



City of Petaluma

Departmental Reports for June 2018

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

June 2018

Building Division Update:

- Issued building permits – 179
- Total permit valuation – **\$8,325,978.90**
- Total monthly inspections – 538
- May 2017 inspections – 603
- Inspections Calendar Year to Date – 1/1/2018 – 12/31/2018 – **2,808**
- Inspections Calendar Year to Date 2017 – 3,161
- Certificates of Occupancy issued – Fourteen. One for the bathroom/snack shack at E. Washington Fields, Two SFD's at Keller Ct., Nine apartment buildings at Addison Ranch, one commercial TI at Cader Lane and one SFD rebuilt after fire on Stuart Dr.

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

June:	2018
Days to Approval	Permit Apps
Same Day	72
1	38
2	10
3	9
4	2
5	11
6	4
7	4
8	2
9	1
10	8
11	2
12	1
13	3
14	2
15	8
17	1
19	1
Total Permits Issued for Month	179

Total building permit fees collected for the month of June 2018:

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	3,937.64
ADDITIONAL BUILDING PLAN CHECK	80.23
ADDITIONAL BUILDING PLAN CHECK	1,755.18
Civil Engineering Plan Check	7,957.58
State Bldg Standards Commis.	430.00
Comm.Strong Motion Inst/Seismi	998.79
Electrical - Amp Charge	335.50
Electrical Permit Fee	8,874.58
Electrical Minimum Permit Fee	1,404.00
ELECTRICAL SIGNS	49.20
ENERGY CONSERVATION FEE	1,816.91
Fire Plan Check	14,145.91
Incremental Fee	27,736.70
Building Permit Fee	93,882.61
Mechanical Permit Fee	6,308.30
Mechanical - Cooling Unit	191.70
Mechanical - Duct Work Only	138.45
Mechanical - Furnaces	266.40
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	702.00
Building Plan Check Fee	45,439.24
PLANNING PLAN CHECK FEE	5,846.00
Plumbing Permit Fee	7,085.60
Plumbing - Water Heaters	123.00
Plumbing - Water Piping	28.50
Res. MINEN/MINER Seismic Fee	1.38
Res.Strong Motion Inst/Seismic	506.80
Temporary Elec/Gas Permit Fee	327.00
	<hr/>
	230,375.35

Economic Development

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June 2018

Business Retention, Expansion, Attraction & Assistance

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

- Conversion of historic building to hotel
- Headquarters of local landscape contractor
- Downtown winery proposal
- Downtown distillery proposal

Online Zoning & Permit Tool (Open Counter) Statistics

- 605 site visits, 61 zoning look ups, 58 questions answered. At 5 minutes per question and 15 minutes per zoning look up, it is estimated that Open Counter saved 20 hours of staff time.

Business Retention & Expansion Discussions

- Researched rack storage requirements for beverage producer

Business Attraction Leads

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

- 2 specialty beverage producers
- Retail shoe store start up
- Winery

Cannabis Retailers

- Spoke to two of the unsuccessful cannabis teams about how they could improve their proposals in a second round.
- Spoke to brokers and landlords to support cannabis retailer location.

Projects & Programs

Marketing and Communications:

- Completed revision of Exploring Map and sent to printer
- Began data/photo entry to update online directory (petalumamap.com)
- Sent quarterly newsletter
- Published profiles about Adobe Road Winery and Sonoma Coast Spirits

- Met with museum director and visitor center to coordinate ongoing heritage related marketing and events
- Managed ongoing social media posts with creative services vendor

Short Term Vacation Rentals: Coordinated master permit list and sent out enforcement letter.

Business License Inspection Coordination: Worked with Building and Fire staff to increase coordination and speed of inspections.

Online Permitting: Reviewed online permitting proposals and discussed with staff from planning, building, fire and information technology.

Small Cell Towers: Provided support to effort to update the municipal code to address new, smaller telecommunications facilities being proposed by telecommunications companies.

City Recruitment Project: At the request of Human Resources, developed new recruiting materials incorporating the Petaluma Star brand and utilizing our existing creative services vendor, the Design Guild.

Local and Regional Coordination

Visitor Program & Downtown Association: Met with executive director and program manager for monthly update on projects and needs.

Emergency Response: Attended Red Cross trainings on shelter fundamentals.

Redevelopment Dissolution

Industrial Drive Property: Received and reviewed an offer to purchase the property.

Finance Department

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June 2018

Accounting and Administration Divisions:

- Second reading and adoption of the FY18/19 annual budget
- Presented FY 17/18 Year End budget adjustments to Council
- Updated FY 18/19 Master Fee Schedule with CPI increase
- Costing and position calculations
- Prepared confirmation letters for FY 18 audit
- Submitted data to Bartel to facilitate preparation of OPEB Valuation

Commercial Services Division:

- Updated Utility Billing system rates per Sonoma County Water agency pass through and CPI increase
- Performed Utility Billing winter average analysis and updates for FY 19
- Worked on FYE 18 reconciliations of subsidiary revenue systems and deposit liability accounts

Fire Department

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June 2018

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	4	.68
Vehicle/Equipment Fire	1	.17
Vegetation Fire	5	.85
Refuse/Other Fires	2	.34
Explosion, Overheat (no fire)	3	.51
Emergency Medical	379	65.22
Hazardous Condition	9	1.54
Special Service	58	9.98
Good Intent	75	12.90
False Alarm	45	7.74
TOTAL	581	99.93%

ADMINISTRATION:

- Completed the yearly Chief's inspection of the Fire Prevention Bureau and all three Rancho Adobe shifts (includes personnel, facilities and fleet)
- Conducted badge pinning for members coming off probation and for those newly promoted; reception followed; presented a 30-year pin to a Fire Engineer/Paramedic
- Met with Public Works staff to discuss future service and maintenance of City fire hydrants
- Attended monthly Sonoma County Fire Chiefs and Fire Advisory Council meetings; current topics include recommendations on fire staffing, weekly operational area conference calls and the upstaffing of fire crews during red-flag weather days
- Provided a Fire presence at the annual Elks Lodge Flag Day Celebration in Walnut Park
- Reviewed candidate background packages for Firefighter/Paramedic, met with the background investigator to discuss status of applicants and conducted Chief's interviews
- Attended yearly Rancho Adobe community pancake breakfast

FIRE PREVENTION/PUBLIC EDUCATION: Comments were provided on the following Development Review Committee (DRC) projects:

- Adobe Road Winery - 1 C Street
- 1 Hawthorn Court
- 109 Ellis Street
- Baywood Apartments - 2592 Casa Grande Road
- 120 Washington Street

Weed Abatement Program:

- Nine re-do letters were mailed & 17 weed abatement complaints were received

Fireworks Program:

- 4th of July safety messages were sent out via Social Media and displayed on the Highway 101 electronic billboard and signage throughout the City
- Thirteen fireworks booth permits were issued
- The high fire hazard severity zone (HFHSZ) letter and map were mailed to 2,638 owners and occupants (mainly on the west side)
- The yearly Education and Enforcement Plan to was provided to City Council

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	JUNE '18
Annual Permit Inspections	21
Re-Inspections	13
Fire Protection System, Commercial & TI Inspections	174
Hazardous Materials Inspections	21
Weed Inspections	446
General Fire Prevention Statistics	JUNE '18
FC/Hazmat Permits Issued	7
Public Records Requests / Sites Requested (PRA)	11 / 25
Hydrant Flow Requests	5
17/18 UFC/HazMat Permit Fees Collected YTD	\$319,381
Permit Applications Issued	10
Fees Collected Over the Counter	\$5,924
Pre-Development Plans Received	7
Building Permits Received	21

Meetings/Trainings/Special Projects: The following meetings were attended by Fire Prevention Bureau staff:

- Northern California Fire Prevention Officers
- 4th of July pre-event meeting at Sonoma Marin Fairgrounds
- Ten construction project meetings/consults with applicants
- Petaluma Fire hosted the yearly joint Marin FPO/Sonoma FPO/REACO meeting/training
- Attended water shut-off procedure meeting with other City department personnel

The following trainings were attended by Fire Prevention Bureau staff:

- National Fire Protection Association annual conference
- Risk Transfer/Additional Insured training
- PINS (Automated Insurance Documents Tracking System)
- Tall Wood Building training
- Field Burn Test training
- Hazmat Team training
- Workers Compensation presentation

Other Projects:

- Conducted Fire Plans Examiner interviews

OPERATIONS:

- Represented the interests of Petaluma in a bimonthly County workgroup regarding the language of a new county ambulance ordinance; currently working on dispatch relations and county agreements
- Represented the interests of Petaluma in a quarterly County Emergency Medical Care Council meeting; current topics include public alerting and community education/preparedness
- Met with the Finance Director to brainstorming ways of increasing ambulance revenue to raise funds to staff a third ALS ambulance, per City Council goals

Administration:

- Opened a recruitment for part-time EMT's for the BLS ambulance program

Disaster Preparedness:

- Conducted a community disaster preparedness presentation for approximately 70 people
- Began work to develop a neighborhood preparedness program (GetReady)

COMMUNICATIONS/TECHNOLOGY/TRAINING:

Technology

- Lexipol was funded and the Department is in implementation mode
- New BC Command Vehicle went in service; working on communication issues
- Working with the newly implemented EVAL software platform to better score and evaluate employees and recruits
- Continue to view demos for Fire/EMS Record Management Systems review

Training:

- Chaired Region 9's Training Officer meeting; topics included determining region needs and allocation of County-funded training position for one year
- Revised the Recruit Training taskbook; held a Training Cadre meeting in preparation for a September training academy
- Pool training was conducted at the Petaluma Swim Center
- Began shift wildland assessments

SUPPORT SERVICES DIVISION:

- Attended Marin's Training Officer meeting
- Acted as Redcom Duty Officer the week of June 18th; two strike teams were sent to Lake County for the Pawnee Fire
- Attended City Council meeting to present two Citizen in Action awards
- Station 1's roof overlay/replacement project was completed
- Reviewing replacement generator options for Station 2; size and cost are determining factors; awaiting formal bids
- The new ladder truck officially went into service on June 22nd
- 9341 (1982 brush truck) had the fuel pump fail; replacement had to be specially built due to age of vehicle and no parts available

Housing Division

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June 2018

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 property management staff for PEP Housing regarding HOME monitoring at the Casa Grande Senior Apartment development and the annual compliance report.
- Attended the Pedestrian & Bike Committee meeting for the PEP Housing affordable housing project discussion.
- Attended the June 12th Planning Commission meeting regarding a General Plan Amendment and Zoning Text Amendment to codify housing requirements in Chapter 3 of the IZO and modify Program 4.3 of the Housing Element. The item was continued in order to facilitate further discussion at a joint City Council/Planning Commission workshop.
- Met with Executive Director of Burbank Housing and Executive Director for Housing Land Trust of Sonoma County to discuss workforce housing in Petaluma.
- Met with Architect regarding a development in Petaluma and Petaluma's Density Bonus ordinance.
- Attended Risk Management insurance seminars regarding insurance certificates and additional insured designations for all programs and projects.

Project Updates:

- Sent in HOME monitoring reports for Edith Street Senior Apartments, Lieb Senior Apartments and Casa Grande Senior Apartments by the July 1, 2018 deadline. All properties were in good condition and passed their annual monitoring inspection.
- Sent out applications to people who are interested in renting the affordable units at the Altura Apartments.
- Submitted the CDBG Action Plan for the 2018-2019 grant allocation on June 25, 2018.
- Responded to a title company's request regarding releasing an In-Lieu Agreement that was recorded on a property. The property was being sold and needed the title cleared. The inclusionary fee was never paid.
- Continue to work on the staff report for the changes to the inclusionary policy and the housing fees.
- Continue to work on the DDA for the PEP Housing development at 951 Petaluma Blvd., So. Reviewed second round of comments.

Public questions & concerns:

- Responded to citizens looking for a place to live in Petaluma. (4 to 5 calls a week)
- Responded to Petaluma citizen who needed help with landlord/tenant issues. Referred them to PPSC.

Human Resources Department

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June 2018

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Airport Maintenance Worker	Open	Public Works
City Engineer	Open	Public Works
Parking Enforcement Officer	Open	Police
Utility Service Worker III	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Parks and Facilities Maintenance Manager	1	Open	Public Works
Community Service Officer	3	Promotional	Police
PT Fire Plans Examiner	1	Open	Fire
PT Emergency Medical Technician	13	Open	Fire
Public Works Inspector I	4	Promotional	Public Works
Police Officer	8	Open	Police

PRE-EMPLOYMENT

Job Title	Department
Administrative Assistant	Police
PT Fire Plans Examiner	Fire
Firefighter	Fire
Firefighter/Paramedic (3)	Fire

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Street Maintenance Worker I (2)	FT	Open	Public Works
Parks and Facilities Maintenance Manager	FT	Promotional	Public Works
Water Recycling Plant Operator in Training	FT	Promotional	Public Works

Separations – Job Title	Reason	Department
Water Recycling Plant Operator III	Service Retirement	Public Works
Public Works Inspector II	Service Retirement	Public Works

WC

# of Claims Opened	Total Paid	Total Incurred
7	0	\$19,560.00

# of Claims Closed	Total Paid	Total Incurred
7	\$121,233.83	\$121,233.83

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1	2	3	6

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
1	0	4	5

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
0	0	1	1

Information Technology

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June 2018

Customer Service

- Help Desk Requests = 165
Note the 30% increase over the May quantity.
- Help Desk Repair Incidents = 105; Service Requests = 60
Note – Incidents are determined to be reports of actual failures, Service Requests are determined to be requests for something different, improved, requests for items not currently in service.
- Video camera and access control project follow-ups, 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.
- PD Support accounted for the use of 59% of available hours/assets.

Web Site and Social Media:

- Detailed Web Statistics Link.
- Total Views 59823
- Average time on page 00:01:07
- Most Active Views – (site index.html, police/index.html, cclerk/archives.html, parksrec/index.html, parksrec/pet-swim.html)
- Update web requests completed/requested: /45; Average=2.7 requests/workday
- NextDoor: 14,935 residents in 56 neighborhoods (288 joined in June)

Projects

Completed

- Evaluation of Eden remaining life, options, costs, funding

Underway

- Installation of video surveillance at Ellis Creek
- Replacement of Police and Fire mobile computers (MDCs).
- Windows 10 upgrades, approx., ¾ of the PD complete, approx. 190 non-PD complete.
- Office 365 (version 2016) installations, approx. 3/4 of the PD complete, approx. 190 non-PD complete.
- Migration of email accounts/mailboxes to hosted on government cloud, approx. ½ of the PD complete, approx. 1/2 non-PD complete.
- Addition of network fiber to Petaluma Airport office.
- Permitting software replacement RFP responses being evaluated.
- Email of AR invoices.
- Ellis pretreatment data application migration to new software.

- EOC Software for tracking volunteers and donations
- Utility infrastructure GIS data migration to new Local Government Information Model.
- Updating Internet and Email Use Admin policies
- Phone system upgrade for 2018, anticipated to implement mid-summer and expanding to include a paging/announcement system, potentially desk phone instrument replacements

Maintenance Activity

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
 - 7381 Manual Remediation(s)
 - 7303 Updates: 84.76 % Critical/Security, 15.24% Standard
 - 78 Service & Feature Packs: < 2%
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements).
- Upgrade SQL Servers to stay within requirements of Microsoft maintenance.
- Upgrading GIS databases and application to SQL Server 2016 from SQL Server 2008
- Worked with Finance and auditors for reports, permissions, and any other Eden needs.

Downtime, Threats, and Service Interruption

- Significant increase in virus and hacking activity noted primarily via Email. Phishing schemes that emulate sales offers via email have increased in excess of 500% over the similar time in the last year. Proactive scanning and remediation efforts have been effective.
- Network service interruptions due to maintenance included less than 15 minutes for system wide maintenance.
- Email statistics:
 - 555,2285 20GB Total email messages processed
 - 65,064 Valid (11.72%)
 - 490,221 Suspect/Quarantined/Discarded (88.28%)

Deployment Trends

Total Number Email Accounts	432	
Total Number Workstations	323	
Total Number of Phones in Service	259	
Total Number of Voicemail Boxes	281	
User Storage Capacity	218 TB	45 TB In Use
Total Number of Databases	179	136 Active
Active & Read-Only Database Files (excludes MS Access)	573GB	
Total Database Storage	1.5TB	
Total Number of Servers	70	
Number of Virtual Servers	26	
Total Number Network Devices	76	

Total Number of Large Printers	70
Total number of MDCs	42
Total number of cellphones/smartphones	216 (+1)
Tablets and iPads	55
Wifi/modems	33
Microsoft Surface Devices	22 (+1)

City Department cooperative projects

- SCPSC meetings, replacement of Police MDCs
- Police – Guardian
- Working with departments to reduce computer storage
- Working with departments to scan/store hardcopies to maximize the digitization of documents, as stated in the Council Goals.
- Building, Planning, Economic Development, to examine replacement of permitting software to make online permit application easier for applicant and add more permit types one can apply for online.

Planning Division

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June 2018

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 June 2018 are summarized as follows:

Type of Activity	Numbers	Activity %
Counter Visits	122	38%
Phone Calls	76	24%
Emails	124	38%
TOTAL	322	100%

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

- Home Occupation Permits – 1
- Short Term Vacation Rental – 1
- Short Term Vacation Rental Renewals – 1
- Address Assignments -- 8

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). 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 committees to solicit feedback on projects being processed by the Planning Division.

Planning staff attended the following public meetings in June:

- City Council – June 4, 2018
- Pedestrian and Bicycle Committee -- June 6, 2018
- Airport Commission – June 7, 2018
- Planning Commission – June 12, 2018
- Historic and Cultural Preservation Committee – June 12, 2018
- City Council – June 18, 2018
- Planning Commission – June 26, 2018

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:

Formal Development Applications

- *1 C Street (Adobe Road Winery)* – Site Plan and Architectural Review application to demolish existing buildings/site features and construct an approximate 15,780 square foot building for use as a winery, hospitality room and event venue.
- *2592 Casa Grande (Baywood Apartments)* – Site Plan and Architectural Review application to construct 299 apartment units in 27 three-story buildings and associated site improvements on a 20.35 acre vacant site.

Discussions of Potential/Concept Applications

- *1 Hawthorne Court* – Conceptual proposal to further develop the lot at 1 Hawthorne Court. Concept included the addition of a triplex and an accessory dwelling unit in addition to the two existing single-family dwellings.
- *109 Ellis Street* – Conceptual proposal to construct a total of 18 units, 6 two (2) bedroom units and twelve (12) 1-bedroom units.
- *120 Washington Street* – Conceptual proposal to allow a micro distillery that would include a retail/tasting area, barrel storage and production of spirits.

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

Major Project Updates:

- *Airport PCD Update:* At the June 7th Airport Commission meeting the Commission reviewed the draft PCD Update, provided comments, and continued the item to the July 12th meeting for final review and recommendation.
- *Sepaheer Residences:* On June 12th the Planning Commission Reviewed and approved a Conditional Use Permit and Site Plan and Architectural Review to allow for multi-family residential use within a Mixed Use 1A (MU1A) zoning district and construction of a four-unit residential building at 315 Lakeville Street.
- *Bay Bridge Garage Demolition-* On June 12th the HCPC reviewed and approved a demolition application to demolish the existing commercial building constructed in 1937 as part of the Adobe Road Winery project at 1 C Street.
- *Inclusionary Housing:* On June 12th the Planning Commission reviewed a General Plan Amendment and Zoning Text Amendment to codify housing requirements in Chapter 3 of the IZO and modify Program 4.3 of the Housing Element. The item was continued in order to facilitate further discussion at a joint City Council/Planning Commission workshop.
- *Safeway Fuel Center:* On June 26th the Planning Commission reviewed and approved with conditions Site Plan and Architectural Review for the development of a new gas station within the Washington Square Shopping Center.
- *McDonalds Reconstruction:* On June 26th the Planning Commission reviewed and approved Site Plan and Architectural Review to demolish and reconstruct the existing McDonald's restaurant on North McDowell Boulevard with a reconfigured dual lane drive-thru.

Police Department

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June 2018

Personnel Update / Vacant Positions:

- Administrative Assistant applicant passed background.
- Dispatchers needed.
- Parking Enforcement Officer selected to fill vacant Community Service Officer position.
- Parking Enforcement Officer position opened.

Administration Update:

- Special events in June involving extra police planning and presence: Sonoma Marin - Fair.
- Several PPD staff participated in the 5+ mile Special Olympics Law Enforcement Torch Run.
- Completed DUI checkpoint
- Lt. Klein graduated from Leadership Petaluma

Training Update:

- Platoon training successfully completed POST training in: Peace Officer's Bill of Rights, Pat Searches & Frisks, Firearms Training Rifle/ Pistol, Case Law- Force/ Search & Seizure, Traffic Update and Driver Training (EVOC) Update. Volunteer Coordinator, Lieutenants, and Sergeants successfully completed Social Media Management for Law Enforcement. New officer completed TASER training. Traffic division completed DUI checkpoint Management training.

Records Update: Public Safety Statement -- June 2018 and YTD

	June 2018	June 2017	2018 YTD	2017 YTD	% Change 2017-18 YTD
PART I CRIMES					
PEOPLE CRIMES	38	31	218	284	-23%
Homicide	0	0	1	0	
Rape	4	1	13	14	-7%
Robbery	4	1	15	18	-17%
Assault - Aggravated	13	15	62	89	-30%
Assault - Simple	17	14	127	163	-22%
DV Related Assault	8	10	74	94	-21%

PROPERTY CRIMES	86	80	497	505	-2%
Burglary	12	17	95	98	-3%
Larceny - Grand Theft	31	17	150	125	20%
Larceny - Petty Theft	38	38	213	236	-10%
Motor Vehicle Theft	5	7	35	41	-15%
Arson	0	1	4	5	-20%
ARRESTS					
ARRESTS TOTAL	193	180	1117	997	12%
Adult	184	171	1058	936	13%
Juvenile	9	9	59	61	-3%
DISPATCH					
CALLS FOR SERVICE TOTAL	5086	5010	30520	29579	3%
Public-Initiated	3146	3302	18680	19047	-2%
Officer-Initiated	1940	1708	11840	10532	12%
PHONE CALLS TOTAL	7816	10198	53385	60914	-12%
911	1125	1022	6411	5971	7%
Non-Emergency	6691	9176	46974	54943	-15%
TRAFFIC					
TRAFFIC COLLISIONS TOTAL	59	78	369	419	-12%
Fatal	0	0	1	2	-50%
Injury	16	20	118	121	-2%
PDO	43	58	250	296	-16%
TRAFFIC OFFENSES TOTAL	537	318	2472	2136	16%
Citations	520	300	2340	2021	16%
DUI Arrests	17	18	132	115	15%
PARKING CITATIONS	692	844	5146	4713	9%
RECORDS					
Incident Reports	486	537	2995	3155	-5%
EVIDENCE					
ITEMS PROCESSED TOTAL	754	851	4813	5895	-18%
Intake	527	467	2759	2905	-5%
Purge	74	239	1035	2057	-50%
Release	51	66	406	420	-3%
Discovery	78	50	442	380	16%
Lab	9	9	85	50	70%
Checkout	15	20	86	83	4%

Public Works and Utilities Department

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June 2018

Capital Improvements Program Division

Surface Water

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, and remove sediment deposits under the Corona Road Bridge.

Monthly Activities: Purchase and sale agreement signed by all parties. Will execute purchase in new fiscal year. Preliminary design, environmental, and planning work continued. Received preliminary analysis of projected impacts of sediment removal under Corona Rd. Bridge, and the installation of detention basins at the Denman Reach site. Consultation to occur with flood plain administrator and SCWA.

Caltrans-Old Corona Road Mitigation Project. The project utilizes Caltrans funding to install bio-retention ponds and bioswales to treat runoff from the 101 freeway and surrounding areas of Old Corona Road.

Monthly Activities: Environmental clearance is currently being worked on by consultants. Survey for site has been submitted and design has begun. Submittal for permitting expected in July 2018.

Water

Water Service Replacement 17/18. This project will replace polybutylene water services though out the City.

Monthly Activities: The project is currently out to bid.

Wilson-Webster Water Main Replacement. This project will replace the water mains on Wilson Street and Hinman Street and replace the services on Webster Street.

Monthly Activities: The project is currently out to bid.

Country Club and Victoria Pump Station Improvement Project. This project will replace the pumps and electrical equipment at the two water pumping stations.

Monthly Activities: The design portion of the project will begin in July 2018 with a consultant.

Wastewater

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

Monthly Activities: Bid was awarded to Coastside Concrete and Construction and construction will begin near the end of July.

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: Screw press startup completed. Digester #1 modifications ongoing.

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

Monthly Activities: Demolition of areas for high strength waste receiving and CNG fueling station at Ellis Creek occurred. Underground piping and conduit runs are being installed.

Payran Lift Station Upgrade Project. This is for upgrades at the Payran Lift Station including mechanical, electrical, instrumentation, and communication upgrades. The pumps will be replaced with pumps requiring less maintenance, a permanent emergency generator, and communication equipment to connect with the Ellis Creek Water Recycling Facility.

Monthly Activities: Design efforts with Nute Engineering have begun. Construction management by City staff.

Street Improvements

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

Monthly activities: The Contractor has completed the retrofit of 3,463 LED fixtures across town. Three fixtures remain which need additional work such as replacing a bent mast arm or protection from a high-voltage transmission line. The contractor also continues to respond to light trespass issues called in by residents by shielding the new light fixtures. The final retrofit inventory has been submitted to PG&E for billing rate change to the LED rate and for an energy efficiency rebate.

Pavement Restoration 17/18. Project will resurface various streets throughout the City, and includes high volume slurry seal, asphalt overlays, dig outs, ADA improvements, and new striping / signage.

Monthly Activities: The contract was awarded to American Asphalt. Construction of ADA curb ramps has begun and should be completed by the end of July.

Downtown ADA Improvements. The City will be upgrading curb ramps, sidewalks, and other facilities in the downtown area to meet current American's with Disabilities Act standards.

Monthly Activities: Work on Water St. to remove cobble areas and install ADA compliant stamped concrete has begun. Construction management by City staff.

Other

Payran UST Remediation. 301 Payran is the former site of a City Fire station and an underground storage tank. The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation 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: Treatment has begun. Expected completion of the project is summer 2019. Construction management by City staff.

Inspection Services

In addition to routine ongoing inspections, Inspection Services worked on Quarry Heights, 700 West St., River Front Subdivision, Addison Ranch, Labcon Warehouse Addition, Altura Apartments, Sunnyslope II Subdivision, 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 2018:

Applications	Monthly Activity
Encroachment Permit Applications	44
Transportation Permit Applications	10
TOTAL	54

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

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Solids Handling Upgrades
- Ellis Creek Bridge
- Recycled Water Main Extension SMA
- Utility Patch Paving
- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Petaluma Municipal Airport Micro Project
- Ellis Creek CNG Project
- Ellis Creek B2B Project
- Community Center Parking Lot Rehab
- Marina Apartments
- Pavement Restoration FY 17/18
- Sewer Main Replacement FY 17/18
- Miracle Park

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 the month of June 2018.

Sidewalk Repair Program

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

Environmental Services

Wastewater Treatment, Water Recycling, and Industrial Pretreatment

Facility Statistics	
Item	Monthly Activity
Safety Training (man-hours)	20.5
Biosolids Beneficial Reuse (wet tons)	655.48
Wastewater Cleaned (million gallons)	136.76
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	88.57
Recycled Water Produced for On-site Use (million gallons)	9.01

Pretreatment Program Inspections:	
Item	Monthly Activity
Restaurants/Grease traps	20
Significant Industrial Users	9
Industrial Users	2

- Prepared and submitted the Self-Monitoring Monthly Report for May 2018 to the San Francisco Bay Regional Water Quality Control Board
- Collected 115 influent and effluent samples for permit required parameters.
- Analyzed 448 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 168 permit required self-monitoring analyses for NPDES permit compliance.
- Sixteen 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 Solids Process Upgrades Project, the Digester Gas to CNG Project, and the High Strength Waste Project.

- Conducted site inspections and cross connection testing as part of the recycled water permitting process.
- The tertiary recycled water system was operated to meet user demand during the month.
- Continued modifying the facility’s Supervisory Control and Data Acquisition system to improve operational control of treatment processes, pump stations and recycled water distribution system.
- Managed Ellis Creek WRF’s computer based maintenance system. Currently there are 1,051 assets in the system. The workload for the month included 129 preventative maintenance work orders, and 20 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

Water Conservation

Program Statistics	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	19
Residential Washing Machine Rebates	7
Residential Water-wise House calls	30
Water Waste Investigation	4

- On May 31, 2018 Governor Edmund G. Brown Jr. signed legislation that establishes statewide water efficient goals to help better prepare for droughts and climate change. SB606 by Senator Hertzberg and AB 1668 by Assemblymember Friedman establish the following standards that must be in place by 2022: (1. An indoor, per person water use goal of 55 gallons per day until 2025, 52.5 gallons from 2025 to 2030, and 50 gallons beginning in 2030. (2. Create incentives for water suppliers to recycle water. (3. Requiring both urban and agricultural water suppliers to set annual water budgets and prepare for drought. City staff will follow new state standards and work in regional partnership to identify and implement programs that help us meet compliance targets.
- The City of Petaluma participates in the Sonoma Marin Saving Water Partnership regional clothes washer rebate program. Beginning July 1, 2018 Petaluma will begin offering a \$75 rebate for clothes washers instead of a \$125 rebate. Partner agencies in the regional rebate program offer rebate amounts between \$25 and \$75. To qualify for the washer rebate, City water customers must purchase a clothes washer from a list of qualifying energy star certified clothes washers.
- The Environmental Services Section prepared a booth for the Sonoma-County Fair this year which took place June 20-24. Staff from PW&U worked the booth to provide outreach on our water conservation, pollution prevention and stormwater programs. The main booth attraction was the Petaluma Watershed Pledge Wall, where we had 885 fair-goers pledge to make actions that contribute to a healthier watershed and Petaluma River. Pledge participants earned a re-usable bag or water bottle to encourage their commitment to keep single-use plastic bags and bottles out of our creeks and river.
- City staff is working with Daily Acts to transform a section of the lawn at the Petaluma Regional Library into a water-wise landscape for the community. Several successful volunteer work days accomplished much of the garden transformation project that began in October, 2017. The garden will be complete once an informational kiosk, plant identification tags, and four redwood benches are installed in the garden. Take a walk

through the garden and check it out! Please remember that the vegetation is young; only a few seasons away from the full and lush appearance of the garden at Fire Station 3.

- 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 30 house calls.
- The City is a partner in the Sonoma-Marín Saving Water Partnership that is guided by its MOU and the Restructured Agreement for Water Supply with the Sonoma County Water Agency. City staff participated in an MOU sub-committee that planned revisions to the 2010 Partnership MOU. The First Amended MOU was approved by City Council on May 21st and will be effective July 1, 2018.
- The City is a member of the California Water Efficiency Partnership (formerly the California Urban Water Conservation Council). The California Water Efficiency Partnership (CalWEP) no longer requires Best Management Practices (BMP) reporting, however the City will continue to implement some of the CUWCC BMP programs until a new measure for conservation is determined by CalWEP and the Sonoma-Marín Saving Water Partnership MOU.

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.
- Quarterly AWOS inspection was completed on June 4th.
- Fed Ex freight to the east coast was 63,760 pounds.

Fuel Sales	Gallons	Sales
100LL	9,350	\$43,975
Jet A	4,190	\$16,916
Total	13,540	\$60,891
Accumulated Gallons	200,578	avg/gal \$ 4.50

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	12
Encroachment Permits	30
Park Maintenance/LAD	53
Paint & Signs	3
Street Maintenance	52
Street Lights	5
Traffic Signals	11
Turning Basin/Marina	46
Misc./Other	45
Total	257

- Regular greasing and maintenance was completed on the bridge.
- Inspection of Bridge Compute\r system performed.

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	20
Repairs - General Fleet	30
TOTAL	35

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	229 Potholes
Tonnage Skin patch	27 tons asphalt Streets 366 ft
Special Events/Filming	1
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	18
Assistance to other Departments	4

- Sign Crew replaced 18 signs, installed 500 buttons, and painted 305 ft. of red curb.
- Painted 45 Stop Bars and 12 School Crossings.
- Street Crew responded to one hazmat call and four accidents.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	11
USAs	141
Turned Heads Realigned	3
Assist Other Departments	9
Ped Push Buttons Replaced	1
Ped Audible Devices Replaced	2

- Located all conduits in Community center parking lot for paving project.
- Started traffic signal inventory for Lucity.
- Installed new controller at N. McDowell Blvd. + Old Redwood Hwy.
- Installed 'Left turn yield on green' sign (R10-12) at Payran + Caulfield.
- Pulled new wire to path lights at Hogwarts Park.

Marina and Turning Basin

Marina						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	73	39.9%	2	3	75	40.4%

Launch & Turning Basin Receipts	
Total Revenue	\$924.00
Kayaks	9 of 16

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

Customer Service continues to GPS meter locations. Water Crews replaced five 2” water services on Pepperwood Lane, a 2” water service on Lakeville Street and two 2” water services on Lakeville Circle. Once repairs were complete all areas were repaved.

Item	Monthly Activity
Telephone Inquiries: billing	27
customer service	188
water conservation	84
other	59
Total	358
Customer Service Work Orders	270
Meter Readings	19497

- Storm Crews have continued mowing tank sites and pump stations.

Item	Monthly Activity
Water Main Repairs	4
Water Service Repairs	43
Total Water Repairs	47
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	275
Wastewater Collection System Line Cleaning (miles)	0.5
Wastewater Collection System Video Inspection (miles)	2.56

- Operators completed the 2017 Water Quality report, poured a concrete slab at Station 11 for the new building, fabricated a safety door at Country Club tank, installed a new fence at Manor Tank, and painted over graffiti at Prince Park well house and Willow Brook building.

Item	Monthly Activity
Safety Training (man hours)	52
Water Production, Imported from SCWA (million gallons)	295.879
Total Water Production (million gallons)	295.879

Parks and Facilities Maintenance Division

Parks Maintenance

- Work began on next phase of Miracle Field at Luchessi Park. Irrigation season has begun and there was a multitude of leaks and repairs needed on the irrigation systems. Just to name a few of the parks in need of repairs, Lucchesi, Wiseman, Glenbrook and Westhaven Parks. Warranty work for the three artificial surface soccer fields at Petaluma Community Sports Fields was completed; work included sweeping, grooming and addition of infill as needed. Preparation work for 4th of July fireworks show was completed, including mowing of areas of tall dry grasses around the fairgrounds. Parks and Facilities Maintenance Manger vacancy was filled by Jeff Gittings who transferred over from Public Works; his first day of work was June 18th. A scout completed painting several tables and benches at Lucchesi Park to complete his Eagle Scout merit badge. The work was greatly appreciated and congratulation to Kyle for completing the Eagle scout program.

Facilities

- Working on completing preventative maintenance on all the city facilities HVAC units.
- Responding to various maintenance work orders and requests.
- At the museum the large Coast Live Oak (*Quercus agrifolia*) known as the "Museum Oak" has been registered as a Heritage Tree with the City of Petaluma and the crew was requested to install a dedication plaque in front of this majestic oak tree.
- The weed abatement program started this month for fire protection with Keystone Tractor doing a lot of the City's field mowing and disking.
- All 4 the synthetic soccer fields were swept and groomed.
- The last of the 131 trees donated by Rotary were planted and they all seem to be doing well. Thank you Rotary!!
- At the swim center the pool was super chlorinated for algae, locker rooms cleaned, ladders tightened, landscape cleaned up and made ready for opening to the public.

Transit Division

- June 2018 saw flat ridership compared to the prior year. Petaluma Transit saw 20,379 rides, compared with 20,482 in June 2017. Petaluma Paratransit provided 1,334 trips in the month of June, down 5% from June of 2017.
- Petaluma Transit began the summer transit schedule on June 3, 2018. Service on the school tripper routes (301, 302, 303, 311, 312 and 501) ended service in May with the end of the school year, with plans to resume service in August with the new school year. Summer session transit service was provided for the first time ever, serving Casa Grande High School, the site of the 2018 session.
- Staff completed an update of Title VI plan which was adopted by City Council on May 21st and submitted to the FTA on June 1.
- Conducted FTA Triennial on-site review on 7/26 and 7/27. The review covers all federal related components of operations for Petaluma Transit – Title VI/ADA, federal procurements, paratransit policies and evaluation, etc.
- Completed execution of the FY19-FY25 Operations and Maintenance contract to MV transportation. The contract contains for base years with three additional, one-year extension options. Several new enhancements are provisions within the new contract, including:
 - Installation of Mobileye Collision avoidance and safety warning system
<https://www.mobileye.com/en-us/solutions/general-fleet/>
 - Trapeze EZ wallet for trip booking and purchasing of mobile fares through the app.
 - Additional mechanical ASE certifications include bus-electric hybrid system training
 - Spanish 101 and cultural sensitivity training for drivers.
- Staff attended the following outreach events over the prior month:
 - Met with the Principal of Casa Grande High School on May 17th.
 - Attended Emergency Operations meeting of Sonoma County area transit providers and MTC on May 21st.
 - Attended Earl Baum Group meeting to discuss paratransit on May 25th.
 - Attended Area Agency on Aging meeting and presented update of Paratransit User Guide on June 14th.

- Provided materials to be distributed at the Petaluma Public Works & Utilities table at the 2018 Sonoma-Marín Fair from June 20-24. Had a Petaluma Transit vehicle and table on-site for Saturday, June 23rd.
- Worked in conjunction with MTC and Redwood Group to conduct on-board user survey for Petaluma Transit riders. Results will be available in July 2018.
- Assembled a Scope of Work for implementing a Mobile Fare Payment platform with identified vendor (Masabi). Awaiting confirmation of scope from vendor prior to execution.
- Continued assembling materials for procurement of three paratransit vans in FY 19. Working towards having sample vehicles on site for a July event to show the vehicles to the public.
- Conducted Paratransit Users Group (PUG) meeting on June 20th.
- Assembling RFP to have 40' transit bus refurbished over summer of 2018.
- Schedule adjustments are being considered for August 2018 including minor schedule changes to routes 501 and potential for added service to routes 2, 11 or 24.
- As a member of the steering committee for the Transit Integration Efficiency Study (TIES), attended a formal review of the proposal and interview with the consultant team (Nelson-Nygaard) on June 15th; the steering committee recommended awarding of the contract to the consultant team.