



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: 8/2/23

Approved *Matt Mahan* Date 7/27/23

Approved *Sergio Jimenez* Date 7/27/23

RECOMMENDATION

- a) Approve the Public Safety, Finance and Strategic Support Committee Work Plan for the period of August through December 2023 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in the City Council Chambers, with the exception of the month of December, setting the meeting on the first Thursday of that 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 2024.

COMMITTEE MEMBERS:

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

STAFF:

LEE WILCOX, CITY MANAGER'S OFFICE
TERRA CHAFFEE, CITY ATTORNEY'S OFFICE
SARA GARCIA, MAYOR'S OFFICE
YASMIN JOHNSON/GRACE TURNER, 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.

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORK PLAN
August - December 2023**

AUGUST 17, 2023

1. Fourth Quarter Financial Reports for Fiscal Year 2022-2023.

Purpose: Provide fourth quarter (period ending June 30, 2023) 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 Fiscal Year 2022-2023, 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 2023.

(Fire)

4. Recruitment, Hiring, and Retention Strategies Quarterly Status Report.

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

(Human Resources)

SEPTEMBER 21, 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, the effectiveness of the GHOST (Gun & Hazardous Offender Suppression Team) unit and other matters of interest, as needed.

(Police)

2. San José Police Department Gender Action Plan Status Report.

Purpose: Provide a status report on the San José Police Department Gender Action Plan prepared by the Social Justice and Innovation Research Lab of Florida State University.

(Police)

3. 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 Fiscal Year 2022-2023.

(Human Resources)

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 Fiscal Year 2022-2023, including an update on efforts to improve resiliency in responding to disasters.

(City Manager – Emergency Management)

OCTOBER 19, 2023

1. Bi-Monthly Financial Report for July/August 2023.

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2023-2024 Budget for the two months ending August 2023.

(City Manager – Budget/Finance)

2. Fire Department Staffing, Recruitment, Hiring and Bilingual Services Annual Report.

Purpose: Provide an annual report on Fire Department sworn personnel staffing, recruitment, and hiring activity for Fiscal Year 2022-2023 and the status of sworn bilingual services in Fiscal Year 2022-2023.

(Fire)

3. Innovation and Technology Projects Bi-Annual 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)

4. Response to the Investigations of Police Misconduct in San José Report by Moel, Lah, Fakhoury, LLP.

Purpose: Provide a report responding to the Investigations of Police Misconduct in San José report by Moel, Lah, Fakhoury, LLP. (City Manager/Independent Police Auditor)

NOVEMBER 16, 2023

1. First Quarter Financial Reports for Fiscal Year 2023-2024.

Purpose: Provide first quarter (period ending September 30, 2023) 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, police redistricting efforts, recruitment and hiring activity, and other matters of interest, as needed. (Police)

3. Recruitment, Hiring, and Retention Strategies Quarterly Status Report.

Purpose: Provide a quarterly status report on recruitment, hiring, and retention strategies. (Human Resources)

4. Non-Management Employee Appraisals Audit Report.

Purpose: Provide a report on the non-management employee appraisals audit. (City Auditor)

DECEMBER 7, 2023 – SPECIAL MEETING DATE

1. Bi-Monthly Financial Report for September/October 2023.

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the Fiscal Year 2023-2024 Budget for the four months ending October 2023. (City Manager – Budget/Finance)

2. Retirement Plans Investments Annual Report.

Purpose: Provide an annual report on pension and healthcare investment performance for the

Police and Fire Department Retirement Plan (P&F Plan) and the Federated City Employees' Retirement System (Federated System) for Fiscal Year 2022-2023.
(Retirement Services)

3. Violence Prevention Service Models Status Report.

Purpose: Provide a status report on violence prevention service models employed by other local government agencies.

(City Manager)

4. Language Accessibility Audit Report.

Purpose: Provide a report on the language accessibility audit.

(City Auditor)

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PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORK PLAN
January – June 2024

JANUARY 18, 2024 – MEETING CANCELLED

FEBRUARY 15, 2024

1. Second Quarter Financial Reports for Fiscal Year 2023-2024.

Purpose: Provide second quarter (period ending December 31, 2023) 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, police redistricting efforts, recruitment and hiring activity, 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)

MARCH 21, 2024

1. Gender-Based Violence Annual Report.

Purpose: Provide an annual report on the City's efforts to address Gender-Based Violence, including an update on efforts to address sexual assault and domestic violence.
(Police)

2. Innovation and Technology Projects Bi-Annual 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)

3. Recruitment, Hiring, and Retention Strategies Quarterly Status Report.

Purpose: Provide a verbal quarterly status report on recruitment, hiring, and retention strategies.
(Human Resources)

APRIL 18, 2024

1. Bi-Monthly Financial Report for January/February 2024.

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2023-2024 Budget for the eight months ending February 2024.

(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 police redistricting efforts, violent and gang-related crime data by the San José Youth Empowerment Alliance Opportunity Neighborhoods.

(Police)

3. Fire Department Operations Annual Report.

Purpose: Provide an annual report on Fire Department call volumes and emergency response times performance metrics.

(Fire)

4. Fire Department Emergency Medical Services Annual Report.

Purpose: Provide an annual report on Fire Department Emergency Medical Services delivery.

(Fire)

MAY 16, 2024

1. Third Quarter Financial Reports for Fiscal Year 2023-2024.

Purpose: Provide third quarter (period ending March 31, 2024) financial reports in the areas of Debt Management, Investment Management, Revenue Collection, and Purchasing and Risk Management.

(Finance)

2. Police Department Reform and Operational Improvement Recommendations Annual Report.

Purpose: Provide an annual report on the recommendations for reform and operational improvement being tracked by the Police Department.

(Police)

3. Suicide Prevention Policy Annual Report.

Purpose: Provide an annual report on the City's Suicide Prevention Policy for 2023, 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)

JUNE 20, 2024

1. Bi-Monthly Financial Report for March/April 2024.

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2023-2024 Budget for the ten months ending April 2024.

(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, police redistricting efforts, recruitment and hiring activity, and other matters of interest, as needed.

(Police)

3. Recruitment, Hiring, and Retention Strategies Quarterly Status Report.

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

(Human Resources)

4. Advancing Racial Equity through Culture and Practice Annual Report.

Purpose: Provide an annual report on the Office of Racial Equity's efforts towards advancing racial equity through cultural, practice, inclusion and belonging, including the status of *Welcoming San Jose Plan* strategies.

(City Manager – Racial Equity)