



# Memorandum

**TO: RULES AND OPEN GOVERNMENT  
COMMITTEE**

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

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

**DATE:**

Approved		Date	7/31/18
Approved		Date	8-2-18

## RECOMMENDATION

- a) Approval of the Public Safety, Finance, and Strategic Support Committee workplan for the period August through December 2018 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 that is set on the second Thursday of that month at 9:30 a.m.
- b) Accept the draft Public Safety, Finance, and Strategic Support Committee workplan for the period January through June 2019.

## WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT  
COMMITTEE WORKPLAN**  
August 2018 - June 2019

### **COMMITTEE MEMBERS:**

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

### **STAFF:**

JENNIFER A. MAGUIRE, CITY MANAGER'S OFFICE  
PAUL PEREIRA, MAYOR'S OFFICE  
DANIELLE KENEALEY, CITY ATTORNEY'S OFFICE  
LUIS 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

***AUGUST THROUGH DECEMBER 2018 WORKPLAN ITEMS:***

**AUGUST 16, 2018**

**1. Fourth Quarter Financial Reports for Fiscal Year 2017-2018. (Finance)**

**Purpose:** To provide fourth quarter (period ending June 30, 2018) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.

**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. Fireworks Ordinance Workplan Status Report. (Fire)**

**Purpose:** To provide a status report on the implementation of the Fireworks Ordinance Workplan Post-Fourth of July.

**4. Office of Emergency Management Workplan Priorities Annual Report. (City Manager-Emergency Management)**

**Purpose:** To provide an annual report on the Office of Emergency Management workplan priorities.

**SEPTEMBER 20, 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. Cardroom Compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program) Annual Report. (Police)**

**Purpose:** To provide an annual report on cardroom compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program).

**3. Impact of Cardroom Gambling on Crime Annual Report. (Police)**

**Purpose:** To provide an annual report on the impact of cardroom gambling on crime in the San José metropolitan area.

**4. City Council Policy Priority #17: School Crossing Guard Innovative Hiring Strategies. (Police)**

**Purpose:** To provide a report on the implementation of the City Council Policy Priority #17: Develop Innovative Strategies to Hire School Crossing Guards.



**5. City Council Policy Priority #10: Personal Care Business Compliance Initiative. (Police)**

**Purpose:** To provide a status report on the implementation of the City Council Policy Priority #10: Personal Care Business Compliance Initiative.

**OCTOBER 18, 2018**

**1. Bi-Monthly Financial Report for July/August 2018 (Consent Calendar). (City Manager – Budget/Finance)**

**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2018-2019 Budget for the two months ending August 2018.

**2. 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.

**3. 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.

**4. 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.

**5. Park Ranger Program Status Report. (Parks, Recreation and Neighborhood Services)**

**Purpose:** To provide a status report on the review of the current Park Ranger service delivery model and evaluation of current work practices under that model.

**6. 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 2017-2018.

**NOVEMBER 15, 2018**

**1. First Quarter Financial Reports for Fiscal Year 2018-2019. (Consent Calendar) (Finance)**

**Purpose:** To provide first quarter (period ending September 30, 2018) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.

**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. Domestic Violence Prevention and Awareness Annual Report. (Police)**

**Purpose:** To provide an annual report on the City's efforts related to domestic violence prevention and awareness for 2017-2018, including a description of the uses of a recent \$5 million County of Santa Clara allocation to support domestic violence prevention and victim support programs and an assessment of how best to align city resources to maximize services to domestic violence survivors and prevent violence.

**4. 2018 Comprehensive Annual Financial Report. (Finance)**

**Purpose:** To provide the Comprehensive Annual Financial Report (CAFR) for the City of San Jose for Fiscal Year ended June 30, 2018.

**5. 2018 External Auditor's Reports. (Finance)**

**Purpose:** To provide the Single Audit Report for the Basic Financial Statements with Federal and Airport Compliance Sections for the Fiscal Year Ended June 30, 2018, and the External Auditor's Report to Management addressed to the Public Safety, Finance, and Strategic Support Committee for Fiscal Year Ended June 2018.

**6. 2018 Comprehensive Annual Debt Report. (Finance)**

**Purpose:** To provide the Comprehensive Annual Debt Report (CADR) for the City of San Jose for Fiscal Year ended June 30, 2018.

**DECEMBER 13, 2018 (9:30 am)- SPECIAL MEETING DATE/TIME**

**1. Bi-Monthly Financial Report for September/October 2018. (Consent Calendar) (City Manager – Budget/Finance)**

**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2018-2019 Budget for the four months ending October 2018.

**2. Public Safety Communications Interoperability Semi-Annual Report. (Police)**

**Purpose:** To provide a semi-annual report on public safety communications and data systems that promote interoperability for first responders in San Jose and the Bay Area.

**3. Active Shooter Policies, Protocols and Training Status Report. (Police and Fire)**

**Purpose:** To provide a status report on Active Shooter policies, protocols, and training for the Police Department and Fire Department.

**4. Retirement Plans Investments Annual Report. (Retirement)**

**Purpose:** To provide the Annual Pension and Healthcare Investment Performance Report for the Police and Fire Department Retirement Plan (P&F Plan) and the Federated City Employees' Retirement System (Federated System) for Fiscal Year 2017-2018.



***DRAFT JANUARY THROUGH JUNE 2019 WORKPLAN ITEMS:***

**JANUARY 17, 2019 – MEETING CANCELLED**

**FEBRUARY 21, 2019**

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. **Second Quarter Financial Reports for Fiscal Year 2018-2019.** (Finance)  
**Purpose:** To provide second quarter (period ending December 31, 2018) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
3. **City of San José's Investment Policy.** (Finance)  
**Purpose:** To provide a review of the City of San José's Investment Policy.
4. **Innovation Roadmap: Safe City Strategy Status Report.** (City Manager – Civic Innovation)  
**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 City Manager's Office of Emergency Management, including a demonstration of business intelligence tools.

**MARCH 21, 2019**

1. **Sexual Assaults Education and Training Program.** (Police)  
**Purpose:** To provide a report on the Sexual Assaults Education and Training Program, including an evaluation of the delivery of the most recent affirmative consent-based curriculum and multiple age-appropriate classes for middle and high school students.
2. **Domestic Violence High Risk Response Team.** (Police)  
**Purpose:** To provide a report on the impact of the Domestic Violence High Risk Response Team in the areas of: early identification of high risk cases, engagement of a multidisciplinary team, ongoing monitoring and containment of offenders, and victim services.
3. **Park Ranger Program Annual Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the 2018 Annual Report on the Park Ranger Program.
4. **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 first half of 2018-2019.

**APRIL 18, 2019**

1. **Bi-Monthly Financial Report for January/February 2019. (Consent Calendar)** (City Manager – Budget/Finance)  
**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2018-2019 Budget for the eight months ending February 2019.
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. **Mayor's Gang Prevention Task Force's Bringing Everyone's Strengths Together and Safe Summer Initiative Grant Programs Annual Report.** (Parks, Recreation and Neighborhood Services)  
**Purpose:** To provide the 2017-2018 Annual Report on the Mayor's Gang Prevention Task Force's Bringing Everyone's Strengths Together and Safe Summer Initiative Grant Programs.

**MAY 16, 2019**

1. **Third Quarter Financial Reports for Fiscal Year 2018-2019. (Consent Calendar)** (Finance)  
**Purpose:** To provide third quarter (period ending March 31, 2019) 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. **Disaster Resiliency Annual Report.** (City Manager – Emergency Management)  
**Purpose:** To provide an annual report on San José's disaster resiliency, consistent with FEMA and ABAG guidance and in coordination with the County of Santa Clara and the private sector, to enable the community to better recover from a disaster.



**JUNE 20, 2019**

1. **Bi-Monthly Financial Report for March/April 2019. (Consent Calendar)** (City Manager – Budget/Finance)

**Purpose:** To provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2018-2019 Budget for the ten months ending April 2019.

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.