

Memorandum

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
August - December 2016**

COMMITTEE MEMBERS:

PIERLUIGI OLIVERIO, CHAIR
RAUL PERALEZ, VICE CHAIR
MAGDALENA CARRASCO, MEMBER
CHARLES “CHAPPIE” JONES, MEMBER
JOHNNY KHAMIS, MEMBER

STAFF:

JENNIFER A. MAGUIRE, CITY MANAGER’S OFFICE
LEE WILCOX, MAYOR’S OFFICE
DANIELLE KENEALEY, CITY ATTORNEY’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 18, 2016

1. Fourth Quarter Financial Reports for Fiscal Year 2015-2016 (Finance)

Purpose: To provide fourth quarter (period ending June 30, 2016) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.

2. San José Police Department Use of Outside Law Enforcement Agencies Exploration (Police)

Purpose: Accept the report on the results of exploring the use of the California Highway Patrol (CHP) and/or Santa Clara County Sheriff’s Office (SCCSO) to augment the San José Police Department.

**Continued from June 16, 2016 Public Safety, Finance, and Strategic Support Committee Meeting.*

3. Fireworks Enforcement Ordinance Post 4th of July Report (Fire)

Purpose: To provide a report on the implementation of the Fireworks Enforcement Ordinance post 4th of July.

4. **Fire Department Emergency Response Times Performance Monthly Report (Fire)**
Purpose: To provide a verbal monthly report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies.
5. **Office of Emergency Services Workplan Priorities Annual Report (Fire/OES)**
Purpose: To provide an annual report on the Office of Emergency Services workplan priorities.

SEPTEMBER 15, 2016

1. **Fire Department Emergency Response Times Performance Monthly Report (Fire)**
Purpose: To provide a verbal monthly report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies.
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 staffing, recruiting and hiring, crime statistics, violent crimes, violent gang related incidents, burglaries, truancy abatement/burglary suppression, and other operations and performance matters, as needed.
3. **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).
4. **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.
5. **Massage Parlors Over-Concentration in Neighborhoods Evaluation Status Report (Police)**
Purpose: To provide a status report on Chapter 6.44 (Massage Ordinance) of the San José Municipal Code with regard to operational regulations, the merits of additional amendments to the Zoning Code from a land use perspective, and options to stop massage parlors from re-opening.
6. **Community Service Officer Program Report (Police)**
Purpose: To provide a report on the analysis and options for maximizing the current Community Service Officer (CSO) program based on a review of a recent Stanford University report entitled “*An Analysis of the City of San José’s Community Service Officer Program*”, including an assessment of how the CSO program can further assist making San José safer, and what possible changes and additional training will be needed, as the Police Department begins to fill and add police officer positions.
7. **Audit of Police Overtime (Auditor)**
Purpose: To provide a routine audit of the appropriate use of overtime in the Police Department.
[8/17/16 Rules add – Item G.2]

OCTOBER 20, 2016

1. **Bi-Monthly Financial Report for July/August 2016 (Consent Calendar)** (Budget/Finance)
Purpose: To provide a bi-monthly status report on actual revenues and expenditures as compared to the 2016-2017 Budget and financial results for the two months ending August 2016.
2. **Customer Call Handling Audit Recommendations Implementation Quarterly Status Report** (Information Technology)
Purpose: To provide a quarterly status report on the implementation of the Customer Call Handling Audit recommendations.
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 Emergency Vehicle Preemption Service at Signalized Intersections Workplan** (Fire/Transportation)
Purpose: To provide a workplan on the implementation of emergency vehicle preemption service at all signalized intersections to help improve response times to fire and medical emergencies.

NOVEMBER 17, 2016

1. **First Quarter Financial Reports for Fiscal Year 2016-2017 (Consent Calendar)** (Finance)
Purpose: To provide first quarter (period ending September 30, 2016) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
2. **Fire Department Emergency Response Times Performance Monthly Report** (Fire)
Purpose: To provide a verbal monthly report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies.
3. **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 staffing, recruiting and hiring, crime statistics, violent crimes, violent gang related incidents, burglaries, truancy abatement/burglary suppression, and other operations and performance matters, as needed.

- 4. 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 2015-2016.
- 5. Workers' Compensation Program Semi-Annual Report (Human Resources)**
Purpose: To provide a semi-annual report on the City's efforts to reduce workers' compensation costs and claims for the Workers' Compensation Program through the end of 2015-2016.
- 6. 2017 Legislative Guiding Principles (City Manager – Intergovernmental Relations)**
Purpose: To review the draft 2017 Legislative Guiding Principles with focus on the Public Safety, Finance and Strategic Support City Service Area.
- 7. 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 Area.

DECEMBER 15, 2016

Note: Due to the December 2016 City Council calendar, the Comprehensive Annual Financial Report (CAFR), the External Auditor's Reports and the Comprehensive Annual Debt Report (CADR) that are normally heard by the Public Safety, Finance, and Strategic Support Committee in December will instead this year be agendized for the December 13, 2016 City Council Meeting.

- 1. Bi-Monthly Financial Report for September/October 2016 (Consent Calendar)**
(Budget/Finance)
Purpose: To provide a bi-monthly status report on actual revenues and expenditures as compared to the 2016-2017 Budget and financial results for the four months ending October 2016.
- 2. Fire Department Emergency Response Times Performance Monthly Report (Fire)**
Purpose: To provide a verbal monthly report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies.
- 3. 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 2015-2016.
- 4. Anti-Graffiti and Anti-Litter Programs Annual Report (Parks, Recreation and Neighborhood Services)**
Purpose: To provide the 2015-2016 Annual Report on the Anti-Graffiti and Anti-Litter Programs.