

DATE: November 17, 2022

TO: Public Safety Advisory Board

FROM: Audrey Seymour Ramberg, Assistant City Manager/Chief Operating Officer

SUBJECT: **2023 Public Safety Advisory Board Meeting Schedule**

RECOMMENDATION

Approve the proposed 2023 Public Safety Advisory Board meeting schedule.

BACKGROUND

On June 22, 2021, the City Council approved Resolution No. 18574 revising City Council Policy K-2, Council Advisory Bodies (Attachment 1), to require each Council Advisory Body (CAB) to formally adopt an annual schedule of meetings.

Council established the Public Safety Advisory Board (PSAB) on December 1, 2020 and appointed members on April 13, 2021 following a recruitment and interview process. The PSAB held its first meeting on May 27, 2021. To date, the PSAB has held its meetings virtually due to the COVID-19 state of emergency.

In 2021, the PSAB met monthly (with the exception of December) with initial areas of focus, including: Brown Act training; updates on key subjects, such as the themes from the Human Relations Commission's listening forums on policing in Mountain View and the work of the Ph.D. Research Fellow analyzing Mountain View Police Department (MVPD) contact data; and development of the PSAB work plan. In total, the PSAB held seven meetings from May through the end of 2021.

In 2022, the PSAB met monthly, except for breaks in January due to the transition in the City Manager's Office's staff liaison to the PSAB, July and August for a summer recess, and December due to the winter holidays. The PSAB met a total of eight times in 2022.

Over the past year and a half, roughly, the PSAB has set and accomplished a full work plan of significant items. Much of this work has been carried out by subcommittees of PSAB members appointed by the PSAB and working with City staff. As directed by the City Council when it established the PSAB, staff prepared a summary of the PSAB's first year of work, which was

transmitted to Council at its September 13, 2022 meeting and is included in this memorandum as Attachment 2.

The purpose of this memorandum is to establish the annual calendar of PSAB meetings for 2023 as required by Council Policy K-2. This memo also provides an overview of the attendance requirements established in this Council Policy and an update about the return to in-person advisory body meetings in February 2023 due to the planned lifting of the COVID-19 state of emergency.

DISCUSSION

Proposed 2023 Meeting Calendar

Staff is proposing seven regular PSAB meetings for 2023, following a frequency of every other month plus one additional meeting. This schedule does not include a two-month summer recess, which is traditional for the City Council and most advisory bodies. As a result, the 2023 schedule would consist of one fewer than the eight PSAB meetings held in 2022. Additional special meetings can be scheduled as needed.

Staff believes that this schedule will enable the PSAB to accomplish its Fiscal Year 2022-23 Work Plan and hold meetings with robust and meaningful agendas. It will also provide sufficient time for PSAB subcommittees and the City staff who support them to work on assignments in between meetings. In addition, it increases efficiency related to the administrative tasks required to support each public advisory body meeting, which helps make the best use of limited staff capacity. Finally, more time between PSAB meetings will enable responsiveness to comments by the public at recent meetings asking that PSAB agendas be robust, that more items be presented by PSAB subcommittee members, that meeting agendas and materials be posted with more time for public review, and that a tentative agenda list be developed and shared to provide a sense of the likely timing for work plan items to be considered by the PSAB.

The proposed seven regular PSAB meeting dates in 2023 are below:

- January 26
- February 23
- April 27
- June 22
- August 24
- October 26
- December 14

PSAB subcommittees will continue to meet throughout the year in between regular meetings of the body.

Tentative Agenda List

A tentative listing of agenda topics for the first five PSAB meetings in 2023 is provided in Table 1. In addition to the listed items, subcommittee updates will be scheduled as appropriate. The action for PSAB at this time is to approve the regular meeting dates as required by Council Policy K-2. The tentative timing of agenda topics is provided for informational purposes. It is not being adopted by PSAB and is subject to change. This list will be posted to the PSAB webpage. Updates will be posted and provided to PSAB as needed.

Table 1: 2023 PSAB Tentative Agenda Listing (subject to change)	
January 26	<ul style="list-style-type: none"> • PSAB Police Contact Data Subcommittee recommendations. • Support services and enforcement related to people living in vehicles.
February 23	<ul style="list-style-type: none"> • Report on MVPD contact and feedback data. • Police recruitment and retention challenges and strategies.
April 27	<ul style="list-style-type: none"> • MVPD budget. • Military Equipment Annual Report. • PSAB work plan development—Session No. 1.
June 22	<ul style="list-style-type: none"> • PSAB subcommittee recommendations regarding best practices in bias/extreme views. • MVPD Annual Report. • PSAB work plan development—Session No. 2. • Election of Chair and Vice Chair.
August 24	<ul style="list-style-type: none"> • SRO Annual Report. • Report on MVPD feedback data. • PSAB Mental Health Crisis Response Subcommittee report on feedback about North County TRUST and MCRT.
October 26	TBD.
December 14	TBD.

Advisory Body Attendance Requirements

Regular attendance at advisory body meetings is important to ensure a quorum at each meeting and the effective functioning of the body in carrying out its purpose. Council Policy K-2 establishes the expectation that CAB members attend all meetings on the adopted annual schedule. The policy also sets forth the procedure for providing notice about absences, defining absences as “excused” or “unexcused,” recording absences in the advisory body minutes, and providing an annual attendance report to the City Council. Highlights of this procedure are summarized below, with further information in the Council Policy, which is included as Attachment 2.

- When an advisory body member knows in advance that they will be absent from a meeting, they shall give advance notice to the Chair and/or staff liaison.
- The Chair, in consultation with the staff liaison, shall propose that each absence be defined as “excused” or “unexcused” during the meeting at which the member is absent.
- The advisory body will confirm this definition by general consent or majority vote, and this will be recorded in the meeting minutes.
- Excused absences include when the advisory body member is:
 - Attending to official duties of the City;
 - Is ill;
 - Is on family leave for the birth or adoption of a child;
 - Is on bereavement leave due to the death of a family member as defined in the City’s Personnel Rules and Regulations; or
 - If the meeting was not on the advisory body’s formally adopted annual schedule of meetings.
- If an advisory body member does not provide notice to the Chair or staff liaison in advance of the meeting, the absence is considered unexcused, unless extenuating circumstances prevent advance notice.

With the adoption of the 2023 PSAB regular meeting schedule, staff will send appointment requests to place each meeting date on members’ calendars. PSAB members are asked to reserve these times and notify the PSAB Chair or staff if the need for an absence arises. Staff will

coordinate with the PSAB Chair to define absences as excused or unexcused for inclusion in the relevant meeting minutes with general consensus of the members.

Return to In-Person Advisory Body Meetings

Due to the announced upcoming conclusion of California's COVID-19 State of Emergency and subsequent end to the City's State of Emergency declaration, temporary changes to the Brown Act legalizing virtual meetings will be coming to an end. Throughout the State of Emergency, the City Council has regularly determined by resolution, in accordance with Assembly Bill 361, that all legislative and advisory bodies in the City will continue to hold virtual meetings. Council plans to extend this determination so that virtual meetings of advisory bodies can continue through December and January.

Council authorization for virtual meetings will discontinue in February. **All board, commission, and committee meetings from February 1, 2023 onward will be held in person.** At this time, board, commission, and committee meetings will be fully in person without the option of virtual attendance (except for the Environmental Planning Commission and the Rental Housing Committee, which, as quasi-legislative bodies, have historically held meetings in the Council Chambers and livestreamed proceedings). Starting in February, PSAB members, staff, and members of the public who wish to attend CAB meetings will do so in person. CAB meeting rooms are not yet outfitted with the technology necessary to support hybrid meetings. City staff is currently working toward this goal. In addition, there are staffing capacity impacts that would need to be explored associated with supporting both the in-person meeting process and simultaneous remote functionality of hybrid meetings.

ASR/MS/4/MGR
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- Attachments:
1. City Council Policy K-2—Council Advisory Bodies
 2. Update on First Year of Public Safety Advisory Board