



City of Petaluma

Departmental Reports for June 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

June 2019

Building Division Update:

- Issued building permits – **207**
- Total permits issued Calendar Year to Date – **1,063**
- Total permits issued Calendar Year to Date (2018) – **1,030**
- Total monthly inspections – **520**
- Total permit valuation – **\$5,871,546.67**
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **2,766**
- Inspections Calendar Year to Date (2018) – **3,159**
- Certificates of Occupancy issued – **3** (one ADU at 1632 E Madison St., two SFD's at Brody Ranch for 820 Wellington & 1444 Bill Ct.)

<i>June</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	72
1	43
2	6
3	12
4	8
5	2
6	6
7	10
8	3
9	3
10	4
11	3
12	7
13	4
14	4
15	4
16	3
17	5
19	3
22	3
29	1
38	1
Total Permits Issued	207

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

<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
ADDITIONAL BUILDING PLAN CHECK	401.15
ADDITIONAL BUILDING PLAN CHECK	160.46
ADDITIONAL BUILDING PLAN CHECK	1,049.07
Civil Engineering Plan Check	1,788.03
State Bldg Standards Commis.	326.00
Comm.Strong Motion Inst/Seismi	558.53
Commercial Solar Fee	48.62
Electrical - Amp Charge	549.00
Electrical Permit Fee	5,720.28
Electrical - Light Fixtures	0.00
Electrical Minimum Permit Fee	2,106.00
Electrical - Miscellaneous	
Electrical - Receptacles	0.00
ELECTRICAL SIGNS	24.60
Electrical - Switches	0.00
ENERGY CONSERVATION FEE	1,149.71
Fire Plan Check	6,738.54
Incremental Fee	5,063.00
INSPECTION OUTSIDE REG HOURS	172.72
Building Permit Fee	63,671.28
Mechanical Permit Fee	4,363.03
Mechanical - Cooling Unit	191.70
Mechanical - Duct Work Only	85.20
Mechanical - Fans	0.00
Mechanical - Fireplaces	36.40
Mechanical - Furnaces	299.40
Mechanical - Miscellaneous	0.00
Plumbing - Fixtures and Vents	19.60
Plumbing - Gas Pipe Outlets	12.30
Plumbing Minimum Permit Fee	1,134.00
Plumbing - Miscellaneous	
Building Plan Check Fee	31,378.74
PLANNING PLAN CHECK FEE	5,039.00
Plumbing - Sewer	
Plumbing Permit Fee	4,449.49
Plumbing - Water Heaters	221.40
Plumbing - Water Piping	14.25
Res.Strong Motion Inst/Seismic	261.45
Red Tag Fee	0.00
	<hr/>
	\$137,032.95

Economic Development

27 Howard Street, Petaluma, CA 94952

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Email: ialverde@cityofpetaluma.org

June 2019

BUSINESS RETENTION, EXPANSION, ATTRACTION & ASSISTANCE

Development Review Committee (DRC) Meetings:

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

- Pharmaceutical firm
- Brewery In-house treatment plant
- Restaurant remodel
- Restaurant expansion

Business Retention & Expansion Discussions:

- Along with the City Environmental Service Manager, met with restaurant owner to discuss waste water needs and fees.
- Contacted injection molding business to discuss their emergency preparedness plans.

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.

- Discussed real estate options with food truck.
- Provide business toolkit to wellness business owner.

PROJECTS & PROGRAMS

Marketing and Communications:

- Monitored City Social Media and provided feedback to other departments on their social media posts.
- Provided City Safety Committee with article for their quarterly newsletter.
- Submitted article about the City's polystyrene ban for Chamber newsletter.

Regional Collaboration:

- Connected Workforce Investment Board with ice cream business that is laying off workers.

City Goals:

- Drafted City Goals document and distributed to community for input.
- Created final City Goals document and staff report that integrated work done during the Goals workshop, staff and Council discussions, and feedback from the community.

Minimum Wage Ordinance:

- Contacted other cities and compliance consultants to research enforcement strategies.
- Reviewed ordinances from other cities and discussed options with City Attorney.
- Spoke with Santa Rosa Economic Development Manager regarding their planned workshop.
- Drafted staff report for proposed minimum wage ordinance.

Emergency Preparedness:

- Recruited members of new Business Emergency Resiliency team.
- Continued work on agreement with Petaluma People Services Center to manage donations and volunteers during declared emergency.
- Collaborated with Fire Department and PG&E to create web page about Public Safety Power Shutoffs. Promoted the page through City social media and other channels.
- Participated in staff meetings on the City's risk mitigation plan for Public Safety Power Shutoffs.

Online Permitting and Process Improvements:

- Facilitated meetings with staff piloting Blue Beam for use with online permit processing system planned for later this year.
- Met with DRC team to discuss ways to offer Building and Fire Prevention plan review using a "one stop shop" model.

City Website Project:

- Worked closely with creative and technology teams (Design Guild and Proud City) to integrate design concepts into the Proud City platform.
- Attended twice-weekly conference calls to receive training on how to use the platform and monitor website progress.
- Met with department representatives to discuss content needs, layout, and deadlines.

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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Email: finance@cityofpetaluma.org

June 2019

Accounting and Administration Divisions:

- Second reading and adoption of the FY 19/20 annual budget
- Updated FY 19/20 Master Fee Schedule with CPI increase
- Costing and position calculations
- Prepared confirmation letters for FY 19 audit

Commercial Services Division:

- Established FY 2020 utility billing winter averages
- Set up preliminary FY 2020 utility billing rates per resolution schedule and CPI increases
- Sent Administrative Citation special assessment notices

Fire Department

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Email: firedept@cityofpetaluma.org

June 2019

CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	1	.15
Vehicle/Equipment Fire	1	.15
Vegetation Fire	2	.31
Refuse/Other Fires	3	.46
Explosion - Overheat (no fire)	0	0
Emergency Medical	415	64.94
Hazardous Condition	7	1.09
Special Service	73	11.42
Good Intent	86	13.45
False Alarm	51	7.98
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	0	0
TOTAL	639	99.95

FIRE PREVENTION/PUBLIC EDUCATION:

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

- Updated the safety messages on Fire's website
- Posted a joint PSA on Facebook with Petaluma PD regarding fireworks
- Conducted a fire safety talk for local business

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

Attended weekly DRC meeting and provided comments on the following projects:

- BioMarin Research SPAR: 1700 South McDowell Blvd.
- Cedar Grove Prelim Application: 1 & 16 Cedar Grove
- Lagunitas Water Treatment Plant: 1340 North McDowell Blvd.
- Wendy's Remodel: 500 East Washington Street
- 9 Michelle Lane
- 806-816 South McDowell Blvd.
- One Stop Shop: Discussion
- Alfredo's Italian Restaurant: 1426 East Washington Street
- North River Apartments: 386-402 Petaluma Blvd. South

Weed Abatement Program:

- 117 2nd notice of public hearing letters/notices to abate were mailed
- 17 re-do letters regarding weeds were sent
- 3 work orders were generated for the City’s weed contractor
- Processed multiple weed abatement complaints

Fireworks Program:

- 13 Fireworks booth permits were issued and signage was provided to all
- 2,653 owners and occupants received the High Fire Hazard Severity Zone letter and map
- Provided the 2019 Fireworks Education and Enforcement Plan to City Council
- Attended a pre-fireworks event meeting with all coordinating partners at the Fairgrounds

Fire Code Enforcement Actions: Consultation with the Sonoma County District Attorney’s office regarding a retail store

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	June ‘19
Annual Permit Inspections	23
Re-Inspections	9
Complaints	2
Fire Protection Systems, Commercial & TI Inspections	122
Hazardous Materials Inspections	24
Plan Reviews	14
Weed Inspections	642
General Fire Prevention Statistics	June ‘19
FC/Hazmat Permits Issued	25
Public Records Requests / Sites Requested	2 / 8
18/19 UFC/HazMat Yearly Permit Fees Collected	\$363,615
Permit Applications Received	17
Fees Collected Over the Counter	\$14,828
Pre-Development Plans Received	6
Building Permits Received	19

Hazardous Materials/CUPA Actions: Consultation with the Sonoma County District Attorney’s office regarding a gas station site

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

- Attended an Environmental Crimes Task Force Meeting in Santa Rosa, a joint REACO/FPO meeting in Petaluma, a City of Petaluma Leadership team meeting, a City of Petaluma Safety First meeting, a Department of Water Resources and FEMA Flood Plain Management meeting, a Cisco Alert Notification Meeting and a Sonoma County Standardization Code Adoption meeting
- Participation in a California Fire Code Association Legislative conference call, a California Fire Prevention Institute Committee conference call and a Nor-Cal Fire Prevention Officers Board conference call

Other Projects:

- Tracked monthly false fire alarms for future invoicing and hosted 4 tag-along inspectors for fire prevention task book sign-offs during fireworks booth inspection

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:**Communications**

- Completed an audit of portable radios and preparing a purchase request so all members will have a portable radio that can initiate an emergency broadcast for firefighter safety. The audit also provided critical information to REDCOM dispatch towards full implementation of the “Emergency Button”;
- Radio programming was completed on the newest utility vehicle secured from a regional grant.

Health & Wellness

- Annual physicals for all members will be completed by the end of July;
- Met with the Department’s mental health committee to determine where/how it can be improved and to review the Department’s physical fitness program to see where it can be improved.

Technology

- Continued work on the new CrewSense staffing program and preparing a Department-wide training schedule for implementation;
- Completed response plan adjustments for response areas covered by Novato Fire due to the Hwy 101 changes;
- Continued the re-development of the Social Media Group and ensuring Department policies align with the City’s vision;
- Vehicle MDCs continue to be sent back to the factory for warranty work;
- Ordered iPads for upcoming August recruit academy as much of the training has transitioned to online based programs;
- Progress continues on transitioning the “Engine Company Inspection” program to ImageTrend;
- Continued research on how to use ImageTrend to improve documentation related to vehicle maintenance and Fire Prevention inspection programs;
- Updated Fire Hydrant Locations on all Fire Department computers. Working with the Water Department, GIS and Fire Prevention to streamline fire hydrant locations so the most accurate information is always available to the first responders.

OPERATIONS:

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance;
- Six Firefighter/Paramedic candidates completed the background investigation process and moved forward with medical and psychological evaluations;
- Met with Human Resources and the City’s Worker’s Compensation carrier to review current cases.

Disaster Preparedness:

- Represented the City on a weekly Operational Area EOC conference call;
- Attended the quarterly county regional EOC Emergency Coordinators workgroup
- Developed a City website with the most current information for our community regarding preparations for potential de-energization during high fire danger this summer/fall, signed up for the PG&E portal for access to detailed information regarding de-energization if it occurs in our area and coordinated a PG&E representative meeting with City leadership about a future presentation for City Council regarding potential de-energization;
- Attended a PG&E sponsored community meeting in Sonoma.

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- A proposal to install Plymovent at the OES 400 bay was signed and sent to the vendor; once parts are in, a date will be set for install

Station 2:

- Working with PW&U to move forward with quotes from contractors to fix the South leaking wall in the apparatus bay
- A KEEP CLEAR zone was added at the driveway and the existing KEEP CLEAR was re-painted
- A vendor proposal was requested to repair the apparatus bay door motor and to install remote intersection preemption buttons for apparatus

Station 3:

- Plans are in place to reduce the vegetation in front of the station to make it more manageable for crews

Apparatus

- The new Type VI cab and chassis is expected to arrive in July and will immediately be sent out for the utility box install which will take 3-4 months
- The new 4x4 utility truck has had the lights, radios, camper shell and work box installed; window tinting will be completed by the end of the month
- The mechanics division is putting together a price sheet reflecting the cost needed to fully outfit reserve engine 9384

Housing Division

27 Howard Street, Petaluma, CA 94952

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June 2019

Meetings Attended:

- HOME Sonoma County – Met with County and Santa Rosa staff to discuss the Memorandum of Understanding between the jurisdictions for the Continuum of Care agency.
- Attended a meeting with County-wide Housing Leads to discuss housing and what each jurisdiction is doing on affordable housing in their city.’
- Attended the Development Review Committee meeting
- Attended a meeting with Planning to discuss the East Washington Commons development
- Met with County and Santa Rosa staff to discuss the Analysis of Impediments report that is mandated by the Department of Housing & Urban Development (HUD) for all jurisdictions. This will be a regional report.
- Met with staff regarding the Housing workshop that is on the 7/29 City Council agenda.
- Met with County staff regarding one our First Time Homebuyer properties that the County is a party on the loan agreement. This property is being sold and will be bought by a new homebuyer who qualifies for our First Time Homebuyer program.
- Attended a meeting with the Housing Leadership Collaborative Focus Group and industry leaders to discuss how we can get affordable housing built in Sonoma County and what those needs are.
- Met with Sonoma County Legal Aid to discuss tenant protection issues in Petaluma.
- Met with developers on future possibilities of building affordable housing for homeownership.
- Attended a webinar on the Continuum of Care Funding for Fiscal Year 2019-2020 and the application period that is coming up soon.
- Met with the SCCDC, Councilmember McDonnell and the City Manager to discuss potential affordable housing projects and the funding that the County is proposing for their upcoming application process.
- Met with the Warmington Development Group, Burbank Housing and the City Manager to discuss potential residential developments that would include onsite affordable housing built and managed by Burbank Housing.
- Attended the HOME Sonoma County leadership Council Agenda meeting in Santa Rosa.

Project Updates:

- Completed monitoring reports for our HOME properties which are due July 1, 2019. Inspections were conducted on three properties. Unit inspections were done and recertifications were reviewed. Reports were sent to HCD on June 25, 2019.

- Worked on the CDBG Action Plan for the 2019-2020 year grant allocation. On April 15, we received information that the grant allocation for Petaluma for Fiscal Year 2019-2020 will be \$329,913 a 5% decrease from FY 18-19. Action Plan needs to be submitted by August 16, 2019. The 2019-2020 Action Plan was submitted June 27, 2019
- Completed the staff report for the rehabilitation of Burbank Housing's Old Elm Village Apartments.
- Completed the staff report for the First Supplemental Bond Indenture for the Downtown River Apartments.
- Coordinated with PEP Housing regarding their TCAC application for the River City Apartments on 951 Petaluma Boulevard, South.
- Preparing subrecipient agreements for all Housing programs. Agreements should be ready to route in July.
- Working on monitoring concerns from HUD's monitoring visit in May regarding the CDBG program. City Data Service is coordinating with staff to make sure all concerns are addressed and data is received.

Public Questions & Concerns:

- Responded to citizens looking for a place to live in Petaluma (2 to 3 calls a week).
- Responded to Petaluma citizens who needed help with landlord/tenant issues; referred them to PPSC.

Human Resources Department

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June 2019

RECRUITMENT

Recruitments Opened

PT Tiny Tots Teacher

Promotional/Open

Open

Department

Recreation

Eligible Lists Established

on EL

Promotional/Open

Department

Associate Civil Engineer

1

Open

Public Works

Assistant Engineer II

1

Open

Public Works

Accountant Analyst

1

Promotional

Finance

PT Environmental Services Intern

7

Open

Public Works

Utility Service Worker II

3

Open

Public Works

Police Officer – Lateral

1

Open

Police

Engineering Technician I/II/Sr

3

Open

Public Works

PRE-EMPLOYMENT

Job Title

Building Inspector I

PT Transit Intern

PT Environmental Services Intern

Associate Civil Engineer

Assistant Engineer II

Police Officer (x2)

Public Safety Dispatcher

Department

Building Services

Public Works

Public Works

Public Works

Public Works

Police

Police

EMPLOYEE DATA

Hires – Job Title

Environmental Services Technician

Equipment Mechanic

Airport Maintenance Worker

Accountant Analyst

FT/PT

FT

FT

FT

FT

Promotional/Open

Open

Reclass

Open

Promotional

Department

Public Works

Public Works

Public Works

Finance

Separations – Job Title	Reason	Department
Firefighter/Paramedic	Released during probation	Fire
Accountant Analyst	Service Retirement	Finance
Public Safety Dispatcher	Service Retirement	Police
Fire Engineer/Paramedic	Service Retirement	Fire

TRAINING COMPLIANCE

	# Completed	
Prevention of Harassment and Discrimination	Supv/Manager	Employee
		4

WORK COMP

of Claims Opened **Total Paid** **Total Incurred**
 2 0 \$3,500

of Claims Closed **Total Paid** **Total Incurred**
 5 \$25,038.65 \$26,218.66

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

FMLA/CFRA			
Fire	Police	Misc	Total on FMLA (not workers' comp)
1	3	11	15

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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June 2019

Customer Service:

- **New:**
 - Help Desk Requests = 222
- **Completed:**
 - Help Desk: 229
 - Repair Incidents = 78
 - Service Requests = 147
 - Purchase Requests = 4

**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 June.

Web Site and Social Media:

- [Detailed Web Statistics](#)
- 53,793 Pageviews
- Most Active Views:
 - site index.html
 - parksrec/swim-pet.html
 - parksrec/index.html
 - police/index.html
 - cclerk/archives.html
- Update web requests completed/requested: 28/29 for an average of 1.8 requests/workday
- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in June)

Projects:

- **Completed:**
 - Online invoice approvals for all departments
- **Underway:**
 - Electronic plan review
 - Looking into extending use of Laserfiche, our Content Management Software
 - Implementation of Peak Agenda Management Software

- Contract with Consultant to help negotiate Permitting software replacement
- Utility infrastructure GIS data migration to new Local Government Information Model
- Replacement/upgrade of the City’s main web site: www.cityofpetaluma.net
- Adding Transit to engageEPetaluma, City’s CRM application
- Replacement software between water meter handhelds and Eden
- Investigating requesting time off through Eden online timecards

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	151	133 Active
Active & Read-Only Database Files (excludes MS Access)	675GB	
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:

- SCPSC meetings, replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management scheduled for 3Q '19; investigation of MobileResponder; equipment 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 and Economic Development have planned replacement of permitting software to make online permit application easier for applicant and add more permit types one can apply for online.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

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June 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual</i>	<i>Funded</i>		
Management	6	6	Field Training	3
Sergeants	9	9	April Academy	4
Patrol	30	36	Injured	5
Detectives	4	5	Police Officer Vacancies	2
Traffic Officers	2	6	Announced Retirements	0
HOST	0	2	Over Hire Vacancies	2
School Resource Officers	1	2	Officers in Background Outside	0
			Lateral CJO's – Start July 29	2
	52	68	SHORTAGE TOTAL	18

Administration Update:

- Completed rail safety video in English and Spanish that will play before every movie at the theatre in Petaluma and Marin
- Fair overtime contract completed without incident
- One Lieutenant completed studies towards a Master's degree and has been accepted to the FBI National Academy Session 279 scheduled January to March 2020
- Leadership Team conducted bi-monthly staff meeting at SRJC on June 19th
- One Dispatcher retired after 35 years of service with the City

Training Update:

- Platoon training consisted of Basic Patrol Rifle, Firearms Instructor, Officer Involved Shooting/Internal Affairs/Public Info Release, Gang Awareness, Taser Instructor, K-9 Proficiency, Basic SWAT School, Strangulation Investigations, National Assn of School Resource Officers, Field Training Officer, Fentanyl Officer Safety, Search & Seizure/POBOR
- One Sergeant attended Session 5 of 8 of the POST Supervisory Leadership Institute.

Public Safety Report – June 2019 and YTD

	June 2019	June 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	43	38	209	218	-4%
Homicide	0	0	2	1	100%
Rape	1	4	11	13	-15%
Robbery	1	4	13	15	-13%
Assault - Aggravated	20	13	63	62	2%
Assault - Simple	21	17	120	127	-6%
DV Assault/Battery	14	8	76	74	3%
PROPERTY CRIMES	82	86	430	497	-13%
Burglary	11	12	55	95	-42%
Larceny - Grand Theft	27	31	126	150	-16%
Larceny - Petty Theft	40	38	215	213	1%
Motor Vehicle Theft	4	5	31	35	-11%
Arson	0	0	3	4	-25%

ARRESTS					
ARRESTS TOTAL	171	193	1039	1117	-7%
Adult	168	184	991	1058	-6%
Juvenile	3	9	48	59	-19%

DISPATCH					
CALLS FOR SERVICE TOTAL	4499	5086	28936	30522	-5%
Public-Initiated	3309	3146	19454	18680	4%
Officer-Initiated	1190	1940	9482	11842	-20%
PHONE CALLS TOTAL	6536	7816	35675	53385	-33%
911	1180	1125	6593	6411	3%
Non-Emergency	5356	6691	29082	46974	-38%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	47	59	259	369	-30%
Fatal	0	0	1	1	0%
Injury	18	16	96	117	-18%
PDO	29	43	162	251	-35%
TRAFFIC OFFENSES	109	537	1150	2483	-54%

TOTAL					
Citations	92	520	1041	2351	-56%
DUI Arrests	17	17	109	132	-17%
PARKING CITATIONS	596	697	3483	5151	-32%

RECORDS					
INCIDENT REPORTS TOTAL	460	486	2654	2986	-11%
Mental Health	29	32	181	190	-5%
Online Reporting	52	48	364	243	50%

EVIDENCE					
ITEMS PROCESSED TOTAL	772	754	4486	4813	-7%
Intake	472	527	2488	2759	-10%
Purge	69	74	807	1035	-22%
Release	108	51	383	406	-6%
Discovery	77	78	460	442	4%
Dispatch	16	0	124	0	
Lab	14	9	64	85	-25%
Checkout	16	15	160	86	86%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

Fax: (707) 206-6034

Email: publicworks@cityofpetaluma.org

June 2019

Capital Improvements Program Division

Surface Water

Petaluma River Flood Management Denman Reach 4: The project purchased 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: All draft and final environmental permits received. Project advertised and bids received (May 13, 2019). Request for authorization for award on July 1st. Notice to proceed expected to be issued in mid to late July, with construction starting soon after.

Streets

Pavement Restoration 18/19 (Sonoma Mountain Parkway): The project includes the reconstruction of Sonoma Mountain Parkway from Corona Road to Campus Circle South.

Monthly Activities: The contractor has completed the pavement reconstruction on the southbound direction. Traffic will be flipped and the northbound direction will begin in July.

Facilities

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

Monthly Activities: Construction is complete. Contract was authorized for completion on June 17.

Police Department HVAC Replacement: The project will replace five of the eight rooftop mounted HVAC units. The three larger units were replaced in 2013. The project will also replace interior thermostats, disconnect switches and gas and condensation pipes as needed.

Monthly Activities: Bids were opened on May 23, 2019. Council date for authorizing award set for July 15.

Hazard Mitigation Grant Program: The project will develop a Hazard Mitigation Plan for City facilities and infrastructure and the Community.

Monthly Activities: Developed Work Group roster and materials for kick-off meeting.

Airport

Airport Runway Electrical Project: 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: Bids were opened on May 23, 2019. Council date for authorizing award set for July 1st.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	53
Transportation Permit Applications	20
TOTAL	73

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
- Brody Ranch Subdivision
- Denman Reach Phase 4
- Downtown ADA Improvements
- Ellis Creek Bridge
- Ellis Creek CNG Project
- Ellis Creek HSW Project
- Fire Station #2 Bathroom Remodel
- 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
- Sewer Main Replacement FY 18/19
- 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 two applications submitted for the month of June 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. Contracts for concrete saw cutting being administered and separate contract for sidewalk replacement received bids on June 19th. Authorization for award of the construction contract is to be brought to council on July 15th.

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	18.2
Biosolids Beneficial Reuse (wet tons)	555.34
Wastewater Treated (million gallons)	140.64
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	73.99
Recycled Water Produced for On-site Use (million gallons)	9.44
Preventative Maintenance Work Orders	75
Corrective Work Orders	19

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	7
Significant Industrial User Inspections	9
Industrial User Inspections	1
Industrial Sampling Events	15
Influent and Effluent Samples	96
Wastewater Process Evaluation Samples	453
Self-Monitoring Analyses	144
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for May 2019 to the San Francisco Bay Regional Water Quality Control Board.

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates Approved	43
Residential Water-Wise House calls	37
Water Waste Inspections	3

- The Mulch Madness Program is a turf replacement program that offers free sheet mulching materials to qualifying customers looking to replace their thirsty lawn with a low water-use landscape. This month the program approved 10,400 square feet of lawn for the program.
- The Water Conservation Program will begin to offer Water-Energy Rebates for restaurants and food services facilities by providing efficient upgrades to qualifying commercial dishwashers, ice machines, steam cookers, pre-rinse spray valves and lavatory faucets. Water Conservation staff will begin outreach to restaurants in July and August about the rebate program. Applications from participating restaurants and food service facilities will need to be received by April 15, 2020. Details on the program can be found on the Sonoma-Marín Saving Water Partnership website - www.savingwaterpartnership.org/commercial-kitchen.
- Environmental Services Section had a booth at one Tuesday East-Side Farmer’s Market in and one Wednesday Night Farmer’s Market in June. Staff 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	3

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.
- 57,692 pounds of Fed Ex overnight cargo were transported by West Air Inc.

Fuel Sales	Gallons	Sales
100 LL	8,770	\$42,357
Jet A	3,671	\$15,210
Total	12,441	\$57,567
Average per Gallon		\$4.62

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	3
Encroachment Permits	2
Park Maintenance/LAD	20
Paint & Signs	8
Street Maintenance	61
Street Lights	0
Traffic Signals	7
Turning Basin/Marina	5
Misc./Other	62
Total	168

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	12
Repairs - General Fleet	17
Repairs - Utilities & large equipment	24
TOTAL	53

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	266 Potholes
Tonnage	674.62 tons asphalt Streets
Skin patch	242 ft
Special Events/Filming	3
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	19
Assistance to other Departments	4

Painting / Signs	
Item	Monthly Activity
Street Signs	24

- Repaired broken dead-end barricade on Cherry Street.
- Mitigate various trip and fall hazards.
- Weed abatement; cleaned up various medians and center islands.
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, swept up after a vehicle fire, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage.
- Trimmed vegetation and overhanging tree branches at various locations.
- Repainted stops and stop bars, crosswalks, and red curbs around town.
- Repaired walking path at Prince Park.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	7
USAs	170
Street Lights Repaired	0
Turned Heads Realigned	3
Signals Re-Lamped	4
Assist Other Departments	5
Ped Pushbutton Replaced	1

- Put 5 intersections along Sonoma Mountain Parkway in flash for paving project.
- Cut loops free from D.L.C.s at all intersections within the Sonoma Mountain Parkway paving project.
- Located all electrical utilities multiple times for Sonoma Mountain Parkway paving project.
- Bagged U-turn signs at Sonoma Mountain Parkway, Campus North, and Sonoma Mountain Parkway and Riesling.
- Put out stop signs, placed cabinet in flash, and turned off controller at Lakeville + Caulfield for planned PG&E outage.
- During night work with SMART, preemption timing for railroad crossings was adjusted.
- Put out stop signs, placed cabinet in flash, and turned off controller at Petaluma Blvd. South and I Street for **unplanned** PG&E outage.
- Referred flashing beacon knockdown at Western and Hill to DC Electric.
- Put out stop signs, placed cabinet in flash, and turned off controller at Petaluma Blvd. North and Payran for planned PG&E outage.
- Troubleshoot turn signals not flashing at Sonoma Mountain Parkway and Cygnus Road; replaced flasher card.
- Checked on a call about a light pole knockdown in Golden Eagle parking lot; determined it was a private parking lot light owned by the shopping center.
- Placed intersection of Washington, and Sonoma Mountain Parkway at Ely in flash for paving project.

Marina and Turning Basin

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	73	40%	0	1	72	39%

Launch & Turning Basin Receipts	
Total Revenue	\$114,067.41
Kayaks	8 of 16

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

- Built pad at Corp Yard for storage containers.
- Built fence at Lynch Creek path near Culpepper around washed out creek.
- Assisted contractor with sewer project on Cortez Dr.
- Cleared low hanging branches and weeds on Lynch Creek path from Sonoma Mountain Parkway to Payran, Flanigan Way, and Rancho Bonito Circle.
- Set 27 new water meters at Brody Ranch development.
- Picked up downed tree along the path at Corona Creek and Telford Lane.

Item	Monthly Activity
Telephone Inquiries: billing	17
customer service	169
water conservation	73
other	78
Total	337
Customer Service Work Orders	352
Meter Readings	20,255

Item	Monthly Activity
Water Main Repairs	1
Water Service Repairs	38
Total Water Repairs	43
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	388
Wastewater Collection System Line Cleaning (miles)	3.5
Wastewater Collection System Video Inspection (miles)	1.03

- Completed lead testing in schools for the State.
- 3rd Quarter PFOS sampling at LaTercera well was completed.
- Weed abatement completed at tank sites and pump stations.

Item	Monthly Activity
Safety Training (man hours)	49
Water Production – Imported from SCWA (million gallons)	268,928,440
Total Water Production (million gallons)	268,928,440

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, 14 minor
Tree work	Prince Park, Wiseman, McNear, Leghorn
Playground services	All playgrounds were inspected, ordered parts for slide and structure at Leghorn
Pool Maintenance	Daily maintenance, etc.; super chlorinate was complete; pool is open and busy!

- McNear Park softball infields was serviced; bathrooms were cleaned and restocked daily; 2 BBQ's were rebuilt.
- Trees were pruned throughout the east side, notably Prince Park in anticipation of a Father's Day tournament.
- A large shrub obstructing the view of oncoming traffic at a crosswalk was removed in front of the pool along Johnson Dr.
- A dirt walking path behind Sonoma Mt. Elementary was re-graded following work completed by a weed abatement contractor.
- At Rocky Dog Park pilings in the parking lot that are used for curbs were straightened after mowing.
- Bleachers were installed by PYSL at PCSF thanks to both soccer leagues.
- Drinking fountains at Riverview Park and Shollenberger Park were repaired.
- Tree branches blocking lights illuminating flagpole were trimmed back at the Community Center.
- Quarterly audits were performed at all parks and LADs with recycled water.
- Mulch was placed in 3 LADs, Meadow Park, Stratford Village, and South Gate for a total of 282 cubic yards.
- Weed abatement for all parks was nearly completed, apart from sites that grew back due to late rains.

Facilities

Facilities Works Types	Number Responded to
Electrical	22
HVAC	10
Plumbing	17
Keys, Locks, Windows, and Doors	12
<i>Other</i>	16

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

- City Hall
 - Performed PM's on HVAC units
 - Replaced 6 lamps in basement
 - Installed a pride flag at city hall
- Replaced 10 broken fire sprinklers at Keller Street Garage
- Fabricated new entrance barrier for Keller Street Garage
- Community Center
 - Converted some parking lots lights to LED heads
 - Replaced lamps in men's bathroom.
 - Installed light for flag.
- Fire Department
 - Coordinated installation of new water heater Fire Station #2
- Parks
 - Lucchesi Park removed inoperable light pole
 - Replaced swamp cooler at corporation yard
 - Removed old antenna of shop roof
 - Hooked up gas pump to generator at corporation yard
 - Replaced switch to Prince park field lights
- Marina
 - Repaired strikes on gate #1
 - Replaced mounting bracket for light on restroom
 - Replaced lock at turning basin sup

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	19,889
Ridership - Paratransit Trips	1,450
Paratransit Eligibility – New Evaluations Completed	7
Paratransit Eligibility – Renewals/Recertifications Completed	14

- The Sonoma Clean Power Board of Directors approved a contract with Cadmus to conduct a Transit Fleet and Facility Electrifications Study of all bus operators in Sonoma County. The study will begin in July, 2019
- Continued work on refurbishment of 1999 New Flyer bus; estimated completion in July, 2019.

- Finalized information to order 3 replacement paratransit buses for ordering; estimated delivery of vehicles is in Q1 of '20.
- Electric vehicle charger – DC Electric installed a level-2 electric vehicle charger for the Petaluma Transit Chevy Bolt support vehicle
- Staff provided Petaluma Transit bus tour for Councilmember King on June 5.
- Completed hiring process for Petaluma Transit Intern; new employee will start on July 1st.
- Staff attended two-day FTA conference/training on procurements and compliance on June 6 through 7.
- Completed LED light bulb retrofit project at Petaluma Transit Facility (555 N. McDowell Blvd.)
- Conducted interviews with three Bike Share RFP finalists on June 22 in conjunction with SCTA and TAM.
- Assisted PW&U Department with FHWA Title VI Audit.
- Provided \$2 discount to Sonoma-Marin Fair attendees when showing Petaluma Transit transfer from June 19 through 23.
- Reviewed to proposals received for real-time transit sign RFP in conjunction with Marin Transit and Santa Rosa City Bus.
- Finalized terms of contract with CARE Evaluators for Paratransit Evaluation Services. Contract to begin in July 2019.
- Provided Petaluma Transit bus and staff outreach at the Fair on Saturday, June 22.