



City of San Leandro

Meeting Date: January 19, 2021

Minutes

File Number: 20-542 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.B.

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY: Eric Engelbart
Deputy City Manager

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Minutes of the Finance Committee of November. 3, 2020



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

Finance Committee

Mayor Pauline Russo Cutter
Councilmember Ed Hernandez
Councilmember Benny Lee

Tuesday, November 3, 2020

4:00 PM

Access the meeting remotely by using this URL
<https://us02web.zoom.us/j/81913603321>

San Leandro Finance Committee conducted this meeting in accordance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020.

The City wants you to know that you can also submit your comments by email to clerk@sanleandro.org. To give the City Clerk adequate time to print out your comments for consideration at the meeting, please submit your written comments prior to 3:00 p.m.

If you wish to have your comments read to the Finance Committee during the appropriate Public Comment period, please indicate in the Subject Line "FOR PUBLIC COMMENT" and list the item number you wish to comment on. Comments that you want read to the Finance Committee will be subject to the three minute time limitation (approximately 350 words). Written comments that are only to be provided to Finance Committee and not read at the meeting will be distributed to the Council prior to the meeting.

1. CALL TO ORDER

The meeting was called to order at 4:03 p.m.

1.A. Attendance

COMMITTEE MEMBERS PRESENT:

Mayor Cutter
Councilmember Hernandez
Councilmember Lee

STAFF MEMBERS PRESENT:

Jeff Kay, City Manager
Liz Warmerdam, Assistant City Manager/Interim Finance Director
Susan Hsieh, Finance Director
Thom Liao, Community Development Director
Michael Hamer, Assistant Information Services Manager
Avalon Schultz, Principal Planner, Community Development
Hayes Morehouse, Administrative Analyst II, Public Works Water Pollution Control

Plant

Jim O'Leary, Consulting Staff

Rachel Reside, Administrative Assistant III, Finance

OTHER ATTENDEES PRESENT:

William McDonald, Fire Chief, Alameda County Fire Department (ACFD)

Eric Moore, Deputy Chief Support Services, ACFD

1.B. Announcements

2. DISCUSSION ITEMS

2.A. [20-511](#) Discussion Regarding Biennial Budget Calendar for 2021-22 and 2022-23

City Manager Kay provided a brief introduction, reminding the group that this discussion takes place annually. Mr. Kay added that the Community Advisory Budget Task Force (CABTF) was considered in the process of developing the draft calendar.

Finance Director Hsieh presented the biennium budget calendar for the Fiscal Year 2021-22 and 2022-23 seeking feedback and input from Finance Committee.

Topics included: overview, key considerations for budget, budget development process and calendar. The calendar contained milestone dates.

3. PUBLIC COMMENTS

None were provided.

4. COMMITTEE MEMBER COMMENTS

Comments, questions, and recommendations were made by Mayor Cutter, Councilmember Hernandez and Councilmember Lee during the presentation.

Interchangeable terms: "Budget Forecast" and "Risk Management" Tool

Community Input through the CABTF Task Force

- Request for the City Council to receive timely draft recommendations to allow ample discussion with task force.

- Requests for information - At staff's discretion, information should be provided that is within reason and shall be germane to the subject.

ACFD

- The committee asked clarifying questions of ACFD staff in various areas. Answers and updates were provided regarding new training site, commencement of contract discussions, equipment status, ISO rating.

- Requests for additional information by committee members were made.

- Tentative plan is for City staff and ACFD staff to discuss contract, costs, etc. in early 2021.

Overhead Costs

- Personnel Review Committee meets monthly. Every position comes before the PRC for reviewal and is scrutinized, including during the attrition process.

- Assume soft hiring freeze is in place under current circumstances (COVID-related)

5. ADJOURN

The meeting was adjourned at 4:43 p.m.

MEETING ACCESSIBILITY