



Department Source: Law

To: City Council

From: City Manager & Staff

Council Meeting Date: August 15, 2022

Re: Appropriations request for Citizens Police Review Board

Executive Summary

The Citizens Police Review Board is requesting to send four members to the Annual Conference of the National Association for Civilian Oversight of Law Enforcement (NACOLE) in Fort Worth, Texas. If Council authorizes the conference attendance, approval of a budget transfer is necessary.

Discussion

Section 21-48 of the City's Code sets forth training requirements for members of the Citizens Police Review Board. It states that "[t]raining shall also include topics suggested by NACOLE in its recommended orientation and training for Board members." The 2022 Annual NACOLE Conference will be held in Fort Worth, Texas from September 11, 2022 through September 15, 2022. NACOLE is also hosting a virtual conference on October 26, November 2, and November 9, 2022. On August 10, 2022, the Board unanimously passed a motion to use City funds to send December Harmon to the NACOLE Conference. In a separate motion on August 10, 2022, the Board also voted to send Rhonda Carlson, Cheryl Miller, and Laura Gutiérrez Pérez to the NACOLE conference and that funds be allocated to do so. Rhonda Carlson, Steven Jeffrey, Bob Overmann, Laura Gutiérrez Pérez, and Dr. Michael Williams voted in favor of the second motion. December Harmon voted against the motion.

The NACOLE organization has awarded December Harmon a scholarship, which consists of a waiver of the conference fee, six hundred dollars (\$600.00) towards travel expenses and a waiver of registration for the virtual conference. The estimated cost to the City for December Harmon to attend the in person conference is \$1,409.05. For the other three CPRB members, the estimated cost to attend the in person conference without a scholarship is \$2,634.05 each. The total estimated cost to the City for all four members to attend the in person conference is \$9,311.20.

The estimated funds available in the CPRB budget from which to pay for the expenditure will require a transfer of funds from other line items and could possibly require an additional appropriation if expenses are greater than anticipated. The current estimated available funds in the CPRB line items are as follows:

Travel/Training - \$4,670.00
Printing - \$800.00
Miscellaneous Contractual - \$5,000.00
Food - \$300.00
Total - \$10,700.00



If Council authorizes attendance at the in person conference for all four members of the CPRB to the NACOLE Conference, staff will proceed to process the necessary budget adjustments for formal approval.

If Council does not want to amend the budget, some clarification from Council on which members, if any, should be authorized to attend the annual NACOLE conference is needed. The existing travel line item budget is sufficient to send December Harmon (due to the receipt of the scholarship) and one additional member. The terms and positions of the members who the Board is requesting attend the conference are as follows:

- December Harmon received a scholarship to cover a portion of the cost of the conference and was appointed to the Board in November of 2021 with a term to expire November 1, 2024.
- Rhonda Carlson was appointed to the Board in February of 2021 with a term to expire on November 1, 2023. Rhonda Carlson currently serves as the Board Chair.
- Cheryl Miller is the Human Rights Commission appointment to the Board and was appointed in August of 2021 with a term expiring on November 1, 2022. Cheryl Miller currently serves as the Board's Vice Chair.
- Laura Gutiérrez Pérez was appointed to the Board in May of 2022, with a term to expire on November 1, 2022.

Fiscal Impact

Short-Term Impact: \$9,311.20

Long-Term Impact: There are no long term costs.

Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action

Suggested Council Action

Should Council approve sending four members of the Citizens Police Review Board to the NACOLE conference, staff recommends Council authorize the appropriation and transfer of funds.