

CITY OF EMERYVILLE MEMORANDUM



TO: Mayor and City Council
FROM: Patrick D. O’Keeffe, City Manager
SUBJECT: Progress Report –January 2010

The following provides the City Council and staff with a summary of the activities of each department for the prior month.

CITY MANAGER

- The Emeryville delegation to Washington DC completed its trip in January to seek new federal funding for City and School district programs and capital projects. Organized by the advocacy firm of Townsend Associates, the delegation included the Mayor, School Board President, a representative of the Business community and staff. Productive meetings were held with legislative staff of Speaker Pelosi, Senators Boxer and Feinstein and Congresswomen Barbara Lee. Federal department meetings included the Environmental Protection Agency, Department of Justice and the Department of Education. The group discussed four new funding requests for the 2010 appropriations bills and the 2011 transportation bill.
- January activities included the completion of the negotiations of the Memorandum of Understanding with the School District for the funding of the Phase II design refinement and public input for the Center for Community Life. The first element of work will be refinement of the design to lower project costs, and to conduct a poll of residents to gauge support for a bond measure to fund a portion of the ECCL project budget. The costs of the implementing the MOU are being shared by the City (from the \$25 million allocation of redevelopment funds) and the District (from facilities funds).
- All of the 24 surplus vehicles that had been stored at the Corporation Yard as well as Fire Station 2 have been removed for auction. About two-thirds of the vehicles were sold by the end of January with the other vehicles expected to be sold soon after. The City Clerk’s Office is now developing a new City Administrative Instruction that will clarify roles and responsibilities relating to documentation, maintenance, and removal

of personal and City equipment among other issues related to the disposal of surplus vehicles that should greatly streamline this process in the future.

- Staff has developed a preliminary action plan to address the escalating costs of having records archived in a private off-site record storage facility. Plan components include updating the City's record retention policy and procedures, including determining the appropriate method of retaining various records (hard copies vs. electronic copies); eliminating unnecessary or obsolete records currently in storage; beginning implementation of the SIRE, electronic records management system; and using the Corporation Yard as an alternative to a private offsite storage facility. The first steps will be to use the City's current records management retention schedule to address the records that have been stored at the Corporation Yard for several years. The next step will be to begin review of the records currently stored in a private, off-site storage facility.
- Staff has been attending a series of Emeryville Transportation Management Association (TMA) Board meetings have been focusing on organizational improvement issues, including reviewing the TMA's by-laws, fiscal and other business procedures, and strategic planning.
- Waste Management of Alameda County (WMAC) has submitted a revised solid waste management proposal to City staff in response to the direction expressed by the Council at the December 19th City Council meeting. After meeting with WMAC in late January to discuss the revised proposal, staff requested that WMAC provide additional information and will be meeting again with WMAC in mid-February as part of developing a draft proposal for Council consideration. Staff expects to submit a draft proposal and/or update regarding the proposed solid waste management franchise agreement to the City Council in March.
- The "2nd/4th Tuesday ENEWS, the City's electronic newsletter was distributed on January 12 and 26. The January 12 edition announced that the City was co-sponsoring another predatory lending/foreclosure prevention workshop and had articles on the just opened AgeSong senior housing complex; the new 2nd/4th Mondays dates for School Board meetings; and called for applicants to serve on the new Metropolitan Transportation Commission (MTC) Policy Advisory Council. The January 26 edition announced a reception co-sponsored by the City, School District, and Assemblymember Nancy Skinner's office in celebration of the passage of AB 1080 (Skinner) in support of the proposed Emeryville Center of Community Life; had articles on the City's affordable homeownership and rental housing programs and the proposed Magnolia Terraces affordable housing complex for the developmentally disabled; and called for applicants to the Citizen's Redistricting Commission that will be reviewing district boundaries for various state representative offices. Interested community members can read the electronic newsletter on-line from the City's website: www.emeryville.org or can subscribe and have the newsletter sent directly to their email address. Information on how to subscribe is listed at the bottom of each e-newsletter.