



Memorandum

**TO: RULES & OPEN GOVERNMENT
COMMITTEE.**

**FROM: Mayor Chuck Reed
Pete Constant, Chair**

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

DATE: January 5, 2010

Approved

Date: January 14, 2011

RECOMMENDATION

Approval of the Public Safety, Finance and Strategic Support workplan for the period January through June 2011 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 2011**

COMMITTEE MEMBERS:

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

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan
Page 2 of 7

JANUARY 20, 2011

1. Redevelopment Agency Monthly Financial Statements, Capital Cost, Cash Flow Projections

Recommendation: Accept the Redevelopment Agency Monthly Financial Statements, Capital Cost, Cash Flow Projections (Redevelopment Agency)

PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. Police Department's Report on Operations and Performance (Police)

PURPOSE: *Provide performance data and staff analysis regarding the impacts of the operational changes and reorganization in the Police Department.*

3. FY 2009-2010 Independent Auditor's Reports

Recommendation:

(a) Accept the Independent Auditor's Report on Internal Controls and Recommendations Related to the City's Financial Management for the year ended June 30, 2010.

(b) Accept the Independent Auditor's Report on Single Audit and Management Letter on Internal Controls for the year ended June 30, 2010.

(Finance)

PURPOSE: *Provide an independent report on the City's financial management.*

4. Monthly Report of Activities for December 2010

Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010. (City Auditor)

PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

FEBRUARY 17, 2011

1. Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)

Recommendation: Accept the report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections

PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. Worker's Compensation Mid-Year Report

(Human Resources)

PURPOSE: *Provide a status report on the City's efforts to reduce workers' compensation costs and claims.*

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 3 of 7

3. Second Quarter Finance Reports

(Finance)

(a) Revenue Collection Strategic Plan

PURPOSE: Report and presentation on second quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.

(b) Investment Report

PURPOSE: Report on second 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.

(c) Debt Report

PURPOSE: Report on second quarter debt issuance and debt management activities.

4. Status Report on the Alternative Service Delivery Evaluation for Workers' Compensation Administration and Employee Health Services.

(City Manager's Office/Human Resources)

(a) Workers' Compensation Administration

PURPOSE: Report on staff's analysis of the service delivery evaluation for the City's Workers' Compensation Claims Administration including the results of a Request for Information and an evaluation of continuous improvement opportunities and provide recommendations for next steps.

(b) Employee Health Services

PURPOSE: Report on staff's analysis of the service delivery evaluation for the City's Employee Health Services including the results of a Request for Information, and provide recommendations for next steps.

5. Team San Jose Quarterly 2010-2011 Performance and Incentive Measure Report

(Team San Jose)

PURPOSE: Report on performance and incentive measures.

6. Annual Report on Asset Management

Recommendation: Accept the Annual Report on Asset Management (General Services)

PURPOSE: Provide market rate financial terms, including the ending date of the term, expiration of automatic renewals and conditions of the renewal or month to month; and include the level of community usage.

7. Monthly Report of Activities for December 2010

Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010.

(City Auditor)

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 4 of 7

PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

MARCH 17, 2011

1. **Redevelopment Agency Monthly Financial Reports (Redevelopment Agency)**
Recommendation: Accept the Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections.
PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. **Police Department's Report on Operations and Performance**
Recommendation: Accept the Police Department's Report on Operations and Performance.
(Police)
PURPOSE: *Provide performance data and staff analysis regarding the impacts of the operational changes and reorganization in the Police Department.*

3. **Report on Priority Projects**
(Information Technology)
(a) Enterprise and Business Applications
PURPOSE: *Provide an update on the current state of enterprise and departmental business applications.*
(b) Technology Projects
PURPOSE: *Provide an update on the current state of technical infrastructure and business applications.*

4. **Report on the Silicon Valley Region Interoperability Authority**
(City Manager/Police/Fire)
PURPOSE: *Provide a status report on the newly established JPA structure.*

5. **Monthly Report of Activities for December 2010**
Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010.
(City Auditor)
PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

APRIL 21, 2011

1. **Redevelopment Agency Monthly Financial Reports**
Recommendation: Accept the Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
(Redevelopment Agency)

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 5 of 7

PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. Bi-Monthly Financial Report for January/February (Budget)

PURPOSE: *Summarizes the City's financial status for 2010 through February 2011.*

3. Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations for the Six Months Ended December 31, 2010

PURPOSE: *Semi-Annual Recommendation Follow-up Report on all Outstanding Audit Recommendations for the Six Months Ended December 31, 2010.*
(Auditor)

4. Report on Key Legislative Items (Intergovernmental Relations)

PURPOSE: *Report on 2011 State Legislative Bill Matrix concerning State Legislation in the Public Safety and Strategic Support City Service Areas.*

5. Monthly Report of Activities for December 2010

Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010.
(City Auditor)

PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

MAY 19, 2011

1. Redevelopment Agency Monthly Financial Reports

Recommendation: Accept the Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections
(Redevelopment Agency)

PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. Police Department's Report on Operations and Performance

Recommendation: Accept the Police Department's Report on Operations and Performance
(Police)

PURPOSE: *Provide performance data and staff analysis regarding the impacts of the operational changes and reorganization in the Police Department.*

3. Third Quarter Finance Reports

(Finance)

(a) Revenue Collection Strategic Plan

PURPOSE: *Report and presentation on third quarter RCSP performance focusing on the following Revenue Management Sections: Business Tax; Accounts Receivables; and Revenue Compliance/Monitoring.*

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 6 of 7

(b) Investment Report

PURPOSE: *Report on third 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.*

(c) Debt Report

PURPOSE: *Report on third quarter debt issuance and debt management activities.*

4. Team San Jose Quarterly 2010-2011 Performance and Incentive Measure Report

(Team San Jose)

PURPOSE: *Report on performance and incentive measures.*

5. Monthly Report of Activities for December 2010

Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010.

(City Auditor)

PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

6. Status Report on the Implementation of Public Intoxication Task Force Recommendations CR: 05-04-10-8.1

Recommendation: Approve the Status Report on the Implementation of Public Intoxication Task Force Recommendations

(Police)

PURPOSE: *See recommendation.*

JUNE 16, 2011

1. Redevelopment Agency Monthly Financial Reports

Recommendation: Accept the Report on Redevelopment Agency's Monthly Financial Statements; Capital Cost; Cash Flow Projections (Redevelopment Agency)

PURPOSE: *Focus on the current financial condition, with particular emphasis on inflows and outflows on spendable resources.*

2. Bi-Monthly Financial Report for March/April (Budget)

PURPOSE: *Summarizes the City's financial status for 2009-2010 through April 2010.*

3. Accept the 2009-2010 San Jose Bringing Everyone's Strengths Together (BEST) and Mayor's Gang Prevention Task Force (MGPTF) Evaluation Report.

(PRNS)

PURPOSE: *Review and advance action for the full City Council to consider.*

FULL COUNCIL CONSIDERATION

RULES AND OPEN GOVERNMENT COMMITTEE

Re: January-June, 2011 Public Safety, Finance and Strategic Support Committee Workplan

Page 7 of 7

4. Approve the Resource Allocation Plan of the San Jose BEST Program for FY 2011- 2012

(PRNS)

PURPOSE: *Review and advance action for the full City Council to consider.*

FULL COUNCIL CONSIDERATION

5. Monthly Report of Activities for December 2010

Recommendation: Approve the City Auditor's Office Monthly Report of Activities for December 2010. (Sharon Erickson)

(City Auditor)

PURPOSE: *Present the Committee with a City Auditor activity report on the audit workplan.*

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.