



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

Wednesday, September 9, 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.

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
Susan Hsieh, Finance Director
Keith Cooke, Engineering & Transportation Director
Michael Hamer, Assistant Information Services Manager
Rachel Reside, Administrative Assistant III, Finance

1.B. Announcements

2. DISCUSSION ITEMS

2.A [20-416](#) Staff Report for the City of San Leandro Finance Committee to Receive the Proposed Community Advisory Budget Task Force Work Plan

Finance Director Hsieh presented an overview of the tentative work plan for the Community Advisory Budget Task Force.

The presentation included the task force structure, its mission, tentative meeting schedule, program overview, and the next steps that will follow.

3. PUBLIC COMMENTS

None were provided.

4. COMMITTEE MEMBER COMMENTS

Comments, questions and recommendations were provided by Mayor Cutter, Councilmember Hernandez, and Councilmember Lee.

Task force diversity and representation of the community is important

Selection process questions that remain will be forwarded to City Attorney (business in a particular District, at-large)

Schedule a check-in with Council for questions, logistics, backup selections, etc.

Encourage public comments to be submitted in writing

Since the Budget Task Force meetings are public meetings (recorded, accessible, etc.), the Brown Act will be applicable.

Form 700 - Clearly communicate due dates and provide reminders

Consider strategic placement of Public Comment in agenda

Meeting Facilitation

- Consider breakout rooms in Zoom*
- Chair will be selected*
- City staff combined with an experienced chairperson to be selected*

All information will be sent out in advance to Task Force members, including the final versions of PowerPoint presentations, etc. (email and Legistar/Granicus upload)

Committee members thanked City staff for a job well done with the Tentative Work Plan.

5. ADJOURN

The meeting was adjourned at 4:58 p.m.