

PLEASE POST

City of Emeryville

INCORPORATED 1896

1333 Park Avenue. Emeryville, CA 94608-3517
t (510) 596-4300 | f (510) 596-4389

Chair Samuel Feldman
Vice Chair Fran Quittel
Member David Kritzberg
Member Navarre Oaks
Member Dora Siu

**Actions taken by Advisory Bodies
are not official actions of the City
Council, but must be considered
and potentially ratified at a regular
City Council meeting.**

All writings that are public records and relate to an agenda item, which are distributed to a majority of the legislative body less than 72 hours prior to the meeting is noticed, will be made available via email by request to the Committee Secretary. In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this meeting should contact the Committee Secretary as far in advance as possible, but no later than 72 hours prior to the scheduled event. The best effort to fulfill the request will be made. Assistive listening devices will be made available for anyone with hearing difficulty and must be returned to the Committee Secretary at the end of the meeting. All documents are available in alternative formats upon request. No animals shall be allowed at, or brought in to, a public meeting by any person except (i) as to members of the public or City staff utilizing the assistance of a service animal, which is defined as a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability; or (ii) as to police officers utilizing the assistance of a dog(s) in law enforcement duties.

Public comment for agenda items can be submitted online via a written comment card at www.emeryville.org/advisorybodies, or submitted by email to the Committee Secretary. If you would like to support, oppose, or otherwise comment on an upcoming agenda item, please send in your comments prior to the meeting.

FURTHER INFORMATION may be obtained by contacting Sharon Friedrichsen, Committee Secretary, at 510-596-4352 or sharon.friedrichsen@emeryville.org. The next regular meeting is scheduled for March 12, 2026, at 2:00 PM.

DATED: FEBRUARY 4, 2026

Post On: FEBRUARY 6, 2026
Post Until: FEBRUARY 13, 2026

BUDGET ADVISORY COMMITTEE

Regular Meeting
Civic Center, Garden Level
1333 Park Avenue Emeryville, CA 94608
February 12, 2026 – 2:00 PM

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
 - 3.1 Submit a written comment card at www.emeryville.org/advisorybodies
4. Approval of December 16, 2025, Special Meeting Action Minutes
5. Action Item
 - 5.1 Appointment to Visual Arts and Community Promotions Grants' Subcommittees
 - 5.2 Discussion Of Committee's Goal, Principles And Accomplishments For Calendar Year 2025 And Proposed Committee Priorities For Calendar Year 2026 And Designating The Committee Chair Or Another Committee Member To Present The Annual Report To Council
6. Information Items
 - 6.1 FY25-26 Second Quarter General Fund Financial Update
7. Future Agenda Item
 - 7.1 Sewer Fees & Update Plans
8. Announcements / Member Comments
 - 8.1 Accounting Manager Introduction
9. Adjournment


Lorrayne Leong, Deputy City Clerk



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BUDGET ADVISORY COMMITTEE MINUTES

Special Meeting

Civic Center, Council Chambers

1333 Park Avenue Emeryville, CA 94608

December 16, 2025 – 3:00 PM

1. Call to Order

Chair Feldman called the meeting to order at 3:01 p.m.

2. Roll Call

All members present with the exception of Vice-Chair Quittel.

3. Public Comment

No public comment.

4. Approval of November 18, 2025 Regular Meeting Minutes

Action: M/S/C (Motion/Second/Carried) Feldman/Siu

Vote: Ayes – Feldman, Kritzberg, Oaks and Siu. Absent-Quittel.

5. Action Items

None.

6. Information Items

6.1 FY24-25 Draft Audited Financial Statements and Associated Reports

Whitney Crockett, Audit Partner with Maze and Associates, presented the Fiscal Year 2024-2025 draft audited financial statements and other audit reports. Audit Partner Crockett, Finance Director Sharon Friedrichsen and Accounting Manager Peggy Xu responded to questions.

6.2 FY24-25 General Fund Financial Update

Accounting Manager Peggy Xu presented an update on the Fiscal Year 2024-2025 year-end for the General Fund. Finance Director Friedrichsen and Accounting Manager Xu responded to questions.

7. Future Agenda Items

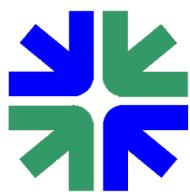
There were no future agenda items added.

8. Announcements / Member Comments

Finance Director Friedrichsen announced that Accounting Manager Xu is retiring on December 30, 2025. Director Friedrichsen and the Committee thanked Xu for the 25 years of service to the City and the support to the Committee.

9. Adjournment

The meeting adjourned at 4:11 p.m.



City of Emeryville

C A L I F O R N I A

MEMORANDUM

DATE: February 12, 2026

TO: Budget Advisory Committee

FROM: Sharon Friedrichsen, Finance Director

SUBJECT: **Annual Report on Committee Goals, Principles and Accomplishments for Calendar Year 2025 and Proposed Committee Priorities for Calendar Year 2026**

RECOMMENDATION

1. Staff recommend that the Budget Advisory Committee discuss the Committee's 2025 accomplishments and 2026 proposed committee priorities.
2. Staff recommend that the Committee designate the Committee Chair or another Committee Member to present the annual report to the City Council.

BACKGROUND

At the start of the calendar year, each Council-appointed committee prepares an annual report for the City Council. The report outlines the Committee's accomplishments during the prior year and the Committee's proposed priorities for the upcoming year. The Budget Advisory Committee ("BAC") presentation is scheduled for April 7, 2026. The BAC will be allotted approximately five minutes to present the report. Council may have questions about the Committee's accomplishments and priorities after the report is presented.

DISCUSSION

The purpose of this item is to discuss the Committee's 2025 accomplishments, identify and prioritize 2026 goals and designate a member of the BAC to represent the Committee and present the report to Council. To assist in facilitating this discussion, staff have summarized some of the key topics, policies, and projects that were discussed and reviewed by the BAC during 2025 and have identified likely priorities for 2026. The BAC Annual Report to Council from 2025 is attached for reference.

COMMITTEE GOALS AND PRINCIPLES

The Budget Advisory Committee was established by the City Council to provide input and recommendations regarding City policies, priorities, and feedback related to the City's budget. The BAC has 5 members appointed by the City Council that includes 2 Residents, 2 Business Representatives and 1 City Labor Representative. It meets 6 times a year.

2025 ACCOMPLISHMENTS

The following accomplishments are to be discussed and updated by the Committee:

- Provided input on the composition of the BAC
- Provided recommendations on budget strategies to address the projected General Fund deficit as part of the development of the FY 25-27 biennial budget

- Reviewed the Master Fee Schedule for Fiscal Year 2025-2026
- Recommended Business License Modernization and Parcel Tax revenue measures for the November 2026 General Election to address the General Fund deficit
- Provided recommendations on the Investment Policy to increase diversification of the portfolio and enhance financial safeguards to investment strategies
- Reviewed the Section 115 Pension Trust Status and Investment Portfolio
- Reviewed the Fiscal Year 2024-2025 Audited Financial Statements and Associated Reports

2026 PRIORITIES

The following priorities are to be discussed and updated by the Committee and categorized as first or second highlighted priorities:

- Review Proposed Mid-Biennial Budget Update to Fiscal Year 2026-2027
- Review Cost Allocation Plan Update and User Fee Study
- Review the potential use of the Section 115 Trust and develop a Trust Policy
- Review and provide recommendations on the 2026-2027 Investment Policy
- Review budget policies, five-year financial forecast and framework for the development of the Fiscal Years 2028-2030 biennial budget
- Review Fiscal Year 2025-2026 Audited Financial Statements and Reports

First Highlighted Priority

To be discussed and determined by the Committee.

Second Highlighted Priority

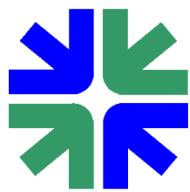
To be discussed and determined by the Committee.

NEXT STEPS

Staff will prepare a report for the Special Council Meeting that reflects the direction provided by the Committee. Staff will also prepare a presentation for the Committee Chair or another designated Committee Member to present at the Special City Council meeting.

ATTACHMENT

1. Budget Advisory Committee Annual Report on 2024 Committee Accomplishments and 2025 Priorities



City of Emeryville

C A L I F O R N I A

MEMORANDUM

DATE: April 1, 2025

TO: LaTanya Bellow, City Manager

FROM: Lilybell Nakamura, Acting Finance Director
Brian Moura, Finance Consultant (RGS)

SUBJECT: **Budget Advisory Committee Annual Report On 2024 Committee Accomplishments & 2025 Priorities**

RECOMMENDATION

Staff recommends the City Council accept this report on the Budget Advisory Committee's accomplishments in 2024 and proposed priorities for 2025.

BACKGROUND

At the start of the year, each Council appointed committee is asked to prepare an annual report for the City Council. This will be a brief report on the Committee's accomplishments during the 2024 calendar year and the committee's proposed goals for 2025.

Each Committee will designate a main presenter, which may be the Committee Chair or another Committee Member. All Committee members are encouraged to attend this special Council presentation and discussion of the committee's work. The Budget Advisory Committee has designated their Committee Chair to present this report to the City Council on April 1, 2025.

The committee's Annual Report presentation to the City Council is scheduled to be at a special City Council meeting on April 1, 2025. At that meeting, each Committee will be allotted approximately five minutes to present their report. Council may have questions about the committee's accomplishments and goals after the report is given.

The Budget Advisory Committee met on February 13, 2025, to review their 2024 accomplishments and 2025 priorities. The committee also established their First and Second Highlighted Priorities for 2025 at that meeting.

COMMITTEE GOALS AND PRINCIPLES

The City Council established the Budget Advisory Committee to provide input and recommendations regarding City policies, priorities, and feedback related to the City's budget.

The committee has 5 members appointed by the City Council that include 2 Residents, 2 Business Representatives and 1 City Labor Representative. It meets 6 times a year.

2024 ACCOMPLISHMENTS

During 2024, the Budget Advisory Committee had the following accomplishments:

- Reviewed 2023-24 Mid-Year Budget Report
- Reviewed Master Fee Schedule for 2024-25 Fiscal Year
- Reviewed 2023-24 Fiscal Year General Fund Budget Update
- Reviewed 2024-25 Fiscal Year General Fund Budget
- Reviewed 2023-24 Audited Financial Statements and Associated Reports
- Reviewed Section 115 Pension Trust Status
- Reviewed Affordable Housing Annual Report: Affordable Housing Program and Measure C Affordable Housing Bonds
- Discussed Fire Services Expenditures
- Discussed Long Term Debt
- Discussed How to Ensure Committee Recommendations Are Communicated to the City Council

2025 PRIORITIES

The Budget Advisory Committee established this list of priorities for 2025:

- Review 2024-25 Mid-Year Budget Amendments
- Review 2025-26 Master Fee Schedule
- Review 2025-27 City Budget and Capital Improvement Budget
- Review 2024-25 Audited Financial Statements and Associated Reports
- Review Budget Policies to ensure sound financial management
- Review Investment Policy
- Review Section 115 Pension Trust Status
- Review Fire Services Expenditures
- Review Affordable Housing Annual Report: Affordable Housing Program and Measure C Affordable Housing Bonds

First Highlighted Priority

Review Budget Policies to ensure sound financial management

Second Highlighted Priorities

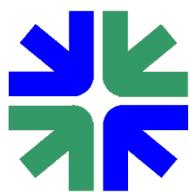
Review 2024-25 Mid-Year Budget Amendments

Review Investment Policy

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**

A handwritten signature in blue ink, appearing to read "LaTanya Bellow".

LaTanya Bellow, City Manager



City of Emeryville

C A L I F O R N I A

MEMORANDUM

DATE: February 12, 2026

TO: Budget Advisory Committee

FROM: Sharon Friedrichsen, Finance Director

SUBJECT: Fiscal Year 2025-26 Second Quarter Financial Update

RECOMMENDATION

Staff recommend that the Budget Advisory Committee receive the quarterly financial report for the period ending December 31, 2025.

BACKGROUND

Quarterly financial reports are intended to update the City Council and the community on the City's financial condition. This report summarizes the City's General Fund financial performance as of December 31, 2025; through the second quarter of the 2025-26 fiscal year. Revenue and expenditure data for the same period in fiscal year 2024-25 are shown for comparative purposes. Quarterly reports are on a cash basis, meaning only revenues received and expenditures paid by quarter-end are reported.

DISCUSSION

The General Fund is the general operating fund for the City. The General Fund supports the City's vital services and programs including police, fire, public works, development services (economic development, housing, planning, and building), community services, and general administrative services. The analysis below provides information on the major General Fund revenue and expenditure categories.

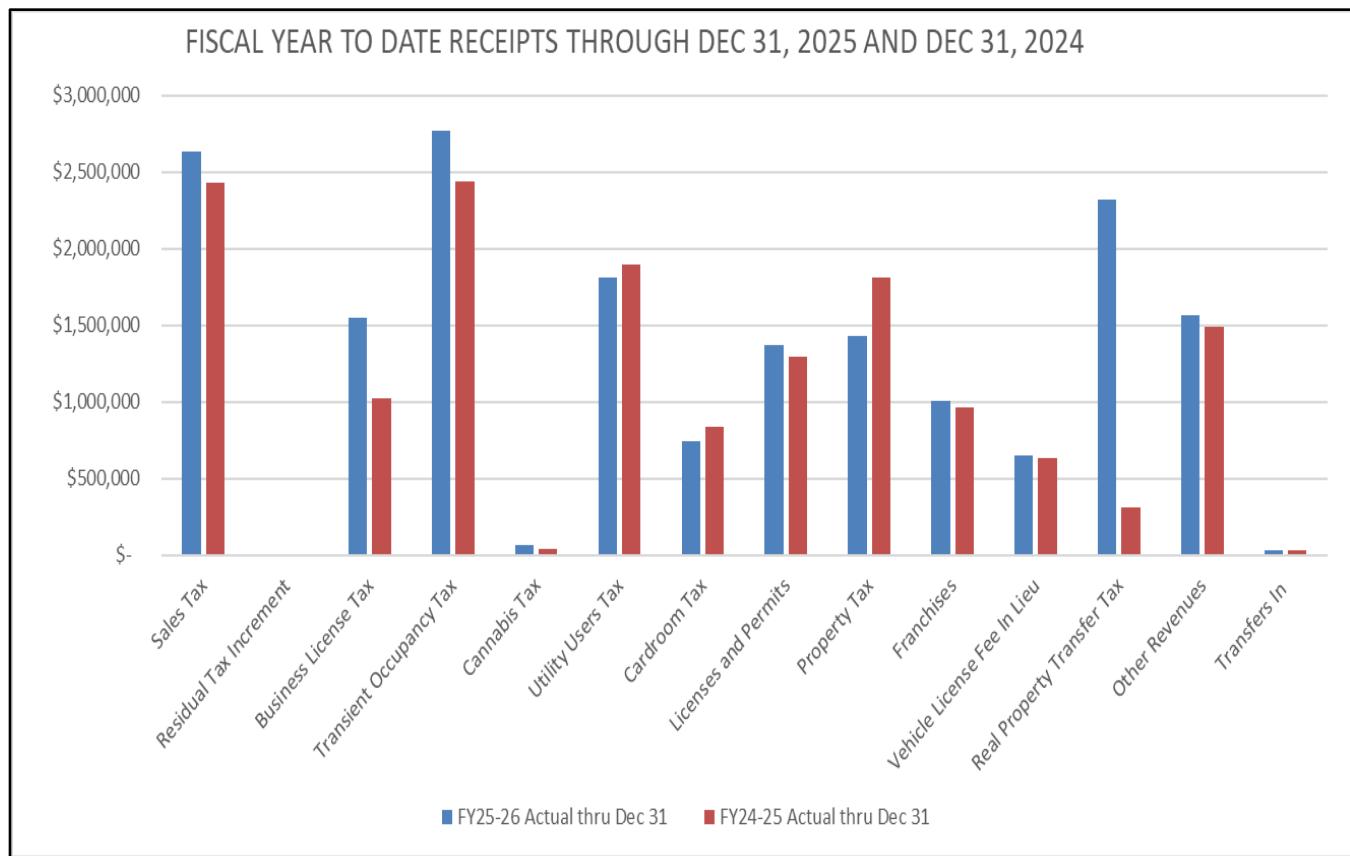
General Fund Revenues

General Fund revenues for the second quarter totaled \$17.9 million, which represents 39% of the \$46.1 million budgeted annual revenue. Although 50% of the fiscal year has elapsed, it is expected that revenues received to date are less than 50% due to timing of receipts. For example, the State remits estimated sales tax installments to the City monthly but trues-up the amounts in the third month, and most of the property taxes are received twice a year, in December and April. Revenues for the first half of the fiscal year increased by 18%, or \$2.7 million, compared to the second quarter of the 2024-25 fiscal year. Increases were in all revenue sources except utility users tax and cardroom tax due to late payments, and property tax payments due to timing of payments received.

Revenues By Category	FY25-26 Amended Budget	FY25-26 Actual thru Dec 31	Actual vs. Budget Variance	% of Budget	FY24-25 Actual thru Dec 31	FY25-26 vs FY24-25 Variance
Sales Tax	\$ 7,364,000	\$ 2,634,110	\$ (4,729,890)	36%	\$ 2,428,209	\$ 205,901 8%
Residual Tax Increment	6,825,114	-	(6,825,114)	0%	\$ -	- 0%
Business License Tax	6,336,850	1,547,078	(4,789,772)	24%	\$ 1,017,417	529,661 52%
Transient Occupancy Tax	5,500,000	2,765,298	(2,734,702)	50%	\$ 2,433,499	331,799 14%
Cannabis Tax	240,000	60,065	(179,935)	25%	\$ 36,101	23,964 66%
Utility Users Tax	4,800,000	1,807,136	(2,992,864)	38%	\$ 1,897,168	(90,033) -5%
Cardroom Tax	2,000,000	739,941	(1,260,059)	37%	\$ 837,360	(97,419) -12%
Licenses and Permits	2,034,515	1,368,062	(666,453)	67%	\$ 1,289,607	78,455 6%
Property Tax	4,073,307	1,430,962	(2,642,345)	35%	\$ 1,810,276	(379,314) -21%
Franchises	2,084,695	1,004,969	(1,079,726)	48%	\$ 960,874	44,095 5%
Vehicle License Fee In Lieu	1,246,001	651,598	(594,403)	52%	\$ 633,588	18,011 3%
Real Property Transfer Tax	510,000	2,322,126	1,812,126	455%	\$ 312,434	2,009,692 643%
Other Revenues	3,019,829	1,562,506	(1,457,323)	52%	\$ 1,489,742	72,764 5%
Transfers In	61,500	30,744	(30,756)	50%	\$ 30,750	(6) 0%
Total	\$ 46,095,811	\$ 17,924,594	\$ (28,171,217)	39%	\$ 15,177,025	\$ 2,747,569 18%
Excluded unrecognized gain/loss on investments:			(2,026,946)			(346,508)

The General Fund's four major revenue sources are sales tax, residual tax increment, business license tax and transient occupancy tax that represent approximately 56% of the fiscal year 2025-26 budgeted General Fund revenue. The following are highlights of key revenue results:

- **Sales Tax** during the first half of fiscal year 2025-26 totaled \$7.4 million, which is 36% of the annual budgeted amount. This amount reflects an 8% increase compared to prior year reflecting improved consumer spending.
- **Residual Tax Increment** is received twice a year, in January and June. The January 2026 payment of \$3.1 million will be reflected in the third quarter report.
- **Business License Tax** totaled \$1.5 million as of December 31st, an increase of \$0.5 million, or 52%, over last fiscal year due to more tax audit activities during the first half of this year. The majority of the City's business license tax revenue is received during the third quarter of the fiscal year.
- **Transient Occupancy Tax** totaled \$2.8 million, which was \$332,000, or 14% higher than the prior year.
- **Utility Users Tax** totaled \$1.8 million, which represents 38% of the annual budgeted amount and was consistent with prior year.
- **Cardroom Tax** totaled \$0.7 million, which was lower compared to Fiscal Year 2024-25 due to a late payment for November 2025. The prior year included the November 2024 payment.
- **Licenses and Permits** revenue are derived primarily from the Planning & Building Divisions and includes reimbursement/cost recovery revenue from development projects. Receipts for the first half of the year totaled \$1.4 million, or 67% of the budgeted amount, and was consistent with the prior year.



General Fund Expenditures

General Fund expenditures totaled \$28.2 million, or 51%, of the \$55.5 million annual budget. As expected, with 50% of the fiscal year elapsed, expenditure spending would also be around 50%. Current year spending is consistent with the same period last year at just \$0.2 million or 1% less. Overall, year-to-date expenditures were in line with the approved budget and are summarized by department and by expenditure category below.

Expenditures By Department	FY25-26 Amended Budget	FY25-26 Actual thru Dec 31	Actual vs. Budget Variance	% of Budget (forecast)	FY24-25 Actual thru Dec 31	FY25-26 vs. FY24-25 Variance
City Council	259,674	121,385	(138,289)	47%	118,218	3,167 3%
City Manager	1,115,731	588,985	(526,746)	53%	394,326	194,659 49%
City Clerk	614,327	286,506	(327,821)	47%	320,728	(34,222) -11%
City Attorney	872,022	325,782	(546,240)	37%	255,929	69,853 27%
Information Technology	1,037,590	451,999	(585,591)	44%	478,606	(26,607) -6%
Finance	2,245,548	1,181,694	(1,063,854)	53%	807,196	374,498 46%
Human Resources	1,281,701	495,552	(786,149)	39%	475,359	20,194 4%
Community Development Services	3,312,284	1,148,600	(2,163,684)	35%	1,324,180	(175,579) -13%
Public Works	5,225,167	2,160,691	(3,064,476)	41%	2,403,908	(243,217) -10%
Non-Departmental Operations	2,657,606	2,703,382	45,776	102%	3,824,632	(1,121,249) -29%
Police	19,500,623	10,185,837	(9,314,786)	52%	10,146,259	39,578 0%
Fire	12,798,335	6,557,185	(6,241,150)	51%	6,218,935	338,250 5%
Community Services	4,582,041	2,026,241	(2,555,799)	44%	1,697,029	329,213 19%
Total	\$ 55,502,649	\$ 28,233,840	\$ (27,268,809)	51%	\$ 28,465,304	\$ (231,464) -1%

Expenditures By Type	FY25-26 Amended Budget	FY25-26 Actual thru Dec 31	Actual vs. Budget Variance	% of Budget (forecast)	FY24-25 Actual thru Dec 31	FY25-26 vs. FY24-25 Variance
Staffing	31,244,355	17,504,085	(13,740,270)	56%	17,353,755	150,331 1%
Professional Services	13,583,795	5,606,962	(7,976,833)	41%	6,207,057	(600,095) -10%
Maintenance	4,063,756	1,944,692	(2,119,064)	48%	2,143,007	(198,315) -9%
Supplies	1,149,955	358,373	(791,582)	31%	279,607	78,766 28%
Utilities	781,784	372,006	(409,778)	48%	314,881	57,125 18%
Insurance	1,771,465	1,619,443	(152,022)	91%	1,452,933	166,510 11%
Education & Training	88,704	36,639	(52,065)	41%	100,376	(63,737) -63%
Advertising/Printing & Publication	347,701	98,741	(248,960)	28%	10,196	88,544 868%
Fees & Charges	442,227	88,979	(353,248)	20%	5,842	83,136 1423%
Programs & Grants	160,276	19,201	(141,075)	12%	2,614	16,587 n/a
Rental & Leases	318,097	24,127	(293,970)	8%	36,107	(11,980) -33%
Other	401,913	164,447	(237,466)	41%	(79,319)	243,766 -307%
Capital	19,500	-	(19,500)	0%	-	- n/a
Transfers Out	1,129,121	396,146	(732,975)	35%	638,247	(242,101) -38%
Total	\$ 55,502,649	\$ 28,233,840	\$ (27,268,809)	51%	\$ 28,465,304	\$ (231,464) -1%

Staffing costs of \$17.5 million represent 56% of the budget, consistent with the prior fiscal year total of \$17.4 million. Vacancy savings were offset by overtime costs of \$1.0 million.

Professional Services totaled \$5.6 million, or 41% of the budget. The expenditure is \$0.6 million, or 10% lower compared to the prior year due to lower costs for legal services, cost recovery reimbursements and development project plan checking fees.

Maintenance costs totaled \$1.9 million or 48% of the budgeted amount and were 9% lower than last year because of lower vehicle replacement and technology charges offset by higher facility, operating and software subscription expenses.

Supplies were \$0.4 million or 31% of the annual budget, which was higher than last year by 28% as various departments purchased supplies for operations during the first half of the current fiscal year.

Utilities were \$0.4 million or 48% of the annual budget and were 18% higher compared to the same period last fiscal year, which reflects increased utility rates and new costs such as the Police Department dispatch/record system and communication licensing.

Insurance costs totaled about \$1.6 million, an increase of \$0.2 million over the prior fiscal year due to claim's experience and industry-wide changes in the insurance market.

Transfers Out totaling \$0.4 million were recorded during the first half of the fiscal year. This represents 35% of the \$1.1 million annual budgeted transfers to support the Emery-Go-Around program and debt service for the current fiscal year.

Other operating expenditures total \$0.2 million for the first half of the year and include costs for advertising and printing, fees and charges, program and grants and other miscellaneous costs offset by the lower costs of education and training, rents and leases compared to the last fiscal year.

FISCAL IMPACT

There is no fiscal impact related to receiving this report.