



City of Petaluma

Departmental Reports for August 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@cityofpetaluma.org

August 2019

Building Division Update:

- Issued building permits – **244**
- Total permits issued Calendar Year to Date – **1,534**
- Total permits issued Calendar Year to Date (2018) – **1,416**
- Total monthly inspections – **560**
- Total permit valuation – **\$13,338,461.33**
- Inspections (2019 calendar YTD) – **3,902**
- Inspections (2018 calendar YTD) – **3,909**
- Certificates of Occupancy issued – **17**: 11 SFD's at Brody Ranch; 1 re-build of house on 5th Street; 1 re-build of house on Sonoma Avenue; 3 apartment buildings at Altura (on Baywood); and 1 for Spring Hill School at 705 N Webster

Days to Approval	Permit Apps
Same Day	87
1	65
2	7
3	24
4	4
5	4
6	7
7	8
8	2
9	3
10	7
11	1
12	5
13	2
14	2
15	2
16	6
17	2
18	2
19	1
21	1
22	1
24	1
Total Permits Issued for Month	244

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

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

<u>Fee Description</u>	<u>Amount</u>
Additional Building Plan Check	2,337.76
Additional Building Plan Check	641.84
Additional Building Plan Check	160.46
Additional Building Plan Check	2,087.69
Civil Engineering Plan Check	5,189.88
Civil Plan Check Fee - Grading	13.95
State Building Standards Commission	492.00
Comm. Strong Motion Inst/Seismic	780.86
Electrical - Amp Charge	884.50
Electrical - Appliances	9.50
Electrical Permit Fee	7,786.58
Electrical Minimum Permit Fee	2,808.00
Electrical - Receptacles	2.20
Electrical Signs	172.20
Electrical - Switches	1.10
Energy Conservation Fee	1,908.31
Fire Plan Check	12,066.97
Incremental Fee	16,657.39
Building Permit Fee	94,062.26
Mechanical Permit Fee	7,117.77
Mechanical - Cooling Unit	340.80
Mechanical - Duct Work Only	170.40
Mechanical - Furnaces	325.60
Plumbing - Backflow Device	61.50
Plumbing - Fixtures and Vents	9.80
Plumbing - Gas Pipe Outlets	12.30
Plumbing Minimum Permit Fee	756.00
Building Plan Check Fee	60,663.23
Planning Plan Check Fee	5,614.00
Plumbing - Sewer	24.65
Plumbing Permit Fee	6,781.20
Plumbing - Water Heaters	86.10
Plumbing - Water Piping	4.75
Residential Strong Motion Inst/Seismic	569.21
Grading Permit Fee	93.00
Grading Plan Check Fee	337.00
	<hr/>
	231,030.76

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

Email: ialverde@cityofpetaluma.org

August 2019

Development Review Committee:

Commercial Projects Discussed Included:

- Renovation of East Washington Place shopping center
- Upgrade to existing gas station
- Potential renovations to hotel
- Proposed distillery/retail shop on Petaluma Blvd.

Economic Development Projects & Programs:

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:

- Introduction of City staff and services to regional commercial real estate developer
- Met with owner of Spanish language school interested in opening a storefront “conversation club” that would offer ready-made food/beverages

Business Retention

- Coordinated tour of local manufacturing company for other Petaluma companies
- Met with new owner of auto dealership to discuss plans for a recently-vacated auto center property

Marketing and Communications

- Finalized Division’s quarterly newsletter and sent it via email to 1,500 names on the Economic Development contact list
- Worked with the Argus-Courier to cover a Public Safety Power Shutoff event
- Continued work with Public Works Department on outreach for a polystyrene ban

Minimum Wage Ordinance

- Presented proposed ordinance(s) to City Council for second reading
- Set date for workshop on managing labor costs/minimum wage increase (with Small Business Development Center)
- Worked with the Downtown Association and Chamber of Commerce to inform members about public meetings and the ordinance

Downtown Coordination

- Attended a Business Improvement District meeting

Regional Collaboration

- Submitted an article for the Chamber of Commerce's September newsletter
- Connected with six Petaluma manufacturers at a tour co-hosted by the City and Nelson Staffing

City-Wide Communications Initiatives:

City Goals

- Finalized City Council goals for FY 2019-20 and 2020-21

Social Media

- Worked with the City's social media team to coordinate social media releases and messaging
- Monitored City Social Media and provided feedback to other departments on their social media posts

Fiscal and Operational Sustainability (FOS)

- Working on presentation that will tell the story about the City's finances and how we got here

Police and Fire Department

- Continued work on several recruitment and promotional materials, for internal and external audiences

Assistant City Manager Recruitment

- Provided support for recruitment of new Assistant City Manager

Emergency Preparedness

- Attended County-wide Care and Shelter Council monthly meeting
- Coordinated and marketed presentation about Public Safety Power Shutoffs to the business community
- Scheduled a presentation about Public Safety Power Shutoffs at the Senior Center for September 9th
- Worked with the City facilities manager to determine best location to set-up a volunteer/donation management center during an emergency

Technology & Open Government Initiatives:

City Website Project

- Attended twice-weekly conference calls to receive training on how to use the platform and monitor website progress
- Released Phase 1 of the website to City Directors for feedback
- Integrated feedback from Directors and other content experts

- Met with staff from the Building Division and Environmental Services to discuss their needs
- Continued to create new pages, upload photos and create forms

Online Permitting System

- Continued contract negotiations with the vendor with the goal of bringing a contract to City Council for consideration in December

Municipal Code Upgrades

- Completed contract to update the City's Municipal Code tool; worked to migrate the City's two zoning codes into the system that will be automatically updated and will be searchable

City Property Management Work:

- Continued work on the sale of City property to Polly Klaas Foundation
- Continued discussions with a local commercial real estate agent regarding the sale of City property off Industrial Drive

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

Fax: (707) 778-4428

Email: finance@cityofpetaluma.org

August 2019

Accounting and Administration Divisions:

- Completed refinancing of the Wastewater SRF Loan
- Placed numerous items on the County tax roll for collection
- Completed the annual Equitable Sharing Filing and Certification
- Provided information and costing to assist in labor negotiations
- Began preparing workpapers for FY 18/19 Annual Audit

Commercial Services Division:

- Promoted Accounting Assistant I to level II position and filled Accounting Assistant I via internal promotion
- Designed new procedures for General Services Department related to reduced staffing
- Met with InfoSend management to design online bill pay options for Eden A/R customers
- Worked with Water Resources staff to resolve meter connection problems stemming from subcontractor work

Fire Department

198 D Street, Petaluma, CA 94952

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Email: firedept@cityofpetaluma.org

August 2019

CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	4	.56
Vehicle/Equipment Fire	3	.42
Vegetation Fire	2	.28
Refuse/Other Fires	0	0
Explosion - Overheat (no fire)	1	.14
Emergency Medical	466	67.43
Hazardous Condition	10	1.44
Special Service	73	10.56
Good Intent	91	13.16
False Alarm	41	5.93
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	0	0
TOTAL	691	99.92%

FIRE PREVENTION/PUBLIC EDUCATION:

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

- Participated in National Night Out at the Community Center

Attended Development Review Committee (DRC) Meetings to Review the Following Projects:

- East Washington Place, 401 Kenilworth Drive - Discussion on concept for changes to the existing center that include: two new corner shop buildings, a children's play area, landscape upgrades, and new paint color concept
- Walia Fuels Gas Station, 910 Baywood - Discussion regarding proposal to upgrade existing gas station, demolition of existing fuel islands and concrete, excavation and removal of 3 tanks and installation of 2 new tanks
- Hotel Petaluma, 205 Kentucky St - Potential work to the property to include ADA access from the outside, addition of a rooftop deck, corner signage, a catering kitchen and an elevator upgrade
- Griffio Distillery, 157 Petaluma Blvd North - Staff discussion on a project that proposes establishing a 1200sf tasting room with ancillary retail component

- East Washington Commons, 817 East Washington - Staff discussion of proposed revisions to 2016 SPAR approval

Weed Abatement Program: Invoiced 1 private parcel and updated the Master Weed List and Billing for Work Order #4 for contractor

Fire Code Enforcement Actions: On-going case work with the Sonoma County DA regarding two businesses

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	August
Annual Permit Inspections	26
Re-Inspections	8
Complaints	2
Fire Protection System, Commercial & TI Inspections	59
Hazardous Materials Inspections	17
Fire Investigations	1
Hazardous Materials Investigations	0
Plan Reviews	18*
Weed Inspections	5
*does not include contracted plan review; in-house only	
General Fire Prevention Statistics	August
FC/Hazmat Permits Issued	43
Public Records Requests / Sites Requested (PRA)	1 / 1
18/19 UFC/HazMat Yearly Permit Fees Collected	\$363,615
Permit Applications Received	33
Fees Collected Over the Counter	\$21,529
Pre-Development Plans Received	5
Building Permits Received	26

CUPA/HAZARDOUS MATERIALS/EMERGENCY RESPONSE PROGRAM HIGHLIGHTS:

- **Hazardous Materials/CUPA Actions:**
 - On-going case work with the Sonoma County DA regarding one case
 - Working with a business regarding CalARP violations

TRAININGS/SPECIAL PROJECTS:

- **Meetings:**
 - Participated in a Planning meeting for the proposed Petaluma Library upgrade
 - Future Fire Prevention vehicle purchase
 - Fireworks and Fire Code Ordinance discussions
- **Other Projects:**
 - Provided a presentation to the Fire Chief’s Association on the Youth Fire Setter Coalition

- Continued work on the City's new website design
- Updated & coordinating COPE training
- **Scheduled Trainings:**
 - Attended a County HazMat drill
 - Conducted annual Engine Company inspection training to all crew
 - One member completed the final course in the Executive Fire Officer Program at the National Fire Academy

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Communications

- Continued work on final implementation and testing of the Firefighter Emergency Button with the intent to collaborate with other agencies (like Santa Rosa Fire), to insure constancy with Policies and Procedures
- Coordinated the install of a new alert system in the Battalion Chief dorm

Health & Wellness

- Annual physicals were completed
- Attended a presentation at Petaluma PD about CORDICO and a health and wellness app for first responders
- Purchased 3 new stationary exercise bikes, one for each station

Technology

- Working with a videographer and City staff on the production of a recruitment video to be placed on our website and social media outlets, as well as a Recruitment Poster to be displayed at the junior college and City buildings
- Continued work on the new CrewSense staffing program and preparing a Department-wide training schedule for implementation
- Continued progress on transitioning the yearly Engine Company Inspection program to an on-line platform (ImageTrend)

OPERATIONS:

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance
- Crew participated in "National Night Out" at the Petaluma Community Center
- Six part-time EMT's completed their new-hire orientation and started shift work on the BLS ambulance
- Met with Human Resources regarding staffing needs and a recruitment plan, making the allocated Administrative Assistant position an Administrative Technician, and updating the Battalion Chief job description as it relates to educational requirements
- Met with South County fire agencies and the regional Training Officer regarding standardizing the training schedule
- Opened a lateral Firefighter/Paramedic job recruitment to fill the Department's eight current vacancies

Disaster Preparedness:

- Met with Petaluma Valley Hospital leadership regarding the PG&E De-Energization Plan and preparations/mitigations
- The City's Economic Development team and PG&E held a community meeting/presentation specific to the business community
- Coordinated a PG&E presentation to City Council regarding its De-Energization Plan
- Provided input to Public Works Department regarding the City's Hazard Mitigation Plan
- Attended the County-wide Health Facility Coalition and met with local healthcare partners regarding the PG&E De-Energization Plan, impacts on the AFN community to include outreach, mitigation and solutions
- Began preparing for the City's annual EOC Exercise for September 26th

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- Proposals have been received to outfit the station with an ice machine and washing extractor for turnouts (there is currently only one at Station 2)
- The Plymovent upgrade was completed at Station 1; all apparatus bays are now connected to the system

Station 2:

- Continued to outfit the station with needed furniture, lockers, table/chairs and storage cabinets to support the staffing increase once the third medic unit goes into service
- The Public Works Department will assist with the repair of potholes around the training ground

Station 3:

- Proposals have been received to outfit the station with an ice machine and washing extractor for turnouts (there is currently only one at Station 2)

Apparatus

- The new Type VI build-out will be completed in the coming weeks and delivered to Station 2 so Fire staff can begin the installation of lights, radios, etc.
- Final project paperwork was submitted to FEMA for the new utility vehicle (#9344)
- Reserve Ladder Truck #9351 remains on the surplus list; ladder trucks take longer to sell since they are a specialized piece of equipment
- The cab and chassis for the new medic unit is at Braun Northwest and production is in process
- Purchase of equipment to complete the inventory on reserve engine #9384 remains in process
- The F150 'flame' truck and 2004 Ford Taurus (an old Fire Prevention vehicle) have been sent to auction; the 2006 surplus medic unit will be sent to auction in October

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

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Email: scastellucci@cityofpetaluma.org

August 2019

Meetings Attended:

- Attended a Housing Group meeting with other jurisdictions to discuss affordable housing and how each city is making it happen
- Attended the HOME Sonoma County Leadership Council meeting in Santa Rosa
- Participated in a conference call with staff from the County of Sonoma and the City of Santa Rosa for the Assessment of Fair Housing report that is a HUD requirement for all entitlement jurisdictions.

Project Updates:

- Continued work on the 2018-2019 Consolidated Annual Performance Evaluation Report (CAPER) for CDBG
- Worked on the re-sale of a current first-time homebuyer property in the Cherry Hill Subdivision
- Working with Burbank Housing to re-syndicate an Old Elm Village property
- Responded to requests from PEP Housing for information needed for submission of their funding applications
- Began review for the HOME monitoring on Logan Place Apartments; the report is due to HCD on October 1, 2019
- Working on gathering documents for the HUD monitoring review on our CDBG program
- Completed all subrecipient agreements and began the routing process

Public Questions & Concerns:

- Responded to citizens looking for a place to live in Petaluma (6-8 calls/week)
- Responded to a citizen who needed help with landlord/tenant issues; referred them to PPSC

Human Resources Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4534

Fax: (707) 927-1911

Email: hr@cityofpetaluma.org

August 2019

RECRUITMENT

Recruitments Opened

	<u>Promotional/Open</u>	<u>Department</u>
Administrative Technician	Open	Fire
Firefighter/Paramedic – Lateral	Open	Fire
Senior Management Analyst	Open	Public Works
Accountant	Open	Finance
Economic Development Specialist	Open	CM
Information Technology Specialist III	Open	Police

Eligible Lists Established

	<u># on EL</u>	<u>Promotional/Open</u>	<u>Department</u>
PT Office Assistant II	6	Open	HR

PRE-EMPLOYMENT

Job Title

	<u>Department</u>
Police Officer	Police
PT Office Assistant II	HR
PT Tiny Tots Teacher I	Rec
Assistant City Manager	CM
Mechanical Technician (2)	Public Works

EMPLOYEE DATA

Hires – Job Title

	<u>FT/PT</u>	<u>Promotional/Open</u>	<u>Department</u>
Firefighter/Paramedic (5)	FT	Open	Fire
Executive Assistant to the CM	FT	Promotional	CM
Accountant (Payroll)	FT	Promotional	Finance
Deputy Director of Environmental Services	FT	Promotional	Public Works
Senior Management Analyst	FT	Promotional	Public Works
Accounting Assistant I	FT	Promotional	Finance
Accounting Assistant II	FT	Promotional	Finance
Police Officer (4)	FT	Promotional	Police
PT Emergency Medical Technician (6)	PT	Open	Fire

Separations – Job Title

Street Maintenance Worker I
 Assistant City Manager
 Police Sergeant
 Police Officer

Reason

Resigned
 Service Retirement
 Service Retirement
 Industrial Dis. Retirement

Department

Public Works
 CM
 Police
 Police

TRAINING COMPLIANCE

	# Completed	
	Supervisor/Manager	Employee
Prevention of Harassment and Discrimination	1	0

WORKERS COMP

# of Claims Opened	Total Paid	Total Incurred
4	\$6,880.59	\$24,768.40
# of Claims Closed	Total Paid	Total Incurred
2	\$472.33	\$472.33

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1	3	7	11

FMLA/CFRA			
Fire	Police	Misc	Total on FMLA (not workers comp)
4	2	7	13

Leave Without Pay			
Fire	Police	Misc	Total on LWOP
		2	2

Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

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Email: it@cityofpetaluma.org

August 2019

Customer Service

- New Help Desk Requests = 227
- Completed Help Desk: 226
- Repair Incidents = 56
- Service Requests = 169
- Purchase Requests = 2

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.

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 August

Web Site and Social Media

- [Detailed Web Statistics](#)
- 60,090 unique pageviews
- Most Active Views = site index.html, police/index.html, parksrec/index.html, cclerk/archives.html, hr/opportunities.html
- Update web requests completed/requested = 29/29 (average of .90 requests/workday)
- NextDoor = 18,173 residents in 56 neighborhoods (358 joined in August)

Projects

Completed:

- Kickoff meeting with consultant for IT Master Plan

Underway:

- Electronic plan review
- Looking into extending use of Laserfiche, the City's Content Management Software
- Implementation of Peak Agenda Management Software
- 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

- Replacement software between water meter handhelds and Eden
- Investigating requesting time-off through Eden online timecards
- IT staff interviews for IT Master Plan; setting up Departmental workshops

Maintenance Activity

- Vulnerability scans were performed on all Windows servers and workstations that required remediation:
 - 3,987 Manual Remediation(s)
 - 2,291 Updates
 - Critical/Security
 - 8 Service & Feature Packs
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements)

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 (total email messages processed; 37GB)
 - 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	47 TB In Use
Total Number of Databases	147	118Active
Active & Read-Only Database Files (excludes MS Access)	714GB	
Total Database Storage	1.9TB	
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

- Attendance at SCPSC meetings
- For the Police Department, continued work on replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management is scheduled for Q3 2019, investigation of using MobileResponder which is equipped with GPS to follow officers out of cars
- Replace PD body cams and evidence tracking software
- Replace 9-1-1 voice recorder system
- 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 are working on replacement of permitting software to make online permit applications easier for the applicant and adding more permit types for which one can apply

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

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August 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 August 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	145	46%
Phone Calls	83	26%
Emails	89	28%
TOTAL	317	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 August were:

- Fence Permits – 6
- Home Occupation Permits – 9
- Short Term Vacation Rental – 3
- Address Assignments – 2
- Temporary Use Permit - 0

Public Meetings – The Planning Division prepares and presents analysis and recommendations in the form of written reports and oral presentations to the City Council, Planning Commission, Public Art Committee, and Historic and Cultural Preservation Committee (HCPC). Additionally, staff occasionally attends meetings of the Recreation Music and Parks Commission, Bicycle and Pedestrian Advisory Committee, and the Tree Advisory Committee as needed for project referral to these advisory committees to solicit feedback on projects being processed by the Planning Division.

Planning staff attended the following public meetings in August:

- City Council – August 5, 2019
- Pedestrian and Bicycle Advisory Committee – August 7, 2019
- Pedestrian and Bicycle Advisory Committee – August 14, 2019
- Historic and Cultural Preservation Committee – August 13, 2019
- Public Art Committee – August 22, 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 August include:

Potential/Concept Applications

- *East Washington Place – 401 Kenilworth Drive* – Discussion with prospective applicant on concept for changes to the existing East Washington Place shopping center that include: two new corner shop buildings (14,000 sf of retail) in the western corner of the shopping center; a children’s play area’ core upgrades to landscaped areas and public gathering spaces; and new paint color concept
- *Hotel Petaluma – 205 Kentucky Street* - Discussion with prospective applicant on potential work to the property including the following: ADA access from the outside, addition of a rooftop deck, corner signage, catering kitchen and an elevator upgrade

Formal Development Applications

- *Walia Fuels Gas Station– 910 Baywood Drive* - Discussion with current applicant regarding a proposal to upgrade an existing gas station, including the following changes: demolition of the existing fuel islands and concrete drive slab, excavation and removal of three single wall steel tanks, installation of two new 20,000 gallon double wall tanks and new product lines, dispensers and concrete tank and drive slab
- *Griffo Distillery – 157 Petaluma Blvd N.* – Staff discussion of proposed project description. The project proposes establishing a 1200 sf tasting room w/ancillary retail component at 157 Petaluma Blvd. North. The tasting room will provide a total of 29 seats and propose to operate until 11:00pm with approximately 60 visitors/day. The project also proposes serving small plates (no cooking required).
- *East Washington Commons – 817 East Washington St* - Staff discussion of proposed revisions to a 2016 SPAR approval. Revisions include an application for a density bonus and administrative SPAR to increase the project from the previous approved 24-unit count to 28-units with minor exterior façade changes to the approved building. No site plan changes or changes in footprint of the approved building are proposed.

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

Major Project Updates:

- *De Cristo Multi Family Project:* On August 5, 2019 the City Council denied two separate appeals for the multi-family project at 109 Ellis Street, upholding the Planning Commission’s approval of the Site Plan and Architectural Review for the project.

- *Riverbend*: On August 7, 2019, the Pedestrian and Bicycle Advisory Committee discussed and provided feedback on the proposed pedestrian and bicycle components of the Riverbend project located at 529 Madison Street
- *BioMarin*: On August 7, 2019, the Pedestrian and Bicycle Advisory Committee discussed and provided feedback on the proposed pedestrian and bicycle components of the BioMarin project located at 1700 South McDowell Blvd.
- *Riverview*: On August 14, 2019, the Pedestrian and Bicycle Advisory Committee discussed and provided feedback on the proposed pedestrian and bicycle components of the Riverview project located at 2592 Casa Grande Road
- *Adobe Road Winery*: On August 22, 2019, the Public Art Committee approved the revised public art proposal for the Adobe Road Winery project located at 1 C Street

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

Email: policeadmin@cityofpetaluma.org

August 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual</i>	<i>Funded</i>		
Management	6	6	Field Training	9
Sergeants	7	9	April Academy	3
Patrol	26	36	Injured	3
Detectives	5	5	Light Duty	1
Traffic Officers	2	6	Police Officer Vacancies	5
HOST	0	2	Announced Retirements	1
School Resource Officers	1	2	Over Hire Vacancies	2
			SHORTAGE TOTAL	24
			FUNDED SWORN STRENGTH	68
		68	%	35

<i>Public Safety Dispatchers</i>	<i>Actual</i>	<i>Funded</i>		
Management	0	0	In Training	2
Dispatch Supervisor	1	1	Injured	0
FTE Dispatchers	7	10	FMLA	1
PTP Dispatchers (.6 FTE)	1	1	Vacancies	0
PT Per Diem Dispatchers	2	2	Announced Retirements	0
			SHORTAGE TOTAL	3
Total Funded FTE	10.6	10.6	Avg Monthly Overtime Hours	490

Administration Update:

- After our second police officer retirement in two years due to the psychological impacts of this work, PD and HR, along with Fire, have initiated with priority a project to pursue employee wellness for our first responders and support staff. The impacts of reduced staffing levels and mandatory overtime is having a significant negative impact on our staff and we have to do everything we can to support them or the cost will be much greater.

- The Dog Bowl fundraiser, a community event, for the K9 Program, was well-attended and raised over \$10K.
- Special events in August involving extra police planning and presence consisted of National Night Out and Back to School - Safe Routes to School.
- Annual firearms qualification and lunch was held for PPD retired officers who wanted to renew their concealed weapons certification.
- Officer Wellness - Demo by CORDICO (smart phone wellness app) for police and fire employees
- New Parking Enforcement vehicles expected to be delivered in September.
- We issued and replaced our department firearms (handguns) with the new 9mm Glock pistols.
- Grant opportunities being pursued include UASI, Homeland Security, and Edward J Byrne Grant for Law Enforcement.
- We received a free Armored ATV Rescue Vehicle from the Office of Emergency Services (valued at \$450,000) at no cost to the City. This specific use vehicle compliments our emergency response vehicles assigned to the Crisis Response Unit and SWAT.

Training Update:

- Platoon training consisted of Fentanyl Safety-Investigation; Fentanyl-Officer Safety; DUI-standardized Field Sobriety Testing; Firearms Qualification; Gang Awareness; Less Lethal Qual. Beanbag
- One Sergeant attended POST Supervisory Leadership Institute and will graduate in October
- Two Detectives attended the Crimes Against Children conference
- One Dispatcher attended Rap Sheet Training; a Records Supervisor attended Records Management
- The SWAT team attended annual certification at Camp San Luis Obispo

Patrol Update:

- Minimum Staffing in Patrol is 30 Officers and they are currently at 28 officers
- A Senior Patrol Officer has announced his retirement
- A new Officer was selected as the next police canine handler; his new partner will be selected in September.

Records Update:

- A Records Supervisor has accepted a job offer as a Technical Services Manager for the City of Rohnert Park and is currently completing the background process.

Public Safety Report – August 2019 and YTD

	Aug 2019	Aug 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	44	46	296	289	2%
Homicide	0	0	2	1	100%
Rape	4	1	16	18	-11%
Robbery	2	5	17	21	-19%
Assault - Aggravated	16	7	98	82	20%
Assault - Simple	22	33	163	167	-2%
DV Assault/Battery	20	21	114	97	18%
PROPERTY CRIMES	72	57	556	624	-11%
Burglary	12	10	74	112	-34%
Larceny - Grand Theft	26	20	169	191	-12%
Larceny - Petty Theft	32	22	276	272	1%
Motor Vehicle Theft	1	4	33	44	-25%
Arson	1	1	4	5	-20%

ARRESTS					
ARRESTS TOTAL	152	157	1,364	1,477	-8%
Adult	150	150	1,310	1,404	-7%
Juvenile	2	7	54	73	-26%

DISPATCH					
CALLS FOR SERVICE TOTAL	4,335	5,394	38,065	41,584	-8%
Public-Initiated	3,157	3,331	26,129	25,416	3%
Officer-Initiated	1,178	2,063	11,936	16,168	-26%
PHONE CALLS TOTAL	0	9,527	0	72,778	-100%
911		1,261		8,887	-100%
Non-Emergency		8,266		63,891	-100%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	56	55	369	464	-20%
Fatal	0	0	1	2	-50%
Injury	21	17	139	145	-4%
PDO	35	38	229	317	-28%

TRAFFIC OFFENSES TOTAL	114	328	1,438	3,413	-58%
Citations	93	308	1,286	3,235	-60%
DUI Arrests	21	20	152	178	-15%
PARKING CITATIONS	712	417	4,870	6,085	-20%

RECORDS					
INCIDENT REPORTS TOTAL	470	458	3,564	3,903	-9%
Mental Health	39	37	247	267	-7%
Online Reporting	56	62	459	365	26%

EVIDENCE					
ITEMS PROCESSED TOTAL	1,188	541	6,340	6,028	5%
Intake	382	384	3,324	3,566	-7%
Purge	623	16	1,456	1,151	26%
Release	31	31	463	500	-7%
Discovery	90	70	614	586	5%
Dispatch	23	0	168	0	
Lab	18	12	100	105	-5%
Checkout	21	28	215	120	79%

Public Works and Utilities Department

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August 2019

Capital Improvements Program Division

Surface Water

Petaluma River Flood Management Denman Reach 4; C16301722: The project purchased an undeveloped 5.47 acre parcel adjacent to the recently completed Phase 3 flood mitigation project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage (10 acre-feet) on the property, as well as remove sediment at Corona Road Bridge and to reduce erosion on the river bank and bridge abutments.

Monthly Activities: Contractor mobilized and installed Endangered Species Act fencing around project sites. Initial ground survey completed for definition of excavation limits. Excavation started on detention basins and at Corona Road Bridge.

Wastewater

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 has been completed and is currently slated for Council acceptance in October.

B Street Sewer 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 was awarded to Team Ghilotti, Inc. In July 2019. Construction is underway. Construction management and inspection by City Staff.

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: After a near miss safety incident during pressure testing and a subsequent week-long safety stand down that focused on the contractor following safety procedures and superintendence, work restarted with continued pressure testing of piping and bringing electrical equipment on line. Initial start-up is planned for September.

Streets

Pavement Restoration 19/20 (Maria): The project includes the reconstruction of Maria Drive from Sonoma Mountain Parkway to Rainier Avenue and the installation of recycled water main.

Monthly Activities: The project is currently be laid out and designed which includes the road section, curb ramps and recycled water line.

Petaluma Boulevard South Road Diet): The project includes the reconstruction of Petaluma Boulevard South from E Street to Crystal Lane and restriping of a road diet.

Monthly Activities: Staff met with the Know Before You Grow group and had a great turn out and received a lot of great feedback on the project. Staff will present final options to PBAC on October 2nd and request a recommendation to take to council November 18th.

Various Safety Improvements: The project includes the installation of a guardrail on Petaluma Boulevard North, installation of approximately 20 Rectangular Rapid Flashing Beacons at various locations thru out town and various signal improvements (pedestrian heads and signal heads) at a variety of intersections.

Monthly Activities: Staff continued to work with Caltrans and expect to receive notice to proceed in the September.

Sidewalk Repair Program: Program is to address public complaints regarding sidewalk and mitigate trip/fall hazards.

Monthly Activities: Reached out to impacted property owners to confirm work that City or homeowner would do. Circulated construction contract for signature. Refined work that contractor was to perform based on feedback from property owners.

Lakeville Highway at Pine View Way Channelization: The project, as permitted by the Caltrans Encroachment Department for work on a State Highway, placed new striping to make the right-hand eastbound lane to a right turn only lane and added a left turn acceleration lane on the westbound direction of the highway. This project, as permitted, was completed in February 2019.

Monthly Activities: Staff received a call from a Kaiser Permanente employee about risky driving behavior in the intersection. Staff developed a design for additional improvements and contacted Caltrans to discuss improvements to further increase safety of the intersection.

Facilities

City Hall West Wing Space Planning: The project will develop a plan to relocate city staff to the portions of the west wing vacated by County Departments and establish a “One Stop” location for City Permits.

Monthly Activities: Staff documented the scope of work with a local architect and executed a contract for services.

Community Center Building Repairs: The project will make repairs to the building’s exterior to prevent water intrusion.

Monthly Activities: Staff received bids for the removal and replacement of the gutter on the large peaked roof and the extension of the flashing at the eaves of the Club Room. Contract award is scheduled for the September 16, 2019, Council meeting.

Airport

Airport Runway Electrical Project; C61501604: The project will replace runway edge lighting installed in 1984 with direct burial cable with LED lighting and cable in conduit. Lighted signage along the runway will also be added.

Monthly Activities: Contract signed and Contractor waiting for Notice to Proceed. Review conducted of two submittals. Approximately 250 letters mailed to neighbors within 1,000 feet of runway to alert to project.

Hanger Drainage Project; C61201806: Hanger 11 is impacted by poor drainage. Project initiated to installed trench drain.

Monthly Activities: Design completed and will be issuing project for bid.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	67
Transportation Permit Applications	8
TOTAL	75

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:

- Altura Apartments
- B Street Sewer Main Replacement
- Brody Ranch Subdivision
- Denman Reach Phase 4
- Downtown ADA Improvements
- Ellis Creek Bridge
- Ellis Creek CNG Project
- Ellis Creek HSW Project
- Minor Sidewalk Contract (ADA)
- Northbank Phases II and III
- On Call Sidewalk Replacement
- Pavement Restoration 18/19

- Petaluma Police Department Exterior Paint Project
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Quarry Heights
- Riverfront Subdivision
- Silk Mill Hotel
- Sunnyslope II Subdivision
- Utility Patch Paving
- Water Service Replacement FY 17/18
- Water Street Development

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 August 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. The City has contacted Property Owners and has been successful in having many of them perform the work with their own contractors. The City is awarding sidewalk repair contract currently with construction to begin on the remaining sites in November.

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	39.2
Biosolids Beneficial Reuse (wet tons)	540.62
Wastewater Treated (million gallons)	133.18
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	86.53
Recycled Water Produced for On-site Use (million gallons)	11.39
Preventative Maintenance Work Orders	119
Corrective Work Orders	21

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	34
Significant Industrial User Inspections	12
Industrial User Inspections	1
Industrial Sampling Events	21
Influent and Effluent Samples	97
Wastewater Process Evaluation Samples	509
Self-Monitoring Analyses	145
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for July 2019 to the San Francisco Bay Regional Water Quality Control Board.
- Prepared and submitted data for compliance with the Municipal Regional Permit for nutrient from municipal wastewater discharges to San Francisco Bay.

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates Approved	21
Residential Water-Wise House calls	25
Water Waste Inspections	6
Mulch Madness Program – square feet of residential lawn approved for program	2,740

- Environmental Services Section tabled at the Sonoma County Kid’s Gran Fondo event that took place on August 18. This was our first year to participate in the event providing outreach on Water Conservation, Stormwater, and Pollution Prevention Programs – including kid-focused outreach. Our give-a-way tally is a great way for us to learn how many people we reach at an event. We gave away 40 reusable water bottles, 32 reusable Chico bags, 15 shower buckets, and much more.
- Environmental Services Section had a booth at a Wednesday Night Farmer’s Market and provided outreach and giveaway items for the City’s water conservation, storm water, and pollution prevention programs.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	1

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.

Fuel Sales	Gallons	Sales
100 LL	9,212	\$43,696
Jet A	4,304	\$16,911
Total	13,516	\$60,607
Average per Gallon		\$4.48

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	5
Encroachment Permits	9
Park Maintenance/LAD	25
Paint & Signs	8
Street Maintenance	42
Street Lights	3
Traffic Signals	8
Turning Basin/Marina	3
Misc./Other	104
TOTAL	207

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	17
Repairs - General Fleet	17
Repairs – Utilities & large equipment	25
TOTAL	59

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	383
Tonnage / Skin patch	44 tons / 181 feet
Special Events/Filming	3
Emergency Response (storm flooding, vehicle accidents, downed trees, spills, debris in the roadway)	12
Assistance to other Departments	7

Painting / Signs	
Item	Monthly Activity
Street Signs	22

- Repainted red curbs at various locations
- Repainted crosswalks, school crossings, stop bars, stops at various locations
- Mitigate sidewalk trip hazards
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, oil spills, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage
- Trimmed vegetation and overhanging tree branches at various locations
- Cleaned islands and medians at various locations
- Cleaned graffiti off the sidewalk
- Assisted water crew with dig out and repaving 22 old water and sewer patches

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	5
USAs	267
Street Lights Repaired	2
Turned Heads Realigned	2
Signals Re-Lamped	3
Assist Other Departments	2
Pedestrian Pushbutton Replaced	1
Pedestrian Audible Devices Replaced	2

- Removed flashing yellow arrow timing and disallowed Phase 7 so no left turns are made at McDowell and Madison during construction
- Troubleshoot and located damage to streetlight feed on Sonoma Mountain Parkway
- Worked with vendor to improve rail preemption timing at Lakeville and Washington
- Attended battery back-up demonstration
- Installed new pedestrian pushbutton signs at Petaluma Airport crosswalk
- Tested and implemented coordination transition minimums at Washington and Payran as per Engineering staff; provided timing sheets for vendor
- Assessed damage to loops at Lakeville and D Streets
- Programmed and installed new controller at Washington and Howard Streets
- Worked with contractor to troubleshoot preemption issues at Washington and McDowell Blvd.
- Repaired damaged bike button at Washington and Maria Drive

Marina and Turning Basin

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	70	38%	0	2	73	40%

Launch & Turning Basin Receipts	
Total Revenue	\$17,095.49
Kayaks	8 of 16

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

- Replaced 2 fire hydrants that were hit
- Trimmed and weeded along Lynch Creek Trail
- Set 46 new meters at Brody Ranch
- Changed Kenilworth Junior High irrigation meter over to reclaim water
- Dug and repaved 22 old water and sewer patches with streets crew

Item	Monthly Activity
Telephone Inquiries: billing	39
customer service	173
water conservation	82
other	86
Total	380
Customer Service Work Orders	357
Meter Readings	19,878

Item	Monthly Activity
Water Main Repairs	2
Water Service Repairs	35
Total Water Repairs	37
Wastewater Collection System Main Repairs	2
Underground Service Alert Utility Locates	396
Wastewater Collection System Line Cleaning (miles)	2.31
Wastewater Collection System Video Inspection (miles)	.25

- Finished building a retaining wall at Victoria Pump Station
- Rebuilt altitude valve at Harden Tank
- Weed abatement completed at tank sites and pump stations

Item	Monthly Activity
Safety Training (man hours)	36
Water Production – Imported from SCWA (million gallons)	321,168,760
Total Water Production (million gallons)	321,168,760

Parks and Facilities Maintenance Division

Parks Maintenance

Routine Parks Maintenance Tasks	Frequency
Mowing	Mowing Sports Fields once a week and other parks once every other week
Irrigation repairs	(3 major, 10 minor) irrigation repairs
Tree work	Penry, Putnam, Museum and Oak Hill parks
Playground services	All playgrounds were inspected; slides for Leghorn were returned and re-ordered
Pool Maintenance	Daily maintenance, etc.; chlorinator pump was replaced under warranty

- A broken board on one of the bridges going along Almond Marsh Trail was replaced.
- Center Park got a cleanup and the irrigation was adjusted
- At McNear Park crew assisted contractor in readying baseball infield for use by wetting down infield with the water buffalo borrowed from streets division, while the field was being graded out
- All picnic tables at McNear Park were power washed and painted
- Garbage roll-out cans were power washed at McNear Park
- Gopher trapping continued at McNear Park, with over 50 gophers caught for the month
- Sand in the playground at Grant Park was rototilled for safety
- Vandalized playground climbing net was removed and parts ordered for replacement at Southgate LAD play structure
- A large broken limb hanging over the sidewalk at Oak Hill Park was removed by a contractor
- A large downed limb was removed at Wickersham Park
- A tree behind the boys and girls club at Lucchesi Park was removed after it fell over, damaging the fence along the property line
- The large Bunya Pine or Araucaria Bidwilli tree at the Museum tree was cleaned up of dead branches and had the large cones that can weight up 20 lbs. removed
- Repairs were made to a drinking fountain at Lucchesi Park
- High weed mowing was performed for the Petaluma Airport
- Weed abatement was performed at Petaluma Community Sports Fields before Picture Day for the beginning of soccer season
- Shollenberger Park pathway was mowed, and encroaching willow branches were trimmed back. This was just after the no mow period for the ground bird nesting season
- Weeds growing in the sidewalk to curb area were cut down at Walnut Park
- A 40-foot trench was dug to repair a broken irrigation control wire at McNear Park
- Approximately 100 feet of 3” irrigation mainline, and control wires were trenched and installed at Lucchesi Park, in order to repair damage caused by the install of the Miracle Field
- At Eagle Park, a faulty irrigation valve was replaced
- A major mainline manifold consisting of five irrigation valves was replaced at Wiseman Park
- Minor irrigation repairs were performed at Meadowview, McDowell, Miwok, Glenbrook, and Center parks
- A leak in the domestic line was repaired at Wiseman Park

- Field Turf came to Lucchesi soccer field to repair the penalty kick areas that were coming up in the artificial turf

Facilities

Facilities Works Types	Number Responded to
Electrical	25
HVAC	6
Plumbing	16
Keys, Locks, Windows, and Doors	11
<i>Other</i>	17

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

- City Hall
 - Replaced lamps in CM office
 - Replaced thermostat in City Attorney’s office
 - Turned off chiller
 - Replaced latch in basement
 - Changed lamps and fixed lock at 27 Howard
- . Community Center/Senior Center
 - Replaced flush mate assisted flushers
 - Adjusted parking lot lamps
 - Installed LED lamps in storage room
 - Re-mounted door stops
 - Replaced facet
- Fire/Police
 - Assisted in landscape improvements
 - Assisted in new washer upgrade to station 2
 - Changed HVAC filters PD
 - Repaired Gate at PD
- Parks
 - Looked at gate repairs at Swim Center and cut new keys
 - Removed and reinstalled lock & repaired outlet at McNear park
 - Trouble shot field lighting at Lucchesi
 - Adjusted doors at bathroom at PCSF
 - Replaced lamps on Golden Concourse
- Marina
 - Replaced padlock and cut 4 keys
 - Repaired toilet

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	19,020
Ridership - Paratransit Trips	1,039
Paratransit Eligibility – New Evaluations Completed	3
Paratransit Eligibility – Renewals/Recertifications Completed	15

- On Sunday, August 11th, drivers, technicians and mechanics represented by the Amalgamated Transit Union (ATU), Local 1575 ratified an updated Collective Bargaining Agreement (CBA) with MV Transportation. This agreement updates the definitions of the wages for the represented staff through August 9, 2022. The new agreement provides several notable changes:
 - Increases the in-service starting wage for new drivers from \$15.50 to \$18.50
 - Increase the current driver pay range from \$15.50 – \$19.76 to \$18.50 – \$21.00 (and \$19.25 – \$22.50 in FY21)
 - Increases the wage scale progression from a 5-year term in FY19 to a 3-year term in FY21
 - Provides wage increases for the Mechanic, Fuel Washer/Technician, and Fleet Technician positions
 - Reduces the employee share of medical costs for employees, most notably for employees with spouses and families included in their health plans
- MV hired one new road supervisor, one part-time dispatcher and one full-time driver.
- Petaluma Transit began its regularly scheduled service on August 11th including operation of school tripper routes. This is a return to the same schedule that was running prior to June 2019.
- Completed refurbishment of 1999 New Flyer bus on August 4th. Bus is anticipated to resume revenue service in late September.
- Staff met with the consultant team for the Fleet & Facility Electrification Study on July 31st for a walkthrough of the Petaluma Transit facilities to provide an assessment of the current infrastructure at each facility and needs for future improvements.
- Worked with City GIS staff to develop template for GIS field tool for use in bus stop inventory.
- Per SCTA request, staff put together an updated list of five transit projects to potentially be included in a Measure M sales tax extension to potentially be included on the November 2020 ballot.
- Attended a second SMART train schedule coordination meeting on August 20th to discuss upcoming train schedule changes and coordination of schedules between transit agencies throughout Sonoma County.
- Attended a regional emergency coordination exercise for Bay Area transit operators on August 28th.
- Met with the chairs of the City TAC & PBAC to discuss framework for ad-hoc committee(s) regarding the impending bike share rollout in Petaluma.
- Met with the city PW&U engineering staff on August 29th to discuss the ADA improvement project at the Transit Facility and resume work on design of the project improvements.

- Attended back to School Orientations to sell transit passes and provide rider education at the following locations/dates:
 - Casa Grande High: 8/7/19 & 8/8/19
 - Kenilworth Junior High: 8/7/19
 - Petaluma Junior High: 8/13/19
- Attended Know Before You Grow community event on the Petaluma Blvd South Road Diet on August 28th to present on transit integration in project design.
- Continued the process of National Transit Database passenger count certification. Process will take approximately 4 months and save significant staff time in the long run by reducing need for manual counts.