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by City Manager's Office
Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Debra Figone

SUBJECT: CITY COUNCIL CANDIDATE
ORIENTATION MATERIALS

DATE: 03-26-10

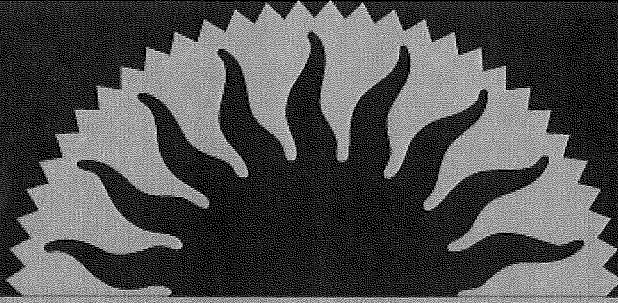
INFORMATION

The City Council Candidate Orientation for the candidates for Mayor and Districts 1,3,5,7, and 9 was held on March 24, 2010. The session consisted of introductory comments and brief overviews of the services provided by Council Appointees. The attached handout was provided to the candidates.

DEBRA FIGONE
City Manager

Attachment





CITY COUNCIL CANDIDATE ORIENTATION

City Manager's Office
March 24, 2010

CITY COUNCIL CANDIDATE ORIENTATION

200 East Santa Clara Street, 17th Floor
City Manager's Conference Room (1734)

March 24, 2010

5:30 PM

Welcome, Introductions & Overview

Debra Figone, City Manager

City Council Appointees

City Manager

Debra Figone

City Attorney

Rick Doyle

City Clerk

Lee Price

City Auditor

Sharon Erickson

Acting Independent Police Auditor

Shivaun Nurre

Executive Director, Redevelopment Agency

Harry Mavrogenes

OVERVIEW

The City of San José operates under the Council/Manager form of government, a system that combines the policy leadership of elected officials in the form of a city council, with the managerial expertise of an appointed city manager, supported by a professional staff.

The City Manager's Office is responsible for the day-to-day oversight and management of all 15 City departments, including: Police, Fire, Mineta San José International Airport, Public Works, Planning, Building and Code Enforcement, Environmental Services, Housing, San José Public Library and others, totaling approximately 6,600 employees. These departments are divided into the following City Service Areas (CSA's): Strategic Support Services, Community & Economic Development, Neighborhood Services, Transportation & Aviation Services, Environment and Utility Services and Public Safety Services. In addition, the City Manager's Office directs the development and implementation of the City's Operating and Capital Budgets, which combined, are estimated at roughly \$3 billion annually.

MISSION STATEMENT

To provide strategic leadership that supports the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community needs.

CORE SERVICES

Manage and Coordinate Citywide Service Delivery - Provide strategic direction and management for citywide operations and service delivery.

Analyze, Develop and Recommend Public Policy - Provide professional expertise and support to the City Council in the formulation, interpretation and application of public policy.

Lead and Advance the Organization - Advance organizational vision, determine accountability, set organizational goals, and build organizational capacity.

FUNCTIONS OF THE CITY MANAGER'S OFFICE

- Administration
- Agenda Services
- Budget
- Economic Development
- Employee Relations
- Intergovernmental Relations
- Communications
- Strong Neighborhood Initiative

Mission Statement

The Office of the City Attorney is committed to providing excellent legal services, consistent with the highest professional and ethical standards, to the City and Redevelopment Agency, with the goal of protecting and advancing their interests in serving the people of San Jose.

The City Attorney serves as legal counsel to the Mayor, City Council, Council Appointees, City Departments, and City boards and commissions. The City Attorney also serves as General Counsel to the Redevelopment Agency.

The primary functions of the City Attorney's Office are to provide legal transactional advice and legal representation. The Office has a diverse staff of professionals with the expertise to provide comprehensive legal services.

Legal transactional services involve providing oral and written legal counsel and advice, legal research, and preparation and review of ordinances, resolutions, permits, contracts, and other legal documents. The Office works in partnership with City and Agency officials and staff to achieve organizational goals in a legal, cost-effective and efficient manner. The City Attorney attends meetings of the City Council and Redevelopment Agency Board, and staff attorneys attend meetings of all major boards and commissions to provide legal counsel on issues before those bodies.

The purpose of legal representation is to advocate, defend, and prosecute matters on behalf of the City and Agency. This includes a wide variety of activities and objectives that collectively seek to protect the rights of the City and Agency, minimize civil liability, and advance community welfare. Legal representation services provided by the Office include: defense of lawsuits; general liability claims management; alternative dispute resolution; Workers' Compensation investigations and litigation; initiation of litigation; pursuit of obligations owed to the City or Agency; prosecution of Municipal Code violations; and pursuit of injunctions and civil penalties for general nuisance, gang and drug abatement, to promote safe communities.

As legal counsel for the tenth largest city in the United States, the City Attorney's Office produces an extremely high volume of legal work. Meeting this demand in a timely manner is accomplished through a team effort from the entire staff. The Office performs these services with very limited use of outside counsel.

The Office of the City Clerk provides strategic support services to the legislative body, facilitating interaction between the legislative process and the community. The Office also conducts elections for Mayor, City Council and various ballot measures. The duties of the Clerk are outlined in the City Charter, the California Government Code, the San José Municipal Code and the Council Policy Manual. All City departments contribute to the City Clerk's delivery of services to the community. The City Clerk's role in legislative and elective processes requires neutrality and independence as key qualities in conducting the business of the Office. In a political arena, the City Clerk is the non-political and objective component.

Core Service — Facilitate the City's legislative process

Internal Partners — Mayor and City Council; City departments; designated City employees; Commission members

External Partners — Public; media representatives; other governmental agencies; Mayor and Council candidates; Commission applicants; registered lobbyists; community groups; bidders and contractors

Key Services —

- Integrity of the City's legislative process is preserved and the process is readily accessible to the public.
- The City Council is effectively supported in making public policy decisions by the delivery of high quality legislative services.
- Elections are conducted in accordance with the City Charter and State Law for Mayor, Council Members and ballot measures.
- Recruitment and appointment processes for boards and commissions are administered.
- Staff Council Committees, Elections Commission, Civil Service Commission and the Council Salary Setting Commission.
- The Municipal Code, City Charter, Council Policy Manual and all documents presented to Council are indexed for storage and retrieval, published when appropriate and made available.
- Campaign finance, conflict of interests and registered lobbyist filings are reviewed and made available to the public.
- Bids are opened for construction projects citywide and contract documents are reviewed and processed.

Strategic goals and objectives —

- Deploy technology resources effectively
- Increase efficiency of service delivery
- Maintain high customer service

Organization —

- Administration & Elections
- Mayor/Council Office Support (Fiscal, Human Resources and Grants Management)
- Boards/Commissions
- Vital Records Management

OVERVIEW

With City of San José (City) and Redevelopment Agency operating and capital budgets of nearly \$4 billion a year, the members of the San José City Council need an effective means to monitor the use of tax dollars and City programs. As an independent audit function, the Office of the City Auditor plays an important role in the oversight process. Findings and recommendations developed through the audit process have helped save tax dollars, increase revenues, and improve the management of City programs. Our independent reviews have served as an important, objective information source for the City Council, City management, and the general public.

MISSION STATEMENT

To independently assess and report on City operations and services.

CORE SERVICES

Audit Services - To identify ways to increase the economy, efficiency, effectiveness, and accountability of City government and provide independent, reliable, accurate, and timely information to the City Council and other stakeholders.

BENEFITS TO THE CITY OF SAN JOSÉ

The City Auditor's expanded audit approach has benefited the City of San José in a variety of ways. Some audits have resulted in recommendations to reduce costs or increase revenues. Other audits have resulted in recommendations to increase effectiveness, use resources more efficiently, and improve internal controls, or provided objective, timely information to the City Council, City Administration, and the public.

Audits issued so far this fiscal year include Animal Care and Services, Pensionable Earnings, Team San Jose, Cash Handling, and Civilianization Opportunities in the Police Department. In January 2010, the Office issued the second annual Service Efforts and Accomplishments Report summarizing cost, workload, and performance data for City services, including 5-year historical trends, comparisons to targets and other cities, and the results of the biennial survey asking residents to rate the quality of City services.

Copies of audit reports are available from the Auditor's Office or online at www.sanjoseca.gov/auditor.

COST SAVINGS AND INCREASED REVENUES

A principal objective of the Auditor's Office is to identify \$4 in savings or increased revenues for every \$1 of audit cost. In 2008-09, the Office identified about \$7.4 million in cost savings and revenue enhancements, achieving a ratio of about \$3 to \$1.

OFFICE OF THE INDEPENDENT POLICE AUDITOR

SHIVAUN NURRE, ACTING INDEPENDENT POLICE AUDITOR

Office of the Independent Police Auditor

The San José City Council passed the ordinance to establish the Office of the Independent Police Auditor in 1993. The IPA was created to provide civilian oversight of the citizen complaint process and to make policy recommendations to the San José Police Department (SJPD). In response to a grassroots effort to establish oversight in San José, and increased awareness following the Rodney King incident, the City Council took a unique approach to oversight and established the Office of the Independent Police Auditor.

In 1996, San José residents voted to amend the City Charter to make the IPA a permanent branch of city government. The change to the City Charter also directed the City Council to appoint the Police Auditor to serve four-year terms and established that the midterm removal of the Police Auditor requires a vote of at least ten of the eleven City Council members. In the last few years the IPA gained the authority to respond to officer-involved shootings and to participate on the SJPD's shooting review panels.

Independence of the Police Auditor

The IPA is established as an independent body as set forth in Title 8 of the San José Municipal Code, Section 8.04.020, A and B:

- Police Auditor shall, at all times, be totally independent, and requests for further investigations, recommendations, and reports shall reflect the views of the Police Auditor alone.
- No person shall attempt to undermine the independence of the Police Auditor in the performance of the duties and responsibilities set forth in Section 8.04.010.

Reporting Requirements

The IPA reports are prepared on an annual basis pursuant to the requirements of the San José Municipal Code Section 8.04.101 (D). This section states that the report of the IPA shall:

- Include a statistical analysis documenting the number of complaints by category, the number of complaints sustained, and the actions taken;
- Analyze trends and patterns;
- Make policy recommendations.

Functions of the Independent Police Auditor

The mission of the IPA is to provide independent review of the citizen complaint process, thereby ensuring increased accountability by the San José Police Department. The primary functions of the IPA are:

- To serve as an alternative location for citizens to file a complaint against a San José police officer;
- To monitor and audit SJPD complaint investigations to ensure they are thorough, objective, and fair;
- To conduct community outreach and provide information about the services the office provides to the community;
- To make recommendations to enhance and improve policies and procedures of the SJPD;
- To respond to the scene of and review officer-involved shooting investigations

Providing policy recommendations is an important function because such recommendations have an on-going effect. In past years the IPA recommended that SJPD establish a written TASER policy and expand its "shooting at moving vehicles" policy.

OVERVIEW

The San Jose Redevelopment Agency (SJRA) is dedicated to improving the quality of life for all who live and work in San Jose. The SJRA partners with the City of San Jose, neighborhoods, businesses, non-profit organizations and public and private agencies to facilitate and implement a comprehensive program encompassing mixed-use, high-quality development to revitalize the City's Downtown, Neighborhoods, and Industrial areas. The SJRA is governed by the elected City Council, who serves as the Redevelopment Agency Board.

Through a balanced series of investments and initiatives, the SJRA builds affordable housing citywide, strengthens neighborhoods and communities, upgrades transportation systems, restores historic buildings, rejuvenates neighborhoods business districts, develops needed infrastructure, and facilitates private development and investment in market rate housing, hotels, office and retail.

Since 1977, the SJRA has invested more than \$2.5 billion throughout San Jose, including \$1.8 billion in the Downtown, \$355 million in neighborhood improvements, and \$300 million in technology parks.

MISSION STATEMENT

The mission of the San Jose Redevelopment Agency is to promote and collaborate on the sound development and redevelopment of blighted areas by revitalizing the physical, economic, and social conditions to support the general welfare and enhance the quality of life in the community.

CORE SERVICES

- Enhance the Quality and Supply of the City's Housing Stock
- Initiate and Facilitate Private Development
- Initiate and Facilitate Public Facilities and Spaces
- Promote and Implement Neighborhood Improvement Strategies

SJRA PARTNERSHIPS

- Created 100,000 or more permanent jobs, approximately 30 % of San Jose jobs.
- Produced more than 11,000 units of affordable housing, more than any other city in California.
- Built more than 9,000 market rate homes in San Jose neighborhoods and downtown.
- Enabled San Jose to be the Capital of Silicon Valley by providing the necessary infrastructure in technology parks, which is currently home to more than 2,700 companies with more than 80,000 employees.
- Launched the largest neighborhood revitalization program in the City's history—the Strong Neighborhoods Initiative (SNI)—improving 19 neighborhoods throughout San Jose and connecting more than 237,000 residents to City and social services.