

COMMUNITY UPDATE

Prepared by City Manager David Kelley

January 11, 2019

City Manager's Office

Save the Date Saturday, April 13, 2019 at 10:00 am for the Grand Opening of the Porterfield Creek Open Space Trail Project: The City of Cloverdale has received approval from the Sonoma County Open Space for the trail work at the [Porterfield Creek Open Space property](#). City Staff in coordination with Mayor Bagby and the Sonoma County Trails Council has scheduled a "Grand Opening" for the Porterfield Creek Open Space Trail Project on **Saturday, April 13, 2019 at 10:00 am**. Please save the Date. More information about the Grand Opening will be released soon.

City Manager Submits Plan for Compliance with CalRecycle's Mandatory Commercial Organics Recycling (MORe) Regulations: CalRecycle submitted a letter to the City dated December 3, 2018 pertaining to the City of Cloverdale's compliance with Assembly Bill 1826, Mandatory Commercial Organics Recycling (MORe). CalRecycle required the City to submit a detailed plan no later than January 11, 2019 that includes specific measures about how the City will address program deficiencies. City of Cloverdale staff worked with SCWMA staff and Recology staff to develop a program plan that addresses CalRecycle's concerns to ensure that we make progress on compliance in our City. A copy of the MORe plan is attached. In an effort to make steady progress on implementation of the plan, City staff also developed a new [web page](#) on the City's website containing information about California's Mandatory Organics Recycling Law AB 1826.

Monthly Chamber Board Meeting: The monthly Chamber Board meeting was held on Thursday, January 10th, starting at 6 p.m. at the Chamber office. Councilmembers Cruz and Turner attended the Board meeting along with the City Manager. The Chamber reported that the Board has a retreat scheduled for Wednesday, January 16th. The Chamber also announced that a January Mixer will be held on Thursday, January 17th from 5:30 to 7 p.m. and it will be hosted by Cloverdale Computer located in the Furber Ranch Plaza.

Health Action Cloverdale Meeting Canceled: The Tuesday January 8th Health Action Cloverdale meeting was canceled due to several illnesses by key staff for the group. The next scheduled meeting is February 12th at 1:00 at the Cloverdale Senior Center.

Finance and Administration

City of Cloverdale Collects Measure P Cannabis Revenue: The Finance Department developed [remittance forms](#) for cannabis businesses to report receipts in compliance with Measure P, the Cannabis Excise Tax. The City began implementing Cannabis Business Tax (Measure P) for operating businesses in October. For the months of October and November, approximately \$21,000 in [Measure P](#) revenue has been remitted to the City. An update on cannabis revenue collected by the City will be identified in the mid year budget update to the City Council currently planned for February 2019.

Cloverdale's Finance Team Attends Municipal Finance Conference: Finance Manager Susie Holmes and Accountant Analyst Shannon Peterson attended the [California Society of Municipal Finance Officers \(CSMFO\) conference](#) this week. According to CSMFO, "The challenges facing the municipal finance professional in today's world have never been greater with meeting demands placed upon us for service delivery hampered by fiscal constraints". This conference helps to ensure that the City's Finance staff is

up to date on complex issue including Governmental Accounting Standards Board (GASB) requirements, pension obligations and other important financial topics. Susie and Shannon will return to the office on Monday, January 14th.

Community Development

Payless Storage Submitted an Annexation Application to the Community Development Department: The Community Development Department received a pre-annexation application for the Payless Storage facility located at 28277 and 28277 Highway 101 on the south end of town. This application continues a trend of interest in annexation projects on the southwest side of town. This item is tentatively scheduled for the February 12th City Council meeting. Staff will be seeking the Council's direction on the allowing this annexation to move forward.



Community Development Department Received Planning Application for a Vacation Rental: The Community Development Department received an application for a Conditional Use Permit to allow for Vacation Rental use of the existing single-family residence at 127 Commercial Street. This project will be scheduled for a public hearing at a future Planning Commission meeting date once the City has completed its review of the application.

Update on New Planning Commission Applications: The period for filing an application for the vacant seat on the Planning Commission closed on Thursday, January 3rd. Community Development Department received 10 applications for the vacant Planning Commission seat. Per the City's Municipal Code, Mayor Bagby will evaluate the applications and provide a recommendation on the appointment for ratification by the City Council.

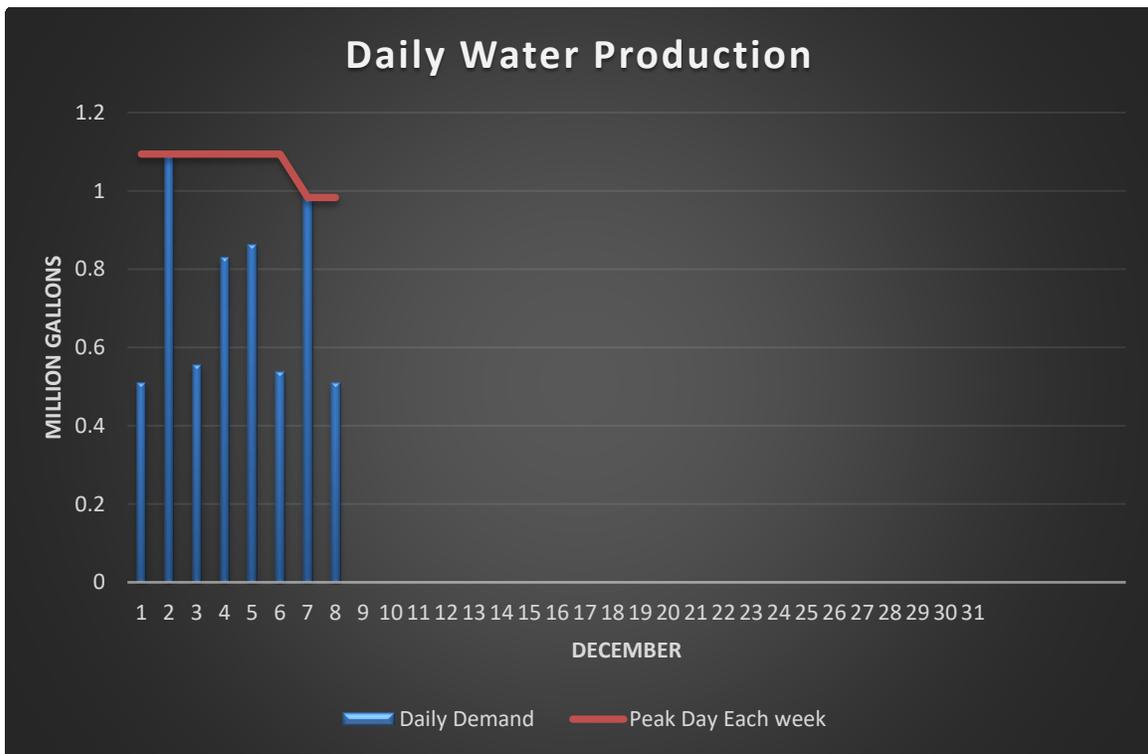
Community Development Staff Completed the State Department of Finance (DOF) housing unit survey for calendar year 2018: DOF is required to collect housing unit change data from every city and county in California (see [link here](#)). These data form the basis for the housing estimates included in the Housing Unit Method used by DOF to produce annual population estimates for cities and counties. Finance is mandated to produce these population estimates by the Gann Initiative, passed in 1979 that is now part of the State constitution – Article XIII B, and is chaptered in Section 2228 of the Revenue and Taxation code. In 2018, the following dwelling units were added to the City:

- | | |
|--|--|
| 1. Newly Constructed Units: Single-Family detached: | 7 single-family residences |
| 2. Newly Constructed Units: Accessory Dwelling Unit (ADU): | 7 ADUs |
| 3. Converted Units Gained: | 6 former commercial spaces converted to apartments |

Public Works & Engineering

Wastewater Treatment Plant Update: The City of Cloverdale's Wastewater Treatment Plant (WWTP) currently must transport, store, and treat an average of approximately 192 million gallons (MG) of wastewater each year. The average daily dry weather capacity of the WWTP is approximately 1.0 million gallons per day (MGD) with a peak dry weather capacity of 2.20 MGD and peak wet weather capacity of 8.25 MGD. Senior Wastewater Treatment Plant Operator Jay Robinson tracks daily inflow at the WWTP to ensure that the WWTP is operated within design parameters. According to Jay, December total Influent received/treated at the wastewater plant was 20.3 Million Gallons. In addition, the tracking wastewater flows, Jay also monitors rain gauges at the plant. Based on rain gauge data at the WWTP, during the period from 1/1/19 - 1/8/19, the City received 5.1 Inches of rain at the plant so far this year.

Water Production: City of Cloverdale Water Department staff monitors daily water production at the Water Treatment Plant including daily demand and peak daily production. Daily production for the past week ranged from a low of 0.509 Million Gallons Day (MGD) to a high of 1.094MGD.



Rockydale Lane Improvements Project Documents Released for Bidding: A final bid package for paving improvements on Rockydale Lane was submitted to the City Engineer Mark Rincon last week. Public Works staff will be issuing a construction bid solicitation (advertising) starting this week. Bids are scheduled to be received by January 29, 2019 until the hour of 2:00 p.m., at which time they will be publicly opened and read aloud in the conference room of City Hall. City Engineer Mark Rincon will review and evaluate the bids to determine whether they are response to the City’s bid notice and make a recommendation to the City Council on whether to award the bid to a qualified contractor.

Water Department Completes Important or Critical Maintenance Projects: Water department Staff replaced leaking check valves on wells#3 and #6. The main reservoir painting project was completed as scheduled. Water Department Staff repaired Effluent pump #2 pump control valve Finally, Pump Efficiency testing was completed on all 25 horsepower and larger pumps in our Water System. We should have the results in a few weeks. The testing is provided by PG&E.

Water Department Updates Sampling Schedule: The Bacteriological sample site plan was due to be updated March 2019. The updated plan was completed and is awaiting acceptance from our State regulators. 2019 sampling schedule has been updated for all source chemical monitoring, disinfection bi-products, annual, and quarterly sampling events. All required sampling is scheduled for the next calendar year.

Lead Sampling in Schools Program Update: Data and information for the Lead Sampling in School Program has been submitted to the State program regulators. City staff is awaiting approval to begin sampling. The sampling is due July 2019. Water staff are currently on schedule to have all sampling completed January 2019.

Water Department Evaluating Location for Propane Tank at the Water Treatment Plant: Water Department Staff is working on getting the propane fill station installed at the Water Treatment Plant to save fuel costs and time fueling the new torch trailer. Fire Department Personnel have inspected the desired site placement of the propane tank. City staff is evaluating if the fill station will require any updates to our emergency response plan or permits.

Parks & Recreation

Parks Department Undertakes Major Vegetation Project at Near Cloverdale Cemetery: The Parks Dept. in collaboration with the Waste Water Department conducted a major vegetation management project at the Cloverdale Cemetery along the railroad tracks. Due to the large size of the project, the City acquired the help of the California Department of Correction inmate crew who assisted in vegetation clearing. City



Arborist Hector Galvan evaluated all trees, and gathered factual data including as species, location, general health of the trees, disease or structural defects such as type of fungal fruiting body, presence of decay, cracks, included bark, etc., site conditions, and potential targets. All required criteria for hazardous tree removal was obtained including the height of a tree and the distance to a potential target, such as grave stones, were evaluated. The next step was to chip grind the brush accumulated from the project and spread it back to the landscape for a weed guard barrier. Economy Tree Service was hired to chip grind brush at the Cemetery this week. Which completes the vegetation management project intended to aid in fire protection as well as discourage the homeless population from setting up camp in this area.



Parks Staff Prepare for Installation of Privately Funded Park Furnishings at Porterfield Creek Open Space: Park Staff made progress on installation of a new bench at the Porterfield Creek Open Space that was purchased by private residents. The residents were excited to contribute funding and coordinate with Parks staff on installation of new park furnishings! Concrete footings were set, and bench will be added next week.

Parks Maintenance Update: The Parks and Recreation Department continues to address maintenance requests along with regular weekly maintenance routines. The first was vegetation removal project that took place at the Second Street City Park. The CDC crew was recruited to remove vegetation around the entire baseball field, as well as weed abatement by hand which minimizes the use of herbicides. The crew also performed leaf raking trough out the park. Parks staff performed winter leaf removal at City Park and Chablis Park. The second project took place at Furber Park where the CDC crew performed leaf raking and weed abatement. The crew also spent a couple hours at the L&L District The Cottages, raking leaves. Parks Staff raked and pruned shrubs at the Chablis Park and approximately 10 yards of leaves were hauled off. Finally, on West 2nd St, Parks Staff aided the Streets Dept. with the removal of a fallen tree limb that had landed on two vehicles. City staff made sure that hazards impeding the public were cleared.

Parks Department Makes Critical Park Facility Repairs and Improvements: The Parks Department is spending time during the wet weather to make important facility maintenance/repairs. At the City Park restrooms several tiles damaged from wear/tear and vandalism were replaced. This involved cutting to fit around fixtures and fresh caulking around all toilets and sinks as well. The second project was in the men's restroom at Furber Park. Plaster was applied to repair Sheetrock that had seen recent damage due to vandalism. Next, two new bollards were installed near the West parking lot. These are intended to keep unauthorized vehicles from entry onto City property that may cause damage to existing irrigation valves and/or interfere with organized sports activities (see picture below). Minor plumbing repairs were also made at the Second Street City Park and irrigation valve repairs were undertaken at Furber Park as well.



City of Cloverdale 2019 Mandatory Commercial Organics Recycling (MORe) Plan

Submitted January 11, 2019



<i>Action Item(s)</i>	<i>Description</i>	<i>Responsible Party</i>	<i>Frequency</i>	<i>Progress Comments</i>
Electronic				
City Website/Social Media	Commercial/MFD organics recycling content, inform of Tier 3 MORe Link to Recology and SCWMA sites	City (SCWMA will provide content)	Continuous	Start by January 31, 2019
Recology Website/Social Media	Commercial/MFD organics recycling content, inform of Tier 3 MORe	Recology (SCWMA will provide content)	Continuous	Ongoing
SCWMA Website/Social Media	Commercial/MFD organics recycling content, inform of Tier 3 MORe Link to Recology site	SCWMA	Continuous	Start by January 31, 2019
Print				
Commercial/MFD Services Brochure	Includes MORe content, available on website @ www.recology.com/rsmresources , and Recology maintains robust inventory for in-person distribution	Recology	Annual review	Completed
Newsletter	Continue to include MORe content in biannual newsletters that go to ALL customers – single family residential, commercial, and MFD (https://www.recology.com/recology-sonoma-marin/cloverdale/newsletter/)	Recology	Spring & Fall	Completed for 2018, Ongoing for 2019
Postcard	Notification to impacted commercial and MFD accounts of Tier 3 MORe effective Jan 1, 2019 https://www.recology.com/recology-sonoma-marin/legislation/	Recology	Annual review	Completed September 2018
Annual Recycling Guide	Annual guide that provides detailed recycling/compost information and MORe information for commercial/MFD customers. Distributed at community events and presentations.	SCWMA	Annually	Completed for 2018, Ongoing for 2019
Initial letters to Tier 3 MORe covered generators	Send notification letters to all impacted commercial and MFD accounts regarding Tier 3 MORe effective Jan 1, 2019 Include City, SCWMA, and Recology logos + appropriate contact info	SCWMA (Recology will provide mail list)	Annually	Send by January 31, 2019

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Follow-up Noncompliance Letter	<p>Letters will be mailed to commercial and MFD accounts that are not Tier 3 MORe compliant</p> <p>Letters will include:</p> <ul style="list-style-type: none"> • Recipient is not in compliance with the law • Need to respond if the recipient is recycling the organic materials on their own or needs an exemption • Specific instructions on what they need to do + deadline • Cost and service size options for food and or green waste recycling • City, SCWMA, and Recology logos + appropriate contact info 	SCWMA (Recology will provide mail list)	Biannually	Send by April 30, 2019 and September 30, 2019
Direct Outreach				
Site Visit/ Audit/ Adjust Services	<p>City of Cloverdale contract with Recology requires Recology to work with all schools and city facilities annually, and other commercial/MFD accounts upon request.</p> <p>During the calls/visits, the following will be documented:</p> <ul style="list-style-type: none"> • “other organics recycling” or exempt (generate less than ½ cubic yard organics per week) • If organics recycling was added or not; and if not, the reasons why 	Recology	Continuous	Ongoing
	Follow-up with “problem” accounts that refuse MORe compliance or perpetually contaminate compost bins	SCWMA (Recology will refer as needed)	Continuous	Start by January 31, 2019
	Provide organics program resources to help customers implement successful organics recycling programs – indoor green containers, posters, signage, training	Recology	Continuous	Ongoing
Presentations to Chamber of Commerce	Notify chamber members of Tier 3 MORe and tools offered to be in compliance	Recology/ SCWMA	Annually	Schedule in 2019
Presentations to Schools, HOAs, Businesses, and	Trainings/educational presentations available upon request. Promoted in outreach materials and on website.	Recology/ SCWMA	Annually	Ongoing

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Community Groups				
Customer Service Reps Promote MORe	Customers falling under Tier 3 MORe will be noted in Recology system with unique compliance codes by January 31 st . When customers call in for services they can be reminded of MORe requirements and offered compost services.	Recology	Continuous	Start by January 31, 2019
Reporting				
Progress Reports	A list of MORe covered commercial and MFD accounts, respectively, with names, addresses and service levels - noting: <ul style="list-style-type: none"> • If covered commercial or MFD account is or is not MORe compliant • If covered account has been identified as backhauling, self-hauling or using third party recyclers • Outreach activities with account and outcome 	Recology will provide data to SCWMA, and SCWMA will report to CalRecycle and Cities	Quarterly through 2019	2018 Summary Report due January 31, 2019 2019 Q1 due April 30, 2019 2019 Q2 due July 31, 2019 2019 Q3 due Oct. 31, 2019 2019 Q4 due Jan 31, 2020
Enforcement				
MCR/MORe Enforcement Ordinance	SCWMA staff plan to recommend to the agency board that a model ordinance be drafted for member jurisdictions to adopt.	SCWMA	Continuous	Summer/Fall 2019
Infrastructure				
Compost Facilities	SCWMA compost facility projected to start accepting material in 2021. In the meantime, organics collected in the county are being sent to Redwood, Cold Creek, and Republic's Richmond compost facilities.	SCWMA	Continuous	2021