PROPOSED

THE CITY OF EMERYVILLE

2012-13 & 2013-14 FISCAL YEAR BUDGET

Jennifer West, Mayor

Kurt Brinkman, Vice Mayor

Jac Asher, Councilmember

Ruth Atkin, Councilmember

Nora Davis, Councilmember

Submitted by:

Patrick O'Keeffe, City Manager

DRAFT

TABLE OF CONTENTS

Budget Message .....

Staff Summary 2

All Funds - Operating Budget 7

Budget Guide 9

General Fund Summary 13

Revenue 14

Departmental Operating Budgets

General Government

City Council 27

City Manager 30

City Clerk/Public Information Office 35

City Attorney 43

Litigation Fund 51

Administrative Services 53

Information Technology 57

Information Technology Fund 70

Finance 61

Human Resources 65

Development Services

Planning and Building 72

General Plan Maintenance Fee Fund 95

Economic Development & Housing 99

Community Development Block Grant (CDBG) Fund 111

Public Art Fund 113

Public Works 115

Sewer Operations Fund 135

Other Public Works Funds 141

TABLE OF CONTENTS ... continued

Public Safety

Police 153

Asset Seizure Funds 164

Supplemental Law Enforcement Services Fund 166

Fire and Emergency Services 168

Emergency Medical Service Fund 180

Community Services 183

Administrative Services 188

Youth and Adult Services 193

Child Development Center 203

Non-Departmental Budgets

Non-Department Services 210

Self-Insurance Programs/Internal Service Funds

Workers' Compensation 214

Dental 216

Unemployment 218

Accrued Benefits 220

Major Maintenance 222

Vehicle Replacement 224

Special Funds

PEG Program Fund 226

Reserve for Economic Uncertainty 228

Earthquake Insurance 230

Management of Emeryville Services Authority (MESA) 232

PERS Liability Fund 234

Property Based Improvement District 236

TABLE OF CONTENTS ... continued

Trust Funds

Post Employment Health Benefits Fund 238

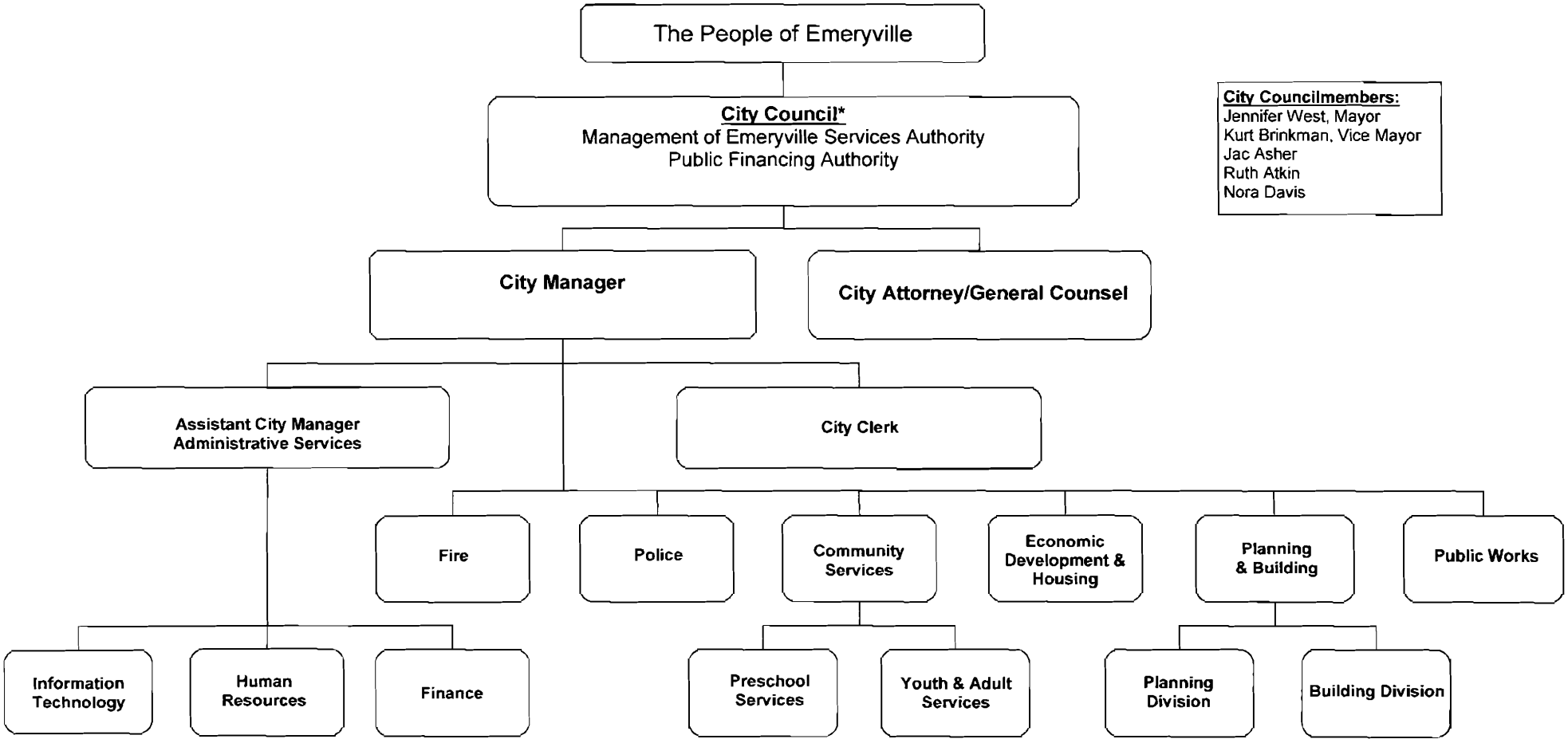
Pension Trust Fund 240

City Debt Service 242

Supplemental Information

Out of State Travel .....

City of Emeryville
Organizational Chart of City Departments



City Councilmembers:
Jennifer West, Mayor
Kurt Brinkman, Vice Mayor
Jac Asher
Ruth Atkin
Nora Davis

*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 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.

2012-13 AND 2013-14 FISCAL YEAR BUDGETS
STAFFING SUMMARY

Department	FY2011-12 Staffing	Position	FY 2012-13 Staff #	FY 2012-13 FTE	FY 2013-14 Staff #	FY 2013-14 FTE
City Manager						
Full-time Positions:	1.6	City Manager	1.0	1.0	1.0	1.0
		Assistant City Manager	1.0	0.2	1.0	0.2
		Assistant to the City Manager/City Clerk	1.0	0.2	1.0	0.2
		Executive Secretary/City Clerk Technician	1.0	0.2	1.0	0.2
		Total Positions	**4.0**	**1.6**	**4.0**	**1.6**
City Clerk						
Full-time Positions:	2.6	Assistant to the City Manager/City Clerk	1.0	0.8	1.0	0.8
		Deputy City Clerk	1.0	1.0	1.0	1.0
		Executive Secretary/City Clerk Technician	1.0	0.8	1.0	0.8
~~*Frozen Postion:*~~	~~.5 FTE~~	~~Intern~~	~~1.0~~	~~0.5~~	~~1.0~~	~~0.5~~
		Total Positions	**3.0**	**2.6**	**3.0**	**2.6**
City Attorney						
Full-time Positions:	3	City Attorney	1.0	1.0	1.0	1.0
		~~Assistant City Attorney~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
		Paralegal	1.0	1.0	1.0	1.0
		Total Positions	**2.0**	**2.0**	**2.0**	**2.0**

2012-13 AND 2013-14 FISCAL YEAR BUDGETS
STAFFING SUMMARY

Department	FY2011-12 Staffing	Position	FY 2012-13 Staff #	FY 2012-13 FTE	FY 2013-14 Staff #	FY 2013-14 FTE
Administrative Services:						
Information Technology						
Full-time Positions:	3	Information Systems Manager	1.0	1.0	1.0	1.0
		Information Systems Analyst II	1.0	1.0	1.0	1.0
		Information Systems Analyst I	1.0	1.0	1.0	1.0
		Total Positions	**3.0**	**3.0**	**3.0**	**3.0**
Finance						
Full-time Positions:	8	Chief Financial Officer	1.0	1.0	1.0	1.0
		Accounting Supervisor	1.0	1.0	1.0	1.0
		~~Accountant~~/Senior Accountant	1.0	1.0	1.0	1.0
		Accounting Technician II	2.0	2.0	2.0	2.0
		Accounting Technician I	2.0	2.0	2.0	2.0
		~~Office Assistant II (budgeted, vacant)~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
~~*Frozen Position:*~~	~~.5 FTE~~	~~Intern~~	~~1.0~~	~~0.5~~	~~1.0~~	~~0.5~~
		Total Positions	**7.0**	**7.0**	**7.0**	**7.0**
Human Resources						
Full-time Positions:	2.8	Assistant City Manager	1.0	0.8	1.0	0.8
		Human Resources Technician	1.0	1.0	1.0	1.0
		Office Assistant II (Confidential)	1.0	1.0	1.0	1.0
Permanent Part-time Positions:	.6 FTE	Management Analyst	1.0	0.9	1.0	0.9
		Total Positions	**4.0**	**3.7**	**4.0**	**3.7**
		Total Positions Administrative Services	**16.0**	**15.2**	**16.0**	**15.2**

2012-13 AND 2013-14 FISCAL YEAR BUDGETS
STAFFING SUMMARY

Department	FY2011-12 Staffing	Position	FY 2012-13 Staff #	FY 2012-13 FTE	FY 2013-14 Staff #	FY 2013-14 FTE
Planning and Building						
Full-time Positions:	9	Director of Planning and Building	1.0	1.0	1.0	1.0
		Senior Planner	1.0	1.0	1.0	1.0
		Associate Planner	1.0	1.0	1.0	1.0
		Assistant Planner	1.0	1.0	1.0	1.0
		Planning Technician	1.0	1.0	1.0	1.0
		Chief Building Official	1.0	1.0	1.0	1.0
		Building Inspector	1.0	1.0	1.0	1.0
		Building Permit Technician/Plan Checker	1.0	1.0	1.0	1.0
		Administrative Secretary	1.0	1.0	1.0	1.0
Part-time Positions:	1.5 FTE	Intern funded by General Plan Maintenance Fund	2.0	1.0	2.0	1.0
		PSE funded by General Plan Maintenance Fund	1.0	0.3	0.0	0.0
~~*Frozen Position:*~~		~~Senior Building Inspector~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
		Total Positions	**12.0**	**10.3**	**11.0**	**10.0**
Economic Development/Housing						
Full-time Positions:	6	Director of Economic Development/Housing	1.0	1.0	1.0	1.0
		Community and Economic Development Coordinator II	3.0	3.0	3.0	3.0
		~~Community Preservation Officer~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
		~~Office Assitant II~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
Permanent Part-time Positions:	.5 FTE	~~Community and Economic Development Coordinator I - Part Time~~	~~1.0~~	~~0.5~~	~~1.0~~	~~0.5~~
Part-time Positions:	1.0 FTE	~~Intern~~	~~0.0~~	~~0.0~~	~~0.0~~	~~0.0~~
		Total Positions	**4.0**	**4.0**	**4.0**	**4.0**

2012-13 AND 2013-14 FISCAL YEAR BUDGETS
STAFFING SUMMARY

Department	FY2011-12 Staffing	Position	FY 2012-13 Staff #	FY 2012-13 FTE	FY 2013-14 Staff #	FY 2013-14 FTE
Public Works						
Full-time Positions:	14	Director of Public Works	1.0	1.0	1.0	1.0
		Management Analyst	1.0	1.0	1.0	1.0
		Environmental Programs Analyst	1.0	1.0	1.0	1.0
		Senior Civil Engineer	1.0	1.0	1.0	1.0
		Public Works Superintendent	1.0	1.0	1.0	1.0
		Crew Chief	3.0	3.0	3.0	3.0
		Maintenance Worker	5.0	5.0	5.0	5.0
		Administrative Secretary	1.0	1.0	1.0	1.0
Permenant Part-Time Position:	0	Environmental Programs Specialist	1.0	0.5	1.0	0.5
Part-time Positions:	1.2 FTE	Intern	2.0	0.4	2.0	0.4
		PSE funded by Recycling Grant - limited term	0.0	0.0	0.0	0.0
Frozen Position:	1 FTE	~~Associate Civil Engineer~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
	1FTE	~~Maintenance Worker~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
		Total Positions	**17.0**	**14.9**	**17.0**	**14.9**
Police						
Full-time Sworn Positions:	38	Police Chief	1.0	1.0	1.0	1.0
		Police Captain	1.0	1.0	1.0	1.0
		Police Sergeant	8.0	8.0	8.0	8.0
		Police Officer	26.0	26.0	26.0	26.0
		Police Officer, partially grant funded	2.0	2.0	2.0	2.0
Full-time Unsworn Positions:	17	Civilian Commander	1.0	1.0	1.0	1.0
		Police Services Manager	1.0	1.0	1.0	1.0
		Police Service Technician	13.0	13.0	13.0	13.0
		Crime Analyst	1.0	1.0	1.0	1.0
		Information System Analyst II	1.0	1.0	1.0	1.0
Frozen Positions:	1 FTE	~~Police Officer~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
	1 FTE	~~Police Officer Trainee~~	~~2.0~~	~~1.0~~	~~2.0~~	~~1.0~~
	1 FTE	~~Police Service Technician~~	~~1.0~~	~~1.0~~	~~1.0~~	~~1.0~~
		Total Positions	**55.0**	**55.0**	**55.0**	**55.0**

2012-13 AND 2013-14 FISCAL YEAR BUDGETS
STAFFING SUMMARY

Department	FY2011-12 Staffing	Position	FY 2012-13 Staff #	FY 2012-13 FTE	FY 2013-14 Staff #	FY 2013-14 FTE
Community Services: (continued)						
Child Development						
Full-time Positions:	18	Child Development Center Manager	1.0	1.0	1.0	1.0
		Program Coordinator	1.0	1.0	1.0	1.0
		Teacher	15.0	15.0	15.0	15.0
		Cook	1.0	1.0	1.0	1.0
Permanent Part-time Positions:	.5 FTE	~~Teacher Aide Part Time *(not budgeted)*~~	~~1.0~~	~~0.5~~	~~1.0~~	~~0.5~~
Part-time Positions:	5.8	Teacher Substitute - Hourly	5.0	1.5	5.0	1.5
		Teacher Aide Part Time - Hourly	18.0	2.4	18.0	2.4
		~~Child Development Aide~~	~~0.0~~	~~0.0~~	~~0.0~~	~~0.0~~
		Total Positions Child Development	**41.0**	**21.9**	**41.0**	**21.9**
		Total Positions Community Services	**91.0**	**43.8**	**91.0**	**43.8**
Total Elected Officials				**5.0**		**5.0**
Total Full-time Staff Positions			**133.0**	**130.0**	**133.0**	**130.0**
Total Permanent Part-time FTE Positions			**2.0**	**1.4**	**2.0**	**1.4**
Total Part-time FTE Staff Positions			**67.0**	**16.5**	**66.0**	**16.2**
Total			**202.0**	**147.8**	**201.0**	**147.6**

Budget Summary - All Operating Funds
Budgeted Expenditures - 2012-13 Fiscal Year

Fund Number	City of Emeryville	Gross Budget	Less Operating Transfers Out	Net Budget
101	General Fund	28,167,700	(1,809,000)	26,358,700
205	CDBG Fund	113,700		113,700
210/211	Asset Seizure funds	-	-	-
220	Gas Tax Fund	270,000	(270,000)	-
225	General Plan Maintenance Fee Fund	426,500	(16,200)	410,300
230	Child Development Fund	1,520,800	(82,700)	1,438,100
235	PEG Program Fund	34,700		34,700
240	Measure B Fund	71,100	(7,000)	64,100
243	Public Art Fund	149,600	-	149,600
251	Urban Forestry Fee Fund	13,000		13,000
252	Supplemental Law Enforcement Svc Fund	100,000		100,000
254	Grant Fund	1,000		1,000
258	Emergency Medical Service Fund	182,000	-	182,000
266	Measure D Fund	25,000	-	25,000
270	Litigation Fund	300,000	-	300,000
275	Reserve for Economic Uncertainty	-		-
277	Earthquake Insurance	-		-
295	MESA Fund	-	-	-
510	Sewer Operations Fund	833,900	(105,800)	728,100
600	Workers Compensation Fund	921,900	-	921,900
610	Self Insurance/ Dental Fund	209,200	-	209,200
620	Unemployment Fund	60,000	-	60,000
650	Major Maintenance Fund	125,400	-	125,400
660	Vehicle Replacement Fund	485,300	-	485,300
670	Technology Fund	290,400	-	290,400
700	Accrued Benefits Fund	205,000	-	205,000
710	Post-Employment Health Benefits Fund	819,500	-	819,500
712	Pension Trust Fund	30,000	-	30,000
715	PERS Liability Fund	-	-	-
805	Property Based Improvement District	2,671,300	-	2,671,300
810	San Pablo Avenue Street Lighting	2,400	-	2,400
	Total City of Emeryville Budget	**38,029,400**	**(2,290,700)**	**35,738,700**

Budget Summary - All Operating Funds
Budgeted Expenditures - 2013-14 Fiscal Year

Fund Number	City of Emeryville	Gross Budget	Less Operating Transfers Out	Net Budget
101	General Fund	28,975,100	(1,959,700)	27,015,400
205	CDBG Fund	69,400	-	69,400
210/211	Asset Seizure funds	-		-
220	Gas Tax Fund	270,000	(270,000)	-
225	General Plan Maintenance Fee Fund	397,700	(15,700)	382,000
230	Child Development Fund	1,555,500	(83,700)	1,471,800
235	PEG Program	-		-
240	Measure B Fund	71,100	(7,000)	64,100
243	Public Art Fund	149,600		149,600
251	Urban Forestry Fee Fund	13,000		13,000
252	Supplemental Law Enforcement Svc Fund	100,000		100,000
254	Grant Fund	1,000		1,000
258	Emergency Medical Service Fund	182,000	-	182,000
266	Measure D Fund	25,000	-	25,000
270	Litigation Fund	300,000		300,000
275	Reserve for Economic Uncertainty	-		-
277	Earthquake Insurance	-		-
295	MESA Fund	-	-	-
510	Sewer Operations Fund	837,700	(105,900)	731,800
600	Workers Compensation Fund	928,200		928,200
610	Self Insurance/ Dental Fund	209,200		209,200
620	Unemployment Fund	60,000	-	60,000
650	Major Maintenance Fund	125,400	-	125,400
660	Vehicle Replacement Fund	163,700	-	163,700
670	Technology Fund	124,200	-	124,200
700	Accrued Benefits Fund	205,000	-	205,000
710	Post-Employment Health Benefits Fund	825,500	-	825,500
712	Pension Trust Fund	33,600	-	33,600
715	PERS Liability Fund	-	-	-
805	Property Based Improvement District	2,802,000	-	2,802,000
810	San Pablo Avenue Street Lighting	-	-	-
	Total City of Emeryville Budget	**38,423,900**	**(2,442,000)**	**35,981,900**

BUDGET GUIDE

The City of Emeryville's Budget for 2012-13 and 2013-14 Fiscal Year describe the City's operating funds, including proposed revenue and expenditure appropriations for these funds. 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. In the revenue area:

- Redevelopment Agency operations ceased effective February 1, 2012. As a result, the reimbursement to the City from the Agency ended. Anticipated administrative cost reimbursements as well as estimated increases in property taxes have been included based on the most current information available at the time this budget was prepared. Administrative cost reimbursement is anticipated to be $510,000 in each fiscal year and property tax increases are expected to be approximately $200,000 each year.
- In addition to the increase in business license taxes from the voter approved increase in November 2011, there has been recovery in some of the City's key revenues (taxes). However, economic growth is expected to be flat in fiscal year 2012-13 and projected revenues reflect that assumption. Thereafter, a modest revenue recovery is budgeted for fiscal 2013-14.
- The budget assumes that there are no material state takeaways in the State budget for fiscal years 2012-13 and 2013-14. Notwithstanding, the City continues to hold an Economic Uncertainty Fund to address potential deviations from this assumption.
- Business relocations out of Emeryville are offset by business additions into Emeryville.
- Average portfolio interest rates are estimated at 1.0% in each fiscal year as interest rates are expected to continue at record lows as the Federal Reserve announced the federal funds borrowing rate would remain between 0.00%-0.25% until late 2014.

In the expenditure area:

- With the dissolution of the Emeryville Redevelopment Agency, several reductions are incorporated into this two-year budget; the most significant are summarized below:

Depart/Division	Program/Service	FY13 Reduction	FY14 Reduction
ASD – Info Tech	Shared IT Svcs with Albany	40,200	41,000
	Absorb IT related maintenance costs in IT Fund, decreasing costs to the General Fund	66,200	71,200
ASD – Finance	Eliminate FT Office Assistant II less increase in temporary services for part-time/seasonal needs	49,400	51,600
	Reduction in professional services/training	32,400	32,400
	Eliminate bicycle messenger service	16,600	16,600
City Attorney	Eliminate Assistant City Attorney less increase in professional services	81,700	93,400
Planning	Increase allocation to General Plan Fee fund/eliminate contract planner charged to GP	45,600	45,600
Economic Dev & Hsg	Staff reductions: OAII, Community Preservation Officer, PT Econ Dev Coordinator, Interns	267,000	269,800
	Eliminate community promotions grants due to loss of redevelopment funding (included in potential add backs)	58,500	58,500
	Move Celebration of the Arts funding to the Art Fund	30,000	30,000
Fire	Contract services with Alameda County Fire	540,000	448,000
Public Works	Increase salary allocation to Sewer fund to reflect increased level of sewer work	58,700	62,600
Community Svcs	Eliminate PT Sr Case Manager	34,200	34,200
	Reduction in pool activities due to construction at pool site	59,000	75,000
Police	Eliminate Red Light Cameras, net savings	200,000	200,000
	Total	1,579,500	1,529,900

- Programs previously funded from the Redevelopment Agency have been eliminated and are summarized below:

Department	Program/Service	FY13 Reduction	FY14 Reduction
Emeryville Redevelopment Agency	Environmental Oversight (Susan Colman)	10,000	10,000
	Lobbyist (Townsend), partial reduction	20,000	20,000
	Anderson & Assoc	125,000	125,000
	Housing Rehab Inspections (Robert Haun)	15,000	15,000
	Concrete Buy-back	200,000	200,000
	Fencing Program	132,000	132,000
	Housing Rehab Grants	208,000	208,000
	Rebuilding Together	15,000	15,000
	Total	725,000	725,000

- Labor cost increases are based on existing bargaining agreements. All bargaining units are under contract through this two-year budget cycle.
- Fire services are anticipated to be contracted to Alameda County Fire Department effective July 1, 2012. A 3% increase is assumed in the second year per the contract with ACFD.
- Health insurance premiums are estimated to increase 10% annually.
- Departments are generally holding non-labor expenditures to the same level as the current amended Fiscal Year 2011-12 budget. However, there are increases in program costs included for several departments. The following table summarizes these additions:

Depart/Division	Program/Service	FY13 Additions	FY14 Additions
City Council	City Council Initiatives	10,000	10,000
Public Info Office	Portions of contracts for broadcasting meetings and ENEWS previously funded by RDA	63,000	63,000
	Additional Community Outreach	11,600	11,600
	Broadcasting of Oversight Board meetings	5,000	5,000
Economic Development	Professional services including fiscal analysis for family housing, parking fee feasibility, alternative financing strategies, Chamber of Commerce, Lobbyist, Foreclosure Workshops	235,600	242,600
Non-Departmental	Additional amounts for utilities, insurance, PBID (Emery Go Round)and ACAP expenses per recent experience	141,900	285,000
Public Works	Add New Environmental Pgms Specialist	42,000	44,400
	Increases for landscape, tree planting and public parking maintenance	37,600	37,600
Community Svcs	Portions of contracts for Activities Guide previously funded by RDA	36,500	36,500
	Fund FT Office Assistant II	35,300	39,800
	Increase janitorial services for rentals	5,200	5,200
	Total	623,700	780,700

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 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. *[Budget Message to be included in May Hearing draft budget]*

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 estimated revenue and expenditures for 2011-12 fiscal year, and estimated revenue and proposed expenditures for the 2012-13 and 2013-14 fiscal years. Fund balance information is provided in the categories of Actual at June 30, 2011 and Estimated at June 30, 2012, June 30, 2013 and June 30, 2014.

Departmental Operating Budgets

This section is further divided into the categories of General Government, Development Services, Public Works, Public Safety, and Community Services. 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 2012-13 and 2013-14 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.

Non-Departmental Budgets

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

Supplemental Information

This section identifies the proposed out of State travel *[to be provided in the May hearing draft].* It also provides any additional or supplemental information.

2012-13 & 2013-14 Operating Budgets

Fund Summary - General Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Taxes	$ 21,417,767	$ 19,994,141	$ 22,976,500	$ 23,046,000	$ 23,430,200
Franchises	1,306,909	1,224,022	1,502,300	1,444,400	1,444,400
Grants	471,810	514,714	279,800	408,800	210,600
Investment Earnings	(253,239)	391,500	87,800	61,100	64,100
Rentals and Leases	367,471	404,301	426,200	451,100	465,800
Licenses and Permits	2,123,344	1,397,603	2,194,700	1,235,700	1,235,900
Fines	724,552	885,000	685,000	685,000	685,000
Charges for Service	374,288	412,879	380,800	431,800	422,600
Other Revenue	425,014	420,314	750,000	950,400	956,400
Interfund	3,240,797	3,410,722	2,082,100	338,500	338,500
Total Revenues	**$ 30,198,713**	**$ 29,055,196**	**$ 31,365,200**	**$ 29,052,800**	**$ 29,253,500**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
City Council	$ 144,590	$ 147,506	$ 141,800	$ 154,000	$ 156,900
City Manager	394,714	396,622	367,300	382,900	387,900
City Clerk/PIO	378,572	386,658	420,100	446,900	489,200
City Attorney	541,625	584,384	541,100	479,200	488,300
Administrative Services	1,866,132	2,029,800	1,842,400	1,882,100	1,930,000
Planning and Building	2,490,305	1,805,650	2,159,900	1,691,300	1,714,900
Economic Development	943,049	1,114,830	1,041,400	879,700	907,600
Public Works	2,458,197	2,763,905	2,785,700	2,554,900	2,652,800
Non-Departmental Operations*	2,340,708	1,973,661	2,173,500	2,051,600	2,188,300
Police	9,476,405	9,972,292	9,597,400	10,100,300	10,299,700
Fire	5,366,929	5,939,670	5,417,900	5,453,400	5,679,600
Community Services	1,704,961	2,069,541	1,808,800	2,078,400	2,074,900
Total Expenditures	**$ 28,106,187**	**$ 29,184,519**	**$ 28,297,300**	**$ 28,154,700**	**$ 28,970,100**

* Mid-year reserve transfers are not included

Total Revenues less Total Expenditures	**$ (129,323)**	**$ 3,067,900**	**$ 898,100**	**$ 283,400**

Fund Balance Summary	
Unassigned Fund Balance, June 30, 2011	$ 8,742,089
Estimated Unassigned Fund Balance, June 30, 2012	11,809,989
Estimated Unassigned Fund Balance, June 30, 2013	12,708,089
Estimated Unassigned Fund Balance, June 30, 2014	12,991,489

FUND 101 - GNERAL FUND
FUNCTION A - GENERAL FUND

FUND/ DIV	ACCT	TITLE	2009-10 Actual	2010-11 Actual	2011-12 Budget as Amended	2011-12 Estimate to Complete	2012-13 Estimate	2013-14 Estimate
101	41000	PROP TAX CURRENT SECURED	545,902	443,557	509,085	522,800	522,800	522,800
101	41050	PROPERTY TAX PENALTIES	83,831	26,856	55,761	27,000	27,000	27,000
101	41100	PROP TX CURRENT UNSECURED	476,571	477,726	451,304	450,000	450,000	450,000
101	41200	PROP TAX PRIOR SECURED	305,149	222,497	293,000	205,000	205,000	205,000
101	41300	PROP TX PRIOR UNSECURED	1,234	(6,512)	6,753	17,000	6,000	6,000
101	41310	PASS THRU TAX PAYMENTS	366,414	150,852	275,400	267,000	467,000	467,000
101	41350	V.L.F IN LIEU	665,517	662,256	644,886	617,000	617,000	617,000
101	41400	SUPPLEMENTAL PROPERTY TAX	(33,392)	(71,567)	(25,875)	61,000	-	-
101	41420	ST HMOWNRS PROP TX RELIEF	78,687	78,579	80,367	78,600	78,600	78,600
101	42000	SALES AND USE TAX	4,097,583	4,785,005	4,044,349	4,902,000	4,975,400	5,074,900
101	42050	TRIPLE FLIP	1,145,561	1,771,517	1,543,667	1,957,900	1,885,300	1,923,000
101	42100	SALES TAX-PUBLIC SAFETY	35,042	36,461	35,700	32,500	33,200	33,900
101	43000	BUSINESS LICENSE TAX	2,990,346	2,867,126	2,878,930	3,592,700	3,664,600	3,737,900
101	43100	BUS LICENSE TAX-CARD ROOM	2,250,668	2,267,783	2,300,000	2,400,000	2,300,000	2,300,000
101	43200	BUS LIC TAX - COMM RENT	664,756	570,429	433,582	590,000	601,800	613,800
101	43500	BUS LICENSE IN LIEU	23,547	18,139	13,000	23,000	18,000	18,000
101	44000	TRANSIENT OCCUPANCY TAX	3,298,492	3,598,234	3,366,000	4,115,400	4,100,000	4,200,000
101	45000	UTILITIES USERS TAX	3,121,859	2,837,518	2,964,773	3,090,000	3,047,300	3,108,300
101	46100	REAL PROP TRANSFER TAX	38,744	616,260	68,250	15,600	35,000	35,000
101	46400	IN LIEU OF TAXES	12,186	14,079	11,976	12,000	12,000	12,000
101	46500	ST MOTOR VEH IN LIEU TAX	29,689	50,972	43,233	-	-	-
TAXES Total			20,198,384	21,417,767	19,994,141	22,976,500	23,046,000	23,430,200
101	50000	FRANCHISES	892,299	995,422	932,000	1,192,800	1,139,400	1,139,400
101	50010	CABLE FRANCHISE	150,604	161,487	142,022	155,000	155,000	155,000
101	50015	ENVIRONMENTAL PROGRAMS-WM	-	150,000	150,000	154,500	150,000	150,000
FRANCHISES Total			1,042,903	1,306,909	1,224,022	1,502,300	1,444,400	1,444,400
101	51100	COUNTY GRANT SENIOR CENT	23,304	23,304	23,460	23,500	23,500	23,500
101	51400	OTHER FEDERAL GRANTS	70,878	181,493	-	77,500		
101	51400	OTHER FEDERAL GRANTS	-	98,864	302,306	-	200,000	
101	53200	P.O.S.T. REIMBURSEMENTS	22,932	17,040	25,000	18,000	18,000	18,000
101	53250	SB 90 STATE MANDATED COST	3,985	4,525	5,660	-	5,700	5,700
101	53660	PROP 49 GRANT	75,000	39,726	75,000	75,000	75,000	75,000
101	53680	ALCO-AMR PARAMED FUNDING	62,466	105,359	83,288	85,800	86,600	88,400
101	55300	OTHER GRANTS	-	1,500	-	-		
GRANTS AND SUBSIDIES Total			259,924	471,810	514,714	279,800	408,800	210,600
101	56000	INVESTMENT EARNINGS	421,799	395,310	389,000	87,800	61,700	65,900
101	56050	GAIN ON INVESTMENTS	-	-	2,500	-		
101	56100	INTEREST INCOME	6,251	2,804	-	800		
101	56900	MARKET VALUE ADJUSTMENT	304,215	(651,353)	-	-		
INVESTMENT EARNINGS Total			732,266	(253,239)	391,500	88,600	61,700	65,900

FUND 101 - GNERAL FUND
FUNCTION A - GENERAL FUND

FUND/ DIV	ACCT	TITLE	2009-10 Actual	2010-11 Actual	2011-12 Budget as Amended	2011-12 Estimate to Complete	2012-13 Estimate	2013-14 Estimate
101	57100	RENTS-REVENUE BASED	181,249	175,018	180,476	180,000	180,000	180,000
101	57200	RENTS - SHORT-TERM	25	25	50	-		
101	57200	RENTS - SHORT-TERM	-	29,220	24,500	40,000	50,000	60,000
101	57200	RENTS - SHORT-TERM	13,757	(2,645)	-	-		
101	57200	RENTS - SHORT-TERM	9,522	(2,396)	-	-		
101	57500	BILLBOARD/ANTENNA REVENUE	109,551	110,050	143,638	143,900	157,300	160,500
101	57500	BILLBOARD/ANTENNA REVENUE	24,184	55,388	53,000	59,700	61,200	62,700
101	57550	PARKING LOT LEASE	2,722	2,811	2,637	2,600	2,600	2,600
RENTALS AND LEASES Total			385,971	367,471	404,301	426,200	451,100	465,800
101	58200	BUILDING PERMITS	1,022,582	660,680	430,000	472,500	390,000	390,000
101	58210	ADMIN REIMB-SB 1473 10%	461	391	215	200	200	200
101	58220	ADM FEE BLDG-SEWER	-	-	-	700	500	500
101	58230	BLDG PERMIT-SEWER	-	-	-	1,200	1,500	1,500
101	58250	PLUMBING PERMITS	180,249	98,195	80,000	66,000	70,000	70,000
101	58300	ELECTRICAL PERMITS	213,459	118,072	90,000	98,500	80,000	80,000
101	58330	PVSOLAR - 10-50KW		250	-	500	1,800	1,800
101	58350	MECHANICAL PERMITS	169,067	80,269	70,000	68,800	60,000	60,000
101	58360	COMMUNITY EVENTS PERMIT	670	1,819	860	700	1,000	1,200
101	58370	PUBLIC WORKS PERMITS	9,082	46,772	5,000	20,000	5,000	5,000
101	58380	TITLE 24 ENERGY REV. FEES	139,024	43,456	60,000	172,300	50,000	50,000
101	58400	PLAN CHECKING	603,604	416,716	360,000	985,600	340,000	340,000
101	58410	FIRE PLAN CHECKING FEES	352,813	133,517	132,000	67,300	75,000	75,000
101	58422	OT INSPECTIONS	-	492	-	-	500	500
101	58426	UTILITY RECONNECT INSPECT	-	-	-	500	500	500
101	58428	PRE-SUBMITTAL MEETING	448	226	448	-	500	500
101	58430	MICROFILM FEES	10,602	6,780	5,900	4,600	4,500	4,500
101	58434	ALT METHOD/MATLS REQUEST	143	3,146	1,716	4,400	2,000	2,000
101	58436	TEMP CERT OF OCCUPANCY	1,380	928	1,840	4,300	2,000	2,000
101	58438	METER RELEASE	3,910	1,160	2,760	2,000	2,000	2,000
101	58442	ASSIGN ADDRESS (PROP/BUS)	336	677	224	1,000	800	800
101	58460	FIRE ANNUAL INSPECT. FEE	13,851	(1,812)	23,000	6,000	6,000	6,000
101	58600	ENG FEES INSPEC & OTHER	1,542	-	3,000	-		
101	58750	PLANNING FEES	67,584	34,603	40,000	40,000	40,000	40,000
101	58760	PLANNING REIMBURSEMENTS	314,100	88,668	-	20,000		
101	58780	PUBLIC WORKS REIMBURSABLE	89,887	7,089	-	55,000	-	-
101	58800	ALARM PERMITS	2,607	1,563	3,000	2,000	2,000	2,000
101	58850	BUS LIC APPLICATION FEE	39,307	33,302	26,000	31,000	30,000	30,000
101	58950	ZONING COMPLIANCE FEES	260	-	260	-	300	300
101	59000	STRONG MOTION FEES	585				-	-
101	59050	CARDROOM APPLICATION FEES	1,080	1,080	1,080	1,300	1,300	1,300
101	59100	CARDROOM PERMIT FEES	47,170	54,738	50,000	50,000	50,000	50,000
101	59150	TAXICAB PERMIT FEES	4,876	5,640	3,500	12,000	12,000	12,000
101	59160	CATERING TRUCK PERMIT	2,324	3,951	2,000	3,000	3,000	3,000
101	59200	MASSAGE PERMIT FEES	4,408	2,011	2,300	1,000	1,000	1,000
101	59240	RES/BUS PARKING PERMITS	1,886	2,137	2,000	2,000	2,000	2,000
101	59400	OTHER LICENSES & PERMITS	-	-	200	-		
101	59400	OTHER LICENSES & PERMITS	510	540	300	300	300	300
101	59900	CONTRA BUILDING FEES	(277,932)	276,289	-	-		
LICENSES, PERMITS & FEES Total			3,059,797	2,123,344	1,397,603	2,194,700	1,235,700	1,235,900

FUND 101 - GNERAL FUND
FUNCTION A - GENERAL FUND

FUND/ DIV	ACCT	TITLE	2009-10 Actual	2010-11 Actual	2011-12 Budget as Amended	2011-12 Estimate to Complete	2012-13 Estimate	2013-14 Estimate
101	60300	PARKING CITATIONS	192,659	150,575	185,000	185,000	185,000	185,000
101	60400	VEHICLE CODE FINES	630,793	573,977	700,000	500,000	500,000	500,000
FINES, FORFEITS, PENALTIES Total			823,452	724,552	885,000	685,000	685,000	685,000
101	61050	FUEL SALES	343,701	-	10,000	-		
101	61300	SPEC POLICE DEPT SERVICES	26,497	41,382	25,000	25,000	25,000	25,000
101	61350	SPEC FIRE DEPT SERVICES	1,081	1,227	100	500	500	500
101	61450	SUMMER RECREATION PROGRAM	33,585	43,388	38,580	40,000	45,000	45,000
101	61480	EXTENDED DAY CARE PROGRAM	86,216	131,368	114,329	108,000	115,000	115,000
101	61660	SWIMMING LESSONS	10,048	16,693	12,128	10,300	3,000	-
101	61670	PUBLIC SWIM CHARGES	3,415	4,111	3,249	7,000	3,000	-
101	61680	FIELD TRIPS	104,648	96,028	121,275	150,000	160,000	160,000
101	61690	YOUTH SPORTS	2,125	3,146	2,205	2,000	2,000	2,000
101	61700	ADULT SPORTS	-	485	2,000	2,100	2,000	800
101	61730	RECREATION SPECIAL EVENTS	-	580	1,000	500	2,000	3,000
101	61730	RECREATION SPECIAL EVENTS	593	91	700	-		
101	61750	RECREATION FEE CLASSES	8,873	9,860	61,428	2,300	40,000	40,000
101	61800	NUTRITION-CONGREGATE MEAL	1,997	1,845	2,300	2,100	2,300	2,300
101	61810	NUTRITION-MEALS ON WHEELS	1,114	623	1,100	-	-	-
101	61850	SENIOR CENTER FEE CLASSES	177	6,054	10,375	14,800	15,000	15,000
101	61900	SENIOR CENTER SPCL EVENTS	3,973	4,928	4,410	2,000	2,000	2,000
101	61950	TRANSIT PASSES	1,934	2,373	2,700	4,200	3,000	-
101	61960	MEMBERSHIP DUES	-	10,107	-	10,000	12,000	12,000
CHARGES FOR CURRENT SVCES Total			631,691	374,288	412,879	380,800	431,800	422,600
101	62010	PHOTOCOPYING	252	38	100	100	100	100
101	62015	PLANS COPY REQUESTS	672	339	448	400	200	200
101	62020	SPECIAL EVENT INSURANCE	3,115	2,981	2,000	2,700	5,000	6,000
101	62030	ONLINE CONVENIENCE FEES	(490)	(50)	-	-		
101	62030	ONLINE CONVENIENCE FEES	-	(168)	-	-	100	100
101	62030	ONLINE CONVENIENCE FEES	(171)	(202)	-	-		
101	62300	DAMAGE TO PROPERTY	-	1,483	-	-		
101	62490	CHIRON MITIGATION-POLICE	80,000	80,000	80,000	80,000	80,000	80,000
101	62575	IT SERVICE REIMBURSEMENT				14,200	40,200	41,200
101	62600	DONATION	-	-	1,500	1,500		
101	62600	DONATION	-	1,814	-	-		
101	62650	OTHER REVENUE	1,623	175	-	-		
101	62650	OTHER REVENUE	530	256	318	200	200	200
101	62650	OTHER REVENUE	5,472	4,580	-	2,700		
101	62650	OTHER REVENUE	-	3,572	-	-		
101	62650	OTHER REVENUE	6,680	1,612	-	300		
101	62710	DUI REVENUE	6,329	5,637	6,500	5,000	5,000	5,000
101	62940	ADMIN REIMB-BAY/SM DISTR	11,500	11,500	11,500	11,500	11,500	11,500
101	62950	ADMIN REIMB-EBAYBR DISTR	2,400	2,400	2,400	2,400	2,400	2,400
101	63300	CHIRON MITIGATN SVC FEES	277,078	281,020	284,048	285,000	289,000	293,000
101	63370	ADMINISTRATIVE FEES	-	-	3,000	312,500	510,000	510,000
101	63370	ADMINISTRATIVE FEES	5,000	22,151	12,500	1,100	1,100	1,100
101	63370	ADMINISTRATIVE FEES	-	875	-	400	600	600
101	63520	SCHOLARSHIPS	-	-	-	25,000		
101	63530	ADMIN REIMB-PBID	5,000	5,000	5,000	5,000	5,000	5,000
101	63550	REIMBURSEMENTS	-	-	11,000	-		
OTHER REVENUE Total			433,703	425,014	420,314	750,000	950,400	956,400

FUND 101 - GNERAL FUND
FUNCTION A - GENERAL FUND

FUND/ DIV	ACCT	TITLE	2009-10 Actual	2010-11 Actual	2011-12 Budget as Amended	2011-12 Estimate to Complete	2012-13 Estimate	2013-14 Estimate
101	69100	INTERFD RCPT FROM REDEV	2,100,000	2,100,000	2,100,000	1,225,000		
101	69110	INTRFD RECPT FM GEN PLAN	9,800	10,000	10,000	10,000	10,000	10,000
101	69150	INTERFD RCPT-RED/DEP 1800	889,334	918,797	1,088,722	635,100	-	-
101	69600	INTERFUND RECEIPT-GAS TAX	150,000	150,000	150,000	150,000	270,000	270,000
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	-	-
101	69810	INTERFD RCPT MEASURE B.	7,000	7,000	7,000	7,000	7,000	7,000
INTERFUND REVENUES Total			3,211,134	3,240,797	3,410,722	2,082,100	338,500	338,500
GENERAL FUND Total			**30,779,225**	**30,198,713**	**29,055,196**	**31,366,000**	**29,053,400**	**29,255,300**

FINANCIAL SUMMARY

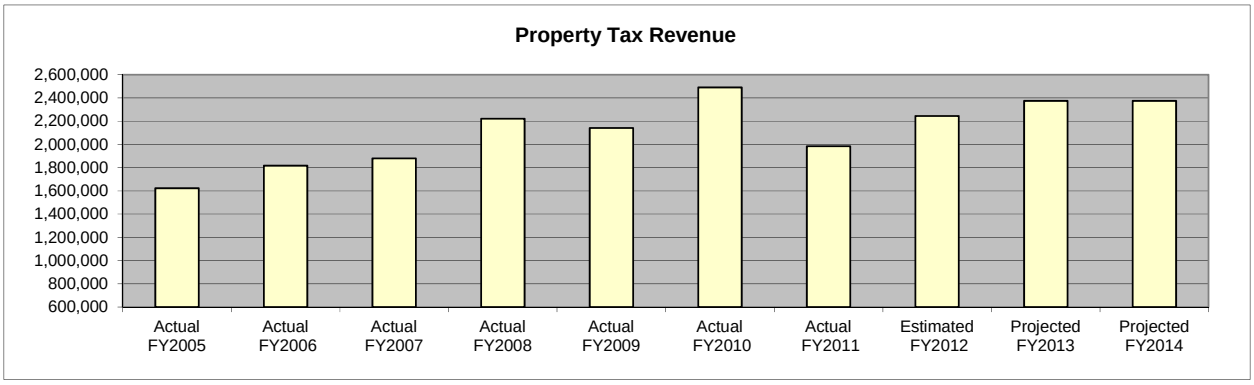
GENERAL FUND

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 (approximately 80%). 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

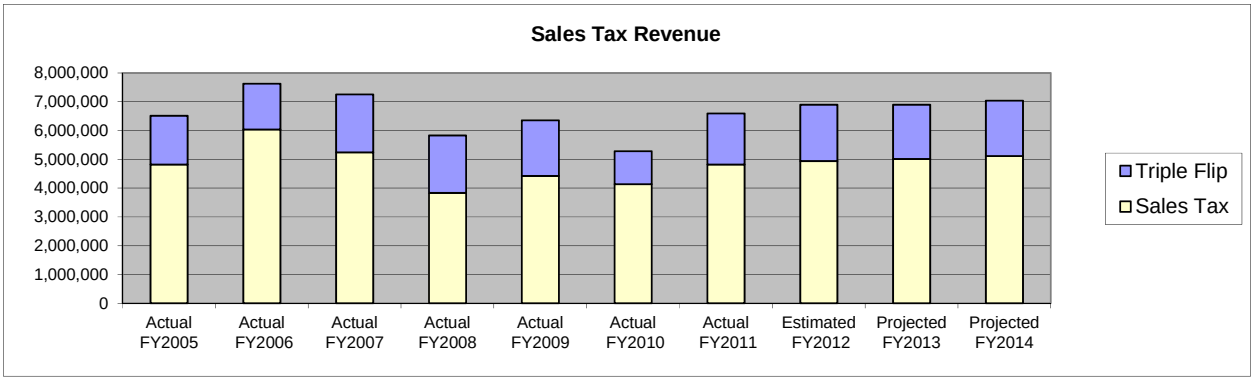
Taxes

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, AB 1290 pass through, and Property Tax in Lieu of Vehicle License Fee. Since the 1992-93 fiscal year, the State has shifted local property taxes away from cities to schools as a mechanism for reducing the State's requirement to fund schools. This property tax shift has resulted in an ongoing annual loss of property taxes to the City of Emeryville of over $300,000 with a cumulative ERAF (Educational Revenue Augmentation Fund) loss totaling $5.0 million. While Proposition 1A, passed by the voters in November 2004 does generally protect Cities from future new property tax shifts from the State, there are certain exceptions including severe fiscal hardship. For the ten year period depicted below, property taxes peaked in FY 2010 at $2.5 million. These revenues dropped by approximately $500,000 in the following year due to property value reassessments and declines in sales prices, primarily in the commercial sector. Based on information provided by the County's Assessor's Office, the majority of property value assessments have been processed and no significant reassessments are anticipated. However, property values remain stagnant and are not expected to improve in the short term. As a result, projected Property Tax revenues are expected to be $2.4 million for each upcoming two fiscal years. The slight increase over FY 2012 results from an additional $200,000 anticipated due to the dissolution of redevelopment as more property tax revenues will be distributed to the taxing entities, including the City's General Fund.



Sales Taxes. The following chart depicts the volatility experienced with the sales tax revenue over ten years. Sales taxes peaked in 2000-01 at just under $8.0 million, declined for a few years, showed strength again in 2005-06 and then declined for the next few years with a low in 2009-10 at

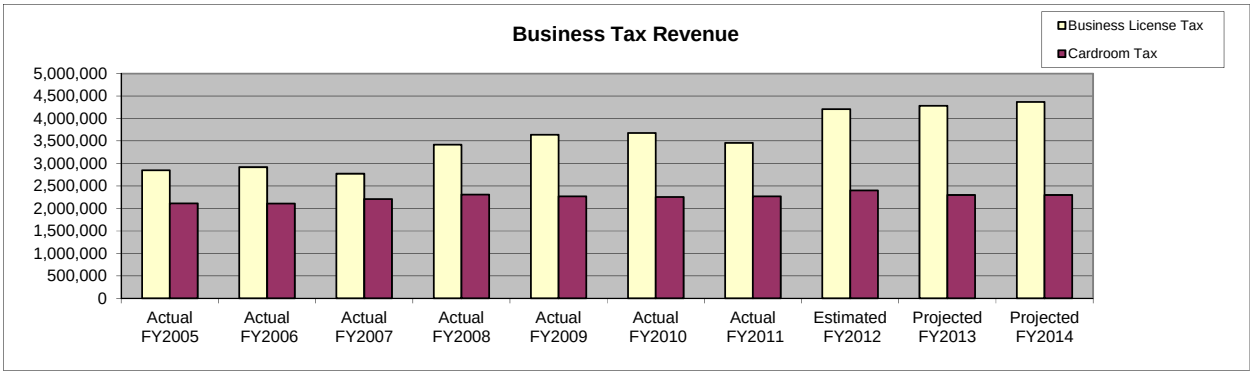
$5.3 million. This volatility reflects the sensitivity to consumer spending for this top revenue of the City's General fund. Revenues are projected at $6.9 million in the current fiscal year and in fiscal year 2012-13, increasing slightly to $7.0 million in fiscal year 2013-14. A component of sales tax is the Triple Flip (the State's backfill of ¼¢ local sales tax pledged in 2004 to repay State Bonds). The backfill payments are based on estimates, and there is a true-up adjustment each year based on actual receipts. The budget also includes an estimate of $33,000 and $34,000 for fiscal years 2012-13 and 2013-14 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.



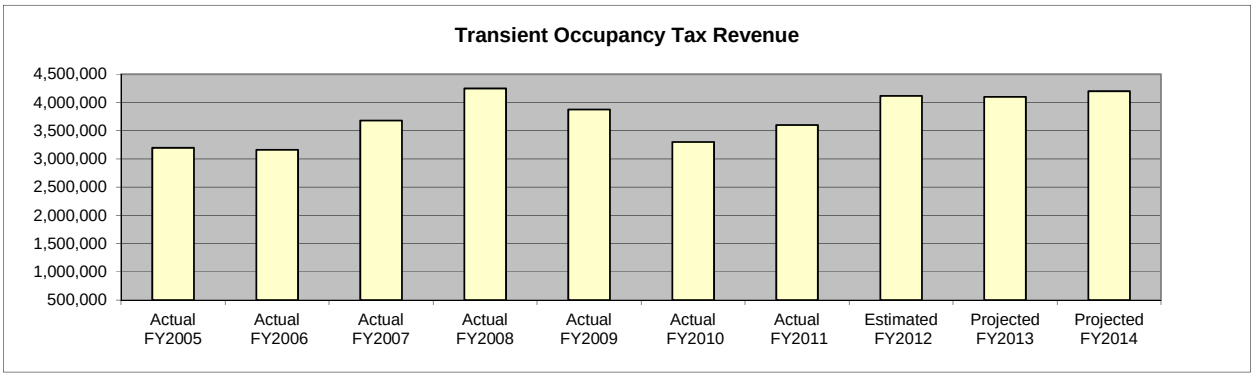
Business License Taxes. An increase to the business license tax rate, from .08% to .10%, and the maximum amount of tax paid annually, from $119,857 to $300,000, was approved by voters in November 2011. The increase in business license taxes will generate an additional $750,000 per year beginning in 2011-12. 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 CPI. 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 2012, this source is projected to generate $3.6 million in the current fiscal year and increasing slightly to $3.7 million in the following two years. Commercial rental business tax revenues are anticipated to be $590,000 and increasing to $602,000 and $614,000 in the next two years, respectively.

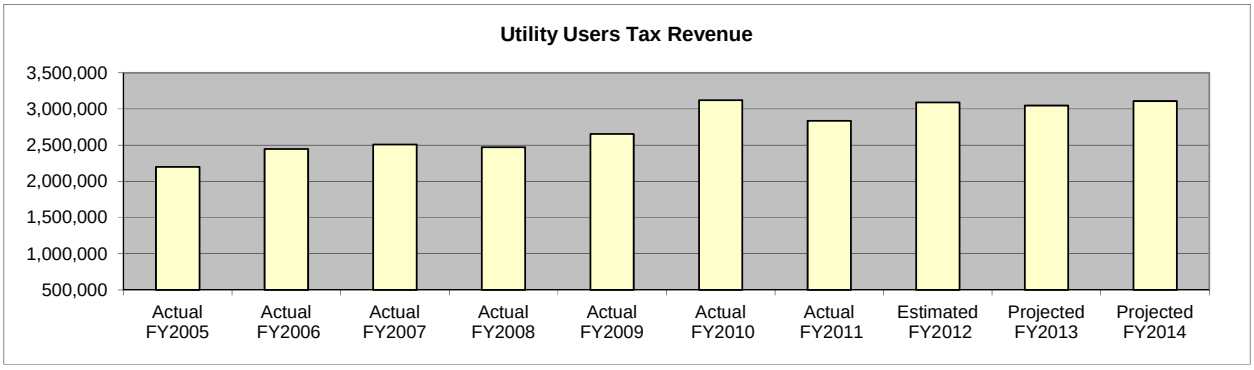
Cardroom Taxes. The City's Cardroom Tax rate is 10% of gross receipts. For the upcoming two fiscal years, revenue is projected at $2.3 million. The City's revenue from the cardroom tax has been remained stable despite competition from nearby San Pablo Lytton Casino, with its gaming machines and casino tables.



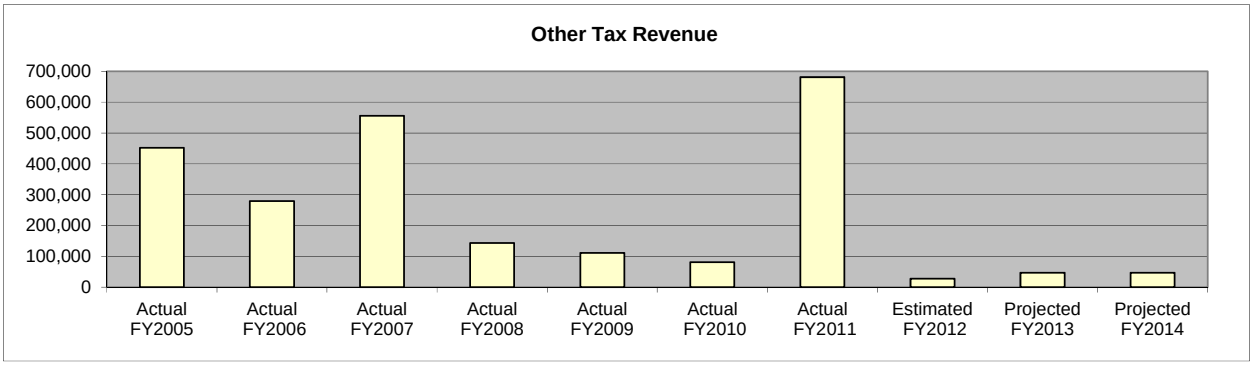
Transient Occupancy Taxes. The City has four hotels: Courtyard by Marriott, Hilton Garden Inn, Sheraton Four Points, and HYATT house. After a November 2001 voter-approved increase, the City charges a 12% Transient Occupancy tax to individuals lodging at the City's hotels. This tax is collected and remitted to the City monthly by each hotel operator. The weak economy has significantly impacted hotel occupancy over the last three years. Consistent with the improvement in consumer spending, hotel taxes are showing signs of recovery in 2011-12. The current year is up 14% compared with 2010-11 and is expected to remain flat in 2012-13 with slight increase in 2013-14.



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 2012 of $119,857. The cap is adjusted each year by the Consumer Price Index. Estimated revenue for 2011-12 is $3.1 million, including $120,000 in one time revenue for under-collection of prior year taxes. UUT is projected at $3.0 million and $3.1 million in the following two fiscal years.

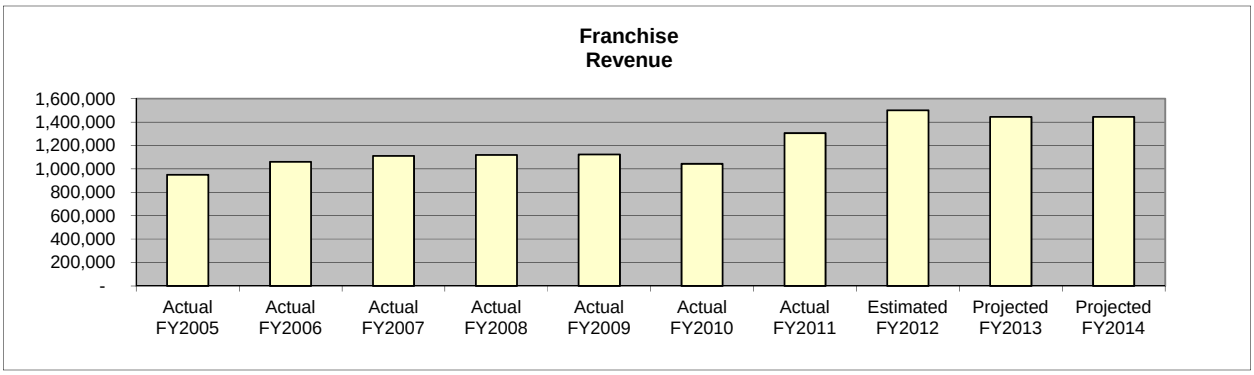


Other Taxes. The City receives a small percentage of the County Real Estate Transfer Tax. Revenue from this source is dependent on the level of real estate activity in the City. With the current real estate decline pressuring these revenues, estimates are at $35,000 for the upcoming two years. The spike in 2010-11 relates to $476,309 in real estate transfer taxes received pursuant to the tax sharing agreement with Oakland when properties within East Baybridge Center were sold. Oakland, as a charter city, is able to charge a higher real estate transfer tax than general law cities. Motor Vehicle License Fees were apportioned to the City from the State based on population and were reduced from 2.0% to .65% with the 2004 State budget. In 2011, the State eliminated this allocation to cities and redirected the revenue to fund COPS programs. As a result, the City has lost approximately $36,000 in 2012-13 and into the future.



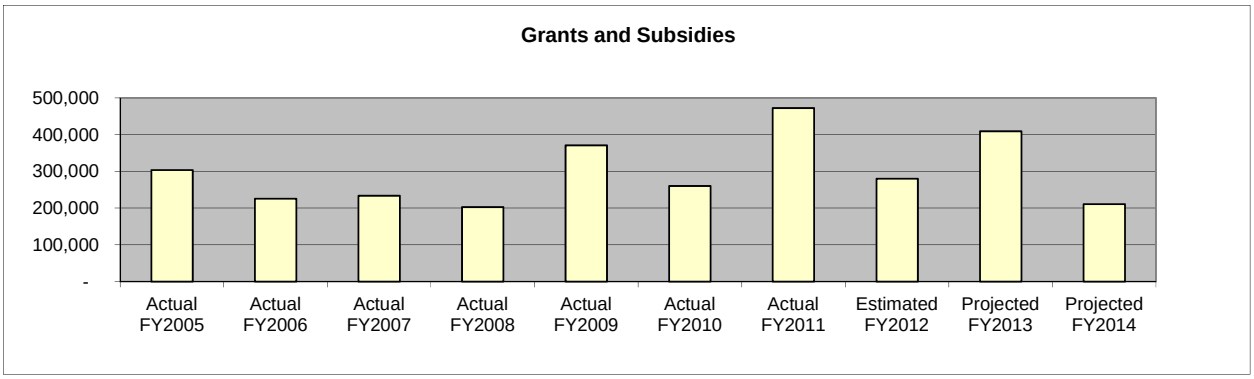
Franchises

The City receives Franchise fees from Waste Management of Alameda County (garbage franchise), Pacific Gas & Electric (gas and electric franchise) 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%. Overall revenues associated with the garbage franchise are higher, in part as a result of an annual $150,000 payment to fund environmental programs and in part due to the higher rates charged for garbage service. 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 $1.4 million for each of the following fiscal years.



Grants and Subsidies

The grants currently received by the City that are tracked in the General Fund include Federal Stimulus funds for two police officer positions, two Senior Center grants (Alameda County and Federal In-Home Care Program), reimbursements from POST for Police training activities, funds from a county wide paramedic fee and reimbursements from the State for mandated costs under SB 90. The State of California has made some reimbursements under the SB 90 Mandated cost reimbursement program, but the amount of payment to be expected for the upcoming two years is minimal. Reimbursable activities related to the Federal Stimulus grant began in January 2010 and is due to expire in June 2012; an extension has been requested as the two positions were not hired until after the award date and funds remain in the grant award. In summary, total Grant and Subsidy revenue is expected to generate approximately $409,000 and $210,000 in the respective 2013 and 2014 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 2011-12 fiscal year, investment revenues are projected to be $87,000 as the

Federal Reserve has kept interest rates low to stabilize the credit markets given the sub-prime mortgage and credit meltdowns. Interest rates are expected to remain low over the next two years. As a result, total investment earnings are projected at $62,000 and $66,000 for each the next two years, respectively.

Rental Income

The City receives lease income from several sources: the Hong Kong East Ocean restaurant in the Marina, a billboard on the South Bayfront property leased to Clear Channel Communications (formerly known as Eller Media) and the lease of a portion of the Fire Station No. 1 roof for cellular service antennas. Hong Kong East Ocean pays the City a percentage of its gross receipts, estimated at $180,000 per year. Small amounts of rental income are generated from rental of the city facilities, such as parks and the Senior Center, for special events and from the City lease of a parcel of land to Sheraton Four Points Hotel for parking. Total Rental Income is projected at $451,000 for 2012-13 and $466,000 for 2013-14.

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 2011-12, these revenues are projected to generate $1.9 million. Revenues are projected at $1.1 million for each of the next two fiscal as major development activity is expected to decline.

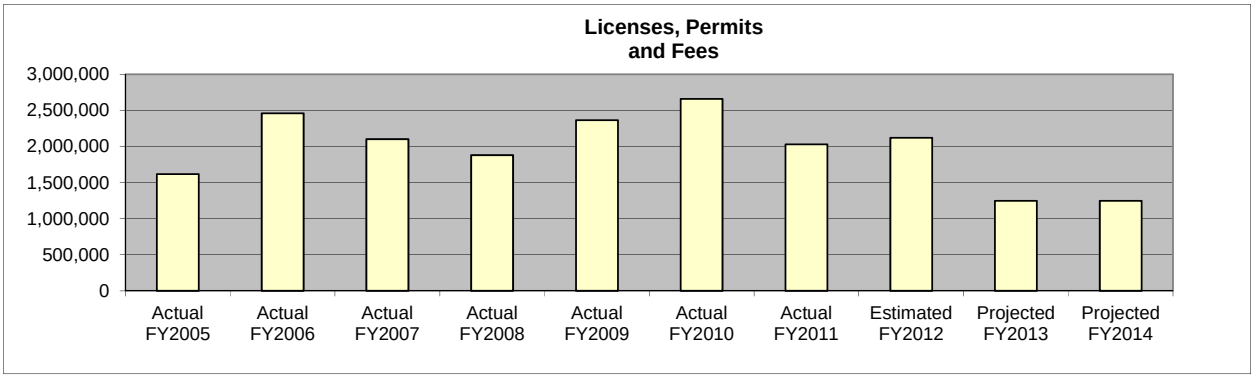
Public Works Permits and Fees. Public Works Permits are required for street encroachments, which usually are due to utility work. Public Works engineering fees are charged on a cost recovery basis for inspection and review of private development. Public Works Permits are expected to generate $5,000 each year.

Fire Department Permits and Fees. Fire Plan Check fees are projected to generate $75,000 each year for 2012-13 and 2013-14. Fees of $6,000 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 $40,000 for each 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 $69,000 per year.

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 $54 to set up a new business in the City's system. Revenues are projected at $30,000 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 $185,000 in each of the next two fiscal years.

Vehicle Code Fines. Revenues from this source are expected to reach $500,000 in the two upcoming fiscal years. This is a reduction of approximately $200,000 as red light violations have been on the decline.

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 $25,000 in each 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 $406,000 in fiscal 2013 and $397,000 the following year. The decrease in the second year reflects reduced revenue from pool activities as it is anticipated the pool will be closed during construction of the Center of Community Life.

Fuel Sales. This category represents the fuel sales at the Emeryville Marina Fuel Dock, which the City took over in January of 2002. The contractor for the marina operations took over fuel dock operations in May 2010.

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 $290,000 each year and the administrative allowance to cover the wind down of the Emeryville Redevelopment Agency operations of $510,000 for each year. The City elected to be

the Successor Agency to the Emeryville Redevelopment Agency in January 2012 and is entitled to a portion of property taxes that were previously allocated to the Redevelopment Agency to cover its administrative costs associated with the wind down. The total category is projected at $950,000 in fiscal year 2013 and $956,000 in the following year.

Interfund Revenues

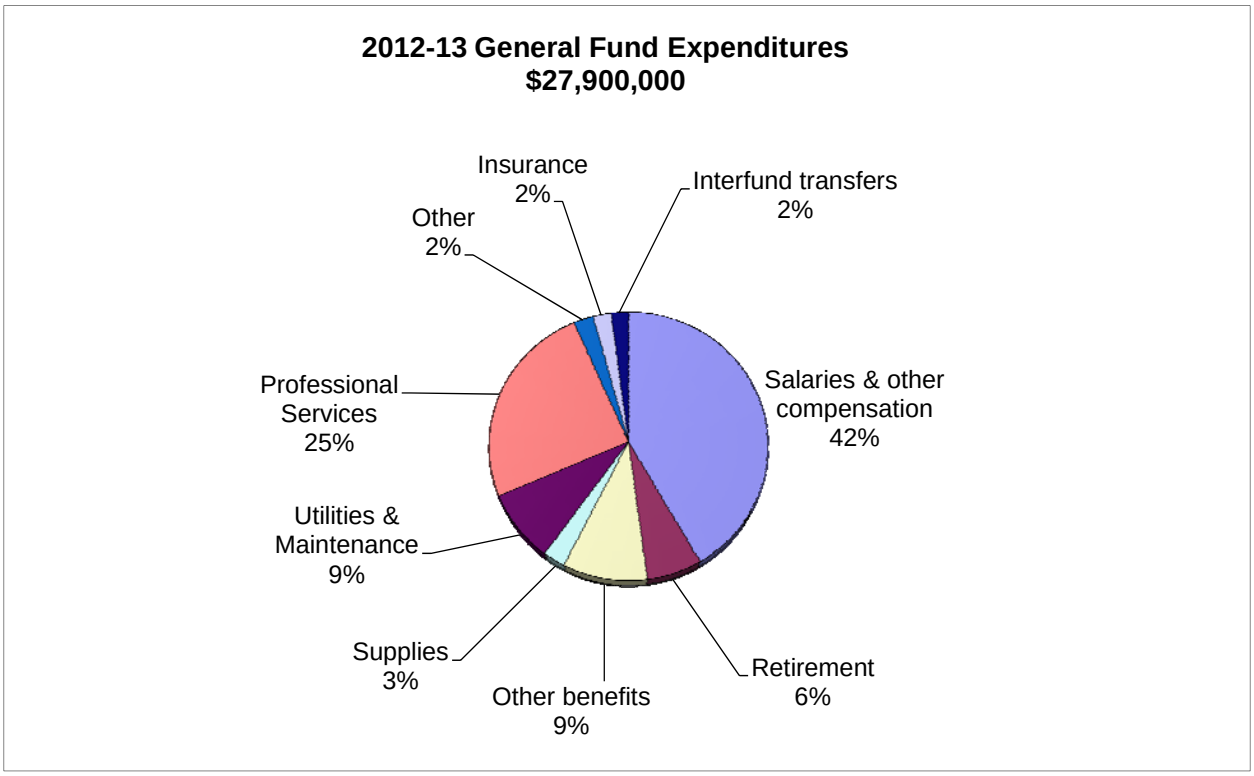
This revenue category tracks transfers made from other funds to the General Fund to reimburse the General Fund for administrative or operating expenses. The transfers are supported either by the Cost Allocation Plan, which specifically allocates departmental costs to their appropriate funding sources,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

Redevelopment Agency Reimbursement. Prior to February 1, 2012, the Redevelopment Agency reimbursed the General Fund for the direct cost of the Economic Development and Housing Department and the cost of administrative support provided to the Redevelopment Agency from other General Fund departments. Per State legislation, redevelopment agencies were dissolved effective February 1, 2012 and transfers to the General Fund ceased. Reimbursements from July to January 2012 are $1.8 million compared to a budget of $3.2 million. The City elected to be the successor agency to the redevelopment agency and will receive an administrative reimbursement capped at a percentage of the tax revenues transferred to cover existing obligations of the former redevelopment agency. This amount is captured in the Other Revenue section previously discussed.

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 $270,000 in each of the next two fiscal years. Other transfers from the Sewer Fund, the General Plan Fee Fund, and the Measure B fund will total an estimated $68,000 in each budget year. These transfers are supported by the Cost Allocation Plan.

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; no cost of living increases are included after contracts expire. 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, wages and benefits account for 57% of total General Fund expenditures.



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 Redevelopment 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 2012-2013 AND 2013-2014 FISCAL YEARS

1. Establish policies and guidelines to assure the highest quality of living for the citizens of the City of Emeryville.

2. Implement the City's priorities, by working together and with the community to identify new resources and methods of maximizing existing resources, in the aftermath of the State's elimination of redevelopment agencies.

3. Support and initiate efforts to develop a fiscal relationship between State and local governments that is equitable and affords more local control over funding levels.

4. Expand public information, education, and two-way communication to encourage high community involvement in City decisions and initiatives.

5. Ensure the long-term fiscal health of the City.

6. Continue to develop a long-term youth services strategy, collaborating with the Emery Unified School District, residents, parents, and business community.

7. Guide the completion and approval of an updated Zoning Ordinance consistent with the City's new General Plan, adopted in FY 2009-10 as the vision for the City for the next 15-20 years.

CITY COUNCIL

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	127,111	131,333	124,300	127,200	130,100
Supplies and Services	20,395	16,800	17,500	26,800	26,800
Total	**$ 147,506**	**$ 148,133**	**$ 141,800**	**$ 154,000**	**$ 156,900**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 147,506	$ 148,133	$ 141,800	$ 154,000	$ 156,900
Total	**$ 147,506**	**$ 148,133**	**$ 141,800**	**$ 154,000**	**$ 156,900**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Elected Officials	5.0	5.0	5.0
Total	**5.0**	**5.0**	**5.0**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1100 - CITY COUNCIL

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES	48,582	46,205	46,104	46,400	46,100	46,100
71410	ALTERNATE MED.BENEFITS	9,568	5,792	5,617	6,000	12,700	12,700
72000	COMPENSATED EXPENSE	29,553	29,520	29,520	30,000	29,500	29,500
72150	SOCIAL SECURITY [FICA]	1,253	1,139	1,178	1,200	1,300	1,300
72300	VISION INSURANCE	1,192	1,067	1,241	1,000	1,200	1,200
72350	PSYCHOLOGY INSURANCE	177	162	220	100	200	200
72400	GROUP MEDICAL INSURANCE	28,535	38,201	42,303	34,900	30,600	33,500
72450	GROUP DENTAL INSURANCE	3,997	4,982	5,023	4,700	5,500	5,500
72500	LIFE INSURANCE	36	44	127	-	100	100
SALARIES AND BENEFITS Total		122,894	127,111	131,333	124,300	127,200	130,100
73000	OFFICE SUPPLIES	496	993	500	1,200	500	500
73100	BOOKS, MAPS, PERIODICALS	253	98	300	300	300	300
73150	POSTAGE	-	1,614	100	100	100	100
SUPPLIES Total		749	2,706	900	1,600	900	900
76050	TELEPHONE/COMMUNICATION	2,607	568	500	500	500	500
UTILITIES Total		2,607	568	500	500	500	500
77960	TECHNOLOGY CHARGE	400	400	400	400	400	400
MAINTENANCE Total		400	400	400	400	400	400
82050	PRINTING	195	3,686	2,000	2,000	2,000	2,000
ADVERTISING/PRINTING Total		195	3,686	2,000	2,000	2,000	2,000
84100	MEMBERSHIPS & DUES	650	3,250	4,000	4,000	4,000	4,000
84150	TRAVEL, CONFER & MEETING	4,574	6,895	4,000	4,000	4,000	4,000
84200	MAYORS CONF & HOSTING	(79)	2,891	5,000	5,000	5,000	5,000
EDUCATION & TRAINING Total		5,145	13,035	13,000	13,000	13,000	13,000
NEW	COUNCIL INITIATIVES					10,000	10,000
PROGRAMS/GRANTS Total		-	-	-	-	10,000	10,000
TOTAL CITY COUNCIL		131,990	147,506	148,133	141,800	154,000	156,900

DEPARTMENT: CITY MANAGER

CITY MANAGER

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 the implementation of policies and guidelines established by the City Council. The City Manager also serves as the Executive Director of the Community Development Commission of Emeryville and the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency and is responsible for the implementation of Commission programs and policies to strengthen the local economy, complete capital improvement projects, and provide affordable housing.

ACHIEVEMENTS DURING THE 2010-11 AND 2011-2012 FISCAL YEARS

1. Developed strategies and plans 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. Addressed the City's budget deficit, caused by the continued faltering economy as well as State takeaways of local revenue (including the elimination of redevelopment agencies), by enacting administrative efficiencies, such as reorganizing the City's administrative structure; reviewing City operations to maximize cost-effectiveness; reviewing city employee benefit and compensation practices; and identifying additional local revenue sources.

3. Proposed two revenue measures that were placed on the ballot by the City Council and approved by the voters by an overwhelming margin – estimated to generate at least $750,000 to the City's General Fund.

4. Negotiated a new solid waste franchise agreement designed to meet the City's solid waste diversion goals, while maintaining competitive solid waste fees that was approved by the City Council.

5. Implemented the transition of fire services to the Alameda County Fire District as recommended by the Fire Services Task Force and approved by the City Council.

6. Continued to lead staff efforts in working with the Zoning Amendment Committee and the wider Emeryville community to develop a new Zoning Ordinance, consistent with and as an aid to implementing the City's new General Plan.

7. Continued to work with the Emery Unified School District (EUSD) and Partners for Community Life on the proposed Emeryville Center of Community Life project and continued the City's close collaboration with EUSD in addressing issues related to the City's youth. Oversaw the transfer of $1 million in redevelopment funds to EUSD for Emeryville Center of Community Life for design activity.

8. 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 to provide high level of community services to promote quality of life in Emeryville.

9. Continued to work with surrounding jurisdictions and regional agencies to promote

regional economic development and coordination.

10. Continued to work with City departments to identify and secure various federal, state, and regional grant funding for the City's capital improvement projects, such as for the South BayFront Bicycle/Pedestrian Bridge as well as for City operations, such as public safety grants.

11. Continued the citywide organizational improvement program to maximize the City's effectiveness and efficiency.

12. Continued focusing on expanding the various methods by which the City communicates with the public and elicits public participation.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Continue to develop strategies and plans 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 and reviewing the feasibility of further organizational restructuring; reviewing city operations and staffing; and reviewing city employee benefit and compensation practices.

3. Lead staff efforts in working with the Zoning Amendment Committee and the wider Emeryville community in completing a new Zoning Ordinance that will be consistent with and assist in implementing the City's new General Plan.

4. Continue to work with the Emery Unified School District (EUSD) and Partners for Community Life to begin construction of the proposed Emeryville Center of Community Life and continue the City's close collaboration with EUSD in addressing issues related to the City's youth.

5. 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.

6. Continue to work with surrounding jurisdictions and regional agencies to promote regional economic development and coordination.

7. Continue to work with City departments to identify and secure federal, state, and regional grant funding for the City's capital improvement projects, such as the South BayFront Bicycle/Pedestrian Bridge and for City operations, such as public safety.

8. Continue the citywide organizational improvement program to maximize the City's effectiveness and efficiency.

9. 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	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 358,981	$ 369,868	$ 348,600	$ 354,800	$ 359,800
Supplies and Services	35,733	26,754	18,700	28,100	28,100
Total	**$ 394,714**	**$ 396,622**	**$ 367,300**	**$ 382,900**	**$ 387,900**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 394,714	$ 396,622	$ 367,300	$ 382,900	$ 387,900
Total	**$ 394,714**	**$ 396,622**	**$ 367,300**	**$ 382,900**	**$ 387,900**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	1.60	1.60	1.60
Part-Time Positions (FTE)	0.00	0.00	0.00
Total	**1.60**	**1.60**	**1.60**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1200 - CITY MANAGER
DEPARTMENT - 1200- CITY MANAGER/CITY CLERK

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	315,196	266,827	266,591	266,300	267,100	268,800
71050	OVERTIME	48	433	1,000	800	1,000	1,000
71350	WORKERS COMP PAYMENTS	2,343	2,065	2,079	2,000	2,100	2,100
71400	ICMA CONTRIBUTION	10,800	10,800	10,800	10,800	10,800	10,800
71410	ALTERNATE MED.BENEFITS	5,032	1,158	2,247	1,200	1,300	1,300
72000	COMPENSATED EXPENSE	9,210	8,220	8,220	8,200	8,200	8,200
72150	SOCIAL SECURITY [FICA]	5,193	4,331	4,174	4,100	4,200	4,200
72200	RETIREMENT [PERS]	52,145	38,234	39,098	27,300	26,700	28,800
72210	RETIREMENT PERS - MISC	-	-	6,487	600	800	-
72250	UNEMPLOYMENT INSURANCE	323	274	1,065	300	1,100	1,100
72300	VISION INSURANCE	625	422	397	400	400	400
72350	PSYCHOLOGY INSURANCE	115	80	70	100	100	100
72400	GROUP MEDICAL INSURANCE	17,011	18,522	19,228	19,100	21,300	23,300
72410	RETIREE MEDICAL BENEFIT	1,560	1,248	1,248	1,200	1,200	1,200
72450	GROUP DENTAL INSURANCE	2,434	2,199	2,296	2,200	2,200	2,200
72500	LIFE INSURANCE	209	248	736	200	700	700
72510	ACCRUED BENEFITS	5,257	2,824	2,853	2,700	4,300	4,300
72540	LONG TERM DISABLITIY	1,264	1,095	1,280	1,100	1,300	1,300
SALARIES & BENEFITS Total		428,766	358,981	369,868	348,600	354,800	359,800
73000	OFFICE SUPPLIES	943	2,786	2,600	1,300	2,600	2,600
73100	BOOKS, MAPS, PERIODICALS	757	-	1,000	500	1,000	1,000
73150	POSTAGE	228	273	1,000	500	1,000	1,000
SUPPLIES Total		1,929	3,059	4,600	2,300	4,600	4,600
76050	TELEPHONE/COMMUNICATION	4,316	1,357	1,500	1,200	1,500	1,500
UTILITIES Total		4,316	1,357	1,500	1,200	1,500	1,500
77960	TECHNOLOGY REPL FUND	1,240	500	500	500	500	500
MAINTENANCE Total		1,240	500	500	500	500	500
80050	PROFESSIONAL SERVICES	6,600	25,000	10,154	6,200	10,000	10,000
PROF FEES/SVCS Total		6,600	25,000	10,154	6,200	10,000	10,000
82050	PRINTING	217	96	2,500	1,000	2,500	2,500
ADVERTISING/PRINTING Total		217	96	2,500	1,000	2,500	2,500
84000	EDUCATION AND TRAINING	-	-	500	500	500	500
84100	MEMBERSHIPS & DUES	715	765	1,000	1,000	2,500	2,500
84150	TRAVEL, CONFER & MEETING	5,076	4,956	6,000	6,000	6,000	6,000
EDUATION & TRAINING Total		5,791	5,721	7,500	7,500	9,000	9,000
TOTAL CITY MANAGER		448,860	394,714	396,622	367,300	382,900	387,900

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 Community Development Commission, 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, the records manager for citywide records management, and the coordinator of the City's local government access cable television station (ETV) broadcasting. 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 in coordination with the Alameda County Registrar of Voters; 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. The City Clerk also acts as the City's Public Information Officer.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. Transitioned from a paper-based manual agenda packet process to an electronic based, automated agenda packet that greatly reduced preparation time; enhanced user-friendliness; and established the option for downloadable, paper-free agenda packets to end-users with internet capacity (such as through computer tablets).

2. Revised process by which community advisory body members are appointed in order to increase transparency and encourage more community participation; implemented program to conduct audio recordings of the City's various advisory bodies and have the recordings available to the public through the City's website.

3. Worked with City Attorney's Office to develop and gain adoption by the City Council of a new records management retention schedule.

4. Began implementation plan of a more efficient, electronic-based document management and imaging system and conducted feasibility of protocols that would permit web-based user access to public records.

5. Continued to improve/expand the City's community outreach/public information initiative, including expansion of City use and public awareness of information technology venues, such as ETV: Cable Channel 27, the City's government access channel, ENEWS, the City's website; creation of information brochures on City Council meetings and the City's advisory bodies; and development of a proposal to convert from paper-based to electronic bulletin boards to expand and improve the community's access to City notices and other information.

6. Worked with other department staff to develop a more comprehensive public outreach/public education strategy.

7. Initiated on-line City Clerk Office Operations Handbook that includes, but is not limited to, basic City info, work rules and procedures, applicable policies/administrative

instructions, "how to" instruction sheets, including sample forms, memos, letters, calendars, contact lists for City Clerk tasks.

8. Conducted biannual update of City's Conflict of Interest Code.

9. Conducted the November 2011 consolidated General Municipal Election which included nominations for City Council, two City-sponsored ballot measures, and one ballot measure initiative.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Work with the Information Technology Division to develop a new, more user-friendly and interactive City website.

2. Implement program to permit public access to more often requested public records through the City's website.

3. Transition ENEWS, the bi-monthly electronic newsletter to in-house production.

4. Continue to improve/expand the City's community outreach/public information initiative, including expansion of City use and public awareness of information technology venues.

5. 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.

6. Conduct biannual update of City's Conflict of Interest Code.

7. Conduct the November 5, 2013 Regular Municipal Election.

CITY CLERK/PUBLIC INFORMATION OFFICE

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 274,957	$ 273,318	$ 281,900	$ 282,100	$ 288,400
Supplies and Services	103,616	113,340	138,200	164,800	200,800
Total	**$ 378,572**	**$ 386,658**	**$ 420,100**	**$ 446,900**	**$ 489,200**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 378,572	$ 386,658	$ 420,100	$ 446,900	$ 489,200
Total	**$ 378,572**	**$ 386,658**	**$ 420,100**	**$ 446,900**	**$ 489,200**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	2.60	2.60	2.60
Part-Time Positions (FTE)	0.50	0.00	0.00
Total	**3.10**	**2.60**	**2.60**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1250/1260 - CITY CLERK/PIO

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIE(	149,498	203,204	205,619	204,700	207,800	214,700
71050	OVERTIME PAYMENT	133	2,940	3,500	3,500	4,000	4,000
71350	WORKERS COMP PAYMENTS	987	1,284	1,604	1,300	1,600	1,700
71410	ALTERNATE MED BENEFITS	10,533	7,939	14,604	4,800	5,100	5,100
72000	COMPENSATED EXPENSE	1,650	2,640	2,640	2,600	2,600	2,600
72150	SOCIAL SECURITY [FICA]	2,309	3,068	3,232	3,100	3,100	3,200
72200	RETIREMENT [PERS]	24,830	34,488	28,344	29,300	20,800	23,000
72210	RETIREMENT PERS - MISC	-	-	2,751	4,000	5,200	-
72250	UNEMPLOYMENT INSURANCE	150	203	825	200	800	800
72300	VISION INSURANCE	576	685	645	700	600	600
72350	PSYCHOLOGY INSURANCE	106	129	114	100	100	100
72400	GROUP MEDICAL INSURANCE	601	11,090	-	20,300	22,600	24,700
72410	RETIREE MEDICAL BENEFIT	1,560	2,028	2,028	2,000	1,200	1,200
72450	GROUP DENTAL INSURANCE	1,403	2,427	3,656	2,500	3,300	3,300
72500	LIFE INSURANCE	184	278	568	200	400	400
72510	ACCRUED BENEFITS	2,215	1,762	2,200	1,800	2,200	2,300
72540	LONG TERM DISABLITIY	607	790	987	800	700	700
SALARIES & BENEFITS Total		197,343	274,957	273,318	281,900	282,100	288,400
73000	OFFICE SUPPLIES	2,013	2,210	2,500	2,000	2,500	2,500
73100	BOOKS, MAPS, PERIODICALS	16	-	500	200	500	500
73150	POSTAGE	1,346	1,857	2,400	2,500	8,000	8,000
SUPPLIES Total		3,375	4,067	5,400	4,700	11,000	11,000
76050	TELEPHONE/COMMUNICATION	2,092	1,043	1,800	1,800	1,800	1,800
UTILITIES Total		2,092	1,043	1,800	1,800	1,800	1,800
77960	TECHNOLOGY REPL FUND	1,200	1,940	1,940	1,900	1,900	1,900
MAINTENANCE Total		1,200	1,940	1,940	1,900	1,900	1,900
80000	TEMPORARY PERSONNEL SER'	-	-	-	-	5,000.00	5,000.00
80050	PROFESSIONAL SERVICES	9,853	27,227	9,700	20,000	40,000	42,000
80060	CABLE SERVICES	22,854	27,456	22,500	26,000	45,000	45,000
80550	ELECTION	34,971	152	40,000	40,000	-	44,000
PROF FEES/SVCS Total		67,678	54,834	72,200	86,000	90,000	136,000
82000	ADVERTISING	7,917	8,389	7,000	7,000	7,000	7,000
82050	PRINTING	20,653	15,551	15,000	22,000	22,000	20,000
82102	COMM MTG/PUBL	-	-	-	-	13,000	13,000
ADVERTISING/PRINTING Total		28,571	23,941	22,000	29,000	42,000	40,000
84000	EDUCATION AND TRAINING	-	-	1,750	500	1,800	1,800
84100	MEMBERSHIPS & DUES	285	294	750	800	800	800
84150	TRAVEL, CONFER & MEETING	496	1,972	2,500	500	2,500	2,500
EDUCATION & TRAINING Total		781	2,266	5,000	1,800	5,100	5,100
85000	RENTALS & LEASES	-	61	-	-	-	-
85100	RECORDS STORAGE RENTAL	13,874	15,463	5,000	13,000	13,000	5,000
RENTALS AND LEASES Total		13,874	15,524	5,000	13,000	13,000	5,000
TOTAL CITY CLERK/PIO		314,914	378,572	386,658	420,100	446,900	489,200

CITY CLERK

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 274,957	$ 273,318	$ 281,900	$ 282,100	288,400
Supplies and Services	103,616	113,340	138,200	56,300	92,300
Total	**$ 378,572**	**$ 386,658**	**$ 420,100**	**$ 338,400**	**$ 380,700**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 378,572	$ 386,658	$ 420,100	$ 338,400	$ 380,700
Total	**$ 378,572**	**$ 386,658**	**$ 420,100**	**$ 338,400**	**$ 380,700**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	2.60	2.60	2.60
Part-Time Positions (FTE)	0.50	0.00	0.00
Total	**3.10**	**2.60**	**2.60**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1250 - CITY CLERK
DEPARTMENT - 1200 - CITY MANAGER/CITY CLERK

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	149,498	203,204	205,619	204,700	207,800	214,700
71050	OVERTIME PAYMENT	133	2,940	3,500	3,500	4,000	4,000
71350	WORKERS COMP PAYMENTS	987	1,284	1,604	1,300	1,600	1,700
71410	ALTERNATE MED BENEFITS	10,533	7,939	14,604	4,800	5,100	5,100
72000	COMPENSATED EXPENSE	1,650	2,640	2,640	2,600	2,600	2,600
72150	SOCIAL SECURITY [FICA]	2,309	3,068	3,232	3,100	3,100	3,200
72200	RETIREMENT [PERS]	24,830	34,488	28,344	29,300	20,800	23,000
72210	RETIREMENT PERS - MISC	-	-	2,751	4,000	5,200	-
72250	UNEMPLOYMENT INSURANCE	150	203	825	200	800	800
72300	VISION INSURANCE	576	685	645	700	600	600
72350	PSYCHOLOGY INSURANCE	106	129	114	100	100	100
72400	GROUP MEDICAL INSURANCE	601	11,090	-	20,300	22,600	24,700
72410	RETIREE MEDICAL BENEFIT	1,560	2,028	2,028	2,000	1,200	1,200
72450	GROUP DENTAL INSURANCE	1,403	2,427	3,656	2,500	3,300	3,300
72500	LIFE INSURANCE	184	278	568	200	400	400
72510	ACCRUED BENEFITS	2,215	1,762	2,200	1,800	2,200	2,300
72540	LONG TERM DISABLITIY	607	790	987	800	700	700
SALARIES & BENEFITS Total		197,343	274,957	273,318	281,900	282,100	288,400
73000	OFFICE SUPPLIES	2,013	2,210	2,500	2,000	2,500	2,500
73100	BOOKS, MAPS, PERIODICALS	16	-	500	200	500	500
73150	POSTAGE	1,346	1,857	2,400	2,500	1,000	1,000
SUPPLIES Total		3,375	4,067	5,400	4,700	4,000	4,000
76050	TELEPHONE/COMMUNICATION	2,092	1,043	1,800	1,800	1,800	1,800
UTILITIES Total		2,092	1,043	1,800	1,800	1,800	1,800
77960	TECHNOLOGY REPL FUND	1,200	1,940	1,940	1,900	1,900	1,900
MAINTENANCE Total		1,200	1,940	1,940	1,900	1,900	1,900
80000	TEMPORARY PERSONNEL SER	-	-	-	-	5,000	5,000
80050	PROFESSIONAL SERVICES	9,853	27,227	9,700	20,000	6,500	8,500
80060	CABLE SERVICES	22,854	27,456	22,500	26,000	-	-
80550	ELECTION	34,971	152	40,000	40,000	-	44,000
PROF FEES/SVCS Total		67,678	54,834	72,200	86,000	11,500	57,500
82000	ADVERTISING	7,917	8,389	7,000	7,000	7,000	7,000
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ADVERTISING/PRINTING Total		28,571	23,941	22,000	29,000	19,000	17,000
84000	EDUCATION AND TRAINING	-	-	1,750	500	1,800	1,800
84100	MEMBERSHIPS & DUES	285	294	750	800	800	800
84150	TRAVEL, CONFER & MEETING	496	1,972	2,500	500	2,500	2,500
EDUCATION & TRAINING Total		781	2,266	5,000	1,800	5,100	5,100
85000	RENTALS & LEASES	-	61	-	-	-	-
85100	RECORDS STORAGE RENTAL	13,874	15,463	5,000	13,000	13,000	5,000
RENTALS AND LEASES Total		13,874	15,524	5,000	13,000	13,000	5,000
TOTAL CITY CLERK		314,914	378,572	386,658	420,100	338,400	380,700

PUBLIC INFORMATION OFFICE

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ -	$ -	$ -	$ -	-
Supplies and Services	-	-	-	108,500	108,500
Total	**$ -**	**$ -**	**$ -**	**$ 108,500**	**$ 108,500**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ -	$ -	$ -	$ 108,500	$ 108,500
Total	**$ -**	**$ -**	**$ -**	**$ 108,500**	**$ 108,500**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1200 - CITY MANAGER/CITY CLERK
DIVISION - 1260 - PUBLIC INFORMATION OFFICE

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
73150	POSTAGE					7,000	7,000
SUPPLIES Total		-	-	-	-	7,000	7,000
80050	PROFESSIONAL SERVICES					33,500	33,500
80060	CABLE SERVICES					45,000	45,000
PROF FEES/SVCS Total		-	-	-	-	78,500	78,500
82050	PRINTING					10,000	10,000
82102	COMM MTG/PUBL					13,000	13,000
ADVERTISING/PRINTING Total		-	-	-	-	23,000	23,000
TOTAL PUBLIC INFORMATION OFFICE		-	-	-	-	108,500	108,500

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"), and MESA. The City Attorney is supported by an Assistant City Attorney, Paralegal, 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, 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 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, MESA, Planning Commission and Joint Planning Authority. Upon request, the City Attorney attends meetings of the various committees of the City. The Paralegal to the City Attorney's Office also serves as the City's American with Disabilities Act (ADA) Coordinator as well as the City's Disadvantaged Business Enterprise (DBE) Liaison Officer. 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 26.

ACHIEVEMENTS DURING THE 2010-2011 AND 20011-2012 FISCAL YEARS

1. Provided extensive effort managing the prosecution, defense and resolution of approximately 17 different cases of litigation (e.g. Agency v Robinson et. al. re: Site B eminent domain and cost recovery; Agency v HSP et. al. re: Greenway at 59th Street eminent domain and cost recovery; U.S. EPA v. City of Alameda et. al. re: Sanitary Sewers; City of Emeryville, et. al. v State Water Resources Control Board re: Sanitary Sewer NPDES Permit; David Sawle v. City of Emeryville, Caltrans re: billboard at community garden; Bay Pacific Pipelines v. City of Emeryville re: Powell Street Sanitary Sewer Project; SEIU Local 1021 (Dawn Alexander) v. MESA re: 2010 layoff; SEIU Local 1021 v. MESA re: PERB charge re PST's paid lunch break; SEIU Local 1021 v. MESA re: PERB charge re unfair labor practice; Donald Sipple, New Cingular Wireless v. City of Alameda et.al. re: UUT tax; Bayardo Gomez v. City of Emeryville re: trip and fall injuries; Ranya Cohen v. City of Emeryville re: trip and fall injuries; Every Dog Has Its Day Care v. City of Emeryville re: Emeryville General Plan; City of Emeryville v. Sherwin Williams re: collection of planning application fees; Desert Development v. City of Emeryville re: billboard; Agency v. Emery Park LLP re: 6150 Christie Avenue eminent domain; Nanette Dillard v. ACAP re: Public Records Act and Brown Act violations; Redflex litigation) and 23 various claims against the City and Agency. Collected approximately $35,000 on behalf of the City of Emeryville for recovery of costs to repair damage to City property caused by third parties.

2. Provided extensive advice and support to the City Council, CDCE, City Manager, Chief Financial Officer, Director of Economic Development & Housing, Public

Works Director and other department staff on the implications of the adoption of Assembly Bill 26 on June 29, 2011 which eliminated redevelopment agencies, including the Emeryville Redevelopment Agency and the stay orders issued by the California Supreme Court in August 2011 in the matter of California Community Redevelopment Association v. Ana Matasantos. Since issuance of the Supreme Court's decision in December 2011, legal advice has centered on the impacts of dissolution of the Agency and how best to try and salvage affordable housing projects and redevelopment projects. Participated extensively with a 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 AB 26 in such topical areas as enforceable obligation payment schedules, recognized obligation payment schedules, bond and cash flow issues, administrative cost allowance, authority of successor agencies, oversight boards, county auditor-controller, state controller and department of finance, property transfers, city-agency agreements, pending Agency litigation/eminent domain actions, use of Polanco Act, employment issues pertaining to former Agency employees. Tracked supposed clean up legislation contained in AB 1585, SB 1156, SB 1151, SB 1335, SB 1056, as well as track the work of the California Law Revision Commission that was charged by AB 26 to prepare cleanup legislation to the Community Redevelopment Law.

3. Commenced environmental cleanup of South Bayfront Site B (groundwater), the Public Works Corporation Yard and 48th Street Community Garden and completed cleanup of Cultural/Performing Arts Center. Facilitated completion of environmental investigation and regulatory approval of cleanup plans for Emeryville Greenway @ 59th Street, Horton Landing Park and Viacom Mound parcels. Actual cleanup of Public Works Corporation Yard, Horton Landing Park and Viacom Mound will in part hinge on the actions of the Successor Agency, the Oversight Board to the Successor Agency, and the State Department of Finance.

4. Negotiated provisions of Stipulated Order pertaining to City of Emeryville as part of settlement of interim measures addressing sanitary sewer system with the U.S. EPA, State Water Resources Control Board and San Francisco Baykeeper in U.S. EPA v. City of Alameda et. al. Provided ongoing assistance to the Public Works Department relative to the preparation, bidding, management and completion of various public projects (e.g. Police Station Renovation, Powell Street Trunk Sewer, Park Avenue Beautification/Undergrounding, Child Development Center Playground, Civic Center Garden Level Conference Room, Senior Center Renovations, Temescal Creek Park, Recreation Center, Emergency Operations Center). Negotiated encroachment agreement with Bay Area Publishing Group for modular news racks on public sidewalks. Assisted with negotiation of Solid Waste Collection Franchise Agreement as well as Waste Disposal Franchise Agreement with Waste Management of Alameda County. Negotiated an Agreement for Design and Construction of a Joint City of Berkeley and City of Emeryville Multi-Use Pathway from 67th Street to Ashby Avenue to complete the northern end of the Emeryville Greenway. Provide ongoing advice on implementation of Emeryville Marina lease agreement between City and Marinas International and negotiated an encroachment agreement with Paxio Inc. for fiber-optic network.

5. Attended all Planning Commission meetings and provide 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. 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. Reviewed and provided comments where necessary as to legal sufficiency on plans implementing the General Plan (e.g. Pedestrian Bicycle Plan, Sustainability Plan). Provided staffing to ongoing Zoning Update Steering Committee meetings and assistance to the Planning Department with review and preparation of new Zoning Ordinance. Also provided ongoing assistance to Planning and Public Works Department with update to Transportation Facilities Impact Fee. Assisted Building Department with development of Building Occupancy Resumption Program (BORP).

6. Provided ongoing assistance to the Economic Development and Housing Department relative to the negotiation, drafting, and finalizing loan agreements, purchase and sale agreements, right of entry agreements, leases, easements, exclusive negotiation agreements, disposition and development agreements, owner participation agreements, implementation agreements, and memorandum of understanding in support of implementing the following projects: South Bayfront Site B, Marketplace Expansion: 64th and Christie Housing , Emeryville Center of Community Life, Emeryville Art & Cultural Center, Ambassador Laundry/Resources for Community Development, Emery Station Greenway, Emery Station West/Transit Center, Golden Gate Lock & Key, Magnolia Terrace, Emeryville Greenway @ 59th Street, South Bayfront Pedestrian/Bicycle Bridge, 48th Street Community Garden. Completed acquisition of 5890 Christie Avenue, 5900 Christie Avenue, 6150 Christie Avenue, 3706 San Pablo Avenue, and 1025 West MacArthur Boulevard for future affordable housing development and property swap with 5701 Hollis Street for expansion of Greenway between Hollis/Powell and Stanford/Peladeau.

7. Provided ongoing assistance to the City/Agency's First Time Homebuyers' Loan Program regarding short sales and enforcement of program guidelines; attend bankruptcy proceedings to protect the City's interests in housing loans and/or affordability covenants put at risk. Negotiate affordability agreements with project developments subject to the City's Housing Set-Aside Ordinance. Provided ongoing assistance to the City's Percent for Art Program (e.g. Peninsula Tell Tale renovation and City art purchase), Business Retention Program and Facade Grant Program and assisted in negotiations and preparation of art contracts, business loans, leases, and miscellaneous grants.

8. Provided plan review and site inspections under Americans with Disabilities Act Standards for public right of way and City facilities including the Emeryville Police Station which was brought up to current accessibility standards, and assisted with planning of the proposed 48th Street Garden which would be the City's first accessible community garden and accessible upgrades to the Peninsula Tell-Tale art installation at the Marina. Completed the City's ADA Transition Plan and Self-Survey of all City programs, facilities and all routes of travel which then was

used to provide assistance with the creation of the Pedestrian–Bicycle Plan. With the information from the Transition Plan, the ADA Coordinator was able to reach out to private property owners to provide for the correction or phased correction of all abutting sidewalks by both Pixar and Novartis. Performed intake through to settlement of ADA related complaints from the public and request for reasonable accommodations under the Fair Housing Acts related to Zoning Regulations. Provided research and training assistance to various departments on ADA regulations. Established and administered the on-street blue curb parking request program for persons with disabilities through the Transportation Committee.

9. Provided extensive ongoing assistance to the Community Preservation Task Force with the enforcement of conditions of development approval and abatement of nuisance conditions and activities and thereby brought approximately 20 properties into compliance. Provided assistance to property owners to resolve disputes pertaining to tax liens imposed by the Property Based Implementation District (PBID) for the Emery Go Round. Provided ongoing advice and assistance to City Council and City Manager with winding down the affairs of the Associated Community Action Program (ACAP) in cooperation with other local jurisdiction members of the ACAP Joint Powers Authority.

10. Created the City's Disadvantaged Business Enterprise (DBE) program required for receipt of federal funds such as those provided by the Federal Emergency Management Agency, Environmental Protection Agency as well as federal funding received through the California Department of Transportation. The DBE Liaison Officer is charged with ensuring the bid process is fair and equitable to disadvantaged firms, performs outreach to such firms in the market area, provides assistance with bonding sources, calculates goals, and performs job site reviews as well as ensuring good faith efforts were used to encourage participation by DBEs. Assisted with updating the Public Works public bid process and template packet to ensure compliance with State and Federal mandates with regard to Disadvantage Business Enterprises, Fair Labor Standards Act and Civil Rights provisions.

11. Represented the City and the Emeryville Police Department in response to six (6) different *Pitchess* motions seeking access to complaint, disciplinary and personnel records of officers; processed over 70 informal discovery requests, public records act requests and formal subpoenas relating to the *Redflex* street signal enforcement system; obtained a temporary and permanent restraining order against a citizen prohibiting their harassing conduct toward an Emeryville Police Officer. Attended seminars pertaining to new legislation and court decisions regarding criminal law and criminal procedure which impact police operations. Assisted with negotiation of Agreement for Ambulance Services (FRALS), as well as dispatch and lease agreement between Emeryville and Oakland for radios and other equipment to enhance mutual aid services between the two cities.

12. Provided advice to members of the City Council, Redevelopment Agency, MESA, CDCE, Successor Agency, Planning Commission, other legislative bodies, officers, and employees, regarding the Brown Act, Political Reform Act and Public Records Act, as well as provided extensive assistance in preparing

agenda packet materials, contracts and legislation. Prepared 20 ordinances in 2010, 12 ordinances in 2011, and 7 ordinances in 2012 for Council consideration and adoption. Conducted preliminary review of ordinances to revise the City's Purchasing Policy – Local Vendor Preference, Zoning Ordinance, Massage Ordinance, Sidewalk Repair and Affordable Housing Set-Aside.

13. 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. Advised City Manager, Police Chief and Human Resources Director on administrative proceedings regarding denial of application for concealed weapons permit; represented city during administrative appeal of permit denial. Completed negotiations for shared services agreement with City of Albany for services of IT Manager and assisting with on-going negotiations with Alameda County for fire services. Undertake internal investigations of complaints involving city employees as necessary.

14. Provided advice to Community Services Department regarding administrative hearing pertaining to termination of benefits to subsidized parent at child development center. Reviewed and negotiated agreements with providers of recreation center and senior center programs.

15. Drafted Public Improvement Reimbursement Agreement, Public Improvement Option Agreement, Purchase and Sale Agreement as to Agency Property Devoted to Public Use, Affordable Housing Reimbursement Agreement and Affordable Housing Option Agreement between Agency and City in accordance with Community Redevelopment Law to provide for City implementation of redevelopment, affordable housing and public improvement projects. Processed agreements, option notices, option payments, purchase payments and grant deeds for all property transferred to City.

16. Commenced outreach to filming industry and facilitated shooting on location in Emeryville by 1 major motion film, 3 television productions, and 4 productions for both national and international commercials at no cost to City resulting in increased use of local restaurants and hotels.

17. 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 update and revision to City's Records Retention Schedule.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Continue to provide prompt, intelligible legal advice to the City Council, Successor Agency, CDCE, MESA, Planning Commission, Council Committees, City Manager, Department Heads, officers, and employees and assist with review and preparation of agenda items for consideration by legislative bodies.

2. Provide effective and cost efficient representation in all legal proceedings to which the City, Successor Agency or MESA is a party and provide the City Council, Successor Agency and/or MESA with timely updates of these matters.

3. Diligently represent the interests of the City, the City as Successor Agency and the City as Housing Successor before the Oversight Board, Alameda County Auditor-Controller, State Controller and State Department of Finance pertaining to the election by the City to retain the housing assets and functions previously performed by the Redevelopment Agency as well as the winding down of the affairs of the former Redevelopment Agency by the City as Successor Agency. Continue work with League of California Cities Post Redevelopment Working Group to facilitate the provision of guidance to cities on implementation of AB 26 as well as legislative revisions thereto.

4. Provide on-going legal assistance to the Economic Development and Housing Department with disposition of property of the Successor Agency as well as development of affordable housing on real property assets retained by the City as Housing Successor.

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. Provide staff to the ongoing Emeryville Zoning Ordnance update process. Negotiate provisions of Final Order pertaining to City of Emeryville as part of settlement of final measures addressing sanitary sewer system with the U.S. EPA, State Water Resources Control Board and San Francisco Baykeeper in U.S. EPA v. City of Alameda et al.

6. Provide oversight and assistance in the prosecution, defense, and settlement of litigation, tort and contract claims involving the City, CDCE and MESA. Provide on-going legal assistance to the Human Resources Director on employer-employee relations, grievances, supervisory training, labor negotiations and worker's compensation claims.

7. Continue pursuit of acquisition of real property interests for the Emeryville Greenway (HSP/Francis Collins parcel @ 59th Street), and a future home for the Emery Go Round.

8. Complete proposed amendments to the City's Purchasing Policy – Local Vendor Preference, Zoning Ordinance, Massage Ordinance, Sidewalk Repair and Affordable Housing Set-Aside for City Council consideration.

9. Continue efforts to ensure City's compliance with the ADA with respect to the City's programs and policies as well as the City's DBE Program in relation to the City's application for and receipt of federal funding.

CITY ATTORNEY

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 519,324	$ 549,534	$ 520,300	$ 358,300	$ 365,400
Supplies and Services	22,301	34,850	20,800	122,900	122,900
Total	**$ 541,625**	**$ 584,384**	**$ 541,100**	**$ 481,200**	**$ 488,300**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 541,625	$ 584,384	$ 541,100	$ 481,200	$ 488,300
Total	**$ 541,625**	**$ 584,384**	**$ 541,100**	**$ 481,200**	**$ 488,300**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	3.00	2.00	2.00
Part-Time Positions (FTE)	0.00	0.00	0.00
Total	**3.00**	**2.00**	**2.00**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1400 - CITY ATTORNEY

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	507,328	406,003	425,374	414,400	283,000	289,400
71350	WORKERS COMP PAYMENTS	3,218	3,230	3,318	3,200	2,200	2,300
72000	COMPENSATED EXPENSE	6,175	3,300	3,300	3,300	-	-
72150	SOCIAL SECURITY [FICA]	7,752	5,845	6,216	5,900	4,100	4,200
72200	RETIREMENT [PERS]	83,366	61,491	58,525	49,300	28,300	31,000
72210	RETIREMENT PERS - MISC	-	-	7,845	4,100	1,800	-
72250	UNEMPLOYMENT INSURANCE	523	413	1,586	400	1,000	1,100
72300	VISION INSURANCE	1,152	791	744	800	500	500
72350	PSYCHOLOGY INSURANCE	166	106	132	100	100	100
72400	GROUP MEDICAL INSURANCE	30,645	26,625	29,484	27,400	24,000	26,200
72410	RETIREE MEDICAL BENEFIT	3,120	2,340	2,340	2,300	2,300	1,600
72450	GROUP DENTAL INSURANCE	2,506	2,409	2,903	2,400	4,200	2,200
72500	LIFE INSURANCE	232	361	1,174	300	800	800
72510	ACCRUED BENEFITS	9,150	4,424	4,552	4,400	4,600	4,600
72540	LONG TERM DISABLITIY	1,980	1,985	2,042	2,000	1,400	1,400
SALARIES AND BENEFITS Total		657,313	519,324	549,534	520,300	358,300	365,400
73000	OFFICE SUPPLIES	305	253	2,500	700	2,500	2,500
73100	BOOKS, MAPS, PERIODICALS	3,362	5,651	7,500	5,500	7,500	7,500
73150	POSTAGE	645	564	1,250	800	1,300	1,300
SUPPLIES Total		4,312	6,469	11,250	7,000	11,300	11,300
76050	TELEPHONE/COMMUNICATION	6,740	4,092	3,000	2,200	2,500	2,500
UTILITIES Total		6,740	4,092	3,000	2,200	2,500	2,500
77150	EQUIPMENT OPER & MAINT	38	-	500	-	-	-
77960	TECHNOLOGY REPL FUND	1,600	1,600	1,600	1,600	1,600	1,600
MAINTENANCE Total		1,638	1,600	2,100	1,600	1,600	1,600
80050	PROFESSIONAL SERVICES	-	-	4,000	-	50,000	50,000
80100	LEGAL SERVICES	-	-	4,000	-	50,000	50,000
PROF FEES/SVCES Total		-	-	8,000	-	100,000	100,000
82050	PRINTING	(15)	-	500	-	500	500
ADVERTISTING/PRINTING		(15)	-	500	-	500	500
84000	EDUCATION AND TRAINING	1,450	710	6,000	5,600	4,000	4,000
84100	MEMBERSHIPS & DUES	1,575	800	1,500	1,800	1,000	1,000
84150	TRAVEL, CONFER & MEETING	5,641	8,631	2,500	2,600	2,000	2,000
EDUCATION & TRAINING Total		8,666	10,141	10,000	10,000	7,000	7,000
TOTAL CITY ATTORNEY		678,653	541,625	584,384	541,100	481,200	488,300

FINANCIAL SUMMARY
LITIGATION FUND

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 purchase 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 ($2.0 million in excess of $1.0 million) through an insurance carrier. The City is responsible for any amounts in excess of $3.0 million.

For the 2012-13 and 2013-14 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.

2012-13 & 2013-14 Operating Budgets

Fund 270 Summary - Internal Services Litigation Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 25,997	$ 33,442	$ 10,300	$ 5,800	$ 5,200
Redevelopment Agency	50,000	50,000	29,200	-	-
Interfund/General Fund	300,000	150,000	150,000	150,000	150,000
Interfund/Sewer Fund	30,000	30,000	30,000	30,000	30,000
Total Revenue	**$ 405,997**	**$ 263,442**	**$ 219,500**	**$ 185,800**	**$ 185,200**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Litigation Expense	$ 748,311	$ 300,000	$ 200,000	$ 300,000	$ 300,000
Total Expenditures	**$ 748,311**	**$ 300,000**	**$ 200,000**	**$ 300,000**	**$ 300,000**
Total Revenues - Total Expenditures	**$ (342,314)**	**$ (36,558)**	**$ 19,500**	**$ (114,200)**	**$ (114,800)**

Fund Balance Summary	
Unrestricted Fund Balance, June 30, 2011	$ 1,202,962
Estimated Unrestricted Fund Balance, June 30, 2012	1,222,462
Estimated Unrestricted Fund Balance, June 30, 2013	1,108,262
Estimated Unrestricted Fund Balance, June 30, 2014	993,462

The Administrative Services Department is managed by the Assistant City Manager and consists of three divisions: Finance, Human Resources and Information Technology. Each Division's budget is presented separately.

ADMINISTRATIVE SERVICES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,547,311	$ 1,741,668	$ 1,616,400	$ 1,635,900	$ 1,684,200
Supplies and Services	311,783	286,632	226,000	246,200	245,800
Capital Outlay	7,038	1,500	-	-	-
Total	**$ 1,866,132**	**$ 2,029,800**	**$ 1,842,400**	**$ 1,882,100**	**$ 1,930,000**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 1,866,132	$ 2,029,800	$ 1,842,400	$ 1,882,100	$ 1,930,000
Total	**$ 1,866,132**	**$ 2,029,800**	**$ 1,842,400**	**$ 1,882,100**	**$ 1,930,000**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue			$ 14,200	$ 40,200	$ 41,200
General Revenue	1,866,132	2,029,800	1,828,200	1,841,900	1,888,800
Total	**$ 1,866,132**	**$ 2,029,800**	**$ 1,842,400**	**$ 1,882,100**	**$ 1,930,000**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	13.80	12.80	12.80
Permanent Part-Time (FTE)	0.90	0.90	0.90
Part-Time Positions (FTE)	0.00	0.00	0.00
Total	**14.70**	**13.70**	**13.70**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	1,213,565	1,068,067	1,167,675	1,118,600	1,126,100	1,171,500
71030	SALARIES & WAGES - PERM PT	71,811	71,842	82,852	73,700	85,800	85,800
71050	OVERTIME PAYMENT	2,944	1,386	6,500	1,400	5,000	5,000
71350	WORKERS COMP PAYMENTS	7,844	7,564	9,754	7,900	9,500	9,800
71410	ALTERNATE MED.BENEFITS	9,831	8,103	5,617	11,800	12,700	12,700
72000	COMPENSATED EXPENSE	11,853	10,890	12,540	12,500	12,500	12,500
72150	SOCIAL SECURITY [FICA]	18,577	16,258	18,396	17,100	17,900	18,500
72200	RETIREMENT [PERS]	213,613	193,466	171,925	167,600	121,200	134,500
72210	RETIREMENT PERS - MISC	-	-	46,248	21,000	26,700	-
72250	UNEMPLOYMENT INSURANCE	1,300	1,140	4,694	1,200	4,600	4,700
72300	VISION INSURANCE	4,250	3,272	3,424	3,300	3,100	3,100
72350	PSYCHOLOGY INSURANCE	741	580	606	500	500	500
72400	GROUP MEDICAL INSURANCE	130,544	125,339	161,518	138,100	154,400	168,700
72410	RETIREE MEDICAL BENEFIT	13,103	10,764	10,764	10,700	10,800	10,800
72450	GROUP DENTAL INSURANCE	14,598	15,328	16,572	16,300	16,800	16,800
72500	LIFE INSURANCE	1,215	1,418	3,201	1,000	3,100	3,200
72510	ACCRUED BENEFITS	12,979	9,340	13,380	11,000	19,300	20,000
72540	LONG TERM DISABLITIY	2,581	2,552	6,002	2,700	5,900	6,100
SALARIES & BENEFITS Total		1,731,348	1,547,311	1,741,668	1,616,400	1,635,900	1,684,200
73000	OFFICE SUPPLIES	15,402	9,959	16,700	13,200	13,200	13,200
73100	BOOKS, MAPS, PERIODICALS	454	852	950	1,000	1,000	1,000
73150	POSTAGE	11,456	12,091	12,020	11,500	12,100	12,200
73550	FUEL	257,174	0	0	0	0	0
73750	PARKING PERMIT SUPPLIES	638	546	650	600	700	700
SUPPLIES Total		27,312	22,902	29,670	25,700	26,300	26,400
76000	UTILITIES	1,348					
76050	TELEPHONE/COMMUNICATION	28,887	24,004	28,800	21,000	9,500	9,500
UTILITIES Total		30,235	24,004	28,800	21,000	9,500	9,500
77150	EQUIPMENT OPER & MAINT	68,367	74,391	64,031	47,200	40,000	40,000
77960	TECHNOLOGY REPL FUND	8,520	8,520	8,520	8,500	8,000	8,000
MAINTENANCE Total		76,887	82,911	72,551	55,700	48,000	48,000
80000	TEMPORARY PERSONNEL SER'	22,285	64,277	2,400	28,100	25,000	25,000
80050	PROFESSIONAL SERVICES	77,091	48,396	35,976	22,000	18,500	18,500
80180	PARS/BENEFITS ADMIN	-	-	-	-	-	-
80380	BANKING SERVICES	30,618	22,254	16,400	22,000	22,000	22,000
80500	TESTING	9,906	1,851	17,000	5,000	14,000	14,000
PROF FEES/SVCS Total		139,900	136,779	71,776	77,100	79,500	79,500
82000	ADVERTISING	3,121	2,472	5,000	3,000	5,000	5,000
82050	PRINTING	3,362	6,404	10,000	7,400	9,000	9,000
ADVERTISING/PRINTING Total		6,483	8,876	15,000	10,400	14,000	14,000
84000	EDUCATION AND TRAINING	10,642	11,427	22,620	13,000	20,500	18,500
84100	MEMBERSHIPS & DUES	1,900	1,225	2,950	2,000	3,200	3,200
84150	TRAVEL, CONFER & MEETING	9,626	4,291	11,115	5,500	13,000	14,500
84350	IN SERVICE TRAINING	7,761	6,010	10,000	500	10,000	10,000
84380	SAFETY PROGRAM	3,299	4,444	11,500	4,500	11,500	11,500
EDUATION & TRAINING Total		33,227	27,397	58,185	25,500	58,200	57,700

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
85000	RENTALS & LEASES	13	12	-	-	-	-
RENTALS & LEASES Total		13	12	-	-	-	-
86050	USER FUEL TAX	20,941	-	-	-	-	-
FEES & CHARGES Total		20,941	-	-	-	-	-
87080	EMPLOYEE RECOGNITION	7,976	8,356	10,000	10,000	10,000	10,000
PROGRAMS/GRANTS Total		7,976	8,356	10,000	10,000	10,000	10,000
91000	OFFICE EQUIPMENT	1,407	7,038	1,500	-	-	-
CAPITAL Total		1,407	7,038	1,500	-	-	-
TOTAL ADMINISTRATIVE SERVICES		2,333,541	1,866,132	2,029,800	1,842,400	1,882,100	1,930,000

INFORMATION TECHNOLOGY

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 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 2010-2011 AND 2011-2012 FISCAL YEARS

1. Upgraded the City's email server to Microsoft Exchange 2010.

2. Implemented a trouble ticket help desk application to track all help desk tickets registered with Information Technology staff, resulting in an increased level of service to staff.

3. Led project to implement a paperless agenda in conjunction with the City Clerk's Department, resulting in a more efficient agenda compilation process which has reduced both staff time and copying costs.

4. Consolidated the City's network servers using VMware virtualization software that will result in lower long term hardware costs and energy savings.

5. Expanded the City's Geographical Interface System (GIS) capabilities; acquiring and developing spatial data for the City's GIS system that will permit creation of maps for display and analysis for various public works, planning and economic development projects and proposals.

6. Led project to procure and install new audio equipment for the City Council chambers, increasing sound quality both in the chambers and over the televised / web broadcasts.

7. Deployed a web-based, self-paced training solution accessible to all City staff with options to train on several hundred software applications including Microsoft Office and all Adobe Suites.

8. Held meetings with all interested Department Heads to review upcoming IT initiatives over the next few years and develop action plan for implementation.

9. Assisted Community Services Department in their efforts to replace the Child Care Center management software.

10. Created a new Acceptable Use Policy Administrative Instruction outlining proper usage of all City Information Systems.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Assist Planning and Building Department with the implementation of the CodeTrak and E-Trak modules of the CRW Systems software to permit tracking of code enforcement items and access of the tracking system to the City's external customers.

2. Improve usability of the City's financial system by exploring options to bring the financial system in-house allowing staff to have direct access to the database for the purposes of generating custom reports and to allow for greater integration with other City software systems.

3. Assist the Public Works Department with the selection, implementation, and maintenance of a new Computerized Maintenance Management System (CMMS).

4. Complete the City's virtualization project by fully deploying the VMware View client software to all City staff, maximizing the City's energy and hardware costs savings.

5. Broaden the City's GIS efforts to extend to web applications available to the public as well as internal applications intended to reduce current workload on staff by partially or fully automating current processes.

6. Work with the City Clerk's Office to increase public usability and refresh the look of the City's website which was last updated in 2009.

INFORMATION TECHNOLOGY

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 389,622	$ 409,053	$ 391,700	$ 397,900	$ 413,300
Supplies and Services	57,094	52,590	31,800	19,900	19,900
Total	**$ 446,716**	**$ 461,643**	**$ 423,500**	**$ 417,800**	**$ 433,200**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 446,716	$ 461,643	$ 423,500	$ 417,800	$ 433,200
Total	**$ 446,716**	**$ 461,643**	**$ 423,500**	**$ 417,800**	**$ 433,200**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue			$ 14,200	$ 40,200	$ 41,200
General Revenue	446,716	461,643	409,300	377,600	392,000
Total	**$ 446,716**	**$ 461,643**	**$ 423,500**	**$ 417,800**	**$ 433,200**

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	3.00	3.00	3.00
Total	**3.00**	**3.00**	**3.00**

FUND 101 - GENERAL FUND
FUNCTION - 10 GENERAL GOVERNMENT DIVISION - 1280 - INFORMATION TECHNOLOGY
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	278,764	284,953	291,306	286,900	288,900	302,900
71050	OVERTIME PAYMENT	-	-	-	300	-	-
71350	WORKERS COMP PAYMENTS	1,183	1,210	2,272	1,200	2,300	2,400
72000	COMPENSATED EXPENSE	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	3,974	4,041	4,272	4,100	4,200	4,400
72200	RETIREMENT [PERS]	46,300	48,362	40,735	41,300	28,900	32,400
72210	RETIREMENT PERS - MISC	-	-	11,560	5,700	7,200	-
72250	UNEMPLOYMENT INSURANCE	279	285	1,090	300	1,100	1,100
72300	VISION INSURANCE	864	791	744	800	700	700
72350	PSYCHOLOGY INSURANCE	159	150	132	100	100	100
72400	GROUP MEDICAL INSURANCE	37,103	38,200	42,302	39,000	47,900	52,400
72410	RETIREE MEDICAL BENEFIT	2,340	2,340	2,340	2,300	2,300	2,300
72450	GROUP DENTAL INSURANCE	3,596	4,150	3,680	4,200	4,200	4,200
72500	LIFE INSURANCE	114	197	804	100	800	800
72510	ACCRUED BENEFITS	1,402	1,258	3,117	1,700	4,600	4,800
72540	LONG TERM DISABILITY	384	384	1,398	400	1,400	1,500
SALARIES AND BENEFITS Total		379,762	389,622	409,053	391,700	397,900	413,300
73000	OFFICE SUPPLIES	5,984	1,099	3,000	3,000	3,000	3,000
SUPPLIES Total		5,984	1,099	3,000	3,000	3,000	3,000
76050	TELEPHONE/COMMUNICATION	18,831	17,853	20,000	15,000	2,000	2,000
UTILITIES Total		18,831	17,853	20,000	15,000	2,000	2,000
77150	EQUIPMENT OPER & MAINT	25,370	33,936	17,100	7,200	-	-
77960	TECHNOLOGY REPL CHARGE	1,640	1,640	1,640	1,600	1,600	1,600
MAINTENANCE Total		27,010	35,576	18,740	8,800	1,600	1,600
80050	PROFESSIONAL SERVICES	4,836	2,146	7,250	2,000	7,300	7,300
PROF FEES/SVCES Total		4,836	2,146	7,250	2,000	7,300	7,300
84000	EDUCATION AND TRAINING	2,724	420	3,600	3,000	4,000	4,000
84100	MEMBERSHIPS & DUES	505	-	-	-	-	-
84150	TRAVEL, CONFER & MEETING	1,019	-	-	-	2,000	2,000
EDUCATION & TRAINING Total		4,248	420	3,600	3,000	6,000	6,000
TOTAL INFORMATION TECHNOLOGY		440,671	446,716	461,643	423,500	417,800	433,200

FINANCE

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

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. Completed the City's Comprehensive Annual Financial Report (CAFR) for FY 2009-10 and FY 2010-11; receiving the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for each of these two years; implemented GASB 54; and facilitated the adoption of the related fund balance policy.

2. Completed budget update for FY 2010-11 and biennial budget for FY 2012-13 and FY 2013-14.

3. Prepared extensive reports and worked with the City Manager to develop financial strategies in response to State actions leading to the elimination of redevelopment agencies, including the Emeryville Redevelopment Agency; including preparing documentation for consideration by the City Council as the Successor Agency and the City of Emeryville Oversight Board.

4. Assisted City Departments with funding strategies and analysis of operations for expenditure controls.

5. Administered General Fund expenditure cuts of $1.3 million in FY 2010-11 to mitigate a budget gap.

6. Supported the City Manager's Office in the successful passage of an increase in the Business License Tax and increase in the maximum tax in November 2011 for an estimated annual increase in revenue of $750,000.

7. Continued administration of a Citywide Property Based Improvement District (PBID) which provides funds to operate the Emery Go-Round shuttle service.

8. Provided training and city-wide access to the City's financial system to user departments.

9. Provided bargaining team support for the local Service Employees International Union (SEIU) chapter and Emeryville Police Officers Association (EPOA) contract negotiations. Implemented contract changes in a timely manner.

10. Managed the City's debt portfolio and maintained bondholder, rating agency, and bond insurer relations through the publication of continuing annual disclosure documents.

11. Administered the annual mandated costs recovery claims filing (SB 90).

12. Completed a post retirement health benefit actuarial valuation as mandated by the Government Accounting Standards Board (GASB).

GOALS FOR THE 2012-2013 AND 2013-2014 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. Develop and update Fund Reserve and other financial policies.

3. Partner with Human Resources for upcoming labor bargaining to negotiate sustainable wage and benefit packages.

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.

6. 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.

7. Prepare budget update for fiscal year 2011-12 and a biennial budget for FY 2012-13 and FY 2013-14.

8. Prepare a Comprehensive Annual Financial Report (CAFR) for each fiscal year and submit it for award to the Government Finance Officers' Association.

9. Prepare an update of the City's Five Year Capital Improvement Program for FY 2012-13 through FY 2017-18.

10. Provide extensive reporting and documentation relating to the termination of the Emeryville Redevelopment Agency to the City Council as the Successor Agency and to the City of Emeryville Oversight Board.

11. Plan for and secure financing for upcoming capital improvement projects; manage the City's debt portfolio.

12. Assess and evaluate internal controls, updating procedures and processes where appropriate.

13. Implement document imaging and management system for the Finance Division.

FINANCE

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 710,038	$ 874,699	$ 786,600	$ 787,500	$ 812,700
Supplies and Services	210,566	151,322	148,300	143,900	143,500
Capital Outlay	7,038	1,500	-	-	-
Total	**$ 927,643**	**$ 1,027,521**	**$ 934,900**	**$ 931,400**	**$ 956,200**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Dedicated Revenues	$ 50,561	$ 58,150	$ 57,718	$ 57,718	$ 57,718
General Fund	877,082	969,371	877,182	873,682	898,482
Total	**$ 927,643**	**$ 1,027,521**	**$ 934,900**	**$ 931,400**	**$ 956,200**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	8.00	7.00	7.00
Part-Time Positions (FTE)	0.00	0.00	0.00
Total	**8.00**	**7.00**	**7.00**

FUND 101 - GENERAL FUND
FUNCTION - 10 GENERAL GOVERNMENT DIVISION - 1500 - FINANCE
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	619,803	516,029	618,358	564,700	577,100	602,100
71030	SALARIES & WAGES - PERM PT	18,663	-	-	-	-	-
71050	OVERTIME PAYMENT	134	490	1,500	500	1,500	1,500
71350	WORKERS COMP PAYMENTS	4,044	4,025	4,823	4,400	4,500	4,700
71410	ALTERNATE MED.BENEFITS	9,831	8,103	5,617	11,800	12,700	12,700
72000	COMPENSATED EXPENSE	5,913	4,950	6,600	6,600	6,600	6,600
72150	SOCIAL SECURITY [FICA]	9,417	7,443	9,143	8,300	8,600	9,000
72200	RETIREMENT [PERS]	106,043	87,581	84,163	84,100	57,700	64,400
72210	RETIREMENT PERS - MISC	-	-	26,846	11,300	14,400	-
72250	UNEMPLOYMENT INSURANCE	648	516	2,333	600	2,200	2,300
72300	VISION INSURANCE	2,284	1,743	1,985	1,800	1,700	1,700
72350	PSYCHOLOGY INSURANCE	422	335	351	300	300	300
72400	GROUP MEDICAL INSURANCE	59,932	56,808	85,887	68,100	71,900	78,500
72410	RETIREE MEDICAL BENEFIT	6,863	6,240	6,240	6,200	5,500	5,500
72450	GROUP DENTAL INSURANCE	7,932	8,125	9,813	9,000	9,500	9,500
72500	LIFE INSURANCE	858	945	1,456	800	1,300	1,400
72510	ACCRUED BENEFITS	6,742	4,886	6,616	6,100	9,200	9,600
72540	LONG TERM DISABILITY	1,849	1,820	2,968	2,000	2,800	2,900
SALARIES AND BENEFITS Total		861,378	710,038	874,699	786,600	787,500	812,700
73000	OFFICE SUPPLIES	7,907	5,418	10,000	6,500	6,500	6,500
73100	BOOKS, MAPS, PERIODICALS	75	211	300	300	300	300
73150	POSTAGE	10,549	11,170	9,770	10,500	10,900	11,000
73750	PARKING PERMIT SUPPLIES	638	546	650	600	700	700
SUPPLIES Total		19,169	17,345	20,720	17,900	18,400	18,500
76000	UTILITIES	1,348					
76050	TELEPHONE/COMMUNICATION	4,470	3,595	4,800	3,600	4,000	4,000
UTILITIES Total		5,818	3,595	4,800	3,600	4,000	4,000
77150	EQUIPMENT OPER & MAINT	37,434	40,455	46,431	40,000	40,000	40,000
77960	TECHNOLOGY REPL CHARGE	4,880	4,880	4,880	4,900	4,400	4,400
MAINTENANCE Total		42,314	45,335	51,311	44,900	44,400	44,400
80000	TEMPORARY PERSONNEL SERV	21,076	62,390	-	20,900	20,000	20,000
80050	PROFESSIONAL SERVICES	72,256	41,238	23,726	16,000	6,200	6,200
80380	BANKING SERVICES	24,155	22,254	16,400	22,000	22,000	22,000
PROF FEES/SVCES Total		117,487	125,882	40,126	58,900	48,200	48,200
82050	PRINTING	2,862	6,404	8,500	6,500	7,500	7,500
ADVERTISING /PRINTING Total		2,862	6,404	8,500	6,500	7,500	7,500
84000	EDUCATION AND TRAINING	7,399	9,680	17,420	10,000	14,000	12,000
84100	MEMBERSHIPS & DUES	825	475	2,030	2,000	2,000	2,000
84150	TRAVEL, CONFER & MEETING	4,295	1,851	6,415	4,500	5,400	6,900
EDUCATION & TRAINING Total		12,519	12,006	25,865	16,500	21,400	20,900
91000	OFFICE EQUIPMENT	1,407	7,038	1,500	-	-	-
CAPITAL Total		1,407	7,038	1,500	-	-	-
TOTAL FINANCE		1,062,954	927,643	1,027,521	934,900	931,400	956,200

HUMAN RESOURCES

The Human Resources Division 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 Division is responsible for the following administrative services: staff recruitment and selection, employee and labor relations, employee benefits, workers' compensation, health and safety, affirmative action, staff training and development, and personnel records management.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. In FY 2010-11, provided recruitment and selection activities for over 1,317 applicants vying for the following positions: Accounting Supervisor, Economic Development Project Coordinator, Housing Program Coordinator, Recreation Supervisor, Child Development Center Manager, Program Coordinator Adult Services, Teacher Aide, Teacher-Sub, Office Assistant and Bus Driver. In FY 2011-12, provided recruitment and selection activities for over 1,079 applicants vying for the following positions: Police Officer Academy Graduate and Lateral, Police Services Technician, Child Development Center Manager, Teacher II, Facility/Adult Sports Attendant.

2. Provided and/or facilitated training to appropriate departments and employees on the following topics: Preventing Workplace Harassment, Defensive Driving, Blood Borne Pathogens, Everything You Wanted to Know about Workers' Compensation but were Afraid to Ask, CPR and First Aid, Dealing with Difficult People.

3. Negotiated multi-year bargaining agreements with Service Employees International Union Local 1021 (July 2010-June 2013), Emeryville Police Officers Association (July 201-June 2014) and Emeryville Association of Confidential, Administrative, Managerial and Professional Employees (October 18, 2011-June 20, 2013). Introduced a 2nd tier pension for new hires for all three represented groups.

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.

5. Published four (4) volumes of the Admin Services Insider (formerly known as the HR Reporter) each fiscal year.

6. Held the Annual Employee Appreciation Luncheon in August 2010 and August 2011. The Employee Recognition Event was combined with the Annual Employee Holiday Party in 2010 and 2011. The December 11, 2010 event recognized 37 employees with service ranging from 5 years to 35 years with the City. For the December 17, 2011 event, 28 employees received recognition for years of continuous service to the Emeryville community ranging from 5 years to 30 years.

7. Continued the series of "Lunch and Learns". Some of the topics included: Computer Safety and Security, Bike Safety, Disaster Preparedness, How Not to Be a Victim, Healthy Heart, Why Walking is Good For You, and Strategies to Save for Retirement.

8. Contracted with an outside organizational development consultant to administer a City-wide Employee Survey.

9. Facilitated leadership coaching and professional management development for the City's Senior Management Team.

10. Assisted the Fire Department in development and administration of their Aerosol Transmissible Disease Prevention Program to bring them into compliance with Occupational Health and Safety Administration (OSHA) new regulations.

11. Coordinated the purchase and installation of an Automated External Defibrillator (AED) for the Senior Center and Pool.

12. Conducted an audit of all eligible employees enrolled within the City of Emeryville/MESA health plans with dependent(s) group health coverage.

13. Conducted a Request for Proposal and selected a new Employee Assistance Program provider resulting in a savings of $2,000 a year.

14. Created a new and revised Accident and Incident Reporting Form for the Community Services Department.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Conduct the following in-service training programs in FY 2012/13: Preventing Workplace Harassment, Customer Service, and Blood Borne Pathogens.

2. Conduct the following in-service training programs in FY 2013-14: First Aid, Cardiopulmonary Resuscitation (CPR), Blood Borne Pathogen Training, and Preventing Workplace Harassment.

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. Maintain the Citywide Safety Committee and Health and Safety Program, maximizing the benefit services and evaluating cost containment measures; continue working with managers to increase safety in their departments.

5. Negotiate transfer of Fire Services to Alameda County Fire District.

6. Update Administrative Instructions and policies relating to personnel matters, to ensure compliance with existing law.

7. Continue Wellness Program, including a series of Lunch and Learn Series on topics of Ergonomics, Stress Management, Nutrition and Back Safety.

8. Partner with local jurisdictions to form a training consortium to allow a broader spectrum of local training options/opportunities for City staff.

9. Complete classification and compensation studies for represented and unrepresented groups. Updated job descriptions for those that are outdated.

HUMAN RESOURCES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 447,650	$ 457,916	$ 438,100	$ 450,500	$ 458,200
Supplies and Services	44,123	82,720	45,900	82,400	82,400
Total	**$ 491,773**	**$ 540,636**	**$ 484,000**	**$ 532,900**	**$ 540,600**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 491,773	$ 540,636	$ 484,000	$ 532,900	$ 540,600
Total	**$ 491,773**	**$ 540,636**	**$ 484,000**	**$ 532,900**	**$ 540,600**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	2.8	2.8	2.8
Permanent Part-Time	0.9	0.9	0.9
Total	**3.7**	**3.7**	**3.7**

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1600 - HUMAN RESOURCES
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIE[	314,997	267,085	258,011	267,000	260,100	266,500
71030	SALARIES & WAGES - PERM PT	53,149	71,842	82,852	73,700	85,800	85,800
71050	OVERTIME PAYMENT	2,810	896	5,000	600	3,500	3,500
71350	WORKERS COMP PAYMENTS	2,618	2,329	2,659	2,300	2,700	2,700
72000	COMPENSATED EXPENSE	2,640	2,640	2,640	2,600	2,600	2,600
72150	SOCIAL SECURITY [FICA]	5,186	4,774	4,981	4,700	5,100	5,100
72200	RETIREMENT [PERS]	61,270	57,523	47,026	42,200	34,600	37,700
72210	RETIREMENT PERS - MISC	-	-	7,842	4,000	5,100	-
72250	UNEMPLOYMENT INSURANCE	374	339	1,271	300	1,300	1,300
72300	VISION INSURANCE	1,102	738	695	700	700	700
72350	PSYCHOLOGY INSURANCE	159	96	123	100	100	100
72400	GROUP MEDICAL INSURANCE	33,509	30,331	33,329	31,000	34,600	37,800
72410	RETIREE MEDICAL BENEFIT	3,900	2,184	2,184	2,200	3,000	3,000
72450	GROUP DENTAL INSURANCE	3,070	3,054	3,079	3,100	3,100	3,100
72500	LIFE INSURANCE	243	277	941	100	1,000	1,000
72510	ACCRUED BENEFITS	4,835	3,195	3,647	3,200	5,500	5,600
72540	LONG TERM DISABILITY	347	347	1,636	300	1,700	1,700
SALARIES AND BENEFITS Total		490,209	447,650	457,916	438,100	450,500	458,200
73000	OFFICE SUPPLIES	1,511	3,442	3,700	3,700	3,700	3,700
73100	BOOKS, MAPS, PERIODICALS	379	642	650	700	700	700
73150	POSTAGE	907	921	2,250	1,000	1,200	1,200
SUPPLIES Total		2,797	5,005	6,600	5,400	5,600	5,600
76050	TELEPHONE/COMMUNICATION	5,586	2,556	4,000	2,400	3,500	3,500
UTILITIES Total		5,586	2,556	4,000	2,400	3,500	3,500
77150	EQUIPMENT OPER & MAINT	-	-	500	-	-	-
77960	TECHNOLOGY REPL CHARGE	2,000	2,000	2,000	2,000	2,000	2,000
MAINTENANCE Total		2,000	2,000	2,500	2,000	2,000	2,000
80000	TEMPORARY PERSONNEL SER'	1,209	1,888	2,400	7,200	5,000	5,000
80050	PROFESSIONAL SERVICES	-	5,011	5,000	4,000	5,000	5,000
80180	PARS/BENEFITS ADMIN	-	-	-	-	-	-
80500	TESTING	9,906	1,851	17,000	5,000	14,000	14,000
PROFESSIONAL FEES/SVCES Total		11,115	8,750	24,400	16,200	24,000	24,000
82000	ADVERTISING	3,121	2,472	5,000	3,000	5,000	5,000
82050	PRINTING	500	-	1,500	900	1,500	1,500
ADVERTISING/PRINTING&PUBL Total		3,621	2,472	6,500	3,900	6,500	6,500
84000	EDUCATION AND TRAINING	519	1,327	1,600	-	2,500	2,500
84100	MEMBERSHIPS & DUES	570	750	920	-	1,200	1,200
84150	TRAVEL, CONFER & MEETING	4,311	2,439	4,700	1,000	5,600	5,600
84350	IN SERVICE TRAINING	7,761	6,010	10,000	500	10,000	10,000
84380	SAFETY PROGRAM	3,299	4,444	11,500	4,500	11,500	11,500
EDUCATION AND TRAINING Total		16,460	14,970	28,720	6,000	30,800	30,800

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1600 - HUMAN RESOURCES
DEPARTMENT - 1480 - ADMINISTRATIVE SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
85000	RENTALS & LEASES	13	12				
RENTALS & LEASES Total		13	12	-	-	-	-
87080	EMPLOYEE RECOGNITION	7,976	8,356	10,000	10,000	10,000	10,000
PROGRAMS/GRANTS Total		7,976	8,356	10,000	10,000	10,000	10,000
TOTAL HUMAN RESOURCES		539,777	491,773	540,636	484,000	532,900	540,600

INTERNAL SERVICES FUND

INFORMATION TECHNOLOGY REPLACEMENT FUND

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. In November 1997 funds were allocated to the Fund through the City's Capital Improvement Program process. This money has funded a wide area network, a comprehensive upgrade and standardization of the City's personal computers, an upgrade of the financial system computer, initiation of the Geographic Information System (GIS) mapping program, an upgrade of the City's World Wide Web page and an upgrade to the City's telephone system. Future Capital Improvements include completion of the GIS system, a Records Management System and a Document Imaging System and an integrated permitting system.

Each department will be charged $400 to $750 per fiscal year for each City-owned personal computer in use, with additional money being set aside to replace network servers. These departmental charges will total $165,000 per fiscal year. Setting aside this money will allow for systematic replacement of computers as technologies change.

As of June 30, 2011, the Technology Replacement Fund was fully funded at $785,000. Transfers from departments are budgeted to maintain the fully funded status of future technology replacements.

2012-13 & 2013-14 Operating Budgets

Fund 670 Summary - Information Technology Replacement Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings*	$ -	$ -	$ -	$ 4,400	$ 4,700
Technology Fee	83,458	30,000	60,000	30,000	30,000
Department Charges	173,372	173,372	173,200	165,100	165,100
Total Revenues	**$ 256,830**	**$ 203,372**	**$ 233,200**	**$ 199,500**	**$ 199,800**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Equipment Ops & Maintenance	$ -	$ -	$ -	$ 66,200	$ 71,200
Capital Outlay	152,327	324,635	500	224,200	53,000
Reserve for Capital Projects			129,400	-	
Total Expenditures	**$ 152,327**	**$ 324,635**	**$ 129,900**	**$ 224,200**	**$ 53,000**
Total Revenues-Total Expenditures	**$ 104,503**	**$ (121,263)**	**$ 103,300**	**$ (24,700)**	**$ 146,800**

Fund Balance Summary	
Committed Fund Balance, June 30, 2011	$ 785,000
Estimated Committed Fund Balance, June 30, 2012	888,300
Estimated Committed Fund Balance, June 30, 2013	863,600
Estimated Committed Fund Balance, June 30, 2014	1,010,400

*Interest earnings designated to General Fund FY 2008/09 through FY 2011/12

The Planning and Building Department has primary responsibility for administering the laws, regulations, requirements, and programs that pertain to the physical development of the City and consists of two Divisions: Planning and Building. The Division's budgets are presented separately.

PLANNING AND BUILDING DEPARTMENT

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,010,838	$ 1,031,841	$ 1,027,100	$ 956,900	$ 980,500
Supplies and Services	1,158,660	773,809	1,117,800	734,400	734,400
Total	**$ 2,169,498**	**$ 1,805,650**	**$ 2,144,900**	**$ 1,691,300**	**$ 1,714,900**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 2,169,498	$ 1,805,650	$ 2,144,900	$ 1,691,300	$ 1,714,900
Total	**$ 2,169,498**	**$ 1,805,650**	**$ 2,144,900**	**$ 1,691,300**	**$ 1,714,900**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 2,502,532	$ 2,216,000	$ 2,506,285	$ 1,563,031	$ 1,143,911
General Revenue	(333,034)	(410,350)	(361,385)	128,269	570,989
Total	**$ 2,169,498**	**$ 1,805,650**	**$ 2,144,900**	**$ 1,691,300**	**$ 1,714,900**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	9.0	9.0	9.0
Part-Time Positions (FTE)	1.5	1.3	1.0
Total	**10.5**	**10.3**	**10.0**

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	763,175	749,137	751,282	758,700	722,600	748,600
71040	SALARIES & WAGES - HOURLY	18,510	2,905	-	-	-	-
71050	OVERTIME PAYMENT	2,326	2,907	2,500	7,900	2,500	2,500
71350	WORKERS COMP PAYMENTS	10,015	9,889	9,919	10,000	9,700	10,100
71410	ALTERNATE MED.BENEFITS	10,451	10,250	10,111	10,600	11,500	11,500
72000	COMPENSATED EXPENSE	6,270	5,940	5,940	5,900	5,900	5,900
72150	SOCIAL SECURITY [FICA]	11,484	10,943	11,213	11,300	10,800	11,200
72200	RETIREMENT [PERS]	126,324	126,346	101,936	108,200	72,400	80,200
72210	RETIREMENT PERS - MISC	-	-	34,694	15,000	18,000	-
72250	UNEMPLOYMENT INSURANCE	782	747	2,861	800	2,800	2,900
72300	VISION INSURANCE	2,537	2,272	2,134	2,200	2,000	2,000
72350	PSYCHOLOGY INSURANCE	426	390	378	300	300	300
72400	GROUP MEDICAL INSURANCE	60,307	61,683	69,864	68,400	67,200	73,500
72410	RETIREE MEDICAL BENEFIT	6,864	6,708	6,708	6,700	6,400	6,400
72450	GROUP DENTAL INSURANCE	7,694	8,949	9,000	8,900	8,200	8,200
72500	LIFE INSURANCE	1,131	1,224	1,656	1,100	1,600	1,600
72510	ACCRUED BENEFITS	12,351	7,624	8,039	8,100	11,500	12,000
72540	LONG TERM DISABILITY	3,014	2,924	3,606	3,000	3,500	3,600
SALARIES AND BENEFITS Total		1,043,660	1,010,838	1,031,841	1,027,100	956,900	980,500
73000	OFFICE SUPPLIES	3,368	7,641	5,100	3,800	5,100	5,100
73100	BOOKS, MAPS, PERIODICALS	163	2,731	1,000	700	1,000	1,000
73150	POSTAGE	7,197	10,381	5,500	6,800	8,500	8,500
73350	SAFETY & SPECIAL SUPPLIES	245	-	500	-	500	500
73550	FUEL	-	-	500	-	500	500
SUPPLIES Total		10,972	20,753	12,600	11,300	15,600	15,600
76050	TELEPHONE/COMMUNICATION	11,695	5,837	7,000	5,700	6,000	6,000
UTILITIES Total		11,695	5,837	7,000	5,700	6,000	6,000
77100	VEHICLE OPERATION & MAINT	-	-	500	-	500	500
77950	VEHICLE REPL. CHARGE	4,074	2,389	2,389	2,400	-	-
77960	TECHNOLOGY REPL CHARGE	6,120	6,120	6,120	6,100	6,100	6,100
MAINTENANCE Total		10,194	8,509	9,009	8,500	6,600	6,600
80000	TEMPORARY PERSONNEL SER'	-	212	1,000	-	1,000	1,000
80050	PROFESSIONAL SERVICES	327,395	157,332	160,000	466,000	50,000	50,000
80490	PROF SVC-PLAN CHECK FEES	620,086	544,109	336,000	288,500	312,000	312,000
80490	PROF SVC-INSPECTIONS	(25,000)	400,000	210,000	311,700	310,000	310,000
PROFESSIONAL FEES/SVCES Total		922,481	1,101,653	707,000	1,066,200	673,000	673,000

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
82000	ADVERTISING	5,328	5,732	6,000	6,000	6,000	6,000
82050	PRINTING	6,332	3,998	5,500	400	4,000	4,000
ADVERTISING/PRINTING&PUBL Total		11,661	9,730	11,500	6,400	10,000	10,000
84000	EDUCATION AND TRAINING	3,309	2,231	6,600	7,000	6,100	6,100
84050	PLANNING COMMISS TRAINING	492	265	1,000	-	1,000	1,000
84100	MEMBERSHIPS & DUES	2,607	2,207	3,500	3,700	3,000	3,000
84150	TRAVEL, CONFER & MEETING	10,531	7,476	9,600	9,000	7,100	7,100
84250	PLANNING COMMISS. ALLOW.	-	-	6,000	-	6,000	6,000
EDUCATION AND TRAINING Total		16,938	12,178	26,700	19,700	23,200	23,200
88000	REFUNDS						
REFUNDS Total		-	-	-	-	-	-
TOTAL PLANNING AND BUILDING		2,027,602	2,169,498	1,805,650	2,144,900	1,691,300	1,714,900

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 planned unit developments, use permits, design review permits, variances, and other planning permits, and the preparation of associated environmental review documents such as Mitigated Negative Declarations and Environmental Impact Reports. In addition, the Planning Division serves as staff to the Planning Commission, the Zoning Update Steering Committee, the Park Avenue District Advisory Committee, and other committees as established by the City Council.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

Administration

1. Provided lead staffing for Planning Commission, Zoning Update Steering Committee, Park Avenue District Advisory Committee, and Parks and Recreation Strategic Plan Ad Hoc Committee; and support staff for Community Preservation Committee, Transportation Committee, and Pedestrian/Bicycle Advisory Subcommittee. Participated in staff-level Public Information Task Force and Community Events Committee. Orchestrated a Saturday Planning Commission retreat/bus tour of urban design projects in Emeryville and Berkeley.

2. Helped orchestrate special City Council "visioning retreat" on February 28, 2012 at which the Council reviewed and confirmed the visions for the community as set forth in the General Plan and provided direction for future implementation.

3. Helped plan and implement "Park Avenue Festival" to celebrate completion of Park Avenue street beautification improvements, as called for in the Park Avenue District Plan.

4. Facilitated establishment by City Council of a residential permit parking area on 59th and Beaudry Streets.

5. Facilitated approval of the city's first "parklet" on 65th Street.

6. Orchestrated tour of Amtrak station area for Solano Transportation Authority delegation to help inform their decisions about potential transit oriented development around the proposed Fairfield-Vacaville Capitol Corridor train station.

7. Aggregated and reported 2010 U.S. Census data as it became available. Thanks to our previous efforts in the "Local Update of Census Addresses" (LUCA) process, there was minimal undercount. Responded to LUCA and boundary/annexation surveys and attended workshops on use of Census data.

8. Provided demographic, land use, and planning information for a variety of purposes, including CMA conformity requirements, Local Agency Formation Commission (LAFCO) request for information, League of California Cities parking survey, State Energy

Commission survey, information for Emery Unified School District and for grant applications, and annual state planning survey.

9. Provided background information for PG&E "Architecture at Zero" energy-efficient design competition for Sherwin Williams site. Attended awards ceremony in San Francisco and displayed entries at City Hall.

10. Participated in interdepartmental economic development activities, including monthly project review and grant coordination meetings.

11. Maintained current and accurate planning information on the City's website, including interactive Zoning Ordinance and General Plan; planning permit application information and forms; and Planning Commission agendas, staff reports, minutes, schedules, and information.

12. With Building Division, implemented CRW "TRAKiT' computerized permit tracking system and began entering historical permit information, which has streamlined the permit approval process for residents, local businesses, and developers, and provides readily accessible data about planning and building permit trends.

13. Worked with the Finance Division and City Attorney's Office to collect outstanding planning cost recovery fees and refund money owed to applicants. The system is now up-to-date and projects are being monitored to ensure a positive balance in all active cost recovery accounts.

14. Participated in a variety of training and professional development activities, including state and national American Planning Association conferences and board of directors activities, Association of Environmental Professionals conference, Association of Pedestrian and Bicycle Professionals webinar, New Partners for Smart Growth conference, Leadership East Bay program, Green Code update, CEQA training, workshops on transportation and technology and electric vehicle readiness, Finance PLUS training, and outreach about the planning profession to high school and college students.

15. Developed Planning and Building Department mission statement and facilitated development of draft citywide mission statement by department heads.

Long Range Planning

1. Completed revisions to the 2007-2014 Housing Element based on comments from the State Housing and Community Development Department (HCD); facilitated its review and approval by Housing Committee and Planning Commission, and adoption by City Council. Revised Housing Element was certified by HCD in October 2010.

2. Completed several long-range planning studies to implement the new General Plan, including:
   - Citywide Design Guidelines (adopted in December 2010)
   - Parks and Recreation Strategic Plan (adopted in January 2011)
   - Sustainable Transportation Plan (adopted in March 2012)
   - Pedestrian and Bicycle Plan (adopted in May 2012)

- Traffic Impact Fee Study Update (to be adopted in summer 2012)

3. Prepared State-mandated annual reports on implementation of the General Plan, which showed progress on 53 of 59 actions for the Housing Element and 65 of 74 short-term actions for the other eight elements.

4. Substantially completed comprehensive update of Planning Regulations including use classifications, zoning maps, use matrix, bonus point system, sign regulations, parking regulations, performance standards, telecommunications regulations, affordable housing regulations, site development regulations, citywide use and development regulations, subdivisions, administration, and definitions.

5. Drafted amendments to Planning Regulations for Personal Service and Light Wholesaling/Distribution uses; for demolition of significant buildings and residential units; and to implement settlement agreement for Doyle-Hollis North Area; facilitated their review and approval by Planning Commission and adoption by City Council.

6. Completed drafting of State-mandated Water Efficient Landscape Ordinance; facilitated its review and approval by Planning Commission and adoption by City Council.

7. Continued inventory and mapping of "significant buildings" for City Council adoption to implement the Preservation Ordinance.

8. Led or participated in a number of urban design, transportation, feasibility, and policy studies including Powell Street Urban Design Plan, Shellmound Design Guidelines, Sustainable Transportation Plan, Traffic Impact Fee Update, Powell-Stanford Greenway, Residential Permit Parking Program, parking study of North Hollis area, Art in Parks and Parklets, East Shore State Park Powell Street/Upland Area design, Food Vendors Task Force, farmers markets, and Economic Development Strategy.

9. Led or participated in a number of pedestrian and bicycle-related studies and activities, including Pedestrian-Bicycle Plan, planning for the South Bayfront and I-80 Bicycle/Pedestrian bridges, connection of the Emeryville Greenway to Berkeley's Ninth Street bicycle boulevard, Caltrans Bay Trail pedestrian-bicycle path from Bay Bridge to Shellmound Street, Countywide bicycle plan, Emeryville Transportation Management Association bicycle sharing proposal, and coordination of bicycle planning with Oakland and Berkeley. Participated in Bike to Work Month Team Challenge.

10. Took part in local and regional planning activities including ABAG/MTC SB 375 Sustainable Communities Strategy, BCDC Bay Plan amendments to address sea level rise, BCDC/NOAA Adapting to Rising Tides project, BAAQMD CEQA air quality standards, MTC Regional Transportation Plan, ACTC Countywide Transportation Plan and Measure B expenditure plan, West Oakland Specific Plan, Alameda County Planning Directors meetings, and Bay Area Planning Directors Association meetings.

Current Planning

1. Completed the development review process for several major development projects, facilitating their approval by the Planning Commission or City Council, including:

- Emeryville Center for the Arts
- 64th and Christie Apartments (193 units)
- Escuela Bilingüe Internacional
- City Storage
- Pak N Save upgrades
- PRC Medical Group offices
- Bullseye Glass offices, gallery, and classrooms
- Panera Bread store
- Wells Fargo Bank branch office

2. Facilitated permit extensions for several major projects that were previously approved by the Planning Commission or City Council, but that have had difficulty securing funding due to the economy, including:
    - Bakery Lofts IV (18 units)
    - 39th & Adeline (101 units)
    - Ambassador Housing (69 units)
    - Parkside Apartments (176 units)
    - Ocean Lofts (2 units)
    - EmeryStation West (lab building and transit center)
    - Fire Station #2

3. Held about 25 study sessions before the Planning Commission and City Council on proposed development projects, plans, and policy issues including:
    - 64th and Christie Apartments
    - Bay Street Site B
    - Emeryville Center for the Arts
    - Emeryville Center of Community Life
    - City Storage
    - Wells Fargo Bank branch office
    - Public Market "Green Living Room"
    - Sustainable Transportation Plan
    - Pedestrian and Bicycle Plan
    - Traffic Impact Fee Update
    - Emeryville-Oakland-Berkeley Transit Study
    - Sustainable Communities Strategy
    - Family Friendly Housing

4. Participated in community workshops for Emeryville Center of Community Life, worked with School District on planning including preparation of Mitigated Negative Declaration, and orchestrated Planning Commission study session.

5. Participated in planning and execution of public workshop to promote Emeryville as a location for the Lawrence Berkeley National Laboratory second campus.

6. Administratively approved approximately 45 Minor Design Review and 40 Minor Sign applications, including Public Market "Green Living Room" and other site improvements, Guitar Center signs and storefront, open space to replace Novartis Building M, and site improvements at The Towers (formerly Watergate Offices).

7. Administratively approved three construction noise waivers; processed seven construction noise waivers that were considered by the City Council (one of which was denied); processed two tree removal permits for consideration by Planning Commission or City Council.

8. Conducted code enforcement activities to correct several zoning violations.

9. Maintained a consistent development review process with regular Development Coordinating Committee (DCC) meetings to review proposed development projects and other plans and proposals early in the planning process. Regular DCC members include representatives from Planning and Building, Economic Development and Housing, Public Works, Police, Fire, the City Attorney, and the City Manager, with occasional attendance by other departments.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

Administration

1. Continue to provide lead staffing for Planning Commission, Zoning Update Steering Committee, and Park Avenue District Advisory Committee; and support staff for Community Preservation Committee, Transportation Committee, and Pedestrian/Bicycle Advisory Subcommittee, and I-80 Pedestrian/Bicycle Bridge Committee. Continue to participate in staff-level Public Information Task Force and Community Events Committee.

2. Participate in development of updated Capital Improvement Program and facilitate its review by the Planning Commission for consistency with the General Plan.

3. Participate in efforts by Public Works, Economic Development and Housing, and other departments to implement parking management plan in North Hollis area.

4. Work with other departments to encourage and facilitate development of "parklets" and on-street bicycle parking at appropriate locations on City streets.

5. Continue to provide data and statistical analysis, including 2010 U.S. Census data, to support local and regional planning efforts, including land use and growth projections, demographic data, housing and real estate data, and other information as needed.

6. With Building Division, continue implementation of CRW "TRAKiT" computerized permit tracking system, including data entry of historical permit information.

7. Continue to enhance the Planning Division's information on the City's website, including interactive Zoning Ordinance and General Plan; planning permit application information and forms; Planning Commission agendas, staff reports, minutes, schedules, and information; and interactive surveys to evaluate and improve customer service.

8. Continue to work with the Finance Division to implement cost recovery review and invoicing system to ensure that all active accounts remain up-to-date.

9. Continue efforts to clean up office and organize off-site records storage.

10. Continue to participate in training and professional development activities, including state and national American Planning Association conferences and board of directors activities, Association of Environmental Professionals conference, Leadership East Bay program, CEQA training, and other workshops, webinars, classes, and conferences; continue outreach about the planning profession to high school and college students.

Long Range Planning

1. Finalize new Planning Regulations for approval by the Zoning Update Steering Committee and study sessions and adoption hearings by Planning Commission and City Council.

2. With the Economic Development and Housing Department, conduct nexus study and update Affordable Housing Set-Aside Ordinance to reflect State Density Bonus Law and recent court cases; amend Planning Regulations accordingly.

3. With the Economic Development and Housing Department, prepare 2014-2022 Housing Element for review by Housing Committee, Planning Commission, and City Council. (Element is due to State Department of Housing and Community Development in fall of 2014.)

4. Complete Traffic Impact Fee Update to implement the multi-modal transportation policies of the General Plan and provide a funding source for pedestrian, bicycle, transit, and automobile circulation improvements. (Adoption is anticipated in summer of 2012.)

5. With the Public Works Department, Emery Go-Round, AC Transit, and other stakeholders, conduct street engineering study to identify near-term projects for inclusion in the Traffic Impact Fee to help buses get through critical congested intersections faster, especially on Hollis, Powell, 40th, Shellmound and Christie.

6. With the Public Works Department, Emery Go-Round, AC Transit, and other stakeholders, undertake a study to enhance transit mobility, including feasibility of transit-only lanes (dedicated, peak-hours only/shared with automobiles at other times, or converted from parking lanes to transit-only during peak hours), especially along congested transit streets, to provide walking access from most of the city, and connect major destinations within Emeryville and to BART.

7. Prepare Emeryville-Berkeley-Oakland Transit (EBOT) feasibility study to assess streetcar and other transportation options in the central East Bay Green Corridor.

8. With the Public Works and Economic Development and Housing departments, develop a citywide Transportation Demand Management Program and explore funding mechanisms.

9. 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.

10. Work with Finance and other departments to finalize and implement Parks Impact Fee on development.

11. Complete inventory and mapping of "significant buildings" for City Council adoption to implement Preservation Ordinance.

12. Complete East Shore State Park Powell Street/Upland Area design, including any necessary environmental review.

13. Depending on outcome of pending litigation, prepare Community Risk Reduction Plan with Bay Area Air Quality Management District to address air quality impacts of developments adjacent to freeways and busy streets.

14. Continue to make amendments to the Zoning Ordinance to update regulations as appropriate.

15. Prepare area plans, specific plans, and topical planning studies as the need arises, and as directed by the Planning Commission and City Council.

16. Amend Parks section of Emeryville Municipal Code to reflect Parks and Recreation Strategic Plan.

17. Work with other departments to implement recommendations of Parks and Recreation Strategic Plan, Pedestrian and Bicycle Plan, and Sustainable Transportation Plan.

18. Continue to engage in cooperative planning activities with adjacent cities and regional agencies, including joint development projects with Oakland and Berkeley, review of EIRs prepared by other agencies, ABAG/MTC SB 375 Sustainable Communities Strategy, BCDC/NOAA Adapting to Rising Tides project, Congestion Management Agency land use and transportation planning requirements, ACTC countywide transportation planning activities, West Oakland Specific Plan, Gateway Park, Caltrans development of pedestrian and bicycle paths leading to and across the Bay Bridge to San Francisco, Alameda County Planning Directors meetings, and Bay Area Planning Directors Association meetings.

Current Planning

1. Continue to provide consistent, timely, and efficient review and processing of development projects, including pre-application meetings, Development Coordinating Committee review, Planning Commission study sessions, processing of planning permit applications, and preparation of associated Mitigated Negative Declarations and Environmental Impact Reports.

2. Continue to process and facilitate major development projects such as:
    - Center of Community Life
    - Marketplace Redevelopment Project Shellmound building
    - Bay Street Site A/B
    - Gateway @ Emeryville mixed use project
    - Sherwin Williams
    - MacArthur-San Pablo housing

- Christie Avenue housing
- Maz housing
- Nady site
- Farb site
- Other major projects as they materialize

3. Continue to provide efficient and expedited review of administrative planning permits including design review, sign applications, minor subdivisions, and, after new Planning Regulations are adopted, minor conditional use permits, temporary use permits, and exceptions to standards.

4. With the Building Division, monitor and enforce conditions of approval for development projects through the plan check, building permit, field inspection, and certificate of occupancy processes.

5. Continue to conduct code enforcement activities to correct zoning violations.

PLANNING AND BUILDING DEPARTMENT
PLANNING DIVISION

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 629,523	$ 643,418	$ 646,000	$ 581,300	$ 595,600
Supplies and Services	42,141	44,980	34,100	41,000	41,000
Total	**$ 671,664**	**$ 688,398**	**$ 680,100**	**$ 622,300**	**$ 636,600**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 671,664	$ 688,398	$ 680,100	$ 622,300	$ 636,600
Total	**$ 671,664**	**$ 688,398**	**$ 680,100**	**$ 622,300**	**$ 636,600**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	6.0	6.0	6.0
Part-Time Positions (FTE)	0.0	0.0	0.0
Total	**6.0**	**6.0**	**6.0**

FUNCTION 10 - GENERAL GOVERNMENT DIVISION - 1700 - PLANNING
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	484,697	467,173	469,318	476,700	440,600	456,800
71040	SALARIES & WAGES - HOURLY	18,510	2,905	-	-	-	-
71050	OVERTIME PAYMENT	2,141	2,489	2,000	7,800	2,000	2,000
71350	WORKERS COMP PAYMENTS	3,902	3,631	3,661	3,700	3,400	3,600
71410	ALTERNATE MED.BENEFITS	10,451	10,250	10,111	10,600	11,500	11,500
72000	COMPENSATED EXPENSE	2,970	2,640	2,640	2,600	2,600	2,600
72150	SOCIAL SECURITY [FICA]	7,426	6,895	7,077	7,200	6,700	6,900
72200	RETIREMENT [PERS]	80,072	78,491	63,372	67,700	44,200	49,000
72210	RETIREMENT PERS - MISC	-	-	22,655	9,400	11,000	-
72250	UNEMPLOYMENT INSURANCE	500	465	1,806	500	1,700	1,800
72300	VISION INSURANCE	1,673	1,481	1,390	1,400	1,300	1,300
72350	PSYCHOLOGY INSURANCE	266	240	246	200	200	200
72400	GROUP MEDICAL INSURANCE	34,532	35,407	40,380	40,300	36,600	40,000
72410	RETIREE MEDICAL BENEFIT	4,524	4,368	4,368	4,400	4,100	4,100
72450	GROUP DENTAL INSURANCE	5,351	6,070	6,097	6,000	5,300	5,300
72500	LIFE INSURANCE	749	840	1,022	800	1,000	1,000
72510	ACCRUED BENEFITS	7,424	4,607	5,022	5,100	7,000	7,300
72540	LONG TERM DISABLITY	1,663	1,571	2,253	1,600	2,100	2,200
SALARIES AND BENEFITS Total		666,851	629,523	643,418	646,000	581,300	595,600
73000	OFFICE SUPPLIES	1,601	5,276	3,100	2,100	3,100	3,100
73100	BOOKS, MAPS, PERIODICALS	45	711	500	500	500	500
73150	POSTAGE	6,774	9,913	5,000	6,300	8,000	8,000
SUPPLIES Total		8,420	15,899	8,600	8,900	11,600	11,600
76050	TELEPHONE/COMMUNICATION	5,736	2,619	3,000	2,500	2,500	2,500
UTILITIES Total		5,736	2,619	3,000	2,500	2,500	2,500
77960	TECHNOLOGY REPL CHARGE	3,680	3,680	3,680	3,700	3,700	3,700
MAINTENANCE Total		3,680	3,680	3,680	3,700	3,700	3,700
80000	TEMPORARY PERSONNEL SER'	-	212	1,000	-	1,000	1,000
80050	PROFESSIONAL SERVICES	-	3,820	-	-	-	-
PROFESSIONAL FEES/SVCES Total		-	4,032	1,000	-	1,000	1,000
82000	ADVERTISING	5,328	5,732	6,000	6,000	6,000	6,000
82050	PRINTING	5,914	478	4,000	400	1,000	1,000
ADVERTISING/PRINTING&PUBL Total		11,242	6,210	10,000	6,400	7,000	7,000

FUNCTION 10 - GENERAL GOVERNMENT DIVISION - 1700 - PLANNING
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
84000	EDUCATION AND TRAINING	1,410	1,011	3,000	3,500	2,500	2,500
84050	PLANNING COMMISS TRAINING	492	265	1,000	-	1,000	1,000
84100	MEMBERSHIPS & DUES	1,788	1,838	2,700	3,100	2,200	2,200
84150	TRAVEL, CONFER & MEETING	7,252	6,587	6,000	6,000	3,500	3,500
84250	PLANNING COMMISS. ALLOW	-	-	6,000	-	6,000	6,000
EDUCATION AND TRAINING Total		10,942	9,701	18,700	12,600	15,200	15,200
TOTAL PLANNING		706,871	671,664	688,398	680,100	622,300	636,600

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 new 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 serves as staff to the Housing Advisory and Appeals Board and the Community Preservation Task Force.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

Administration/

1. Rated "Grade 2" (on a scale of 1 to 10 where 1 is the best) by Insurance Services Office (ISO), making the Emeryville Building Division among the top 6% of over 300 building departments surveyed in California, and in the top 2% of over 9,000 building departments surveyed nationwide.

2. Amended Master Fee Schedule to institute reduced flat fee for solar panel installations for all commercial and residential properties.

3. Participated in East Bay Economic Development Alliance project to develop standardized approval process for solar panels in the East Bay Green Corridor.

4. Drafted amendments to Emeryville Municipal Code to adopt 2010 California Building Codes, which include new Green Building Standards Code (CALGreen) and Residential Building Code; ordinance was passed by City Council and took effect January 1, 2011.

5. With Public Works Department and City Attorney's Office, drafted ordinance for inspection and replacement of private sewer laterals as mandated by U.S. Environmental Protection Agency and East Bay Municipal Utility District. Facilitated adoption of ordinance by City Council and began implementation, including new fees and permit issuance and inspection procedures.

6. Drafted and facilitated City Council adoption of ordinance related to building safety placards.

7. Developed and facilitated City Council approval of a Building Occupancy Resumption Program (BORP) concept to certify third-party inspectors for post-disaster building evaluation for Novartis, Wareham, and PG&E.

8. Amended Master Fee Schedule to implement expedited plan check process; used new process to expedite review and approval of several major projects including California State Automobile Association offices and Novartis Infection Disease Group tenant improvements.

9. Provided monthly housing unit counts to State Department of Finance and U.S. Census Bureau for annual population estimates.

10. Assisted the Alameda County Assessors Office on an ongoing basis with monthly building permit data for permits issued and finaled.

11. Maintained current and accurate building information on the City's website, including building codes; plan check services; inspection services; alternate materials, design and methods; and permit application submittal requirements.

12. With Planning Division, implemented CRW "TRAKiT' computerized permit tracking system, which has streamlined the permit approval process for residents, local businesses, and developers, and provides readily accessible data about planning and building permit trends.

13. Continued to monitor activities of California Building Standards Commission, including adoption of 2010 California Building Codes.

14. Assisted Community Preservation Officer in code enforcement activities to address blighted properties, and played a significant role in the Community Preservation Committee.

15. Continued enhanced customer service through extended counter hours, implementation of regularly scheduled in-house plan check service and computerized permit fee calculations, and use of cell phones to make field staff available to the public during regular business hours.

16. Took part in regional, state, and national training and professional development activities, including California Association of Code Enforcement Officers (CACEO) conference, Disaster and Emergency Operations Center training, California Building Officials (CALBO) and International Code Conference (ICC) meetings, and annual CALBO "education weeks".

Development Projects

1. Performed plan checks and field inspections and issued certificates of occupancy or final inspections for the following major new development and building renovation projects that were completed:
    - Pixar Phase II production building
    - Pixar West Village
    - EmeryStation Greenway
    - Magnolia Terrace
    - AC Transit hydrogen fueling station
    - Emeryville Police Station renovation
    - PRC Medical Group
    - Emeryville Marina dock replacement
    - National Holistic Institute
    - Krubiner prefabricated house
    - Escuela Bilingüe Internacional

2. Performed plan checks and field inspections and issued certificates of occupancy or final inspections for the following major tenant improvement projects that were completed:
    - Bayer labs (EmeryStation East)
    - Clif Bar offices (EmeryTech)
    - Lawrence Berkeley National Laboratory (EmeryStation East)
    - Amyris labs (EmeryStation East)

- Novartis labs (EmeryStation North)
- Santen Pharmaceutical (2100 Powell)
- California State Automobile Association (1900 Powell)
- Novartis Infectious Disease Group (5300 Chiron Way)
- Whole Foods Market offices (EmeryStation North)
- Bullseye Glass (4514 Hollis)
- Guitar Center (Public Market)
- Urban Outfitters (Public Market)

3. Performed plan checks and field inspections for the following construction defect and other repair projects:
    - Liquid Sugar
    - Courtyards at 65th Street
    - Andante
    - Bridgecourt Apartments
    - Oliver Lofts
    - The Terraces
    - Bridgewater
    - Bay Street terrace level

4. Performed plan checks and field inspections for the following miscellaneous projects:
    - Sherwin Williams grading and shoring for site remediation
    - Pixar "Renderfarm Annex"
    - Demolition of Novartis Building M
    - Doyle Hollis Park
    - The Towers site improvements
    - Public Market site improvements

5. Issued permits and performed plan checks and field inspections for solar panel installations at IKEA, National Holistic Institute, Clif Bar, Magnolia Terrace, and two single-family homes.

6. Assisted Economic Development and Housing Department in inspection and analysis of structural condition of Golden Gate Lock and Key Building.

7. Abated serious building code violations and assisted owners in making corrections at several properties, including 4336 San Pablo Avenue, 1536 Brunswig Lane, 4300 Horton Street, Townhouse Restaurant, 1056 45th Street, 1077 43rd Street, and Artists Coop.

8. Continued interdepartmental project coordination to facilitate review and approval of building permits and certificates of occupancy for major projects requiring conditions of approval which often includes ADA review, Art in Public Places, Stormwater Treatment, Construction Waste Management Plans, and Encroachment Permits.

9. Issued approximately 1,415 permits, based on a total construction valuation of approximately $185 million. About 320 (23%) of these permits were issued over-the-counter and another 400 (28%) were issued within an average of two weeks after one round of plan check.

10. Performed approximately 9,500 inspections, of which approximately 5,000 related to major development projects and 4,500 related to smaller projects such as tenant improvements and remodels, including code enforcement.

11. Responded to approximately 4,300 counter visits and 3,700 telephone inquiries.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS:

Administration

1. Amend Master Fee Schedule to provide for lower flat fees for certain small projects.

2. Continue to participate in East Bay Economic Development Alliance project to develop standardized approval process for solar panels the East Bay Green Corridor.

3. Continue to monitor activities of California Building Standards Commission and participate in development of 2013 California Building Codes, which take effect January 1, 2014. Develop ordinance for timely local adoption of 2013 codes.

4. In consultation with Novartis, Wareham, and PG&E, develop Building Occupancy Resumption Program (BORP) to certify third-party inspectors for post-disaster building evaluation, for City Council approval.

5. Continue to enhance coordination with other City departments.

6. Continue to update and enhance the Building Division's information on the City's website, including relevant codes and ordinances, building permit application information and forms, and interactive surveys to evaluate and improve customer service.

7. With Planning Division, continue implementation of CRW "TRAKiT" computerized permit tracking system, including data entry of historical permit information.

8. Continue to assist Community Preservation Officer in code enforcement activities to address blighted properties through ongoing participation in the Community Preservation Committee.

9. Develop and implement community outreach programs to enhance public awareness of building code issues, expectations and interpretations, including presentations to Planning Commission and other City committees.

10. Continue to develop public information brochures that describe the building permit process and other relevant information for the general public including owner/builder applicants.

11. Continue to coordinate and improve Planning and Building Department counter service, including implementing customers' suggestions for improvements as appropriate.

12. Continue to take part in regional, state, and national building activities, including California Building Officials (CALBO) and International Code Conference (ICC) meetings and annual CALBO "education weeks".

Development Projects

1. Continue to provide consistent, timely, and efficient review and processing of development projects, including preconstruction meetings, plan checking, permit issuance, field inspections, and issuance of certificates of occupancy.

2. Continue to process and facilitate major development projects including:
    - Parkside Apartments
    - Ambassador Housing
    - Bakery Lofts Phase IV
    - EmeryStation West@Transit Center/Heritage Square Garage
    - Marketplace Redevelopment Project 64th/Christie and Shellmound buildings
    - 39th & Adeline residential project
    - Fire Station #2
    - Pak N Save renovation
    - Emergency Operations Center at City Corporation Yard
    - Ocean Lofts
    - Ocean Townhouses
    - Baker Metal Live-Work
    - City Recreation Center
    - Hollis Street Pedestrian Bridge
    - Other major projects as they materialize

3. Continue to monitor and enforce conditions of approval for development projects through the plan check, building permit, field inspections and certificate of occupancy processes jointly with the appropriate City departments.

4. Continue the administration of the seismic upgrade requirements of the Unreinforced Masonry Building (URM) Ordinance.

5. Continue to abate serious building code violations and assist owners in making corrections.

PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 381,315	$ 388,423	$ 381,100	$ 375,600	$ 384,900
Supplies and Services	1,116,519	728,829	1,083,700	693,400	693,400
Total	**$ 1,497,834**	**$ 1,117,252**	**$ 1,464,800**	**$ 1,069,000**	**$ 1,078,300**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 1,497,834	$ 1,117,252	$ 1,464,800	$ 1,069,000	$ 1,078,300
Total	**$ 1,497,834**	**$ 1,117,252**	**$ 1,464,800**	**$ 1,069,000**	**$ 1,078,300**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	3.0	3.0	3.0
Part-Time Positions (FTE)	0.0	0.0	0.0
Total	**3.0**	**3.0**	**3.0**

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1730 - BUILDING
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	278,478	281,964	281,964	282,000	282,000	291,800
71050	OVERTIME PAYMENT	186	419	500	100	500	500
71350	WORKERS COMP PAYMENTS	6,113	6,258	6,258	6,300	6,300	6,500
72000	COMPENSATED EXPENSE	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	4,058	4,049	4,136	4,100	4,100	4,300
72200	RETIREMENT [PERS]	46,252	47,855	38,563	40,500	28,200	31,200
72210	RETIREMENT PERS - MISC	-	-	12,039	5,600	7,000	-
72250	UNEMPLOYMENT INSURANCE	282	282	1,055	300	1,100	1,100
72300	VISION INSURANCE	864	791	744	800	700	700
72350	PSYCHOLOGY INSURANCE	159	150	132	100	100	100
72400	GROUP MEDICAL INSURANCE	25,775	26,275	29,484	28,100	30,600	33,500
72410	RETIREE MEDICAL BENEFIT	2,340	2,340	2,340	2,300	2,300	2,300
72450	GROUP DENTAL INSURANCE	2,343	2,879	2,903	2,900	2,900	2,900
72500	LIFE INSURANCE	382	384	634	300	600	600
72510	ACCRUED BENEFITS	4,927	3,017	3,017	3,000	4,500	4,700
72540	LONG TERM DISABILITY	1,351	1,353	1,353	1,400	1,400	1,400
SALARIES AND BENEFITS Total		376,810	381,315	388,423	381,100	375,600	384,900
73000	OFFICE SUPPLIES	1,767	2,366	2,000	1,700	2,000	2,000
73100	BOOKS, MAPS, PERIODICALS	118	2,020	500	200	500	500
73150	POSTAGE	423	468	500	500	500	500
73350	SAFETY & SPECIAL SUPPLIES	245	-	500	-	500	500
73550	FUEL	-	-	500	-	500	500
SUPPLIES Total		2,552	4,854	4,000	2,400	4,000	4,000
76050	TELEPHONE/COMMUNICATION	5,959	3,219	4,000	3,200	3,500	3,500
UTILITIES Total		5,959	3,219	4,000	3,200	3,500	3,500
77100	VEHICLE OPERATION & MAINT	-	-	500	-	500	500
77950	VEHICLE REPL. CHARGE	4,074	2,389	2,389	2,400	-	-
77960	TECHNOLOGY REPL CHARGE	2,440	2,440	2,440	2,400	2,400	2,400
MAINTENANCE Total		6,514	4,829	5,329	4,800	2,900	2,900
80050	PROFESSIONAL SERVICES	327,395	153,512	160,000	466,000	50,000	50,000
80480	PROF SVC-PLAN CHECK FEES	620,086	544,109	336,000	288,500	312,000	312,000
80490	PROF SVC-INSPECTIONS	(25,000)	400,000	210,000	311,700	310,000	310,000
PROFESSIONAL FEES/SVCES Total		922,481	1,097,621	706,000	1,066,200	672,000	672,000

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT DIVISION - 1730 - BUILDING
DEPARTMENT - 1700 - PLANNING AND BUILDING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
82050	PRINTING	419	3,520	1,500	-	3,000	3,000
ADVERTISING/PRINTING&PUBL Total		419	3,520	1,500	-	3,000	3,000
84000	EDUCATION AND TRAINING	1,898	1,220	3,600	3,500	3,600	3,600
84100	MEMBERSHIPS & DUES	819	369	800	600	800	800
84150	TRAVEL, CONFER & MEETING	3,279	889	3,600	3,000	3,600	3,600
EDUCATION AND TRAINING Total		5,996	2,477	8,000	7,100	8,000	8,000
88000	REFUNDS	79,688					
REFUNDS Total		79,688	-	-	-	-	-
TOTAL BUILDING		1,400,419	1,497,834	1,117,252	1,464,800	1,069,000	1,078,300

PLANNING AND BUILDING DEPARTMENT
GENERAL PLAN MAINTENANCE FEE FUND

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 87,915	$ 101,970	$ 93,900	$ 146,200	$ 155,200
Contract Employee	89,052	89,287	108,800	31,300	-
Supplies and Services	460,942	250,000	137,500	239,000	239,000
Interfund Transfer	10,000	10,000	10,000	10,000	10,000
Total	**$ 647,909**	**$ 451,257**	**$ 350,200**	**$ 426,500**	**$ 404,200**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Plan Maint Fund	$ 647,909	$ 451,257	$ 350,200	$ 426,500	$ 404,200
Total	**$ 647,909**	**$ 451,257**	**$ 350,200**	**$ 426,500**	**$ 404,200**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	0.0	0.0	0.0
Part-Time Positions (FTE)	1.5	1.3	1.0
Total	**1.5**	**1.3**	**1.0**

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

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES-SALARIED	23,091	47,105	50,275	49,100	84,300	87,200
71030	SALARIES & WAGES - PERM PT	200					
71040	SALARIES & WAGES - HOURLY	14,330	25,770	37,000	28,900	35,200	35,200
71050	OVERTIME PAYMENT	65	192	-	400	-	-
71350	WORKERS COMP PAYMENTS	293	568	681	600	1,000	1,000
71410	ALTERNATE MED. BENEFITS	550	1,158	1,123	1,200	1,300	1,300
72000	COMPENSATED EXPENSE	330	660	660	700	700	700
72150	SOCIAL SECURITY [FICA]	556	1,078	1,291	1,200	1,800	1,800
72190	PARS SERVICE FEES	-	-	-	-	-	-
72200	RETIREMENT [PERS]	3,868	8,018	6,876	7,100	8,400	9,300
72210	RETIREMENT PERS - MISC	-	-	-	1,000	2,100	-
72250	UNEMPLOYMENT INSURANCE	38	73	330	100	500	500
72300	VISION INSURANCE	47	95	99	100	200	200
72350	PSYCHOLOGY INSURANCE	6	12	18	-	-	-
72400	GROUP MEDICAL INSURANCE	705	1,640	1,923	1,900	7,300	14,500
72410	RETIREE MEDICAL BENEFIT	156	312	312	300	600	600
72450	GROUP DENTAL INSURANCE	200	463	485	500	900	900
72500	LIFE INSURANCE	26	53	118	100	200	200
72510	ACCRUED BENEFITS	429	532	538	500	1,300	1,400
72540	LONG TERM DISABILITY	91	186	241	200	400	400
SALARIES AND BENEFITS Total		44,982	87,915	101,970	93,900	146,200	155,200
73000	OFFICE SUPPLIES	2,995	2,996	2,000	1,700	2,000	2,000
73050	PHOTO SUPPLIES & SERVICE	(197)	-	-	-	-	-
73100	BOOKS, MAPS, PERIODICALS	-	-	500	-	500	500
73150	POSTAGE	1,246	13,053	15,000	15,000	15,000	15,000
SUPPLIES Total		4,044	16,049	17,500	16,700	17,500	17,500
77960	TECHNOLOGY CHARGE	1,000	1,000	1,000	1,000	1,000	1,000
MAINTENANCE Total		1,000	1,000	1,000	1,000	1,000	1,000
80050	PROFESSIONAL SERVICES	369,481	402,164	200,000	100,700	200,000	200,000
80080	CONTRACT EMPLOYEE	-	89,052	89,287	108,800	31,300	-
80400	PLANNING SURVEY & DESIGN	-	-	-	-	-	-
PROFESSIONAL FEES/SVCES Total		369,481	491,216	289,287	209,500	231,300	200,000
82000	ADVERTISING	2,547	888	3,000	-	1,000	1,000
82050	PRINTING	26,703	39,165	20,000	15,000	15,000	15,000
82100	COMMUNITY PUB/MTGS/COMM	555	1,176	5,000	600	1,000	1,000
ADVERTISING/PRINTING&PUBL Total		29,249	41,229	28,000	15,600	17,000	17,000
84000	EDUCATION AND TRAINING	-	-	500	500	500	500
84100	MEMBERSHIPS & DUES	500	500	500	500	500	500
84150	TRAVEL\CONFER & MEETING	3,654	-	2,500	2,500	2,500	2,500
EDUCATION AND TRAINING Total		500	500	3,500	3,500	3,500	3,500
99050	TRANSFER TO GENERAL FUND	9,800	10,000	10,000	10,000	10,000	10,000
INTERFUND TRANSFER Total		9,800	10,000	10,000	10,000	10,000	10,000
TOTAL GENERAL PLAN MAINT FEE		463,265	647,909	451,257	350,200	426,500	404,200

GENERAL PLAN MAINTENANCE FUND

The General Plan Maintenance Fund was established in FY 03-04 to cover the costs of updating the City's General Plan and Zoning Ordinance over the next 20 years. Under recent legislation (AB 2936), cities are able 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 on building permits is based on 0.5 percent of construction valuation to be recovered through 2024. The Fund will cover the costs of updating the General Plan and Zoning Ordinance as well as subsequent implementation actions over the 20 year life of the General Plan (an estimated $1 million the first two years to update the General Plan and another $2 million over the subsequent 18 years to update the Zoning Ordinance, Capital Improvement Plan, Housing Element, and conduct ongoing maintenance tasks for a total of $3 million over 20 years.) The greatest expenditures are expected to occur in the early years as the plan is updated and implemented, it is probable that the cost of the General Plan and Zoning Update will not be fully covered by the General Plan Maintenance fee in the beginning and will need to be subsidized by the General Fund. However, over the 20 year life of the General Plan, the revenues from the General Plan Maintenance fee are expected to cover all related expenses and to fully reimburse the General Fund.

2012-13 & 2013-14 Operating Budgets

Fund 225 Summary - General Plan Maintenance Fee

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 9,953	$ (1,453)	$ 3,400	$ 700	$ 500
Licenses Permits and Fees	422,332	268,750	545,000	300,000	300,000
Total Revenues	**$ 432,286**	**$ 267,297**	**$ 548,400**	**$ 300,700**	**$ 300,500**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
General Plan Maintenance	$ 637,909	$ 441,257	$ 340,200	$ 416,500	$ 394,200
Interfund Transfer	10,000	10,000	10,000	10,000	10,000
Total Expenditures	**$ 647,909**	**$ 451,257**	**$ 350,200**	**$ 426,500**	**$ 404,200**
Total Revenues - Total Expenditures	**$ (215,623)**	**$ (183,960)**	**$ 198,200**	**$ (125,800)**	**(103,700)**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 599,500
Estimated Restricted Fund Balance, June 30, 2012	415,540
Estimated Restricted Fund Balance, June 30, 2013	289,740
Estimated Restricted Fund Balance, June 30, 2014	186,040

DEPARTMENT: ECONOMIC DEVELOPMENT & HOUSING

The Economic Development & Housing Department is responsible for the City's economic development and affordable housing programs and until February 1, 2012 conducted most of these initiatives with the funding support of the Emeryville Redevelopment Agency. Effective February 1, 2012, State actions eliminated all redevelopment agencies throughout California, including the Emeryville Redevelopment Agency which greatly impacted and will continue to impact the Department's work. Going forward, the Economic Development & Housing Department will be responsible for implementing the winding down of Redevelopment Agency activities as directed by the City of Emeryville as Successor Agency and approved by the City of Emeryville Oversight Board and the California State Department of Finance while also developing new economic development strategies for the post-redevelopment era. Implementing the winding down of the City's Redevelopment Agency consists of administering the enforceable obligations of the former Redevelopment Agency such as for economic development projects in progress as well as continued administration of affordable housing initiatives.

The Department's achievements cited for all of FY 2010-11 and the first half of FY 2011-12 were conducted during the era of the City's Redevelopment Agency. These achievements include facilitating private development through land acquisition, toxic cleanup, and financial incentives and fostering greater availability of affordable housing for homeowners and renters of all income levels by encouraging new construction, rehabilitation of existing housing stock and providing low interest homeowner loans.

During FY 2012-12 and FY 2013-14, the Department's focus will be to continue implementation of the remaining obligations of the former Redevelopment Agency while maximizing opportunities to access alternative sources of funds for desired projects without redevelopment financing and establishing and building upon public/private partnerships essential to leveraging City resources to achieve its goals. The Department will also continue to administer the City's affordable housing programs as well as contribute to the community's quality of life through the City's Community Preservation and Public Art programs.

ACCOMPLISHMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

Public Facilities

1. Completed construction drawings for the South BayFront Bicycle/Pedestrian Bridge and Hollis Street Landing Park projects and initiated process of preparing private property and railroad easements.

2. Commenced development of the 59th Street Greenway.

3. Executed an Exclusive Negotiating Rights Agreement (ERN) with the Emeryville Center of the Arts; completed planning entitlements and remediation of the Arts Center site.

4. Completed the Project Approval/Environmental Document for the I-80/65th Street Bridge and initiated efforts to secure federal funding for its construction.

5. Completed the Streetscape Design Plan for the Powell Street/Christie Avenue intersection.

6. Obtained the following grants: $50,000 in state grant funds for the 48th Street Community Garden; $200,000 in workforce training grant funds from the Department of Labor; $748,000 in Safe Routes to School and $450,000 in Safe Routes to Transit grants for San Pablo Avenue improvements; $1.3 million from the State Housing and Community Development Catalyst Projects Grant program for the "Green Living Room" at Emeryville's Public Market (one of five such designees Statewide); and $4.2 million State Transportation Improvement Program grant for Transit Center bus bays.

7. Initiated predevelopment process for development of the Stanford-Powell Greenway and 59th and Powell Greenway, including acquisition and remediation of a parcel adjacent to the Stanford-Powell site that will be incorporated into the project.

Economic Development

1. Development of the Pixar Animation Studio campus Phase II building completed.

2. Construction of EmeryStation Greenway project initiated.

3. Executed a 6th Amendment to the ERN Agreement with Madison Bay Street LLC for the redevelopment of Site B – Bay Street.

4. Executed a Memorandum of Understanding between the City of Emeryville and Rubicon Programs Inc. for the North Cities One-Stop Career Center to continue to provide workforce preparation services to Emeryville residents.

5. Executed a $25,000 Professional Services Agreement with the Emeryville Chamber of Commerce to provide services related to implementation of economic development programs and the Climate Action Plan. Held three workshops: on transportation, recycling and the Healthy City initiative.

6. Continued to participate in the East Bay Economic Development Alliance and the East Bay Green Corridor Partnership. Participated in the development of the East Bay Green Corridor Web-Site and provided input on development of a streamlined solar permitting policy.

7. Developed a Local Preference Purchasing policy adopted by the City Council.

8. Executed a Memorandum of Understanding between the City of Emeryville and City of Oakland Expanding the Oakland Enterprise Zone Boundaries to encompass commercial areas within Emeryville.

9. Continued to develop an Economic Development Strategy including completing focus groups and interviews with major employers and presenting a draft strategy to the City Council.

10. Supported TMG and Wareham Development proposal to secure Lawrence Berkeley National Laboratories (LBNL) second campus, which was awarded a position on LBNL's short list of six finalists.

11. Completed Watergate Shopping Center façade grant, Editions Limited façade grant, and executed contracts with Paula Le Duc.

Housing

1. Completed the Disposition and Development Agreement with Resources for Community Development and initiated construction of the 69 unit, 100% affordable, Ambassador Housing Project.

2. Completed the Owner Participation Agreement, the Affordability Agreement, and initiated construction of the 255-unit 64th and Christie rental project with 29 units of very low income housing in the development.

3. Acquired sites for future affordable housing development: 3706 San Pablo Avenue, 1025 West MacArthur, and 6150 Christie Avenue, and 5890 and 5900 Christie Avenue.

4. Negotiated an affordability agreement with Archstone for 8 units of very low income housing and 13 units of moderate income housing in the 172-unit Parkside housing project.

5. Conducted on-going monitoring of affordable rental and ownership projects

6. Assisted 29 homebuyers to purchase nine newly constructed Below-Market-Rate (BMR) units, ten BMR resales, and nine market-rate units through the City's Affordable Housing Set-Aside Program and the City and Agency homebuyer loan programs.

7. Processed 176 requests from BMR unit owners, homebuyer loan program recipients, rehabilitation program loan recipients, and escrow companies for subordinations when refinancing, capital improvement credits, trust transfers, and loan repayments and reconveyances.

8. Processed requests for, and administered approved Owner-Occupancy waivers for 12 homebuyer program participants.

9. Received $1 million Cal Home grant from the State Department of Housing and Community Development for the CalHome Program and submitted $720,000 grant application for additional CalHome Program funds.

10. Continued to implement the City's Predatory Lending Prevention and Foreclosure Prevention Strategy. Held five workshops which provided information to Emeryville homeowners. Provided foreclosure assistance information to 179 Emeryville homeowners in foreclosure. Assisted 43 program participants in distress. These efforts saved the City and Agency $1.89 million in homebuyer loan funds and secured 27 BMR units in Fiscal Year 2010-11 and 2011-12 so far.

11. Continued to implement marketing and sales programs for Below Market Rate ownership units, assisted 54 owners with the sale of their units.

12. Continued to represent Emeryville on Alameda County's EveryOne Home Leadership Board.

13. Worked in partnership with the County to complete the acquisition, renovation and sale of one unit through the Federal Neighborhood Stabilization Program.

14. Completed development of Magnolia Terrace – 5 units of special needs housing.

Community Preservation

1. Completed 11 concrete buy-back grants, and 11 wrought iron fence grants.

2. Continued to implement the City's housing rehabilitation program and completed 6 multifamily housing rehabilitation grants; 2 accessibility grants; 1 exterior clean-up grant; and 4 exterior paint grants.

3. Abated 73 graffiti sites.

4. Partnered with Rebuilding Together to complete 7 rehabilitation projects.

Brownfields Program

1. Completed the remediation of the following sites: Ambassador Housing Site; Bay Street Site B; EmeryStation Greenway; Art Center Site and Magnolia Terrace.

2. Continued to implement the CIERRA Program and to provide regulatory approval assistance to local development projects undergoing site remediation.

3. Continued to seek and secure grants for remediation of future projects. Secured a State of California assessment grant for 3706 San Pablo Avenue.

Public Art

1. Completed preparation and ongoing installation of the temporary art program: "Bus Shelter Public Art Program." Installed the work of four artists: Ortbal, McDonald, Hunsaker and Twomey and initiated Phase II of the program.

2. Developed and circulated a Request for Qualification for a sculptural or environmental art installation at Point Emery.

3. Continued ongoing maintenance public art projects to stem the effects of the elements, pollution, vandalism and graffiti, including overseeing the cleaning of "Neighborhood Convergence."

4. Implemented the de-installation of Anita Margrill's, "Peninsula Tell-Tale." Initiated a proposal to rebuild and re-install the work.

5. Implemented the 2010 and 2011 Annual Purchase Award Program: purchased and installed Wall Buttons" by Emeryville Artist Cuong Ta in 2010 and "Figure with Ground," by William Schwob in 2011. Held annual event in City Hall.

6. Generated positive outreach about public art program including creation of Public Art Bike Ride (an event that takes cyclists from West Oakland BART on a tour of public art in Emeryville); a web-based district walking map for public art to showcase City's collection by sub-area; and a map of City's utility box program.

7. Continued work on 510Arts.com in collaboration with the Cities of Berkeley, Oakland and Richmond including preparation of a Request for Proposal for "Intersection: World Culture in the East Bay", an online juried exhibition of work by visual, performing and other artists who live and work within the 510 Area Code.

8. Coordinated and conducted outreach for readings for Poet Laureate Program.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

Public Facilities

1. Initiate construction of South BayFront Bicycle/Pedestrian Bridge and Hollis Street Landing Park projects.

2. Complete development of the 59th Street Greenway.

3. Complete Agreements with Emeryville Center of the Arts for establishment of an Art Center.

4. Secure funding for the new Ashby Interchange.

5. Complete construction of the 48th Street Community Garden.

6. Complete San Pablo Improvements funded through the Safe Routes to School and Safe Routes to Transit grants.

7. Complete the Public Market Catalyst Projects "Green Living Room".

8. Obtain necessary funding for the public parking and bus bays at Transit Center and initiate construction of the project.

9. Complete development of the Stanford-Powell Greenway and 59th and Powell Greenway segments.

10. Work with property owners to complete the North Hollis Underground Utility Assessment District.

Economic Development

1. Complete construction of EmeryStation Greenway project initiated.

2. Complete disposition of Site B to Madison Bay Street LLC.

3. Continue to participate in the East Bay Economic Development Alliance and the East Bay Green Corridor Partnership and complete the East Bay Green Corridor solar permitting program.
4. Finalize the Enterprise Zone and conduct outreach activities to maximize participation.

5. Initiate a paid on-street parking program in the North Hollis District.

6. Explore the feasibility of the Emeryville-Oakland-Berkeley Tram (EBOT).

7. Partner with the Transportation Management Association to facilitate the implementation of a bike-share program and electric vehicle charging stations.

8. Partner with the Planning and Building Division to explore expanding the electronic permit process for permit applications.

9. Develop business outreach programs including a "Develop a Business Ambassador Program", a "Welcome to Emeryville" package, and continue to update the Business Resource Guide on the City's website.

10. Continue to promote the City's partnership with Rubicon by marketing the program to residents and employers.

11. Strengthen the linkage between education and the business community by supporting Emery Unified School District's internship program and partnering with regional efforts to strengthen the linkage between education and the bio-science business community.

12. Develop a brand and marketing strategy for the bio-science cluster in partnership with the City of Berkeley, and the Chambers of Commerce of Emeryville and Berkeley.

13. Establish a Biotechnology Committee with members of existing biotechnology companies to provide insight as to how the City can best support the biotechnology industry.

14. Work with City of Berkeley to develop a marketing campaign promoting local area lifestyle benefits to help attract qualified workers needed by key economic clusters.

15. Facilitate installation of fiber optics for faster internet connection for commercial users by partnering with the Chamber of Commerce to identify underserved businesses and facilitating expansion of private service.

16. Work with Emeryville hotel operators, the Chamber of Commerce, and hospitality-related businesses to develop a coordinated marketing program for the America's Cup.

17. Meet with hotel operators to discuss the benefits of forming of a Tourism Improvement District (TID) or other mechanism to fund and coordinate promotion of Emeryville hotels/hospitality venues to encourage business stays, meetings and tourism.

18. Establish "buy local" policies in conjunction with revision of City purchasing policy.

19. Develop incentives through the Zoning Ordinance Bonus Point System to encourage small, local business development.

20. Complete an evaluation of the feasibility of a Green Building and Bay Friendly Landscaping Ordinance.

21. Pursue financing sources for job creation, economic development, infrastructure, and public/private projects to replace resources lost due to the dissolution of redevelopment.

Housing

1. Complete the construction of the 69 unit, 100% affordable, Ambassador Housing Project.

2. Complete the construction of the 255-unit 64th and Christie rental project with 29 units of very low income housing in the development.

3. Issue a Request for Proposal and select a developer for the redevelopment of 3706 San Pablo Avenue and 1025 West MacArthur as affordable housing and initiate predevelopment activities including site remediation.

4. Issue a Request for Proposal and select a developer for the redevelopment of 6150 Christie Avenue, and 5890 and 5900 Christie Avenue as affordable housing and initiate predevelopment activities including site remediation.

5. Complete construction of the 172-unit Parkside housing project with 8 units of very low income housing and 13 units of moderate income housing.

6. Conduct on-going monitoring of affordable rental and ownership projects.

7. Continue to assist homebuyers to purchase BMR and market rate units through the City's homebuyer loan programs.

8. Continue to assist BMR unit owners, homebuyer loan program recipients, rehabilitation program loan recipients, and title companies with requests for subordinations when refinancing, capital improvement credits, trust transfers, and loan repayments and reconveyances.

9. Continue to process requests for and administer owner-occupancy waivers for program participants.

10. Continue to implement the City's Predatory Lending Prevention and Foreclosure Prevention Strategy through holding workshops and providing foreclosure assistance information to Emeryville homeowners in foreclosure.

11. Continue to implement marketing and sales programs for Below Market Rate ownership units.

12. Continue to represent Emeryville on Alameda County's EveryOne Home Leadership Board.

13. Continue to work in partnership with the County to complete the acquisition, renovation and sale of one unit through the Federal Neighborhood Stabilization Program.

Community Preservation

1. Continue to implement the City's housing rehabilitation program.

2. Continue to abate graffiti.

Brownfields

1. Continue to implement the CIERRA Program and to provide regulatory approval assistance to local development projects undergoing site remediation.

2. Continue to seek and secure grants for remediation of future remediation projects.

Public Art

1. Complete Phase II of the "Bus Shelter Public Art Program."
2. Complete a sculptural or environmental art installation at Point Emery.
3. Continue to maintain public art projects to stem the effects of the elements, pollution, vandalism and graffiti.
4. Complete reinstallation of Anita Margrill's, "Peninsula Tell-Tale."
5. Implement the 2012 and 2013 Annual Purchase Award Program.
6. Continue to generate positive outreach about public art program and publicize the public art program to meet economic development objectives.
7. Continue to work on 510Arts.com in collaboration with the Cities of Berkeley, Oakland and Richmond.

ECONOMIC DEVELOPMENT AND HOUSING

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 683,661	$ 873,436	$ 764,600	$ 585,800	$ 606,700
Supplies and Service	259,389	241,394	276,800	293,900	300,900
Total	**$ 943,049**	**$ 1,114,830**	**$ 1,041,400**	**$ 879,700**	**$ 907,600**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 943,049	$ 1,114,830	$ 1,041,400	$ 879,700	$ 907,600
Total	**$ 943,049**	**$ 1,114,830**	**$ 1,041,400**	**$ 879,700**	**$ 907,600**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	5.0	4.0	4.0
Permanent Part-Time (FTE)	0.5	0.0	0.0
Part-Time Positions (FTE)	1.0	0.0	0.0
Total	**6.5**	**4.0**	**4.0**

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1800 - ECONOMIC DEVELOPMENT & HOUSING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	406,578	466,907	570,818	520,800	432,100	451,700
71030	SALARIES & WAGES-PERM PT	87,111	28,515	38,354	31,900	-	-
71040	SALARIES & WAGES - HOURLY	30,019	27,946	31,850	22,600	-	-
71050	OVERTIME PAYMENT	-	-	-	-	-	-
71350	WORKERS COMP PAYMENTS	2,468	2,614	5,000	3,200	3,400	3,500
71410	ALTERNATE MED.BENEFITS	5,500	5,792	5,617	6,000	-	-
72000	COMPENSATED EXPENSE	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	7,982	7,541	9,424	8,300	6,300	6,600
72190	PARS SERVICE FEES	-	-	-	-	-	-
72200	RETIREMENT [PERS]	81,997	85,488	82,675	79,300	43,200	48,300
72210	RETIREMENT PERS - MISC	-	-	26,115	11,100	10,800	-
72250	UNEMPLOYMENT INSURANCE	529	524	2,405	600	1,600	1,700
72300	VISION INSURANCE	1,223	1,227	1,489	1,200	1,000	1,000
72350	PSYCHOLOGY INSURANCE	139	149	264	100	200	200
72400	GROUP MEDICAL INSURANCE	35,316	38,980	73,068	59,800	65,200	71,300
72410	RETIREE MEDICAL BENEFIT	3,900	4,680	4,680	4,700	3,100	3,100
72450	GROUP DENTAL INSURANCE	3,994	5,524	7,971	6,200	5,700	5,700
72500	LIFE INSURANCE	376	608	1,374	500	900	900
72510	ACCRUED BENEFITS	5,042	3,248	6,108	4,200	6,900	7,200
72540	LONG TERM DISABILITY	449	618	2,924	800	2,100	2,200
SALARIES AND BENEFITS Total		675,923	683,661	873,436	764,600	585,800	606,700
73000	OFFICE SUPPLIES	3,077	3,751	3,000	4,600	2,000	2,000
73100	BOOKS, MAPS, PERIODICALS	387	333	150	300	200	200
73150	POSTAGE	5,314	5,627	3,500	2,800	3,500	3,500
SUPPLIES Total		8,778	9,711	6,650	7,700	5,700	5,700
76050	TELEPHONE/COMMUNICATION	6,406	3,351	3,600	2,600	2,500	2,500
UTILITIES Total		6,406	3,351	3,600	2,600	2,500	2,500
77100	VEHICLE OPERATION & MAINT	247	125	500	500	-	-
77950	VEHICLE REPLACEMENT CHARG	4,445	2,389	2,389	2,400	800	800
77960	TECHNOLOGY REP CHARGE	4,440	4,440	4,440	4,400	3,000	3,000
MAINTENANCE Total		9,132	6,954	7,329	7,300	3,800	3,800
80000	TEMPORARY PERSONNEL SERV	646	23,652	1,000	45,000	1,000	1,000
80050	PROFESSIONAL SERVICES	9,720	1,109	5,665	6,000	235,600	242,600
PROFESSIONAL FEES/SVCES Total		10,366	24,761	6,665	51,000	236,600	243,600
82000	ADVERTISING	4,593	869	2,500	10,400	4,200	4,200
82050	PRINTING	1,243	3,531	3,500	3,500	5,000	5,000
82051	PRINTING-COMM SVC	10,000	15,000	15,000	15,000	-	-
82052	PRINTING-CITY CLERK	401	6,118	6,000	6,000	-	-
82100	COMMUNITY PUB/MTGS/COMM	4,691	5,056	5,000	5,000	5,000	5,000
82101	COMM PUB/MTGS/COMM-COMM	8,048	10,538	11,000	11,000	-	-
82102	COMM PUB/MTGS/COMM-CITY C	14,481	40,449	42,700	42,700	-	-
ADVERTISING/PRINTING&PUBL Total		43,457	81,561	85,700	93,600	14,200	14,200
84000	EDUCATION AND TRAINING	455	1,040	2,000	2,400	1,400	1,400
84100	MEMBERSHIPS & DUES	24,505	31,525	20,000	11,000	13,700	13,700
84150	TRAVEL, CONFER & MEETING	6,106	2,076	6,000	3,000	3,500	3,500
EDUCATION AND TRAINING Total		31,066	34,641	28,000	16,400	18,600	18,600

FUND 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1800 - ECONOMIC DEVELOPMENT & HOUSING

RA	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
87210	GRAFFITTI ABATEMENT	6,430	10,000	10,000	10,000	10,000	10,000
87260	CODE ENFORCEMENT	7,820	2,459	7,500	2,200	2,500	2,500
87300	COMMUNITY PROMOTION	60,950	55,950	55,950	56,000	-	-
87550	CELEBRATION OF THE ARTS	30,000	30,000	30,000	30,000	-	-
PROGRAMS/GRANTS Total		105,200	98,409	103,450	98,200	12,500	12,500

TOTAL ECONOMIC DEV & HOUSING	890,327	943,049	1,114,830	1,041,400	879,700	907,600

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.

2012-13 & 2013-14 Operating Budgets

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

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Grants and Subsidies	$ 95,915	$ 95,915	$ 119,000	$ 75,300	$ 75,300
Investment Earnings	2,220	1,573	1,200	300	700
Rehab Loan Repayments	5,004	-	400	-	-
Total Revenues	**$ 103,139**	**$ 97,488**	**$ 120,600**	**$ 75,600**	**$ 76,000**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Professional Services	$ 15,318	$ 52,399	$ -	$ -	$ -
Rehabilitation Grants and Loans	55,500	46,098	88,500	91,000	56,000
Meals on Wheels Program	15,664	12,480	13,500	13,400	13,400
Capital Improvement Costs	-	56,925	-	-	-
Other Costs	7,938	14,538	(101,996)	9,300	-
Total Expenditures	**$ 94,420**	**$ 182,440**	**$ 4**	**$ 113,700**	**$ 69,400**
Total Revenues - Total Expenditures	**$ 8,719**	**$ (84,952)**	**$ 120,596**	**$ (38,100)**	**$ 6,600**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 170,400
Estimated Restricted Fund Balance, June 30, 2012	290,996
Estimated Restricted Fund Balance, June 30, 2013	252,896
Estimated Restricted Fund Balance, June 30, 2014	259,496

PUBLIC ART FUND

Commercial developments with building development costs in excess of $300,000 are required by the City's Art in Public Places Ordinance to devote 1% of their 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, commercial and 20+ residential developments with building development 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. 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.

2012-13 & 2013-14 Operating Budgets

Fund 243 Summary - Public Art Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 26,446	$ 13,645	$ 6,700	$ 4,300	$ 4,000
Per Cent for Public Art	251,247	34,000	-	30,000	30,000
Total Revenues	**$ 277,693**	**$ 47,645**	**$ 6,700**	**$ 34,300**	**$ 34,000**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Public Art/Cultural Grants	$ 46,607	$ 91,382	$ 40,000	$ 40,000	$ 40,000
Banner Program	4,739	1,500	4,800	1,500	1,500
Celebration of the Arts	-	-	-	30,000	30,000
Public Art Maintenance	26,147	120,000	31,500	30,000	30,000
Other costs	30,014	51,169	28,000	48,100	48,100
Total Expenditures	**$ 107,507**	**$ 264,051**	**$ 104,300**	**$ 149,600**	**$ 149,600**
Total Revenues - Total Expenditure	**$ 170,185**	**$ (216,406)**	**$ (97,600)**	**$ (115,300)**	**$ (115,600)**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 1,801,200
Estimated Restricted Fund Balance, June 30, 2012	1,703,600
Estimated Restricted Fund Balance, June 30, 2013	1,588,300
Estimated Restricted Fund Balance, June 30, 2014	1,472,700

DEPARTMENT: PUBLIC WORKS

The Public Works Department consists of two divisions: Public Works Administration/Engineering/Environmental Programs and 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; and state Gas Tax (transportation projects). The Department also administers grants from Caltrans and the Bay Area Air Quality Management District (BAAQMD).

Public Works salaries, supplies and services are charged to the General Fund rather than distributing these costs across each of the individual revenue funds supporting the department. The various revenue funds will be charged a specific percentage of the total salaries, supplies and services as a transfer to the General Fund, except for certain restricted special revenue fund expenditures.

PUBLIC WORKS

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,479,108	$ 1,600,542	$ 1,508,705	$ 1,605,800	$ 1,649,100
Supplies and Services	1,568,183	1,854,938	2,044,640	1,589,100	1,695,100
Debt Service	2,082	25,000	25,000	25,000	25,000
Interfund Transfer	81,500	81,500	81,500	226,500	176,500
Total	**$ 3,130,872**	**$ 3,561,980**	**$ 3,659,845**	**$ 3,446,400**	**$ 3,545,700**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 2,423,577	$ 2,763,905	$ 2,733,400	$ 2,554,900	$ 2,652,800
Sewer Fund	619,623	725,618	888,045	824,100	827,900
Measure D Fund	32,250	32,457	31,800	25,000	25,000
Measure B Fund	45,795	40,000	4,000	40,000	40,000
San Pablo Street Lighting Fu	9,627	-	2,600	2,400	-
Total	**$ 3,130,872**	**$ 3,561,980**	**$ 3,659,845**	**$ 3,446,400**	**$ 3,545,700**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 51,955	$ 19,000	$ 20,300	$ 5,000	$ 5,000
General Revenue	2,371,621	2,744,905	2,713,100	2,549,900	2,647,800
Total	**$ 2,423,577**	**$ 2,763,905**	**$ 2,733,400**	**$ 2,554,900**	**$ 2,652,800**

Staffing Sumary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	14.0	14.0	14.0
Permenant Part-Time (FTE)	0.0	0.5	0.5
Part-Time Positions (FTE)	1.2	0.4	0.4
Total	**15.2**	**14.9**	**14.9**

FUND - 101 - GENERAL FUND
FUNCTION - 40 - PUBLIC WORKS
DEPARTMENT - 4000 - PUBLIC WORKS

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	1,026,888	1,047,631	1,057,220	1,061,800	980,500	1,014,900
71030	SALARIES & WAGES-PERM PT	-	-	-	-	35,000	38,100
71040	SALARIES & WAGES - HOURLY	110	4,141	5,415	6,900	7,000	7,000
71050	OVERTIME PAYMENT	14,482	6,479	27,650	6,200	23,000	23,000
71350	WORKERS COMP PAYMENTS	26,313	26,798	36,707	27,600	36,400	37,700
71410	ALTERNATE MED BENEFITS	18,842	17,319	16,851	17,600	16,500	16,500
72000	COMPENSATED EXPENSE	6,600	6,600	6,600	6,600	5,500	5,500
72200	RETIREMENT [PERS]	170,575	177,895	142,870	150,700	101,200	112,400
72210	RETIREMENT PERS-MISC	-	-	45,613	20,900	25,400	-
72150	SOCIAL SECURITY [FICA]	15,276	15,280	15,748	15,800	14,600	15,100
72250	UNEMPLOYMENT INSURANCE	1,036	1,052	4,018	1,100	3,900	4,000
72300	VISION INSURANCE	4,032	3,690	3,474	3,600	3,300	3,300
72350	PSYCHOLOGY INSURANCE	611	566	615	500	600	600
72400	GROUP MEDICAL INSURANCE	120,915	129,532	144,854	141,800	133,900	146,300
72410	RETIREE MEDICAL BENEFIT	10,920	10,920	10,920	10,900	10,300	10,300
72450	GROUP DENTAL INSURANCE	14,562	17,136	18,172	17,300	15,700	15,700
72500	LIFE INSURANCE	1,187	1,451	2,428	1,300	2,200	2,200
72510	ACCRUED BENEFITS	14,286	8,744	11,312	8,800	15,600	16,800
72540	LONG TERM DISABILITY	3,881	3,872	5,075	3,900	4,900	5,000
72980	TRAN SAL/BEN TO MEASURE D FUND	(31,223)	(32,250)	(32,457)	(31,800)	(25,000)	(25,000)
72990	TRAN SAL/BEN TO SEWER FUND	(77,730)	(84,673)	(90,391)	(83,600)	(15,000)	(15,200)
SALARIES AND BENEFITS Total		1,341,563	1,362,184	1,432,694	1,387,900	1,395,500	1,434,200
73000	OFFICE SUPPLIES	4,110	4,435	7,800	7,800	7,800	7,800
73100	BOOKS, MAPS, PERIODICALS	28	-	500	500	500	500
73150	POSTAGE	1,499	636	3,500	3,500	1,500	1,500
73300	SMALL TOOLS	801	57	1,000	1,000	1,000	1,000
73350	SAFETY & SPECIAL SUPPLIES	6,534	3,904	3,000	3,000	3,000	3,000
73515	LANDSCAPE SUPPLIES	11,610	11,134	10,000	25,000	25,000	25,000
73535	TRAFFIC SUPPLIES/ST SIGNS	25,597	13,474	20,000	20,000	20,000	20,000
73540	STREET LIGHT SUPPLIES	36,521	12,169	30,000	-	30,000	15,000
73400	CLOTHING	4,525	4,690	4,500	4,500	6,100	6,100
73500	OPERATING SUPPLIES	49,469	38,839	37,500	49,100	40,000	45,000
73550	FUEL	36,435	34,022	31,000	31,000	31,000	31,000
73650	PAINTING SUPPLIES	4,171	9,319	2,500	2,500	2,500	2,500
SUPPLIES Total		181,299	132,678	151,300	147,900	168,400	158,400
76000	UTILITIES	103,784	107,011	125,895	110,000	115,000	115,000
76050	TELEPHONE/COMMUNICATION	14,621	13,125	13,000	11,500	12,000	12,000
76100	TRAFFIC SIGNALS ENERGY	30,924	26,842	28,886	28,900	28,900	28,900
76150	STREET LIGHTS ENERGY	100,635	130,530	152,019	150,000	125,000	125,000
UTILITIES Total		249,964	277,508	319,800	300,400	280,900	280,900

FUND - 101 - GENERAL FUND
FUNCTION - 40 - PUBLIC WORKS
DEPARTMENT - 4000 - PUBLIC WORKS

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
77000	MAINTENANCE BLDG & GRNDS	13,032	42,515	28,400	34,400	43,000	43,000
77020	LANDSCAPE MAINTENANCE	70,941	68,963	74,583	95,000	90,000	90,000
77030	BLDG MAINT MGMT (MCE)	20,007	16,248	16,634	22,000	22,000	22,000
77060	NON-POINT DISCHARGE EXP	46,745	50,730	56,000	56,000	50,000	50,000
77080	JANITORIAL: DOYLE ST PARK	12,857	17,400	18,280	17,400	18,000	18,000
77100	VEHICLE OPERATION & MAINT	35,494	22,710	18,000	33,000	18,000	18,000
77120	AMTRAK ELEVATOR MAINT CONTRAC	19,037	11,240	12,000	12,000	12,000	12,000
77150	EQUIPMENT OPER & MAINT	1,044	5,600	5,000	5,100	5,000	5,000
77340	STREET LIGHT REPAIRS	59,828	90,755	98,000	98,000	120,000	120,000
77350	TRAF SIGNL MAINT/CALTRANS	62,972	96,611	91,000	91,000	91,000	91,000
77400	STREET SWEEPER	26,733	331	39,805	35,000	40,000	40,000
NEW	STREET TREE PLANTING	-	-	-	-	5,000	5,000
77520	STREET TREE TRIMMING CONTRACT	15,605	450	158,220	158,200	25,000	25,000
77920	PARK MAJOR MAINT CHGS	98,125	98,125	98,125	98,100	98,100	98,100
77950	VEHICLE REPL. CHARGE	102,088	88,201	88,201	88,200	9,500	78,500
77960	TECHNOLOGY REPL. CHARGE	5,600	5,600	5,600	5,600	5,600	5,600
77990	FACILITY MAJOR MAINT CHGS	26,146	26,146	26,146	26,200	26,200	26,200
MAINTENANCE Total		616,253	641,623	833,994	875,200	678,400	747,400
80050	PROFESSIONAL SERVICES	9,797	12,073	18,000	16,200	18,000	18,000
PROF FEES/SVCES Total		9,797	12,073	18,000	16,200	18,000	18,000
82050	PRINTING	801	1,439	1,500	300	1,500	1,500
ADVERTISING/PRINTING&PUB Total		801	1,439	1,500	300	1,500	1,500
84000	EDUCATION AND TRAINING	2,753	151	3,700	2,600	4,000	4,000
84100	MEMBERSHIPS & DUES	4,072	3,537	3,500	5,300	6,000	6,000
84150	TRAVEL, CONFER & MEETING	4,769	611	3,250	2,800	3,600	3,600
EDUCATION & TRAINING Total		11,595	4,299	10,450	10,700	13,600	13,600
85000	RENTALS & LEASES	3,332	2,644	8,320	5,000	8,300	8,300
RENTALS & LEASES Total		3,332	2,644	8,320	5,000	8,300	8,300
88760	CHRG TO SEWER FD FOR MATL/SVCS	(22,762)	(10,871)	(12,153)	(10,200)	(9,700)	(9,500)
OTHER Total		(22,762)	(10,871)	(12,153)	(10,200)	(9,700)	(9,500)
91600	OTHER EQUIPMENT	4,701	-	-	-	-	-
CAPITAL Total		4,701	-	-	-	-	-
TOTAL PUBLIC WORKS		2,396,541	2,423,577	2,763,905	2,733,400	2,554,900	2,652,800

DEPARTMENT: PUBLIC WORKS
ADMINISTRATION

Public Works Administration consists of three major areas: Public Works Administration, Engineering, and Environmental Programs. Public Works Administration is responsible for the overall administration and coordination of the Department's operations. Public Works Administration develops policies and procedures for the Department; manages the departmental budget, including capital projects; develops and coordinates grant applications, provides general administrative support; is responsible for city administrative office maintenance and security; is responsible for identifying & managing all facilities related capital maintenance construction projects; and is responsible for the City's landscape, street sweeping, and facilities maintenance contracts.

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

Environmental Programs develop, implement and monitor various City environmental initiatives, such as solid waste management/waste diversion, energy conservation/efficiency, alternative transportation, and urban runoff. In conducting this work, 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 regional, state, and federal mandates, such as Measure D (solid waste diversion), AB32 (global warming) and SB375 (in fill development), and the Clean Water Act.

ACHIEVEMENTS DURING THE 2010-11 AND 2011-12 FISCAL YEARS

Administration

1. Entered into new contracts for Bay-Friendly landscape maintenance; street light maintenance; street sweeping; elevator maintenance; and routine maintenance/repair of all City facilities and landscaping.

2. Entered into design contracts for capital construction projects for upgrades to Temescal Creek Park; ADA and other improvements to the Senior Center; replacement of the Recreation Center modular building; improvements to the garden level conference room at the Civic Center.

3. Created a cross functional team that worked with an Architect and created plans to rebuild Fire Station 2.

4. Identified the Corporation Yard as a site for the construction of an Emergency Operations Center (an essential services building); worked with Emergency Services staff with the assistance of an architect to develop plans and construction documents; and applied for a Federal Emergency Management Agency (FEMA) grant to fund a

portion of the Emergency Operations Center.

5. Completed the following Major Maintenance Capital Improvement Projects
    - Construction of a temporary Police Station at Site B on Shellmound Street
    - Rehabilitation of the existing Police Station at 2300 Powell Street
    - Implemented web based facilities work order system
    - Replaced Senior Center refrigerator
    - Replaced Senior Center freezer
    - Touch-up interior painting to correct visible water damage at Senior Center
    - Replaced stove at Fire Station One
    - Installed ceiling fans in infant room at Child Development Center
    - Installed "Dutch door" in infant room at Child Development Center
    - Removed existing modular Recreation Center building from San Pablo Avenue

Engineering

Capital Projects

1. Completed the design and construction of the Triangle Traffic Calming Improvements.

2. Completed the design and construction of the Bicycle and Pedestrian Safety Improvements in the vicinity of the I-80 Interchange on Powell Street

3. Completed the Park Avenue Beautification Improvements west of Hollis Street.

4. Completed design and construction of the FY 10-11 Sanitary Sewer Rehabilitation Project Overland Avenue; 63rd Street, from Overland Avenue to Vallejo Street; 62nd Street from Overland Avenue to Doyle Street' and Shellmound Street sewer main realignment near 64th Street.

5. Completed design of the South Bayfront Pedestrian / Bicycle Bridge including the design of Horton Landing Park; completed plans for the remediation of Horton Landing Park; and performed an archeological exploration of the proposed bridge's foundation area.

6. Coordinated with the Alameda County Flood Control District on the design and construction of an $8 million flood control storm drain system on 62nd, Overland, 64th, and Lacoste Streets.

7. Prepared in-house designs and constructed the Marina Pedestrian Path Rehabilitation Project.

8. Prepared in-house designs for the new Powell Street sidewalk adjacent to Watergate Condominiums.

9. Prepared in-house plans and specifications for slurry seal and restriping and completed the construction of said work for the following streets, including the new bicycle lanes on Emery and Hollis Streets south of 40th Street.

Hollis Street	Yerba Buena Avenue to Powell Street
40th Street	40th Street Overhead to Adeline
Emery Street	Entire
Powell Street	Powell Street Bridge to Vallejo Street

10. Prepared street rehabilitation plans and specifications in-house and completed the construction of said work for the following streets.

Powell Street -westbound	Frontage Road to the Towers Entrance
Shellmound Street	64th Street to Ashby Bridge
65th Street	Shellmound Street to Christie Avenue

11. Prepared plans in-house and completed the demolition of the Golden Gate building site at 3706 San Pablo Avenue.

12. Received Caltrans approval of a project study report for the I-80/65th Street Bicycle and Pedestrian Bridge and gained California Department of Transportation (Caltrans) approval for the new bicycle/pedestrian path to the new Bay Bridge starting at IKEA.

13. Completed the following pedestrian/bicycle improvements: Triangle Neighborhood Pedestrian Safety Project (curb extensions, traffic circles, crosswalks and storm water planters); Park Avenue Beautification Project (wider sidewalks, new trees, and crosswalks); new bicycle lanes, bicycle boulevard signage and markings; and bicycle sharrows on Hollis, Emery, 40th, and 45th Streets; constructed a new pedestrian/bicycle bath between Park Avenue and 45th Street; installed new traffic signal video detection system on 40th Street and bicycle detection loops on other City street intersections; and installed 10 bicycle racks on City sidewalks.

14. Upgraded the majority of the City's cobra head street light fixtures from High Pressure Sodium to Light Emitting Diode (LED) lights, for an estimated cost savings of $30,000 per year, energy savings of 250,000 kWh per year, and CO2 reductions of 65 tons/year.

Non-Capital Projects

1. Completed the following requirements as necessary to comply with various regulatory agencies, (Regional Water Quality Control Board, State Water Board, Environment Protection Agency) involved with the operations and maintenance of the City's Sanitary Sewer Collection System:

    a. Prepared an update to the Sanitary Sewer Management Plan.
    b. Developed a Sanitary Sewer Overflow Response Plan.
    c. Worked with the City Attorney's Office to develop a revised Wastewater Collection System Ordinance, including provisions for the Regional Private

Sewer Lateral program that was adopted by the City Council.

d. Developed and began work on a Sewer Pipe and Maintenance Hole Inspection Program which includes cleaning and CCTV inspection of the entire collection system.
e. Updated the sewer system Geographic Information System (GIS) base maps to reflect field conditions encountered while performing Closed Circuit Television (CCTV) inspections.
f. Developed an Inflow Identification and Reduction Program that includes smoke testing of sanitary sewer system and tested 85% of the City's sanitary sewer system.
g. Started implementing a Regional Private Sanitary Sewer Lateral program in coordination with EBMUD.
h. Conducted extensive reporting to the various regulatory agencies.

2. Issued 281 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 City wide.

5. Reviewed numerous private development plans in regards to impacts to the City's Public Works.

6. Managed the contract maintenance and repair of the City's traffic signal system and implemented traffic signal timing changes as required.

7. Managed the contract maintenance and repair of the City's street light system.

8. Performed a City wide inventory of street lights on a GIS system. Used the results of the inventory to develop and implement a new streetlight maintenance contract.

9. Began coordination with Caltrans and the I-80 Ramp Ad-Hoc Advisory Committee on an effort to improve the maintenance of landscaping within Caltrans right-of-way in Emeryville.

Environmental Programs

1. Worked with City Manager's Office to develop a new solid waste franchise agreement adopted by the City Council and worked with the franchisee to implement new solid waste diversion programs, including residential battery and compact fluorescent light bulbs (CFL) and citywide commercial recycling and composting collection.

2. Through implementation of the City's adopted Climate Action Plan and related initiatives,

achieved a 77% solid waste diversion diversion rate (2nd highest in County), surpassing the 75% goal set by the City and County; gained participation of 2/3rds of all food related business in the City's food composting program.

3. Continued to work with local businesses to implement the City's Eco Food-Ware Ordinance and made recommendations to the City Council to support the adoption of a countywide ban on single use bags in food-related retail stores – which was supported by the City Council and adopted by StopWaste.org.

4. Continued to work with the Emery Unified School District on implementation of the District's solid waste diversion program.

5. Continued to work with the Planning and Building Department to enforce the City's Construction and Demolition Ordinance.

6. Continued to improve and expand the City's internal solid waste reduction programs.

7. Worked with the City of Berkeley, City of Oakland, and Pacific Gas & Electric (PG&E) on a regional approach to energy efficiency and climate action initiatives leading to a $700,000 regional Innovator Pilot Grant administered by the City of Berkeley to develop effective strategies for increasing participation in energy efficiency programs by owners/tenants of multi-family complexes and to provide technical assistance to local small businesses. In addition, PG&E has designated a Community Energy Manager (CEM) to collaborate with the three cities on developing regional strategies as a pilot initiative.

8. Obtained the participation of city facilities and more than 30 local businesses in the CaliforniaFIRST energy efficiency incentive program, resulting in reducing greenhouse gas emissions equivalent to powering 79 homes for a year just in 2011; enrolled the City in the Energy Upgrade California program that provides energy efficiency assistance to multi-family complexes; promoted the City's Smart Solar Program (5 local residents have installed solar energy panels through the program)

9. Participated in the regional East Bay Energy Watch (EBEW), a consortium of cities through which California Public Utility Commission/PG&E sponsored energy efficiency programs are provided and assisted in the creation of the East Bay Environmental Network (EBEN), a forum for businesses, local government, utilities, and academia to share best practices and resources on sustainability and green house gas emission reductions initiatives.

10. Worked with the Bicycle/Pedestrian Sub-Committee of the Transportation Committee and Planning staff to complete the Pedestrian and Bicycle Plan that was approved by the City Council in 2012; and organized annual Bike To Work days in 2010 and 2011.

11. Worked with Planning Department to enforce the City's Bay Friendly planting requirements, with the City becoming the first U.S. municipality to require that all new commercial landscapes use locally produced compost as a soil amendment.

12. Gained Leadership in Energy and Environmental Design (LEED) certification for the City's renovated Police Building and worked with the Magnolia Terraces housing complex, Pixar, Clif Bar, Hines, and Wareham in gaining LEED certification for their projects; certified or recertified 27 local businesses as Green Certified Businesses.

13. Continued to administer the City's Clean Water Program as required by the City's National Pollutant Discharge Elimination System (NPDES) permit, including contracting with the East Bay Municipal Utility District to conduct industrial and commercial storm water inspections; working with Planning staff to require that developers install storm water run off prevention systems, and encouraging Bay Friendly green street projects.

14. Developed a series of environmental-conscious public information materials and assisted in organizing several eco-friendly events including Earth Day, annual Coastal Clean-Up, an annual compost giveaway, and other community events.

GOALS FOR THE 2012-13 AND 2013-14 FISCAL YEARS

Administration

1. Maintain fiscal and management control measures to ensure cost effectiveness and quality of the services provided by the Department.

2. Actively aid in the creation of the new five-year FY2012-13 through FY 2017-18 Capital Improvement Program (CIP).

3. Identify and apply for grants for capital improvement projects as well as City initiatives.

4. Complete the renovation of the play areas at Temescal Creek Park.

5. Continue implementation of the City Facilities Major Maintenance CIP Program.

6. Complete the construction of the City's Emergency Operation Center and other tenant improvements at the Corporation Yard.

7. Complete American Disabilities Act (ADA) and other upgrades to the Senior Center.

8. Complete the construction of the new Recreation Center modular building and complete ADA sidewalk upgrades.

9. Complete upgrades to the Heating, Ventilating, and Air Conditioning (HVAC) system at the Emeryville Civic Center/City Hall and complete the renovation of the Civic Center's Garden Level Meeting Room, including installation of audio-equipment, including microphones, assisted listening devices, and audio recorders.

10. Complete the installation of a shade structure in the infant play area at the Child Development Center.

Environmental Programs

1. Develop new Greenhouse Gas Emissions Inventory in order to benchmark the City's progress on achieving Climate Action Plan goals.

2. Work with the City's solid waste management franchisee to implement the countywide Mandatory Recycling Ordinance for businesses and Multi-Family Bulky Item collection program.

3. Continue to work with Planning staff to implement the City's Construction and Demolition Ordinance.

4. Work with Administrative Services staff to develop an Environmentally Preferable Purchasing Policy for City facilities and submit an application for the Emeryville Civic Center to receive Green Business certification.

5. Continue to work with the Emery Unified School District to expand/improve the District's various environmental initiatives.

6. Continue to work with the City of Berkeley, City of Oakland, and PG&E and other agencies in the East Bay on furthering regional energy efficiency programs and initiatives through EBEW, EBEN, the California Youth Energy Services Program, Energy Upgrade California, and the CaliforniaFirst energy financing program.

7. Implement plans to install photo-voltaic solar systems on the City's Corporation Yard, Senior Center, and Child Development Center.

8. Complete new Urban Forestry Inventory; work with other Public Works staff to increase the number of new street trees and enhance health and survival rates: develop and recommend to Council the adoption of a Bay Friendly Water Efficient Landscape Ordinance; work with other Public Works staff to increase the number of green street projects and public rain gardens.

9. Continue to work with Planning staff and local developers to implement the City's regulations and incentives regarding green building, Bay-Friendly landscaping, storm water pollution prevention (including rain gardens in private projects), reclaimed water use, and other eco-friendly measures.

10. Continue to organize and participate in zero-waste community events that promote the City's environmental initiatives, including Earth Day, Shoreline Clean-Up Day, and Bike To Work Day.

11. Continue to certify and recertify green local businesses with the goal of having 30

Certified Green Businesses by June 2014.

12. Conduct public outreach and enforce the City's Sign Ordinance regulations relating to signs permitted in the public right of way; conduct public outreach and enforce the City's no-smoking ordinance with the goal of inspecting all businesses by June 2014.

13. Work with StopWaste.org staff to conduct public outreach and enforce the countywide Single Use Plastic Bag Ban that will take effect on January 1, 2013; continue to conduct outreach and monitor business compliance with the countywide Mandatory Recycling Ordinance.

Engineering

Capital Projects

1. Prepare contract documents for street reconstruction, slurry seals, and sewer replacement projects in-house within existing work loads.

2. Implement the design and construction of projects in the Capital Improvement Program.

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 said permits.

3. Continue working with the Alameda County Transportation Authority (ACTA) to seek State, Federal or other funding for the following projects: I-80/65th Street Bike Pedestrian Bridge, and other 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 as required by the Regional Water Quality Control Board by implementing the City's Sanitary Sewer Management Plan.

5. Manage the contract maintenance and repair of the city wide traffic signal system and implement traffic signal timing changes as required.

6. Complete regulatory permits and construct a bio-swale to correct the drainage problem on Powell Street.

8. Review Tentative Maps, Final Maps, Parcel Maps and Lot Line Adjustment applications for private development projects city wide.

PUBLIC WORKS
ADMINISTRATION/ENGINEERING

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 645,129	$ 680,380	$ 647,700	$ 708,700	$ 729,600
Supplies and Services	266,864	257,603	382,470	323,400	382,800
Debt Service	2,082	25,000	25,000	25,000	25,000
Interfund Transfer	81,500	81,500	81,500	226,500	176,500
Total	**$ 995,574**	**$ 1,044,483**	**$ 1,136,670**	**$ 1,283,600**	**$ 1,313,900**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 630,307	$ 672,141	$ 642,100	$ 650,200	$ 666,700
Sewer Fund	333,017	339,885	462,770	608,400	622,200
Measure D Fund	32,250	32,457	31,800	25,000	25,000
San Pablo Street Lighting Fund					
Total	**$ 995,574**	**$ 1,044,483**	**$ 1,136,670**	**$ 1,283,600**	**$ 1,313,900**

Staffing Sumary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	5.0	5.0	5.0
Permenant Part-Time (FTE)	0.0	0.5	0.5
Part-Time Positions (FTE)	1.2	0.4	0.4
Total	**6.2**	**5.9**	**5.9**

FUND - 101 - GENERAL FUND
FUNCTION - 40 - PUBLIC WORKS
DEPARTMENT - 4000 - PUBLIC WORKS

DIVISION - 4050 - ADMIN/ENGINEERING

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	463,758	467,316	475,160	467,700	398,400	412,500
71030	SALARIES & WAGES-PERM PT	-	-	-	-	35,000	38,100
71040	SALARIES & WAGES - HOURLY	110	4,141	5,415	6,900	7,000	7,000
71050	OVERTIME PAYMENT	4,725	1,035	12,650	1,200	8,000	8,000
71350	WORKERS COMP PAYMENTS	3,693	3,677	3,748	3,700	3,400	3,600
71410	ALTERNATE MED BENEFITS	7,841	6,085	5,617	5,900	3,800	3,800
72000	COMPENSATED EXPENSE	6,600	6,600	6,600	6,600	5,500	5,500
72150	SOCIAL SECURITY [FICA]	6,960	6,816	7,145	7,000	6,000	6,200
72200	RETIREMENT [PERS]	77,373	79,314	65,246	67,100	43,000	47,900
72210	RETIREMENT PERS-MISC	-	-	19,850	9,300	10,800	-
72250	UNEMPLOYMENT INSURANCE	473	471	1,823	500	1,700	1,700
72300	VISION INSURANCE	1,440	1,318	1,241	1,300	1,100	1,100
72350	PSYCHOLOGY INSURANCE	265	249	220	200	200	200
72400	GROUP MEDICAL INSURANCE	43,325	52,071	56,403	54,200	42,000	45,900
72410	RETIREE MEDICAL BENEFIT	3,900	3,900	3,900	3,900	3,300	3,300
72450	GROUP DENTAL INSURANCE	3,642	4,406	6,910	4,500	4,900	4,900
72500	LIFE INSURANCE	367	485	1,087	400	900	900
72510	ACCRUED BENEFITS	8,286	5,000	5,084	5,000	6,300	7,200
72540	LONG TERM DISABILITY	2,273	2,243	2,281	2,300	2,100	2,100
72980	TRAN SAL/BEN TO MEASURE D FUND	(31,223)	(32,250)	(32,457)	(31,800)	(25,000)	(25,000)
72990	TRAN SAL/BEN TO SEWER FUND	(60,106)	(65,963)	(66,386)	(65,000)	-	-
SALARIES AND BENEFITS Total		543,703	546,915	581,537	550,900	558,400	574,900
73000	OFFICE SUPPLIES	4,110	4,435	7,800	7,800	7,800	7,800
73100	BOOKS, MAPS, PERIODICALS	28	-	500	500	500	500
73150	POSTAGE	1,499	636	3,500	3,500	1,500	1,500
73550	FUEL	7,556	6,187	6,000	6,000	6,000	6,000
SUPPLIES Total		13,192	11,258	17,800	17,800	15,800	15,800
76050	TELEPHONE/COMMUNICATION	6,022	4,836	4,500	4,500	5,000	5,000
UTILITIES Total		6,022	4,836	4,500	4,500	5,000	5,000
77060	NON-POINT DISCHARGE EXP	46,414	38,668	36,000	36,000	40,000	40,000
77100	VEHICLE OPERATION & MAINT	32	1,699	3,000	3,000	3,000	3,000
77950	VEHICLE REPL. CHARGE	6,724	5,892	5,892	5,900	-	-
77960	TECHNOLOGY REPL. CHARGE	4,000	4,000	4,000	4,000	4,000	4,000
77990	FACILITY MAJOR MAINT CHGS	5,996	5,996	5,996	6,000	6,000	6,000
MAINTENANCE Total		63,166	56,255	54,888	54,900	53,000	53,000
80050	PROFESSIONAL SERVICES	4,004	8,000	8,000	8,000	8,000	8,000
PROF FEES/SVCES Total		4,004	8,000	8,000	8,000	8,000	8,000
82050	PRINTING	801	1,439	1,500	300	1,500	1,500
ADVERTISING/PRINTING&PUB Total		801	1,439	1,500	300	1,500	1,500
84000	EDUCATION AND TRAINING	51	-	700	700	1,000	1,000
84100	MEMBERSHIPS & DUES	3,765	3,377	3,200	4,400	5,000	5,000
84150	TRAVEL, CONFER & MEETING	3,656	611	2,500	2,500	2,500	2,500
EDUCATION & TRAINING Total		7,472	3,988	6,400	7,600	8,500	8,500
88760	CHRG TO SEWER FD FOR MATL/SVCS	(3,653)	(2,385)	(2,484)	(1,900)	-	-
OTHER Total		(3,653)	(2,385)	(2,484)	(1,900)	-	-
TOTAL ADMIN/ENGINEERING		634,706	630,307	672,141	642,100	650,200	666,700

DEPARTMENT: PUBLIC WORKS
MAINTENANCE

The 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 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 2010-11 and 2011-12 FISCAL YEARS

1. Continued to install new irrigation and landscape at the Marina Park, Shellmound Street, Powell Street medians and along Frontage Road.

2. Completed replacement of the City's storm drain grates to a "bike friendly" grate.

3. Coordinated with the Engineering Division to establish and implemented contract to clean and video the cities entire sewer main system.

4. Established a worker standby system for recall of maintenance workers at off-hours in the event of emergency situations.

5. Constructed a concrete planter near the foot of the fishing pier, installed irrigation system and seasonal color landscaping material.

6. Continued to track crew efficiency and effectiveness using a computer based maintenance work tracking system.

7. Continued to refine the crack sealing and pothole repair procedures to further extend the useful life of street pavement and make longer lasting repairs.

8. Planted 100 new trees around the City and pruned approximately 95% of city trees for both safety and healthy structure.

9. 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.

10. Implemented effective weed control by utilizing Bay Friendly landscape practices.

GOALS AND OBJECTIVES FOR 2012-13 AND 2013-14 FISCAL YEARS

1. Maintain uninterrupted and high quality services while undertaking the temporary relocation of maintenance operations while the City's new Emergency Operations Center (EOC) is established within the City's Corporation Yard.

2. Continue to identify and implement eco-friendly and green maintenance practices.

3. Continue to upgrade and improve the maintenance of the City's parks and other open spaces.

4. Assist Engineering Division and Information Technology Department staff in maintaining the City's GIS inventory of city assets; upgrade software and asset data for the computer based Maintenance Management Program.

5. Continue to plant new street trees; complete the citywide tree pruning program and integrate the results into the City's Tree Inventory Program.

6. 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.

7. Implement the maintenance elements of the Sanitary Sewer Management Plan (SSMP).

8. Continue to replace manhole lids with the appropriate style (solid v/s perforated); continue the citywide crack sealing program.

9. Establish a routine program of sidewalk inspection and repair of potential trip hazards.

10. Continue implementing the Clean City litter control program by working with the Alameda County Sherriff Work Alternative Program (court referral participants).

PUBLIC WORKS
MAINTENANCE

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 833,979	$ 920,162	$ 861,005	$ 897,100	$ 919,500
Supplies and Services	1,266,211	1,591,935	1,642,770	1,242,700	1,289,300
Total	**$ 2,100,190**	**$ 2,512,097**	**$ 2,503,775**	**$ 2,139,800**	**$ 2,208,800**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 1,758,162	$ 2,086,364	$ 2,071,900	$ 1,881,700	$ 1,963,100
Sewer Fund	286,606	385,733	425,275	215,700	205,700
Measure B Fund	45,795	40,000	4,000	40,000	40,000
San Pablo Street Lighting Fu	9,627	-	2,600	2,400	-
Total	**$ 2,100,190**	**$ 2,512,097**	**$ 2,503,775**	**$ 2,139,800**	**$ 2,208,800**

Staffing Sumary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	9.0	9.0	9.0
Part-Time Positions (FTE)	0.0	0.0	0.0
Total	**9.0**	**9.0**	**9.0**

FUND - 101 - GENERAL FUND
FUNCTION - 40 - PUBLIC WORKS
DEPARTMENT - 4000 - PUBLIC WORKS

DIVISION - 4060 - MAINTENANCE

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	563,130	580,315	582,060	594,100	582,100	602,400
71050	OVERTIME PAYMENT	9,758	5,444	15,000	5,000	15,000	15,000
71350	WORKERS COMP PAYMENTS	22,620	23,121	32,959	23,900	33,000	34,100
71410	ALTERNATE MED BENEFITS	11,001	11,234	11,234	11,700	12,700	12,700
72150	SOCIAL SECURITY [FICA]	8,316	8,464	8,603	8,800	8,600	8,900
72200	RETIREMENT [PERS]	93,202	98,582	77,624	83,600	58,200	64,500
72210	RETIREMENT PERS-MISC	-	-	25,763	11,600	14,600	-
72250	UNEMPLOYMENT INSURANCE	563	581	2,195	600	2,200	2,300
72300	VISION INSURANCE	2,592	2,372	2,233	2,300	2,200	2,200
72350	PSYCHOLOGY INSURANCE	345	317	395	300	400	400
72400	GROUP MEDICAL INSURANCE	77,590	77,461	88,451	87,600	91,900	100,400
72410	RETIREE MEDICAL BENEFIT	7,020	7,020	7,020	7,000	7,000	7,000
72450	GROUP DENTAL INSURANCE	10,920	12,730	11,262	12,800	10,800	10,800
72500	LIFE INSURANCE	820	966	1,341	900	1,300	1,300
72510	ACCRUED BENEFITS	6,000	3,743	6,228	3,800	9,300	9,600
72540	LONG TERM DISABILITY	1,608	1,629	2,794	1,600	2,800	2,900
72990	TRAN SAL/BEN TO SEWER FUND	(17,624)	(18,709)	(24,005)	(18,600)	(15,000)	(15,200)
SALARIES AND BENEFITS Total		797,860	815,269	851,157	837,000	837,100	859,300
73300	SMALL TOOLS	801	57	1,000	1,000	1,000	1,000
73350	SAFETY & SPECIAL SUPPLIES	6,534	3,904	3,000	3,000	3,000	3,000
73400	CLOTHING	4,525	4,690	4,500	4,500	6,100	6,100
73500	OPERATING SUPPLIES	49,469	38,839	37,500	49,100	40,000	45,000
73515	LANDSCAPE SUPPLIES	11,610	11,134	10,000	25,000	25,000	25,000
73535	TRAFFIC SUPPLIES/ST SIGNS	25,597	13,474	20,000	20,000	20,000	20,000
73540	STREET LIGHT SUPPLIES	36,521	12,169	30,000	-	30,000	15,000
73550	FUEL	28,879	27,835	25,000	25,000	25,000	25,000
73650	PAINTING SUPPLIES	4,171	9,319	2,500	2,500	2,500	2,500
SUPPLIES Total		168,107	121,420	133,500	130,100	152,600	142,600
76000	UTILITIES	103,784	107,011	125,895	110,000	115,000	115,000
76050	TELEPHONE/COMMUNICATION	8,600	8,288	8,500	7,000	7,000	7,000
76100	TRAFFIC SIGNALS ENERGY	30,924	26,842	28,886	28,900	28,900	28,900
76150	STREET LIGHTS ENERGY	100,635	130,530	152,019	150,000	125,000	125,000
UTILITIES Total		243,942	272,671	315,300	295,900	275,900	275,900

FUND - 101 - GENERAL FUND
FUNCTION - 40 - PUBLIC WORKS
DEPARTMENT - 4000 - PUBLIC WORKS

DIVISION - 4060 - MAINTENANCE

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
77000	MAINTENANCE BLDG & GRNDS	11,596	7,407	23,000	15,000	20,000	20,000
77020	LANDSCAPE MAINTENANCE	70,941	68,963	74,583	95,000	90,000	90,000
77030	BLDG MAINT MGMT (MCE)	20,007	16,248	16,634	22,000	22,000	22,000
77060	NON-POINT DISCHARGE EXP	332	12,062	20,000	20,000	10,000	10,000
77080	JANITORIAL: DOYLE ST PARK	12,857	17,400	18,280	17,400	18,000	18,000
77100	VEHICLE OPERATION & MAINT	35,462	21,010	15,000	30,000	15,000	15,000
77120	AMTRAK ELEVATOR MAINT CONTRAC	19,037	11,240	12,000	12,000	12,000	12,000
77150	EQUIPMENT OPER & MAINT	1,044	5,600	5,000	5,100	5,000	5,000
77340	STREET LIGHT REPAIRS	59,828	90,755	98,000	98,000	120,000	120,000
77350	TRAF SIGNL MAINT/CALTRANS	62,972	96,611	91,000	91,000	91,000	91,000
77400	STREET SWEEPER	26,733	331	39,805	35,000	40,000	40,000
NEW	STREET TREE PLANTING	-	-	-	-	5,000	5,000
77520	STREET TREE TRIMMING CONTRACT	15,605	450	158,220	158,200	25,000	25,000
77920	PARK MAJOR MAINT CHGS	98,125	98,125	98,125	98,100	98,100	98,100
77950	VEHICLE REPL. CHARGE	95,364	82,309	82,309	82,300	9,500	78,500
77960	TECHNOLOGY REPL. CHARGE	1,600	1,600	1,600	1,600	1,600	1,600
77990	FACILITY MAJOR MAINT CHGS	20,150	20,150	20,150	20,200	20,200	20,200
MAINTENANCE Total		551,652	550,260	773,706	800,900	602,400	671,400
80050	PROFESSIONAL SERVICES	5,793	4,073	10,000	8,200	10,000	10,000
PROF FEES/SVCES Total		5,793	4,073	10,000	8,200	10,000	10,000
84000	EDUCATION AND TRAINING	2,703	151	3,000	1,900	3,000	3,000
84100	MEMBERSHIPS & DUES	307	160	300	900	1,000	1,000
84150	TRAVEL, CONFER & MEETING	1,113	-	750	300	1,100	1,100
EDUCATION & TRAINING Total		4,123	311	4,050	3,100	5,100	5,100
85000	RENTALS & LEASES	3,332	2,644	8,320	5,000	8,300	8,300
RENTALS & LEASES Total		3,332	2,644	8,320	5,000	8,300	8,300
88760	CHRG TO SEWER FD FOR MATL/SVCS	(19,109)	(8,486)	(9,669)	(8,300)	(9,700)	(9,500)
OTHER Total		(19,109)	(8,486)	(9,669)	(8,300)	(9,700)	(9,500)
99050	TRANSFER TO GENERAL FUND	4,701					
CAPITAL Total		4,701	-	-	-	-	-
TOTAL MAINTENANCE		1,760,400	1,758,162	2,086,364	2,071,900	1,881,700	1,963,100

PARKING FACILITY MAINTENANCE

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Maintenance	$ 35,108	$ 5,400	$ 19,400	$ 23,000	$ 23,000
Total	**$ 35,108**	**$ 5,400**	**$ 19,400**	**$ 23,000**	**$ 23,000**

General Fund Support

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Revenue	$ 35,108	$ 5,400	$ 19,400	$ 23,000	$ 23,000
Total	**$ 35,108**	**$ 5,400**	**$ 19,400**	**$ 23,000**	**$ 23,000**

PUBLIC WORKS
SEWER

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 84,673	$ 135,391	$ 89,005	$ 185,300	$ 189,900
Supplies and Services	451,368	603,727	692,540	171,600	436,500
Capital Equipment	-	-	-	-	-
Depreciation	9,750	-	9,800	9,800	9,800
Debt Service	2,082	25,000	25,000	25,000	25,000
Interfund Transfer	81,500	81,500	81,500	226,500	176,500
Total	**$ 629,373**	**$ 845,618**	**$ 897,845**	**$ 618,200**	**$ 837,700**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Sewer Fund	$ 629,373	$ 845,618	$ 897,845	$ 618,200	$ 837,700
Total	**$ 629,373**	**$ 845,618**	**$ 897,845**	**$ 618,200**	**$ 837,700**

FUND - 510 - SEWER
FUNCTION - 40 - PUBLIC WORKS

DIVISION - 4300 - SEWER MAINTENANCE FUND

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED					94,100	99,000
71030	SALARIES & WAGES-PERM PT					3,000	3,000
71350	WORKERS COMP PAYMENTS					800	800
71410	ALTERNATE MED BENEFITS					2,500	2,500
71430	STANDBY PAY	-	-	45,000	-	45,000	45,000
72000	COMPENSATED EXPENSE					1,100	1,100
72150	SOCIAL SECURITY [FICA]					1,500	1,500
72200	RETIREMENT [PERS]					9,400	10,600
72210	RETIREMENT PERS-MISC					2,400	-
72250	UNEMPLOYMENT INSURANCE					400	400
72300	VISION INSURANCE					200	200
72400	GROUP MEDICAL INSURANCE					5,900	6,500
72410	RETIREE MEDICAL BENEFIT					600	600
72450	GROUP DENTAL INSURANCE					1,200	1,200
72500	LIFE INSURANCE					200	200
72510	ACCRUED BENEFITS					1,500	1,600
72540	LONG TERM DISABILITY					500	500
72990	TRAN SAL/BEN TO SEWER FD	60,106	84,673	90,391	89,005	15,000	15,200
SALARIES AND BENEFITS Total		60,106	84,673	135,391	89,005	185,300	189,900
76000	UTILITIES	334	831	-	1,200	1,200	1,200
UTILITIES Total		334	831	-	1,200	1,200	1,200
77140	CLEANING	-	112,650	100,000	196,770	40,000	40,000
77180	VIDEO INSPECTION	-	73,135	100,000	125,000	10,000	10,000
77190	EMERGENCY REPAIR	-	-	25,000	25,000	50,000	50,000
77220	SMOKE TESTING	-	-	50,000	-	10,000	-
77700	SEWERAGE MAINTENANCE	58,365	40,875	-	25,000	-	-
77750	PUMP STATION MAINTENANCE	10,846	15,120	15,000	3,000	15,000	15,000
77950	VEHICLE REPL. CHARGE	24,955	21,315	21,315	21,300	19,800	19,800
MAINTENANCE Total		94,167	263,095	311,315	396,070	144,800	134,800
79050	INSURANCE	50,000	50,000	50,000	50,000	50,000	50,000
INSURANCE Total		50,000	50,000	50,000	50,000	50,000	50,000
80050	PROFESSIONAL SERVICES	12,701	114,500	170,000	173,770	130,000	130,000
80120	SEWER TECHNOLOGY	3,653	-	25,000	25,000	25,000	25,000
PROFESSIONAL FEES/SVCES Total		16,355	114,500	195,000	198,770	155,000	155,000
86120	SEWER COLLECTION CHARGES	2,735	12,072	20,000	20,000	20,000	20,000
86160	II TAB	51,500	-	15,000	16,000	6,600	66,000
FEES & CHARGES Total		54,235	12,072	35,000	36,000	26,600	86,000
88150	DEPRECIATION	9,750	9,750	-	9,800	9,800	9,800
88760	GEN FUND CHG FOR MATL/SVC	49,109	10,871	12,412	10,500	9,700	9,500
OTHER Total		58,859	20,620	12,412	20,300	19,500	19,300
91600	OTHER EQUIPMENT	10,919	-	-	-	-	-
CAPITAL Total		10,919	-	-	-	-	-
97410	LOAN REPAYMENT - STATE	-	2,082	25,000	25,000	25,000	25,000
PRINCIPAL AND INTEREST Total		-	2,082	25,000	25,000	25,000	25,000
99050	TRANSFER TO GENERAL FUND	17,624	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
99380	TRANS TO SEWER REHAB 511	300,000	-	-	-	145,000	95,000
INTERFUND TRANSFER Total		317,624	81,500	81,500	81,500	226,500	176,500
SEWER MAINTENANCE FUND Total		662,598	629,373	845,618	897,845	833,900	837,700

FUND - 510 - SEWER
FUNCTION - 40 - PUBLIC WORKS

DIVISION - 4350 - SEWER ADMINISTRATION

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED					94,100.00	99,000.00
71040	SALARIES & WAGES - HOURLY					3,000	3,000
71050	OVERTIME PAYMENT					-	-
71350	WORKERS COMP PAYMENTS					800	800
71410	ALTERNATE MED BENEFITS					2,500	2,500
72000	COMPENSATED EXPENSE					1,100	1,100
72150	SOCIAL SECURITY [FICA]					1,500	1,500
72200	RETIREMENT [PERS]					9,400	10,600
72210	RETIREMENT PERS-MISC					2,400	-
72250	UNEMPLOYMENT INSURANCE					400	400
72300	VISION INSURANCE					200	200
72350	PSYCHOLOGY INSURANCE					-	-
72400	GROUP MEDICAL INSURANCE					5,900	6,500
72410	RETIREE MEDICAL BENEFIT					600	600
72450	GROUP DENTAL INSURANCE					1,200	1,200
72500	LIFE INSURANCE					200	200
72510	ACCRUED BENEFITS					1,500	1,600
72540	LONG TERM DISABILITY					500	500
72990	TRAN SAL/BEN TO SEWER FD	60,106	65,963	66,386	65,000	-	-
SALARIES AND BENEFITS Total		60,106	65,963	66,386	65,000	125,300	129,700
77950	VEHICLE REPL. CHARGE	8,155	4,515	4,515	4,500	-	-
MAINTENANCE Total		8,155	4,515	4,515	4,500	-	-
79050	INSURANCE	50,000	50,000	50,000	50,000	50,000	50,000
INSURANCE Total		50,000	50,000	50,000	50,000	50,000	50,000
80050	PROFESSIONAL SERVICES	12,701	114,500	170,000	173,770	130,000	130,000
80210	SEWER TECHNOLOGY	3,653	-	25,000	25,000	25,000	25,000
PROFESSIONAL FEES/SVCES Total		16,355	114,500	195,000	198,770	155,000	155,000
86120	SEWER COLLECTION CHARGES	2,735	12,072	20,000	20,000	20,000	20,000
86160	II TAB	51,500	-	15,000	16,000	6,600	66,000
FEES & CHARGES Total		54,235	12,072	35,000	36,000	26,600	86,000
88150	DEPRECIATION	9,750	9,750	-	9,800	9,800	9,800
88750	GEN FUND CHG FOR MATL/SVC	30,000	2,385	2,484	2,000	-	-
OTHER Total		39,750	12,134	2,484	11,800	9,800	9,800
97410	LOAN REPAYMENT - STATE	-	2,082	25,000	25,000	25,000	25,000
PRINCIPAL AND INTEREST Total		-	2,082	25,000	25,000	25,000	25,000
99050	TRANSFER TO GENERAL FUND	17,624	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
99380	TRANS TO SEWER REHAB 511	300,000	-	-	-	145,000	95,000
INTERFUND TRANSFER Total		317,624	81,500	81,500	81,500	226,500	176,500
SEWER ADMINISTRATION Total		546,224	342,767	459,885	472,570	618,200	632,000

FUND - 510 - SEWER
FUNCTION - 40 - PUBLIC WORKS

DIVISION - 4360 - SEWER MAINTENANCE

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71430	STANDBY PAY	-	-	45,000	-	45,000	45,000
72990	TRAN SAL/BEN TO SEWER FD	-	18,709	24,005	24,005	15,000	15,200
SALARIES AND BENEFITS Total		-	18,709	69,005	24,005	60,000	60,200
76000	UTILITIES	334	831	-	1,200	1,200	1,200
UTILITIES Total		334	831	-	1,200	1,200	1,200
77140	CLEANING	-	112,650	100,000	196,770	40,000	40,000
77180	VIDEO INSPECTION	-	73,135	100,000	125,000	10,000	10,000
77190	EMERGENCY REPAIR	-	-	25,000	25,000	50,000	50,000
77220	SMOKE TESTING	-	-	50,000	-	10,000	-
77700	SEWERAGE MAINTENANCE	58,365	40,875	-	25,000	-	-
77750	PUMP STATION MAINTENANCE	10,846	15,120	15,000	3,000	15,000	15,000
77950	VEHICLE REPL. CHARGE	16,800	16,800	16,800	16,800	19,800	19,800
77990	FACILITY MAJOR MAINT CHGS	-	-	-	-	-	-
MAINTENANCE Total		86,012	258,580	306,800	391,570	144,800	134,800
88750	GEN FUND CHG FOR MATL/SVC	19,109	8,486	9,928	8,500	9,700	9,500
OTHER Total		19,109	8,486	9,928	8,500	9,700	9,500
91600	OTHER EQUIPMENT	10,919					
CAPITAL Total		10,919	-	-	-	-	-
SEWER MAINTENANCE Total		116,374	286,606	385,733	425,275	215,700	205,700

FINANCIAL SUMMARY
SEWER OPERATIONS FUND

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 new sewer connection fee is in the amount of $746 for a single family dwelling equivalent. At this time, there is sufficient revenue generated by the current charges and fees to operate the sanitary sewer system. There is also a sufficient fund balance of assets available to pay for up coming known capital improvements that are needed on the system.

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.

2012-13 & 2013-14 Operating Budgets

Fund 510 Summary - Sewer Operations Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 7,349	$ 15,816	$ 8,900	$ 5,000	$ 4,800
Sewer Service Charges	812,756	800,000	800,000	800,000	800,000
Total Revenue	**$ 820,105**	**$ 815,816**	**$ 808,900**	**$ 805,000**	**$ 804,800**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Public Works/Sewer Division	$ 547,873	$ 764,118	$ 816,345	$ 607,400	$ 661,200
Interfund Transfers	81,500	81,500	81,500	226,500	176,500
Total Expenses	**$ 629,373**	**$ 845,618**	**$ 897,845**	**$ 833,900**	**$ 837,700**
Total Revenue - Total Expenses	**$ 190,732**	**$ (29,802)**	**$ (88,945)**	**$ (28,900)**	**$ (32,900)**

Fund Balance Summary

Restricted Fund Balance, June 30, 2011	$ 1,095,900
Estimated Restricted Fund Balance, June 30, 2012	1,007,000
Estimated Restricted Fund Balance, June 30, 2013	978,100
Estimated Restricted Fund Balance, June 30, 2014	945,200

FINANCIAL SUMMARY

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.

Prior to the 1993-94 fiscal year, Gas Tax funds were subject to specific maintenance of effort requirements. This meant that the City had to maintain a base year level of General Fund support for street maintenance activities in order to be eligible for these funds. Due to the State budget crisis, these maintenance of effort requirements were suspended in fiscal year 1993-94 and have not been reestablished.

Gas tax revenues are estimated at approximately $270,000 for each fiscal year.

2012-13 & 2013-14 Operating Budgets

Fund 220 Summary - Gas Tax

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Gas Tax Revenues	$ 260,859	$ 161,131	$ 206,100	$ 272,300	$ 272,300
Investment Earnings	8,826	2,783	1,800	1,000	1,100
Total Revenues	**$ 269,685**	**$ 163,914**	**$ 207,900**	**$ 273,300**	**$ 273,400**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Capital Expenditures	$ -	$ 331,970	$ -	$ -	$ -
Reserve for Capital Projects	-	-	332,000		
Transfer to General Fund/Public Works	150,000	150,000	150,000	270,000	270,000
Total Expenditures	**$ 150,000**	**$ 481,970**	**$ 482,000**	**$ 270,000**	**$ 270,000**
Total Revenues - Total Expenditures	**$ 119,685**	**$ (318,056)**	**$ (274,100)**	**$ 3,300**	**$ 3,400**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 691,300
Estimated Restricted Fund Balance, June 30, 2012	417,200
Estimated Restricted Fund Balance, June 30, 2013	420,500
Estimated Restricted Fund Balance, June 30, 2014	423,900

MEASURE B FUND

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 2012-13 and FY 2013-14, approximately $220,000 in funds will be received by the City for Streets and Roads, approximately $22,000 in funds will be received for Paratransit Programs, and approximately $26,000 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.

2012-13 & 2013-14 Operating Budgets

Fund 240 Summary - Measure B

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Measure B Streets & Roads	$ 203,797	$ 170,000	$ 201,100	$ 215,600	$ 219,900
Paratransit Revenue	22,727	19,000	22,400	22,100	22,500
GAP Grant	50,605	-	60,000	65,000	65,000
Bicycle/Pedestrian	24,458	20,000	24,100	26,000	26,500
ACTA Prior Year Allocation	-	-	-	-	-
Investment Earnings	11,699	2,328	4,600	3,400	4,100
Total Revenue	**$ 313,286**	**$ 211,328**	**$ 312,200**	**$ 332,100**	**$ 338,000**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Public Works/Street Repairs	$ 45,795	$ 40,000	$ 4,000	$ 40,000	$ 40,000
Street Improvements	4,776	943,923	-	-	-
Paratransit	26,625	23,000	-	-	-
Paratransit Gap Grant	117,055	-	-	-	-
Bicycle/Pedestrian Projects	7,340	96,873	96,873	10,000	10,000
Audit Services	3,563	500	4,000	3,000	3,000
Reserve for Capital Projects	-	-	-		-
Interfund Transfer/General Fund	7,000	7,000	7,000	7,000	7,000
Total Expenditures	**$ 212,155**	**$ 1,111,296**	**$ 111,873**	**$ 60,000**	**$ 60,000**
Total Revenues - Total Expenditures	**$ 101,131**	**$ (899,968)**	**$ 200,327**	**$ 272,100**	**$ 278,000**

Fund Balance Summary

	Prior ACTA Balance	ACTIA Streets/Roads	ACTIA Paratransit	ACTIA GAP Grant	ACTIA Bike/Ped	Total
Restricted Fund Balance, June 30, 2011	$ 237,100	$ 477,100	$ 5,900	$ (3,800)	$ 165,900	$ 882,200
Estimated Res Fund Bal, June 30, 2012	227,300	676,700	28,300	56,200	94,000	1,082,527
Estimated Res Fund Bal, June 30, 2013	215,600	856,900	50,500	121,400	110,300	1,354,627
Estimated Res Fund Bal, June 30, 2014	214,700	1,032,400	72,700	185,900	126,200	1,632,627

FINANCIAL SUMMARY

URBAN FORESTRY ORDINANCE FUND

The funding source of the Urban Forestry Ordinance Fund is the Urban Forestry Ordinance. The City of Emeryville 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 trees or landscaping at the rate of three times the replacement value fee of the street tree 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.

2012-13 & 2013-14 Operating Budgets

Fund 251 Summary - Urban Forestry Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 704	$ 667	$ 300	$ 100	$ 100
Urban Forestry Fee	-	-	-	-	-
Total Revenues	**$ 704**	**$ 667**	**$ 300**	**$ 100**	**$ 100**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Street Tree Planting and Maintenance	$ 5,031	$ -	$ 8,000	$ 13,000	$ 13,000
Total Expenditures	**$ 5,031**	**$ -**	**$ 8,000**	**$ 13,000**	**$ 13,000**

Total Revenues - Total Expenditures	**$ (4,327)**	**$ 667**	**$ (7,700)**	**$ (12,900)**	**$ (12,900)**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 70,571
Estimated Restricted Fund Balance, June 30, 2012	62,871
Estimated Restricted Fund Balance, June 30, 2013	49,971
Estimated Restricted Fund Balance, June 30, 2014	37,071

GRANT FUND: DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

The Grant Fund is used to account for various grants the City receives. The summary presented only includes activity relating to the Department of Resources Recycling and Recovery Beverage Container Recycling Grant Program. This grant provides funds to cities and counties for beverage container recycling activities. The Grant is awarded to the City on an annual basis. Typically the City uses these funds to purchase recycled plastic benches, recycling containers and supplies manufactured from recycled beverage containers, perform recycling related to Earth Day activities and/or other recycling related projects.

2012-13 & 2013-14 Operating Budgets

Fund 254 Summary - Grant Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Grants	$ 2,900	$ 2,338	$ 1,000	$ 1,000	$ 1,000
Investment Earnings	-	-	-	-	-
Total Revenues	**$ 2,900**	**$ 2,338**	**$ 1,000**	**$ 1,000**	**$ 1,000**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Grant supplies	$ 2,900	$ 2,338	$ 1,000	$ 1,000	$ 1,000
Total Expenditures	**$ 2,900**	**$ 2,338**	**$ 1,000**	**$ 1,000**	**$ 1,000**
Total Revenues - Total Expenditures	**$ (0)**	**$ 0**	**$ -**	**$ -**	**$ -**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ -
Estimated Restricted Fund Balance, June 30, 2012	-
Estimated Restricted Fund Balance, June 30, 2013	-
Estimated Restricted Fund Balance, June 30, 2014	-

FINANCIAL SUMMARY
MEASURE D FUND

The Measure D Fund is a Special Revenue Fund which accounts for revenue generated through a landfill surcharge fee under the authority of the Alameda County Measure D. The revenue source is restricted for use in solid waste prevention and recycling programs. In prior years, these programs were provided through the Environmental Programs Division of the Public Works Department, which was originally created to carry out programs necessary to achieve State-mandated waste reduction goals. Since 1994-95, the City receives approximately $25,000 in revenue from this fund each year based upon a per capita formula. Solid waste management and other environmental programs are conducted by Public Works Administration staff. The Measure D Fund is used for funding a proportion of Environmental Programs staff time.

2012-13 & 2013-14 Operating Budgets

Fund 266 Summary - Measure D Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 582	$ 288	$ 200	$ 100	$ 100
Measure D Surcharge	45,062	25,288	25,000	25,000	25,000
Total Revenues	**$ 45,644**	**$ 25,576**	**$ 25,200**	**$ 25,100**	**$ 25,100**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Salaries and Benefits*	$ 32,250	$ 32,457	$ 31,800	$ 25,000	$ 25,000
Total Expenditures	**$ 32,250**	**$ 32,457**	**$ 31,800**	**$ 25,000**	**$ 25,000**
Total Revenues - Total Expenditures	**$ 13,394**	**$ (6,881)**	**$ (6,600)**	**$ 100**	**$ 100**

*Transfer of costs to be calculated to minimize fund balance.

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 45,700
Estimated Restricted Fund Balance, June 30, 2012	39,100
Estimated Restricted Fund Balance, June 30, 2013	39,200
Estimated Restricted Fund Balance, June 30, 2014	39,300

FINANCIAL SUMMARY
SAN PABLO AVENUE STREET LIGHTING ASSESSMENT DISTRICT

The San Pablo Avenue Street Lighting Assessment District is a lighting maintenance assessment district established to maintain the street lights on San Pablo Avenue. Property owners are assessed annually based on lineal feet of street frontage.

Funds are maintained in a separate Special Revenue Fund which is restricted for use on street lighting expenses on San Pablo Avenue. No assessments have been levied for San Pablo Avenue Street Lighting District since FY 2006-07 and no future assessments are anticipated in this budget document. The remaining restricted fund balance will be used to fund operating costs of the district and when exhausted, operating costs will be funded from the City's General Fund.

2012-13 & 2013-14 Operating Budgets

Fund 810 Summary - San Pablo Avenue Street Lighting Assessment District

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Street Light Assessments	$ -	$ -	$ -	$ -	$ -
Investment Earnings	200	-	-	-	-
Total Revenues	**$ 200**	**$ -**	**$ -**	**$ -**	**$ -**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Public Works/San Pablo Lights	$ 9,627	$ -	$ 2,600	$ 2,400	$ -
Total Expenditures	**$ 9,627**	**$ -**	**$ 2,600**	**$ 2,400**	**$ -**
Total Revenues - Total Expenditures	**$ (9,427)**	**$ -**	**$ (2,600)**	**$ (2,400)**	**$ -**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 5,000
Estimated Restricted Fund Balance, June 30, 2012	2,400
Estimated Restricted Fund Balance, June 30, 2013	-
Estimated Restricted Fund Balance, June 30, 2014	-

The Emeryville Police Department protects life and property; maintains law and order; seeks solutions to neighborhood problems adversely affecting 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 the citizenry. This is achieved by diligently enforcing 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 Services Division is comprised of three sections; Administrative Services, Criminal Investigations and Records and Communications. The Field Services Division consists of three sections; Patrol, Traffic and Bicycle. In addition, the School Resource and Animal Control programs operate within the Field Services Division.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. Continued to provide exemplary community based policing to the Emeryville community.

2. Completed the Police Administration Building Renovation Project.

3. Continued work on implementing the East Bay Regional Communication System Public Safety Radio Project that will improve interagency communication and response.

4. In cooperation with the Emery Unified School District, continued to expand the School Resource Program by obtaining grant funding and developing additional school-based programs, such as Stranger Danger and Traffic Safety and worked with the City's Recreation Department's after school program to develop a 'Student Explorer" Program.

5. Implemented a Volunteer in Policing Program which uses graduates from the Citizen's Academy to augment and enhance the various department functions, such as monitoring July 4 activities.

6. Improved and institutionalized the daily "Line Up" training provided by supervisors on real life issues facing police officers; trained dispatchers on Tactical Dispatching; implemented on-line mandated training on worker safety and sexual training.

7. Re-introduced the mobile computing capabilities in police patrol vehicles.

8. Established a State certified Emergency Management Specialist within the Department.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Continue to provide exemplary community-based policing to the Emeryville community.

2. Explore various grants to purchase dedicated Driving Under the Influence (DUI) enforcement vehicle and tactical equipment as well as a mobile robotic camera device for searching buildings for an armed person or investigating possible bomb threats.

3. Work with the Bicycle/Pedestrian Sub-Committee of the Transportation Committee to develop a program for educating bicyclists and pedestrians on safety and the rules of the road; increase enforcement on bicyclist and pedestrian violators.

4. Complete the East Bay Regional Communication System Public Safety Radio Project.

5. Restore the Bicycle Patrol Program.

6. Re-establish the Citizens Police Academy.

7. Expand the Department's on-site training offerings through offering regionally accessible training workshops in the Department's training facility.

POLICE

General Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 8,093,405	$ 8,552,013	$ 8,223,200	$ 8,953,400	$ 9,134,100
Supplies and Services	1,381,138	1,420,279	1,374,200	1,146,900	1,165,600
Capital Outlay	1,862	-	-	-	-
Total	**$ 9,476,405**	**$ 9,972,292**	**$ 9,597,400**	**$ 10,100,300**	**$ 10,299,700**

Supplemental Law Enforcement Services Grant
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Total	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 9,476,405	$ 9,972,292	$ 9,597,400	$ 10,100,300	$ 10,299,700
Supplemental Law Grant	100,000	100,000	100,000	100,000	100,000
Total	**$ 9,576,405**	**$ 10,072,292**	**$ 9,697,400**	**$ 10,200,300**	**$ 10,399,700**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 896,481	$ 1,329,001	$ 1,341,461	$ 1,372,487	$ 1,360,986
General Revenue	8,579,924	8,643,291	8,255,939	8,727,813	8,938,714
Total	**$ 9,476,405**	**$ 9,972,292**	**$ 9,597,400**	**$ 10,100,300**	**$ 10,299,700**

POLICE

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Sworn Positions	38.0	38.0	38.0
Full-Time Non-Sworn Positions	17.0	17.0	17.0
Total	**55.0**	**55.0**	**55.0**

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DEPARTMENT - 2000 - POLICE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	5,080,434	5,252,744	5,264,118	5,185,100	5,472,800	5,568,600
71040	SALARIES & WAGES - HOURLY	600	8,738	-	3,200	-	-
71041	SHIFT DIFF PAY	35,433	36,532	35,200	34,200	35,200	35,200
71050	OVERTIME PAYMENT	602,610	351,648	500,000	464,400	500,000	500,000
71060	SHIFT DIFF PAY-O/T	6,448	2,530	6,500	5,000	7,500	7,500
71070	INVESTIGATIONS BENEFIT	-	-	10,608	-	10,600	10,600
71110	HOLIDAY PREMIUM	185,908	189,984	186,700	202,300	191,800	191,800
71150	ACTING HIGHER RANK	8,848	6,077	5,700	12,900	12,500	12,500
71350	WORKERS COMP PAYMENTS	295,368	301,375	336,166	292,300	345,400	349,300
71410	ALTERNATE MED.BENEFITS	35,958	32,647	33,702	29,500	31,400	31,400
71420	PD PARS PLAN	108,319	134,753	103,930	132,400	127,200	128,400
72100	CLOTHING ALLOWANCE	46,560	46,090	46,520	43,500	46,900	46,900
72150	SOCIAL SECURITY [FICA]	78,411	78,838	75,916	76,600	75,600	76,800
72200	RETIREMENT [PERS]	1,063,125	1,094,964	1,180,851	1,141,600	1,082,000	1,122,200
72210	RETIREMENT PERS-MISC	-	-	49,278	27,400	29,800	-
72250	UNEMPLOYMENT INSURANCE	5,102	5,262	21,051	5,200	20,900	21,200
72300	VISION INSURANCE	14,205	13,037	13,648	11,400	13,700	13,700
72350	PSYCHOLOGY INSURANCE	2,435	2,268	2,415	1,900	2,400	2,400
72400	GROUP MEDICAL INSURANCE	549,461	560,855	669,149	572,200	713,700	779,700
72410	RETIREE MEDICAL BENEFIT	56,790	56,010	56,010	56,000	56,700	56,700
72420	CHIROPRACTIC BENEFIT	1,040	395	1,000	-	-	-
72450	GROUP DENTAL INSURANCE	47,910	57,094	70,519	54,200	70,400	70,400
72500	LIFE INSURANCE	6,356	7,208	8,683	6,600	8,700	8,700
72510	ACCRUED BENEFITS	82,552	50,377	60,017	50,400	89,100	90,700
75200	FITNESS BENEFITS	-	245	1,800	700	1,800	1,800
72540	LONG TERM DISABILITY	5,859	5,679	7,328	6,000	7,300	7,600
72800	TRANS FR PERS LIAB FD	(189,733)	(201,944)	(194,797)	(191,800)	-	-
SALARIES AND BENEFITS Total		8,129,999	8,093,405	8,552,013	8,223,200	8,953,400	9,134,100
73000	OFFICE SUPPLIES	24,931	31,926	29,000	29,000	29,000	29,000
73050	PHOTO SUPPLIES & SERVICE	482	153	2,000	2,000	2,000	2,000
73100	BOOKS, MAPS, PERIODICALS	5,456	5,320	4,000	4,000	6,000	6,000
73150	POSTAGE	3,715	3,610	6,000	4,500	4,000	4,000
73350	SAFETY & SPECIAL SUPPLIES	18,946	26,415	16,300	16,300	16,300	16,300
73400	CLOTHING	5,630	7,450	7,000	6,500	7,000	7,000
73450	CHEMICAL & AMMUNITION	34,103	30,763	35,500	35,500	35,500	35,500
73500	OPERATING SUPPLIES	5,558	9,175	19,500	19,500	19,500	19,500
73550	FUEL	83,095	93,543	80,000	77,000	80,000	80,000
SUPPLIES Total		181,917	208,355	199,300	194,300	199,300	199,300
76000	UTILITIES	41,670	59,182	58,000	39,000	58,000	58,000
76050	TELEPHONE/COMMUNICATION!	73,159	79,547	45,000	45,000	45,000	45,000
UTILITIES Total		114,830	138,729	103,000	84,000	103,000	103,000

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DEPARTMENT - 2000 - POLICE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
77000	MAINTENANCE BLDG & GRNDS	6,016	7,486	13,000	9,000	13,000	13,000
77020	LANDSCAPE MAINTENANCE	1,920	1,600	2,037	2,000	2,000	2,000
77030	BLDG MAINT MGMT (MCE)	19,734	20,697	19,466	22,000	19,500	19,500
77080	JANITORIAL SERVICES	19,056	18,600	19,541	35,000	19,500	19,500
77100	VEHICLE OPERATION & MAINT	51,410	82,870	67,100	64,000	67,100	67,100
77110	BICYCLE MAINTENANCE	11,077	3,124	3,100	-	3,100	3,100
77150	EQUIPMENT OPER & MAINT	36,830	59,261	52,750	52,800	52,800	52,800
77210	EMERGENCY BOARD-UP	-	411	3,000	3,000	3,000	3,000
77950	VEHICLE REPL. CHARGE	156,132	160,000	160,000	167,200	167,500	186,200
77960	TECHNOLOGY REPL CHARGE	50,400	57,552	56,212	56,200	56,200	56,200
77990	FACILITY MAJOR MAINT CHGS	18,323	18,323	18,323	20,000	20,000	20,000
MAINTENANCE Total		370,899	429,922	414,529	431,200	423,700	442,400
80010	RETIREMT ADMN FEE-PARS	4,500	-	18,000	18,000	18,000	18,000
80050	PROFESSIONAL SERVICES	184,931	312,296	321,050	323,100	29,100	29,100
80300	COMPUTER SYSTEMS MAINT	70,138	77,707	80,000	80,000	80,000	80,000
80500	TESTING	2,315	350	2,000	1,800	2,000	2,000
80620	INVESTIGATION ANALYSIS	23,613	9,846	10,800	10,800	10,800	10,800
PROFESSIONAL FEES/SVCES Total		285,497	400,199	431,850	433,700	139,900	139,900
82050	PRINTING	24,463	13,177	16,700	16,700	16,700	16,700
82100	COMMUNITY PUB/MTGS/COMM	4,401	8,252	14,100	14,100	14,100	14,100
ADVERTISING/PRINTING&PUBL		28,863	21,428	30,800	30,800	30,800	30,800
84000	EDUCATION AND TRAINING	46,502	52,573	53,000	53,000	53,000	53,000
84100	MEMBERSHIPS & DUES	2,680	4,627	5,500	5,500	5,500	5,500
84150	TRAVEL, CONFER & MEETING	11,598	10,525	11,500	11,500	11,500	11,500
EDUCATION & TRAINING Total		60,780	67,725	70,000	70,000	70,000	70,000
86200	FINGERPRINT PROCESS FEE	10,432	10,884	11,000	11,000	11,000	11,000
86210	RANGE ACCESS FEES	5,224	2,475	9,500	9,500	9,500	9,500
86300	PRISONER PROCESSING FEE	1,535	8,159	50,000	-	50,000	50,000
FEES & CHARGES Total		17,190	21,518	70,500	20,500	70,500	70,500
88220	K-9 PROGRAM	25,171	12,481	16,800	16,800	16,800	16,800
88250	ANIMAL CONTROL	66,437	80,670	80,000	89,400	89,400	89,400
88300	C.O.P. DISC FUND	1,000	110	3,500	3,500	3,500	3,500
OTHER Total		92,609	93,261	100,300	109,700	109,700	109,700
91600	OTHER EQUIPMENT	16,000	1,862	-	-	-	-
CAPITAL Total		16,000	1,862	-	-	-	-
TOTAL POLICE		9,298,584	9,476,405	9,972,292	9,597,400	10,100,300	10,299,700

POLICE
ADMINISTRATIVE SERVICES DIVISION

General Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 3,123,499	$ 2,809,966	$ 3,196,800	$ 3,067,500	$ 3,133,400
Supplies and Services	577,571	574,929	571,400	567,100	567,100
Capital Outlay	1,862	-	-	-	-
Total	**$ 3,702,932**	**$ 3,384,895**	**$ 3,768,200**	**$ 3,634,600**	**$ 3,700,500**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 3,702,932	$ 3,384,895	$ 3,768,200	$ 3,634,600	$ 3,700,500
Total	**$ 3,702,932**	**$ 3,384,895**	**$ 3,768,200**	**$ 3,634,600**	**$ 3,700,500**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Sworn Positions	9.0	9.0	9.0
Full-Time Non-Sworn Positions	13.0	13.0	13.0
Total	**22.0**	**22.0**	**22.0**

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DIVISION - 2100 - POLICE ADMINISTRATION
DEPARTMENT - 2000 - POLICE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	2,094,708	2,086,974	1,834,642	2,123,800	1,983,200	2,026,800
71040	SALARIES & WAGES - HOURLY	600	8,738	-	3,200	-	-
71041	SHIFT DIFF PAY	2,534	3,038	2,200	2,200	2,200	2,200
71050	OVERTIME PAYMENT	199,231	110,702	120,000	120,000	120,000	120,000
71060	SHIFT DIFF PAY-O/T	1,337	352	-	1,000	1,000	1,000
71070	INVESTIGATIONS BENEFIT	-	-	10,608	-	10,600	10,600
71110	HOLIDAY PREMIUM	39,595	36,902	38,700	41,600	38,700	38,700
71150	ACTING HIGHER RANK	5,839	2,104	2,000	1,600	2,000	2,000
71350	WORKERS COMP PAYMENTS	87,336	85,225	63,595	84,100	85,500	86,200
71410	ALTERNATE MED.BENEFITS	22,002	17,962	16,851	17,700	19,100	19,100
71420	PD PARS PLAN	37,156	44,317	17,399	42,400	25,700	25,700
72100	CLOTHING ALLOWANCE	20,360	20,018	17,785	19,600	18,700	18,700
72150	SOCIAL SECURITY [FICA]	31,382	29,238	24,830	29,500	26,700	27,200
72200	RETIREMENT [PERS]	401,124	400,145	348,618	391,600	337,100	353,100
72210	RETIREMENT PERS-MISC	-	-	34,424	25,800	20,900	-
72250	UNEMPLOYMENT INSURANCE	2,111	2,094	7,009	2,100	7,500	7,600
72300	VISION INSURANCE	6,903	6,193	5,211	5,700	5,500	5,500
72350	PSYCHOLOGY INSURANCE	1,224	1,118	922	1,000	1,000	1,000
72400	GROUP MEDICAL INSURANCE	231,800	236,853	233,305	250,700	270,300	295,300
72410	RETIREE MEDICAL BENEFIT	21,825	19,140	19,140	19,100	21,000	21,000
72420	CHIROPRACTIC BENEFIT	1,040	395	1,000	-	-	-
72450	GROUP DENTAL INSURANCE	24,404	28,165	25,815	27,600	27,900	27,900
72500	LIFE INSURANCE	2,635	2,970	3,636	2,700	3,800	3,800
72510	ACCRUED BENEFITS	35,560	21,455	19,898	21,700	31,700	32,400
75200	FITNESS BENEFITS	-	245	1,800	700	1,800	1,800
72540	LONG TERM DISABILITY	5,416	5,382	5,637	5,700	5,600	5,800
72800	TRANS FR PERS LIAB FD	(46,643)	(46,224)	(45,060)	(44,300)	-	-
SALARIES AND BENEFITS Total		3,229,478	3,123,499	2,809,966	3,196,800	3,067,500	3,133,400
73000	OFFICE SUPPLIES	24,931	31,926	29,000	29,000	29,000	29,000
73050	PHOTO SUPPLIES & SERVICE	482	153	2,000	2,000	2,000	2,000
73100	BOOKS, MAPS, PERIODICALS	5,456	5,320	4,000	4,000	6,000	6,000
73150	POSTAGE	3,715	3,610	6,000	4,500	4,000	4,000
73350	SAFETY & SPECIAL SUPPLIES	5,359	2,899	-	-	-	-
73400	CLOTHING	5,630	7,450	7,000	6,500	7,000	7,000
73450	CHEMICAL & AMMUNITION	1,382	84	-	-	-	-
73500	OPERATING SUPPLIEES	4,099	1,054	-	-	-	-
SUPPLIES Total		51,054	52,497	48,000	46,000	48,000	48,000
76000	UTILITIES	41,670	59,182	58,000	39,000	58,000	58,000
76050	TELEPHONE/COMMUNICATION	73,159	79,547	45,000	45,000	45,000	45,000
UTILITIES Total		114,830	138,729	103,000	84,000	103,000	103,000
77000	MAINTENANCE BLDG & GRNDS	6,016	7,486	13,000	9,000	13,000	13,000
77020	LANDSCAPE MAINTENANCE	1,920	1,600	2,037	2,000	2,000	2,000
77030	BLDG MAINT MGMT (MCE)	19,734	20,697	19,466	22,000	19,500	19,500
77080	JANITORIAL CONTRACTS SVCS	19,056	18,600	19,541	35,000	19,500	19,500
77150	EQUIPMENT OPER & MAINT	36,830	59,261	52,750	52,800	52,800	52,800
77960	TECHNOLOGY REPL CHARGE	50,400	57,552	56,212	56,200	56,200	56,200
77990	FACILITY MAJOR MAINT CHGS	18,323	18,323	18,323	20,000	20,000	20,000
MAINTENANCE Total		152,280	183,518	181,329	197,000	183,000	183,000

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DIVISION - 2100 - POLICE ADMINISTRATION
DEPARTMENT - 2000 - POLICE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
80010	RETIREMT ADMN FEE-PARS	4,500	-	18,000	18,000	18,000	18,000
80050	PROFESSIONAL SERVICES	183,391	12,302	7,000	9,000	7,000	7,000
80300	COMPUTER SYSTEMS MAINT	70,138	77,707	80,000	80,000	80,000	80,000
80500	TESTING	2,315	350	2,000	1,800	2,000	2,000
80620	INVESTIGATION ANALYSIS	23,613	9,846	10,800	10,800	10,800	10,800
PROFESSIONAL FEES/SVCES Total		283,957	100,205	117,800	119,600	117,800	117,800
82050	PRINTING	24,463	13,177	16,700	16,700	16,700	16,700
82100	COMMUNITY PUB/MTGS/COMM	4,401	8,252	14,100	14,100	14,100	14,100
ADVERTISING/PRINTING&PUBL Total		28,863	21,428	30,800	30,800	30,800	30,800
84000	EDUCATION AND TRAINING	46,502	52,573	53,000	53,000	53,000	53,000
84100	MEMBERSHIPS & DUES	2,680	4,627	5,500	5,500	5,500	5,500
84150	TRAVEL, CONFER & MEETING	11,598	10,525	11,500	11,500	11,500	11,500
EDUCATION AND TRAINING Total		60,780	67,725	70,000	70,000	70,000	70,000
86200	FINGERPRINT PROCESS FEE	10,432	10,884	11,000	11,000	11,000	11,000
86210	RANGE ACCESS FEES	5,224	2,475	9,500	9,500	-	-
FEES & CHARGES Total		15,656	13,359	20,500	20,500	11,000	11,000
88300	C.O.P. DISC FUND	1,000	110	3,500	3,500	3,500	3,500
OTHER Total		1,000	110	3,500	3,500	3,500	3,500
91600	OTHER EQUIPMENT	16,000	1,862	-	-	-	-
CAPITAL Total		16,000	1,862	-	-	-	-
TOTAL POLICE ADMINISTRATION		3,953,897	3,702,932	3,384,895	3,768,200	3,634,600	3,700,500

POLICE
FIELD SERVICES DIVISION

General Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 4,969,906	$ 5,742,047	$ 5,026,400	$ 5,885,900	$ 6,000,700
Supplies and Services	803,567	845,350	802,800	579,800	598,500
Capital Outlay					
Total	**$ 5,773,473**	**$ 6,587,397**	**$ 5,829,200**	**$ 6,465,700**	**$ 6,599,200**

Supplemental Law Enforcement Services Grant
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Total	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 5,773,473	$ 6,587,397	$ 5,829,200	$ 6,465,700	$ 6,599,200
Supplemental Law Grant	100,000	100,000	100,000	100,000	100,000
Total	**$ 5,873,473**	**$ 6,687,397**	**$ 5,929,200**	**$ 6,565,700**	**$ 6,699,200**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Sworn Positions	29.0	29.0	29.0
Full-Time Non-Sworn Positions	4.0	4.0	4.0
Total	**33.0**	**33.0**	**33.0**

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DIVISION - 2200 - FIELD SERVICES
DEPARTMENT - 2000 - POLICE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	2,985,726	3,165,769	3,429,476	3,061,300	3,489,600	3,541,800
71041	SHIFT DIFF PAY	32,899	33,494	33,000	32,000	33,000	33,000
71050	OVERTIME PAYMENT	403,379	240,946	380,000	344,400	380,000	380,000
71060	SHIFT DIFF PAY-O/T	5,112	2,177	6,500	4,000	6,500	6,500
71110	HOLIDAY PREMIUM	146,313	153,082	148,000	160,700	153,100	153,100
71150	ACTING HIGHER RANK	3,010	3,973	3,700	11,300	10,500	10,500
71350	WORKERS COMP PAYMENTS	208,032	216,150	272,571	208,200	259,900	263,100
71410	ALTERNATE MED.BENEFITS	13,956	14,685	16,851	11,800	12,300	12,300
71420	PD PARS PLAN	71,163	90,436	86,531	90,000	101,500	102,700
72100	CLOTHING ALLOWANCE	26,200	26,073	28,735	23,900	28,200	28,200
72150	SOCIAL SECURITY [FICA]	47,029	49,600	51,086	47,100	48,900	49,600
72200	RETIREMENT [PERS]	662,001	694,820	832,233	750,000	744,900	769,100
72210	RETIREMENT PERS-MISC	-	-	14,854	1,600	8,900	-
72250	UNEMPLOYMENT INSURANCE	2,991	3,168	14,042	3,100	13,400	13,600
72300	VISION INSURANCE	7,302	6,844	8,437	5,700	8,200	8,200
72350	PSYCHOLOGY INSURANCE	1,211	1,150	1,493	900	1,400	1,400
72400	GROUP MEDICAL INSURANCE	317,661	324,003	435,844	321,500	443,400	484,400
72410	RETIREE MEDICAL BENEFIT	34,965	36,870	36,870	36,900	35,700	35,700
72450	GROUP DENTAL INSURANCE	23,506	28,929	44,704	26,600	42,500	42,500
72500	LIFE INSURANCE	3,721	4,238	5,047	3,900	4,900	4,900
72510	ACCRUED BENEFITS	46,992	28,922	40,119	28,700	57,400	58,300
72540	LONG TERM DISABILITY	443	297	1,691	300	1,700	1,800
72800	TRANS FR PERS LIABILITY FD	(143,090)	(155,720)	(149,737)	(147,500)	-	-
SALARIES AND BENEFITS Total		4,900,521	4,969,906	5,742,047	5,026,400	5,885,900	6,000,700
73350	SAFETY & SPECIAL SUPPLIES	13,587	23,516	16,300	16,300	16,300	16,300
73450	CHEMICAL & AMMUNITION	32,722	30,679	35,500	35,500	35,500	35,500
73500	OPERATING SUPPLIES	1,460	8,121	19,500	19,500	19,500	19,500
73550	FUEL	83,095	93,543	80,000	77,000	80,000	80,000
SUPPLIES Total		130,863	155,858	151,300	148,300	151,300	151,300
77100	VEHICLE OPERATION & MAINT	51,410	82,870	67,100	64,000	67,100	67,100
77110	BICYCLE MAINTENANCE	11,077	3,124	3,100	-	3,100	3,100
77210	EMERGENCY BOARD UP	-	411	3,000	3,000	3,000	3,000
77950	VEHICLE REPL. CHARGE	156,132	160,000	160,000	167,200	167,500	186,200
MAINTENANCE Total		218,619	246,405	233,200	234,200	240,700	259,400
80050	PROFESSIONAL SERVICES	1,540	299,994	314,050	314,100	22,100	22,100
PROFESSIONAL FEES/SVCES Total		1,540	299,994	314,050	314,100	22,100	22,100
86210	RANGE ACCESS FEES	-	-	-	-	9,500	9,500
86300	PRISONER PROCESSING FEE	1,535	8,159	50,000	-	50,000	50,000
FEES & CHARGES Total		1,535	8,159	50,000	-	59,500	59,500
88220	K-9 PROGRAM	25,171	12,481	16,800	16,800	16,800	16,800
88250	ANIMAL CONTROL	66,437	80,670	80,000	89,400	89,400	89,400
OTHER Total		91,609	93,151	96,800	106,200	106,200	106,200
TOTAL FIELD SERVICES		5,344,686	5,773,473	6,587,397	5,829,200	6,465,700	6,599,200

ASSET SEIZURE FUNDS

The Asset Seizure funds (one State and one Federal) account for the City's share of the sale of confiscated assets of convicted felons. These funds are used for specific police activities and are typically used for equipment purchases.

2012-13 & 2013-14 Operating Budgets

Funds 210 & 211 Summary - Federal and State Asset Seizure Funds

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 943	$ 728	$ 300	$ 200	$ 200
Impound Revenue					
Total Revenue	**$ 943**	**$ 728**	**$ 300**	**$ 200**	**$ 200**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Capital	$ -	$ -	$ -	$ -	$ -
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Revenues - Total Expenditures	**$ 943**	**$ 728**	**$ 300**	**$ 200**	**$ 200**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 65,500
Estimated Restricted Fund Balance, June 30, 2012	65,800
Estimated Restricted Fund Balance, June 30, 2013	66,000
Estimated Restricted Fund Balance, June 30, 2014	66,200

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF)

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 $129,000 and the City expects to receive $100,000 per year during FY 2012-13 and FY 2013-14.

2012-13 & 2013-14 Operating Budgets

Fund 252 Summary - Supplemental Law Enforcement Services Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 1,960	$ 1,852	$ 500	$ 300	$ 300
Grants	51,794	100,000	100,000	100,000	100,000
Total Revenues	**$ 53,754**	**$ 101,852**	**$ 100,500**	**$ 100,300**	**$ 100,300**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Salaries and Benefits	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
Total Expenditures	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**
Total Revenues - Total Expenditures	**$ (46,246)**	**$ 1,852**	**$ 500**	**$ 300**	**$ 300**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 128,900
Estimated Restricted Fund Balance, June 30, 2012	129,400
Estimated Restricted Fund Balance, June 30, 2013	129,700
Estimated Restricted Fund Balance, June 30, 2014	130,000

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, entrapment, 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; and the Lawrence Berkeley National Laboratory and Lawrence Livermore National Laboratory.

The Alameda County Fire Department provides service to the citizens of Emeryville within four functionally interrelated areas: 1) Operations (fire suppression, emergency medical services, and firefighter training), 2) Support Services, 3) Fire Prevention, and 4) Special Operations (includes Dispatch along with Emergency Management/Community Preparedness programs). Additionally, the Department provides seamless 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 does extensive cooperation with local, state and federal agencies, rendering aid to surrounding jurisdictions and, in turn, receiving aid from those jurisdictions.

The FY 2012-13 and FY 2013-14 budget cycle represents a period of transition where the Emeryville Fire Department will transition into the operations and structure provided by the Alameda County Fire District. Therefore, the achievements cited for FY 2010-11 and FY2011-12 were realized by the City of Emeryville Fire Department, while the goals for the next FY2012-13 and FY2013-14 are described in terms of the expected service levels to be provided by ACFD to the City of Emeryville. For this transition cycle, goals and objectives will continue to be reported in the historic sub-categories of fire prevention, training, and operations despite that the Alameda County Fire Department has a slightly different organizational structure.

The Operations Branch of the Alameda County Fire Department for the City of Emeryville is responsible for emergency response and incident mitigation for 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 fully staffed engine companies (each with a minimum of one paramedic with advanced life support equipment) located at the Powell Street (Fire Station I) and Hollis Street (Fire Station 2) fire stations.

The Alameda County Fire Department has four battalions 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. Through a subcontract between the City of Oakland and the Alameda County Fire Departments, 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.

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.

ACHIEVEMENTS OF THE CITY OF EMERYVILLE FIRE DEPARTMENT DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. At the request and approval of City Council, created the Fire Service Task Force to study options for the provision of fire services for the City of Emeryville with the goal of streamlining costs while providing high quality services. The Task Force work led to the City Council approving an agreement for the provision of full fire services for the City via the Alameda County Fire Department.

2. Developed knowledge and information sufficient for new leadership to transition into and function as Department Head for Fire Department.

3. Continued to provide prompt, reliable service in response to local emergency calls for fire fighting, medical emergencies, and hazardous materials incidents; participated in mutual aid response aid calls within the Cities of Oakland and Berkeley, and to other areas of the County.

4. Maintained full staffing of the Department's paramedic program and minimum staffing of seven firefighters per platoon, while also operating with four (4) frozen staff positions for two years. Conducted a Firefighter recruitment process to replace two retirement-caused vacancies.

5. Negotiated a contract for fire apparatus maintenance and repair with the Alameda County Fire Department resulting in improved cost-efficiency and enhanced service for the City.

6. Successful negotiated a First Responder Advanced Life Support Agreements (FRALS) with Alameda County EMS that enables the City of Emeryville to provide paramedic response from first responder units (fire engines) and provides the City with a quarterly stipend as a partial offset for costs incurred by the provision of those services.

7. Renegotiated a more cost-efficient contract for a physician-supervised Quality Assurance/Quality Improvement program that provides for refinement of the Department's pre-hospital emergency care procedures for cardiac, stroke, respiratory and similar critical care issues.

8. Continued to work toward an expanded mutual aid and automatic aid emergency response program with adjacent cities; administered a freeway automatic mutual aid operational plan with Berkeley; and continued to upgrade elements of the Alameda County mutual aid plan.

9. Continued to work with other Alameda County public safety departments to develop a region-based interoperable radio system for emergency communications.

10. Worked with Oakland Fire Dispatch to upgrade the computer-aided dispatch and emergency records management system and continued to develop with the City of Oakland a fire dispatch contract.

11. Coordinated with Public Works and Police Departments to develop a hazardous material waste removal program for city streets and created a modification to the Master Fee Schedule to recoup costs of hazardous waste vendor services.

12. Developed updated Memorandum of Understanding to allow continued participation with the Oakland Fire Department on the FEMA-funded Urban Search and Rescue Team (FEMA-California Task Force 4).

13. Continued planning process for obtaining the use of a vehicle washing facility for fire apparatus.

14. Continued to refine the effectiveness and safety of the Department's physical fitness program.

GOALS FOR 2012-2013 AND 2013-2014 FISCAL YEARS: CONTRACT FIRE SERVICES

1. Successfully coordinate the transition for the City of Emeryville to the Alameda County Fire Department and proceed through the administrative consolidation, incremental integration, and full consolidation transition phases assuring assimilation of Emeryville procedures and policies using Alameda County Fire's Participation and Decision Making Process (PDMP).

2. Provide liaison between the Alameda County Fire Department and the City of Emeryville

leadership and citizens through designated staff attendance at events and meetings using the Assigned Chief Officer concept.

3. Provide 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. Continue to provide response to local emergency calls for fire fighting, paramedic-level medical aid, technical rescue, hazardous materials incidents including coordination of sewage spills with the Public Works Department, and 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.

5. Continue to implement and comply with the provisions of the First Responder Advanced Life Support (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.

6. Continue 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. 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.

8. Continue to work with other Alameda County public safety Departments to finalize an interoperable communications system for Alameda and Contra Costa Counties.

9. Continue to work with the Emeryville Police Department, Public Works Department, and other City of Emeryville Departments to facilitate interoperable communications for coordinated emergency incident response and operations.

10. Coordinate and assist the City of Emeryville in a substantial rewrite 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.

11. Continue to assist the City of Emeryville Public Works Department to develop a new City Emergency Operations Center if funding opportunities arise. Continue to provide guidance and assist the work of the City of Emeryville Public Works Department to identify and secure grant funding for the reconstruction of Fire Station 2.

12. Assist City of Emeryville with operational plans for an environmentally sensitive vehicle

washing facility for fire apparatus.

13. Continue to provide support and improve the effectiveness of safety and wellness program for firefighters.

14. Continue to support active participation in the FEMA sponsored California Task-4 Urban Search and Rescue Team, East Bay Incident Management Team, and similar teams providing technical operational and command expertise within the region, state, and nation.

DEPARTMENT: FIRE
PREVENTION

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 fire investigations within its jurisdiction as fire and life safety depends upon the prevention of unsafe conditions which give 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 CITY OF EMERYVILLE FIRE DEPARTMENT DURING THE 2010-2011 AND 2011-2012 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 stay abreast of statewide discussions regarding the establishment of new standards for future code adoption.

3. Continued to work with other fire jurisdictions within Alameda County on an on-going basis to develop uniform standards for fire and life safety code enforcement which led to the adoption of local code amendments to the new 2010 California Fire Code.

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. Continued to work with target hazard buildings and complexes within the city to mitigate fire protection issues, including completion of the plan review and initiation of the Watergate Complex plan to install an automatic fire sprinkler system.

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.

DEPARTMENT: FIRE PREVENTION

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS: CONTRACT FIRE SERVICES

1. Provide for transition of institutional information and knowledge regarding specifics of City's fire and life hazards and associated mitigation efforts (including current and future development projects) to the Alameda County Fire Department fire prevention staff.

2. Continue to work with other fire jurisdictions within Alameda County on an on-going basis to develop uniform standards for fire and life safety code enforcement that will assist in the refinement of local code enforcement and development of further local code amendments as needed.

3. 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.

4. Upgrade the City of Emeryville's fire pre-planning process to reflect current identified target hazards as a means to enhance operational readiness.

5. 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.

6. Continue to coordinate with the City's Code Enforcement Officer to improve residential fire and life safety for the community.

7. Continue to provide an engine company-based fire and life safety code enforcement program.

8. 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.

9. 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.

Training activities directly support department operations by providing new and continuing training on the knowledge, skills and techniques used in company fire operations, driving and operating apparatus, emergency medical operations, rescue and extrication, hazardous materials response, and general incident management. Training activities are also important in providing accurate and effective code enforcement, prevention, and public educational services. Finally, training activities provide certification and continuing education for medical skills, company fire prevention and code enforcement procedures, officer leadership skills, career development, and disaster preparedness.

The Alameda County Fire Department 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 CITY OF EMERYVILLE FIRE DEPARTMENT DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

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, and structure firefighting using the County's mobile live fire simulator.

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 the Community Emergency Response Training (CERT) program for disaster preparedness, covering basic first aid, basic search and rescue, hazard awareness and elementary firefighting to enhance citizen community preparedness.

7. 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.

8. 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.

9. 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 2012-2013 AND 2013-2014 FISCAL YEARS: CONTRACT FIRE SERVICES

1. Coordinate and provide for orientation and education of Emeryville firefighters transitioning into the Alameda County Fire Department with the goal that each firefighter becomes fully integrated into the Department's operations and procedures.

2. Provide timely and relevant firefighter training that meets the requirements of local, state, and federal mandates along with enhancing identified firefighter competencies.

3. Continue to provide training and career development opportunities to firefighters through designated career development and/or succession planning programs.

4. Continue to develop the skills proficiency of engine company personnel in fire and life safety code enforcement inspection practices along with fire cause and origin investigation.

5. Continue the public education component of the engine company fire and life safety inspection program, focusing on developing occupant awareness of fire-safe practices.

6. Continue to refine Citizen's Emergency Response Training (CERT) course curricula and develop education that targets identified needs in the community with the goal of empowering the public to help themselves.

7. 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.

8. Provide for training of applicable City Department personnel to work toward improved coordination of field emergency operations-especially amongst Fire, Police and Public Works.

9. Continue to provide training that underscores interpersonal skills within a diverse workforce including maintaining a respectful and ethical work environment

FIRE

General Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 4,909,687	$ 5,413,693	$ 4,774,100	$ 42,400	$ 44,000
Supplies and Services	457,241	525,977	643,800	5,411,000	5,635,600
Capital Outlay					
Total	**$ 5,366,929**	**$ 5,939,670**	**$ 5,417,900**	**$ 5,453,400**	**$ 5,679,600**

EMS Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Transfer to General Fund	$ 174,550	$ 162,500	$ 174,600	$ 174,500	$ 174,500
Fees and Professional Sv	5,860	7,500	7,400	7,500	7,500
Total	**$ 180,410**	**$ 170,000**	**$ 182,000**	**$ 182,000**	**$ 182,000**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 5,366,929	$ 5,939,670	$ 5,417,900	$ 5,453,400	$ 5,679,600
EMS	180,410	170,000	182,000	182,000	182,000
Total	**$ 5,547,338**	**$ 6,109,670**	**$ 5,599,900**	**$ 5,635,400**	**$ 5,861,600**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 293,680	$ 291,388	$ 219,300	$ 229,300	$ 232,600
General Revenue	5,073,249	5,648,282	5,198,600	5,224,100	5,447,000
Total	**$ 5,366,929**	**$ 5,939,670**	**$ 5,417,900**	**$ 5,453,400**	**$ 5,679,600**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Sworn Positions	26.0	0.0	0.0
Full-Time Non-Sworn Positions	1.0	0.0	0.0
Total	**27.0**	**0.0**	**0.0**

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DEPARTMENT - 3000 - FIRE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	3,110,057	3,133,271	3,293,994	3,229,400	-	-
71050	OVERTIME PAYMENT	374,213	261,630	409,000	228,000	-	-
71110	HOLIDAY PREMIUM	141,256	149,958	151,520	156,800	-	-
71130	FLSA PAY	35,104	43,417	39,943	32,700	-	-
71150	ACTING HIGHER RANK	50,603	41,931	52,078	36,200	-	-
71350	WORKERS COMP PAYMENTS	260,862	262,799	262,853	273,200	-	-
71410	ALTERNATE MED.BENEFITS	14,239	14,070	11,234	13,900	-	-
72100	CLOTHING ALLOWANCE	22,713	23,125	22,300	21,500	-	-
72150	SOCIAL SECURITY [FICA]	46,401	46,433	50,446	47,900	-	-
72190	PARS SERVICE FEES	-	-	-	-	-	-
72200	RETIREMENT [PERS]	650,036	662,296	778,275	511,900	-	-
72210	RETIREMENT PERS-MISC	-	-	2,623	-	-	-
72250	UNEMPLOYMENT INSURANCE	3,112	3,133	12,872	3,200	-	-
72300	VISION INSURANCE	7,691	6,794	6,700	6,300	-	-
72350	PSYCHOLOGY INSURANCE	1,377	1,289	1,186	1,100	-	-
72400	GROUP MEDICAL INSURANCE	311,870	305,982	358,930	308,400	-	-
72410	RETIREE MEDICAL BENEFIT	43,530	42,405	42,405	42,400	42,400	44,000
72420	CHIROPRACTIC BENEFIT	771	815	1,000	1,800	-	-
72450	GROUP DENTAL INSURANCE	28,131	32,710	35,451	32,400	-	-
72500	LIFE INSURANCE	3,340	3,814	4,064	3,500	-	-
72510	ACCRUED BENEFITS	48,077	28,124	35,246	28,100	-	-
72540	LONG TERM DISABILITY	1,070	276	1,104	-	-	-
72800	TRANS FR PERS LIAB FD	(128,583)	(154,583)	(159,531)	(204,600)	-	-
SALARIES AND BENEFITS Total		5,025,870	4,909,687	5,413,693	4,774,100	42,400	44,000
73000	OFFICE SUPPLIES	5,327	4,598	7,344	2,700	-	-
73100	BOOKS, MAPS, PERIODICALS	1,015	1,009	2,600	1,500	-	-
73150	POSTAGE	1,075	393	900	200	-	-
73300	SMALL TOOLS	2,468	907	3,600	-	-	-
73350	SAFETY & SPECIAL SUPPLIES	28,640	21,770	40,800	24,200	-	-
73550	FUEL	21,468	22,037	27,000	24,400	-	-
73700	HAZARDOUS MATL MITIGATION	3,075	3,006	5,000	4,100	-	-
SUPPLIES Total		63,067	53,721	87,244	57,100	-	-
76000	UTILITIES	39,693	40,010	40,000	32,600	40,800	41,600
76050	TELEPHONE/COMMUNICATION	24,998	17,371	15,000	13,600	-	-
76060	RADIO AND ALARM	61,112	60,690	79,450	127,900	-	-
UTILITIES Total		125,803	118,071	134,450	174,100	40,800	41,600
77000	MAINTENANCE BLDG & GRNDS	15,155	18,241	12,770	8,700	7,600	7,600
77020	LANDSCAPE MAINTENANCE	3,720	3,413	3,947	8,200	3,900	3,900
77030	BLDG MAINT MGMT (MCE)	45,004	32,260	39,502	84,600	39,500	39,500
77080	JANITORIAL CONTRACT SVCS	-	-	-	-	-	-
77100	VEHICLE OPERATION & MAINT	54,426	78,538	85,000	155,100	-	-
77150	EQUIPMENT OPER & MAINT	2,424	3,041	10,300	4,300	-	-
77950	VEHICLE REPL CHARGE	221,196	165,999	165,999	166,000	133,200	183,200
77960	TECHNOLOGY REPL CHARGE	6,200	6,200	6,200	6,200	-	-
77990	FACILITY MAJOR MAINT CHGS	40,357	40,357	40,357	40,400	40,400	40,400
MAINTENANCE Total		388,482	348,049	364,075	473,500	224,600	274,600

FUND 101 - GENERAL FUND
FUNCTION - 20 - PUBLIC SAFETY
DEPARTMENT - 3000 - FIRE DEPARTMENT

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
80050	PROFESSIONAL SERVICES	25,396	72,914	49,708	81,400	5,320,100	5,493,900
80480	PROF SVC-PLAN CHECK FEES	1,105	680	3,200	2,300	-	-
80500	TESTING	805	1,650	8,900	-	-	-
PROFESSIONAL FEES/SVCES Total		27,305	75,244	61,808	83,700	5,320,100	5,493,900
82050	PRINTING	2,375	1,361	2,600	2,200	-	-
82100	COMMUNITY PUB/MTGS/COMM	2,364	3,019	4,700	4,400	-	-
ADVERTISING/PRINTING&PUBL Total		4,739	4,380	7,300	6,600	-	-
84000	EDUCATION AND TRAINING	18,304	17,834	20,000	13,000	-	-
84100	MEMBERSHIPS & DUES	1,327	1,115	2,600	1,900	-	-
84150	TRAVEL, CONFER & MEETING	4,641	2,867	4,700	3,300	-	-
84400	TRAINING SUPPLS, EDUC, ETC	428	645	1,800	1,000	-	-
EDUCATION AND TRAINING Total		24,699	22,461	29,100	19,200	-	-
85000	RENTALS & LEASES	5,019	9,865	4,500	4,200	-	-
RENTALS AND LEASES Total		5,019	9,865	4,500	4,200	-	-
88000	REFUNDS	22,919					
88770	CHARGE TO EMS FUND	(173,090)	(174,550)	(162,500)	(174,600)	(174,500)	(174,500)
OTHER Total		(150,171)	(174,550)	(162,500)	(174,600)	(174,500)	(174,500)
91600	OTHER EQUIPMENT	269					
CAPITAL Total		269	-	-	-	-	-
TOTAL FIRE		5,515,083	5,366,929	5,939,670	5,417,900	5,453,400	5,679,600

FINANCIAL SUMMARY
EMERGENCY MEDICAL SERVICE FUND

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 Emeryville Fire Department 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 $180,000 annually. These monies are used to fund a portion of the emergency medical activities of the Emeryville Fire Department, including Paramedic services.

Beginning in fiscal year 2000-2001 all expenditures have been shown in the Fire Department as General Fund budget and charges are transferred to the Emergency Medical Service Fund on a quarterly basis.

2012-13 & 2013-14 Operating Budgets

Fund 258 Summary - Emergency Medical Service Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Supplemental Assessment (EMS)	$ 180,539	$ 170,000	$ 182,000	$ 182,000	$ 182,000
Total Revenues	**$ 180,539**	**$ 170,000**	**$ 182,000**	**$ 182,000**	**$ 182,000**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Fees and Charges	$ 5,860	$ 7,500	$ 7,500	$ 7,500	$ 7,500
Transfer of Costs from General Fund*	174,550	162,500	176,300	174,500	174,500
Total Expenditures	**$ 180,410**	**$ 170,000**	**$ 183,800**	**$ 182,000**	**$ 182,000**
Total Revenues - Total Expenditures	**$ 130**	**$ -**	**$ (1,800)**	**$ -**	**$ -**

*Transfer of costs to be calculated to minimize fund balance.

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 1,800
Estimated Restricted Fund Balance, June 30, 2012	-
Estimated Restricted Fund Balance, June 30, 2013	-
Estimated Restricted Fund Balance, June 30, 2014	-

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

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
80360	ADMINISTRATIVE COST	4,500	2,908	4,500	4,500	4,500	4,500
PROFESSIONAL FEES/SVCES Total		4,500	2,908	4,500	4,500	4,500	4,500
86020	PROP TAX COLLECTION FEES	2,913	2,951	3,000	3,000	3,000	3,000
FEES & CHARGES Total		2,913	2,951	3,000	3,000	3,000	3,000
88750	GEN FUND CHG FOR MATL/SVC	173,090	174,550	162,500	174,500	174,500	174,500
OTHER Total		173,090	174,550	162,500	174,500	174,500	174,500
FUND 258 Total		180,503	180,410	170,000	182,000	182,000	182,000

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, Child Development Programs, and Youth and Adult Services that effectively and efficiently integrate and coordinate 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 Programs Division provides high quality day care and age appropriate activities for children ages four months to five years. 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	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,088,210	$ 1,358,727	$ 1,137,700	$ 1,337,700	$ 1,352,700
Supplies and Services	594,450	685,814	648,000	717,600	717,200
Transfer to Child Dev Fund	427,000	300,000	300,000	-	-
Capital Outlay	22,302	25,000	23,100	23,100	5,000
Total	**$ 2,131,961**	**$ 2,369,541**	**$ 2,108,800**	**$ 2,078,400**	**$ 2,074,900**

Child Development Fund
Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,082,803	$ 1,239,132	$ 1,026,600	$ 1,196,100	$ 1,235,200
Supplies and Services	287,191	284,800	382,000	324,700	320,300
Capital Outlay					
Total	**$ 1,369,993**	**$ 1,523,932**	**$ 1,408,600**	**$ 1,520,800**	**$ 1,555,500**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 2,131,961	$ 2,369,541	$ 2,108,800	$ 2,078,400	$ 2,074,900
Child Development Fund	1,369,993	1,223,932	1,108,600	1,520,800	1,555,500
Total	**$ 3,501,955**	**$ 3,593,472**	**$ 3,217,400**	**$ 3,599,200**	**$ 3,630,400**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 425,333	$ 503,599	$ 497,200	$ 560,900	$ 562,900
General Revenue	1,706,629	1,865,942	1,611,600	1,517,500	1,512,000
Total	**$ 2,131,961**	**$ 2,369,541**	**$ 2,108,800**	**$ 2,078,400**	**$ 2,074,900**

COMMUNITY SERVICES

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	29.0	28.0	28.0
Permanent Part-Time Positions (FTE)	1.0	-	-
Seasonal/Part-Time Positions (FTE)	16.3	14.9	14.9
Total	**46.3**	**42.9**	**42.9**

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARI	655,031	573,716	655,912	633,200	749,500	792,400
71030	SALARIES & WAGES - PERM I	26,784	390	40,581	-	-	-
71040	SALARIES & WAGES - HOURL	265,591	288,448	386,236	266,900	299,800	270,500
71050	OVERTIME PAYMENT	4,278	4,589	9,500	7,500	8,000	8,000
71350	WORKERS COMP PAYMENTS	5,037	4,266	8,471	4,600	8,200	8,200
71410	ALTERNATE MED.BENEFITS	11,001	11,584	11,233	12,000	12,800	12,800
72000	COMPENSATED EXPENSE	16,701	6,600	6,600	6,700	6,700	6,700
72150	SOCIAL SECURITY [FICA]	14,455	12,906	16,006	13,400	15,200	15,400
72200	RETIREMENT [PERS]	119,651	103,562	98,328	92,400	74,900	84,800
72210	RETIREMENT PERS-MISC	-	-	29,009	12,900	18,700	-
72250	UNEMPLOYMENT INSURANCI	953	863	4,085	800	4,000	4,000
72300	VISION INSURANCE	2,448	1,694	2,233	1,700	2,800	2,800
72350	PSYCHOLOGY INSURANCE	532	377	396	400	600	600
72400	GROUP MEDICAL INSURANCI	63,627	57,821	61,531	62,400	98,500	107,700
72410	RETIREE MEDICAL BENEFIT	9,836	7,020	7,020	7,000	8,500	8,500
72450	GROUP DENTAL INSURANCE	7,876	8,848	8,597	9,200	11,800	11,800
72500	LIFE INSURANCE	762	785	2,067	800	2,100	2,100
72510	ACCRUED BENEFITS	7,857	3,502	7,255	4,300	12,000	12,700
72540	LONG TERM DISABILITY	1,742	1,239	3,667	1,500	3,600	3,700
SALARIES AND BENEFITS Total		1,214,162	1,088,210	1,358,727	1,137,700	1,337,700	1,352,700
73000	OFFICE SUPPLIES	9,824	4,994	11,000	11,000	10,500	10,500
73050	PHOTO SUPPLIES & SERVICE	-	-	350	-	-	-
73100	BOOKS, MAPS, PERIODICALS	440	750	740	400	500	500
73150	POSTAGE	5,107	6,100	4,500	4,400	10,500	10,500
73400	CLOTHING	708	869	2,250	1,800	1,800	1,800
73420	FIELD TRIPS EXPENSE	99,444	91,678	127,808	141,000	150,000	150,000
73455	TRANSIT/TRANSPORTATION	2,742	2,430	3,500	4,500	4,500	-
73500	OPERATING SUPPLIES	33,734	53,150	61,000	61,000	60,000	60,000
73550	FUEL	155	210	300	200	200	200
73609	NUTRITION PROGRAM	5,841	3,186	7,000	7,000	7,000	7,000
SUPPLIES Total		157,995	163,367	218,448	231,300	245,000	240,500
76000	UTILITIES	39,383	35,515	33,280	20,500	24,000	24,000
76050	TELEPHONE/COMMUNICATIC	13,564	9,579	12,100	8,100	10,000	10,000
UTILITIES Total		52,947	45,094	45,380	28,600	34,000	34,000

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
77000	MAINTENANCE BLDG & GRNI	1,869	1,004	4,000	2,300	4,000	4,000
77020	LANDSCAPE MAINTENANCE	3,060	2,550	3,246	4,300	3,300	3,500
77030	BLDG MAINT MGMT (MCE)	43,552	40,224	40,370	39,900	41,200	42,400
77080	JANITORIAL CONTRACT SVC:	36,410	49,330	51,380	48,900	58,200	59,700
77100	VEHICLE OPERATION & MAIN	3,153	1,746	5,000	3,300	3,500	3,700
77150	EQUIPMENT OPERATION & M	6,698	10,937	10,974	12,000	12,000	12,000
77950	VEHICLE REPL. CHARGE	7,774	7,774	7,774	7,800	7,800	7,800
77960	TECHNOLOGY REPL CHARGE	6,000	6,000	6,000	6,000	6,000	6,000
77990	FACILITY MAJOR MAINT CHG	44,453	45,972	45,972	46,000	46,000	46,000
MAINTENANCE Total		152,970	165,535	174,716	170,500	182,000	185,100
79010	SPECIAL EVENT INSURANCE	4,955	3,318	4,000	4,500	5,000	6,000
INSURANCE Total		4,955	3318.43	4000	4500	5000	6000
80050	PROFESSIONAL SERVICES	72,659	72,733	95,000	65,000	110,000	110,000
80170	IN HOME CARE	5,757	1,483	7,000	7,000	7,000	7,000
80380	BANKING SERVICES	7,570	24,252	10,120	11,700	13,000	13,000
PROFESSIONAL FEES/SVCES Total		85,986	98,468	112,120	83,700	130,000	130,000
82050	PRINTING	28,072	9,883	12,500	12,500	26,500	26,500
82100	COMMUNITY PUB MTGS/COM	60,091	46,772	44,000	44,000	37,000	37,000
ADVERTISING/PRINTING&PUBL Total		88,163	56,655	56,500	56,500	63,500	63,500
84000	EDUCATION AND TRAINING	3,969	1,734	5,150	7,600	6,500	6,500
84100	MEMBERSHIPS & DUES	1,359	1,789	2,200	2,300	4,400	4,400
84150	TRAVEL, CONFER & MEETINC	329	-	-	-	700	700
EDUCATION AND TRAINING Total		5,657	3,523	7,350	9,900	11,600	11,600
85000	RENTALS & LEASES	8,033	14,968	5,600	10,000	6,500	6,500
RENTALS AND LEASES Total		8,033	14,968	5,600	10,000	6,500	6,500
86000	FEES	-	-	200	-	-	-
FEES Total		-	-	200	-	-	-
87700	EMERY UNIFIED SCHOOL PG	33,252	27,822	30,000	30,000	15,000	15,000
PROGRAMS/GRANTS Total		33,252	27,822	30,000	30,000	15,000	15,000
88400	PARATRANSIT PROGRAM	2,238	-	-	-	-	-
88900	CONTRACT OBLIGATIONS	9,435	15,700	31,500	23,000	25,000	25,000
OTHER Total		11,672	15,700	31,500	23,000	25,000	25,000
91200	VEHICLE PURCHASE	18,059	18,060	20,000	18,100	18,100	-
91600	OTHER EQUIPMENT	-	4,242	5,000	5,000	5,000	5,000
CAPITAL Total		18,059	22,302	25,000	23,100	23,100	5,000
TOTAL COMMUNITY SERVICES		1,833,850	1,704,961	2,069,541	1,808,800	2,078,400	2,074,900

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, Department record keeping, writing and monitoring proposals for alternative funding and grants, management of the City's rental and permits programs parks, schools, facilities, and event permits, and the coordination and implementation of community-wide special events. The Division also provides staff support to the City/Schools Committee, Emeryville Child Development Center Advisory Committee, Public Information Taskforce, and Community Events Committee and leads the City's efforts toward the implementation of the Emeryville Center of Community Life building and vision. The Division also maintains a strong collaborative relationship with the Emery Unified School District and other community partners to provide safe and healthy activities for youth, adults and seniors in Emeryville.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

1. Worked with the Emery Unified School District and community on the architectural and programmatic components of the proposed Emeryville Center of Community Life and vision and collaborated with the School District and other community parties to maintain and expand recreational programs and leisure services offered to the community.

2. Began implementing the Parks and Recreation Strategic Plan in 2012 by offering more programs and events that meet the needs of citizens and businesses as identified in the plan.

3. Promoted and accommodated the tremendous growth of the parks, facilities, and events rental permit programs. The Division saw a 472 percent increase in the use of public facilities for meetings, events, weddings, family gatherings, birthday parties, etc. and a 186 percent increase in rental revenues to support these uses since FY2009-10.

4. Oversaw the replacement of the Recreation Center's aging temporary facility.

5. Received two grant funding extensions to provide seniors and people with disabilities, a free, on-demand shuttle service (the "8-To-Go"). The shuttle provides curb-to-curb transportation throughout Emeryville and North/West Oakland which enables this population to attend medical, social, grocery, or any type of travel that helps them become less isolated and improve their overall quality of life.

6. Transitioned to the NoHo Software System for program registration at the Child Development Center. The new software interacts directly with State of California reporting requirements, cutting down on administrative time managing the Subsidized Child Care grant programs.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Continue to work with the Emery Unified School District and community to plan and design the proposed Emeryville Center of Community Life and collaborated with the

School District and other community parties to maintain and expand recreational programs and leisure services offered to the community.

2. Continue to implement the Parks and Recreation Strategic Plan by offering more programs and events that meet the needs of citizens and businesses as identified in the plan; pursue funding for identified new programs through alternative revenue sources, such as grants.

3. Maximize the number of rental and event permits processed to maximize the community's use and enjoyment of picnic spaces, indoor facilities, and community social gatherings that build a stronger sense of community.

4. 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.

5. Produce 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.

6. Provide department wide trainings and activities for staff interaction and collaboration to build a stronger, more cohesive Community Services Department.

COMMUNITY SERVICES
ADMINSTRATIVE SERVICES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 407,200	$ 441,288	$ 415,200	$ 501,700	$ 516,500
Supplies and Services	69,620	79,074	68,500	107,200	108,400
Capital Outlay	22,302	25,000	23,100	23,100	5,000
Total	**$ 499,123**	**$ 545,362**	**$ 506,800**	**$ 632,000**	**$ 629,900**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 499,123	$ 545,362	$ 506,800	$ 632,000	$ 629,900
Total	**$ 499,123**	**$ 545,362**	**$ 506,800**	**$ 632,000**	**$ 629,900**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 34,431	$ 28,360	$ 43,900	$ 58,100	$ 70,300
General Revenue	464,691	517,002	462,900	573,900	559,600
Total	**$ 499,123**	**$ 545,362**	**$ 506,800**	**$ 632,000**	**$ 629,900**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	4.0	4.0	4.0
Part-Time Positions (FTE)	1.1	2.2	2.2
Total	**5.1**	**6.2**	**6.2**

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION DIVISION 5000 - ADMINISTRATIVE SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES-SALARIE	222,041	276,576	261,129	277,400	327,500	341,000
71040	SALARIES & WAGES - HOURL	22,874	49,062	81,394	51,600	60,500	62,700
71050	OVERTIME PAYMENT	1,045	1,587	6,500	6,500	6,500	6,500
71350	WORKERS COMP PAYMENTS	183	745	2,697	800	3,000	3,100
71410	ALTERNATE MED.BENEFITS	5,500	5,792	5,617	6,000	6,400	6,400
72000	COMPENSATED EXPENSE	3,300	3,300	3,300	3,300	3,300	3,300
72150	SOCIAL SECURITY [FICA]	3,656	4,804	5,144	5,000	5,500	5,700
72200	RETIREMENT [PERS]	37,528	47,366	38,914	39,800	32,700	36,500
72210	RETIREMENT PERS-MISC	-	-	11,725	5,600	8,200	-
72250	UNEMPLOYMENT INSURANCI	245	326	1,313	300	1,500	1,500
72300	VISION INSURANCE	328	540	744	500	1,000	1,000
72350	PSYCHOLOGY INSURANCE	62	106	132	100	200	200
72400	GROUP MEDICAL INSURANCI	5,767	11,227	12,819	12,600	30,600	33,500
72410	RETIREE MEDICAL BENEFIT	1,560	2,340	2,340	2,300	3,100	3,100
72450	GROUP DENTAL INSURANCE	461	2,383	2,403	2,400	4,000	4,000
72500	LIFE INSURANCE	119	329	726	300	900	900
72510	ACCRUED BENEFITS	-	496	3,031	500	5,200	5,500
72540	LONG TERM DISABILITY	-	223	1,360	200	1,600	1,600
SALARIES AND BENEFITS Total		304,670	407,200	441,288	415,200	501,700	516,500
73000	OFFICE SUPPLIES	537	1,259	1,000	1,000	500	500
73150	POSTAGE	-	27	-	-	6,000	6,000
73500	OPERATING SUPPLIES	2,504	3,524	3,000	3,000	2,000	2,000
73550	FUEL	155	210	300	200	200	200
SUPPLIES Total		3,196	5,019	4,300	4,200	8,700	8,700
76050	TELEPHONE/COMMUNICATIC	1,659	1,692	1,800	1,000	1,000	1,000
UTILITIES Total		1,659	1,692	1,800	1,000	1,000	1,000
77080	JANITORIAL CONTRACT SVC:	-	-	-	-	5,200	5,200
77100	VEHICLE OPERATIONS & MAI	3,153	1,746	5,000	3,300	3,500	3,700
77150	EQUIPMENT OPER & MAINT	-	-	-	-	-	-
77950	VEHICLE REPL. CHARGE	7,774	7,774	7,774	7,800	7,800	7,800
77960	TECHNOLOGY CHARGE	800	1,800	1,800	1,800	1,800	1,800
MAINTENANCE Total		11,727	11,320	14,574	12,900	18,300	18,500
79010	SPECIAL EVENT INSURANCE	4,955	3,318	4,000	4,500	5,000	6,000
INSURANCE Total		4,955	3,318	4,000	4,500	5,000	6,000
80050	PROFESSIONAL SERVICES					15,000	15,000
PROFESSIONAL FEES/SVCES Total		-	-	-	-	15,000	15,000
82050	PRINTING	15,515	8,072	7,500	7,500	23,000	23,000
82100	COMMUNITY/PUB MTGS/COM	12,447	24,249	30,000	30,000	23,000	23,000
ADVERTISING/PRINTING&PUBL Total		27,962	32,321	37,500	37,500	46,000	46,000
84000	EDUCATION AND TRAINING	234	250	400	100	1,000	1,000
84100	MEMBERSHIP & DUES	-	-	-	300	2,200	2,200
EDUCATION AND TRAINING Total		234	250	400	400	3,200	3,200
88900	CONTRACT OBLIGATIONS	3,681	15,700	16,500	8,000	10,000	10,000
OTHER Total		3,681	15,700	16,500	8,000	10,000	10,000

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION DIVISION 5000 - ADMINISTRATIVE SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
91200	VEHICLE PURCHASE	18,059	18,060	20,000	18,100	18,100	-
91600	OTHER EQUIPMENT	-	4,242	5,000	5,000	5,000	5,000
CAPITAL Total		18,059	22,302	25,000	23,100	23,100	5,000
TOTAL COMM SVCS ADMIN		376,143	499,123	545,362	506,800	632,000	629,900

The Youth and Adult Services Division consists of two program components: Youth Services, which provides programs and services for children and youth, aged 0-17 years old and Adult Services which provides programs and services for adults, aged 18 years and older.

Youth Service programs and services include the following: parenting and pre-school programs for young families, Anna Yates Elementary and Emery Secondary after school extended care (tutoring, enrichment classes such as dance, art, gardening, plus fieldtrips and sports). Summer programming includes partial and full day camps. For teens there are volunteer/leadership program; and opportunities to learn outdoor skills through sailing and camping excursions and college and job readiness skills. The seasonal aquatics program offers swim lessons, lap swims, water aerobics, public swims, 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. The Division provides an extensive sports program aged 18 years and older, including league-based and other sports, such as men's and women's basketball, coed softball, volleyball and cultural activities as well as health and wellness classes such hula hoop and capoeira. The Emeryville Senior Center serves as an active social and 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 in the community. With a strong volunteer base, the Center also offers free classes in computer training, exercise, dance and cultural based programs and activities.

ACHIEVEMENTS DURING THE 2010-2011 AND 2011-2012 FISCAL YEARS

Youth Services

1. Completed American With Disabilities Act (ADA) improvements at the Emeryville Community Pool, which included a new accessible chair lift and portable steps, making the pool in compliance with state regulations.

2. Purchased an automated external defibrillator (AED) for the pool and trained staff on the safe and correct use of the equipment.

3. Provided Water Safety Instruction (W.S.I) and other mandated training for all department lifeguards.

4. Worked with Emery Unified School District to expand the after-school program and offered enrichment programs for youth and teens through private grants and Prop 49 funding.

5. Continued to provide quality programming during the transition from the old to the new interim Recreation Center.

6. Collaborated with local non-profits to expose youth to activities such as sailing and outdoor camping skills.

7. Partnered with the Senior Center to provide volunteer opportunities for teens that will prepare them for employment.

8. Planned and implemented enhanced teen programs by creating a drop in teen center and increased the number of field trips of special interest to teens.

9. Successfully worked with the School District, and the existing leadership clubs, to provide a forum for youth leadership and youth involvement in decisions affecting provision of programs and services to youth.

Adult Services

1. Expanded the number of special interest classes and activities based on the recommendations of the Park and Recreation Strategic Plan for adults and seniors.

2. Reinstated adult sports program to include open gym, volleyball, basketball and other seasonal sports leagues.

3. Provided intercultural and sensitivity training for all Community Services staff as well as volunteers of the Senior Center.

4. Worked closely with service clubs and non-profit organizations to bring greater awareness of the senior center to the community for membership and rental opportunities.

5. Collaborated with social and non-profit organizations and business groups to provide free educational programs to Senior Center participants. Created partnerships with local community businesses and service groups to support the mission statement and future goals and values of the Senior Center.

6. Continued to provide advice on fundraising and grant opportunities to the "Friends of the Emeryville Senior Center". Also brought financial needs of Emeryville residents to the committee for financial assistance.

7. Increased the Senior Center's enrollment and implemented a membership fee of $10 for Emeryville Residents and $15 for non-residents while continuing to provide the services and programming to foster personal growth and meet the health and wellness needs of the members.

8. Decreased cost of production and mailing of monthly newsletter through in-house printing and the opportunity for members to receive newsletter by e-mail.

9. Received additional funding from the Alameda County Transportation Commission (ACTC) Measure B funds to continue to operate the 8-To-Go, a shuttle service for seniors and disabled persons living in the 94608 area for transportation needs not addressed by public transit or paratransit. Brought reservation process in-house to provide better quality of service.

10. Continued funding for the Meals on Wheels and Brown Bag program through the Community Development Block Grant Program (CDBG).

11. Increased number and broadened the use of Senior Center volunteers for use on trips, events and the day to day operations of the center.

12. Accepted and installed the AED purchased by the "Friends of the Emeryville Senior Center" and provided CPR/AED Training for staff, volunteers, and Senior Center members.

GOALS FOR THE 2012-2013 AND 2013-2014 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 the space and amenities at the proposed Emeryville Center of Community Life; work closely with the School District to create seamless shared space policies and procedures for the proposed joint use facility.

2. Finalize the pre-school program, Kinder Buddies, a kindergarten readiness program; and implement in the fall of 2012.

3. Increase the awareness of the classes and programs offered by the department through quality promotional materials.

4. Continually update staff manuals and parent and participant information handbooks to address the changes in programs, procedures and policies.

5. 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 of participants.

6. Expand volunteer opportunity to teens in the community year round.

7. Develop and implement inter-generational programs for children and their families.

8. Research current trends in aquatics and prepare to provide quality aquatics program upon completion and reopening of the pool at the ECCL.

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 the 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. Work closely with the architects and the project manager to ensure that the Senior Center's structural repairs and upgrades meet the state and local ADA requirements while continuing to program out of the building.

4. Assist the Center's Friends of the Emeryville Seniors, to seek non-profit status for the Senior Center to enable the center to obtain additional funding through bequests, trusts, memorials and endowments and increased donations from regional businesses; advise the Senior Center's Friends on providing financial assistance to Center participants, programs and facility needs.

5. Research and implement a volunteer-based transportation program while continuing to research, apply and obtain additional funding to continue the operation of the 8 To Go shuttle program.

6. Work with the Community Services Youth Services department and the Emeryville Unified School district to create an intergenerational program.

7. Conduct a needs assessment of the community to determine the recreational needs of the Adult population of Emeryville to be provided by evening and weekend fee classes.

8. Create a marketing plan to promote and showcase all programs and activities offered by the Adult Services Division.

COMMUNITY SERVICES
YOUTH SERVICES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 512,419	$ 569,319	$ 519,000	$ 525,100	$ 511,300
Supplies and Services	215,631	251,170	217,700	240,900	242,400
Capital Outlay					
Total	**$ 728,049**	**$ 820,489**	**$ 736,700**	**$ 766,000**	**$ 753,700**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 728,049	$ 820,489	$ 736,700	$ 766,000	$ 753,700
Total	**$ 728,049**	**$ 820,489**	**$ 736,700**	**$ 766,000**	**$ 753,700**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 245,647	$ 306,919	$ 244,600	$ 283,000	$ 277,000
General Revenue	482,403	513,570	492,100	483,000	476,700
Total	**$ 728,049**	**$ 820,489**	**$ 736,700**	**$ 766,000**	**$ 753,700**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	4.5	2.5	2.5
Permanent Part-Time Positions (FTE)	-	-	-
Seasonal/Part-Time Positions (FT	8.7	7.9	7.9
Total	**13.2**	**10.4**	**10.4**

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION
DIVISION - 5450 -YOUTH SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIED	320,003	209,047	222,457	222,800	217,100	233,600
71040	SALARIES & WAGES - HOURLY	199,185	204,252	239,188	202,100	213,400	181,900
71050	OVERTIME PAYMENT	3,234	2,806	2,000	900	1,000	1,000
71350	WORKERS COMP PAYMENTS	3,930	2,892	3,601	3,000	3,400	3,200
71410	ALTERNATE MED.BENEFITS	-	2,896	2,808	3,000	3,200	3,200
72000	COMPENSATED EXPENSE	-	1,650	1,650	1,700	1,700	1,700
72150	SOCIAL SECURITY [FICA]	7,523	6,190	6,758	6,200	6,300	6,100
72200	RETIREMENT [PERS]	49,332	35,480	30,487	31,900	21,700	25,000
72210	RETIREMENT PERS-MISC	-	-	10,888	4,300	5,400	-
72250	UNEMPLOYMENT INSURANCE	504	414	1,725	400	1,600	1,600
72300	VISION INSURANCE	1,757	933	869	800	900	900
72350	PSYCHOLOGY INSURANCE	325	198	154	200	200	200
72400	GROUP MEDICAL INSURANCE	48,656	35,194	35,893	31,300	37,300	40,700
72410	RETIREE MEDICAL BENEFIT	6,026	2,730	2,730	2,700	2,700	2,700
72450	GROUP DENTAL INSURANCE	3,934	4,402	4,071	4,100	4,100	4,100
72500	LIFE INSURANCE	429	300	592	300	600	600
72510	ACCRUED BENEFITS	5,052	2,237	2,380	2,400	3,500	3,700
72540	LONG TERM DISABILITY	1,384	797	1,068	900	1,000	1,100
SALARIES AND BENEFITS Total		651,274	512,419	569,319	519,000	525,100	511,300
73000	OFFICE SUPPLIES	5,033	3,187	5,000	5,000	5,000	5,000
73150	POSTAGE	2,238	4,239	2,500	2,400	2,500	2,500
73400	CLOTHING	708	356	1,500	1,000	1,000	1,000
73420	FIELD TRIPS EXPENSE	5,498	8,166	7,808	11,000	10,000	10,000
73500	OPERATING SUPPLIES	24,584	30,956	39,000	39,000	39,000	39,000
73609	NUTRITION PROGRAM	-	1,178	-	-	-	-
SUPPLIES Total		38,061	48,082	55,808	58,400	57,500	57,500
76000	UTILITIES	20,756	14,506	16,640	11,000	16,000	16,000
76050	TELEPHONE/COMMUNICATION	8,949	4,787	6,300	4,500	6,300	6,300
UTILITIES Total		29,705	19,293	22,940	15,500	22,300	22,300
77000	MAINTENANCE BLDG & GRNDS	780	717	2,000	300	2,000	2,000
77020	LANDSCAPE MAINTENANCE	1,140	950	1,209	2,300	1,200	1,300
77030	BLDG MAINT MGMT (MCE)	21,516	18,997	20,184	19,800	20,400	21,000
77080	JANITORIAL CONTRACT SVCS	11,520	24,305	25,535	24,300	26,300	27,100
77150	EQUIPMENT OPERATION & MAINT	960	2,324	1,974	2,000	2,000	2,000
77960	TECHNOLOGY REPL CHARGE	3,600	2,200	2,200	2,200	2,200	2,200
77990	FACILITY MAJOR MAINT CHGS	25,000	25,000	25,000	25,000	25,000	25,000
MAINTENANCE Total		64,516	74,493	78,102	75,900	79,100	80,600

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION
DIVISION - 5450 -YOUTH SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
80050	PROFESSIONAL SERVICES	43,902	31,823	50,000	20,000	50,000	50,000
80380	BANKING SERVICES	2,912	2,301	3,120	5,900	6,000	6,000
PROFESSIONAL FEES/SVCES Total		46,814	34,124	53,120	25,900	56,000	56,000
82050	PRINTING	1,599	-	2,500	2,500	2,500	2,500
82100	COMMUNITY PUB MTGS/COMM	20,319	2,489	-	-	-	-
ADVERTISING/PRINTING&PUBL Total		21,918	2,489	2,500	2,500	2,500	2,500
84000	EDUCATION AND TRAINING	2,881	681	3,500	3,500	3,500	3,500
84100	MEMBERSHIPS & DUES	779	346	1,000	1,000	1,000	1,000
EDUCATION AND TRAINING Total		3,659	1,027	4,500	4,500	4,500	4,500
85000	RENTALS & LEASES	4,295	8,300	4,000	5,000	4,000	4,000
RENTALS AND LEASES Total		4,295	8,300	4,000	5,000	4,000	4,000
86000	FEES	-	-	200	-	-	-
FEES Total		-	-	200	-	-	-
87700	EMERY UNIFIED SCHOOL PGM	33,252	27,822	30,000	30,000	15,000	15,000
PROGRAMS/GRANTS Total		33,252	27,822	30,000	30,000	15,000	15,000
88900	CONTRACT OBLIGATIONS	5,754	-	-	-	-	-
OTHER Total		5,754	-	-	-	-	-
TOTAL YOUTH SERVICES		899,249	728,049	820,489	736,700	766,000	753,700

COMMUNITY SERVICES
ADULT SERVICES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 168,591	$ 348,120	$ 203,500	$ 310,900	$ 324,900
Supplies and Services	309,199	355,570	361,800	369,500	366,400
Capital Outlay					
Total	**$ 477,789**	**$ 703,690**	**$ 565,300**	**$ 680,400**	**$ 691,300**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 477,789	$ 703,690	$ 565,300	$ 680,400	$ 691,300
Total	**$ 477,789**	**$ 703,690**	**$ 565,300**	**$ 680,400**	**$ 691,300**

General Fund Support

Revenue Source	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Dedicated Revenue	$ 145,255	$ 168,320	$ 208,700	$ 219,800	$ 215,600
General Revenue	332,534	535,370	356,600	460,600	475,700
Total	**$ 477,789**	**$ 703,690**	**$ 565,300**	**$ 680,400**	**$ 691,300**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	2.5	3.5	3.5
Permenant Part-Time Positions (FTE)	0.5	0.0	0.0
Part-Time Positions (FTE)	0.7	0.9	0.9
Total	**3.7**	**4.4**	**4.4**

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION DIVISION - 5460 - ADULT SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	112,987	88,093	172,326	133,000	204,900	217,800
71030	SALARIES & WAGES - PERM PT	26,784	390	40,581	-	-	-
71040	SALARIES & WAGES - HOURLY	43,532	35,134	65,654	13,200	25,900	25,900
71050	OVERTIME PAYMENT	-	196	1,000	100	500	500
71350	WORKERS COMP PAYMENTS	923	629	2,173	800	1,800	1,900
71410	ALTERNATE MED.BENEFITS	5,500	2,896	2,808	3,000	3,200	3,200
72000	COMPENSATED EXPENSE	13,401	1,650	1,650	1,700	1,700	1,700
72150	SOCIAL SECURITY [FICA]	3,276	1,913	4,104	2,200	3,400	3,600
72200	RETIREMENT [PERS]	32,792	20,717	28,927	20,700	20,500	23,300
72210	RETIREMENT PERS-MISC	-	-	6,396	3,000	5,100	-
72250	UNEMPLOYMENT INSURANCE	204	124	1,047	100	900	900
72300	VISION INSURANCE	363	221	620	400	900	900
72350	PSYCHOLOGY INSURANCE	144	73	110	100	200	200
72400	GROUP MEDICAL INSURANCE	9,203	11,400	12,819	18,500	30,600	33,500
72410	RETIREE MEDICAL BENEFIT	2,250	1,950	1,950	2,000	2,700	2,700
72450	GROUP DENTAL INSURANCE	3,480	2,062	2,123	2,700	3,700	3,700
72500	LIFE INSURANCE	214	156	749	200	600	600
72510	ACCRUED BENEFITS	2,806	769	1,844	1,400	3,300	3,500
72540	LONG TERM DISABILITY	358	219	1,239	400	1,000	1,000
SALARIES AND BENEFITS Total		258,217	168,591	348,120	203,500	310,900	324,900
73000	OFFICE SUPPLIES	4,253	548	5,000	5,000	5,000	5,000
73050	PHOTO SUPPLIES & SERVICE	-	-	350	-	-	-
73100	BOOKS, MAPS, PERIODICALS	440	750	740	400	500	500
73150	POSTAGE	2,870	1,834	2,000	2,000	2,000	2,000
73400	CLOTHING	-	512	750	800	800	800
73420	FIELD TRIPS EXPENSE	93,946	83,512	120,000	130,000	140,000	140,000
73455	TRANSIT/TRANSPORTATION	2,742	2,430	3,500	4,500	4,500	-
73500	OPERATING SUPPLIES	6,646	18,671	19,000	19,000	19,000	19,000
73609	NUTRITION PROGRAM	5,841	2,008	7,000	7,000	7,000	7,000
SUPPLIES Total		116,738	110,265	158,340	168,700	178,800	174,300
76000	UTILITIES	18,628	21,009	16,640	9,500	8,000	8,000
76050	TELEPHONE/COMMUNICATION	2,956	3,101	4,000	2,600	2,700	2,700
UTILITIES Total		21,583	24,109	20,640	12,100	10,700	10,700
77000	MAINTENANCE BLDG & GRNDS	1,089	287	2,000	2,000	2,000	2,000
77020	LANDSCAPE MAINTENANCE	1,920	1,600	2,037	2,000	2,100	2,200
77030	BLDG MAINT MGMT (MCE)	22,035	21,226	20,186	20,100	20,800	21,400
77080	JANITORIAL CONTRACT SVCS	24,890	25,025	25,845	24,600	26,700	27,400
77150	EQUIPMENT OPER & MAINT	5,738	8,613	9,000	10,000	10,000	10,000
77960	TECHNOLOGY REPL CHARGE	1,600	2,000	2,000	2,000	2,000	2,000
77990	FACILITY MAJOR MAINT CHGS	19,453	20,972	20,972	21,000	21,000	21,000
MAINTENANCE Total		76,726	79,723	82,040	81,700	84,600	86,000
80050	PROFESSIONAL SERVICES	28,757	40,910	45,000	45,000	45,000	45,000
80170	IN-HOME CARE	5,757	1,483	7,000	7,000	7,000	7,000
80380	BANKING SERVICES	4,658	21,951	7,000	5,800	7,000	7,000
PROFESSIONAL FEES/SVCES Total		39,173	64,344	59,000	57,800	59,000	59,000

FUND - 101 - GENERAL FUND
FUNCTION - 50 - CULTURE & RECREATION DIVISION - 5460 - ADULT SERVICES
DEPARTMENT - 5000 - COMMUNITY SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
82050	PRINTING	10,959	1,811	2,500	2,500	1,000	1,000
82100	COMMUNITY PUB/MTGS/COMM	27,324	20,034	14,000	14,000	14,000	14,000
ADVERTISING/PRINTING&PUBL Total		38,283	21,845	16,500	16,500	15,000	15,000
84000	EDUCATION AND TRAINING	854	803	1,250	4,000	2,000	2,000
84100	MEMBERSHIPS & DUES	580	1,442	1,200	1,000	1,200	1,200
84150	TRAVEL, CONFER & MEETING	329	-	-	-	700	700
EDUCATION AND TRAINING Total		1,763	2,245	2,450	5,000	3,900	3,900
85000	RENTALS & LEASES	3,738	6,668	1,600	5,000	2,500	2,500
RENTALS AND LEASES Total		3,738	6,668	1,600	5,000	2,500	2,500
88400	PARATRANSIT PROGRAM	2,238					
88900	CONTRACT OBLIGATIONS	-	-	15,000	15,000	15,000	15,000
OTHER Total		2,238	-	15,000	15,000	15,000	15,000
TOTAL ADULT SERVICES		558,458	477,789	703,690	565,300	680,400	691,300

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 in each of the following developmental domains: social-emotional development, cognitive development, language development and motor development. Children learn by doing and by making choices and working independently through planned developmentally appropriate and culturally responsive daily activities in science, math, language, literacy, cognition, arts, music and dramatic play. ECDC also provides additional enrichment activities through the Friends of ECDC in music with Cowboy Jared, and gymnastics with Head over Heels. Family participation and support is encouraged through parent meetings, activities such as the International Pot Luck, and informational workshops in Child Development and Positive Discipline

ACHIEVEMENTS DURING THE 2010-2011 and 2011-2012 FISCAL YEARS

1. Increased Center enrollment from 92 children to 110 children, with 12 infants, 32 toddlers, and 66 pre-K children in 6 classrooms while maintaining program quality.

2. Hired a new Center Manager and through attrition hired a Teacher II with a Master's Degree in Early Childhood education and a Site Supervisor Permit so that the center has four staff with Supervisor or Director Permits to assist with opening and closing the center.

3. Continued a partnership with the City of Oakland Senior Asset Program to serve as a training site for seniors re-entering the work force. Asset trainees provide 20 hours a week for janitorial, office, and classroom support at no cost to the City. Currently there are four senior assets placed at ECDC.

4. Completed an agency wide assessment through Bay Area Network for Diversity Training in Early Childhood (BANDTEC) consultants to assess Center operations, including staff development.

5. Actively pursued training and professional development opportunities for staff. 100 percent of the staff has been issued permits by the State Department of Education. Two staff members are enrolled in school and actively pursuing an Associate of Arts degree and one is currently working on a Master's degree.

6. Completed facility improvements on the playgrounds for pre-school, toddler and infants.

7. Supported the Emeryville Child Development Advisory Committee, which has 11 members made up of Council members, parents, members of the business community, EUSD representative, a director of another child care and a member at large that provides input on student recruitment strategies and issues related to center operations.

8. Participated in community events such as Earth Day and Spring Family Festival to actively promote the Child Development Center within the residential community.

GOALS FOR THE 2012-2013 AND 2013-2014 FISCAL YEARS

1. Continue collaboration with the EUSD to develop the Emeryville Center of Community Life.

2. Continue to work with Community Services Director and the Emeryville Child Development Center Advisory Committee for developing a sustainable operating plan for ECDC, including full enrollment and full staffing.

3. Work to develop other funding sources due to potential decreases in State subsidized slots, including potential collaborations with local businesses and the Emery Ed Fund for scholarships for low income families living in Emeryville.

4. Implement recommendations made by BANDTEC regarding Center operations, including staff development.

5. Pursue both funding opportunities, in-service training opportunities and the potential of on-site coursework for ECDC with the outcome of every teacher achieving their next level of professional development in infant care and kindergarten readiness by 2013, and develop a plan for all staff to achieve an Associate Degree or higher.

6. Develop a formalized plan for parent education and participation which includes a parent needs and interest survey, monthly parent meetings that is responsive to survey results, as well as bi-monthly parent social activities, parent work group projects, and resources for parents needs for support.

7. Work with the Community Services Division on an outreach plan that includes community events, meetings with local businesses, and local school district events to promote ECDC services to the community.

8. Develop and implement an effective plan to promote rental of the ECDC facilities during non-operating hours with the coordination of the CSD Administrative Services Division.

9. Develop and implement an internal operating system that ensures fiscal and record keeping accuracy in all matters of ECDC operations.

COMMUNITY SERVICES
CHILD DEVELOPMENT

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Salaries and Benefits	$ 1,082,803	$ 1,239,132	$ 1,026,600	$ 1,196,100	$ 1,235,200
Supplies and Services	287,191	284,800	382,000	324,700	320,300
Total	**$ 1,369,993**	**$ 1,523,932**	**$ 1,408,600**	**$ 1,520,800**	**$ 1,555,500**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Child Development Fund	$ 1,369,993	$ 1,223,932	$ 1,108,600	$ 1,520,800	$ 1,555,500
General Fund	-	300,000	300,000	-	-
Total	**$ 1,369,993**	**$ 1,523,932**	**$ 1,408,600**	**$ 1,520,800**	**$ 1,555,500**

Staffing Summary

Authorized Positions	2011-12 Actual	2012-13 Budget	2013-14 Budget
Full-Time Positions	18.0	18.0	18.0
Permanent Part-Time Positions (FTE)	0.5	0.0	0.0
Part-Time Positions (FTE)	5.8	3.9	3.9
Total	**24.3**	**21.9**	**21.9**

FUND - 230 - CHILD CARE PROGRAM
FUNCTION - 50 - CULTURE & RECREATION
DEPARTMENT - 5200 - CHILD DEVELOPMENT CENTER

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
71000	SALARIES & WAGES - SALARIEI	803,632	652,140	707,972	613,200	699,000	727,100
71030	SALARIES & WAGES - PERM PT	12,649	7,478	-	1,100	-	-
71040	SALARIES & WAGES - HOURLY	53,266	81,875	127,760	79,200	109,100	109,100
71050	OVERTIME PAYMENT	1,425	1,130	9,500	4,000	8,000	8,000
71350	WORKERS COMP PAYMENTS	14,965	13,091	14,079	12,900	14,400	14,800
72000	COMPENSATED EXPENSE	3,300	-	-	-	-	-
72150	SOCIAL SECURITY [FICA]	12,223	10,544	12,124	9,800	11,700	12,100
72200	RETIREMENT [PERS]	135,576	111,950	93,251	87,200	69,900	77,800
7221	RETIREMENT PERS-MISC	-	-	32,918	12,700	17,500	-
72250	UNEMPLOYMENT INSURANCE	873	743	3,094	700	3,000	3,100
72300	VISION INSURANCE	5,789	4,599	4,467	3,700	4,500	4,500
72350	PSYCHOLOGY INSURANCE	1,024	828	791	600	800	800
72400	GROUP MEDICAL INSURANCE	181,618	157,270	188,439	164,300	206,400	225,500
72410	RETIREE MEDICAL BENEFIT	16,183	14,040	14,040	14,000	14,000	14,000
72450	GROUP DENTAL INSURANCE	15,990	15,862	17,582	12,600	18,500	18,500
72500	LIFE INSURANCE	1,300	1,282	2,243	1,100	2,500	2,500
72510	ACCRUED BENEFITS	14,326	7,017	7,505	6,700	12,900	13,400
72540	LONG TERM DISABLITIY	3,722	2,956	3,367	2,800	3,900	4,000
SALARIES AND BENEFITS Total		1,277,861	1,082,803	1,239,132	1,026,600	1,196,100	1,235,200
73000	OFFICE SUPPLIES	4,802	633	4,000	1,500	4,000	4,000
73150	POSTAGE	187	470	500	500	600	600
73420	FIELD TRIPS EXPENSE	-	-	-	1,200	2,000	2,000
73500	OPERATING SUPPLIES	11,569	10,666	7,500	17,400	20,600	20,600
73520	EDUC MATERIALS & SUPPLIES	155	1,813	1,000	3,500	-	-
73525	PARENT EVENTS	1,367	393	1,500	100	800	800
73527	ENRICHMENT EVENTS	969	886	2,000	1,000	2,000	2,000
73529	CLASSROOM SUPPLIES	9,426	2,902	8,322	8,300	10,000	10,000
73530	STAFF SUPPLIES	316	901	2,000	2,000	1,000	1,000
73600	FOOD SUPPLIES	32,620	50,455	36,000	38,000	40,000	40,000
73605	PAPER PRODUCTS	4,611	485	5,000	1,000	-	-
73607	UTENSILS/CLEANING	1,041	1,041	1,000	1,100	-	-
SUPPLIES Total		67,064	70,646	68,822	75,600	81,000	81,000
76000	UTILITIES	25,551	24,267	21,000	16,000	16,000	16,000
76050	TELEPHONE/COMMUNICATION	10,567	5,376	7,000	4,900	5,000	5,000
UTILITIES Total		36,118	29,644	28,000	20,900	21,000	21,000
77000	MAINTENANCE BLDG & GRNDS	3,160	5,703	3,500	6,900	7,000	7,000
77020	LANDSCAPE MAINTENANCE	1,920	1,607	2,037	3,900	2,100	2,200
77030	BLDG MAINT MGMT (MCE)	23,826	38,856	19,732	76,000	55,000	55,000
77080	JANITORIAL CONTRACT SVCS	23,640	23,640	24,836	24,800	25,600	26,300
77150	EQUIPMENT OPER & MAINT	5,037	1,985	3,400	1,300	1,300	1,300
77960	TECHNOLOGY REPL CHARGE	1,600	1,600	1,600	1,600	1,600	1,600
77990	FACILITY MAJOR MAINT CHGS	18,345	18,345	18,345	18,300	18,300	18,300
MAINTENANCE Total		77,529	91,736	73,450	132,800	110,900	111,700

FUND - 230 - CHILD CARE PROGRAM
FUNCTION - 50 - CULTURE & RECREATION
DEPARTMENT - 5200 - CHILD DEVELOPMENT CENTER

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
80000	TEMPORARY PERSONNEL SER'	11,570	44,246	13,280	81,000	30,000	30,000
80050	PROFESSIONAL SERVICES	49,978	32,998	61,280	30,000	45,500	40,000
80200	AUDIT SERVICES	2,023	3,565	6,000	6,000	7,400	7,700
80380	BANKING SERVICES	14,969	6,434	20,200	24,000	14,000	14,000
PROFESSIONAL FEES/SVCES Total		78,539	87,243	100,760	141,000	96,900	91,700
82000	ADVERTISING	-	1,340	1,000	1,000	1,000	1,000
82050	PRINTING	845	353	1,000	1,400	1,400	1,400
ADVERTISING/PRINTING&PUBL Total		845	1,693	2,000	2,400	2,400	2,400
84000	EDUCATION AND TRAINING	1,396	489	3,500	1,100	3,500	3,500
84100	MEMBERSHIPS & DUES	-	191	500	200	400	400
84150	TRAVEL, CONFER & MEETING	1,295	305	3,000	100	500	500
EDUCATION AND TRAINING Total		2,691	986	7,000	1,400	4,400	4,400
85000	RENTALS & LEASES	4,932	5,243	3,268	6,000	6,000	6,000
RENTALS AND LEASES Total		4,932	5,243	3,268	6,000	6,000	6,000
86000	FEES	-	-	1,500	1,900	2,100	2,100
FEES Total		-	-	1,500	1,900	2,100	2,100
TOTAL CHILD DEVELOPMENT CENTER		1,545,579	1,369,993	1,523,932	1,408,600	1,520,800	1,555,500

FINANCIAL SUMMARY

CHILD DEVELOPMENT FUND

The Child Development Fund accounts for all revenue that is utilized to support the operations of the Emeryville Child Development Center. 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 thirty low-income children as well as a food subsidy grant. These grants are projected to generate approximately $153,000 in FY 2012-13 and FY 2013-14.

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 $1.3 million FY 2012-13 and $1.4 million in FY 2013-14.

Prior to the City Council's adoption of the 2010-11and 2011-12 budget, the City's General Fund would annually subsidize the direct operations of the Child Development Center. This subsidy was budgeted at $300,000 per year. During the budget process for the 2010-11 and 2011-12 fiscal years, it became necessary to address the financial downturn the city was experiencing. Therefore, the Council appointed a Task Force to work to develop a program model that provided the best possible child development program for the lowest possible cost to the City. The Task Force recommendation for a program model (which was developed by ECDC parents) was adopted by the Council. Since the goal of the new model was that the Center would increase enrollment and be self sustaining the Council approved discontinuing providing the program with the $300,000 annual subsidy. It was anticipated that the balance in the Child Development Fund of $500,000 would be sufficient to carry the program through the two subsequent fiscal years.

During the 2010-11 and 2011-12 fiscal years it became apparent that the center operations were running at a deficit due to the inability to enroll at the goal capacity of 110 children. Therefore in December 2011 the Council appropriated $300,000 to the Child Development Fund. The allocation of funds will offset any deficit to the center operations for the next several years. If proposed staffing increases are approved with the 2012-13 and 2013-14 budget then the $300,000 subsidy will need to be reinstated and provided to the Child Development Fund on a continual basis.

It should be noted that the General Fund also provides significant indirect subsidy to the Child Development Center. Staff estimates that the General Fund provides an additional $310,000 in indirect subsidies. Indirect subsidy costs include, but are not limited to, support services provided by Administrative Service Departments, such as Finance and Human Resources as well as facility depreciation.

2012-13 & 2013-14 Operating Budgets

Fund 230 Summary - Child Development

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Grants	$ 212,567	$ 227,550	$ 210,000	$ 153,500	$ 153,500
Investment Earnings	4,110	7,201	1,800	1,100	1,000
Parent Fees/Subsidy	26,878	15,000	15,000	14,500	14,500
Parent Fees/Market Rate	858,143	1,224,915	982,100	1,346,400	1,383,000
Fines, Late Fees	100	100	700	700	700
Other Revenue	425	2,500	-	-	-
Interfund/General Fund	-	300,000	300,000	-	-
Total Revenues	**$ 1,102,222**	**$ 1,777,266**	**$ 1,509,600**	**$ 1,516,200**	**$ 1,552,700**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Child Development Center	$ 1,369,993	$ 1,523,932	$ 1,408,600	$ 1,520,800	$ 1,555,500
Total Expenditures	**$ 1,369,993**	**$ 1,523,932**	**$ 1,408,600**	**$ 1,520,800**	**$ 1,555,500**
Total Revenues - Total Expenditures	**$ (267,771)**	**$ 253,334**	**$ 101,000**	**$ (4,600)**	**$ (2,800)**

Fund Balance Summary

Restricted Fund Balance, June 30, 2011	$ 325,300
Estimated Restricted Fund Balance, June 30, 2012	426,300
Estimated Restricted Fund Balance, June 30, 2013	421,700
Estimated Restricted Fund Balance, June 30, 2014	418,900

NON-DEPARTMENTAL SERVICES

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). Under this insurance program, the City pays the initial $10,000 of costs associated with any general liability claim and the initial $50,000 for personnel and discrimination claims. Any additional amounts required, up to $25 million for general liability and up to $1 million for personnel/discrimination claims, are covered through the pools.

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 Agreement).

NON-DEPARTMENTAL SERVICES

Expenditures by Category

Category	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
Supplies and Services	$ 1,610,882	$ 1,392,661	$ 1,393,500	$ 1,470,600	$ 1,607,300
Capital Outlay					
Interfund Transfer/Debt Servic	429,826	431,000	430,000	431,000	431,000
Interfund Transfers/Operations	300,000	150,000	150,000	150,000	150,000
Interfund Transfers/Reserves	735,000	3,821,000	4,021,000	-	-
Total	**$ 3,075,708**	**$ 5,794,661**	**$ 5,994,500**	**$ 2,051,600**	**$ 2,188,300**

Expenditures by Fund

Fund	2010-11 Actual	2011-12 Budget	2011-12 Estimate	2012-13 Budget	2013-14 Budget
General Fund	$ 3,075,708	$ 5,794,661	$ 5,994,500	$ 2,051,600	$ 2,188,300
Total	**$ 3,075,708**	**$ 5,794,661**	**$ 5,994,500**	**$ 2,051,600**	**$ 2,188,300**

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1900 - NON DEPARTMENT SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
72190	PARS SERVICE FEES	5,005	4,799	5,000	5,400	5,500	5,500
SALARIES AND BENEFITS Total		5,005	4,799	5,000	5,400	5,500	5,500
73010	FAX & COPIER SUPPLIES	8,556	7,199	9,500	9,000	9,000	9,000
73150	POSTAGE	892	917	1,600	1,600	2,000	2,000
73500	OPERATING SUPPLIES	10,646	3,927	6,000	4,000	5,000	5,000
SUPPLIES Total		20,094	12,044	17,100	14,600	16,000	16,000
76000	UTILITIES	36,029	141,297	35,000	75,000	90,000	90,000
76050	TELEPHONE/COMMUNICATION	19,176	12,646	15,000	13,000	13,000	13,000
UTILITIES Total		55,205	153,944	50,000	88,000	103,000	103,000
77020	LANDSCAPE MAINTENANCE	13,599	10,240	12,540	12,000	13,000	13,000
77030	BLDG MAINT MGMT (MCE)	25,806	40,463	27,698	36,500	36,500	36,500
77070	CIVIC CENTER OPS & MAINT	24,825	31,407	20,000	30,000	30,000	30,000
77080	JANITORIAL CONTRACT SVCS	33,360	40,360	35,048	33,400	35,000	35,000
77150	EQUIPMENT OPER & MAINT	12,025	910	39,900	21,000	-	-
77960	TECHNOLOGY REPL CHARGE	55,066	73,240	73,240	73,200	73,200	73,200
77990	FACILITY MAJOR MAINT CHGS	37,500	37,500	37,500	37,500	37,500	37,500
MAINTENANCE Total		202,180	234,120	245,926	243,600	225,200	225,200
79050	INSURANCE	495,796	505,915	613,548	508,800	601,700	731,400
INSURANCE Total		495,796	505,915	613,548	508,800	601,700	731,400
80030	REVENUE AUDIT SERVICES	23,048	40,287	46,524	40,000	47,000	47,000
80050	PROFESSIONAL SERVICES	152,591	117,386	99,000	80,000	95,000	95,000
80090	PBID SERVICES (SHUTTLE)	-	49,914	22,050	116,000	40,700	42,700
80190	CONTRACT SERVICES-MESA	-	75,385	-	-	-	-
80200	AUDIT SERVICES	43,127	65,991	58,194	65,200	69,000	72,000
80250	BOND TRUSTEE SERVICES	1,850	1,850	1,850	1,900	2,000	2,000
80360	ADMINISTRATIVE COST	9,623	8,760	11,907	11,000	12,000	12,000
80450	HAZARDOUS MATER CLEANUP	11,245	3,530	7,500	7,500	7,500	7,500
80900	LIBRARY CARD SERVICES	-	205,000	100,000	120,000	120,000	120,000
PROFESSIONAL FEES/SVCES Total		241,484	568,104	347,025	441,600	393,200	398,200
82050	PRINTING	2,599	-	-	-	-	-
82100	COMMUNITY PUB/MTGS/COMM	250	2,500	2,500	-	-	-
ADVERTISING/PRINTING&PUBL Total		2,849	2,500	2,500	-	-	-
84100	MEMBERSHIPS & DUES	7,522	9,117	9,362	9,400	9,400	9,400
84150	TRAVEL, CONFER & MEETING	312	-	-	-	-	-
84380	SAFETY PROGRAM	4,184	736	-	-	-	-
EDUCATION AND TRAINING Total		12,018	9,853	9,362	9,400	9,400	9,400

FUND - 101 - GENERAL FUND
FUNCTION - 10 - GENERAL GOVERNMENT
DEPARTMENT - 1900 - NON DEPARTMENT SERVICES

ACCT	TITLE	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 BUDGET	2011-12 ESTIMATE TO COMPLETE	2012-13 BUDGET	2013-14 BUDGET
85000	RENTALS & LEASES	23,813	47,906	21,000	22,000	22,000	22,000
RENTALS & LEASES Total		23,813	47,906	21,000	22,000	22,000	22,000
86020	PROP. TAX COLLECTION FEES	27,782	35,351	34,200	42,000	44,000	46,000
FEES & CHARGES Total		27,782	35,351	34,200	42,000	44,000	46,000
87300	COMMUNITY PROMOTION	2,500	2,500	2,500	2,500	-	-
PROGRAMS/GRANTS Total		2,500	2,500	2,500	2,500	-	-
88350	DISASTER PREPAREDNESS	96	-	5,000	-	-	-
88440	PROPERTY TAXES	222	1,894	500	600	600	600
88500	MISCELLANEOUS	4,288	101	4,000	-	-	-
88900	CONTRACT OBLIGATIONS	15,000	31,851	15,000	15,000	50,000	50,000
OTHER Total		19,607	33,846	24,500	15,600	50,600	50,600
91000	OFFICE EQUIPMENT	2,752					
93150	CONTINGENCY			20,000			
CAPITAL Total		2,752	-	20,000	-	-	-
99200	TRANSF TO LITIG FUND 270	350,000	300,000	150,000	150,000	150,000	150,000
NEW	TRANSF TO FD 670-OPS/MAINT					-	-
99440	TRANSFER TO FUND 475	-	300,000	1,155,000	1,155,000	-	-
99650	TRANSF TO CHILD CARE PROG	300,000	-	300,000	300,000	-	-
99700	TRANSF ACCRUED BEN TR FD	-	-	600,000	600,000	-	-
99710	TRANSF TO SELF INS UNEMPLY F	-	100,000	-	-	-	-
99740	TRANSF TO DENTAL FUND	-	-	-	200,000	-	-
99760	TRANS TO MAJOR MAINT FUND	-	335,000	766,000	766,000	-	-
99790	TRANSF TO PERS LIAB FUND	1,000,000	-	1,000,000	1,000,000	-	-
INTERFUND TRANSFER Total		1,650,000	1,035,000	3,971,000	4,171,000	150,000	150,000
99870	DEBT SERVICE FOR CIVIC CENTE	433,150	429,826	431,000	430,000	431,000	431,000
TRANSFERS TO DEBT SERVICE Total		433,150	429,826	431,000	430,000	431,000	431,000
NON-DEPARTMENT SERVICES Total		3,194,235	3,075,708	5,794,661	5,994,500	2,051,600	2,188,300

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 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. Expenditures are projected to exceed fund revenues by $481,000 in FY 2012-13 and $482,000 in FY 2013-14 resulting in a draw on fund balance. However, the fund has $3.1 million in *unrestricted* fund balance as of June 30, 2011; this is the amount above and beyond the estimated claim liability ($1.4 million). 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.

2012-13 & 2013-14 Operating Budgets

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

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 71,266	$ 38,801	$ 11,000	$ 5,300	$ 4,100
Workers' Comp Charges/City Departmen	641,515	690,630	650,100	435,600	441,600
Total Revenues	**$ 712,781**	**$ 729,431**	**$ 661,100**	**$ 440,900**	**$ 445,700**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Workers' Compensation Program	$ 573,706	$ 700,000	$ 700,000	$ 700,000	$ 700,000
Insurance Premium	132,433	141,305	141,300	123,600	115,200
Travel and Training	1,103	1,750	1,800	-	-
Administrative Cost	85,906	100,592	85,500	98,300	113,000
Total Expenditures	**$ 793,149**	**$ 943,647**	**$ 928,600**	**$ 921,900**	**$ 928,200**

Total Revenues - Total Expenditures	**$ (80,368)**	**$ (214,216)**	**$ (267,500)**	**$ (481,000)**	**$ (482,500)**

Fund Balance Summary	
Unrestricted Fund Balance, June 30, 2011	$ 3,151,400
Estimated Unrestricted Fund Balance, June 30, 2012	2,883,900
Estimated Unrestricted Fund Balance, June 30, 2013	2,402,900
Estimated Unrestricted Fund Balance, June 30, 2014	1,920,400

DENTAL SELF INSURANCE

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.

2012-13 & 2013-14 Operating Budgets

Fund 610 Summary - Internal Services Self-Insurance/Dental

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ (464)	$ (1,345)	$ 700	$ 1,300	$ 1,000
Dental Premiums/City Departments	174,397	197,863	169,200	164,400	162,400
Dental Premiums/Retirees	-	-	-	-	-
Transfer from General Fund			200,000		
Total Revenues	**$ 173,933**	**$ 196,518**	**$ 369,900**	**$ 165,700**	**$ 163,400**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Dental Claims and Administration	$ 230,855	$ 206,450	$ 173,200	$ 209,200	$ 209,200
Total Expenditures	**$ 230,855**	**$ 206,450**	**$ 173,200**	**$ 209,200**	**$ 209,200**
Total Revenues - Total Expenditures	**$ (56,922)**	**$ (9,932)**	**$ 196,700**	**$ (43,500)**	**$ (45,800)**

Fund Balance Summary	
Unrestricted Fund Balance, June 30, 2011	$ 78,900
Estimated Unrestricted Fund Balance, June 30, 2012	275,600
Estimated Unrestricted Fund Balance, June 30, 2013	232,100
Estimated Unrestricted Fund Balance, June 30, 2014	186,300

UNEMPLOYMENT SELF-INSURANCE

The Unemployment Self-Insurance Fund is an Internal Services Fund which was established at the end of the 1992-93 fiscal year 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. The Self-Insurance Fund/Unemployment was established with initial funding of $100,000. Annual Unemployment Insurance charges are now moved from department budgets to the Self-Insurance/Unemployment Fund. Charges are set in the 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 Department (EDD), which subsequently bills the City for the full cost of these claims.

2012-13 & 2013-14 Operating Budgets

Fund 620 Summary - Internal Services Self-Insurance/Unemployment

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	1,967	2,914	$ 1,200	$ 600	$ 500
Unemployment Insurance/City Departn	14,614	58,886	14,700	44,700	45,600
Interfund transfer from Gen Fund	100,000	-	-	-	-
Total Revenues	**$ 16,581**	**$ 61,800**	**$ 15,900**	**$ 45,300**	**$ 46,100**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Unemployment Payments	$ 88,777	$ 60,000	$ 40,000	$ 60,000	$ 60,000
Total Expenditures	**$ 88,777**	**$ 60,000**	**$ 40,000**	**$ 60,000**	**$ 60,000**
Total Revenues - Total Expenditures	**$ (72,196)**	**$ 1,800**	**$ (24,100)**	**$ (14,700)**	**$ (13,900)**

Fund Balance Summary	
Unrestricted Fund Balance, June 30, 2011	$ 158,100
Estimated Unrestricted Fund Balance, June 30, 2012	134,000
Estimated Unrestricted Fund Balance, June 30, 2013	119,300
Estimated Unrestricted Fund Balance, June 30, 2014	105,400

ACCRUED BENEFITS FUND

The Accrued Benefits Internal Services 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. Under the City's policy, employees are compensated fully for accrued but unused vacation leave, compensatory time and administrative leave, and at a level of 60% of a cap of 120 days of accrued but unused sick 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, 2011, the fund had a cash position of $3.4 million and an outstanding liability of $3.9 million leaving unrestricted net assets at a negative of $500,000. A transfer from the General Fund of $600,000 in FY 2011-12 was made to cover the negative position.

Revenue for FY 2012-13 and FY 2013-14 is budgeted at approximately $203,000-$210,000 while expenditures are estimated at $205,000 each year.

2012-13 & 2013-14 Operating Budgets

Fund 700 Summary - Internal Services Accrued Benefits

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 55,551	$ 65,878	$ 34,000	$ 22,500	$ 22,500
Active Employees Payroll Transfers	129,067	160,095	131,000	181,200	187,000
Transfer from General Fund	-	600,000	600,000	-	-
Total Revenues	**$ 184,617**	**$ 825,973**	**$ 765,000**	**$ 203,700**	**$ 209,500**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Salaries & Wages	$ (44,927)	$ 50,000	$ -	$ 50,000	$ 50,000
Sick Leave Expense	384,602	75,000	-	75,000	75,000
Vacation Expense	206,480	75,000	-	75,000	75,000
Benefits Administration	3,141	5,000	3,000	5,000	5,000
Total Expenditures	**$ 549,295**	**$ 205,000**	**$ 3,000**	**$ 205,000**	**$ 205,000**
Total Revenues - Total Expenditures	**$ (364,678)**	**$ 620,973**	**$ 762,000**	**$ (1,300)**	**$ 4,500**

Fund Balance Summary	
Unrestricted Fund Balance, June 30, 2011	$ (523,400)
Estimated Unrestricted Fund Balance, June 30, 2012	238,600
Estimated Unrestricted Fund Balance, June 30, 2013	237,300
Estimated Unrestricted Fund Balance, June 30, 2014	241,800

MAJOR MAINTENANCE FUND

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 asides funds as determined by the program and identifies required reserves necessary to replace major maintenance items. As new facilities are added (Civic Center, Recreation facility), 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.

Prior to Fiscal Year 2010, the transfer to the Major Maintenance Fund totaled of $370,094 per fiscal year. Due to the budget reductions of recent years, the transfer was reduced to $186,643. The majority of the City's older facilities are beginning to suffer from deferred maintenance, leading to the deterioration of said facilities and, subsequently, larger repair bills. As of June 30, 2011, the Major Maintenance Fund had reserves of $8.1 million. Expenditures are projected to exceed revenues by $2.2 million per fiscal year

2012-13 & 2013-14 Operating Budgets

Fund 650 Summary - Major Maintenance Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings*	$ -	$ -	$ -	$ 20,400	$ 9,100
Department Charges	284,768	286,768	286,500	286,500	286,500
Interfund transfer from Gen Fund	335,000	766,000	-	-	-
Total Revenues	**$ 284,768**	**$ 286,768**	**$ 286,500**	**$ 306,900**	**$ 295,600**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Capital Expenditures	$ 1,706,057	$ 4,153,230	$ 3,168,300	$ 125,400	$ 125,400
Reserve for Capital Expenditures				2,430,000	2,430,000
Total Expenditures	**$ 1,706,057**	**$ 4,153,230**	**$ 3,168,300**	**$ 2,555,400**	**$ 2,555,400**
Total Revenues - Total Expenditures	**$ (1,421,289)**	**$ (3,866,462)**	**$ (2,881,800)**	**$ (2,248,500)**	**$ (2,259,800)**

Fund Balance Summary	
Committed Fund Balance, June 30, 2011	$ 8,088,300
Estimated Committed Fund Balance, June 30, 2012	5,206,500
Estimated Committed Fund Balance, June 30, 2013	2,958,000
Estimated Committed Fund Balance, June 30, 2014	698,200

*Interest earnings designated to General Fund FY 2008/09 through FY 2011/12

VEHICLE REPLACEMENT FUND

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 operation 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 fiscal year 1996-97. The FY 2012-13 and FY 2013-14 departmental budgets include a total of $448,000 to be transferred to the fund in each year. FY 2010-11 and FY 2011-12 expenditures are budgeted at $339,000 and $476,000, respectively.

As of June 30, 2011, the Vehicle Replacement Fund reserve was fully funded at $4.4 million. Transfers from departments are budgeted to maintain the fully funded status of future vehicle replacements.

2012-13 & 2013-14 Operating Budgets

Fund 660 Summary - Vehicle Replacement Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings*	$ 448,067	$ 448,066	$ 448,100	$ 24,800	$ 25,300
Department Charges	304,919	520,664	455,300	338,600	476,300
Sale of Fixed Assets	15,000	-	-	-	-
Total Revenues	**$ 767,986**	**$ 968,730**	**$ 903,400**	**$ 363,400**	**$ 501,600**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Capital	$ 189,786	$ 1,274,713	$ 240,800	$ 485,300	$ 163,700
Total Expenditures	**$ 189,786**	**$ 1,274,713**	**$ 240,800**	**$ 485,300**	**$ 163,700**
Total Revenues - Total Expenditures	**$ 578,200**	**$ (305,983)**	**$ 662,600**	**$ (121,900)**	**$ 337,900**

Fund Balance Summary	
Committed Fund Balance, June 30, 2011	$ 4,367,800
Estimated Committed Fund Balance, June 30, 2012	5,030,400
Estimated Committed Fund Balance, June 30, 2013	4,908,500
Estimated Committed Fund Balance, June 30, 2014	5,246,400

*Interest earnings designated to General Fund FY 2008/09 through FY 2011/12

Public/Educational/Governmental (PEG) PROGRAM

The PEG 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, which generally generated about $18,000 in revenue per year.

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 chose to do to date. Therefore, the PEG Fund will not receive any new revenue but the fund balance is available for City use.

PEG fees can only be used to purchase broadcast equipment and 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.

2012-13 & 2013-14 Operating Budgets

Fund 235 Summary - PEG Program Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 516	$ 1,172	$ 300	$ 100	$ -
Cable Franchise Fees	19,733	18,000	5,800	-	-
Total Revenues	**$ 20,250**	**$ 19,172**	**$ 6,100**	**$ 100**	**$ -**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
PEG Program	$ -	$ 23,244	$ -	$ 34,700	$ -
Total Expenditures	**$ -**	**$ 23,244**	**$ -**	**$ 34,700**	**$ -**
Total Revenues - Total Expenditure	**$ 20,250**	**$ (4,072)**	**$ 6,100**	**$ (34,600)**	**$ -**

Fund Balance Summary	
Restricted Fund Balance, June 30, 2011	$ 28,400
Estimated Restricted Fund Balance, June 30, 2012	34,500
Estimated Restricted Fund Balance, June 30, 2013	(100)
Estimated Restricted Fund Balance, June 30, 2014	(100)

RESERVE FOR ECONOMIC UNCERTAINTY FUND

The Reserve for Economic Uncertainty Fund is a special reserve fund established by the City Council during FY 1993-94 to provide a cushion for potential impacts of State budget decisions on the City's Budget. The projected reserve as of June 30, 2012 is approximately $5.4 million.

2012-13 & 2013-14 Operating Budgets

Fund 275 Summary - Reserve for Economic Uncertainty Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 83,524	$ 103,364	$ 45,600	$ 27,100	$ 27,200
General Fund Transfer In	-	-	-	-	-
Total Revenues	**$ 83,524**	**$ 103,364**	**$ 45,600**	**$ 27,100**	**$ 27,200**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Revenues - Total Expenditure	**$ 83,524**	**$ 103,364**	**$ 45,600**	**$ 27,100**	**$ 27,200**

Fund Balance Summary	
Unassigned Fund Balance, June 30, 2011	$ 5,367,300
Estimated Unassigned Fund Balance, June 30, 2012	5,412,900
Estimated Unassigned Fund Balance, June 30, 2013	5,440,000
Estimated Unassigned Fund Balance, June 30, 2014	5,467,200

EARTHQUAKE INSURANCE FUND

The Earthquake Insurance Fund was established in FY 2002-03 and accounts for resources set aside for potential sever seismic incidents.

2012-13 & 2013-14 Operating Budgets

Fund 277 Summary - Earthquake Insurance Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 20,206	$ 29,357	$ 11,000	$ 6,500	$ 6,600
Total Revenues	**$ 20,206**	**$ 29,357**	**$ 11,000**	**$ 6,500**	**$ 6,600**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Revenues - Total Expenditure	**$ 20,206**	**$ 29,357**	**$ 11,000**	**$ 6,500**	**$ 6,600**

Fund Balance Summary	
Assigned Fund Balance, June 30, 2011	$ 1,298,500
Estimated Assigned Fund Balance, June 30, 2012	1,309,500
Estimated Assigned Fund Balance, June 30, 2013	1,316,000
Estimated Assigned Fund Balance, June 30, 2014	1,322,600

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, will be reimbursed by the City, so that the MESA Fund balance will be kept to a minimum.

2012-13 & 2013-14 Operating Budgets

Fund 295 Summary - MESA

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
MESA Contract Revenue	$ 7,843,816	$ 11,287,430	$ 8,114,700	$ -	$ -
Total Revenue	**$ 7,843,816**	**$ 11,287,430**	**$ 8,114,700**	**$ -**	**$ -**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Reimb for Personnel Services	$ 7,843,816	$ 11,287,430	$ 8,114,700	$ -	$ -
Total Expenditures	**$ 7,843,816**	**$ 11,287,430**	**$ 8,114,700**	**$ -**	**$ -**
Total Revenues - Total Expenditures	**$ -**	**$ (0)**	**$ -**	**$ -**	**$ -**

Fund Balance Summary	
Unassigned Fund Balance, June 30, 2011	$ -
Estimated Unassigned Fund Balance, June 30, 2012	-
Estimated Unassigned Fund Balance, June 30, 2013	-
Estimated Unassigned Fund Balance, June 30, 2014	-

PERS (PUBLIC EMPLOYEES' RETIREMENT SYSTEM) LIABILITY FUND

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. This has allowed the City to keep pension costs relatively stable.

A lump sum payment of $1.9 million was made to pay off the unfunded liability in the safety plans. The reserve balance as of June 30, 2012 is projected to be approximately $2.6 million. These funds are available to address future retirement costs.

2012-13 & 2013-14 Operating Budgets

Fund 715 Summary - PERS Liability Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 57,545	$ 63,765	$ 14,800	$ 12,800	$ 12,900
Transfer fr General Fund	-	1,000,000	1,000,000	-	-
Total Revenues	**$ 57,545**	**$ 1,063,765**	**$ 1,014,800**	**$ 12,800**	**$ 12,900**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
GF costs paid by Pers Liab Fd-Safety	$ 359,685	$ 354,329	402,500	-	-
Transfer to PERS	1,902,223	-	-	-	-
Total Expenditures	**$ 2,261,908**	**$ 354,329**	**$ 402,500**	**$ -**	**$ -**
Total Revenues - Total Expenditure	**$ (2,204,363)**	**$ 709,436**	**$ 612,300**	**$ 12,800**	**$ 12,900**

Fund Balance Summary

Committed Fund Balance, June 30, 2011	$ 1,945,339
Estimated Committed Fund Balance, June 30, 2012	2,557,639
Estimated Committed Fund Balance, June 30, 2012	2,570,439
Estimated Committed Fund Balance, June 30, 2012	2,583,339

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. 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 is funded upon a calendar fiscal year.

The charge (for FY 2011-12: $0.24 per structural square foot for commercial, retail, and mixed use parcels, $0.12 per structural square foot for industrial, warehouse (including utilities and rail) parcels, and $121.59 per unit for rental housing complexes) is collected through the Alameda County Tax Collector's office and it appears on each property owner's tax bill. The budget numbers presented here assume 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.

2012-13 & 2013-14 Operating Budgets

Fund 805 Summary - Property Based Improvement District

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 7,859	$ 2,149	$ -	$ -	$ -
Special Assessments	2,315,759	2,333,980	2,544,400	2,671,620	2,805,200
Total Revenues	**$ 2,323,618**	**$ 2,336,129**	**$ 2,544,400**	**$ 2,671,620**	**$ 2,805,200**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Shuttle Services	2,280,005	2,300,000	2,480,300	2,604,300	2,734,500
Professional Services	80	5,000	2,500	7,500	7,500
Administrative Cost	10,690	10,500	10,500	11,000	11,500
Property Tax Collection Fees	37,573	-	41,400	43,500	43,500
Transfer to General Fund	5,000	5,000	5,000	5,000	5,000
Total Expenditures	**$ 2,333,349**	**$ 2,320,500**	**$ 2,539,700**	**$ 2,671,300**	**$ 2,802,000**

Total Revenues - Total Expenditures	**$ (9,731)**	**$ 15,629**	**$ 4,700**	**$ 320**	**$ 3,200**

Fund Balance Summary	
Unassigned Fund Balance, June 30, 2011	$ (1,134)
Estimated Restricted Fund Balance, June 30, 2012	3,566
Estimated Restricted Fund Balance, June 30, 2013	3,886
Estimated Restricted Fund Balance, June 30, 2014	7,086

POST EMPLOYMENT HEALTH BENEFITS FUND

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 with the Pension Trust Fund. Beginning in fiscal 2001-02, it is 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 flat, capped amounts for these items.

Departments are charged an annual amount to fund the retiree medical benefits that active employees are currently accruing. Revenue of approximately $158,000 is budgeted through departmental charges.

2012-13 & 2013-14 Operating Budgets

Fund 710 Summary - Post-Employment Health Benefits Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 86,085	$ 108,370	$ 50,900	$ 26,300	$ 23,300
Health Premiums/Retirees	42,645	25,000	25,000	25,000	25,000
Retiree Medical Benefit/Active Employees	158,475	158,475	158,200	158,100	159,000
Total Revenue	**$ 287,205**	**$ 291,845**	**$ 234,100**	**$ 209,400**	**$ 207,300**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Vision Insurance	16,195	18,500	17,000	18,000	18,000
Group Medical Insurance	1,236,433	400,000	745,000	800,000	800,000
Group Dental Insurance	665	20,000	1,000	1,000	1,000
Life Insurance	2,494	500	200	500	500
Professional Services	-	6,000	-	-	6,000
Total Expenditures	**$ 1,255,788**	**$ 445,000**	**$ 763,200**	**$ 819,500**	**$ 825,500**

Total Revenues - Total Expenditures	**$ (968,583)**	**$ (153,155)**	**$ (529,100)**	**$ (610,100)**	**$ (618,200)**

Fund Balance Summary	
Unrestricted Net Assets, June 30, 2011	$ 6,272,863
Estimated Unrestricted Net Assets, June 30, 2012	5,743,763
Estimated Unrestricted Net Assets, June 30, 2013	5,133,663
Estimated Unrestricted Net Assets, June 30, 2014	4,515,463

PENSION TRUST FUND

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

As of June 30, 2009, the last time an actuarial study was performed, the estimated outstanding liability was $512,000 and restricted retained earnings were $156,000. A transfer of $400,000 was made from the General Fund to cover the estimated liability.

2012-13 & 2013-14 Operating Budgets

Fund 712 Summary - Pension Trust Fund

Revenues	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate	2012-13 Estimate	2013-14 Estimate
Investment Earnings	$ 2,561	$ (755)	$ -	$ -	$ -
Transfer from General Fund					
Total Revenue	**$ 2,561**	**$ (755)**	**$ -**	**$ -**	**$ -**

Departmental Expenditures	2010-11 Actual	2011-12 Budget As Amended	2011-12 Estimate to Complete	2012-13 Proposed	2013-14 Proposed
Salaries and Wages	$ 54,517	$ 78,000	$ 30,000	$ 30,000	$ 31,000
Professional Services	-	2,600	2,600	-	2,600
Total Expenditures	**$ 54,517**	**$ 80,600**	**$ 32,600**	**$ 30,000**	**$ 33,600**
Total Revenues - Total Expenditures	**$ (51,957)**	**$ (81,355)**	**$ (32,600)**	**$ (30,000)**	**$ (33,600)**

Fund Balance Summary	
Restricted Retained Earnings, June 30, 2011	$ 435,700
Estimated Restricted Retained Earnings, June 30, 2012	403,100
Estimated Restricted Retained Earnings, June 30, 2013	373,100
Estimated Restricted Retained Earnings, June 30, 2014	339,500

DEBT SERVICE

Debt service is included in expenditure budgets for the General Fund, Assessment Districts and the Sewer Fund 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. At this time, the City's General fund has $5.0 million of outstanding debt, the proceeds of which were used to fund Civic Center improvements and equipment.

CITY DEBT

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. The lease payments are budgeted in the General Fund Non-Departmental budget.

ASSESSMENT DISTRICTS

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 three Assessment Districts formed under the Assessment Act of 1913: the West Emeryville Assessment District, the Bay Shellmound Assessment District and the East Baybridge Assessment District. Property owners in the three 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 are 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.

ENTERPRISE DEBT

SEWER FUND. During the 1992-93 fiscal year, the Sewer Fund borrowed $363,467 from the State Water Resources Control Board to complete Sewer Rehabilitation Projects on Landregan, Peladeau and Hollis Streets north of Powell Street. Principal and interest payments are due on May 1 of each year between 1994 and 2013. These payments are budgeted in the Sewer Operations Fund.

Debt Service
Fiscal Year 2012-13

City Debt

City of Emeryville	2012-13 Interest	2012-13 Principal	2012-13 Total Payment	Original Principal	Outstanding at June 30, 2013
1998A Lease Revenue Bonds	$ 242,238	$ 210,000	$ 452,238	$ 7,000,000	$ 4,745,000
Total	$ 242,238	$ 210,000	$ 452,238	$ 7,000,000	$ 4,745,000

Assessment District Debt

	2012-13 Interest	2012-13 Principal	2012-13 Total Payment	Original Principal	Outstanding at June 30, 2013
1999 Revenue Bonds	405,695	820,000	1,225,695	14,420,000	6,520,000
West Emeryville	-	-	$ -	$ 1,790,000	-
Bay Shellmound	191,590	305,000	496,590	5,505,000	2,740,000
East Baybridge	275,478	280,000	555,478	6,000,000	3,665,000

Enterprise Debt

Sewer Fund	2012-13 Interest	2012-13 Principal	2012-13 Total Payment	Original Principal	Outstanding at June 30, 2013
State Loan	$ 2,081	$ 22,447	$ 24,528	$ 363,467	$ 46,924

Debt Service
Fiscal Year 2013-14

City Debt

City of Emeryville	2013-14 Interest	2013-14 Principal	2013-14 Total Payment	Original Principal	Outstanding at June 30, 2014
1998A Lease Revenue Bonds	$ 231,750	$ 220,000	$ 451,750	$ 7,000,000	$ 4,525,000
Total	$ 231,750	$ 220,000	$ 451,750	$ 7,000,000	$ 4,525,000

Assessment District Debt

	2013-14 Interest	2013-14 Principal	2013-14 Total Payment	Original Principal	Outstanding at June 30, 2014
1999 Revenue Bonds	363,783	665,000	1,028,783	14,420,000	5,855,000
West Emeryville	-	-	$ -	$ 1,790,000	-
Bay Shellmound	170,925	320,000	490,925	5,505,000	2,420,000
East Baybridge	254,418	305,000	559,418	6,000,000	3,360,000

Enterprise Debt

Sewer Fund	2013-14 Interest	2013-14 Principal	2013-14 Total Payment	Original Principal	Outstanding at June 30, 2014
State Loan	$ 1,408	$ 23,121	$ 24,529	$ 363,467	$ 23,803