



# Memorandum

**TO:** RULES AND OPEN GOVERNMENT  
COMMITTEE

**FROM:** Mayor Matt Mahan  
Chair Sergio Jimenez

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

**DATE:** 1/19/23

Approved

Date 1/19/23

Approved

Date 1/19/23

## RECOMMENDATION

Approve the Public Safety, Finance, and Strategic Support Committee Work Plan for the period of January through June 2023 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in the City Council Chambers.

### COMMITTEE MEMBERS:

SERGIO JIMENEZ, CHAIR  
BIEN DOAN, VICE CHAIR  
ROSEMARY KAMEI, MEMBER  
OMAR TORRES, MEMBER  
VACANT, MEMBER

### STAFF:

LEE WILCOX, CITY MANAGER'S OFFICE  
ROSA TSONGTAATARI, CITY ATTORNEY'S OFFICE  
SARA GARCIA, MAYOR'S OFFICE  
RUTH KRANTZ, CITY CLERK'S OFFICE

### MISSION STATEMENT:

Provide prevention and emergency response services for crime, fire, medical, hazardous, and disaster related situations and 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.

<p style="text-align: center;"><b>PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT COMMITTEE WORK PLAN January - June 2023</b></p>
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**JANUARY 19, 2023 – MEETING CANCELLED**

**FEBRUARY 16, 2023**

**1. 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)

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

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

(Finance)

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

**Purpose:** Provide a status 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)

**5. Recruitment, Hiring, and Retention Strategies Status Report.**

**Purpose:** Provide a status report on recruitment, hiring, and retention strategies.

(Human Resources)

**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. Downtown Quality of Life Initiative Status Report.**

**Purpose:** Provide a status report on the Downtown Quality of Life Initiative, including an evaluation of the Downtown Crisis Response Program and other social services coordination, crime reduction, blight mitigation and enhanced pedestrian experience, and performance metrics. (Economic Development and Cultural Affairs/Police/Housing)

**4. City Initiatives Roadmap: Customer Service Vision and Standards Status Report.**

**Purpose:** Provide a status report on the Customer Service Vision and Standards initiative aimed at refreshing City values and standards, increasing public and internal satisfaction with services as part of the approved City Initiatives Roadmap for 2022-2023. (City Manager)

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

**Purpose:** Provide a verbal status report on innovation and technology projects, highlighting the condition of efforts, initiatives at risk along with mitigation steps, and completed projects. (Information Technology)

**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, violent and gang-related crime data by the San José Youth Empowerment Alliance (formally the Mayor’s Gang Prevention Task Force) hotspots and emerging hotspots and a status update on interagency coordination related to pretrial release.

(Police)

**3. Annual Fire Department Emergency Medical Services Report.**

**Purpose:** Provide an annual report on Fire Department Emergency Medical Services delivery including Emergency Medical Services Dispatch, Emergency Response, and integration of services with the County Emergency Medical Services system.

(Fire)

**4. 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; any intended military equipment acquisition; and an update on the City’s participation in the Law Enforcement Support Office Program.

(Police)

**5. Response to the *Investigations of Police Misconduct in San José* Report by Moeel, Lah, Fakhoury, LLP.**

**Purpose:** Provide a report responding to the *Investigations of Police Misconduct in San José* report by Moeel, Lah, Fakhoury, LLP.

(City Manager/Independent Police Auditor)

**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. Employee Travel Expenses Audit Report.**

**Purpose:** Provide a report on the audit of employee travel expenses.  
(City Auditor)

**3. City Initiatives Roadmap: Police Department Reform and Operational Improvement Recommendations Status Report.**

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

**4. 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)

**3. Re-arrest of High-risk Individuals and Interagency Coordination on Pretrial Release Status Report.**

**Purpose:** Provide a status report on the utilization of funds allocated in the 2022-2023 Operating Budget for re-arresting high-risk individuals and on efforts to coordinate with the County of Santa Clara and other criminal justice system partner agencies on policy and process improvement related to pretrial release.  
(Police)

**4. 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)

**5. City Initiatives Roadmap: Digital Workforce – OneCity Workplace Status Report.**

**Purpose:** Provide a status report on Digital Workforce – OneCity Workplace, including efforts to create a digital platform for employee connection, coordination, and developing City culture online as part of the approved City Initiatives Roadmap for 2022-2023.  
(Human Resources/Information Technology)