



# REVIEW OF THE CITY'S LEGISLATIVE WORKFLOW & MATTER ROUTING PROCEDURES

Office Of The City Clerk

*"...it is a government's duty to serve the public, and in reaching its decisions, to accommodate those who wish to obtain information about or participate in the process."*

The [Sunshine Ordinance](#) (Title 2, Chapter 2.20) in 1997

# LEGISLATIVE WORKFLOW SCOPE

The City's legislative workflow covers many functional areas with wide range authority.

- ◉ The authorities of the governing bodies, Administration, City Attorney, Clerk, and Council President, etc.
- ◉ The permitted actions that may be taken on legislative matters by the governing bodies and members.
- ◉ The deadlines when which to make agendas available to the City Council and public.
- ◉ The details that set forth the elements of agenda reports
- ◉ The information that contributes to the City Council's and public's understanding of the matter of interest and aid in the ability to track the matters.

# LEGISLATIVE WORKFLOW RULES

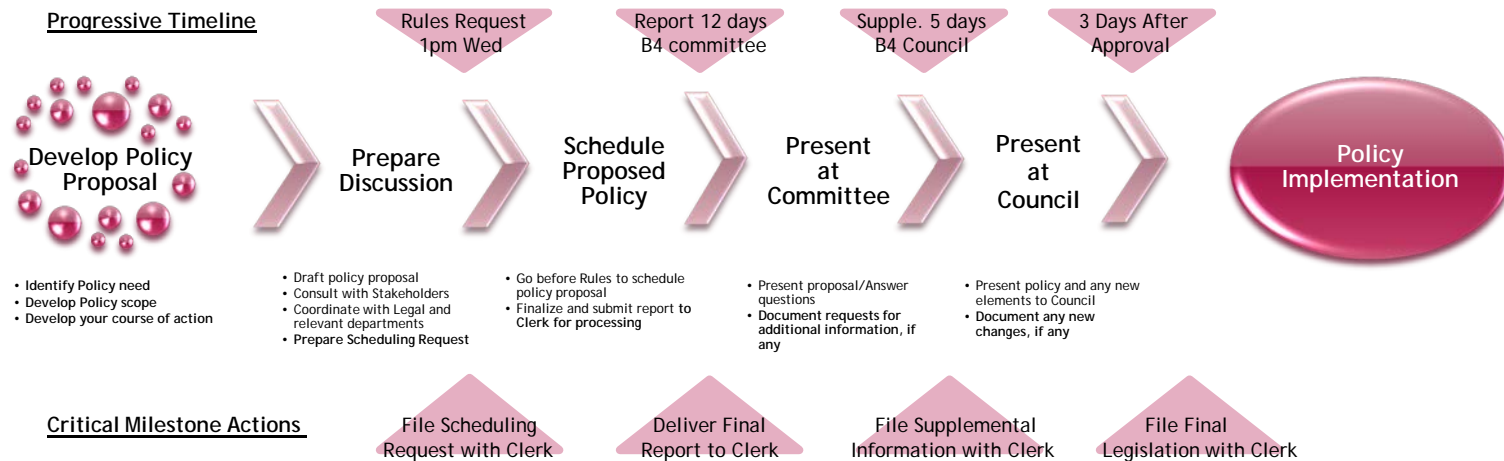
Numerous policy documents set the structure and rules for the City's legislative workflow

- ◉ City of Oakland's Sunshine Ordinance (12463, 12483, 12668)
- ◉ Council's Rules of Procedures 86034 C.M.S.
- ◉ Ralph M. Brown Act
- ◉ Charter of the City of Oakland
- ◉ Maddy Act\*
- ◉ Robert's Rules of Order
- ◉ Various Other Government Codes\*\*
- ◉ Other Council Resolutions and Ordinances, i.e.
  - Budget policy, etc.

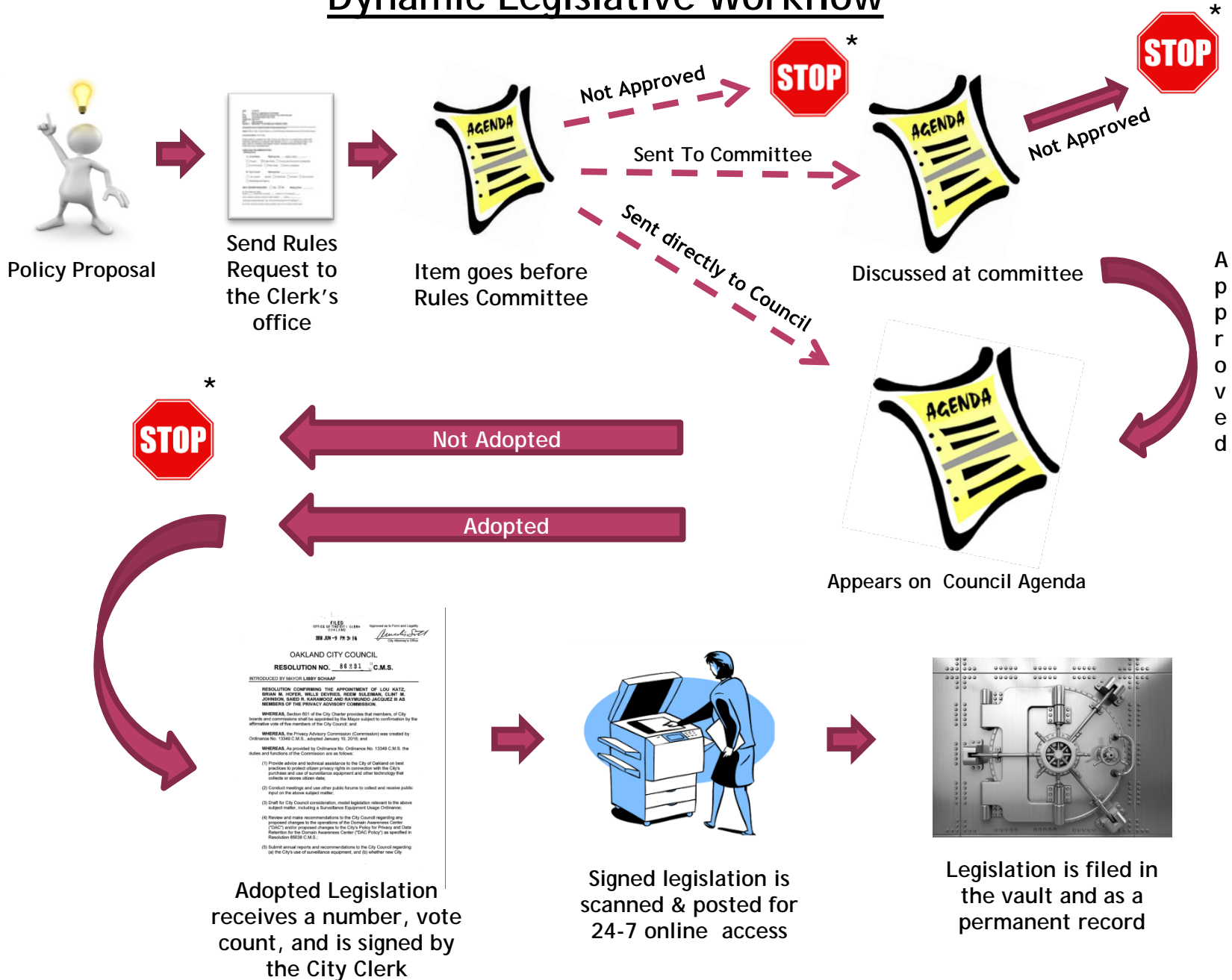
*\* In Limited Form*

*\*\* Publication and other notification codes*

# SIMPLIFIED LEGISLATIVE WORKFLOW



# Dynamic Legislative Workflow



You're informed you submit a policy proposal  
for your councilmember.



*SOOOOOO, WHAT DO I DO?!*





# SCHEDULING REQUESTS BY COUNCILMEMBERS

## **Rule 26.**

### **Procedure for Councilmember to Place Items on Agenda -**

Councilmembers should thoroughly investigate policy issues prior to submitting proposals to a committee or the Council for action. On matters pending before a committee or Council, Councilmembers should, when feasible and in compliance with City Charter and open meeting requirements, study and obtain information relative to an issue prior to the meeting where action is to be taken. Requests for formal informational and status reports must be approved by the Rules Committee and should be minimized. Committees may direct that items appropriately pending before the committee be scheduled for future committee agendas. New items and issues brought before a committee shall be referred to the Rules Committee for scheduling. The Rules Committee shall provide general oversight of the implementation of this Rule to insure compliance.

Before filing agenda materials in the packet, non-ceremonial resolutions and ordinances that would create new agenda items must be submitted to the City Attorney for review. The sponsor of the non-ceremonial resolution or ordinance must file a memorandum or report no later than the deadline for filing the non-ceremonial resolution or ordinance in the agenda packet.

# WHAT'S THE INTENT OF THE REPORT OR REQUEST?

- You must know the intent of the policy proposal.
  - Are you informing, seeking authority to do something new, changing policy based on changes in laws, authorizing a contract, obtaining authorization to pursue or receive funding from outside sources, etc.

# WHAT IS THE ACTION REQUESTED OF THE COUNCIL?

- Council may act in 3 ways
  - Council acts by motion, resolution, and/or ordinance
- What do you require to proceed?
  - A report informs and allow Council to provide follow up instructions, but do not permit approval
  - Resolutions permit policy change, approval of programs, release and pursuit of funds, authorizes contracts and agreements, etc.
  - Ordinances change legal requirements, provide for changes to fee structures, change organizational structure, authorizes contract, etc.

# HOW DO I PREPARE THE ITEM?

- ◉ Consult with the City Administrator's Office
  - Is there a forthcoming report already covering the topic?
  
- ◉ Consult with the City Attorney
  - Is it legal?
  
- ◉ Obtain the Draft report templates from the City Administrator's office
  - Report with Instructions
  - Legislation - Resolution and/or Ordinance

# HOW SHOULD MY ITEM BE ROUTED FOR REVIEW?

- City Administrator (recommended)
  - For coordination with the relevant department
- Non-ceremonial legislation must be filed with the City Attorney prior to filing with the City Clerk for the agenda printing deadline.\*

\*Rule 26 Resolution 86034 C.M.S

The Rules and Legislation Committee is the scheduling body. The Rules and Legislation Committee has jurisdiction to assign all proposed agenda items to Committees or full Council.\*



\* If Rules Committee doesn't meet, items are scheduled by Rule 28 of Council's Rules of Procedures

To put your item before the Rules Committee, a completed Scheduling Request must be submitted to the City Clerk. Scheduling Requests are due to Office of the City Clerk no later than 1pm Wednesday.

**CITY OF OAKLAND**  
**MEMORANDUM**

DATE: 1/10/17  
TO: Rules & Legislation Committee  
ATTN: City Administrator/Assistant City Administrator  
FROM: Councilmembers Dan Kalb  
PHONE NO.: 228-7013  
DEPT: City Council  
SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

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(Please Print Name, Date & Capitalize Each Word. Do Not Use Abbreviations)

**Subject** (Short Title): Status Report on Trash Reduction Requirement for Stormwater Drains

**Recommendation** (Full Title):

INFORMATIONAL REPORT ON THE STATUS OF THE CITY'S COMPLIANCE WITH THE MUNICIPAL REGIONAL STORMWATER PERMIT'S JULY 1, 2017 DEADLINE FOR A 10% REDUCTION IN STORMWATER DRAIN TRASH AND RECOMMENDATIONS FOR ACHIEVING THAT REQUIREMENT

**SCHEDULING RECOMMENDATION:**  
**Meeting Body:**

**A. Committees:** Meeting Date: April 11, 2017

☐ Finance ☒ Public Works ☐ Community & Economic Development  
☐ Life Enrichment ☐ Public Safety ☐ Rules & Legislation

**B. City Council:** Meeting Date: \_\_\_\_\_

☐ City Council Specify: ☐ Ceremonial ☐ Consent ☐ Non-Consent  
☐ Redevelopment Agency

**PUBLIC HEARING REQUIRED:** ☐ Yes ☒ No Meeting Date: \_\_\_\_\_

(For City Employees Only)  
Presenter: \_\_\_\_\_ PowerPoint Presentation: \_\_\_\_\_ PowerPoint Time Requested: \_\_\_\_\_  
Is there a statutory, regulatory, financial or grant deadline? \_\_\_\_\_ Specify: \_\_\_\_\_  
Is a staff report required/requested? ☒ Yes What is the fiscal impact on the City/Agency? \_\_\_\_\_  
If the ten-day (Sunshine Ordinance) agenda deadline cannot be met, please indicate reason: \_\_\_\_\_  
Revised 1/11



# A Scheduling Request includes all of the necessary information for assignment to a Committee or Council.

Tools - 1234567890 - Screen 1-2 of 2 - View Options - Close

**CITY OF OAKLAND  
MEMORANDUM**

DATE: **THIS SHOULD BE THE FULL DATE**  
TO: **Rules & Legislation Committee**  
ATTN: **CHAIR OF RULES AND RULES MEMBERS +**  
FROM: **COUNCILMEMBER NAME/DISTRICT**  
PHONE NO.: **YOUR NUMBER AND NAME IN PARENTHESIS**

SUBJECT: **REQUEST TO SCHEDULE AGENDA ITEM**

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(Times New Roman, Size 12, Capitalize Each Word, Do Not Use Abbreviations)

Subject: **THIS IS THE SHORT SUBJECT SHOULD NOT REPEAT THE RECOMMENDATION**

Recommendation: **THIS SHOULD BE THE FULL TITLE  
A RESOLUTION / AN INFORMATIONAL REPORT / REPORT AND RECOMMENDATIONS**

SCHEDULING RECOMMENDATION:  
Meeting Body:

**A. Committees:** Meeting Date: \_\_\_\_\_

☐ Finance ☐ Public Works ☐ Community & Economic Development  
☐ Life Enrichment ☐ Public Safety ☐ Rules & Legislation

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**B. City Council:** Meeting Date: \_\_\_\_\_

☐ City Council Specify: ☐ Ceremonial ☐ Consent ☐ Non-Consent  
☐ Redevelopment Successor Agency

PUBLIC HEARING REQUIRED: ☐ Yes ☐ No Meeting Date: \_\_\_\_\_

**(For City Employees Only)**

Presenter: \_\_\_\_\_ PowerPoint Presentation: \_\_\_\_\_ PowerPoint Time Requested: \_\_\_\_\_

Is there a statutory, regulatory, financial or grant deadline? \_\_\_\_\_ Specify: \_\_\_\_\_

Is a staff report required/requested? \_\_\_\_\_ What is the fiscal impact on the City/Agency? \_\_\_\_\_

If the ten-day (Sunshine Ordinance) agenda deadline cannot be met, please indicate reason:

☐ Item is an **emergency**. To place item on Supplemental (72-hour) agenda requires majority vote of Rules Comm. that emergency exists, based on facts placed in the record related to crippling disaster, work stoppage or other activity which severely impacts public health and/or safety.

☐ Item is **urgent**. To place item on Supplemental (72-hour) agenda requires 2/3 vote of Rules Comm. based on facts placed in the record that the need to take immediate action came to the attention of the local body after the 10-day agenda was posted **AND** that the immediate action:

☐ is required to avoid a substantial adverse impact that would occur if action was deferred to a subsequent special or regular meeting;  
☐ relates to federal or state legislation;  
☐ relates to ceremonial or commendatory item.




# AUTHORITY OF THE RULES AND LEGISLATION COMMITTEE

**Rule 24.** **Rules and Legislation Committee's Powers re Agenda Items** - Except as provided in item 8 of Rule 7, the Rules Committee shall have jurisdiction to assign all proposed agenda items to committees and/or full Council for consideration and action as follows:

1. One or more members of the City Council, a committee of the City Council, the Mayor, the City Administrator, City Attorney, City Auditor and any member of the public may propose an agenda item for Council consideration to the Rules and Legislation Committee for assignment and scheduling through procedures established by the Rules and Legislation Committee.
2. Rules and Legislation Committee shall have the following options to assign and schedule any and all proposed resolutions and ordinances of the City Council:
  - a. to a subject-matter committee, or
  - b. to staff for review and report back to the requestor, or
  - c. directly to City Council pursuant to "3" below.
3. Rules and Legislation Committee shall not refer any action item directly to the full City Council unless the Committee determines by a majority vote of those present that the item should proceed directly to the City Council for a specified reason.
4. Rules and Legislation Committee shall assign and schedule any informational item for consideration and acceptance either by a committee or directly by the full Council.
5. The Rules and Legislation Committee shall have sole authority in establishing specific agenda items to be placed on the agenda. Rules and Legislation Committee shall establish the consent and non-consent agenda items of the City Council agenda.
6. Notwithstanding any other provision of these Rules of Procedure, the Rules and Legislation Committee shall have the power to place an item that is urgent on the supplemental agenda for a regular Council meeting or on a special Council meeting agenda, in accordance with the requirements of the Sunshine Ordinance, if no action was taken on the item (1) due to the cancellation of a committee meeting, (2) due to lack of a quorum, (3) because the committee ran out of time, or (4) because the committee was not able to approve any recommended action and the Committee passes a motion by the affirmative votes of the majority of the members who are present requesting that the Rules Committee schedule the item for a Council meeting.

Once the Scheduling Request is approved by the Rules and Legislation Committee it will appear on a Committee Agenda.



**City of Oakland**  
**Meeting Agenda - FINAL**  
**\*Special Public Works Committee**

Oakland City Hall, 1 Frank H. Ogawa Plaza,  
Oakland, California 94612

City of Oakland Website: <http://www.oaklandnet.com>

Tuesday, July 12, 2016 11:00 AM

**DEFINITION OF TERMS:**

**Consent Item:** any action item that a subject matter Committee has the full Council with unanimous recommendation for approval and controversial, and does not have a high level of public interest as the Rules Committee.

**Non-Consent Item:** any action that a subject-matter Committee has the full Council without unanimous recommendation for approval, high level of public interest, or is controversial as determined by the Committee.

**Action Item:** any resolution, ordinance, public hearing, motion, or recommendation requiring official vote and approval of the City Council effective.

**Informational Item:** an item of the agenda consisting only of an informational report that does not require or permit Council action.

**Roll Call / Call To Order**

**COMMITTEE MEMBERSHIP:**

Noel Gallo, District 6; Dan Hale, District 1; President Pro Tempore  
Chairperson: Rebecca Kaplan, At Large

1 Approval Of The Draft Minutes From The Committee Meeting Of June 15-1151

2 Determination Of Schedule Of Outstanding Committee Items 15-1157

[Attachments:](#) [View Report](#)

City of Oakland Page 1 Printed on 7/12/2016 1:48:38PM

**12** Subject: Adopt Recommended Police Recruitment and Hiring Policy Proposals From: Councilmember Kaplan

Recommendation: Adopt New Police Recruitment And Hiring Policies to: (1) Prohibit The Use Of Past Marijuana Use As Grounds For rejection; (2) Prohibit The Use Of Having Student Loans As Grounds For Rejection; (3) Restrict The Use Of Debt As Grounds For Rejection To Those Situations Where Lack Of Income Would Be Solved By Obtaining A Job As A Police Officer; (4) To Seek A Goal Of Not Less Than 50% Of New Hires Will Be Among Those Who Do Have Some Connection Or History With Oakland Or Live Or Have Lived In Oakland; (5) Evaluate The Use Of And Impact Of Rejecting Applicants With An "Association" To People With Criminal Records, And Determine How This Is Being Used And Decide Whether It Genuinely Measures The Potential Of The Applicants, And Whether It Is Disproportionately Excluding Oakland Residents And/Or People Of Color; (6) Weigh Out-Of-School Suspensions, Dismissal From School Or Poor Academic Performance Within Reasonable Contexts; (7) Request A Review Of Recent Applicants Who Were Rejected At The Background Check Stage To Determine If Any Of Them, Especially Oakland Residents, Were Rejected For Reasons That Might Warrant Reconsideration; (8) Expand Outreach And Explore Additional Strategies To Mitigate The Under Representation Of Women, LGBT People, And People Of Color In The Department; (9) Explore And Report Back To Council On Additional Strategies To Improve Recruitment Screening For Attitude Issues, Including Attitudes About Appropriate Conduct Toward Women and Understanding Of Respecting The Community

HOW WILL THE ITEM MOVE  
THROUGH COMMITTEE?



# COUNCIL COMMITTEES

## Standing Committee

- The standing committees of the Council are authorized and directed to ascertain, study and analyze all facts relating to any subjects or matters within jurisdiction, or as may be assigned by the Rules Committee and shall report to and submit recommendations to the City Council for action

# AUTHORITY OF STANDING COMMITTEES

## **Rule 5.      Action by Subject Matter Committees -**

The assigned subject matter committee shall have initial jurisdiction over any item assigned to it by the Rules Committee and may take any of the following actions with respect to the assigned item:

1. The Committee Chair shall develop with staff the schedule to hear items to be confirmed by a majority of the Committee.
2. The Committee may, by a vote of the majority of the members present, decide to postpone, continue or table an item on the agenda.
3. On any item on an agenda, the Committee Chair may allow for an informational presentation by City staff relating to the item.
4. With respect to an action item, and after discussion and consideration of the item, committee may take one of the following actions:
  - a. Vote by majority of those present to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval,

# AUTHORITY OF STANDING COMMITTEES

request additional information to be presented for consideration when the full Council hears the item.

- b. Fail to approve any recommended action, in which case the item shall **not** be forwarded to the full City Council; provided that when the item is urgent, the Rules Committee shall have jurisdiction to place the item on the supplemental agenda for a regular City Council meeting, or on the agenda for a special Council meeting in accordance with the requirements of the Sunshine Ordinance if no action was taken on the item (1) due to the cancellation of a committee meeting or (2) due to lack of a quorum, or (3) because the committee ran out of time, or (4) because the committee was not able to approve any recommended action and the Committee passes a motion by the affirmative votes of the majority of the members who are present requesting that the Rules committee schedule the item for a Council meeting. (See Rule 24(6).) Any such action will be recorded in the minutes and may be subject to consideration if pulled by a Councilmember at the appropriate Council meeting.
- c. Propose by a majority vote of those present one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
- d. Reject by a majority vote of those present, jurisdiction over the action item and refer the action item back to the Rules Committee with a recommendation for reassignment to another appropriate subject-matter committee.
- e. Request, by majority vote of those present, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Sunshine Ordinance and Brown Act.
- f. With respect to items that the Committee forwards to the Council pursuant to subparts a. or c., above, the Committee or the Committee chair may designate such items as Consent or Non-Consent items, provided that the Rules Committee has authority to make the final determination as Consent or Non-Consent items under Rule 24(5).



# SUBJECT MATTER COMMITTEES

## ACTION ITEMS

The Committee may by majority vote decide to postpone, continue, or table an item. Or after discussion of an action item, the Committee may, by majority vote of members present:

**Approve Recommendations:** The proposed action is forwarded to the full council for approval.

The Committee may approve an **alternative** to the proposed action and direct staff to prepare the changes to be presented when the item is heard in the future; in that case the action is **Approve Recommendations As Amended**.

**Continue:** A committee has the option to continue an item to a future committee date for continued discussion or to allow staff to prepare additional information

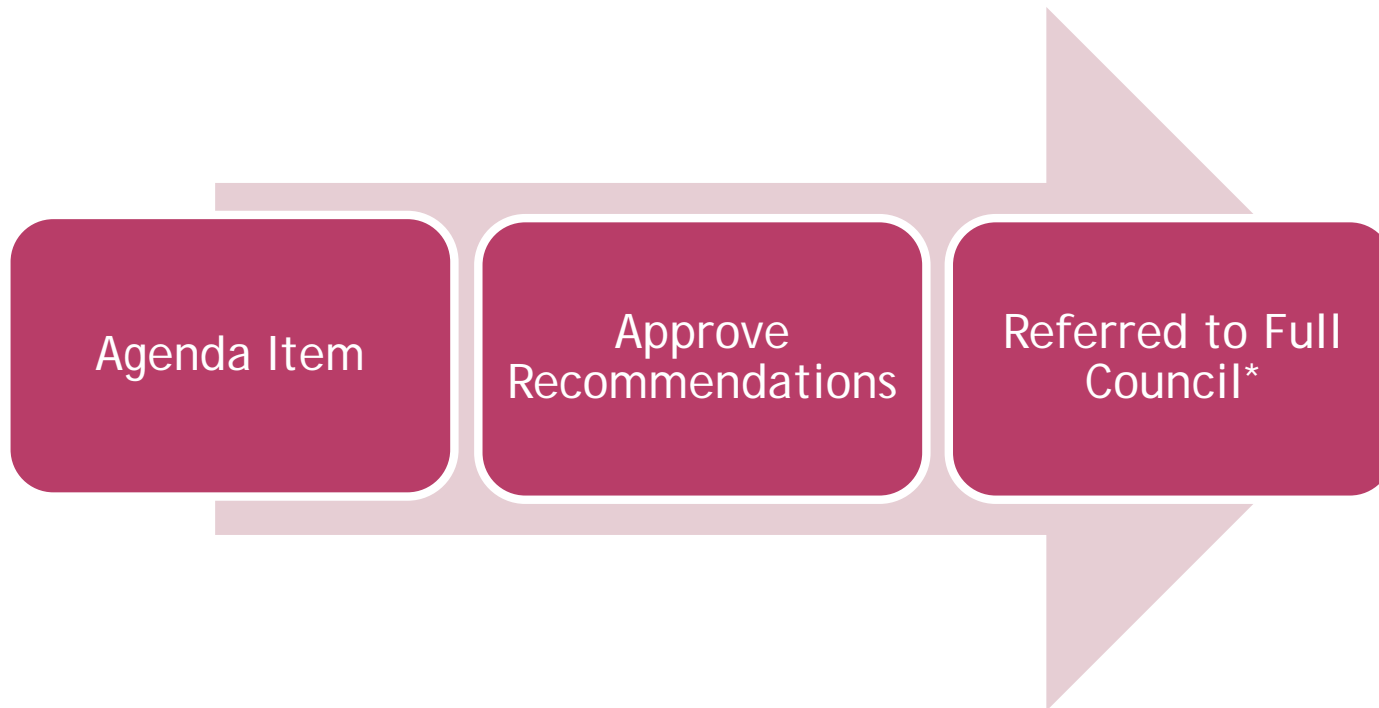
**Fail to Approve Recommendations:** The item shall not be forwarded to Council but may be assigned by the Rules committee under specified circumstances

**Reject Assignment:** The item would be returned to rules for reassignment

\*Action items are Reports with Recommendations, Ordinances, and Resolutions

# Action By Standing Committees

Approval of Items: Item advances



- Subject to the type of item to be considered and the authority of the Rules and Legislation Committee



# Action By Standing Committees

Fail to Approve Recommendations: Item is NOT forwarded to Council\*.



\* Matters considered to have either "Died" or "Held" in committee are subject both the Council's Rules of Procedures and Robert's Rules

# SUBJECT MATTER COMMITTEES

## INFORMATIONAL REPORTS

Informational Items shall take one of the following actions:

**Receive and File:** The committee receives the report without forwarding to the full council

**Receive and Forward:** The informational report is received and forwarded to the full city council

**Continued or Rescheduled:** A committee has the option to request more information. The item may then be continued or rescheduled for further consideration.

**Fail to Receive and File/Forward:** The item shall not be received and/or forwarded to Council

**Reject Assignment:** The item would be returned to rules for reassignment

# SUBJECT MATTER COMMITTEES

## POSSIBLE DELAYS

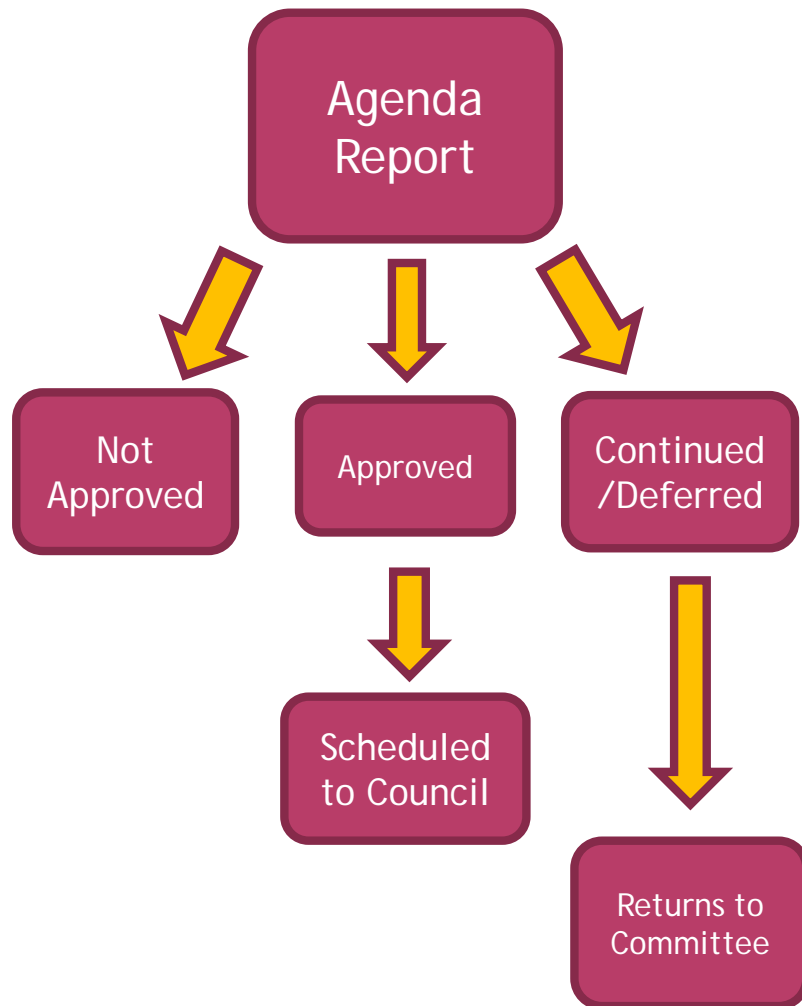
- ◉ Substantive Change - Action Items
  - Amendments beyond the scope of what was noticed which require 10 day posting on a future Council agenda
- ◉ More Information Necessary
  - More information must be prepared for additional discussion and brought back to Committee/Council
- ◉ Time Needed To Prepare More Information
  - Staff needs to prepare additional information report for more discussion and defers final decision until the information returns
- ◉ Meeting Cancellation

The above delays could extend approval 2 or more weeks.

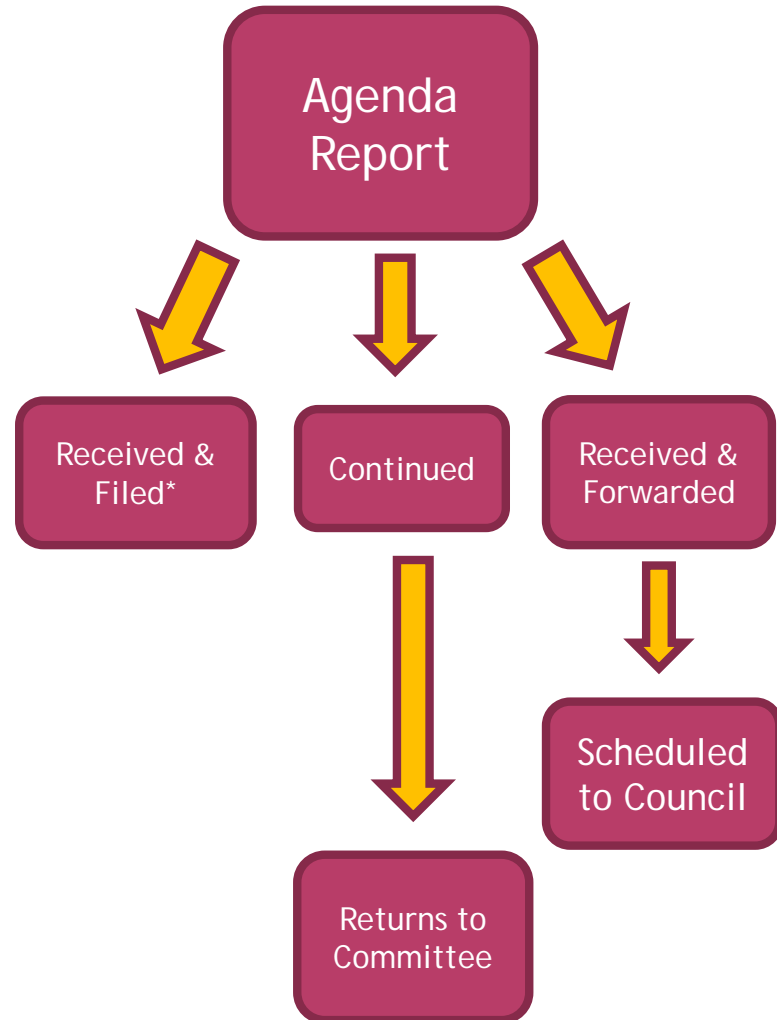
# ACTION BY COMMITTEE

LET'S REVIEW...

## Legislation



## Informational Report



# WHAT ACTIONS CAN BE TAKEN BY THE CITY COUNCIL?



# ACTIONS OF THE CITY COUNCIL

- ◉ The City Council may consider and act upon those items assigned by Rules Committee directly to City Council, or approved and forwarded by committee, or as pulled up at the immediately preceding Council meeting Rule 5(4)(b) and 24(6) and, of course, continued under it's own authority

\* The full City Council may reschedule an item BEFORE the committee hears the item

# ACTIONS OF THE CITY COUNCIL

Charter provides in relevant part that:

- The Council shall act by ordinance or resolution or motion. (Section 210)
- The affirmative vote of five members of the Council shall be required to adopt any ordinance or resolution, except as otherwise provided by this Charter or by general law. (Section 210)
- The Mayor shall not be a member of the Council, but he shall have a vote on the Council if the councilmembers are evenly divided. (Section 200)

# ACTIONS OF THE CITY COUNCIL

86034 C.M.S - Rule 7

- ◉ On any action item, the City Council may, by the requisite number of votes:
  - a. Approve the Committee's recommendation, select one of the Committee's suggested alternatives or approve an alternative recommendation proposed at the full Council in compliance with the Brown Act and Sunshine Ordinance;
  - b. By a majority of the Council members present, continue the item to the next regular Council meeting if permitted by Sunshine Ordinance and Brown Act;
  - c. By a majority of the Council members present, refer the item to any subject-matter Committee for reconsideration; or
  - d. With respect to an item that the Rules Committee referred directly to Council, the Council may take any action subject to the Brown Action and the Sunshine Ordinance.
  
- ◉ 10. On any agendized informational report, the City council may receive the report either by oral presentation by staff or as written.
  
- ◉ The City Council may choose to NOT take action on any agenda item



# ACTIONS OF THE CITY COUNCIL

## ROBERTS RULES OF ORDER

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
- Etc.

# COUNCIL ADOPTION

- ◉ Action items require a majority vote by the full Council, for passage or approval.
  - Resolutions require one reading
  - Ordinances\* (Regular) require two readings an introduction and final passage.
    - ◉ Resolutions and regular Ordinances require 5 Ayes for passage
    - ◉ Other ordinances such as Urgency or Emergency Ordinances require specific findings and may be adopted with only 1 reading
      - Charter section 213 and government code 65858
  - Reports with Recommendations require one reading
    - ◉ Requires 4 Ayes for passage, without a tie vote

# AUTHORIZED LEGISLATION

Your responsibility as a council aide is to make sure your legislation looks like the example below

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

17 JAN 13 AM 10:58

## OAKLAND CITY COUNCIL

Resolution No. \_\_\_\_\_ C.M.S.

INTRODUCED BY COUNCILMEMBER VICE MAYOR ANNIE CAMPBELL  
WASHINGTON AND COUNCILMEMBER LYNETTE GIBSON MCELHANEY

**RESOLUTION RECOGNIZING JANUARY OF EVERY YEAR AS  
HUMAN TRAFFICKING AWARENESS AND PREVENTION MONTH IN  
THE CITY OF OAKLAND AND URGING ALL OAKLAND RESIDENTS,  
BUSINESSES AND ORGANIZATIONS TO ACTIVELY ENGAGE IN THE  
ELIMINATION OF COMMERCIAL SEX AND HUMAN TRAFFICKING IN  
THE CITY OF OAKLAND**

**WHEREAS**, the United States Department of Health and Human Services' Office of Trafficking in Persons defines human trafficking as a form of modern day slavery, a crime that involves "the exploitation of someone for the purpose of compelled labor or a commercial sex act through the use of force, fraud, or coercion;" and

**WHEREAS**, victims of human trafficking, which include women and men, adults and children, and citizens and noncitizens, are forced to work in prostitution, but trafficking also occurs in amongst domestic servants, restaurant staff, hotel employees, factory workers, and agricultural laborers; and

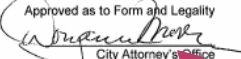
**WHEREAS**, the United States Department of Health and Human Services estimates that nearly 20-30 million people are enslaved throughout the world and that human trafficking is a multi-billion dollar-per-year industry; and

**WHEREAS**, the United States Department of State estimates that 14,500 to 17,500 victims are trafficked into the United States each year; and

**WHEREAS**, the City of Oakland is home to many victims of trafficking, including many young girls and boys who are victims of Commercial Sexual Exploitation of Children; and

**WHEREAS**, The Trafficking Victims Protection Act of 2000 (TVPA) made trafficking in persons a federal crime, enacted to prevent severe forms of trafficking in persons, both in the United States and overseas, to protect victims and help them rebuild their lives in the United State and to prosecute traffickers in human beings and impose federal penalties; and

**WHEREAS**, in commemoration of the 150th anniversary of the Emancipation Proclamation, the Obama Administration asked federal agencies to develop a plan to

Approved as to Form and Legality  
  
City Attorney's Office

Notice that this resolution is not in draft form and has been signed off by the city attorney

# FINAL LEGISLATION

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND  
2016 JUN -9 PM 3:14

Approved as to Form and Legality

*Amelia Soti*  
City Attorney's Office

## OAKLAND CITY COUNCIL

RESOLUTION NO. 86231 C.M.S.

INTRODUCED BY MAYOR LIBBY SCHAAP

RESOLUTION CONFIRMING THE APPOINTMENT OF LOU KATZ, BRIAN M. HOFER, WILLS DEVRIES, REEM SULEIMAN, CLINT M. JOHNSON, SAIED R. KARAMOOZ AND RAYMUNDO JACQUEZ III AS MEMBERS OF THE PRIVACY ADVISORY COMMISSION.

**WHEREAS**, Section 601 of the City Charter provides that members, of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

**WHEREAS**, the Privacy Advisory Commission (Commission) was created by Ordinance No. 13349 C.M.S., adopted January 19, 2016; and

**WHEREAS**, As provided by Ordinance No. Ordinance No. 13349 C.M.S. the duties and functions of the Commission are as follows:

- (1) Provide advice and technical assistance to the City of Oakland on best practices to protect citizen privacy rights in connection with the City's purchase and use of surveillance equipment and other technology that collects or stores citizen data;
- (2) Conduct meetings and use other public forums to collect and receive public input on the above subject matter;
- (3) Draft for City Council consideration, model legislation relevant to the above subject matter, including a Surveillance Equipment Usage Ordinance;
- (4) Review and make recommendations to the City Council regarding any proposed changes to the operations of the Domain Awareness Center ("DAC") and/or proposed changes to the City's Policy for Privacy and Data Retention for the Domain Awareness Center ("DAC Policy") as specified in Resolution 85638 C.M.S.;
- (5) Submit annual reports and recommendations to the City Council regarding:  
(a) the City's use of surveillance equipment, and (b) whether new City

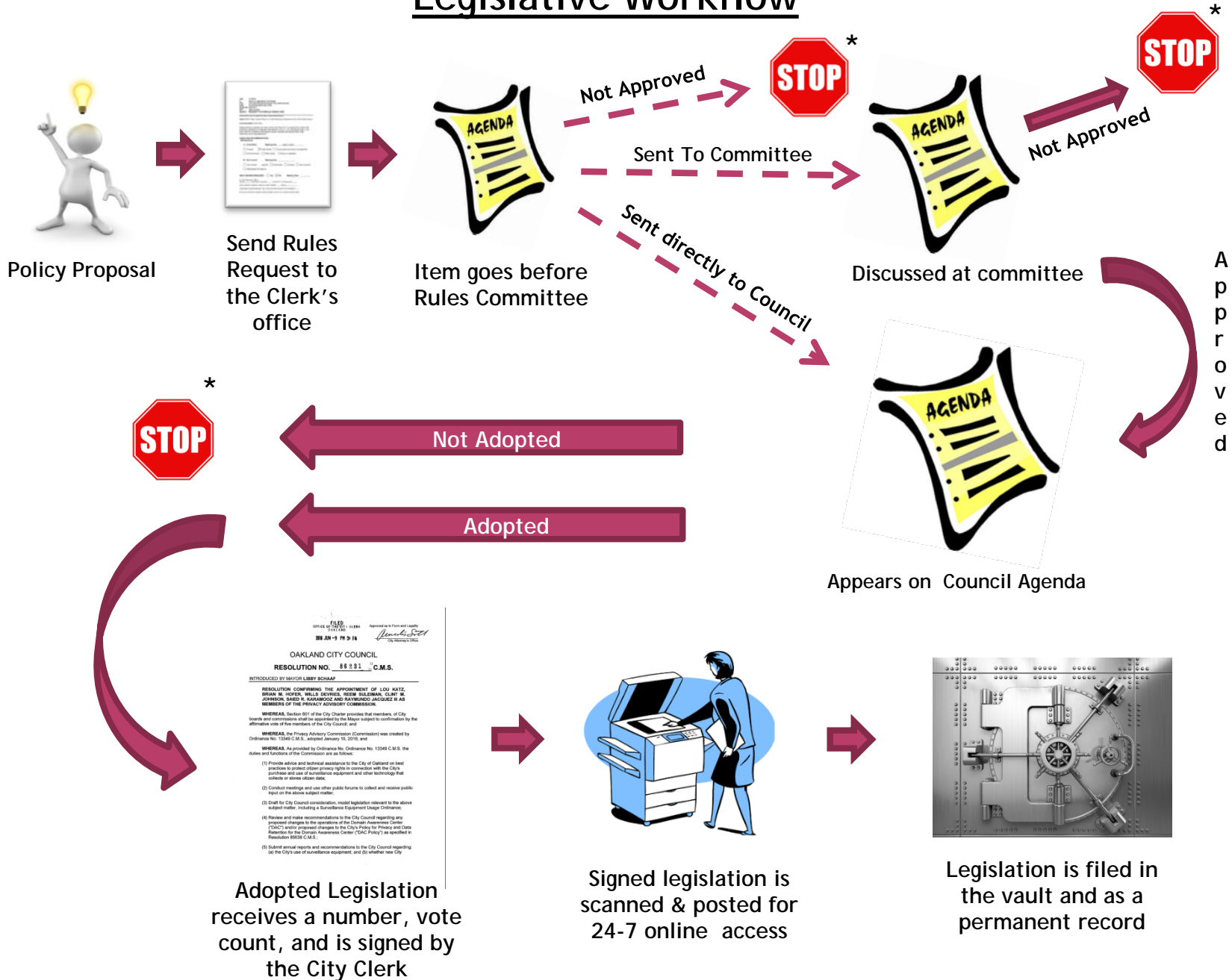
- Once legislation is adopted, it is given a final number, scanned and posted online, and sent to the Record's unit where it is stored in the vault as a permanent City record.

# THINGS TO REMEMBER!

## USE YOUR LEGISLATIVE TOOLKIT

- Agenda Report Templates (To Use As A Report Outline)
- Scheduling Requests
- Legislative policy documents - Key Pieces
  - \* *The Council's Rules of Procedures, Resolution 86034 C.M.S. covers, in GREAT part, our legislative process*
  - \* *The Sunshine Ordinance*
  - \* *City Charter*
- 2017 Preliminary Schedule of Council/Committee
- Days of the Week by Importance Office of the City Clerk
- The City's Online Legislative Calendar - 17 Years of info
- Agenda Management Unit Staff - Office of the City
- City Administrator's Office
- Office of the City Attorney

# Legislative Workflow



QUESTIONS ?????