

INFORMATION MEMO LOG

JANUARY, 2003

DATE	DEPARTMENT CR #	SUBJECT
01/03/03	Del D. Borgsdorf	Nancy Johnson Retirement
1/3	Stephen M. Haase	Zucker System- Development Services Study
1/6	Del D. Borgsdorf	Appointment of Assistant Director of Transportation
1/8	Jane Light	Closure of the West Valley Branch Library
1/10	Nancy Johnson	New Civic Center – Fifth Street Public Art
1/13	Betsy Shotwell	National League of Cities Congressional City Conference March 7-11, 2003
1/14	Del D. Borgsdorf Susan Shick	Governor's Proposed State Budget Impact
1/14	Del D. Borgsdorf	Fire Chief
1/15	Ralph G. Tonseth	Monthly Noise Report for November 2002
1/16	Del D. Borgsdorf	Legislative and Intergovernmental Relations Plan
1/17	Frances Edwards- Winslow	Emergency Management Lecture Series
1/21	Larry D. Lisenbee	Monthly Financial Report November 2002
1/27	Stephen M. Haase	Housing Opportunities Study Phase III
1/28	Katy Allen CR# 01-21-03-6.1	Smart Intersections Program Communications System Constructions 2002 Phase I, Package B Project (CR# 01-21-03-6.1)
1/30	Ralph G. Tonseth Sara L. Hensley	Final Guadalupe Gardens Master Plan Report
1/31	Tom Manheim	Annual Report

INFORMATION MEMO LOG

JANUARY, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
1/31	Del D. Borgsdorf Terry Roberts	New San Jose Civic Center Status of Bid Awards
1/31	Katy Allen	San Jose Civic Center Pile Driving Schedule
1/31	Scott P. Johnson Special	December 2002 Investment Report

INFORMATION MEMO LOG

FEBRUARY, 2003

DATE	DEPARTMENT CR #	SUBJECT
2/4/03	Leslye Corsiglia Sara L. Hensley	Public Hearing Timeline for the Consolidated Plan Annual Action Plan for FY 2003-04
2/5	Ralph G. Tonseth	Monthly Noise Report for December 2002
2/11	Ralph G. Tonseth	Increase in Parking Rates for Employee Parking
2/11	Carl W. Mosher	Perchlorate Concerns in South County Wells
2/24	Leslye Corsiglia	Mortgage Credit Certificate Allocation Application filed by County of Santa Clara
2/25	Del D. Borgsdorf Susan Shick	Mayor's Budget Strategy Implementation
2/26	Del D. Borgsdorf	Fire Department Acting Appointments
2/26	Larry Lisenbee	2002-2003 Budget Adjustments Approved for the Civic Center Construction Fund
2/27	Mark Danaj	Librarian Pay
2/27	Wandzia Grycz	Hits on City's Budget Web Page
2/27	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program
2/28	Scott P. Johnson Special	January 2003 Investment Report
2/28	José Obregon William Lansdowne Special	Mobile Data Computers

INFORMATION MEMO LOG

MARCH, 2003

DATE	DEPARTMENT CR #	SUBJECT
03/03/03	Jim McBride	Arts Commission Review of Art Work Proposals
3/3	Ralph G. Tonseth	4 th Quarter 2002 Noise Report
3/3	Del D. Borgsdorf	Great Oaks Water Company
3/4	Carl W. Mosher	ULFT Distribution Program
3/4	Del D. Borgsdorf	Appointment of Deputy Director of Administrative Services for Parks, Recreation & Neighborhood Services
3/4	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Project Development Program
3/4	Del D. Borgsdorf	Council Relations Website
3/5	Katy Allen CR# 02-25-03-4.6	Utility Undergrounding Workplan (CR# 02-25-03-4.6)
3/6	Ralph G. Tonseth	Monthly Noise Report for January 2003
3/6	Betsy Shotwell	National League of Cities Congressional City Post-Conference Report
3/6	Mark Linder	San José Municipal Water Partnership with San José Water Company
3/7	Del D. Borgsdorf Terry Roberts	New San José Civic Center Status of Bid Awards
3/10	Del D. Borgsdorf	Boards and Commission Contact List
3/12	Leslye Corsiglia Sara L. Hensley	Revised Public Hearing Timeline for the Consolidated Plan Annual Action Plan for FY 2003-2004
3/13	Paul Krutko	The San José Economy: Economic Drivers, Diversity and San José's Role in the Region – Report to the Driving A Strong Economy Committee
3/13	Carl W. Mosher	Great Oaks Rate Increase
3/14	Ralph G. Tonseth	Civil Action Resolution
3/14	Mark Linder	San José/Municipal Water Documents

INFORMATION MEMO LOG

MARCH, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
3/14/03	Ralph G. Tonseth	Airport Roadway Detour Update
3/14	Del D. Borgsdorf	Questions About Sample Resolution on War in Iraq
3/17	Carl W. Mosher	Environmental Services Department Funds Management Report
3/17	William M. Lansdowne	Neighborhood Policing Operations Plan – (NPOP)
3/17	Jane Light	Three Day Closure of the East Carnegie Branch Library
3/17	Del D. Borgsdorf	San José Prepared! Report
3/17 Special	Sara L. Hensley	After School Matrix
3/20	Jim McBride	Catering Management Services Agreement
3/20	Tom Manheim	Comcast Cable Rate Increases
3/21	Ralph G. Tonseth	Airport Roadway Detour Update
3/24	Betsy Shotwell	National League of Cities Congressional Conference March 7-12, 2003
3/27	James R. Helmer CR# 02-11-02-3.4	State Funding Reductions Impact on Street Maintenance CR# 02-11-02-3.4
3/27	Scott P. Johnson Special	February 2003 Investment Report
3/27	Carl W. Mosher	Clean Bay Strategy Status Report
3/27	Carl W. Mosher	Food Service and Hospitality Workshop

INFORMATION MEMO LOG

APRIL, 2003

DATE	DEPARTMENT CR #	SUBJECT
04/02/03	Sara L. Hensley	OTS (Timpany Center) Transition
4/2	James R. Helmer CR# 06-12-01-2.17	School Access Enhancement Study Update CR# 06-12-01-2.17
4/2	James R. Helmer William M. Lansdowne CR# 09-24-02-6.1	Traffic Calming Program CR# 09-24-02-6.1
4/2	Jane Light	San José Public Library – Books for Little Hands Budget Information
4/2	Frances Edwards-Winslow	Homeland Security Acronyms
4/3	Paul Krutko CR# 06-18-02-2.5	1 st and 2 nd Quarter Reports for the Small Business Chambers for the Periods July 1 – December 31, 2002. CR# 06-18-02-2.5
4/3	Paul Krutko	Office of Economic Development Semi-Annual Report: July 1 to December 31, 2002
4/3	Paul Krutko	Workforce Investment Act (WIA) Program 2 nd Quarter Report Fiscal Year 2002-2003
4/3	Jane Light	San José Public Library – Books for Little Hands Status Report Follow-Up to ACA Committee
4/7	Carl W. Mosher	Municipal Water System Repair and Replacement Specifications
4/8	Del D. Borgsdorf Special	Liberty Shield Update
4/8	Carl W. Mosher	Public Notice for Recycle Plus Rate Increases
4/8	Betsy Shotwell	League of California Cities Legislative Action Days May 14-15, 2003
4/10	James R. Helmer	School Access Enhancement Study Reports
4/10	Mark Danaj	Elder Care Brown Bag
4/11	Del D. Borgsdorf	Appointment of Deputy Director for Parks, Recreation & Neighborhood Services
4/11	Ralph G. Tonseth	Monthly Noise Reports for February 2003
4/11	Mark Linder	San José Municipal Water Fact Sheet

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APRIL, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
4/11	James R. Helmer William M. Lansdowne	Pedestrian and Vehicle Safety
4/15	Leslye Corsiglia Scott P. Johnson	Report on Activities Undertaken by the Director of Housing and the Director of Finance Under the Directors' Delegation of Authority for the Period October 1, 2002 to December 31, 2002
4/15	Jim Helmer Jane Light	Parking and Access for New City/SJSU Library
4/17	Curfew Monitoring Committee	2002 Annual Report
4/18	Del D. Borgsdorf	Appointment of Deputy Director of Transportation
4/23	Carl W. Mosher	San José Achieves 64% Recycling Diversion Rate
4/23	Jane Light	Three Day Closure of the Cambrian Branch Library
4/23	Del D. Borgsdorf	FY 2002-03 Budget Balancing Proposals
4/23	Del D. Borgsdorf	Appointment of Deputy Director for Parks, Recreation & Neighborhood Services
4/24	Del D. Borgsdorf	New San José Civic Center Status of Bid Awards
4/24	Katy Allen CR# 04-16-03-B1	New Civic Center Community Outreach Efforts
4/29	Scott P. Johnson Special	March 2003 Investment Report
4/29	Tom Manheim	City Facts
4/29	James R. Helmer CR# 10-29-02-6.2	Parking Validation Program Council Referral No. 10.29.02-6.2
4/30	Del D. Borgsdorf	Appointment of Executive Program Manager for the New Civic Center Project
4/30	James R. Helmer CR# 10-1-02-6.1	Slurry Seal Award 2003 & Council Referral 10-1-02-6.1

INFORMATION MEMO LOG

MAY, 2003

DATE	DEPARTMENT CR #	SUBJECT
5/1/03	Carl W Mosher	Distribution of Bill Inserts
5/1	Katy Allen James R. Helmer CR# 4-16-02-10.1	Above Ground Cabinets Council Referral 4-16-02-10.1
5/5	Larry D. Lisenbee	Monthly Financial Report – March 2003
5/8	Tom Manheim	Budget Impact Articles
5/8	Jim McBride	Arts Commission Review of Artwork Proposals
5/8	Jane Light	Council and Council Staff Tours of the New King Library
5/8	Jane Light	Five Library Branches Designated to Remain Open Six Days a Week
5/9	Carl W. Mosher	South Bay Water Recycling Silver Creek Expansion Public Awareness Campaign
5/9	Del D. Borgsdorf	Appointment of Deputy Director for the Office of Economic Development/Director of Workforce Investment Network
5/9	Katy Allen	Contingency Policy
5/12	Del D. Borgsdorf Susan F. Shick	Quarterly Citywide Capital Improvement Program Status Report Including Park, Library and Public Safety Bond Projects and Strong Neighborhoods Initiative Projects
5/12	James R. Helmer	Bicycle & Pedestrian Collision Report
5/14	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program
5/14	Stephen M. Haase Dale Foster	Increasing Fire Protection During Construction
5/14	James R. Helmer William M. Lansdowne	Taxicab Advisory Team Status Report

INFORMATION MEMO LOG

MAY, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
5/14/03	Ralph Tonseth	Acoustical Treatment Program Brochure
5/15	Ralph G. Tonseth	Annual Status Report on the Airport Master Plan
5/15	Jane Light	King Library Grand Opening Announcement
5/15	Katy Allen	Living Wage Rates
5/15	Sara L. Hensley CR# 5-6-03-4.3	CDBG, HNVF, and CAP
5/16	Carl W. Mosher	Norcal and CWS Status Report
5/20	Del D. Borgsdorf Susan Shick	Report on Information Requested by the City Council Regarding Actions to be Taken by the Developer of the Vintage Tower Apartments Rehabilitation in Relation to the Retail Tenants of the Building Located at 435 East Santa Clara Street
5/21	James R. Helmer CR# 4-22-03-5.1	Speed Display Signs Crosswalk Lighting Systems
5/21	Stephen M Haase	Mayor's Budget Strategy – Advanced Planning Activities
5/22	Stephen M. Haase	Support for Fee Increase
5/23	Paul Krutko	Job and Resource Expo
5/28	Kay Winer	Convention Center
5/29	Ralph G. Tonseth	Flight Track of Aircraft
5/29	Katy Allen	Report of the Rule 20A and Rule 20B (In-Lieu Fee) Underground Utility Program and 2002/03-2007/08
5/29	Katy Allen	Consultants

INFORMATION MEMO LOG

MAY, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
5/29/03	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Housing Rehabilitation Program
5/29	Scott P. Johnson Special	April 2003 Investment Report
5/30	Randal Turner	Cesar Chavez Foundation

INFORMATION MEMO LOG

JUNE, 2003

DATE	DEPARTMENT CR #	SUBJECT
6/3/03	Carl W. Mosher	Response to Budget Study Session Questions
6/5	Carl W. Mosher	Citywide Hydrant Agreement
6/6	Sara L. Hensley	Nor Cal Hershey Youth Track & Field State Meet
6/6	Del D. Borgsdorf	Appointment of Assistant Director of Public Works
6/6	James R. Helmer	City Co-Sponsorship of MTC Transportation Summit
6/10	Del D. Borgsdorf	Pension Costs Articles
6/10	Jane Light	Library Services Enter Transitional Phase During July
6/10	James R. Helmer	Department of Transportation Organizational Plan
6/11	Carl W. Mosher Frances Edwards- Winslow	West Nile Virus Bill Insert
6/11	Carl W. Mosher James R. Helmer	Public Hearing on Recycle Plus Rate Increases and Adoption of Resolutions Revising Recycle Plus Rates and Commercial Franchise Fees and AB939 Fees Effective July 1, 2003
6/9	Leslye Corsiglia	Cinnabar Commons Relocation of Tenants
6/13	Sara L. Hensley CR# 04-01-03-3.3	Park Ranger Staffing
6/13	Paul Krutko	Silicon Valley Workforce Investment Network Contracting Update
6/13	Stephen M. Haase	Proposed Beverage Service Business Ordinance – Public Outreach Plan
6/18	James R. Helmer William M. Lansdowne	Street Smarts Public Education Campaign One-Year progress Report
6/23	James R. Helmer	Wheelchair Ramp Installations

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JULY, 2003

DATE	DEPARTMENT CR #	SUBJECT
7/1/03	Sara L. Hensley	Litter Hot Spots
7/1	Scott P. Johnson	May 2003 Investment Report
7/1	Sara L. Hensley	Anti-Graffiti and Litter Program Status Report
7/1	Ralph G. Tonseth	Airport Department Roadway and Customer Service Enhancements in Anticipation of July 4 th Holiday Travel Period
7/8	Sara L. Hensley CR# 05-20-03-7.1	Council Referral 5-20-03-71 – Provide a Listing of Trails and Projects That Will Move Forward; Report Back on Right of Way Issues, etc.
7/10	James R. Helmer CR# 05-06-03-6.2	Slurry Seal
7/10	Katy Allen CR# 06-17-03-2.27	GIS Layers Project
7/15	Del Borgsdorf Susan Shick	SJRA Budget Impacts
7/22	Del D. Borgsdorf	Annex Q – Emergency Operations Plan
7/24	Betsy Shotwell	League of California Cities Annual Conference – September 7-10, 2003
7/24	Del Borgsdorf	Police Chief
7/25	Mark Danaj	Workers Compensation Claims
7/25	William M. Lansdowne Jose Obregon CR# 01-28-03-9.1	Update on the Purchase, Installation and Deployment of Police Mobile Computers
7/28	Jane Light	Grand Opening Events at New King Library and Library Operating Schedule August 15-16
7/28	Stephen M. Haase	Update on the Proposed Beverage Service Business Ordinance Public Outreach Process
7/29	Larry D. Lisenbee	Monthly Financial Report for May 2003

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AUGUST, 2003

DATE	DEPARTMENT CR #	SUBJECT
8/4/03	Carl W. Mosher	GreenTeam Sale and Med Compostable Pilot Plan
8/4	Dale Foster	Position Appointments
8/5	Carl W. Mosher Jose Obregon	Rep Status Report Utility Billing System
8/5	Tom Manheim	Change of the City's Web Uniform Resource Locator (url)
8/5	Del Borgsdorf	Deputy CIO Appointment
8/5	Del D. Borgsdorf	Appointment of Deputy Director of Transportation
8/6	Sara L. Hensley	All Children Achieve Committee Follow Up Items from June 12 Meeting
8/6	Del D. Borgsdorf	July Activities
8/7	Carl W. Mosher	Clean Bay Strategy Status Report
8/7	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program
8/8	Betsy Shotwell	Patton Boggs' Visit to San José
8/8	James R. Helmer CR# 06-17-03-6.3	Resurfacing
8/8	Del D. Borgsdorf Terry Roberts	New San José Civic Center Status Update
8/11	Jim McBride	Joint Library – Public Art
8/11	Katy Allen	Legacy @ Museum Park Project
8/12	Del D. Borgsdorf Susan Shick	FY 2003-04 State Budget – Summary Update
8/13	Del D. Borgsdorf	Getting Families Back to Work
8/13	Del D. Borgsdorf	Appointment of CIP Leader

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AUGUST, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
8/14/03	Dale Foster	Santana Row/Huff Moorpark Fires: 1 Year Accountability/Status Review
8/15	Tom Manheim	Marketing/Outreach Approval Process
8/15	Deanna J. Santana	Getting Families Back to Work – Revised Agendas (Sessions 1 and 2)
8/15	Frannie Edwards-Winslow	Power Outage
8/20	Betsy Shotwell	Public Information Data – Bureau of Immigration and Customs Enforcement
8/22	Del D. Borgsdorf	Parks, Recreation & Neighborhood Services Citywide Activity Guide
8/22	Del D. Borgsdorf	Police and Fire Chiefs Recruitment
8/22	Dale Foster	Memo Received from Santa Clara County EMS Agency - Changes in Pre-Hospital Care
8/27	Del D. Borgsdorf Special	“Getting Families Back to Work” Study Sessions
8/28	Scott P. Johnson	July 2003 Investment Report
8/28	Sara L. Hensley	Daffodil Planting
8/29	Sara L. Hensley	Healthy Neighborhoods Venture Fund (HNVF) Process Improvement Update
8/29	Larry D. Lisenbee	Operating and Maintenance Costs for General Fund Capital Projects Recommended to Proceed

INFORMATION MEMO LOG

SEPTEMBER, 2003

DATE	DEPARTMENT CR #	SUBJECT
9/2/03	Katy Allen	Animal Care Center
9/4	Jim McBride	San José Arts Commission Budget message Task Force Report
9/5	Paul Krutko CR# 06-18-02-2.5	Fourth Quarter Report of the Small Business Chambers for the Period April 1, 2003 to June 30, 2003
9/5	Paul Krutko	Workforce Investment Act Program Fourth Quarter Report Fiscal Year 2002-2003
9/8	Leslye Corsiglia	Production Report for January 1 to June 30, 2003
9/8	Katy Allen CR# 06-24-03-2.55	Terrell and T.J. Martin Parks Play Areas Work with Contractor to Tighten Time That Parks Are Out of Commission
9/9	Jose Obregon Carl W. Mosher	Pesticide Use Management
9/9	Stephen M. Haase	Use of Settlement Funds as a Match for the Preservation Development Initiative
9/9	Del D. Borgsdorf	ICMA Certificate of Distinction
9/9	Del D. Borgsdorf	Grants Status Report
9/11	Sara L. Hensley	Briefing Papers
9/11	Carl W. Mosher Jose Obregon	RFP Status Report Utility Billing System
9/11	Del D. Borgsdorf Susan F. Shick	Non-Industrial Use in the Edenvale Technology Park
9/11	Del D. Borgsdorf	Domestic Violence Related Events/Activities
9/11	Ralph G. Tonseth	2003-04 Budget Study Session June 2003-Airport Asbestos Abatement
9/12	Del D. Borgsdorf SPECIAL	City Parking Fund Review
9/12	Leslye Corsiglia Scott P. Johnson	Report on Activities Undertaken by the Director of Housing and the Director of Finance Under the Directors' Delegation of Authority for the period April 1, 2003 to June 30, 2003

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SEPTEMBER, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
9/12/03	Ralph G. Tonseth	Reduction in Airline Landing Fees
9/18	Leslye Corsiglia	The Haven
9/18	Ralph G. Tonseth	Monthly Noise Report for July 2003
9/19	Del D. Borgsdorf	“Just Do It” Actions – Implementation Plan
9/22	Tom Manheim	Email Address Change
9/26	Leslye Corsiglia	Fourth Quarter Report Detailing Activity in the Housing Department’s Housing Rehabilitation Program
9/26	Dale Foster	Fire Prevention Week 2003 Fire Department Activities
9/26	Katy Allen Jane Light	West Valley Library Book Drop
9/26	Frances Edwards- Winslow	Emergency Management Lecture Series
9/26	Sara L. Hensley	SNAP Grant Process
9/26	Jane Light	Voter Survey to Gauge Support for Ballot Measure to Fund Library Operations and Maintenance
9/26	Leslye Corsiglia	Binder of Housing Department Programs
9/30	Scott P. Johnson	August 2003 Investment Report

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OCTOBER, 2003

DATE	DEPARTMENT CR #	SUBJECT
10/2/03	Ralph G. Tonseth	Monthly Noise Report for August 2003
10/2	Stephen M. Haase	Update to City Council Policy 6-30: Public Outreach
10/3	Carl W. Mosher	Recycle Plus Curbside Courier Newsletter
10/3	Jose Obregon	Department Moves Into Old Martin Luther King Library
10/6	Sara L. Hensley	Response to Silicon Valley Council of NonProfits (SVCN) on Improving the HNVF Allocation Process
10/6	Jim McBride	Arts Day in San José
10/8	Betsy Shotwell	League of California Cities (LOCC) Legislative Briefing November 21, 2003
10/10	Leslye Corsiglia	Lease Purchase Home Ownership Program Training
10/10	Del D. Borgsdorf Terry Roberts	New San José Civic Center and Off-Site Parking Garage Project Update
10/20	Ralph G. Tonseth SPECIAL	Follow-up Info from 10/14/03 Council Meeting
10/20	Betsy Shotwell	National League of Cities Congress of Cities & Exposition – December 9-13, 2003
10/20	Ralph G. Tonseth Sara L. Hensley	Guadalupe Gardens Master Plan Status
10/23	Larry D. Lisenbee	Monthly Financial Report for August 2003
10/23	Jose Obregon Larry Lisenbee	Old Martin Luther King Library Reuse Project
10/23	Scott P. Johnson	Follow-up Questions from Making Government Work Better Committee Meeting
10/24	Jose Obregon	Sale of Surplus Property
10/28	Dale Foster	Southern California Mutual Aid Response
10/28	Del D. Borgsdorf SPECIAL - electronic	2004-2005 Initial General Fund Financial Projections

INFORMATION MEMO LOG

NOVEMBER, 2003

DATE	DEPARTMENT CR #	SUBJECT
11/3/03	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program
11/5/	Katy Allen CR# 10-14-03-3.4	Street Lights
11/10	Paul Krutko	EBay Inc. Project Update
11/12	Ralph G. Tonseth	Response to Audit Report of the Airport Neighborhood Services Group
11/14	Mark Danaj	Evaluation of Worker Injuries and Safety Report
11/14	Ralph G. Tonseth	Holiday Travel
11/17	Jane Light	Closure of the Rosegarden and Almaden Branch Libraries
11/17	Tom Manheim	Comcast Channel Changes
11/18	Jose Obregon	City Hall East Elevator
11/18	Leslye Corsiglia	First Quarter Report Detailing Activity in the Housing Department's Housing Rehabilitation Program
11/18	Carl W. Mosher CR# 04-14-03-7.1	Incentives for Departments that Save Energy
11/18	Sara L. Hensley	Office on Aging Re-engineering
11/21	Leslye Corsiglia Scott P. Johnson	Report on Activities Undertaken by the Director of Housing and the Director of Finance Under the Directors' Delegation of Authority for the Period July 1, 2003 to September 30, 2003
11/21	Stephen M. Haase	PBCE Staff promotions and Rotation
11/21	Betsy Shotwell	Assembly Selection Committee Hearing Re: Posting Sex Offender Information on Internet
11/21	Deanna J. Santana SPECIAL	City Council Meeting Schedule, January 2004 to July 2004
11/24	Jane Light	Donations to the Library Department from the San José Public Library Foundation

INFORMATION MEMO LOG

NOVEMBER, 2003 (Continued)

DATE	DEPARTMENT CR #	SUBJECT
11/24/03	Jim McBride	2003 Public Art Workplan Third Quarter Report
11/24	Betsy Shotwell	Assembly Select Committee Hearing Postponed
11/24	Del D. Borgsdorf	2003 Community Survey
11/25	Scott P. Johnson SPECIAL	October 2003 Investment Report

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DECEMBER, 2003

DATE	DEPARTMENT CR #	SUBJECT
12/2/03	Ralph G. Tonseth	Monthly Noise Report for October 2003
12/2	Ralph G. Tonseth	3 rd Quarter 2003 Noise Report
12/4	Jim Holgersson	Volunteer San Jose Update
12/10	James R. Helmer CR# 03-18-03-6.4	Route 880/Coleman Avenue Interchange Project Council Referral No. 3-18-03-6.4
12/10	Jim McBride	Participation in the Annual Jingle Jam Party
12/10	Paul Krutko	Downtown Marketing Collaborative
12/16	Larry D. Lisenbee	Monthly Financial Report for October 2003
12/16	Ralph G. Tonseth	Security Checkpoint Waiting Time Signage
12/16	Ralph G. Tonseth CR# 10-21-03-8.1	Airport Noise Curfew Council Referral No. 10-21-03-8.1
12/16	Ralph G. Tonseth CR#	Acoustical Treatment Program
12/18	Tom Manheim	FY 2002-2003 Annual Report
12/19	Scott P. Johnson SPECIAL	November 2003 Investment Report
12/22	Betsy Shotwell	Patton Boggs' Visit to San José
12/22	Del D. Borgsdorf	Preparations for Winter Storm Season
12/23	Paul Krutko CR# 06-18-02-2.5	Fourth Quarter Report of the Small Business Chambers for the Period July 1, 2003 to September 30, 2003
12/23	Leslye Corsiglia	Production Report for July 1-September 30, 2003