



AGENDA

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, April 26, 2018

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Councilmember Mary Ann Brigham, Chair

Councilmember Gus Wolter

City Manager, David Kelley

Police Chief, Stephen Cramer

Finance Manager, Susie Holmes

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:** March 22, 2018
5. **Current Items for Discussion:**
 - a) Nitrous Oxide Ordinance
 - b) Park Maintenance Expenses
6. **Information Only Memos:**
7. **Future Agenda Items (subject to change):**
8. **Pending Items:**
 - a) Lighting & Landscaping District
 - b) Capital Improvement Plan
 - c) Fees and Appeals
9. **Good of the Order:**
10. **Adjournment:**
 - a) Adjourn to next meeting, Thursday, May 24, 2018, at 2:00 p.m.

CERTIFICATION – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 04/19/18.



DRAFT MINUTES

Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, March 22, 2018

Meeting Time: 2:00 p.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Councilmember Mary Ann Brigham, Chair

City Manager, Paul Cayler

Councilmember Gus Wolter

Acting Police Chief, Chris Parker

Finance Manager, Susie Holmes

1. Call to Order: Chair Brigham called the meeting to order at 2:00 p.m.

Present: Brigham, Wolter, ACM/CDD Kelley, Chief Cramer, and Holmes.

2. Communications: None

3. Public Comment:

Wayne and Jenny Rose Sager, Economy Tree Service, requested consideration of change in City encroachment permit policy for jobs of short duration, citing policies of different governmental bodies. Mr. Kelley recommended referral of this item to the Public Works subcommittee and gave some options for consideration. The subcommittee concurred with Mr. Kelley's recommendation.

4. Approval of Minutes: The minutes of the January 25, 2018, meeting were approved.

5. Current Items for Discussion:

a) Discussion of how to reach wider group of participants during the next Customer Survey

Mr. Kelley stated this item was referred from the full Council upon receipt of the annual customer survey. In response to discussion, Staff requested a Scope of Work from Sue Haun (attached) to do some additional community outreach. Ms. Holmes suggested, if the survey was being conducted electronically, to move the timeframe to around the Citrus Fair to take advantage of the foot traffic at the City's booth by having citizens respond to the survey via laptop at the booth. Discussion ensued regarding what is done with the information gathered through the survey and alternative ways of obtaining citizen feedback. Councilmember Wolter recommended involving the students to reach the Hispanic community and to bring this up to the City/School subcommittee. The subcommittee gave their general support for options 1 and 2 of the Scope of Work.

b) Auditor Request for Proposal (RFP)

Ms. Holmes presented this item. Councilmember Wolter expressed his concern of receiving the information in a timely manner, which was a problem before the current auditor. Ms. Holmes responded that it should be much easier to receive the completed audit in a timely manner, as City staff has been able to keep very clean books, and required completion dates are stipulated in the RFP. Councilmember Wolter recommended bringing the top three proposers back to this subcommittee, with Staff's top choice plus two more, before bringing this matter to Council for their approval.

c) Park Revenues

Ms. Holmes presented this item, stating that \$3,680 in park revenues was received in fiscal year 2016-17, and that the City would have received an additional \$3,100 if both the full application fee and the event fee had been charged. Councilmember Wolter stated the subcommittee also requested the City's cost for maintenance. Ms. Holmes stated the Public Works Director is tracking those expenses now and those figures will be brought to the next subcommittee meeting. Mr. Kelley recommended consideration of creating simple agreements with groups, such as the Lions Club, that hold annual events that spell out what each of our roles and responsibilities are. being offset by the club's work.

d) Bicycles

Councilmember Wolter stated he has received complaints regarding older children riding their bicycles on downtown sidewalks. Mr. Kelley stated he has observed more skateboard riders than cyclists on sidewalks. Chief Cramer stated that Sergeant Parker has officers keeping an eye out for this after school.

6. Information Only Memos:

7. Future Agenda Items (subject to change):

8. Pending Items:

- a) Lighting & Landscaping District
- b) Capital Improvement Plan
- c) Fees and Appeals

9. Good of the Order:

- a) **Adjournment:** Chair Brigham adjourned the meeting at 3:30 p.m. to next meeting, Thursday, April 26, 2018, at 2:00 p.m.

February 5, 2018

CITY OF CLOVERDALE ANNUAL CUSTOMER SURVEY

2018 Survey Cost Estimate Plus Options for Increasing the Response Rate

Strategies By Design (SBD) is pleased to provide a cost estimate for conducting, analyzing and providing a report on the 2018 Annual Customer Survey. Included below is a description of base services and four options. Option 1 includes working with a City Council Committee to define additions/changes to the online survey and additional outreach methods to increase participation by citizens, in general. Options 2, 3 and 4 outline approaches to enhance participation specifically by Hispanics/Latinos in Cloverdale. Each of these three approaches, alone or in combination, will help expand outreach while providing an opportunity specifically for Hispanic/Latino citizens to share their opinions about city services and the quality of life in Cloverdale.

Overview and Cost Estimate

Base Services: Conduct Survey, Survey Analysis & Report

This includes creating collectors to gather surveys and testing the online survey pre-data collection. It also includes cleaning the data, merging the English and Spanish survey responses, analyzing the data using descriptive statistics, e.g., percentages and frequencies, and determining statistically significant change since the previous survey. It also includes presenting the results to the City Council and Senior Management Team, and informing the budget process and further implementation of the strategic plan. **Cost: \$2,750.**

Option 1: Planning with Council Committee for 2018 Survey

This includes one meeting with a City Council Committee in approximately July 2018 to determine other areas of interest to add to the online survey, designing and field-testing new/modified question(s), and modifying the English and Spanish versions. It also includes defining additional no- or low-cost outreach methods to increase citizen participation in the survey (e.g., PSAs, banners, etc.). **Cost: \$500** (plus the cost of outreach approaches estimated to be \$0 - \$750).

Option 2: Training Hispanic/Latino Young Adults to Conduct Intercept Survey

This option utilizes the existing online survey and includes training 3-5 Hispanic/Latino Young Adults to conduct an intercept survey using handheld devices (e.g., tablets or smartphones) for survey input. Given the oral tradition of Hispanics/Latinos, utilizing young adults to ask the questions in Spanish will make the existing survey more culturally appropriate. **Cost: \$500** (plus the cost of stipends to the young adults, e.g., \$5 per completed survey).

Option 3: Key Informant Interviews of Hispanic/Latino Leaders in Cloverdale

As an alternative, 10-12 key informants from among the formal and informal leaders in the Hispanic/Latino community in Cloverdale could be contacted to gather information one-on-one as to the opinions, perceptions and needs specific to the Hispanic/Latino community. Fee includes designing the interview questions, conducting the interviews and providing a report. **Cost: \$2,500.**

Option 4: Town Hall Meeting for the Hispanic/Latino Community

As an alternative, a town hall meeting could be conducted specifically for Hispanics/Latinos living in Cloverdale. Included in this option is planning the meeting, designing an agenda, facilitating the town hall meeting and creating a summary report. **Cost: \$2,500.**

CITY OF CLOVERDALE
NITROUS OXIDE ORDINANCE
Title 9
(Public Peace, Morals & Welfare)

Chapter 9.XX - NITROUS OXIDE

Sections:

9.XX.010 – Definitions:

The following words and phrases used in this chapter shall be defined as follows:

"Device" refers to any cartridge, compressed gas cylinder, apparatus, container, or other object used to contain or dispense or administer nitrous oxide.

"Nitrous oxide" refers to colorless, nonflammable gas (N₂O) sometimes used in aerosols and sometimes used as an anesthetic, which, when inhaled, produces loss of sensibility to pain, oftentimes preceded by exhilaration and laughter and used often as an anesthetic in dentistry. Nitrous oxide is oftentimes called, "laughing gas."

"Person" refers to any individual or other entity howsoever organized or constituted. (Ord. No. XXXX_, X-XX-18)

9.XX.020 - Sale or distribution of nitrous oxide:

It shall be unlawful for any person in the city to attempt to sell, offer, distribute, or otherwise provide to any person nitrous oxide, a device to dispense or administer nitrous oxide, or any device that contains a quantity of nitrous oxide. (Ord. No. XXXX_, X-XX-18)

9.XX.030 – Exceptions:

Prohibitions in this chapter shall not apply to the following:

A. A pharmacist, pharmacist intern, or pharmacy as defined by California Business & Professions Code § 4036, California Business and Professions Code § 4030, and California Business and Professions Code § 4037, as may be amended, who dispenses the device in the course of his duties as a pharmacist or pharmacist intern, or wholesalers licensed by the Board of Pharmacy or manufacturers classified under the North American Industry Classification System pursuant to California Penal Code § 381e, as may be amended, who dispense the device in the course of their duties.

B. A health care professional who possesses and dispenses nitrous oxide in the course of medical or dental treatment.

C. Any person who is under the influence of nitrous oxide or any material containing nitrous oxide duly received pursuant to exception B or C above.

D. Any person that possesses or distributes nitrous oxide under an express exemption pursuant to California Penal Code §§ 381b-e. (Ord. No. XXXX_, X-XX-18)

9.XX.040 - Violations and penalties:

Any violation of this chapter shall be a misdemeanor and, upon conviction thereof, punishable by county jail or by a fine of one thousand dollars, or both. (Ord. No. XXXX_, X-XX-18)