



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes

### Community Advisory Budget Task Force

#### *District 1*

*Angela Brown, Moira Fry, Kaanon MacFarlane, Gary Offenberg*

#### *District 2*

*Robert Bailey, Joe Camarillo, Surlene Grant, Leo Sheridan*

#### *District 3*

*Susan Erb, Mike Katz-Lacabe, Michael Kim-Eubanks,  
Jeromey Shafer*

#### *District 4*

*Carol Cole, Arlene Lum, Celina Reynes, Melissa Wong*

#### *District 5*

*Cynthia Chandler, Rebecca Day-Rodriguez, Patrick Grajeda,  
Leslie Robertson*

#### *District 6*

*Donna Chamberlin, Ray Davis, Melissa Graham, Jim Prola*

#### *Mayor*

*Juan Gonzalez, Keith Harper, Maria Magallon, Susan Miranda*

---

Wednesday, November 18, 2020

5:30 PM

Access the meeting remotely by using this URL  
<https://us02web.zoom.us/j/88303014459>

---

San Leandro Community Advisory Budget Task Force 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 5:30 p.m.*

#### **1.A. Attendance**

##### **TASK FORCE MEMBERS PRESENT:**

*27 - Bailey, Brown, Camarillo, Chamberlin, Chandler, Cole, Davis, Day-Rodriguez, Erb, Fry, Gonzalez, Graham, Grajeda, Harper, Katz-Lacabe, Kim-Eubanks, Lum, MacFarlane, Magallon, Miranda, Offenberg, Prola, Reynes, Robertson, Shafer, Sheridan, Wong*

##### **TASK FORCE MEMBERS ABSENT:**

*1 - Grant (excused)*

*STAFF MEMBERS PRESENT:*

*Jeff Kay, City Manager  
Richard Pio Roda, City Attorney  
Liz Warmerdam, Assistant City Manager  
Deputy City Manager, Eric Engelbart  
Susan Hsieh, Finance Director  
Theresa Mallon, Library Director  
Bill Sherwood, Library Manager  
Tim McVicker, Information Technology Technician  
Sally Perez, Purchasing Technician, Finance  
Jim O'Leary, Consulting Staff*

*OTHER STAFF MEMBERS PRESENT:*

*William McDonald, Fire Chief, Alameda County Fire Department (ACFD)  
James Hoskins, Division Chief  
Jason LeMoine, Deputy Chief Operations  
Eric Moore, Deputy Chief Support Services  
Irene de Jong, Administrative Services Director*

**1.B. Announcements**

*Assistant City Warmerdam reminded the group that any outstanding Form 700s must be submitted as soon as possible.*

*Member (Chairperson) Day-Rodriguez announced that a Consent Calendar will be included in the meeting agenda, beginning with the next meeting. This is to provide more efficient approval of items that are likely to receive a majority vote, such as meeting minutes.*

**2. PUBLIC COMMENTS**

*No public comments were provided.*

**3. DISCUSSION ITEMS**

**3.A. Ensuring Productive and Efficient Meetings**

*(1) Length of Meetings*

*Member Day-Rodriguez proposed for the December meeting to have a 2.5-hour duration, with the remaining meetings to have a 2-hour duration.*

*Members also requested that City staff limit presentations to 15 to 20 minutes to allow more time for questions and discussion. For additional questions or further discussion, questions will be sent to City staff and/or through the examination of an ad-hoc committee.*

*Member MacFarlane made a motion to add time goals or allotments to be included on the next meeting agenda, beginning with next meeting*

*Member Reynes seconded the motion.  
The motion was approved unanimously (no oppositions)*

*(2) Subcommittees*

*Member Chandler made a motion to add the following as an Action Item to the next meeting agenda:*

*Addition of an Ad-hoc Committee to research and explore ways the community can be involved in the process moving forward*

*The motion was approved unanimously (no oppositions).*

*(3) Voting Methods*

*Member Day-Rodriguez mentioned that per the City Attorney the best way to vote is through roll call voting. However, for items placed on the Consent Calendar a vote by request of objections for which there are none, can be considered as unanimously approved.*

**3.B. Discussion of Methods for Community Engagement**

*Member Chandler's motion under item 3.A.(2) herein addressed this item.*

**3.C. [20-545](#)**

**Review of Department Operating Budgets**

*(1) LIBRARY: Library Manager Sherwood provided an overview of the Library department*

*Several Members expressed their gratitude to the library staff for services provided to local families and children over the years.*

*Several members inquired about grant opportunities.*

*Director Mallon informed the group that the City library was granted funds for the Reads program (through California Humanities) for seven consecutive years, and now must wait to apply again.*

*Director Mallon shared that the City was awarded a book-to-action grant, and as a result a community engagement reading program will commence in early 2021.*

*Manager Sherwood added that grant funds typically require matching or in-kind funds. Director Mallon also mentioned that grant programs come with a limited duration.*

*Member Katz-Lacabe inquired about the San Leandro Library Foundation ("Foundation") funding. He also sought clarification re: Radio-frequency identification ("RFID") program/project status.*

*Mr. Sherwood clarified that the RFID contract is being finalized and awaits implementation.*

*Director Mallon shared the background of the Foundation which was established when*

*the main library was retrofitted & remodeled approx. 20 years ago. The Foundation funded the furnishing for the main branch and has contributed \$50,000 to the RFID program.*

*Member Chandler inquired about the status of the Foundation.*

*Director Mallon clarified that the Foundation is not active, and the funds are being spent down. She added that fundraising is primarily accomplished through volunteer support. The Friends of the San Leandro Public Library, a non-profit organization comprised of community volunteers, raises approximately \$50,000 annually for the library.*

*Member Chamberlin requested a breakdown of the \$5.1 million General Fund allocation for Library Administration.*

*Mr. Sherwood stated that approximately \$3 million of the \$5.1 million is for salaries & benefits.*

*Member Day-Rodriguez reminded that group that the information is available in the Adopted Budget FY20-21 on pages 203-206.*

*Member (Vice Chair) Gonzalez inquired about how the Library's priorities would change if it were to receive funding or experience a reduction in funding. He also suggested City staff consider applying dollar amounts when presenting challenges & opportunities within a financial context.*

*Manager Sherwood stated that the department would seek to mitigate impact of a reduction by evenly distributing it across various areas (e.g. vendor contracts, materials in circulation). On the other hand, additional funds would be used to add service hours especially to smaller branches, and to purchase new materials to offer an updated collection. The opportunity to increase fees to generate more revenue was also mentioned.*

*Member Magallon inquired about changes in circulation since the shelter-in-place (SIP), such as the demand for digital material. She also inquired about labor and material costs associated.*

*Manager Sherwood stated that digital material usage more than doubled since last fiscal year. He added that the department attempts to keep costs lower by purchasing pre-processed shelf-ready material, but digital material is generally still more expensive than printed material.*

*(2) GENERAL ADMINISTRATION: Deputy City Manager Engelbart provided an overview of the City's General Administration*

*Member Bailey inquired as to how risk management is handled.*

*Deputy City Manager stated that the Budget & Compliance Manager works very closely with the City Attorney to coordinate risk management functions.*

*Member Gonzalez inquired about the number of budgeted positions and vacancies in the Finance department. He also inquired about how the funds associated with*

*vacancy savings are handled.*

*Director Hsieh stated that the department is in the process of filling the vacancies. She stated that vacancy savings go back to the General Fund in most cases, except for cases where a contractor or consultant is performing the work.*

*City Manager Kay stated that the City assumes a 5% vacancy savings. Deputy City Manager Engelbart added that using the savings for any other purpose requires overt action.*

*(3) ALAMEDA COUNTY FIRE DEPARTMENT (ACFD): Chief McDonald provided an overview of the Fire Department*

*Member Prola inquired about the fire department's response time as it correlates with insurance costs for homeowner's and businesses.*

*Chief McDonald informed the group that there is a nationwide evaluation process of fire departments. The criteria include water supply, staffing, response time, and ability to provide services. Performance is measured and managed by the insurance services offices. The ratings divide groups into 10 classes with Class 1 having the highest rating. San Leandro has a class 2 rating.*

*Member Bailey inquired about the goal of enhancing the emergency medical services and if any potential cost savings exists in that area.*

*Chief McDonald stated that while they do not currently provide transport services, the department intends to develop a program that will possibly include the integration of ambulance transportation services.*

*No public comments were provided for the discussion items above.*

#### **4. TASK FORCE MEMBER COMMENTS**

*Several task force members provided comments and questions concluding each department presentation. In the interest of time, Member Day-Rodriguez asked Members to send remaining questions via email to [budgettaskforce@sanleandro.org](mailto:budgettaskforce@sanleandro.org).*

*City staff will provide answers in the Q&A log included with the meeting agenda packets.*

*Member Magallon inquired about ensuring that the Q&A log is made available to the public.*

*The agenda packet is distributed to the task force in its entirety. The same material is also made available online on Meeting Central under two separate sections: Agenda and Meeting details.*

*Member Wong inquired about the status of the request for budget to actual comparisons and FTEs.*

*Director Hsieh assured the group that the outstanding items are being worked on.*

*Several members wanted to ensure the importance of City staff to include cost*

*reduction and enhancements as part of their presentation moving forward. Assistant City Manager Warmerdam assured the group that City department heads are prepared to address the group about how they would handle an increase or decrease in funding.*

*Member Brown requested that City staff include a reference to the Adopted Budget in their presentations.*

*Assistant City Warmerdam stated there is a reference list included in one the agenda packets distributed, but City staff will also be asked to include specific pages to reference.*

## **5. ADJOURN**

*The meeting was adjourned at 7:40 p.m.*