



Oakland Public Safety Planning and Oversight Commission (OPSPOC)

Oakland Community and Emergency Response Act (Measure NN)

REGULAR MEETING AGENDA Monday, August 18, 2025, at 6:00pm

**1 Frank H. Ogawa Plaza, Oakland, CA 94612
Oakland City Hall, Hearing Room 2, 1st Floor**

Oversight Commission Members:

Billy Dixon (Mayoral), Eric Karsseboom (Mayoral), Julia Owens (Mayoral),
Yoana Tchoukleva (Mayoral), **VACANT** (Mayoral)

The Oakland Public Safety Planning and Oversight Commission encourages public participation in their board meetings. The public may observe and/or participate in this meeting in several ways.

**You may appear in person on Monday, August 18, 2025, at 6:00pm at
1 Frank H. Ogawa Plaza, Oakland, CA 94612 in Hearing Room 2**

OR

**To observe, the public may view the televised meeting by viewing
KTOP channel 10 on Xfinity (Comcast) or ATT Channel 99 and locating
City of Oakland KTOP – Channel 10**

**Please note: The ZOOM link and access numbers below are to view / listen
to the meetings only – not for participation.**

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<https://support.zoom.us/hc/enus/articles/201362663>, which is a webpage entitled "Joining a Meeting by Phone."

**CITY OF OAKLAND
OAKLAND PUBLIC SAFETY PLANNING AND OVERSIGHT COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, August 18, 2025 at 6:00 PM**

**1 Frank H. Ogawa Plaza, Oakland CA 94612
Oakland City Hall, Hearing Room 2, 1st Floor**

PUBLIC COMMENT:

The Oversight Commission welcomes you to its meetings and your interest is appreciated.

- If you wish to speak before the Oversight Commission, please fill out a speaker card and hand it to the Oversight Commission Staff.
- If you wish to speak on a matter not on the agenda, please sign up for Open Forum and wait for your name to be called.
- If you wish to speak on a matter on the agenda, please approach the Commission when called, give your name, and your comments.
- Please be brief and limit your comments to the specific subject under discussion. Only matters within the Oversight Commission's jurisdictions may be addressed. Time limitations shall be at the discretion of the Chair.
- Comment in advance. To send your comment directly to the Commissioner's and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Felicia Verdin at fverdin@oaklandca.gov.

Please note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Commissioners prior to the meeting.

If you have any questions about these protocols,
please e-mail Felicia Verdin at fverdin@oaklandca.gov.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email fverdin@oaklandca.gov or call (510) 238-3128 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a fverdin@oaklandca.gov o llame al (510) 238-3128 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 fverdin@oaklandca.gov 或 致電 (510) 238-3128 或 (510) 238-2007 TDD/TTY.

***Each person wishing to speak on items must complete a Speaker Card
Persons addressing the Safety and Services Oversight Commission may state their names and the
organization they are representing, if any.***

**CITY OF OAKLAND
OAKLAND PUBLIC SAFETY PLANNING AND OVERSIGHT COMMISSION**

**REGULAR MEETING AGENDA
MONDAY, August 18, 2025 at 6:00 PM**

**1 Frank H. Ogawa Plaza, Oakland CA 94612
Oakland City Hall, Hearing Room 2, 1st Floor**

ITEM	TIME	TYPE	ATTACHMENTS
1. Welcome and Call to Order	6:00 PM	AD	
2. Roll Call	1 Minute	AD	
3. Open Forum – For items not listed on the Agenda	5 Minutes	I	
4. Remarks and Discussion with Mayor Barbara Lee	30 Minutes	I	
5. Overview of SPOC's Updated Workplan	10 Minutes	I	Attachment
6. Community Input and Public Comment Session <ul style="list-style-type: none"> Community members will be invited to offer 2 minutes of public comment on the following questions: What does public safety look like to you? How should we define the goals of our 4-Year Violence Reduction Plan? <p>This will be one of many community input sessions the SPOC will hold.</p>	60 Minutes	I	
7. Update on Questions to the City Attorney's Office	15 minutes	I	
8. OPD Presentation and Discussion <ul style="list-style-type: none"> OPD to provide answers to questions about overtime posed by the SPOC in July. 	20 minutes	I	Attachments
9. Adoption of Bylaws	10 minutes	A	Attachment
10. New Business	3 Minutes	AD	
11. Adjournment	1 Minutes	AD	

A = Action Item / I = Informational Item / AD = Administrative Item

A tall, ornate, light-colored stone building with many windows, identified as Oakland City Hall. It has a classical architectural style with decorative carvings and a prominent central tower.

MEASURE NN

OAKLAND PUBLIC SAFETY PLANNING & OVERSIGHT COMMISSION

Monday, August 18, 2025

6-9pm

Hearing Room 2
1 Frank H. Ogawa Plaza,
Oakland, CA 94612

Mayor Lee and the OPSPOC invite members of the community to share ideas for improving public safety in Oakland during public comment.

Your input will inform how the Commission, City Leadership, and Community Partners shape Oakland's first Four-Year Community Violence Reduction Plan.

Oakland Public Safety Planning & Oversight Commission

Work Plan Overview, August 2025

August 2025

1. OPSPOC Framework Development & Admin
 - a. Bylaws
 - i. In process, seeking final input from the City Attorney
 - b. Consultant RFP
 - i. In process, ready for review from the City
 - ii. Adding a technical assistance and evaluation deliverable to support Measure NN grantees
 - c. OPSPOC Management
 - i. OPSPOC leadership and Felicia Verdin meet regularly throughout the month.
 - ii. Currently scheduling recurring meetings with OPSPOC commissioners, Deputy City Administrator Joe Defries.
 - iii. Currently seeking a recurring meeting time with the Mayor's staff to ensure the Community Violence Reduction Plan (CVRP) is comprehensive and considers broader public safety efforts already in progress.
2. Information Gathering & Community Engagement
 - a. Workshops
 - i. OPSPOC leadership pivoted the goal and strategy development workshops to smaller workshops with each core department (OPD, OFD, DVP).
 1. Outreach to schedule exploratory meetings, and two working meetings is in process.
 - ii. Community engagement events and a community-wide survey will provide accessible opportunities for the public to provide their input on both goals and strategies for each department. Their feedback will be documented and integrated throughout the CVRP drafting process.

September 2025

1. OPSPOC Framework Development & Admin
 - a. Publish the Consulting RFP and review applications in October.
2. CVRP Drafting
 - a. Conduct initial exploratory meetings and goal development session with core departments
 - b. Schedule focus groups with core department staff
3. Information Gathering & Community Engagement
 - a. Receive public comment on drafted goals
 - b. OPSPOC leadership to meet with the Baltimore Mayor's Office of Neighborhood Safety and Engagement
 - c. OPSPOC to continue to review public safety literature and best practices to inform the CVRP strategy development

October 2025

1. OPSPOC Framework Development & Admin
 - a. OPSPOC to evaluate Consulting RFP proposals and select an applicant to support CVRP drafting, community engagement efforts, technical assistance, and evaluation services.
 - b. OPSPOC leadership to onboard consulting team and further define deliverables
2. CVRP Drafting
 - a. Conduct strategy development sessions with core departments
 - b. Schedule focus groups and key informant interviews with core department staff, community based organizations, and partners.
3. Information Gathering & Community Engagement
 - a. Receive public comment on drafted goals
 - b. OPSPOC to continue to review public safety literature and best practices to inform the CVRP strategy development
 - c. Publish community-wide survey on drafted CVRP goals and strategies

November 2025

1. CVRP Drafting
 - a. Document public comments and integrate feedback
 - b. Continue drafting CVRP and schedule meetings with core departments as needed to further define goals, strategies, and fiscal allocations.

December 2025

1. CVRP Drafting
 - a. Compile, analyze, and summarize focus group and survey data
 - b. Continue CVRP drafting
2. Information Gathering & Community Engagement
 - a. Continue community engagement events, and schedule additional focus groups and meetings with core departments as needed.

January 2026

1. CVRP Drafting
 - a. Complete a final draft by the end of the month
 - b. Enter a formal 30-day public comment period.
 - c. Receive City Council feedback

February 2026

1. CVRP Drafting
 - a. Integrate or respond to public comments
 - b. Submit to City Council for approval

Document Title Folder: City Public Safety Plans and Research	Author & Year
Baltimore Violence Prevention Plan	City of Baltimore, 2021
Chicago Community Safety Plan Brief	Mayor's Office of Community Safety
Effective Community Based Violence Reduction Strategies	National Institute for Criminal Justice Reform
Healthy, Wealthy & Wise: Cognitive Behavioral Therapy and Transformative Credible Messenger Mentoring to Reduce Violence and Justice System Involvement	National Institute for Criminal Justice Reform, 2020
Intensive Life Coaching: A Community Violence Intervention Approach	National Institute for Criminal Justice Reform, 2025
Framework for Policy Innovation Exploring New Community-Engaged Models for Public Safety Reform	Possibility Lab, University of California, 2024
Oakland's Successful Gun Violence Reduction Strategy	National Institute for Criminal Justice Reform, 2018

Rethinking Violence Prevention in Oakland, CA "From the Voices of the People Most Impacted"	Urban Strategies Council, 2019
Promoting Peaceful Families and Communities: Maintaining Progress in Reducing Gun Violence in Alameda County	Public Health Department, Alameda County Health Department, 2025
Smarter Public Safety: A Roadmap for Oakland	Local 21, Local 1021 SEIU, IBEW 1245, 2025

TO: OPD Deputy Chief A. Tedesco
FROM: Oakland Public Safety Planning and Oversight Commission (OPSPOC)
DATE: July 15, 2025
RE: Questions for OPD in advance of July 21, 2025 OPSPOC Meeting

Thank you so much, Deputy Chief Tedesco, for your memo and relevant materials. Since you requested we submit questions to you in advance, we have compiled the list below from all the commissioners. We realize we have many questions, so please prepare to answer as many as possible during the July 21st meeting and let us know which ones you will answer at a later meeting. We thank you in advance for your time.

Response Times

1. What response time range is OPD aiming for at each priority level?
2. What percentage of 911 calls are placed on hold?
3. What is the average wait time for calls that are placed on hold prior to connecting with a dispatcher?
4. How often do response times impact the responses of other first responders, such as OFD and Falck, who may not be able to enter a scene until it has been cleared?
5. What is the unit utilization rate (UUR) for OPD patrol officers? What is the target UUR for patrol?

Spending Plans

6. How do you explain the difference between the 2024-2025 spending plan and the 2025-2026 spending plan given that Measure NN requires the following?

Section 5 - "Through Fiscal Year 2025-2026, all annual revenue from this Act shall be allocated in a manner that continues and extends the 2014 Oakland Public Safety and Services Violence Prevention Act funding allocations."

7. Can we get a full breakdown of the "Services & Supplies" and "Contracted Services" line items in the 2025 spending plan?

Overtime

8. What is the process for requesting overtime?
9. How far in advance are overtime shifts scheduled and approved?
10. What are the union regulations regarding overtime?
11. Is there any cap on overtime to prevent officer burnout and exhaustion, similar to how firefighters and EMS personnel have mandatory rest periods?
12. In the Oaklandside article from June 25th, entitled [Does Oakland's new budget fix police overspending on overtime?](#), the president of the Oakland Police Officers Association pointed to the following conditions for why OPD consistently exceeds its overtime budget: the city's high crime rate, low police officer staffing levels, and the level of services city leaders demand of OPD.
 - a. Specifically, which services does OPD feel exceeds its resources or responsibility?
 - b. How much overtime accounts for the provision of these services?
 - c. Which services do you feel could be better handled by another city department or community-based organization?
13. The same article states "Oakland's city administration said they were building a new digital scheduling system for the police department and that this system would be up and running by December 2024", and that "no progress had been made on the project", citing a "contractual issue".
 - a. Please describe the nature of this contractual delay.
 - b. Is the City seeking to partner with an outside data management service?
 - c. What resources or support is needed to complete this project in a timely manner?
 - d. Please describe the current process for tracking overtime.
14. Oakland recently approved a City budget that provides \$72 million in overtime spending over two years, a record high allocation.
 - a. Do you anticipate that OPD will be able to stay on budget with the current overtime budget of 72 million over the next two years?

- b. What are your plans for ensuring that OPD does not exceed this budget?

Staffing Levels & Training

15. In attachment 1, on page 3, you show the huge decline in the number of sworn officers from 2019 to 2022. Other than COVID, what factors do you think contributed to that decline? What changed in 2023 when you started to see an increase in the number of sworn officers?
16. How much does it cost to run an academy?
17. What has OPD's experience been relying on outside academies?
18. What are the primary obstacles to effective outreach and recruitment of new officers? How does OPD plan to navigate these challenges?
19. Is OPD trying to increase recruitment from Oakland? Thus far, it appears only 9% of OPD officers live in Oakland.
20. Is OPD open to updating and expanding the current mental/behavioral health training provided in academies and during ongoing training to all officers?
21. How is OPD addressing the reasons officers cite for leaving the department?
- Review of previous exit interview data suggest that heavy discipline, family, lack of communication, and insufficient resources have been cited as the top areas of concern. (Tedesco Memo, p 2-3, June 9, 2025)
22. Please describe the staffing, training, and equipment needs of the OPD dispatchers?

OPSPOC Information Support

23. Would OPD be open to providing members of the commission with a variety of opportunities to better understand the needs of the department, such as ride alongs with patrol, shadowing dispatchers, key informant interviews and focus groups?
24. Would OPD be willing to participate in workshops related to the development of the Four-Year Community Violence Reduction Plan?

25. What opportunities for collaboration do you see with other Oakland city departments and community-based organizations to make progress toward the objectives outlined in Measure NN?

CITY OF OAKLAND

Memorandum

TO: Public Safety Planning and Oversight Commission
ATTN: Chairperson Yoana Tchoukleva
FROM: Deputy Chief A. Tedesco 8663
DATE: 15 Aug 25

RE: SPOC Request for Information concerning Overtime

This memorandum addresses the questions addressed to OPD at the 28 Apr 25 Special Meeting of the OPSPOC. During this meeting of the OPSPOC, the commissioners submitted a series of questions. For the August Meeting, OPD is submitting responses for questions regarding overtime, specifically questions 10-14.

Question #10 - What are the union regulations regarding overtime?

Union regulations regarding overtime include higher pay rates, such as one and a half times the employee's base hourly rate. For sworn members, additional provisions apply, including guaranteed minimum overtime for certain situations such as callbacks, court appearances, and working on scheduled days off. These minimums range from two and a half to five hours, depending on the circumstances.

Overtime worked immediately before or after a scheduled shift is compensated based on actual time worked, without a guaranteed minimum. However, if an employee is called back to work after completing their regular shift and leaving the workplace or required to attend court for job-related matters during off-duty hours, a minimum of two and a half hours of overtime is provided. If the court appearance occurs on the employee's scheduled day off, the minimum compensation increases to four hours of overtime.

When required to work on a scheduled day off, employees are entitled to minimum of five hours of overtime pay. Employees who are on compensatory or paid leave, excluding vacation, are not eligible for overtime.

Overtime compensation may be in the form of cash or compensatory time, in accordance with applicable Fair Labor Standards Act guidelines. Additionally, employees working two or more continuous hours beyond their shift may receive a meal allowance.

Question #11 - Is there any cap on overtime to prevent officer burnout and exhaustion, similar to how firefighters and EMS personnel have mandatory rest periods?

To help prevent burnout, the Department's overtime policy sets clear limits and rest requirements for officers working extra hours. These regulations are designed to ensure adequate rest, limit excessive overtime, and reduce the risk of fatigue-related errors or burnout.

One of the requirements is a mandatory 8-hour rest period. Officers who are involuntarily held over or called back to work must receive a guaranteed 8-hour rest period before their next shift. Officers must notify their supervisor if they need this rest period.

For voluntary overtime, officers should still have at least 8 hours of rest between work periods unless a commander or manager approves otherwise. Officers must inform the authorizing supervisor if they expect to have less than 8 hours of rest between work periods.

Additionally, each officer must have at least one full day off every seven-day workweek, unless an exception is authorized in writing by a Captain or higher-ranking officer.

Question #12 - In the Oaklandside article from June 25th, entitled: *Does Oakland's new budget fix police overspending on overtime?* The president of the Oakland Police Officers Association pointed to the following conditions for why OPD consistently exceeds its overtime budget: the city's high crime rate, low police officer staffing levels, and the level of services city leaders demand of OPD.

- a. Which services does OPD feel exceeds its resources or responsibility?
- b. How much overtime accounts for the provision of these services?
- c. Which services do you feel could be better handled by another city department or community-based organization?

The recent PFM staffing study outlined the stark staffing disparity between OPD and other benchmark cities when comparing crime rates to staffing levels. The study provided the table shown in Figure 1.

	Violent Crime			Property Crime		
	Total Violent Crime	Per Sworn Staff	Per Professional Staff	Total Property Crime	Per Sworn Staff	Per Professional Staff
Oakland	7,852	11.1	29.9	43,048	60.6	163.7
Albuquerque	7,363	8.4	10.6	26,304	29.9	37.9
Baltimore	8,887	4.3	18.7	24,178	11.8	51.0
Cleveland	6,100	5.2	29.8	17,236	14.7	84.1
Fresno	3,970	4.7	10.8	16,754	19.7	45.4
Long Beach	2,782	4.0	10.1	13,294	19.1	48.3
New Orleans	4,957	5.4	16.7	18,536	20.4	62.4
Sacramento	4,237	6.2	15.0	15,305	22.6	54.3
Median (excl. Oakland)	4,957	5.2	15.0	17,236	19.7	51.0
Oakland Rank	2 of 8	1 of 8	1 of 8	1 of 8	1 of 8	1 of 8

Figure 1 - PFM Staffing Study benchmark cities comparison

The PFM Study found Oakland to have the worst staffing to crime ratio of the benchmark cities. Oakland had more than double the median violent crime per sworn staff and triple the median in property crime. This provides insight into the workload of OPD compared to the benchmark cities.

The members of the Oakland Police Department, sworn and professional staff, seek to provide the highest level of service. As supported by the PFM Study, the workload exceeds the resources. The result in part is the use of overtime to accomplish tasks that cannot be completed by existing staff. While there have been multiple efforts to alleviate the duties of OPD, such as MACRO, the PFM Study suggests that in order to provide basic functions in

Patrol and Investigations, work that cannot be outsourced, OPD is understaffed by 226 sworn officers. The PFM Study did not assess the shortage of professional staff, but it is clear that the workload exceeds staffing in this area as well.

Question #13 - The same article states “Oakland’s city administration said they were building a new digital scheduling system for the police department and that this system would be up and running by December 2024”, and that “no progress had been made on the project”, citing a “contractual issue”.

- a. Please describe the nature of this contractual delay.**
- b. Is the City seeking to partner with an outside data management service?**
- c. What resources or support is needed to complete this project in a timely manner?**
- d. Please describe the current process for tracking overtime.**

In accordance with Departmental policy, all members are required to adhere to the following procedure regarding the approval and documentation of overtime hours worked. Prior to performing any overtime duties, members must obtain advance approval from a commander or manager. This authorization must be secured before any overtime is undertaken, without exception.

Once the overtime has been worked, members are required to complete the necessary documentation and submit all related materials within forty-eight (48) hours. For assignments related to special events, special enforcement operations, designated training assignments, or any other events where a mass overtime form has been provided, members shall complete and sign the Mass Overtime Form. In all other cases, members must utilize the Individual Overtime Form. A separate form is required for each individual instance of overtime worked. Members are solely responsible for ensuring that all information entered on these forms is accurate and complete.

In addition to completing the appropriate form, members must send an email to the designated overtime email account. This email must include all required information pertaining to each overtime shift worked. The member must also copy their regularly assigned immediate supervisor, as well as the commander who authorized the overtime.

Supervisors who are responsible for approving timesheets shall not approve any overtime entries unless they have received the aforementioned email from the subordinate. If a supervisor has not received the necessary documentation and email notification, they must notify the subordinate of the deficiency and must withhold approval of the timecard until the criteria have been fully satisfied. All completed overtime forms shall be submitted to the Human Resources Section.

Responses to questions a, b, and c will be deferred to the next meeting.

14. Oakland recently approved a City budget that provides \$72 million in overtime spending over two years, a record high allocation.

- a. Do you anticipate that OPD will be able to stay on budget with the current overtime budget of 72 million over the next two years?**
- b. What are your plans for ensuring that OPD does not exceed this budget?**

OPD cancelled a large portion of its overtime operations in late 2024, such as high visibility patrols and violence suppression operations. This has resulted in a large reduction of overtime use. However, as staffing levels continue to decrease, certain tasks must be completed and will require the use of overtime.

Anthony Tedesco
Deputy Chief of Police
Bureau of Field Operations 1
Oakland Police Department

Oakland Public Safety Planning & Oversight Commission (Measure NN)

Bylaws, Adopted _____

ARTICLE I: Establishment and Governing Law

1. **Name**

Oakland Public Safety Planning & Oversight Commission (“OPSPOC”)

2. **Authority, Statutory Requirements: and Other Laws and Policies**

The voters of the City of Oakland adopted the Oakland Community Violence Reduction and Emergency Response Act of 2024 (hereinafter OCVRER Act), also known as Measure NN, in the November 5, 2025, General Municipal Election. The chief purpose of the OCVRER Act is to raise revenue solely to pay for the development, implementation, and evaluation of a holistic, results-driven approach to the prevention and reduction of violent crime in Oakland. Adoption of the OCVRER Act also called for the establishment of the Oakland Public Safety Planning & Oversight Commission to replace the previously existing Public Safety and Services Violence Prevention Oversight and Accountability Commission. On March 4, 2025, the Oakland City Council Adopted Ordinance No. 13838 establishing the Oakland Public Safety Planning & Oversight Commission, and setting forth the duties, functions, terms, and governance of the Commission.

Formed under the authority of the OCVRER Act and Ordinance No. 13838 CMS, the Oakland Public Safety Planning & Oversight Commission (hereinafter “OPSPOC” or “Commission”) shall also comply with all applicable laws, including, but not limited to, the City of Oakland Charter, the Establishing Ordinance and membership ordinance, the Oakland Sunshine Ordinance (Ordinance No. 11957 C.M.S., adopted January 14, 1997), the Ralph M. Brown Act (Government Code sections 54950 et seq.), the Political Reform Act of 1974 (Government Code sections 81000 et. seq.), the Public Records Act (Government Code sections 6250 et seq.), and the Oakland Conflict of Interest Code (Ordinance No. 11979 C.M.S., as amended). If any conflict exists between

any of the foregoing laws and these bylaws, the applicable law shall control over the bylaws.

ARTICLE II: Duties, Functions, and Commissioner Appointments

1. Duties and Functions

The Commission shall fulfill duties and functions as set forth in the Oakland Community Violence Reduction and Emergency Response Act of 2024:

- a. Develop and approve a Four-Year Community Violence Reduction Plan.
- b. Recommend to the City Council the adoption of the Four-Year Community Reduction Plan, which the Council may approve or reject but not modify; if the Council rejects the Plan, it will return it to the Commission with recommended changes, and the Commission will submit a new Plan to the Council which the Council may accept or reject but not modify.
- c. Evaluate the implementation and impact of the Community Violence Reduction Plan, and, at the Commission's discretion, retain an independent consultant to assist such evaluation.
- d. Review the seven hundred (700) floor number for sworn police officers, the eight hundred (800) number governing layoffs for police, and the four hundred eighty (480) number governing layoffs for firefighters set forth in the OCVRER Act in 2029 for the City 2030 budget. Upon such review, based upon the Four Year Community Reduction Plan, any analysis of the performance of the actions authorized by the Act and other crime factors and statistics, the Commission may recommend a different number for each category to the City Council, and the Council may approve or reject the new number; if the Council rejects the recommendation, the number shall remain unchanged.
- e. Monitor the allocation and use of all revenues generated by the OCVRER Act;
- f. Submit any policy recommendations to the Mayor and City Council to ensure the City of Oakland's compliance with the purpose and intent of this Act, including recommendations for corrective actions, if any.

- g. Review and provide comments on all non-confidential reports and recommendations concerning potential suspension and/or reduction of the number of law enforcement personnel and suspension of the tax.
- h. Submit reports to the public that the Commission determines are appropriate to serve its purposes.
- i. At least every three (3) years, the Commission shall receive a priority spending plan from each of the City Departments receiving and/or disbursing funds generated by the OCVRER Act. The priority spending plan shall include proposed expenditures, strategic rationales for those expenditures, intended measurable outcomes and metrics expected from those expenditures, all of which shall be incorporated into the Four-Year Community Violence Reduction Plan.
- j. Twice each year, the Commission shall receive a report from a representative of each City department receiving funds from the OCVRER Act on the status of the priority spending plans and the demonstrated progress towards the desired outcomes.

2. Number, Appointing Authority and Qualifications:

The Commission membership shall be as described in the Oakland Community Violence Reduction and Emergency Response Act of 2024, Part 1. Section 4.A.1, which specifies as follows:

- a. The Commission shall consist of five (5) members.
- b. Commissioners shall be appointed by the Mayor and confirmed by the Council, pursuant to Section 601 of the Charter.
- c. The composition of the Commission should be reflective of the diversity of Oakland and shall include members who have expertise in criminal justice, public safety, public health, social services, emergency services, and community violence intervention and prevention programs and/or research, finance and evaluations in those areas. At least one member shall have lived experience with service-eligible populations, and one member shall have professional law enforcement experience, preferably at a command officer level, and/or academic expertise in law enforcement.
- d. As established in Ordinance 13838 C.M.S., Commission members shall be appointed to overlapping terms of three years beginning on March

1st of each year and ending on February 28th three years later, and shall be limited to no more than) two (2) consecutive terms.

e. Vacancies and Holdover Status on the OPSPOC shall be conducted according to Section

f. A member may be removed pursuant to Section 601 of the City Charter. Among other things, conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties, or absence from three (3) consecutive regular meetings except on account of illness or when absent from the City by permission of the OPSPOC, shall constitute cause for removal.

3. Compensation

Members of the OPSPOC shall serve without compensation.

4. Oath of Public Office

Acceptance of the Oath of Public Office constitutes a Commission member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistently with the laws of the City of Oakland and all pertinent state and federal laws.

5. Rules, Regulations and Procedures; Voting Requirements

Except for the two-thirds vote requirement in Article IX hereof, all actions by the OPSPOC shall be by a majority vote of those present at a meeting at which a quorum exists. Rules, regulations, and procedures for the conduct of OPSPOC business shall be established by a vote of the members. The Commission must vote to adopt any motion or resolution.

6. Conflict of Interest

All members shall adhere to the requirements stated in Section 4.A.2 of the OCVRER Act related to conflicts of interest. No member of the Commission shall cast a vote on or participate in a decision-making capacity on the provision of services by that member or any organization that the member directly represents, on any matter which would provide a direct financial benefit to such member or a member of his or her immediate family, or on any other matter which would result in the member violating any conflict of interest law or regulation.

ARTICLE III: Officers

Officers shall be a Chairperson and Vice Chairperson chosen from members of the OPSPOC.

1. Chairperson

The Chairperson shall preside at all OPSPOC meetings and shall submit such agenda, recommendations and information at such meetings as are reasonable and proper for the conduct of the business affairs and policies of the OPSPOC. The Chairperson shall sign all documents necessary to carry out the business of the OPSPOC.

2. Vice Chairperson

The Vice Chairperson shall assist the Chairperson as directed and shall assume all the obligations and authority of the Chairperson in the absence or recusal of the Chairperson.

3. Election of Officers

The Officers shall initially be elected by vote from among the members of the Commission at the Commission's first regular meeting after adoption of these bylaws, or as soon thereafter as possible.

4. Removal of Chairperson

An affirmative vote of the OPSPOC members can remove any Officer from office.

5. Officers' Terms of Office

The Officers shall hold office for one year. Their terms shall expire one year and one meeting after their election. No person shall be elected as an Officer for longer than their OPSPOC term of office.

6. Officer Vacancies

If the office of the Chairperson becomes vacant, the Vice Chairperson shall become Chairperson. If the office of the Vice Chairperson becomes vacant for any reason, the OPSPOC shall vote to elect a successor from among the OPSPOC members at the next regular meeting, and such office shall be held for the unexpired term of said office.

ARTICLE IV: Planning and Oversight Staff

1. **City Administrator**

The Commission shall receive staff support from the City Administrator's Office, as determined by the City Administrator.

2. **Legal Advisor**

The Oakland Office of the City Attorney ("OCA") is the Commission's legal advisor. The OCA shall provide the Commission with legal assistance as determined by the OCA. Requests for legal services approved by the chairperson shall be forwarded to OCA by assigned staff.

3. **Commission Staff**

Commission members may consult staff of the City Administrator's Office informally, but any request for assistance or a written report must be authorized by a vote of the OPSPOC.

4. **Custodian of Records**

Pursuant to section 20.020.240 of the Sunshine Ordinance, the Commission shall maintain a public records file that is accessible to the public during normal business hours. The City Clerk shall be the official custodian of these public records, which shall be maintained in a manner consistent with records kept by the City Clerk on behalf of all other standing Commissions.

If authorized by the City Administrator, a designated member of City staff shall act as Custodian of Records to the Commission. The Custodian of Records shall keep the records of the Commission, shall record all votes, and shall prepare minutes and keep a record of the meetings in a journal of the proceedings.

ARTICLE V: Ad Hoc Committees

1. **Ad Hoc Committees**

The Chairperson may establish ad hoc committees to perform specific tasks. An ad hoc committee shall dissolve when the task is completed and the final report is given. Any ad hoc committee may not have more than 4 OPSPOC members.

ARTICLE VI: Meetings

1. Quorum

Ordinance 13303 C.M.S. designates quorum for the OPSPOC as four (4) members. A quorum shall be established prior to any official business being conducted at the meeting. If there is no quorum at that time, no official action may be taken at that meeting. In the event that a quorum is not established within thirty (30) minutes of the noticed start time of the meeting, the Chairperson may allow the meeting to take place without any official action being taken at the meeting without a quorum.

2. Voting

Each member of the Commission shall have one vote. A motion shall be passed or defeated by a simple majority of those members present and voting at a meeting where a quorum has been established.

3. Public Input

a. Public Input on Items Officially Noticed for the Agenda

- i. At every regular meeting, members of the public shall have an opportunity to address the OPSPOC on matters within the OPSPOC subject matter jurisdiction. Public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment. Members of the public wishing to speak and who have filled out a speaker's card, shall have two (2) minutes to speak unless the chairperson otherwise limits the total amount of time allocated for public discussion on particular issues and/or the time allocated for each individual speaker.

b. Public Input on Items Not Officially Noticed for the Agenda (Open Forum)

- i. Matters brought before the Commission at a regular meeting which were not placed on the agenda of the meeting shall not be acted upon or discussed by the OPSPOC at that meeting unless action or discussion on such matters is permissible pursuant to the Brown Act and the Sunshine Ordinance. Those non-agenda items brought before the OPSPOC which the OPSPOC determines will require consideration and action and where action at that

meeting is not so authorized shall be placed on the agenda for the next regular meeting.

c. **Identification of Speaker**

- i. Persons addressing the OPSPOC shall be asked to state their names and the organization they represent, if any. They shall be asked to confine their remarks to the subject under discussion, unless they speak during the Open Forum portion of the agenda.

4. Regular Meetings

The Commission shall meet regularly on the third Monday of each month, at the hour of 6:00 pm, in Oakland, California. In the event that the regular meeting date shall be a legal holiday, then any such regular meeting shall be rescheduled. A notice, agenda, and other necessary documents shall be delivered to the members, at least seventy-two hours prior to the meeting.

5. Notice and Conduct of Regular Meetings

Notices and agendas of all regular OPSPOC meetings requiring notice shall be posted in the City Clerk's Office and on an exterior bulletin board accessible twenty-four hours a day. Notice of regular meetings shall be posted at least seventy-two hours before the meeting. Action may only be taken on items for which notice was provided in compliance with the Sunshine Ordinance and the Brown Act.

6. Minutes

Minutes shall be taken at every OPSPOC meeting. Minutes shall be prepared in writing by the Custodian of Records. Copies of the minutes of each OPSPOC meeting shall be made available to each member of the OPSPOC and the City. Approved minutes shall be filed in the official OPSPOC file.

7. Remote participation

Members of the Commission and members of the public may participate remotely in OPSPOC meetings in accordance with laws and procedures outlined in the attached memo from the Oakland Office of the City Attorney originally issued on March 30, 2023 and subsequently revised.

ARTICLE VII: Agenda Requirements

1. Agenda Preparation

The agenda is prepared through the joint effort of the Chairperson and

OPSPOC Staff, with appropriate legal review. At the outset of a OPSPOC meeting, the Commission may remove items from the posted agenda, but may not add items to the posted agenda or otherwise modify it. Nothing in this Article VII shall change the requirements for agenda noticing and modification to the agenda, as required by the Brown Act, Sunshine Ordinance or other applicable law.

ARTICLE VIII: Parliamentary Authority

1. Robert's Rules of Order, Ronr, Eleventh Edition

The business of the OPSPOC shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Robert's Rules of Order, Ronr, Eleventh Edition, except as modified by these rules and in accordance with State open meeting laws and local open meeting laws, including, without limitation, the Brown Act, the Oakland Sunshine Ordinance, and the Establishing Ordinance. Failure of compliance with Robert's Rules of Order, Ronr, Eleventh Edition, shall not constitute cause for invalidation of any OPSPOC action of which a majority of OPSPOC members clearly expressed approval.

2. Representation of the Commission

Any official representations on behalf of the OPSPOC before the City Council or any other public body shall be made by a member of the OPSPOC specifically so designated by vote of the OPSPOC.

ARTICLE IX: Amendment of Bylaws

The Commission may adopt bylaws amendments at any regular meeting of the OPSPOC by vote of three (3) members; provided such proposed amendments are circulated in writing to all OPSPOC members at least ten (10) calendar days prior to such meeting, and three (3) calendar days' public notice shall be posted.

[Felicia, please include the memo as an Addendum]