



City of Petaluma

Departmental Reports for October 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

October 2017

Building Division Update:

- Total permit valuation – **\$32,088,060.29**
- Total monthly inspections – 526 (October 2016 = 541 inspections)
- Inspections Calendar Year to Date – 1/1/2017 – 10/31/2017 – **5,210**
- Inspections Calendar Year to Date 2016 – **4,340**
- Certificates of Occupancy issued – Eleven. Six single family dwellings, five at Quarry Heights, one custom on Bantam Way. Two accessory dwelling units and one new commercial building at 465 N McDowell Blvd. “Smart and Final.” Two first tenants in new buildings at 411 N. McDowell Blvd. for Sutter Clinic and Petaluma Hair Co.

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

October:	2017
Days to Approval	Permit Apps
Same Day	41
1	54
2	8
3	8
4	3
5	5
6	3
7	2
8	4
9	3
10	2
11	3
12	3
13	4
14	2
15	3
16	4
17	3
18	4
19	3
20	1
21	2
39	6
42	7
48	3
Total Permits Issued for Month	181

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

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	80.23
ADDITIONAL BUILDING PLAN CHECK	283.86
ADDITIONAL BUILDING PLAN CHECK	7.39
Civil Engineering Plan Check	2,127.74
State Bldg Standards Commis.	306.00
Comm.Strong Motion Inst/Seismi	783.68
Electrical - Amp Charge	611.15
Electrical Permit Fee	5,985.45
Electrical - Light Fixtures	8.80
Electrical Minimum Permit Fee	1,404.00
Electrical - Receptacles	23.10
ELECTRICAL SIGNS	196.80
Electrical - Switches	3.30
ENERGY CONSERVATION FEE	258.74
Fire Plan Check	8,212.50
Incremental Fee	1,065.24
INSPECTION OUTSIDE REG HOURS	172.72
Building Permit Fee	56,529.84
Mechanical Permit Fee	4,010.58
Mechanical - Cooling Unit	127.80
Mechanical - Fans	14.50
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	325.60
Plumbing - Gas Pipe Outlets	18.45
Plumbing Minimum Permit Fee	594.00
Building Plan Check Fee	44,884.03
PLANNING PLAN CHECK FEE	4,200.00
Plumbing - Sewer	24.65
Plumbing Permit Fee	2,840.16
Plumbing - Water Heaters	86.10
Plumbing - Water Piping	4.75
Res.Strong Motion Inst/Seismic	205.42
Temporary Elec/Gas Permit Fee	218.00
City Admin Overhead Fee	2,124.09
	<hr/>
	137,756.87

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

Email: ialverde@ci.petaluma.ca.us

October 2017

Business Retention, Expansion, Attraction & Assistance

Development Review Committee (DRC) Meetings - Economic Development attends most DRC meetings, tracks relevant discussions and monitors follow up as appropriate. The following business projects were discussed at DRC meetings in October:

- Brewery
- Planned Unit Development off Petaluma Blvd. S.
- Mixed Use Development near downtown train station

Business Retention & Expansion Discussions

Retention Assistance:

1. Met with a business that is setting up a production facility in Petaluma for manufacturing a vegan cheese product. Provided assistance with wastewater permit requirements and referrals in the areas of tax incentives, talent attraction, and food industry networking.
2. Met with a men's apparel business in Petaluma that is expanding into women's clothing. Provided workforce toolkit and information about local resources.
3. Referred new guitar business to Planning for info about special event permit requirements.
4. Referred cider business to Building Division for information about electrical permit requirements.
5. Spoke with local architect about her interest in providing content for economic development website.
6. Met with general manager of new hotel in Petaluma.
7. Helped to coordinate speaking engagement for business that distributes disposable utensils, plates, and other serving ware.

Expansion Assistance:

1. Referred pizza delivery business to Planning for info about zoning and permit requirements.
2. Referred local musical instrument company to Fire Prevention for assistance with high piled storage requirements.

Business Attraction Leads

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

Startups

- Mini storage site
- Food truck
- Car manufacturer
- Sports-oriented business

Relocations/Satellite sites

- 2 Breweries

Projects & Programs

Emergency Operations Center: Served on Emergency Operations Center as Care and Shelter coordinator during wildland fires in Sonoma County.

Marketing/Communications: Made presentation about the Career Center guide and the Division to Petaluma Services Network. Finalized annual revision of Business Toolkit and submitted to General Services for printing.

Re-Zoning and Office Vacancy projects: Contacted brokers and property owners for input on converting Planned Community Developments (PCDs) to business park zoning. Separately, contacted brokers to discuss high vacancy rate for office space, both generally and for specific properties.

Open Counter: Worked with Open Counter to identify and implement ways to streamline the system.

Short Term Vacation Rentals: Continued work on enforcement for Petaluma's short term vacation rental program.

Local and Regional Coordination

Visitor Program & Downtown Association: Worked with Visitor Program marketing coordinator to propose new navigation and links for Visit section of City website.

Sonoma State University School of Business & Economics: Spoke with new career center director about his plan for mentorships and internships this year.

Petaluma Chamber of Commerce: Met with new membership director to discuss City marketing materials and ideas for increasing Chamber membership.

Regional Economic Development: Met with Economic Development managers from Novato and San Rafael. Provided photos of Petaluma companies to executive director of Bay Area Urban Manufacturing Initiative.

Redevelopment Dissolution: Coordinated with Public Works and Utilities to remove easement from the title of the Industrial Drive property owned by the PCDC Successor Agency.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

Fax: (707) 778-4428

Email: finance@ci.petaluma.ca.us

October 2017

Accounting and Administration Divisions

- Met with John Bartel to review an updated analysis of future projected retirement costs
- Prepared an updated Maintenance of Effort calculation for future state road funding
- Completed significant data analysis related to pending litigation
- Worked with the City's audit firm during the on-site field work portion of the annual audit
- Finalized the Banking RFP and worked with Ingrid to coordinate sending out to local banks

Commercial Services Division

- Trained newly hired Accounting Assistant II
- Implemented special UB deposit procedures for fire victims relocating to Petaluma

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

Fax: (707) 931-0668

Email: firedept@ci.petaluma.ca.us

October 2017

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	13	1.85
Vegetation Fire	9	1.26
Emergency Medical	441	63.08
Hazardous Condition	10	1.43
Special Service	88	12.58
Good Intent	106	15.16
False Alarm	31	4.43
Special Incident (strike team assignments)	1	.14
TOTAL	699	99.93%

A smaller monthly report is being provided due to Fire Storm activity and deployed staff from 10/8-10/22.

FIRE PREVENTION/PUBLIC EDUCATION

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

- A Fire Prevention Week Open House was held at Station 1.
- Fire Prevention Week safety messages were placed on Fire's website and posted to social media.

Development Review Committee (DRC) Meetings/Pre-Development Summary:

- PEP Housing, 951 Petaluma Blvd South - Discussion about affordable senior housing with resident services on the 1.31 acre site. Proposal includes 53 one-bedroom units and 1 two-bedroom manager unit. Units rented to very low income and low income senior ages 55 and older.
- 315 Lakeville - Discussion about 10,248 sf, 3-story building with 4 residential units and 10 parking spaces. Vehicular access to the proposed project would be off Erwin St.
- Third Bay Brewing, 1250 Petaluma Blvd North - Discussion for a new nano-brewery focused on small batch, custom beer for events, weddings, parties, non-profit fundraisers as well as small tap room with approx 10-15 taps to showcase beers.
- Tesla Charging Stations, 401 Kenilworth Drive - Discussion to add 10 charging stalls to the existing supercharger station.

- Rovina Lane Development Project, 3 Rovina Lane / 1405 Petaluma Blvd South - Discussion of proposed development of 2 parcels on Rovina Lane. Each site is proposing 10 lots with common parcels for driveways, parking and stormwater. The project is proposing a PUD zoning designation.
- Petaluma Station, 315 D Street - Discussion of proposed 4-story, mixed-use project adjacent to the new Downtown SMART station. The building to the North will include a central yard, various amenities, residential units and commercial on the ground floor. The South building will include a multi-story parking structure surrounded by residential units with connections at each level and commercial on the ground floor.

Weed Abatement Program:

- Multiple telephone calls were received regarding Petaluma vegetation questions after the Sonoma Fires.

Fireworks Program:

- Completed non-profit response letters were received from 12 organizations.

Fire Code Enforcement Actions:

- Two pre-citations were issued this month; three warning notices were issued to contractors for completing work without permits.

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	OCTOBER '17
Annual Permit Inspections	19
Re-Inspections	11
Complaints	1
Fire Protection System, Commercial & TI Inspections	84
Hazardous Materials Inspections	10
Fire Investigations	1
Plan Reviews	38
Weed Inspections	5
General Fire Prevention Statistics	
	OCTOBER '17
FC/Hazmat Permits Issued	14
Public Records Requests / Sites Requested (PRA)	4 / 5
Hydrant Flow Requests	7
Permit Applications Issued	18
Fees Collected Over the Counter	\$6,973
Pre-Development Plans Received	3
Building Permits Received	18

CUPA/Hazardous Materials/Emergency Response/Training Highlights:

- CUPA/CERS:
 - Continued progress on CUPA Evaluation Deficiency items.

- Report 1 was submitted with collected State CUPA Surcharge Fees for FY 16/17.
No fees to submit for 1st Quarter FY 17/18.
- Personnel attended a records management training session.
- Fire Prevention Bureau staff members attended the following meetings/trainings:
 - Monthly Nor-Cal Fire Prevention Officers meeting
 - Records Management System Demonstration meeting
 - National Fire Academy Fire and Life Safety Plan Review
 - Hazardous Materials Drill
 - Butane Hash Oil Class

COMMUNICATIONS/TECHNOLOGY/SAFETY & WELLNESS:

- Continued evaluation on best record management system for the Department in conjunction with partner agencies; RMS vendor demonstrations were scheduled (& postponed due to the Fire Storm)
- New portable radio antennas were tested for quality and distance

Training

- The Department sent members to participate as evaluators for the annual U.S. Coast Guard active shooter drill
- The Joint Apprentice program (JAC) began and will provide 13 of our newest members reimbursable training through the State of California

EMS DIVISION:

Administration:

- Participated in the Leadership Petaluma Leadership Day
- Opened FF/EMT recruitment; reviewed applicants and determined a testing list; worked with HR to select the appropriate FF/EMT written test and ordered tests
- Participated in the annual James Mott Memorial Service

EMS

- Reviewed the Controlled Substances policy and provided updates
- Participated in a billing vendor conference call to discuss annual numbers and connectivity with the new online Imagetrend patient system

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

Fax: (707) 206-6037

Email: scastellucci@ci.petaluma.ca.us

October 2017

Meetings attended:

- Continuum of Care Board Meeting – As one of the three jurisdictions that, Petaluma has a seat on this Board that makes policy for the homeless in the county.
- Met with resident at one of our mobile home parks to discuss our rent stabilization ordinance and the rent an Owner can charge to potential buyer.
- Met with City Attorney and Dev Goetschius of Housing Land Trust of Sonoma County to discuss the documents needed to proceed with the sale of one of our first time homebuyer properties in Madison Manor.
- Conference call with Economic & Planning Systems to discuss the feedback from the Housing Impact Fee Council workshop.
- Attended the SCTA Planning Advisory Committee Meeting which was discussing the Wildfire Recovery and Rebuilding throughout Sonoma County.

Project Updates:

- The Exclusive Negotiating Agreement with PEP Housing for the proposed affordable housing project at 951 Petaluma Blvd. So. property was executed in October. Copies of the executed document were sent to all parties.
- Burke, Williams, & Sorensen is working on a draft of the Disposition & Development Agreement for the development with PEP Housing.
- Vacancy Survey was sent out and completed. Vacancy rate is 1.12%. Many of the apartment complexes indicated that after the fire, the vacant units they did have got rented.
- Worked 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.
- Worked on the Successor Agency's Prior Period Adjustment report for Fiscal Year 2015-2016 with the County's Auditor-Controller Department.
- Worked with several Title Companies for refinancing of first time homebuyer loans and releasing In Lieu Agreements that were recorded on several properties and never released.
- The Standard Agreement for the grant for the Housing Related Parks Program was signed by the City Manager and HCD. Grant amount is \$103,125.
- Arbitration letter received from Waterhouse Management Corporation for rent increase to all residents in Little Woods Mobile Home park.
- Received a letter from HUD reporting that Petaluma's CDBG program is in compliance and meets the housing and community development goals of the 2015-2020 Consolidated Plan.

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.

Human Resources Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4534

Fax: (707) 927-1911

Email: hr@ci.petaluma.ca.us

October 2017

Recruitment

Recruitments Opened	Promotional/Open	Department
Firefighter	Open	Fire
Public Safety Dispatcher	Open	Police
Facilities Maintenance Worker	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Facilities Maintenance Worker I	1	Promotional	Public Works
Transit Marketing Coordinator – Limited Term	5	Open	Public Works
PT Airport Ramp Attendant	2	Open	Public Works

Pre-Employment

Job Title	Department
Police Officer	Police

Employee Data

Hires – Job Title	FT/PT	Promotional/Open	Department
Traffic Signal and Street Light Tech I	FT	Promotional	Public Works
Accounting Assistant II	FT	Open	Finance
Tiny Tots Teacher I	PT	Open	Recreation

Separations – Job Title	Reason	Department
Parks and Facilities Manager	Retirement	Public Works
Transit Manager	Retirement	Public Works
Police Officer	Released during Probation	Police
Firefighter	Resigned	Fire

WC

# of Claims Opened	Total Paid	Total Incurred	
6	\$9,799.07	\$80,525.00	
# of Open Claims	Total Paid This Period	Paid to Date	Total Incurred
131	\$93,899.32	\$11,400,914.23	\$15,060,010.61

of Claims Closed
2

Total Paid
\$23,755.98

Total Incurred
\$23,755.98

Light Duty			
Fire	Police	Misc	Total Working Light Duty
0	1	2	3

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
1	2	3	6

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
0	0	3	3

Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

Fax: (707) 778-4554

Email: it@ci.petaluma.ca.us

October 2017

Customer Service

- Supported 7 day activation of Petaluma Emergency Operations Center, Logistics Section. Also provided IT staffing, equipment.
- Help Desk Tickets = 162
- Video camera and access control project, Web requests, cellular devices and tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in October.
- Replaced one network plotter, moved another, retired one.

Web Site:

- [Detailed Web Statistics Link.](#)
- Total Views 53020
- Average time on page 00:01:11
- Most Active Views – (site index.html, police/index.html, hr/opportunities.html, hr/index.html, /firedept/index.html)
- Update web requests completed/requested: 43/43; Average=1.3 requests/workday

Projects

Completed

- Upgraded Lucity Test environment in preparation for update of Lucity and Eden Production.
- Created a water-wise house call request page within our CRM (engagePetaluma) and added to CityOfPetaluma.net
- Completed installation of fiber networking to Corp Yard

Underway

- Installation of video surveillance at Ellis Creek
- Windows 10 upgrades.
- Office 365 (version 2016) installations.
- Migration of email accounts/mailboxes to hosted on government cloud.
- WiFi upgrade/switch replacement.
- Replacing online forms with SeamlessDocs and PublicStuff 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 of Eden remaining life, options, costs per Council goal.
-
- Investigating solution for handling volunteers and donations during an emergency EOC activation.
- Investigating 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.
- Worked with Public Works to create a Marina maintenance form for tracking requests.
- Implementing video surveillance and access control upgrades to City buildings.
- Upgrading GIS databases and application to SQL Server 2016 from SQL Server 2008
- City Hall - working on plans for SAN Replacement/VM Ware expansion
- Updating Internet and Email Use Admin policies

Maintenance Activity

- Completed repair of PD overhead paging system.
- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
- 5624 Manual Remediation(s)
 - 5303 Updates: 88.38 % Critical/Security, 11.62% Standard
 - 133 Service & Feature Packs: <1%
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements).
- Upgrade SQL Servers to stay within requirements of Microsoft maintenance.
- Upgraded/replaced wifi access points in PD

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:
 - 2,955,052 43GB Total email messages processed
 - 71,957 Valid (2.44%)
 - 2,883,095 Suspect/Quarantined/Discarded 97.56%)

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	174	140 Active

Active & Read-Only Database Files (excludes MS Access)	625GB
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	57
Wifi/modems	34
Microsoft Surface Devices	20

City Department cooperative projects:

- SCPSC meetings, replacement of Polics MDCs
- Police – Guardian updated data
- 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.
- Integrate Water SCADA and Datawise (Flood Alert system). Will need to add two servers.

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

Fax: (707) 778-4498

Email: petalumaplanning@ci.petaluma.ca.us

October 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 October 2017 are summarized as follows:

<u>TYPE OF ACTIVITY</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Counter Visits	135	44%
Phone Calls	61	20%
Emails	108	36%
TOTAL	304	100%

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

- Fence Permits – 1
- Home Occupation Permits – 8

Public Meetings – The Planning Division prepares and presents analysis and recommendations in the form of written reports and oral presentations to the City Council, Planning Commission, Public Art Committee, and Historic and Cultural Preservation Committee (HCPC). 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 October:

- Planning Commission – October 10, 2017
- Public Art Committee – October 26, 2017

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

- *PEP Housing* – Proposed affordable housing project at 951 Petaluma Blvd. South. (Preliminary discussion)

- *315 Lakeville Street* – Proposed 4-unit residential project including one three-story building with on-site parking. (Pending application)
- *Third Bay Brewing* – Proposed nano brewery at 1250 Petaluma Blvd. North. (Preliminary discussion)
- *Tesla Charging Stations* – Proposed expansion to existing supercharger station located within the East Washington Place shopping center parking lot. (Pending application)
- *Rovina Lane Development* – Proposed residential development at Rovina Lane between Petaluma Blvd South and Jacquelyn Lane. (Preliminary discussion)
- *Petaluma Station* – Proposed mixed-use development adjacent to the new Downtown SMART station. (Preliminary discussion)

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

New Major Projects:

- *Sprint Telecommunication Facility* – Application to renew expired application for new panel antennas at 1385 N. McDowell Blvd. (Pending application.)
- *McDonald's* – Application for the demolition and reconstruction of the existing McDonalds located at 103 N. McDowell Blvd. (Pending application.)
- *Plaza North Shopping Center Sign Program* – Application to amend the existing Plaza North Sign Program. (Pending application.)

Major Project Updates:

- *Vickers Residence* – On October 10th, the Planning Commission reviewed and denied a resolution to allow the construction of a new single-family residence and detached garage at Sunnyslope Road/Buckeye Court.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

Email: policeadmin@ci.petaluma.ca.us

October 2017

Personnel Update / Vacant Positions:

- Police Officer: 3
- Parking Enforcement Officer: 1

Administration Update:

- Quarterly staff meeting held at Water Department.
- Department cleanup day held.
- EOC partially activated due to Sonoma County fires.
- Two police officers lost their homes in fires, one an owner, the other a renter.
- Pink Cancer Awareness patches designed and obtained to wear during October, Breast Cancer Awareness month.
- Special events requiring extra police planning and presence included International Walk and Roll to School Day, Halloween, and Motorcycle Safety OTS Operation.

Training Update:

- October platoon training consisted of Firearms Qualification, and CPR/First Aid. Several officers also attended training sessions in the areas of Crime Scene Investigation, Homicide Investigation and Marijuana DUI Investigation. Several officers attended COPSWest Training and Expo, and 2 lieutenants attended Management School sessions.

Public Safety Statement – October 2017 and YTD

	October 2017	October 2016	2017 YTD	2016 YTD	% Change 2016-17 YTD
PART I CRIMES					
Homicide	0	1	1	2	-50%
Rape	1	2	22	23	-4%
Robbery	2	2	32	18	78%
Assault - Aggravated	12	18	137	110	25%
Assault - Simple	27	41	267	311	-14%
DV Related Assault	15	20	167	171	-2%
Burglary	6	14	146	153	-5%

Larceny - Grand Theft	28	21	223	200	12%
Larceny - Petty Theft	25	45	351	497	-29%
Motor Vehicle Theft	4	3	58	53	9%
Arson	0	0	8	4	100%
ARRESTS					
ARRESTS TOTAL	160	161	1664	1880	-11%
Adult	150	145	1562	1723	-9%
Juvenile	10	16	102	157	-35%
DISPATCH					
CALLS FOR SERVICE TOTAL	4804	4446	50429	49221	2%
Public-Initiated	3647	3074	33480	30613	9%
Officer-Initiated	1157	1372	16949	18608	-9%
PHONE CALLS TOTAL	11712	9999	104348	102833	1%
911	1282	1138	10597	10513	1%
Non-Emergency	10430	8861	93751	92320	2%
TRAFFIC COLLISIONS TOTAL					
Fatal	1	3	3	4	-25%
Injury	28	10	203	202	0%
PDO	48	43	498	463	8%
TRAFFIC OFFENSES TOTAL	149	97	3623	2989	21%
Citations	125	83	3432	2785	23%
DUI Arrests	24	14	191	204	-6%
PARKING CITATIONS	400	498	7214	5815	24%
RECORDS					
Incident Reports	464	522	5225	5409	-3%
EVIDENCE					
ITEMS PROCESSED TOTAL	656	832	9508	12587	-24%
Intake	325	532	4519	5617	-20%
Purge	209	133	3511	5286	-34%
Release	37	35	591	507	17%
Discovery	50	88	633	770	-18%
Lab	12	17	96	146	-34%
Checkout	23	27	158	261	-39%

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

October 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 almost complete. Pipeline and appurtenances have been placed. Work on recycled water conversion ongoing. Expected completion is planned for November 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: Weather permitting this work will be completed during spring 2018.

Construction was delayed as the Airport was used for emergency CalFire response. 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 has been ongoing. Sonoma county wildfires impacting the contractor have led to further delays. Expected completion end of November or early December 2017. Construction management by City staff.

Denman Reach Trail Project

This 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: Construction began and was substantially completed in October 2017.

There are some outstanding items, but project will be completed in December 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. The City of Petaluma will take the lead on the partnership. North Bay Partners on the Agreement are City of Petaluma, City of San Rafael, City of Vallejo, Marin County, Napa County Flood Control and Water Conservation District, and the Sonoma County Water Agency. The City of Vallejo notified City staff that they were no longer interested in partnering on the agreement. Therefore, a Notice to Proceed was issued to the consultant with a reduction in the scope of work to reflect five partnering agencies. In May 2017, 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. Made contact with dredging project manager with USACE, confirmed they have started on the shoaling analysis and are starting the work on the sediment sampling plan soon. Depending on permitting and federal funding dredging could happen as early as 2018, but more likely 2019.

Monthly Activities: City Staff continuing planning and permitting process for dredging of the marina: PSA for a hydrographic survey of the marina is being routed. Drafted Measure AA grant application.

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 continuing to work with SCWA on finalizing a funding agreement for the project and re-engaged with the property owner of the vacant parcel. Consultant completed a Phase I environmental risk assessment, and PSA is being routed for environmental resource assessment and assistance with the CEQA documentation and permitting.

Capri Creek – Flood Reduction and Habitat Enhancement

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

Monthly Activities: Fires delayed planting of the plants. Expected substantial completion in November 2017.

Water

Paula Lane Reservoir No. 1 Improvement

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

Monthly Activities: Construction is complete. The interior of the tank coating has been completed and the tank is now in service. Exterior coating and piping has been completed. Vault lid installation is complete. Council approval is planned for January 2018.

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. It will reduce the future failures and infiltration and reduce maintenance costs.

Monthly Activities: Construction and installation of 21-in and 8-in sewer main is completed. The project is anticipated to be accepted by the Council on Dec. 18th. Construction management by City staff.

Ellis Creek Solids Handling Upgrades

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

Monthly Activities: Digester piping and mechanical installation in progress. Boiler room / GBT electrical work continues. Conveyor system delivered to site.

Street Improvements

Traffic Signal Infrastructure Replacement – Streetlight Repair

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

Monthly activities: Contractor installed conduit and wiring for seven streetlights on Petaluma Boulevard South between I Street and F Street. These streetlights are one-half of the high voltage circuit being replaced between F Street and Mt. View Avenue.

LED Streetlight Retrofit Phase 2

The project will retrofit the remaining high-pressure sodium cobrahead streetlights to LED streetlight fixtures.

Monthly activities: This project has been advertised for bid.

Development Engineering Division

Projects

Brody Subdivision and Residential Project

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

Monthly Activities: Completed review of second submittal of the public improvement plans and project final map. Development engineering approved grading and demolition plans.

North River Plaza (Spanos)

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

Monthly Activities: Met with developer to discuss engineering design requirements for buildout of Water Street North.

Labcon Warehouse

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

Monthly Activities: Approved building permit application for on-site work. Held pre-construction meeting for off-site improvements.

Old Silk Mill

Hotel Conversion at Old Sunset Line and Twine – Lakeville Street.

Monthly Activities: Held pre-construction meeting for off-site improvements.

Deer Creek Village

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

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

Sonoma Marin Area Rail Transit (SMART) Passenger Train Project

Project includes railroad crossing and track upgrades throughout town, a multi-use path and new train station at the historic downtown depot.

Monthly Activities: Continued coordination of railroad quiet zone with rail entities. Staff monitored parking and circulation at the depot site and in the adjacent neighborhoods.

Traffic Engineering

The Traffic Engineering division implemented updated coordinated traffic signal timing on East Washington Street, Washington Street, Old Redwood Highway and D Street. The division also prepared the following work orders in October 2017: Install speed limit signs and replace no parking signs on Capri Avenue; paint red curb and install centerline striping at the intersection of Mission Drive and Mountain View Avenue, paint red curb on Cypress Drive at Ellis Creek Driveway.

Inspection Services

In addition to routine ongoing inspections, Inspection Services worked on Quarry Heights, 700 West St., River Front Subdivision, Addison Ranch, Labcon Warehouse Addition, Altura Apartments, Sunnyslope II Subdivision, Citywide right-of-way code enforcement issues, as well as erosion and sediment control. Total number of applicants applying for an encroachment permit for October 2017:

Applications	Monthly Activity
Encroachment Permit Applications	34
Transportation Permit Applications	1
TOTAL	35

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
- Ellis Creek Bridge
- Paula Lane Reservoir No. 1 Improvements
- Park Place Water Service Replacement
- Recycled Water Main Extension SMA
- Sanitary Sewer Replacement 2016-2017
- Utility Patch Paving
- Various Streets Maintenance, 2016-2017
- Denman Reach Pathway

Sewer Lateral Replacement Grant Program

The Sewer Lateral Replacement Grant Program provides financial assistance to property owners for the replacement of their private sewer lateral, which, due to their age or condition, is a source of groundwater infiltration and inflow to the sewer collection system. All sewer laterals are privately owned and are to be maintained by the property owner. This includes the connection at the main. The maximum amount of assistance for a sewer lateral replacement or repair is 50% of the approved cost, up to a maximum reimbursement of \$2,000. Only complete replacement of the sewer lateral or a repair that eliminates infiltration and inflow is eligible for the program. There was one application submitted for October 2017.

Sidewalk Repair Program

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

Environmental Services
Wastewater Treatment, Water Recycling, and Industrial Pretreatment

Facility Statistics:	
Item	Monthly Activity
Safety Training (man-hours)	13.0
Biosolids Beneficial Reuse (wet tons)	748.57
Wastewater Cleaned (million gallons)	136.30
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	46.76
Recycled Water Produced for On-site Use (million gallons)	11.03

Pretreatment Program Inspections:	
Item	Monthly Activity
Restaurants/Grease traps	1
Significant Industrial Users	8
Industrial Users	4

- Prepared and submitted the Self-Monitoring Monthly Report for September 2017 to the San Francisco Bay Regional Water Quality Control Board.
- Collected 285 influent and effluent samples for permit required parameters.
- Analyzed 435 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 257 permit required self-monitoring analyses for NPDES permit compliance.
- Thirteen industrial sampling events were conducted during the month of October.
- Marin/Sonoma Mosquito Vector Control District monitored mosquito populations and performed abatement activities at the Oxidation Ponds and Polishing Wetlands.
- Safety training included weekly safety tailgates.
- Provided O&M support for the Solids Process Upgrades Project, the Digester Gas to CNG Project, and the High Strength Waste Project.
- The tertiary recycled water system was operated to meet user demand during the month.
- Commenced river discharge mode of operations on October 11.
- Continued modifying the facility's Supervisory Control and Data Acquisition system to improve operational control of treatment processes, pump stations and recycled water distribution system.
- Managed Ellis Creek WRF's computer based maintenance system. Currently there are 1050 assets in the system. The workload for the month included 98 preventative maintenance work orders, and 15 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

Water Conservation

Program Statistics:	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	35
Residential Washing Machine Rebates	11
Residential Water-wise House calls	46
Water Waste Investigation	1
Mulch Madness	3,060 sq. ft.

- The City is participating in the national AWE “Landscape Transformation Research Project” with other members of the Sonoma-Marín 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 that began on May 1 just ended on October 15th for the 2017 season. 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 77,604 square feet of turf for sheet mulching.
- City staff is working with Daily Acts to transform a section of the lawn at the Petaluma Regional Library into a water-wise landscape for the community. A successful sheet-mulching event with about 70-80 volunteers took place on October 28th, 2017 to prepare the landscape for planting in early 2018.
- Water-Wise House Call program. The Water-Wise House Call program is conducted using City staff to perform water use surveys. This month, staff conducted 46 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.
- The City is a partner in the Sonoma-Marín Saving Water Partnership that is guided by its MOU and the Restructured Agreement for Water Supply with the Sonoma County Water Agency. City staff is participating in an MOU sub-committee to plan revisions to the 2010 Partnership MOU.

Operations Division

Airport

- Daily financial, fuel inspection and National Oceanic and Atmospheric reports were completed.
- Monthly inspection of the Automated Weather Observation System (AWOS) and fuel system were completed and recorded with no discrepancies.
- Petaluma Airport became the Helicopter attack base for the local fires; 24 helicopters were based there for a 9 day period; during those 9 days the airport was closed to General Aviation Pilots.
- Executive Drive received a Micro Seal to extend the life of the asphalt.
- Sky Ranch Drive and the parking lot received a Micro Seal.

- Outbound overnight freight with Fed Ex was 42,507 pounds.

Fuel Sales	Gallons	Sales
100LL	10,219	\$44,149
Jet A	29,615	\$105,313
Total	39,834	\$149,462
Accumulated Gallons	92,896	avg/gal \$3.75

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Opening	7
Encroachment Permits	65
Park Maintenance/LAD	21
Paint & Signs	4
Street Maintenance	55
Street Lights	41
Traffic Signals	7
Turning Basin/Marina	31
Misc./Other	58
Total	289

D St. Bridge and Turning Basin Openings		
Pleasure Craft	Commercial Craft	Total
1		1

- Regular greasing and maintenance was completed on the bridge.
- Bridge has been down for repairs.

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	20
Repairs - General Fleet	23
TOTAL	43

- 1 smog, 1 small equipment repair.

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	78 Potholes
Tonnage	8 tons asphalt
Skin patch	782 LF
Dig out	0

Crack sealing	6 streets
Special Events/Filming	2/0
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	16
Weed Abatement (total areas covered)	1

- Street and sign crew crack sealed Grant, Madison, McKenzie, Kresky, Linberg and St. Francis in preparation for seal treatments in the spring.
- Sign crew replaced or installed 14 signs, painted 820 feet of curb, 1 crosswalk, 3 stops, 830 feet of double yellow, 60 feet of skip and 200' of bike lane. Potholed and skin patched. Weed eat and clean garbage on Auto center Dr.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	1
USA'S	56
Street Lights Repaired	74
Ped. Pushbutton Replaced	5

- Worked on Citywide traffic signal re-timing project and bus preemption. Responded to 16 traffic signal complaints resulting in 12 signal repairs, 37 SL done in house on OT rest were outside contractor due to growing complaints from citizens and the LED project not starting on time.

Marina and Turning Basin

Marina							
Slips available	# Boats	Beginning of Month	%	New Rentals	Terminated Rentals	End of Month	%
Total - 183	84	84	46%	3	3	84	46%

Fuel Sales	
Gallons – Diesel	76.4
Gallons – Gasoline	197.3
Amount – Diesel	\$257.80
Amount – Gasoline	\$749.80

Launch & Turning Basin Receipts	
Total Revenue	\$239
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	43
customer service	194
water conservation	95
other	102
Total	434
Customer Service Work Orders	237
Meter Readings	17,498

- Sewer crews continue system maintenance & cleaning! Crews completed downtown cleaning schedule for Storm Water Drop Inlet boxes. Water Crews continue to replace failing water services and water mains throughout City they have also finished all scheduled upgrades and replacement as scheduled.

Item	Monthly Activity
Water Main Repairs	7
Water Service Repairs	21
Total Water Repairs	28
Storm Crew Catch Basin Inspected	441
Storm Crew Catch Basin Cleaned	264
Catch Basin Debris Removed (Yd ³)	465
Underground Service Alert Utility Locates	207
Wastewater Collection System Line Cleaning (miles)	4
Wastewater Collection System Video Inspection (miles)	0.78

- Operators continue pilot replacement program, almost complete. Still working on capping 4 nonuse wells per state water boards. Operators and Electrician continue going over entire system doing PM's and addressing issues that have accrued.

Item	Monthly Activity
Safety Training (man hours)	36
Water Production, Imported from SCWA (million gallons)	266.161
Total Water Production (million gallons)	266.161

Parks and Facilities Maintenance Division
Facility Maintenance

- Raised the flags daily a City Hall.
- Checked the boiler operation at City Hall west wing.
- Re-lamped Golden Concourse lights.
- Rekeyed exterior doors at Transit facility.

- Repaired and relamped Cavanaugh Gym
- Replaced filters on HVAC at Nutrition Center and Senior Center.
- Relamped McNear park tennis court lights.
- Installed new LED light fixture at McNear Park playground.
- Arranged light repairs for Cavanaugh gym and scheduled scissor lift.
- Replaced power pedestal on commercial docks at Turning Basin.
- Met with Operations Manager at PW&U Field Office.
- Repaired security lights at McNear Park.
- Repaired fountain timer at Putnum Park.
- Repaired Corp Yard parking lot lights.
- Met Transit manager at Transit facility to assist with new lock system (card keys system).
- Met with Community Center staff about electrical at Walnut Park for lighting.
- Met plumbing company for repairs at the Police Department for mold remediation.
- Met with Transit and I.T. managers regarding key system at Transit.
- Relayed information to fire sprinkler inspector for Senior Center.
- Met fire alarm inspector at Keller St. Garage.
- Replaced broken toilet in Visitor's Center bathroom.
- Replaced safe lock batteries at City Hall drop box.
- Washed City vehicles.

Parks Maintenance

- 527 yards of engineered wood fiber was placed in 17 playgrounds to replenish the play surface for fall protection.
- New play panels were ordered and installed at West Haven park playground to replace damaged panels.
- A new drain was installed at Miwok Park playground in preparation for the new playground scheduled to go in over the next few months. There was no drain before and the playground would flood in heavy rains. This new playground will have a rubber surface instead of engineered wood fiber which will help with making the playground usable year round.
- Police Department landscaping was cut back from the building to help with their rodent problem. Some trees were removed that were up against the building and others cut back. The cinnamon camphor trees in front were trimmed to open up for the flag poles.
- A large oak tree split in half and had to be removed from behind the River View playground. A few dead or hazardous trees were removed before winter, these were: a eucalyptus tree at Lucchesi, four pine trees from Westridge, a walnut tree from McNear, one pine and two oak trees from Oak Hill.
- We placed rock in the remaining dirt areas surrounding the synthetic soccer fields at PCSF where spectators stand to watch the games. During the rainy season these areas became a muddy mess and mud would track onto the fields.
- All four synthetic soccer fields were swept, groomed and had infill rubber added to the goal and penalty kick areas where the fill is displaced from most.
- The soccer field at Lucchesi had all 32 lights re-lamped, half were burned out and the rest didn't have much life left in them.

- After the fires a few fire hazard complaints came in from the frontages and LADs, these were addressed by LAD contractors, frontage contractors and in house staff.
- At the library Daily Acts is installing a low water landscaping project where the county will maintain the new area and we will continue to maintain the turf area. Two irrigation valves that operated heads in the turf area had to be relocated outside of the new plating area.
- The Lucchesi tennis courts had the gates worked on, the closing mechanism and the fabric on them replaced. Also there were a few holes in the fence and some of the fence fabric had come loose from the bottom post.
- Someone had dumped a load of brush in the little creek that comes thru Wiseman Park which has flooded in the past winters. We picked it up.
- The Solar Panels at the pool were turned off and drained for winter.
- A bench was installed at Prince Park.
- The downtown parks were trimmed, cleaned up, etc.; the downtown tree wells were filled with seven yards of mulch to eliminate trip hazards for the upcoming Veteran's Day Parade.

Transit Division

October 2017 showed a decrease in both Petaluma Transit and Paratransit ridership, no doubt largely due to the fires. Petaluma Transit saw 28,652 rides, down 17% from the previous October. As over half of Petaluma Transit riders are students, much of this decrease can be linked to the weeklong school closure, as well as the air quality concerns. Petaluma Paratransit provided 1,348 trips in the month of October, down 22% from October of 2017 and down 10% from September of 2016.

During the week of the fires, Petaluma Transit and Paratransit continued to provide full service (non-school-day) and offered free fares, mirroring the other Sonoma County transit agencies. Free ride passes were also distributed to the evacuation centers to assist evacuees, through the end of October. Daily shuttles were provided from evacuation centers to the swim center and gyms for showers, carrying a total of 282 passengers.