



# City Manager's Weekly Update

April 15, 2016

## UPCOMING MEETINGS

### 2016

- 4/18** City Council Meeting  
7:00 p.m., Council  
Chambers
- 4/25** Informal Gathering 6:15  
p.m.  
City/SLUSD/SLUZD  
Joint Work Session,  
7:00 p.m.
- 5/2** City Council Meeting  
7:00 p.m., Council  
Chambers
- 5/9** Town Hall Meeting for  
Districts 1, 2 and 5
- 5/16** City Council Meeting  
7:00 p.m., Council  
Chambers
- 5/23** City Council Work  
Session, 7:00 p.m.,  
Council Chambers
- 6/6** City Council Meeting  
7:00 p.m., Council  
Chambers
- 6/13** City Council Work  
Session 7:00 p.m.,  
Council Chambers
- 6/20** City Council Meeting  
7:00 p.m., Council  
Chambers
- 6/27** City Council Work  
Session 7:00 p.m.,  
Council Chambers

**To:** City Council  
**From:** Chris Zapata, City Manager

## Mark Your Calendar

### Cinco de Mayo Celebration

**Thurs., May 5<sup>th</sup>, 6:00 p.m. Civic Center Plaza, 835 E. 14<sup>th</sup> St.**

The City's highly popular 18<sup>th</sup> Annual Cinco de Mayo Celebration will feature mariachi music and regional Mexican and Aztec dancers performed by Ballet Folklorico Costa De Oro. Mexican art and craft activities will be available for children. Prior registration for the event is not requested.

### Beatles Tribute at the San Leandro Library

**Sat., May 14<sup>th</sup>, 2 p.m., Main Library, 300 Estudillo Ave.**

In honor of Older American's Month, the San Leandro Library is featuring a Beatles tribute featuring The Plastic Onion Band. Admission is free and no prior registration is requested.

## Council Information

### Shredding & Techno Trash Recycling Event Update

The Department of Public Works closed a successful Shredding & Techno Trash Recycling Event. Approximately 335 households brought confidential documents and techno trash to the Public Works Service Center for safe disposal. Staff accepted over two tons of paper for shredding and approximately 1,300 pounds of techno trash (CDs, DVDs, audio and video cassettes) for recycling. The Shredding & Techno Trash Recycling Event supports the City's overall waste reduction and education efforts.

### Recreation and Human Services Launch New Registration System

The City of San Leandro is launching a new online registration system called ACTIVE Network that allows customers to register and pay for programs, sign up for memberships and rent facilities. ACTIVE Network will go live on Thursday April 21<sup>st</sup>, and the Recreation & Human Services Department encourages users to register as soon as possible so that they can sign up for their preferred programming.

New customers or those with accounts in the existing system can register through a dedicated website: [www.sanleandrorec.org](http://www.sanleandrorec.org). Registration is

easy and takes a few moments to complete. ACTIVE Network allows users to search for programs by keyword, age, day, time and location. If a program isn't open for registration, users have the ability to save it to a wish list and easily add it to the cart when registration opens. The registration system is also accessible through mobile devices such as tablets and smart phones.

#### Notice of Vacancy for City Boards and Commissions (Attached)

The Notice of Vacancy was updated on April 14<sup>th</sup>, 2016 to add an unscheduled vacancy on the Arts Commission for the District 1 position. The notice is published on the City website and posted on the bulletin boards outside the City Council Chambers and at the Main Library. For more information or an application, visit the Boards and Commissions [webpage](#).

#### Public Records Request Log (Attached)

A total of 42 requests were received this quarter from October 1<sup>st</sup> through December 21<sup>st</sup>, 2015. While it is necessary to respond to public records requests, they require extensive research and review and have a significant impact on staff's time.

## **San Leandro Next**

San Leandro Next is an initiative of the City of San Leandro Community Development Department providing news and updates on economic development and innovation. The following stories were posted since last week:

[Dining Discoveries: Little Namking](#)



# NOTICE OF VACANCY

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## *City of San Leandro Boards & Commissions*

Notice is hereby given that there are vacancies on the following City of San Leandro Boards and Commissions:

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**Arts Commission (Representation: District 1)**

*First posted on April 14, 2016*

**Arts Commission (Representation: District 3)**

*First posted on March 15, 2016*

To qualify for this position, you must be

- A registered voter of Alameda County
- A San Leandro resident within the District

For further information regarding the duties and responsibilities of a member of the Arts Commission, please contact Dena Justice, Recreation Supervisor, at (510) 577-3473 or [dcjustice@sanleandro.org](mailto:dcjustice@sanleandro.org).

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For an application, visit the City website at [www.sanleandro.org](http://www.sanleandro.org). For further information regarding the appointment process, please contact City Clerk Tamika Greenwood at (510) 577-3367 or [tgreenwood@sanleandro.org](mailto:tgreenwood@sanleandro.org).

Receipt Date	Requester	Responding Dept	Description of Records Requested
01/04/2016	Margarita Lacabe	City Clerk / Police	All reports and information related to the Black Lives Matter Movement
01/04/2016	Margarita Lacabe	City Clerk / Police	All reports and information related to the Occupy Oakland Movement
01/04/2016	Margarita Lacabe	City Clerk / Police	Emails that contain, Marga, Margarita, Lacabe, Lacabes, Katz-Lacabes (plural form only)
01/04/2016	Yulisa Elenes	City Clerk / Community Development	All contracts between the City of San Leandro and ECHO Housing
01/04/2016	Karen / Construction Market Data	City Clerk	Award info for Casa Peralta Improvements RFQ
01/04/2016	Juanita Davis / Construction Market Data	City Clerk	Award info for Casa Peralta Improvements RFQ
01/04/2016	J. R. Currier	City Clerk / Police	Policies, procedures, orders, or directives relating to the towing of vehicles
01/04/2016	Bay Area News Group	City Clerk / Finance	Data showing the cost of compensation for all full, temporary and part-time employees and all elected and appointed officials, including but not limited to board and commission members, of San Leandro who were either in your agency's payroll system OR paid by meeting stipend, for calendar year 2015
01/05/2016	Edward Stanek	City Clerk / Finance	List of uncashed checks; list of tax overpayments; list of unclaimed funds
01/07/2016	Mike Katz-Lacabe	City Clerk / Police	All records regarding the purchase of, acquisition of, or use of Duquenois-Levine and KN Reagent tests for drug testing since January 1, 2012
01/07/2016	Mike Katz-Lacabe	City Clerk / Police	Documents listing the employees from the San Leandro Police Department who participated in the Urban Shield training exercise from 2007 to 2015
01/08/2016	Nina Catalano / Alameda County Public Defender	City Clerk / Police	Policies and procedures related to the department's use of body worn cameras; training manuals and materials regarding the department's use of body worn cameras
01/12/2016	Shirley Giraldo	City Clerk	Property title lien information
01/20/2016	Darlene Evans	City Clerk / Community Development	Information on old and new City street banners
01/21/2016	Alyce Nelson	Police	Informal discovery request for red light camera records
01/21/2016	John Lindsay-Poland / American Friends Service Committee	City Clerk / Police	Records re: SWAT teams and participation in the Urban Areas Security Initiative
01/22/2016	Alyce Nelson	Police	Informal discovery request for red light camera records
01/26/2016	Alyce Nelson	Police	Informal discovery request for red light camera records
01/26/2016	Alameda County	Public Works	Information related to solid waste disposal services
01/29/2016	Doug Baker / City of Sunnyvale	HR	Information on limited duration employment classifications
02/01/2016	Peter Butler	City Clerk / Finance	List of uncashed checks of \$1000 or greater, since 01/01/2012
02/09/2016	Homer Hagan	City Clerk / Finance	List of unclaimed warrants
02/10/2016	Darlene Evans	City Clerk	Documents to Council re: new street banners
02/10/2016	Bryan Azevedo	City Clerk	Most recent Form 460 for Ed Hernandez
02/10/2016	Jim Lissner	City Clerk / Police	Red Light Camera Customer Management Reports; Redflex Redlight Offender Statistics (RROS) Reports

Receipt Date	Requester	Responding Dept	Description of Records Requested
02/11/2016	Anonymous Caller	City Clerk	Staff report re: second medical cannabis dispensary on 02/16/2016 Council agenda
02/16/2016	Anthony Minotti	City Clerk / Finance	List of uncashed checks of \$1000 or greater
02/17/2016	Luz Elena Hernandez-Cortez	City Clerk	Death certificate
02/23/2016	Mike Katz-Lacabe	City Clerk	Campaign statements received since 01/01/2016; Form 700s filed since 01/01/2015
02/23/2016	Timothy Lee	City Clerk	All building permit valuations in the last three years for a property in San Lorenzo
02/23/2016	Dylan Berry / Partner ESI	City Clerk / Environmental Services	Records regarding the property at 1200 Business Center Drive in San Leandro, including hazardous materials storage/use/generation, underground/aboveground storage tanks, inspections, violations, environmental conditions, etc.
02/24/2016	Deborah Rodgers	City Clerk	Property ownership information
02/25/2016	Erin Baldassari	City Clerk / Finance	Settlement and Release agreements for any claims against the City of San Leandro or any employed or contracted with the City in cases where excessive force or wrongful death is alleged
02/26/2016	Brad Austin	City Clerk / Finance	List of uncashed checks; list of unrefunded deposits; list of property tax overpayments
03/02/2016	Karl Redmon	City Clerk / Police	Maintenance records for a red light camera at Marina and Telegraph from 1/20/16 through 2/20/16.
03/04/2016	Thomas Peele / Bay Area News Group	City Clerk / Police	Information re: lost or stolen weapons for San Leandro Police officers and information relating to the 1033 Program between January 1, 2000 and March 1, 2016
03/11/2016	Mike Katz-Lacabe	City Clerk / Police	All invoices and purchase orders regarding the purchase of, acquisition of, or use of Duquenois-Levine and KN Reagent tests for drug testing since January 1, 2012
03/11/2016	Alameda County Public Defender	City Clerk / Police	Training manuals, documents, PowerPoint presentations, and materials regarding the operation and use of all body cameras and dash cameras, including both the audio and video footage collected from them; policies and procedures that SLPD has in place on the subject of the operation and use of body cameras, dash cameras, and the audio and video footage collected from them
03/14/2016	Mike Katz-Lacabe	City Clerk / IT	All correspondence regarding the installation of Mobotix cameras at City facilities or properties since July 2014; all correspondence regarding the disabling of microphones in Mobotix cameras at City facilities
03/14/2016	KC Keller	City Clerk / Community Development	Any surveys (un-recorded or recorded) which may also be called building permit surveys done on 433 Callan Avenue and 477 Callan Avenue in San Leandro
03/18/2016	Matthew Palm	Community Development	Copies of the city's adequate sites inventories for the third, fourth and fifth housing element or RHNA cycles
03/22/2016	Scott Morris	City Clerk / Police	Any and all filings by the city of San Leandro in obtaining a court order for the Alameda County District Attorney's Office to withhold the names of four police officers who shot and killed Guadalupe Manzo-Ochoa after a pursuit into Oakland on Dec. 7, 2014

Requests This Quarter: 42