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## **Budget Advisory Commission Commissioner Vacancy Announcement**

The City Auditor is now accepting applications to fill one Auditor-appointed Commissioner position, to begin immediately, as part of its fifteen-member volunteer citizen board. This position will remain open until filled.

### **Background**

The Budget Advisory Commission is a fifteen-member board of volunteers dedicated to advising the City's elected officials on expenditures, revenues, and financial policies. The BAC's advice generally takes the form of informational reports submitted to the Finance & Management Committee of City Council. Generally, the BAC:

- research's topics deemed important to the fiscal health of the City,
- encourages public participation and input into the City's fiscal decision making, and
- improves the transparency and accountability of City fiscal information and decision making.

### **Commission Members**

Commissioners are appointed for a term of 3 years. Each member of the Commission must be an Oakland resident. Eight Commissioners are appointed respectively by each City Council member. Three Commissioners are appointed by the Mayor. Two commissioners are appointed by the City Council Finance Committee. One Commissioner is appointed by the City Auditor and the Chair of the Economic and Workforce Development Committee. Once appointed, a Commissioner is expected to participate in monthly meetings and occasional subcommittee meetings to produce relevant reports to present to City Council.

## Desired Skills & Abilities

Commissioners should represent a variety of backgrounds and professions, so the Commission provides a well-rounded perspective on Oakland City government, community building and engagement, leadership, program administration, and policies related to municipal finance, ethics, and transparency. Specifically, a Commissioner should be able to do the following:

- Read, analyze, and understand written information and make decisions based on the information.
- Listen to public input, assess community needs, and make decisions about how to best accomplish the Commission's goals.
- Understand the context in which the Commission operates within City government and the broader community.
- Communicate orally during a public televised meeting.
- Collaborate effectively with other Commissioners, the public, City officials, and staff.
- Serve with fairness, openness, honesty, and integrity.
- Identify personal conflicts of interest or other factors that could lead to actual or perceived improper influence.
- Adhere to all Commission-related laws and policies, including but not limited to the Oakland City Charter, Oakland Government Ethics Act, and Oakland Sunshine Ordinance.

In addition, ***all Commissioners are required to complete a Form 700 – Statement of Economic Interests*** annually, disclosing information such as one's financial interests in investments, property, income, and gifts (to view a copy of a Form 700, contact Commission staff or visit [www.fppc.ca.gov](http://www.fppc.ca.gov))

## For More BAC Information

For more information about the Budget Advisory Commission or this appointment, contact **Ecaterina (Cat) Burton** at [eburton@oaklandca.gov](mailto:eburton@oaklandca.gov). You can also visit their webpage at: <https://www.oaklandca.gov/boards-commissions/budget-advisory-commission>.

For information about the application process, please contact **Dena Shupe** at [dshupe@oaklandca.gov](mailto:dshupe@oaklandca.gov).

**City of Oakland**  
**BUDGET ADVISORY COMMISSION**  
**Commissioner Application**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_ City Council District: \_\_\_\_\_

Are you an Oakland resident?  Yes  No Years of Residency in Oakland: \_\_\_\_\_

List any City of Oakland Boards or Commissions (including this Commission) on which you currently or have previously served:

\_\_\_\_\_

Please answer yes or no to *all* the following questions:

1. Are you currently employed by the City or have any direct and substantial financial interest in any work, business, or official action by the City?  Yes  No
2. Have you attended a Budget Advisory Commission meeting?  Yes  No If yes, when?  
\_\_\_\_\_
3. How did you hear about this vacancy? \_\_\_\_\_

List the names, addresses and telephone numbers of two references:

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*By signing below, I certify that all of the information included in this application and supporting materials is true to the best of my knowledge. I also understand that this application packet is a public record, subject to public inspection, and that if I proceed to the final interview with the Commission, the packet will be distributed publicly as part of the selection process.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Supplemental Questions

On a separate page, please answer the following four questions:

1. **Why do you want to serve on the Budget Advisory Commission?**
2. **What skills and experience will you bring to the Commission?** (Include any governmental experience, activities with civic and business organizations, neighborhood groups, or any other experience that would contribute to your effectiveness as a Commissioner.)
3. **What issues, projects, or goals would you like to pursue while serving on the Commission?**
4. **What do you think are the City's most pressing finance challenges?**
5. **What else would you like the subcommittee to know as your application is considered?**

**Submitted applications must include the following materials:**

1. Signed Application
2. Answers to the Supplemental Questions
3. Your resume

**Applications may be submitted by mail or email:**

Address: Office of the City Auditor, 1 Frank H. Ogawa Plaza, 4<sup>th</sup> Floor City Hall, Oakland  
CA 94612

Email: Dena Shupe - [dshupe@oaklandca.gov](mailto:dshupe@oaklandca.gov)