



## MEMORANDUM

To: Department Directors

From: Jannette Goodall, City Clerk *JGS*

Date: April 14, 2014

Subject: Publishing Services Transition

On November 7, 2013 Council approved the award and execution of a contract with Municipal Code Corporation for publishing services of the City Code and Criteria Manuals. Since the contract was finalized, the Office of the City Clerk has been working closely with the Corporate Public Information Office to establish communication to internal and external customers on a transition plan. Email notices have been sent to City staff that currently has hard copies of the City Code and Criteria Manuals requesting to confirm the current number of code books and manuals, and a point of contact. The existing Code Books and Manuals will continue to be used, and as supplemental services are processed with the new vendor, the current process will remain in place through the transition.

Staff training sessions on the features of the new on-line version have been scheduled on Monday, April 21, 2014 in Council Chambers; we encourage staff to attend. There are two sessions offered, 10:00 am – 11:30 am and 2:30 pm – 4:00 pm and staff can register through TRAIN under the “City Clerk, Publishing Services”. Please contact me if you have any questions related to the transition plan.

XC: Marc A. Ott, City Manager  
Michael McDonald, Deputy City Manager  
Rey Arellano, Assistant City Manager  
Robert Goode, Assistant City Manager  
Sue Edwards, Assistant City Manager  
Bert Lumbreras, Assistant City Manager  
Anthony Snipes, Assistant City Manager  
Karen Kennard, City Attorney