

# CITY OF EMERYVILLE MEMORANDUM



**TO:** Mayor and City Council  
**FROM:** Patrick D. O’Keeffe, City Manager  
**SUBJECT:** Progress Report – February 2012

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

## **CITY MANAGER**

- Staff continued with the series of meetings started in January with proponents of major redevelopment projects to assess the impact of the dissolution of the redevelopment agency. In February staff met with Madison Marquette regarding their plans for Site B. This site continues to be subject to an Exclusive Negotiating Rights Agreement (ENR) until September. With the RDA no longer in existence it will not be possible to sell bonds to finance the public parking structure required to attract Macy’s to the center. Instead, Madison is looking further into the mixed use scheme of additional ground floor retail shops and residential above. They continue to talk with potential hotel developers for the portion of Site A that is set aside for a hotel. Staff is beginning discussions regarding terms of a sale of the property which we will be required to dispose of per the AB26x dissolution law.
- Staff participated in the annual trip to Washington DC to search for federal funding for City and School projects and programs. With the temporary elimination of congressional earmarks, staff focused on meetings with federal departments that administer competitive grant programs in the areas of libraries, wellness programs, mentoring services, and after school programs, among others. The meetings were arranged by our legislative advocate Townsend Affairs. There will be follow up work to do for writing and submitting applications for grants.
- On February 28<sup>th</sup> The City Council held a special meeting to discuss the vision for Emeryville in preparation of the next two year operating budget and the next Capital Improvement Program budget. The session was very well

attended by residents and businesses, and provided a good opportunity for the public to be brought up to speed on the substantial vision policy development that has occurred over the past five years, as well as hear the Council's funding priorities for the next two years.

- Staff participated in a tour with executives from Capital Corridors (our rail commute service) and four Solano County Mayors who wished to tour the Emeryville train station and environs (Wareham Emerystation buildings and TMG MarketPlace). They were interested in getting ideas about how the areas around train stations can be developed in preparation for their own station in Fairfield. They also toured the San Jose Dierdon Station. Our 90 minute tour was arranged by Charlie Bryant and included a presentation by Rich Robbins on how our train station was developed in under a year with a public private partnership between the City (redevelopment) and Wareham.
- Staff participated in an evening neighborhood meeting at Pacific Park Plaza to discuss the desires of the residents to turn the City owned site across the street (next to the park) into additional park space. Staff explained that the site was acquired with redevelopment affordable housing monies and would need to be resold for that purpose. We also discussed that there may be an opportunity to expand Christie park somewhat as the development plans for the three City owned parcels go through the City RFP and entitlement processes.
- City Clerk staff continued making the transition from a paper-based manual process for developing the City Council agenda packet to an electronic-based automated process. After working out a few remaining bugs in the process, staff believes that the option for agenda packet recipients to download the packet on an electronic computer tablet/notebook instead of receiving a paper copy will be established in April.
- The City Clerk's Office has purchased portable digital audio recorders that will provide the ability to audio record advisory body meetings in various city venues – with delivery expected by mid-March. The audio recorders have built –in omni-directional microphones that should permit good sound for at least a 20 foot radius and additional microphones can be added later if necessary. The audio recorders record in MP3 which can be uploaded to the City's website. The community will be able to download the meetings that they are interested in (there will be a recording archive of meetings for each advisory body).The plan is for meetings to be recorded starting in April – with advisory staff training scheduled for March 22 on how to use the recordings as well as the new Administrative Instruction on Advisory Bodies that incorporates Council direction from the February 21<sup>st</sup> meeting regarding an expanded procedure for community advisory body appointments. By then the recorders should be received. By the end of March, City Clerk staff will have worked with IT to set up the on-line archive system. At the March 22 training,

advisory body staff also will be receive refresher training on how to set up the Council Chamber audio-visual training and on the City's assisted hearing devices. In addition, Public Works has added audio recording capability to the Garden Level Meeting Room Improvement Project expected to be completed in the next 6-9 months. The project already includes a built in microphone system and assisted hearing system.

- City Clerk staff continues to work on several other organizational improvement projects, including the following: analyzing the feasibility and costs of installing electronic bulletin boards/kiosks for city notices and other public information; 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.
- City Clerk Karen Hemphill will be on vacation starting on February 29, returning on March 19. Deputy City Clerk Tom McGurk will be attending the March 6<sup>th</sup> City Council meeting in her absence and will be the primary point of contact for the City Clerk's Office while she is away.
- The February 14 ENEWS, the City's electronic newsletter featured articles regarding the City Council's February 28<sup>th</sup> Visioning Workshop; State of the City address; City budget schedule; President's Day weekend Bay Bridge closures; a low-income senior nutrition program; an on-call wheelchair service program; and free transportation resources for seniors and the disabled community. The February 28th ENEWS featured an article on the State of the City address; how community members can participate in the City's various advisory bodies; announced a vacancy on the Bicycle/Pedestrian Advisory Committee; announced the next Emeryville Center of Community Life (ECCL) Design Workshop; and provided information on how to opt out of receiving a paper copy of the Yellow Pages phone directory. Both newsletters 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. The ENEWS has approximately 950 individual subscribers and is also sent to the Park Avenue Neighborhood Association (PANA), Oliver Lofts, Key Route Lofts e-trees, all City employees, and is posted on the City's website homepage.