



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 8

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Drew Corbett, City Manager

**PREPARED BY:** Police Department

**MEETING DATE:** March 07, 2022

**SUBJECT:**  
Classification and Position Updates - Police Department

### RECOMMENDATION:

Adopt a Resolution to reallocate one vacant Administrative Assistant position to one Management Analyst I/II position; and authorize one additional Management Analyst I/II position for the Police Department.

### BACKGROUND:

There have been several significant changes in the demands and expectations of the Police Department in recent years that require reconsideration in how the Department is structured and staffed to best provide services.

Homelessness and the issues surrounding it are a growing concern in San Mateo. Homeless-related calls for police service have increased over 40% during the past two years, with the Police Department now responding to an average of 767 documented calls per year in 2020 and 2021. Based on the homeless-related incidents logged in the current year to date (125), this trend is expected to continue. Many homeless-related calls involve subjects who require mental health services. The integration of a mental health clinician into police operations is proving to be a valuable resource; however, more robust resources are needed to address homelessness more expediently.

Homelessness is not a crime. When officers respond to a homeless complaint, their recourse is often limited to providing short-term solutions contingent on whether the individual is committing a crime or meets the criteria for a mental health evaluation/hold. When those criteria are not met, often the unhoused will relocate to less visible areas, typically further away from services. The Police Department wishes to create a civilian position dedicated to management of homeless resources. The Homeless Resource Manager (HRM) will help to identify issues in the community, respond to complaints and requests for information, craft solutions with residents and business owners, while also working proactively with homeless individuals to offer supportive services and a way off the street. The HRM will compile and analyze data related to the transient population and utilize data to create long-term solutions, including developing and implementing policies, procedures, and programs to improve quality of life.

In addition, the overall need for general analytical support has grown considerably in recent years. The Police Department currently has limited capacity to conduct meaningful reporting and analysis, which reduces our ability to maximize personnel deployment or anticipate crime trends. Staff wishes to create a civilian position charged with providing analytical support to the Bureau of Investigations to help solve crime; to provide data-driven strategies to the Field Operations Division to identify trends of emerging crime and help develop effective tactics to reduce crime; and to manage the vast crime and statistical data, which are provided and updated regularly on the Police Department's transparency webpage.

Both positions will require sound analytical skills, and the Management Analyst I/II classification will align with the prescribed work and the needs of the organization. The proposed restructuring involves reallocation of a vacant Administrative Assistant position to a Management Analyst I/II position and the addition of a second Management Analyst I/II position.

The positional reallocations have been discussed with the impacted bargaining groups, and they are supportive of the changes. Per San Mateo Municipal Code Section 2.57.030(d), approval of position reallocations and the addition of positions must be approved by City Council Resolution.

**BUDGET IMPACT:**

The reallocation of the Administrative Assistant position combined with the addition of 1.00 Management Analyst I/II position will result in an annual cost of approximately \$195,000 to the General Fund. Costs incurred in the current fiscal year can be accommodated in the Police Department's operating budget using salary savings from vacant positions. Future costs will be incorporated into the 2022-2024 Business Plan, and it is possible that funding beyond fiscal year 2022-23 could be provided by Measure S for the homeless resource manager position.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Proposed Resolution

**STAFF CONTACT**

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