

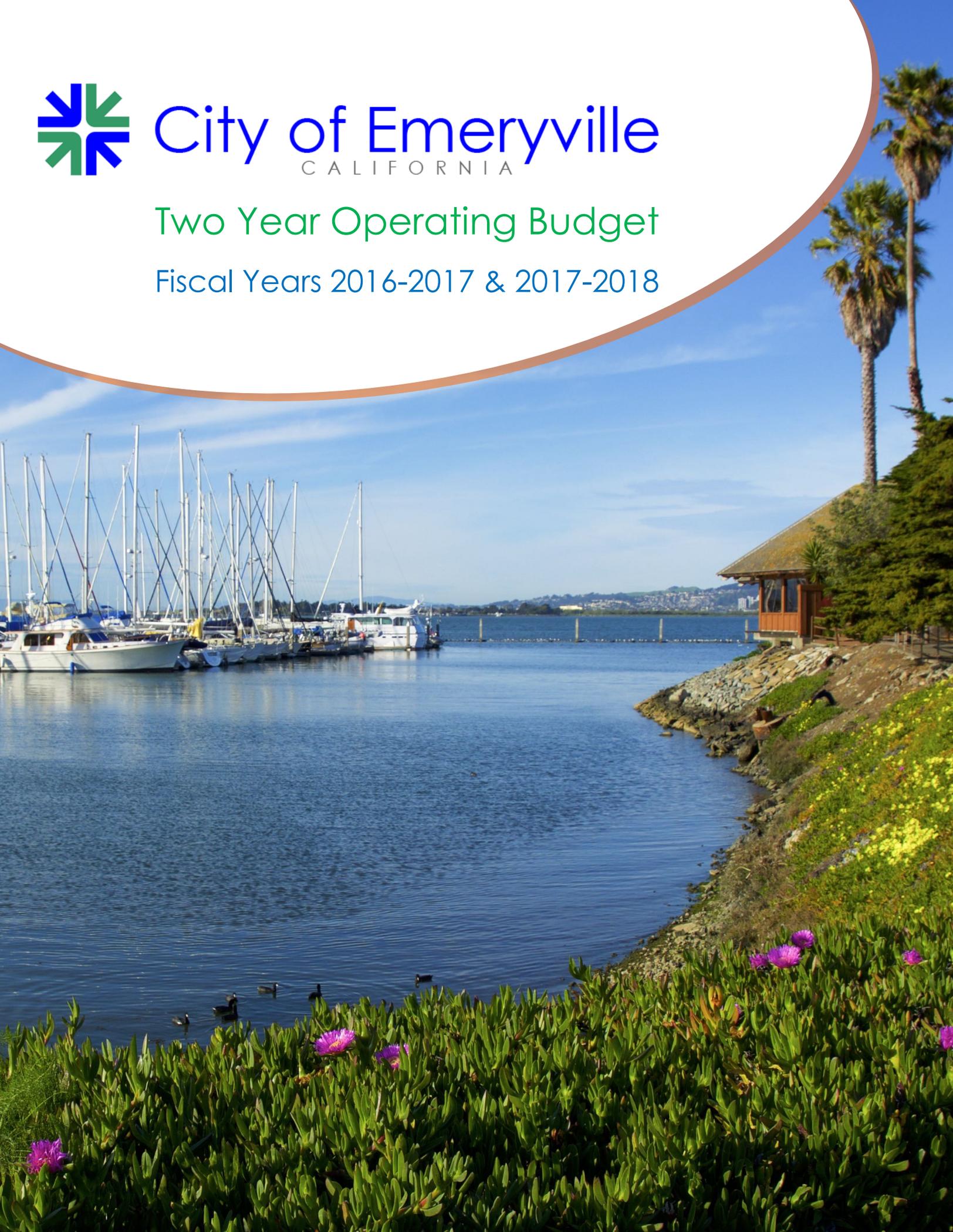


# City of Emeryville

CALIFORNIA

## Two Year Operating Budget

Fiscal Years 2016-2017 & 2017-2018



THE CITY OF EMERYVILLE  
2016-17 & 2017-18 FISCAL YEAR BUDGET

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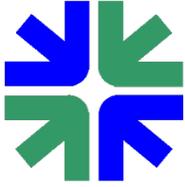
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# BUDGET MESSAGE



# City of Emeryville

CALIFORNIA

## MEMORANDUM

June 21, 2016

Honorable Mayor and Members of the City Council:

City Mission Statement  
*“The City of Emeryville provides innovative and responsive services to the community to create and sustain a vibrant, livable city.”*

I am pleased to present the Proposed Budget for the 2016-17 and 2017-18 Fiscal Years. Our financial condition is strong and revenues are growing. We have passed through redevelopment dissolution challenges and are now poised to thoughtfully restore services, implement capital projects, and strategically invest in our future. As we build our financial plan, we do so with a careful eye to economic cycles, a balanced budget, and reserves to secure our future.

### Citywide Budget

The budget establishes a financial plan for operations and capital improvements across all City funds and programs. Emeryville uses a two-year budget to provide a longer-term view of its resources and the cost of services. In each fiscal year of this two-year budget cycle, citywide operating expenditures exceed \$50 million, and together with the capital budget for 2016-17 exceeds \$110 million. Discretionary tax and fee revenues are appropriated in the General Fund, while restricted fees and grants have dedicated funds to provide separate accountability. A Budget Guide explaining the organization of the budget document is provided later in this section.

### 2016-18 Citywide Budget

	<u>2016-17</u>	<u>2017-18</u>
Operating Budget		
General Fund	\$ 40,016,836	\$ 38,924,156
Other Funds	20,234,154	14,511,332
	<u>60,250,990</u>	<u>53,435,488</u>
Capital Budget	52,032,452	9,621,000
Transfers	<u>(4,296,175)</u>	<u>(4,224,491)</u>
	<u>\$107,987,267</u>	<u>\$ 58,831,997</u>

The General Fund is uniquely positioned at this time following two years of operating budget surplus and a \$6.9 million loan repayment from the Successor Agency to the former Redevelopment Agency. With significant accumulation of discretionary resources, this budget presents a plan to invest \$42 million of projected General Fund balance at June 2016 into strategic reserves to enhance the city's financial security into the future.

## **Budget Philosophy**

This budget continues to respect the long-term fiscal philosophy of the City Council. The budget philosophy includes five major principles, which are elaborated below. Specifically, this budget demonstrates these principles by presenting a balanced General Fund; establishing a plan to increase reserves for economic uncertainty and capital reserves; while addressing unfunded liabilities by paying down a portion of the City's pension obligations.

### City Budget Principles

- 1. Current year expenditures should be supported by current year revenues. One-time revenues should not be used for ongoing costs, but should instead be used for necessary one-time expenditures or to strengthen fund reserves.*
- 2. Fund balances should be maintained in all major operating funds that provide for unforeseen circumstances. The appropriate level of fund balance depends on the particular fund.*
- 3. Unfunded liabilities should be identified and funded with surplus funds when they are available. Liabilities that are currently accruing should be funded currently.*
- 4. When necessary, a strategy should be formulated and implemented to address potential impacts of the State budget and other State actions that may affect City revenues.*
- 5. The operating costs of any planned capital improvement should be estimated in the planning stage, so that these amounts can be recognized and budgeted.*

## **Economic Climate**

In Emeryville, General Fund revenues are highly dependent upon sales and hotel taxes that can fluctuate with economic cycles. The economic climate is an important driver of our financial condition and the scope of services we can deliver.

In its May 2016 Budget Revise, the State of California notes that the national economy is finishing its seventh year of expansion, which is two years longer than the average cycle. The State's budget acknowledges that its current revenues are lagging expectations and that the next recession is getting closer. The State has identified state budget risk from an economic slowdown as well as from the expiration of its Proposition 30 temporary personal income tax.

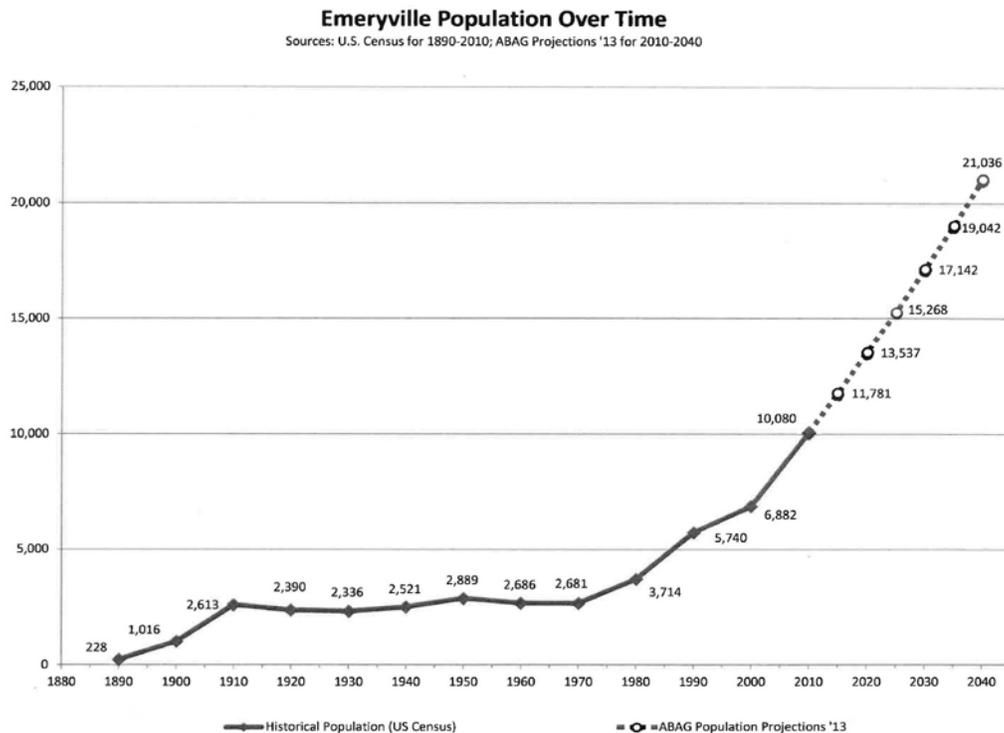
However, despite a foreshadowing of a possible national recession, the local Emeryville economy has several influences that position us well for the 2016-17 and 2017-18 budget cycle.

New housing units continue to come on line and a new hotel will be open in a few months, adding to the City's tax base. Along with other reserves, this budget retains a 50% economic uncertainty reserve to provide flexibility to sustain services during inevitable economic cycles.

### Local Economy

Emeryville was the fastest growing city in the Bay Area in 2015 and the fourth fastest growing city in the state. With growth and low unemployment, the Emeryville economic outlook shines bright. Specifically, the State Employment Development Department reports the unemployment rate in Emeryville registered 2.7% in March 2016 compared to an annual average of 3% in 2015. Comparatively, Alameda County's unemployment rates registered 4.3% and 4.7%, respectively.

The City's population reached 11,721 in 2015, reflecting 6.9% annual growth. This growth rate is consistent with past and anticipated future trends. During the 35 years since 1971, Emeryville's annual growth has averaged about 3.25%. Our General Plan anticipates this growth, showing a 71% increase in population, from 9,727 in the "base year" of 2008 to 16,600 in the "horizon year" of 2030. The Association of Bay Area Government (ABAG) projects our population will reach 21,000 by 2040.



A number of housing development projects are in the pipeline to support continued population growth. Near term development includes completion of units at 3900 Adeline Street and the 105-unit project at 3800 San Pablo Avenue. Further out, anticipated projects include the three Marketplace projects (223-unit "Theater Site", 167-unit "Shellmound Site", and 66-unit "Parcel

C"), the 186- unit Anton Evolve project at 6701 Shellmound Street ("Nady Site"), and the 87-unit affordable housing project at 3706 San Pablo Avenue.

Recent population growth in the larger, regional East Bay (East Bay refers to the Oakland-Fremont-Hayward Metropolitan District, covering Alameda and Contra Costa Counties) is also providing a boost to the local economy, including the local real estate market. According to the U.S. Census Bureau's County population estimates, the East Bay's population grew by 8% from 2010 to 2015, compared to 7.4% growth in San Francisco County, 7.7% growth in Santa Clara County, and 5.1% growth statewide. We expect that the East Bay population will continue to grow robustly in the coming years due to the abundance of high-quality jobs located in the San Francisco Bay Area, and the region's higher home affordability as compared to San Francisco and the South Bay. Hindering regional population growth may be the lack of available housing units. The deficiency of units has affected home price appreciation, and prices continue to rise across the East Bay region. Data from Corelogic for March 2016 indicates that the median price for a single-family home in Alameda County is now \$630,250, which represents an increase of 1.7% when compared to March 2015. This median price is 45.4% less expensive than San Francisco and 24% less expensive than the South Bay.

Office vacancy in the Bay Area continued to drop through 2015, and rental rates in the I-80/I-880 corridor (which includes Alameda, Berkeley, Emeryville, Oakland, and Richmond) reached historic highs of over \$4 per square foot. Continued strong demand in San Francisco has had a spillover effect driving many to seek cheaper rates in the East Bay. Emeryville's office vacancy rate decreased to 9.14% in the 4<sup>th</sup> quarter of 2015, compared to 15.38% for 4th quarter of 2014.

### **Investing in the Future**

Through its strong and growing local economy, the General Fund has accumulated a significant discretionary fund balance which is projected to reach \$42 million at June 2016. This accumulated surplus provides the City with a unique opportunity to use one-time funds to strategically invest in the City's future.

The City's June 2015 Comprehensive Annual Financial Report (CAFR) showed combined General Fund Economic Contingency and Undesignated reserves of \$20 million, or over 60% of annual expenditures. Including earthquake and pension reserves, discretionary fund balance reached \$26 million. With another year of positive operating results, 2016 revenue and expenditures are projected to contribute an additional \$7.4 million in surplus for the year.

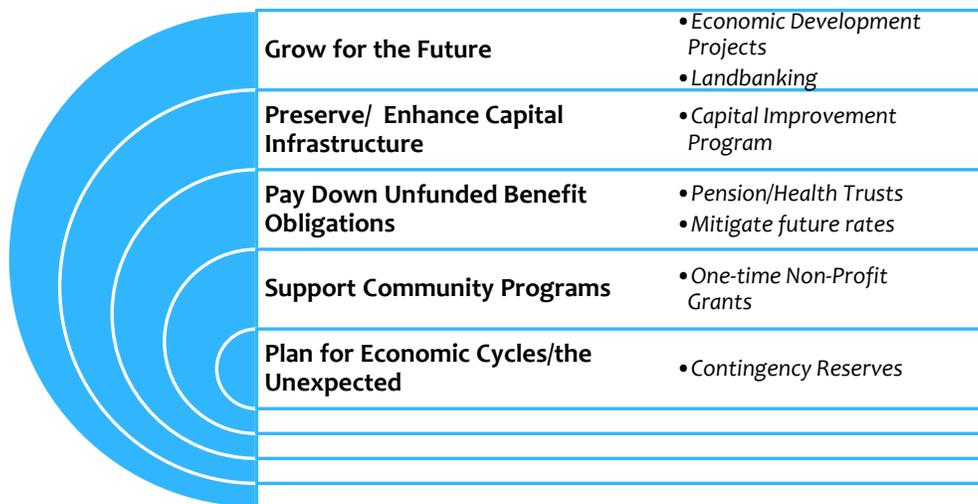
Also, the State Department of Finance has recently approved the Successor Agency's repayment of the City's pre-dissolution housing loan to the former redevelopment agency. With this loan repayment to the City's Housing Fund, Housing will in turn repay the General Fund for \$6.9 million in loans extended to acquire the Christie Avenue housing parcels. Finally, an additional \$1 million of surplus will be returned from the City's Vehicle Replacement Fund. In total, \$42 million of General Fund resources are expected to be available at June 2016, prompting the following recommendations for strategic investment of these one-time funds.

**Projected Fund Balance Resources at June 2016**

<b>Reserves at June 2015</b>	
Economic Uncertainty, PERS, Earthquake, Unassigned	\$ 26,633,663
<b>Projected 2016 Additions</b>	
2016 Net Revenue/Expenditures	7,464,365
Repayment of SERAF Housing Fund Loan	6,906,810
Surplus Vehicle Replacement Reserve	<u>1,000,000</u>
	\$ 42,004,838
<b>Reserve Policy Discussion</b>	
Economic Contingency Target - 50% 2018 Expenditures	19,462,755
Available for Strategic Investment	<b>22,542,083</b>
	\$ 42,004,838

The following policy framework has been discussed with City Council to evaluate investment strategies. Specific recommendations for City Council consideration are presented below.

**Policy Framework for Investing One-time Reserves at June 2016**



*Strategy #1 - Grow for the Future*

The City has an existing policy to contribute 5% of surplus tax increment receipts (“Boomerang Funds”) to an economic development fund to support development opportunities. This internal revenue allocation has not been recorded for several years.

Recommendations

- a. Transfer \$739,000 of General Fund balance to catch-up three years of 5% surplus tax increment deposits to an Economic Development Fund for future use. The Economic Development staff will administer these funds and return to City Council with program recommendations.

- b. Continue to allocate 5% of future surplus tax increment receipts to the Economic Development Fund. With the winding down of Successor Agency obligations, this revenue source is estimated to provide approximately \$200,000 per year for ongoing program objectives.

*Strategy #2 - Preserve/ Enhance Capital Infrastructure*

A capital infrastructure reserve is recommended to insulate the annual operating budget from long-term capital asset support costs. The City has developed a \$115 million 5-year 2017-21 Capital Improvement Program. To responsibly manage the City's capital assets, and to manage the scope of planned construction projects, the following updates are proposed to the City's capital asset funding and reserve policies.

Recommendations

- a. Infrastructure Reserve  
A \$5 million transfer of General Fund Balance to the General Capital Fund #475 is recommended to establish as a reserve to ensure funds are available to support the long-term stewardship of the City's capital infrastructure.
- b. Implementation Reserve  
Using existing General Capital Fund #475 resources, a reserve of \$2.5 million is recommended to establish an "Implementation Reserve" to ensure that the City can deliver and implement its \$115 million 5-year 2017-21 Capital Improvement Program. This recommendation dedicates existing General Capital Fund #475 resources and does not require a draw on General Fund Balance.
- c. Commercial Property Transfer Tax  
The City has recently enacted a new property transfer tax. This creates a substantial but unpredictable revenue source. A policy is recommended to commit this revenue to the Capital Improvement Program. The 2017-21 Capital Improvement Program anticipates an average of \$1 million of this revenue per year. Specific capital projects can be phased to match the timing when this revenue is realized.
- d. Tax Increment Surplus ("Boomerang Funds")  
A policy update is recommended to reduce the current capital allocation of Surplus Tax Increment revenues from 75% to 50%. The City's current allocation of Surplus Tax Increment is 75% for the City's capital program; 20% for low/moderate income housing; and 5% for Economic Development. Releasing 25% of capital program allocation redirects approximately \$1 million per year to the General fund to support, restore, and augment current services and contributes to a balanced General Fund operating budget. Capital program funding is replaced through commitment of the commercial property transfer tax revenues discussed above. The net effect is to provide the General Fund with a predictable, property tax based revenue source to support its operating budget, while placing the unpredictable Commercial Property Transfer Tax into the capital program where cash flow can be better managed. Recently implemented development impact fees for Streets, Parks, and Housing are also now contributing to the stability of the overall capital program.

*Strategy #3 - Pay Down Unfunded Benefit Obligations*

The City provides pension benefits through CalPERS and also provides a supplemental Police pension benefit for certain employees through a PARs trust. Collectively, the present value of the unfunded pension liabilities, measured using the Government Accounting Standards Board methodology for financial reporting, was \$25 million at June 2015. However, the CalPERS Board adopted a new policy in November 2015 to phase in a reduction of the investment earnings assumption on plan assets from 7.5% to 6.5%. The long-term impact to the City will be to increase the City's unfunded liability from \$25 million to \$45 million.

CalPERS is charging the City for this unfunded pension liability over a 20-30 year amortization period. The debt service cost on unfunded pension liabilities for 2018 is projected at \$2.1 million, covering the collective CalPERS and PARs plans. This annual charge is in addition to the normal pension contribution cost for current year employee service credits. At \$2.1 million, the unfunded pension liability payment is consuming an increasing share of the City's operating budget and is "crowding out" other services.

**Net Pension Liability**  
CalPERS Adopts Risk Reduction Plan  
Discount Rate Phasing from 7.5% to 6.5%  
1% change in discount rate adds \$20 Million to Net Pension Liability



To mitigate the impact of unfunded pension liability payments on the City's operating budget, and to further stabilize the City's pension plans, staff is recommending that the City invest a very substantial sum of \$13.5 million into a dedicated supplemental pension trust fund to "buy down" the pension liability and provide assets to meet pension contributions as billed by CalPERS. Currently, the City invests its operating cash in compliance with the Government Code, which limits the City's investments to short- and mid-term instruments providing a nominal annual investment return. By establishing a supplemental pension trust under IRS Code Section 115, assets can be invested with a longer-term view, similar to the existing CalPERS plans and to the City's OPEB (retiree health) trust fund, with potential for higher investment returns. The City can evaluate and select a trust fund administrator from any of several fiduciaries that offer these plans. A supplemental trust is important, rather than direct investment in the existing City pension plan trusts, since some of the City's plans are "pooled" plans that share risks with other cities and government employers. A supplemental trust will allow the City to maintain control of the timing of use of trust assets, while dedicating their use to meet future pension obligations.

Recommendations

- a. Transfer \$8.5 million of General Fund balance and combine with the City's existing \$5 million PERS reserve to achieve a \$13.5 million pension reserve. These funds will be available for the City to contribute to a Section 115 qualified pension trust to "buy down" the City's unfunded pension liability. This action is an important part of

the operating budget strategy, since this up-front investment allows the City to reduce the annual unfunded pension liability burden in the operating budget. The proposed 2017-18 operating budget reduces the scheduled \$2.1 million unfunded pension payment by \$1.1 million to \$1.0 million. After a trust is established and updated actuarial analysis is available, the long-term benefits of this investment and operating budget relief can be further analyzed.

- b. Two employee benefit internal service funds have accumulated a deficit and need augmentation to fund and stabilize these programs. A total of \$400,000 is recommended for transfer to the Dental Self Insurance Fund and the Accrued Benefit Fund to address this condition. This recommendation is consistent with the City's budget principles to identify unfunded liabilities and to maintain appropriate reserves in all operating funds.

#### *Strategy #4 - Support Cultural Arts and Community Programs*

A direct contribution to cultural arts and community programs will provide balance in the allocation of one-time funds. Three programs are recommended for one-time transfers.

##### Recommendations

- a. Contribute \$1 million towards improvements to the Cultural Art Center capital improvement project. This direct General Fund contribution will increase the quality of the build-out of this facility that will provide community meeting space and enhance quality of life for residents. The proposed contribution will augment other funds assigned to the Cultural Art Center project through the 5-year 2017-21 Capital Improvement Program.
- b. Contribute \$320,000 to establish a pool for cultural arts and community programs. This investment provides direct quality-of-life programs for the community. Specific programs will be developed for future City Council consideration.
- c. Contribute \$118,000 for homeless outreach and bedding programs

#### *Strategy #5 - Plan for Economic Cycles/the Unexpected*

The City has an existing policy that targets a combined economic uncertainty and undesignated fund balance reserve at 50% of annual expenditures. An update is recommended to increase the economic uncertainty section of this reserve to the full 50% target. Undesignated reserves will fluctuate from time to time, reflecting annual operating results.

The following chart summarizes these policy recommendations and projected fund balance reserves at June 2016.

**Projected General Fund Reserves at June 2016**

	Reserves at June 2015	Proposed Updates	Reserves at June 2016
Economic Uncertainty (50%)	\$ 1,894,755	\$ 17,568,000	\$ 19,462,755
Pension Trust	4,683,559	8,820,000	13,503,559
Capital Infrastructure Reserve	-	5,000,000	5,000,000
Cultural Arts Center	-	1,000,000	1,000,000
Community Programs/Housing Funds	-	438,000	438,000
Economic Development	-	739,000	739,000
Employee Benefit Funds	-	400,000	400,000
Earthquake Insurance	1,335,717	-	1,335,717
Unassigned	18,719,632	(18,593,824)	125,808
	\$ 26,633,663	\$ 15,371,176	\$ 42,004,839

**Operating Budget**

The General Fund operating budget is balanced for 2017 and 2018. Appropriations are included to restore key services that have been prioritized by City Council. This service restoration and the growth in the General Fund budget are possible for three key reasons.

The first reason is the overall strength of the City's tax revenue base. The top two General Fund revenue sources, Sales Tax and Transient Occupancy Tax (TOT), both show significant growth over the prior year and collectively add \$4 million in revenue capacity above the 2015-16 budget. TOT growth is strong across existing hotel properties, with high occupancy rates, and will grow further with the opening of a new hotel property in 2017.

Second, this budget implements a policy, as discussed above, to redirect 25% of surplus tax increment revenue from the capital program to the General Fund. This allows the City to restore services that have been underfunded during the recession as the City also worked through Redevelopment dissolution.

Finally, also as discussed above, the 2018 budget is balanced in part due to the proposed 2016 investment to pay down the city's unfunded pension liability. \$1.1 million of the projected \$2.1 million unfunded liability pension payment that is due for 2018 will be paid from the Pension Reserve, or Section 115 Trust Fund, as designed, to relieve the General Fund from this escalating benefit payment. The allocation of \$1.1 million from this reserve is aggressive, since the budget reduction cuts the benefit payment in half while the unfunded liability is proposed to be paid down instead by 30%, from \$45 million to \$28 million. This annual allocation will need update in future budget cycles as actuarial projections are renewed and the City's Pension Trust Fund investment objectives are established.

### General Fund Expenditure Trend

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
	<u>Budget</u>	<u>Proposed</u>	<u>Proposed</u>
Salaries and Benefits		\$ 18,625,729	\$ 19,479,932
2014-16 Mid cycle new positions		614,704	643,490
2016-18 New/changing positions		635,179	618,652
Unfunded pension liability		1,697,932	2,128,849
Paid from pension trust			(1,100,000)
	18,536,702	21,573,544	21,770,922
Professional Services	9,815,109	10,577,197	9,675,869
Utilities & Maintenance	2,817,620	3,031,579	3,130,139
Supplies	970,207	1,224,700	983,250
Insurance	523,750	499,000	550,000
Other	893,233	1,352,817	1,244,976
Operating Transfers	639,000	1,758,000	1,569,000
	<b>\$ 34,195,621</b>	<b>\$ 40,016,836</b>	<b>\$ 38,924,156</b>

In total, the General Fund expenditure budget and service levels of \$40 million have increased substantially from the \$34 million expenditure budget in 2015-16. Increases include 12 new or changing staff positions across all General Fund programs; rising employee salary and benefit costs; investments in records management and technology, and transfers to underwrite the PBID/Emery Go-Round and Child Development Center. A summary of specific program augmentations is presented later in the budget document.

Outside of the General Fund, 3 new positions have been added to the General Capital Fund to support delivery of the proposed \$115 million CIP program. We also note that the Child Development Center will face continued budget pressure in 2017 and 2018. The recent staffing restructure and the growing cost of employee benefits puts pressure on the below market rate revenue structure. General Fund support of \$470,000 for fiscal year 2016-17 and \$570,000 for fiscal year 2017-18 has been included in this budget. However, additional program efficiencies will be necessary to close the budget gap and sustain this program during the biennium.

### Capital Improvement Program

This budget looks to the future through capital investment into City facilities and infrastructure. A five-year \$115 million capital improvement program has been developed to prioritize city-wide projects within available grant, fee, and allocated discretionary revenues. Appropriations of \$61 million for the first two years of the program are included in this budget.

Several actions have increased the resources available to fund the City's capital program. First, the winding down of former redevelopment agency activities is increasing the return of surplus tax increment revenues to the City. As discussed above, this budget recommends that 50% of ongoing surplus tax increment revenues continue to be committed to the capital program to replace the infrastructure contributions lost through state redevelopment dissolution. Second, the City has implemented a development impact fee program during the last budget cycle. Impact fee revenues are now contributing to traffic, park, and affordable housing programs. Finally, as also discussed above, this budget recommends commitment of commercial real

property transfer tax revenues to the capital program. This policy will match this substantial but unpredictable revenue with long-term capital projects that can be phased to match receipts.

The City Council has identified a number of key capital projects through their goal setting process that are prioritized in the current budget. A summary of the most significant projects in the 5-Year plan follows.

**2017-21 Capital Improvement Program**

	Current Budget Appropriations		5-Year CIP Program
	2016-17	2017-18	
South Bayfront Bridge and Horton Landing Park	\$ 16,850,000	\$ 2,000,000	\$ 18,850,000
Transit Center	9,473,952	-	9,473,952
Corporation Yard Improvements/Emergency Operations	6,300,000	-	6,300,000
3706 San Pablo Avenue Housing Site	3,625,000	3,625,000	3,625,000
Hollis Street Fire Station/EOC Upgrade (Station 35)	2,650,000	-	2,650,000
Lumec Streetlight Pole Painting and LED Retrofit	2,022,000	-	2,022,000
Emeryville Greenway - Stanford/Powell (Peladeau Park)	1,315,000	-	1,315,000
Marina Park and Powell Street Lighting	1,050,000	-	1,050,000
Horton Landing Park Expansion	725,000	1,275,000	2,000,000
Art Center	200,000	500,000	11,200,000
6150, 5890 and 5900 Christie Housing Site	108,000	25,000	6,133,000
North Hollis Undergrounding District	-	-	14,000,000
Quiet Zone Railroad Crossing Quadrant Gates	-	-	4,964,000
Other Projects	7,713,500	2,196,000	31,745,775
	<u>\$ 52,032,452</u>	<u>\$ 9,621,000</u>	<u>\$115,328,727</u>

**Accomplishments and Initiatives**

During its January 2016 Goal Setting Workshop, City Council reviewed past accomplishments, environmental trends, challenges, and goals that inform the resource allocations presented in this budget.

*Accomplishments*

City Council has acknowledged the following areas of particular achievement during the past two year budget cycle:

Infrastructure improvements; Public Safety; Community Service - Youth and Families; Streets and Trees; Air Quality; School District Partnership; Bike Share; and refinancing of the former Redevelopment Agency bonds

Further, we are pleased that the City Council has addressed the following major policy items during the 2015-16:

Conceptual Plan for Horton Street Experimental Traffic Calming Project; \$3,500,000 Development Loan for Affordable Housing Development at 3706 San Pablo Avenue; Review of Cabaret and Noise Ordinance; Approval for more effective staffing resource for the Emeryville Child Development Center; Preservation of Significant Structures; Sewer User Rate Study; Contract with City of Oakland Winter Shelter to Accommodate up to 50 Persons; Multi-Unit Residential Development Guidelines to Address Unit Mix,

Family Friendly Design, Affordable Housing and Ownership Housing; Increased Affordable Housing Impact Fee to \$28,000 Per Dwelling Unit; Marketplace Redevelopment Project; Emeryville Senior Center Major Rehabilitation; and Joseph Emery Skate Park Opening.

### *Environmental Trends and Challenges*

Looking ahead to the upcoming budget cycle, City Council has noted the following key environmental trends and challenges that influence the delivery of our municipal services:

*Trends* - Increasing population growth; Higher day-time population; Lower traffic collisions and increased misdemeanors; Concentrated and diverse residential population; RHNA density; Response times and keeping a lid on crime; Increase attainment of higher education for non-English speakers; Continued delivery of quality services with same resources & staffing; Maintain Security Council; Increase major Investments in bike/pedestrian infrastructure; Expand social services for youth, families, seniors; ECCL/gym; and Living in a constrained street grid.

*Challenges* - Inclusionary housing; Accommodating density; San Pablo Avenue revival; Image identity-street safety and signage; Controlling short-term rentals; Horton Street as freeway cut-through; Increased housing costs and lack of affordability; Gentrification with potential loss of diversity; Meeting needs of youth, families, people with mental illness; Street grid/connectivity; Emergency preparedness; Meeting goals and objectives of climate action plan; and Socially engaged community.

### *Goals and Objectives*

To establish initiatives for the coming biennium, the City Council has identified the following goals and objectives. We are pleased that the 2017 and 2018 budget prioritizes the resources necessary to carry forward these initiatives. In a few cases, new positions have been deferred until revenue opportunities are confirmed at the mid-cycle budget update.

### *Public Safety*

To improve overall community safety and emergency preparedness:

- Expand funding and resources to provide for an increased number of police officers; a Community Policing Officer; and Bike Patrol officers
- Create guidelines on how to establish and implement a Neighborhood Council; Partner with neighborhoods to establish Neighborhood Watch;
- Add emergency preparedness resources; work with Alameda Fire, EPD and the Red Cross to continue to provide information and training to staff and citizens.

### *Infrastructure/Environment*

To provide a high quality level of living and safe environment for our community:

- Keep safety and health a priority through climate action plan; sea level rise protection; and addressing homeless impact on public spaces
- Complete capital improvement projects, including South Bayfront Bridge; better lighting; Transit Center; and Cultural Arts Center
- Enhance connect-ability through bike/pedestrian friendly infrastructure and creation of micro grid

*Community Development*

To create a community with equity and social justice in relationship to housing and workers in our community:

- Add affordable housing; protect tenants' rights; and provide higher density housing with high livability
- Create a program to house the un-housed in our community
- Put in place worker protections and policies for equity

*Economic Development*

To adopt policies to support worker owned and small businesses:

- Establish community benefits criteria for new businesses/developments
- Review minimum wage ordinance and vacancy assessment tax applied to store fronts
- Address sharing economy with policies on short-term rentals and business tax on internet sales

*Community Services*

To provide activities and programs that contribute to the physical, emotional, educational, and financial well-being of families and people of all ages in our community:

- Develop and expand funding sources to fund all divisions in Community Services Department; provide sliding scale across all departments; staff reorganization
- Maintain and expand parks as identified in the General Plan; expand Christie Avenue park; maintain existing parks and address safety concerns

*Supportive Services*

To analyze previous staff cuts and invest in professional development:

- Continuous staff training; create a succession plan
- Provide a career path for part-time staff; high school intern program
- Code enforcement - Community Preservation Officer

**Conclusion**

This budget presents a plan for accomplishing goals and objectives of the City Council within existing resources and in accordance with the City's budget philosophy and mission. While the national economy may be showing signs of an upcoming slowdown, we believe local economic factors together with strong reserves position the City to move forward with confidence into the next two year budget cycle. The City will continue to work efficiently and creatively to maximize available revenues by seeking outside grants, forging community and regional partnerships, and drawing upon the imagination and commitment of our community and staff. As our mission states, we remain committed to providing innovative and responsive services to the community to create and sustain a vibrant, livable city.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Carolyn Lehr".

**CAROLYN LEHR**  
City Manager

## RESOLUTION NO. 16-89

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EMERYVILLE ADOPTING THE BUDGET FOR THE CITY OF EMERYVILLE FOR THE 2016-17 AND 2017-2018 FISCAL YEARS AND APPROPRIATING FUNDS FROM THE FY 2015-16 GENERAL FUND AND NON-GENERAL FUND UNASSIGNED FUND BALANCES**

**WHEREAS**, the sound financial operation of the City requires a budget detailing revenues and expenditures to be adopted on or before July 1 of each year; and

**WHEREAS**, the City Manager provided the City Council with a Proposed Budget on May 17, 2016 and the City Council held a Budget Workshop on May 24, 2016 to consider this proposal for a balanced budget for Fiscal Years 2016-17 and 2017-18; and

**WHEREAS**, the joint Budget Advisory Committees met on May 19, 2016 to consider the proposed budget; and

**WHEREAS**, the City's budget relies on continued fiscal prudence, as has been necessary in the post-redevelopment landscape, while also taking into account the need to expand certain resources in order to meet rising demand for City services; and

**WHEREAS**, the budget is a balanced budget that does not rely on new taxes or the use of one-time reserves; and

**WHEREAS**, the City's reserve policy, as restated by Council in June 2010, is to maintain an unassigned fund balance in an amount of at least 25% of operating expenditures with a goal of bringing the level of fund balance up to 50% including the Economic Uncertainty Fund; and once an acceptable level is achieved, any current year excess revenues should continue to be set aside into long term reserve for unfunded liabilities and economic uncertainties; and

**WHEREAS**, staff recommends increasing the Economic Uncertainty Fund section of the combined Economic Uncertainty and undesignated fund balance reserve to the full 50% target of annual expenditures; undesignated reserve balances will fluctuate from time to time and reflect annual operating results; and

**WHEREAS**, staff recommends committing revenues from commercial real estate transfer tax to support the City's capital program; as these revenues are realized they will be deposited to the General Capital Fund 475; and

**WHEREAS**, staff recommends updating the City's Residual Property Tax Reserve and Use Policy as detailed in Appendix A; and

**WHEREAS**, based on the audited FY 2014-15 operating results for the consolidated General Fund and projections for the FY 2015-16 operating results, staff recommends transferring \$33,965,000 of the General Fund Unassigned Fund balance and \$1,500,000 of the Vehicle Replacement Fund 660 as detailed in Appendix B; now, therefore, be it





CITY OF EMERYVILLE

**RESERVE POLICIES**

**USE OF RESIDUAL PROPERTY TAX REVENUE**

The City believes that maintaining adequate reserves reflects an ability to manage risk as well as provide working capital to meet operational and capital needs. The City has established certain reserve policies, such as an Economic Uncertainty Fund to provide a reserve for State budget impacts and other fiscal emergencies.

In FY2011-12, due to the dissolution of the Emeryville Redevelopment Agency and the requirements of AB 26 and AB 1484, the City began receiving residual property tax revenue. The City adopted this residual property tax reserve policy which created a reserve and committed the use of residual property tax revenue for capital improvements, affordable housing, and economic development purposes, as follows:

Residual Property Tax Reserve and Use Policy	Effective July 1, 2017	
	Current Allocation Allocation of Receipts	New Allocation of Receipts
Economic Development Fund 202	5%	5%
Affordable Housing Fund 299	20%	20%
General Capital Improvement Fund 475	75%	50%
General Fund 101	0%	25%
	<b>100%</b>	<b>100%</b>

Effective FY2017-18, the 75% allocation to the General Capital Improvement will be reduced to 50% with the 25% difference being allocated to the General Fund. The additional funding to the General Fund will provide approximately \$1 million per year to support, restore, and augment services funded by the General Fund and contribute to a balanced General Fund operating budget.

The Economic Development Reserve is held and programmed in Fund 202 which is a sub-fund of the General Fund. The definition of Economic Development for the purpose of this policy is anything that the City Council deems to assist in the Economic Development of the City of Emeryville.

The Affordable Housing Reserve is held and programmed in a separate Affordable Housing Special Revenue Fund 299. The definition of Affordable Housing for the purpose of this policy is anything that the City Council deems to assist in the development or maintenance of affordable housing in the City of Emeryville.

Budget Resolution  
June 21, 2016  
**Appendix A**

The General Capital Improvements Fund 475 may be programmed and transferred into various capital funds. The definition of Capital Improvements for the purpose of this policy is anything that the City Council deems to be necessary for the capital improvements of the City of Emeryville, such as new public facilities, replacement and rehabilitation of current public facilities, parks, transportation systems, and environmental improvements.

Budget Resolution

June 21, 2016

**Appendix B**

**Recommended One-Time Transfers**

**General Fund 101 Transfers from Unassigned Fund Balance to Funds:**

Community Programs (General Fund)*	\$ 400,000
Economic Development Fund 202*	739,000
Reserve for Economic Uncertainty 275*	17,568,000
Affordable Housing 299	38,000
General Capital Fund 475	6,000,000
Self Insurance/Dental Fund 610	200,000
Accrued Benefits Fund 700	200,000
PERS Liability Fund 715*	8,820,000
	<u>\$ 33,965,000</u>

\* Sub-fund of General Fund

**Vehicle Replacement Fund 660 Transfers to Funds:**

General Fund 101	\$ 1,000,000
Technology Fund 670	500,000
	<u>\$ 1,500,000</u>

Budget Resolution

June 21, 2016

Appendix C

Gross Operating Budget - Revenue and Expenditure Appropriations

	Fund	2016-17		2017-18	
		Revenue	Expenditures	Revenue	Expenditures
101	General Fund	\$ 40,016,836	\$ 40,016,836	\$ 38,924,156	\$ 38,924,156
202	Economic Development Fund	160,000	500,000	180,000	500,000
205	CDBG Fund	9,700	9,700	9,700	9,700
220	Gas Tax Fund	222,600	220,000	222,600	220,000
225	General Plan Maintenance Fee Fund	406,000	487,071	406,000	601,267
230	Child Development Fund	2,141,500	2,482,111	2,286,500	2,629,468
235	PEG Program	2,800	3,000	2,800	3,000
240	Measure B & VRF Fund	415,800	173,000	422,200	173,000
242	Measure BB Fund	301,900	31,500	307,900	51,500
243	Public Art Fund	50,000	95,500	50,000	145,500
247	EPA Grant Fund	-	-	-	-
251	Urban Forestry Fee Fund	-	10,000	-	10,000
252	Supplemental Law Enforcement Svc Fund	100,000	100,000	100,000	100,000
254	Grant Fund	-	-	-	-
258	Emergency Medical Service Fund	189,400	189,400	189,400	189,400
266	Measure D Fund	25,000	25,000	25,000	25,000
270	Litigation Fund	180,000	250,000	180,000	250,000
275	Reserve for Economic Uncertainty	-	-	-	-
277	Earthquake Insurance	-	-	-	-
295	MESA Fund*	-	-	-	-
298	Housing Asset Fund	8,382,340	6,912,610	14,040	5,000
299	Affordable Housing	890,000	167,000	1,000,000	157,000
510	Sewer Operations Fund	750,000	899,324	750,000	767,295
600	Workers Compensation Fund	1,106,000	982,000	1,161,400	1,024,300
610	Self Insurance/ Dental Fund	272,800	233,000	294,500	233,000
620	Unemployment Fund	44,500	40,000	46,900	40,000
650	Major Maintenance Fund	846,700	482,000	861,000	496,300
660	Vehicle Replacement Fund	298,600	120,400	303,000	-
670	Technology Fund	800,000	315,000	500,000	245,000
700	Accrued Benefits Fund	317,000	201,500	333,000	201,500
710	Post-Employment Health Benefits Fund	211,707	272,100	226,942	272,100
712	Pension Trust Fund	-	26,300	-	24,000
715	PERS Liability Fund	-	5,200	-	1,105,200
805	Property Based Improvement District	4,049,363	4,040,244	4,242,381	4,233,262
	Other Capital Project Funds	17,293,837	961,194	10,641,621	799,540
	<b>Total City of Emeryville Budget</b>	<b>\$ 79,484,383</b>	<b>\$ 60,250,990</b>	<b>\$ 63,681,040</b>	<b>\$ 53,435,488</b>

RESOLUTION NO. 16-90

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EMERYVILLE ADOPTING THE APPROPRIATIONS LIMIT FOR THE 2016-17 FISCAL YEAR AT \$100,278,867**

**WHEREAS**, pursuant to Article XIII B of the State of California Constitution, the City of Emeryville is annually required to adopt an Appropriations Limit for the following fiscal year identifying the limit for appropriation of revenue for tax proceeds; and

**WHEREAS**, the City Council must annually identify the population and inflation adjustment factors utilized to calculate the Appropriation Limit; and

**WHEREAS**, data regarding the percentage change in the 2016-17 local tax roll due to non-residential construction has been calculated by the Alameda County Assessor's Office; and

**WHEREAS**, the calculation of the Appropriations Limit is shown in Attachment A; now, therefore, be it

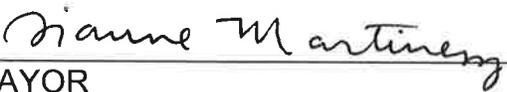
**RESOLVED**, that the City Council of the City of Emeryville hereby selects the adjustment factors to be used for calculation of the 2016-17 fiscal year Appropriations Limit as follows:

1. *Population*: City population growth from January 1, 2015 to January 1, 2016 of 6.88%.
2. *Inflation*: California Per Capita Income growth of 5.37%, and be it

**FURTHER RESOLVED**, that the City Council of the City of Emeryville hereby establishes the Appropriations Limit for the 2016-17 fiscal year as \$100,278,867.

**ADOPTED**, by the City Council of the City of Emeryville at a regular meeting held June 21, 2016, by the following vote:

AYES:            **5**        Mayor Martinez, Vice Mayor Donahue, Council Members Asher, Atkin, and Davis  
NAYES:           **0**  
ABSTAIN:        **0**  
ABSENT:         **0**

  
MAYOR

ATTEST:

APPROVED AS TO FORM

  
CITY CLERK

  
CITY ATTORNEY

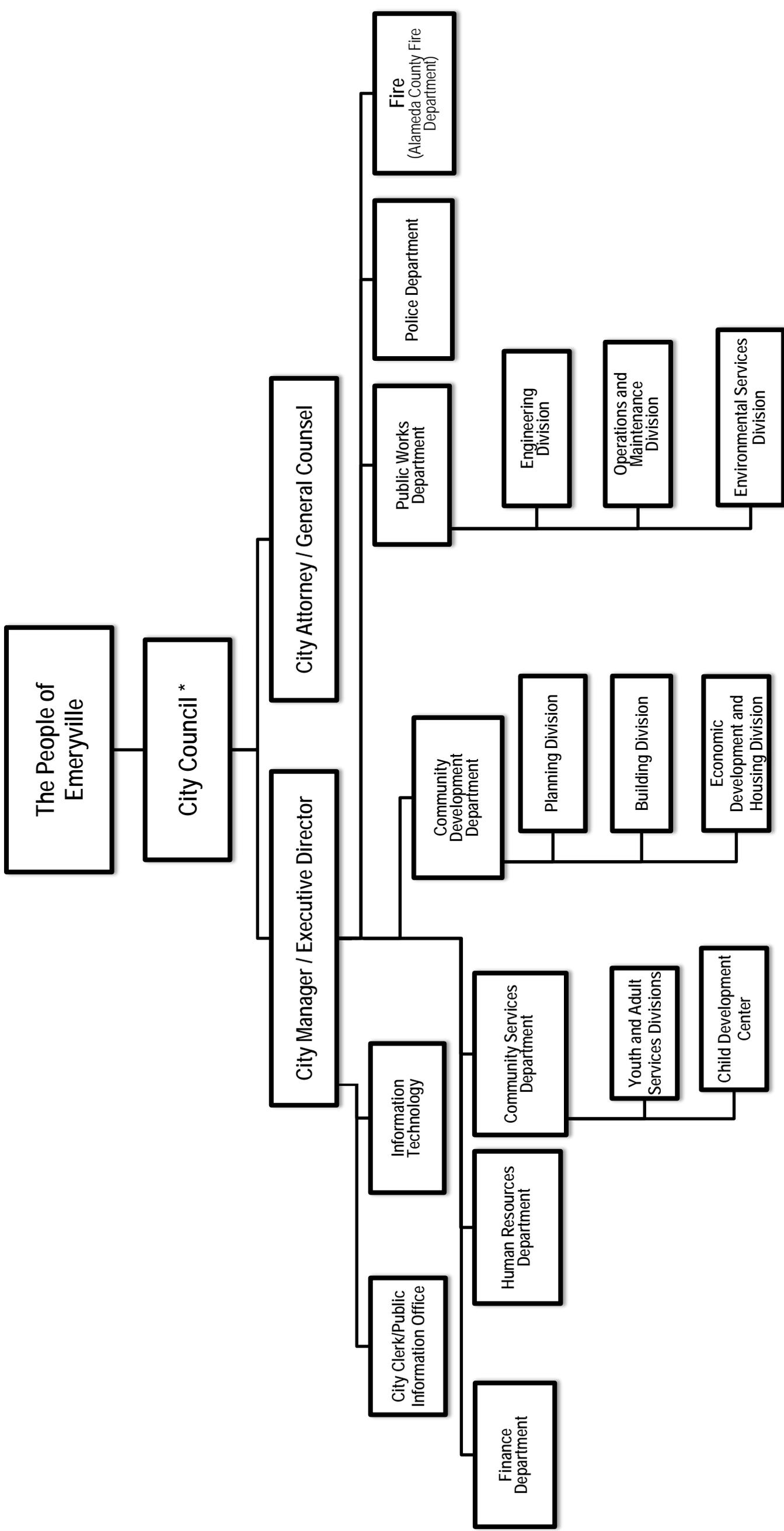
City of Emeryville  
Appropriation Limit Calculation - 2016-17 Fiscal Year

Year	Limit	Adjustment Factor (Applied to Prior Year Limit)				
		Population Factor		Inflation Factor		Combined Factor
		Rate	Type Used	Rate	Type Used	
1978-79 (Base)	\$ 4,244,614					
1979-80	4,662,262	-0.30%	County Pop	10.17%	U.S. CPI	1.09839490
1980-81	5,252,474	0.49%	County Pop	12.11%	Cal PCI	1.12659339
1981-82	5,876,507	2.53%	City Pop	9.12%	Cal PCI	1.11880736
1982-83	6,327,608	0.83%	County Pop	6.79%	U.S. CPI	1.07676357
1983-84	6,555,966	1.23%	County Pop	2.35%	Cal PCI	1.03608905
1984-85	7,065,853	2.90%	City Pop	4.74%	U.S. CPI	1.07777460
1985-86	9,093,009	24.05%	City Pop	3.74%	U.S. CPI	1.28689470
1986-87	10,454,684	12.39%	City Pop	2.30%	U.S. CPI	1.14974970
1987-88	10,962,416	1.34%	County Pop	3.47%	Cal PCI	1.04856498
1988-89	12,185,754	6.21%	City Pop	4.66%	Cal PCI	1.11159386
1989-90	13,332,902	2.63%	City Pop	6.61%	Non-Res AV	1.09413843
1990-91	15,769,936	13.50%	City Pop	4.21%	Cal PCI	1.18278350
1991-92	16,808,748	2.35%	City Pop	4.14%	Cal PCI	1.06587290
1992-93	17,540,512	2.70%	City Pop	1.61%	Non-Res AV	1.04353470
1993-94	18,464,450	2.48%	City Pop	2.72%	Cal PCI	1.05267456
1994-95	19,358,632	3.99%	City Pop	0.82%	Non-Res AV	1.04842718
1995-96	20,529,818	1.27%	County Pop	4.72%	Cal PCI	1.06049944
1996-97	21,783,017	0.85%	County Pop	5.21%	Cal PCI	1.06104285
1997-98	23,197,008	1.74%	County Pop	4.67%	Non-Res AV	1.06491258
1998-99	25,882,270	7.13%	City Pop	4.15%	Cal PCI	1.11575895
1999-00	27,890,728	3.09%	City Pop	4.53%	Cal PCI	1.07759977
2000-01	30,071,517	1.08%	County Pop	6.67%	Non-Res AV	1.07819046
2001-02	35,054,499	5.80%	City Pop	10.18%	Non-Res AV	1.16570440
2002-03	37,033,029	1.62%	County Pop	3.96%	Non-Res AV	1.05644152
2003-04	40,660,451	3.56%	City Pop	6.02%	Non-Res AV	1.09795100
2004-05	42,968,377	2.32%	City Pop	3.28%	Cal PCI	1.05676096
2005-06	48,769,906	7.83%	City Pop	5.26%	Cal PCI	1.13501858
2006-07	52,648,120	3.84%	City Pop	3.96%	Cal PCI	1.07952064
2007-08	58,999,350	7.32%	City Pop	4.42%	Cal PCI	1.12063544
2008-09	65,505,287	6.46%	City Pop	4.29%	Cal PCI	1.11027134
2009-10	68,802,573	3.86%	City Pop	1.13%	Non-Res AV	1.05033618
2010-11	70,345,189	1.30%	City Pop	0.93%	Non-Res AV	1.02242090
2011-12	74,382,345	3.15%	City Pop	2.51%	Cal PCI	1.05739065
2012-13	77,942,987	0.98%	County Pop	3.77%	Cal PCI	1.04786946
2013-14	82,925,066	1.21%	County Pop	5.12%	Cal PCI	1.06391952
2014-15	84,665,314	2.07%	City Pop	0.03%	Cal PCI	1.02098580
2015-16	89,042,223	1.30%	County Pop	3.82%	Cal PCI	1.05169660
2016-17	100,278,867	6.88%	City Pop	5.37%	Cal PCI	1.12619456

2016-17 Budget Appropriation Limit: 100,278,867  
 2016-17 Appropriations from Proceeds of Taxes: 30,593,200  
 30.51%

Prepared May 24, 2016

# City of Emeryville Organizational Chart of City Departments

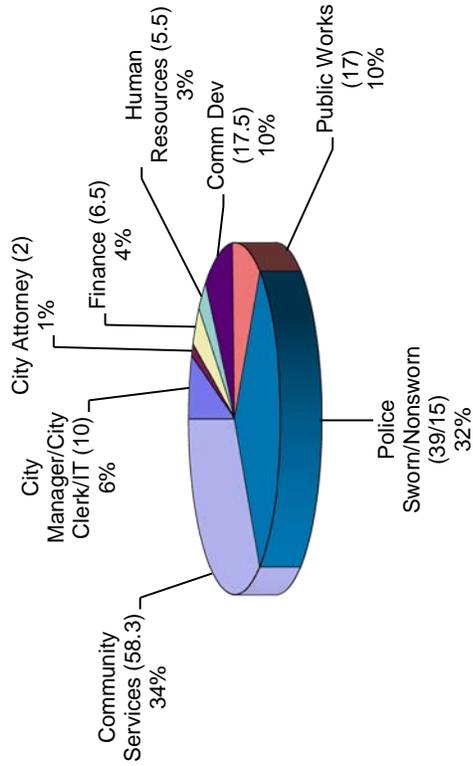


\* The Emeryville City Council also acts as the governing members of several other separate legal entities that together are responsible for the City's administration, finance, and operations. The Community Development Commission of Emeryville oversees the City's economic development efforts, the Management of Emeryville Services Authority acts as the employer of the City's non-public safety staff, and the Public Financing Authority is responsible for issuing bonds to finance capital projects.

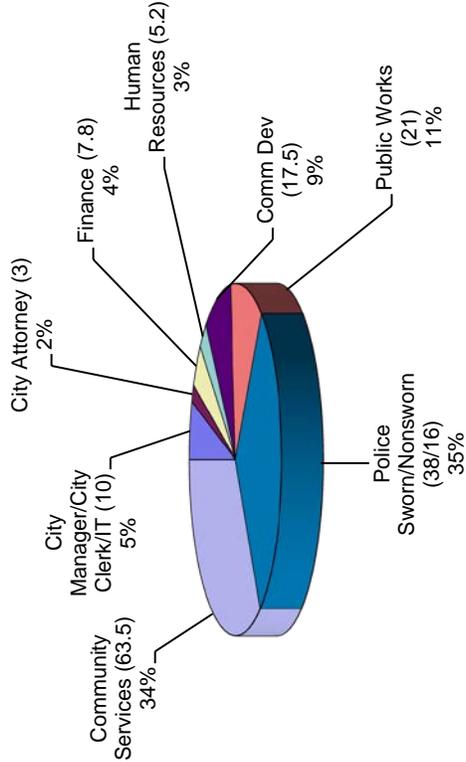
**City of Emeryville  
Staffing Summary Comparison**

**Budgeted Staffing Fiscal Year 2015/2016 vs. Proposed Staffing Fiscal Year 2016/2017**

**Fiscal Year 2015-16  
Full-time Equivalent Staffing Summary (170.8 FTEs)**



**Fiscal Year 2016-17  
Full-time Equivalent Staffing Summary (187 FTEs)**



2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

Department	FY2015-16		FY 2016-17		FY 2017-18	
	FTE	Position	Staff #	FTE	Staff #	FTE
<b>City Manager</b>						
Full-time Positions:	4	City Manager Assistant to City Manager Executive Assistant to the City Manager	1.0 1.0 1.0	1.0 1.0 1.0	1.0 1.0 1.0	1.0 1.0 1.0
		<b>Total Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>City Clerk</b>						
Full-time Positions:	2	City Clerk Deputy City Clerk	1.0 2.0	1.0 2.0	1.0 2.0	1.0 2.0
		<b>Total Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Information Technology</b>						
Full-time Positions:	4	Information Systems Manager Information Systems Analyst II	1.0 3.0	1.0 3.0	1.0 3.0	1.0 3.0
		<b>Total Positions</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
	<b>10.0</b>	<b>Total Positions City Manager Department</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>
<b>City Attorney</b>						
Full-time Positions:	2	City Attorney Assistant City Attorney Paralegal	1.0 1.0 1.0	1.0 1.0 1.0	1.0 1.0 1.0	1.0 1.0 1.0
		<b>Total Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>Finance</b>						
Full-time Positions:	6.5	Director of Finance Finance Supervisor Senior Accountant Senior Accounting Technician Accounting Technician Office Assistant II (Confidential) Human Resources Technician	1.0 1.0 1.0 1.0 3.0 1.0 1.0	1.0 1.0 1.0 1.0 3.0 0.5 0.3	1.0 1.0 1.0 1.0 3.0 1.0 0.0	1.0 1.0 1.0 1.0 3.0 0.5 0.0
		<b>Total Positions</b>	<b>9.0</b>	<b>7.8</b>	<b>8.0</b>	<b>7.5</b>

2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

<b>Human Resources</b>									
Full-time Positions:	5.5	Director of Human Resources	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Human Resources Technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Human Resources Technician	1.0	0.7	1.0	1.0	1.0	1.0	1.0
		Office Assistant II (Confidential)	2.0	1.5	2.0	2.0	2.0	1.5	1.5
		Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
			<b>Total Positions</b>	<b>6.0</b>	<b>5.2</b>	<b>6.0</b>	<b>6.0</b>	<b>5.5</b>	<b>5.5</b>
<b>Community Development Department</b>									
<b>Planning</b>									
Full-time Positions:	6	Director of Community Development	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Senior Planner	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Associate Planner	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Assistant Planner	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Planning Technician	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Administrative Secretary	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Interns funded by General Plan Maintenance							
Part-time Positions:	2.5	Fund	5.0	2.5	5.0	5.0	5.0	2.5	2.5
			<b>Total Positions</b>	<b>11.0</b>	<b>8.5</b>	<b>11.0</b>	<b>11.0</b>	<b>8.5</b>	<b>8.5</b>
<b>Building</b>									
Full-time Positions:	4	Chief Building Official	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Building Inspector	2.0	2.0	2.0	2.0	2.0	2.0	2.0
		Building Permit Technician/Plan Checker	1.0	1.0	1.0	1.0	1.0	1.0	1.0
			<b>Total Positions</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b>Economic Development &amp; Housing</b>									
Full-time Positions:	5	Economic Development & Housing Manager	1.0	1.0	1.0	1.0	1.0	1.0	1.0
		Community and Economic Development							
		Coordinator II	3.0	3.0	3.0	3.0	3.0	3.0	3.0
		Management Analyst	1.0	1.0	1.0	1.0	1.0	1.0	1.0
			<b>Total Positions</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>
			<b>17.5</b>	<b>Total Positions</b>	<b>20.0</b>	<b>17.5</b>	<b>20.0</b>	<b>17.5</b>	<b>17.5</b>

2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

<b>Public Works</b>								
Full-time Positions:	16	Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0
		Deputy Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0
		Senior Civil Engineer	2.0	2.0	2.0	2.0	2.0	2.0
		Associate Civil Engineer	2.0	2.0	2.0	2.0	2.0	2.0
		Environmental Programs Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
		Environmental Programs Technician	1.0	1.0	1.0	1.0	1.0	1.0
		Public Works Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0	1.0
		Crew Leader	3.0	3.0	3.0	3.0	3.0	3.0
		Maintenance Worker	6.0	6.0	6.0	6.0	6.0	6.0
		Administrative Secretary	1.0	1.0	1.0	1.0	1.0	1.0
		Administrative Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Part-time Positions:	1	Interns (2)	2.0	1.0	1.0	2.0	1.0	1.0
		<b>Total Positions</b>	<b>22.0</b>	<b>21.0</b>	<b>21.0</b>	<b>22.0</b>	<b>21.0</b>	<b>21.0</b>
	<b>17</b>	<b>Total Positions Public Works Department</b>	<b>22.0</b>	<b>21.0</b>	<b>21.0</b>	<b>22.0</b>	<b>21.0</b>	<b>21.0</b>

<b>Police</b>								
Full-time Sworn Positions:	39	Police Chief	1.0	1.0	1.0	1.0	1.0	1.0
		Police Captain	1.0	1.0	1.0	1.0	1.0	1.0
		Sworn Commander	1.0	1.0	1.0	1.0	1.0	1.0
		Police Sergeant (one partially grant funded)	8.0	8.0	8.0	8.0	8.0	8.0
		Police Officer	31.0	31.0	31.0	31.0	31.0	31.0
		<b>Total Positions</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>	<b>42.0</b>
Full-time Unsworn Positions:	15	Police Services Manager	1.0	1.0	1.0	1.0	1.0	1.0
		Police Service Technician	15.0	15.0	15.0	15.0	15.0	15.0
		Crime Analyst	1.0	1.0	1.0	1.0	1.0	1.0
		<b>Total Positions</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>
	<b>54</b>	<b>Total Positions Police Department</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>	<b>59.0</b>

2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

<b>Community Services:</b>					
<b>Administration:</b>					
Full-time Positions:	2	Community Services Director Office Assistant II	1.0 1.0	1.0 1.0	1.0 1.0
<b>Youth &amp; Adult Services</b>		<b>Total Positions Administration</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
Full-time Positions:	7	Recreation Manager Recreation Supervisor Program Coordinator Recreation Assistant Pool Manager Recreation Leader	1.0 2.0 3.0 2.0 1.0 54.0	1.0 2.0 3.0 2.0 0.5 27.0	1.0 2.0 3.0 2.0 0.5 27.0
Part-time Positions:	0.5 20.8				0.5 27.0
<b>Child Development</b>		<b>Total Positions Youth &amp; Adult Services</b>	<b>63.0</b>	<b>35.5</b>	<b>35.5</b>
Full-time Positions:	28	Child Development Center Manager Child Development Assistant Manager Office Assistant Lead Teacher Teacher Teacher Assistant Teacher Associate	1.0 1.0 2.0 6.0 6.0 6.0 4.0	1.0 1.0 2.0 6.0 6.0 6.0 4.0	1.0 1.0 2.0 6.0 6.0 6.0 4.0
		<b>Total Positions Child Development</b>	<b>26.0</b>	<b>26.0</b>	<b>26.0</b>
	<b>58.3</b>	<b>Total Positions Community Services</b>	<b>91.0</b>	<b>63.5</b>	<b>63.5</b>

2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

Total Elected Officials	5.0	5.0
Total Full-time Staff Positions	158.0	156.0
Total Part-time FTE Staff Positions	61.0	31.0
Total	219.0	187.0

FY 2014-15      FY 2015-16

	Staff #	FTE	Staff #	FTE
Total Full-time Staff Positions	138.0	135.0	146.0	146.0
Total Permanent Part-time FTE Positions	2.0	1.0	0.0	0.0
Total Part-time FTE Staff Positions	87.0	15.6	49.6	24.8
Total	227.0	151.6	195.6	170.8

FY 2012-13      FY 2013-14

	Staff #	FTE	Staff #	FTE
Total Full-time Staff Positions	138.0	135.0	138.0	135.0
Total Permanent Part-time FTE Positions	2.0	1.4	2.0	1.4
Total Part-time FTE Staff Positions	87.0	15.6	86.0	15.3
Total	227.0	152.0	226.0	151.7

2016-17 AND 2017-18 FISCAL YEAR BUDGETS  
STAFFING SUMMARY

Department	FY2015-16		FY 2016-17		FY 2017-18	
	FTE	Position	Staff #	FTE	Staff #	FTE
Total Elected Officials				5.0		5.0

Total Full-time Staff Positions	158.0	156.0	157.0	156.0	157.0	156.0
Total Part-time FTE Staff Positions	61.0	31.0	61.0	30.5	61.0	30.5
<b>Total</b>	<b>219.0</b>	<b>187.0</b>	<b>218.0</b>	<b>186.5</b>	<b>218.0</b>	<b>186.5</b>

	FY 2014-15		FY 2015-16	
	Staff #	FTE	Staff #	FTE
Total Full-time Staff Positions	138.0	135.0	146.0	146.0
Total Permanent Part-time FTE Positions	2.0	1.0	0.0	0.0
Total Part-time FTE Staff Positions	87.0	15.6	49.6	24.8
<b>Total</b>	<b>227.0</b>	<b>151.6</b>	<b>195.6</b>	<b>170.8</b>

	FY 2012-13		FY 2013-14	
	Staff #	FTE	Staff #	FTE
Total Full-time Staff Positions	138.0	135.0	138.0	135.0
Total Permanent Part-time FTE Positions	2.0	1.4	2.0	1.4
Total Part-time FTE Staff Positions	87.0	15.6	86.0	15.3
<b>Total</b>	<b>227.0</b>	<b>152.0</b>	<b>226.0</b>	<b>151.7</b>

<b>Budget Summary - All Operating Funds</b>				
<b>Budgeted Revenues - 2016-17 Fiscal Year</b>				
Fund Number	City of Emeryville	Revenues	Transfers In	Total Revenues
101	General Fund	39,731,836	285,000	40,016,836
202	Economic Development Fund	160,000	-	160,000
205	CDBG Fund	9,700	-	9,700
220	Gas Tax Fund	222,600	-	222,600
225	General Plan Maintenance Fee Fund	406,000	-	406,000
230	Child Development Fund	1,671,500	470,000	2,141,500
235	PEG Program	2,800	-	2,800
240	Measure B & VRF Fund	415,800	-	415,800
242	Measure BB Fund	301,900	-	301,900
243	Public Art Fund	50,000	-	50,000
247	EPA Grant Fund	-	-	-
251	Urban Forestry Fee Fund	-	-	-
252	Supplemental Law Enforcement Svc Fund	100,000	-	100,000
254	Grant Fund	-	-	-
258	Emergency Medical Service Fund	189,400	-	189,400
266	Measure D Fund	25,000	-	25,000
270	Litigation Fund	-	180,000	180,000
275	Reserve for Economic Uncertainty	-	-	-
277	Earthquake Insurance	-	-	-
295	MESA Fund*	-	-	-
298	Housing Asset Fund	8,382,340	-	8,382,340
299	Affordable Housing	890,000	-	890,000
510	Sewer Operations Fund	750,000	-	750,000
600	Workers Compensation Fund	1,106,000	-	1,106,000
610	Self Insurance/ Dental Fund	272,800	-	272,800
620	Unemployment Fund	44,500	-	44,500
650	Major Maintenance Fund	846,700	-	846,700
660	Vehicle Replacement Fund	298,600	-	298,600
670	Technology Fund	500,000	300,000	800,000
700	Accrued Benefits Fund	317,000	-	317,000
710	Post-Employment Health Benefits Fund	211,707	-	211,707
712	Pension Trust Fund	-	-	-
715	PERS Liability Fund	-	-	-
805	Property Based Improvement District	3,580,363	469,000	4,049,363
	Other Capital Project Funds	17,293,837	-	17,293,837
	<b>Total City of Emeryville Budget</b>	<b>77,780,383</b>	<b>1,704,000</b>	<b>79,484,383</b>

**Budget Summary - All Operating Funds**

**Budgeted Revenues - 2017-18 Fiscal Year**

Fund Number	City of Emeryville	Revenues	Transfers In	Total Revenues
101	General Fund	38,639,156	285,000	38,924,156
202	Economic Development Fund	180,000	-	180,000
205	CDBG Fund	9,700	-	9,700
220	Gas Tax Fund	222,600	-	222,600
225	General Plan Maintenance Fee Fund	406,000	-	406,000
230	Child Development Fund	1,716,500	570,000	2,286,500
235	PEG Program	2,800	-	2,800
240	Measure B & VRF Fund	422,200	-	422,200
242	Measure BB Fund	307,900	-	307,900
243	Public Art Fund	50,000	-	50,000
247	EPA Grant Fund	-	-	-
251	Urban Forestry Fee Fund	-	-	-
252	Supplemental Law Enforcement Svc Fund	100,000	-	100,000
254	Grant Fund	-	-	-
258	Emergency Medical Service Fund	189,400	-	189,400
266	Measure D Fund	25,000	-	25,000
270	Litigation Fund	-	180,000	180,000
275	Reserve for Economic Uncertainty	-	-	-
277	Earthquake Insurance	-	-	-
295	MESA Fund*	-	-	-
298	Housing Asset Fund	14,040	-	14,040
299	Affordable Housing	1,000,000	-	1,000,000
510	Sewer Operations Fund	750,000	-	750,000
600	Workers Compensation Fund	1,161,400	-	1,161,400
610	Self Insurance/ Dental Fund	294,500	-	294,500
620	Unemployment Fund	46,900	-	46,900
650	Major Maintenance Fund	861,000	-	861,000
660	Vehicle Replacement Fund	303,000	-	303,000
670	Technology Fund	500,000	-	500,000
700	Accrued Benefits Fund	333,000	-	333,000
710	Post-Employment Health Benefits Fund	226,942	-	226,942
712	Pension Trust Fund	-	-	-
715	PERS Liability Fund	-	-	-
805	Property Based Improvement District	3,759,381	483,000	4,242,381
	Other Capital Project Funds	10,641,621	-	10,641,621
	<b>Total City of Emeryville Budget</b>	<b>62,163,040</b>	<b>1,518,000</b>	<b>63,681,040</b>

**Budget Summary - All Operating Funds  
Budgeted Expenditures - 2016-17 Fiscal Year**

Fund Number	City of Emeryville	Gross Budget	Capital Outlay	Less Operating Transfers Out	Net Budget
101	General Fund	40,016,836		(3,707,665)	36,309,171
202	Economic Development Fund	500,000			500,000
205	CDBG Fund	9,700			9,700
220	Gas Tax Fund	220,000		(220,000)	-
225	General Plan Maintenance Fee Fund	487,071	300,000	(14,645)	772,426
230	Child Development Fund	2,482,111		(323,955)	2,158,156
235	PEG Program	3,000			3,000
240	Measure B & VRF Fund	173,000	280,000		453,000
242	Measure BB Fund	31,500	265,000		296,500
243	Public Art Fund	95,500	410,500		506,000
247	EPA Grant Fund				
251	Urban Forestry Fee Fund	10,000	20,000		30,000
252	Supplemental Law Enforcement Svc Fund	100,000			100,000
254	Grant Fund				
258	Emergency Medical Service Fund	189,400			189,400
266	Measure D Fund	25,000			25,000
270	Litigation Fund	250,000			250,000
275	Reserve for Economic Uncertainty				
277	Earthquake Insurance				
295	MESA Fund*				
298	Housing Asset Fund	6,912,610	2,785,000		9,697,610
299	Affordable Housing	167,000	600,000		767,000
510	Sewer Operations Fund	899,324		(29,910)	869,414
600	Workers Compensation Fund	982,000			982,000
610	Self Insurance/ Dental Fund	233,000			233,000
620	Unemployment Fund	40,000			40,000
650	Major Maintenance Fund	482,000	2,985,000		3,467,000
660	Vehicle Replacement Fund	120,400	395,000		515,400
670	Technology Fund	315,000	530,000		845,000
700	Accrued Benefits Fund	201,500			201,500
710	Post-Employment Health Benefits Fund	272,100			272,100
712	Pension Trust Fund	26,300			26,300
715	PERS Liability Fund	5,200			5,200
805	Property Based Improvement District	4,040,244			4,040,244
	Other Capital Project Funds	961,194	43,461,952		44,423,146
	<b>Total City of Emeryville Budget</b>	<b>60,250,990</b>	<b>52,032,452</b>	<b>(4,296,175)</b>	<b>107,987,267</b>

\*MESA costs are comprised of non-sworn employee salaries and are included in the departmental budgets.

**Budget Summary - All Operating Funds  
Budgeted Expenditures - 2017-18 Fiscal Year**

Fund Number	City of Emeryville	Gross Budget	Capital Outlay	Less Operating Transfers Out	Net Budget
101	General Fund	38,924,156		(3,620,089)	35,304,067
202	Economic Development Fund	500,000			500,000
205	CDBG Fund	9,700			9,700
220	Gas Tax Fund	220,000		(220,000)	-
225	General Plan Maintenance Fee Fund	601,267		(15,338)	585,929
230	Child Development Fund	2,629,468		(349,399)	2,280,069
235	PEG Program	3,000			3,000
240	Measure B & VRF Fund	173,000	280,000		453,000
242	Measure BB Fund	51,500	265,000		316,500
243	Public Art Fund	145,500	150,000		295,500
247	EPA Grant Fund				
251	Urban Forestry Fee Fund	10,000	75,000		85,000
252	Supplemental Law Enforcement Svc Fund	100,000			100,000
254	Grant Fund				
258	Emergency Medical Service Fund	189,400			189,400
266	Measure D Fund	25,000			25,000
270	Litigation Fund	250,000			250,000
275	Reserve for Economic Uncertainty				
277	Earthquake Insurance				
295	MESA Fund*				
298	Housing Asset Fund	5,000			5,000
299	Affordable Housing	157,000	825,000		982,000
510	Sewer Operations Fund	767,295		(19,665)	747,630
600	Workers Compensation Fund	1,024,300			1,024,300
610	Self Insurance/ Dental Fund	233,000			233,000
620	Unemployment Fund	40,000			40,000
650	Major Maintenance Fund	496,300	1,450,000		1,946,300
660	Vehicle Replacement Fund		240,000		240,000
670	Technology Fund	245,000	735,000		980,000
700	Accrued Benefits Fund	201,500			201,500
710	Post-Employment Health Benefits Fund	272,100			272,100
712	Pension Trust Fund	24,000			24,000
715	PERS Liability Fund	1,105,200			1,105,200
805	Property Based Improvement District	4,233,262			4,233,262
	Other Capital Project Funds	799,540	5,601,000		6,400,540
	<b>Total City of Emeryville Budget</b>	<b>53,435,488</b>	<b>9,621,000</b>	<b>(4,224,491)</b>	<b>58,831,997</b>

\*MESA costs are comprised of non-sworn employee salaries and are included in the departmental budgets.

## BUDGET GUIDE

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The City of Emeryville's budget for the 2016-17 and 2017-18 fiscal years describe the City's operating funds, including proposed revenue and expenditure appropriations for these funds. Project Summary for the fiscal year 2017-21 Capital Improvement Program is also included in the budget. The budget includes information regarding how the City is organized and how resources are allocated to achieve the policy goals of the City Council.

The following underlying assumptions have been made in order to prepare the spending plan for the next two fiscal years. Two proposed policy options are reflected in this budget to restore revenue to enhance services and balance the General Fund budget for fiscal year 2017-18. The options include allocation of residual property tax revenue to the General Fund and paying a portion of the pension debt from a Supplemental Section 115 Pension Trust.

- The budget includes revenue estimates developed using historical information, economic forecasts, revenue consultants and knowledge related to current events in Emeryville. Although the economy has improved over the past several years, the City's general fund revenues are seeing significant increases only in development related revenues, such as planning and building activities, real estate transfer tax revenues, and hotel/transient occupancy tax revenues.
- The revenue projection for fiscal year 2017-18 includes a residual property tax allocation of \$1 million based on staff's proposal to allocate 25% of the total projected residual property tax to the General Fund to restore services. The residual property tax from the dissolution of the former Redevelopment Agency is currently allocated to the Economic Development Fund (5%), General Capital Improvement Fund (75%) and Affordable Housing Fund (20%). The proposed allocation will be taken from the General Capital Improvement Fund. The capital fund will receive commercial property transfer tax revenues in exchange for the reduction.
- Commercial real estate transfer tax revenues are currently used to support General Fund services and programs. The budget reflects a proposed policy change to commit the revenues to the City's capital improvement program. Commercial property sales are unpredictable. The cash flow can be better managed by phasing capital projects when these revenues are realized and available.
- The City has four hotels including Courtyard by Marriott, Hilton Garden Inn, Sheraton Four Points, and HYATT house. Another Hyatt hotel is scheduled to open in the fall of 2016. Expected revenue from the new Hyatt hotel is included in the projections.
- The labor contracts with non-safety employees (CAMP and SEIU) expire June 30, 2016; the City/MESA is currently in negotiations with the two employee groups. The City's contract with safety employees, including police officers and sergeants, expires June 30, 2017. For prudent budgeting, labor cost assumptions are included in the budget for the next two fiscal years. Salaries and benefits are about 55% of total expenditures. Personnel costs will increase to \$21.6 million in fiscal year 2016-17 and \$21.8 million in fiscal year 2017-18, compared to \$18 million in fiscal year 2015-16. The overall increase is primarily due to salary increases, worker's comp rate adjustment, growth of pension costs, and positions added during the 2015-16 fiscal year and new positions proposed for the next two budget years to support programs and services.

## BUDGET GUIDE

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- The unfunded pension liability for fiscal year 2017-18 is \$2 million. Of this amount, \$1.8 million is for police and fire pension plans and \$200,000 for non-safety plans. The budget reflects a proposed investment strategy to invest \$13.5 million of surplus funds into a Supplemental Section 115 Pension Trust to pay down unfunded liability. To balance fiscal year 2017-18 General Fund budget, approximately \$1 million is budgeted in the General Fund and \$1 million is budgeted in the PERS Liability Fund (Section 115 Pension Trust).
- The City has proactively established cost sharing measures related to pension costs even before the statewide PEPR law was enacted in 2013. These cost saving measures (2nd Tiers) remain in place for all classic PERS new hires. New PERS members will be included in the PEPR tier. Per the current contract with the City's safety employees (EPOA), employee cost sharing of pension costs increases to 4% on July 1, 2017. This is the portion of employer contribution paid by employees.
- The City provides medical benefits to permanent employees in accordance with the Affordable Care Act (ACA). The City's contribution to these benefits is set by labor agreements. The current agreements require the City to provide a base amount that increases by 80% of the Kaiser Bay Area rate increase annually. The City also provides vision, dental and other benefits. These costs are projected to increase moderately in this budget.
- The majority of the professional services budget is dedicated to the fire and emergency services contract with the Alameda County Fire Department (ACFD). The contract costs estimates have been provided by the ACFD.
- City employees provide a high level of maintenance throughout the City supplemented by contracts for landscape and building maintenance services. The budget includes a CPI increase in these areas.
- The City Clerk's Office will lead the effort in implementing the City-wide Records Management System. The project will increase staff productivity and streamline workflow. Costs for supplies and staffing support are included in the budget.
- The Public Works Department will increase staffing to support various City programs due to increased service needs for parks & street maintenance, the capital improvement program, etc. The budget reflects these anticipated costs.
- The Police Department will expand its workforce and utilize updated equipment to protect and serve the community. Expected increases in expenditures are included in the budget.
- The Emeryville Center of Community Life (ECCL) is expected to open in the fall of 2016. The Community Services Department budget reflects an increase in staffing costs due to anticipated increase in program activities.
- The Property Based Improvement District (PBID) was formed to stabilize the Emery Go-Round, the City's shuttle service. The property assessment was approved in July 2006 and extended through fiscal year 2015-2016. In August 2015, the property owners approved a fifteen year extension that included residential properties and 27 additional land use classifications. A general benefit was also identified which is the fiscal responsibility of the City of Emeryville. The General Fund expenditures (interfund transfer) include the required general benefit contributions of \$469,000 for fiscal year 2016-17 and \$483,000 for fiscal year 2017-18. Contribution was not required for fiscal year 2015-16.
- The budget includes General Fund transfers of \$470,000 to the Emeryville Child Development Center (ECDC) in fiscal year 2016-17 and \$570,000 in fiscal year

2017-18. The ECDC is projected to have a \$341,000 deficit in fiscal year 2016-17 and \$343,000 in fiscal year 2017-18 even with these transfers. In summary, the subsidy amounts range from \$800,000 to \$1,000,000 for the two budget years. The subsidy from the General Fund has increased in recent years due to increase in worker's compensation, salaries and benefits, and operating costs. Also, the Center's rates have not been increased since 2013. Staff is reviewing the program design to develop measures to reduce costs. Another alternative is to eliminate some of the proposed new staff positions for other departments and increase the contribution to the ECDC.

- The fiscal year 2016-17 General Fund expenditures (interfund transfer) reflect a one-time \$300,000 transfer to the Information Technology Fund to build up adequate reserve to support future projects.

In addition to providing information about assumptions used in the budget preparation, the Budget Guide has been prepared to describe how the budget document is organized and the specific information included in each budget section.

### *Budget Message*

The Budget Message is the City Manager's transmittal letter to the City Council. It describes the major policies reflected in the Proposed Budget, comments on the City's current and anticipated economic climate and recommends an overall budget strategy for adoption by the City Council. The City's organization chart, staffing summary tables and budget summary of all operating funds are presented at the end of the Budget Message.

### *General Fund Summaries*

This section includes a summary table and description of the City's General Fund. General Fund revenue assumptions are described in detail. The General Fund summary table reflects projected revenue and expenditures for 2015-16 fiscal year, and estimated revenue and proposed expenditures for the 2016-17 and 2017-18 fiscal years. Fund balance information is provided in the categories of Actual at June 30, 2015 and Estimated at June 30, 2016, 2017, and 2018.

### *General Fund Operating Budgets*

This section is further divided into the categories of General Government, Community Development, Public Works, Public Safety, Community Services, and Non-departmental. Within these categories, budgets are presented for each City department and/or major division of a City department. These departmental/division budgets include both narrative and financial information. The narrative includes a description of the services provided by the department/division, a summary of the achievements of the department/division during the prior fiscal years and a statement of goals for the 2016-17 and 2017-18 fiscal years. The financial information includes expenditure history in summary tables as well as line item detail. The summary tables also reflect the major funding source(s) for the department/division and a staffing summary.

For those departments and divisions that are funded by sources other than the General Fund, a financial summary provides a narrative description of the fund and its revenue sources, as well as a table identifying revenue, expenditure and fund balance data.

### *Other Funds*

This section is further divided into the categories of Self-Insurance Programs, Internal Services Fund Programs, Special Funds, Trust Fund Programs, and Debt Service. Revenue and expenditure history, proposed budgets, fund balance information and narrative descriptions are provided for each specific budget.

### *Capital Project Funds*

This section presents the Project Summary of the City's Capital Improvement Program for fiscal years 2016-17 through 2020-21.

### *Supplemental Information*

This section summarizes significant changes and new initiatives. In addition, this section includes proposed General Fund and Non-General Fund transfers using Fiscal Year 2015-16 surplus fund balance to fund various programs and implement investment strategies to advance City Mission.

# GENERAL FUND SUMMARIES

**2016-17 & 2017-18 Operating Budgets**

**Fund Summary - General Fund**

<b>Revenues</b>	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Budget	2017-18 Budget
Taxes	\$ 26,422,961	\$ 28,618,723	\$ 26,904,487	\$ 30,443,018	\$ 30,593,200	\$ 32,937,000
Franchises	1,528,344	1,553,715	1,494,522	1,565,891	1,567,400	1,570,900
Grants	159,131	405,267	185,504	243,507	211,136	212,936
Investment Earnings	828,080	384,308	0	168,978	0	0
Rentals and Leases	240,889	251,158	261,300	157,565	299,100	310,520
Licenses and Permits	2,602,326	3,213,013	4,765,036	6,131,331	5,831,100	2,363,900
Fines	427,643	386,881	335,000	260,000	280,000	290,000
Charges for Service	471,733	419,349	479,300	364,700	524,800	524,800
Other Revenue	612,318	595,986	829,900	617,588	425,100	429,100
Interfund	342,000	335,000	331,500	335,000	285,000	285,000
<b>Total Revenues</b>	<b>\$ 33,635,424</b>	<b>\$ 36,163,400</b>	<b>\$ 35,586,548</b>	<b>\$ 40,287,577</b>	<b>\$ 40,016,836</b>	<b>\$ 38,924,156</b>
<b>Departmental Expenditures</b>	2013-14 Actual	2014-15 Actual	2015-16 Budget	2015-16 Projected	2016-17 Budget	2017-18 Budget
City Council	\$ 132,580	\$ 176,269	\$ 163,550	\$ 156,084	\$ 194,986	\$ 191,634
City Manager	303,353	466,187	723,078	692,886	581,537	619,572
Information Technology	435,804	597,598	646,237	567,631	682,078	706,896
City Clerk/PIO	418,876	411,053	440,759	466,926	1,319,611	670,069
City Attorney	563,062	547,371	605,437	430,219	680,041	725,969
Finance	879,091	962,016	1,028,707	892,805	1,175,720	1,176,497
Human Resources	531,951	643,172	817,397	772,074	855,227	920,008
Community Development	3,353,246	3,367,673	4,541,679	4,242,532	4,740,553	3,642,225
Public Works	2,672,866	2,934,038	3,266,403	3,083,332	3,429,677	3,498,972
Non-Departmental Operations*	4,374,977	12,315,930	2,434,450	2,989,940	3,378,061	3,252,741
Police	9,466,393	10,200,762	10,862,425	10,542,237	12,686,854	12,801,555
Fire	5,451,758	5,572,386	5,781,300	6,381,832	6,906,422	7,230,946
Community Services	1,898,783	2,167,124	2,884,199	2,343,713	3,386,070	3,487,071
<b>Total Expenditures</b>	<b>\$ 30,482,741</b>	<b>\$ 40,361,578</b>	<b>\$ 34,195,621</b>	<b>\$ 33,562,211</b>	<b>\$ 40,016,836</b>	<b>\$ 38,924,156</b>
<b>Total Revenues less Total Expenditures</b>	<b>\$ 3,152,683</b>	<b>\$ (4,198,179)</b>	<b>\$ 1,390,927</b>	<b>\$ 6,725,366</b>	<b>(0)</b>	<b>0</b>

FY2016 Transfer to Economic Development fund	739,000
Projected FY2016 Net Revenues/Expenditures prior to transfer	7,464,366
<b>Reserves at 6/30/15:</b>	
Unassigned/Economic Uncertainty	18,719,632
One-time repayment of SERAF Housing Fund Loan	6,906,810
Unassigned General Fund Balance @ 6/30/15	25,626,442
<b>Proposed one-time transfers to (from) General Fund:</b>	
Vehicle Replacement Fund surplus to pay down pension debt	1,000,000
Transfer three years of deposits to Economic Reserve fund	(739,000)
Increase economic contingency reserve	(17,568,000)
Establish Pension Trust Fund to pay down pension debt	(8,820,000)
One-time mattress/bedding replacement costs	(38,000)
Cover costs for self-insured dental plan	(200,000)
Cover accrued leave benefits (vacation, sick, etc.)	(200,000)
Designate funds for Community Programs	(400,000)
Establish an Infrastructure Reserve in CIP	(5,000,000)
Fund the Art Center Capital Project	(1,000,000)
<b>Projected Unassigned General Fund Balance (Fund 101) @ 6/30/16</b>	<b>125,808</b> *

**Projected General Fund Reserves at June 30, 2016**

Unassigned (Fund 101)	125,808
Economic Uncertainty (Fund 275; 50% of annual expenditures)	19,462,755
Earthquake Insurance (Fund 277)	1,335,717
Community Programs (Fund 101)	400,000
Pension Trust (Fund 715)	13,503,559
Economic Development (Fund 202)	739,000
	<b>35,566,839</b>

\* Unassigned General Fund balance (Fund 101) estimated at \$125,808 for FY16-17 & FY17-18

FUND 101 - GENERAL FUND								
Fund/ Div	Account	Account Title	2013-14 Actual	2014-15 Actual	FY15-16 Budget as Amended	2015-16 Annual Projection	FY16-17 Budget	FY17-18 Budget
101	41000	PROP TAX CURRENT SECURED	582,639	627,954	716,108	650,000	663,000	676,000
101	41050	PROPERTY TAX PENALTIES	23,310	25,466	23,340	24,000	24,000	24,000
101	41100	PROP TX CURRENT UNSECURED	440,549	457,442	450,000	450,000	450,000	450,000
101	41200	PROP TAX PRIOR SECURED	157,265	145,244	200,000	150,000	150,000	150,000
101	41300	PROP TX PRIO UNSECURED	1,401	11,711	6,000	6,000	6,000	6,000
101	41310	PASS THRU TAX PAYMENTS	398,797	460,978	387,000	500,000	510,000	520,000
101	41340	PROPERTY TAX RESIDUAL PMT					-	1,000,000
101	41350	V.L.F IN LIEU-PROPERTY TAX	651,661	679,813	669,002	760,000	775,200	791,000
101	41400	SUPPLEMENTAL PROPERTY TAX	110,553	193,777	50,000	-	-	-
101	41420	ST HMOWNRS PROP TX RELIEF	71,375	69,782	73,000	73,000	70,000	70,000
101	42000	SALES AND USE TAX	5,694,917	5,766,306	5,722,000	6,400,000	8,100,000	8,400,000
101	42050	TRIPLE FLIP	1,916,581	2,161,170	2,150,000	1,552,118	-	-
101	42100	SALES TAX-PUBLIC SAFETY	45,471	48,593	44,737	48,000	49,000	50,000
101	43000	BUSINESS LICENSE TAX	4,533,311	4,442,139	4,393,900	4,393,900	4,482,000	4,572,000
101	43100	BUS LICENSE TAX-CARD ROOM	2,369,073	2,444,594	2,300,000	2,400,000	2,400,000	2,400,000
101	43200	BUS LIC TAX - COMM RENT	594,774	756,174	641,600	700,000	714,000	728,000
101	43500	BUS LICENSE IN LIEU	33,919	25,590	-	36,000	-	-
101	44000	TRANSIENT OCCUPANCY TAX	5,276,554	5,911,821	5,599,800	6,500,000	7,400,000	8,300,000
101	45000	UTILITIES USERS TAX	3,016,700	2,870,024	2,948,000	2,900,000	3,000,000	3,000,000
101	46100	REAL PROP TRANSFER TAX	485,751	1,503,485	530,000	2,900,000	1,800,000	1,800,000
101	46400	IN LIEU OF TAXES (HUD)	14,004	16,660	-	-	-	-
101	46500	ST MOTOR VEH IN LIEU TAX	4,357	-	-	-	-	-
<b>TAXES Total</b>			<b>26,422,961</b>	<b>28,618,723</b>	<b>26,904,487</b>	<b>30,443,018</b>	<b>30,593,200</b>	<b>32,937,000</b>
101	50000	FRANCHISES	1,180,033	1,193,353	1,149,000	1,200,000	1,200,000	1,200,000
101	50010	CABLE FRANCHISE	184,401	191,536	175,000	192,000	190,000	190,000
101	50015	ENVIRONMENTAL PROGRAMS-WM	163,909	168,826	170,522	173,891	177,400	180,900
<b>FRANCHISES Total</b>			<b>1,528,344</b>	<b>1,553,715</b>	<b>1,494,522</b>	<b>1,565,891</b>	<b>1,567,400</b>	<b>1,570,900</b>
5460	51100	COUNTY GRANT SENIOR CENT	23,304	27,336	23,304	13,000	27,336	27,336
2100	51400	OTHER FEDERAL GRANTS	11,271		10,000			
2100	53200	P.O.S.T. REIMBURSEMENTS	9,390	41,312	10,000	38,000	10,000	10,000
101	53250	SB 90 STATE MANDATED COST	4,337	196,974	-	20,104	-	-
5450	53660	PROP 49 GRANT	22,160	49,054	50,000	80,000	80,000	80,000
3000	53680	ALCO-AMR PARAMED FUNDING	88,669	90,591	92,200	92,403	93,800	95,600
<b>GRANTS AND SUBSIDIES Total</b>			<b>159,131</b>	<b>405,267</b>	<b>185,504</b>	<b>243,507</b>	<b>211,136</b>	<b>212,936</b>
101	56000	INVESTMENT EARNINGS	165,886	162,007	-	163,321	-	-
101	56100	INTEREST INCOME	3,609	8,499	-	5,656	-	-
101	56900	MARKET VALUE ADJUSTMENT	658,585	213,802				
<b>INVESTMENT EARNINGS Total</b>			<b>828,080</b>	<b>384,308</b>	<b>-</b>	<b>168,978</b>	<b>-</b>	<b>-</b>
101	57200	RENTS - SHORT-TERM	(50)		-			
5000	57200	RENTS - SHORT-TERM	23,140	35,011	50,000	25,000	50,000	50,000
5450	57200	RENTS - SHORT-TERM				380		
5000	57220	RENTAL DEPOSIT	2,500	3,456				
5000	57xxx	RENTALS-ECCL RECOVERABLE					75,000	83,000
101	57500	BILLBOARD/ANTENNA REVENUE	148,213	165,672	168,800	169,000	171,000	174,420
3000	57500	BILLBOARD/ANTENNA REVENUE	64,449	42,180	39,900	(39,915)		
101	57550	PARKING LOT LEASE	2,637	4,841	2,600	3,100	3,100	3,100

FUND 101 - GENERAL FUND								
Fund/ Div	Account	Account Title	2013-14 Actual	2014-15 Actual	FY15-16 Budget as Amended	2015-16 Annual Projection	FY16-17 Budget	FY17-18 Budget
<b>RENTALS AND LEASES Total</b>			240,889	251,158	261,300	157,565	299,100	310,520
1730	58200	BUILDING PERMITS	328,980	1,151,946	1,950,000	1,704,462	2,852,500	1,092,500
1730	58210	ADMIN REIMB-SB 1473 10%	199	586	350	(4)	400	400
1730	58220	ADM FEE BLDG-SEWER	7,893	6,650	7,500	9,172	8,600	8,600
1730	58250	PLUMBING PERMITS	37,865	188,713	265,000	395,703	409,000	92,000
1730	58300	ELECTRICAL PERMITS	68,893	228,934	300,000	306,938	466,000	115,000
1730	58310	PVSOLAR - R3	750	750	500	500	600	600
1730	58330	PVSOLAR - 10-50KW	1,000	1,000	1,800	-	2,000	2,000
1730	58340	PVSOLAR - 50&gt;KW	1,712	1,000	-	-	2,000	2,000
1730	58350	MECHANICAL PERMITS	43,226	199,264	245,000	354,136	379,500	80,500
5000	58360	COMMUNITY EVENTS PERMIT	1,480	1,210	1,500	1,500	1,500	1,500
4050	58370	PUBLIC WORKS PERMITS	19,690	27,399	10,000	18,000	20,000	20,000
1730	58380	TITLE 24 ENERGY REV. FEES	113,074	135,178	250,000	493,214	188,000	69,000
1730	58400	PLAN CHECKING	760,220	887,930	1,390,000	2,144,829	1,070,500	448,500
3000	58410	FIRE PLAN CHECKING FEES	76,378	422,392	125,000	250,000	125,000	125,000
1730	58422	OT INSPECTIONS	-	675	500	540	600	600
1730	58424	RE-INSPECTION (NEW)	363	123	500	-	600	600
1730	58426	UTILITY RECONNECT INSPECT	-	-	500	-	600	600
1730	58428	PRE-SUBMITTAL MEETING	330	-	500	-	600	600
1730	58430	MICROFILM FEES	3,180	11,503	5,700	17,942	6,600	6,600
1730	58434	ALT METHOD/MATLS REQUEST	3,929	11,424	3,500	4,352	4,000	4,000
1730	58436	TEMP CERT OF OCCUPANCY	4,500	6,400	3,500	3,584	4,000	4,000
1730	58438	METER RELEASE	3,000	7,168	2,500	6,144	2,900	2,900
1730	58442	ASSIGN ADDRESS (PROP/BUS)	605	492	800	492	900	900
3000	58460	FIRE ANNUAL INSPECT. FEE	12,716	12,578	6,000	7,000	10,000	10,000
4050	58600	ENG FEES INSPEC & OTHER	202		-			
1700	58750	PLANNING FEES	29,279	29,691	40,000	28,028	50,000	50,000
1725	58760	PLANNING REIMBURSEMENTS	342,156	557,220	50,000	282,415	50,000	50,000
4070	58780	PUBLIC WORKS REIMBURSABLE	55,638	154,862	-			
2100	58800	ALARM PERMITS	783	690	1,000	500	700	700
1500	58850	BUS LIC APPLICATION FEE	31,228	35,263	31,212	34,000	34,700	35,400
1700	58950	ZONING COMPLIANCE FEES	200		300		400	400
2100	59050	CARDROOM APPLICATION FEES	1,387	1,420	1,443	2,000	2,600	2,600
2100	59100	CARDROOM PERMIT FEES	55,019	52,713	53,000	50,000	100,000	100,000
2100	59150	TAXICAB PERMIT FEES	9,206	7,830	12,646	7,000	20,000	20,000
2100	59160	CATERING TRUCK PERMIT	3,120	2,232	2,000	2,000	2,000	2,000
2100	59200	MASSAGE PERMIT FEES	453	-	300			
101	59240	RES/BUS PARKING PERMITS	2,257	2,596	2,185	2,300	2,300	2,400
101	59400	OTHER LICENSES & PERMITS	1,000		-		-	-
2100	59400	OTHER LICENSES & PERMITS	840	3,666	300	4,000	12,000	12,000
3000	59400	OTHER LICENSES & PERMITS				584		
1730	59900	CONTRA BUILDING FEES	579,576	(938,485)	-	-	-	-
<b>LICENSES, PERMITS AND FEES Total</b>			2,602,326	3,213,013	4,765,036	6,131,331	5,831,100	2,363,900
2100	60300	PARKING CITATIONS	210,773	228,486	185,000	140,000	150,000	150,000
2100	60400	VEHICLE CODE FINES	216,869	158,394	150,000	120,000	130,000	140,000
<b>FINES, FORFEITS, AND PENALTIES Total</b>			427,643	386,881	335,000	260,000	280,000	290,000

<b>FUND 101 - GENERAL FUND</b>								
<b>Fund/ Div</b>	<b>Account</b>	<b>Account Title</b>	<b>2013-14 Actual</b>	<b>2014-15 Actual</b>	<b>FY15-16 Budget as Amended</b>	<b>2015-16 Annual Projection</b>	<b>FY16-17 Budget</b>	<b>FY17-18 Budget</b>
101	61050	FUEL SALES	12,174	11,424	11,000	12,000	12,000	12,000
2100	61300	SPEC POLICE DEPT SERVICES	41,289	33,352	35,000	30,000	50,000	50,000
3000	61350	SPEC FIRE DEPT SERVICES	-	25	-			
5450	61450	RECREATION CAMPS	76,402	70,228	65,000	65,000	65,000	65,000
5450	61480	AFTERSCHOOL PROGRAM	151,397	118,632	125,000	110,000	125,000	125,000
5450	61660	SWIMMING LESSONS	117	-	5,000	2,500	10,000	10,000
5450	61670	PUBLIC SWIM CHARGES	(20)	-	5,000	2,500	5,000	5,000
5450	61680	FIELD TRIPS	4,685	30	2,000	1,600	2,000	2,000
5460	61680	FIELD TRIPS	130,369	135,240	160,000	100,000	160,000	160,000
5450	61690	YOUTH SPORTS	2,875	2,558	3,500	3,200	10,000	10,000
5450	61700	ADULT SPORTS	-	-			10,000	10,000
5460	61700	ADULT SPORTS	-	-	2,000	2,000	10,000	10,000
5000	61730	RECREATION SPECIAL EVENTS	2,280	385	2,000	2,000	2,000	2,000
5450	61750	RECREATION FEE CLASSES	22,638	24,491	25,000	10,500	25,000	25,000
5460	61750	RECREATION FEE CLASSES	651					
5460	61800	NUTRITION-CONGREGATE MEAL	-		2,300	1,700	2,300	2,300
5460	61850	SENIOR CENTER FEE CLASSES	5,850	4,958	15,000	6,000	15,000	15,000
5460	61900	SENIOR CENTER SPCL EVENTS	1,942	2,495	2,000	1,200	2,000	2,000
5460	61950	TRANSIT PASSES	5,457	4,508	7,500	5,500	7,500	7,500
5460	61960	MEMBERSHIP DUES	13,627	11,023	12,000	9,000	12,000	12,000
<b>CHARGES FOR CURRENT SERVICES Total</b>			<b>471,733</b>	<b>419,349</b>	<b>479,300</b>	<b>364,700</b>	<b>524,800</b>	<b>524,800</b>
1730	62010	PHOTOCOPYING	38	49	100	-	100	100
1730	62015	PLANS COPY REQUESTS	242	246	200	246	200	200
5000	62020	SPECIAL EVENT INSURANCE	3,217	4,371	6,000	3,500	6,000	6,000
5000	62030	ONLINE CONVENIENCE FEES	(2,102)		-			
101	62330	SETTLEMENTS		13,559			-	-
2100	62490	CHIRON MITIGATION-POLICE	80,000	80,000	80,000	80,000	80,000	80,000
101	62585	SUCC AGENCY MGMT REIMBMT	65,510	65,128			-	-
4060	62595	CALTRANS REIMB	-	34,316	18,000	10,000	10,000	10,000
101	62650	OTHER REVENUE	19,225	22,112	-		-	-
1250	62650	OTHER REVENUE	1,500	727	-			
1500	62650	OTHER REVENUE	56	115	-			
1730	62650	OTHER REVENUE	49,003		-	-	-	-
1900	62650	OTHER REVENUE	50	30	-			
4060	62650	OTHER REVENUE	44		-			
1730	62705	SB1186 CASP RECOVERY (NEW)	1,867	2,586	200	-	200	200
2100	62710	DUI REVENUE	776	6,084	2,900	3,000	3,000	3,000
1500	62940	ADMIN REIMB-BAY/SM DISTR	11,500	11,500	11,500	11,500	11,500	11,500
1500	62950	ADMIN REIMB-EBAYBR DISTR	2,400	2,400	2,400	2,400	2,400	2,400
4070	63070	DEVELOPER CONTRIBUTIONS	13,500					
101	63300	CHIRON MITIGATN SVC FEES	293,324	297,590	301,900	301,942	306,000	310,000
101	63370	ADMINISTRATIVE FEES	66,774	48,250	400,000	200,000	-	-
1500	63370	ADMINISTRATIVE FEES	-	-	1,100	-	-	-
1730	63370	ADMINISTRATIVE FEES	393	1,923	600	-	700	700
1500	63530	ADMIN REIMB-PBID	5,000	5,000	5,000	5,000	5,000	5,000
<b>OTHER REVENUE Total</b>			<b>612,318</b>	<b>595,986</b>	<b>829,900</b>	<b>617,588</b>	<b>425,100</b>	<b>429,100</b>

<b>FUND 101 - GENERAL FUND</b>								
<b>Fund/ Div</b>	<b>Account</b>	<b>Account Title</b>	<b>2013-14 Actual</b>	<b>2014-15 Actual</b>	<b>FY15-16 Budget as Amended</b>	<b>2015-16 Annual Projection</b>	<b>FY16-17 Budget</b>	<b>FY17-18 Budget</b>
101	69110	INTRFD RECPT FM GEN PLAN	10,000	10,000	10,000	10,000	10,000	10,000
101	69600	INTERFUND RECEIPT-GAS TAX	270,000	270,000	270,000	270,000	220,000	220,000
101	69760	INTERFUND RECEIPT SEWER	51,500	51,500	51,500	51,500	51,500	51,500
101	69790	INTERFD RCPT W.EM.ASSESS	3,500	3,500	-	3,500	3,500	3,500
101	69810	INTERFD RCPT MEASURE B.	7,000		-			
<b>INTERFUND REVENUES Total</b>			<b>342,000</b>	<b>335,000</b>	<b>331,500</b>	<b>335,000</b>	<b>285,000</b>	<b>285,000</b>
<b>GENERAL FUND Total</b>			<b>33,635,424</b>	<b>36,163,400</b>	<b>35,586,548</b>	<b>40,287,577</b>	<b>40,016,836</b>	<b>38,924,156</b>

## FINANCIAL SUMMARY

### GENERAL FUND

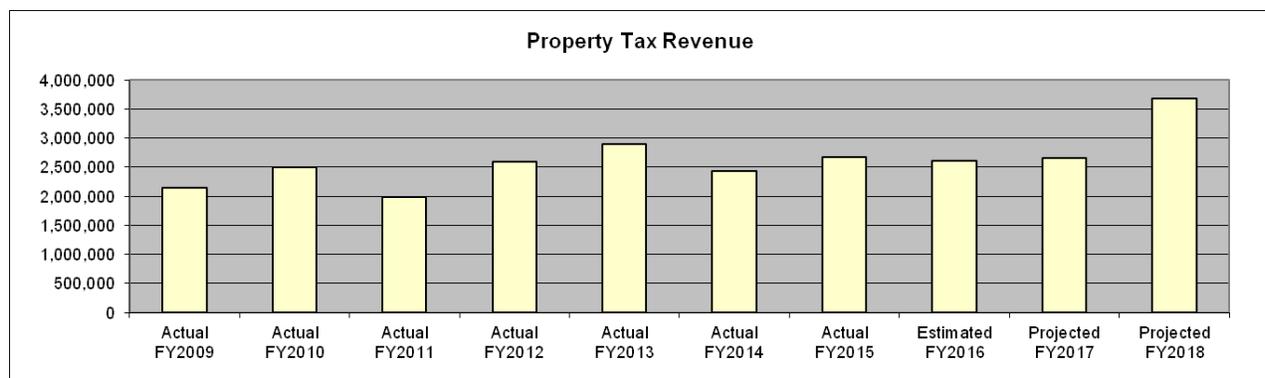
The General Fund supports all general operations of the City and is used to account for all financial resources except those required to be accounted for separately as special revenue funds. The largest portion of General Fund revenue is from general taxes (76% in FY 16-17 and 85% in FY 17-18). Some department-specific revenue, in the form of certain grants, permits and fees, charges for services and interfund administrative support, are also tracked in the General Fund. Historically, current and proposed expenditures are identified in detail in the Departmental and Non-Departmental Operating Budget Sections of this budget document.

### REVENUE SUMMARY

#### Taxes

*Property Taxes.* The City's General Fund Property Tax revenues are tracked in nine separate accounts: Current Secured, Prior Secured, Current Unsecured, Prior Unsecured, Supplemental, Homeowners' Property Tax Relief, Property Tax Penalties, , and Property Tax in Lieu of Vehicle License Fee, and Property Tax Residual Payment. For the ten-year period depicted below, property taxes peaked in FY 2013 at \$2.9 million as a result of the residual property tax payment of \$381,000 allocated to Economic Development & Housing.

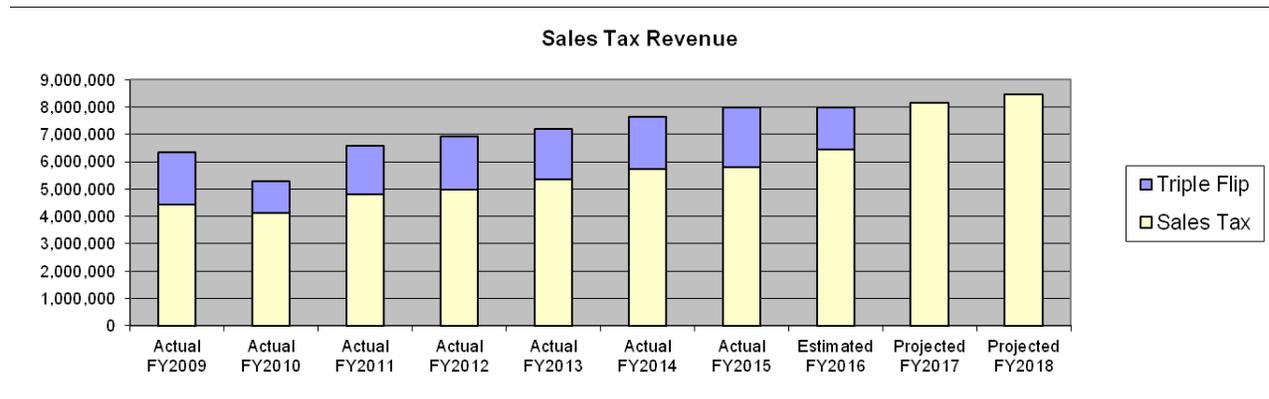
The annual Proposition 13 inflation factor is subject to the State's Consumer Price Index (CPI) inflation adjustment of up to 2% per year. As of the January 1, 2016 property tax lien date for FY 2016-17, the Proposition 13 property tax assessments will be increased by just 1.525% which is less than the 2% maximum increase. The annual CPI factor has been less than 2% only ten other times since the enactment of Proposition 13 including in FY 2011 when it was negative for the first time. According to information provided by the County Assessor's Office, property values are expected to increase in the short term. However, much of these increases will affect the portions of the City that are former redevelopment areas, and will not affect the City's General Fund portion of the property tax. As a result, projected Property Tax revenues are expected to be \$2.6 and \$3.7 million for each upcoming two fiscal years. The projection for the second year includes a residual property tax allocation of \$1 million based on staff's proposal to allocate 25% of the total projected residual property tax to the General Fund to restore services. The residual property tax from the dissolution of the former Redevelopment Agency is currently allocated to other funds.



*Sales Taxes.* The following chart depicts the volatility experienced with the sales tax revenue over ten years. Sales taxes show steady growth after the low in 2009-10 at \$5.3 million. Sales taxes are expected to peak in 2015-16 at \$8 million. For calendar year 2015, the General Retail category

**FINANCIAL SUMMARY**  
**GENERAL FUND**

continues to be Emeryville's top sales tax category at approximately 56%, with Furniture/Appliances comprising 27% of the total sales taxes contributed. Revenues are projected at \$8.1 million in FY 2016-17, increasing to \$8.4 million in FY 2017-18. The sales tax Trip Flip will end in FY 15-16 (the State's backfill of ¼¢ local sales tax pledged in 2004 to repay State Bonds). The local 1% sales tax will be restored to offset the Trip Flip. The budget also includes an estimate of \$49,000 and \$50,000 for FY 16-17 and FY 17-18 respectively for the Public Safety sales tax, which is the City's annual allocation of the half-cent sales tax for public safety that was extended by the California voters in November 1993.

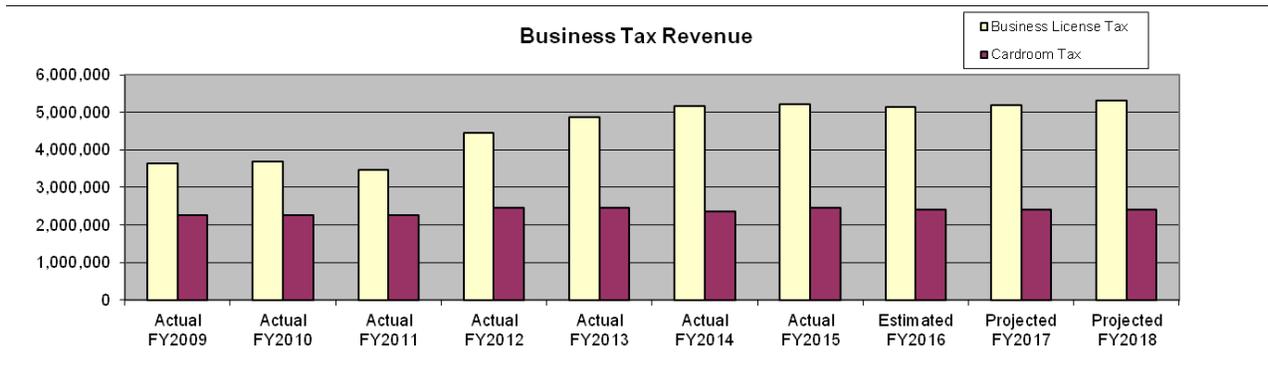


**Business License Taxes.** An increase to the business license tax rate, from .08% to .10%, and the maximum amount of tax paid annually, from \$119,857 to \$300,000, was approved by voters in November 2011. The increase in business license taxes generated an additional \$1 million per year beginning in 2011-12. Business License Taxes are charged annually to the majority of businesses based on gross receipts with a minimum annual tax per business of \$25 and a maximum annual tax adjusted annually by the Bay Area Consumer Price Index. Some businesses are billed on a quarterly basis, including outside contractors, who pay on the value of their work in the City. Warehouses are billed annually based on square footage of space. Commercial rental businesses, including billboards, are taxed at a higher rate of .35% of gross rental receipts.

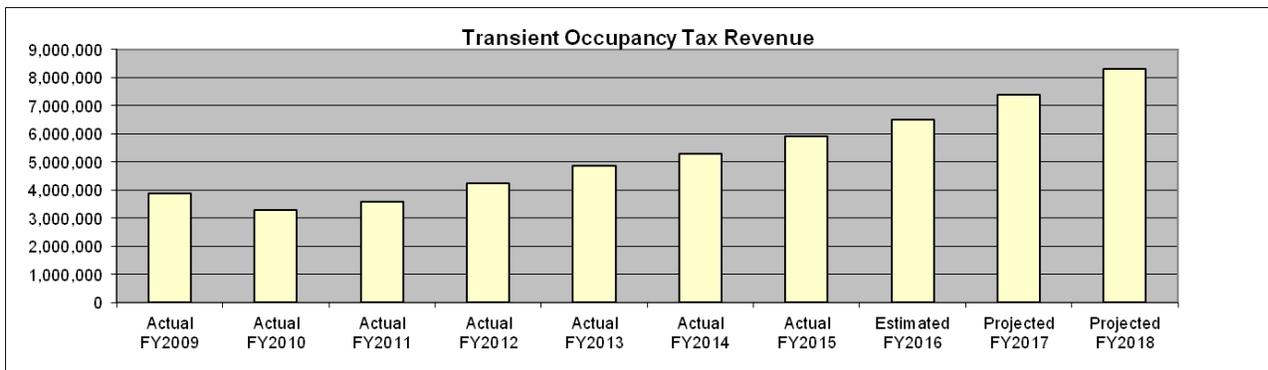
Business License revenues are tracked in a number of categories. The largest category includes current year revenue from all annual and quarterly business licenses, excluding commercial rentals. Based on collections through the end of March 2016, this source is projected to generate \$4.4 million in the current fiscal year and increasing slightly to \$4.5 and \$4.6 million in the following two years. Commercial rental business tax revenues are anticipated to be \$700,000 for the current fiscal year and \$714,000 and \$728,000 in the next two years, respectively.

**Cardroom Taxes.** The City's Cardroom Tax rate is 10% of gross receipts. For the upcoming two fiscal years, revenue is projected at \$2.4 million. The City's revenue from the cardroom tax has historically remained stable despite fluctuations in the economy.

**FINANCIAL SUMMARY**  
**GENERAL FUND**

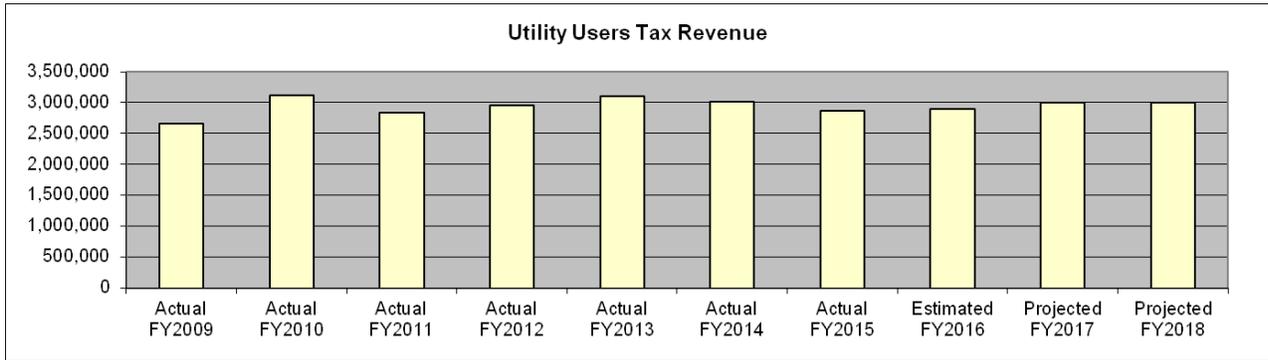


*Transient Occupancy Taxes.* The City has four hotels: Courtyard by Marriott, Hilton Garden Inn, Sheraton Four Points, and HYATT House. Another HYATT hotel is scheduled to open in the fall of 2016. After a November 2001 voter-approved increase, the City charges a 12% Transient Occupancy tax to individuals lodging at the City’s hotels. This tax is collected and remitted to the City monthly by each hotel operator. The improving economy has significantly impacted hotel occupancy and rates over the last several years resulting in hotel taxes increasing from \$3.3 million in FY 09-10 to an expected \$6.5 million in FY 16-17. Projections are \$7.4 million and \$8.3 million for FY 16-17 and FY 17-18 respectively. Expected revenue from the new HYATT hotel is included in the projections.

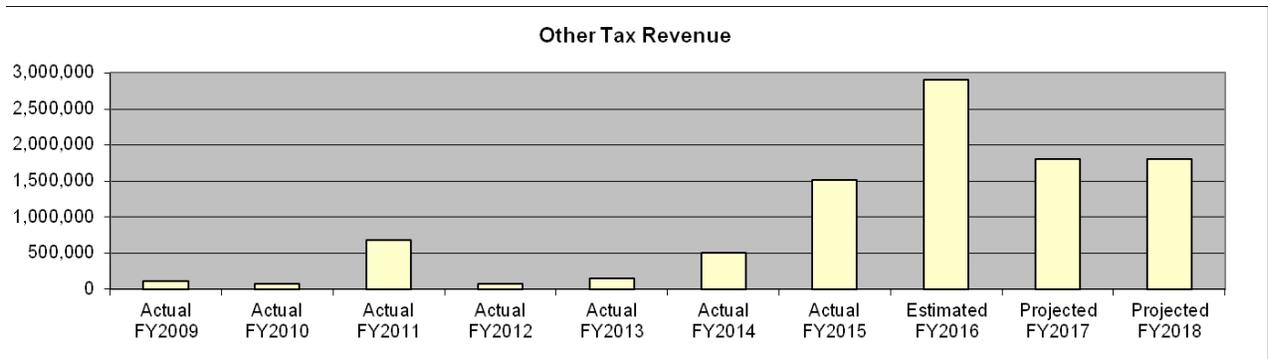


*Utility Users Tax.* This tax is charged at 5.5% of all gas, electric and telephone usage with an annual tax cap per user in FY 15-16 of \$132,944. The cap is adjusted each year by the Bay Area Consumer Price Index. Estimated revenue for FY 15-16 is \$2.9 million. UUT is projected to increase slightly to \$3 million in FY16-17 and remain flat in FY 17-18.

**FINANCIAL SUMMARY**  
**GENERAL FUND**



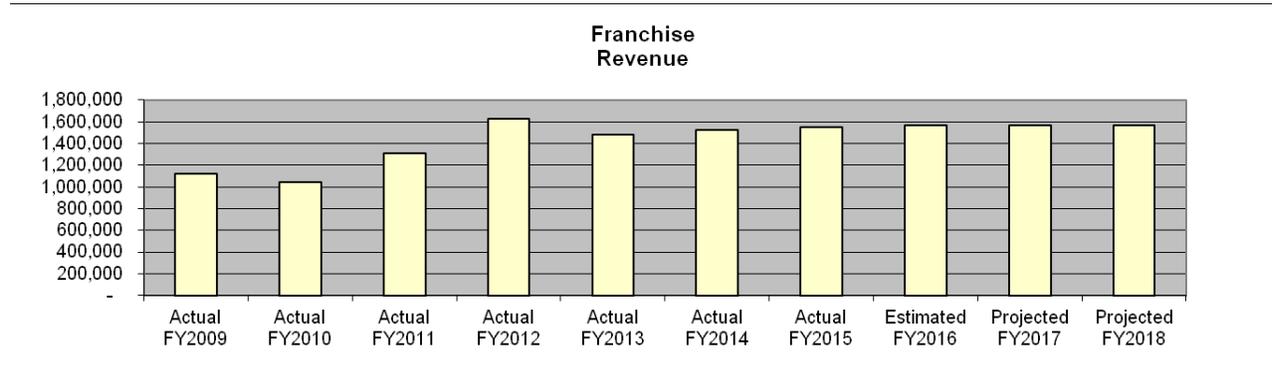
*Other Taxes.* The City received a small percentage of the County Real Estate Transfer Tax (\$0.55 per \$1,000 of sale) prior to January 1, 2015. The passage of Measure V in late 2014 enabled the City to collect \$12 per \$1,000 of property value per transaction. Revenue from this source is dependent on the level of real estate activity in the City. Estimated revenue for FY 15-16 is expected to reach \$2.9 million and \$1.8 million for each of the upcoming two fiscal years. The current fiscal year projection includes a commercial property sale that generated more than \$1 million in revenue. Commercial property sales are unpredictable. Therefore, commercial property transfer revenue is not budgeted for the next two fiscal years. Staff is proposing that any unbudgeted revenue from commercial sales be transferred to the General Capital Project Fund to support the City’s capital improvement program.



**Franchises**

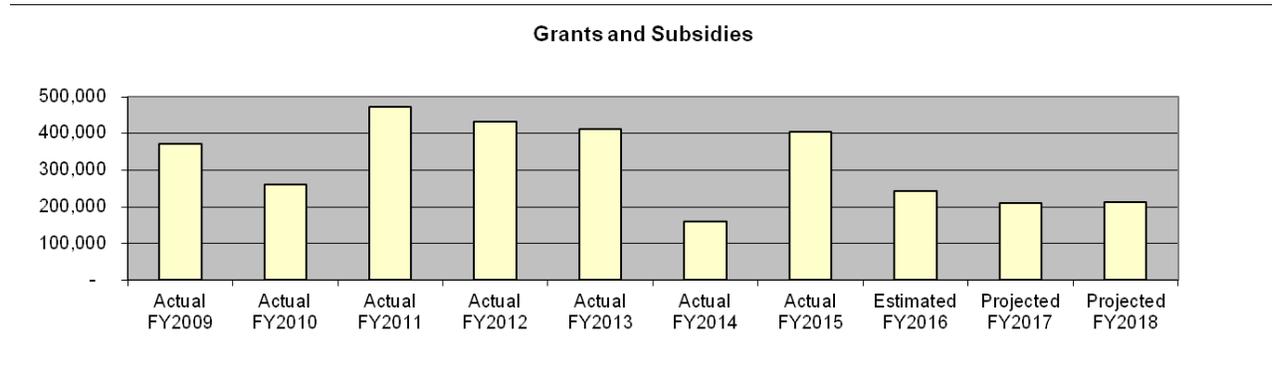
The City receives Franchise fees from Waste Management of Alameda County (garbage franchise), Pacific Gas & Electric (gas and electric franchise), Comcast, and AT&T Cable (cable television franchise). The garbage franchise agreement was renewed in 2011. The overall rates for garbage were increased and the fee to the City was decreased to 21%. Gas and electric franchises are paid once annually in April according to a formula based on revenues with no growth anticipated. Cable television franchise fees are 5% of revenues. Total franchise revenues from all sources are projected at slightly over \$1.6 million for each of the following fiscal years.

**FINANCIAL SUMMARY**  
**GENERAL FUND**



**Grants and Subsidies**

The grants currently received by the City that are historically tracked in the General Fund include Federal Stimulus funds for one police officer position, a Senior Center grants from Alameda County, reimbursements from POST for Police training activities, funds from a county wide paramedic fee, and Prop 49 grants for Community Services before and after school care program. In summary, total Grant and Subsidy revenue is expected to generate approximately \$211,000 and \$213,000 in the respective 2017 and 2018 budget years.



**Investment Earnings**

Investment earnings are allocated to the General Fund based on the pooled investment rate earned on all City reserves and the average cash fund balance in the General Fund and various internal service funds. For the current fiscal year, investment revenues are projected to be \$169,000. The Federal Reserve raised its key interest rate by 0.25% in December 2015 for the first time in nearly a decade. Interest rates are expected to remain low over the next two years. Due to the uncertainty of investment earnings, no budget amounts have been included for each of the next two fiscal years.

**Rental Income**

The City receives lease income from a billboard on the South Bayfront property leased to Clear Channel Communications. Small amounts of rental income are generated from rental of the city facilities, such as parks, the Senior Center, the Emeryville Center of Community Life (scheduled to fully open in fall 2016), and from the City lease of a parcel of land to Sheraton Four Points Hotel for parking. Total Rental Income is projected at \$299,000 for FY 16-17 and \$311,000 for FY 17-18.

**FINANCIAL SUMMARY**  
**GENERAL FUND**

**Licenses and Permits**

*Building Permits.* Building permit revenue is tracked in a number of different accounts, including Building, Plumbing, Mechanical and Electrical Permits, Energy Fees, Plan Checking Fees and Microfilm Fees. For FY 15-16, these revenues are projected to generate \$5.7 million, primarily attributed to major development projects including Stanford Health Care, Towers, and Public Market. Revenues are projected at \$5.5 million for FY 16-17 and \$2 million for FY 17-18. Large development projects are anticipated in FY 16-17.

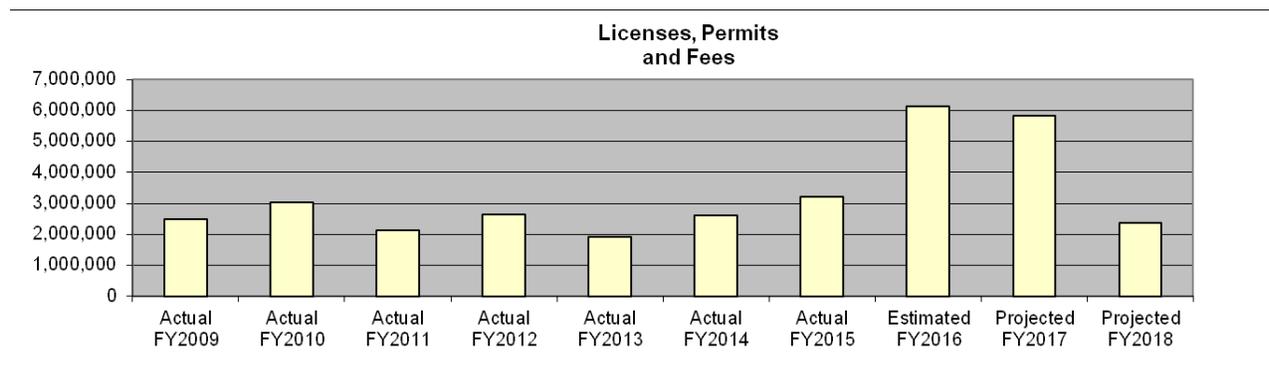
*Public Works Permits and Fees.* Public Works Permits are required for street encroachments, which usually are due to utility work. Public Works engineering fees are charged on a cost recovery basis for inspection and review of private development. Public Works Permits are expected to generate \$20,000 for each of the next two fiscal years.

*Fire Department Permits and Fees.* Fire Plan Check fees are projected to generate \$125,000 for each of the next two fiscal years. Fees of \$10,000 each year are anticipated for safety inspections made at business locations.

*Planning Fees.* Planning fees are charged to applicants for the work required in processing their planning permits and approvals. Planning fee revenue is projected at \$50,000 for each of the next two fiscal years.

*Police Permits and Fees.* Police permits include Alarm Permits, Cardroom Applications and Permits, Massage Permits, and Taxicab Permits. These revenue items are projected to generate approximately \$125,000 for each of the next two fiscal years.

*Other Permits and Fees.* Also tracked in the general category of Licenses and Permits are Business License Application Fees. This is a one-time charge of \$57 to set up a new business in the City's system. Revenues are projected at \$35,000 each year.



**Fines, Forfeitures and Penalties**

*Parking Citations.* In July of 1993, parking violations were decriminalized by State law, and the entire process of collection and adjudication became the responsibility of the City. In September, 1993, the City entered into a contract with a private firm to collect citation revenue. Based on collections and staffing allocated for enforcement, parking citation revenues are projected to be

## **FINANCIAL SUMMARY**

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### **GENERAL FUND**

\$150,000 in each of the next two fiscal years.

*Vehicle Code Fines.* Revenues from this source are projected to be \$130,000 for FY 16-17 and \$140,000 for FY 17-18. This has been reduced significantly during the past several years due to the elimination of the red light violation program.

### **Charges for Current Services**

*Police and Fire Services.* The Police and Fire Departments charge private parties for special services that are above and beyond the normal course of duty, such as special traffic detail or response to hazardous spills. Revenue for these services is expected to generate \$50,000 in each fiscal year.

*Recreation and Community Services.* Recreation fees are charged for various activities, including after-school care, day camp, field trips, public swim, swimming lessons and youth sports. In addition, fees are generated from adult sports leagues and the Senior Center. Revenues from ongoing programs are estimated at \$463,000 for each fiscal year. The projection reflects additional revenue from pool and gym activities as it is anticipated the Emeryville Center of Community Life will be opening in fall 2016.

*Fuel Sales.* This category represents the fuel sales at the Emeryville Marina Fuel Dock, which has been managed by Marinas International since May 2010. Annual revenues are projected at \$12,000 for each of the next two fiscal years.

### **Other Revenue**

This revenue category tracks revenues that do not belong in any other category and are predominately from municipal services funding through the Chiron mitigation agreement, approximately \$386,000 and \$390,000 in each of the next two fiscal years.

### **Interfund Revenues**

This revenue category tracks transfers made from other funds to the General Fund to reimburse the General Fund for administrative or operating expenses. The transfers are supported either by the Cost Allocation Plan, which specifically allocates departmental costs to their appropriate funding sources, or by direct charges from City departments for project specific work.

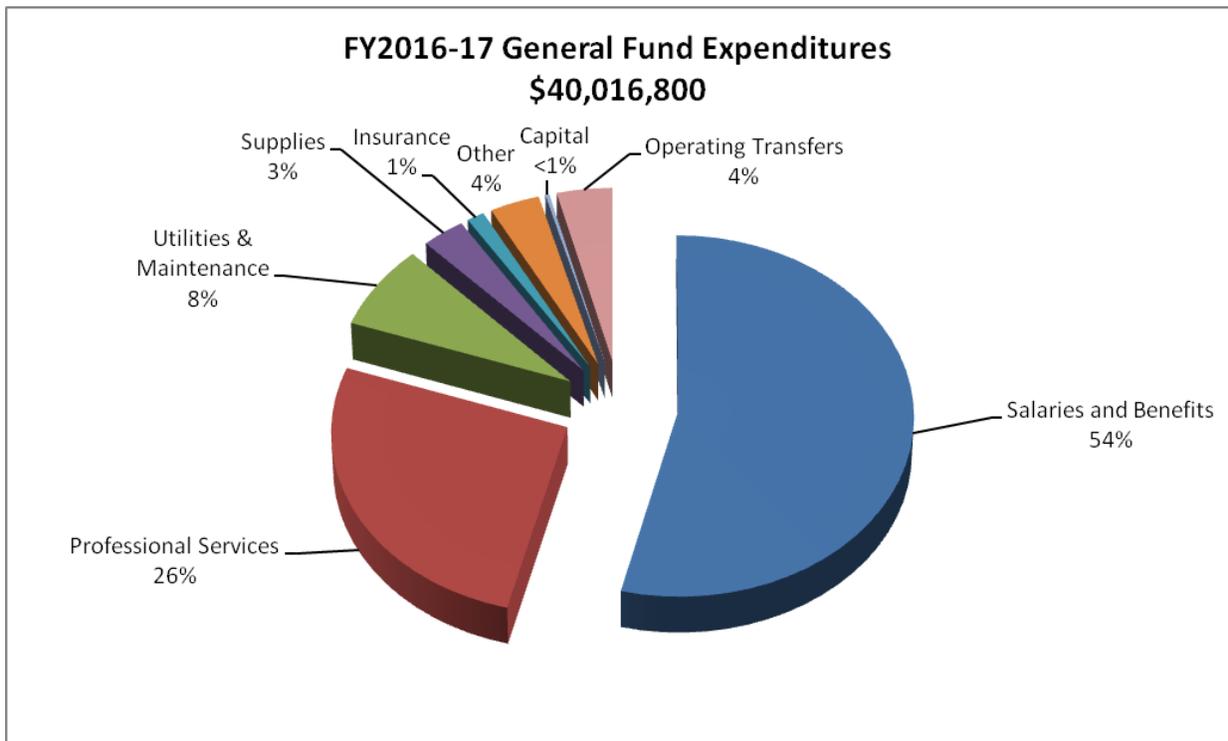
*Other Funds.* Each year, the City receives Gas Tax revenues into a special fund, which can only be used for specific street maintenance activities. Gas Tax revenues support the street maintenance activities in the Public Works department. The transfer is anticipated to be \$220,000 in each of the next two fiscal years. Other transfers from the Sewer Fund, the General Plan Fee Fund, and the Emergency Medical Assessment fund will total an estimated \$226,000 in each budget year. These transfers are supported by the Cost Allocation Plan.

## FINANCIAL SUMMARY

### GENERAL FUND

#### EXPENDITURE SUMMARY

As indicated in the beginning of this Financial Summary Section, expenditures are identified in detail in the Departmental and Non-Departmental Operating Budget Sections of this Budget Document. As with other government agencies, labor costs (wages and benefits) represent the largest category of the City's expenditures. Wages are budgeted based on existing labor agreements, and based on CPI for agreements still in negotiation. Pension costs are based on actuarial rates determined by CalPERS while other benefit costs, such as health care expenditures are determined by market conditions. As indicated on the graph below, salaries and benefits account for 54% of total General Fund expenditures.



# GENERAL GOVERNMENT

# CITY COUNCIL



**DEPARTMENT:****CITY COUNCIL**

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The City Council is the governing body of the City and is composed of a five-member body elected at large. The Mayor and Vice Mayor are appointed annually by the City Council and have the responsibility of representing the City at various functions, chairing Council meetings, and other official duties. The City Council provides the vision for the City and guides the City government by establishing City policies and guidelines to assure the highest quality of leadership and service possible. The Council provides mechanisms for citizen participation in local government and receives input regarding policy issues. The City Council also serves as the Board of Directors for the Emeryville Successor Agency, Public Financing Authority, and Management of Emeryville Services Authority.

The City Council appoints the City Manager, who is the City's Chief Administrative Officer and is responsible for all City operations. The City Council also appoints the City Attorney, who acts as the City's Chief Legal Officer.

The City Council, with the participation of the City Manager and Department Directors, has developed a City of Emeryville Mission Statement to provide overall guidance to the development and implementation of the City's policies, programs, and services. **The City's mission states that:**

***“The City of Emeryville provides innovative and responsive services to the community to create and sustain a vibrant and livable City”***

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Establish policies and guidelines to assure the highest standard of living and safe environment for the City of Emeryville.
2. Commit to improving overall community safety and emergency preparedness for the City of Emeryville.
3. Support and initiate efforts to develop equity and social justice in living and working conditions.
4. Adopt policies to support worker-owned businesses.
5. Ensure the long-term fiscal health of the City.
6. Work with the Emery Unified School District in collaboration with residents, parents, and the business community for the success of the Emeryville Center of Community Life (ECCL).

**CITY COUNCIL**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 139,338	\$ 146,450	\$ 141,284	\$ 157,336	\$ 161,984
Supplies and Services	36,931	19,100	14,800	37,650	29,650
<b>Total</b>	<b>\$ 176,269</b>	<b>\$ 165,550</b>	<b>\$ 156,084</b>	<b>\$ 194,986</b>	<b>\$ 191,634</b>

*Expenditures by Category*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 176,269	\$ 165,550	\$ 156,084	\$ 194,986	\$ 191,634
<b>Total</b>	<b>\$ 176,269</b>	<b>\$ 165,550</b>	<b>\$ 156,084</b>	<b>\$ 194,986</b>	<b>\$ 191,634</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Elected Officials	5.0	5.0	5.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1100 - CITY COUNCIL</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES	49,254	61,404	65,520	68,513	67,500	69,540
71410	ALTERNATE MED.BENEFITS	21,837	22,903	22,903	22,903	23,826	23,826
72000	COMPENSATED EXPENSE	29,520	30,012	29,520	29,520	29,520	29,520
72150	SOCIAL SECURITY [FICA]	1,425	1,632	1,710	1,724	1,752	1,782
72300	VISION INSURANCE	767	502	1,278	269	1,450	1,566
72350	EAP INSURANCE	69	69	172	61	144	144
72400	GROUP MEDICAL INSURANCE	14,558	20,041	17,479	16,542	24,685	26,474
72450	GROUP DENTAL INSURANCE	3,963	2,754	7,799	1,732	8,423	9,097
72500	LIFE INSURANCE	21	21	69	21	36	36
<b>SALARIES AND BENEFITS Total</b>		<b>121,412</b>	<b>139,338</b>	<b>146,450</b>	<b>141,284</b>	<b>157,336</b>	<b>161,984</b>
73000	OFFICE SUPPLIES	532	3,957	500	350	1,000	1,000
73100	BOOKS, MAPS, PERIODICALS	-	186	300	200	200	200
73150	POSTAGE	-	47	100	50	50	50
<b>SUPPLIES Total</b>		<b>532</b>	<b>4,189</b>	<b>900</b>	<b>600</b>	<b>1,250</b>	<b>1,250</b>
76050	TELEPHONE/COMMUNICATION	434	901	500	500	500	500
<b>UTILITIES Total</b>		<b>434</b>	<b>901</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
77960	TECHNOLOGY CHARGE	400	3,700	3,700	3,700	3,600	3,600
<b>MAINTENANCE Total</b>		<b>400</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>	<b>3,600</b>	<b>3,600</b>
80050	PROFESSIONAL SERVICES	-	22,268				
<b>PROF FEES/SVCS Total</b>		<b>0</b>	<b>22,268</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
82050	PRINTING	-	-	2,000			
<b>ADVERTISING/PRINTING Total</b>		<b>-</b>	<b>-</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
84000	EDUCATION AND TRAINING	-	-	-	-	4,000	-
84100	MEMBERSHIPS & DUES	4,483	1,200	4,000	4,000	6,400	6,400
84150	TRAVEL, CONFER & MEETING	2,181	3,682	4,000	2,000	17,900	17,900
84200	MAYORS CONF & HOSTING	3,138	991	4,000	4,000	4,000	-
<b>EDUCATION &amp; TRAINING Total</b>		<b>9,803</b>	<b>5,873</b>	<b>12,000</b>	<b>10,000</b>	<b>32,300</b>	<b>24,300</b>
<b>TOTAL CITY COUNCIL</b>		<b>132,580</b>	<b>176,269</b>	<b>165,550</b>	<b>156,084</b>	<b>194,986</b>	<b>191,634</b>

**CITY MANAGER**  
**CITY CLERK**  
**INFORMATION TECHNOLOGY**



**DEPARTMENT:****CITY MANAGER**

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The City Manager's Department was restructured to separate the City Clerk and Assistant to the City Manager functions for improved effectiveness. The City Manager's Department has overall responsibility for the administrative leadership of City staff and the implementation of policies and guidelines established by the City Council, the Community Development Commission of Emeryville, the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency, the Emeryville Public Financing Authority, and the Management of Emeryville Services Authority. The City Clerk's Office serves as Clerk of the Council as well as Secretary to the City's other legislative bodies and serves as the City's elections official, the filing officer for the Political Reform Act of 1974 regulations, as well as the official custodian of the City's public records. The Information Technology Office is responsible for the implementation and maintenance of all City networking, communications, computer, and software systems, and acts as the Public Information Officer (PIO).

**DEPARTMENT: CITY MANAGER**  
**CITY MANAGER**

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The City Manager is appointed by the City Council and is its key staff advisor. The City Manager is responsible for the administrative leadership of City staff and for the implementation of policies and guidelines established by the City Council. The City Manager also serves as Executive Director of the Community Development Commission of Emeryville, Executive Director of the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency, Executive Director of the Management of Emeryville Services Authority, Executive Director of the Emeryville Public Financing Authority and is responsible for the implementation of Commission programs and policies to strengthen the local economy, complete capital improvement projects, and provide affordable housing opportunities.

**ACHIEVEMENTS DURING FISCAL YEARS 2014-2015 AND 2015-2016**

1. Continued to develop strategies and initiatives to implement the State's elimination of redevelopment agencies and manage the impact of the loss of redevelopment funding on the City's capital improvement program and budget.
2. Continued to monitor the City's budget to ensure that City expenditures do not exceed City revenues by identifying and implementing changes to city operations and city employee benefit and compensation practices.
3. Identified revisions to the City's organizational structure and staffing to meet the current and evolving needs of the City.
4. Implemented Community Services strategic plan that incorporated programs and services conducted through the Emeryville Center of Community Life, including project construction oversight.
5. Successful ballot initiative establishing new Citywide Property and Business Improvement District (PBID) to fund the Emery-Go-Round Shuttle. The PBID will continue for 15 years through Fiscal Year 2029-2030.
6. Successful implementation of Senior Rebate program for the PBID.
7. Continued working to attract economic development projects as well as attract and retain businesses in Emeryville to enhance the City's economic vitality and provide funding to continue a high level of community services to promote quality of life in Emeryville.
8. Continued to work with City departments to identify and secure various federal, state, and regional grant funding for the City's capital improvement projects, as well as for City operations.
9. Continued focusing on expanding the various methods by which the City communicates with the public and elicits public participation.

**GOALS FOR FISCAL YEARS 2016-2017 AND 2017-2018**

1. Continue to develop strategies and initiatives to implement the State's elimination of redevelopment agencies and manage the impact of the loss of redevelopment funding on the City's capital improvement program and budget.
2. Monitor the City's budget and continue to develop methods to ensure that City expenditures do not exceed City revenues, including identifying additional sources of revenue and work with the Finance Department to develop a five-year financial plan.
3. Implement new City organizational structure and staffing model.
4. Continue the City's close collaboration with the Emery Unified School District (EUSD) in relation to the Emeryville Center of Community Life and secure a partnership to establish a library, and a community-based health center.
5. Review and commence analysis regarding the City's contract with the County of Alameda Fire Department.
6. In partnership with Transportation Management Association (TMA), secure a new bus yard for the Emery-Go-Round.
7. Implement strategy to provide for the long-term viability of the Emeryville Child Development Center.
8. Continue working to attract economic development projects as well as attracting and retaining businesses in Emeryville to enhance the City's economic vitality and provide funding to continue to provide high level of community services to promote quality of life in Emeryville.
9. Continue to work with surrounding jurisdictions and regional agencies to promote regional economic development and coordination for public transportation, housing and homelessness, and regional land use.
10. Continue to work with City departments to identify and secure various federal, state, and regional grant funding for the City's capital improvement projects, as well as for City operations.
11. Continue focusing on expanding the various methods by which the City communicates with the public and elicits public participation.

**CITY MANAGER**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 445,750	\$ 649,078	\$ 657,686	\$ 536,087	\$ 574,122
Supplies and Services	20,436	74,000	35,200	45,450	45,450
<b>Total</b>	<b>\$ 466,186</b>	<b>\$ 723,078</b>	<b>\$ 692,886</b>	<b>\$ 581,537</b>	<b>\$ 619,572</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 466,186	\$ 723,078	\$ 692,886	\$ 581,537	\$ 619,572
<b>Total</b>	<b>\$ 466,186</b>	<b>\$ 723,078</b>	<b>\$ 692,886</b>	<b>\$ 581,537</b>	<b>\$ 619,572</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	4.00	3.00	3.00
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>

FUND - 101 - GENERAL FUND		DIVISION - 1200 - CITY MANAGER					
FUNCTION - 10 - GENERAL GOVERNMENT							
DEPARTMENT - 1200- CITY MANAGER							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	204,422	286,741	504,811	414,118	414,763	448,566
71040	SALARIES & WAGES - HOURLY	22,889	34,874		55,051	-	-
71050	OVERTIME	-		1,000	1,000	1,000	1,000
71100	HOLIDAY	9,956	18,472		46,565	-	-
71250	SICK LEAVE EXPENSE	740	1,899		9,604	-	-
71300	VACATION EXPENSE	6,417	25,119		15,180	-	-
71350	WORKERS COMP PAYMENTS	1,904	2,017	2,776	1,817	4,770	5,159
71400	ICMA CONTRIBUTION	-	500		12,000	12,000	12,000
71410	ALTERNATE MED.BENEFITS	8,152	14,039	9,019	21,741	15,884	15,884
72000	COMPENSATED EXPENSE	5,460	6,485	7,935	12,460	4,800	4,800
72150	SOCIAL SECURITY [FICA]	3,693	5,562	7,567	8,729	6,488	6,978
72200	RETIREMENT [PERS]	21,039	30,631	44,844	43,209	31,717	34,244
72210	RETIREMENT PERS - MISC	-			-	-	-
72240	PERS UNFUNDED LIABILITY				2,431	6,743	4,590
72250	UNEMPLOYMENT INSURANCE	244	366	505	531	1,161	1,256
72300	VISION INSURANCE	328	581	1,010	277	870	939
72350	EAP INSURANCE	44	86	135	74	86	86
72400	GROUP MEDICAL INSURANCE	1,284	7,635	52,067	2,227	16,457	17,649
72410	RETIREE MEDICAL BENEFIT	1,200	2,317	3,389	1,266	2,831	3,115
72450	GROUP DENTAL INSURANCE	1,854	2,933	6,161	2,658	5,054	5,458
72500	LIFE INSURANCE	74	235	1,432	62	597	646
72510	ACCRUED BENEFITS	2,366	3,918	5,564	5,074	8,876	9,599
72540	LONG TERM DISABLITY	1,062	1,343	863	1,613	1,991	2,153
<b>SALARIES &amp; BENEFITS Total</b>		<b>293,126</b>	<b>445,750</b>	<b>649,078</b>	<b>657,686</b>	<b>536,087</b>	<b>574,122</b>
73000	OFFICE SUPPLIES	2,410	3,397	2,600	2,600	3,000	3,000
73100	BOOKS, MAPS, PERIODICALS	99	181	1,000	200	100	100
73150	POSTAGE	0	117	200	100	150	150
<b>SUPPLIES Total</b>		<b>2,509</b>	<b>3,695</b>	<b>3,800</b>	<b>2,900</b>	<b>3,250</b>	<b>3,250</b>
76050	TELEPHONE/COMMUNICATION	370	429	500	500	500	500
<b>UTILITIES Total</b>		<b>370</b>	<b>429</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
77960	TECHNOLOGY REPL FUND	500	700	700	700	2,200	2,200
<b>MAINTENANCE Total</b>		<b>500</b>	<b>700</b>	<b>700</b>	<b>700</b>	<b>2,200</b>	<b>2,200</b>
80050	PROFESSIONAL SERVICES	-	-	40,000	25,000	5,000	5,000
<b>PROF FEES/SVCS Total</b>		<b>0</b>	<b>0</b>	<b>40,000</b>	<b>25,000</b>	<b>5,000</b>	<b>5,000</b>
82050	PRINTING	131	-	-			
<b>ADVERTISING/PRINTING Total</b>		<b>131</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
84000	EDUCATION AND TRAINING	-	900	500	500	1,500	1,500
84100	MEMBERSHIPS & DUES	3,150	5,421	2,500	600	1,100	1,100
84150	TRAVEL, CONFER & MEETING	3,567	9,290	6,000	5,000	9,000	9,000
<b>EDUATION &amp; TRAINING Total</b>		<b>6,717</b>	<b>15,612</b>	<b>9,000</b>	<b>6,100</b>	<b>11,600</b>	<b>11,600</b>
85000	RENTALS & LEASES	-	-	-	-	2,900	2,900
<b>RENTALS &amp; LEASES Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,900</b>	<b>2,900</b>
87650	NEIGHBORHOOD ASSOCIATION	0	0	20,000	0	20,000	20,000
<b>OTHER EXPENSES Total</b>		<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL CITY MANAGER</b>		<b>303,353</b>	<b>466,186</b>	<b>723,078</b>	<b>692,886</b>	<b>581,537</b>	<b>619,572</b>

**DEPARTMENT: CITY MANAGER**  
**CITY CLERK**

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The City Clerk is appointed by the City Manager, with confirmation by the City Council. The City Clerk serves as the Clerk of the Council, Secretary to the City Council as Successor Agency to the Emeryville Redevelopment Agency, the City's elections official, the filing officer for the Political Reform Act of 1974 regulations, the official custodian of the City's public records, and the records manager for citywide records management. The City Clerk coordinates the preparation and assembly of agendas for City Council and Commission meetings; attends City Council/Commission meetings and records and prepares minutes; conducts the City's election process; ensures public access to, authenticates, and preserves the public records; ensures compliance with legal noticing requirements for City Council/Commission/Committee meetings; maintains official rosters and information concerning the City's boards, commissions and committees; receives documents addressed to the City Council; and maintains the Municipal Code.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Worked with consultants and Transportation Management Association to establish a new 15 year Property and Business Improvement District (PBID) for the continued operations of the Emery-Go Round.
2. Implementation of new automated agenda packet software, Legistar and iLegistar, software that allows the community to view agenda packets on mobile devices.
3. Trained Department Heads and staff on Legistar and restructured agenda preparation schedule to make agenda process more efficient for staff.
4. Conducted the November 4, 2014 City Charter ballot measure, which successfully changed the city from a General City to a Chartered City.
5. Conducted the November 2014 consolidated General Municipal Election which included nominations for three City Council seats.
6. Created and update numerous City's Administrative Instruction (AI), including a naming policy, mandated reporting, records keeping.
7. Worked with other departments to continually update the City's website which includes Roster of committees, meeting calendars and the advertising of vacancies on city committees.
8. Update of Municipal Code online and in hard copy.
9. Conducted Advisory Committee training workshops, which covered amendments to the City Councils Rules and Procedures and Council Committee Rules and Procedures.

**DEPARTMENT: CITY MANAGER**  
**CITY CLERK**

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**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Prepare for the November 8, 2016 General Municipal Election.
2. Work with the City Manager to develop a Candidate Orientation and a more in-depth Council Member elect orientation.
3. Work closely with the City Attorney's office to create a new policy on Records Retention to align with City's functional needs.
4. Complete plan to establish a more cost-effective citywide records management system by 1) establishing protocols regarding storage of paper vs. conversion to electronic documents and official vs. personal documents; 2) developing an action plan for conducting a department by department review of paper documents currently stored at the Corporation Yard and in offsite private storage; and 3) developing a plan for establishing a records storage facility for paper documents at the Corporation Yard.
5. Implement best practices for all areas of the City Clerk's office.

**CITY CLERK/PUBLIC INFORMATION OFFICE**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 238,254	\$ 265,659	\$ 314,376	\$ 431,926	\$ 451,254
Supplies and Services	172,798	175,100	152,550	887,685	218,815
<b>Total</b>	<b>\$ 411,053</b>	<b>\$ 440,759</b>	<b>\$ 466,926</b>	<b>\$ 1,319,611</b>	<b>\$ 670,069</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 411,053	\$ 440,759	\$ 466,926	\$ 1,319,611	\$ 670,069
<b>Total</b>	<b>\$ 411,053</b>	<b>\$ 440,759</b>	<b>\$ 466,926</b>	<b>\$ 1,319,611</b>	<b>\$ 670,069</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	2.00	3.00	3.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

FUND - 101 - GENERAL FUND		DIVISIONS 1250/1260 - CITY CLERK/PIO					
FUNCTION - 10 - GENERAL GOVERNMENT							
DEPARTMENT - CITY MANAGER							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	148,500	147,283	199,275	131,962	309,656	322,932
71040	SALARIES & WAGES - HOURLY	-	-	-	54,315	-	-
71050	OVERTIME PAYMENT	1,984	556	3,000	1,751	3,000	3,000
71100	HOLIDAY	7,985	9,735	-	42,419	-	-
71250	SICK LEAVE EXPENSE	7,384	7,450	-	7,757	-	-
71300	VACATION EXPENSE	13,620	17,841	-	15,479	-	-
71350	WORKERS COMP PAYMENTS	1,359	1,124	1,024	1,325	3,561	3,714
71410	ALTERNATE MED BENEFITS	5,799	6,108	5,539	6,231	-	-
72000	COMPENSATED EXPENSE	2,640	2,640	2,640	2,640	3,300	3,300
72150	SOCIAL SECURITY [FICA]	2,639	2,703	2,819	3,739	4,538	4,730
72200	RETIREMENT [PERS]	15,323	15,719	18,160	17,742	27,661	28,776
72210	RETIREMENT PERS - MISC	-	-	-	-	-	-
72240	PERS UNFUNDED LIABILITY	-	-	-	1,215	2,697	1,836
72250	UNEMPLOYMENT INSURANCE	174	182	186	252	867	904
72300	VISION INSURANCE	460	476	460	483	870	939
72350	EAP INSURANCE	62	62	62	53	86	86
72400	GROUP MEDICAL INSURANCE	18,973	19,850	24,683	20,250	59,246	63,538
72410	RETIREE MEDICAL BENEFIT	1,200	1,544	1,544	1,544	2,831	3,115
72450	GROUP DENTAL INSURANCE	1,919	1,919	2,808	1,919	5,054	5,458
72500	LIFE INSURANCE	237	237	514	237	446	465
72510	ACCRUED BENEFITS	1,865	1,951	2,052	2,114	6,627	6,911
72540	LONG TERM DISABLITTY	837	875	894	948	1,486	1,550
<b>SALARIES &amp; BENEFITS Total</b>		<b>232,962</b>	<b>238,254</b>	<b>265,659</b>	<b>314,376</b>	<b>431,926</b>	<b>451,254</b>
73000	OFFICE SUPPLIES	1,061	2,548	2,500	2,000	238,500	2,500
73100	BOOKS, MAPS, PERIODICALS	132	-	500	500	1,000	1,000
73150	POSTAGE	334	2,676	6,500	450	600	600
<b>SUPPLIES Total</b>		<b>1,527</b>	<b>5,223</b>	<b>9,500</b>	<b>2,950</b>	<b>240,100</b>	<b>4,100</b>
76050	TELEPHONE/COMMUNICATION	1,331	1,288	1,500	1,500	1,500	1,600
<b>UTILITIES Total</b>		<b>1,331</b>	<b>1,288</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,600</b>
77960	TECHNOLOGY REPL FUND	1,900	3,000	3,000	3,000	2,200	2,200
<b>MAINTENANCE Total</b>		<b>1,900</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>2,200</b>	<b>2,200</b>
80000	TEMPORARY PERSONNEL SERV	39,504	-	5,000	-	-	-
80050	PROFESSIONAL SERVICES	74,833	54,627	54,000	73,000	396,470	34,000
80060	CABLE SERVICES	41,556	43,611	60,000	50,000	45,000	45,000
80500	TESTING	305	1,666	-	-	-	-
80550	ELECTION	-	34,861	-	-	65,000	-
<b>PROF FEES/SVCS Total</b>		<b>156,198</b>	<b>134,765</b>	<b>119,000</b>	<b>123,000</b>	<b>506,470</b>	<b>79,000</b>
82000	ADVERTISING	3,917	1,013	3,000	4,000	52,500	52,000
82050	PRINTING	-	448	9,000	500	6,500	6,500
82100	COMM MTG/PUBL/SPEC EVENTS	-	-	-	-	30,000	30,000
82102	COMM MTG/PUBL	2,528	-	12,000	-	-	-
<b>ADVERTISING/PRINTING Total</b>		<b>6,445</b>	<b>1,462</b>	<b>24,000</b>	<b>4,500</b>	<b>89,000</b>	<b>88,500</b>
84000	EDUCATION AND TRAINING	-	-	1,800	1,800	4,800	4,800
84100	MEMBERSHIPS & DUES	-	380	800	800	1,045	1,045
84150	TRAVEL, CONFER & MEETING	84	2,055	2,500	2,000	7,670	7,670
<b>EDUCATION &amp; TRAINING Total</b>		<b>84</b>	<b>2,435</b>	<b>5,100</b>	<b>4,600</b>	<b>13,515</b>	<b>13,515</b>
85000	RENTALS & LEASES	-	-	-	-	2,900	2,900
85100	RECORDS STORAGE RENTAL	18,430	24,624	13,000	13,000	27,000	27,000
<b>RENTALS AND LEASES Total</b>		<b>18,430</b>	<b>24,624</b>	<b>13,000</b>	<b>13,000</b>	<b>29,900</b>	<b>29,900</b>
91000	OFFICE EQUIPMENT	-	-	-	-	5,000	0
<b>CAPITAL Total</b>						<b>5,000</b>	<b>0</b>
<b>TOTAL CITY CLERK/PIO</b>		<b>418,876</b>	<b>411,053</b>	<b>440,759</b>	<b>466,926</b>	<b>1,319,611</b>	<b>670,069</b>

**CITY CLERK**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 238,254	\$ 265,659	\$ 314,376	\$ 431,926	\$ 451,254
Supplies and Services	74,630	43,100	72,550	743,685	74,815
<b>Total</b>	<b>\$ 312,884</b>	<b>\$ 308,759</b>	<b>\$ 386,926</b>	<b>\$ 1,175,611</b>	<b>\$ 526,069</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 312,884	\$ 308,759	\$ 386,926	\$ 1,175,611	\$ 526,069
<b>Total</b>	<b>\$ 312,884</b>	<b>\$ 308,759</b>	<b>\$ 386,926</b>	<b>\$ 1,175,611</b>	<b>\$ 526,069</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	2.00	3.00	3.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 10 - GENERAL GOVERNMENT				DIVISION - 1250 - CITY CLERK			
DEPARTMENT - 1200 - CITY MANAGER/CITY CLERK							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	148,500	147,283	199,275	131,962	309,656	322,932
71040	SALARIES & WAGES - HOURLY	-	-	-	54,315	-	-
71050	OVERTIME PAYMENT	1,984	556	3,000	1,751	3,000	3,000
71100	HOLIDAY	7,985	9,735	-	42,419	-	-
71250	SICK LEAVE EXPENSE	7,384	7,450	-	7,757	-	-
71300	VACATION EXPENSE	13,620	17,841	-	15,479	-	-
71350	WORKERS COMP PAYMENTS	1,359	1,124	1,024	1,325	3,561	3,714
71410	ALTERNATE MED BENEFITS	5,799	6,108	5,539	6,231	-	-
72000	COMPENSATED EXPENSE	2,640	2,640	2,640	2,640	3,300	3,300
72150	SOCIAL SECURITY [FICA]	2,639	2,703	2,819	3,739	4,538	4,730
72200	RETIREMENT [PERS]	15,323	15,719	18,160	17,742	27,661	28,776
72210	RETIREMENT PERS - MISC	-	-	-	-	-	-
72240	PERS UNFUNDED LIABILITY	-	-	-	1,215	2,697	1,836
72250	UNEMPLOYMENT INSURANCE	174	182	186	252	867	904
72300	VISION INSURANCE	460	476	460	483	870	939
72350	EAP INSURANCE	62	62	62	53	86	86
72400	GROUP MEDICAL INSURANCE	18,973	19,850	24,683	20,250	59,246	63,538
72410	RETIREE MEDICAL BENEFIT	1,200	1,544	1,544	1,544	2,831	3,115
72450	GROUP DENTAL INSURANCE	1,919	1,919	2,808	1,919	5,054	5,458
72500	LIFE INSURANCE	237	237	514	237	446	465
72510	ACCRUED BENEFITS	1,865	1,951	2,052	2,114	6,627	6,911
72540	LONG TERM DISABLITIY	837	875	894	948	1,486	1,550
<b>SALARIES &amp; BENEFITS Total</b>		<b>232,962</b>	<b>238,254</b>	<b>265,659</b>	<b>314,376</b>	<b>431,926</b>	<b>451,254</b>
73000	OFFICE SUPPLIES	1,061	2,548	2,500	2,000	238,500	2,500
73100	BOOKS, MAPS, PERIODICALS	132	-	500	500	1,000	1,000
73150	POSTAGE	334	2,670	500	450	600	600
<b>SUPPLIES Total</b>		<b>1,527</b>	<b>5,217</b>	<b>3,500</b>	<b>2,950</b>	<b>240,100</b>	<b>4,100</b>
76050	TELEPHONE/COMMUNICATION	1,331	1,288	1,500	1,500	1,500	1,600
<b>UTILITIES Total</b>		<b>1,331</b>	<b>1,288</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,600</b>
77960	TECHNOLOGY REPL FUND	1,900	3,000	3,000	3,000	2,200	2,200
<b>MAINTENANCE Total</b>		<b>1,900</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>2,200</b>	<b>2,200</b>
80000	TEMPORARY PERSONNEL SERV	39,504	-	5,000	-	-	-
80050	PROFESSIONAL SERVICES	9,589	75	6,000	43,000	381,470	19,000
80500	TESTING	305	1,666	-	-	-	-
80550	ELECTION	-	34,861	-	-	65,000	-
<b>PROF FEES/SVCS Total</b>		<b>49,398</b>	<b>36,602</b>	<b>11,000</b>	<b>43,000</b>	<b>446,470</b>	<b>19,000</b>
82000	ADVERTISING	3,917	1,013	3,000	4,000	4,500	4,000
82050	PRINTING	-	448	3,000	500	500	500
<b>ADVERTISING/PRINTING Total</b>		<b>3,917</b>	<b>1,462</b>	<b>6,000</b>	<b>4,500</b>	<b>5,000</b>	<b>4,500</b>
84000	EDUCATION AND TRAINING	-	-	1,800	1,800	4,800	4,800
84100	MEMBERSHIPS & DUES	-	380	800	800	1,045	1,045
84150	TRAVEL, CONFER & MEETING	84	2,055	2,500	2,000	7,670	7,670
<b>EDUCATION &amp; TRAINING Total</b>		<b>84</b>	<b>2,435</b>	<b>5,100</b>	<b>4,600</b>	<b>13,515</b>	<b>13,515</b>
85000	RENTALS & LEASES	-	-	-	-	2,900	2,900
85100	RECORDS STORAGE RENTAL	18,430	24,624	13,000	13,000	27,000	27,000
<b>RENTALS AND LEASES Total</b>		<b>18,430</b>	<b>24,624</b>	<b>13,000</b>	<b>13,000</b>	<b>29,900</b>	<b>29,900</b>
91000	OFFICE EQUIPMENT	-	-	-	-	5,000	0
<b>CAPITAL Total</b>						<b>5,000</b>	<b>0</b>
<b>TOTAL CITY CLERK</b>		<b>309,548</b>	<b>312,884</b>	<b>308,759</b>	<b>386,926</b>	<b>1,175,611</b>	<b>526,069</b>

**PUBLIC INFORMATION OFFICE**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies and Services	98,169	132,000	80,000	144,000	144,000
<b>Total</b>	<b>\$ 98,169</b>	<b>\$ 132,000</b>	<b>\$ 80,000</b>	<b>\$ 144,000</b>	<b>\$ 144,000</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 98,169	\$ 132,000	\$ 80,000	\$ 144,000	\$ 144,000
<b>Total</b>	<b>\$ 98,169</b>	<b>\$ 132,000</b>	<b>\$ 80,000</b>	<b>\$ 144,000</b>	<b>\$ 144,000</b>

FUND - 101 - GENERAL FUND		DIVISION - 1260 - PUBLIC INFORMATION OFFICE					
FUNCTION - 10 - GENERAL GOVERNMENT							
DEPARTMENT - 1200 - CITY MANAGER/CITY CLERK							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
73150	POSTAGE		6	6,000	-	-	-
<b>SUPPLIES Total</b>		-	6	6,000	-	-	-
80050	PROFESSIONAL SERVICES	65,244	54,552	48,000	30,000	15,000	15,000
80060	CABLE SERVICES	41,556	43,611	60,000	50,000	45,000	45,000
<b>PROF FEES/SVCS Total</b>		106,800	98,163	108,000	80,000	60,000	60,000
82000	ADVERTISING					48,000	48,000
82050	PRINTING		-	6,000		6,000	6,000
82100	COMM MTG/PUBL/SPEC EVENTS					30,000	30,000
82102	COMM MTG/PUBL	2,528	-	12,000		-	-
<b>ADVERTISING/PRINTING Total</b>		2,528	-	18,000	-	84,000	84,000
<b>TOTAL PUBLIC INFORMATION OFFICE</b>		109,328	98,169	132,000	80,000	144,000	144,000

**DEPARTMENT: CITY MANAGER**  
**INFORMATION TECHNOLOGY**

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The Information Technology Division is responsible for the implementation and maintenance of all City networking, communications, computer, and software systems. Hardware devices include desktops, servers, telephone systems, routers, switches, firewalls, wireless devices, and multi-function printers. Systems include permit tracking system, agenda automation system, document management system, email system, and database management systems. The Information Technology Division also serves in a project management capacity for large scale software implementations as well as the technology consultant during development or remodeling of City facilities. The Information Technology Division also keeps abreast of emerging technologies and makes recommendations on ways City departments can leverage these technologies in their ongoing efforts to increase efficiency and deliver high quality solutions to the public.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Worked with the City Clerk's Office to increase public usability and refresh the look of the City's website.
2. Assisted the Finance Department in the upgrade of the City's Financial Systems software.
3. Migrated the City's automated agenda preparation software from SIRE to Granicus Legistar.
4. Assisted the Police Department in the deployment of Viewu Body Worn Cameras.
5. Led the project to evaluate, procure, and deploy Electronic Document Management software (Laserfiche).
6. Migrated the City's email services from on premise Exchange servers to Office365 cloud based solution.
7. Worked with other City Departments to implement SeeClickFix software to allow the public to report issues and concerns directly to City staff.
8. Assisted the Police Department in the evaluation of Mobile Computers to replace the obsolete in-vehicle devices. Procured and deployed the new devices.
9. Assisted the Police Department with the implementation of the new 911 call system.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Work with the Police Department on the evaluation, procurement, and implementation of a new Computer Aided Dispatch and Records Management System (CAD/RMS)
2. Work with the Community Services Department on the evaluation, procurement, and implementation of a new Recreation Program Management Software.
3. Continue migration to cloud-base or cloud-first solutions, including the expansion of Office 365 to potentially include SharePoint and OneDrive solutions.

4. Coordinate the development and publication of data as part of an Open Data initiative.
5. Continue the development of the City's Geographical Information System (GIS) and explore additional ways to analyze and publish data as well as identify City processes that could be made more efficient using GIS data.
6. Work with City Clerk's Department on the development and implementation of the City's Records Management Improvement Plan.
7. Continue to respond to and solve help desk issues for the division's customers.

## INFORMATION TECHNOLOGY

### *Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 578,369	\$ 622,837	\$ 514,071	\$ 622,078	\$ 646,896
Supplies and Services	19,229	23,400	53,560	60,000	60,000
<b>Total</b>	<b>\$ 597,598</b>	<b>\$ 646,237</b>	<b>\$ 567,631</b>	<b>\$ 682,078</b>	<b>\$ 706,896</b>

### *Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 597,598	\$ 646,237	\$ 567,631	\$ 682,078	\$ 706,896
<b>Total</b>	<b>\$ 597,598</b>	<b>\$ 646,237</b>	<b>\$ 567,631</b>	<b>\$ 682,078</b>	<b>\$ 706,896</b>

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	4.00	4.00	4.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 GENERAL GOVERNMENT</b>				<b>DIVISION - 1280 - INFORMATION TECHNOLOGY</b>			
<b>DEPARTMENT - 1200 - CITY MANAGER</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	278,204	368,185	456,540	336,371	459,429	477,721
71050	OVERTIME PAYMENT	197	867	2,500	151	2,500	2,500
71100	HOLIDAY	16,416	20,192		25,568	-	-
71250	SICK LEAVE EXPENSE	7,720	19,707		5,086	-	-
71300	VACATION EXPENSE	20,747	26,272		19,169	-	-
71350	WORKERS COMP PAYMENTS	1,348	1,694	2,511	1,061	5,283	5,494
72000	COMPENSATED EXPENSE				3,971	7,942	7,942
72100	UNIFORM	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	-	850	850	-	-	-
72200	RETIREMENT [PERS]	4,536	6,085	6,680	6,236	6,825	7,090
72210	RETIREMENT PERS - MISC	27,927	37,263	39,793	35,476	41,449	43,005
72240	PERS UNFUNDED LIABILITY				2,431	5,394	3,672
72250	UNEMPLOYMENT INSURANCE	318	431	457	363	1,286	1,338
72300	VISION INSURANCE	767	1,057	1,022	850	1,160	1,252
72350	EAP INSURANCE	103	137	137	98	115	115
72400	GROUP MEDICAL INSURANCE	52,408	78,636	90,893	62,858	64,183	68,833
72410	RETIREE MEDICAL BENEFIT	2,300	3,432	3,432	3,432	3,775	4,153
72450	GROUP DENTAL INSURANCE	4,180	6,156	6,239	4,939	6,738	7,277
72500	LIFE INSURANCE	138	276	1,260	161	662	688
72510	ACCRUED BENEFITS	1,849	2,937	5,032	2,065	9,832	10,223
72540	LONG TERM DISABILITY	427	891	2,191	487	2,205	2,293
<b>SALARIES AND BENEFITS Total</b>		<b>422,886</b>	<b>578,369</b>	<b>622,837</b>	<b>514,071</b>	<b>622,078</b>	<b>646,896</b>
73000	OFFICE SUPPLIES	2,275	6,819	3,000	3,000	4,000	4,000
<b>SUPPLIES Total</b>		<b>2,275</b>	<b>6,819</b>	<b>3,000</b>	<b>3,000</b>	<b>4,000</b>	<b>4,000</b>
76050	TELEPHONE/COMMUNICATION	1,627	1,804	2,000	2,000	2,400	2,400
<b>UTILITIES Total</b>		<b>1,627</b>	<b>1,804</b>	<b>2,000</b>	<b>2,000</b>	<b>2,400</b>	<b>2,400</b>
77150	EQUIPMENT OPER & MAINT	2,813	313	-	-	-	-
77960	TECHNOLOGY REPL CHARGE	1,600	2,200	2,200	2,200	2,900	2,900
<b>MAINTENANCE Total</b>		<b>4,413</b>	<b>2,513</b>	<b>2,200</b>	<b>2,200</b>	<b>2,900</b>	<b>2,900</b>
80050	PROFESSIONAL SERVICES	500	5,950	10,000	41,000	37,000	37,000
<b>PROF FEES/SVCES Total</b>		<b>500</b>	<b>5,950</b>	<b>10,000</b>	<b>41,000</b>	<b>37,000</b>	<b>37,000</b>
84000	EDUCATION AND TRAINING	4,004	600	4,000	2,000	10,000	10,000
84100	MEMBERSHIPS & DUES	100	310	200	160	200	200
84150	TRAVEL, CONFER & MEETING	-	1,234	2,000	3,200	3,500	3,500
<b>EDUCATION &amp; TRAINING Total</b>		<b>4,104</b>	<b>2,144</b>	<b>6,200</b>	<b>5,360</b>	<b>13,700</b>	<b>13,700</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>		<b>435,804</b>	<b>597,598</b>	<b>646,237</b>	<b>567,631</b>	<b>682,078</b>	<b>706,896</b>

## **INFORMATION TECHNOLOGY REPLACEMENT FUND**

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The Information Technology Replacement Fund was established during the FY 1997-98 fiscal year in order to establish a systematic upgrade and replacement program for the City's information and computer needs. The Fund has since been expanded to also pay for general City Information Technology services and software. The money has funded the replacement of all city hardware (servers, network switches, firewalls, wireless access points, etc.), projects (Geographical Information Systems, web site upgrades, etc.), and infrastructure services (network connectivity, anti-malware protection, email and productivity software, etc.).

Each department is charged by the number of network accounts. These departmental charges total \$200,000 per fiscal year. Setting aside this money allows for the systematic replacement of computers, the ability to provide standard services, and allows for flexible upgrades as technology changes.

As of June 30, 2015 the Technology Replacement Fund was fully funded at \$967,000. Transfers from departments are budgeted to maintain the fully funded status for future technology replacements and services.

**2016-17 & 2017-18 Operating Budgets**

**Fund 670 Summary - Information Technology Replacement Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Technology Fee	\$ 131,587	\$ 30,000	\$ 120,000	\$ 300,000	\$ 300,000
Department Charges	199,400	200,000	200,000	200,000	200,000
Interfund/General Fund	-	-	-	300,000	-
Proposed one-time transfer from Vehicle Fund*			500,000		
<b>Total Revenues</b>	<b>\$ 330,987</b>	<b>\$ 230,000</b>	<b>\$ 820,000</b>	<b>\$ 800,000</b>	<b>\$ 500,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Equipment Ops & Maintenance	\$ 133,639	\$ 187,000	\$ 269,000	\$ 280,000	\$ 220,000
Professional Services	97,522	52,000	14,865	35,000	25,000
Capital Outlay - per CIP	136,159	140,000	60,000	530,000	735,000
<b>Total Expenditures</b>	<b>\$ 367,320</b>	<b>\$ 379,000</b>	<b>\$ 343,865</b>	<b>\$ 845,000</b>	<b>\$ 980,000</b>

<b>Total Revenues-Total Expenditures</b>	<b>\$ (36,333)</b>	<b>\$ (149,000)</b>	<b>\$ 476,135</b>	<b>\$ (45,000)</b>	<b>\$ (480,000)</b>
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**Fund Balance Summary**

Committed Fund Balance, June 30, 2015	\$ 967,210
Estimated Committed Fund Balance, June 30, 2016	1,443,345
Estimated Committed Fund Balance, June 30, 2017	1,398,345
Estimated Committed Fund Balance, June 30, 2018	918,345

# CITY ATTORNEY



The City Attorney is retained by the Management of Emeryville Services Authority ("MESA") to act as the legal advisor and administrator of the legal affairs of the City of Emeryville, the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency (Successor Agency), the Community Development Commission of Emeryville (CDCE), the Emeryville Public Financing Authority (PFA), and MESA. The City Attorney is supported by an Assistant City Attorney and outside counsel for litigation matters (e.g. tort, personnel, eminent domain) and certain transactional matters. The City Attorney renders legal advice to the City Council, Successor Agency, CDCE, PFA, MESA, City Manager, Department Heads, and all City officials on matters of law pertaining to official activities. The City Attorney represents the City, Successor Agency, CDCE, PFA and MESA in litigation and reviews and negotiates all legal documents, including ordinances, resolutions, leases, contracts, and deeds, and approves each as to form. In addition, a representative of the City Attorney's Department attends all regular and special meetings of the City Council, Successor Agency, CDCE, PFA, MESA, Planning Commission and Emeryville-Oakland Joint Planning Authority. Upon request, the City Attorney attends meetings of the various committees of the City. The City Attorney is responsible for management of the Litigation Fund (Fund 270), which accounts for all expenses, sanctions and settlements arising out of litigation and claims involving the City, CDCE and MESA. All expenses, sanctions and settlements arising out of litigation and claims involving the Successor Agency are now covered by the Redevelopment Property Tax Trust Fund or other funds of the former Redevelopment Agency as provided by Assembly Bill x1 26, as amended, once authorized on a Recognized Obligation Payment (ROPS) Schedule as approved by the Emeryville Oversight Board and State Department of Finance.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Provided continued support during period of significant change in management with departure of City Manager, former City Attorney, Chief Financial Officer, and City Clerk in 2015, and helped facilitate introduction and transition for new City Manager during summer and fall of 2015. Hired new Assistant City Attorney in fall of 2015.
2. Provided extensive effort managing the prosecution, defense and resolution of approximately 17 different cases of litigation including: (e.g. U.S. EPA v. City of Alameda et. al. re: Sanitary Sewers (resolved); City of Emeryville, et. al. v State Water Resources Control Board re: Sanitary Sewer NPDES Permit (resolved); SEIU Local 1021 (Lisa Sullivan) v. MESA re: 2012 layoff (resolved); Successor Agency v HSP et. al. re: Greenway at 59<sup>th</sup> Street eminent domain and cost recovery (settled); Fred Hampton Jr. et.al. v. City of Oakland, City of Emeryville re: allegation of false arrest at Target store parking lot (settled); Jonathan Linder v City of Emeryville re: allegation of false arrest at Emeryville Marina (settled); Cara McClendon v City of Emeryville, AC Transit re: allegation of dangerous condition of public property related to bicycle/bus accident at San Pablo Avenue and 45<sup>th</sup> Street (dismissed); Lorien Lester v City of Emeryville re: allegation of dangerous condition of public property related to bicyclist running into bollard on Frontage Road at Point Emery (settled); Alexis Herron-Walker v. City of Emeryville, et al. re: dangerous condition of public property (settled); April Fitzsimons v. City of Emeryville re: dangerous condition of public property (settled); Paula Bullock v. City of Emeryville re: property damage allegations following arrest by EPD (settled); Michelle Uzeta v. City of Emeryville, re Public Records Act disclosure (settled); City of Emeryville, et al. v. California Department of Finance, et. al., re characterization of properties in Long

Range Property Management Plan (resolved); Shana Amenaghawon v. EBMUD, et al., re dangerous condition of public property (dismissed); Denise Peterson v City of Emeryville re: allegation of false arrest and unlawful detention (ongoing); I.A. and C.S. v. City of Emeryville, et al. re use of force claims following Yvette Henderson incident (ongoing); and 41 various claims against the City and Agency

3. Provided extensive advice and support to the City Council, Successor Agency, City Manager, Chief Financial Officer, Community Development Director, Public Works Director and other department staff on the implications of the adoption of Assembly Bill 26, which eliminated redevelopment agencies, and Assembly Bill 1484, which provided certain incentives to cities and successor agencies; and SB 107, which purported to clarify aspects of former redevelopment dissolution law; was extensively involved in preparation and eventual approval, after meet and confer meetings with Department of Finance (DOF) as necessary, of Recognized Obligation Payments Schedule (ROPS): ROPS 14-15B (Jan-June 2015), ROPS 15-16A (June-Dec 2015), ROPS 15-16B (Jan-June 2016); ROPS 16-17 (July 2016-June 2017); Low and Moderate Income Housing Fund Due Diligence Review, Other Funds Due Diligence Review, Finding of Completion, Housing Asset Transfer Audit, State Controller's Audit, and Long Range Property Management Plan; participated extensively with Post Redevelopment Working Group formed by the League of California Cities City Attorney's Department to develop information for dissemination to cities regarding the numerous obligations and limitations imposed by Dissolution Act, and to follow and comment on proposed clean up legislation.
4. Managed ongoing environmental cleanup of South Bayfront Site B (groundwater). Facilitated completion of environmental investigation and regulatory approval of cleanup plans for the Public Works Corporation Yard (groundwater, soil vapors), and 3706 San Pablo Avenue/1025 West MacArthur Boulevard.
5. Provided ongoing assistance to the Public Works Department relative to the preparation, bidding, management and completion of various public projects; advised staff regarding sewer connection fee increase and sewer user fee; assisted with enforcement of Urban Forestry Ordinance and collection of fines for violations thereof.
6. Attended all Planning Commission meetings and provided legal counsel to Planning Commissioners regarding state planning law, the Emeryville Zoning Ordinance and Municipal Code, and conflict of interest issues; provided ongoing assistance to the Planning Department with review and preparation of environmental documentation (e.g. Environmental Impact Reports, negative declarations, categorical exemptions), staff reports and legislation (resolutions/ordinances/conditions of approval) for land use approvals (e.g. conditional use permits, design review, variances, subdivision maps, general plan and zoning amendments, tree removal permits etc.) for development projects; provided extensive ongoing assistance relating to code enforcement with the enforcement of conditions of development approval and abatement of nuisance conditions and activities.
7. Provided ongoing assistance to the Economic Development and Housing Division relative to negotiation, drafting, and implementing/monitoring agreements, relating to the following projects: Marketplace Expansion: Parcels A, B, C, and D, including negotiation of affordable units, 64<sup>th</sup> and Christie Housing, Emery Station Greenway,

Emery Station West/Transit Center, 3706 San Pablo Avenue/1025 West MacArthur Boulevard, Emeryville Greenway @ 59<sup>th</sup> Street, Emeryville Greenway @ Peladeau/Stanford, South Bayfront Pedestrian/Bicycle Bridge, Bay Street Site A Hotel, Parkside Park Property Exchange, 36<sup>th</sup>/Adeline; provided ongoing advice and assistance with adopted Transportation Facilities Impact Fee and consideration of adoption of new Park and Recreation Facilities Impact Fee, General Government Facilities Impact Fee, and Residential and Non-Residential Affordable Housing Impact Fee.

8. Provided ongoing assistance to the City's First Time Homebuyers' Loan Program regarding short sales and enforcement of program guidelines; provided ongoing assistance to the City's Affordable Rental Housing Program regarding enforcement of program guidelines with the goal of maintaining the inventory of below market rate units; provided ongoing assistance to the City's Percent for Art Program (e.g. Utility Box art program, Point Emery, Bus Shelter Art, City annual art purchase, Shellmound/Powell Street Bridge); assisted in negotiations and preparation of art contracts.
9. Provided ongoing advice and assistance to City Manager's Office regarding options for long term funding of Emery Go Round and discussions with Emery Go Round Task Force; advised on renewal of Property Based Improvement District (PBID) ballot which secured funding for the Emery Go Round for the next 15 years; provided ongoing advice and assistance to the City Manager and staff regarding the terms of the Master Joint Occupancy Agreement with the Emery Unified School District (EUSD) for the Emeryville Center of Community Life (ECCL) Project.
10. Represented the City and the Emeryville Police Department in response to *Pitchess* motions seeking access to complaint, disciplinary and personnel records of officers; attended monthly meeting of Bay Area attorneys representing law enforcement to keep abreast of new legislation and court decisions regarding criminal law and criminal procedure which impact police operations.
11. Provided advice to members of the City Council, MESA, CDCE, Successor Agency, Planning Commission, other legislative bodies, officers, and employees, regarding the Brown Act, Political Reform Act and conflicts of interest, and Public Records Act, as well as provided extensive assistance in preparing agenda packet materials, contracts and legislation. Provided training to legislative bodies and staff on Brown Act compliance.
12. Provided assistance to City Manager's Office and Human Resources Department with labor negotiations with Service Employees International Union (SEIU) Local 1021 and Confidential Administrative Managerial and Professional Employees Association (CAMP); advised City Manager's Office, Human Resources Department and effected department heads regarding personnel disciplinary and grievance matters, and contracting of public service employees.
13. Reviewed and negotiated agreements with providers of Recreation Center and Senior Center programs; provided advice regarding establishment of a third party Emeryville Child Development Center (ECDC) food service provider, Americans with Disabilities Act (ADA) accommodation issues, and suspension of individual privileges to attend Senior Center for violation of established rules.

14. Provided advice to Finance Department regarding business license tax apportionment issues, annual audits, and preparation and approval process for ROPS, and refunding of outstanding redevelopment bonds.
15. Responded to numerous Public Records Act (PRA) requests, including preparation of letters justifying denial of certain records pursuant to exemptions provided in the PRA and/or cases interpreting the PRA; assisted City Clerk's Office with advice on elections and ballot initiatives; advised on requirements for publishing legal notices; assisted with annual establishment of Property-based Business Improvement District (PBID) Assessment levy and resolution of issues related to said levy.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Continue to provide prompt, intelligible legal advice to the City Council, Successor Agency, CDCE, MESA, Planning Commission, Council Advisory Committees, City Manager, Department Heads, officers, and employees and assist with review and preparation of agenda items for consideration by the City's various legislative bodies.
2. Provide effective and cost efficient representation in the prosecution, defense, and settlement of all litigation, tort and contract claims involving the City, Successor Agency, or MESA, and provide the City Council, Successor Agency and/or MESA with timely updates of these matters.
3. Diligently represent the interests of the City and Successor Agency before the Oversight Board, Alameda County Auditor-Controller, State Controller and State Department of Finance pertaining to the winding down of the affairs of the former Redevelopment Agency by the Successor Agency; continue work with League of California Cities Post Redevelopment Working Group to facilitate the provision of guidance to cities on implementation of the Dissolution Act as well as legislative revisions thereto.
4. Provide on-going legal assistance with the approval and disposition of property of the Successor Agency pursuant to the Long Range Property Management Plan as well as development of affordable housing on real property assets retained by the City.
5. Provide on-going legal assistance to Planning & Building and Public Works Departments with environmental review, negotiation and project approval process for capital improvement and private development projects.
6. Provide on-going legal assistance to Human Resources on employer-employee relations, grievances, supervisory training, labor negotiations and worker's compensation claims.
7. Provide updates to City Council and its boards and commissions regarding changes to laws and regulations. Provide training to legislative bodies and staff on legal updates. Provide training to legislative bodies and staff on Brown Act, Public Records Act, and conflicts of interest.

**CITY ATTORNEY**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 484,245	\$ 483,437	\$ 310,919	\$ 550,541	\$ 596,469
Supplies and Services	63,126	122,000	119,300	129,500	129,500
<b>Total</b>	<b>\$ 547,371</b>	<b>\$ 605,437</b>	<b>\$ 430,219</b>	<b>\$ 680,041</b>	<b>\$ 725,969</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 547,371	\$ 605,437	\$ 430,219	\$ 680,041	\$ 725,969
<b>Total</b>	<b>\$ 547,371</b>	<b>\$ 605,437</b>	<b>\$ 430,219</b>	<b>\$ 680,041</b>	<b>\$ 725,969</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	2.00	3.00	3.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1400 - CITY ATTORNEY</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	291,986	348,330	397,392	243,381	443,586	482,404
			7,938		-	-	-
71100	HOLIDAY	20,399	17,050		18,172	-	-
71250	SICK LEAVE EXPENSE	1,690	883		495	-	-
71300	VACATION EXPENSE	41,911	33,354		-	-	-
71350	WORKERS COMP PAYMENTS	2,753	2,435	2,186	1,326	5,101	5,548
71410	ALTERNATE MEDICAL				3,971	7,942	7,942
72000	COMPENSATED EXPENSE	-			-	-	-
72150	SOCIAL SECURITY [FICA]	5,092	5,992	5,762	7,398	6,547	7,110
72200	RETIREMENT [PERS]	30,982	33,266	34,573	21,565	37,638	40,873
72210	RETIREMENT PERS - MISC	-			-	-	-
72240	PERS UNFUNDED LIABILITY				1,215	2,697	1,836
72250	UNEMPLOYMENT INSURANCE	353	394	397	253	1,242	1,351
72300	VISION INSURANCE	256	264	511	129	870	939
72350	EAP INSURANCE	67	69	69	42	86	86
72400	GROUP MEDICAL INSURANCE	22,743	25,194	31,463	7,274	24,685	26,474
72410	RETIREE MEDICAL BENEFIT	1,600	1,716	1,716	858	2,831	3,115
72450	GROUP DENTAL INSURANCE	1,560	1,310	3,120	752	5,054	5,458
72500	LIFE INSURANCE	138	69	1,097	-	639	695
72510	ACCRUED BENEFITS	3,776	4,128	4,380	2,873	9,493	10,323
72540	LONG TERM DISABILITY	1,694	1,852	772	1,216	2,129	2,316
<b>SALARIES AND BENEFITS Total</b>		<b>426,998</b>	<b>484,245</b>	<b>483,437</b>	<b>310,919</b>	<b>550,541</b>	<b>596,469</b>
73000	OFFICE SUPPLIES	1,947	82	2,500	2,500	2,500	2,500
73100	BOOKS, MAPS, PERIODICALS	5,754	6,490	7,000	7,000	7,000	7,000
73150	POSTAGE	101	395	1,000	500	500	500
<b>SUPPLIES Total</b>		<b>7,802</b>	<b>6,967</b>	<b>10,500</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
76050	TELEPHONE/COMMUNICATION	2,439	2,601	2,500	2,600	2,700	2,700
<b>UTILITIES Total</b>		<b>2,439</b>	<b>2,601</b>	<b>2,500</b>	<b>2,600</b>	<b>2,700</b>	<b>2,700</b>
77960	TECHNOLOGY REPL FUND	1,600	1,500	1,500	1,500	1,400	1,400
<b>MAINTENANCE Total</b>		<b>1,600</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,400</b>	<b>1,400</b>
80050	PROFESSIONAL SERVICES	55,768	44,781	100,000	100,000	105,000	105,000
80100	LEGAL SERVICES	62,457	-	-	-	-	-
<b>PROF FEES/SVCES Total</b>		<b>118,225</b>	<b>44,781</b>	<b>100,000</b>	<b>100,000</b>	<b>105,000</b>	<b>105,000</b>
82050	PRINTING	23	-	500	200	500	500
<b>ADVERTISING/PRINTING</b>		<b>23</b>	<b>-</b>	<b>500</b>	<b>200</b>	<b>500</b>	<b>500</b>
84000	EDUCATION AND TRAINING	3,441	3,322	3,000	1,000	3,000	3,000
84100	MEMBERSHIPS & DUES	760	1,065	1,000	1,000	1,000	1,000
84150	TRAVEL, CONFER & MEETING	1,773	2,891	3,000	3,000	3,000	3,000
<b>EDUCATION &amp; TRAINING Total</b>		<b>5,974</b>	<b>7,278</b>	<b>7,000</b>	<b>5,000</b>	<b>7,000</b>	<b>7,000</b>
85000	RENTALS & LEASES	-	-	-	-	2,900	2,900
<b>RENTALS AND LEASES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,900</b>	<b>2,900</b>
<b>TOTAL CITY ATTORNEY</b>		<b>563,062</b>	<b>547,371</b>	<b>605,437</b>	<b>430,219</b>	<b>680,041</b>	<b>725,969</b>

**SPECIAL FUNDS**  
**LITIGATION FUND**

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The Litigation Fund is a Special Revenue Fund which was established to account for all litigation expenses of the City except for activity specifically associated with a Capital Improvement project. The fund is supported by interfund transfers from the General Fund and the Sewer Fund.

The City purchased general liability insurance through the Bay Cities Joint Powers Insurance Authority (BCJPIA), which is a risk pool. Under this coverage, the City is self-insured for the first \$10,000 of litigation or settlement expenses on any claim and BCJPIA picks up all costs up to \$25 million. The initial \$10,000 per claim is paid from the Litigation Fund.

Additionally, the City belongs to Employers' Risk Management Authority (ERMA), which is a Joint Powers Authority that allows participating cities to share the risk of personnel or discrimination claims. The City is responsible for the first \$50,000 with ERMA responsible for costs up to \$1.0 million. In addition, BCJPIA provides general coverage (\$2 million in excess of \$1 million) through an insurance carrier. The City is responsible for any amounts in excess of \$3 million.

For the 2016-17 and 2017-18 fiscal years, the Litigation Fund is budgeted to receive transfers of \$180,000 each year. This will enable the Litigation Fund to maintain a fund balance to provide for unanticipated and unpredictable litigation against the City.

**2016-17 & 2017-18 Operating Budgets**

**Fund 270 Summary - Internal Services Litigation Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 8,135	\$ -	\$ 8,000	\$ -	\$ -
Interfund/General Fund	150,000	150,000	150,000	150,000	150,000
Interfund/Sewer Fund	30,000	30,000	30,000	30,000	30,000
<b>Total Revenue</b>	<b>\$ 188,135</b>	<b>\$ 180,000</b>	<b>\$ 188,000</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Litigation Expense	\$ 100,640	\$ 250,000	\$ 130,000	\$ 250,000	\$ 250,000
<b>Total Expenditures</b>	<b>\$ 100,640</b>	<b>\$ 250,000</b>	<b>\$ 130,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 87,495</b>	<b>\$ (70,000)</b>	<b>\$ 58,000</b>	<b>\$ (70,000)</b>	<b>\$ (70,000)</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	1,443,533
Estimated Unrestricted Fund Balance, June 30, 2016	1,373,533
Estimated Unrestricted Fund Balance, June 30, 2017	1,303,533
Estimated Unrestricted Fund Balance, June 30, 2018	1,233,533

# FINANCE



The Finance Department is responsible for managing all financial aspects of City operations. The Department handles all accounting, annual audit requirements, tracks and accounts for all revenues received by the City, bills annually for business license accounts, and processes purchase orders, accounts payable, and payroll. The Department is responsible for preparation and management of the Annual Budget and Annual Financial Report. The Department also complies with many State and Federal requirements involving the filing of reports and information regarding City finances. The Department manages all of the City cash, handles investments under the investment policy adopted by the City, and handles bond financing, debt administration, and assessment district financial management.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Completed the City's Comprehensive Annual Financial Report (CAFR) for FY2013-14 and FY2014-15; receiving the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for FY2013-14 and FY2014-15; and implemented all accounting necessary for the dissolution of the Emeryville Redevelopment Agency.
2. Completed the mid-cycle review of the biennial operating budget for FY2014-15 and FY2015-16, and facilitated a modification to the budgeting philosophy to include funding for capital projects. Completed biennial budget for FY2016-17 and FY2017-18.
3. Continued working with the City Manager and City Attorney to prepare the Recognized Obligation Payment Schedules (ROPS) every six months, then annually beginning with ROPS FY2016-17, and assembling other documentation for consideration by the City Council as the Successor Agency and the Emeryville Oversight Board.
4. Continued administration of a Citywide Property Based Improvement District (PBID) which provides funds to operate the Emery Go-Round shuttle service.
5. Provided information for contract negotiations with local Service Employees International Union (SEIU) chapter, Emeryville Association of Confidential, Administrative, Managerial and Professional Employees (CAMP), and Emeryville Police Officers Association (EPOA) contract negotiations.
6. Managed the City's debt portfolio and maintained bondholder, rating agency, and bond insurer relations through the publication of continuing annual disclosure documents.
7. Utilized a third party audit firm to complete an audit of the Transient Occupancy Taxes collected by Emeryville's four hotels for the past three years.
8. Worked with Public Works and other Departments to compile, present and publish the City's Five-Year Capital Improvement Program Budget for fiscal years 2016-2017 through 2020-2021.
9. Completed the upgrade of the City's Sungard/Pentamation financial system.
10. Worked closely with departments and a third-party consultant to conduct a cost allocation plan and full user fee study for the City of Emeryville.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Protect the City's financial sustainability through the systematic monitoring and reporting of the City's financial condition; identify and evaluate potential sources of new revenues and cost savings programs.
2. Prepare a CAFR for each fiscal year and submit it for award to the Government Finance Officers' Association.
3. Continue to assist City bargaining team related to financial impacts of contract negotiations with SEIU, Emeryville Association of CAMP and EPOA contracts and implement contract changes in a timely manner.
4. Continue business license tax discovery and monitoring program to enforce compliance and enhance tax collections.
5. Schedule and perform audits of revenues, including transient occupancy tax and business license tax.
6. Develop and update Fund Balance Reserve and other financial policies.
7. Work with City Manager and Departments to update the City's Five-Year Capital Improvement Program Budget for FY2018-2019 through FY2022-2023.
8. Work with City Manager and Departments to compile, present and publish the Two-Year Operating Budget for fiscal years 2018-2019 and 2019-2020.
9. Continue the implementation and reporting requirements of the Redevelopment Dissolution Act (AB 1484), including the preparation of the ROPS every year, working with the State Department of Finance to obtain the Finding of Completion, working with the State Controller's Office to complete the asset transfer review, the AB 1484 review, and assemble other documentation for consideration by the City Council as the Successor Agency and the Emeryville Oversight Board.
10. Provide administration for the City and Successor Agency's debt portfolio, including timely debt service payments, continuing disclosure requirements, and annual reporting.
11. Assess and evaluate internal controls, updating procedures and processes where appropriate, and providing training where necessary.
12. Update Finance Administrative Instructions and provide inter-departmental training; collaborate with stakeholders to assess and evaluate practices and processes to ensure effectiveness and improve on efficiency.
13. Implement an electronic document management system for the Finance Department permanent files.
14. Complete a post-retirement health benefit actuarial valuation as mandated by the Government Accounting Standards Board (GASB).

15. Implement on-line timesheet entry and deploy electronic payments (ACH) for accounts payable.
16. Implement the change to the payroll calendar from 24 pay periods per year to 26 pay periods per year, once Human Resources has coordinated impact bargaining discussions.
17. In conjunction with Environmental Programs staff, develop and implement a plan for purchasing office supplies, including paper products that are consistent with green procurement practices.
18. Research and develop plans, policies and procedures to implement the ability for the public to make payments by credit or debit card.

## FINANCE

### *Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 848,646	\$ 873,057	\$ 732,256	\$ 971,620	\$ 981,397
Supplies and Services	113,370	155,650	160,549	204,100	195,100
<b>Total</b>	<b>\$ 962,016</b>	<b>\$ 1,028,707</b>	<b>\$ 892,805</b>	<b>\$ 1,175,720</b>	<b>\$ 1,176,497</b>

### *Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenues	\$ 54,278	\$ 51,212	\$ 52,900	\$ 53,600	\$ 54,300
General Fund	907,738	977,495	839,905	1,122,120	1,122,197
<b>Total</b>	<b>\$ 962,016</b>	<b>\$ 1,028,707</b>	<b>\$ 892,805</b>	<b>\$ 1,175,720</b>	<b>\$ 1,176,497</b>

### *Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	6.00	7.00	7.00
Part-Time Positions (FTE)	0.50	0.80	0.50
<b>Total</b>	<b>6.50</b>	<b>7.80</b>	<b>7.50</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1500 - FINANCE</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	486,386	529,145	635,504	444,154	719,248	726,253
71040	SALARIES & WAGES - HOURLY	43,602			-	-	-
71050	OVERTIME PAYMENT	113	58	1,500	500	1,000	1,000
71100	HOLIDAY	31,608	28,807		38,022	-	-
71150	ACTING HIGHER RANK	1,065	511		666	-	-
71250	SICK LEAVE EXPENSE	10,602	17,338		34,268	-	-
71300	VACATION EXPENSE	29,145	26,183		40,635	-	-
71350	WORKERS COMP PAYMENTS	4,558	3,642	3,495	2,908	8,271	8,352
71410	ALTERNATE MED.BENEFITS	17,531	24,494	6,924	40,717	26,208	23,826
72000	COMPENSATED EXPENSE	6,050	3,300	6,600	3,300	6,600	6,600
72150	SOCIAL SECURITY [FICA]	8,768	8,791	9,411	8,693	10,905	10,972
72200	RETIREMENT [PERS]	47,708	122,226	54,911	46,182	61,864	62,114
72240	PERS UNFUNDED LIABILITY				3,950	8,091	5,508
72250	UNEMPLOYMENT INSURANCE	584	603	635	554	2,014	2,034
72300	VISION INSURANCE	1,555	10,154	1,661	1,567	2,261	2,348
72350	EAP INSURANCE	209	2,488	223	153	225	216
72400	GROUP MEDICAL INSURANCE	68,190	51,374	124,978	43,517	84,754	90,895
72410	RETIREE MEDICAL BENEFIT	5,500	6,435	5,577	6,435	7,362	7,786
72450	GROUP DENTAL INSURANCE	9,489	5,291	10,138	8,135	13,139	13,645
72500	LIFE INSURANCE	595	(517)	1,444	641	833	822
72510	ACCRUED BENEFITS	5,783	6,324	7,004	5,657	15,392	15,542
72540	LONG TERM DISABILITY	1,791	1,999	3,051	1,603	3,452	3,486
<b>SALARIES AND BENEFITS Total</b>		<b>780,832</b>	<b>848,646</b>	<b>873,057</b>	<b>732,256</b>	<b>971,620</b>	<b>981,397</b>
73000	OFFICE SUPPLIES	6,827	4,837	6,500	6,500	6,500	6,500
73100	BOOKS, MAPS, PERIODICALS	-	434	300	300	300	300
73150	POSTAGE	7,792	8,423	11,000	10,000	10,000	10,000
73750	PARKING PERMIT SUPPLIES	658	845	750	849	1,000	1,000
<b>SUPPLIES Total</b>		<b>15,277</b>	<b>14,539</b>	<b>18,550</b>	<b>17,649</b>	<b>17,800</b>	<b>17,800</b>
76050	TELEPHONE/COMMUNICATION	4,621	4,294	5,000	5,000	5,200	5,200
<b>UTILITIES Total</b>		<b>4,621</b>	<b>4,294</b>	<b>5,000</b>	<b>5,000</b>	<b>5,200</b>	<b>5,200</b>
77150	EQUIPMENT OPER & MAINT	38,697	41,608	40,000	41,000	69,000	73,000
77960	TECHNOLOGY REPL CHARGE	4,400	5,900	5,900	5,900	4,300	4,300
<b>MAINTENANCE Total</b>		<b>43,097</b>	<b>47,508</b>	<b>45,900</b>	<b>46,900</b>	<b>73,300</b>	<b>77,300</b>
80000	TEMPORARY PERSONNEL SERV	-	133	15,000	500	5,000	5,000
80050	PROFESSIONAL SERVICES	253	4,900	15,000	45,000	47,000	32,000
80380	BANKING SERVICES	23,193	27,141	29,000	29,000	30,000	32,000
<b>PROF FEES/SVCES Total</b>		<b>23,445</b>	<b>32,174</b>	<b>59,000</b>	<b>74,500</b>	<b>82,000</b>	<b>69,000</b>
82050	PRINTING	3,546	6,344	7,500	7,500	8,000	8,000
<b>ADVERTISING /PRINTING Total</b>		<b>3,546</b>	<b>6,344</b>	<b>7,500</b>	<b>7,500</b>	<b>8,000</b>	<b>8,000</b>
84000	EDUCATION AND TRAINING	1,354	2,858	10,000	3,000	8,000	8,000
84100	MEMBERSHIPS & DUES	675	2,045	2,800	2,000	2,800	2,800
84150	TRAVEL, CONFER & MEETING	1,905	3,607	6,900	4,000	7,000	7,000
<b>EDUCATION &amp; TRAINING Total</b>		<b>3,934</b>	<b>8,510</b>	<b>19,700</b>	<b>9,000</b>	<b>17,800</b>	<b>17,800</b>
91000	OFFICE EQUIPMENT	4,338	-	-	-	-	-
<b>CAPITAL Total</b>		<b>4,338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FINANCE</b>		<b>879,091</b>	<b>962,016</b>	<b>1,028,707</b>	<b>892,805</b>	<b>1,175,720</b>	<b>1,176,497</b>

# HUMAN RESOURCES



The Human Resources Department provides a variety of administrative services to all City departments and personnel. These services are technical and professional in nature, and ensure that the City is in compliance with a wide variety of policies, procedures and State and Federal statutes that guide the daily administration of Human Resources. The Department is responsible for the following administrative services: staff recruitment and selection; classification and compensation; employee and labor relations; payroll; employee benefits; workers' compensation; health and safety; disaster preparedness; employee recognition; affirmative action; organizational training and development; health and wellness; and personnel records management.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. In FY 2014-15, provided recruitment and selection activities for over 1,136 applicants for the following positions: Program Coordinator, Police Officer Trainee (2), Teacher II, Human Resources Technician, Economic Development & Housing Manager, Police Officer Academy Graduate and Lateral, Public Works Supervisor, Community Services Director, Office Assistant II Confidential, Office Assistant II – PPT, Association Civil Engineer, Recreation Supervisor, Public Works Operations and Facilities Manager. In FY 2015-16, provided recruitment and selection activities for 1,171 applicants for following positions: City Clerk, Management Analyst, Economic Development & Housing Manager, Program Coordinator, Building Inspector, Public Works Crew Leader, Police Captain, Police Chief, Information Systems Analyst II, Assistant City Attorney, Teacher I and Teacher II, and Finance Director.
2. Provided and/or facilitated training to appropriate departments and employees on the following topics: Preventing Workplace Harassment, Performance Evaluation, Leave Management, Investigation and Discipline, Labor Relations, Skelly Officer, Incident Command Systems (ICS 700), Use of Smartboard, CPR/ First Aid and Memorandum of Understanding (MOU).
3. Negotiated multi-year bargaining agreements with Service Employees International Union Local 1021 (July 2013 – June 2016), Emeryville Association of Confidential, Administrative, Managerial and Professional Employees (July 2013 – June 2016) and Emeryville Police Officers' Association (July 2014 – June 2017). Updated the Unrepresented Employees Salary and Benefits Plan.
4. Continued providing proactive ergonomics assessments for new employees – since the program has begun there has been only one work related repetitive stress injury reported by a new employee in a desk oriented position. Coordinated with Accurate Ergonomics to provide a pilot Injury and Illness Prevention Program (IIPP) for the Child Development Center. Updated IIP) Administrative Instruction 1107 to include training matrices for each department's OSHA mandated trainings.
5. Held the Annual Employee Appreciation Luncheon and Recognition Event in August 2014 and August 2015. The August 20, 2014 event recognized 18 employees who reached career milestones, with service ranging from 5 years to 30 years with the City. The August 12, 2015 event recognized 16 employees. The Recognition program included Employee of the Quarter, Breakfast at City Hall, Employee Badminton and Employee Fall Potluck. The annual holiday parties were held in December with over 80 city employees in attendance.

6. Developed and implemented a new Performance Evaluation system that standardizes forms and processes for all city employees. The evaluation system includes city-wide standards of Attendance, Use of Time, Teamwork and Collaboration, Customer Service, Accountability and Training. Trained all Managers and Supervisors on new system.
7. Continued to successfully process bi-monthly payroll for all full-time and part-time employees. Processed wage, benefit, tax and other deductions in an accurate and timely manner for all city employees.
8. Completed a post-retirement health benefit actuarial valuation as mandated by the Government Accounting Standards Board (GASB 43, 45 and 68).
9. Researched, produced and implemented the City's Emergency Operations Plan (EOP), covering all aspects of emergency planning for the City. Refurbished the Emergency Operations Center (EOC) with televisions, administrative supplies, and emergency food and water supplies. Coordinated the City's transition to a new mass notification system (from Code Red) to AC Alert (Alameda County's Mass Notification System). Coordinated the attendance of City staff at CalOES's Earthquake training in San Luis Obispo. Implemented to the City's Local Hazard Mitigation Plan Update to comply with FEMA standards. Facilitated training for Department Heads and the City Council on the City's Emergency Operations Plan.
10. Health and Wellness – Initiated an Employee Wellness Program in December 2014 and facilitated lunchtime programs on the following topics: The Seven Dimensions of Wellness, Surviving America Nutritionally Speaking, Mindfulness, Movement at Work, Sugar – How Much is Too Much, and Stress Management-Adapting to Stress: The Good, The Bad and the Unavoidable and The Benefits of Massage. Coordinated a 2015 Summer Walking Challenge for City staff. Helped kick off a Wellness Program for the Child Development Center. Started the HR Blog where employees can access resources for healthy eating and exercising.
11. Updated the classification plan to align with organizational and service needs. Developed new classifications, including Environmental Program Supervisor, Finance Supervisor, Lead Teacher, Teacher, Teacher Associate, Teacher Assistant, City Manager Analyst, Police Lieutenant and Crew Leader.
12. Human Resources staff was trained on recruitment, classification, labor relations, workers' compensation, risk management, payroll processing, retirement benefits and health benefits.
13. Amended the City of Emeryville's Group Health Plans and labor contracts to meet the requirements of the Affordable Care Act.
14. Created and published a 2014 and 2015 Calendar for employees.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Complete successor labor agreements with both miscellaneous and safety bargaining units.

2. Conduct in-service training programs: City's Emergency Operations Plan, Table Top Exercise on Disaster Preparedness, Workers' Compensation, Supervisory, Skelly Officer, Customer Service, Use of the Smart Board, Blood Borne Pathogens and MOU training. Enhance learning and networking opportunities for Human Resources staff.
3. Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods, and expanding the injury prevention activities to improve our cost containment efforts.
4. Conduct open enrollment for health benefits in the fall of each year.
5. Assess, review and analyze current performance evaluation system and recommend changes.
6. Assess the current Group Health Care (Dental, Vision, Life and Employee Assistance Program) Broker in an effort to improve services and seek cost savings.
7. Maintain and support the Recognition Committee and recognition programs, including Employee of the Quarter, Spring Event, Annual Summer Picnic, Fall Potluck, Holiday Party, Breakfast at City Hall and Years of Service Awards.
8. Continue to convene the Emeryville Child Development Center (ECDC) Committee to address ECDC Work Plan and on-going issues.
9. Conduct recruitments that fill vacancies in a timely manner with well-qualified, diverse candidate pools.
10. Update Administrative Instructions (AI) and policies relating to personnel matters, to ensure compliance with existing laws, policies and practices.
11. Assess and update personnel transaction and record systems to improve work flow processes.
12. Continue to expand and develop the Health and Wellness Program to improve employee health and retention to include a series of Lunch and Learns on topics of Yoga, Pilates, Mobility Exercises at Work, a healthy cooking class, Guided Meditation, and Healthy Holiday Cooking.
13. Partner with local jurisdictions to form a training consortium to allow a broader spectrum of local training options/opportunities for City staff.
14. Complete classification and compensation studies for the city organization that reflect service needs and captures efficiencies.
15. Complete the Local Hazard Mitigation Plan Update for FEMA and City Council approval.
16. Continue to work on the City's readiness to respond to an emergency, and making the City's EOC functional, including establishing the City as "Point of Distribution" for a public health or commodity emergency, developing a Medical Reserve Corps in Emeryville (in conjunction with Alameda County Public Health), establish MOU with the local ham radio operators group, partner with each Department to establish their own EOP.

## HUMAN RESOURCES

### *Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 562,303	\$ 693,297	\$ 661,974	\$ 705,227	\$ 770,008
Supplies and Services	80,869	124,100	110,100	150,000	150,000
<b>Total</b>	<b>\$ 643,172</b>	<b>\$ 817,397</b>	<b>\$ 772,074</b>	<b>\$ 855,227</b>	<b>\$ 920,008</b>

### *Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 643,172	\$ 817,397	\$ 772,074	\$ 855,227	\$ 920,008
<b>Total</b>	<b>\$ 643,172</b>	<b>\$ 817,397</b>	<b>\$ 772,074</b>	<b>\$ 855,227</b>	<b>\$ 920,008</b>

### *Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	5.0	4.0	5.0
Permanent Part-Time	0.5	1.2	0.5
<b>Total</b>	<b>5.5</b>	<b>5.2</b>	<b>5.5</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1600 - HUMAN RESOURCES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	318,364	349,961	526,423	440,855	538,848	590,475
71030	SALARIES & WAGES - PERM PT	-	-	-	-	-	-
71040	SALARIES & WAGES - HOURLY	-	30,580	-	17,720	-	-
71050	OVERTIME PAYMENT	123	1,434	-	1,033	1,000	1,000
71100	HOLIDAY	20,482	19,122	-	33,490	-	-
71250	SICK LEAVE EXPENSE	7,472	6,313	-	9,490	-	-
71300	VACATION EXPENSE	19,082	33,878	-	24,271	-	-
71350	WORKERS COMP PAYMENTS	2,439	2,288	2,857	2,518	5,898	6,790
71410	ALTERNATE MED.BENEFITS	7,249	9,861	13,846	21,631	21,443	23,826
72000	COMPENSATED EXPENSE	6,600	6,600	6,600	6,600	6,600	6,600
72150	SOCIAL SECURITY [FICA]	5,274	6,627	7,829	7,759	7,843	9,003
72200	RETIREMENT [PERS]	31,599	34,429	45,790	41,007	42,604	47,021
72240	UNFUNDED PERS LIABILITY	-	-	-	3,342	8,091	5,508
72250	UNEMPLOYMENT INSURANCE	360	434	520	526	1,436	1,581
72300	VISION INSURANCE	1,022	1,152	1,406	1,432	1,508	1,722
72350	EAP INSURANCE	103	123	188	123	150	158
72400	GROUP MEDICAL INSURANCE	42,730	44,249	65,804	31,302	41,965	45,006
72410	RETIREE MEDICAL BENEFIT	3,000	3,861	4,719	3,861	4,908	5,710
72450	GROUP DENTAL INSURANCE	5,351	6,107	8,579	7,875	8,760	10,006
72500	LIFE INSURANCE	5	143	1,365	184	739	813
72510	ACCRUED BENEFITS	3,346	3,907	5,725	5,165	10,975	12,080
72540	LONG TERM DISABILITY	1,014	1,235	1,647	1,792	2,462	2,709
<b>SALARIES AND BENEFITS Total</b>		<b>475,617</b>	<b>562,303</b>	<b>693,297</b>	<b>661,974</b>	<b>705,227</b>	<b>770,008</b>
73000	OFFICE SUPPLIES	3,869	4,493	4,500	4,500	5,000	5,000
73100	BOOKS, MAPS, PERIODICALS	426	652	1,000	1,000	1,000	1,000
73150	POSTAGE	549	758	800	800	800	800
<b>SUPPLIES Total</b>		<b>4,844</b>	<b>5,903</b>	<b>6,300</b>	<b>6,300</b>	<b>6,800</b>	<b>6,800</b>
76050	TELEPHONE/COMMUNICATION	1,852	2,147	2,100	2,100	2,300	2,300
<b>UTILITIES Total</b>		<b>1,852</b>	<b>2,147</b>	<b>2,100</b>	<b>2,100</b>	<b>2,300</b>	<b>2,300</b>
77960	TECHNOLOGY REPL CHARGE	2,000	3,700	3,700	3,700	5,000	5,000
<b>MAINTENANCE Total</b>		<b>2,000</b>	<b>3,700</b>	<b>3,700</b>	<b>3,700</b>	<b>5,000</b>	<b>5,000</b>
80000	TEMPORARY PERSONNEL SERV	5,096	9,374	5,000	5,000	8,000	8,000
80050	PROFESSIONAL SERVICES	1,621	3,929	35,000	20,000	35,000	35,000
80500	TESTING	8,739	5,546	14,000	14,000	18,000	18,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>15,455</b>	<b>18,849</b>	<b>54,000</b>	<b>39,000</b>	<b>61,000</b>	<b>61,000</b>
82000	ADVERTISING	5,680	13,159	6,500	10,000	10,000	10,000
82050	PRINTING	1,347	1,348	1,500	2,000	2,000	2,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>7,027</b>	<b>14,507</b>	<b>8,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
84000	EDUCATION AND TRAINING	2,188	2,521	2,500	2,500	5,000	5,000
84100	MEMBERSHIPS & DUES	1,030	390	2,000	3,000	5,000	5,000
84150	TRAVEL, CONFER & MEETING	3,392	5,091	7,000	7,000	10,000	10,000
84350	IN SERVICE TRAINING	2,039	7,518	12,000	8,000	12,000	12,000
84380	SAFETY PROGRAM	4,886	8,061	11,500	11,500	11,500	11,500
<b>EDUCATION AND TRAINING Total</b>		<b>13,535</b>	<b>23,581</b>	<b>35,000</b>	<b>32,000</b>	<b>43,500</b>	<b>43,500</b>
85000	RENTALS & LEASES	-	-	-	-	4,400	4,400
<b>RENTALS &amp; LEASES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,400</b>	<b>4,400</b>
87080	EMPLOYEE RECOGNITION	11,620	12,182	15,000	15,000	15,000	15,000
<b>PROGRAMS/GRANTS Total</b>		<b>11,620</b>	<b>12,182</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL HUMAN RESOURCES</b>		<b>531,951</b>	<b>643,172</b>	<b>817,397</b>	<b>772,074</b>	<b>855,227</b>	<b>920,008</b>

**COMMUNITY  
DEVELOPMENT  
DEPARTMENT**

# COMMUNITY DEVELOPMENT



**DEPARTMENT: COMMUNITY DEVELOPMENT**

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The Community Development Department has primary responsibility for administering the laws, regulations, requirements, and programs that pertain to the physical development of the City, as well as the City's economic development, affordable housing, public art and related programs. The Department consists of three Divisions: Planning, Building, and Economic Development & Housing.

The Planning Division provides long-range planning services including preparation of the General Plan, Planning Regulations, and other planning policy documents and guidelines, and facilitates the approval of development projects consistent with adopted policies, regulations, and guidelines. The Building Division reviews projects for conformance with the California Building Codes, issues building permits, performs inspections during construction, and issues certificates of occupancy upon project completion. The Economic Development & Housing Division is responsible for the City's economic development activities, affordable housing programs, Art in Public Places program, remediation of contaminated sites, planning and funding of infrastructure improvements, and grants management activities. Each division's budget is presented separately.

**COMMUNITY DEVELOPMENT DEPARTMENT**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 1,478,671	\$ 1,710,146	\$ 1,513,301	\$ 1,833,452	\$ 1,903,625
Supplies and Services	1,889,002	2,831,533	2,729,231	2,907,102	1,738,601
<b>Total</b>	<b>\$ 3,367,673</b>	<b>\$ 4,541,679</b>	<b>\$ 4,242,532</b>	<b>\$ 4,740,553</b>	<b>\$ 3,642,225</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 3,367,673	\$ 4,541,679	\$ 4,242,532	\$ 4,740,553	\$ 3,642,225
<b>Total</b>	<b>\$ 3,367,673</b>	<b>\$ 4,541,679</b>	<b>\$ 4,242,532</b>	<b>\$ 4,740,553</b>	<b>\$ 3,642,225</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 2,492,967	\$ 4,519,550	\$ 5,752,693	\$ 4,271,500	\$ 2,033,500
General Revenue	874,706	22,129	(1,510,161)	469,053	1,608,725
<b>Total</b>	<b>\$ 3,367,673</b>	<b>\$ 4,541,679</b>	<b>\$ 4,242,532</b>	<b>\$ 4,740,553</b>	<b>\$ 3,642,225</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	15.0	15.0	15.0
Part-Time Positions (FTE)	2.5	2.5	2.5
<b>Total</b>	<b>17.5</b>	<b>17.5</b>	<b>17.5</b>

FUND 101 - GENERAL FUND							
FUNCTION - 10 - GENERAL GOVERNMENT							
DEPARTMENT - 1700 - COMMUNITY DEVELOPMENT							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	1,027,071	929,443	1,316,693	921,101	1,342,111	1,392,774
71040	SALARIES & WAGES - HOURLY	18,385	420	-	58,390	-	-
71050	OVERTIME PAYMENT	6,056	12,377	6,700	14,498	15,500	15,500
71100	HOLIDAY	67,400	56,167	-	60,917	-	-
71150	ACTING HIGHER RANK	-	5,472	-	6,016	-	-
71250	SICK LEAVE EXPENSE	38,166	37,645	-	32,950	-	-
71300	VACATION EXPENSE	64,294	102,843	-	83,015	-	-
71350	WORKERS COMP PAYMENTS	12,330	10,823	10,972	10,562	24,528	25,380
71410	ALTERNATE MED.BENEFITS	10,992	6,108	12,462	6,108	6,353	6,353
72000	COMPENSATED EXPENSE	9,240	6,903	9,240	5,940	9,240	9,240
72150	SOCIAL SECURITY [FICA]	17,574	16,488	18,248	17,282	19,936	20,674
72200	RETIREMENT [PERS]	103,584	95,740	105,750	97,641	118,542	122,724
72240	PERS UNFUNDED LIABILITY	-	-	-	9,115	17,531	11,933
72250	UNEMPLOYMENT INSURANCE	1,206	1,119	1,231	1,157	3,785	3,927
72300	VISION INSURANCE	2,998	3,015	3,118	2,963	3,830	4,136
72350	EAP INSURANCE	354	367	419	324	380	380
72400	GROUP MEDICAL INSURANCE	146,391	151,985	173,920	144,039	200,134	214,636
72410	RETIREE MEDICAL BENEFIT	9,500	10,468	10,468	10,468	12,468	13,714
72450	GROUP DENTAL INSURANCE	14,221	13,630	19,029	13,213	22,253	24,033
72500	LIFE INSURANCE	1,610	1,386	2,424	1,374	1,439	1,471
72510	ACCRUED BENEFITS	10,910	11,573	13,565	11,684	28,931	30,015
72540	LONG TERM DISABILITY	4,969	4,700	5,908	4,547	6,489	6,732
<b>SALARIES AND BENEFITS Total</b>		<b>1,567,250</b>	<b>1,478,671</b>	<b>1,710,146</b>	<b>1,513,301</b>	<b>1,833,452</b>	<b>1,903,625</b>
73000	OFFICE SUPPLIES	6,207	8,196	7,000	10,757	9,000	9,000
73100	BOOKS, MAPS, PERIODICALS	679	237	1,500	1,200	1,500	1,500
73150	POSTAGE	9,048	18,527	17,000	14,705	16,500	16,500
73350	SAFETY & SPECIAL SUPPLIES	16	-	500	500	500	500
73550	FUEL	34	67	500	500	500	500
<b>SUPPLIES Total</b>		<b>15,984</b>	<b>27,027</b>	<b>26,500</b>	<b>27,662</b>	<b>28,000</b>	<b>28,000</b>
76050	TELEPHONE/COMMUNICATION	9,474	10,641	9,500	10,302	10,300	10,300
<b>UTILITIES Total</b>		<b>9,474</b>	<b>10,641</b>	<b>9,500</b>	<b>10,302</b>	<b>10,300</b>	<b>10,300</b>
77000	MAINTENANCE BLDG & GRNDS	9,447	10,550	10,000	10,000	10,000	10,000
77100	VEHICLE OPERATION & MAINT	214	570	800	500	1,500	1,500
77950	VEHICLE REPL. CHARGE	400	800	800	800	12,400	12,900
77960	TECHNOLOGY REPL CHARGE	10,028	17,200	17,200	17,200	17,300	17,300
<b>MAINTENANCE Total</b>		<b>20,088</b>	<b>29,119</b>	<b>28,800</b>	<b>28,500</b>	<b>41,200</b>	<b>41,700</b>
80000	TEMPORARY PERSONNEL SERV	1,307	3,075	4,000	2,800	4,000	4,000
80050	PROFESSIONAL SERVICES	309,238	257,126	503,000	260,000	572,000	387,000
80290	REIMBURSABLE SERVICES	226,148	372,776	50,000	282,415	50,000	50,000
80365	SB1186 CASP ADMIN FEES (new)	1,642	1,693	2,500	2,500	2,900	2,900
80480	PROF SVC-PLAN CHECK FEES	789,361	706,464	1,674,000	1,559,785	1,242,600	686,600
80490	PROF SVC-INSPECTIONS	355,713	424,015	450,200	507,624	826,300	417,300
<b>PROFESSIONAL FEES/SVCS Total</b>		<b>1,683,409</b>	<b>1,765,149</b>	<b>2,683,700</b>	<b>2,615,124</b>	<b>2,697,800</b>	<b>1,547,800</b>
82000	ADVERTISING	12,557	8,138	16,000	7,281	16,750	16,750
82050	PRINTING	3,442	9,561	7,500	7,046	29,500	7,500
82100	COMMUNITY PUB/MTGS/COMM	2,471	18	1,000	500	2,000	2,000
82102	COMM MTG/PUBL-CITY CLERK	90	50	-	-	-	-
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>18,560</b>	<b>17,767</b>	<b>24,500</b>	<b>14,827</b>	<b>48,250</b>	<b>26,250</b>
84000	EDUCATION AND TRAINING	4,292	4,634	10,100	6,212	9,600	10,600
84050	PLANNING COMMISS TRAINING	296	-	1,000	322	1,000	1,000
84100	MEMBERSHIPS & DUES	6,106	5,606	7,463	5,288	8,513	8,693
84150	TRAVEL, CONFER & MEETING	9,002	12,606	12,470	9,395	17,815	19,415
84250	PLANNING COMMISS. ALLOW.	6,000	6,000	6,000	7,200	7,524	7,743
<b>EDUCATION AND TRAINING Total</b>		<b>25,696</b>	<b>28,847</b>	<b>37,033</b>	<b>28,417</b>	<b>44,452</b>	<b>47,451</b>
85000	RENTALS & LEASES	-	-	-	-	600	600
<b>RENTALS &amp; LEASES Total</b>						<b>600</b>	<b>600</b>
87210	GRAFFITTI ABATEMENT	12,786	9,511	18,000	2,000	18,000	18,000
87260	CODE ENFORCEMENT	-	941	3,500	2,400	3,500	3,500
<b>OTHER Total</b>		<b>12,786</b>	<b>10,452</b>	<b>21,500</b>	<b>4,400</b>	<b>21,500</b>	<b>21,500</b>
87370	REBUILDING TOGETHER/XMAS	-	-	-	-	15,000	15,000
<b>PROGRAMS/GRANTS Total</b>						<b>15,000</b>	<b>15,000</b>
<b>TOTAL PLANNING AND BUILDING</b>		<b>3,353,246</b>	<b>3,367,673</b>	<b>4,541,679</b>	<b>4,242,532</b>	<b>4,740,553</b>	<b>3,642,225</b>

# PLANNING DIVISION



**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**PLANNING**

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The Planning Division is responsible for both long-range and current planning activities, in compliance with the State Planning and Zoning Law, the Subdivision Map Act, the California Environmental Quality Act and other pertinent laws and regulations. Long-range planning activities include developing, updating, and amending the Emeryville General Plan and Planning Regulations, area plans and programs, and studies on a variety of planning issues. Current planning activities involve the review and processing of development applications, including design review permits, conditional use permits, planned unit developments, and other planning permits, and the preparation of associated environmental review documents such as Mitigated Negative Declarations and Environmental Impact Reports as well as the review of such documents prepared by other local agencies. In addition, the Planning Division provides lead staffing for the Planning Commission, and provides support staffing for the Transportation Committee, Bicycle/Pedestrian Advisory Committee, Economic Development Advisory Committee, and Parks and Recreation Advisory Committee; and coordinates the staff-level Development Coordinating Committee. The Division conducts code enforcement activities to correct zoning violations.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

***Administration***

1. With Building Division, continued implementation of CRW “TRAKiT” computerized permit tracking system, including data entry of historical permit information. Began implementation of “e-TRAKiT” component to allow on-line submittal of planning permit applications.
2. With Economic Development & Housing Division, facilitated adoption of updated Transportation Facilities Impact Fee and new Parks and Recreation Facilities and Affordable Housing Impact Fees.

***Long Range Planning***

1. Prepared State-Mandated annual reports on implementation of the General Plan, including the Housing Element. The most recent report, for calendar year 2015, showed progress on 53 of 54 Housing Element programs and completion of, or progress on, 77 of 79 short-term actions for the other eight elements.
2. With Economic Development & Housing Division, completed the 2015-2023 Housing Element and facilitated its approval by the Planning Commission and its adoption by the City Council. The Housing Element was certified by the State Department of Housing and Community Development (HCD) on January 28, 2015.
3. Completed the Emeryville-Berkeley-Oakland Transit Study (EBOTS) of “last mile” transit service in Emeryville, West Oakland, and West Berkeley, to implement the General Plan policy to study fixed guideway transit (e.g. streetcars or personal rapid transit), funded by a \$250,000 grant from Caltrans. Facilitated the study’s approval by the City Council in January 2015, and its acceptance by the cities of Oakland and Berkeley, and the various transit agencies that participated in its preparation.

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**PLANNING**

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4. Facilitated preparation of Family-Friendly Design Guidelines and new regulations for Multi-Unit Residential development to address unit mix and family-friendly design, incentives for affordable housing and ownership housing, and modifications to the development bonus system. New guidelines were adopted in May 2015, and new regulations were adopted in November 2015 and took effect in December 2015.
5. Completed significant structures ordinance and facilitated its approval by the Planning Commission and adoption by the City Council. The ordinance includes a list, map, and photographs of 85 architecturally significant structures that require City Council approval for major alterations or demolition. It was adopted in December 2015 and took effect in January 2016.
6. Participated in preparation of draft Capital Improvement Program for fiscal years 2016-17 through 2020-21; facilitated determination of consistency with General Plan by Planning Commission.

***Current Planning***

1. Facilitated study sessions and approval hearings for several proposed major development projects including:
  - Sherwin Williams Urban Village, 8 acre site north of Sherwin Avenue and west of Horton Street – mixed use development of approximately 540 residential units and 94,600 square feet of commercial space (Planning Commission study session 10/30/14; City Council study session 1/20/15; Planning Commission public hearing on Draft Environmental Impact Report (EIR) 2/25/16; Final EIR being prepared)
  - Anton Evolve, 6701 Shellmound Street (“Nady Site”) – 186 residential units (Planning Commission study session and Draft EIR public hearing 12/10/15; second study session 1/28/16. Planning Commission certified Final EIR and approved project 3/24/16)
  - 3706 San Pablo Avenue Affordable Housing – 87 units of affordable housing (Planning Commission approved 1/25/15)
  - Christie Avenue Park – redesign and expansion of park as part of Marketplace Redevelopment project (Planning Commission approved 2/26/15)
  - Marketplace Redevelopment Project Parcel A (“Shellmound Site”) – 167 residential units, 14,000 square feet of commercial space (Planning Commission approved 7/23/15)
  - Marketplace Redevelopment Project Parcel B – parking garage and retail (Planning Commission approval anticipated June 2016)
  - Marketplace Redevelopment Project Parcel C – 30,000 square foot New Seasons grocery store, 66 residential units (Planning Commission approved 5/28/15)
  - Marketplace Redevelopment Project Parcel D (“Theater Site”) – 223 residential units (Planning Commission approved 6/25/15)
  - 1225 65<sup>th</sup> Street – 24-unit 2- and 3-bedroom family-friendly housing (Planning Commission approval anticipated May 2016)
2. Processed permit extensions, plan reviews, and inspections for a number of projects that were previously approved, including:

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**PLANNING**

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- 3706 San Pablo Avenue Affordable Housing – 87 units of affordable housing (Planning Commission approved one year extension 1/28/16)
  - EmeryStation West, 5959 Horton Street (250,000 s.f. of lab space) (plan check of building permit application)
  - Heritage Square Garage, 6121 Hollis Street (new parking garage) (plan check of building permit application)
  - The Intersection, 3800 San Pablo Avenue (105 units and rehab of “Maz” commercial building) (plan check of building permit application)
  - Emeryville Center of Community Life – K-12 school and City community center (plan check of building permit application)
  - Hyatt Place Hotel, 5700 Bay Street (175 rooms) (plan check of building permit application)
  - Marketplace Parcel C, 6330 Christie Avenue (New Seasons Market) (plan check of building permit application)
  - Marketplace Parcel D, 6330 Christie Avenue (223 units) (plan check of building permit application)
  - 3900 Adeline Street apartments – 101 units (inspection of completed building for compliance with Planning permits)
  - Broken Rack, 5768 Peladeau Street – relocation of billiards hall and bar from Public Market (inspection of completed building for compliance with Planning permits)
  - Shell Gas Station Rebuild, 1800 Powell Street (inspection of completed project for compliance with Planning permits)
  - City Storage personal storage, 40<sup>th</sup> and Adeline (inspection of completed building for compliance with Planning permits)
  - EMME Residential, 64<sup>th</sup> and Christie – 190 units (inspection of completed building for compliance with Planning permits)
  - Parc on Powell Apartments, Powell/Hollis/Stanford/Doyle – 176 units (inspection of completed building for compliance with Planning permits)
  - Papermill Park, 1330 Stanford Avenue, new City park and private parking lot (inspection of completed project for compliance with Planning permits)
  - LePort School, 1450 & 1452 63rd Street (pre K – 1<sup>st</sup> grade) (inspection of completed project for compliance with Planning permits)
3. Held approximately 30 study sessions before the Planning Commission and City Council on proposed development projects, plans, and policy issues including:
- Sherwin Williams Urban Village
  - 6701 Shellmound Street (“Nady Site”)
  - Marketplace Redevelopment Project (Parcels A, B, C, and D)
  - Christie Avenue Park Redesign and Expansion
  - Christie Avenue Properties
  - 1225 65<sup>th</sup> Street Residential Project
  - Stanford Health Center frontage improvements, 5800 Hollis Street
  - 6-Unit Townhomes, Doyle Street
  - New Multi-Unit Residential regulations
4. Facilitated City Council and Planning Commission consideration/approval of several items, including:

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**PLANNING**

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- Five noise waivers for evening and weekend work (three of which were denied).
  - Seven major sign permits (one of which was denied).
5. Administratively approved approximately 100 planning permits, including 25 minor design review permits, 50 minor sign applications, 4 minor subdivisions, 2 sidewalk cafes, 7 temporary use permits, and 12 minor conditional use permits.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

***Administration***

1. With Building Division, continue implementation of CRW “TRAKiT” computerized permit tracking system, including data entry of historical permit information.
2. With Building Division, continue implementation of “e-TRAKiT” component of permit tracking system to allow on-line submittal of planning permit applications. Continue to work with Finance and IT to institute City’s acceptance of credit cards as payment.

***Long Range Planning***

1. In collaboration with stakeholders and interested agencies and parties, study the feasibility of a pedestrian/bicycle trail along the west side of I-80, east of the Emeryville Crescent, to provide access from the Bay Trail to the Bay Bridge.
2. In collaboration with stakeholders and interested agencies and parties, study the effects of sea level rise on Emeryville and possible mitigation measures, including a “living levee”.
3. Work with City Attorney, Public Works, and East Bay Regional Parks District to issue Request For Proposal for design team for East Shore State Park Powell Street/ Upland Area. Select team, facilitate approval and execution of contract, and oversee design process, including any necessary environmental review.
4. In collaboration with Public Works, AC Transit, and the Emeryville Transportation Management Association, prepare a feasibility study for an enhanced transit hub at 40<sup>th</sup> Street and San Pablo Avenue.
5. In collaboration with the Emeryville Transportation Management Association, study options and develop recommendations for improvements to Emery Go-Round service.
6. Prepare ordinance to amend sign regulations to comply with recent court rulings, to address Planning Commission and City Council concerns, and to make regulations easier to understand and implement.

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**PLANNING**

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7. Participate in efforts by Economic Development and Housing Division, Public Works Department, and other departments to implement parking management plan in North Hollis area.
8. With the Public Works Department, Economic Development, and Housing Division, develop a citywide Transportation Demand Management (TDM) Program and explore funding mechanisms.
9. Work with other departments to implement recommendations of Parks and Recreation Strategic Plan, Pedestrian and Bicycle Plan, and Sustainable Transportation Plan.
10. Based on experience implementing new Planning Regulations since their adoption in February 2013, prepare ordinances to make miscellaneous corrections, clarifications, and improvements, for consideration by Planning Commission and City Council.
11. Prepare area plans, specific plans, and topical planning studies as the need arises, and as directed by the Planning Commission and City Council.

***Current Planning***

1. Facilitate staff review, study sessions, environmental review, public hearings, approval, and plan review of proposed and anticipated projects, including:
  - Anton Evolve, 6701 Shellmound Street (“Nady Site”) – 186 residential units (Planning Commission approved March 24, 2016)
  - Sherwin Williams Urban Village, 8 acre site north of Sherwin Avenue and west of Horton Street – mixed use development of approximately 540 residential units and 94,600 square feet of commercial space (Final Environmental Impact Report certification, approval hearings)
  - Stanford Health Center, 5800 Hollis Street – canopy and sidewalk modifications for valet parking (study sessions, approval hearings)
  - Atrium Building, 1650 65<sup>th</sup> Street – mixed use development on 5 acre site (community meetings, study sessions, California Environmental Quality Act (CEQA) review, approval hearings)
  - Bay Street Site A Retail Pad (Planning Commission study session and approval hearing)
  - Site B, Powell and Shellmound Streets (Successor Agency) – mixed use project on 3 acre site (RFP, community meetings, study sessions, CEQA review, approval hearings)
  - Christie Avenue Housing/Mixed Use (Successor Agency) – (RFP, community meetings, study sessions, CEQA review, approval hearings)
  - Gateway @ Emeryville Mixed Use Project, Christie at Powell (community meetings, study sessions, CEQA review, approval hearings)
  - Other major projects as they materialize
2. Continue to hold study sessions before the Planning Commission and City Council on proposed development projects, plans, and policy issues.

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**PLANNING**

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3. Continue to facilitate City Council and Planning Commission consideration/approval of other items such as noise waivers, tree removal permits, and other issues.
4. Continue to provide efficient and expedited review of administrative planning permits including design review, sign applications, minor conditional use permits, temporary use permits, minor subdivisions, administrative noise waivers, zoning compliance reviews, and exceptions to standards.

**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 612,876	\$ 632,076	\$ 646,024	\$ 680,663	\$ 705,048
Supplies and Services	427,114	101,200	333,542	105,224	105,443
<b>Total</b>	<b>\$ 1,039,989</b>	<b>\$ 733,276</b>	<b>\$ 979,566</b>	<b>\$ 785,886</b>	<b>\$ 810,491</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 1,039,989	\$ 733,276	\$ 979,566	\$ 785,886	\$ 810,491
<b>Total</b>	<b>\$ 1,039,989</b>	<b>\$ 733,276</b>	<b>\$ 979,566</b>	<b>\$ 785,886</b>	<b>\$ 810,491</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	6.0	6.0	6.0
Part-Time Positions (FTE)	0.0	0.0	0.0
<b>Total</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>

FUND 101 - GENERAL FUND							
FUNCTION 10 - GENERAL GOVERNMENT				DIVISION - 1700 - PLANNING			
DEPARTMENT - 1700 - COMMUNITY DEVELOPMENT							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	386,606	410,183	492,365	410,575	502,906	521,516
71040	SALARIES & WAGES - HOURLY	18,385	420		-	-	-
71050	OVERTIME PAYMENT	4,862	9,248	2,000	10,000	10,000	10,000
71100	HOLIDAY	19,742	20,512		30,262	-	-
71250	SICK LEAVE EXPENSE	9,654	8,144		12,078	-	-
71300	VACATION EXPENSE	19,712	31,024		40,232	-	-
71350	WORKERS COMP PAYMENTS	3,504	2,863	2,686	2,712	5,785	5,999
71410	ALTERNATE MED.BENEFITS	10,992	6,108	12,462	6,108	6,353	6,353
72000	COMPENSATED EXPENSE	2,640	2,640	2,640	2,640	2,640	2,640
72150	SOCIAL SECURITY [FICA]	6,875	6,948	7,387	7,261	7,532	7,805
72200	RETIREMENT [PERS]	37,321	38,854	41,159	42,798	45,194	46,736
72240	PERS UNFUNDED LIABILITY				3,646	8,091	5,508
72250	UNEMPLOYMENT INSURANCE	451	465	488	493	1,408	1,461
72300	VISION INSURANCE	1,209	1,355	1,329	1,396	1,508	1,628
72350	EAP INSURANCE	148	161	178	145	150	150
72400	GROUP MEDICAL INSURANCE	41,029	56,107	48,068	57,259	61,714	66,186
72410	RETIREE MEDICAL BENEFIT	4,100	4,462	4,462	4,462	4,908	5,399
72450	GROUP DENTAL INSURANCE	5,079	5,593	8,111	5,891	8,760	9,460
72500	LIFE INSURANCE	655	705	1,014	715	535	542
72510	ACCRUED BENEFITS	4,654	5,043	5,382	5,212	10,764	11,163
72540	LONG TERM DISABILITY	1,804	2,041	2,344	2,140	2,414	2,504
<b>SALARIES AND BENEFITS Total</b>		<b>579,422</b>	<b>612,876</b>	<b>632,076</b>	<b>646,024</b>	<b>680,663</b>	<b>705,048</b>
73000	OFFICE SUPPLIES	2,463	3,819	3,000	6,757	4,000	4,000
73100	BOOKS, MAPS, PERIODICALS	202	20	500	200	500	500
73150	POSTAGE	7,803	17,760	15,000	13,405	15,000	15,000
<b>SUPPLIES Total</b>		<b>10,468</b>	<b>21,599</b>	<b>18,500</b>	<b>20,362</b>	<b>19,500</b>	<b>19,500</b>
76050	TELEPHONE/COMMUNICATION	2,593	3,006	2,500	3,302	3,300	3,300
<b>UTILITIES Total</b>		<b>2,593</b>	<b>3,006</b>	<b>2,500</b>	<b>3,302</b>	<b>3,300</b>	<b>3,300</b>
77960	TECHNOLOGY REPL CHARGE	3,700	6,000	6,000	6,000	6,500	6,500
<b>MAINTENANCE Total</b>		<b>3,700</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,500</b>	<b>6,500</b>
80000	TEMPORARY PERSONNEL SERV	607	2,189	2,000	1,800	2,000	2,000
80290	REIMBURSABLE SERVICES	226,148	372,776	50,000	282,415	50,000	50,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>226,755</b>	<b>374,965</b>	<b>52,000</b>	<b>284,215</b>	<b>52,000</b>	<b>52,000</b>
82000	ADVERTISING	4,797	7,638	6,000	5,281	6,000	6,000
82050	PRINTING	956	528	1,000	546	1,000	1,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>5,753</b>	<b>8,166</b>	<b>7,000</b>	<b>5,827</b>	<b>7,000</b>	<b>7,000</b>
84000	EDUCATION AND TRAINING	130	2,300	2,500	1,112	2,500	2,500
84050	PLANNING COMMISS TRAINING	296		1,000	322	1,000	1,000
84100	MEMBERSHIPS & DUES	1,807	1,948	2,200	2,368	2,400	2,400
84150	TRAVEL, CONFER & MEETING	3,353	3,130	3,500	2,835	3,500	3,500
84250	PLANNING COMMISS. ALLOW	6,000	6,000	6,000	7,200	7,524	7,743
<b>EDUCATION AND TRAINING Total</b>		<b>11,586</b>	<b>13,378</b>	<b>15,200</b>	<b>13,837</b>	<b>16,924</b>	<b>17,143</b>
<b>TOTAL PLANNING</b>		<b>840,276</b>	<b>1,039,989</b>	<b>733,276</b>	<b>979,566</b>	<b>785,886</b>	<b>810,491</b>

## **FINANCIAL SUMMARY**

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### **GENERAL PLAN MAINTENANCE FUND**

The General Plan Maintenance Fund (GPMF) was established in FY 03-04 to cover the costs of updating and implementing the City's General Plan and Planning Regulations over a 20 year period. State law allows cities to impose fees to recover "the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations". The City's General Plan Maintenance Fee is a surcharge on building permits based on 0.5 percent of construction valuation. Preparation of the new General Plan, adopted in October 2009, was fully funded by the GPMF. In addition, the GPMF has funded the Planning Regulations Update, Housing Element, Parks and Recreation Strategic Plan, Pedestrian and Bicycle Plan, Park Avenue District Mitigated Negative Declaration, Housing Nexus Fee Study, General Government Facilities Impact Fee Study, Parks and Recreation Facilities Impact Fee Study, and other long range planning activities that implement the General Plan. The GPMF fully funds all five Community Development Department interns, and partially funds the salaries of the Director of Community Development and Planning Division staff. When the GPMF was established, it was anticipated that a subsidy from the General Fund would initially be required, to be reimbursed over a period of time by the GPMF. However, the GPMF has generated sufficient revenue such that no General Fund subsidy has ever been required. With the demise of the Redevelopment Agency, the GPMF has taken on increasing importance as a funding source for planning activities to implement the General Plan, both by the Community Development Department and by other City departments.

**2016-17 & 2017-18 Operating Budgets**

**Fund 225 Summary - General Plan Maintenance Fee**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 8,578	\$ -	\$ 6,456	\$ -	\$ -
Licenses Permits and Fees	657,740	300,000	635,000	406,000	406,000
Interfund/General Fund	80,395	-	-	-	-
<b>Total Revenues</b>	<b>\$ 746,713</b>	<b>\$ 300,000</b>	<b>\$ 641,456</b>	<b>\$ 406,000</b>	<b>\$ 406,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Plan Maintenance	\$ 173,270	\$ 461,462	\$ 192,329	\$ 477,071	\$ 591,267
Interfund Transfer	10,000	10,000	10,000	10,000	10,000
Capital Outlay - per CIP			100,000	300,000	
<b>Total Expenditures</b>	<b>\$ 183,270</b>	<b>\$ 471,462</b>	<b>\$ 302,329</b>	<b>\$ 787,071</b>	<b>\$ 601,267</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 563,443</b>	<b>\$ (171,462)</b>	<b>\$ 339,127</b>	<b>\$ (381,071)</b>	<b>(195,267)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 1,683,216
Estimated Restricted Fund Balance, June 30, 2016	2,022,343
Estimated Restricted Fund Balance, June 30, 2017	1,641,272
Estimated Restricted Fund Balance, June 30, 2018	1,446,004

**COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL PLAN MAINTENANCE FEE FUND**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 128,714	\$ 221,412	\$ 159,089	\$ 365,121	\$ 379,317
Supplies and Services	44,556	240,050	33,240	111,950	211,950
Interfund Transfer	10,000	10,000	10,000	10,000	10,000
Capital Outlay-CIP			100,000	300,000	-
<b>Total</b>	<b>\$ 183,270</b>	<b>\$ 471,462</b>	<b>\$ 302,329</b>	<b>\$ 787,071</b>	<b>\$ 601,267</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Plan Maint Fund	\$ 183,270	\$ 471,462	\$ 302,329	\$ 787,071	\$ 601,267
<b>Total</b>	<b>\$ 183,270</b>	<b>\$ 471,462</b>	<b>\$ 302,329</b>	<b>\$ 787,071</b>	<b>\$ 601,267</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	0.0	0.0	0.0
Part-Time Positions (FTE)	2.5	2.5	2.5
<b>Total</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

**FUND 225 - GENERAL PLAN MAINTENANCE FUND  
FUNCTION - 10 - GENERAL GOVERNMENT**

ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES-SALARIED	68,648	73,820	94,871	75,253	199,613	205,607
71030	SALARIES & WAGES - PERM PT	-			-	-	-
71040	SALARIES & WAGES - HOURLY	21,954	19,536	100,000	38,976	98,880	103,680
71050	OVERTIME PAYMENT	698	743		139	-	-
71100	HOLIDAY	4,684	4,724		6,568	-	-
71250	SICK LEAVE EXPENSE	1,424	444		2,143	-	-
71300	VACATION EXPENSE	4,817	7,340		10,907	-	-
71350	WORKERS COMP PAYMENTS	786	641	720	736	3,433	3,557
71410	ALTERNATE MED. BENEFITS	1,450	1,527	1,385	1,527	1,588	1,588
72000	COMPENSATED EXPENSE	660	660	660	660	660	660
72150	SOCIAL SECURITY [FICA]	1,497	1,563	1,927	1,958	4,361	4,517
72200	RETIREMENT [PERS]	6,944	7,342	8,254	8,517	18,103	18,630
72250	UNEMPLOYMENT INSURANCE	100	105	131	134	836	866
72300	VISION INSURANCE	180	192	204	215	519	560
72350	EAP INSURANCE	10	10	27	9	52	52
72400	GROUP MEDICAL INSURANCE	6,841	7,245	9,614	8,398	26,973	28,927
72410	RETIREE MEDICAL BENEFIT	600	686	686	686	1,689	1,858
72450	GROUP DENTAL INSURANCE	807	829	1,248	909	3,015	3,257
72500	LIFE INSURANCE	96	100	185	110	169	171
72510	ACCRUED BENEFITS	947	986	1,046	1,015	4,272	4,400
72540	LONG TERM DISABILITY	201	221	455	227	958	987
<b>SALARIES AND BENEFITS Total</b>		<b>123,342</b>	<b>128,714</b>	<b>221,412</b>	<b>159,089</b>	<b>365,121</b>	<b>379,317</b>
73000	OFFICE SUPPLIES	-	2,218	-		-	-
73100	BOOKS, MAPS, PERIODICALS	300	-	-		-	-
73150	POSTAGE	275		3,000		-	-
<b>SUPPLIES Total</b>		<b>575</b>	<b>2,218</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
77960	TECHNOLOGY CHARGE	1,000	1,500	1,500	1,500	1,400	1,400
<b>MAINTENANCE Total</b>		<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,400</b>	<b>1,400</b>
80050	PROFESSIONAL SERVICES	119,185	18,978	225,000	28,325	100,000	200,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>119,185</b>	<b>18,978</b>	<b>225,000</b>	<b>28,325</b>	<b>100,000</b>	<b>200,000</b>
82000	ADVERTISING	-	240	1,000		1,000	1,000
82050	PRINTING	2,384	17,625	5,000	1,000	5,000	5,000
82100	COMMUNITY PUB/MTGS/COMM	983	1,874	1,000		1,000	1,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>3,367</b>	<b>19,739</b>	<b>7,000</b>	<b>1,000</b>	<b>7,000</b>	<b>7,000</b>
84000	EDUCATION AND TRAINING	474		500		500	500
84100	MEMBERSHIPS & DUES	545	122	550		550	550
84150	TRAVEL\CONFER & MEETING	2,059	1,999	2,500	2,415	2,500	2,500
<b>EDUCATION AND TRAINING Total</b>		<b>3,078</b>	<b>2,121</b>	<b>3,550</b>	<b>2,415</b>	<b>3,550</b>	<b>3,550</b>
99050	TRANSFER TO GENERAL FUND	10,000	10,000	10,000	10,000	10,000	10,000
<b>INTERFUND TRANSFER Total</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL GENERAL PLAN MAINT FEE</b>		<b>260,547</b>	<b>183,270</b>	<b>471,462</b>	<b>202,329</b>	<b>487,071</b>	<b>601,267</b>

# BUILDING DIVISION



**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**BUILDING**

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The Building Division conducts the administrative and regulatory responsibilities of the California Building Codes (CBC), including building, plumbing, mechanical, residential, and electrical codes, and other building-related codes. The CBC requirements include disabled access, energy conservation, and the CALGreen sustainable code provisions. For all construction activity in the City, the Building Division collects fees on behalf of itself and other City departments and agencies, performs plan check activities, monitors conditions of approval, issues required permits, conducts field inspections, and issues certificates of occupancy or final inspections. In addition, the Building Division undertakes code enforcement activities including property maintenance, blight, graffiti, and tenant-property owner disputes. The Division administers seismic upgrade requirements of the Unreinforced Masonry Building (URM) Ordinance and assists the Alameda County Fire Department (ACFD) with taking in Fire Permit applications, calculating fees, and issuing permits. The Division coordinates and strives to continually improve Planning and Building counter service, including implementing customers' suggestions as appropriate. The Building Divisions also serves as lead staff to the Housing Advisory and Appeals Board.

Building Division staff monitors and participates in activities of the California Building Standards Commission, including adoption of new and amended California Building Codes, and provides monthly housing unit counts for the State Department of Finance and U.S. Census Bureau for annual population estimates, monthly building permit data for the Alameda County Assessor's Office, monthly data on private sewer lateral permits for the East Bay Municipal Utility District (EBMUD), and property information for the Emeryville Transportation Management Association (Emery Go-Round). The Division maintains current and accurate information on the City's website, including building codes; plan check services; inspection services; alternate materials, design and methods; and permit application submittal requirements. Building Division staff participates in regional, state, and national training and professional development activities, including California Association of Code Enforcement Officers (CACEO) conferences, California Building Officials (CALBO) and International Code Conference (ICC) meetings, and annual CALBO "education weeks".

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

***Administration***

1. Developed and facilitated City Council approval of an ordinance creating an expedited building permit process for solar panels on single family homes and duplexes, as required by State law.
2. Issued the first two Building Occupancy Resumption Program (BORP) permits to Wareham Development for Heritage Square and EmeryStation East, and began processing additional BORP permits for four Grifols buildings. The BORP program, approved by the City Council in March 2013, allows commercial property owners to retain private engineers to expedite evaluation of their buildings following an earthquake or other natural disaster.
3. With Public Works Department, continued to implement program for inspection and replacement of private sewer laterals as mandated by U.S. Environmental Protection Agency and EBMUD.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**BUILDING**

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4. With Planning Division, continued implementing the CRW TRAKiT permit tracking system, including the CodeTRAK module for code enforcement cases, and continued entering historic data for building projects back to 2000.
5. With Finance Department, continued collecting State-mandated business license surcharge for Certified Access Specialists.

***Development Projects***

1. Performed plan checks and field inspections for the following major new development and building renovation projects, and issued certificates of occupancy or final inspections for those that were completed:
  - Parc on Powell Apartments, Powell/Hollis/Stanford/Doyle (176 units) (completed)
  - Papermill Park, 1330 Stanford Avenue, new City park and private parking lot (completed)
  - EMME Residential, 64<sup>th</sup> and Christie (190 units) (completed)
  - 3900 Adeline Street apartments (101 units) (completed)
  - City Storage personal storage, 40<sup>th</sup> and Adeline (completed)
  - Shell Gas Station Rebuild, 1800 Powell Street (completed)
  - Broken Rack billiard hall and bar, 5768 Peladeau Street (completed)
  - LePort School, 1450 & 1452 63rd Street (pre K – 1<sup>st</sup> grade) (completed)
  - Hyatt Place Hotel, 5700 Bay Street (175 rooms) (under construction)
  - The Intersection, 3800 San Pablo Avenue (105 units and rehab of “Maz” commercial building) (under construction)
  - Ocean Avenue Townhomes, 1276 Ocean (5 units) (under construction)
  - EmeryStation West, 5959 Horton Street (250,000 s.f. of lab space) (in plan check)
  - Heritage Square Garage, 6121 Hollis Street (new parking garage) (in plan check)
  - Marketplace Parcel C, 6330 Christie Avenue (New Seasons Market) (in plan check)
  - Marketplace Parcel D, 6330 Christie Avenue (223 units) (in plan check)
2. Performed plan checks and field inspections for the following major tenant improvement and remodeling projects, and issued certificates of occupancy or final inspections for those that were completed:
  - Novartis Buildings G & T, 1400 53<sup>rd</sup> Street (voluntary seismic upgrade) (complete)
  - Sutter Health, 1900 Powell Street (tenant improvements for office) (complete)
  - Nordstrom Rack, 3939 Emery Street (tenant improvements for new store) (complete)
  - Ulta Beauty, 3939 Emery Street (tenant improvements for new store) (complete)
  - Bridgewater, Building 2, 6400 Christie Avenue (remodel 84 units) (complete)
  - Fire Station #34, 2333 Powell Street (building renovations) (complete)
  - Refactored Materials, 5858 Horton Street (tenant improvements for lab) (complete)
  - Escuela Bilingüe Internacional, 4550 San Pablo Avenue (Phase 2 tenant and site improvements) (complete)
  - Pixar Warehouse, 5000 Hollis Street (Phase I completed; Phase II under construction)
  - Stanford Health Center, 5800 Hollis Street (tenant improvements for medical offices) (under construction)

**DEPARTMENT: COMMUNITY DEVELOPMENT**

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**BUILDING**

- Grifols CMF Building, 5350 Horton Street (major tenant improvements for pharmaceutical manufacturing) (under construction)
  - IKEA, 4400 Shellmound Street (warehouse area renovations) (under construction)
  - Emeryville Senior Center, 4321 Salem Street (building renovations) (under construction)
  - Emeryville Public Market, 5959 Shellmound Street (building renovations) (under construction)
  - Public Works Corporation Yard, 5679 Horton Street (building renovations) (in plan check)
3. Performed plan checks and field inspections for the following residential construction defect and other repair projects:
    - Liquid Sugar
    - Bridgecourt Apartments
    - Avenue 64
    - Elevation 22
    - Emery Glen
    - Icon at Park
  4. Issued approximately 1,700 permits, based on a total construction valuation of approximately \$328 million. This is an increase of 21% in number of permits issued, and an increase of 33% in construction valuation over the previous two fiscal years. About 320 (19%) of these permits were issued over-the-counter and another 560 (33%) were issued within an average of two weeks after one round of plan check. Approximately 50 permits (3%) received expedited processing (plan review comments or permit approval within 3-5 days) for an additional fee.
  5. Performed approximately 34,000 inspections, of which approximately 9,000 related to major development projects and 25,000 related to other projects such as tenant improvements and remodels, including code enforcement. This is an increase in total inspections of over 100% from the previous two fiscal years.
  6. Responded to approximately 5,400 counter visits and 3,300 telephone inquiries. This is an increase in counter visits of almost 30% over the previous two fiscal years.

***Code Enforcement***

1. Handled approximately 220 code enforcement cases, including graffiti, work without permits, and other code violations, and 540 telephone contacts related to code enforcement.
2. Initiated enforcement action related to blighted residential property at 1264 Ocean Avenue and facilitated Board of Appeals abatement action.
3. Initiated enforcement action related to blighted residential property at 1270 64th Street.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**BUILDING**

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**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

***Administration***

1. With Planning Division, continue implementation of CRW “TRAKiT” computerized permit tracking system, including data entry of historical permit information.
2. With Planning Division, implement “e-TRAKiT” component of permit tracking system to allow on-line submittal of building permit applications and remote electronic entry of field inspection results. Work with Finance and IT to institute City’s acceptance of credit cards as payment.
3. Continue to monitor activities of California Building Standards Commission and participate in development of 2016 California Building Codes, which will take effect January 1, 2017. Begin development of ordinance for timely local adoption of 2016 codes.
4. Continue to implement Building Occupancy Resumption Program (BORP) to certify third-party inspectors for post-disaster building evaluation.
5. Obtain certification for City staff person as Certified Access Specialist and begin in-house administration of program as required by State law.
6. Consider amending Master Fee Schedule to institute lower flat building permit fees for certain small projects such as minor home repairs.
7. Develop and implement community outreach programs to enhance public awareness of building code issues, expectations and interpretations, including presentations to Planning Commission, Economic Development Committee, and other City committees. Develop public information brochures that describe the building permit process and other relevant information for the general public including owner/builder applicants.

***Development Projects***

1. Facilitate completion and issuance of certificates of occupancy for the following major development projects that are under construction:
  - Hyatt Place Hotel, 5700 Bay Street (175 rooms)
  - The Intersection, 3800 San Pablo Avenue (105 units and rehab of “Maz” commercial building)
  - Ocean Avenue Townhomes, 1276 Ocean (5 units)
  - Pixar Warehouse, 5000 Hollis Street, Phase II
  - Stanford Health Center, 5800 Hollis Street (tenant improvements for medical offices)
  - Grifols CMF Building, 5350 Horton Street (major tenant improvements for pharmaceutical manufacturing)
  - IKEA, 4400 Shellmound Street (warehouse area renovations)
  - Emeryville Senior Center, 4321 Salem Street (building renovations)
  - Emeryville Public Market, 5959 Shellmound Street (building renovations)

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**BUILDING**

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2. Provide preconstruction meetings, plan checking, permit issuance, field inspections, and certificates of occupancy for approved development projects (and those anticipated to be approved) including:
- Emery Station West, 5959 Horton Street (250,000 s.f. of lab space) (in plan check)
  - Heritage Square Garage, 6121 Hollis Street (new parking garage) (in plan check)
  - 3706 San Pablo Avenue Housing (86 units of affordable housing)
  - Christie Avenue Park, redesign and expansion as part of Marketplace project
  - Marketplace Parcel A, Shellmound Street (167 units and 14,000 square feet of retail space)
  - Marketplace Parcel B, Shellmound Street (new garage and retail space)
  - Marketplace Parcel C, 6330 Christie Avenue (New Seasons Market) (in plan check)
  - Marketplace Parcel D, 6330 Christie Avenue (223 units) (in plan check)
  - 6701 Shellmound Street ("Nady Site"), new apartment building (186 units)
  - Sherwin Williams Urban Village (approximately 540 residential units and 94,600 square feet of commercial space)
  - Multi-Unit Residential Project, 1225 65<sup>th</sup> Street (24 units)
  - Bay Street Site A Retail Pad
  - Public Works Corporation Yard, 5679 Horton Street (building renovations) (in plan check)
  - Other major projects as they materialize

**Code Enforcement**

- Continue to investigate and abate code violations related to Building Code, Planning Regulations, Housing Code, and other City regulations and programs.

**COMMUNITY DEVELOPMENT DEPARTMENT  
BUILDING DIVISION**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 400,623	\$ 497,530	\$ 412,362	\$ 567,296	\$ 585,419
Supplies and Services	1,275,785	2,234,220	2,158,229	2,407,020	1,239,700
<b>Total</b>	<b>\$ 1,676,409</b>	<b>\$ 2,731,750</b>	<b>\$ 2,570,591</b>	<b>\$ 2,974,316</b>	<b>\$ 1,825,119</b>

*Expenditures by Fund*

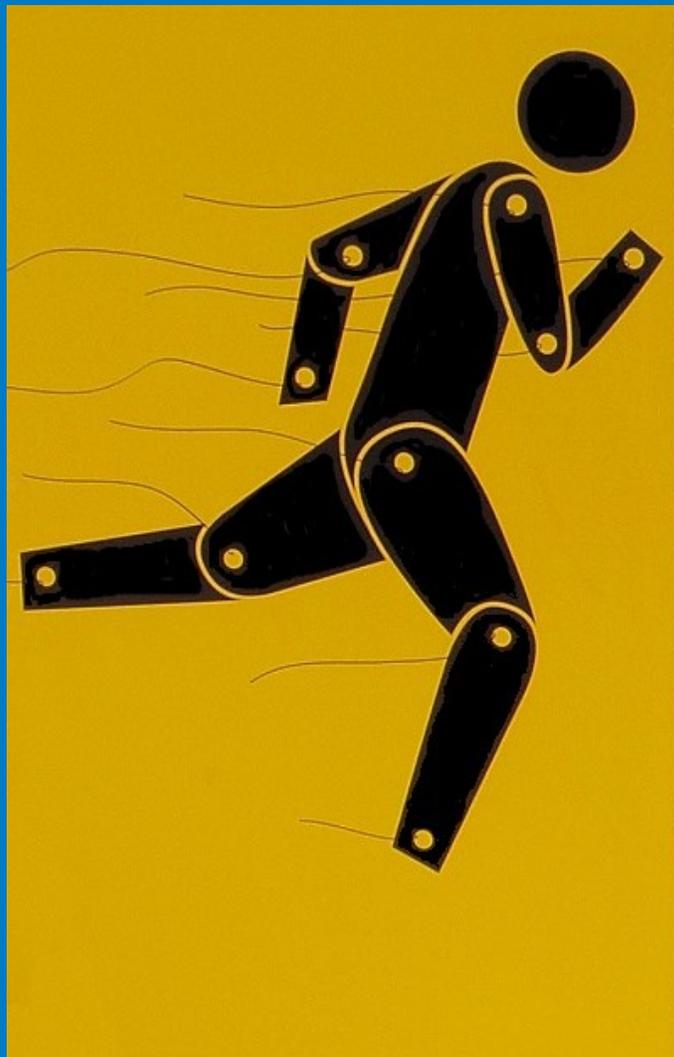
Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 1,676,409	\$ 2,731,750	\$ 2,570,591	\$ 2,974,316	\$ 1,825,119
<b>Total</b>	<b>\$ 1,676,409</b>	<b>\$ 2,731,750</b>	<b>\$ 2,570,591</b>	<b>\$ 2,974,316</b>	<b>\$ 1,825,119</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	4.0	4.0	4.0
Part-Time Positions (FTE)	0.0	0.0	0.0
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>				<b>DIVISION - 1730 - BUILDING</b>			
<b>DEPARTMENT - 1700 - COMMUNITY DEVELOPMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	250,444	248,662	400,788	265,371	416,280	428,772
71050	OVERTIME PAYMENT	746	1,562	700	1,608	1,500	1,500
71100	HOLIDAY	16,982	16,731		17,171	-	-
71250	SICK LEAVE EXPENSE	13,970	16,656		10,674	-	-
71300	VACATION EXPENSE	17,135	29,586		25,672	-	-
71350	WORKERS COMP PAYMENTS	6,575	6,105	5,956	5,956	13,768	14,181
72000	COMPENSATED EXPENSE	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	4,269	4,450	4,672	4,526	6,084	6,265
72200	RETIREMENT [PERS]	26,001	26,702	27,743	28,630	37,431	38,519
72240	PERS UNFUNDED LIABILITY				2,431	5,394	3,672
72250	UNEMPLOYMENT INSURANCE	296	310	319	319	1,166	1,201
72300	VISION INSURANCE	767	793	767	806	1,160	1,252
72350	EAP INSURANCE	103	103	103	92	115	115
72400	GROUP MEDICAL INSURANCE	33,602	35,119	40,203	35,119	59,246	63,538
72410	RETIREE MEDICAL BENEFIT	2,300	2,574	2,574	2,574	3,775	4,153
72450	GROUP DENTAL INSURANCE	2,903	2,903	4,679	2,903	6,738	7,277
72500	LIFE INSURANCE	268	268	681	268	434	440
72510	ACCRUED BENEFITS	3,168	3,314	3,514	3,412	8,908	9,176
72540	LONG TERM DISABILITY	1,421	1,487	1,531	1,530	1,998	2,058
<b>SALARIES AND BENEFITS Total</b>		<b>384,251</b>	<b>400,623</b>	<b>497,530</b>	<b>412,362</b>	<b>567,296</b>	<b>585,419</b>
73000	OFFICE SUPPLIES	1,763	2,271	2,000	2,000	2,000	2,000
73100	BOOKS, MAPS, PERIODICALS	127	217	500	500	500	500
73150	POSTAGE	280	191	500	500	500	500
73350	SAFETY & SPECIAL SUPPLIES	16	-	500	500	500	500
73550	FUEL	34	67	500	500	500	500
<b>SUPPLIES Total</b>		<b>2,220</b>	<b>2,746</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
76050	TELEPHONE/COMMUNICATION	4,493	4,629	4,500	4,500	4,500	4,500
<b>UTILITIES Total</b>		<b>4,493</b>	<b>4,629</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
77100	VEHICLE OPERATION & MAINT	107	570	500	500	1,500	1,500
77950	VEHICLE REPL. CHARGE	-	-	-	-	12,400	12,900
77960	TECHNOLOGY REPL CHARGE	3,328	7,500	7,500	7,500	7,200	7,200
<b>MAINTENANCE Total</b>		<b>3,434</b>	<b>8,070</b>	<b>8,000</b>	<b>8,000</b>	<b>21,100</b>	<b>21,600</b>
80050	PROFESSIONAL SERVICES	153,290	111,508	60,000	60,000	274,000	69,000
80365	SB1186 CASP ADMIN FEES (new)	1,642	1,693	2,500	2,500	2,900	2,900
80480	PROF SVC-PLAN CHECK FEES	789,361	706,464	1,674,000	1,559,785	1,242,600	686,600
80490	PROF SVC-INSPECTIONS	355,713	424,015	450,200	507,624	826,300	417,300
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>1,300,005</b>	<b>1,243,680</b>	<b>2,186,700</b>	<b>2,129,909</b>	<b>2,345,800</b>	<b>1,175,800</b>
82050	PRINTING	-	192	1,500	1,500	1,500	1,500
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>-</b>	<b>192</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
84000	EDUCATION AND TRAINING	3,533	1,570	3,600	3,600	3,600	4,600
84100	MEMBERSHIPS & DUES	680	455	820	820	820	1,000
84150	TRAVEL, CONFER & MEETING	2,842	3,991	3,600	1,500	3,600	4,600
<b>EDUCATION AND TRAINING Total</b>		<b>7,055</b>	<b>6,016</b>	<b>8,020</b>	<b>5,920</b>	<b>8,020</b>	<b>10,200</b>
85000	RENTALS & LEASES	-	-	-	-	600	600
<b>RENTALS &amp; LEASES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>600</b>
87210	GRAFFITTI ABATEMENT	12,786	9,511	18,000	2,000	18,000	18,000
87260	CODE ENFORCEMENT	-	941	3,500	2,400	3,500	3,500
<b>OTHER Total</b>		<b>12,786</b>	<b>10,452</b>	<b>21,500</b>	<b>4,400</b>	<b>21,500</b>	<b>21,500</b>
<b>TOTAL BUILDING</b>		<b>1,714,244</b>	<b>1,676,409</b>	<b>2,731,750</b>	<b>2,570,591</b>	<b>2,974,316</b>	<b>1,825,119</b>

# ECONOMIC DEVELOPMENT & HOUSING DIVISION



**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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The Economic Development & Housing Division is responsible for the City's Economic Development, Affordable Housing, Community Development Block Grant, Public Art and Brownfields Remediation Programs. Each of these programs work together to enhance and secure the quality of life for Emeryville's residents.

Emeryville's Economic Development programs support and expand the economic base of the City in order to generate revenue, develop jobs, and ensure business vitality. As revenue generation is a fundamental component of the City's economic development strategy, the Division actively pursues and manages grants for public infrastructure and affordable housing projects to replace resources lost due to the dissolution of redevelopment.

The Division administers the City's Affordable Housing Program and manages the City's housing assets and functions. These responsibilities include the development of over 4 acres of land purchased with redevelopment agency low and moderate income housing funds, management of an inventory of over 200 Below-Market-Rate (BMR) units and the implementation of the City's First-Time Homebuyer Loan Program, which includes a portfolio of over 400 First Time Homebuyer Loans. The Community Development Block Grant program provides additional revenues to serve low-income residents, including meal and housing support services. The Division also implements the City's Homeless Strategy to address the needs of people experiencing homelessness in our community.

The Division manages the City's Public Art Program, which is funded through the City's Art in Public Places Ordinance. Developers can fulfill public art requirements by either funding on-site art that is accessible to the public or by contributing to the City's Public Art Fund. The Division provides project management and maintenance services for City-owned public art and monitors and approves privately developed/owned art accessible to the public. The Division also oversees the City's annual Purchase Award program and the City's Poet Laureate program.

The Brownfield Remediation program ensures that sites with contaminated soil and groundwater, resulting from Emeryville's industrial legacy, are cleaned up to standards that will make them acceptable for future residential, commercial, recreational, and other uses.

The Division is also responsible for implementing the winding down of the Emeryville Redevelopment Agency activities as directed by the City of Emeryville as Successor Agency and approved by the Emeryville Oversight Board and the California State Department of Finance. An essential element of this process is the disposition of properties pursuant to the Long Range Property Management Plan.

**ACCOMPLISHMENTS DURING THE 2014-15 AND 2015-16 FISCAL YEARS**

***Economic Development***

1. Developed and facilitated City Council adoption of Minimum Wage Ordinance, and began implementation, effective July 2, 2015.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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2. Developed and implemented new parks and recreation, transportation, and affordable housing impact fees.
3. Initiated Broadband Study with the objective of facilitating installation and connection of fiber optics for faster internet service for commercial and residential users throughout Emeryville.
4. Updated Economic Development Strategy and facilitated a City Council study session.
5. Facilitated the EmeryStation West/Transit Center project by managing grant funding for public parking and bus bays and funding agreements with the developer.
6. Participated in Berkeley-Emeryville Bioscience Corridor Partnership with the City of Berkeley and East Bay Economic Development Alliance (EDA) including organizing meet-ups and meetings with stakeholders.
7. Facilitated Planning Commission and City Council study sessions on potential development of City-owned Christie Avenue properties.
8. Continued to work with City Attorney's Office and Finance Department on the dissolution of the Emeryville Redevelopment Agency, including preparation and State approval of the Long Range Property Management Plan for the disposition of former Redevelopment Agency properties.

***Affordable Housing***

1. Facilitated Planning Commission approval and negotiated a Ground Lease Disposition and Development Agreement for redevelopment of the 3706 San Pablo Avenue/1025 West MacArthur Boulevard site as a 100% family-friendly affordable housing project; assisted developer in obtaining funding, and facilitated a \$3.5 million City loan for the project.
2. Approved marketing plans and applicants for affordable units in Parc on Powell (8 very low income and 13 moderate income) and EMME (29 very low income) residential projects.
3. Assisted in development and City Council approval of Development Agreement for Marketplace Redevelopment Project, resulting in 50 affordable units to be provided (22 low income and 28 moderate income units, equaling 11% of all units).
4. Negotiated Affordable Housing Agreement for 3900 Adeline Street apartments for 6 very low income and 9 moderate income units.
5. Initiated study of residential tenant protections and facilitated review by Housing Committee, Economic Development Advisory Committee, and City Council.
6. Developed and facilitated City Council adoption of Homeless Strategy. Negotiated Memorandum of Understanding with the City of Oakland for warming centers and shelter beds. Contracted with Berkeley Food and Housing and worked with Community Services and Police Departments on homeless outreach.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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7. Continued to manage the inventory of First Time Homebuyer Loans including refinancing/subordinations, owner occupancy waivers, capital improvement credits, short sales and payoffs.
8. Continued to administer the City's Below Market Rate (BMR) Unit Program by assisting sellers with requests for subordinations, capital improvement credits, trust transfers, and loan repayments and reconveyances, and sales; monitored BMR rental and owner occupied units to assure program compliance.
9. Continued to administer the rehabilitation loan program.
10. With Planning Division, completed the 2015-2023 Housing Element and facilitated its approval by the Planning Commission and its adoption by the City Council. The Housing Element was certified by the State Department of Housing and Community Development (HCD) on January 28, 2015.

***Capital Projects***

1. Completed construction of the 48<sup>th</sup> Street Community Garden.
2. Completed construction of the Christie Avenue Bay Trail bike path.
3. Completed Safe Routes to Transit project at San Pablo Avenue/Adeline Street/West MacArthur Boulevard intersection to facilitate improved pedestrian and bicycle circulation.
4. Began construction of Safe Routes to Schools project on San Pablo Avenue at 43<sup>rd</sup>, 45<sup>th</sup>, and 47<sup>th</sup> Streets for improved pedestrian crossings.
5. Submitted applications for 11 transportation projects valued at \$93 million to Alameda County Transportation Commission/Metropolitan Transportation Commission joint call.
6. Participated in planning for regional Bike Share.

***Public Art***

1. Implemented the 2014 and 2015 Annual Purchase Award Program: purchased and installed Rik Ritchey's, "My Iconoclast" in City Hall and Nora Pauwels', "Blueprint of a Garden" in the Police Station in 2014; and Jeff Margolin's "Dancing Hands" in City Hall in 2015; and held annual events recognizing the selected artists at City Hall.
2. Selected consultant and initiated preparation of Public Art Master Plan; conducted outreach including stakeholder interviews, survey, and community workshops; updated City's Public Art website.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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3. Selected "Electric Rainbow" by R&R Studios for installation on Shellmound Street under Powell Street Bridge.
4. Selected artists for installation of public art at Emeryville Center of Community Life.
5. Installed Phase III of the Bus Shelter Art Project.
6. Processed restoration and renewal of "Sign of the Times" utility box art program.
7. Continued to assist private developers with installation of public art, including EMME, Parc on Powell, and 3900 Adeline residential projects
8. Continued Poet Laureate program; initiated call for third Poet Laureate in 2015

***Grant Administration***

1. Received a \$477,950 Housing-Related Parks grant for the Emeryville Center of Community Life project, including \$14,400 in bonus funds for the City's relative competitive position in achieving Regional Housing Needs Allocation (RHNA) goals.
2. Continued to coordinate grant management for a variety of capital projects and planning studies.
3. Continued to manage the City's Community Development Block Grant Program by executing and managing funding agreements.
4. Continued to manage community grants provided to Emeryville Citizens Action Program, Emeryville Celebration of the Arts, and Rebuilding Together.

***Brownfield Remediation***

1. Completed remediation of the 3706 San Pablo Avenue affordable housing site.
2. Completed assessment of 36<sup>th</sup> Street Properties.

**GOALS FOR THE 2016-17 AND 2017-18 FISCAL YEARS**

***Economic Development***

1. Develop and facilitate City Council adoption of Fair Work Week Ordinance and policies.
2. Continue implementation of Minimum Wage Ordinance.
3. Develop and facilitate Planning Commission and City Council review, and City Council approval, of small business assistance programs.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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4. Complete and implement Broadband Study to facilitate installation and connection of fiber optics for faster internet service for commercial and residential users throughout Emeryville.
5. Facilitate completion and adoption of updated Economic Development Strategy.
6. Continue to facilitate the development and completion of the EmeryStation West/Transit Center project, including management of grant funding for public parking, bus bays, and public plaza.
7. Complete feasibility studies and prepare Request for Proposals for redevelopment of City-owned sites, including Christie Avenue Properties and Site B.
8. Study feasibility of formation of Business Improvement Districts (BIDs) and/or merchant associations, and initiate district and citywide banner program, to strengthen vitality of neighborhood centers.
9. Continue to participate in Berkeley-Emeryville Bioscience Corridor Partnership with the City of Berkeley and East Bay Economic Development Alliance (EDA).

***Affordable Housing***

1. Develop and facilitate City Council adoption of Tenant Protections Ordinance and begin implementation.
2. Expand homeless services by continuing to contract for homeless outreach and case management, and supporting a year-round shelter in Oakland or Berkeley.
3. Initiate construction and facilitate completion of 3706 San Pablo Avenue affordable housing project.
4. Participate in preparation of feasibility studies and Request for Proposals for affordable housing components on Christie Avenue Properties and Site B.
5. Issue a Request for Proposals and select a developer for the redevelopment of the former Recreation Center site at 43<sup>rd</sup> Street and San Pablo Avenue for senior housing.
6. Pursue acquisition of other affordable housing sites available for sale near transit corridors.
7. Work with homeowners associations to preserve ownership units in condominium projects that are threatened due to investor purchase and rental.
8. Initiate a program to preserve BMR units in danger of foreclosure; continue to assist sellers, buyers, and title companies with BMR, homebuyer, and rehabilitation loan transactions, including requests for subordinations when refinancing, capital improvement credits, trust transfers, and loan repayments and reconveyances, and information regarding foreclosure assistance; conduct annual monitoring of BMR ownership and rental units and down payment assistance loan recipients.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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9. Negotiate Affordability Agreements for new apartment construction (anticipated for Sherwin Williams and Nady sites).
10. Establish an electronic database of all affordable homeowner program participants.
11. Provide financial planning education for homeowners and renters.

***Capital Projects***

1. Develop a proposal for a paid parking program in North Hollis to fund Transportation Demand Management improvements.
2. Construct “Peladeau Park” to complete the Greenway from Powell and Hollis Streets to Stanford Avenue and Horton Street.
3. Complete the Safe Routes to School pedestrian improvements on San Pablo Avenue.
4. Complete Horton Landing Park and the South Bayfront pedestrian and bicycle bridge.
5. Complete the Emeryville Center of Community Life recreation components funded by the Housing Related Parks Grant.
6. In consultation with the Alameda County Transportation Commission, initiate construction of the Ashby-Shellmound Interchange project, including its pedestrian and bicycle bridge.

***Public Art***

1. Complete and facilitate City Council adoption of Public Art Master Plan, and begin implementation.
2. Complete the Emeryville Center of Community Life (ECCL) Public Art Project.
3. Complete the Powell Street Bridge/Shellmound Street Public Art Project.
4. Complete Phase III of the Bus Shelter Art project and initiate Phase IV.
5. Implement the 2016 and 2017 Annual Purchase Award Program; expand to the Senior Center and Emeryville Center of Community Life.
6. Continue the Poet Laureate program, renewing call for third Poet Laureate and expanding eligibility to 94608 ZIP code.
7. Continue to assist private owners with installation of art accessible to the public (anticipated projects include Public Market, The Intersection (“Maz”), 3706 San Pablo Avenue, 3900 Adeline Street, Sherwin Williams, Hyatt Place Hotel, and Nady sites).
8. Complete the environmental art installation at Point Emery.

**DEPARTMENT: COMMUNITY DEVELOPMENT**  
**ECONOMIC DEVELOPMENT & HOUSING**

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***Grant Administration***

1. Continue to pursue multiple financing sources for job creation, economic development, infrastructure, and public/private projects to replace redevelopment funding.
2. Continue to secure grants and manage grant agreements to fund public improvements, brownfield remediation, and affordable housing projects and manage existing grants for projects consistent with the Capital Improvement Program (CIP).

***Brownfield Remediation***

1. Complete assessment and remediation of various City-owned properties, including 36<sup>th</sup> Street parcels, Christie Avenue properties, and Horton Landing Park
2. Market Brownfield Revolving Loan Funds (RLF) to private partners to fund site remediation and assessment.
3. Seek public funding for assessment and remediation of City owned properties and assessment of possible acquisitions sites for affordable housing.

**COMMUNITY DEVELOPMENT DEPARTMENT  
ECONOMIC DEVELOPMENT AND HOUSING DIVISION**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 465,172	\$ 580,540	\$ 454,915	\$ 585,492	\$ 613,158
Supplies and Services	186,104	496,113	237,460	394,858	393,458
<b>Total</b>	<b>\$ 651,275</b>	<b>\$ 1,076,653</b>	<b>\$ 692,375</b>	<b>\$ 980,350</b>	<b>\$ 1,006,616</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 651,275	\$ 1,076,653	\$ 692,375	\$ 980,350	\$ 1,006,616
<b>Total</b>	<b>\$ 651,275</b>	<b>\$ 1,076,653</b>	<b>\$ 692,375</b>	<b>\$ 980,350</b>	<b>\$ 1,006,616</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	5.0	5.0	5.0
Part-Time Positions (FTE)	0.0	0.0	0.0
<b>Total</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>				<b>DIVISION - 1800 - ECONOMIC DEVELOPMENT &amp; HOUSING</b>			
<b>DEPARTMENT - 1700 - COMMUNITY DEVELOPMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	390,021	270,598	423,540	245,155	422,925	442,486
71040	SALARIES & WAGES - HOURLY	0			58,390	-	-
71050	OVERTIME PAYMENT	447	1,568	4,000	2,890	4,000	4,000
71100	HOLIDAY	30,676	18,925		13,484	-	-
71150	ACTING HIGHER RANK	-	5,472		6,016	-	-
71250	SICK LEAVE EXPENSE	14,542	12,845		10,198	-	-
71300	VACATION EXPENSE	27,447	42,233		17,110	-	-
71350	WORKERS COMP PAYMENTS	2,251	1,855	2,329	1,894	4,975	5,200
72000	COMPENSATED EXPENSE	3,300	963	3,300	-	3,300	3,300
72150	SOCIAL SECURITY [FICA]	6,429	5,089	6,189	5,494	6,321	6,605
72200	RETIREMENT [PERS]	40,261	30,183	36,848	26,213	35,917	37,470
72240	PERS UNFUNDED LIABILITY				3,038	4,046	2,754
72250	UNEMPLOYMENT INSURANCE	459	344	424	345	1,211	1,266
72300	VISION INSURANCE	1,022	867	1,022	761	1,163	1,256
72350	EAP INSURANCE	103	103	137	87	115	115
72400	GROUP MEDICAL INSURANCE	71,760	60,758	85,649	51,661	79,175	84,912
72410	RETIREE MEDICAL BENEFIT	3,100	3,432	3,432	3,432	3,785	4,163
72450	GROUP DENTAL INSURANCE	6,239	5,134	6,239	4,419	6,755	7,295
72500	LIFE INSURANCE	687	414	729	391	470	489
72510	ACCRUED BENEFITS	3,087	3,216	4,668	3,059	9,258	9,677
72540	LONG TERM DISABILITY	1,744	1,173	2,033	877	2,077	2,170
<b>SALARIES AND BENEFITS Total</b>		<b>603,577</b>	<b>465,172</b>	<b>580,540</b>	<b>454,915</b>	<b>585,492</b>	<b>613,158</b>
73000	OFFICE SUPPLIES	1,981	2,106	2,000	2,000	3,000	3,000
73100	BOOKS, MAPS, PERIODICALS	350	-	500	500	500	500
73150	POSTAGE	965	576	1,500	800	1,000	1,000
<b>SUPPLIES Total</b>		<b>3,296</b>	<b>2,682</b>	<b>4,000</b>	<b>3,300</b>	<b>4,500</b>	<b>4,500</b>
76050	TELEPHONE/COMMUNICATION	2,388	3,006	2,500	2,500	2,500	2,500
<b>UTILITIES Total</b>		<b>2,388</b>	<b>3,006</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
77000	MAINTENANCE BLDG & GRNDS	9,447	10,550	10,000	10,000	10,000	10,000
77100	VEHICLE OPERATION & MAINT	107	-	300	-	-	-
77950	VEHICLE REPLACEMENT CHARGE	400	800	800	800	-	-
77960	TECHNOLOGY REP CHARGE	3,000	3,700	3,700	3,700	3,600	3,600
<b>MAINTENANCE Total</b>		<b>12,954</b>	<b>15,050</b>	<b>14,800</b>	<b>14,500</b>	<b>13,600</b>	<b>13,600</b>
80000	TEMPORARY PERSONNEL SERV	700	886	2,000	1,000	2,000	2,000
80050	PROFESSIONAL SERVICES	155,949	145,162	443,000	200,000	298,000	318,000
80500	TESTING		456				
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>156,649</b>	<b>146,048</b>	<b>445,000</b>	<b>201,000</b>	<b>300,000</b>	<b>320,000</b>
82000	ADVERTISING	7,760	500	10,000	2,000	10,750	10,750
82050	PRINTING	2,485	8,841	5,000	5,000	27,000	5,000
82100	COMMUNITY PUB/MTGS/COMM	2,471	18	1,000	500	2,000	2,000
82102	COMM MTG/PUBL-CITY CLERK	90	50		-	-	-
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>12,807</b>	<b>9,409</b>	<b>16,000</b>	<b>7,500</b>	<b>39,750</b>	<b>17,750</b>
84000	EDUCATION AND TRAINING	629	764	4,000	1,500	3,500	3,500
84100	MEMBERSHIPS & DUES	3,619	3,203	4,443	2,100	5,293	5,293
84150	TRAVEL, CONFER & MEETING	2,807	5,485	5,370	5,060	10,715	11,315
<b>EDUCATION AND TRAINING Total</b>		<b>7,056</b>	<b>9,453</b>	<b>13,813</b>	<b>8,660</b>	<b>19,508</b>	<b>20,108</b>
87370	REBUILDING TOGETHER/XMAS					15,000	15,000
<b>PROGRAMS/GRANTS Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>
<b>TOTAL ECONOMIC DEV &amp; HOUSING</b>		<b>798,726</b>	<b>651,275</b>	<b>1,076,653</b>	<b>692,375</b>	<b>980,350</b>	<b>1,006,616</b>

**PUBLIC WORKS  
DEPARTMENT**

# PUBLIC WORKS



**DEPARTMENT:****PUBLIC WORKS**

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The Public Works Department is organized into three divisions: Engineering, Environmental Programs and Operations & Maintenance.

In addition to the General Fund, the Department receives funding through several special and/or restricted revenue funds: including the City's Sewer Fund, countywide Measure D fees (solid waste diversion), Measure B, Measure BB and state Gas Tax (transportation projects). The Department also administers grants from Caltrans and the Bay Area Air Quality Management District (BAAQMD).

The Public Works salaries, supplies and services are primarily charged to the General Fund, the General Capital Fund, the Sewer Fund, and Measure D Fund. These various revenue funds are charged a specific percentage for salaries, supplies and services, a transfer to the General Fund, except for certain restricted special revenue fund expenditures.

**PUBLIC WORKS**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 1,636,039	\$ 1,968,545	\$ 1,736,689	\$ 2,029,451	\$ 2,132,617
Supplies and Services	1,673,609	2,044,105	1,828,490	2,163,050	1,997,150
Interfund Transfer	176,500	176,500	176,500	181,500	181,500
<b>Total</b>	<b>\$ 3,486,148</b>	<b>\$ 4,189,150</b>	<b>\$ 3,741,679</b>	<b>\$ 4,374,001</b>	<b>\$ 4,311,267</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 2,934,038	\$ 3,266,403	\$ 3,083,332	\$ 3,429,677	\$ 3,498,972
Sewer Fund	514,803	877,748	613,347	899,324	767,295
Measure D Fund	25,000	25,000	25,000	25,000	25,000
Measure B Fund	12,307	20,000	20,000	20,000	20,000
<b>Total</b>	<b>\$ 3,486,148</b>	<b>\$ 4,189,150</b>	<b>\$ 3,741,679</b>	<b>\$ 4,374,001</b>	<b>\$ 4,311,267</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 216,577	\$ 28,000	\$ 28,000	\$ 30,000	\$ 30,000
General Revenue	2,717,461	3,238,403	3,055,332	3,399,677	3,468,972
<b>Total</b>	<b>\$ 2,934,038</b>	<b>\$ 3,266,403</b>	<b>\$ 3,083,332</b>	<b>\$ 3,429,677</b>	<b>\$ 3,498,972</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	16.0	20.0	20.0
Permanant Part-Time (FTE)			
Part-Time Positions (FTE)	1.0	1.0	1.0
<b>Total</b>	<b>17.0</b>	<b>21.0</b>	<b>21.0</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 40 - PUBLIC WORKS</b>							
<b>DEPARTMENT - 4000 - PUBLIC WORKS</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	718,733	896,974	1,180,102	907,215	1,187,238	1,250,566
71030	SALARIES & WAGES-PERM PT	35,112	-	34,650	-	-	-
71040	SALARIES & WAGES - HOURLY	27,647	47,136	10,000	21,561	23,520	24,232
71050	OVERTIME PAYMENT	8,234	9,076	23,000	12,150	20,000	20,000
71100	HOLIDAY	43,649	55,057	-	87,290	-	-
71150	ACTING HIGHER RANK	-	3,355	-	4,837	-	-
71250	SICK LEAVE EXPENSE	43,975	37,018	-	45,118	-	-
71300	VACATION EXPENSE	46,791	63,976	-	104,775	-	-
71350	WORKERS COMP PAYMENTS	25,349	25,932	35,614	25,879	79,975	84,078
71410	ALTERNATE MED BENEFITS	14,823	12,215	11,077	12,215	6,353	6,353
72000	COMPENSATED EXPENSE	2,761	4,411	5,511	5,511	2,640	2,640
72100	CLOTHING ALLOWANCE	425	850	-	850	-	-
72200	RETIREMENT [PERS]	77,172	89,923	102,948	98,150	107,425	112,039
72150	SOCIAL SECURITY [FICA]	14,578	15,704	18,175	17,093	18,049	18,977
72240	PERS UNFUNDED LIABILITY	-	-	-	9,722	21,576	14,687
72250	UNEMPLOYMENT INSURANCE	907	1,093	1,234	1,166	3,460	3,639
72300	VISION INSURANCE	2,894	3,282	3,768	3,423	4,340	4,687
72350	EAP INSURANCE	284	323	506	299	431	431
72400	GROUP MEDICAL INSURANCE	127,736	174,287	246,564	180,466	231,715	248,505
72410	RETIREE MEDICAL BENEFIT	10,300	12,647	12,647	12,647	14,129	15,542
72450	GROUP DENTAL INSURANCE	13,322	14,245	22,991	14,892	25,218	27,235
72500	LIFE INSURANCE	1,052	1,271	2,552	1,351	1,338	1,372
72510	ACCRUED BENEFITS	6,297	8,077	13,253	9,428	25,942	27,297
72540	LONG TERM DISABILITY	2,770	3,442	5,772	4,087	5,819	6,123
72980	TRAN SAL/BEN TO MEASURE D FUND	(17,653)	(25,000)	(25,000)	(21,282)	(25,000)	(25,000)
72990	TRAN SAL/BEN TO SEWER FUND	(7,395)	(10,075)	(15,200)	(12,000)	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>1,199,764</b>	<b>1,445,219</b>	<b>1,690,163</b>	<b>1,546,842</b>	<b>1,754,168</b>	<b>1,843,403</b>
73000	OFFICE SUPPLIES	2,848	9,308	7,500	7,500	7,500	7,500
73100	BOOKS, MAPS, PERIODICALS	410	524	500	500	750	750
73150	POSTAGE	243	205	1,000	500	500	500
73300	SMALL TOOLS	1,088	-	1,000	1,000	-	-
73350	SAFETY & SPECIAL SUPPLIES	6,618	-	-	-	-	-
73515	LANDSCAPE SUPPLIES	28,220	11,434	40,000	15,000	20,000	20,000
73535	TRAFFIC SUPPLIES/ST SIGNS	11,209	22,545	20,000	15,000	20,000	20,000
73540	STREET LIGHT SUPPLIES	-	-	55,000	55,000	25,000	25,000
73400	CLOTHING	3,223	3,844	6,100	3,500	5,000	5,000
73500	OPERATING SUPPLIES	45,252	71,643	48,000	50,000	60,000	60,000
73550	FUEL	29,800	22,145	36,000	30,000	30,000	30,000
73650	PAINTING SUPPLIES	7,705	2,069	4,000	4,000	5,000	5,000
<b>SUPPLIES Total</b>		<b>136,615</b>	<b>143,716</b>	<b>219,100</b>	<b>182,000</b>	<b>173,750</b>	<b>173,750</b>
76000	UTILITIES	174,400	145,826	139,000	155,000	160,000	170,000
76050	TELEPHONE/COMMUNICATION	15,139	12,237	14,300	16,500	17,500	17,500
76100	TRAFFIC SIGNALS ENERGY	22,462	29,063	28,900	28,900	30,000	32,000
76150	STREET LIGHTS ENERGY	118,384	135,771	115,000	126,000	130,000	135,000
<b>UTILITIES Total</b>		<b>330,385</b>	<b>322,896</b>	<b>297,200</b>	<b>326,400</b>	<b>337,500</b>	<b>354,500</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 40 - PUBLIC WORKS</b>							
<b>DEPARTMENT - 4000 - PUBLIC WORKS</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
77000	MAINTENANCE BLDG & GRNDS	38,312	-	29,000	29,000	25,000	25,000
77020	LANDSCAPE MAINTENANCE	110,445	118,314	124,000	124,000	119,000	122,000
77030	FACILITY OPERATING CHARGES	19,255	65,500	67,500	67,500	125,000	128,800
77060	NON-POINT DISCHARGE EXP	61,614	77,460	115,000	90,000	90,000	90,000
77080	JANITORIAL CONTRACTS SVCS	10,625	9,119	10,300	10,300	10,900	11,200
77100	VEHICLE OPERATION & MAINT	43,269	56,545	18,000	55,000	45,000	45,000
77120	AMTRAK ELEVATOR MAINT CONTRACT	7,512	-	-	-	-	-
77150	EQUIPMENT OPER & MAINT	6,449	10,206	9,500	12,000	12,000	12,000
77340	STREET LIGHT REPAIRS	88,348	74,505	127,308	110,000	110,000	110,000
77350	TRAF SIGNAL MAINT/CALTRANS	93,378	60,036	96,542	96,000	99,000	102,000
77400	STREET SWEEPER	40,122	40,122	44,290	44,290	46,000	49,000
77520	STREET TREE TRIMMING CONTRACT	8,360	22,768	25,000	25,000	25,000	25,000
77920	PARK MAJOR MAINT CHGS	98,100	98,100	98,100	98,100	100,000	100,000
77930	MARINA CHANNEL DREDGING TRANS	100,000	-	-	-	-	-
77950	VEHICLE REPL. CHARGE	39,300	43,100	78,100	78,100	74,559	83,519
77960	TECHNOLOGY REPL. CHARGE	5,600	10,400	10,400	10,400	11,500	11,500
77990	FACILITY MAJOR MAINT CHGS	126,200	126,200	126,200	126,200	126,200	126,200
<b>MAINTENANCE Total</b>		<b>896,888</b>	<b>812,375</b>	<b>979,240</b>	<b>975,890</b>	<b>1,019,159</b>	<b>1,041,219</b>
80050	PROFESSIONAL SERVICES	2,891	25,018	59,000	31,000	54,000	40,000
80290	REIMBURSEABLE SERVICES	104,915	176,665	-	-	-	-
<b>PROF FEES/SVCES Total</b>		<b>107,806</b>	<b>201,683</b>	<b>59,000</b>	<b>31,000</b>	<b>54,000</b>	<b>40,000</b>
82050	PRINTING	876	490	1,500	500	500	500
<b>ADVERTISING/PRINTING&amp;PUB Total</b>		<b>876</b>	<b>490</b>	<b>1,500</b>	<b>500</b>	<b>500</b>	<b>500</b>
84000	EDUCATION AND TRAINING	-	1,927	4,200	5,000	10,000	10,000
84100	MEMBERSHIPS & DUES	5,392	7,449	16,200	16,000	16,000	16,000
84150	TRAVEL, CONFER & MEETING	702	3,385	3,600	3,500	9,000	9,000
<b>EDUCATION &amp; TRAINING Total</b>		<b>6,094</b>	<b>12,761</b>	<b>24,000</b>	<b>24,500</b>	<b>35,000</b>	<b>35,000</b>
85000	RENTALS & LEASES	3,418	3,693	5,700	5,700	15,100	15,100
<b>RENTALS &amp; LEASES Total</b>		<b>3,418</b>	<b>3,693</b>	<b>5,700</b>	<b>5,700</b>	<b>15,100</b>	<b>15,100</b>
87210	GRAFFITTI ABATEMENT	-	-	-	-	5,000	5,000
88760	CHRG TO SEWER FD FOR MATL/SVCS	(8,980)	(8,794)	(9,500)	(9,500)	(9,500)	(9,500)
<b>OTHER Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
91600	OTHER EQUIPMENT	-	-	-	-	45,000	-
<b>CAPITAL Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>-</b>
<b>TOTAL PUBLIC WORKS</b>		<b>2,672,866</b>	<b>2,934,038</b>	<b>3,266,403</b>	<b>3,083,332</b>	<b>3,429,677</b>	<b>3,498,972</b>

**ENGINEERING  
&  
ENVIRONMENTAL  
PROGRAMS DIVISION**



The Engineering Division is responsible for developing and reviewing plans and specifications for all city-sponsored construction projects; and for providing construction management and inspection services for Public Works sponsored construction contracts. The Engineering Division inspects private work in the street right-of-way, and reviews and approves Tentative Maps, Final Maps, and lot line adjustments. The Engineering Division also assists the Planning and Building Division by recommending conditions of approval for right-of-way improvements required of private development projects, and is responsible for traffic engineering services for these projects.

**ACHIEVEMENTS DURING THE 2014-2015 and 2015-2016 FISCAL YEARS**

***Engineering***

Capital Projects

1. Worked with City Manager and other departments to update the City's Five-Year Capital Improvement Project (CIP) Plan.
2. Completed the design and construction of the following projects:

Big Daddy's Community Garden Rehabilitation	\$ 120,000
Sanitary Sewer Rehabilitation Program 14/15	\$1,800,000
Peninsula Fire Station Rehab (Station 34)	\$1,650,000
Safe Route to Transit - Star Intersection & 40th St - SRTT Grant	\$ 560,000
Joseph Emery Park Skate Spot	\$ 810,000
Sidewalk Improvement Program	\$ 572,000
Christie Avenue Bay Trail - VRF Grant	\$ 850,000
Annual Street Rehabilitation/Preventive Maintenance Program	\$ 990,000
Marina Park Improvements, Restroom Painting and Floors	\$ 40,000
3706 San Pablo Site Remediation	\$ 440,000
Senior Center Rehabilitation	\$2,600,000
Temescal Creek Park Adeline Street Connection, concept plans	\$ 18,000

3. Completed design and awarded construction contracts for the following projects:

Stanford Avenue Park and 61st Street Mini Park Rehabilitation  
Safe Route to Schools - 43,45, 47th St - SR2S Grant  
Sanitary Sewer Rehabilitation Program 15/16

4. Began work on the design of the following projects:

South Bayfront Bridge and Horton Landing Park  
Corporation Yard Improvements  
Halleck Beach Dog Park  
Underground Tank Closures  
Hollis Street Fire Station and EOC (Station 35)  
Horton Street Experimental Traffic Calming Measures

City Wide Trash Receptacle Replacement  
Lumec Streetlight Pole Painting and LED Retrofit  
Storm Drain Inventory and CCTV Inspection  
Survey Monument and Benchmark Preservation Program

Non-Capital Projects

1. Completed the following requirements as necessary to comply with various regulatory agencies (Regional Water Quality Control Board, State Water Board, Environmental Protection Agency) involved with the operations and maintenance of the City's Sanitary Sewer Collection System:
  - a. Updated the Asset Management Implementation Plan.
  - b. Implemented a Sewer Pipe and Maintenance Hole Inspection Program which included CCTV inspection of the trunk sewer mains to confirm cleaning schedule.
  - c. Updated the sewer system Geographic Information System (GIS) base maps to reflect field conditions encountered while performing Closed Circuit Television (CCTV) inspections.
  - d. Implemented an Inflow Identification and Reduction Program that includes smoke testing of sanitary sewer system and tested 85% of the City's sanitary sewer system.
  - e. Implemented a Regional Private Sanitary Sewer Lateral program in coordination with EBMUD.
  - f. Conducted extensive reporting to the various regulatory agencies.
2. Issued approximately 100 Encroachment Permits for private work on City right-of-way and performed Public Works inspections as necessary for said permits.
3. Worked with the Planning Department on the review of various transportation plans and studies.
4. Reviewed Tentative Maps, Final Maps, Parcel Maps and Lot Line Adjustments for various private development projects citywide
5. Reviewed numerous private development plans in regards to impacts to the City's Public
6. Managed the maintenance and repair of the City's traffic signal system.
7. Managed the maintenance and repair of the City's street light system.

**GOALS FOR THE 2016-2017 and 2017-2018 FISCAL YEARS**

*Engineering*

Capital Projects

1. Work with City Manager and other departments to update the City's Five-Year Capital Improvement Project (CIP) Plan every other year.
2. Prepare contract documents for street reconstruction, slurry seals, and sewer replacement

projects in-house within existing workloads.

3. Implement the design and construction of projects in the Capital Improvement Program.
4. Work with the ACTC on the Project Development / Environmental Document for the Ashby Interchange Project.

Non-Capital Projects

1. Work with the Planning Department to review private development plans, including environmental impact reports (EIR) and traffic studies.
2. Process encroachment permits for private work on City right-of-way and perform Public Works inspections as necessary for these permits.
3. Continue working with the Alameda County Transportation Authority (ACTA) to seek State, Federal or other funding for CIP projects that may become eligible for funding.
4. Comply with the requirements in the Stipulated Order by the U.S. Environmental Protection Agency (EPA) in regards to the operation of the sanitary sewer collection system and as required by the Regional Water Quality Control Board by implementing the City's Sanitary Sewer Management Plan.
5. Manage the maintenance and repair of the citywide traffic signal system and implement traffic signal timing changes as required.
6. Review Tentative Maps, Final Maps, Parcel Maps and Lot Line Adjustment applications for private development projects citywide.
7. Provide Public Works engineering assistance to the Planning Department Review private development plans in regards to impacts to the City's Public

**ENVIRONMENTAL PROGRAMS**

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The Environmental Programs Division develops implements and monitors various City environmental initiatives, such as solid waste management and diversion, energy conservation/efficiency, alternative transportation, and urban runoff. Environmental Programs works closely with other departments to implement environmental initiatives adopted by the City Council, such as the General Plan Sustainability Element, Climate Action Plan, and Urban Environmental Initiatives, as well as regional, state, and federal mandates, which include Measure D (solid waste diversion), AB32 (global warming), SB375 (infill development), and the Clean Water Act.

**ACCOMPLISHMENTS FOR 2014-15 and 2015-2016 FISCAL YEARS**

1. Reviewed the City's progress on meeting Climate Action Plan goals and develop new policies, strategies, and programs for City Council consideration as needed to maintain or accelerate progress. Updated the Climate Action Plan to meet new 2030 and 2050 requirements and targets; signed on to the U.S. Compact of Mayors agreement in advance of the United Nations Conference of Parties meeting in December 2015. Continued to work with the Community Development Department in implementing the City's General Plan Sustainability Element. Participated in a Sustainability Circle process and produced a Sustainability Action Plan for municipal operations. Formed Sustainability Team and developed a Strategic Energy Plan.
2. Installed and updated bicycle fix-it stations; updated signage for bike boulevards and designed traffic calming approach for Horton Street. Applied for and received two grants for bike lockers; and a grant for placing 68 bike racks throughout the City.
3. Participated in regional planning for a Bike Share Program with ten initial stations in City.
4. Worked with Waste Management of Alameda County (WMAC) to maintain the amount of landfilled material generated in Emeryville at or below 8,000 tons through 2020, despite expected new economic development and residential growth.
5. In conjunction with WMAC, worked with multi-family complexes and businesses to implement the next phase of the countywide Mandatory Recycling Ordinance, which includes diversion of compostable materials. Continued to provide technical assistance to contractors to meet the City's Construction and Demolition Diversion Ordinance.
6. Coordinated with the Finance Department to draft and begin implementation of an Environmentally Preferable Purchasing (EPP) policy to guide the City's procurement process.
7. Worked with PG&E and regional partners, such as East Bay Energy Watch (EBEW), Smart Solar, Smart Lights, StopWaste.org, Bay Area Regional Energy Network, Energy Upgrade California, and California Youth Energy Services on energy conservation and alternative energy programs and services. Participated in Alameda County's Community Choice Energy process and coordinated with StopWaste.org to approve five new Property Assessed Clean Energy providers to operate in Emeryville, along with the previously-approved California FIRST. Installed Photo-Voltaic solar systems on Fire Station 34 and the Senior Center.

**ENVIRONMENTAL PROGRAMS**

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8. Completed a lighting upgrade at City Hall and the Senior Center and HVAC upgrade/repair at City Hall.
9. Completed a new Urban Forestry Inventory and developed a list of drought-tolerant and carbon-sequestering tree species for use within the City; with the Planning Department, updated the Water Efficient Landscape Ordinance to meet new State standards.
10. Achieved closure at one long-standing underground storage tank site and progressing toward closure at two more.
11. Continued to be a state leader in stormwater treatment and green infrastructure; construct and require construction of new green street projects with rain gardens for public and private projects wherever feasible. Installed 48 trash control devices in storm drain inlets. Participated in the development and review of the new Municipal Regional NPDES Permit and worked with the San Francisco Estuary Partnership to begin construction of a new mini-rain park at the intersection of Apgar, West MacArthur and San Pablo Avenue.
12. Continued promotion of the Alameda County Green Business Certification Program with 28 Green Businesses within Emeryville.
13. Continued to implement the City's Tobacco Control and Sign Ordinance.; Coordinated with Building and Planning Departments to provide technical assistance to businesses regarding the City's environmental goals and programs.
14. Worked with other department on annual events such as the Coastal Cleanup, Earth Day and Bike To Work Day.

**GOALS FOR 2016-17 and 2017-2018 FISCAL YEARS**

1. Implement new Climate Action Plan with GHG reduction goals of 50% by 2030 and 80% by 2050, for both City operations and community activities. Develop policies and programs as outlined in the Climate Action Plan and implement as new technologies and opportunities arise. Report as required to the state and to the Compact of Mayors.
2. Roll out Emeryville's stations in the regional bike sharing system and leverage opportunities to add stations through grant funding, City funding, and development agreements. Provide outreach and education for bike sharing City-wide, with a special emphasis on low-income communities.
3. Implement energy efficiency outreach program to commercial properties, and develop a next-step Building Energy Savings Ordinance that may include benchmarking and/or auditing requirements.
4. Install electric vehicle charging stations at City Hall and explore opportunities at other City facilities.

**ENVIRONMENTAL PROGRAMS**

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5. Maintain and expand bicycle and pedestrian infrastructure. Upgrade Greenway crossings for improved bicycle/pedestrian safety and convenience.
6. Work to keep the amount of landfilled material generated in Emeryville at or below 8,000 tons through 2020, despite new economic development and residential growth. Support and expand recycling and composting programs.
7. Obtain Alameda County Green Business Certification for the Emeryville Civic Center (City administrative offices).
8. Participate in the County's Community Choice Energy Program.
9. Perform a lighting upgrade in conjunction with the renovation of Fire Station 35, and install solar panels as feasible. Ensure that solar installations are considered with all new facilities or renovations.
10. Continue to apply for grants to construct the bio-filtration landscape for the Powell Street localized flooding issue; expand and promote efforts to use stormwater, gray water, black water and reclaimed water in new development projects replacing potable water to save energy and reduce demand on limited drinking water supplies.
11. Fully implement the Environmentally Preferable Purchasing Plan and work on instituting a "best value" bidding system for Public Works construction projects.
12. Continue to be a state leader in stormwater treatment and green infrastructure; develop and implement a Green Infrastructure Plan; achieve 70% trash reduction by June 2017; install additional trash control devices in storm drain inlets.
13. Continue promotion of the Alameda County Green Business Certification Program.
14. Continue to implement the City's Tobacco Control and Sign Ordinances and working with the Building and Planning Departments to provide technical assistance to businesses regarding the City's environmental goals and programs.
15. In conjunction with other department facilitate the City's annual events such as the Coastal Cleanup, Earth Day and Bike To Work Day.

**PUBLIC WORKS  
ENGINEERING/ENVIRONMENTAL**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 748,341	\$ 998,674	\$ 815,114	\$ 887,892	\$ 934,488
Supplies and Services	411,393	446,765	254,000	395,350	379,350
Interfund Transfer	176,500	176,500	176,500	181,500	181,500
<b>Total</b>	<b>\$ 1,336,234</b>	<b>\$ 1,621,939</b>	<b>\$ 1,245,614</b>	<b>\$ 1,464,742</b>	<b>\$ 1,495,338</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 879,096	\$ 926,691	\$ 819,267	\$ 830,089	\$ 877,887
Sewer Fund	432,138	670,248	401,347	609,653	592,451
Measure D Fund	25,000	25,000	25,000	25,000	25,000
<b>Total</b>	<b>\$ 1,336,234</b>	<b>\$ 1,621,939</b>	<b>\$ 1,245,614</b>	<b>\$ 1,464,742</b>	<b>\$ 1,495,338</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	7.0	10.0	10.0
Permenant Part-Time (FTE)			
Part-Time Positions (FTE)	1.0	1.0	1.0
<b>Total</b>	<b>8.0</b>	<b>11.0</b>	<b>11.0</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 40 - PUBLIC WORKS							
DEPARTMENT - 4000 - PUBLIC WORKS							
				DIVISION - 4050 - ENGINEERING/ENVIRONMENTAL			
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	243,497	370,270	535,150	405,189	478,193	505,227
71030	SALARIES & WAGES-PERM PT	35,112		34,650	-	-	-
71040	SALARIES & WAGES - HOURLY	27,647	47,136	10,000	21,561	23,520	24,232
71050	OVERTIME PAYMENT	1,483	327	8,000	8,000	8,000	8,000
71100	HOLIDAY	15,679	21,285		39,174	-	-
71150	ACTING HIGHER RANK	-	3,355		-	-	-
71250	SICK LEAVE EXPENSE	6,277	8,229		11,622	-	-
71300	VACATION EXPENSE	15,530	25,924		41,471	-	-
71350	WORKERS COMP PAYMENTS	2,653	2,849	3,237	2,855	6,057	6,376
71410	ALTERNATE MED BENEFITS	4,261	4,581	4,154	4,581	6,353	6,353
72000	COMPENSATED EXPENSE	2,761	2,211	5,511	2,211	2,640	2,640
72150	SOCIAL SECURITY [FICA]	5,565	6,810	8,675	7,355	7,768	8,170
72200	RETIREMENT [PERS]	27,526	35,885	48,512	41,360	43,606	45,081
72240	PERS UNFUNDED LIABILITY				4,253	9,440	6,425
72250	UNEMPLOYMENT INSURANCE	340	468	589	519	1,475	1,552
72300	VISION INSURANCE	711	1,168	1,467	1,408	1,470	1,587
72350	EAP INSURANCE	95	151	197	161	146	146
72400	GROUP MEDICAL INSURANCE	26,232	68,930	103,233	71,164	65,993	70,774
72410	RETIREE MEDICAL BENEFIT	3,300	4,925	4,925	4,925	4,785	5,264
72450	GROUP DENTAL INSURANCE	2,385	4,542	8,953	5,719	8,541	9,224
72500	LIFE INSURANCE	255	542	1,217	623	568	592
72510	ACCRUED BENEFITS	2,847	4,112	6,145	5,316	10,768	11,347
72540	LONG TERM DISABILITY	1,277	1,721	2,676	2,083	2,415	2,545
72980	TRAN SAL/BEN TO MEASURE D FUND	(17,653)	(25,000)	(25,000)	(21,282)	(25,000)	(25,000)
<b>SALARIES AND BENEFITS Total</b>		<b>407,782</b>	<b>590,422</b>	<b>762,291</b>	<b>660,267</b>	<b>656,739</b>	<b>690,537</b>
73000	OFFICE SUPPLIES	2,848	9,308	7,500	7,500	7,500	7,500
73100	BOOKS, MAPS, PERIODICALS	410	524	500	500	750	750
73150	POSTAGE	243	205	1,000	500	500	500
73550	FUEL	6,270	4,847	6,000	5,000	-	-
<b>SUPPLIES Total</b>		<b>9,771</b>	<b>14,883</b>	<b>15,000</b>	<b>13,500</b>	<b>8,750</b>	<b>8,750</b>
76050	TELEPHONE/COMMUNICATION	5,856	5,321	7,500	7,000	7,500	7,500
<b>UTILITIES Total</b>		<b>5,856</b>	<b>5,321</b>	<b>7,500</b>	<b>7,000</b>	<b>7,500</b>	<b>7,500</b>
77060	NON-POINT DISCHARGE EXP	60,353	60,772	90,000	90,000	90,000	90,000
77100	VEHICLE OPERATION & MAINT	930		3,000	-	-	-
77950	VEHICLE REPL. CHARGE	-	3,300	3,300	3,300	-	-
77960	TECHNOLOGY REPL. CHARGE	4,000	5,200	5,200	5,200	6,500	6,500
77990	FACILITY MAJOR MAINT CHGS	6,000	6,000	6,000	6,000	6,000	6,000
<b>MAINTENANCE Total</b>		<b>71,284</b>	<b>75,272</b>	<b>107,500</b>	<b>104,500</b>	<b>102,500</b>	<b>102,500</b>
80050	PROFESSIONAL SERVICES	2,091	5,358	14,000	14,000	21,000	35,000
80290	REIMBURSEABLE SERVICES	104,915	176,665				
<b>PROF FEES/SVCES Total</b>		<b>107,006</b>	<b>182,023</b>	<b>14,000</b>	<b>14,000</b>	<b>21,000</b>	<b>35,000</b>
82050	PRINTING	876	490	1,500	500	500	500
<b>ADVERTISING/PRINTING&amp;PUB Total</b>		<b>876</b>	<b>490</b>	<b>1,500</b>	<b>500</b>	<b>500</b>	<b>500</b>
84000	EDUCATION AND TRAINING	-	1,295	1,200	2,000	5,000	5,000
84100	MEMBERSHIPS & DUES	5,213	6,829	15,200	15,000	15,000	15,000
84150	TRAVEL, CONFER & MEETING	614	2,561	2,500	2,500	8,000	8,000
<b>EDUCATION &amp; TRAINING Total</b>		<b>5,827</b>	<b>10,685</b>	<b>18,900</b>	<b>19,500</b>	<b>28,000</b>	<b>28,000</b>
85000	RENTALS & LEASES					5,100	5,100
<b>RENTALS AND LEASES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,100</b>	<b>5,100</b>
<b>TOTAL ADMIN/ENGINEERING</b>		<b>608,402</b>	<b>879,096</b>	<b>926,691</b>	<b>819,267</b>	<b>830,089</b>	<b>877,887</b>

# OPERATIONS & MAINTENANCE DIVISION



**DEPARTMENT: PUBLIC WORKS**  
**OPERATIONS & MAINTENANCE**

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The Operations & Maintenance Division is responsible for city administrative office maintenance and security and for identifying and managing all facilities-related capital maintenance construction projects. The Division is also responsible for the City's landscape, street sweeping, and facilities maintenance contracts.

The Operations & Maintenance Division is responsible for maintaining city streets, sidewalks, sewer lines, and storm drains, including compliance with National Pollution Discharge Elimination Systems (NPDES)/Clean Water mandates. In addition, the Division maintains the City's parks, street trees, street medians, streetlights, and traffic signals. The Operations & Maintenance Division also implements the City's Clean City program, which is designed to improve the general cleanliness, appearance, and aesthetics of the city.

**ACHIEVEMENTS DURING THE 2014-15 AND 2015-16 FISCAL YEARS**

***Operations & Maintenance***

1. Entered into new contracts for street sweeping; elevator maintenance; janitorial services, and routine maintenance/repair of all City facilities and landscaping.
2. Continued to install new irrigation and landscaping at the Marina Park, Shellmound Street, Powell Street medians and along Frontage Road; installed decomposed granite pathway improvements at the picnic areas at the Marina Park.
3. Coordinated with the Engineering Division to establish and implement a contract to clean and video inspect the cities entire sewer main system.
4. Worked with the City's Information Technology Office to select a new Computer Maintenance Management System to track crew efficiency and effectiveness, and began work to implement the software.
5. Continued to refine the crack sealing and pothole repair procedures to further extend the useful life of street pavement and make longer lasting repairs.
6. Initiated water conservation practices such as use of Bay Friendly low-water use plants, use of reclaimed water for irrigation, and smart weather-based irrigation controllers; implemented effective weed control by utilizing Bay Friendly landscape practices.
7. Collected approximately 200 tons of litter as part of the Emeryville Clean City Program with workers provided by the Alameda County Sheriff's Work Alternative Program.

**DEPARTMENT: PUBLIC WORKS**  
**OPERATIONS & MAINTENANCE**

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**GOALS AND OBJECTIVES FOR FISCAL YEARS 2016-2017 and 2017-2018**

*Operations & Maintenance*

1. Maintain uninterrupted and high quality services while continuing to undertake the temporary relocation of maintenance operations while the City's renovates the Corporation Yard.
2. Identify and apply for grants for capital improvement projects as well as other City initiatives.
3. Continue to identify and implement eco-friendly and green maintenance practices.
4. Continue to upgrade and improve the maintenance of the City's parks and other open spaces.
5. Assist Engineering Division and Information Technology staff in maintaining the City's Geographical Interface System (GIS) inventory of city assets; upgrade software and asset data for the computer based Maintenance Management System.
6. Continue working with the IT Division on the implementation of the Lucity Maintenance Management system
7. Continue to plant new street trees; complete the citywide tree pruning program and integrate the results into the City's Tree Inventory Program.
8. Assist the Engineering Division in identifying and initiating point repairs to the City's sanitary sewer mains in order to reduce inflow during wet weather; implement the maintenance elements of the Sanitary Sewer Management Plan (SSMP).
9. Continue to replace manhole lids with the appropriate style (solid vs. perforated); continue the citywide crack sealing program.
10. Establish a routine program of sidewalk inspection and repair of potential trip hazards.
11. Continue implementing the Clean City litter control program by working with the Alameda County Sheriff Work Alternative Program (court referral participants).

**PUBLIC WORKS  
MAINTENANCE**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 887,699	\$ 969,871	\$ 921,575	\$ 1,141,559	\$ 1,198,129
Supplies and Services	1,262,216	1,568,340	1,545,490	1,742,700	1,592,800
<b>Total</b>	<b>\$ 2,149,914</b>	<b>\$ 2,538,211</b>	<b>\$ 2,467,065</b>	<b>\$ 2,884,259</b>	<b>\$ 2,790,929</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 2,054,942	\$ 2,310,711	\$ 2,235,065	\$ 2,574,588	\$ 2,596,085
Sewer Fund	82,665	207,500	212,000	289,671	174,844
Measure B Fund	12,307	20,000	20,000	20,000	20,000
<b>Total</b>	<b>\$ 2,149,914</b>	<b>\$ 2,538,211</b>	<b>\$ 2,467,065</b>	<b>\$ 2,884,259</b>	<b>\$ 2,790,929</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	9.0	10.0	10.0
Part-Time Positions (FTE)			
<b>Total</b>	<b>9.0</b>	<b>10.0</b>	<b>10.0</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 40 - PUBLIC WORKS				DIVISION - 4060 - MAINTENANCE			
DEPARTMENT - 4000 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	475,236	526,704	644,952	502,026	709,045	745,339
71050	OVERTIME PAYMENT	6,750	8,749	15,000	4,150	12,000	12,000
71100	HOLIDAY	27,971	33,773		48,117	-	-
71150	ACTING HIGHER RANK	-		-	4,837	-	-
71250	SICK LEAVE EXPENSE	37,698	28,789		33,496	-	-
71300	VACATION EXPENSE	31,260	38,052		63,303	-	-
71350	WORKERS COMP PAYMENTS	22,695	23,083	32,377	23,025	73,918	77,702
71410	ALTERNATE MED BENEFITS	10,563	7,634	6,923	7,634	-	-
72000	COMPENSATED EXPENSE		2,200		3,300	-	-
72100	CLOTHING ALLOWANCE	425	850		850	-	-
72150	SOCIAL SECURITY [FICA]	9,013	8,894	9,500	9,738	10,281	10,807
72200	RETIREMENT [PERS]	49,646	54,038	54,436	56,790	63,818	66,957
72240	PERS UNFUNDED LIABILITY				5,469	12,137	8,261
72250	UNEMPLOYMENT INSURANCE	567	625	645	647	1,985	2,087
72300	VISION INSURANCE	2,183	2,114	2,300	2,014	2,870	3,100
72350	EAP INSURANCE	189	172	309	139	285	285
72400	GROUP MEDICAL INSURANCE	101,504	105,357	143,331	109,302	165,723	177,730
72410	RETIREE MEDICAL BENEFIT	7,000	7,722	7,722	7,722	9,344	10,278
72450	GROUP DENTAL INSURANCE	10,937	9,702	14,038	9,172	16,677	18,011
72500	LIFE INSURANCE	798	729	1,335	729	770	780
72510	ACCRUED BENEFITS	3,450	3,965	7,108	4,112	15,174	15,950
72540	LONG TERM DISABILITY	1,492	1,721	3,096	2,003	3,403	3,578
72990	TRAN SAL/BEN TO SEWER FUND	(7,395)	(10,075)	(15,200)	(12,000)	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>791,982</b>	<b>854,797</b>	<b>927,871</b>	<b>886,575</b>	<b>1,097,429</b>	<b>1,152,866</b>
73300	SMALL TOOLS	1,088		1,000	1,000	-	-
73350	SAFETY & SPECIAL SUPPLIES	6,618		-	-	-	-
73400	CLOTHING	3,223	3,844	6,100	3,500	5,000	5,000
73500	OPERATING SUPPLIES	45,252	71,643	48,000	50,000	60,000	60,000
73515	LANDSCAPE SUPPLIES	28,220	11,434	40,000	15,000	20,000	20,000
73535	TRAFFIC SUPPLIES/ST SIGNS	11,209	22,545	20,000	15,000	20,000	20,000
73540	STREET LIGHT SUPPLIES	-		55,000	55,000	25,000	25,000
73550	FUEL	23,530	17,299	30,000	25,000	30,000	30,000
73650	PAINTING SUPPLIES	7,705	2,069	4,000	4,000	5,000	5,000
<b>SUPPLIES Total</b>		<b>126,844</b>	<b>128,833</b>	<b>204,100</b>	<b>168,500</b>	<b>165,000</b>	<b>165,000</b>
76000	UTILITIES	174,400	145,826	139,000	155,000	160,000	170,000
76050	TELEPHONE/COMMUNICATION	9,284	6,916	6,800	9,500	10,000	10,000
76100	TRAFFIC SIGNALS ENERGY	22,462	29,063	28,900	28,900	30,000	32,000
76150	STREET LIGHTS ENERGY	118,384	135,771	115,000	126,000	130,000	135,000
<b>UTILITIES Total</b>		<b>324,530</b>	<b>317,575</b>	<b>289,700</b>	<b>319,400</b>	<b>330,000</b>	<b>347,000</b>

FUND - 101 - GENERAL FUND		DIVISION - 4060 - MAINTENANCE					
FUNCTION - 40 - PUBLIC WORKS							
DEPARTMENT - 4000 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
77000	MAINTENANCE BLDG & GRNDS	13,754				-	-
77020	LANDSCAPE MAINTENANCE	110,445	118,314	124,000	124,000	119,000	122,000
77030	FACILITY OPERATING CHARGES	19,255	65,500	67,500	67,500	125,000	128,800
77060	NON-POINT DISCHARGE EXP	1,260	16,688	25,000		-	-
77080	JANITORIAL CONTRACTS SVCS	10,625	9,119	10,300	10,300	10,900	11,200
77100	VEHICLE OPERATION & MAINT	42,339	56,545	15,000	55,000	45,000	45,000
77120	AMTRAK ELEVATOR MAINT CONTRACT	7,512		-		-	-
77150	EQUIPMENT OPER & MAINT	6,449	10,206	9,500	12,000	12,000	12,000
77340	STREET LIGHT REPAIRS	88,348	74,505	127,308	110,000	110,000	110,000
77350	TRAF SIGNL MAINT/CALTRANS	93,378	60,036	96,542	96,000	99,000	102,000
77400	STREET SWEEPER	40,122	40,122	44,290	44,290	46,000	49,000
77520	STREET TREE TRIMMING CONTRACT	8,360	22,768	25,000	25,000	25,000	25,000
77920	PARK MAJOR MAINT CHGS	98,100	98,100	98,100	98,100	100,000	100,000
77930	MARINA CHANNEL DREDGING TRANS	100,000		-		-	-
77950	VEHICLE REPL. CHARGE	39,300	39,800	74,800	74,800	74,559	83,519
77960	TECHNOLOGY REPL. CHARGE	1,600	5,200	5,200	5,200	5,000	5,000
77990	FACILITY MAJOR MAINT CHGS	120,200	120,200	120,200	120,200	120,200	120,200
<b>MAINTENANCE Total</b>		<b>801,046</b>	<b>737,103</b>	<b>842,740</b>	<b>842,390</b>	<b>891,659</b>	<b>913,719</b>
80050	PROFESSIONAL SERVICES	800	19,660	45,000	17,000	33,000	5,000
<b>PROF FEES/SVCES Total</b>		<b>800</b>	<b>19,660</b>	<b>45,000</b>	<b>17,000</b>	<b>33,000</b>	<b>5,000</b>
84000	EDUCATION AND TRAINING	-	632	3,000	3,000	5,000	5,000
84100	MEMBERSHIPS & DUES	179	620	1,000	1,000	1,000	1,000
84150	TRAVEL, CONFER & MEETING	87	824	1,100	1,000	1,000	1,000
<b>EDUCATION &amp; TRAINING Total</b>		<b>266</b>	<b>2,076</b>	<b>5,100</b>	<b>5,000</b>	<b>7,000</b>	<b>7,000</b>
85000	RENTALS & LEASES	3,418	3,693	5,700	5,700	10,000	10,000
<b>RENTALS &amp; LEASES Total</b>		<b>3,418</b>	<b>3,693</b>	<b>5,700</b>	<b>5,700</b>	<b>10,000</b>	<b>10,000</b>
87210	GRAFFITI ABATEMENT			-	-	5,000	5,000
88760	CHRG TO SEWER FD FOR MATL/SVCS	(8,980)	(8,794)	(9,500)	(9,500)	(9,500)	(9,500)
<b>OTHER Total</b>		<b>(8,980)</b>	<b>(8,794)</b>	<b>(9,500)</b>	<b>(9,500)</b>	<b>(4,500)</b>	<b>(4,500)</b>
91600	OTHER EQUIPMENT					45,000	-
<b>CAPITAL Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>45,000</b>	<b>-</b>
<b>TOTAL MAINTENANCE</b>		<b>2,039,906</b>	<b>2,054,942</b>	<b>2,310,711</b>	<b>2,235,065</b>	<b>2,574,588</b>	<b>2,596,085</b>

**SPECIAL FUNDS**  
**SEWER OPERATIONS FUND**

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The Sewer Fund is an Enterprise Fund that supports operation and maintenance of the City's sanitary sewer system. The fund is supported by Sewer User Charges collected by EBMUD via water bills. The rates were last increased in January, 1995. Capital funds for sewer improvements are also generated by the Sewer Connection Fee Fund when new development occurs. Emeryville's Sewer User Charge is the lowest in the East Bay region at \$8 per month per single family service or \$1.25 per month for each 100 cubic feet of water use for multiple family connections. The current sewer connection fee is \$1,244 for a single family dwelling equivalent and a metered rate of \$249 per 100 cubic feet of water use for multi-family or commercial properties. A Sewer Rate Study was completed in April 2016 to determine if there is sufficient revenue generated by the current charges and fees to operate the sanitary sewer system and to determine if there is a sufficient fund balance of assets available for an emergency reserve and to pay for upcoming known capital improvements that are needed on the system. The Rate Study concludes that it will be necessary to raise the Sewer User Charge by 9% per year over the next five years in order to fund projected capital improvements and to build the recommended Emergency Reserve in the fund balance.

The City Council approved a Sanitary Sewer Management Plan (SSMP) in February 2012 as required by the State Water Resources Control Board, Order No. 2006-0003 Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WDR). A copy of the SSMP can be found on the City of Emeryville website. The WDR requires that the SSMP address that sufficient fees will be collected to cover the maintenance, operation, and rehabilitation of the sanitary sewer collection system.

**2016-17 & 2017-18 Operating Budgets**

**Fund 510 Summary - Sewer Operations Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 6,454	\$ -	\$ -	\$ -	\$ -
Sewer Service Charges	717,114	830,000	750,000	750,000	750,000
<b>Total Revenue</b>	<b>\$ 723,568</b>	<b>\$ 830,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Public Works/Sewer Division	\$ 328,553	\$ 691,248	\$ 426,847	\$ 717,824	\$ 585,795
Interfund Transfers	176,500	176,500	176,500	181,500	181,500
<b>Total Expenses</b>	<b>\$ 505,053</b>	<b>\$ 867,748</b>	<b>\$ 603,347</b>	<b>\$ 899,324</b>	<b>\$ 767,295</b>

<b>Total Revenue - Total Expenses</b>	<b>\$ 218,515</b>	<b>\$ (37,748)</b>	<b>\$ 146,653</b>	<b>\$ (149,324)</b>	<b>\$ (17,295)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$1,707,712
Estimated Restricted Fund Balance, June 30, 2016	1,854,400
Estimated Restricted Fund Balance, June 30, 2017	1,705,076
Estimated Restricted Fund Balance, June 30, 2018	1,687,781

**PUBLIC WORKS  
SEWER**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 165,820	\$ 253,383	\$ 169,847	\$ 250,283	\$ 264,214
Supplies and Services	149,244	427,865	247,000	437,541	311,581
Capital Equipment	3,739	-	-	20,000	-
Depreciation	9,750	10,000	10,000	10,000	10,000
Interfund Transfer	176,500	176,500	176,500	181,500	181,500
<b>Total</b>	<b>\$ 505,053</b>	<b>\$ 867,748</b>	<b>\$ 603,347</b>	<b>\$ 899,324</b>	<b>\$ 767,295</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Sewer Fund	\$ 505,053	\$ 867,748	\$ 603,347	\$ 899,324	\$ 767,295
<b>Total</b>	<b>\$ 505,053</b>	<b>\$ 867,748</b>	<b>\$ 603,347</b>	<b>\$ 899,324</b>	<b>\$ 767,295</b>

FUND - 510 - SEWER		DIVISION - 4300 - SEWER MAINTENANCE FUND					
FUNCTION - 40 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	91,135	92,402	156,745	88,748	154,581	163,934
71030	SALARIES & WAGES-PERM PT	439	-	9,300	-	10,080	10,385
71050	OVERTIME PAYMENT	343	218	-	599	-	-
71100	HOLIDAY	5,052	5,656	-	6,957	-	-
71250	SICK LEAVE EXPENSE	773	971	-	700	-	-
71300	VACATION EXPENSE	2,994	8,287	-	11,124	-	-
71350	WORKERS COMP PAYMENTS	776	648	913	592	3,803	4,069
71410	ALTERNATE MED BENEFITS	2,840	3,054	2,769	3,054	1,588	1,588
71430	STANDBY PAY	22,854	22,826	30,000	23,000	30,000	30,000
72000	COMPENSATED EXPENSE	1,089	1,089	1,089	1,089	1,485	1,485
72150	SOCIAL SECURITY [FICA]	1,490	1,598	2,464	1,609	2,637	2,793
72200	RETIREMENT [PERS]	8,699	8,249	12,631	9,655	13,316	14,793
72250	UNEMPLOYMENT INSURANCE	99	105	166	107	501	531
72300	VISION INSURANCE	194	201	322	203	400	432
72350	EAP INSURANCE	26	26	43	23	40	40
72400	GROUP MEDICAL INSURANCE	6,560	6,779	19,122	6,709	23,616	25,327
72410	RETIREE MEDICAL BENEFIT	600	1,081	1,081	1,081	1,302	1,433
72450	GROUP DENTAL INSURANCE	866	866	1,965	863	2,325	2,511
72500	LIFE INSURANCE	59	59	291	59	190	198
72510	ACCRUED BENEFITS	1,060	1,124	1,727	1,158	3,610	3,835
72540	LONG TERM DISABILITY	475	504	752	516	810	860
72990	TRAN SAL/BEN TO SEWER FD	7,395	10,075	12,000	12,000	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>155,819</b>	<b>165,820</b>	<b>253,383</b>	<b>169,847</b>	<b>250,283</b>	<b>264,214</b>
76000	UTILITIES	1,113	1,195	1,200	1,200	1,200	1,200
<b>UTILITIES Total</b>		<b>1,113</b>	<b>1,195</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
77140	CLEANING	8,756	5,266	40,000	20,000	100,000	15,000
77180	VIDEO INSPECTION	10,000	-	10,000	-	30,000	10,000
77190	EMERGENCY REPAIR	18,236	-	50,000	25,000	50,000	50,000
77220	SMOKE TESTING	-	-	10,000	-	-	-
77700	SEWERAGE MAINTENANCE	13,828	4,084	-	10,000	10,000	10,000
77750	PUMP STATION MAINTENANCE	2,345	875	15,000	3,000	15,000	15,000
77950	VEHICLE REPL. CHARGE	9,900	19,800	19,800	19,800	19,841	8,881
<b>MAINTENANCE Total</b>		<b>63,065</b>	<b>30,025</b>	<b>144,800</b>	<b>77,800</b>	<b>224,841</b>	<b>108,881</b>
79050	INSURANCE	50,000	50,000	50,000	50,000	50,000	50,000
<b>INSURANCE Total</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
80050	PROFESSIONAL SERVICES	59,700	49,252	104,365	15,000	75,000	75,000
80120	SEWER TECHNOLOGY	4,050	9,978	25,000	-	20,000	10,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>63,750</b>	<b>59,230</b>	<b>129,365</b>	<b>15,000</b>	<b>95,000</b>	<b>85,000</b>
86120	SEWER COLLECTION CHARGES	10,255	-	27,000	-	27,000	27,000
86160	II TAB	28,631	-	66,000	15,000	30,000	30,000
<b>FEES &amp; CHARGES Total</b>		<b>38,886</b>	<b>-</b>	<b>93,000</b>	<b>15,000</b>	<b>57,000</b>	<b>57,000</b>
88150	DEPRECIATION	9,750	9,750	10,000	10,000	10,000	10,000
88760	GEN FUND CHG FOR MATL/SVC	8,980	8,794	9,500	88,000	9,500	9,500
<b>OTHER Total</b>		<b>18,729</b>	<b>18,544</b>	<b>19,500</b>	<b>98,000</b>	<b>19,500</b>	<b>19,500</b>
91600	OTHER EQUIPMENT	4,015	3,739	-	-	20,000	-
<b>CAPITAL Total</b>		<b>4,015</b>	<b>3,739</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>
99050	TRANSFER TO GENERAL FUND	51,500	51,500	51,500	51,500	51,500	51,500
99200	TRANS TO LITIG FUND 270	30,000	30,000	30,000	30,000	30,000	30,000
99380	TRANS TO SEWER REHAB 511	95,000	95,000	95,000	95,000	100,000	100,000
<b>INTERFUND TRANSFER Total</b>		<b>176,500</b>	<b>176,500</b>	<b>176,500</b>	<b>176,500</b>	<b>181,500</b>	<b>181,500</b>
<b>SEWER MAINTENANCE FUND Total</b>		<b>571,877</b>	<b>505,053</b>	<b>867,748</b>	<b>603,347</b>	<b>899,324</b>	<b>767,295</b>

FUND - 510 - SEWER		DIVISION - 4350 - SEWER ADMINISTRATION					
FUNCTION - 40 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	91,135	92,402	156,745	88,748	145,166	153,752
71040	SALARIES & WAGES - HOURLY	439		9,300	-	10,080	10,385
71050	OVERTIME PAYMENT	343	218		599	-	-
71100	HOLIDAY	5,052	5,656		6,957	-	-
71250	SICK LEAVE EXPENSE	773	971		700	-	-
71300	VACATION EXPENSE	2,994	8,287		11,124	-	-
71350	WORKERS COMP PAYMENTS	776	648	913	592	2,821	3,007
71410	ALTERNATE MED BENEFITS	2,840	3,054	2,769	3,054	1,588	1,588
72000	COMPENSATED EXPENSE	1,089	1,089	1,089	1,089	1,485	1,485
72150	SOCIAL SECURITY [FICA]	1,490	1,598	2,464	1,609	2,501	2,646
72200	RETIREMENT [PERS]	8,699	8,249	12,631	9,655	12,439	13,846
72240	PERS UNFUNDED LIABILITY					-	-
72250	UNEMPLOYMENT INSURANCE	99	105	166	107	474	502
72300	VISION INSURANCE	194	201	322	203	371	401
72350	EAP INSURANCE	26	26	43	23	37	37
72400	GROUP MEDICAL INSURANCE	6,560	6,779	19,122	6,709	21,477	23,033
72410	RETIREE MEDICAL BENEFIT	600	1,081	1,081	1,081	1,208	1,329
72450	GROUP DENTAL INSURANCE	866	866	1,965	863	2,156	2,329
72500	LIFE INSURANCE	59	59	291	59	176	183
72510	ACCRUED BENEFITS	1,060	1,124	1,727	1,158	3,409	3,617
72540	LONG TERM DISABILITY	475	504	752	516	765	811
<b>SALARIES AND BENEFITS Total</b>		<b>125,570</b>	<b>132,919</b>	<b>211,383</b>	<b>134,847</b>	<b>206,153</b>	<b>218,951</b>
79050	INSURANCE	50,000	50,000	50,000	50,000	50,000	50,000
<b>INSURANCE Total</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>
80050	PROFESSIONAL SERVICES	59,700	49,252	104,365	15,000	75,000	75,000
80210	SEWER TECHNOLOGY	4,050	9,978	25,000	-	20,000	10,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>63,750</b>	<b>59,230</b>	<b>129,365</b>	<b>15,000</b>	<b>95,000</b>	<b>85,000</b>
86120	SEWER COLLECTION CHARGES	10,255		27,000		27,000	27,000
86160	II TAB	28,631		66,000	15,000	30,000	30,000
<b>FEES &amp; CHARGES Total</b>		<b>38,886</b>	<b>-</b>	<b>93,000</b>	<b>15,000</b>	<b>57,000</b>	<b>57,000</b>
88150	DEPRECIATION	9,750	9,750	10,000	10,000	10,000	10,000
<b>OTHER Total</b>		<b>9,750</b>	<b>9,750</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
91600	OTHER EQUIPMENT	4,015	3,739			20,000	-
<b>CAPITAL Total</b>		<b>4,015</b>	<b>3,739</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>-</b>
99050	TRANSFER TO GENERAL FUND	51,500	51,500	51,500	51,500	51,500	51,500
99200	TRANS TO LITIG FUND 270	30,000	30,000	30,000	30,000	30,000	30,000
99380	TRANS TO SEWER REHAB 511	95,000	95,000	95,000	95,000	100,000	100,000
<b>INTERFUND TRANSFER Total</b>		<b>176,500</b>	<b>176,500</b>	<b>176,500</b>	<b>176,500</b>	<b>181,500</b>	<b>181,500</b>
<b>SEWER ADMINISTRATION Total</b>		<b>468,471</b>	<b>432,138</b>	<b>670,248</b>	<b>401,347</b>	<b>619,653</b>	<b>602,451</b>

FUND - 510 - SEWER		DIVISION - 4360 - SEWER MAINTENANCE					
FUNCTION - 40 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES-SALARIED					9,415	10,182
71350	WORKERS COMP PAYMENTS					981	1,061
71430	STANDBY PAY	22,854	22,826	30,000	23,000	30,000	30,000
72150	SOCIAL SECURITY [FICA]					137	148
72200	RETIREMENT [PERS]					876	947
72250	UNEMPLOYMENT INSURANCE					26	29
72300	VISION INSURANCE					29	31
72350	EAP INSURANCE					3	3
72400	GROUP MEDICAL INSURANCE					2,139	2,294
72410	RETIREE MEDICAL BENEFIT					94	104
72450	GROUP DENTAL INSURANCE					168	182
72500	LIFE INSURANCE					14	15
72510	ACCRUED BENEFITS					201	218
72540	LONG TERM DISABILITY					45	49
72990	TRAN SAL/BEN TO SEWER FD	7,395	10,075	12,000	12,000	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>30,249</b>	<b>32,902</b>	<b>42,000</b>	<b>35,000</b>	<b>44,130</b>	<b>45,263</b>
76000	UTILITIES	1,113	1,195	1,200	1,200	1,200	1,200
<b>UTILITIES Total</b>		<b>1,113</b>	<b>1,195</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>
77140	CLEANING	8,756	5,266	40,000	20,000	100,000	15,000
77180	VIDEO INSPECTION	10,000		10,000		30,000	10,000
77190	EMERGENCY REPAIR	18,236		50,000	25,000	50,000	50,000
77220	SMOKE TESTING	-		10,000		-	-
77700	SEWAGE MAINTENANCE	13,828	4,084	-	10,000	10,000	10,000
77750	PUMP STATION MAINTENANCE	2,345	875	15,000	3,000	15,000	15,000
77950	VEHICLE REPL. CHARGE	9,900	19,800	19,800	19,800	19,841	8,881
<b>MAINTENANCE Total</b>		<b>63,065</b>	<b>30,025</b>	<b>144,800</b>	<b>77,800</b>	<b>224,841</b>	<b>108,881</b>
88750	GEN FUND CHG FOR MATL/SVC	8,980	8,794	9,500	88,000	9,500	9,500
<b>OTHER Total</b>		<b>8,980</b>	<b>8,794</b>	<b>9,500</b>	<b>88,000</b>	<b>9,500</b>	<b>9,500</b>
<b>SEWER MAINTENANCE Total</b>		<b>103,406</b>	<b>72,916</b>	<b>197,500</b>	<b>202,000</b>	<b>279,671</b>	<b>164,844</b>

**PARKING FACILITY MAINTENANCE**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Maintenance	\$ -	\$ 29,000	\$ 29,000	\$ 25,000	\$ 25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

*General Fund Support*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Revenue	\$ -	\$ 29,000	\$ 29,000	\$ 25,000	\$ 25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 40 - PUBLIC WORKS				DIVISION - 4065 - PARKING FACILITY MAINTENANCE			
DEPARTMENT - 4000 - PUBLIC WORKS							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
77000	MAINTENANCE BLDG & GRNDS	24,558		29,000	29,000	25,000	25,000
<b>MAINTENANCE Total</b>		24,558	-	29,000	29,000	25,000	25,000
<b>PARKING FACILITY MAINTENANCE Total</b>		24,558	-	29,000	29,000	25,000	25,000

**SPECIAL FUNDS**  
**MEASURE D FUND**

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The Measure D Fund is a Special Revenue Fund which accounts for revenue generated through a landfill surcharge fee under the authority of Alameda County Measure D. The revenue source is restricted for use in solid waste prevention and recycling programs. Since 1994-95, the City has received approximately \$25,000 in revenue from this fund each year based upon a per capita formula. The Measure D Fund is used for funding a proportion of Environmental Programs staff time.

**2016-17 & 2017-18 Operating Budgets**

**Fund 266 Summary - Measure D Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 275	\$ -	\$ -	\$ -	\$ -
Measure D Surcharge	36,220	25,000	25,000	25,000	25,000
<b>Total Revenues</b>	<b>\$ 36,495</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 11,495</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 64,427
Estimated Restricted Fund Balance, June 30, 2016	64,427
Estimated Restricted Fund Balance, June 30, 2017	64,427
Estimated Restricted Fund Balance, June 30, 2018	64,427

## **SPECIAL FUNDS**

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### **GAS TAX FUND**

The Gas Tax Fund is a Special Revenue Fund, the use of which is restricted to specific street maintenance activities. Gas Tax revenues are apportioned by the State under specific statutory authority. The allocation formula is a combination of population and street mileage.

Gas tax revenues are estimated at approximately \$220,000 for each fiscal year.

**2016-17 & 2017-18 Operating Budgets**

**Fund 220 Summary - Gas Tax**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Gas Tax Revenues	\$ 271,037	\$ 232,000	\$ 241,100	\$ 222,600	\$ 222,600
Investment Earnings	756	-	-	-	-
<b>Total Revenues</b>	<b>\$ 271,793</b>	<b>\$ 232,000</b>	<b>\$ 241,100</b>	<b>\$ 222,600</b>	<b>\$ 222,600</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Reserve for Capital Projects					
Transfer to General Fund/Public Works	270,000	270,000	270,000	220,000	220,000
<b>Total Expenditures</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 1,793</b>	<b>\$ (38,000)</b>	<b>\$ (28,900)</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>
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**Fund Balance Summary**

Restricted Fund Balance, June 30, 2015	\$ 164,680
Estimated Restricted Fund Balance, June 30, 2016	135,780
Estimated Restricted Fund Balance, June 30, 2017	138,380
Estimated Restricted Fund Balance, June 30, 2018	140,980

**SPECIAL FUNDS**  
**MEASURE B FUND**

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Measure B funds are generated by a special one-half cent sales tax that was originally approved by the voters of Alameda County during the late 1980's. Under the approved measure, a certain portion of revenue generated is allocated to cities in Alameda County by the Alameda County Transportation Authority. These funds are restricted for street improvement and street maintenance purposes, and, as such, are accounted for in a Special Revenue Fund. As required, the City contracts for an annual outside independent audit of Measure B funds.

In 2002, voters approved a 20-year extension of the tax. Under the new Measure B, Streets and Roads, Paratransit, and Bicycle/Pedestrian program funds are allocated and accounted for separately. During FY 2016-17 and FY 2017-18, approximately \$262,000 and \$ 267,000 in funds will be received by the City for Streets and Roads, approximately \$29,000 in funds will be received for Paratransit Programs, and approximately \$32,000 will be received for Bicycle/Pedestrian Programs each year. In the past few years, the Street and Roads allocation has been primarily used for funding slurry seal projects.

**2016-17 & 2017-18 Operating Budgets**

**Fund 240 Summary - Measure B**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Measure B Streets & Roads	\$ 271,146	\$ 243,454	\$ 257,000	\$ 262,100	\$ 267,300
Paratransit Revenue	24,985	23,929	28,000	28,600	29,200
ACTC Grants	113,347	-	510,000	50,000	50,000
Bicycle/Pedestrian	30,685	29,131	31,000	31,600	32,200
Vehicle Registration Fee	45,376	40,000	42,000	42,000	42,000
Investment Earnings	2,959	-	-	-	-
Transit Passes	1,501	3,000	1,500	1,500	1,500
Interfund/General Fund	34,500	-	-	-	-
<b>Total Revenue</b>	<b>\$ 524,498</b>	<b>\$ 339,514</b>	<b>\$ 869,500</b>	<b>\$ 415,800</b>	<b>\$ 422,200</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Public Works/Street Repairs	\$ 12,307	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Street Improvements	-	488,938	400,000	-	-
Paratransit	26,440	23,929	25,000	30,100	30,700
Grants	192,824	107,146	411,200	116,900	116,300
Bicycle/Pedestrian Projects	20,512	-	66,059	-	-
Professional/Audit Services	2,600	5,200	5,219	6,000	6,000
Capital Outlay - Streets/Roads per CIP				250,000	250,000
Capital Outlay - Bike/Ped per CIP				30,000	30,000
<b>Total Expenditures</b>	<b>\$ 254,683</b>	<b>\$ 645,213</b>	<b>\$ 927,478</b>	<b>\$ 453,000</b>	<b>\$ 453,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 269,814</b>	<b>\$ (305,699)</b>	<b>\$ (57,978)</b>	<b>\$ (37,200)</b>	<b>\$ (30,800)</b>
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**Fund Balance Summary**

	Vehicle Reg Fee Streets/Roads	Streets/Roads	ACTA			Total
			Paratransit	Grants	Bike/Ped	
Restricted Fund Balance, June 30, 2015	\$ 87,399	\$ 513,832	\$ 16,302	\$ (134,065)	\$ 142,147	\$ 625,615
Estimated Restricted Fund Balance, June 30, 2016	129,399	345,613	20,802	(35,265)	107,088	567,637
Estimated Restricted Fund Balance, June 30, 2017	171,399	331,713	20,802	(102,165)	108,688	530,437
Estimated Restricted Fund Balance, June 30, 2018	213,399	323,013	20,802	(168,465)	110,888	499,637

## **SPECIAL FUNDS**

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### **MEASURE BB FUNDS**

In January of 2014, the governing body of the Alameda County Transportation Commission approved the 2014 Alameda County Transportation Expenditure Plan (TEP), which includes a set of transportation projects and programs that would receive funding if voters approved Measure BB. Measure BB was passed in the 2014 election by voters of Alameda County, with 70.76% of voters approving the measure.

Alameda County Transportation Commission currently collects a 0.5% sales tax that is due to expire in 2022. Measure BB extends the existing tax until 2045 and increases the tax to a total of 1%. Under the TEP, Alameda County Transportation Commission would use the additional tax revenue to be collected for duration of 30 years, to support transportation projects and programs throughout Alameda County.

Projects funded by Measure BB are Paratransit Program - to provide transit services for the elderly and the handicapped. Local Streets and Roads - to repair various streets around the City. Bike and Pedestrian - to provide sidewalk and ADA improvements and to implement the bikeway network.

From a pool of funds held by the county, 10.0% is allocated for distribution as a subsidy to cities with paratransit programs. Funds allocated to the City for the paratransit programs are received separately from funds received for capital projects and are recorded in a special revenue fund.

An additional 20.0% of the pool is allocated among the cities in the county, based on the cities' populations and the number of roads within their city limits for other transportation-related projects.

**2016-17 & 2017-18 Operating Budgets**

**Fund 242 Summary - Measure BB**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Streets & Roads	\$ 50,806	\$ 257,000	\$ 242,000	\$ 246,800	\$ 251,700
Paratransit Revenue	5,212	29,000	29,000	29,600	30,200
Bicycle/Pedestrian	4,988	25,000	25,000	25,500	26,000
Investment Earnings					
<b>Total Revenue</b>	<b>\$ 61,006</b>	<b>\$ 311,000</b>	<b>\$ 296,000</b>	<b>\$ 301,900</b>	<b>\$ 307,900</b>

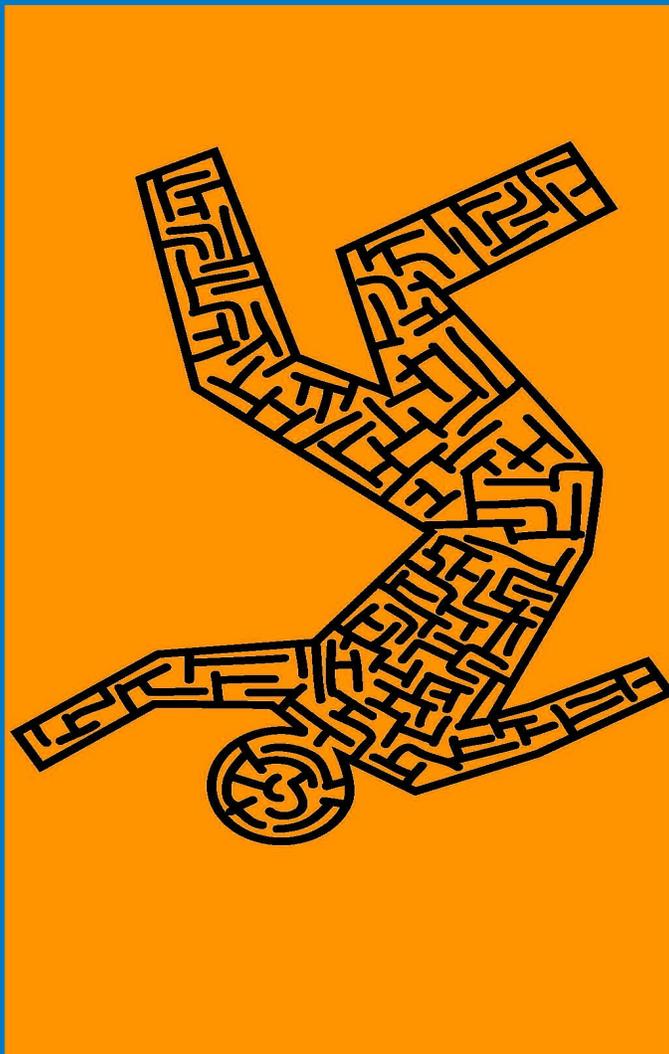
<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Public Works/Street Repairs	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Street Improvements	-	-	-	-	-
Paratransit	-	-	28,000	28,000	28,000
Bicycle/Pedestrian Projects	-	4,000	4,000	-	-
Professional/Audit Services	-	-	2,600	3,500	3,500
Capital Outlay - Streets/Roads per CIP				240,000	240,000
Capital Outlay - Bike/Ped per CIP				25,000	25,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 34,600</b>	<b>\$ 296,500</b>	<b>\$ 316,500</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 61,006</b>	<b>\$ 307,000</b>	<b>\$ 261,400</b>	<b>\$ 5,400</b>	<b>\$ (8,600)</b>
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<b>Fund Balance Summary</b>				
	<b>ACTA</b>			<b>Total</b>
	<b>Streets/Roads</b>	<b>Paratransit</b>	<b>Bike/Ped</b>	
Restricted Fund Balance, June 30, 2015	\$ 50,806	\$ 5,212	\$ 4,988	\$ 61,006
Estimated Restricted Fund Balance, June 30, 2016	290,206	6,212	25,988	322,406
Estimated Restricted Fund Balance, June 30, 2017	293,506	7,812	26,488	327,806
Estimated Restricted Fund Balance, June 30, 2018	281,706	10,012	27,488	319,206

# PUBLIC SAFETY

# POLICE



**DEPARTMENT:****POLICE**

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The Emeryville Police Department protects life and property; maintains law and order; seeks solutions to neighborhood problems that adversely affect the quality of life; fosters a community spirit of cooperation and adherence to the laws of our society; protects the constitutional rights of individuals and facilitates the flow of traffic while being the least intrusive into the lives of our citizenry. This is achieved by diligent enforcing of all laws, apprehending repeat criminal offenders and empowering police personnel and citizens to work together to resolve community problems.

The Police Department is divided into two operational Divisions: Professional Services and Field Services. The Professional Service Division is comprised of two sections; Administrative Services and Records and Communications. The Field Services Division consists of four sections; Patrol, Bicycles, Traffic and Criminal Investigations. In addition Animal Control program operates within the Field Service Division.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Continued to provide exemplary community based policing to the Emeryville community.
2. Completed the County wide Interagency Radio Protocol for crossover incidents.
3. Ended a three year investigation on Acucare and illegal human trafficking occurring in the city of Emeryville.
4. Achieved POST compliance in 2016 in areas of Perishable Skills Training.
5. Criminal Investigation Section (CIS) partnered with Alameda County Vice Enforcement Team (ACVET) which was responsible for recovering over 50 at risk juveniles in 2015/16.
6. Criminal Investigation Section served several high profile search warrants to recover hundreds of thousands of dollars in stolen property and apprehended several violent offenders.
7. Reinstated and improved the Sergeants Neighborhood Partnership Program which emphasized more accountability at the supervisor level and created more opportunity for community engagement.
8. Implementation of an Automobile Crime Reduction Plan for the City.
9. Successful completion of two Citizens Academy-a valuable community outreach tool.
10. Partnered with other City Departments for National Night Out and increased the number of celebration sites.

**GOALS FOR 2016-2017 and 2017 and 2018 FISCAL YEARS*****Crime Prevention***

1. Expand on the Automobile Crime Reduction Plan to include additional areas within the city.
2. With Computer Aided Dispatch/Records Management System CAD/RMS replacement include Predictive Analysis in monthly statistic review to provide more focused deployment of resources.
3. Continue to work with allied service providers, state and local legislative staff and other agencies to ensure necessary resources are in place when responding to calls involving mentally ill persons.
4. Increase on-line presence to provide Crime Prevention resources on City website as well as an increased use/presence on social media to provide timely information to our community.

***Community and Public Trust Policing***

1. Continue to provide exemplary community based policing to the Emeryville community with a strong emphasis on Public Trust Policing.
2. Expand the Citizens Police Academy to include Force Operations segment.
3. Create a Youth Academy for 14-18 year old Emeryville students. 8 week academy teaches student about Police Procedures, Physical Training, Firearm safety, Defensive Tactics, Force options, K9s, and other Police Department functions.
4. Create and implement a High School Intern Program to provide an opportunity for students to work in all bureaus within the organization and to decide if this may be a career they would like to pursue.
5. Continue to improve the Sergeants Neighborhood Partnership Program with Sergeants playing a more active role in the partnering and establishing community groups to identify resident and business concerns as they relate to quality of life issues.
6. Increase presence on Social Media and enhance the Police Department website.
7. Create a Crisis Intervention/Negotiation Team to work closely with regional mental health providers to connect those in crisis with resources. Officers and Dispatchers are specially trained to deal with emergencies exceeding the abilities of a patrol team.
8. Continue to develop the Homeless Outreach Team addressing homelessness. Expand team to include additional personnel to establish funding resources and to partner with service providers and other resource agencies.

***Staffing***

1. Restore bicycle Parole Program to reinstate 2 bicycle/traffic officers.
2. Restore School Resource position to provide a Community Policing Officer to the Emeryville schools to foster a trusting relationship between the students, staff, parents and law enforcement.
3. Increase staffing to enable the department to meet current service demands for community outreach programs, records management, to efficiently and responsibly process all property and evidence, and to provide traffic safety and enforcement.
4. Complete reorganization and reclassification of Department positions to better meet the operational demands.
5. Work with the Human Resource Department to explore Employee Workers Compensation "Carve-Out" Program to reduce employee injury costs and improve injury care and return to work status.

***Training and Equipment***

1. Complete the installation of a new Computer Aided Dispatch & Records Management System (CAD/RMS) with the assistance of the IT Department.
2. Explore grant opportunities to support training and equipment needs as well as community outreach programs.
3. Update technology to include expanded social media initiatives. Enhance mobile technology to assist officers in the field such as in-car cameras, in-field report writing, and scene documentation and evidence collection.
4. Implement in-service interactive training for all dispatchers and records staff.
5. Enhance ability for officers to safely respond to civil unrest and natural disasters with protective equipment and mobile incident command capabilities.
6. Provide training opportunities on Response to Critical Incidents, and Crisis Intervention Training for all staff, both sworn and non-sworn.
7. Provide training on Fair and Impartial Policing. This course is based on the science of bias which aids officer's awareness of their unconscious bias and helps develop controlled responses to counteract them.
8. Create a Training Plan that will serve as a guide to reach full professional development in all positions, and in preparation for promotional opportunities

**DEPARTMENT:****POLICE**

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9. Meet or exceed the Peace Officer Standards and Training (P.O.S.T.) training mandates. At the conclusion of the two year cycle, the Commission on P.O.S.T. audits agencies for compliance with these basic requirements.
10. Property and Evidence – Ensure that training and resources are provided to support the demands of this function.

**POLICE**

*General Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 8,934,404	\$ 9,679,925	\$ 9,318,216	\$11,223,754	\$11,390,955
Supplies and Services	1,266,358	1,182,500	1,224,021	1,420,100	1,410,600
Capital Outlay	-	-	-	43,000	-
<b>Total</b>	<b>\$10,200,762</b>	<b>\$10,862,425</b>	<b>\$10,542,237</b>	<b>\$12,686,854</b>	<b>\$12,801,555</b>

*Supplemental Law Enforcement Services Grant  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 100,129	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 100,129</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$10,200,762	\$10,862,425	\$10,542,237	\$12,686,854	\$12,801,555
Supplemental Law Grant	100,129	100,000	100,000	100,000	100,000
<b>Total</b>	<b>\$10,300,891</b>	<b>\$10,962,425</b>	<b>\$10,642,237</b>	<b>\$12,786,854</b>	<b>\$12,901,555</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 616,180	\$ 543,589	\$ 476,500	\$ 560,300	\$ 570,300
General Revenue	9,584,582	10,318,836	10,065,737	12,126,554	12,231,255
<b>Total</b>	<b>\$10,200,762</b>	<b>\$10,862,425</b>	<b>\$10,542,237</b>	<b>\$12,686,854</b>	<b>\$12,801,555</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Sworn Positions	39.0	42.0	42.0
Full-Time Non-Sworn Positions	15.0	17.0	17.0
<b>Total</b>	<b>54.0</b>	<b>59.0</b>	<b>59.0</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 20 - PUBLIC SAFETY</b>							
<b>DEPARTMENT - 2000 - POLICE DEPARTMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	4,518,525	4,654,352	5,808,780	4,886,688	6,482,814	6,779,110
71040	SALARIES & WAGES - HOURLY	-	30,458	-	79,681	-	-
71041	SHIFT DIFF PAY	37,414	49,123	54,700	54,244	54,000	54,700
71050	OVERTIME PAYMENT	653,554	713,495	569,042	669,465	306,500	306,500
71060	SHIFT DIFF PAY-O/T	4,014	7,288	7,500	7,079	-	-
71100	HOLIDAY	110,612	103,288	-	112,492	-	-
71110	HOLIDAY PREMIUM	181,051	178,993	198,000	253,328	198,000	198,000
71150	ACTING HIGHER RANK	7,461	6,018	12,500	11,349	-	-
71250	SICK LEAVE EXPENSE	165,679	198,450	-	113,850	-	-
71300	VACATION EXPENSE	325,983	336,271	-	403,527	-	-
71350	WORKERS COMP PAYMENTS	301,452	239,883	292,594	219,985	666,058	696,007
71410	ALTERNATE MED.BENEFITS	28,957	35,627	29,826	40,081	47,651	47,651
71420	PD PARS PLAN	128,534	102,820	157,085	143,166	359,064	369,136
72000	COMPENSATED EXPENSE	-	-	-	14,433	-	-
72100	CLOTHING ALLOWANCE	45,240	49,986	46,095	52,865	62,610	62,610
72150	SOCIAL SECURITY [FICA]	80,012	84,299	92,155	85,268	103,035	107,257
72200	RETIREMENT [PERS]	969,253	1,114,109	1,168,796	880,560	1,142,472	1,133,321
72210	RETIREMENT PERS-MISC	(19)	-	-	-	-	-
72240	UNFUNDED PERS LIABILITY	-	-	-	390,074	498,868	242,291
72250	UNEMPLOYMENT INSURANCE	5,096	5,250	6,625	5,246	18,432	19,527
72300	VISION INSURANCE	11,971	12,638	13,802	12,108	17,105	18,473
72350	EAP INSURANCE	1,519	1,536	1,853	1,283	1,699	1,699
72400	GROUP MEDICAL INSURANCE	706,067	830,220	949,130	704,936	938,054	1,006,023
72410	RETIREE MEDICAL BENEFIT	56,700	60,696	60,696	60,696	71,900	78,547
72420	CHIROPRACTIC BENEFIT	750	379	-	500	-	-
72450	GROUP DENTAL INSURANCE	55,789	56,373	84,227	54,046	99,388	107,339
72500	LIFE INSURANCE	6,476	6,614	8,650	6,013	4,869	4,896
72510	ACCRUED BENEFITS	51,191	51,534	64,639	51,064	140,756	147,097
75200	FITNESS BENEFITS	4,316	-	1,800	-	1,800	1,800
72540	LONG TERM DISABILITY	5,955	4,702	7,750	4,191	8,679	8,972
72800	TRANS FR PERS LIAB FD	-	-	43,678	-	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>8,463,551</b>	<b>8,934,404</b>	<b>9,679,925</b>	<b>9,318,216</b>	<b>11,223,754</b>	<b>11,390,955</b>
73000	OFFICE SUPPLIES	32,398	(28)	-	-	-	-
73050	PHOTO SUPPLIES & SERVICE	327	-	-	-	-	-
73100	BOOKS, MAPS, PERIODICALS	4,009	-	-	-	-	-
73150	POSTAGE	2,529	2,639	4,000	3,000	3,000	3,000
73350	SAFETY & SPECIAL SUPPLIES	20,923	31,572	25,000	25,000	51,000	43,000
73400	CLOTHING	21,077	15,262	10,000	20,000	30,000	30,000
73450	CHEMICAL & AMMUNITION	21,091	54,656	46,300	46,300	63,800	63,800
73500	OPERATING SUPPLIES	14,234	59,695	51,000	60,000	50,000	50,000
73550	FUEL	105,761	83,340	95,000	90,000	95,000	95,000
<b>SUPPLIES Total</b>		<b>222,349</b>	<b>247,135</b>	<b>231,300</b>	<b>244,300</b>	<b>292,800</b>	<b>284,800</b>
76000	UTILITIES	44,784	46,711	58,000	51,000	53,000	55,000
76050	TELEPHONE/COMMUNICATIONS	57,079	156,958	125,000	145,000	150,000	180,000
<b>UTILITIES Total</b>		<b>101,863</b>	<b>203,670</b>	<b>183,000</b>	<b>196,000</b>	<b>203,000</b>	<b>235,000</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 20 - PUBLIC SAFETY</b>							
<b>DEPARTMENT - 2000 - POLICE DEPARTMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
77000	MAINTENANCE BLDG & GRNDS	2,825	2,190	5,000	1,000	2,000	2,000
77020	LANDSCAPE MAINTENANCE	3,142	1,966	2,100	2,100	2,100	2,200
77030	BLDG MAINT MGMT (MCE)	8,779	46,000	47,400	47,400	49,500	51,000
77080	JANITORIAL SERVICES	27,711	28,717	30,900	30,900	31,300	32,200
77100	VEHICLE OPERATION & MAINT	79,332	93,885	80,000	80,000	85,000	85,000
77150	EQUIPMENT OPER & MAINT	93,543	49,984	60,000	60,000	60,000	60,000
77210	EMERGENCY BOARD-UP	-	-	3,000	-	3,000	3,000
77950	VEHICLE REPL. CHARGE	10,100	191,800	121,900	121,900	157,400	162,400
77960	TECHNOLOGY REPL CHARGE	56,200	44,600	44,600	44,600	43,200	43,200
77990	FACILITY MAJOR MAINT CHGS	20,000	20,000	20,000	20,000	20,000	20,000
<b>MAINTENANCE Total</b>		<b>301,632</b>	<b>479,142</b>	<b>414,900</b>	<b>407,900</b>	<b>453,500</b>	<b>461,000</b>
80050	PROFESSIONAL SERVICES	23,822	60,763	48,100	60,000	117,000	72,000
80300	COMPUTER SYSTEMS MAINT	79,849	710	-	-	-	-
80500	TESTING	16,285	12,360	17,000	17,000	20,000	20,000
80620	INVESTIGATION ANALYSIS	13,449	40,112	16,000	26,000	30,000	30,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>133,405</b>	<b>113,944</b>	<b>81,100</b>	<b>103,000</b>	<b>167,000</b>	<b>122,000</b>
82050	PRINTING	17,031	-	-	-	-	-
82100	COMMUNITY PUB/MTGS/COMM	8,767	7,314	14,100	14,100	16,000	16,000
<b>ADVERTISING/PRINTING&amp;PUBL</b>		<b>25,798</b>	<b>7,314</b>	<b>14,100</b>	<b>14,100</b>	<b>16,000</b>	<b>16,000</b>
84000	EDUCATION AND TRAINING	75,706	90,927	64,500	64,500	86,000	86,000
84100	MEMBERSHIPS & DUES	2,778	3,290	5,500	5,500	5,500	5,500
84150	TRAVEL, CONFER & MEETING	6,650	-	-	-	-	-
<b>EDUCATION &amp; TRAINING Total</b>		<b>85,135</b>	<b>94,217</b>	<b>70,000</b>	<b>70,000</b>	<b>91,500</b>	<b>91,500</b>
85000	RENTALS & LEASES	-	478	10,800	10,800	22,300	22,300
<b>RENTALS AND LEASES Total</b>		<b>-</b>	<b>478</b>	<b>10,800</b>	<b>10,800</b>	<b>22,300</b>	<b>22,300</b>
86200	FINGERPRINT PROCESS FEE	8,691	-	-	-	-	-
86210	RANGE ACCESS FEES	4,740	5,435	9,500	9,500	10,000	10,000
86300	PRISONER PROCESSING FEE	10,386	-	50,000	30,000	30,000	30,000
<b>FEES &amp; CHARGES Total</b>		<b>23,817</b>	<b>5,435</b>	<b>59,500</b>	<b>39,500</b>	<b>40,000</b>	<b>40,000</b>
88220	K-9 PROGRAM	15,252	18,255	16,800	39,000	30,000	30,000
88250	ANIMAL CONTROL	90,084	93,987	95,000	93,421	98,000	102,000
88300	C.O.P. DISC FUND	3,507	2,781	6,000	6,000	6,000	6,000
<b>OTHER Total</b>		<b>108,843</b>	<b>115,023</b>	<b>117,800</b>	<b>138,421</b>	<b>134,000</b>	<b>138,000</b>
91600	OTHER EQUIPMENT	-	-	-	-	43,000	-
<b>CAPITAL Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>43,000</b>	<b>-</b>
<b>TOTAL POLICE</b>		<b>9,466,393</b>	<b>10,200,762</b>	<b>10,862,425</b>	<b>10,542,237</b>	<b>12,686,854</b>	<b>12,801,555</b>

**POLICE  
ADMINISTRATIVE SERVICES DIVISION**

*General Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 3,267,247	\$ 3,305,346	\$ 3,134,044	\$ 3,442,084	\$ 3,558,898
Supplies and Services	685,435	606,900	678,900	797,900	779,400
Capital Outlay	-	-	-	6,000	-
<b>Total</b>	<b>\$ 3,952,682</b>	<b>\$ 3,912,246</b>	<b>\$ 3,812,944</b>	<b>\$ 4,245,984</b>	<b>\$ 4,338,298</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 3,952,682	\$ 3,912,246	\$ 3,812,944	\$ 4,245,984	\$ 4,338,298
<b>Total</b>	<b>\$ 3,952,682</b>	<b>\$ 3,912,246</b>	<b>\$ 3,812,944</b>	<b>\$ 4,245,984</b>	<b>\$ 4,338,298</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Sworn Positions	8.0	8.0	8.0
Full-Time Non-Sworn Positions	12.0	14.0	14.0
<b>Total</b>	<b>20.0</b>	<b>22.0</b>	<b>22.0</b>

FUND 101 - GENERAL FUND							
FUNCTION - 20 - PUBLIC SAFETY				DIVISION - 2100 - POLICE ADMINISTRATION			
DEPARTMENT - 2000 - POLICE DEPARTMENT							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES - SALARIED	1,646,392	1,713,737	2,073,050	1,680,081	2,164,951	2,245,386
71040	SALARIES & WAGES - HOURLY	-	30,458		79,681	-	-
71041	SHIFT DIFF PAY	5,317	10,586	21,700	13,818	21,000	21,700
71050	OVERTIME PAYMENT	202,004	220,495	189,042	230,000	120,000	120,000
71060	SHIFT DIFF PAY-O/T	459	1,175	1,000	1,048	-	-
71100	HOLIDAY	76,552	77,474		76,057	-	-
71110	HOLIDAY PREMIUM	25,705	33,698	40,000	50,704	40,000	40,000
71150	ACTING HIGHER RANK	2,408	1,637	2,000	2,708	-	-
71250	SICK LEAVE EXPENSE	82,019	162,700		33,706	-	-
71300	VACATION EXPENSE	135,168	152,912		175,374	-	-
71350	WORKERS COMP PAYMENTS	73,084	59,751	73,613	48,638	153,409	159,016
71410	ALTERNATE MED.BENEFITS	14,044	12,088	6,923	17,177	15,884	15,884
71420	PD PARS PLAN	34,490	35,069	28,630	31,346	38,722	40,255
72000	COMPENSATED EXPENSE				14,433	-	-
72100	CLOTHING ALLOWANCE	17,885	17,975	17,890	18,415	21,155	21,155
72150	SOCIAL SECURITY [FICA]	27,858	31,468	29,878	32,291	34,553	35,730
72200	RETIREMENT [PERS]	276,746	307,323	344,967	249,296	317,230	316,270
72210	RETIREMENT PERS-MISC	(19)			-	-	-
72240	UNFUNDED PERS LIABILITY				9,115	20,228	13,769
72250	UNEMPLOYMENT INSURANCE	1,921	2,052	2,241	1,892	6,062	6,460
72300	VISION INSURANCE	5,431	5,896	5,368	5,133	6,378	6,888
72350	EAP INSURANCE	709	730	721	560	634	634
72400	GROUP MEDICAL INSURANCE	298,912	314,954	372,311	294,107	366,993	393,584
72410	RETIREE MEDICAL BENEFIT	21,000	21,042	21,042	21,042	23,674	26,042
72420	CHIROPRACTIC BENEFIT	750	379		500	-	-
72450	GROUP DENTAL INSURANCE	26,484	25,996	32,755	23,355	37,060	40,025
72500	LIFE INSURANCE	2,531	2,690	3,784	2,107	1,875	1,888
72510	ACCRUED BENEFITS	19,707	19,526	22,688	17,605	46,214	47,935
75200	FITNESS BENEFITS	4,316		1,800	-	-	-
72540	LONG TERM DISABILITY	5,641	5,436	6,316	3,855	6,063	6,277
72800	TRANS FR PERS LIAB FD	-		7,626	-	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>3,007,513</b>	<b>3,267,247</b>	<b>3,305,346</b>	<b>3,134,044</b>	<b>3,442,084</b>	<b>3,558,898</b>
73000	OFFICE SUPPLIES	32,398	(28)				
73050	PHOTO SUPPLIES & SERVICE	327					
73100	BOOKS, MAPS, PERIODICALS	4,009					
73150	POSTAGE	2,529	2,639	4,000	3,000	3,000	3,000
73350	SAFETY & SPECIAL SUPPLIES	-				23,000	15,000
73400	CLOTHING	21,077	15,262	10,000	20,000	30,000	30,000
73450	CHEMICAL & AMMUNITION	-				-	-
73500	OPERATING SUPPLIEES	3,470	59,695	51,000	60,000	50,000	50,000
<b>SUPPLIES Total</b>		<b>63,810</b>	<b>77,567</b>	<b>65,000</b>	<b>83,000</b>	<b>106,000</b>	<b>98,000</b>
76000	UTILITIES	44,784	46,711	58,000	51,000	53,000	55,000
76050	TELEPHONE/COMMUNICATION	57,079	156,958	125,000	145,000	150,000	180,000
<b>UTILITIES Total</b>		<b>101,863</b>	<b>203,670</b>	<b>183,000</b>	<b>196,000</b>	<b>203,000</b>	<b>235,000</b>
77000	MAINTENANCE BLDG & GRNDS	2,825	2,190	5,000	1,000	2,000	2,000
77020	LANDSCAPE MAINTENANCE	3,142	1,966	2,100	2,100	2,100	2,200
77030	FACLITY OPERATING CHARGE	8,779	46,000	47,400	47,400	49,500	51,000
77080	JANITORIAL CONTRACTS SVCS	27,711	28,717	30,900	30,900	31,300	32,200
77150	EQUIPMENT OPER & MAINT	68,023	49,984	60,000	60,000	60,000	60,000
77960	TECHNOLOGY REPL CHARGE	56,200	44,600	44,600	44,600	43,200	43,200
77990	FACILITY MAJOR MAINT CHGS	20,000	20,000	20,000	20,000	20,000	20,000
<b>MAINTENANCE Total</b>		<b>186,680</b>	<b>193,457</b>	<b>210,000</b>	<b>206,000</b>	<b>208,100</b>	<b>210,600</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 20 - PUBLIC SAFETY</b>				<b>DIVISION - 2100 - POLICE ADMINISTRATION</b>			
<b>DEPARTMENT - 2000 - POLICE DEPARTMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
80050	PROFESSIONAL SERVICES	17,089	57,153	15,000	50,000	95,000	50,000
80300	COMPUTER SYSTEMS MAINT	79,849	710	-	-	-	-
80500	TESTING	16,285	12,360	17,000	17,000	20,000	20,000
80620	INVESTIGATION ANALYSIS	13,449	40,112	16,000	26,000	30,000	30,000
<b>PROFESSIONAL FEES/SVCES Total</b>		126,671	110,334	48,000	93,000	145,000	100,000
82050	PRINTING	17,031	-	-	-	-	-
82100	COMMUNITY PUB/MTGS/COMM	8,767	7,314	14,100	14,100	16,000	16,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		25,798	7,314	14,100	14,100	16,000	16,000
84000	EDUCATION AND TRAINING	72,288	86,544	64,500	64,500	86,000	86,000
84100	MEMBERSHIPS & DUES	2,778	3,290	5,500	5,500	5,500	5,500
84150	TRAVEL, CONFER & MEETING	6,650	-	-	-	-	-
<b>EDUCATION AND TRAINING Total</b>		81,716	89,834	70,000	70,000	91,500	91,500
85000	RENTALS & LEASES	-	478	10,800	10,800	22,300	22,300
<b>RENTALS AND LEASES Total</b>		-	478	10,800	10,800	22,300	22,300
86200	FINGERPRINT PROCESS FEE	8,691	-	-	-	-	-
<b>FEES &amp; CHARGES Total</b>		8,691	-	-	-	-	-
88300	C.O.P. DISC FUND	3,507	2,781	6,000	6,000	6,000	6,000
<b>OTHER Total</b>		3,507	2,781	6,000	6,000	6,000	6,000
91600	OTHER EQUIPMENT	-	-	-	-	6,000	-
<b>CAPITAL Total</b>		-	-	-	-	6,000	-
<b>TOTAL POLICE ADMINISTRATION</b>		3,606,250	3,952,682	3,912,246	3,812,944	4,245,984	4,338,298

**POLICE  
FIELD SERVICES DIVISION**

*General Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 5,667,157	\$ 6,374,579	\$ 6,184,172	\$ 7,781,669	\$ 7,832,057
Supplies and Services	580,923	575,600	545,121	622,200	631,200
Capital Outlay	-	-	-	37,000	-
<b>Total</b>	<b>\$ 6,248,080</b>	<b>\$ 6,950,179</b>	<b>\$ 6,729,293</b>	<b>\$ 8,440,869</b>	<b>\$ 8,463,257</b>

*Supplemental Law Enforcement Services Grant  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 100,129	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 100,129</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 6,248,080	\$ 6,950,179	\$ 6,729,293	\$ 8,440,869	\$ 8,463,257
Supplemental Law Grant	100,129	100,000	100,000	100,000	100,000
<b>Total</b>	<b>\$ 6,348,209</b>	<b>\$ 7,050,179</b>	<b>\$ 6,829,293</b>	<b>\$ 8,540,869</b>	<b>\$ 8,563,257</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Sworn Positions	31.0	34.0	34.0
Full-Time Non-Sworn Positions	3.0	3.0	3.0
<b>Total</b>	<b>34.0</b>	<b>37.0</b>	<b>37.0</b>

<b>FUND 101 - GENERAL FUND</b>							
<b>FUNCTION - 20 - PUBLIC SAFETY</b>				<b>DIVISION - 2200 - FIELD SERVICES</b>			
<b>DEPARTMENT - 2000 - POLICE DEPARTMENT</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	2,872,133	2,940,615	3,735,730	3,206,607	4,317,864	4,533,724
71041	SHIFT DIFF PAY	32,097	38,537	33,000	40,426	33,000	33,000
71050	OVERTIME PAYMENT	451,551	493,000	380,000	439,465	186,500	186,500
71060	SHIFT DIFF PAY-O/T	3,555	6,113	6,500	6,031	-	-
71100	HOLIDAY	34,060	25,814		36,435	-	-
71110	HOLIDAY PREMIUM	155,346	145,295	158,000	202,624	158,000	158,000
71150	ACTING HIGHER RANK	5,053	4,381	10,500		-	-
71250	SICK LEAVE EXPENSE	83,660	35,750		80,144	-	-
71300	VACATION EXPENSE	190,815	183,359		228,153	-	-
71350	WORKERS COMP PAYMENTS	228,368	180,133	218,980	171,346	512,649	536,990
71410	ALTERNATE MED.BENEFITS	14,913	23,539	22,903	22,903	31,767	31,767
71420	PD PARS PLAN	94,044	67,751	128,455	111,820	320,341	328,881
72100	CLOTHING ALLOWANCE	27,355	32,011	28,205	34,450	41,455	41,455
72150	SOCIAL SECURITY [FICA]	52,154	52,831	62,277	52,977	68,481	71,527
72200	RETIREMENT [PERS]	692,507	806,786	823,829	631,264	825,242	817,051
72240	UNFUNDED PERS LIABILITY				380,959	478,640	228,522
72250	UNEMPLOYMENT INSURANCE	3,176	3,199	4,384	3,354	12,370	13,067
72300	VISION INSURANCE	6,539	6,742	8,435	6,975	10,727	11,585
72350	EAP INSURANCE	809	806	1,133	722	1,066	1,066
72400	GROUP MEDICAL INSURANCE	407,155	515,266	576,820	410,828	571,061	612,439
72410	RETIREE MEDICAL BENEFIT	35,700	39,654	39,654	39,654	48,226	52,505
72450	GROUP DENTAL INSURANCE	29,305	30,377	51,472	30,691	62,328	67,314
72500	LIFE INSURANCE	3,944	3,923	4,865	3,906	2,993	3,008
72510	ACCRUED BENEFITS	31,484	32,008	41,951	33,459	94,542	99,162
72520	FITNESS BENEFITS					1,800	1,800
72540	LONG TERM DISABILITY	314	(734)	1,434	336	2,616	2,694
72800	TRANS FR PERS LIABILITY FD	-		36,052	-	-	-
<b>SALARIES AND BENEFITS Total</b>		<b>5,456,038</b>	<b>5,667,157</b>	<b>6,374,579</b>	<b>6,184,172</b>	<b>7,781,669</b>	<b>7,832,057</b>
73350	SAFETY & SPECIAL SUPPLIES	20,923	31,572	25,000	25,000	28,000	28,000
73450	CHEMICAL & AMMUNITION	21,091	54,656	46,300	46,300	63,800	63,800
73500	OPERATING SUPPLIES	10,764		-	-	-	-
73550	FUEL	105,761	83,340	95,000	90,000	95,000	95,000
<b>SUPPLIES Total</b>		<b>158,539</b>	<b>169,567</b>	<b>166,300</b>	<b>161,300</b>	<b>186,800</b>	<b>186,800</b>
77100	VEHICLE OPERATION & MAINT	79,332	93,885	80,000	80,000	85,000	85,000
77150	EQUIPMENT OPER & MAINT	25,520				-	-
77210	EMERGENCY BOARD UP	-		3,000	-	3,000	3,000
77950	VEHICLE REPL. CHARGE	10,100	191,800	121,900	121,900	157,400	162,400
<b>MAINTENANCE Total</b>		<b>114,952</b>	<b>285,685</b>	<b>204,900</b>	<b>201,900</b>	<b>245,400</b>	<b>250,400</b>
80050	PROFESSIONAL SERVICES	6,733	3,610	33,100	10,000	22,000	22,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>6,733</b>	<b>3,610</b>	<b>33,100</b>	<b>10,000</b>	<b>22,000</b>	<b>22,000</b>
84000	EDUCATION AND TRAINING	3,418	4,383				
<b>EDUCATION AND TRAINING Total</b>		<b>3,418</b>	<b>4,383</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
86210	RANGE ACCESS FEES	4,740	5,435	9,500	9,500	10,000	10,000
86300	PRISONER PROCESSING FEE	10,386		50,000	30,000	30,000	30,000
<b>FEES &amp; CHARGES Total</b>		<b>15,126</b>	<b>5,435</b>	<b>59,500</b>	<b>39,500</b>	<b>40,000</b>	<b>40,000</b>
88220	K-9 PROGRAM	15,252	18,255	16,800	39,000	30,000	30,000
88250	ANIMAL CONTROL	90,084	93,987	95,000	93,421	98,000	102,000
<b>OTHER Total</b>		<b>105,336</b>	<b>112,242</b>	<b>111,800</b>	<b>132,421</b>	<b>128,000</b>	<b>132,000</b>
91600	OTHER EQUIPMENT					37,000	
<b>CAPITAL Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37,000</b>	<b>-</b>
<b>TOTAL FIELD SERVICES</b>		<b>5,860,143</b>	<b>6,248,080</b>	<b>6,950,179</b>	<b>6,729,293</b>	<b>8,440,869</b>	<b>8,463,257</b>

**SPECIAL FUNDS****STATE ASSET SEIZURE FUND**

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The State Asset Seizure fund account for the City's share of the sale of confiscated assets of convicted felons. This funds is used for specific police activities and is typically used for equipment purchases.

**2016-17 & 2017-18 Operating Budgets**

**Funds 210 Summary - State Asset Seizure Funds**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 475	\$ -	\$ 400	\$ -	\$ -
Impound Revenue	-	-	6,666	-	-
<b>Total Revenue</b>	<b>\$ 475</b>	<b>\$ -</b>	<b>\$ 7,066</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 475</b>	<b>\$ -</b>	<b>\$ 7,066</b>	<b>\$ -</b>	<b>\$ -</b>
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**Fund Balance Summary**

Restricted Fund Balance, June 30, 2015	\$ 89,092
Estimated Restricted Fund Balance, June 30, 2016	96,158
Estimated Restricted Fund Balance, June 30, 2017	96,158
Estimated Restricted Fund Balance, June 30, 2018	96,158

**SPECIAL FUNDS****SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)**

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The SLESF receives monies from the State of California's Supplemental Law Enforcement Services Fund. These funds are legislatively designated in the Schiff-Cardenas Crime Prevention Act of 2000 to fund front line municipal police services. To receive the funds, cities must make a written request and hold a public hearing regarding the proposed use. In the past, the Fund has been used to purchase and install the Police Department's new Computer Aided Dispatch/Records Management/Mobile Computing System. Beginning in FY 2004-05, the City began using SLESF monies to fund an additional Police Sergeant. The fund has a current fund balance of approximately \$65,000 and the City expects to receive \$100,000 per year during FY 2016-17 and FY 2017-18.

**2016-17 & 2017-18 Operating Budgets**

**Fund 252 Summary - Supplemental Law Enforcement Services Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 159	\$ -	\$ -	\$ -	\$ -
Grants	113,164	100,000	100,000	100,000	100,000
<b>Total Revenues</b>	<b>\$ 113,324</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 100,129	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Expenditures</b>	<b>\$ 100,129</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 13,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 65,031
Estimated Restricted Fund Balance, June 30, 2016	65,031
Estimated Restricted Fund Balance, June 30, 2017	65,031
Estimated Restricted Fund Balance, June 30, 2018	65,031

# FIRE



**DEPARTMENT:****FIRE**

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Starting in FY2012-13, the City of Emeryville contracted with the Alameda County Fire Department (ACFD) to provide comprehensive fire services to protect and safeguard life, environment, and property, including “all-risk” services that mitigate the effects of fire, injury, illness, urban search and rescue, water rescue, hazardous materials, storm, human-caused calamity, and natural disaster. The ACFD was formed in 1993 as a special district governed by the Alameda County Board of Supervisors. In addition to Emeryville, the ACFD provides fire services to unincorporated areas of the county as well as the cities of Dublin, Newark, San Leandro, Union City, the Lawrence Berkeley National Laboratory (LBNL), and the Lawrence Livermore National Laboratory (LLNL).

The Alameda County Fire Department provides service to the citizens of Emeryville within three functionally interrelated branches: 1) Operations (fire suppression, emergency medical services, firefighter training and special operations), 2) Administrative Services, and 3) Fire Prevention. Additionally, the Department provides emergency response through partnerships and contracts with neighboring jurisdictions, the Alameda County mutual aid system, and the California Fire and Rescue Mutual Aid System. The Department also cooperates extensively with local, state and federal agencies, rendering aid to surrounding jurisdictions and, in turn, receiving aid from those jurisdictions.

ACFD provides access to a breadth of inter-agency bodies, collaborative initiatives and special services. ACFD is active in the Urban Area Security Initiative (UASI) region, having a dedicated committee voting seat to determine projects and grant money disbursement. ACFD offers the only dedicated fully-staffed, 24/7 heavy rescue in the county and also offers the only fully-staffed Type I Hazardous Materials team in the county. ACFD also participates in many large-scale exercises on a regular basis (Golden Guardian; Urban Shield; Bayex; federally mandated LLNL and LBNL exercises; and multi-agency water rescue and hazardous materials exercises).

**DEPARTMENT:  
OPERATIONS**

**FIRE**

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The Alameda County Fire Department's (ACFD) Operations Branch is responsible for Emeryville's emergency response and incident mitigation for structural and wild land fire, medical emergencies, hazardous materials, urban search and rescue, and other emergencies that fall within the scope of duties of the fire service. Emergency response within the City of Emeryville is provided through two staffed engine companies (each with 3-firefighters including a minimum of one paramedic with advanced life support equipment) located at the Powell Street and Hollis Street fire stations. Through a subcontract between the City of Oakland and the ACFD, the City of Emeryville receives immediate and additional emergency response capability for incidents requiring resources beyond the capacity provided by Emeryville's two fire stations.

ACFD has four battalion chiefs on duty on a 24/7 basis with responsibility for a designated geographic area in the County. Battalion 4 covers the City of Emeryville along with the City of San Leandro, San Lorenzo, and the Lawrence Berkeley National Laboratory. ACFD also makes available the services of a Type 1 hazardous materials response team; Type 1 heavy rescue and water rescue team.

The Training Division is also part of the Operations Branch and is charged with making sure that all fire personnel meet established training guidelines so the Department is capable of meeting emergency response challenges.

ACFD uses a variety of methods to ensure all companies receive the highest quality training. Qualified in-house instructors serve as subject matter experts, as well as use of outside instructors. The training curriculum is established each year by the Training Advisory Committee (TAC) that is comprised of Department staff. The curriculum development addresses state and federal mandates as well as specific recommendations by the TAC relating to particular educational needs.

**ACHIEVEMENTS OF THE ALAMEDA COUNTY FIRE DEPARTMENT SERVING THE CITY OF EMERYVILLE DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

*Operations*

1. Provided prompt, reliable service in response to local emergency calls for firefighting, medical emergencies, water rescue and hazardous materials incidents.
2. Provided a liaison between the ACFD and the City of Emeryville leadership and citizens through designated staff attendance at events and meetings.
3. Provided for shared decision making and policy guidance for the provision of fire services within the City of Emeryville through membership on Alameda County Fire's Executive Management Oversight Committee and the Fire Advisory Commission.
4. Provided services outlined in the First Responder Advanced Life Support (FRALS) Agreement with Alameda County EMS, that enables the City of Emeryville to provide paramedic response from first responder units (fire engines) and enables the City to collect a quarterly stipend as a partial offset for costs incurred by the provision of those services.

**DEPARTMENT:  
OPERATIONS**

**FIRE**

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5. Administered a mutual aid and automatic aid emergency response program with adjacent cities; administered a freeway automatic mutual aid operational plan with Berkeley; and upgraded elements of the Alameda County mutual aid plan.
6. Continued to develop and improve emergency response skills-including medical Basic Life Support (BLS) and Advanced Life Support (ALS) patient care skills-through enhanced training and supervision.
7. Participated, with other Alameda County public safety departments, as a member of the EBRCS– the regional interoperable radio system for emergency communications.
8. Continued CERT program for disaster preparedness, covering basic first aid, basic search and rescue, hazard awareness and elementary firefighting to enhance citizen community preparedness.

*Training*

1. Continued to collaborate with adjacent fire agencies including Albany, Piedmont, Oakland, and Berkeley for targeted training opportunities including wild land season preparedness, water rescue, hazardous materials response, and structure firefighting.
2. Provided timely and relevant staff training to meet minimum requirements and to enhance the Department's emergency readiness in all ranks.
3. Continued the practice of delegating standardized, accountable training duties to company officers.
4. Provided training on hazard mitigation associated with rail emergencies specific to commodities and life-safety related issues that exist in the City of Emeryville with the assistance of staff from BNSF Railways (freight trains) and Amtrak (passenger trains).
5. Continued on-going training of engine company staff in the conduct of fire and life safety inspections of non-residential occupancies.
6. Continued to provide a training and evaluation program using National Fire Protection Association (NFPA) 1410, Initial Fire Attack Guidelines, for personnel involved in fire suppression operations, including Rapid Intervention Team (RIT) training.
7. Continued to upgrade staff skills in computer use, interpersonal relations within a diverse workforce, personnel management for officers, and continued to emphasize the validity of Department-wide standards for maintaining a respectful and ethical work environment.
8. Continued Emergency Medical Services (EMS) training for paramedics and Emergency Medical Technician (EMT) staff to meet continuing education requirements for professional skills maintenance.

**GOALS FOR 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Continue to provide response to local emergency calls for firefighting, paramedic-level medical aid, technical rescue, water rescue, hazardous materials incidents. Participate in mutual aid response according to the minimum performance benchmarks and specifications outlined in the fire service strategic plan developed by the work of the City of Emeryville Fire Service Task Force.
2. Continue to implement and comply with the provisions of the FRALS agreement with Alameda County to cover emergency medical paramedic services; participate in a Quality Assurance and Quality Improvement program and a data collection and reporting system as required under this agreement.
3. Continue to develop and improve emergency response skills-including medical Basic Life Support (BLS) and ALS patient care skills-through mandated and enhanced training and supervision.
4. Continue to foster and develop a regionalized approach to emergency response within the County by creating partnerships with adjacent cities, particularly with the City of Oakland, that leverage resources to provide the highest quality and most efficient fire services within a cost-contained model.
5. Continue as a member of the interoperable communications system for Alameda County – the East Bay Regional Communication System (EBRCS).
6. Continue to work with the Emeryville Police Department to facilitate interoperable communications for coordinated emergency incident response and operations.
7. Continue to assist the City of Emeryville with the rewrite and publication of the Emergency Operations Plan with subsequent identification of supporting training and drills to allow City staff to operate effectively within the Emergency Operations Center for large-scale incidents and disasters by carrying out the functions of preparedness, response, and recovery.
8. Assist Human Resources staff with the development and implementation of a training program for City of Emeryville staff on the new Emergency Operations Plan to ensure that all functional areas understand their roles and responsibilities during a large-scale incident.
9. Provide timely and relevant firefighter training that meets the requirements of local, state, and federal mandates along with enhancing identified firefighter competencies.
10. Continue to provide training and career development opportunities to firefighters through designated career development and/or succession planning programs.
11. Continue to develop the skills proficiency of engine company personnel in fire and life

**DEPARTMENT:  
OPERATIONS**

**FIRE**

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safety code enforcement inspection practices along with fire cause and origin investigation.

12. Continue the public education component of the engine company fire and life safety inspection program, focusing on developing occupant awareness of fire-safe practices.
13. Continue to refine CERT course curricula and develop education that targets identified needs in the community with the goal of empowering the public to help themselves.
14. Provide for National Incident Management System (NIMS) compliant emergency preparedness training for City staff in fulfilling the functions required of Emergency Operations Center (EOC) activations.

**DEPARTMENT:  
PREVENTION**

**FIRE**

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The Alameda County Fire Department's Fire Prevention Branch's primary responsibilities are to enforce all applicable State and local fire codes and standards, and to conduct fire investigations within its jurisdiction. Fire and life safety depends upon the prevention of unsafe conditions giving rise to emergencies, in addition to providing an effective response to emergency conditions. Prevention activities include fire code and safety inspections and enforcement, new construction and tenant improvement plan review and permitting, fire cause and origin investigation, and public outreach relating to fire and life safety.

**ACHIEVEMENTS OF THE ALAMEDA COUNTY FIRE DEPARTMENT SERVING THE CITY OF EMERYVILLE DURING THE 2014-2015 AND 2015-16 FISCAL YEARS**

1. Continued to provide an engine company-based fire and life safety code enforcement program.
2. Continued to utilize the latest Fire and Life Safety codes, with local amendments, and stayed abreast of statewide discussions regarding the establishment of new standards for future code adoption.
3. Worked with other fire jurisdictions within Alameda County on an ongoing basis to develop uniform standards for fire and life safety code enforcement.
4. Continued to implement the public education program to target high rise building occupants, hotel guests, and assembly occupancies.
5. Provided fire safety instruction to Emeryville public school students.
6. Worked with other City Departments, other fire departments and statewide fire service associations to track useful potential local amendments to the California Fire Code in preparation for future code revisions.
7. Worked with Watergate to complete the addition of a wet fire sprinkler system within the building. The system has already kept one fire in check.
8. Worked actively with the City's code enforcement officer on implementing a program to replace or remove unsafe residential security bars, improving fire and life safety for these occupancies.
9. Expanded the Department's fire pre-planning process and operational readiness, utilizing information gathered on occupancies from the on-going engine company code enforcement program.
10. Continued to provide effective fire prevention plan review, fire protection system inspections, and fire/life safety review of new construction within the city. Responded to approximately 1,000 service requests each year.

**GOALS FOR THE 2016-2017 AND 2017-18 FISCAL YEARS**

1. Adopt the 2016 California Fire Code and associated amendments with an effective date of January 1, 2017.
2. Continue to work with target hazard buildings and complexes within the City, such as the Watergate Complex, to resolve fire protection issues in these structures, combining fire pre-planning, engine company drills, and code enforcement with this cooperative process.
3. Upgrade the City of Emeryville's fire pre-planning process to reflect current identified target hazards as a means to enhance operational readiness.
4. Continue to develop emergency response and fire safety educational enrichment programs with the Emery Unified School District utilizing the National Fire Protection Association (NFPA) Learn Not to Burn program.
5. Continue to coordinate with the City's Code Enforcement Officer to improve residential fire and life safety for the community.
6. Continue to provide an engine company-based fire and life safety code enforcement program.
7. Continue to provide effective and timely fire prevention plan review, fire protection system inspections, and fire/life safety review of new construction within the city and to respond promptly and courteously to service requests.
8. Continue to provide planning review and professional commentary on emerging quality of life issues in the city, including Fire Department perspective on issues such as specific incident response, fire hazard complaints, traffic calming devices, local emergency access conditions, the safety-appropriate use of business premises, and the planning process for pedestrian/bicycle bridges and other City projects.

**FIRE**

*General Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 42,467	\$ 44,000	\$ 665,375	\$ 763,806	\$ 352,618
Supplies and Services	5,529,919	5,737,300	5,716,457	6,142,616	6,878,328
Capital Outlay	-	-	-	-	-
<b>Total</b>	<b>\$ 5,572,386</b>	<b>\$ 5,781,300</b>	<b>\$ 6,381,832</b>	<b>\$ 6,906,422</b>	<b>\$ 7,230,946</b>

*EMS Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Transfer to General Fund	\$ 180,260	\$ 175,000	\$ 180,000	\$ 182,000	\$ 182,000
Fees and Professional Sv	6,172	7,200	6,275	7,400	7,400
<b>Total</b>	<b>\$ 186,431</b>	<b>\$ 182,200</b>	<b>\$ 186,275</b>	<b>\$ 189,400</b>	<b>\$ 189,400</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 5,572,386	\$ 5,781,300	\$ 6,381,832	\$ 6,906,422	\$ 7,230,946
EMS	186,431	182,200	186,275	189,400	189,400
<b>Total</b>	<b>\$ 5,758,817</b>	<b>\$ 5,963,500</b>	<b>\$ 6,568,107</b>	<b>\$ 7,095,822</b>	<b>\$ 7,420,346</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 567,765	\$ 263,100	\$ 310,071	\$ 228,800	\$ 230,600
General Revenue	5,004,620	5,518,200	6,071,761	6,677,622	7,000,346
<b>Total</b>	<b>\$ 5,572,386</b>	<b>\$ 5,781,300</b>	<b>\$ 6,381,832</b>	<b>\$ 6,906,422</b>	<b>\$ 7,230,946</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Sworn Positions	0.0	0.0	0.0
Full-Time Non-Sworn Positions	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

FUND 101 - GENERAL FUND							
FUNCTION - 20 - PUBLIC SAFETY							
DEPARTMENT - 3000 - FIRE DEPARTMENT							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
72240	UNFUNDED PERS LIABILITY (NEW)		-		621,375	763,806	352,618
72410	RETIREE MEDICAL BENEFIT	44,000	42,467	44,000	44,000	-	-
<b>SALARIES AND BENEFITS Total</b>		44,000	42,467	44,000	665,375	763,806	352,618
73350	SAFETY & SPECIAL SUPPLIES		2,862		-	1,000	1,000
73700	HAZARDOUS MATL MITIGATION	546	572	600	757	850	900
<b>SUPPLIES Total</b>		546	3,434	600	757	1,850	1,900
76000	UTILITIES	39,739	25,943	41,000	30,000	31,000	32,000
<b>UTILITIES Total</b>		39,739	25,943	41,000	30,000	31,000	32,000
77000	MAINTENANCE BLDG & GRNDS	5,575	(1,051)	5,000		-	-
77020	LANDSCAPE MAINTENANCE	1,920	3,809	4,000	4,000	4,100	4,200
77030	FACILITY OPERATING CHARGES	44,833	78,000	80,300	80,300	61,000	62,800
77950	VEHICLE REPL CHARGE	183,200		-	-	-	-
77990	FACILITY MAJOR MAINT CHGS	40,400	40,400	40,400	40,400	40,400	40,400
<b>MAINTENANCE Total</b>		275,928	121,158	129,700	124,700	105,500	107,400
80050	PROFESSIONAL SERVICES	5,267,085	5,559,643	5,741,000	5,741,000	6,186,266	6,919,028
<b>PROFESSIONAL FEES/SVCES Total</b>		5,267,085	5,559,643	5,741,000	5,741,000	6,186,266	6,919,028
88770	CHARGE TO EMS FUND	(175,539)	(180,260)	(175,000)	(180,000)	(182,000)	(182,000)
<b>OTHER Total</b>		(175,539)	(180,260)	(175,000)	(180,000)	(182,000)	(182,000)
<b>TOTAL FIRE</b>		5,451,758	5,572,386	5,781,300	6,381,832	6,906,422	7,230,946

**FINANCIAL SUMMARY**  
**EMERGENCY MEDICAL SERVICE FUND**

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The Emergency Medical Service (EMS) Fund is a Special Revenue Fund that accounts for the Supplemental Assessment Funds paid by Emeryville residents for emergency medical services. The program funds enhanced medical services provided by the ACFD as first responder from basic life support to advanced life support. The Assessment is \$24 per benefited unit and was approved by voters through an advisory vote in the June 6, 1995 Special Election. The Assessment raises approximately \$189,400 annually. These monies are used to fund a portion of the emergency medical activities of the ACFD, including Paramedic services.

**2016-17 & 2017-18 Operating Budgets**

**Fund 258 Summary - Emergency Medical Service Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Supplemental Assessment (EMS)	\$ 185,856	\$ 182,000	\$ 186,164	\$ 189,400	\$ 189,400
<b>Total Revenues</b>	<b>\$ 185,856</b>	<b>\$ 182,000</b>	<b>\$ 186,164</b>	<b>\$ 189,400</b>	<b>\$ 189,400</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Fees and Charges	\$ 6,172	\$ 7,200	\$ 6,275	\$ 7,400	\$ 7,400
Transfer of Costs from General Fund*	180,260	175,000	180,000	182,000	182,000
<b>Total Expenditures</b>	<b>\$ 186,431</b>	<b>\$ 182,200</b>	<b>\$ 186,275</b>	<b>\$ 189,400</b>	<b>\$ 189,400</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (576)</b>	<b>\$ (200)</b>	<b>\$ (111)</b>	<b>\$ -</b>	<b>\$ -</b>
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\*Transfer of costs to be calculated to minimize fund balance.

<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 1,017
Estimated Restricted Fund Balance, June 30, 2016	906
Estimated Restricted Fund Balance, June 30, 2017	906
Estimated Restricted Fund Balance, June 30, 2018	906

**FUND 258 - EMERGENCY MEDICAL SERVICE FUND  
FUNCTION - 20 - PUBLIC SAFETY**

<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
80360	ADMINISTRATIVE COST	3,075	3,075	4,000	3,075	4,000	4,000
<b>PROFESSIONAL FEES/SVCES Total</b>		3,075	3,075	4,000	3,075	4,000	4,000
86020	PROP TAX COLLECTION FEES	3,019	3,097	3,200	3,200	3,400	3,400
<b>FEES &amp; CHARGES Total</b>		3,019	3,097	3,200	3,200	3,400	3,400
88750	GEN FUND CHG FOR MATL/SVC	175,539	180,260	175,000	180,000	182,000	182,000
<b>OTHER Total</b>		175,539	180,260	175,000	180,000	182,000	182,000
<b>FUND 258 Total</b>		181,633	186,431	182,200	186,275	189,400	189,400

**COMMUNITY  
SERVICES  
DEPARTMENT**

# COMMUNITY SERVICES



The Community Services Department is responsible for providing a comprehensive array of recreational, educational, physical fitness and special interest programs that enhance the quality of life for residents of Emeryville and the surrounding area. The Department is structured into three divisions: Administration, Youth and Adult Services, and Child Development that effectively and efficiently incorporates and coordinates the array of programs and services provided by the Department.

The Administration Division coordinates and manages the City's overall community services activities, including taking the lead on interagency and regional initiatives; supports the City's Community Service Advisory Committees; and provides administrative support and direction for the entire Department. The Child Development Division provides high quality day care and age appropriate activities for children ages four months to pre-school age children. The Youth and Adult Services Division provides activities and services that contribute to the physical, emotional, educational and financial well being of persons three years of age and up.

**COMMUNITY SERVICES**

*General Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 1,369,574	\$ 1,673,153	\$ 1,605,029	\$ 2,023,550	\$ 2,098,191
Supplies and Services	795,705	1,206,046	726,684	1,342,520	1,368,880
Transfer to Child Dev Fund	1,052,088	250,000	250,000	470,000	570,000
Capital Outlay	1,845	5,000	12,000	20,000	20,000
<b>Total</b>	<b>\$ 3,219,212</b>	<b>\$ 3,134,199</b>	<b>\$ 2,593,713</b>	<b>\$ 3,856,070</b>	<b>\$ 4,057,071</b>

*Child Development Fund  
Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 411,233	\$ 1,417,519	\$ 1,290,303	\$ 1,587,711	\$ 1,628,068
Supplies and Services	462,571	437,468	441,160	424,400	431,400
<b>Total</b>	<b>\$ 873,804</b>	<b>\$ 1,854,987</b>	<b>\$ 1,731,463</b>	<b>\$ 2,012,111</b>	<b>\$ 2,059,468</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 3,219,212	\$ 3,134,199	\$ 2,593,713	\$ 3,856,070	\$ 4,057,071
Child Development Fund	873,804	1,854,987	1,731,463	2,012,111	2,059,468
<b>Total</b>	<b>\$ 4,093,016</b>	<b>\$ 4,989,186</b>	<b>\$ 4,325,176</b>	<b>\$ 5,868,181</b>	<b>\$ 6,116,540</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 494,985	\$ 564,104	\$ 446,080	\$ 702,636	\$ 710,636
General Revenue	2,724,227	2,570,095	2,147,633	3,153,434	3,346,435
<b>Total</b>	<b>\$ 3,219,212</b>	<b>\$ 3,134,199</b>	<b>\$ 2,593,713</b>	<b>\$ 3,856,070</b>	<b>\$ 4,057,071</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	37.0	38.0	38.0
Permanent Part-Time Positions (FTE)			
Seasonal/Part-Time Positions (FTE)	21.3	27.5	27.5
<b>Total</b>	<b>58.3</b>	<b>65.5</b>	<b>65.5</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>							
<b>DEPARTMENT - 5000 - COMMUNITY SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	587,052	524,180	724,434	465,927	756,565	804,858
71030	SALARIES & WAGES - PERM PT	-	38,972	-	84,561	-	-
71040	SALARIES & WAGES - HOURLY	286,664	467,209	641,200	677,277	919,323	929,872
71050	OVERTIME PAYMENT	8,696	7,729	10,500	6,424	5,000	5,000
71100	HOLIDAY	37,557	32,455	-	50,643	-	-
71150	ACTING HIGHER RANK	1,333	5,373	-	3,099	-	-
71250	SICK LEAVE EXPENSE	26,089	26,572	-	31,206	-	-
71300	VACATION EXPENSE	34,070	34,756	-	27,625	-	-
71350	WORKERS COMP PAYMENTS	5,862	5,920	6,175	7,055	19,273	19,949
71410	ALTERNATE MED.BENEFITS	7,249	8,271	6,923	2,545	-	-
72000	COMPENSATED EXPENSE	3,300	2,475	6,600	-	-	-
72150	SOCIAL SECURITY [FICA]	14,320	16,712	16,478	19,322	24,300	25,154
72200	RETIREMENT [PERS]	59,711	58,561	64,907	55,559	68,292	72,169
72240	UNFUNDED PERS LIABILITY	-	-	-	5,469	16,182	11,015
72250	UNEMPLOYMENT INSURANCE	958	1,123	1,123	1,338	4,692	4,857
72300	VISION INSURANCE	2,396	2,047	2,812	2,148	2,899	3,131
72350	PSYCHOLOGY INSURANCE	355	305	412	264	288	288
72400	GROUP MEDICAL INSURANCE	103,109	108,736	152,005	135,008	159,633	171,200
72410	RETIREE MEDICAL BENEFIT	9,300	9,438	8,580	9,438	9,438	10,382
72450	GROUP DENTAL INSURANCE	11,195	9,748	17,158	10,243	16,845	18,193
72500	LIFE INSURANCE	998	725	1,905	644	996	1,036
72510	ACCRUED BENEFITS	5,825	6,057	8,318	6,375	16,190	17,224
72540	LONG TERM DISABILITY	2,000	2,210	3,623	2,860	3,632	3,863
<b>SALARIES AND BENEFITS Total</b>		<b>1,208,039</b>	<b>1,369,574</b>	<b>1,673,153</b>	<b>1,605,029</b>	<b>2,023,550</b>	<b>2,098,191</b>
73000	OFFICE SUPPLIES	8,377	7,932	10,550	3,750	10,550	10,550
73100	BOOKS, MAPS, PERIODICALS	684	692	500	100	500	500
73150	POSTAGE	11,408	11,243	14,000	16,589	14,500	15,500
73400	CLOTHING	1,361	7,792	2,250	7,475	3,550	3,550
73420	FIELD TRIPS EXPENSE	117,533	111,876	150,000	113,000	150,000	150,000
73430	CAMP EXPENSES	270	44,790	50,000	50,000	50,000	50,000
73440	AFTERSCHOOL EXPENSES	-	90,834	120,007	57,000	120,000	120,000
73455	TRANSIT/TRANSPORTATION	7,715	6,570	7,500	7,000	7,500	7,500
73500	OPERATING SUPPLIES	107,832	63,013	50,000	35,000	50,500	50,500
73550	FUEL	633	889	300	450	500	500
73609	NUTRITION PROGRAM	3,263	6,473	7,000	7,000	7,000	7,000
<b>SUPPLIES Total</b>		<b>259,076</b>	<b>352,102</b>	<b>412,107</b>	<b>297,364</b>	<b>414,600</b>	<b>415,600</b>
76000	UTILITIES	21,727	19,983	32,000	14,000	32,000	32,000
76050	TELEPHONE/COMMUNICATION	18,322	9,449	7,980	11,400	12,020	12,020
<b>UTILITIES Total</b>		<b>40,049</b>	<b>29,431</b>	<b>39,980</b>	<b>25,400</b>	<b>44,020</b>	<b>44,020</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>							
<b>DEPARTMENT - 5000 - COMMUNITY SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
77000	MAINTENANCE BLDG & GRNDS	3,027	-	-	-	-	-
77020	LANDSCAPE MAINTENANCE	3,060	3,133	3,400	2,900	3,400	3,500
77030	BLDG MAINT MGMT (MCE)	42,680	65,750	67,800	60,000	63,000	64,900
77080	JANITORIAL CONTRACT SVCS	75,745	72,557	91,700	57,200	89,500	92,200
77100	VEHICLE OPERATION & MAINT	50	4,096	3,700	3,700	3,700	3,700
77150	EQUIPMENT OPERATION & MAINT	12,423	878	-	1,014	2,000	2,000
77950	VEHICLE REPL. CHARGE	3,900	13,700	12,900	12,900	34,400	35,300
77960	TECHNOLOGY REPL CHARGE	6,000	21,600	21,600	17,200	16,500	16,500
77990	FACILITY MAJOR MAINT CHGS	46,000	46,000	46,000	37,000	46,000	46,000
<b>MAINTENANCE Total</b>		<b>192,885</b>	<b>227,714</b>	<b>247,100</b>	<b>191,914</b>	<b>258,500</b>	<b>264,100</b>
79010	SPECIAL EVENT INSURANCE	4,481	2,798	5,750	5,750	10,000	12,000
<b>INSURANCE Total</b>		<b>4,481</b>	<b>2,798</b>	<b>5,750</b>	<b>5,750</b>	<b>10,000</b>	<b>12,000</b>
80050	PROFESSIONAL SERVICES	80,679	64,954	373,009	63,800	98,000	103,000
80170	IN HOME CARE	717	2,950	3,000	3,000	3,000	3,000
80380	BANKING SERVICES	18,678	21,628	25,000	25,000	25,000	26,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>100,075</b>	<b>89,531</b>	<b>401,009</b>	<b>91,800</b>	<b>126,000</b>	<b>132,000</b>
82050	PRINTING	17,935	16,242	26,500	24,000	26,500	26,500
82100	COMMUNITY PUB MTGS/COMM	37,268	43,795	36,000	45,000	54,000	54,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>55,203</b>	<b>60,037</b>	<b>62,500</b>	<b>69,000</b>	<b>80,500</b>	<b>80,500</b>
84000	EDUCATION AND TRAINING	6,288	5,598	5,800	4,300	5,800	5,800
84100	MEMBERSHIPS & DUES	3,479	2,809	4,400	3,650	5,200	5,200
84150	TRAVEL, CONFER & MEETING	-	2,781	6,000	3,000	7,500	7,500
<b>EDUCATION AND TRAINING Total</b>		<b>9,767</b>	<b>11,188</b>	<b>16,200</b>	<b>10,950</b>	<b>18,500</b>	<b>18,500</b>
85000	RENTALS & LEASES	6,200	6,205	6,400	19,506	23,400	24,600
<b>RENTALS AND LEASES Total</b>		<b>6,200</b>	<b>6,205</b>	<b>6,400</b>	<b>19,506</b>	<b>23,400</b>	<b>24,600</b>
87700	EMERY UNIFIED SCHOOL PGM	190	-	-	-	-	-
<b>PROGRAMS/GRANTS Total</b>		<b>190</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
88820	LOSS ON DISPOSAL OF ASSET	-	300	-	-	-	-
88900	CONTRACT OBLIGATIONS	22,820	16,400	15,000	15,000	367,000	377,560
<b>OTHER Total</b>		<b>22,820</b>	<b>16,700</b>	<b>15,000</b>	<b>15,000</b>	<b>367,000</b>	<b>377,560</b>
91600	OTHER EQUIPMENT	-	1,845	5,000	12,000	20,000	20,000
<b>CAPITAL Total</b>		<b>-</b>	<b>1,845</b>	<b>5,000</b>	<b>12,000</b>	<b>20,000</b>	<b>20,000</b>
<b>TOTAL COMMUNITY SERVICES</b>		<b>1,898,783</b>	<b>2,167,124</b>	<b>2,884,199</b>	<b>2,343,713</b>	<b>3,386,070</b>	<b>3,487,071</b>

**DEPARTMENT: COMMUNITY SERVICES**  
**ADMINISTRATION**

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The Administration Division coordinates and manages the City's overall community services activities and provides administrative support and direction for the entire Department. These services include managing the Department's distribution of public information, preparation and oversight of the Department budget, processing invoices and payroll documents, personnel management and training, The Department assists with writing and monitoring proposals for alternative funding and grants. The Division provides staff support to the City/Schools Committee, The Community Services Committee, and is leading the City's efforts on the completion of the Emeryville Center of Community Life (ECCL). The Division also maintains a strong collaborative relationship with the Emery Unified School District (EUSD) and other community partners to provide safe and healthy activities for youth, adults and seniors in Emeryville.

**ACHIEVEMENTS DURING THE 2014-2015 AND 2015-2016 FISCAL YEARS**

1. Worked with EUSD and community on the architectural and programmatic components of the ECCL; collaborated with EUSD and other community parties to maintain and expand recreational programs and leisure services.
2. Facilitated the Operations & Maintenance Committee, and Programming Committee for the ECCL and actively participated in the Health Center and Moving Committees, for the transition into ECCL
3. Worked with the new Community Services Committee to receive feedback on issues pertaining to the Department.
4. Significantly expanded the number of special events offered to the community including outdoor movie nights, summer concert series, Harvest Festival, which provide community gathering opportunities for residents.
5. Continued implementing the Parks and Recreation Strategic Plan by offering programs and events that meet the needs of citizens and businesses as identified in the plan.
6. Increased the use of social networking to expand marketing to create awareness of programs and services in the community using Facebook, Twitter, Instagram, and Nextdoor as well as the internal email distribution system.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEARS**

1. Continue to work with the EUSD and the community to plan and facilitate the Department's transition to the ECCL and maximize the use of the facility.
2. Create and implement a Department-wide Needs Assessment on the community's desired programming and events.
3. Create and implement a Department wide Marketing Plan for all programs and events focusing on outreach to citizens and customers via electronic means.

**DEPARTMENT: COMMUNITY SERVICES**  
**ADMINISTRATION**

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4. Increase the number of rental and event permits processed to maximize the community's use of ECCL and community enjoyment of picnic spaces, city owned facilities, and community social gatherings that build a stronger sense of community.
5. Update and or/create policies in the City's Administrative Instructions and Municipal Ordinances to reflect current operations and desired changes as referenced in the Parks and Recreation Strategic Plan.
6. Create Department wide and Administrative Division employee manuals and program plans that cover all policies and procedures of each program and position to standardize, memorialize, and create greater efficiency and effectiveness in the operations of the Community Services Department.
7. Provide department wide trainings and activities for staff interaction and collaboration to build a stronger, more cohesive Community Services Department.
8. Seek alternative funding and grants to support the Department in providing high quality services, programs, and events.
9. Create a robust volunteer program that utilizes the community's knowledge and skills in delivering the Department's programs and services.

**COMMUNITY SERVICES  
ADMINISTRATIVE SERVICES**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 405,771	\$ 423,076	\$ 446,236	\$ 274,919	\$ 291,070
Supplies and Services	118,158	415,079	163,990	544,420	561,180
Capital Outlay	1,845	5,000	12,000	10,000	10,000
<b>Total</b>	<b>\$ 525,774</b>	<b>\$ 843,155</b>	<b>\$ 622,227</b>	<b>\$ 829,339</b>	<b>\$ 862,250</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 525,774	\$ 843,155	\$ 622,227	\$ 829,339	\$ 862,250
<b>Total</b>	<b>\$ 525,774</b>	<b>\$ 843,155</b>	<b>\$ 622,227</b>	<b>\$ 829,339</b>	<b>\$ 862,250</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 44,432	\$ 59,500	\$ 32,000	\$ 134,500	\$ 142,500
General Revenue	481,342	783,655	590,227	694,839	719,750
<b>Total</b>	<b>\$ 525,774</b>	<b>\$ 843,155</b>	<b>\$ 622,227</b>	<b>\$ 829,339</b>	<b>\$ 862,250</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	2.0	2.0	2.0
Permanent Part-Time Positions (FTE)			
Part-Time Positions (FTE)			
<b>Total</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 50 - CULTURE & RECREATION				DIVISION 5000 - ADMINISTRATIVE SERVICES			
DEPARTMENT - 5000 - COMMUNITY SERVICES							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
71000	SALARIES & WAGES-SALARIED	294,504	189,054	243,894	161,603	203,481	217,275
71030	SALARIES & WAGES - PERM PT		38,972		84,561	-	-
71040	SALARIES & WAGES - HOURLY	43,488	67,862	70,000	67,037	-	-
71050	OVERTIME PAYMENT	3,404	1,576	6,500	1,925	1,000	1,000
71100	HOLIDAY	17,753	12,772		21,207	-	-
71250	SICK LEAVE EXPENSE	7,784	6,683		9,456	-	-
71300	VACATION EXPENSE	18,389	16,533		8,175	-	-
71350	WORKERS COMP PAYMENTS	1,331	1,018	1,726	1,636	2,340	2,499
71410	ALTERNATE MED.BENEFITS	7,249	8,271	6,923	2,545	-	-
72000	COMPENSATED EXPENSE	3,300	2,475	3,300	-	-	-
72150	SOCIAL SECURITY [FICA]	5,681	5,186	4,699	5,055	2,950	3,150
72200	RETIREMENT [PERS]	28,684	21,978	24,275	21,383	16,700	17,782
72240	UNFUNDED PERS LIABILITY				1,215	6,743	4,590
72250	UNEMPLOYMENT INSURANCE	378	332	314	352	570	608
72300	VISION INSURANCE	948	417	1,022	537	580	626
72350	EAP INSURANCE	160	103	172	92	58	58
72400	GROUP MEDICAL INSURANCE	31,882	21,957	45,381	47,210	29,623	31,769
72410	RETIREE MEDICAL BENEFIT	3,900	4,290	3,432	4,290	1,888	2,076
72450	GROUP DENTAL INSURANCE	4,633	3,053	6,239	3,411	3,369	3,639
72500	LIFE INSURANCE	368	196	861	138	287	305
72510	ACCRUED BENEFITS	2,716	2,453	3,022	3,043	4,354	4,650
72540	LONG TERM DISABILITY	606	593	1,316	1,365	977	1,043
<b>SALARIES AND BENEFITS Total</b>		<b>477,156</b>	<b>405,771</b>	<b>423,076</b>	<b>446,236</b>	<b>274,919</b>	<b>291,070</b>
73000	OFFICE SUPPLIES	509	448	550	550	550	550
73150	POSTAGE	9,302	9,270	9,500	13,539	10,000	11,000
73400	CLOTHING	239	294	250	250	250	250
73500	OPERATING SUPPLIES	2,031	2,034	2,000	5,000	2,500	2,500
73550	FUEL	633	809	300	300	-	-
<b>SUPPLIES Total</b>		<b>12,714</b>	<b>12,855</b>	<b>12,600</b>	<b>19,639</b>	<b>13,300</b>	<b>14,300</b>
76050	TELEPHONE/COMMUNICATION	646	635	720	100	720	720
<b>UTILITIES Total</b>		<b>646</b>	<b>635</b>	<b>720</b>	<b>100</b>	<b>720</b>	<b>720</b>
77080	JANITORIAL CONTRACT SVCS	-	2,569	5,200	5,200	4,900	5,000
77100	VEHICLE OPERATIONS & MAINT	50	4,096	3,700	3,700	3,700	3,700
77150	EQUIPMENT OPER & MAINT	-	(22)			-	-
77950	VEHICLE REPL. CHARGE	3,900	13,700	12,900	12,900	34,400	35,300
77960	TECHNOLOGY CHARGE	1,800	2,200	2,200	2,200	700	700
<b>MAINTENANCE Total</b>		<b>5,750</b>	<b>22,543</b>	<b>24,000</b>	<b>24,000</b>	<b>43,700</b>	<b>44,700</b>
79010	SPECIAL EVENT INSURANCE	4,481	2,798	5,750	5,750	10,000	12,000
<b>INSURANCE Total</b>		<b>4,481</b>	<b>2,798</b>	<b>5,750</b>	<b>5,750</b>	<b>10,000</b>	<b>12,000</b>
80050	PROFESSIONAL SERVICES	12,714	6,938	298,009	18,000	18,000	18,000
80380	BANKING SERVICES		21,628	25,000	25,000	25,000	26,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>12,714</b>	<b>28,566</b>	<b>323,009</b>	<b>43,000</b>	<b>43,000</b>	<b>44,000</b>
82050	PRINTING	15,408	14,925	23,000	23,000	23,000	23,000
82100	COMMUNITY/PUB MTGS/COMM	24,934	30,145	22,000	32,000	40,000	40,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>40,342</b>	<b>45,069</b>	<b>45,000</b>	<b>55,000</b>	<b>63,000</b>	<b>63,000</b>
84000	EDUCATION AND TRAINING	1,272	1,049	300	300	300	300
84100	MEMBERSHIP & DUES	2,865	2,010	2,200	2,200	2,200	2,200
84150	TRAVEL, CONFER & MEETING		933	1,500	1,000	3,000	3,000
<b>EDUCATION AND TRAINING Total</b>		<b>4,137</b>	<b>3,992</b>	<b>4,000</b>	<b>3,500</b>	<b>5,500</b>	<b>5,500</b>
85000	RENTALS & LEASES				13,001	13,200	14,400
<b>RENTALS AND LEASES Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>13,001</b>	<b>13,200</b>	<b>14,400</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 50 - CULTURE & RECREATION				DIVISION 5000 - ADMINISTRATIVE SERVICES			
DEPARTMENT - 5000 - COMMUNITY SERVICES							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
88820	LOSS ON DISPOSAL OF ASSET		300				
88900	CONTRACT OBLIGATIONS	7,820	1,400	-	-	352,000	362,560
<b>OTHER Total</b>		7,820	1,700	-	-	352,000	362,560
91600	OTHER EQUIPMENT	-	1,845	5,000	12,000	10,000	10,000
<b>CAPITAL Total</b>		-	1,845	5,000	12,000	10,000	10,000
<b>TOTAL COMM SVCS ADMIN</b>		565,759	525,774	843,155	622,227	829,339	862,250

# YOUTH & ADULT SERVICES DIVISION



**DEPARTMENT: COMMUNITY SERVICES**  
**YOUTH AND ADULT SERVICES**

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The Youth and Adult Services Division consists of two program components: Youth Services, which provides programs and services for children and youth, aged 3-17 years old and Adult Services which provides programs and services for adults, aged 18 years and older.

Youth Service programs and services include pre-school programs for young families, Anna Yates Elementary and Emery Secondary after school extended care (tutoring, enrichment classes, field trips and sports). Summer programs are offered for uninterrupted care. Teen programs include opportunities to volunteer, leadership programs, outdoor skills through sailing and daily excursions and college and job readiness. The seasonal aquatics program offers swim lessons, lap swim, water aerobics, public swim, as well as family fun nights. Evening and weekend fee classes are scheduled for all ages.

Adult Services includes a variety of recreational, educational, cultural and social activities for adults of all ages and also managements the City's rental of parks, schools and City facilities, event permits and coordination and implementation of community wide special events. The Division provides an extensive sports program for those aged 18 years and older, including league based sports, such as men's and women's basketball, coed softball, and volleyball. Cultural activities include health and wellness classes such as yoga, Pilates, and Capoeira. The Emeryville Senior Center serves as an active social community center for adults age fifty years and over in the greater Emeryville area to promote healthy aging and contribute to the physical, emotional and financial well-being of older persons. With a strong volunteer base, the Center also offers free classes in computer skills, dance and cultural based programs and activities.

**Achievements for the 2014-2015 and 2015-2016 Fiscal Years**

***Youth Services***

1. Partnered with Emery Unified School District (EUSD) to expand the after-school program to low-income families through sliding scale tuition, making the program more accessible to low income families which resulted in an increase in enrollment.
2. Partnered with Anna Yates Coordination of Services Team (COST) to identify youth with learning disabilities and provided resources for their families as well as assist with their individual learning plans (IEPs).
3. Collaborated with local non-profits to expose youth to activities such as sailing and outdoor skills.
4. Provided volunteer opportunities for teens to prepare them for employment.
5. Successfully worked with Emery Unified School District and leadership clubs to provide a forum for youth involvement in decisions affecting program and services to youth.
6. Reinstated vacation camps for school holidays and vacations to provide uninterrupted child care during days school is closed, such as: Thanksgiving Winter Break.
7. Created a middle school basketball team that competed in weekend tournaments through the city of Oakland and Richmond.

**DEPARTMENT: COMMUNITY SERVICES**  
**YOUTH AND ADULT SERVICES**

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8. Received a \$35,000 Grant from the National Recreation and Park Association (NRPA) for nutrition education programs.

***Adult Services***

1. Worked closely with the architects and project manager to ensure that the Senior Center's structural repairs and upgrades meet the federal Americans with Disabilities Act (ADA) disabled accessibility requirements while continuing to program out of temporary alternate locations.
2. Collaborated with social, business, and non-profit organizations to provide free programs and services that supported the mission statement and future goals and values of the Senior Center.
3. Received additional funding from the Alameda County Transportation Commission (ACTC) Measure B and BB funds to continue to operate the 8-To-Go, paratransit shuttle service for seniors and disabled persons living in the 94608 area; established an in-house reservation process to provide better quality of service.
4. Continued Meals on Wheels and Brown Bag program through the Community Development Block Grant Program (CDBG) and the "Friends of the Emeryville Senior Center".
5. Partnered with Senior Helpline Services to provide "Rides for Seniors" a volunteer-based transportation program designed for seniors who are not physically able to use public transportation, paratransit, or the 8 To Go service.
6. Provided Senior Center members incentives to use online registration, which resulted in increased use of the registration system. Instituted a mass email list and a "Robo-Caller" system capable of informing large groups of seniors simultaneously of last minute program changes and providing marketing opportunities for programs.

**Goals for the 2016-2017 and the 2017-2018 Fiscal Years**

***Youth Services***

1. Develop and implement new programs for youth, teens, and their families based upon the Parks and Recreation Master Plan and space and amenities at Emeryville Center of Community Life (ECCL). Work closely with the EUSD to create seamless shared space policies and procedures for ECCL.
2. Increase awareness of classes and programs offered by the department through quality marketing materials.
3. Update staff manuals and parent and participant information handbooks to address the changes in programs, procedures and policies.
4. Continue to partner with non-profits and organizations to provide opportunities for youth to foster personal growth and to meet the continued mental and physical health needs of participants.

**DEPARTMENT: COMMUNITY SERVICES**  
**YOUTH AND ADULT SERVICES**

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5. Expand volunteer opportunity to teens in the community year round.
6. Work with the Community Services Adult Services Division and the EUSD to create intergenerational programming.
7. Create a comprehensive program plan to provide quality aquatic programming that meets the needs of the community upon reopening of the pool at ECCL.
8. Create a comprehensive program plan to provide quality youth sports programming that meets the needs of the community at newly renovated gym and sports field; expand current youth sports programs by partnering with existing sports leagues.
7. Implement programming funded by the new grant received from the National Recreation and Park Association (NRPA)

***Adult Services***

1. Create and implement new adult and senior activities, events and programs based on the Parks and Recreation Master Plan and the space and amenities at ECCL.
2. Create a Community Care Service Bank - a community based volunteer interchange program of people assisting people with every day needs such as shopping, gardening, and pet care.
3. Increase number and broadened the use of Senior Center volunteers for use on trips, events and day to day operations of the Center.
4. Work with the Community Services Youth Services Department and the EUSD to create an intergenerational program.
5. Conduct a needs assessment of the community to determine the recreational needs of the adult population of Emeryville.
6. Resume and expand the Adult Sports Programs to include drop-in and structured sports programs at ECCL.
7. Expand active adult recreation and fitness through self-directed activities by providing public exercise equipment and other facilities in public parks and greenways.
8. Continue to work with the "Friends of the Emeryville Senior Center" on fundraising and grant proposals to provide additional programs and services.
8. Explore the possibilities of collaborating with similar agencies in neighboring jurisdictions to maximize resources to serve the needs of Emeryville's residents.
9. Upon the expiration of Gap Grant Cycle 5, apply for funding through the successor grant offered by Alameda Transportation Commission for funding to continue operations of the 8 To Go Program.

**COMMUNITY SERVICES  
YOUTH SERVICES**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 652,034	\$ 899,139	\$ 893,729	\$ 1,035,096	\$ 1,062,971
Supplies and Services	311,700	380,617	249,199	385,950	387,950
<b>Total</b>	<b>\$ 963,734</b>	<b>\$ 1,279,756</b>	<b>\$ 1,142,928</b>	<b>\$ 1,421,046</b>	<b>\$ 1,450,921</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 963,734	\$ 1,279,756	\$ 1,142,928	\$ 1,421,046	\$ 1,450,921
<b>Total</b>	<b>\$ 963,734</b>	<b>\$ 1,279,756</b>	<b>\$ 1,142,928</b>	<b>\$ 1,421,046</b>	<b>\$ 1,450,921</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 264,993	\$ 280,500	\$ 275,680	\$ 332,000	\$ 332,000
General Revenue	698,742	999,256	867,248	1,089,046	1,118,921
<b>Total</b>	<b>\$ 963,734</b>	<b>\$ 1,279,756</b>	<b>\$ 1,142,928</b>	<b>\$ 1,421,046</b>	<b>\$ 1,450,921</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	3.5	3.5	3.5
Permanent Part-Time Positions (FTE)	-		
Seasonal/Part-Time Positions (FTE)	16.4	19.2	19.2
<b>Total</b>	<b>19.9</b>	<b>22.7</b>	<b>22.7</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>				<b>DIVISION - 5450 - YOUTH SERVICES</b>			
<b>DEPARTMENT - 5000 - COMMUNITY SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	143,296	162,361	254,911	173,766	243,753	258,337
71040	SALARIES & WAGES - HOURLY	222,714	382,706	545,200	593,035	662,195	670,308
71050	OVERTIME PAYMENT	5,292	4,126	3,000	4,499	3,000	3,000
71100	HOLIDAY	10,346	8,955		15,632	-	-
71150	ACTING HIGHER RANK	1,178	3,399		2,237	-	-
71250	SICK LEAVE EXPENSE	11,831	9,279		14,647	-	-
71300	VACATION EXPENSE	8,301	6,806		8,076	-	-
71350	WORKERS COMP PAYMENTS	3,049	3,531	3,066	4,428	10,418	10,679
71410	ALTERNATE MED.BENEFITS	-	-	-	-	-	-
72000	COMPENSATED EXPENSE	-	-	1,650	-	-	-
72150	SOCIAL SECURITY [FICA]	5,950	8,362	8,106	11,712	13,136	13,465
72200	RETIREMENT [PERS]	16,218	18,218	22,177	20,173	25,803	27,017
72240	UNFUNDED PERS LIABILITY				2,127	5,394	3,672
72250	UNEMPLOYMENT INSURANCE	390	569	557	806	2,537	2,600
72300	VISION INSURANCE	703	705	895	671	1,015	1,096
72350	PSYCHOLOGY INSURANCE	94	81	120	65	101	101
72400	GROUP MEDICAL INSURANCE	27,385	34,101	46,320	32,829	51,840	55,596
72410	RETIREE MEDICAL BENEFIT	2,700	3,003	3,003	3,003	3,303	3,634
72450	GROUP DENTAL INSURANCE	2,901	2,624	5,459	2,512	5,896	6,368
72500	LIFE INSURANCE	285	322	642	299	319	330
72510	ACCRUED BENEFITS	1,791	1,992	2,809	2,217	5,216	5,528
72540	LONG TERM DISABILITY	803	894	1,224	994	1,170	1,240
<b>SALARIES AND BENEFITS Total</b>		<b>465,227</b>	<b>652,034</b>	<b>899,139</b>	<b>893,729</b>	<b>1,035,096</b>	<b>1,062,971</b>
73000	OFFICE SUPPLIES	2,827	5,537	5,000	1,000	5,000	5,000
73150	POSTAGE	541	943	2,000	450	2,000	2,000
73400	CLOTHING	931	7,204	1,200	6,425	2,500	2,500
73420	FIELD TRIPS EXPENSE	15,505	6,312	10,000	10,000	10,000	10,000
73430	CAMP EXPENSES	270	44,790	50,000	50,000	50,000	50,000
73440	AFTERSCHOOL EXPENSES		90,834	120,007	57,000	120,000	120,000
73500	OPERATING SUPPLIES	84,908	36,198	25,000	16,000	25,000	25,000
73550	FUEL		80		150	500	500
<b>SUPPLIES Total</b>		<b>104,982</b>	<b>191,897</b>	<b>213,207</b>	<b>141,025</b>	<b>215,000</b>	<b>215,000</b>
76000	UTILITIES	3,621	3,698	16,000	7,000	16,000	16,000
76050	TELEPHONE/COMMUNICATION	12,044	4,910	3,660	6,800	6,800	6,800
<b>UTILITIES Total</b>		<b>15,666</b>	<b>8,608</b>	<b>19,660</b>	<b>13,800</b>	<b>22,800</b>	<b>22,800</b>
77000	MAINTENANCE BLDG & GRNDS	2,352	-	-	-	-	-
77020	LANDSCAPE MAINTENANCE	1,140	1,167	1,300	1,100	1,300	1,300
77030	FACILITY OPERATING CHARGES	21,348	29,375	30,300	27,000	30,000	30,900
77080	JANITORIAL CONTRACT SVCS	35,238	29,366	41,200	25,000	36,400	37,500
77150	EQUIPMENT OPERATION & MAINT	1,590	530		24	-	-
77960	TECHNOLOGY REPL CHARGE	2,200	7,500	7,500	6,000	10,800	10,800
77990	FACILITY MAJOR MAINT CHGS	25,000	25,000	25,000	21,000	25,000	25,000
<b>MAINTENANCE Total</b>		<b>88,869</b>	<b>92,938</b>	<b>105,300</b>	<b>80,124</b>	<b>103,500</b>	<b>105,500</b>

FUND - 101 - GENERAL FUND							
FUNCTION - 50 - CULTURE & RECREATION				DIVISION - 5450 - YOUTH SERVICES			
DEPARTMENT - 5000 - COMMUNITY SERVICES							
ACCT	TITLE	2013-14 ACTUAL	2014-15 ACTUAL	2015-16 BUDGET	2015-16 PROJECTION	2016-17 BUDGET	2017-18 BUDGET
80050	PROFESSIONAL SERVICES	27,008	8,529	30,000	6,800	30,000	30,000
80380	BANKING SERVICES	10,591	-	-	-	-	-
<b>PROFESSIONAL FEES/SVCES Total</b>		37,600	8,529	30,000	6,800	30,000	30,000
82050	PRINTING	597	807	2,500	-	2,500	2,500
82100	COMMUNITY PUB MTGS/COMM	99	-	-	-	-	-
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		696	807	2,500	-	2,500	2,500
84000	EDUCATION AND TRAINING	4,581	4,037	3,500	3,000	3,500	3,500
84100	MEMBERSHIPS & DUES	469	694	1,000	250	1,000	1,000
84150	TRAVEL, CONFER & MEETING	-	1,065	2,250	1,000	2,250	2,250
<b>EDUCATION AND TRAINING Total</b>		5,050	5,797	6,750	4,250	6,750	6,750
85000	RENTALS & LEASES	3,235	3,125	3,200	3,200	5,400	5,400
<b>RENTALS AND LEASES Total</b>		3,235	3,125	3,200	3,200	5,400	5,400
87700	EMERY UNIFIED SCHOOL PGM	190	-	-	-	-	-
<b>PROGRAMS/GRANTS Total</b>		190	-	-	-	-	-
<b>TOTAL YOUTH SERVICES</b>		721,514	963,734	1,279,756	1,142,928	1,421,046	1,450,921

**COMMUNITY SERVICES  
ADULT SERVICES**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 311,768	\$ 350,937	\$ 265,064	\$ 713,534	\$ 744,151
Supplies and Services	365,848	410,350	313,495	412,150	419,750
Capital Outlay	-	-	-	10,000	10,000
<b>Total</b>	<b>\$ 677,615</b>	<b>\$ 761,287</b>	<b>\$ 578,559</b>	<b>\$ 1,135,684</b>	<b>\$ 1,173,901</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 677,615	\$ 761,287	\$ 578,559	\$ 1,135,684	\$ 1,173,901
<b>Total</b>	<b>\$ 677,615</b>	<b>\$ 761,287</b>	<b>\$ 578,559</b>	<b>\$ 1,135,684</b>	<b>\$ 1,173,901</b>

*General Fund Support*

Revenue Source	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dedicated Revenue	\$ 185,560	\$ 224,104	\$ 138,400	\$ 236,136	\$ 236,136
General Revenue	492,055	537,183	440,159	899,548	937,765
<b>Total</b>	<b>\$ 677,615</b>	<b>\$ 761,287</b>	<b>\$ 578,559</b>	<b>\$ 1,135,684</b>	<b>\$ 1,173,901</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	3.5	4.5	4.5
Permenant Part-Time Positions (FTE)			
Part-Time Positions (FTE)	4.9	8.3	8.3
<b>Total</b>	<b>8.4</b>	<b>12.8</b>	<b>12.8</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>				<b>DIVISION - 5460 - ADULT SERVICES</b>			
<b>DEPARTMENT - 5000 - COMMUNITY SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	149,252	172,765	225,629	130,559	309,331	329,246
71040	SALARIES & WAGES - HOURLY	20,462	16,641	26,000	17,205	257,128	259,564
71050	OVERTIME PAYMENT	-	2,028	1,000	-	1,000	1,000
71100	HOLIDAY	9,458	10,728		13,804	-	-
71150	ACTING HIGHER RANK	155	1,974		861	-	-
71250	SICK LEAVE EXPENSE	6,474	10,611		7,103	-	-
71300	VACATION EXPENSE	7,380	11,418		11,373	-	-
71350	WORKERS COMP PAYMENTS	1,482	1,371	1,384	990	6,514	6,771
71410	ALTERNATE MED.BENEFITS	-		-	-	-	-
72000	COMPENSATED EXPENSE	-		1,650	-	-	-
72150	SOCIAL SECURITY [FICA]	2,690	3,164	3,673	2,554	8,214	8,538
72200	RETIREMENT [PERS]	14,809	18,365	18,455	14,003	25,789	27,369
72240	UNFUNDED PERS LIABILITY				2,127	4,046	2,754
72250	UNEMPLOYMENT INSURANCE	190	222	252	180	1,586	1,649
72300	VISION INSURANCE	746	925	895	940	1,305	1,409
72350	EAP INSURANCE	100	120	120	107	130	130
72400	GROUP MEDICAL INSURANCE	43,843	52,678	60,304	54,969	78,171	83,835
72410	RETIREE MEDICAL BENEFIT	2,700	2,145	2,145	2,145	4,247	4,672
72450	GROUP DENTAL INSURANCE	3,661	4,071	5,459	4,321	7,580	8,187
72500	LIFE INSURANCE	345	207	402	207	390	401
72510	ACCRUED BENEFITS	1,318	1,612	2,487	1,115	6,620	7,046
72540	LONG TERM DISABILITY	591	723	1,083	500	1,485	1,580
<b>SALARIES AND BENEFITS Total</b>		<b>265,656</b>	<b>311,768</b>	<b>350,937</b>	<b>265,064</b>	<b>713,534</b>	<b>744,151</b>
73000	OFFICE SUPPLIES	5,041	1,947	5,000	2,200	5,000	5,000
73100	BOOKS, MAPS, PERIODICALS	684	692	500	100	500	500
73150	POSTAGE	1,565	1,030	2,500	2,600	2,500	2,500
73400	CLOTHING	191	294	800	800	800	800
73420	FIELD TRIPS EXPENSE	102,028	105,564	140,000	103,000	140,000	140,000
73455	TRANSIT/TRANSPORTATION	7,715	6,570	7,500	7,000	7,500	7,500
73500	OPERATING SUPPLIES	20,892	24,781	23,000	14,000	23,000	23,000
73609	NUTRITION PROGRAM	3,263	6,473	7,000	7,000	7,000	7,000
<b>SUPPLIES Total</b>		<b>141,379</b>	<b>147,351</b>	<b>186,300</b>	<b>136,700</b>	<b>186,300</b>	<b>186,300</b>
76000	UTILITIES	18,105	16,285	16,000	7,000	16,000	16,000
76050	TELEPHONE/COMMUNICATION	5,632	3,903	3,600	4,500	4,500	4,500
<b>UTILITIES Total</b>		<b>23,737</b>	<b>20,188</b>	<b>19,600</b>	<b>11,500</b>	<b>20,500</b>	<b>20,500</b>
77000	MAINTENANCE BLDG & GRNDS	675			-	-	-
77020	LANDSCAPE MAINTENANCE	1,920	1,966	2,100	1,800	2,100	2,200
77030	FACILITY OPERATING CHARGES	21,332	36,375	37,500	33,000	33,000	34,000
77080	JANITORIAL CONTRACT SVCS	40,508	40,622	45,300	27,000	48,200	49,700
77150	EQUIPMENT OPER & MAINT	10,833	370	-	990	2,000	2,000
77960	TECHNOLOGY REPL CHARGE	2,000	11,900	11,900	9,000	5,000	5,000
77990	FACILITY MAJOR MAINT CHGS	21,000	21,000	21,000	16,000	21,000	21,000
<b>MAINTENANCE Total</b>		<b>98,267</b>	<b>112,233</b>	<b>117,800</b>	<b>87,790</b>	<b>111,300</b>	<b>113,900</b>
80050	PROFESSIONAL SERVICES	40,957	49,487	45,000	39,000	50,000	55,000
80170	IN-HOME CARE	717	2,950	3,000	3,000	3,000	3,000
80380	BANKING SERVICES	8,087		-	-	-	-
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>49,761</b>	<b>52,437</b>	<b>48,000</b>	<b>42,000</b>	<b>53,000</b>	<b>58,000</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>				<b>DIVISION - 5460 - ADULT SERVICES</b>			
<b>DEPARTMENT - 5000 - COMMUNITY SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
82050	PRINTING	1,931	510	1,000	1,000	1,000	1,000
82100	COMMUNITY PUB/MTGS/COMM	12,235	13,651	14,000	13,000	14,000	14,000
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		14,165	14,161	15,000	14,000	15,000	15,000
84000	EDUCATION AND TRAINING	435	512	2,000	1,000	2,000	2,000
84100	MEMBERSHIPS & DUES	145	105	1,200	1,200	2,000	2,000
84150	TRAVEL, CONFER & MEETING	-	782	2,250	1,000	2,250	2,250
<b>EDUCATION AND TRAINING Total</b>		580	1,399	5,450	3,200	6,250	6,250
85000	RENTALS & LEASES	2,966	3,079	3,200	3,305	4,800	4,800
<b>RENTALS AND LEASES Total</b>		2,966	3,079	3,200	3,305	4,800	4,800
88900	CONTRACT OBLIGATIONS	15,000	15,000	15,000	15,000	15,000	15,000
<b>OTHER Total</b>		15,000	15,000	15,000	15,000	15,000	15,000
91600	OTHER EQUIPMENT			-	-	10,000	10,000
<b>CAPITAL Total</b>		-	-	-	-	10,000	10,000
<b>TOTAL ADULT SERVICES</b>		611,511	677,615	761,287	578,559	1,135,684	1,173,901

# CHILD DEVELOPMENT CENTER



**DEPARTMENT: COMMUNITY SERVICES**  
**CHILD DEVELOPMENT CENTER**

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The Emeryville Child Development Center (ECDC) offers specific education and care programs for infants, toddlers and pre-school age children from four months to five years. ECDC follows an early childhood philosophy of learning embedded during play and daily routines following the California Department of Education Preschool Learning Foundations, in each of the following developmental domains: social-emotional development, English language development, language and literacy development, mathematics, visual & performing arts, physical development, health, history-social science and science. Children learn by doing and by making choices and working independently through planned developmentally appropriate and culturally responsive daily activities. ECDC also provides additional enrichment activities through the Friends of ECDC like music with Cowboy Jared. Family participation and support is encouraged through parent meetings, activities such as the International Pot Luck, and informational workshops at the Center.

**ACHIEVEMENTS DURING THE 2014-2015 and 2015-2016 FISCAL YEAR**

1. Participated in community events to actively promote the Child Development Center within the City's residential community.
2. Provided training and professional development opportunities for staff via in-house and outside trainings to maintain State Department of Education permits and/or to obtain a higher level of permit.
3. Hired Blue Skies Consultant to ensure better quality care, best practices, and preschool standards.
4. Worked with the EUSD to find and obtain resources for parents in need of support.
5. Worked in collaboration with the Friends of ECDC to fund additional enrichment activities, classroom supplies, and a clean-up/painting day at the Center to improve the facility.
6. Created a professional development plan for every teacher to achieve their next level of educational development as well as improve their teaching skills.
7. Developed and implemented an internal operating system that ensures fiscal and record keeping accuracy in all matters of ECDC operations.
8. Reorganized staff to adequately provide staffing to operate a 10.5 hour per day center.

**GOALS FOR THE 2016-2017 AND 2017-2018 FISCAL YEAR**

1. Provide the best possible child care for the community at ECDC while continually striving to improve the quality of the program.
2. Work with all community stakeholders to develop the most sustainable operating plan for ECDC (including full enrollment, quality measurements, and revenue/expenditure analysis).
3. Continue to seek additional funding, resources, and trainings to improve teacher education, quality care, and other best practices in the classrooms.

**DEPARTMENT: COMMUNITY SERVICES**  
**CHILD DEVELOPMENT CENTER**

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4. Continue to seek a sliding scale fee, find alternative funding support, or create other mechanisms so that all children/families in the area can receive care at ECDC who are in need, regardless of family income. Initiate potential collaborations with local employers and foundations to fund scholarships.
5. Develop a parent education and participation plan which includes a parent needs assessment and interest survey, monthly parent trainings/meetings based on parent needs/interest, and parent social activities at least three times a year.
6. Work with the Administrative Division on an outreach/marketing plan that includes making better inroads with local businesses, nearby school districts, and community events to promote ECDC's services.

**COMMUNITY SERVICES  
CHILD DEVELOPMENT CENTER**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Benefits	\$ 1,463,321	\$ 1,667,519	\$ 1,540,303	\$ 2,057,711	\$ 2,198,068
Supplies and Services	462,571	437,468	441,160	424,400	431,400
<b>Total</b>	<b>\$ 1,925,892</b>	<b>\$ 2,104,987</b>	<b>\$ 1,981,463</b>	<b>\$ 2,482,111</b>	<b>\$ 2,629,468</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Child Development Fund	\$ 873,804	\$ 1,854,987	\$ 1,731,463	\$ 2,012,111	\$ 2,059,468
General Fund	1,052,088	250,000	250,000	470,000	570,000
<b>Total</b>	<b>\$ 1,925,892</b>	<b>\$ 2,104,987</b>	<b>\$ 1,981,463</b>	<b>\$ 2,482,111</b>	<b>\$ 2,629,468</b>

*Staffing Summary*

Authorized Positions	2015-16 Actual	2016-17 Budget	2017-18 Budget
Full-Time Positions	28.0	26.0	26.0
Permanent Part-Time Positions (FTE)			
Part-Time Positions (FTE)			
<b>Total</b>	<b>28.0</b>	<b>26.0</b>	<b>26.0</b>

<b>FUND - 230 - CHILD CARE PROGRAM</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>							
<b>DEPARTMENT - 5200 - CHILD DEVELOPMENT CENTER</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
71000	SALARIES & WAGES - SALARIED	748,673	683,945	1,027,694	692,426	1,226,204	1,315,459
71040	SALARIES & WAGES - HOURLY	115,080	159,483	51,000	221,872	-	-
71050	OVERTIME PAYMENT	8,760	10,091	8,000	15,114	8,000	8,000
71100	HOLIDAY	42,885	46,985		48,847	-	-
71150	ACTING HIGHER RANK	-			5,384	-	-
71250	SICK LEAVE EXPENSE	34,601	44,497		28,688	-	-
71300	VACATION EXPENSE	38,328	63,415		44,195	-	-
71350	WORKERS COMP PAYMENTS	17,987	71,844	93,208	95,197	214,044	231,370
72150	SOCIAL SECURITY [FICA]	13,576	13,680	15,641	14,826	17,780	19,074
72200	RETIREMENT [PERS]	71,989	69,314	84,273	66,598	93,709	100,319
72240	UNFUNDED PERS LIABILITY				17,622	28,319	19,276
72250	UNEMPLOYMENT INSURANCE	963	994	1,079	1,030	3,433	3,683
72300	VISION INSURANCE	5,006	5,020	5,368	4,700	7,538	8,141
72350	EAP INSURANCE	638	608	721	476	749	749
72400	GROUP MEDICAL INSURANCE	253,705	243,418	309,384	235,145	355,471	381,228
72410	RETIREE MEDICAL BENEFIT	17,200	18,018	18,018	18,018	24,539	26,993
72450	GROUP DENTAL INSURANCE	17,881	17,600	32,755	16,393	43,798	47,302
72500	LIFE INSURANCE	1,785	1,624	3,312	1,379	2,001	2,009
72510	ACCRUED BENEFITS	9,069	8,923	11,888	8,633	26,241	28,151
72540	LONG TERM DISABILITY	3,913	3,863	5,178	3,761	5,886	6,314
<b>SALARIES AND BENEFITS Total</b>		<b>1,402,038</b>	<b>1,463,321</b>	<b>1,667,519</b>	<b>1,540,303</b>	<b>2,057,711</b>	<b>2,198,068</b>
73000	OFFICE SUPPLIES	1,282	4,188	4,000	4,000	4,000	4,000
73150	POSTAGE	457	268	600	600	600	600
73400	CLOTHING	-	1,275	1,400	1,400	1,400	1,400
73420	FIELD TRIPS EXPENSE	1,386	2,117	2,000	2,000	2,000	2,000
73500	OPERATING SUPPLIES	26,550	15,163	15,600	15,000	16,000	16,000
73520	EDUC MATERIALS & SUPPLIES	654	92			-	-
73525	PARENT EVENTS	1,325	406	800	800	800	800
73527	ENRICHMENT EVENTS	800	1,659	2,000	2,000	2,000	2,000
73529	CLASSROOM SUPPLIES	7,920	18,571	13,230	13,230	16,000	18,000
73530	STAFF SUPPLIES	1,390			-	-	-
73570	QUALITY COUNT SUPPLIES	1,000	5,788		10,500	-	-
73600	FOOD SUPPLIES	100,312	111,992	115,638	115,000	155,000	155,000
73605	PAPER PRODUCTS	-	4,460	5,000	100	-	-
73607	UTENSILS/CLEANING	1,109			-	-	-
<b>SUPPLIES Total</b>		<b>144,185</b>	<b>165,977</b>	<b>160,268</b>	<b>164,630</b>	<b>197,800</b>	<b>199,800</b>
76000	UTILITIES	25,077	23,466	25,000	25,000	26,000	27,000
76050	TELEPHONE/COMMUNICATION	6,321	4,912	7,000	6,000	7,000	7,000
<b>UTILITIES Total</b>		<b>31,398</b>	<b>28,378</b>	<b>32,000</b>	<b>31,000</b>	<b>33,000</b>	<b>34,000</b>
77000	MAINTENANCE BLDG & GRNDS	7,116	1,453	12,000	3,000	3,000	3,000
77020	LANDSCAPE MAINTENANCE	1,920	1,966	2,100	2,100	2,100	2,200
77030	FACILITY OPERATING CHARGES	40,576	109,559	112,800	112,800	46,000	47,400
77080	JANITORIAL CONTRACT SVCS	45,412	42,676	36,100	37,330	49,300	50,800
77150	EQUIPMENT OPER & MAINT	195	324	3,000	500	2,000	2,000
77960	TECHNOLOGY REPL CHARGE	1,600	1,600	1,600	1,600	9,400	9,400
77990	FACILITY MAJOR MAINT CHGS	2,500	2,500	2,500	2,500	2,500	2,500
<b>MAINTENANCE Total</b>		<b>99,319</b>	<b>160,079</b>	<b>170,100</b>	<b>159,830</b>	<b>114,300</b>	<b>117,300</b>

<b>FUND - 230 - CHILD CARE PROGRAM</b>							
<b>FUNCTION - 50 - CULTURE &amp; RECREATION</b>							
<b>DEPARTMENT - 5200 - CHILD DEVELOPMENT CENTER</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
80000	TEMPORARY PERSONNEL SERV	2,838	28,959	5,000	20,000	5,000	5,000
80050	PROFESSIONAL SERVICES	590	36,796	15,000	15,000	15,000	15,000
80065	AB212 TRAINING (NEW)	4,438		2,500	-	-	-
80200	AUDIT SERVICES	4,627	8,019	7,000	8,000	10,000	10,000
80380	BANKING SERVICES	20,232	19,043	20,000	21,000	22,000	23,000
<b>PROFESSIONAL FEES/SVCES Total</b>		<b>32,725</b>	<b>92,816</b>	<b>49,500</b>	<b>64,000</b>	<b>52,000</b>	<b>53,000</b>
82000	ADVERTISING	-		1,000	500	1,000	1,000
82050	PRINTING	367	1,245	1,400	700	1,400	1,400
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		<b>367</b>	<b>1,245</b>	<b>2,400</b>	<b>1,200</b>	<b>2,400</b>	<b>2,400</b>
84000	EDUCATION AND TRAINING	3,496	10,413	17,000	14,000	17,000	17,000
84100	MEMBERSHIPS & DUES	44	55	400	400	400	400
84150	TRAVEL, CONFER & MEETING	287	145	500	500	500	500
<b>EDUCATION AND TRAINING Total</b>		<b>3,827</b>	<b>10,614</b>	<b>17,900</b>	<b>14,900</b>	<b>17,900</b>	<b>17,900</b>
85000	RENTALS & LEASES	2,965	3,023	3,200	3,500	4,900	4,900
<b>RENTALS AND LEASES Total</b>		<b>2,965</b>	<b>3,023</b>	<b>3,200</b>	<b>3,500</b>	<b>4,900</b>	<b>4,900</b>
86000	FEES	3,432	440	2,100	2,100	2,100	2,100
<b>FEES Total</b>		<b>3,432</b>	<b>440</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>
<b>TOTAL CHILD DEVELOPMENT CENTER</b>		<b>1,720,256</b>	<b>1,925,892</b>	<b>2,104,987</b>	<b>1,981,463</b>	<b>2,482,111</b>	<b>2,629,468</b>

## **FINANCIAL SUMMARY**

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### **CHILD DEVELOPMENT FUND**

The Child Development Fund accounts for all revenue that is utilized to support the operations of the Emeryville Child Development Center (ECDC). It is a Special Revenue Fund.

The Center receives an annual grant from the State Department of Education which is used to subsidize child care for low-income children as well as a food subsidy grant. These grants are projected to generate approximately \$151,000 in FY 2016-17 and FY 2017-18.

The Center charges child care fees on two different scales: the subsidy scale, which is provided by the State and is based on income and family size for eligible families, and the market rate scale. These fees are projected to generate \$1.5 million in FY 2016-17 and FY 2017-18.

The City's General Fund subsidy is budgeted at \$470,000 in FY 2016-17 and \$570,000 in FY 2017-18.

**2016-17 & 2017-18 Operating Budgets**

**Fund 230 Summary - Child Development**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Grants	\$ 139,462	\$ 175,399	\$ 161,500	\$ 151,000	\$ 151,000
Investment Earnings	1,528	-	-	-	-
Parent Fees/Subsidy	27,685	27,000	15,000	20,000	20,000
Parent Fees/Market Rate	926,114	1,100,000	954,000	1,500,000	1,545,000
Fines, Late Fees	1,014	500	500	500	500
Other Revenue	23	-	126	-	-
Interfund/General Fund	1,052,088	303,793	303,793	470,000	570,000
<b>Total Revenues</b>	<b>\$ 2,147,913</b>	<b>\$ 1,606,692</b>	<b>\$ 1,434,919</b>	<b>\$ 2,141,500</b>	<b>\$ 2,286,500</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Child Development Center	\$ 1,925,892	\$ 2,104,987	\$ 1,981,463	\$ 2,482,111	\$ 2,629,468
<b>Total Expenditures</b>	<b>\$ 1,925,892</b>	<b>\$ 2,104,987</b>	<b>\$ 1,981,463</b>	<b>\$ 2,482,111</b>	<b>\$ 2,629,468</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 222,022</b>	<b>\$ (498,295)</b>	<b>\$ (546,544)</b>	<b>\$ (340,611)</b>	<b>\$ (342,968)</b>
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<b>Fund Balance Summary</b>	
Assigned Fund Balance, June 30, 2015	\$ 602,106
Estimated Assigned Fund Balance, June 30, 2016	55,562
Estimated Assigned Fund Balance, June 30, 2017	(285,049) *
Estimated Assigned Fund Balance, June 30, 2018	(628,018) *

\*Staff is reviewing the program design and licensing issues to address the deficit

**NON-  
DEPARTMENTAL  
OPERATING  
BUDGETS**

**NON-DEPARTMENTAL**



## **NON-DEPARTMENTAL**

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The Non-Departmental Services Division includes general expenditures required for City operations that are not specific to the activities of any single department.

The major expenditures reflected in the Non-Departmental Services budget are insurance, debt service payments and operating costs for the City's civic center and transfers to other funds. The insurance line item reflects the General Fund share of the annual premium for general liability insurance paid to the Bay Cities Joint Powers Insurance Authority (BCJPIA) and California Affiliated Risk Management Authorities (CARMA).

Other items in the Non-Departmental budget include the cost of the annual City audit as well as fees paid to consultants as compensation for revenue audits which produce additional General Fund Revenues. The budget also includes general professional services, and library card services currently paid to the City of Oakland. In addition general office and equipment expenses for the Administrative Offices are also budgeted as non-departmental expenditures.

The Non-Departmental budget also reflects transfers made from the General Fund to other funds, including the Litigation Fund. A portion of these transfers is for annual operations, while another portion represents one-time transfers of available General Fund fund balance to offset unfunded liabilities. The budget includes funding for contract obligations related to development agreements such as payments to AC Transit (Chiron/Novartis Agreement).

**NON-DEPARTMENTAL SERVICES**

*Expenditures by Category*

Category	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Supplies and Services	\$ 1,467,305	\$ 1,620,450	\$ 1,437,863	\$ 1,620,061	\$ 1,683,741
Interfund Transfer/Debt Service	367,343	371,000	371,000	369,000	366,000
Interfund Transfers/Operations	9,429,195	443,000	1,181,077	1,389,000	1,203,000
Interfund Transfers/Reserves	1,052,088	-	-	-	-
<b>Total</b>	<b>\$ 12,315,930</b>	<b>\$ 2,434,450</b>	<b>\$ 2,989,940</b>	<b>\$ 3,378,061</b>	<b>\$ 3,252,741</b>

*Expenditures by Fund*

Fund	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
General Fund	\$ 12,315,930	\$ 2,434,450	\$ 2,989,940	\$ 3,378,061	\$ 3,252,741
<b>Total</b>	<b>\$ 12,315,930</b>	<b>\$ 2,434,450</b>	<b>\$ 2,989,940</b>	<b>\$ 3,378,061</b>	<b>\$ 3,252,741</b>

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1900 - NON DEPARTMENT SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
72190	PARS SERVICE FEES	4,673	5,721	5,500	5,500	-	-
<b>SALARIES AND BENEFITS Total</b>		4,673	5,721	5,500	5,500	-	-
73010	FAX & COPIER SUPPLIES	5,872	5,195	9,650	7,000	7,500	8,000
73150	POSTAGE	13,211	13,529	13,400	16,000	16,000	17,000
73500	OPERATING SUPPLIES	10,024	4,223	5,000	7,000	7,000	7,000
<b>SUPPLIES Total</b>		29,106	22,947	28,050	30,000	30,500	32,000
76000	UTILITIES	95,744	87,956	90,000	90,000	91,000	92,000
76050	TELEPHONE/COMMUNICATION	9,381	3,560	13,000	3,500	4,000	4,000
<b>UTILITIES Total</b>		105,126	91,516	103,000	93,500	95,000	96,000
77000	MAINTENANCE BLDG & GRNDS	5,637	-	-	-	-	-
77020	LANDSCAPE MAINTENANCE	11,820	12,104	12,600	12,430	13,000	13,200
77030	FACILITY OPERATING CHARGES	19,842	73,650	75,900	75,900	131,500	135,400
77070	CIVIC CENTER OPS & MAINT	21,093	12,411	8,000	8,100	8,500	8,500
77080	JANITORIAL CONTRACT SVCS	48,754	54,476	53,600	50,000	57,600	59,400
77150	EQUIPMENT OPER & MAINT	-	-	-	-	-	-
77960	TECHNOLOGY REPL CHARGE	73,200	81,800	81,800	81,800	79,100	79,100
77990	FACILITY MAJOR MAINT CHGS	37,500	37,500	37,500	37,500	37,500	37,500
<b>MAINTENANCE Total</b>		217,846	271,942	269,400	265,730	327,200	333,100
79050	INSURANCE	338,391	367,111	518,000	425,021	489,000	538,000
<b>INSURANCE Total</b>		338,391	367,111	518,000	425,021	489,000	538,000
80030	REVENUE AUDIT SERVICES	59,181	26,802	50,000	30,000	50,000	50,000
80050	PROFESSIONAL SERVICES	127,677	199,337	144,700	160,000	157,661	165,041
80090	PBID SERVICES (SHUTTLE)	48,490	52,187	50,000	93,000	95,000	97,000
80180	PARS/BENEFITS ADMIN	-	-	-	-	6,000	6,000
80190	CONTRACT SERVICES-MESA	-	-	-	-	-	-
80200	AUDIT SERVICES	73,901	80,582	80,300	84,072	100,000	100,000
80250	BOND TRUSTEE SERVICES	2,535	250	2,000	1,000	1,000	1,000
80360	ADMINISTRATIVE COST	8,588	9,392	12,800	10,000	10,000	10,000
80450	HAZARDOUS MATER CLEANUP	2,922	6,625	7,500	-	10,000	10,000
80900	LIBRARY CARD SERVICES	-	240,000	120,000	120,000	120,000	120,000
<b>PROFESSIONAL FEES/SVCES Total</b>		323,294	615,176	467,300	498,072	549,661	559,041
82050	PRINTING	-	-	3,000	1,000	1,500	-
82100	COMMUNITY PUB/MTGS/COMM	-	-	-	-	-	-
<b>ADVERTISING/PRINTING&amp;PUBL Total</b>		-	-	3,000	1,000	1,500	-
84100	MEMBERSHIPS & DUES	9,227	5,019	11,000	10,000	10,000	10,000
84380	SAFETY PROGRAM	359	381	-	200	500	500
<b>EDUCATION AND TRAINING Total</b>		9,586	5,400	11,000	10,200	10,500	10,500

<b>FUND - 101 - GENERAL FUND</b>							
<b>FUNCTION - 10 - GENERAL GOVERNMENT</b>							
<b>DEPARTMENT - 1900 - NON DEPARTMENT SERVICES</b>							
<b>ACCT</b>	<b>TITLE</b>	<b>2013-14 ACTUAL</b>	<b>2014-15 ACTUAL</b>	<b>2015-16 BUDGET</b>	<b>2015-16 PROJECTION</b>	<b>2016-17 BUDGET</b>	<b>2017-18 BUDGET</b>
85000	RENTALS & LEASES	42,707	46,756	44,400	48,000	25,200	25,200
<b>RENTALS &amp; LEASES Total</b>		42,707	46,756	44,400	48,000	25,200	25,200
86020	PROP. TAX COLLECTION FEES	11,866	11,981	40,000	11,671	15,000	15,000
<b>FEES &amp; CHARGES Total</b>		11,866	11,981	40,000	11,671	15,000	15,000
87300	COMMUNITY PROMOTION	59,500	750	61,500	-	-	-
87370	REBUILDING TOGETHER/XMAS IN APRIL	12,000	1,004	-	-	-	-
<b>PROGRAMS/GRANTS Total</b>		71,500	1,754	61,500	-	-	-
88030	PBID SENIOR REBATE PROGRAM			30,000	30,000	30,000	30,000
88130	BAD DEBT EXPENSE		4,173			-	-
88350	DISASTER PREPAREDNESS	4,935	18,934	19,300	10,000	21,500	19,900
88440	PROPERTY TAXES	4,481	3,835	5,000	9,169	10,000	10,000
88500	MISCELLANEOUS	542	60	-		-	-
88900	CONTRACT OBLIGATIONS	15,000		15,000		15,000	15,000
<b>OTHER Total</b>		24,958	27,002	69,300	49,169	76,500	74,900
99170	TRANSFER TO PBID FUND 805	400,000	726,000	-	-	469,000	483,000
99200	TRANSFER TO LITIG FUND 270	150,000	150,000	150,000	150,000	150,000	150,000
99280	TRANSFER TO EDH FUND 202				738,077	-	-
99840	TRANSFER TO MEASURE B FUND 240		34,500	43,000	43,000	-	-
99440	TRANSFER TO GEN CAP FUND 475	811,500				-	-
99450	TRANSFER TO RETIREMT FUND 710	450,000				-	-
99650	TRANSFER TO CDC FUND 230	756,512	1,052,088	250,000	250,000	470,000	570,000
99670	TRANSFER TO IT FUND 670	200,000		-		300,000	-
99740	TRANSFER TO DENTAL FUND 610	50,000		-		-	-
99810	TRANSFER TO HSG ASSET FUND 298		8,518,695			-	-
99820	TRANSFER TO PD FUND 211	434		-		-	-
99860	TRANSFER TO PD IMPOUND FUND 210	10,604				-	-
<b>INTERFUND TRANSFER Total</b>		2,829,050	10,481,283	443,000	1,181,077	1,389,000	1,203,000
99870	DEBT SERVICE FOR CIVIC CENTER	366,874	367,343	371,000	371,000	369,000	366,000
<b>TRANSFERS TO DEBT SERVICE Total</b>		366,874	367,343	371,000	371,000	369,000	366,000
<b>NON-DEPARTMENT SERVICES Total</b>		4,374,977	12,315,930	2,434,450	2,989,940	3,378,061	3,252,741
<b>TOTAL NON DEPT SVCS LESS TRANSFERS</b>		1,179,053	1,467,305	1,620,450	1,437,863	1,620,061	1,683,741

## **NON-DEPARTMENTAL DEBT SERVICE**

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Debt service is included in expenditure budgets for the General Fund and Assessment for specific debt service obligations as described below. Debt is issued by the City in order to proceed with capital projects where costs can be repaid over the life of the project. The City's General fund will have \$3.14 million of outstanding debt, the proceeds of which were used to fund Civic Center improvements and equipment.

### **CITY DEBT**

*2013 Lease Agreement formerly 1998 A Lease Revenue Bonds.* The Lease Revenue Bonds were issued on July 2, 1998 for a total principal amount of \$7,000,000. The bond proceeds have been used for the acquisition of property and the rehabilitation and construction of the City's Civic Center. These bonds are secured by lease payments made by the City to the issuer, the Emeryville Public Financing Authority. These bonds were refinanced in November 2013 for a principal amount of \$4,390,300 under a new issue name of 2013 Lease Agreement with a maturity date of May 2028. The lease payments are budgeted in the General Fund Non-Departmental budget.

**NON-DEPARTMENTAL**  
**DEBT SERVICE: ASSESSMENT DISTRICTS**

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The City's three Assessment Districts were refinanced in 1999 through the Emeryville Public Financing Authority 1999 Revenue Bonds issued July 21, 1999, for a total principal amount of \$14,420,000. The bonds are secured by payments made by each obligated assessment district.

The City of Emeryville currently has outstanding debt for two of the Assessment Districts formed under the Assessment Act of 1913: the Bay Shellmound Assessment District and the East Baybridge Assessment District. Property owners in the assessment districts are assessed annually through their property tax bills to pay for the debt service required on this debt. These assessments are recorded in the Redemption Funds established for each District, which then disburse principal and interest payments on the required dates. Special Reserve Funds are held for each District which must maintain a minimum reserve requirement. Interest earned on these Reserve Funds is credited against the annual assessment made by property owners for debt service.

1. *West Emeryville Assessment District Improvement Bonds.* These bonds were issued in 1999 for a total principal amount of \$1,790,000 and completely repaid in 2011-12. The bonds were secured solely by tax assessments on real property in the West Emeryville Assessment District.
2. *Bay-Shellmound Assessment District Improvement Bonds.* These bonds were issued in 1999 for a total principal amount of \$5,505,000. These bonds are secured solely by tax assessments on real property in the Bay-Shellmound Assessment District.
3. *East Baybridge Assessment District Improvement Bonds.* These bonds were issued in 1999 for a total principal amount of \$6,000,000. These bonds are secured solely by tax assessments on real property in the East Baybridge Assessment District.

**Debt Service**

**Fiscal Year 2016-17**

**City Debt**

<i>City of Emeryville</i>	2016-17 Interest	2016-17 Principal	2016-17 Total Payment	Original Principal	Outstanding at June 30, 2017
2013 Lease Agreement	\$ 110,526	\$ 258,100	\$ 368,626	\$ 7,000,000	\$ 3,401,700
<i>Total</i>	\$ 110,526	\$ 258,100	\$ 368,626	\$ 7,000,000	\$ 3,401,700

**Assessment District Debt**

	2016-17 Interest	2016-17 Principal	2016-17 Total Payment	Original Principal	Outstanding at June 30, 2017
1999 Revenue Bonds	238,065	790,000	1,028,065	14,420,000	3,640,000
West Emeryville	-	-	\$ -	\$ 1,790,000	-
Bay Shellmound	100,700	390,000	490,700	5,505,000	1,325,000
East Baybridge	181,069	375,000	556,069	6,000,000	2,310,000

**Fiscal Year 2017-18**

**City Debt**

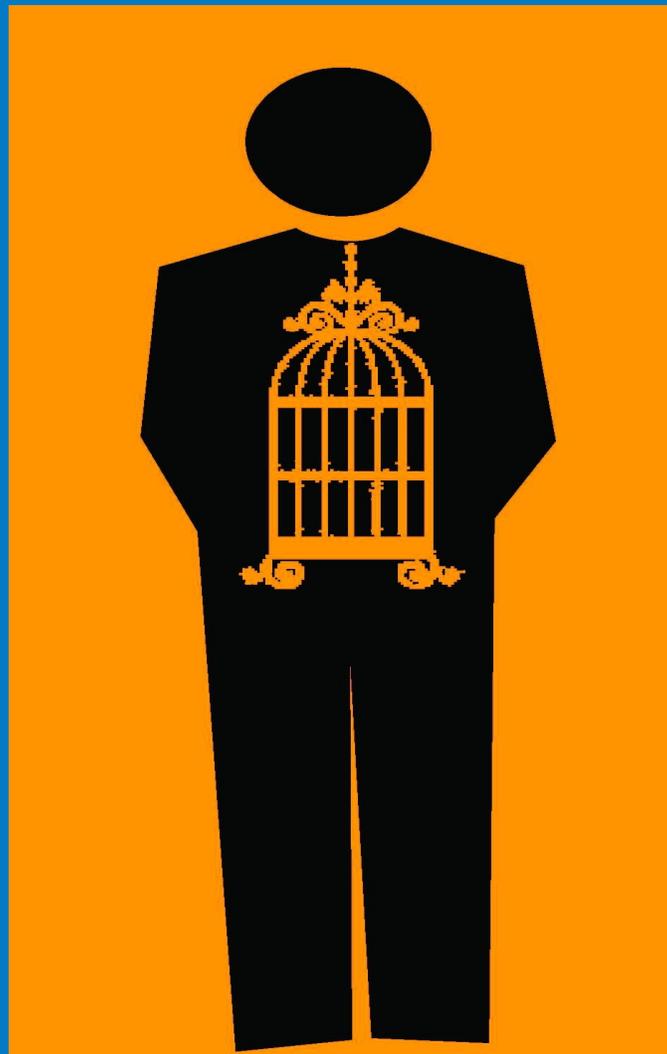
<i>City of Emeryville</i>	2017-18 Interest	2017-18 Principal	2017-18 Total Payment	Original Principal	Outstanding at June 30, 2018
2013 Lease Agreement	\$ 102,731	\$ 263,200	\$ 365,931	\$ 7,000,000	\$ 3,138,500
<i>Total</i>	\$ 102,731	\$ 263,200	\$ 365,931	\$ 7,000,000	\$ 3,138,500

**Assessment District Debt**

	2017-18 Interest	2017-18 Principal	2017-18 Total Payment	Original Principal	Outstanding at June 30, 2018
1999 Revenue Bonds	190,275	830,000	1,020,275	14,420,000	2,810,000
West Emeryville	-	-	\$ -	\$ 1,790,000	-
Bay Shellmound	74,034	415,000	489,034	5,505,000	910,000
East Baybridge	152,975	400,000	552,975	6,000,000	1,910,000

**OTHER  
OPERATING  
FUNDS**

# OTHER OPERATING FUNDS



## **SPECIAL FUNDS**

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### **ECONOMIC DEVELOPMENT FUND**

The amounts in this fund are unrestricted General Fund monies distributed by the County and derived from residual distributions of Redevelopment Property Tax Trust Fund (RPTTF) proceeds of former redevelopment agencies. The City Council has established a policy of setting aside five percent of the City's RPTTF proceeds for economic development programs. A portion of former tax increment funds previously captured by redevelopment agencies have been returned to local jurisdictions as both a one-time lump sum from their former non-housing tax increment and an ongoing increase to their property tax distribution.

**2016-17 & 2017-18 Operating Budgets**

**Fund 202 Summary - Economic Development Fund (new)**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ -	\$ -	\$ 1,000	\$ -	\$ -
Property Tax residual payment	-	-	201,347	160,000	180,000
One-time transfer from General Fund			738,077	0	0
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 940,424</b>	<b>\$ 160,000</b>	<b>\$ 180,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Economic Development programs				\$ 500,000	\$ 500,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 940,424</b>	<b>\$ (340,000)</b>	<b>\$ (320,000)</b>
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**Fund Balance Summary**

Committed Fund Balance, June 30, 2015	\$ -
Estimated Committed Fund Balance, June 30, 2016	940,424
Estimated Committed Fund Balance, June 30, 2017	600,424
Estimated Committed Fund Balance, June 30, 2018	280,424

## **SPECIAL FUNDS**

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### **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND**

CDBG program funds are administered by the federal Department of Housing and Urban Development (HUD) and are provided to the City through the Alameda County Housing and Community Development Department. Funds are allocated by a formula based upon the percent of an Urban County's jurisdiction's population under the poverty level and the percent of substandard housing in the jurisdiction. Each year, upon notification from HUD of the Alameda County Urban County grant amount, the County informs the City of its share and the City enters into an agreement with Alameda County for the CDBG program funds. During the past few years, the City's CDBG funds have been used for accessibility improvements, housing rehabilitation, and public service programs, such as homeless services and a local food bank program.

**2016-17 & 2017-18 Operating Budgets**

**Fund 205 Summary - Community Development Block Grant (CDBG) Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Grants and Subsidies	\$ 70,433	\$ 58,000	\$ 13,666	\$ 9,700	\$ 9,700
Investment Earnings	931	-	-	-	-
Rehab Loan Repayments	580	-	580	-	-
<b>Total Revenues</b>	<b>\$ 71,944</b>	<b>\$ 58,000</b>	<b>\$ 14,246</b>	<b>\$ 9,700</b>	<b>\$ 9,700</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries & Benefits	\$ 8,442	\$ 9,700	\$ 10,000	\$ 9,700	\$ 9,700
Professional Services	10,358	6,600	-	-	-
Rehabilitation Grants and Loans	47,240	38,205	-	-	-
Meals on Wheels Program	4,924	3,666	3,666	-	-
<b>Total Expenditures</b>	<b>\$ 70,964</b>	<b>\$ 58,171</b>	<b>\$ 13,666</b>	<b>\$ 9,700</b>	<b>\$ 9,700</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 979</b>	<b>\$ (171)</b>	<b>\$ 580</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 193,015
Estimated Restricted Fund Balance, June 30, 2016	193,595
Estimated Restricted Fund Balance, June 30, 2017	193,595
Estimated Restricted Fund Balance, June 30, 2018	193,595

## **SPECIAL FUNDS**

### **PUBLIC / EDUCATIONAL / GOVERNMENTAL (PEG) PROGRAM**

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The Public/Educational/Governmental (PEG) program fund was established as part of the City's local cable television franchise agreement with Comcast of California/Colorado, LLC, which included a provision in which Comcast supported government and educational cable broadcast access through a PEG pass-through fee. The PEG fee was based upon a monthly per subscriber charge of \$0.55.

However, City's local franchise agreement with Comcast ended on December 11, 2011 and Comcast opted not to renew the City's local franchise agreement but chose instead to enter into the statewide cable franchise agreement established by AB 2987. The statewide cable franchise agreement does not include a PEG fee, but permits local governments to establish such a fee through the Proposition 218 ballot process which the City has not chosen to do to-date.

PEG fees can only be used to purchase broadcast equipment, related stock needs, and cannot be used to support operational expenses. Traditionally, the City has used PEG fees to update and/or replace the City Council Chamber ETV: Channel 27, government access cable television related broadcast and audiovisual equipment.

**2016-17 & 2017-18 Operating Budgets**

**Fund 235 Summary - PEG Program Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 50	\$ -	\$ -	\$ -	\$ -
Cable Franchise Fees	2,813	1,200	2,800	2,800	2,800
<b>Total Revenues</b>	<b>\$ 2,863</b>	<b>\$ 1,200</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>	<b>\$ 2,800</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
PEG Program	\$ 13,957	\$ 5,000	\$ 2,000	\$ 3,000	\$ 3,000
<b>Total Expenditures</b>	<b>\$ 13,957</b>	<b>\$ 5,000</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

<b>Total Revenues - Total Expenditure</b>	<b>\$ (11,094)</b>	<b>\$ (3,800)</b>	<b>\$ 800</b>	<b>\$ (200)</b>	<b>\$ (200)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 2,777
Estimated Restricted Fund Balance, June 30, 2016	3,577
Estimated Restricted Fund Balance, June 30, 2017	3,377
Estimated Restricted Fund Balance, June 30, 2018	3,177

**SPECIAL FUNDS**  
**PUBLIC ART FUND**

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Nonresidential developments with building development costs in excess of \$300,000 and subject to design review are required by the City's Art in Public Places Ordinance to devote 1% of their construction costs to public art. Residential developments of twenty or more units and subject to design review are required to devote 0.5% of their costs to public art. Developers may either meet the obligation on-site, through the commission or purchase of publicly-accessible art, or they may pay the full amount to the City's Public Art Fund. Through a policy approved by the Redevelopment Agency in 1998, and subsequently amended in 2005, developments with construction costs in excess of \$2,000,000, in which the developer has a written contractual agreement with the Agency such as an Owner Participation Agreement or Disposition and Development Agreement, must pay at least 40% of the 1%/0.5% obligation to the Public Art Fund. Although the Redevelopment Agency ceased to exist in February 2012, there are still some projects that are subject to this requirement. The City's Public Art Committee advises the City Council on the use of these funds to commission or acquire public art for publicly-owned property in the City. The City Council has final discretion over the use of funds from the Public Art Fund.

**2016-17 & 2017-18 Operating Budgets**

**Fund 243 Summary - Public Art Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 9,071	\$ -	\$ 8,000	\$ -	\$ -
Per Cent for Public Art	49,242	30,000	-	50,000	50,000
Interfund from ECCL Project Fund 477	20,000	279,250	279,000	-	-
<b>Total Revenues</b>	<b>\$ 78,312</b>	<b>\$ 309,250</b>	<b>\$ 287,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Public Art/Cultural Grants	\$ 103,119	\$ 23,500	\$ 35,000	\$ -	\$ -
Banner Program	-	-	-	-	50,000
Celebration of the Arts	40,000	40,000	40,000	40,000	40,000
Public Art Maintenance	-	129,750	2,000	30,000	30,000
Professional Services	56,255	25,630	49,100	25,500	25,500
Capital Outlay - per CIP	-	179,500	179,500	410,500	150,000
<b>Total Expenditures</b>	<b>\$ 199,373</b>	<b>\$ 398,380</b>	<b>\$ 305,600</b>	<b>\$ 506,000</b>	<b>\$ 295,500</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (121,061)</b>	<b>\$ (89,130)</b>	<b>\$ (18,600)</b>	<b>\$ (456,000)</b>	<b>\$ (245,500)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 1,330,389
Estimated Restricted Fund Balance, June 30, 2016	1,311,789
Estimated Restricted Fund Balance, June 30, 2017	855,789
Estimated Restricted Fund Balance, June 30, 2018	610,289

## **SPECIAL FUNDS**

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### **URBAN FORESTRY ORDINANCE FUND**

The funding source of the Urban Forestry Ordinance Fund is the Urban Forestry Ordinance. The City adopted the Urban Forestry Ordinance in 2003 in order to support, protect, preserve, and enhance street trees within the public right-of-way. The Ordinance serves to regulate the removal of street trees by allowing an Application of Tree Removal to be heard by the City's Planning Commission. Applicants, if approved, must pay a replacement value fee for the street tree(s) removed. Furthermore, the Ordinance allows for the collection of civil penalties if a person, not limited to the property owner, removes or damages street tree(s) or landscaping at the rate of three times the replacement value fee of the street tree(s) or landscaping plus the City's incurred appraisal costs. In accordance with section 7-10.11 of the Ordinance, these fees are deposited into the Urban Forestry Ordinance Fund and used by the City for tree planting and landscape maintenance throughout the City.

**2016-17 & 2017-18 Operating Budgets**

**Fund 251 Summary - Urban Forestry Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 883	\$ -	\$ -	\$ -	\$ -
Urban Forestry Fee	-	-	16,210	-	-
Other Fines	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 883</b>	<b>\$ -</b>	<b>\$ 16,210</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Street Tree Planting and Maintenance	\$ 23,142	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Outlay - per CIP				\$ 20,000	\$ 75,000
<b>Total Expenditures</b>	<b>\$ 23,142</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 85,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (22,259)</b>	<b>\$ (10,000)</b>	<b>\$ 6,210</b>	<b>\$ (30,000)</b>	<b>\$ (85,000)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 138,790
Estimated Restricted Fund Balance, June 30, 2016	145,000
Estimated Restricted Fund Balance, June 30, 2017	115,000
Estimated Restricted Fund Balance, June 30, 2018	30,000

## **SPECIAL FUNDS**

### **RESERVE FOR ECONOMIC UNCERTAINTY FUND**

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The Reserve for Economic Uncertainty Fund is a special reserve fund established by the City Council during FY 1993-94 to provide cushion for potential impacts of State budget decisions on the City's Budget. The projected reserve as of June 30, 2016 is approximately \$19.5 million after the proposed one-time transfer of \$17.6 million from the General Fund.

**2016-17 & 2017-18 Operating Budgets**

**Fund 275 Summary - Reserve for Economic Uncertainty Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 11,998	\$ -	\$ -	\$ -	\$ -
One-time transfer from General Fund			17,568,000		
<b>Total Revenues</b>	<b>\$ 11,998</b>	<b>\$ -</b>	<b>\$ 17,568,000</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 11,998</b>	<b>\$ -</b>	<b>\$ 17,568,000</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Fund Balance Summary</b>	
Committed Fund Balance, June 30, 2015	\$ 1,894,755
Estimated Committed Fund Balance, June 30, 2016	19,462,755
Estimated Committed Fund Balance, June 30, 2017	19,462,755
Estimated Committed Fund Balance, June 30, 2018	19,462,755

## **SPECIAL FUNDS**

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### **EARTHQUAKE INSURANCE FUND**

The Earthquake Insurance Fund was established in FY 2002-03 and accounts for resources set aside for potential severe seismic incidents. As of June 2015, the fund balance is \$1.3 million.

**2016-17 & 2017-18 Operating Budgets**

**Fund 277 Summary - Earthquake Insurance Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 7,128	\$ -	\$ 8,354	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 7,128</b>	<b>\$ -</b>	<b>\$ 8,354</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Revenues - Total Expenditure</b>	<b>\$ 7,128</b>	<b>\$ -</b>	<b>\$ 8,354</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>Fund Balance Summary</b>	
Assigned Fund Balance, June 30, 2015	\$ 1,335,718
Estimated Assigned Fund Balance, June 30, 2016	1,344,071
Estimated Assigned Fund Balance, June 30, 2017	1,344,071
Estimated Assigned Fund Balance, June 30, 2018	1,344,071

## **SPECIAL FUNDS**

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### **MESA FUND**

The Management of Emeryville Services Authority (MESA) is a joint Powers Authority created in 1998. MESA employs all miscellaneous employees of the City of Emeryville. The City pays MESA for employee services and MESA, in turn, reimburses the City for providing payroll services for staff. Any charges that MESA incurs, such as administrative expenses, is reimbursed by the city, so that the MESA Fund balance is kept to a minimum.

**2016-17 & 2017-18 Operating Budgets**

**Fund 295 Summary - MESA**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
MESA Contract Revenue	\$ 8,989,568	\$ 9,756,100	\$ 9,600,000	\$ 11,000,000	\$ 11,450,000
<b>Total Revenue</b>	<b>\$ 8,989,568</b>	<b>\$ 9,756,100</b>	<b>\$ 9,600,000</b>	<b>\$ 11,000,000</b>	<b>\$ 11,450,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Reimb for Personnel Services	\$ 8,989,568	\$ 9,797,500	\$ 9,600,000	\$ 11,000,000	\$ 11,450,000
<b>Total Expenditures</b>	<b>\$ 8,989,568</b>	<b>\$ 9,797,500</b>	<b>\$ 9,600,000</b>	<b>\$ 11,000,000</b>	<b>\$ 11,450,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ -</b>	<b>\$ (41,400)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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**Fund Balance Summary**

Unrestricted Fund Balance, June 30, 2015	\$ -
Estimated Unrestricted Fund Balance, June 30, 2016	-
Estimated Unrestricted Fund Balance, June 30, 2017	-
Estimated Unrestricted Fund Balance, June 30, 2018	-

## **SPECIAL FUNDS**

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### **HOUSING ASSET FUNDS**

The Housing Asset Fund consists of the housing assets of the former Emeryville Redevelopment Agency. Revenues for this fund will come from operations (e.g. program fees), loan repayments (from the First Time Homebuyer and Ownership Housing Assistance Program (OHAP), and land sales. The majority of the revenues in Fund 298 are from the aforementioned loan repayments.

Due to limitations under SB341, the Housing Successor may not spend these funds to support moderate income households.

**2016-17 & 2017-18 Operating Budgets**

**Fund 298 Summary - Housing Asset Fund**

<b>Revenues</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Projection</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Other Revenue-Loan payoffs	\$ 982,752	\$ -	\$ 871,749	\$ -	\$ -
Investment Earnings	175,222	-	276,393	-	-
Billboard Revenues	14,040	-	14,040	14,040	14,040
Interfund from General Fund	8,518,695	-	-	-	-
Interfund from E Baybridge Housing Trust	1,402,992	-	-	-	-
Interfund from HELP Housing Loans	184,967	-	-	-	-
Successor Agency Loan repayment				8,368,300	
<b>Total Revenues</b>	<b>\$ 11,278,668</b>	<b>\$ -</b>	<b>\$ 1,162,182</b>	<b>\$ 8,382,340</b>	<b>\$ 14,040</b>

<b>Departmental Expenditures</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Projection</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Professional Services	\$ 7,181	\$ 3,000	\$ 5,414	\$ 5,800	\$ 5,000
Promissory Note/Loan Payments	9,713	-	-	-	-
Transfer to General Fund-Loan repayment				6,906,810	
Capital Outlay - per CIP	-	35,000	-	2,785,000	-
<b>Total Expenditures</b>	<b>\$ 16,895</b>	<b>\$ 38,000</b>	<b>\$ 5,414</b>	<b>\$ 9,697,610</b>	<b>\$ 5,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 11,261,773</b>	<b>\$ (38,000)</b>	<b>\$ 1,156,768</b>	<b>\$ (1,315,270)</b>	<b>\$ 9,040</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015 *	\$ 19,644,539
Estimated Restricted Fund Balance, June 30, 2016	20,801,307
Estimated Restricted Fund Balance, June 30, 2017	19,486,037
Estimated Restricted Fund Balance, June 30, 2018	19,495,077

\* Fund balance includes non-spendable land held for resale of \$13.9 million at 6/30/15

## **SPECIAL FUNDS**

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### **AFFORDABLE HOUSING FUND**

The Monies in Fund 299 are unrestricted general fund monies distributed by the County and derived from the distribution of Housing Trust Funds of former redevelopment agencies. A portion of those former tax increment funds previously set aside for affordable housing development have been returned to local jurisdictions as both a one-time lump sum from their former Low and Moderate Income Housing Fund (LMIHF) and an ongoing increase to their property tax distribution.

**2016-17 & 2017-18 Operating Budgets**

**Fund 299 Summary - Affordable Housing Fund**

<b>Revenues</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Projection</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Residual Property Taxes	\$ 857,033	\$ 600,000	\$ 1,348,698	\$ 640,000	\$ 750,000
Investment Earnings	11,726	-	-	-	-
Property Sales				250,000	250,000
Transfer from Successor Agency	-	-	160,000	-	-
One-time transfer from General Fund			38,000		
<b>Total Revenues</b>	<b>\$ 868,758</b>	<b>\$ 600,000</b>	<b>\$ 1,546,698</b>	<b>\$ 890,000</b>	<b>\$ 1,000,000</b>

<b>Departmental Expenditures</b>	<b>2014-15 Actual</b>	<b>2015-16 Budget</b>	<b>2015-16 Projection</b>	<b>2016-17 Budget</b>	<b>2017-18 Budget</b>
Professional Services	\$ 125,147	\$ 193,434	\$ 120,000	\$ 17,000	\$ 7,000
Loan Payments	-	-	15,000	100,000	100,000
Programs/Grants	-	15,000	-	50,000	50,000
Property Acquisition	-	-	40,000	-	-
Transfer to Gen Plan Maint Fund	80,395	-	-	-	-
Capital Outlay - per CIP				600,000	825,000
<b>Total Expenditures</b>	<b>\$ 205,543</b>	<b>\$ 208,434</b>	<b>\$ 175,000</b>	<b>\$ 767,000</b>	<b>\$ 982,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 663,216</b>	<b>\$ 391,566</b>	<b>\$ 1,371,698</b>	<b>\$ 123,000</b>	<b>\$ 18,000</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 2,734,047
Estimated Restricted Fund Balance, June 30, 2016	4,105,745
Estimated Restricted Fund Balance, June 30, 2017	4,228,745
Estimated Restricted Fund Balance, June 30, 2018	4,246,745

## **INTERNAL SERVICES FUNDS**

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### **WORKERS' COMPENSATION SELF-INSURANCE**

The Workers' Compensation Self-Insurance Fund is an Internal Services Fund which pays for the City's Workers' Compensation Program. The fund is supported through Workers' Compensation charges to departments. These charges are based on basic premium rates promulgated by the State rating agency for different classifications of workers. Adjustments to the rates are made, if necessary, based on the City's experience.

The City is a member of the Bay Cities Joint Powers Insurance Authority (BCJPIA) Workers' Compensation Group. BCJPIA covers workers' compensation claims in excess of \$350,000 up to \$1,000,000 (the City has a deductible or uninsured liability of up to \$350,000 per claim). BCPIA Workers Compensation Group participates in the Local Agency Workers' Compensation Excess Insurance Joint Powers Authority (LAWCX). LAWCX covers workers' compensation claims from \$1,000,000 to Statutory Limits.

The City is self-insured for the first \$350,000 of costs per workers' compensation claim. Excess insurance is purchased through the local agency risk pool described above. The Self Insurance Fund/Workers' Compensation maintains a fund balance of restricted retained earnings. It is necessary to maintain the fund balance given the City's high exposure on any claim. Fund revenues are projected to exceed expenditures by \$124,000 in FY 2016-17 and \$137,100 in FY 2017-18. The fund has \$1.8 million in *unrestricted* fund balance as of June 30, 2015; which is just below the estimated claim liability of \$2.2 million as of the same date. Claim liability is adjusted each June 30 based on actual activity.

Expenditures in the Workers' Compensation Program include workers' compensation payments made to injured employees. These payments are either temporary/permanent disability payments required by law or agreed upon through settlements with injured workers. Under State law and City policy, injured Police/Fire employees may receive full salary for up to one year following an injury and other employees receive full salary for up to 45 days following an injury. Temporary disability costs are charged against the department budgets rather than the Self-Insurance Fund.

Other major expenditures in the Workers' Compensation Fund are Claims Expenses which cover medical, indemnity (permanent disability) and legal expenditures; Professional Services which covers the administrative costs of the BCJPIA Workers' Compensation Group as well as the costs of the City's Workers' Compensation Third Party Administrator which is currently Innovative Claim Solutions, Inc.; Excess Insurance Premium Expense which covers the cost of participating in the Bay Cities JPIA Workers' Compensation Group and the Local Agency Workers' Compensation Excess Joint Powers Insurance Authority (LAWCX) Pool.

**2016-17 & 2017-18 Operating Budgets**

**Fund 600 Summary - Internal Services Self-Insurance/Workers' Compensation**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 21,100	\$ -	\$ 23,338	\$ -	\$ -
Workers' Comp Charges/City Departmen	415,504	397,500	377,427	1,106,000	1,161,400
<b>Total Revenues</b>	<b>\$ 436,604</b>	<b>\$ 397,500</b>	<b>\$ 400,765</b>	<b>\$ 1,106,000</b>	<b>\$ 1,161,400</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Workers' Compensation Program	\$ 1,257,289	\$ 700,000	\$ 650,000	\$ 700,000	\$ 700,000
Insurance Premium	163,434	185,089	156,575	168,000	193,200
Administrative Cost	94,505	101,870	99,073	114,000	131,100
<b>Total Expenditures</b>	<b>\$ 1,515,228</b>	<b>\$ 986,959</b>	<b>\$ 905,648</b>	<b>\$ 982,000</b>	<b>\$ 1,024,300</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (1,078,624)</b>	<b>\$ (589,459)</b>	<b>\$ (504,883)</b>	<b>\$ 124,000</b>	<b>\$ 137,100</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	\$ 1,836,312
Estimated Unrestricted Fund Balance, June 30, 2016	1,331,429
Estimated Unrestricted Fund Balance, June 30, 2017	1,455,429
Estimated Unrestricted Fund Balance, June 30, 2018	1,592,529

**INTERNAL SERVICES FUNDS**  
**DENTAL SELF INSURANCE**

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The Dental Self-Insurance Fund is an Internal Services Fund which pays for dental coverage. In 2008, the City transferred from Professional Insurance Consultant's plan, to a similar program with Delta Dental as administrator. To fund this program, premium rates are charged to departments based on employees covered, and these amounts are transferred to the Self-Insurance/Dental Fund. The Self-Insurance Fund then pays monthly claims for active and retired employees plus an administrative surcharge.

The fund had a deficit of (\$120,000) as of June 30, 2015. A one-time transfer of \$200,000 is being proposed to eliminate this deficit.

**2016-17 & 2017-18 Operating Budgets**

**Fund 610 Summary - Internal Services Self-Insurance/Dental**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ (343)	\$ -	\$ (835)	\$ -	\$ -
Dental Premiums/City Departments	143,200	217,400	137,956	272,800	294,500
One-time transfer from General Fund	-	-	200,000	-	-
<b>Total Revenues</b>	<b>\$ 142,857</b>	<b>\$ 217,400</b>	<b>\$ 337,121</b>	<b>\$ 272,800</b>	<b>\$ 294,500</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Dental Claims and Administration	\$ 236,337	\$ 217,620	\$ 207,500	\$ 233,000	\$ 233,000
<b>Total Expenditures</b>	<b>\$ 236,337</b>	<b>\$ 217,620</b>	<b>\$ 207,500</b>	<b>\$ 233,000</b>	<b>\$ 233,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (93,480)</b>	<b>\$ (220)</b>	<b>\$ 129,621</b>	<b>\$ 39,800</b>	<b>\$ 61,500</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	\$ (120,443)
Estimated Unrestricted Fund Balance, June 30, 2016	9,178
Estimated Unrestricted Fund Balance, June 30, 2017	48,978
Estimated Unrestricted Fund Balance, June 30, 2018	110,478

**INTERNAL SERVICES FUNDS**  
**UNEMPLOYMENT SELF-INSURANCE**

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The Unemployment Self-Insurance Fund is an Internal Services Fund which was established at the end of the FY 1992-93 to fund required unemployment payments. Prior to this time, the City budgeted for potential unemployment costs on an annual basis but did not set aside funds if they were not spent. Thus, the City was unprepared in the event that layoffs became required. Annual Unemployment Insurance charges are moved from department budgets to the Self-Insurance/Unemployment Fund. Charges are set in an effort to fund current expenses with current year revenue.

The unemployment program provides for legally required unemployment coverage to eligible former employees. These individuals file claims and are compensated by the State Employment Development.

**2016-17 & 2017-18 Operating Budgets**

**Fund 620 Summary - Internal Services Self-Insurance/Unemployment**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	522	-	573	-	-
Unemployment Insurance/City Depts	12,281	13,200	12,681	44,500	46,900
<b>Total Revenues</b>	<b>\$ 12,803</b>	<b>\$ 13,200</b>	<b>\$ 13,254</b>	<b>\$ 44,500</b>	<b>\$ 46,900</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Unemployment Payments	\$ 38,884	\$ 60,000	\$ 45,000	\$ 40,000	\$ 40,000
<b>Total Expenditures</b>	<b>\$ 38,884</b>	<b>\$ 60,000</b>	<b>\$ 45,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (26,081)</b>	<b>\$ (46,800)</b>	<b>\$ (31,746)</b>	<b>\$ 4,500</b>	<b>\$ 6,900</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	\$ 89,708
Estimated Unrestricted Fund Balance, June 30, 2016	57,962
Estimated Unrestricted Fund Balance, June 30, 2017	62,462
Estimated Unrestricted Fund Balance, June 30, 2018	69,362

**INTERNAL SERVICES FUND**  
**MAJOR MAINTENANCE FUND**

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The Major Maintenance Fund accounts for funds set aside to maintain and complete major maintenance projects at City-owned facilities. This Fund was initiated during 1993-94 fiscal year with one-time revenues and receives annual payments from each City department that operates a City facility. The City has adopted a Major Maintenance Program which sets aside funds as determined by the program and identifies required reserves necessary to replace major maintenance items. As new facilities, such as the Emeryville Center of Community Life (ECCL), are added, the program is adjusted to include setting aside funds for these buildings as well. During Fiscal Year 2000-2001, the City began to set aside funds for major parks upgrades using Major Maintenance Funds.

As of June 30, 2015, the Major Maintenance Fund had reserves of \$6 million. The Five Year Capital Improvement Plan details the proposed expenditure plan for the majority of these capital funds.

**2016-17 & 2017-18 Operating Budgets**

**Fund 650 Summary - Major Maintenance Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Department Charges	809,100	852,000	822,700	846,700	861,000
Contribution from Successor Agency	1,445,629	-	-		
<b>Total Revenues</b>	<b>\$ 2,254,729</b>	<b>\$ 852,000</b>	<b>\$ 822,700</b>	<b>\$ 846,700</b>	<b>\$ 861,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Maintenance	\$ 467,092	\$ 458,200	\$ 462,000	\$ 482,000	\$ 496,300
Professional Services	19,768	3,500	-	-	-
Capital Expenditures	2,992,582	135,000	2,458,762	-	-
Capital Outlay - per CIP				2,985,000	1,450,000
<b>Total Expenditures</b>	<b>\$ 3,479,442</b>	<b>\$ 596,700</b>	<b>\$ 2,920,762</b>	<b>\$ 3,467,000</b>	<b>\$ 1,946,300</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (1,224,714)</b>	<b>\$ 255,300</b>	<b>\$ (2,098,062)</b>	<b>\$ (2,620,300)</b>	<b>\$ (1,085,300)</b>
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<b>Fund Balance Summary</b>	
Committed Fund Balance, June 30, 2015	\$ 6,031,613
Estimated Committed Fund Balance, June 30, 2016	3,933,551
Estimated Committed Fund Balance, June 30, 2017	1,313,251
Estimated Committed Fund Balance, June 30, 2018	227,951

**INTERNAL SERVICES FUND**  
**VEHICLE REPLACEMENT FUND**

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The Vehicle Replacement Fund has been established to support the City's Vehicle Replacement Program. The purpose of the program is to establish a routine life-cycle for vehicles that are required for the ongoing operations of the City and to provide a funding mechanism to replace vehicles at the end of their useful life. The fund was established at the end of FY 96-97. The FY 2016-17 and FY 17-18 departmental transfers are budgeted at \$298,600 and \$303,000 per year respectively. FY 2016-17 and FY 2017-18 expenditures are budgeted at \$515,400 and \$240,000 respectively.

As of June 30, 2015, the Vehicle Replacement Fund reserve had a fund balance of \$5.2 million. One time transfers of \$1 million to the General Fund and \$500k to the Information Technology fund are proposed while still maintaining the fully funded status of future vehicle replacements.

**2016-17 & 2017-18 Operating Budgets**

**Fund 660 Summary - Vehicle Replacement Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Department Charges	269,200	233,500	233,500	298,600	303,000
Sale of Fixed Assets	13,590	-	-	-	-
<b>Total Revenues</b>	<b>\$ 282,790</b>	<b>\$ 233,500</b>	<b>\$ 233,500</b>	<b>\$ 298,600</b>	<b>\$ 303,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Capital Outlay - including CIP	\$ 138,929	\$ 322,400	\$ 238,000	\$ 515,400	\$ 240,000
One-time transfer to General Fund			1,000,000		
One-time transfer to Technology Fund			500,000		
<b>Total Expenditures</b>	<b>\$ 138,929</b>	<b>\$ 322,400</b>	<b>\$ 1,738,000</b>	<b>\$ 515,400</b>	<b>\$ 240,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 143,861</b>	<b>\$ (88,900)</b>	<b>\$ (1,504,500)</b>	<b>\$ (216,800)</b>	<b>\$ 63,000</b>
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**Fund Balance Summary**

Committed Fund Balance, June 30, 2015	\$ 5,177,705
Estimated Committed Fund Balance, June 30, 2016	3,673,205
Estimated Committed Fund Balance, June 30, 2017	3,456,405
Estimated Committed Fund Balance, June 30, 2018	3,519,405

**INTERNAL SERVICES FUND**  
**ACCRUED BENEFITS FUND**

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The Accrued Benefits Internal Fund is a fund established to support the City's unfunded liability for accrued leaves upon separation of service. These leaves include accrued sick leave, vacation leave, compensatory time and administrative leave. The fund also pays for miscellaneous benefit administration such as the Flexible Benefit Plan.

Annually, the fund is supported by payroll overhead charges. As of June 30, 2015, the fund had a deficit of (\$135,000). A one-time transfer of \$200,000 from the General Fund is proposed to offset this deficit.

Revenues for FY 2016-17 and FY 2017-18 are budgeted at approximately \$317,000 and \$333,000 while expenditures are estimated at \$201,500 each year.

**2016-17 & 2017-18 Operating Budgets**

**Fund 700 Summary - Internal Services Accrued Benefits**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 15,699	\$ -	\$ 15,938	\$ -	\$ -
Active Employees Payroll Transfers	112,057	130,000	130,000	317,000	333,000
One-Transfer from General Fund			200,000		
<b>Total Revenues</b>	<b>\$ 127,756</b>	<b>\$ 130,000</b>	<b>\$ 345,938</b>	<b>\$ 317,000</b>	<b>\$ 333,000</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries & Wages	\$ 38,338	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Sick Leave Expense	202,293	75,000	100,000	75,000	75,000
Vacation Expense	13,853	75,000	100,000	75,000	75,000
Benefits Administration	181	5,000	1,300	1,500	1,500
<b>Total Expenditures</b>	<b>\$ 254,665</b>	<b>\$ 205,000</b>	<b>\$ 251,300</b>	<b>\$ 201,500</b>	<b>\$ 201,500</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (126,909)</b>	<b>\$ (75,000)</b>	<b>\$ 94,638</b>	<b>\$ 115,500</b>	<b>\$ 131,500</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	\$ (135,223)
Estimated Unrestricted Fund Balance, June 30, 2016	(40,585)
Estimated Unrestricted Fund Balance, June 30, 2017	74,915
Estimated Unrestricted Fund Balance, June 30, 2018	206,415

**TRUST FUND PROGRAMS/FUNDS**  
**POST EMPLOYMENT HEALTH BENEFITS FUND**

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The Post Employment Health Benefits Fund was established in order to support retiree medical, dental and vision benefits. In prior years the City's post-employment health benefit obligation was included in with the Pension Trust Fund. Beginning in FY 2001-02 it was accounted for separately. Under the City's policies, certain retirees receive a guaranteed percentage of medical, dental and vision premiums for themselves and their dependents. Current retirees receive a flat, capped amount for these items.

Departments are charged an annual amount to fund the retiree medical benefits that active employees are currently accruing. Revenue of approximately \$154,000 and \$169,000 is budgeted through the departmental charges for FY 2016-17 and FY 2017-18 respectively.

**2016-17 & 2017-18 Operating Budgets**

**Fund 710 Summary - Post-Employment Health Benefits Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 36,452	\$ -	\$ 42,611	\$ -	\$ -
Health Premiums/Retirees	60,668	53,000	58,762	58,000	58,000
Retiree Medical Benefit/Active Employees	176,339	172,800	176,554	153,707	168,942
<b>Total Revenue</b>	<b>\$ 273,459</b>	<b>\$ 225,800</b>	<b>\$ 277,927</b>	<b>\$ 211,707</b>	<b>\$ 226,942</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Vision Insurance	21,632	20,000	20,000	21,000	21,000
Group Medical Insurance	216,520	800,000	236,000	250,000	250,000
Group Dental Insurance	547	1,000	300	800	800
Life Insurance	170	500	170	300	300
Professional Services					
<b>Total Expenditures</b>	<b>\$ 238,869</b>	<b>\$ 821,500</b>	<b>\$ 256,470</b>	<b>\$ 272,100</b>	<b>\$ 272,100</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 34,590</b>	<b>\$ (595,700)</b>	<b>\$ 21,457</b>	<b>\$ (60,393)</b>	<b>\$ (45,158)</b>
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<b>Fund Balance Summary</b>	
Unrestricted Fund Balance, June 30, 2015	\$ 6,850,456
Estimated Unrestricted Fund Balance, June 30, 2016	6,871,913
Estimated Unrestricted Fund Balance, June 30, 2017	6,811,520
Estimated Unrestricted Fund Balance, June 30, 2018	6,766,363

**TRUST FUND PROGRAMS/FUNDS**  
**PENSION TRUST FUND**

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The Pension Trust Fund is a Trust Fund established to support pension stipends for one remaining retiree on the City's old retirement system which existed prior to the City's entry into the Employees' Retirement System (PERS). In prior years the City's post-retirement health benefit obligation was included in the fund. Beginning in FY 2001-02, it was accounted for separately.

As of June 30, 2014, the last time an actuarial study was performed, the estimated outstanding liability was \$186,000 and restricted retained earnings were \$325,000 as of June 30, 2015.

**2016-17 & 2017-18 Operating Budgets**

**Fund 712 Summary - Pension Trust Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 1,800	\$ -	\$ -	\$ -	\$ -
Transfer from General Fund					
<b>Total Revenue</b>	<b>\$ 1,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Salaries and Wages	\$ 27,528	\$ 32,400	\$ 23,000	\$ 24,000	\$ 24,000
Professional Services	2,000	2,000	-	2,300	-
<b>Total Expenditures</b>	<b>\$ 29,528</b>	<b>\$ 34,400</b>	<b>\$ 23,000</b>	<b>\$ 26,300</b>	<b>\$ 24,000</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ (27,728)</b>	<b>\$ (34,400)</b>	<b>\$ (23,000)</b>	<b>\$ (26,300)</b>	<b>\$ (24,000)</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 325,435
Estimated Restricted Fund Balance, June 30, 2016	302,435
Estimated Restricted Fund Balance, June 30, 2017	276,135
Estimated Restricted Fund Balance, June 30, 2018	252,135

## **INTERNAL SERVICE FUNDS**

### **PERS (PUBLIC EMPLOYEES' RETIREMENT SYSTEM) LIABILITY FUND**

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The PERS Liability Fund accounts for funds which are set aside to protect the City against future rate increases and to allow for retirement of the unfunded liability with PERS. The fund was initiated in 1998. Contributions to the Fund have primarily consisted of transfers equal to the difference between the normal actuarial rate for the retirement system and the contribution calculated by PERS.

A one-time transfer of \$8.8 million from the General Fund is proposed to establish a Pension Trust Fund to pay down pension debt. The reserve balance as of June 30, 2015 is approximately \$4.7 million. These funds in addition to the one-time proposed transfer are available to address future retirement costs as noted in the Budget Message.

**2016-17 & 2017-18 Operating Budgets**

**Fund 715 Summary - PERS Liability Fund**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 26,724	\$ -	\$ 22,589	\$ -	\$ -
One-time transfer from General Fund	-	-	8,820,000	-	-
<b>Total Revenues</b>	<b>\$ 26,724</b>	<b>\$ -</b>	<b>\$ 8,842,589</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
GF costs paid by Pers Liab Fd-Fire	\$ 500,081	\$ 600,097	\$ -	\$ -	\$ -
Professional Services	-	-	5,100	5,200	5,200
Contribution to Section 115 Trust	-	-	-	-	1,100,000
<b>Total Expenditures</b>	<b>\$ 500,081</b>	<b>\$ 600,097</b>	<b>\$ 5,100</b>	<b>\$ 5,200</b>	<b>\$ 1,105,200</b>

<b>Total Revenues - Total Expenditure</b>	<b>\$ (473,357)</b>	<b>\$ (600,097)</b>	<b>\$ 8,837,489</b>	<b>\$ (5,200)</b>	<b>\$ (1,105,200)</b>
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**Fund Balance Summary**

Committed Fund Balance, June 30, 2015	\$ 4,683,558
Estimated Committed Fund Balance, June 30, 2016	13,521,048
Estimated Committed Fund Balance, June 30, 2017	13,515,848
Estimated Committed Fund Balance, June 30, 2018	12,410,648

## **SPECIAL FUNDS**

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### **PROPERTY BASED IMPROVEMENT DISTRICT**

During fiscal year 2001-02, the City initiated formation of a Property Based Improvement District (PBID) in order to stabilize the funding of the Emery Go-Round, the City's shuttle service. Owners of commercial property in the City approved a property assessment for a period of five years. In July, 2006, the district was extended for an additional ten years, through FY 2015-16. In August 2015 the property owners approved a fifteen (15) year extension that included residential properties and 27 additional land use classifications. A general benefit was also identified which is the fiscal responsibility of the City of Emeryville. The Emeryville Transportation Management Association (TMA), as the owners' representative under State PBID law, is responsible for operating the Emery Go-Round shuttle and other alternative transportation programs and services funded through the PBID and are funded upon a calendar fiscal year.

The charges (for FY 2016-17): \$0.262 per structural square foot for commercial use, \$0.131 per structural square foot for industrial, warehouse (including utilities and rail) parcels, and \$130.89 per unit for commercial rental housing complexes with more than 4 units, is collected through the Alameda County Tax Collector's office and appears on each property owner's tax bill. The budget numbers presented assume up to a 5% increase in property charges in each year of the budget in order to cover rising service costs. In addition to the payment for shuttle services, annual budgets include charges for administrative costs, an administrative reimbursement to the City's General Fund, and property tax collection fees charged by Alameda County.

**2016-17 & 2017-18 Operating Budgets**

**Fund 805 Summary - Property Based Improvement District**

<b>Revenues</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Investment Earnings	\$ 4,940	\$ -	\$ -	\$ -	\$ -
Special Assessments	2,782,633	3,023,407	3,409,969	3,580,363	3,759,381
Interfund/General Fund	726,000	-	30,000	469,000	483,000
<b>Total Revenues</b>	<b>\$ 3,513,573</b>	<b>\$ 3,023,407</b>	<b>\$ 3,439,969</b>	<b>\$ 4,049,363</b>	<b>\$ 4,242,381</b>

<b>Departmental Expenditures</b>	2014-15 Actual	2015-16 Budget	2015-16 Projection	2016-17 Budget	2017-18 Budget
Shuttle Services	2,901,980	3,401,031	3,707,635	3,949,363	4,142,381
Professional Services	-	7,500	5,000	7,500	7,500
Administrative Cost	12,088	12,000	12,000	12,000	12,000
Property Tax Collection Fees	45,494	-	54,000	54,381	54,381
Transfer to General Fund	5,000	5,000	5,000	17,000	17,000
<b>Total Expenditures</b>	<b>\$ 2,964,562</b>	<b>\$ 3,425,531</b>	<b>\$ 3,783,635</b>	<b>\$ 4,040,244</b>	<b>\$ 4,233,262</b>

<b>Total Revenues - Total Expenditures</b>	<b>\$ 549,011</b>	<b>\$ (402,124)</b>	<b>\$ (343,665)</b>	<b>\$ 9,119</b>	<b>\$ 9,119</b>
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<b>Fund Balance Summary</b>	
Restricted Fund Balance, June 30, 2015	\$ 872,978
Estimated Restricted Fund Balance, June 30, 2016	529,313
Estimated Restricted Fund Balance, June 30, 2017	538,432
Estimated Restricted Fund Balance, June 30, 2018	547,551

**2017-21 CAPITAL  
IMPROVEMENT  
PROGRAM**

**City of Emeryville  
2017-21 Capital Improvement Program  
Project Summary**

CIP No.	Project Description	Priority Level	Total Project Cost	Prior Spending Encumbrance and Carryover	5 Year Appropriation	16/17	17/18	18/19	19/20	20/21
<b>Community Facilities</b>										
CF-01	Eastshore State Park/Powell Street Bioswale	Restricted Funds	\$ 500,000	\$	500,000	\$ 70,000	\$ 430,000			
CF-02	South Bayfront Bridge and Horton Landing Park	Restricted Funds	22,100,000	3,250,000	18,850,000	16,850,000	2,000,000			
CF-03	Transit Center - Plaza and Platform Extension -FTA Grant	Restricted Funds	1,043,000		1,043,000	1,043,000				
CF-04	Transit Center -Public Parking and Bus Bays - STIP Grant	Restricted Funds	8,430,952		8,430,952	8,430,952				
CF-05	Corporation Yard Improvements/Emergency Operations	Prev. Maint.	6,770,000	470,000	6,300,000	6,300,000				
CF-06	Halleck Beach Dog Park	Discretionary	300,000	20,000	280,000	280,000				
CF-07	Underground Tank Closures	Discretionary	100,000	64,000	36,000	36,000				
CF-08	Art Center	Discretionary	16,734,512	5,534,512	11,200,000	200,000	500,000	10,500,000		
CF-09	Emery-Go-Round Shuttle Bus Yard	Discretionary	1,000,000	225,000	2,650,000	2,650,000		1,000,000		
CF-10	Hollis Street Fire Station/EOC Upgrade (Station 35)	Discretionary	2,875,000		300,000	300,000				
CF-11	Point Emery Shoreline Protection	Discretionary	300,000	17,000	383,000				383,000	
CF-12	New Temescal Creek Park Adeline Street Connection	Discretionary	400,000		2,000,000	725,000	1,275,000			
CF-13	New Horton Landing Park Expansion	Discretionary	2,000,000		400,000	400,000				
CF-14	New ADA Transition Plan	Discretionary	400,000		35,000	35,000				
CF-15	New Electric Vehicle Chargers for City Hall Parking Lot	Discretionary	35,000							
CF-16	New Carport Solar Installation at City Hall Parking Lot	Discretionary	525,000		525,000			525,000		
	<b>Subtotal</b>		<b>63,513,464</b>	<b>9,580,512</b>	<b>53,932,952</b>	<b>37,319,952</b>	<b>4,205,000</b>	<b>12,025,000</b>	<b>383,000</b>	<b>-</b>
<b>Facilities Maintenance</b>										
FM-01	General Major Maintenance Program	Prev. Maint.	800,000	125,000	675,000	175,000	125,000	125,000		125,000
FM-02	Child Development Center Rehabilitation	Prev. Maint.	825,000	65,000	760,000	50,000	710,000			
FM-03	Civic Center Carpet Replacement	Prev. Maint.	200,000		200,000	200,000				
FM-04	Civic Center Exterior Painting	Prev. Maint.	150,000		150,000			150,000		
FM-05	Civic Center Garden Level Conf Rm/Permit Counter Upgrade	Prev. Maint.	466,390	166,390	300,000	300,000				
FM-06	Civic Center HVAC	Prev. Maint.	750,000	31,225	718,775		40,000	678,775		
FM-07	Civic Center Fire Sprinkler System Repair	Prev. Maint.	89,000	9,000	80,000	25,000	25,000	30,000		
FM-08	Davenport Mini Park Rehabilitation	Prev. Maint.	25,000		25,000					
FM-09	Emergency Generator and Fuel Tank Upgrades	Prev. Maint.	525,000		525,000		525,000			
FM-10	Shorebird Park Boardwalk Rehabilitation	Prev. Maint.	50,000	25,000	25,000	25,000				
FM-11	Stanford Avenue Park Rehabilitation	Prev. Maint.	245,000	175,000	70,000	40,000		30,000		
FM-12	New Amtrak Pedestrian Bridge Modifications	Prev. Maint.	141,400	36,400	105,000	65,000	40,000	40,000		
	<b>Subtotal</b>		<b>4,266,790</b>	<b>633,015</b>	<b>3,633,775</b>	<b>880,000</b>	<b>1,450,000</b>	<b>1,053,775</b>	<b>125,000</b>	<b>125,000</b>
<b>Housing</b>										
H-01	3706 San Pablo Avenue Housing Site	Mandated	3,625,000		3,625,000	3,625,000				
H-02	New 6150, 5890 and 5900 Christie Housing Site	Mandated	6,133,000		6,133,000	108,000	25,000	2,500,000	3,500,000	
H-03	3706 San Pablo Avenue Remediation	Mandated	495,000	445,000	50,000	50,000				
H-04	New Affordable Senior Housing	Mandated	1,265,000	40,000	1,225,000		200,000	1,025,000		
H-05	New South Bay Front Site B	Mandated	130,000		130,000	130,000				
H-06	New Below Market Rate Housing Acquisition	Mandated	2,000,000		2,000,000	400,000	400,000	400,000	400,000	400,000
	<b>Subtotal</b>		<b>13,648,000</b>	<b>485,000</b>	<b>13,163,000</b>	<b>4,313,000</b>	<b>625,000</b>	<b>3,925,000</b>	<b>3,900,000</b>	<b>400,000</b>

**City of Emeryville  
2017-21 Capital Improvement Program  
Project Summary**

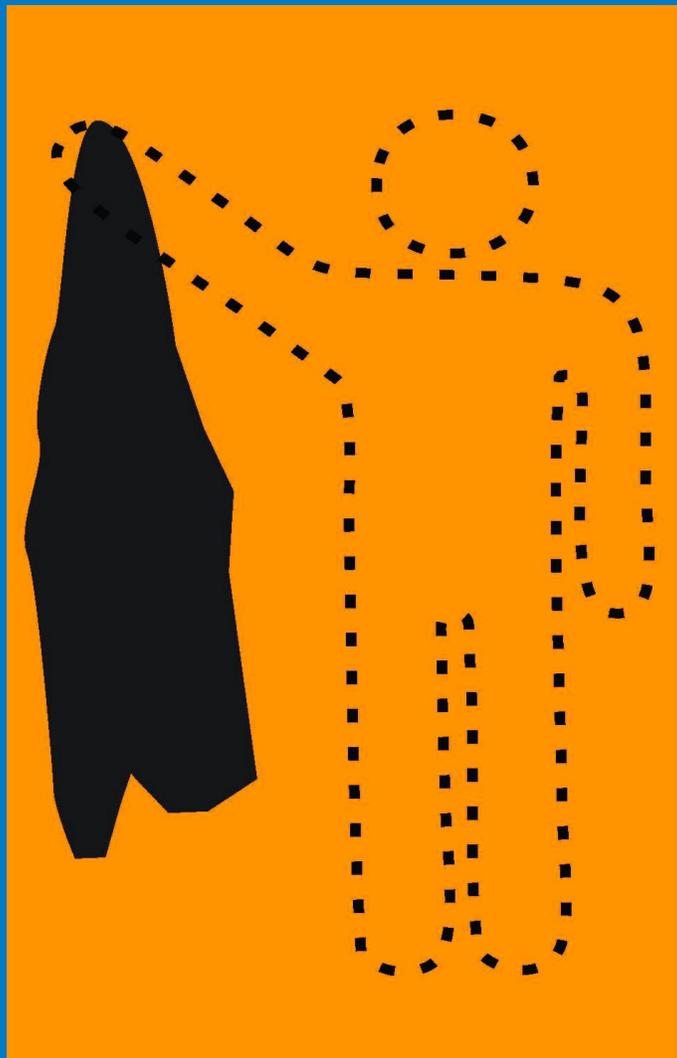
CIP No.	Project Description	Priority Level	Total Project Cost	Spending Encumbrance and Carryover	5 Year Appropriation	Prior				
						16/17	17/18	18/19	19/20	20/21
<b>Information Technology</b>										
IT-01	IT Replacements and Purchases	Prev. Maint	900,000	30,000	870,000	170,000	250,000	150,000	150,000	150,000
IT-02	Electronic Document Management System (EDMS)	Prev. Maint	270,000	20,000	250,000	50,000	50,000	50,000	50,000	50,000
IT-03	Geographic Information Systems (GIS) Development	Prev. Maint	550,000	50,000	500,000	50,000	175,000	175,000	50,000	50,000
IT-04	Computerized Maintenance Management System (CMMS)	Prev. Maint	20,000	20,000	20,000	10,000	10,000			
IT-05	New Computer Aided Dispatch/Records Management System	Discretionary	500,000	500,000	500,000	250,000	250,000			
	Subtotal		2,240,000	100,000	2,140,000	530,000	735,000	375,000	250,000	250,000
<b>Marina</b>										
M-01	Marina Navigation Channel Maintenance Dredging Program	Restricted Funds	2,825,000		2,825,000			2,825,000		
M-02	Marina Park Improvements	Restricted Funds	265,000	40,000	225,000	225,000				
M-03	New Marina Park and Powell Street Lighting	Restricted Funds	1,050,000		1,050,000	1,050,000				
	Subtotal		4,140,000	40,000	4,100,000	1,275,000	-	2,825,000	-	-
<b>Pedestrian/Bicycle</b>										
PB-01	Sidewalk Improvement Program	Mandated	1,400,000	600,000	800,000	160,000	160,000	160,000	160,000	160,000
PB-02	Emeryville Greenway - Stanford to Powell (Peladeau Park)	Restricted funds	1,450,000	135,000	1,315,000	1,315,000				
PB-03	Horton Street Experimental Traffic Calming	Discretionary	96,800	46,800	50,000	50,000				
PB-04	Safe Routes to Schools, 43rd, 45th, 47th St - SR2S Grant	Restricted funds	750,000	750,000	-					
PB-05	Bicycle and Pedestrian Plan Implementation	Discretionary	293,000	18,000	275,000	55,000	55,000	55,000	55,000	55,000
PB-06	ECCL - North-South Pedestrian Path from 47th St to 53rd St	Discretionary	750,000	750,000	750,000					
PB-07	Frontage Road Bay Trail Upgrades	Discretionary	300,000	300,000	300,000			300,000		
PB-08	Transit Stop Improvements	Discretionary	100,000	100,000	100,000	15,000	85,000			
PB-09	Video Detection Traffic Signal Enhancement	Discretionary	487,720	37,720	450,000	450,000				
PB-10	New 40th-San Pablo Bus Hub Feasibility Study	Discretionary	100,000	100,000	100,000	100,000				
PB-11	New Bike Share Stations	Discretionary	240,000	240,000	240,000	240,000				
PB-12	New Greenway Crossings Safety Enhancement	Discretionary	110,000	110,000	110,000	110,000				
	Subtotal		6,077,520	1,587,520	4,490,000	2,145,000	650,000	515,000	215,000	965,000
<b>Public Art</b>										
PA-01	Arts Master Plan	Mandated	40,000	15,000	25,000	25,000				
PA-02	Implementing Art Projects	Mandated	510,000		510,000		125,000	125,000	125,000	135,000
PA-03	New Bus Shelter Public Art Program, Phase IV	Mandated	75,000		75,000	50,000	25,000			
PA-04	Emeryville Center for Community Life (ECCL) Public Art	Mandated	229,500	30,000	199,500	199,500				
PA-05	Point Emery Art Project	Mandated	242,500	35,000	207,500			207,500		
PA-06	Shellmound/Powell Street Bridge Art Project and District Plan	Mandated	303,000	167,000	136,000	136,000				
	Subtotal		1,400,000	247,000	1,153,000	410,500	150,000	332,500	125,000	135,000
<b>Sanitary Sewer</b>										
SS-01	Sanitary Sewer Rehabilitation Program	Mandated	3,800,000	2,100,000	1,700,000	500,000	300,000	300,000	300,000	300,000
	Subtotal		3,800,000	2,100,000	1,700,000	500,000	300,000	300,000	300,000	300,000

City of Emeryville  
2017-21 Capital Improvement Program  
Project Summary

CIP No.	Project Description	Priority Level	Total Project Cost	Prior Spending Encumbrance and Carryover	5 Year Appropriation	16/17	17/18	18/19	19/20	20/21
<b>Streetscape System</b>										
ST-01	40th Street Bridge-Paint Railing	Prev. Maint.	185,000	165,000	20,000	20,000				
ST-02	40th Street/San Pablo Ave Median Rehabilitation	Prev. Maint.	600,000	600,000	600,000			600,000		
ST-03	City Wide Trash Receptacle Replacement	Prev. Maint.	155,000	5,000	150,000	150,000				
ST-04	Lumec Streetlight Pole Painting and LED Retrofit	Prev. Maint.	2,025,000	3,000	2,022,000	2,022,000				
ST-05	Storm Drain Cleaning and System Repair Program	Prev. Maint.	250,000		250,000	150,000	25,000	25,000	25,000	25,000
ST-06	Storm Drain Inventory and CCTV Inspection	Prev. Maint.	100,000	100,000	-					
ST-07	Street Tree Program	Prev. Maint.	386,000	10,000	376,000	106,000	240,000	10,000	10,000	10,000
ST-08	Survey Monument and Benchmark Preservation Program	Prev. Maint.	41,000	25,000	16,000	8,000		8,000		
ST-09	Frontage Road Landscape Median Island	Discretionary	300,000		300,000			300,000		
ST-10	I-80/Caitrans Right of Way Landscape Improvements	Discretionary	25,000		25,000			25,000		
ST-11	Traffic Signal LED Relamping	Prev. Maint.	150,000	150,000	150,000		150,000			
ST-12	New Additional Storm Drain Inlet Trash Capture Devices	Mandated	11,000	11,000	11,000		11,000			
ST-13	New Large Trash Separator in Storm Drain Line	Mandated	530,000		530,000		25,000	505,000		
ST-14	New North Hollis Undergrounding District	Discretionary	14,000,000		14,000,000			500,000	13,500,000	
	Subtotal		18,758,000	308,000	18,450,000	2,456,000	451,000	1,973,000	13,535,000	35,000
<b>Transportation</b>										
T-01	Annual Street Rehabilitation/Preventive Maintenance	Prev. Maint.	2,450,000		2,450,000	490,000		490,000	490,000	490,000
T-02	Powell Street Bridge Seal Coat and Joint Seal Replacement	Prev. Maint.	510,000	20,000	490,000	490,000				
T-03	Temescal Creek Bridge Seal Coat	Prev. Maint.	44,000		44,000	44,000				
T-04	Quiet Zone Railroad Crossing Quadrant Gates	Discretionary	4,964,000		4,964,000					4,964,000
T-05	Traffic Signal - 40th/Harlan	Discretionary	307,000	15,000	292,000	292,000				
T-06	Traffic Signal - Powell/Doyle	Discretionary	307,000	15,000	292,000	292,000				
T-07	New North Hollis Paid Parking and Trans. Demand Management	Discretionary	1,200,000		1,200,000		100,000	1,100,000		
T-08	New Powell Street Bridge Widening	Discretionary	25,000		25,000		25,000			
	Subtotal		9,807,000	50,000	9,757,000	1,608,000	615,000	1,590,000	490,000	5,454,000
<b>Vehicles</b>										
V-01	Vehicle Replacements and Purchases		2,809,000		2,809,000	395,000	240,000	65,000	1,856,000	253,000
	Subtotal		2,809,000	-	2,809,000	395,000	240,000	65,000	1,856,000	253,000
	Totals		\$130,459,774	\$ 15,131,047	\$115,328,727	\$ 51,832,452	\$ 9,421,000	\$ 24,979,275	\$ 21,179,000	\$ 7,917,000

# **SUPPLEMENTAL INFORMATION**

# SUPPLEMENTAL INFORMATION



**SUMMARY OF SIGNIFICANT CHANGES FOR THE FY 2016/17 AND/OR FY 2017/18 BUDGET**

GENERAL FUND:

<b>DEPT/EXPEN</b>	<b>PROGRAM</b>	<b>FY 17</b>	<b>FY 18</b>
<b>City Manager</b>	Add Assistant to the City Manager position	\$ 149,445	\$ 153,928
	Freeze Assistant City Manager position	\$ (225,817)	\$ (226,055)
	Freeze Administrative Analyst position	\$ (107,324)	\$ (109,249)
	<i>Subtotal</i>	\$ (183,696)	\$ (181,376)
<b>City Clerk</b>	Add Deputy City Clerk position; replace frozen Administrative Analyst position in City Manager Office	\$ 104,598	\$ 107,736
	Supplies for City-wide Records Management Project	\$ 241,000	\$ -
	Professional Services for City-wide Records Management Project	\$ 292,070	\$ -
	<i>Subtotal</i>	\$ 637,668	\$ 107,736
<b>City Attorney</b>	Add Paralegal position	\$ 114,113	\$ 117,536
	<i>Subtotal</i>	\$ 114,113	\$ 117,536
<b>Finance</b>	Transfer payroll function to Finance from HR; add 30% salary and benefits allocation for FY17	\$ 31,472	\$ -
	Add Accounting Technician position for payroll	\$ 87,124	\$ 89,737
	Electronic timekeeping (payroll) system ongoing maintenance	\$ 26,000	\$ 28,000
	Professional Services for long-term financial model development	\$ 32,000	\$ 17,000
	<i>Subtotal</i>	\$ 176,595	\$ 134,737
<b>Human Resources</b>	Transfer payroll function to Finance from HR; adjust for 30% salary and benefits allocation in FY17	\$ (31,472)	\$ -
	<i>Subtotal</i>	\$ (31,472)	\$ -
<b>Community Development</b>	Allocate staffing costs to General Plan Maintenance for three Economic Development & Housing positions due to change in program activities	\$ (133,571)	\$ (138,641)
	Printing costs for Minimum Wage Ordinance and proposed Fair Work Week Ordinance	\$ 22,000	\$ -
	<i>Subtotal</i>	\$ (111,571)	\$ (138,641)

**SUMMARY OF SIGNIFICANT CHANGES FOR THE FY 2016/17 AND/OR FY 2017/18  
BUDGET**

**GENERAL FUND, CONTINUED**

<b>Public Works</b>	Reduce Public Works Director salary and benefits General Fund allocation to 25%	\$ (100,380)	\$ (103,391)
	Add Deputy Public Works Director position (55% allocation to General Fund)	\$ 110,000	\$ 113,300
	Freeze Public Works Facilities Manager position	\$ (176,252)	\$ (185,473)
	Reduce Public Works Supervisor salary and benefits General Fund allocation by 10%	\$ (14,000)	\$ (14,000)
	Add General Maintenance Worker position	\$ 80,239	\$ 82,646
	Purchase chipper trailer	\$ 35,000	\$ -
	Purchase pavement striping machine	\$ 10,000	\$ -
	<i>Subtotal</i>	\$ (55,393)	\$ (106,919)
<b>Police</b>	Add Records Specialist position	\$ 100,000	\$ 100,000
	Add a part-time Property & Evidence Clerk position (0.5 FTE)	\$ 30,000	\$ 30,000
	Add one Police Services Technician position	\$ 100,000	\$ 100,000
	Add two Bicycle/Traffic Officer positions	\$ 350,000	\$ 350,000
	Add sworn Community Policing Officer position	\$ 175,000	\$ 175,000
	Reduce Administration Services division overtime	\$ (130,000)	\$ (130,000)
	Reduce Field Services division overtime	\$ (200,000)	\$ (200,000)
	Purchase two automated handheld ticket machines	\$ 8,000	\$ -
	Maintenance costs for a new Computer Aided Dispatch/Records Management System	\$ -	\$ 30,000
	Emergency Services contractor	\$ 45,000	\$ -
	Purchase recovery room furniture	\$ 6,000	\$ -
	Purchase two electric bicycles	\$ 30,000	\$ -
	Purchase five reconnaissance cameras	\$ 7,000	\$ -
	<i>Subtotal</i>	\$ 521,000	\$ 455,000
<b>Community Services</b>	Remove Crossing Guards (not required after FY16)	\$ (25,000)	\$ (25,000)
	Add 275 part-time hours for After School Program Enrollment	\$ 4,400	\$ 4,532
	Add Adult Services Supervisor position	\$ 96,034	\$ 98,915
	Add 11,400 part-time hours due to increase in third party rentals at ECCL	\$ 183,000	\$ 188,490
	<i>Subtotal</i>	\$ 258,434	\$ 266,937

**SUMMARY OF SIGNIFICANT CHANGES FOR THE FY 2016/17 AND/OR FY 2017/18 BUDGET**

GENERAL FUND, CONTINUED

<b>Non-Departmental</b>	Remove Community Promotion grants; funding included in designated Community Program funds	\$ (50,000)	\$ (50,000)
	General benefit contributions to Property Based Improvement District to support the Emery Go-Round shuttle services	\$ 469,000	\$ 483,000
	Contributions to support Emeryville Childcare Center	\$ 470,000	\$ 570,000
	One-time transfer to Information Technology Fund to build up reserves to fund future projects	\$ 300,000	\$ -
	<i>Subtotal</i>	\$ 1,189,000	\$ 1,003,000
<b>Salaries &amp; Benefits</b>	2014-2016 Mid cycle new positions	\$ 614,704	\$ 643,490
	Unfunded pension liability	\$ 1,697,932	\$ 2,128,849
	Paid from Pension Trust	\$ -	\$ (1,100,000)
	<i>Subtotal</i>	\$ 2,312,636	\$ 1,672,339
<b>Professional Services</b>	Professional Services for anticipated major developments (plan checks, building inspections, etc.); costs will be offset by development fees	\$ 1,170,000	\$ -
	<i>Subtotal</i>	\$ 1,170,000	\$ -
<b>TOTAL</b>		<b>\$ 5,997,314</b>	<b>\$ 3,330,350</b>

**SUMMARY OF SIGNIFICANT CHANGES IN OTHER FUNDS:**

<b>FUND</b>	<b>PROGRAM</b>	<b>FY 17</b>	<b>FY 18</b>
<b>General Plan Maintenance Fund</b>	Economic Development staffing costs allocation for increased program activities	\$ 133,571	\$ 138,641
	<i>Subtotal</i>	\$ 133,571	\$ 138,641
<b>Affordable Housing Fund</b>	Homeless Programs – Shelter Beds	\$ 15,000	\$ 15,000
	<i>Subtotal</i>	\$ 15,000	\$ 15,000
<b>General Capital Improvement Fund</b>	Add Senior Civil Engineer position to support Capital Improvement Program	\$ 142,000	\$ 146,260
	Add Associate Civil Engineer position to support Capital Improvement Program	\$ 124,000	\$ 127,720
	Add Administrative Analyst position to support Capital Improvement Program	\$ 106,000	\$ 109,180
	Staffing costs allocation for Public Works Director and Deputy Public Works Director; lead implementation of Capital Improvement Program	\$ 172,850	\$ 178,036
	<i>Subtotal</i>	\$ 544,850	\$ 561,196
<b>Sewer Fund</b>	Adjust Public Works staffing costs allocation for Sewer Program	\$ 32,930	\$ 33,918
	Purchase portable generator	\$ 20,000	\$ -
	<i>Subtotal</i>	\$ 52,930	\$ 33,918
<b>Vehicle Replacement Fund</b>	Re-furbish Police Emergency Response vehicle	\$ 25,000	\$ -
	Purchase two new vehicles for Police Investigation division	\$ 35,000	\$ -
	Purchase ten police vehicle armor vests	\$ 11,000	\$ -
	Purchase fourteen cameras for police vehicles	\$ 5,000	\$ -
	Purchase two parking enforcement electric vehicles	\$ 45,000	\$ -
	<i>Subtotal</i>	\$ 121,000	\$ -
<b>Information Technology Fund</b>	Professional Services for Permit Tracking Project	\$ 20,000	\$ 10,000
	<i>Subtotal</i>	\$ 20,000	\$ 10,000
<b>TOTAL</b>		<b>\$ 887,351</b>	<b>\$ 758,754</b>

PROPOSED GENERAL FUND TRANSFERS FROM FY 2015-16 UNASSIGNED FUND BALANCE

<b>FUND</b>	<b>TRANSFERS</b>	<b>AMOUNT</b>
Community Programs (General Fund)*	To designate funds for Community Programs	\$320,000
	To designate funds for Homeless Outreach Program	\$80,000
Economic Development Fund 202*	To transfer three years of deposits to reserve fund to support economic development projects (5% Residual Tax Increment allocation)	\$739,000
Reserve for Economic Uncertainty 275*	To increase Economy Contingency Reserve Target to 50%.	\$17,568,000
Affordable Housing 299	To cover one-time mattress/bedding replacement costs for Homeless Programs	\$38,000
General Capital Fund 475	To establish an Infrastructure Reserve in the Capital Improvement Program	\$5,000,000
General Capital Fund 475	To contribute to the Art Center Capital Project - help provide location for community programs	\$1,000,000
Self Insurance/Dental Fund 610	To cover costs for self-insured dental plan	\$200,000
Accrued Benefits Fund 700	To cover accrued leave benefits (vacation, sick, etc.)	\$200,000
PERS Liability Fund 715*	To establish a Pension Trust Fund to pay down pension debt.	\$8,820,000
	<b>Total</b>	<b>\$33,965,000</b>

\* This is a sub-fund within the General Fund.

PROPOSED NON-GENERAL FUND TRANSFERS FROM FY 2015-16 FUND BALANCE

<b>FROM FUND</b>	<b>TO FUND</b>	<b>TRANSFERS</b>	<b>AMOUNT</b>
Vehicle Replacement Fund 660	General Fund 101	To transfer surplus fund back to General Fund to pay down pension debt	\$1,000,000
Vehicle Replacement Fund 660	Technology Fund 670	To use surplus fund to purchase a new Computer Aided Dispatch/Records Management System for Police Department	\$500,000
		<b>Total</b>	<b>\$1,500,000</b>



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