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Staff Report for the City of San Leandro City Council to Receive the Proposed Community Advisory Budget Task Force Work Plan and Adopt Resolution Appointing Members to the Task Force

SUMMARY AND RECOMMENDATION

Staff recommends that the City Council review and comment on the proposed Community Advisory Budget Task Force work plan and adopt the associated City Council Resolution appointing members to the 28-person Task Force.

BACKGROUND

On July 21, 2020, the City Council created the Community Advisory Budget Task Force (Task Force), to seek the input of residents and stakeholders and make recommendations to the City Council on community priorities and strategies to maintain a high quality of service delivery while taking tangible steps to reduce ongoing budget deficits. The City Council further directed the Task Force to focus on changes necessary to rebalance the City budget considering budget deficits, the COVID-19 pandemic, the accompanying shelter-in-place orders, and the reallocation of a portion of the Police Department budget.

DISCUSSION

The following summarizes the mission for the Task Force:

- Develop an understanding of the City's budget and fiscal issues;
- Provide input on community priorities and develop recommendations on fiscal strategies and program delivery that ensure a balanced budget and 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; and
- Make recommendations to help achieve a long-term, sustainable budget through reducing expenditures and/or increasing revenues.

Attached to this staff report is the proposed Budget Task Force work plan. The work plan was reviewed by the Finance Committee on September 9, 2020. The Committee emphasized the importance of having an organized and comprehensive program in place for the Task Force. This structure will ensure successful meetings and a positive experience for Task Force members.

It is currently anticipated that the City Council will appoint members to the Budget Task Force at its September 28, 2020 meeting. A corresponding City Council resolution affirming those appointments is also included within the City Council agenda packet for this agenda item. If appointments are finalized, the first Budget Task Force meeting can be scheduled for October 14, 2020. The work plan provides for a total of 10 Task Force meetings. This schedule would allow the Task Force's recommendations to inform the City's Fiscal Year 2021-2022 and 2022-2023 Biennial Budget. Staff proposes that the Budget Task Force meet approximately twice each month from October 2020 through March 2021 with the exception of November and December when they would meet once each month. This proposed schedule could be subject to minor modifications if necessary during the course of the upcoming several months based on the task force's progress toward achieving its above-stated mission.

Brown Act and Statements of Economic Interest

California Govt. Code Sec. 54952(b) provides that a decision-making or advisory commission, committee, or board of the City Council, whether permanent or temporary, created by ordinance, resolution, or formal action of the City Council would be subject to the Brown Act. These requirements mean that all meetings will be properly noticed and include opportunities for public input, among other requirements.

In addition, the City Attorney has concluded that members of the Task Force will be required to fill out the FPPC Statement of Economic Interest, commonly referred to as the Form 700, under the broadest disclosure category in the City's conflict of interest code (Category 1 - SLAC 4.2.115). This category appears the most appropriate fit for the Committee's description, duties, and responsibilities. However, the City Council has discretion to determine if this is not necessary and set a more tailored interim disclosure requirement.

FISCAL IMPACTS

The task force will require significant staff time in the form of administrative and technical support (scheduling and preparing agendas and minutes, and preparing and communicating meeting materials). Their work is not expected to result in direct fiscal impacts. Staff may seek professional facilitators to assist with some of the meetings, if necessary.

ATTACHMENT

Proposed Budget Task Force Work Plan

PREPARED BY

Susan Hsieh, Finance Director