

# 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, July 9, 2025, at 6:00 PM.**

The Budget Advisory Commission will be held in Hearing Room 2 in City Hall.

Members of the Public have the following options to observe the meeting:

1. Watch the meeting on KTOP using Granicus.
2. Use the Zoom link attached to this agenda to remotely observe the meeting.

### **Commission Members:**

Mandela Bliss, Larisa Casillas, Mike Forbes, Ben Gould, Margaret Grimsley, Mike Petouhoff, Jane Yang, Stephisha Ycoy-Walton

### **City's Representative(s):**

Nathan Bassett & Walter Silva – *Finance Department*

### **Meeting Agenda:**

1. Administrative Matters [5 minutes]
  - Welcome and attendance rollcall
2. Approval of Prior Meeting Minutes [5 minutes]
  - Approval of Meeting Minutes for the April 9, 2025 and June 11, 2025 meetings deferred to August 13, 2025 meeting
3. Commissioner's Protocol [10 minutes]
  - Review of appointments, applications and inquiries for the Budget Advisory Commission
4. BAC Statutory Requirements & Alignment of Activities [30 minutes]
5. Consolidated Fiscal Policy (CFP) Proposal [20 minutes]
  - Discussion of CFP Proposal
6. Pension Questions [20 minutes]
7. Ad Hoc Updates [20 minutes]
8. Open Forum [10 minutes]
9. Adjournment

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

Attachments: Amending CFP on Excess RETT Recommendation; 13337 CMS Establishing A  
Restructured Budget Advisory Commission; Consolidated Fiscal Policy 13487 CMS

Hi there,

You are invited to a Zoom webinar.

When: July 9, 2025 06:00 PM Pacific Time (US and Canada)

Topic: Meeting of the City of Oakland Budget Advisory Commission (BAC)

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81584763954>

Or One tap mobile :

+16694449171,,81584763954# US

+16699006833,,81584763954# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

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+1 253 215 8782 US (Tacoma)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

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Webinar ID: 815 8476 3954

International numbers available: <https://us06web.zoom.us/j/kc4erTBb6i>

2018 APR 13 AM 9:29

APPROVED AS TO FORM AND LEGALITY

  
City Attorney

**OAKLAND CITY COUNCIL**  
**ORDINANCE NO. 13487 C.M.S.**

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**ORDINANCE AMENDING THE CITY OF OAKLAND  
CONSOLIDATED FISCAL POLICY**

**WHEREAS**, the City Council adopted Ordinance No. 13279, known as the Consolidated Fiscal Policy, on December 9, 2014; and,

**WHEREAS**, the Government Finance Officers Association (GFOA) recommends that local governments adopt formal policies in the areas of financial management, planning, revenues, and expenditures; and

**WHEREAS**, the Consolidated Fiscal Policy sets forth guidelines for budget balancing, use of volatile revenues, use of one-time revenues, process for carryforward appropriations, long-term financial planning, and transparency & public participation; and

**WHEREAS**, the Consolidated Fiscal Policy establishes reserve funds for emergencies, insurmountable and unanticipated hardship, and for capital improvement; and

**WHEREAS**, the Consolidated Fiscal Policy establishes a reserve fund to stabilize the provision of vital services, and protect against service reductions, layoffs, furloughs, and similar measures in times of economic hardship; and

**WHEREAS**, the Consolidated Fiscal Policy provides for accelerated debt repayment and pay-down of unfunded long-term obligations; and

**WHEREAS**, City staff recommends the definition of excess Real Estate Transfer Tax should be modified based on historical experience; and

**WHEREAS**, the Consolidated Fiscal Policy will include the policies on budgeting practices, reserve funds, and budget process, fiscal planning, transparency, and public participation; now, therefore

**THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

**Section 1.** The Council does find, determine and declare the foregoing recitals to be true and correct and hereby adopts and incorporates them into this Ordinance.

**Section 2.** The City of Oakland Consolidated Fiscal Policy is hereby, amended, approved, and adopted in the form attached hereto as Exhibit 1.

**Section 3.** In conformance with best practice and sound financial management, the City shall continue to separately maintain and submit on an as needed basis to the City Council, statements of the City's Debt Policy and Investment Policy.

IN COUNCIL, OAKLAND, CALIFORNIA, MAY 15 2018

**PASSED BY THE FOLLOWING VOTE:**

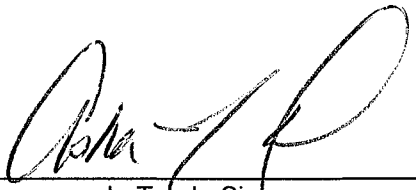
AYES- BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, ~~AND PRESIDENT~~ -7

NOES- ~~0~~

ABSENT- ~~0~~

ABSTENTION- ~~0~~

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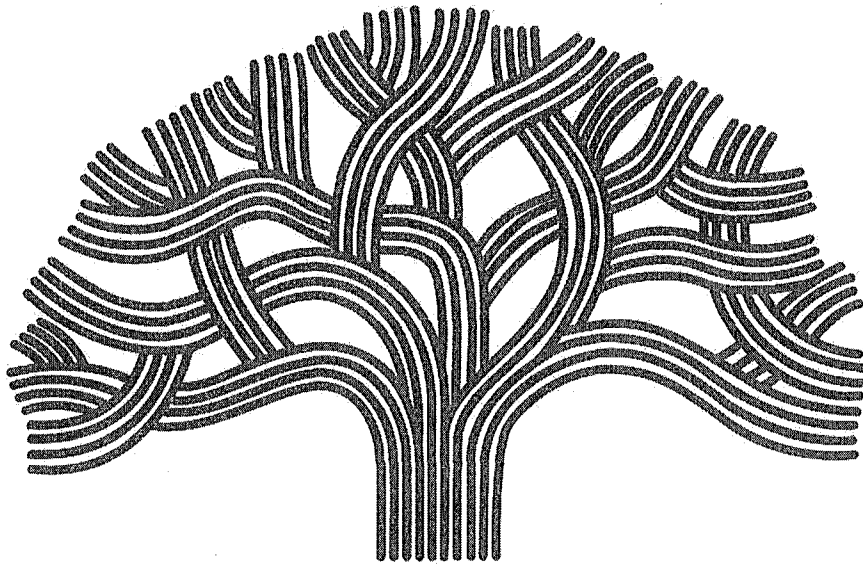
ATTEST:   
LaTohda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California

Introduction Date

MAY 01 2018

# **CITY OF OAKLAND**

## **CONSOLIDATED FISCAL POLICY**



## **Section 1. Budgeting Practices**

### **Part A. General Provisions**

The City's Fiscal Year shall begin on July 1<sup>st</sup> of each year and end on June 30<sup>th</sup> of the subsequent year. The City shall adopt a two-year biennial policy budget by June 30<sup>th</sup> of odd-numbered calendar years. The City shall amend its biennial policy budget (midcycle) by June 30<sup>th</sup> of even-numbered years. The budget and midcycle amendments shall be adopted by resolution of the City Council as required by the City Charter.

### **Part B. Policy on Balanced Budgets**

The City shall adopt a balanced budget that limits appropriations to the total of estimated revenues and unallocated fund balances projected to be available at the close of the current fiscal year. The City Administrator shall be responsible for ensuring that the budget proposed to the City Council by the Mayor, adheres to the balanced budget policy.

This policy entails the following additional definitions and qualifications:

1. The budget must be balanced at an individual fund level.
2. City policies on reserve requirements for individual funds must be taken into account. The appropriated expenditures included in the balanced budget equation must include the appropriations necessary to achieve or maintain reserve targets.
3. Appropriated revenues can include transfers from unallocated fund balance where such fund balance is reasonably expected to exist by the end of the fiscal year preceding the year of the adopted budget. Transfers from fund balance are not to be counted as revenue if the fund balance is not reasonably expected to exist by the end of the fiscal year preceding the year of the adopted budget. (Note: The precise definition of 'fund balance' will vary from fund to fund, depending on the fund's characteristics and accounting treatment.)
4. Appropriated expenditures can include transfers to fund balance or to reserves.

From time to time the City Council may present changes in policy and consider additional appropriations that were not anticipated in the most recently adopted budget. Amendments by the City Council shall maintain a balanced budget.

Each fiscal year the City Administrator shall report to the City Council on actual revenues and expenditures in the General Purpose Fund and other funds as deemed necessary.

### **Part C. Use of Excess Real Estate Transfer Tax (RETT) Revenues**

To ensure adequate levels of the General Purpose Fund reserves and to provide necessary funding for municipal capital improvement projects and one-time expenses, the City shall require that excess Real Estate Transfer Tax revenues be defined and used as follows:

1. The excess Real Estate Transfer Tax (RETT) revenue is hereby defined as any amount of projected RETT revenues that exceed 15% of General Purpose Fund Tax Revenues (inclusive of RETT).
2. The excess Real Estate Transfer Tax, as described in this section, shall be used in the following manner and appropriated through the budget process:
  - a. At least 25% shall be allocated to the Vital Services Stabilization Fund, until the value in such fund is projected to equal to 15% of total General Purpose Fund revenues over the coming fiscal year; and
  - b. At least 25% shall be used to fund debt retirement and unfunded long-term obligations such as negative fund balances, Police and Fire Retirement System (PFRS) unfunded liabilities, CalPERS pension unfunded liabilities, paid leave unfunded liabilities, and Other Post-Employment Benefits (OPEB) unfunded liabilities; and
  - c. The remainder shall be used to fund one-time expenses or to augment reserves.
3. Use of the excess RETT revenues for purposes other than those established in this section must be authorized by City Council resolution. The resolution shall explain the need for using excess RETT revenues for purposes other than those established in this section. The resolution shall also include steps the City will take to return to using excess RETT revenues pursuant to this section.
4. Following the completion of the annual audit, excess RETT revenues will be analyzed to determine whether the transfers to the Vital Services Stabilization Fund or expenditures to fund debt retirement and unfunded long-term obligations were sufficient. If insufficient funds were transferred, a true-up payment shall be made in the next fiscal year. If the transfers exceed the actual requirement, the amounts in excess may be credited against allocations in the next fiscal year.

#### **Part D. Use of One-Time Revenues**

1. One-time revenues are defined as resources that the City cannot reasonably expect to receive on an ongoing basis, such as proceeds from asset sales and debt refinancing. This part shall not apply to the use of excess RETT revenues pursuant to Section 1. Part C.
2. Fiscal prudence requires that any unrestricted one-time revenues be used for one-time expenses. Therefore, one-time revenues shall be used in the following manner, unless they are legally restricted to other purposes: to fund one-time expenditures, to fund debt retirement and unfunded long-term obligations such as negative fund balances, Police and Fire Retirement System (PFRS) unfunded liabilities, CalPERS pension unfunded liabilities, paid leave unfunded liabilities, and Other Post-Employment Benefits (OPEB) unfunded liabilities; or shall remain as fund balance.

3. Use of one-time revenues for purposes other than those established in in this section must be authorized by City Council resolution. The resolution shall explain the need for using one-time revenues for purposes other than those established in this section. The resolution shall also include steps the City will take to return to using one-time revenues pursuant to this section.

#### **Part E. Use of Unassigned General Purpose Fund Balance**

Any unassigned General Purpose Fund balance, as projected in the 3rd Quarter Revenue and Expenditure Report, and not budgeted for other purposes, shall be used in accordance with Section 1, Part D.

#### **Part F. Analysis of Funding for Debt or Unfunded Long-Term Obligations From Certain Revenues**

When excess RETT or other one-time revenues are used to fund accelerated debt retirement or unfunded long-term obligations, the City Administrator shall present his or her analysis and recommendations to the Council based on the best long-term financial interest of the City.

#### **Part G. Criteria for Project Carryforwards and Encumbrances**

Previously approved but unspent project appropriations ("carryforwards") and contingent liability reserves for current purchases or contracts that are paid in the following fiscal year ("encumbrances") are financial obligations against reserves. Fiscal prudence requires that such obligations be limited.

Each fiscal year, the Finance Department will submit a list of eligible carryforwards and encumbrances to all departments for evaluation for all funds, including the General Purpose Fund. Departments may request to retain some or all carryforwards and encumbrances when such balances are:

1. Deemed essential to the delivery of active city projects, programs and services; or
2. If the liquidation of such balances would be in violation of legislative or legal requirements.

A departmental request to retain project carryforwards and/or encumbrances must be submitted to the Finance Department. Departments shall provide specific reasons for requested project carryforwards and encumbrance carryforwards, including, but not limited to, those reasons outlined above. Carryforward of project appropriations in funds with negative balances will only be allowed on an exception basis.

The Finance Department will recommend to the City Administrator an action on the departmental requests. The City Administrator shall make a final determination on project carryforward and encumbrances, and will direct the Finance Department to make carryforwards

available to the appropriate department.

#### **Part H. Grant Retention Clauses**

Prior to the appropriation of revenues from any grant outside of the budget process, the City Council shall be informed of any retention clauses that require the City to retain grant-funded staff, services, programs, or operations beyond the term of the grant. The fiscal impacts of such retention clauses shall be disclosed. During the biennial budget process staff shall report to the Council the ongoing projected fiscal impacts of such retention clauses.

#### **Part I. Alterations to the Budget**

Substantial or material alterations to the adopted budget including shifting the allocation of funds between departments and substantial or material changes to funded service levels, shall be made by resolution of the City Council.

The Finance Department will include departmental expenditure projections for the General Purpose Fund in the Second Quarter Revenue & Expenditure Report. In the event that a department is projected to overspend in the General Purpose Fund by more than one percent (1%), the City Administrator shall bring an informational report to the City Council within 60 days following acceptance of the Revenue & Expenditure report by the City Council. The report shall list the actions the Administration is taking to bring the expenditures into alignment with the budget.

#### **Part J. Transfers of Funds between accounts.**

The City Administrator shall have the authority to transfer funds between personnel accounts, and between non-personnel accounts within a department. The City Administrator shall have the authority to transfer funds allocated to personnel accounts to non-personnel accounts within a department provided that cumulative transfers within one fiscal year do not exceed 5% of the original personnel account allocation of that department. The City Administrator shall have the authority to transfer funds from non-personnel accounts to personnel accounts within a department. The City Administrator shall have the authority to transfer funds allocated to personnel accounts to non-personnel accounts if the transfer is required to meet the conditions of or maximize the funding derived from a grant that has been approved by the City Council. For the purposes of this section accounts for the provision of temporary personnel services shall be considered personnel accounts.

#### **Part K. Pay-Go Account Expenditures, Priority Project Fund Expenditures, and Grants**

The City Council hereby finds and determines that it is in the public interest to spend Pay-go account fund to facilitate and support programs & services of the City of Oakland, capital improvement projects of the City of Oakland, and programs & capital improvement projects of the public schools and other public entities within the City of Oakland. The Council authorizes Pay-Go account funds to be used for the following purposes:

### Capital Improvements:

1. To pay for or augment funding for a City of Oakland capital improvement project including planning and pre-construction services for projects such as, but not limited to, feasibility studies and design, landscaping, architectural and engineering services and all services and materials needed to construct a capital improvements such as, but not limited to, contractor services, lumber, concrete, gravel, plants and other landscape materials, fountains, benches, banners, signs, affixed artwork and any other design and decorative elements of the project; and
2. To provide a grant to a public school, including a school chartered by the State of California or Oakland Unified School District, or other public entity for use on capital improvement project within the City of Oakland, including planning and pre-construction services for projects such as, but not limited to, feasibility studies and design, landscaping, architectural and engineering services and all services and materials needed to construct a capital improvements such as, but not limited to, contractor services, lumber, concrete, gravel, plants and other landscape materials, fountains, benches, banners, signs, affixed artwork and any other design and decorative elements of the project; and

### Furniture & Equipment:

3. To pay for or augment funding for purchase of furniture and equipment, including computer equipment and software, to be used by participants in a program operated by the City of Oakland; and
4. To provide a grant to a public school, including a school chartered by the State of California or Oakland Unified School District, or another public entity to be used for furniture and equipment, including computer equipment and software, to be used by participants in a program operated by the public school or public entity.

Pay-go purposes stated above shall operate as restrictions on Pay-go expenditures or Pay-go grants, regardless of the Pay-go account funding source.

Pay-go purposes stated above shall apply to any and all Pay-go expenditures or grants made by the Mayor and each City Councilmember. All Pay-go expenditures and grants shall be administered by the City Administrator on behalf of the city, and grant agreements shall be required for all such grants.

In accord with the City Council's motion approving the initial allocation of Councilmember Priority Project funds on June 8, 2006, the City Councilmembers must obtain City Council approval for all Priority Project expenditures.

All Priority Project fund grants approved by the City Council and shall be administered and executed by the City Administrator on behalf of the city, and grant agreements shall be required for all such grants.

## **Section 2. Reserve Funds**

### **Part A. General Purpose Fund Emergency Reserve Policy**

1. Council hereby declares that it shall be the policy of the shall City of Oakland maintain in each fiscal year a reserve equal to seven and one-half (7.5%) of the General Purpose Fund (Fund 1010) appropriations as adopted in the biennial or midcycle budget, and not including prior year carryforwards, encumbrances, or appropriations to Fund Balance for, such fiscal year (the "General Purpose Fund Emergency Reserve Policy"),
2. Each year, upon completion of the City's financial audited statements, the City Administrator shall report the status of the General Purpose Funds Emergency Reserve to the City Council and on the adequacy of the of the 7.5% reserve level. If in any fiscal year the General Purpose Fund Reserve Policy is not met, the City Administrator shall present to Council a strategy to meet the General Purpose Funds Emergency Reserve Policy. Each year, the City Administrator shall determine whether the 7.5% reserve level requires adjustment and recommend any changes to the City Council.
3. The amounts identified as the General Purpose Funds Emergency Reserve may be appropriated by Council only to fund unusual, unanticipated and seemingly insurmountable events of hardship of the City, and only upon declaration of fiscal emergency. For the purposes of this Ordinance, "fiscal emergency" may be declared (1) by the Mayor and approved by the majority of the City Council, or (2) by a majority vote of the City Council.
4. Prior to appropriating monies from the General Purpose Funds Emergency Reserve, the City Administrator shall prepare and present such analysis to the City Council. Upon review and approval of the proposed expenditure by the City Council, and appropriate fiscal emergency declaration necessary for the use of GPF reserve, the City Administrator will have the authority to allocate from the reserves.

### **Part B. Vital Services Stabilization Fund Reserve Policy**

1. Council hereby declares that it shall be the policy of the City of Oakland to maintain a Vital Services Stabilization Fund (VSSF) with a target funding level of 15% of General Purpose Fund Revenues. The funding of the Vital Services Stabilization Fund shall be made pursuant to Section 1, Part C concerning excess Real Estate Transfer Tax.
2. In years when the City forecasts that total General Purpose Fund revenues will be less than the current year's revenues, or anytime significant service reductions, such as layoffs or furloughs, are contemplated due to adverse financial conditions, use of this fund must be considered to maintain existing services.
3. Use of the VSSF must be authorized by City Council resolution. The resolution shall explain the need for using the VSSF. The resolution shall also include steps the City will take in order to replenish the VSSF in future years.

**Part C. Capital Improvements Reserve Fund**

1. Council hereby declares that it shall be the policy of the City of Oakland to maintain a Capital Improvements Reserve Fund.
2. Revenue received from one time activities, including the sale of Real Property, shall be deposited into the Capital Improvements Reserve Fund, unless otherwise directed by a majority vote of the City Council. Interest earnings on monies on deposit in the Capital Improvements Reserve Fund shall accrue to said fund and be maintained therein.
3. Monies on deposit in the Capital Improvements Reserve Fund may be appropriated by Council to fund unexpected emergencies, major capital maintenance, repair costs to City-owned facilities and to fund capital improvement projects through the Five-Year Capital Improvement Program.

### **Section 3. Budget Process, Fiscal Planning, Transparency, and Public Participation**

Unless otherwise noted all timelines apply only to budget development years, normally odd numbered years and not to mid-cycle revisions to an adopted two-year budget.

#### **1. Assessment of Stakeholder Needs, Concerns and Priorities**

**Timeline:** Budget Advisory Committee review prior to survey release. Survey completion by December 5<sup>th</sup> of even-numbered years. Results publicly available within three weeks of survey's close.

**Requirements:** The City Administrator should develop or secure a statistically valid survey for assessing the public's concerns, needs and priorities prior to the development of the biennial budget. Whenever feasible, the City should conduct a professional poll administered to a statistically relevant and valid sample of residents that is representative of Oakland's population in terms of race, income, neighborhood, age, profession, family size, homeownership/renter-ship, etc. If that's not possible, then demographic information should be collected and reported out with the survey results.

Prior to release, the survey questions shall be submitted to the Budget Advisory Committee by September 1st of even numbered years for review of bias, relevance, consistency in administration, inclusion of benchmark questions, and ability to assess concerns, needs and priorities. The survey instrument, method of dissemination, and any instructions for administration shall be publicly available. The survey should be conducted following the November election and before December 5<sup>th</sup>.

If the City cannot afford a professional survey, an informal survey shall be made available for broad dissemination by the Mayor and Councilmembers through community list serves and other communication channels. Furthermore, the City Administrator shall take steps to promote participation, such as issuing a Flyer promoting participation in the survey and methods of participation (survey internet link, email, phone number) and posting such Fliers near publicly available computers in all City libraries, Recreation Centers, and Senior Centers. A list of those dissemination channels should be publicly available along with survey results.

Survey results should be publicly available within three weeks of the completion and analysis of the survey. Survey results should be made widely available, shared on social media, and published on the City's Budget website. In the event that City's statistically valid survey has been completed, the Mayor and City Administrator shall include in their proposed budget a summary of the survey data and a statement regarding how the data was or was not incorporated into the final proposed budget. Informal surveys and their results shall be made public but not included in their proposed budget document.

The City Administrator shall develop a standardized and diverse means of collecting resident input via other means prior to budget development.

#### **2. Council Initial Budget Briefing and Priorities Discussion**

**Timeline:** February

**Requirements:** The Mayor and City Council will hold a bi-annual budget workshop soon after the commencement of the Council term. The workshop will include briefings on estimated baseline expenditures, revenue projections and an overview of the City's budgeting process. The workshop will provide the Mayor and Council with the opportunity to begin discussing priorities for the next budget year based on the Assessment of Stakeholder Needs, Concerns and Priorities.

### 3. Five-Year Forecast

**Timeline:** Produced and heard by the Council's Finance & Management Committee or the full City Council in February or March. Forecast Fact Sheets should be distributed to City community centers and Forecast data should be available on Open Data Portal within two weeks of the Council hearing.

**Requirements:** Each Budget Cycle, the City Administrator must prepare a Five-Year Forecast.

The Five-Year Financial Forecast ("Forecast") is a planning tool that estimates the City's likely revenues and expenditures over five-years, based on appropriate financial, economic, and demographic data. The purpose of the Forecast is to surface all major financial issues and estimate future financial conditions to support informed long-term decision making. Such planning provides for greater financial stability, signals a prudent approach to financial management, and is consistent with best practices.

The Forecast shall contain the two-year baseline budget for the forthcoming budget period, clearly reflecting projected expenditures to maintain existing service levels and obligations, plus an additional three-year forecast of revenues and expenditures. The Baseline Budget shall consist of projected expenditures necessary to maintain existing staffing and service levels, plus an estimate of anticipated revenues for the two-year period.

The Forecast shall also contain information on the variance between prior forecasts and actual amounts, including the factors that influenced these variances. Revenue estimates shall be based on the most current data available; minimally revenue projections shall take into account projected revenue for the current fiscal year, as reflected in the 2nd quarter Revenue and Expenditure Report, with appropriate trending into future years and an explanation as to how such revenue projections were derived.

The report shall include a Five-Year Forecast "Fact Sheet" document, which summarizes the Forecast's key findings with simplified text and graphics to make this important budgetary information more accessible to the general public. Within two weeks after the Forecast is heard by the City Council, the City Administrator shall print and distribute the Forecast Fact Sheet to all City libraries, recreation centers and senior centers, including in languages required by Oakland's Equal Access Ordinance. The full Forecast shall also be posted on the City of Oakland's website. Forecast data shall be available in open data format on Oakland's data portal.

#### 4. **Statement of Councilmember Priorities**

**Timeline:** Written submission due by March 15th.

**Requirements:** City Council Members will have the opportunity to advise the Mayor and City Administrator publicly of their priorities. Each Councilmember shall be invited to submit up to seven expenditure priorities in ranked and/or weighted order for changes to the baseline budget as presented in the Five-Year Forecast. Councilmember priority statements must be submitted as part of a report to be heard by the City Council and/or in a publicly available writing to the Mayor and City Administrator by March 15. In addition to the priorities, Councilmembers may also submit other suggestions, including revenue suggestions.

#### 5. **Administrator's Budget Outlook Message & Calendar Report**

**Timeline:** Heard by City Council before April 15th.

**Requirements:** The City Administrator shall bring as a report to the City Council a Budget Outlook Message & Calendar no later than April 15th that provides an overview of the budget development process and lists all key dates and estimated dates of key budget events, including, but not limited to the release of the Mayor and Administrator's Proposed Budget, Community Budget Forums, Council meetings, and formal budget passage dates. This publication shall be posted on the City's website and by other means determined by the City Administrator.

#### 6. **Release of Mayor & Administrator's Proposed Budget & Fact Sheet**

**Timeline:** Published and publicly available by May 1st. Heard by City Council and Fact Sheet distributed by May 15th.

**Requirements:** The Proposed Budget must be released by May 1st and shall clearly indicate any substantive changes from the current baseline budget, including all changes to service levels from the current budget. The Proposed Budget shall indicate staffing by listing the number of positions in each classification for each Department, including a listing of each position proposed for addition or deletion. The Council shall hold a public meeting to present the Proposed Budget no later than May 15th in budget adoption years. The full proposed budget document shall be made available online from the City's website, and printed copies shall be available in all City libraries. Additionally, the proposed budget data shall be available in open data format on the City's open data portal by May 1st. Every effort should be made to thoroughly respond to any public request for departmental budget details, such as line item budgets. The requested information shall also be made available on the City's website and open data portal within a reasonable time following the request.

The Proposed Budget must include a Budget Fact Sheet with easy-to-understand graphics and text explaining the City's overall finances, the Proposed Budget and that year's Budget Calendar. The Fact Sheet shall be published in languages required by Oakland's Equal Access Ordinance. The Fact Sheet shall be printed and made available in all City Recreation Centers and Senior Centers as well as all City libraries by May 15th or the presentation to the Council, whichever is

sooner.

## **7. Community Budget Forums**

**Timeline:** During the months of May and June of odd-numbered years

**Requirements:** The Administration and Council shall hold at least one (1) Community Budget Forum in each council district. These forums, organized by the City Administrator's Office in partnership with Councilmembers shall be scheduled to maximize residents' access. The forums should include sufficient time for a question and answer period in a format that maximizes community participation, as well as a presentation of budget facts by City staff. One or more of the forums must be scheduled in the evening. Another must be scheduled on the weekend. These meetings shall also be scheduled so that Councilmembers have sufficient opportunity to attend a meeting close to their council district. Every member of the City Council shall make their best effort to attend the Community Budget Forum in their council district. Sufficient Fact Sheets in all available languages shall be available at all Forums.

These forums should be publicized in social media and via other means in a manner that is linguistically and culturally appropriate. City Council staff shall work with community-based, faith-based, identity based, and district specific organizations to ensure that a representative and broad group of residents is aware and encouraged to attend each forum.

## **8. Ongoing Public Education**

**Timeline:** During the months of May and June of even-numbered years

**Requirements:** Beginning with the first even-numbered year following adoption of this ordinance, the Administration and City Council shall hold at least three (3) Community Budget Education Presentations in different neighborhoods throughout the City and outside of City Hall. These presentations shall seek to increase Oakland residents understanding and awareness of the City Budget and Budget process.

## **9. Budget Advisory Commission's Report**

**Timeline:** June 1st

**Requirements:** The Budget Advisory Committee (BAC) shall be requested to submit published, written report to the full City Council regarding the proposed budget with any suggested amendments no later than June 1 in budget adoption years. If submitted, the statement shall be published as part of the next budget report to the City Council. The BAC is encouraged to provide similar statements during the mid-cycle budget revise and any other significant budget actions.

## **10. Council President's Proposed Budget**

**Timeline:** June 17th

**Requirements:** The City Council President, on behalf of the City Council, shall prepare a proposed budget for Council consideration to be heard at a Special City Council Budget Hearing occurring on or before June 17th. The Council President may delegate the duty to prepare a budget proposal to another member of the Council. The Finance Department will provide a costing analysis for proposed amendments. The City Council may schedule additional Special City Council Budget Hearings or Workshops as needed.

## **11. Council Budget Amendments**

**Timeline:** No later than up to three (3) days prior to final budget adoption for public noticing

**Requirements:** In addition to the Council President's proposed budget, any Councilmember or group of Councilmembers may submit proposed budget amendments at any time during the budget process. However, the adopted budget shall not contain substantive amendments made on the floor by Councilmembers at the final meeting when the budget is adopted. All substantive amendments must have been published in the City Council agenda packet for at least three days prior to the budget's final adoption and posted on the City's budget website. This shall not preclude Council members from combining elements from various proposals, provided each element considered has been published in the City Council agenda packet as a component of one proposal. This three-day noticing requirement may be waived by a vote of Council upon a finding that (1) new information impacting the budget by at least \$1 million dollars came to the attention of the body after the publication deadline making it not reasonably possible to meet the additional notice requirement and (2) the need to take immediate action on the item is required to avoid a substantial adverse impact that would occur if the action were deferred to a subsequent special or regular meeting, such as employee layoffs.

Councilmembers will present their proposed amendments in an easy to understand, standardized format provided by the City Administrator. The format should allow the proposals to be easily compared to the Mayor's Proposed Budget and to one another. Additions and reductions shall be clearly noted in separate sections.

In order to provide sufficient time to evaluate the cost of proposals, Councilmembers should request costing analyses for proposed budget amendments or line-items within a budget amendment to the City Administrator at least six (6) working days prior to the City Council meeting where that amendment will be considered.

## **12. Process Feedback & Continual Improvement**

**Timeline:** September 30<sup>th</sup> following budget adoption

**Requirements:** The Budget Advisory Commission (BAC) shall be requested to submit an Informational Report to the Council's Finance and Management Committee and City Council containing their analysis of the budget adoption process including, but not limited to: 1) the informational quality of the Proposed Budget; 2) the City Administration's and City Council's attention to engaging the public and its impacts on the budget process and product; 3) the level of

transparency and open dialogue in all public meetings dedicated to the budget; and 4) opportunities for improving the process in future years. In assessing opportunities for continually improving public participation in the budget process, the Administration, City Council and BAC shall be requested to consider the following guiding principles:

- **Inclusive Design:** The design of a public participation process includes input from appropriate local officials as well as from members of intended participant communities. Public participation is an early and integral part of issue and opportunity identification, concept development, design, and implementation of city policies, programs, and projects.
- **Authentic Intent:** A primary purpose of the public participation process is to generate public views and ideas to help shape local government action or policy.
- **Transparency:** Public participation processes are open, honest, and understandable. There is clarity and transparency about public participation process sponsorship, purpose, design, and how decision makers will use the process results.
- **Inclusiveness and Equity:** Public participation processes identify, reach out to, and encourage participation of the community in its full diversity. Processes respect a range of values and interests and the knowledge of those involved. Historically excluded individuals and groups are included authentically in processes, activities, and decision and policymaking. Impacts, including costs and benefits, are identified and distributed fairly.
- **Informed Participation:** Participants in the process have information and/or access to expertise consistent with the work that sponsors and conveners ask them to do. Members of the public receive the information they need, and with enough lead time, to participate effectively.
- **Accessible Participation:** Public participation processes are broadly accessible in terms of location, time, and language, and support the engagement of community members with disabilities.
- **Appropriate Process:** The public participation process uses one or more engagement formats that are responsive to the needs of identified participant groups; and encourage full, authentic, effective and equitable participation consistent with process purposes. Participation processes and techniques are well- designed to appropriately fit the scope, character, and impact of a policy or project. Processes adapt to changing needs and issues as they move forward.
- **Use of Information:** The ideas, preferences, and/or recommendations contributed by community members are documented and given consideration by decision-makers. Local officials communicate decisions back to process participants and the broader public, with a description of how the public input was considered and used.
- **Building Relationships and Community Capacity:** Public participation processes invest in and develop long-term, collaborative working relationships and learning opportunities with community partners and stakeholders. This may include relationships with other temporary or ongoing community participation venues.
- **Evaluation:** Sponsors and participants evaluate each public participation process with the collected feedback and learning shared broadly and applied to future public participation efforts.

**AN ORDINANCE AMENDING ORDINANCE NO. 13279 C.M.S. (THE CITY OF OAKLAND CONSOLIDATED FISCAL POLICY, OR “CFP”) TO ESTABLISH AND MODIFY THE FINANCIAL POLICIES OF THE CITY OF OAKLAND.**

**NOTICE AND DIGEST**

This Ordinance authorizes an amendment to Ordinance Number 13279 C.M.S. (The Consolidated Fiscal Policy, “CFP”), to establish and modify the financial policies and budgeting practices of the City of Oakland. The first public reading of this ordinance is scheduled at a public hearing on 5/1/18 and second on 5/15/18. The location is at City Council Chambers located on the Third Floor of City Hall, One Frank H. Ogawa Plaza, Oakland, California, at 5:30pm. The CFP will be effective upon final adoption of the Ordinance and will remain in effect until further notice.



**To:** Honorable Members of the Oakland City Council  
**From:** Budget Advisory Commission  
**Subject:** Recommendation to Amend the Consolidated Fiscal Policy to Redefine “Excess” Real Estate Transfer Tax Revenues

### Recommendation

Refer to the Finance and Management Committee to develop an ordinance amending Part C, Section 1 of the Consolidated Fiscal Policy (CFP) (Ordinance 13487 C.M.S.) to redefine “excess” Real Estate Transfer Tax (RETT) revenues as all projected RETT above \$70 million in FY 2025 dollars, indexed annually to local CPI, in lieu of the current “15% of GPF revenues” test.

### Background and Overview

Oakland levies a progressively tiered RETT. Set forth in OMC Chapter 4.20 and approved by the voters in November 2018, the transfer tax is 1% for properties sold for \$300,000 or less; 1.5% for properties between \$300,001 and \$2,000,000; 1.75% for properties between \$2,000,001 and \$5,000,000; and 2.5% for properties valued more than \$5,000,001. In practice, this primarily works as a differentiated tax on different types of properties: single-family homes are largely subject to the 1.5% tax rate, small multi-unit buildings are generally subject to the 1.75% rate, and large apartment and commercial buildings are subject to the 2.5% rate.

While most RETT revenue is generated by single-family homes, up to 40% is derived from large apartment and commercial buildings, as shown in the tables below (drawn from the [FY 19-20 Q4 Revenue and Expenses Report](#) and the [FY 23-24 Q4 Revenue and Expenses Report](#)).

<b>FY 2019-20 Sale price band</b>	<b>Statutory City rate</b>	<b>FY 2019-20 sales (\$ M)</b>	<b>City RETT (\$ M)</b>	<b>Share of FY 19-20 RETT</b>
≤ \$300k	1%	\$53.7	\$0.54	0.60%
300k–2m	1.5%	\$3,092.10	\$46.38	51.30%
2–5m	1.75%	\$405.1	\$7.09	7.80%




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5m+	2.5%	\$1,454.4	\$36.36	40.20%
<b>Total (\$ M)</b>		<b>\$5,005.20</b>	<b>\$90.37</b>	<b>100%</b>

<b>FY 2023-24 Sale price band</b>	<b>Statutory City rate</b>	<b>FY 2023-24 sales (\$ M)</b>	<b>City RETT (\$ M)</b>	<b>Share of FY 23-24 RETT</b>
≤ \$300k	1%	\$39.28	\$0.39	0.7%
300k–2m	1.5%	\$2,597.53	\$38.96	66.9%
2–5m	1.75%	\$474.03	\$8.30	14.3%
5m+	2.5%	\$423.30	\$10.59	18.2%
<b>Total (\$ M)</b>		<b>\$3,534.14</b>	<b>\$58.23</b>	<b>100%</b>

RETT revenues are tightly linked to sales of large apartment and commercial buildings: between FY 19-20 and FY 23-24, the RETT declined by \$32.14 million. \$25.77 million, or 80%, of this decline resulted from a drop in the sale of properties valued at \$5 million or above.

During economic downturns like the COVID-19 pandemic or the Great Recession, business closures and rental market weaknesses drive down the demand for, and value of, larger buildings. As a result, the RETT is highly cyclical: it falls in times of economic weakness, and rises in times of economic strength.

Because of this cyclical nature, relying on the RETT to fund ongoing City services and operations forces significant budget cuts during economic downturns.

### **Current Situation and its Effects**

Oakland's [Consolidated Fiscal Policy](#) sets forth a policy to avoid relying on the RETT to fund ongoing City services and operations. Part C establishes the City policy on "Use of Excess Real Estate Transfer Tax (RETT) Revenues", setting a limit on the use of RETT to fund ongoing services, and requiring "excess" RETT revenues to be allocated to the stabilization fund, to fund debt retirement, and other one-time projects.



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In the CFP Part C, “excess” RETT revenues are defined as “any amount of projected RETT revenues that exceed 15% of the General Purpose Fund Tax Revenues (inclusive of RETT)”.

The FY 25-27 proposed policy budget provides for \$788 million in general purpose fund (GPF) revenues in FY 25-26, and \$856 million in GPF revenues in FY 26-27. 15% of these values are \$118 million and \$128 million, respectively.

As observed during the COVID-19 pandemic, the lowest amount of RETT revenues that can be anticipated in a downturn is approximately \$60-70 million (in 2025 dollars). As a result, the CFP’s 15% threshold is far in excess of a level that can be responsibly budgeted for.

This 15% threshold was adopted in December 2014. However, the City first adopted an excess RETT policy in June 2009, at the trough of the Great Recession. During the Great Recession, Oakland faced record budget deficits and was forced to make major cuts to core services, in large part driven by a shortfall in the RETT. In June 2009, Council adopted a policy defining the excess RETT as any amount greater than \$40 million (about \$60 million in 2025 dollars).

After the City emerged from the Great Recession, city leaders wanted to utilize the excess revenues from the RETT for ongoing services, and amended the CFP to a percentage of the GPF instead of a dollar value. However, there appears to be no point in time when the RETT had ever actually exceeded 15% of the GPF. In 2009, when the city was at its lowest, the RETT made up just over 6% of the GPF<sup>1</sup>. Even in 2017-2019, the RETT never made up more than about 13% of the GPF<sup>2</sup>. While transfer taxes were increased in 2018, resulting in the tiered structure we have today, general economic growth and new general taxes have continued to bolster the GPF, including the sugar-sweetened beverage tax (2016), an increase in business license taxes (2022), a sales tax increase (2025), and a proposed parcel tax increase (2026). These increasing taxes and other general growth in the GPF ensures that RETT levels will continue to fall short of the 15% threshold.

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<sup>1</sup>

<https://www.oaklandca.gov/files/assets/city/v/1/finance/documents/financial-reporting/annual-comprehensive-financial-reports/cafr-2009.pdf>

<sup>2</sup>

<https://www.oaklandca.gov/files/assets/city/v/1/finance/documents/fiscal-years/2019-2021-budget/fy-2019-21-adopted-budget-policy-book-final-web-version.pdf>



### **Rationale for Recommendation**

Oakland's 15% "excess" RETT value is an illusion: all RETT is currently used for ongoing programs and services. When RETT falls - by up to 30% in an economic downturn - Oakland is forced to cut services, which frequently has a disproportionate impact on the most vulnerable in our community.

The use of RETT funds above a minimum reliable amount also jeopardizes the City's long-term fiscal health in other ways, by shortchanging it of needed one-time funds for infrastructure investments, debt repayments, and replenishing reserve funds.

Amending the excess RETT policy to a threshold of \$70 million, adjusted for inflation, will better ensure that the City's fiscal policies align with the financial realities of a boom-and-bust RETT revenue cycle. It will provide greater stability and certainty for long-term budget planning, help bolster City reserves in advance of the next downturn, and reduce the likelihood that future revenue shocks will translate into abrupt layoffs and painful service cuts for Oakland residents—particularly those who depend most on the City's core programs.

### **Fiscal Impacts of Recommendation**

No direct cost to implement. This change to the CFP would not result in any change to the currently adopted FY 25-27 budget: the currently adopted RETT budgets are less than the recommended limit (assuming at least 1% inflation for FY 26-27). However, in future years this could mean that RETT revenue in excess of the new limit is redirected towards rebuilding reserve funds, paying off debts, and other one-time expenses, instead of being available for ongoing programs and services.

### **Alternative Actions Considered**

BAC considered a more stringent threshold of \$60 million, in line with the original 2009 recommendations, but determined that the 2018 RETT tax increase generated enough additional revenue to set a \$70 million threshold.

BAC considered a less stringent threshold of \$90 million, but determined that such a threshold would be significantly in excess of historical (inflation-adjusted) lows, and would likely result in major cuts to ongoing programs in future downturns.

BAC considered taking no action, but determined that amending the CFP is necessary to ensure the long-term fiscal health of the city, and that amending the policy now would best support long-term fiscal planning around future revenue measures, debt obligations, and reserve fund replenishment.



**Equity Impacts**

Predictable reserve funding protects core services in downturns, which disproportionately benefits low-income communities that rely most on those services.

**Contact Information**

Jane Yang, Budget Advisory Commission Chair

Mike Forbes, Budget Advisory Commission Vice-Chair

Ben Gould, Budget Advisory Commission

APPROVED AS TO FORM AND  
LEGALITY

  
City Attorney

## OAKLAND CITY COUNCIL

ORDINANCE NO. 13337 C.M.S.

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2015 OCT 15 PM 2:06

**ORDINANCE REPEALING RESOLUTION NO. 74826 C.M.S. AND ESTABLISHING A BUDGET ADVISORY COMMISSION TO REPLACE THE BUDGET ADVISORY COMMITTEE AND TRANSFERRING TO BUDGET ADVISORY COMMISSION THE DUTIES AND FUNCTIONS OF THE BUDGET ADVISORY COMMITTEE**

**WHEREAS**, on March 2, 1999 the City Council adopted Resolution No. 74826 C.M.S. establishing the Budget Advisory Committee for the purpose of advising the City Council regarding the City's two-year policy budgets; and

**WHEREAS**, the City Council has determined that reforming this body through the establishment of a Budget Advisory Commission with new establishing legislation that clarifies the purpose of the body, reforms provisions related to terms and term limits, and addresses problems related to vacant seats, absenteeism, and the establishment of a quorum; and

**WHEREAS**, on November 20, 2014 the City Council adopted Ordinance No. 13279 C.M.S. creating the City's Consolidated Fiscal policy, which establishes new roles and responsibilities for the Budget Advisory Committee that were not contemplated at the time the Budget Advisory Committee was established; and

**WHEREAS**, the City Council wishes to conform the provisions for appointment of Budget Advisory Commission members to the requirements of the City Charter and the current, actual means of such appointments; now therefore

THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:

1. City Council Resolution No. 74826 C.M.S. establishing the Budget Advisory Committee is hereby repealed and replaced with the following:

### SECTION 1. ESTABLISHMENT

There shall be established by the City Council a Budget Advisory Commission. The Budget Advisory Commission shall take the place of the Budget Advisory Committee,

## **Proposed Revision: Finance & Management Committee Recommendations**

which was established pursuant to Resolution No. 74826 C.M.S. All references to the Budget Advisory Committee in existing legislation shall be understood to reference the new Budget Advisory Commission.

### **SECTION 2. DUTIES AND FUNCTIONS**

(a) The Budget Advisory Commission (hereafter "the Commission") shall report regularly to the Finance and Management Committee on topics deemed important to the fiscal health of the City, encouraging public participation and input into fiscal decision making, and improving the transparency and accountability of City fiscal information and decision making. The Commission shall perform duties assigned to it by action of the City Council, including responsibilities identified in the City's fiscal policies, and reviewing any fiscally related goals and objectives of the Mayor or City Council. The Commission shall have such other functions as may be directed by the City Council.

(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.

### **SECTION 3. MEMBERSHIP**

(a) The Commission shall be composed of fifteen individuals appointed by the Mayor and confirmed by the Council in accordance with Section 601 of the City Charter.

(b) Each councilmember shall recommend one Commission member. The City Auditor and Chairperson of the Community Economic and Workforce Development Committee shall also recommend one Commission member each. The Chairperson of the Finance and Management Committee shall recommend two Commission members. The Mayor shall select three Commission members.

(c) To the extent practicable, appointments to the Commission shall reflect the geographical diversity of the City. All members of the Commission shall be residents of the City of Oakland.

### **SECTION 4. TERMS OF MEMBERS, COMPENSATION**

(a) Of the initial members of the Commission, five appointments shall be for one-year terms, five appointments shall serve for two-year terms, and five appointments shall be for three-year terms. Thereafter, all terms shall be for three years. Members of the Commission shall serve no more than two consecutive three-year terms plus any initial term of less than three two years. All terms of members shall begin on October 1 and end on September 30.

(b) The Commission members shall receive no salary for serving.

### **SECTION 5. COMMISSION GOVERNANCE**

(a) At its first meeting following October 1<sup>st</sup> of each year, the Commission shall select a Chairperson, a Vice-Chairperson, and a Liaison to the Finance and Management Committee from within its membership.

Proposed Revision: Finance & Management Committee Recommendations

(b) The Chairperson shall be responsible for chairing meetings, coordinating meeting times and agenda items in concert with City staff, representing the Commission in conversations with the Mayor, City Council President, City Administrator when required, and representing the Commission in public forums & meetings.

(c) The Vice-Chairperson shall assist the Chairperson and shall perform the duties of Chairperson when the Chairperson is unavailable to perform those duties.

(d) The Liaison with the Finance and Management Committee shall be responsible for listening and where possible attending meetings of that body, keeping the Commission informed on significant issues, and coordinating reports submitted to the Finance and Management Committee.

(e) A quorum of the Commission shall consist of a majority of appointed members, not including vacancies, and shall never consist of less than five members. Any action by the Commission shall be approved by a majority of members present.

**SECTION 6. TRANSITIONAL PROVISIONS**

The terms of office and provisions of this ordinance shall begin on October 1 following the appointment and confirmation of 8 members to the Commission. Until that time, the existing Budget Advisory Committee shall continue to perform functions currently accorded to it by Resolution No. 74826 C.M.S. and Ordinance No. 13279 C.M.S. When eight members have been appointed and confirmed to the Commission, the terms of the currently seated Budget Advisory Committee members shall terminate and the body shall be dissolved. Budget Advisory Committee members may be reappointed to the new Commission in accordance with the provisions of this Ordinance. Terms served by members of the Budget Advisory Committee shall not be terms on the new Commission for the purpose of term limits.

2. This Ordinance shall become effective immediately on final adoption if it receives six or more affirmative votes; otherwise, it shall become effective upon the seventh day after final adoption.

IN COUNCIL, OAKLAND, CALIFORNIA,

**PASSED BY THE FOLLOWING VOTE:**

AYES - ~~BROOKS~~, GALLO, GUILLEN, KALB, KAPLAN, REID, WASHINGTON, and PRESIDENT  
GIBSON MCELHANEY - 7

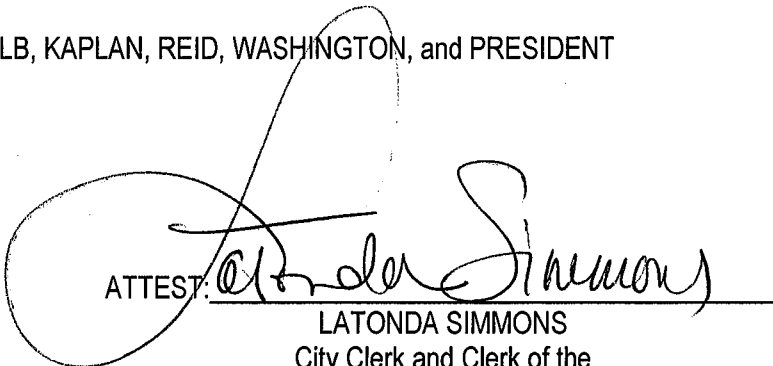
NOES - 0

ABSENT - Brooks - 1

ABSTENTION - 0

NOV 03 2015

ATTEST:



LATONDA SIMMONS

City Clerk and Clerk of the  
Council of the City of Oakland,  
California

Introduction Date  
OCT 20 2015

Date of Attestation: November 4, 2015

Attachment A

OAKLAND CITY COUNCIL

RESOLUTION No. 74826 C.M.S.

INTRODUCED BY COUNCILMEMBER \_\_\_\_\_

*BCS*  
*on*

**RESOLUTION ESTABLISHING THE BUDGET ADVISORY COMMITTEE**

**WHEREAS**, the City Council has previously created the Citizen's Budget Advisory Committee on July 26, 1988 by Ordinance No. 11025 C.M.S. and amended by Ordinance No. 11775 C.M.S., for the purpose of advising the City Council regarding expenditures for the revenues for all general fund municipal services and development of a five-year financial plan for the City of Oakland; and

**WHEREAS**, the City Council has previously created the Business Budget Advisory Committee on April 1, 1997 by Ordinance No. 11973 C.M.S., for the purpose of advising the City Council regarding issues related to the fiscal management of the City of Oakland; and

**WHEREAS**, the City Council has determined that it would be in the best interest of the City of Oakland to create a new Budget Advisory Committee to replace the Citizen's Advisory Committee and the Business Budget Advisory Committee for the purpose of advising the City Council regarding the City's two-year policy budgets.

**NOW THEREFORE, THE COUNCIL OF THE CITY OF OAKLAND RESOLVES:**

**SECTION 1. ESTABLISHMENT**

There shall be established by the City Council a Budget Advisory Committee (BAC). The Budget Advisory Committee shall be composed of fifteen (15) individuals appointed as follows:

- (a) eight members shall be appointed by the Councilmembers; seven (7) appointed by the Councilmembers to represent each of the seven districts; the at-large Councilmember shall appoint one member;
- (b) the Mayor shall appoint one (1) individual from the City to be the Chairperson; and
- (c) the Chamber of Commerce will recommend a list of twelve (12) people from which
  - (1) the Mayor will appoint three (3) members;
  - (2) the Chairperson of the Finance and Management Committee will appoint two (2) members, and
  - (3) the Chairperson of the Economic Development Committee will appoint one member,who shall be confirmed by the majority vote of the City Council.

To the extent practicable, appointments to the Budget Advisory Committee shall reflect the geographical diversity of the City. All members of the Budget Advisory Committee shall be residents or taxpayers of the City of Oakland.

**SECTION 2. DUTIES AND FUNCTIONS**

- (a) The Budget Advisory Committee shall submit regular status reports to the Finance and Management Committee, or such other committee as the City Council may designate as liaison to the Budget Advisory Committee. The regular status report must be submitted once every quarter or more frequently as directed by the Chairperson of the City Council committee to which the Budget Advisory Committee reports.

(b) Status reports submitted in fulfillment of subsection (a) above must include a detailed description of operating and staffing needs, to be developed and maintained by the department responsible for staffing and administration of the Budget Advisory Committee.

(c) Each year, the Budget Advisory Committee shall review the annual goals and objectives of the City Council. Review of City Council goals and objectives shall be undertaken to provide the Budget Advisory Committee the opportunity to better integrate the activities of the Budget Advisory Committee with the City's overall goals and objectives.

(d) City Council approval must be obtained prior to the creation of any standing committee of the Budget Advisory Committee and must include information regarding the costs associated with the standing committee, and the costs of complying with noticing and reporting requirements resulting from the establishment of any such standing committee of the Budget Advisory Committee.

### SECTION 3. APPOINTMENTS

(a) Staggered Terms. Commencing with the effective date of this Ordinance, Budget Advisory Committee members shall be appointed to the staggered terms, said terms to commence upon the date of appointment, except that an appointment to fill a vacancy shall be for the unexpired portion of the member's term only.

(b) Length of Terms. Except for the initial appointments made immediately following passage of this Resolution which may be of lesser terms of two (2) years or one (1) year in order to establish staggered terms pursuant to subsection (a), all appointments shall be for a period of two (2) years.

(c) Limit on Consecutive Terms. No person shall be appointed to serve more than two (2) consecutive terms as a member of the Budget Advisory Committee.

(d) Removal. To assure participation of Budget Advisory Committee members, attendance by the members of the Budget Advisory Committee to all regularly scheduled and special meetings shall be recorded, and such record shall be provided semi-annually to the Office of the Mayor for review. Any member may be removed by the Mayor for cause, which shall include conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties, or absence from three (3) consecutive regular meetings except on account of illness or when absent from the City by permission of the Budget Advisory Committee.

IN COUNCIL, OAKLAND, CALIFORNIA, MAR - 2 1999, 1999

#### PASSED BY THE FOLLOWING VOTE:

AYES- BRUNNER, CHANG, MILEY, NADEL, REID, RUSSO, ~~SPEES~~, AND PRESIDENT DE LA

FUENTE - 7

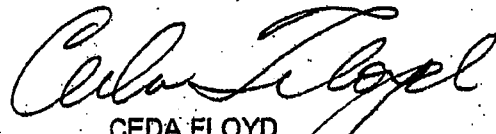
NOES- None

ABSENT- None

ABSTENTION- None

Excused- Spees - 1

ATTEST:



CEDA FLOYD  
City Clerk and Clerk of the Council  
of the City of Oakland, California

## NOTICE AND DIGEST

### **ORDINANCE REPEALING RESOLUTION NO. 74826 C.M.S. AND ESTABLISHING A BUDGET ADVISORY COMMISSION TO REPLACE THE BUDGET ADVISORY COMMITTEE AND TRANSFERRING TO BUDGET ADVISORY COMMISSION THE DUTIES AND FUNCTIONS OF THE BUDGET ADVISORY COMMITTEE**

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The Ordinance establishes a Budget Advisory Commission and transfers to it the duties and functions of the current Budget Advisory Committee. The Budget Advisory Commission will consist of 15 members and shall be charged with advising the Mayor and City Council on policies related to the fiscal health of the City, public participation in fiscal decision making, and the transparency of the City's finances and decision making processes.

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2015 OCT -1 PM 12:36