



MINUTES

Finance Administration and Police Subcommittee Meeting

Special Meeting Date: Tuesday, April 23, 2019

Special Meeting Time: 4:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Melanie Bagby, Chair

City Manager, David Kelley

Councilmember Wolter

Acting Police Chief, Robert Stewart

Finance Manager, Susie Holmes

1. **Call to Order:** Present: Mayor Bagby, Councilmember Wolter, City Manager Kelley, Acting Policy Chief Stewart, Assistant City Manager/CDC Thompson and Finance Manager Susie Holmes.
2. **Communications:**
 - a) Request from Clif Eldridge for a four-way stop at 2nd and Commercial Streets
 - b) Request from Joe Ashworth for a dog park in town
3. **Public Comment:** No comment
4. **Approval of Minutes:** February 28, 2019 meeting minutes were approved.
5. **Current Items for Discussion**
 - a) Discuss and consider staffing reorganization of the Police Department to reclassify one Police Sergeant position to a Police Lieutenant. City Manager Kelley commented that Chief Stewart recommended establishment of the lieutenant position to assist with supervision in the department. The reclassification of will provide structure within the department for supervisory control and is consistent with the staffing plan adopted by Council. Acting Police Chief Stewart noted that it is important to have a permanent staff person assigned for purposes of supervision, training, and internal affairs. The present practice of rotating officers does not provide adequate training for the role and leaves the City open to liability issues. There is a clear need in the community and other jurisdictions have the position in their departments. Mr. Stewart added that he would like to see a second sergeant position approved in a future budget, and this would benefit the City. It was noted that Officer Parker has done an excellent job of acting in this capacity. Discussion ensued about salary, the possibility of promoting Officer Parker to the sergeant position, and problems with vacancies and overtime due to medical issues. Bob Cox commented that Cloverdale has an excellent police department and acknowledged the work done by Officer Parker. The subcommittee concurred. The subcommittee supported the proposal and a recommendation was made to do more financial analysis and discuss it at the budget meeting. Acting Chief Stewart stated that supervision of our police force is critical.

- b) Discuss and consider plan to replace the Engineering Annex at City Hall with another portable building-

City Manager Kelley stated that the existing trailer used by engineering staff and the building department is old and does not comply with access standards. It leaks, which is creating hazardous conditions. The building has met its useful life. Local office space is not available, so staff has researched replacement with a new structure. Funding will come from Corporation Yard impact fees and an ADA accessibility grant. The project will involve demolition and removal of the existing building, relocation of staff and records, rewiring and infrastructure changes, and installation of the new building. IT and genset power resiliency measures will be improved, which will better assist City staff in a disaster. Director Rincon summarized the financial aspect and noted that there will still be enough money left over to complete proposed improvements at the Corporation Yard.

Public comment: Bob Cox said he had toured the existing module which is unhealthy and full of mold.

The subcommittee recommended looking at purchasing a new unit, with windows. Director Rincon stated that a new unit can be built to specific requirements. If City Hall is rebuilt in the future, the unit can be relocated to the Corporation Yard. The cost of improvements to IT and genset power measures will also be included. Mayor Bagby recommended finding options other than diesel generators.

- c) Discuss Measure P Revenue – Susie Holmes indicated that the City has reached the \$100,000 mark for annual cannabis permits as of the meeting date. All three permits have paid up. Councilmember Wolter opened discussion on how the revenue would be spent. He commented that the City is responsible to the public to be consistent with the measure ballot language, and that the revenue should be used for education or go to the police. He indicated that Officer Camara wants to purchase an ATV for the police department’s use. The need to establish a budget worksheet was discussed. City Manager Kelley stated that he would contact the City attorney to discuss how the funds should be used. He agreed it was wise to be transparent as to what is collected, what the funds are being spent on, while remaining consistent with the ballot language. He noted support for the ATV.

6. Standing Items / Items Continued

- a) Draft Homelessness Strategic Plan – Updates on appointments to Community Advisory Group Assistant City Manager/CDC Thompson prepared list of all interested parties and the subcommittee reviewed it. Rick Caffaretta was added to the list, and Mr. Thompson still needs to find someone from the Sheriff’s office. Bob Cox asked to be on the list. When the list is complete, Assistant City Manager/CDC Thompson will verify that all want to be on the group.
- b) Update on Measure P and Cannabis Permits. No additional discussion

7. Information Only Memos:

8. Future Agenda Items (subject to change):

Request by Vice Mayor Wolter requested that Ordinance 1008.100 (tags non-operating vehicles parked on the street) be revised. Acting Chief Stewart commented that attempts to enforce codes are being challenged by court decisions. Vice Mayor Wolter stated he had received complaints that people are violating the rules by only moving the vehicles a foot, and Mayor Bagby noted

that when you see spider webs growing it is a sure clue. Acting Chief Stewart added that if the tags are out of date, the vehicles can be towed. Vice Mayor Wolter stated that the ordinance needs more teeth. Mayor Bagby supported more traffic calming and enforcement on the wide streets in town. City Manager Kelley added that a “complete street” approach would include a variety of specific improvements, not just stop signs, as the streets vary in the city.

Recommendation: Keep this as a discussion item on the agenda.

9. Pending Items:

- a) List of Finance, Administration, Police subcommittee items from FY 2018-19 Top Ten Goals – Holmes
No additional discussion.

10. Good of the Order:

- 11. Adjournment:** Mayor Bagby adjourned the meeting to the next meeting date of May 23rd, 2019 at 4:00 p.m.

Minutes approved May 23, 2019