











below includes additional information beyond what is legally required by the City Code provisions cited above. Staff propose that the FY20 annual report includes the following:

- 1) **Report transmittal memo from CAB to the City Manager.** This transmittal memo would be written by the CAB
- 2) **Background narrative about the Community Safety Initiative.** This section would include background information about the CSI including the following:
  - Community Safety Initiative background/history;
  - Payroll Tax ordinance provisions;
  - City Charter amendments pertaining to the Community Safety payroll tax;
  - Community Safety Initiative outcomes;
  - Glossary of key terms.
- 3) **FY20 financial report.** This section would include Community Safety Fund FY20 statement of revenues and expenditures and would include information about recession impact on the Community Safety Fund and FY20 budget reductions.
- 4) **CSI strategy pages.** In a fashion similar to [the Street Repair Review Panel report](#), this section would contain a separate page for each CSI strategy implemented in FY20 and could include the following information:
  - Title and description of each CSI strategy.
  - FY20 budget and actual expenditures and FTE(s).
  - Key program accomplishments in FY20.
  - Impact of Covid-19 pandemic and recession on CSI strategies implementation.
  - Photos of activities/events related to implementation of this CSI strategy.
- 5) **CSI survey and community engagement.** This section would provide a high-level update on the recent work pertaining to the CSI community survey and CSI community engagement efforts to review proposed CSI funding.

CAB members are encouraged to provide staff with feedback on the annual report contents proposed above. Staff anticipate completion of the draft Community Safety annual report over the next several months.

CC: Community Safety Policy Team  
Community Safety Steering Committee