

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

INTRODUCED BY COUNCILMEMBER JEAN QUAN

RESOLUTION ESTABLISHING RULES AND REPORTING REQUIREMENTS TO ENHANCE FISCAL ACCOUNTABILITY AND TRANSPARENCY AS FOLLOWS:

- (1) POLICY AND RULES REGARDING SUBSTANTIAL OR MATERIAL ALTERATION OF FUNDING ALLOCATIONS IN A POLICY BUDGET, AND A POLICY REGARDING THE TRANSFER OF FUNDS BUDGETED TO PERSONNEL ACCOUNTS; AND**
- (2) POLICY AND RULES FOR PAY-GO ACCOUNT EXPENDITURES AND GRANTS AND PRIORITY PROJECT FUND EXPENDITURES AND GRANTS; AND**
- (3) APPROVED LIST OF ORGANIZATIONS FOR THE ANNUAL REPORTING OF ALL PURCHASE OF EVENT TABLES PURCHASED BY THE CITY OF OAKLANDS; AND**
- (4) ANNUAL REPORTING OF ALL CITY OF OAKLAND-FUNDED TRAVEL EXPENDITURES**

WHEREAS, the City Council wishes to establish several rules and reporting requirements to enhance fiscal accountability and transparency in use of public funds; and

WHEREAS, the City Council wishes to establish 1) a general policy regarding changes in allocations made buy the City Council in a bi-annual or mid-cycle Policy Budget, and 2) a clear policy regarding the transfer of funds budgeted for personnel that would generally restrict such fund transfers to five percent (5%), and 3) to allow for transfer of funds from personnel accounts to pay for temporary personnel during a budget cycle; and

WHEREAS, the City Council wishes to establish a policy and criteria for Pay-go and Project Priority funds to facilitate and support projects and programs that are in the public interest and that benefit the community, specifically, City, school and other public entity capital improvements and programs; and

WHEREAS, the City Council wishes to establish ~~a list of organizations that conduct events in the municipal or public interest for which the City Administrator is authorized to purchase~~ make Event Tables purchased by the City of Oakland known to the public by establishing an annual reporting requirement, and to make these purchases known to the public; and

WHEREAS, the City Council wishes to make travel expenditures for trips paid for by the City of Oakland that involve airline transportation or lodging known to the public by establishing an annual reporting requirement; now, therefore, be it

RESOLVED: That the City Council hereby directs the City Administrator to implement the following polices and rules:

1. Substantial Or Material Alteration Of Funding Allocations In A Policy Budget, And Transfer Of Funds Budgeted To Personnel Accounts.

The City Administrator must obtain approval from the City Council before he/she (1) substantially or materially alters the relative agency¹ allocations of funding set out in a Policy Budget, (2) substantially or materially changes the levels of service expressly prioritized and funded by a Policy Budget, including but not limited to layoffs and/or freezes that would substantially or materially (a) change levels of service or (b) affect programs, or (3) eliminates or suspends entirely programs funded by a Policy Budget; and

The City Council hereby directs the City Administrator to obtain review and approval of the full City Council prior to approving any transfer of funds previously allocated by the City Council to personnel accounts to a non-personnel or operations and maintenance account when single or cumulative transfers within a one-year budget cycle exceed five percent (5%) of the original adopted personnel allocation for any given agency or department for all funds; and

The restriction on transfer of personnel funds established herein shall apply to any and all proposed transfers of such funds, with the exception of transfers between personnel accounts (51xxx) and the Temporary Personnel Services Account (54811) which shall not be restricted or included in the 5% calculation in order to make personnel funds available for use in paying for backfill vacancies with temporary personnel until such vacancies can be filled permanently; and

2. Pay-Go Account Expenditures And Grants; Priority Project Fund Expenditure And Grant Approval

The City Council hereby finds and determines that it is in the City's interest, the public interest and to the betterment of Oakland businesses, residents and the community to spend Pay-go account funds to facilitate or support programs operated by the City of Oakland or capital improvements projects of the City of Oakland, and programs operated by public schools and other public entities within the City of Oakland and capital improvement projects of the Oakland Unified School District and of other public entities within the City of Oakland; and

The City Council hereby authorizes Pay-go account funds to be used for the following purposes:

¹ For the purposes of this resolution, departments that do not fall within an agency are considered to be separate agencies

Capital Improvements:

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

Furniture, Equipment, ~~Materials:~~

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

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

~~Pay-go and Project Priority expenditures or grants for purposes other than those set forth above shall not be authorized or allowed without full Council review and approval; and~~

Pay-go purposes stated above shall apply to any and all Pay-go expenditures or grants made by the Mayor and each City Councilmember; and

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

All Priority Project fund grants approved by the City Council and all Pay-go expenditures or grants shall be administered and executed by the City Administrator on behalf of the city, and grant agreements shall be required for all such grants; and

3. ~~Approved List Of Organizations For Annual Reporting Of All The Purchase Of Event Tables Purchased By The City of Oakland~~

~~The City Administrator shall prepare a list of Event Table organizations to be approved by the City Council that shall be updated and presented to the City Council on an annual basis for approval; and~~

~~Nothing herein shall obligate the City to purchase Event Tables from organizations on the list; and~~

~~Neither the Agency Administrator nor any other City official or employee under her jurisdiction shall purchase Event Tables for events held by organizations that are not on the Event Tables list unless they obtain the City Council's approval before the event; and~~

~~The City Administrator shall publish an annual report, in September of each year, of all Event Tables purchased by the City of Oakland during the prior year; and~~

4. Annual Reporting Of All City Of Oakland-Funded Travel Expenditures

The City Administrator shall publish an annual report, in September of each year, of all travel expenses for trips involving airline transportation or lodging paid for by the City of Oakland during the prior year; and

The annual travel expense report for trips involving airline transportation or lodging shall include all travel costs paid by the City for such trips, including the purposes of the travel or names of the event, the dates of travel and transportation, lodging and meal costs.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BRUNNER, KERNIGHAN, NADEL, QUAN, BROOKS, REID,
CHANG, AND PRESIDENT DE LA FUENTE

NOES -
ABSENT -
ABSTENTION -

ATTEST:

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

Approved as to Form and Legality

Agency Counsel

REDEVELOPMENT AGENCY OF THE CITY OF OAKLAND

Resolution No. _____ C.M.S.

INTRODUCED BY BOARD MEMBER JEAN QUAN

RESOLUTION ESTABLISHING RULES AND REPORTING REQUIREMENTS TO ENHANCE FISCAL ACCOUNTABILITY AND TRANSPARENCY AS FOLLOWS:

- (1) APPROVED LIST OF ORGANIZATIONS FOR THE PURCHASE ANNUAL REPORTING OF EVENT TABLES PURCHASED BY THE OAKLAND REDEVELOPMENT AGENCY; AND**
- (2) ANNUAL REPORTING OF ALL CITY OF OAKLAND-FUNDED TRAVEL EXPENDITURES**

WHEREAS, the Agency Board wishes to establish several rules and reporting requirements to enhance fiscal accountability and transparency in use of public funds; and

~~**WHEREAS**, the Agency Board wishes to establish a list of organizations that conduct events in the municipal or public interest for which the Agency Administrator is authorized to purchase make Event Tables purchased by the City of Oakland known to the public by establishing an annual reporting requirement; and~~

WHEREAS, the Agency Board wishes to make travel expenditures for trips paid for by the Oakland Redevelopment Agency that involve airline transportation or lodging known to the public by establishing an annual reporting requirement; now, therefore, be it

RESOLVED: That the Agency Board hereby directs the Agency Administrator to implement the following policies and rules:

- ~~1. Approved List Of Organizations For The Purchase Annual Reporting Of Event Tables Purchased by the City of Oakland~~

~~The Agency Administrator shall prepare a list of Event Table organizations to be approved by the Agency Board that shall be updated and presented to the Agency Board on an annual basis for approval; and~~

~~Nothing herein shall obligate the Oakland Redevelopment Agency to purchase Event Tables from organizations on the list; and~~

~~Neither the Agency Administrator nor any other Oakland Redevelopment Agency official or employee under her jurisdiction shall purchase Event Tables for events held by organizations that are not on the Event Tables list unless they obtain approval from the Agency Board before the event; and~~

The Agency Administrator shall publish an annual report in September of each of each year, of all Event Tables purchased by the Oakland Redevelopment Agency during the prior year.

2. Annual Reporting Of All Oakland Redevelopment Agency-Funded Travel Expenditures

The Agency Administrator shall publish an annual report, in September of each year, of all travel expenses for trips involving airline transportation or lodging paid for by the Oakland Redevelopment Agency during the prior year; and

The annual travel expense report for trips involving airline transportation or lodging shall include all travel costs paid by the Oakland Redevelopment Agency for such trips, including transportation, lodging and meal costs.

IN AGENCY, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BRUNNER, KERNIGHAN, NADEL, QUAN, BROOKS, REID, CHANG,
AND CHAIRPERSON DE LA FUENTE

NOES –
ABSENT –
ABSTENTION –

ATTEST:

LATONDA SIMMONS
Secretary of the Redevelopment Agency
of the City of Oakland, California