

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 14, 2007

Approved

Chuck Reed

Date

6/15/07

RECOMMENDATION

Madison Nguyen

Approval of the Public Safety, Finance and Strategic Support workplan for the period August through December 2007 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 2007**

COMMITTEE MEMBERS:

Madison Nguyen, Chair
Pete Constant, Vice Chair
Forrest Williams, Member
Pierluigi Oliverio, Member

STAFF:

Kay Winer, 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 should be presented to the Rules Committee for approval and with sufficient time to distribute the Committee Agenda packet for public review.

August 16, 2007

1. 06-07 Fourth Quarter Debt Report (**Finance**)
2. 06-07 Fourth Quarter Investment Report (**Finance**)
3. 06-07 Fourth Quarter Revenue Collection Strategic Plan Report (**Finance**)
4. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
5. Review of Call Center Customer Services Standards and Vision (**IT**)

September 20, 2007

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Downtown Working Group Quarterly Update (**City Manager's Office**)
3. Report on Communications Services (**IT**)
 - a. WiFi
 - b. Cabling
 - c. Technology Infrastructure
4. Report on Resolution Amending Administrative Citation Schedule of Fines (**Fire**)
5. Risk Management Reorganization Update (**Human Resources**)
6. Quarterly update on Performance Measurements
7. Quarterly update on Council directives
8. Grant Activity Reporting

October 18, 2007

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Monthly Financial Report for July/August 2007 (**Budget**)
3. Report on the Status of San Jose Prepared (**Emergency Services**)
4. Public Safety Quarterly Report (**Police/Fire**)
5. Report on Citywide Business Technology (**IT**)
 - a. Integrated Content Management (ICM)
 - b. Geographical Information System (GIS)
 - c. Application Management and Data Automation (AMANDA) Expansion
6. FY 06-07 Comprehensive Annual Financial Report (CAFR) (**Finance**)
7. FY 06-07 Comprehensive Annual Debt Report (**Finance**)
8. Annual Procurement Update (**Finance**)

November 15, 2007

1. 07-08 First Quarter Debt Report (**Finance**)
2. 07-08 First Quarter Investment Report (**Finance**)
3. 07-08 First Quarter Revenue Collection Strategic Plan Report (**Finance**)
4. External Auditor's Report on Single Audit and Management Letter on Internal Controls for Fiscal Year Ended December 2006 (**Finance**)
5. Independent Auditor's Report on Internal Controls & Recommendations Related to the City's Financial Management (**Finance**)
6. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
7. Review of Fire Department 2000 Strategic Plan and Update (**Fire**)
8. Report on Department Business Technologies (**IT**)
 - a. Integrated Billing System (IBS)
 - b. Recruiting
 - c. Financial Management System (FMS) Upgrade
9. Report on City Service Area (CSA) Activities (**IT**)
 - a. Public Safety
 - b. Parks, Recreation, Neighborhood Services (PRNS) Registration

RULES & OPEN GOVERNMENT COMMITTEE
PSFSS Committee Workplan August - December 2006

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10. Report on Recruitment, Diversity Management and Workforce Planning (**Human Resources**)

December 20, 2007

1. Review of Relevant Legislative Guiding Principles for 2008 (**City Manager's Office**)
2. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
3. Monthly Financial Report for September/October 2007 (**Budget**)
4. Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations for the Six Months Ending June 30, 2007 (**Auditor**)
5. Review of Plans for Heart Safe City Classification (**Fire**)
6. Quarterly update on Performance Measurements
7. Quarterly update on Council directives
8. Grant Activity Reporting