



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE**

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

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

DATE: November 1, 2007

Approved

Chuck Reed

Date

12/6/07

Approved

Malisa Ngy

Date

12/6/07

RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period January through June 2008 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
January - June 2008**

COMMITTEE MEMBERS:

**NEED TO FILL IN ONCE
APPOINTMENTS ARE MADE**

STAFF:

Chris Shippey/Deanna Santana
Melanie Jimenez, Mayor's Office
Danielle Kenealey, City Attorney's Office
David Baum, Redevelopment Agency

MISSION STATEMENT:

To effectively develop, manage and safeguard the City's fiscal, physical, technological and human resources, enabling and enhancing the delivery of city services and projects and providing 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.

RULES AND OPEN GOVERNMENT COMMITTEE

Re: 2008 Public Safety, Finance and Strategic Support Committee Workplan

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January 17

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Review of Plans for Heart Safe City Classification (**Fire**)
3. Quarterly Update on Performance Measurements (**City Manager**)
4. Quarterly Update on Council Directives (**City Manager**)
5. Report on Fire Department Vacancy and Absence Rates and the Impact on Overtime (**Fire**)
(**Follow-up from June 21, 2007**)
6. Report on Recruitment, Diversity Management and Workforce Planning (**Human Resources**)
7. Report on Department Business Technologies (**IT**)
 - a. Integrated Billing System (IBS)
 - b. Recruiting
 - c. Financial Management System (FMS) Upgrade
8. Report on City Service Area (CSA) Activities (**IT**)
 - a. Public Safety
 - b. Parks, Recreation, Neighborhood Services (PRNS) Registration
9. Review of the Park Townsend Disposition and Development Agreement (**Auditor**)
10. External Quality Control Review of the City Auditor, San Jose, California (**Auditor**)

February 21

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Annual Procurement Update (Finance) *Deferred from November 15, 2007*
3. Public Safety Quarterly Reports (**Police/Fire**)
4. Quarterly Debt Report (**Finance**)
5. Quarterly Investment Report (**Finance**)
6. Second Quarterly Reports on 2007-08 Performance Measurements for October-December 2007 (**City Manager**)
7. Report on Call Center Customer Service (**Information Technologies**)
8. Review of the 101 San Fernando Disposition and Development Agreement (**Auditor**)
9. Bridge Replacement Audit – Phase II (**Auditor**)
10. Report on the Entertainment Zone Cost Recovery Plan and it's use for police overtime.
(**Redevelopment Agency/ Police**)

March 20

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Second Quarter Revenue Collection Strategic Plan Report (**Finance**)
3. Report on Key Legislative Items (**Intergovernmental Relations**)
4. Report on Infrastructure Executive Overview-Priority Projects (**Information Technologies**)
5. Review of Fire Department 2000 Strategic Plan and Update - COUNCIL REFERRAL (**Fire**)
6. Public Safety Bond Program Status Report (**Fire/Police**)
7. Review of the Mayor's Gang Prevention Task Force Strategic Work Plan 2008-2010
(**Police/ Parks, Recreation and Neighborhood Services**)

RULES AND OPEN GOVERNMENT COMMITTEE

Re: 2008 Public Safety, Finance and Strategic Support Committee Workplan

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April 17

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Bi-Monthly Financial Report for January/February (**Budget**)
3. Report on Enterprise Applications Executive Overview Priority Projects (**Information Technologies**)
4. Report on Information Technologies open Purchasing Order process (**Information Technologies**)
5. Report on the status of Information Technologies reserve funds and future needs (**Information Technologies**)
6. Report on the effectiveness of the NASCOP program and the motor officers to determine which program is most cost effective for the City. (**City Manager**)

May 15

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
2. Semi-Annual Audit Recommendations (**Auditor**)
3. Quarterly Debt Report (**Finance**)
4. Quarterly Investment Report (**Finance**)
5. Third Quarterly Reports on 2007-08 Performance Measurements for October-December 2007 (**City Manager**)
6. Report on Infrastructure Security (**Information Technologies**)

June 19

1. Redevelopment Agency Monthly Financial Reports (**Redevelopment Agency**)
3. Public Safety Quarterly Report (**Police/Fire**)
3. Third Quarter Revenue Collection Strategic Plan Report (**Finance**)
4. Bi-Monthly Financial Report for March/April (**Budget**)
5. Report on Department Applications (**Information Technologies**)
6. Recommendation Follow-up for the Six Months Ended December 31, 2007 (**Auditor**)

NOTE: The City Auditor may add or defer Audit Reports.