



## MINUTES

### Finance Administration and Police Subcommittee Meeting

Meeting Date: Thursday, July 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

City Manager, David Kelley

Councilmember Gus Wolter

Police Chief, Stephen Cramer

Finance Manager, Susie Holmes

1. **Call to Order:** Chair Brigham called the meeting to order at 2:00 p.m. All subcommittee members were present with the exception of Councilmember Wolter.
2. **Communications:** Mr. Kelley stated numerous communications have been received regarding homelessness.
3. **Public Comment:** None
4. **Approval of Minutes:** The approval of the minutes of the June 28, 2018, meeting was deferred to the next meeting.
5. **Current Items for Discussion:** Chair Brigham moved item 5f to be the first item discussed.
  - f) Homelessness: Programs and Private Property Guidelines

Chair Brigham stated she has received many comments on this issue. Bruce Reuser requested a pamphlet be developed to be distributed through the Chamber of Commerce regarding what a business owner needs to do when a homeless person or persons encroaches on private property. Mr. Kelley stated that Staff intends to bring a guideline pamphlet forward. Discussion ensued on various aspects of homelessness, including establishing an ad hoc committee to start discussions on homelessness and to organize a resource guide.
  - a) General Fund Surplus

Ms. Holmes presented an overview of the fund balances and how funds are allocated through the reserve policy of the City's general, water, and sewer funds. Mr. Kelley pointed out two projects: signalization at Santana and Treadway (depending on what Council decides), and Alexander Valley View homes, that will be drawing roughly \$95,200 in funds out of the current fund balance. The subcommittee recommended bringing this update before the full Council.
  - b) Delegation of claims administration to Redwood Empire Municipal Insurance Fund "REMIF"

Ms. Holmes stated delegating claims administration to REMIF will streamline the processing of claims against the City. Discussion of the pros and cons of doing so ensued. The subcommittee recommended bringing a resolution forward to Council on the consent calendar assigning claims administration to REMIF.
  - c) 2019 Audit Engagement Letter

Ms. Holmes stated that Terry Krieg, CPA, may be engaged for one more year at the same cost and asked to bring this forward to Council on the consent calendar. The subcommittee approved.
  - d) Park Fees

Ms. Holmes presented options to discount some park use fees for certain groups, noting that Memorandums of Understanding (MOUs) with each group will provide the clearest direction for Staff. Mr. Kelley stated that the City Attorney and REMIF have provided input to Staff. Discussion was carried out regarding ensuring that everyone is treated equally and the elimination of park fee waivers without Council

approval. The subcommittee recommended bringing an outline of options for Council to consider.

e) Take-Home Vehicle Program v Fleet Vehicle Program analysis

Sergeant Parker presented a report on the City's take-home vehicle program and the advantages this program offers the community. Discussion of this program, as well as future options ensued.

**6. Information Only Memos:** None

**7. Future Agenda Items (subject to change):** Mr. Kelley stated he will be bringing forward a proposed rate adjustment for solid waste provider, Recology, at the August 23, 2018, meeting. He added that a proposed rate adjustment to the County's tipping fees will be brought before the subcommittee, and with the subcommittee's recommendation, will be brought before the City Council on September 11. Ms. Holmes stated she may be bringing the ad valorem tax rate forward to this subcommittee if the County provides the information in a timely manner; otherwise it will be brought directly to Council.

**8. Pending Items:**

a) List of Finance, Administration, Police subcommittee items from FY 2018-19 Top Ten Goals

Chair Brigham stated she will be bringing forward a list of suggested ad hoc committee members to the City Council. Mr. Kelley noted that #10 on the list was completed and that goal #6 was defunded by the City.

b) Scope of Work for financial projection study - Kelley

**9. Good of the Order:** None

**10. Adjournment:** Chair Brigham adjourned the meeting at 3:27 p.m., to the next meeting, Thursday, August 23, 2018, at 2:00 p.m.