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DATE: July 17, 2023

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Brian Cochran, Assistant City Manager  
Ken Savano, Police Chief  
Brian Miller, Deputy Police Chief  
Kate McCoy, Management Analyst II

SUBJECT: Adoption (Second Reading) of Ordinance No. 2858 N.C.S. Authorizing the City Manager to Enter Into a Lease Agreement With Hansel Properties for 15,660 Square Feet of Additional Storage Space for the Police Department at 1221 Petaluma Blvd. North Which Includes 7,260 Square Feet of Indoor Space And 8,400 Square Feet of Outdoor Space

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### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Ordinance No. 2858 N.C.S. authorizing the City Manager to enter into a lease agreement with Hansel Properties for 15,660 square feet of additional storage space for the Police Department at 1221 Petaluma Boulevard North which includes 7,260 Square Feet of Indoor Space And 8,400 Square Feet of Outdoor Space.

### **BACKGROUND**

The Police Department is currently located at 969 Petaluma Blvd. North where it has occupied the site since 1986 when the existing building was converted from the Parent- Sorensen Mortuary into an operating police station. The department has been dedicated to upholding public safety, maintaining order, and serving the community through proactive community policing. As our community's needs have evolved, so too have the demands placed upon its police department facility over the last 37 years. Petaluma, like many cities, has experienced substantial growth in population and needed resources of a full service modernized police agency. Unfortunately, the existing space at 969 Petaluma Blvd. North has proven insufficient to accommodate the growth of the Department for both personnel and equipment. Storage areas originally designed in the 1986 remodel have become offices for employees and the Department has been forced to place shipping containers in the parking lot to accommodate equipment storage needs.

The existing on-site parking lot currently stores the entire fleet of police emergency and non-emergency vehicles as well as the Department's specialized equipment which include a mobile command vehicle, two armored rescue vehicles, boat, an all-terrain (UTV) vehicle, parking and traffic enforcement vehicles including motorcycles, dual purpose motorcycles, radar speed display trailers, DUI/Traffic trailer, and an emergency operations trailer.

Additionally, the Department has a need to impound and process vehicles for criminal or collision investigations which further impacts employee parking. Some vehicles impounded for evidence or evidence processing are required to be stored by the Department. These vehicles can also be visually traumatic for staff to see in our employee parking lot. Not having adequate facilities for these vehicles, we have been forced to store vehicles at off-site facilities located outside of Petaluma for long term storage.

The storage of shipping containers, large fleet vehicles, and evidence vehicles in the parking lot has created dangerous conditions both visually and physically for staff when navigating the lot while driving or walking.

The limited space has made it increasingly challenging to store large, expensive and essential specialized emergency equipment that currently is stored on-site at the police department. The equipment is exposed to the elements, impacts access for employee to parking and is viewable to the public on adjoining properties. Long-term exposure will accelerate the deterioration of this invaluable public safety equipment which could lead to costly repairs and maintenance as well as an overall reduction in its serviceable use. Many of these vehicles and pieces of equipment were purchased or acquired as the result of grant funding or public safety programs and the replacement costs would total into the millions of dollars.

On July 10, 2023, City Council introduced the attached Ordinance No. 2858 by a vote of 7-0.

## **DISCUSSION**

Recognizing the need for additional space, the Police Department has taken proactive measures to address the issue. Numerous locations were evaluated for potential consideration but were determined to not be suitable due challenges such as the total space available, length of the lease term, clearance and access restrictions preventing the ability to store certain specialized vehicles, and current uses of the locations requiring significant modifications to meet our intended needs. Staff evaluated hangars at the Petaluma Municipal Airport and while that location is not currently available, staff intends to reevaluate following future development of additional hangar facilities.

One solution that has been explored is the possibility of leasing property at 1221 Petaluma Blvd. North immediately adjacent to the current location. This adjacent property would serve as a dedicated space to house specialized equipment, vehicles, and other storage needs, providing significant relief to the Police Department parking lot.

By seeking a month-to-month lease for the neighboring property, the Police Department will expand its operational capabilities and provide the necessary infrastructure to support its growing

requirements. This additional space would alleviate the limitations of the current facility, enabling the Police Department to store and maintain its specialized equipment and vehicles more effectively.

Having a dedicated storage facility nearby would enhance the department's efficiency by streamlining operations. Officers would have easier access to the required equipment, enabling them to respond promptly and effectively to emergencies and other law enforcement situations.

The proposed lease would be a temporary solution while the City completes the already in progress Public Safety Facilities Assessment and Strategic Plan. Other short-term options include the already-in-progress capital improvement project to remodel the police building for additional inside office/storage space but would not address the parking and vehicle storage situation. Moreover, by addressing the limited available space and utilizing more appropriate storage options the department will gain the ability to repurpose or develop areas for employee wellness activities such as physical fitness and well-being.

The property located at 1221 Petaluma Blvd. North in the former Marine Unlimited location is currently vacant. The space is owned by Hansel Properties and consists of open, covered, and indoor warehouse space.

The basic terms of the lease are as follows:

Term - Month to Month  
Monthly Rent - \$10,000.00  
Security Deposit - \$10,000.00  
Total Monthly Payments - \$10,000.00

The ordinance allows the City Manager to sign a lease that is “substantially in conformance with” the attached sample lease, and the City and Hansel Properties are finalizing minor modifications to several provisions of the sample lease attached.

### **PUBLIC OUTREACH**

This agenda item was included on the agenda for this meeting and publicly noticed in compliance with the Brown Act.

### **COUNCIL GOAL ALIGNMENT**

The contents of this staff report relate to the City's Top 10 Priorities under the Public Safety Facilities Assessment. This lease is a short-term alternative to help with the Police Department with immediate relief in the rear parking lot while waiting for the results of the Public Safety Facilities Assessment and Strategic Plan currently underway.

### **CLIMATE ACTION/SUSTAINABILITY EFFORTS**

There is no climate action or sustainability impacts associated with this item.

## **ENVIRONMENTAL REVIEW**

Adopting an ordinance to approve a lease which will provide space for the Petaluma Police Department is categorically exempt under the California Environmental Quality Act (“CEQA”) in accordance with Sections 15301 (Existing Facilities), 15303 (New Construction or Conversion of Small Structures), and 15304 (Minor Alterations to Land) as the lease space is located at an already improved property, near the Police Department Headquarters.

## **FINANCIAL IMPACTS**

The first payment includes the first month’s rent plus the security deposit for a total of \$20,000 in July 2023. From then on, the monthly rent is \$10,000, on a month-to-month basis, or \$120,000 annually. Sufficient funding exists in the adopted FY 23/24 budget to cover this cost.

## **ALTERNATIVES**

The Department has been looking for a suitable site to accommodate the listed equipment and vehicle storage for more than two years without success. This property and facilities, along with proximity to police headquarters, makes this location ideal to address present conditions and improve space and safety in the rear parking area. If the lease is not approved, the identified equipment and vehicles can remain stored at the main police headquarters at 969 Petaluma Blvd North.

## **ATTACHMENTS**

1. Ordinance No. 2858 N.C.S. with Exhibit A (Lease Agreement)
2. Site Diagram
3. Storage Container/Vehicle/Equipment List for Additional Storage