



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

**FROM: Mayor Chuck Reed
Chair Madison Nguyen**

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

DATE: June 19, 2009

Approved

Madison Nguyen

Date

6/18/09

RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period August through December 2009 and setting its meeting schedule on the third Thursday of each month at 1:30 p.m. in Committee Room W118-119, or as noticed below.

WORKPLAN CONTENTS

**PUBLIC SAFETY, FINANCE AND STRATEGIC SUPPORT
COMMITTEE WORKPLAN
August - December 2009**

COMMITTEE MEMBERS:

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

STAFF:

Deanna Santana, City Manager's Office
Armando Gomez, Mayor's Office
Danielle Kenealey, City Attorney's Office
David Baum, 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.

MEETING SCHEDULE:

Third Thursday of each month at 1:30 p.m. in Council Committee Rooms. If the Committee needs to meet more than monthly, a draft agenda will be presented to the Rules Committee for approval and with sufficient time to distribute the Committee Agenda packet for public review.

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Re: August-December 2009 Public Safety, Finance and Strategic Support Committee Workplan

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August 20

1. Report on Key Legislative Items (Intergovernmental Relations)
Report on State Legislation focusing on public safety and strategic services.
2. Fourth Quarter Debt Report (Finance)
Report on Fourth Quarter Debt Issuance and Debt Management activities.
3. Fourth Quarter Investment Report (Finance)
Report and presentation on Fourth Quarter Investment portfolio statistics and performance; compliance reporting requirements; investment trading activity; and investment strategy pursuant to the requirements of the Council adopted Investment Policy.
4. City Clerk Technology Update (City Clerk)
Report update on Department business technologies.
5. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
6. Quarterly Status Report on Consortium for Police Leadership in Equity (CPLE) (Police)
Status report on racial and gender equity in policing.
7. Report on Infrastructure Priority Projects (Information Technology)
Provide an update on the current state of priority technical infrastructure projects.
8. Fourth Quarter Revenue Collection Strategic Plan Report (RCSP) (Finance)
Report and presentation on Fourth Quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.
9. Status Report on Fire Department's Response to the County Jail (Fire)
Report on the revised schedule from the City relating to City Fire Department's Emergency Medical Service (EMS) responses to the County Jail.
10. One-Year Review of the Citizen Complaint Process (Police)
Report on Police services and procedures.
11. Public Safety, Finance and Strategic Support (PSFSS) Committee Workplan for Biannual Community Meetings (City Manager) CR: 05-05-09, Item 8.2
Review PSFSS Workplan relative to the Biannual Community Meetings

September 17

1. Department Business Technologies (Information Technology)
Report presents an update on business technology and technology applications that are common to the organization.
2. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
3. Report on Enterprise and Business Applications Priority Projects (Information Technology)
Report provides an update on the current state of enterprise-wide business applications.
4. Report on Key Legislative Items (Intergovernmental Relations)
Report on State Legislation focusing on public safety and strategic services.
5. Fourth Quarter Reports on 2008-2009 Performance Measurements for April-June, 2009 (City Manager)

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- Report on Performance Data and Analysis from Police, Fire, and the Office of Emergency Services (OES) covering the period from April-June, 2009.*
6. Public Intoxication Task Force Implementation Update (City Manager/Police)
Update on the Public Intoxication Task Force Implementation work plan that reflects outcomes of the Task Force.
7. City Manager's Downtown Advisory Committee (City Manager)
8. Report on arrests for the "disturbing the peace" (415) and "resisting arrest" (148) classifications (Police)

October 15

1. Review of Relevant 2010 Legislative Guiding Principles (Intergovernmental Relations)
Review Legislative Guiding Principles with focus on Public Safety and Strategic Services.
2. **Bi-Monthly Financial Report for July-August (Budget) (Consent Calendar)**
Bi-Monthly Financial Report summarizes the City's financial status.
3. Comprehensive Annual Financial Report (CAFR) (Finance)
Report contains audited financial statements for the fiscal year.
4. Comprehensive Annual Debt Report (Finance)
Report on Fourth Quarter Debt Issuance and Debt Management activities.
5. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
6. Status Report on Customer Contact Center (Information Technology)
Provide a review of Customer Contact Center activity and update on the most recent activities related to customer service.
7. Report on Heart Safe City (Fire)
Report describes progress on three major elements of the program: management; sponsorship; program in communities.
8. Domestic Violence Activity Report (City Manager/Police)
Reports activity and update on preventative measures.

November 19

1. Report on Citywide Information Security (Information Technology)
Provide an update on the current state of Citywide Information Security and status of remediation efforts as a result of the Information Security Audit.
2. Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations (Auditor)
Reports the status of open recommendations on outstanding audit recommendations.
3. First Quarter Debt Report (Finance)
Report on Fourth Quarter Debt Issuance and Debt Management activities.
4. First Quarter Investment Report (Finance)
Report and presentation on First Quarter Investment portfolio statistics and performance; compliance reporting requirements; investment trading activity; and investment strategy pursuant to the requirements of the Council adopted Investment Policy.

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5. Independent Auditor's Report on Single Audit and Management Letter on Internal Controls (Finance)
6. Independent Auditor's Report on Internal Controls and Recommendations Related to the City's Financial Management (Finance)
7. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
8. First Quarter Reports on 2008-2009 Performance Measurements for July-September, 2009 (City Manager)
Report on Performance Data and Analysis from Police, Fire, and the Office of Emergency Services (OES) covering the period from July-September, 2009.
9. Quarterly Status Report on Consortium for Police Leadership in Equity (CPLE) (Police)
Status report on racial and gender equity in policing.
10. First Quarter Revenue Collection Strategic Plan Report (Finance)
Report and presentation on First Quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.
11. Police Department Crime Prevention Service Delivery Model (Police)
Mayor's Budget Message, June 16, 2009
12. Citywide Advertising Program (City Manager)
Mayor's Budget Message, June 16, 2009

December 17

1. **Bi-Monthly Financial Report for September/October (Budget) (Consent Calendar)**
Bi-Monthly Financial Report summarizes the City's financial status.
2. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)
Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
3. Status Report on Citywide Technology Investments (Information Technology)
4. Status Report on Fire Department's Strategic Plan (Fire)
Report will describe elements of strategic plan with specific changes philosophy/method for developing updates (living document), and new elements to be introduced.
5. Public Intoxication Task Force Implementation Update (City Manager/Police)
6. City Manager's Downtown Advisory Committee (City Manager)

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 Committee's agenda.

The work plan will also be inclusive of biannual community outreach sessions on public safety issues. These are meetings to be held in the evening on September 24, 2009 and March 25, 2010 to allow for full Council and community participation. A full report of these sessions will be heard at both PSFSS and Council.