



# Memorandum

**TO: RULES AND OPEN GOVERNMENT  
COMMITTEE**

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

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

**DATE: July 23, 2012**

Approved

Date:

7/24/12

Approved

Date: July 23, 2012

## RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support Committee workplan for the period August through December 2012 and setting its meeting schedule on the 3<sup>rd</sup> Thursday of each month at 1:30 p.m. in the City Council Chambers, or as noticed below.

**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. **Interoperability Report on Public Safety Projects (City Manager/Mayor's Office)**  
**Purpose:** Provides a summary of staff activities related to Public Safety Interoperability effort.
3. **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.
4. **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.
5. **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.
6. **Monthly Report of Activities (City Auditor)**  
**Purpose:** Status report on Auditor's Monthly Activities.
7. **Monthly Workers' Compensation Reform Report (Human Resources)**  
**Purpose:** Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
8. **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.
9. **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. **Monthly Report of Activities (City Auditor)**  
**Purpose:** Status report on Auditor's Monthly Activities.
3. **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.
4. **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.
5. **Workers' Compensation Reform Report (Human Resources)**  
**Purpose:** Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
6. **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. **Bi-Monthly Financial Report (Budget)**  
**Purpose:** Summarizes the City's budget and financial status.
5. **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.

6. **Semi-Annual Recommendation Follow-up Report on all Outstanding Audit** (City Auditor)  
**Purpose:** Status of open recommendations on outstanding audit recommendations.
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.

#### **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. **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.
3. **Team San Jose Quarterly Performance and Incentive Measure Report** (Team San Jose)  
**Purpose:** Quarterly report on performance measure results.
4. **Monthly Report of Activities** (City Auditor)  
**Purpose:** Status report on Auditor's Monthly Activities.
5. **Workers' Compensation Reform Report** (Human Resources)  
**Purpose:** Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
6. **Comprehensive Annual Financial Report (CAFR)** (Finance)  
**Purpose:** Contains audited financial statements covering fiscal year 2011-2012.
7. **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. **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.
4. **Bi-Monthly Financial Report** (Budget)  
**Purpose:** Summarizes the City's budget and financial status.
5. **Report on Retirement Plans' Investments** (Retirement)  
**Purpose:** Report on the City's Retirement Plans' Investments.
6. **Monthly Report of Activities** (City Auditor)  
**Purpose:** Status report on Auditor's Monthly Activities.
7. **Workers' Compensation Reform Report** (Human Resources)  
**Purpose:** Provide a status report on the City's efforts to reduce workers' compensation costs and claims.
8. **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.