



# City of San Leandro

Meeting Date: July 20, 2020

## Staff Report

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**File Number:** 20-344

**Agenda Section:** ACTION ITEMS

**Agenda Number:** 10.B.

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** City Council

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for the Creation of a Community Advisory Task Force Related to the City Budget

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council create a Community Advisory Task Forces, to be known as the “Budget Task Force,” which would provide community input to the City Council and staff regarding the City budget, and in particular, provide advice on expenditure reductions that may be necessary to rebalance the City budget in light of revenue losses stemming from the COVID-19 pandemic and related shelter-in-place orders.

Formation of the Budget Task Force discussed by the City Council Rules Committee at its June 24, 2020 meeting.

### DISCUSSION

On June 1, 2020, the City Council voted unanimously to agendize the discussion of a new Budget Task Force to provide community input on the City’s budget as we collectively navigate fiscal challenges such as the loss of revenue from the COVID-19 shelter-in-place. The City was already facing a structural deficit forecast for several years into the future. It now must also address substantial revenue loss resulting from the suspension of many economic activities.

At subsequent meetings, the City Council also expressed an interest in seeking guidance from the Budget Task Force on how to best update and reform City services, most specifically policing and human services, in a manner that improves overall service delivery while helping to address fiscal challenges.

### Mission

The effectiveness of the Budget Task Force will be maximized if both the City Council and the appointed members are clear on the intent and goals with which they are charged. The following draft mission statement is based upon examples from other communities and feedback from the City Council Rules Committee.

The purpose of the task force is to:

- 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; and
- Make recommendations to help achieve a long-term, sustainable budget through reducing expenditures and/or increasing revenues.

### **Composition**

Based on feedback from the City Council Rules Committee, staff proposes that the Budget Task Force be comprised of four appointees each from members of the City Council and the Mayor, for a total of 28 members. For each Councilmember, two appointees must reside within the councilmember's district. One appointee may, but need not, be an at-large appointment residing elsewhere in the City. All of the Mayor's appointees would be at-large. For each councilmember and the Mayor, one appointee may, but need not, be a representative of a San Leandro business.

### **Duration**

The City has several Commissions, made up of appointed representatives, that were formed by Ordinance and continue their work indefinitely. For the Budget Task Force, staff recommends that the task force conduct its work for a limited, but as yet undefined, duration. At a minimum, the Budget Task Force should meet long enough to provide recommendations to the City Council for the next biennial budget scheduled for adoption in June 2021. At that time, it would be appropriate for the City Council to re-evaluate the work of the task force and make a determination about its role.

### **Staffing**

Staff proposes that the Budget Task Force be staffed primarily by the Finance Department, with significant support and participation from the City Manager's Office.

### **Application Process**

To facilitate formation of the Budget Task Force, staff recommends that the City Council authorize the opening of an application period as early as August 1, 2020, running for a period of 30 days. The following information will be requested via the application process:

- Name and pronouns;
- Address;
- Contact Information;
- Optional identification of race, ethnicity, gender, and other characteristics solely for the purposes of aiding the City Council in forming a diverse task force;
- Any languages spoken, other than English;
- Profession and employer, if applicable; and
- Description of interests, experience and expertise that makes the applicant well-suited for the task force.

Staff will collect submitted applications and forward them to the appropriate Councilmembers. The Mayor and City Council can then recommend applicants to serve on the task forces, with ratification by the full City Council tentatively scheduled for the September 21 City Council meeting.

### **Brown Act Compliance**

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.

### **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 make seek to use professional facilitators to assist with some of the meetings, which would have a minimal fiscal impact, to be determined.

**PREPARED BY:** Jeff Kay, City Manager



# City of San Leandro

Meeting Date: July 20, 2020

## Resolution - Council

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**File Number:** 20-345

**Agenda Section:** ACTION ITEMS

**Agenda Number:**

**TO:** City Council

**FROM:** Jeff Kay  
City Manager

**BY:** City Council

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Form a Community Advisory Task Force Related to the City Budget

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WHEREAS, the City Council of the City of San Leandro has an adopted goal “place San Leandro on a firm foundation of long-term fiscal sustainability”; and

WHEREAS, the City of San Leandro faces a structural budget deficit that has resulted from several years of expenditures increasing faster than revenues and exacerbated by the effects of the recent coronavirus pandemic; and

WHEREAS, the City has taken several steps to contain costs and is actively exploring options for revenue enhancement; and

WHEREAS, the City Council seeks the input of a task force of residents and stakeholders to provide feedback on strategies and programs to maintain a high quality of service delivery while taking tangible steps to reduce ongoing budget deficits.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That a Community Advisory Budget Task Force of twenty-eight members is hereby established for the purpose of providing community input on the City’s budget; and
2. That each City Councilmember shall be allotted four appointments to the Task of Force, of which:
  - Two appointments must be residents of the district represented by the Councilmember.
  - One appointment may be either an at-large appointment residing anywhere in the City or a resident of the district represented by the Councilmember.
  - One appointment may be either a representative of a San Leandro business or a

resident of the district represented by the Councilmember; and

3. That the Mayor shall be allotted four appointments to the Task of Force of which:
  - Three appointments will be at-large appointments residing anywhere in the City.
  - One appointment may be either a representative of a San Leandro business or an at-large appointment residing anywhere in the City; and

4. Appointments to the Task Force shall be approved by the City Council, shall serve at the pleasure of the City Council, and until the Task Force is disbanded or amended by City Council action; and

5. In the event that any members of the Task Force resigns or is unable to continue serving, the appointing City Councilmember or Mayor shall appoint a replacement member, subject to approval by the City Council; and

6. That the City Manager is directed to open and publicize a call for applications, beginning no later than August 1, 2020 and running through August 30, 2020, with applications received to be shared with the City Council no later than the close of the application period with the intent of the City Council approving appointments by the end of September 2020.