



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.