



City of Petaluma

Departmental Reports for December 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

December 2019

Building Division Update:

- Issued building permits – 156
- Total permits issued 2019 Calendar Year to Date – 2,201
- Total permits issued 2018 Calendar Year to Date – 1,943
- Total monthly inspections – 406
- Total permit valuation – \$13,800,492.60
- Inspections 2019 Calendar Year to Date – 5,930
- Inspections 2018 Calendar Year to Date – 5,879
- Certificates of Occupancy issued – 25 (8 SFD's & one 17-unit condo at Brody Ranch)

<i>December</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	55
1	30
2	14
3	6
4	1
5	8
6	8
7	3
8	2
9	3
10	4
12	2
13	5
14	4
16	1
18	2
19	6
20	1
24	1
Total Permits Issued for Month	156

*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 December 2019:

Additional Building Plan Check	851.13
Additional Building Plan Check	3,861.00
Civil Engineering Plan Check	2,687.36
State Building Standards Commission	549.00
Commercial Strong Motion Inst/Seismic	1,857.97
Electrical - Amp Charge	793.00
Electrical Permit Fee	13,341.46
Electrical - Light Fixtures	4.40
Electrical Minimum Permit Fee	2,268.00
Electrical - Receptacles	15.40
Electrical Signs	172.20
Electrical - Switches	3.30
Energy Conservation Fee	1,011.31
Fire Plan Check	15,433.26
Incremental Fee	17,033.39
Building Permit Fee	81,254.37
Mechanical Permit Fee	9,746.83
Mechanical - Cooling Unit	95.85
Mechanical - Duct Work Only	138.45
Mechanical - Fireplaces	18.20
Mechanical - Furnaces	613.60
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	486.00
Building Plan Check Fee	67,668.66
Planning Plan Check Fee	2,890.00
Plumbing Permit Fee	11,133.45
Plumbing - Water Heaters	61.50
Plumbing - Water Piping	19.00
Residential Strong Motion Inst/Seismic	488.10
Temporary Elec/Gas Permit Fee	109.00
TOTAL	234,611.34

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

Fax: (707) 206-6037

Email: ialverde@cityofpetaluma.org

December 2019

Development Review Committee

Commercial projects discussed included:

- Office space and retail facility for olive oil producer

Economic Development Projects & Programs

Business Attraction Leads/New Businesses/Expansion: The following businesses received assistance and/or follow-up calls in areas such as real estate search, navigating City requirements, and workforce:

- Kombucha expansion/retail site
- Wine Cooperative Tasting Room
- Auto dealerships' sign for Auto Row

Minimum Wage Ordinance:

- Continued work on enforcement strategy
- Researched option to delay ordinance implementation date; informed restaurant group, Downtown Association, and Chamber of potential delay
- Developed flyer about minimum wage for utility billing and business license renewal mailings
- Responded to emails and phone calls from business owners regarding minimum wage ordinance
- Finalized posters and employee letters in English and Spanish

Downtown/Visitor Program Coordination:

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

Other City and Communications Initiatives

Media Relations:

- Participated in Argus Courier article about new website launch

City Newsletter:

- Worked with design team on layout options for new City newsletter

City Goals:

- Finalized, printed, and began to distribute city goals document

Childcare at Public Meetings:

- Met with community members and staff to discuss providing childcare at public meetings

Social Media:

- Worked with City's social media team to coordinate social media releases and messaging
- Monitored the City's social media and provided feedback to other departments on their social media posts
- Held the monthly social media team meeting

Fiscal and Operational Sustainability (FOS):

- Met with FOS team to discuss communications plan and finalized a FOS presentation to City Council

Emergency Operations:

- Finalized interdepartmental solution to collecting and accessing Business Emergency Contact information
- Included a request for emergency contact information in business license renewal mailing

Police and Fire Department:

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

Measure M – Parks Survey and Workshop:

- Finalized presentation for Commission meeting

Tobacco Retailer License Ordinance:

- Met with Police Department to discuss potential Tobacco Retailer License ordinance

Citizen Engagement:

- Started work on new citizen recognition program entitled "Petaluma Proud"

Technology & Open Government Initiatives

City Website Project:

- Launched new site on December 9, 2019
- Provided support and training to help staff in other departments learn how to use the new web platform
- Continued to create new pages, upload photos, and create forms
- Provided troubleshooting of issues that came up from website launch (e.g., fixed broken links, made adjustments to pages, etc.)

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 IT Master Plan
- Provided oversight in contract development and negotiations for contract with Marin IT
- Worked with Police Department to identify IT needs and support the new IT hire

City Property Management Work

- Coordinated with Rebuilding Together for their volunteer clean-up day of city offices and the Polly Klaas Center

Finance Department

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4352

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December 2019

Accounting and Administration Divisions:

- Completed the Comprehensive Annual Financial Report; submitted the Comprehensive Annual Financial Report to GFOA for the annual award
- Completed the annual audit with no findings

Commercial Services Division:

- Processed 5,036 business license renewals electronically for online print and mail service
- Coordinated Petaluma wage notice insert mailings and online notifications
- Worked on the annual Business Improvement District public noticing and City Council packet
- Implemented Exchange Bank's new digital banking business platform and provided training to users

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

Fax: (707) 931-0668

Email: firedept@cityofpetaluma.org

December 2019

CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	6	.97
Vehicle/Equipment Fire	0	0
Vegetation Fire	0	0
Refuse/Other Fires	0	0
Explosion - Overheat (no fire)	0	0
Emergency Medical	393	63.58
Hazardous Condition	8	1.29
Special Service	81	13.10
Good Intent	94	15.21
False Alarm	36	5.82
Severe Weather & Natural Disasters	0	0
Special Incidents (Strike Team)	0	0
TOTAL	618	99.97 %

FIRE PREVENTION/PUBLIC EDUCATION:

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

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

- Legislative changes & new state laws related to ADU's and JADUs
- Latest updates to the new website as it relates to DRC
- McEvoy Ranch: 108 Howard / 330 Western

Weed Abatement Program: Requested Notice of Completion from City Clerk's Office; submitted final check request to Finance for 10% retention due to Keystone Tractor

Fire Investigations/Fire Loss: One chimney fire and one kitchen fire

CUPA/HAZARDOUS MATERIALS/EMERGENCY RESPONSE PROGRAM HIGHLIGHTS:

- **Hazardous Materials/CUPA Actions:**
 - Supported North Bay Fire with an oil/fuel spill that originated from a vessel on the Petaluma River in the unincorporated area of Petaluma

Fire Prevention Bureau Inspections and Statistics:

Fire Safety Inspections	December 2019
Annual Permit Inspections	30
Re-Inspections	8
Complaints	1
Fire Protection System, Commercial & TI Inspections	42
Hazardous Materials Inspections	9
Fire Investigations	1
Hazardous Materials Investigations	1
Plan Reviews (*does not include contracted plan review; in house only)	30*
FC/Hazmat Permits Issued	12
Public Records Requests / Sites Requested (PRA)	4 / 6
Permit Applications Received	9
Fees Collected Over the Counter	\$7,043
Pre-Development Plans Received	5
Building Permits Received	39

TRAININGS/SPECIAL PROJECTS:

- **Meetings Attended:**
 - IT Master Plan Prioritization
 - COTS
 - Building License Program
 - CA Fire Prevention Officer Amendment Handbook conference call
 - Nor-Cal FPO Executive Board Conference Call
- **Other Projects:**
 - Hazard Mitigation workgroup worksheet development
 - Scott Ranch EIR review
- **Trainings Attended:**
 - De-escalation training for all staff members
 - Zero Emission Grant webinar
 - Acting Captain training provided for staff

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Communications

- Continued improvements to Policies and Procedures for BLS915 and BLS994, to improve efficiency of our BLS Program
- Final testing of the Emergency “Firefighter Down” Portable Radio Project; training and implementation is expected in February/March
- Training was provided related to improvements to Nixle and news releases

Health & Wellness

- Worked with Human Resources on implementing a new mental health app: CORDICO which may become available by the end of January

Training

- Training ground upgrade continue; working with Legal on the training ground user agreement
- Working on interagency training
- Working on 2020 training goals

Technology

- Improvements made to our online training platforms to improve consistency with training
- Completed Recruitment poster and Video and distributed onto all social media platforms
- Completed additional department-wide training for new staff on the records management platforms

OPERATIONS:

- Conducted an Operations meeting with shift BC's and the Fire Marshal

Disaster Preparedness:

- Represented the City of Petaluma in the County's quarterly Emergency Coordinator's Forum. The City received a County award for assistance in sheltering evacuees during the Kincade Fire.
- Represented the City of Petaluma in the weekly EOC Op Area Conference call

Administration

- Worked with HR to develop new job classes to add succession and "trainee" positions to promote recruitment
- Reviewed and rated applicants for the FF/P recruitment
- Completed annual performance evaluations

SUPPORT SERVICES DIVISION:

Station 2:

- New chairs were purchased for the dining area and computer stations
- A new dining room table is being built to fit 6+ people

Type 6

- The existing tank/skid mount will be utilized, but a new motor & pump will be purchased

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

Fax: (707) 206-6037

Email: jcarney@cityofpetaluma.org

December 2019

Meetings attended:

- Participated in bi-weekly conference calls for the Old Elm Village affordable housing rehabilitation project bond refinancing
- 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, County and City staff regarding the HEAP funding from the County of Sonoma for the rehabilitation of the Family First shelter and the Mary Isaac Center
- 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 staff of Homes for Sonoma, a new organization that addresses solutions to the provision of affordable housing
- Met with staff of Rebuilding Together to be introduced as the new Interim Housing Administrator
- Met with staff of Mid-Peninsula Housing to discuss their proposed new low-income rental housing at 414 Petaluma Blvd North
- Met with Planning staff to discuss proposed affordable housing for the Sid Commons project

Project Updates:

- Toured City-funded affordable sites
- Reviewed HUD-SF staff comments on recent performance and financial audit re: response to comments sent to HUD
- Attended meeting of the Leadership Council at the Sonoma County Community Development Commission regarding homeless camps
- Attended County Community Development Commission re: award of funding for affordable rental housing projects in Petaluma by the PEP and Mid-Peninsula non-profits
- 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
- Worked with PEP Housing to finalize their funding strategy for the River City Senior Apartments, including possible use of City HOME funds and In-Lieu Housing funds
- Drafted staff reports for an amended lease agreement for 951 Petaluma Blvd. South for the Dec 2nd City Council 1st reading and the January 6, 2020 2nd reading
- Drafted staff reports for the Brody Ranch subdivision affordable housing units for the Dec 2nd City Council 1st reading and the January 6, 2020 2nd reading

Public Questions & Concerns:

- Responded to citizens looking for a place to live in Petaluma (3 calls)
- Responded to a Petaluma citizen who needed help with finding housing low income housing for an adult child; met in Housing office and provided list of affordable housing rental housing sites and encouraged citizen to contact property managers about available rental units and/or placement on a waiting list

Human Resources Department

11 English Street, Petaluma, CA 94952

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Email: hr@cityofpetaluma.org

December 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Police Officer Trainee	Open	Police
Firefighter/Paramedic	Open	Fire

Eligible Lists Established	# on EL	Promotional/Open	Department
Management Analyst II	1	Open	Police
Police Records Assistant I/II	5	Open	Police
Street Maintenance Worker III	3	Promotional	Public Works

PRE-EMPLOYMENT

Job Title	Department
PT Tiny Tots Teacher I	Recreation

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Management Analyst II	FT	Open	Police
Senior Management Analyst	FT	Open	Public Works
Police Officer (3)	FT	Promotional	Police
Secretary	FT	Open	Public Works
Interim Parks/Facilities Maintenance Manager	FT	Open	Public Works
IT Specialist III	FT	Open	Police
Street Maintenance Worker III	FT	Promotional	Public Works

Separations – Job Title	Reason	Department
Director of Public Works and Utilities	Service Retirement	Public Works
Housing Administrator	Service Retirement	City Manager
Secretary	Service Retirement	Public Works
Firefighter/Paramedic	Resigned	Fire

TRAINING COMPLIANCE

Prevention of Harassment and Discrimination	# Completed	
	Supv/Manager	Employee
	2	0

WC

# of Claims Opened	Total Paid	Total Incurred
4	0.00	\$8,550.00

# of Claims Closed	Total Paid	Total Incurred
5	\$21,498.91	\$21,498.91

FMLA/CFRA			
Fire	Police	Misc	Total On FMLA (not on workers comp)
1	1	6	8

Leave Without Pay			
Fire	Police	Misc	Total On LWOP
		1	1

Information Technology

11 English Street, Petaluma, CA 94952

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December 2019

Customer Service

- New Help Desk Requests: 186
- Completed:
 - Help Desk: 182
 - Repair Incidents: 39
 - Service Requests: 141
 - Purchase Requests: 2

Note –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.

- Council Chambers improvements, Conference and Meeting Technology, 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 December.

Web Site and Social Media:

- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in December)
- Continued training on new City website

Projects Underway

- Council Chambers improvements
- Conference and meeting technology
- Electronic plan review
- Implementation of Peak Agenda management software
- Utility infrastructure GIS data migration to new Local Government information model
- Replacement of software (to Beacon) between water meter handhelds and the Eden system
- New permitting software purchase price negotiations continue with Tyler EnerGov

Maintenance Activity

- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements, patches).
- Network service interruptions due to maintenance included less than 15 minutes for system wide maintenance.

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	151	134Active
Active & Read-Only Database Files (excludes MS Access)	760GB	
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, Guardian situational awareness display and upgrade of mobile CAD; replacement of current records management system scheduled for Q3 of '20; replacement of the 9-1-1 voice recorder system
- Working with departments to scan/store hardcopies to maximize the digitization of documents, as stated in the Council Goals.
- Building, Planning and Economic Development are expecting the planned replacement of permitting software which will make the online permit application easier for the applicant and add more permit types one can apply for online.

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

Fax: (707) 778-4498

Email: petalumaplanning@cityofpetaluma.org

December 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 December 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	99	52%
Phone Calls	46	24%
Emails	45	24%
TOTAL	190	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 December were:

- Fence Permits – 3
- Home Occupation Permits – 13
- Short Term Vacation Rental – 0
- Address Assignments – 2
- 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 December:

- Planning Commission – December 10, 2019
- Public Art Committee – December 12, 2019
- Planning Commission – December 17, 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 December include:

Potential/Concept Applications

- *McEvoy Ranch* - Conceptual discussion with the applicant regarding development of 108 Howard and 330 Western as administrative offices, product storage and a retail facility

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

Major Project Updates:

- *Dailey Single-Family Residence:* On December 10, 2019 the Planning Commission adopted a resolution approving Site Plan and Architectural Review (SPAR) for a new single-family home at 123 Kimberly Way. The approval included exceptions to the Country Club Estates Unit 2a and 3a Planned Unit Development standards to allow a reduction the required setbacks, increase to the maximum depth of the upper deck, and a decrease in the number of street trees required.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

Fax: (707) 778-4502

Email: policeadmin@cityofpetaluma.org

December 2019

Personnel Update / Vacant Positions:

<i>Sworn Police Officers</i>	<i>Actual Funded</i>			
Management	6	6	Field Training	8
Sergeants	8	9	Academy	0
Patrol	27	38	Injured	3
Detectives	5	5	Transitional Duty	2
Traffic Officers	3	6	Police Officer Vacancies	4
HOST	0	2	Announced Retirements	0
School Resource Officers	0	2	Over Hire Vacancies	2
			SHORTAGE TOTAL	19
			FUNDED SWORN STRENGTH	68
	49	68	%	27.5

Administration Update:

- Chief's Kettle Bell Challenge to raise funds for the Salvation Army's programs was held downtown on December 7th. Police & Fire kettles totaled \$1,249.95
- PPD and the Petaluma Policing Foundation hosted "Shop with a Cop" at Target on December 16th
- Three police officer trainees graduated from the Academy on December 12th; their swearing-in ceremony was held at the Police Station on December 16th
- An IT Specialist III was welcomed as a new hire to the PPD staff on December 16th
- Two new dispatchers successfully completed the Department's Dispatch Training Program and are now working as a solo dispatchers

Training Update:

- Platoon training consisted of Officer Response to Calls, Discriminatory Harassment and Hate Crimes, Drug Influence, Search & Seizure, Field Training Officer Update, Arrest & Control Techniques, Legal Update, Hostage Negotiations Monthly In-House, De-Escalation Instructor, Firearms Qualification, Defensive Tactics Instructor, Vehicle Pursuit Policy, Temporary Custody of Adults, Domestic Violence, Advanced Search & Seizure Warrantless Searches, Spike Strip, Less Lethal Qual. Beanbag, Taser-Basic, Missing Persons, Use of Force, Custody Search Policy, Search & Seizure/Temp Custody Adults/Custodial Searches
- One Lieutenant attended CPOA Legislative Update

Patrol Update:

- Calls for service to the Mary Isaac Center continue to impact patrol

Public Safety Report – December 2019 and YTD

	Dec 2019	Dec 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	40	38	452	446	1%
Homicide	0	0	2	1	100%
Rape	0	1	22	27	-19%
Robbery	2	6	26	27	-4%
Assault - Aggravated	7	16	127	136	-7%
Assault - Simple	31	15	275	255	8%
PROPERTY CRIMES	53	74	761	876	-13%
Burglary	1	3	108	150	-28%
Larceny - Grand Theft	14	25	231	264	-13%
Larceny - Petty Theft	25	41	359	395	-9%
Motor Vehicle Theft	12	4	54	66	-18%
Arson	1	1	9	6	50%

ARRESTS					
ARRESTS TOTAL	154	163	1994	2101	-5%
Adult	145	149	1916	1986	-4%
Juvenile	9	14	78	115	-32%

DISPATCH					
CALLS FOR SERVICE TOTAL	4602	4166	57697	59760	-3%
Public-Initiated	3331	3000	40139	37553	7%
Officer-Initiated	1271	1166	17558	22207	-21%
PHONE CALLS TOTAL	6539	5943	67821	91633	-26%
911	1287	1045	13067	12385	6%
Non-Emergency	5252	4898	54754	79248	-31%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	39	39	503	600	-16%
Fatal	0	0	2	3	-33%
Injury	19	11	194	206	-6%
PDO	20	28	307	391	-21%
TRAFFIC OFFENSES TOTAL	149	54	2677	3653	-27%
Citations	137	37	2466	3412	-28%
DUI Arrests	12	17	211	241	-12%
PARKING CITATIONS	422	431	6993	6935	1%

RECORDS					
INCIDENT REPORTS TOTAL	428	439	5289	5748	-8%
Mental Health	26	31	352	384	-8%
Online Reporting	44	55	632	536	18%

EVIDENCE					
ITEMS PROCESSED TOTAL	358	828	8180	9449	-13%
Intake	231	641	4490	5091	-12%
Purge	7	7	1649	2356	-30%
Release	40	24	617	657	-6%
Discovery	51	66	821	879	-7%
Dispatch	10	27	205	52	294%
Lab	11	9	144	166	-13%
Checkout	8	54	254	248	2%

Public Works and Utilities Department

202 North McDowell Blvd., Petaluma, CA 94954

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Email: publicworks@cityofpetaluma.org

December 2019

Capital Improvements Program Division

Stormwater

Petaluma River Flood Management Denman Phase 4 Project: This project provides for flood control on the Denman Reach of the Petaluma River.

Monthly Activities: Remaining work, slowed by winter rains, includes: final planting; final preparation of the walking pathway; installation of the two detention basin spillways; and final punch list items, including as-builts drawings.

Streets

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

Monthly Activities: Staff continuing to work on design and coordinate construction schedules with PG&E.

Various Safety Improvement Projects: The projects include 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 submitted environmental technical memos to Caltrans and is finalizing design. Project scope presented to Pedestrian Bicycle Advisory Committee.

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

Monthly Activities: Staff completed the design plans and anticipates putting this project out to bid in January.

Sidewalk Repair: The project includes the repair of sidewalks with identified trip/fall hazard complaints. The sidewalk repairs were either requested by property owners, on City property, or where property owners have been recalcitrant.

Monthly Activities: Ongoing receipt of public complaints of trip and or fall hazards. City contractor completed roughly half of sidewalk sites that include City sites as well as Property Owners who requested City contractor to complete work and Property Owners who have been unresponsive.

Downtown Pedestrian ADA Improvements: The project addresses providing a safe and walkable downtown.

Monthly Activities: Design services from two separate consultants enlisted for downtown ADA curb ramps.

Facilities

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: Design at 65%; solicitation to bid due in January '20.

Shollenberger Improvements: The project will construct an environmental educational kiosk and an outdoor amphitheater for environmental education lectures. This project is primarily funded by a grant for Outdoor Environmental Education Facilities Programs from California State Parks.

Monthly Activities: Initial site grading plan being reviewed.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	28
Transportation Permit Applications	48
Total	76

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:

- 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
- Minor Sidewalk Contract (ADA)
- Northbank Phases II and III
- On Call Sidewalk Replacement
- Patch Paving – various streets
- 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 five applications submitted for the month of December 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 began 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)	17
Biosolids Beneficial Reuse (wet tons)	625.50
Wastewater Treated (million gallons)	209.12
Recycled Water Produced for Distribution Off-Site Use: Agriculture and Urban Use (million gallons)	0.09
Recycled Water Produced for On-Site Use (million gallons)	9.98
Preventative Maintenance Work Orders	90
Corrective Work Orders	14

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Item	Monthly Activity
Restaurant/Grease trap Inspections	17
Significant Industrial User Inspections	11
Industrial User Inspections	3
Industrial Sampling Events	15
Influent and Effluent Samples	237

Wastewater Process Evaluation Samples	385
Self-Monitoring Analyses	301
Air Quality Sampling	

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

Water Conservation

Program Statistics	
Item	Monthly Activity
Residential High Efficiency Toilet (HET) rebates approved	12
Residential Water-Wise House Calls	18

- In 2018, Point Blue’s STRAW Program was awarded a grant from the San Francisco Bay Restoration Authority for restoring wetland-upland transition habitat in the North Bay. Shollenberger Park was one of several sites selected by the STRAW Program for restoring wetland-upland habitat. The first planting day at Shollenberger Park took place on December 17th where STRAW Program staff coordinated 47 2nd graders and installed 98 plants along the levee between Shollenberger and Parcel B . All plantings were rhizomatous grass transplants previously harvested from Shollenberger Park, Ellis Creek, and Alman Marsh. During the project, STRAW will coordinate 32 planting days with students from local schools and volunteers. Informational signs are posted along the levee near the restoration plantings.
- The City of Santa Rosa, on behalf of 9 members of the Sonoma Marin Saving Water Partnership (SMSWP), entered into a Professional Services Agreement with EKI Environment & Water, Inc. for a demand analysis, development of demand projections, and analysis of demand measures for each water contractor’s 2020 Urban Water Management Plan. The City of Petaluma and other members of the SMSWP entered into a Letter Agreement with the City of Santa Rosa to establish a cost sharing arrangement and fund the work of the City of Santa Rosa for administering the contract with EKI.

Storm Water Compliance

Program Statistics	
Item	Monthly Activity
Storm Water Inspections	2

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.

- West Air Inc (dba FEDEX Express) conducted 37 flights hauling 62,308 lbs. of cargo.
- Completed Annual Federal Financial Reports for Federal Aviation Administration (FAA) Airport Improvement Program (AIP) Grants.
- Submitted mid-year Budget Adjustment Requests.

Fuel Sales	Gallons	Sales
100 LL	3,614	\$ 17,167
Jet A	4,436	\$ 17,425
Total	8,050	\$ 34,592
Average per Gallon		\$4.30

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	2
Encroachment Permits	20
Park Maintenance/LAD	13
Paint & Signs	5
Street Maintenance	35
Street Lights	8
Traffic Signals	10
Turning Basin/Marina	1
Misc./Other	22
Total	116

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	38
Repairs - General Fleet	23
Repairs - Utilities & large equipment	25
Total	86

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	546
Tonnage	12
Skin patch	855
Special Events/Filming	4
Emergency Response (storm flooding, vehicle accidents, downed trees, spills/debris in roadway)	18
Assistance to other Departments	5

Painting / Signs	
Item	Monthly Activity
Street Signs	19

- Removed graffiti from wooden fence on Hidden Valley Drive
- Installed pedestrian crossing signs at Garfield and Appaloosa Drives
- Painted white striping at Fire Station 2
- Installed “No Parking” signs on Denman Lane
- Cleaned up 15 buckets of used oil that was dumped
- Repainted yellow tips on islands Windsor Drive and Western Avenue to D Street and E. Washington to Ellis Streets
- Assisted water crew with dig out and repaved old water and sewer patches at various locations
- Street crew responded to vehicle accidents (swept up glass, placed cones to block off streets, assisted with flagging, cleaned up oil spills) and picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage
- Mitigated sidewalk trip hazards
- Unclogged storm drains on the west side during storm events and cleaned up mud and debris on Prospect Street and Bodega Avenue

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	1
USAs	257
Street Lights Repaired	27
Turned Heads Realigned	3
Signals Re-Lamped	1
Assist Other Departments	2
Ped Pushbutton Replaced	2
Ped Audible Devices Replaced	0

- Worked with Petaluma Hospice to light Christmas tree in Walnut Park
- Replaced failed D.C. isolator card at S. McDowell Boulevard and McGregor Avenue
- Changed force off and offset times for coordination plan at Washington and Kentucky Streets
- Met with PG&E and City inspector about project at N. McDowell Boulevard and Corona Road
- Removed phases 4 and 8 from soft recall at E. Washington and Lakeville Streets
- Tested timing changes for McDowell Boulevard and E. Washington Street in shop
- Replaced failed flasher module at D and 6th Streets
- Picked up stop signs that were placed at D and 6th Streets due to traffic accident

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	19,242.47
Kayaks	8 of 16

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

- Cleaned catch basins and storm drains at various locations
- Removed down trees in Corona Creek from Riesling to Sonoma Mountain Parkway
- Removed downed tree from the bridge in Prince Park
- Repair lateral drop-in at 202 Webster Street
- Worked with Streets crew to repair old water and sewer digouts

Item	Monthly Activity
Telephone Inquiries: billing	51
customer service	98
water conservation	103
other	122
Total	287
Customer Service Work Orders	319
Meter Readings	20,127

Item	Monthly Activity
Water Main Repairs	1
Water Service Repairs	18
Total Water Repairs	19
Wastewater Collection System Main Repairs	
Underground Service Alert Utility Locates	418
Wastewater Collection System Line Cleaning (miles)	2.06
Wastewater Collection System Video Inspection (miles)	

- Cleaned Vallejo, Lakeville and Payran Pump stations

Item	Monthly Activity
Safety Training (man hours)	18.5
Water Production – Imported from SCWA (million gallons)	155,621,400
Total Well Water Production (million gallons) – ran wells in response to Kincaid fire and water production needs.	
Total of all Water Production	155,621,400

Parks and Facilities Maintenance Division
Parks Maintenance

Routine Parks Maintenance Tasks	Frequency
Mowing	Mowing fields as needed between rain
Irrigation repairs	None
Tree work	Downed tree limbs were removed at Penry, Glenbrook, and Eagle parks
Playground services	All playgrounds were inspected; slides for Oak Hill & Leghorn are on order; enclosure panels for Leghorn are on order
Pool Maintenance	Daily maintenance, etc.; chlorinator pump was replaced under warranty

- Restrooms and pool serviced on a daily basis
- Crew attended the de-escalation training held at the Community Center
- Downed tree limbs were removed at Penry, Glenbrook, and Eagle Parks
- The surge pump was replaced at the Swim Center pump room
- East Washington Fields were prepped for a lacrosse tournament
- Overgrown trees and shrubs were removed from the parking lot island behind the senior center
- Rotting and hazardous wooden bollards were removed at Lucchesi, Kenilworth, and Bond Parks
- At Steamer Landing Park, the previously damaged gate was replaced by a contractor
- Three concrete valve boxes were replaced at the McNear Park athletic field
- "Do not feed the birds" signage was installed at Lucchesi Park
- Work continued at Oak Hill Park on the Howard Street slope to remove brush to improve sight lines

Facilities

Facilities Works Types	Number Responded to
Electrical	15
HVAC	3
Plumbing	8
Keys, Locks, Windows, and Doors	6
Other	19

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

- City Hall
 - Patched roof leaks
 - Replaced Council Chamber clock
 - Replaced thermometer batteries in the City Clerk's office
- Transit
 - Quarterly inspection

- Library
 - Cleared gutters
- Parks
 - Pool – Re-plumbed and installed new pump
 - Pool – Boiler repair
 - Lucchesi – Patched stucco and touched up paint at Snack Shack
 - Leghorn – Retrofitted walkway light pool to LED
 - Community Center – installed two valves
 - Community Center – Coordination of wet carpet extraction/cleaning
 - Community Center – Inspection of leaking windows
- Other
 - Facilities assessment – Sightlines walkthrough (20 hours)

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	25,410
Ridership - Paratransit Trips	937
Paratransit Eligibility – New Evaluations Completed	8
Paratransit Eligibility – Renewals/Recertifications Completed	9

- Completed the upgrade of 4G modems on Petaluma Transit fixed route bus fleet
- Received draft report of Petaluma Transit Fleet & Facility Electrification Study from consultant
- Held TDA performance audit kickoff meeting
- Attended SMART Train Larkspur Station opening representing southern terminus for the route
- Received free AED from Cruisin’ the Boulevard Non-Profit and installed unit at Transit Facility; held AED training for City and MV staff on how to use the device
- Held a Bike Share subcommittee meeting on December 11th to discuss bike share policy considerations
- Helped draft PW&U Clean Energy Vehicle Purchasing Policy memo
- Per completion of bus stop inventory, began drafting bus stop work orders for bus stop improvements