

PINOLE FINANCE SUBCOMMITTEE
MINUTES
August 26, 2020

A. CALL TO ORDER

Mayor Swearingen called the meeting to order at 2:04 P.M. The meeting took place via Zoom teleconference and was broadcast from Pinole City Hall Chambers, 2131 Pear Street.

Board Members Present:

Mayor Swearingen
Mayor Pro Tem Martinez-Rubin
Treasurer Debbie Long

Staff Members Present:

City Manager, Andrew Murray
Finance Consultant, Genie Rocha
City Clerk, Heather Iopu
Development Services Director/City Engineer Tamara Miller
Senior Project Manager, Misha Kaur

B. PUBLIC COMMENT

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **David Ruport (Read under Item D1)**

C. CONSENT ITEMS

1. Approve the Minutes of the August 21, 2019 and May 13, 2020 meetings

Mayor Swearingen stated the August 21, 2019 meeting minutes could not be approved as the majority of committee members present were not in attendance.

Treasurer Long stated that she would prefer summary minutes with more details included rather than action minutes.

ACTION: Motion by Swearingen/Martinez-Rubin to Approve the Minutes of the May 13, 2020 meeting.

Vote: Passed 2-1 (No: Long)

D. BUSINESS ITEMS

1. Review Capital Improvement Plan 2020-21
[Review and discuss plan (T. Miller)]

Community Development Services Director/City Engineer Tamara Miller introduced the item and thanked staff who contributed to the completion of the CIP.

Senior Project Manager Misha Kaur gave a presentation highlighting the details of the CIP.

City Clerk Iopu read public comment from David Ruport, submitted for Agenda Item B.

Community Development Services Director/City Engineer Tamara Miller responded to the public comment. Noted CIP projects that have been affected by the COVID-19 pandemic.

Treasurer Long asked questions regarding details of the report; sidewalk maintenance, patching/crack seal equipment, prioritization of projects, Wastewater Treatment Control Plant Lab Remodel project, status of delayed projects and pavement maintenance program, and Hazel Street closure.

At 2:41 p.m. discussion held regarding timing of City Hall improvements such as HVAC and roof replacement.

Treasurer Long requested a clarification regarding the Waste Pollution Control Plant Lab Remodel funding sources. Director Miller responded. Treasurer Long asked that a note be added to reflect that the City of Hercules will pay 50% of the remodel project costs.

Treasurer Long asked for clarification regarding funding sources for the pavement project for Tennent Avenue from San Pablo Avenue to the treatment plant. Director Miller responded that funding sources are a combination of SB1 funds and remaining escrow funds from the control plant project account. Treasurer Long recommended that staff consider finding a way to attribute ongoing maintenance of the road to plant operations so that the Sewer Enterprise Fund could be used to cover costs.

Treasurer Long asked how residential street sign replacements are funded. Director Miller responded that these improvements are funded out of the operational budget.

Treasurer Long asked if the Faria House restoration should be included in the CIP as an unfunded project. Director Miller responded that at this time, unfunded projects are not listed in the CIP. Treasurer Long recommended that unfunded projects be included in the CIP. City Manager Murray advised that we now have an IT system that will house catalog of all the City's capital assets which will help to track unfunded projects over time.

Treasurer Long recommended that the original budget amount be maintained in the CIP as changes are made over time.

At 3:16 p.m. Mayor Pro Tem asked whether the graphs of funding sources can be added to the City's website for the public.

Mayor Pro Tem asked for clarification regarding the Bocce Ball courts and Master Plan Projects. Director Miller responded to questions.

Mayor Pro Tem requested that staff provide an update on CIP projects before the next annual review.

At 3:34 p.m. Mayor Swearingen requested a line item in the CIP for the restoration of the baseball park at Fernandez Park. Director Miller advised that the parks are being given more attention by Public Works staff and she recommends support for increased resources in operations for continued improvement.

Mayor Swearingen asked if landscaping at City Hall is included in the painting estimate. Director Miller advised that she will look into the matter.

2. Review Revised Financial Policies [Review and discuss policies (G. Rocha)]

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**

City Manager Murray responded to the public comment providing answers to the speaker's questions.

City Manager Murray presented a report to the committee highlighting the changes to the financial policies; Reserves Policy, Structurally Balanced Budget Policy, Revenue Policy, and addition of the Receivables Policy.

Mayor Pro Tem Martinez-Rubin made comments regarding the non-specific language in the policies as they relate to spikes and above-normal levels of recurring revenues. City Manager Murray responded to comments.

At 4:14 p.m. Treasurer Long recommended that a section on disaster reserves be added to the Reserves policy.

Discussion held regarding whether or not to add an emergency reserve fund of \$50K as part of the reserve policy. Committee gave its consensus for staff to make that addition before the policies are presented to Council for approval. Treasurer Long advised that she will research the last time this issue was discussed and report back.

Treasurer Long made comments regarding the language used in the policies and recommended that staff review the use of terminology to maintain consistency and ensure most appropriate usage.

At 4:35 Treasurer Long asked whether or not staff should add a defined period of when the City's investment portfolio is reviewed. City Manager Murray advised that staff will

review the Investment Policy in more depth and bring back proposed changes within the next review.

E. ADJOURNMENT

At 4:51 p.m., Mayor Swearingen adjourned the meeting to a future Finance Subcommittee Meeting.

Submitted by:



Heather Iopu, City Clerk

Approved by Finance Subcommittee: September 30, 2020

