

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 APR 12 AM 8:33

CITY OF OAKLAND

AGENDA REPORT

TO: President Kernighan and Members of the Council
FROM: Finance & Management Committee Chair Libby Schaaf
DATE: April 23, 2013
SUBJECT: City of Oakland Budget Process Transparency & Public Participation Policy

SUMMARY

As a means of better institutionalizing a transparent budget process with meaningful opportunities for public participation, the Council is asked to adopt a Resolution establishing a City of Oakland Budget Process Transparency & Public Participation Policy that will set certain deadlines and requirements for the following steps in the budget adoption process: 1.) Five Year Forecast, 2.) Assessment of Stakeholder Needs, Concerns and Priorities, 3.) Statement of Councilmember Priorities, 4.) Administrator's Budget Outlook Message & Calendar Report, 5.) Release of Mayor & Administrator's Proposed Budget, 6.) Community Budget Forums, 7.) Budget Advisory Committee's Report, 8.) Council President's Report, 9.) Council Budget Amendments, and 10.) Process Feedback & Continual Improvement.

BACKGROUND

The City's Adopted Budget designates how revenue coming into the City over the next two years will be allocated among the various City functions, services, and obligations, such as police, fire, parks and recreation, human services, libraries, and employee retirement costs. Every two years, the Mayor and City Administrator propose a budget, and then the City Council takes public feedback and eventually votes to approve the final adopted budget. The budget process that ensues every other spring allows Councilmembers and the engaged public to consider alternatives and priorities.

While certain practices have been followed over the years to incorporate public feedback and allow for public explanation and debate about the biannual budget, no formal policy exists that clearly requires stakeholder input.

ANALYSIS

Oakland should ensure that the public receive sufficient access to budgetary information in a timely manner so they may meaningfully participate in budget decision-making. The Budget directly impacts the quality of life of every Oakland resident and tax-payer, so

7

FINANCE & MANAGEMENT CMTTE

APR 23 2013

they deserve the opportunity to effectively review, scrutinize, advocate and influence changes to budget decisions. Likewise, the City's Administration and Budget Office should have sufficient opportunities to analyze and provide professional feedback on budget proposals to ensure the adopted budget is fiscally sound and operationally feasible.

The following process requirements come out of the Best Practices work of The Government Financial Officers Association (GFOA), Oakland's own Budget Advisory Commission, as well as the Working Group on Legal Frameworks for Public Participation, led by Matt Leighninger of the Deliberative Democracy Consortium. They should be considered as a means of better institutionalizing a budget process and ensuring basic levels of transparency and public participation. They are intended as minimal requirements and a baseline for more robust public participation in decision-making.

The proposed Policy is as follows:

**THE CITY OF OAKLAND'S BUDGET PROCESS TRANSPARENCY AND
PUBLIC PARTICIPATION POLICY**

All deadlines apply only to budget development years, normally odd numbered years.

1. Five Year Forecast

Deadlines: Produced by February 1st and at least 10 days before the matter is heard by a Council body. Heard by the Council's Finance & Management Committee by February 15th. Forecast Fact Sheets should be distributed to City community centers and Forecast data should be available on Open Data Portal within two weeks of Council acceptance.

Requirements: Each Budget Cycle, the City Administrator must prepare a Five Year Forecast pursuant to Resolution 81399. The Forecast shall contain the two-year baseline budget for the forthcoming two-year budget period, clearly reflecting existing service levels and obligations, plus an additional three-year forecast of revenues and expenditures. The Forecast shall also contain information on the variance between prior forecasts and actual amounts, including the factors that influenced these variances.

The report shall include a Five Year Forecast "Fact Sheet" document, which summarizes the Forecast's key findings with simplified text and graphics so as to make this important budgetary information more accessible to the general public. Within two weeks after the Forecast is accepted 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 Five Year 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 within two weeks of acceptance by City Council.

Item: _____
Finance & Management Committee
April 23, 2013

2. Assessment of Stakeholder Needs, Concerns and Priorities

Deadlines: Budget Advisory Committee review by January 30th. Survey completion by March 30th. Results publicly available within two weeks of survey's close.

Requirements: During the January – March period prior to Budget Adoption of a budget adoption year, the City Administrator shall develop or secure a statistically valid survey for assessing the public's concerns, needs and priorities. Whenever feasible, the City should conduct a professional poll administered to a statistically relevant 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 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.

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 listserves and other communication channels. A list of those dissemination channels should be publicly available along with survey results. Survey results should be publicly available no longer than two weeks after the survey closes.

In their proposed budget, the Mayor and City Administrator must include a summary of the survey data and a statement regarding how the data was or was not incorporated into the final proposed budget.

The City Administrator shall also create an email address, a phone number with voicemail service, and a web-based engagement platform to collect resident input prior to budget development. 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.

3. Statement of Councilmember Priorities

Deadlines: Written submission due by April 1st.

Item: _____
Finance & Management Committee
April 23, 2013

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 may either 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. In addition to the priorities, Councilmembers may also submit other suggestions, including revenue suggestions.

4. Administrator's Budget Outlook Message & Calendar Report:

Deadline: Heard by City Council before April 15th.

Requirement: 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 final budget passage dates. This publication shall be posted on the City's website and by other means determined by the City Administrator.

5. Release of Mayor & Administrator's Proposed Budget & Fact Sheet

Deadlines: 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. 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. To the extent feasible, any additional requests for departmental budget details shall also be made available on the City's website and open data portal.

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.

6. Community Budget Forums

Deadlines: Between May 1st and June 10th

Requirements: The Administration and Council shall hold at least three (3) Community Budget Forums at varied times in different neighborhoods away from City Hall. These meetings, organized by the City Administrator's Office shall be scheduled so as to maximize residents' access. These meetings must consist of question and answer period as well as a presentation of budget facts by City staff. One or more of the meetings 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 at least one Community Budget Forum. In addition, members of the Budget Advisory Commission shall be requested to attend at least one Community Budget Forum. Translators will be provided by request with forty-eight hours advance notice, per Oakland's Equal Access Ordinance. Sufficient Fact Sheets in all available languages shall be available at all Forums.

Meetings shall be held in ADA accessible facilities served by public transit (BART stop, frequently running bus line, etc). Every effort shall be made to record the meeting via video or audio. The City Administrator shall prepare an Informational Report summarizing the Community Forum process, to be heard by the City Council at its the next available budget discussion following the final Forum. The summary memo shall attempt to identify key areas of public agreement and disagreement, as well as respond to the most commonly asked questions.

7. Budget Advisory Commission's Report

Deadline: June 1st

Requirements: The Budget Advisory Committee (BAC) shall be requested to submit a 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.

8. Council President's Report

Deadline: June 17th

Requirements: The City Council President shall prepare written report regarding the proposed budget to be heard at a Special City Council Budget Hearing occurring before June 17th. The statement may contain suggested amendments to the proposed budget that the President intends to propose to the full City Council for adoption. A costing analysis request for any proposed amendments must have been submitted to the City Administrator at least five working days prior to the Special City Council Budget

Hearing. The City Council may schedule additional Special City Council Budget Hearings or Workshops as needed.

9. Council Budget Amendments

Deadline: up to three days prior to final budget adoption

Requirements: In addition to the Council President's Statement, 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. Additionally, a costing analysis request for the proposed amendment must have been submitted to the City Administrator at least five working days prior to the budget's final adoption.

10. Process Feedback & Continual Improvement

Deadline: September 30th 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 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 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 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

Item: _____

Finance & Management Committee
April 23, 2013

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.

PUBLIC OUTREACH/INTEREST

The proposed resolution was informed by extensive discussion at the March 18, 2013 meeting of the Budget Advisory Committee, as well as at a meeting with representatives from the Working Group on Legal Frameworks for Public Participation, led by Matt Leighninger of the Deliberative Democracy Consortium. Additionally, representatives from Oakland Rising, League of Women Voters of Oakland and the East Bay Alliance for a Sustainable Economy provided invaluable input.

COORDINATION

This Policy was developed in coordination and consultation with the City Administrator Deanna Santana, Council President Pat Kernighan, Councilmember Dan Kalb, Budget Office staff, Oakland's Budget Advisory Committee, City Attorney's Office, Communications Staff, Executive Director of the Public Ethics Commission and the Office of the City Clerk.

Item: _____

Finance & Management Committee

April 23, 2013

COST SUMMARY/IMPLICATIONS

There are no cost implications of this item.

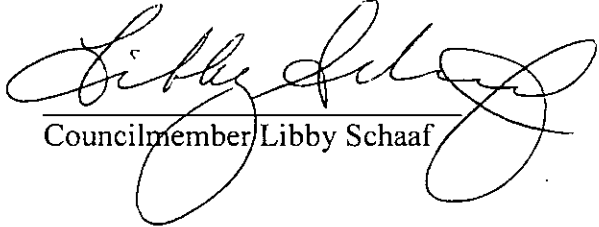
SUSTAINABLE OPPORTUNITIES

Economic: No direct economic opportunities have been identified.

Environmental: No direct environmental opportunities have been identified.

Social Equity: Social equity is served by enhancing public participation. Several aspects of this policy are designed to encourage access to participation by traditionally underserved communities, including non-English speaking and transit-dependent members of the public.

Respectfully Submitted,



Councilmember Libby Schaaf

Item: 7

Finance & Management Committee
April 23, 2013

DRAFT
City Attorney's Office

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2013 APR 12 AM 8:33

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

INTRODUCED BY COUNCILMEMBER LIBBY SCHAAF

RESOLUTION ESTABLISHING THE CITY OF OAKLAND'S BUDGET PROCESS TRANSPARENCY AND PUBLIC PARTICIPATION POLICY

WHEREAS, The City's Adopted Biannual Budget designates how all revenues shall be allocated among City functions, services, and liabilities, such as police, libraries, and employee retirement costs, and bond liabilities; and

WHEREAS, the level of core municipal services provided to the public directly impacts the quality of life of the people who live, work and recreate in Oakland; and

WHEREAS, every two years, the Mayor and City Administrator release a proposed budget for City Council consideration; and

WHEREAS, the City Council, after considering the public's priorities as well as the totality of current and projected revenues and liabilities, must adopt a balanced biannual budget by June 30 in each two-year budget cycle; and

WHEREAS, no formal policy currently exists for clearly ensuring minimal levels of transparency or public participation into the development of the budget beyond what is required by Oakland's Sunshine Ordinance; and

WHEREAS, public participation and collaboration may enhance local government's effectiveness, expand its range of options, improve the quality of its decisions, and enlist the problem-solving capacities of the general public and organizations outside local government, and

WHEREAS, knowledge and talent are widely dispersed in society, and all benefit when those skills and abilities are directed toward common goals; now, therefore, be it

RESOLVED, that the City Council of the City of Oakland hereby finds, determines, declares and resolves as follows:

7

Section 1. All of the recitals set forth above are true and correct.

FINANCE & MANAGEMENT CMTTE

APR 23 2013

Section 2: In order to insure that the public has access to and an ability to participate in the creation of the City of Oakland's biannual budget and that Oakland decision makers have the public feedback to allow them to prudently manage the City's fiscal resources and adopt a budget responsive to public needs and priorities, the City Council hereby adopts the Budget Process Transparency and Public Participation Policy, as set forth below:

THE CITY OF OAKLAND'S BUDGET PROCESS TRANSPARENCY AND PUBLIC PARTICIPATION POLICY

All deadlines apply only to budget development years, normally odd numbered years.

1. Five Year Forecast

Deadlines: Produced by February 1st and at least 10 days before the matter is heard by a Council body. Heard by the Council's Finance & Management Committee by February 15th. Forecast Fact Sheets should be distributed to City community centers and Forecast data should be available on Open Data Portal within two weeks of Council acceptance.

Requirements: Each Budget Cycle, the City Administrator must prepare a Five Year Forecast pursuant to Resolution 81399. The Forecast shall contain the two-year baseline budget for the forthcoming two-year budget period, clearly reflecting existing service levels and obligations, plus an additional three-year forecast of revenues and expenditures. The Forecast shall also contain information on the variance between prior forecasts and actual amounts, including the factors that influenced these variances.

The report shall include a Five Year Forecast "Fact Sheet" document, which summarizes the Forecast's key findings with simplified text and graphics so as to make this important budgetary information more accessible to the general public. Within two weeks after the Forecast is accepted 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 Five Year 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 within two weeks of acceptance by City Council.

2. Assessment of Stakeholder Needs, Concerns and Priorities

Deadlines: Budget Advisory Committee review by January 30th. Survey completion by March 30th. Results publicly available within two weeks of survey's close.

Requirements: During the January – March period prior to Budget Adoption of a budget adoption year, the City Administrator shall develop or secure a statistically valid survey for assessing the public's concerns, needs and priorities. Whenever feasible, the City should conduct a professional poll administered to a statistically relevant 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 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.

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 listserves and other communication channels. A list of those dissemination channels should be publicly available along with survey results. Survey results should be publicly available no longer than two weeks after the survey closes.

In their proposed budget, the Mayor and City Administrator must include a summary of the survey data and a statement regarding how the data was or was not incorporated into the final proposed budget.

The City Administrator shall also create an email address, a phone number with voicemail service, and a web-based engagement platform to collect resident input prior to budget development. 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.

3. Statement of Councilmember Priorities

Deadlines: Written submission due by April 1st.

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 may either 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. In addition to the priorities, Councilmembers may also submit other suggestions, including revenue suggestions.

4. Administrator's Budget Outlook Message & Calendar Report:

Deadline: Heard by City Council before April 15th.

Requirement: 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 final budget passage dates. This publication shall be posted on the City's website and by other means determined by the City Administrator.

5. Release of Mayor & Administrator's Proposed Budget & Fact Sheet

Deadlines: 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. 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. To the extent feasible, any additional requests for departmental budget details shall also be made available on the City's website and open data portal.

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.

6. Community Budget Forums

Deadlines: Between May 1st and June 10th

Requirements: The Administration and Council shall hold at least three (3) Community Budget Forums at varied times in different neighborhoods away from City Hall. These meetings, organized by the City Administrator's Office shall be scheduled so as to maximize residents' access. These meetings must consist of question and answer period as well as a presentation of budget facts by City staff. One or more of the meetings 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 at least one Community Budget Forum. In addition, members of the Budget Advisory Commission shall be requested to attend at least one Community Budget Forum. Translators will be provided by request with forty-eight hours advance notice, per Oakland's Equal Access Ordinance. Sufficient Fact Sheets in all available languages shall be available at all Forums.

Meetings shall be held in ADA accessible facilities served by public transit (BART stop, frequently running bus line, etc). Every effort shall be made to record the meeting via video or audio. The City Administrator shall prepare an Informational Report summarizing the Community Forum process, to be heard by the City Council at its the next available budget discussion following the final Forum. The summary memo shall attempt to identify key areas of public agreement and disagreement, as well as respond to the most commonly asked questions.

7. Budget Advisory Commission's Report

Deadline: June 1st

Requirements: The Budget Advisory Committee (BAC) shall be requested to submit a 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.

8. Council President's Report

Deadline: June 17th

Requirements: The City Council President shall prepare written report regarding the proposed budget to be heard at a Special City Council Budget Hearing occurring before June 17th. The statement may contain suggested amendments to the proposed budget that the President intends to propose to the full City Council for adoption. A costing analysis request for any proposed amendments must have been submitted to the City Administrator at least five working days prior to the Special City Council Budget Hearing. The City Council may schedule additional Special City Council Budget Hearings or Workshops as needed.

9. Council Budget Amendments

Deadline: up to three days prior to final budget adoption

Requirements: In addition to the Council President's Statement, 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. Additionally, a costing analysis request for the proposed amendment must have been submitted to the City Administrator at least five working days prior to the budget's final adoption.

10. Process Feedback & Continual Improvement

Deadline: September 30th 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 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 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 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.

FURTHER RESOLVED: That the above policy is intended to ensure the minimal requirements and a baseline for transparency and public participation in the

budget process and that the City of Oakland shall continually strive for more robust public participation in all its decision-making; and

FURTHER RESOLVED: That this Resolution shall take effect immediately upon its passage.

1132133

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF, AND
PRESIDENT KERNIGHAN

NOES -
ABSENT -
ABSTENTION -

ATTEST:

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

7

FINANCE & MANAGEMENT CMTTE

APR 23 2013