

CITY OF OAKLAND
Public Ethics Commission

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Daniel D. Purnell, Executive Director

One Frank Ogawa Plaza, 4th Floor, Oakland, CA 94612 (510) 238-3593 Fax: (510) 238-3315

TO: Public Ethics Commission
FROM: Daniel Purnell
DATE: March 7, 2005

RE: A Report And Action To Be Taken Regarding The Commission's Annual Retreat

I. BACKGROUND

The Commission traditionally holds a special meeting every Spring to discuss the Commission's organizational and policy goals. The timing is meant to coincide with the annual arrival of new Commission members. Attached is a copy of the agenda from last year's meeting and the letter that was sent to various Commission stakeholders and interested parties inviting them to participate. **Attachments 1 and 2.**

It is time to plan this year's meeting. Commissioner are kindly requested to be prepared to discuss the following topics at the March 7, 2005, Commission meeting:

A. Meeting Date And Location

During the last several years, the meeting has been held on a Saturday morning in a location other than City Hall. Holding the meetings off-site presents a greater administrative challenge in terms of cost and scheduling (not all desired venues are available for the dates and times selected.) The advantages of holding the meeting at City Hall are significantly lower costs and the relative ease of securing a room. City Hall is also centrally located and has a number of public transit options. The Commission may also wish to consider holding the meeting on a week night since Saturdays, especially in the Spring, can also be a busy time for people.

B. Meeting Topics

The Commission typically reviews three subject areas at its meetings: Policy goals for the coming year; the conduct of Commission meetings; and improving Commission outreach to key stakeholders and interested parties. A copy of staff's review from the last Commission retreat is enclosed. **Attachment 3**. The Commission is not limited or bound by these topics and can choose to modify them as desired. For example, the Commission could choose to have staff arrange for presentations on specific topics or to develop options for different ways of conducting the meeting itself.

II. STAFF RECOMMENDATION

Staff requests the Commission to determine, at a minimum, a date, time and location for the annual meeting. Staff requests the Commission to provide specific ideas and direction if it would like to change the past content or format of this meeting.

Respectfully submitted,

Daniel D. Purnell
Executive Director