



# Memorandum

**TO: RULES & OPEN GOVERNMENT  
COMMITTEE**

**FROM: Mayor Chuck Reed  
Pete Constant, Chair**

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

**DATE: July 20, 2011**

Approved

Date:

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## RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period August through December 2011 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in the City Council Chambers, or as noticed below.

## WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT  
COMMITTEE WORKPLAN  
August - December 2011**

### **COMMITTEE MEMBERS:**

Pete Constant, Chair  
Madison Nguyen, Vice Chair  
Kansen Chu, Member  
Pierluigi Oliverio, Member

### **STAFF:**

Alex Gurza, City Manager's Office  
Armando Gomez, Mayor's Office  
Danielle Kenealey, City Attorney's Office  
Abe Andrade, Redevelopment Agency

### **MISSION STATEMENT:**

To effectively develop, manage and safeguard to 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.

**RULES AND OPEN GOVERNMENT COMMITTEE**

Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 2 of 7

**AUGUST 18, 2011**

1. **Redevelopment Agency Monthly Financial Statements, Capital Cost, Cash Flow Projections**  
**PURPOSE:** *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*
2. **Bi-Monthly Financial Report.**  
**PURPOSE:** *Summarizes the City's financial status.*
3. **FY 2010-2011 Independent Auditor's Reports**  
**Recommendation:**  
**PURPOSE:** *Provide an independent report on the City's financial management.*
4. **Report on Key Legislative Items**  
**PURPOSE:** *Report on State Legislation focusing on public safety and strategic services.*
5. **Fiscal Year 2010-2011 Fourth Quarter Financial Reports**
  - (a) Fourth Quarter Debt Report.  
**PURPOSE:** *Focuses on Debt Issuance and Debt Management Activities.*
  - (b) Fourth Quarter Investment Portfolio Statistics and Performance.  
**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 Strategic Plan Report.  
**PURPOSE:** *Focuses on the Revenue Management Sections of Business Tax, Accounts Receivable, and Revenue Compliance/Monitoring.*  
(Finance)
6. **Annual Review and Proposed Amendments of the City's Investment Policy**  
**PURPOSE:** *To review with the Committee any potential changes needed in the City's Investment Policy.*
7. **Police Department's Report on Operations and Performance**  
**PURPOSE:** *Update Committee on Policing Issues.*
8. **Monthly Report of Activities**  
**PURPOSE:** *Status Report of Auditor's Monthly Activities.*
9. **City Auditor's Audit(s) Placeholder**
10. **Monthly Report on Bay Area Regional Interoperable Communications System (BayRICS)**  
**VERBAL PRESENTATION**  
**PURPOSE:** *To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.*

**RULES AND OPEN GOVERNMENT COMMITTEE**

**Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan**

Page 3 of 7

- 11. Report on Community Development Block Grant (CDBG) Funds (Housing) (MBM Referral)**  
**PURPOSE:** *Report out on CDBG Funds.*

**SEPTEMBER 15, 2011**

- 1. Redevelopment Agency Monthly Financial Reports**  
**PURPOSE:** *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*
- 2. Quarterly Status Report on Consortium for Police Leadership in Equity (CPLE)**  
**PURPOSE:** *Status report on racial and gender equity in policing.*
- 3. Team San Jose Quarterly Performance and Incentive Measure Report**  
**PURPOSE:** *Quarterly report on performance measure results.*
- 4. Report on Workers' Compensation Program Reform (CMO) (MBM Referral)**  
**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.*
- 5. Monthly Report of Activities**  
**PURPOSE:** *Status Report of Auditor's Monthly Activities.*
- 6. City Auditor's Audit(s) Placeholder**
- 7. Title 16 Changes**  
**PURPOSE:** *Update and discussion on Title 16 amendments.*
- 8. City Manager's Plan for Maximizing Officers on Patrol**  
**PURPOSE:** *Provide initial comments and ideas for consideration in the City Manager's Plan for Maximizing Officer's on Patrol*
- 9. Monthly Report on Bay Area Regional Interoperable Communications System (BayRICS)**  
**VERBAL PRESENTATION**  
**PURPOSE:** *To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.*
- 10. Report on 1% Public Art Fund (OED) (MBM Referral)**  
**PURPOSE:** *Report out on the 1% Public Art Fund.*

**RULES AND OPEN GOVERNMENT COMMITTEE**

Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 4 of 7

**OCTOBER 20, 2011**

1. **Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)**  
**PURPOSE:** *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*
2. **Bi-Monthly Financial Report.**  
**PURPOSE:** *Summarizes the City's financial status.*
3. **Review of Relevant 2012 Legislative Guiding Principles**  
**PURPOSE:** *Legislation Guiding Principles focusing on Public Safety and Strategic Support.*
4. **Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations**  
**PURPOSE:** *Status of open recommendations on outstanding audit recommendations.*
5. **Police Department's Report on Operations and Performance**  
**PURPOSE:** *Update Committee on Policing Issues.*
6. **Quarterly Report on the Marijuana Business Tax and Medical Marijuana Regulatory Program.**  
**PURPOSE:** *Provide Quarterly Report on the Marijuana Business Tax and Medical Marijuana Regulatory Program.*
7. **Comprehensive Annual Financial Report (CAFR)**  
**PURPOSE:** *Contains audited financial statements for the fiscal year.*
8. **Comprehensive Annual Debt Report (CADR)**  
**PURPOSE:** *Contains Debt Issuance and Debt Management activities.*
9. **Monthly Report of Activities**  
**PURPOSE:** *Status Report of Auditor's Monthly Activities.*
9. **City Auditor's Audit(s) Placeholder**
10. **Monthly Report on Bay Area Regional Interoperable Communications System (BayRICS)**  
**VERBAL PRESENTATION**  
**PURPOSE:** *To develop the systems and other communications and data system projects that promote interoperability in the Bay Area.*
11. **Airport Police Services Alternative Service Delivery Discussion**  
**PURPOSE:** *Review and discuss hybrid service delivery alternatives for Police Services at the Airport.*

**RULES AND OPEN GOVERNMENT COMMITTEE**

Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 5 of 7

**12. Report on 1% Public Art Fund**

**(OED) (MBM Referral)**

**PURPOSE:** *Report out on the 1% Public Art Fund.*

**13. Report on Domestic Violence Prevention Program (CMO)**

**PURPOSE:** *Report out on Domestic Violence Prevention Program.*

**NOVEMBER 17, 2011**

**1. Redevelopment Agency Monthly Financial Reports**

**PURPOSE:** *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

**2. Quarterly Status Report on Consortium for Police Leadership in Equity (CPLE)**

**PURPOSE:** *Status report on racial and gender equity in policing.*

**3. Audit of Hayes Mansion FY 2010-2011**

**PURPOSE:** *Report on Internal Controls, Financial Results, and Compliance Requirements in accordance with the Management Agreement.*

**4. Fiscal Year 2011-2012 First Quarter Financial Reports**

(a) First Quarter Debt Report.

**PURPOSE:** *Focuses on Debt Issuance and Debt Management Activities.*

(b) First Quarter Investment Portfolio Statistics and Performance.

**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 Strategic Plan Report.

**PURPOSE:** *Focuses on the Revenue Management Sections of Business Tax, Accounts Receivable, and Revenue Compliance/Monitoring.*

**5. Audit of San Jose Convention Center and Cultural Facilities FY 2010-2011**

**PURPOSE:** *Report on Financial Results in accordance with the Management Agreement.*

**6. Monthly Report of Activities**

**PURPOSE:** *Status Report of Auditor's Monthly Activities.*

**7. Monthly Report on Bay Area Regional Interoperable Communications System (BayRICS)**

**VERBAL PRESENTATION**

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

**8. City Auditor's Audit(s) Placeholder**

**RULES AND OPEN GOVERNMENT COMMITTEE**

Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 6 of 7

**DECEMBER, 15, 2011**

1. **Redevelopment Agency Monthly Financial Reports**  
*PURPOSE: Current financial condition, with particular emphasis on inflows and outflows on spendable resources.*
2. **Team San Jose Quarterly 2010-2011 Performance and Incentive Measure Report**  
*PURPOSE: Quarterly report on performance measure results.*
3. **Bi-Monthly Financial Report for September-October**  
*PURPOSE: Summarizes the City's financial status.*
4. **Report on Workers' Compensation Program Reform (CMO) (MBM Referral)**  
*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.*
5. **Quarterly Report on Retirement Plans' Investments**  
*PURPOSE: Reporting on the City's Retirement Plans' Investments.*
6. **Police Department's Report on Operations and Performance**  
*PURPOSE: Update Committee on Policing Issues.*
7. **Quarterly Report on the Marijuana Business Tax and Medical Marijuana Regulatory Program.**  
*PURPOSE: Provide Quarterly Report on the Marijuana Business Tax and Medical Marijuana Regulatory Program.*
8. **Annual Report on Asset Management**  
*PURPOSE: Provide market rate financial terms, including the ending date of the term, expiration of automatic renewals and conditions of the renewal of month to month; and include the level of community usage.*
9. **Monthly Report of Activities**  
*PURPOSE: Status Report of Auditor's Monthly Activities.*
10. **City Auditor's Audit(s) Placeholder**
11. **City Manager's Plan for Maximizing Officers on Patrol**  
*PURPOSE: Review and discuss the City Manager's strategies including span of control, unit consolidations, use of collateral assignments for specialized units, command staff reorganization, and use of reserve and potential use of community service officers.*
12. **Monthly Report on Bay Area Regional Interoperable Communications System (BayRICS)**

**RULES AND OPEN GOVERNMENT COMMITTEE**

**Re: August-December, 2011 Public Safety, Finance and Strategic Support Committee Workplan**

Page 7 of 7

**VERBAL PRESENTATION**

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

**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.