



# Memorandum

---

**TO:** NEIGHBORHOOD SERVICES  
AND EDUCATION COMMITTEE

**FROM:** Mark Linder

**SUBJECT:** SEE BELOW

**DATE:** February 28, 2007

---

**SUBJECT: NEIGHBORHOOD SERVICES CITY SERVICE AREA'S  
CITY ADMINISTRATIVE PROJECTS**

Attached is the Neighborhood Services City Service Area's City Administrative Projects (CAPS). This is presented to inform the Committee of the administrative projects the Neighborhood Services City Service Area (CSA) is spending resources to achieve. No action is required, however, the Committee members may want to ask questions or receive additional information on these projects. The CAPS are updated quarterly.

MARK LINDER  
Deputy City Manager

Attachment

**CSA: Neighborhood Services**

<b>Project Name:</b>	"Assets and Partners" Analyses		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Library branches creating partnerships with CBO's etc. for developing neighborhood assets.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/29/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	United Way presentation 9/06; continuous outreach.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	916

<b>Project Name:</b>	Additional Smart Start Child Care Spaces		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	State of The City
<b>Other Dept:</b>	RDA		<b>Item #:</b>
<b>Description:</b>	Create 426 spaces in 7 new facilities. \$570,000 remains to be allocated.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	09/06: San Jose Day School reopened 10/06: San Antonio School Head Start opening Spring 07: National Hispanic University spaces		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	960

<b>Project Name:</b>	Almaden Branch Library		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	DPW		<b>Item #:</b>
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Post occupancy elements currently being addressed.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	9/29/06: Patron Survey (completed) 11/30/06: Complete installation of Doris Dillon memorial artwork 6/29/07: Punch list & warranty issues; Post-occupancy adjustments		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	937

**CSA: Neighborhood Services**

<b>4</b>	<b>Project Name:</b>	Alum Rock/Dr. Roberto Cruz Branch Library		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
	<b>Other Dept:</b>	DPW	<b>Source:</b>	Major Projects List
	<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Post occupancy elements currently being addressed.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
	<b>Milestone:</b>	8/31/06: Punch list & warranty issues 9/29/06: Patron Survey(completed) 6/29/07: Post-occupancy adjustments		
<b>Next Milestone Due Date:</b>	06/29/2007	<b>CAPS ID:</b>	938	
		<b>Alert:</b>	<b>GREEN</b>	

<b>5</b>	<b>Project Name:</b>	An Audit of San Jose Family Camp: Make good faith effort to reach an agreement or memorandum of understanding with Friends of San Jose Family Camp to determine the appropriate role of organization. (Priority 3)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Bojorquez, Cynth
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Audit
	<b>Description:</b>	Partially implemented. On-going cooperative projects are being approved on case-by-case basis to determine capabilities and appropriate roles.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
	<b>Milestone:</b>	PRNS and the Friends continue to work collaboratively on a case-by-case basis on co-sponsored activities. This arrangement appears to meet the needs and interests of both PRNS and the Friends. Given the limited range of activities, a formal agreement is not needed at this time. A formal agreement will be pursued in the event the Friends express an interest in expanding their activities.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	345	
		<b>Alert:</b>	<b>GREEN</b>	

<b>6</b>	<b>Project Name:</b>	An Audit of San Jose Family Camp: Reconcile permitted camp tent platforms with U.S. Forest Service Permit. Remove non-permitted tent platforms or obtain permit amendment to allow additional platforms. (Priority 3)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Bojorquez, Cynth
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Audit
	<b>Description:</b>	Partly implemented. The U.S. Forest Service advised City staff that existing structures could remain in place until current twenty year permit expires in December 2007. PRNS plans to begin the permit renewal process in 2006-07, which will include conducting environmental surveys prior to reconciling tents.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2006
	<b>Milestone:</b>	Referral status reports out as part of the City Auditor's Semi-Annual Report.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	344	
		<b>Alert:</b>	<b>GREEN</b>	

## CSA: Neighborhood Services

<b>Project Name:</b>	An Audit of San Jose Family Camp: Upgrade camp staff housing. (Priority 3)		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Bojorquez, Cynth
		<b>Source:</b>	Audit
<b>Other Dept:</b>	N/A	<b>Item #:</b>	04-08
<b>Description:</b>	Eleven staff cabins have been upgraded. In order to expedite the completion of the project, a source of funding to upgrade the remaining 16 cabins has been identified from the Enhanced Park Maintenance Funds Reserve pending approval. These upgrades will be initiated upon the completion of the 2007 Summer Camp Season.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2008
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Referral status reports out as part of the City Auditor's Semi-Annual Report.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	343

<b>Project Name:</b>	An Audit of the Concentrated Code Enforcement Program: Ensure that the CCEP is in full compliance with OMBA A-87 documentation requirements. (Priority 2)		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
		<b>Source:</b>	Audit
<b>Other Dept:</b>	N/A	<b>Item #:</b>	04-01
<b>Description:</b>	In process. CDBG staff has developed an hourly tracking form for City personnel working on HUD projects. The form reports HUD project hours. HUD is currently reviewing staffs most recent version of this tracking form. Awaiting HUD response on revised form. Upon approval by HUD, tracking form will be implemented by City HUD funded projects.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Upon approval of the tracking form by HUD, the form will be implemented with CDBG City funded programs.		
<b>Next Milestone Due Date:</b>	04/30/2007	<b>CAPS ID:</b>	341

<b>Project Name:</b>	An Audit of the Neighborhood Development Center of the Department of Parks, Recreation, and Neighborhood Services: Develop a comprehensive budget for the Project Blossom Program, a formal Project Blossom workplan for each Project Blossom site, and establish guidelines and better supervisory review. (Priority 2)		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	Linder, Mark
		<b>Source:</b>	Audit
<b>Other Dept:</b>	N/A	<b>Item #:</b>	03-07
<b>Description:</b>	Partially implemented. The NDC and Code Enforcement have developed a comprehensive process for tracking and reporting property owners training costs. There are still obstacles in fully implementing the process, namely reconciling differences between the FMS and PeopleSoft systems as well as coordinating between departments.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	There has been a delay in reconciling property owner training costs between PRNS and PBCE as it was necessary to redirect limited staff resources to prepare the FY 06-07 budget as well as respond to increased workload related to the recruitment of 80 reg		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	339

**CSA: Neighborhood Services**

<b>10</b>	<b>Project Name:</b>	An Audit of the Targeted Neighborhood Clean-Up Program (from PBCE 1)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Audit
	<b>Description:</b>	Report to the City Council on its assessment of ways to reduce overtime costs and increase targeted Clean-up areas to accommodate an average of 22 bins per Clean-up event, Work with the City Council to establish a City Council Office-Directed Community Grant Program to provide for two small neighborhood Clean-ups per year per City Council District, and Develop written standards regarding the form, content, and timing for Clean-up event flyer's and use funds budgeted for Clean-up event bins to cover the costs to mail the flyer's. (Priority 3)		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/20/2006
<b>Milestone:</b>	<p>10/20: Distribute Information Memorandum to the City Council advising that the flier, mailed or hand distributed to residents, has been standardized.</p> <p>10/23/06: An Informational Memorandum describing the standardization of the NCU flier was distributed to Council. Included in the Memorandum were sample clean-up fliers.</p> <p>02/26/07: The number of bins used per clean-up event has been increased to 22. In addition, the division has undertaken the hiring of Regional Park Aides to work these events. Thus far 27 RPA's have been hired, with a goal of 80.</p>			
<b>Alert:</b>	<b>GREEN</b>			
<b>Next Milestone Due Date:</b>	02/26/2007	<b>CAPS ID:</b>	540	

<b>11</b>	<b>Project Name:</b>	An audit of the Agreements between the City and the Filipino American Senior Opportunities Development Council (Fil-Am SODC): Amend its grant agreements to require organizations to disclose non-City grant sources of funding and identify all sources of funding for City-funded activities. (Priority 3)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cardinalli, Joe
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Audit
	<b>Description:</b>	Implemented for BEST and HNVF agreements. All HNVF agreements were updated in July 2005 to include an audit requirement for a "Schedule of Government Financial Assistance" which identifies the gross amounts of grants obtained from the City and other governmental sources and shows the amount received and disbursed under each grant during the audited fiscal year. BEST agreements have been changed to conform with this in the current cycle. Disclosure of non-city sources of funding and all sources of funding for city funded activities is a requirement for completion of grant agreements.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
<b>Milestone:</b>	<p>Referral status reports out as part of the City Auditor's Semi-Annual Report.</p> <p>Include in HNVF Cycle 8 agreeemnts - completed.</p> <p>Include in BEST Cycle 16 (2006-2007) agreements - completed.</p> <p>Continue to work with the citywide Grants Management Committee for discussion and future addition to all grant agreements citywide.</p>			
<b>Alert:</b>	<b>GREEN</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	350	

**CSA: Neighborhood Services**

<b>Project Name:</b>	Analysis of Bandwidth Availability and Requirements		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	IT	<b>Item #:</b>	
<b>Description:</b>	Analyze and propose solutions to support increased use of digital media on Internet computers at branches.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	11/06: Review current branch bandwidth.		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	906

<b>Project Name:</b>	Analyze Hardware Requirements for Integrated Library System.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	System approaching 5 year mark--review hardware sustainability.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Review current system for liability by 8/31/06; consider replacement hardware by 11/30/06.		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	909

<b>Project Name:</b>	Animal Ordinance Recommended Changes		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cicirelli, Jon
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Staff has worked with the Animal Advisory Committee to review Title 7 of the San Jose Municipal Code for recommendations regarding amendments and/or additional regulations related to feral cats, outdoor adoptions, and standards of care. In 2004, staff proposed revisions to Title 7 regulating dangerous dogs, pet limits, and animal rescuers. At that time, Council was advised that a more comprehensive review would be considered at a later time.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/15/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	On 5/17/06 this was heard at the PRNS Commission. Heard and forwarded to Council by BSN Committee on 6/19/06. Town Hall public meetings were held July 27, September 16, and October 5, 2006. Recommendations on ordinance amendments are scheduled to be presented to Council for approval in March 2007.		
<b>Next Milestone Due Date:</b>	03/06/2007	<b>CAPS ID:</b>	316

**CSA: Neighborhood Services**

15	<b>Project Name:</b>	Aquatics Policy- RFQ for Master Plan Development		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Bojorquez, Cynth
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	\$250,000 approved by the Council in November 2005 to conduct a comprehensive analysis of user demographics, viability of the existing facilities, industry trends and revenue opportunities for the six City-owned pools. The data collection phase is now complete and the project is in the conceptual master plan alternative phase. The original timeline has been extended to June, 2007 in order to allow additional community input opportunities.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007	<b>Alert:</b> GREEN
<b>Milestone:</b>	A public hearing sponsored by the Parks & Recreation Commission was held on January 17th. At their request, a follow-up report outlining a short, mid and long term strategy for implementation was presented to the Commision on February 7. This information and an overview of the entire master Plan process will be presented to the City Council at an evening session to be held on February 27, 2007.			
<b>Next Milestone Due Date:</b>	02/27/2007	<b>CAPS ID:</b>	314	

16	<b>Project Name:</b>	Bascom Library & Community Center		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	DPW	<b>Item #:</b>	
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Final construction plans are completed.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	05/31/2007	<b>Alert:</b> GREEN
<b>Milestone:</b>	8/31/06: Finalized and distributed building program (completed) 9/29/06: Began design and community input process with PRNS; 5/31/07: Sale of site purchased for library only use; Complete design development.			
<b>Next Milestone Due Date:</b>	05/31/2007	<b>CAPS ID:</b>	931	

## CSA: Neighborhood Services

<b>Project Name:</b>	Blight Busters		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Blight Busters is a City/Citizen partnership within the SNI areas that utilizes trained volunteers to assist the Driveway Team in identifying blighted conditions in their neighborhood.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Conduct "Blight Busters" volunteer training session on October 4, 2006. The first session resulted in the training of 30 volunteers. 10/4/06. A Blight Busters Training was conducted at the Alma Senior Center. 14 residents joined the Blight Busters Program. The Program now has 43 members. The next Blight Buster Training session is scheduled for March 7, 2007 at the Westside Community Center.		
<b>Next Milestone Due Date:</b>	04/02/2007	<b>CAPS ID:</b>	1,069

<b>Project Name:</b>	Boys & Girls Club agreement for field and operations plan		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cardinalli, Joe
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Acquisition of a sports field located on Cunningham Avenue owned by the Boys and Girls Club. Project will also include completion of a business plan by the Boys and Girls Club as well as the execution of a joint use agreement between the City and Boys & Girls Club relative to the sports field. The joint use agreement will be recommended for approval on 12/05/06.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/01/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	1) A joint use agreement was signed by the Boys and Girls Club and approved by Council on December 12, 2006. The draft business plan was approved by the Director of PRNS and accepted by the Boys and Girls Club Board of Directors on December 12, 2006. The completion of these two items fulfilled the terms necessary to close escrow by January 1, 2007. Escrow was closed successfully and the field is now owned by the City of San Jose.		
<b>Next Milestone Due Date:</b>	12/05/2006	<b>CAPS ID:</b>	315

## CSA: Neighborhood Services

19	<b>Project Name:</b>	Calabazas Branch Library		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	DPW	<b>Item #:</b>	
	<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Complete schematic design.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007
			<b>Alert:</b>	GREEN
	<b>Milestone:</b>	11/30/06: Finalize and distribute building program (completed); Start in 1/07 begin design/community input process; 06/30/07: Complete schematic design		
	<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	932

20	<b>Project Name:</b>	Cambrian Branch opening		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	DPW	<b>Item #:</b>	
	<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Projected opening day of November 18, 2006.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007
			<b>Alert:</b>	GREEN
	<b>Milestone:</b>	10/31/06: Complete construction to substantial completion/occupancy permit (completed) 10/31/06: Install furniture 11/30/06: Select and train staff 11/30/06: Install technology 11/30/06: Grand Opening (completed) 12/31/06: Patron survey (completed) 6/30/07: Post-occupancy adjustments		
	<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	924

21	<b>Project Name:</b>	Chair, California Library Association Management Section (if elected).		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	N/A	<b>Item #:</b>	
	<b>Description:</b>	Provide leadership & coordination for this section of CLA.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
			<b>Alert:</b>	GREEN
	<b>Milestone:</b>			
	<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	921

**CSA: Neighborhood Services**

<b>Project Name:</b>	Children's Health Programming		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Design a grant-funded (Kaiser) program to promote healthy eating habits in school-aged children.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	912

<b>Project Name:</b>	Citizen Internet Access to Code Enforcement System (CES) inquiry screen		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	IT	<b>Item #:</b>	
<b>Description:</b>	Provide internet access to Code Enforcement System (CES) to the public through the Code Enforcement web site. The information that would be available will only be the information that is currently given out for Public Record Act Requests.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/01/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Meet with IT staff to develop an action plan which will identify and address issues for implementing Public access to CES data. 02/26/07 IT has modified the Code Enforcement System Inquiry data to include open cases and closed cases within the past two years. IT will continue with enhancements, as requested, before the system is moved to the Internet site.		
<b>Next Milestone Due Date:</b>	04/01/2007	<b>CAPS ID:</b>	1,071

<b>Project Name:</b>	Client consulting presentations for Libraries-The San Jose Way.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Enhance and update web page resources. Provide on request professional presentations and training to other library systems for a fee.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Continuous throughout the year.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	977

22

23

24

**CSA: Neighborhood Services**

25	<b>Project Name:</b>	Code Enforcement Annual Survey			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	Survey of Code Enforcement customers to track how residents feel about their neighborhood and about the service they receive from Code Enforcement.			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2006	<b>Alert:</b>
<b>Milestone:</b>	Survey criteria will be developed by October 16, 2006. The survey will be mailed by November 1, 2006. 11/24/06: Survey mailed to 500 Code Enforcement Customers 01/15/07: 30% of surveys returned. Code Enforcement will develop an Informational Memorandum to Council summarizing the survey data.				
<b>Next Milestone Due Date:</b>	04/01/2007	<b>CAPS ID:</b>	1,081		

26	<b>Project Name:</b>	Code Enforcement Assistance Project			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A	
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	The Code Enforcement Assistance Project provides dumpsters to individuals who are in need and are unable to afford to clean up their property.			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned	<b>Alert:</b>
<b>Milestone:</b>	Develop RFP w/ ESD for the Neighborhood Clean-up Program. 12/31/06 Staff will be including the Code Enforcement Assistance Project in the RFP.				
<b>Next Milestone Due Date:</b>	12/31/2006	<b>CAPS ID:</b>	1,084		

27	<b>Project Name:</b>	Code Enforcement Intranet Update			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A	
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael	
	<b>Other Dept:</b>	IT	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	Update the Code Enforcement Intranet web site to ensure interdepartment coordination.			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2008	<b>Alert:</b>
<b>Milestone:</b>	3/31/07: Develop action plan for updating the Intranet website 6/30/08: Implement changes to intranet site				
<b>Next Milestone Due Date:</b>	03/31/2007	<b>CAPS ID:</b>	1,074		

## CSA: Neighborhood Services

<b>Project Name:</b>	Code Enforcement Saturday Inspection Program (Pilot Program)		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Expand Code Enforcement services to include Saturday inspection services. This pilot program will enable Code Enforcement to respond to violations that typically occur on weekends, i.e, illegal auto repair, excessive garage sales, and unpermitted construction. Code Enforcement is currently utilizing it's overtime budget to pay for this service. If the pilot program is deemed a benefit to the community and a funding source can be identified, a budget proposal will be submitted to Council for 2007-2008.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	01/25/2007
<b>Milestone:</b>	12/31/06: Saturday Inspection Pilot Program expires 01/25/07: Evaluate data from the Program Determine whether to submit a Budget Proposal for 2007-2008. 1/27/07: Reinstated the Saturday Inspector Program. 3/17/07: Expand to Weekend Inspector Program.		
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	03/17/2007	<b>CAPS ID:</b>	1,075

<b>Project Name:</b>	Complete Discharge Planning Effort		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
<b>Other Dept:</b>	OED,POLICE	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Determine ways to ensure that people discharged from prisons, hospitals and foster care have the resources needed to avoid homelessness. Begin implementation of this plan.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2007
<b>Milestone:</b>	Complete application to Department of Labor for a pilot program providing employment opportunities to newly released parolees. Convene initial meeting with San Jose police, county sheriff, State parole staff, shelter providers, and other City staff to develop a discharge planning strategy, which must be included in the City's Consolidated Plan submission in May of 2007. This issue will also be discussed as a part of the Blue Ribbon Task Force on Homelessness.		
<b>Alert:</b>	YELLOW		
<b>Next Milestone Due Date:</b>	05/15/2007	<b>CAPS ID:</b>	637

**CSA: Neighborhood Services**

30	<b>Project Name:</b>	Council Policy Reviews/Reconfirmations			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	Reconfirmation by City Council of: (1) Library Materials and Services Policy; and, (2) Guidelines for Child Day Care.			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007	
	<b>Milestone:</b>	4/07: Library Commission			
<b>Next Milestone Due Date:</b>	01/31/2007	<b>CAPS ID:</b>	917	<b>Alert:</b>	GREEN

31	<b>Project Name:</b>	Cultural Crossroads Grant			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	*	
	<b>Description:</b>	Partnerships with Vietnamese Community to provide classes and programs at Tully and other branches with grant support.			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007	
	<b>Milestone:</b>	Programs presented from 7/06 to 4/07.			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	913	<b>Alert:</b>	GREEN

32	<b>Project Name:</b>	Customer Service Enhancements			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	Work with San Jose State University (SJSU) to write and implement plan based on customer feedback about King Library Services			
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	05/31/2007	
	<b>Milestone:</b>	Received data from 2006 survey 7/06; staff surveyed 8/06; taskforce will review and make recommendations 2/07.			
<b>Next Milestone Due Date:</b>	02/28/2007	<b>CAPS ID:</b>	951	<b>Alert:</b>	GREEN

**CSA: Neighborhood Services**

<b>Project Name:</b>	Develop and Conduct San Jose Way Academy		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Provide in-depth service model training to front-line staff and instill a climate where innovation and continuous improvement take place throughout the library organization.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	07/28/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Two days at training 7/06. Ongoing.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	965

<b>Project Name:</b>	Develop and Pilot Leadership Teams at Branches		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Implement newly defined branch leadership teams, comprising Branch Managers, Library Assistants & Librarians.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Presentation at Joint Branch Managers/Library Assistants meeting 9/06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	946

<b>Project Name:</b>	Dr. Martin Luther King, Jr. Day Celebration		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Work with SJSU to create a template for annual program.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	02/28/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Plan content for 2007 event.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	957

**CSA: Neighborhood Services**

36	<b>Project Name:</b>	East San Jose Carnegie Branch Library		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	DPW	<b>Item #:</b>	
	<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Final construction plans are completed. Concern about construction costs due to preserving historical building. Small site also poses budgeting concerns		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	YELLOW	
<b>Milestone:</b>	09/29/06: Complete schematic design (completed) 11/30/06: Complete design development 05/31/07: Complete construction 06/29/07: Out to bid			
<b>Next Milestone Due Date:</b>	11/30/2007	<b>CAPS ID:</b>	933	

37	<b>Project Name:</b>	Educational Park Branch Library		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	DPW	<b>Item #:</b>	
	<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
		<b>Alert:</b>	GREEN	
<b>Milestone:</b>	4/30/07: Finalize and distribute building program.			
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	934	

38	<b>Project Name:</b>	Expansion of library's role in providing English Second Language (ESL) Support.		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	N/A	<b>Item #:</b>	
	<b>Description:</b>	Work with branches as well as Early Care & Lifelong Literacy unit to identify current and future programming, community partnerships.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN	
<b>Milestone:</b>	Offer ESL classes through Eastside Union High School District July-Nov 06.			
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	961	

## CSA: Neighborhood Services

<b>Project Name:</b>	Extension of the SNI Model Citywide to All Neighborhoods		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	All
		<b>Source:</b>	MBM FY 06-07
<b>Other Dept:</b>	CMO,HSNG	<b>Item #:</b>	
<b>Description:</b>	The BSN Committee is holding a special session on October 2 to discuss this issue.		
<b>Date Assigned:</b>	06/20/2006	<b>Target Compl:</b>	06/20/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	As the City expands the successful SNI program to new target areas, the Department will evaluate where housing dollars might be targeted. The minutes of the Special Meeting will be reported to Council on 10/17/2006.		
<b>Next Milestone Due Date:</b>	10/17/2006	<b>CAPS ID:</b>	209

<b>Project Name:</b>	Facility Operations Training Manual for New Library Facilities		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	DPW,GSD	<b>Item #:</b>	
<b>Description:</b>	Document facility operations and coordinate warranty issues at new branches.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/29/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Review opening issues from Evergreen Branch, September-October 06.		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	941

<b>Project Name:</b>	Facility Re-Use Policy on Community Centers		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Rios, Angel
		<b>Source:</b>	MBM FY 06-07
<b>Other Dept:</b>	GSD	<b>Item #:</b>	
<b>Description:</b>	An effort by PRNS to identify alternative operators for community facilities. Council will be holding a Study Session on December 8 regarding this topic.		
<b>Date Assigned:</b>	06/20/2006	<b>Target Compl:</b>	03/31/2008
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	On June 6, City Council adopted a revised Re-Use Schedule: 1) Facility Conditions Assessment (September 8, 2006)Completed. 2) Neighborhood-specific outreach meetings with community stakeholders (September-October, 2006)Completed 3) Conduct City Council Study Session on December 8, 2006. Pending Additional milestones may be added pending City Council input from the Facility Re-Use Study Session		
<b>Next Milestone Due Date:</b>	01/31/2007	<b>CAPS ID:</b>	227

**CSA: Neighborhood Services**

42	<b>Project Name:</b>	Family Child Care Training Program (CDBG)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
	<b>Other Dept:</b>	HSNG	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Grant-funded 10-month training of child care providers.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
	<b>Milestone:</b>	Training begins 8/06.		
	<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	962
<b>Alert:</b> GREEN				

43	<b>Project Name:</b>	Furniture Catalog		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
	<b>Other Dept:</b>	FINANCE	<b>Source:</b>	Major Projects List
	<b>Description:</b>	Update standard library furniture catalog for new branches.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/31/2006
	<b>Milestone:</b>			
	<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	942
<b>Alert:</b> GREEN				

44	<b>Project Name:</b>	Gaps Analysis		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	Linder, Mark
	<b>Other Dept:</b>	HSNG, LIB, PRNS	<b>Source:</b>	Major Projects List
	<b>Description:</b>	The HNVF and CDBG Committees will be considering a recommendation in late September regarding the Gap Analysis and Council will consider the item in October. The gap analysis will include: A review of FY2005-2006 award cycles for the City's Community Development Block Grant Program; Healthy Neighborhood Venture Fund, Bringing Everyone's Strength's Together Program, and other community based organizations funded by the City's General Fund; An inventory of the services provided and populations served by these funding sources; Integration of the asset work completed by Parks, Recreation and Neighborhood Services and "Community Impact" study conducted by United Way of Silicon Valley, Recommendations to improve grant administration and areas for further research.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/31/2006
	<b>Milestone:</b>	CDBG & HNVF have reviewed Staff's recommendations which is scheduled for Council at the end of October.		
	<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	330
<b>Alert:</b> GREEN				

**CSA: Neighborhood Services**

<b>Project Name:</b>	Grants Administration		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	Linder, Mark
<b>Other Dept:</b>	AUDITOR, FINANCE, HSNG, OCA, OED, PRNS	<b>Source:</b>	Major Projects List
<b>Description:</b>	The Auditor presented its report to the MGWB Committee on February 16, 2006. The report noted that on a Citywide basis grant administration was decentralized with limited coordination and no Citywide policies and procedures for grant oversight. Each City Department is responsible for monitoring the grants it issues, developing its own monitoring procedures, and evaluating grantee performance. Six City Departments were found to rely on grant agreements to monitor grants and have no formal documented policies and procedures. Staff is developing a Citywide grants management manual and workplan. Staffing issues exist.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
<b>Milestone:</b>	Grant Audit and response heard at MGWB Committee on February 16. CMO is in the process of developing a workplan to address all of the issues discussed at the MGWB Committee meeting in February. Workplan presented to City Manager.		
<b>Next Milestone Due Date:</b>	12/15/2006	<b>CAPS ID:</b>	327
		<b>Alert:</b>	YELLOW

<b>Project Name:</b>	Greenprint Master Plan Update		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Mark, Julie
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	The Greenprint Master Plan was completed in 2000 and will be updated to reflect planning for new areas of the City (Coyote Valley, Arcadia, Evergreen, North First Street) as well as new types of facilities (dog parks, skate parks) and any changes to the PDO/PIO.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/31/2007
<b>Milestone:</b>	1) Coordinate schedule with SNI by August 30, 2006 - Complete 2) Hire project manager by December 15, 2006 - In Process - Interview scheduled for February 23, 2007 3) Release RFP for consultant winter 2006 4) Preferred consultant recommended February/March 2007		
<b>Next Milestone Due Date:</b>	12/15/2006	<b>CAPS ID:</b>	317
		<b>Alert:</b>	GREEN

**CSA: Neighborhood Services**

47	<b>Project Name:</b>	Hillview Branch Library opening		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	FINANCE	<b>Item #:</b>	
	<b>Description:</b>	Opening of new branch.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	02/28/2007
		<b>Alert:</b>	GREEN	
<b>Milestone:</b>	07/31/06: Order furniture 10/31/06: Complete construction to substantial completion/occupancy permit 11/30/06: Old Hillview closes; Install furniture; Select and train staff 12/29/06: Move library materials from old Hillview; Opening day augmentation of materials purchased 01/20/07: Grand opening; Punch list and warranty issues; 02/28/07: Patron survey 06/29/07: Post-occupancy adjustments			
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	926	

48	<b>Project Name:</b>	Idemnification of Neighborhood Groups		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	ATTORNEY	<b>Sr Dept Lead:</b>	Doyle, Richard
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	FINANCE,GSD,PRNS	<b>Item #:</b>	
	<b>Description:</b>	The Council directed staff to (1) Review current practices regarding indemnification requirements for Neighborhood groups meeting in City owned facilities and report to Council. (2) Review and clarify the Parks, Recreation and Neighborhood Services facility use guidelines including facilities run by other City departments. (3) As part of that review, direct administration and the City Attorneys Office to provide Council with proposed definitions, requirements, fees and charges related to City use and non-City use. (4) Report back to Council on best practices from other Agencies. (5) Return to Council with proposed alternatives that will allow neighborhood organizations conducting City related business to be released from City indemnification clauses. (6) Ensure there is a way to handle the neighborhood groups in the interim before the final staff report is released. (7) PRNS will be examining/revising our operations manual.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
		<b>Alert:</b>	Unassigned	
<b>Milestone:</b>	September 1, 2006: The Administration and the City Attorney's Office are working together on this referral and will return to Council with more information when ready.			
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	328	

**CSA: Neighborhood Services**

<b>Project Name:</b>	Implementation of Policy Changes to the CDBG Program		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	CMO	<b>Item #:</b>	
<b>Description:</b>	Implement enhancements to program policies, including revised selection criteria and processes, new performance measurements and revision to the CDBG governing structure.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/31/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Review success of 2007 application process and evaluate for improvements, including multi-year award system.		
<b>Next Milestone Due Date:</b>	10/31/2007	<b>CAPS ID:</b>	652

<b>Project Name:</b>	Improve merchandising and materials in Brandenburg Browsing Collection Area		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Work with SJSU to implement new layout for better efficiency and customer service.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/29/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	7/06: Order new furniture. Reconfigure Area.		
<b>Next Milestone Due Date:</b>	12/29/2006	<b>CAPS ID:</b>	954

<b>Project Name:</b>	Improve the Homeless Delivery System		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Begin to monitor shelters currently in operation. Respond to the financial concerns of the City's largest homeless shelter and service providers. Develop plan to move to Housing First system and away from the provision of temporary shelter. Provide services in place.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2007
		<b>Alert:</b>	YELLOW
<b>Milestone:</b>	Housing Department staff is working with the Emergency Housing Consortium management to develop a team of community leaders to access the best use for the Reception Center. One possible use of the Boccardo Regional Reception Center would be to establish the reception center as a one-stop center for all homeless people seeking permanent housing.		
<b>Next Milestone Due Date:</b>	12/31/2007	<b>CAPS ID:</b>	639

**CSA: Neighborhood Services**

<b>52</b>	<b>Project Name:</b>	Improvements to the Santee Neighborhood		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	ATTORNEY, PRNS, POLICE, RDA		<b>Item #:</b>
	<b>Description:</b>	Strategize ways to ensure the stability and health of this neighborhood without a consistent City presence. Potentially revamp the neighborhood improvement plan that was developed years ago to determine whether it can now be implemented. This project will require funding, which has not yet been identified.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2007
			<b>Alert:</b>	YELLOW
<b>Milestone:</b>	Review possible alternatives with the Strong Neighborhoods Initiative Committee. Consider a pilot improvement effort.			
<b>Next Milestone Due Date:</b>	06/29/2007	<b>CAPS ID:</b>	211	

<b>53</b>	<b>Project Name:</b>	Increase Housing Opportunities for the Homeless		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	N/A		<b>Item #:</b>
	<b>Description:</b>	Work with the County Housing Authority to free up vouchers for homeless residents and seek priority in public housing developments for homeless seniors. Investigate all possible opportunities for supportive housing. Apply for funds from the State and federal governments. Implement a new PROGRESS Program to provide rental assistance to homeless families		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
			<b>Alert:</b>	YELLOW
<b>Milestone:</b>	Implementation of the new PROGRESS Program, which was approved by City Council in November 2006, is in process and clients should be moving into permanent housing by April 2007. The City has negotiated with the Housing Authority of the County of Santa Clara to set aside 100 Section 8 certificate for chronic homeless people. The Housing Authority will begin issuing those Section 8 certificates in May.			
<b>Next Milestone Due Date:</b>	05/31/2007	<b>CAPS ID:</b>	638	

**CSA: Neighborhood Services**

<b>Project Name:</b>	Initiate Project Alliance in select SNI areas (new name for SNI Demonstration Program)		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
<b>Other Dept:</b>	RDA	<b>Source:</b>	Major Projects List
<b>Description:</b>	Phase II of Project Alliance is funded by \$750,000 of SJRA funds and \$115,000 from the Workforce Housing funds awarded to the Department of Housing. The three new neighborhoods are the Jeanne/Forestdale Apartments in the Brookwood Terrace/Five Wounds SNI, Virginia/King Apartments in the Mayfair and Gateway East SNI, and Roundtable Apartments in the Edenvale/Great Oaks SNI. The Housing Department and CMO (SNI) staff are coordinating implementation of the three Neighborhood Revitalization Plans in collaboration with RBF Design Studio, other City Departments, the property owners, and community stakeholders.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007
<b>Milestone:</b>	The Urban Consultant was brought under contract in December 2006. The preliminary Revitalization Plans for these three neighborhoods were completed in February 2007. City Council staff that represents the respective neighborhoods have also reviewed the Plans. The Edenvale/Great Oaks Neighborhood Advisory Committee (NAC) has endorsed the Roundtable Drive Plan. The remaining two NACs are scheduled to approve the Plan in March 2007. Selection of pilot projects in each neighborhood is expected to be complete by the end of April with initial work beginning in May or June 2007. The Virginia/King neighborhood has several "soft story" type buildings. Construction in the neighborhood may be delayed two to three months due to design, engineering and funding to assist with the seismic retrofit of these buildings.		
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	04/30/2007	<b>CAPS ID:</b>	210

<b>Project Name:</b>	Institute for Museum and Library Service (IMLS) Grant Application.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	N/A	<b>Source:</b>	*
<b>Description:</b>	Prepare grant application with KTEH and Children's Discovery Museum.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>			
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	920

54

55

### CSA: Neighborhood Services

56	<b>Project Name:</b>	Investigate Funding Opportunities for Park Development in Conjunction with City-Assisted Affordable Housing Development			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A	
	<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye	
	<b>Other Dept:</b>	PRNS	<b>Source:</b>	*	
	<b>Description:</b>	Affordable housing development is exempted from the payment of Parkland Development fees. For a number of years, the Redevelopment Agency provided the Parks fund with monies to offset this exemption. Because Redevelopment funding has been substantially reduced, no funding is currently available to continue this offset. In response, the Housing Department has been directed to research opportunities for funding.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007	<b>Alert:</b>	GREEN
<b>Milestone:</b>	Working with State Officials, the Department is investigating the use of Proposition 1C funding to provide parks in association with affordable housing development. Currently, Proposition 1C does not have authorizing legislation or regulations. We will report back in June to the Neighborhood Services and Education Committee on the status of these efforts.				
<b>Next Milestone Due Date:</b>	06/14/2007	<b>CAPS ID:</b>	1,120		

57	<b>Project Name:</b>	King Library Materials Handling			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload	
	<b>Description:</b>	Work with SJSU to improve current manual operations and perform a cost/benefit analysis for automated sorting system at KL.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007	<b>Alert:</b>	GREEN
<b>Milestone:</b>	Consultant begins 8/06; staff kaizen 10/06.				
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	952		

58	<b>Project Name:</b>	LSTA grant for "Customer Experience Analysis" merchandising and marketing project.			
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No	
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	
	<b>Other Dept:</b>	N/A	<b>Source:</b>	*	
	<b>Description:</b>	Jointly with Hayward PL, examine customer interaction with Library spaces, collections & staff and create "best practices" to improve effective marketing and service delivery. Produce report to share with statewide initiative. Develop and promote standards to share with library industry.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	09/28/2007	<b>Alert:</b>	GREEN
<b>Milestone:</b>	9/06: Create customer survey 10/06-1/07: Collect data				
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	948		

**CSA: Neighborhood Services**

<b>Project Name:</b>	Leadership for the Homeless Issue		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Determine who/what organization is the central point in addressing the homeless issue (City, County, United Way, other entity). Pull together business leaders, County leaders, City leaders, and others to address the issue. Identify leaders/champions to raise the visibility of the homeless issue. Establish a leadership group to oversee the implementation of the homeless plan.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2007
<b>Milestone:</b>	Supervisor and Board Chair Don Gage has convened a Blue Ribbon Task Force on Homelessness, with Mayor Reed as co-chair. The Task Force will be comprised of government and private sector leaders, and will be tasked with overseeing the City and County efforts to eliminate chronic homelessness in ten years. The Task Force is expected to meet throughout 2007, with its first meeting set for March 22, 2007.		
<b>Next Milestone Due Date:</b>	03/22/2007	<b>CAPS ID:</b>	635
		<b>Alert:</b>	GREEN

<b>Project Name:</b>	Library Bond Projects		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	GSD,PBCE	<b>Source:</b>	Major Projects List
<b>Description:</b>	Masterplan approved by Council and intended to be funded by bond in 2000 included 20 projects 6 new branches in previously unserved neighborhoods and 14 rebuilt, expanded branches. By the end of this fiscal year, 6 of these will have opened, with 4 more opening in FY 2006/07. Recent cost escalation of 15-20% has resulted in size reduction of most of the libraries not yet designed (about 10% reduction).		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2010
<b>Milestone:</b>	See individual projects.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	229
		<b>Alert:</b>	Unassigned

<b>Project Name:</b>	Local History/University Archives Joint Digitization Plan		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Work with SJSU to write a plan for creating publicly accessible digital archives.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>	Purchase digitization equipment 7/06; hire new staff 11/06.		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	958
		<b>Alert:</b>	GREEN

59

60

61

**CSA: Neighborhood Services**

62	<b>Project Name:</b>	Local arrangements for Innovative Interfaces Users Group Meeting in San Jose.		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	N/A	<b>Item #:</b>	
	<b>Description:</b>	Convene and coordinate efforts of local planning committee in conjunction with Innovative Users' Group leadership, which is an online integrated library system.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>				
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	973	

63	<b>Project Name:</b>	Local arrangements for PLA Spring Symposium in San Jose.		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Departmental Workload
	<b>Other Dept:</b>	N/A	<b>Item #:</b>	
	<b>Description:</b>	First Public Library Association Conference in San Jose in March 2007.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
<b>Milestone:</b>	Prepare for conference.			
<b>Next Milestone Due Date:</b>	03/31/2007	<b>CAPS ID:</b>	923	

64	<b>Project Name:</b>	Low Voltage		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	IT	<b>Item #:</b>	
	<b>Description:</b>	Update standard library low voltage guidelines for wiring of computers & networks.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	08/31/2006
<b>Milestone:</b>				
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	943	

**CSA: Neighborhood Services**

<b>Project Name:</b>	Merged Reference Service and Staffing Model Revisions		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Work with SJSU to implement revised staffing model to better use staff resources. Plan for new physical layout and use of mobile technology on 2nd floor of King Library.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	955

<b>Project Name:</b>	Month of the Young Child Events		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	PRNS		<b>Item #:</b>
<b>Description:</b>	Coordinate planning for month-long series at events celebrating young children, culminating in Children's Faire at Discovery Meadow.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	05/31/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	11/06: Assign coordinator 11/06: Partner with Children's Discovery Museum		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	964

<b>Project Name:</b>	Move to one staff service point model in branches.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Develop single service point standards for customer service, incorporating efficiencies and design flexibility.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	9/06: Order new service desk 9/06: Begin staff training		
<b>Next Milestone Due Date:</b>	09/30/2006	<b>CAPS ID:</b>	945

**CSA: Neighborhood Services**

68	<b>Project Name:</b>	Multiple Housing Program Standardization		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Develop training academy for new and current Code Enforcement Inspectors assigned to the Multiple Housing Program. This training will increase technical skills and improve consistency on inspections.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	02/01/2008
	<b>Milestone:</b>	Training for inspecting water heaters was conducted on September 12, 2006. Other training modules are being developed. 02/26/07: The Multiple Housing Program has been realigned allowing Multiple Housing Inspectors to report to one Code Enforcement Supervisor, rather than supervised geographically. The Supervisor is developing a training academy for this Program.		
<b>Next Milestone Due Date:</b>	09/01/2007	<b>CAPS ID:</b>	1,076	

69	<b>Project Name:</b>	Multiple Housing and Off Sale Alcohol Database Conversion		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
	<b>Other Dept:</b>	IT	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Move the Multiple Housing and Off Sale Alcohol Databases from VAX to AMANDA		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	09/15/2007
	<b>Milestone:</b>	Staff is developing a contractual programming contract. The projected completion date for the Multiple Housing database conversion is November 30, 2006. The projected completion date for the Off-Sale of alcohol database conversion is March 31, 2007. 02/26/07: The target date has been extended until September 1, 2007. (approximate)		
<b>Next Milestone Due Date:</b>	09/01/2007	<b>CAPS ID:</b>	1,068	

70	<b>Project Name:</b>	Neighborhood Cleanup Program RFP		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
	<b>Other Dept:</b>	ESD	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Code Enforcement staff will participate in the RFP process with Environmental Services Department staff to select a new garbage hauler for the Neighborhood Cleanup Program		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007
	<b>Milestone:</b>	The Neighborhood Clean-up Program was not included in the recent Recycle Plus RFP process which awarded contracts to CWS and Garden City. The City Council was desirous of segregating smaller portions of the Recycle RFP in an effort to encourage participation by smaller garbage haulers. Code Enforcement and ESD will be developing a proposed RFP for Council consideration. 01/30/07: Council considered and approved a request from ESD to award the Neighborhood Clean-up Program, for Districts A and C to Greenwaste Recovery Inc. Contract for the period 07/01/07-12/31/08.		
<b>Next Milestone Due Date:</b>	01/30/2007	<b>CAPS ID:</b>	1,072	

## CSA: Neighborhood Services

71

<b>Project Name:</b>	Non-profit Contract Administration		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cardinalli, Joe
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	ATTORNEY, AUDITOR, CMO, FINANCE, HSNB		<b>Item #:</b>
<b>Description:</b>	Establish process and system for consistent monitoring of agreements for compliance and standardization of contract development and negotiations. PRNS is also participating in the Citywide Grants Management Committees led by the CMO.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	February 2007: PRNS hires new Contract Manager and clerical support, increasing program FTEs from 1.0 to 2.5. February 2007: Contract Manager begins participation in CMO Grants Management Committee. March 2007: Contract Manager completes assessment of "as is" contract management system and obtains stakeholder consensus on the prioritized list of system improvements. April 2007: Contract Manager finalizes improvement workplan.		
<b>Next Milestone Due Date:</b>	01/30/2007	<b>CAPS ID:</b>	319

72

<b>Project Name:</b>	Northside Transition and Monitoring		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cardinalli, Joe
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	The City Council in December 2005, directed PRNS to assume Northside Center operations. PRNS assumed operations and has developed and will issue a RFP for a facility operator. Council approved funding for PRNS to operated the center in the interim period and also approved one year funding of \$142,000 for the selected operator to pay for maintenance cost of the center.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	07/01/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Northside RFP: Re-release of RFP October 23, 2006 - Completed Proposals received November 2006 - Completed Oral Interviews and selection January 2007 Council approval March/April 2007.		
<b>Next Milestone Due Date:</b>	01/23/2007	<b>CAPS ID:</b>	312

**CSA: Neighborhood Services**

<b>73</b>	<b>Project Name:</b>	Off-sale of Alcoholic Inspection Program		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	ATTORNEY	<b>Item #:</b>	
<b>Description:</b>	The City Council approved a Resolution which established an annual fee to support the Off-Sale of Alcoholic Beverage Inspection Program. The fee will support 1.0 FTE Code Enforcement Inspector position that will conduct annual inspections and respond to complaints involving businesses that sell alcoholic beverages for off-site consumption. Additional changes to the Muni Code are required to close out the last issues raised by Council during the adoption of the ordinance.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	07/31/2007	<b>Alert:</b> GREEN
<b>Milestone:</b>	Draft outreach. 02/26/07: Code Enforcement has implemented the Off-Sale of Alcoholic Beverage Inspection Program. As of February 2007, 117 stores have been inspected. Staff will either send forth an Informational Memorandum or present an overview at Council Committee Meeting after July, 1, 2007.			
<b>Next Milestone Due Date:</b>	07/01/2007	<b>CAPS ID:</b>	533	

<b>74</b>	<b>Project Name:</b>	Opening Day Collection Plan for 6 branches with no existing collections.		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
			<b>Source:</b>	Major Projects List
	<b>Other Dept:</b>	FINANCE	<b>Item #:</b>	
<b>Description:</b>	Document and review selection and purchasing procedures for new books & materials.			
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007	<b>Alert:</b> GREEN
<b>Milestone:</b>	Contact other libraries 8/06.			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	940	

<b>75</b>	<b>Project Name:</b>	Outline a Plan for Increased Monitoring of Grant Funds and Explore as a Source for SNI City-wide Process		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Cardinalli, Joe
			<b>Source:</b>	MBM FY 06-07
	<b>Other Dept:</b>	CMO	<b>Item #:</b>	
<b>Description:</b>	Transition of Community Action and Pride Grants program (CAP) to Strong Neighborhoods Initiative Program (SNI).			
<b>Date Assigned:</b>	03/17/2006	<b>Target Compl:</b>	06/30/2007	<b>Alert:</b> GREEN
<b>Milestone:</b>	Decisions and actions will be implemented by June 2007. Met with SNI/CMO team to plan CAP transition November 2006 - Completed. January 2007 begin program transition training for grant cycle program. April/May 2007 CAP Cycle is completed. CAP transition completed with SNI Team - May/June 2007.			
<b>Next Milestone Due Date:</b>	06/30/2007	<b>CAPS ID:</b>	326	

**CSA: Neighborhood Services**

<b>Project Name:</b>	PDO/PIO		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Mark, Julie
<b>Other Dept:</b>	N/A	<b>Source:</b>	Major Projects List
<b>Description:</b>	Reconciliation of the Reserve in the PDO/PIO Fund. Staff developed recommendations regarding expenditures of remaining balances and accrued interest from completed projects		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	11/30/2006
<b>Milestone:</b>	Council approved revisions to the Parkland Dedication and Park Impact Ordinances on 10/24/06. The first and second reading of the ordinances occurred. Completed - New fees are effective February 10, 2007.		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	311

<b>Project Name:</b>	PRNS Department Focus and Structure/Organization & Culture change.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Balagso, Albert
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Perform a review and validate existing PRNS Services, align the Department's Mission, Goals and Operations to best provide San Jose residents with recreational and park services. Using inclusive process, develop communications protocol for all staff to use and department culture changes that align with department focus and structure.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	07/01/2007
<b>Milestone:</b>	1) Discussion on the vision and mission has been deferred to this winter of 2007, while the Citywide Values are established through Art & Practice of Leadership. 2) Internal operation realignment has commenced with the reconsolidation of the Office of Therapeutic Services underway. From January 2007 through June 2007, both PRNS and SNI staff will conduct the CAP Grant process training to facilitate a smooth transition. Further realignments will be discussed in January.		
<b>Next Milestone Due Date:</b>	12/31/2006	<b>CAPS ID:</b>	322

<b>Project Name:</b>	Participate in regional assessment of cooperative library systems.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Statewide initiative to review public library systems.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>	First State library forum held in San Jose on July 06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	974

**CSA: Neighborhood Services**

<b>Project Name:</b>	Past Chair/Executive Board Member, Urban Libraries Council.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Source:</b>	Departmental Workload		
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	National library organization for large urban libraries.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Alert:</b>	GREEN		
<b>Milestone:</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	975

<b>Project Name:</b>	Pearl Avenue Branch Construction		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Source:</b>	Major Projects List		
<b>Other Dept:</b>	DPW	<b>Item #:</b>	
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	09/30/2006
<b>Alert:</b>	GREEN		
<b>Milestone:</b>	09/29/06: Bid/Award 10/31/06: Groundbreaking (completed)		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	929

<b>Project Name:</b>	Plan for and Conduct New Librarian welcome and mentoring program		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Source:</b>	Departmental Workload		
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Brown bag meetings with Director Jane and Assistant Director; create orientation training.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Alert:</b>	GREEN		
<b>Milestone:</b>	Biannual meeting 2/07(meeting on February 1); 6/07.		
<b>Next Milestone Due Date:</b>	01/31/2007	<b>CAPS ID:</b>	971

**CSA: Neighborhood Services**

<b>Project Name:</b>	Plan for and conduct Spring Recognition Week Activities				
<b>Core Service:</b>	Neighborhood Services		<b>Council Initiated:</b>	No	
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane	<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A			<b>Item #:</b>	
<b>Description:</b>	Team-building and unit-specific recognition activities.				
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/27/2007	<b>Alert:</b>	GREEN
<b>Milestone:</b>					
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	969		

<b>Project Name:</b>	Prepare New Joint Plan to End Homelessness				
<b>Core Service:</b>	Neighborhood Services		<b>Council Initiated:</b>	N/A	
<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye	<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A			<b>Item #:</b>	
<b>Description:</b>	Work with the County of Santa Clara and the United Way to prepare a new ten year plan that consolidates two existing plans and uses the best practices of other successful jurisdictions. Work to coordinate with all other cities in Santa Clara County.				
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007	<b>Alert:</b>	YELLOW
<b>Milestone:</b>	This action is now anticipated to be the result of the Blue Ribbon Task Force on Homelessness, with a final joint plan completed by the end of 2007.				
<b>Next Milestone Due Date:</b>	12/31/2007	<b>CAPS ID:</b>	636		

**CSA: Neighborhood Services**

84	<b>Project Name:</b>	Prevent Homelessness		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	HSNG	<b>Sr Dept Lead:</b>	Krutko, Leslye
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Implement programs to prevent homelessness, including job training and placement programs, one time rent to prevent eviction assistance, and transportation assistance efforts.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	01/31/2008
	<b>Milestone:</b>	One component of the discharge planning strategy will be to develop a job program for people being discharged from institutions. The Department of Housing is currently collaborating with the Police Department and Work2Future to apply for State funds to assist in this effort. The second aspect of this initiative is the development of new housing opportunities for emancipated youth. In December 2006, City Council approved the awarding of \$1.7 million to Unity Care Inc. to provide twelve units of housing for youth graduating from the foster care system. Unity Care is now providing these units, which will be rehabilitated prior to occupancy. The third aspect of this initiative is to develop a Rental and Security Deposit Guarantee Program. The Housing Department has applied for funding in the amount of \$250,000 through our Legislative Lobbyist in Washington DC to establish this Program which will assist people who are at-risk of homelessness in securing a deposit and first months rent in order to obtain permanent housing. This issue will also be discussed as a part of the Blue Ribbon Task Force on Homelessness.		
<b>Next Milestone Due Date:</b>	06/29/2007	<b>CAPS ID:</b>	640	
<b>Alert:</b>	YELLOW			

85	<b>Project Name:</b>	Reevaluate Service Delivery for Recreation and Park Programs (including Maintenance)		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Mark, Julie
	<b>Other Dept:</b>	CMO	<b>Source:</b>	MBM FY 06-07
	<b>Description:</b>	Alternative service delivery models for recreation and park programs will be explored and recommendations will be brought forward separately in a report to the City Council.		
	<b>Date Assigned:</b>	03/17/2006	<b>Target Compl:</b>	03/01/2007
	<b>Milestone:</b>	Staff will develop a Recreation Strategy aimed at meeting the needs of San Jose Residents by June 2007.  Alternate service delivery options for parks include: 1) Turf management and routine maintenance of McEnery Park by Adobe - Current status is the City is developing a draft agreement for Adobe to review on 12/5/06. - Reviewed by Adobe - currently in review by City Attorney's Office. 2) Maintenance improvements at Moitozo Park with costs shared by the Irvine Group. Current status is Irvine is drafting a letter outlining their priorities for maintenance improvements, which would be the starting point to determine funding and responsibilities. - Irvine has not submitted a proposal, last point of contact was August 2006.		
<b>Next Milestone Due Date:</b>	01/31/2007	<b>CAPS ID:</b>	323	
<b>Alert:</b>	GREEN			

## CSA: Neighborhood Services

<b>Project Name:</b>	Review/Revision of Code Enforcement's Official Warning Notice		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	The Official Warning Notice is being redesigned in order to make it more efficient and effective for use by Code Enforcement staff in the field.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	12/31/2006
<b>Milestone:</b>	Staff has developed a warning notice template to be reviewed and approved by Management. A pilot program will be implemented for a 30 day period to begin November 1, 2006. 2/21/07 Staff is revising Official Warning Notices, which will be either duplicate or triplicate formate. In addition staff is developing a reference guide with a summary of applicable codes.		
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	05/01/2007	<b>CAPS ID:</b>	1,078

<b>Project Name:</b>	Rose Garden Branch Library		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	DPW	<b>Source:</b>	Major Projects List
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Post occupancy elements currently being addressed.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
<b>Milestone:</b>	9/29/06: Patron Survey completed 3/30/07: Punch list & warranty issues; Post occupancy adjustments		
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	03/30/2007	<b>CAPS ID:</b>	939

<b>Project Name:</b>	Santa Teresa		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	DPW	<b>Source:</b>	Major Projects List
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Final construction plans are completed.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>	10/31/06: Complete schematic design (completed) 12/22/06: Complete design development 06/29/07: Complete construction; Out to bid		
<b>Alert:</b>	GREEN		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	935

**CSA: Neighborhood Services**

<b>Project Name:</b>	Secure Ongoing Funding for Tutor.com; Promote in Community		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	PRNS	<b>Source:</b>	*
<b>Description:</b>	The Library's free online tutoring service, "Live Homework Help" will receive diminishing funding from the State Library beginning Sept. 2006. Library staff will collaborate with PRNS After School to fund expansion of the service to homework centers citywide. Need to identify and secure funding.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
<b>Milestone:</b>	10/06: Review Homework Center allocations with PRNS		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	919
		<b>Alert:</b>	YELLOW

89

<b>Project Name:</b>	Senior Master Plan		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Rios, Angel
<b>Other Dept:</b>	N/A	<b>Source:</b>	MBM FY 06-07
<b>Description:</b>	The Office on Aging and the County of Santa Clara's Department of Aging and Adult Services have been working for nearly two years to develop a Strategic Plan which will assist the City and County in planning to address the needs of the rapidly expanding older population in the next ten years and beyond. The Mayor and City Council and the County Board of Supervisors officially adopted the plan, Community for a Lifetime, A Ten-Year Strategic Plan to Advance the Well-Being of Older Adults in Santa Clara County in February 2005. The first needs being addressed are increased access to information and assistance, and better-coordinated and accessible transportation.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	01/01/2007
<b>Milestone:</b>	The Aging Strategic Plan "Community for a Lifetime" was adopted by the County Board of Supervisors and the San Jose City Council in February 2005. A county-wide interim leadership team was convened under the leadership of United Way to move the plan forward into the implementation phase. In October 2006, the interim Leadership Team held a press event at the Annual County Adult Resource Fair to announce the YTD accomplishments and next steps.		
			<b>Alert:</b> GREEN
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	318

90

## CSA: Neighborhood Services

<b>Project Name:</b>	Silicon Valley Reads		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	*
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Regional program focusing on one book read by all.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Book selected and event planning begins 8/06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	918

<b>Project Name:</b>	Smart Start Conference		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	*
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	A day-long conference for early childhood educators and parents. Priority given to participants in 35 Smart Start programs. Dependent on securing grant funds (500 attendees).		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	05/31/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	963

<b>Project Name:</b>	Solari/Seventrees		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	DPW		<b>Item #:</b>
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	10/31/06. Complete schematic design; 12/22/06. Complete design development; 06/29/07. Complete construction.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	936

**CSA: Neighborhood Services**

<b>Project Name:</b>	Staff training in Early Childhood Development		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	*
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Teach librarians and support staff about child development and early learning for children ages 0-5 in order to enhance children's programming.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	All staff in-service 9/06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	966

<b>Project Name:</b>	Staff training on Adult and Family Literacy		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Integrate Literacy Services as basic service provision of the library.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	10/31/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	All staff in-service 9/06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	970

<b>Project Name:</b>	Strong Neighborhoods Initiative Funding		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	Linder, Mark
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	PRNS	<b>Item #:</b>	
<b>Description:</b>	Renew our commitment to Strong Neighborhoods Initiative areas by developing a plan to invest an additional \$100 million over the next five years to complete SNI area top ten priorities. In response to Council comments these funds should be set aside in the Directors proposed budget in August and the Council will have the opportunity during the budget process to weigh this expenditure against other potential expenditures.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Reviewing Action Agenda in Strong Neighborhoods Areas started in December 2005 and continues in October 2006. This process identifies new priorities and affirms existing ones. It will take place in the next 18-24 months.		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	331

**CSA: Neighborhood Services**

97	<b>Project Name:</b>	Summer Reading Celebration 2007		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
	<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
	<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Plan, promote & begin an 8-week rewards program to increase summertime reading and library use for 27,000 children & family members.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
	<b>Milestone:</b>	8/06: 2006 celebration ends 9/06: Surveys reviewed Staff is to begin planning for the 2007 celebration.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	915	
<b>Alert:</b>	GREEN			

98	<b>Project Name:</b>	Supporting School Districts to Receive Prop. 49 Funding		
	<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
	<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Bojorquez, Cynth
	<b>Other Dept:</b>	CMO	<b>Source:</b>	Departmental Workload
	<b>Description:</b>	Develop a specific strategy to support schools through Proposition 49 funding.		
	<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	Unassigned
	<b>Milestone:</b>	The Proposition 49 funds, now called the After School Education and Safety (ASES) funds for newly approved schools are expected to be operational in January, 2007. Based on the State allocation formula, school sites whose free and reduced fee lunch enrollment is over 50% have an excellent chance for the new funding. Most of the school districts that PRNS works with have applied for sites with at least 30% free and reduced fee lunch enrollment. The State of California is expecting to release the list of award recipients on December 11, 2006. Some of the school district's Level 2 programs are at qualifying school sites that are expected to received new ASES funds. Funding will not be available until mid-year so PRNS opened its current Level 2 after school sites this fall. As the school districts select new providers to operate their fully funded sites, PRNS will transition out to make way for operation by a community based organization. This transition will be conducted in a seamless manner to ensure no gaps of service operation. PRNS General Fund savings from transition of Level 2 programs and grant support will be utilized to support priority PRNS programming.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	320	
<b>Alert:</b>	GREEN			

### CSA: Neighborhood Services

<b>Project Name:</b>	Tasks and Training Review at branches with 2 Library Assistants.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	New staffing model requires new operational responsibilities & training.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
<b>Milestone:</b>	Discussion at Branch Services meeting 9/06.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	949
		<b>Alert:</b>	GREEN

<b>Project Name:</b>	Teen Center and Children's Room Improvements		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Change furniture, physical configuration and lighting at the King Library.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
<b>Milestone:</b>	Contract awarded to consultant 8/06; focus group with teens 10/06.		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	953
		<b>Alert:</b>	GREEN

<b>Project Name:</b>	Tow Services Agreement		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
<b>Other Dept:</b>	ATTORNEY,FINANCE	<b>Source:</b>	Major Projects List
<b>Description:</b>	Tow Service contractors have raised the desire to amend their current contracts with the City to increase revenue for suggested increased operating costs. The current Tow Contract expires on March 30, 2008. Staff will be hiring a consultant to conduct a Tow Fee and Service Study. (Completed by August 30, 2007) Staff will then present to Council recommendations for Tow Service Fee's (September 30, 2007) In October 2007, staff will begin the RFP process, with the award of contracts by the end of March 2008.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/31/2008
<b>Milestone:</b>	Develop scope of services for hiring a consultant to conduct a Tow Fee and Services Study. 02/26/07: Code Enforcement will be meeting with D.O.T. staff to discuss transition of the Tow Services Agreement/Contract Administration.		
<b>Next Milestone Due Date:</b>	08/01/2007	<b>CAPS ID:</b>	535
		<b>Alert:</b>	Unassigned

## CSA: Neighborhood Services

<b>Project Name:</b>	Tow Services Contract		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	DOT		<b>Item #:</b>
<b>Description:</b>	Transfer responsibility for management of the City Generated Tow Services Contract from Code Enforcement to the Department of Transportation.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	04/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Discuss a transition plan with the Department of Transportation (D.O.T) to transfer responsibility of the Tow Contract from Code Enforcement to D.O.T.		
<b>Next Milestone Due Date:</b>	03/01/2007	<b>CAPS ID:</b>	1,073

<b>Project Name:</b>	Transfer Code Enforcement Procedures Manual and Policy Documents to Code2 Server.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	IT		<b>Item #:</b>
<b>Description:</b>	Transfer Code Enforcement Procedures Manual and policy documents, which currently exist in both paper and electronic format, to the Code2 server for easy staff access and reference.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Review and update Code Enforcement Procedures and Policies. 02/26/07 Code Enforcement is in the process of updating "paper" policy and procedures into an electronic format.		
<b>Next Milestone Due Date:</b>	06/01/2007	<b>CAPS ID:</b>	1,079

<b>Project Name:</b>	Transition Abandoned Vehicle Calls to Call Center		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A		<b>Item #:</b>
<b>Description:</b>	Transfer the responsibility for the intake of citizen reports of abandoned vehicles from the Code Enforcement Call Center staff to the City Call Center staff.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	11/30/2006
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Coordinate a meeting with the Department of Transportation and the Call Center to develop a transition plan for call intake of vehicle abatement complaints. 02/26/07: Code Enforcement will be meeting with D.O.T staff to discuss the transition of vehicle abatement calls to D.O.T or possibly the Call Center.		
<b>Next Milestone Due Date:</b>	03/01/2007	<b>CAPS ID:</b>	1,070

## CSA: Neighborhood Services

<b>Project Name:</b>	Upgrade online catalog and integrated library system.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	*
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	New features and services for improved customer self-service.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	03/30/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Consult with other large public libraries at forum 10/06.		
<b>Next Milestone Due Date:</b>	10/31/2006	<b>CAPS ID:</b>	908

<b>Project Name:</b>	Vice-Chair, Silicon Valley Library System.		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Library system for Santa Clara County public libraries. Serve as Vice-Chair for organization.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	05/31/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>			
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	976

<b>Project Name:</b>	Watson Park -Park Site Restoration Plan		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PRNS	<b>Sr Dept Lead:</b>	Balagso, Albert
		<b>Source:</b>	Major Projects List
<b>Other Dept:</b>	N/A	<b>Item #:</b>	
<b>Description:</b>	Contamination of soil was discovered during the construction of a skateboard park. Field work began at Watson Park in February 2006. A Waste Characterization report has been completed and will be presented to the Community in cooperation with DTSC on Monday, December 11th. The next step is completion of the Remediation Action Plan. Staff has been meeting with the neighborhood regularly to keep them apprised of this project.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	02/28/2007
		<b>Alert:</b>	GREEN
<b>Milestone:</b>	Initial park layout plans presented to the public for comment September 2006. DTSC to hold a public hearing releasing the results of the waste characterization study in December 2006. Park layout responding to remediation actions recommended by environmental consultant to be presented to the community in January 2007. CEQA clearance will take place from January through July 2007 with the final park master plan design to be presented to the community in April 2007.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	313

## CSA: Neighborhood Services

<b>Project Name:</b>	Weed Abatement Services Contract		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	PBCE	<b>Sr Dept Lead:</b>	Hannon, Michael
<b>Other Dept:</b>	N/A	<b>Source:</b>	Departmental Workload
<b>Description:</b>	The Weed Abatement Services contract ensures that all developed properties in the City that have no built structures and are consistently abated to reduce blight and fire conditions.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	11/30/2006
<b>Milestone:</b>	On October 24, 2006, staff will be asking for Council approval of a Fifth Amendment to the agreement for the abatement of weeds by the County of Santa Clara for the City of San Jose. 12/1/06 Council adopted Resolution declaring hazardous vegetation a nuisance and accepted the 2006-2007 Hazardous Vegetation Report. 12/5/06 Council accepted and approved an amendment to the contract between the City and the County Department of Agricultural Resource Management wherein the County accepted responsibility for abatement of overgrown/hazardous vegetation.		
<b>Next Milestone Due Date:</b>	02/26/2007	<b>CAPS ID:</b>	1,080
		<b>Alert:</b>	GREEN

<b>Project Name:</b>	Wi-Fi Systemwide Implementation		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	No
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	IT	<b>Source:</b>	Departmental Workload
<b>Description:</b>	Expand branch pilot to all branches. Needs approval and coordination with City IT as to wireless planning for whole City.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	06/29/2007
<b>Milestone:</b>	Branch review completed 9/06; recommendation to City IT 11/06.		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	907
		<b>Alert:</b>	YELLOW

<b>Project Name:</b>	Willow Glen Branch Library Construction		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	Yes
<b>Lead Dept:</b>	LIB	<b>Sr Dept Lead:</b>	Light, Jane
<b>Other Dept:</b>	DPW	<b>Source:</b>	Major Projects List
<b>Description:</b>	Planning, design, construction and opening of new branch library from Measure O library construction bond. Groundbreaking held on December 2.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	11/30/2006
<b>Milestone:</b>	8/31/06: Willow Glen closes (completed) 11/06: Construction bids (completed)		
<b>Next Milestone Due Date:</b>	11/30/2006	<b>CAPS ID:</b>	930
		<b>Alert:</b>	GREEN

**CSA: Neighborhood Services**

111

<b>Project Name:</b>	Young People's Theater		
<b>Core Service:</b>	Neighborhood Services	<b>Council Initiated:</b>	N/A
<b>Lead Dept:</b>	CMO	<b>Sr Dept Lead:</b>	Linder, Mark
		<b>Source:</b>	Departmental Workload
<b>Other Dept:</b>	PRNS	<b>Item #:</b>	
<b>Description:</b>	Budget actions to restore program by recognizing additional fee revenue completed as part of the 2006-2007 Adopted Budget. Staff to provide cost-recovery report in January 2007 to evaluate if costs are tracking within revenues to determine if program is to continue.		
<b>Date Assigned:</b>	Unassigned	<b>Target Compl:</b>	01/01/2007
		<b>Alert:</b>	<b>GREEN</b>
<b>Milestone:</b>	Manager's June Budget Message, Item i, Page 10. Staff will be working in coordination with the Young People's Theater to create a 75% recovery plan. Staff will monitor the progress towards completion of the cost recovery plan. As of September 1, 2007, YPT has achieved 99% cost recovery. Staff has implemented 4 Camps and has served a total of 202 participants.		
<b>Next Milestone Due Date:</b>	Unassigned	<b>CAPS ID:</b>	374