



MINUTES
FINANCE, ADMINISTRATION AND POLICE SUBCOMMITTEE

Meeting Date and Special Time: Tuesday, August 4, 2020, 1:00 p.m.
Location: Virtual Meeting

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.

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 meeting to order at 1:02 p.m. Present: Vice Chair Wolter, City Manager Kelley, Police Chief Ferguson, Finance Director Holmes.
2. **Communications:**
3. **Public Comment:** Chair Bagby reviewed the protocol for submitting comments in the Zoom meeting. No hands were raised.
4. **Minutes Approved:** August 4, 2020 Meeting Minutes
5. **Current Items for Discussion:**
 - a. Presentation by OpenGov on Government Data Platforms

City Manager Kelley provided information about the OpenGov platform and introduced Andrew Kercado, Account Executive with OpenGov. Mr. Kercado provided an overview of the various software solutions offered by OpenGov including: Budgeting and Planning, Financials, and Permitting, Licensing and Code Enforcement. OpenGov products provides for a reporting and transparency public platform, as it helps manage the data taken in and reported by the City. Mr. Kercado introduced the rest of his team and Mark Welch, Solutions Engineer. Mr. Welch provided an overview on the capabilities of the software for budget analysis, work plans, financial reports, trends, current project lists and permitting.

The subcommittee liked the ease of using the product and transparency. Concerns about security of the data and record retention were raised, and if training would be provided to staff. OpenGov staff confirmed that plenty of training would be provided to City staff and though OpenGov is not a full website provider they work with city website providers to ensure successful integration.

Public comment: None.

Action: Staff will research current permitting process information and seek a quote from OpenGov with the

Permitting, Licensing and Code Enforcement platform included to present at a future meeting of the City Council.

b. Presentation by Hildebrand Consulting LLC on the 2020 Water and Sewer Rate Study

City Manager Kelley introduced Mark Hildebrand with Hildebrand Consulting, who is also partnering with Bob Reed of The Reed Group. Mr. Hildebrand presented a rate study overview and scope, review of the water financial plan, review of the wastewater financial plan with focus on the advanced water treatment project and proposed project schedule.

The subcommittee discussion ensued and was in favor of the PayGo Strategy presented, though it was noted by staff that the Debt Strategy may be more feasible. City Manager Kelley discussed if the recommendation is PayGo to take a look at the projects identified in the Capital Improvement Projects list shown in years 2023, 2024, 2025, as some projects may be able to be deferred with the determination made carefully and strategically. Chair Bagby shared that this type of model used to work and recognized the current water conservation efforts may have a reverse effect as the City asks people to use less water and in return are collecting less revenue for infrastructure.

Public comment: None.

Action: The subcommittee recommended presenting the information at a future meeting of the City Council.

c. Overview of Sonoma Water Partnership MOU

City Manager Kelley reported on the item and provided information on partnering with the Sonoma Water on conservation efforts. Mr. Kelley introduced Paul Piazza, Principal Programs Specialist Water Use Efficiency with Sonoma Water. Mr. Piazza highlighted some of the benefits for joining the partnership and potential future programs specific to Cloverdale.

The subcommittee discussed the program and what it would entail for the City of Cloverdale, including costs to enter into the partnership for water conservation education, especially as mandates become effective and if the City would see any future cost savings.

Public comment: None.

Action: The subcommittee recommended presenting the information at a future meeting of the City Council.

d. Letter of Introduction St. Joseph Community Recovery and Resilience Initiative

City Manager Kelley provided the subcommittee an informational update on the item and the request from St. Joseph's to various organizations for a letter of intent to support the Community Recovery and Resilience Initiative, a leadership organization and be able to seek grant funding around food resources and services. The City is now waiting to hear back from St. Joseph's. Chair Bagby invited Melanie Hall with the Cloverdale Senior Center, Amanda Farrar with AVMC, and Becky Ennis, Facilitator of Cloverdale Health Action, and Executive Director of SOS. Ms. Ennis provided additional information on the initiative and Health Action.

Public comment: None.

Action: The subcommittee would like to keep this item as a standing item.

e. Ad Valorem Tax Rate

City Manager Kelley introduced the item and did advise the subcommittee that the assessment roll has yet to be provided to the City containing the actual figures. Finance Director Holmes reported on the item.

The subcommittee discussed the item. Vice Chair Wolter inquired on the City's current unfunded liability. Finance Director Holmes provided information and reported payments are now made annually versus as "you go" to obtain a savings on interest.

Public comment: None.

Action: The subcommittee recommended presenting the information at a future meeting of the City Council.

f. Updating Expense Policy

City Manager Kelley introduced the item.

Public comment: None.

Action: At the request of the subcommittee, this item was moved as a standing item to be taken up by individual categories under the umbrella of the Council Governance Manual.

g. Update on Sonoma County COVID 19 Education and Compliance Program and Administrative Citation and Civil Penalty Ordinance

City Manager Kelley reported that the Sonoma County Board of Supervisors is looking to adopt an urgency ordinance related to COVID-19 Public Health Officer Order Compliance and Administrative Citation and Civil Penalties. The penalties will be broken down by commercial and residential. Police Chief Ferguson did have concerns about the potential impacts to the Police Department under the County's ordinance, and will await the action taken by the Board of Supervisors.

Public comment: None.

6. Standing Items / Items Continued:

a. Community Outreach Efforts for My Brother's Keeper Pledge

City Manager Kelley reported that staff is arranging a virtual workshop and scheduling soon.

Public comment: None.

b. Discuss initial steps for reopening and recovery after the COVID 19 Emergency

1. Shelter in Place Order - timing, phasing, health benchmarks, physical distancing requirements, and potential threats
2. Opening and recovery – Local events; tourism/hospitality, retail opportunities, Public Works/infrastructure investments, Chamber & business support programs, Planning & Building processes; housing; resiliency/sustainability, tax/fee deferrals, and potential opportunities

City Manager Kelley shared the re-establishment of Resilient Cloverdale initiative and working with the Citrus Fair as a care and shelter branch. Staff is looking into drafting a memorandum of understanding and including the County in the process. Mr. Kelley also shared that during the current pandemic sheltering in place in one's vehicle is also being discussed. Police Chief Ferguson spoke on Temporary Evacuation Points (TEP) and that the County may see several locations. Mr. Kelley also provided an update to on the back-up

generator to City Hall.

Public comment: None.

- c. Update on Sonoma County Homeless Emergency Response – (Kelley)
No update. Chair Bagby did share an upcoming webinar from Sonoma State Center for Environment Inquiry on August 26, 2020.
- d. Update on Measure P and Cannabis Permits – (Susie Holmes)

City Manager Kelley reported on the item. Vice Chair Wolter inquired on the California Wellness. Finance Director Holmes stated that despite the pandemic, Measure P reports have stayed steady.

Public comment: None.

- e. Update on Pension Liability legislation, financing tool and other
- f. Update on development of draft Ordinance to address downtown vacancies

Due to the current pandemic it was requested this item be removed from future agendas.

Public comment: None.

- g. Local Preference Policy

City Manager Kelley briefly reported on the item and stated that staff continues to research the item and will bring back findings at a future meeting.

Public comment: None.

7. Future Agenda Items (subject to change):

- a. Discuss options for funding street improvements and paving

Chair Bagby announced that there may be opposition to the Sonoma County Transportation Authority (SCTA) Measure M and the SCTA will be discussing whether they wish to pull the proposed ballot measure from the November 3, 2020 General Municipal Election.

City Manager Kelley recommended adding the City's Extension of the Utility User Tax Measure as a standing item to discuss any updates.

8. Pending Items: None.

9. Good of the Order: None.

10. Adjournment: Chair Bagby adjourned the meeting at 4:26 p.m. to the next meeting on Tuesday, September 1, 2020 at 1:00 pm. or alternate date/time as requested at Cloverdale City Hall, 124 N. Cloverdale Blvd., Cloverdale CA 95425