



City of Petaluma

Departmental Reports for April 2019

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

April 2019

Building Division Update:

- Issued building permits – 183
- Total permits issued Calendar Year to Date – 476
- Total monthly inspections – 487
- Total permit valuation – **\$45,364,951.15**
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **1,727**
- Certificates of Occupancy issued – Nine. Eight new SFD's at Brody Ranch. One commercial recreation building at 200 Greenbriar Cir. Bldg. J.

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

<i>April</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	67
1	40
2	6
3	7
4	9
5	6
6	5
7	5
8	4
9	4
10	5
11	2
12	1
13	6
14	3
15	4
16	3
18	1
19	1
20	1
21	1
22	2
Total Permits Issued for Month	183

Total building permit fees collected for the month of April 2019:

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	2,793.93
ADDITIONAL BUILDING PLAN CHECK	1,344.07
ADDITIONAL BUILDING PLAN CHECK	160.46
ADDITIONAL BUILDING PLAN CHECK	1,609.53
Civil Engineering Plan Check	10,542.98
CIVIL PLAN CHECK FEE - GRADING	461.79
State Building Standards Commission	689.00
Comm.Strong Motion Inst/Seismic	340.04
Commercial Solar Fee	667.94
Electrical - Amp Charge	702.65
Electrical Permit Fee	6,076.47
Electrical - Light Fixtures	16.50
Electrical Minimum Permit Fee	1,728.00
Electrical - Miscellaneous	0.00
Electrical - Receptacles	16.50
ELECTRICAL SIGNS	
Electrical - Switches	2.20
ENERGY CONSERVATION FEE	1,149.71
Fire Plan Check	15,958.18
Incremental Fee	16,592.00
INSPECTION OUTSIDE REG HOURS	172.72
Building Permit Fee	70,993.08
Mechanical Permit Fee	5,216.82
Mechanical - Cooling Unit	170.40
Mechanical - Duct Work Only	74.55
Mechanical - Fans	0.00
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	327.80
Mechanical - Miscellaneous	0.00
Plumbing - Gas Pipe Outlets	36.90
Plumbing Minimum Permit Fee	1,458.00
Plumbing - Miscellaneous	0.00
Building Plan Check Fee	72,687.59
PLANNING PLAN CHECK FEE	4,755.00
Plumbing - Sewer	24.65
Plumbing Permit Fee	6,090.07
Plumbing - Water Heaters	221.40
Plumbing - Water Piping	28.50
Res.Strong Motion Inst/Seismic	496.13
Temporary Elec/Gas Permit Fee	109.00
Grading Permit Fee	3,078.57
Grading Plan Check Fee	337.00
Red Tag Fee	1,077.47
	<u>228,225.80</u>

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

Email: ialverde@ci.petaluma.ca.us

April 2019

Business Retention, Expansion, Attraction & Assistance

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

- Community/Event Space at Sonoma County Bank Building
- Wellness Spa
- Hydrogen refueling station
- Brewery/Restaurant

Business Retention & Expansion Discussions

- With City Manager and Planning Director, toured a Petaluma food manufacturer's plant in Santa Rosa.
- Discussed City requirements with beverage manufacturer that wants to offer events.
- Met with manager to discuss business strategies, downtown connections and event options.
- Met with firm that wants to develop housing near Mary Isaak Shelter, to discuss resources for homeless.

Business Attraction Leads/New Businesses

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

- Helped proposed retail beverage establishment navigate plan check process.
- Discussed real estate options with local grocery interested in opening Petaluma site.
- Helped hotel chain interested in opening location in Petaluma.
- Met with regional pharmaceutical company to discuss entitlements for a Petaluma expansion.

Projects & Programs:

Marketing and Communications:

- Monitored City Social Media and provided feedback to other departments on their social media posts.
- Provided City Safety Committee with two articles for their quarterly newsletter.

Telecom Network

- Met with representatives from Comcast and Sonic to discuss business needs for high-speed data lines across Petaluma.
- Responded to City Manager's request to post article about City LED streetlight project on social media and Petaluma Star website.

City Goals Workshop:

- Coordinated logistics and provided other on-site support at workshop on April 6, 2019.
- Completed workshop follow-up activities, such as organizing notes and graphics, and analyzing results from survey.

Policy Work:

- Presented staff report at minimum wage workshop and began follow-up based on Council direction.
- Continued work on cell tower license agreement, including researching possible cell tower sites and meeting with City attorney and project consultant.

Regional Collaboration

- Attended meeting of regional economic development management workgroup.
- Attended Access to Capital panel discussion hosted by Small Business Development Center.

Emergency Preparedness

- Met with Police, IT, and Finance to discuss ways to solicit updated emergency contact data from business.
- Worked with Chamber to promote first Business Emergency Resiliency Team meeting planned in May.
- Met with Petaluma People Service Center about managing donations and volunteers during declared emergency.

Online Permitting and Process Improvements:

- Facilitated bi-weekly meetings with staff piloting Blue Beam for use with online permit processing system planned for later this year.

City Website Project:

- Coordinated partnership between Design Guild and a government website developer (Proud City)
- Attended twice-weekly conference calls with Design Guild and Proud City, both to receive training on how to use the platform and to discuss integration of the City's records management system and other aspects of the website.
- Worked closely with Design Guild to fine-tune layout and templates for website.
- Solicited Frequently Asked Questions from each department and began to edit and input this content into new site website.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

Fax: (707) 778-4428

Email: finance@ci.petaluma.ca.us

April 2019

Accounting and Administration Divisions:

- FY 19/20 Budget Preparation, Analysis and Review
- FY 19/20 Financial Forecast
- FY 19 Interim Audit Analysis
- Filed Government Compensation in California 2018 Wages report with State Controller's Office
- Filed Quarterly Payroll Tax Report
- Filed Quarterly Grant Claims

Commercial Services Division:

- Worked on annual UB rate increases and noticing
- Completed annual Penngrove Sanitation Zone billing and designed new billing procedures
- Investigated HOA water meter issues and provided corrective actions to customer
- Resolved Neopost postage reporting software problem affecting February and March reports
- Mailed business licensing delinquency notices and updated software for penalty periods

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

Fax: (707) 931-0668

Email: firedept@ci.petaluma.ca.us

April 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	7	1.15
Vehicle/Equipment Fire	0	0
Vegetation Fire	0	0
Refuse/Other Fires	2	.32
Explosion - Overheat (no fire)	0	0
Emergency Medical	409	68.04
Hazardous Condition	11	1.83
Special Service	64	10.64
Good Intent	77	12.81
False Alarm	31	5.15
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	0	0
TOTAL	601	99.94%

FIRE PREVENTION/PUBLIC EDUCATION:

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:

- Mutual Relief Building, 21-25 Western Avenue
- Corona Station Residential, 890 N. McDowell Blvd
- Spa, 1375 Petaluma Blvd North
- Riverbend, 529 Madison Street
- Sonoma County Bank Building CUP, 199 Petaluma Blvd North
- Shell Station, 801 East Washington Street
- Hops and Hominy, 840 Petaluma Blvd North/1375 Petaluma Blvd North

Weed Abatement Program:

- Mass mailing of Notice of Hearing and Special Needs letters were mailed to 590 parcel owners
- Submitted Public Notice to City Clerk for publication in the Argus Courier

Fireworks Program:

- Distributed the 2019 Fireworks Booth Application
- Processed 2 booth location change requests
- Discussed use of new safety banners on fireworks booths

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	April '19
Annual Permit Inspections	25
Re-Inspections	3
Fire Protection System, Commercial & TI Inspections	49
Hazardous Materials Inspections	15
Plan Reviews	32
General Fire Prevention Statistics	April '19
Fire Code/HazMat Permits Issued	25
Public Records Requests / Sites Requested	9 / 11
18/19 YTD UFC/HazMat Yearly Permit Fees Collected	\$351,722
Permit Applications Received	6
Fees Collected Over the Counter	\$3,266
Pre-Development Plans Received	5
Building Permits Received	31

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

- Attended a Nor-Cal Fire Prevention Officers Executive Board meeting, a Cal Chiefs Building/Fire Advisory Committee meeting, a Sonoma County workgroup meeting regarding the upcoming 2019 CA Code Adoption and a North Bay Youth Firesetter Intervention committee meeting
- Responded to public requests for COPE/disaster preparedness information
- Provided a consultation regarding the Downtown sprinkler ordinance
- Attended Blue Beam software training (x2), ImageTrend training to observe the proposed inspection service platform and a Lexipol policy update workgroup meeting
- Attended a City website development committee meeting and a City-wide Social Media team meeting
- The Prevention Bureau received their yearly Chief’s inspection
- One member completed the State-required Aboveground Petroleum Storage Act (APSA) Training Program and attended a two-day Resiliency Training

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Communications

- Working with County radio technicians to improve the clarity and strength of Fire radio channels used by emergency responders
- Continued work on finalizing emergency “Firefighter Down” policies and procedures
- Continued work on updating department mobile and portable radios
- Working on finalizing quotes to upgrade the fire station emergency alerting systems

Health & Wellness

- Annual physicals are being scheduled through Kaiser
- A new proposal for equipment for the Department fitness program was circulated
- Drinking water was ordered for all 3 stations in preparation for fire season
- Improvements to the Peer Support Program were made and additional continuing education identified

Training

- A new Region 9 Training Coordinator was hired using one-time funds from Sonoma County; first training meeting was held; more work was done to finalize a Master Training Plan that will benefit all of Region 9
- A new drill rotation and cover plan was established for Rancho Adobe Fire and Petaluma
- Two multi-company drills were conducted: One was a live fire event at Rancho Adobe and the other involved hose techniques at Station 2, both with participation from CalFire
- Working with a building owner who has plans to demolish a building near the downtown district and will allow PFD to train on it prior to full demolition; communication with Risk and Legal to solidify required documentation
- Preparation to take possession of 5 ConEx boxes from Novato Fire that will be configured as training props; to be stored at Station 2
- Additional edits to EVALS (training software platform) were incorporated so it can be utilized during the upcoming recruit academy (mid-July)

Technology

- Further review of utilizing Crew Sense as our staffing program; researching export capabilities into payroll system
- Response plans were updated to change resource attributes for covering when other units are out of service
- All PFD policies have been uploaded into Lexipol and now the review process is taking place as to how the policies were integrated into the online format. Once completed, the focus will be on uploading the Procedures Manual.
- Additional meetings toward implementing and training for the records management portion of ImageTrend for Fire Prevention inspections and to stream-line fire inspections and improve cost recovery
- Meetings with Sonoma and Rohnert Park Fire to determine different options of improving reimbursement percentages by utilizing new technology purchases
- Initiated the re-development of Fire's Social Media group and ensuring Department policies align with the City's vision

OPERATIONS:

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance
- Annual Chief's inspections were conducted with full inspection of personnel and facilities
- Participated in "Every 15 Minutes" at Petaluma High School

- Department EMT's were trained in the new expanded scope regiment which includes Narcan administration, Epinephrine administration and the use of a glucometer
- Eight new Firefighter/Paramedic candidates entered the background evaluation process

Disaster Preparedness:

- Represented the City on weekly Operational Area EOC conference call

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- Vehicle exhaust system (Plymovent) work was completed
- Shelves were installed in dorm cubicles
- New radio receivers and apparatus bay door openers were installed and specially coded on two apparatus bay doors, along with repairs on a third door

Station 2:

- Station training grounds are being prepared for the arrival of training prop ConEx boxes from Novato Fire
- A new motor and pre-emption intersection button were installed on one apparatus bay door
- Planning phase has begun in preparation of additional staffing and medic unit
- Shelves were installed in dorm cubicles

Station 3:

- Floors were cleaned and waxed by a commercial vendor
- Pest control services were called to remove a carpenter bee infestation
- Shelves were installed in dorm cubicles

Apparatus

- The newest ambulance was put into service and will run out of Station 3. The older medic unit it replaced was put into reserve status
- The new FEMA grant 4x4 utility truck arrived and can be placed in service while work continues to fully outfit it (radios, emergency lights and equipment)
- The apparatus committee is working on the replacement of the older model 9341 with a new type 6
- An auction service company was contacted in preparation to surplus the old ladder truck (9351)

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

Fax: (707) 206-6037

Email: scastellucci@ci.petaluma.ca.us

April 2019

Meetings Attended:

- Worked with the property management company for the Altura Apartments on the affordable units and the process to rent -up the units.
- Attended the Washington Creek Apartments Re-dedication for their rehabilitation and re-syndication of the units at Washington Creek and Corona Ranch completed in September 2018
- Attended the Development Review Committee meeting
- Met with key staff of Mid-Pen Housing Development to discuss what the possibilities of developing an affordable housing project in Petaluma
- Had a meeting with Hello Housing, an affiliate of Mid-Pen, to discuss their program of BMR rental and homeownership services.
- Met with the new Housing Specialist in Rohnert Park to discuss our housing program and monitoring of all of our affordable units.
- Had a meeting with Warrington regarding two parcels that they are interested in developing and our inclusionary requirements for affordable housing.
- Met with staff from Sonoma County and Santa Rosa to discuss the homeless services administration cost.
- Met with W. McDevitt regarding his development on East Washington and how they can get it built with possibly having affordable units in the development.
- Went to the HOME Sonoma County Leadership Council meeting regarding funds Petaluma will be receiving for rehabilitation of the Mary Isaak Center and the Kids First Family Shelter.
- Met with Chuck Fernandez and Paul Cummings of COTS and the developers of Tri Pointe regarding the homeless population on Hopper Street.
- Met with Pacifica Development regarding their Haystack development and the affordable housing units and what is required with our inclusionary housing ordinance.

Project Updates:

- Working on monitoring reports for our HOME properties which are due July 1, 2017. Inspections to be scheduled in May.
- Managing documents for signature on the NEPA and the Request for Release of Funds to the Department of Housing & Urban Development (HUD) for the River City Senior Apartments.
- Working on the CDBG Action Plan staff report for the 2019-2020 fiscal year grant allocation.

- Working with several title companies on researching In-Lieu Agreements that were recorded on the properties and need to be released so the property can be sold.
- Sent out Vacancy Survey and completed the Vacancy Survey Report.
- Working on a Memorandum of Understanding between the County and the City of Santa Rosa regarding homeless administration costs.
- Helping Finance with the budget process and other finance duties due to staffing shortage.

Public Questions & Concerns:

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

Human Resources Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4534

Fax: (707) 927-1911

Email: hr@ci.petaluma.ca.us

April 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
PT Building Attendant	Open	Recreation
PT Transit Intern	Open	Public Works
PT Environmental Services Intern	Open	Public Works
Engineering Technician I/II/Sr	Open	Public Works
PT EMT	Open	Fire

Eligible Lists Established	# on EL	Promotional/Open	Department
Firefighter/Paramedic	10	Open	Fire
Information Technology Specialist II	6	Open	IT
Mechanical and Electrical Maintenance Supervisor	3	Open	Public Works
Police Officer – Lateral	1	Open	Police
Building Inspector I/II	5	Open	Building Services

PRE-EMPLOYMENT

Job Title	Department
Firefighter/Paramedic (8)	Fire
PT Marina Attendant	Public Works
Building Inspector II	Building Services

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Public Works Inspector I	FT	Open	Public Works
Police Officer Trainee (4)	FT	Open	Police
Mechanical and Electrical Maintenance Supervisor	FT	Promotional	Public Works
Senior Mechanical Technician	FT	Promotional	Public Works
Street Maintenance Worker II	FT	Open	Public Works
PT Tiny Tots Teacher I	PT	Open	Recreation
PT Interim HR Director	PT	Open	HR
PT Marina Attendant	PT	Open	Public Works

Separations – Job Title	Reason	Department
Police Officer	Service Retirement	Police
Utility Service Worker I	Resigned	Public Works
Assistant Operations Manager	Service Retirement	Public Works
Firefighter/Paramedic	Resigned	Fire
Executive Assistant to the CM	Service Retirement	CM
PT Building Attendant	Resigned	Recreation

TRAINING COMPLIANCE

	# Completed	
Prevention of Harassment and Discrimination	Supervisor/Manager	Employee
	1	

WC

# of Claims Opened	Total Paid	Total Incurred
2	\$486.19	\$15,447.74
# of Claims Closed	Total Paid	Total Incurred
7	\$2,367.67	\$2,367.67

Light Duty

Fire	Police	Misc	Total Working Light Duty
1	4	3	8

FMLA/CFRA

Fire	Police	Misc	Total on FMLA (not on workers comp)
2	1	6	9

Leave Without Pay

Fire	Police	Misc	Total On LWOP
		2	2

Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

Fax: (707) 778-4554

Email: it@ci.petaluma.ca.us

April 2019

Customer Service

- Help Desk Requests = 264
- Completed Help Desk: Repair Incidents = 83; Service Requests = 139
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 April.

Web Site and Social Media:

- [Detailed Web Statistics.](#)
- 61,225 page views
- Most Active Views – (site index.html, parksnrec/index.html, police/index.html, cclerk/archives.html, hr/opportunities.html). Update web requests completed/requested: 46/48; average=2.7 requests/workday
- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in April)

Projects

Completed

- Investigated purchase of Agenda Management Software that works with Granicus
- Participated in Council goal setting workshop.

Underway

- Replacement of Police mobile computers (MDCs). Upgrading Windows to accommodate auto updating.
- Electronic plan review
- Looking into extending use of Laserfiche, our Content Management Software
- Implementation of Peak Agenda Management Software

- Contract with Consultant to help negotiate Permitting software replacement.
- Utility infrastructure GIS data migration to new Local Government Information Model.
- Replacement/upgrade of the City’s main web site, www.cityofpetaluma.net.
- Adding Transit to engageEPetaluma, City’s CRM application.
- Investigating replacement software between water meter handhelds and Eden
- Online invoice approvals for all departments

Maintenance Activity

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

Downtime, Threats, and Service Interruption

- Significant increase in virus and hacking activity noted primarily via Email. Phishing schemes that emulate sales offers via email have increased in excess of 500% over the similar time in the last year. Proactive scanning and remediation efforts have been effective.
- Network service interruptions due to maintenance included less than 15 minutes for system wide maintenance.
- Email statistics:
 - 6,476,920 37GB total email messages processed
 - 62,354 Valid (1%)
 - 6,414,566 Suspect/Quarantined/Discarded (99%)

Deployment Trends

Total Number Email Accounts	432	
Total Number Workstations	323	
Total Number of Phones in Service	259	
Total Number of Voicemail Boxes	281	
User Storage Capacity	218 TB	45 TB in Use
Total Number of Databases	177	143 Active
Active & Read-Only Database Files (excludes MS Access)	660GB	
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	197
Tablets and iPads	64
Wifi/modems	30
Microsoft Surface Devices	26

City Department cooperative projects and initiatives

- SCPCS meetings, replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management scheduled for 3Q19; investigation of MobileResponder, equipped with GPS to follow officers out of cars.
- Working with departments to reduce computer storage
- Working with departments to scan/store hardcopies to maximize the digitization of documents, as stated in the Council Goals.
- Building, Planning, Economic Development, planning replacement of permitting software to make online permit application easier for applicant and add more permit types one can apply for online.

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

Fax: (707) 778-4498

Email: petalumaplanning@ci.petaluma.ca.us

April 2019

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 April 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	229	53%
Phone Calls	96	22%
Emails	106	25%
TOTAL	431	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 April were:

- Home Occupation Permits – 9
- Fence Permits – 3
- Address Assignments – 2
- Short Term Vacation Rental – 6

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 April:

- City Council – April 1, 2019
- City Council Goal-Setting Workshop – April 6, 2019
- Historic and Cultural Preservation Committee – April 9, 2019
- Planning Commission – April 9, 2019
- City Council – April 15, 2019
- Planning Commission – April 23, 2019
- Public Art Committee Meeting – April 25, 2019

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

Potential/Concept Applications

- *21-25 Western Avenue* – Discussion with applicant regarding installation of an elevator in the historic Mutual Relief building.
- *801 East Washington – Shell Station* – Meeting with potential applicant to discuss a proposal to install hydrogen refueling stations at the existing Shell Station.

Formal Development Applications

- *Corona Station Residential Project* – Meeting with applicant to discuss proposed revisions to the 112-lot residential project on the 6.75-acre vacant parcel at 890 N. McDowell. Proposal requires zoning text amendments, subdivision map, CUP authorization and SPAR.
- *Riverbend* – Discussion with applicant regarding a proposed tentative map, re-zoning from R3 to PUD, and SPAR review for a 29-lot single family residential development on a 3.36-acre site.
- *199 Petaluma Blvd. North* – Meeting with applicant to discuss potential uses in building and phased approach to opening.
- *840 Petaluma Blvd. North* – Meeting with potential applicant to operate a new brewery/restaurant called Hops and Hominy at 840 Petaluma Blvd. North.

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

Major Project Updates:

- *Home 2 Suites:* On April 15, 2019, the City Council held a public hearing and discussion of the Fiscal and Economic Impact Assessment completed for the proposed Home 2 Suites Hotel project at 1205 Redwood Way. On April 23, 2019, the Planning Commission reviewed and approved the SPAR application to construct the 85,810 square foot 140-room hotel.
- *De Cristo Multi-Family Residential Project:* On April 9, 2019, the Planning Commission adopted resolutions recommending the City Council approve a Density Bonus agreement for the project and adopt the prepared Mitigated Negative Declaration. The Planning Commission also provided feedback for the future SPAR review.
- *Safeway Fuel Center Appeal Updates:* At the April 1, 2019 City Council hearing, the City Council voted to deny the appeal of the Safeway Fuel Center and affirm the Planning Commission’s approval of the Mitigated Negative Declaration and Site Plan and Architectural Review.

- *'A Fine Balance' Public Art Commission:* At the April 9, 2019 HCPC hearing, the Committee held a discussion about the proposed art installation, 'A Fine Balance' on Water Street. The comments from the Commission will be forwarded to the City Council for their consideration when reviewing the appeal of the Fine Balance art installation on June 3, 2019.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

Email: policeadmin@ci.petaluma.ca.us

April 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual</i>	<i>Funded</i>		
Management	6	6	Field Training	3
Sergeants	9	9	January Academy	3
Patrol	30	36	April Academy	4
Detectives	4	5	Injured (Allen/Antonio/Silva)	3
Traffic Officers	3	6	Police Officer Vacancies	2
HOST	0	2	Announced Retirements	0
School Resource Officers Antonio)	1	2	Officers in Background with	1
	53	68	TOTAL	16

Lateral police officer applicant interview scheduled for May 9th.

Administration Update:

- Every 15 Minutes program held at Petaluma High School on April 4
- Dispatcher Appreciation week April 8-12
- Community Awards of Excellence on April 18 (Detective Pat Gerke, Sonoma County & Petaluma Police Department Officer of the Year)
- Successful Butter & Egg Day on April 27

Training Update:

- Platoon training consisted of Firearms Qualification, Ramey/Steagald, Basic Traffic Collision Investigation, Search & Seizure, Vehicle Pursuit/Spike Strips/REMIF/Records, SWAT in-House Training, Officer Safety/Field Tactics, Case Law-Confessions/Miranda, Use of Force, Rada/Lidar Operator, Consensual Encounters, Detention, Arrest
- Body Worn Camera Policy and Implementation 16 (Lieutenant Miller and Management Analyst Kate McCoy)
- Supervisory Leadership Institute (Sergeant Walsh); Supervisory Update (Sergeants Cox and Garihan)
- FBI LE Executive Development (Deputy Chief Salizzoni and Lieutenant Klein)
- Sonoma County Law Enforcement Chief's Seminar - San Francisco (Chief Savano)
- Public Records Act Course (Lieutenant Klein and Records Department)

Public Safety Report – April 2019 and YTD

	Apr 2019	Apr 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	34	37	131	150	-13%
Homicide	0	1	2	1	100%
Rape	6	1	9	6	50%
Robbery	3	2	10	10	0%
Assault - Aggravated	3	16	35	45	-22%
Assault - Simple	22	17	75	88	-15%
DV Assault/Battery	13	11	49	55	-11%
PROPERTY CRIMES	74	76	249	320	-22%
Burglary	4	16	29	65	-55%
Larceny - Grand Theft	20	30	75	86	-13%
Larceny - Petty Theft	44	25	124	141	-12%
Motor Vehicle Theft	5	4	19	24	-21%
Arson	1	1	2	4	-50%

ARRESTS					
ARRESTS TOTAL	184	172	697	726	-4%
Adult	179	168	662	684	-3%
Juvenile	5	4	35	42	-17%

DISPATCH					
CALLS FOR SERVICE TOTAL	4643	4744	19538	20276	-4%
Public-Initiated	3123	3132	12792	12322	4%
Officer-Initiated	1520	1612	6746	7954	-15%
PHONE CALLS TOTAL	6343	9175	22482	35901	-37%
911	1165	1138	4210	4225	0%
Non-Emergency	5178	8037	18272	31676	-42%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	42	51	161	233	-31%
Fatal	0	1	0	1	-100%
Injury	19	15	62	68	-9%
PDO *(Service Reduction)	23	35	99	164	-40%
TRAFFIC OFFENSES TOTAL	214	279	802	1502	-47%

Citations	195	247	732	1408	-48%
DUI Arrests	19	32	70	94	-26%
PARKING CITATIONS	602	729	2038	3705	-45%

RECORDS					
INCIDENT REPORTS TOTAL	465	490	1693	1986	-15%
Mental Health	31	36	117	125	-6%
Online Reporting	64	40	238	147	62%

EVIDENCE					
ITEMS PROCESSED TOTAL	1119	626	2958	3156	-6%
Intake	445	386	1573	1677	-6%
Purge	421	11	596	788	-24%
Release	120	141	234	292	-20%
Discovery	76	64	329	289	14%
Dispatch	13	0	87	0	
Lab	5	18	32	47	-32%
Checkout	39	6	107	63	70%

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

April 2019

Capital Improvements Program Division

Surface Water

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

Monthly Activities: Project design is at 90% and progressing. Permitting consultations with five regulating agencies continues.

Water

Water Service Replacement 17/18: This project will replace polybutylene water services at various locations.

Monthly Activities: Team Ghilotti replaced water services Caulfield Drive and Caulfield Court.

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: Paving will comment the week of May 6th.

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

Monthly Activities: The project is currently in construction and being inspected by City staff. Contractor has completed backyard work on the 300 block of Cortez and Coronado Drive. Work along the 400 block of Cortez and Coronado Drive is underway. Completion of paving of Reynolds drive is planned for mid-May. Enhanced efforts for neighborhood notification have been implemented by sending additional letters on the City's behalf, as well as City staff meeting with homeowners individually.

Sewer Main Replacement 19/20: This project includes removal and enhancement of existing sewer mains along B Street, 5th Street, E Street, and Hinman Lane. This project also includes the installation of a larger water main along B Street, and the abandonment of sewer mains and water mains. Paving and installation of ADA ramps will also occur along B Street and 5th Street.

Monthly Activities: The project is currently in design by City staff. Project is anticipated to be bid in May.

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

Monthly Activities: Construction continued on the gas processing and fueling station equipment area. Wet weather has delayed some of the work.

Street Improvements

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

Monthly activities: The contractor repaired underground conduit and wiring at fifteen locations intended to restore to near 100% operating rate of the streetlight system. The project was accepted in April.

Facilities

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

Monthly activities: Construction is complete. The contractor has completed punch list items.

Police Department Exterior Painting: The project will paint the exterior of the Police Department and Bike Barn buildings and replace select sections of decayed wood fascia boards.

Monthly Activities: The contractor has power washed and painted the entire exterior of the main building and Bike Barn building. All fascia boards have been replaced.

Payran UST Remediation: 301 Payran is the former site of a City Fire station and an underground storage tank (UST). The site has had an extensive history of subsurface investigations and remediation work. The City of Petaluma is required to continue remediation and monitoring of the site until allowed to be closed by the County. The will undergo an 18-month to 2-year remediation effort using High Vacuum Dual Phase Extraction (HVDPE) equipment. The remediation effort is being head by Edd Clark & Associates.

Monthly Activities: Operations of the Remediation project have been paused due to operational incident. The treatment method is being evaluated and will be modified to ensure completion of remediation project. Treatment expected to restart by early June.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	65
Transportation Permit Applications	1
TOTAL	66

In addition to routine ongoing inspections, Inspection Services worked on Citywide right-of-way code enforcement issues, as well as erosion and sediment control. The division inspected and or reviewed and or attended construction meetings for the following capital improvement and development projects:

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Bridge
- Utility Patch Paving
- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- 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
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- Water Street Development
- Pavement Restoration 18/19
- 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 three applications submitted for the month of April 2019.

Sidewalk Repair Program

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

Environmental Services
Wastewater Treatment and Recycling, Pollution Prevention, Water Conservation, and Storm Water Compliance

Item	Monthly Activity
Safety Training (man-hours)	15
Biosolids Beneficial Reuse (wet tons)	658.01
Wastewater Treated (million gallons)	165.98
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	5.30
Recycled Water Produced for On-site Use (million gallons)	8.09
Preventative Maintenance Work Orders	79
Corrective Work Orders	17

Pollution Prevention, Industrial Pre-treatment, Laboratory, Environmental Compliance

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	1
Significant Industrial User Inspections	8
Industrial User Inspections	1
Industrial Sampling Events	23
Influent and Effluent Samples	251
Wastewater Process Evaluation Samples	518
Self-Monitoring Analyses	282
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for March 2019 to the San Francisco Bay Regional Water Quality Control Board.
- Met with the Regional Water Quality Control Board to discuss inclusion in the Storm Water Municipal Regional Permit.

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates	31
Commercial High Efficiency Toilet/Urinal Rebates	22
Residential Water-Wise House calls	24
Residential Washing Machine Rebates	2
Water Waste Inspections	1

- Mayor Barrett and the City of Petaluma participated in the National Mayor's Challenge for Water Conservation during the month of April. Results of city standings for the national challenge have not been released, but on the last day of the challenge the City was in fourth

place! The Challenge takes place April 1-30 every year, and this was the second year the City of Petaluma participated.

- Water Conservation staff tabled at the Butter & Eggs Day Parade and the Petaluma Eastside Farmer’s Market on the first and third Tuesday of April. Outreach focused on the National Mayor’s Challenge for Water Conservation, including the option for residents to take their pledge on-site.
- Solicited an RFP for Landscape Maintenance Services for Ellis Creek Water Recycling Facility on April 8th. Selected contractor for City Council approval based on two proposals submitted by the April 25th deadline.
- Petaluma Wetlands Alliance wrote a field guide for the Petaluma Wetlands. City supported this effort by editing the document and writing sections on Ellis Creek WRF and the Petaluma River (water quality and dredging). Guide to be printed and available for sale in May.
- Petaluma supports an annual student video contest put on by Friends of the Petaluma River. This April over 100 videos were submitted by Petaluma and Penngrove students in middle and high school. One winner from each middle and high school was selected and the winning videos will play in the downtown theater for two weeks each July 12-26. The video theme this year was how conserving water helps reduce carbon emissions.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	1

- Provided public outreach and coordinated rental equipment and debris boxes for the annual Spring River Cleanup Event put on by Friends of the Petaluma River.

Operations Division

Airport

- Daily financial retail sales, aviation fuel quality control inspection, and National Oceanic and Atmospheric Administration (NOAA) reports were completed.
- Monthly Automated Weather Observation System (AWOS) preventative maintenance, operational inspection, and report was completed.
- Monthly aviation fuel system preventive maintenance and inspection was completed.
- Monthly Storm Water Pollution Prevention Plan inspection and report were completed.
- 52,925 pounds of FedEx overnight cargo were transported by West Air Inc.

Fuel Sales	Gallons	Sales
100 LL	7,246	\$33,976
Jet A	4,919	\$19,066
Total	12,165	\$53,042
Average per Gallon		\$4.36

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	5
Encroachment Permits	7
Park Maintenance/LAD	18
Paint & Signs	12
Street Maintenance	54
Street Lights	8
Traffic Signals	12
Turning Basin/Marina	3
Misc./Other	56
Total	175

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	28
Repairs - General Fleet	19
TOTAL	47

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	522 Potholes
Tonnage	22 tons asphalt Streets
Skin patch	201 ft
Special Events/Filming	5
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	32
Assistance to other Departments	6

Painting / Signs	
Item	Monthly Activity
Street Signs	30

- Grinded and smoothed exit in City Hall parking lot
- Set out no parkers for various dig outs/skin patching around town.
- Cut down ivy that fell off sound wall on E Washington Street
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, swept up after a vehicle fire, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage.
- Prepared parade route for Butter & Eggs Day Parade
- Set out no parkers and barricades for Butter & Eggs Day Parade, clean up parade route after the event

- Removed leaves, weeds, and garbage from various center islands.
- Repainted Stops and Stop Bars, crosswalks and red curbs around town
- Cut 1 x 1 hole for Airport
- Clean island at the SMART tracks, remove weeds and dirt

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	6
USAs	219
Street Lights Repaired	16
Turned Heads Realigned	4
Signals Re-Lamped	5
Assist Other Departments	3
Ped Pushbutton Replaced	2

- Repaired and reinstalled street light fixture hanging by wires at Corona roundabout.
- Worked with DC electric to install Iteris camera detection at various intersections.
- Installed software for Iteris camera system on both signal department laptops.
- Provided documents for public records request at Petaluma Blvd. and Payran/Magnolia.
- Removed phases 3 and 7 from red lock at McDowell and Southpoint.
- Replaced missing hand hole covers on two poles at Lakeville and Caulfield.
- Gathered and provided information for uncontrolled crosswalk prioritization project.
- Removed detector cards no longer being used at intersections with video detection.
- Added time of day data to Sonoma Mountain Pkwy. and Riesling for Engineering staff.
- Picked up new truck and started to transfer tools and materials off old truck.
- Met with Iteris rep to learn more about system and discuss possible further training.
- Temporarily disconnected fire station #2 preempt for McDowell and Corona because of a contractor's mistake. Mistake has been corrected and preemption is working.
- Put cabinet in flash and placed stop signs at Petaluma Blvd. and Lakeville for planned PG&E outage.
- Checked and re-aimed parking lot lighting at 555 N. McDowell due to complaints from resident across the street.
- I have reached out to various traffic engineers to help us correct the problems that occur at Washington & Payran and Washington & Copeland in the afternoon coordination plans.

Marina and Turning Basin

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	72	39%	0	1	71	39%

Launch & Turning Basin Receipts	
Total Revenue	\$14,872.95
Kayaks	10 of 16

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

- Finished pulling services and saddles on Sonoma Mountain Parkway at St James Church
- Replaced irrigation meters near Riesling and Maria.
- Mowed Washington Creek from the Airport to Garfield, the creek on Washington from Turtle Creek to Maria, Corona near the Post Office, back of the Corp Yard, Airport ditch along Sky Ranch, Adobe Creek from Ely to Sartori, and Ellis Street.
- Assisted contractor with shutdowns for service and saddle replacement on Caulfield, Morning Glory and Dandelion.
- Assisted contractor with a crushed sewer main at 402 Petaluma Blvd North.
- Installed sewer gauges in manholes at various locations on the west side of town.
- Assisted Public Works with Butter & Eggs Day parade by setting out and picking up barricades, closing streets and cleaning up debris after the parade.

Item	Monthly Activity
Telephone Inquiries: billing	28
customer service	185
water conservation	70
other	105
Total	388
Customer Service Work Orders	422
Meter Readings	19,855

Item	Monthly Activity
Water Main Repairs	3
Water Service Repairs	49
Total Water Repairs	52
Wastewater Collection System Main Repairs	0
Underground Service Alert Utility Locates	318
Wastewater Collection System Line Cleaning (miles)	1.5
Wastewater Collection System Video Inspection (miles)	2.41

- Weed abatement at all the tank sites and wells
- Site cleaning at Washington Tank
- Added three new bacteria sample site stations

Item	Monthly Activity
Safety Training (man hours)	47
Water Production – Imported from SCWA (million gallons)	170,633,760
Total Water Production (million gallons)	170,633,760

Parks and Facilities Maintenance Division

Parks Maintenance

Routine Parks Maintenance Tasks	Frequency
Mowing	Every other week weather depending
Irrigation repairs	(major, 7 minor) irrigation repairs
Tree work	Walnut, Putnam Plaza,
Playground services	All playgrounds
Pool Maintenance	Daily maintenance, filters, heaters, and chemicals. Pump prime repaired; changed chemical pump. Ordered new pump for baby pool

- Added over 120 yards of mulch to the Community center parking lot planted areas and Lucchesi Park was detailed in preparation of Miracle League opening day.
- Parks crew assisted in preparation of Arbor day ceremony by digging holes for five twenty-four-inch box redwood trees and supplying materials.
- 20 yards of infield mix was spread at field #4 at Prince Park.
- Work continued welding the new BBQ at McNear Park.
- The artificial field sweeper was repaired.
- At Mannion Knolls, an area adjacent to the play structure was prepped for the installation of a memorial bench.
- The parade route that includes Walnut, Penry, Center, Putnam, and Wickersham parks and A St. parking lot were detailed in anticipation of the Butter and Egg Parade. Seven yards of mulch were put into the tree wells downtown for pedestrian safety.
- The Putnam Plaza fountain was thoroughly cleaned with assistance from the Water division staff and the building maintenance division assisted in getting the electrical repaired for the pump.
- Sand was rototilled at the play structure at Grant Park.
- Restrooms and pool were maintained on a daily basis.
- Manual weed abatement was performed in various locations and tall weed abatement that is performed by a contractor has begun.

Facilities

Facilities Works Types	Number Responded to
Electrical	18
HVAC	17
Plumbing	14
Keys, Locks, Windows and Doors	15
<i>Other</i>	10

Work accomplished that did not come through work order system:

- City Hall PM on HVAC units
- Police Department
 - Replaced lamps at in hallway
 - Cleaned all HVAC condensate lines

- Community Center
 - Replaced can lights at senior center
 - Installed new toilet support stands
 - PM on HVAC at Senior center
 - Repaired gate handle at Senior center
- Fire Department
 - Replaced thermostat at Fire Station 2
- Parks
 - Repaired tennis court net cable
 - Retrofitted two lights poles to LED lamps at La Tercera Park
 - Retrofitted two lights to LED at Petaluma Community Sports fields
 - Retrofitted two lights poles to LED lamps at McNear Park
 - Retrofitted two lights poles to LED lamps at Miwok Park
- Marina
 - PM on HVAC condenser

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	26,902
Ridership - Paratransit Trips	1,548
Paratransit Eligibility – New Evaluations Completed	14
Paratransit Eligibility – Renewals/Recertifications Completed	21

- Provided free service over Butter & Eggs & Antique Fair Weekend. Saturday April 27th operated with an expanded schedule and had 1,486 riders. Sunday April 28th had 219 riders. These represent a 19% increase from 2018.
- Four responses to the RFQ for the Transit Fleet & Facility Electrification Study were received and interviews with top two consultants were conducted on March 6th. SCP staff is finalizing a project scope of work and budget to presented to the SCP Board of Directors for approval in May 2019.
- Started work on refurbishment of 1999 New Flyer bus; estimated completion in Quarter 3 2019.
- Electric vehicle charger – DC Electric was selected for installation of the electric vehicle charger for a Petaluma Transit support vehicle. Installation of the charger anticipated in May 2019.