emergency	<b>8977</b>	9456	<b>36790</b>	36011	2%
<b>TRAFFIC</b>					
TRAFFIC COLLISIONS TOTAL	<b>70</b>	74	<b>269</b>	261	3%
Fatal	<b>1</b>	0	<b>1</b>	0	
Injury	<b>23</b>	23	<b>78</b>	88	-11%
PDO	<b>46</b>	51	<b>190</b>	173	10%
TRAFFIC OFFENSES TOTAL	<b>289</b>	250	<b>1399</b>	1313	7%
Citations	<b>271</b>	224	<b>1320</b>	1235	7%
DUI Arrests	<b>18</b>	26	<b>79</b>	78	1%
PARKING CITATIONS	<b>905</b>	400	<b>2960</b>	2268	31%
<b>RECORDS</b>					
Incident Reports	<b>536</b>	570	<b>2628</b>	2775	-5%

<b>EVIDENCE</b>					
ITEMS PROCESSED TOTAL	<b>990</b>	1077	<b>5044</b>	4741	6%
Intake	<b>476</b>	491	<b>2438</b>	2921	-17%
Purge	<b>292</b>	459	<b>1818</b>	1003	81%
Release	<b>120</b>	42	<b>354</b>	236	50%
Discovery	<b>83</b>	45	<b>330</b>	403	-18%
Lab	<b>10</b>	14	<b>41</b>	60	-32%
Checkout	<b>9</b>	26	<b>63</b>	118	-47%

# Public Works and Utilities Department

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## May 2017

### Capital Improvements Program Division

#### *Parks*

#### Petaluma Community Sports Fields Building Improvements

Located at the new East Washington Park facility, the project will build a new bathroom adjacent to the new soccer/lacrosse fields built in Phase 1.

**Monthly Activities:** Construction has begun. Expected completion is planned for August 2017. Construction management by City staff.

#### *Surface Water*

#### Petaluma River Dredging

A regional workshop was held in early January 2016 to continue strategizing funding opportunities between public and private partnerships in order to fund future dredging cycles. The result of the meeting was for North Bay agency stakeholders to form a partnership agreement to scope out a public and private partnership proposal to meet our dredging needs. North Bay Partners on the Agreement are: City of Petaluma, City of San Rafael, City of Vallejo, Marin County, Napa County Flood Control and Water Conservation District, and the Sonoma County Water Agency. A Notice to Proceed was issued to the consultant to reflect five partnering agencies.

**Monthly Activities:** Notified by USACE that partnering projects are on hold until USACE develops Alternative Financing policy. Held conference call with some partnering agencies. Met with local Cal OES/FEMA regarding possible funding of dredging and/or spoils removal following January and February storms. FEMA funding is not likely due to dredging being ineligible as it is maintenance responsibility of another Federal agency. City staff to gather sedimentation information on Marina and the Turning Basin.

#### Capri Creek – Flood Reduction and Habitat Enhancement

This project includes implementation of a multi-benefit flood reduction and habitat enhancement project in the Capri Creek sub-basin of the Petaluma watershed.

**Monthly Activities:** Construction has begun. Construction management by City staff.

#### *Wastewater*

#### Petaluma Blvd. So. Sewer Trunk Main

The Petaluma Blvd. South project will address undersized multiple parallel sewer mains and severe infiltration and inflow problems on the current sewer lines. The current system in the southwest portion of the City is vitrified clay pipe (VCP) which, due to its age and fragility, is cracked and broken. This project will replace the existing pipes with an appropriately sized trunk main. It will reduce the future failures and infiltration and reduce maintenance costs.

**Monthly Activities:** Construction has begun. Expected completion is September/October 2017. Construction management by City staff.

#### Ellis Creek Solids Handling Upgrades

This project increases the solids handling capacity of the digesters to handle increased loading of the plant. It also provides redundancy in the anaerobic digesters and gravity belt thickeners and allows for needed maintenance on the original digester. The increased capacity will also allow additional digester feed sources, including high strength waste, fats, oils, grease, and food waste.

**Monthly Activities:** All digester walls poured. Formwork and rebar for dome in progress. Boiler room / GBT electrical work continues.

#### Sewer Main Replacement 16 /17

The project will replace aging sewer mains and structures with both pipe burst and open cut method of sewer mains and replacement/rehabilitation of sewer structures. This work will reduce costly maintenance and inflow and infiltration into the City's sewer system.

**Monthly Activities:** Construction has begun. Contractor has completed the replacement of Manor Way, Oak Lane and Pearce Street. Construction inspection/management by City staff.

#### PIPS Odor Control and Hopper Emergency Storage Improvements

This project will address upgrades to the PIPS odor control system and also includes improvements to manholes on the PIPS forcemain and the upgrades to allow additional emergency storage of effluent at Hopper Street.

**Monthly Activities:** Finalized construction of new pond to replace storage pond at Hopper Treatment Plant. The new Odor Control Unit startup continuing with vendor. Construction management by City staff.

### *Street Improvements*

#### Various Street Maintenance 2016-17

This project includes rehabilitation work which will protect and restore pavement on Ely Boulevard (between East Washington and Casa Grande), South McDowell Boulevard (between Caulfield Lane and Lakeville) and Lakeville (between East Madison and East Washington). Scope of work includes microsurfacing; minor concrete work for sidewalk, curb & gutter and ADA curb ramp on various streets in Petaluma; temporary traffic control, removing and replacing traffic stripes, pavement markings and pavement markers.

**Monthly Activities:** The contract was awarded to American Asphalt on April 17<sup>th</sup>; construction is anticipated to begin on June 12.

#### Deer Creek Improvements

This project includes new curb ramps and rectangular rapid flashing beacons at Professional Drive and Rushmore Avenue, striping upgrades at Maria Drive and Rainier, and new radar feedback signs along Rainier Avenue.

**Monthly Activities:** Designed by City staff. The low bid was Coastside Concrete and Construction Inc. Project will be awarded at the July 3rd City Council meeting.

### *Inspection Services*

In addition to routine ongoing inspections, Inspection Services worked on Quarry Heights, Maria Drive Apartments, Brewster Garden, 700 West St., Avila Ranch Subdivision, River Front Subdivision, Addison Ranch, Citywide right-of-way code enforcement issues, as well as erosion and sediment control. Total number of applicants applying for an encroachment permit for May:

Applications	Monthly Activity
Encroachment Permit Applications	40
Transportation Permit Applications	2
TOTAL	42

### *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 was one application submitted for May. Grant funds for this fiscal year have been expended.

### *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 replacement work is performed by the City's on-call contractor.

### *Traffic Engineering*

The Traffic Engineering Division submitted the Notice of Establishment letter and application package to the necessary rail authorities on March 7, 2017 for the proposed railroad quiet zone in Petaluma. The quiet zone was established on April 19, 2017. Subsequently, the Federal Rail Administration nullified the quiet zone citing an inadvertent omission of information regarding the private crossing at Cedar Grove. Staff prepared an amended Notice of Establishment to be sent to the necessary rail entities in May 2017. Passenger service is expected to commence in June 2017. Staff implemented updated signal timing at 42 traffic signals as part of the Citywide traffic signal retiming project. Staff also received and reviewed the final existing conditions report and the recommendations report for the signal coordination project on East Washington Street and Old Redwood Highway.

Environmental Services  
*Wastewater Treatment, Water Recycling, and Industrial Pretreatment*

Facility Statistics:	
Item	Monthly Activity
Safety Training (man-hours)	28.75
Biosolids Beneficial Reuse (wet tons)	797.26
Wastewater Cleaned (million gallons)	154.89
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	51.80
Recycled Water Produced for On-site Use (million gallons)	8.80

Pretreatment Program Inspections:	
Item	Monthly Activity
Restaurants/Grease traps	31
Significant Industrial Users	8
Industrial Users	6

- Prepared and submitted the Self-Monitoring Monthly Report for April 2017 to the San Francisco Bay Regional Water Quality Control Board (RWQCB).
- Collected 116 influent and effluent samples for permit required parameters.
- Analyzed 357 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 108 permit required self-monitoring analyses for NPDES permit compliance.
- Eleven industrial sampling events were conducted during the month of May.
- Marin/Sonoma Mosquito Vector Control District monitored mosquito populations and performed abatement activities at the Oxidation Ponds and Polishing Wetlands.
- Safety training included weekly safety tailgates.
- Provided O&M support for the Copeland Pump Station Improvement Project.
- Provided O&M support for the Solids Process Upgrades Project, the Digester Gas to CNG Project, and the High Strength Waste Project.
- Continued modifying the facility's Supervisory Control and Data Acquisition (SCADA) system to improve operational control of treatment processes, pump stations and recycled water distribution system.
- Managed Ellis Creek WRF's computer based maintenance system (CMMS). Currently there are 1050 assets in the system. The workload for the month included 58 preventative maintenance work orders, and 16 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

*Water Conservation*

Program Statistics:	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	4
Residential Washing Machine Rebates	5
Residential Water-wise House calls	60



- The City helped with the Petaluma River Cleanup Day on May 6<sup>th</sup>, 2017. City staff helped remove trash by the truckload and had a booth set up to give away water conservation and pollution prevention items. The booth had heavy foot traffic throughout the entire event of around 200 volunteers.
- The City is participating in a “Landscape Transformation Research Project” with other members of the Sonoma-Marín Saving Water Partnership and will be collecting data throughout 2017 to determine what factors influence customers to participate in the Mulch Madness program.
- City staff alongside the Friends of the Petaluma River aided in a Watershed classroom with McKinley Accelerated Charter school 7<sup>th</sup> graders on May 14<sup>th</sup>, 2017. The program is used to teach students about the importance of water quality in the Petaluma River and how storm events and people can influence the River’s health.
- Mulch Madness began May 1, 2017. Within the first month of the program, 42 appointments were completed and 49,640 square feet of turf has been approved for mulch.
- May 30<sup>th</sup>, 2017 City staff participated in the Petaluma East-Side Farmer’s Market. Staff provided outreach on water conservation, pollution prevention, and storm water.
- City staff is working with Daily Acts to prepare for a turf conversion project at the public library. The conceptual design for the library garden was presented to City Council in March.
- The Environmental Services team is currently gearing up for the Sonoma-Marín County Fair that is taking place June 21<sup>st</sup> -25<sup>th</sup>, 2017. The team is planning on creating a mulch garden, a movie theater, and giving out information on water conservation, pollution prevention, and raffling off a high efficiency clothes washer.
- Water-Wise House Call program. The Water-Wise House Call program is conducted using City staff to perform water use surveys. This month, staff conducted 60 house calls.
- The California Urban Water Conservation Council (CUWCC) is in a transition year to reshape the organization and become The California Water Efficiency Partnership. Although the CUWCC will be reorganizing and no longer require Best Management Practices (BMPs) reporting, the City will continue to implement the CUWCC BMP programs until a new measure for conservation is determined. The BMPs consisted of programs and requirements for Petaluma water and sewer customers. This month there were 4 toilet rebates, 5 washing machine rebates, and no water waste complaints were filed.

### Operations Division

#### *Airport*

Daily financial, fuel inspection and National Oceanic and Atmospheric reports were completed. Monthly inspection of the Automated Weather Observation System (AWOS) and fuel system were completed and recorded. The airport passed the fuel farm inspection from the Bay Area Air Quality Management District on May 4<sup>th</sup>. May 9<sup>th</sup> Cal Trans Division of Aeronautics performed their yearly airport inspection with no discrepancies. May 20<sup>th</sup> was the monthly Open House and Static Display, 20 aircraft participated. Sarah Hoffman from the Storm Water Group inspected the airport on May 26<sup>th</sup>. Outbound overnight freight with FedEx was 61,262 pounds.

Fuel Sales	Gallons	Sales
100LL	10,489	\$45,200
Jet A	3,476	\$12,194
Total	13,965	\$57,394
Accumulated Gallons	148,300	avg/gal \$4.11

*Corp Yard*

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Opening	15
Encroachment Permits	9
Park Maintenance/LAD	21
Paint & Signs	7
Street Maintenance	59
Street Lights	24
Traffic Signals	7
Turning Basin/Marina	1
Misc./Other	35
Total	178

D St. Bridge and Turning Basin Openings		
Pleasure Craft	Commercial Craft	Total
37	10	47

- Regular greasing and maintenance was completed on the bridge.

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	27
Repairs - General Fleet	33
TOTAL	60

- 1 smog tests, 1 recalls, and 2 small equipment.

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	38 Potholes
Tonnage	14 tons asphalt
Skin patch	878 LF
Dig out	2
Special Events/Filming	1/0
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	24
Assistance to other Departments	4
Weed Abatement (total areas covered)	12

- Street crew potholed and skin patched city wide due to degraded streets, cleaned 12 islands trimmed 8 trees and responded to one hazmat call. Paved portion of 5<sup>th</sup> St for storm project.
- Sign crew replaced or installed 55 signs, made 37 signs, painted 800 feet of curb, 8 crosswalks, 21 arrows, 101 stops, 66 parking stalls, 1,400 feet of lane lines and 3 keep clear.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	6
Street Lights Repaired	4
Turned Heads Realigned	1
Signals Re-Lamped	1
Assist Other Departments	1

- Worked on Citywide traffic signal re-timing project. Repaired two pedestrian crossings, four traffic signals and responded to a hit streetlight pole. 346 streetlight poles were numbered and or renumbered.

*Marina and Turning Basin*

Marina							
Berth Size	# Boats	Beginning of Month	%	New Rentals	Terminated Rentals	End of Month	%
22 ft.	17	4	24	0	0	4	24
26 ft.	42	14	33	1	0	15	36
30 ft.	46	15	33	0	0	15	33
35 ft.	23	24	104	0	2	22	96
40 ft.	25	19	76	0	1	18	72
End Tie	6	4	67	0	1	3	50
Side Tie	8	2	25	0	0	2	25
<b>Total</b>	<b>167</b>	<b>82</b>	<b>49</b>	<b>1</b>	<b>4</b>	<b>79</b>	<b>47</b>

Fuel Sales	
Gallons – Diesel	0
Gallons – Gasoline	69.9
Amount – Diesel	\$0
Amount – Gasoline	\$290.88
Number of boats (Diesel)	0
Number of boats (Gasoline)	3
Avg. Gallons Per Boat (Diesel)	0.0
Avg. Gallons Per Boat (Gasoline)	23.3

Transient Berthing Receipts	
Day Use:	\$0
16 – kayak	8

Launch Fees	
Day Use:	\$509
Season Pass:	\$125

Turning Basin Receipts		
Date	# Boats	Total
5/15	2	\$168
5/20	5	\$310
5/31	4	\$196
Total	11	\$674

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

Customer Service continues replacing large meters with new AMR meters.

Item	Monthly Activity
Telephone Inquiries: billing	33
customer service	230
water conservation	108
other	149
Total	520
Customer Service Work Orders	324
Meter Readings	14,997

- Sewer crews continue system maintenance and cleaning. Crews completed a 2 – 6” sewer main repairs and continue CCTV throughout system. Water Crews continue to replace failing water services and water mains also. Water crews continue on general maintenance on system including repairs as needed. Water crews have main replacement ready to go now that school is out.

Item	Monthly Activity
Water Main Repairs	2
Water Service Repairs	24
Total Water Repairs	26
Wastewater Collection System Main Repairs	3
Underground Service Alert Utility Locates	209
Wastewater Collection System Line Cleaning (miles)	4.05
Wastewater Collection System Video Inspection (miles)	1.16

- City water operators have completed inspection of our water system and the State Water Board finished their inspection and will send us a report on system. Paula Tank still out of commission due to total rehab, we have changed our operations in the affected area to keep water demands met. Department is continuing the review with North Marin Water District on an agreement for the Petaluma Blvd. South water system.

Item	Monthly Activity
Safety Training (man hours)	34
Water Production, Imported from SCWA (million gallons)	249.413
Total Water Production (million gallons)	249.413

Parks and Facilities Maintenance Division  
*Facility Maintenance*

- Raised the flags daily at City Hall.
- Checked the boiler operation daily at City Hall west wing.
- Sent pictures of Paula Lane remodel to Parks Manager.
- Installed three emergency exit lights at the Museum.
- Checked power at Penry Park lights.
- Reset GFI outlet for downtown tree lighting.
- Installed five rain collars on the Swim Center roof vents.
- Cleared Swim Center urinal drain.
- Adjusted outside light timers at City Hall.
- Met Joe's Plumbing at the Swim Center two times.
- Installed conduit and wiring for Penry Park irrigation controller.
- Replaced air filters main air handler for City Hall.
- Replaced HVAC air filters at Fire Station #3.
- Replaced air filters in new HVAC units at Petaluma Community Center (PCC).
- Made five keys for Cavanaugh Pool for staff.
- Installed 4 locks on Swim Center power pedestals
- Reset GFI outlet for Putnam Park tree lights.
- Replaced HVAC filters at Transit facility.
- Re-pinned Information Technology door lock on Keller St. Garage on top floor.
- Replaced main electrical breaker for Putnam Plaza fountain.
- Assisted IT with underground utility location at Animal Control.
- Replaced HVAC air filter for Dispatch at the Police Department.
- Replaced low voltage light switch Fire Station #2.
- Worked at Penry Park four times for electrical trips.
- Installed pneumatic valve actuator Court Room HVAC City Hall.
- Repaired post light at PCC entry with LED retrofit.
- Repaired condenser coil on IT shack at Keller St. Garage
- Repaired heater flue roof cap at the Swim Center

*Parks Maintenance*

- In the playground at Anna's Meadows the sand was removed and replaced with engineered wood fiber.
- Arroyo Park's new playground was opened to the public and new sod was installed in front where there was construction damage.
- The Petaluma Youth Commission painted the tables at Bond Park as a volunteer project.
- The pump stations at West Haven and Luchessi soccer field's irrigation were serviced and repaired.
- At Oak Hill the Water Division helped with a mainline break by installing a new shut off valve to our irrigation from the 6 inch water main. They also helped reroute some pipes going to our backflow.
- At Leghorn the Water Division worked on our 6 inch backflow that has been leaking.
- An algae treatment was done for the black algae in the competition pool, several repair items were addressed in the locker rooms and on the deck as well as in the pump room.

## Transit Division

May 2017 featured fairly strong ridership as school year came to an end. May's ridership met expectations and slotted in as the third best in Petaluma Transit's history. May 2017 featured 32,958 boardings, up 5.6% from April 2017, and up 3.4% from May of 2016. Petaluma Paratransit provided 1640 trips in the month of May, down 21.1% from May of 2016.

In May, the Transit Division continued intense interactive work adjusting its upcoming service change schedules to the dynamic SMART initial revenue service schedule, which changed several times in April and May. Each change in the train causes timetable impacts all along the corridor, with Petaluma being no exception. By the end of May, SMART seems to have settled on a final schedule and preparation escalated for a June 25 Petaluma Transit service change that includes all the route changes to integrate SMART into the transit network. SMART is now shooting for a July or August launch.