



## City of Petaluma

### Departmental Reports for January 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](mailto:cdd@ci.petaluma.ca.us)

## January 2019

### Building Division Update:

- Issued building permits – 169
- Total permits issued Calendar Year to Date – 169
- Total monthly inspections – 439
- Total permit valuation – **\$38,083,752.81**
- December 2018 inspections – 371
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **439**
- Inspections Calendar Year to Date 2018 – **5,879**
- Certificates of Occupancy issued – Six. Four at Brody Ranch for new SFD's, one custom SFD at 515 S McDowell Blvd and one apartment building at 785 Baywood Dr. (Marina Apts).

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

<b>Days to Approval</b>	<b>Permit Apps</b>
Same Day	46
1	44
2	8
3	7
4	9
5	2
6	3
7	4
8	2
9	4
10	9
11	5
12	2
13	4
14	2
15	5
16	2
17	2
18	4
19	2
22	2
23	1
<b>Total Permits Issued for Month</b>	<b>169</b>

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

Fee Description

ADDITIONAL BUILDING PLAN CHECK	1,778.42
ADDITIONAL BUILDING PLAN CHECK	2,521.73
Civil Engineering Plan Check	7,796.25
State Bldg Standards Commis.	404.00
Comm.Strong Motion Inst/Seismi	472.47
Electrical - Amp Charge	396.50
Electrical - Appliances	4.75
Electrical Permit Fee	8,291.36
Electrical Minimum Permit Fee	1,728.00
ELECTRICAL SIGNS	73.80
Fire Plan Check	10,591.69
Incremental Fee	26,837.91
Building Permit Fee	83,672.41
Mechanical Permit Fee	6,989.33
Mechanical - Cooling Unit	74.55
Mechanical - Duct Work Only	95.85
Mechanical - Furnaces	444.00
Plumbing - Gas Pipe Outlets	12.30
Plumbing Minimum Permit Fee	702.00
Building Plan Check Fee	46,900.20
PLANNING PLAN CHECK FEE	6,054.00
Plumbing - Sewer	49.30
Plumbing Permit Fee	7,087.58
Plumbing - Water Heaters	123.00
Plumbing - Water Piping	4.75
Res.Strong Motion Inst/Seismic	701.37
Red Tag Fee	181.91
	<hr/>
	<b>213,989.43</b>

# Economic Development

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## January 2019

### Business Retention, Expansion, Attraction & Assistance

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

- Restaurant: space recommendations and permit requirements
- Speakeasy / Big Easy Coordination
- Commercial space subdivision

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

- Met with new CEO of established coffee and tea retailer.
- Met with general manager of bicycle parts manufacturer to discuss expansion needs, incentive programs, and workforce resources.
- Contacted construction firm in need of space.
- Helped local share space get permits for new location.
- Coordinated annual parking permits and discussed garbage needs for Hotel Petaluma.
- Completed “check in” with nursery owner.
- Researched space for Petaluma food manufacturer interested in expanding.
- Discussed permit requirements with beverage manufacturer who is planning to expand.

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

- Personal care/cosmetics company planning to move to Petaluma in May.
- Winery
- Cannabis dispensaries (2)/Cannabis manufacturer (2)
- Specialty beverage manufacturers (3)
- Restaurant
- Specialty food manufacturer
- Biotech company
- Trucking contractor for postal service
- Mini-storage

## **Projects & Programs:**

### Marketing and Communications:

- Submitted article for February Chamber Newsletter – Heating Safety and Fire Prevention
- Finalized a permitting help brochure including tips for streamlining permits and how to hire professionals to expedite a project.
- Finalized a significant revision of the business toolkit.
- Created web page promoting Fire Prevention and Building open office hours.
- Responded to reporter asking about housing and economic development.

### Regional Collaboration

- Coordinated with Geographic Information Systems (GIS) to provide Downtown Association with contact information for property owners in business improvement district.
- Attended annual meeting of Downtown Association

### Workforce Development:

- Conducted initial research for wage survey.

Online Permitting and Process Improvements: Coordinated meetings with consultant and staff to complete functional needs discovery of permitting software.

City Website Project: Presented proposed site architecture, navigation, design elements, and content strategy to representatives from all City departments.

Cell Tower Sites: Worked internally with staff to identify City-owned property suitable for traditional cell tower sites.

Visitor Promotions – Tourism Improvement Business District (TBID): Met with Downtown Association to discuss the transition of the Visitor Program from City contract to TBID.

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

# Finance Department

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

## **January 2019**

### Accounting and Administration Divisions:

- Presented the 6/30/18 Comprehensive Annual Financial Report to Council
- Prepared year-end payroll reports and W-2 forms
- Performed and reviewed a comprehensive analysis of 2018-19 Mid-Year Revenues and Expenditures
- Prepared Mid-Year Budget Adjustments for City Council approval
- Implemented MOU changes into the payroll system and calculated retro pays
- Completed and submitted State Controller's Annual Financial Transaction Reports
- Issued 2019 1099 forms

### Commercial Services Division:

- Assisted Carol Mungle & Associates in sending Downtown Petaluma Business Improvement District invoices
- Responded to public records request for business license information
- Worked with Eden technical support on resolving Utility Billing deposit software problem
- Completed annual Disability Access and Education Revolving Fund reporting
- Trained new Mail Services Assistant

# Fire Department

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Phone: (707) 778-4390

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

## January 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	2	.32
Vehicle/Equipment Fire	1	.16
Vegetation Fire	1	.16
Refuse/Other Fires	1	.16
Emergency Medical	388	65.75
Hazardous Condition	11	1.86
Special Service	58	9.83
Good Intent	87	14.74
False Alarm	41	6.94
<b>TOTAL</b>	<b>590</b>	<b>99.92%</b>

### FIRE PREVENTION/PUBLIC EDUCATION:

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

- Updated website with winter heating safety message

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

- Sol Food, 132 Keller Street
- Sartori Trust, 1416 Casa Grande Road
- 132 & 140 Keller St TPM

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

<u>Fire Safety Inspections</u>	<u>January '19</u>
Annual Permit Inspections	20
Re-Inspections	8
Complaints	2
Fire Protection System, Commercial & TI Inspections	60
Hazardous Materials Inspections	21
Plan Reviews**	16

\*\*Does not include contracted plan review; stats for in-house review only

<b>General Fire Prevention Statistics</b>	<b>January '19</b>
FC/Hazmat Permits Issued	24
Public Records Requests / Sites Requested (PRA)	5 / 6
FY 18/19 UFC/HazMat Yearly Permit Fees Collected	\$172,516
Permit Applications Received	17
Fees Collected Over the Counter	\$8,889
Pre-Development Plans Received	7
Building Permits Received	24

**CUPA/Hazardous Materials/Emergency Response Program Highlights:** Continued work to resolve CalARP violations at one local business; follow-up with local agencies for status on business with multiple citations.

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

- California Code & Commentary handbook meeting
- CalChiefs Annual Strategic Planning meeting
- Sonoma County Fire Chiefs Association yearly installation meeting/luncheon
- Aboveground Petroleum Storage Act training
- County Hazmat team training
- Youth Firesetter Intervention meeting
- Records Management Software development & scoping meeting
- New City website development committee meeting

**EMS DIVISION:**

- The purchase of a new ambulance was approved at the 1/7/19 Council meeting.
- Firefighter/Paramedic recruitment opened

**COMMUNICATIONS/TECHNOLOGY/TRAINING:**

**Communications**

- Meetings with RAFD to collaborate on sharing costs with portable radios and pagers
- The “Firefighter Emergency” button on the portable radios entered the next round of testing
- Optimized the station alerting system in all three stations

**Technology**

- Updating Fire Department cell phones and devices
- Researching collaborative staffing programs with RAFD
- Working to update station wifi capabilities for training
- Soliciting quotes to install “Heart Smart” emergency alerting lighting in our fire stations

**Training**

- Downtown walk-throughs were conducted in several historic buildings
- Telestaff training to all shifts was provided



## **OPERATIONS:**

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance
- Continued to work with the Finance Department on a fee study analysis for the third ALS ambulance
- Conducted Fire Captain and Battalion Chief promotional exams; made promotions and reviewed individual results with candidates
- Worked on the Fire Department succession plan and new administrative assignment roles/responsibilities

### **Disaster Preparedness:**

- Met with Public Works and Police regarding flood response preparation from DOC and EOC perspectives

## **SUPPORT SERVICES DIVISION:**

### **Facilities**

#### **Station 1:**

- Updated the vehicle exhaust system proposal
- Worked on getting a quote for shelves in the dorm separators
- A new security door was installed in the front entrance to the administrative office

#### **Station 2:**

- Work continues with the bathroom remodel. Estimated work to be complete by the end of February. The mold removal project was completed
- A window leak was identified in the apparatus bay (South wall facing Corona); Public Works caulked around windows, but other issues were also identified with the wall and Public Works will investigate once the rainy season is over
- Landscape planning for the front yard continues; final design is close to completion

#### **Station 3:**

- A roof leak was identified and fixed

### **Apparatus**

- A new ambulance was received
- Working on bids to outfit a new utility vehicle purchased with grant funds.
- A new OES engine is expected to be swapped with the older engine (OES 286) in early February; working with OES on the contract and details surrounding the exchange

# Housing Division

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Phone: (707) 778-4555

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

## **January 2019**

### **Meetings attended:**

- Met with First Time Homebuyer Program representative regarding status of Brody Ranch.
- Met with CEO of COTS regarding the application for the HEAP funding through the County of Sonoma.

### **Project Updates:**

- Sent out annual monitoring/certification letter for all affordable housing properties in Petaluma.
- Sent out the 2019 Registration Form and rent rolls to all Mobile Home Park Owners to determine the 2019 administrative fee.
- Sent out the HOME monitoring letters for annual monitoring visits to Old Elm Village, Round Walk Village and Downtown River Apartments.
- Began work on CDBG program funding and published public notice in Argus Courier.
- Worked on application for HEAP funding. City of Petaluma will be applying for capital improvements for the Mary Isaac Center and the Family Shelter in the amount of \$411,000
- Worked on the projects for the Amended CDBG Action Plan and completing the subrecipient agreements.
- Agenized staff report for Old Elm Village Apartments rehabilitation for February 4<sup>th</sup>.
- Worked on the PEP Housing PBS project coordinating with the NEPA consultant to finish the Environmental Review and notice it for public comment.

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

- Responded to citizens looking for a place to live in Petaluma. (3 to 4 calls a week)
- Responded to Petaluma citizens who needed help with landlord/tenant issues. Referred them to PPSC.
- Responded to developers regarding the inclusionary requirements for the City of Petaluma

# Human Resources Department

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## January 2019

### RECRUITMENT

<b>Recruitments Opened</b>	<b>Promotional/Open</b>	<b>Department</b>
Building Inspector I/II	Open	Building Services
Environmental Compliance Inspector	Open	Public Works
Firefighter/Paramedic	Open	Fire
Information Technology II	Open	IT
Police Officer Trainee	Open	Police
Street Maintenance Worker I/II	Open	Public Works
Utility Service Lead Worker	Promotional	Public Works

<b>Eligible Lists Established</b>	<b># on EL</b>	<b>Promotional/Open</b>	<b>Department</b>
Fire Captain	6	Promotional	Fire
Fire Battalion Chief	2	Promotional	Fire
PT Recreation Specialist B	1	Open	Recreation
Police Officer Trainee	4	Open	Police
Environmental Services Technician	5	Open	Public Works
Public Works Inspector I/II	3	Open	Public Works
Police Officer – Lateral	1	Open	Police

### PRE-EMPLOYMENT

<b>Job Title</b>	<b>Department</b>
Recreation Coordinator	Recreation
Senior Civil Engineer	Public Works
Airport and Marina Manager	Public Works
Police Officer	Police
Police Officer Trainee	Police

### EMPLOYEE DATA

<b>Hires – Job Title</b>	<b>FT/PT</b>	<b>Promotional/Open</b>	<b>Department</b>
Police Officer Trainee (4)	FT	Open	Police
Police Officer	FT	Open	Police
Utility Service Worker I	FT	Open	Public Works
Police Records Assistant II	FT	Promotional	Police
Senior Civil Engineer	FT	Promotional	Public Works

Mail Services Assistant	FT	Open	Finance
Assistant Operations Manager	FT	Provisional	Public Works
Parks Maintenance Worker II	FT	Transfer – temp	Public Works
Fire Battalion Chief	FT	Promotional	Fire
Fire Captain	FT	Promotional	Fire

<b>Separations – Job Title</b>	<b>Reason</b>	<b>Department</b>
Police Officer	Service Retirement	Police
Firefighter/Paramedic	Resigned	Fire

<b>TRAINING COMPLIANCE</b>	<b># Completed</b>	
Prevention of Harassment and Discrimination	Supv/Manager	Employee
		0

**WORKERS' COMPENSATION**

<b># of Claims Opened</b>	<b>Total Paid</b>	<b>Total Incurred</b>
2	\$4,262.06	\$29,177.92

<b># of Claims Closed</b>	<b>Total Paid</b>	<b>Total Incurred</b>
2	\$5,443.33	\$5,443.33

<b>Light Duty</b>			
<b>Fire</b>	<b>Police</b>	<b>Misc</b>	<b>Total Working Light Duty</b>
1	4	4	9

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

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

# Information Technology

11 English Street, Petaluma, CA 94952

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## January 2019

### Customer Service

- Help Desk Requests = 220
- Completed Help Desk: Repair Incidents = 23; Service Requests = 159; Project Requests = 1  
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 January.

### Web Site and Social Media:

- Detailed Web Statistics - Statistics not available this month.
- Most Active Views – (site index.html, police/index.html, cclerk/archives.html, cdd/building.html, hr/opportunities.html)
- Update web requests completed/requested: 37/37; Average=2.1 requests/workday
- NextDoor: 17,154 residents in 57 neighborhoods (418 joined in January)

### Projects

#### **Completed**

- Permitting software replacement requirements interviews with Consultant.
- Upgraded Tyler Eden Finance system.
- Kickoff meeting for replacement/upgrade of City's main website, [www.cityofpetaluma.net](http://www.cityofpetaluma.net). Phone system upgrade for 2018
- Replacement of Granicus video streaming encoder.

#### **Underway**

- Replacement of Police mobile computers (MDCs). Five remaining.
- Windows 10 upgrades, PD complete, approx. 1 non-PD remaining. Office 365 (version 2016) installations, PD complete, approx. 1 non-PD remaining.
- Migration of email accounts/mailboxes to hosted on government cloud, approx. 1 non-PD remaining.
- Permitting software replacement functional requirements results from Consultant.

- Utility infrastructure GIS data migration to new Local Government Information Model.
- Updating Internet and Email Use Admin policies
- Replacement/upgrade of the City’s main web site, [www.cityofpetaluma.net](http://www.cityofpetaluma.net).

**Maintenance Activity**

- Brief description of patches deployed - During the month vulnerability scans were performed on all Windows servers and workstations that required remediation:
- 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	180	137 Active
Active & Read-Only Database Files (excludes MS Access)	624GB	
Total Database Storage	1.5TB	
Total Number of Servers	70	
Number of Virtual Servers	26	
Total Number Network Devices	76	
Total Number of Large Printers	70	
Total number of MDCs	42	
Total number of cellphones/smartphones	195	

Tablets and iPads	64 (+1)
Wifi/modems	30
Microsoft Surface Devices	23

City Department cooperative projects and initiatives

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

# Planning Division

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## January 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 January 2019 are summarized as follows:

Type of Activity	Numbers	Activity %
Counter Visits	238	51%
Phone Calls	78	17%
Emails	149	32%
<b>TOTAL</b>	<b>465</b>	<b>100%</b>

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

- Home Occupation Permits – 6
- Fence Permits – 3
- Address Assignments – 7
- Short Term Vacation Rental – 51

**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 January:

- Planning Commission – January 8, 2019
- Public Art Committee Special Meeting – January 12, 2019
- City Council – January 28, 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 January include:



### Potential/Concept Applications

- *132 Keller Street* – Discussion about a potential restaurant doing business as Sol Food, purchasing and operating out of the building at 132 Keller Street.
- *429 First Street* – Discussion about a potential micro-brewery occupying and operating out of the entire building at 429 First Street.

### Formal Development Applications

- *128 American Alley* – Staff coordination to instruct applicant on how best to resolve existing violations and pursue completion of required permits to legalize the activities of a dinner theater, doing business as, Big Easy, at 128 American Alley.
- *132 and 140 Keller Street* - Review and discussion of an application for a tentative parcel map at 132 and 140 Keller Street to subdivide the existing lot into two lots.
- *901 Lindberg Lane* – Review and discussion of a CUP application to enable Thunder Ridge Transport, a trucking contractor for the USPS, to park their postal fleet at 901 Lindberg Lane.
- *1416 Casa Grande Road* – Review and discussion of a project at 1416 Casa Grande Road that would retain the existing historic single-family home and redevelop the remaining land through a subdivision and PUD to establish 7 separate parcels and 6 additional homes.

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

#### *Major Project Updates:*

- *Safeway Fuel Center Appeal Updates:* At the January 28, 2019 City Council hearing, which re-heard the Safeway Fuel Center Project under a demand to cure and correct request from the applicant, the Council unanimously voted to adopt the resolution directing preparation of an EIR and staying the Planning Commission’s approval of SPAR pending completion of the environmental review.
- *Northbank Residences at Riverfront:* On January 8, 2019, the Planning Commission approved Site Plan and Architectural review for 43 two-story homes in Phase III of the Riverfront Mixed Use development. The Commission also reviewed and approved changes to the architectural details approved for the single-family homes, previously entitled, for Phase I and II.
- *Brian Goggin Art Commission:* On January 12, 2019, the Public Art Committee held a special meeting at which members of the public could review the footprint and placement of a commissioned Brian Goggin public artwork.

# Police Department

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## January 2019

### Personnel Update / Vacant Positions:

#### *Sworn Police Officers*

Management	6	Field Training	4
Sergeants	9	Officers Starting Feb 19 (Lateral)	1
Patrol	29	In Police Academy	4
Detectives	4	Scheduled April Academy	4
Traffic Officers	1	Police Officer Vacancies	0
Homeless Outreach Services Team	0	Announced Retirements	1
School Resource Officers	1	Officers in Background with SRPD	1
		Injured	5

### Administration Update:

- Police staff attended Annual VFW Civic Awards dinner and program during which Police Officer of the Year was recognized.
- Updated budget submitted for BWC grant, a project that will have to be funded in FY19/20.

### Training Update:

- Platoon training consisted of Radar/Lidar Operator, Discriminatory Harassment and Hate Crimes, Search & Seizure/Temp Custody Adults/Custodial Searches, Domestic Violence/Missing Persons, Motorcycle Training, Emotional Survival for Law Enforcement, Fentanyl: A Toxic Opioid, Defensive Tactics Instr Update, Fentanyl Officer Safety, Cahn-Regional Training, Employee Wellness, Arrest & Control Techniques (PSP), SWAT-In House Training

### Records Update: January 2019 and YTD

	Jan 2019	Jan 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
<b>PART I CRIMES</b>					
PEOPLE CRIMES	<b>35</b>	41	<b>35</b>	41	-15%
Rape	<b>0</b>	3	<b>0</b>	3	-100%
Robbery	<b>4</b>	2	<b>4</b>	2	100%
Assault - Aggravated	<b>13</b>	15	<b>13</b>	15	-13%
Assault - Simple	<b>18</b>	21	<b>18</b>	21	-14%
DV Assault/Battery	<b>11</b>	16	<b>11</b>	16	-31%

PROPERTY CRIMES	<b>70</b>	85	<b>70</b>	85	-18%
Burglary	<b>9</b>	18	<b>9</b>	18	-50%
Larceny - Grand Theft	<b>24</b>	19	<b>24</b>	19	26%
Larceny - Petty Theft	<b>33</b>	46	<b>33</b>	46	-28%
Motor Vehicle Theft	<b>4</b>	1	<b>4</b>	1	300%
Arson	<b>0</b>	1	<b>0</b>	1	-100%
<b>ARRESTS</b>					
ARRESTS TOTAL	<b>157</b>	186	<b>157</b>	186	-16%
Adult	<b>142</b>	172	<b>142</b>	172	-17%
Juvenile	<b>15</b>	14	<b>15</b>	14	7%
<b>DISPATCH</b>					
CALLS FOR SERVICE TOTAL	<b>4318</b>	5367	<b>4318</b>	5367	-20%
Public-Initiated	<b>2830</b>	2970	<b>2830</b>	2970	-5%
Officer-Initiated	<b>1488</b>	2397	<b>1488</b>	2397	-38%
PHONE CALLS TOTAL	<b>5422</b>	8706	<b>5422</b>	8706	-38%
911	<b>1050</b>	1004	<b>1050</b>	1004	5%
Non-Emergency	<b>4372</b>	7702	<b>4372</b>	7702	-43%
<b>TRAFFIC</b>					
TRAFFIC COLLISIONS TOTAL	<b>35</b>	66	<b>35</b>	66	-47%
Injury	<b>8</b>	21	<b>8</b>	21	-62%
PDO	<b>27</b>	45	<b>27</b>	45	-40%
TRAFFIC OFFENSES TOTAL	<b>99</b>	472	<b>99</b>	472	-79%
Citations	<b>91</b>	451	<b>91</b>	451	-80%
DUI Arrests	<b>8</b>	21	<b>8</b>	21	-62%
PARKING CITATIONS	<b>483</b>	806	<b>483</b>	806	-40%
<b>RECORDS</b>					
INCIDENT REPORTS TOTAL	<b>387</b>	529	<b>387</b>	529	-27%
Mental Health	<b>28</b>	37	<b>28</b>	37	-24%
Online Reporting	<b>63</b>	40	<b>63</b>	40	58%
<b>EVIDENCE</b>					
ITEMS PROCESSED TOTAL	<b>530</b>	1062	<b>530</b>	1062	-50%
Intake	<b>344</b>	500	<b>344</b>	500	-31%
Purge	<b>2</b>	365	<b>2</b>	365	-99%
Release	<b>42</b>	67	<b>42</b>	67	-37%
Discovery	<b>82</b>	91	<b>82</b>	91	-10%
Dispatch	<b>29</b>	0	<b>29</b>	0	

# Public Works and Utilities Department

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## January 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:** Initial Study/Mitigated Negative Declaration was presented and approved at City Council on January 7, 2019. Ongoing project design by City staff.

#### *Water*

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

**Monthly Activities:** Team Ghilotti replaced water services on Allegheny Court and Capri Avenue.

#### *Wastewater*

**Sewer Main Replacement 17/18.** This project includes the open trench replacement of sewer main on Hill Blvd., Bellview Drive, Orchard Lane, and Hayes Lane.

**Monthly Activities:** The contractor repaired a portion of new sewer that was installed on Nob Hill Terrace

**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. Construction performed by Pat Nelson Construction, Inc.

**Monthly Activities:** The project is currently in construction and being inspected by City staff. Contractor removed and replaced sewer main on McGregor Ave. and began working on Reynolds Drive.

**Biomass to Biofuel (B2B) Project.** City will transform methane gas produced in the anaerobic digestion process into compressed natural gas (CNG), which is to be used to fuel City refuse collection vehicles. With a second digester, Ellis Creek Water Recycling Facility will have sufficient capacity to receive high strength waste feedstock from local food/beverage industries to produce additional bio-methane. The construction of a high strength waste receiving facility, biomethane processing equipment, and CNG fueling stations are the essence of the B2B Project. **Monthly Activities:** The work to install a new grit classifier is nearing completion. New Screw Press operational testing has been completed. Construction continued on High Strength Waste Receiving Facility.

*Street Improvements*

**Pavement Restoration 18/19.** Project will reconstruct Sonoma Mountain Parkway. The work includes full depth reclamation with cement, ADA improvements, and new striping / signage. **Monthly Activities:** Finalizing plan specification and estimate to put out to bid February 7.

**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:** Change orders processing to replace the existing 40-year-old cast iron 3” sewer lateral under the fire station due to the condition and a slope that does not meet current code, and to abate the asbestos found in wall covering material and the mold found within the wall cavity.

*Traffic Engineering*

The division prepared the following work orders in December 2018: relocated bus stop sign at N. McDowell Blvd. at Corona Rd., relocated bus stop sign on Petaluma Blvd. South at F St., new bus stop signs on Lakeville Hwy, installation of an ADA parking sign on C Street near the theater entrance, installation of red curb at St. Francis and Ponderosa Drives, installation of no parking sign on Monroe St., and a loading zone sign on Edith St. Collaborated with SMART to come up with solutions to prevent vehicles from driving on the train tracks.

*Inspection Services*

Applications	Monthly Activity
Encroachment Permit Applications	40
Transportation Permit Applications	6
<b>TOTAL</b>	<b>46</b>

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

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Solids Handling Upgrades
- Ellis Creek Bridge
- Recycled Water Main Extension Sonoma Mountain Parkway
- Utility Patch Paving
- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- Ellis Creek B2B Project
- Marina Apartments
- Sewer Main Replacement FY 17/18
- Miracle Park

- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2<sup>nd</sup> Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Wilson-Webster Water Main Replacement
- Lakeville Channelization at Pine View
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- LED Streetlight Retrofit

*Sewer Lateral Replacement Grant Program*

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

<b>Item</b>	<b>Monthly Activity</b>
Safety Training (man-hours)	18.5
Biosolids Beneficial Reuse (wet tons)	558.93
Wastewater Treated (million gallons)	236.08
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	0.16
Recycled Water Produced for On-site Use (million gallons)	8.46
Preventative Maintenance Work Orders	68
Corrective Work Orders	28

*Water Conservation*

Program Statistics	
<b>Item</b>	<b>Monthly Activity</b>
High Efficiency Toilet (HET) Rebates	28
Residential Water-wise House calls	30
Water Waste Investigation	2

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

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	5
Significant Industrial User Inspections	13
Industrial User Inspections	1
Industrial Sampling Events	15
Influent and Effluent Samples	319
Wastewater Process Evaluation Samples	362
Self-Monitoring Analyses	364
Air Quality Sampling	5

- Prepared and submitted the Self-Monitoring Monthly Report for December 2018 to the San Francisco Bay Regional Water Quality Control Board
- Submitted the Ellis Creek Water Recycling Facility’s NPDES Annual Report for calendar year 2018.

*Storm Water Compliance*

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	6

Operations Division

*Airport*

- Daily financial, fuel inspection, and National Oceanic and Atmospheric Administration reports completed.
- Monthly Automated Weather Observation System preventative maintenance, operational inspection, and report completed.
- Monthly aviation fuel system preventive maintenance and inspection completed.
- Monthly Storm Water Pollution Prevention Plan inspection and report completed.
- Identified and repaired or replaced 41 of the 108 exterior-hangar security flood lights.
- Conducted employment interviews for vacant part-time Airport Ramp Attendant positions.
- 55,192 pounds of Fed Ex overnight cargo transported by West Air Inc.

Fuel Sales	Gallons	Sales
100LL	5,935	\$27,067
Jet A	4,184	\$16,530
Total	10,119	\$43,597
Average per Gallon		\$4.30

*Corp Yard*

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	2
Encroachment Permits	2
Park Maintenance/LAD	5
Paint & Signs	7

Street Maintenance	34
Street Lights	2
Traffic Signals	15
Turning Basin/Marina	12
Misc./Other	39
Total	118

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	19
Repairs - General Fleet	15
TOTAL	34

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	554 Potholes
Tonnage Skin patch	21 tons asphalt Streets 350 ft
Special Events/Filming	3
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	25
Assistance to other Departments	4

Painting / Signs	
Item	Monthly Activity
Street Signs	62

- Repainted red curbs around town and faded crosswalks downtown.
- Set out no parkers for various dig outs/skin patching around town.
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage.
- Assisted water crews with asphalt repairs.
- Repaired the launch fee lockbox at the Marina.
- Crews worked overtime on flood patrol.
- Removed leaves, weeds, and garbage from various center islands.
- Set up sandbag station.
- Assisted Transit with sign replacement and curb painting project.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
USAs	169
Street Lights Repaired	13
Turned Heads Realigned	2
Signals Re-Lamped	5
Assist Other Departments	2



- Pulled and re-spliced burned street light wire across from Rooster Run on E. Washington and worked with PG&E to restore power.
- Worked with SMART to make changes to railroad preemption timing at Washington St. and Lakeville Rd. and at D Street and Lakeville Rd.
- Installed updates to CTC railroad interface units at Washington Street and Lakeville Rd. and D Street and Lakeville Rd.
- Replaced failed 206 power supply in cabinet at McDowell Blvd. and Redwood Way.
- Placed cabinets in flash mode and set stop signs at four intersections due to power outage.

*Marina and Turning Basin*

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	78	43%	0	0	76	42%

Launch & Turning Basin Receipts	
Total Revenue	\$17,987.31
Kayaks	10 of 16

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

Item	Monthly Activity
Telephone Inquiries: billing	34
customer service	198
water conservation	131
other	81
Total	444
Customer Service Work Orders	472
Meter Readings	19,998

- Replaced 3 valve cans.
- Storm patrol during heavy rains.
- Assisted contractor with shutdowns for water main and sewer main replacement projects.
- Removed brush and downed trees from storm drains and catch basins during the heavy rains.
- Unclogged various storm drains around town.

Item	Monthly Activity
Water Main Repairs	2
Water Service Repairs	63
Total Water Repairs	65
Underground Service Alert Utility Locates	312
Wastewater Collection System Line Cleaning (miles)	.55
Wastewater Collection System Video Inspection (miles)	.93

- Repaired 6" pressure reducer valve at Corona Vault.
- Prince Park Well North installed.
- New megalug coupling adaptor installed at the Corp Yard.
- Rewired various electrical at the Corp Yard

<b>Item</b>	<b>Monthly Activity</b>
Safety Training (man hours)	48
Water Production – Imported from SCWA (million gallons)	154,492
Total Water Production (million gallons)	154,492

Parks and Facilities Maintenance Division  
*Parks Maintenance*

<b>Item</b>	<b>Frequency</b>
Mowing	Every other week weather depending
Irrigation repairs	(2 major, 3 minor) irrigation repairs
Tree work	Lucchesi
Playground services	All playgrounds
Pool Maintenance	Daily maintenance, filters, heaters, chemicals, pump prime repaired

- Repaired slide at Leghorn Park
- Creative builders installed three new slides at Leghorn Park
- Crew repaired playground and graffiti removal at Leghorn Park.
- Landscape cleanup at the Police department.
- Repaired slide at McNear Park
- Daily cleaning of bathrooms and restocking of supplies
- Cleanup of downed branches throughout parks due to storm conditions this past month

*Facilities*

<b>Item</b>	<b>Monthly Activity</b>
Electrical	10
HVAC	2
Plumbing	5
Keys, Locks, Windows, and Doors	10
<i>Other</i>	6

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

- City Hall: repaired sump pump, installed flay pole light, cleaned gutters, and electrical upgrades made to the west wing of City Hall.
- Police Department: preventative maintenance on gate and cleaned HVAC filters.
- Community Center: replaced ignition modal, replaced HVAC filters, replaced internal halyard for flag pole, welded flag pole crank, and met with HVAC contractor and CIP staff.
- Pool Center: met plumber at Swim Center, reset gas safety for pool heaters, and assisted with pool pump prime issues.
- Parks: removed light control at Walnut Park, removed cover and replaced tamper screws, replaced lamps at La Tercera Park, revamped parking lot at Prince Park, replaced pathway lamps at Leghorn park, retrofitted lights at Walnut Park, and repaired light pole at McNear Park.

Transit Division

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

- Continued work to finalize specifications for the ordering of three paratransit vehicles, including vehicle size and build considerations (size, seating configurations, etc.) Estimated delivery of the vehicles is Quarter 2, 2019.
- Reviewing continues on three bids received for replacing all interior and exterior florescent lights at Petaluma Transit Facility (555 N. McDowell Blvd) with LED lighting retrofits. Est project completion in Quarter 1, 2019.
- Conducted a half-day Transit Division staff retreat on December 17<sup>th</sup> to review projects/progress over the prior year and to set staff goals and priorities for 2019.