



CITY OF OAKLAND

AGENDA REPORT

TO: Police Commission

FROM: John Alden
CPRA Executive Director

SUBJECT: Costing, Staff Time, and Procedural Requirements for Police Commission Standing and Ad Hoc Committees

DATE: October 8, 2021

RECOMMENDATION

Staff Recommends, Given Current Resourcing, The Police Commission Continues Relying More On Ad Committees And Revisits Standing Committees As The Office Manages Its Current Obligations And Is Able To Grow To Allow For Additional Staff Support.

EXECUTIVE SUMMARY

The Police Commission recently considered the creation of new Standing Committees, and considered the number and type of Ad Hoc Committees it might utilize. This memo responds to Commission questions about the processes for creation of such committees, the tasks required to operate each kind, and current staff time available to support such committees.

In short, Standing Committees require much more staff time, as well as specific hearing rooms at City Hall. Ad Hocs are much more flexible, and could require much fewer resources, than Standing Committees; depending on how the Commission chooses to organize and run them.

Current resources likely allow for very few, if any, additional Standing Committees at this time. Because Standing Committees require more resources than Ad Hocs, each Standing Committee consumes the same resources as several Ad Hocs.

BACKGROUND / LEGISLATIVE HISTORY

This section addresses three background issues: 1. Definitions and Requirements of Police Commission Committees; 2. Processes for Establishing Committees; and 3. Staff Time for Committees.

1. Definitions and Requirements of Police Commission Committees

A. Standing Committees

Municipal Code Section 2.20.030(J) defines Standing Committees as “any number of members of a local body which totals less than a quorum and which has a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action of the local body.” Thus, Standing Committees must not exceed three Commission members at any

time. Generally, past Standing Committees have had a “continuing subject matter jurisdiction,” but not necessarily a fixed meeting schedule.

The Municipal Code also requires that each Standing Committee: comply with the Ralph M. Brown Act (2.20.050), post its agenda at least 48 hours prior to the meeting since these will be considered Special Meetings (2.20.070(A)), maintain minutes of actions taken during the meeting (2.20.160(A)), and be at minimum audio recorded for record keeping purposes (2.20.160(B)). Starting this month, these requirements will also include AB 361 compliance, such as passing periodic resolutions permitting continued virtual meetings. Standing Committees do require substantial staff resources, detailed below, because of these requirements.

In Oakland, Standing Committees of any Board or Commission have met at City Hall. Oakland now has approximately 30 Boards or Commissions, and of course meetings of the City Council and its Committees. Meeting space for Standing Committees is fast becoming scarce.

All other Brown Act requirements also apply to Standing Committees, such as public comment procedures and limiting the business conducted at any given meeting to the topics agendized. All meetings of Standing Committees, meaning any gathering of a quorum of that Committee, must comply with these same rules. Members of Standing Committees must then be careful to avoid small gatherings or communications between meetings lest those events trigger Brown Act requirements for the Standing Committee on which they sit together.

B. Ad Hoc Committees

In contrast, Ad Hoc Committees have few rules. They are not subject to Brown Act requirements, so long as less than a quorum of the Commissioners attend any given meeting. Local ordinances do not require compliance with any other rules for meetings of Ad Hocs. They can meet anywhere, even virtually or over the phone. Commission Procedural Rules require Ad Hocs to report to the full Commission periodically.

Historically, the Police Commission has sometimes administered Ad Hocs in a manner similar to Standing Committees, such as providing agendas to the public in advance, allowing public comment, having regularly scheduled meetings, and keeping meeting recordings and/or minutes. Other Ad Hocs have simply been meetings directly between two or three Commissioners without any minutes, agendas, or public comment. In this regard, Ad Hocs are very flexible. The costs and staffing for Ad Hocs also vary according to how they choose to perform.

2. Processes for Establishing Committees

On July 10, 2018, the City Council adopted Ordinance No. 13498 C.M.S. which serves as the Enabling Ordinance for the Police Commission. The Enabling Ordinance added Municipal Code Section 2.45.150, which establishes the criteria for creating Police Commission Standing Committees. The requirements state that “the [Police] Commission must obtain City Council approval prior to the creation of any standing committee. A proposal to create a standing committee of the Commission must include information regarding the costs associated with

staffing the standing committee, if any, and the costs of complying with noticing and reporting requirements resulting from its establishment.”

These requirements are consistent with other references in the City’s Municipal Code. Specifically, Sections 17.03.030(E) and 17.05.100(D) related to the City’s Planning Commission and Landmarks Preservation Advisory Board, respectively, both state that City Council approval must be obtained prior to the creation of any standing committee for the commission/board. Additionally, the code states a proposal to create a standing committee must include information regarding the costs associated with staffing the standing committee, and the costs of complying with noticing and reporting requirements. For this reason, a staffing analysis such as the one in this memo is a mandatory step in Oakland for creating a Standing Committee.

At the request of the Police Commission in 2018, the City Council created two Standing Committees: the Personnel Committee and the Community Outreach Committee. (See Attachment A, below.) Both remain authorized by the City Council.

Ad Hocs do not require City Council approval. Currently, current Commission Procedural Rules call for Ad Hocs to be formed by the Commission Chair at the Chair’s discretion. Those same rules require Ad Hocs to report to the full Commission periodically.

3. Staff Time for Committees

Staff time for Committees is quite limited, as the Commission currently has only one staffer, Rania Adwan, the Commission Chief of Staff. Her time is already taken up by a series of tasks mandated by Charter or other authorities. Each Committee also requires more time, but that time varies according to whether the Committee is a Standing Committee, and Ad Hoc with a high level of transparency and public engagement, or an Ad Hoc that meets privately with no need for staffing.

A. Existing Time Commitments (30-38 hours / month)

The Chief of Staff role is contracted to work approximately 162 hours per month, a full-time schedule in the City of Oakland.

As a new employee, Ms. Adwan is still onboarding and learning the City systems and requirements, as well as the Commission. Still in her first three months, onboarding is currently requiring almost 10 hours a month dedicated to training as well as connecting with various departments and agencies to establish relationships and work processes. The following six months will likely require less time and could be at 5 hours a month.

Additionally, general upkeep of Commission business (emails, scheduling, web maintenance, budgeting etc.) can take between 20-28 hours a month. All of this without accounting for one-off or infrequent tasks that would be expected, such as onboarding new Commissioners, tracking and supporting Commissioner training and so on (perhaps 2 – 3 hours per task, depending on the task).

There are several larger projects the Chief of Staff will need to schedule, prepare and complete on behalf of the Commission, including preparing the Commission's Annual report (due Spring of 2022) and organizing the Commission retreat (anticipated early 2022), among other things.

B. Full Commission Meeting Staff Time Requirements (24-48 hours / month)

The Police Commission meets twice a month, and Ms. Adwan is currently the sole staffer for these meetings. She spends between 14 to 24 hours on each meeting, including attending the meeting itself, for a total of 24 to 48 hours monthly. That time includes:

- Agenda setting, including working with agenda team on drafts (3 - 5 hours)
- Following up on needed exhibits and presenters for each agenda (1 - 3 hours)
- Preparing documents for meetings, like exhibits and final agendas for posting (1 - 2 hours)
- Posting the meeting materials for Brown Act compliance (1 -2 hours)
- Running the meeting itself (5 - 7 hours)
- Drafting minutes afterwards (3 - 5 hours) – sometimes this requires less time with transcripts to work from; but transcripts require additional costs, as noted below
- NOTE: Staff time for Commission meetings will increase post-COVID in order to setup the meeting room, including providing hardcopies of documents for the public.

C. Staff Time Required for Ad Hoc and Standing Committees (time varies)

The level of preparation and effort depends on the intentions and objectives of the Ad Hoc or Standing Committee.

At a minimum, each committee requires a base level of organizing, that is working with the committee members to determine a schedule, cadence for meetings, identifying the activities required, as well as potential stakeholder or barriers to success and determining a roadmap to the project's successful completion. With scheduling and following up with commissioners, this can take 3 - 5 hours. (Basic Ad Hoc set up: 3 - 5 hours)

More often than not, it is appropriate to approach and stand up an Ad Hoc as if it were a unique project requiring a general framework to organize activities; broadly this looks like:

1. *Discovery or research phase*: determining what research exists, best practice, model policies, subject matter experts and possible partnerships with stakeholders. Essentially, anything that supports the committee and its members getting quickly up to speed with the topic and confident enough to plot next steps needed to achieve the desired outcome.
2. *Project design*: crafting the first iteration of activities and events that need to happen in service of the desired outcome, this could look like determining how to work through line edits of a policy under review, consolidating ideas, debating direction, requiring forums or subject matters experts to help deepen understanding or guide committee members. These would be identified and mapped to the schedule, ideally with owners - often requiring staff to support momentum.

3. *Review and presentation*: as well as regularly reporting at Police Commission meetings, some Ad Hocs will require the Commission take action. To do this, the Ad Hoc would be expected to create a presentation, sometimes with additional speakers, to help the full commission and members of the public not involved in the Ad Hoc deeply understand the work being presented. Staff might support this by providing a template, talking points and so on, to help the committee make a clear case to the commission and the public

Overlaying these activities are the following additional tasks:

4. *Planning and logistics*: scheduling, preparation for meetings, following up, keeping notes, responding to queries, creating and updating web pages.
5. *Outreach*: surveys, public forums, promotional material, language access (if required)
6. *Running the meeting (often twice a month per Ad Hoc)*

Supporting the running of an Ad Hoc thus requires anywhere between 5 - 10 hours of work per Ad Hoc meeting/activity.

In addition and as a reminder, Standing Committees require an additional 10 - 16 hours per meeting beyond those required for Ad Hocs (estimated based on work output for Commission meetings, the closest template to a Standing Committee):

- Preparing public-facing documents for meetings, like exhibits and final agendas for posting (1 - 2 hours)
- Posting the meeting materials for Brown Act compliance (1 - 2 hours)
- Running the meeting itself (5 - 7 hours)
- Drafting minutes afterwards (3 - 5 hours) – sometimes this requires less time with transcripts to work from.

D. Remaining Time for Ad Hoc and Standing Committees

Working with a volunteer commission, it is generally understood and accepted that staff would be required to respond and be ready to take on duties outside of regular office hours. Thus Ms. Adwan also manages and conducts Commission business as well as supporting Ad Hocs on evenings and weekends. She is currently committed to supporting (in various degrees of fidelity) the following Committees:

- Inspector General Hiring Ad Hoc
- Community Policing policy review Ad Hoc
- Missing Persons policy review Ad Hoc
- Chief of Police Performance Goals Ad Hoc

Altogether then, the current Commission Chief of Staff expends 24 - 48 hours monthly on Commission meetings, 20 - 28 hours on general Commission business, and 10 hours a month on her own training, leaving 78 to 110 hours monthly for Ad Hocs. The above committees have

over 12 meetings monthly, requiring 60 to 120 hours monthly. Currently, these obligations therefore expend all of the Chief of Staff's time any given month.

In addition, we have not yet set a level of support from the Chief of Staff for the Community Outreach Standing Committee, or a meeting schedule for that Standing Committee. But given that that is a Standing Committee, the time commitment could be a significant addition to the above totals.

For these reasons, your Chief of Staff will not have more time for additional Committee work until either a) some of these Committees resolve their work, and/or b) additional staff are secured.

ANALYSIS AND POLICY ALTERNATIVES

First, the above time assessments make clear that existing staffing will not support additional Committees – either Ad Hoc or Standing – until some existing Ad Hocs resolve their work and presumably disband.

Second, staff recommends that decisions regarding Committee staffing also take into account the Discipline Committee. Periodically, the Commission will require a Discipline Committee pursuant to its Charter-mandated duty to resolve certain discipline cases. Discipline Committees are subject to the same Brown Act requirements as Standing Committees, and thus have similar staff time costs. While much of the work of such a Discipline Committee occurs in Closed Session, the staff work is essentially the same.

Because Discipline Committees are a Charter-mandated responsibility, and because we can reasonably foresee they will be needed frequently, staff recommends the Commission prioritize Discipline Committee staffing before all other Committee staffing. And, in order to make Discipline Committees less of a burden to Commissioners and to assure they will be available as needed, staff recommends that a regular schedule of Discipline Committees be created. For example, Discipline Committees could be set to meet every two months for a year, with each Discipline Committee having specific Commissioners set on a rotating schedule, like so:

June 1, 9 am:	Commissioners A, B, and C
August 1, 9 am:	Commissioners D, E, and F
October 1, 9 am:	Commissioners A, E, and G
...etc....	

If any given meeting of the Discipline Committee is not needed because there are no cases to resolve at that particular session, that meeting could be cancelled. Given the tight timelines for Discipline Committees set by Charter and state law, setting these meetings on an as-needed basis can be rushed and logistically challenging for all involved. Staff suggest it may be more efficient for staff and more convenient for Commissioners to have a regularly scheduled meeting that cancels from time to time, rather than trying to create new meetings on as-needed basis.

At this time, staff do not recommend creation of any new Standing Committees given the mandatory time commitments involved. We would not be able to identify staffing resources for

such meetings as required by current ordinance. In addition, it is not clear that rooms would be available in City Hall for any regular meeting schedule for new Standing Committees.

This time analysis also shows that robust use of Committees in the future will require additional staffing. Since a substantial portion of this work could be performed by administrative staff, adding an administrative staffer reporting up to the Commission's Chief of Staff may be the most economical way to increase staffing for Committees, and to better leverage the significant skill set of any Chief of Staff. For example, if the Commission Chief of Staff had an Office Assistant or similar position reporting to them, that staffer could be assigned the work of creating minutes, posting agendas, preparing rooms and the like, to support the Chief of Staff. This could significantly increase staffing resources for a greater number of Committees.

Finally, should the Commission consider adopting any new Standing Committees in the future, staff would recommend reassessing whether the two existing Standing Committees should continue or be disbanded.

FISCAL IMPACT

This memo does not address the fiscal impacts of these committees. Those fiscal impacts depend largely on optional discretionary meeting costs the Commission can decide at another time, such as whether to order transcripts for each meeting. Staff intends to bring a budget presentation to the Commission soon detailing possible costs across all categories of Commission spending for this fiscal year.

PUBLIC OUTREACH / INTEREST

Staff conducted no public outreach on this issue beyond the usual posting of this memo with the meeting agenda.

COORDINATION

This report was crafted with the assistance of Police Commission Counsel, the Commission Chief of Staff, CPRA, and the City Administrator's Office. The creation of Standing Committees, if any, will require further coordination with the above entities, as well as the City Council.

SUSTAINABLE OPPORTUNITIES

Economic: None.

Environmental: None.

Race & Equity: As a general rule, providing public access to Commission deliberations on any given topic creates opportunity to better engage the public around the race and equity impacts of the policies and actions the Police Commission may discuss. Public-facing Committees, whether Standing or Ad Hoc, may create an opportunity to gather such input in addition to input gathered at Commission meetings. On the other hand, the existence of a Committee does not, by itself, directly add or detract from the City of Oakland's overall goal of improving racial equity.

ACTION REQUESTED OF THE POLICE COMMISSION

Staff recommends, given current resourcing, the Police Commission continue relying more on Ad Hocs and revisits Standing Committees as the office manages its current obligations and is able to grow to allow for additional staff support.

Specifically, staff recommends the Commission:

1. Direct staff to include in the Commission's mid-cycle budget adjustment proposal for FY '22-'23 a request for additional support staffing subordinate to the Commission Chief of Staff to support Commission committees and other Commission needs.
2. Consider whether the two current Standing Committees remain Standing Committees or be converted to Ad Hocs in order to supply more resources for other Ad Hoc Committees.
3. Consider a limit on the number and/or kinds of staffing for Ad Hoc Committees to match current staffing, with a plan to revisit those limits should staffing increase.

For questions regarding this report, please contact JOHN ALDEN, CPRA EXECUTIVE DIRECTOR, at 510-238-7401.

Respectfully submitted,



JOHN ALDEN
Executive Director, CPRA

Attachments (#):

A – November 13, 2018, Police Commission Standing Committees Memo to City Council



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2018 NOV 20 PM 1:18

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Stephanie Hom
Deputy City Administrator

SUBJECT: Police Commission Standing
Committees

DATE: November 13, 2018

City Administrator Approval

Date:

11/20/18

RECOMMENDATION

Staff Recommends That The City Council Consider A Resolution Authorizing The City Of Oakland's Police Commission To Establish A Personnel Standing Committee And A Community Outreach Standing Committee That Will Meet On An As-Needed Basis.

EXECUTIVE SUMMARY

At the request of the City of Oakland's Police Commission and on behalf of the CPRA Executive Director (currently vacant), City Council adoption of the proposed Resolution will allow the Police Commission to create two Standing Committees: A Personnel Standing Committee and a Community Outreach Standing Committee. The Police Commission, authorized by Measure LL in the November 2016 election, is a seven Commissioner, and two alternate Commissioners, civilian oversight board that oversees the policies, practices and customs of the Oakland Police Department (OPD) to meet national standards of constitutional policing and oversees the Community Police Review Agency (CPRA) that investigates complaints of police misconduct and makes recommendations for discipline. The Police Commission is also charged with conducting an annual performance review of the CPRA Executive Director and OPD Chief of Police. The commission has been meeting regularly since December 2017 and requests to establish two formal Standing Committees so Commissioners can plan and discuss efforts around Personnel and Community Outreach. If approved, meetings of the future Police Commission Standing Committees will be considered Special Meetings.

BACKGROUND / LEGISLATIVE HISTORY

On November 8, 2016, voters approved Measure LL which created the Oakland Police Commission run by civilian commissioners to oversee OPD's policies and practices and CPRA's investigations of police misconduct complaints. Measure LL granted the Mayor authority to appoint three regular members and one alternate member to the Police Commission. Additionally, a selection panel comprised of members of the public, appoint four regular members and one alternate member.

Item: _____
Public Safety Committee
December 4, 2018

At its meeting of October 17, 2017, the City Council approved the Mayor's and selection panel's appointments to serve on the Police Commission. The Police Commission held its first meeting on December 13, 2017, and currently meets twice a month on the second and fourth Thursday of each month at 6:30 pm.

The Police Commission has selected members to serve on ad-hoc committees that meet as-needed to discuss a range of issues from the recruitment of the Executive Director to the CPRA, policies and procedures for the Commission, community outreach, and a review of legislation. At its meeting of May 24, 2018, the Police Commission voted to request City Council approval to establish a Community Outreach Standing Committee, and at its meeting of June 28, 2018, the Police Commission voted to request City Council approval to establish a Personnel Standing Committee.

Standing Committee Requirements

Municipal Code Section 2.20.030(J) defines standing committees as "any number of members of a local body which totals less than a quorum and which has a continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action of the local body." The two proposed standing committees must not exceed three Commission members at any time, comply with the Ralph M. Brown Act (2.20.050), post its agenda at least 48 hours prior to the meeting since these will be considered Special Meetings (2.20.070(A)), maintain minutes of actions taken during the meeting (2.20.160(A)), and be at minimum audio recorded for record keeping purposes (2.20.160(B)).

Process for Establishing Standing Committees

On July 10, 2018, the City Council adopted Ordinance No. 13498 C.M.S. which serves as the Enabling Ordinance for the Police Commission. The Enabling Ordinance added Municipal Code Section 2.45.150, which establishes the criteria for creating Police Commission Standing Committees. The requirements state that "the [Police] Commission must obtain City Council approval prior to the creation of any standing committee. A proposal to create a standing committee of the Commission must include information regarding the costs associated with staffing the standing committee, if any, and the costs of complying with noticing and reporting requirements resulting from its establishment."

These requirements are consistent with other references in the City's Municipal Code. Specifically, Sections 17.03.030(E) and 17.05.100(D) related to the City's Planning Commission and Landmarks Preservation Advisory Board, respectively, both state that City Council approval must be obtained prior to the creation of any standing committee for the commission/board. Additionally, the code states a proposal to create a standing committee must include information regarding the costs associated with staffing the standing committee, and the costs of complying with noticing and reporting requirements.

ANALYSIS AND POLICY ALTERNATIVES

The Police Commission Standing Committees will meet on an as-needed basis, similar to the Planning Commission's Standing Committees. Meeting on an as-needed basis allows for

greater flexibility in scheduling meetings with Police Commissioners and for City Hall meeting room spaces to be available for various City and community meetings.

Because the minimum requirement for non-City Council standing committee meetings is to be audio recorded, when the two proposed Police Commission Standing Committees need to meet, staff can look at various City Hall rooms or even off-site venues to hold the proposed Standing Committee meetings. Those meetings that could not take place inside Hearing Room 1 or the City Council Chambers (the two rooms at City Hall that have video recording capabilities) would be audio recorded with the audio made available on the City's website.

Additionally, meeting as-needed allows the Police Commission Standing Committees to meet prior to the Police Commission's regular meeting inside the City Council Chambers, as the room is available beginning at 12:00 pm on the second and fourth Thursday of the month. If a Standing Committee needs to meet, they could use the City Council Chambers for the Standing Committee meeting so long as the meeting is properly noticed given the 48-hour Agenda posting requirements for Special Meetings.

For those meetings taking place in Hearing Room 1 or the City Council Chambers, staff will work with KTOP, the City's video broadcasting team, to video record the meeting. This would not require additional staff, only reassignment to cover the shift provided advanced notice is given. CPRA staff assigned to the Standing Committees may need to adjust their work schedule to attend and, if needed, audio record meetings not held in Hearing Room 1 or the City Council Chambers. Therefore, no additional staffing is required to support the two proposed Police Commission Standing Committees.

FISCAL IMPACT

Generally, staff resources are necessary for supporting committee meetings; however, the following items will need to be absorbed by existing CPRA staff should the City Council approve the proposed Resolution:

- Identify available meeting rooms and set up for each meeting.
- Notice meetings by posting Agenda on the City's website and providing to the City Clerk's Office.
- Prepare minutes.
- Update the website with approved minutes and video/audio recordings.
- Staff the meetings to record audio, if necessary, and/or provide information to the Standing Committee(s). Overtime pay for staff may be required if meetings occur outside of normal business hours.

The following would be absorbed by existing KTOP staff when the Standing Committee(s) are held in the City Council Chambers or Hearing Room 1:

- Assign a staff member to work from Master Control for the full duration of the meeting. Overtime pay for staff may be required if meetings occur outside of normal business hours.
- Record the meeting in its entirety and provide technical support, if needed.
- Provide CPRA staff with a video link to post on the City's website.

CPRA staff, in conjunction with the City Administrator's Office, will monitor and evaluate staff time and resources dedicated to the two proposed Standing Committees. It is not anticipated that the Police Commission's request requires significant staff support beyond CPRA's current capacity; however, should that change in the future, staff may need to request additional resources to support the Standing Committees through the City Council.

PUBLIC OUTREACH / INTEREST

No additional public outreach was deemed necessary other than the standard noticing procedures of posting the City Council's Agenda.

COORDINATION

Preparation of this report and proposed Resolution was coordinated with the assistance of CPRA, KTOP, the City Attorney's Office and Budget Bureau.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Social Equity: The proposed Police Commission Standing Committees will increase opportunities for the public to participate in police and public safety issues, especially those centered around community outreach. The public would have more opportunities to discuss and have a dialogue with the City's Police Commissioners who have civilian oversight on OPD's policies and practices and CPRA's investigations of police misconduct complaints.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Of Oakland's Police Commission To Establish A Personnel Standing Committee And A Community Outreach Standing Committee That Will Meet On An As-Needed Basis.

For questions regarding this report, please contact Richard J. Luna, City Administrator Analyst, at 510-238-4756.

Respectfully submitted,



STEPHANIE HOM
Deputy City Administrator

Prepared by:
Richard J. Luna, City Administrator Analyst

2018 NOV 20 PM 1:19 RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY OF OAKLAND'S POLICE COMMISSION TO ESTABLISH A PERSONNEL STANDING COMMITTEE AND A COMMUNITY OUTREACH STANDING COMMITTEE THAT WILL MEET ON AN AS-NEEDED BASIS

WHEREAS, on November 8, 2016, voters approved Measure LL which created the Oakland Police Commission run by civilian commissioners to oversee the Oakland Police Department's policies, practices and customs to meet national standards of constitutional policing and the Community Police Review Agency to investigate complaints of police misconduct; and

WHEREAS, at its meeting of October 17, 2017, the City Council approved the Mayor's and selection panel's appointments to serve on the Police Commission, which is comprised of seven voting Commissioners and two alternate Commissioners; and

WHEREAS, the Police Commission held its first meeting on December 13, 2017, and currently meets twice a month on the second and fourth Thursday of each month at 6:30 p.m.; and

WHEREAS, since its first meeting, the Police Commission has selected its members to serve on ad-hoc committees that meet as-needed to discuss a range of issues from the recruitment of the Executive Director to the Community Police Review Agency, policies and procedures for the Police Commission, community outreach, review of legislation, among other topics; and

WHEREAS, at its meeting of May 24, 2018, the Police Commission voted to request City Council approval to establish a Community Outreach Standing Committee; and

WHEREAS, at its meeting of June 28, 2018, the Police Commission voted to request City Council approval to establish a Personnel Standing Committee; and

WHEREAS, on July 10, 2018, the City Council adopted Ordinance No. 13498 C.M.S. which serves as the Enabling Ordinance for the Police Commission, and added Municipal Code Section 2.45.150, which requires that the Police Commission must obtain City Council approval prior to the creation of any standing committee; and

WHEREAS, as per the requirements of Municipal Code Section 2.45.150, the Police Commission, through this Resolution, seeks approval from the City Council to establish a Personnel Standing Committee and a Community Outreach Standing Committee that will meet on an as-needed basis, thereby, considered Special Meetings; and

WHEREAS, in accordance with Municipal Code Section 2.20.050, each Police Commission Standing Committee is subject to the Brown Act and Oakland Sunshine Ordinance; and

WHEREAS, in accordance with Municipal Code Section 2.20.070(A), the Police Commission Standing Committees must publish and distribute its Special Meeting Agendas at-least 48 hours in advance; and

Attachment 7

WHEREAS, that the costs to staff to provide administrative support to the proposed Police Commission Standing Committees be absorbed to the existing duties of staff assigned to the Community Police Review Agency; now, therefore be it

RESOLVED, that the City Council authorizes the creation of a Police Commission Personnel Standing Community to meet on an as-needed basis; and be it

FURTHER RESOLVED, that the City Council authorizes the creation of a Police Commission Community Outreach Standing Committee to meet on an as-needed basis.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California



CITY OF OAKLAND

CITY OF OAKLAND

Administrative Assistant II

Class Code:
SS104Bargaining Unit: TW1 - Local 21 Admin, Prof,
Technical & Other

SALARY RANGE

\$31.50 - \$38.67 Hourly
 \$5,118.69 - \$6,284.55 Monthly
 \$61,424.28 - \$75,414.60 Annually

DEFINITION:

Under direction, performs responsible clerical and administrative support to division managers and other management staff; supervises assigned clerical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey level class in the clerical support series. Incumbents perform a full range of professional clerical and administrative support duties including the supervision of subordinate staff. Duties include organization and coordination of work load; maintenance of a calendar and scheduling appointments, meetings and travel; and preparation of City Council, Board and/or Commission agenda materials, resolutions and ordinances. Incumbents are expected to use professional judgment and skill in the performance of assignments which are subject to review by professional superiors. This class differs from Executive Assistant in that incumbents of the latter provide highly confidential and complex secretarial and administrative support to department heads, division managers or other executive management staff. It differs from Administrative Assistant I in that incumbents of the latter perform less complex assignments within an established procedural framework. Incumbents receive general supervision from division managers or other management staff and may provide general supervision over Office Assistant I and II, Administrative Assistant I, and other assigned clerical staff.

EXAMPLES OF DUTIES:

- Organize and coordinate work; set priorities and meet critical deadlines; oversee or perform a variety of office administrative tasks such as purchasing requisitions, processing time cards, ordering materials and supplies, monitoring supply budgets, processing accounts payable, and keeping current reference materials and files.
- Receive and screen visitors and telephone calls; provide information which requires the use of judgment and the interpretation of City policies and procedures.

- Type drafts and a wide variety of finished documents from recording devices, notes, brief written or oral instructions.
- Compile and maintain complex and extensive records and prepare reports.
- Make appointments and maintain a calendar; maintain tickler file; schedule and arrange meetings and make travel arrangements; organize meetings by notifying participants, make room arrangements, and prepare required informational materials.
- Supervise, train and evaluate assigned clerical staff.
- Attend board and commission meetings and record and transcribe minutes.
- Prepare City Council, Board and Commission agenda materials, draft reports, resolutions and ordinances.
- Sort and distribute mail received by departmental staff.
- Input, retrieve and reference various computer data management systems such as Financial Management System and Budget Development System; issue budget change requests.
- Provide follow-up and research information on inquiries and problems which require knowledge of services and programs of the City; resolve problems and respond to special assignments which require interdepartmental or staff communications.
- Review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organize and maintain various administrative, reference, and follow-up files.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Equivalent to the completion of the twelfth grade. Business or other college course work is desirable.

Experience:

Two years of experience comparable to Administrative Assistant I in the City of Oakland.

KNOWLEDGE AND ABILITIES:

Working knowledge of:

- Modern office methods and equipment including business correspondences and filing.
- Operation of standard office equipment including a word processor, facsimile, and recording devices.
- Correct English usage including spelling, grammar, punctuation, and vocabulary; editing.
- Public contact skills.
- Principles of supervision and training.
- Standard business arithmetic.
- Record keeping, report preparation, and filing methods.

Ability to:

- Plan, organize and schedule work in the office.
- Type accurately at 40 words per minute.
- Transcribe from recording equipment; prepare detailed minutes of official meetings.
- Learn and use departmental computer system.

- Compose routine correspondence from brief instructions.
- Supervise, train and evaluate assigned clerical staff.
- Make arithmetic and statistical calculations.
- Maintain confidential data and information.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Positions assigned to the Police Department require successfully passing a thorough background investigation.

CLASS HISTORY:

Revised: 11-08-2007; CSB Reso#: 44502
Established: 06-27-1996; CSB Reso#: 44358



Project Manager

Class Code:
EM216

Bargaining Unit: UM2 - Local 21 Management
Employees (Civil Service)

SALARY RANGE

\$66.76 - \$81.97 Hourly
\$10,848.26 - \$13,320.71 Monthly
\$130,179.12 - \$159,848.52 Annually

DEFINITION:

Under general direction, organize, manage, and direct the work of a City project; prepare short and long range plans; train and supervise assigned staff; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a management level classification. Incumbents in this series are hired for the duration of the project, which is usually six months to three years. Project activities are based upon direct consultation with the user department executive management staff and involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures. The scope and nature of specific projects determines the level of the Project Manager required. The Project Manager classification is normally responsible for small projects within a department in terms of dollar amount, scope and complexity supervising a staff of three or more individuals with the project scope impacting one department or division. It is distinguished from the Project Manager II classification, which manages medium sized projects that could involve more than one department or require community input.

Incumbents receive direction from a Department Director or other executive management staff, and exercise supervision over assigned professional and clerical support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Plan, organize, manage, participate in and direct the work of the project including the development, successful implementation, and quality control aspects of each project.
- Prepare long-range plans in coordination with City departments, other divisions, and other public agencies; develop policies and procedures for establishing costs, schedule controls and coordinating activities.
- Formulate strategies and establish priorities to achieve objectives.

- Negotiate and administer contracts with project participants and service providers; resolve conflicts in a timely manner satisfying the client's needs, the designer's concepts and in keeping with the budgetary constraints and established schedule.
- Analyze proposed and current project management regulations and develop recommendations for implementation compliance.
- Prepare or review staff reports and resolutions for the City Administrator, City Council, or commissions.
- Work closely with department representatives, the City Council, public and private groups, professional groups, and citizens to explain or coordinate plans for proposed projects and to solicit their support.
- Direct the preparation and administration of project budgets.
- Prepare cost forecasts, variances, and critical paths including project closeout procedures; maintain master schedule and inform management of potential conflicts.
- Manage, assign, supervise, and evaluate assigned staff; provide training and staff development.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

Bachelor's degree from an accredited college or university in public or business administration or other relevant degree for particular project assignment. A Master's degree is desirable.

Experience:

Two years of progressively responsible public sector experience in relevant project management, including two years in a supervisory capacity.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The area of interest of the particular project.
- Principles and practices of project management.
- Principles and practices of management and supervision.
- English punctuation, syntax, language mechanics and spelling.
- Contract negotiation and administration.
- Conflict resolution techniques.
- Principles of budget development and monitoring including development of control measures to remain within budget.
- Personal computer systems and applications.
- Principles and techniques for persuasive presentation of ideas and concepts in both oral and written formats.

Ability to:

- Prepare and administer departmental budgets.
- Negotiate and administer a variety of contracts.

- Develop and maintain positive relationships with community leaders, organizations, businesses and staff.
- Coordinate a variety of projects and activities inter-departmentally and with outside agencies.
- Plan, organize, direct and coordinate a variety of functional specialties with overlapping work areas.
- Supervise and direct subordinate professional and support staff.
- Interpret and enforce administrative/operational policies, practices and procedures.
- Analyze and solve problems of a complex nature.
- Maintain departmental and state safety standards.
- Analyze complex technical and administrative information and telecommunications systems problems, evaluate alternative solutions and recommend or adopt effective courses of action.
- Communicate effectively and persuasively in both oral and written format.
- Speak in large and small group settings.
- Prepare and analyze comprehensive reports.
- Conduct staff meetings.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATE / OTHER REQUIREMENTS:

Successful incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to the nature of the assignment and the hours worked, public transportation may not be a cost effective or efficient method for traveling to the various locations required. Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

Additional relevant licensing or certification may be required based upon project needs or requirements.

CLASS HISTORY:

Established: 08/21/2014 CSB Reso #: 44734