



DRAFT MINUTES

Finance Administration and Police Subcommittee Meeting

Meeting Date: May 23, 2019

Special Meeting Time: 11:00 a.m.

Meeting Location: City Hall

124 N. Cloverdale Blvd., Cloverdale, CA

Subcommittee Members

Mayor Melanie Bagby, Chair

Vice Mayor Wolter

City Manager, David Kelley

Acting Police Chief, Robert Stewart

Finance Manager, Susie Holmes

1. **Call to Order:** Present: Vice Mayor Wolter, City Manager Kelley, Acting Police Chief Robert Stewart, Assistant City Manager/CDC Thompson, Shannon Peterson. Absent: Finance Manager Susie Holmes
2. **Communications:**
 - a) None
3. **Public Comment: None**
4. **Minutes Approved:** April 23, 2018 meeting minutes
5. **Current Items for Discussion**
 - a) Presentation by Management Partners on Long Range Financial Forecast (David Kelley and Management Partners Staff Rick Rivera and Robert Leland). Robert Leland and Rick Rivera summarized the long range forecast for the City balance sheet, which is projected to go into an increasing deficit starting in 2021 and continuing over the next 30 years unless changes are made to increase revenue. There are many moving parts to the issue. Discussion ensued on ways to mitigate the problem, which include a possible city sales tax (would require voter approved ballot measure), TOT, finding ways to cut expenses, establishing a local use tax (would require voter approved ballot measure), and other ways to close the gap moving forward.
Public Comment: Neena Hanchett, Cloverdale Chamber of Commerce, said she was stunned.
Recommendation: The consultants urged the City to prioritize action to consider serious revenue measures which will address the problem, and to make the city's fees more comparable with other cities in Sonoma County.
 - b) Discuss and consider Police Department staffing plan (Chief Stewart and David Kelley) City Manager Kelley indicated that Council supports reclassifying a sergeant position to lieutenant to better serve the department in a supervisory manner. The department cannot currently afford to hire more officers. Acting Chief Stewart indicated that public safety is the #1 priority in the city, and there should be 14 sworn officers. Vacancies and health-related absences are creating a problem. Discussion ensued about a possible sales tax (which would be a voter approved ballot measure), bond measures; etc.
Public Comment: None
Recommendation: The City needs to prioritize action to consider serious revenue measures which will minimize the problem.
 - c) Discuss and Consider Reclassification of Accounting Supervisor Position and d) Discuss and Consider Reclassification of City Clerk City Manager Kelley commented that the current position of ½ City Clerk and ½ HR tech is not feasible. He proposes to transfer the HR duties to the current Accounting Supervisor and reclassify the position as Accounting Analyst. There was support for this.

Public Comment: None

Recommendation: Add the costs of reclassification to the draft budget and take before City Council.

6. Standing Items / Items Continued

- a) Draft Homelessness Strategic Plan – Updates on appointments to Community Advisory Group - Kevin Thompson Assistant City Manager/CDC Thompson indicated that he will be contacting interested parties.
Neena Hanchett asked to be included in the CAG.
- b) Update on Measure P and Cannabis Permits – David Kelley City Manager Kelley indicated that Council had reviewed the issue last night and approved Cloverdale Wellness Center’s application.

7. Information Only Memos: None

8. Future Agenda Items (subject to change):

Request by Vice Mayor Wolter to revisit Ordinance 1008.100 (tags non-operating vehicles parked on the street) Vice Mayor Wolter stated that the ordinance requiring vehicles parked in the same place more than 72 hours needs more “teeth” and there are many violators. A recent violation at Oaks Motel regarding misuse of facilities was discussed. Vice Mayor Wolter requested this remain as an item on the agenda.

9. Pending Items:

- a) None

10. Good of the Order: None

11. Adjournment: Chair Bagby adjourned the meeting at 12:28 p.m. to the next meeting on Thursday June 27, 2019 at 4:00 p.m., or alternate date as requested at Cloverdale City Hall, 124 N. Cloverdale Blvd., Cloverdale CA 95425