



City of Petaluma

Departmental Reports for September 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

September 2019

Building Division Update:

- Issued building permits: 211
- Total permits issued Calendar YTD (2019): 1,745
- Total permits issued Calendar YTD (2018): 1,581
- Total monthly inspections: 566
- Total permit valuation: \$5,960,556.39
- Inspections Calendar Year to Date (2019): 4,468
- Inspections Calendar Year to Date (2018): 4,411
- Certificates of Occupancy issued: 7 (5 SFD's at Brody Ranch, 1 new commercial building, 1 ADU)

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

<i>September</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	89
1	42
2	7
3	10
4	7
5	7
6	7
7	9
8	12
9	4
10	2
11	4
12	5
13	2
14	1
15	1
16	1
19	1
Total Permits Issued for Month	211

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

<u>Fee Description</u>	<u>Amount</u>
Additional Building Plan Check	160.46
Additional Building Plan Check	387.16
Civil Engineering Plan Check	3,680.73
Civil Plan Check Fee - Grading	101.10
State Building Standards Commission	336.00
Comm. Strong Motion Inst/Seismic	478.47
Electrical - Amp Charge	701.50
Electrical Permit Fee	4,957.46
Electrical - Light Fixtures	30.78
Electrical Minimum Permit Fee	2,430.00
Electrical - Receptacles	4.40
Electrical Signs	98.40
Electrical - Switches	2.20
Fire Plan Check	5,160.38
Incremental Fee	3,932.33
Building Permit Fee	58,565.42
Mechanical Permit Fee	3,361.92
Mechanical - Cooling Unit	127.80
Mechanical - Duct Work Only	53.25
Mechanical - Fireplaces	54.60
Mechanical - Furnaces	281.20
Plumbing - Backflow Device	12.30
Plumbing - Fixtures and Vents	29.40
Plumbing - Gas Pipe Outlets	24.60
Plumbing Minimum Permit Fee	810.00
Building Plan Check Fee	27,732.63
Planning Plan Check Fee	3,595.00
Plumbing Permit Fee	2,983.00
Plumbing - Water Heaters	123.00
Plumbing - Water Piping	23.75
Residential Strong Motion Inst/Seismic	315.80
Temporary Elec/Gas Permit Fee	654.00
Grading Permit Fee	186.00
Grading Plan Check Fee	674.00
Red Tag Fee	161.52
GRAND TOTAL	\$122,230.56

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

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Email: ialverde@cityofpetaluma.org

September 2019

DEVELOPMENT REVIEW COMMITTEE

Commercial projects discussed included

- Vet hospital
- Conversion of mixed-use building to hotel
- Craft spirits tasting room/retail space
- Craft brewery

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:

- Minor medical facility
- Donut shop

Business Retention

- Contacted paper goods suppliers re: potential polystyrene ban

Marketing and Communications

- Worked with Argus-Courier to cover EOC and Hazard Mitigation Workshop
- Continued work on outreach for a polystyrene ban

Minimum Wage Ordinance

- Coordinated, marketed, and attended workshop on managing labor costs/min wage increase, geared toward restaurants (23 attendees). Marketing included targeted emails and mailing to food/beverage service providers that hold a city business license
- Called restaurant owner who expressed concern at Council meeting but could not attend workshop
- Developed postcard that will be sent to all businesses in late October, informing them of the Ordinance
- Researched options for outsourcing enforcement of the Ordinance

Downtown Coordination

- Attended Business Improvement District meeting
- Met with other City staff about downtown revitalization

Regional Collaboration

- Submitted an article for the Chamber of Commerce's October newsletter

CITY-WIDE COMMUNICATIONS INITIATIVES

City Goals

- Worked with designer to develop a goals booklet; received bids from printer and made decisions about binding, paper, etc.

Social Media

- Worked with 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 monthly social media team meeting
- Began developing a list of community contacts, with input from 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 internal and external audiences

Emergency Preparedness

- Coordinated and co-presented a Public Safety Power Shutoff seminar at the Senior Center (35 attendees)
- Attended A City-wide EOC training

Polystyrene Ban

- Developed and coordinated distribution of email, postcards, and ad to educate the business community about a potential polystyrene ban

Measure M – Parks Survey and Workshop

- Developed and coordinated printing/online posting and distribution of postcard, survey, and ad to promote the upcoming October workshop on Measure M (Parks & Recreation funds)
- Helped to coordinate Parks & Recreation's involvement in a community event geared toward the Spanish-speaking community
- Coordinated translation of materials as needed

TECHNOLOGY & OPEN GOVERNMENT INITIATIVES

City Website Project

- Attended 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 a schedule and plan for training departmental representatives on the new platform

IT Strategy & Problem-Solving

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

CITY PROPERTY MANAGEMENT WORK

- Continued work on sale of City property to Polly Klaas Foundation
- Continued discussions with local commercial real estate agent regarding sale of another City property

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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Email: finance@cityofpetaluma.org

September 2019

Accounting and Administration Divisions:

- Completed Accountant interviews and completed a success hiring process
- Costing for various bargaining negotiations
- Continued preparing workpapers for FY 18/19 annual audit
- Worked on Impact Fee analysis

Commercial Services Division:

- Designed EBPP bills for the online biller website
- Prepared annual payment card industry reports for compliance certification
- Provided meter profile report assistance to customers with water consumption concerns

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

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Email: firedept@cityofpetaluma.org

September 2019

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	2	.32
Vehicle/Equipment Fire	2	.32
Vegetation Fire	6	.96
Refuse/Other Fires	6	.96
Explosion - Overheat (no fire)	0	0
Emergency Medical	403	64.89
Hazardous Condition	10	1.61
Special Service	70	11.27
Good Intent	89	14.33
False Alarm	33	5.31
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	0	0
TOTAL	621	99.97%

FIRE PREVENTION/PUBLIC EDUCATION:

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

- Participated at the annual Boy Scouts Safety Fair
- Provided one COPE presentation
- Provided fire extinguisher training for City employees at Annual City Health and Safety Fair

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

- Park Central Vet, 2600 Lakeville Hwy - Discussion with applicant regarding proposed Minor CUP for a 24-hr full-service veterinary practice
- Petaluma Warehouse Lofts, 800 Petaluma Blvd South - Discussion with applicant regarding converting the existing mixed-use building to a hotel that accommodates live/work activities
- All Craft Beverage, 879 Lindberg Lane - Project proposes installation and operation of a small craft brewery with an ancillary tasting room
- Forman Properties, 216/226/228 Petaluma Blvd North - Discussion with property owner regarding active red tags and current state of structures relative to the establishment of the Water Street and Oak Street Benefit Assessment District

Weed Abatement Program: Final routing of Resolution Accepting Weed Contractor’s Work and Confirming the Cost of Weeds

Fireworks Program:

- A letter was mailed to all the non-profit organizations regarding a Fireworks Fundraising Request for Information; four letters were received in response
- Drafted the yearly After-Action Report

Engine Company: Engine Company inspection training for FY 19/20 was provided to all suppression crew

Fire Investigations/Fire Loss: One residential fire in the 300 Block of Pleasant Street

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	September ‘19
Annual Permit Inspections	22
Re-Inspections	7
Complaints	3
Fire Protection System, Commercial & TI Inspections	63
Hazardous Materials Inspections	7
Fire Investigations	2
Hazardous Materials Investigations	0
Plan Reviews	19*
Weed Inspections	0
*In-house only	
General Fire Prevention Statistics	September ‘19
FC/Hazmat Permits Issued	36
Public Records Requests / Sites Requested	3 / 3
18/19 YTD UFC/HazMat Yearly Permit Fees	\$365,540
Permit Applications Received	24
Fees Collected Over the Counter	\$12,533
Pre-Development Plans Received	8
Building Permits Received	25

CUPA/Hazardous Materials/Emergency Response Program Highlights:

Hazardous Materials/CUPA Actions:

- On-going case work with the Sonoma County DA regarding a fuel station case
- Working with local business owner on CalARP violations; multiple meetings attended to ensure owner is working towards compliance

Trainings/Special Projects:

Meetings:

- Attended the General Membership and Executive Board meetings for Nor-Cal Fire Prevention Officers
- Met with the volunteer coordinator from Petaluma Police to discuss Fire Department options
- Met with the City Attorneys' Office regarding permit language revisions
- Conducted a Fire Prevention Bureau staff meeting
- Attended two Fire Code update meetings with other City staff
- Attended a Safety First Committee meeting

Other Projects:

- Hosted a Youth FireSetter Academy at the Petaluma Community Center
- Continued work on Fire's new website design
- Updated the COPE training program

Scheduled Trainings:

- One member attended Environmental Crimes training in San Diego
- One member attended Continuing Challenge-Hazmat training in Sacramento
- Staff attended a Risk Management-sponsored PINS program update/changes implementation training
- Staff attended the annual EOC City-wide training

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Communications

- Continued work on final implementation and testing of our Firefighter Emergency Button focusing on collaborating with other agencies, like Santa Rosa Fire, to insure constancy with policies and procedures
- A new alert system was installed in the Battalion Chief dorm room to replace a paging system that wasn't reliable
- Information was gathered related to the Federal Licensing Renewal process for frequencies the City uses
- Scheduled a training class to be held at the Community Center for all Fire and EMS agencies looking to learn more about communication systems used throughout the County

Technology

- Completed the first shoot with a Videographer on a recruitment video which will be placed on Fire's website and social media outlets
- Continued work on a Recruitment Poster to be displayed at the junior college campuses and within City buildings
- Prepared a Department-wide training schedule for implementation of the new CrewSense staffing program

- Additional work continues on the implementation of Lexipol (an online Policy Management system)
- Progress continues transitioning the Engine Company Inspection program to ImageTrend
- Completed a training instruction video for an upcoming lateral assessment test which will improve consistency and fairness of the testing process
- Installed external GPS units in EMS units to improve consistency with getting the closest ambulance to emergency incidents

Training

- Still working on enhancing the training ground at Station 2. The training containers are in place and additional pavement was poured by Public Works to prevent footing hazards on the drill grounds
- Sent all Captains to a Company Officer Training at the Community Center for 4 days
- Working on a “Managing Employee Performance” manual to help Company Officers manage subordinates
- Created a “Region 9” After-Action document which will help enhance operations across all our organizations following critical incidents

Housing Division

27 Howard Street, Petaluma, CA 94952

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September 2019

Meetings Attended:

- Met with housing staff from Sonoma County CDC and City of Santa Rosa to discuss the regional Assessment of Fair Housing for the CDBG program
- Met with COTS staff regarding the HEAP funding from the County of Sonoma for the rehabilitation of the Family First shelter and the Mary Isaak Center
- Attended a CDBG webinar for lead-based paint standards
- Met with PEP Housing to discuss releasing a portion of the \$1,500,000 funds allocated to the River City Senior Apartments for pre-development
- Met with a representative of Eden Housing to discuss their strategic planning for affordable housing
- Met with Human Resource to discuss the Housing Administrator recruitment

Project Updates:

- Working on the CDBG Consolidated Annual Performance Evaluation Report for FY 2018-2019; the report was sent to HUD by September 27, 2019
- Working with the Housing Land Trust of Sonoma County to keep a re-sale of one of our first-time homebuyer properties in the program by using the ground lease model
- Visited the Logan Place Apartments to do a HOME monitoring; reviewed tenant files and inspected units; monitoring report was sent to HOME/HCD on September 26, 2019
- Sent in CDBG financial forms that are due quarterly; completed Section 3 and Prevailing Wage forms to various State and Federal agencies
- Worked on CDBG monitoring report with subrecipients
- Working on a Memorandum of Understanding with the Sonoma County Community Development Department and the City of Santa Rosa to coordinate a regional Assessment of Fair Housing Report that is required of all entitlement jurisdictions
- Working with PEP Housing to finalize their funding strategy for the River City Senior Apartments
- Working with City staff on PEP Housing request for a change of use of their 739 McDowell Blvd. property from two residential units to a satellite corporate office meant to be a temporary office space
- Working with Housing Land Trust of Sonoma County to execute the affordable housing documents for five homeowner units at the Brody Ranch subdivision

Public Questions & Concerns:

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

Human Resources Department

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September 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
IT Specialist II	Open	IT
PT Building Attendant	Open	Recreation
PT Tiny Tots Teacher	Open	Recreation
Street Maintenance Worker II	Open	Public Works
Utility Service Worker II	Open	Public Works
Street Maintenance Lead Worker	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Public Works Crew Supervisor	2	Promotional	Public Works
Accountant	1	Open	Finance
Economic Development Specialist	2	Open	CM/Econ Develop
IT Specialist III	4	Open	Police

PRE-EMPLOYMENT

Job Title	Department
Accountant	Finance
PT Building Attendant	Recreation

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Associate Civil Engineer	FT	Open	Public Works
Police Officer Trainee	FT	Open	Police
Deputy Director of Operations	FT	Promotional	Public Works
Director of Econ Devl/Open Government	FT	Promotional	Public Works
Economic Development Specialist	FT	Open	CM/Econ Develop
Human Resources Specialist	FT	Promotional	HR
Water Recycling Plant Operator II	FT	Promotional	Public Works
PT Office Assistant II	PT	Open	HR
PT Tiny Tots Teacher I (2)	PT	Open	Recreation

Separations – Job Title	Reason	Department
IT Specialist II	Service Retirement	IT
PT Building Attendant (2)	Resigned	Recreation

WORKERS' COMPENSATION

# of Claims Opened	Total Paid	Total Incurred
2	\$7,763.84	\$32,933.92

# of Claims Closed	Total Paid	Total Incurred
2	\$51,583.58	\$51,583.58

Light Duty			
Fire	Police	Misc	Total Working Light Duty
2	2	5	9

FMLA/CFRA			
Fire	Police	Misc	Total on FMLA (not workers comp)
1	2	8	11

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		1	1

Information Technology

11 English Street, Petaluma, CA 94952

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September 2019

Customer Service:

- New Help Desk Requests = 223
- Added computer and telephone services for EOC use
- Completed Help Desk: 218; Repair Incidents = 70; Service Requests = 151; Purchase Requests = 2

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 September

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: 22/22 (an average of 1.4 requests/workday)
- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in September)

Projects:

Completed

- Replacement of Police body cams
- Added Transit to engagEPetaluma
- City Arrest Logs were added to the new website
- Department workshops for IT Master Plan were scheduled
- IT Master Plan interviews with IT individuals took place

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
- IT Master Plan departmental workshops
- New permitting software purchase price negotiations with Tyler Energov

Maintenance Activity

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

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: N/A

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	47 TB In Use
Total Number of Databases	152	135 Active
Active & Read-Only Database Files (excludes MS Access)	725GB	
Total Database Storage	1.9TB	
Total Number of Servers	70	
Number of Virtual Servers	26	
Total Number Network Devices	76	
Total Number of Large Printers	70	
Total number of MDCs	42	
Total number of cellphones/smartphones	197	
Tablets and iPads	64	
Wifi/modems	30	
Microsoft Surface Devices	26	

City Department Cooperative Projects and Initiatives:

- SCPSC meetings, replacement of Police MDCs, Guardian situational awareness display, upgrade of CAD and mobile, replacement of records management and investigation of MobileResponder were all scheduled for the Police Department in 3Q19
- Replacement of 9-1-1 voice recorder system
- Working with departments to reduce computer storage
- Working with departments to scan/store hardcopies to maximize the digitization of documents, as stated in the Council Goals
- Building, Planning and Economic Development all have planned replacement of permitting software to make online permit application easier for applicants and to include the ability to add more permit types that can be applied for online

Planning Division

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September 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 September 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	127	41%
Phone Calls	94	30%
Emails	90	29%
TOTAL	311	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 September were:

- Fence Permits – 6
- Home Occupation Permits – 6
- Short Term Vacation Rental – 2
- Address Assignments – 2
- Tree Removal Permits – 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 September:

- Pedestrian and Bicycle Advisory Committee – September 4, 2019
- City Council – September 16, 2019
- City Council Crosstown Connectors Workshop – September 23, 2019
- Planning Commission – September 24, 2019
- Public Art Committee – September 26, 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 September include:

Potential/Concept Applications

- *Petaluma Warehouse Lofts – 800 Petaluma Blvd S* – Discussion with applicant regarding converting the existing mixed-use building at 800 Petaluma Blvd South to a hotel that accommodates live/work activities. Follow-up discussion with applicant regarding active red tags and current state of structures relative to the establishment of the Water Street and Oak Street Benefit Assessment District.

Formal Development Applications

- *Park Central Veterinary – 2600 Lakeville Hwy* - Discussion with applicant regarding proposed Minor CUP application for a 24-hour full-service veterinary hospital for emergency care for small animals. The facility will service an estimated 20 customers per day, with possible overnight recovery care for animals as needed. There will be a pharmacy on-site. The veterinary hospital is in a 6,000 square foot building on a .29-acre property located within the Park Central/Park Square PUD at the corner of Lakeville Highway and Casa Grande Road.
- *All Craft Beverage – 879 Lindberg Lane, Ste 106* – Discussion on CUP application for the project which proposes installation and operation of a small craft brewery with ancillary tasting room. The tasting room is proposed to be open from 11AM to 12AM, seven days a week. On-site food preparation is not proposed as part of this project.

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

- *A Fine Balance Public Art Project:* On September 16, 2019 the City Council denied three appeals on the Water Street public art project. Council directed staff to return with an amended contract for the “Fine Balance” public art piece to include provisions for a temporary installation with re-evaluation after ten years.
- *East Washington Commons:* On September 24, 2019 the Planning Commission adopted a resolution to recommend approval of a Density Bonus and Development Concession for the East Washington Commons project.

Police Department

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Email: policeadmin@cityofpetaluma.org

September 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual Funded</i>			
Management	6	6	Field Training	9
Sergeants	7	9	July Academy	3
Patrol	27	38	Injured	3
Detectives	5	5	Light 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
	48	68	%	30.1

Administration Update:

- In conjunction with the U.S. Department of Transportation declaring September 15-21 Child Passenger Safety Week, Petaluma Police held a Car Seat Safety Event with CHP on September 14th. Free car seat checks were conducted as well as free convertible car seats distributed to qualifying low-income families.
- The first of two Coffee with a Cop events met at Acre Coffee on September 19th
- The annual Battle of the Badges (PPD vs. PFD) softball game played seven innings on September 28th. Celebrating a Police victory, a BBQ for all followed at McNear Park
- Special events in September involving extra police planning and presence included Clo Cow Half Marathon, BSA Centennial Celebration, Petaluma High School Homecoming Parade, Petaluma River Beer Craft Festival, and the Fall Downtown Antique Fair

Training Update:

- The Police Chief attended an FBI conference focusing on active shooter and officer fatigue and wellness
- Platoon training consisted of Fentanyl Officer Safety, Domestic Violence, Taser, Leadership Development, Bias-Based Policing/Immigration Violations, CATO Legal Update, Defensive Tactics Instruction, Field Training Officer Update, Force Options Simulator
- One Records Assistant II attended Adobe Premiere Pro class

Patrol Update:

- One new officer trainee took the oath of office in September and is scheduled to complete the academy in December
- Traffic officers met with City staff and a Caltrans inspector regarding roadway improvements for Lakeville Highway; additional roadway/signage improvements to be reviewed
- Minimum staffing in Patrol is 30 officers and they are currently at 27 officers

Public Safety Report – September 2019 and YTD

	Sept 2019	Sept 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	17	9	131	106	24%
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	184	158	1,549	1,635	-5%
Adult	175	147	1,485	1,551	-4%
Juvenile	9	11	64	84	-24%

DISPATCH					
CALLS FOR SERVICE TOTAL	5,144	4,932	43,209	46,516	-100%
Public-Initiated	3,637	2,955	29,766	28,371	-100%
Officer-Initiated	1,507	1,977	13,443	18,145	-100%
PHONE CALLS TOTAL	5,524	6,118	0	78,896	-100%
911	1,079	1,159		10,046	
Non-Emergency	4,445	4,959		68,850	

TRAFFIC					
TRAFFIC COLLISION TOTAL	44	44	416	510	-18%
Fatal	0	0	1	2	-50%
Injury	17	23	157	169	-7%
PDO	27	21	258	339	-24%
TRAFFIC OFFENSES TOTAL	208	365	1,665	3,807	-56%
Citations	191	346	1,496	3,610	-59%
DUI Arrests	17	19	169	197	-14%
PARKING CITATIONS	547	278	5,419	6,363	-15%

RECORDS					
INCIDENT REPORTS TOTAL	469	400	4,031	4,299	-6%
Mental Health	29	29	276	296	-7%
Online Reporting	43	47	503	413	22%

EVIDENCE					
ITEMS PROCESSED TOTAL	500	753	6,840	6,781	1%
Intake	374	250	3,698	3,816	-3%
Purge	4	286	1,460	1,437	2%
Release	40	56	503	556	-10%
Discovery	51	90	665	676	-2%
Dispatch	11	0	179	0	
Lab	18	24	118	129	-9%
Checkout	2	47	217	167	30%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

Phone: (707) 778-4546

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Email: publicworks@cityofpetaluma.org

September 2019

Capital Improvements Program Division

Surface Water

Petaluma River Flood Management Denman Reach 4; C16301722: The project purchased an undeveloped 5.47 acre parcel adjacent to the recently completed Phase 3 flood mitigation project to prevent future development in or adjacent to the floodplain and to provide additional flood water storage (10 acre-feet) on the property, as well as remove sediment at Corona Road Bridge and to reduce erosion on the river bank and bridge abutments.

Monthly Activities: Contractor completed excavation at Corona Road Bridge and is 75% complete at detention basins. Work is starting on planting.

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 is currently slated for Council acceptance in October.

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 met with the Know Before You Grow group. They had a great turnout and received a lot of great feedback on the project. Staff will present final options to PBAC on October 2nd and request a recommendation to take to council November 18.

Sidewalk Repair Program: Program is to address public complaints regarding sidewalk and mitigate trip/fall hazards.

Monthly Activities: Staff has initiated extensive public relations effort to impacted property owners to confirm work that the homeowner needs to do (either through the City's contractor or Owner's contractor). Fielded numerous calls from property owners to help guide them in the sidewalk repair process. A construction contract is being circulated for signature. Construction contract dollar amount has been reduced from \$284k to \$112k because homeowners are doing the work.

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 to 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 received a call from a Kaiser Permanente employee about risky driving behavior in the intersection. Staff met with Caltrans on-site to review the problems. Caltrans approved additional elements for intersection improvement and has transferred the construction of further modifications to their Maintenance Department.

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 the City Manager for a project kick-off meeting and scheduled meetings with each department projected to be involved.

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. After discussing the project with the low bidder and local roofing contractors, it was ultimately determined that the single bid was too expensive. Bid rejection is scheduled for the October 21, 2019 Council meeting. 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 met with the Transit Manager to detail the project scope and begin preliminary 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 provided mapping data to the consultant for water and wastewater utilities, city facilities, Parks, and roadways. Staff also provided historical data of past natural hazards like flooding, earthquakes, and fires.

Airport

Airport Runway Electrical Project; C61501604: The project will replace runway edge lighting installed in 1984 with direct burial cable with LED lighting and cable in conduit. Lighted signage along the runway will also be added.

Monthly Activities: The contract was signed and Contractor is waiting for a Notice to Proceed. Review conducted of six submittals. Project NTP moved to March 2, 2020 because of lead-time for key electrical components. FAA grant funding is confirmed for this schedule change.

Airport Fueling Project; C61501912: The project includes new AV gas dispensers, new jet fuel nozzles and filtration system, new piping, and a new card reader.

Monthly Activities: Project installed, tested, and completed.

Hanger Drainage Project; C61201806: Hanger 11 is impacted by poor drainage. Project initiated to installed trench drain.

Monthly Activities: Design completed, issued for bid and four bids received. Project awarded to Coastside (\$25k; CIP budget \$33k).

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	59
Transportation Permit Applications	10
TOTAL	69

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

- Altura Apartments
- Airport Runway Electrical
- B Street Sewer Main Replacement
- Brody Ranch Subdivision
- Denman Reach Phase 4
- Downtown ADA Improvements
- Ellis Creek Bridge
- Ellis Creek CNG Project
- Ellis Creek HSW 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 no applications submitted for the month of September 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 2019.

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	16.2
Biosolids Beneficial Reuse (wet tons)	615.81
Wastewater Treated (million gallons)	126.82
Recycled Water Produced for Distribution Off-Site: Agriculture and Urban Use (million gallons)	58.50
Recycled Water Produced for On-Site Use (million gallons)	13.07
Preventative Maintenance Work Orders	102
Corrective Work Orders	22

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Item	Monthly Activity
Restaurant/Grease Trap Inspections	9
Significant Industrial User Inspections	10
Industrial User Inspections	3
Industrial Sampling Events	16
Influent and Effluent Samples	291
Wastewater Process Evaluation Samples	263
Self-Monitoring Analyses	253
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for August 2019 to the San Francisco Bay Regional Water Quality Control Board
- Prepared and submitted a compliance response to the Environmental Laboratory Accreditation Program and application package for the renewal of the Ellis Creek Laboratory Certification

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) Rebates Approved	29
Commercial HET Rebates Approved	4
Residential Water-Wise House Calls	32
Water Waste Inspections	4
Mulch Madness Program (square feet of residential lawn approved for program)	5,100

- Environmental Services Section had a table at the Wellness and Benefits Fair that took place on September 5th. This was our third year participating in the event with outreach on Water Conservation, Stormwater, and Pollution Prevention Programs. We gave away several program items to City staff who attended. This included reusable water bottles, reusable Chico shopping bags, shower buckets, and much more.
- Environmental Services Section staff participated in the selection of a consultant for the 2020 Urban Water Management Plan Demand Analysis. EKI was the consultant selected to perform the demand analysis for all water contractors of Sonoma Water and Marin Municipal Water District. The City of Santa Rosa is administering the work; water contractors will need to execute a joint Letter Agreement with the City of Santa Rosa before Santa Rosa enters into agreement with EKI.
- The annual Validated Water Loss Audit Report was completed in September by Environmental Services and CIP staff. The report was validated by a certified auditor with Sonoma Water and submitted to DWR by the October 1st due date.

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

Fuel Sales	Gallons	Sales
100 LL	6,053	\$28,765
Jet A	7,907	\$31,007
Total	13,960	\$59,772
Average per Gallon		\$4.28

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	4
Encroachment Permits	6
Park Maintenance/LAD	11
Paint & Signs	7
Street Maintenance	40
Street Lights	4
Traffic Signals	11
Turning Basin/Marina	12
Misc./Other	52
Total	147

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	20
Repairs - General Fleet	12
Repairs - Utilities & large equipment	25
TOTAL	57

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	252 Potholes
Tonnage	41 tons asphalt
Skin patch	156 ft
Special Events/Filming	4
Emergency Response (storm flooding, vehicle accidents, downed trees, spills, debris in roadway)	18
Assistance to other Departments	6

Painting / Signs	
Item	Monthly Activity
Street Signs	18

- Repainted traffic striping, skips, and fog lines on Rainier/Maria
- Removed graffiti from stop signs at various locations
- Repainted crosswalks, school crossings, stop bars, stops 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
- Trimmed vegetation and overhanging tree branches at various locations
- Cleaned islands and medians at various locations and weeded Caulfield overpass
- Installed “Do Not Enter” signs at Cherry Street and Deerfield Lane and at Cherry Street and Wendy Lane and refreshed arrows on Cherry Street
- Secured trench plate on Keller Street for contractor
- Ground the walking path in Cader Farms and Kingsmill
- Repaved the parking lot at Fire Station 2
- Installed stanchions at various locations for a Capital Improvements Project
- Assisted water crew with dig out and repaving of 21 old water and sewer patches
- Set barricades for the River Craft Beer Festival

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	4
USAs	346
Street Lights Repaired	8
Turned Heads Realigned	2
Signals Re-Lamped	5
Assist Other Departments	4
Ped Pushbutton Replaced	6
Ped Audible Devices Replaced	1

- Adjusted zoom on cameras and added bike detection zones at Bodega Avenue and Webster Street
- Adjusted zoom on various cameras and added bike detection zones at various intersections along Sonoma Mountain Parkway
- Reviewed the audit performed by DC Electric and compiled a list of repairs to be done by City signal division
- Cleaned I.R. pre-emption sensor at Fire Station #1
- Replaced phase 4 load switch at Lakeville and D Streets, also checked the camera installation and set-up
- Replaced non-working bike button at Sonoma Mountain Parkway and Colombard Road
- Attended demonstration of Transparency by McCain
- Troubleshoot intersection of Washington Street and McDowell Boulevard and replaced the controller
- Searched City records for any documentation of PG&E transfer of street lights
- Checked to make sure in pole receptacles were working for beer festival on Water Street
- Removed lock and energized circuit at Walnut Park for public safety event
- Snaked toilet in women’s bathroom and removed syringe at Walnut Park for public safety event
- Trimmed trees at Old Redwood Hwy. and South McDowell Extension, as well as on Petaluma Blvd. South and Western
- Replaced pull box lid at Old Redwood Hwy. and South McDowell Extension
- Installed shields on two street lights on Sunset Parkway
- Worked with DC Electric to replace damaged signal head at North McDowell Blvd. and Lynch Creek Road
- Assisted facility maintenance with water leak at Police Department
- Contacted PG&E to reconnect overhead power feed for a street light on Rocca Drive
- Picked-up stop signs and put the intersection of Payran Street and Caulfield Lane back into normal operation after power outage
- Worked with DC Electric to get the intersection of East Washington and Lakeville Streets out of flash mode
- Worked with DC Electric to troubleshoot recurring flash at the intersection of North McDowell Blvd. and Old Redwood Hwy

Marina and Turning Basin

Marina						
Slips available	Boats - Beginning of Month	%	New Rentals	Terminated Rentals	Boats - End of Month	%
Total - 183	70	38%	0	2	73	40%

Launch & Turning Basin Receipts	
Total Revenue	\$17,095.49
Kayaks	8 of 16

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

- Replaced 2 fire hydrants
- Cleaned behind fences between 1699 – 1683 Del Sol Cir at Adobe Creek
- Cleaned ditch on I Street Extension near City limit sign
- Trimmed low hanging branches on all bridges on McDowell Blvd., Maria & Garfield Drives
- Assisted contractor with shutdown on 5th Street and E Street

Item	Monthly Activity
Telephone Inquiries: billing	44
customer service	144
water conservation	88
other	68
Total	344
Customer Service Work Orders	377
Meter Readings	19,776

Item	Monthly Activity
Water Main Repairs	2
Water Service Repairs	38
Total Water Repairs	39
Wastewater Collection System Main Repairs	0
Underground Service Alert Utility Locates	412
Wastewater Collection System Line Cleaning (miles)	3.91
Wastewater Collection System Video Inspection (miles)	2.44

- Rebuilt altitude valve at Harden Tank
- Upgraded SCADA for Victoria Pump Station
- 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)	407,039,160
Total Water Production (million gallons)	407,039,160

Parks and Facilities Maintenance Division

Parks Maintenance

Routine Parks Maintenance Tasks	Frequency
Mowing	Sports Fields once a week and other Parks once every other week
Irrigation repairs	(1 major, 7 minor) irrigation repairs
Tree work	Bond , Lucchesi, Prince, Penry, Kenilworth, Leghorn, Walnut, McNear, Wickersham Parks
Playground services	All playgrounds were inspected; slides for Leghorn was received and slide for Oak Hill was re-ordered
Pool Maintenance	Daily maintenance, etc.; additional gate will be installed by a contractor

- Performed trail maintenance at Almond Marsh Trail
- Staff graded and dragged baseball/softball fields City-wide
- Detailed the A Street parking lot and Walnut Park prior to Art Festival
- Detailed the Lucchesi Park lawn prior to “Movies in the Park”
- Irrigation valves were repaired at McNear Park
- Serviced the restrooms and pool daily at the Swim Center
- Removed large amounts of debris dumped at Prince Park
- Removed an unsafe tree at the Petaluma Community Center after a large limb broke
- Spread 20 yards of soil at Rocky Dog Park to mitigate gopher holes
- Graffiti was removed at multiple parks
- Replaced damaged swing and drum set at Lucchesi Park
- Rope swings were removed at Wickersham Park
- Irrigation was turned off City-wide twice in response to PG&E outages
- An Eagle Scout project included prepping and painting picnic tables at Lucchesi Park
- Replaced a major mainline manifold consisting of five irrigation valves at Wiseman Park
- Performed minor irrigation repairs at Meadowview, McDowell, Miwok, Glenbrook, and Center Parks
- Repaired a leak in the domestic line at Wiseman Park
- Field Turf repaired penalty kick areas that were coming up in the artificial turf at Lucchesi soccer field

Facilities

Facilities Works Types	Number Responded to
Electrical	10
HVAC	1
Plumbing	5
Keys, Locks, Windows, and Doors	7
Other	4

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

- City Hall
 - Installed new electrical circuit to City Hall break room
 - Performed electrical upgrades to copier room in CM office
 - Retrofitted lamps to LED
- Community Center/Senior Center
 - Replaced lamps and Walpack at Senior Center
- Fire/Police
 - Assisted in replacement of flushmate assisted flushers at Stations 1 and 2
 - Installed backing for new body cam chargers
 - Replaced thermostat at the Police Station
 - Repaired clogged condensate line on HVAC system at the Police Station
- Parks
 - Re-lamped Corporation Yard shop
 - Assisted in repairs to Prince Park bathroom booster pump system
 - Assisted in location and isolation of irrigation valves at McNear Park
 - Re-lamped golden concourse downtown
 - Replaced blubs at McNear Landing Park
 - Assisted in testing of fire sprinkler system at Keller Street garage
- Marina
 - Cut keys for Marina bathroom

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	19,020
Ridership - Paratransit Trips	1,039
Paratransit Eligibility – New Evaluations Completed	3
Paratransit Eligibility – Renewals/Recertifications Completed	15

- On Sunday, August 11th drivers, technicians and mechanics represented by the Amalgamated Transit Union (ATU), Local 1575 ratified an updated Collective Bargaining Agreement (CBA) with MV Transportation. This agreement updates the definitions of the wages for the represented staff through August 9th, 2022. The new agreement provides several notable changes:
 - Increases the in-service starting wage for new drivers from \$15.50 to \$18.50
 - Increase the current driver pay range from \$15.50 – \$19.76 to \$18.50 – \$21.00 (and \$19.25 – \$22.50 in FY21)
 - Increases the wage scale progression from a 5-year term in FY19 to a 3-year term in FY21
 - Provides wage increases for the mechanic, fuel washer/technician, and fleet technician positions
 - Reduces the employee share of medical costs for employees, most notably for employees with spouses and families included in their health plans

- MV hired one new road supervisor, one part-time dispatcher and one full-time driver
- Petaluma Transit began its regularly scheduled service on August 11th including operation of school tripper routes, a return to the same schedule that was running prior to June 2019
- Completed refurbishment of 1999 New Flyer bus on August 4th; bus is anticipated to resume revenue service in late September
- Staff met with the consultant team for the Fleet & Facility Electrification Study on July 31st for a walkthrough of the Petaluma Transit facilities to provide an assessment of the current infrastructure at each facility and needs for future improvements
- Worked with City GIS staff to develop template for GIS field tool for use in bus stop inventory
- Per SCTA request, staff put together an updated list of five transit projects to potentially be included in a Measure M sales tax extension to potentially be included on the November 2020 ballot
- Attended a second SMART train schedule coordination meeting on August 20th to discuss upcoming train schedule changes and coordination of schedules between transit agencies throughout Sonoma County
- Attended a regional emergency coordination exercise for Bay Area transit operators on August 28th
- Met with the chairs of the City TAC & PBAC to discuss framework for ad-hoc committee(s) regarding the impending bike share rollout in Petaluma
- Met with the City PW&U engineering staff on August 29th to discuss the ADA improvement project at the Transit Facility and resume work on design of the project improvements
- Attended Back to School orientations to sell transit passes and provide rider education at the following locations/dates:
 - Casa Grande High: 8/7/19 & 8/8/19
 - Kenilworth Junior High: 8/7/19
 - Petaluma Junior High: 8/13/19
- Attended “Know Before You Grow”, a community event on the Petaluma Blvd South Road Diet on August 28th to present on transit integration in project design
- Continued the process of National Transit Database passenger count certification. Process will take approximately 4 months and save signification staff time in the long run