



City of Petaluma

Departmental Reports for November 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

November 2019

Building Division Update:

- Issued building permits – 206
- Total permits issued Calendar Year to Date – 2,045
- Total permits issued Calendar Year (2018) – 1,943
- Total monthly inspections – 434
- Total permit valuation – \$20,662,287.95
- Inspections Calendar Year to Date – 1/1/2019 – 11/30/2019 – 5,524
- Inspections Calendar Year (2018) – 5,508
- Certificates of Occupancy issued – 20: One accessory dwelling unit on B Street; two SFD's for Brody Ranch and one 17-unit condo at Brody Ranch

<i>November</i>	<i>2019</i>
Days to Approval	Permit Apps
Same Day	78
1	56
2	12
3	8
4	10
5	6
6	2
7	7
8	4
9	6
10	7
11	2
17	1
19	1
20	2
21	1
26	1
32	1
55	1
Total Permits Issued	206

*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 November 2019:

Additional Building Plan Check	490.46
Additional Building Plan Check	160.46
Additional Building Plan Check	1,725.49
Civil Engineering Plan Check	3,805.91
State Building Standards Commission	403.00
Commercial Strong Motion Inst/Seismic	134.12
Electrical - Amp Charge	671.00
Electrical Permit Fee	7,051.78
Electrical - Light Fixtures	1.10
Electrical Minimum Permit Fee	2,862.00
Electrical - Receptacles	7.70
Electrical - Switches	3.30
Energy Conservation Fee	4,207.73
Fire Plan Check19	7,969.42
Incremental Fee	23,411.35
Building Permit Fee	63,002.47
Mechanical Permit Fee	6,600.89
Mechanical - Cooling Unit	117.15
Mechanical - Duct Work Only	223.65
Mechanical - Furnaces	429.20
Plumbing - Gas Pipe Outlets	6.15
Plumbing Minimum Permit Fee	864.00
Building Plan Check Fee	45,499.55
Planning Plan Check Fee	3,475.00
Plumbing Permit Fee	7,731.19
Plumbing - Water Heaters	135.30
Plumbing - Water Piping	23.75
Residential Strong Motion Inst/Seismic	664.99
Temporary Electric/Gas Permit Fee	109.00
Red Tag Fee	4,950.00
	<hr/> <hr/> 186,737.11

Economic Development

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4549

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Email: ialverde@cityofpetaluma.org

November 2019

Development Review Committee

Commercial projects discussed included:

- Potential development of Pomeroy property

Economic Development Projects & Programs:

Business Attraction Leads/New Businesses/Expansion

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

- Coffee cart
- Local grocery opportunity
- Brewery expansion/retail site opportunity
- Art gallery/workshop space

Business Retention

- Provided information about bio-tech development to nearby business
- Co-hosted manufacturing symposium attended by representatives from 20 Petaluma companies

Minimum Wage Ordinance:

- Continued work on outsourcing enforcement of the ordinance
- Coordinated postcard mailing to all current Business License holders
- Developed employer letter and coordinated first class mailing to all contacts all current Business License holders
- Worked with Design Guild to develop poster and employee notice for employers
- Met with restaurant group to discuss their concerns about ordinance
- Launched development of co-branding campaign that restaurants could use to help educate customers about minimum wage increases
- Responded to emails and phone calls from business owners regarding minimum wage ordinance

Downtown/Visitor Program Coordination:

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

Regional Collaboration and Events

- Attended Sonoma County Economic Development Board event

City-Wide Communications Initiatives:

Media Relations

- Successfully pitched story idea to Argus-Courier for coverage of Ellis Creek 10th Anniversary
- Spoke to Argus-Courier reporter about potential art gallery/workshop

City Goals:

- Continued efforts to finalize and print city goals document

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

Fiscal and Operational Sustainability (FOS)

- Continued work with staff and consultants to understand the City's fiscal and operational challenges and to develop communications materials to educate the public about those challenges

Emergency Operations

- Continued efforts to create interdepartmental solution to collecting and accessing Business Emergency Contact information

Police and Fire Department:

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

City Branding

- Met with leadership staff for input on new branding campaign

Measure M – Parks Survey and Workshop

- Analyzed survey results and input from workshop
- Developed presentation for Commission meeting

Interdepartmental Projects

- Helped Environmental Services Division plan and promote Ellis Creek 10th Anniversary event
- Met with Human Resources to discuss update of recruitment video
- Wrote article for employee newsletter

Citizen Engagement:

- Coordinated proclamations to honor individuals and organizations who assisted with the October Care and Shelter event
- Provided assistance to community members working on a climate-planning grant

Technology & Open Government Initiatives:

City Website Project:

- Provided five in-person website training sessions to staff from Water Conservation, Development Engineering, Human Resources, City Attorney, and City Clerk
- Continued to create new pages, upload photos and documents, and create forms
- Prepared site for December 9 launch by completing multiple reviews, looking for missing/broken links, incomplete pages, etc.
- Coordinated all-day photo shoot to support Water Conservation, Police Department, Human Resources, Environmental Services, Development Engineering, and Capital Improvement Projects

Municipal Code Upgrades:

- Provided training to staff on how to use new municipal code 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 IT Master Plan
- Provided oversight in contract development and negotiations for contract with Marin IT
- Met with local telecommunications consultant to discuss City needs
- Researched citizen engagement options and coordinated demo of GovDelivery solution

City Property Management Work:

- Met with leaders of Polly Klaas Foundation and Rebuilding Together to coordinate hand-off of Polly Klaas performing arts center

Fire Department

198 D Street, Petaluma, CA 94952

Phone: (707) 778-4390

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Email: firedept@cityofpetaluma.org

November 2019

CALL ACTIVITY

<u>TYPE OF CALLS</u>	<u>NUMBERS</u>	<u>ACTIVITY %</u>
Structure Fire	4	.60
Vehicle/Equipment Fire	0	0
Vegetation Fire	3	.45
Refuse/Other Fires	3	.45
Explosion - Overheat (no fire)	1	.15
Emergency Medical	465	70.66
Hazardous Condition	10	1.51
Special Service	60	9.11
Good Intent	77	11.70
False Alarm	35	5.31
TOTAL	658	99.94%

FIRE PREVENTION/PUBLIC EDUCATION:

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

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

- Corona Road Annexation, 470, 496, 498, 520, 522 Corona Road
- Casa Grande, 240 & 250 Casa Grande Road
- East Washington Baseball Field
- 500 Hopper St, Scannell Properties
- 316 and 320 Vallejo Street

Fire Prevention Bureau Inspections and Statistics:

<u>Fire Safety Inspections</u>	<u>November 2019</u>
Annual Permit Inspections	25
Re-Inspections	2
Fire Protection System, Commercial, & TI Inspections	27
Hazardous Materials Inspections	15
Hazardous Materials Investigations	1
Plan Reviews	15*

*does not include contracted plan review. Stats for in house only

General Fire Prevention Statistics	November 2019
FC/Hazmat Permits Issued	15
Public Records Requests / Sites Requested (PRA)	5 / 8
Permit Applications Received	11
Fees Collected Over the Counter	\$7,759
Pre-Development Plans Received	8
Building Permits Received	16

CUPA/HAZARDOUS MATERIALS/EMERGENCY RESPONSE PROGRAM HIGHLIGHTS:

- **Hazardous Materials/CUPA Actions:** Responded to an illegal dump into river
- **Fire Investigations/Fire Loss:** One call-out for a residential structure fire

TRAININGS/SPECIAL PROJECTS:

- **Meetings:**
 - City meetings included Safety First, City Re-branding and Social Media Committee meetings as well as a Water Department Municipal Code update meeting
 - Attended three Fire Code Adoption meetings
 - Nor-Cal Fire Prevention Officers e-Board meeting, three committee meetings and general membership meeting
 - Bay Area Regional CUPA Forum meeting
 - One-stop shop department meeting
- **Other Projects:**
 - Conducted occupancy bar checks with PPD
- **Scheduled Trainings:**
 - Conducted training for new fire recruits

COMMUNICATIONS/TECHNOLOGY/TRAINING/HEALTH:

Communications

- Implemented new Policies and Procedures for medic units BLS915 and BLS994 to improve efficiencies
- Completed final testing of the emergency “Firefighter Down” portable radio project; final testing and policy approval is expected in December with training and implementation expected in January/February ‘20
- Continued informational gathering on the Federal Licensing Renewal process for our City-used fire frequencies
- Working on upgrading programming capabilities to improve overall communication capabilities

Safety

- Working on a new Firefighter Decontamination Policy

Health & Wellness

- Members attended a resiliency retreat put on by First Responder Resiliency Inc.; Human Resources was provided with discussion points

Training

- Working on calendaring regional major drills for 2020
- Ongoing process to implement “EVALS” training evaluation technology
- Working with Legal and Risk on training ground licensing agreements and insurance requirements for outside agencies

Technology

- Completed department-wide training of the new staffing and records management platforms
- Recruitment posters and a video was sent out via social media and other platforms
- Purchased new technology equipment for the third ALS ambulance
- Initiating training on a new County-wide technology for incident commanders called Tablet Command

OPERATIONS:

- Medic 992 was staffed several times for 24-hour shifts on a new voluntary overtime staffing plan while we continue our FF/P recruitment
- The Department up-staffed an extra fire engine with 4 personnel for 36 hours as part of a County-wide effort during the red-flag warning in mid-November; costs will be reimbursed by the County
- Four single-role part-time EMT candidates started their background process
- The Department adjusted the annual shift calendar to be in alignment with neighboring departments; this will help with operational and training efficiencies and opportunities
- Represented the City in the County’s quarterly Emergency Medical Care Council

Disaster Preparedness:

- Assisted with the Hazard Mitigation Plan
- Represented the City of Petaluma in the weekly EOC Op Area Conference call

SUPPORT SERVICES DIVISION:

Facilities

Station 1:

- A new dishwasher was purchased

Station 2:

- Stove was repaired and a new shelf was installed above the app bay sink

Station 3:

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

Apparatus

- **Type 6**

--Lights/radios & skid mount pump are being installed

Housing Division

27 Howard Street, Petaluma, CA 94952

Phone: (707) 778-4555

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Email: scastellucci@cityofpetaluma.org

November 2019

Meetings attended:

- Attended a meeting at Sonoma County CDC with all jurisdictions to discuss the current legislation passed by the State legislature with staff from Legal Aid
- Conference call with PEP Housing regarding their funding and the use of HOME funds
- Attended Mid-Pen's community meeting at the Hotel Petaluma
- Attended and spoke at the Sonoma County Community Development Commission to thank the Commission for recommending funding for two affordable housing projects in Petaluma

Project Updates:

- Worked with the Housing Land Trust of Sonoma County to execute documents for the new homeowners at Brody Ranch. Eight homeowners closed on their new homes in November with 2 of the 8 being City employees.
- Sent in the response to the CDBG monitoring and communicated with the CDBG representative regarding other documentation that was needed.
- Worked with outside attorney on the documents for the re-syndication and rehabilitation for Burbank Housing's Old Elm Village property.
- Welcomed a new interim Housing Administrator and prepared him for specific program deadlines.
- Responded to questions on the Prior Period Adjustment for the Recognized Obligation Payment Schedule for the FY 18-19 period from the County of Sonoma Auditor's office.
- Prepared the Semi-Annual Vacancy Survey for October 2019.

Public Questions & Concerns:

- Responded to citizens looking for a place to live in Petaluma (~4 calls/week)
- Responded to Petaluma citizens who needed help with landlord/tenant issues and referred them to PPSC.
- Responded to inquiries from Title Companies regarding our first-time homebuyer program

Human Resources Department

11 English Street, Petaluma, CA 94952

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November 2019

RECRUITMENT

Recruitments Opened	Promotional/Open	Department
Street Maintenance Worker III	Promotional	Public Works

Eligible Lists Established	# on EL	Promotional/Open	Department
Street Maintenance Worker II	7	Open	Public Works
Police Officer (Academy Attendee/Grad)	1	Open	Police
Utility Service Worker II	2	Open	Public Works
IT Specialist II	5	Open	IT
Police Officer (Academy Attendee/Grad)	1	Open	Police
Police Records Supervisor	3	Open	Police

PRE-EMPLOYMENT

Job Title	Department
PT Tiny Tots Teacher I (5)	Recreation
Secretary	Public Works
Street Maintenance Worker II	Public Works
Utility Service Worker II (2)	Public Works
Utility Service Worker I	Public Works
Environmental Services Technician	Public Works
IT Specialist III	Police

EMPLOYEE DATA

Hires – Job Title	FT/PT	Promotional/Open	Department
Street Maintenance Worker II	FT	Transfer	Public Works
Facilities Maintenance Worker II	FT	Promotional	Public Works
Associate Civil Engineer	FT	Promotional	Public Works
Senior Traffic Engineer	FT	Promotional	Public Works
Police Officer	FT	Open	Police
Police Sergeant	FT	Promotional	Police
Emergency Medical Technician	PT	Open	Fire

Separations – Job Title	Reason	Department
Police Officer (2)	Resignation	Police
Firefighter/Paramedic	Resignation	Fire
Police Records Assistant II	Service Retirement	Police

TRAINING COMPLIANCE

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

WC

# of Claims Opened	Total Paid	Total Incurred
7	0	\$25,577.60

# of Claims Closed	Total Paid	Total Incurred
0	0	0

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

FMLA/CFRA			
Fire	Police	Misc	Total on FMLA (not on workers comp)
3	1	8	12

Leave Without Pay			
Fire	Police	Misc	Total on LWOP
		1	1

Information Technology

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4417

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November 2019

Customer Service

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

Note – Incidents are determined to be reports of actual failures; Service Requests are determined to be requests for something different, improved, requests for items not currently in service; Purchase Requests are for purchase of new or replacement technology involving orders to vendors.

- 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 November.

Web Site and Social Media:

- NextDoor: 18,173 residents in 56 neighborhoods (358 joined in November)
- Began training on the 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 software (Beacon) between water meter handhelds and Eden
- New permitting software purchase price negotiations with Tyler Energov

Maintenance Activity

- Patches were deployed and vulnerability scans were performed on all Windows servers and workstations that required remediation
- Ongoing upgrade of network infrastructure (routers, switches, firewall, AP upgrade, replacements)

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	134 active
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; upgrade of CAD and mobile devices; investigation of MobileResponder, equipped with GPS to follow police officers out of cars
- Replaced 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 departments are planning for the replacement of permitting software which will make online permit applications easier for the applicant and have more permit types available to apply for online.

Planning Division

11 English Street, Petaluma, CA 94952

Phone: (707) 778-4470

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Email: petalumapanning@cityofpetaluma.org

November 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 November 2019 are summarized as follows:

<u>Type of Activity</u>	<u>Numbers</u>	<u>Activity %</u>
Counter Visits	97	34%
Phone Calls	80	28%
Emails	107	38%
TOTAL	284	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 November were:

- Fence Permits – 6
- Home Occupation Permits – 9
- Short Term Vacation Rental – 1
- Address Assignments – 5
- 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 November:

- Planning Commission – November 12, 2019
- City Council – November 18, 2019
- Planning Commission – November 19, 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 November include:

Potential/Concept Applications

- *Pomeroy Site* - Conceptual discussion with the applicant team regarding development of the old Pomeroy site on Hopper Street. This is not a formal application, but rather a conceptual discussion to provide input to the developer to consider before making a formal submittal.
- *Lands of Clayton* - Conceptual discussion with the applicant to introduce a potential four lot minor subdivision at 316 and 320 Vallejo Street. The applicant is looking at two potential development options for the site, both that propose four-lots and would retain the existing house on Lot 1 with a single loaded shared private driveway for ingress and egress. The options studied relate to the proposed width of the driveway easement and the resulting net and gross areas of the proposed lots.

Formal Development Applications

- *Corona Road Annexation* - Discussion with applicant regarding a proposed annexation to the City of Petaluma and detachment from County Service Area No. 40 (Fire Services) and County Service Area No. 41 (Multi-services) five parcels with a total land area of 11.48 acres. The request includes zoning the parcels R1 and R2. The area proposed for annexation is within the Urban Growth Boundary and designated in the Petaluma General Plan Land Use Map Very Low Density Residential (0.6 – 2.5 DU/AC) and Low Density Residential (2.6 – 8.0 DU/AC).
- *DRG Casa Grande* - Discussion with applicant regarding a proposal for a vesting tentative map, re-zoning from R4 to PUD, and SPAR review for a 35-lot single family residential development and a remainder parcel on a 4.5 acre site. The remainder parcel will not be a buildable parcel and will contain the Adobe Creek segment that traverses the site at the rear of the property.

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

- *Corona Station Residential*: On November 19, 2019 the Planning Commission approved a resolution recommending adoption of a Mitigated Negative Declaration to the City Council. The Planning Commission also adopted resolutions recommending denial of a development agreement between the City of Petaluma and Lomas Properties LLC for development of the Corona Station Residential Project, recommended denial of a Density Bonus Housing Agreement for the project, and recommended denial of a Tentative Subdivision Map for the project to the City Council.
- *Sid Commons Apartment Project*: On November 19, 2019 the Planning Commission adopted a resolution recommending the City Council certify the Environmental Impact Report and adopt a Mitigation Monitoring and Reporting Program for the project. A motion to adopt a resolution recommending the City Council approve a Zoning Map amendment did not pass with a vote of 5-2. Additionally, a motion to adopt a resolution recommending approval of an amendment to the Oak Creek Apartments Planned Unit Development (PUD) did not pass with a vote of 5-2.

Police Department

969 Petaluma Blvd. N., Petaluma, CA 94952

Phone: (707) 778-4372

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Email: policeadmin@cityofpetaluma.org

November 2019

Personnel Update / Vacant Positions:

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

Administration Update:

- AXON auto tagging on BWC's now active
- 2020 Every 15 Minutes Grant received and approved; approved grant amount increased from \$6,000 to \$8,500
- Detective orals held on November 5
- Traffic Motor orals held on November 6
- Records Supervisor interviews on November 15
- Records assistant interviews on November 21.
- Officer promoted to Sergeant on November 16
- Records Assistant retired on November 21
- Veteran's Day Parade on November 11 to honor and thank our service men and women, especially those in our department
- Sergeant graduated from 431st Session of the Sherman Block POST Supervisory Leadership Institute
- Transition to Axon Body 2 cameras deployment completed

Training Update:

- Platoon training consisted of Use of Force, Missing Persons, Firearms Training, SWAT In House Training, California Association of Hostage Negotiation, Taser Instructor, Search & Seizure
- Lieutenant and Sergeants attended SWAT Commander class
- Sergeant attended Developing a Mentoring Process class
- Detective Sergeant attended Detective Unit Supervision/Mgt class
- Two Records Assistant II's attended Clears Regional class

Patrol Update:

- Upstaffing downtown area Thanksgiving weekend.
- Patrol hosted bar owners meeting with PDA in advance of holidays.
- Patrol and PFD conducted inspections of the bars for fire safety and ARNO/ABC violations.
- K9 Jax and Officer have completed their patrol and narcotics training and are now certified to work patrol.

Public Safety Report – November 2019 and YTD

	Nov 2019	Nov 2018	2019 YTD	2018 YTD	% Change 2018-19 YTD
PART I CRIMES					
PEOPLE CRIMES	30	49	421	408	3%
Homicide	0	0	2	1	100%
Rape	2	4	22	26	-15%
Robbery	0	0	26	21	24%
Assault - Aggravated	7	15	127	120	6%
Assault - Simple	21	30	244	240	2%
DV Assault/Battery	12	17	158	142	11%
PROPERTY CRIMES	58	50	739	792	-7%
Burglary	12	4	102	132	-23%
Larceny - Grand Theft	20	18	231	239	-3%
Larceny - Petty Theft	22	21	353	354	0%
Motor Vehicle Theft	3	7	45	62	-27%
Arson	1	0	8	5	60%

ARRESTS					
ARRESTS TOTAL	162	157	1850	1955	-5%
Adult	155	146	1778	1845	-4%
Juvenile	7	11	72	110	-35%

DISPATCH					
CALLS FOR SERVICE TOTAL	4900	4109	53095	55466	-4%
Public-Initiated	3391	2793	36808	34480	7%
Officer-Initiated	1509	1316	16287	20986	-22%
PHONE CALLS TOTAL	6703	6109	61282	91633	-33%
911	1427	1045	11780	12385	-5%
Non-Emergency	5276	5064	49502	79248	-38%

TRAFFIC					
TRAFFIC COLLISIONS TOTAL	44	46	518	600	-14%
Fatal	0	1	2	3	-33%
Injury	18	22	198	206	-4%
PDO	26	23	318	391	-19%
TRAFFIC OFFENSES TOTAL	155	96	1986	4139	-52%
Citations	142	78	1787	3915	-54%
DUI Arrests	13	18	199	224	-11%
PARKING CITATIONS	563	230	6571	6935	-5%

RECORDS					
INCIDENT REPORTS TOTAL	412	438	4855	5212	-7%
Mental Health	27	37	326	384	-15%
Online Reporting	36	58	585	536	9%

EVIDENCE					
ITEMS PROCESSED TOTAL	492	434	7822	8621	-9%
Intake	256	269	4259	4450	-4%
Purge	129	34	1642	2349	-30%
Release	33	35	577	633	-9%
Discovery	48	58	770	813	-5%
Dispatch	4	11	195	25	680%
Lab	3	11	133	157	-15%
Checkout	19	16	246	194	27%

Public Works and Utilities Department

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Email: publicworks@cityofpetaluma.org

November 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: The project construction elements worked on included: excavation of detention basins; redirecting of Petaluma River; and, removing silt at Corona Bridge, and planting of riparian habitat and wetlands areas.

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 presented final options to City Council and option 2 was recommended to proceed with for final design which included a combination of class II, III and IV bike lanes.

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

Monthly Activities: Staff continues to finalize design and work on environmental technical memo's. construction is anticipated to be start in 2020

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

Monthly Activities: 90% design completed in anticipated of finishing construction in 2020 prior to dredging.

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: Initial sidewalk marking of the roughly 20 work sites began.

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

Monthly Activities: Initial design services were solicited for curb ramps.

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 County of Sonoma departments that occupy a portion of the wing to discuss departmental and individual functions. All City departments responsible for issuing permits met to discuss the function and layout of a Permit Center.

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 Transit staff to discuss grant funding and other Federal requirements. Staff documented the CEQA Notice of Exemption.

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 involved the working group to prioritize hazards and develop mitigation actions.

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: Staff received the surveyor’s data and forwarded this base data to the engineering consultant. The group reviewed the design intent and site conditions at a field visit.

Inspection Services

Applications	Monthly Activity
Encroachment Permit Applications	45
Transportation Permit Applications	22
TOTAL	67

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
- Hanger Drainage Project
- Minor Sidewalk Contract (ADA)
- Northbank Phases II and III
- On Call Sidewalk Replacement
- Patch Paving – various streets
- Pavement Restoration 18/19
- Petaluma Police Department Exterior Paint Project
- PG&E Gas Rehab Project – 2nd Street/Petaluma Blvd. South
- Quarry Heights
- Riverfront Subdivision
- Silk Mill Hotel
- Sunnyslope II Subdivision
- Utility Patch Paving
- Water Street Development

Sewer Lateral Replacement Grant Program

The Sewer Lateral Replacement Grant Program provides financial assistance to property owners for the replacement of their private sewer lateral, which, due to their age or condition, is a source of groundwater infiltration and inflow to the sewer collection system. All sewer laterals are privately owned and are to be maintained by the property owner. This includes the connection at the main. The maximum amount of assistance for a sewer lateral replacement or repair is 50% of the approved cost, up to a maximum reimbursement of \$2,000. Only complete replacement of the sewer lateral or a repair that eliminates infiltration and inflow is eligible for the program. There were no applications submitted for the month of November 2019.

Sidewalk Repair Program

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

Environmental Services

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

Item	Monthly Activity
Safety Training (man-hours)	16
Biosolids Beneficial Reuse (wet tons)	569.64
Wastewater Treated (million gallons)	127.02
Recycled Water Produced for Distribution Off-site: Agriculture and Urban Use (million gallons)	17.61
Recycled Water Produced for On-site Use (million gallons)	10.19
Preventative Maintenance Work Orders	89
Corrective Work Orders	25

Pollution Prevention, Industrial Pretreatment, Laboratory, Environmental Compliance

Item	Monthly Activity
Restaurant/Grease trap Inspections	40
Significant Industrial User Inspections	9
Industrial User Inspections	1
Industrial Sampling Events	14
Influent and Effluent Samples	228
Wastewater Process Evaluation Samples	373
Self-Monitoring Analyses	275
Air Quality Sampling	4

- Prepared and submitted the Self-Monitoring Monthly Report for October 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	42
Residential Water-Wise house calls	34
Water Waste Inspections	1

- The City’s Mulch Madness Program ended for the stormwater season and will open again in May 2020. The Mulch Madness Program offers free sheet mulching materials to qualifying residents who want to replace their thirst lawn with a drought tolerant garden.
- The Petaluma Turkey Trot was hosted at Ellis Creek Water Recycling Facility for the first time. Environmental Services Section provided pet waste bags to participants as stormwater and pollution prevention outreach.
- Water Conservation staff attended the first Department of Water Resources Water Use Studies Workgroup Meeting. The first workgroup was focused on Indoor Residential Water Use study, the first step into developing water budgets for Water Efficiency Legislation.

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.
- Completed in-service of 2004 International Mobile JET A Refueler Truck.
- Monthly Storm Water Pollution Prevention Plan inspection and report were completed.
- West Air Inc (dba FEDEX Express) conducted 34 flights hauling 62,710 lbs. of cargo.
- Completed CIP C61501806 Hangar Drainage Improvements.

Fuel Sales	Gallons	Sales
100 LL	7,344	\$34,818
Jet A	6,227	\$24,662
Total	13,571	\$59,480
Average per Gallon		\$4.38

Corp Yard

Customer Service	
Telephone Inquiries	Monthly Activity
Bridge Openings	5
Encroachment Permits	1
Park Maintenance/LAD	17
Paint & Signs	6
Street Maintenance	30
Street Lights	4
Traffic Signals	11
Turning Basin/Marina	3
Misc./Other	30
Total	107

Fleet Maintenance	
Item	Monthly Activity
Repairs - Public Safety (Police/ Fire)	18
Repairs - General Fleet	18
Repairs – Utilities & large equipment	25
TOTAL	61

Street / Paving	
Item	Monthly Activity
Potholes (total filled)	410 potholes
Tonnage	70 tons asphalt
Skin patch	954 ft
Special Events/Filming	7
Emergency Response (storm flooding/vehicle accidents/downed trees/spills/debris in roadway)	38
Assistance to other Departments	7

Painting / Signs	
Item	Monthly Activity
Street Signs	22

- Repainted stop and stop bars at various locations
- Repainted faded skips and fog lines on Petaluma Blvd S from E Street to Crystal Lane
- Replaced 998 reflector buttons at various locations
- Mitigated sidewalk trip hazards
- Street crew responded to vehicle accidents, swept up glass and debris from vehicle accidents, oil spills, picked up various downed tree branches, abandoned appliances, furniture, shopping carts, and garbage
- Repainted double yellow lines on 6th Street from Mountain View to top of the hill
- Assisted water crew with dig out and repaved 18 old water and sewer patches
- Repainted 3,221 linear feet of red curbs at various locations
- Repainted double yellow lines on Payran St. between Lindberg Lane and Caulfield
- Repainted 12 island tips yellow and installed 10 new yellow reflectors
- Cleaned median island on Tunzi Parkway

Traffic Signal and Street Light Maintenance	
Task	Monthly Activity
Preventative Maintenance	3
USAs	213
Street Lights Repaired	19
Turned Heads Realigned	1
Signals Re-Lamped	2
Assist Other Departments	2
Ped Pushbutton Replaced	0
Ped Audible Devices Replaced	2

- Investigate detection issues at Washington Street and Howard Street that was damaged by an encroachment permit
- Investigative work at D Street and Lakeville to see how to improve right turn overlap, improve signal timing after train comes thru the intersection and removed coordination on D Street for improved timing at the rail crossing
- Various maintenance items that were discovered on a signal audit done by DC Electric of all 51 intersections
- Repaired damaged flashing sign at McDowell and Sunrise Parkway
- Timing changes at Petaluma Boulevard South and McNear to mitigate detection issues because of a failed traffic Loop. New camera will be installed in the future
- Removed damaged pole on Hopper Street from knock down caused by the delivery truck of the hotel rooms
- Put signal in flash at Lakeville and Pineview due to unexpected PGE outage

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	\$22,672
Kayaks	8 of 16

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

- Trench and replace 25 feet of pipe to the river at 2200 Petaluma Blvd N
- Dig out and pave with Street Department at 222 Redwood Cir and the end of Spyglass Ct
- Assist contractor on Sonoma Mountain Parkway and Riesling
- Cleaned grates and cleared plugged storm drains over Thanksgiving weekend
- Set 17 new meters at Brody Ranch development.
- Assisted contractor with various shutdowns
- Remove downed tree branches in Corona Creek

- Clean grates and underpasses during the storms
- Clean and remove trees in ditch at 2700 Petaluma Blvd N

Item	Monthly Activity
Telephone Inquiries: billing	40
customer service	135
water conservation	67
other	36
Total	278
Customer Service Work Orders	355
Meter Readings	20,277

Item	Monthly Activity
Water Main Repairs	3
Water Service Repairs	19
Total Water Repairs	22
Wastewater Collection System Main Repairs	1
Underground Service Alert Utility Locates	399
Wastewater Collection System Line Cleaning (miles)	3.72
Wastewater Collection System Video Inspection (miles)	.62

- Rebuilt Stony Point Well house
- Reprogrammed ACE 3600 units for SCADA
- 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)	38
Water Production – Imported from SCWA (million gallons)	218,161,680
Total Well Water Production (million gallons) – ran wells in response to Kincaid fire and water production needs.	-0-
Total of all Water Production	218,161,680

Transit Division

Item	Monthly Activity
Ridership - Fixed Route Trips	33,249
Ridership - Paratransit Trips	1,198
Paratransit Eligibility – New Evaluations Completed	12
Paratransit Eligibility – Renewals/Recertifications Completed	10

- Provided free service on Petaluma Transit for Veteran’s Day, over 440 rides were provided
- Had a cleaned/detailed Petaluma Transit bus participate in the Petaluma Veteran’s Day parade

- Completed the Petaluma bus stop inventory project. Work is now being conducted to create a bus stop capital improvement plan and work orders to address maintenance issues
- Continued work on validation of automatic passenger counters (APCs) as part of validation for National Transit Database (NTD) to reduce amount of on-board manual counting staff time
- TAC/PBAC bikeshare sub-committee held on October 13th
- Staff attended the California Transit Association (CTA) conference in Monterey from September 13 – 15
- Effective as of December 1st, the wages for the MV Street Supervisor and Dispatcher staff were increased by 12-13%. With this increase, the wages for all MV staff working at the Petaluma Transit office has increased over the past four months including the driver wage increase that took place in August 2019.
- Received first round of electric bus operations modeling as part of ongoing fleet & facility electrification study
- Completed work on the Sonoma County Transit Integration Efficiency Study. Study was adopted by the SCTA board on November 4th.
- Accepted delivery of the refurbished 1999 New Flyer bus (bus #41) on November 21. The bus received a full mechanical and cosmetic refurbish and is anticipated to receive an additional 12 years in operational life.
- Began work on the Avail modem upgrade project to retrofit all existing 3G modems on fixed route bus fleet to upgrade to 4G modems. Estimated completion in December 2019.
- Held half-day work retreat for Petaluma Transit staff on November 19th for teambuilding and to discuss goals for the upcoming year
- Completed FY 19 financial close out for Transit and STA/TDA funding
- Transit Manager attended the monthly meeting of the Petaluma 350 group on November 21st to discuss Transit throughout Petaluma
- Conducted guide dog training with over 12 dogs and their handlers from the Bergin College of Canine Studies on November 12