

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
August - December 2012**

COMMITTEE MEMBERS:

PETE CONSTANT, CHAIR
MADISON NGUYEN, VICE-CHAIR
KANSEN CHU, MEMBER
PIERLUIGI OLIVERIO, MEMBER

STAFF:

ALEX GURZA, CITY MANAGER'S OFFICE
DANIELLE KENEALEY, CITY ATTORNEY'S OFFICE
ARMANDO GOMEZ, MAYOR'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 16, 2012

1. Police Department's Report on Operations and Performance (Police)

Purpose: Update Committee on Policing Issues.

2. Police Department's Report on Burglary and other significantly increasing Major Crimes (designated as "Part 1" crimes by the FBI) (Police)

(a) Report on burglary and other significantly increasing Part 1 crimes; and rates by Council District for the year to date, compared to last year.

(b) Report on what the planned staffing levels, Council District by Council District, are in comparison to actual staffing levels post-shift. Report on what criteria is used to pull staff from one area of the city to support another area of the city.

(c) Report on the actions taken to date by the San Jose Police Department to deal with rising burglary rates.

(d) Identify additional steps that could be taken by the San Jose Police Department to respond when spikes in burglaries occur in neighborhoods.

(e) Issue regular reports on communication of crime prevention efforts made to residents by Police Officers.

Purpose: Provide a report on Burglary and other significantly increasing Major Crimes (designated as "Part 1" crimes by the FBI).

3. Interoperability Report on Public Safety Projects (City Manager/Mayor's Office)

Purpose: Provides a summary of staff activities related to Public Safety Interoperability effort.

4. Monthly Report on Public Safety Communications Initiatives (Police/Fire)

Purpose: To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.

5. Fourth Quarter Financial Reports for Fiscal Year 2011-2012 (Finance)

(a) Fourth Quarter Debt Report

Purpose: Focuses on Debt Issuance and Debt Management Activities.

(b) Fourth Quarter Investment Report (Presentation)

Purpose: Compliance Reporting Requirements; Investment Trading Activity; and Investment Strategy Pursuant to the Requirements of the Council Adopted Investment Policy.

(c) Fourth Quarter Revenue Collection Report

Purpose: Focuses on the Revenue Collection Efforts of Business Tax, Accounts Receivable, Revenue Compliance/Monitoring, and Identifies Uncollectable Debt to be Written Off.

6. Annual Review and Proposed Amendments of the City's Investment Policy (Finance)
Purpose: To review with the Committee any potential changes needed in the City's Investment Policy.

7. Monthly Report of Activities (City Auditor)
Purpose: Status report on Auditor's Monthly Activities.

8. Monthly Workers' Compensation Reform Report (Human Resources)
Purpose: Provide a status report on the City's efforts to reduce workers' compensation costs and claims.

9. Report on City Hall Events Catering RFP and City Hall Plaza Ordinance (Public Works)
Purpose: Provide a status report on pursuing a contractor to manage public catered events at City Hall and changes to the Plaza Ordinance to address experiences with events and demonstrations.

10. Team San Jose Quarterly Performance and Incentive Measure Report (Team San Jose)
Purpose: Quarterly report on performance measure results.

SEPTEMBER 20, 2012

1. Monthly Report on Public Safety Communications Initiatives (Police/Fire)
Purpose: To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.

2. Report on Burglary Rates by Council District for the Year to Date, Compared to Last Year (Police)
Purpose: Provide a report on Burglary Rates by Council District for the Year to Date, compared to last year.

3. Monthly Report of Activities (City Auditor)
Purpose: Status report on Auditor's Monthly Activities.

4. Recycle Plus Billing Options (Finance/ESD/IT)
Purpose: To provide the Committee with an update and seek direction on the recommended strategy to implement the Recycle Plus Billing Transition.

5. **Quarterly Report on Workers' Compensation Program** (Human Resources)
Purpose: Inform the Committee of workers' compensation costs and claims and to raise the visibility and accountability for controlling costs and claims as recommended by the City Auditor's Workers' Compensation Audit Report.
6. **Workers' Compensation Reform Report** (Human Resources)
Purpose: Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
7. **Report on Key Legislative Items** (Intergovernmental Relations)
Purpose: Report on State legislation focusing on the Public Safety, Finance and Strategic Support City Service Areas.

OCTOBER 18, 2012

1. **Police Department's Report on Operations and Performance** (Police)
Purpose: Update Committee on Policing Issues.
2. **Monthly Report on Public Safety Communications Initiatives** (Police/Fire)
Purpose: To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.
3. **Update Body Camera Pilot Project for San José Police Department Patrol Officers** (Police)
Purpose: Provide a status report on the pilot project to utilize and fund body cameras for San Jose Police Department Patrol Officers.
4. **Report on Burglary Rates by Council District for the Year to Date, Compared to Last Year** (Police)
Purpose: Provide a report on Burglary Rates by Council District for the Year to Date, compared to last year.
5. **Bi-Monthly Financial Report** (Budget)
Purpose: Summarizes the City's budget and financial status.
6. **Review of Relevant 2013 Legislative Guiding Principles** (Intergovernmental Relations)
Purpose: To review relevant 2013 Legislative Guiding Principles focusing on the Public Safety, Finance and Strategic Support City Service Areas.
7. **Semi-Annual Recommendation Follow-up Report on all Outstanding Audit** (City Auditor)
Purpose: Status of open recommendations on outstanding audit recommendations.
8. **Monthly Report of Activities** (City Auditor)
Purpose: Status report on Auditor's Monthly Activities.
9. **Workers' Compensation Reform Report** (Human Resources)

Purpose: Provide a status report on the City's efforts to reduce workers' compensation costs and claims.

NOVEMBER 15, 2012

1. **Monthly Report on Public Safety Communications Initiatives** (Police/Fire)
Purpose: To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.
2. **Report on Burglary Rates by Council District for the Year to Date, Compared to Last Year** (Police)
Purpose: Provide a report on Burglary Rates by Council District for the Year to Date, compared to last year.
3. **First Quarter Financial Reports for Fiscal Year 2012-2013** (Finance)
 - (a) First Quarter Debt Report
Purpose: Focuses on Debt Issuance and Debt Management Activities.
 - (b) First Quarter Investment Report
Purpose: Compliance Reporting Requirements; Investment Trading Activity; and Investment Strategy Pursuant to the Requirements of the Council Adopted Investment Policy.
 - (c) First Quarter Revenue Collection Report
Purpose: Focuses on the Revenue Collection Efforts of Business Tax, Accounts Receivable, Revenue Compliance/Monitoring, and Identifies Uncollectable Debt to be Written Off.
4. **Team San Jose Quarterly Performance and Incentive Measure Report**
(Team San Jose)
Purpose: Quarterly report on performance measure results.
5. **Monthly Report of Activities** (City Auditor)
Purpose: Status report on Auditor's Monthly Activities.
6. **Workers' Compensation Reform Report** (Human Resources)
Purpose: Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
7. **Comprehensive Annual Financial Report (CAFR)** (Finance)
Purpose: Contains audited financial statements covering fiscal year 2011-2012.
8. **Comprehensive Annual Debt Report (CADR)** (Finance)
Purpose: Contains Debt Issuance and Debt Management activities.

DECEMBER 20, 2012

1. **Quarterly Status Report on Consortium for Police Leadership in Equity (CPLE)** (Police)
Purpose: Status report on racial and gender equity in policing.
2. **Police Department's Report on Operations and Performance** (Police)
Purpose: Update Committee on Policing Issues.
3. **Report on Burglary Rates by Council District for the Year to Date, Compared to Last Year** (Police)
Purpose: Provide a report on Burglary Rates by Council District for the Year to Date, compared to last year.
4. **Monthly Report on Public Safety Communications Initiatives** (Police/Fire)
Purpose: To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.
5. **Bi-Monthly Financial Report** (Budget)
Purpose: Summarizes the City's budget and financial status.
6. **Report on Retirement Plans' Investments** (Retirement)
Purpose: Report on the City's Retirement Plans' Investments.
7. **Monthly Report of Activities** (City Auditor)
Purpose: Status report on Auditor's Monthly Activities.
8. **Workers' Compensation Reform Report** (Human Resources)
Purpose: Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
9. **Preventive Maintenance Program Report** (Public Works)
Purpose: Report on the status of the facility Preventive Maintenance program funded for fiscal year 2012-13 and the outlook moving forward.

NOTE: The PSFSS Workplan will allow any audits on the City Auditor's Workplan that are completed during this six-month cycle to be added to the PSFSS Committee agenda.