

CITY OF EMERYVILLE

MEMORANDUM



TO: Mayor and City Council

FROM: Patrick D. O’Keeffe, City Manager

SUBJECT: Progress Report – June 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 “2nd/4th Tuesday ENEWS, the City’s electronic newsletter was distributed on June 8 and 22. The June 8 edition included articles on the newly adopted City budget for fiscal years 2010-11 and 2011-12 and the new AA Degree program available at the Emery Unified School District through a partnership with Berkeley City College as well as announced that the proposed Emeryville Art Center had taken the next step of hiring an Executive Director. The June 22 edition included articles on the new Thursday Farmer’s Market in Emeryville; introduced Planning Commissioners appointed for the 2010-2013 term of office; announced the reformation of the Emeryville Child Development Center Taskforce and requested interested members of the public to apply for membership; and gave an update on the activities of the Emery Education Fund. 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/unsubscribe is listed at the bottom of each e-newsletter.
- Staff has been working with City’s solid waste management franchise consultant to draft a proposed collection franchise agreement and a proposed disposal franchise agreement with Waste Management of Alameda County (WMAC). The costs of the consultant will be reimbursed by WMAC upon execution of the proposed franchise agreements. The draft franchise agreements addresses the City’s stated priorities of meeting sustainability and waste diversion goals while maintaining solid waste management fees at rates lower than surrounding communities. Staff expects to meet with WMAC to review a preliminary draft agreement in mid-July and then give a status report to Council at the July 20 City

Council meeting Staff expects to submit completed proposed franchise agreements for Council consideration by September. The proposed new solid waste franchise agreement would be scheduled to start on or close to January 2011.

- Staff continues to work on implementing the City's transformation from a paper-based document system to an electronic-based system. This has entailed updating the City's Records Retention Schedule (last updated over 10 years ago); revising administrative workflows regarding agenda preparation, contract/agreement approval process, and records management in addition to developing strategies for eliminating the City's reliance upon private, off-site storage facilities. This is a citywide department effort which has and will require a lot of cooperation and harnessing of organizational resources to be successful.

- Staff has submitted a request (and received a preliminary approval) to receive an intern through the Emeryville Youth Entrepreneur (EYE) Program, funded through the federal stimulus program. The paid position is designed to provide work experience and career exposure to high school students and recent graduates. The City Clerk Office intern will be learning about local government while gaining office experience by assisting staff with scanning documents into the new electronic records management system, helping with filing backlogs, and providing back up to the front receptionist desk.