



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes - Draft City Council

*Welcome to your City of San Leandro City Council meeting.*

*Your City Councilmembers are:*

*Mayor Stephen H. Cassidy  
Michael Gregory, District 1  
Ursula Reed, District 2  
Diana Souza, District 3  
Joyce Starosciak, District 4  
Pauline Russo Cutter, District 5  
Jim Prola, District 6*

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Saturday, February 25, 2012

8:45 AM

Estudillo Room, Main Library  
300 Estudillo Avenue

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### Special Meeting - Winter Retreat

8:30 Arrival; Refreshments

8:45 Call to Order

*The meeting was called to order at 8:50 a.m.*

Pledge of Allegiance

Roll Call

**Present** 7 - Cassidy, Cutter, Gregory, Prola, Reed, Souza, Starosciak

Announcements

8:50 Overview of Day/Introductions (Deputy City Manager)

*Deputy City Manager Diaz welcomed everyone and outlined the agenda for the day.  
Everyone in attendance introduced themselves.*

9:00 Financial Overview (City Manager/Finance Director)

- Budget 2012-13 and Beyond
- Transition from Redevelopment
- Programs and Work Plan Development
- Budget Calendar

*An overview of the City's financial status was presented by City Manager Zapata.  
Following the presentation, comments and discussion ensued by the Council.*

## 10:00 Public Comments

## 11:00 Break

*The Council took a break from 10:35 a.m. - 10:45 a.m.*

## 11:15 Legal Issues/Updates (City Attorney)

*City Attorney Jayne Williams provided an update to legal issues, including a reminder regarding Closed Sessions and confidentiality. The discussion included a review of the legal fees and process; evaluating each project prior to initiating work; and a financial overview of the retainer costs and special services as separate from the retainer.*

## 11:30 Council Comments/Direction

- Suggested topics may include:
  - 2012-13 Budget Priorities (Deputy City Manager)
  - Council Committees and Structure (Assistant City

Manager)

*COUNCIL COMMENTS ON GOALS FOR 2012-13*

*Deputy City Manager Diaz facilitated the Council on clarifying goals for the 2012-13 year, and provided the list of the current fiscal year goals developed at last year's retreat.*

*The Council discussed the desire to review the previous year's goals each year, in order to evaluate the results. Mayor Cassidy proposed a set of goals, similar in nature to the current year's, but with modifications. The members discussed the proposed goals and agreed that economic growth is a priority to achieve all other goals, as well as to provide programs and projects. There was general agreement that the Council goals are connected with the evaluation of the City Manager and are considered his 'work plan'.*

*Further discussion continued regarding the workforce, and maintaining positive relationships with employees and the community as a whole. This includes the ability to be flexible with the workforce and evaluate positions to the tasks required, as well as looking into doing things differently and considering consolidation or contracting when appropriate.*

*Chief Spagnoli commented on the impact of communications and emphasizing "feeling safe" vs. lowering crime in the community. Frequent messaging and communications with schools, businesses and the community at large is a priority. Director Bohne related the quality of life and how it intermingles throughout all departments and services, for example education is positively impacted by the library services.*

*City Manager Zapata stated that diversity is valued, and communication and partnerships are important to the community. He stated that the City Manager's goals come from the Council and that staff is also accountable to achieving those goals.*

*The Council drafted and agreed to the final goals for 2012-13.*

*City Manager Zapata stated that the goals are a roadmap for the organization; other*

*items that come up and don't fit in will not be addressed or the full Council will have to direct him otherwise. Completing projects is important to the organization.*

*The Council agreed to a second Public Comment Period related to the draft Goals.*

#### CITY COUNCIL GOALS FOR FY 2012-2013

- Place the City on a firm foundation for long-term fiscal sustainability*
- Work with the community and all stakeholders towards completing major projects and programs for sustainable economic development*
- Provide quality public safety services and work in partnership with the community to keep San Leandro safe*
- Maintain and enhance the City's infrastructure*
- Support programs, activities and communication that enhance the quality of life in San Leandro and promote a sense of community and civic pride*
- Maintain and support a strong positive relationship between the City and schools*

## 12:00 Working Lunch; Council Comments Continued

### COUNCIL COMMITTEES AND STRUCTURE

*Department head feedback/recommendations were presented by Assistant City Manager Lianne Marshall.*

*The Councilmembers generally agreed with the recommendations as presented. A review of the role and responsibility of the Business and Housing Development Committee was presented, so as to see if the Airport responsibilities were appropriately placed. There was agreement that if the committee disagrees with a recommendation, then the matter can be placed before the entire Council for discussion. It was also discussed that the City Manager can determine to which committee a matter shall be referred. It was requested to look at how other cities manage and handle committees and minutes.*

*The revised list of committees are as follows and will be brought to the March 19th City Council meeting along with the discussion of reassignments:*

- *Airport--to be combined with Business and Housing*
- *Business and Housing--proposed to meet every other month, members to determine meeting frequency*
- *City and San Leandro Unified School District--TBD after discussion with district members*
- *City and San Lorenzo Unified School District--TBD after discussion with district members*
- *Civic and Cultural--eliminate; create ad hoc committee as needed*
- *Disaster--meet quarterly for 2012; revisit in 2013*
- *Facilities and Transportation--meet once per month*
- *Finance--meet once per month*
- *Joint Oakland/San Leandro--eliminate*
- *Rules and Communications Committee--proposed to meet every other month, members to determine frequency*
- *Shoreline-Marina--proposed to meet quarterly or twice a year, members to determine frequency*

## 2:00 Next Steps (City Manager)/Proposed Adjournment

*The 2012-13 Council Goals will be presented to Council at the March 5th City Council meeting. Upon approval, the goals will go out to the community.*

*City Manager Zapata thanked members of the community, the City Council, and staff for participating today's session.*

*Mayor Cassidy thanked everyone for their efforts for the day.*

Adjourn

*The meeting was adjourned at 2:13 p.m.*

**RESPECTFULLY SUBMITTED:**

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**MARIAN HANDA**  
**City Clerk of the City of San Leandro**