



City of Petaluma

Departmental Reports for March 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

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Email: cdd@ci.petaluma.ca.us

March 2019

Building Division Update:

- Issued building permits – 158
- Total permits issued Calendar Year to Date – 476
- Total monthly inspections – 428
- Total permit valuation – **\$11,737,436.93**
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **1,240**
- Certificates of Occupancy issued – One. TI for Planet Fitness at 373 S McDowell Blvd., Ste. 10C.

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

<i>March</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	53
1	42
2	10
3	6
4	13
5	9
6	10
7	2
8	2
9	3
10	1
11	2
12	2
13	1
14	5
15	3
16	1
18	1
19	1
23	1
30	2
Total Permits Issued for Month	158

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

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	\$ 1,044.13
ADDITIONAL BUILDING PLAN CHECK	\$ 2,905.92
ADDITIONAL BUILDING PLAN CHECK	\$ 401.15
Civil Engineering Plan Check	\$ 8,788.55
State Bldg Standards Commis.	\$ 545.00
Comm.Strong Motion Inst/Seismi	\$ 1,597.90
Electrical - Amp Charge	\$ 579.50
Electrical Permit Fee	\$ 10,028.02
Electrical Minimum Permit Fee	\$ 1,836.00
ELECTRICAL SIGNS	\$ 172.20
Fire Plan Check	\$ 15,907.96
Incremental Fee	\$ 12,963.10
Building Permit Fee	\$ 98,538.22
Mechanical Permit Fee	\$ 8,237.73
Mechanical - Cooling Unit	\$ 74.55
Mechanical - Duct Work Only	\$ 63.90
Mechanical - Fireplaces	\$ 18.20
Mechanical - Furnaces	\$ 347.20
Plumbing - Gas Pipe Outlets	\$ 12.30
Plumbing Minimum Permit Fee	\$ 810.00
Building Plan Check Fee	\$ 55,264.07
PLANNING PLAN CHECK FEE	\$ 5,307.00
Plumbing - Sewer	\$ 24.65
Plumbing Permit Fee	\$ 9,565.24
Plumbing - Water Heaters	\$ 110.70
Plumbing - Water Piping	\$ 28.50
Res.Strong Motion Inst/Seismic	\$ 385.68
Temporary Elec/Gas Permit Fee	\$ 218.00
	<hr/>
	\$235,775.37

Economic Development

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March 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 March included:

- Lagunitas PUD
- The Big Easy reopening

Business Retention & Expansion Discussions

- Discussed permit process with the DRC group regarding the plans for the former Seed Bank building.
- Met with cannabis delivery business to check in and invite owner to Chamber breakfast.
- Met with manager to discuss business strategies, downtown connections and event options.
- Met with business development manager of niche placement firm to discuss business human resources needs in Petaluma.

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.

- Discussed options for entertainment related start up business proposal.
- Continued discussions with group that wants to open restaurant in Petaluma.
- Provided office space information to toy company that recently moved to Petaluma
- Met with owner of a regional donut shop and provided real estate information for possible expansion into Petaluma.
- Discussed real estate options for food company and made referrals to Food Industry Group and Sonoma County Economic Development Board (EDB).

Projects & Programs:

Marketing and Communications:

- Sent out quarterly newsletter covering the following topics: new City Manager, minimum wage workshop, community goal setting, professionals to hire during renovation or expansion, mayor's water challenge, Petaluma walking day,
- Presented Economic Development Update to the Petaluma Rotary Club.
- Completed brochure to explain fire sprinkler and water requirements to homeowners considering a remodel or addition.

- Established a City Social Media team and gathered the group to discuss coordination among social media platforms to assure the public is sufficiently informed and engaged regardless of the department platform they follow.
- Developed column about workforce resources for Chamber of Commerce
- Finalized, printed, and began distribution of Business Permit Expediting brochure

City Goal Workshop:

- Developed and sent city wide invitation via email, newspaper, and post card.
- Handled meeting logistics including set up, food, program development.
- Completed workshop packet which included input from City Staff, the City Council and the Community.

Policy Work:

- Completed associated research and staff report for minimum wage workshop.

Regional Collaboration

- Met with executive director of the Career and Technical Education Foundation and the Board Chair to discuss ways to coordinate their efforts with Petaluma businesses.

Emergency Preparedness

- Held all hands meeting for the Logistics Section. Discussed roles, responsibilities and preparation ideas.
- Met with the Chamber and the Petaluma Police Department to discuss partnership to support businesses before, during and after an emergency.
- Met with Petaluma's community access channel and radio station to discuss best ways to push out information using those channels during an emergency.
- Attended County-wide Care & Shelter meeting.
- Made presentation about emergency preparedness to WORK Petaluma members.

Online Permitting and Process Improvements:

- Presented functional requirements to selected software firm in advance of finalizing contract negotiations.

City Website Project:

- Researched ways to partner with Proud City on the City's new website project.
- Presented the website proposal including the platform, architecture and design to the Technology Advisory Committee.
- Researched way to incorporate Petaluma's zoning code into the online code publishing system already in place for Petaluma codes.

Visitor Promotions – Tourism Improvement Business District (TBID): Met with Petaluma Visitor's Program team to discuss "District Development Project List" ideas for the upcoming fiscal year.

Finance Department

11 English Street, Petaluma, CA 94952

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March 2019

Accounting and Administration Divisions:

- Completed and Submitted Single Audit
- Prepared Audit Services Contract
- FY 19/20 Budget Preparation, Analysis and Review
- Held Department budget meetings
- FY 19/20 Financial Forecast
- Issue POA retro and submit PERS reporting

Commercial Services Division:

- Prepared annual business license delinquency notices
- Calculated FY 2020 water and wastewater revenue projections based on CPI and SCWA increases
- Troubleshot problem with double encryption of bank deposit FTP uploads
- Worked on FY 2020 Enterprise Fund revenue budgets

Fire Department

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March 2019

CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	4	.68
Vehicle/Equipment Fire	2	.34
Vegetation Fire	0	0
Refuse/Other Fires	1	.17
Emergency Medical	395	67.86
Hazardous Condition	5	.85
Special Service	70	12.02
Good Intent	69	11.85
False Alarm	36	6.18
TOTAL	582	99.95%

FIRE PREVENTION/PUBLIC EDUCATION:

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

Attendance at the weekly Development Review Committee meetings occurred and comments were provided on the following projects:

- Oaks and Sunnyslope (Phase 5) - 674 Sunnyslope Rd
- 240 & 250 Casa Grande Road
- Lagunitas PUD Rezoning - 1240, 1250, 1280, 1300 & 1340 McDowell Blvd North
- Haas Residence - 26 6th Street

Weed Abatement Program:

- “Resolution Declaring Weeds a Nuisance” went before City Council on 03/18/19
- The Professional Services Agreement for the City’s weed contractor was completed

Fireworks Program: The annual “Before the Movie” contract was routed and signed and will allow the fireworks safety message to run before each movie at Boulevard Cinemas from May 10-July 10

Fire Investigations/Fire Loss: One residential fire on Wilson Street, 2 story residence

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	March '19
Annual Permit Inspections	20
Re-Inspections	4
Fire Protection System, Commercial & TI Inspections	171
Hazardous Materials Inspections	11
Fire Investigations	1
Plan Reviews	18
General Fire Prevention Statistics	March '19
FC/Hazmat Permits Issued	23
Public Records Requests / Sites Requested	3 / 3
FY18/19 UFC/HazMat Permit Fees Collected	\$342,305
Permit Applications Received	8
Fees Collected Over the Counter	\$3,886
Pre-Development Plans Received	4
Building Permits Received	24

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

- Attended the yearly CFPI Conference, monthly County Hazmat team training and Sonoma County Fire Prevention Officers meeting and a County-wide Code Adoption meeting
- Responded to public requests for COPE/disaster preparedness information
- Met with Blue Beam software for a demonstration of their product
- Attended a City website development committee meeting and a City-wide Social Media team meeting
- Attended a North Bay Youth Firesetter Intervention Coalition meeting

COMMUNICATIONS/TECHNOLOGY/TRAINING:

Communications

- Using a newly implemented training program, communication training was distributed and completed by all members. The training covered upgrades to our apparatus and mobile and portable radios.
- Met with Rancho Adobe Fire to continue the development of a collaborative communications system and implementation of the emergency button during emergency/fire scenes.
- Mobile radio programming occurred on the new OES Fire Engine.

Technology

- Additional meetings toward implementing and training for ImageTrend (invoking the Records Management system portion for Fire Prevention inspections).

- Attended several webinars with Lexipol to continue the next phase of updating the Department's Policies and Procedures.
- Continued work on researching Schedule express, a standardized staffing program that will consolidate efforts and limit redundancies.

OPERATIONS:

- Represented the interests of Petaluma in a bi-monthly County workgroup regarding the language of a new County ambulance ordinance.
- Finalized the fee study work with Finance to fund the staffing of a third ALS ambulance.
- Conducted paramedic assessments and the interview panel portion for the current Firefighter/Paramedic recruitment.
- Purchased the FEMA grant-funded regional tow vehicle for use with the Department's accessory-use trailers which are put into service during rescues, hazardous material incidents, fuel/oil spills on the river, and multi-casualty incidents.

Disaster Preparedness:

- Held another quarterly COPE (Citizens Organized to be Prepared for Emergencies) presentation. At this community forum, the Department offers disaster preparedness advice and materials for citizens to organize and train their neighborhoods themselves.

SUPPORT SERVICES DIVISION:

FACILITIES

Station 1:

- Upgrades to the vehicle exhaust system proposal was approved and submitted to vendor; materials were ordered and awaiting a ship date and install (prior to end of FY 18/19).
- Shelving for the sleeping quarter dorms was received.

Station 2:

- The bathroom project at Station 2 nears completion; some finish work and touch-up paint is still required.
- Public Works will try to seal the South facing apparatus bay wall once drier weather is forecasted.
- The front landscape project is scheduled for 3/16/19 and is being sponsored by Daily Acts.

APPARATUS

- The newest ambulance was outfitted and is ready to be put into service
- OES 400 was put into service on 3/07/19
- The apparatus committee is working on the replacement of 9341 with a new Type 6

Housing Division

27 Howard Street, Petaluma, CA 94952

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March 2019

Meetings attended:

- Met with Executive Director of the Housing Land Trust of Sonoma County and the City Manager.
- Met with PEP Housing and the City Manager regarding their project at 951 Petaluma Blvd. So.
- Had a meeting with staff of the Veterans Resource Center and the Committee on the Shelterless to discuss the veterans' permanent supportive program at 3 Rocca Drive, Petaluma.
- Went to the HOME Sonoma County Leadership Council meeting regarding funding for rehabilitation of the Mary Isaak Center and the Family Homeless shelter.
- Attended a Planning Commission meeting to present the 2018 Annual Progress Report for the 2015-2023 Housing Element.
- Attended a meeting at the Petaluma library for the group Know Before You Grow regarding affordable housing.

Project Updates:

- Prepared Mobile Home staff report to go to City Council April 1 meeting for the administrative fees.
- Sent out a public notice/flyer for a Community workshop to discuss the City's affordable housing policies and housing fees update.
- Completed the HOME monitoring reports for Old Elm Village, Round Walk Village and Downtown River Apartments and sent them to HCD on March 26th.
- Completed the Annual Progress Report for the Housing Element and sent to the State of California.
- Continued to work on the Housing funds to be allocated during fiscal year 2019-2020. Met with City Manager and Finance to finalize housing allocations.
- Worked on the 2019-2020 CDBG Action Plan and sent out a public notice regarding funding. The draft 19-20 Action Plan is on the website.
- Prepared staff report for the CASA Compact workshop for March 11, 2019.

Public questions & concerns:

- Responded to citizens looking for a place to live in Petaluma. (3 to 4 calls a day)
- Responded to Petaluma citizens who needed help with landlord/tenant issues. Referred them to PPSC.

Human Resources Department

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March 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Airport Maintenance Worker	Open	Public Works
Assistant Engineer I/II	Open	Public Works
Associate Civil Engineer	Open	Public Works
Park Maintenance Worker I/II	Open	Public Works
PT Recreation Leader	Open	Recreation
PT Marina Attendant	Open	Public Works
Senior Accountant	Open	Finance

Eligible Lists Established	# on EL	Promotional/Open	Department
Public Safety Dispatcher	5	Open	Police
Utility Service Lead Worker	6	Promotional	Public Works
Street Maintenance Worker I/II	5	Open	Public Works
Police Officer – Lateral	1	Open	Police
Community Engagement Liaison	4	Open	Police

PRE-EMPLOYMENT

Job Title	Department
Street Maintenance Worker II	Public Works
Environmental Services Technician (2)	Public Works
PT Marina Attendant	Public Works

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Utility Service Lead Worker	FT	Promotional	Public Works
Community Engagement Liaison	FT	Open	Police
Tiny Tots Teacher I	PT	Open	Recreation

Separations – Job Title	Reason	Department
Police Officer Trainee	Released during probation	Police
HR Director	Resigned	HR
Associate Civil Engineer	Resigned	Public Works
PT Marina Attendant	Resigned	Public Works

TRAINING COMPLIANCE	# Completed	
	Supv/Manager	Employee
Prevention of Harassment and Discrimination		1

WORKERS' COMPENSATION

# of Claims Opened	Total Paid	Total Incurred
7	\$1,177.64	\$33,989.44

# of Claims Closed	Total Paid	Total Incurred
4	\$23,276.93	\$23,276.93

Light Duty			
Fire	Police	Misc	Total Working Light Duty
2	5	6	13

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
2	2	6	10

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		2	2

Information Technology

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March 2019

Customer Service

- Help Desk Requests = 195
- Completed Help Desk: Repair Incidents = 52 Service Requests = 143
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 followups, web requests, cellular devices and tablets, email system changes, network administration, phone system issues, and maintenance accounted for the balance of support provided in March.

Web Site and Social Media:

- [Detailed Web Statistics.](#)
- 62695 Pageviews
- Most Active Views – (site index.html, police/index.html, cclerk/archives.html, cdd/building.html, cdd/building.html)
- Update web requests completed/requested: 24/24; Average=1.5 requests/workday
- NextDoor: 17,154 residents in 57 neighborhoods (418 joined in March)

Projects

Completed

- Upgraded Lucity Asset Management Application.
- Permitting functional requirements finalized for Permitting software replacement
- Eden online Timecards use expanded to all departments.
- Migration of email accounts/mailboxes to hosted on government cloud.
- Windows 10 upgrades .
- Office 365 (version 2016) installations complete.

Underway

- Replacement of Police mobile computers (MDCs). Upgrading Windows to accommodate auto updating.
- Contract with Consultant to help negotiate Permitting software replacement.

- 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.
- Adding Transit to engageEPetaluma, City’s CRM application.
- Investigating replacement software between water meter handhelds and Eden
- Working w/Finance to supply updated files to CalPERS from recent contract negotiations.
- Online invoice approvals for all departments

Maintenance Activity

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

Downtime, Threats, and Service Interruption

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

Deployment Trends

Total Number Email Accounts	432	
Total Number Workstations	323	
Total Number of Phones in Service	259	
Total Number of Voicemail Boxes	281	
User Storage Capacity	218 TB	45 TB In Use
Total Number of Databases	171	137 Active
Active & Read-Only Database Files (excludes MS Access)	676GB	
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	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 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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March 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 March 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	196	52.25%
Phone Calls	110	29.25%
Emails	70	18.5%
TOTAL	376	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 March were:

- Home Occupation Permits – 11
- Fence Permits – 3
- Address Assignments – 0
- Short Term Vacation Rental – 3

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 March:

- City Council – March 4, 2019
- City Council – March 11, 2019
- Historic and Cultural Preservation Committee – March 12, 2019
- Planning Commission – March 12, 2019
- Planning Commission – March 26, 2019
- Public Art Committee Meeting – March 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 March include:

Potential/Concept Applications

- *240 & 250 Casa Grande Road* – Discussion with potential applicant regarding a 33-lot single family residential development at 240 & 250 Casa Grande Road.
- *26 6th Street* – Meeting with potential applicant to discuss a proposed expansion of a single-family home in a historic district by means of a rear addition and excavation of an approximately 4,000 square foot basement level.

Formal Development Applications

- *Oaks at Sunnyslope (Phase V)* – Staff check-in regarding the first SPAR submittal for the development of single-family homes on Lots 7, 8 and 9.
- *David Best Public Art Commission* – Discussion with artist regarding current status of public art concept and installation.
- *Lagunitas PUD Re-zoning* – Meeting with applicant to discuss an active application to re-zone the Lagunitas campus lands to a PUD from Business Park. The intent is to provide greater flexibility and cohesion for associated modifications on the Lagunitas campus to enhance the following activities: beer garden, tap room, concert series, and retail services; and to permit storage tanks up to 60 ft tall. The proposal estimates that the modifications will accommodate an increase from 325 guests to 632 guests.

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

- *Woodridge*: On March 12, 2019, the Planning Commission approved SPAR and PUD modifications for a new two-story single-family home within the Woodridge PUD. An appeal of the Planning Commission’s approval was filed and the appeal will be scheduled for City Council consideration.
- *Water Street Rezoning*: On March 26, 2019, the Planning Commission adopted a resolution recommending the City Council approve a re-zoning request of a portion of a city-owned parcel currently used for an access road from Civic Space to T5. The re-zoning is part of a larger proposal that includes a lot line adjustment, easement vacation and sewer line relocation, and property conveyance. Staff anticipates the project to be scheduled for Council consideration in May.
- *Safeway Fuel Center Appeal Updates*: At the March 4, 2019 City Council hearing, the Council opened the public hearing and received comments from the public and interested parties. Mayor Barrett then closed the public hearing and the City Council unanimously voted to continue its deliberation on the item to April 1, 2019.
- *‘A Fine Balance’ Public Art Commission*: At the February 28, 2019 Public Art Committee meeting the Committee voted to approve the final site-specific concept of the Water Street public art project, ‘A Fine Balance.’ Three separate appeals of the Art Committee’s approval was filed and will be scheduled for City Council consideration.
- *Haystack Mixed Use Project*: The Haystack project, 178 residential units inclusive of onsite inclusionary units and approximately 14,500 square feet of commercial space, was deemed complete. It is anticipated that the Planning Commission will consider the project in May.

Police Department

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March 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officer</i>		<i>Actual / Funded</i>	
Management	6/6	Field Training	5
Sergeants	9/9	Vacant Police Officer Positions	2
Patrol	28/36	In Police Academy (Jan-May)	3
Detectives	4/7	In Police Academy (Apr-July)	4
Traffic Officers	2/6	Injured	5
Homeless Outreach Services Team	0/2	Announced Retirements	0
School Resource Officers	1/2	Officers in Background with SRPD	2
	50/68	Officers Applied to SCSO	1

Administration Update:

- Police Chief and Deputy Police Chief attended Annual California Police Chief's Association Training Symposium in Santa Clara.
- Detective Patrick Gerke was selected as the 2018 Sonoma County Police Officer of the Year and was honored at the Annual Peace Officer Dinner on March 6.
- PPD staff assisted with the annual Special Olympics Basketball Tournament and Bake Sale on March 16
- Volunteer Breakfast was held on March 31

Training Update:

- Platoon training consisted of Officer Safety/Field Tactics, Working with K-9, Use of Force, Case Law-Confessions/Miranda, Personnel Complaints/POBR, Armorer AR15, Firearms Qualification, Conduct/Off Duty Actions, Supervisory Leadership Institute, SWAT-In House Training, K-9 Proficiency, Ramey/Steagald, Event Management, WRAP Instructor, Gang Conference, Gang Awareness, Consensual Encounters, Detention, Arrest, Legal Update, Crisis Intervention, Pat Searches and Frisks.
- Dispatchers training included CalNENA Conference, Communication Training Officer Workshop
- Records training included Trittech Conference, California Assn Prop/Evid (CAPE) Seminar
- Chief and Deputy Chief attended annual California Police Chiefs Conference in Santa Clara

Records Update: Public Safety Statement – March 2019 and YTD

	Mar 2019	Mar 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	32	42	97	113	-14%
Homicide	2	0	2	0	
Rape	2	1	3	5	-40%
Robbery	1	3	7	8	-13%
Assault - Aggravated	10	5	32	29	10%
Assault - Simple	17	33	53	71	-25%
DV Assault/Battery	15	14	36	43	-16%
PROPERTY CRIMES	53	71	175	244	-28%
Burglary	8	16	25	49	-49%
Larceny - Grand Theft	17	19	55	56	-2%
Larceny - Petty Theft	23	31	80	116	-31%
Motor Vehicle Theft	4	5	14	20	-30%
Arson	1	0	1	3	-67%
ARRESTS					
ARRESTS TOTAL	201	182	512	553	-7%
Adult	196	170	482	515	-6%
Juvenile	5	12	30	38	-21%
DISPATCH					
CALLS FOR SERVICE TOTAL	4469	5156	14895	15532	-4%
Public-Initiated	2870	3291	9669	9190	5%
Officer-Initiated	1599	1865	5226	6342	-18%
PHONE CALLS TOTAL	5383	9143	16139	26726	-40%
911	1001	1137	3045	3087	-1%
Non-Emergency	4382	8006	13094	23639	-45%
TRAFFIC					
TRAFFIC COLLISIONS TOTAL	42	45	118	181	-35%
Fatal	0	0	0	0	
Injury	21	15	43	53	-19%
PDO	21	30	75	128	-41%
TRAFFIC OFFENSES TOTAL	189	184	545	1183	-54%
Citations	164	164	494	1121	-56%
DUI Arrests	25	20	51	62	-18%
PARKING CITATIONS	438	1059	1430	2976	-52%

RECORDS					
INCIDENT REPORTS TOTAL	439	480	1228	1498	-18%
Mental Health	34	29	86	89	-3%
Online Reporting	60	32	173	107	62%
EVIDENCE					
ITEMS PROCESSED TOTAL	618	664	1839	2530	-27%
Intake	389	339	1128	1291	-13%
Purge	65	225	175	777	-77%
Release	40	12	114	151	-25%
Discovery	79	61	253	225	12%
Dispatch	22	0	74	0	
Lab	12	11	27	29	-7%
Checkout	11	16	68	57	19%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

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March 2019

Capital Improvements Program Division

Surface Water

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

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

Water

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

Monthly Activities: Team Ghilotti replaced water services on Jason Court, Megan Court, Dandelion Way, Morning Glory Drive, Wood Sorrel Drive and Winton Drive.

Wastewater

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

Monthly Activities: Paving of the affected streets was on hold due to inclement weather.

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

Monthly Activities: The project is currently in construction and being inspected by City staff. Contractor is beginning to plan work in back yards on Cortez Drive. Notices were sent to residents, door hangars have been placed, and door-to-door attempts were made to contact residents about the work.

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

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

Street Improvements

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

Monthly activities: The contractor repaired underground conduit and wiring at fifteen locations intended to restore to near 100% operating rate of the streetlight system. Contract acceptance is scheduled for April.

Facilities

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

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

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	42
Transportation Permit Applications	29
TOTAL	71

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

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Bridge
- Utility Patch Paving
- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- Miracle Park
- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- LED Streetlight Retrofit
- Water Street Development
- Pavement Restoration 18/19
- Wilson-Webster Water Main Replacement

Sewer Lateral Replacement Grant Program

The Sewer Lateral Replacement Grant Program provides financial assistance to property owners for the replacement of their private sewer lateral, which, due to their age or condition, is a source of groundwater infiltration and inflow to the sewer collection system. All sewer laterals are privately owned and are to be maintained by the property owner. This includes the connection at the main. The maximum amount of assistance for a sewer lateral replacement or repair is 50% of the approved cost, up to a maximum reimbursement of \$2,000. Only complete replacement of the sewer lateral or a repair that eliminates infiltration and inflow is eligible for the program. There were three applications submitted for the month of March 2019.

Sidewalk Repair Program

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

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	33
Biosolids Beneficial Reuse (wet tons)	577.65
Wastewater Treated (million gallons)	256.28
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	0.41
Recycled Water Produced for On-site Use (million gallons)	7.34
Preventative Maintenance Work Orders	61
Corrective Work Orders	11

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	1
Significant Industrial User Inspections	8
Industrial User Inspections	1
Industrial Sampling Events	11
Influent and Effluent Samples	278
Wastewater Process Evaluation Samples	377
Self-Monitoring Analyses	316
Air Quality Sampling	5

- Prepared and submitted the Self-Monitoring Monthly Report for February 2019 to the San Francisco Bay Regional Water Quality Control Board.
- Submitted the Recycled Water Annual Report for 2018 to the San Francisco Bay Regional Water Quality Control Board.

Water Conservation

Program Statistics	
Item	Monthly Activity
High Efficiency Toilet (HET) Rebates	29
Residential Water-Wise House calls	24
Residential Washing Machine Rebates	4
Water Waste Inspections	1

- Outreach for the 2019 National Mayor’s Challenge for Water Conservation takes place April 1-30. Outreach includes a Before the Move ad, Argus Courier print and digital ads, postcard mailer, water bill insert, event tabling, and social media posts.
- During the month of April, Water Conservation staff will table at the Butter & Eggs Day Parade and the Petaluma Eastside Farmer’s Market on the first and third Tuesday in April. Outreach will focus on the Mayor’s Challenge, including the option for residents to take their pledge on-site.
- Water Conservation staff and Daily Acts hosted a Low-Water Use Landscape Installation Event at Fire Station 2 on March 16, 2019. Over 50 volunteers from the community participated in the hands-on workshop with fire fighters to create a water-wise landscape at the fire station.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	1

- Staff attended a meeting on March 12 with the San Francisco Bay Regional Water Quality Control Board regarding the Water Board consideration to permit San Francisco Bay Regional traditional small municipal stormwater permittees under the Board’s Municipal Regional Stormwater NPDES Permit (MRP). The City of Petaluma would be included in this transition from the Statewide Small MS4 General Stormwater Permit to the MRP, which would be completed when the MRP is reissued in late 2020 or early 2021.

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.
- 55,045 pounds of Fed Ex overnight cargo were transported by West Air Inc.

Fuel Sales	Gallons	Sales
100 LL	7,283	\$33,029
Jet A	4,892	\$18,973
Total	12,175	\$52,002
Average per Gallon		\$4.27

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	9
Encroachment Permits	4
Park Maintenance/LAD	4
Paint & Signs	12
Street Maintenance	46
Street Lights	7
Traffic Signals	6
Turning Basin/Marina	9
Misc./Other	36
Total	133

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	17
Repairs - General Fleet	24
TOTAL	41

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	702 Potholes
Tonnage	22 tons asphalt Streets
Skin patch	175 ft
Special Events/Filming	3
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	29
Assistance to other Departments	5

Painting / Signs	
Item	Monthly Activity
Street Signs	27

- Cleaned up mudslide on Cherry Street.
- Set out no parkers for various dig outs/skin patching around town.
- Installed bollards on Magnolia roundabout in front of the streetlights.
- 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.

- Removed two dead trees.
- Crews worked overtime on flood patrol; put out barricades and assisted with traffic control.
- Removed leaves, weeds, and garbage from various center islands.
- Set up sandbag station.
- Weed abatement on Caulfield overpass.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	4
USAs	237
Street Lights Repaired	2
Signals Re-Lamped	6
Assist Other Departments	1
Ped Pushbutton Replaced	2

- Picked up a knocked over pedestrian pole and made electrical safe at D Street and Copeland. Requested a quote from electrician.
- Sent conflict monitor tester for yearly calibration.
- Completed classification study.
- Met with artist for project on Water Street to determine location of electrical circuits for lighting.
- Turned off power to malfunctioning crosswalk on Washington near Exchange Bank. Put out signs to inform pedestrians that the crosswalk is out-of-order.
- Programmed and installed new controller at Petaluma Blvd. South and Mountain View.
- Began updating timing in QuickNet program.
- S. McDowell Blvd. and McGregor Avenue were put into flash mode. The problem was traced to a phase 8 signal head with dead short on green wire; returned the following day to pull-in new phase 8 wire.
- Responded to knocked down pole at Washington and Payran.
- Found evidence of rodent in cabinet at Washington and Maria. Used duct seal to enclose bottom of cabinet to prevent re-entry.

Marina and Turning Basin

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	76	42%	2	6	72	39%

Launch & Turning Basin Receipts	
Total Revenue	\$17,258.74
Kayaks	11 of 16

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

- Cleaned mouth of the storm tube in Kelly Creek at Pinnacle and D Street.
- Crews worked overtime flood patrol during heavy rains, placed barricades and assisted with road closures.
- Assisted contractor with shutdowns for service and saddle replacement on Wood Sorrel, Abercrombie, Jason Ct, Dandelion and Megan Ct.
- Started service and saddle replacement on Sonoma Mountain Parkway from Santa Rosa Junior College to Corona.
- Replaced backflow at the south end of the Marina.
- Hydrant maintenance performed on the west side of town.

Item	Monthly Activity
Telephone Inquiries: billing	33
customer service	186
water conservation	45
other	90
Total	354
Customer Service Work Orders	354
Meter Readings	19998

Item	Monthly Activity
Water Main Repairs	8
Water Service Repairs	61
Total Water Repairs	69
Wastewater Collection System Main Repairs	2
Underground Service Alert Utility Locates	299
Wastewater Collection System Line Cleaning (miles)	2
Wastewater Collection System Video Inspection (miles)	1.84

- Rebuilt the 10” pressure reducer valve in Dynamic vault.
- Started work on adding three new sample sites.
- Completed the 2018 Water Quality Report.

Item	Monthly Activity
Safety Training (man hours)	52
Water Production – Imported from SCWA (million gallons)	147,341,040
Total Water Production (million gallons)	147,341,040

Parks and Facilities Maintenance Division

Parks Maintenance

Routine Parks Maintenance Tasks	Frequency
Mowing	Every other week weather depending
Irrigation repairs	(1 major, 4 minor) irrigation repairs
Tree work	Luchessi and Prince Parks
Playground services	All playgrounds
Pool Maintenance	Daily maintenance, filters, heaters, and chemicals. Pump prime repaired; changed chemical pump.

- Added over 400 yards of mulch to a number of playgrounds through the City.
- Performed a park clean Lucchesi park for upcoming events.
- New slides were installed at Oak Hill and Leghorn Park playgrounds.
- Performed a park clean up at Turnbridge Park.
- Cleaned, sharpened, and prepared all the mowers for mowing season.
- Repaired a broken bench at Glenbrook Park.

Facilities

Facilities Works Types	Number Responded to
Electrical	28
HVAC	10
Plumbing	16
Keys, Locks, Windows and Doors	11
<i>Other</i>	11

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

- City Hall
 - Installed downspout bracket
 - Replaced HVAC filters
- Police Department
 - Replaced ceiling tiles
 - Replaced gas valve
 - Reset timer
 - Replaced water valve
 - Installed flashing at outside lockers
 - Capped fire hose bib
- Community Center
 - Installed Halyard of Flag
- Fire department
 - Repaired toilet at Fire Station II
- Pool center
 - Repaired locks
- Corp Yard
 - Repaired heater at office
 - Retrofitted lighting in parks building to LED

- Reprogrammed gate key pad
- Replaced hot water supply hose
- Replaced lamps at La Tercera Park
- Maintenance performed on locks at Oak Hill Park
- Replaced brick veneer at Walnut Park
- Checked lighting controller at Price Park
- Fabricated toilet support at Lucchesi Park
- Replaced door chain stop at Shollenburger Park
- Retrofitted lights to LED at Leghorn Park
- Retrofitted lights to LED at Oakhill Park
- Marina
 - Plumbing work at bathroom

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	25,585
Ridership - Paratransit Trips	1,377
Paratransit Eligibility – New Evaluations Completed	14
Paratransit Eligibility – Renewals/Recertifications Completed	21

- Finalized specifications for the ordering of three paratransit vehicles. Was presented to TAC for consideration on March 7 will be presented again on April 4.
- Consultant completed installation of the LED lighting retrofits to replace all interior and exterior florescent lights at Petaluma Transit with LED lights on March 28, 2019.
- Backfilled vacant contracted positions by hiring two transit dispatchers through MV Transportation.
- Four responses to the RFQ for the Transit Fleet & Facility Electrification Study were received and interviews with top two consultants were conducted on March 6th . SCP staff is finalizing a project scope of work and budget to presented to the SCP Board of Directors for approval in May 2019.
- Started work on refurbishment of 1999 New Flyer bus. Estimated completion in quarter 3 2019.
- Electric vehicle charger – DC Electric was selected for installation of the electric vehicle charger for a Petaluma Transit support vehicle. A minor construction contract was executed on March 25, 2019 with installation of the charger anticipated in April 2019.
- Staff met consultant team for Transit Integration Efficient Study (TIES) on March 28 to discuss staff comments on draft technical memos. From these discussions, additional refinement will be done to the memos and further prioritization of outcomes will be conducted.
- Finalized schedule for Butter & Eggs Day Parade weekend (April 27 – 28). Free transit on Petaluma Transit will be provided all weekend. Currently promoting outreach for event.
- Executed in-kind marketing agreement with Sonoma Marin Fairgrounds to jointly promote Sonoma-Marin Fair and Petaluma Transit.
- Coordinated efforts with Petaluma Downtown Association for jointly promoting Butter & Eggs Day Event/Antique Fair and Petaluma Transit.

- Submitted LCTOP grant application for partial funding of replacement of a diesel transit bus with zero emission bus.
- Drafted Paratransit evaluation joint RFP with City of Santa Rosa. RFP will be issued in April 2019.
- Began work on evaluation of potential 2019 Petaluma Transit schedule and fare modifications and planning.
- Coordinated incorporation of SMART into annual State Transportation Assistance funding claim in conjunction with SCTA, Santa Rosa City Bus, and Sonoma County Transit. The framework of the claim is intended to be for a 5-year period of FY 20/24.
- Created Divisional budget for FY 20 and updated 10-year Transit operational/capital plan.
- Attended regional Title VI Workshop on March 7 through 8.