



MINUTES

Special meeting

Finance Administration and Police Subcommittee Meeting

Meeting Date: January 31, 2019

Meeting Time: 10:30 a.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Melanie Bagby, Chair

Vice Mayor Wolter

City Manager, David Kelley

Acting Police Chief, Robert Stewart

Finance Manager, Susie Holmes

1. **Call to Order:** Mayor Bagby called the meeting to order at 10:30 a.m.
Present: Councilmember Wolter, Mayor Bagby, David Kelley, Robert Stewart, Susie Holmes
2. **Communications:**
 - a) Letter from J. Hammond regarding homeless people. Vice Mayor Wolter summarized the letter, which expressed concern for student safety in relation to homeless encampment at the river. At the Public Works subcommittee meeting January 29th, SCTA's presented their new Free Fare program. Discussion included the possibility of extending portions of the route into adjacent unincorporated area to capture some of the outlying areas and to adjust the schedule to accommodate students at the south end of town so they can get to the high school before first period. Mayor Bagby will bring this up at the SCTA board meeting.
3. **Public Comment:** None
4. **Approval of Minutes:** October 25, 2018 meeting minutes were approved.
5. **Current Items for Discussion:**
 - a) Historical Society's storage space plan. Robert Renner, Cloverdale Historical Society, submitted a request for \$10,000.00 in funding to provide for construction of additional storage space for the facility, which is currently storing housekeeping items in their climate-controlled room. Construction plans have been submitted to the City. Without assistance from the City, the Historical Society may have to close due to lack of funds. This would be a great loss to the community. Councilmember Wolter acknowledged that the City also has a storage problem. There are minutes going back into that last century that he would like to have preserved in the climate-controlled room. Mayor Bagby recommended that the society attempt to secure funding sources. Mr. Renner stated that the initial funding would help them to start their expansion, and they will look for additional funding sources. The subcommittee directed staff add the item to the mid-year and annual budget for consideration with the requirement for the Historical Society to look for matching grant funds.
 - b) Draft Measure O Report – Holmes - Measure O. Susie Holmes reviewed the draft annual report, which demonstrates how the 3% voter-approved taxes are being utilized. $\frac{3}{4}$ of the funds received were spent on a 10th police officer position, a dispatcher position, and safer replacement vehicles, and $\frac{1}{4}$ of the funds were used to subsidize streets and parks.

Vice Mayor Wolter expressed hope that the cannabis tax will eventually fund the Police Department so that the Measure O funds will be available for other expenses. Mayor Bagby concurred, adding that Measure O is time-sensitive, and use of the funds should be project-oriented. It is not certain that the

Measure will be renewed, and that the public recognizes it is an important source of revenue for the City. She would like to see the funds used to repair roads.

Recommendation: Manager Kelley requested final formatting to reflect new members, page numbers, a funding plan that addresses possible renewal, and to add the item to the City Council agenda for adoption.

Manager Kelley stated Measure P (Cannabis Excise Tax) needs to be added to the City Council agenda in order to track revenue in the budget. Since the state legislation changes so often, it is important for the Council to be apprised of the current status of the cannabis law.

Recommendation: Place Measure P as a standing item on the agenda.

c) Draft Homelessness Strategic Plan – David Kelley

Manager Kelley reviewed the initial framework for the draft plan. He recommended community outreach and establishment of an Ad Hoc committee. The group will identify specific areas of focus and provide direction to staff, which are compatible with the city/community/countycwide values and issues. Funding sources must be researched, affordable housing models, Cherry Creek, and other creative frameworks should be included. The oversight committee should include a range of individuals, community groups, community members, advocates, and services.

Mr. Kelley commented that a letter had been received recommending that the City collaborate with Healdsburg and Windsor to establish a more regional approach. This would need to include the County, which covers the unincorporated areas. Vice Mayor Wolter supported an Ad-Hoc committee that includes stakeholders in the community and the County. He stated that Cloverdale needs to establish its own plan to deal with the issue. Mayor Bagby suggested that it might be more effective to pool resources with Healdsburg and agreed that Cloverdale needs to move forward. All agreed that clear direction is needed to develop the framework and work together at all levels.

Debbie Howell, Alexander Valley Healthcare, stated that they are working with the County as part of their Homeless Care Program. They have referred 12 people to the County and none were accepted. The AVH served 127 homeless in 2017, and 2018 information is not available. Debbie stated that the homeless problem is larger than the community realizes. AVH has three case managers that deal with patients, and the need is great. Referrals to other agencies that provide food, clothing, and financial assistance are available. Ms. Howell indicated that that the mental health staff is sorely needed and mental health issues are a big part of the homeless issue.

Discussion included funding sources, how funds will be distributed, the City's role, identifying gaps, seeking funding initiatives, outreach coordination, transportation, and including mental health staff. Mayor Bagby stated that it may be better to partner with agencies and that the community action group should include this in their research. Vice Mayor Wolter added that the plan needs to be sustainable.

Todd Lands, President of the school board for Cloverdale High School, referred to an incident that occurred at a school meeting involving students and homeless advocate spokesperson Colleen Charmichael. Ms. Charmichael stated that homeless people in the community need to be cared for. Mr. Lands stated that the school should not be used as a political venue. Ms. Charmichael stated that the community needs to work together rather than compete for funding.

Shawn Bovee opposed the location of the Cherry Creek navigation center. He added that he participated in a count of the homeless in and around Cloverdale.

Further discussion determined that the lack of mental health providers further exacerbates the problem. Debbie Howell added stated that they have a “whole person care coordinator” on staff who can talk to people who are loitering, rather than involving the police. Discussion ensued to state this is a policy issue and Council needs to be advised that there are not enough mental health resources. A big issue with a small town is how to find funding without straining the budget, and the goals need to be clarified. Law enforcement entities also needs to be included in the education and outreach process.

Manager Kelley recommended bringing the issue forward to City Council to establish a community advisory group, to define sustainable goals and funding sources, to include the community, school district, and stakeholders. Vice Mayor Wolter suggested a workshop to include the Council and groups.

- d) Ordinance Amending City Clerk position. Manager Kelley indicated that the draft ordinance reflects Measure R – a 2010 voter-recommended measure to municipal code, which changed the City Clerk to an appointed position. The current item accomplishes this directive and will include labor negotiations. Mr. Kelley asked for input before it went before City Council. No changes were made, except to add Mr. Nixon as a recipient of the agenda and all future budget agendas.

6. Information Only Memos:

7. Future Agenda Items (subject to change):

Recommendation that Measure O and Measure P be placed as standing items on the agenda.

8. Pending Items:

- a) List of Finance, Administration, Police subcommittee items from FY 2018-19 Top Ten Goals. Susie Holmes.

Vice Mayor Wolter suggested installing a screen in the CPAC on a side wall to make it easier to view power point presentations.

Mayor Bagby requested database management software to track emails and comments. Manager Kelley added that a program that includes online permitting and processes would also be desirable, such as a CRM program, but the challenge is to find something that is affordable.

Manager Kelley reviewed the Capital Improvement Plan. GHB Consultants will provide a final draft for review by the subcommittee. This will be a key step to future work. The nexus study will be updated to develop impact fees for future improvements. The website update is also fully funded and in process.

Susie Holmes indicated that staff is developing a model for the ten-year financial plan.

Manager Kelley stated that he wants to develop SMART goals for the next year’s budget, with focus on specific goals that the subcommittee wants funded and budgeted in the next year. He suggested identifying three things you want to happen and funding sources and asked for input to include in the budget workshop. Mayor Bagby supports community input and education and stated that we need to clarify our obligations vs. discretionary wish list. We need to identify new funding sources, terms, scenarios (modeling) and whether those sources are sustainable or time-sensitive.

9. Good of the Order:

Mayor Bagby indicated that she has received a letter from Becky Ennis, Executive Director of the Senior

Center. She noted that Manager Kelley had responded, but wants to ensure that communication lines are open.

Vice Mayor Wolter asked that the email from Mark Thayer and the City response be forwarded to the councilmembers. New members need to be kept in the loop.

10. Adjournment: Meeting adjourned at 12:30 to the next regularly scheduled meeting on February 28, 2019 at 4:00 p.m.

Minutes approved February 28, 2019



CLOVERDALE HISTORICAL SOCIETY

FOUNDED 1968

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Robert Redner

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January 28, 2019

TO: Mayor Melanie Bagby
Council member Gus Wolter
Finance, Administration and Police Sub-Committee

FROM: Cloverdale Historical Society Board of Directors

RE: Funding for additional storage space

Dear Mayor Bagby, Councilmember Wolter and Staff,

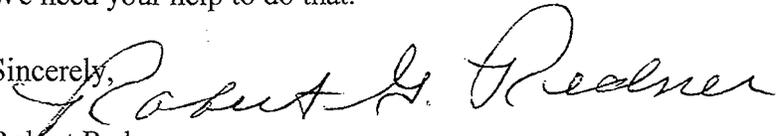
We appreciate your time today and want to thank you for your past support.

All across America's small towns there are thousands of museums and historical societies that have closed due to lack of funding. Because the museum and historical societies are the heart of the city, a bit of the town dies with it.

We are here today to request that the City help us with funding to build additional storage space for the Museum. Since the History Center opened in 2009-2010, we have stored thousands of documents, furnishings, clothing and artifacts donated by local families. (The most sensitive are housed in our on-site Climate-Controlled Room. We are currently in discussions with the City to safely store historic City Council and Cemetery records.) We have also initiated special events programs such as the Annual Spring Tea and Fashion Show, the Annual Member Dinner, now held on-site as part of the Downtown Winter Festival, the Speaker Series and Sculpture Trail events, among others.

Our goal is to build a storage facility that will enable us to not only expand our Collection, but allow us to move forward in our plans to start staging capital-creating events that will benefit both the Museum and the city of Cloverdale. Added storage would allow us to store non-sensitive items such as tables, chairs, dishes, etc. This would save us massive rental fees and allow us the freedom to be of more value as a venue, which in turn would expand both the Museum and the city's exposure. We are requesting \$10,000 from the City to help facilitate this expansion.

History is a breathing, living thing. We want to continue to keep it safe and alive. We need your help to do that.

Sincerely,

Robert Redner
President

2019 Board of Directors

Robert Redner
President

Douglas Laurice
Treasurer

Kay Wells
Secretary

Directors

Kate Barrett
Communications

A. Crawford Cooley
Historian

Alan Furber, Jr.
Preservation

Marge Gray
Art & Spirit

Bob Jordan
Diversity

Dennis Parker
Legacy

Wyatt Shook
Building Preservation

Elissa Morrash
Executive Director

MISSION

The Society is dedicated to collecting and conserving materials and information that represent Cloverdale area history, including the preservation, interpretation, and celebration of local history for public education and enjoyment.

**Cloverdale Historical Society
Storage Project**

January 28, 2019

Cost Estimate

**Build Out and Equipment for New Storage Area at the Cloverdale
History Center**

Lumber (Barnes Lumber)	\$2,088.73
Door (walk through)	\$688.19
Roll Up Door (Janus 8'x10') estimate	\$3,500.00
Paint	\$200.00
Electrical	\$600.00
Labor	\$1,762.00
(10) 8' Round Tables	\$1,640.00
(80) folding chairs	\$2,160.00
Total	\$12,638.92