



## City of Petaluma

### Departmental Reports for December 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

Fax: (707) 778-4498

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

## December 2018

### Building Division Update:

- Issued building permits – 152
- Total permits issued Calendar Year to Date – 2,095
- Total monthly inspections – 371
- Total permit valuation – **\$16,058,410.501**
- December 2017 inspections – 471
- Inspections Calendar Year to Date – 1/1/2018 – 12/31/2018 – **5,879**
- Inspections Calendar Year to Date 2017 – 7,042
- Certificates of Occupancy issued – Two. One accessory dwelling at 2B Cochrane Way and one SFD at Brody Ranch development – 800 Wellington Pl.

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

| <b>December:</b>                      | <b>2018</b>        |
|---------------------------------------|--------------------|
| <b>Days to Approval</b>               | <b>Permit Apps</b> |
| Same Day                              | 38                 |
| 1                                     | 25                 |
| 2                                     | 11                 |
| 3                                     | 18                 |
| 4                                     | 9                  |
| 5                                     | 7                  |
| 6                                     | 4                  |
| 7                                     | 3                  |
| 8                                     | 1                  |
| 9                                     | 2                  |
| 10                                    | 1                  |
| 11                                    | 6                  |
| 12                                    | 5                  |
| 13                                    | 2                  |
| 14                                    | 3                  |
| 15                                    | 2                  |
| 16                                    | 2                  |
| 18                                    | 7                  |
| 19                                    | 6                  |
| <b>Total Permits Issued for Month</b> | <b>152</b>         |

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

| <u>Fee Description</u>         | <u>Amount</u>     |
|--------------------------------|-------------------|
| ADDITIONAL BUILDING PLAN CHECK | 325.46            |
| ADDITIONAL BUILDING PLAN CHECK | 550.00            |
| ADDITIONAL BUILDING PLAN CHECK | 80.23             |
| Civil Engineering Plan Check   | 4,829.20          |
| State Bldg Standards Commis.   | 368.00            |
| Comm.Strong Motion Inst/Seismi | 916.52            |
| Electrical - Amp Charge        | 640.50            |
| Electrical - Appliances        | 14.25             |
| Electrical Permit Fee          | 7,991.84          |
| Electrical Minimum Permit Fee  | 1,728.00          |
| Electrical - Receptacles       | 5.50              |
| ELECTRICAL SIGNS               | 24.60             |
| ENERGY CONSERVATION FEE        | 1,816.91          |
| Fire Plan Check                | 12,486.31         |
| Incremental Fee                | 20,915.79         |
| Building Permit Fee            | 66,970.86         |
| Mechanical Permit Fee          | 6,481.84          |
| Mechanical - Cooling Unit      | 53.25             |
| Mechanical - Duct Work Only    | 85.20             |
| Mechanical - Fireplaces        | 36.40             |
| Mechanical - Furnaces          | 384.80            |
| Plumbing - Fixtures and Vents  | 19.60             |
| Plumbing - Gas Pipe Outlets    | 18.45             |
| Plumbing Minimum Permit Fee    | 702.00            |
| Building Plan Check Fee        | 53,894.22         |
| PLANNING PLAN CHECK FEE        | 3,599.00          |
| Plumbing - Sewer               | 24.65             |
| Plumbing Permit Fee            | 6,773.08          |
| Plumbing - Water Heaters       | 110.70            |
| Plumbing - Water Piping        | 19.00             |
| Res.Strong Motion Inst/Seismic | 383.64            |
| Red Tag Fee                    | 937.07            |
|                                | <hr/>             |
|                                | <b>193,186.87</b> |

# Economic Development

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Phone: (707) 778-4549

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## **December 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 December included:

- Corona Station Housing Development
- Speakeasy / Big Easy Coordination

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

- Local automotive group helping to manage permits.
- Met with local insurance broker to discuss ways to support local employers.
- Worked with Hampton Inn to include them into the new Petaluma Map.
- Helped local share space get permits for new location.
- Met with local cannabis distribution retailer to get update on business.

**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.

- Regional restaurant looking to expand from San Rafael to Petaluma.

### **Projects & Programs**

#### **Marketing and Communications:**

- Submitted article for Chamber Newsletter – 5 Reasons for a Permit.
- Drafted a permitting help brochure including tips for streamlining permits and how to hire professionals to expedite a project.
- Updated the business toolkit including expanded permitting section and updated fees.
- Issued final business newsletter for 2018.

**Workforce Development:** Met with Career Technical Education board member to discuss programming in Petaluma.

**Online Permitting:** Completed contract to fine tune the scope for the online permitting project. Scheduled meetings with consultant and staff to complete functional needs discovery.

City Website Project: Outlined site map and drafted content for 10 draft templates. Planned department meetings, Technology Advisory Committee meeting, and community focus group meeting.

Emergency Operations Center (EOC) - Emergency Response: Discussed supply needs with department.

Visitor Promotions: Worked with the newly formed Petaluma Lodging Association (PLA) to satisfy required documents and insurance so that the agreement between the City and the PLA could be executed.

Economic Development Strategy Update: Issued RFP to 20 potential consultants to review and update the Economic Development Strategy.

Redevelopment Dissolution: Drafted reports for the consolidated Sonoma County Oversight Board to approve the land purchase agreement for the Industrial Drive property and for the Recognized Obligation Payment Schedule (ROPS) for the upcoming fiscal year.

# Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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

## **December 2018**

### Accounting and Administration Divisions:

- Completed the Comprehensive Annual Financial Report
- Completed the annual audit with no findings
- Submitted the Comprehensive Annual Financial Report to GFOA for the annual award
- Unit 6 Negotiations- continued cost analysis
- Began preparation of workpapers for Single Audit

### Commercial Services Division:

- Circulated annual Downtown Petaluma Business Improvement District public hearing notices
- Prepared annual Petaluma 2018 wastewater disclosure information for Willdan Financial Services
- Mailed out approximately 5,400 business license renewal forms

# Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

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

## December 2018

| <u>TYPE OF CALLS</u>               | <u>NUMBERS</u> | <u>ACTIVITY %</u> |
|------------------------------------|----------------|-------------------|
| Structure Fire                     | 4              | .60               |
| Vehicle/Equipment Fire             | 0              | 0                 |
| Vegetation Fire                    | 0              | 0                 |
| Refuse/Other Fires                 | 1              | .15               |
| Explosion, Overheat (no fire)      | 1              | .15               |
| Emergency Medical                  | 425            | 64.29             |
| Hazardous Condition                | 18             | 2.72              |
| Special Service                    | 73             | 11.04             |
| Good Intent                        | 90             | 13.61             |
| False Alarm                        | 48             | 7.26              |
| Severe Weather & Natural Disasters | 0              | 0                 |
| Special Incidents (Strike Team)    | 1              | .15               |
| <b>TOTAL</b>                       | <b>661</b>     | <b>99.97%</b>     |

### FIRE PREVENTION/PUBLIC EDUCATION:

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

- Updated Fire's website with a holiday safety message

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

- Public Art, Water Street
- Restaurant, 128 American Alley
- Corona Station, 890 McDowell Blvd North

#### **Fire Prevention Bureau Inspections and Statistics:**

| <u>Fire Safety Inspections</u>                      | <u>December '18</u> |
|---|---------------------|
| Annual Permit Inspections                           | 39                  |
| Re-Inspections                                      | 9                   |
| Fire Protection System, Commercial & TI Inspections | 41                  |
| Hazardous Materials Inspections                     | 11                  |
| In-House Plan Reviews                               | 11                  |

| <b>General Fire Prevention Statistics</b> | <b>December '18</b> |
|---|---------------------|
| FC/Hazmat Permits Issued                  | 78                  |
| Public Records Requests / Sites Requested | 3 / 6               |
| Permit Applications Received              | 22                  |
| Fees Collected Over the Counter           | \$9,696             |
| Pre-Development Plans Received            | 8                   |
| Building Permits Received                 | 29                  |

**The following meetings/events/trainings were attended by Fire Prevention staff:**

- Sonoma County Fire Prevention Officers meeting
- International Fire Marshals' Association Conference Call
- State Fire Marshals' Open House Meeting
- California Building Official & California Fire Chiefs – Building & Fire Advisory Committee meeting
- Residential water supply requirements meeting with other City departments
- County Hazmat team training
- Youth Firesetter Intervention Specialist training
- Hazardous Materials Code Compliance & High-Piled Storage classes

**EMS DIVISION:**

- An EMS class on the topic of Rescue Airway was held for all shifts with the Medical Director. This was ongoing training made mandatory by Coastal Valleys for proficiency in placement of a supraglottic airway.
- The CQI Supervisor attended a Train-the-Trainer class for the new expanded scope for all EMT's.
- Participated in a County workgroup to review all County Protocols for Paramedicine.
- Prepared for and lined-up instructors for the annual CPR hands-only training for all Petaluma 7<sup>th</sup> graders.

**COMMUNICATIONS/TECHNOLOGY/TRAINING:**

**Technology**

- Fixed the station radio system at Station 3
- Looking at possibly adding other radios in the stations for safety reasons

**Safety & Wellness**

- Awaiting the Kaiser Permanente contract extension with HR

**Training:**

- Collaborating with Rancho Adobe Fire for one Training Captain & finalized the job announcement

**OPERATIONS:**

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new county ambulance ordinance



- Worked with Finance on fee study analysis for third ALS ambulance financials; prepared statistics to support same
- Met with local leaders regarding South County fire collaboration opportunities
- Prepared new ambulance proposal for 1/7 City Council meeting

**Disaster Preparedness:**

- Conducted follow-up work to After-Action Reports from the City's EOC exercise last October

**SUPPORT SERVICES DIVISION:**

**Facilities**

Station 1:

- Preparation for vehicle exhaust system upgrades in early 2019
- Working to finalizing individual dorm separation project at all stations
- Upgrade to apparatus charging system

Station 2:

- Work continues with the bathroom remodel. Estimated work to continue into February with significant pipe work to remedy small, clogged pipes. Additional work has been added to the project to remedy asbestos hazards
- New station generator was installed
- Initiated landscape planning for front yard

Station 3:

- Working to upgrade the station alerting system (to repair damage created from a prior roof leak)

**Apparatus**

- Bid process completed for a new Type 6 (Wildland Fire) apparatus; moving forward with the purchase.
- Bid process completed for a new regional grant utility tow vehicle; moving forward with the purchase.
- Scheduled the new OES Engine delivery.
- Surplussed one Type 1 and one Type 3 engine at auction.

# Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

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

## **December 2018**

### **Project Updates:**

- 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. Escrow closed on December 17, 2018.
- Met with PEP Housing to discuss the funding gap in the proforma for the 951 Petaluma Blvd. So. project.
- Went to the first meeting of the Home Sonoma County, the new entity for the Continuum of Care.

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

- Responded to citizens looking for a place to live in Petaluma. (2 to 3 calls a week).
- Responded to Petaluma citizens who needed help with landlord/tenant issues. Referred them to PPSC.
- Responded to residents regarding our mobile home rent stabilization ordinance. (2 calls)

# Human Resources Department

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## December 2018

### Recruitment

#### Recruitments Opened

Public Safety Dispatcher – Entry Level  
Senior Accountant

#### Promotional/Open

Open  
Open

#### Department

Police  
Finance

#### Eligible Lists Established

#### # on EL

Airport and Marina Manager  
Associate/Senior Civil Engineer  
Recreation Coordinator  
Police Officer Trainee

5  
5  
3  
5

#### Promotional/Open

Open  
Open  
Open  
Open

#### Department

Public Works  
Public Works  
Recreation  
Police

### Pre-Employment

#### Job Title

Mail Services Assistant  
Water Recycling Plant Operator III  
City Manager  
Water Recycling Plant Operator II  
PT Public Safety Dispatcher

#### Department

Finance  
Public Works  
City Manager  
Public Works  
Police

### Employee Data

#### Hires – Job Title

Engineering Technician I  
Police Officer  
Street Maintenance Worker II  
Park Maintenance Lead Worker  
City Engineer  
Recreation Coordinator  
PT Tiny Tots Teacher I  
PT Building Attendant

#### FT/PT

FT  
FT  
FT  
FT  
FT  
FT  
PT  
PT

#### Promotional/Open

Open  
Open  
Promotional  
Promotional  
Open  
Open  
Open  
Open

#### Department

Public Works  
Police  
Public Works  
Public Works  
Public Works  
Recreation  
Recreation  
Recreation

**Separations – Job Title**

Environmental Services Technician  
 Police Officer  
 Fire Battalion Chief  
 Utility Service Lead Worker

**Reason**

Resigned  
 Service Retirement  
 Service Retirement  
 Resigned

**Department**

Public Works  
 Police  
 Fire  
 Public Works

**Training Compliance**

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

**Workers' Compensation**

|                           |                   |                       |
|---------------------------|-------------------|-----------------------|
| <b># of Claims Opened</b> | <b>Total Paid</b> | <b>Total Incurred</b> |
| 4                         | \$5,432.58        | \$12,232.58           |

|                           |                   |                       |
|---------------------------|-------------------|-----------------------|
| <b># of Claims Closed</b> | <b>Total Paid</b> | <b>Total Incurred</b> |
| 7                         | \$57,025.91       | \$57,025.91           |

| <b>Light Duty</b> |        |      |                          |
|-------------------|--------|------|--------------------------|
| Fire              | Police | Misc | Total Working Light Duty |
| 1                 | 4      | 3    | 8                        |

| <b>FMLA/CFRA</b> |        |      |                                     |
|------------------|--------|------|-------------------------------------|
| Fire             | Police | Misc | Total On FMLA (not on workers comp) |
| 1                | 3      | 4    | 8                                   |

| <b>Leave Without Pay</b> |        |      |               |
|--------------------------|--------|------|---------------|
| Fire                     | Police | Misc | Total On LWOP |
|                          |        | 1    | 1             |

# Information Technology

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## **December 2018**

### **Customer Service**

- Help Desk Requests = Not available this month
- 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 December.

### **Web Site and Social Media:**

- [Detailed Web Statistics Link.](#)
- Total Views 42421
- Average time on page 00:01:03
- Most Active Views – (site index.html, police/index.html, cclerk/archives.html, cdd/building.html, hr/opportunities.html)
- Update web requests completed/requested: 31/35; Average=2.3 requests/workday
- NextDoor: 16,503 residents in 56 neighborhoods (236 joined in December)

### **Projects**

#### **Completed**

- Installation of network intrusion protection system.

#### **Underway**

- Replacement of Police mobile computers (MDCs). Five remaining.
- Windows 10 upgrades, PD complete, approx. 3 non-PD remaining. Office 365 (version 2016) installations, PD complete, approx. 3 non-PD remaining.
- Migration of email accounts/mailboxes to hosted on government cloud, approx. 3 non-PD remaining.
- Permitting software replacement functional requirements gathering. Consultant to start end of January.
- 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 week of Jan. 7 ; expanding to include a paging/announcement system
- Replacement/upgrade of the City's main web site, [www.cityofpetaluma.net](http://www.cityofpetaluma.net). Kickoff scheduled week of Jan. 7.
- Replacement of Granicus video streaming encoder, scheduled Jan. 15.

### **Maintenance Activity**

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
- 3987 Manual Remediation(s)
  - 2291 Updates: 91.34 % Critical/Security, 8.66% Standard
  - 8 Service & Feature Packs: < 1%
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements).
- Upgrading GIS databases and application to SQL Server 2016 from SQL Server 2008

### **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:
  - 6,476,920 37GB Total email messages processed
  - 62,354 Valid ( 1%)
  - 6,414,566 Suspect/Quarantined/Discarded ( 99%)

### **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                                 | 190     | 147 Active   |
| Active & Read-Only Database Files<br>(excludes MS Access) | 632GB   |              |
| 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                    | 195     |              |
| Tablets and iPads   | 64 (+1) |              |
| Wifi/modems   | 30      |              |
| Microsoft Surface Devices                                 | 23      |              |

City Department cooperative projects and initiatives

- SCPSC meetings, replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management scheduled for 3Q19.
- 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, planning 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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## December 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 December 2018 are summarized as follows:

| <u>Type of Activity</u> | <u>Numbers</u> | <u>Activity %</u> |
|-------------------------|----------------|-------------------|
| Counter Visits          | 109            | 39%               |
| Phone Calls             | 49             | 17%               |
| Emails                  | 123            | 44%               |
| <b>TOTAL</b>            | <b>281</b>     | <b>100%</b>       |

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

- Home Occupation Permits – 6
- Fence Permits – 0
- Address Assignments – 0
- Short Term Vacation Rental – 0

**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 December:

- City Council – December 3, 2018
- Planning Commission – December 11, 2018
- Public Art Committee – December 13, 2018
- City Council – December 17, 2018
- Recreation, Music and Parks Commission – December 19, 2018

**Development Review Committee (DRC) Meetings** – The Planning Division facilitates all DRC meetings. The DRC is a venue for staff to collaboratively review projects (conceptual and formal) and assist applicants in the entitlement process. Projects discussed at DRC meetings in December include:



### Potential/Concept Applications

- *Water Street Art Installation* – Discussion about the *Fine Balance* public art installation for Water Street.

### Formal Development Applications

- *Corona Station Residential* – Discussion with applicant team about submitted application for Tentative Subdivision Map, Zoning Text Amendment, and Site Plan and Architectural Review for 112 new single-family units (attached and detached) on the approximately 7.75 acre site at the NE corner of North McDowell and Corona. The proposed subdivision includes an approximately 1.5 acre remainder parcel in the northern portion of the site for construction of a future surface parking lot to support the planned SMART station.
- *Speakeasy* – Discussion about a conditional use permit application to legalize a bar/night club use at 128 American Alley.

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

#### *Major Project Updates:*

- *Safeway Fuel Center Appeal:* On December 3, 2018, the City Council considered an appeal of the Planning Commission’s approval of a Mitigated Negative Declaration and Site Plan and Architectural Review for the Safeway Fuel Center project at 335 South McDowell Boulevard. The Council approved the appeal, directed preparation of an environmental impact report and stayed the Planning Commission SPAR approval pending certification of the EIR and City Council SPAR review.
- *Oaks at Sunnyslope – Phase 4:* On December 11, 2018, the Planning Commission approved Site Plan and Architectural review for the development of four single family homes on lots 10-13 in the Sunnyslope II PUD.
- *Deer Creek Residential:* The application for a Conditional Use Permit and Site Plan and Architectural Review for the Deer Creek residential project (northern portion of the larger shopping center site) was deemed complete.
- *DeCristo Multi-Family SPAR:* The application for Site Plan and Architectural Review and Density Bonus for a new 13 unit multi-family development located at 109 Ellis Street was deemed complete.

# Police Department

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## December 2018

### Personnel Update / Vacant Positions:

#### *Sworn Police Officers*

- In Training: 4
- Injured: 3
- In Police Academy: 4
- Vacant Positions (Actively Recruiting to Fill) 5

### Administration Update:

- Chiefs' Red Kettle Challenge to raise funds for the Salvation Army was held on December 1.
- Petaluma Policing Foundation awarded two grants through Sonoma Raceway Speedway Children's Charities: \$2,000 to purchase car seats for low income families in Petaluma, and \$10,000 to fund Every 15 minutes at Petaluma High in March.
- PPD Award Ceremony held on December 6
- Shop with a Cop on Dec. 17 held at Target. Officers helped children shop for their families with donations from the Police Officers Association and other organizations and individuals.
- Car seat event with CHP on December 19 at Plaza North Shopping Center.

### Training Update:

- Platoon training consisted of Arrest & Control Techniques, Legal Update, Pursuit Policy & Discriminatory Harassment, Use of Force/Officer Response to Calls. Dispatcher training consisted of You Just Never Know, Defeating Workplace Drama for Peak 9-1-1 Performance.

### Records Update: Public Safety Statement -- December 2018 and YTD

|                      | <b>Dec<br/>2018</b> | Dec<br>2017 | <b>2018<br/>YTD</b> | 2017<br>YTD | % Change<br>2017-18 YTD |
|----------------------|---------------------|-------------|---------------------|-------------|-------------------------|
| <b>PART I CRIMES</b> |                     |             |                     |             |                         |
| PEOPLE CRIMES        | <b>38</b>           | 31          | <b>446</b>          | 542         | -18%                    |
| Homicide             | <b>0</b>            | 0           | <b>1</b>            | 1           | 0%                      |
| Rape                 | <b>1</b>            | 2           | <b>27</b>           | 28          | -4%                     |
| Robbery              | <b>6</b>            | 3           | <b>27</b>           | 40          | -33%                    |
| Assault - Aggravated | <b>16</b>           | 8           | <b>136</b>          | 156         | -13%                    |
| Assault - Simple     | <b>15</b>           | 18          | <b>255</b>          | 317         | -20%                    |
| DV Related Assault   | <b>17</b>           | 10          | <b>155</b>          | 192         | -19%                    |

|                          |             |      |              |        |      |
|--------------------------|-------------|------|--------------|--------|------|
| PROPERTY CRIMES          | <b>89</b>   | 71   | <b>881</b>   | 947    | -7%  |
| Burglary                 | <b>18</b>   | 9    | <b>150</b>   | 169    | -11% |
| Larceny - Grand Theft    | <b>25</b>   | 25   | <b>264</b>   | 286    | -8%  |
| Larceny - Petty Theft    | <b>41</b>   | 33   | <b>395</b>   | 421    | -6%  |
| Motor Vehicle Theft      | <b>4</b>    | 3    | <b>66</b>    | 62     | 6%   |
| Arson                    | <b>1</b>    | 1    | <b>6</b>     | 9      | -33% |
| <b>ARRESTS</b>           |             |      |              |        |      |
| ARRESTS TOTAL            | <b>163</b>  | 167  | <b>2118</b>  | 2013   | 5%   |
| Adult                    | <b>149</b>  | 152  | <b>1993</b>  | 1893   | 5%   |
| Juvenile                 | <b>14</b>   | 15   | <b>125</b>   | 120    | 4%   |
| <b>DISPATCH</b>          |             |      |              |        |      |
| CALLS FOR SERVICE TOTAL  | <b>4166</b> | 5076 | <b>59632</b> | 60166  | -1%  |
| Public-Initiated         | <b>3000</b> | 3032 | <b>37480</b> | 39488  | -5%  |
| Officer-Initiated        | <b>1166</b> | 2044 | <b>22152</b> | 20678  | 7%   |
| PHONE CALLS TOTAL        | <b>5943</b> | 8772 | <b>97576</b> | 122335 | -20% |
| 911                      | <b>1045</b> | 1044 | <b>13430</b> | 12611  | 6%   |
| Non-Emergency            | <b>4898</b> | 7728 | <b>84146</b> | 109724 | -23% |
| <b>TRAFFIC</b>           |             |      |              |        |      |
| TRAFFIC COLLISIONS TOTAL | <b>39</b>   | 66   | <b>640</b>   | 842    | -24% |
| Fatal                    | <b>0</b>    | 0    | <b>3</b>     | 4      | -25% |
| Injury                   | <b>11</b>   | 14   | <b>217</b>   | 237    | -8%  |
| PDO                      | <b>28</b>   | 52   | <b>420</b>   | 601    | -30% |
| TRAFFIC OFFENSES TOTAL   | <b>54</b>   | 278  | <b>4221</b>  | 4272   | -1%  |
| Citations                | <b>37</b>   | 268  | <b>3980</b>  | 4055   | -2%  |
| DUI Arrests              | <b>17</b>   | 10   | <b>241</b>   | 217    | 11%  |
| PARKING CITATIONS        | <b>431</b>  | 548  | <b>7366</b>  | 8239   | -11% |
| <b>RECORDS</b>           |             |      |              |        |      |
| Incident Reports         | <b>429</b>  | 480  | <b>5649</b>  | 6186   | -9%  |
| <b>EVIDENCE</b>          |             |      |              |        |      |
| ITEMS PROCESSED TOTAL    | <b>828</b>  | 907  | <b>9449</b>  | 11357  | -17% |
| Intake                   | <b>641</b>  | 429  | <b>5091</b>  | 5473   | -7%  |
| Purge                    | <b>7</b>    | 327  | <b>2356</b>  | 4089   | -42% |
| Release                  | <b>24</b>   | 52   | <b>657</b>   | 727    | -10% |
| Discovery                | <b>66</b>   | 81   | <b>879</b>   | 774    | 14%  |
| Lab                      | <b>27</b>   | 0    | <b>52</b>    | 0      |      |
| Checkout                 | <b>9</b>    | 7    | <b>166</b>   | 117    | 42%  |

# Public Works and Utilities Department

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## December 2018

### Capital Improvements Program Division

#### *Surface Water*

**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. The regional water quality board rejected original proposed design.

**Monthly Activities:** Alternative preliminary design proposed and submitted to Regional Water Quality Control Board. Staff is awaiting response.

**Petaluma River Flood Management Denman Reach 4.** The project will purchase an undeveloped parcel adjacent to the recently completed phase 3 project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage on the property, as well as remove sediment at Corona Road to reduce localized flooding.

**Monthly Activities:** City staff completed Initial Study/Mitigated Negative Declaration to be presented at City Council on January 7, 2019.

#### *Water*

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

**Monthly Activities:** Team Ghilotti replaced water services on Yarberry Dr. and Allegheny Ct.

**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:** Team Ghilotti completed the tie-in work for the work on Wilson, Hinman, and Webster Streets.

#### *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:** The contractor installed new water main/water services on Belle View St.

**Sewer Main Replacement 18/19.** This project includes removal and replacement of several backyard sewer mains along Coronado Dr. and Cortez Dr. between McNeil Dr. and McGregor Ave. via pipe bursting, plu open trench sewer replacement along McGregor Ave., Kresky Ave., and Reynolds Dr. The construction is being performed by Pat Nelson Construction, Inc.

**Monthly Activities:** The project is currently in construction and being inspected by City staff. Due to the weather, remaining backyard work will resume after the rainy season. Contractor will begin in-road, open trench work on McGregor Ave. in mid-January.

**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, biomethane processing equipment, and CNG fueling stations are the essence of the B2B Project.

**Monthly Activities:** The work to install a new grit classifier on the headworks began. Operational testing of the new screw press continued.

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

**Monthly Activities:** 50% of design completed and under review.

#### *Street Improvements*

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

**Monthly Activities:** The project is complete and will go to council January 7 to accept completion.

**Fire Station 2 & 3 Restroom Separation.** The project will reconfigure the restrooms at Station 2, so a shower amenity is provided to each restroom for increased staff privacy and provide separate facilities for men and women who may work at the Station.

**Monthly activities:** Change orders processing to replace existing 40-year-old cast iron 3” sewer lateral under the fire station due to the condition of the pipe and a slope that does not meet current code, and to abate the asbestos found in wall covering material. An increase in funding for the project is needed to cover the expenses of these unforeseen conditions.

**Police Station Exterior Painting.** The project will paint the exterior of the Police Station and the Bike Barn in the rear parking lot.

**Monthly activities:** Contract was awarded. The work will commence upon issuance of Notice-to-Proceed, weather pending.

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

**Monthly activities:** PG&E issued a rebate for installing energy efficient LED fixtures. Staff negotiated a change order with the contractor to repair the underground conduit and wiring at fifteen locations. Work proceeded as weather conditions allowed.

#### *Traffic Engineering*

The division prepared the following work orders in December 2018: relocated bus stop sign at N. McDowell Blvd. at Corona Rd., relocated bus stop sign on Petaluma Blvd. South at F St., new

bus stop signs on Lakeville Hwy, installation of an ADA parking sign on C Street near the theater entrance, installation of red curb at St Francis and Ponderosa Drives, installation of no parking sign on Monroe St., and a loading zone sign on Edith St. Collaborated with SMART to come up with solutions to prevent vehicles from driving on the train tracks.

*Inspection Services*

| Applications                       | Monthly Activity |
|------------------------------------|------------------|
| Encroachment Permit Applications   | 23               |
| Transportation Permit Applications | 12               |
| TOTAL                              | 35               |

In addition to routine ongoing inspections, Inspection Services worked on Citywide right-of-way code enforcement issues, as well as erosion and sediment control. The division inspected and or 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 Sonoma Mountain Parkway
- Utility Patch Paving
- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- Ellis Creek B2B Project
- Marina Apartments
- Sewer Main Replacement FY 17/18
- Miracle Park
- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2<sup>nd</sup> Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Wilson-Webster Water Main Replacement
- Lakeville Channelization at Pine View
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- LED Streetlight Retrofit

*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 the month of December 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 and Recycling, Pollution Prevention, Water Conservation, and Storm Water Compliance*

| <b>Item</b>   | <b>Monthly Activity</b> |
|---|-------------------------|
| Safety Training (man-hours)   | 12.25                   |
| Biosolids Beneficial Reuse (wet tons)   | 558.93                  |
| Wastewater Treated (million gallons)  | 189.10                  |
| Recycled Water Produced for Distribution Off-site:<br>Agriculture and Urban Use (million gallons) | 0.09                    |
| Recycled Water Produced for On-site Use (million gallons)   | 7.78                    |
| Preventative Maintenance Work Orders  | 121                     |
| Corrective Work Orders  | 21                      |

- Marin/Sonoma Mosquito Vector Control District monitored mosquito populations at the Oxidation Ponds and Polishing Wetlands.
- Provided Operations and Maintenance support for the Solids Process Upgrades Project, the Digester Gas to CNG Project, the High Strength Waste Project, and the Payran Pump Station Improvement Project.
- 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.

*Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance*

| <b>Program Statistics</b>               |                         |
|---|-------------------------|
| <b>Item</b>                             | <b>Monthly Activity</b> |
| Restaurant/Grease trap Inspections      | 0*                      |
| Significant Industrial User Inspections | 4                       |
| Industrial User Inspections             | 5                       |
| Industrial Sampling Events              | 8                       |
| Influent and Effluent Samples           | 305                     |
| Wastewater Process Evaluation Samples   | 306                     |
| Self-Monitoring Analyses                | 332                     |
| Air Quality Sampling                    | 4                       |

- Prepared and submitted the Self-Monitoring Monthly Report for October 2018 to the San Francisco Bay Regional Water Quality Control Board
- \*No grease inspections were conducted in December as all inspections were completed for 2018

*Water Conservation*

| <b>Item</b>                          | <b>Monthly Activity</b> |
|--------------------------------------|-------------------------|
| High Efficiency Toilet (HET) Rebates | 15                      |
| Residential Washing Machine Rebates  | 1                       |
| Residential Water-wise House calls   | 19                      |
| Water Waste Investigation            | 2                       |
| Smart Irrigation Controller Rebates  | 1                       |

- The City continued its offer of a \$75 rebate for water efficient clothes washers. To qualify for the washer rebate, City water customers must purchase a clothes washer from a list of qualifying energy star certified clothes washers.
- Library Garden Project will be complete once redwood benches are installed around the sculpture in the center of the garden, a garden title is selected, and signs are made with garden title and for plant identification. Daily Acts will present recommended garden title and sign design templates to RMPC ad-hoc committee in February or March.
- In cooperation of the City’s participation in the Sonoma-Marín Saving Water Partnership, City staff attended the CalWEP Winter Partner Plenary.

*Storm Water Compliance*

| <b>Item</b>                     | <b>Monthly Activity</b> |
|---------------------------------|-------------------------|
| Storm Water Inspections         | 1                       |
| Active Construction Inspections | 7                       |

- The City submitted its Trash Implementation Plan and Updated Jurisdictional Map to the State Water Board in compliance with the Phase II Small MS4 Permit.

Operations Division

*Airport*

- Daily financial, fuel inspection, and National Oceanic and Atmospheric Administration (NOAA) reports were completed.
- Monthly Automated Weather Observation System preventative maintenance, operational inspection, and report were completed.
- Monthly aviation fuel system preventive maintenance and inspection were completed.
- Monthly Storm Water Pollution Prevention Plan inspection and report were completed.
- Identified and repaired or replaced 41 of the 108 exterior-hangar security flood lights.
- Conducted employment interviews for vacant part-time Airport Ramp Attendant positions.
- 62,703 pounds of Fed Ex overnight cargo was transported by West Air Inc.

| Fuel Sales         | Gallons | Sales    |
|--------------------|---------|----------|
| 100LL              | 6,074   | \$29,113 |
| Jet A              | 2,636   | \$11,673 |
| Total              | 8,710   | \$40,786 |
| Average per Gallon |         | \$4.68   |



*Corp Yard*

| Customer Service     |                  |
|----------------------|------------------|
| Telephone Inquiries  | Monthly Activity |
| Bridge Openings      | 2                |
| Encroachment Permits | 1                |
| Park Maintenance/LAD | 6                |
| Paint & Signs        | 1                |
| Street Maintenance   | 29               |
| Street Lights        | 6                |
| Traffic Signals      | 13               |
| Turning Basin/Marina | 13               |
| Misc./Other          | 40               |
| <b>Total</b>         | <b>109</b>       |

- Regular greasing and maintenance was completed on the bridge.

| Fleet Maintenance                      |                  |
|--|------------------|
| Item                                   | Monthly Activity |
| Repairs - Public Safety (Police/ Fire) | 18               |
| Repairs - General Fleet                | 8                |
| <b>TOTAL</b>                           | <b>26</b>        |

| Street / Paving   |                         |
|---|-------------------------|
| Item  | Monthly Activity        |
| Potholes (total filled)   | 527 Potholes            |
| Tonnage   | 11 tons asphalt Streets |
| Skin patch  | 486 ft                  |
| Special Events/Filming  | 5                       |
| Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway) | 10                      |
| Assistance to other Departments   | 4                       |

| Painting/Signs                  |                  |
|---------------------------------|------------------|
| Item                            | Monthly Activity |
| Street Signs                    | 42               |
| Repainted garbage cans downtown | 62               |

- Repainted green curbs downtown.
- Replaced median markers on N McDowell at Old Redwood Hwy.
- Street Crew responded to six vehicle accidents, swept up glass and debris from vehicle accidents, and picked up various downed tree branches, abandoned appliances and furniture, shopping carts, and garbage.

| Traffic Signal and Street Light Maintenance |                  |
|---|------------------|
| Task  | Monthly Activity |
| USAs  | 111              |
| Street Lights Repaired                      | 32               |
| Turned Heads Realigned                      | 1                |
| Signals Re-Lamped                           | 22               |
| Assist Other Departments                    | 2                |

- Removed all old radios no longer in use from signal cabinets and server room.
- Provided material and worked with contractor to install battery back-up systems at Lakeville Rd. and Washington Avenue, and Lakeville Rd. and D Street.
- Reset detector card at Washington Avenue and Kentucky Street.
- Applied grout around the base of battery back-up cabinets installed by contractor.
- Replaced and re-engineered flashing beacon mounting hardware destroyed by delivery truck at Western Avenue and Webster Street.
- Re-spliced antenna cable at Petaluma Blvd. South and I Street.
- Removed dead corroded batteries from signal cabinets at various location around the City.

*Marina and Turning Basin*

| Marina          |                            |     |             |                    |                      |     |
|-----------------|----------------------------|-----|-------------|--------------------|----------------------|-----|
| Slips available | Boats - Beginning of Month | %   | New Rentals | Terminated Rentals | Boats - End of Month | %   |
| Total - 183     | 78                         | 43% | 0           | 0                  | 78                   | 43% |

| Launch & Turning Basin Receipts |            |
|---------------------------------|------------|
| Total Revenue                   | \$2,358.00 |
| Kayaks                          | 10 of 16   |

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

- Relocated hydrant at 1015 Hidden Valley Drive.
- Performed storm patrol during heavy rains.
- Replaced two hydrant valves.
- Installed catch basin and pipe at Lakeville and Frates Roads.
- Assisted contractor with shutdowns on Wilson, B, and Webster Streets, and Yarberry Lane.
- Removed brush and downed trees at Ely, Pinnacle, and Lynch Creek.

| Item                         | Monthly Activity |
|------------------------------|------------------|
| Telephone Inquiries: billing | 20               |
| customer service             | 144              |
| water conservation           | 48               |
| other                        | 66               |
| Total                        | 278              |
| Customer Service Work Orders | 416              |
| Meter Readings               | 20,035           |

| <b>Item</b>   | <b>Monthly Activity</b> |
|---|-------------------------|
| Water Main Repairs                                    | 4                       |
| Water Service Repairs                                 | 63                      |
| Total Water Repairs                                   | 67                      |
| Wastewater Collection System Main Repairs             | 1                       |
| Underground Service Alert Utility Locates             | 288                     |
| Wastewater Collection System Line Cleaning (miles)    | 2.28                    |
| Wastewater Collection System Video Inspection (miles) | 2.39                    |

- Replaced 8” check valve at Magnolia Pump Station.
- Rebuilt pressure reducer valve at Payran Vault zone 2.
- Rewired battery backup pack at Harden Tank.

| <b>Item</b>  | <b>Monthly Activity</b> |
|--|-------------------------|
| Safety Training (man hours)                            | 42                      |
| Water Production, Imported from SCWA (million gallons) | 154,492                 |
| Total Water Production (million gallons)               | 154,492                 |

### Parks and Facilities Maintenance Division

#### *Parks Maintenance*

| <b><u>Item</u></b>  | <b><u>Frequency</u></b>                        |
|---------------------|--|
| Mowing              | Every other week weather depending             |
| Irrigation repairs  | 14 irrigation repairs                          |
| Tree work           | Del Oro, Lucshesi, and Prince Parks            |
| Playground services | All playgrounds                                |
| Pool Maintenance    | Daily maintenance, filters, heaters, chemicals |

- Crew detailed landscape around tennis courts at Del Oro Park.
- Repaired 2 major irrigation leaks at Bond Park.
- Crews and tree service responded to multiple downed and or hazardous trees.
- Groomed and swept all 4 synthetic fields.
- Major clean-up of leaves and downed branches in all parks was performed.
- Backfilled electrical trench for additional downtown tree lighting.

#### *Facilities*

| <b>Item</b>                     | <b>Monthly Activity</b> |
|---------------------------------|-------------------------|
| Electrical                      | 15                      |
| HVAC                            | 19                      |
| Plumbing                        | 8                       |
| Keys, Locks, Windows, and Doors | 9                       |
| <i>Other</i>                    | 14                      |

Work accomplished that did not come through our work order system:

- Checked HVAC operation daily at City Hall, West Wing.
- Replaced ignition modules in City Hall conference room 2 and at Petaluma Community Center (PCC).
- Met with HVAC contractor three times.

- Replaced thermocouple and re-lighted the pilot of the hot water heater at the Swim Center.
- Performed quarterly inspection at the Transit facility.
- Replaced lamp at the front entrance of the Senior Center.
- Replaced HVAC filters at City Hall, Petaluma Community Center (including Tiny Tots and Crafts Rooms), 222 Bassett, Fire Stations 1, 2, and 3, the Senior Center, Airport, and Marina.
- Replaced remaining roof drain covers, 25 in total, at the PCC.
- Checked fire alarm at the Senior Center and contacted alarm company for service.

Transit Division

| Item  | Monthly Activity |
|---|------------------|
| Ridership - Fixed Route Trips                   | 21,861           |
| Ridership - Paratransit Trips                   | 1,322            |
| Paratransit Eligibility - Evaluations Completed | 10               |
| Paratransit Eligibility - Renewals Completed    | 4                |

- Routed PSA for refurbishment of a 1999 New Flyer Diesel bus. The contract award was approved by Council in December.
- Received final National Transit Database Annual Report documentation from FTA for FY 18.
- Finalized the scope of work for a Fleet & Facility Electrification Study working in conjunction with Sonoma Clean Power, Santa Rosa City Bus, Sonoma County Transit, SCTA, and Mendocino Transit Authority. The RFP is expected to be issued in February 2019.
- Finalizing specifications for ordering three paratransit vehicles, including vehicle size and build considerations. Estimated delivery of the vehicles is Quarter 2, 2019.
- Reviewing three bids received for replacing all interior and exterior florescent lights at Petaluma Transit Facility (555 N. McDowell Blvd) with LED lighting retrofits. Estimated project completion in Quarter 1, 2019.
- PW&U staff began work on a bus stop work order for 39 different locations throughout the City to include improvements at various stops (installation of benches, trash cans and red curbs). Current project completion is 10%. Est. project completion in Quarter 1, 2019.
- Draft memo for Paratransit service analysis for the Transit Integration Efficiency Study was provided by the study consultant team to staff. Staff reviewed the memo and will provide comment to SCTA accordingly.
- Conducted a half-day Transit Division staff retreat on December 17 to review projects/progress over the prior year and to set staff goals and priorities for 2019.