APPROVED ON 7-13-2022

SURVEILLANCE ADVISORY BOARD
REGULAR MEETING MINUTES

JUNE 29, 2022

Council Chambers
555 Santa Clara Street, Vallejo, California

1. **CALL TO ORDER**

   The meeting was called to order at 6:00 p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**
   Present: Boardmembers Balbuena, Bregenzer, Chen, McMillan, Reddell, Sorce, and Yun
   Absent: None
   Staff present: Secretary Ashraf, Chief Assistant City Attorney Risner and City Clerk Abrahamson

4. **COMMUNITY FORUM** – None.

5. **CONSENT CALENDAR AND APPROVAL OF THE AGENDA**

   Action: *Moved by Boardmember Bregenzer, seconded by Boardmember Chen and carried to approve the Agenda (Abstain: Sorce).*

6. **REPORT OF THE BOARD SECRETARY**

   Secretary Ashraf introduced Manny Angel, Media Specialist who recently joined the City of Vallejo IT Team and noted he will be polling the Board for a special meeting for June 6. In conclusion, Secretary Ashraf informed the Board that the Broadband RFP was published last week.

7. **CITY ATTORNEY REPORT –** None.

8. **REPORT OF THE CITY COUNCIL LIAISON** – None.

9. **ACTION ITEMS**

   A. Nominate and elect a Chair and Vice Chair

      Election of Chair
      Boardmember Bregenzer nominated himself
      Boardmember Bulbuena nominated Boardmember Sorce

Boardmember Yun nominated herself

Action*: Boardmember Yun was elected as Chair by the following vote:*

- *In favor of the nomination of Boardmember Sorce as Chair – Boardmembers Balbuena, Reddell and Sorce*
- *In favor of the nomination of Boardmember Yun as Chair – Boardmembers Bregenzer, Chen, McMillian, and Yun*

Election of Vice Chair
Boardmember Yun nominated Boardmember Bregezner
Boardmember Reddell nominated Boardmember Sorce

Action: *Boardmember Sorce was elected as Vice Chair by the following vote:*

- *In favor of the nomination of Boardmember Bregenzer as Vice Chair – Boardmembers Bregenzer, Chen and Yun*
- *In favor of the nomination of Boardmember Sorce as Vice Chair – Boardmembers Balbuena, McMillian, Reddell, and Sorce*

B. Training on the Brown Act, California Public Records Act, adopted Code of Ethics, Decorum, Meeting Rules & Procedures, Authority and Powers of the Board.
Recommendation: Presentation by the Chief Assistant City Attorney and City Clerk. No action is required.

Chief Assistant City Attorney Risner training include detailed information about the Ralph M. Brown Act and how it applies to the SAB, an overview of the California Public Records Act, Conflict of Interest and steps and analysis taken to determine if a member of the Board may have a conflict of interest, a review of the powers and duties of the SAB including a discussion on the process to agendize matters to come before the SAB. Chief Assistant City Attorney Risner concluded the presentation by outlining the City's Code of Conduct and Ethics, which applicable to all elected officials, boards and commission members.

Chief Assistant City Attorney Risner and Secretary Ashraf responded to boardmember questions during the presentation.

10. REPORT OF THE CHAIRPERSON AND MEMBERS OF THE BOARD

In response to Boardmember questions, Secretary Ashraf confirmed the list of future agenda items as requested at the Board's last two meetings, will be placed on the next meeting agenda for the Board's discussion and action. Chief Assistant City Attorney Risner noted that staff will provide time estimates for each item.

Boardmember Bregenzer requested a future item be added to the list regarding Section 2. 27.030(e) related to acquiring or borrowing of surveillance technology under an emergency without a review of the Board but shall provide a report to the Board as soon as practicable but no later than 30 days.

11. FUTURE AGENDA ITEMS

A. Auditory Detection raven beta install approval and draft policy.

Secretary Ashraf reiterated the list of future agenda items as requested at the Board's last two meetings will be placed on the next meeting agenda for the Board's consideration using the two step process as defined by Chief Assistant City Attorney Risner during the training with time estimates for each item. Item 11A will also return to the Board at their next meeting for discussion and action.

12. ADJOURNMENT

Action: *Moved by Boardmember ____________________, seconded by Boardmember ________________ and carried unanimously to adjourn the meeting at 8:10 p.m.*

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NAOMI YUN, CHAIR

ATTEST:

DocuSigned by:

Naveed Ashraf 7/14/2022

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NAVEED ASHRAF
CHIEF INNVOATION OFFICER/IT DIRECTOR