

INFORMATION MEMO LOG

JANUARY, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
01/06/04	Ralph G. Tonseth	Monthly Noise Report for November 2003	
1/6	Stephen M. Haase	General Plan Community Meeting Dates	
1/8	Larry D. Lisenbee	Monthly Financial Report for November 2003	
1/9	Del D. Borgsdorf	Council Referrals Year End Report	
1/13	Del D. Borgsdorf	One-Start Center	
1/13	Betsy Shotwell	City Council Candidates Briefing	
1/13	Betsy Shotwell	Assembly Select Committee hearing Re: Posting Sex Offender Information on Internet	
1/13	Ralph G. Tonseth CR# 04-22-03-8.3	Airport Master Plan and Measure A Implementation Update	
1/29	Leslye Corsiglia Sara L. Hensley	Public Hearing Timeline for the Consolidated Plan Annual Action Plan for FY 2004-05	
1/29	Ralph Tonseth	HOST Volunteer Program Recruitment Campaign	
1/29	Ralph G. Tonseth	Monthly Noise Report for December 2003	
1/30	Mark Linder	National League of Cities Congressional City Conference March 5, 2004	
1/30	Scott P. Johnson SPECIAL	December 2003 Investment Report	
1/30	Del D. Borgsdorf Harry Mavrogenes	Governor's 2004-05 Proposed State Budget – Impact on San José	

INFORMATION MEMO LOG

FEBRUARY, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
2/2/04	Del D. Borgsdorf	Police Management Positions	
2/5	Stephen M. Haase	Distribution of Draft Report: "Towards the Future: Jobs, Land Use, and Fiscal Issues in San José's Key Employment Areas (2000-2020)"	
2/5	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program	
2/5	Stephen M. Haase	CP 00-009 – NOAA Letter Dated January 13, 2004	
2/9	Del D. Borgsdorf Harry S. Mavrogenes	Community Outreach/Permit Authority Transfer	
2/9	Leslye Corsiglia Stephen Haase Sara Hensley	Parkland Acquired by the City Under the Parkland Dedication Ordinance and Park Impact Ordinance	
2/10	Katy Allen	Vineland Library	
2/10	Leslye Corsiglia	Award of Calhome Funds for Housing Rehabilitation and Home Buyer Downpayment Assistance Loans	
2/11	Sara L. Hensley	Family Camp Manager	
2/12	Leslye Corsiglia	Production Report for October 1-December 31, 2003	
2/12	Terry Roberts	NCC – 18 th Floor Space Plan	
2/13	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, 2003 to December 31, 2003	
2/13	Katy Allen	Fire Flow Issues	
2/19	Ed Shikada	Eastridge Ice Arena	Y
2/25	Kay Winer	Convention Center and Cultural Facilities RFP	Y
2/25	Jim McBride	Memorial for Harriet Traurig, Public Art Director	Y
2/25	Scott P. Johnson	Hayes Revolving Loan	Y
2/27	Scott P. Johnson SPECIAL	January 2004 Investment Report	

INFORMATION MEMO LOG

MARCH, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
03/01/04	Scott P. Johnson CR# 06-17-03-2.17	Status Report on Expanding Electronic Time Reporting for the Employee Service/Payroll System (CR# 06-17-03-2.17)	Y
3/1	Paul Krutko	Downtown WiFi Launch	Y
3/3	Del D. Borgsdorf	2004-05 Proposed Federal Budget – Impact on San José	Y
3/3	Ralph G. Tonseth	Monthly Noise Report for January 2004	
3/3	Ralph G. Tonseth	4 th Quarter 2003 Noise Report	
3/3	Scott P. Johnson	Hayes Revolving Loan	Y
3/3	Sara L. Hensley	San José Smart Start Program and 21 st Century Grant	Y
3/3	Sara L. Hensley	PRNS/Parks Division New Telephone Tree	Y
3/4	Katy Allen CR# 11-25-03-10.1	Dispute Resolution (CR# 11-25-03-10.1)	Y
3/4	Del D. Borgsdorf Terry Roberts	New San José Civic Center and Off-Site Parking Garage Project Update	Y
3/5	Carl W. Mosher	Salt Pond Resolution	Y
3/8	José Obregon	Water Pollution Control Plant and Convention Center Natural Gas Agreements	Y
3/9	Ralph G. Tonseth	JetBlue Airways at San José	Y
3/12	Carl W. Mosher	Funds Management Report	
3/12	Betsy Shotwell	Boards and Commission Contact List for 2004	Y
3/18	Scott P. Johnson CR# 02-17-04-2.7	Sidewalk Repair Collections (CR# 02-17-04-2.7)	Y
3/19	Tom Manheim	CivicCenter Television Programming Additions	Y
3/19	Wandzia Grycz José Obregon	New Civic Center Technology Update T4 – Network Infrastructure RFP	Y

INFORMATION MEMO LOG

MARCH, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
3/19/04	Stephen M. Haase (CR# 10-21-03-11.2)	Public Outreach Associated with Conditional Use Permits for Off-Sale of Alcohol and Liquor License Exceptions	Y
3/24	Ralph G. Tonseth	Annual Status Report on the Airport Master Plan	
3/24	Jane Light	Three Day Closure of the East Branch Library	
3/24	Stephen M. Haase	Status Report on Housing Opportunities Study Phase III	
3/24	James R. Helmer	Route 87 Freeway Completion Milestones	
3/25	Ed Shikada	Measure D Implementation	
3/29	Wandzia Grycz Scott P. Johnson	e-GOV/ON-LINE SERVICES	
3/30	Scott P. Johnson SPECIAL-e-copy	February 2004 Monthly Investment Report	

INFORMATION MEMO LOG

APRIL, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
4/2/04	Sara L. Hensley (CR# 4-29-03-5.2)	Rancho Del Pueblo Golf Course	
4/5	Sara L. Hensley	Outstanding Contributor to Childcare	
4/6	Ralph G. Tonseth	Monthly Noise Report for February 2004	
4/6	Scott P. Johnson	Hayes Revolving Loan	
4/8	Larry D. Lisenbee	Monthly Financial Report for February 2004	
4/8	Leslye Corsiglia	Second Quarter Report Detailing Activity in the Housing Department's Housing Rehabilitation Program	
4/13	Ed Shikada	Civic Center Converged Network RFP	
4/14	Ed Shikada	Status Report on Measure D Implementation	
4/14	Betsy Shotwell	League of California Cities Legislative Action Days May 12-13, 2004	
4/16	Ralph G. Tonseth	Highlights of Airport Customer Surveys	
4/16	Jim McBride	2003 Public Art Workplan Fourth Quarter Report	
4/16	Mark Danaj	Job Applicant Long LE	
4/20	Sara L. Hensley	CAP Cycle 18	
4/20	Robert L. Davis	Homicide Data Comparison	
4/20	Ralph G. Tonseth	Community Outreach for Closure of Runway 30L	
4/26	Wandzia Grycz	NCC Wireless Services	
4/27	Katy Allen	Increase In Steel Prices	
4/27	Wandzia Grycz	City of San José Information Technology Master Plan and Its Relationship to the New Civic Center	

INFORMATION MEMO LOG

APRIL, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
4/27/04	Wandzia Grycz	NCC Technology Update: Compliance with City IT Standards	
4/27	Paul Krutko	2004 Silicon Valley Business Expo and Conference	
4/27	Leslye Corsiglia	Production Report for January 1-March 31, 2004	
4/28	Ed Shikada, Katy Allen, Wandzia Grycz, Jose Obregon	Progress Report on New City Hall TFE&R	
4/30	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 January 1, 2004 Through March 31, 2004	
4/30	Sara L. Hensley	HNVF Appeals Process	
4/30	Sara L. Hensley (CR# 4-13-04-4.4)	Response to Questions on the CDBG Section of the 2004-05 Draft Consolidated Plan	
4/30	Paul Krutko	Evaluation of Impact of Reduced CDBG Grant Silicon Valley Economic Development	
4/30	Scott P. Johnson SPECIAL e-copy	January 2004 Through March 2004 Investment Report	
4/30	Mark Danaj SPECIAL	Employee Reductions and Notification	

INFORMATION MEMO LOG

MAY, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
5/3/04	Ralph G. Tonseth	Monthly Noise Report for March 2004	
5/4	Carl W. Mosher	San José Municipal Water Annual Report	
5/4	Katy Allen	New San José City Hall Contract Awards to Local Businesses	
5/5	Del D. Borgsdorf	City Manager's Monthly Activity Report	
5/5	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program	
5/5	Stephen M. Haase	Staff Initiated Rezonings	
5/10	Carl W. Mosher	Public Notice for Sewer Service and Use Charge Rate Increase	
5/10	Sara L. Hensley CR# 05-04-04-3.4	Response to Question on Accelerated Budget Proposals	
5/10	Jane Light	Three Week Closure of the Biblioteca Latinoamericana Branch Library	
5/12	Jim McBride	Airport Public Art Process	
5/12	Ralph G. Tonseth	Airport Improvement Program Next Steps	
5/14	Jim McBride	Airport Public Art Steering Committee	
5/17	Carl W. Mosher	San José Municipal Water Public Health Goals Update	
5/17	Terry Roberts	CIP Delivery Team Acknowledgements	
5/19	Stephen M. Haase	Development Community Support for Fee Increases	
5/19	Jose Obregon	Sale of Surplus Police Patrol Cars	
5/19	Stephen M. Haase	Support for Fee Increase	
5/21	Mark Danaj	Continued Health & Dental For Mayor & City Council	

INFORMATION MEMO LOG

MAY, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
5/21/04	Katy Allen	2004 APWA Award	
5/21	Tom Manheim	New City Hall Bid Package for T6 – Audio Visual Equipment	
5/21	Mark Linder	May Revision to the Governor's 2004-2005 Proposed State Budget – Impact on San José	
5/24	Stephen M. Haase	Cost of Development Survey and Fee Changes	
5/24	Scott P. Johnson	Dolce's Hayes Mansion Revolving Line of Credit	
5/26	Sara L. Hensley	PAL Lease Agreement	
5/26	Stephen M. Haase CR# 05-06-03-4.7	Community Identification Signs	
5/26	Scott P. Johnson SPECIAL e-copy	April 2004 Investment Report	
5/27	Leslye Corsiglia	Concerns About Federal Actions That May Result in Displacement of Section 8 Voucher Holders	
5/27	Leslye Corsiglia	Third Quarter Report Detailing Activity in the Housing Department's Housing Rehabilitation Program	
5/27	Sara L. Hensley	Almaden Lake Park Swim Operations	
5/28	Del D. Borgsdorf	Filipino American Senior Opportunities Development Council	

INFORMATION MEMO LOG

JUNE, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
6/1/04	Ed Shikada Katy Allen Wandzia Greycz Jose Obregon	Progress Report on New City Hall TFE&R	
6/1	Sara L. Hensley	San José Unified School District Closure of Schools Impact	
6/1	Ralph G. Tonseth	Introduction of JetBlue Airways	
6/3	Ralph G. Tonseth	Monthly Noise Report for April 2004	
6/3	Ralph G. Tonseth	1 st Quarter 2004 Noise Report	
6/4	Katy Allen	Living Wage Rates	
6/4	Del D. Borgsdorf	Police Management Position	
6/4	Scott P. Johnson	Payroll Exception Time Reporting	
6/4	Jim McBride	2004 Public Art Workplan First Quarter Report	
6/7	Curfew Monitoring Committee	Report to Council	
6/7	Sara L. Hensley	Little League Ball Field Use	
6/7	Leslye Corsiglia	Implementation of Affordable Housing Dispersion Policy	
6/9	Paul Krutko	Workforce Investment Act Program Report of Activities for the Period July 2003 Through March 2004	
6/9	Mark Danaj	Management Reallocations	
6/9	Del D. Borgsdorf	City Manager's Monthly Activity Report	
6/11	Paul Krutko	Workforce Investment Network Brochures	

INFORMATION MEMO LOG

JUNE, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
6/11/04	Larry D. Lisenbee	Monthly Financial Report for April 2004	
6/11	Sara L. Hensley CR# 05-18-04-5.2	O'Connor Park Turnkey Agreement	
6/11	Stephen M. Haase	Updated Zoning Ordinance	
6/14	Ralph G. Tonseth	Airline Compliance with the Airport Noise Control Program	
6/14	Betsy Shotwell	League of California Cities Annual Conference – September 17-19, 2004	
6/15	Kay Winer	Update on Team San José Negotiations	
6/16	Carl W. Mosher	San José Cited in Media for Commercial Recycling	
6/16	Jim McBride	Addendum to 2004 Public Art Workplan First Quarter Report	
6/16	Paul Krutko CR# 06-18-02-2.5	Second and Third Quarter Report of the Small Business Chambers for the Period October 1, 2003 to march 31, 2004	
6/16	Scott P. Johnson	Investment Committee Meeting Minutes	
6/16	Jane Light	Press Conference Announcing San José Public Library and San José State University are Co-Recipients of Library Journal's "Library of the Year Award" for 2004	
6/16	Paul Krutko	Silicon Valley Workforce Investment Network Audit	
6/17	James R. Helmer Robert L. Davis	Street Smarts Materials on CD Rom	
6/18	Frannie L. Edwards	RACES Field Day – June 26 and 27, 2004	
6/22	Tom Manheim	Ethnic Media Lists	
6/23	Ralph Tonseth	Airport Response to Questions from the public on Airport Revenue Bonds	
6/24	Del D. Borgsdorf Terry Roberts	New San José City Hall and off-Site Parking Garage project Update	

INFORMATION MEMO LOG

JUNE, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
6/24/04	Sara L. Hensley	Response to Letter from Joel Wyrick, President of the Silicon Valley Black Chamber of Commerce (SVBCC), to Council Member Cindy Chavez concerning the Healthy Neighborhoods Venture Funds (HNVF) Grant Process	
6/28	Carl W. Mosher Frances L. Edwards	City Preparations for West Nile Virus	
6/28	Sara L. Hensley CR# 02-24-04-2.5	Flickinger Park	
6/28	Sara L. Hensley	Family Camp	
6/28	Paul Krutko	ISEA 2006/Internantional Festival of Art and Technology	
6/28	Scott P. Johnson SPECIAL e-copy	May 2004 Investment Report	
6/30	Ed Shikada	New City Hall Follow-up	

INFORMATION MEMO LOG

JULY, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
7/1/04	Tom Manheim	Race/Ethnic Group Majority by Census Tract Map	
7/1	Ralph G. Toneth	Monthly Noise Report for May 2004	
7/6	Leslye Corsiglia	Survey of Teacher Homebuyer Program (THP) Recipients and Teacher Rental Housing Survey	
7/6	Katy Allen	Cost Avoidance Benefits of the CIP Database	
7/7	Sara L. Hensley	Multi Service Delivery "Hub" Model Update	
7/7	Leslye Corsiglia	Survey of Occupations of Residents Living in City-Assisted Affordable Housing Developments	
7/7	Ralph G. Tonseth	Update on Community Outreach Meetings	
7/7	Ralph G. Tonseth	Quarterly Report of the Airport Neighborhood Services Group (ANSG)	
7/7	Larry D. Lisenbee SPECIAL-Scan/e-mail to Sr. Staff (Rita)	Monthly Financial Report for May 2004	
7/13	Scott P. Johnson	Dolce Hayes Mansion Revolving Line of Credit	
7/15	Carl W. Mosher	Western City Coverage of Green Building Program	
7/19	Carl W. Mosher	District response to Great Oaks	
7/21	Scott P. Johnson	General Obligation Bonds (Libraries, Parks and Public Safety Projects) Bond Sale Results	
7/23	Del D. Borgsdorf	2003 Community Survey Follow Up & Cross Tabs	
7/23	Del D. Borgsdorf	New City Hall Move Schedule	
7/26	Ralph G. Tonseth	Airport Communications Plan	
7/27	Carl W. Mosher	New Rates for Sanitary and Storm Sewer Fees	

INFORMATION MEMO LOG

JULY, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
7/27/04	Ralph G. Tonseth	Monthly Noise Report for June 2004	Y
7/27	Tom Manheim Peggy Flynn	SNI Brochure	
7/29	Jeffrey L. Clet	Fire Station Ribbon Cutting (Fire Station 4)	
7/29	Jane Light	Four Week Closure of the Alviso Branch Library	
7/30	Scott P. Johnson SPECIAL e-copy	April 2004 Through June 2004 Investment Report	

INFORMATION MEMO LOG

AUGUST, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
8/2/04	Del D. Borgsdorf	Appointment of Chief Building Official/Deputy Director – Planning, Building & Code Enforcement	
8/2	Del D. Borgsdorf	City Manager’s Monthly Activity Report (June-July)	
8/2	Jeffrey L. Clet	Fire Station Ribbon Cutting (Fire Station 13)	
8/2	Jeffrey L. Clet	Fire Station Ribbon Cutting (Fire Station 26)	
8/2	Carl W. Mosher	Utility Billing Services Cashier Relocation	
8/5	Leslye Corsiglia	Awards Received for City-Assisted Housing Developments	
8/5	Ralph G. Tonseth	Airport Badging Fees	
8/9	Kay Winer	Team San José 30 Day Progress Report	
8/9	Jane Light	Library In-Service	
8/9	Del D. Borgsdorf	Chief Information Officer	
8/10	Del D. Borgsdorf	Information Technology	
8/10	Mark Danaj	Veterans’ Preference	
8/10	Ralph G. Tonseth	Quarterly Report of the Airport Neighborhood Services Group (ANSG)	
8/11	Del D. Borgsdorf SPECIAL	Police Investigation	
8/11	Del D. Borgsdorf SPECIAL	Deputy Chief Information Officer	
8/12	Leslye Corsiglia	Production Report for April 1 – June 30, 2004	
8/12	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, 2004 Through June 30, 2004	
8/12	Frances L. Edwards	Disaster Response Standard Operating Procedure for Councilmembers	

INFORMATION MEMO LOG

AUGUST, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
8/12/04	Sara L. Hensley	Multi-Service Delivery Model (Hub) and Strong Neighborhoods Implementation	
8/13	Terry Roberts Ed Shikada SPECIAL	Recognition Celebration	
8/13	Del D. Borgsdorf Harry S. Mavrogenes	FY 2004-05 State Budget-Summary Update-Impact on San José	
8/16	Del D. Borgsdorf SPECIAL	Major League Baseball Market Analysis and Facility Review	
8/16	James R Helmer	Process for Arterial street Sealing 2005 Project	
8/19	Del D. Borgsdorf	Invitation to a Hard-Hat Tour of the New San José City Hall	
8/19	Leslye Corsiglia Stephen M. Haase	Market Rate Housing Citywide Follow Up	
8/19	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program	
8/19	Carl W. Mosher CR# MBM #18	Utility Rate Comparisons to Other Santa Clara County Cities	
8/20	Ralph G. Tonseth	TSA Issued Security Directives	
8/23	Jane Light	Delay in 4-Week Closure of the Alviso Library & Community Center	
8/23	Jeffrey L. Clet	Fire Station 26 Ribbon Cutting Postponement	
8/24	Jerry Allen	2004 Public Art Workplan Second Quarter Report	
8/26	Paul Krutko	Small Business Participation in City Bids and Contracts	
8/26	Paul Krutko SPECIAL	Beyond MLK: A Framework for City-University Collaboration	
8/31	Del D. Borgsdorf SPECIAL	General Services Interim Director	

INFORMATION MEMO LOG

SEPTEMBER, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
9/1/04	Ralph G. Tonseth	JetBlue Airways Marketing Support Summary	
9/1	Ralph G. Tonseth	Monthly Noise Report for July 2004	
9/1	Ralph G. Tonseth	2 nd Quarter 2004 Noise Report	
9/3	Paul Krutko	One-List Tracking System	
9/3	Scott P. Johnson SPECIAL e-copy	July 2004 Investment Report	
9/3	Carl W. Mosher CR# 06-29-04-2.13	Status of Public Outreach Campaign for Residential Recycling (Council Referral 06-29-04-2.13)	
9/7	Ed Shikada Katy Allen Jim Helmer	Progress Report on New City Hall TFE&R	
9/7	Del D. Borgsdorf	City Manager's Monthly Activity Report (August)	
9/8	Paul Krutko CR# 06-18-02-2.5	Fourth Quarter Report of the Small Business Chambers for the Period April 1, 2004 to June 30, 2004	
9/8	Stephen M. Haase Jeffrey L. Clet	Development Fee Methodology Changes	
9/9	Frances L. Edwards	Duck, Cover and Hold	
9/13	Del D. Borgsdorf	City Manager's Report on the New Converged Network Request for Proposals	
9/14	Stephen M. Haase	Concurrent Sale of Food and Alcohol at Gasoline Service Stations	
9/14	Sara L. Hensley	San José Family Camp Update	
9/17	Paul Krutko	California Workforce Investment Board Reception	
9/17	Robert L. Davis CR# 12-02-03-9.1	Shooting Review panel 2003 Year-End Review	
9/17	Betsy Shotwell	National League of Cities Congress of Cities & Exposition November 30 – December 4, 2004	

INFORMATION MEMO LOG

SEPTEMBER, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
9/22/04	Ralph G. Tonseth	Airport Ombudsman Recruitment	
9/22	Scott P. Johnson	American GI Forum Loan	
9/22	Robert L. David Jeffrey L. Clet	Status Report on the Replacement of the Computer Aided Dispatch System (CAD)	
9/27	Del D. Borgsdorf	City Manager's Report on the New Converged Network Request for Proposals	
9/27	Del D. Borgsdorf	10/5 Council Agenda – Item 3.3	
9/28	Leslye Corsiglia	Projected Affordable Housing Development Investment in Strong Neighborhoods and Neighborhood Business Districts	
9/29	Del D. Borgsdorf	Information on San Diego Financial Problems	
9/30	Scott P. Johnson SPECIAL e-copy	August 2004 Investment Report	

INFORMATION MEMO LOG

OCTOBER, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
10/1/04	Jeffrey L. Clet	Response to Making Government Work Better Committee Request for Demographic Information on New Hires and Promotes	
10/1	Jim McBride Terry Roberts	Status Report on new City Hall Systems Furniture Procurement	
10/1	Ralph G. Tonseth	Monthly Noise Report for August 2004	
10/1	Kay Winer	10/5 Council Agenda Item 3.3	
10/4	Del D. Borgsdorf	VOIP in the News	
10/8	Ralph Tonseth	HOST Volunteer Program Recruitment Campaign	
10/8	Del D. Borgsdorf	Management Reform Reporting Relationships	
10/12	Betsy Shotwell	Patton Boggs' Visit to San José	
10/12	Larry D. Lisenbee	Edenvale Infrastructure Project & Floyd and Locust Park Development Project Rebudgets	
10/12	Jane Light	Article Report – “The San José Model” (Library of the Year 2004)	
10/12	Del D. Borgsdorf	City Manager's Monthly Activity Report (September)	
10/14	Del D. Borgsdorf Terry Roberts	New San José City Hall and Off-Site Parking Garage Project Update	
10/14	Robert L. Davis	Council Referral on SJPD Response to Hospital Notification of Alleged Injury Resulting from Police Use of Force	
10/14	Betsy Shotwell	League of California Cities (LOCC) Legislative Briefing, November 10, 2004	
10/15	Ralph G. Tonseth	New Advertising Opportunity at Mineta San José International Airport	
10/18	Mark Linder	Report on the New Converged Network Request for Proposals	
10/20	Ed Shikada Katy Allen Jim Helmer Jim McBride	Progress Report on New City Hall TFE&R	

INFORMATION MEMO LOG

OCTOBER, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
10/20/04	Frances L. Edwards	Winter Storm Preparedness Meeting	
10/21	Frances L. Edwards	School Safety	
10/22	Sara L. Hensley	Golden Eagles Horseshoe Club Relocation	
10/25	Jane Light	Pilot Program for Sunday Service in Four Branch Libraries	
10/27	Mark Linder	California Performance Review	
10/27	Larry D. Lisenbee SPECIAL	Adopted Operating Budget Replacement Pages	
10/29	Sara L. Hensley	Grant Funding Prioritization Guidelines	
10/29	Scott P. Johnson SPECIAL e-copy	Investment Report for the Quarter Ended September 30, 2004	

INFORMATION MEMO LOG

NOVEMBER, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
11/2/04	Ralph G. Tonseth	Monthly Noise Report for September 2004	
11/2	Carl W. Mosher	Graffiti and Overflowing Dumpsters	
11/3	Jim McBride Terry Roberts	Follow Up Report on New City Hall Systems Furniture Procurement	
11/4	Larry D. Lisenbee SPECIAL	2004-2005 Budget in Brief	
11/5	Sara L. Hensley	Little Blue Society	
11/8	Del D. Borgsdorf	Audit of City's Cellular Phone Program	
11/9	Katy Allen Sara L. Hensley CR# 08-24-04-5.2	Coyote Creek/River Oaks Levee Trail and Guadalupe River Trail Master Plan	
11/9	Ralph G. Tonseth	Airport Department 60 Day Look Ahead	
11/9	Frances L. Edwards	San José Citizen Corp	
11/10	Del D. Borgsdorf	City Manager's Monthly Activity Report (October)	
11/17	Leslye Corsiglia	Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program	
11/17	Carl W. Mosher	Silicon Valley Energy Program Mailing	
11/17	Katy Allen CR# 09-30-03-8.1	Gilbane Sub-Consultant Status	
11/17	Kay Winer	Supplemental Military Pay and Benefits for City Employees	
11/18	Larry D. Lisenbee SPECIAL-Scan/e-mail to Sr. Staff (Rita)	Monthly Financial Report for September 2004	
11/19	Jane Light	Three Day Closure of the Pearl Avenue Branch Library	
11/19	Sara L. Hensley CR# 10-26-04-5.6	Los Gatos Creek Brail Reach 5 – Project Timeline	

INFORMATION MEMO LOG

NOVEMBER, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
11/24/04	Paul Krutko	Workforce Investment Act Program Report of Activities for the Period April 2004 Through June 2004	
11/24	Jane Light	Closure of the Evergreen Branch Library	
11/24	Paul Krutko CR# 06-18-02-2.5	First Quarter Report of the Small Business Chambers for the Period July 1, 2004 to September 30, 2004	
11/24	Ed Shikada	Citizen Oversight Committees Annual Reports	
11/24	Sara L. Hensley	PRNS Year in Review	

INFORMATION MEMO LOG

DECEMBER, 2004

DATE	DEPARTMENT CR #	SUBJECT	E
12/1/04	Scott P. Johnson	October 2004 Investment Report	
12/1	Del D. Borgsdorf	Jobs/Housing/Transportation Policy Updates	
12/2	Scott P. Johnson	Dolce Hayes Mansion Progress Report	
12/2	Jane Light	One Day Closure of the Berryessa Branch Library	
12/2	Leslye Corsiglia	Production Report for July 1 – September 30, 2004	
12/2	Ralph G. Tonseth	3 rd Quarter 2004 Noise Report	
12/2	Ralph G. Tonseth	Monthly Noise Report for October 2004	
12/6	Ralph Tonseth	Air Quality Issues Related to Taxicabs at Mineta San José International Airport	
12/8	Del D. Borgsdorf	New Councilperson Orientation-Invite to participate on City Tour	
12/8	Jerry Allen	2004 Public Art Workplan Third Quarter Report	
12/8	Jane Light	Library In-Service	
12/13	Sara L. Hensley	Air Monitoring at Los Lagos Golf Course Clubhouse	
12/13	Ed Shikada James R. Helmer Jim McBride	Report on Pre-Proposal Conference for Converged Network and Server and Storage Solution RFP(S)	
12/13	Jerry Allen	Operating Grant Program Short-Form Application	
12/13	Tom Manheim	FY 2003-04 Annual Report	
12/14	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, 2004 Through September 30, 2004	

INFORMATION MEMO LOG

DECEMBER, 2004 (Continued)

DATE	DEPARTMENT CR #	SUBJECT	E
12/15/04	Ralph G. Tonseth	Terminal Space Requirements	
12/15	Deanna J. Santana SPECIAL	December 13 th Video of Blue Ribbon Task Force's Meeting	
12/16	Ed Shikada	Converged Network and Server and Storage Solution RFP Update	
12/17	Leslye Corsiglia	Builder's Choice Award	
12/17	James R. Helmer	Route 876 Freeway HOV Lane Construction	
12/16	Deanna J. Santana SPECIAL	December 15 th Video of Blue Ribbon Task Force's Meeting	
12/17	Mark Linder	Public Safety Computer-Aided Dispatch (CAD) System	
12/21	Del D. Borgsdorf SPECIAL	1/27/05 Study Session	
12/21	Ed Shikada Katy Allen Jim Helmer Jim McBride	Progress Report on New City Hall TFE&R	
12/21	Scott P. Johnson SPECIAL e-copy	November 2004 Investment Report	
12/22	Del D. Borgsdorf	Acting Director of Aviation	
12/22	Larry D. Lisenbee SPECIAL-Scan/e-mail to Sr. Staff (Rita)	Monthly Financial Report for October 2004	
12/22	Jim McBride Terry Roberts	Update on New City Hall Systems Furniture Procurement	