



# AGENDA REPORT

## CITY OF SAN CLEMENTE

### City Council Meeting

910 Calle Negocio  
2nd Floor  
San Clemente, California  
www.san-clemente.org

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**Meeting Date:** 7/18/2023

Agenda Item: 9C

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**Department:** City Manager  
**Prepared By** Andy Hall, City Manager

**Subject:**  
***I-5 FREEDOM NETWORK/THE LEVI PROJECT REQUEST FOR USE OF CITY LETTERHEAD***

**Fiscal Impact:**  
None.

**Summary:**

The City of San Clemente is partnering with the i-5 Freedom Network and The Levi Project to empower hotel guests to report suspicious activity related to Human Trafficking. As part of the partnership, there is a request to use City Letterhead to send letters (sample letter is provided as Attachment 1 to the administrative report) to a coalition of hotels participating in the Levi Project.

City Policy 1201-13 (Use of City of San Clemente Letter and Stationery) dictates that use of City letterhead which reflects the position of the full Council shall be agendized for City Council approval.

On October 18, 2022, the City Council approved the Public Safety Committee Work Plan (Attachment 2 of the Administrative Report) which included a "Human Trafficking Project", but did not specifically name The Levi Project in the Work Plan. This agenda item provides Council the opportunity to consider use of City letterhead specifically for the i-5 Freedom Network and The Levi Project.

**Council Options:**

- Approve use of the City Letterhead.
- Deny use of City Letterhead.
- Request Staff return to Council with additional information.

**Environmental Review/Analysis:**

This is not a "project" under the California Environmental Quality Act.

**Recommended Actions:**

Staff Recommendation

Approve use of City Letterhead for the i-5 Freedom Network/The Levi Project.

***Attachment:***

1. Proposed letter to local hotels concerning their participation in The Levi Project
2. Public Safety Committee 2022-23 Work Plan

***Notification:***

i-5 Freedom Network.

***Holiday Inn Express  
35 Via Pico Plaza  
San Clemente CA 92672***

On behalf of the City of San Clemente and the i-5 Freedom Network, your hotel has been selected to join a coalition of hotels participating in The Levi Project.

In collaboration with The City of San Clemente, hotel industry representatives, the OC Sheriff's Department, and Survivors of hotel-based human trafficking, the Levi Project has been designed to empower hotel guests to report suspicious activity when they see it and feel comfortable requesting assistance when they need it.

During this pilot program your hotel will be asked to:

- Schedule a 15 min introduction with an i-5 Freedom Network representative either in person or on Zoom
- Participate in brief follow-up connections with an i-5 Freedom Network representative either in person or on Zoom
- Report any experiences related to The Levi Project as they arise utilizing a dedicated email address provide by i-5 Freedom Network
- Complete a short survey to help improve and build on the program

Accompanying this letter is your hotel's Levi Project Kit. Please scan the QR Code to receive simple instructions on implementation. The Levi Project is designed to be an effective asset to your hotel without disrupting daily operations or violating Brand Standard. Your participation is greatly appreciated and **your hotel will be recognized by the City of San Clemente** and the i-5 Freedom Network as a pioneer of safety and security in the hospitality industry.

If you choose not to participate, please email the i-5 Freedom Network at [hotels@i5freedomnetwork.org](mailto:hotels@i5freedomnetwork.org) to schedule a convenient time for a representative to pick up the Levi Project Kit.

[sign off as you would here]





# AGENDA REPORT

## CITY OF SAN CLEMENTE

### City Council Meeting

910 Calle Negocio  
2nd Floor  
San Clemente, California  
www.san-clemente.org

Meeting Date: 10/18/2022

Agenda Item: 4M

**Department:** Community Development

**Prepared By:** Rick Loeffler, Public Safety Committee Chair and Adam Atamian, Deputy Community Development Director

**Subject:**

**PUBLIC SAFETY COMMITTEE 2022-2023 ANNUAL WORK PLAN**

**Fiscal Impact:**

Yes. The work plan proposes a number of projects, most of which have costs anticipated to be less than \$1000. Many of these costs are included in the adopted City budget because they consist of work and research staff would typically provide for the City in other forms. Two proposed projects, the Neighborhood Watch Program and the Human Trafficking project, are not budgeted, and have anticipated costs of \$15,000 and \$3,500, respectively. The recommended action includes appropriating \$3,500 for the Human Trafficking project from the City's General Fund. An appropriation request for the cost of the Neighborhood Watch Program will be brought back to the Council at a later date for approval once the actual cost and necessary City resources are identified by the Committee.

**Summary:**

Per Council direction, the Public Safety Committee is required to develop and submit an annual work plan with specific goals and objectives for the coming year for Council approval. Staff recommends the City Council approve the Public Safety Committee's 2022-2023 Work Plan.

**Background:**

The Public Safety Committee was established as a standing committee to act in an advisory capacity to the City Council by reviewing performance measures and making recommendations relating to public safety.

During the Fiscal Year 2021-2022, the Public Safety Committee accomplished a number of tasks identified in the Committee's Council-approved work plan. These accomplishments include:

- Reviewed performance measures of the Orange County Sheriff Department, Orange County Fire Authority, Contracted Ambulance Services, and the City's Marine Safety, Park Rangers, and Code Compliance Divisions;
- Investigated the coordination and communication between both internal and external public safety entities related to disaster preparedness;
- Reviewed issues and proposed ordinances related to public safety issues directed by the City Council;
- Developed the framework for an effective and efficient neighborhood watch program; and,
- Reviewed proposed federal, state, and county legislation for adverse effects or impacts on the

City's public safety services.

**Discussion:**

Attached is the 2022-2023 Public Safety Committee Work Plan (Attachment 1). In the course of its work in 2022-2023, the Public Safety Committee proposes to maintain the same projects from the 2021-2022 Work Plan projects to address the following issues:

- Communications And Disaster Preparedness
- Homelessness and Best Management Practices for Public Safety Personnel
- Legislation Review
- Neighborhood Watch
- Statistical Information and Review
- Technology Review
- Human Trafficking
- E-bicycle / Traffic Safety
- Review of Urgent Matters

While the proposed projects are continuations of projects currently underway by the Committee, there are a few significant modifications to the 2022-2023 Work Plan. These modifications include the following:

1. Neighborhood Watch Project - the 2022-2023 Work Plan includes an estimated project cost of \$15,000 to "Identify a program director, city staff member and OCSD designee to work with the Public Safety Committee to develop and implement program." While the Committee has identified an estimated cost, the actual amount needed to carry out the program requires additional research to ascertain an adequate budget appropriation request. As part of this project, staff will work with the Committee to identify the specific program needs, including assigned staff and City resources, to implement the program. It is anticipated that City staff would assist in maintaining the Neighborhood Watch website, accepting and routing volunteer applications to the appropriate Neighborhood Watch groups, and assisting various stakeholders with facilitating block/district meetings. An appropriation request will be brought back to the Council for approval once the necessary City resources are identified by the Committee.
2. Human Trafficking Project - the 2022-2023 Work Plan includes an estimated project cost of \$3,500 to include "1) cost of Priority II business-recognition awards, 2) honoraria (fees paid to victims of human trafficking for guest speaking at Public Safety Committee-hosted events), and 3) staff time to compile information."

**Plan and Policy Consistency:**

The approval is consistent with the San Clemente Municipal Code (SCMC), in that it complies with SCMC Section 2.46.020.B - Public Safety Committee; Functions, which requires the Committee to develop an annual work plan with specific goals and objectives for the coming year for Council consideration.

**Council Strategy:**

The approval is consistent with Council Strategy 2 - Grow resident confidence and value in City services and operations - in that the Committee's proposed work plan aims to ensure the efficient

provision of public safety services through the review of public safety performance measures and making recommendations to enhance public safety services in the City.

***Recommended Actions:***

Staff Recommendation

THE PUBLIC SAFETY COMMITTEE AND STAFF RECOMMEND THAT the City Council:

Approve the Public Safety Committee's 2022-2023 Work Plan and appropriate \$3,500 for the Human Trafficking Project from the City's General Fund to Account No. 001-438-44310.

***Attachment:***

1. Public Safety Committee's proposed 2022-2023 Work Plan

***Notification:***

None.

# ANNUAL WORK PLAN

## FY 2022/23

**COMMISSION/COMMITTEE NAME:** Public Safety Committee

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

<b>Project Name:</b> Communications And Disaster Preparedness
<p><b>Purpose, Goals and Deliverables of Project:</b>            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.</p> <p>Goals:</p> <ol style="list-style-type: none"> <li>1. To identify the various governmental and private agencies that provide essential public safety-related services to the members of our community.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> <p>Deliverables: At the conclusion of this project, the Public Safety Committee will report its findings, with recommendations, to the City Council for further action.</p>
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> October 2022 to September 2023
<b>Resources Needed (including Staff hours):</b> Minimal staff time needed to collect City department/agency information.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> Unfinished project from previous year.



<b>Project Name:</b> Homelessness and Best Management Practices for Public Safety Personnel
<b>Purpose, Goals and Deliverables of Project:</b> 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.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> October 2022 to September 2023.
<b>Resources Needed (including Staff hours):</b> 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.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> Unfinished project from previous year..

<b>Project Name:</b> Legislation Review
<b>Purpose, Goals and Deliverables of Project:</b> 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. Secondly, ensure the City's current methods for reviewing proposed legislation is comprehensive and encompassing of all potential sources of legislative impacts to the City.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> On-going
<b>Resources Needed (including Staff hours):</b> Minimal staff time needed to collect pending-legislative information.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> 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. Identify 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. Assist 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.

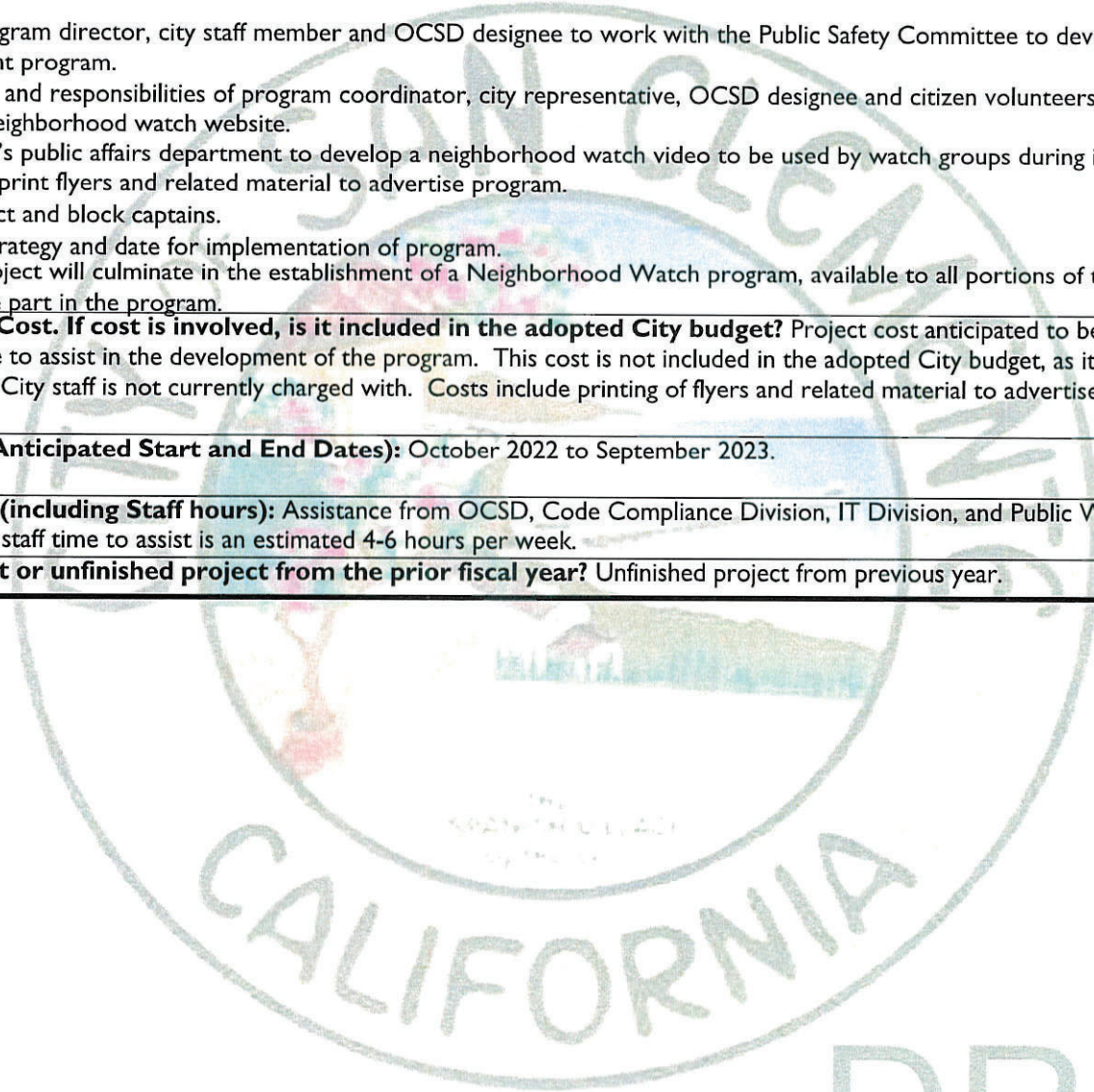
**Deliverables:** This project will culminate in the establishment of a Neighborhood Watch program, available to all portions of the City which chooses to take part in the program.

**Estimated Project Cost. If cost is involved, is it included in the adopted City budget?** Project cost anticipated to be less than \$15,000, 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):** October 2022 to September 2023.

**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.



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**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, Contracted 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, contracted Ambulance Services, 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 contracted ambulance service, and compare 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):** October 2022 to September 2023 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.

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<b>Project Name:</b> Human Trafficking
<b>Purpose, Goals and Deliverables of Project:</b> 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. After receiving Council approval for a strategy to address human trafficking and implementing Priority 1, the PSC will work on implementing Priorities 2 and 3 during the FY 22-23.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> Project cost anticipated to be approximately \$3,500 consisting of: 1) cost of Priority II business-recognition awards, 2) honoraria (fees paid to victims of human trafficking for guest speaking at Public Safety Committee-hosted events), and 3) staff time to compile information. This cost is not 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> October 2022 to September 2023.
<b>Resources Needed (including Staff hours):</b> Minimal staff time needed to collect City department/agency information.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New

<b>Project Name:</b> E-Bicycle / Traffic Safety
<b>Purpose, Goals and Deliverables of Project:</b> In the past year, both the OCSD and OCFA have reported a significant increase in the regional 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.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> October 2022 to September 2023.
<b>Resources Needed (including Staff hours):</b> Minimal staff time needed to collect City department/agency information.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New

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**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.

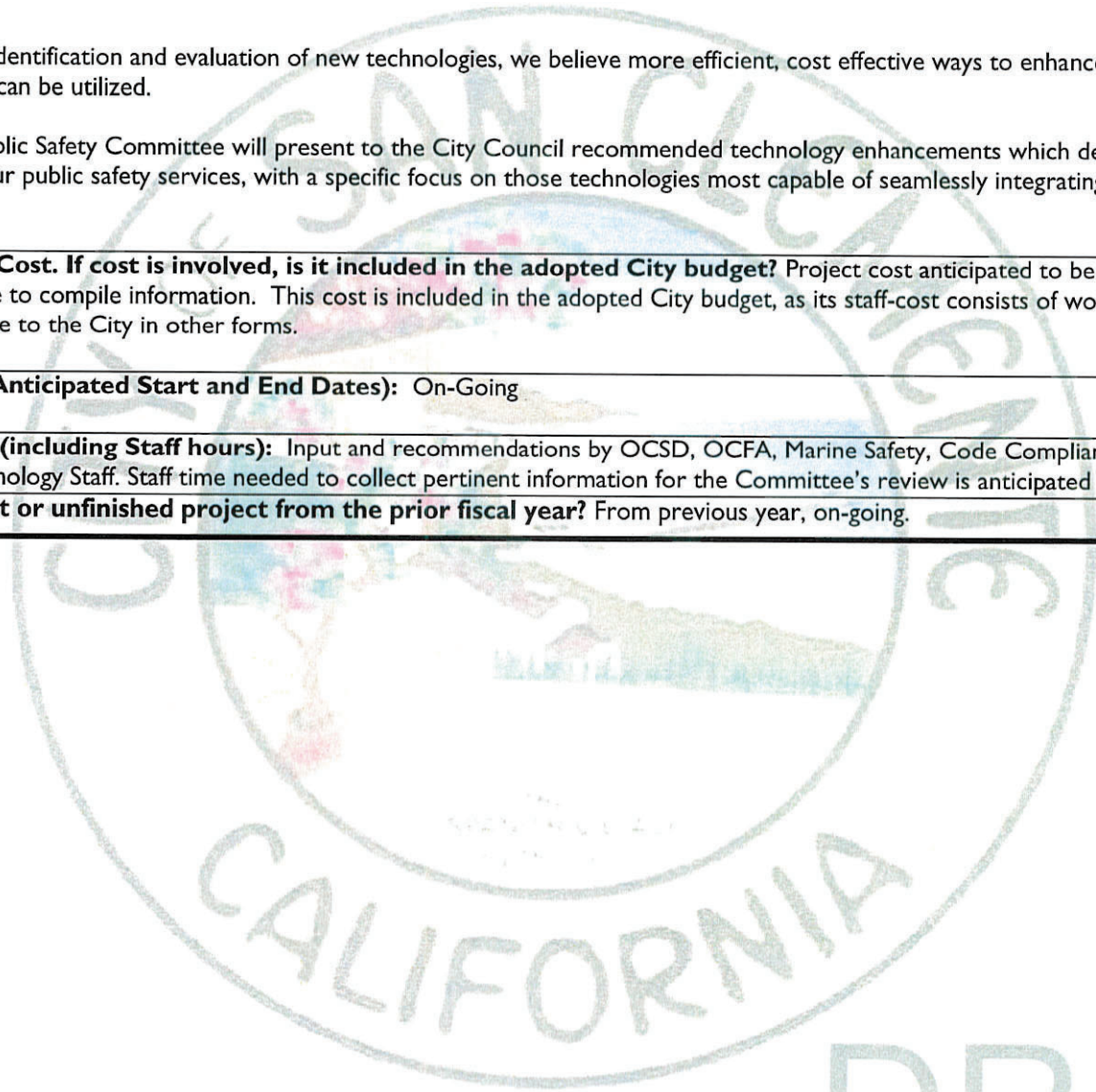
**Deliverables:** The Public Safety Committee will present to the City Council recommended technology enhancements which demonstrably increase the effectiveness of our public safety services, with a specific focus on those technologies most capable of seamlessly integrating into existing operations.

**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

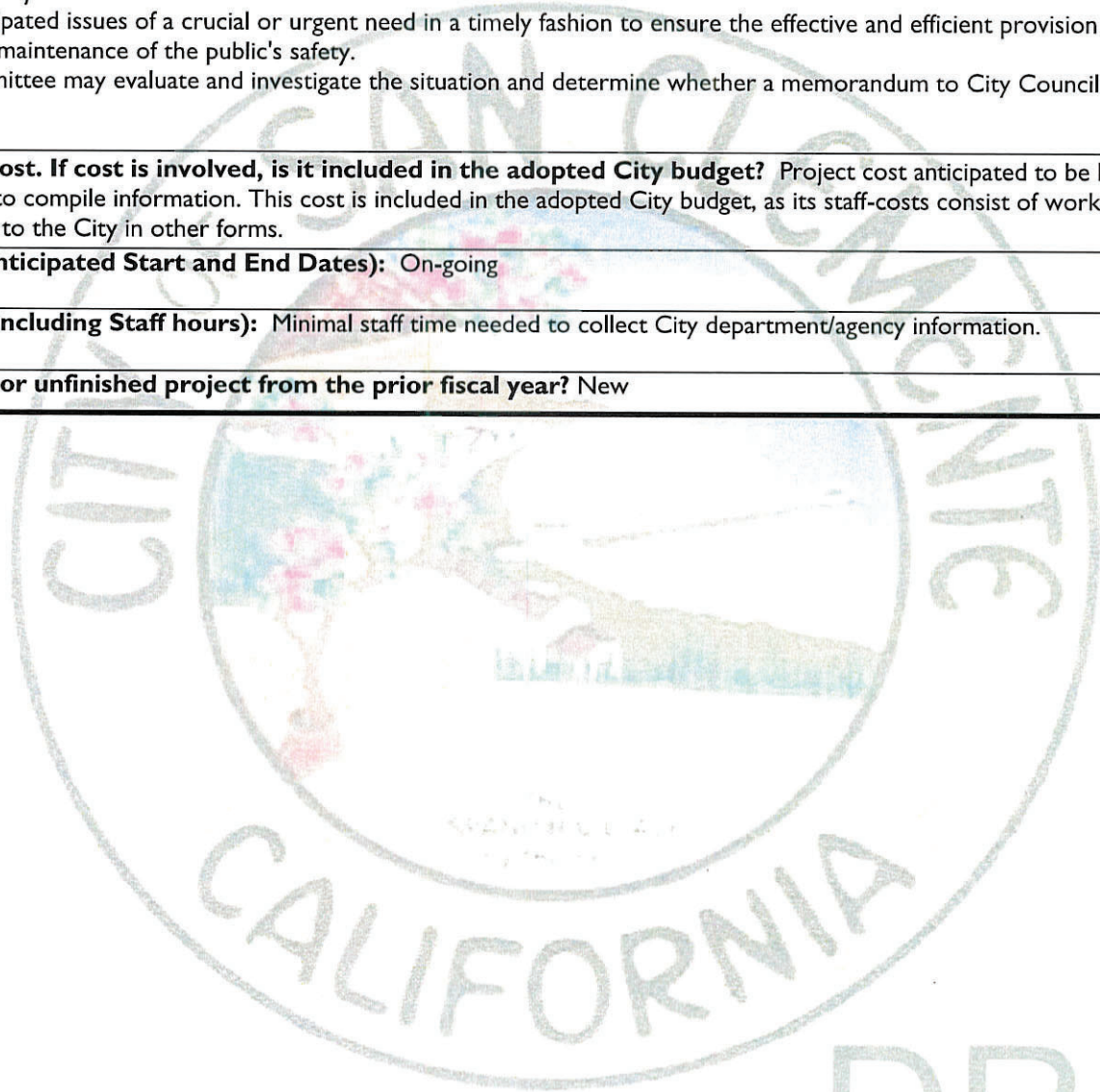
**Resources Needed (including Staff hours):** Input and recommendations by OCSD, OCFA, Marine Safety, Code Compliance, Park Rangers, and Information Technology Staff. Staff time needed to collect pertinent information for the Committee's review is anticipated to be minimal.

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



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<b>Project Name:</b> Review of Urgent Matters
<b>Purpose, Goals and Deliverables of Project:</b>  Purpose: Reviewing of urgent public-safety matters that may arise from time to time, which are outside of the Committee's other Council-Approved Work Plan projects. Goals: Address unanticipated issues of a crucial or urgent need in a timely fashion to ensure the effective and efficient provision of public safety services and the maintenance of the public's safety. Deliverables: The committee may evaluate and investigate the situation and determine whether a memorandum to City Council is necessary.
<b>Estimated Project Cost. If cost is involved, is it included in the adopted City budget?</b> 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.
<b>Project Timeline (Anticipated Start and End Dates):</b> On-going
<b>Resources Needed (including Staff hours):</b> Minimal staff time needed to collect City department/agency information.
<b>Is this a new project or unfinished project from the prior fiscal year?</b> New



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