

**CITY OF EMERYVILLE
MEMORANDUM**



TO: Mayor and City Council
FROM: Sabrina Landreth, City Manager
SUBJECT: Progress Report – July 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 July 9 ENEWS, the City’s electronic newsletter had information about the Full Service Task Force that will be considering future uses and options for Anna Yates Elementary School and the City’s Recreation Center (the elementary school and recreation center will be subsumed under the proposed Emeryville Center of Community Life) as well as articles about the County’s free STD home test kit program and free vaccination clinic program. The July 23 ENEWS had articles on the upcoming Hollis Street Gas Pipe Replacement Project that PG&E will be starting in early August and on the Golden Gate Library’s new service hours, effective in September. Both editions had information on the Jazz on Sundays and Dinner and a Show summer series; announced the schedule for the summer “Off the Grid” food truck extravaganza; 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 has started working on plans for Emeryville’s hosting of the Alameda County Mayor’s Conference in early October. This event is an opportunity to showcase the City’s major program initiatives. This year, the Mayor has

selected the Emeryville Center of Community Life to be the focus of the City's presentation.

- Staff is working 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 will be submitting a preliminary proposal for updating the City's website to the City's Technology Sub-Committee in September.