CITY COUNCIL MEETING MINUTES

MINUTES FOR Meeting of May 5, 2020

As Approved by the City Council at their regular meeting of _____.

The public is advised that pursuant to Government Code Section 54957.5 all writings submitted to the City Council are public records and will be made available for review.

Please note that minutes are not verbatim minutes and are meant to be the City's record of a summary of actions that took place at the meeting. City Council video recording are kept for a period of one year from date of meeting.

Notice: All resolutions and ordinances introduced and/or adopted under this agenda are waived of all reading of entire resolution(s) and ordinance(s).

The Sebastopol City Council welcomes you to its meetings that are generally scheduled for the 1st and 3rd Tuesday of every month. Your interest and participation are encouraged and appreciated.

SIMULTANEOUS MEETING COMPENSATION DISCLOSURE (Government Code § 54952.3): Members of the City Council receive no additional compensation as a result of convening a joint meeting of the City Council and Successor Agency to the Former Community Development Agency.

SB 751 Legislative bodies of local agencies must publicly report: (1) any action taken and (2) the vote or abstention on each action taken by each member present for the action at a meeting.

****GOVERNOR'S EXECUTIVE ORDER N-29-20****
RE CORONAVIRUS COVID-19

CITY COUNCL MEETINGS WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

This meeting complies with the Sonoma County Health Officer's COVID-19 Order to Shelter in Place issued on March 17, 2020, and pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020.

CORONAVIRUS DISEASE (COVID-19) ADVISORY

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

Consistent with Executive Order N-29-20, in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation information follows this agenda.

For Items Not on the Agenda: Please submit your comments via email for this meeting to mgourley@cityofsebastopol.org so that the comments may be submitted to the Mayor for reading into the record. Comments should be received by 5:00 pm of Council Meeting Date. All comments should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time.

For Items Listed on the Agenda: Members of the public may provide public comment for specific agenda items by sending comments to the City by email at mgourley@cityofsebastopol.org. Such email comments must identify the Agenda Item Number in the subject line of the email. Comments should be received by 5:00 pm of Council Meeting Date. All comments should be a maximum of 350 words, which corresponds to approximately 3 minutes of speaking time.

Pursuant to Executive Order N-29-20 Issued by Governor Gavin Newsom on March 17, 2020 and, to the extent applicable, Government Code Section 54953(b), the March 24, 2020 City Council Meeting may include teleconference participation by the City Council Members and City staff. Consistent with Executive Order N-29-20, teleconference locations utilized by City Council Members shall not be accessible to the public and are not subject to special posting requirements.

- No physical location of the meeting will be open to the public; meeting will only be held by teleconference
- Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and the Sonoma County Health Official's March 17, 2020 Shelter in Place Order, the City Council will not be physically open to the public and City Councilmembers will be teleconferencing into the meeting via Zoom Teleconference and/or Video Communications.

Please visit the City of Sebastopol website at www.CityOfSebastopol.org for the most up-to-date local information on the coronavirus crisis. There are two pages dedicated entirely to the crisis (type "coronavirus" or "shelter in place" in the search bar) where you will find specific resources and answers to many questions that you may have.
The City of Sebastopol is also on Facebook, Twitter, and NextDoor.

The City of Sebastopol thanks you in advance for taking all precautions to prevent spreading the COVID 19 virus.

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NOTICE: All Resolutions and Ordinances introduced and/or adopted under this agenda are waived of all reading of entire resolution(s) and ordinance(s).

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City Council Regular Meetings are available in real time and archived on Livestream. Important Notice The City of Sebastopol shows both live broadcasts and Video Archive of City Council Meetings over the Internet. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

- Here is the link: http://bit.ly/sebcctv

There are times that the meetings may not be live streamed due to technical issues; if that is the case, the meeting will be video-taped and uploaded as soon as possible to the City Web Site.

6:00 pm CONVENE CITY COUNCIL REGULAR MEETING by Teleconference Only Per Shelter in Place Directive

CALL TO ORDER: Mayor Slayter called the regular meeting to order at 6:05 p.m.

ROLL CALL:

Present: Mayor Slayter – By video teleconference
Vice Mayor Glass – By video teleconference
Councilmember Carnacchi – By video teleconference
Councilmember Gurney - By video teleconference
Councilmember Hinton -By video teleconference

Absent: None

Staff: City Manager/City Attorney Larry McLaughlin
Assistant City Manager/City Clerk Mary Gourley
Administrative Services Director Ana Kwong
Henry Mikus, Engineering Manager
Bill Braga, Fire Chief
Kari Svanstrom, Planning Director
Greg DeVore, Acting Police Chief
Dante Del Prete, Public Works Superintendent

Mayor Slayter read a prepared statement regarding the process of the city council meeting. "This is a meeting that is consistent with Executive Order N-29-20, in-person participation by the public will not be permitted, and no physical location from which the public may observe the meeting will be available."

SALUTE TO THE FLAG: Mayor Slayter led the salute to the flag.

PROCLAMATIONS/PRESENTATIONS:

*Proclamations and Presentations have been suspended until further notice.

PUBLIC COMMENT (At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, unless otherwise permitted under the Ralph M. Brown Act, the merits of the matters presented under this item cannot be discussed or acted upon by the City Council at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for Council consideration.)

Eris Weaver commented as follows:

- First, let me thank and commend you for your hard work and fortitude through yet another crisis. I know that during times like these, no matter what difficult decision you make, no matter how much information you consult and competing interests you try to balance, you receive endless criticism and Monday morning quarterbacking. I do not envy your job!
- Today, I have positive news to share.
- While the Shelter in Place order has meant the cancellation of many events, including our usual Bike to Work Day festivities, May is still National Bike Month, created by the League of American Cyclists in 1956 as a way to promote the benefits of bicycling and encourage more folks to give it a try. Many folks who haven't ridden in a while have been pulling old bikes out of the garage and riding with their families. Throughout the month of May, the Sonoma County Bicycle Coalition is offering virtual activities to support safe and healthy cycling for all.
- The City of Sebastopol's financial support as our Banner Sponsor has been a key resource as we retool for digital events!
- For those who might feel a little rusty or unsure, we are offering our popular Smart Cycling safety classes online for FREE! Other online classes will include route planning and electric bikes. For parents and teachers, our Safe Routes to School staff have created the family-friendly Green Sneaker Challenge.
- Do you enjoy a little friendly competition? Does setting a clear goal spur you to action? Then you might enjoy our online group on Love to Ride; a handy smartphone app automatically tracks rides and miles, allowing participants to view their progress against friends and neighbors.
- Or simply sign the online Pledge to Ride – you'll receive helpful tips by email weekly AND be entered in a drawing to win cool prizes!
- For more information, including the Pledge form and calendar of activities, visit bikesonoma.org/btwd
- Thank you again for your ongoing support and for helping us to spread the word – we need help to reach new riders who may not have us on their radar!

Susan Andrek provided the following comments:
"Greetings Mayor and members of council. Susan Andrek, resident on South Main Street.

- I would like to bring to your attention the blight that gasoline-powered leaf blowers bring to our community. Not only are they loud and obnoxious, but they also pollute more than cars for each gallon of fuel used, due to their two-stroke engines. Neither the noise nor the pollution is in keeping with the quality of life and climate-conscious goals that Sebastopol embraces.
- There are viable, battery-powered alternative that are quieter and less polluting than gasoline-powered leaf blowers. These should be required. At one point, the commercial gardener made the choice to put down the rake and pick up the gas-powered blower. Now is the time for the gardener to put down the blower and invest in battery powered equipment (or go back to the rake) for the good of the community and the good of the planet.
- Thank you. "

Mayor Slayter commented as follows:

- Received many emails in the last few weeks
- Many emails related to COVID-19
- Responding to as many emails as possible

- City is receiving emails and responding
- Responses may be delayed but the Council are receiving the emails

STATEMENTS OF CONFLICTS OF INTEREST BY MAYOR/CITY COUNCILMEMBERS FOR ITEMS ON THE AGENDA (This is the time for the Mayor or City Councilmembers to indicate any statements of conflicts of interests for any item listed on this agenda) There were none.

CONSENT CALENDAR:

- The consent agenda consists of items that are routine in nature and do not require additional discussion by the City Council or have been reviewed by the City Council previously. These items may be approved by one motion without discussion unless a member of the City Council requests that the item be taken off the consent calendar.
- The Mayor will read the consent calendar items; ask if a Councilmember wishes to remove one or more items from the consent calendar; and then open public comment to the members of the public in attendance. At this time, a member of the public may speak for up to three minutes on the entire consent calendar and request at that time that an agenda item or items be removed for discussion.
- If an item or items are removed from the consent calendar, the item shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tern.
- Council Members may comment on Consent Calendar items or ask for minor clarifications without the need for pulling the item for separate consideration. Items requiring deliberation should be pulled for separate consideration and shall be placed at the end of the regular agenda items unless otherwise determined by the Mayor or Mayor Pro Tem.

Mayor Slayter read the consent calendar.
Mayor Slayter questioned if any Councilmember(s) wanted to remove any item(s) from the consent calendar. There were none.
Mayor Slayter asked for Public Comments: There were no public comments for the consent calendar.
Public Comment(s): None

Councilmember Gurney moved and Vice Mayor Glass seconded the motion to approve Consent Calendar Item(s) Number(s) 1, 2, 3 and 4.

Mayor Slayter called for a roll call vote. City staff conducted a roll call vote.
VOTE:
Ayes: Councilmember Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter
Noes: None
Absent: None
Abstain: None

1) Approval of Minutes of the City Council Meeting of April 21, 2020 (Responsible Department: City Administration)

City Council Action: Approved Minutes of the City Council Meeting of April 21, 2020
Minute Order Number: 2020-092

2) Approval of Resolution Declaring Weeds a Public Nuisance and Setting Date/time for Public Hearing (Responsible Department: Fire)

City Council Action: Approved Resolution Declaring Weeds a Public Nuisance and Setting Date/time for Public Hearing
Minute Order Number: 2020-093
Resolution Number: 6291-2020

3) Approval of Extension of Declaration of Local Emergency (Responsible Department: Fire)

City Council Action: Approved Extension of Declaration of Local Emergency
Minute Order Number: 2020-094
Resolution Number: 6292-2020

4) Approval of Authorization to Mayor to Sign Letter of Support to Representatives: Support of Clean Energy in the Recovery Stimulus Package - COVID-19 Pandemic (Requestor: Mayor Slayter)

City Council Action: Approved Authorization to Mayor to Sign Letter of Support to Representatives: Support of Clean Energy in the Recovery Stimulus Package - COVID-19 Pandemic
Minute Order Number: 2020-095

INFORMATIONAL ITEMS/PRESENTATION: (Please Note: Although informational/presentations items are routinely informational in nature, some informational items may contain request for actions such as support, direction to staff, follow up, based on the presentation/information provided.)

5). Presentation by Chris Cone, Program Manager, BayREN Water Bill Savings Program, Sonoma County Regional Climate Protection Authority and Authorize City Manager/Attorney to sign the Agreement for services. The Water Bill Savings Program is a collaboration of ABAG, BayREN, and Bay Area municipal water utilities and provides turn-key services to allow a utility's customers to make water and energy efficiency improvements with no up-front cost and pay for improvements on their water bill through a monthly utility-approved charge. (Requestor: Councilmember Gurney/Administrative Services/City Administration)

Councilmember Gurney presented the agenda item and introduced Chris Cone with the following comments:

- Chris Cone can provide the details
- Want to assure the Council that Chris has met with staff and ran through all the details
- Is a program that has been piloted in Windsor successfully
- Thought the City may want to get on board given California's circumstance where we seem to be facing a drought
- Looked at rainfall statistics
- Halfway through the rainy season and no raining sight
- Drought means we need to start conserving
- Drought means a risk of fire is greater which is another reason for conserving
- Invest in water conservation tools for home delivery
- Will help with water usage

Chris Cone, RCPA, BayRen, made a presentation to the City Council. A copy of the presentation was attached to the agenda item.

City Manager/Attorney McLaughlin commented that as City Attorney, tonight's item proposes that the City Council authorize the City Manager/Attorney to enter into the agreement that would implement this program and that agreement is in the packet.

Mayor Slayter asked for questions.

Mayor Slayter commented as follows:

- Discussed financing
- How is the monthly payback calculated

Chris Cone commented as follows:

- When a project is completed and verified by the program operator, the operator will tell the utility what the on-bill charge will be for that project
- Charge goes through the billing system onto the bill
- Overtime the project costs are paid off
- Anticipating repayment to ABAG would be on a monthly basis based on the number of customers in the water utility district at the time at that month

Mayor Slayter stated it is variable and a convoluted way to calculate it.

Chris Cone commented as follows:

- Stated it will grow
- Number of on-bill charges will increase but the City is collecting money through the billing system
- Pay would be based on the amount of on-bill charge paid in that month by the current participating customer
- Performance program
- Program set up for project to delivery savings to the customer from the beginning
- On-bill charge is specific to that process
- Discussed the process of paying back ABAG – would be to take the portfolio of the customer accounts and those funds collected for their bills through this online item charge and that payment would go to ABAG each month over the term of the project

Mayor Slayter commented as follows:

- Trying to understand how customers are aware of how long the period is for bill payment
- How does the customer understand when it falls away and the savings are fully realized

Chris Cone commented as follows

- Mechanism in the program
- When a customer is enrolled, they are informed of the benefits of how the on-bill charge works
- At conclusion of the project cost, the customer and utility are notified
- BayRen is tracking accounts so mechanisms are in place to ensure that the customer understands the on-bill charge and length of the repayment term
- Can report out to the customer at any given time where they stand in the repayment of their project costs

- Mechanism for closing out the on-bill charge when the full project cost has been recouped

Councilmember Hinton commented as follows:

- Discussed the professionals doing the work
- Are those local vendors that the City has a list on file
- Could the city make recommendations from that list
- Are the contractors local or from out of the area
- Are the contractors associated with this program from out of the area

Chris Cone commented as follows:

- Stated this is a turnkey program
- Program operator would be the main point of contact for the customer
- Will have a list of program contractors that have been trained in the program and agree to the terms
- If a customer has a favorite contractor that they like to work with that has a skill set, then they can recommend that contractor to the program to become a program contractor and work on their project
- Trying to make it flexible but want the contractors involved who have been trained in how it all works to make sure they are effective and deliver in savings

Councilmember Hinton questioned if there is a list of current contractors in the program that the city can review.

Chris Cone commented as follows:

- Will be enrolling the first group of contractors before we are ready to provide services
- In process of doing that but goal is to work with local contractors as much as possible for job creation benefit

Councilmember Gurney commented as follows:

- Asked about Windsor's experience
- Proportion of local contractors
- Real value in hiring locally
- Was there a local list that a customer could hire from

Chris Cone commented as follows:

- There was only one contractor who participated in the pilot program for Windsor
- For a regional program going to need more capacity than that
- Want to focus on local contractors

Councilmember Gurney commented as follows:

- Discussed marketing
- Who does the marketing to promote the program
- Would that be a city responsibility or something the City shares with BayRen
- How do we inform people and potentially develop interest in water conservation

DRAFT

Chris Cone commented as follows:

- Definite partnership between BayRen and partner utilities
- Program is rolling out utility territory by territory
- Marketing would be targeted directly to water customer
- Want to partner with bill inserts, messaging on websites, as well as BayRen marketing tools
- Like social media and other ways we can deliver the offer to the water customers
- Like to be in partnership with the utilities because these are the City's customers knowing that this offer is coming through the City is a benefit to customer enrollment
- See the marketing piece as a partnership

Councilmember Gurney commented as follows:

- Collaborative effort
- City has our points of access to our customers and BayRen has the material and we can work on the messaging together

Chris Cone commented as follows:

- Stated that is correct
- In the midst right now of preparing a basic tool kit of messaging which can be customized depending on how the city wants to reach constituents

Councilmember Gurney commented as follows:

- City staff is pressed right now to deal with COVID-19 circumstances
- As much as BayRen can help the City right now in this situation would be to the City's benefit
- Discussed commitment of program
- Staff supportive of program
- Impression is that there would not be a significant time commitment from staff for water utility billing

Chris Cone commented as follows:

- Program is designed to minimize the impact on staff
- One piece that does need to be in place is the billing systems ability to add the on-bill charge and the mechanism for the repayment to ABAG
- BayRen can come in and provide marketing and can take as much of the delivery of services up to the whole job or can work with certain pieces of the project
- If there are inspections, the City can participate in those
- Understand that right now every local government is stretched to capacity dealing with the pandemic
- Want to help as much as possible

Councilmember Carnacchi questioned where is the agreement in the agenda item.

City Manager/Attorney McLaughlin commented that it is on page 41 of 133 and stated that this program has been vetted by legal counsel.

Mayor Slayter opened for public comment. There were none.

Council Deliberations:
Councilmember Gurney commented as follows:

- Interested in program
- Might be deserving project to enter in as landlord (Park Village)
- Market to multi-family housing units like Burbank Heights
- See if older buildings could use upgrades and the activist's citizens could appreciate the conservation
- Several buildings like that around town
- Reach out to those potential residents for their input

Vice Mayor Glass commented as follows:

- Seems like an excellent program
- Good results on both sides
- Good for the consumer and people who use water resources
- Support the program
- Thanked Councilmember Gurney for her work on the program
- Discussed an article she read that America west of the Rockers is now in a millennial drought
- Entire Western United States has experienced less rainfall
- Need to start preserving our resources
- Support moving into this program

Councilmember Hinton commented as follows:

- All for saving water and moving with the program – feel like it is too early though
- Concerned with not having a list of contractors established yet and no guarantee that we could have local contractors within our program
- Prefer to wait on the program
- Get past the shelter in place
- Push the program out a few months until it is further along

Mayor Slayter commented as follows:

- Any historical data on vetting of contractors
- How long does it take
- What does that look like
- Like to get that figured out

Chris Cone commented as follows:

- Shouldn't be a time-consuming process
- Have over the years programs, protocols and practices in place to find qualified contractors prepared to deliver services within a program
- Not see as a barrier or challenge but we not have a contractor enrolled today
- Leave timing question to Council

DRAFT

Mayor Slayter commented as follows:

- Discussed local contractors
- Discussed adding an addition to the agreement that we add a local contractor's preferred if that is a possibility

Chris Cone commented as follows:

- Could look into that
- Will depend on response from local contractors who would be interested in participating in the program
- Will get back to the City on the feasibility of doing that but sounds like it could be possible

Councilmember Gurney commented as follows:

- Locals would be eligible and they need to be interested and respond to the marketing looking to provide them business
- Not know the construction industry right now
- Maybe there are people locally who really want work or are really busy
- Point is we could market the opportunity
- We are able to market locally for people to apply to the program being implemented here for our water utility
- Not see an advantage in waiting
- Advantages marketing the program and getting the opportunity to our local people so they can enroll and qualify to get on a list

Councilmember Hinton commented as follows:

- Questioned how many people are on board so far
- Heard about Windsor which was a pilot program
- Curious how many people are on board with the program
- Sounds like a new program
- How many people signed up or would Sebastopol be the first

Chris Cone commented as follows:

- In discussions with Windsor
- That conversation has slowed
- In conversation with East Bay MUD which is another pilot program
- City of Hayward is interested but they exceeded their conservation goals
- They are in such a good position that the timing was for them to join at a later date
- Anticipate Windsor will be amongst the first utilities – their program is larger because they are a larger utility

Councilmember Gurney commented as follows:

- Pilot program just recently finished
- Chris Cone and I initiated this conversation in January when the program received a significant amount of money to go live with utilities, rather than a pilot program

DRAFT

Chris Cone commented as follows:

- Transitioning from the build up to the regional program
- Three pilot utilities – plan would be for them to transition to regional partners rather than stand-alone pilots
- Right now, Windsor is in a maintenance mode which they have been for several years because they had staff capacity issues to keep expanding this program
- Hayward went into maintenance mode for the mean time as they are well ahead of their per capital conservation goals
- East Bay MUD is active with their own program
- Asking about the potential of fully joining as a partner utility – they have expressed interest for a long time in co-marketing with us but the conversation lately has been about becoming a full regional program partner
- Have not reached out to other utilities yet because we need to get some of the program operators and contractors in place
- Was Councilmember Gurney's interest that got our program conversation started in January

Councilmember Gurney moved and Vice Mayor Glass seconded the motion receiving the Presentation by Chris Cone, Program Manager, BayREN Water Upgrades $ave Program, which is led by the Sonoma County Regional Climate Protection Authority, and Authorize City Manager/Attorney to sign the Agreement for services with addition:

- Insertion of language for preference for local contractors first

Mayor Slayter called for a roll call vote. City staff conducted a roll call vote.
VOTE:
Ayes: Councilmember Carnacchi, Gurney, Vice Mayor Glass and Mayor Slayter
Noes: Councilmember Hinton
Absent: None
Abstain: None
City Council Action: Received the Presentation by Chris Cone, Program Manager, BayREN Water Upgrades $ave Program, which is led by the Sonoma County Regional Climate Protection Authority, and Authorize City Manager/Attorney to sign the Agreement for services with addition:

- Insertion of language for preference for local contractors first

Minute Order Number: 2020-096

Adding of Urgent Agenda Item to Tonight's Council Meeting Agenda:
Request to add urgent agenda item for temporary curbside pickup zones as part of the City's COVID-19 response.

Mayor Slayter opened for public comment. There was none.

Vice Mayor Glass moved and Councilmember Hinton seconded the motion to add the urgency item to the agenda.

Mayor Slayter called for a roll call vote. City staff conducted a roll call vote.
VOTE:

Ayes: Councilmember Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter
Noes: None
Absent: None
Abstain: None

City Council Action: Approved addition of urgent agenda item to the City Council meeting agenda tonight for temporary curb side pickup zones as part of the City's COVID-19 response.
Minute Order Number: 2020-097

PUBLIC HEARING(s): NONE

REGULAR CALENDAR AGENDA ITEMS (DISCUSSION AND/OR ACTION):

6) Consideration of Actions Related to Vitality of the city:
   a) Proposed Work Plan for Community Vitality/Economic Vitality Consultant (Responsible Department: City Administration)
   b) Discussion and Action re Collaborative Strategic Planning for Local Non-Profits and Agencies that Provide Community Services (Councilmember Gurney)

City Manager Mclaughlin presented the agenda item recommending the City Council discuss the proposed work plan for the Community Vitality/Economic Vitality Consultant and discuss the Collaborative Strategic Planning for Local Non-Profits and Agencies that Provide Community Services as part of the scope of work. City Manager McLaughlin made the following highlights:

- The creation of this consultancy position has been before the Council several times; and at the most recent of those meetings, the Council did approve an RFQ to go out to – for staff to select a consultant to do the work to carry out the RFQ.
- City staff interviewed three of the applicants who were solo consultants
- Fourth applicant and ultimately the selected consultant is being introduced tonight which is CoMission
- CoMission Group is a firm that actually consists of a number of individuals and those individuals would be contributing towards the carrying out of this work
- We did extend the application in fairness the other three applications that had all been from basically sole proprietors, to give other larger groups potentially the chance to apply
- City reviewed the new applications
- None of them was from a larger firm, and we determined that we still were going to go with the CoMission Group, which had all along been our first choice
- When we did the interviews with CoMission, it was very quickly apparent that they, better than any other applicant, completely understood the Council, where the Council was coming from on this item, even though the Council will recall that when it was in front of the Council there were a number of different ideas about where this work would ultimately lead
- The council did not have one consistent voice, but that there were a number of voices that showed a pretty wide range of work that this consultant could do
- CoMission Group really understood where the Council was coming from. understood the mechanics of how to carry out the work, and had staff members on board with subspecialties, each one of which could contribute towards carrying out that work
- With the selected consultant, CoMission, we started working on the contract

- About that time, we realized there was going to be a considerable amount of work as a result of the disaster we find ourselves in with regard to the pandemic
- It really has, and is going to have, a large number of economic impacts on our local businesses, potentially on our nonprofits. It's made a large impact on our community as a whole
- Discussed with CoMission whether it's possible to kind of rework their workplan a little bit and, staying within the general parameters of what was expected in the RFQ, to kind of tweak and change the workplan a bit so that they could aid in recovery for our small businesses, nonprofits, and citizens
- So with some pretty intense discussions with them, we worked out a revised workplan; and we're bringing that back before you this evening so you can take a look and hear directly from the CoMission Group what their anticipated work will be, how they're going to assist in the Recovery Program
- They are looking for feedback tonight from the City Council as to whether the Council agrees that this is the right approach, that we have an accurate workplan that will be of assistance, or whether the Council would wish to reprioritize any parts of the workplan
- It also gives you a chance tonight to hear directly from the consultant, meet the key members of the consultant staff, learn what their background is a little bit, and what they intend to do as part of carrying out this work.
- So the item before you tonight is to meet the consultant team, with the consultant go through their revised scope of work, hear what they will be emphasizing in that work, and provide any additional direction that the Council would deem appropriate.
- Councilmembers have stated in the past that the budget for this item is rather limited; and it is limited. In this fiscal year, it has been budgeted for $40,000
- In talking to the CoMission Group, we are absolutely convinced they will be able to get a significant start and even achieve a number of the items in their workplan just within this initial budget
- Because we're already into the month of May, we're going to be assuming that any unused portion of that budget will carry over into the next year
- We also believe that in connection with the budget item that's on your agenda later this evening, we think the Council should direct that assuming you follow the recommendations of the Budget Committee, the budget will be a bare-bones budget presumably for adoption in June with some specific additions, which the staff report tells you about in the budget item
- Would like to include re-budgeting for further work with this group in the new budget so that it will be in that initial budget that's approved at the end of June
- CoMission is ready to do a large volume of work
- Work is along the lines of the RFQ - visioning sessions, the survey work, the review of documents, meeting and identifying and working with stakeholders – those items are in the workplan
- To begin the work, it is not proposed to pay for or have the services of an ombudsman, that being part of the RFQ.
- City is not proposing to do that at least initially – that item was to actually have a person who would be essentially the linkage between City offices and City projects, and the business community to really start a two-way conversation so they're aware of what the City is doing and we are aware of what their needs are

- A lot of that is going to be done through the work of this scope of work plan, but we also anticipate when the businesses are reopened, we would come back and look at adding the ombudsman's workload at that point in time.
- CoMission, when they responded to the RFQ, understood at that time that they would also be providing that service, and they have a staff member identified who could do that work
- Some of the things we've identified is helping the small businesses to go through the morass of paperwork to help in the area of achieving small business loans to assist
- Discussed the proposed agenda item from Councilmember Gurney to help organize and facilitate and coordinate our local nonprofits to see if there's an interest in, and to help facilitate discussions about, our nonprofits perhaps taking a look at how they could work together with each other and reduce the administrative burden for each one of them; work more efficiently; better serve the public in a cooperative way, working together instead of individually
- CoMission will be hearing what our business community needs, where the city can be helpful to our businesses as they reopen, how can we have better connections and communications with the City Government, the City Offices, and with our local businesses
- CoMission has the time commitments ready to make, staff ready to go, an understanding of the work needed under the RFQ, the ability to deliver the work
- City understands that the use of a group is not necessarily what was contemplated when the RFQ went out; but we think in this case, it was very fortuitous that we're going this route because I don't think we would be having this discussion this evening if we were here with a sole practitioner individual who was going to do the work
- Since Councilmember Gurney's proposed agenda item also included consultancy work, we directed that to this consultant; and they will be having that conversation with you this evening

Mayor Slayter asked for questions.

Councilmember Carnacchi questioned the comprehensive work plan.

City Manager McLaughlin commented as follows:

- Comprehensive in terms of the consultant who is going to be devising the methodology to achieve the work
- Did not expect in the application process that each one of the consultant applicants would tell us in exacting details which staff member would do what work
- Discussed vision sessions
- Things for consultant to figure out as they begin the process and work
- Work with City staff to make sure methodology is going to achieve the goals of the RFQ
- This was the most comprehensive scope of work received of all the applicants
- That is what we would expect from the response to the RFQ
- Proof of this item is going to be in the deliverables
- Going to be in what is done by the group and what we report back on what they have achieved and learned
- Work will be seen in its action form
- Right now, work is basically conclusionary
- Says we are going to conduct appropriate visioning sessions

- That was what was contemplated by the RFQ
- Consultant tasked with figuring out the best methods and timing on how to best achieve that

Councilmember Hinton commented as follows:

- Confused by the work plan
- Looks like a one-page proposal
- Looks like the estimated end date is listed as Decemebe4 31, 2020
- Assume because we are hiring the company now, we would not be spending the entire $40,000 allotment by June 2020 and we think that this money will stretch through the estimated end date of December 2020 as indicated in the scope of work
- Questioned if that is correct

City Manager McLaughlin commented as follows:

- Stated that is not correct
- Will let CoMission explain this further
- Stated they are billing by the hour
- City is getting a discounted rate
- City will be receiving comprehensive billings that set forth the number of hours of their staff members, detailing what they did and how long it took them to do it
- Bill will be essentially based on actual hours of work that go towards carrying out the contract
- Discussed estimated end date – means that if it is budgeted next year, that is when they anticipate completing the work in terms of broader tasks contemplated by the RFQ
- Heard from different members of the Council that they do not believe this is budgeted high enough at the$40,000 level
- CoMission will be doing a lot of work and we are proposing to budget again for it in the new fiscal year
- Developing a work plan and estimate of how long it will take to achieve these various items
- Can do the initial work as proposed in terms of visioning sessions, meeting with stakeholders, assisting the business community directly with recovery efforts
- Starting the process with non-profits
- Believe they can do that within the $40,000
- Hopeful this will be budgeted again in the next fiscal year

Co Mission (Craig Litwin, Herman Hernandez and Johnny Nolen) introduced themselves and provided the following remarks:

- Thanked the Mayor and City Manager
- Introduced CoMission
- Love the town
- Work hard to take care of each other
- Community organization dedicated to enriching the lives of individuals and creating a quality of life for our community
- Look to strengthen the web of community between businesses and non-profits and find where we can collaborate in a more meaningful way
- Discussed team members with business experience

- Understanding nonprofits and getting businesses back on a positive cash flow
- Understands the business loans and laborious efforts needed to prepare the applications for loans
- Positive team players - Building local resiliency - Public strategist
- Understands what it takes to leverage businesses and non-profits together so we can make sure we are looking out for our local community
- Experience in politics
- Works with Senators and supervisors closely and collaboratively
- Opportunity to take connections and resources in the Regional and State networks and leverage those for our little town that services a larger community area
- Excited to be doing this
- Working on three major components
- Understand things change by the hour
- Have to be ready to spin on a dime
- Will take direction from the City Manager
- Discussed promoting businesses to the community which will be one in the form of surveys, outreach, one on one dialogue and working to get statistics from that
- Supporting food security
- Making sure not leaving money on the table for those that could be working
- Working with the restaurants that could be supplying for those in need
- Working with nonprofits to leverage their efforts
- Contract was originally designed to focus on business outreach and public meetings
- Needless to say, plans changed
- Can start this plan in earnest- have a full staff who are quick to figure out who needs what help and line them up with the support they need
- City can also leverage every dollar possible
- Good for the community
- Discussed City fiscal year ending
- Originally started dialogue and process earlier - With COVID 19 and shelter in place it became apparent the need was greater than envisioned
- Changed in direct response and noted that we are doing this in direct support to this emergency
- Efforts are to help with shelter in place and COVID 19 orders/directives/pandemic
- May be able to leverage reimbursement from FEMA and CalOES for this work - Hopefully Federal will help States and cities with funding
- Discussed business objectives - Gathering and sharing information
- Communication can sometimes be the biggest challenge
- Support local business and gather and understand their current status, immediate and long-term concerns - Address immediate threats and provide central hub for information
- Offering direct support for businesses
- Report on survey results- assess on commonality – going to look at prioritizing actions that can have the most positive impact on the most people at once
- Plan to analyze for deeper connections and find multiple ways that we can address different issues - Collaboration is a big part of how we work

- Plan to form smaller work groups in the community and eventually with the greater community participation so they can be a part of design the creative solutions
- Be a community sustaining rather than a continuous program managed directly by the City government
- Facilitation of information
- A lot of people out there suffering greatly
- Discussing help to feed program - Stated things are changing so fast - Had multiple emails today during a meeting with the City where this was discussed - Changed direction on how or who this program is going to be administered - Not proposing to take on the central administration function, but will watch and support those we can and make sure we are hitting the ground running when that money becomes available
- Begin lining up those in need with the food for poor, unemployed or elder who cannot go out and shop for themselves
- Get the restaurants involved so that they can make money while helping to feed those in need
- Will be other programs
- Discussed local food resilience
- Discussed the non-profit item proposed by Councilmember Gurney and asked for Councilmember Gurney to expand on her proposal
- Discussed CoMission working with City staff
- Grateful to be here - Discussed passion for the community
- Focus on working nonprofits and working as public affairs
- City alone has significant nonprofits that provide important resources to the City but are not in the City
- Engage the non-profits in the city and those that are not in the City but provide essential services to the community
- Include them in community meetings and surveys
- Include them in virtual meetings that will probably be happening for a long time
- Discussed recovery and figuring out ways to get grants and support from local and private foundations
- Ensure presentations are bilingual
- School District has 25% of students that come from Latino families
- Important to community to engage not only English-speaking businesses but also those run by Spanish speakers
- Discussed other team members not in attendance tonight

Councilmember Gurney commented as follows:

- Thinking all of us are thinking similarly here
- Discussed speaking with CoMission
- Stated her agenda item was to recognize a secondary point
- Number one – our local businesses are in great distress
- Number two – I did not want us to forget our significant non-profits who deliver social services in a way they might deliver social services as I listed in my agenda item

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- Particularly looking at those non-profits in town that provide opportunity for exercise, recreation, education information, classes and training and cultural opportunity – art, music, dance, theater – and food delivery, meal delivery, park planning and maintenance
- Plus, we have the most popular public library in town near the senior center, near the Center for the Arts, and near city hall
- Discussed the parking lot near city hall
- Residents have the opportunity to belong here and non-profits have to reimagine themselves
- Have local folks here are who are going to work and have great experience in connecting with communities
- Please to hear the name CoMission
- Talking about all these co – co-locating, co-programming, co-grant writing, co-employment – always in which our non-profits should move from their really limited silos in the time of threat, to assess the difficulties that they could let go of and develop synergy through communication and collaboration
- Point of the agenda item to kick start that conversation with the City Council
- Anticipate it may overlap with the vitality position or it may not
- May overlap with CoMission work plan
- Discussed experiences of staff members
- Look at multiple concerns of non-profits
- Discussed nonprofits as stakeholders
- Figure out a way to address what is going on and make it more efficient and more rewarding for everyone
- Assure we do not lose the significance of nonprofit contributions to our community
- They provide a way of belonging when you think a lot of people belong to their work, their career, their jobs
- Their employer in a way of finding identify
- Tremendous retired population
- Have an aged population compared to the state of California
- Need to find a way for people to belong and participate
- Find answers through nonprofits and that they also address the more vulnerable in our community
- Senior Center is doing welfare checks, food delivery, meal preparation
- Need to work these nonprofits into the work plan
- Seems practical
- May be a way to answer the concerns addressed in the agenda item
- Appreciate CoMission looking at the nonprofits and businesses and working to ensure that they also operate in the black
- We have a duty to our library
- Request for new facility
- Discussed financial opportunity
- Library is a public agency and a great convenor of our community and a touching stone for all non-profits in the area
- Nonprofit boards are in distress and no profits are in financial distress
- Have opportunity to pull them all together

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- Seen difficult history in our non-profits
- Time to pull together
- Opportunity to reimagine
- Way for non-profits to provide those local services or our community that are successful where everyone enjoys them and we do not feel so much threat

Mayor Slayter asked for questions.

Councilmember Carnacchi commented as follows:

- Discussed CoMission principals
- Discussed statement that they were not showing up tonight at this meeting to cut down on billing
- Asked if CoMission would do this council meeting as gratis to the City and moving forward can do the billing per the contract

Mr. Litwin commented as follows:

- Interesting kick off question
- Will give everywhere we can
- In contract and going really hard
- Offering a steep discount
- Discussed insurance required to protect City
- Looking to slim everywhere possible

Councilmember Carnacchi commented as follows:

- Questioned how CoMission is organized
- Questioned if it is a LLC or registered with the State

Mr. Litwin stated they are a C-Corp.

Councilmember Carnacchi questioned if CoMission is aware of the Governor's program for meals for the elderly.

Mr. Litwin commented as follows:

- Stated that he was aware of the program and thanked Councilmember Carnacchi for forwarding additional information
- Stated that food security is one of the most important things he has worked on
- Central theme to what we need to make sure our citizens are getting the services required
- Looking at housing, water, sewer and food – these are essential
- Going to work hard to streamline the process and see what leverage can be done on existing County resources on the administrative side so we can help to bring the money home

Councilmember Carnacchi questioned if CoMission understood the deadline.

Mr. Litwin commented there is a deadline and the City would need to file the application.

Councilmember Carnacchi questioned if CoMission would be willing to work with the City to ensure that the application gets filed so the City can participate in the program.

City Manager McLaughlin commented that he would like to address that question.
City Manager McLaughlin commented as follows:

- City has discussed this with the agenda review committee
- Stated that this item has been changing hourly
- Stated it is his understanding that whoever attempts to administer this program has a great amount of resources to be able to pre-qualify those who are receiving other services
- Significant issues identified about entities proposing to do this program and the capacity to administer it
- Is one thing to want to do this program in our community which we certainly want to do
- Is one thing to support our local restaurants which we can do
- It's another thing altogether to be able to administer this difficult program
- Believe CoMission could do this but would require additional hours and their contract costs would need to be boosted for this one-time program
- Restaurants would still be able to utilize the program for whoever runs it in the County
- Would still be able to serve the same recipients
- Difficult thing to take on that commitment to actually administer the program

Councilmember Carnacchi requested the consultant address the question.

Mr. Litwin commented that CoMission will do what is directed to them by the City Manager based on the scope of work and if that becomes a higher priority, CoMission will respond.

Councilmember Carnacchi commented as follows:

- Been some interest expressed in expanding the special business improvement district in Sebastopol
- Do you have any experience with the requirements for doing that
- They're quite extensive; and they can be found in the Street and Highways Code
- Is that something you think you'll be able to do

Mr. Litwin commented as follows:

- Stated it is a pretty big concept
- Something to look at
- If get direction from the city will pursue that
- Have the political acumen in-house to analyze the different requirements needed to create districts; put things in front of the voters; leverage state legislators, county supervisors, special agencies
- Have different contacts in different places, and we're happy to use those contacts as it serves the City of Sebastopol and as we're directed

Councilmember Carnacchi commented as follows:

- Discussed development process

- Questioned if CoMission is given a task and you need to develop internally and develop your staff to be able to accomplish the task, will the City be billed for that time where you're internally developing your staff to tackle the task that the City is requiring

Mr. Litwin commented as follows:

- Stated No
- Stated if CoMission brings on new staff, for example, that we're onboarding, it's our policy that we have them shadow at a no-bill for the time it takes for them to get up-to-speed
- CoMission never wants to pass that on to any of our clients
- Look to understand the processes completely as principals and immediately pass those off to lower billable rate staff members to every extent possible so we can assimilate more and metabolize faster

Councilmember Carnacchi questioned if CoMission would be willing to make progress reports to the City Council.

Mr. Litwin stated that he would provide regular progress reports to the City Manager; and, as outlined in the scope, we'll attend any meeting that we're asked to attend to give report backs. He stated that has to be directed by the City Manager as far as what we need to do.

Councilmember Carnacchi questioned if detailed invoices will be submitted to the City that outlines all of the work/time billed for.

Mr. Litwin stated that is correct.

Councilmember Carnacchi commented as follows:

- This is a completely non-conventional approach
- If this works great
- If not and we get to a point where it does not work is CoMission willing to walk away from it

Mr. Litwin commented as follows:

- Discussed the cancellation clause in the contract
- If not working for whatever reason, do not want to provide a service that the city is not receiving benefit for
- Hold CoMission to the highest standards of a work product - Integrity, giving back to the community is a central pillar of everything that we do
- If you at any point find that you're not receiving the service that you've required, then we would graciously terminate the contract

Councilmember Carnacchi commented as follows:

- Discussed that the Council in the past has expressed interest in the past of passing a cannabis tax to increase revenue
- Questioned what if that becomes one of CoMission's tasks

Mr. Litwin commented as follows:

- There are any number of tasks that we could work on for financial incentive to help the City
- That would be a new scope, to actually work on the background
- We could look at all the background that you want all day long, but the City can't hire us to run a campaign; so that's a private matter - that has to be segregated from public monies because a city cannot advocate in that way
- For example, in the past I've run as a private citizen the user utility tax that raised, I think, $4 million for the City and did that as a private citizen on the side
- There was no work directly with City staff in their official capacity nor Councilmembers in their official capacity
- Fortunately, we were successful in that alongside a number of sales tax measures that I've been behind and promoted for Sebastopol.

Councilmember Carnacchi commented as follows:

- CoMission has alluded to doing whatever the City Manager tells you to do, so that is different working for the City Manager
- When Mr. Litwin was on the city council you were his boss; and now, he's your boss – how does that feel

Mr. Litwin commented as follows:

- I always felt like the City Manager was the boss even when I was on the Council
- I was one vote of five
- Taken the position that the City staff is the backbone of the city because they stay, and Councilmembers come and they go
- Regardless of kind of the nuance of that definition, it's really just about collaboration and how we leverage each other's resources so that we can each work more efficiently at the things we excel at

Councilmember Hinton commented as follows:

- Had similar questions as Councilmember Carnacchi
- When looked at the consultant billing rates, I can appreciate the 10% off which you guys are offering; but generally, when I look at a principal billing rate of $211 an hour, that's a lot different than what I envisioned for this position
- Trust our City management that interviewed you guys and hired you and agree that as long as it works and you accomplish the goals that maybe that's a great deal for us because you bring a lot of people to the table
- Generally, as a rule of thumb, my experience on the Council is that a consultant has come back with fees that exceeded what our expectation was. So again, I just want to kind of mention that because this is different than what we envisioned from the beginning
- What other clients are under this consulting firm

Mr. Litwin commented as follows:

- Worked on this concept for over two years

- CoMission is about finding people who need things and finding people who have things and linking them together
- It's about leveraging community donations first and foremost
- We have an expectation that any client that we work with, for example, gives back to the community as individuals
- Been planning and strategizing how to do the work for nonprofits, how to do the work for businesses, and how to do the work for the citizens
- These are the things that we've already been doing for decades as individuals
- When you look at us as a group, we have hundreds of years of experience
- We have the ability to manage hundreds of people
- We work on multimillion-dollar budgets all the time
- We understand the nuances of businesses with nonprofit support, with community outreach; and these are the things that we exercise in our daily practice as a philosophy
- This feels like we've been preparing for this moment for a long time

Councilmember Hinton commented as follows:

- Is this an annual contract that we renew on an annual basis
- As you mentioned, I heard you the first time, that in the next agenda item we will be talking about possibly an extension of this into the next fiscal year
- Is this currently approved this contract one year at a time – different than our marketing person concept

City Manager McLaughlin commented as follows:

- Do not have an end date proposed for the agreement
- Can be terminated
- Do not anticipate having a term
- Anticipate doing the work and then having the potential to come back with a further workplan based on that work that had already been done and getting the Council to tie in an agreement to a revised workplan and budgeting for that
- Budget currently is rather limited here – we want to simply do what we can do with the money that we've budgeted so far

Councilmember Hinton commented as follows:

- Envisioned a part-time individual that would work a couple days a week
- budgeted based on a year situation with a part time individual
- Want to bring us back to where this position started
- Sounds like now that I see a scope of work that was on the one sheet that went through December 31st of this year for $40,000 – that also now seems to be changing
- Trying to understand how we moved from an individual to a consultant group with a scope similar to an attorney billing – scope of work – bill by the hour – bill for 15-minute phone calls – high rate of pay per hour
- Have to manage those costs as it racks up quickly
- Discussed hiring an individual part time and discussed an annual budget
- Discussed the commitment within the original budget to do the work contemplated by the RFQ

- Now changing because of the more immediate necessity of beginning recovery efforts as a result of the pandemic
- Sticking with $40,000 as original budget
- City is proposing to budget it in the new fiscal year based on progress reports and what the CoMission Group achieves and what their findings are will be the work utilized in determining what kind of workplan we might want them to do in the next year and how much that will cost for them to do it
- That decision is obviously yet to be made
- Is it true that because there's such a late start for this group, and the city is almost near the end of the fiscal year right now that this $40,000 will be extended into the new year
- Is the budget sub-committing discussing this in terms of extending the $40,000 into the new fiscal year or is the budget sub-committee asking to review a new proposal in August/September

City Manager McLaughlin commented as follows:

- True that originally it was based on one individual
- Looked at the ombudsman's work as a very important
- At that time, it was the number one item in the RFQ - we're not even proposing to do that particular task this go-round
- Trying to find the resources to adapt to the changing terrain that we find ourselves in as we come in off the shelter-in-place and find out what the challenges are with our business community and seek to assist them
- That would take priority at this time
- City found a group that could help us in that regard
- Don't think we'd be having this conversation if we had chosen one of the other applicants – but they did not have the resources that this group does
- Proposing a different thing right now
- Advice to the Council is to see where this goes right now
- We have a number of things they can do almost immediately which would be direct help to our business community right out of the gate

Councilmember Hinton questioned how long is it projected to spend the $40,000 originally authorized for one year and what is the new proposal as there are eight people listed on the hourly billing rate and if all eight went to work immediately for the City of Sebastopol, we could burn through that really quickly.

City Manager McLaughlin commented that the fiscal year is over June 30th .

Councilmember Hinton questioned if the $40,000 would be spent by June 30th.

City Manager McLaughlin commented as follows:

- Stated that is not correct
- Discussed potentially carrying over whatever is not been spent from the $40,000
- Asking the Council to carry those funds into the new fiscal year
- Reminding Council that this was budgeted at the $40,000 level for the current fiscal year not for the next fiscal year

- If the billing were $20,000 per month then City would have received $40,000 worth of services

Mr. Litwin commented as follows:

- Re-emphasize that this work very well may be reimbursable from FEMA, depending on what is done
- Everything that is done is proposed with the emergency declaration in mind
- Going to hit the ground running as fast as we can
- One of the reasons why we feel strongly suited for this position is that we can do a blitz with this survey, so we can reach out to everybody very fast and not be spending months collecting data but collect it in a much shorter time frame so our reactions can be faster so we can leverage those monies even faster

Councilmember Gurney commented as follows:

- Discussed her proposed agenda item regarding scope of work for nonprofits
- Asked CoMission to confirm that they would be able to review the strategic plans, the documents of the nonprofits, those key nonprofits, hold stakeholder meetings with them that would include the staff, the board, their client base, looking at visioning sessions with them
- Can include the activity of the work plan to include non-profits
- Is this doable in the scope of work

Mr. Litwin commented as follows:

- Stated it could definitely be in the scope of work
- Mechanics are much the same
- Many of the questions will be the same – financial questions, where are the shortcoming
- Discussed envisioning, the reimagining, the recreating of those nonprofits is definitely COVID-19-related
- Have potential for reimbursement there
- Discussed items taking a long time – good things take time – CoMission will do its part to add to the longer-term master plan in the time that we're allotted

Councilmember Gurney commented as follows:

- From the first time that I brought this to the Council as an agenda item to discuss empowering the Budget Subcommittee to earmark some funds for this, this has been something that's been on the City Council's workplan for many years
- We've had economic development coordinators over the years that, I think to be generous, maybe they took really good minutes at some meetings; but I'm not sure we received a whole lot of value from those positions
- When I initially wrote the agenda request and got it on the agenda, I've always called it a community Vitality position because it's not – I don't see this as an economic development position exclusively; but I also see a lot of programs in the housing realm that, due to lack of staff time, lack of bandwidth in order to do research and go after some of those programs and some of those grant monies, it's just not possible

- My vision of a community Vitality position is we can't have a successful business community if we don't have a successful residential community. They go hand in hand. They're coequal branches of community.
- There's not a lot of specificity in your one sheet on deliverables on something like that and questioned if this is something that CoMission has the capacity to take a look at
- If not, would this be something CoMission would be willing to take on

Mr. Litwin commented as follows:

- Certainly, willing to onboard anything that is new like that
- Added in a section on the deliverables to be vague enough that the City Manager could ask us if it's within our purview and we can metabolize it so that we can move on that
- Going to have to be fluid
- Be mindful not to go down a rabbit hole and start doing a whole big project on something unless we get very specific direction from the City Manager that he wants to see a workplan
- Can add to the work plan
- Can provide progress reports
- Can show results
- Council and community would have the opportunity to respond to the results

Mayor Slayter opened for public comment. There were no public comments on this item.

Council Deliberations:

Vice Mayor Glass commented as follows:

- I just would like to say that this whole concept of community Vitality coordinator, the whole concept, I think this is exactly what I had in mind, which I've been talking about for 12 years at least
- Not get locked into idea of needed an economic development person
- This is an approach that brings things together
- It brings together the nonprofits, government, business, and the residents together
- This work is really about facilitation, convening, networking, communication, education, in order to make things happen
- How things do not happen is when everything is siloed and people aren't talking to each other and ideas aren't being spread around, then we don't achieve moving forward; and we don't achieve community vitality
- Happy with this approach
- When we had d first talked about budgeting for this, this is – actually, many of these ideas, like facilitating with the nonprofits and the businesses, were something that I always hand in mind when this was proposed this year's budget
- Done a minor pivot to a major disaster; and the major disaster is that we're doing business totally differently, and we're trying to recover our economy, and we're trying to figure out the new way of doing business given this emergency and how we're going to recover from this really bad situation
- I really like idea of adding the Latino community
- We need to be inclusive of our whole community

- Discussed participating in three PPP applications – the primary one I worked on was 78 pages - understand how grueling that is
- our small businesses need technical assistance with that in order to successful – they need help in order to be successful in applying for the emergency aid that's out there
- I'm really impressed with your idea of let's frame all of these activities so that they're chargeable to FEMA I just think this is going to enable us to pull together on the resources that are really needed to help our business community access the real aid that's available from the state level, the county level, and the federal level
- Supports Councilmember Gurney on this initiative to pull the nonprofits together. As a lot of you know, our nonprofits really need help – they need a lot of help in accessing grant money
- They are a vital part of our community and our economy
- See this coming together as one package that makes sense
- Discussed community benefit grants and putting together a little bit more formalized process for the community benefit grants during the budget process that helped the budget subcommittee
- Important to have categories
- Discussed business surveys – Sebastopol is a community of makers – we have a lot of folks who work in cottage industries – they work in their kitchens, they work in their backyards, they work in their garden sheds – they do not have storefronts, and they don't have a walkup business
- these businesses are in a state of flux and concern as well
- It is important to figure a way into those communities as well
- They are vital and valuable members of our community

Councilmember Hinton commented as follows:

- New concept that came out of this agenda item
- Just found out about it this last Friday
- Reiterate that this is a company and Sebastopol is the first client
- Sebastopol is a small city
- Vitality work just wouldn't be done two or three months a year and then the contracts are filled and then it would go away
- Discussed the vitality work and visions she has of the position and thought was shared by the city council would be that this position would be year round
- Discussed that even if the budget is currently low at $40,000, we don't have – especially if we're going to go into the next budget agenda item – enough money to just like throw everything we've got at a project and then have you, in my opinion, run out of money
- Then all of a sudden, it's like we did all this and that's all great; and then all of a sudden, we don't have that presence in the community
- I want the position to be ongoing
- City council has different vitality things that we will want your company to work on for us
- As the smallest city in Sonoma County, number nine, and when we go the next agenda item where we're reviewing budget, even if we approved you for year two – so that would be a total of $80,000 – if all of a sudden we don't have you as of the end of December and we've got six more months to go in the fiscal year, that's not my vision

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- I do think there are things to do, but I think we need to parse out the work so that your company has a presence with the city and the community on a 12-month-a-year basis, like the original position many of us envisioned
- Obviously, this is being managed by the City Manager
- I understand a scope of work but I also know our vision of what we want for community vitality which is 12 months out of the year

Mayor Slayter questioned if a motion was needed. City staff stated that this is a presentation of the workplan that the City Manager and consultant have approved. If the Council is in consensus based on the comments provided, that CoMission will be going into their work plan, City staff does not need further direction.

City Council Action: No formal action required.
Minute Order Number: 2020-098

7) Discussion re Measure M Re-Up Efforts by SCTA/RCPA Ad Hoc and Board; Possible Direction to Representative (Requestor: Councilmember Gurney)

Councilmember Gurney presented the agenda item and made the following comments:

- I just wanted to share with the Council as a reminder that I've informed all of us of the activities that the SCTA, particularly the Ad Hoc Committee that I'm on that originated the discussion about whether to reup Measure M
- At our last meeting, I provided you Suzanne Smith's summary from the SCTA meeting
- These issues are so significant that I thought given that factor and the nature of Measure M status, I wanted to run everything by the Council before next Monday's meeting
- Here's the difficulty. I thought the Ad Hoc would have met to have come up with its final recommendations that were going to go to the Board, so then I could fill you in on those details; and we could have a complete conversation tonight to give me your direction or at least your feedback and your sense on the issue; However the Ad Hoc is meeting tomorrow
- There are two issues: Number one is about timing. Measurement M expires in 2024, so we have the opportunity to reup in November 2020, 2022; 2024 is really last minute. So, this is a good time. All the tax measures failed except for Sebastopol's in March, so I have concerns about whether this is a good time to be putting up a tax measure.
- Also, the content of the new measure – is the content the proportions between what we're calling the roads issues and the more environmental climate adaptation catastrophe issues of the appropriate proportion.

Suzanne Smith made a presentation to the City Council.

Mayor Slayter asked for questions.

Councilmember Gurney asked Ms. Smith to discuss the cost of the election and the risk of losing.

Ms. Smith commented as follows:

- Challenging to give you a number of what it will cost to run the election – but erring on the high side to try and be conservative and think it could be as much as $700,000 in costs to do the ballot

measure. That would be challenging for the SCTA to foot that bill 100%, and we would definitely need a payment program with the County; and we might need support from the jurisdictions themselves

- Other challenge is we do not have the historical funding groups. First time around, I would say the construction industry was active and generous. That's not necessarily a possibility now because of our financial circumstances with COVID-19.
- There are still a number of folks who have indicated they will be supportive.
- The economics are going to be challenging for those who might support a campaign
- The other consideration about timing is there isn't a long time to organize and run a big campaign

Councilmember Gurney commented as follows:

- Discussed focus with our present economic crisis
- Great point for Measure M is job creation and economic recovery, that we would actually help our local economy by these kinds of projects as well as improving quality of life
- Discussed track record of Measure M

Ms. Smith commented as follows:

- There's a distinction between what Go Sonoma, the extension of Measure M, would be versus some of the measures
- Unlike the fire measure, this is not a new tax; and it's ¼ cent, not ½ cent.
- We need a campaign
- Unlike Smart, we're not a single project. We're multimodal; we're geographically dispersed and able to deliver projects in all corners of the county
- We've proven that with Measure M, where we've done multimodal projects
- We finished Highway 101; that was the big project. We helped Smart get it off the ground; that was another big project. Then we've done smaller projects, whether they're bikeways or, Street Smart Sebastopol. We've met with really great success in our bike program.
- The paving program has been successful, and we were able to help Transit get out of some tough times when the economy took a dive in 2008; and they've been able to maintain and expand on service using our local measure
- We are looking at a tax measure where we're saying we're extending an existing measure and that is our big ask
- We are reorienting to the future and our goals are very deserving

Mayor Slayter commented as follows:

- Discussed Sebastopol receiving $126,000
- Is the City bound to the figures on the slide
- What is the nexus between the two

Ms. Smith commented the slide on the last page is the overall program, and then I had the table in there that showed what Sebastopol would get directly for local road maintenance annually.

Mayor Slayter questioned if this was County wide.

Ms. Smith commented as follows:

- Stated that is correct
- Discussed funding towards improvement and safety measures and discussed types of projects that the city could be interested in pursuing
- The idea of having a competitive program where you could get infrastructure projects done that meet certain criteria
- what, I think, the Ad Hoc Committee is really going to be focused on tomorrow in their discussion because that's where we've had the most robust, I think, public comment and discussion at the Board about what types of projects
- Framed as "business as usual" types of projects versus perhaps more "complete street" best practices with divided bikeways, et cetera. I think we're definitely trending more towards that latter in the criteria
- I framed it this way for the Board. Sebastopol is an old city. When it has any project, it's like remodeling an old house. You know, you've got like Bodega Avenue – old sections that are really narrow, 1970 sections that are really wide
- We're looking at completing sidewalks
- We're looking at putting in bike lanes
- We've got drainage projects, crowning-of-the-road pavement projects
- Our projects are all pretty much hybrid, I think. They're all of everything. In a way, that's good for us to be because we get to qualify in like a lot of these categories
- When we look at Ragle Road, that active transportation plan with the county, there's a potential I think for us to have a Highway 116 project application potentially to Caltrans
- possible our items in the CTP will change in our future if we have some big projects coming in
- This measure provides that flexibility.
- Measure M was very structured, and that was done for a reason. We felt we really needed to communicate to voters, "We will do x and y." We've built a track record. But if we did x and y, maybe z isn't exactly what we wanted ten years in. There wasn't a lot of flexibility to pivot from that. This measure is structured is it provides greater flexibility

Vice Mayor Glass commented as follows:

- I think obviously we would benefit from this. I'm just really concerned because of these recent losses between fire, which I thought, wow, after all these fires I was kind of expecting that passing the measure was going to be a no-brainer. Then Smart, which really failed because of like a spectacularly non-existent campaign, in my opinion – so I am concerned
- Discussed the short time frame for the campaign
- Seems like a long-term ramp-up is needed
- Discussed needing public outreach about the benefits of this sales tax over a fairly long period of time to get people ramped up
- Questioned if there was any polling information

Ms. Smith commented as follows:

- Did polling in October; and it was very positive
- Here we are now in a pandemic with -- economic uncertainty is probably the understatement of the day

- I think polling today would give us an indication of people have moved much or not; but I don't know that it gives us a lot of information to take to November
- The polling we did in October, there was definitely favorability over the two-thirds threshold
- There was not adequate favorability for ½ cent
- I think by going through this process and putting the Board in a position so that they can make a call in July about whether to go or not go is sort of teeing it up for as much success as we can hope for
- To not do that and pull the plug now I think kind of shortchanges us and the potential option, especially with the need for what I really foresee as economic recovery and the ability to talk to people about the number of jobs we can do by delivering important projects to the community

Councilmember Hinton commented as follows:

- Discussed the slide charts and discussing moving and improving traffic safety
- Under Sebastopol there was only gray and orange yet blue represents move traffic and improve safety
- Questioned if this wasn't a priority for Sebastopol because I think that that's for Sebastopol
- In Sebastopol we need to move traffic and improve safety
- Feel like there is something missing here
- Discussed campaign costs
- If it doesn't pass, it's in the $650,000 range to run the campaign, and then we'd have to pay for that
- Would that be a disaster
- How do you weigh that
- Seems like a rough year to bring that out considering what just happened in the last election; but I do know that people like it with the presidential election, so that would be this November. It's a tough one, but how – do you have money set aside to run a couple of these campaigns if you risk it and it doesn't pass

Ms. Smith commented as follows:

- We are not a big organization – there are 12
- Does give pause about what the election costs would be
- Discussing cost of election not the cost of the campaign
- The cost of the election and spending perhaps some on public outreach, we do not have $700,000 sitting aside
- That is not in our wheelhouse
- Have, probably, $200,000 to $300,000 spread over a two-year period
- That is the risk/reward, and it makes it challenging
- Upside is if the measure passes, then that's not a problem - If the measure passes, you pay for the cost of the election out of the new proceeds
- Good shot in November. We just have to make the case and get folks – we need a broad coalition
- hope we can get more than just don't oppose because there are a lot of good environmental climate projects as well that won't happen if we don't get this measure done.
- The other thought in answer is if now isn't a good time, what happens when we delay
- The costs will be similar, and the timing may be much worse.

- Right now, we have a pretty much empty ballot other than this. There will be high voter turnout because it's a presidential year. In two years, there may be many more revenue-building measures from cities from the Bay Area Region.
- Strength of this timing is that it's a single item potentially on the ballot for Sonoma County. Instead of getting mixed up with cities raising sales tax or utility taxes or whatever or cannabis taxes -- we heard about that this evening – I'm thinking this might be the better timing, risk/reward.

Mayor Slayter opened for public comment. There were no public comments.

Council Deliberations:
The council was in consensus to move this item forward for the November 2020 election.
City Council Action: No formal action taken. City Council was in consensus to move this item forward to the November 2020 Election.
Minute Order Number: 2020-099

8) Presentation on City's Budget for FY 19-20 (COVID 19) and Consideration of Recommendations from the Budget Sub-Committee (Responsible Department: Administrative Services)

Administrative Services Director Kwong presented the agenda item recommending the City Council take the following actions in relation to the COVID-19 pandemic's current and potential impacts on City finances and the budget process:

1. Consider and Accept updated actual year end projections for fiscal year 2019-20 (FY 20).
2. Consider "Carry Over" Budget for FY 20-21 and provide feedback on proposals to modify the budget calendar for developing and approving the 2020-21 (FY 21) operating budget.
3. Provide feedback on Budget Subcommittee recommendations for specific items as presented.

Administrative Services Director Kwong presented a slide show to the City Council.

The Budget Sub-Committee provided the following comments:
Vice Mayor Glass:

- Pointed out when looking at how much our revenue has gone down, and if you look at these tables that were on this report, and you see a 20% reduction in sales tax, it's showing we've gone down 20% over what we had – or 25% of what we had projected for this year and another 15.5% in TOT
- That's how much things have declined for the entire year
- This crisis has only gone on for two months. So, the impact of just these two months on our entire year is really big.
- So, when City staff talks about we don't even know how long this is going to go on, we don't know how much the impact is going to be for the year.
- I really have to emphasize – and I think everybody already knows this – but when you look at that much impact, 20% down in the revenue source and the crisis has only been two months, and we're just looking at that number within the context of an entire year – that means those two months were incredibly bad

- So we really have to be very, very mindful of the situation we're in for next year because I think it's quite likely there are going to continue to be real big impacts even as we open up because there will be less economic activity
- We have a town that has the second highest average in age for our population
- There are people who even after things open up, people are in our age bracket that aren't going to want to be out and about as much until probably a vaccine
- We are probably going to see decreased economic activity for at least a year
- We are going to have to be very skilled at how much money we spend and being very mindful of what our options are and also being very smart about what we do to try and help our local economy recover
- Just one more comment and that is that for us to go through the budget process now just totally flying blind because we don't have all the data, and although we have this projection, it's not all the actual data
- We'll have a lot more data about projections a few months down the road
- Makes sense for us to just adopt a carryover budget and move to the process of revisiting the budget in a few months when we actually have real data about where we are and then a better basis for projecting where we'll be over the months after this pandemic.

Councilmember Hinton commented as follows:

- This is a huge drop to our budget
- City has to take $900,000 out of our reserves due to this crisis that just started in mid-March
- We only have a $9 million budget
- Discussed a carry-over baseline budget -way for us to postpone doing the normal work we would do until we have more information.
- Just talked about in the road tax agenda item a minute ago, we don't have crystal balls to predict the future
- Trying to take a conservative approach but not a panicked approach, bring a carryover budget to the Council as a baseline and then we'll have more information and be able to look at this thing a little bit closer
- Don't see how we can do this as a one-year process with what's happening right now
- There are so many unknowns that it's impossible to crystal ball any of this

Mayor Slayter asked for questions.

Councilmember Gurney commented as follows:

- Discussed staff report – page 7
- Discussed community benefit grants
- Is it the budget sub-committee's recommendation that the awarded applicants be granted approval to use the funds in this fiscal year even if those funds weren't specifically used – or use as specified, there we go – but could be used to benefit the public during this pandemic

Councilmember Hinton commented as follows:

- The biggest example is the Apple Blossom Festival. We allocated community grant money for an Apple Blossom Festival that just did not happen. So that's the biggest fundraiser, I believe, of the

Chamber; and I believe they're trying to consider if they could hold it in the fall. So instead of pulling those grants away from them because of COVID-19 – they can use them in a way when they reopen that benefits the public, we would let them be able to use the FY 19-20 funds as allocated

- Then Phase 2 was that we put out community grant applications prior to COVID 19, and they all were submitted; but now those community grant applications would go out again a second time with a different theme. They have the opportunity to ask again for funding based on new criteria.

Councilmember Gurney commented as follows:

- Questioned events such as Peace Town, the summer concert series
- City dedicated money to that for this summer bridging two fiscal years
- Stated the parks are now closed
- Questioned if Mr. Music can retain these funds

Staff responded as follows:

- Stated Mr. Music has received funding for the concerts
- Stated Mr. Music is paid for the concerts that he has held already – reimbursed for those costs
- Stated he has actually already spent the funds and is now being reimbursed
- Stated he plans his concerts this way – pays up front and then gets reimbursed from the City by the community benefit grants that are held during the summer
- Apple Blossom is one of the big ones where the applications are very specific as to what their use is. Then in July, before they can apply – or usually each year in March before they can apply for another benefit grant, they have to show us their budget, where they've actually spent it towards that. We would not require them to do that this year; but we would require them to please ensure that they are using it towards something that is a community benefit. Like we would do with the chamber who did not use it for the apple blossom festival but is using it to help businesses.

Mayor Slayter commented as follows:

- Discussed Rebuilding Together
- Gave a report as to what the activities of Rebuilding Sebastopol might be
- Volunteers in close contact with homeowners, many of whom are elderly or vulnerable in some way to COVID
- National Organization pulled the plug on Rebuilding Day, which was supposed to be last Saturday
- National is busy working on ideas that affiliates can put to use; and because it's a national organization, different regions have different circumstances
- We haven't had a lot of discussions amongst the Board other than just a couple of e-mail threads.
- Discussing ways that we might be able to help our community in kind of a non-rebuilding-together traditional way such as blitz on planter boxes
- This one strikes close because so many people are planting gardens this year. We're maybe a little behind the eight ball for this year, but there's no reason why a redwood planter box can't last years.

Councilmember Carnacchi questioned the options the Council is being asked to look at.

Councilmember Hinton commented as follows:

- The Budget Subcommittee is recommending that we approve the carryover budget, which is really Options B, D, and D.
- City to bring it back on June 2nd, and we do final approval on June 16th
- Hopefully be opened up enough that we could be able to start our normal meeting schedule in mid-August to return to full Council with kind of mid-year review/first quarter recommendations, basically – when we have more information and more data.

Councilmember Carnacchi commented as follows:

- Discussed funding for the suffrage flags
- Does the carry-over budget with regard to the monies that were allocated for the suffrage celebration - the celebration for the 19th Amendment that was going to be for the parade – what is happening with those funds
- If the parade goes on is it still allocated
- Discussed getting flags for the flag poles to line Main Street
- Asked Supervisor Hopkins to help financially

Mayor Slayter commented the Council would like more information or can discuss this further when/if the event happens later in the fall and that it would need to be part of the new budget discussions.

Councilmember Carnacchi commented as follows:

- Discussed the flags for the flag poles up/down Main Street
- Would like to proceed with that
- Like to have them placed where the American flags are placed
- Have a sense of celebration for the 100-year anniversary for the 19th Amendment
- Not necessarily directly to the parade
- Like to maintain a little portion of what was allocated to buy those flags

Mayor Slayter opened for public comment. There were no public comments.

<u>Council Deliberations:</u>
The Council discussed the following:

1. Community Benefit Grants Fund (FY 19-20).
   a) It is the budget sub-committee's recommendation that the awarded applicants for FY 19-20 be granted approval to use the funds in this fiscal year even if those funds were not used specifically as specified in the application (such as events being cancelled) but could be used to benefit the public during this pandemic.
   b) If a "carry over" budget is approved, it is the budget sub-committee's recommendation that a new revised application would be issued for FY 20-21 Community Benefit Grants with a COVID-19 recovery theme. Community grant requests using the new application would be reviewed during the budget sub-committee late summer review with a recommendation to the City Council in September.

Council concurred with recommendation.

2. Request to have "previously approved agenda items" that were approved and budgeted for in the current fiscal year (FY 19-20) but were cancelled or continued due to COVID-19, return to the City Council in the new fiscal year for review. Such agenda items included:
   - Bike to Work Day (concurred with sponsorship of banner as noted in staff report)
   - Earth Day Events (approved re-use of funds within City budget)
   - Suffrage Banners (City staff to return item to next City Council meeting) (city has not received invoices for the flags as of this meeting). The City Council voiced concern with having the flags along Main Street (potential vandalism) and suggested only having them up for a short time.

3. Carry Over of funding for approved contracts such as:
   A) Development Impact Fee/User Fee Study
      i. The User Fee Study is about 85-90% completed, it is pending informational presentation to the City Council (originally scheduled for April 7, 2020).
      ii. The Development Impact Fee Study is about 75% completed, the studies that are part of this ("Nexus Studies") are required periodically to be compliant with State Law (these are all due for Sebastopol)

Consensus of Council to move forward with contracts.

   B). Local Hazard Mitigation Plan
      i. This was approved by Council, funded by the General Plan and a portion from the Flood Insurance money from the State. This is required by FEMA to be updated on a periodic basis to be eligible for mitigation grants, and also for some other funding from FEMA for recovery grants. Sebastopol's plan is due for this update.
      ii. The consultant has been selected and the contract is ready to be executed, pending update of the contract's timeline.

Consensus of Council to move forward with contracts.

4. Request for funding for Gravenstein Apple Fair Sponsorship (Request from Councilmember Gurney)

Consensus of the Council to review in new budget.

5. Request for funding for Senior Photo/Banner Project Due to COVID-19 Impact on Graduations for Local High School. *City staff is requesting re-allocation of unspent Assistant City Manager/City Clerk Funds, City Manager/City Attorney or City Council unspent funds to fund this project; Use of Councilmember Hinton Council Initiatives Funds.* (A Request is pending with Supervisor Hopkins for partial funding of this project).

Consensus of Council to use City funds as discussed.

6. Sebastopol Masks: To cover any additional costs not covered by donations. *City staff is requesting re-allocation of unspent Assistant City Manager/City Clerk Funds, City Manager/City Attorney or City Council unspent funds to fund this project.*

Consensus of Council to use City funds as discussed.

Mayor Slayter moved and Vice Mayor Glass seconded the motion to approve the following:

1. Accept updated actual year end projections for fiscal year 2019-20 (FY 20) and use of reserves to balance the budget.
2. Approve process and schedule for "Carry Over" Budget for FY 20-21 with contractual obligations as listed in the staff report.
3. Provided feedback and recommendations for specific items as presented and discussed above

Mayor Slayter called for a roll call vote. City staff conducted a roll call vote.
VOTE:
Ayes: Councilmember Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter
Noes: None
Absent: None
Abstain: None

City Council Action: Approved the following:
1. Accept updated actual year end projections for fiscal year 2019-20 (FY 20) and use of reserves to balance the budget.
2. Approve process and schedule for "Carry Over" Budget for FY 20-21 with contractual obligations as listed in the staff report.
3. Provided feedback and recommendations for specific items as presented and discussed above

Minute Order Number: 2020-100

Urgency Item:
Temporary Curb Side Pickup

City Manager McLaughlin presented the agenda item requesting the City Council consider temporary curb side pick-up locations to help those businesses that are open or will be re-opening to provide an area for curb side pick-up.
Mayor Slayter commented as follows:

- Agenda Committee was looking at this was non-business-specific drive-up zones that a number of businesses might be able to share
- We don't know what the demand is going to be yet, but thinking logistically, I think at least the Agenda Committee was looking at maybe four off the main downtown block – one north, one south, on each side of the street
- This would be a coned-off zone where a car could pull in and then pull out, and it might take three parking places worth of space in order to provide for something like this If businesses don't have walk-in customers, the need for the street parking
- think, is reduced; and also, this is a very public display of the City doing all we can to support our businesses; and optics matter
- if people see cars coming and going from these drive-up pickup zones, then I think that they'll be more inclined to use them themselves

Mayor Slayter asked for questions.

Councilmember Gurney requested clarification on the locations or shared use of the spots.

City Manager McLaughlin commented as follows:

- Person would order

- Business would deliver to the car in the area designated
- People may not want to go into the store
- Opportunity to help our businesses
- City staff would assess and move the location if needed without having to return to Council

Councilmember Gurney asked if this was for all of the city or just downtown.

City Manager McLaughlin stated the City would look at the entirety of the City and not just the downtown.

Mayor Slayter opened for public comment. There was none.

Council Deliberations: There were none.

Mayor Slayter moved and Vice Mayor Glass seconded the motion to approve the temporary curb side pick-up locations for city businesses.
Mayor Slayter called for a roll call vote. City staff conducted a roll call vote.
VOTE:
Ayes: Councilmember Carnacchi, Gurney, Hinton, Vice Mayor Glass and Mayor Slayter
Noes: None
Absent: None
Abstain: None
City Council Action: Approved the temporary curb side pick-up locations for city businesses.
Minute Order Number: 2020-101

Mayor Slayter discussed the City Council COVID 19 update for Wednesday May 6th and asked it was needed as the Council would be receiving an update tonight. The Council was in consensus to cancel the May 6th City Council COVID update.

CITY COUNCIL REPORTS:
9) City Manager-Attorney/City Clerk Reports:
• Updates on COVID 19 – this will be a routine report at each council meeting

City Manager McLaughlin reported as follows:

- Pretty much status quo from the last report I gave you
- City staff is still working the same as I described last time
- City staff is beginning to take a hard look at what physical changes we may need to make to our offices which are open to the public because we are already anticipating the eventual return to work with interacting with the public, especially at City Hall
- Looking towards doing what many in the business community have already done in places like auto repair shops and other places that are functional and open to the public right now and serve the public across counters
- We are also looking at doing something which will also aid some of the concern that our employees have had about security issues previously
- Looking potentially doing this plexiglass kind of countertops.

- We're going to need to provide that protection for our public at such time as we're ready to reopen to the public
- I don't know when that's going to be; but we already took a look at that previously, and the cost was kind of prohibitive at the time
- We want to do something that looks professional. So, we've been starting to take a look at that and try and figure out what kind of an approach we might recommend to the Council
- I think there will be a point and time in the not-too-distant future when that will be the reality (opening to the public)

Councilmember Hinton commented as follows:

- Did not realize City Hall was closed to the public
- Questioned where public members can pick up items such as the graduation photos or door hangars

City staff stated that there are office personnel working physically in the office, but that the police department is open and persons can pick up items from the police department if they need to pick up something from the City.

Vice Mayor Glass commented as follows:

- Brought up the issue of persons not wearing face masks
- People are rather concerned about what is becoming a more casual attitude about masks and face coverings
- Now that we are beginning to slowly open up, it seems that a lot of people seem to think that we no longer have an order in place that says that people are supposed to wear face coverings in public
- They are required when you're at the grocery store. They are required when you are in a situation where you'll be close to people, and they are required actually by staff. I've had some people complain about some staff not wearing face masks
- Concerned that everybody keeps conveying this idea out there and reminding folks that masks are still required attire
- Fortunately, we'll be able to have our nice stylish personalized masks from the City; but we really need to foster this culture of expectation that everyone wears a mask. I really am hearing from a lot of people they're distressed about people ignoring what is the law now – that we are supposed to be that right now.

City Manager McLaughlin commented as follows:

- City staff have observed the same thing
- Had reports of people refusing to wear masks when they are in places where masks are clearly required and it is a city-permitted function, for example, the farm market
- Talked to Chief DeVore – going to have to ramp up a little bit higher level of enforcement in those situations because we have an obligation in those situations to enforce the laws for everybody's benefit If people are in a place where it's a city-sponsored type of event and they're not masked up as they should be, we will do enhanced enforcement.

- I did look into the question about whether our employees are regularly using masks. To the best of my knowledge, all employees at this present time are compliant with the mask requirements. The same day I heard a report about a group of employees, I observed the same group; and they were masked up. Re-emphasized to all department heads that our employees must be properly masked and set a proper example.

10) City Council Reports/Committee/Sub-Committee Meeting Reports: (Reports by Mayor/City Councilmembers Regarding Various Agency Meetings/Committee Meetings/Sub-Committee Meeting /Conferences Attended and Possible Direction to its Representatives (If Needed) on Pending issues before such Boards).

Councilmember Hinton reported on Legislative meetings.

Councilmember Carnacchi reported on the Caltrans ADA sub-committee meeting:

- Had a teleconference meeting with City Manager Larry McLaughlin and Engineering Manager Henry Mikus and the Caltrans principals for the ADA project
- Was an interesting telephone conversation
- City was able to get a weekly teleconference meeting that we can talk about the updates and assess what was happening
- As soon as the shelter-in-place order is lifted, then the work would have to happen again at nighttime
- Think in the best interests of the city, I would like to personally put together a timeline of the events that have happened with regard to this particular project and then publish it. It's just so incompetent in so many ways that I don't know how the Caltrans principals can't look at it and see that they were absolutely incompetent in so many ways

Mayor Slayter commented that as a co-subcommittee member of that report to the Council, he was not invited to that teleconference.

11) Council Communications Received .

Councilmember Gurney reported as follows:

- Discussed the number of emails received on requests for stores to open regionally
- Many Councilmembers have received a form letter
- Discussed that big box businesses are being open because they sell groceries and food, but the locally owned businesses are shut down because they don't
- Urging the council to reopen so our local businesses can thrive
- Stated she is asking those people who send it to her to define a local business
- Which local businesses do you support with your shopping one to five times a week, and which business isn't available that could be here locally
- Like to know what these people are talking about when they want to support local business.
- Who really knows what they mean? I don’t.

12) Future City Meeting Dates/Events (Informational Only): (See Agenda and City Web site for Up to Date Meeting Dates/Times).

ADJOURNMENT OF REGULAR MEETING:
Meeting will be adjourned to the next Regular City Council Meeting which will be held on Tuesday, May 19, 2020 at 6:00 pm.

Mayor Slayter adjourned the meeting at 10:46 pm.

Respectfully Submitted:

Mary C. Gourley
Assistant City Manager/City Clerk, MMC

DRAFT