



MAYOR'S COMMISSION ON AGING
City of Oakland - Human Services Department
150 Frank H. Ogawa Plaza, Suite
4340 Oakland, CA 94612
(510) 238-6137 · (Fax) 238-7207 · (TTY) 238-3254

City of Oakland Mayor's Commission on Aging

Wednesday, January 3, 2024

10:00 a.m. – 12:00 p.m.

***In Person – Oakland City Hall
Hearing Room 1***

*Issues that the public wishes to address that **are not** published on the agenda will be heard during the Public Forum section.*

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Boards & Commissions Statement of Economic Interest (SEI) Filer Training – Presented by The Office of the City Clerk
5. Defer Approval of May 3, June 7, July 5, September 6, November 1, and December 6, 2023 MCOA Draft Minutes
6. Public Forum (Limit to 2 minutes)
7. Welcome New Commissioners
 - Orientation - Board and Commission Member Handbook
8. Meeting Schedule/Work Plan
9. Alameda-Contra Costa (AC) Transit District Re-Aling Proposal
10. American Association of Retired Persons (AARP) – Capital Impact Partner Visit
11. Human Services Department (HSD) Aging and Adult Services Updates
12. Health and Human Services Updates
13. MCOA Stakeholders Group Updates & Announcements
14. Closing Remarks & Adjourn

NOTE: THE COMMISSION MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please email mfrancisco@oaklandca.gov or call 510-238-2331 or TDD/TTY (510) 238-3254 at least five working days before the meeting.

Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Greetings Board And Commission Members

Form 700 Overview

This Informational Presentation from the Office Of The City Clerk is intended to further inform and increase Board And Commission Member's compliance with the timely filing of all Statement of Economic Interests Statements also known as Form 700.

This Overview includes a breakdown of all your responsibilities as a required filer commencing before you participate in public meetings, as well as your responsibilities once you separate as a member of this body.

Your Responsibilities As A Board /Commission Member And Form 700 Filer

Oath of Office

- **Your first responsibility as a Board/Commission member is to take the Oath of Office. The Oath Of Office is administered by the Office of the City Clerk.**
- **THIS MUST BE COMPLETED BEFORE VOTING/PARTICIPATING IN A MEETING**

*the Office of the City Clerk will create the Form 700 account during the Oath appointment

Statement of Economic Interests (FPPC Form 700)

- **What is a Form 700 ?**
 - Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.
 - Another name for Form 700 is Statement of Economic Interest

2022-2023 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2022

Statement of Economic Interests (FPPC Form 700)

- The cover page is always required (pictured right), even if you “have nothing to report”.
- Each Section (1-5) should be completed accurately.
- List your Last Name, First Name & Middle
- **Section 1 Agency Name** is City of Oakland; **Division/Board** list the full name of your board/commission (no acronyms).
- **Section 2 Jurisdiction** is City of Oakland
- **Section 3 Type of Statement** depends on the filer’s timeline, see slide 5.
- **Section 4 Schedule Summary** – review each schedule and the corresponding instructions, check the box of the schedule(s) that apply to you and total your pages *OR* check None – No reportable interest
- **Section 5 Verification** – list up to date contact information, date your form and add your wet signature.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received _____
 Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) _____ (FIRST) _____ (MIDDLE) _____

1. Office, Agency, or Court

Agency Name (Do not use acronyms) _____

Division, Board, Department, District, if applicable _____ Your Position _____

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County _____ County of _____

City of _____ Other _____

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2019, through December 31, 2019.

-or- The period covered is ____/____/____ through December 31, 2019.

Assuming Office: Date assumed ____/____/____

Candidate: Date of Election _____ and office sought, if different than Part 1: _____

Leaving Office: Date Left ____/____/____ (Check one circle.)

The period covered is January 1, 2019, through the date of leaving office.

-or- The period covered is ____/____/____ through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached

Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER _____ EMAIL ADDRESS _____
 (_____)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed paper statement with your filing official.)

Clear Page
Print

FPPC Form 700 - Cover Page (2019/2020)
 advice@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov
 Page - 5

Statement of Economic Interests (FPPC Form 700)

- **What Financial Interests Are Involved?**

Financial Interest are disclosed within the applicable schedule(s) listed below

- Schedule A-1 : Investments
- Schedule A-2 : Business Entities/Trusts
- Schedule B : Oakland Rental Property
- Schedule C : Non-governmental salaries
- Schedule D : Gifts from public officials, businesses, vendors, or other contractors
- Schedule E : Travel payments or reimbursements made to you by someone other than your employer

*see the back of each schedule for specific instructions on that particular schedule.

Did You Know That There Are Many Different Times You Are Required To File A Form 700?

Types of Statements	Due Date
Assuming Office	Within 30 Days of Assuming Office Date
Annual Statement	April 1st Every Year (excluding weekends and holidays)
Leaving Office*	Within 30 Days of Separation
Amendments	Immediately Upon Discovery Of Error

*contact the Office of the City Clerk with your Leaving Office Date

Statement of Economic Interests (FPPC Form 700)

- **How to File?**

- File an electronic form via NetFile here: <https://netfile.com/filer>
Please Note: new filers are not able to create their own account. The City Clerk's Office will create the account.
- File a hardcopy with **wet signature**, by visiting <https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>,

Complete the form and mail or drop off to

City of Oakland
Office of the City Clerk
ATTN: SEI
1 Frank H. Ogawa Plaza
Oakland, CA 94612

PLEASE NOTE YOU CANNOT SUBMIT A SCAN OR COPY

Statement of Economic Interests (FPPC Form 700)

- **Enforcement:**

- Late statements are subject to a fine of \$10 per day for each day the statement is late, up to \$100.
- Failing to file can result in referral to the California Fair Political Practices Commission (FPPC), additional fines and possible prosecution.
- Failure to file may be cause for removal of an appointed member

QUESTIONS

If you have questions related to Form 700

Please contact Elections Services:

electionservices@oaklandca.gov



City of Oakland

Board & Commission Member Handbook



Your Guide to Government Ethics and Sunshine laws,
Commissioner Roles and Responsibilities,
and City Government Information

Public Ethics Commission
1 Frank H. Ogawa Plaza (City Hall), Room 104
Oakland, CA 94612
www.oaklandca.gov/pec
ethicscommission@oaklandca.gov
(510) 238-3593





WELCOME TO OAKLAND CITY GOVERNMENT!

Congratulations on your appointment to one of Oakland’s boards, commissions, or committees. All of these entities are referred to generally in this handbook as “boards.” Oakland relies on its many boards to provide critical guidance in City decisions and to serve as important forums for public participation. With this privilege comes your responsibility to comply with governmental integrity laws and to uphold the public’s trust. This *Handbook for Members of Boards and Commissions* is intended to help you understand this new responsibility and to help guide you in your role as a board member for the City of Oakland.

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CHECKLIST OF ORIENTATION ACTIVITIES

Below is a list of activities for you to accomplish during your first 30 days as a Commissioner:

Step	Action	Completed
1	Take the Oath of Office – City Clerk’s Office 1 Frank Ogawa Plaza (City Hall), 2 nd Floor	
2	File Form 700 – Statement of Economic Interests with the Office of the City Clerk: https://www.fppc.ca.gov/Form700.html To file your Form 700 electronically (recommended), contact Krystal Sams in the City Clerk’s office at ksams@oaklandca.gov . Note: Form 700 must be filed within 30 days of you being sworn in.	
3	Watch the Public Ethics Commission’s Introduction to the Oakland Government Ethics Act Video	
4	Register and complete the Public Ethics Commission’s On-Demand Government Ethics Training for Form 700 Filers	
5	Register and complete the Public Ethics Commission’s On-Demand Open Meetings Sunshine Training	
6	Review your Commission/Board’s applicable laws, by-laws, policies, and procedures with your board/commission staff	
7	Ask questions about your Commission’s procedures and process if you are unclear about the process or information provided to you	
8	Ask the Public Ethics Commission for advice or assistance upon need Website: www.oaklandca.gov/pec Email: ethicscommission@oaklandca.gov Phone: (510) 238-3593 Location: 1 Frank Ogawa Plaza (City Hall), Room 104	

OAKLAND GOVERNMENT ETHICS ACT

In 2014, the Oakland City Council passed the Government Ethics Act (GEA) which provides a comprehensive framework of ethics laws for public servants in Oakland. Provisions in the GEA include conflicts of interests, misuse of City position/resources, gift restrictions, and more. The GEA mirrors the State of California's Political Reform Act (PRA) and codifies state ethics laws at the local level. Let's take a look at some of these provisions as they pertain to your work as a board member in Oakland.

Conflicts of Interests and Personal Gain

The laws pertaining to conflicts of interest are too broad and complex to permit a detailed discussion in this Handbook. However, it is important for people participating in City government to have a basic understanding of conflict laws so they know how to spot a potential conflict situation, should one arise.

Most financial conflict of interest laws are contained in the California Political Reform Act of 1974 ("PRA"). Basically, the PRA states that a financial conflict of interest may exist when a person influences a decision that will materially affect an economic interest connected to you or your immediate family. Let's take a look at these highlighted terms:

A person "influences" a government decision when he or she makes or participates in making it; or when he or she attempts to use his or her official position to affect the outcome of the decision. It is often not enough just to refrain from voting on a matter that may involve a conflict of interest – the law requires that you completely refrain from all participation or attempts to influence the outcome!

The law identifies six basic kinds of "economic interests:"

- business entities in which you, your spouse or your dependent children have an investment;
- real property in which you, your spouse or your dependent children have an investment;
- sources of income paid to you or your spouse 12 months before the governmental decision was made;
- business entities in which you hold a position of management, employment or executive responsibility;
- persons who have given or promised you gifts totaling \$250 or more within 12 months before the time you make a governmental decision; and
 - the personal finances of you and your immediate family.

If a decision before your board or commission may have an effect on any of the above economic interests which you or your immediate family may have, contact the Public Ethics Commission for advice before you participate in any way.

Filing Statements of Economic Interest (Form 700)

The PRA requires every city in California to adopt a conflict of interest code. The underlying principle behind this code is to ensure that decisions are made by public officials openly, honestly, and free from the motivation of personal gain. Most members of Oakland's boards and commissions have been identified as decision-makers subject to its conflict of interest code. A list of these boards and commissions can be found in Appendix C.

If you are a member of one of the public bodies listed on Appendix C, you are required to file periodic "Statements of Economic Interests," (otherwise known as a "Form 700"). A Form 700 must be completed and filed with the Office of the City Clerk at the following times:

- Within 30 days after assuming office.
- Annually on April 1 of each year.
- Within 30 days of leaving office.

You may file electronically through the City Clerk's office (Elections web-page). Alternatively, you may file a hard copy with the City Clerk, located on the first floor of City Hall. Instructions and the period covered by each type of statement are included with the forms used for filing.

Form 700's are kept available for public inspection by the Oakland City Clerk. State law permits a penalty of \$10 per day for late filings, and failure to file the form is subject to a maximum fine of \$5,000 per violation. Also, remember that you must complete and return your forms even if you have "no reportable interests" to disclose.

For most people, filling out a Form 700 can usually be an easy experience provided you read the instructions carefully. However, if questions arise, please contact the Public Ethics Commission or the California Fair Political Practices Commission for advice.

Gift Restrictions

One of the most common issues which people encounter is whether it is permissible to accept gifts while serving on a board or commission. The basic rule is that if you are a member of a board or commission whose members are required to file a Form 700, you may not accept gifts from any single source totaling more than \$250 in a calendar year.

The Oakland Government Ethics Act also imposes a \$50 annual gift limit from restricted sources who are individuals that (1) are doing business with or seeking to do business with the department your board oversees or (2) in the prior 12 months attempted to influence you in any legislative or administrative action.

Any gift that you receive of \$50 or more must be disclosed on your Form 700.

There are exceptions to the above gift rules, such as gifts from family members, personalized plaques and trophies valued at less than \$250, informational material provided to assist you in your official duties, and free admission or discounts to informational conferences or seminars. Contact the Public Ethics Commission for a list of gift exceptions.

Confidential Information

During the term of your service, you will gain access and receive a considerable amount of information from staff to assist you in the decisions you will be tasked to make. Some of that information may prove to be very valuable to those seeking to do business with the City or seeking to influence a decision before your board. A public servant cannot disclose any confidential information acquired during the course of their official capacity for the purpose of private gain or interests.

For example, your committee just received an advance copy of a Request for Proposals (RFP) from department staff for the provision of consulting services. The RFP will not be available to the public until next month. Your husband's business partner is a consultant. You are prohibited from telling your husband's business partner about the RFP until it is made public.

Misuse of City Resources/Position

As a board member, you play an important role in City government and have a certain measure of power. It is important that you understand how you will use it to ensure that your actions are done in the interest of building and preserving public trust. The Government Ethics Act includes provisions that prohibit board members from using their position for private gain.

One provision forbids you to have a financial interest in any contract made by you or a board or commission on which you serve as a member. This means that your board or commission cannot make or recommend a grant or a contract to a company or organization in which you or an immediate family member has an interest or serves as an officer or director.

Another provision forbids public servants from engaging in employment or activities that are incompatible with their public duties.

Keep in mind that the position you hold is one of public trust. When in doubt, the better course of conduct often is to avoid even the appearance of a conflict and to recuse yourself from participation.

Revolving Door Rules

Upon leaving public service, including a volunteer board/commission seat, a public servant may not, for one year after termination of his or her service, communicate with any officer or employee of the board/commission on which you served if the communication is on behalf of any other person and with the intent to influence a government decision.

Fair Process

It is important that public servants refrain from any action that can be perceived as giving privilege or special access to certain individuals. In particular, you may not receive anything of value from someone in exchange for an intended vote or official action. That is a bribe!

SUNSHINE ORDINANCE

All of Oakland's boards and commissions are required to conduct their meetings in public. Most of the work and all of the decisions you will be making will take place at these public meetings. It is therefore important that you understand how "open meeting" laws work, and how to prepare for meetings so you may participate effectively.

There are two laws that help ensure that public meetings are properly announced and conducted. The Ralph M. Brown Act is a state law that applies to all public bodies in the State of California. The Oakland Sunshine Ordinance is a local law that supplements the Brown Act and provides even greater public access to the workings of Oakland government.

What Constitutes a Public Meeting

Under the Oakland Sunshine Ordinance, a "meeting" is defined as "any congregation of a majority of the members of a local body at the same time and location. . . to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the local body."

This means that a meeting can occur at any time when a majority of members come together, even informally during a conversation following a formal meeting!

Keep in mind:

- A majority of the members of a local body are not permitted to use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the local body.
- A meal gathering conducted before, during or after a public meeting is considered a part of the public meeting and must be properly noticed and made open to the public.
- A "meeting" can occur if a staff or member of a public body calls, faxes or e-mails other members to develop a consensus regarding an item of business, even if the members never communicate to each other directly.

Majority Rule: If a majority of your members strike up a conversation or email exchange about your board/commission's work, you are in violation of Sunshine laws. Always be aware of your majority number and avoid talking with more than a minority of members.

For example, if you have seven members on your board, then four members constitute a majority and you may talk about a board-related issue, other than scheduling, with no more than two other board members.

The Sunshine Ordinance does **not** include in its definition of a "meeting" individual conversations between members of a public body and a constituent; attending community meetings or conferences; or attending purely social, recreational, or ceremonial occasions (just so long as you do not discuss business items within the jurisdiction of your board or commission).

Meeting Agenda

Agenda Requirements

Meeting agendas serve as the official “guide” for every public meeting. They must specify the date, time, and location of the meeting and give a brief general description of each item of business to be transacted or discussed. Usually, City staff works with the Chairperson and members of a public body to determine what items will be placed on future meeting agendas.

If an item is not on the agenda for a regular meeting, there may be no action or discussion about it at the meeting.

In rare, emergency situations, two-thirds of the members present at the meeting (or if less than two-thirds of the members are present, then all of the members) could determine that there is a need to take immediate action which came to the attention of the local body after the agenda was posted. To meet the requirements of this exception, the action must be:

1. required to avoid a substantial adverse impact if the meeting were continued;
2. related to federal or state legislation; or,
3. related to a purely ceremonial or commendatory action.

If an item is not on the agenda for a special meeting, there may be no action or discussion on the item, period.

Check with the assigned staff member of your board for more information about agenda noticing requirements.

Conduct of a Public Meeting

The Brown Act and Sunshine Ordinance do not expressly provide how a public meeting must be conducted. There are many issues that can arise before or during a public meeting that you are likely to encounter. The following is a brief summary of those issues:

- **Agenda Packages** – An agenda or “meeting” package is usually assembled by City staff and sent to all board and commission members before the meeting. It typically contains the agenda, reports, and any other material which provides background information or recommendations concerning the subject matter of any item on the agenda. The agenda package may also include any other material that is forwarded to the local body before the posting of the meeting agenda.

Perhaps the most important thing to know about agenda packages is to read them before the meeting. Board and commission members are encouraged to contact City staff prior to the meeting if you have questions or need clarification about any item.

- **Quorum** – Unless otherwise provided in the city ordinance or resolution creating the public body, a majority of the members typically constitutes the quorum. A quorum is necessary before a local body can take any formal action; a majority of a quorum is required to take action on behalf of the local body.

Any member who recuses himself or herself due to a conflict of interest on an item should not be counted in establishing a quorum.

- **No Barriers to Attendance** – No local body shall conduct a meeting, conference, or other function in any facility that is inaccessible to persons with physical disabilities or where members of the public must pay or purchase something to gain entrance.
- **Meetings Must Be Tape Recorded** – All local bodies in Oakland must tape record their regular and special meetings. All tape or video recordings are public records that must be available for inspection during regular business hours. Any person may tape record, photograph, or videotape any meeting as long as such recording does not disrupt the proceedings.
- **Right to Public Comment at a Meeting** – Every meeting at which action is proposed to be taken must provide an opportunity for members of the public to directly address the public body before action is taken on each item. In addition, every meeting agenda must provide an opportunity for members of the public to directly comment on anything within the body's subject matter jurisdiction. This is usually accomplished by providing an "Open Forum" as a standing item on every regular and special meeting agenda.

During open forum, member of a public body may ask a question for clarification, make a brief report or announcement, refer a matter to City staff, or direct City staff to place on a future agenda any item or matter brought up during a meeting that is not listed on the agenda.

While the local body may adopt reasonable rules regulating the order and decorum of public testimony, the local body may not prohibit criticism of its policies, procedures, programs, or services, or of its acts or omissions. This generally applies to criticisms offered by a member of the local body as well. Any time constraints that are imposed on public testimony must be adopted at the outset and uniformly applied.

- **Cancellation or Continuation of an Agenda Item** – An item on the agenda may be cancelled or continued by a vote of the local body at the meeting, or by issuing formal notice of the cancellation or continuance if known far enough in advance of the meeting. Any continued item must specify the time and place of the meeting at which the item will be heard, and should be placed on the next meeting agenda.
- **Conditions on the Right to Attend or to Speak at a Public Meeting** – A public body may request that members of the public wishing to speak provide their names on a speaker's card to facilitate staff responses or for inclusion in the minutes of the meeting. However, the public cannot be required to give names or sign a register as a condition to attend a public meeting.

ROLES AND RESPONSIBILITIES

While this handbook is intended to provide a basic overview of the operating guidelines and legal requirements that are common to all City boards and commissions, it is by no means an exhaustive guide to your participation in City government. Most of your actions will be guided by your own good judgment and common sense. The following is intended to serve as general guidelines when dealing with others who participate in City government.

Expression of Personal Opinion

Individual members of boards and commissions should not present their personal views or recommendations as representing the board or commission unless their respective board or commission has voted to approve such a position or action. Members expressing views not approved by much of a board or commission should clearly state that their opinions are being expressed "personally" or as a "private citizen".

You may not use your board/commission title to obtain special treatment by the City or any other entity for your own personal benefit; doing so could be considered a misuse of your position in violation of the Government Ethics Act.

Role of the City Council and Mayor's Office

Most of Oakland's boards and commissions were established to provide information and advice to the City Council or the Office of the Mayor. As the elected representatives of the people of Oakland, the City Council and Mayor have the ultimate responsibility for making decisions that affect the City. It is important to remember that not all of the recommendations from advisory bodies may be accepted by the City Council and Mayor in carrying out their respective duties. Often final decisions must take into account a broader range of issues than the sometimes limited jurisdiction of an advisory body. While disagreements can and do arise, it is important that the established laws and policies of the City be followed.

Role of City Staff

City staff serves in a support capacity to Oakland's boards and commissions. Staff is usually responsible for ensuring that meeting notices are properly and timely distributed, and provides Oakland's public bodies with the professional expertise for which they were hired. While highly dedicated to the boards and commissions they serve, City staff is ultimately responsible to the administrative departments of the City. Staff cannot and should not be directed to perform tasks that conflict with their established duties and work priorities. In no event, may staff be directed to perform work for the personal advantage of board or commission members.

Frequently City staff provides recommendations to public bodies on a variety of issues. These recommendations are often based on the technical requirements of the law or established City policy. While a board or commission is not always expected to adopt staff's recommendations, they should always be carefully considered before taking formal action.

Collaborating with the Public

The earlier discussion in the section entitled "Public Meetings" highlighted specific requirements for keeping public meetings open and available to members of the public. But there is more to serving as a board or commission member than mere compliance with the law. Good public service demands that people be treated fairly, honestly and with the utmost of courtesy. It is crucial for you to keep an open mind in all your deliberations, and to consider all opinions expressed at a public meeting before making a decision. This not only encourages greater public participation, but rewards you with information and opinions you may not have previously considered.

Just as people have a right to expect the highest standards of decorum from their representatives, no one is expected to suffer from undue abuse or physical or verbal threats. California law permits the removal of any person who willfully engages in disorderly conduct and disrupts the peace and good order of a public meeting. Check with your Commission's assigned City Attorney as situations arise.

Attendance, Resignation, and Removal

Oakland's boards and commissions simply cannot function without your attendance and active participation. If you are required to miss a meeting, please inform City staff and the chairperson with as much advance notice as possible. Some boards and commissions have specific requirements about missing more than a certain number of meetings without excuse or good reason. In some cases, failure to regularly attend meetings could result in your removal from the board or commission.

Occasionally people are required to resign their seats on a public body before the end of their appointed term. If this should occur, you should submit a letter stating your intention to resign and an effective date of your resignation to the Office of the City Clerk, the board and commission on which you serve, and a copy to City staff.

The Oakland City Charter provides that members of City boards and commissions may be "removed for cause" after a hearing and upon the affirmative vote of at least six City Councilmembers. While there is no definition of what specific conduct would lead to such an action, board and commission members should realize that certain conduct, such as a constant failure to attend meetings without a legitimate excuse, could result in removal from office.

CITY GOVERNMENT STRUCTURE

Structural Overview

The City of Oakland has a Mayor/Council form of government. The Mayor is elected at-large for a four-year term, and can be re-elected only once. The Mayor is not a member of the City Council; however, he or she has a right to vote as one if the Council members are evenly divided on certain issues. The City Council is the legislative body of the City and is comprised of eight Council members. One Council member is elected “at large,” while the other seven Council members represent specific districts. All Council members are elected to serve four-year terms. Every two years, the City Council elects one member to serve as President of the Council, with another member selected annually to serve as Vice Mayor.

The City Administrator is appointed by the Mayor and is subject to confirmation by the City Council. The City Administrator is the Chief Administrative Officer of the City and is responsible for day-to-day administrative and fiscal operations of the City.

Mayor



Sheng Thao

The Mayor is Oakland’s chief elected officer. He or she is specifically responsible for presenting a balanced budget to the City Council, recommending legislation and measures for consideration by the City Council, appointing the City Administrator (subject to City Council confirmation), and generally promoting programs for the social, physical, economic and cultural development of the City.

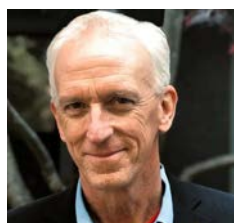
City Council



City Council

The City Council is the legislative body of the City, vested with the regulatory and corporate powers of the municipal corporation. The City Council establishes local policy and, together with the Mayor, is ultimately responsible to the people for the actions of the City. The City Council establishes priorities and direction for the City through the legislative process, adopts and monitors the annual operating and capital improvement budgets, makes appointments to various advisory committees and commissions, and serves as the Redevelopment Agency Board of Directors.

City Administrator



Steven Falk

The City Administrator is responsible for the proper and efficient administration of City affairs. He or she directly manages several departments and divisions including the Budget Office, the Office of Information Technology, Office of Personnel, Citizens Police Review Board, ADA Programs, Contract Compliance, Intergovernmental Affairs, Risk Management, Oakland Sharing the Vision, Equal Access programs and communications including the City’s cable television station, KTOP. The City Administrator also provides support to City Council and Committee meetings by coordinating responses to City Council requests for information and action.

City Attorney



Barbara Parker

The elected City Attorney provides legal services, advice and representation to the Mayor, City Council, City Administrator, City departments, and City boards and commissions, and serves as general counsel for the Oakland Redevelopment Agency and the Oakland Housing Authority and co-counsel to the Oakland-Alameda County Coliseum Authority. The legal services provided by the City Attorney's office include a wide variety of specialized legal and financial functions such as claims investigation, adjustment and negotiations, court appearances, calendaring, litigation and pre-trial discovery.

City Auditor

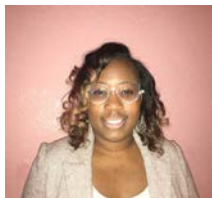


Courtney Ruby

The City Auditor is an elected officer of the City whose office performs audits and reviews of the records, procedures and activities of City departments. The City Auditor also prepares impartial financial analyses of selected proposed major expenditures, conducts surveys, reviews and performance audits deemed to be in the best public interest, and publicly reports to the City Council on the implementation of the City Auditor's recommendations.

The City Auditor provides a professional service to City government to help ensure that City operations are effective and efficient, and to act as a deterrent to fraud, waste and mismanagement of City resources.

City Clerk



Asha Reed

The Office of the City Clerk produces and distributes the weekly City Council meeting and committee agendas and maintains the official minutes of the Oakland Redevelopment Agency (ORA), City Council and all City Council Committees. The City Clerk is responsible for administering municipal elections and assisting candidates in meeting their legal responsibilities before, during and after an election, and the office receives and maintains Form 700s (Statements of Economic Interests) that are filed by all City public servants.

Finally, the City Clerk's office maintains public records, such as the minutes, reports, ordinances and resolutions adopted by the City Council, as well as other municipal records.

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APPENDIX A: Robert's Rules of Order

Some public boards and commissions conduct their meetings according to a specific set of bylaws. Often those bylaws, or the board or commission's own rules of conduct or procedure, state that meetings shall be conducted under the Robert's Rules of Order. This appendix is intended to give you a summary of some of the most important Rules.

The most common application of the Rules is in making and voting on motions. A motion is simply a proposal that is recognized by the presiding officer. It can be changed (amended) or withdrawn before it is finally voted upon. The following are the usual steps followed in making and voting on a motion.

1. A member is recognized and states his or her motion;
2. Another member seconds the motion;
3. The members debate the motion;
4. The chair or presiding officer calls for a vote; and,
5. The chair or presiding officer announces the result of the vote and/or that the motion has carried or failed.

After a motion has been made but before it is voted upon, any member may move to amend a pending motion. The important thing to remember is that a pending motion may only be amended by adding or deleting words or phrases; you cannot use the amendment procedure to substitute a new or different motion in its place. Once an amendment is proposed or seconded, a vote is taken on whether to accept the amendment before voting on the underlying motion.

Many boards and commissions have bylaws or informal agreements that determine how voting occurs. Several of the most common ways are:

1. By Voice – The Chairperson asks those in favor to say, “aye” and those opposed to say “no.” Any member may move for an exact count.
2. By Roll Call or Ballot – Each member responds “yes” or “no” as the vote is taken. These methods are used when a record of each person's vote is desired or required.
3. By Unanimous Consent – When a motion is not likely to be opposed, the Chairperson says, “If there is no objection ...” The membership shows agreement by its silence, however if any member objects, then the item must be put to a vote.

The Chairperson may properly seek unanimous consent (“If there is no objection...”) on relatively non-controversial matters as an alternative to the formal motion process. Typically this process is used to adopt minutes, adjourn, extend a speaker's time, and other similar matters. It can be very effective in helping to move quickly through parts of an agenda.

Anyone who has attended public meetings for very long will eventually encounter various motions or actions that are technically not appropriate under the Roberts Rules of Order. Here are some of the most common:

1. “I so move.” This motion sometimes comes after a long discussion or speech. The problem is that the discussion or speech may not precisely set forth what the board or commission is being asked to consider. It is always better to make a clear and accurate motion.
2. “Call The Question.” Most people intend this motion as a request (and sometimes as a demand) to automatically end debate and put the item to an immediate vote. The problem is that it takes a two-thirds vote to terminate a discussion. Furthermore, state and local laws require members of the public to have an opportunity to address a public body before voting occurs. The better course of action is to permit everyone to discuss a motion or item before the vote is taken. (If there are too many speakers, consider limiting the time each speaker may have *before* the discussion begins.)
3. “I Move To Table.” A “motion to table” or “lay on the table” is permitted only to temporarily interrupt an agenda to consider another matter (usually an emergency) out of turn. It is *not* the appropriate motion to use to kill or defeat a motion that is under consideration.
4. “Point Of Personal Privilege!” This exclamation is sometimes used to interrupt a speaker whenever another member's name is mentioned in a context the other member doesn't like or agree with. Actually, a motion for privilege can pertain to the rights of the board or commission as a whole as well as an individual (for example: “Point of privilege, Madam Chair: Can we turn down the heat in this room?”), but it should only be used sparingly when a speaker's remarks refer to another member. Absent a grievous attack on your character, simply seek recognition from the Chairperson and wait your turn to speak or respond.

APPENDIX B: Useful Telephone Numbers

Mayor's Office	238-3141
City Council	238-3266
City Administrator	238-3301
City Clerk	238-3612
City Attorney	238-3601
City Auditor	238-3378
Office of Information Technology	238-2274
Police Department (Non-Emergency)	777-3333
Financial Services Agency	238-2220
Fire Services Agency	238-3856
Department of Human Resources	238-3112
Human Services	238-3121
Housing and Community Development	238-3015
Parks & Recreation Agency	238-7275
Planning and Building	238-3443
Public Ethics Commission	238-3593
Public Library	238-3134
Public Works Agency	238-3961
Community & Economic Development Agency	238-3344
Oaklanders Assistance Center	238-7366
City Hall Security	238-3995

APPENDIX C: Boards Required to File Form 700s

Affordable Housing and Infrastructure Bond Public Oversight Committee
Alameda County-Oakland Community Action Partnership Administering Board
Bicyclist and Pedestrian Advisory Commission
Board of Port Commissioners
Budget Advisory Committee
Business Tax Board of Review
Cannabis Regulatory Commission
Children's Fairyland Board of Trustees
Children's Fund Planning and Oversight Committee
City Planning Commission
Civil Service Board
Commission on Aging
Commission on Homelessness
Commission on Persons with Disabilities
Community Policing Advisory Board
Cultural Affairs Commission
Head Start Advisory Board
Housing and Residential Rent and Relocation Board
Landmarks Preservation Advisory Board
Library Advisory Commission
Oakland-Alameda Coliseum JPA Commission
Oakland Animal Services Community Advisory Commission
Oakland Army Base Jobs Oversight Commission
Oakland Housing Authority Board of Commissioners
Oakland Workforce Development Board
Paramount Theatre of Arts Board
Parks and Recreation Advisory Commission
Police and Fire Retirement System Board
Police Commission
Privacy Advisory Commission
Public Art Advisory Commission
Public Ethics Commission
Public Safety and Services Violence Prevention Oversight Commissions – 2014
Redistricting Commission
Sugar Sweetened Beverages Community Advisory Board
Youth Advisory Commission



Public Ethics Commission
1 Frank H. Ogawa Plaza (City Hall), Room 104
Oakland, CA 94612
www.oaklandca.gov/pec
ethicscommission@oaklandca.gov
(510) 238-3593