



City of Emeryville

INCORPORATED 1896

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MEMORANDUM

DATE: October 23, 2020
TO: Mayor and City Council
FROM: Christine Daniel, City Manager
SUBJECT: Quarterly Progress Report through October 2020

The following provides the Mayor, City Council, staff and the public with a summary of the activities in the City Manager's office for the months from February through October 2020.

South Bayfront Bridge

Work on the South Bayfront Pedestrian Bicycle Bridge Project is approximately 40% complete. The Project includes construction of the Horton Landing Park segment of the Emeryville Greenway.

West Side: West side stairs and ramp have been constructed; lighting, railings, landscape work and connection to the existing vehicular bridge have yet to be completed. West side Foundation support for the new bridge is complete.

East Side: Soil remediation work is nearing completion and installation of underground utilities has commenced. Retrofit of existing bridge over Temescal Creek is underway. East side Foundation support for the new bridge is complete.

Offsite: Fabrication of the Steel Arch Span is occurring offsite in Arizona. Transportation of the span to Emeryville is anticipated in early November and erection of the new bridge is scheduled for December.

Housing Bond Expenditure Plan

- Staff tentatively plans to present a draft expenditure plan to the Housing Committee in December and following that to the City Council in a study session

- Corp Yard Remediation: The remediation of the Corporation Yard site is tied the ultimate development of the Christie Avenue parcels as affordable housing. DTSC issued an Imminent and Substantial Endangerment Order (“Order) in August 2020 for the Corporation Yard site. The Order directs the Successor Agency to undertake remediation of hazardous substances in the soil and groundwater at the site. Funding for the remediation work will not be available until July 1, 2021 based on approval of ROPS 21/22. At its October 20, 2020 meeting, the Successor Agency decided to request a short-term loan from the City of Emeryville to allow remediation work to begin prior to the availability of ROPS 21/22 funding.

Active Transportation Safety

- Multi-Modal Connectivity

The ETMA selected a contractor for its new bus yard and on October 20, 2020 the City Council authorized release of \$1 million of City capital funds to ETMA for that project.

- 40th Street Redesign

The City Council approved a conceptual design for the project on March 3, 2020.

Staff submitted an Active Transportation Program grant application to Caltrans and Metropolitan Transportation Commission for \$1,374,000 for design funding for the bicycle and pedestrian portion of the project.

Staff has discussed a possible Affordable Housing and Sustainable Communities grant application with Resources for Community Development along with funding for affordable housing at 3600 San Pablo Avenue; the 40th street request would be \$5.5 million, to fund the bus hub between and including Adeline Street and San Pablo Avenue.

Art Center

- The Planning Commission approved the entitlements (conditional use permit and design review) for the project on August 27, 2020.
- Staff and Orton Development Incorporated (ODI) negotiated a Lease Disposition and Development Agreement and Ground Lease (“LDDA”) for the development and operation of the Art Center.

- The City Council approved an ordinance authorizing the execution of the LDDA on September 15, 2020. The ordinance took effect on October 15, 2020. Execution of the LDDA and Ground Lease are pending.
- ODI submitted building permit applications for abatement and seismic upgrade and plan check review is ongoing.
- Staff continues to work with ODI towards completion of the conditions precedent to lease close and plans to have the Ground Lease ready to execute in November 2020.
- A “kick-off” meeting with City staff, ODI, and Mack5 (the City’s “owner’s representative”) was held on October 19, 2020.

Disaster Preparedness

- Human Resources staff made a presentation to the City Council on the Council’s role in emergency preparedness and response on October 20, 2020; that item included a “Guidebook” for the Council developed by staff.
- Staff participated in EOC section training and several EOC “table top” exercises prior to the shelter in place orders in March 2020.
- Two staff members participated in a 3-day bootcamp on VEOCI (Emergency Management Software provided by Alameda County).
- Staff are working with the County on Zonehaven (the new Evacuation Planning Platform provided by Alameda County). An overview of the new system was provided by the County to staff on October 22nd.
- Human Resources created a Wildfire Smoke Protocol training for staff and the training was conducted for each Department by the Department Head.

Parking Management

- On February 4, 2020, City Council approved ordinance establishing parking meter zones, resolution establishing meter pricing and precise locations, and contract with IPS Group for a turnkey paid parking operation.
- Police Department Staff conducted interviews for (2) Police Service Technicians as part of the new parking enforcement program. One employee is currently in training and another employee is anticipated to be hired by Mid-November.
- Public Works is installing the necessary electrical service for charging stations at EPD that will service the parking enforcement vehicles.
- The parking enforcement manual was adopted by Council in September.

- Electric Go4 enforcement vehicles with Automated License Plate Readers (ALPR) were ordered in April and will be shipped in late October or the first week in November.
- Pay equipment consisting of 30 meters and 63 kiosks were shipped to IPS Group's warehouse in San Francisco and, pending delivery of the signs and poles for signs, will be installed in November.
- Chrisp Company was selected for sign fabrication and sign and pole installation for both signs and meters, with installation expected in November or early December.

Rail Safety / Quiet Zones

- Civil engineering design is complete for each of the crossing improvements.
- 67th and 65th street are planned to remain open with new Bike/Ped improvements, gates and signals. 66th Street is planned be closed to all modes of traffic permanently.
- Staff is working with UPRR on completion of the signal designs and development of the construction agreements which are anticipated to be complete by end of this year.
- Staff is scheduled to request approval for Construction Funding Allocation from CTC in early 2021. Construction is anticipated to start in late 2021 and completed in 2022/2023.
- The Quiet Zone approval process will begin after construction is completed and could take up to 12 months for final approval.

Revenue Generating Ballot Measures for 2020; Other Revenue Opportunities Within the Next Two-Year Budget Cycle

- Emeryville voters approved a ¼ cent local sales tax measure at the March 3, 2020 primary election. The measure includes a list of services that can be funded with the proceeds of the tax, subject to approval by the City Council. The tax began to be collected on July 1, 2020 and staff should be able to report the initial amount collected in early 2021.
- Staff continues to work with businesses interested in locating in Emeryville, providing information on available properties and other assistance as requested.
- Cannabis business interest in Emeryville remains high, and amendment of the City's Planning Regulations to allow cannabis manufacturing uses in the Mixed Use with Residential zone improves the City's ability to accommodate these businesses.

Library Services

In the fall of 2019, after consultation with the Community Services Committee, Emeryville staff worked with Oakland Public Library (OPL) staff to develop a draft contract for services for consideration by the two City Councils. The proposed contract would have covered a three-year period for usage of the Golden Gate Branch of the OPL system by Emeryville residents. Unfortunately, OPL staff has not yet been able to move the proposed contract forward within the Oakland organization. Nevertheless, Emeryville residents can continue to access library services at OPL branches.

Cultivate a Healthy Organization; Be a Model Employer and Build Capacity for Excellent Service

- Conducted Employee Service Awards virtually – approximately 78 attendees
- Created and published “CityGram”, a monthly employee newsletter, by and for City of Emeryville employees
- The “Return to Work” Administrative Instruction relative to COVID-19 was created and distributed to all staff.
- HR, Community Services and Public Works procured supplies such as masks, gloves, hand sanitizers and desk shields in preparation for return to work.
- A COVID-19 appendix required by OSHA was added to Illness and Injury Prevention Program (IIPP).
- A Contract Workflow through DocuSign and an electronic invoice payment process were implemented to ensure continuation of services within the remote work environment

Build a Code Enforcement Program

One of the authorized uses of the ¼ cent sales tax measure approved in March 2020 is funding for a code enforcement position. This program is pending the outcome of discussion about how those funds will be allocated.

Response to COVID-19

In addition to the City Council's adopted Goals and Priority Projects, since the onset of the pandemic and the shelter in place orders in March, City staff have been working to adapt services to the community in this new environment, including with most staff assigned to City Hall continuing to work remotely. Below is an overview of the services being provided.

Community Services Department

Aquatics:

- Lap swim opened 9/8 – operating 7 days a week, Monday-Friday Averaging 18 lap swimmer per day
- Third party rentals started for the pool
- Swim Camps started 10/5 using the camp model that is approved by the County. Camps will run in 4-week sessions. Currently have about 34 children registered

Emeryville Child Development Center (ECDC)

- Enrollment: 32 FT – expected to increase to 38 by 11/1
- Wobbler (ages 1-2)- 7
- Toddlers (ages 2-3)-7
- Pre K1 (ages 3-4) -6
- Pre K2 (ages 3-5) -5
- Pre K3 (ages 4-5) -7

ECCL

- Third party field rentals have started on 10/12
- Youth Services
- D.A.Y. Program K-8th 7:30-5:30p
- Enrollment 35

Senior Services

- Conducting Senior weekly check-ins (200-300) by phone tree with volunteers and staff

- Instituted Zoom “Coffee with the Seniors” where staff can check in and seniors can see their friends and socialize.
- Volunteers and staff serving approximately 50+ seniors each week with meals (3 days M/W/F) and Mercy Brown Bag grocery food bags two times a month.
- 8 to Go Shuttle service operating 3 days a week to help seniors get groceries, doctor appointments and other essential services; ridership is still increasing.
- Operating nine virtual Zoom exercise classes with approximately 100 participants (fitness, wellness, etc.)

Community Development Department: Established and published policies and procedures for online Planning and Building permit process and review of official City records at City Hall under Shelter in Place Order.

City Clerk’s Office: Established protocols for conducting and staffing City Council and Community Advisory Body meetings virtually, in accordance with the Brown Act as amended by the Governor’s Orders during the COVID-19 pandemic, including facilitating public participation in the meeting process.