

**City of Emeryville**  
**Joint Meeting of Budget & Governance Committee and Budget Advisory Committee Minutes**  
**May 19, 2016, 1:30 p.m.**

**Members Present:**

**Budget & Governance Committee**

Jac Asher, Chair  
Nora Davis, Vice Chair

**Staff Present:**

Carolyn Lehr, City Manager  
Susan Hsieh, Finance Director  
Michelle Strawson O'Hara, Finance Supervisor

**Budget Advisory Committee**

William C. Reuter, Chair  
Benay Curtis-Bauer, Vice Chair  
Fran Quittel, Resident

**Excused:**

Brian Cross, Business Rep

1. **Roll Call:** The meeting was called to order at 1:34 p.m.
2. **Public Comments:** None
3. **Minutes from April 25, 2016 Meeting:** Approved
4. **Action Items:**
  - 4.1 **Election of Committee Chair** – Vice Chair Nora Davis nominated Acting Chair Jac Asher. Ms. Asher accepted nomination.
  - 4.2 **Review of Proposed Budget for FY16-17 and FY17-18-** Finance Director, Susan Hsieh presented the upcoming two year proposed budget report.
    - Ms. Davis reminded staff to note that fire services are categorized under Professional Services and not Salaries & Benefits.
    - Ms. Davis requested that staff consider the impact to Transient Occupancy Taxes of the temporarily 2016 closure of the Moscone Conference Center for renovations.
    - Chair William Reuter and Ms. Asher asked staff to reconsider sales tax projections to ensure the budgeted amounts are conservative. Staff described the projections the City received from MuniServices, LLC and agreed to forward this information to the Committee (emailed 5/23/16).
    - Ms. Asher requested a regular reporting of investments be available to Council.
    - Member Fran Quittel asked for a regular reporting of the pension funding status.
    - Ms. Davis asked that Public Works update their budget narrative to include the progress and goals relating to the new tracking software.
    - Members recommended moving forward with the presentation of the Proposed Budget for FY16-17 and FY17-18 to Council at the May 24, 2016 Special Meeting.
5. **Informational items:** None
6. **Future Agenda Items:** None
7. **Announcements/Member Comments:** None
8. **Adjournment:** The meeting was adjourned at 2:40 p.m.