

**City of Emeryville**  
**Finance Advisory Committee Meeting Minutes**  
**May 29, 2014, 5:30pm**

**Members Present:**

William C Reuter, Chairperson  
Benay Curtis-Bauer, Vice Chair  
Nora Davis, Council Member  
Brian Cross, Business Rep  
Michael Costello, Labor Rep

**Staff Present:**

Sabrina Landreth, City Manager  
Michelle Strawson O'Hara, Accounting Supervisor  
Peggy Xu, Senior Accountant

**Excused:**

Jac Asher, Council Member  
Fran Quittel, Resident

- I. **Call to Order:** The meeting was called to order at 5:30 p.m.
- II. **Public Comments:**
  - A. Sharon Wilchar, Program Coordinator for Emeryville Celebration of the Arts informed the committee of her request to Council at the May 27<sup>th</sup> Budget Study Session for additional grant funding for Celebration of the Arts.
- III. **Minutes from February 24, 2014 Meeting:** Approved.
- IV. **Agenda Item:**
  - A. **Review of Proposed Budget for FY 2014-15 & FY 2015-16** – City Manager Sabrina Landreth provided an overview of the proposed two-year budget.
    - Member Davis noted that the Oaks Card Club may begin experiencing competition from other casinos in the Bay Area which could impact revenue projections for the Card Room Tax. She suggested discussing future revenue estimates with John Tibbitts, owner.
    - Resident Sharon Wilchar inquired about the Residual Property Tax received by the City of Emeryville. Ms. Landreth explained how the City is now getting 22% of the County-wide residual property tax after all ROPS obligations are paid and that the 22% portion will increase over time as remaining debts are paid off.
    - Member Reuter asked about the proposed restructuring and the recruitment of Department Heads. Ms. Landreth explained that current Planning & Building Director Charlie Bryant would be appointed Director of the proposed Community Development Department. An external recruitment is underway for the Finance Director position.
    - Member Reuter inquired about the proposed transfer of \$2 million. Ms. Landreth explained that this is a one-time request from the FY2012-13 General Fund Unassigned balance to cover unfunded liabilities, projected deficits and/or projected negative fund balances. This request is typically made in coordination with approval of the annual CAFR; however it was decided to delay this request and present it together with the proposed two-year budget.
    - Member Reuter asked about the status of the Bike/Pedestrian Bridge proposal. Ms. Landreth explained that the project is included in the proposed Capital Improvement Project (CIP) program; however, the project status is uncertain as it is still in the appeals process with the State.
    - Member Curtis-Bauer inquired about the Police Department recruitment and whether Emeryville was recruiting from the City of Oakland Police. Member

Costello confirmed that one Police Officer was recruited from Oakland, however current and future recruitments and trainings are expected to be handled internally.

- The Committee recommended moving the proposed budget for approval by Council at the June 3, 2014 meeting.

- B. **Quarterly Financial Update** – Accounting Supervisor Michelle Strawson O'Hara presented the third quarter revenue and expense highlights.
- C. **Status of Alameda County Fire Services Contract** – Ms. Landreth presented the FY2013-14 Third Quarter Report from Alameda County Fire Department. She reminded the committee that the City is two years into the contract with the County and explained that staff is appraising it and also looking to see what other agencies (i.e. Union City and Newark) decide regarding their fire contracts with the County.
- Member Curtis-Bauer inquired about the status of CPR classes for the public. Ms. Landreth noted that the County plans into increase the number of these class offerings.
  - Member Davis asked about the status of East Bay Regional Radio Communication System (EBRCS) implementation and noted that it is a critical service. Ms. Landreth noted that she will follow-up and confirm.
- D. **Update on Redevelopment Dissolution Actions** – Ms. Landreth provided a verbal overview of the current status.

V. **Staff Comments:** None

VI. **Committee Member Comments:**

- A. Chairperson William Reuter requested Benay Curtis-Bauer serve as Vice Chair for the Finance Committee in his absence. Ms. Curtis-Bauer and other members present agreed.
- B. Member Davis thanked staff for their work on the budget.
- C. Member Reuter reminded staff of his request for a one-page debt report to be included as a standing item on all Finance Committee agendas.

VII. **Adjournment:** The meeting was adjourned at 6:51 p.m.