

# CITY OF EMERYVILLE MEMORANDUM



**TO:** Mayor and City Council  
**FROM:** Patrick D. O’Keeffe, City Manager  
**SUBJECT:** Progress Report –October 2011

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

## **CITY MANAGER**

- The City Manager began the process of meeting with all of the employees by department for 2011. This annual meeting series in smaller groups allows time for discussion about issues that are important to the department as well as city wide issues. Topics are chosen in part by the feedback received from the annual employee survey. This year survey requests were made to hear about something other than the budget, so the main presentation was centered on the Center for Community Life since the first phase is scheduled to start construction next year.
- Staff attended an event hosted by the East Bay Economic Development Alliance to hear a presentation on their new regional economic assessment report: *Building on Our Assets – Economic Development & Job Creation in the East Bay*. The report is a good reference document for information about our key job creators, characteristics of our workforce and key challenges ahead (transit, baby boomer retirements, job training, and education). It is available on line at East Bay EDA.
- Staff attended the monthly board meeting of the regional radio authority that we are a member of. All cities in Contra Costa and Alameda Counties, except Oakland, are now members of the authority, which has been building new transmission equipment to allow all public safety agencies to operate on an interoperable system allowing regional emergency communications. The construction of the transmission towers and radio equipment is nearly complete, including the Berkeley Hills/UCB tower that will allow our departments to join the system. It will be necessary for the City to acquire

new compatible radios soon and this will be a Council agenda item in the near future.

- Staff worked with the League of Women Voters – Albany, Berkeley, Emeryville Chapter to conduct a City Council Candidate Forum in the City Council Chambers. The League is nationally recognized for hosting non-partisan candidate forums and the City has traditionally worked with the League to hold the forum every city election. This year, the forum was held on October 26<sup>th</sup> and was televised on ETV-Channel 27, the City’s cable television station and also podcast live. The forum was rebroadcast on ETV several times and a copy of the forum’s broadcast was also posted on the City’s website.
- City Clerk staff continues to work on several organizational improvement projects, including the following: developing an “Emeryville 101” interactive workshop for City staff; developing an electronic tracking system for public records requests; expanding and improving the City’s community outreach initiatives and procedures; and converting the City’s paper-based records management system to an electronic-based system.
- The October 11<sup>th</sup> ENEWS, the City’s electronic newsletter had articles on a community workshop regarding the conceptual design of the planned Emeryville Center of Community Life; an article on the 25<sup>th</sup> Annual Celebration of the Arts Exhibition; the Healthy Expo III, sponsored by the Emeryville Chamber of Commerce; a report on the annual Coastal Cleanup;; and information about the upcoming city elections. The October 25<sup>th</sup> ENEWS featured articles on the League of Women Voters City Council Candidate Forum; the City’s annual art purchase award program; a Safe Route to Schools federal grant award; an on-line community survey regarding proposed library services at the planned Emeryville Center of Community Life; a free drop off event for unwanted prescription medicines; and a loan modification/mortgage foreclosure workshop, sponsored by the City’s Redevelopment Agency. Both ENEWS editions announced that the Emeryville Child Development Center was accepting applications for enrollment. Interested community members can read the electronic newsletter on-line from the City’s website: [www.emeryville.org](http://www.emeryville.org) or subscribe and have the newsletter sent directly to their email address. Information on how to subscribe/unsubscribe is listed at the bottom of each ENEWS. As of October 30, the ENEWS has 917 individual subscribers and is also sent to the Park Avenue Neighborhood Association (PANA), Triangle Neighborhood, Oliver Lofts, Key Route Lofts e-trees, all City employees, and is posted on the City’s website homepage.