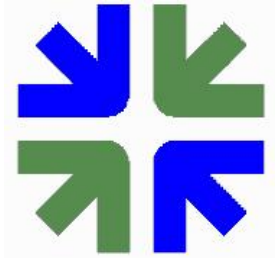


CITY OF EMERYVILLE MEMORANDUM



TO: Mayor and City Council

FROM: Sabrina Landreth, City Manager

SUBJECT: Progress Report – September 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 City Clerk's Office held two workshops for department heads and other City employees that staff the City's advisory bodies. Topics include review of the City's administrative instruction regarding staff roles and responsibilities, including timely posting of agendas/agenda packets and updated advisory body webpages; review of the advisory body rules of procedures adopted by the City Council; taking action minutes; and use of audio and audiovisual equipment.