

# CITY OF EMERYVILLE MEMORANDUM



**TO:** Mayor and City Council  
**FROM:** Patrick D. O’Keeffe, City Manager  
**SUBJECT:** Progress Report –September 2009

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

## **CITY MANAGER**

- In September the Finance Committee met to discuss various revenue measures to address the current budget deficit. The Council had previously directed staff to pursue a Landscape & Lighting District (LLAD) in addition to the increase in the card room tax which will appear on the November ballot as Measure K. The Committee recommended a report to the full Council on where we stand with the methodology of the LLAD. This will be scheduled for discussion on October 20<sup>th</sup>. In addition to the LLAD the Committee is also interested in revisiting the parcel tax method as a way to support park and landscape maintenance.
- Staff attended the annual Chamber of Commerce lunch for the installation of new officers. Mason Myers of the National Holistic Institute (currently constructing a new facility at Beaudry & 59<sup>th</sup>), was installed as the new President.
- Staff continues to work with Townsend Associates on the potential to submit an application to the State for parks funding for the play fields element of the Center of Community Life (ECCL). This funding is made possible by Proposition 84. In September, City and EUSD staff and members of the Partners Finance Committee met with the State Parks and Recreation staff that will administer these funds to explain the ECCL project and learn about the application process. Staff will begin drafting an application for Council approval in November.
- The “2<sup>nd</sup>/4<sup>th</sup> Friday E-Bulletin, the City’s new electronic newsletter was distributed on September 11 and 25. The September 11 edition featured information on the proposed new General Plan that has just been completed and will be considered for adoption by the City Council in the near future; announced the 25<sup>th</sup> Annual Coastal

Cleanup Day; and had an article about a local hero whose quick actions saved lives. The September 25 edition celebrated the ribbon-cutting ceremony of Doyle-Hollis Park; announced the dates of the 23<sup>rd</sup> Annual Emeryville Celebration of the Arts Exhibition; and announced a financial planning seminar and a predatory lending/foreclosure prevention workshop. Interested community members can read the electronic newsletter on-line from the City's website: [www.emeryville.org](http://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.

## **CITY CLERK OFFICE**

1. Staff is continuing to work on converting selected City documents to an electronic format for easier accessibility. The latest records that are in the process of being scanned are the City's election records. All of the election documents received by the City Clerk's Office for the November 3<sup>rd</sup> election, including candidate statements and political committee statements have been scanned and can be made available to the public by email. Staff is working on scanning election documents dating back as far as 2000. Also, resolutions have now been scanned going back through 2005.
2. The City Clerk's Office will be hosting a Cal in Local Government intern this year. This program provides university credit for students interested in gaining experience in local government through volunteer internships. The City Clerk intern will be working on completing informational handbooks for residents and for advisory committee members, will be working to improve the City's use of information technology for community outreach, and will be working with the City Clerk to develop workflow procedures and protocols to guide the City's transition from a paper-based to an electronic-based document management system.
3. Staff has been working to dispose of the numerous surplus vehicles that are being stored at the Corporation Yard as well as Fire Station 2. This project has proven to be more complex than originally believed and has pointed out the need to update the City's Administrative Instruction relating to the disposal of surplus property and for clearer policies relating to how the City keeps current and maintains title, registration, and associated documents regarding the City's vehicle fleet.