



# Memorandum

CITY MANAGER'S OFFICE

MAIN 209.831.6000  
FAX 209.831.6120  
[www.cityoftracy.org](http://www.cityoftracy.org)

Date: May 4, 2023  
To: Mayor and Council Members  
From: Midori Lichtwardt, Acting City Manager  
Via: Karin Schnaider, Assistant City Manager  
CC: Adriana Castaneda, Mobility & Housing Director  
Subject: City Council Memos on Homeless Shelter

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During the May 2, 2023 City Council meeting, Mayor ProTem Davis informed staff that the weekly memos to the City Council on the Homeless Shelter had stopped in mid-March. Staff, knowing that weekly memos were sent out, quickly researched why the City Council was not receiving these emails. It was determined that the email address [Council@cityoftracy.org](mailto:Council@cityoftracy.org) was used; however, this address is only received by City staff. This email is typically used for public comments and is monitored by City Manager's Office. Whereas, on the prior emails [TracyCityCouncil@cityoftracy.org](mailto:TracyCityCouncil@cityoftracy.org) was used to send out the Homeless Shelter weekly memos. This address is an internal email distribution list that includes the five City Councilmembers' emails plus the [Council@cityoftracy.org](mailto:Council@cityoftracy.org) email.

As is City practice, staff emails to the City Council are typically listed as blind copied. As a result, staff did not realize the emails were not going directly to the City Council until Tuesday night. They appeared in staff's email box in the same manner ([Council@cityoftracy.org](mailto:Council@cityoftracy.org)) as they had each prior week, so nothing looked amiss in the distribution of the Homeless Shelter weekly memos. This was truly just an oversight and has been addressed through training.

We appreciate that this issue was brought to staff attention. On Tuesday night, Director Castaneda forwarded all prior weeks' emails to [TracyCityCouncil@cityoftracy.org](mailto:TracyCityCouncil@cityoftracy.org) and will use this email going forward. Please do not hesitate to inquire if you do not see the weekly memos.