



MINUTES

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:** Chair Brigham called the meeting to order at 2:05 p.m.
Present: Brigham, Cramer, Holmes
Absent: Kelley, Wolter
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** Consideration of approval of the draft minutes for the March 22, 2018, meeting is carried forward to the next meeting.
5. **Current Items for Discussion:**
 - a) Nitrous Oxide Ordinance
Chief Cramer presented an informational flyer drafted by Sgt. Parker, as well as a draft ordinance. The subcommittee recommended bringing the draft ordinance to the City Council, after the City Attorney completes a review of the ordinance to ensure there is no preemption by State law.
 - b) Park Maintenance Expenses
Ms. Holmes distributed and reviewed handouts regarding park maintenance expenses and revenues (attached). This item will be carried forward to the next meeting.
6. **Information Only Memos:** None
7. **Future Agenda Items (subject to change):** None
8. **Pending Items:**
 - a) Lighting & Landscaping District
9. **Good of the Order:** None
10. **Adjournment:** The meeting was adjourned at 2:25 p.m. to the next meeting, Thursday, May 24, 2018, at 2:00 p.m.

NITROUS OXIDE

(Whip-its)

RISKS

What are the risks of nitrous oxide?

Nitrous oxide can cause dizziness or affect your judgement, which might make you act carelessly or dangerously and put you at risk of hurting yourself, particularly in an unsafe environment.

- **Other risks include:**
 - Unconsciousness or death from lack of oxygen. This occurs when the available oxygen for breathing is effectively pushed out by the nitrous oxide. The risk is greater if the gas is consumed in an enclosed space or if a plastic bag is used that covers both nose and mouth.
- Heavy regular use of nitrous oxide can lead to deficiency of vitamin B12 and to a form of anemia. The severe B12 deficiency can lead to serious nerve damage in some cases, which causes tingling and numbness in the fingers and toes and other extremities, and even difficulties with walking and pains in affected areas. Regular use may also depress formation of white blood cells.
- It can be hard to judge the amount to use safely. If you have too much you can end up fainting, having an accident or much worse.
- Severe vitamin B deficiency can develop with heavy, regular use of nitrous oxide. This can cause serious nerve damage, which leads to tingling and numbness in the fingers, toes and other extremities, and even difficulties with walking and pains in the affected areas.

Nitrous oxide and alcohol

Mixing nitrous oxide with alcohol is especially dangerous as it can increase the risks associated with both substances and can lead to an increased risk of accidents or death.

THE EFFECTS

The effects of nitrous oxide vary depending on how much has been inhaled but they include:

- Feelings of euphoria, relaxation and calmness.
- Dizziness, difficulty in thinking straight and fits of giggles/laughter.
 - Sound distortions or even hallucinations.
- In some people, a headache can be an unwanted immediate effect.

THE LAW

381b PC: Any person who possesses nitrous oxide or any substance containing nitrous oxide, with the intent to breathe, inhale, or ingest for the purpose of causing a condition of intoxication, elation, euphoria, dizziness, stupefaction, or dulling of the senses or for the purpose of, in any manner, changing, distorting, or disturbing the audio, visual, or mental processes, or who knowingly and with the intent to do so is under the influence of nitrous oxide or any material containing nitrous oxide is guilty of a **misdemeanor**. This section shall not apply to any person who is under the influence of nitrous oxide or any material containing nitrous oxide pursuant to an administration for the purpose of medical, surgical, or dental care by a person duly licensed to administer such an agent.

Information provided by talktofrank.com
(talktofrank.com/drug/nitrous-oxide, n.d.)

112 Broad Street
Cloverdale, CA 95425

Phone: 707-894-2150



**Cloverdale Police
Department**

CITY PARK Per Occurrence

	STAFFING COSTS	OTHER COSTS	ESTM COST	NOTES
BBQ GRILLS	\$ 340.95		\$ 340.95	Trash Removal/Cleanup/Restroom Maintenance- Callouts for restroom repairs and maintenance
GAZEBO	340.95		\$ 340.95	Trash Removal/Cleanup- Callouts for restroom repairs and maintenance
SCOUT BLDG	212.17		\$ 212.17	Trash Removal/Cleanup/Rake Leaves/Restroom Repairs
ALL/MISC		100.00	\$ 100.00	Repairs/Maintenance vary, last week a plumber was called out \$500

PLAZA Per Occurrence

FNL/Other with Stage & Lights	405.34		\$ 405.34	Setup, checking lights, traffic control and cleanup, Light Replacement
OTHER	190.39		\$ 190.39	cleanup

BALL FIELDS - Weekly

Mowing	150.56		\$ 150.56	once a week
Irrigation Repairs	380.78	50.00	\$ 430.78	At least one sprinkler is replaced weekly, staff believes the damage is from cleats
Ball Field Lighting	-		\$ -	
Emergency Repairs/Maintenance	230.22		\$ 230.22	2 times a week/minimum 2 hours call out
Total Estm. Weekly			\$ 811.56	

Call out time is a minimum of 2 hours overtime per call

All costs are estimated based on staff experience

Park Rentals

FY 2016/2017

Date	Event	Cloverdale Res./Bus.	Non-Profit	Park	Application Fee Charged	Event Fee Charged	Amount Charged	Amount that should have been	Total Difference	Estm Add'l Cost for reserved park usage
7/13/2016	Baptizm	X		City Park	\$ 50.00	\$ 150.00	\$ 200.00	\$ 415.00	\$ (215.00)	340.95
8/4/2016	Music & Dance (Chamber)	X	X	City Plaza	\$ 75.00	\$ 250.00	\$ 325.00	\$ 900.00	\$ (575.00)	405.34
8/4/2016	Family Picnic (Lions Club)	X	X	City Park	\$ 50.00	\$ 150.00	\$ 200.00	\$ 415.00	\$ (215.00)	340.95
10/16/2016	Sunday Church Service in the Park & BBQ	X	X	City Park	\$ -	\$ -	\$ -	\$ -	\$ -	340.95
1/17/2017	Youth Soccer League	X	X	City Park & Furber Park	\$ 150.00	\$ 550.00	\$ 700.00	\$ 1,800.00	\$ (1,100.00)	4,057.80 (811.56 per week)
2/13/2017	Sports Camp	X	X	City Park	\$ 75.00	\$ -	\$ 75.00	\$ 480.00	\$ (405.00)	340.95
2/26/2018	Oscars Fundraiser (Alexander Valley Film Society)	X	X	First Street	\$ -	\$ -	\$ -	\$ -	\$ -	340.95
2/27/2017	5 Day Soccer Camp	X	X	Furber Park	\$ 75.00	\$ 340.00	\$ 415.00	\$ 415.00	\$ -	811.56 per week
3/6/2017	Wedding Rehersal			Furber Park	\$ 75.00	\$ 340.00	\$ 415.00	\$ 415.00	\$ -	340.95
3/28/2017	Friday Night Live	X		City Plaza	\$ 75.00	\$ 250.00	\$ 325.00	\$ 900.00	\$ (575.00)	4,864.08 (\$405.34 per week)
4/24/2017	Rotarys Annual BBQ Dinner with Live Music	X	X	City Plaza	\$ 75.00	\$ 250.00	\$ 325.00	\$ 75.00	\$ 250.00	405.34
5/8/2017	Fathers Day Breakfast (Lions Club)	X	X	City Park	\$ 75.00	\$ 275.00	\$ 350.00	\$ 75.00	\$ 275.00	340.95
5/15/2017	Community Unity (Cloverdale H.S.)	X	X	City Park	\$ -	\$ -	\$ -	\$ -	\$ -	340.95
6/5/2017	Music & Vendors (Kiwanis Club)	X		City Plaza	\$ 75.00	\$ 275.00	\$ 350.00	\$ 900.00	\$ (550.00)	340.95
							\$3,680.00	\$6,790.00	\$ (3,110.00)	\$ 13,612.67

FY 2017/2018

Date	Event	Cloverdale Res./Bus.	Non-Profit	Park	Application Fee Charged	Event Fee Charged	Amount Charged	Amount that should have been	Total Difference	
7/10/2017	First Birthday	X		City Park	\$ 75.00	\$ 275.00	\$ 350.00	\$ 350.00	\$ -	340.95
7/31/2017	Lions Club Family BBQ	X	X	City Park	\$ 75.00	\$ 385.00	\$ 460.00	\$ 460.00	\$ -	340.95
8/1/2017	Celebration of Life			City Park	\$ 75.00	\$ 340.00	\$ 415.00	\$ 415.00	\$ -	340.95
8/16/2017	Live Music & Dancing (Chamber)	X		City Plaza	\$ 75.00	\$ 355.00	\$ 430.00	\$ 980.00	\$ (550.00)	405.34
10/20/2017	Alexander Valley Film Festival	X	X	First Street	\$ -	\$ -	\$ -	\$ -	\$ -	340.95
							\$1,655.00	\$ (550.00)	\$ 1,769.14	

FY 16/17 Rates

1-25 Attendees

Application Fee \$75
 Special Event Fee \$275
Total \$350

26-75 Attendees

Application Fee \$75
 Special Event Fee \$340
Total \$415

76+ Attendees

Application Fee \$75
 Special Event Fee \$405
Total \$480

200+ Attendees

Application Fee \$75
 Special Event Deposit \$275
 Special Event Fee** \$550
Total \$900

FY 17/18 Rates*

1-25 Attendees

Application Fee \$75
 Special Event Fee \$300
Total \$375

26-75 Attendees

Application Fee \$75
 Special Event Fee \$385
Total \$460

76+ Attendees

Application Fee \$75
 Special Event Fee \$470
Total \$545

200+ Attendees

Application Fee \$75
 Special Event Deposit \$355
 Special Event Fee** \$550
Total \$980

*Approved by Council 7/25/17

**Per Sandy this fee is not charged