



City of Petaluma

Departmental Reports for September 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

September 2018

Building Division Update:

- Issued building permits – 165
- Total permit valuation – **\$10,620,202.06**
- Total monthly inspections – 502
- September 2017 inspections – 566
- Inspections Calendar Year to Date – 1/1/2018 – 12/31/2018 – **4,411**
- Inspections Calendar Year to Date 2017 – 5,515
- Certificates of Occupancy issued – Four total. A four are for the Addison Ranch apartments. 120 Greenbriar – six units, 140, 210 & 340 Greenbriar – four units.

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

September:	2018
Days to Approval	Permit Apps
Same Day	57
1	34
2	11
3	8
4	4
5	11
6	5
7	8
8	1
9	6
10	4
11	3
12	1
14	2
15	2
16	1
17	2
18	2
19	2
20	1
Total Permits Issued for Month	165

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

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	3,757.87
ADDITIONAL BUILDING PLAN CHECK	238.36
ADDITIONAL BUILDING PLAN CHECK	319.18
Civil Engineering Plan Check	9,946.64
State Bldg Standards Commis.	517.00
Comm.Strong Motion Inst/Seismi	843.20
Electrical - Amp Charge	305.00
Electrical - Appliances	4.75
Electrical Permit Fee	7,652.11
Electrical - Light Fixtures	3.30
Electrical Minimum Permit Fee	1,134.00
Electrical - Receptacles	48.38
ELECTRICAL SIGNS	73.80
Electrical - Switches	11.00
ENERGY CONSERVATION FEE	1,149.71
Fire Plan Check	12,464.28
Incremental Fee	31,091.21
Building Permit Fee	112,312.12
Mechanical Permit Fee	5,523.49
Mechanical - Cooling Unit	74.55
Mechanical - Duct Work Only	95.85
Mechanical - Furnaces	340.40
Mechanical Minimum Permit Fee	54.00
Plumbing - Fixtures and Vents	9.80
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	918.00
Building Plan Check Fee	58,223.35
PLANNING PLAN CHECK FEE	6,004.00
Plumbing Permit Fee	7,344.78
Plumbing - Water Heaters	135.30
Plumbing - Water Piping	28.50
Res.Strong Motion Inst/Seismic	862.98
Temporary Elec/Gas Permit Fee	109.00
Red Tag Fee	937.07
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	262,539.13
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Economic Development

27 Howard Street, Petaluma, CA 94952

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Email: ialverde@ci.petaluma.ca.us

September 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 September included:

- Craft Distillery
- Former bank building

Online Zoning & Permit Tool (Open Counter) Statistics

- 100 site visits, 58 zoning look ups, 64 questions answered. At 5 minutes per question and 15 minutes per zoning look up, it is estimated that Open Counter saved 20 hours of staff time.

Business Retention & Expansion Discussions

- Provided state equipment purchase and training reimbursement information to craft distillery
- Retention meeting with plastics injection molding company

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.

- Woodworking business retail
- Food manufacturing

Cannabis Retailers

- Completed zoning clearance needed to support cannabis retailer location

Projects & Programs

Marketing and Communications: Continued revision of Heritage Brochure, integrating input from multiple stakeholders. Wrote articles for newsletter and sent quarterly newsletter to list of 1,400. Fielded call from Press Democrat reporter for article about Petaluma. Met with software developer to discuss event calendar application.

Manufacturing Symposium. Worked on marketing a manufacturing symposium co-sponsored by the Division and a local staffing firm. Invited six Petaluma companies that were not on the staffing firm's list.

Yacht Club Lease. Met with Petaluma Yacht Club Board members to discuss changing certain terms of the City's agreement to lease land to Yacht Club.

Short Term Vacation Rentals. Held a discussion with City Council regarding City's enforcement program and received direction to prepare report for October Planning Commission meeting.

Planning & Business Permitting Process Improvements. Continued efforts to identify process improvements, public information, and other ways to help businesses navigate the commercial permit and inspection process.

Online Permitting. Conducted follow-up with IT and Building regarding permit software vendor selection and implementation plan.

City Recruitment Project. Worked with creative services vendor and staff on recruitment materials for Police, City Manager, and Public Works.

City Website Project. Worked with Design Guild to scope project, develop branding strategy, and identify best navigation for the site.

Food Industry Group. Attended Food Industry Group networking event.

Emergency Response. Met with Information Technology manager and local telecommunications consultant to identify improvements to emergency response technology plan. Met with Risk and Fire to discuss staff's emergency response obligations and planning for the emergency operations exercise to be held in October.

Redevelopment Dissolution. Continued work with commercial real estate agent on sale of the Industrial Drive property.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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September 2018

Accounting and Administration Divisions:

- Completed Finance and Accounting Manager interviews
- Costings for ongoing negotiations

Commercial Services Division:

- Worked with City Plans Examiner to identify new insulation products for General Services Department
- Started comprehensive review of General Services Department's current and ongoing equipment requirements
- Met with outside interview panel regarding City's new Revenue Development Specialist position, and scheduled follow up interviews

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

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Email: firedept@ci.petaluma.ca.us

September 2018

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	1	.17
Vehicle/Equipment Fire	2	.34
Vegetation Fire	7	1.22
Refuse/Other Fires	2	.34
Emergency Medical	391	68.82
Hazardous Condition	7	1.23
Special Service	57	10.03
Good Intent	68	11.97
False Alarm	32	5.63
Special Incidents (Strike Team)	1	.17
TOTAL	568	99.92%

FIRE PREVENTION/PUBLIC EDUCATION:

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

- Participated in the Boy Scouts Safety Fair
- The website safety message was updated

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:

- 838 Petaluma Blvd. South: Concept discussion re: 2-story structure with dwelling unit above the garage
- 1129 Industrial Avenue: Potential distillery and tasting room
- 400 Oak Street: Historic home ADU
- 1416 Casa Grande Road
- Deer Creek Residential
- 200 Washington Street

Fireworks Program:

- Correspondence was mailed to the non-profit organizations regarding a fireworks fundraising Request for Information submittal
- One end-of-year non-profit information letter was received
- Annual Fireworks After-Action Report was routed

Fire Investigations: Steamer Landing peninsula vegetation fire

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	September '18
Annual Permit Inspections	35
Re-Inspections	9
Fire Protection System, Commercial & TI Inspections	28
Hazardous Materials Inspections	12
Fire Investigations	1
General Fire Prevention Statistics	September '18
FC/Hazmat Permits Issued	46
Public Records Requests / Sites Requested	2 / 2
Permit Applications Issued	20
Fees Collected Over the Counter	\$10,008
Pre-Development Plans Received	7
Building Permits Received	13

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

- California Code and Commentary workgroup
- Nor-Cal FPO Executive Board and General Membership meeting
- Records Management System demos and meetings (x1)
- California Chiefs Association annual conference
- Monthly Command Staff meeting

The following trainings were attended by Fire Prevention staff:

- Yearly Hazardous Materials Continuing Challenge in Sacramento
- Sonoma County HazMat team training
- California Conference of Arson Investigators (4 days)
- Battalion Chief incident command simulation training
- State Fire Marshal sprinkler certification requirement training

OPERATIONS:

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance
- Currently working on dispatch and medical control language
- Four Firefighter/Paramedics and one Firefighter/EMT recruit began their 10-week fire academy hosted at the Petaluma Fire training tower taught by PFD employees
- Four new part-time EMT's started working shifts in the BLS ambulance program

Disaster Preparedness:

- Participated in the Boy Scouts Annual Community Disaster Preparedness Fair
- Participated in a County-wide alerts and warnings exercise

- Represented the interests of Petaluma in a quarterly County Emergency Council meeting; current topics included the Council's mission and re-structure
- Hosted the County Emergency Coordinators Forum
- Attended the County's monthly City Managers meeting to discuss regional emergency preparedness and response

COMMUNICATIONS/TECHNOLOGY/TRAINING:

Technology

- On-going software demonstrations continue for Fire/EMS Record Management Systems
- A new base station radio was installed in Battalion Chief's office and offers direct communication to Dispatch
- Test mode continues with REDCOM on the upgraded portable radio's emergency button feature
- Fully enabling the Lexipol program resumes with the area representative

Safety & Wellness

- Enacted a PEER Support program facilitated by Local 1415 members
- Working with HR on annual physicals and the new Kaiser physicals contract

Training:

- Attended a Region 9 Training Officer meeting to review the criteria for the one-year County funded position. More will come at the next Region 9 Chief's meeting
- Battalion Chief incident command simulations were conducted. All BCs sat thru a different scenario in an effort to synchronize terminology while on an emergency incident (i.e., structure fire)

SUPPORT SERVICES DIVISION:

Facilities

- Met with Daily Acts at Sta. 2 for planning a future landscape project
- Sta. 1's roof project was completed; all station roofs have now been replaced within the last 3 years

Apparatus

- PFD was awarded funding by FEMA for a tow vehicle (4x4 pick-up truck); with Council approval in November, research on that purchase can begin
- Funds to replace 9341 (a 1982 Type 6) was approved by the City Manager and will go before City Council as a mid-year budget adjustment
- Engine 9385 (1995 3D) was stripped of equipment and will be surplused now that the new Sutphen engine is in service
- Engine 9381 had starting issues and was repaired at the bus garage
- All apparatus are being cycled through required smog inspections
- One front-line ambulance received new tires

Housing Division

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September 2018

Meetings attended:

- Continuum of Care Board Meeting – As one of the three jurisdictions that participate in the Continuum, Petaluma has a seat on this Board that makes policy for the homeless in the county.
- Met with Petaluma citizen looking for affordable housing and what options are out in the community.
- Met with Planning staff and PEP Housing to discuss the appeal from neighbors for the 951 Petaluma Blvd. South development.
- Met with staff at Burbank Housing to discuss workforce housing options in Petaluma.

Project Updates:

- Working on the CDBG Consolidated Annual Performance Evaluation Report for FY 2017-2018. Report was sent to HUD by September 27, 2018.
- 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.
- Visited the Logan Place Apartments to do a HOME monitoring. Reviewed tenant files and inspected units. Monitoring report was sent to HOME/HCD on September 26, 2018.
- Sent in CDBG financial forms that are due quarterly. Also, completed Section 3 and Prevailing wage forms to various State and Federal agencies.
- Worked on annual report for Housing for FY 2017-2018.
- Working on an agreement with the Sonoma County Community Development Department to administer our mobile home program. The County is in the process of amending their ordinance.

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

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Email: hr@ci.petaluma.ca.us

September 2018

Recruitment

Eligible Lists Established	# on EL	Promotional/Open	Department
Revenue Development Specialist	2	Open	Finance
Police Officer – Lateral	1	Open	Police
Finance and Accounting Manager	4	Open	Finance
PT Public Safety Dispatcher	2	Open	Police
Environmental Compliance Inspector	1	Promotional	Public Works
Police Officer Trainee	4	Open	Police
Police Officer – Academy Grad/Attendee	2	Open	Police

Pre-Employment

Job Title	Department
Police Officer (3)	Police
Police Officer Trainee (3)	Police
PT Public Safety Dispatcher (2)	Police
Parking Enforcement Officer	Police

Employee Data

Hires – Job Title	FT/PT	Promotional/Open	Department
PT Fire Plans Examiner	PT	Open	Fire
Firefighter/Paramedic (3)	FT	Open	Fire
Firefighter (2)	FT	Open	Fire
Environmental Compliance Inspector	FT	Promotional	Public Works

Separations – Job Title	Reason	Department
Recreation Coordinator	Released during probation	Recreation
Street Maintenance Worker II	Resigned	Public Works
Airport Division Manager	Service Retirement	Public Works

Training Compliance

Prevention of Harassment and Discrimination	# Completed	
	Supv/Manager	Employee
	2	0

Workers' Compensation

# of Claims Opened	Total Paid	Total Incurred
6	\$4,957.08	\$47,104.48

# of Claims Closed	Total Paid	Total Incurred
5	\$28,996.60	\$29,121.85

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1	5	10	16

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
2	3	5	10

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		2	2

Information Technology

11 English Street, Petaluma, CA 94952

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September 2018

Customer Service

- Help Desk Requests = 149
- Help Desk Repair Incidents =24; Service Requests =125
Note – Incidents are determined to be reports of actual failures, Service Requests are determined to be requests for something different, improved, requests for items not currently in service. Purchase Requests are for purchase of new or replacement technology involving orders to vendors. Project Requests are Service Requests that result in significant labor, efforts spanning multiple months or multiple staff, and produce larger effect on workgroup, department or the enterprise.
- 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 September.

Web Site and Social Media:

- [Detailed Web Statistics Link.](#)
- Total Views 55146
- Average time on page 00:01:05
- Most Active Views – (site index.html, police/index.html, cclerk/archives.html, cdd/building.html, parksrec/index.html)
- Update web requests completed/requested: 34/34; Average=2.3 requests/workday
- NextDoor: 15,573 residents in 56 neighborhoods (355 joined in September)

Projects

Completed

- ERP system (Eden) updated database and application

Underway

- Installation of video surveillance at Ellis Creek
- Replacement of Police mobile computers (MDCs).
- Windows 10 upgrades, approx., ¾ of the PD complete, approx. 190 non-PD complete. Slowed due to software incompatibilities.
- Office 365 (version 2016) installations, approx. 3/4 of the PD complete, approx. 190 non-PD complete.
- Migration of email accounts/mailboxes to hosted on government cloud, approx. ½ of the PD complete, approx. 1/2 non-PD complete.
- Permitting software replacement functional requirements gathering

- Email of AR invoices.
- EOC Software for tracking volunteers and donations
- Utility infrastructure GIS data migration to new Local Government Information Model.
- Updating Internet and Email Use Admin policies
- Phone system upgrade for 2018, anticipated to implement mid fall and expanding to include a paging/announcement system
- Replacement/upgrade of the City’s main web site, www.cityofpetaluma.net.

Maintenance Activity

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
 - 2371 Manual Remediation(s)
 - 2291 Updates: 92.45 % Critical/Security, 7.55% Standard
 - 14Service & Feature Packs: < 1%
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements).
- Upgrade SQL Servers to stay within requirements of Microsoft maintenance.
- Upgrading GIS databases and application to SQL Server 2016 from SQL Server 2008
- Worked with Finance and auditors for reports, permissions, and any other Eden needs.

Downtime, Threats, and Service Interruption

- Significant increase in virus and hacking activity noted primarily via Email. Phishing schemes that emulate sales offers via email have increased in excess of 500% over the similar time in the last year. Proactive scanning and remediation efforts have been effective.
- Network service interruptions due to maintenance included less than 15 minutes for system wide maintenance.
- Email statistics:
 - 775,910 19GB Total email messages processed
 - 68,775 Valid (8.86%)
 - 707,135 Suspect/Quarantined/Discarded (91.14%)

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	183	140 Active
Active & Read-Only Database Files (excludes MS Access)	589GB	
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 (+1)
Tablets and iPads	63 (+4)
Wifi/modems	30
Microsoft Surface Devices	23

City Department cooperative projects and initiatives

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

Planning Division

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September 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 September 2018 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	136	40%
Phone Calls	63	18%
Emails	142	32%
TOTAL	341	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 September were:

- Home Occupation Permits – 14
- Fence Permits – 1
- Zoning Verification Letters – 2
- Short Term Vacation Rental – 4

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 September:

- Planning Commission – September 11, 2018
- Public Art Committee – September 13, 2018
- City Council – September 17, 2018
- Public Art Committee -- September 27, 2018

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

Discussions of Potential/Concept Applications

- *1416 Casa Grande* – Concept discussion to develop the property at 1416 Casa Grande Road to consist of one and two story single family homes all with 2 car garages at a density of 5.5 housing units per acre. Property would be rezoned from R2 to a Planned Unit Development.
- *Deer Creek Residential* – Concept discussion for a residential component to the Deer Creek Village Shopping Center. Concept design includes 129 units, 132 covered parking spaces, 89 uncovered spaces and all associated site improvements on the west side of “Deer Creek”.
- *838 Petaluma Blvd. S* – Concept discussion to construct a two-story structure with a dwelling unit above a 2-car garage in the rear of an existing single-story office building in a mixed use area.
- *1129 Industrial Ave.* – Concept discussion for potential distillery and tasting room to be located within the Rancho Arroyo Business Park at 1129 Industrial Ave.
- *200 Washington Street* -- Concept discussion to remodel the former West America bank at 200 Washington Street into two commercial tenant spaces, remove the existing drive through, replace with additional parking spaces and add a trash enclosure.

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

New Major Projects:

- *118 Kimberly Way:* Application to construct a new single-family dwelling within the Country Club Estates PUD and South Hills General Plan Subarea.

Major Project Updates:

- *1395 N. McDowell Blvd:* On September 11th the Planning Commission reviewed and approved Site Plan and Architectural Review to allow for the construction of a new 6,380 square foot 4-unit commercial building and other site improvements on a vacant parcel within the Redwood Technology Center.
- *Adobe Road Winery* – On September 11th the Planning Commission reviewed and approved the Site Plan and Architectural Review, Conditional Use Permit and Warrant Request for construction of a 15,848 square foot building containing a winery, tasting room and private event space and associated site improvements at 1 C Street.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

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Email: policeadmin@ci.petaluma.ca.us

September 2018

Personnel Update / Vacant Positions

Current police officer positions not filled (vacancy or injury injury)	16
▪ Injured officers: (Patrol=5 / Traffic=1 / Investigations=1)	7
▪ Police officer vacancies	9
Vacant police officer positions in recruitment	6
▪ Lateral police officer applicants (2) and 1 academy attendee in background	2
▪ Police officer conditional job offers	3
Police officers in training	3
Police officers pulled back from specialty positions and placed in patrol	6
Parking Enforcement Officer Vacancies	1.5
PT dispatchers hired – one in background	2

Administration Update:

- Petaluma Policing Foundation was awarded a \$20,000 Union Pacific Grant for railway safety. We will be conducting a joint educational outreach campaign with SMART.
- Special events in September involving extra police planning and presence included Craft Beer Festival, Clo Cow Half Marathon and the Fall Antique Festival.
- Police Dept. volunteers attended the City of Petaluma Emergency Preparedness Fair, handing out information fliers and community engagement promotional items.
- Police Dept. awarded competitive body-worn camera grant worth over \$39,000.

Training Update:

- SWAT completed its first training put on by the FBI.
- Platoon training consisted of Elder Abuse, Child Abuse Policy 330, Use of Force, Domestic Violence, Elder Abuse/Child Abuse, Missing Persons, Arrest & Control Techniques, Accurint Intell Data/Restorative Justice, Tactical Communications, Firearms Qualification, and Officer Response to Calls.
- Canine team attended California Narcotic Canine Conference.
- Detectives attended Cahn-Annual Conference.

Records Update:	Sept 2018	Sept 2017	2018 YTD	2017 YTD	% Change 2017-18 YTD
PART I CRIMES					
PEOPLE CRIMES	29	52	318	416	-24%
Homicide	0	1	1	0	
Rape	2	1	20	21	-5%
Robbery	0	7	21	30	-30%
Assault - Aggravated	7	12	89	125	-29%
Assault - Simple	20	31	187	240	-22%
DV Related Assault	9	26	107	152	-30%
PROPERTY CRIMES	49	65	673	723	-7%
Burglary	9	15	121	140	-14%
Larceny - Grand Theft	11	20	202	195	4%
Larceny - Petty Theft	23	27	295	326	-10%
Motor Vehicle Theft	6	3	50	54	-7%
Arson	0	0	5	8	-38%
ARRESTS					
ARRESTS TOTAL	158	138	1627	1483	10%
Adult	147	131	1546	1395	11%
Juvenile	11	7	81	88	-8%
DISPATCH					
CALLS FOR SERVICE TOTAL	4932	4984	46516	45625	2%
Public-Initiated	2955	3668	28371	29833	-5%
Officer-Initiated	1977	1316	18145	15792	15%
PHONE CALLS TOTAL	6118	10404	78896	92636	-15%
911	1159	1154	10046	9315	8%
Non-Emergency	4959	9250	68850	83321	-17%
TRAFFIC					
TRAFFIC COLLISIONS TOTAL	44	79	508	627	-19%
Fatal	0	0	2	2	0%
Injury	23	25	169	175	-3%
PDO	21	54	337	450	-25%
TRAFFIC OFFENSES TOTAL	365	306	3787	3434	10%
Citations	346	289	3590	3267	10%
DUI Arrests	19	17	197	167	18%
PARKING CITATIONS	274	612	6359	6814	-7%
RECORDS					
Incident Reports	400	504	4309	4749	-9%
EVIDENCE					
ITEMS PROCESSED TOTAL	753	808	6781	8852	-23%
Intake	250	432	3816	4194	-9%
Purge	286	240	1437	3302	-56%
Release	56	38	556	554	0%
Discovery	90	72	676	583	16%
Lab	24	12	129	84	54%
Checkout	47	14	167	135	24%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

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Email: publicworks@ci.petaluma.ca.us

September 2018

Capital Improvements Program Division

Water

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

Monthly Activities: Team Ghilotti has begun potholing utilities.

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 has begun potholing utilities.

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, Coastside Concrete and Construction, has completed the sewer main on Hayes Lane and is now installing sewer main down Hill Boulevard.

Sewer Main Replacement 18/19. This project includes removal and replacement of several backyard sewer mains along Coronado Drive and Cortez Drive between McNeil Drive and McGregor Avenue via pipe bursting, as well as open trench sewer replacement along McGregor Avenue, Kresky Ave., and Reynolds Drive.

Monthly Activities: The project was bid on August 9 and went to City Council for award on September 17. Work is anticipated to begin in October

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 contract was awarded to American Asphalt who has completed all the sealing and only has paving left on Caulfield Lane. The contractor will be cat tracking and striping the new pavement in the next week or so.

Pavement Restoration 18/19. Project will rehabilitate Sonoma Mountain Parkway. The work includes full depth reclamation foamed asphalt, striping, signage, and new video detection cameras.

Monthly Activities: The geotechnical consultant has completed sub-surface exploration and provided design recommendations.

Rainier Crosstown Connector. Project will construct a new roadway between Rainier Avenue and Petaluma Blvd North. The work will include a new signal at Petaluma Blvd., a new road and bridge over the SMART tracks and the river.

Monthly Activities: The design team is currently working on a preliminary design to start right of way and property acquisition.

Lakeville Highway at Pine View Way Channelization. The project will grind out the existing pavement striping and place new striping to make the right hand eastbound lane to a right turn only lane. On the westbound direction of the highway, a left turn acceleration lane will be added. This project has been permitted by the Caltrans Encroachment Department for work on a State Highway.

Monthly Activities: The pre-construction meeting was held with the contractor.

Public Work and Utilities Field Office Roof Replacement. This project will remove the existing failed TPO roof and overlay the flat areas of the roof with new TPO.

Monthly activities: The construction agreement was executed, and the pre-construction meeting was held with the contractor. A Notice to Proceed was issued for October 1, 2018.

Traffic Engineering

The traffic engineering division installed a new rectangular rapid flashing beacon at Keller Street and Washington Street, which replaces the existing in-pavement lighting system. The division also prepared the following work orders in September 2018: No Parking at railroad crossing at North McDowell Blvd., red curb at Sarah Way, Southridge Drive, and at Evergreen Lane.

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 September 2018:

Applications	Monthly Activity
Encroachment Permit Applications	53
Transportation Permit Applications	4
TOTAL	57

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

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Solids Handling Upgrades
- Ellis Creek Bridge
- Recycled Water Main Extension SMP
- 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
- Pavement Restoration FY 17/18
- Sewer Main Replacement FY 17/18
- Miracle Park
- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Wilson-Webster Water Main Replacement

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 no applications submitted for the month of September 2018.

Sidewalk Repair Program

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

Environmental Services

Wastewater Treatment, Water Recycling, and Industrial Pretreatment

Facility Statistics	
Item	Monthly Activity
Safety Training (man-hours)	18
Biosolids Beneficial Reuse (wet tons)	598.12
Wastewater Cleaned (million gallons)	127.19
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	75.95
Recycled Water Produced for On-site Use (million gallons)	9.22

Pretreatment Program Inspections	
Item	Monthly Activity
Restaurants/Grease traps	4
Significant Industrial Users	8
Industrial Users	6

- Prepared and submitted the Self-Monitoring Monthly Report for August 2018 to the San Francisco Bay Regional Water Quality Control Board
- Collected 119 influent and effluent samples for permit required parameters.
- Analyzed 529 samples for process evaluation of the wastewater treatment facility.
- Ellis Creek laboratory performed 175 permit required self-monitoring analyses for NPDES permit compliance.
- Nine industrial sampling events were conducted during the month of September.
- 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, the High Strength Waste Project, and Payran Pump Station Improvement Project.
- Conducted site inspections and cross connection testing as part of the recycled water permitting process.
- The tertiary recycled water system was operated to meet user demand during the month.
- Continued modifying the facility’s Supervisory Control and Data Acquisition system to improve operational control of treatment processes, pump stations and recycled water distribution system.
- Managed Ellis Creek WRF’s computer-based maintenance system. Currently there are 1,066 assets in the system. The workload for the month included 149 preventative maintenance work orders, and 13 corrective work orders.
- Performed required self-monitoring analyses for BAAQMD permit compliance.

Water Conservation

Program Statistics	
Program	Monthly Activity
High Efficiency Toilet (HET) Rebates	19
Residential Washing Machine Rebates	1
Residential Water-wise House calls	42
Water Waste Investigation	2

- On May 31, 2018 Governor Edmund G. Brown Jr. signed legislation that establishes statewide water efficient goals to help better prepare for droughts and climate change. City staff will follow new state standards and work in regional partnership to identify and implement programs that help us meet compliance targets.
- In 2015, SB 555 implemented water loss control measures for urban retail water suppliers. Requirements include an annual water audit and expert validation, steps to increase validity score, and performance standards by 2020. PW&U staff completed and submitted the City’s 2017 water audit. The audit was validated by a trained SCWA staff member.

- The City of Petaluma participates in the Sonoma Marin Saving Water Partnership regional clothes washer rebate program. Beginning July 1, 2018 Petaluma began offering a \$75 rebate for clothes washers instead of a \$125 rebate. Partner agencies in the regional rebate program offer rebate amounts between \$25-\$75. To qualify for the washer rebate, City water customers must purchase a clothes washer from a list of qualifying energy star certified clothes washers.
- City staff worked with Daily Acts to transform a section of the lawn at the Petaluma Regional Library into a water-wise landscape for the community. The garden will be complete once an informational kiosk, plant identification tags, and four redwood benches are installed in the garden. The Library Manager had an owl sculpture installed in the center of the garden that is not stable due to vandalism. There is caution tape around the sculpture for public safety until it can be reinforced, and library staff is planning to install a barrier around the statue.
- The Water-Wise House Call program is conducted using City staff to perform water use surveys. This month, staff conducted 44 house calls.

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.
- Fed Ex freight outbound to the east coast was 60,363 pounds.

Fuel Sales	Gallons	Sales
100LL	9,271	\$42,305
Jet A	4,847	\$19,868
Total	14,118	\$62,173
Average per Gallon		\$4.40

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	17
Encroachment Permits	29
Park Maintenance/LAD	23
Paint & Signs	8
Street Maintenance	43
Street Lights	4
Traffic Signals	10
Turning Basin/Marina	45
Misc./Other	39
Total	218

- Regular greasing and maintenance was completed on the bridge.

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

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	180
Tonnage Skin patch	17 tons asphalt Streets 1,288 ft
Special Events/Filming	2
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	14
Assistance to other Departments	5

- Sign Crew replaced 18 signs, and painted 2,208 ft. of red curb
- Painted 17 School Crossings
- Bridge between the Sheraton and Alman Marsh path was repaired
- Street Crew responded to 6 accidents, weed eating, picked up various downed tree branches and abandoned appliances/furniture
- Street Crew set up barricades for the Antique Fair
- Street Crew prepared Kentucky Street for the Antique Fair by repairing some minor cracks and potholes

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventive Maintenance	3
USAs	204
Street Lights Repaired	19
Turned Heads Realigned	4
Signals Re-Lamped	6
Assist Other Departments	2
Ped Audible Devices Replaced	2

- Placed stop signs at Lakeville & Caulfield for planned PG&E power outage.
- Completed 2-day I.M.S.A. workshop to renew traffic signal certification.
- Checked camera detection at McDowell & Community Center.
- Reset controller at McDowell & Caulfield to clear locked low priority bus preemption call.
- Replaced batteries in solar powered crosswalk in front of school on Albin Way.
- Responded to traffic signal hit by bus at D Street & 6th Street.
- Removed phase 1 from operation at Washington & Kentucky due to possible conflict.
- Replaced flasher unit and LED in flashing beacon on D Street Ext.
- Cleared spider webs covering I.R. sensor in crosswalk at Exchange Bank.

- Placed signal at McDowell & Madison in flash for construction.
- Rebuilt flashing beacon assembly and control damaged by truck at Western & Webster.
- Adjusted volume of audible pedestrian signals at Western & Kentucky.

Marina and Turning Basin

Marina						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	78	43%	2	3	77	42%

Launch & Turning Basin Receipts	
Total Revenue	\$1565.00
Kayaks	10 of 16

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

- Pulled 7 new services for leaks between the main and the meter
- Repaired sewer main

Item	Monthly Activity
Telephone Inquiries: billing	24
customer service	178
water conservation	89
other	71
Total	362
Customer Service Work Orders	393
Meter Readings	19514

Item	Monthly Activity
Water Main Repairs	3
Water Service Repairs	61
Total Water Repairs	64
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	315
Wastewater Collection System Line Cleaning (miles)	.19
Wastewater Collection System Video Inspection (miles)	.75

- Flushed over 6 miles of water main for water quality
- Paved Stony Point Well site
- Added a carport at Station 11 for the generators

Item	Monthly Activity
Safety Training (man hours)	58
Water Production, Imported from SCWA (million gallons)	272.272
Total Water Production (million gallons)	272.272

Parks and Facilities Maintenance Division
Parks Maintenance

- Retrofitting of the irrigation at the train depot was done to switch from spray heads to drip around the roses. Mulch was added to reduce weed growth as part of the IPM program.
- At Eagle Park, an irrigation valve was replaced. At McDowell Park, a mainline was repaired that leaked onto the little league field. Bond Park also had a mainline repair along with two laterals.
- Lucchesi Park had the clay valve repaired that turn on and off the aerators in the lake.
- Rocky Dog Park had several yards of soil spread in various locations to fill both dog digs and gopher mounds.
- At Shollenberger Park the high weeds were cut down after the ground bird nesting season ended.
- 110 yards of mulch were laid down in the landscaped areas in front of the Community Center.
- The old playground at Miwok Park was removed and construction began on installing a new playground facility with a rubberized play surface. The work is being done by contractor.
- Walnut Park was detailed in preparation for the Art in the Park event, Wickersham Park was also detailed in preparation for a wedding.
- Crew made multiple repairs to main line irrigation that had failed, at both City Hall and Wiseman Park.
- All four synthetic fields were groomed and swept as per the warranties for the fields.
- Climbing ladder at both Wiseman and Lucchesi Parks' playgrounds were replaced due to wear.
- A hose bib was installed at McNear Park to wash down the infield of the baseball diamond for dragging the fields before and after games.
- Tree work was done on Western and Baker Streets, along with the removal of dead tree at City Hall, and light pruning of the Redwood trees.
- City crew installed mulch at the picnic area at Lucchesi Park.
- Replaced solenoids at Eagle Park on the irrigation system
- Crew continues to change out nozzles and heads at Prince Park to improve sprinkler coverage.
- With the help from the sewer department mechanics, repaired a broken valve on irrigation booster pump at West Haven Park.

Facilities

- Raised the flags daily at City Hall. Performed checks on HVAC operation daily at City Hall West Wing and other facilities.
- Installed new LED court light indicators at the Lucchesi tennis courts.

- Installed steel bump rail on the Museum's back deck, to keep vehicle tires from damaging the deck, and replaced some deck boards.
- Performed quarterly building inspection at Transit building.
- Replace electric door strike button at the Police Department (PD) sally-port door.
- Repaired water fountain leak at the PD.
- Repaired bollard that protects the post light in front of Petaluma Community Center (PCC).
- Repaired/re-anchored door threshold at PCC.
- Repaired/ replaced door closers in restrooms at Wiseman Park.
- Cleared gutters and trimmed trees overhanging on roof at City Hall.
- Repaired broken lamp socket on the walk-in cooler at the Senior Center.
- Replaced HVAC air filters at the Senior Center.
- Re-mount coat hangers in the restrooms at the Visitor Center.
- Repaired roof flashing over the oil recycle container.
- Retrofitted wall pack light at the Corp Yard.
- Installed limiting spring chains on Wiseman Park restroom doors.
- Replace two trench drain covers with diamond plate sections at the Visitor Center/ Art Center.
- Mounted coat hangers on restroom stall doors at City Hall.
- Replaced front door lever set and deadbolt in the Corp yard locker room; made 16 keys.