



# Memorandum

## WORKPLAN CONTENTS

### **PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT COMMITTEE WORKPLAN**

**January 2019 - June 2019**

#### **COMMITTEE MEMBERS:**

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

#### **STAFF:**

JENNIFER A. MAGUIRE, 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 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. Police Department Secondary Employment Audit Recommendations.** (Police)  
**Purpose:** To provide a status report on the implementation of the Police Department Secondary Employment Audit recommendations.
- 3. 911-311 Call Answering Audit Report.** (City Auditor)  
**Purpose:** To provide a report on the 911-311 Call Answering Audit.

4. **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.
5. **City of San José's Investment Policy.** (Finance)  
**Purpose:** To provide a review of the City of San José's Investment Policy.
6. **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. **Employee Travel Management and Cost Savings.** (Finance/Information Technology)  
**Purpose:** To provide a report on whether an online platform for employee travel would result in more effective travel management and cost savings and what, if any, budgetary resources would be required for implementation.
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 by focusing on wellness, health, and safety through the first half of 2018-2019.
6. **Employee Benefit Funds Audit Report.** (City Auditor)  
**Purpose:** To provide a report on the Employee Benefit Funds Audit.

**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. **State of California Gaming Regulation Status Report.** (Police)  
**Purpose:** To provide a status report on the current state of gaming in California and possible changes to the State of California’s regulation of gaming in the near future, based on discussions with the State of California, specifically the Bureau of Gambling Control, California Gambling Control Commission, Governor’s Office, and Legislature.
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 Audit Report.** (City Auditor)  
**Purpose:** To provide a report on the Mayor’s Gang Prevention Task Force’s Bringing Everyone’s Strengths Together Audit.
6. **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. **City Council Policy Priority #17: School Crossing Guard Innovative Hiring Strategies.** (Police)  
**Purpose:** To provide a follow-up report on the implementation of the City Council Policy Priority #17: Develop Innovative Strategies to Hire School Crossing Guards, with a focus on information regarding the alignment of School Crossing Guard Program staffing needs and the program’s budgetary allocation, without a degradation in services.
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.