



AGENDA

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, February 23, 2017

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Gus Wolter, Chair

Councilmember Mary Ann Brigham

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

- 1. Call to Order:**
- 2. Communications:** Committee may discuss written communications sent to Committee Members since the last Subcommittee meeting.
- 3. Public Comment:** Members of the public may comment on any item not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item.
- 4. Approval of Minutes:** January 26, 2017
- 5. Current Items for Discussion:**
 - a) Review Smoking Ordinance
 - b) Discuss Senior Engineering Tech classification
 - c) Discuss filling of Landscape Maintenance Lead Worker position
 - d) Review impact of change in PERS discount rate
 - e) Review schedule for Finance Manager recruitment
- 6. Information Only Memos:**
- 7. Future Agenda Items (subject to change):**
- 8. Pending Items:**
- 9. Good of the Order:**
- 10. Adjournment:**
 - a. Adjourn to next meeting Thursday, March 23, 2017 at 2:00 p.m.

CERTIFICATION – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 02/16/17

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DRAFT MINUTES

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Subcommittee Members

Mayor Gus Wolter, Chair

Councilmember Mary Ann Brigham

City Manager, Paul Cayler

Police Chief, Stephen Cramer

Finance Manager, Joanne Cavallari

1. **Call to Order:** Mayor Wolter called the meeting to order at 2:00 p.m. Present: Wolter, Cramer, Cavallari; Absent: Brigham, Cayler
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** The minutes of the December 8, 2016, meeting were approved.
5. **Current Items for Discussion:**
 - a) Review request from customer for revision to water leak adjustment policy
Ms. Cavallari presented this item and introduced the customer, Evelyn Dorsey, who was present. Mayor Wolter asked if the City Manager could authorize a one-time waiver of the limit in the policy. Assistant City Manager, David Kelley, stated he will discuss it with City Manager Cayler. Ms. Cavallari stated she will follow-up with a letter to the customer.
 - b) Discuss selection of auditing firm for fiscal year 16/17 financial statements
Ms. Cavallari asked for the subcommittee's direction whether to issue a request for proposals or if Terry Krieg, CPA, may be engaged for the auditing of fiscal year 2016/17 financial statements. Mayor Wolter recommended continuing with Mr. Krieg and to bring an engagement letter before the City Council on the consent calendar.
 - c) Discussion of donating balance in Pet Fund
Ms. Cavallari presented this item and requested the subcommittee's direction regarding transferring the balance in the Pet Fund to Dr. Biery's office. The City would request an annual report showing how many animals were helped. Mr. Kelley stated the importance of showing these funds were a donation to the City. Mayor Wolter indicated that he had discussed this with Councilmember Brigham, and recommended bringing this item before the City Council on the consent calendar, with the Staff report reflecting that the funds were a donation.
 - d) Discussion of increasing budget for Community Support
Ms. Cavallari asked if this item should be brought to the budget workshop. Discussion was carried out regarding what was being supported prior to the financial recession, services the Chamber of Commerce provides to the City, and creating a formula or dollar amount for a cap of community support funding. The subcommittee recommended bringing this item to the budget workshop.

Paula Wrenn questioned whether publically funded organizations are allowed to endorse candidates for City office.

- e) Discussion of sponsoring Otocast App for Sculpture Trail
Ms. Cavallari stated the cost for the Otocast App is \$1,000 total. The subcommittee recommended this item be brought to the budget workshop.
 - f) Status of Thyme Square development and new Police Department building
Mayor Wolter requested an update from Chief Cramer regarding the homework the USDA gave them to do after their meeting. Chief Cramer delivered a brief update. Discussion ensued regarding where the funds would be coming from for repayment, a combined police station/city hall, and the master development engineering for the whole property.
- 6. Information Only Memos:** None
- 7. Future Agenda Items (subject to change):** None
- 8. Pending Items:**
Mayor Wolter asked about funding for the vandalized Second Street restrooms. He also asked about an ordinance amendment to allow PEG funding.
- 9. Good of the Order:**
- 10. Adjournment:** The meeting was adjourned at 2:47 p.m. to February 23, 2017, at 2:00 p.m.