



Memorandum

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE, AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
August 2019 - June 2020**

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
TONI TABER, CITY CLERK

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 2019 WORKPLAN ITEMS:

AUGUST 15, 2019 (Wing Rooms W118-120) SPECIAL MEETING LOCATION

- 1. Fourth Quarter Financial Reports for Fiscal Year 2018-2019.** (Finance)
Purpose: Provide fourth quarter (period ending June 30, 2019) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
- 2. Fireworks Ordinance Workplan Status Report.** (Fire)
Purpose: Provide a status report on the implementation of the Fireworks Ordinance Workplan Post-Fourth of July 2019.
- 3. Office of Emergency Management Workplan Priorities Annual Report.** (City Manager-Emergency Management)
Purpose: Provide an annual report on the City Manager’s Office of Emergency Management workplan priorities for 2019-2020.

- 4. Form 700 Filings Audit Report.** (City Auditor)
Purpose: Provide a report on the Form 700 Filings Audit.

SEPTEMBER 19, 2019

- 1. Police Department Operations and Performance Bi-Monthly Status Report.** (Police)
Purpose: 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 Recruitment Activity Annual Report.** (Police)
Purpose: Provide an annual report on Police Department recruitment activity, with a focus on both sworn and communications personnel, including recruiting and hiring expenditures, communication/marketing activities, marketing and outreach data analysis, academy entrants data analysis, resignation data analysis, and diverse applicant pool applications/hiring efforts for 2018-2019.
- 3. Cardroom Compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program) Annual Report.** (Police)
Purpose: Provide an annual report on cardroom compliance with Title 16 of the San José Municipal Code (Gaming Control Regulatory Program) for 2018-2019.
- 4. Impact of Cardroom Gambling on Crime Annual Report.** (Police)
Purpose: Provide an annual report on the impact of cardroom gambling on crime in the San José metropolitan area for 2018-2019.
- 5. Procurement Card Expenditures Audit Report.** (City Auditor)
Purpose: Provide a report on the Procurement Card Expenditures Audit.

OCTOBER 24, 2019 SPECIAL MEETING DATE

- 1. Bi-Monthly Financial Report for July/August 2019. (Consent Calendar)** (City Manager – Budget/Finance)
Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2019-2020 Budget for the two months ending August 2019.
- 2. Personal Care Business Compliance Initiative Follow-Up Report.** (Police)
Purpose: Provide a follow-up report on the Personal Care Business Compliance Initiative with respect to progress of enacted massage parlor best practice interventions for human trafficking survivors.
- 3. Fire Department Emergency Response Times Performance Semi-Annual Report.** (Fire)
Purpose: Provide a semi-annual report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies through the end of 2018-2019.

4. **Park Ranger Program Annual Report.** (Parks, Recreation and Neighborhood Services)
Purpose: Provide an annual report on the Park Ranger Program for 2018-2019.
5. **Workers' Compensation Program Semi-Annual Report. (Human Resources)**
Purpose: 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 end of 2018-2019.

NOVEMBER 21, 2019

1. **First Quarter Financial Reports for Fiscal Year 2018-2019. (Consent Calendar)** (Finance)
Purpose: Provide first quarter (period ending September 30, 2019) 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: 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: Provide an annual report on the City's efforts related to domestic violence prevention and awareness, including information 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.
4. **Comprehensive Annual Financial Report.** (Finance)
Purpose: Provide the Comprehensive Annual Financial Report (CAFR) for the City of San José for Fiscal Year ended June 30, 2019.
5. **External Auditor's Reports.** (Finance)
Purpose: Provide the Single Audit Report for the Basic Financial Statements with Federal and Airport Compliance Sections for the Fiscal Year Ended June 30, 2019, and the External Auditor's Report to Management addressed to the Public Safety, Finance, and Strategic Support Committee for Fiscal Year Ended June 2019.
6. **Comprehensive Annual Debt Report.** (Finance)
Purpose: Provide the Comprehensive Annual Debt Report (CADR) for the City of San José for Fiscal Year ended June 30, 2019.

DECEMBER 12, 2019 (9:30 am) SPECIAL MEETING DATE/TIME

1. **Bi-Monthly Financial Report for September/October 2019. (Consent Calendar)** (City Manager – Budget/Finance)
Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2019-2020 Budget for the four months ending October 2019.
2. **Public Safety Communications Interoperability Annual Report.** (Police)
Purpose: Provide an annual report on public safety communications and data systems that promote interoperability for first responders in San José and the Bay Area.
3. **Retirement Plans Investments Annual Report.** (Retirement)
Purpose: 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 2018-2019.
4. **Mayor's Gang Prevention Task Force Audit Implementation Status Report.** (Parks, Recreation and Neighborhood Services)
Purpose: Provide an implementation status report on the Mayor's Gang Prevention Task Force (MGPTF) Audit, including an update on the implementation of audit recommendations, formalizing the Police Department's role of providing violent and gang-related crime data annually to the Public Safety, Finance, and Strategic Support Committee and the MGPTF Technical and Policy Teams, feasibility of segmenting future grants by target population profile to ensure that each segment has sufficient target services provided, and discussion of MGPTF name change.

DRAFT JANUARY THROUGH JUNE 2020 WORKPLAN ITEMS:

JANUARY 16, 2020 – MEETING CANCELLED

FEBRUARY 20, 2020

1. **Police Department Operations and Performance Bi-Monthly Status Report.** (Police)
Purpose: 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. **9-1-1 and 3-1-1 Audit Recommendations Status Report.** (Police, Fire, Information Technology)
Purpose: Provide a status report on the implementation of the 9-1-1 and 3-1-1 Audit recommendations.
3. **Second Quarter Financial Reports for Fiscal Year 2019-2020.** (Finance)
Purpose: Provide second quarter (period ending December 31, 2019) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.
4. **City of San José's Investment Policy.** (Finance)
Purpose: Provide a review of the City of San José's Investment Policy.
5. **Smart City Roadmap: Safe City Strategy Status Report.** (City Manager – Civic Innovation)
Purpose: Provide a status report on the Smart City 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 19, 2020

1. **Sexual Assaults Education and Training Program Report.** (Police)
Purpose: 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. **Fire Department Call Volume Report.** (Fire)
Purpose: Provide a report on Fire Department call volumes, including opportunities to triage calls for service so that departmental resources can be maximized to life-saving and fire mitigation calls.
3. **Regional Dispatch Center Feasibility Study Status Report.** (Fire)
Purpose: 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. Workers' Compensation Program Semi-Annual Report. (Human Resources)

Purpose: 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 2019-2020.

APRIL 16, 2020

1. Bi-Monthly Financial Report for January/February 2020. (Consent Calendar) (City Manager – Budget/Finance)

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2019-2020 Budget for the eight months ending February 2020.

2. Fire Department Emergency Response Times Performance Semi-Annual Report. (Fire)

Purpose: Provide a semi-annual report on Fire Department emergency response times performance metrics and progress on response time performance improvement strategies through the first half of 2019-2020.

3. Police Department Operations and Performance Bi-Monthly Status Report. (Police)

Purpose: 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, with a focus on violent and gang-related crime data by Mayor's Gang Prevention Task Force hotspots and emerging hotspots.

4. 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: Provide an annual report on the Mayor's Gang Prevention Task Force (MGPTF)'s Bringing Everyone's Strengths Together and Safe Summer Initiative Grant Programs for 2018-2019, including an update on the implementation of the MGPTF audit recommendations.

MAY 21, 2020

1. Third Quarter Financial Reports for Fiscal Year 2019-2020. (Consent Calendar) (Finance)

Purpose: Provide third quarter (period ending March 31, 2020) financial reports in the areas of Debt Management, Investment Management, and Revenue Collection.

2. City of San José Disaster Resiliency Annual Report. (City Manager – Emergency Management)

Purpose: Provide an annual report on the City of San José's community resiliency in responding to disasters.

JUNE 18, 2020

1. **Bi-Monthly Financial Report for March/April 2020. (Consent Calendar)** (City Manager – Budget/Finance)

Purpose: Provide a Bi-Monthly Financial Report on actual revenues and expenditures as compared to the 2019-2020 Budget for the ten months ending April 2020.

2. **Police Department Operations and Performance Bi-Monthly Status Report.** (Police)

Purpose: 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.

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