

**City of Emeryville**  
**Finance Advisory Committee Meeting Minutes**  
**May 20, 2013, 5:30pm**

**Members Present:**

William C Reuter, Chairperson  
Nora Davis, Council Member  
Benay Curtis-Bauer, Business Rep  
Fran Quittel, Resident  
Stephen Cutty, SEIU 1021  
Jac Asher, Vice-Mayor, Council liaison

**Staff Present:**

Debra Auker, Director of Administrative Services  
Michelle Strawson O'Hara, Accounting Supervisor

**Excused:**

Elizabeth Altieri, Vice Chairperson

- I. **Call to Order:** The meeting was called to order at 5:35 p.m.
- II. **Public Comments:** Resident Ken Bukowski commented on the idea of publicly owned banks and why he believes the City should look into this further.
- III. **Minutes from February 25, 2013 Meeting:** Approved
- IV. **Agenda Items:**
  - a. **Fiscal Year 2012-13 and 2013-14 Mid-cycle Budget Review** - Debra Auker presented the proposed budgeted adjustments for FY13 & FY14.
    - Resident Bukowski pointed out that Transient Occupancy Tax may be impacted by possible labor issues at the Hyatt House hotel in Emeryville and recommended looking at historical numbers to see how this impacted hotel revenues when there was picketing at Woodfin several years ago.
    - Member Fran Quittel requested less acronyms be used when presenting budget data.
    - Member Nora Davis requested an analysis of staff turnover by department for next Finance Committee meeting. Members expressed concern over the costs of moving a part-time HR staff member to full-time to cover what may be a temporary need for handling recruitments. Ms. Auker explained that for this position it was only an increase of 5 hours per week. Members requested a staff report for approval for any part-time to full-time staffing changes.
    - Member Davis questioned the status of the City's disaster preparedness manual. Debra clarified that the City (not Alameda County Fire Department) is preparing this manual and also coordinating staff trainings on May 23.
    - Member Davis requested staff to look at payments made to Townsend Public Affairs for lobbying services during the past five years and compare to the City's return. Discuss at next meeting.
    - A member suggested reviewing the \$4,000 budget increase for Utilities under Community Services as these may relate to the pool which is now closed.
    - Member Davis inquired about the reason for the \$6,000 increase for Glashaus Homeowners Association fees. She was curious whether any staff attend the HOA meetings and how the HOA is being overseen. Staff will follow-up.
    - Members questioned the new Affordable Housing Capital Residual fund (299) proposed budgeted expenditures for FY13-14. Ms. Auker responded that these amounts were taken from the Recognized Obligation Schedule (which were declined by the Department of Finance) and may need to be reviewed again to confirm they are not overstated.

- b. **FY 2013 Third Quarter (Q3) Financial Update** – Informational item only. Ms. Auker presented the report and there was a discussion as to how the \$3.2M one-time Property Tax Residual Payment should be used. She suggested allocating to the City's Housing and Capital Improvement Projects programs. Ms. Auker will be making a recommendation to Council. Members suggested that staff consider paying down long term debt, specifically the City Hall loan.
  - c. **Status of Alameda County Fire Services Contract** - Informational item only. Ms. Auker presented the third Quarterly Report from Alameda County Fire Department. Member Davis requested that staff look at the statistics for Worker's Compensation claims for the County. Member Asher would like to know more about what the county is doing to mitigate overtime costs. The Committee agreed to keep a close watch over the contact costs and review the annual costs for FY 2012-13 in the summer.
  - d. **Single Audit and TDA Audit for year ended June 30, 2013** – Ms. Auker presented the results and Committee Members approved and accepted the final audits.
  - e. **Recommend Appointment of Finance Committee Member to Economic Development Committee** – The members recommended appointing William Reuter to the Economic Committee.
  - f. **Information on City and Successor Agency Debt Portfolio** – Informational item only. Ms. Auker presented a handout on the Long Term debt of the City and Successor Agency. Member Quittel requested that bond ratings, interest rates, and the name of the rating agency be added to future debt reports. Member also requested a link to the agency website which provides current bond information.
  - g. **Update on Redevelopment Dissolution Actions** - Informational item only. Ms. Auker provided an update on the RDA dissolution lawsuit. Members requested more information on the recent check payment to the County for Non-Housing accounts asset distribution per DOF AB1484.
- V. **Staff Comments:** None
- VI. **Committee Member Comments:** There was a discussion about the May 21, 2013 Agenda item on the Note Payoff Agreement between Madison Bay Street, LLC and the City of Emeryville as Successor Agency for \$11,500,000 and the related pros and cons. Member Fran Quittel requested City staff to notify Finance Committee members of any future Council agenda items that they should be aware of.
- VII. **Adjournment:** The meeting was adjourned at 7:25 p.m.