



**MINUTES
FINANCE, ADMINISTRATION AND POLICE SUBCOMMITTEE**

Meeting Date: Tuesday, April 7, 2020, 4:00 p.m.
This meeting took place online via Teleconference

NOTICE

In order to minimize the spread of the COVID 19 virus, this Regular Meeting was conducted pursuant to the provisions of the Governor’s Executive Order N-29-20, which suspended certain requirements of the Brown Act.

All Members of the subcommittee participated remotely via teleconferencing or other electronic means consistent with Executive Order N-29-20, which suspended certain requirements of the Brown Act. Those wishing to provide public comment were encouraged to submit them via email to the City Clerk: iwerby@ci.cloverdale.ca.us.

Subcommittee Members

Councilmember Melanie Bagby, Chair
Mayor Gus Wolter, Vice Chair

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

1. **Call to Order:** Chair Bagby called the teleconference to order at 4:10 p.m, referring to the Executive Order N-29-20 relative to COVID19 State of Emergency protocol, which authorizes online meetings using the Zoom technology. Those who were interested in submitting comments were requested to email them to the City Clerk. City Clerk Camacho-Werby summarized the Executive Order N-29-20. - COVID19 protocol and stated she would upload comments to the website.

Present via teleconference: Mayor Wolter, City Manager David Kelley, Assistant City Manager /CDC Kevin Thompson, City Clerk Irene Camacho-Werby, Police Chief Jason Ferguson, Finance Director Susie Holmes, and Councilmember Melanie Bagby.

2. **Communications:** None.
3. **Public Comment:** None.
4. **Minutes Approved:** February 27, 2020 Special Meeting Minutes
5. **Current Items for Discussion:**
 - a. Assembly Bill 5 – Worker Status: Employees and Independent Contractors. Finance Director Holmes reviewed the state mandated bill agendized for City Council April 8, 2020. Councilmember Brigham had expressed concern that the bill, as written, may impact the non-profit’s ability to do function as they use independent contractors. Councilmember Brigham asked the City to submit a letter requesting revisions to the bill that reconsider the impacts on non-profits. Chair Bagby and Mayor Wolter acknowledged the problem.

Recommendation: Move to a standing item and continue to monitor and track.

- b. Water Disconnection Policy SB 998 (Water Shutoff Protection Act) Finance Director Holmes summarized the current water disconnection policy explained how SB998 will impact it. Certain individuals on assistance and those with health issues will be protected from having their water shut off for non-payment and allowed to make partial payments of past due amounts. The bill will create extra work for staff and increased record keeping. Landlord-tenant issues may exacerbate the problem. Typically, on an average month, the City serves about 250-300 late notices, sends notices of proposed shuts off 25-50 times a month, and actually shut off about 10-15.

Recommendation: None, information only. Will be on City Council agenda April 8th. Staff was asked to research the different legal issues and research the impact on the mobile home parks in town and whether the landlord or tenants pay the water bills.

- c. General Fund Balances City Manager Kelley and Finance Director Holmes reviewed the status of the General Fund balance, currently with a surplus amount of \$1,200,000. Discussion ensued on emergency and contingency reserves, and how to comply with reserve policies.

Recommendation: None

- d. Moratorium on Fireworks Sales City Manager Kelley spoke on the significant policy issue, and in light of the recent restrictions on social gatherings as well as the dry winter, Council will be asked to enact a moratorium on the sales and use of safe and sane fireworks in town. Cancellation of the public display at the high school was also discussed, although the school district has jurisdiction for that. The subcommittee supported an emergency resolution banning sales and use of fireworks in the City until further notice. Chief Ferguson added that there are many impacts on the police department due to fireworks.

Recommendation: Prepare emergency resolution banning fireworks until further notice for City Council. Make sure to notify the local non-profit agencies.

- e. Fees for Commercial Cannabis Permits. City Manager Kelley stated that, as codified, cannabis permits are subject to annual review or they expire. Operators had expressed concern that the fee is onerous and asked for deferred payments or a payment plan. There is currently there is no mechanism in place to do so. Discussion ensued about how the fees are actually distributed- over half gets paid by the City to the auditor. The gross sales for 16 months were \$5,000,000.

Recommendation: Research possible deferral or reduction of cannabis permit fees and bring options forward to Council. Assure that staff costs are met and consider changing audit requirements.

- f. Options for Calendar Sharing. This item resulted from problems scheduling meetings between councilmembers. Discussion ensued on how to remedy this.

Recommendation: Establish an Outlook calendar that shows all meetings, on site and off, and allows members to post their time off, protected time, and meetings. Provide training on Outlook scheduling and busy search functions.

6. Standing Items / Items Continued:

- a. Update on Sonoma County Homeless Emergency Response – City Manager Kelley reviewed the latest developments relative to the current COVID 19 crisis, noting the difficulty of sheltering in place for the homeless population. The local food bank and Reach for Home have been involved with the local homeless. Porta potties were installed at the River Park and two other sites in town. Various hotel rooms have been set aside in Santa Rosa for homeless population as well as FEMA trailers. Those homeless testing positive for COVID 19 will be hospitalized.

Recommendation: Add a hand washing station at Broad Street. Contact Colleen Carmichael with Reach for Home to see if they are continuing their outreach efforts to Cloverdale homeless.

- b. Update on Analysis of water leak data for the City of Cloverdale Finance Director Holmes indicated that there are no new updates since the last meeting. The current handheld computers are not functioning properly, which is slowing down meter reading.

Recommendation: Research new technology to upload data to a Cloud-based program that is more efficient and bring back to subcommittee.

- c. Update on Pension Liability legislation, financing tool and other. Finance Director Holmes remarked that there is no new information on the item, however, she added that PERS will likely be impacted by the COVID19 pandemic relative to unfunded liability.

Recommendation: None

- d. Update on development of draft Ordinance to address downtown vacancies In light of the current COVID19 crisis, this topic will be tabled to a date uncertain.

Recommendation: Keep on the agenda as a future agenda item to be readdressed after the current crisis has passed

- e. Business License and Transit Occupancy Tax (TOT) Services Proposal Finance Director Holmes indicated that she has received a proposal from HDL to take over administration of these two items.

Recommendation: Incorporate into next year budget.

- f. Update on Measure P and Cannabis Permits In addition to prior discussion, Finance Director Holmes indicated that two of the current permit holders are past due.

Recommendation: Ms. Holmes will report back at the next subcommittee meeting.

- g. Update on Goal Setting Process for the FY 2020-21 Budget City Manager Kelley noted that it will still be necessary to continue to establish goal statements and priorities while adapting to the COVID19 health pandemic and continue to identify revenue sources. It may be possible to provide online services at a lower cost. Chair Bagby commented that we need to be ready when the stimulus funds become available. The backup generator at City Hall should be prioritized as it is essential. Challenge areas include taxes TOT, City fees, and will be related to State, County, and Federal legislation.

Recommendation: Think ahead, identify revenue sources, and engage Council in discussion.

7. Information Only Memos: None

8. Future Agenda Items:

- a) Discuss options for funding street improvements and paving (On hold)
- b) Identify funding sources and place as a new agenda item.

9. Pending Items: None

10. Good of the Order: City Clerk Camacho-Werby indicated that Deborah Howell, Alexander Valley Health Care, submitted a comment stating that she has a number of funding sources available and that it is important to be ready. She asked people to contact her and keep the recovery in focus.

11. Adjournment: Chair Bagby adjourned the meeting at 6:00 p.m., to the next regular meeting on Tuesday, May 5, 2020 at 4:00 pm. or alternate date and time, as requested and to be held by teleconference.

Adopted May 5, 2020