CITY OF OAKLAND
COMMUNITY POLICING ADVISORY BOARD

Regular MEETING
Agenda
Wednesday, November 1, 2023
6:00 PM

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

Board Membership:

Chair, Creighton Davis (Mayoral), Vice Chair, Daniel Ettlinger (Mayoral)
Vacant (Dist. 2), Vacant (Dist. 1), Vacant (Dist. 3), Jenny Zilliac (Dist. 4),
Vacant (Dist. 5), Vacant (Dist. 6), Jacqueline Long (Dist. 7),
Art Douglas Blacksher (At Large), Colleen Brown (NW),
Nancy Sidebotham (NW), Van Cedric Williams (OUSD), Ericka Parker (OHA),
Vacant (Mayoral)

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1. Roll Call and Determination of Quorum

2. Public Comment

3. Introduction of the new CPAB staff, Lisa Ruhland

4. OPD Updates- Community Resource Officer Violence Suppression update- Attached

5. CPAB Bylaws- Discussion on Terms

6. CPAB Member Update and Recruitment

7. Proposed Amendment to Bylaws- Attached

8. Revising Resolution 79235- NSS to provide timeline for equity analysis and Board will establish a plan for continued work on draft resolution

9. Agenda Building

10. Open Forum

11. Adjourn

CITY OF OAKLAND
COMMUNITY POLICING ADVISORY BOARD

Regular Meeting Agenda
Wednesday, October 4, 2023
6:00 PM

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

Observe:

- To observe the meeting via Zoom, please click on this link:
  https://us02web.zoom.us/j/83505090768

Webinar ID: 835 0509 0768

- To listen to the meeting by phone, please call one of these numbers:

Or One tap mobile :
   +16694449171,,88338073596# US
   +16699009128,,88338073596# US

Comment in advance:

To send your comment directly to the Community Policing Advisory Board 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 Community Policing Advisory Board prior to the meeting.

In-person:

Each person wishing to speak on items must fill out and submit a speaker's card to staff prior to the meeting. Members of the public can address the Community Policing Advisory Board in-person only and shall state their name and the organization they are representing, if any.

CITY OF OAKLAND
COMMUNITY POLICING ADVISORY BOARD

Regular MEETING Minutes - DRAFT

Wednesday, October 4, 2023
6:00 PM

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

Board Membership:

Chair, Creighton Davis (Mayoral), Vice Chair, Daniel Ettlinger (Mayoral)
Vacant (Dist. 2), Vacant (Dist. 1), Carol Wyatt (Dist. 3), Jenny Zilliac (Dist. 4),
Jorge Lerma (Dist. 5), Donald Dalke (Dist. 6), Vacant (Dist. 7),
Art Douglas Blacksher (At Large), Colleen Brown (NW),
Geraldine Wong (NW), Van Cedric Williams (OUSD), Ericka Parker (OHA),
Vacant (Mayoral)

Each person wishing to speak on items must raise their hands via ZOOM
Persons addressing the Community Policing Advisory Board shall state their names
and the organization they are representing, if any.

1.   **Roll Call and Determination of Quorum**

     In attendance: Chair Creighton Davis, Vice Chair Daniel Ettlinger, Board
     Member (BM) Jenny Zilliac, BM Jorge Lerma, BM Donald Dalke, BM Colleen
     Brown, BM Nancy Sidebotham, BM Jacqueline Long and BM Van Cedric
     Williams.

     There was no quorum of board members in attendance.

2.   **Open Forum/Public Comment**

     Ansel Troy spoke about need for the CPAB to have public meetings. Per
     conversation with Joe DeVries, the CAO can't require the meetings be open
     to the public, but the CPAB board can.

3.   **Introduction of the new CPAB staff, Ana Martinez, Assistant to the City
     Administrator**

     A. Martinez gave review of her work and overview of NSD re-organization and
     priorities, reduced NSC realities.

Meeting Minutes - DRAFT
Wednesday, October 4, 2023
6:00 PM
Via Teleconference

4.   Presentation and report by the Oakland Police Department

DC Beere introduced the item and presented the OPD report. A report was provided for OPD SARA Projects and Citywide CRO Assignments. and Patrol Staffing and Structure.

5.   Update from CPAB Staff on update to community policing resolution, 79235

Chair C. Davis expressed regret that despite all the work on the update, the project was not completed.

6.   Update on the Community Policing Equity Analysis and Conflict Mediation contract

Verdin reported that $50K had been reserved by Annamarie Jones for the contract. F. Verdin requested comments from the Board on the plan.

7.   Agenda Building

CPAB Board recruitment
Update Equity Analysis
Presentation by Racy Conversations re: Conflict Mediation/De-Escalation contract

8.   Adjourn at 8:30p.

CITY OF OAKLAND

Memorandum

To: Community Policing Advisory Board
Attn: Chair Creighton Davis
From: Deputy Chief of Police James P. Beere 8115
Date: 25 Oct 2023

Re: Staffing and the Chief's 60 Day Violence Suppression Operation

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The Oakland Police Department's Current Staffing as of 25 Oct 2023:

Sworn
Total Filled: 710
Total Funded Authorized: 712 (Reduced from a previously authorized strength of 741 on June 30, 2023)

192nd Academy
Total Filled: 23
Total Funded Authorized: 33

193rd Academy
Total Filled: 9
Total Funded Authorized: 33

193rd Academy	
Recycled	2
Pre-Hired	7
Cleared for Hire	2
Pending Review	0
Pending Chief's Interview	0
Pending Chief's Interview Clearance	0
Pending Clearance	7
Total	18

Total filled for the 192nd and 193rd Academies: 32

The Community Resource Officers participated in Chief Allison's 60 day Violence Suppression Operation from July 15- September 15, 2023.

The 60 Day Operation netted 94 arrests and several search warrants were served.

The were key arrests that included, but not limited to, 9 people arrested for Murder, 7 for Attempted Murder, 10 for assault with firearms, and an additional 27 people arrested for firearm violations.

Over 56 crime guns were recovered during this period.

The Community Resource Officers have returned to their respective Special Resource Section.

A/Lieutenant A. Manguy is the BFO 1 Community Resource Officers' Commander.

Lieutenant W. Febel is the BFO 2 Community Resource Officers' Commander.

James P. Beere   8115
Deputy Chief of Police
Bureau of Field Operations 1
Oakland Police Department

CPAB BYLAWS

ARTICLE I - IDENTIFICATION

Section 1: Name
The Oakland Community Policing Advisory Board (hereinafter, "Advisory Board").
Section 2: Authority, Statutory Requirements: and Other Laws and Polices
The Advisory Board shall comply with all applicable laws, including but not limited to, the City of Oakland Charter, 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 Public Records Act (Government Code sections 6250 et seq.), Resolution No. 72727 C.M.S. (adopted June 11, 1996) and Resolution No. 73185 C.M.S. (adopted on December 17, 1996).

ARTICLE II - MISSION STATEMENT

The mission of the Oakland Community Policing Advisory Board is to oversee and insure the complete, successful implementation of Oakland's community policing policy articulated in City Council Resolution No. 72727 C.M.S. Oakland's community policing policy represents a major achievement in the decentralization of city government, the democratic empowerment of the city's neighborhoods, and contains the potential to reduce crime and the fear of crime in those neighborhoods. Committed to this effort, the Advisory Board shall fulfill its responsibilities through cooperative interaction with the community, the Oakland Police Department, city officials, staff and other local public and private agencies.

ARTICLE III - ADVISORY BOARD

Section 1: Number, Appointing Authority and Qualifications
The Advisory Board shall consist of fifteen (15) members who shall be Oakland residents. These members shall be appointed as follows: three (3) members appointed by the Mayor; one (1) member appointed by each of the City's Council members; one (1) member appointed by the Oakland Housing Authority; two (2) members appointed by the Home Alert Steering Committee; and one (1) member appointed by the Oakland Unified School District. (Resolution No. 73185 C.M.S.)
Section 2: Term of Appointment
Members of the Advisory Board shall be appointed to overlapping terms, to commence upon the date of appointment, except that an appointment to fill a vacancy shall be for the unexpired term only. Members of the Advisory Board shall serve for a term of (3) years, except that for terms commencing immediately preceding adoption of these Bylaws, five (5) members shall be appointed for a one (1) year term, five (5) members shall be appointed for a two (2) year term, and five (5) members shall be appointed for a three (3) year term. No member may serve more than two (2) consecutive three (3) year terms.
Section 3: Qualifications
Each member of the Advisory Board shall be a resident of Oakland.
Section 4: Vacancy and Removals
(a) A vacancy on the Advisory Board will exist whenever a member dies, resigns, or is removed. Any vacancy shall be filled by the elected official or organization that appointed the Advisory Board member. A vacancy shall be filled no sooner than thirty (30) days and no later than sixty (60) days from the date that such vacancy occurs.

(b) Among other things, conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties and absence from (3) consecutive regular meetings for any reason, except when absent by permission of the Advisory Board, shall constitute cause for removal. The Chairperson may recommend removal to the appointing authority and/or the City Council. A member may be removed for cause, after hearing, by the affirmative vote of at least six (6) members of the City Council. In the absence of cause, no Advisory Board member may be removed prior to the expiration of their term, notwithstanding the expiration of the term of the appointing elected official.

Section 5: Compensation

Advisory Board members shall serve without compensation.

Section 6: Oath of Public Office

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

Section 7: Functions and Duties of the Advisory Board

It shall be the function and duty of the Advisory Board, for and on behalf of the City of Oakland, its residents, elected officials and officers to:

(a) Oversee, monitor, and report at least twice yearly on the implementation of Resolution No. 72727 C.M.S. and to provide recommendations to the Mayor, Council, City Manager and Chief of Police on further steps necessary to carry out the objectives of said Resolution;

(b) Assist in setting city-wide priorities for the full implementation of community policing through a review of community policing strategies, materials and training;

(c) Assess the effectiveness of community policing strategies and make recommendations for improvement;

(d) Serve as a primary communication link to the community and bring feedback from the community to the Advisory Board;

(e) Serve as advisors to the Chief of Police and top command staff on community policing strategies, planned or implemented;

(f) Review and make budget recommendations of the Oakland Police Department's community policing programs;

(g) Assist in educating and informing the public about community policing, its current progress and its directions;

(h) Serve as an active advocate for the community policing philosophy;

(I) Help host and actively participate in community policing public meetings, including Neighborhood Crime Prevention Council meetings;

(j) Make recommendations to the Chief of Police to support the successful implementation of community policing; and

(k) Serve as a citizen review and involvement body for the City Council and Oakland Police Department on community policing issues suggested by the Advisory Board members and by the Chief of Police.

Section 8: Authority

The Advisory Board shall have no authority or responsibility to inquire into or investigate personnel actions or practices subject to review by either the Civil Service Commission,

the Citizens' Police Review Board or any other duly constituted regulatory or oversight body.

Section 9: Rules, Regulations and Procedures

Rules, regulations and procedures for the conduct of Advisory Board business shall be established by a majority vote of the members present. The Advisory Board must vote to adopt any motion or resolution. The Advisory Board must transmit to the City Council any rules, regulations and procedures adopted by the Advisory Board.

Section 10: Role of Individual Advisory Board Members

It shall be the duty of individual Advisory Board members to:

(a) Represent stakeholder groups, the constituents in the Council District from which they are appointed, or the community as a whole in providing input which reflects the concerns, visions and ideas of the community;

(b) Participate in Advisory Board activities and functions; and

(c) Suggest issues to be brought before the Advisory Board.

ARTICLE IV - OFFICERS

Section 1: Chairperson

The Chairperson shall preside at all meetings of the Advisory Board and is an ex-officio member of all standing committees. The Chairperson is accountable to the Advisory Board as a whole in setting policy and shall also perform such duties as may be assigned by the Advisory Board. The Chairperson, or the Chairperson's designee, serves as the liaison to the media and other departments and agencies as necessary. The Chairperson, or the Chairperson's designee is the official representative of the Advisory Board and is the only individual authorized to make reports to City Council on behalf of the Advisory Board.

Section 2: Vice-Chairperson

The Vice-Chairperson shall perform the duties and responsibilities that may be delegated by the Chairperson, and the assignments traditionally assigned to that office. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform the duties as described in Article IV, Section 1.

ARTICLE V - ADVISORY BOARD STAFF

Section 1: City Manager and Chief of Police

The City Manager and the Chief of Police, or designees thereof, shall provide the Advisory Board with staff assistance as necessary to enable the Advisory Board to fulfill its functions and duties. The Oakland Police Department shall record minutes for staff and agendize all regularly scheduled Advisory Board meetings.

Section 2: Legal Advisor

The City Attorney is the Advisory Board's legal advisor. The City Attorney shall provide the Advisory Board with legal assistance, to the extent such assistance does not constitute a conflict of interest. If the City Attorney makes a determination communicated in writing that she or he cannot, consistent with the California State Bar Rules of Professional Conduct, provide advice sought by the Advisory Board, the City Attorney may retain outside counsel at the City's expense. (Oakland City Charter, sec. 401.)

Section 3: Custodian of Records

Pursuant to section 00.24 of the Sunshine Ordinance, the Advisory Board 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

the manner consistent with records kept by the City Clerk on behalf of all other standing Commissions. In addition, the Oakland Police Department shall also maintain, on behalf of the Advisory Board, a set of public records

ARTICLE VI - MEETINGS

Section 1: Notice of Quorum

All meetings must comply with public notice requirements. At all meetings of the full Advisory Board, the presence of a majority, eight (8) of the members, shall constitute a quorum for all purposes. In the event that a quorum is not established within fifteen (15) minutes of the noticed start time of the meeting, the Chairperson, in his/her discretion, may cancel the meeting. Discussion of the items noticed on the agenda may continue, and the Chairperson will determine whether or not any formal action may be taken. A designee of the Chief of Police will prepare a record of the discussion and the record will reflect whether or not (i) the meeting was canceled due to a lack of a quorum and (ii) any formal action was taken on the items discussed. In determining whether a meeting should be canceled, the Chairperson should consider factors such as (i) whether the delay is caused by conflicting meeting schedules and (ii) whether prior notice from the member was given that he or she would be late.

The individual designated by the Chief of Police to prepare a record of the meeting shall keep a record of Advisory Board members' attendance. The attendance record shall reflect absences and tardiness (arrival after the fifteen (15) minute scheduled start time) and shall indicate whether the absence or tardiness was excused or unexcused. An Advisory Board member shall notify the Chairperson or the designee of the Chief of Police of an anticipated absence.

Section 2: Motions

If any Advisory Board member shall demand a second to any motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by an Advisory Board member.

Section 3: Public Input

All interested persons shall be allowed to express their views (oral or written) at regular Advisory Board or standing Committee meetings regarding matters within the jurisdiction of the Advisory Board and at special Advisory Board or standing Committee meetings on matters that are agendized. However, the Advisory Board agenda need not provide an opportunity for members of the public to address the Advisory Board on any item that has already been considered by a Committee composed exclusively of Advisory Board members, at a public meeting wherein all interested members of the public were afforded the opportunity to address the Committee on the item, before or during the Committee's consideration of the item, unless the item has been substantially changed since the Committee heard the item, as determined by the Advisory Board.

Section 4: Public Input On Agendized Items

A person wishing to speak must submit his or her name and the item on the agenda he or she wishes to discuss, if any, to the individual designated to prepare a record of the meeting before being recognized by the Chairperson. A person wishing to speak must complete a speaker card for each agenda item on which he/she wishes to speak. Multiple agenda items cannot be listed on one speaker card. Speakers' cards must be received by the Chairperson or Vice-Chairperson prior to Advisory Board or Committee action on modifications to the agenda, unless consent to speak is given by the Chairperson, Vice-

Chairperson or a majority of the Advisory Board or Committee. If a speaker signs up to speak on multiple items listed on the agenda, the Chairperson or Vice-Chairperson may rule that the speaker be given an appropriate allocation of time to address all issues at one time (cumulatively) before the items are called.

Each agenda for regular or special meetings of the Advisory Board, or its standing Committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the Advisory Board prior to action thereon. Each person wishing to speak on an item shall be permitted to speak once based upon previously adopted time constraints, which are reasonable and uniformly applied.

Section 5: Public Input On Non-Agendized Items (Open Forum)

All regular Advisory Board meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the Advisory Board. Such opportunities for public comment, Open Forum, shall appear on the agenda prior to adjournment. Each person wishing to speak on such items shall be allowed to do so, after filling out a speaker's card. The Advisory Board may limit the time for public comment under Open Forum to a total of fifteen (15) minutes. Members of the public may, after submittal of speaker cards, address the Advisory Board regarding any items of public interest that are not on the meeting agenda. Ordinarily, each speaker may speak for up to three (3) minutes, but the Chairperson has the discretion to limit or extend the time. Open Forum speaker cards are to be numbered in the order received by the individual designated by the Chief of Police to prepare a record of the meeting.

Section 6: Identification of Speaker

Persons addressing the Advisory Board or Committees shall state their names and the organization they are representing, if any. They shall confine their remarks to the subject under discussion, unless they are speaking during the Open Forum portion of the Agenda.

Section 7: Chairperson

Where eight (8) or more speakers have submitted speaker's cards, the Chairperson may, in the interest of time, request that speakers organize by sides with designated speakers. The Chairperson shall maintain order in the chamber, have authority to refuse the floor to any person, and may limit or extend the time allocated to any speaker. The Chairperson may rule a public speaker out of order if:

(a) the speaker is speaking beyond the allocated time limit;

(b) the speaker's remarks are not relevant to the agenda item or are repetitious;

(c) the manner, tone and content of the speaker's remarks are disruptive (disturb the peace and good order of the meeting), attack the character of individuals or are abusive (e.g. use vulgar or obscene language).

The public has the right to criticize policies, procedures, programs or services of the City, the Advisory Board or of any other aspect of the City's or Advisory Board's proposals or activities or the acts or omissions of the Advisory Board or its staff or that of other public employees. The Advisory Board shall not abridge or prohibit public criticism. Nothing in this section confers any privilege or protection beyond that which is otherwise provided by law.

Section 8: Meeting Minutes

Minutes shall be taken at every regular and special Advisory Board meeting and shall be approved by majority vote of the Advisory Board. The Minutes shall be taken by an individual designated by the Chief of Police.

Section 9: Regular Meetings

Regular Advisory Board meetings shall be held on the first Wednesday of each month at 6:00 p.m. except in the case of a City recognized holiday, when the meeting shall be held on a date mutually agreeable to a majority of the Advisory Board. Meetings shall be held in Hearing Room 3, Oakland City Hall, One Frank H. Ogawa Plaza in the City of Oakland, California.

Section 10: Notice and Conduct of Regular Meetings

Notices and agendas of all regular Advisory Board and standing Committee meetings requiring notice shall be posted in the City Clerk's Office and on an exterior bulletin board accessible twenty-four (24) hours a day. Notice of regular meetings shall be posted at least seventy-two (72) hours before the meeting. Action may only be taken on items properly noticed pursuant to this section unless it is an emergency item under the Brown Act.

Section 11: Notice and Conduct of Special Meetings

Special Meetings may be called at any time by the Chairperson or by a majority of the Advisory Board members in accordance with Section 00.6(E) of the Sunshine Ordinance.

Section 12: Recess

The Advisory Board shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess". During the annual recess the Advisory Board may be convened by the Chairperson for special Board meetings.

ARTICLE VII - COMMITTEES

Section 1: Committees

It is the policy of the Advisory Board to appoint individual Advisory Board members to perform specific tasks or functions. The Chairperson is authorized to form standing and ad hoc committees, as deemed necessary to carry out the responsibilities of the Advisory Board. With respect to standing committees that are formed, the chairperson shall appoint Advisory Board members to serve as committee chairperson(s) for a period of one (1) year, unless otherwise specified. Individuals appointed to ad hoc committees shall serve for the period specified by the Chairperson.

Section 2: Standing Committee Meetings

Standing committees shall meet at the call of their chairs, or as deemed necessary by a majority of the committee membership.

Section 3: Committee Quorum

A majority of the members of a committee constitutes a quorum.

Section 4: Executive Committee

This standing committee shall be responsible for administrative and operational aspects of the Advisory Board.

Section 5: Fund Development Committee

This standing committee shall be responsible for identifying and seeking financial support for the Advisory Board and various Neighborhood Crime Prevention Councils (NCPCs).

Section 6: Program and Services Committee

This standing committee shall be primarily responsible for recommending program activities, including outreach and training, media relations and providing services to the NCPCs.

Section 7: NCPC Resource Committee

This standing committee shall serve as the primary liaison to the NCPCs. This standing committee will also prepare and provide each NCPC with a generic set of ground rules to be adopted or amended by individual groups.

ARTICLE VIII - AGENDA REQUIREMENTS

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the Chairperson and the Chief of Police or their designees. In the event of a special meeting, the agenda shall be prepared through the joint effort of either the Chairperson or designee, or the Advisory Board members and their designee(s). The agenda shall contain a meaningful description of each item to be transacted or discussed at the Advisory Board or committee meeting so as to alert a person of average intelligence whose interests may be affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

ARTICLE IX - VOTING

Section 1: Voting, Abstention and Recusal

Each member present at an Advisory Board or standing Committee meeting shall vote on all matters put to a vote, unless the member is excused from voting by a motion adopted by a majority of the members present or unless the member has been advised to recuse himself or herself from the vote by the City Attorney because he or she may have a conflict of interest regarding the item.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - PARLIAMENTARY PROCEDURE

Section 1: Robert's Rules of Order (Newly Revised)

The business of the Advisory Board and its standing Committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Robert's Rules of Order (Newly Revised), except as modified by these rules and in accordance with State open meeting laws and local open meeting laws, including the Oakland Sunshine Ordinance. The City Attorney, or such other person as may be designated by the Chairperson, upon approval of the Advisory Board shall serve as the official parliamentarian for meetings of the Advisory Board.

ARTICLE XI - REPRESENTATION OF THE ADVISORY BOARD

Section 1: Representation of the Advisory Board

The Chairperson, or its designee, is the official representative of the Advisory Board. The Chairperson, or its designee, is the only individual authorized to speak on behalf of the Advisory Board to all entities including, but not limited to, City Council the media, the public and at all hearings and public forums. All communications with the Advisory Board shall be conducted through the Chairperson or its designee. Whenever the Advisory Board learns that a view, position or opinion of the Advisory Board as a whole has been misinterpreted or misrepresented in the media, at a hearing, or in a public forum, the Advisory Board, through the Chairperson or the Chairperson's appointed representative, shall make every reasonable effort to clarify the Advisory Board's true position as soon as practicable. Whenever an Advisory Board member communicates

with the news media or others, or appears at a public hearing or before another City Agency or Department to discuss existing or proposed legislation or policy, the Advisory Board member shall make every reasonable effort to specify whether the Advisory Board member is expressing a personal opinion, view or position or an opinion, view or position of the Advisory Board as a whole.

ARTICLE XII - BYLAW AMENDMENTS

These bylaws shall be reviewed annually or as necessary. The Advisory Board may adopt bylaw amendments at any regular meeting of the Advisory Board by a majority vote of those present, provided such proposed amendments are circulated in writing to all Advisory Board members at least ten (10) days prior to such meeting, and ten (10) days' public notice shall be posted. The Advisory Board shall transmit the proposed bylaw amendments to the City Council within seven calendar days of adoption. The bylaw amendments become effective sixty (60) days after the date of adoption by the Advisory Board unless before the expiration of this sixty (60) day period two-thirds (2/3) of all the members of the City Council vote to veto the bylaw amendments.

City of Oakland Department of Race and Equity

INCLUSIVE PUBLIC ENGAGEMENT PLANNING GUIDE

Use this guide to identify the need for, purpose and level of public engagement for a given issue.

To engage City leadership and key community as needed to finalize a complete plan, program, or policy; or to complete a Race and Equity Impact Analysis, including specific strategies for inclusive engagement.

The following four steps are recommended before initiating the planning process and filling in the worksheet:

Step	Description
1	Identify appropriate staff/team to complete the Outreach Plan
2	Review Inclusive Engagement Best Practices and the Public Engagement Matrix. (Appendix I and II)
3	Collect demographic data related to the geographic or policy/program area you will be working on.
4	Identify the future condition that could be impacted by the project, policy/program you will improve for Oakland residents (check all that apply): ☐ Housing ☐ Jobs ☐ Public Safety/ Criminal Justice ☐ Access to Key Services ☐ Other:

1. What is the overall scope and goals of the action under consideration?

This is an effort to reimagine community policing in Oakland. The goal is to revise and update community policing resolution 79235, which was established to implement the City of Oakland's community policing policy. An aspect of the policy included creating a problem-solving framework with the "community and the police to analyze neighborhood problems, set priorities, develop strategies and work together to improve the quality of life in our neighborhoods." It also created, "a comprehensive City interdepartmental approach to solving neighborhood problems."

The goal of revising the policy is for the city to support a community engagement/public safety policy that embraces an approach where all city departments collaborate with block groups, Neighborhood Councils and citywide, not with just the police. The Community Policing Advisory Board (CPAB) has created a draft policy that is entitled: "Neighborhood Empowerment Program." As a city, we need to create a policy that benefits the community and is completed in partnership with all stakeholders.

2. <u>What is/are the proposed race and equity outcome(s) or results for the process?</u> What disparities could be impacted favorably and for which group(s)? Who will be better off and in what way? What baseline data is available, what else do you need?

The disparities that need to be addressed are to focus the City's engagement and service delivery systems to prioritize neighborhoods suffering the worst equity indicators and violent crime. The goal is to form trusted community partners in violence-impacted areas and immediately improve living conditions, provide the needed tools for neighbors to engage more effectively, reduce the overall crime rate, and improve equity indicators.

Neighborhoods most impacted by violence will experience safer neighborhoods. Based on the OakDOT Equity Toolbox map, when overlaid with crime data, those neighborhoods that experience the most violent crime are overwhelmingly High or Very High Priority Racial Equity Neighborhoods.

3. <u>What is the timeline for completion of this process?</u>
Deadline for project completion: (Include process for any legal requirements (e.g., SEPA), political commitments, and staff goals.)

The goal is to conduct outreach in October and November, compile a final report and recommendation in December, seek Community Police Advisory Board approval in December and City Council adoption by early 2024

4. <u>Why should the public get involved in this process/project from their perspective?</u> (It is useful to be able to articulate what participants will gain from taking part in your process.)

Data demonstrates that historically, Oaklanders who participate in Neighborhood Councils have not been an accurate representation of the general population, with participants more likely to be older, property owners, and whiter than the general population. The engagement effort will focus on Oaklanders who have not historically participated—younger, more diverse racially, and those who do not own property. The incentive to participate is to see that these voices are heard and that the City's proposed new engagement strategy for community policing is responsive to their input. Those community members who do participate will get to voice their concerns and provide solutions to improve public safety outcomes for Oakland's most impacted neighborhoods. Another benefit to Oaklanders is to improve how they receive public safety information and how they access city services. Participants will also influence and improve how service delivery is provided in their neighborhood.

5. <u>What is the specific public process purpose?</u> (check all that apply)

All of the options below apply to this process.

   Inform (Educate the public about the rationale for the project or decision; how it fits with City goals and policies; issues being considered, areas of choice or where public input is needed.)

Consult (Gather information and ask for advice from citizens to better inform the City's work on the project.)

Collaborate (Create a partnership with the public to work along with the City in developing and implementing the planning process or project.)

Shared Decision-making (Decision-makers delegate decision-making power to stakeholders or give them a formal role in making final decisions to be acted upon.)

6. What are the City's objectives in involving the public in this process/project?
(mark all that apply)

All of the options below apply, however there is a need to develop innovative policy options to create community engagement processes as it related to community policing and public safety initiatives in Oakland.

There is debate among the City's Neighborhood Councils/community groups about community resource officers and OPD involvement and what that involvement should look like. We need to ask communities with the highest levels of violence crime, and those that are not involved in the Neighborhood Councils what they need to feel safer in their neighborhoods and whether OPD plays a prominent or ancillary role in these efforts.

To help with policy making:
  Use it to define the problems, to find solutions, or both
  Establish the complexity of an issue
  Develop innovative policy options
  Test out ideas
  Collaborative problem solving to find the most effective solutions
  Identify and understand the risks
  Find the most cost-efficient solutions to problems
  Find the most equitable solutions to problem(s)

To help relations with community:
  Ensure community gets heard on the policy-making process
  Sharing with community the pros and cons of policy options
  Informing the community about steps actions, changes to or new services
  Building relationships with and listening to specific under-represented communities
  Strengthening relationships between constituencies
  Developing alternative methods for public engagement for racial/ethnic communities
  Partnering with community organizations
  Maintaining and deepening relationships within a community.

  Please describe:

7. <u>What are the constraints to public influence?</u>

Previous City commitments
Funding limitations (amount; how it can be used)
Legal constraints (laws that constrain scope and/or solutions)
Other:

Describe any legally mandated public involvement (e.g. SEPA):
8. <u>Who are the decision-makers?</u> (check all that apply)

Mayoral priority

Council priority (name(s), if applicable) _____

Other level of government: _____

Appointed officials: _____

Other Decision-makers: _____

9. <u>Who are the stakeholders in the process?</u> (Include all who are affected: client, sponsor, and influencers, end users, "bystanders," media, others affected by the process/action. Pay attention to identifying those who typically don't participate or have a voice, but who are affected like Black, Indigenous, People of Color, immigrants, low income households, elderly, youth, etc. – check all that apply and add specifics when available)

Underserved Racial/Ethnic Groups, i.e.: people of color identified by demographic data.

Community Based Organizations (advocacy groups, non-profit agencies):

Private Sector (business community, development community):

City Department(s):

Other Public Agencies:

Other (those also directly affected by the outcome):

10. <u>Project lead check in with Department leadership, communications staff, other key department staff for advice/approval of draft racial equity outcomes, scope and purpose of outreach, stakeholder identification, etc.</u>

Joe DeVries, Deputy City Administrator
Felicia Verdin, Assistant to the City Administrator
Ana Martinez, Assistant to the City Administrator

11. <u>What public involvement tools/activities are appropriate for the project</u>?
Describe engagement tools/activities: (Refer to the Public Engagement Matrix to determine types of appropriate engagement. e.g. survey, public meeting, etc.):

In partnership with the Neighborhood Services Division, the team will conduct the following to reach the most marginalized and underserved communities in Oakland:

- A short survey and engage with residents during community events and other public venues. Share the survey on social media to increase responses.
- Discuss strategies here for people that are less inclined to participate. Strategies would include door-to-door outreach and a table at grocery stores and other community events. Also, outreach on social media, including Instagram and perhaps TikTok and connect with community partners as outlined below.
- Engage residents by meeting them where they are and that is convenient for them. Including tabling at grocery stores, corner stores, food distribution lines, bus stops, and churches in east, west and central Oakland
- Collaborate with community-based organizations and churches to request their assistance with getting the word out and reaching harder-to-reach individuals, including through:
  - Roots Community Clinic
  - The East Oakland Collective (especially during their free food distribution on Tuesday & Thursday)
  - East Oakland Neighborhood Initiative (e.g., Planting Justice, Sobrante Park Resident Action Council, Communities for a Better Environment and Scraper Bike team, etc)
  - Urban Peace Movement
  - Ella Baker Center
  - Allen Temple
  - St. Bernard Church, and other churches in East Oakland and Fruitvale.
  - Churches in West Oakland include West Side Missionary Baptist Church, Taylor Memorial and other churches
  - Trybe (request residents complete the survey during food distribution)
  - Middle and High Schools, including Castlemont, Fremont High, West Oakland senior center, McClymonds and other charter schools.

o West/East Oakland Senior Centers

Other engagement options:
- Listening circles/focus groups – add locations from NSD and schedule dates. Food and childcare will be provided
- Door-to-door outreach
- Community meetings
- One on one engagement with community members
- The team will involve all types of engagement outlined in the matrix to inform, consult, collaborate and create opportunities for shared decision-making.

12. How will you incorporate inclusive engagement practices into activities?
(See Appendixes I and II for more details)

Identify, and prioritize relationships in/with under-represented communities, trusted community members and respected community leaders – Activity deepens existing relationships or establishes new relationships.

Consult with under-represented community members during process design – Activity informed by community expertise.

Start early with alternative methods for engagement – Approach provides multiple ways for contributing input and feedback and direct communication with under-represented communities.

Maintain contact with the community – Activity builds-in communication with the community, or establishes an on-going relationship.

Remove barriers and create a welcoming atmosphere – Activity takes language issues into account and removes barriers to participation like location accessibility, time, transportation, childcare, language interpretation and ASL and power dynamics. Strives to have activities that reflect the culture of the community.

Partner with diverse organizations and agencies – Activity provides opportunity to collaborate with organizations of color and draws upon leadership from communities of color.

13. Interests/concerns to be investigated with stakeholders during consultation, collaboration and engagement processes.

What changes to the proposal/program do they see as needed, if any, and what do they prefer not be changed?

Staff expect to see a change in the current program to reflect the needs and interests of Oakland's underserved communities. We expect to see a new

community safety and engagement resolution to replace the current community policing resolution 79235.

What barriers to positive outcomes, or root causes related to existing disparities have they experienced?
The barriers to positive outcomes are systematic racism and continuous disinvestment in Oakland's most impacted neighborhoods.

How might they be affected by risks or burdens related to the proposal? (Possible harm?)
A harm is for the City to continually not deliver on meeting the needs or requests from residents.

What ideas to address the risk of harm do they have?
We will ask community what their ideas are to address the risk of harm.

How might they benefit from the policy/project/plan? How could benefits be amplified?
The benefit is safer more engaged neighborhoods that work in partnership with the City and other government agencies to inform policy and projects and ongoing neighborhood planning.

What other ideas for improvements do they have?
We will ask the community what ideas they have to improve their neighborhoods.

Any other issues?
The challenges of reaching and connecting with communities that city government does not often engage.

14. Is there a requirement for an advisory group or community partnership?

No – Continue to #15.

Yes - How will this be accomplished? (What is the purpose of the group? Is the group already outlined or codified? Will you use or build on an existing group or need to create a new advisory group? Specify resources needed, timelines, racial, ethnic and language diversity in the group, accessibility, etc.

The existing CPAB advises on the current community policing policy. This group was created in the original community policing policy, Oakland City Council resolution 72727, which was replaced by 79235 in 2005. The City Administrator's staff will keep the CPAB informed about the community engagement effort and request their feedback and participation as needed. The goal is to rename the CPAB to align with the revised community safety resolution that will be developed as a result this community engagement effort.

15. What are the basic communication strategies and issues for the project?

What are the key messages that need to be shared about the project?

The key message is that the City of Oakland values the safety of our community and wants to hear from the most vulnerable, under-represented neighborhoods about what will make them feel safer in their community.

Some of the key messages could include:
- Tell us what will make you feel safer in your neighborhood.
- What does neighborhood safety mean to you?
- What activities/programs would motivate you to take part in civic engagement in your community?
- What discourages you from participating in civic engagement activities in your community?
- What services should the City provide to community members through its Neighborhood Councils to make them meaningful and useful to you?

What is the strategy for communicating with the media? (Include strategies for working with Ethnic media outlets)

Issue a press release if needed to announce this public safety engagement effort. Staff would suggest all the popular social media sites, including Facebook and Instagram.

How will social media be employed, if at all? (**Note about social media:** Data suggest that there are differences in the use/preference of social media sites by age, race and ethnicity. About eight-in-ten Latino, black and white adults who are online use at least one of five social media sites – Facebook, Instagram, Pinterest, LinkedIn and Twitter. Do your research before deciding on a social media site for a community.)

What are the translation and interpretation need of the project?

Staff will translate materials to four languages at a minimum: Spanish, Cantonese, Mandarin, Vietnamese. We will translate to other languages as needed and requested.

How would the deaf and hard of hearing and low vision and blind will receive information?

Information will be available on the City of Oakland website for the deaf and hard of hearing and information for the low vision and blind can be provided upon request. How about people who cannot read and write? Staff and community members can explain the project and voice translation in Google can be used.

- Information will be made available on the website and materials can be translated to braille. Also, for the blind, google translate is available. Staff at the library, staff and community members can verbally explain the project to get feedback from everyone interested in participating in this effort,

What are the best communications strategies for non-English speaking residents, underrepresented ethnic/racial, or disAbility groups?

Partnering with community leaders and organizations representing non-English speakers is the best form of outreach. City staff who represent non-English speakers can also assist with interpretation.

16. What resources and responsibilities are needed to carry out the public involvement activities?

- Staff Responsibilities and roles, project manager, public engagement lead, other staff or consultants:

Felicia Verdin and Ana Martinez will serve as project managers and public engagement leads in partnership with the Neighborhood Services Division staff, CPAB and other community partners.

- Community responsibilities and roles (if applicable):

Assistance with outreach and engagement regarding the project. This project will utilize existing staff and budget resources.

Note: this guide should be completed prior to writing an RFP for consulting services to assure that the scope and qualifications requested are consistent with the desired inclusive outreach and inclusion intentions.

17. What is the public involvement schedule?
Develop a timeline and month-by-month calendar of tasks and activities for public involvement. Show how these are connected to project timeline and milestones. In developing these schedules, work back from deadlines to determine what types of involvement is possible given timeframe and deadlines for the project.

Key Dates:

June 2023	Communitywide Training on Equity hosted by DRE, CPAB and Neighborhood Services Division
October	Data gathering and planning Stakeholder engagement
October	Prepare Outreach Materials Complete Survey Design and print postcards Press Release
October/early November	Data Gathering

Conduct Outreach
Social media engagement
Distribution of survey postcards
Listening Circles/Door-to-door outreach

Mid-November	Data Analysis
December	Presentation of Data to CPAB
January/February	Report, Recommendation and Resolution to City Council

18. What are the reporting mechanisms? Include products that document and report on the outcomes of the public involvement and the timing of those products (mark all that apply).

Media/communications pieces (press packet, news release)

Progress report(s)

Final report

Formal recommendations

Briefings and presentations for decision-making bodies (involve community)

Describe: Data will be presented to the Community Policing Advisory Board and report, recommendation and resolution will go to City Council. Staff can also provide a status update to community partners in a friendly easy to read format.

19. _**Project Lead circle back with department leadership and communications staff on proposed public involvement strategy/tools, resource needs and responsibilities, and coordination with other projects.**_

20. Finalize and Share Plan with team and partners.

EVALUATING PUBLIC ENGAGEMENT

An evaluation should be completed to document the effectiveness of the public involvement process and its level of inclusion. The following criteria provide a guide to assessing this effectiveness with input from the community, staff, other City and agency.

Criteria:

Public's role is identified in scoping the project

1. Reflects maximum possible influence that can be exerted by the public on the outcome/decisions
2. Fully reflects the diversity of the community
3. Is coordinated with key milestones and phases of the planning project/process
4. Is feasible in terms of time and resources
5. Stakeholders are fully identified, including their interests

Public involvement plan is developed for the entire project
1. Public Involvement plan clearly identifies public's role
2. Public involvement plan includes strategies for inclusive engagement and incorporates alternative approaches for engagement
3. Public Involvement plan is clearly communicated to all stakeholders, including decision-makers, public and private interest groups and staff
4. Public Involvement plan includes specific activities, information, staff resources, and relationship to project milestones, and timeline
5. Public Involvement plan includes mechanisms for ongoing communication and feedback with general public and stakeholders throughout the project

Public involvement results are clear and have been incorporated into the project when:
1. Both the process of public involvement and the results are documented (what the public said and how their input, advice or work was used)
2. The diversity of the involvement was documented (e.g. number of people of color participating)
3. Results of public involvement are communicated broadly to people who were involved, to the broader public, and to decision-makers

The public involvement process is successful when:
1. All stakeholders (community participants and their constituencies, affected agencies, decision-makers) are satisfied that the process has been fair, accessible and has been effective in appropriately involving the public, including under-represented communities
2. The process was inclusive and reflective of the community
3. Decision-makers can make decisions based on/informed by the public involvement results and staff recommendations/proposals

Appendix I
Department of Race and Equity
Inclusive Outreach and Engagement Best Practices

Inclusive outreach and civic engagement, in the context of advancing racial equity, is a way of looking at and understanding the obstacles to participation that some individuals and communities face so we can design activities that engage them as equal partners in

this process. It is also an internal process to explore our outreach and engagement policies, practices, and procedures to determine how a department can support community efforts to overcome obstacles, eliminate barriers to participation and to build trusting civic relationships to advance social justice and racial equity that benefits all Oakland residents.

Best Practices

  Identify, and prioritize relationships in/with under-represented communities, trusted community members and respected community leaders – Activities deepen existing relationships or establishes new relationships with key communities. Your work should focus on identifying trusted advocates within these communities as well as organizations with a demonstrable track record serving these communities and setting a process/ working procedure to capture contacts, keep the information up to date and how these new relationships will be sustained. It is also helpful to discuss how this information will be shared with department staff. If your department is not currently connected with community.

  Consult with under-represented community members during process design – Activities are informed by community expertise. You can improve Oakland's resident's wellbeing by ensuring that services meet their needs and aspirations and creating policies that remove barriers or mitigate harm. Your work should focus on creating ways to collect, analyze and use evidence to shape service priorities and delivery by making sure community input is built into the design process. It also means moving beyond a solely data driven approach to needs assessment, to one that is complemented by the views of those in the communities (y) most impacted by your planned actions.

  Start early with alternative methods for engagement – Approach provides multiple ways for contributing input and feedback and direct communication with under-represented communities. Informal engagement events can help you reach out to busy community members in a way that enables them to contribute and have an enjoyable experience. Your work focuses on coordinated engagement processes and events with partners where appropriate, enable information sharing, collaboration and communications supported through a wider range of community agencies or trusted community advocates that help you to build trust between the city and the local community, improve relationships and create a culture of collaboration between the City of Oakland and the community when appropriate.

  Maintain contact with the community – External activities build-in communication with the community, or establish an on-going relationship. Internal activities create a process to maintain internal stake holders informed on issues as they arise and a clear decision-making process to resolve conflicts that may arise. If your project is large and involves several city departments and communities, you should consider creating a formal communications plan. A good communication plan includes a conflict management strategy which is designed to make issues between stakeholders more manageable. Know your audience, practice good communications skills and do what it is sustainable to maintain good relationships with your stakeholders. Ask the community

members or organization how they prefer to be contacted. If they welcome emails, send them email updates as appropriate. Establish yourself as a resource and always give them notice if your organization is going to be doing anything public that is in any way, relevant to them – issuing a press release, report, testifying, publishing an op-ed, hosting an event, etc.

Remove barriers and create a welcoming atmosphere – Activities take language and cultural practices into account and remove barriers to participation like location accessibility, time, transportation, childcare, literacy, language interpretation, ASL and power dynamics. Strive to have activities that reflect the culture of the community.

Partner with diverse organizations and agencies – Activity provides opportunity to collaborate with organizations of color and draws upon leadership from communities of color.

Appendix II

PUBLIC ENGAGEMENT MATRIX

Type of Engagement		Goal of Participation	Tools/Activities	Inclusive Engagement Techniques	Indicators/Evaluation
INFORM (required for all types of engagement)		Educate the public about the rationale for the project or decision; how it fits with City goals and policies; issues being considered, areas of choice or where public input is needed. **Message to the Public:** Will keep everyone informed.	- *Fact Sheets* - *Brochures* - *Websites and social media* - *Open Houses* - *Exhibits/displays* (in public areas) -*Newsletters* (mailed/online) - *Newspaper articles and radio ads*	Translation of all key documents and webpage sections Interpretation at events Alternative methods of outreach Collect identity profile info from participants	Attendance Website/social media hits Public comment/feedback Circulation of print material News article comments Radio -compare the number of calls and website hits during the advertising period to a similar time where no advertising occurred.
CONSULT		Gather information and ask for advice from citizens to better inform the City's work on the project. **Message to the Public:** Will keep everyone informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	- *Focus groups* - *Surveys, interviews, and questionnaires* - *Public Meetings* - *Door-to-door* - *Workshops and working sessions* - *Deliberative polling* - *Internet* (interactive techniques)	Translation of all key documents and webpage sections Interpretation at events Provision of Childcare Culturally appropriate food Individual meetings with community leaders Seek opportunities for contact at regular community events/locations rather than separate "town meeting" Collect identity profile info from participants	Quality of information from focus groups, surveys, interviews, questionnaires – online and door to door Attendance and participation at workshops and in polls Internet /social media response/comments

Type of Engagement		Goal of Participation	Tools/Activities	Inclusive Engagement Techniques	Indicators/Evaluation
COLLABORATE		Create a partnership with the public (key stakeholder groups) to work along with the City in identifying problems, generating solutions, getting reactions to recommendations and proposed direction. **Message to the Public:** Will work with the public to ensure that their concerns and issues are directly reflected in the alternatives developed and show how public input influenced the decision.	- *Citizen Advisory Committee/ Liaison Groups* /trusted advocates - *Visioning* - *Consensus building* - *Participatory decision-making* - *Charrettes*	Translation of all key documents Interpretation at events Provision of Childcare Culturally appropriate food Individual meetings with community leaders on their "turf" on their time. Collect identity profile info from participants	Veracity of Committee/Liaison Group processes Clarity of shared vision Level of consensus outcomes Adherence to participatory decision making models Participation in Charrettes
SHARED DECISION-MAKING		Decision-makers delegate decision-making power to stakeholders or give them a formal role in making final recommendations to be acted upon. **Message to the Public:** Will implement what the public decides.	- *Citizen juries* - *Ballots* - *Delegated decisions to specific representative citizen body or to voters*	Translation of all key documents Interpretation at events Provision of Childcare Culturally appropriate food Individual meetings with community leaders on their "turf" Collect identity profile info from participants	Measure collective impact: Track progress toward a shared goal using a short list of community indicators. Assess progress and improve program based on community feedback Quality of shared information from focus groups, surveys, interviews, questionnaires – online and door to door