

SENT TO COUNCIL: JAN 13 2005

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Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Del D. Borgsdorf

SUBJECT: CITY MANAGER'S MONTHLY
ACTIVITY REPORT
(November - December 2004)

DATE: January 7, 2005

INFORMATION

Below is the monthly activity report on citywide activities by City Service Area (CSA) for the months of November and December 2004. The purpose of this Information Memo is to provide information on CSA activities and improve communication. Following are the CSA activities:

AVIATION (Contact: Frank Kirkbride, x7668)

- During November and December, level yellow security measures remained in place at Mineta San José International Airport.
- Design work continued on the North Concourse, with design work on the building shell approximately 65% complete.
- Construction work continued on relocating existing operations and utilities within the "footprint" of the North Concourse.
- Airport staff held stakeholder meetings on the Airport Roadway Master Plan and the North Concourse roadway concepts with airline station managers, rental car managers, ground transportation operations and airport tenants. The meetings provided Airport staff with feedback on roadway alignments and phased construction impacts.
- Construction in the vicinity of southbound Airport Boulevard continued with the excavation of the I-880 southbound on-ramp tunnel as well as the Coleman Avenue entrance to the Airport.
- Contractor's haul route and traffic signals were installed for the North Concourse excavation work. The Terminal C short cut from Airport Boulevard was closed, with airport traffic granted priority over haul route traffic at all times.
- Airport staff posted an online survey encouraging the public to provide input regarding retail and food and beverage concessions at the North Concourse facility.
- Representatives of the Airport's Neighborhood Services Group (ANSG) and Properties Section provided information on the Airport concessions program during the resource fair for the "Doing Good Business in Tough Times" workshop, which was sponsored by the San José Redevelopment Agency, the Office of Economic Development (OED) and Council District 3. The workshop provided timely management advice to businesses along Keyes, South First, and Willow Streets, as well as those within the East Santa Clara Street, North 13th Street, and Japantown Neighborhood Business Districts.
- Airport staff made presentations to the West San Carlos Business Association and Santa Clara Chamber of Commerce regarding the Airport concessions program.

- ANSG representatives presented information on the Airport Improvement Program to the East Evergreen San José Rotary Club.
- Construction of the new Burger King restaurant in Terminal A is scheduled for completion in late January 2005.
- Construction on the Alaska/Togo's consolidation has been completed. A new glass wall was constructed to position the Togo's Eatery and a restroom within the Alaska hold-room, providing customers with increased comfort and improved amenities.
- Acoustical Treatment Program (ACT) began construction on another group of 100 homes in Rosemary Gardens and the Guadalupe Washington neighborhoods, which will continue through summer 2005. Construction for each home includes approximately \$34,000 worth of sound insulation, new windows, doors and air conditioning.
- City continued with its tradition of greeting passengers and serving refreshments the day before Thanksgiving, traditionally one of the busiest travel days of the year. In addition the Airport also scheduled entertainment, magicians and other festivities to enhance the travel experience for holiday travelers.

ECONOMIC DEVELOPMENT & NEIGHBORHOOD SERVICES (Contact: Paul Krutko, x5880)

- City was successful of getting San José's first professional car racing event to be run on the streets of San José in July 2005, which will become a part of the annual Champ Car World Series circuit and will draw national and international attention to San José.
- Local marketing experts contributed *pro bono* work to help shape the marketing and communications regarding the upcoming International Arts Festival.
- Staff conducted business outreach presentations at the e-Center and community locations to over 160 business representatives.
- Silicon Valley Workforce Investment Network (SVWIN) job fair activity resulted in 16 hires.
- San José State University and staff met for the third time to discuss better collaboration with achieving the City's Economic Development Goals.
- On December 20, California State Treasurer Phil Angelides announced the award of \$75 million in tax exempt, low-cost bond funds to help finance the construction of nearly 2,000 affordable housing units in San José.
- HCD has reserved \$1,000,000 in CalHome funds for the City of San José for housing rehabilitation, with the total CalHome funding for housing rehab is \$2 million.
- Staff coordinated the Homeless Count and Survey trainings and count, which took place on December 14 and 15.
- On December 15, staff attended the first meeting of the County of Santa Clara Task Force to End Chronic Homelessness.
- The Housing Department received one response to the NOFA for \$10 million, which closed December 15, from First Communities Housing for a project located at First and Gish.
- On December 14 Council approved the annual update to the Housing Element.
- Staff concluded its evaluation of a consolidation of parking enforcement and vehicle abatement services, in which vehicle abatement staff will transfer to DOT as a pilot program to better integrate these services and determine potential budget impacts while PBCE will continue to provide certain support to the program for an interim period.

- As part of Calpine's Cooperation Agreement, a temporary air monitoring station was installed and brought on line in the Santa Teresa neighborhood in late November.
- Staff continued to provide support for the creation of an RFP for an interim expansion of the Convention Center.
- Staff conducted a series of outreach meetings on the Level of Service, North San José, and Downtown policy changes.
- Staff completed the processing the McKean Road Sports Complex and the Winfield Road transportation modification in District 10.
- The results of the first annual Cost of Development Survey, which included costs for several typical development projects for seven cities in Santa Clara County, was distributed in November.

ENVIRONMENT & UTILITY SERVICES (Contact: Carl Mosher, x5540)

- Cargill Salt filed an application for a discharge permit for Pond A-18 in November, with an anticipated approval date of March 2005; this along with PBCE's draft Mitigated Negative Declaration in December 2004 are the key steps toward close of escrow.
- City concluded negotiations in December with the Regional Water Board and other resource agencies involved in resolving all historical mitigation requirements related to endangered species habitat impacts from the discharge of treated wastewater to the Bay through 2002.
- In November, staff submitted a \$1 million grant application to the State Water Resources Control Board to construct porous pavement at four public safety projects (including the Police driver training facility on Treatment Plant lands) to demonstrate its effectiveness in reducing stormwater runoff, preventing pollution, and protecting water quality.
- Several departments worked Santa Clara Valley Water District staff to prepare a first-annual Trash Removal and Prevention Program work plan, with the goal of reducing the accumulation of trash and litter along local creeks.
- Staff is preparing for Council receipt in February the annual Clean Bay Strategy, which this year will include results of the work involved in tracking mercury as it comes into the Treatment Plant and passes through the process and where it ultimately goes. A status report was provided to the Regional Water Board staff in November.
- The Green Business brown bag lunch series began in November for City staff, highlighting an array of environmental concerns and alternative procedures, as well as activities that can reduce their impacts.
- The stakeholder group working to coordinate the King Road Bridge with the District's Upper Penitencia Creek Flood Protection Project held their final meeting in November. As a result, staff will be conducting two training sessions for City staff and partner agencies this winter: (1) basic hydrologic and geomorphologic principles for decision makers on local riparian habitats and development around them, and (2) resource agency jurisdictional boundaries, hierarchies, and permitting.

PUBLIC SAFETY (Contact: Rob Davis, x4212)

- In December, flood Watch annual training of key staff persons occurred at the Emergency Operations Center.

- On November 4 and 5, Internet Crimes Against Children (ICAC) Task Force detectives set up Internet stings resulting in two arrests.
- The San José Fire Explorer Post held a "Recruit Day" on November 6.
- On December 12, Fire responded to a house fire in Almaden Valley, where a 66-year-old male resident sustained second and third degree burns on his face, upper torso and arms during the fire. Because the responding code-three AMR ambulance had an estimated arrival time of approximately 18 minutes after dispatch, the victim was transported by Medic 22 (STAR CAR) to Valley Medical Center. The physician at Valley Medical Center noted that the availability of Medic 22 to transport the victim in a more timely fashion made a tremendous difference for the patient's survival.
- A 16 - week Firefighter Recruit Academy was completed in December, with 18 recruits assigned to line positions.
- 5 individuals graduated from the Public Safety Dispatcher I Academy 30.
- Police Communications continued to prepare for cell phone 911 calls in January.
- A major update to the Police CAD mobile computers is complete. Upgrades to CAD's desktop systems in communication are planned and include hardware updates that increase graphics and speed capability.
- Fire participated in a "Fire Weather Forecast" program, which will be issued daily during fire season, and is targeted specifically at Santa Clara County.
- OES partnered with SNI to distribute over 1700 smoke detector batteries and holiday safety tips to all families participating in the holiday gift parties. OES also partnered with the Alviso Water Task Force to distribute over 450 packets at the Alviso Santa party. RACES volunteers provided the staffing for packing battery and fliers packets.
- 30 people from Alviso and the Sommerset Mobile Home Park were recruited to the Alviso San José Prepared! group.
- San José MMTF sponsored a "Radiological Awareness" class by the Department of Homeland Security on December 15, 16 and 17.

RECREATION & CULTURAL SERVICES (Contact: Albert Balagso, x4768)

- Mayors Gang Prevention Task Force (MGPTF) Technical Team held a retreat on November 23, 2004. A MGPTF Technical Team subcommittee will finalize the strategic plan for the Policy Team's approval in February 2005.
- Aging Services Master Plan Strategic Plan Advisory Group, San José Senior Citizens Commission, and Santa Clara County Senior Care Commission have reviewed and edited a draft of the Strategic Plan for Aging Services, which will be presented to the Children's, Senior's, and Families Committee of the County Board of Supervisors on January 19, 2005 and to City Council on February 1, 2005.
- General Services completed an in-house project, with the assistance of the San José Conservation Corps, at Noble Park, which included the draining, cleaning, and refurbishing of the decorative ponds and fountains.
- General Services provided expertise, labor, and materials for two volunteer workdays on Barberry Lane, which included installation of 500 feet of new decomposed granite pathway as well as the installation of 20 new trees. Staff provided all of the labor and equipment for clearing the site, delivering and spreading new material, and assisted the community group with the design, alignment, and quality of the new pathway.

- As of January 3, staff has completed 85% of the construction project to relocate a Vista Park softball field to a more suitable location within the same park, included in the project is the backstop relocation, irrigation system redesign, a new infield, and the installation of new turf.
- The West Valley Branch Library won the Governor's Environmental and Economic Leadership Award.
- On December 10, a new Smart Start San José program opened at Almaden Elementary School.
- Evergreen Branch Library closed December 19, in preparation for the move to the new Tully Community Branch.
- Customer use of automated library systems, including online renewals, has increased an average of nearly 30% in the past year, with customer activities in branch libraries, through use of self-check machines and public access catalogs, have risen 25% alone.
- San José Public Library has begun offering its cardholders the option of downloading audio e-books to PCs and PDAs. San José is the first public library system in California to offer this feature.

STRATEGIC SUPPORT (Contact: Mark Danaj, x4380)

- Aviation Director Executive Recruitment ended December 3, finalist recommendations have been submitted to the City Manager for review, and interviews are scheduled for January 24.
- Chief Purchasing Officer Deputy Director candidate profile and outreach efforts (specific and traditional public sector) have been completed and the recruitment period closes January 7.
- 25 enrollees from 16 departments continued the Art and Practice of Leadership.
- Registration for the Winter 2005 Leadership and Supervision Academy began January 5.
- The Joséphson Institute of Ethics has been selected to present an Ethics Study Session and to facilitate ethics training for senior, executive, and management staff on January 27 and 28.
- Employee self-service in PeopleSoft was implemented allowing employees to update their addresses, phone numbers, and emergency contact information directly, view current and historical paycheck information and leave balances online. The self-service screens are currently being piloted for approximately 500 employees, with plans to expand self-service to more employees within the year.
- As of December, a total of 589 (adjusted for incurred but not reported claims) workers' compensation claims were filed by employees. This represents a decrease of 14%, as compared to the same period a year ago, a result of the creation of a safety culture to prevent injuries and accidents.
- The City's benefits eligibility parameters increased in November 2004 with the addition of domestic partners' dependents.
- In December, Asset Management Staff generated \$1.280 million in revenue through the sale of surplus property, with sale proceeds being distributed among the General Fund balance, the Economic Uncertainty Reserve, and the Fire C&C Fund.
- During the furlough, Facilities Management staff successfully replaced a PG&E switch with little to no impact to City operations, resulting in improved reliability of the Civic Center power supply.
- Council was provided access to the desktop Capital Improvement Projects (CIP) website, for rapid access to "live" data from the CIP database.
- Successfully released the Server/SAN (Converged Network) RFPs and conducted mandatory pre-bidder's conference, attended by 70 potential vendors.

- At the December 15 California Debt Limit Allocation Committee (CDLAC) meeting, the City/Redevelopment Agency received a private activity bond allocation of \$75.315 million under CDLAC's new program, allowing for the issuance of private-activity tax-exempt tax allocation bonds to fund loans to affordable housing projects.
- Staff reviewed the patrol car contingency and replacement schedule and the replacement of unmarked police vehicles and made reductions to the marked complement and an updated unmarked replacement projection, which has identified over \$800,000 in General Fund savings for FY 04-05.

TRANSPORTATION (Contact: Jim Ortbal, x2857)

- Several major milestones were accomplished for regional transportation projects in San José: groundbreaking for new Caltrain Maintenance Facility, EIR certification for BART extension project, start of construction for Route 87 widening (Julian to Route 85), and opening of Route 101/Bailey Interchange in Coyote Valley.
- 12 transportation CIPs were completed: Berryessa Road (101 to Coyote Creek), Bucknall Road (Villanova to Maroel), Parking Garage Revenue Control Equipment Replacement, School Access Enhanced Crosswalks, Traffic Signal at Brigadoon/ Daniel Maloney, White Road (Penitencia Creek to McKee), King Road near Barberry, SNI Curb Ramps, Harliss Avenue Streetlights (SNI), Crackdown Area Streetlights, Street Tree Planting (SNI), and Reed Street Pedestrian Corridor (SNI).
- Staff hosted six public meetings in November and December at Citywide locations regarding the proposed update to the City's transportation level of service (LOS) policy, which promotes multi-modal transportation improvements and allows for exemptions to LOS standards in order to facilitate in-fill development along transit corridors and neighborhood business districts, with additional public outreach being conducted with various stakeholder groups for the three major jobs/housing/transportation policy updates related to North San José, Downtown, and Transportation LOS.
- Retiming Grant Project has completed retiming of 40 signals along Snell Avenue, Brokaw Road, Berryessa Avenue, 10th and 11th Streets, with a 15% travel time savings expected from this work.
- Additional \$1.346 million of grant funds were awarded for Intelligent Transportation System Stevens Creek West Project, which will implement intelligent transportation system tools to manage traffic and incidents along Stevens Creek, Winchester, and Saratoga corridors.
- A second funding agreement is being processed to accept \$448,000 in Transportation for Clean Air Funds to retime the multi-agency operated eight-mile Bascom Avenue Smart corridor, with signal priority timing for buses being added to improve bus schedule adherence.
- Implemented the Start-Up Companies Parking Incentive Program in the Downtown.
- Approved Parking Marketing Agreement with the San José Downtown Association and Annual Parking Outreach Marketing Strategy.
- The project to preventively seal approximately 50 miles of arterial streets throughout the City was completed.
- A pilot project to test alternative street resurfacing materials and treatment processes was completed in November. Nearly three miles of residential streets that were on the resurfacing backlog list and met certain condition criteria received the maintenance applications. Performance testing and analysis of the streets will be performed in this year and over many

HONORABLE MAYOR AND CITY COUNCIL

RE: **Monthly Activity Report**

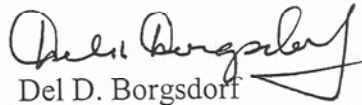
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years in an effort to find more cost effective treatments, reduce the backlog of streets in need of resurfacing, and maximize the condition of the street network.

CONCLUSION

There has been a lot of activity over the past two months. I hope that you find this memo informative and productive to understanding the various current CSA activities. If you would like specific information on CSA activities, I have included the contact/teamleader for each CSA after the heading. I look forward to meeting with you and discussing the content of the memo. Happy New Year!



Del D. Borgsdorf
City Manager