



# 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*

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Tuesday, December 7, 2021

4:00 PM

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

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#### 1. CALL TO ORDER

*Meeting was called to order at 4:03 PM*

##### 1. A. Attendance

*Council Member Pete Belew present  
Council Member Corina Lopez present  
Mayor Pauline Cutter joined meeting at a later time*

*Staff Members Present:*

*Fran Robustelli, City Manager  
Janelle Cameron, Assistant City Manager  
Susan Hsieh, Finance Director  
Karen Chang, Assistant Finance Director  
Paul Sanftner, Community Relations and Communications Manager*

*Presenter: Thomas Adams, Client Services Executive, Avenu MuniServices*

##### 1. B. Announcements

*Announcement regarding COVID-19 presented*

#### 2. DISCUSSION ITEMS

##### 2. A. [21-726](#) Update Regarding Sales Tax

**Attachments:** [Update Regarding Sales Tax](#)

*Thomas Adams, Client Services Executive from Avenu provided an update regarding the City's Sales Tax and responded to questions from the Committee.*

*Public Comments received from two public speakers: Jim Prola, and Juan Gonzalez.*

*Council Member Comments:*

*The Committee asked questions related to sales tax revenues from the county pool, online sales, and different business categories. The Committee also asked about the administrative fees charged by the State. The Committee provided staff feedback*

regarding economic development. The Committee requested information regarding the City's sales tax capture and gap analysis. The Committee also commented that having comparison information with other agencies would be useful.

Mayor Cutter thanked Thomas for his presentation.

**2. B. [21-730](#)**

**Presentation Regarding City Budget Public Engagement and Outreach Plan**

**Attachments:** [City Budget Public Engagement and Outreach Plan Final](#)

Director Hsieh presented the City Budget Public Engagement and Outreach Plan to the Committee. She also provided the Committee an update regarding the Budget Task Force Recommendation Implementation Status.

Public Comments were received from 4 public speakers: Rebecca Day-Rodriguez, Jim Prola, Robert Bailey, and Juan Gonzalez.

Council Member Comments:

The Committee asked questions and provided feedback. The Committee directed staff to develop educational materials that will help the public to understand the City's budget policies and resource allocation processes. The Committee also directed staff to utilize strategies and materials such as social media, bootcamp, classes, Budget-in-Brief mailers, City website, and TV to share information and engage the public. The Committee commented on providing information in multiple languages if possible.

**2. C. [21-644](#)**

**Fiscal Year 2021-2022 First Quarter Financial Update**

**Attachments:** [Quarterly Financial Report Q1 FY 2022](#)

Assistant Finance Director Karen Chang presented the Fiscal Year 2021-22 Q1 financial report.

Public Comments were received by one public speaker: Juan Gonzalez.

Council Member Comments:

Mayor Cutter commented about presenting information that is easy for the public to understand because they may not have full knowledge about the topic.

**3. FUTURE AGENDA ITEMS**

Council Member Lopez requested an oversight report related to the City's approved revenue measures be presented to the Committee at a future meeting, and the report is related to Council Member Ballew's comment earlier.

Mayor Cutter commented about supplementing the workforce to provide more manpower to support different areas. She also requested an update regarding the Prioritizing Unfunded Liability Liquidation (PULL) account.

City Manager Robustelli provided an update about the supplemental staffing proposal that will be brought to the Committee in January. She also mentioned that the City is trending well in the OPEB PULL account – the funded status is over 80%.

*Director Hsieh advised the Committee that the City will engage an actuary to conduct an analysis of the City's Other Post-Employment Benefits Liability (OPEB) and develop funding goals that were requested by the Committee at a prior meeting.*

#### **4. PUBLIC COMMENTS**

*Public Comments were received by one public speaker: Jim Prola*

#### **5. COMMITTEE MEMBER COMMENTS**

*Council Member Lopez stated that the City is doing well in comparison to other jurisdictions, and the information should be shared with the public.*

*Council Member Ballew mentioned that while the City is doing well, the City needs to maintain accountability.*

#### **6. ADJOURN**

*Meeting Adjourned at 5:46PM*

#### **7. MEETING ACCESSIBILITY**