



MINUTES

FINANCE, ADMINISTRATION AND POLICE SUBCOMMITTEE

Meeting Date: Monday, August 2, 2021
Meeting Time: 1:30 p.m.
Meeting Location: Cloverdale Fire District
451 S. Cloverdale Blvd., Cloverdale, CA 95425

Subcommittee Members and City Staff:

Mayor Marta Cruz, Chair
Councilmember Joe Palla, Vice Chair

City Manager David Kelley
Police Chief Jason Ferguson
Finance Director Susie Holmes

1. **Call to Order:** called the meeting to order at 1:30 pm.
2. **Communications:**

Shirley Davis – Zero Tolerance for Illegal Fireworks City Manager Kelley summarized the letter. Chief Ferguson noted that unfortunately, if people are not caught in the act by law enforcement, the police can't do anything. Education is needed about illegal fireworks, and on the 4th the PD received 34 calls.

Kirsten Sullivan – Water Bills City Manager Kelley summarized the letter complaining that the bills are hard to understand. A suggestion was made to put in a simple explanation of how many gallons are in a unit of water. This will be added to the agenda.
3. **Public Comment:** None
4. **Minutes Approved:** June 7, 2021, Meeting Minutes
5. **Current Items for Discussion:**
 - a. City Newsletter (Originally item (g). Dana Johnson Editor, Publisher and Advertising Consultant gave a presentation and offered to assist with the City with a monthly newsletter to mail to constituents. She supports education, positive input, and to help the community to get to know the city staff. Discussion ensued and there was general support. Dana recommended including positive information and information about senior staff to familiarize the town with who manages the city.

Recommendation: Add to the agenda to discuss details about budget, size, content, etc.

 - b. Proactive Code Enforcement Councilmember Palla reported that the city needs code enforcement and that Measure P was supposed to help with this. Blight is an issue in town, and people who take pride in the community complain about devaluation of property values. Ordinances that are on the books need to be enforced for things such as weed abatement, junk vehicles, unsafe dwellings, and fire hazards. City Manager Kelley noted that this involves impact on budget, training, and staff. Discussion ensued on how this could be mitigated.

Recommendation: Keep on the agenda. Come back with options, including plans for proactive code

enforcement using a staff member who can do multiple duties. Focus on compliance.

- c. Cooling/Warming Center City Manager Kelley reported and presented his draft policy options. Discussion ensued on the need for a center. Liability, personnel, staff assignments, and what to do when a local emergency is not announced were discussed. A suggestion was made to reach out for volunteers.

Recommendation: City Manager Kelley was directed to edit the draft to include outreach for a volunteer to administer the program for the center, to find a suitable location such as the senior center or library, and make sure that the city is insured, and to reach out to the Senior Center with requesting help finding volunteers. Item shall come back to the subcommittee.

- d. American Rescue Plan Funding Policy Finance Director Holmes reported on the funds received and explained that they can be earmarked for capital improvement projects such as water, sewer, broadband, etc. Discussion ensued that appropriate use of funds should benefit the community in coming years, such as schools or medical centers. The committee considered the storm drain improvement along Citrus Fair Drive in connection with the Thyme Square project as appropriate as it would benefit the community by assisting the school and the medical facility.

Recommendation: Staff was directed to bring back costs and timelines for the drainage improvements to the subcommittee.

- e. Dispatch Supervisor Position Chief Ferguson reported on need for restructuring of positions due to increased records management requirements that is placed on dispatch. Discussion ensued and there was support for the new position.

Recommendation: Bring a resolution to Counsel to adopt the new job classification and a budget amendment.

- f. Council Teambuilding Councilmember Palla asked for a council workshop on teambuilding, and clarification of the role of councilmembers in regional and state boards. Discussion ensued to give council a chance to comment, and a consultant will need to be hired. Senior Staff may be included.

Recommendation: Check with other jurisdictions, COULD NOT HEAR.

- g. Updates to the Council Governance Manual
- h. Cancellation of the September 6, 2021, Regularly Scheduled Meeting, Observed Holiday – Labor Day

Recommendation: Meeting cancelled

6. **Standing Items / Items Continued:**

- a. St. Joseph Health - Building Self-Healing Communities City Manager Kelley reported on the topic. Information only no action taken.
- b. Discuss current state of COVID 19 pandemic, initial steps for reopening and recovery after the COVID 19 Emergency: City Manager Kelley reported on the topic. Information only no action taken.
- c. Update on Sonoma County Homeless Emergency Response No new information was reported
- d. Update on Measure P and Cannabis Permits and Funding Allocations
- e. Update on Pension Liability legislation, financing tool and other City Manager Kelley reported on the topic. Information only, no action taken.
- f. Update on OpenGov City Manager Kelley reported. Information only, no action taken.
- g. Update on SB 1383 Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reductions City Manager Kelley reported. Information only

7. **Future Agenda Items (subject to change):**
 - a. Report on Water and Sewer Customer Account Delinquencies and enactment of SB 998
8. **Good of the Order:**
9. **Adjournment:** Chair Cruz adjourned the meeting at 4:15 pm to the next meeting on Monday, October 4, 2021, at 1:30 pm. or alternate date/time as requested at the Cloverdale Fire District, 451 S. Cloverdale Blvd., Cloverdale CA.

The minutes of August 2, 2021 were approved at the October 4, 2021.