



**MINUTES
FINANCE, ADMINISTRATION AND POLICE SUBCOMMITTEE**

**Meeting Date and Special Time: Tuesday, January 5, 2021, at 1:30 p.m.
Location: Virtual Meeting**

Subcommittee Members

Councilmember Melanie Bagby, Chair
Councilmember 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 1:04 p.m. Present: Vice Chair Wolter, City Manager Kelley, Assistant City Manager/CDD Thompson, Police Chief Ferguson, Finance Director Holmes
2. **Communications:** None.
3. **Public Comment:** None.
4. **Approved Minutes:** December 1, 2020 Meeting Minutes
5. **Current Items for Discussion:**
 - a. HdL proposal for Business License Administration – City Manager Kelley introduced the item. Finance Director Holmes reported on the item and updated the subcommittee on the services HdL would provide, including coordinating any issues raised with City staff. HdL staff was also available to provide additional information and answer any questions. Sandy Dersham, Accounting Technician was also in attendance and available to provide additional input on the item.
Public Comments: None.
Action: Following discussion, the subcommittee recommended the item move forward to the City Council for approval.
6. **Standing Items / Items Continued:**
 - a. St. Joseph Health - Building Self-Healing Communities – Becky Ennis, Executive Director of SOS Community Counseling reported the conversation continues tomorrow, January 6, 2021, with the Robert Wood Johnson Foundation which will include discussion on how to best to utilize services. Ms. Ennis also reported that the St. Joseph mobile health clinic is being scheduled to be at the Cloverdale Senior Center. Ms. Ennis has also been in communication with the school district regarding a future wellness center on school grounds. At the next Health Action Cloverdale chapter meeting on January 21, 2021, staff will be walking through the self-healing community's model.
Public Comment - None.
 - b. Discuss current state of COVID 19 pandemic, 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 provided an update on the COVID-19 pandemic. Mr. Kelley reported that staff continues to dedicate time to obtain additional pop-up testing sites and coordinating with the Cloverdale Chamber of Commerce for business support activities.

Public Comment: None.

- c. Update on Sonoma County Homeless Emergency Response – City Manager Kelley provided an update that the County has recently appointed a new Leadership Council and recently held a meeting regarding the overseeing of continuum of care. The Leadership Council continues to organize.
Public Comment: None.
- d. Update on Measure P and Cannabis Permits – Finance Director Holmes reported the month of October reflected payments made by one business who is catching up on dues owed. City Manager Kelley reported staff is working with a new dispensary applicant.
Public Comment – None.
- e. Update on Pension Liability legislation, financing tool and other. No current update.
- f. Update on OpenGov – City Manager Kelley reported OpenGov has provided an update on the status of implementation of OpenGov (included in the packet), which includes an update on the budget and planning module as well as the building and permitting module.
Public Comment – None.

7. Future Agenda Items (subject to change):

- a. Discuss options for funding street improvements and paving
- b. Technology Upgrade
 - i. Upgrading City phone system to a VoIP system and updating the main City telephone tree
- c. Technology Improvements

8. Pending Items: None.

9. Good of the Order: City Manager Kelley acknowledged Shannon Peterson, Finance and HR Analyst for her due diligence in helping implement an electronic timesheet program.

10. Adjournment: Chair Bagby adjourned the meeting at 3:03 p.m., to the next meeting on Tuesday, February 2, 2021 at or alternate date/time as requested via teleconference.