

CITY OF EMERYVILLE MEMORANDUM



TO: Mayor and City Council
FROM: Sabrina Landreth, City Manager
SUBJECT: Progress Report – August 2013

The following provides the City Council and staff with a summary of the activities of each department for the prior month.

CITY CLERK/PUBLIC INFORMATION

- The August 13 ENEWS, the City's electronic newsletter announced that the City had won a statewide award for the Pedestrian/Bicycle Plan and had articles about the City's new streamlined solar installation permitting program, the proposed 3706 San Pablo/1025 W. MacArthur affordable housing complex, and EmeryConnect – broadband fiber network. The August 27 ENEWS announced that the S.F. Business Times had recognized Emeryville one of the most affordable cities in the region to go car-free and had articles about the Altamont Landfill's garbage to fuel program and the City's Energy Smart Award program. Both editions had information on the Jazz on Sundays; announced the schedule for the summer "Off the Grid" food truck extravaganza; requested mentors for the Emery Ed Fund High School Senior Advisory program; announced the Golden Gate Library's new service hours; had information on workshops on being prepared in an emergency and follow up training for Citizen Emergency Response Team members; notified the community about how to sign up for the City's free CodeRED emergency and non-emergency notification system; announced that the Emeryville Child Development Center was accepting applications for enrollment; and had information on current City job vacancies. Interested community members can read the electronic newsletter on-line from the City's website: www.emeryville.org or subscribe and have the newsletter sent directly to their email address. Information on how to subscribe/unsubscribe is listed at the bottom of each ENEWS. The ENEWS currently has more than 1,000 individual subscribers and is posted on the City's website homepage.

- Staff will be holding a training workshop in September for City staff regarding advisory bodies. Topics include review of the City's administrative instruction regarding staff roles and responsibilities, review of the advisory body rules of procedures adopted by the City Council; taking action minutes; and use of audiovisual equipment.
- Emeryville will be hosting of the Alameda County Mayor's Conference on October 9. This event is an opportunity to showcase the City's major program initiatives. This year, the event will be held at Ex'Pressions College and will focus on the arts – including the City's Public Art program, support of arts for youth, and the arts as part of an economic development strategy.
- Staff continues with the Information Technology and an outside vendor to have the City's vital records scanned and entered into a searchable electronic records management system. The priority will be to have the agenda packets of the City Council and related legislative bodies for the past 10 years entered into the system by the end of the year. In addition, resolutions, ordinances, and minutes will be able to be accessed separately. All documents will be searchable by date, meeting type, and key word.
- Staff is also working with the Information Technology Office to update the City's website (including integrating the proposed CodeRED automated notification system); developing a social network policy; and reviewing options for implementing an electronic bulletin system.
- Staff is working with the Police Department to review the City's current animal services program and develop alternatives. Currently, the City contracts with the City of Piedmont under an agreement that is several years old.