



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: December 12, 2023

Approved *Matt Mahan*

Date 12-12-2023

Approved *Sergio Jimenez*

Date 12-12-2023

RECOMMENDATION

Approve the Public Safety, Finance and Strategic Support Committee Work Plan for the period of January through June 2024 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 February where there is a second meeting with the County of Santa Clara Public Safety and Justice Committee at 10:00 a.m. in the City Council Chambers.

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, 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;">PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT COMMITTEE WORK PLAN January – June 2024</p>
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JANUARY 18, 2024 – MEETING CANCELLED

FEBRUARY 15, 2024 – 10:00 A.M.

JOINT SPECIAL MEETING OF THE CITY OF SAN JOSE PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT COMMITTEE AND COUNTY OF SANTA CLARA PUBLIC SAFETY AND JUSTICE COMMITTEE

1. Coordination Between the City of San José and County of Santa Clara on the Re-Arrest of High-Risk Individuals.

Purpose: Provide a report on ongoing program updates and discuss options to reduce recidivism amongst “high utilizers” of the legal system.

(City Manager/Police)

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. City of San José Investment Policy Annual Review.

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

(Finance)

3. Cannabis Regulation Status Report.

Purpose: Provide a status report on cannabis regulation, including the possibility of aligning our City’s regulations with state regulations and how San José compares with other jurisdictions on the annual fees for cannabis operations.

(Police)

4. Non-Management Employee Appraisals Audit Report.

Purpose: Provide a report on the non-management employee appraisals audit.

(City Auditor)

MARCH 21, 2024

1. Language Accessibility Audit Report.

Purpose: Provide a report on the language accessibility audit.
(City Auditor)

2. 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)

3. Recruitment, Hiring, and Retention Strategies Bi-Annual Status Report.

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

4. Community Emergency Response Teams Status Report.

Purpose: Provide a status report on the Community Emergency Response Teams (CERT).
(City Manager – Emergency Management)

5. Santa Clara County 9-1-1 Ambulance Services Status Report and Fire Department Emergency Medical Services Annual Report.

Purpose: Provide a status report on the Fire Department's evaluation of possible service options for ambulance transport services and provide an annual report on Fire Department Emergency Medical Services delivery.
(Fire)

6. Police Department Operations and Performance Quarterly Status Report.

Purpose: Provide a verbal quarterly 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)

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. Fire Department Operations Annual Report.

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

3. Public Safety City Service Area Performance Measure Status Report.

Purpose: Provide a status report on the modernization of performance measures for the Public Safety City Service Area.

(Police/Fire/City Manager – Emergency Management)

4. Cannabis Regulation of Tobacco Retailers Status Report.

Purpose: Provide a status report on the possibility of expanding the San José Police Department Division of Cannabis Regulation’s responsibilities to include regulating select licensed tobacco retailers.

(Police/Planning, Building and Code Enforcement)

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)

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. 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, including the status of *Welcoming San Jose Plan* strategies.

(City Manager – Racial Equity)

3. Police Department Operations and Performance Quarterly Status Report.

Purpose: Provide a verbal quarterly 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)