



City of Petaluma

Departmental Reports for August 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

August 2017

Building Division Update:

- Issued building permits – 208
- Total permit valuation – \$10,930,193.37
- Total monthly inspections – **651**
- August 2016 inspections – 562
- Inspections Calendar Year to Date – 1/1/2017 – 8/31/2017 – **4,298**
- Inspections Calendar Year to Date 2016 – **3,249**
- Certificates of Occupancy issued – Eleven. Seven (7) townhomes at Quarry Heights and four (4) SFD's at Avila Ranch.

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

August:	2017
Days to Approval	Permit Apps
Same Day	59
1	63
2	15
3	12
4	7
5	4
6	3
7	3
8	9
9	1
10	6
11	2
12	5
13	4
15	4
16	3
17	1
18	4
19	1
21	1
25	1
Total Permits Issued for Month	208

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

<u>Fee Description</u>	
ADDITIONAL BUILDING PLAN CHECK	1,111.48
ADDITIONAL BUILDING PLAN CHECK	7,750.45
Civil Engineering Plan Check	2,642.87
CIVIL PLAN CHECK FEE - GRADING	25.37
State Bldg Standards Commis.	382.00
Comm.Strong Motion Inst/Seismi	1,039.94
Electrical - Amp Charge	610.00
Electrical Permit Fee	8,390.06
Electrical - Light Fixtures	8.80
Electrical Minimum Permit Fee	1,782.00
Electrical - Receptacles	8.80
ELECTRICAL SIGNS	73.80
Electrical - Switches	1.10
Fire Plan Check	11,241.76
Incremental Fee	2,263.74
INSPECTION OUTSIDE REG HOURS	172.72
Building Permit Fee	75,847.66
Mechanical Permit Fee	6,336.18
Mechanical - Cooling Unit	170.40
Mechanical - Duct Work Only	74.55
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	340.40
Plumbing - Fixtures and Vents	19.60
Plumbing - Gas Pipe Outlets	12.30
Plumbing Minimum Permit Fee	540.00
Building Plan Check Fee	50,940.12
PLANNING PLAN CHECK FEE	5,443.00
Plumbing Permit Fee	6,454.33
Plumbing - Water Heaters	110.70
Plumbing - Water Piping	28.50
Res.Strong Motion Inst/Seismic	247.86
Temporary Elec/Gas Permit Fee	218.00
Grading Permit Fee	169.13
Grading Plan Check Fee	425.80
	<hr/>
	184,901.62

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

Email: ialverde@ci.petaluma.ca.us

August 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. There were no DRC meetings held in August.

Business Expansion & Retention Discussions

Retention Assistance:

1. Met with company that sells and services espresso and water filtration machines. Provided assistance and referrals in the areas of workforce and small business development.
2. Helped a local business resolve problems with the timing of garbage/recycling pick-up.
3. Helped a local business resolve problems with illegal dumping behind its location.
4. Researched zoning requirements on behalf of manufacturing company interested in adding onsite retail location.
5. Researched City inspection records on behalf of local bakery undergoing 3rd-party health certification.
6. Provided workforce referrals to national retail chain opening a new store in Petaluma.
7. Referred five companies to the Argus-Courier and KPIX Channel 5 news for comment about the Division's new Career & Lifestyle Guide.
8. Asked four companies if they would like to participate in tour by Bay Area Urban Manufacturing Initiative.
9. Provided workforce referral to local beverage company.
10. Provided workforce referral and information about Career & Lifestyle Guide to local manufacturing company and furniture design company.
11. Provided information about City development review process to owner of dance school.

Expansion Assistance:

1. Researched permit requirements on behalf of Petaluma brewery interested in adding a tasting facility downtown.
2. Provided information about City cannabis policy to local testing company.
3. Responded to inquiry from local wellness center interested in expansion.
4. Researched permit requirements on behalf of winery interested in opening a distillery downtown.

New Business Assistance:

1. Referred a property owner to City Department for assistance with a restaurant proposal.

Business Attraction Leads

The following business attraction leads received assistance in areas such as real estate search, navigating City requirements, and workforce.

Startups

- Apparel/hat company (startup)
- Gluten-free bakery (startup)
- Cannabis delivery
- Motorcycle Repair
- Commercial broker on behalf of client
- Commercial broker on behalf of client

Relocations/Satellite sites

- Meat company
- Chocolate company
- Restaurant
- Software development company

Projects & Programs

Marketing/Communications:

- Career & Lifestyle Guide: Received printed covers and began in-house production of 35+ page talent attraction Guide. Developed distribution plan. Wrote and distributed press release. Coordinated interviews with local businesses for stories by Argus-Courier and KPIX Channel 5.
- Petalumastar.com: Prepared 10 new pages with talent attraction content.
- Distributed quarterly newsletter to 1305 recipients. The focus was on workforce and the newsletter promoted the Career & Lifestyle Guide and workforce services provided by the Santa Rosa Junior College, Economic Development Board, Career Technical Education Foundation, and local Veterans programs.

Open Counter – Tested software upgrade that will make the product simpler and more intuitive for users.

Workforce Initiative –

- Spoke with Santa Rosa Junior College Veterans Program representative and Employment Development Department Veterans representative to discuss ways to collaborate around workforce issues.
- Spoke with Sonoma State Career Center director to understand how the center works with local companies.
- Spoke with new Business Engagement Manager at Career Technical Education Foundation in order to learn about the foundation and how it will serve Petaluma businesses.

Local and Regional Coordination

Visitor Program & Downtown Association – Completed activities related to contract extension. Attended meeting held by Sonoma County Tourism.

Chamber of Commerce – Revised City pages and provided camera-ready art for 2017-18 Chamber Directory.

Workforce Investment Board – Attended event focused on the Sonoma County Year of the Senior.

Redevelopment Dissolution

- Discussed ongoing litigation and Oversight Board transition with the Agency's special counsel.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

Fax: (707) 778-4428

Email: finance@ci.petaluma.ca.us

August 2017

Accounting and Administration Divisions:

- Public Act Request
- Meet with HR in preparation of labor negotiations
- Costing and position calculations

Commercial Services Division:

- Received mail machine training and went live on new postage machine
- Interviewed Accounting Assistant II applicants
- Designed new call center procedures related to water utility requests
- Worked with Human Resources to establish Revenue Development Specialist position

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

Fax: (707) 931-0668

Email: firedept@ci.petaluma.ca.us

August 2017

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	5	.90
Vehicle Fire	2	.36
Vegetation Fire	4	.72
Refuse/Other Fires	0	-0-
Explosion, Overheat (no fire)	0	-0-
Emergency Medical	348	62.70
Hazardous Condition	11	1.98
Special Service	58	10.45
Good Intent	83	14.95
False Alarm	43	7.74
Severe Weather & Natural Disasters	0	-0-
Special Incident (overhead assignments)	1	.18
TOTAL	555	99.98%

ADMINISTRATIVE:

- Various fire personnel were deployed to the following fires as strike team members: Ruth, Minerva, Eclipse, Chetco Bar (Oregon)
- Attended a Region 9 meeting, monthly Sonoma County Chiefs Meeting and Advisory Council meeting in conjunction with turning in Region 9's regional proposal to the Board of Supervisors
- Crews participated in the yearly Make-a-Wish walk at Shollenberger Park and National Night Out at the Target Shopping Center

FIRE PREVENTION/PUBLIC EDUCATION:

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

- Implemented a smoke alarm partnership with the American Red Cross

Weed Abatement Program:

- Processed weed contractor bills for three work orders; invoiced three private parcels

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	AUGUST '17
Annual Permit Inspections	9
Re-Inspections	10
Fire Protection System, Commercial & TI Inspections	44
Hazardous Materials Inspections	23
Fire Investigations	1
Plan Reviews	47
Weed Inspections	1
General Fire Prevention Statistics	AUGUST '17
FC/Hazmat Permits Issued	86
Public Records Requests / Sites Requested (PRA)	4 / 4
Hydrant Flow Requests	3
Permit Applications Issued	22
Fees Collected Over the Counter	\$15,264
Pre-Development Plans Received	7
Building Permits Received	28

Trainings/Special Projects:

- The following meetings were attended by Fire Prevention Bureau staff:
 - Nor-Cal Fire Prevention Officers
 - Sonoma County ENVIO-Task Force
 - Noratek Demo-Fire Inspection Software
 - Region 9
 - Sonoma County Fire Prevention Officers
 - Meeting with Grant Officer for PD
- **CUPA/CERS (CA Electronic Reporting System):**
 - Submitted the California Water Boards Underground Storage Tank Report 6
 - Attended a CUPA Program Group meeting with local agencies
 - Mailed 343 notification letters to CERS users offering CERS Consultant Assistance
- The following trainings were attended by Fire Prevention Bureau staff:
 - USFA Webinar Series: Igniting Behavior Change — A Tactical Approach to Fire Safety Communication
 - Ammonia Accidents: The Importance of RMP/PSM Prevention Elements in Mitigating Hazardous Releases

SUPPORT SERVICES DIVISION

Administrative

- Attended the quarterly Police and Fire management meeting
- Completed the Agreement with Petaluma City Schools to perform mechanic work on fire apparatus until June, 2020

Facilities

- Met with the Public Works representative and architect to review status of Station 2's bathroom remodel project
- Station 2 members completed kitchen work (installation of ice machine)

Apparatus

- The CalOES engine 286 was sent to two different fires with Petaluma personnel
- Truck 9351 had frame cracks repaired

COMMUNICATIONS/TECHNOLOGY/SAFETY & WELLNESS:

- Annual OSHA and DMV physicals were scheduled
- Began implementation of after-action reports from Company Officers following strike team assignments in an attempt to share knowledge and lessons learned
- Participated on the County level for the next round of ImageTrend updates

Training

- Continued work on adopting the California Firefighter Joint Apprentice Program. Conducted initial web conference to enroll eligible members (those hired in 2013 to present)
- Completed annual fire apparatus engineer evaluations
- Members attended an auto extrication training taught by Wilmar Volunteer Fire
- Provided EMS training for all shifts and neighbors on the topic of 12 Lead/EKGs

EMS DIVISION:

- Began evaluation on a new Records Management System for Petaluma Fire; met with Rohnert Park Dept. of Public Safety to discuss possible partnerships in RMS software
- Met with PD and Coastal Valleys EMSA to discuss possible transport solutions for 5150 hold patients
- Review records retention policy edits from consultant for Petaluma Fire
- Met with billing vendor Wittman and the City's Finance representative to discuss current EMS billable levels
- Met with the Health and Human Services Department to discuss Coastal Valleys EMSA history and moving forward with the Sonoma County EMS ordinance
- Attended an Imagetrend User Group meeting and the Sonoma County CQI and Data Group meeting for Imagetrend and NEMESIS data

Administration:

- Met with HR to discuss recruiting and promotional testing timeline for various Fire positions
- Met with PD management team to discuss any open items

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

Fax: (707) 206-6037

Email: scastellucci@ci.petaluma.ca.us

August 2017

Meetings attended:

- Continuum of Care Board Meeting – As one of the three jurisdictions that participate, Petaluma has a seat on this Board that makes policy for the homeless in the county.
- Conference call with consultants, Economic Planning & Systems, to review Administrative Draft and PowerPoint presentation for the Nexus Study for the Housing Impact Fee.
- Webinar with SF HUD regarding the CDBG Consolidated Annual Performance Evaluation Report.
- Met with representative from Boys & Girls Club of Central Sonoma County and City Manager to discuss the Petaluma Boys & Girls Club and their role in keeping the club open.
- Conference call with Sonoma County Community Development, the City of Santa Rosa and consultants for HomeBase regarding analysis of the Continuum of Care homeless system.
- Met with the Fire Marshal to discuss the emergency vehicle access for the affordable housing property at 951 Petaluma Blvd. South.
- Met with First Time Homebuyers Program owners who want to sell their property to discuss their options.
- Met with Jim Langford of PEP Housing and Bob Hayes, Architect to discuss the 951 Petaluma Blvd. South development.
- Met with Burbank Housing to discuss the upcoming resyndication of Old Elm Village, a 80 unit family affordable housing project. Resyndication is scheduled to happen in summer of 2018.

Project Updates:

- Working on the CDBG Consolidated Annual Performance Evaluation Report for FY 2016-2017. Report is due to HUD by September 30, 2017.
- Working on the Exclusive Negotiating Agreement with PEP Housing for the proposed affordable housing project at 951 Petaluma Blvd. South property.
- Working with the Housing Land Trust of Sonoma County to keep a resale of one of our first time homebuyer properties in the program by using the ground lease model
- Gathering data needed by the consultants for the Housing Impact Fee Nexus study.
- Visited the Logan Place Apartments to do a HOME monitoring. Reviewed tenant files and inspected units.

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.

Human Resources Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4534

Fax: (707) 927-1911

Email: hr@ci.petaluma.ca.us

August 2017

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Police Officer Trainee	Open	Police
Police Officer Academy Attendee/POST Grad	Open	Police
Laboratory Analyst	Open	Public Works
Information Technology Specialist II	Open	IT
Electrical Maintenance Worker I	Promo	Public Works
Traffic Signal and Street Light Technician	Promo	Public Works
Secretary	Promo	Recreation

Eligible Lists (EL) Established	# on EL	Promotional/Open	Department
Parking Enforcement Officer	8	Open	Police
Electrical Maintenance Worker II	2	Promo	Public Works
Accounting Assistant II	4	Open	Finance
Police Officer Trainee/Academy Attendee/Grad	4	Open	Police
Secretary	1	Promo	Recreation

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Building Inspector I	FT	Promo	Building Services
Street Maintenance Worker I	FT	Open	Public Works
Utility Service Worker II	FT	Open	Public Works

Separations – Job Title	Reason	Department
Electrical Maintenance Worker II	Service Retirement	Public Works
Information Technology Specialist II	Resignation	IT
Police Officer	Industrial Disability Retirement	Police

WC

# of Claims Opened	Total Paid	Total Incurred
7	\$8,722.35	\$102,875.00

# of Open Claims	Total Paid This Period	Paid to Date	Total Incurred
123	\$98,834.50	\$11,176,702.57	\$14,670,886.40

# of Claims Closed	Total Paid	Total Incurred
1	\$1,643.79	\$1,643.79

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1		4	5

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
1	1	7	9

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		2	2

OTHER

Open enrollment begins September 11, 2017 and continues through October 10, 2017. The Open Enrollment and Health Fair will be held at the Community Center on September 20, 2017 from 11:30 AM until 1:30 PM. Vendors will be present from all insurance plans to answer questions and community resources will be available with a variety of program offerings and discounts.

Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

Fax: (707) 778-4554

Email: it@ci.petaluma.ca.us

August 2017

Customer Service

- Help Desk Tickets = 211
- Web requests, cellular devices and tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in August.

Web Site:

- [Detailed Web Statistics Link](#).
- Total Views 50217 (note this excludes hits to the web streaming service, GIS and payment portal sites)
- Average time on page 00:01:10
- Most Active Views – (site index.html, police/index.html, parksrec/brochure.html, /parksrec/pet-swim.html, parksrec/index.html)
- Update web requests completed/requested: 48/48; Average=1.6 requests/workday

Projects

Completed

- Upgrading PD firewall

Underway

- Installation of video surveillance at Ellis Creek
- Commenced Windows 10 upgrades.
- Commenced Office 365 (version 2016) installations.
- Migration of email to hosted on government cloud. Replacing online forms with SeamlessDocs forms
- 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 – on hold
- 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 PD to recommend video surveillance and access control upgrades to City buildings.

Maintenance Activity

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
- 6266 Manual Remediation(s)
 - 6146 Updates: 75.8 % Critical/Security, 24.2% Standard
 - 120 Service & Feature Packs: 2%
- Ongoing upgrade of network infrastructure.
- Upgrade SQL Servers to stay within requirements of 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:
 - 4,103,232 178GB Total email messages processed
 - 67,180 Valid (1.64%)
 - 4,036,052 Suspect/Quarantined/Discarded (98.36%)

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	160	127 Active
Active & Read-Only Database Files (excludes MS Access)	563GB	
Total Database Storage	1.3TB	
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	215	
Tablets and iPads	56	
Wifi/modems	34	
Microsoft Surface Devices	20	

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

Fax: (707) 778-4498

Email: petalumaplanning@ci.petaluma.ca.us

August 2017

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

<u>TYPE OF ACTIVITY</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Counter Visits	184	48%
Phone Calls	83	22%
Emails	117	30%
TOTAL	384	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 were:

- Fence Permits – 4
- Home Occupation Permits – 17
- Address Change – 3
- Vacation Rental Permits – 1

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 August:

- Planning Commission – August 22, 2017
- City Council – August 7, 2017
- Public Art Committee – August 24, 2017

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

New Major Projects:

- *Washington Square Façade Remodel* – Application to remodel the exterior façade of two major tenants within the Washington Square Shopping Center located at the intersection of East Washington Street and South McDowell Blvd. (Pending application.)
- *Free Range Mini Golf* – Application for a new miniature golf facility at 5101 Montero Way. Site improvements include modified parking lot, landscaping, indoor modifications and outdoor miniature golf course. (Pending application.)

Major Project Updates:

- *Recycling Facilities* – On August 7th, the City Council reviewed and adopted a Zoning Text Amendment to Implementing Zoning Ordinance, Table 4.4, to require a Conditional Use Permit for Recycling Facilities located within the Business Park and Industrial Zoning Districts.
- *Spring Hill School* – On August 22nd, the Planning Commission reviewed and approved a Conditional Use Permit and Site Plan and Architectural Review for Spring Hill School project located at 705/735 North Webster Street. The project includes demolition of an existing building, creation of new and altered circulation facilities and construction of a new classroom building and associated site improvements. This private school will accommodate up to 120 students.
- *Vendini* – On August 22nd, the Planning Commission reviewed and approved a Conditional Use Permit for an “Office-Processing” use within the Urban Center (T-5) zoning designation at 201 1st Street.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

Email: policeadmin@ci.petaluma.ca.us

August 2017

Personnel Update / Vacant Positions:

- Police Officer: 3
- Parking Enforcement Officer 1

Administration Update:

- Volunteers assisted with City Employee BBQ, as well as two scam/fraud presentations for the community, and traffic control for special events and emergency call-out accidents.
- Dog Bowl fundraiser for K9 Program held at AMF Bowling Lanes and raised over \$11K.
- Assisted Santa Rosa Police Department with an officer-involved shooting investigation.
- Special events in August involving extra police planning and presence consisted of protests at Petaluma Poultry, National Night Out, and Safe Routes to School.
- Annual firearm qualification and lunch held for PPD retired officers who wish to renew their CCW certification.

Training Update:

- August platoon training consisted of Firearms Qualification and Arrest & Control Techniques. Traffic sergeant attended a two-week leadership course held at the Two Rock Coast Guard Academy. Additional officer training consisted of Interviewing and Interrogation Techniques, Basic Traffic Collision and Investigation, and the Office of Traffic Safety Seminar. Chief and Deputy Chief attended the FBI Executive Development Seminar.

Records Update: Public Safety Statement – August 2017 and YTD

	August 2017	August 2016	2017 YTD	2016 YTD	% Change 2016-17 YTD
PART I CRIMES					
Homicide	0	0	0	1	-100%
Rape	0	5	20	21	-5%
Robbery	2	2	23	16	44%
Assault - Aggravated	13	7	113	80	41%
Assault - Simple	25	18	209	234	-11%
DV Related Assault	13	10	126	130	-3%
Burglary	13	14	125	127	-2%
Larceny - Grand Theft	26	23	175	159	10%
Larceny - Petty Theft	30	62	299	404	-26%
Motor Vehicle Theft	9	5	51	44	16%
Arson	2	2	8	4	100%

	August 2017	August 2016	2017 YTD	2016 YTD	% Change 2016-17 YTD
ARRESTS					
ARRESTS TOTAL	188	172	1345	1544	-13%
Adult	171	161	1264	1425	-11%
Juvenile	17	11	81	119	-32%
DISPATCH					
CALLS FOR SERVICE TOTAL	5394	4962	40641	40112	1%
Public-Initiated	3645	3102	26165	24274	8%
Officer-Initiated	1749	1860	14476	15838	-9%
PHONE CALLS TOTAL	10869	10471	82232	82431	0%
911	1096	1076	8161	8158	0%
Non-Emergency	9773	9395	74071	74273	0%
TRAFFIC COLLISIONS					
TRAFFIC COLLISIONS TOTAL	66	59	543	539	1%
Fatal	0	0	2	1	100%
Injury	16	17	150	172	-13%
PDO	50	42	391	366	7%
TRAFFIC OFFENSES					
TRAFFIC OFFENSES TOTAL	290	249	3021	2670	13%
Citations	273	218	2871	2498	15%
DUI Arrests	17	31	150	172	-13%
PARKING CITATIONS	655	661	6192	4702	32%
RECORDS					
Incident Reports	564	538	4248	4348	-2%
EVIDENCE					
ITEMS PROCESSED TOTAL	810	1004	8044	9858	-18%
Intake	461	563	3762	4651	-19%
Purge	222	312	3062	3871	-21%
Release	40	31	516	415	24%
Discovery	59	75	511	613	-17%
Lab	11	11	72	105	-31%
Checkout	17	12	121	203	-40%

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

August 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 is progressing well. Pavement adjacent to school has been placed. Expected completion is planned for October 2017. Construction management by City staff.

Airport

Ramp Crack Seal

Approximately 225,000 square feet of the western end of the aircraft parking apron (ramp) will be crack sealed. As part of the Airport Pavement Management Program, this section of the ramp is due for crack seal in order to preserve the remaining life of the pavement.

Monthly Activities: This project was advertised and bid opened on August 17, 2017. Contract award is scheduled for September 18, 2017. Construction management by City staff.

Parks

Petaluma Community Sports Fields Building Improvements

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

Monthly Activities: Construction is ongoing. Expected completion is planned for September 2017. Construction management by City staff.

Denman Reach Trail Project

Project will repair the existing sections of trail and the maintenance access road that were damaged during the heavy rains of the 2016 and 2017 storms.

Monthly Activities: Awarded at Council on August 7, 2017. Construction set to begin September 2017.

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. In May 2017, City was notified by USACE that partnering projects are on hold until USACE

develops Alternative Financing policy. Learned USACE has \$600,000 in its FY 17 work plan for design and planning dredging of Petaluma River. City staff took soundings in the turning basin and compared to 2014 USACE survey. Sedimentation in basin has not significantly increased, however depths have decreased by one to two feet in some areas, while others have increased one to two 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. **Monthly Activities:** City staff began the planning and permitting process for dredging of the marina, obtaining a quote for hydrographic surveying of the marina, pressed for updates on timelines of the river channel dredging from USACE.

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 Rd Bridge. **Monthly Activities:** City staff is working with SCWA on finalizing a funding agreement for the project and re-engaged with the property owner of the vacant parcel.

Capri Creek – Flood Reduction and Habitat Enhancement

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 is nearly complete with only the plantings remaining. Expected completion is planned for September 2017. Construction management by City staff.

Stream Gauge Alert 2 Upgrade

Project will upgrade the City's 26 stream and precipitation gauges to Alert 2, which is the new standard protocol which will improve data collection capabilities of the City's flood warning system.

Monthly Activities: Equipment to upgrade all 26 gauges has been purchased and delivered. City staff has upgraded seven of the 26 gauge stations. City staff has begun work on the Flood Safety Plan per grant funding requirements. Construction management by City staff.

Water

Park Place Water Service Replacement

Project replaced the polybutylene water services on Park Place Drive. The deteriorating water services were replaced with High Density Polyethylene pipe from the water main to meter.

Monthly Activities: Michael Paul Co. has completed construction.

Paula Lane Reservoir No. 1 Improvement

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 piping has been completed. Only the valve vault lid installation remains. Construction management by City.

Wastewater

Petaluma Blvd. So. Sewer Trunk Main

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

Monthly Activities: Construction and installation of 21-inch and 8-inch sewer main is in progress. The project is expected to be completed by September or October 2017. Construction management by City staff.

Ellis Creek Solids Handling Upgrades

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: Digester Dome poured. Construction of equipment pad and piping for digester 2 is in progress. Boiler room / GBT electrical work continues. Conveyor system changes finalized and ordered.

Copeland Lift Station Upgrade

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. The project includes necessary electrical upgrades, pump replacement, valve improvements and instrumentation upgrades for integration into SCADA.

Monthly Activities: Construction is substantially complete. The lift station is operating with the new pumps and controls. Project acceptance set for Council in September. Construction management by City staff.

Street Improvements

Various Street Maintenance 2016-17

Project includes rehabilitation work to 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 curb ramps, micro-surfacing and striping.

Monthly Activities: American Asphalt has completed all of the contract work and it is anticipated that change order work to micro surface Executive Drive at the airport and the access road around Ellis Creek Water Recycling Facility will be completed in October.

Deer Creek Improvements

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: Construction is anticipated to begin in November.

Crystal Lane and Edith Street Crosswalk Improvements

Project includes the removal of the in-pavement lighting and the installation of new rectangular rapid flashing beacons at the roundabout at Crystal Lane, and Edith St. at East Washington St.

Monthly Activities: Construction is anticipated to begin in November.

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 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 equipment. The remediation effort is being performed by Edd Clark & Associates.

Monthly Activities: Construction of the vapor lines to eight well locations has been completed. The equipment has been delivered to the site and installed and electrical has been completed along with testing. Final permitting from the Air Board is should arrive by end of September. Expected completion of the project is summer 2019. Construction management by City staff.

Development Engineering Division

Projects

Sunnyslope II Subdivision

Single-family project located on Sunnyslope Road.

Monthly Activities: Construction of subdivision improvements is underway. Met with developer and neighborhood group to discuss construction issues including undergrounding of overhead utilities to existing homes.

Brody Subdivision and Residential Project

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

Monthly Activities: City Council approved grading prior to final map approval on August 7, 2017. Developer submitted grading and demolition plans and required grading agreement, which are currently in review.

North River Plaza (Spanos)

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

Monthly Activities: Completed draft conditions of approval in preparation for September 26, 2017 Planning Commission meeting.

Spring Hill School

Proposed private school located on 705 North Webster Street.

Monthly Activities: Attended August 22, 2017 planning commission meeting. Planning Commission approved the project. The developer submitted construction drawings which are currently in review.

Labcon Warehouse

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

Monthly Activities: Approved building permit application for on-site work. Reviewed the second submittal of the public improvement plan application for off-site frontage work.

Baywood Drive (Altura) Apartments

Apartment complex located on Baywood Drive.

Monthly Activities: On-site and off-site work is ongoing and vertical construction will begin in fall of 2017.

Riverfront Subdivision

Mixed-use project located at 500 Hopper Street.

Monthly Activities: Reviewed first submittal of subdivision improvement plans and final map for Northbank Phase II.

Quarry Heights Subdivision

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

Monthly Activities: 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: Passenger service commenced on August 25, 2017. Staff monitored parking and circulation at the depot site and will continue to as passenger service ramps up.

Traffic Engineering

The traffic engineering division met with SMART and its consultants to discuss alignment, utility conflicts and other design coordination items on the SMART multi-use pathway segment between Payran St. and Southpoint Blvd. Staff worked with City consultant to complete the coordination signal timing design for E. Washington St. and Old Redwood Highway. Traffic engineering met with traffic enforcement of the Police Dept. to coordinate various traffic safety issues. The division prepared the following work orders in August: Installed 20 feet of green curb at 114 Edith St.; installed pedestrian crossing warning signage at the crosswalk on D St. at Second St.; installed speed / roadway curve warning signage at 1440 N. McDowell Blvd. Ext.; replaced existing pedestrian crossing warning signage at the mid-block crosswalk on Riesling Rd.; added white striping and extended existing painted median on Lakeville St. and East D St.;

replaced limited hour parking signage and painted red curb on Perry Lane; installed yield limit line signage at the existing crosswalk on Washington St. at Keller St.

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, Suunyslope 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 August:

Applications	Monthly Activity
Encroachment Permit Applications	47
Transportation Permit Applications	9
TOTAL	56

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
- Ellis Creek Solids Handling Upgrades
- Paula Lane Reservoir No. 1 Improvements
- PIPS Odor Control
- Community Center Roof Replacement
- Park Place Water Service Replacement
- Recycled Water Main Extension SMA
- Sanitary Sewer Replacement 2016-2017
- Utility Patch Paving
- Various Streets Maintenance, 2016-2017

Sewer Lateral Replacement Grant Program

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

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 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)	13.25
Biosolids Beneficial Reuse (wet tons)	764.79
Wastewater Cleaned (million gallons)	140.64
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	100.15
Recycled Water Produced for On-site Use (million gallons)	10.43

Pretreatment Program Inspections	
Item	Monthly Activity
Restaurants/Grease traps	17
Significant Industrial Users	8
Industrial Users	3

- Prepared and submitted the Self-Monitoring Monthly Report for July 2017 to the San Francisco Bay Regional Water Quality Control Board (RWQCB). Collected 128 influent and effluent samples for permit required parameters.
- Analyzed 470 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 117 permit-required self-monitoring analyses for NPDES permit compliance.
- Eleven industrial sampling events were conducted during the month of August.
- Marin/Sonoma Mosquito Vector Control District monitored mosquito populations and performed abatement activities at the Oxidation Ponds and Polishing Wetlands.
- Completed project to remove accumulated vegetation and bulrush biomass in two of the four polishing wetlands cells.
- 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 91 preventative maintenance work orders, and 9 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

Water Conservation

Program Statistics	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	50
Residential Washing Machine Rebates	9
Residential Water-wise House calls	66
Water Waste Investigation	1
Mulch Madness	20,148 sq. ft.

- The City is participating in AWE “Landscape Transformation Research Project” with other California utilities and other members of the Sonoma-Marin Saving Water Partnership. The study 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 to coincide with the storm season. To date, the 2017 Mulch Madness season has approved 66, 724 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. Site preparation begins in September, and a volunteer sheet-mulching event at the site is scheduled for October 28, 2017.
- The Water-Wise House Call program is conducted using City staff to perform water use surveys. This month, staff conducted 66 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.

- August 2nd the AWOS had its annual re-certification
- August 19 was the monthly Open House and Static Display; 20 aircraft participated.
- Outbound overnight freight with Fed Ex was 70.230 pounds.

Fuel Sales	Gallons	Sales
100LL	12,725	\$52,719
Jet A	5,317	\$18,674
Total	18,042	\$71,393
Accumulated Gallons	36,947	avg/gal \$3.95

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Opening	15
Encroachment Permits	68
Park Maintenance/LAD	30
Paint & Signs	8
Street Maintenance	88
Street Lights	23
Traffic Signals	11
Turning Basin/Marina	63
Misc./Other	77
Total	383

D St. Bridge and Turning Basin Openings		
Pleasure Craft	Commercial Craft	Total
18	4	22

- 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)	21
Repairs - General Fleet	27
TOTAL	48

- 6 smog checks and 1 small equipment repair

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	19 Potholes
Tonnage	701 tons asphalt
Skin patch	1,110 LF
Dig out	2
Special Events/Filming	1/1
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	13
Weed Abatement (total areas covered)	3

- Street crew potholed and skin patched Citywide due to degraded streets; trimmed and cleaned one island (used to be LAD); and trimmed 56 trees. Overlaid Baywood from S. McDowell to Crinella, raised iron, replaced 418 traffic buttons and repaired 1 sidewalk.
- Sign crew replaced or installed 56 signs, made 33, and painted 1,610 feet of curb, 4 crosswalks, 35 stops, 17 arrows, 4,014 LF of double yellow, 100 LF of lane lines and 260 parking stalls. Sign crew worked with Streets to pave Baywood.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	5
USA'S	8
Street Lights Repaired	4
Turned Heads Realigned	5
Signals Re-Lamped	3
Ped. Pushbutton Replaced	1

- Worked on Citywide traffic signal re-timing project and bus preemption. Responded to 4 traffic signal complaints and 7 lighted crosswalks.

Marina and Turning Basin

Marina							
Slips available	# Boats	Beginning of Month	%	New Rentals	Terminated Rentals	End of Month	%
Total - 183	79	77	42%	2	0	79	43%

Streets crew conducted 2 repairs to docks and Building Maintenance 1 repair to bathrooms.

Fuel Sales	
Gallons – Diesel	0
Gallons – Gasoline	175.0
Amount – Diesel	\$0
Amount – Gasoline	\$665.25

Launch & Turning Basin Receipts	
Total Revenue	\$90
Kayaks	10 of 16

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	56
customer service	221
water conservation	170
other	120
Total	567
Customer Service Work Orders	324
Meter Readings	19,564

- Sewer crews continue system maintenance and cleaning. Crews have started their cleaning schedule for Storm Water Drop Inlet Cleaning, and continue to replace failing water services and water mains throughout City including dismantling our wells that are not in operation. Water Crews have finished all new water main replacements scheduled during summer months on failing 2” steel lines.

Item	Monthly Activity
Water Main Repairs	3
Water Service Repairs	21
Total Water Repairs	24
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	216
Wastewater Collection System Line Cleaning (miles)	3.86
Wastewater Collection System Video Inspection (miles)	.86

- Operators have begun pilot replacement program. SCWA valve install program finished 1st phase throughout system; Paula Lane tank is complete and meets state approval.

Item	Monthly Activity
Safety Training (man hours)	38
Water Production, Imported from SCWA (million gallons)	293.852
Total Water Production (million gallons)	315.889303.255

Parks and Facilities Maintenance Division
Facility Maintenance

- Replaced Turning Basin pedestrian light
- Cut two keys for Visitor's Center restroom
- Cut locker room keys for Parks & Facilities Maintenance Manager
- Performed preventative maintenance on Police Department (PD) HVAC system
- Performed preventative maintenance on HVAC at Visitor's Center
- Performed preventative maintenance on HVAC at 22 Basset location
- Reprogrammed 5 HVAC stats for fan auto setting at PW&U building
- Cut Ellis Creek restroom keys for Parks staff
- Assisted roll-up door contractor with electrical on mechanical shop in yard
- Retrofitted Audio Visual closet at City Hall to LED lighting
- Assist contractor with Ellis Creek drain stoppage
- Repaired Visitor's Center gas fireplace
- Ran power to storage shed at the Corp. Yard
- Repaired handicapped shower in Swim Center bathroom
- Cut keys for Teen Center
- Retrofitted three light fixtures to LEDs in the Marina bathrooms
- Repaired sink trap in Marina bathrooms
- Replaced batteries on dock gate locks
- Installed underground electrical box for PD lighting in front of building
- Replaced flag pole rope and grommets on flag pole at City Hall
- Replaced locks on Novak Center side gates
- Repaired lights at Ellis Creek bathrooms
- Repaired partition in Ellis Creek bathroom
- Replaced broken toilet in Visitor's Center bathroom
- Replaced safe lock batteries at City Hall drop box
- Washed City vehicles

Parks Maintenance

- A new lane line reel was purchased and assembled for the swim center. There was a large swim meet held there in August.
- The live Oaks were trimmed on Maria Drive by the Lucchesi soccer field.
- Infield mix was added to field #3 softball diamond at Prince Park.
- The parking strips and frontage of Wiseman Park was cleared of weeds and mulch added.
- Gopher trapping was done at West Haven and Prince parks.

- A mainline break at the Lucchesi soccer field parking lot was repaired with assistance from Public Works & Utilities for the transit pipe. There were also mainline irrigation repairs at Grant and McNear parks.
- The Mothers Club volunteers removed the old sand and replaced with new in the tot playground portion at Walnut Park.

Transit Division

August featured improved ridership, as schools returned to session mid-month, and the long-awaited launch of the SMART Commuter Rail service occurred on Friday, August 25th. This August's ridership was slightly down from 2016, but a jump up from July 2017. August 2017 featured 27,210 boardings, up 42.4% from July 2017, but down 2.4% from August of 2016. Petaluma Paratransit provided 1429 trips in the month of August, up 9.7% from July of 2017 but down 17.4% from August of 2016.

In August, the Transit Division continued closely monitoring the late June service changes to better integrate Petaluma Transit routes with the imminent SMART train schedules. An adjustment was made, with a new service change dated August 13th to try and assist the newly modified Routes 10 and 24 to better serve the SMART Station. Traffic in and around the station has proven worse than expected, and both routes tend to fall behind during the day. A hold policy was enacted to guide drivers on how to deal with late trains, however, it appears that unless traffic improves in the station area and downtown, further route adjustments will be necessary in the near future.