

2401

MEMORANDUM

TO: JIM JACKSON, CITY ATTORNEY  
FROM: LORRAINE MAGANA, CITY CLERK  
SUBJECT: REFERRAL OF ITEM NUMBER 24-1, COUNCIL  
AGENDA OF JANUARY 19, 1988  
DATE: JANUARY 25, 1988

Pursuant to Council action, the following subject matter is referred to you for a report to the Law and Legislative Committee for hearing, report and recommendation:

Request report regarding prohibiting the sale of alcoholic beverages in convenience stores, neighborhood grocery stores and gas stations located in C-1 and C-2 zones. (Serna)

LM/mls/24-1

cc: Law and Legislative Committee

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In addition, the document highlights the need for regular audits. By conducting periodic reviews, any discrepancies can be identified and corrected promptly. This proactive approach helps in maintaining the integrity of the financial system.

Furthermore, it is noted that clear communication is essential. All parties involved should be kept informed of the current status and any changes that may affect the records. This fosters a collaborative environment and reduces the risk of misunderstandings.

The second section focuses on the implementation of robust security measures. It suggests using secure storage solutions and implementing strict access controls to protect sensitive information. Regular updates and patches should also be applied to all software used in the process.

Moreover, the document stresses the importance of employee training. Staff members should be educated on best practices for data handling and security protocols. This ensures that everyone is aware of their role in maintaining the system's security.

Finally, the document concludes by reiterating the commitment to excellence. It states that the goal is to provide a seamless and secure experience for all users. Continuous improvement and innovation are key to achieving this vision.