

**MEMORANDUM**

City Manager's Office

DATE: December 14, 2023

TO: Public Safety Advisory Board

FROM: Michael Canfield, Police Chief
Kimberly S. Thomas, Deputy City Manager

SUBJECT: **2024 Public Safety Advisory Board Meeting Schedule**

RECOMMENDATION

Approve the proposed 2024 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.

In 2023, the PSAB met a total of six times with a seventh meeting being canceled due to lack of a quorum. PSAB meetings changed from virtual to in-person meetings on March 23, 2023, following the planned lifting of the City's COVID-19 state of emergency in February 2023.

Since its inception, the PSAB has set and accomplished a full work plan of significant items. Much of this work has been carried out by ad hoc committees of PSAB members appointed by the PSAB and working with City staff. The work of the ad hoc committees is done in addition to the scheduled PSAB meetings.

The purpose of this memorandum is to establish the annual calendar of PSAB meetings for 2024 as required by Council Policy K-2. This memo also provides an overview of the attendance requirements established in this Council Policy.

DISCUSSION

Proposed 2024 Meeting Calendar

Staff is proposing a similar schedule to 2023 with seven regular PSAB meetings for 2024. This schedule does not include a two-month summer recess, which the City Council and most advisory bodies follow. Additionally, this schedule does not include the Forums on Future of Community Policing, a PSAB Fiscal Year 2023-24 Work Plan item, which will include up to three community meetings. In addition, the schedule for the January and February meetings could be combined if the PSAB preferred to consolidate the meetings.

Staff believes that the proposed schedule will enable the PSAB to accomplish its Fiscal Year 2023-24 Work Plan and provide sufficient time for PSAB ad hoc committees and the City staff who support them to work on assignments in between meetings.

The proposed seven regular PSAB meeting dates in 2024 are below:

- January 25
- February 22
- April 25
- June 27
- August 22
- October 24
- December 12

PSAB ad hoc committees 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 2024 is provided in Table 1. Addressing feedback provided by the PSAB, ad hoc committee 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 and is not being adopted by PSAB as it is subject to change. This list will be posted to the PSAB webpage. Updates will be posted and provided to the PSAB as needed.

Table 1: 2024 PSAB Tentative Agenda Listing*

January 25	<ul style="list-style-type: none"> • Twice-Yearly Report on MVPD Performance and Feedback Data. • Ad hoc committee updates.
February 22	<ul style="list-style-type: none"> • PSAB recommendations regarding best practices in bias/extreme views in policing follow-up report and timeline. • Ad hoc committee updates.
April 25	<ul style="list-style-type: none"> • MVPD budget presentation. • Military Equipment Annual Report. • PSAB work plan development—Session No. 1. • Ad hoc committee updates.
June 27	<ul style="list-style-type: none"> • PSAB ad hoc committee recommendations regarding Forum on Future of Community Policing. • MVPD Annual Report. • PSAB work plan development—Session No. 2. • Election of Chair and Vice Chair. • Ad hoc committee updates.
August 22	<ul style="list-style-type: none"> • SRO Annual Report. • Twice-Yearly Report on MVPD Feedback Data. • PSAB Mental Health Crisis Response ad hoc committee report on feedback about North County TRUST and MCRT. • Ad hoc committee recommendations for youth substance abuse trends and prevention resources. • Ad hoc committee updates.
October 24	TBD.
December 12	TBD.

* Subject to change.

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 1.

- 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;
 - Ill;
 - On family leave for the birth or adoption of a child;
 - On bereavement leave due to the death of a family member as defined in the City’s Personnel Rules and Regulations; or
 - Absent because 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 2024 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 approval of the members.

MC-KST/MS/6/MGR/625-12-14-23M

Attachment: 1. City Council Policy K-2, Council Advisory Bodies