



Memorandum

TO: RULES COMMITTEE

FROM: Mayor Ron Gonzales
Chair Chuck Reed

SUBJECT: MGWB COMMITTEE WORKPLAN DATE:

Approved	Date
Approved	Date

RECOMMENDATION

Approval of the Making Government Work Better Committee workplan for the period February through June 2005 and setting it's meeting schedule on the third Thursday of each month at 1:30 p.m. in Room 204, and setting one placeholder meeting on June 23rd at 1:30 p.m. due to volume of items on the workplan. This meeting will only occur if the Committee is unable to hear all of the items during its regularly scheduled meetings.

WORKPLAN CONTENTS

**MAKING GOVERNMENT WORK BETTER
COMMITTEE WORKPLAN
January – June 2005**

COMMITTEE MEMBERS:

CHUCK REED, CHAIR
LINDA J. LEZOTTE, VICE CHAIR
DAVID CORTESE
KEN YEAGER

STAFF:

KAY WINER, CMO
DANIELLE KENEALEY, CAO
JENNIFER CARLINO, MAYOR'S OFFICE

MISSION STATEMENT: Make San Jose a user friendly City that delivers cost-effective high quality services to residents and businesses.

February 17, 2005 (Reports Due February 9)

1. Status Report on Proposed Guidelines of the Request for Proposals Procedure

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(CMO/Finance/General Services)

2. Follow-up Report on Fire Department Overtime and Relief Staffing (Fire Department)
3. Quarterly Debt Report (Finance)
4. Quarterly Investment Report (Finance)

March 17, 2005 (Reports Due March 9)

1. Follow-up Report on Fire Department Overtime and Relief Staffing (Fire Department)
2. Streamlining and Technology Update (City Clerk)
3. Police Department Marked Patrol Vehicle Fleet Size (Auditor)
4. Single Audit Report (Finance)
5. Management Letter (Finance)

April 21, 2005 (Reports Due April 13)

1. Marketing and Usage of the Compresses Natural Gas Facility at the Airport (Airport/Environmental Services)
2. Public Art Project Allocation Process (Auditor)
3. Northside Community Center (Auditor)
4. Public Works Transportation Contract Cycles (Auditor)
5. Audit Recommendation Follow-up (Auditor)
6. Environmental Services Department Laboratory (Auditor)

May 19, 2005 (Reports Due May 11)

1. City Fleet – Special Purpose Vehicles, SUV's, Passenger Vans (Auditor)
2. Quarterly Debt Report (Finance)
3. Quarterly Investment Report (Finance)
4. Customer Service Standards Update (Call Center)
5. Major IT Projects Update (Information Technology)

June 16, 2005 (Reports Due June 8)

1. Traffic Calming (Auditor)
2. San Josè Municipal Water System (Auditor)
3. Los Lagos Golf Course Operation and Finances (Auditor)
4. Annual Performance Audit of Team San Josè, Inc. (Auditor)
5. Information Technology Department (Auditor)
6. City Grant Oversight (Auditor)
7. RFP Process: Conflict of Interest Administrative Procedures (City Manager's Office/Finance/General Services)

June 23, 2005- Placeholder Meeting

** The MGWB 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. We are also recommending one placeholder meeting to be scheduled in June due to the volume of the items on the workplan. These meetings will only occur if the Committee is unable to hear all of the items during its regularly scheduled meetings.

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