

CITY OF OAKLAND

BUDGET ADVISORY COMMISSION

Notice is hereby given that a **meeting** of the City of Oakland Budget Advisory Commission (BAC) is scheduled for **Wednesday, October 9th** at **6:00 pm** in **Hearing Room 4, City Hall, 2nd Floor**, at 1 Frank Ogawa Plaza.

Commission Members Present (7):

Jay Ashford, Ken Benson, Ed Gerber, Vincent Leung, Caitlin Prendiville, Darin Ranahan, & Brenda Roberts

Commission Members Absent (8):

Lori Andrus, Travis George, Geoffrey Johnson, Sarah Lee, Kasheica McKinney, Danny Wan, Marchon Tatmon & Adam Van de Water

City's Representative(s):

Jose Segura & Nicole Remiker – *Finance Department*

Meeting Agenda:

1. Administrative Matters
 - i. Welcome & Attendance – Meeting called to order at 6:20PM. Quorum not confirmed with only 7 members present.
2. Final Report on the City of Oakland's Biennial 2019-21 Budget Cycle approved on September 25, 2019 [5 minutes] – The report is posted to the City website. City staff are preparing the report to be sent to the November 12th Finance and Management Committee meeting.
3. BAC Self-Evaluation [30 minutes]
 - i. Establishing Resolution No. 13337 C.M.S., Section 2(b): *No less than three years following the first meeting of the Commission, the Commission shall develop and complete a process of self-evaluation and strategic planning. Thereafter, self-evaluation and strategic planning shall occur every three years.*
 - The BAC discussed the need to develop a self-evaluation process and to conduct strategic planning as noted in the above referenced establishing resolution. An ad hoc group was created to bring a proposed survey instrument to the next BAC meeting (November 13th) for discussion, including measurements on specific areas such as the ad hoc system, budget cycle reports and BAC survey. The ad hoc group will also propose the survey participants (current and former BAC members, City staff, etc.).

- For strategic planning, the BAC discussed methods for both short-term and long-term planning by agendaizing items, inclusion in minutes, and documentation and presentation via PowerPoint presentation which could be published online.
4. Discussion regarding proposed BAC 2019-20 work program [30 minutes] – The BAC discussed drafting a work program in connection with the strategic planning item above. Areas of interest for special projects and further analysis were discussed by several BAC members, including: budget transparency, revenue focus, equity analysis, performance management and performance-based budgeting, resilience/sustainability in facing climate change issues, and housing issues. The BAC also proposed inviting public administration student representatives to speak at a future meeting on funding mechanisms; specifically, around housing. A process around determining which project(s) to ultimately focus on was recommended. This item will continue to be discussed at future BAC meetings.
 5. OpenOakland’s Open Budget BAC liaison request [10 minutes] – Volunteer Sean Martinez from OpenOakland discussed the group’s request for a liaison with the BAC to improve their budget timeline and visualization tools, and better educate and engage the public on the budget process. OpenOakland specifically asked for input on the informational gaps the public has voiced. The BAC agreed to determine a liaison at the next meeting. City staff suggested potential recommendations based on the recent FY19-21 biennial budget’s town hall meetings.
 6. BAC membership status [5 minutes] – City staff is currently working on determining current BAC membership status and expects to provide an update at the next BAC meeting.
 7. Discussion of next meeting dates and subjects
 - i. Election of BAC officers – November 13, 2019 [15 minutes]
 8. Open Forum
 9. Adjournment – Meeting adjourned 7:30PM.