



# Memorandum

**TO: RULES AND OPEN GOVERNMENT  
COMMITTEE**

**FROM:** Mayor Sam Liccardo  
Chair Raul Perez

**SUBJECT: PUBLIC SAFETY, FINANCE, AND  
STRATEGIC SUPPORT  
COMMITTEE WORKPLAN**

**DATE:** January 5<sup>th</sup>, 2018

Approved

Date 1/5/18

Approved

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## RECOMMENDATION

Approval of the Public Safety, Finance, and Strategic Support Committee workplan for the period January through June 2018, and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in the City Council Chambers.

## WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT  
COMMITTEE WORKPLAN  
January - June 2018**

### **COMMITTEE MEMBERS:**

RAUL PERALEZ, CHAIR  
CHARLES "CHAPPIE" JONES, VICE CHAIR  
SYLVIA ARENAS, MEMBER  
MAGDALENA CARRASCO, MEMBER  
SERGIO JIMENEZ, MEMBER

### **STAFF:**

JULIE EDMONDS-MARES, CITY MANAGER'S OFFICE  
PAUL PEREIRA, MAYOR'S OFFICE  
DANIELLE KENEALEY, CITY ATTORNEY'S OFFICE  
LOUIS OSEMWEGIE, 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.

**JANUARY 18 2018 – MEETING CANCELLED**

**FEBRUARY 15, 2018**

1. **Police Department Operations and Performance Bi-Monthly Status Report (Police)**  
**Purpose:** To provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, and other matters of interest, as needed.
2. **Fire Department 48/96 Work Schedule Pilot Program Quarterly Report (Fire)**  
**Purpose:** To provide a quarterly report on the Fire Department 48/96 Work Schedule Pilot Program metrics to determine favorable and/or unfavorable changes that may be attributed to the Pilot Program.
3. **Project Hope Pilot Program Final Report (Parks, Recreation and Neighborhood Services)**  
**Purpose:** To provide a final report on the Project Hope Pilot Program in the Cadillac Neighborhood.
4. **Second Quarter Financial Reports for Fiscal Year 2017-2018 (Finance)**  
**Purpose:** To provide second quarter (period ending December 31, 2016) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
5. **City of San José's Investment Policy (Finance)**  
**Purpose:** To provide proposed revisions to the City of San José's Investment Policy.

**MARCH 15, 2018**

1. **Innovation Roadmap: Safe City Strategy Status Report (City Manager – Civic Innovation and Digital Strategy)**  
**Purpose:** To provide a status report on the Innovation Roadmap: Safe City Strategy regarding the applied use of technology and technology improvement opportunities within the Police Department, Fire Department, and the Office of Emergency Services.
2. **Mayor's Gang Prevention Task Force (MGPTF), San José's Bringing Everyone's Strengths Together (BEST), and Safe Summer Initiative Grant (SSIG) Programs Annual Report (Parks, Recreation and Neighborhood Services)**  
**Purpose:** To provide the 2016-2017 Annual Report on the Mayor's Gang Prevention Task Force (MGPTF), San José's Bringing Everyone's Strengths Together (BEST), and Safe Summer Initiative Grant (SSIG) Programs.
3. **Mayor's Gang Prevention Task Force Strategic Work Plan 2018-2020 (Parks, Recreation and Neighborhood Services)**  
**Purpose:** To provide the Mayor's Gang Prevention Task Force Strategic Work Plan 2018-2020.

4. **Park Ranger Program Annual Report** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the 2017 Annual Report on the Park Ranger Program.
5. **Workers' Compensation Program Semi-Annual Report** (Human Resources)  
**Purpose:** To provide a semi-annual report on the City's efforts to contain workers' compensation costs and reduce claims for the Workers' Compensation Program through the end of 2016-2017.
6. **Pensionable Earnings Audit** (City Auditor)  
**Purpose:** To provide the results of a follow-up audit on the accuracy of the City's pensionable earnings calculation.

#### **APRIL 19, 2018**

1. **Bi-Monthly Financial Report for January/February 2018 (Consent Calendar)** (City Manager – Budget/Finance)  
**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2017-2018 Budget for the eight months ending February 2018.
2. **Police Department Operations and Performance Bi-Monthly Status Report** (Police)  
**Purpose:** To provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, and other matters of interest, as needed.
3. **Police Department Recruitment Activity Semi-Annual Report** (Police)  
**Purpose:** To provide a semi-annual report on Police Department recruitment activity, including recruiting and hiring expenditures, communication/marketing activities, marketing and outreach data analysis, academy entrants data analysis, officer resignation data analysis, and diverse applicant pool applications/hiring efforts.
4. **Fire Department Emergency Response Times Performance Semi-Annual Report** (Fire)  
**Purpose:** To provide a semi-annual report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies.
5. **Fire Department 48/96 Work Schedule Pilot Program Quarterly Report** (Fire)  
**Purpose:** To provide a quarterly report on the Fire Department 48/96 Work Schedule Pilot Program metrics to determine favorable and/or unfavorable changes that may be attributed to the Pilot Program.
6. **Fireworks Ordinance Work Plan Status Report** (Fire)  
**Purpose:** To provide a status report on the implementation of the Fireworks Ordinance.

**MAY 17, 2018**

1. **Third Quarter Financial Reports for Fiscal Year 2017-2018 (Consent Calendar)** (Finance)  
**Purpose:** To provide third quarter (period ending March 31, 2018) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
2. **Public Safety Communications Interoperability Semi-Annual Report** (Police)  
**Purpose:** To provide a semi-annual report on the public safety communications and data systems that promote interoperability for first responders in San José and the Bay Area.
3. **Fire Department Firefighter Cancer Prevention Efforts Annual Report** (Fire)  
**Purpose:** To provide an annual report on the Fire Department's firefighter cancer prevention efforts.
4. **San José Community Resiliency Plan Status Report** (City Manager – Office of Emergency Management)  
**Purpose:** To provide a status report on the San José Community Resiliency Plan, developed with partners such as FEMA, ABAG, the County, and the private sector, that aligns resources and information to enable the community to better recover from a disaster.

**JUNE 21, 2018**

1. **Bi-Monthly Financial Report for March/April 2018 (Consent Calendar)** (City Manager – Budget/Finance)  
**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2017-2018 Budget for the ten months ending April 2018.
2. **Police Department Operations and Performance Bi-Monthly Status Report** (Police)  
**Purpose:** To provide a verbal bi-monthly status report on Police Department operations and performance in the areas of city-wide crime statistics, crime trends, emerging issues, and other matters of interest, as needed.
3. **Fire Department Regional Dispatch Feasibility Study Status Report** (Fire)  
**Purpose:** To provide a status report on the feasibility of a regional fire and/or fire and emergency medical services dispatch center within Santa Clara County.
4. **Key State Legislation Semi-Annual Report** (City Manager – Intergovernmental Relations)  
**Purpose:** To provide a semi-annual report on key State legislation in the Public Safety, Finance, and Strategic Support City Service Areas.