



## City of Petaluma

### Departmental Reports for June 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

Fax: (707) 778-4498

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

## June 2017

### Building Division Update:

- Issued building permits – 157
- Total permit valuation – \$ 8,268,766.55
- Total inspections – 603
- Certificates of Occupancy issued – Six. All six for townhomes at Quarry Heights on Jade St.
- 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>June:</b>	<b>2017</b>
<b>Days to Approval</b>	<b>Permit Apps</b>
Same Day	33
1	41
2	7
3	9
4	3
5	9
6	5
7	6
8	5
9	3
10	3
11	12
12	4
13	2
14	2
15	2
16	2
17	3
18	2
19	3
22	1
<b>Total Permits Issued for Month</b>	<b>157</b>

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

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	172.72
ADDITIONAL BUILDING PLAN CHECK	345.44
Civil Engineering Plan Check	6,542.89
State Bldg Standards Commis.	429.00
Comm.Strong Motion Inst/Seismi	1,464.44
Electrical - Amp Charge	579.50
Electrical Permit Fee	9,838.27
Electrical - Light Fixtures	22.00
Electrical Minimum Permit Fee	1,512.00
Electrical - Receptacles	24.20
ELECTRICAL SIGNS	73.80
Electrical - Switches	22.00
Fire Plan Check	12,528.73
Incremental Fee	7,701.32
Building Permit Fee	81,758.43
Mechanical Permit Fee	6,411.20
Mechanical - Cooling Unit	213.00
Mechanical - Duct Work Only	21.30
Mechanical - Furnaces	250.40
Mechanical Minimum Permit Fee	54.00
Plumbing - Gas Pipe Outlets	24.60
Plumbing Minimum Permit Fee	648.00
Building Plan Check Fee	63,968.88
PLANNING PLAN CHECK FEE	4,678.00
Plumbing Permit Fee	7,314.86
Plumbing - Water Heaters	86.10
Plumbing - Water Piping	9.50
Res. MINEN/MINER Seismic Fee	22.05
Res.Strong Motion Inst/Seismic	330.41
Temporary Elec/Gas Permit Fee	218.00
Red Tag Fee	120.74
	<hr/>
	<b>207,385.78</b>

# Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

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

## June 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 June.

Zelman Property – Proposed hotel at 200 Stony Point Road.

Liberty St. development – Proposed residential/commercial development at 131 Liberty St.

Chicken Town – Proposed mini-golf center at Montero Way, near N. McDowell and Redwood Blvd, on site of former vintage auto business.

Burdell Mixed Use Project – Proposal to rehabilitate historic Burdell Building at 405 E. D Street.

New Restaurant – Proposal to open upscale restaurant at former site of Cotija restaurant on Western Avenue.

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

Pasture One – Met with Petaluma-based staff to discuss their business model. Provided information about food industry group and workforce resources.

Thistle Meats – Spoke with Thistle's marketing consultant about updating Petalumastar promotional pieces.

Point Reyes Farmstead Cheese – Helped this new Petaluma business receive a correct bill for building/planning fees associated with building improvements. Provided referrals to state tax credit and workforce programs.

Della Fattoria – Provided assistance related to building renovations that will require the bakery to shut down for a month.

Robindira Unsworth Design – Referred jewelry design company to local workforce resources.

Juice Beauty – Provided information about state tax credit and workforce programs to organic cosmetics company with warehouses in Petaluma.

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

Nuubia Chocolate – Conducted real estate search for chocolate company interested in relocating from Pleasanton.

Adventure Recreation – Referred new recreation/gymnastics center to Small Business Development Center (SBDC) and other local business resources.

Hog Island Oyster Company – Contacted West Marin based business about its interest in relocating to Petaluma.

Escape Route Recreation Center – Provided information about zoning and other City requirements.

Convenience Center – Provided business owner with information about putting a convenience store at a location near downtown.

Cornerstone Properties – Met with local property owner to discuss marketing opportunities.

Health Care Center – Met with board president to provide information related to zoning for outpatient care centers.

### **Projects & Programs:**

#### Marketing/Communications

Began work on a hiring guide to help companies understand local workforce conditions and resources.

Open Counter – Worked with Open Counter to roll out new zoning portal and to review several zoning questions.

Cell Tower Leasing – Worked with hired broker to review new State Law that threatens to remove local control in relation to small cell towers on publicly owned utility poles.

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

Visitor Program & Downtown Association – Completed activities related to contract extension and development of a new tourism website (ongoing). Met with Sonoma County Tourism to ensure Petaluma is being well-served by that organization.

Chamber of Commerce – Attended investiture of new Chamber Board members.

Art Center – met with Executive Director and two board members to discuss how to coordinate shared information and to provide connections between the art center and local businesses.

# Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

Fax: (707) 931-0668

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

## June 2017

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	3	.52
Vehicle Fire	1	.17
Vegetation Fire	7	1.2
Refuse/Other Fires	4	.68
Explosion, Overheat (no fire)	1	.17
Emergency Medical	361	63.10
Hazardous Condition	7	1.22
Special Service	63	11.01
Good Intent	80	13.98
False Alarm	45	7.86
<b>TOTAL</b>	<b>572</b>	<b>99.91%</b>

### ADMINISTRATIVE:

- Attend swearing in of new Fire Marshal; provided Department expectations (including Mission Statement and Values); provided introduction to City Council on 6/19/17.
- Prepared for and attended a Rotary Club luncheon; provided presentation to the group about the Fire Department.
- Met with City Legal and Finance staff about ambulance billing & fees, other options surrounding transporting Kaiser patients out of the City and the upcoming new ambulance ordinance.
- Attended the monthly Sonoma County Fire Chiefs meeting, a Sonoma County Advisory Council meeting and the month command staff meeting.
- Met with Company Officers regarding fire simulations.

### FIRE PREVENTION/PUBLIC EDUCATION:

#### **Fire Prevention Website, Monthly Fire Safety Message, and Public Education:**

- A press release and safety message about a residential fire that was saved from further extensive damage due to the presence of sprinklers was issued and posted on social media.
- Fireworks safety messages were posted on social media, posted in the public parks and made available at all fireworks booths.

**Development Review Committee (DRC) Meetings/Pre-Development Summary:** Attended weekly meetings and provided comments on the following projects:

- 200 Stony Point - Proposed 4 story hotel

- 131 Liberty Street - Proposed mixed use building
- New single family home on vacant lot, Ravenswood Ct
- Chicken Town, 5101 Montero Way - a proposed family entertainment center
- Burdell Building, 405 E. D Street – proposed mixed use project
- 330 Western Ave - Discussion for a new restaurant
- The Festival Companies, 1395 McDowell Blvd North - proposed restaurant
- Riverfront Townhomes, 500 Hopper St.

**Weed Abatement Program:**

- Mailed six second hearing letters and notices to abate & mailed six letters requiring properties to re-do their weed abatement
- Four work orders were issued to City’s weed contractor

**Fireworks Program:**

- 15 Fireworks Booth Permits were issued; inspections were conducted & signage posted
- Mailed HFHSZ letter and map to 2,512 owners and occupants
- Provided Fireworks Education and Enforcement Plan to City Council
- Mailed two “Permit Conditions” reminder letters to two non-profits

**Fire Investigations/Fire Loss:**

- Total Fire loss for the month: \$118,120
- Three fire investigations took place following three structure fires

**Fire Code Enforcement Actions:**

- One citation was issued and one pre-citation notice issued

**Fire Prevention Bureau Inspections and Statistics:**

Fire Safety Inspections	JUNE '17
Annual Permit Inspections	29
Re-Inspections	13
Complaints	2
Fire Protection System, Commercial & TI Inspections	97
Hazardous Materials Inspections	16
Fire Investigations	3
Hazardous Materials Investigations	1
Plan Reviews	38
Weed Inspections	460
General Fire Prevention Statistics	
FC/Hazmat Permits Issued	20
Public Records Requests / Sites Requested (PRA)	3 / 3
Hydrant Flow Requests	2
FY 16/17 UFC/HazMat Yearly Permit Fees Collected	\$334,950
Permit Applications Issued	31
Fees Collected Over the Counter	\$17,899
Pre-Development Plans Received	5
Building Permits Received	22

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

- **Hazardous Materials/CUPA Actions:** One report was forwarded to the District Attorney for actions to be taken by their office.

### **Trainings/Special Projects:**

- **Haz Mat Training:** One Fire Inspector earned an International Code Council Underground Storage Tank Inspector Certification.
- **Sonoma County Fire Prevention Officers:** Attendance at a co-hosted meeting and training between the Sonoma County and Marin County Fire Prevention Officers.
- **Fire Marshal Recruitment:** The new Fire Marshal began work on June 5, 2017.

### **SUPPORT SERVICES DIVISION:**

#### **Administrative**

- Attended an Operational Area Strike Team Leader/Overhead refresher course and a Sonoma County Operations & Training Officer's monthly meeting
- Hosted a research & development presentation from Draeger, an SCBA manufacturer
- Attended boat training with Lakeville Fire

#### **Facilities**

- Worked with Plymovent to install a new exhaust system for B994
- Station 1's apparatus bay doors were repaired
- Station 3 was struck by lightning and needed radio antenna repairs
- Continued work on Station 2 & 3's remodel w/Public Works and the architect

#### **Apparatus**

- 9351's air cascade system was repaired
- Attended a pre-construction meeting in Ohio for the new Sutphen engine and truck
- 9381 received a new radiator

### **EMS DIVISION:**

- Attended meeting with Kaiser Permanente regarding out of City transports and proposed solutions.
- Met with the County Omsbudsmen to discuss residential care facilities rules and regulations for calling the fire department for medical needs/transport.
- Provided monthly EMS training to all Petaluma Fire members on the topic of pain treatment and to all Rancho Adobe Fire members on the topic of spinal and splinting.

#### **Administration:**

- Attended a Large Event Wildland Fire Response planning meeting in Santa Rosa.



# Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

Fax: (707) 206-6037

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

## June 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.
- Met with representatives from HomeBase, the consultants who are reviewing homeless services in Sonoma County.
- Talked to representative from California Municipal Finance Agency regarding a Pace program that they have implemented. Referred him to Scott Duiven.

### **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 re-certifications were reviewed. Reports were sent to HCD on June 26, 2017.
- Working on the CDBG Action Plan for the 2017-2018 year grant allocation. On June 15, we received information that the grant allocation for Petaluma for Fiscal Year 2017-2018 will be \$347,465 a slight increase from FY 16-17. Action Plan needs to be submitted by August 16, 2017.
- Working with Burbank Housing on refinancing the first mortgage on the Old Elm Village Apartments.
- Working on the lease for the dock at 951 Petaluma Blvd. So. property. Item going to council on July 17<sup>th</sup>.
- Working with Ron DeNicola and COTS to remove diseased trees from two of the City's properties that are being leased by COTS for their permanent supportive housing program.
- Preparing subrecipient agreements for all Housing programs. Agreements should be ready to route in July.

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

- Responded to citizens looking for a place to live in Petaluma (2 to 3 calls a week).
- 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.

# Human Resources Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4534

Fax: (707) 927-1911

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

June 2017

## RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Senior Engineering Technician	Promotional	Public Works
Utility Technician	Promotional	Public Works
Building Inspector I	Promotional	CM/Building Svcs
PT Tiny Tots Teacher I	Open	Recreation

Eligible Lists Established	# on EL	Promotional/Open	Department
Traffic Signal and Street Light Technician II	2	Open	Public Works
Senior Engineering Technician	1	Promotional	Public Works

## PRE-EMPLOYMENT

Job Title	Department
Police Officer Trainee (2)	Police

## EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Senior Laboratory Analyst	FT	Promotional	Public Works
Building Inspector II	FT	Open	CM/Building Svcs
Fire Marshal	FT	Open	Fire
Police Officer (2)	FT	Open	Police
Accounting Assistant I (provisional)	FT	Open	Finance
Public Safety Dispatcher	FT	Promotional	Police
PT Recreation Leader	PT	Open	Recreation

Separations – Job Title	Reason	Department
Senior Engineering Technician	Service Retirement	Public Works
Environmental Services Technician	Resigned	Public Works

## TRAINING COMPLIANCE

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

## WORKERS' COMPENSATION

# of Claims Opened	Total Paid	Total Incurred
1	\$8,687.49	\$31,500.00

# of Open Claims	Total Paid This Period	Paid to Date	Total Incurred
120	\$135,445.23	\$11,140,811.98	\$14,409,213.71

# of Claims Closed	Total Paid	Total Incurred
15	\$101,628.12	\$101,628.12

Light Duty			
Fire	Police	Misc	Total Working Light Duty
		4	4

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
		6	6

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		2	2

## OTHER

Human Resources Management Analyst, William Schurtz, began his position with the department on July 3, 2017.

New dental and vision benefits provided through MetLife were introduced on July 1, 2017 and the transition to our new insurance broker, Burnham Benefits, is ongoing.

An Employee Recognition Barbecue is in the planning stages for Saturday, August 5, 2017 with donations coming from many local vendors.

# Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

Fax: (707) 778-4554

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

## June 2017

### Customer Service

- Help Desk Tickets = 193
- Police requests for service equaled 30% of all requests for service from all departments of the City for the month of June.
- Web requests, cellular devices and tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in June.

### Web Site:

- [Detailed Web Statistics Link.](#)
- Total Views 62408 (note this excludes hits to the web streaming service, GIS and payment portal sites)
- Average time on page 00:01:12
- Most Active Views – (site index.html, parksnrec/brochure.html, , parksnrec/pet-swim.html, police/index parksnrec/index.html,)
- Update web requests completed/requested: 45/49; Average=1.6 requests/workday

### Projects 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.
- Installing monitors throughout the Police station for visibility of real time updates with the 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.
- Installation of video surveillance system for the Corp Yard.

**Maintenance Activity:**

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
- 6528 Manual Remediation(s)
  - 6416 Updates: 82.6 % Critical/Security, 17.4% Standard
  - 112 Service & Feature Packs: <1%
- Ongoing upgrade of network infrastructure.
- Upgrade SQL Server to stay in Microsoft maintenance.

**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:
  - 4,688,979 166GB Total email messages processed
  - 61,647 Valid (01.3%)
  - 4,627,332 Suspect/Quarantined/Discarded (98.7%)

**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	152	119 Active
Active & Read-Only Database Files (excludes MS Access)	512GB	
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	34	
Microsoft Surface Devices *	18	

# Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

Fax: (707) 778-4498

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

## June 2017

**Planning Assistance** – The Planning Division provides planning assistance to the public by phone, e-mail and counter assistance. The types of activity that occurred in the Planning Division for June 2017 are summarized as follows:

<u>TYPE OF ACTIVITY</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Counter Visits	142	43%
Phone Calls	77	23%
Emails	110	34%
<b>TOTAL</b>	<b>329</b>	<b>100%</b>

**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:

- Fence Permits – 4
- Home Occupation Permits – 7

**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 June:

- Pedestrian and Bicycle Committee – June 7, 2017
- Planning Commission – June 13, 2017
- City Council – June 19, 2017
- Planning Commission/Historic and Cultural Preservation Committee – June 27, 2017
- Public Art Committee – June 22, 2017

**Development Review Committee (DRC) Meetings** – The Planning Division facilitates all 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 June include:

- *Zelman* – Discussion about development of 200 Stony Point Road consisting of a proposed 145,000 square foot four-story hotel with 200 rooms, business center, fitness center, outdoor pool, lobby with bar and dining, outdoor patio for events and outdoor lounge area. Onsite parking for 201 vehicles. All existing structures would be demolished. (This is a preliminary discussion; no formal application submitted.)
- *131 Liberty* – Discussion of a proposed mixed use building containing 10 multifamily units and 640 square feet of ground floor commercial area. (This is a preliminary discussion; no formal application submitted.)
- *Chicken Town* – Discussion about commercial use of 5101 Montero Way consisting of a proposed family entertainment center including an outdoor 18 hole miniature golf course, indoor 9 hole golf course, video arcade and snack bar. (This is a preliminary discussion; no formal application submitted.)
- *Burdell Building - Mixed Use Project* – Discussion of proposed phasing of a previously approved Burdell Building rehabilitation and construction of new apartment building and site improvements. The project was approved by the HCPC/Planning Commission on July 26, 2016.
- *330 Western Ave.* – Discussion for rehabilitation at the former “Cotija” taqueria. The project includes minor exterior modifications including changes to the front façade as well as the addition of new awnings to facilitate more outdoor seating. (This is a preliminary discussion; no formal application submitted.)
- *The Festival Companies* – Discussion of proposed development for 1395 N. McDowell to create a 7,500 square foot restaurant. The project will include indoor/outdoor dining areas as well as all associated parking and landscaping. (This is a preliminary discussion; no formal application submitted.)
- *Riverfront - Townhomes* – Discussion about the development of the townhome portion of the Riverfront project.

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

*New Major Projects:*

- *201 1<sup>st</sup> Street* – Conditional Use Permit for a processing office within the Theater Square Development. (This application is pending.)
- *Implementing Zoning Ordinance (IZO) Text Amendment (Recycling Facilities)* – City initiated Zoning Text Amendment to require a Conditional Use Permit for the Recycling Facility use type in the Business Park and Industrial zoning districts. On July 11, 2017, the Planning Commission will consider making a recommendation to City Council.

*Major Project Updates:*

- *Northbank at Riverfront* – On June 13<sup>th</sup>, the Planning Commission reviewed and approved the Site Plan and Architectural Review for the development of 19 two-story, single family homes and associated site improvements within the Riverfront Phase I project.
- *Davidon* – On June 19<sup>th</sup>, the City Council reviewed the Draft Environmental Impact (EIR) report for the proposed Davidon/Scott Ranch Residential Subdivision Project. The City Council directed staff to prepared a revised EIR and recirculate for public review.
- *Modifications to the Demo Policy* – On June 27<sup>th</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 supported the proposed changes and adopted recommended changes to City Council Resolution 2008-198.
- *East Washington Place Sign Program* – On June 27<sup>th</sup>, the Planning Commission reviewed and approved Site Plan and Architectural Review for a Master Sign Program for the East Washington Place Shopping Center. The project includes freeway oriented signage on seven major tenant buildings with Highway 101 frontage and replacement of the existing Sonoma-Marin Fairgrounds sign.
- *North River Apartments* – On June 27<sup>th</sup> the Planning Commission conducted a study session to seek and provide input on a pending application for construction of two apartment buildings including 184 dwellings, 4,677 square feet of commercial space, 2,015 square feet for tenant amenities and a 1,953 square foot leasing office. The proposed is located at the intersection of Oak Street and Petaluma Blvd North.



# Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

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

## June 2017

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

- Police Officer: 3
- Crime Analyst 1 (recruitment in process)
- Parking Enforcement Officer 1

### **Administration Update:**

- Badge pinning ceremony held for two new Police Officers.
- Community Service Officer transferred into Dispatch opening.
- Volunteer Program – Acceptance of new volunteers currently is on hold until new fiscal year due to budgetary constraints. Volunteer activities for June included assisting with Sonoma Marin Fair, scam/fraud presentations, Holy Ghost Parade, and Bike Safety/Free Helmet presentation at the Library. Some volunteers are training with Verity to assist as support personnel for future Human Trafficking and Sexual Assault presentations to the community.
- Longtime volunteer Al U'Ren, was honored by Assemblyman Marc Levine as the 10<sup>th</sup> Assembly District's Veteran Volunteer of the Year. Al attended the Tenth Annual Veterans Recognition Luncheon in the company of the Chief, Deputy Chief and Volunteer Coordinator. Al, age 94, has been volunteering with the Department for 20 years.
- Special events in June involving extra police planning and presence: Sonoma Marin Fair and high school graduations, and Holy Ghost Parade.
- Many officers and civilian staff participated in the Northern California Special Olympics Torch Run through Petaluma, as well as the Applebee's Tip-a-Cop Fundraiser (over \$1,100 raised in three hours).
- DUI Warrant sweep operation conducted.
- Security enhancements being made to the bike barn with the installation of storage cages.
- Two new Harley Davidson motorcycles procured.

### **Training Update:**

Platoon training was an expanded version of mental health training as required by SB 11 and 29, a new Penal Code mandate.

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

	<b>June 2017</b>	June 2016	<b>2017 YTD</b>	2016 YTD	% Change 2016-17 YTD
<b>PART I CRIMES</b>					
Homicide	<b>0</b>	0	<b>1</b>	1	0%
Rape	<b>1</b>	0	<b>14</b>	10	40%
Robbery	<b>1</b>	1	<b>18</b>	11	64%
Assault - Aggravated	<b>15</b>	13	<b>89</b>	64	39%
Assault - Simple	<b>14</b>	40	<b>163</b>	184	-11%
DV Related Assault	<b>10</b>	21	<b>94</b>	93	1%
Burglary	<b>17</b>	16	<b>98</b>	97	1%
Larceny - Grand Theft	<b>17</b>	23	<b>125</b>	120	4%
Larceny - Petty Theft	<b>38</b>	43	<b>236</b>	311	-24%
Motor Vehicle Theft	<b>7</b>	3	<b>41</b>	34	21%
Arson	<b>1</b>	1	<b>5</b>	2	150%
<b>ARRESTS</b>					
ARRESTS TOTAL	<b>180</b>	172	<b>978</b>	1188	-18%
Adult	<b>171</b>	157	<b>921</b>	1090	-16%
Juvenile	<b>9</b>	15	<b>57</b>	98	-42%
<b>DISPATCH</b>					
CALLS FOR SERVICE TOTAL	<b>5010</b>	5129	<b>29579</b>	30292	-2%
Public-Initiated	<b>3302</b>	3080	<b>19047</b>	18013	6%
Officer-Initiated	<b>1708</b>	2049	<b>10532</b>	12279	-14%
PHONE CALLS TOTAL	<b>10198</b>	10742	<b>60914</b>	60948	0%
911	<b>1022</b>	1107	<b>5971</b>	5846	2%
Non-Emergency	<b>9176</b>	9635	<b>54943</b>	55102	0%
<b>TRAFFIC</b>					
TRAFFIC COLLISIONS TOTAL	<b>78</b>	67	<b>360</b>	402	-10%
Fatal	<b>0</b>	0	<b>2</b>	0	
Injury	<b>20</b>	22	<b>107</b>	133	-20%
PDO	<b>58</b>	45	<b>251</b>	269	-7%
TRAFFIC OFFENSES TOTAL	<b>318</b>	232	<b>1485</b>	1648	-10%
Citations	<b>300</b>	211	<b>1397</b>	1523	-8%
DUI Arrests	<b>18</b>	21	<b>88</b>	125	-30%
PARKING CITATIONS	<b>833</b>	660	<b>4702</b>	3328	41%
<b>RECORDS</b>					
Incident Reports	<b>537</b>	523	<b>3165</b>	3298	-4%

<b>EVIDENCE</b>					
ITEMS PROCESSED TOTAL	<b>851</b>	2840	<b>5895</b>	7581	-22%
Intake	<b>467</b>	644	<b>2905</b>	3565	-19%
Purge	<b>239</b>	1990	<b>2057</b>	2993	-31%
Release	<b>66</b>	91	<b>420</b>	327	28%
Discovery	<b>50</b>	69	<b>380</b>	472	-19%
Lab	<b>9</b>	14	<b>50</b>	74	-32%
Checkout	<b>20</b>	32	<b>83</b>	150	-45%

# Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

Fax: (707) 206-6034

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

## June 2017

### Capital Improvements Program Division

#### *Recycled Water*

##### Sonoma Mountain Alignment - Recycled Water Pipeline Extension

Project will extend the recycled water system from the existing pipeline from Prince Park along the Urban Separator to Kenilworth Junior High, then along streets to Corona Creek Elementary.

**Monthly Activities:** Construction has begun, with completion planned for October 2017.

Construction management by City staff.

#### *Parks*

##### Petaluma Community Sports Fields Building Improvements

Located at the 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 ongoing. Expected completion 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.

The City of Petaluma will take the lead on the partnership. In May 2016, notified by USACE that partnering projects are on hold until USACE develops Alternative Financing policy.

**Monthly Activities:** Learned USACE has \$600,000 in its FY 17 work plan for design and planning for dredging of Petaluma River. City staff took soundings in the turning basin and compared to last USACE survey. Sedimentation in basin has not significantly increased, however depths have decreased by 1 to 2 feet in some areas, while others have increased 1 to 2 feet. The turning basin has become less navigable as areas of good water depth have narrowed adjacent to the yacht club dock and in the channel upstream of the D Street bridge.

##### River Plan – Denman Reach Phase 3

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 improve hydraulic function and reduce localized flood levels, and providing additional length and link to the River Trail.

**Monthly Activities:** Conservation Corps is onsite installing plants, trees, and post and cable fence.

#### Petaluma River Flood Management Plan – Denman Reach Phase 4

Project utilizes DWR grant funding to procure an additional empty parcel in the floodway, create a flood storage basin on the parcel, and remove sediment deposits under the Corona Road bridge.

**Monthly Activities:** DWR grant amendment was awarded allowing SCWA to fund above described project.

#### 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. Expected completion is planned for August 2017. Construction management by City staff.

#### *Water*

##### Park Place Water Service Replacement

The project will replace polybutylene water services on Park Place Drive. Many of these water service installed in the 1980's were polybutylene, also call "blue tube", is a form of plastic resin pipe that become brittle causing micro-fractures that result in pipe failure. The project will upgrade these deteriorating water services with High Density Polyethylene (HDPE) pipe from the water main to meter.

**Monthly Activities:** Design by City staff. Contractor has completed the water services within Park Place. Minimal asphalt paving, concrete sidewalk replacement and final cleanup to occur week of July 10<sup>th</sup>.

##### Paula Lane Reservoir No. 1 Improvement

This project will provide needed maintenance at Reservoir No. 1, built in 1963, including sand blasting and recoating the interior and exterior coatings, seismic and structural upgrades, replacement of the vents with screens, replacement of piping and valving, and implementing safety improvements.

**Monthly Activities:** Construction is substantially complete. The interior of the tank coating has been completed and the tank is now in service. Exterior coating and vault work remains. Construction management by City staff and coating consultant.

#### *Wastewater*

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

The Petaluma Blvd. South project will address undersized multiple parallel sewer mains and severe infiltration and inflow (I&I) 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 and installation is in process. 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:** Formwork and rebar for dome in progress. Construction of equipment pad and piping for digester 2 is 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 (I&I) into the City's sewer system.

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

#### Copeland Lift Station Upgrade

This project upgrades pumps and controls of the lift station that serves the northeast portion of the City. The need for the upgrades at the site is significant given its location near the river and its limited storage. Currently, operations must respond to the site immediately. The project includes necessary electrical upgrades, pump replacement and valve improvements along with instrumentation upgrades for integration into SCADA. The project will bring the lift station into cohesive operation with the Ellis Creek WRF.

**Monthly Activities:** Construction is substantially complete. Some minor changes to the controls of the lift station remain. The lift station has been operating with the new pumps and controls for a month now. 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:** Construction of ADA ramps completed.

#### 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 June 19 City Council meeting.

### *Other*

#### Payran UST Remediation

301 Payran is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City is required to continue remediation and monitoring of the site until allowed to be closed by the County. The site will undergo an 18-month to 2-year remediation effort using High Vacuum

Dual Phase Extraction (HVDPE) equipment. The remediation effort is being headed by Edd Clark & Associates.

**Monthly Activities:** Construction of the vapor lines to 8 well locations has been completed. The HVDPE equipment has been delivered to the site and installed. The electrical work still remains but should be completed in early July. Testing and operation of the equipment should begin soon after. Expected completion of the project is summer 2019. Construction management by City staff.

#### Traffic Signal Infrastructure Replacement – Streetlight Repair

The project will repair damaged conduit and direct burial wiring with new conduit and wiring to return select streetlights to operation. The project will also replace damaged and missing streetlight poles, mast arms and fixtures as necessary.

**Monthly activities:** Contractor repaired conduit for a total of twelve streetlights in six locations: two lights on North McDowell Blvd at Professional Drive, one light on Capri Ave at Wood Sorrel Dr., one light on Sonoma Mt. Parkway, one light on Professional Drive at Rushmore Ave., one light on Sonoma Mt. Parkway across from Rose Petal Court, and six lights on Ely Blvd. South, south of Frates Rd.

#### Development Engineering Division

##### *Projects*

#### Sunnyslope II Subdivision:

Single-family project located on Sunnyslope Road.

**Monthly Activities:** New developer closed property purchase in March 2017. Final map is scheduled for City Council consideration in July 3, 2017.

#### Brody Subdivision and Residential Project:

Single and multi-family project located at the intersection of Corona Road and Sonoma Mountain Parkway.

**Monthly Activities:** Public improvement plans and the project final map were submitted for staff review.

#### North River Plaza (Spanos):

Multi-family project located at Water Street North and Oak Street.

**Monthly Activities:** Attended preliminary site plan and architectural review committee meeting on June 27, 2017.

#### Spring Hill School:

Proposed private school located on 705 North Webster Street.

**Monthly Activities:** Attended Bicycle and Pedestrian Advisory Committee meeting on June 7, 2017. Prepared Public Works and Utilities conditions of approval for August 8, 2017 Planning Commission meeting.

#### Labcon Warehouse:

Warehouse addition at the corner of Lakeville Highway and Cader Lane.

**Monthly Activities:** Reviewed building permit application for on-site work. Reviewed public improvement plan application for off-site frontage work. Reviewed 2<sup>nd</sup> submittal of the building permit application.

Davidon/Scott Ranch Subdivision:

Single family project located at the intersection of D Street and Windsor Drive.

**Monthly Activities:** Attended June 19, 2017 City Council hearing on draft environmental impact report.

Sid Commons Project:

Multi-family project located at the end of Graylawn Street.

**Monthly Activities:** Completed review of administrative draft environmental impact report and provided comments to the Planning Division.

Baywood Drive (Altura) Apartments:

Apartment complex located on Baywood Drive.

**Monthly Activities:** Performed pre-construction meeting with development team. On-site and off-site work is on-going and vertical construction will begin in summer/fall of 2017. Worked with developer's project engineer on changes to off-site sewer and storm drain culvert.

Riverfront Subdivision

Mixed-use project located at 500 Hopper Street.

**Monthly Activities:** Subdivision improvement plans and final map for Northbank Phase II submitted.

Quarry Heights Subdivision

27/4-lot subdivision located on Petaluma Blvd. South.

**Monthly Activities:** Work within the subdivision will continue as residences are built. KB Homes continues construction of additional phases, including public roadway and utilities. Staff monitored storm water management in accordance with City's Phase II permit.

Deer Creek Village

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

**Monthly Activities:** Monitored storm water management in accordance with City's Phase II permit as additional structures are built.

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 station at the historic downtown depot.

**Monthly Activities:** Continued coordination of railroad quiet zone with rail entities. Staff prepared a work order to relocate and better align railroad advisory signage near public grade crossings.

*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 June:



Applications	Monthly Activity
Encroachment Permit Applications	49
Transportation Permit Applications	5
TOTAL	54

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

- East Washington Park Bathroom
- Petaluma Blvd 12" Water Main
- Petaluma Blvd South. SS Trunk Main
- Minor Sidewalk Contract (ADA)
- Capri Creek Grading
- Avila Ranch Subdivision
- Downtown ADA Improvements
- Transit Facility Rehabilitation
- Ellis Creek Solids Handling Upgrades
- Copeland Lift Station Rehabilitation
- Paula Lane Reservoir No. 1 Improvements
- PIPS Odor Control
- Community Center Roof Replacement
- Fire Station 3 Roof Replacement
- Fire Station 2 Roof Replacement
- Park Place Water Service Replacement
- Recycled Water Main Extension SMA
- Sanitary Sewer Replacement 2016-2017
- Water Service Replacement, Park Place
- Utility Patch Paving
- Various Streets Maintenance, 2016-2017

#### *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, is a source of groundwater infiltration and inflow to the sewer collection system. All sewer laterals are privately owned and are to be maintained by the property owner. This includes the connection at the main. The maximum amount of assistance for a sewer lateral replacement or repair is 50% of the approved cost, up to a maximum reimbursement of \$2,000. Only complete replacement of the sewer lateral or a repair that eliminates infiltration and inflow is eligible for the program. There were no applications submitted for June 2017. 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 Section prepared a work order for parking signage and striping at the downtown rail depot site in conjunction with SMART and the Visitor's Center and Art's Depot staff. The following work orders were completed in June: Install W1-1 sign on Sky Ranch Drive, install W1-1a signs on Hayes Lane, paint red curb on Sunrise Parkway at the intersection of Nikki Drive.

### 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)	693.59
Wastewater Cleaned (million gallons)	142.08
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	84.47
Recycled Water Produced for On-site Use (million gallons)	9.74

Pretreatment Program Inspections:	
Item	Monthly Activity
Restaurants/Grease traps	18
Significant Industrial Users	6
Industrial Users	4

- Prepared and submitted the Self-Monitoring Monthly Report for May 2017 to the San Francisco Bay Regional Water Quality Control Board (RWQCB).
- Collected 124 influent and effluent samples for permit required parameters.
- Analyzed 357 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 116 permit required self-monitoring analyses for NPDES permit compliance.
- Ten industrial sampling events were conducted during the month of June.
- 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 128 preventative maintenance work orders, and 15 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

*Water Conservation*

Program Statistics:	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	13
Residential Washing Machine Rebates	5
Residential Water-wise House calls	18
Water Waste Investigation	1
Mulch Madness	4,114 sq. ft.

- Staff participated in the annual Sonoma-Marin Fair with a water conservation outreach booth. The booth included a sheet mulching demonstration, a low water use plant display, a water meter leak detection demonstration, and a movie theater with short videos on water conservation and pollution prevention. Staff provided information and outreach on City water conservation program and tips to save water indoor and outdoor, and raffled off a high efficiency clothes washer.
- The City is participating in a “Landscape Transformation Research Project” with other members of the Sonoma-Marin Saving Water Partnership and will be collecting data throughout 2017 to determine what factors influence customers to participate in the Mulch Madness program.
- The City’s Mulch Madness program began on May 1, 2017. The program offers customers free supplies for sheet mulching over unwanted turf areas. The program is suspended each winter from to coincide with the storm season. To date, the 2017 Mulch Madness season has approved 41,323 square feet of turf for sheet mulching. Staff has met with program vendors to establish program requirements and is continuing to find ways to improve the functionality of the program.
- The City has a booth at the Petaluma East-Side Farmer’s Market once a month from May through October. Staff provides outreach and education 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.
- 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 18 house calls.
- The City is a member of the California Water Efficiency Partnership (formerly the California Urban Water Conservation Council). The California Water Efficiency Partnership is in a transition year and will no longer require Best Management Practices (BMP) reporting, the City will continue to implement the CUWCC BMP programs until a new measure for conservation is determined.

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 with no discrepancies.
- Irrigation and Runway Edge Lights repairs were completed.
- June 10th was the monthly Open House and Static Display, 20 aircraft participated.
- Outbound overnight freight with Fed Ex was 67,012 pounds.

Fuel Sales	Gallons	Sales
100LL	9,860	\$41,754
Jet A	3,774	\$13,246
Total	13,634	\$55,000
Accumulated Gallons	161,934	avg/gal \$4.03

*Corp Yard*

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Opening	14
Encroachment Permits	41
Park Maintenance/LAD	32
Street Maintenance	83
Street Lights	18
Traffic Signals	7
Turning Basin/Marina	11
Misc./Other	44
Total	255

D St. Bridge and Turning Basin Openings		
Pleasure Craft	Commercial Craft	Total
12	0	12

- Regular greasing and maintenance was completed on the bridge.
- Low openings due to silt buildup.

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	32
Repairs - General Fleet	34
TOTAL	66

- Five smog tests, one recalls, four small equipment and four outside vendor.

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	30 Potholes
Tonnage	55 tons asphalt
Skin patch	668 LF
Dig out	2
Crack sealing	LF
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	13
Assistance to other Departments	4
Weed Abatement (total areas covered)	1

- Street crew potholed and skin patched City wide due to degraded streets, cleaned 5 islands trimmed 437 trees. Paved portion of Avery St for Water division, filled tree wells, trimmed trees on Lynch Creek and Wash Creek trail for Parks, relocated Airport bench and trimmed downtown trees. Marina cleanup was started, washed office, removed dead bushes, unwanted grass, trimmed trees along path and mitigated around sidewalk to path.
- Sign crew replaced or installed 64 signs, made 3 signs, painted 647 feet of curb, 49 crosswalks, 30 parking stalls and 28 Slow School legends. Completed Transit and Visitor Center sign changing projects.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	6
USA'S	1
Turned Heads Realigned	1
Signals Re-Lamped	5
Assist Other Departments	1
Ped. Pushbutton Replaced	2

- Worked on City wide traffic signal re-timing project. Responded to 11 traffic signal complaints. 196 SL poles were numbered / renumbered by street personnel.

*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	0	0	15	36
30 ft	46	15	33	0	1	14	30
35 ft	23	24	104	0	0	22	96
40 ft	25	19	76	0	1	17	68
End Tie	6	4	67	0	0	3	50
Side Tie	8	2	25	0	1	1	13
Total	167	82	49	0	3	76	46

Fuel Sales	
Gallons – Diesel	345.15
Gallons – Gasoline	50.87
Amount – Diesel	\$1,163.15
Amount – Gasoline	\$193.31
Number of boats (Diesel)	2
Number of boats (Gasoline)	3
Avg. Gallons Per Boat (Diesel)	172.6
Avg. Gallons Per Boat (Gasoline)	17.0

Transient Berthing Receipts	
Day Use:	\$84
16 – kayak	8

Launch Fees	
Day Use:	\$565
Season Pass:	\$250

Turning Basin Receipts		
Date	# Boats	Total
6/15	3	\$84
Total	3	\$84

*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	44
customer service	260
water conservation	53
other	63
Total	486
Customer Service Work Orders	353
Meter Readings	7655

- Sewer crews continue system maintenance & cleaning repaired & replaced two 6” clean outs on Petaluma’s Westside. Cut in 12’ of 6” failing sewer pipe on 6<sup>th</sup> street. Water crews continue to replace failing water services and water mains throughout City. Water crews also replaced 2” water mains with 8” c-900 on G Street and 2” on Howard Street in front of St. Vincent’s Church. 7<sup>th</sup> Street at McNear Park is set next to be repaired.

Item	Monthly Activity
Water Main Repairs	6
Water Service Repairs	31
Total Water Repairs	37
Wastewater Collection System Main Repairs	5

Underground Service Alert Utility Locates	181
Wastewater Collection System Line Cleaning (miles)	3.96
Wastewater Collection System Video Inspection (miles)	1.42

- City water operators have completed inspection Paula Tank Tested for Bacteria and now back in system great job. Gearing up for pilot replacement program.

Item	Monthly Activity
Safety Training (man hours)	46
Water Production, Imported from SCWA (million gallons)	276.708
Total Water Production (million gallons)	278.548

Parks and Facilities Maintenance Division  
*Facility Maintenance*

- Raised the flags daily at City Hall.
- Checked the boiler operation daily at City Hall west wing.
- Repaired door at Visitor Center Restroom.
- Repaired three Leghorn Park path lights.
- Met with HVAC contractor at the Senior Center for kitchen vent fan installation.
- Re-lamped 1000 watt security light of the light tower at the Swim Center.
- Cleaned two camera lens in the back area of the Police Department.
- Cleared sewer at Luchessi Park restrooms.
- Re-lamped five basketball court lights at Leghorn Park.
- Cleared urinal drain and replaced cartridge at the Senior Center.
- Reset GFI circuit lifeguard office at the Swim Center.
- Repaired clearance sign at the Keller St. Garage.
- Repaired two tennis court lights at Leghorn Park.
- Assisted Fire Prevention office with drawer organizer.
- Repaired nine parking lot lights at the Petaluma Community Center.
- Repaired two parking lot lights at Leghorn Park.
- Repaired one area light at Walnut Park.
- Repaired five area lights at Wickersham Park.
- Repaired HVAC unit at the PW&U Field Office.
- Remove chairs at the Community Development Department.
- Met with Recreation staff at electrical panel for turning off the BBQ area power.
- Reset tripped breaker for General Services.
- Repaired leaking drinking fountain at Putnam Park.
- Replaced pedestrian button at intersection of Sonoma Mountain Parkway at Washington St. for the traffic signals division.

*Parks Maintenance*

- Completed the annual weed abatement program for City properties; work done by contract.
- Trimmed the willow trees at Luchessi Park.

- Continued repair work on several main irrigation lines in various parks.

### Transit Division

June 2017 featured the annual drop in ridership that occurs each summer as school ends. Ridership loss would be more acute if it were not for the highly popular “Class Pass” program, which allows organized groups of students from various camps and institutions to reserve (in advance) group travel on the transit system to such destinations such as the Swim Center and Shollenberger Park. These group trips allow the students themselves to travel fare-free (adults in the groups pay) but only if reserved in advance to ensure groups do not come into conflict with one another out on the bus system. Class Pass has been in place since 2010 and helps avoid major summer ridership declines. This June’s ridership was worse than expected, with 20,482 boardings, down 37.8% from May 2017, and down 13.6% from June of 2016. Petaluma Paratransit provided 1410 trips in the month of June, down 5.9% from May of 2017 and down 15.6% from June of 2016.

The Transit Division continued work in preparation for a major service change that was implemented on June 25, 2017, that prepares the route network for the introduction of the SMART commuter rail service later this summer. The overall net impact of this service change is a lowering of annual revenue hours of fixed route service by about 1500 (from 20,000 annual revenue hours to around 18,500). This lowering of hours was made necessary by flat operations funding combined with increasing contract labor costs (drivers, dispatch, LWO Compliance). Two routes (Routes 24 and 10, formerly Route 1) underwent significant changes in order to become SMART “feeder” routes. Evening service was trimmed back from 10:10 pm closing on Routes 2, 11, and 33 to 8:40 pm system shutdown. Petaluma Transit is operating its new, SMART-oriented routes in July while awaiting the start of SMART revenue service. SMART is now shooting for a late July or August launch. This time allows Petaluma Transit to test the viability of its new timetables prior to the initiation of the train/bus connections. Should adjustments be required, and they often are, another service change is under consideration for August or September.