



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Julia H. Cooper

SUBJECT: SEE BELOW

DATE: November 2, 2022

Approved

Date

11/3/2022

**SUBJECT: UPDATE TO THE AUGUST – DECEMBER 2022 PUBLIC
SAFETY, FINANCE, AND STRATEGIC SUPPORT COMMITTEE
WORK PLAN**

RECOMMENDATION

Approve an amendment to the August – December 2022 Public Safety, Finance, and Strategic Support Committee Work Plan to drop the following item from the November 17, 2022 Committee meeting:

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.

BACKGROUND

In February 2019, the Finance Department, in collaboration with the City Manager's Office of Civic Innovation, announced the launch of the "Procurement Improvement and Readiness Program," in response to a dramatic citywide increase in demand for procurement services to support the growing number of initiatives underway in the organization. One major component of that effort was securing funds through the City's Fiscal Year 2019-2020 budget process to procure consulting services for a comprehensive assessment of the City's procurement and contracting processes for the acquisition of equipment, goods, and services.

On April 7, 2022, the Administration presented the results of that comprehensive assessment as part of the *FY 2021-2022 City Roadmap: Procurement Status Report* at the City Council Smart Cities and Service Improvements Committee¹. This item was subsequently cross-referenced and heard at the City Council May 10, 2022 meeting² and included the final report from Guidehouse, the City consultant for this scope of work, on potential strategies for procurement innovation,

¹ April 7, 2022 City Roadmap: Procurement Improvement Status Report
<https://sanjose.legistar.com/LegislationDetail.aspx?ID=5526271&GUID=E5ED8EA7-1B0B-4B32-B6A2-377FDBD74945&Options=&Search=>

² May 10, 2022 City Roadmap: Procurement Improvement Status Report
<https://sanjose.legistar.com/LegislationDetail.aspx?ID=5567613&GUID=18B91667-1895-4905-ABAE-2E711A986346&Options=&Search=>

recommendation innovations and reforms, and assessment and evaluation of resources required to fully implement the strategies. Staff was directed to return to City Council with “recommendations to update Chapter 4.04 *Contract Authority* and Chapter 4.12 *Procurements of Goods and Services* of Title 4 of the San José Municipal Code.”

ANALYSIS

The Fiscal Year 2022-2023 Adopted Operating Budget incorporated Manager’s Budget Addendum #14, the *Final 2022-2023 City Initiatives Roadmap*³ and *Backlog*⁴, which included the *Procurement Improvement* and *Disparity Study* Initiatives (Initiatives) under the *Strategic Fiscal Positioning and Resource Deployment* Enterprise Priority (Foundational). These two Initiatives are led by the Purchasing & Risk Management Division in the Finance Department. The Deputy Director – Finance, Purchasing & Risk Management, who was a critical subject matter expert and the project manager for both these Initiatives, left City employment on September 30, 2022.

While that position is in recruitment, the Assistant Director of Finance has assumed that scope of responsibility and is focused on delivering the Disparity Study Initiative, in collaboration with the City Manager’s Offices of Communications, Racial Equity, and Economic Development and Cultural Affairs. The Disparity Study has been moving along briskly, with data collection and collateral materials complete, a dedicated website deployed, an ongoing survey, an upcoming Business Engagement meeting on November 14, 2022, and a planned up to fifty one-on-one conversations with businesses over the next three months. Given that level of activity and the consequent need to maintain focus on the Disparity Study in the short-term, the Finance Department requests to drop the report on amendments to Title 4 of the Municipal Code related to procurement of goods and services from the current work plan. The department plans to add the item to the Committee Work Plan in spring 2023, pending Rules Committee approval for the January – June 2023 Public Safety, Finance, and Strategic Support Committee Work Plan.

/s/

JULIA H. COOPER
Director of Finance

For questions, please contact Luz Cofresi-Howe, Assistant Director of Finance at luz.cofresi-howe@sanjoseca.gov or (408) 535-7041.

³ Printable PDF Version of the 2022-23 City Initiatives Roadmap is available <https://www.sanjoseca.gov/home/showdocument?id=86061>

⁴ MBA #14 – Final 2022-23 City Initiatives Roadmap and Backlog
<https://www.sanjoseca.gov/home/showpublisheddocument/86081/637889820001870000>