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OCT 31 2008

Memorandum by City Manager's Office

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Debra Figone

SUBJECT: OUTREACH FOR
COMMUNITY MEETING

DATE: 10-31-08

INFORMATION

During a discussion of the Inclusionary Housing issue at this week's Rules & Open Government meeting, there was a discussion regarding how City staff informs the community and Council Offices of the time, location and subject of Community Meetings. While staff did take steps to ensure that the meetings in question were publicized and promoted through advertising and email, we are always committed to improving our outreach efforts.

To ensure that Council Offices and the community are well-informed and have ample opportunity to participate in all community meetings, I have directed staff to immediately take the following additional steps to promote and publicize community meetings:

- Whenever staff initiates planning for a community meeting, information about the time, date, location and subject will be provided to the Mayor and every Council Office by email or direct phone call. This will allow Council Offices to distribute emails, flyers, and other information about upcoming meetings to their own constituent distribution lists to enhance outreach undertaken by the Administration.
- Include information about all community meetings at the end of the City Manager's Weekly report. Many community events are already noted here, but this will ensure another mechanism for the Mayor and Council to track community events.

Debra Figone
City Manager

c: Senior Staff

