





# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Mayor Matt Mahan  
Chair Bien Doan

**SUBJECT:** Public Safety, Finance and  
Strategic Support  
Committee Work Plan

**DATE:** June 10, 2025

Approved		Date:	6-10-2025
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## REASON FOR REPLACEMENT

After this memorandum was posted, during the June 10, 2025, City Council meeting, staff was directed to include an item titled "Neighborhood Quality of Life Unit and Enhanced Engagement Program Status Report" to the Public Safety, Finance and Strategic Support Committee Work Plan prior to the City Council hearing the Fiscal Year 2026-2027 Mayor's March Budget Message. This item was added to the below February 19, 2026, meeting.

## RECOMMENDATION

- (a) Approve the Public Safety, Finance and Strategic Support Committee Work Plan for the period of August through December 2025 and set its meeting schedule on August 21, October 16, and December 4 at 1:30 p.m. in the City Council Chambers.
- (b) Accept the draft Public Safety, Finance and Strategic Support Committee Work Plan for the period of January through June 2026.

### **COMMITTEE MEMBERS:**

Bien Doan, Chair  
Rosemary Kamei, Vice Chair  
Michael Mulcahy, Member  
George Casey, Member  
Carl Salas, Member

### **STAFF:**

Jennifer Schembri, City Manager's Office  
Terra Chaffee, City Attorney's Office  
Emily Munguia, Mayor's Office  
Yasmin Johnson and Daniel Aguilar, City Clerk's Office

## **MISSION STATEMENT**

Engage the community to partner on public safety and emergency prevention, mitigation, preparedness, response, and recovery, and shape an empathetic, engaged, and high-performing workforce with reliable infrastructure, technologies, and finances to enable accessible City services.

<p style="text-align: center;"><b>PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT COMMITTEE WORK PLAN August - December 2025</b></p>
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**AUGUST 21, 2025**

**1. Fourth Quarter Financial Reports for Fiscal Year 2024-2025.**

**Purpose:** Provide fourth quarter (period ending June 30, 2025) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management. (Finance)

**2. Procurement Audit Report.**

**Purpose:** Provide an audit report on the City's procurement process for goods and services. (City Auditor)

**3. Fireworks Ordinance Work Plan Status Report.**

**Purpose:** Provide a status report on the implementation of the Fireworks Ordinance Work Plan, including an analysis of the Unmanned Aerial Vehicle enforcement pilot. (Fire)

**OCTOBER 16, 2025**

**1. Retirement Plans Investments Annual Report.**

**Purpose:** Provide an Annual Pension and Healthcare Investment Performance Report for the Police and Fire Department Retirement Plan and the Federated City Employees' Retirement System for Fiscal Year 2024-2025. (Retirement Services)

**2. City Manager's Office of Emergency Management Work Plan Priorities Annual Report.**

**Purpose:** Provide an annual report on the City Manager's Office of Emergency Management Work Plan priorities for Fiscal Year 2025-2026. (City Manager – Emergency Management)

**3. Police Department Recruitment and Hiring Activity Annual Report.**

**Purpose:** Provide an annual report on Police Department sworn personnel staffing, recruitment, hiring, and retention activities for Fiscal Year 2024-2025. (Police)

**4. City-Generated Tow Services Status Report.**

**Purpose:** Provide a status report on the performance and operations of the Police Department's city-generated tow services program. (Police)

**5. Emergency Medical Services Narcotics Status Report.**

**Purpose:** Provide a verbal update on the Fire Department's Advanced Life Support controlled substance management systems and processes. (Fire)

**DECEMBER 4, 2025**

**1. Bi-Monthly Financial Report for September/October 2025.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2025-2026 Budget for the two months ending October 2025. (City Manager – Budget/Finance)

**2. First Quarter Financial Reports for Fiscal Year 2025-2026.**

**Purpose:** Provide first quarter (period ending September 30, 2025) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management. (Finance)

**3. City Council Focus Area Status Report: Increasing Community Safety.**

**Purpose:** Provide a status report on outcome measures, performance measures, and major activities for the Increasing Community Safety City Council Focus Area. (Police/Parks, Recreation and Neighborhood Services/Transportation)

**DRAFT PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT  
COMMITTEE WORK PLAN  
January - June 2026**

**FEBRUARY 19, 2026**

**1. Second Quarter Financial Reports for Fiscal Year 2025-2026.**

**Purpose:** Provide second quarter (period ending December 31, 2025) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management. (Finance)

**2. Fire Department Communications and Emergency Medical Services Annual Report.**

**Purpose:** Provide an annual report on Fire Department communications activities and emergency medical services delivery. (Fire)

**3. Innovation and Technology Projects Status Report.**

**Purpose:** Provide a status report on projects managed by the Program Management Office, the Information Technology Department's Strategic Work Plan for Fiscal Year 2025-2026, and other current and planned activities. (Information Technology)

**4. Neighborhood Quality of Life Unit and Enhanced Engagement Program Status Report.**

**Purpose:** Provide a status report on the implementation and performance of the Police Department's Neighborhood Quality of Life Unit and the Housing Department's Enhanced Engagement Program. (Police/Housing)

**APRIL 16, 2026**

**1. Bi-Monthly Financial Report for January/February 2026.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2025-2026 Budget for the two months ending February 2026. (City Manager – Budget/Finance)

**2. Fire Department Operations, Recruitment, and Hiring Annual Report.**

**Purpose:** Provide an annual report on Fire Department call volumes, emergency response times, sworn personnel staffing, recruitment, and hiring activity for Fiscal Year 2024-2025. (Fire)

**3. Advancing Equity through Culture and Practice Annual Report.**

**Purpose:** Provide an annual report of the City Manager's Office of Racial and Social Equity's efforts towards advancing racial and social equity, inclusion, and belonging,

including the status of *Welcoming San José Plan* strategies. (City Manager – Racial and Social Equity)

**JUNE 18, 2026**

**1. Third Quarter Financial Reports for Fiscal Year 2025-2026.**

**Purpose:** Provide third quarter (period ending March 31, 2025) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management. (Finance)

**2. City Council Focus Area Status Report: Increasing Community Safety.**

**Purpose:** Provide a status report on outcome measures, performance measures, and major activities for the Increasing Community Safety City Council Focus Area. (Police/Parks, Recreation and Neighborhood Services/Transportation)

**3. Wildfire Prevention and Preparedness Status Report.**

**Purpose:** Provide a status report on efforts to prevent and prepare for wildfire events in the City's Wildland-Urban Interface. (Fire)