



## City of Petaluma

### Departmental Reports for May 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)

## May 2019

### Building Division Update:

- Issued building permits – 197
- Total permits issued Calendar Year to Date – 673
- Total monthly inspections – 519
- Total permit valuation – **\$37, 993, 879.23**
- Inspections Calendar Year to Date – 1/1/2019 – 12/31/2019 – **2,246**
- Certificates of Occupancy issued – Seven. Five new SFD's at Brody Ranch. One new Accessory Dwelling at 1313 D St, and one custom home at 4 Eden Lane

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

<i>May</i>	<i>2019</i>
<b>Days to Approval</b>	<b>Permit Apps</b>
Same Day	86
1	34
2	8
3	9
4	8
5	6
6	6
7	2
8	7
9	2
10	4
11	4
13	2
14	3
15	5
16	5
17	3
18	1
19	1
34	1
<b>Total Permits Issued for Month</b>	<b>197</b>

<u>Fee Description</u>	<u>Amount</u>
ADDITIONAL BUILDING PLAN CHECK	160.46
ADDITIONAL BUILDING PLAN CHECK	847.96
Civil Engineering Plan Check	28,462.26
State Bldg Standards Commis.	653.00
Comm.Strong Motion Inst/Seismic	416.90
Commercial Solar Fee	0.00
Electrical - Amp Charge	793.00
Electrical - Appliances	4.75
Electrical Permit Fee	9,496.72
Electrical - Light Fixtures	0.00
Electrical Minimum Permit Fee	2,214.00
Electrical - Miscellaneous	
Electrical - Receptacles	1.10
ELECTRICAL SIGNS	24.60
Electrical - Switches	3.30
Fire Plan Check	45,343.15
Incremental Fee	59,164.87
Building Permit Fee	118,542.48
Mechanical Permit Fee	7,446.53
Mechanical - Cooling Unit	213.00
Mechanical - Duct Work Only	330.15
Mechanical - Fans	0.00
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	325.60
Mechanical - Miscellaneous	0.00
Plumbing - Fixtures and Vents	29.40
Plumbing - Gas Pipe Outlets	30.75
Plumbing Minimum Permit Fee	594.00
Plumbing - Miscellaneous	
Building Plan Check Fee	182,152.70
PLANNING PLAN CHECK FEE	7,219.00
Plumbing - Sewer	
Plumbing Permit Fee	9,427.48
Plumbing - Water Heaters	98.40
Plumbing - Water Piping	19.00
Res. MINEN/MINER Seismic Fee	180.00
Res.Strong Motion Inst/Seismic	1,441.32
Zoning Permit Fee	276.00
Red Tag Fee	216.00
<b>Totals</b>	<b>\$476,146.08</b>

# Economic Development

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

## May 2019

### Business Retention, Expansion, Attraction & Assistance

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

- Adobe Winery and Tasting Room
- Bio Marin R&D / Warehouse
- Cedar Grove Housing Development

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

- Facilitated CUP discussions with Griffio Distillery
- Facilitated permit discussion with Stillwater Distillery
- Participated in discussion to complete Lagunitas PUD and accommodate water processing equipment
- Facilitated permit discussions between building department and Wicked Slush franchise

### **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.

- Facilitated discussions for new mini golf business and planning regarding CUP expiration
- Facilitated discussions between Public Works and local restaurant re impact fees
- Facilitated conversation between food truck business and planning regarding needed permits
- Discussed options with small winery for opening a winery and tasting room on Petaluma Blvd

### Projects & Programs

#### **Marketing and Communications**

- Monitored City Social Media - provided feedback to departments on social media posts.
- Posted Petaluma response to Virginia Beach shooting and June LGBT Pride Month.
- Planned groundbreaking event for SMART multi modal path through Petaluma.
- Developed recruiting brochure and certificate templates for police department.
- Developed graphics for city budget in brief document.

### **City Goals Workshop**

- Reviewed all input received at workshop and via survey, developed draft goals, drafted and released community survey to gather input on the goals.
- Attended Chamber Government Affairs Committee to discuss Goals.

### **Policy Work**

- Continued research of minimum wage programs throughout Bay Area to determine options for City program and required funding.
- Coordinated conversations between the Police Department and local cell carriers to support new Police communications systems.

### **Regional Collaboration**

- Accepted award to City of Petaluma for excellence in working with business from the North Bay Construction Exchange.

### **Online Permitting and Process Improvements**

- Reviewed proposal from consultant to facilitate contract negotiations for new, online permitting and land management system.

### **City Website Project**

- Worked with City Attorney to finalize hosting contract with Proud City.
- Attended twice-weekly conference calls with Design Guild and Proud City, both to receive training on how to use the platform and to discuss integration of the City's records management system and other aspects of the website.
- Worked closely with Design Guild to fine-tune layout and templates for website.
- Uploaded city documents, staff directory, forms, maps and several permitting pages.

# Finance Department

11 English Street, Petaluma, CA 94952

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## **May 2019**

### Accounting and Administration Divisions:

- Conducted FY 19 Interim Audit
- Delivered FY 2019/20 Draft Budget to Council
- Held FY 2019/20 Budget Presentation and Workshop

### Commercial Services Division:

- Drafted Eden Accounts Receivable Policies and Procedures
- Worked with Exchange Bank to address controls regarding electronic deposit upload process
- Designed Crystal reports to extract Eden Accounts Receivable billing detail

# Fire Department

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## May 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	-0-	-0-
Vehicle/Equipment Fire	1	.16
Vegetation Fire	2	.33
Refuse/Other Fires	3	.49
Explosion - Overheat (no fire)	-0-	-0-
Emergency Medical	404	67.10
Hazardous Condition	9	1.49
Special Service	54	8.97
Good Intent	88	14.61
False Alarm	41	6.81
Severe Weather & Natural Disasters	-0-	-0-
Special Incidents (Strike Team)	-0-	-0-
<b>TOTAL</b>	<b>602</b>	<b>99.96%</b>

### **FIRE PREVENTION/PUBLIC EDUCATION:**

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

- Petaluma Fire hosted an informational table at the annual Bike to Work event

#### **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:

- Bausch Health Tenant Improvement: 1330 Redwood Way
- Hourly Parking Zone: 301 Wilson Street (at E. D Street)
- Adobe Road Winery: 1 C Street

#### **Weed Abatement Program:**

- Agenda/Resolution, "Discussion and Possible Action Ordering Abatement of Nuisances Consisting of Weeds Growing Upon Public and Private Property in the City of Petaluma and Ordering the Fire Department to Abate Said Weeds by Contract if Property Owners Fail to do so" was continued until June 3<sup>rd</sup> to allow for updated Council boundary to 1000' (formerly 500')

**Fireworks Program:** Nine fireworks booth applications were processed

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

**Fire Investigations/Fire Loss:** One youth firesetter interview was conducted, including a follow-up

**Fire Prevention Bureau Inspections and Statistics:**

<b>Fire Safety Inspections</b>	<b>May 2019</b>
Annual Permit Inspections	37
Re-Inspections	2
Fire Protection System, Commercial, & TI Inspections	32
Hazardous Materials Inspections	11
Plan Reviews	37
<b>General Fire Prevention Statistics</b>	<b>May 2019</b>
FC/Hazmat Permits Issued	17
Public Records Requests / Sites Requested	16 / 35
UFC/HazMat Yearly Permit Fees Collected (18/19YTD Totals)	\$355,856.75
Permit Applications Received	23
Fees Collected Over the Counter	\$11,028
Pre-Development Plans Received	9
Building Permits Received	33

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

- Attended several ImageTrend informational meetings, a Northern California Fire Prevention Officers Executive Board/General Membership meeting and a Sonoma County Fire Prevention Officers meeting
- One member attended a Blue Beam team training and a fire inspector attended a week-long course at the National Fire Academy
- Miscellaneous projects included formulating a new City website design and participation on the Central County Fire District interview panel for a Deputy Fire Marshal position

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

**Communications**

- Researching upgrade options for Station 2’s radio system.
- Working on a proposal to purchase additional portable radios, so all firefighters have “emergency man down” capabilities.

**Health & Wellness**

- Annual physicals were scheduled for June

**Technology**

- Completed setup to implement new CrewSense staffing program; will start on a department-wide training schedule



- Response plans for Petaluma and the surrounding areas continue to be revised to ensure the closest emergency responder is requested
- Initiated the re-development of Fire's Social Media Group; ensuring Department policies align with the City's vision
- Vehicle MDCs are being sent back to the factory for warranty work

### **EMS:**

- Recent part-time EMT job posting and interviews are complete; limited backgrounds for those moving forward has begun
- Per County requirements, the EMT Expanded Scope trainings have been provided and completed by each shift prior to the deadline of July 1
- Paramedic preceptor trainings for interested medics was completed
- Fire's Mentor Program members are currently working on future trainings and the task book for the paramedic portion.

### **OPERATIONS:**

- Represented the interests of Petaluma in a bimonthly County workgroup regarding the language of a new county ambulance ordinance
- Four probationary Firefighter/Paramedics completed their 6-month skills and written recruit evaluations
- Firefighters began preparing for fire season by conducting training and completing many tasks including firefighting skills and a timed hike with a 45 lb. pack in order to be prepared locally and remain certified by the State to assist with regional fire suppression
- Hands-Only CPR and an AED refresher was taught to City staff at City Hall
- South county fire agencies (Zone 9) met to discuss collaborations in operations and training
- Enrolled in the new "Quality Assistance Fee" (QAF) program as part of Federal Medicare reimbursement that will increase ambulance fee reimbursement by roughly \$60,000 annually

### **Disaster Preparedness:**

- Represented the City on the weekly Operational Area EOC conference call
- Attended a regional transportation disaster table-top drill with our EOC transportation coordinator

### **SUPPORT SERVICES DIVISION:**

#### **Facilities**

#### **Station 1:**

- 3 new mattress sets were purchased for the dorms as replacements for older sets

#### **Station 2:**

- 2 new mattress sets were purchased for the dorms as replacements for older sets
- Preparation of the training grounds were prepared for the arrival of the Training ConEx boxes from Novato Fire

- Met with Senior Engineering technicians from Public Works to discuss improving the KEEP CLEAR zone in front of station; work to be implemented in June

**Station 3:**

- 3 new mattress sets were purchased for the dorms as replacements for older sets
- New Radio receivers were installed on both apparatus bay doors

**Apparatus**

- Type 6 cab and chassis ordered from Victory Chevrolet. Victory will send it directly to Harbor for the utility box install
- The new 4x4 grant vehicle was sent to Precession Wireless for the installation of the light bar, radioschargers and camper shell
- With Council approval, the reserve ladder truck was put up for surplus online at [www.FireTruckmall.com](http://www.FireTruckmall.com); bidding to start at \$150,000

# Housing Division

27 Howard Street, Petaluma, CA 94952

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## May 2019

### **Meetings attended:**

- Attended the Housing Land Trust of Sonoma County event in Healdsburg for their first-time homebuyer program.
- Met with a representative from Data Services regarding their services for monitoring affordable housing developments and CDBG program participants.
- Conference call with new HUD representative in the San Francisco office.
- Meeting with HUD representative for a 2011 monitoring that was never closed by their SF office.
- Met with Housing Land Trust of Sonoma County staff at one of our FTHB properties that is selling their unit.
- Met with PPSC, COTS, affordable housing developer, Mid-Penn, and Urban Mix Development regarding property at 1500 Petaluma Blvd. So. and the vacant lot behind the building.
- Conference call with consultant for HOME Sonoma County regarding Coordinating Entry program and how it is working.

### **Project Updates:**

- Working on monitoring reports for our HOME properties which are due July 1, 2018. Inspected units at Edith Street Apartments, Lieb Senior Apartments and Casa Grande Senior Apartments.
- Working on HOME monitoring report to send to HCD by July 1, 2018.
- Coordinating with the property management company for the affordable units at the Altura Apartments. The project was delayed almost one year. Rent up is beginning.
- Finalizing the CDBG Action Plan for the 2019-2020 year grant allocation and getting data inputted into IDIS to send to HUD.

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

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

# Human Resources Department

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## May 2019

### Recruitment

#### Recruitments Opened

	Promotional/Open	Department
Accountant	Open	Finance
Executive Assistant to the CM	Open	CM
Mechanical Technician	Open	Public Works
Utility Service Worker II	Open	Public Works
Assistant Operations Manager	Promotional	Public Works
Accountant Analyst	Promotional	Finance
PT Building Attendant	Open	Recreation

#### Eligible Lists Established

	# on EL	Promotional/Open	Department
Airport Maintenance Worker	6	Open	Public Works
Senior Accountant	1	Open	Finance
Police Officer – Lateral	2	Open	Police
PT EMT	20	Open	Fire
Park Maintenance Worker I/II	9	Open	Public Works
Police Records Assistant II	1	Promotional	Police

### Pre-Employment

Job Title	Department
Police Officer	Police
Police Officer Trainee (2)	Police
Public Safety Dispatcher (2)	Police
PT EMT	Fire
IT Specialist II	IT
Airport Maintenance Worker	Public Works
PT Building Attendant	Recreation
Park Maintenance Worker II	Public Works
PT Recreation Leader (13)	Recreation

### Employee Data

<b>Hires – Job Title</b>	<b>FT/PT</b>	<b>Promotional/Open</b>	<b>Department</b>
Environmental Services Technician	FT	Open	Public Works
Public Safety Dispatcher	FT	Promotional	Police
Police Officer (3)	FT	Promotional	Police
Police Records Assistant II	FT	Promotional	Police
IT Specialist II	FT	Open	IT
PT Marina Attendant	PT	Open	Public Works
PT Recreation Leader (13)	PT	Open	Recreation

<b>Separations – Job Title</b>	<b>Reason</b>	<b>Department</b>
Executive Assistant to the CM	Service Retirement	CM
Firefighter/Paramedic	Resigned	Fire
Police Officer	Resigned	Police

### Training Compliance

	<b># Completed</b>	
Prevention of Harassment and Discrimination	Supv/Manager	Employee
	3	

### WC

<b># of Claims Opened</b>	<b>Total Paid</b>	<b>Total Incurred</b>
5	\$4,219.04	\$24,607.12

<b># of Claims Closed</b>	<b>Total Paid</b>	<b>Total Incurred</b>
4	\$264,088.34	\$264,088.34

<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>
2	2	7	11

<b>Leave Without Pay</b>			
<b>Fire</b>	<b>Police</b>	<b>Misc</b>	<b>Total On LWOP</b>
		2	2

### Other

# Information Technology

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## May 2019

### Customer Service

- Filled staff vacancy for IT Specialist II.
- New Help Desk Requests = 188
- Completed Help Desk: Repair Incidents = 92 ; Service Requests = 136  
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 May.

### Web Site and Social Media:

- [Detailed Web Statistics](#).
- 62585 Pageviews
- Most Active Views – (site index.html, police/index.html, parksnrec/index.html, cclerk/archives.html, cdd/building/index.html) Update web requests completed/requested: 38/38; Average=2.2 requests/workday
- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in May)

### Projects

#### **Completed**

- Updated Lucity Test environment to test next Lucity update
- Added Airport maintenance requests to engagEPetaluma (CRM)

## **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](http://www.cityofpetaluma.net).
- Adding Transit to engagEPetaluma, City's CRM application.
- Replacement software between water meter handhelds and Eden
- Investigating requesting time off through Eden online timecards
- 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:  
3,987 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	157	137Active
Active & Read-Only Database Files (excludes MS Access)	654GB	

Total Database Storage	1.5TB
Total Number of Servers	70
Number of Virtual Servers	26
Total Number Network Devices	76
Total Number of Large Printers	70
Total number of MDCs	42
Total number of cellphones/smartphones	197
Tablets and iPads	64
Wifi/modems	30
Microsoft Surface Devices	26

City Department cooperative projects and initiatives

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



# Planning Division

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## May 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 May 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	142	36.5%
Phone Calls	127	32.6%
Emails	120	30.8%
<b>TOTAL</b>	389	<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 May were:

- Fence Permits – 8
- Home Occupation Permits – 13
- Short Term Vacation Rental – 1
- Address Assignments – 0
- Temporary Use Permit - 1

**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 May:

- City Council – May 6, 2019
- Historic and Cultural Preservation Committee – May 14, 2019
- Planning Commission – May 14, 2019
- Public Art Committee Meeting – May 23, 2019
- Planning Commission – May 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 May include:

Potential/Concept Applications

- *Wilson Street* – Internal discussion regarding the establishment of a 4-hour parking zone on Wilson Street in front of the business at 301 Wilson Street.

Formal Development Applications

- *Adobe Road Winery* – Meeting with applicant to discuss comments received from the City on the first submittal of the building permit applications.

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

*Major Project Updates:*

- *De Cristo Multi-Family Residential Project:* On May 6, 2019, the City Council adopted a Mitigated Negative Declaration and approved a Residential Density Bonus Agreement and Development Concession for the multi-family residential project at 109 Ellis Street. The subsequent Site Plan and Architectural Review (SPAR) hearing before the Planning Commission is scheduled for June 25, 2019.
- *Cream Cup Farms/Sartori Subdivision:* On May 14, 2019, the Historic and Cultural Preservation Commission held a study session on the preliminary development plans for a Tentative Subdivision Map and SPAR for the construction of six one- and two-story single-family detached homes on a 1.47-acre site with an existing 1925 Colonial Revival home.
- *Deer Creek Village Multi-Family Residential Project:* On May 14, 2019, the Planning Commission approved the Conditional Use Permit to allow 129 dwelling units within the MU1B zoning district and continued to a date uncertain the Site Plan and Architectural Review for the project.
- *Haystack Pacifica Mixed Use Project:* On May 28, 2019 the Planning Commission approved Site Plan and Architectural Review to construct 178 residential units, including 27 affordable units, approximately 24,855 square feet of ground floor commercial space, two 2-level parking garages, and public and private open space areas.

# Police Department

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## May 2019

### Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual</i>	<i>Funded</i>		
Management	6	6	Field Training	5
Sergeants	9	9	April Academy	4
Patrol	30	36	Injured (Allen/Antonio/Silva)	3
Detectives	4	5	Police Officer Vacancies	1
Traffic Officers	3	6	Announced Retirements	0
HOST	0	2	Over Hire Vacancies	2
School Resource Officers	1	2	Officers in Background Outside	0
	53	68	TOTAL	15

### Administration Update:

- National Police Week celebrated. Proclamation from Mayor & City Council recognizing May 15 as Police Officers Memorial Day and National Police Week, May 12-18, 2019
- Sergeant Marty Frye recognized as Employee of the Quarter for Q1
- Special events in May involving extra police planning and presence: Cruisin' the Boulevard, Santos Christos Parade, Sheep Herding event and Marin Century Ride

### Training Update:

- Platoon training consisted of Firearms Qualification, Search & Seizure, Hostage Negotiations Monthly In-House, SWAT In-House Training, Tobacco Enforcement, Ramey Warrants, Emotional Survival for Law Enforcement, Firearms/SWAT, Sexual Assault Investigation, Use of Force, Arrest & Control Techniques, Criminal Investigation
- Supervisory Leadership Institute (Sergeant Walsh)
- Public Records Act Course (Lieutenant Klein and Records Department)
- Tactical Dispatch Update (Tina Thomsen, Marie Horton)
- California Police Chief's Assoc. Seminar (Chief Savano, City Manager Peggy Flynn)

## Public Safety Report – May 2019 and YTD

	<b>May 2019</b>	May 2018	<b>2019 YTD</b>	2018 YTD	% Change 2018-19 YTD
<b>PART I CRIMES</b>					
PEOPLE CRIMES	<b>35</b>	30	<b>166</b>	180	-8%
Homicide	<b>0</b>	0	<b>2</b>	1	100%
Rape	<b>1</b>	3	<b>10</b>	9	11%
Robbery	<b>2</b>	1	<b>12</b>	11	9%
Assault - Aggravated	<b>8</b>	4	<b>43</b>	49	-12%
Assault - Simple	<b>24</b>	22	<b>99</b>	110	-10%
DV Assault/Battery	<b>13</b>	11	<b>62</b>	66	-6%
PROPERTY CRIMES	<b>99</b>	91	<b>348</b>	411	-15%
Burglary	<b>15</b>	18	<b>44</b>	83	-47%
Larceny - Grand Theft	<b>24</b>	33	<b>99</b>	119	-17%
Larceny - Petty Theft	<b>51</b>	34	<b>175</b>	175	0%
Motor Vehicle Theft	<b>8</b>	6	<b>27</b>	30	-10%
Arson	<b>1</b>	0	<b>3</b>	4	-25%

<b>ARRESTS</b>					
ARRESTS TOTAL	<b>165</b>	195	<b>863</b>	924	-7%
Adult	<b>157</b>	187	<b>819</b>	874	-6%
Juvenile	<b>8</b>	8	<b>44</b>	50	-12%

<b>DISPATCH</b>					
CALLS FOR SERVICE TOTAL	<b>4899</b>	5160	<b>24437</b>	25436	-4%
Public-Initiated	<b>3353</b>	3212	<b>16145</b>	15534	4%
Officer-Initiated	<b>1546</b>	1948	<b>8292</b>	9902	-16%
PHONE CALLS TOTAL	<b>6657</b>	9668	<b>29139</b>	45569	-36%
911	<b>1203</b>	1061	<b>5413</b>	5286	2%
Non-Emergency	<b>5454</b>	8607	<b>23726</b>	40283	-41%

<b>TRAFFIC</b>					
TRAFFIC COLLISIONS TOTAL	<b>48</b>	77	<b>210</b>	308	-32%
Fatal	<b>1</b>	0	<b>1</b>	1	0%
Injury	<b>14</b>	33	<b>77</b>	101	-24%
PDO	<b>33</b>	44	<b>132</b>	206	-36%
TRAFFIC OFFENSES TOTAL	<b>102</b>	380	<b>986</b>	1925	-49%
Citations	<b>80</b>	359	<b>894</b>	1810	-51%
DUI Arrests	<b>22</b>	21	<b>92</b>	115	-20%
PARKING CITATIONS	<b>808</b>	749	<b>2880</b>	4454	-35%

<b>RECORDS</b>					
INCIDENT REPORTS TOTAL	<b>502</b>	519	<b>2194</b>	2503	-12%
Mental Health	<b>35</b>	33	<b>152</b>	158	-4%
Online Reporting	<b>70</b>	46	<b>309</b>	193	60%

<b>EVIDENCE</b>					
ITEMS PROCESSED TOTAL	<b>756</b>	903	<b>3714</b>	4059	-8%
Intake	<b>443</b>	555	<b>2016</b>	2232	-10%
Purge	<b>142</b>	173	<b>738</b>	961	-23%
Release	<b>41</b>	63	<b>275</b>	355	-23%
Discovery	<b>54</b>	75	<b>383</b>	364	5%
Dispatch	<b>21</b>	0	<b>108</b>	0	
Lab	<b>18</b>	29	<b>50</b>	76	-34%
Checkout	<b>37</b>	8	<b>144</b>	71	103%

# Public Works and Utilities Department

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## May 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). Current bid protest being resolved with award in June/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 acceptance is scheduled for the June 17 Council meeting.

**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.

#### *Inspection Services*

Applications	Monthly Activity
Encroachment Permit Applications	40
Transportation Permit Applications	24
TOTAL	61

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

- Minor Sidewalk Contract (ADA)
- Downtown ADA Improvements
- Ellis Creek Bridge
- Utility Patch Paving

- Ellis Creek HSW Project
- On Call Sidewalk Replacement
- Brody Ranch Subdivision
- Riverfront Subdivision
- Altura Apartments
- Ellis Creek CNG Project
- Sunnyslope II Subdivision
- Northbank Phases II and III
- PG&E Gas Rehab Project – 2<sup>nd</sup> Street/Petaluma Blvd. South
- Silk Mill Hotel
- Water Service Replacement FY 17/18
- Fire Station #2 Bathroom Remodel
- Sewer Main Replacement FY 18/19
- Water Street Development
- Pavement Restoration 18/19
- Petaluma Police Department Exterior Paint Project
- Denman Reach Phase 4

*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 six applications submitted for the month of May 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 has bids due June 19, 2019.

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)	13.5
Biosolids Beneficial Reuse (wet tons)	607.52
Wastewater Treated (million gallons)	177.35
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	39.51

Recycled Water Produced for On-site Use (million gallons)	8.13
Preventative Maintenance Work Orders	94
Corrective Work Orders	36

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

Program Statistics	
Item	Monthly Activity
Restaurant/Grease trap Inspections	3
Significant Industrial User Inspections	10
Industrial User Inspections	1
Industrial Sampling Events	15
Influent and Effluent Samples	88
Wastewater Process Evaluation Samples	449
Self-Monitoring Analyses	135
Air Quality Sampling	5

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

*Water Conservation*

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates	19
Residential Water-Wise House calls	29
Water Waste Inspections	1

- Mayor Barrett and the City of Petaluma participated in the National Mayor’s Challenge for Water Conservation during the month of April. Petaluma finished #4 for our population category, our City made 6,073 pledges resulting in a water savings of 24.6 million gallons.

*Storm Water Compliance*

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	1

- Environmental Services staff assisted in the Spring Petaluma River Cleanup event put on by Friends of the Petaluma River that took place May 4<sup>th</sup>. 264 volunteers collected 6,127 pounds of trash and recyclables, 271 single use bags, and 208 single use plastic bottles.

Operations Division

*Airport*

- Contract out to bid and bids received for LED replacement of runway lights and guidance signs. Construction set for August.



- 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.
- 67,538 pounds of Fed Ex overnight cargo were transported by West Air Inc.

Fuel Sales	Gallons	Sales
100 LL	7,044	\$33,996
Jet A	7,665	\$31,170
Total	14,709	\$65,166
Average per Gallon		\$4.43

*Corp Yard*

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	1
Encroachment Permits	5
Park Maintenance/LAD	18
Paint & Signs	13
Street Maintenance	52
Street Lights	6
Traffic Signals	6
Turning Basin/Marina	5
Misc./Other	65
Total	171

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	23
Repairs - General Fleet	47
TOTAL	40

Street/Paving	
Item	Monthly Activity
Potholes (total filled)	239 Potholes
Tonnage	20 tons asphalt Streets
Skin patch	188 ft
Special Events/Filming	3
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	19
Assistance to other Departments	3

Painting / Signs	
Item	Monthly Activity
Street Signs	25

- Set out and take down barricades and no parkers for the Car Show/Cruisin' Petaluma.
- Trimmed trees that were blocking signs for Petaluma Police Department.
- Weed abatement; cleaned up various medians.
- 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.
- Removed leaves, weeds, and garbage from various center islands.
- Repainted stops and stop bars, crosswalks, and red curbs around town.
- Set out stop signs for PG&E shutdown on Lakeville at 101 freeway.
- Assisted the Water division with paving at the Marina.

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	6
USAs	246
Street Lights Repaired	14
Turned Heads Realigned	2
Signals Re-Lamped	3
Assist Other Departments	4
Ped Pushbutton Replaced	1

- Removed afternoon coordination timing from Washington and Payran Streets and Washington and Copeland Streets.
- Began bench testing of new afternoon coordination plan for Washington and Payran Streets provided by McCain.
- Researched bicycle left turn movements on high speed roadways because of citizen complaint at Old Redwood Hwy. and Redwood Way.
- Pulled latest timing from controller at Petaluma Blvd. South and McNear Avenue for W-Trans.
- Assisted with camera detection issue caused by construction at Sonoma Mountain Parkway and Riesling Road.
- Worked with contractor to fix improper cycling at Washington Street and Maria Drive.
- Attended Iteris camera detection training.
- Cleaned camera lens at Petaluma Blvd. South.
- Placed Bodega Avenue and Webster Street in flash for construction.
- Moved all tools and equipment from truck #206 to new truck #292.

*Marina and Turning Basin*

<i>Marina</i>						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	71	39%	2	0	73	40%

<b>Launch &amp; Turning Basin Receipts</b>	
Total Revenue	\$13,428.75
Kayaks	8 of 16

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

- Replaced catch basin at 704 Keokuk St
- Replaced and upgraded all services to 1" on Tunzi Pkwy
- Mow and trim all low hanging branches on Lynch Creek trail from Sonoma Mountain Parkway to 101
- Upgraded 4 hydrants to commercial hydrants
- Assisted contractor with sewer failure at Bodega and Webster
- Set 32 meters at Brody Ranch homes
- Built new fence along Lynch Creek trail near Culpepper

<b>Item</b>	<b>Monthly Activity</b>
Telephone Inquiries: billing	21
customer service	181
water conservation	96
other	113
<b>Total</b>	<b>411</b>
Customer Service Work Orders	370
Meter Readings	19,369

<b>Item</b>	<b>Monthly Activity</b>
Water Main Repairs	2
Water Service Repairs	42
Total Water Repairs	44
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	326
Wastewater Collection System Line Cleaning (miles)	1.87
Wastewater Collection System Video Inspection (miles)	2.59

- Rebuilt Zone 1 and Zone 4
- Upgraded SCADA systems
- Reorganize and clean up at Washington Tank
- Weed abatement at tank sites and pump stations

<b>Item</b>	<b>Monthly Activity</b>
Safety Training (man hours)	52
Water Production – Imported from SCWA (million gallons)	222,836,680
Total Water Production (million gallons)	222,836,680

Parks and Facilities Maintenance Division  
*Parks Maintenance*

<b>Routine Parks Maintenance Tasks</b>	<b>Frequency</b>
Mowing	Every other week weather depending, started weed abatement program
Irrigation repairs	(6 major, 9 minor) irrigation repairs
Tree work	Oak Hill, City Hall, Prince Park, Wiseman, McNear, Leghorn
Playground services	All playgrounds were inspected, Grant, Wiseman, Leghorn, were regraded
Pool Maintenance	Daily maintenance, etc., Replaced pool lights and pump to wading pool and super chlorinated the pool.

- Planting strip between Keller Street Garage and the old Tuttle’s pharmacy was weeded and cleaned.
- Tall weeds along East Washington Street at the Petaluma Community Sports Fields (PCSF) were mowed for line-of-sight visibility.
- Rotting post and cable were removed at La Tercera, Meadow View, and Arroyo parks.
- Drinking fountains were repaired at Lucchesi, McDowell, and Prince parks.
- Community garden at La Tercera was cleaned up. Repairs were made to the gate to the community garden.
- Steamer Landing gates were removed due to collision with a delivery truck.
- Steamer Landing was partially mowed for the Transhumance Festival being held there.
- Routine maintenance was performed on all rider mowers.
- Artificial turf sports fields were groomed at Lucchesi and PCSF.
- Assisted the CIP division in testing the caulking of the front windows at the Petaluma Community Center.
- The Street division assisted with making up and installing a "Restroom" sign at the train depot.
- The pools at the Swim Center were super chlorinated for a black algae treatment. Time was spent on cleaning the landscaping, washing the deck, tightening ladders, and putting new non-slip treads on the stairs leading into the pool. Also, with assistance from the Building Maintenance division, all the underwater lights were changed out in the big pool for the opening over Memorial Day weekend.
- Shollenburger was closed for a few hours so the Marin / Sonoma Mosquito & Vector Control District could bring out an air boat and treat the ponds for mosquitos.
- Cavanagh Landing was cleaned up for the event held there, “Day on The River.”
- A leak in a copper supply line servicing the snack shack at Lucchesi Little League was repaired.

*Facilities*

Facilities Works Types	Number Responded to
Electrical	14
HVAC	4
Plumbing	4
Keys, Locks, Windows and Doors	19
<i>Other</i>	10

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

- City Hall
  - Installed new TV in conference room
- Preventative maintenance on HVAC units Fire department
  - Adjusted light timers
- Pool center
  - Installed new pool lights
  - Replaced wading pool pump
  - Assisted in super chlorinate of pool
  - Replaced shower head
  - Replaced door latch
- Parks
  - Added outlet at Lucchesi Park
  - Repaired bathroom leak at Oak Hill Park
  - Made keys for bathroom at the Visitor Center
  - Retrofitted light fixtures to LED at Lucchesi Park
- Marina
  - Repaired gate at Marina

Transit Division

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

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