



## Legislation Text

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**File #:** 20-416, **Version:** 1

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Staff Report for the City of San Leandro Finance Committee to Receive the Proposed Community Advisory Budget Task Force Work Plan

### **SUMMARY AND RECOMMENDATION**

Staff recommends that the City of San Leandro Finance Committee review and comment on the proposed Community Advisory Budget Task Force work plan.

### **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 on strategies and programs to maintain a high quality of service delivery while taking tangible steps to reduce ongoing budget deficits. The 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 and program strategies 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.

It is currently anticipated that the City Council will appoint members to the Budget Task Force at its September 21, 2020 meeting. 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 2021-22 and 2022-23 Biennial Budget. Staff proposes the Budget Task Force meet twice each month from October 2020 through March 2021 with the exception of November and December.

### **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. This means 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 Form 700, under the broadest disclosure category in the City's conflict of interest code (Category 1 - SLAC 4.3.115). This category appears the most appropriate fit for the Committee's description, duties, and responsibilities. However, the City Council may determine 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 work (scheduling and preparation of agendas, minutes, and meeting materials), but this is not expected to result in direct fiscal impacts. Staff may seek professional facilitators to assist with some of the meetings, which would have a minimal fiscal impact.

## **ATTACHMENT**

Proposed Budget Task Force Work Plan

## **PREPARED BY**

Susan Hsieh, Finance Director