

# 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, January 10, 2024, 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:**

Armand Bryan, Larisa Casillas, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe,  
Mike Petouhoff, Caitlin Prendiville, Sarah Price

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

Nathan Bassett – *Finance Department*

### **Meeting Agenda:**

1. Administrative Matters [5 minutes]
  - Welcome & Attendance
2. Approval of Prior Meeting Minutes [5 minutes]
  - Minutes of BAC Meeting held November 8, 2023
3. Commissioners' protocol [5 minutes]
  - Commissioner Application review
  - Onboarding & Exit / Recruitment – Open spots
4. Finance Dept Update [5 Minutes]
5. FY2022-23 Q4 / FY2023-24 Q1 R&E Report Discussion [10 minutes]
6. 2024 Work Plan Update and Ad Hoc Study Groups [30 minutes]
7. Agenda Items for Future Meetings [10 minutes]
  - City Clerk Presentation – Form 700 Filing
  - Update on Police Staffing and Resource Study / OIG Analyst Position
  - Departmental Presentation Invitations – Race & Equity and Workforce & Economic Development
8. Open Forum [5 minutes]
9. Adjournment

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

**ATTACHMENTS:** Draft Meeting Minutes of BAC Meeting held November 8, 2023

Hi there,

You are invited to a Zoom webinar.

When: Oct 11, 2023 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 :

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+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)

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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)

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Webinar ID: 815 8476 3954

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

# CITY OF OAKLAND BUDGET ADVISORY COMMISSION

Meeting of the City of Oakland Budget Advisory Commission (BAC) **Wednesday, November 8, 2023, at 6:00 PM.**

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

## **Commission Members:**

Armand Bryan, Larisa Casillas, Guadalupe Garcia, Margaret Grimsley, Reisa Jaffe,  
Mike Petouhoff, Caitlin Prendiville, Sarah Price

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

Bradley Johnson/Rina Stabler – *Finance Department*

## **Meeting Agenda:**

1. Administrative Matters [5 minutes]
  - Welcome & Attendance
    - i. Present: Commissioners Bryan, Casillas, Jaffe, Garcia, Prendiville; City of Oakland staff member Stabler; and one member of the public. Absent: Commissioners Grimsley, Petouhoff, and Price. Quorum was met for duration of meeting.
    - ii. Meeting was called to order by BAC Vice Chair Casillas at approximately 6:15 PM.
2. Approval of Prior Meeting Minutes [5 minutes]
  - Minutes of BAC Meeting held June 14, 2023
    - i. Casillas requested a motion to approve the minutes. Prendiville motioned, Jaffe seconded and all commissioners voted in favor.
  - Minutes of BAC Meeting held October 11, 2023
    - i. Casillas requested a motion to approve the minutes, Garcia motioned, Prendiville seconded, with Commissioners Bryan, Casillas, Garcia and Prendiville voting aye, and Jaffe abstaining due to her absence from the meeting.
3. Commissioners' protocol [5 minutes]
  - Commissioner Application review
    - i. Staff noted that there is one application for the BAC, but no status update on that at the moment.
  - Onboarding & Exit / Recruitment – Open spots
4. Finance Dept Update [5 Minutes]

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

- Stabler noted that there is a special meeting of the Finance & Management Committee on November 27<sup>th</sup> to review the FY2022-23 Q4 / FY2023-24 Q1 Revenue & Expenditure (R&E) report. Information on budget carryforward items from the FY2022-23 budget into the FY2023-24 adopted budget will be provided with the R&E report as well. Casillas asked what time the meeting will start, with Stabler responding that the meeting will begin at 10:00 AM. Casillas encouraged the BAC to attend the meeting, to which Garcia asked if there is a virtual option. Stabler noted that there will be a virtual option for attendance through a zoom link on the City's [Legistar website](#), as well as the ability to watch through the City's cable access channel, [KTOP](#). Stabler then noted that this was all from Finance.

5. 2024 Work Plan and Ad Hoc Study Groups [30 minutes]

- Casillas stated staff member Nathan Bassett has provided the workplan timeline for the BAC in the packet, and then noted that Price had requested the workplan for the Budget Bureau at the prior meeting to use for BAC planning purposes. Stabler responded that the timeline was not yet available, but that the Budget Bureau should have their midcycle timeline to provide to the BAC prior to their next meeting. Casillas then asked if any of the Commissioners have questions on the BAC workplan timeline provided by staff, to which no one offered any questions.

Casillas then began to discuss the ad hoc study groups, and requested the preferences of the Commissioners on ad hoc groups that the Commissioners might be interested in. She stated that Commissioners could provide any ideas that they might have, as well as which groups they might be interested in working in, and how ad hoc groups could provide research and agenda items to the full BAC, which could then lead to action by the Commission. Casillas also relayed that the BAC would need to go through a priority setting process to determine the top ad hoc groups that other Commissioners were interested in and conveyed that Commission Chair Price had provided a few recommendations for ad hoc groups to Casillas prior to the meeting. She then opened the floor to other Commissioners to state their preferences for ad hoc groups.

Bryan spoke first, noting his interest in Economic and Workforce Development issues, specifically mentioning the façade tenant improvement program to review the application and award process, and whether the budget for that program was sufficient. Garcia then requested what Price's suggested ad hoc groups are, to which Casillas responded that they are the Unfunded Pension and Other Post Employment Benefit (OPEB) Liabilities, and Housing and Homelessness, both of which have been studied by the BAC previously. Casillas noted her interest in the Housing and Homelessness ad hoc group, specifying that she would like to study the ballot measure items, such as Measure KK and Measure U, and how those funds are being spent. Garcia asked if there was something that measuring the top priorities of residents that could be used to direct the ad hoc group formation, with Jaffe replying that the [biennial budget priority survey](#) had indicated that housing remained a top concern for residents.

Bryan stated that it may be good to review the survey results prior to determining the workplan for 2024, noting that priorities appeared split by geographic and

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

socio-economic factors, with higher income areas appearing more concerned with public safety, and lower income areas having other primary concerns. He expressed concern about ensuring proper representation of community interests across the community in the selected ad hoc groups, and how the survey framing may be influenced by voices that are not representative of the entire community. Casillas noted that public safety, housing, homelessness, and illegal dumping had all appeared to be important to survey respondents, though she was uncertain if all of those specific concerns were from the biennial survey. Bryan then stated that he wanted to focus on prioritizing quality of life issues that may be overlooked due to the emphasis on public safety issues. Casillas asked if that was in response to the next iteration of the biennial survey, to which Bryan responded that he was concerned about the collection of the survey, noting that there were specific differences by council district, and reiterating that the highest income districts focused on public safety, while other council districts, such as districts 6 and 7, may have priorities that are not captured in the budget priorities survey.

Jaffe responded that the results of the survey showed public safety as the highest priority since the results were not categorized, but that after review, housing and homelessness were a larger overall concern of Oakland residents. Bryan then specified that the Council Members may be provided a certain picture based on the results of the survey, with a focus on public safety, while leaving out elements important to underrepresented populations. Casillas noted that she had correspondence with Petouhoff that he and Grimsley were interested in an Oakland Police Department (OPD) ad hoc group, after which she read through the groups mentioned during the meeting: Economic and Workforce Development, Housing and Homelessness, and Unfunded Pension and OPEB Liabilities.

Casillas questioned if Public Safety had been mentioned as an ad hoc group in the meeting, to which Jaffe noted that she and Grimsley had studied Public Safety during the previous cycle. Jaffe expressed that with the current Office of the Inspector General (OIG) Police Resource and Staffing Study ongoing, that the elements related to the BAC were already being covered. She further stated that if Grimsley and Petouhoff wanted to study Public Safety during this cycle that she would not be interested in joining, given the overlap with the OIG study.

Bryan then expressed an interest in how racial equity analysis is incorporated into the budget, how that analysis impacts the decision-making processes, and whether that impacts budget allocations. Garcia noted her interest in accessibility, both for the BAC and the City as a whole, and how the BAC could increase accessibility and thereby public engagement in the processes during the next budget process.

Casillas then began to list the ad hoc groups and suggested that they determine which groups to prioritize, to which Prendiville responded that she would like to join Price in studying Unfunded Pension and OPEB Liabilities. Casillas inquired if Bryan would like to lead the Economic and Workforce Development ad hoc, to which Bryan nodded assent. Casillas noted Grimsley and Petouhoff's interest in studying the Oakland Police Department, after which she queried Jaffe as to her interests in the ad hoc groups. Jaffe responded that she was not interested in leading

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

any ad hoc groups. Casillas asked Garcia if she was interested in leading an ad hoc group on community engagement, to which Garcia agreed, and Casillas noted that she was willing to work with Garcia on it. Casillas then stated the only group remaining was Housing and Homelessness, to which Jaffe noted that Grimsley had expressed an interest in this, as well as Price, but Jaffe was unsure of what specific items they might want to study as part of an ad hoc group. Jaffe then noted that Grimsley's work on this in the prior process had been delayed and reprioritized multiple times during the previous cycle, and that Price and Grimsley would need to discuss whether their focus for an ad hoc group on Housing and Homelessness would align with one another.

Casillas asked if they could leave Housing and Homelessness on the list and determine during the next meeting about the focus of the group and who would lead it. Bryan inquired if Economic and Workforce Development had provided a report on the total cost of resolving the issue of Housing and Homelessness in Oakland recently and suggested that it might be useful for the BAC to identify the specific focus of the group.

Casillas noted that the BAC would hold the list of ad hoc groups through to the next meeting and vote on them at that point. Jaffe inquired about how the voting process would work, and whether the specifics of the groups could be identified after the vote on the initial topics. She noted that the BAC had a quorum in the current meeting and wanted to determine whether the protocols allowed for further elaboration of the ad hoc topics after the initial vote. Casillas turned the question to Stabler, to which Stabler noted that it isn't required, but that it would be good practice.

Casillas then asked for a motion, to which Jaffe motioned that the topics of the ad hoc groups be Housing, Workforce and Economic Development, Community Engagement, Unfunded Liabilities, and OPD. Prendiville seconded, and all commissioners voted aye.

6. Agenda Items for Future Meetings [15 minutes]

- City Clerk Presentation – Form 700 Filing
  - i. Casillas asked Stabler if she had information on this, to which Stabler noted that Bassett had been in contact with the City Clerk's office and would be having them present at some point in the near future. Casillas inquired if the filing deadline was at the end of the year, to which Stabler replied with a date, which she later in the meeting appended to be March 1<sup>st</sup> for board and commission members. Prendiville noted that the system provides email reminders, and keeps your information so that it is easy to resubmit.
- Update on Police Staffing and Resource Study / OIG Analyst Position
  - i. Stabler noted that [Resolution 89968 C.M.S.](#) to contract for the OIG Police Staffing and Resource Study had passed the City Council on November 7.
- Departmental Presentation Invitations – Race & Equity and Workforce & Economic Development
  - i. Stabler mentioned that Bassett had not yet contacted the departments to schedule these presentations, so that if ad hoc groups formed around these topics, staff could collect additional information to inform the departmental

**CITY OF OAKLAND  
BUDGET ADVISORY COMMISSION**

presentations to the BAC. Casillas noted that it would be beneficial for the BAC to provide specific questions, similar to the questions provided to the OIG around the Police Staffing and Resource Study, to the directors of the requested departments. She expressed that providing specific deep dive questions to the department directors might be useful for the purposes of the BAC, to which Stabler concurred. Bryan offered to develop a list of questions for the presentation from Economic & Workforce Development to which the other Commissioners could provide feedback prior to sending to Finance, to which Jaffe replied that this would violate the Brown Act. She then suggested that Bryan submit a list of questions for the record to be reviewed at the next meeting.

7. Open Forum [5 minutes]

- Casillas then moved to Open Forum, which Garcia inquired whether the Commission would want to meet in December. Casillas stated that the date of the next BAC meeting was December 13<sup>th</sup>, which Stabler confirmed. Casillas asked if Commissioners wanted to meet in December, to which Bryan responded that attending in December would be tough. Jaffe expressed concern given the difficulty of meeting quorum for the present meeting and not having advance notice, to which Prendiville stated that she supported taking off December as the BAC has done in the past. Prendiville motioned to cancel the December BAC meeting, with Bryan seconding and all members voting in favor.
- Garcia asked if there was any preparation Commissioners could undertake prior to the next meeting that would not violate the Brown Act, to use BAC time expeditiously. Casillas responded that Commissioners should come prepared to the next meeting with specific ideas for the ad hoc groups developed, including the possibility of Commissioners presenting to the full BAC on their ideas for the ad hoc groups. She also noted that she would request that staff add a note into the meeting follow up to encourage Commissioners to do research around their ad hoc groups.

8. Adjournment

- Vice Chair Casillas adjourned at approximately 6:45 PM.

**ATTACHMENTS:** Draft Meeting Minutes of BAC Meeting held June 14, 2023; Draft Meeting Minutes of BAC Meeting held October 11, 2023; Budget Advisory Committee Responsibilities & Timeline; BAC Budget Process Evaluation Presentation to Finance & Management Committee