ANNUAL WORK PLAN
FY 2021/22

COMMISSION/COMMITTEE NAME: __Public Safety Committee__

Please be concise in responding to the below questions. Additional forms may be attached, if needed.

Project Name: Communications And Disaster Preparedness

Purpose, Goals and Deliverables of Project:

Purpose: The coordination and communication between both internal and external public safety entities, often occurring on a more-than-hourly basis, is one of the most vital elements for the timely delivery of public safety services to our community. Being able to effectively and timely communicate with these agencies is vital to maintaining a safe community, and even more so during an emergency or disaster. For a successful coordination and communications program to operate, it should be properly designed, maintained and exercised.

Goals:

1. To identify the various governmental and private agencies that provide essential public safety-related services to the members of our community.
2. To determine the lines and types of communications that link these agencies together in dealing with everyday situations, as well as emergencies such as natural and man-made disasters.
3. To explore and investigate potential alternate methods/ organizational designs to improve coordination efforts and communications between and among the City's various public safety services, and with the public.
4. To review industry-wide best practices and procedural duties deployed in Emergency Management Offices, and ensure the City's program incorporates those practices, when feasible.

Deliverables: At the conclusion of this project, the Public Safety Committee will report its findings, with recommendations, to the City Council for further action.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-costs consist of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): November, 2021 to September, 2022

Resources Needed (including Staff hours): Minimal staff time needed to collect City department/agency information.

Is this a new project or unfinished project from the prior fiscal year? Unfinished project from previous year.

Project Name: Homelessness and Best Management Practices for Public Safety Personnel

Purpose, Goals and Deliverables of Project:

Purpose: The issue of homelessness continues to be one of the greatest challenges facing municipal public safety agencies within San Clemente and outside its jurisdiction. This Committee will identify issues as they relate specifically to the established responsibilities of San Clemente's Public Safety entities, including identifying impacts from potential modifications to established responsibilities or new proposed responsibilities which are likely to result in significant operational changes. Additionally, the Committee will coordinate with the OCSD, City Code Compliance and Park Rangers, and the City's Community Outreach staff, in order to identify any factors that could be addressed in order to maintain and improve public safety in San Clemente.

Goals:

   The Committee will identify strategies to improve the effectiveness of our Public Safety personnel's ability to :
   1) Address the needs of the Homeless as they pertain to contacts with Public Safety personnel.
   2) Identify Laws, Policies and Programs to ensure the City of San Clemente's Public Safety personnel are operating within accepted protocols.
   3) Ensure that the safety and welfare of the public is strictly maintained.

Deliverables: At the conclusion of this project, the Public Safety Committee will report its findings, with recommendations, to the City Council for further action.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-costs consist of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): November 2021 to October 2022.

Resources Needed (including Staff hours): Assistance from the OCSD, San Clemente Code Compliance, San Clemente Park Rangers, San Clemente City Attorney, and San Clemente City Prosecutor. Representatives from City Net and FAM, and potentially OCHCA's Homeless Outreach Division. Staff time needed to collect pertinent information for the Committee's review is anticipated to be minimal.

Is this a new project or unfinished project from the prior fiscal year? Unfinished project from previous year..

Project Name: Legislation Review

Purpose, Goals and Deliverables of Project:

Purpose: Identify current and proposed legislation, at the federal, state, county, and neighboring jurisdiction levels, that adversely affects or impacts the City's public safety services.

Goals: Remain informed of proposed legislation, including any court precedents, and review those matters which have the potential to adversely affect the City. Provide recommendations to the Council, on an as-needed basis, concerning current or future legislation which could adversely affect the City. Secondarily, ensure the City's current methods for reviewing proposed legislation is comprehensive and encompassing of all potential sources of legislative impacts to the City.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $500, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-cost consists of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): On-going

Resources Needed (including Staff hours): Minimal staff time needed to collect pending-legislative information.

Is this a new project or unfinished project from the prior fiscal year? From previous year, on-going.

Project Name: Neighborhood Watch

Purpose, Goals and Deliverables of Project:

Purpose: To develop an effective and efficient neighborhood watch program that will provide organizational structure throughout the City.

Goals:
1. Assign a program director, city staff member and OCSD designee to work with the Public Safety Committee to develop and implement program.
2. Define duties and responsibilities of program coordinator, city representative, OCSD designee and citizen volunteers (i.e block captains)
3. Design city neighborhood watch website.
4. Asist OCSD's public affairs department to develop a neighborhood watch video to be used by watch groups during inaugural meetings.
5. Develop and print flyers and related material to advertise program.
6. Recruit district and block captains.
7. Determine strategy and date for implementation of program.

Deliverables: This project will culminate in the establishment of a Neighborhood Watch program, available to all portions of the City which chooses to take part in the program.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $_____, consisting of staff time to assist in the development of the program. This cost is not included in the adopted City budget, as its staff-cost consists of work and research City staff is not currently charged with. Costs include printing of flyers and related material to advertise the program.

Project Timeline (Anticipated Start and End Dates): January 2022 through October 2022.

Resources Needed (including Staff hours): Assistance from OCSD, Code Compliance Division, IT Division, and Public Works Department. Cost of staff time to assist is an estimated 4-6 hours per week.

Is this a new project or unfinished project from the prior fiscal year? Unfinished project from previous year.

Project Name: Statistical Information and Review

Purpose, Goals and Deliverables of Project:

Purpose: The gathering and analyzing of statistics related to public safety incidents is essential to initiate successful strategies in how the City deploys its Police, Fire, Care Ambulance Service, Marine Safety, Park Rangers, and Code Compliance personnel and related resources. Another important component of this information gathering is its dissemination to the general public. An accurate understanding of the public safety issues affecting particular neighborhoods provides the public with a better sense of clarity and ownership in regards to public safety issues in their community.

Goals:
1) Gather, collate, and evaluate data pertaining to citizen requests for service from Police, Fire, Care Ambulance Service, Marine Services, Park Rangers, and public safety-related Code Compliance within the City of San Clemente.
2) Gather, collate, and evaluate statistics pertaining to crime (reported crimes and arrests), traffic enforcement and collision reports, Fire Department responses, reports of San Clemente Municipal Code (SCMC) violations and enforcement actions by Code Compliance personnel, when public safety related.
3) Investigate the best method(s) for making the aforementioned data available to the public, with special attention paid to user-friendly options, such as those built upon a web-based platform, to encourage its use and acceptance by a high proportion of San Clemente's population.
4) Review the City current performance measures regarding OCSD, OCFA, Care Ambulance Service, Marine Safety, Park Rangers, and Code Compliance. Determine if additional or alternative measures are appropriate and whether comparative benchmarks for public safety personnel performance should be revised or established to better facilitate a method of measuring their efficiency, while also providing comparative evaluations of the City's services measured against similarly situated municipalities.
5) As an on-going component of this project, the Public Safety Committee will review quarterly performance measures submitted by the various groups that comprise the City's Public Safety services.
6) Review and analyze the cost/performance of care ambulance service is and compared to the cost/performance of the services that would be provided by the OCFA in order to ascertain the feasibility of contracting OCFA for city ambulance services.

Deliverables: At the conclusion of this project, the Public Safety Committee will report its findings, with recommendations, to the City Council for further action. The Committee will also provide recommendations arising from the review of public safety performance measures, if any, on a quarterly basis to the City Council

Estimated Project Cost. If cost is involved, is it included in the adopted City budget?
Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-cost consists of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): November, 2021 to October, 2022 for items 1-3, and 6, on-going for items 4 and 5.

Resources Needed (including Staff hours):
OCSD Crime Analyst, OCFA Analytical Unit, Marine Safety, San Clemente City Code Enforcement and City of San Clemente Information and Technology Staff. Staff time needed to collate the statistical data received is anticipated to be minimal.

Is this a new project or unfinished project from the prior fiscal year? From previous year, on-going.

Project Name: Human Trafficking

Purpose, Goals and Deliverables of Project:

Every city in America will experience some form of human trafficking activity. The most prevalent examples are forced labor and forced sex industry workers. The Committee will coordinate with the OCSD Special Investigations Unit and the Orange County human trafficking task force to identify any issues relating to human trafficking that might occur in San Clemente. The Committee will collate pertinent information and forward same to the City Council for review.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-costs consist of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): December 1, 2021 to September 1, 2022

Resources Needed (including Staff hours): Minimal staff time needed to collect City department/agency information.

Is this a new project or unfinished project from the prior fiscal year? New

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Project Name: E-Bicycle / Traffic Safety

Purpose, Goals and Deliverables of Project:

In the past year, both the OCSD and OCFA have reported a significant increase in the number of accidents, injuries, and fatalities involving the bicycles. In an effort to address these issues the Committee will compile bicycle traffic data as it becomes available. The Committee will coordinate with the OCSD, OCFA, and the City's Park Ranger Division in order to identify any measures the City could take to help mitigate these occurrences. The committee will forward any recommendations for review to the City Council.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-costs consist of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): December 1, 2021 to September 1, 2022

Resources Needed (including Staff hours): Minimal staff time needed to collect City department/agency information.

Is this a new project or unfinished project from the prior fiscal year? New

Project Name: Technology Review

Purpose, Goals and Deliverables of Project:
Purpose: To identify and review new and existing tools of technology in an effort to obtain effective enhancements to our community's public safety efforts.

Goals: Through the identification and evaluation of new technologies, we believe more efficient, cost effective ways to enhance the delivery of public safety services can be utilized.

Deliverables: The Public Safety Committee will present to the City Council recommended technology enhancements which demonstrably increase the effectiveness of our public safety services, with a specific focus on those technologies most capable of seamlessly integrating into existing operations.

Estimated Project Cost. If cost is involved, is it included in the adopted City budget? Project cost anticipated to be less than $1000, consisting of staff time to compile information. This cost is included in the adopted City budget, as its staff-cost consists of work and research staff would typically provide to the City in other forms.

Project Timeline (Anticipated Start and End Dates): On-Going

Resources Needed (including Staff hours): Input and recommendations by OCSD, OCFA, Marine Safety, Code Compliance, Park Rangers, and Information Technology Staff. Staff time needed to collect pertinent information for the Committee's review is anticipated to be minimal.

Is this a new project or unfinished project from the prior fiscal year? From previous year, on-going.