

City of Emeryville
Joint Meeting of Budget & Governance Committee and Budget Advisory Committee Minutes
July 13, 2016, 1:30 p.m.

Members Present:

Budget & Governance Committee

Jac Asher, Chair
Nora Davis, Vice Chair

Staff Present:

Carolyn Lehr, City Manager
Susan Hsieh, Finance Director
Michelle Strawson O'Hara, Finance Supervisor
Pedro Jimenez, Community Services Director

Budget Advisory Committee

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

Excused:

Brian Cross, Business Rep

1. **Roll Call:** The meeting was called to order at 1:30 p.m.
2. **Public Comments:** None
3. **Minutes from May 19, 2016 Meeting:** Approved
4. **Action Items:**
 - 4.1 **Review of Master Fee Schedule** – Consultant Stacey Shell from NBS presented the Master Fee Study conducted for the City of Emeryville.
 - Vice Chair Nora Davis recommended NBS prepare a comprehensive comparison of fees. Ms. Shell noted that a document is available showing the comparison of five neighboring jurisdictions. She cautioned that the document cannot necessarily provide a similar comparison to Emeryville as every jurisdiction has their own methods and philosophies on how to set their fees. Chair Jac Asher requested that a link to this document be included in the July 19, 2016 Council staff report.
 - The committee advised staff to change the Police department's medical marijuana delivery permit fee from a fixed amount of \$1,081 to an hourly rate (\$157 for non-sworn and \$276 for sworn).
 - Ms. Davis asked the committee to consider the burden on the General Fund and Emeryville taxpayers regarding the subsidy of the community service programs (i.e. fees kept low to ensure they are affordable to *non-residents*, in addition to residents).
 - Ms. Davis requested staff provide an estimate of total fees collected city-wide for the July 19th council meeting.
 - Ms. Davis requested Public Works to report on the fees collected for use of public right-of-way for the past 2-3 years at the July 19th council meeting.
 - 4.2 **Annual Investment Policy Update** - Finance Director, Susan Hsieh presented the report.
 - Ms. Davis expressed concern regarding the inclusion of commercial paper as an investment option. Both Ms. Davis and Ms. Asher recommended removing this option.
 - Vice Chair Benay Curtis-Bauer advised leaving the commercial paper in the policy but lowering the maximum investment to 10% (from 15%) and requiring the commercial paper investment to be diverse.
5. **Informational items:** None
6. **Future Agenda Items:** Ms. Quittel reminded members of her previous request for data regarding fees/taxes paid by Emeryville businesses. Ms. Lehr noted that she would need to

make a request to Council for a formal study as this information is not readily available. Furthermore, there would need to be clear justification for how the results would be used to benefit the City.

7. **Announcements/Member Comments:** None
8. **Adjournment:** The meeting was adjourned at 2:55 p.m.