

UPDATED: 8/16/2024

RULES COMMITTEE: 6/12/2024  
ITEM: B.6



# 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:** June 6, 2024

Approved 

Date:  
6-6-2024

Approved 

Date:  
6-6-2024

## RECOMMENDATION

- (a) Approve the Public Safety, Finance and Strategic Support Committee Work Plan for the period of August through December 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 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 2025.

### **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/DANIEL AGUILAR, 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 engage the community to partner on public safety and emergency prevention, mitigation, preparedness, response, and recovery.

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT  
COMMITTEE WORK PLAN  
August - December 2024**

**AUGUST 15, 2024**

**1. Fourth Quarter Financial Reports for Fiscal Year 2023-2024.**

**Purpose:** Provide fourth quarter (period ending June 30, 2024) 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 2023-2024, including recruiting climate, communication/marketing activities and analysis, qualified applicant pool diversity, resignation data, sworn demographic data by rank, and effectiveness of enhanced recruitment measures.  
(Police)

**3. Crime Prevention Status Report.**

**Purpose:** Provide a status report on the Police Department Crime Prevention Unit's current and planned activities.  
(Police)

**SEPTEMBER 19, 2024**

**1. 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 2023-2024.  
(Human Resources)

**2. 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 citywide crime statistics, crime trends, emerging issues, police redistricting efforts, recruitment and hiring activity, and other matters of interest, as needed, including an update on the use of funds for serving individuals with frequent justice system involvement.  
(Police)

**3. Traffic Enforcement Measures Implementation Status Report.**

**Purpose:** Provide a status report on automated speed enforcement (speed cameras) and red light camera implementation, including an update on Automated License Plate Reader use and effectiveness, and an exploration of the deeper integration of the Transportation Department cameras and Police Department enforcement activities.  
(Police/Transportation)

**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 2024-2025.  
(City Manager – Emergency Management)

**5. Encumbrances Audit Report.**

**Purpose:** Provide a report on an audit of compliance with the City's Encumbrance Policy.  
(City Auditor)

*[ADDED AS DIRECTED BY THE JOINT MEETING FOR THE RULES AND OPEN GOVERNMENT COMMITTEE AND COMMITTEE OF THE WHOLE ON AUGUST 14, 2024 (Agenda Item B.5)]*

**OCTOBER 17, 2024**

**1. Bi-Monthly Financial Report for July/August 2024.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2024-2025 Budget for the two months ending August 2024.  
(City Manager – Budget/Finance)

**2. 911 Calls for Service: Alternate Response and Co-Response Status Report.**

**Purpose:** Provide a status report on ongoing efforts to refer 911 calls for service to alternate response and co-response services, including an update on related collaboration efforts with the County of Santa Clara.  
(City Manager/Police)

**3. 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, and bilingual services for fiscal year 2023-2024.  
(Fire)

**NOVEMBER 21, 2024**

**1. First Quarter Financial Reports for Fiscal Year 2024-2025.**

**Purpose:** Provide first quarter (period ending September 30, 2024) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management.  
(Finance)

**2. Organized Retail Theft Task Force Status Report.**

**Purpose:** Provide a status report on the Organized Retail Theft Task Force's current and planned activities.

(Police)

**3. Strategic Support City Service Area Performance Modernization Status Report.**

**Purpose:** Provide a status report on the modernization of performance measures for the Strategic Support City Service Area.

(City Manager)

**4. Regulation of Vape & Smoke Shops Status Report.**

**Purpose:** Provide a status report on establishing vape and smoke shops as an enumerated use within the City's land use tables and creating related regulatory programs to reduce illegal cannabis sales.

(Police / Code Enforcement)

**DECEMBER 5, 2024 – SPECIAL MEETING DATE**

**1. Retirement Plans Investments Annual Report.**

**Purpose:** Provide an Annual Pension and Healthcare Investment Performance Report for the Police and Fire Department Retirement Plan and the Federated City Employees' Retirement System for fiscal year 2023-2024.

(Retirement Services)

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

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

(Human Resources)

**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 citywide crime statistics, crime trends, emerging issues, police redistricting efforts, recruitment and hiring activity, and other matters of interest, as needed; including an update on the P3 Mobile Crime Stoppers Unit and the effectiveness of cash incentives for tips regarding vandalism and graffiti tagging.

(Police)

**4. Access to Critical Services by Traditionally Marginalized Communities Audit Report.**

**Purpose:** Provide a report on the Access to Critical Services by Traditionally Marginalized Communities audit.

(City Auditor)

*[DROPPED AS DIRECTED BY THE JOINT MEETING FOR THE RULES AND OPEN GOVERNMENT COMMITTEE AND COMMITTEE OF THE WHOLE ON AUGUST 14, 2024 (Agenda Item B.5)]*

**DRAFT**  
**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT**  
**COMMITTEE WORK PLAN**  
**January - June 2025**

**JANUARY 16, 2025 – MEETING CANCELLED**

**FEBRUARY 20, 2025**

**1. Second Quarter Financial Reports for Fiscal Year 2024-2025.**

**Purpose:** Provide second quarter (period ending December 31, 2024) 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. Police Department Air Wing Status Report.**

**Purpose:** Provide a status report on the Police Department's Air Wing current and planned activities.

(Police)

**MARCH 20, 2025**

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

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

(Fire)

**2. 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 citywide crime statistics, crime trends, emerging issues, police redistricting efforts, recruitment and hiring activity, and other matters of interest, as needed.

(Police)

**APRIL 17, 2025**

**1. Bi-Monthly Financial Report for January/February 2025.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2024-2025 Budget for the eight months ending February 2025.

(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)

**MAY 15, 2025**

**1. Third Quarter Financial Reports for Fiscal Year 2024-2025.**

**Purpose:** Provide third quarter (period ending March 31, 2025) financial reports in the areas of Debt Management, Investment Management, Revenue Management, and Purchasing and Risk Management.

(Finance)

**2. Calendar Year 2024 Police Department 911 Disability and Homelessness Call Analysis Status Report.**

**Purpose:** Provide a status report on 911 calls received in 2024 with a nexus to disability (including mental health) and/or homelessness, including an update on the implementation of data-entry processes and training to appropriately “flag” these incidents.

(Police)

**JUNE 5, 2025 – SPECIAL MEETING DATE**

**1. Bi-Monthly Financial Report for March/April 2025.**

**Purpose:** Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2024-2025 Budget for the ten months ending April 2025.

(City Manager – Budget/Finance)

**2. 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 citywide 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 Bi-Annual Status Report.**

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

(Human Resources)

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

**Purpose:** Provide an annual report of the Office of Racial and Social Equity's efforts towards advancing racial and social equity, inclusion, and belonging, including the status of *Welcoming San José Plan* strategies.

(City Manager – Racial and Social Equity)