



City of San Leandro

Civic Center
835 East 14th Street
San Leandro, California

Minutes

Finance Committee

*Mayor Pauline Russo Cutter
Councilmember Pete Ballew
Councilmember Corina N. Lopez*

Wednesday, January 12, 2022

4:00 PM

Special Meeting

1. CALL TO ORDER

Meeting called to order at 4:04 PM

1.A. Attendance

COMMITTEE MEMBERS PRESENT:

*Mayor Pauline Russo Cutter
Councilmember Pete Ballew
Councilmember Corina Lopez joined at a later time.*

STAFF MEMBERS PRESENT:

*Fran Robustelli, City Manager
Scott Koll, Financial Services Manager
Janelle Cameron, Assistant City Manager
Abdul Pridgen, Chief of Police
Susan Hsieh, Finance Director
Karen Chang, Assistant Finance Director
Thomas Liao, Community Development Director
Andrew Mogensen, Planning Manager, Community Development
Michael Jeffery, Chief Building Official, Community Development
Avalon Schultz, Principal Planner, Community Development
Brian Simons, Library Director
Emily Hung, Human Resources Manager
Jennifer Auletta, Deputy Public Works Services Director
Debbie Pollart, Public Works Services Director
Liz Jimenez, Public Works Services Manager
Sheila Marquises, Engineering and Transportation Director
Kurry Foley, Administrative Analyst II, Engineering and Transportation
Leticia Miguel, City Clerk
Elisa Ma, Administrative Assistant III, Finance
Harry Miranda, IT Technician*

Presenter: Katherine Yuen, Maze and Associates

1.B. Announcements

COVID-19 announcements made.

2. DISCUSSION ITEMS

2.1 [22-024](#) Audited Financial Statements for the City of San Leandro for the Fiscal Year Ending June 30, 2021

Attachments: [Comprehensive Annual Financial Report](#)
[Measure B Compliance Audit](#)
[Measure BB Compliance Audit](#)
[Measure F-Vehicle License Fee Compliance Audit](#)
[Report regarding Appropriations Limit Calculation for Fiscal Year 2021-22 Single Audit](#)
[Memorandum on Internal Control and Required Communications San Leandro FY 21 Audit Presentation](#)

Finance Director Hsieh advised the Committee that the General Fund achieved positive financial results. Sales tax and property transfer tax revenues were higher than expected due to a strong economic base and a robust housing market. General Fund expenditures were also under budget.

Katherine Yuen, the Audit Partner from Maze and Associates presented the fiscal year 2020-21 audit results. She advised the Committee that the City received an unmodified opinion on the financial statements (i.e., a clean opinion).

No public comments

Mayor and Council Members provided positive feedback regarding the presentation and thanked the auditor for their work.

2.2 [22-029](#) Organizational Restructure Presentation

Attachments: [Presentation - Finance 2022 Final PDF](#)

City Manager, Fran Robustelli presented the City's Organizational Restructure. Fran presented some positions in the process of being filled or upgraded within the City and restructuring regarding different departments.

Public Comment:

Public Comments were received by one public speaker: Robert Bailey.

Council Member Comments:

The Committee asked questions and provided feedback to staff after the presentation.

Council Member Lopez suggested looking into hiring a consultant to help pursue grant funds from State, Federal and other Local governments. She also suggested moving the RHS reorganization from phase two to phase one or to have a designated person work on some of the key items like homelessness and housing while the RHS'

restructure is being implemented.

Council Member Ballew suggested that the San Leandro Police Officers Association be asked to join with the Assistant Police Chief and the Police Chief to help during the restructure. Council Member Ballew also commented about conducting a staffing study. Council Member Ballew mentioned about accountability and to ensure that the positions being added to the staffing restructure will also be empowered to take action where needed.

Mayor Cutter commented that a lot of information was provided, and more study information would be needed before approving the restructuring plan. Mayor Cutter asked for more position and classification studies to assess how job responsibilities fit into the different classifications.

Mayor Cutter mentioned about homeless outreach and stated that the officers that were assigned for the outreach had to be reassigned due to the shortage of officers within the Police Department. Mayor Cutter also commented that certain positions should be refilled because of the need for community compliance. Mayor Cutter suggested hiring within the department for the Assistant Police Chief position.

Mayor Cutter asked for clarification regarding Public Record Act (PRA) requests and the new system in handling PRA requests. She asked that the information be added to the City Manager's presentation for the next Council Meeting.

2.3 [21-767](#)

Staff Report for Measures HH, OO, PP, and NN Annual Report for 2020-21

Attachments: [Attachment 1, Table 1](#)
[Attachment 2, Table 2](#)
[Attachment 3, Table 3](#)
[Attachment 4, Chart 1](#)

Information only for Finance Committee.

No Public Comments

No Council Member Comments

2.4 [22-028](#)

Staff Report for Discussion on Debt Obligations

Attachments: [Debt Summary Report](#)
[Debt Service Requirements](#)

Director Hsieh provided an update regarding a potential refinancing opportunity for a loan with the State Water Resources Control Board (SWRCB). Director Hsieh explained that the City received a letter from the SWRCB stating that the City does not qualify as a disadvantage community. Moving forward, the City will be meeting with financial advisors to discuss other financing options.

Mayor Cutter requested the letter from the State be shared with the Committee.

No Public Comments

3. FUTURE AGENDA ITEMS

Director Hsieh stated the Quarterly OPEB Trust and Pension Trust will be reported to the Committee.

No Public Comments

No Council Member Comments.

4. PUBLIC COMMENTS

No Public Comments, No Public eComments

5. COMMITTEE MEMBER COMMENTS

Council Member Lopez requested an update on City's status and recovery in comparison to pre-COVID times.

Council Member Ballew asked if 5, 10 and 20 year benchmarks can be set with OPEB Trust and Pension Trust, a plan to help resolve the debt surrounding the retirement accounts.

6. ADJOURN

Meeting Adjourned at 6:01 PM

7. MEETING ACCESSIBILITY