



City of Petaluma

Departmental Reports for October 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

October 2019

Building Division Update:

- Issued building permits – 300
- Total permits issued Calendar YTD (2019) – 2,045
- Total permits issued Calendar YTD (2018) – 1,794
- Total monthly inspections – 622
- Total permit valuation – \$55,824,578.57
- Inspections Calendar YTD (2019) – 5,090
- Inspections Calendar YTD (2018) – 4,976
- Certificates of Occupancy issued – 23 (3 new SFDs, 2 ADUs, 1 condo building & 17 individual units at Brody Ranch)

<i>October</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	105
1	122
2	8
3	10
4	7
5	5
6	4
7	2
8	5
9	7
10	1
11	5
12	7
13	1
14	3
15	1
16	1
17	1
19	1
24	1
31	1
49	1
Total Permits Issued	300

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

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

Additional Building Plan Check	4,650.23
Additional Building Plan Check	3,200.37
Civil Engineering Plan Check	14,552.98
Civil Plan Check Fee - Grading	12.60
State Building Standards Commission	1,026.00
Comm. Strong Motion Inst/Seismic	5,033.96
Electrical - Amp Charge	733.15
Electrical - Appliances	4.75
Electrical Permit Fee	8,383.71
Electrical - Light Fixtures	9.90
Electrical Minimum Permit Fee	2,700.00
Electrical - Receptacles	12.10
Electrical - Switches	3.30
Energy Conservation Fee	1,011.31
Fire Plan Check	26,196.22
Incremental Fee	114,157.08
Building Permit Fee	138,079.78
Mechanical Permit Fee	7,270.40
Mechanical - Cooling Unit	276.90
Mechanical - Duct Work Only	95.85
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	664.80
Mechanical Minimum Permit Fee	67.05
Plumbing - Gas Pipe Outlets	12.30
Plumbing Minimum Permit Fee	1,223.40
Building Plan Check Fee	105,361.73
Planning Plan Check Fee	4,195.00
Plumbing - Sewer	73.95
Plumbing Permit Fee	9,844.28
Plumbing - Water Heaters	196.80
Plumbing - Water Piping	80.75
Res. Strong Motion Inst/Seismic	342.08
Grading Permit Fee	93.00
Grading Plan Check Fee	84.00
Red Tag Fee	3,803.97
	<hr/> <hr/> 453,471.90

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

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October 2019

DEVELOPMENT REVIEW COMMITTEE

Commercial projects discussed included:

- Brewery and tasting room
- Storage facility
- Hotel renovation
- Winery

ECONOMIC DEVELOPMENT PROJECTS & PROGRAMS

Business Attraction Leads/New Businesses

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

- Motorcycle repair
- Tamale cart
- Local grocery opportunity

Business Retention

- Provided information about bio-tech development to nearby businesses

Minimum Wage Ordinance

- Discussed the Ordinance with representative of a Petaluma restaurant group
- Continued work on outsourcing enforcement of the Ordinance

Downtown/Visitor Program Coordination

- Attended a Business Improvement District meeting
- Met with other City staff about Downtown revitalization
- Presented a City update at the Visitor Program marketing meeting

CITY-WIDE COMMUNICATIONS INITIATIVES

City Goals

- Completed final editing and proofreading of the Goals booklet; received bids from a printer and made decisions about binding, paper, etc.

Social Media

- Worked with the City's social media team to coordinate social media releases and messaging
- Monitored City Social Media and provided feedback to other departments on their social media posts
- Held the monthly Social Media Team meeting
- Began developing a list of community contacts, with input from the Social Media Team members

Fiscal and Operational Sustainability (FOS)

- Researched fiscal sustainability software tools

Police and Fire Department

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

Emergency Preparedness

- Staffed two EOC activations providing public information throughout each activation

Measure M – Parks Survey and Workshop

- Helped with workshop set-up
- Coordinated translation of materials as needed; developed and circulated survey
- Facilitated workshop that was attended by over 150 people

Fairgrounds

- Planned internal and public workshops to develop a public outreach process for the future of the Fairgrounds property
- Workshop was canceled due to a PSPS emergency and was postponed until January

TECHNOLOGY & OPEN GOVERNMENT INITIATIVES

City Website Project

- Attended the twice-weekly conference calls to receive training on how to use the platform and monitor website progress
- Continued to create new pages, upload photos, and create forms
- Developed schedule and plan for training departmental representatives on new platform

Online Permitting System

- Completed contract negotiations in time for early January contract approval

Municipal Code Upgrades

- Worked with an outside vendor to upgrade the municipal code platform on the City's website; migrated both the Implementing Zoning Ordinance and the Smart Code to the platform

IT Strategy & Problem-Solving

- Met weekly with the IT team and IT Manager to discuss challenges and solutions
- Met with the IT Manager and City Manager to discuss the IT Master Plan

CITY PROPERTY MANAGEMENT WORK

- Continued work on the sale of City property to Polly Klaas Foundation
- Work with a local business on possible leasing of City property

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

Fax: (707) 778-4428

Email: finance@cityofpetaluma.org

October 2019

Accounting and Administration Divisions:

- Costing for various bargaining negotiations
- Completed FY19 year-end trial balance analysis and forwarded same to our auditors
- Worked with the City's audit firm during the on-site field work portion of the annual audit

Commercial Services Division:

- Attended meetings and began preparing for EBPP platform migration for Utility Billing
- Prepared for legal team meeting regarding California Senate Bill No. 998 (discontinuation of residential water service; urban and community water systems)
- Designed new Business License renewal forms in Crystal reports to accommodate online billing and mailing
- Worked on two Public Records Requests
- Updated Eden Business License module to conform with California Senate Bill No. 234 (Family daycare homes)

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

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Email: firedept@cityofpetaluma.org

October 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	3	.40
Vehicle/Equipment Fire	0	0
Vegetation Fire	9	1.21
Refuse/Other Fires	2	.26
Explosion - Overheat (no fire)	1	.13
Emergency Medical	466	63.05
Hazardous Condition	11	1.48
Special Service	92	12.44
Good Intent	107	14.47
False Alarm	47	6.36
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	1	.13
TOTAL	739	99.93%

FIRE PREVENTION/PUBLIC EDUCATION:

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

- The Proclamation for Fire Prevention Week was read at the 10/14 City Council meeting

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

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

- Lesser Arts Beermakers, 425 1st Street.
- Quarry Heights Model & Sales Complex
- Brooks Note Winery, 426 Petaluma Blvd North.
- Hotel Petaluma, 205 Kentucky Street

Fireworks Program: Received non-profit response letters from 8 organizations

Fire Investigations/Fire Loss: Investigation call out for one vegetation fire

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	October 2019
Annual Permit Inspections	23
Re-Inspections	6
Fire Protection System, Commercial & TI Inspections	45
Hazardous Materials Inspections	4
Fire Investigations	1
Plan Reviews	16*
*does not include contracted plan review. Stats for in house only	
General Fire Prevention Statistics	October 2019
FC/Hazmat Permits Issued	21
Public Records Requests / Sites Requested	13 / 28
Permit Applications Received	22
Fees Collected Over the Counter	\$9,869
Pre-Development Plans Received	10
Building Permits Received	23

TRAININGS/SPECIAL PROJECTS:

Meetings:

- Participated in NYFIC debrief of the Youth FireSetter Academy
- Fire Investigator Task Force meeting
- Fire Prevention Bureau Staff Meeting
- Fire Code Adoption meetings
- Hazard Mitigation Plan Working Group
- Nor-Cal Fire Prevention Officers E-Board meeting plus two committee meetings
- Downtown bar strategy meeting with City staff

Projects:

- Continued work on new website design
- Updated & coordinating COPE training
- Recruit training preparation
- EOC for 2 PSPS events and the Kincade fire

Trainings:

- Attended a Camtasia Training webinar (video training creation tool)
- International Code Council Annual Business meeting and Code Hearings

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Health & Wellness

- Met with Human Resources to discuss a change in the City's E.A.P provider and the adoption of a new Health & Wellness program for Fire members

Technology

- Installed larger computer monitors in each station to improve efficiency

- Initiating training on Tablet Command, a new County-wide technology for incident commanders

Training

- Several members attended the First Responder Resiliency Training in Sonoma
- Coordinated interagency training with Region 9 members
- Ongoing recruit training of new members employees as they work through their probationary task books

OPERATIONS:

- Five new FF/P recruits completed their academy and started work on their assigned shifts
- Met with other public safety ambulance providers regarding the future of County ambulance services
- Met with South Sonoma county fire agencies and the Marin County Fire Department to discuss auto and mutual aid deployments
- Upstaffed an engine and ambulance for public safety impacts due to several PSPS's
- Deployed three engines and staff to the Kincade Fire
- Conducted interviews/assessments of lateral FF/P candidates

Disaster Preparedness:

- Represented Petaluma at the quarterly Emergency Coordinators Forum
- Held a community meeting/presentation at the Petaluma Senior Center regarding PSPS
- Participated in a PSPS presentation to the Petaluma City Schools board
- Conducted the City of Petaluma annual EOC exercise
- The Petaluma EOC was activated twice for PSPS and shelter support due to the Kincade Fire
- Participated in a County-wide PSPS After-Action de-briefing
- Participated in the Boy Scouts annual Disaster Preparedness Fair
- Conducted community emergency preparedness COPE training at the Elk's Lodge
- Assisted with the City's Hazardous Mitigation Plan

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- Addressed pest control issues

Station 2:

- Parts for the stove were ordered
- Work was done in the App Bay, including shelf repair

Station 3:

- Moving forward with the landscape clean-up project in front of the station

Apparatus

- Type VI Build-Out: the inside compartments were sealed, radios were ordered and emergency lights were installed
- The cab and chassis for the new medic unit is at the vendor and production is in process
- The purchase of equipment to complete the inventory on reserve engine 9384 is complete

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

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October 2019

Meetings attended:

- Met with Housing Land Trust of Sonoma County to discuss the future homeownership possibilities in Petaluma
- Attended Countywide Assessment Fair Housing meetings with the County and City of Santa Rosa
- Met with staff of PEP Housing to discuss their development on Petaluma Boulevard South and funding
- Attended the HOME Sonoma County Leadership Council at the SCCDC offices

Project Updates:

- A Vacancy Survey was sent out and results will be compiled in November
- Working with the Housing Land Trust of Sonoma County on the sale of the first-time homebuyer units at Brody Ranch; 3 condos closed escrow in October
- Worked on the Successor Agency's Prior Period Adjustment report for Fiscal Year 2017-2018 with the County's Auditor-Controller Department
- Worked with several Title Companies for refinancing of first-time homebuyer loans
- Continued to work on the documentation for the CDBG monitoring and sent Petaluma's response to SF HUD
- Staff volunteered time to work at the emergency shelter at Lucchesi Community Center during the Kincaid fire

Public questions & concerns:

- Responded to citizens looking for a place to live in Petaluma: 2 to 3 calls/week
- Responded to Petaluma citizens who needed help with landlord/tenant issues and referred them to PPSC
- Responded to residents regarding the mobile home rent stabilization ordinance

Human Resources Department

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Email: hr@cityofpetaluma.org

October 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Management Analyst II	Open	Police
Police Records Assistant I/II	Open	Police
Police Records Supervisor	Open	Police
Public Safety Dispatcher – Entry Level	Open	Police
Senior Traffic Engineer	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Administrative Technician	6	Open	Fire
Environmental Services Technician	7	Open	Public Works
Secretary	6	Open	Public Works
Street Maintenance Lead Worker	1	Promotional	Public Works
Firefighter/Paramedic Lateral	4	Open	Fire
Police Sergeant	7	Promotional	Police

PRE-EMPLOYMENT

Job Title	Department
Administrative Technician	Fire
PT Tiny Tots Teacher I (2)	Recreation
Senior Management Analyst	Public Works
PT Building Attendant (2)	Recreation
Parks & Facilities Maintenance Manager (provisional)	Public Works
Police Officer	Police

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Mechanical Technician (2)	FT	Open	Public Works
Accountant	FT	Open	Finance
Water Recycling Plant Operator III	FT	Promotional	Public Works
Street Maintenance Lead Worker	FT	Promotional	Public Works
Assistant City Manager	FT	Open	City Manager
Administrative Technician	FT	Open	Fire

Separations – Job Title	Reason	Department
Police Officer	Service Retirement	Police
Parks and Facilities Maintenance Manager	Resigned	Public Works
IT Specialist II	Service Retirement	IT

TRAINING COMPLIANCE

	# Completed	
Prevention of Harassment and Discrimination	Supv/Manager	Employee
	0	0

WORKERS' COMPENSATION

# of Claims Opened	Total Paid	Total Incurred
2	0	\$3,850.00

# of Claims Closed	Total Paid	Total Incurred
6	\$185,575.79	\$185,575.79

Light Duty			
Fire	Police	Misc	Total Working Light Duty
1	2	7	10

FMLA/CFRA			
Fire	Police	Misc	Total on FMLA (not workers' comp)
2	2	10	14

Leave Without Pay			
Fire	Police	Misc	Total on LWOP
		1	1

Information Technology

11 English Street, Petaluma, CA 94952

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October 2019

Customer Service:

- New Help Desk Requests = 221
- Completed Help Desk: 210; Repair Incidents = 63; Service Requests = 146; Purchase Requests = 1

NOTE: *Repair 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 October.

Web Site and Social Media:

- Detailed Web Statistics. N/A
- Most Active Views: site index.html, police/index.html, parksrec/index.html, cclerk/archives.html, hr/opportunities.html
- Update web requests completed/requested: 38/38 (an average of 2.1 requests/workday)
- NextDoor: 18,173 residents in 56 neighborhoods
- Began training on new City website

Projects:

Completed

- Auto tagging of Police body cam meta data
- IT Master Plan department workshops
- Verified database backups to Water Field Office and second Police server

Underway

- Electronic plan review
- Looking into extending use of Laserfiche
- Implementation of Peak Agenda Management Software
- Utility infrastructure GIS data migration to new Local Government Information Model
- Replacement software between water meter handhelds and Eden
- Investigating requesting time off through Eden online timecards
- New permitting software purchase price negotiations with Tyler Energov

Maintenance Activity

- Brief description of patches deployed: During the month vulnerability scans were performed on all Windows servers and workstations that required remediation
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements)

Downtime, Threats, and Service Interruption

- Nothing to report this month

Deployment Trends

(reporting same as September)

Total Number Email Accounts	432	
Total Number Workstations	323	
Total Number of Phones in Service	259	
Total Number of Voicemail Boxes	281	
User Storage Capacity	218 TB	47 TB In Use
Total Number of Databases	152	135Active
Active & Read-Only Database Files (excludes MS Access)	742GB	
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	

Planning Division

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October 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 October 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	120	37%
Phone Calls	71	22%
Emails	131	41%
TOTAL	322	100%

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

- Fence Permits – 7
- Home Occupation Permits – 7
- Short Term Vacation Rental – 1
- Address Assignments – 0
- Tree Removal Permits – 0

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

Planning staff attended the following public meetings in October:

- City Council – October 7, 2019
- City Council – October 21, 2019
- Planning Commission – October 22, 2019
- Public Art Committee – October 24, 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 October include:

Potential/Concept Applications

- *Lesser Arts Beermakers* - Discussion with potential applicant interested in opening a brewery and tasting room at 425 1st Street
- *Hotel Petaluma* – Discussion with prospective applicant on potential work to the property including ADA access from the outside, addition of a rooftop deck, corner signage, catering kitchen and an elevator upgrade

Formal Development Applications

- *Quarry Heights Model and Sales Complex CUP* - Discussion with applicant regarding the active Minor CUP for a temporary use of three Ruby Street lots within the approved Quarry Heights subdivision.
- *Brooks Note Winery* – Discussion with applicant regarding a proposed winery production facility with ancillary tasting room and events. The project will utilize the existing structure at 426 Petaluma Boulevard North, with some exterior modifications to the facades. The proposed production facility will be approximately 4,700 square feet and tasting room will be 2,300 square feet.
- *Vartnaw Estates* - Meeting with applicant proposing to demolish all existing on-site structures (including three single-family dwellings) and the construction of 56 residential units on the 4.09-acre site. Forty-one of the units would be attached single-family units and 15 of the units would be detached units. New private roads are proposed to provide circulation within the project area. All five parcels that comprise the project site would be merged, and the property would be re-subdivided via a one-lot parcel map that would establish the proposed condominium ownership structure for each of the 56 units in the project.

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

Major Project Updates:

- *East Washington Commons:* On October 21, 2019 the City Council approved a resolution approving a residential density bonus housing agreement for the East Washington Commons Project located at 817, 821, and 825 East Washington Street
- *Haystack Pacifica Project:* On October 21, 2019 the City Council approved a resolution for Alternative Compliance with Inclusionary Housing Requirements pursuant to Implementing Zoning Ordinance Section 3.040 for the Haystack Pacifica Project

- *Deer Creek Village:* On October 22, 2019 the Planning Commission approved the Site Plan and Architectural Review application for the Deer Creek Residential Project, including construction of 134 multi-family units in five residential buildings
- *Biomarin Research and Development Project:* On October 22, 2019 the Planning Commission approved the Site Plan and Architectural Review application for the Biomarin Research and Development Project, including construction of two buildings measuring 32,000 and 40,000 square feet and 24 feet and 39 feet in height

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

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Email: policeadmin@cityofpetaluma.org

October 2019

<i>Sworn Police Officers</i>	<i>Actual Funded</i>			
Management	6	6	Field Training	9
Sergeants	8	9	December Academy	3
Patrol	27	38	Injured	3
Detectives	5	5	Transitional Duty	1
Traffic Officers	2	6	Police Officer Vacancies	3
HOST	0	2	Announced Retirements	0
School Resource Officers	1	2	Over Hire Vacancies	2
			SHORTAGE TOTAL	21
			FUNDED SWORN STRENGTH	68
	49	68	%	30.1

Administration Update:

- Our Community Engagement Liaison received the LEVOC Volunteer Coordinator of the Year Award
- The City's EOC was activated and operational from October 26-31 due to the Kincaid Fire
- Nine officers participated in our Sergeant assessment promotion process; the interview panel consisted of both professionals from the community and other law enforcement agencies
- A Records Supervisor position is posted due to an expected vacancy by the mid-November
- A Records Assistant position is posted due to the retirement of one Records Assistant II staff member and another seeking an internal promotional opportunity
- The transition to Axon Body 2 cameras deployment was completed
- New parking enforcement vehicles arrived and will be painted and outfitted
- Elementary school Bike Rodeos are scheduled for the month of October
- The second Coffee with a Cop event took place at Starbucks on October 2nd

Training Update:

- Axon training was completed and staff will begin using the new BWC's immediately
- The Chief, Lieutenant and Community Engagement Liaison attended a government social media conference
- The Code Enforcement Officer attended a code enforcement seminar
- One Sergeant attended POST Supervisory Leadership Institute and graduated in October

- Platoon training consisted of Remington Shotgun Field Armorer, Canine Patrol Basics Elder Abuse/Child Abuse, Discriminatory Harassment and Hate Crimes, Tactical Operations Liability, Leadership Development, and Crisis Negotiations Team Leadership
- One Records Assistant II attended a Property Management class

Patrol Update:

- One officer retired
- Traffic partnered with CHP to conduct joint Lakeville Highway Traffic Safety operations

Public Safety Report – October 2019 and YTD

	Oct 2019	Oct 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	53	29	349	318	10%
Homicide	1	0	3	1	200%
Rape	1	2	17	20	-15%
Robbery	4	0	21	21	0%
Assault - Aggravated	8	7	106	89	19%
Assault - Simple	39	20	202	187	8%
DV Assault/Battery	13	17	146	123	19%
PROPERTY CRIMES	63	49	619	673	-8%
Burglary	10	9	84	121	-31%
Larceny - Grand Theft	20	11	189	202	-6%
Larceny - Petty Theft	25	23	301	295	2%
Motor Vehicle Theft	6	6	39	50	-22%
Arson	2	0	6	5	20%

ARRESTS					
ARRESTS TOTAL	138	154	1,687	1,794	-6%
Adult	137	145	1,622	1,696	-4%
Juvenile	1	9	65	98	-34%

DISPATCH					
CALLS FOR SERVICE TOTAL	4,986	4,841	48,195	51,357	-6%
Public-Initiated	3,651	3,316	33,417	31,687	5%
Officer-Initiated	1,335	1,525	14,778	19,670	-25%
PHONE CALLS TOTAL	6,984	6,628	54,579	85,524	-36%
911	1,459	1,294	10,353	11,340	-9%
Non-Emergency	5,525	5,334	44,226	74,184	-40%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	53	42	472	552	-14%
Fatal	1	0	2	2	0%
Injury	22	13	180	183	-2%
PDO	30	29	290	367	-21%
TRAFFIC OFFENSES TOTAL	127	160	1,804	4,004	-55%
Citations	110	151	1,618	3,798	-57%
DUI Arrests	17	9	186	206	-10%
PARKING CITATIONS	585	342	6,005	6,705	-10%

RECORDS					
INCIDENT REPORTS TOTAL	414	481	4,444	4,776	-7%
Mental Health	23	51	299	347	-14%
Online Reporting	40	61	546	476	15%

EVIDENCE					
ITEMS PROCESSED TOTAL	490	1,406	7,330	8,187	-10%
Intake	305	365	4,003	4,181	-4%
Purge	53	878	1,513	2,315	-35%
Release	41	42	544	598	-9%
Discovery	57	79	722	755	-4%
Dispatch	12	14	191	14	1264%
Lab	12	17	130	146	-11%
Checkout	10	11	227	178	28%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

Fax: (707) 206-6034

Email: publicworks@cityofpetaluma.org

October 2019

Capital Improvements Program Division

Water

Country Club and Victoria Pump Station Project: This project will replace the pumps and electrical equipment at two City potable water pumping stations.

Monthly Activities: The project design was completed by Schaaf & Wheeler this fall. The project was put to bid in September and October. The project is set for Council award in November.

Wastewater

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

Monthly Activities: The project has been completed and was accepted at the October 7th City Council meeting.

B Street Sewer Replacement 19/20: This project includes removal and enhancement of existing sewer mains along B Street, 5th Street, E Street, and Hinman Lane. This project also includes the installation of a larger water main along B Street, and the abandonment of sewer mains and water mains. Paving and installation of ADA ramps will also occur along B Street and 5th Street.

Monthly Activities: Construction is underway. Completion of project is expected January 2020. Construction management and inspection by City staff.

Streets

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

Monthly Activities: Staff presented final options to PBAC on October 2nd and requested a recommendation to take to council on November 18th.

Various Safety Improvement Project: The project includes the installation of a new guardrail on Petaluma Boulevard North, signal upgrades at 12 intersection and the installation of Rectangular Rapid Flashing Beacons at 12 locations.

Monthly Activities: Staff continues to work on design to be constructed in 2020.

D Street Electrical Upgrade: The project includes upgrading the electrical components of the D Street bridge.

Monthly Activities: 30% design completed in anticipated of finishing construction in 2020 prior to dredging.

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

Monthly Activities: Staff submitted the final invoice for reimbursement to Caltrans.

Facilities

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

Monthly Activities: Staff and the architect met with each department projected to be involved to discuss departmental and individual functions.

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

Monthly Activities: Staff received bids for the replacement of the gutter on the large peaked roof and the flashing of the Club Room but determined that the single bid was too expensive. Bids were rejected on October 21st. Facilities will cover the existing gutters for the upcoming rain season and the project will be revised and re-bid as a full roof and gutter replacement.

Transit Center Parking and ADA Improvements: The project will construct an accessible parking spot on Transport Way and an accessible ramp to the exterior gate. These amenities will replace the accessible parking spot and pathways within the bus yard, so the public does not need to enter an area with moving heavy equipment.

Monthly Activities: Staff analyzed appropriate solutions and met with the Transit Manager to select the optimal design.

Local Hazard Mitigation Plan: The project will document the natural and man-made hazards that could affect the Petaluma community and mitigation projects that could lessen the impacts of a natural disaster.

Monthly Activities: Staff and the consultant met with the working group to prioritize hazards and develop mitigation actions. Staff and the consultant hosted the first public meeting for community input.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	38
Transportation Permit Applications	19
TOTAL	57

In addition to routine ongoing inspections, Inspection Services worked on City-wide 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
- Airport Runway Electrical
- B Street Sewer Main Replacement
- Brody Ranch Subdivision
- Country Club and Victoria Pump Station Improvements
- Denman Reach Phase 4
- Downtown ADA Improvements
- Ellis Creek Bridge
- Ellis Creek CNG Project
- Ellis Creek HSW Project
- Hanger Drainage Project
- Minor Sidewalk Contract (ADA)
- Northbank Phases II and III
- On Call Sidewalk Replacement
- Patch Paving – various streets
- Pavement Restoration 18/19
- Petaluma Police Department Exterior Paint Project
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Quarry Heights
- Riverfront Subdivision
- Silk Mill Hotel
- Sunnyslope II Subdivision
- Utility Patch Paving
- Water 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 October 2019.

Sidewalk Repair Program

The Sidewalk Repair Program provides financial assistance to property owners for the replacement of the sidewalk located on their property, which, due to its condition, has become a tripping hazard. All sidewalks are to be maintained by the property owner. The City has offered a 3-year financing option to the property owners if the City’s On-Call Contractor performs the replacement work. The City has contacted property owners and has been successful in having many of them perform the work with their own contractors. The City is awarding sidewalk repair contract currently with construction to begin on the remaining sites in November.

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	51.0
Biosolids Beneficial Reuse (wet tons)	816.45
Wastewater Treated (million gallons)	130.56
Recycled Water Produced for Distribution Off-Site: Agriculture and Urban Use (million gallons)	26.30
Recycled Water Produced for On-Site Use (million gallons)	10.26
Preventative Maintenance Work Orders	81
Corrective Work Orders	24

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Item	Monthly Activity
Restaurant/Grease Trap Inspections	33
Significant Industrial User Inspections	13
Industrial User Inspections	1
Industrial Sampling Events	19
Influent and Effluent Samples	271
Wastewater Process Evaluation Samples	498
Self-Monitoring Analyses	320
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for September 2019 to the San Francisco Bay Regional Water Quality Control Board
- Started working with Synagro for biosolids management, which are used in land applications, to make fertilizer, and as alternative daily cover
- Commenced river discharge mode of operation on October 1st due to reduced demand for recycled water and full storage ponds

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates Approved	41
Residential Water-Wise House Calls	42
Water Waste Inspections	4
Mulch Madness Program (square feet of residential lawn approved for program)	2,727

- Performed Fall groundwater elevation monitoring at 5 City-owned wells for the California Statewide Groundwater Elevation Monitoring (CASGEM) Program. The City monitors and reports on well elevation data each year in the Spring and Fall.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	1

Operations Division

Airport

- Daily financial retail sales, aviation fuel quality control inspection, and National Oceanic and Atmospheric Administration (NOAA) reports were completed
- Monthly Automated Weather Observation System (AWOS) preventative maintenance, operational inspection, and report were completed
- Monthly aviation fuel system preventive maintenance and inspection were completed
- Monthly Storm Water Pollution Prevention Plan inspection and report were completed
- Completed tree trimming and removal required by CalTrans Division of Aeronautics
- Supported utility helicopter operations during Public Safety Power Shutdown(s)

Fuel Sales	Gallons	Sales
100 LL	6,816	\$32,333
Jet A	12,944	\$51,443
Total	19,760	\$83,776
Average per Gallon		\$4.24

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	2
Encroachment Permits	13
Park Maintenance/LAD	21
Paint & Signs	8
Street Maintenance	33
Street Lights	13
Traffic Signals	9
Turning Basin/Marina	0
Misc./Other	36
Total	135

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	26
Repairs - General Fleet	14
Repairs – Utilities & large equipment	36
TOTAL	76

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	178 Potholes
Tonnage	33 tons asphalt
Skin patch	212 ft
Special Events/Filming	6
Emergency Response (storm flooding, vehicle accidents, downed trees, spills/debris in roadway)	21
Assistance to other Departments	8

Painting / Signs	
Item	Monthly Activity
Street Signs	25

- Repainted stop and stop bars at various locations
- Weed abatement on East Washington Street from fence line
- Replaced 758 reflector buttons at various locations
- Mitigated sidewalk trip hazards
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, oil spills, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage
- Refreshed parking stalls and red curb at Fairgrounds
- Assisted water crew with dig out and repaved 15 old water and sewer patches
- Repainted 2,471 linear feet of red curbs at various locations

- Set stop signs and light towers at traffic signals affected by PG&E power outages
- Assisted with EOC operations during PG&E power outages

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	4
USAs	184
Street Lights Repaired	18
Turned Heads Realigned	2
Signals Re-Lamped	5
Assist Other Departments	2
Ped Pushbutton Replaced	0
Ped Audible Devices Replaced	0

- Responded to knockdown of privately-owned street light on Southpoint Blvd.; made electric safe and notified business owner that removal and replacement of the pole is their responsibility
- Lowered locate volume of newly installed audible pedestrian crossing at North Webster and Sonoma Avenue
- Placed stop signs, turned off controllers, and placed cabinets in flash at 7 intersections for the October 9th Public Safety Power Shutdown (PSPS); picked up stop signs and put intersections back into normal operation when power was restored
- Discovered the wire providing power to an overhead street light feed burned up in pole at Western and Keller Streets
- Placed North McDowell and Madison in flash for overnight construction and it to normal operation when construction was complete
- Picked up debris, and had contractor replace damaged pedestrian head and 3 section signal head, after signal equipment was damaged by a truck at D and 6th Streets
- A pole was knocked down at Petaluma Blvd. North and Stony Point; made electrical safe and had contractor replace the pole
- Changed coordination transition minimums at East Washington and Copeland Streets as per City staff
- Placed stop signs, turned off controllers, and placed cabinets in flash at 8 intersections for the October 26th PSPS; picked up stop signs and placed intersections back into normal operation when power was restored
- Called the Police Department to report abandoned vehicle at Bodega Avenue and Webster Street
- Cleaned-up street light knockdowns at Lakeville Hwy. and South McDowell Ext. and at the Corona roundabout; contacted a contractor for replacement estimates
- Trimmed trees at 3 intersections
- Checked loop placement in front of the Water Field Office before PG&E paving work began
- USA'd various locations around Petaluma Blvd. and B Street for a construction project (no USAs called in) and for parts of Maria Drive (no USAs called in)
- Made ½ sized sandbags for stop signs placed at intersections during power outages

Marina and Turning Basin

Marina						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	73	40%	0	0	73	40%

Launch & Turning Basin Receipts	
Total Revenue	\$20,432
Kayaks	8 of 16

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

- Performed hot tap at Bodega and Cleveland
- Ran sewer lines from bathroom/showers at Fairgrounds and Community Center for fire evacuees
- Removed dead trees and branches from Lynch Creek at Maria Drive
- Removed downed tree at Washington Creek at McGregor
- Set 32 new meters at Brody Ranch development
- Assisted contractor with shutdowns at 5th and E Street to B Street and Keller and Washington Streets
- Assisted with EOC operations at the Fairgrounds and Community Center shelters

Item	Monthly Activity
Telephone Inquiries: billing	46
customer service	212
water conservation	95
other	50
Total	403
Customer Service Work Orders	378
Meter Readings	20,109

Item	Monthly Activity
Water Main Repairs	4
Water Service Repairs	27
Total Water Repairs	31
Wastewater Collection System Main Repairs	0
Underground Service Alert Utility Locates	379
Wastewater Collection System Line Cleaning (miles)	1.95
Wastewater Collection System Video Inspection (miles)	2.44

- Ran generators at all tank sites and pump stations during the PG&E power outages
- Built concrete pad and a new access road around the Stony Point Well
- Coordinated with Sonoma County Water during possible PG&E outages to ensure the City had adequate water supply
- Changed set points to keep the tanks high, prepped wells, prepped generators and set-up emergency plan for potential PG&E outages

Item	Monthly Activity
Safety Training (man hours)	29
Water Production – Imported from SCWA (million gallons)	254,462,120
Total Well Water Production (million gallons) – ran wells in response to Kincaid fire and water production needs.	1,997,160
Total of all Water Production	256,459,280

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	31,025
Ridership - Paratransit Trips	1,198
Paratransit Eligibility – New Evaluations Completed	4
Paratransit Eligibility – Renewals/Recertifications Completed	12

- MV hired a Safety & Operations Manager (internal promotion), Supervisor, and two full-time drivers
- Continued work on the Petaluma bus stop inventory project (approx. 70% complete)
- Continued work on validation of automatic passenger counters (APCs) as part of validation for National Transit Database (NTD) to reduce amount of on-board manual counting staff time
- Met with the TAC/PBAC subcommittee on bikeshare on October 9th
- Staff attended a three-day international Zero Emission Bus Conference in San Francisco; discussion related to the future of zero emission buses and relevant topics such as funding, installation, operations, etc.
- Made operations provisions for Transit to ensure continuity of operations during the PG&E Public Safety Public Shutoff (PSPS) events, including:
 - Making arrangements for alternate operations sites for dispatch and phone systems
 - Identifying alternative office space in the event of power outages at the Petaluma Transit facility
 - Updating staff contact sheets
- Staff helped provide over 30 hours of staff time at the Petaluma EOC to assist with logistics and communications during the PSPS and Kincaid Fire events

- Petaluma Transit provided the following during the Kincaid Fire:
 - Provided five drivers and vehicles to Santa Rosa and Sonoma County to assist with mandatory resident evacuations
 - Provided shuttle from Petaluma Community Center to Petaluma Swim Center to allow shelter occupants to shower
 - Provided pick-up and drop off towel/linen service to Lace House Linen to assist with cleaning of towels for shelter locations
 - Provided over 47 hours of bus assistance during event
- Had an electric bus demo and test drive with a New Flyer brand bus at the Petaluma Transit yard on October 17th
- Attended the City-wide Marketing meeting on October 18th
- Completed install of a front office security half-door at the Petaluma Transit customer service desk
- Continued design work and cost estimation on Petaluma Transit facility ADA improvements (entrance ramp and gate)