



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT  
COMMITTEE

**FROM:** Mayor Sam Liccardo  
Chair Raul Peralez

**SUBJECT: PUBLIC SAFETY, FINANCE, AND  
STRATEGIC SUPPORT COMMITTEE  
WORK PLAN**

**DATE:** June 14, 2022

Approved

Date 06/29/2022

Approved

Date 06/29/2022

## **RECOMMENDATION**

- a) Approve the Public Safety, Finance, and Strategic Support Committee Work Plan for the period of August through December 2022 and setting its meeting schedule on the third Thursday of each month 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 2023.

### **COMMITTEE MEMBERS:**

RAUL PERALEZ, CHAIR  
SERGIO JIMENEZ, VICE CHAIR  
SYLVIA ARENAS, MEMBER  
CHARLES "CHAPPIE" JONES, MEMBER  
MATT MAHAN, MEMBER

### **STAFF:**

LEE WILCOX, CITY MANAGER'S OFFICE  
ROSA TSONGTAATARI, CITY  
ATTORNEY'S OFFICE  
PAUL PEREIRA, MAYOR'S OFFICE  
RUTH KRANTZ, CITY CLERK'S OFFICE

### **MISSION STATEMENT:**

To effectively develop, manage and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of city services and projects and to provide prevention and emergency response services for crime, fire, medical, hazardous and disaster-related situations.

<p style="text-align: center;"><b>PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT COMMITTEE WORK PLAN August - December 2022</b></p>
--

**AUGUST THROUGH DECEMBER 2022 WORK PLAN ITEMS**

**AUGUST 18, 2022**

**1. Fourth Quarter Financial Reports for Fiscal Year 2021-2022.**

**Purpose:** Provide fourth quarter (period ending June 30, 2022) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management.  
(Finance)

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

**Purpose:** Provide an annual report on Police Department sworn and communications personnel recruitment and hiring activity for 2021-2022, including recruiting climate, communication/marketing activities and analysis, qualified applicant pool diversity, resignation data, and sworn demographic data by rank.  
(Police)

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

**Purpose:** Provide a status report on the implementation of the Fireworks Ordinance Work Plan Post-Fourth of July 2022.  
(Fire)

**4. 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 2021-2022.  
(City Manager – Emergency Management)

**SEPTEMBER 15, 2022**

**1. Police Department Operations and Performance Bi-Monthly Status Report.**

**Purpose:** Provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, gender-based violence, police redistricting efforts, and other matters of interest, as needed.  
(Police)

**2. Domestic Violence Prevention and Awareness Annual Report.**

**Purpose:** Provide an annual report on the City's efforts related to domestic violence prevention and awareness for 2021-2022.

(Police)

**3. Technology-related Violence Mitigation Status Report.**

**Purpose:** Provide a status report on technologies employed by the San José Police Department in geographic-specific areas for violence mitigation, with an emphasis on integration with the City of San José privacy policy.

(Police)

**4. Park Ranger Program Annual Report.**

**Purpose:** Provide an annual report on the Park Ranger Program for Fiscal Year 2021-2022.

(Parks, Recreation and Neighborhood Services)

**5. Workers' Compensation Program Annual Report.**

**Purpose:** Provide an annual report on the City's efforts to contain workers' compensation costs and reduce claims for the Workers' Compensation Program by focusing on wellness, health, and safety through the end of 2021-2022.

(Human Resources)

**OCTOBER 20, 2022**

**1. Bi-Monthly Financial Report for July/August 2022.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2022-2023 Budget for the two months ending August 2022.

(City Manager –Budget/Finance)

**2. Fire Department Emergency Response Times Performance Annual Report.**

**Purpose:** Provide an annual report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies through the end of Fiscal Year 2021-2022.

(Fire)

**3. Fire Department Sworn Staffing Levels Annual Report.**

**Purpose:** Provide an annual report on Fire Department sworn staffing levels for 2021-2022, including filled and vacant position status, the use of relief staffing and overtime to maintain daily staffing levels, and a comparison of San José's apparatus staffing models to other comparable and surrounding agencies.

(Fire)

## **NOVEMBER 17, 2022**

### **1. First Quarter Financial Reports for Fiscal Year 2022-2023.**

**Purpose:** Provide first quarter (period ending September 30, 2022) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management.

(Finance)

### **2. Police Department Operations and Performance Bi-Monthly Status Report.**

**Purpose:** Provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, gender-based violence, police redistricting efforts, and other matters of interest, as needed.

(Police)

### **3. Amendments to Title 4 of the Municipal Code Related to Procurement of Goods and Services Report.**

**Purpose:** Provide a report on amendments to Title 4 of the San José Municipal Code Chapter 4.04 Contract Authority and Chapter 4.12 Procurements of Goods and Services to help streamline the City's procurement process for goods and services.

(Finance)

### **4. Police Department Reform and Operational Improvement Recommendations Report.**

**Purpose:** Provide a report on the outstanding recommendations for reform and operational improvement being tracked by the Police Department.

(Police)

## **DECEMBER 15, 2022**

### **1. Bi-Monthly Financial Report for September/October 2022.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2022-2023 Budget for the four months ending October 2022.

(City Manager – Budget/Finance)

### **2. Retirement Plans Investments Annual Report.**

**Purpose:** Provide the Annual Pension and Healthcare Investment Performance Report for the Police and Fire Department Retirement Plan (P&F Plan) and the Federated City Employees' Retirement System (Federated System) for Fiscal Year 2021-2022.

(Retirement Services)

**3. Firearm Regulation Audit Report.**

**Purpose:** Provide a report on the Firearm Regulation Audit.

(City Auditor)

**DRAFT**  
**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT**  
**COMMITTEE WORK PLAN**  
**January - June 2023**

**DRAFT JANUARY THROUGH JUNE 2023 WORK PLAN ITEMS**

**JANUARY 19, 2023 – MEETING CANCELLED**

**FEBRUARY 16, 2023**

**1. Police Department Operations and Performance Bi-Monthly Status Report.**

**Purpose:** Provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, gender-based violence, police redistricting efforts, and other matters of interest, as needed.  
(Police)

**2. Second Quarter Financial Reports for Fiscal Year 2022-2023.**

**Purpose:** Provide second quarter (period ending December 31, 2022) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management.  
(Finance)

**3. City of San José Investment Policy Annual Review.**

**Purpose:** Provide an annual review of the City of San José Investment Policy.  
(Finance)

**MARCH 16, 2023**

**1. Gender-Based Violence Response and Strategy Annual Report.**

**Purpose:** Provide an annual report on the City's Gender-Based Violence Response and Strategy, including detailed sexual assault crime statistics and trends, work item status update, housing opportunities, and an evaluation regarding the implementation of the Sexual Assault Bill of Rights and community advocate agency feedback, including, but not limited to, Asian Americans for Community Involvement, Center for Child Protection Spark Clinic, Community Solutions, Next Door Solutions to Domestic Violence, and YWCA Golden Gate Silicon Valley.  
(Police/Housing)

**2. Fire Department Call Volume Status Report.**

**Purpose:** Provide a status report on Fire Department call volumes, including opportunities to triage calls for service so that departmental resources can be maximized to lifesaving and fire mitigation calls.

(Fire)

**3. Suicide Prevention Policy Annual Report.**

**Purpose:** Provide an annual report on the City's Suicide Prevention Policy for 2022, including an update on the issue of suicide prevention and strategies to further promote the policy.

(Human Resources/City Manager – Administration, Policy, and Intergovernmental Relations/City Manager – Communications)

**4. Downtown Crisis Response Program Status Report.**

**Purpose:** Provide a status report evaluating the Downtown Crisis Response Program.

(Housing)

**APRIL 20, 2023**

**1. Bi-Monthly Financial Report for January/February 2023.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2022-2023 Budget for the eight months ending February 2023.

(City Manager – Budget/Finance)

**2. Police Department Operations and Performance Bi-Monthly Status Report.**

**Purpose:** Provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, and other matters of interest, as needed, with a focus on gender-based violence, police redistricting efforts, and violent and gang-related crime data by Mayor's Gang Prevention Task Force hotspots and emerging hotspots.

(Police)

**3. Military Equipment Annual Report.**

**Purpose:** Provide an annual report on military equipment including a summary of how the military equipment was used and the purpose of its use; a summary of any complaints or concerns received concerning the military equipment; the results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response; the total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report; the quantity possessed for each type of military equipment; and any intended military equipment acquisition.

(Police)

**4. Fire Department Sworn Recruitment/Hiring Activity and Bilingual Services Annual Report.**

**Purpose:** Provide an annual report on Fire Department sworn personnel recruitment and hiring activity for calendar year 2022, including communication/marketing activities and analysis, qualified applicant pool diversity, and sworn demographic data by rank, as well as the status of sworn bilingual services as of December 2022.

(Fire)

**MAY 18, 2023**

**1. Third Quarter Financial Reports for Fiscal Year 2022-2023.**

**Purpose:** Provide third quarter (period ending March 31, 2023) financial reports in the areas of Debt Management, Investment Management, Revenue Collection, and Purchasing and Risk Management.

(Finance)

**2. City of San José Disaster Resiliency Annual Report.**

**Purpose:** Provide an annual report on the City of San José's community resiliency in responding to disasters.

(City Manager – Emergency Management)

**JUNE 15, 2023**

**1. Bi-Monthly Financial Report for March/April 2023.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2022-2023 Budget for the ten months ending April 2023.

(City Manager – Budget/Finance)

**2. Police Department Operations and Performance Bi-Monthly Status Report.**

**Purpose:** Provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, gender-based violence, police redistricting efforts, and other matters of interest, as needed.

(Police)