



Memorandum

TO: RULES COMMITTEE

FROM: Mayor Ron Gonzales
Chair Nora Campos

SUBJECT: MGWB COMMITTEE WORKPLAN **DATE:** June 23, 2004

Approved

Date

Approved

Date

RECOMMENDATION

Approval of the Making Government Work Better Committee workplan for the period August through December 2004, setting meeting schedule on the 3rd Thursday of each month at 1:30 p.m. in Room 204, and setting two placeholder meetings in November and December (on the 2nd Wednesday at 2:30 p.m.) due volume of 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

WORKPLAN CONTENTS

**MAKING GOVERNMENT WORK BETTER
COMMITTEE WORKPLAN
August – December 2004**

COMMITTEE MEMBERS:

NORA CAMPOS, CHAIR
CHUCK REED, VICE CHAIR
DAVID CORTESE
LINDA LEZOTTE

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.

August 19, 2004

1. Investment Report (Finance)

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2. Cell Phone Utilization (Phase I) (Auditor)
3. Airport Concessions (Phase II) (Auditor)
4. Transport Vehicle Audit Follow-up (General Services)

September 23, 2004

1. Review of the City's RFP Process (General Services)
2. Major IT Projects Update (Information Technology)
3. Concentrated Code Enforcement Audit Follow-up Report (PBCE)
4. Report on Fire Department Staffing and Audit Recommendations (Fire Department)
5. San Jose Municipal Water System (Phase I) (Auditor)
6. Administrative Procedures and definitions related to conflict of interest with consultant contracts (City Manager)

October 21, 2004

1. Discussion of Additional Streamlining Opportunities to the Streamlining Ordinance (General Services)
2. ESD Laboratory (Auditor)
3. Cell Phone Utilization (Phase II) (Auditor)
4. City Clerk One-Stop Shop and Office Automation Update (City Clerk)
5. Call Center- City-wide Customer Service Standards (Call Center)
6. Vehicle and Metered Equipment Update (General Services)

November 10, 2004 (Placeholder- only if needed) 2:30 p.m.

November 18, 2004

1. Environmental Procurement (General Services)
2. Special Event/Permit Update (PRNS)
3. Comprehensive Annual Financial Report (Finance)
4. Investment Report (Finance)
5. Annual Debt Report (Finance)
6. Quarterly Debt Report (As Supplemental to Annual Debt Report) (Finance)
7. Public Art (Auditor)

December 8, 2004 (Placeholder- only if needed) 2:30 p.m.

December 16, 2004

1. Major IT Projects Update (Information Technology)
2. Traffic Calming (Auditor)
3. Regional Parks Staffing and Maintenance (Auditor)
4. Family Camp (Auditor)
5. Call Center Information and Referral Services (Auditor)
6. Transportation Contract Cycles (Auditor)
7. Recommendations Follow-up Report for Period Ended June 30, 2004 (Auditor)
8. HNVF/BEST Evaluation Process (Auditor)

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** 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 also are recommending two placeholder meetings be scheduled in November and December due to the volume of 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.