

# CITY OF EMERYVILLE

## MEMORANDUM



**TO:** Mayor and City Council

**FROM:** Patrick D. O’Keeffe, City Manager

**SUBJECT:** Progress Report –April 2010

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

### **CITY MANAGER**

- Staff has begun the process of drafting a proposed new solid waste management franchise agreement. The proposed agreement will be based upon the City Council’s stated priorities of addressing sustainability/waste diversion goals while maintaining solid waste management fees at rates lower than surrounding communities. Staff is hoping that an initial draft will be completed by the end of May. After there is an initial draft completed, staff will begin meeting with Waste Management of Alameda County (WMAC) to develop a proposed agreement for Council consideration.
- Staff met with two homeowner associations and had calls with business property owners to discuss the City’s budget situation and the proposed LLAD. The HOA meetings were particularly gratifying since it allowed staff to meet residents and answer questions about many topics of interest. Staff also met with the Chamber of Commerce Board to explain potential budget expenditure reductions that are under consideration.
- Staff met with the City of Oakland (at their request) to discuss the possibility of entering into a library services agreement. Previous discussions had resulted in Emeryville declining to renew an agreement, based upon Oakland’s insistence that Emeryville should pay more than \$600,000 per year for the same service that had been received for \$80,000. Staff believes that the City of Oakland may now be willing to consider a more reasonable fee payment and will be making a recommendation regarding this issue as part of the City’s budget process.
- Staff has completed a brochure designed to encourage the community to attend City Council/Redevelopment Agency and other public meetings. The brochure provides

descriptions of the scope of authority of various meetings, describes the various parts of the agenda, and clarifies the public comment process. The brochure also has information regarding how to obtain meeting agendas and staff reports and general information relating to the ETV: Channel 27, the City's government access channel; City's website; the City's podcast/streaming video; and the ENEWS. With the help of the City Clerk's intern, staff is also developing other public information/education brochures, such as a brochure to encourage participation in advisory committees.

- A major staff initiative that will be carried forward into the next two-year budget cycle are on-going efforts transform the City's records management system to be more user-friendly as well as more cost-efficient. One of the first steps is that staff is revising the City's records retention schedule (last updated over 10 years ago) to comply with the most recent state statutes as well as City needs and to also determine which city records should be kept in electronic, paper, or electronic and paper formats. Staff plans to have the proposed new records retention schedule ready to for Council consideration in early summer. Other related initiatives include revising various administrative procedures to enable the productive use of the City's new electronic records management system and working to eliminate the City's use of private off-site record storage.
- The "2<sup>nd</sup>/4<sup>th</sup> Tuesday ENEWS, the City's electronic newsletter was distributed on April 13 and April 27. The April 13 edition featured articles on the 2010 U.S. Census, new Emery Go-Round service, and revised AC Transit routes as well as provided information on the City's Earth Day and ReBuilding Together events. The April 27 edition featured an article on the City's proposed two-year budget and the fiscal challenges facing the City due to state takeaways and the struggling economy; articles on the new Police Department FaceBook page and opportunities for the community to "go solar", as well as provided information on the City's Bike to Work Day in May and a fundraiser for the Emery Education Foundation. 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/unsubscribe is listed at the bottom of each e-newsletter.