

**DATE:** May 23, 2024

**TO:** Public Safety Advisory Board

**FROM:** Audrey Seymour Ramberg, Assistant City Manager  
Michael Canfield, Police Chief

**SUBJECT:** **Fiscal Year 2024-25 Work Plan Discussion—Step 1**

---

**PURPOSE**

Review the work plan status for Fiscal Year 2023-24, identify ongoing work plan items that can carry over to the next fiscal year, and discuss potential new items for the Fiscal Year 2024-25 Public Safety Advisory Board Work Plan. This is the first step of a two-step work plan development process.

**BACKGROUND**

City Council Policy A-23, Work Item Referral Process for Council Advisory Bodies and Councilmember Committees, requires all Council advisory bodies to annually prepare work plans for City Council review and approval (Attachment 1).

The current Public Safety Advisory Board (PSAB) work plan was proposed by the PSAB on June 22, 2023 and adopted by the City Council on September 12, 2023. The status of adopted PSAB work plan items is described in the Discussion section below.

Staff proposes a two-step process in May and June 2024 for the PSAB to develop a proposed work plan for the next fiscal year beginning July 1. City Council review and approval of advisory body work plans for Fiscal Year 2024-25 will occur in September 2024.

**DISCUSSION**

**Review of Fiscal Year 2022-23 Work Plan**

The Fiscal Year 2022-23 Work Plan includes five ongoing items and six items specific to Fiscal Year 2022-23.

The ongoing items are for PSAB to review and provide comment on:

- Mountain View Police Department (MVPD) Budget
- MVPD Annual Report
- School Resource Officer (SRO) Program Annual Report
- AB 481 Military Weapons Annual Report
- Biannual Report on MVPD Performance and Feedback Data

Work on each of these ongoing items is on schedule.

The status of the special projects in Fiscal Year 2023-24 is noted below in Table 1.

**Table 1: Status of Fiscal Year 2023-24 PSAB Work Plan**

Fiscal Year 2023-24 Item	Status	Comments
Mental Health Crisis Response (PSAB to provide input/raise awareness regarding new/expanded Santa Clara County Behavioral Health crisis response programs in North County, such as TRUST, MCRT)	In progress	<ul style="list-style-type: none"> <li>• The Ad Hoc Committee will continue to network with TRUST to help build community awareness and monitor implementation of the program. Staff will continue to meet with County Behavioral Health staff regarding the implementation of the 9-8-8 crisis line and North County MCRT.</li> </ul>

Fiscal Year 2023-24 Item	Status	Comments
Bias/extreme views in policing (PSAB to review State Auditor’s report or related legislation and MVPD procedures to identify current or potential practices to prevent this in the MVPD)	Completed	<ul style="list-style-type: none"> <li>• The Ad Hoc Committee presented recommendations to the PSAB on October 26, 2023.</li> <li>• At the February 22, 2024 meeting, staff followed up with a timeline for implementation of the recommendations.</li> </ul>
Youth substance abuse trends and prevention resources	In progress	<ul style="list-style-type: none"> <li>• An Ad Hoc Committee was formed and has provided updates to the PSAB on a regular basis.</li> <li>• This item will need to be carried forward to Fiscal Year 2024-25.</li> </ul>
Forums on the future of community policing	In progress	<ul style="list-style-type: none"> <li>• An Ad Hoc Committee was formed and has provided updates to the PSAB on a regular basis.</li> <li>• The scope of this work plan item allows for up to three forums.</li> <li>• The first forum is tentatively scheduled for May 30, 2024.</li> <li>• This item will need to be carried forward to Fiscal Year 2024-25.</li> </ul>

As noted above, three of the special projects are in progress (Mental Health Crisis Response, Youth Substance Abuse Trends, and Prevention Resources and Forums on the Future of Community Policing) and will need to carry forward into Fiscal Year 2024-25. In addition, the five ongoing items above will carry forward, resulting in a total of eight work plan items already identified for Fiscal Year 2024-25.

### **Potential Additional Items for Fiscal Year 2024-25 Work Plan**

This meeting is the first meeting in a two-step process for the PSAB to develop a proposed Fiscal Year 2024-25 Work Plan for consideration and adoption by the City Council in September 2024. Given the fact that there are already eight items that will be on next year’s PSAB work plan, there

is limited capacity to add new items, and any addition should be timed to take place following the completion of the “in progress” items carried forward from the 2023-24 Work Plan. Due to capacity constraints throughout the City organization and Council guidance regarding the number of advisory body work plan items, the PSAB is asked to propose up to one new item for the Fiscal Year 2024-25 Work Plan.

The process for selecting these new items is outlined below.

### **May 23, 2024 Meeting**

- Each PSAB member is asked to put forward up to one idea for potential work plan items.
- Staff will document each item.
- Staff will facilitate a discussion of the items to clarify the intent and scope and a grouping of similar items, as appropriate.

### **Initial Staff Assessment Between PSAB Meetings**

- After the May PSAB meeting, staff will review the items considering the following criteria:
  - Fit with the PSAB’s mission and the experience/expertise of PSAB members and City staff;
  - Consistency with existing City policy;
  - Capacity of PSAB and staff to carry out the items in Fiscal Year 2023-24;
  - Opportunity to add value above and beyond the work of other City efforts or other groups or organizations; and
  - Timeliness of issue.
- For each item, staff will note its assessment and recommendation regarding whether the item should be considered for prioritization by the PSAB, not be further considered, or whether additional clarification of the item is needed.

### **June 20, 2024 PSAB Meeting**

- Staff will present its assessment of the potential work plan items put forward at the May meeting.

- Board members will discuss and prioritize the items.
- The top item with the highest level of PSAB support, and with at least majority support, will be selected as the new items for the proposed Fiscal Year 2024-25 PSAB Work Plan.
- Alternatively, the PSAB could choose to remain focused on the eight items already identified to carry forward into 2024-25.

### **RECOMMENDATION**

Staff recommends that each Board member put forward up to one potential new work plan item for prioritization at the next PSAB meeting.

ASR-MC/MS/6/MGR  
625-05-23-24M

Attachment: 1. City Council Policy A-23