

Budget Task Force
City of San Leandro
Established by the City Council September 28, 2020

The City Council created the Community Advisory Task Force, known as the Budget Task Force, to give community input to the City Council regarding the City budget and related fiscal matters. Guidance shall focus on changes necessary to rebalance the City budget considering budget deficits, the COVID-19 pandemic and accompanying shelter-in-place orders, and the reallocation of a portion of the Police Department budget.

The following summarizes the mission for the Budget Task Force:

- Develop an understanding of the City's budget and fiscal issues.
- Provide input on community priorities and develop recommendations on fiscal and program strategies that ensure a balanced budget that reflects those priorities.
- Make recommendations to enhance public understanding of the City budget and community input into the budget development process.
- Make recommendations for the most efficient and effective reallocation of funding that was recently deducted from the Police Department budget.
- Make recommendations to help achieve a long-term, sustainable budget through reducing expenditures and/or increasing revenues.

Tentative Task Force Work Plan

Session 1	Task Force Member Orientation <ul style="list-style-type: none">• Welcome and self-introductions• Review mission statement, workplan, and schedule• Review Brown Act Develop Understanding of City Budget and Fiscal Issues <ul style="list-style-type: none">• Receive overview of City General Fund budget, fund accounting, line item budget format.
Session 2	Develop Understanding of City Budget and Fiscal Issues (continued) <ul style="list-style-type: none">• Review City General Fund budget• Analyze approved revenues and expenditures for 2020-21• Review Department operating budgets, presentations (3)
Session 3	Task Force Organization <ul style="list-style-type: none">• Select Chairperson and Vice Chair

	Develop Understanding of City Budget and Fiscal Issues (continued) <ul style="list-style-type: none"> • Review Department operating budgets, presentations (3) • Review General Administration department budgets • Consider City fiscal issues (CalPERS retirement, 2020 ballot measure, street maintenance, CIP) • Consider Other City funds
Session 4	Understanding the Police Department Budget and the Efficient and Effective Re-Allocation of Funds Deducted from Police Budget <ul style="list-style-type: none"> • Review City Council discussion and concepts • Review Police operating budget presentation • Compare Police budget with other neighboring city police budgets
Session 5	Understanding the Police Department Budget and the Efficient and Effective Re-Allocation of Funds Deducted from Police Budget (Continued) <ul style="list-style-type: none"> • Consider focused policing issues (police in schools, coalition on homeless, CATT mental health services) and budget considerations • Develop re-allocation strategies for funds deducted • Formulate provisional Police budget reallocation recommendations
Session 6	Provide Input on Community Priorities and Develop Recommendations on Fiscal and Program Strategies Ensuring Balanced Budget <ul style="list-style-type: none"> • Receive brief General Fund 5 year budget refresher • Analyze City budget deficit, long-term budget forecast • Receive briefing on City budget balancing measures implemented over last 10-years
Session 7	Provide Input on Community Priorities and Develop Recommendations on Fiscal and Program Strategies Ensuring Balanced Budget (Continued) <ul style="list-style-type: none"> • Discuss community program/service priorities including CIP • Develop strategies ensuring balanced budget • Formulate provisional balanced budget recommendations
Session 8	Make Recommendations to Help Achieve Long-Term Sustainable Budget Through Reducing Expenditures and/or Increasing Revenues Continued) <ul style="list-style-type: none"> • Consider expenditure reducing strategies • Consider revenue increase alternatives • Develop long-term, sustainable strategies for expenditures/revenues (review best-practice strategies) • Formulate provisional reducing expenditures/increasing revenues recommendations

Session 9	Make Recommendations Enhancing Public Understanding of City Budget and Community Input into the Budget Development Process <ul style="list-style-type: none"> • Study budget development process • Review traditional community input opportunities • Consider GFOA recommendations, survey other cities, look to best practices • Develop strategies for public understanding and community engagement • Formulate provisional budget public understanding and input recommendations
Session 10	Task Force Wrap-Up, Consider Recommendations for the City Council <ul style="list-style-type: none"> • Finalize recommendations for Police budget re-allocation • Finalize recommendations for balanced budget • Finalize recommendations for reducing expenditures/increasing revenues • Finalize recommendations for budget public understanding and community input • Task Force work plan wrap up and debrief