



COVID-19

City of Cloverdale: State of Preparedness & Emergency Response Update to Cloverdale City Council – May 13, 2020

FEDERAL GOVERNMENT-----

- Coronavirus Preparedness and Response Supplemental Appropriations Act (H.R. 6074), became law 3/6/2020
 - Provide loans to affected small businesses
- Family First Coronavirus Response (H.R. 2601), became law 3/18/2020
- Coronavirus Aid, Relief, and Economic Security (CARES) Act (H.R. 748), became law 3/27/2020
 - The CARES Act (H.R. 748) is a \$2 trillion Federal relief package adopted by Congress and signed by the President intended to provide emergency relief to families, businesses, states and local governments in the response to the COVID-19 crisis.

New Updates since April 8

- The National League of Cities, the U.S. Conference of Mayors, and the National Association of Counties sent a letter to Congressional leaders and President Trump on Thursday (April 16, 2020) asking for at least \$250 billion in funding in an interim package.
- On Friday, April 17, 2020 Sonoma County City Manager's sent a letter on to the Leadership within the House and Senate in support of federal legislation that would provide economic relief to small non-entitlement cities.

New Updates since April 22

- **U.S. Department of Commerce Announces Availability of \$1.5 Billion in CARES Act Funds to Aid Communities Impacted by the Coronavirus Pandemic:** On May 7, the Department of Commerce [announced](#) the Department's Economic Development Administration (EDA) is now accepting applications from eligible grantees for CARES Act supplemental funds intended to help communities prevent, prepare for, and respond to the coronavirus. Under this announcement, EDA will make CARES Act Recovery Assistance grants under the authority of the Economic Adjustment Assistance (EAA) program, which is intended to be flexible and responsible to the economic development needs and priorities of local and regional stakeholders. More information, including how communities can apply, can be found here [here](#).
- **President Trump Signs H.R. 266 – Paycheck Protection Program and Health Care Enhancement Act:** Friday, April 24, President Trump [signed the new legislation](#) into law to further assist American businesses, workers and healthcare providers. The legislation provides \$310 billion in additional funding for the Paycheck Protection Program (PPP), \$60 billion more for the Small Business Administration's (SBA) Disaster Loan Program, \$75 billion in funding for hospitals and healthcare providers, and \$25 billion to support our Nation's testing efforts. Read more from the SBA [here](#). Find more on the Paycheck Protection Program [here](#).
- **National League of Cities reports that a Massive Aid Package Could Be Coming In The House As Soon As Next Week.** Senate Minority Leader Charles Schumer said he was working hand-in-glove with House Speaker Nancy Pelosi on what he called a "Rosseveltian" plan in terms of size and scope to bring the economy back. According to [Politico](#), the timeline for bringing a bill to the House floor could be as early as next week. And according to hints provided by Pelosi and her top lieutenants the centerpiece of the bill will be a \$1 trillion fund for state and local governments. But Republican members of Congress are more trepidatious about spending large sums of money after the nearly \$3 trillion that the government has appropriated over the last two months.



- The National League of Cities is launching the [Cities Are Essential campaign](#). The goal for this campaign is to secure \$500 billion in federal funding for local government relief over the next two years in the next stimulus package. This aligns with the League of California Cities ask of Congress. As part of this campaign, NLC also produced the attached [Myths Vs Facts](#) document.

STATE OF CALIFORNIA-----

- Governor Newsom is allowing small businesses to defer payment of sales and use taxes of up to \$50,000 for up to 12 months.
- Governor Announced Establishment of California Disaster Relief Fund for undocumented
 - Governor Newsom announced \$75 million Disaster Relief Fund to support undocumented Californians impacted by COVID-19 who are ineligible for unemployment insurance benefits and disaster relief, including the CARES Act, due to their immigration status. For more information, go to:
 - <https://www.gov.ca.gov/2020/04/15/governor-newsom-announces-new-initiatives-to-support-california-workers-impacted-by-covid-19/>
- Governor Newsom also issued an executive order protecting homes and small businesses from water shutoffs on April 2.
- Governor Gavin Newsom issued [executive order](#) N-37-20 establishing statewide moratorium on evictions on March 27. An additional [executive order](#) N-38-20 was issued to empower the Judicial Council and the Chief Justice of the California Supreme Court to take necessary action to be able to conduct business and continue to operate while responding to the COVID-19 pandemic.
- County Tax Collectors will use all existing authority to cancel penalties and other charges for homeowners, small businesses, and other property owners that are unable to pay their property taxes due to circumstances caused by COVID-19 on a case-by case basis.

New Updates since April 8

On Tuesday, April 14th Governor Newsom released a detailed plan for incrementally lifting coronavirus-related restrictions that according to Newsom are based on science and the health of California residents and outlined the following principles as part of a West Coast framework:

- Our residents’ health comes first. As home to one in six Americans and gateway to the rest of the world, the West Coast has an outsized stake in controlling and ultimately defeating COVID-19.
- Health outcomes and science – not politics – will guide these decisions. Modifications to our states’ stay at home orders must be made based off our understanding of the total health impacts of COVID-19, including: the direct impact of the disease on our communities; the health impact of measures introduced to control the spread in communities —particularly felt by those already experiencing social disadvantage prior to COVID-19; and our health care systems’ ability to ensure care for those who may become sick with COVID-19 and other conditions. This effort will be guided by data. We need to see a decline in the rate of spread of the virus before large-scale reopening, and we will be working in coordination to identify the best metrics to guide this.
- Our states will only be effective by working together. Each state will work with its local leaders and communities within its borders to understand what’s happening on the ground and adhere to our agreed upon approach.

Governor announced six key indicators that will be considered before modifying the state’s stay-at-home order. According to Governor Newsom, California’s six indicators for modifying the stay-at-home order are:

1. The ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed;
2. The ability to prevent infection in people who are at risk for more severe COVID-19;
3. The ability of the hospital and health systems to handle surges;
4. The ability to develop therapeutics to meet the demand;
5. The ability for businesses, schools, and childcare facilities to support physical distancing; and
6. The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

The Governor issued executive order to support California workers from large employers in the food sector industry impacted by the COVID-19 pandemic with two weeks of paid sick leave, filling a gap left by federal relief that had provided similar paid leave benefits for employers with fewer than 500 workers. The Governor also signed an executive order, 1.) adjusting admissions requirements for the California State University system, 2.) providing flexibility for 60 days on background checks for critical infrastructure sectors, and 3.) will allow for commercially licensed food trucks to be able to temporarily operate in roadside rest areas with Caltrans approval for a period of 60 days, to ensure essential infrastructure workers have access to food.

New Updates since April 22

- On Friday, May 8th, Governor Newsom announced [guidance](#) has been released for the modification of the statewide stay-at-home order moving the state into the early part Stage 2 of lower-risk workplaces - including retail, manufacturing and logistics. Stage 2 expansion will be phased in. Communities may move through Stage 2 faster if they are able to show greater progress. Counties that have met the readiness criteria and worked with the California Department of Public Health can open more workplaces as outlined in the [County Variance Guidance](#).



- The Governor’s Task Force on Testing provided an update to local officials on how many tests the state is averaging per-day, where the 86 additional OptumServe testing sites are located, and highlighted a recently released serology testing indicators document. A majority of the task force update was spent addressing questions from local government officials. On the California Department of Public Health’s (CDPH), you can quickly search [testing sites by location](#) and schedule an appointment. The testing locator website features community testing locations which are open to Californians who meet current testing guidelines.
- On May 7, 2020, the Governor issued an [executive order](#) granting, until May 2021, homeowners and small businesses relief from penalty for late property tax payments due to COVID-19 related hardship as determined by local tax collectors. The waiver does not apply to properties for which taxes are paid through impound accounts. In addition, seemingly in response to concerns expressed by small and large businesses, the EO also extends the deadline for the filing of Business Personal Property Statements from May 7 to May 31, 2020 – providing penalty relief for some. Together, these actions will delay payments and reduce interest and penalties revenues statewide.
- On May 5th, Assemblymember Jim Wood (D-Santa Rosa) and Senator Mike McGuire (D-Healdsburg) sent a letter to Governor Gavin Newsom, signed by a bipartisan group of 50 legislators, asking the state of California to assure funding for rural counties that have been left out of federal COVID-19 assistance programs because their populations are smaller than 500,000.

SONOMA COUNTY-----

Priority Messages – May 8, 2020:

- County leaders are hard at work with local business partners to **plan for a safe, gradual reopening in Sonoma County** so that we can adapt quickly when the State and our key indicators allow us further ease the current orders. Thanks to modifications in the new Shelter in Place Health Order that went into effect on Monday, thousands more people are able to go to work.
- Effective 12:01 a.m., May 8th, The Sonoma County Health Officer **amended the Public Shelter-in-Place Health Order to reopen retail stores for curbside pickup and delivery.**
 - These businesses include, but are not limited to bookstores, jewelry stores, toy stores, clothing stores, shoe stores, home and furnishing stores, sporting goods stores, antique stores, music stores.
 - In addition, manufacturers that produce goods for essential businesses and retail stores may resume operations.
 - Stores and shopping malls shall remain closed.
 - This expansion was made possible by the Governor moving to the initial phase of Stage Two of his Pandemic Resilience Roadmap and the success of the Shelter-In-Place order in Sonoma County in interrupting community transmission of the Coronavirus.
- **An addendum to the April 19 parks closure order, allows park managers to open Bodega Bay boat launches for recreational fishing beginning at 12:01 a.m. Friday, May 8.** The intent is to allow residents to gather fish as a food source.
 - The Westside Regional Park boat launch and Spud Point and Mason's Marinas are open. The launches at Doran Regional Park and the Sport Fishing Center are closed.
 - Boat occupants are limited to those sheltering in place together. Fishers are not allowed to use coastal parks for any other recreation.
- **Having adequate testing available is an important component to safe reopening** and our goal is to test 600-800 people per day. There are now three ways for Sonoma County residents (including undocumented community members) to be tested:
 - Testing is available for 260 people per day at locations in Santa Rosa and Petaluma. Appointments can be made online at <https://lhi.care/covidtesting>. People without internet access can call 1-888-634-1123. Thanks to the high level of community interest in tests being offered through the State through OptumServe, appointments at local test sites may be filled. But new spots open frequently, so please revisit the site and try again! **Thank you for your willingness to participate in this important step toward reopening the county.**
 - County drive-thru testing at the Sonoma County Public Health Laboratory has been expanded to include the following groups of high risk individuals, including:
 - **ALL essential workers**, regardless of symptoms (essential workers includes healthcare workers, first responders, grocery store workers, In-Home Supportive Services caregivers, construction workers, childcare providers, or anyone who has continued to work under the Shelter in Place health order in an essential function)
 - Symptomatic people over 65 years of age,
 - All symptomatic people with underlying health conditions,
 - Health care workers,
 - Emergency responders, and
 - **Call 707-565-4667 to make an appointment.**

- To watch a replay of the **Virtual Town Hall** from May 5, 2020 with important updates on COVID-19 from Sonoma County, visit bit.ly/35zA5Xs
- **Emotional Support is available to everyone in the community during the coronavirus pandemic.** Call the Warm Line at (707) 565-2652 for free and private support, seven days a week from 10 a.m. to 7 p.m. Service in Spanish is also available as well as telephone interpretation for other languages. The Imperial College of London has completed a [Phase 2 COVID-19 Modeling Report](#) for Sonoma County. The report demonstrates that the county's Shelter-in-Place order combined with other interventions that include contact tracing, targeted testing, face covering, social distancing, and congregate living guidelines among others, have suppressed the virus transmission to a greater degree than originally estimated in the Phase 1 report. Boosting testing and contact tracing capacity coupled with continued observance of all Health Orders and related guidance will create the conditions necessary to systematically begin to relax Shelter-in-Place in line with the Governor's direction. **Contact Tracing.** The Department of Health Services is doing an enhanced contact tracing. This process of disease tracking is consistent with usual everyday practices in disease control. However, due to the high volume with the COVID-19 pandemic, DHS expanded our current system for contacts to be monitored by training a large medical/nursing pool.
 - Contact tracing is a systematic process of interviewing people who have been exposed to an individual who tests positive for COVID-19, determining the need for quarantine to decrease or halt the spread of the virus in our community.
 - All contacts directly exposed to a COVID-19 positive individual are assessed for symptoms, and referred to the project if appropriate.
 - In normal circumstances we'd call individuals who have been in contact with a patient to assess symptoms, and ask that they follow up with us as needed.
 - We are now testing all contacts regardless of whether they show symptoms, and following up with contacts at regular intervals to check on symptoms.
 - The purpose is to break the chain of infection by monitoring people who have been exposed or infected as early as possible and getting them to care.
- **Face Covering Health Order:** The Health Officer has issued a health order requiring that everyone wear facial coverings to stop the spread of Coronavirus (COVID-19) locally. The order became effective April 17 and states people must wear a face covering before they enter an indoor facility other than their home; any enclosed space; or an outdoor space where they cannot keep a distance of 6 feet from others at all times. Cloth face coverings should:
 - fit snugly but comfortably against the side of the face
 - be secured with ties or ear loops
 - include multiple layers of fabric
 - allow for breathing without restriction
 - be able to be laundered and machine dried without damage or change to shape

EOC Operations Update – May 8, 2020:

- As of 5/7, there are 292 cases of confirmed coronavirus, 122 active, 167 recovered, and 3 deaths in Sonoma County. 8,605 coronavirus tests have been completed.
- The Sonoma County **Shelter in Place Health Order extension took effect on May 4. The Order aligns with the Governor's Order and does not have an end date.** It modifies restrictions for several industry sectors including construction activity, real estate viewing, nurseries, florists, and landscaping/gardening. **The Order represents an important step along the road to recovery while we closely follow the data and the success of mitigation strategies to make adjustments as needed.**
- Parks throughout Sonoma County are now open in a limited capacity. **An amendment to the [local parks closure health order](#)** has been issued to allow Sonoma County residents to walk or bike from



their homes to nearby parks for walking, hiking, jogging, bicycling, horseback riding, and fishing. Driving to a park is not allowed. Sonoma Coast parks remain closed.

COVID-19 Cases in California - 28,963 Cases

[COVID-19 cases in Sonoma County](#) as of **May7, 2020**

292+ - Cumulative Cases in Sonoma County

122 - Active Cases

167 - Recovered

3 – Death

Over 8,605 – Tests

County EOC Mission Priorities:

- Continue to support Health DOC missions
- Implement EOC transition plan in coordination with Health DOC and other County departments
- Complete Web EOC management platform implementation, which includes the ability to interface with partner municipalities and other EOCs
- Continue to support planning for county department work spaces re-occupancy based on Public Health guidance and HR-Risk protocols
- Continue to implement and evaluate Web-EOC capabilities
- Continue to monitor the potential for participating in the Governor’s Great Plates Senior Feeding Program
- Implement actions to support the continued participation of County staff working in support of the Redwood Empire Food Bank
- Finalize recommendations regarding revisions to the County’s support for Essential Worker Childcare
- Continue advanced planning for upcoming Fire and Power Shutoff community response needs during the Covid-19 event
- Develop set of recommendations for procuring PPE for reopening businesses

Healthcare/Emergency Medical Services (EMS)

- Public Health Order No. C19-08 issued on 4/16 for Congregate Care/Living Facilities
 - Starting April 10th, all healthcare providers and testing facilities in the County are to provide a copy of Health Officer Order
- **Contact Tracing.** The Department of Health Services has begun an enhanced contact tracing project. This process of disease tracking is consistent with usual everyday practices in disease control. However, due to the high volume with the COVID-19 pandemic, DHS expanded our current system for contacts to be monitored by training a large medical/nursing pool.
 - Contact tracing is a systematic process of interviewing people who have been exposed to an individual who tests positive for COVID-19, determining the need for quarantine to decrease or halt the spread of the virus in our community.
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 - In normal circumstances we’d call individuals who have been in contact with a patient to assess symptoms, and ask that they follow up with us as needed.
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 - The purpose is to break the chain of infection by monitoring people who have been exposed or infected as early as possible and getting them to care.

Alternate Care Sites (ACS) Task Force

The goal of an establishment of the ACS is to provide additional capacity in the County healthcare system in the event of a surge of patients. The ACS will be established to provide local area hospitals with a “Medical-Surgical-type of facility”, treating only less acute, non-acute ambulatory patients

- Sonoma County established an ACS at Sonoma State University. The ACS will be able to accommodate approximately 580 individuals; however, capacity can be increased if necessary.
- The California National Guard (CNG) to support in the ACS structural setup at SSU.
- In coordination with SSU Emergency Management, CalOES Regions and CalOES Law toured the ACS at SSU on Tuesday, 4/21.
- Continue site set-up and implementation
- Contractor assessing electrical scope
- Staging and set up of gym areas
- Finalized security plan
- Finalizing contracts and securing supplies
- [Finalized outreach and referral plan](#) in coordination with Homeless Task Force
- Finalizing referral process with Petaluma Health Care
- Prepare SSU congregate areas for occupancy during the week this week
- Establish overflow site for psychiatric patients
- Support medical stakeholder requests

Homeless Task Force

- Continue to support site set up and implementation of NCS/VP-SSU, Motel, and Trailers
- Continue to secure food resources for unsheltered population
- 150-200 at-risk homeless are anticipated to transfer to the SSU non-congregate shelter dorms with the first cohort placed last week - 23 placed as of yesterday
- Finalized provider contracts
- Trailers made available for 20-25 unsheltered and homeless individuals who are identified as being at high risk for COVID-19 due to their age and/or underlying health conditions; currently 10 trailers serving 19 residents
- 10 individuals sheltered at Astro Motel transferred to the NCS (Vulnerable Pop) at SSU; 3 found alternate housing/shelter and 3 remained at Astro due to extenuating circumstances and we’re working with them on alternate housing
- Continue to participate in biweekly calls with all homeless service providers as well as biweekly calls with City representatives and biweekly calls with local hospitals and clinics
- Continue to coordinate bed openings that become available in shelters
- Finalized assessment tool and protocol to begin screening highly vulnerable unsheltered individuals to be placed in Alternative housing - Tool is being used
- Over 30 hand-washing stations and portable toilets have been deployed across the County for people currently unsheltered and experiencing homelessness

Food Resources Task Force

- County Health issued guidelines on what to do if an employee has tested positive for COVID-19 being prepared and to be distributed to food facility operators.
- 40 members of the California National Guard (CNG) arrived in Sonoma County to assist REFB with food distribution, as requested by the Food Resources Task Force.
- Task Force continues to engage with food vendors and grocery stores as part of long-term planning for food distribution and to address challenges in the industry food supply chain.



Communications/PIO

- COVID-19 Virtual Town Halls:
 - Held every Tuesday this month in Spanish and English at 5pm and 6pm respectively.
 - Tune in to KBBF (89.1 fm) and KRCB (91.1 fm) for live broadcast.
 - Broadcast: Tuesday, April 21st.
- A “warmline” being setup to provide the community with over-the-phone health and emotional support due to COVID-19; official start date to be announced promptly via press release.
- A COVID-19 Virtual Assistance Center (LAC), which is to serve as a one-stop online shop for coronavirus recovery and resources, now live on socoemergency.org/Recover.
- The PIO Team created and posted a PSA video on the importance of donations:
<https://youtu.be/UWVg2fJAsJE> .
- PIO team distributed 1,000 print posters and flyers to be distributed to businesses to place on their doors with instructions for costumers to follow health orders.

CITY OF CLOVERDALE -----

City Manager – Update by City Manager David Kelley

- Participate in Operational Area Coordination Call with Emergency Operation Center
- Participate in daily City Manager Coordination Call with all City Managers in Sonoma County Op Area Coordination Call with Emergency Operation Center
- Track League of California Cities updates on important legislative development and updates
- Provide daily or routine updates to the City Council
- Coordinate City/public messaging on the City’s website and Facebook page
- Twice weekly calls with Senior staff and coordination of essential city services.
- Participate & Coordinate with EOC Task Forces established to address emergency:
 - Homeless Task Force;
 - Food Resource Task Force and
- Coordinate Public Assistance Application with FEMA and CalOES.
- Coordinated Food distribution with Sonoma Family Meal with Cloverdale Senior Center on April 17th, April 24, May 1 and May 8, 2020
- Logistical Coordination with Redwood Empire Food Bank on April 17th and
- Logistical Coordination for Food Distribution at the Citrus Fair, with the Senior Center and Redwood Empire Food Bank on May 2nd

Public Safety – Update by Police Chief Jason Ferguson

- Participate in Op Area Coordination Call with Emergency Operation Center
- Participate in Sonoma County Chief’s Association virtual meetings
- Continue to purchase PPE equipment for officers and dispatchers
- Provided 2 additional Nixle communication messages containing general health and safety updates on SIP information in response to COVID-19.
- Ramping up patrol activities in the plaza to address reoccurring homeless concerns. Will be issuing citations and removing violators from the plaza
- UTV patrol on the railroad tracks to address trespassers
- Police officers provided drive by patrols with lights for two kid’s birthday parties

Public Safety – Update by Police Chief Jason Ferguson (Continued):

- COVID-19 response to call statistics: April 20-May 11
 - 58 total calls
 - 9 separate warnings
 - No service notices
 - 7 incidents open space
 - 7 incidents river park

Public Works – Update by City Engineer Mark Rincon

- Public Works staff has been working a full schedule providing essential services to the City
 - Staff will continue to fulfill the Sonoma County Health Services requirements for Social Distancing and Safety Protocols, including wearing masks when indoors
 - Maintenance or operations activity requiring close person-to-person contact (Medium Exposure Risk) will only be performed if deemed necessary
 - If staff feels sick, or if someone in their household is feeling sick, they will not come to work and will contact the Public Works Director
- Engineering staff is unusually busy with Public Works operational support, state mandated reporting, and managing city construction projects. Active construction projects include the just completed Airport Taxiway pavement (close-out phase), and Safe Routes to School S Cloverdale Blvd sidewalk installation. Soon to be awarded construction projects are the Vista View repair, S Cloverdale/Healdsburg Pedestrian Improvements, and the Treadway Signalization. Other pending projects include Sewer Smoke Test, Sewer Pipeline rehabilitation, Water Filter #2 refurbishment, SCADA upgrade at the WTP, Cherry Creek Reservoir replacement feasibility study, South Cloverdale Community Finance District study, Capital Improvement Program update, and Corporation Yard Storage Building. The department will continue to support grant applications, and participate in mandatory regional transportation and stormwater meetings, all of which are considered essential services.
- Parks & Recreation staff is maintaining park signage and barriers to limit access to playground equipment and sports fields; walking paths and trails have been opened. They are also performing much needed maintenance. We are getting an increasing number of citizen complaints, mostly related to open space maintenance vegetative management (reduce fire fuel). With the limited landscape staff and the cancelation of the supervised work crews (California Department of Correctional and Rehabilitation), we will limit work to necessary functions. Furthermore, the Parks supervisor is also assisting with procuring decontaminating products. Part-time landscape staff remain furloughed.
- Water and Wastewater operations continues with precautions. Staff will avoid working in the operations office simultaneously and will work remotely when possible.
- Public Works field workers are working independently, using individual vehicles. When working near one another, they will wear protective gear. Magnetic signage for Public Work vehicles alerting the public to keep distance from public work employees have been installed.

Community Development – Update by Kevin Thompson, ACM/CDD

- Participate in daily Op Area Coordination Call with Emergency Operation Center
- Participate in semi-weekly Homeless Task Force and Alternative Sites Committee Coordination Calls
- Business outreach check in's with local businesses.
- Provide communication to the community regarding Essential Building and Planning services
- Continue to provide support to cannabis businesses, deemed essential by Shelter in Place Order
- Exploring additional ways, the City can assist the community- neighborhood grant program
- Continue to work remotely on essential day-to-day planning and building functions, including processing applications already in progress, field phone calls and email inquiries regarding planning and building issues, and entitlements.
- Continue work on special projects such as Six-Acres pre-annexation, Capital Improvement Plan and grant applications.

Finance – Update by Finance Director Susie Holmes

- Participate in twice weekly calls with City Manager and coordination of essential city services.
- Attended REMIF's virtual quarterly board meeting.
- Bi-Weekly calls with finance staff to ensure safety protocols are met.
- Staff continues to work in shifts to cover phones from 8-5 daily and continue essential duties, alternating their time in the office, disinfecting their areas before and after each shift; staff that have the ability are working from home.
- Worked with staff to determine best options for opening City Hall for a couple of hours a month for utility bill cash payments.
- Attended the Finance, Admin and Police Subcommittee Meeting
- Staff attended multiple webinars related to H.R. 6201 Families First Coronavirus Response Act, (new emergency sick leave and expanded FMLA).
- Processed payroll and related accounts payable invoices.
- Received and input manual meter reads for water billing.
- Completed water and wastewater monthly billing.
- Working with financial software and new water meter reading software agencies to ensure compatibility.
- Processed Accounts Payable Invoices and cut checks for payment.
- Continue to receipt payments made and make bank deposits.
- Worked with Cannabis business to obtain delinquent payments and reporting.
- Working with Management Partners to update the forecasting model that was previously presented to City Council.
- Hosted multiple Zoom video meetings with staff to work on FY 20-21 budget and update the FY 19-20 projected revenues and expenditures.
- Created a draft budget for senior staff review.
- Attended Sonoma County Parks Measure M TAC Team Meeting.
- Attended the Hazard Mitigation update meeting.
- Attended kick-off meeting with Godbe Research to prepare for polling and discussion related to options for revenue enhancements.



Finance – Update by Finance Director Susie Holmes (Continued):

- Attended Springbrook (finance software) four-hour training on general ledger.
- Completed the state required two-hour Sexual Harassment Prevention Training and received certification.
- Attended Maximizing Supervisory Skills for First Line Supervisors hosted by Liebert, Cassidy, Whitmore.
- Calculated the total expenditures incurred related to COVID-19 and projected future costs.

City Clerk - Update by City Clerk Irene Camacho-Werby

- Continue to coordinate virtual meetings for Council and Subcommittees through telecommunication software, in compliance with the Brown Act
 - Enable public participation through remote methods.
- Participate in weekly City Clerks Coordination Call with City Clerks in Sonoma County
- Attending various webinars on better practices during COVID-19
- Assisting with public messaging on City website and Facebook page
- Ensure various mandated deadlines and transparency efforts continue to be met
- Bi-weekly check-ins with Part-time staff
- Continue to assist in contract management to move projects forward