



City of Emeryville
CALIFORNIA



CITY BUDGET

FISCAL YEAR 2021-2022



CELEBRATING
125
YEARS
1896-2021

The City of Emeryville Fiscal Year 2021-2022 Budget

City Council

Dianne Martinez, Mayor

Scott Donahue, Vice Mayor

Ally Medina, Council Member

Christian R. Patz, Council Member

John J. Bauters, Council Member

City Manager

Christine Daniel

Interim City Attorney

Andrea Visveshwara

Management Staff

Brad Farmer, Finance Director

Charles Bryant, Community Development Director

Jeff Jennings, Chief of Police

Michael Parenti, Information Technology Director

Pedro Jimenez, Community Services Director

Sheri Hartz, City Clerk

Trish Raver, Human Resources Director



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City of Emeryville

C A L I F O R N I A

June 1, 2021

Honorable Mayor and Members of the City Council:

On behalf of the entire City staff, I am pleased to submit the Fiscal Year (FY) 2021-22 Annual Budget. This document includes the City's Operating and Capital Improvement budget for all activities and provides a comprehensive financial framework for the coming year. This Budget Book also acknowledges that 2021 is the 125th anniversary of the incorporation of the Town of Emeryville and includes a new section titled "City of Emeryville—Our History". The history section honors the original indigenous inhabitants of this land and details the Town's growth over the last century into the City we know today: Emeryville, the City of Art and Innovation. This past year has been challenging, but Emeryville has seen challenges before; this Budget reflects the City's resilience and forward-looking plan to recover and thrive.

The City of Emeryville, along with the rest of the world, is beginning to recover from the lengthy COVID-19 pandemic and related economic shut-down. Unfortunately, the length of that recovery remains uncertain. The City's primary revenue streams (sales tax, hotel tax, business license tax and cardroom tax), were all negatively affected by the pandemic. While all are recovering, industries are reacting differently to the recovery and each will take a different amount of time. The City must plan accordingly and make prudent fiscal decisions about how to best use its resources to sustain services for the long term. This proposed Budget represents the thoughtful work of the Budget & Governance and Budget Advisory Committees, as well as staff throughout City Departments who prepared careful and reasonable expenditure budgets that maintain services while respecting resource constraints.

The proposed Fiscal Year (FY) 2021-22 Budget represents a departure from prior City budgets in several significant ways. First, this is a single year budget. In the past, the City has adopted budgets in two-year cycles to provide stability in the budgetary process. However, given the uncertainties surrounding the economic recovery, the Budget & Governance Committee supported two single year budgets (FY 2021-22, and 2022-23) for the next fiscal cycle so that the City could have more time to assess the vigor of the recovery before making significant budget modifications. Second, this Budget relies on a number of one-time strategies to close the projected gap between revenues and expenditures in Fiscal Year 2021-22.

Citywide Operational Budget

The annual budget is the single most important policy that the City Council reviews and approves, as it represents the City's priorities for making resource investments, both for the upcoming year and the long-term future. As such, the budget process must include effective participation from the Mayor and City Council, our community, key stakeholders, and City staff. Working together, we strive for progressive investment in our community's future, as well as in our organization and staff, so that we can operate efficiently and effectively. Below are the projected Operational Expenditures for the current year and FY 2021-22.

Revenues for the City are projected to be \$115.9 million, including \$26.37 million or 22.7 percent in Successor Agency revenues. The City's revenues total \$89.6 million, of which \$38.3 million or 42.7 percent are General Fund revenues. The City's expenditures are projected to be \$174.6 million, of which \$27.1 million or 15.5 percent is Successor Agency expenditures. The City's General Fund expenditures total \$44.46 million or 30.15 percent of the City's expenses. The General Fund is the City's main source of unrestricted funds. This proposed budget funds 170.13 full-time equivalent employees. This Budget follows the reserve requirements, which set a minimum reserve for the General Fund at 50% of Operational Costs.

Overview of the General Fund Proposed Operating Budget for FY 2021-22

In FY 2021-22, General Fund revenues are projected to be \$38.3 million, and expenditures are projected to be \$44.46 million. Revenues incorporate several one-time funding sources including: \$2.2 million in federal stimulus funds, \$1 million from the City's 115 Pension Trust and \$1.5 million from the Measure F quarter cent sales tax. \$6.16 million of the remaining gap between revenues and expenditures is proposed to be closed by applying fund balance generated in prior years. Additionally, the budget proposal includes deferring some costs to subsequent fiscal years, not adding new capital projects, and holding a number of positions vacant throughout the City organization. These strategies are not sustainable for the long term but are sufficient to bridge the City through to the next fiscal year as the recovery continues.

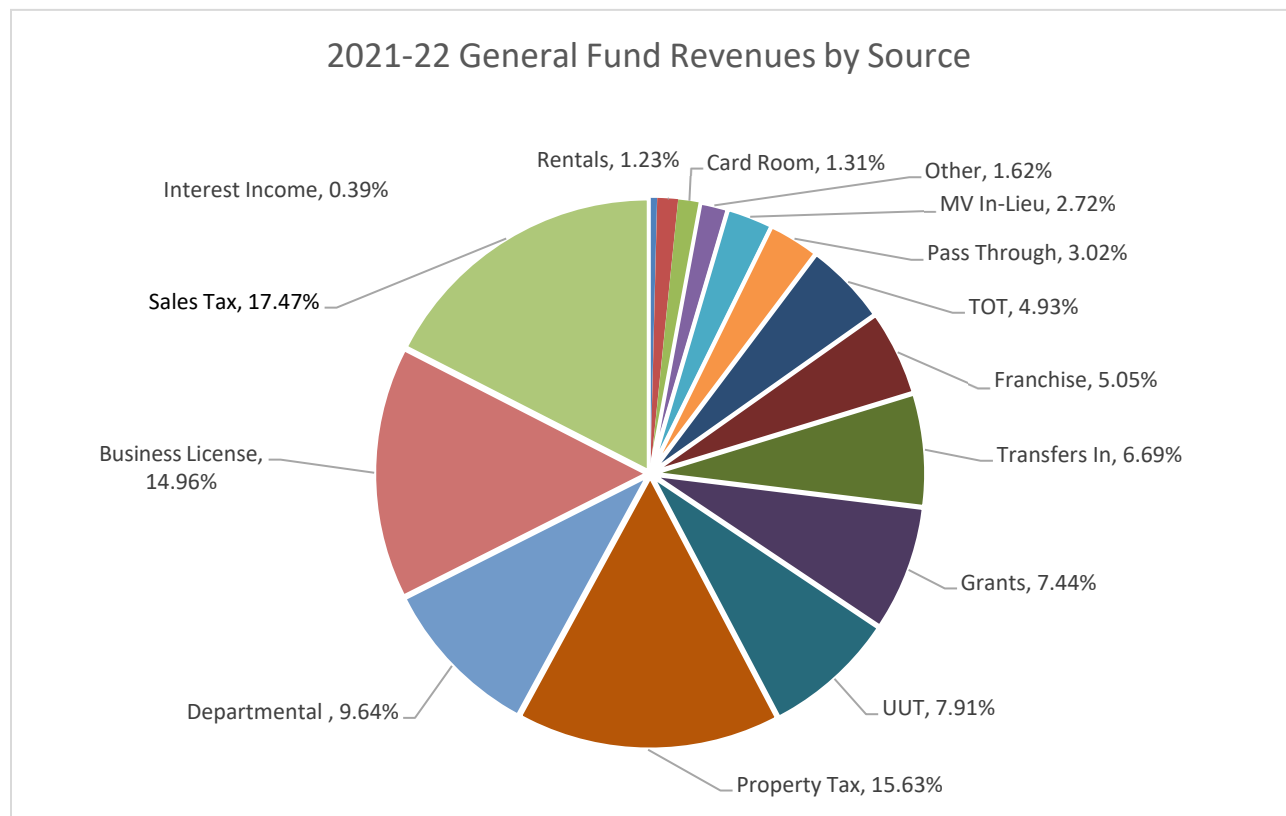
	FY 2020-21 YE Estimate	FY 2021-22 Budget	Increase/ (Decrease)	Percentage Inc/(Dec)
Revenues	\$ 41,142,965	\$ 38,299,065	\$ (2,843,900)	(6.91%)
Expenditures	<u>43,161,784</u>	<u>44,464,033</u>	<u>1,302,249</u>	3.00%
<i>Deficit</i>	\$ (2,018,819)	\$ (6,164,968)	\$ (4,146,149)	
<i>Projected Use of General Fund Balance</i>	\$ 2,018,819	\$ 6,164,968		

Projected FY 2021-22 ending General Fund Balance \$2,013,253

Projected FY 2021-22 ending Reserve for Economic Uncertainty \$23,001,785

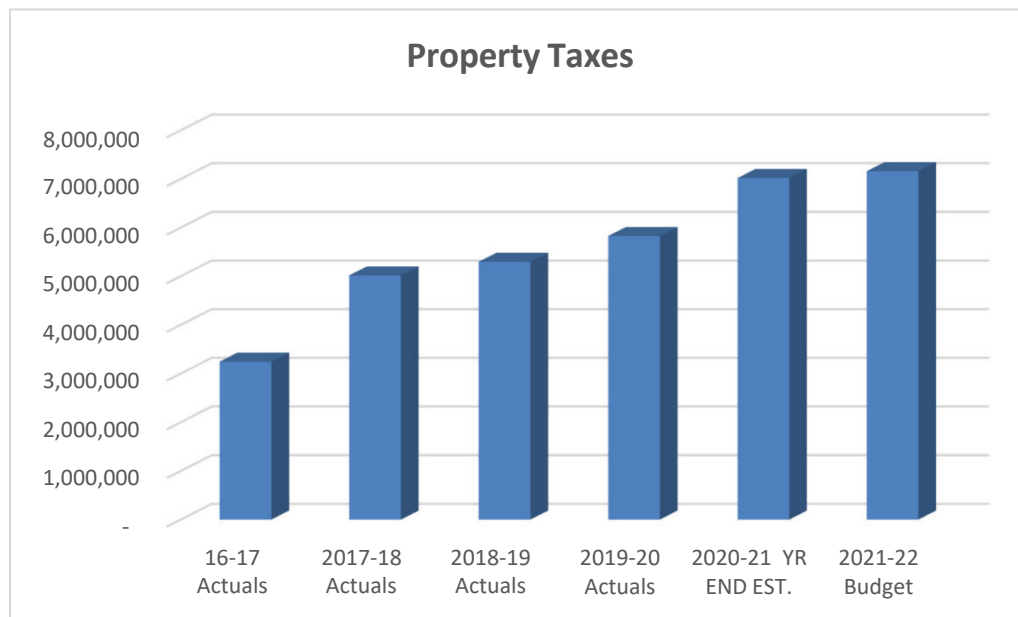
Revenues

The City's revenue streams are influenced by overall economic conditions. Total General Fund revenue projections for FY 2021-22 are approximately \$2.8 million less than FY 2020-21 year-end estimates. These reductions are due to the anticipated economic impacts resulting from the Covid-19 pandemic. The General Fund major revenue sources include sales taxes, business licenses, departmental, property, and utility users' taxes. Together the major sources comprise 65.6 percent of total General Fund revenues for FY 2021-22, as shown on the graph below. The remaining 34.4 percent includes revenues such as grants, transfers in, franchise fees, transient occupancy taxes (TOT), other and interest earnings.



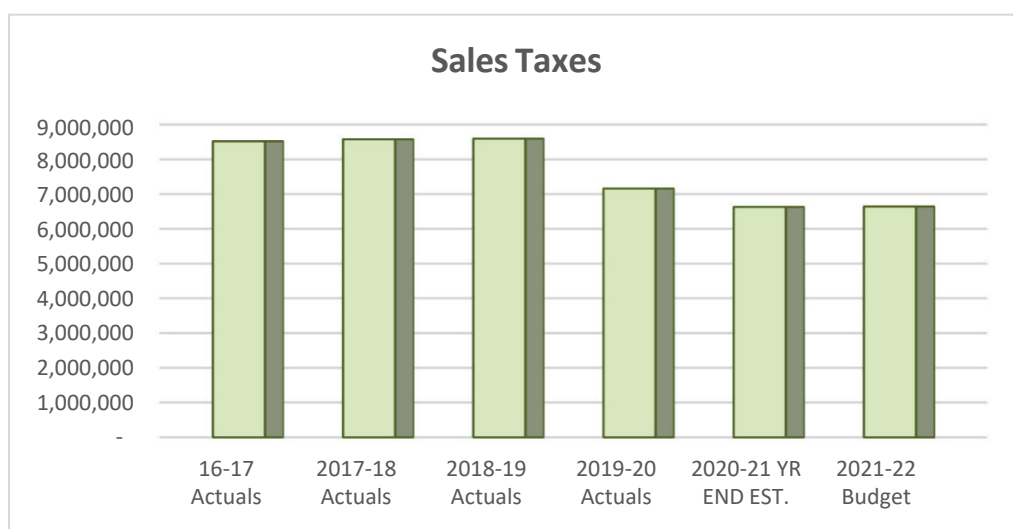
Property Tax

Based on the Property Assessment Value (AV) report from Alameda County, the City anticipates property tax revenues to remain consistent at \$7.1 million in FY2021-22.



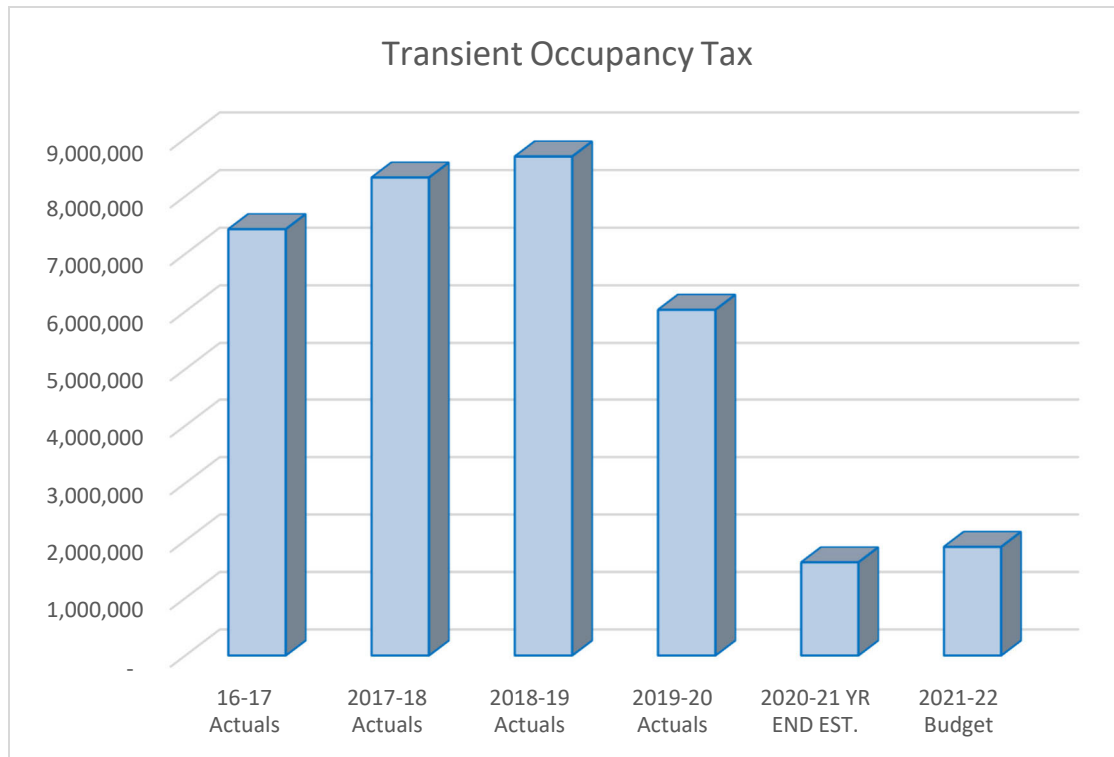
Sales Tax

Sales Tax revenues are projected to be \$6.7 million in FY 2021-2022 which is an increase of .2 percent from FY 2020-2021, but still \$1.97 million less than received in FY 2018-19.



Transient Occupancy Tax (TOT)

The hotel sector has been significantly impacted by the pandemic and is not expected to recover within the next budget cycle. Projected revenues for FY 2021-22 are \$1.9 million, a decrease from FY 2018-19 revenue of \$6.8 million.



Business License Tax

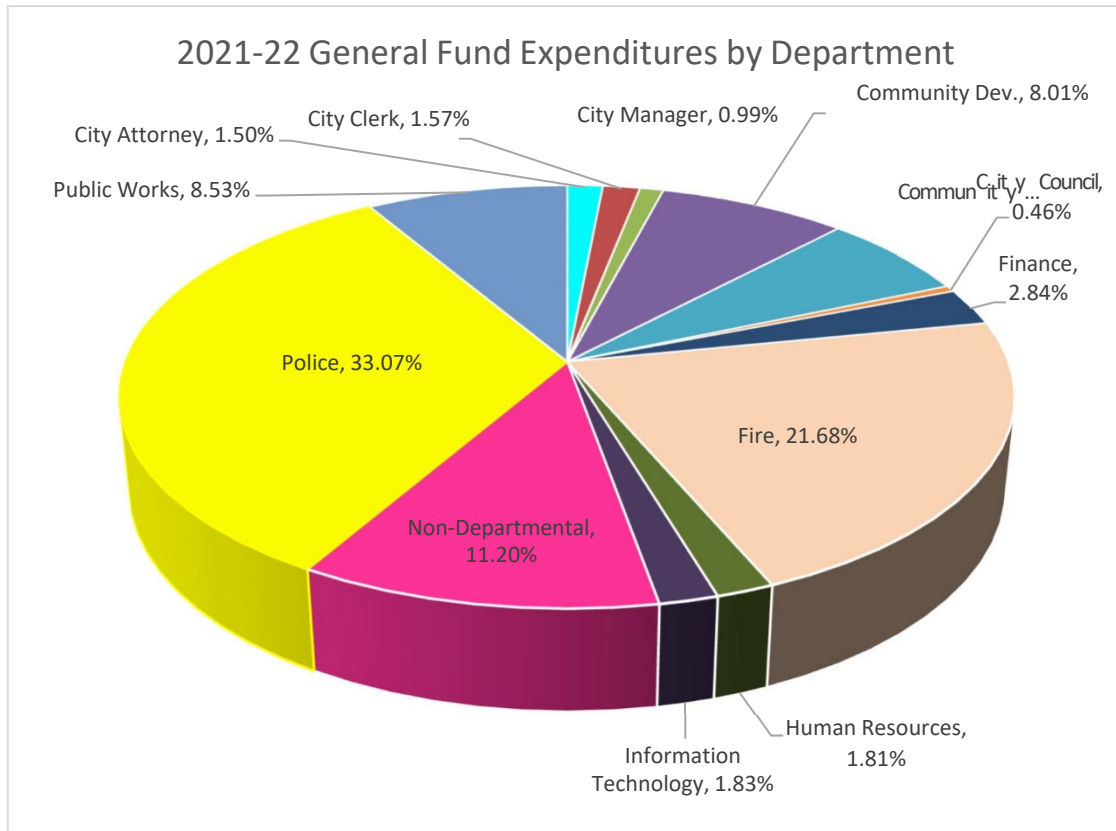
The City of Emeryville has 3,377 business license taxpayers. While approximately 150 businesses closed in 2020 during the pandemic, the business license tax revenues are still projected to generate \$5.1 million on FY 2021-22.

New Revenue; Measure F ¼ cent Sales Tax

In March of 2020 Emeryville voters approved a local ¼ cent sales tax measure that can be used to support a limited list of City expenditures. The projected revenue for FY 2021-22 is \$1.5 million and the proposed budget allocates that revenue to support the Emeryville Child Development Center, which is an authorized use under the ballot measure. The City Council will make an annual determination about how to allocate proceeds as part of the budget process.

Expenditures

General Fund projected expenditures have increased by \$1.30 million in FY 2021-22 over FY 2020-21 year-end estimates. For the FY 2021-22 budget, Departments were asked to reduce operational costs by 10% to offset projected revenue reductions.



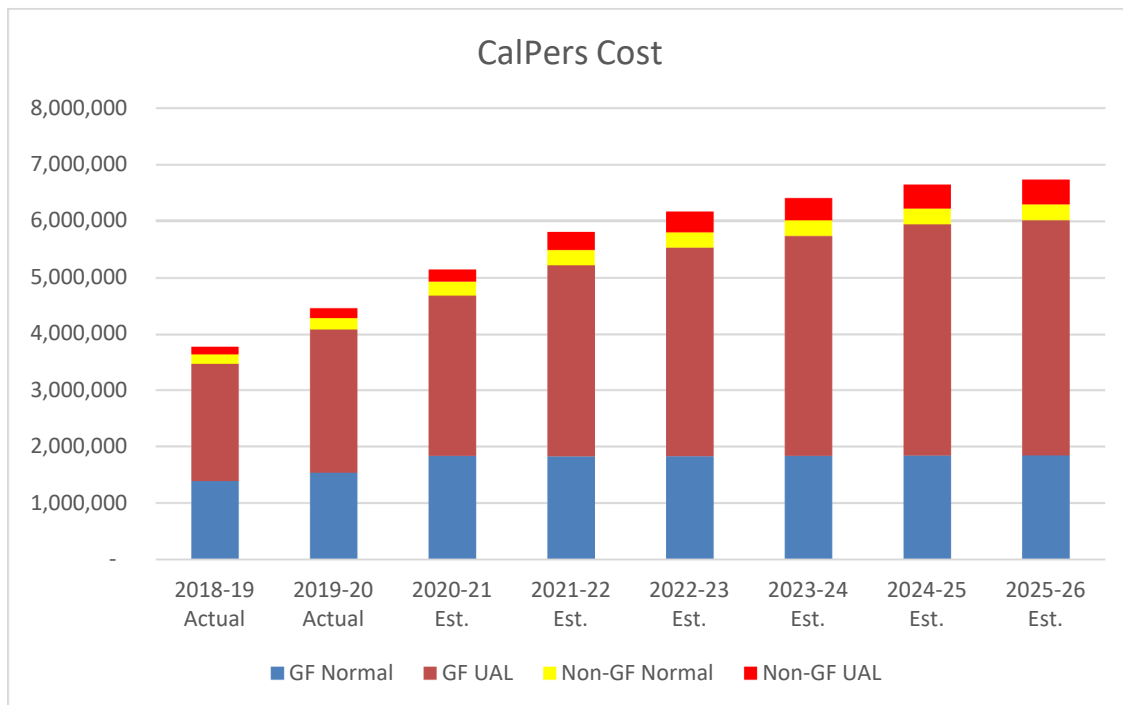
The Budget assumes almost \$1 million in salary and benefit savings from vacancies in various departments throughout the year.

The restructuring and reductions made to the current budget, including the use of \$6.16 million of the General Fund – Fund Balance, use of \$2.2 million in Federal Stimulus funding, the use of \$1.5 million of Measure F funds to cover the Emeryville Child Development Center costs, use of \$1 million in 115 Pension Trust Funds, maintaining existing vacancies until revenues return to normal, deferral of transfers to the litigation reserves and extending the useful lives on some vehicles, enable the City to continue providing core services to both residents and businesses during the upcoming fiscal year.

Reserve Policy – The City continues to develop the annual budget under the guidelines of the City’s Reserve Policy. The Reserve Fund’s projected balance at the end of FY 2021-22 is just over fifty percent of the General Fund operating expenditures as required by the policy. Depending on the collection of revenues in the coming year, the City may need to address the necessity to access the Reserve Fund during the year.

Pension - One of the benefits offered to City employees is participation in the CalPERS pension program. Following significant losses during the great recession and lower than

projected returns on assets held for the past several years, CalPERS changed the assumptions it applied to the funding requirements of the program. These assumptions changed the term of recovery from 30 years to 15 years, lowering the discount rate (projected annual earnings rate) from 7.375 percent to 7.0 percent and shortening the amortization life from 30 years to 20 years for future years. The resulting financial impacts of these changes will significantly increase future pension obligations, possibly resulting in reduced service levels throughout the City. The following is the actual and projected costs of the CalPERS through FY 2025-26 based upon current information available.



The City established a Section 115 Trust Fund to accumulate funds that can only be used towards future pension costs in addition to paying the required CalPERS annual pension payments. For FY 2021-22 the City has budgeted \$300,000 from interest earnings in the Trust but will be using \$1 million from the Trust to offset the costs in the current year. The Section 115 Trust Fund is projected to have a balance of \$12.4 million at the end of FY 2021-22.

Looking Forward

Staff will continue to streamline the City's organizational processes and optimize existing programs to continue to meet the needs of residents and businesses throughout the City. Staff will also work with the City Council to identify new revenue streams to offset some of the losses experienced from the pandemic. By continuing to improve efficiency and focusing on the longer-term forecast for the City's General Fund, residents, business leaders and community partners will continue to invest in and strengthen the Emeryville community.

Development – Emeryville is a great place to live and work, filled with many talented people with a diversity of interests. The business community and the City are both committed to maintaining the tradition of working together to build a stronger City. The City Council and staff work with businesses and developers to ensure the community grows at a pace that is healthy for the whole community. Staff's objective is to encourage expansion from existing businesses and attract new businesses that will improve the quality of life in Emeryville.

Capital Infrastructure Investment -The proposed focused FY 2021-22 Capital Project budget is approximately \$63.2 million, of which \$58.1 million is from previously authorized but uncompleted Capital Projects, whose funding is being carried forward and \$5.1 million in current capital additions of which \$2.7 million are grants. A number of significant infrastructure projects will be completed, commenced, or designed over the course of 2021-22 as set forth in the adopted 2019-24 Capital Improvement Program. Several of these projects are also reflected in the City Council's Goals and are important aspects of the City's continued growth and economic resilience.

City Council Goals - The City Council has identified the following Goals and Priority Projects for the next fiscal year:

- Complete South Bayfront Bridge and Horton Landing Park
- Advance Corp Yard remediation
- Complete 40th Street Redesign
- Complete Art Center
- Commence construction of Rail Safety/Quiet Zones
- Develop Revenue Generating Ballot Measures for 2022
- Develop a plan to electrify the City's vehicle fleet

Conclusion

The FY 2021-22 Budget reflects the City's continued stewardship of its fiscal resources, with careful use of one-time funds to bridge through the cycle of economic recovery. It is thanks to the City Council's commitment to prudent fiscal policies that the City has

resources available to support the organization through this challenging time. The City of Emeryville is a resilient, creative, and innovative community that will recover along with the entire region.

I would like to thank the City Council, the Budget and Governance Committee and the Budget Advisory Committee for their guidance and support throughout the development of the budget. In addition, I would like to thank the staff in all City Departments that contributed to the Fiscal Year 2021-22 budget. I would like to give special thanks to the Finance Department for their work and expertise throughout this year's budget process.



Christine Daniel
City Manager



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➤ MISSION STATEMENT

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



➤ CITY OF EMERYVILLE – OUR HISTORY

Emeryville has been a city in progress for one hundred and twenty-five years. Located on the east shore of San Francisco Bay between Oakland and Berkeley, directly opposite the Golden Gate, since incorporating in 1896 the town has grown into Emeryville, the City of Art and Innovation.

Indigenous People

The original inhabitants of what is now Emeryville were two groups of indigenous people, beginning several thousand years ago. Little is known about the first group, other than the physical evidence that they left behind. This included large piles of discards along the shore of the Bay, called shell mounds, one of which was particularly massive. This first group lived in the area for about 1,000 years, and then were displaced or assimilated by another group of native people who are believed to have migrated to the area from the Central Valley around 500 AD. These were the Muwekma Ohlone people, who subsisted mainly as hunter-gatherers and harvesters, and inhabited fixed village locations, moving temporarily to gather seasonal foodstuffs like acorns and berries.

In the late 18th century, when the Spanish began settling the San Francisco Bay Area, traveling north from their home base in Mexico, Don Luís María Peralta was among them. In 1820, as a reward for his long service to the Spanish crown as a soldier and civilian official, he was granted Rancho San Antonio, a 44,800-acre (70-square-mile) land grant covering the present-day cities of San Leandro, Oakland, Alameda, Piedmont, Berkeley, Albany, and Emeryville. In 1821, Mexico gained independence



from Spain, and Peralta and other "Californios" became citizens of Mexico. In 1842, Don Peralta divided the rancho among his four sons, with Vicente Peralta receiving the portion encompassing present-day West Oakland, North Oakland, and Emeryville. He built corrals and a slaughterhouse for his cattle in the area

around the Emeryville shell mound. The hides could be transported across the bay to the little village of Yerba Buena from an "embarcadero" slightly north of Temescal Creek. His hacienda was farther up the creek, about two miles to the east, near the present-day intersection of 55th and Vicente Streets.

Americans Arrive

In the 1840s, Americans began to arrive in California, precipitating the Mexican-American War. The war ended with the Treaty of Guadalupe Hidalgo on February 2, 1848, which gave California to the United States. Just nine days earlier, on January 24, 1848, James Marshall discovered gold at Sutter's Mill near Sacramento. It took a while for the word to spread, but by the following year the "Gold Rush" was on, and "49ers" flooded California by the tens of thousands. The village of Yerba Buena was renamed San Francisco and grew from a population of 1,000 to 25,000 in one year. On the east side of the Bay, the City of Oakland was founded in 1852 on land that was essentially stolen from Vicente Peralta. Desiring to profit from the inevitable, he hired a surveyor and began selling off the rest of his rancho, keeping just 700 acres for himself.

One of the Americans involved in the Gold Rush was Joseph Stickney Emery, a New Hampshire native who arrived in San Francisco in September 1850. A stonecutter by trade, he supplied the stone for the U.S. Mint building and also supervised the dredging of the ferry channel across the Bay. In 1858 he moved to Oakland, and in 1859 he purchased a 185-acre tract from Vicente Peralta, where he laid out Park Avenue and adjacent streets, and began selling lots. This settlement was originally called "Emery", but in 1884, the federal government established a post office on Park Avenue and named it "Emeryville"; the community has gone by that name ever since.

The Town is Incorporated

In the late 19th century, Emeryville was a motley community, with an amusement park on top of the old shell mound next to the Bay, an extensive enclave of stockyards and slaughterhouses called

"Butchertown" to the north, a paint plant and iron mill along the shoreline, a large horse racing track called the "Oakland Trotting Park" in the middle, and a bawdy commercial district along Park Avenue to the south. The Northern Railway was built along the shoreline in 1876, and, for the first time, provided direct rail access to the community. In 1885, the Northern Railway was acquired by Southern Pacific, which integrated it into its nationwide system, setting the stage for extensive industrial development.



Emeryville businessmen, dissatisfied with the minimal municipal services provided by Alameda County, leery of Oakland's annexation aspirations, and seeking to control their own destinies, decided to form their own town. On December 2, 1896, an election was held and incorporation was approved by a vote of 150 to 28. Thus, the Town of Emeryville (later redesignated as the City of Emeryville) was born.

Expansion in the 20th Century

The 20th century brought a rapid expansion of industrial development to Emeryville. This was accelerated by the relocation of industries from San Francisco following the 1906 earthquake and the advent of World War I in 1914-1918. A network of rail spurs ran throughout the town along almost every street, facilitating this industrial expansion. By the 1930s, almost 100 major companies called Emeryville home, including California Packing Corp. (later Del Monte Cannery), Fisher Body, Judson-Pacific, Oliver Tire and Rubber, Pacific Gas and Electric, Paraffin Paint Company, Pennzoil, Santa Fe Railroad, Shell Oil, Sherwin Williams Paints, Southern Pacific, Standard Electric, Union Oil, Western Electric, and Westinghouse.

In 1936, the Bay Bridge was built, with a network of highways connecting to it. The U.S. Highway System was established in 1926, and the Interstate Highway System was created in 1956, both of which ran through Emeryville. An extensive system of local and interurban electric cars provided public transportation service throughout the East Bay and San Francisco. During World War II in the 1940s, Emeryville's factories geared up for the war effort and employed almost 30,000 workers, including many women and African-Americans, to fulfill government contracts.



Transformation

With its solid industrial base and well-established transportation infrastructure of railroads and freeways, Emeryville continued to flourish until the 1960s, when industries began to abandon their central city locations and the city fathers made ambitious plans for transforming the city. In 1966, they adopted the city's first "General Plan", which called for filling in 400 acres of the Bay to create a new neighborhood with waterways, lagoons, and parks surrounding office, commercial, and high-density residential development, including a new civic center. However, before this could all be built, the State of California established the San Francisco Bay Conservation and Development Commission (BCDC), with a mandate to limit further filling of the Bay. The Emeryville peninsula that exists today, running along Powell Street about a mile into the Bay, was completed, but no further Bay fill was allowed. Nonetheless, this peninsula was enough to have a major impact on the future of the city. Eventually, it was developed with 1,249 condominium units, which doubled the population of the city, four office towers, a hotel tower, four restaurants, two marinas, and several acres of new park space.

In the 1970s, the City established a Redevelopment Agency and adopted a Redevelopment Plan. This put most of the city in a Redevelopment Area, resulting in “tax increment financing” from property tax, which generated millions of dollars for the Redevelopment Agency to use on capital improvement projects and affordable housing. The State abolished Redevelopment statewide as of February 2012, but during its 37 years of existence, the Emeryville Redevelopment Agency brought about a dramatic transformation of the city from a scrappy industrial town into a modern, mixed use urban community. The Agency invested over \$25 million in the cleanup of 144 acres of contaminated property, the legacy of the City’s industrial past, which won state, federal, and international recognition. Over \$192 million in Redevelopment funds were invested in the Capital Improvement Program, including six new parks, the Emeryville Greenway/bike path, public facilities such as the Emeryville Child Development Center, renovation of the Veterans Hall for use by the Senior Center, and production of over 750 units of affordable housing.

During the last two decades of the 20th century and the first two decades of the 21st century, many significant new developments were built. These included the East Bay Bridge and Powell Street Plaza shopping centers, the Pacific Park Plaza condominium tower next to the freeway, mixed use centers at Bay Street and the Public Market, the first IKEA store in Northern California, Pixar Animation Studios, many smaller commercial developments throughout the city, and hundreds of new housing units, many of which are deed-restricted as below market rate (BMR) affordable units.

The City of Art and Innovation

Art has also been an important aspect of civic life in Emeryville. In the 1970s, with the help of the Redevelopment Agency, a group of artists purchased two former industrial buildings and started the 45th Street Artists Cooperative, a limited equity coop where a number of artists live and work. In 1987, some of these artists founded the Emeryville Celebration of the Arts, an annual art show for Emeryville residents and workers. In the early 1990s, the City Council created the Art in Public Places Program, which requires new developments to include public art and/or to contribute to the city’s Public Art Fund. Under the direction of the City Council-appointed Public Art Committee, this program has funded dozens of public art installations throughout the city. The Art in Public Places Program will celebrate its 30th Anniversary in 2021.

In 2009, a new General Plan was adopted, focusing on “smart” growth, including a high-density mixed- use core area, an enhanced network of parks and open space, and an emphasis on alternative modes of transportation such as cycling, walking, and public transit. Current development trends in Emeryville point to increased growth in the research and development sector, particularly the life sciences, and development of additional affordable housing. In 2017, the City Council adopted a new Economic

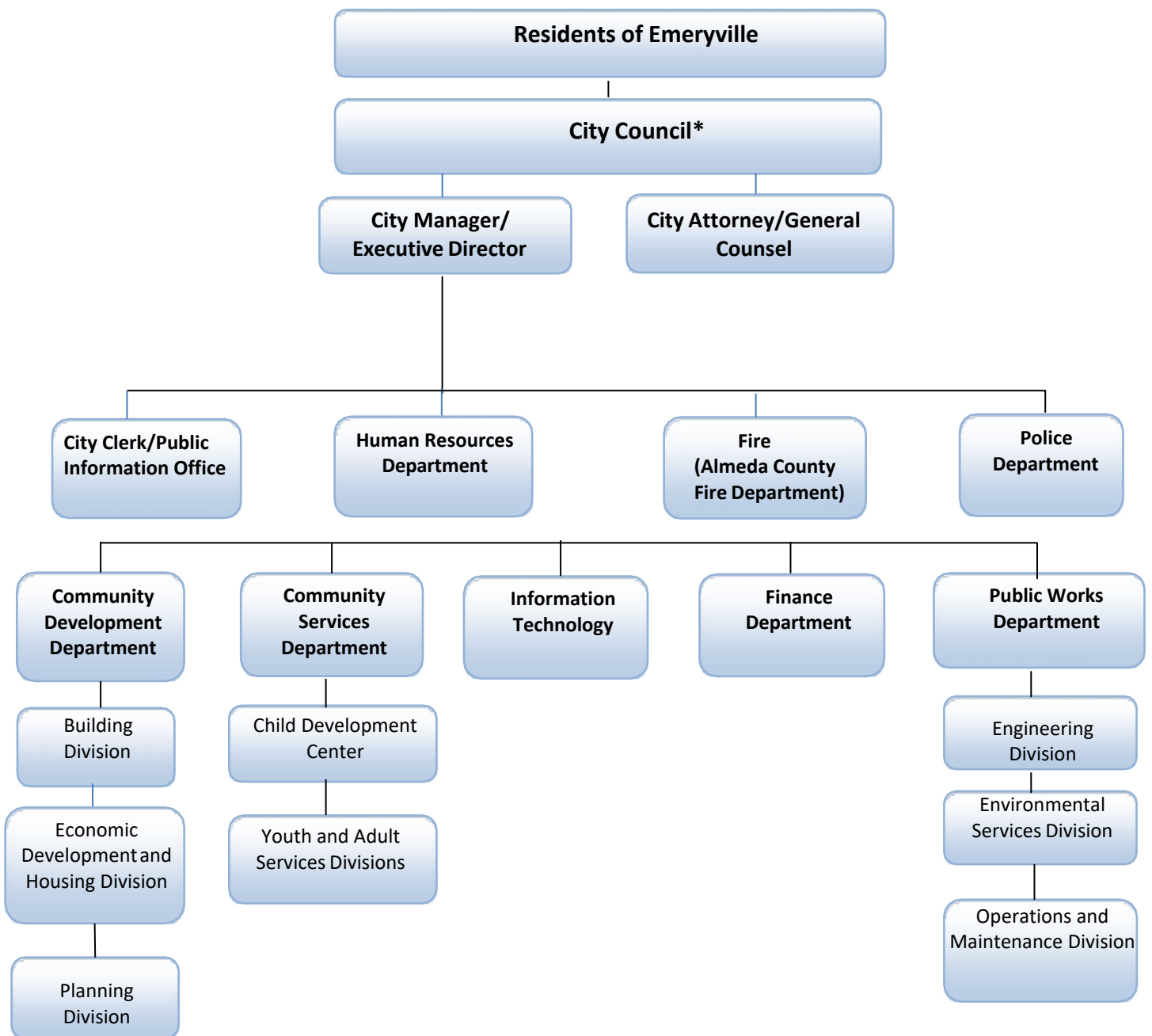


Development Strategy, focusing on infrastructure (including transit, bicycling, walking, parking management, and broadband), marketing and promotion (including an Art Center, façade grant program, and business incentives), community advancement (including youth programs, affordable housing, jobs training, labor standards, and support for low-income resident and low-wage earners), and network building. In 2021, the City Council adopted an Affordable Housing Bond Administration and Expenditure Plan, which will guide the expenditure of over \$64 million across seven separate programs that preserve and produce affordable housing.

Guided by the General Plan, Economic Development Strategy, Affordable Housing Expenditure Plan, and other City policies and programs, Emeryville is well positioned to embark on the next phase of its evolution as the City of Art and Innovation.



➤ CITY GOVERNMENT ORGANIZATION



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

➤ **BUDGET PROCESS AND BASIS OF BUDGETING**

BUDGET PROCESS

The budget process begins in December and culminates seven months later with the adoption of the Annual Budget in June.

Mid-Year Budget Review

Work begins in December of each year on the mid-year review. The mid-year review is a detailed analysis of all City revenues and expenditures during the current fiscal year. The mid-year report actual and estimates is published and distributed to the City Council, staff, and the general public for consideration during second half of each fiscal year. The mid-year financial analysis provides the financial starting point for the subsequent year's Operating Budget.

Update General Fund Five-Year Forecast

Preparing accurate General Fund revenue and expenditure forecasts is an important part of the budget process. The update of the five-year forecast of the General Fund begins during the mid-year budget review. The forecast is revised as necessary based on different budgeting scenarios and as more accurate revenue and expenditure data is available during the budget preparation process. The update and revisions occur again once year-end financial statements have been prepared.

Revenue Estimates

Revenue estimates are developed each year using the actual revenues realized from the prior fiscal year and adjusted upwards or downwards based on whether staff has information to suggest such an adjustment is necessary. For example, property taxes are adjusted based on the most recent assessed valuation reports that the City receives from the County. Similarly, the City's sales tax advisor develops sales tax revenue projections based on trends in various sales categories. Rate based revenues are based on the current rates, recent patterns, and anticipated changes by external influences.

Budget Preparation

Budget packets are distributed by the Finance Department to each City department in January. Departments submit preliminary budget requests to the Finance Department in February/March. During this time all revenue sources are projected. Budget staff reviews departmental requests and compiles the Preliminary Budget. The requested budgets are then presented to Senior Management and the City Manager for review and approval.

Recommendations and revisions from review sessions are incorporated into the proposed operating budget. The Budget and Governance and Budget Advisory Committees review, make recommendations, and then recommend the proposed operating and capital budgets to the full Council.

After giving due consideration to all feedback, the City Council finalizes and adopts the budget by June 30th.

Five-Year Capital Improvement Program

The City of Emeryville Five-Year Capital Improvement Program (CIP) is a multi-year planning instrument that identifies the construction of new facilities and infrastructure, and for the expansion, rehabilitation, or replacement of existing City-owned assets. Each year a CIP budget is developed in conjunction with the operating budget and reflects changing priorities and funding availability.

Budget Amendments

All changes to the Operating Budget throughout the year require budget amendments which require the following levels of governing body approval:

Items Requiring Council or Agency Action

- Appropriation of fund balance reserves
- Transfers of appropriations between funds
- New inter-fund loans or advances
- Creation of new capital projects
- Transaction which increases total fund expenditures
- Budget modifications in excess of \$25,000

Items Delegated to the City Manager or Executive Director

- Budget modifications up to - \$25,000.
- Transfers between departments and divisions so that the total fund budget remains the same.
- Approval of transfers within funds which increase or decrease salary and benefit appropriations so that the total fund budget remains the same.

Items Delegated to Department Heads

- Allocation of departmental appropriations to line items except for salary and benefit appropriations
- Changes which exceed current funds disbursement authorizations must be approved by the City Manager/Executive Director. These changes cannot increase the department budget.

BASIS OF BUDGETING

Governmental Funds include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds. The Governmental Funds and the Successor Agency to the Former Redevelopment Agency Funds are accounted for using the modified accrual basis of accounting. Modified accrual accounting recognizes revenues when they become available and measurable and, with a few exceptions, recognizes expenditures when liabilities are incurred. This system divides available funds into separate entities within the organization to ensure that the money is being spent where it was intended.

Proprietary funds include Enterprise Funds and Internal Service Funds. These funds are accounted for using the accrual basis of accounting. Accrual basis of accounting measures the performance and position of the City by recognizing economic events regardless of when cash transactions occur. The general idea is that economic events are recognized by matching revenues to expenses (the matching principle) at the time in which the transaction occurs rather than when payment is made (or received).

The budgetary process is based upon accounting for certain transactions on a basis other than generally accepted accounting principles (GAAP basis). The major difference between the budgetary basis and GAAP basis is that year end encumbrances are recognized as the equivalent of expenditures on the budgetary basis in governmental funds, while encumbered amounts are not recognized as expenditures on the GAAP basis.



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MEMORANDUM

DATE: June 1, 2021

TO: Christine Daniel, City Manager

FROM: Brad Farmer, Finance Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Adopting The Operating Budget For Fiscal Year 2021-22 (“Operating Budget”), And Appropriating Funds And Projecting Funds As Set Forth In The Operating Budget

RECOMMENDATION

Staff recommends that the City Council review and adopt a Resolution approving the proposed Operating Budget for the City of Emeryville, and appropriating funds, for Fiscal Year (FY) 2021-22.

BACKGROUND

The City of Emeryville, along with the rest of the world, is beginning to recover from the lengthy COVID-19 pandemic and related economic shut-down. Unfortunately, the length of that recovery remains uncertain. The City’s primary revenue streams (sales tax, hotel tax, business license tax and cardroom tax), were all negatively affected by the pandemic. While all are recovering, industries are reacting differently to the recovery and each will take a different amount of time. The City must plan accordingly and make prudent fiscal decisions about how to best use its resources to sustain services for the long term. The proposed Budget for FY 2021-22 represents the thoughtful work of the Budget & Governance and Budget Advisory Committees over the last year, as well as staff throughout City Departments who prepared careful and reasonable expenditure budgets that maintain services while respecting resource constraints.

The proposed FY 2021-22 Budget represents a departure from prior City budgets in several significant ways. First, this is a single year budget. In the past, the City has adopted budgets in two-year cycles to provide stability in the budgetary process. However, given the uncertainties surrounding the economic recovery, the Budget & Governance Committee supported two single year budgets (FY 2021-22, and 2022-23) for the next fiscal cycle so that the City could have more time to assess the vigor of the recovery before making significant budget modifications. Second, this Budget relies on several one-time strategies to close the projected gap between revenues and expenditures in FY 2021-22. Third, this Budget incorporates the Successor Agency of the Former Redevelopment Agency of the City of Emeryville to provide a comprehensive picture of the City’s overall financial oversight. Previously the Successor Agency adopted

Resolution No. SA02-21, approving, and adopting the administrative budget and Recognized Obligation Payment Schedule (ROPS) for July 1, 2021-June 30, 2022.

Please note that one item included in the Successor Agency's approval of the ROPS has been determined to be unnecessary. The ROPS included a City Loan as Item No. 125. This loan from the City was contingent upon the Successor Agency not having sufficient funding available from the Redevelopment Property Tax Trust Fund or other approved funding sources to conduct certain environmental remediation activities. Following the state Department of Finance's approval of the 21-22 ROPS, it was determined that the Successor Agency did have sufficient resources and the loan between the City and Successor Agency is not necessary for FY 2021-22.

Finally, the proposed Budget aligns with the focused approach on major City projects articulated by the City Council earlier this year. At a January 19, 2021 Study Session, the City Council reviewed its goals and priority projects and discussed its focus for the next budget cycle. Given the fiscal constraints resulting from the pandemic, Councilmembers indicated their interest in completing major projects that were underway and adding only two new focus areas. What follows are the goals and priority projects for FY 2021-22:

1. Complete South Bayfront Bridge and Horton Landing Park
2. Advance Corp Yard Remediation
3. Complete 40th Street Redesign
4. Complete Art Center
5. Commence construction of Rail Safety / Quiet Zones
6. Develop Revenue Generating Ballot Measures for 2022 (New)
7. Develop a plan to electrify the City's vehicle fleet (New)

DISCUSSION

Citywide Operational Budget

Revenues City-wide are projected to be \$115.9 million, including \$26.37 million or 22.7 percent in Successor Agency revenues. The City's revenues total \$89.6 million, of which \$38.3 million or 42.7 percent are General Fund revenues. The City's expenditures are projected to be \$174.6 million, of which \$27.1 million or 15.5 percent is Successor Agency expenditures. The City's General Fund expenditures total \$44.46 million or 30.15 percent of the City's expenses. The General Fund is the City's main source of unrestricted funds. This proposed budget funds 170.13 full-time equivalent employees. This Budget follows the reserve requirements, which set a minimum reserve for the General Fund at 50% of Operational Costs.

Overview of the General Fund Proposed Operating Budget for FY 2021-22

In FY 2021-22, General Fund revenues are projected to be \$38.3 million, and expenditures are projected to be \$44.46 million. Revenues incorporate several one-time funding sources including: \$2.2 million in federal stimulus funds, \$1 million from the City's

115 Pension Trust and \$1.5 million from the Measure F quarter cent sales tax. \$6.16 million of the remaining gap between revenues and expenditures is proposed to be closed by applying fund balance generated in prior years. Additionally, the budget proposal includes deferring some costs to subsequent fiscal years, not adding new capital projects, and holding a number of positions vacant throughout the City organization. These strategies are not sustainable for the long term but are sufficient to bridge the City through to the next fiscal year as the recovery continues.

	FY 2020-21 YE Estimate	FY 2021-22 Budget	Increase/ (Decrease)	Percentage Inc/(Dec)
Revenues	\$ 41,142,965	\$ 38,299,065	\$ (2,843,900)	(6.91%)
Expenditures	<u>43,161,784</u>	<u>44,464,033</u>	<u>1,302,249</u>	3.00%
<i>Deficit</i>	\$ (2,018,819)	\$ (6,164,968)	\$ (4,146,149)	
<i>Projected Use of General Fund Balance</i>	\$ 2,018,819	\$ 6,164,968		

Projected FY 2021-22 ending General Fund Balance \$2,013,253

Projected FY 2021-22 ending Reserve for Economic Uncertainty \$23,001,785

The assumptions brought forward at the joint meeting of the Budget Advisory and Budget and Governance Committees on April 30, 2021 were carried forward in the preparation of this proposed budget. Below as a reminder are the strategies implemented in the proposed budget.

1. Utilizing \$1 million of the 115 Pension trust to cover current costs,
2. Utilizing \$1.5 million of Measure F funds to cover the General Fund costs associated with the Emeryville Child Development Center,
3. Maintaining vacancies across multiple departments,
4. Deferring transfers into the Litigation Fund and pushing out some vehicle replacement costs, and
5. Maintaining the current allocation for the Residual Property Tax Reserve and Use Policy, which was altered for the fiscal year budgets 2019-20 and 2020-2021, as follows:

	Allocation per Policy	Allocation effective July 1, 2020	Allocation used for FY 2021-22
General Fund 101	26.0%	50.0%	50.0%
General Capital Improvement Fund 475	50.0%	47.5%	22.5%
Affordable Housing Fund 299	20.0%	20.0%	20.0%
Public Art Fund 243	0.0%	2.5%	2.5%
Economic Development Fund 202	5.0%	5.0%	5.0%
	100%	100%	100%

Capital Infrastructure Investment

The proposed focused FY 2021-22 Capital Project budget is approximately \$63.2 million, of which \$58.1 million is from previously authorized but uncompleted Capital Projects, whose funding is being carried forward and \$5.1 million in current capital additions of which \$2.7 million are grants. A number of significant infrastructure projects will be completed, commenced, or designed over the course of 2021-22 as set forth in the adopted 2019-24 Capital Improvement Program. Several of these projects are also reflected in the City Council's Goals and are important aspects of the City's continued growth and economic resilience.

The City will continue to face long-term financial impacts resulting from the economic slowdown and the lingering effects of the COVID-19 pandemic. Staff will continue to monitor economic indicators and bring forward any revised budget adjustments necessary based upon how the economy recovers throughout this coming fiscal year.

REVIEW BY COMMITTEES

As part of preparing the proposed budget, staff met with both the Budget Advisory Committee and Budget and Governance Committee throughout the process to review and provide guidance on the formation of the proposed budget. The final Proposed Fiscal Year 2021-22 Budget was presented to the Budget Advisory Committee on May 14th and to the Budget and Governance Committee on May 20th. Both Committees recommended the Proposed Fiscal Year 2021-22 Budget be forwarded to the full City Council with a recommendation to approve as submitted.

FISCAL IMPACT

The proposed budget for FY 2021-22 will establish the Operating and Capital Budgets for both the City of Emeryville and for the Successor Agency to the Former Redevelopment Agency of the City of Emeryville, as outlined in the attached Budget.

CONCLUSION

Staff recommends that the City Council review and adopt the Proposed Operating Budget and Appropriation of Funds for Fiscal Year 2021-22.

PREPARED BY: Brad Farmer, Finance Director

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Proposed Fiscal Year 2021-22 Budget

RESOLUTION NO. 21-54

Resolution Of The City Council Of The City Of Emeryville Adopting The Operating Budget For Fiscal Year 2021-22 (“Operating Budget”), And Appropriating Funds And Projections Funds As Set Forth In The Operating Budget

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

WHEREAS, the City Manager presented the one-year Proposed Operating Budget for Fiscal Year 2021-22 to the Budget Advisory Committee and Budget and Governance Committee for their consideration prior to presenting it to the City Council at its June 1, 2021 meeting; and

WHEREAS, the City’s Reserve Policy, Residual Property Tax Reserve and Use Policy, and the Commercial Property Transfer Tax Policy all guided development of the Proposed Operating Budget; and

WHEREAS, the Budget includes the use of short-term, bridging strategies to balance the General Fund budget as the regional economy recovers from the COVID-19 pandemic; and

WHEREAS, the Budget proposes to suspend the Commercial Property Transfer Tax Policy for the 2021-22 budget cycle and use a portion of the commercial property transfer tax revenue to balance the General Fund budget; and

WHEREAS, the City Council, having fully reviewed the Proposed Operating Budget for Fiscal Year 2021-22, finds, and determines that the Proposed Operating Budget should be adopted and prepared in the final form; now, therefore, be it

RESOLVED by the City Council of the City of Emeryville that:

- A. The Operating Budget for Fiscal Year 2021-22 (“Operating Budget”) is hereby approved as set forth in Exhibit A hereto, a copy of which is on file with the City Clerk, and authorizes the preparation of the adopted Operating Budget for Fiscal Year 2021-22 in conformance with Exhibit A; and
- B. The funds set forth in the Operating Budget are hereby appropriated in the manner and for the purposes set forth in the Operating Budget; and
- C. The revenues for all City funds are projected as set forth in the Operating Budget.

Resolution No. 21-54
Citywide Budget Resolution
City Council Meeting | June 1, 2021
Page 2 of 2

ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, June 1, 2021, by the following vote:

AYES:	<u>5</u>	Mayor Martinez, Vice Mayor Donahue, and Council Members Bauters, Medina, and Patz
NOES:	<u>0</u>	
ABSTAIN:	<u>0</u>	
ABSENT:	<u>0</u>	

DocuSigned by:

Dianne Martinez

BBAF287D25AB463...

MAYOR

ATTEST:

DocuSigned by:

Sheri Hartz

FB7B5D8EAB6A4BE...

CITY CLERK

APPROVED AS TO FORM:

DocuSigned by:

Andrea Visveshwara

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INTERIM CITY ATTORNEY



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City of Emeryville
2021-22 Budget

City-wide Budget by Fund

2021-22				
	Operating Revenues	Operating Expenses	Capital Expenses	Net Change in Fund Balance
General Fund and Reserves				
101 General Fund	\$ 38,299,065	\$ 44,464,033	-	\$ (6,164,968)
202 Economic Development	264,300	77,000	-	187,300
203 Community Programs	-	83,500	-	(83,500)
275 Economic Uncertainty	100,500	-	-	100,500
277 Disaster Fund	17,085	-	-	17,085
712 Pension Trust	800	26,520	-	(25,720)
715 PERS Liability Fund Reserve	300,000	1,000,000	-	(700,000)
Operating Funds				
205 Community Devel. Block Grants	10,395	10,395	-	-
208 Cal Home	50,000	-	-	50,000
210 Police Impound- State	-	32,000	-	(32,000)
211 Police Impound- Federal	-	-	-	-
212 Small Local Business Support	-	-	-	-
213 Police Impound - Federal	-	-	-	-
230 Child Development	2,900,000	2,612,137	-	287,863
235 PEG Program	1,075	-	-	1,075
252 Supplemental Law Enforcement	100,000	100,000	-	-
258 Emergency Medical Service	192,100	191,500	-	600
261 Measure B - Paratransit	29,700	25,718	-	3,982
263 Measure BB - Paratransit	30,600	41,756	-	(11,156)
267 Measure F	1,500,000	1,500,000	-	-
268 Community Development Technology	101,639	53,782	-	47,857
269 Parking Program	778,200	776,656	-	1,544
271 Code Enforcement	-	-	-	-
510 Sewer Operations	1,153,903	900,790	182,860	70,253
805 Property Based Improvement District	5,012,400	4,543,298	-	469,102
Capital Funds				
475 General Capital	2,014,140	1,553,467	25,136,841	(24,676,168)
204 Environmental Programs	22,000	26,000	-	(4,000)
215 Catellus	-	-	2,978	(2,978)
220 Gas Tax	307,125	260,000	175,000	(127,875)
221 Road Maintenance and Rehabilitation	232,289	-	654,021	(421,732)
225 General Plan Maintenance Fee	496,483	1,005,833	137,767	(647,117)
237 Park Impact Fees	55,000	-	-	55,000
238 VRF-Streets and Roads Fund	44,653	3,234	50,000	(8,581)
239 Affordable Housing Impact Fees	30,000	-	300,000	(270,000)
240 Measure B-Streets and Roads	233,572	11,562	500,000	(277,990)
242 Measure BB-Streets/Roads	294,102	15,385	639,195	(360,477)
243 Public Art	175,000	147,200	229,935	(202,136)
247 EPA Grant	10,000	-	-	10,000
250 Traffic Impact Fees	362,625	-	1,125,271	(762,646)
251 Urban Forestry	1,500	-	2,715	(1,215)
254 Grant Fund	10,678,637	66,500	9,192,702	1,419,435
262 Measure B - Bicycles/Pedestrians	30,584	1,562	84,603	(55,582)
264 Measure BB - Bicycles/Pedestrians	32,528	1,562	57,298	(26,332)
265 Source Reduction & Recycling	5,000	5,000	-	-



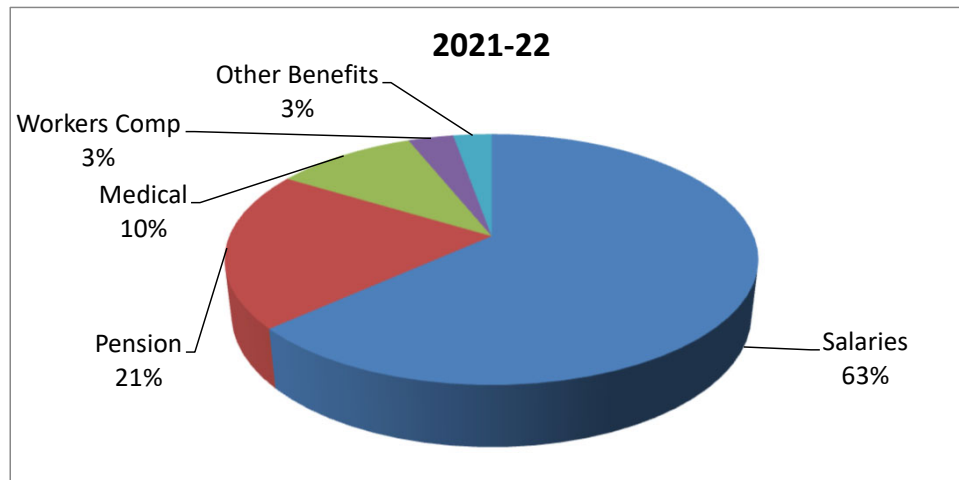
City of Emeryville
2021-22 Budget

City-wide Budget by Fund

	2021-22			Net Change
	Operating Revenues	Operating Expenses	Capital Expenses	in Fund Balance
Capital Funds continued				
266 Measure D	34,000	25,000	-	9,000
298 Housing Successor	459,644	35,500	132,031	292,113
299 Affordable Housing	1,200,000	823,852	3,077,608	(2,701,460)
444 1999 Revenue Bonds Capital	500	-	105,910	(105,410)
471 Pedestrian Path Improvement	1,600	-	209,000	(207,400)
472 Redevelopment Bonds	40,000	-	4,021,335	(3,981,335)
473 Developer Reimbursements	55,000	-	1,578,775	(1,523,775)
477 Emeryville Center for Community Life	25,000	-	36,000	(11,000)
479 Redevelopment Implementation Plan	-	-	3,800,000	(3,800,000)
495 Marina	508,100	340,777	5,174,408	(5,007,086)
511 Sewer Capital	305,000	115,000	1,579,541	(1,389,541)
513 Sewer Connection Fee	195,000	70,000	-	125,000
650 Major Maintenance	1,111,175	756,000	5,039,972	(4,684,797)
660 Vehicle Replacement	436,500	-	1,222,320	(785,820)
670 Technology	362,000	430,000	1,023,311	(1,091,311)
Debt Service Funds				
344 1999 Revenue Bonds Debt Service	-	525,100	-	(525,100)
345 1998 Lease Revenue Bonds	368,500	368,500	-	-
721 East Baybridge District	-	1,000	-	(1,000)
790 Bay/Shellmound District	-	-	-	-
802 West Emeryville District	-	-	-	-
Internal Service and Benefit Trust Funds				
270 Litigation	12,060	242,500	-	(230,440)
295 Mgmt of Emeryville Services Authority	16,515,074	16,515,074	-	-
600 Workers Compensation	998,834	1,353,100	-	(354,266)
610 Dental	235,846	229,900	-	5,946
620 Unemployment	98,407	75,000	-	23,407
700 Accrued Benefits	498,478	309,500	-	188,978
710 Post-Employment Health Benefits	273,791	255,900	-	17,891
Successor Agency				
282 RDA Retirement Fund (RPTTF)	15,254,474	15,254,474	-	-
832 SA-2014A Debt Service Fund	9,762,050	10,546,930	-	(784,880)
833 SA-2014B Debt Service Fund	1,352,416	1,350,243	-	2,173
City-wide Revenues and Expenditures	\$ 115,970,448	\$ 109,159,740	\$ 65,471,397	\$ (58,660,689)

City-wide Salaries and Benefits By Category

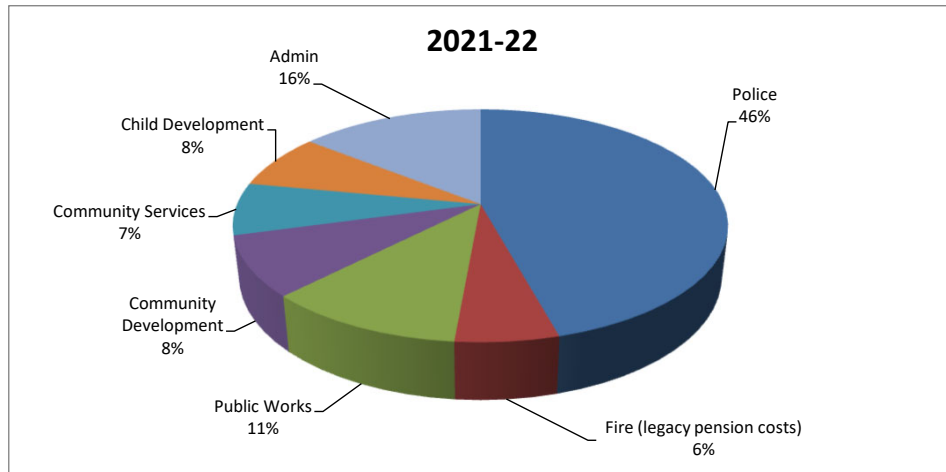
Cost of Authorized Positions



	<u>2020-21</u> Budget	<u>2021-22</u> Projection	<u>2022-23</u> Projection	<u>2023-24</u> Projection	<u>2024-25</u> Projection	<u>2025-26</u> Projection
Full-time Staff Positions	175.72	170.13	174.27	176.00	176.00	176.00
<u>Salaries</u>						
Includes steps, add pays, and overtime	\$ 18,488,730	\$ 18,550,922	\$ 18,864,977	\$ 19,040,764	\$ 19,100,225	\$ 19,118,877
<u>Benefits</u>						
<u>Pension</u>						
Pension - PERS Normal Cost	2,079,670	2,092,776	2,098,848	2,109,189	2,114,706	2,116,163
Pension - Unfunded Liability	3,040,140	3,718,246	4,075,200	4,301,500	4,533,800	4,621,400
Pension - Supplemental Police plan	131,940	161,733	162,049	162,211	162,211	162,211
	<u>5,251,750</u>	<u>5,972,755</u>	<u>6,336,097</u>	<u>6,572,901</u>	<u>6,810,717</u>	<u>6,899,774</u>
<u>Medical</u>						
Medical Insurance, including in lieu	2,187,490	2,275,625	2,417,489	2,548,225	2,676,883	2,813,904
Dental/Vision	277,880	277,514	291,817	306,467	321,790	337,879
Retiree Medical trust contribution	166,100	175,941	188,369	200,299	213,318	227,184
Medicare	274,530	271,005	276,071	278,830	279,732	279,963
	<u>2,906,000</u>	<u>3,000,085</u>	<u>3,173,746</u>	<u>3,333,820</u>	<u>3,491,723</u>	<u>3,658,930</u>
<u>Workers Compensation</u>	<u>1,381,979</u>	<u>963,659</u>	<u>1,050,408</u>	<u>1,140,713</u>	<u>1,234,809</u>	<u>1,334,200</u>
<u>Other</u>						
Employee Leave payout	340,460	490,478	519,457	548,441	577,429	606,289
Compensation Benefit	55,330	48,720	48,720	48,720	48,720	48,720
Uniform Allowance	84,110	78,700	78,700	78,700	78,700	78,700
Long-term Disability	45,590	45,777	47,675	49,536	51,263	52,861
Unemployment, Life, Other	106,790	152,829	155,577	67,663	159,058	160,146
Subtotal, Benefits	<u>10,172,010</u>	<u>10,753,003</u>	<u>11,410,380</u>	<u>11,840,495</u>	<u>12,452,418</u>	<u>12,839,621</u>
Total, Salaries and Benefits	<u>\$ 28,660,740</u>	<u>\$ 29,303,925</u>	<u>\$ 30,275,356</u>	<u>\$ 30,881,258</u>	<u>\$ 31,552,642</u>	<u>\$ 31,958,498</u>
% Growth		2%	3%	2%	2%	1%

City-wide Salaries and Benefits by Program

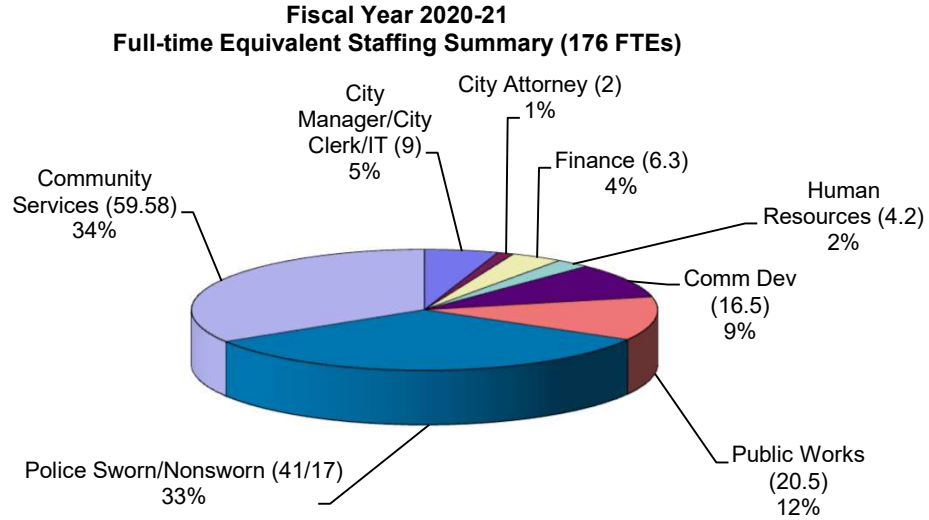
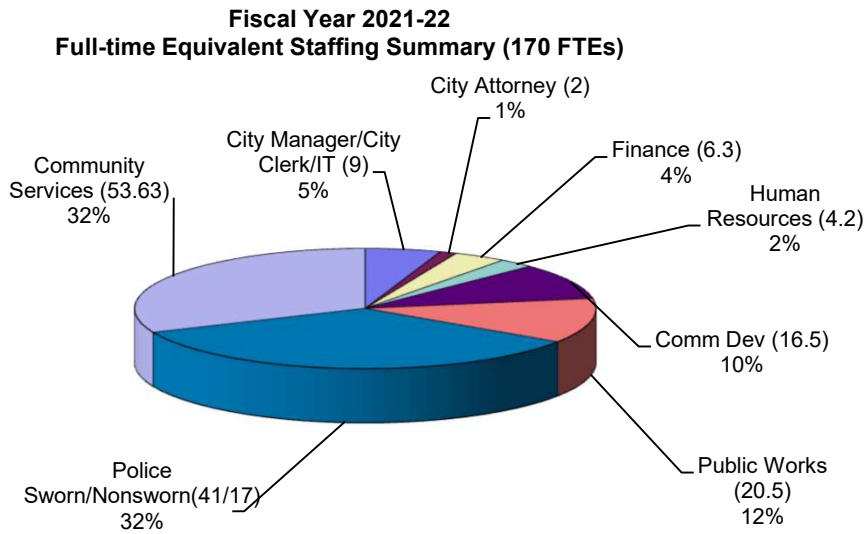
Cost of Authorized Positions



	<u>2020-21</u> Budget	<u>2021-22</u> Projection	<u>2022-23</u> Projection	<u>2023-24</u> Projection	<u>2024-25</u> Projection	<u>2025-26</u> Projection
Full-time Staff Positions	175.72	170.13	174.27	176.00	176.00	176.00
<u>General Fund</u>						
Police Admin	\$ 4,465,300	\$ 4,264,753	\$ 4,356,638	\$ 4,423,680	\$ 4,518,357	\$ 4,577,606
Police Field	8,518,500	8,897,989	9,117,016	9,287,151	9,497,667	9,637,345
Fire Legacy Pension	1,414,700	1,651,665	1,765,000	1,815,000	1,864,000	1,868,000
Public Works Admin	719,600	730,069	751,738	765,120	784,243	795,790
Public Works Maintenance	1,168,100	1,234,526	1,282,666	1,323,671	1,364,381	1,394,525
Planning	572,100	577,760	589,936	598,331	610,030	616,616
Building	460,500	483,596	492,963	498,568	507,496	513,730
Economic Development and Housing	560,800	523,753	543,263	560,112	571,455	578,270
Community Services Events	53,000	80,765	82,897	84,096	85,790	86,934
Community Services Aquatics	356,000	353,108	409,242	410,886	415,880	418,586
Community Services Facilities	301,200	265,929	321,135	347,979	351,921	353,925
Community Services Youth Camp	289,800	249,439	280,674	283,851	288,178	289,763
Community Services Before/After School	498,840	480,879	490,202	495,235	502,600	505,334
Community Services Adult	381,300	382,289	395,357	403,058	411,194	416,635
Community Services Adult Class & Sports	266,200	197,578	233,330	276,913	280,759	282,949
Community Services Youth Class & Sports	101,700	95,128	98,526	100,904	103,357	104,357
City Council	175,600	176,090	180,383	184,947	188,481	192,237
City Manager	423,200	426,772	431,700	434,008	439,145	441,775
City Clerk	478,200	494,862	502,536	506,841	513,971	517,896
Information Technology	745,000	775,474	787,006	793,782	806,232	814,238
City Attorney	517,800	534,276	539,479	541,521	547,462	550,384
Finance	1,053,100	1,063,965	1,089,114	1,101,365	1,119,295	1,130,720
Human Resources	700,900	686,793	709,932	713,406	723,286	728,901
	24,221,440	24,627,457	25,450,730	25,950,425	26,495,178	26,816,518
% change		2%	3%	2%	2%	1%
<u>Special Revenue/ Enterprise Funds</u>						
CDBG	205	4,700	-	-	-	-
General Plan	225	664,600	670,426	684,007	705,812	713,739
Child Development	230	2,253,500	2,220,698	2,313,885	2,376,230	2,449,652
Police - State COPS program	252	150,000	100,000	100,000	100,000	100,000
Measure BB - St & Road	242	13,100	13,823	13,823	13,823	13,823
Public Works - Measure D	266	53,000	25,000	25,000	25,000	25,000
Comm Dev Tech	268	3,700	3,782	3,842	3,875	3,924
Parking Program	269	-	292,830	307,749	320,975	337,075
Affordable Housing	299	170,400	163,010	166,077	168,097	171,429
Public Works CIP	475	658,300	687,467	701,562	711,482	725,095
Marina	495	174,100	197,492	202,620	207,177	212,088
Public Works - Sewer	510	293,900	301,940	306,060	308,929	313,566
City-wide Total	\$ 28,660,740	\$ 29,303,925	\$ 30,275,356	\$ 30,881,258	\$ 31,552,642	\$ 31,958,498

**City of Emeryville
Staffing Summary Comparison**

Budgeted Staffing Fiscal Year 2020/21 vs. Proposed Staffing Fiscal Year 2021/2022



Citywide
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Elected Officials	5.00	5.00
<u>Administration</u>		
City Attorney	2.00	2.00
City Clerk	3.00	3.00
City Manager	2.00	2.00
Finance	6.30	6.30
Human Resources	4.20	4.20
Information Technology	4.00	4.00
Total Administration	21.50	21.50
<u>Community Development</u>		
Building	3.00	3.00
Economic Development & Housing	6.00	6.00
Planning	7.50	7.50
Total Community Development	16.50	16.50
<u>Community Services</u>		
Administration	0.00	0.00
Youth and Adult Services	35.58	29.99
Child Development	23.64	23.64
Total Community Services	59.22	53.63
<u>Police</u>		
Non-Sworn	17.00	17.00
Sworn	41.00	41.00
Total Public Safety	58.00	58.00
<u>Public Works</u>		
Engineering	4.00	4.00
Environmental	2.00	2.00
Operations & Maintenance	13.00	13.00
Intern	1.50	1.50
Total Public Works	20.50	20.50
Total Full Time Equivalent	175.72	170.13

**General Fund
Fund Balance Projection**

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Fund Balance								
Beginning Balance	\$ 4,062,809	\$ 7,922,957	\$ 10,241,917	\$ 8,178,220	\$ 2,013,253	\$ (7,369,306)	\$ (16,768,211)	\$ (25,741,549)
Revenues								
General Taxes and Fees	40,973,165	38,334,998	36,410,876	34,229,490	32,694,268	34,010,538	35,317,468	36,468,932
Program Revenues	6,566,296	5,317,173	4,705,169	4,069,575	4,287,075	4,395,775	4,444,875	4,469,375
	47,539,461	43,652,171	41,116,045	38,299,065	36,981,343	38,406,313	39,762,343	40,938,307
Expenditures								
Salaries and Benefits	19,422,080	20,003,311	20,708,480	20,599,351	21,970,204	22,273,067	22,614,682	22,861,793
Unfunded Pension Liability	2,074,163	2,551,495	2,853,250	3,398,803	3,707,643	3,906,065	4,107,613	4,181,842
Fire Contract	7,009,610	7,249,087	7,848,800	7,990,043	8,229,700	8,476,600	8,730,900	8,992,800
Operations and Transfers	15,173,460	11,529,318	11,769,212	12,475,836	12,456,355	13,149,486	13,282,485	13,605,965
	43,679,314	41,333,211	43,179,741	44,464,033	46,363,902	47,805,218	48,735,680	49,642,399
Net Annual Surplus (Deficit)	3,860,147	2,318,960	(2,063,696)	(6,164,968)	(9,382,559)	(9,398,905)	(8,973,338)	(8,704,093)
Ending Fund Balance	7,922,957	10,241,917	8,178,220	2,013,253	(7,369,306)	(16,768,211)	(25,741,549)	(34,445,642)
Assigned Fund Balance								
Development Projects	163,040	244,611	-	-	-	-	-	-
	163,040	244,611	-	-	-	-	-	-
Unassigned Fund Balance	\$ 7,759,917	\$ 9,997,306	\$ 8,178,220	\$ 2,013,253	\$ (7,369,306)	\$ (16,768,211)	\$ (25,741,549)	\$ (34,445,642)

General Fund
Total Fund Balance Reserves

	Fund	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Economic Uncertainty	275	\$ 22,372,118	\$ 22,801,285	\$ 22,901,285	\$ 23,001,785	\$ 23,002,287	\$ 23,103,795	\$ 23,205,810	\$ 23,308,335
% Expenditures - Target 50%									
Pension	715	13,437,772	14,038,818	13,534,437	12,834,437	12,834,437	13,074,437	13,314,437	13,554,437
Pension (Old Plan)	712	243,982	223,702	198,502	172,782	146,531	120,281	93,490	66,146
Disasters	277	3,451,939	3,137,915	3,154,915	3,172,000	3,189,171	3,206,427	3,223,769	3,241,199
Program Reserves									
Economic Development	202	1,931,111	2,195,341	2,291,133	2,478,433	2,712,233	2,983,833	3,255,433	3,527,033
Community Programs	203	445,648	415,648	419,148	335,648	252,148	168,648	85,148	1,648
Small Business Incentives	101	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Community Development Projects	101	19,670	19,670	3,500	73,500	73,500	73,500	73,500	73,500
Non-spendable loans, prepaids	101	43,363	67,533	67,533	-	-	-	-	-
Unassigned	101	<u>7,759,917</u>	<u>9,997,306</u>	<u>8,178,220</u>	<u>2,013,253</u>	<u>(7,369,306)</u>	<u>(16,768,211)</u>	<u>(25,741,549)</u>	<u>(34,445,642)</u>
Total General Fund Balance*		<u>\$ 49,805,520</u>	<u>\$ 52,997,217</u>	<u>\$ 50,848,672</u>	<u>\$ 44,181,836</u>	<u>\$ 34,941,000</u>	<u>\$ 26,062,709</u>	<u>\$ 17,610,037</u>	<u>\$ 9,426,656</u>

* As combined and Reported as "General Fund" in Annual Financial Statements

General Fund Revenue Summary

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
General Taxes and Fees								
Property Tax	\$ 3,825,080	\$ 4,150,673	\$ 4,020,000	\$ 4,100,000	\$ 4,170,000	\$ 4,253,000	\$ 4,337,000	\$ 4,423,000
Residual Tax Increment	1,478,683	1,685,876	3,000,000	3,060,000	3,121,000	3,183,000	3,247,000	3,312,000
Sales Tax - 1% Bradley Burns	8,595,107	7,160,602	6,629,500	6,640,620	6,931,188	7,081,768	7,220,153	7,355,697
Sales Tax - Prop 172	58,682	58,586	48,800	51,240	53,802	56,492	59,317	62,283
Business License and Card Room	9,319,891	8,067,295	5,018,000	5,613,000	5,961,000	6,310,000	6,661,000	7,015,000
Cannabis Tax	251,712 A	591,543	600,000	615,000	630,000	646,000	662,000	679,000
Transient Occupancy Tax	8,687,505	6,027,857	1,620,000	1,890,000	2,390,000	2,890,000	3,390,000	3,890,000
Utilities User Tax	3,036,189	3,046,197	2,999,000	3,029,000	3,059,000	3,090,000	3,121,000	3,152,000
Real Property Transfer Tax	1,247,888	3,124,866	1,000,000	1,020,000	1,040,000	1,061,000	1,082,000	1,104,000
Franchise Fees	1,860,282	1,988,013	1,878,000	1,934,000	1,987,000	2,042,000	2,099,000	2,158,000
Grant - Transit	262,262	750,652	652,075	2,736,571	500,000	500,000	500,000	500,000
Rentals and Leases	190,649	197,340	201,000	205,000	209,178	213,178	217,178	57,678
Mitigation Service Fees	315,527	320,237	325,042	330,000	335,000	340,000	340,000	340,000
Other Fees and Taxes	177,335	452,036	292,992	292,559	293,600	293,600	293,600	293,600
Interfund Reimbursements	87,981	61,500	8,331,958	2,561,500	1,861,500	1,897,500	1,934,220	1,971,674
Investment Earnings	1,578,390 B	651,725	(205,491)	151,000	152,000	153,000	154,000	155,000
Total General Taxes and Fees	40,973,165	38,334,998	36,410,876	34,229,490	32,694,268	34,010,538	35,317,468	36,468,932
Departmental Fees and Charges								
Planning	59,198	42,848	43,248	45,000	45,000	45,000	45,000	45,000
Planning Reimbursables	339,919	695,718	500,000	264,000	264,000	264,000	264,000	264,000
Building	3,641,338 C	1,817,468	2,559,181	1,722,100	1,722,100	1,722,100	1,722,100	1,722,100
Economic Development & Housing	10,830	36,026	273	10,000	10,000	10,000	10,000	10,000
Police Administration	500,436	638,781	505,567	685,200	695,200	710,200	720,200	720,200
Fire	299,000	1,015,332	351,228	220,000	220,000	220,000	220,000	220,000
Public Works Admin/Engineering	34,188	40,014	32,000	32,000	32,000	32,000	32,000	32,000
Public Works Maintenance	-	668	15,000	15,000	15,000	15,000	15,000	15,000
Public Works Reimbursable	365,481	137,305	230,000	200,000	200,000	200,000	200,000	200,000
Aquatics	138,299	118,417	40,935	72,500	94,900	113,600	116,500	119,400
Facilities	377,202	267,523	124,000	275,100	402,900	430,800	453,700	461,700
Youth Camps	163,847	86,471	24,000	135,000	139,100	143,300	147,600	152,000
Before and After School	263,953	201,884	200,000	245,000	250,100	255,400	260,800	266,400
Senior Center	279,003	141,655	29,637	76,500	116,500	150,500	150,500	150,500
Youth Fee Classes / Sports	26,037	6,765	-	24,500	32,100	35,200	38,300	41,400
Administration	67,565	70,299	50,100	47,675	48,175	48,675	49,175	49,675
Total Dept. Fees and Charges	6,566,296	5,317,173	4,705,169	4,069,575	4,287,075	4,395,775	4,444,875	4,469,375
Total Revenues	\$ 47,539,461	\$ 43,652,171	\$ 41,116,045	\$ 38,299,065	\$ 36,981,343	\$ 38,406,313	\$ 39,762,343	\$ 40,938,307
% Growth	5%	-8%	-6%	-7%	-3%	4%	4%	3%

Notes:

- A) Cannabis Tax is a new revenue source resulted from the passage of Measure S in November 2018.
- B) Investment earnings include unrealized investment losses.
- C) Development Fees are projected based on expected activities; large projects will be budgeted as they come forward.

General Fund Expenditure Summary by Department

Department	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
City Council	\$ 196,960	\$ 186,613	\$ 199,700	\$ 204,686	\$ 211,072	\$ 217,057	\$ 221,337	\$ 225,667
City Manager	553,336	413,052	439,900	440,888	446,016	450,215	454,161	457,091
City Clerk	521,291	624,092	631,645	699,583	698,062	723,045	720,588	730,297
Public Information Office	49,947	-	-	-	-	-	-	-
City Attorney	594,487	546,762	648,427	665,726	671,629	673,971	680,012	683,134
Information Technology	726,612	748,641	789,608	815,674	831,406	841,982	855,132	863,938
Finance	1,103,082	1,146,945	1,237,050	1,123,039	1,288,864	1,305,759	1,327,542	1,342,932
Human Resources	722,632	664,689	775,110	803,693	841,032	848,406	859,786	866,601
Community Development Services	4,278,890	3,444,614	3,739,042	3,560,308	3,366,461	3,424,411	3,484,892	3,537,627
Public Works	3,360,047	3,551,479	3,650,838	3,792,515	3,950,877	4,045,167	4,165,727	4,241,984
Non-Departmental Operations	7,184,461	4,454,660	4,814,191	5,116,773	4,933,651	5,386,903	5,347,073	5,537,626
Police	12,761,988	13,945,314	14,283,330	14,702,822	15,261,763	15,575,929	15,923,941	16,171,976
Fire	8,181,196	8,684,846	9,405,360	9,638,379	10,122,128	10,424,074	10,732,613	11,003,945
Community Services	3,444,385	2,921,501	2,565,541	2,899,947	3,740,940	3,888,300	3,962,878	3,979,583
Total Expenditures	\$ 43,679,314	\$ 41,333,211	\$ 43,179,741	\$ 44,464,033	\$ 46,363,902	\$ 47,805,218	\$ 48,735,680	\$ 49,642,399

General Fund Expenditure Summary by Classification

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Salaries and Benefits								
Current Salaries and Benefits	\$ 19,422,080	\$ 20,003,311	\$ 20,708,480	\$ 20,599,351	\$ 21,970,204	\$ 22,273,067	\$ 22,614,682	\$ 22,861,793
Pension Unfunded Liability	2,074,163	2,551,495	2,853,250	3,398,803	3,707,643	3,906,065	4,107,613	4,181,842
Total Salaries and Benefits	21,496,243	22,554,806	23,561,730	23,998,153	25,677,846	26,179,132	26,722,295	27,043,634
Fire Contract	7,009,610	7,249,087	7,848,800	7,990,043	8,229,700	8,476,600	8,730,900	8,992,800
Operating Costs								
Supplies	747,541	595,561	490,599	653,271	732,523	771,017	778,426	789,745
Utilities	701,666	749,391	678,220	745,450	714,188	732,348	751,049	770,294
Maintenance	2,350,347	2,742,782	2,853,000	2,720,982	3,025,061	3,133,247	3,212,405	3,293,393
Insurance	655,139	744,674	877,105	1,120,672	1,236,439	1,359,383	1,494,621	1,643,383
Professional Services	4,052,405	3,274,014	3,395,391	3,322,650	2,985,500	2,996,900	3,044,200	3,055,800
Advertising/Printing/Publication	127,843	81,030	88,971	94,450	99,550	99,550	99,550	99,550
Education and Training	268,282	199,258	211,122	291,119	322,335	332,258	339,835	347,178
Rentals & Leases	414,795	299,610	248,441	323,191	453,288	483,317	508,943	520,200
Fees & Charges	35,185	58,375	36,821	56,269	57,623	59,021	60,467	61,962
Programs/Grants	96,334	86,283	92,232	191,000	42,000	42,000	42,000	42,000
Other	415,950	326,598	368,397	429,330	448,670	468,320	489,381	495,852
Capital	47	-	-	-	-	5,517	-	-
Total Operating Costs	9,865,534	9,157,577	9,340,299	9,948,384	10,117,175	10,482,877	10,820,876	11,119,356
Operating Transfers								
203 Community Programs Reserve	-	-	3,500	73,500	73,500	73,500	73,500	73,500
230 Child Dev. Program Contribution	962,559	1,082,800	1,500,000	1,500,000	1,285,000	1,330,000	1,375,000	1,400,000
270 Litigation Fund	30,000	250,000	-	-	-	-	-	-
345 1999 Revenue Bond Debt Service	367,683	368,641	368,922	368,400	367,100	370,100	370,100	370,100
477 Emeryville Center for Comm. Living	-	-	-	25,000	25,000	25,000	25,000	25,000
805 PBID/Emery-Go-Round	637,728	560,300	556,327	560,552	588,580	618,009	618,009	618,009
Total Operating Transfers	1,997,970	2,261,741	2,428,749	2,527,452	2,339,180	2,416,609	2,461,609	2,486,609
Subtotal, Baseline Expenditures	40,369,358	41,223,211	43,179,578	44,464,033	46,363,902	47,555,218	48,735,680	49,642,399
One-Time Transfers/Reserves								
254 Grant Fund	-	-	164	-	-	-	-	-
275 Economic Uncertainty Reserve	1,259,956	-	-	-	-	-	-	-
600 Workers Compensation	-	-	-	-	-	250,000	-	-
700 Accrued Benefits	-	110,000	-	-	-	-	-	-
715 PERS Liability Fund Reserve	2,050,000	-	-	-	-	-	-	-
Total one-time Transfers/Reserves	3,309,956	110,000	164	-	-	250,000	-	-
Total Expenditures	\$ 43,679,314	\$ 41,333,211	\$ 43,179,741	\$ 44,464,033	\$ 46,363,902	\$ 47,805,218	\$ 48,735,680	\$ 49,642,399
% Growth	1%	-5%	4%	3%	4%	3%	2%	2%



City of Emeryville
2021-22 Budget

General Fund Reserves
Community Programs Reserve #203

Purpose of Fund

One-time General Fund revenue surplus has been committed in support of various

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 572,000	\$ 445,648	\$ 415,648	\$ 419,148	\$ 335,648
Annual Activity					
Revenues					
General Fund Contribution	-	-	3,500	-	-
Total Revenues	-	-	3,500	-	-
Expenditures					
Comunnity Pub Mtgs	-	-	-	10,000	10,000
Community Grants	71,405	-	-	73,500	73,500
Homeless Programs	54,948	30,000	-	-	-
Total Expenses	126,352	30,000	-	83,500	83,500
Net Annual Activity	(126,352)	(30,000)	3,500	(83,500)	(83,500)
Ending Available Fund Balance	\$ 445,648	\$ 415,648	\$ 419,148	\$ 335,648	\$ 252,148



City of Emeryville
2021-22 Budget

General Fund Reserves
Disaster Fund #277

Purpose of Fund

The Disaster Fund provides funds to sustain City operations in the event of an earthquake or other natural disaster.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 3,382,403	\$ 3,451,939	\$ 3,137,915	\$ 3,154,915	\$ 3,172,000
Annual Activity					
Revenues					
General Fund Contribution	-	-	-	-	-
Interest Income	69,536	65,976	17,000	17,085	17,170
Total Revenues	69,536	65,976	17,000	17,085	17,170
Expenditures					
Rental Assistance Program	-	380,000	-	-	-
Total Expenses	-	380,000	-	-	-
Net Annual Activity	69,536	(314,024)	17,000	17,085	17,170
Ending Available Fund Balance	\$ 3,451,939	\$ 3,137,915	\$ 3,154,915	\$ 3,172,000	\$ 3,189,171



City of Emeryville
2021-22 Budget

General Fund Reserves
Economic Development Reserve #202

Purpose of Fund

The City's budget policy allocates 5% of residual tax increment in support of economic development activities to grow and sustain the City's revenue base.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 1,647,920	\$ 1,931,111	\$ 2,195,341	\$ 2,291,133	\$ 2,478,433
Annual Activity					
Revenues					
Residual Tax Increment	295,737	337,175	299,300	264,300	310,800
Donation	-	25,000	-	-	-
Investment Income	35,776	37,813	8,000	-	-
Total Revenues	331,513	399,988	307,300	264,300	310,800
Expenditures					
Professional Services	4,278	-	7,000	20,000	20,000
Advertising, Printing, and Publication	-	6,500	-	10,000	10,000
Community Public/Meeting Room	1,193	848	1,000	7,000	7,000
Façade Grants	26,983	26,279	72,508	-	-
Business Recovery Programs	-	84,000	111,000	-	-
Business Rebate Programs	15,868	18,131	20,000	40,000	40,000
Total Expenses	48,322	135,758	211,508	77,000	77,000
Net Annual Activity	283,191	264,230	95,792	187,300	233,800
Ending Available Fund Balance	\$ 1,931,111	\$ 2,195,341	\$ 2,291,133	\$ 2,478,433	\$ 2,712,233



**General Fund Reserves
Economic Uncertainty Reserve #275**

Purpose of Fund

The Economic Uncertainty Reserve is targeted at 50% of the subsequent year's General Fund projected expenditure budget.

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ 20,677,300	\$ 22,372,118	\$ 22,801,285	\$ 22,901,285	\$ 22,901,285
Annual Activity					
Revenues					
General Fund Contribution	1,259,956	-	-	-	-
Investment Income	434,862	429,167	100,000	100,500	101,003
Total Revenues	1,694,818	429,167	100,000	100,500	101,003
Expenditures					
Transfer to General Fund	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	1,694,818	429,167	100,000	100,500	101,003
Ending Available Fund Balance	\$ 22,372,118	\$ 22,801,285	\$ 22,901,285	\$ 23,001,785	\$ 23,002,287
50% Budget Policy Benchmark					
Subsequent year expenditures	\$ 41,390,616	\$ 43,204,740	\$ 44,464,031	\$ 46,363,901	\$ 47,805,217
As a percentage	54%	53%	52%	50%	48%



City of Emeryville
2021-22 Budget

General Fund Reserves
Pension Reserve #715

Purpose of Fund

The Pension Reserve fund holds a cash balance committed to the retirement of unfunded pension obligations. The balance is proposed for contribution to a Section 115 trust also dedicated for the retirement of employee pension obligations for the purpose of further mitigating anticipated future CalPERS rate increases.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 10,734,245	\$ 13,437,772	\$ 14,038,818	\$ 13,534,437	\$ 13,534,437
Annual Activity					
Revenues					
General Fund Contribution	2,050,000	-	-	-	-
Investment Income	388,549	423,259	320,000	300,000	300,000
Market Value Adjustment	311,093	233,021	-	-	-
Total Revenues	2,749,642	656,280	320,000	300,000	300,000
Expenditures					
Professional Services	46,115	55,234	-	-	-
Transfer to General Fund	-	-	824,381	1,000,000	1,000,000
Total Expenses	46,115	55,234	824,381	1,000,000	1,000,000
Net Annual Activity	2,703,527	601,046	(504,381)	(700,000)	(700,000)
Ending Available Fund Balance	\$ 13,437,772	\$ 14,038,818	\$ 13,534,437	\$ 12,834,437	\$ 12,834,437



City of Emeryville
2021-22 Budget

General Fund Reserves
Pension Trust Fund #712

Purpose of Fund

The Pension Trust Fund provides pension benefits for remaining retirees participating in the City's legacy pension plan.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 263,008	\$ 243,982	\$ 223,702	\$ 198,502	\$ 172,782
Annual Activity					
Revenues					
Investment income	5,247	4,477	800	800	800
Total Revenues	5,247	4,477	800	800	800
Expenditures					
Retirement benefits	24,273	24,758	26,000	26,520	27,050
Total Expenses	24,273	24,758	26,000	26,520	27,050
Net Annual Activity	(19,026)	(20,280)	(25,200)	(25,720)	(26,250)
Ending Available Fund Balance	\$ 243,982	\$ 223,702	\$ 198,502	\$ 172,782	\$ 146,531



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➤ ADMINISTRATION

CITY COUNCIL

CITY MANAGER/EXECUTIVE DIRECTOR

CITY ATTORNEY/GENERAL COUNSEL

CITY CLERK/PUBLIC INFORMATION OFFICE

FINANCE DEPARTMENT

HUMAN RESOURCES DEPARTMENT

INFORMATION TECHNOLOGY

➤ **ADMINISTRATION – CITY COUNCIL**

OVERVIEW

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

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

GOALS FOR THE 2021-22 FISCAL YEAR

1. Complete South Bayfront Bridge
2. Advance Corp Yard Remediation
3. Complete 40th Street Redesign
4. Complete Art Center
5. Complete Rail Safety / Quiet Zones
6. Develop Revenue Generating Ballot Measures for 2022
7. Develop a plan to electricity the City's vehicle fleet

➤ **ADMINISTRATION – CITY MANAGER/EXECUTIVE DIRECTOR**

OVERVIEW

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

ACCOMPLISHMENTS FOR FISCAL YEARS 2019-20 AND 2020-21

- Prepared and received City Council approval of an extension of the Fire Services Agreement with Alameda County Fire Department
- Negotiated and received City Council approval of an extension of the refuse and recycling contract with Waste Management of Alameda County
- Assisted the City Council in preparing a local quarter cent sales tax measure that was approved by Emeryville voters in March 2020.
- Guided the City organization through the COVID-19 pandemic response including transitioning to remote work for many City staff and responding to regular changes in Public Health policies related to the pandemic
- Assisted the Finance Department in preparing a revised mid-cycle budget to respond to pandemic related revenue reductions, with a focus on retaining staff and maintaining services to the community, and prepared a revised five year forecast to assist the City Council with fiscal planning for future years
- Partnered with the City of Oakland to establish a family homeless shelter in the City of Emeryville's vacant modular buildings formerly used as a temporary Recreation Center

GOALS FOR FISCAL YEAR 2021-22

- Work with the City Council to develop revenue measures for a 2022 ballot
- Develop additional sustainable solutions to a reduced revenue environment
- Continue to improve organizational efficiency by implementing digital workflow solutions such as on-line business license tax application and renewal and acceptance of credit card payments for building permits
- Commence remediation of the City's Corporation Yard property

➤ **ADMINISTRATION – CITY ATTORNEY/GENERAL COUNSEL**

OVERVIEW

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

ACHIEVEMENTS DURING THE 2019-20 and 2020-21 FISCAL YEARS

1. Provided legal support in response to the COVID-19 pandemic, including: ordinances re moratoria on residential and commercial evictions, rent repayment, tenant protections, restaurant delivery and takeout fees, amendments to Planning Regulations re outdoor dining; advising on interpretation and implementation of the Governor’s Executive Orders, particularly relating to Brown Act compliance for public meetings.
2. Provided legal support and implementation for major City Council policies and programs, including Labor Standards Ordinances (Fair Work Week, Minimum Wage / Paid Sick Leave, Measure C, Living Wage Ordinances); Cannabis Regulations; Tenant Protections, Elimination of Criminal Penalties in Municipal Code; Shared Mobility. Preparation, review and advice regarding interpretation, implementation and enforcement of ordinances and resolutions.

3. Provided legal support including preparation and review of legislation and relating documents for Ballot Measures: Quarter-Cent Sales Tax (Measure F); TNC Tax Measure (considered for November 2020 ballot).
4. Provided extensive effort managing the prosecution, defense and resolution of various pieces of litigation including: Successor Agency, et al. v. Swagelok Company, et al.; Successor Agency v. California Dept. of Finance, et al.; Green Door v. City of Emeryville; Guina v. Smith; and approximately 25 various claims against the City. Served as the primary City representative on the Bay Cities Joint Powers Insurance Authority (BCJPIA), and served on various BCJPIA committees.
5. Preparation of Recognized Obligation Payments Schedule (ROPS), ROPS 19-20 (July 2019-June 2020) and ROPS 20-21 (July 2020-June 2021), and presentation of same to Successor Agency and Oversight Boards in order to fund environmental remediation. Preparation and presentation of City/Successor Agency Loan to facilitate environmental remediation at Corporation Yard Site. Preparation and participation in meet and confer meetings with Department of Finance (DOF) as necessary. Participated extensively with Post Redevelopment Working Group formed by the League of California Cities City Attorney's Department to develop information for dissemination to cities regarding the numerous obligations and limitations imposed by Dissolution Act.
6. Provided legal advice and support of ongoing environmental remediation projects, including: South Bayfront Site A and Site B; Corporation Yard Site (including advising on DTSC Imminent and Substantial Endangerment Order); Sherwin Williams Parcel D (which allows for expanded open space at Sherwin Williams development); 6701 Shellmound Street; Point Emery; and Horton Landing Park. Advised on coordination with environmental regulatory agencies including the Department of Toxic Substances Control and Alameda County Department of Environmental Health.
7. Provided ongoing assistance to the Public Works Department relative to the preparation, bidding, management and completion of various public and CIP projects including the South Bayfront Pedestrian / Bicycle Bridge and development of Horton Landing Park, Railroad Quiet Zones, and Point Emery coastal protection; advised on enforcement of Urban Forestry Ordinance and collection of fines for violations thereof. Negotiated deployment of small-cell infrastructure on public rights of way with telecom providers.
8. Regular staffing of City Council and Successor Agency meetings, advising on application and interpretation of federal, state, and local statutes and regulations, Brown Act compliance, conflicts of interest and risk analysis. Regular staffing of Planning Commission meetings and provided legal counsel to Planning Commissioners regarding state planning law, the Emeryville Zoning Ordinance and Municipal Code, and conflict of interest issues; provided ongoing assistance to the Planning Department with review and preparation of environmental documentation (e.g. Environmental Impact Reports, negative declarations, categorical exemptions), staff reports and legislation (resolutions/ordinances/conditions of approval) for land use approvals (e.g. conditional use permits, design review, variances, subdivision

maps, general plan and zoning amendments, tree removal permits etc.) for development projects.

9. Provide legal support to other City commissions, committees and boards as necessary.
10. Provided extensive ongoing assistance relating to code enforcement with the enforcement of conditions of development approval and abatement of nuisance conditions and activities, including 6701 Shellmound Street, 1270 64th Street, and 1264 Ocean Avenue.
11. Provided ongoing assistance to the Planning Division and Economic Development and Housing Division relative to negotiation, drafting, and implementing/monitoring agreements, relating to the following projects: BioMed Center of Innovation FDP; Sherwin Williams PUD/PDP and associated FDPs, Public Market FDPs, including Parcel B FDP administrative appeal; 47th Street homes administrative appeal; Emery Station West/Transit Center Bus Bays Sublease to Amtrak; Arts Center Exclusive Negotiating Agreement and Lease Disposition Development Agreement; 3706 San Pablo Avenue/1025 West MacArthur Boulevard; Onni.
12. Provided ongoing assistance to the City's First Time Homebuyers' Program regarding short sales and enforcement of program guidelines; provided ongoing assistance to the City's Affordable Rental Housing Program regarding enforcement of program guidelines with the goal of maintaining the inventory of below market rate units; assisted in negotiation of Affordable Housing Agreement and Loan Agreements for 3600/3610/3620 San Pablo Avenue; provided ongoing assistance to the City's Percent for Art Program; assisted in negotiations and preparation of art contracts.
13. Provided advice and assistance regarding Property Based Improvement District (PBID) which funds the Emery Go Round; provided advice and assistance regarding the terms of the Master Joint Occupancy Agreement with the Emery Unified School District (EUSD) for the Emeryville Center of Community Life (ECCL) Project.
14. Represented the City and the Emeryville Police Department in response to *Pitchess* motions seeking access to complaint, disciplinary and personnel records of officers; attended monthly meeting of Bay Area attorneys representing law enforcement to keep abreast of new legislation and court decisions regarding criminal law and criminal procedure which impact police operations.
15. Provided advice to members of the City Council, MESA, Successor Agency, Planning Commission, other legislative bodies, officers, and employees, regarding the Brown Act, Political Reform Act and conflicts of interest, and Public Records Act. Provided extensive assistance in preparing agenda packet materials, contracts and legislation for City Council, Successor Agency, and MESA. Provided training to legislative bodies and staff on Brown Act, Political Reform Act, and conflicts compliance.
16. Advised City Manager's Office and Human Resources Department regarding personnel disciplinary and grievance matters.

17. Revision and update of Professional Services Contracts.
18. 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, including extensive legal support for compliance with SB 1421; assisted City Clerk's Office with advice on elections and ballot initiatives; advised on requirements for publishing legal notices; advised on responses to subpoenas for records and staff testimony.

GOALS FOR THE 2021-22 FISCAL YEAR

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

➤ **ADMINISTRATION - CITY CLERK/PUBLIC INFORMATION OFFICE**

OVERVIEW

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

ACHIEVEMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

1. Conducted the March 2020 consolidated Statewide Direct Primary Election to place a measure to approve a quarter-cent Special Transactions and Use Tax before the voters.
2. Acted as Elections Official for the November 2020 General Election which included nominations for three City Council seats, which were uncontested and did not appear on the ballot.
3. Oversaw the transition and conduct of City Council and Community Advisory Body meetings into the virtual environment due to the outbreak of the COVID-19 pandemic and the subsequent closure of City Hall.
4. Transitioned to DocuSign for routing and signing of 99% of all City contracts and agreements, City resolutions and ordinances, Oaths of Office, records retention forms, and internal staff forms, to expedite execution and avoid requiring signers to come to City Hall in person.
5. Migrated City Clerk filing and document storage to Microsoft Office Teams / SharePoint, and began utilization of Teams for departmental communications and file sharing.
6. Transitioned electronic record retention to Laserfiche for City Clerk, City Manager, City Attorney, Human Resources and Finances. Launched web-based Laserfiche database for internal staff for self-reliant record searches.
7. Created online speaker card system, allowing members of the public to remotely submit their comments on City Council, Planning Commission and all other advisory body meetings to be read into the record by staff.

8. Transitioned to a more user-friendly public archiving interface for accessing information on City commission and committee meetings. Continued and built on outreach to candidates for vacant Community Advisory committee seats through use of social media, vacancy announcements at Council meetings and personalized responses to inquiries; saw increase in number of qualified applicants for vacancies.
9. Both Deputy City Clerks maintained their notary commissions to provide service to City staff with documents requiring notarization.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Prepare for and oversee the upcoming elections where Council seats will be contested, as well as potential ballot initiatives brought forward.
2. Roll out, in collaboration with the IT Department, full implementation of the Laserfiche solution citywide to facilitate content management, process automation, workflows, records management, and document imaging, for increased efficiency and with the eventual goal of making records available through an online public portal.
3. Implement Boards and Commissions technology solution to further streamline recruiting and appointment processes.
4. Continue to implement best practices for all areas of the City Clerk's office to include updating the City Clerk's emergency preparedness documentation and supplies, and completing professional certifications for City Clerk's Office staff that were stalled by cancellation of trainings and conferences due to COVID-19.
5. Implement full permanent integration of DocuSign for all contracts and agreements routing and signing.
6. Create a hybridized version of the current remote-only City meeting environment, leveraging tools created during COVID-19 such as Zoom video and continued utilization of the online public speaker cards.
7. Continued transitioning of electronic records retention for the remaining City departments and take updated records retention schedules to Council for approval.
8. Begin utilization of Teams for collaborative City Council agenda scheduling.

➤ **ADMINISTRATION – FINANCE DEPARTMENT**

OVERVIEW

The Finance Department is responsible for accounting operations, budget, financial reporting, debt management, and investment oversight for all the entire City within the framework of City policies and procedures.

ACCOMPLISHMENTS FOR FISCAL YEARS 2019-20 AND 2020-21

1. Worked with Council and City departments to submit timely budgets consistent with the City's Fiscal Policies.
2. Maintained bond indentures while ensuring proper public disclosure.
3. Issued an RFP for banking services and changed banking relationships.
4. Responded to the fiscal impacts of the pandemic by preparing a revised mid-cycle budget that anticipated revenue reductions and enabled service delivery to continue.
5. Issued a request for proposal for auditing and investment advising and received approval from the City Council for a new auditing firm.

GOALS FOR FISCAL YEAR 2021-22

Establish financial planning models, reporting and controls to help manage short- and long-term business strategies of the City, including but not limited to investments, cash management, municipal finance, auditing, and accounting for the City's financial affairs.

1. Produce and present to the Budget Committees and City Council a projected fund balance spreadsheet for each budget and mid-year budget review to transparently report the impacts of changing conditions in the economy.
2. Produce and present to the Budget Committees and City Council a quarterly investment report reflecting the City's compliance with the cash flow requirements of State law, and prepare a more proactive investment strategy to achieve investment returns that exceed benchmarks.
3. Continue to provide and produce excellent award-winning financial statements.
4. Reduce reliance upon outdated paper-based systems for business license tax renewals and transition to an online business license system.
5. Issue Housing Bonds in the Spring of 2022 in compliance with the City's policies in the Affordable Housing Expenditure Plan.

➤ **ADMINISTRATION – HUMAN RESOURCES DEPARTMENT**

OVERVIEW

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

ACHIEVEMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

1. In FY 2019-20, HR has provided recruitment and selection activities for 2,907 applicants for the following positions: Teacher Substitute (continuous), Teacher Assistant, Lead Teacher, Police Communications Dispatcher (continuous), Police Officer (Lateral/Academy Graduate) (continuous), Accounting Supervisor, Sports Coach & Referee (continuous), Bus Driver (continuous), Community & Economic Development Coordinator (Housing), Police Officer Trainee (continuous), Police Records Specialist, Office Assistant, Public Works Maintenance Worker, Summer Camp Recreation Leader, and After School Recreation Leader.

Currently, in FY 2020-21, HR has provided and continues to provide recruitment and selection activities for 1,104 applicants for the following positions: Police Services Technician (2), Recreation Assistant, Teacher Assistant, Office Assistant, Accounting Technician, Facility Attendant (continuous), Lifeguard (continuous), Teacher, Associate Planner, Assistant Planner, Recreation Supervisor, Police Lieutenant and Sergeant.

2. In FY 2019-20 and FY 2020-21, HR conducted executive recruitments for Public Works Director and Finance Director, as well as coordinated and assisted with Ralph Andersen and Associates on the recruitment for the new Police Chief, whose start date was December 28, 2020.
3. Transitioned to a new electronic timekeeping system called TimeClock Plus (TCP). The new system supports a workflow to allow employees and managers/department heads to enter, view and approve time accordingly. These features streamline the time reporting process and significantly reduce the use of paper.
4. Entered into several side letter agreements with bargaining units to timely address items outside of formal negotiations such as Payment of Overtime During COVID-

19 Emergency Schedule for Dispatchers (SEIU, Local 1021), Vacation Accrual Change for Lateral Police Officers and Holiday Pay (EPOA).

5. Created and implemented the COVID-19 Prevention Program and Return to Work Administrative Instruction in addition to updating the Workers' Compensation, FMLA/CFRA/PDL, and Mandated Reporter Administrative Instructions. Created Air Quality Communication Protocols for Wildfire Smoke. Processed all Families First Coronavirus Response Act Paid Sick Leave (PSL) and Expanded Family Medical Leave (EFML) designations for employees and assisted employees with coordination of COVID-19 vaccination if desired.
6. HR continued to work with all departments to update forms and documents to be gender neutral.
7. Updated Section 125 Flexible Benefits Plan document which provides for the Dependent Care Assistance Program and Health Care Spending Program and added voluntary ancillary benefits products. With the update of plan documents made a plan provider change from Navia to American Fidelity.
8. Provided and/or facilitated training to appropriate departments and employees on the following topics: Preventing Workplace Harassment, Performance Management: Evaluation, Documentation and Discipline, Risk Management Skills for the Front Line Supervisor, Issues and Challenges Regarding Drugs and Alcohol in the Workplace, CPR/ First Aid, Navigating the Crossroads of Discipline and Disability Accommodation, Public Sector Employment Law Update, Temporary Work Zone and Traffic Flagger Training, Embracing General Diversity and Succession Planning, Bias in the Workplace, Playground Maintenance and Floor Warden Responsibilities.
9. Under the Wellness Program, held a Summer Walking Challenge in 2019 and a Lunch and Learn on Qigong for Office Workers in 2020.
10. Continued providing proactive ergonomic assessments for current and new employees.
11. Held the Virtual Annual Service Awards Event in August 2020, honoring 16 employees. A Virtual Employee Appreciation Event was also held in December 2020.
12. Continued to implement and monitor the DOT Mandated Drug and Alcohol Testing Program and Policy for employees who drive the City's 22 passenger bus.
13. Continue to enroll, delete, and monitor enrollees in the City's DMV Employer Pull Notice Program.

14. Worked with employees and department management to comply with and monitor various leave and ADA issues.
15. Successfully processed semi-monthly payrolls for all full-time and part-time employees. Processed wage, benefit, tax, and other deductions in an accurate and timely manner for all City employees.
16. Successfully completed and received FEMA and CalOES approval for the City's 2019-2024 Local Hazard Mitigation Plan Update in October 2019. Coordinated the refresh of the Emergency Operations Center (EOC). Provided Disaster Training to City Council and the City Council's Standby Officers. Continue to update the Disaster Preparedness information page on the City's website. Obtained and had installed Tsunami Hazard Warning signs at the Marina. Participated in various community events providing outreach on personal emergency preparedness.
17. Coordinated with the County the City's participation in AC Alert (County's Mass Notification System, VEOCI (County's Emergency Management Online Platform) and Zonehaven (County's Emergency Evacuation Online Platform).
18. Conducted Community Emergency Response Team (CERT) training program for Emeryville citizens in 2019 and 2021. As the Emeryville CERT Team Coordinator, facilitated bi-monthly CERT Team meetings.
19. Human Resources staff was trained on Disaster Recovery, Mitigation Planning, employment law updates, COVID-19 Prevention Program, Families First Coronavirus Response Act and new Department of Fair Employment and Housing App.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Negotiate successor labor agreements with Service Employees International Union, Local 1021 (July 2019 – June 2022), Emeryville Police Officers' Association (July 2019 – June 2022), and Emeryville Association of Confidential, Administrative, Managerial and Professional Employees (July 2019 – June 2022).
2. Continue to assess the current performance evaluation system and implement a performance management tool to assist department management with conducting timely, paperless performance evaluations.
3. Continue configuration of online applicant tracking platform NEOGOV.
4. Continue to work with departments on the update of forms, policies, and documents to be gender neutral.
5. Provide training to management staff on the Americans with Disabilities Act (ADA).

6. Conduct Community Emergency Response Team (CERT) Academy for interested City residents and continue engagement with CERT Team members.
7. Conduct trainings for all Emergency Operations Center (EOC) sections twice per year and Emergency Operations Center (EOC) Tabletop Exercises twice per year.
8. Continue the management of the City's Workers' Compensation Program including implementing cost containment and control methods and expanding the injury prevention activities for cost mitigation.
9. Update the City's Injury and Illness Prevention Program (IIPP) for each worksite. Provide training on the IIPP to each department.
10. Conduct open enrollment for health benefits in the fall of each year.
11. Maintain and support the Employee Engagement and Wellness Committee programs. Continue to expand and develop the Health and Wellness Program to improve employee health and retention.
12. Conduct recruitments that fill vacancies in a timely manner with well-qualified, diverse candidate pools.
13. Update Administrative Instructions (AI) and policies relating to personnel matters, to ensure compliance with existing laws and best practices.
14. Update the City's Emergency Operations Plan. Continue to work on the City's readiness to respond to an emergency and make the City's EOC fully functional.
15. Assess filling the 0.5 FTE Human Resources Technician position so that the recruitment and selection function can be further enhanced.

➤ **ADMINISTRATION – INFORMATION TECHNOLOGY**

OVERVIEW

The Information Technology Department is responsible for the implementation and maintenance of all City cloud, networking, communications, security, computer, and software systems. This includes desktop and mobile devices, firewalls, routers, telephone equipment, wireless infrastructure and multi-function printing devices. Supported software systems include, Microsoft Office 365 cloud environment, database management systems, permit tracking systems, agenda automation system, maintenance management systems, public safety records and dispatch systems, and document and records management systems.

The Information Technology Department also serves in a project management capacity for large scale software implementations, assists other city departments with evaluating their information technology needs and organizes trainings and workshops to assist departments in technology adoption.

The Information Technology Department 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 2019-20 AND 2020-21 FISCAL YEARS

1. Infrastructure upgrades: Replaced all core switches and end of life edge switches across city facilities as well as procured and implemented new storage area network (SAN) devices for both city administration and police networks.
2. Upgraded the technology in police vehicles with new computers and added “always connected” routers to provide for improved connectivity and greater bandwidth in the vehicles.
3. Assisted with the upgrade of the Community Development Permit Tracking software which will allow for online submittals and payments of designated permits.
4. Worked with Human Resources Department to implement the electronic timesheet application by coordinating efforts with vendor and building system logic to match existing MOUs.
5. Implemented an electronic signature solution to allow for digital processing of contracts with secured electronic signatures utilizing the DocuSign platform.

6. Migrated backup network to off-site cloud-based solution which also allowed for a fully scaled disaster recovery network to be built off-site allowing for full systems recovery in the event a catastrophic event renders the City's datacenter inoperable.
7. Organized several workshops for Human Resources and Finance intended to expand the use of existing software systems and increase efficiencies in processes including procurement, voucher payment, budget creation and position control.
8. Launched internal Geographical Information Systems (GIS) site on the ESRI / Geocortex platforms to allow for internal users to access all City GIS data and create maps and GIS based projects.
9. Launched Microsoft Teams platform to all internal users and worked to provide training to users pre-pandemic, allowing for a smoother transition to the work from home environment.
10. Leveraged previously installed hosted Voice over Internet Protocol (VoIP) systems to deploy upgraded softphone clients to users allowing users to access their office phone numbers and voicemails from remote computers while working from home.
11. Deployed a range of spare devices prior to, what was assumed to be a short work from home period in March of 2020. Responded to shifting parameters and procured multiple additional devices including laptops, web cameras, and headsets, upgraded firewall licensing, expanded Virtual Private Networking (VPN) usage and remote support to assist with continuity of business during the work from home time period.
12. Developed electronic processes for claim vouchers and purchase orders to enable seamless transition for procurement functions while staff worked remotely.
13. Deployed tools and developed processes on the fly to enable Information Technology staff to maintain the ability to provide technical support to all users, regardless of location.
14. Assisted City Clerk's Department with transition to online meetings by administering the deployment of the City's Zoom account.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Complete a "Cloud Migration Strategy" plan that includes the evaluation of all City software systems and functions to determine cloud readiness and develop a plan to migrate appropriate systems to the cloud.
2. Work with Finance and Human Resources to improve usability of existing CentralSquare systems including finance budgeting, procure to pay, and position control modules.

3. Complete the roll out of the Public Works Computerized Maintenance Management System (CMMS) software.
4. Upgrade and replace systems as dictated by the Information Technology Department's replacement schedule. This includes upgrading the City's virtual server environment, creating a new file storage system, and maintaining network security appliances.
5. Review telecommunications providers and systems to determine the best-fit path forward for the use of existing systems while adding new technology as appropriate.

Administration
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Elected Officials	5.00	5.00
City Attorney	1.00	1.00
Assistant City Attorney	1.00	1.00
Total City Attorney	2.00	2.00
City Clerk	1.00	1.00
Deputy City Clerk	2.00	2.00
Total City Clerk	3.00	3.00
City Manager	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00
Total City Manager	2.00	2.00
Director of Finance	1.00	1.00
Accounting Manager	1.00	1.00
Senior Accountant	1.00	1.00
Senior Accounting Technician	1.00	1.00
Accounting Technician	2.00	2.00
Human Resources Technician	1.00	0.30
Total Finance	6.30	6.30
Director of Human Resources	1.00	1.00
Human Resources Technician	1.20	1.20
Office Assistant II (Confidential)	1.00	1.00
Management Analyst	1.00	1.00
Total Human Resources	4.20	4.20
Director of Information Systems	1.00	1.00
Information Systems Analyst II	3.00	3.00
Total Information Technology	4.00	4.00
	21.50	21.50



City of Emeryville
2021-22 Budget

Operating Budgets
Administration Departments

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary					
<u>General Fund Operating Expenditures</u>					
1110 City Council	\$ 196,960	\$ 186,613	\$ 199,700	\$ 204,686	\$ 211,072
1200 City Manager	553,336	413,052	439,900	440,888	446,016
1250 City Clerk	521,291	624,092	631,645	699,583	698,062
1260 Public Information Office	49,947	-	-	-	-
1280 Information Technology	726,612	748,641	789,608	815,674	831,406
1400 City Attorney	594,487	546,762	648,427	665,726	671,629
1500 Finance	1,103,082	1,146,945	1,237,050	1,123,039	1,288,864
1600 Human Resources	722,632	664,689	775,110	803,693	841,032
Total General Fund	\$ 4,468,346	\$ 4,330,796	\$ 4,721,439	\$ 4,753,289	\$ 4,988,081

Operating Expenditures by Type

Salaries and Benefits	\$ 3,751,042	\$ 3,678,304	\$ 4,087,415	\$ 3,976,122	\$ 4,242,266
Supplies and Services	717,304	652,491	634,024	777,167	745,815
	\$ 4,468,346	\$ 4,330,796	\$ 4,721,439	\$ 4,753,289	\$ 4,988,081

Authorized Staff Positions

Full-Time Equivalent Positions	22.0	22.5	21.5	21.5	21.5
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Expenditure Details

City Council #1100

Salaries and Benefits	\$ 174,027	\$ 173,094	\$ 175,600	\$ 176,090	\$ 180,383
73000 Office Supplies	2,160	397	2,000	2,000	2,000
76050 Telephone/Communication	463	562	600	600	600
77960 Technology Charge	3,780	4,200	4,800	4,800	6,400
84000 Education and Training	75	-	1,000	1,100	1,150
84100 Memberships & Dues	7,545	3,940	4,200	4,326	4,455
84150 Travel, Confer & Meeting	5,014	4,384	5,000	9,270	9,584
84200 Mayors Conf & Hosting	3,895	36	6,500	6,500	6,500
Total City Council	196,960	186,613	199,700	204,686	211,072

City Manager #1200

Salaries and Benefits	472,544	408,721	423,200	425,888	430,816
73000 Office Supplies	3,181	99	1,000	1,000	1,000
73100 Books, Maps, Periodicals	-	-	100	100	100
73150 Postage	672	71	100	100	100
76050 Telephone/Communication	550	420	-	-	-
77960 Technology Charge	2,310	1,700	1,900	1,700	1,900
80050 Professional Services	69,387	1,200	-	-	-
82050 Printing	-	-	1,500	-	-
84000 Education and Training	(5)	-	1,700	1,700	1,700
84100 Memberships & Dues	1,900	510	1,100	1,100	1,100
84150 Travel, Confer & Meeting	2,798	330	9,300	9,300	9,300
Total City Manager	553,336	413,052	439,900	440,888	446,016



City of Emeryville
2021-22 Budget

Operating Budgets
Administration Departments

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>City Clerk #1250</u>					
Salaries and Benefits	428,681	458,425	478,200	494,862	502,536
73000 Office Supplies	2,764	1,668	2,750	2,887	3,032
73100 Books, Maps, Periodicals	-	-	100	100	100
73150 Postage	649	97	100	100	100
73600 Food Supplies	44	-	1,080	1,134	1,191
76050 Telephone/Communication	1,600	-	-	-	-
77150 Equipment Oper & Maint	748	-	2,900	2,900	3,900
77960 Technology Charge	2,310	2,500	-	-	-
80050 Professional Services	14,999	56,374	75,000	77,250	79,500
80500 Testing	-	57	-	-	-
80550 Election	28,115	43,173	-	45,000	30,000
82000 Advertising	6,252	11,606	6,000	6,000	6,000
82050 Printing	300	600	6,500	6,500	6,500
82100 Community Pub/Mtgs/Comm	-	8,832	15,000	15,000	15,000
84000 Education and Training	3,000	7,094	4,600	4,650	4,885
84100 Memberships & Dues	735	296	815	850	850
84150 Travel, Confer & Meeting	3,685	2,525	3,600	5,600	5,880
85000 Rentals & Leases	-	11,126	-	-	-
85100 Records Storage Rental	27,409	19,719	35,000	36,750	38,588
Total City Clerk	521,291	624,092	631,645	699,583	698,062
<u>Public Information Officer #1260</u>					
80050 Professional Services	15,215	-	-	-	-
80060 Cable Services	31,025	-	-	-	-
82000 Advertising	1,500	-	-	-	-
82100 Comm Mtg/Publ/Spec Events	2,207	-	-	-	-
Total Public Information Officer	49,947	-	-	-	-
<u>Information Technology #1280</u>					
Salaries and Benefits	692,239	720,319	745,000	775,474	787,006
73000 Office Supplies	2,743	2,361	2,500	2,500	2,500
76050 Telephone/Communication	3,000	1,057	912	1,000	1,000
77150 Equipment Oper & Maint	6,121	9,686	-	-	-
77960 Technology Charge	3,045	8,500	9,700	9,700	12,900
80050 Professional Services	10,766	2,345	25,000	25,000	25,000
84000 Education and Training	8,236	3,873	5,995	1,000	1,000
84100 Memberships & Dues	460	330	500	500	500
84150 Travel, Confer & Meeting	2	170	-	500	1,500
Total Information Technology	726,612	748,641	789,608	815,674	831,406



City of Emeryville
2021-22 Budget

Operating Budgets
Administration Departments

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
<u>City Attorney #1400</u>					
Salaries and Benefits	462,745	477,705	517,800	534,276	539,479
73000 Office Supplies	1,880	2,845	1,000	1,500	1,500
73100 Books, Maps, Periodicals	7,725	2,219	3,500	3,500	3,500
73150 Postage	105	112	200	200	200
76050 Telephone/Communication	2,800	-	-	-	-
77960 Technology Charge	1,470	1,700	1,500	1,900	2,600
80050 Professional Services	111,041	59,526	119,000	119,000	119,000
84000 Education and Training	2,900	272	2,100	2,100	2,100
84100 Memberships & Dues	1,050	1,373	1,327	1,250	1,250
84150 Travel, Confer & Meeting	2,772	1,011	2,000	2,000	2,000
Total City Attorney	594,487	546,762	648,427	665,726	671,629
<u>Finance #1500</u>					
Salaries and Benefits	900,679	829,534	1,046,715	882,739	1,092,114
73000 Office Supplies	9,078	7,439	5,000	5,100	5,200
73100 Books, Maps, Periodicals	465	-	400	400	400
73150 Postage	8,949	7,279	10,000	10,000	10,000
73750 Parking Permit Supplies	849	-	1,000	1,000	1,000
76050 Telephone/Communication	5,634	3	1	60,000	11,450
77150 Equipment Oper & Maint	22,048	50,632	80,500	83,000	86,000
77960 Technology Charge	4,515	5,100	5,800	5,800	7,700
80000 Temporary Personnel Serv	54,506	194,275	10,000	5,000	5,000
80050 Professional Services	79,399	26,899	61,134	50,000	50,000
80380 Banking Services	3,245	8,286	6,000	5,000	5,000
82050 Printing	4,087	8,999	6,500	6,500	6,500
84000 Education and Training	3,796	2,387	3,000	5,000	5,000
84100 Memberships & Dues	1,055	1,295	1,000	1,500	1,500
84150 Travel, Confer & Meeting	4,730	4,818	-	2,000	2,000
88820 Loss on Disposal of Asset	47	-	-	-	-
Total Finance	1,103,082	1,146,945	1,237,050	1,123,039	1,288,864
<u>Human Resources #1600</u>					
Salaries and Benefits	620,127	610,507	700,900	686,793	709,932
73000 Office Supplies	3,110	1,606	2,000	3,000	5,000
73100 Books, Maps, Periodicals	924	582	700	700	700
73150 Postage	163	212	250	600	700
76050 Telephone/Communication	2,800	-	-	-	-
77150 Equipment Oper & Maint	-	-	19,500	19,000	19,500
77960 Technology Charge	5,250	5,900	6,800	6,800	9,000
80000 Temporary Personnel Serv	20,726	10,513	-	8,500	8,500
80050 Professional Services	34,309	3,623	15,000	23,000	23,000
80500 Testing	3,254	3,136	5,000	6,000	6,000
82000 Advertising	1,875	3,575	16,000	10,000	8,000
82050 Printing	846	617	1,000	2,000	2,000
84000 Education and Training	2,423	1,244	500	4,200	4,500
84100 Memberships & Dues	1,090	360	210	3,200	5,200



City of Emeryville
2021-22 Budget

Operating Budgets
Administration Departments

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
84150 Travel, Confer & Meeting	3,474	3,121	-	3,000	7,000
84350 In Service Training	2,078	2,279	4,250	5,900	10,000
84380 Safety Program	5,984	5,131	1,000	10,000	10,000
87080 Employee Recognition	14,199	12,283	2,000	11,000	12,000
Total Human Resources	722,632	664,689	775,110	803,693	841,032
Total General Fund Administrative Expenses	\$ 4,468,346	\$ 4,330,796	\$ 4,721,439	\$ 4,753,289	\$ 4,988,081



Capital Project Funds
1999 Revenue Bonds Capital Project Fund #444

Purpose of Fund

The 1999 Revenue Bond Fund accounts for bond proceeds from the 1999 bonds that were issued from the West Emeryville, Bay Street Shell mound Street expansion and East Bay Bridge Districts.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 194,625	\$ 89,215	\$ 89,215	\$ 89,215	\$ 89,215
Annual Activity						
Revenues		500	-	-	-	-
Total Revenues		500	-	-	-	-
Expenditures						
Capital Projects						
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	\$ 105,910	-	-	-	-	-
Carryforward	\$ 105,910	105,910	-	-	-	-
Total Expense		105,910	-	-	-	-
Net Annual Activity		(105,410)	-	-	-	-
Ending Available Fund Balance		\$ 89,215	\$ 89,215	\$ 89,215	\$ 89,215	\$ 89,215



Capital Project Funds
Affordable Housing Impact Fee Fund #239

Purpose of Fund

The Affordable Housing Impact Fee Fund accounts for rental residential developments and nonresidential developments to mitigate the impact of such developments on the need for affordable housing in the City.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 536,880	\$ 266,880	\$ 196,880	\$ 226,880	\$ 256,880
Annual Activity						
Revenues						
Investment Earnings		5,000	5,000	5,000	5,000	5,000
Development Fees		25,000	25,000	25,000	25,000	1,438,000
Total Revenues		30,000	30,000	30,000	30,000	1,443,000
Expenditures						
Capital Projects						
H-02 6150, 5890 and 5900 Christie Housing Site	\$ 300,000	-	100,000	-	-	-
Carryforward	\$ 300,000	300,000	-	-	-	-
Total Capital		300,000	100,000	-	-	-
Net Annual Activity		(270,000)	(70,000)	30,000	30,000	1,443,000
Ending Available Fund Balance		\$ 266,880	\$ 196,880	\$ 226,880	\$ 256,880	\$ 1,699,880



City of Emeryville
2021-22 Budget

Capital Project Funds
Affordable Housing Fund #299

Purpose of Fund

The Affordable Housing Fund accounts for residual property tax revenue committed to affordable housing projects and programs.

	<u>Prior Year Budget Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 2,794,391	\$ 92,931	\$ 465,465	\$ (3,764,584)	\$ (3,398,545)
Annual Activity						
Revenues						
Residual Property Tax Increment (20%)		1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Total Revenues		1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Expenditures						
Operations						
Community Development		823,852	827,466	830,049	833,962	836,941
Operating Expenses		823,852	827,466	830,049	833,962	836,941
Capital Projects						
H-01 3706 San Pablo Avenue Housing Site	\$ 116,451	-	-	-	-	-
H-02 6150, 5890 and 5900 Christie Housing Site - Bond Proceeds to fund	118,779	-	-	4,600,000	-	-
H-04 Affordable Senior Housing	1,149,275	-	-	-	-	-
H-06 Below Market Rate Housing Acquisition	1,578,343	-	-	-	-	-
H-07 3600 San Pablo	114,760	-	-	-	-	-
Carryforward	\$ 3,077,608	3,077,608	-	-	-	-
Total Capital		3,077,608	-	4,600,000	-	-
Total Expense		3,901,460	827,466	5,430,049	833,962	836,941
Net Annual Activity		(2,701,460)	372,534	(4,230,049)	366,038	363,059
Ending Available Fund Balance		\$ 92,931	\$ 465,465	\$ (3,764,584)	\$ (3,398,545)	\$ (3,035,486)



City of Emeryville
2021-22 Budget

Capital Project Funds
Catellus Fund #215

Purpose of Fund

The Catellus Contingent Fund accounts for a deposit payment that was required of the Catellus Development Corporation as a development condition of approval and is to be utilized for installation of a future pedestrian actuated signal, if required.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 9,290	\$ 6,312	\$ 6,312	\$ 6,312	\$ 6,312
Annual Activity Revenues						
		-	-	-	-	-
Total Revenues		-	-	-	-	-
Expenditures						
		-	-	-	-	-
Operating Expenses		-	-	-	-	-
Capital Projects						
T-05 Traffic Signal 40th & Harlan	\$ 2,978	-	-	-	-	-
Carryforward	<u>\$ 2,978</u>	2,978	-	-	-	-
Total Expense		2,978	-	-	-	-
Net Annual Activity		(2,978)	-	-	-	-
Ending Available Fund Balance		\$ 6,312	\$ 6,312	\$ 6,312	\$ 6,312	\$ 6,312



City of Emeryville
2021-22 Budget

Capital Project Funds
Developer Reimbursement Fund #473

Purpose of Fund

The Developer Reimbursement Fund accounts for projects to be funded by third parties as conditions of development agreements. Some projects will be delivered as improvements in lieu of cash.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 1,533,522	\$ 9,747	\$ 9,747	\$ 9,747	\$ 9,747
Annual Activity						
Revenues						
Developer Reimbursements		55,000	-	-	-	-
Total Revenues		55,000	-	-	-	-
Expenditures						
Capital Projects						
CF-08 Art Center	\$ 1,423,775	-	-	-	-	-
FM-12 Amtrak Pedestrian Bridge Modifications	55,000	-	-	-	-	-
M-01 Marina Navigation Channel Maintenance Dredging Program	-	-	-	-	-	1,412,500
ST-09 Frontage Road Landscape Median Island	100,000	-	-	-	-	-
Carryforward	\$ 1,578,775	1,578,775	-	-	-	1,412,500
Total Expense		1,578,775	-	-	-	1,412,500
Net Annual Activity		(1,523,775)	-	-	-	(1,412,500)
Ending Available Fund Balance		\$ 9,747	\$ 9,747	\$ 9,747	\$ 9,747	\$ (1,402,753)



City of Emeryville
2021-22 Budget

Capital Project Funds
Emeryville Center For Community Life Fund #477

Purpose of Fund

This fund tracks capital improvements at the Emeryville Center for Community Life.

	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance	\$ 457,728	\$ 446,728	\$ 435,728	\$ 460,728	\$ 485,728
Annual Activity					
Revenues					
Transfer from General Fund	25,000	25,000	25,000	25,000	25,000
Total Revenues	25,000	25,000	25,000	25,000	25,000
Expenditures					
Capital Outlay	36,000	36,000	-	-	-
Total Expense	36,000	36,000	-	-	-
Net Annual Activity	(11,000)	(11,000)	25,000	25,000	25,000
Ending Available Fund Balance	\$ 446,728	\$ 435,728	\$ 460,728	\$ 485,728	\$ 510,728



City of Emeryville
2021-22 Budget

Capital Project Funds
Environmental Programs #204

Purpose of Fund

The Environmental Program Fund accounts for funds committed to environmentally friendly projects.

	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance	\$ 52,951	\$ 48,951	\$ 44,951	\$ 40,951	\$ 36,951
Annual Activity					
Revenues					
Environmental Programs Revenue	22,000	22,000	22,000	22,000	22,000
Total Revenues	22,000	22,000	22,000	22,000	22,000
Expenditures					
Operations					
Operating Supplies	26,000	26,000	26,000	26,000	26,000
Operating Expenses	26,000	26,000	26,000	26,000	26,000
Total Expense	26,000	26,000	26,000	26,000	26,000
Net Annual Activity	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Ending Available Fund Balance	\$ 48,951	\$ 44,951	\$ 40,951	\$ 36,951	\$ 32,951



City of Emeryville
2021-22 Budget

Capital Project Funds
EPA Grant/Brownsfield Revolving Loan Fund #247

Purpose of Fund

The City administers a Brownsfield revolving loan pool. Original funding was from a federal EPA grant. As loans are repaid, the program income is available for new loan activities.

	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance	\$ 3,192,930	\$ 3,202,930	\$ 3,212,930	\$ 3,222,930	\$ 3,232,930
Annual Activity					
Revenues					
Federal Grant and Program Income	10,000	10,000	10,000	10,000	10,000
Total Revenues	10,000	10,000	10,000	10,000	10,000
Expenditures					
Total Expense	-	-	-	-	-
Net Annual Activity	10,000	10,000	10,000	10,000	10,000
Ending Available Fund Balance	\$ 3,202,930	\$ 3,212,930	\$ 3,222,930	\$ 3,232,930	\$ 3,242,930



Capital Project Funds
Gas Tax #220

Purpose of Fund

The Special Gas Tax Street Improvement Fund accounts for gas tax revenues apportioned by the state under specific statutory authority. The allocation formula is a combination of population and street mileage. The use of gas tax revenues is restricted to specific street maintenance activities

	<u>Capital Projects Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 230,409	\$ 102,534	\$ 139,265	\$ 180,673	\$ 226,827
Annual Activity						
Revenues						
Gas Tax		307,125	311,732	316,408	321,154	325,971
Total Revenues		307,125	311,732	316,408	321,154	325,971
Expenditures						
Operations						
Street Maintenance		260,000	275,000	275,000	275,000	275,000
Operating Expenses		260,000	275,000	275,000	275,000	275,000
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation - Minor Cost Improvements	\$ 50,000	25,000	-	-	-	-
ST-16 Streetlight Survey and Standards Development	100,000	-	-	-	-	-
Carryforward	\$ 150,000	150,000	-	-	-	-
Total Capital		175,000	-	-	-	-
Total Expense		435,000	275,000	275,000	275,000	275,000
Net Annual Activity		(127,875)	36,732	41,408	46,154	50,971
Ending Available Fund Balance		\$ 102,534	\$ 139,265	\$ 180,673	\$ 226,827	\$ 277,798



City of Emeryville
2021-22 Budget

Capital Project Funds
General Capital Fund #475

Purpose of Fund

The General Capital Fund accounts for projects to be funded with Commercial Property Transfer Tax.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 31,997,958	\$ 7,321,790	\$ 7,680,075	\$ 7,904,682	\$ 8,787,631
Annual Activity						
Revenues						
Residual Tax Increment (50%)		1,414,140	1,484,847	1,559,089	1,637,044	1,718,896
Commercial Transfer Tax		500,000	500,000	500,000	500,000	500,000
Investment Earning		100,000	100,000	100,000	100,000	100,000
Total Revenues		2,014,140	2,084,847	2,159,089	2,237,044	2,318,896
Expenditures						
Operations						
Public Works		998,467	1,018,562	1,034,482	1,054,095	1,071,443
Operating Expenses		998,467	1,018,562	1,034,482	1,054,095	1,071,443
Capital Projects						
CF-01 Eastshore State Park/Powell Street Bioswale	\$ 100,000	-	-	-	-	-
CF-05 Corporation Yard Improvements	9,307,637	-	-	-	-	-
CF-07 Underground Tank Closures	303,733	-	-	-	-	-
CF-08 Art Center	5,728,975	-	-	-	-	-
CF-10 Hollis Street Fire Station/EOC Upgrade (Station 35)	1,128,477	-	-	-	-	-
CF-11 Point Emery Shoreline Protection	533,575	800,000	-	-	-	-
CF-12 Temescal Park Security Lighting and Improvements	673,815	-	-	-	-	-
CF-13 Horton Landing Park Expansion	397,781	-	-	-	-	-
CF-14 ADA Transition Plan	453,939	-	100,000	100,000	-	-
CF-15 Electric Vehicle Chargers for City Hall Parking Lot	159,630	-	-	-	-	-
CF-16 Big Daddy Community Garden Rehabilitation	15,000	-	-	-	-	-
CF-17 Climate Action Plan Implementation Fund	50,000	-	25,000	25,000	-	-
CF-18 Police Administration	125,000	-	-	-	-	-
FM-02 Child Development Center Rehabilitation	17,677	-	-	-	-	-
FM-08 Davenport Mini Park Rehabilitation	132,783	-	-	-	-	-
H-02 Christie Housing Site	108,000	-	-	-	-	-
H-05 South BayFront Site B	129,587	-	-	-	-	-
PB-01 Sidewalk Improvement Program	593,180	-	225,000	225,000	-	-
PB-12 Greenway Crossings Safety Enhancemnt	25,091	-	-	-	-	-
PB-14 San Pablo Avenue Mid-Block	30,000	-	-	-	-	-
ST-01 40th Street Bridge-Paint Railing	154,837	-	300,000	300,000	-	-
ST-04 Lumec Streetlight Pole Painting and LED Retrofit	852,798	-	-	-	-	-



City of Emeryville
2021-22 Budget

Capital Project Funds
General Capital Fund #475

Purpose of Fund

The General Capital Fund accounts for projects to be funded with Commercial Property Transfer Tax.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
ST-05 Storm Drain Cleaning and System Repair Program	250,000	-	-	-	-	-
ST-06 Storm Drain Inventory and CCTV Inspection	55,333	-	-	-	-	-
ST-07 Street Tree Program	214,943	-	-	-	-	-
ST-08 Survey Monument and Benchmark Preservation Program	41,375	-	8,000	-	-	-
ST-11 Traffic Signal Modernization - Phase 1	300,000	-	-	-	-	-
ST-12 Additional Storm Drain Inlet Trash Capture Devices	11,000	-	-	-	-	-
ST-13 Large Trash Separator in Storm Drain Line	493,130	-	-	-	-	-
ST-14 North Hollis Undergrounding District	500,000	-	-	-	-	-
ST-15 Green Infrastructure Projects	50,000	-	50,000	-	-	-
T-02 Powell Street Bridge Seal Coat and Joint Seal Replacement	249,978	-	-	-	-	-
T-04 Quiet Zone Railroad Crossing Quadrant Gates	152,013	-	-	-	-	-
T-07 Paid Parking and Transportation Demand Management	687,554	-	-	-	-	-
T-09 Powell Corridor Traffic Safety Innovative Deployments to Enhance Arterial (IDEA)	35,000	-	-	-	-	-
T-10 Enhance Arterial (IDEA)	75,000	-	-	-	300,000	300,000
T-11 Traffic Signal Modernization - Phase 2	150,000	-	-	-	-	-
T-12 Structure Deck Seal, Repair and Maint Prog	50,000	-	-	250,000	-	-
Carryforward	\$ 24,336,841	24,336,841	-	-	-	-
Total Capital		25,136,841	708,000	900,000	300,000	300,000
Transfers Out		555,000	-	-	-	-
Total Expense		26,690,308	1,726,562	1,934,482	1,354,095	1,371,443
Net Annual Activity		(24,676,168)	358,285	224,607	882,948	947,453
Ending Available Fund Balance		\$ 7,321,790	\$ 7,680,075	\$ 7,904,682	\$ 8,787,631	\$ 9,735,084



City of Emeryville
2021-22 Budget

Capital Project Funds
General Plan Maintenance Fund #225

Purpose of Fund

The General Plan Maintenance Fund accounts for fees collected to cover costs of updating the City's Plan and Zoning Ordinance over the next 20 years.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 3,151,305	\$ 2,504,188	\$ 1,811,550	\$ 1,040,238	\$ 336,670
Annual Activity						
Revenues						
Development Fees		496,483	153,188	136,000	139,438	616,500
Total Revenues		496,483	153,188	136,000	139,438	616,500
Expenditures						
Operations						
Community Development		995,833	835,825	897,312	833,006	841,037
Operating Expenses		995,833	835,825	897,312	833,006	841,037
Capital Projects						
CF-08 Art Center	\$ 122,444	-	-	-	-	-
PB-10 40th-San Pablo Transit Hub and 40th Street Feasibility Study	15,323	-	-	-	-	-
Carryforward	\$ 137,767	137,767	-	-	-	-
Total Capital		137,767	-	-	-	-
Transfer out		10,000	10,000	10,000	10,000	10,000
Total Expense		1,143,600	845,825	907,312	843,006	851,037
Net Annual Activity		(647,117)	(692,638)	(771,312)	(703,569)	(234,537)
Ending Available Fund Balance		\$ 2,504,188	\$ 1,811,550	\$ 1,040,238	\$ 336,670	\$ 102,132



City of Emeryville
2021-22 Budget

Capital Project Funds
Grant Fund #254

Purpose of Fund

The Grants Fund accounts for funds from third-party and other sources and is used to segregate costs to be reimbursed by grants.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ (935,641)	\$ 483,794	\$ 794	\$ 794	\$ 794
Annual Activity						
Revenues						
Capital Grants		10,678,637	86,000	-	-	-
Total Revenues		10,678,637	86,000	-	-	-
Expenditures						
Operations						
Public Works		66,500	569,000	-	-	-
Operating Expenses		66,500	569,000	-	-	-
Capital Projects						
CF-12 Temescal Creek Park Improvements	\$ 25,000	-	-	-	-	-
FM-13 Bay-Friendly Landcape for City Hall	122	-	-	-	-	-
PB-11 Bike Share Stations	210,000	-	-	-	-	-
PB-12 Greenway Crossings Safety Enhancement	8,979	-	-	-	-	-
T-01 Annual Street Rehabilitation/Preventive Maintenance Program	75,000	-	-	-	-	-
T-07 Paid Parking and Transportation Demand Management	450,399	-	-	-	-	-
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	6,000,000	779,866	-	-	-	-
T-10 Innovative Deploymt to Enhance Arterial (IDEA)	269,337	-	-	-	-	-
T-13 40th-San Pablo Transit Hub & 40th St Reconstruction		1,374,000				
Carryforward	\$ 7,038,836	7,038,836	-	-	-	-
Total Capital		9,192,702	-	-	-	-
Total Expense		9,259,202	569,000	-	-	-
Net Annual Activity		1,419,435	(483,000)	-	-	-
Ending Available Fund Balance		\$ 483,794	\$ 794	\$ 794	\$ 794	\$ 794



Capital Project Funds
Housing Successor Fund #298

Purpose of Fund

The Housing Successor Fund accounts for restricted housing assets transferred from the City's former redevelopment agency. Funds are available to support low and moderate income housing activities under State guidelines administered by the State Housing and Community Development Department.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 22,872,707	\$ 23,164,819	\$ 23,588,863	\$ 24,012,807	\$ 24,427,007
Annual Activity						
Revenues						
Program Income		339,644	339,644	339,644	330,000	330,000
Investment Earning		120,000	120,000	120,000	120,000	120,000
Total Revenues		459,644	459,644	459,644	450,000	450,000
Expenditures						
Operations						
Community Development		35,500	35,600	35,700	35,800	35,900
Operating Expenses		35,500	35,600	35,700	35,800	35,900
Capital Projects						
H-01 3706 San Pablo Avenue Housing Site	\$ 132,031	-	-	-	-	-
Carryforward	\$ 132,031	132,031	-	-	-	-
Total Capital		132,031	-	-	-	-
Total Expense		167,531	35,600	35,700	35,800	35,900
Net Annual Activity		292,113	424,044	423,944	414,200	414,100
Ending Available Fund Balance		\$ 23,164,819	\$ 23,588,863	\$ 24,012,807	\$ 24,427,007	\$ 24,841,107



City of Emeryville
2021-22 Budget

Capital Project Funds
Information Technology Fund #670

Purpose of Fund

The Information Technology Fund accounts for funds set aside to support the City's technology upgrade program.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 1,820,242	\$ 728,931	\$ 568,931	\$ 408,931	\$ 223,931
Annual Activity						
Revenues						
Inter-fund Technology Charges		362,000	420,000	420,000	420,000	420,000
Total Revenues		362,000	420,000	420,000	420,000	420,000
Expenditures						
Operations						
Information Technology		430,000	430,000	430,000	430,000	430,000
Operating Expenses		430,000	430,000	430,000	430,000	430,000
Capital Projects						
IT-01 IT Replacements and Purchases	\$ 266,530	-	100,000	100,000	175,000	175,000
IT-02 Electronic Document Management System (EDMS)	164,897	-	50,000	50,000	-	-
IT-03 Geographic Information Systems (GIS) Development	316,314	-	-	-	-	-
IT-04 Computerized Maintenance Management System (CMMS)	31,659	-	-	-	-	-
IT-05 Computer Aided Dispatch/Records Management System	3,398	-	-	-	-	-
IT-06 Records Management System	240,513	-	-	-	-	-
Carryforward	\$ 1,023,311	1,023,311	-	-	-	-
Total Capital		1,023,311	150,000	150,000	175,000	175,000
Total Expense		1,453,311	580,000	580,000	605,000	605,000
Net Annual Activity		(1,091,311)	(160,000)	(160,000)	(185,000)	(185,000)
Ending Available Fund Balance		\$ 728,931	\$ 568,931	\$ 408,931	\$ 223,931	\$ 38,931



City of Emeryville
2021-22 Budget

Capital Project Funds
Major Maintenance Fund #650

Purpose of Fund

The Major Maintenance Fund accounts for funds set aside to complete major maintenance projects at City owned facilities. The fund was initiated during the 1993-1994 fiscal year with one-time revenues, and currently receives annual payments from each City department that operates a City facility.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 4,822,474	\$ 137,677	\$ 260,396	\$ 395,660	\$ 544,558
Annual Activity						
Revenues						
Inter-fund Facilities Maintenance Charges		680,875	714,919	750,665	788,198	827,608
Inter-fund Major Capital Charges		430,300	430,300	430,300	430,300	430,300
Total Revenues		1,111,175	1,145,219	1,180,965	1,218,498	1,257,908
Expenditures						
Operations						
Public Works		756,000	772,500	795,700	819,600	844,200
Capital Projects						
CF-05 Corporation Yard	\$ 1,880,789	-	-	-	-	-
CF-08 Art Center	2,560	-	-	-	-	-
CF-10 Hollis Street Fire Station/EOC Upgrade (Station 35)	300,000	-	-	-	-	-
FM-01 General Major Maintenance	309,608	250,000	250,000	250,000	250,000	250,000
FM-02 Child Development Center Rehabilitation	50,890	-	-	-	-	-
FM-03 Civic Center Carpet Replace	156,174	-	-	-	-	-
FM-04 Civic Center Exterior Painting	180,000	-	-	-	-	-
FM-05 Civic Center Garden Level Conf Rm/Permit Counter Upgrade	373,507	-	-	-	-	-
FM-06 Civic Center HVAC	712,843	240,000	-	-	-	-
FM-08 Davenport Mini Park Rehabilitation	13,230	-	-	-	-	-
FM-09 Emergency Generators/Fuel Tank Upgrades	146,413	-	-	-	-	-
FM-10 Shorebird Park Boardwalk Rehabilitation	125,000	-	-	-	-	-
FM-12 Amtrak Pedestrian Bridge Modifications	50,000	-	-	-	-	-
FM-13 Bay-Friendly Landcape for City Hall	90,285	30,000	-	-	-	-
FM-15 Rehab of City Facilities' Sewer Laterals	79,530	-	-	-	-	-
IT-04 Maint Mgmt System	49,144	-	-	-	-	-
Carryforward	\$ 4,519,972	4,519,972	-	-	-	-
Total Capital		5,039,972	250,000	250,000	250,000	250,000
Total Expense		5,795,972	1,022,500	1,045,700	1,069,600	1,094,200
Net Annual Activity		(4,684,797)	122,719	135,265	148,898	163,708
Ending Available Fund Balance		\$ 137,677	\$ 260,396	\$ 395,660	\$ 544,558	\$ 708,266



**City of Emeryville
2021-22 Budget**

**Capital Project Funds
Marina Fund #495**

Purpose of Fund

The Marina Improvement Fund accounts for the capital improvements of the Emeryville Public Marina. The Marina Fund was an enterprise fund until December 1998 when the facility was leased to a private company.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 5,234,803	\$ 227,717	\$ 436,150	\$ 636,179	\$ 827,263
Annual Activity						
Revenues						
Investment Earnings		20,000	20,000	20,000	20,000	20,000
Lease revenue		460,000	510,000	510,000	510,000	510,000
Special assessment		28,100	28,900	29,800	30,700	31,600
Total Revenues		508,100	558,900	559,800	560,700	561,600
Expenditures						
Operations						
Public Works		340,777	350,467	359,771	369,616	378,460
Operating Expenses		340,777	350,467	359,771	369,616	378,460
Capital Projects						
FM-08 Davenport Mini Park Rehabilitation		55,000	-	-	-	-
M-01 Marina Navigation Channel Maintenance Dredging Program	\$ 1,407,500	-	-	-	-	-
M-02 Marina Park Improvements	267,974	-	-	-	-	-
M-03 Marina Park and Powell Street Lighting	1,018,217	-	-	-	-	-
Other Capital		2,425,717				
Carryforward	\$ 2,693,691	2,693,691	-	-	-	-
Total Capital		5,174,408	-	-	-	-
Total Expense		5,515,186	350,467	359,771	369,616	378,460
Net Annual Activity		(5,007,086)	208,433	200,029	191,084	183,140
Ending Available Fund Balance		\$ 227,717	\$ 436,150	\$ 636,179	\$ 827,263	\$ 1,010,403



Capital Project Funds
Measure B - Bike and Pedestrian Fund #262

Purpose of Fund

The Measure B Fund accounts for revenues generated by a special one-half cent sales tax that was approved by the voters of Alameda County in 1986 and reauthorized in 2000. These funds are restricted for local transportation and special transportation (Para transit) purposes.

	Capital Project <u>Carryover</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>	2023-24 <u>Projection</u>	2024-25 <u>Projection</u>	2025-26 <u>Projection</u>
Beginning Available Fund Balance		\$ 98,160	\$ 42,578	\$ 72,004	\$ 101,838	\$ 132,103
Annual Activity						
Revenues						
Measure B		30,584	31,042	31,508	31,981	32,460
Total Revenues		30,584	31,042	31,508	31,981	32,460
Expenditures						
Operations						
Audit Fees		1,562	1,617	1,674	1,715	1,758
Operating Expenses		1,562	1,617	1,674	1,715	1,758
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation	\$ 84,603	-	-	-	-	-
Carryforward	\$ 84,603	84,603	-	-	-	-
Total Capital		84,603	-	-	-	-
Total Expense		86,165	1,617	1,674	1,715	1,758
Net Annual Activity		(55,582)	29,425	29,835	30,265	30,702
Ending Available Fund Balance		\$ 42,578	\$ 72,004	\$ 101,838	\$ 132,103	\$ 162,806



Capital Project Funds
Measure BB - Bike and Pedestrian Fund #264

Purpose of Fund

The Measure BB Fund accounts for revenues generated by a special one-half cent sales tax that was approved in 2014. These funds are restricted for local transportation and special transportation (Paratransit) purposes and are distributed monthly by the Alameda County Transportation Commission.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 29,678	\$ 3,346	\$ 4,745	\$ 6,583	\$ 38,882
Annual Activity						
Revenues						
Measure BB		32,528	33,016	33,511	34,014	34,524
Total Revenues		32,528	33,016	33,511	34,014	34,524
Expenditures						
Operations						
Public Works		1,562	1,617	1,674	1,715	1,758
Operating Expenses		1,562	1,617	1,674	1,715	1,758
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation	\$ 27,298	30,000	30,000	30,000	-	-
Carryforward	\$ 27,298	27,298	-	-	-	-
Total Capital		57,298	30,000	30,000	-	-
Total Expense		58,860	31,617	31,674	1,715	1,758
Net Annual Activity		(26,332)	1,399	1,838	32,299	32,766
Ending Available Fund Balance		\$ 3,346	\$ 4,745	\$ 6,583	\$ 38,882	\$ 71,648



Capital Project Funds
Measure B - Streets and Roads Fund #240

Purpose of Fund

The Measure B Fund accounts for revenues generated by a special one-half cent sales tax that was approved by the voters of Alameda County in 1986 and reauthorized in 2000. These funds are restricted for local transportation and special transportation (Para transit) purposes.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 297,610	\$ 19,620	\$ 191,279	\$ 430,354	\$ 673,059
Annual Activity						
Revenues						
Measure B		233,572	237,133	240,749	244,420	248,149
Total Revenues		233,572	237,133	240,749	244,420	248,149
Expenditures						
Operations						
Public Works		11,562	11,617	1,674	1,715	1,758
Operating Expenses		11,562	11,617	1,674	1,715	1,758
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 250,000	250,000	53,858	-	-	-
Carryforward	\$ 250,000	250,000	-	-	-	-
Total Capital		500,000	53,858	-	-	-
Total Expense		511,562	65,475	1,674	1,715	1,758
Net Annual Activity		(277,990)	171,658	239,075	242,705	246,391
Ending Available Fund Balance		\$ 19,620	\$ 191,279	\$ 430,354	\$ 673,059	\$ 919,450



Capital Project Funds
Measure BB - Streets and Roads Fund #242

Purpose of Fund

The Measure BB Fund accounts for revenues generated by a special one-half cent sales tax that was approved in 2014. These funds are restricted for local transportation and special transportation (Paratransit) purposes and are distributed monthly by the Alameda County Transportation Commission.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 553,235	\$ 192,757	\$ 39,690	\$ 2,185	\$ 44,183
Annual Activity						
Revenues						
Measure BB		294,102	298,514	302,992	307,537	312,150
Total Revenues		294,102	298,514	302,992	307,537	312,150
Expenditures						
Operations						
Public Works		15,385	15,440	25,496	25,538	25,581
Operating Expenses		15,385	15,440	25,496	25,538	25,581
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 399,195	240,000	436,142	315,000	240,000	240,000
Carryforward	\$ 399,195	399,195	-	-	-	-
Total Capital		639,195	436,142	315,000	240,000	240,000
Total Expense		654,580	451,582	340,496	265,538	265,581
Net Annual Activity		(360,477)	(153,068)	(37,505)	41,998	46,568
Ending Available Fund Balance		\$ 192,757	\$ 39,690	\$ 2,185	\$ 44,183	\$ 90,751



City of Emeryville
2021-22 Budget

Capital Project Funds
Measure D Fund #266

Purpose of Fund

The Measure D Fund accounts for the City of Emeryville's allocation of funds generated by the landfill surcharge under the Alameda County Recycling Initiative (Measure D). Measure D funds are restricted to specific recycling and waste reduction activities.

	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>	<u>2023-24</u> <u>Projection</u>	<u>2024-25</u> <u>Projection</u>	<u>2025-26</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 53,445	\$ 62,445	\$ 71,445	\$ 80,445	\$ 89,445
Annual Activity					
Revenues					
Measure D Surcharge	34,000	34,000	34,000	34,000	34,000
Total Revenues	34,000	34,000	34,000	34,000	34,000
Expenditures					
Operations					
Public Works	25,000	25,000	25,000	25,000	25,000
Operating Expenses	25,000	25,000	25,000	25,000	25,000
Total Expense	25,000	25,000	25,000	25,000	25,000
Net Annual Activity	9,000	9,000	9,000	9,000	9,000
Ending Available Fund Balance	\$ 62,445	\$ 71,445	\$ 80,445	\$ 89,445	\$ 98,445



City of Emeryville
2021-22 Budget

Capital Project Funds
Park Impact Fee Fund #237

Purpose of Fund

The Park / Rec Impact Fee Fund accounts for parks and recreation impact fees paid by new development, as required by the City's Park / Rec Impact Fee Ordinance.

	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance	\$ 1,951,458	\$ 2,006,458	\$ 2,849,354	\$ 2,904,354	\$ 2,959,354
Annual Activity					
Revenues					
Development Fees	55,000	842,896	55,000	55,000	1,145,500
Total Revenues	55,000	842,896	55,000	55,000	1,145,500
Expenditures	-	-	-	-	-
Total Expense	-	-	-	-	-
Net Annual Activity	55,000	842,896	55,000	55,000	1,145,500
Ending Available Fund Balance	\$ 2,006,458	\$ 2,849,354	\$ 2,904,354	\$ 2,959,354	\$ 4,104,854



Capital Project Funds
Pedestrian Path Improvement Fund #471

Purpose of Fund

The Pedestrian Path Improvement Fund accounts for funds committed for street bicycle and pedestrian improvements.

	Capital ProjectS Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 405,240	\$ 197,840	\$ 198,840	\$ 199,840	\$ 200,840
Annual Activity						
Revenues						
Investment Earnings		1,600	1,000	1,000	1,000	1,000
Total Revenues		1,600	1,000	1,000	1,000	1,000
Expenditures						
Capital Projects						
PB-01 Sidewalk Improvement Program	\$ 29,000	-	-	-	-	-
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	180,000	-	-	-	-	-
Carryforward	\$ 209,000	209,000	-	-	-	-
Total Expense		209,000	-	-	-	-
Net Annual Activity		(207,400)	1,000	1,000	1,000	1,000
Ending Available Fund Balance		\$ 197,840	\$ 198,840	\$ 199,840	\$ 200,840	\$ 201,840



City of Emeryville
2021-22 Budget

Capital Project Funds
Public Art Fund #243

Purpose of Fund

The Emeryville Public Art Fund accounts for funds received from new development as required under the City's Percent for Art Ordinance.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 841,056	\$ 638,920	\$ 655,620	\$ 711,820	\$ 741,920
Annual Activity						
Revenues						
Property Tax Residual Fee		150,000	150,000	150,000	150,000	150,000
Investment Earnings		10,000	10,000	10,000	10,000	10,000
Development Fees		15,000	15,000	15,000	15,000	15,000
Total Revenues		175,000	175,000	175,000	175,000	175,000
Expenditures						
Operations						
Community Development		147,200	158,300	118,800	144,900	120,400
Operating Expenses		147,200	158,300	118,800	144,900	120,400
Capital Projects						
PA-02 Implementing Art Projects	\$ 229,935	-	-	-	-	-
Carryforward	\$ 229,935	229,935	-	-	-	-
Total Capital		229,935	-	-	-	-
Total Expenses		377,136	158,300	118,800	144,900	120,400
Net Annual Activity		(202,136)	16,700	56,200	30,100	54,600
Ending Available Fund Balance		\$ 638,920	\$ 655,620	\$ 711,820	\$ 741,920	\$ 796,520



Capital Project Funds
Redevelopment Implementation Plan Fund #479

Purpose of Fund

The Implementation Plan 2010-14 Fund accounts for capital project commitments located within the Shellmound Park Redevelopment Project Area and is funded by \$3.8M in bond proceeds transferred to the City by the Successor Agency in fiscal year 2015.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 4,131,434	\$ 331,434	\$ 331,434	\$ 331,434	\$ 331,434
Annual Activity						
Total Revenues		-	-	-	-	-
Expenditures						
Capital Projects						
CF-08 Art Center	<u>\$ 3,800,000</u>	-	-	-	-	-
Carryforward	<u>\$ 3,800,000</u>	3,800,000	-	-	-	-
Total Expense		3,800,000	-	-	-	-
Net Annual Activity		(3,800,000)	-	-	-	-
Ending Available Fund Balance		\$ 331,434	\$ 331,434	\$ 331,434	\$ 331,434	\$ 331,434



Capital Project Funds
Redevelopment Projects Fund #472

Purpose of Fund

The Redevelopment Projects fund accounts for capital funds of the former redevelopment agency that have been approved for transfer to the City.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 4,881,256	\$ 899,922	\$ 929,922	\$ 949,922	\$ 959,922
Annual Activity						
Revenues						
Investment Earnings		40,000	30,000	20,000	10,000	-
Total Revenues		40,000	30,000	20,000	10,000	-
Expenditures						
Capital Projects						
CF-02 South Bayfront Bridge and Horton Landing Park	\$ 4,021,335	-	-	-	-	-
Carryforward	\$ 4,021,335	4,021,335	-	-	-	-
Total Expense		4,021,335	-	-	-	-
Net Annual Activity		(3,981,335)	30,000	20,000	10,000	-
Ending Available Fund Balance		\$ 899,922	\$ 929,922	\$ 949,922	\$ 959,922	\$ 959,922



City of Emeryville
2021-22 Budget

Capital Project Funds
Road Maintenance and Rehabilitation Fund #221

Purpose of Fund

The Road Maintenance and Rehabilitation Fund reports the allocation of State taxes enacted by the Road Repair and Accountability Act of 2017. FY 2017-18 is a partial year of funding from this new source. The first full year of funding will be FY 2018-19.

	Capital Projects Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 428,516	\$ 6,784	\$ 42,557	\$ 81,867	\$ 124,766
Annual Activity						
Revenues						
SB1 State Allocation		232,289	235,773	239,310	242,900	246,543
Other County Grants		-	-	-	-	-
Total Revenues		232,289	235,773	239,310	242,900	246,543
Expenditures						
Capital Projects						
San Pablo Mid-block Cross						
PB-14 Walk	\$ 254,021	-	-	-	-	-
Annual Street						
Rehabilitation/Preventive						
T-01 Maintenance Program	200,000	200,000	200,000	200,000	200,000	200,000
Carryforward	\$ 454,021	454,021	-	-	-	-
Total Capital		654,021	200,000	200,000	200,000	200,000
Total Expense		654,021	200,000	200,000	200,000	200,000
Net Annual Activity		(421,732)	35,773	39,310	42,900	46,543
Ending Available Fund Balance		\$ 6,784	\$ 42,557	\$ 81,867	\$ 124,766	\$ 171,310



Capital Project Funds
Sewer Capital Improvements Fund #511

Purpose of Fund

The City's Sewer Enterprise is supported by customer service and connection fees. The Sewer Operations Fund #510 accounts for the operation and maintenance of the City's sewer system. Connection Fee and related capital improvements are tracked through the Capital Improvement Program. Capital Projects are tracked in Fund #511 with funding drawn from Connection Fee Fund #513 as completed.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 6,758,148	\$ 5,368,607	\$ 5,558,607	\$ 5,748,607	\$ 5,938,607
Annual Activity						
Revenues						
Transfer from Connection Fee Fund		305,000	305,000	305,000	305,000	305,000
Total Revenues		305,000	305,000	305,000	305,000	305,000
Expenditures						
Operations						
Depreciation		115,000	115,000	115,000	115,000	115,000
Operating Expenses		115,000	115,000	115,000	115,000	115,000
Capital Projects						
FM-08 Davenport Mini Park Rehabilitation		20,000	-	-	-	-
SS-01 Sanitary Sewer Rehabilitation Program	\$ 1,559,541	-	-	-	-	-
Carryover	\$ 1,559,541	1,559,541	-	-	-	-
Total Capital		1,579,541	-	-	-	-
Total Expense		1,694,541	115,000	115,000	115,000	115,000
Net Annual Activity		(1,389,541)	190,000	190,000	190,000	190,000
Ending Available Fund Balance		\$ 5,368,607	\$ 5,558,607	\$ 5,748,607	\$ 5,938,607	\$ 6,128,607



City of Emeryville
2021-22 Budget

Capital Project Funds
Sewer Connection Fee Fund #513

Purpose of Fund

The City's Sewer Enterprise is supported by customer service and connection fees. The Sewer Operations Fund #510 accounts for the operation and maintenance of the City's sewer system. Connection Fee and related capital improvements are tracked through the Capital Improvement Program. Capital Projects are tracked in Fund #511 with funding drawn from Connection Fee Fund #513 as completed.

	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance	\$ 2,331,937	\$ 2,456,937	\$ 2,581,937	\$ 2,706,937	\$ 2,831,937
Annual Activity					
Revenues					
Connection Fees	195,000	195,000	195,000	195,000	195,000
Total Revenues	195,000	195,000	195,000	195,000	195,000
Expenditures					
Operations					
Depreciation	70,000	70,000	70,000	70,000	70,000
Operating Expenses	70,000	70,000	70,000	70,000	70,000
Total Expense	70,000	70,000	70,000	70,000	70,000
Net Annual Activity	125,000	125,000	125,000	125,000	125,000
Ending Available Fund Balance	\$ 2,456,937	\$ 2,581,937	\$ 2,706,937	\$ 2,831,937	\$ 2,956,937



Capital Project Funds
Source Reduction and Recycling #265

Purpose of Fund

The Recycling / Source Reduction Fund accounts for revenue generated through a surcharge on garbage rates, which is utilized for waste reduction, recycling and cleanup programs.

	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>	<u>2023-24</u> <u>Projection</u>	<u>2024-25</u> <u>Projection</u>	<u>2025-26</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 11,088	\$ 11,088	\$ 11,088	\$ 11,088	\$ 11,088
Annual Activity					
Revenues					
Alameda County Grant	5,000	5,000	5,000	5,000	5,000
Total Revenues	5,000	5,000	5,000	5,000	5,000
Expenditures					
Operations					
Professional Services	5,000	5,000	5,000	5,000	5,000
Total Expense	5,000	5,000	5,000	5,000	5,000
Net Annual Activity	-	-	-	-	-
Ending Available Fund Balance	\$ 11,088	\$ 11,088	\$ 11,088	\$ 11,088	\$ 11,088



City of Emeryville
2021-22 Budget

Capital Project Funds
Traffic Impact Fee Fund #250

Purpose of Fund

The Transportation Impact Fee Fund accounts for transportation impact fees paid by new development, as required by the City's Transportation Impact Fee Ordinance.

	Capital Projects <u>Carryover</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>	2023-24 <u>Projection</u>	2024-25 <u>Projection</u>	2025-26 <u>Projection</u>
Beginning Available Fund Balance		\$ 1,322,547	\$ 559,901	\$ 104,121	\$ 119,121	\$ 84,121
Annual Activity						
Revenues						
Investment Earnings		15,000	15,000	15,000	15,000	15,000
Development Fees		347,625	379,220	50,000	50,000	1,184,000
Total Revenues		362,625	394,220	65,000	65,000	1,199,000
Expenditures						
Operations						
Public Works - ENR Membership		-	-	-	-	-
Operating Expenses		-	-	-	-	-
Capital Projects						
Street Light Signals		50,000				
Street Improvements		165,000				
PB-06 ECCL - North-South						
Pedestrian Path from 47th St						
to 53rd St		-	750,000	-	-	-
PB-08 Transit Stop Improvements	\$ 100,000	-	-	-	-	-
PB-11 Bike Share Stations	240,000	-	-	-	-	-
T-04 Quiet Zone at 65th, 66th,						
and 67th Street At-Grade						
Crossings	500,000	-	-	-	-	-
T-08 Powell Street Bridge						
Widening	14,820	-	-	-	-	-
T-09 Powell Corridor Traffic						
Safety Study	5,451					
T-11 Traffic Signal Modernization -						
Phase 2	-	50,000	100,000	50,000	100,000	100,000
Carryforward	\$ 860,271	860,271	-	-	-	-
Total Capital		1,125,271	850,000	50,000	100,000	100,000
Total Expense		1,125,271	850,000	50,000	100,000	100,000
Net Annual Activity		(762,646)	(455,780)	15,000	(35,000)	1,099,000
Ending Available Fund Balance		\$ 559,901	\$ 104,121	\$ 119,121	\$ 84,121	\$ 1,183,121



Capital Project Funds
Urban Forestry Fund #251

Purpose of Fund

The Urban Forestry Fee Fund accounts for fees and penalties collected under the City's Urban Forestry Ordinance governing the removal and replacement of street trees.

	Capital Project Carryover	2021-22 Budget	2022-23 Projection	2023-24 Projection	2024-25 Projection	2025-26 Projection
Beginning Available Fund Balance		\$ 62,478	\$ 61,263	\$ 62,763	\$ 64,263	\$ 65,763
Annual Activity						
Revenues						
Urban Forestry Fee		1,500	1,500	1,500	1,500	1,500
Total Revenues		1,500	1,500	1,500	1,500	1,500
Expenditures						
Capital Projects						
ST-07 Street Tree Program	\$ 2,715	-	-	-	-	-
Carryforward	\$ 2,715	2,715	-	-	-	-
Total Capital		2,715	-	-	-	-
Total Expense		2,715	-	-	-	-
Net Annual Activity		(1,215)	1,500	1,500	1,500	1,500
Ending Available Fund Balance		\$ 61,263	\$ 62,763	\$ 64,263	\$ 65,763	\$ 67,263



Capital Project Funds
The Vehicle Registration (VRF)- Streets and Roads Fund #238

Purpose of Fund

The Vehicle Registration Fee (VRF) accounts for a pro-rata share of the annual \$10 per vehicle fee approved by voters in Alameda County in 2010. VRF funds are restricted for local road improvements and repairs.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		\$ 10,946	\$ 2,365	\$ 341	\$ 42,913	\$ 86,089
Annual Activity						
Revenues						
Vehicle License Fees		44,653	45,323	46,003	46,693	47,393
Total Revenues		44,653	45,323	46,003	46,693	47,393
Expenditures						
Operations						
Public Works		3,234	3,347	3,431	3,516	3,604
Operating Expenses		3,234	3,347	3,431	3,516	3,604
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 50,000	-	44,000	-	-	-
Carryforward	\$ 50,000	50,000	-	-	-	-
Total Capital		50,000	44,000	-	-	-
Total Expense		53,234	47,347	3,431	3,516	3,604
Net Annual Activity		(8,581)	(2,024)	42,572	43,176	43,789
Ending Available Fund Balance		\$ 2,365	\$ 341	\$ 42,913	\$ 86,089	\$ 129,877



City of Emeryville
2021-22 Budget

Capital Project Funds
Vehicle Replacement Fund #660

Purpose of Fund

The Vehicle Replacement Fund accounts for resources set aside for vehicle replacement.

	<u>Capital Project Carryover</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>
Beginning Available Fund Balance		<u>\$ 3,965,043</u>	<u>\$ 3,179,223</u>	<u>\$ 2,497,723</u>	<u>\$ 2,019,023</u>	<u>\$ 1,540,361</u>
Annual Activity						
Revenues						
Inter-fund Vehicle Replacement Charges		436,500	557,500	587,300	587,338	587,338
Total Revenues		<u>436,500</u>	<u>557,500</u>	<u>587,300</u>	<u>587,338</u>	<u>587,338</u>
Expenditures						
Capital Projects						
V-01 Vehicle Replacements and Purchases	\$ 1,056,320	166,000	1,239,000	1,066,000	1,066,000	1,066,000
Capital Carryforward	<u>\$ 1,056,320</u>	<u>1,056,320</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital		<u>1,222,320</u>	<u>1,239,000</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>
Total Expense		<u>1,222,320</u>	<u>1,239,000</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>
Net Annual Activity		<u>(785,820)</u>	<u>(681,500)</u>	<u>(478,700)</u>	<u>(478,662)</u>	<u>(478,662)</u>
Ending Available Fund Balance		<u>\$ 3,179,223</u>	<u>\$ 2,497,723</u>	<u>\$ 2,019,023</u>	<u>\$ 1,540,361</u>	<u>\$ 1,061,699</u>



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➤ **COMMUNITY DEVELOPMENT DEPARTMENT**

BUILDING DIVISION

ECONOMIC DEVELOPMENT &
HOUSING DIVISIONS

PLANNING DIVISION

➤ COMMUNITY DEVELOPMENT DEPARTMENT

OVERVIEW

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

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

➤ COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING DIVISION

OVERVIEW

The Building Division conducts the administrative and regulatory responsibilities of the California Building Codes (CBC), including building, plumbing, mechanical, residential, and electrical codes, and other building-related codes. The CBC requirements include disabled access, energy conservation, and the CALGreen sustainable code provisions. Under the City's contract for fire services with Alameda County, the Chief Building Official is assigned the Fire Code Official title and has final authority over interpretation and administration of the Fire Code. The Fire Code advances fire and life safety for the public, first responders and property protection in a comprehensive, integrated approach to fire code regulation and hazard management. For all construction activity in the City, the Building Division collects fees on behalf of itself and other City departments and agencies, performs plan check activities, monitors conditions of approval, issues required permits, conducts field inspections, and issues certificates of occupancy or final inspections. In addition, the Building Division undertakes code enforcement activities including property maintenance, blight, graffiti, and tenant-property owner disputes. The Division administers seismic upgrade requirements of the Unreinforced Masonry Building (URM) Ordinance and assists the Alameda County Fire Department (ACFD) with taking in Fire Permit applications, calculating fees, and issuing permits. The Division coordinates and strives to continually improve Planning and Building counter service, including implementing customers' suggestions as appropriate. The Building Division also serves as lead staff to the Housing Advisory and Appeals Board.

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

ACHIEVEMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

Administration

1. Updated Master Fee Schedule for Building Division and Fire Department (fire prevention).
2. Prepared ordinances to adopt new State building and fire codes with local amendments; ordinances were adopted by City Council on December 3, 2019.
3. With Public Works Department, continued to implement program for inspection and replacement of private sewer laterals as mandated by U.S. Environmental Protection Agency and EBMUD.
4. Assisted Public Works Department in development of a “reach codes” ordinance regarding all-electric building construction and the use of light-weight concrete.
5. With Planning Division, implemented migration of Central Square “TRAKiT” computerized permit tracking system to updated Internet-based system.

Development Projects

1. Performed plan checks and field inspections for the following major new development and building renovation projects, and issued certificates of occupancy (CO) or final inspections for those that were completed:
 - Avalon Public Market Parcel C2, 6251 Shellmound Street (66 units) (CO)
 - Avalon Public Market Parcel D, 6301 Shellmound Street (223 units) (CO)
 - Christie Park, 6202 Christie Avenue (expansion and improvements to existing park) (finalized)
 - The Intersection Residential, 3800 San Pablo Avenue, (105 units, modular) (under construction)
 - The Intersection Commercial, 3800 San Pablo Avenue, (seismic retrofit/cold shell) (under construction)
 - Sherwin Williams Building B1, 1450 Sherwin Avenue (60 units) (under construction)
 - Sherwin Williams Building B2, 1450 Sherwin Avenue (130 units) (under construction)
 - Sherwin Williams Building C, 1450 Sherwin Avenue (122 units) (under construction)
 - Sherwin Williams Building D, 1450 Sherwin Avenue (184 units) (under construction)
 - Sherwin Williams Park Improvements, 1450 Sherwin Avenue (includes playground and restroom) (in plan review)
 - AMCAL, 6701 Shellmound Street (186 units) (in plan review; building permit expected to be issued prior to June 30, 2021)

- Emeryville Arts Center - 4060 Hollis Street (structural retrofit, warm shell) (in plan review)
 - South Bayfront Bridge, 53rd Street (grading, remediation, retaining wall, lighting and electrical for irrigation) (in plan review)
2. Performed plan checks and field inspections for the following major tenant improvement and remodeling projects, and issued certificates of occupancy (CO) or final inspections for those that were completed:
- MycoWorks, 1300 64th Street (TCO)
 - MedMen Cannabis Dispensary, 3996 San Pablo Avenue (TCO)
 - Novartis Rooftop Equipment, 5959 Horton Street (TCO)
 - Zogenix, 5959 Horton Street (TCO)
 - Shell and Seismic Improvements, 1545 Park Avenue (finaled)
 - Bay Street Repositioning Improvements, 5616 Bay Street (finaled)
 - Hilton Garden Inn Guest Room Conversion and Remodel, 1800 Powell Street (under construction)
 - Wondrous Brewing Company, 1306 65th Street (under construction)
 - Centre For Neuro Skills, 2200 Powell Street (under construction)
 - Emery Cove Yacht Harbor, 3300 Powell Street, dock replacement (under construction)
 - BMR Building 4, Addition of Enclosed Central Utility Plant, 5300 Chiron Way (under construction)
 - Grifols Diagnostics Solutions, Building CMF Expansion, 5350 Horton Street (under construction)
 - Stanford Medical Cancer Services, 5800 Hollis Street (under construction)
 - Memphis Meats Research and Development, 6201 Shellmound Street (under construction)
 - Warm Shell and ADA Upgrade, 6455 Christie Avenue (ready to issue)
 - Finless Foods Headquarters, 1250 53rd Street (in plan review)
 - Anvil Builders, 1550 Park Avenue (in plan review)
 - The Atrium, Spec Lab and Office Improvements, 1650 65th Street (in plan review)
 - Zymergen Office and Labs, 5300 Chiron Way (in plan review)
3. Issued approximately 1,300 permits, based on a total construction valuation of approximately \$409 million. About 290 (22%) of these permits were issued over-the-counter and another 670 (52%) were issued within an average of two weeks after one round of plan check. Approximately 32 permits (2%) received expedited processing (plan review comments or permit approval within 3-5 days) for an additional fee. These figures were not significantly different from previous years, despite the effects of the COVID-19 pandemic for over 15 months of the two-year period. In fact, total building permit valuation and fees in fiscal year 2019-2020 were by far the highest in the past 20 years, due to several large permits for the Sherwin Williams project that were issued in April and May 2020.

4. Performed approximately 8,000 inspections, of which approximately 3,000 (38%) related to major development projects and 5,000 (63%) related to other projects such as tenant improvements and remodels, including code enforcement.
5. Responded to approximately 2,000 counter visits and 1,000 telephone inquiries. These were mostly before March 17, 2020, when City Hall was closed to the public due to the pandemic. After that date, most communication was via email.

Code Enforcement

Handled approximately 220 code enforcement cases, including graffiti, work without permits, and other code violations, and 350 telephone contacts related to code enforcement.

GOALS FOR THE 2021-22 FISCAL YEAR

Administration

1. With Planning Division, continue implementation of Central Square “TRAKiT” computerized permit tracking system.
2. With Planning Division, complete implementation of “e-TRAKiT” component of permit tracking system to allow on-line submittal of planning permit applications.
3. Continue to monitor activities of California Building Standards Commission and participate in development and adoption of 2022 California Building Codes, which will take effect January 1, 2023.
4. Continue to implement Building Occupancy Resumption Program (BORP) to certify third-party inspectors for post-disaster building evaluation.
5. Consider amending Master Fee Schedule to institute lower flat building permit fees for certain small projects such as minor home repairs.
6. With Finance Department, continue collecting state-mandated business license surcharge for Certified Access Specialists and implementing AB 3002 regarding disabled access notification.
7. Develop a “Soft Story Ordinance” to facilitate seismic retrofit of wood-frame buildings where the first story is substantially weaker and more flexible than the stories above due to large openings and lack of walls or frames at the first floor.

Development Projects

1. Facilitate completion and issuance of certificates of occupancy for the following major development projects that are under construction:

- The Intersection Residential, 3800 San Pablo Avenue, (105 units, modular)
 - The Intersection Commercial, 3800 San Pablo Avenue, (seismic retrofit/cold shell)
 - Sherwin Williams Building B1, 1450 Sherwin Avenue (60 units)
 - Sherwin Williams Building B2, 1450 Sherwin Avenue (130 units)
 - Sherwin Williams Building C, 1450 Sherwin Avenue (122 units)
 - Sherwin Williams Building D, 1450 Sherwin Avenue (184 units)
 - AMCAL, 6701 Shellmound Street (186 units) (building permit expected to be issued prior to June 30, 2021)
 - South Bayfront Bridge, 53rd Street (grading, remediation, retaining wall, lighting and electrical for irrigation)
 - Hilton Garden Inn Guest Room Conversion and Remodel, 1800 Powell Street
 - Wondrous Brewing Company, 1306 65th Street
 - Centre For Neuro Skills, 2200 Powell Street
 - Emery Cove Yacht Harbor, 3300 Powell Street, dock replacement
 - BMR Building 4, Addition of Enclosed Central Utility Plant, 5300 Chiron Way
 - Grifols Diagnostics Solutions, Building CMF Expansion, 5350 Horton Street
 - Stanford Medical Cancer Services, 5800 Hollis Street
 - Memphis Meats Research and Development, 6201 Shellmound Street
2. Provide preconstruction meetings, plan checking, permit issuance, field inspections, and certificates of occupancy for approved development projects (and those anticipated to be approved) including:
- Sherwin Williams Park Improvements, 1450 Sherwin Avenue (includes playground and restroom)
 - Emeryville Arts Center - 4060 Hollis Street (structural retrofit, warm shell)
 - Warm Shell and ADA Upgrade, 6455 Christie Avenue
 - Finless Foods Headquarters, 1250 53rd Street
 - Anvil Builders, 1550 Park Avenue
 - The Atrium, Spec Lab and Office Improvements, 1650 65th Street
 - Zymergen Office and Labs, 5300 Chiron Way
 - Other major projects as they materialize

Code Enforcement

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

➤ COMMUNITY DEVELOPMENT DEPARTMENT – ECONOMIC DEVELOPMENT & HOUSING DIVISIONS

OVERVIEW

The Economic Development & Housing Division is responsible for the City's Economic Development, Affordable Housing, Homelessness, Public Art, Brownfields Remediation and Labor Standards Programs, as well as coordinating grants with other departments. These programs work together to enhance the quality of life for Emeryville's residents and workers.

Emeryville's Economic Development programs support and expand the economic base of the City in order to ensure business vitality, which can generate revenue and develop jobs. These efforts are guided by the City's Economic Development Strategy, which is a framework for deploying the City's economic development resources in the areas of Infrastructure and Transportation, Marketing and Promotion, Community Advancement, and Organization and Network Building.

In addition, the Division is responsible for developing and implementing the City's labor standards programs, including the Minimum Wage and Paid Sick Leave Ordinance, the Fair Workweek Ordinance, and the Workplace Justice Standards At Large Hotels Ordinance ("Measure C"). This includes outreach and technical assistance to employers as well as investigation, mediation and enforcement activities related to employee complaints.

The Division administers the City's Affordable Housing Program and manages the City's housing assets and functions. These responsibilities include the development of over four acres of land purchased with Redevelopment Agency low- and moderate-income housing funds, management of an inventory of over 180 Below-Market-Rate (BMR) ownership units and 839 BMR rental units, and the implementation of the City's First-Time Homebuyer Loan Program, which includes a portfolio of approximately 160 First Time Homebuyer Loans. The Division also implements the City's Homeless Strategy to address the needs of people experiencing homelessness in our community.

The Division coordinates grant management activities for all City departments and facilitates applications and implementation of grants for various transportation and other capital projects.

The Division manages the City's Public Art Program, which is funded through the City's Art in Public Places Ordinance. Developers can fulfill public art requirements by either funding on-site art that is accessible to the public or by contributing to the City's Public Art Fund. The Division provides project management and maintenance services for City-

owned public art and monitors and approves privately developed/owned art accessible to the public. The Division also oversees the City's annual Art Purchase Award program, Bus Shelter Temporary Public Art program, and Mural program as well as capital calls for City-owned public art.

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

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

ACCOMPLISHMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

Economic Development

1. Developed and implemented emergency programs to assist businesses impacted by the COVID-19 pandemic and civil unrest, including a temporary moratorium on commercial evictions, commercial rent repayment program, business recovery grant program, hundreds of alert emails on various relief programs and initiatives, and assistance to businesses in applying for relief.
2. Provided City Council with annual implementation reports on the Economic Development Strategy.
3. Continued quarterly business networking event series, entitled "Emeryville BizNexus", which went on a temporary hiatus during the COVID-19 pandemic.
4. Continued business attraction, retention and expansion activities, providing site selection assistance to over 50 businesses interested in locating in Emeryville, and continued business visitation program with over 6 new businesses contacted. Provided general and ongoing business assistance to over 100 businesses, reflecting the increased need for assistance during the COVID-19 pandemic.
5. Produced marketing materials including advertising celebrating the City's East Bay Innovation Award nominees and continued work on a smart phone guided tour of cultural district assets.
6. Negotiated Lease Disposition and Development Agreement ("LDDA") with the selected developer of the Emeryville Art Center. Facilitated implementation of the

agreement, including Planning Commission approval of the project on August 27, 2020 and City Council approval of the LDDA on September 1, 2020.

7. Continued implementation of the “Rotten City – Emeryville” Cultural District, as designated by California Arts Council as one of only 14 Cultural Districts in California in the pilot program, including facilitating the hosting of the Arts Council’s regional meeting on September 6, 2019 at SAE Expression College.
8. Continued implementation of the Business License Tax and Fire Inspection Fee Rebate Program for independent restaurant and retail businesses, providing over \$20,000 to eligible small businesses. Expanded program to include Business License Taxes paid by Bars and Cabaret License and Sidewalk Sign Permit fees.
9. Continued implementation of the Façade Improvement Grant Program, awarding over \$140,000 to two businesses in the second round of projects in 2019.
10. Participated in Berkeley-Emeryville Bioscience Partnership with the City of Berkeley including refreshing the Berkeley-Emeryville Bio website and organizing meet-ups with stakeholders, which went on a temporary hiatus during the COVID-19 pandemic.
11. Continued to work with City Attorney’s Office and Finance Department on the dissolution of the Emeryville Redevelopment Agency.
12. Worked with BioMed, buyer of the Novartis portion of the Chiron Planned Unit Development, on details of the transaction and future development. A Final Development Plan for the “BMR Emeryville Center of Innovation” was approved by the Planning Commission on February 25, 2021.

Labor Standards

1. Continued implementation of labor standards ordinances including the Minimum Wage and Paid Sick Leave Ordinance, Fair Workweek Ordinance and Workplace Justice Standards At Large Hotels Ordinance (“Measure C”).
2. Conducted education and outreach workshops for employers, and produced an online training video for employers.
3. Investigated four complaints related to violations of the City’s labor standards, two in partnership with the State Department of Labor Standards Enforcement.
4. Researched and monitored the development of pandemic-related labor standards including “Right to Recall” and “Hero Pay”.

Affordable Housing

1. Developed and implemented emergency programs to assist residents impacted by the COVID-19 pandemic, including a temporary moratorium on residential evictions and foreclosures, residential rent repayment ordinance, and emergency rental assistance program.
2. Completed construction of the Estrella Vista Project (3706 San Pablo Avenue), a family-friendly 100% affordable housing project funded in part by a \$4.5 million loan from the City and monitored occupancy of 86 affordable units by income-qualified households.
3. Completed developer selection process for the redevelopment of 4300 San Pablo Avenue as an intergenerational affordable housing project and began negotiating a Lease Disposition and Development Agreement with the selected developer.
4. Facilitated development of a 100% affordable supportive housing project at 3600 San Pablo Avenue, including City Council approval of a \$16.7 million permanent financing development loan and Community Development Director approval of the project under SB 35 and AB 1763.
5. Prepared Affordable Housing Administration and Implementation Plan to govern implementation of various affordable housing financial resources, including \$50 million in Measure C Bond funds, for a total of \$64 million in financial resources dedicated to affordable housing. Plan was adopted by City Council on March 2, 2021.
6. Negotiated housing affordability agreements for the Sherwin Williams and Nady development projects.
7. Continued implementation of the Eviction and Harassment Protection Ordinance, which provides protections for residential tenants.
8. Continued to manage the inventory of First Time Homebuyer Loans including refinancing/subordinations, owner occupancy waivers, capital improvement credits, short sales and payoffs.
9. Continued to administer the City's Below Market Rate (BMR) Unit Program by assisting sellers with requests for subordinations, capital improvement credits, trust transfers, and loan repayments and reconveyances, and sales; monitored BMR rental and owner-occupied units to assure program compliance.
10. Continued to coordinate with home rehabilitation programs including Rebuilding Together, Alameda County's Minor Home Repair program, and Alameda County's Measure A1 affordable housing bond rehabilitation program, as well as administering the City's portfolio of rehabilitation loans.

11. Continued to manage the City's Community Development Block Grant Program by executing and managing funding agreements.
12. Developed and implemented a new Housing Notification System, which provides information on affordable housing resources to almost 7,000 subscribers.

Homelessness

1. Continued implementation of the Homeless Strategy, including a new contract for outreach and housing navigation services with Operation Dignity.
2. Continued administration of Rapid Rehousing and Emerging Needs funds to support households experiencing homelessness.
3. Prepared and managed agreements with the City of Oakland to support Family Front Door coordinated entry for families experiencing homelessness and the St. Vincent DePaul shelter.
4. Continued to manage community grants provided to Emeryville Citizens Assistance Program (ECAP) and Rebuilding Together.
5. Monitored funding sources for homelessness services and attended weekly meetings convened by Alameda County Healthcare for the Homeless focused on homelessness issues during the pandemic.

Capital Projects

1. Completed the Curbside Management Plan with funding from MTC and coordination with stakeholders such as Zipcar, Gig, Waste Management and Caltrans.
2. Negotiated agreements for public parking and bus bays with the developer and transit operators at the EmeryStation West/Transit Center project.
3. Coordinated with Public Works on funding agreements and amendments with Alameda County Transportation Commission for five transportation projects totaling \$4.18 million.
4. Collaborated with Alameda County Transportation Committee for preferred alternatives on the San Pablo Multimodal Improvement Project and a Near Term Pilot with Oakland.
5. Implemented paid parking in two pilot areas for the Citywide Parking Management Strategy, resulting in implementation of paid parking in the North Hollis and Triangle commercial areas.
6. Continued to coordinate grant management for a variety of capital projects and planning studies.

Public Art

1. Implemented the 2019 and 2020 Annual Purchase Award Programs. In 2019, *Betty, Dave, Myra and Ruth* by Susan Avila was purchased and installed in the Senior Center. In 2020, *Stucked* by Prabin Badhia was purchased and installed in City Hall. In 2019, staff conducted an event recognizing the selected artist. In 2020, the event was not hosted due to public health restrictions; postcards were distributed honoring the artist, and acknowledgement is expected in the 2021 Purchase Award Celebration
2. Commissioned Ned Kahn for a kinetic work for installation at Point Emery in 2020.
3. Developed and contracted for Phase VI of the Bus Shelter Art Project while installing the works of six artists for Phase V in 2019 and 2020.
4. Developed the Mural Program and issued a call for a mural at 1451 Sherwin Avenue across from the Sherwin Williams mixed use project.
5. Continued to assist private developers with installation of public art, including Emery Cove. The Intersection (3800 San Pablo Avenue), Sherwin Williams, and Public Market developments. EmeryStation West installed \$800,000 in major new exterior works by Eric Powell and Blessing Hancock and two interior murals by Jay Mercado in 2019. MycoWorks and the Hilton Garden Inn installed exterior works in 2020.

GOALS FOR THE 2021-22 FISCAL YEAR

Economic Development

1. Continue implementing emergency programs to assist businesses impacted by the COVID-19 pandemic, with a focus on programs to support economic recovery.
2. Continue business attraction and retention activities, including marketing, communication with property owners, brokers and prospective businesses, new business welcome visits and business retention visits.
2. Continue implementation of the Economic Development Strategy, including continuing the Emeryville BizNexus networking event series following the COVID-19 pandemic, and producing multi-channel marketing content.
3. Complete development of the Art Center Project.
4. Complete feasibility studies and prepare Requests for Proposals for redevelopment of City-owned sites, including Christie Avenue Properties and Site B.
5. Market Brownfield Revolving Loan Funds (RLF) to private partners to fund site remediation and assessment.

6. Continue to participate in regional sector-focused industry support programs including the Berkeley-Emeryville Bioscience Partnership, the Bay Area Urban Manufacturing Initiative, and other similar efforts.

Labor Standards

1. Continue implementation of labor standards ordinances including the Minimum Wage and Paid Sick Leave Ordinance, Fair Workweek Ordinance and Workplace Justice Standards At Large Hotels Ordinance (“Measure C”).
2. Continue providing technical assistance to employers and monitoring effects of labor standards ordinances.

Affordable Housing

1. Continue implementing emergency programs to assist residents impacted by the COVID-19 pandemic.
2. Continue to participate in development of the 100% affordable supportive housing project for formerly homeless individuals at 3600 San Pablo Avenue.
3. Complete negotiations for Lease Disposition and Development Agreement for intergenerational affordable housing project at 4300 San Pablo Avenue and facilitate development of the project, including approval by the Planning Commission.
4. Prepare planning and feasibility studies and Request for Proposals for affordable housing project on the Christie Avenue Properties.
5. Facilitate issuance of first tranche of affordable housing bonds and take other steps to implement the Affordable Housing Administration and Implementation Plan.
6. Monitor pending state housing legislation as it develops and implement housing legislation that becomes law.
7. Continue implementation of the Eviction Harassment Protection Ordinance.
8. Continue to enhance efforts to monitor and purchase BMR units in danger of foreclosure; continue to assist sellers, buyers, and title companies with BMR, homebuyer, and rehabilitation loan transactions, including requests for subordinations when refinancing, capital improvement credits, trust transfers, and loan repayments and reconveyances, and provide information regarding foreclosure assistance; conduct annual monitoring of BMR ownership and rental units and down payment assistance loan recipients.
9. Negotiate Affordability Agreements for new residential construction.
10. Finalize guidelines for affordable rental housing management.

Homelessness

1. Continue implementation of the homelessness strategy, including deployment of rapid rehousing and emerging needs funds.
2. Continue support of Family Front Door coordinated entry, St. Vincent DePaul shelter, and ECAP food distribution.
3. Support the biannual “Point in Time” count of unsheltered individuals.

Capital Projects

1. Manage the paid parking program in the North Hollis and Triangle neighborhoods.
2. Continue to represent the City at Alameda County Transportation Commission meetings and coordinate funding opportunities for key transportation projects.
3. Represent the City in regional planning activities related to the San Pablo Multimodal Corridor.
4. Continue to secure grants and manage grant agreements to fund public improvements, brownfield remediation, and affordable housing projects, and manage existing grants for projects consistent with the Capital Improvement Program.

Public Art

1. Continue implementation of the Public Art Master Plan, including the Mural program.
2. Complete Phase VI of the Bus Shelter Art project and initiate Phase VII.
3. Implement the 2021 and 2022 Annual Purchase Award Program.
4. Continue to assist private property owners with installation of art accessible to the public. Anticipated projects include the Public Market, Emery Cove, The Intersection (3800 San Pablo Avenue) Sherwin Williams, BMR Emeryville Center of Innovation, and Nady (6701 Shellmound Street) sites.

➤ COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

OVERVIEW

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

ACHIEVEMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

Administration

1. With Building Division, implemented migration of Central Square “TRAKiT” computerized permit tracking system to updated Internet-based system, including importing of historical planning permit information from 1980s and 1990s.
2. With Building Division, implemented “e-TRAKiT” component of permit tracking system to allow on-line submittal of planning permit applications. Worked with Finance and IT to institute City’s acceptance of credit cards as payment.

Long-Range Planning

1. Developed proposed regulations and draft ordinance to amend regulations for high-rise development, including unit mix and tower separation; tower separation ordinance was adopted on July 23, 2019.
2. With Human Resources, participated in preparation of Local Hazard Mitigation Plan update, which was adopted by the City Council as an appendix of the Safety Element of the General Plan on September 3, 2019.

3. Participated in efforts by the Economic Development and Housing Division, Public Works Department, and other departments to implement a citywide parking management plan, including preparation of an ordinance for one-way car sharing in conjunction with a parking meter ordinance. The parking meter ordinance was adopted on February 18, 2020. Adoption of one-way car sharing ordinance is now being handled by Public Works.
4. In collaboration with Public Works, AC Transit, and the Emeryville Transportation Management Association, completed final concept plan for 40th Street/San Pablo Avenue Transit Hub and redesign of 40th Street, which was approved by the City Council on March 3, 2020.
5. Developed Planning Regulation amendments to eliminate minimum parking requirements, which were adopted by the City Council on April 21, 2020.
6. Developed ordinance to expedite the approval process, and eliminate fees, for outdoor dining for restaurants and bars during the COVID-19 Shelter in Place Order; ordinance was passed by the City Council on June 16, 2020.
7. Developed bird safe building design standards as an amendment to the Planning Regulations, which were adopted by the City Council on July 7, 2020.
8. Developed Planning Regulation amendments to allow Cannabis Manufacturing businesses in additional zoning districts and to allow reduced distances between Cannabis Sales activities and parks, greenways and other sensitive uses; regulations were adopted by the City Council on September 15, 2020.
9. Developed amendments to the Planning Regulations to expedite approval of Accessory Dwelling Units (ADUs) and Junior ADUs, as required by State law; regulations were adopted by the City Council on December 15, 2020.
10. Initiated a comprehensive update of the Pedestrian and Bicycle Plan, to be called the Active Transportation Plan.
11. Initiated preparation of the FY 2023-31 Housing Element of the General Plan, which is due to the State by January 2023.
12. Initiated a study of Objective Development Standards to be incorporated into the Planning Regulations for use in projects for which State law mandates compliance with such standards.
13. Prepared state-mandated annual reports on implementation of the General Plan, including the Housing Element.
14. Participated in quarterly AC Transit-Emeryville Interagency Liaison Committee meetings.

15. Participated in U.S. Census Bureau activities related to the 2020 Census.

Current Planning

1. Facilitated Planning Commission study sessions and approval hearing for BMR Emeryville Center of Innovation Final Development Plan including:
 - Study sessions by the Commission on December 12, 2019, April 23, 2020, and August 27, 2020.
 - Preparation of transportation analysis and Environmental Impact Report Addendum by consultants.
 - Approval hearing by Commission on February 25, 2021.
2. Facilitated study sessions and/or approval hearings for other major development projects including:
 - Emergency Family Shelter, 4300 San Pablo Avenue; approved by Planning Commission on August 22, 2019.
 - Marketplace Redevelopment Project Parcel B, 5950-6000 Shellmound Street (office/ laboratory space, retail, and parking garage); redesign approved on appeal by City Council on January 21, 2020.
 - Emeryville Center for the Arts, 4060 Hollis Street; approved by Planning Commission on August 27, 2020.
 - 47th Street Homes residential project; approved by City Council on October 6, 2020.
 - Reuse of Sherwin Williams Existing Building 1-31 for life science uses; approved by Planning Commission on February 25, 2021.
 - Three applications approved by Planning Commission for new or expanded Cannabis Manufacturing facilities.
 - 1225 65th Street Multi-Unit Residential project, Planning Commission study session.
 - Wareham EmeryStation Overland lab building, Planning Commission study session.
 - Redesign of Marketplace Redevelopment Projects Parcels A, B, and C for research and development, parking, and 18 residential units, Planning Commission study session.
 - Office/residential mixed use project at 4700 San Pablo Avenue, Planning Commission study session.
3. Administratively approved 90-unit, 7-story 100% affordable housing project at 3600 San Pablo Avenue pursuant to SB35 and AB1763, based on compliance with City's objective development standards.
4. Facilitated Planning Commission study sessions and began preparation of Environmental Impact Report for Onni Christie Mixed Use Project, including 638

residential units in 54-story tower, 238,000 square feet of office in 16-story tower, 20,000 square feet of retail, and parking structure with 1,105 spaces. The project was deemed withdraw effective August 6, 2020 because the applicant was no longer in contract to purchase the property.

5. Held approximately 30 study sessions before the Planning Commission and City Council on various proposed development projects, plans, and policy issues.
6. Facilitated City Council and Planning Commission consideration/approval of several other items, including sign permits, construction noise waivers, and tree removal permits.
7. Administratively approved approximately 125 planning permits, including 40 minor design review permits, 30 minor sign applications, 14 minor conditional use permits, 1 minor subdivision, 8 temporary use permits, 6 Accessory Dwelling Units (ADUs), 8 wireless telecommunications facilities and 5 bike share stations.
8. Issued approximately 24 zoning compliance letters, confirming the Planning requirements applicable to specific properties.
9. Administratively approved 10 temporary use permits and 2 sidewalk café permits for COVID-related outdoor dining. Per City Council direction, these were expedited with no fee charged.

GOALS FOR THE 2021-22 FISCAL YEAR

Administration

1. With Building Division, continue implementation of Central Square “TRAKiT” computerized permit tracking system.
2. With Building Division, complete implementation of “e-TRAKiT” component of permit tracking system to allow on-line submittal of planning permit applications.

Long-Range Planning

1. Facilitate completion and adoption of Active Transportation Plan.
2. Facilitate completion of 2023-31 Housing Element of the General Plan, which is due to the State by January 2023.
3. Facilitate completion and adoption of Objective Development Standards to be incorporated into the Planning Regulations for use in projects for which State law mandates compliance with such standards.

4. Prepare ordinance to amend sign regulations to comply with court rulings, to address Planning Commission and City Council concerns, and to make regulations easier to understand and implement.
5. In collaboration with stakeholders and interested agencies and parties, study the effects of sea level rise on Emeryville and possible mitigation measures, including a “living levee” and a pedestrian/bicycle trail along the west side of I-80, along the Emeryville Crescent, to provide access from the Bay Trail to the Bay Bridge.
6. Prepare ordinances to make miscellaneous corrections, clarifications, and improvements to Planning Regulations, for consideration by Planning Commission and City Council as needed.
7. Prepare area plans, specific plans, and topical planning studies as the need arises, and as directed by the Planning Commission and City Council.
8. Prepare state-mandated annual reports on implementation of the General Plan, including the Housing Element.
9. Continue to participate in quarterly AC Transit-Emeryville Interagency Liaison Committee meetings.

Current Planning

1. Facilitate staff review, study sessions, environmental review, public hearings, approval, and plan review of proposed and anticipated projects, including:
 - Wareham Emery Station Overland lab building.
 - Redesign of Marketplace Redevelopment Projects Parcels A, B, and C for research and development, structured parking, and 18 residential units.
 - Office/residential mixed use project at 4700 San Pablo Avenue.
 - 58 Fifty Shellmound mixed use development
 - 4300 San Pablo Avenue affordable housing project
 - 1225 65th Street Multi-Unit Residential project
 - Christie Avenue Sites housing/mixed use (Successor Agency)
 - 3637 Adeline Street Affordable Apartments (SB35/AB1763 ministerial approval)
 - 4700 San Pablo Avenue mixed use project
 - Bay Center Offices expansion for research and development
 - Other major projects as they materialize
2. Continue to hold study sessions before the Planning Commission and City Council on proposed development projects, plans, and policy issues.
3. Continue to facilitate City Council and Planning Commission consideration/approval of other items such as noise waivers, tree removal permits, and other issues.

4. Continue to provide efficient and expedited review of administrative planning permits including design review, sign applications, minor conditional use permits, temporary use permits, minor subdivisions, administrative noise waivers, zoning compliance reviews, and exceptions to standards.
5. Continue to hold study sessions before the Planning Commission and City Council on proposed development projects, plans, and policy issues.

➤ **GENERAL PLAN MAINTENANCE FUND**

OVERVIEW

The General Plan Maintenance Fund (GPMF) (Fund 225) was established in FY 03-04 to cover the costs of updating and implementing the City's General Plan and Planning Regulations. State law allows cities to impose fees to recover "the costs reasonably necessary to prepare and revise the plans and policies that a local agency is required to adopt before it can make any necessary findings and determinations". The City's General Plan Maintenance Fee is a surcharge on building permits based on 0.5 percent of construction valuation. Preparation of the General Plan, adopted in October 2009, was fully funded by the GPMF. In addition, the GPMF has funded the Planning Regulations Update, Housing Element, Parks and Recreation Strategic Plan, Pedestrian and Bicycle Plan, Park Avenue District Mitigated Negative Declaration, Housing Nexus Fee Study, General Government Facilities Impact Fee Study, Parks and Recreation Facilities Impact Fee Study, 40th and San Pablo Bus Hub Feasibility Study, Active Transportation Plan, and other long range planning activities that implement the General Plan. The GPMF fully funds all five Community Development Department interns, and partially funds the salaries of the Community Development Director and staffs of the Planning Division, Building Division, and Economic Development & Housing Division.

Community Development
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Building		
Chief Building Official	1.00	1.00
Building Inspector	1.00	1.00
Building Permit Technician/Plan Checker	1.00	1.00
Total Building	3.00	3.00
Economic Development & Housing		
Economic Development & Housing Manager	1.00	1.00
Community and Economic Development Management Analyst	4.00	4.00
	1.00	1.00
Total Economic Development & Housing	6.00	6.00
Planning		
Director of Community Development	1.00	1.00
Senior Planner	1.00	1.00
Associate Planner	1.00	1.00
Assistant Planner	1.00	1.00
Administrative Assistant	1.00	1.00
Interns funded by General Plan Maintenance	2.50	2.50
Total Planning	7.50	7.50
Total Positions Community Development	16.50	16.50



City of Emeryville
2021-22 Budget

Operating Budgets
Community Development Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
101 General Fund	\$ 4,050,092	\$ 2,543,195	\$ 3,091,970	\$ 2,031,100	\$ 2,031,100
202 Economic Development	331,513	374,988	307,300	264,300	310,800
203 Community Programs	-	-	3,500	-	-
204 Environmental Programs	35,614	66,275	54,814	22,000	22,000
205 CDBG	15,220	14,861	36,973	10,395	15,000
208 Home Program	104,645	88,339	2,748	50,000	50,000
212 Small Local Bus Support	65	61	11	-	-
225 General Plan Maintenance	354,822	1,439,780	791,749	496,483	153,188
237 Park/Rec Impact Fee	83,682	398,073	4,762	55,000	842,896
239 Afford HSG Impact Fee	141,104	248,315	4,897	30,000	30,000
243 Public Art	40,311	207,086	248,259	175,000	175,000
247 Brownfield's EPA Grant Fund	64,548	60,477	10,982	10,000	10,000
250 Traffic Impact Fee	452,467	1,280,515	54,139	362,625	394,220
268 Community Development Technology	911,664	290,655	159,353	101,639	30,000
269 Parking Fund	-	-	295,000	778,200	223,200
271 Code Enforcement	6,374	5,973	-	-	-
298 Housing Successor	690,275	854,121	555,684	459,644	459,644
299 Affordable Housing	1,308,156	1,495,324	1,217,614	1,200,000	1,200,000
	\$ 8,590,551	\$ 9,368,038	\$ 6,839,754	\$ 6,046,385	\$ 5,947,048
<u>Operating Expenditures by Fund</u>					
101 General Fund	\$ 4,278,890	\$ 3,443,907	\$ 3,739,042	\$ 3,560,308	\$ 3,366,461
202 Economic Development	48,322	51,758	100,508	77,000	77,000
203 Community Programs	126,352	30,000	-	83,500	83,500
204 Environmental Programs	78,470	32,421	750	26,000	26,000
205 CDBG	9,972	11,310	11,310	10,395	15,000
225 General Plan Maintenance	859,312	657,400	880,549	1,143,600	845,825
237 Park/Rec Impact Fee	1,065,276	(543,920)	56,525	-	-
239 Afford HSG Impact Fee	-	-	734,329	300,000	100,000
243 Public Art	100,663	110,742	160,100	377,136	158,300
250 Traffic Impact Fee	284,520	299,681	2,196,450	1,125,271	850,000
268 Community Development Technology	281,823	102,590	54,500	53,782	3,842
269 Public Parking	-	-	289,143	776,656	803,271
298 Housing Successor	31,351	18,168	35,100	167,531	35,600
299 Affordable Housing	330,322	452,409	815,528	3,901,460	827,466
	\$ 7,495,274	\$ 4,666,467	\$ 9,073,834	\$ 11,602,638	\$ 7,192,265
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 2,122,257	\$ 2,135,563	\$ 2,355,405	\$ 2,287,931	\$ 2,342,611
Supplies and Services	5,373,017	2,530,904	6,718,429	9,314,707	4,849,654
	\$ 7,495,274	\$ 4,666,467	\$ 9,073,834	\$ 11,602,638	\$ 7,192,265
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Positions	17.5	18.5	16.5	16.5	16.5



City of Emeryville
2021-22 Budget

Operating Budgets
Community Development Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Revenue Details					
<u>General Fund #101</u>					
58750 Planning Fees	\$ 58,835	\$ 42,424	\$ 32,516	\$ 35,000	\$ 35,000
58760 Planning Reimbursements	339,919	695,718	500,000	264,000	264,000
58200 Building Permits	467,654	2,351,609	816,224	950,000	950,000
58210 Admin Reimb-SB 1473 10%	263	396	1,648	200	200
58220 Adm Fee Bldg-Sewer	8,429	3,570	6,450	6,000	6,000
58250 Plumbing Permits	82,763	413,000	138,927	80,000	80,000
58300 Electrical Permits	100,996	467,856	159,179	80,000	80,000
58310 PVSolar - R3	500	250	500	600	600
58330 PVSolar - 10-50KW	5,295	3,800	-	2,000	2,000
58340 PVSolar - 50>KW	2,000	2,042	-	1,000	1,000
58350 Mechanical Permits	61,745	358,102	118,856	70,000	70,000
58380 Title 24 Energy Rev. Fees	324,147	132,545	181,748	120,000	120,000
58400 Plan Checking	1,833,266	1,024,881	1,110,956	390,000	390,000
58422 OT Inspections	-	596	3,040	600	600
58424 Re-Inspection	-	879	-	400	400
58426 Utility Reconnect Inspect	-	135	-	600	600
58428 Pre-Submittal Meeting	-	-	-	600	600
58430 Microfilm Fees	4,375	21,927	5,112	6,600	6,600
58434 Alt Method/Matls Request	346	2,002	-	4,000	4,000
58436 Temp Cert of Occupancy	8,190	8,178	6,564	4,000	4,000
58438 Meter Release	2,184	5,922	1,734	2,900	2,900
58442 Assign Address (Prop/Bus)	393	135	276	900	900
59040 Permit Renewal Fee	1,572	2,295	2,310	500	500
59900 Contra Building Fees	734,783	(3,032,638)	-	-	-
59910 Audit Fee	10,000	35,519	273	10,000	10,000
62010 Photocopying	16	-	-	100	100
62015 Plans Copy Requests	1,365	825	276	200	200
62650 Other Revenue	290	15	-	-	-
62705 SB1186 CASP Recovery	-	-	5,380	200	200
63370 Administrative Fees	767	1,210	-	700	700
Total General Fund	4,050,092	2,543,195	3,091,970	2,031,100	2,031,100
<u>Economic Development #202</u>					
41340 Property Tax Residual Pmt	295,737	337,175	299,300	264,300	310,800
56000 Investment Earnings	35,776	37,813	8,000	-	-
Total Economic Development	331,513	374,988	307,300	264,300	310,800
<u>Community Programs #203</u>					
69050 Interfd Rcpt from Gen Fn	-	-	3,500	-	-
Total Community Programs	-	-	3,500	-	-



City of Emeryville
2021-22 Budget

Operating Budgets
Community Development Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Environmental Programs #204</u>					
55490 Environmentl Program Rev	34,339	65,670	54,618	22,000	22,000
56000 Investment Earnings	1,274	605	196	-	-
Total Environmental Programs	35,614	66,275	54,814	22,000	22,000
<u>CDBG #205</u>					
51400 Other Federal Grants	-	-	36,310	10,395	15,000
56000 Investment Earnings	3,796	3,551	-	-	-
56100 Interest Income	-	-	663	-	-
63210 Housing Loans-Principal	1,452	-	-	-	-
63500 Loan Repayments	-	-	-	-	-
67040 CDBG Funds	9,972	11,310	-	-	-
Total CDBG	15,220	14,861	36,973	10,395	15,000
<u>HOME #208</u>					
56000 Investment Earnings	13,019	14,389	2,748	-	-
56100 Interest Income	21,520	15,841	-	-	-
62650 Other Revenue	106	109	-	-	-
63210 Housing Loans-Principal	70,000	58,000	-	50,000	50,000
Total Home	104,645	88,339	2,748	50,000	50,000
<u>Small Local Bus Support Fund #212</u>					
56000 Investment Earnings	65	61	11	-	-
62615 Dev Contb-S/Local Business	-	-	-	-	-
	65	61	11	-	-
<u>General Plan Maintenance #225</u>					
56000 Investment Earnings	57,689	49,314	22,119	13,288	28,188
58740 Gen'l Plan Maintenance Fee	297,134	1,390,466	769,630	483,195	125,000
53650 Other State Grants	-	-	-	-	-
Total General Plan Maintenance	354,822	1,439,780	791,749	496,483	153,188
<u>Park/Rec Impact Fee #237</u>					
56000 Investment Earnings	6,133	4,941	4,762	5,000	5,000
58470 Residential Impact Fees	49,822	393,132	-	25,000	812,896
58480 Non-Residential Imp Fees	27,727	-	-	25,000	25,000
Total Park/Rec Impact Fee	83,682	398,073	4,762	55,000	842,896



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	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Afford HSG Impact Fee #239</u>					
56000 Investment Earnings	11,472	14,603	4,897	5,000	5,000
58480 Non-Residential Imp Fees	129,632	233,712	-	25,000	25,000
Total Afford HSG Impact Fee	141,104	248,315	4,897	30,000	30,000
<u>Public Art #243</u>					
41340 Property Tax Residual Pmt	-	168,588	149,600	150,000	150,000
56000 Investment Earnings	25,218	23,664	4,835	10,000	10,000
62670 Per Cent Public Art Rev	15,093	14,834	93,824	15,000	15,000
Total Public Art	40,311	207,086	248,259	175,000	175,000
<u>Brownfield's EPA Grant Fund #247</u>					
56000 Investment Earnings	64,548	60,477	10,982	10,000	10,000
Total Brownfield's EPA Grant Fund	64,548	60,477	10,982	10,000	10,000
<u>Traffic Impact Fee #250</u>					
56000 Investment Earnings	37,648	41,810	20,999	15,000	15,000
58450 Traffic Impact Fees	-	-	-	25,000	354,220
58470 Residential Impact Fees	326,700	-	33,140	322,625	25,000
58480 Non-Residential Imp Fees	53,905	1,238,706	-	-	-
63760 Transfer fr F/237	34,213	-	-	-	-
Total Traffic Impact Fee	452,467	1,280,515	54,139	362,625	394,220
<u>Community Development Technology Fund #268</u>					
56000 Interest Income	6,455	12,403	5,427	5,000	5,000
58960 Technology Fee	59,408	278,252	153,926	96,639	25,000
69620 Interfd Rcpt from Fd 670	845,801	-	-	-	-
Total Public Art	911,664	290,655	159,353	101,639	30,000
<u>Parking Fund #269</u>					
69440 Transfer in from 475	-	-	290,000	555,000	-
60300 Citations	-	-	-	24,000	24,000
61040 Parking Fees	-	-	5,000	199,200	199,200
Total Parking Fund	-	-	295,000	778,200	223,200
<u>Code Enforcement #271</u>					
56000 Investment Earnings	6,374	5,973	-	-	-
62335 Code Enforcement Recovery	-	-	-	-	-
69050 Interfd Rcpt from Gen Fnd	-	-	-	-	-
Total Code Enforcement	6,374	5,973	-	-	-



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	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
<u>Housing Successor #298</u>					
56000 Investment Earnings	81,273	91,547	16,911	20,000	20,000
56100 Interest Income	154,360	171,561	137,344	100,000	100,000
57500 Billboard/Antenna Revenue	-	-	-	-	-
62650 Other Revenue	3,879	17,932	7,433	-	-
62910 Gain-1st HB Loan Payoff	38,566	-	-	-	-
62920 1st HB Loan Payoff-Princ	18,700	-	-	-	-
63210 Housing Loans-Principal	258,175	397,309	237,285	230,000	230,000
63370 Administrative Fees	109,644	109,644	109,644	109,644	109,644
63500 Loan Repayments	25,678	22,831	2,904	-	-
63750 Municipal Services Fee	-	43,297	44,163	-	-
69580 Interfd Rcpt fm Fund 299	-	-	-	-	-
Total Housing Successor	690,275	854,121	555,684	459,644	459,644
<u>Affordable Housing #299</u>					
41340 Property Tax Residual Pmt	1,182,947	1,348,701	1,197,200	1,200,000	1,200,000
56000 Investment Earnings	108,872	109,398	19,702	-	-
56100 Investment Earnings	-	4,394	-	-	-
62450 Refund	-	1,000	-	-	-
62650 Other Revenue	-	109	-	-	-
63210 Housing Loans - Principal	-	30,075	-	-	-
63500 Loan Repayments	16,337	1,648	712	-	-
Total Housing Successor	1,308,156	1,495,324	1,217,614	1,200,000	1,200,000
Total Revenues	\$ 8,590,551	\$ 9,368,038	\$ 6,839,754	\$ 6,046,385	\$ 5,947,048

Expenditure Details

General Fund #101

Planning #1700

Salaries and Benefits	\$ 638,265	\$ 632,484	\$ 549,300	\$ 577,760	\$ 589,936
Supplies					
73000 Office Supplies	4,232	1,655	1,200	3,000	3,000
73100 Books, Maps, Periodicals	221	-	-	200	200
73150 Postage	3,864	1,631	1,370	1,200	1,200
	8,317	3,285	2,570	4,400	4,400
Utilities and Maintenance					
76050 Telephone/Communication	4,000	-	-	-	-
77960 Technology Charge	6,825	3,400	3,900	3,900	5,100
	10,825	3,400	3,900	3,900	5,100



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	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Professional Fees/Services					
80000 Temporary Personnel Serv	-	-	1,048	-	-
	-	-	1,048	-	-
Advertising, Printing, and Publications					
82000 Advertising	2,434	2,469	3,993	3,000	3,000
82050 Printing	3,440	1,775	4,240	3,000	3,000
	5,874	4,244	8,234	6,000	6,000
Education and Training					
84000 Education and Training	1,810	50	-	2,500	2,500
84050 Planning Commiss Training	-	63	-	-	-
84100 Memberships & Dues	3,413	2,794	3,200	3,200	3,200
84150 Travel, Confer & Meeting	2,051	246	-	3,600	3,600
84250 Planning Commiss. Allow.	-	-	-	-	-
	7,274	3,153	3,200	9,300	9,300
Total Planning	670,555	646,567	568,251	601,360	614,736
<u>Planning Reimbursable #1725</u>					
Salaries and Benefits	11,061	17,327	120,205	30,000	30,000
Supplies					
73150 Postage	2,254	6,282	3,333	5,000	5,000
	2,254	6,282	3,333	5,000	5,000
Professional Fees/Services					
80050 Professional Services	10,515	118,367	68,000	100,000	100,000
80100 Legal Services	74,285	103,478	127,593	150,000	150,000
80290 Reimbursable Services	150,791	310,450	59,879	-	-
	235,591	532,295	255,472	250,000	250,000
Advertising, Printing, and Publications					
82000 Advertising	9,157	4,489	8,458	4,000	4,000
82050 Printing	1,020	3,643	1,611	5,000	5,000
	10,178	8,132	10,069	9,000	9,000
Total Planning Reimbursable	259,083	564,036	389,080	294,000	294,000
<u>Building #1730</u>					
Salaries and Benefits	417,427	384,416	460,500	483,596	492,963
Supplies					
73000 Office Supplies	2,231	2,352	(140)	2,000	2,000
73100 Books, Maps, Periodicals	573	440	-	500	4,000
73150 Postage	352	330	163	500	500
73350 Safety & Special Supplies	-	278	-	500	500
73550 Fuel	-	-	-	-	-
	3,156	3,399	24	3,500	7,000
Utilities					
76050 Telephone/Communication	5,000	3,033	3,206	5,000	5,000
	5,000	3,033	3,206	5,000	5,000



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	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Maintenance					
77100 Vehicle Operation & Maint	-	-	-	1,500	1,500
77950 Vehicle Repl. Charge	9,081	20	5,100	5,100	5,100
77960 Technology Charge	7,560	5,900	6,800	6,800	9,000
	<u>16,641</u>	<u>5,920</u>	<u>11,900</u>	<u>13,400</u>	<u>15,600</u>
Professional Fees/Services					
80050 Professional Services	163,112	22,680	-	42,000	42,000
80365 SB1186 CASP Admin Fees	-	-	-	3,000	3,000
80380 Banking Services	-	-	268	-	-
80480 Prof Svc-Plan Check Fees	1,623,343	523,963	1,016,887	669,700	400,000
80490 Prof Svc-Inspections	329,787	487,524	443,897	572,000	583,200
	<u>2,116,242</u>	<u>1,034,168</u>	<u>1,461,052</u>	<u>1,286,700</u>	<u>1,028,200</u>
Advertising, Printing, and Publications					
82000 Advertising	-	-	-	-	-
82050 Printing	37	-	-	1,500	1,500
	<u>37</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>
Education and Training					
84000 Education and Training	3,920	3,140	280	5,800	5,800
84100 Memberships & Dues	470	620	550	1,300	1,300
84150 Travel, Confer & Meeting	925	3,434	-	5,800	5,800
	<u>5,316</u>	<u>7,193</u>	<u>830</u>	<u>12,900</u>	<u>12,900</u>
Other					
87210 Graffiti Abatement	6,725	16,310	18,500	18,000	18,000
87260 Code Enforcement	1,600	2,445	-	3,500	3,500
	<u>8,325</u>	<u>18,755</u>	<u>18,500</u>	<u>21,500</u>	<u>21,500</u>
Total Building	<u>2,572,143</u>	<u>1,456,884</u>	<u>1,956,012</u>	<u>1,828,096</u>	<u>1,584,663</u>
<u>Economic Development #1800</u>					
Salaries and Benefits	489,348	523,827	560,800	523,753	543,263
Supplies					
73000 Office Supplies	2,922	2,208	500	2,900	1,400
73100 Books, Maps, Periodicals	364	135	290	4,300	4,300
73150 Postage	2,111	829	500	900	900
	<u>5,397</u>	<u>3,172</u>	<u>1,290</u>	<u>8,100</u>	<u>6,600</u>
Utilities					
76050 Telephone/Communication	4,000	-	-	-	-
	<u>4,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Maintenance					
77960 Technology Charge	3,780	13,500	15,500	15,500	20,600
	<u>3,780</u>	<u>13,500</u>	<u>15,500</u>	<u>15,500</u>	<u>20,600</u>
Professional Fees/Services					
80000 Temporary Personnel Serv	1,142	-	-	-	-
80050 Professional Services	232,354	214,966	225,470	260,750	273,800
	<u>233,496</u>	<u>214,966</u>	<u>225,470</u>	<u>260,750</u>	<u>273,800</u>



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	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Advertising, Printing, and Publications					
82000 Advertising	18,917	456	1,000	1,000	1,000
82050 Printing	2,134	8,392	1,000	1,750	1,750
82100 Community Pub/mMtgs/Comm	603	392	2,000	2,000	2,000
	<u>21,655</u>	<u>9,240</u>	<u>4,000</u>	<u>4,750</u>	<u>4,750</u>
Education and Training					
84000 Education and Training	-	472	500	1,750	1,750
84100 Memberships & Dues	2,250	4,213	3,140	3,200	3,200
84150 Travel, Confer & Meeting	5,182	7,030	-	4,050	4,100
	<u>7,432</u>	<u>11,714</u>	<u>3,640</u>	<u>9,000</u>	<u>9,050</u>
Programs/Grants					
87370 Rebuilding Together/Xmas	12,000	-	15,000	15,000	15,000
	<u>12,000</u>	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Economic Development	777,108	776,420	825,700	836,853	873,063
Total General Fund	4,278,890	3,443,907	3,739,042	3,560,308	3,366,461
<u>Economic Development Reserve #202</u>					
80050 Professional Services	4,278	-	7,000	20,000	20,000
82100 Community Pub/Mtgs/Comm	1,193	848	1,000	7,000	7,000
82000 Advertising	-	6,500	-	10,000	10,000
87380 Façade Grants	26,983	26,279	72,508	-	-
88040 Business Rebate Programs	15,868	18,131	20,000	40,000	40,000
	<u>48,322</u>	<u>51,758</u>	<u>100,508</u>	<u>77,000</u>	<u>77,000</u>
Total Economic Development Reserve	48,322	51,758	100,508	77,000	77,000
<u>Community Programs #203</u>					
82100 Community Pub/Mtgs/Comm	-	-	-	10,000	10,000
87300 Community Promo Grants	71,405	-	-	73,500	73,500
87420 Homeless Program	54,948	30,000	-	-	-
	<u>126,352</u>	<u>30,000</u>	<u>-</u>	<u>83,500</u>	<u>83,500</u>
Total Community Programs	126,352	30,000	-	83,500	83,500
<u>Environmental Programs #204</u>					
73500 Operating Supplies	27,649	20,881	-	25,000	25,000
80050 Professional Services	49,000	11,540	-	-	-
84100 Memberships & Dues	200	-	750	1,000	1,000
92300 Trash Containers	1,621	-	-	-	-
	<u>78,470</u>	<u>32,421</u>	<u>750</u>	<u>26,000</u>	<u>26,000</u>
Total Environmental Programs	78,470	32,421	750	26,000	26,000
<u>CDBG #205</u>					
Salaries and Benefits	9,972	11,310	-	-	-
88430 Meals on Wheels Programs	-	-	11,310	10,395	15,000
	<u>9,972</u>	<u>11,310</u>	<u>11,310</u>	<u>10,395</u>	<u>15,000</u>
Total CDBG	9,972	11,310	11,310	10,395	15,000



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<u>General Plan Maintenance #225</u>					
Salaries and Benefits	556,184	566,198	664,600	672,823	686,450
73150 Postage	6,392	620	500	2,500	2,500
77960 Technology Charge	1,400	800	100	1,000	1,300
80050 Professional Services	260,568	62,774	194,962	298,935	125,000
82000 Advertising	3,065	3,635	2,060	2,500	2,500
82050 Printing	4,559	2,319	163	5,000	5,000
82100 Community Pub/Mtgs/Comm	831	-	-	1,000	1,000
84000 Education and Training	829	-	-	500	500
84100 Memberships & Dues	375	461	514	600	600
84150 Travel, Confer & Meeting	7,040	3,394	500	2,575	2,575
84250 Planning Commiss. Allow.	8,070	7,200	7,150	8,400	8,400
99050 Transfer to General Fund	10,000	10,000	10,000	10,000	10,000
TOTAL OPERATING	859,312	657,400	880,549	1,005,833	845,825
94000 Capital Project Rollover	-	-	-	137,767	-
TOTAL CAPITAL	-	-	-	137,767	-
Total General Plan Maintenance	859,312	657,400	880,549	1,143,600	845,825
<u>Park/Rec Impact Fee #237</u>					
80050 Professional Services	24,186	7,588	34,371	-	-
90100 Improv Other Than Bldgs	-	-	21,384	-	-
90130 Professional Svcs-CIP	284,818	-	769	-	-
90810 Land Acquisition	683,303	(551,508)	-	-	-
91900 Street Improvements	38,757	-	-	-	-
99730 Transfer to Fd 250	34,213	-	-	-	-
Total Park/Rec Impact Fee	1,065,276	(543,920)	56,525	-	-
<u>Afford Housing Impact Fee Fund #239</u>					
94000 Capital Project Rollover	-	-	-	300,000	-
95000 Capital Outlay	-	-	734,329	-	100,000
Total Afford Housing Impact Fee Fund	-	-	734,329	300,000	100,000
<u>Public Art #243</u>					
77170 Art/Art Maintenance	-	-	15,000	45,000	30,000
80050 Professional Services	26,714	26,508	65,300	28,000	53,300
82050 Printing	269	-	1,000	2,000	2,000
82100 Community Pub/Mtgs/Comm	-	841	-	1,500	1,500
87350 Public Art/Cultural Grnts	23,664	43,393	3,700	30,700	30,700
87550 Celebration of the Arts	40,000	40,000	40,000	40,000	40,800
TOTAL OPERATING	90,647	110,742	125,000	147,200	158,300



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80200 Audit	-	-	5,000	-	-
88440 Property Taxes	-	-	5,100	-	-
90130 Professional Services-CIP	-	-	25,000	-	-
90200 Percent for Art	10,015	-	-	-	-
94000 Capital Project Rollover	-	-	-	229,936	-
TOTAL CAPITAL	-	-	-	229,936	-
Total Public Art	100,663	110,742	160,100	377,136	158,300
<u>TRAFFIC IMPACT FEE FUND #250</u>					
88640 Local Contribution	-	-	1,000,000	-	-
90100 Improv Other Than Bldgs	-	-	1,196,450	-	750,000
90100 Improv Other Than Bldgs	80,041	-	-	-	-
90140 Parking Garage	176,753	-	-	-	-
91800 Street Light Signals	-	289,500	-	50,000	100,000
91900 Street Improvements	-	10,181	-	165,000	-
94000 Capital Project Rollover	-	-	-	860,271	-
95000 Capital Outlay	-	-	-	50,000	-
99900 Transfer to Other Fund	27,727	-	-	-	-
Total Impact Fee Fund	284,520	299,681	2,196,450	1,125,271	850,000
<u>Community Development Technology Fund #268</u>					
71000 Salaries & Wages	-	2,395	2,800	3,782	3,842
80050 Professional Services	62,448	180	-	-	-
82205 Permit Tracking	219,375	100,015	50,000	50,000	-
88060 Other Operating Expenses	-	-	-	-	-
99050 Transfer to General Fund	-	-	1,700	-	-
Total Community Development Technology	281,823	102,590	54,500	53,782	3,842
<u>Parking Fund #269</u>					
Salaries and Benefits	-	-	136,301	292,323	307,222
76050 Telephone/Communication	-	-	25,801	61,924	63,782
77000 Maintenance Bldg & Grnds	-	-	11,751	48,412	49,864
77150 Equipment Oper & Maint	-	-	41,468	82,936	85,424
80385 Parking Transaction Fees	-	-	23,573	70,790	72,914
86420 Parking Coin Collect Fees	-	-	16,560	68,227	70,274
91600 Other Equipment	-	-	-	93,792	93,792
93150 Contingency	-	-	33,689	58,252	60,000
Total Parking Fund	-	-	289,143	776,656	803,271



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<u>Housing Successor #298</u>					
77020 Landscape Maintenance	25,987	13,018	24,900	25,000	25,000
80020 Reimb for Personnel Svcs	5,000	5,150	5,200	5,500	5,500
84150 Travel, Confer; Meeting	365	-	5,000	5,000	5,100
88130 Bad Debt Expense	-	-	-	-	-
88440 Property Tax	-	-	-	-	-
88560 Rehab Loan	-	-	-	-	-
88561 RDA Loan	-	-	-	-	-
88570 Grants	-	-	-	-	-
90100 Improvement Other Than Bldg	-	-	-	-	-
TOTAL OPERATING	31,351	18,168	35,100	35,500	35,600
94000 Capital Project Rollover	-	-	-	132,031	-
TOTAL CAPITAL	-	-	-	132,031	-
Total Housing Successor	31,351	18,168	35,100	167,531	35,600
<u>Affordable Housing #299</u>					
Salaries and Benefits	-	5,518	170,400	163,010	166,077
76000 Utilities	9,515	9,055	5,000	10,000	10,000
77020 Landscape Maintenance	1,571	-	1,500	-	-
77030 Facility Operating Charges	22,365	22,000	22,000	18,242	18,789
80050 Professional Services	204,587	206,757	215,800	217,000	217,000
82000 Advertising	314	-	-	-	-
82050 Printing	-	1,067	2,245	1,000	1,000
86010 Recording Fees	-	-	-	-	-
87300 Community Promo Grants	-	-	-	-	-
87420 Homeless Program	69,247	207,011	320,000	365,000	365,000
88440 Property Tax	648	1,000	1,020	1,100	1,100
88360 Eviction & Harassment Protection	-	-	43,313	48,500	48,500
88060 Other Operating Expenses	-	-	-	-	-
88590 Homeowner Loans	22,076	-	34,250	-	-
TOTAL OPERATING	330,322	452,409	815,528	823,852	827,466
94000 Capital Project Rollover	-	-	-	3,077,608	-
TOTAL CAPITAL	-	-	-	3,077,608	-
Total Affordable Housing	330,322	452,409	815,528	3,901,460	827,466
Total Expenditures	\$ 7,495,274	\$ 4,666,467	\$ 9,073,834	\$ 11,602,638	\$ 7,192,265



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➤ **COMMUNITY SERVICES DEPARTMENT**

CHILD DEVELOPMENT CENTER

YOUTH AND ADULT SERVICES
DIVISIONS

➤ COMMUNITY SERVICES DEPARTMENT

OVERVIEW

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 nine divisions: Facilities, Aquatics, Special Events, Youth Camps, Before and After school Programs, Seniors, Youth Classes and Sports and Adult Classes and Sport Services, and Child Development that effectively and efficiently incorporates and coordinates the array of programs and services provided by the Department.

The Department also 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 Center provides high quality childcare and age-appropriate activities for children ages four months to pre-school age children. The Youth and Adult Services Divisions provides activities and services that contribute to the physical, emotional, educational and financial well-being of people of all ages.

COMMUNITY SERVICES DEPARTMENT

OVERVIEW

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

ACHIEVEMENTS DURING THE 2019-20 and 2020-21 FISCAL YEARS

1. Collaborated with EUSD and other community partners to maintain and expand recreational programs and leisure services at ECCL.
2. Facilitated the Operations & Maintenance Committee and Programming Committee for the ECCL.
3. Continued to manage ECCL 3rd party rentals.
4. Worked with the Community Services and Parks and Recreation Committees to receive feedback on issues pertaining to the Department and parks and open spaces.
5. Continued to implement the Parks and Recreation Strategic Plan by offering programs and events that meet the needs of citizens and businesses as identified in the plan.
6. Increased the use of social networking to expand marketing to create awareness of programs and services in the community using Facebook, Twitter, Instagram, and internal email distribution system.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Continue to work with the EUSD and the community to plan and facilitate the Department's use of the ECCL and maximize the use of the facility.
2. Continue to create and implement a Department-wide Marketing Plan for all programs and events focusing on outreach to community members and customers via electronic means.

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

➤ **COMMUNITY SERVICES DEPARTMENT – CHILD DEVELOPMENT CENTER**

OVERVIEW

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

ACHIEVEMENTS DURING 2019-20 and 2020-21 FISCAL YEARS

1. Participated in community events to actively promote the Child Development Center within the City's residential community.
2. Provided training and professional development opportunities for staff via in-house and outside trainings to maintain State Department of Education permits and/or to obtain a higher level of permit.
3. Continued collaboration with the Friends of ECDC to fund additional enrichment activities, classroom supplies, and a clean-up day at the Center to improve the facility.
4. Continue professional development for every teacher to achieve their next level of educational development as well as improve their teaching skills.
5. Developed and implemented an internal operating system that ensures fiscal and record keeping accuracy in all matters of ECDC operations.
6. The center was rehabilitated, and the program was moved out and back into the center during the pandemic.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Provide the best possible childcare for the community at ECDC while continually striving to improve the quality of the program.

2. Work with all community stakeholders to develop the most sustainable operating plan for ECDC (including full enrollment, quality measurements, and revenue/expenditure analysis).
3. Continue to seek additional funding, resources, and trainings to improve teacher education, quality care, and other best practices in the classrooms.
4. Continue to seek alternative funding support or create other mechanisms so that all children/families in the area can receive care at ECDC who are in need, regardless of family income. Initiate potential collaborations with local employers and foundations to fund scholarships.
5. Develop a parent education and participation plan which includes a parent needs assessment and interest survey, monthly parent trainings/meetings based on parent needs/interest, and parent social activities at least three times a year.
6. Work with the Administrative Division on an outreach/marketing plan that includes making better inroads with local businesses, nearby school districts, and community events to promote ECDC's services.

➤ COMMUNITY SERVICES DEPARTMENT – YOUTH AND ADULT SERVICES DIVISIONS

OVERVIEW

The Youth and Adult Services Divisions consists of eight program components:

Youth Services, provides programs and services for children and youth, aged 3-17 years old including pre-school programs for young families and after school extended care (tutoring, enrichment classes, field trips and sports) for students at the ECCL. Summer programs are offered to allow for continued care beyond the school year. Teen programs include opportunities to volunteer, leadership programs, outdoor skills through sailing and daily excursions and college and job readiness. The aquatics program offers swim lessons, lap swim, water aerobics, public swim, as well as family fun nights. Evening and weekend fee classes are scheduled for all ages. Youth sports currently includes soccer, basketball, and skateboarding camps.

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

ACHIEVEMENTS DURING THE 2019-20 AND THE 2020-21 FISCAL YEARS

Aquatics, Youth Camps, Before and After School Programs, Youth Classes and Sports

1. Partnered with Anna Yates Coordination of Services Team (COST) to identify youth with learning disabilities and provided resources for their families as well as assist with their individual learning plans (IEPs).
2. Collaborated with local non-profits to expose youth to activities such as art, music, and dance skills.
3. Provided volunteer opportunities for teens to prepare them for employment.

4. Created programs to provide quality aquatic programming that meets the needs of the community upon reopening of the pool at ECCL. FY 2020-21 during pandemic offered full day programs for children and their families during distance learning.
5. Special events offered to the community included outdoor movie nights, Jazz in the Park, Harvest Festival, Tree Lighting and Parade, Triathlon/Day on the Bay and Community Expo, all of which provided community gathering opportunities for residents. Also introduced the Block Party Event at Bay Street. For FY 2020-21 the Department offered Drive-In Movies and Drive Through Events (Senior Center and Halloween) as COVID safe community gathering opportunities.

Facilities, Special Events, Seniors, Adult Classes and Sport Services

1. Collaborated with businesses and non-profit organizations to provide free programs and services that support the mission statement and future goals and values of the Senior Center.
2. Received funding from the Alameda County Transportation Commission (ACTC) Measure B and BB funds to continue to operate the 8-To-Go, paratransit shuttle service for seniors and disabled persons living in the 94608 area.
3. Continued Meals on Wheels and Brown Bag program through the Community Development Block Grant Program (CDBG) and the "Friends of the Emeryville Senior Center". Continued and added meals during the pandemic.
4. Continued and expanded the Adult Sports Programs to include drop-in and structured sports programs at ECCL.
5. Secured grant funding for Senior Center programs through a grant from the Alameda County Area Agency on Aging in the amount of \$150,000 for five years beginning in FY18-19.
6. Secured grant funding in the amount of \$132,000 for a new 22-26 passenger Bus through a grant from the Alameda County Transportation Commission's Community Investment Program, which was funded by Measure BB. Due to Pandemic agreement extended into FY 2021-22.
7. Continuing a partnership and secured funding from the City of Oakland to continue to operate the 8-To-Go, paratransit shuttle service for seniors and disabled persons living in the 94608 area.
8. Enrolled Emeryville in the American of Retired Person (AARP) Network of Age Friendly Communities to help improve on having walkable streets, housing and transportation options, access to key services and opportunities for residents to participate in community activities.

GOALS FOR THE 2021-22 FISCAL YEAR

Youth Services

1. Continue to develop and implement new programs for youth, teens, and their families based upon the Parks and Recreation Master Plan and space and amenities at ECCL. Continue to work closely with the EUSD to create seamless shared space policies and procedures for ECCL.
2. Continue to increase awareness of classes and programs offered by the department through quality marketing materials.
3. Update staff manuals to address the changes in programs, procedures, and policies.
4. Continue to partner with non-profits and other organizations to provide opportunities for youth to foster personal growth and to meet the continued mental and physical health needs of participants.
5. Expand volunteer opportunities to teens in the community year-round.
6. Work with the Community Services Adult Services Division and the EUSD to create intergenerational programming.
7. Continue to expand current aquatic and youth sports programs.
8. Work with Emery Unified School District and leadership clubs to provide a forum for youth involvement in decisions affecting program and services to youth.

Adult Services

1. Continue to Create and implement new adult and senior activities, events and programs based on the Parks and Recreation Strategic Plan.
2. Continue to increase number and broaden the involvement of Senior Center volunteers supporting trips, events, and day to day operations of the Center.
3. Work with the Community Services Youth Services Division and the EUSD to create an intergenerational program.
4. Continue to work with the “Friends of the Emeryville Senior Center” on fundraising and grant proposals to provide additional programs and services.
5. Continue to explore collaborating with similar agencies in neighboring jurisdictions to maximize resources to serve the needs of Emeryville’s residents.

6. Identify a new funding source to continue operations of the 8 To Go Program or create an alternate program that meets the current need that can operate with existing funding.
7. Continue the AARP Network of Age Friendly Communities Project. In FY 2020-21, begin work on the Action Plan.

Community Services
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Adult Services		
Community Services Director	0.15	0.15
Recreation Manager	0.15	0.00
Adult Services Supervisor	0.75	0.75
Recreation Assistant	0.80	0.80
Program Coordinator	0.75	0.75
Recreation Leader	1.25	1.25
Total Adult Services	3.85	3.70
Adult Sports/Classes		
Community Services Director	0.05	0.05
Recreation Manager	0.05	0.00
Recreation Assistant	0.05	0.05
Program Coordinator	0.35	0.35
Adult Services Supervisor	0.25	0.25
Recreation Assistant	0.25	0.25
Recreation Leader	3.72	1.90
Total Adult Sports/Classes	4.72	2.85
Aquatics		
Community Services Director	0.10	0.10
Recreation Manager	0.20	0.40
Recreation Assistant	0.10	0.10
Program Coordinator	0.50	0.50
Recreation Leader	5.69	4.42
Total Aquatics	6.59	5.52
Child Development		
Community Services Director	0.20	0.20
Child Development Center Manager	1.00	1.00
Child Development Assistant Manager	1.00	1.00
Office Assistant II	1.00	1.00
Lead Teacher	2.00	2.00
Teacher	6.00	6.00
Teacher Assistant	5.00	5.00
Teacher Associate	6.00	6.00
Teacher Sub (Part-time)	1.44	1.44
Total Child Development	23.64	23.64

Community Services
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Youth Services/After School Program		
Facilities		
Community Services Director	0.10	0.10
Recreation Manager	0.20	0.40
Recreation Assistant	0.10	0.10
Program Coordinator	0.20	0.20
Recreation Leader	5.18	3.15
Total Facilities	5.78	3.95
Special Events		
Community Services Director	0.05	0.05
Recreation Manager	0.05	0.20
Recreation Assistant	0.05	0.05
Program Coordinator	0.20	0.20
Recreation Leader	0.11	0.01
Total Special Events	0.46	0.51
Youth Camps		
Community Services Director	0.10	0.10
Recreation Manager	0.10	0.00
Recreation Supervisor	0.25	0.25
Recreation Assistant	0.30	0.30
Program Coordinator	0.25	0.25
Recreation Leader	3.91	3.22
Total Youth Camps	4.91	4.12
Youth Classes / Sports		
Community Services Director	0.05	0.05
Recreation Manager	0.05	
Recreation Assistant	0.05	0.05
Recreation Supervisor	0.25	0.25
Program Coordinator	0.25	0.25
Recreation Leader	0.42	0.42
Total Classes/Sports	1.07	1.02

Community Services
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Youth Services / After School Program		
Community Services Director	0.20	0.20
Recreation Manager	0.20	0.00
Recreation Supervisor	0.50	0.50
Program Coordinator	0.50	0.50
Recreation Assistant	0.30	0.30
Recreation Leader	6.50	6.82
Total Youth Services/After School Program	8.20	8.32
Total Positions Youth & Adult Services	35.58	29.99
Total Positions Community Services	59.22	53.63



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
101 General Fund	\$ 1,085,518	\$ 758,363	\$ 418,572	\$ 828,600	\$ 1,035,600
230 Child Development	2,406,704	2,174,611	2,353,652	2,900,000	2,721,000
261 Measure B - Paratransit	39,148	34,092	22,300	29,700	29,700
263 Measure BB - Paratransit	88,539	32,530	32,000	30,600	30,600
477 Center for Community Life	10,074	9,353	1,698	25,000	25,000
	\$ 3,629,982	\$ 3,008,949	\$ 2,828,222	\$ 3,813,900	\$ 3,841,900
<u>Operating Expenditures by Fund</u>					
101 General Fund	\$ 3,444,385	\$ 2,920,919	\$ 2,565,541	\$ 2,899,948	\$ 3,740,940
230 Child Development	2,257,102	2,322,989	2,340,966	2,612,137	2,718,826
261 Measure B - Paratransit	32,621	16,332	30,542	25,718	29,700
263 Measure BB - Paratransit	66,179	32,392	35,775	41,756	30,600
477 Center for Community Life	8,456	481	-	36,000	36,000
	\$ 5,808,743	\$ 5,293,113	\$ 4,972,823	\$ 5,615,560	\$ 6,556,066
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 4,068,884	\$ 3,917,737	\$ 3,741,578	\$ 3,990,621	\$ 4,625,246
Supplies and Services	1,739,858	1,375,376	1,231,246	1,624,939	1,930,819
	\$ 5,808,743	\$ 5,293,113	\$ 4,972,823	\$ 5,615,560	\$ 6,556,066
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Positions	59.6	56.0	59.2	53.6	57.7



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

		2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Revenue Details						
<u>General Fund #101</u>						
51100	County Grant Senior Cent	\$ 5,464	\$ 13,500	\$ 24,000	\$ 24,000	\$ 24,000
53660	Prop 49 Grant	68,087	60,627	70,000	74,000	74,000
57200	Rents - Short-Term	50,341	42,140	-	46,000	47,000
57350	ECCL Rentals	293,361	171,414	80,000	150,000	275,000
57450	ECCL Facility Attendt Fee	-	45,238	41,000	60,000	61,800
57650	ECCL Janitorial Fees	21,291	3,526	-	9,000	9,000
57700	ECCL Security Fees	880	1,760	-	600	600
58360	Community Events Permit	2,210	-	1,500	3,500	3,500
61450	Recreation Camps	163,847	86,471	24,000	135,000	139,100
61480	Afterschool Program	195,867	141,257	130,000	171,000	176,100
61610	Lap Swim/Fitness Pass	-	26,647	20,000	30,000	30,900
61660	Swimming Lessons	89,580	81,846	20,000	40,000	60,000
61670	Public Swim Charges	41,150	4,499	935	2,500	4,000
61680	Field Trips	76,542	38,050	-	30,000	65,000
61680	Field Trips	630	4,010	-	2,000	2,100
61690	Youth Sports	12,937	(185)	-	10,000	15,000
61750	Recreation Fee Classes	12,470	1,934	-	12,500	15,000
61760	Kinder Buddies/Tiny Tots	-	1,006	-	-	-
61800	Nutrition-Congregate Meal	4,538	2,992	50	3,500	3,500
61810	Nutrition-Meals on Wheels	643	201	500	1,000	1,000
61900	Adult Special Events	5,977	6,310	61	6,000	6,000
61950	Transit Passes	20	-	-	2,000	2,000
61960	Membership Dues	24,471	16,077	5,000	10,000	15,000
62020	Special Event Insurance	6,787	3,446	1,500	6,000	6,000
62650	Other Revenue	857	174	26	-	-
62715	Concession Stand Sales	7,568	5,424	-	-	-
		1,085,518	758,363	418,572	828,600	1,035,600
<u>Child Development Center #230</u>						
52300	Child Dev Project-Federal	29,157	22,553	12,000	23,000	23,000
53550	Food Subsidy Child Care	151,702	184,604	128,600	128,600	128,600
53600	Child Development Project	7,347	4,500	21,052	-	-
53650	Other State Grants	21,039	-	-	28,100	28,100
56000	Investment Earnings	3,876	6,180	-	-	-
60250	ECDC Late Penalties	98	-	-	300	300
61540	Parent Fees Subsidy Child-P/T	394	-	-	-	-
61550	Parent Fees Subsidy Child-F/T	14,169	28,576	7,000	20,000	20,000
61560	Parent Fees Market Cost	1,216,363	845,399	685,000	1,200,000	1,236,000
69050	Interfd Rcpt from Gen Fnd	962,559	1,082,800	1,500,000	1,500,000	1,285,000
		2,406,704	2,174,611	2,353,652	2,900,000	2,721,000



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

		<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
<u>Measure B - Paratransit #261</u>						
55200	Paratransit Revenue	35,067	31,502	22,300	29,700	29,700
56000	Investment Earnings	1,679	1,420	-	-	-
61950	Transit Passes	2,402	1,170	-	-	-
		39,148	34,092	22,300	29,700	29,700
<u>Measure BB - Paratransit #263</u>						
55200	Paratransit Revenue	36,138	31,956	32,000	30,600	30,600
55320	Actia Gap Grant-Ala Cnty	52,500	-	-	-	-
56000	Investment Earnings	(99)	573	-	-	-
		88,539	32,530	32,000	30,600	30,600
<u>Center for Community Life #477</u>						
56000	Investment Earnings	10,074	9,353	1,698	-	-
69050	Interfd Rcpt from Gen Fnd	-	-	-	25,000	25,000
		10,074	9,353	1,698	25,000	25,000
Total Revenues		\$ 3,629,982	\$ 3,008,949	\$ 2,828,222	\$ 3,813,900	\$ 3,841,900



Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
<u>Community Services Admin #5000</u>					
Salaries and Benefits	\$ 245,994	\$ -	\$ -	\$ -	\$ -
Supplies					
73000 Office Supplies	1	287	200	600	600
73150 Postage	4,400	300	270	300	300
73400 Clothing	-	300	200	300	300
73500 Operating Supplies	1,537	2,561	2,000	2,800	2,800
73550 Fuel	-	-	300	600	600
	5,938	3,448	2,970	4,600	4,600
Utilities					
76050 Telephone/Communication	6,276	1,913	2,000	2,000	2,000
	6,276	1,913	2,000	2,000	2,000
Maintenance					
77080 Janitorial Contracts Svcs	9,023	-	-	-	-
77100 Vehicle Operation & Maint	-	-	3,900	3,900	3,900
77950 Vehicle Repl. Charge	18,800	29,700	33,700	33,700	33,700
77960 Technology Charge	735	700	800	800	1,000
	28,558	30,400	38,400	38,400	38,600
Professional Fees/Services					
79010 Special Event Insurance	5,772	-	-	-	-
80050 Professional Services	12,090	-	13,000	17,500	17,500
80380 Banking Services	24,380	1,079	2,500	1,800	1,800
	42,242	1,079	15,500	19,300	19,300
Advertising, Printing, and Publications					
82050 Printing	10,142	500	100	500	500
82100 Community pub/mtgs/comm	29,402	-	-	-	-
	39,544	500	100	500	500
Education and Training					
84000 Education and Training	2,725	-	270	300	300
84100 Memberships & Dues	1,658	600	270	300	300
84150 Travel, Confer & Meeting	402	383	-	-	400
	4,785	983	540	600	1,000
Rents and Leases					
85000 Rentals & Leases	15,924	17,372	30,000	30,000	30,000
85200 ECCL Rental Reimbursements	300,000	176,390	80,000	150,000	275,000
	315,924	193,762	110,000	180,000	305,000
Other					
88440 Property Taxes	-	-	-	-	-
88900 Contract Obligations	272,117	338,423	370,000	400,000	412,000
	272,117	338,423	370,000	400,000	412,000
Total Community Services Admin	961,377	570,509	539,510	645,400	783,000



Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
<u>Special Events #5410</u>					
Salaries and Benefits	-	39,096	53,000	80,765	82,897
Supplies					
73000 Office Supplies	-	-	-	600	600
73150 Postage	-	300	-	300	300
73400 Clothing	-	300	-	300	300
73500 Operating Supplies	-	1,711	4,500	10,000	10,000
	-	2,311	4,500	11,200	11,200
Maintenance					
77960 Technology Charge	-	700	800	800	1,000
	-	700	800	800	1,000
Professional Fees/Services					
80050 Professional Services	-	375	6,403	10,000	10,000
80380 Banking Services	-	536	150	1,800	1,800
	-	911	6,553	11,800	11,800
Advertising, Printing, and Publications					
82050 Printing	-	500	-	500	500
	-	500	-	500	500
Education and Training					
84000 Education and Training	-	300	270	300	300
84100 Memberships & Dues	-	170	270	300	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	-	470	540	600	1,000
Rents and Leases					
85000 Rentals & Leases	-	-	1,300	1,300	1,300
	-	-	1,300	1,300	1,300
Total Special Events	-	43,988	66,693	106,965	109,697
<u>Aquatics #5420</u>					
Salaries and Benefits	-	220,687	258,660	305,768	409,242
Supplies					
73000 Office Supplies	-	79	450	1,100	1,100
73150 Postage	-	600	100	600	600
73400 Clothing	-	851	2,160	2,400	2,400
73500 Operating Supplies	-	1,480	4,500	9,000	12,000
73590 Concession Stand Supplies	-	2,764	-	-	-
	-	5,774	7,210	13,100	16,100
Maintenance					
77960 Technology Charge	-	1,400	1,600	1,600	2,100
	-	1,400	1,600	1,600	2,100



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

		<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Professional Fees/Services						
80050	Professional Services	-	1,371	4,500	5,000	5,000
80380	Banking Services	-	1,071	600	1,300	3,500
		-	2,442	5,100	6,300	8,500
Advertising, Printing, and Publications						
82050	Printing	-	1,000	-	1,000	1,000
		-	1,000	-	1,000	1,000
Education and Training						
84000	Education and Training	-	-	639	600	600
84100	Memberships & Dues	-	50	300	900	900
84150	Travel, Confer & Meeting	-	1,187	-	-	1,200
		-	1,238	939	1,500	2,700
Rents and Leases						
85000	Rentals & Leases	-	-	3,700	3,700	3,700
		-	-	3,700	3,700	3,700
Total Aquatics						
		-	232,541	277,209	332,968	443,342
<u>Facilities #5430</u>						
Salaries and Benefits						
		-	257,373	135,280	190,009	321,135
Supplies						
73000	Office Supplies	-	-	315	1,700	1,700
73150	Postage	-	900	200	900	900
73400	Clothing	-	2,000	1,800	2,000	2,000
73500	Operating Supplies	-	3,156	800	5,000	5,000
		-	6,056	3,115	9,600	9,600
Maintenance						
77020	Landscape Maintenance	-	-	100	-	-
77030	Facility Operatg Charges	-	3,900	2,600	2,165	2,230
77080	Janitorial Contracts Svcs	-	3,092	7,900	3,372	3,474
77150	Equipment Oper & Maint	-	-	100	100	100
77960	Technology Charge	-	2,000	2,300	2,300	3,100
77990	Facility Major Maint Chgs	-	1,000	1,000	1,000	1,000
		-	9,992	14,000	8,938	9,904
Professional Fees/Services						
79010	Special Event Insurance	-	3,844	3,000	3,000	7,000
80050	Professional Services	-	1,740	2,500	2,500	5,000
80380	Banking Services	-	1,608	700	1,400	5,300
		-	7,192	6,200	6,900	17,300
Advertising, Printing, and Publications						
82050	Printing	-	1,000	1,068	-	1,400
		-	1,000	1,068	-	1,400



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Education and Training					
84000 Education and Training	-	53	810	900	900
84100 Memberships & Dues	-	55	405	450	900
84150 Travel, Confer & Meeting	-	-	-	-	1,200
	-	108	1,215	1,350	3,000
Rents and Leases					
85000 Rentals & Leases	-	-	3,700	3,700	3,700
	-	-	3,700	3,700	3,700
Total Facilities	-	281,721	164,578	220,497	366,039
<u>Youth Camps #5440</u>					
Salaries and Benefits	-	234,095	179,100	249,439	280,674
Supplies					
73000 Office Supplies	-	-	500	750	1,100
73150 Postage	-	600	200	300	600
73400 Clothing	-	2,000	2,000	2,000	2,000
73420 Field Trip Expense	-	32,090	-	20,000	20,000
73430 Camp Expenses	-	10,266	15,000	18,000	22,700
	-	44,956	17,700	41,050	46,400
Maintenance					
77960 Technology Charge	-	1,400	1,600	1,600	2,100
	-	1,400	1,600	1,600	2,100
Professional Fees/Services					
80050 Professional Services	-	-	-	2,500	5,000
80380 Banking Services	-	1,072	750	900	3,500
	-	1,072	750	3,400	8,500
Advertising, Printing, and Publications					
82050 Printing	-	1,000	-	-	1,000
	-	1,000	-	-	1,000
Education and Training					
84000 Education and Training	-	-	540	600	600
84100 Memberships & Dues	-	100	200	600	600
84150 Travel, Confer & Meeting	-	-	-	-	800
	-	100	740	1,200	2,000
Rents and Leases					
85000 Rentals & Leases	-	-	2,500	2,500	2,500
	-	-	2,500	2,500	2,500
Total Youth Camps	-	282,623	202,390	299,189	343,174
<u>Youth Services #5450</u>					
Salaries and Benefits	1,308,360	572,087	502,680	374,913	490,202



City of Emeryville
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Operating Budgets
Community Services Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Supplies					
73000 Office Supplies	2,395	1,914	850	1,700	1,700
73150 Postage	315	1,164	200	900	900
73400 Clothing	13,871	2,400	2,400	2,400	2,400
73420 Field Trip Expense	3,713	-	-	-	-
73430 Camp Expenses	60,363	30	-	-	-
73440 Afterschool Expenses	38,334	9,467	14,000	35,000	45,000
73500 Operating Supplies	22,140	52	53	-	-
73550 Fuel	485	-	-	-	-
73590 Concession Stand Supplies	8,949	-	-	-	-
	<u>150,564</u>	<u>15,027</u>	<u>17,503</u>	<u>40,000</u>	<u>50,000</u>
Utilities					
76000 Utilities	-	3,179	-	-	-
76050 Telephone/Communication	7,000	-	-	-	-
	<u>7,000</u>	<u>3,179</u>	<u>-</u>	<u>-</u>	<u>-</u>
Maintenance					
77150 EQUIPMENT OPER & MAINT	-	-	2,300	2,300	3,100
77960 Technology Charge	11,340	2,000	-	-	-
	<u>11,340</u>	<u>2,000</u>	<u>2,300</u>	<u>2,300</u>	<u>3,100</u>
Professional Fees/Services					
80050 Professional Services	8,051	11,842	5,000	15,000	25,000
80380 Banking Services	-	1,608	1,000	2,000	5,300
	<u>8,051</u>	<u>13,450</u>	<u>6,000</u>	<u>17,000</u>	<u>30,300</u>
Advertising, Printing, and Publications					
82050 Printing	1,597	1,000	-	-	1,400
	<u>1,597</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,400</u>
Education and Training					
84000 Education and Training	2,708	552	810	900	900
84100 Memberships & Dues	360	177	400	900	900
84150 Travel, Confer & Meeting	510	-	-	-	1,200
	<u>3,578</u>	<u>729</u>	<u>1,210</u>	<u>1,800</u>	<u>3,000</u>
Rents and Leases					
85000 Rentals & Leases	5,222	4,436	3,700	3,700	3,700
	<u>5,222</u>	<u>4,436</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>
Total Youth Services	1,495,713	611,907	533,393	439,713	581,702
<u>Adult Services #5460</u>					
Salaries and Benefits	649,508	348,269	354,340	276,323	395,357



City of Emeryville
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Operating Budgets
Community Services Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Supplies					
73000 Office Supplies	3,295	2,159	1,500	3,300	3,300
73100 Books, Maps, Periodicals	-	-	-	1,000	1,000
73150 Postage	563	3,628	500	2,500	4,300
73400 Clothing	-	900	990	900	900
73420 Field Trip Expense	67,088	41,543	115	30,000	65,000
73455 Transit/Transportation	-	-	-	-	-
73500 Operating Supplies	17,669	12,054	5,000	15,000	19,200
73609 Nutrition Program	3,003	15,500	15,500	15,500	13,000
	91,618	75,785	23,605	68,200	106,700
Utilities					
76000 Utilities	18,900	15,251	10,000	13,600	13,600
76050 Telephone/Communication	4,600	486	-	-	-
	23,500	15,737	10,000	13,600	13,600
Maintenance					
77020 Landscape Maintenance	1,740	-	1,500	-	-
77030 Facility Operating Charges	40,605	66,400	44,000	53,995	55,614
77080 Janitorial Contracts Svcs	44,815	49,433	44,400	36,483	37,578
77150 Equipment Oper & Maint	965	156	1,800	1,800	1,800
77960 Technology Charge	5,250	3,900	4,500	4,500	6,200
77990 Facility Major Maint Chgs	21,000	17,900	17,900	17,900	17,900
	114,375	137,789	114,100	114,678	119,092
Professional Fees/Services					
80050 Professional Services	60,544	29,836	22,000	25,000	38,000
80170 In-Home Care	8,000	-	-	-	-
80380 Banking Services	-	3,215	1,500	2,000	10,500
	68,544	33,051	23,500	27,000	48,500
Advertising, Printing, and Publications					
82050 Printing	900	-	-	1,200	-
82100 Community Pub/Mtgs/Comm	15,752	12,889	2,500	12,000	16,000
	16,652	12,889	2,500	13,200	16,000
Education and Training					
84000 Education and Training	1,546	1,371	1,000	900	1,800
84100 Memberships & Dues	385	1,498	750	850	1,700
84150 Travel, Confer & Meeting	1,350	195	-	-	2,400
	3,281	3,064	1,750	1,750	5,900
Rents and Leases					
85000 Rentals & Leases	4,817	3,901	7,500	7,500	7,500
	4,817	3,901	7,500	7,500	7,500
Other					
88900 Contract Obligations	15,000	-	-	-	-
	15,000	-	-	-	-
Total Adult Services	987,295	630,485	537,295	522,250	712,649



Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
<u>Adult Sports/Classes #5470</u>					
Salaries and Benefits	-	163,639	139,070	197,578	233,330
Supplies					
73000 Office Supplies	-	-	-	600	600
73150 Postage	-	300	-	300	300
73400 Clothing	-	800	400	800	800
73500 Operating Supplies	-	2,023	500	4,000	4,800
	-	3,123	900	5,700	6,500
Maintenance					
77020 Landscape Maintenance	-	-	100	-	-
77030 Facility Operating Charges	-	3,900	2,600	2,165	2,230
77080 Janitorial Contracts Svcs	-	1,248	2,600	3,215	3,311
77150 Equipment Oper & Maint	-	-	-	100	-
77960 Technology Charge	-	700	800	800	1,000
77990 Facility Major Maint Cgs	-	1,000	1,000	1,000	1,000
	-	6,848	7,100	7,280	7,541
Professional Fees/Services					
80050 Professional Services	-	11,972	1,000	10,000	19,000
80380 Banking Services	-	-	350	350	1,800
	-	11,972	1,350	10,350	20,800
Advertising, Printing, and Publications					
82050 Printing	-	500	-	500	500
	-	500	-	500	500
Education and Training					
84000 Education and Training	-	-	-	300	300
84100 Memberships & Dues	-	165	-	300	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	-	165	-	600	1,000
Rents and Leases					
85000 Rentals & Leases	-	-	1,300	1,300	1,300
	-	-	1,300	1,300	1,300
Total Adult Sports/Classes	-	186,247	149,720	223,308	270,971
<u>Youth Sports/Classes #5480</u>					
Salaries and Benefits	-	72,614	85,790	95,128	98,526
Supplies					
73000 Office Supplies	-	-	-	300	600
73150 Postage	-	300	-	150	300
73400 Clothing	-	500	-	250	500
73500 Operating Supplies	-	-	-	-	-
73550 Fuel	-	3	-	2,000	12,000
	-	803	-	2,700	13,400



City of Emeryville
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Operating Budgets
Community Services Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Maintenance					
77020 Landscape Maintenance	-	-	100	-	-
77030 Facility Operating Charges	-	3,900	2,600	2,165	2,230
77080 Janitorial Contracts Svcs	-	845	2,600	3,215	3,311
77150 Equipment Oper & Maint	-	-	100	100	100
77960 Technology Charge	-	700	800	800	1,000
77990 Facility Major Maint Chgs	-	1,000	1,000	1,000	1,000
	-	6,445	7,200	7,280	7,641
Professional Fees/Services					
80050 Professional Services	-	-	213	3,000	6,200
80380 Banking Services	-	536	250	250	1,800
	-	536	463	3,250	8,000
Advertising, Printing, and Publications					
82050 Printing	-	500	-	-	500
	-	500	-	-	500
Education and Training					
84000 Education and Training	-	-	-	-	300
84100 Memberships & Dues	-	-	-	-	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	-	-	-	-	1,000
Rents and Leases					
85000 Rentals & Leases	-	-	1,300	1,300	1,300
	-	-	1,300	1,300	1,300
Total Youth Sports/Classes	-	80,898	94,753	109,658	130,367
Total General Fund	3,444,385	2,920,919	2,565,541	2,899,948	3,740,940
<u>Child Development Center #230</u>					
Salaries and Benefits	1,865,023	2,009,878	2,033,658	2,220,698	2,313,885
Supplies					
73000 Office supplies	1,553	815	1,250	2,500	2,500
73150 Postage	140	108	100	200	200
73400 Clothing	978	737	1,500	1,500	1,500
73420 Field Trip Expense	-	820	600	2,200	2,200
73500 Operating Supplies	16,201	24,067	12,000	12,400	12,800
73525 Parent Events	168	573	-	200	200
73527 Enrichment Events	1,420	2,023	850	1,700	1,700
73529 Classroom Supplies	8,841	8,294	5,000	5,200	5,400
73600 Food Supplies	105,773	72,931	60,000	110,000	113,300
	135,073	110,367	81,300	135,900	139,800
Utilities					
76000 Utilities	29,584	24,413	27,000	27,000	27,000
76050 Telephone/Communication	7,000	-	-	-	-
	36,584	24,413	27,000	27,000	27,000



City of Emeryville
2021-22 Budget

Operating Budgets
Community Services Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Maintenance					
77000 Maintenance Bldg & Grnds	2,350	1,615	361	-	-
77020 Landscape Maintenance	2,473	2,050	2,500	3,083	3,175
77030 Facility Operating Charges	55,805	76,300	80,100	66,470	68,464
77080 Janitorial Contracts Svcs	57,500	43,408	50,800	50,487	52,001
77150 Equipment Oper & Maint	-	131	2,000	2,000	2,000
77960 Technology Charge	9,870	16,100	18,500	18,500	24,500
77990 Facility Major Maint Chgs	2,500	2,500	2,500	2,500	2,500
	<u>130,498</u>	<u>142,104</u>	<u>156,761</u>	<u>143,039</u>	<u>152,641</u>
Professional Fees/Services					
80000 Temporary Personnel Serv	10,243	4,906	2,000	4,500	4,500
80050 Professional Services	351	312	3,500	5,000	5,000
80200 Audit Services	8,179	8,425	8,600	9,000	9,000
80380 Banking Services	61,641	15,768	12,000	50,500	50,500
	<u>80,414</u>	<u>29,411</u>	<u>26,100</u>	<u>69,000</u>	<u>69,000</u>
Advertising, Printing, and Publications					
82000 Advertising	208	-	350	400	400
82050 Printing	-	-	200	400	400
	<u>208</u>	<u>-</u>	<u>550</u>	<u>800</u>	<u>800</u>
Education and Training					
84000 Education and Training	4,196	1,763	6,500	6,500	6,500
84100 Memberships & Dues	968	170	750	1,000	1,000
84150 Travel, Confer & Meeting	159	108	150	300	300
	<u>5,322</u>	<u>2,041</u>	<u>7,400</u>	<u>7,800</u>	<u>7,800</u>
Rents and Leases					
85000 Rentals & Leases	3,980	3,808	4,900	4,900	4,900
	<u>3,980</u>	<u>3,808</u>	<u>4,900</u>	<u>4,900</u>	<u>4,900</u>
Fees and Charges					
86000 Fees	-	968	3,297	3,000	3,000
	<u>-</u>	<u>968</u>	<u>3,297</u>	<u>3,000</u>	<u>3,000</u>
Total Child Development	2,257,102	2,322,989	2,340,966	2,612,137	2,718,826



Operating Budgets
Community Services Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Measure B Paratransit Fund #261</u>					
80090 Shuttle Services	-	-	-	-	-
80200 Audit Services	551	917	842	900	-
88400 Paratransit Program	32,071	15,416	29,700	24,818	29,700
Total Measure B Paratransit	32,621	16,332	30,542	25,718	29,700
<u>Measure BB Paratransit Fund #263</u>					
80090 Shuttle Services	35,000	-	-	-	-
80200 Audit Services	551	917	842	900	-
88400 Paratransit Program	30,628	31,475	34,933	40,856	30,600
Total Measure BB Paratransit	66,179	32,392	35,775	41,756	30,600
<u>Center for Community Life #477</u>					
91100 New Furniture & Fixture	8,456	481	-	36,000	36,000
Total Center for Community Life	8,456	481	-	36,000	36,000
Total Expenditures	\$ 5,808,743	\$ 5,293,113	\$ 4,972,823	\$ 5,615,560	\$ 6,556,066



City of Emeryville
2021-22 Budget

Debt Service Funds
1999 Revenue Bonds Debt Service Fund #344

Purpose of Fund

The 1999 Revenue Bonds were issued to realize interest rate savings on the East Bay Bridge, Bay Street, and West Emeryville Special Assessment Districts. During 2016-17, a prior year correction records the net interest savings. The savings are transferred to the 1999 Bond capital fund to implement planned improvements.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 21,931	\$ 12,310	\$ 26,125	\$ 562,028	\$ 36,928
Annual Activity					
Revenues					
Bay Shellmound District Assessment	482,449	543,150	-	-	-
East Bay Bridge District Assessment	532,113	480,403	369,500	-	-
Tr From Reserve Fund 721	-	-	701,000	-	-
Investment Income	500	1,549	3	-	-
Total Revenue	1,015,061	1,025,102	1,070,503	-	-
Expenditures					
Debt Service - Principal	885,000	925,000	490,000	510,000	-
Debt Service - Interest	139,683	86,288	44,600	15,100	-
Total Expense	1,024,683	1,011,288	534,600	525,100	-
Net Annual Activity	(9,621)	13,815	535,903	(525,100)	-
Ending Available Fund Balance	\$ 12,310	\$ 26,125	\$ 562,028	\$ 36,928	\$ 36,928



**City of Emeryville
2021-22 Budget**

**Debt Service Funds
2013 Lease Revenue Bond Fund #345**

Purpose of Fund

The 2013 Lease Revenue Series A Bond Fund receives an annual debt service transfer from the General Fund and records payments of principal and interest to bond holders bonds.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 3,051	\$ 3,051	\$ 3,051	\$ 2,951	\$ 2,951
Annual Activity					
Revenues					
General Fund Transfer	367,683	368,641	368,900	368,500	367,200
Total Revenue	367,683	368,641	368,900	368,500	367,200
Expenditures					
Debt Service - Principal	272,900	282,100	290,900	299,200	306,900
Debt Service - Interest	94,783	86,541	78,100	69,300	60,300
Total Expense	367,683	368,641	369,000	368,500	367,200
Net Annual Activity	-	-	(100)	-	-
Ending Available Fund Balance	\$ 3,051	\$ 3,051	\$ 2,951	\$ 2,951	\$ 2,951



Debt Service Funds
Bay Shellmound Assessment District Fund #790

Purpose of Fund

The Bay Shell mound Assessment District collects an annual assessment from property owners. The District pays debt service on bonds issued to fund capital improvements.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Fund Balance	\$ 1,363,212	\$ 891,520	\$ 896,770	\$ 897,176	\$ 897,176
Annual Activity					
Revenues					
Special Assessments	1,034	-	-	-	-
Tax Collection Penalties	247	-	-	-	-
Investment Income	32,328	19,539	3,352	-	-
Total Revenue	33,609	19,539	3,352	-	-
Expenditures					
Debt Service Payments	482,449	-	-	-	-
Bond Administration	22,853	14,288	2,946	-	-
Total Expenses	505,301	14,288	2,946	-	-
Net Annual Activity	(471,692)	5,251	406	-	-
Ending Fund Balance					
Total Fund Balance	891,520	896,770	897,176	897,176	897,176
Restricted/September debt payment	511,397	-	-	-	-
Available Fund Balance	\$ 380,123	\$ 896,770	\$ 897,176	\$ 897,176	\$ 897,176



City of Emeryville
2021-22 Budget

Debt Service Funds
East Bay Bridge Assessment District Fund #721

Purpose of Fund

The East Bay Bridge Assessment District collects an annual assessment from property owners. The District pays debt service on bonds issued to fund capital improvements.

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Beginning Fund Balance	\$ 616,078	\$ 673,688	\$ 399,619	\$ 26,603	\$ 25,603
Annual Activity					
Revenues					
Special Assessments	573,937	257,493	-	-	-
Investment Income	21,777	19,137	2,784	-	-
Assessment District Reserve Fund	-	-	551,000	-	-
Total Revenue	595,714	276,630	553,784	-	-
Expenditures					
Debt Service Payments	532,113	543,150	920,500	-	-
Bond Administration	5,991	7,548	6,300	1,000	-
Total Expenses	538,104	550,698	926,800	1,000	-
Net Annual Activity	57,610	(274,068)	(373,016)	(1,000)	-
Ending Fund Balance					
Total Fund Balance	673,688	399,619	26,603	25,603	25,603
Restricted/September debt payment	514,203	532,413	-	-	-
Available Fund Balance	\$ 159,485	\$ (132,793)	\$ 26,603	\$ 25,603	\$ 25,603
Memo: Trustee Debt Service Reserve					
Fund 727	\$ 702,233	\$ 702,233	\$ -	\$ -	\$ -

➤ **FIRE (ALAMEDA COUNTY FIRE DEPARTMENT)**

FIRE PREVENTION

OPERATIONS BRANCH

➤ FIRE (ALAMEDA COUNTY FIRE DEPARTMENT)

OVERVIEW

Starting in FY 2012-13, the City of Emeryville contracted with the Alameda County Fire Department (ACFD) to provide comprehensive fire services to protect and safeguard life, environment, and property, including “all-risk” services that mitigate the effects of fire, injury, illness, urban search and rescue, water rescue, hazardous materials, storm, human-caused calamity, and natural disaster. The ACFD was formed in 1993 as a special district governed by the Alameda County Board of Supervisors. In addition to Emeryville, the ACFD provides fire services to unincorporated areas of the county as well as the cities of Dublin, Newark, San Leandro, Union City, the Lawrence Berkeley National Laboratory (LBNL), and the Lawrence Livermore National Laboratory (LLNL).

The Alameda County Fire Department provides service to the citizens of Emeryville within four functionally interrelated branches: 1. Operations (fire suppression and special operations), 2. Support Services (emergency medical services, firefighter training, dispatch services), 3. Administrative Services (finance, human resources, and general services), and 4. Fire Prevention. Additionally, the Department provides emergency response through partnerships and contracts with neighboring jurisdictions, the Alameda County mutual aid system, and the California Fire and Rescue Mutual Aid System. The Department also cooperates extensively with local, state and federal agencies, rendering aid to surrounding jurisdictions and, in turn, receiving aid from those jurisdictions.

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

➤ FIRE (ALAMEDA COUNTY FIRE DEPARTMENT) – FIRE PREVENTION DIVISION

OVERVIEW

The Alameda County Fire Department's Fire Prevention Division's primary responsibilities are to enforce all applicable State and local fire codes and standards, and to conduct fire investigations within its jurisdiction. Prevention activities include fire code and safety inspections and enforcement, new construction and tenant improvement plan review and permitting, and the investigation of fire cause and origin.

ACHIEVEMENTS DURING THE 2019-20 AND FY 2020-21 FISCAL YEAR

1. Responded to fire hazard complaints and conducted State Mandate inspections in a timely manner.
2. Continued to provide effective fire prevention plan review, fire protection system inspections, and fire/life safety review of new construction within the city.
3. Adopted and began enforcing the 2019 CFC.

GOALS FOR THE 2021-22 FISCAL YEAR

1. Continue to conduct State Mandate inspections in a timely manner.
2. 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.
3. Adopt 2022 CFC with an effective date of January 1, 2023.

➤ FIRE (ALAMEDA COUNTY FIRE DEPARTMENT) – OPERATIONS BRANCH

OVERVIEW

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

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

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

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

ACHIEVEMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

Operations

1. Provided prompt, reliable service in response to local emergency calls for firefighting, medical emergencies, water rescue and hazardous materials incidents.
2. Provided a liaison between the ACFD and the City of Emeryville leadership and citizens through designated staff attendance at events and meetings.

3. Provided for shared decision making and policy guidance for the provision of fire services within the City of Emeryville through membership on Alameda County Fire's Executive Management Oversight Committee and the Fire Advisory Commission.
4. Provided services outlined in the First Responder Advanced Life Support (FRALS) Agreement with Alameda County EMS, that enables the City of Emeryville to provide paramedic response from first responder units (fire engines)
5. Administered a mutual aid and automatic aid emergency response program with adjacent cities; administered a freeway automatic mutual aid operational plan with Berkeley; and upgraded elements of the Alameda County mutual aid plan.
6. Continued to develop and improve emergency response skills-including medical Basic Life Support (BLS) and Advanced Life Support (ALS) patient care skills-through enhanced training and supervision.
7. Participated, with other Alameda County public safety departments, as a member of the EBRCS– the regional interoperable radio system for emergency communications.
8. Continued CERT program for disaster preparedness, covering basic first aid, basic search and rescue, hazard awareness and elementary firefighting to enhance citizen community preparedness.

Training

1. Continued to collaborate with adjacent fire agencies including Albany, Piedmont, Oakland, and Berkeley for targeted training opportunities including wild land season preparedness, water rescue, hazardous materials response, and structure firefighting.
2. Provided timely and relevant staff training to meet minimum requirements and to enhance the Department's emergency readiness in all ranks.
3. Continued the practice of delegating standardized, accountable training duties to company officers.
4. Provided training on hazard mitigation associated with rail emergencies specific to commodities and life-safety related issues that exist in the City of Emeryville with the assistance of staff from BNSF Railways (freight trains) and Amtrak (passenger trains).
5. Continued on-going training of engine company staff in the conduct of fire and life safety inspections of non-residential occupancies.

6. Continued to provide a training and evaluation program using National Fire Protection Association (NFPA) 1410, Initial Fire Attack Guidelines, for personnel involved in fire suppression operations, including Rapid Intervention Team (RIT) training.
7. Continued to upgrade staff skills in computer use, interpersonal relations within a diverse workforce, personnel management for officers, and continued to emphasize the validity of Department-wide standards for maintaining a respectful and ethical work environment.
8. Continued Emergency Medical Services (EMS) training for paramedics and Emergency Medical Technician (EMT) staff to meet continuing education requirements for professional skills maintenance.
9. Secured funding commitment and initiated design activities for the new ACFD Training Center
10. Provided COVID-19 testing, contact tracing and vaccination assistance to community and first responders

GOALS FOR 2021-22 FISCAL YEAR

1. Continue to provide response to local emergency calls for firefighting, paramedic-level medical aid, technical rescue, water rescue, hazardous materials incidents. Participate in mutual aid response according to the minimum performance benchmarks and specifications outlined in the fire service strategic plan developed by the work of the City of Emeryville Fire Service Task Force.
2. Continue to implement and comply with the provisions of the FRALS agreement with Alameda County to cover emergency medical paramedic services; participate in a Quality Assurance and Quality Improvement program and a data collection and reporting system as required under this agreement.
3. Continue to develop and improve emergency response skills-including medical Basic Life Support (BLS) and ALS patient care skills-through mandated and enhanced training and supervision.
4. Continue to foster and develop a regionalized approach to emergency response within the County by creating partnerships with adjacent cities, particularly with the City of Oakland, that leverage resources to provide the highest quality and most efficient fire services within a cost-contained model.
5. Continue as a member of the interoperable communications system for Alameda County – the East Bay Regional Communication System (EBRCS).
6. Continue to assist the City of Emeryville with 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.

7. Assist Human Resources staff with the development and implementation of a training program for City of Emeryville staff on the new Emergency Operations Plan to ensure that all functional areas understand their roles and responsibilities during a large-scale incident.
8. Provide timely and relevant firefighter training that meets the requirements of local, state, and federal mandates along with enhancing identified firefighter competencies.
9. Continue to provide training and career development opportunities to firefighters through designated career development and/or succession planning programs.
10. 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.
11. Continue the public education component of the engine company fire and life safety inspection program, focusing on developing occupant awareness of fire-safe practices.
12. Continue to refine CERT course curricula and develop education that targets identified needs in the community with the goal of empowering the public to help themselves.
13. 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.



City of Emeryville
2021-22 Budget

Operating Budgets
Fire Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
General Fund	\$ 299,000	\$ 1,015,332	\$ 351,228	\$ 220,000	\$ 220,000
Emergency Medical Services	192,359	198,992	192,126	192,100	192,100
	\$ 491,360	\$ 1,214,324	\$ 543,354	\$ 412,100	\$ 412,100
<u>Operating Expenditures by Fund</u>					
General Fund	\$ 8,181,196	\$ 8,684,846	\$ 9,405,360	\$ 9,638,379	\$ 10,122,128
Emergency Medical Services	199,718	199,683	191,500	191,500	191,500
	\$ 8,380,914	\$ 8,884,529	\$ 9,596,860	\$ 9,829,879	\$ 10,313,628
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 1,105,956	\$ 1,313,116	\$ 1,423,160	\$ 1,651,665	\$ 1,765,000
Supplies and Services	7,274,958	7,571,413	8,173,700	8,178,214	8,548,628
	\$ 8,380,914	\$ 8,884,529	\$ 9,596,860	\$ 9,829,879	\$ 10,313,628
Revenue Details					
<u>General Fund #101</u>					
58410 Fire Plan Checking Fees	\$ 267,660	\$ 966,074	\$ 318,531	\$ 200,000	\$ 200,000
58460 Fire Annual Inspect. Fee	31,161	49,073	32,508	20,000	20,000
59400 Other Licenses & Permits	179	185	189	-	-
	\$ 299,000	\$ 1,015,332	\$ 351,228	\$ 220,000	\$ 220,000
<u>Emergency Medical Services Fund #258</u>					
61310 Supplemental Asses (EMS)	\$ 191,508	\$ 198,640	\$ 192,000	\$ 192,000	\$ 192,000
63380 Sp Assess Penalties	852	351	126	100	100
	192,359	198,992	192,126	192,100	192,100
Total Revenues	\$ 491,360	\$ 1,214,324	\$ 543,354	\$ 412,100	\$ 412,100



City of Emeryville
2021-22 Budget

Operating Budgets
Fire Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
Salaries and Benefits					
72240 Unfunded Pers Liability	\$ 1,105,956	\$ 1,313,116	\$ 1,423,160	\$ 1,651,665	\$ 1,765,000
	1,105,956	1,313,116	1,423,160	1,651,665	1,765,000
Utilities					
76000 Utilities	39,216	47,358	36,400	38,200	40,100
	39,216	47,358	36,400	38,200	40,100
Maintenance					
77020 Landscape Maintenance	5,220	4,530	5,500	4,207	4,334
77030 Facility Operating Charges	77,736	105,400	110,700	91,864	94,620
77080 Janitorial Contracts	-	-	-	2,500	2,575
77950 Vehicle Repl. Charge	98,097	119,000	125,900	-	125,900
77990 Facility Major Maint Chgs	40,400	40,400	40,400	40,400	40,400
	221,453	269,330	282,500	138,971	267,828
Professional Fees/Services					
80050 Alameda County Fire	7,009,610	7,249,087	7,848,800	7,990,043	8,229,700
80450 Hazardous Material Cleanup	-	-	-	5,000	5,000
	7,009,610	7,249,087	7,848,800	7,995,043	8,234,700
Other					
88770 Charge to EMS fund	(195,039)	(194,044)	(185,500)	(185,500)	(185,500)
	(195,039)	(194,044)	(185,500)	(185,500)	(185,500)
Total General Fund	\$ 8,181,196	\$ 8,684,846	\$ 9,405,360	\$ 9,638,379	\$ 10,122,128
<u>Emergency Medical Services Fund #258</u>					
80360 Administrative Cost	\$ 3,075	\$ 3,975	\$ 4,000	\$ 4,000	\$ 4,000
86020 Prop. Tax Collection Fees	1,604	1,663	2,000	2,000	2,000
88750 Gen Fund Chg for Matl/Svc	195,039	194,044	185,500	185,500	185,500
Total Emergency Medical Services	199,718	199,683	191,500	191,500	191,500
Total Expenditures	\$ 8,380,914	\$ 8,884,529	\$ 9,596,860	\$ 9,829,879	\$ 10,313,628



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City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
Accrued Benefits Fund #700

Purpose of Fund

The Accrued Benefits Fund tracks inter-fund program contributions set aside for earned vacation, compensatory, and sick leave payouts that are due to employees upon separation.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 37,034	\$ 5,606	\$ (191,552)	\$ (154,752)	\$ 34,226
Annual Activity					
Revenues					
Interfund Charges	268,789	289,583	327,400	490,478	519,457
General Fund Contribution	-	110,000	-	-	-
Investment Income	59,742	54,534	10,000	8,000	8,000
Total Revenues	328,532	454,117	337,400	498,478	527,457
Expenditures					
Sick Leave	7,068	54,781	30,900	31,800	32,800
Vacation	284,567	292,638	154,500	159,100	163,900
Administration	65,943	302,001	113,300	116,700	120,200
Accrued Benefit for Self Ins	2,381	1,856	1,900	1,900	1,900
Total Expenses	359,959	651,275	300,600	309,500	318,800
Net Annual Activity	(31,427)	(197,159)	36,800	188,978	208,657
Ending Available Fund Balance	\$ 5,606	\$ (191,552)	\$ (154,752)	\$ 34,226	\$ 242,882



City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
Dental Fund #610

Purpose of Fund

This fund reports the activity of the City's self-insurance Dental program. The fund pays monthly claims for active and retired employees and administrative costs of the program.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 33,282	\$ 24,372	\$ 29,979	\$ 29,979	\$ 35,924
Annual Activity					
Revenues					
Interfund Charges					
101 General Fund	179,722	161,446	171,571	180,224	190,210
225 General Plan	5,343	4,873	5,108	4,916	5,162
230 Child Development	34,610	31,772	32,132	35,322	37,088
269 Dental Fund	-	-	-	3,723	3,909
286 Dental Fund	-	-	40	40	42
475 General Capital	4,892.51	5,028.05	7,117.80	5,743.80	6,030.99
495 Marina	1,901	1,704	1,810	2,068	2,172
510 Sewer Operations	1,969	1,579	3,122	3,707	3,893
	228,438	206,402	220,900	235,745	248,507
Transfer - General Fund	-	40	-	-	-
Investment income	573	291	100	101	101
Total Revenues	229,012	206,733	221,000	235,846	248,608
Expenditures					
Active Employees					
Claims	130,643	110,561	113,000	117,500	121,000
Administration	16,394	16,545	14,500	15,100	15,600
	147,037	127,106	127,500	132,600	136,600
Retirees Claims	79,537	62,429	80,400	83,600	86,100
Administration	11,349	11,591	13,100	13,700	14,100
	90,885	74,020	93,500	97,300	100,200
Total Expenses	237,922	201,126	221,000	229,900	236,800
Net Annual Activity	(8,910)	5,607	-	5,946	11,808
Ending Available Fund Balance	\$ 24,372	\$ 29,979	\$ 29,979	\$ 35,924	\$ 47,732



Internal Service and Benefit Trust Funds
Litigation Fund #270

Purpose of Fund

The Litigation Fund tracks all litigation expenses of the City and the Community Development Commission of Emeryville except for activity specifically associated with a Capital Improvement Project. The fund is supported by inter-fund program contributions from the General and Sewer Funds.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Available Fund Balance	\$ 2,144,940	\$ 2,077,451	\$ 2,170,483	\$ 2,083,005	\$ 1,852,565
Annual Activity					
Revenues					
Litigation Reimbursement	127,558	292,974	82,522	12,060	12,120
Total Revenue	127,558	292,974	82,522	12,060	12,120
Expenditures					
Litigation and Settlements	195,047	199,942	170,000	242,500	225,000
Total Expenses	195,047	199,942	170,000	242,500	225,000
Net Annual Activity	(67,489)	93,032	(87,478)	(230,440)	(212,880)
Ending Available Fund Balance	\$ 2,077,451	\$ 2,170,483	\$ 2,083,005	\$ 1,852,565	\$ 1,639,685



City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
MESA Fund #295

Purpose of Fund

The MESA Fund reports on the activities of the Management of Emeryville Services Authority. Salaries for most City employees, except for members of the Police Officer's Association, are paid through this fund.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Activity					
Revenues					
Interfund Charges	13,915,517	13,838,244	14,087,332	16,515,074	17,109,339
Total Revenues	13,915,517	13,838,244	14,087,332	16,515,074	17,109,339
Expenditures					
Salaries and Benefits	13,915,517	13,838,244	14,087,332	16,515,074	17,109,339
Total Expenses	13,915,517	13,838,244	14,087,332	16,515,074	17,109,339
Net Annual Activity	-	-	-	-	-
Ending Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -



City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
Post-Employment Retiree Medical Fund #710

Purpose of Fund

The Post-Employment Fund tracks inter-fund program contributions that are set aside to provide for retiree medical, dental, and vision benefits. Funds are held both by the City and in a separate Section 115 irrevocable trust for the benefit of plan participants.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 7,006,495	\$ 7,154,013	\$ 7,277,563	\$ 7,294,163	\$ 7,312,054
Annual Activity					
Revenues					
Retiree Medical Premiums	234,617	222,109	235,000	242,891	257,327
Investment Income	147,122	137,776	30,000	30,900	31,827
Total Revenues	381,738	359,885	265,000	273,791	289,154
Expenditures					
Medical	21,686	22,740	24,000	24,700	25,400
Dental	212,210	213,459	223,500	230,200	237,100
Life	173	-	600	600	600
Reimb Expenses Retirees	151	137	300	400	400
Total Expenses	234,220	236,336	248,400	255,900	263,500
Net Annual Activity	147,518	123,550	16,600	17,891	25,654
Ending Available Fund Balance	\$ 7,154,013	\$ 7,277,563	\$ 7,294,163	\$ 7,312,054	\$ 7,337,708

Retiree Medical Funding Status

Cash held by City	\$ 7,294,163
Invested in VEBA	2,315,835
Benefit obligations - City Employees	(6,716,421)
Unfunded benefit obligations - County Fire Employees	(3,104,000)
Net unfunded benefit obligations	<u>\$ (210,423)</u>



City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
Unemployment Self Insurance Fund #620

Purpose of Fund

This fund reports the activity of the City's unemployment self-insurance program. The fund pays unemployment claims filed by separated employees.

		<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance		\$ 81,191	\$ 109,697	\$ 138,858	\$ 82,129	\$ 105,536
Annual Activity						
Revenues						
Interfund Charges						
101 General Fund		37,322	36,673	36,412	80,728	82,273
225 General Plan		1,163	1,161	1,095	2,794	2,817
230 Child Development		3,021	3,262	3,106	7,509	7,631
242 Unemployment		-	-	-	75	75
268 Unemployment		1,103	1,182	1,101	2,830	2,852
269 Unemployment		-	-	-	1,016	1,055
475 General Capital		-	31	-	621	621
495 Marina		260	258	261	717	723
510 Sewer Operations		494	346	297	1,097	1,097
Other Funds		39	9	-	16	16
		43,400	42,922	42,271	97,402	99,159
Investment Income		2,016	2,324	1,000	1,005	1,010
Total Revenues		45,417	45,245	43,271	98,407	100,169
Expenditures						
Unemployment claims		16,910	16,085	100,000	75,000	75,000
Total Expenses		16,910	16,085	100,000	75,000	75,000
Net Annual Activity		28,507	29,161	(56,729)	23,407	25,169
Ending Available Fund Balance		\$ 109,697	\$ 138,858	\$ 82,129	\$ 105,536	\$ 130,706



City of Emeryville
2021-22 Budget

Internal Service and Benefit Trust Funds
Workers Compensation Fund #600

Purpose of Fund

This fund reports the activity of the City's self-insurance Worker's Compensation program. The City is self-insured up to \$350,000 for each claim and participates in an insurance pool to mitigate the risk of larger claims.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Available Fund Balance	\$ 969,740	\$ 1,104,689	\$ 2,121,149	\$ 1,542,516	\$ 1,188,250
Annual Activity					
Revenues					
Interfund Charges					
101 General Fund	926,589	1,041,429	929,189	833,193	908,066
225 General Plan	4,868	5,121	4,130	4,206	4,582
230 Child Development	214,243	240,569	193,485	94,259	102,877
268 Workers Comp Ins-F268	-	33	-	24	26
269 Workers Comp Ins-F269	-	-	-	1,522	1,707
242 Workers Comp Ins-F242	-	134	-	113	113
475 General Capital	-	5,117	6,316	4,283	4,660
495 Marina Fund	7,899	9,038	8,996	18,179	19,875
510 Sewer Operations	2,990	2,550	2,905	6,950	7,498
Other Funds	4,700	4	-	930	1,005
	1,161,288	1,303,995	1,145,022	963,659	1,050,408
Investment Income	98,003	96,060	35,000	35,175	35,351
Total Revenues	1,259,292	1,400,056	1,180,022	998,834	1,085,759
Expenditures					
Administrative Cost	124,440	108,724	106,014	140,600	158,900
Claims	673,472	400,731	909,000	909,000	909,000
Claims Reserve	134,000	(360,000)	-	-	-
Disability Retirement Advances	(15,916)	-	701	-	-
Insurance Premium	208,347	234,141	242,940	303,500	344,200
Trsf to GF 101	-	-	500,000	-	-
Total Expenses	1,124,343	383,596	1,758,655	1,353,100	1,412,100
Net Annual Activity	134,949	1,016,460	(578,633)	(354,266)	(326,341)
Ending Available Fund Balance	\$ 1,104,689	\$ 2,121,149	\$ 1,542,516	\$ 1,188,250	\$ 861,909



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City of Emeryville
2021-22 Budget

Operating Budgets
Non-Department

		2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary						
<u>Revenues by Fund</u>						
101	General Fund	\$ 40,973,165	\$ 38,334,998	\$ 36,410,876	\$ 34,229,490	\$ 32,694,268
235	PEG	1,679	1,506	1,100	1,075	1,075
805	PBID	4,552,900	4,701,504	4,858,854	5,012,400	5,173,100
		\$ 45,527,744	\$ 43,038,008	\$ 41,270,830	\$ 39,242,965	\$ 37,868,443

<u>Operating Expenditures by Fund</u>						
101	General Fund	\$ 7,183,206	\$ 4,453,366	\$ 4,814,191	\$ 5,253,773	\$ 4,933,651
670	Technology	1,244,956	761,578	519,478	1,453,311	580,000
805	PBID	4,280,848	4,666,562	4,385,054	4,543,298	4,689,912
		\$ 12,709,010	\$ 9,881,506	\$ 9,718,723	\$ 11,250,382	\$ 10,203,563

<u>Operating Expenditures by Type</u>						
Supplies and Services		\$ 12,709,010	\$ 9,881,506	\$ 9,718,723	\$ 11,250,382	\$ 10,203,563
		\$ 12,709,010	\$ 9,881,506	\$ 9,718,723	\$ 11,250,382	\$ 10,203,563

Revenue Details						
<u>General Fund #101</u>						
41000	Prop Tax Current Secured	\$ 944,595	\$ 998,103	\$ 997,200	\$ 1,021,000	\$ 1,041,000
41050	Property Tax Penalties	36,739	37,784	38,200	39,000	30,000
41100	Prop Tx Current Unsecured	532,146	589,416	557,700	569,000	580,000
41200	Prop Tax Prior Secured	111,024	116,533	115,500	118,000	120,000
41300	Prop Tx Prio Unsecured	(5,175)	(784)	(5,400)	(6,000)	(6,000)
41310	Pass Thru Tax Payments	1,037,111	1,176,472	1,132,000	1,155,000	1,178,000
41340	Property Tax Residual Pmt	1,478,683	1,685,876	3,000,000	3,060,000	3,121,000
41350	V.L.F in lieu-Property Tax	905,486	963,890	1,020,000	1,040,000	1,061,000
41400	Supplemental Property Tax	185,891	188,445	90,400	92,000	94,000
41420	St hmoynrs Prop Tx Relief	71,498	71,399	74,400	72,000	72,000
42000	Sales and Use Tax	8,595,107	7,160,602	6,629,500	6,640,620	6,931,188
42100	Sales Tax-Public Safety	58,682	58,586	48,800	51,240	53,802
43000	Business License Tax	5,560,097	5,176,201	4,251,909	4,337,000	4,424,000
43100	Bus License Tax-Card Room	2,905,430	2,039,902	-	500,000	750,000
43200	Bus Lic Tax - Comm Rent	799,144	815,669	725,558	736,000	747,000
43500	Bus License in lieu (Sport Fishing)	51,038	35,523	40,533	40,000	40,000
43600	Bus Lic Tax - Cannabis	251,712	591,543	600,000	615,000	630,000
44000	Transient Occupancy Tax	8,687,505	6,027,857	1,620,000	1,890,000	2,390,000
45000	Utilities Users Tax	3,036,189	3,046,197	2,999,000	3,029,000	3,059,000
46100	Real Prop Transfer Tax	1,247,888	3,124,866	1,000,000	1,020,000	1,040,000
46400	In lieu of Taxes (HUD)	8	8	-	-	-
46500	St Motor Veh in lieu Tax	5,757	9,406	-	-	-
50000	Franchises	1,507,342	1,641,008	1,535,413	1,581,000	1,628,000
50010	Cable Franchise	162,925	151,289	141,000	145,000	145,000
50015	Environmental Programs-WM	190,016	195,716	201,587	208,000	214,000
51400	Other Federal Grants	-	-	152,075	2,236,571	-
53250	SB 90 State Mandated Cost	12,919	1,309	-	-	-
55300	Other Grants	249,343	749,343	500,000	500,000	500,000
56000	Investment Earnings	364,688	396,061	150,000	151,000	152,000
56100	Interest Income	6,116	7,431	-	-	-
56900	Market Value Adjustment	1,207,586	248,233	(355,491)	-	-
57500	Billboard/Antenna Revenue	187,471	194,162	197,822	201,822	206,000
57550	Parking Lot Lease	3,178	3,178	3,178	3,178	3,178
59240	Res/Bus Parking Permits	3,213	2,054	2,559	2,559	3,600
60100	PenaltyBus Lic	4,182	-	-	-	-
61050	Fuel Sales	54,709	38,340	30,000	30,000	30,000
62330	Settlements	21,782	7,402	-	-	-



City of Emeryville
2021-22 Budget

Operating Budgets
Non-Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
62585 Succ Agency Mgmt Reimbmt	93,518	325,968	250,000	250,000	250,000
62650 Other Revenue	4,037	8,903	433	-	-
63300 Chiron Mitigatn Svc Fees	315,527	320,237	325,042	330,000	335,000
63370 Administrative Fees	75	69,368	10,000	10,000	10,000
69110 Intrfd Rcpt fm Gen Plan	10,000	10,000	10,000	10,000	10,000
69440 Intrfd Rcpt fm 475 Genl Capital Fd	-	-	5,055,158	-	-
69660 Interfund Receipt-715 PERS	-	-	1,000,000	1,000,000	-
69700 Interfund Receipt - Marina	26,481	-	-	-	-
69760 Interfund Receipt Sewer	51,500	51,500	51,500	51,500	51,500
69800 Interfd Rcpt 600 WC	-	-	500,000	-	-
69991 Interfd - 268 Comm Dev	-	-	1,700	-	-
69992 Interfd - 495 Marina Impro	-	-	79,300	-	-
69994 Interfd Rcpt fm fd 267 Meas F	-	-	1,500,000	1,500,000	1,800,000
69993 Interfd Rcpt fm fd 510 - Overhead	-	-	134,300	-	-
	40,973,165	38,334,998	36,410,876	34,229,490	32,694,268
<u>PEG #235</u>					
50010 Cable Franchise	1,545	1,353	1,000	1,000	1,000
56000 Investment Earnings	134	154	100	75	75
	1,679	1,506	1,100	1,075	1,075
<u>PBID #805</u>					
41620 Supplemental Property Tax	3,794,175	4,053,432	4,258,000	4,384,800	4,515,500
41600 Special Assessment	84,774	59,079	60,000	62,000	64,000
56000 Investment Earnings	27,184	26,742	6,000	5,000	5,000
63380 Sp Assess Penalties	1,402	1,951	954	-	-
69035 Trsf from SA	7,636	-	-	-	-
69050 Interfd Rcpt from Gen fn	637,728	560,300	533,900	560,600	588,600
69750 Interfd Rcpt-Marina Oper	-	-	-	-	-
	4,552,900	4,701,504	4,858,854	5,012,400	5,173,100
Total Revenues	\$ 45,527,744	\$ 43,038,008	\$ 41,270,830	\$ 39,242,965	\$ 37,868,443



City of Emeryville
2021-22 Budget

Operating Budgets
Non-Department

		2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Expenditure Details						
<u>General Fund #101</u>						
<u>Non-Department #1900</u>						
Supplies						
73010	Fax & Copier Supplies	\$ 5,105	\$ 4,795	\$ 6,000	\$ 6,000	\$ 6,000
73150	Postage	15,205	7,855	20,000	20,000	20,000
73500	Operating Supplies	7,148	4,274	5,000	5,000	5,000
		<u>27,458</u>	<u>16,924</u>	<u>31,000</u>	<u>31,000</u>	<u>31,000</u>
Utilities						
76000	Utilities	134,893	108,455	120,000	123,600	127,300
76050	Telephone/Communication	5,853	5,813	4,200	4,300	4,400
		<u>140,746</u>	<u>114,268</u>	<u>124,200</u>	<u>127,900</u>	<u>131,700</u>
Maintenance						
77020	Landscape Maintenance	12,924	11,200	14,400	11,668	12,018
77030	Facility Operating Charges	161,444	211,100	222,000	183,924	189,442
77070	Civic Center Ops & Maint	6,614	7,603	5,000	10,000	10,000
77080	Janitorial Contracts Svcs	53,110	49,340	66,100	53,834	55,449
77960	Technology Charge	83,055	93,100	107,300	107,300	141,700
77990	Facility Major Maint Chgs	115,700	115,700	115,700	115,700	115,700
		<u>432,847</u>	<u>488,044</u>	<u>530,500</u>	<u>482,427</u>	<u>524,309</u>
Professional Fees/Services						
79050	Insurance	649,367	740,830	874,105	1,117,672	1,229,439
80030	Revenue Audit Services	61,254	40,704	60,000	70,000	70,000
80050	Professional Services	76,420	121,590	167,000	273,250	124,000
80090	Shuttle Services	71,437	62,931	77,100	79,200	81,300
80180	Pars/Benefits Admin	8,127	9,158	10,000	10,000	10,000
80200	Audit Services	84,810	86,190	110,000	105,000	109,000
80250	Bond Trustee Services	-	691	-	-	-
80360	Administrative Cost	6,543	9,021	10,000	10,000	10,000
80450	Hazardous Mater Cleanup	3,369	2,535	5,000	-	-
80900	Library Card Services	-	200,000	200,000	120,000	120,000
		<u>961,328</u>	<u>1,273,651</u>	<u>1,513,205</u>	<u>1,785,122</u>	<u>1,753,739</u>
Education and Training						
84100	Memberships & Dues	16,673	9,644	12,621	12,873	13,131
84380	Safety Program	-	46	-	-	-
		<u>16,673</u>	<u>9,690</u>	<u>12,621</u>	<u>12,873</u>	<u>13,131</u>



City of Emeryville
2021-22 Budget

Operating Budgets
Non-Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Rents and Leases					
85000 Rentals & Leases	54,622	52,734	60,000	63,000	66,000
	54,622	52,734	60,000	63,000	66,000
Fees and Charges					
86020 Prop. Tax Collection Fees	11,898	12,177	12,421	12,669	12,923
	11,898	12,177	12,421	12,669	12,923
Programs and Grants					
87370 Rebuilding Together/Xmas	-	-	-	150,000	-
87610 Social Services	70,135	74,000	75,232	15,000	15,000
	70,135	74,000	75,232	165,000	15,000
Other					
88030 PBID Senior Rebate Program	9,586	10,402	11,000	11,330	11,670
88060 Other Operating Expenses	120,000	-	-	-	-
88350 Disaster Preparedness	14,919	14,662	-	19,900	19,900
88440 Property Taxes	70	73	100	100	100
88500 Miscellaneous	-	-	-	-	-
88900 Contract Obligations	15,000	15,000	15,000	15,000	15,000
	159,574	40,137	26,100	46,330	46,670
Interfund Transfers					
99170 Transfer to Fund 805	637,728	560,300	556,327	560,552	588,580
99200 Trans to Litig Fund 270	30,000	250,000	-	-	-
99290 Transfer to Fund 203	-	-	3,500	73,500	73,500
99650 Transf to CDC 230	962,559	1,082,800	1,500,000	1,500,000	1,285,000
99690 Transfer to Fund 254	-	-	164	-	-
99780 Transfer to Fund 275	1,259,956	-	-	-	-
99790 Transf to Fund 715	2,050,000	-	-	-	-
99700 Transfer to Fund 700	-	110,000	-	-	-
99870 Trans to Fd 345 for COP	367,683	368,641	368,922	368,400	367,100
99880 Transfer to ECCL Fd 477	-	-	-	25,000	25,000
	5,307,926	2,371,741	2,428,913	2,527,452	2,339,180
Total General Fund - Non-Department	7,183,206	4,453,366	4,814,191	5,253,773	4,933,651



City of Emeryville
2021-22 Budget

Operating Budgets
Non-Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Technology #670</u>					
76050 Telephone/Communication	76,852	175,043	199,478	180,000	180,000
77150 Equipment Oper & Maint	213,391	195,793	250,000	250,000	250,000
80050 Professional Services	(170,600)	151,653	70,000	-	-
84150 Travel, Confer & Meeting	9,210	-	-	-	-
99460 Transfer to Fund 268	845,801	-	-	-	-
Total Operating	974,654	522,489	519,478	430,000	430,000
Capital					
90130 Professional Services-CIP	1,176	-	-	-	-
91000 Office Equipment	199,777	-	-	-	-
91600 Other Equipment	-	143,540	-	-	-
91650 Software Upgrade	67,299	95,549	-	-	-
94000 Capital Project Rollover	-	-	-	1,023,311	-
95000 Capital Outlay	2,051	-	-	-	150,000
Total Capital	270,303	239,089	-	1,023,311	150,000
Total Technology	1,244,956	761,578	519,478	1,453,311	580,000
<u>PBID #805</u>					
80090 Shuttle Services	4,218,999	4,599,523	4,333,200	4,473,900	4,619,300
80310 Admin Reimb to General Fd	17,600	17,600	1,600	17,600	17,600
80360 Administrative Cost	13,185	16,776	17,280	17,798	18,332
82000 Advertising	314	-	-	-	-
86020 Prop. Tax Collection Fees	30,750	32,663	32,974	34,000	34,680
Total PBID	4,280,848	4,666,562	4,385,054	4,543,298	4,689,912
Total Expenditures	\$ 12,709,010	\$ 9,881,506	\$ 9,718,723	\$ 11,250,382	\$ 10,203,563



City of Emeryville
2021-22 Budget

Operating Funds
Cal - Home Loan Program Fund #208

Purpose of Fund

The Cal - Home Loan Program Fund accounts for funds received and loans made under the State of California's Cal - Home Loan program.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 605,986	\$ 710,631	\$ 798,970	\$ 801,718	\$ 851,718
Annual Activity					
Revenues					
Program Income - Loan					
Repayments	70,000	58,000	-	50,000	50,000
Investment Earning	13,019	14,389	2,748	-	-
Interest Income	21,520	15,841	-	-	-
Other Revenue	106	109	-	-	-
Total Revenues	104,645	88,339	2,748	50,000	50,000
Net Annual Activity	104,645	88,339	2,748	50,000	50,000
Ending Available Fund Balance	\$ 710,631	\$ 798,970	\$ 801,718	\$ 851,718	\$ 901,718



City of Emeryville
2021-22 Budget

Operating Funds
Child Development Center Fund #230

Purpose of Fund

The Child Development Fund accounts for revenue utilized to support the operations of the Emeryville Child Development Center, including program fees, grant funds from the State Department of Education, and a General Fund subsidy.

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ 181,780	\$ 327,349	\$ 170,893	\$ 173,052	\$ 460,915
Annual Activity					
Revenues					
Program Fees	1,231,024	873,975	692,000	1,220,300	1,256,300
Grants and Donations	209,245	211,657	161,652	179,700	179,700
Investment Income	3,876	6,180	-	-	-
Other Revenue	642	-	-	-	-
General Fund Contribution	962,559	1,082,800	1,500,000	1,500,000	1,285,000
Total Revenues	2,407,346	2,174,611	2,353,652	2,900,000	2,721,000
Expenditures					
Salaries and Benefits	1,865,023	2,009,878	2,033,658	2,220,698	2,313,885
Supplies	139,748	116,643	91,826	135,900	139,800
Utilities	36,584	24,413	27,000	27,000	27,000
Maintenance	130,498	142,104	156,761	143,039	152,641
Professional Services	80,414	29,411	26,100	69,000	69,000
Advertising, Printing, Publication	208	-	550	800	800
Education and Training	5,322	2,041	7,400	7,800	7,800
Fees	3,980	4,776	8,197	7,900	7,900
Other Operating Expenses	-	1,803	-	-	-
Total Expenses	2,261,777	2,331,068	2,351,492	2,612,137	2,718,826
Net Annual Activity	145,569	(156,456)	2,160	287,863	2,174
Ending Available Fund Balance	\$ 327,349	\$ 170,893	\$ 173,052	\$ 460,915	\$ 463,089



City of Emeryville
2021-22 Budget

Operating Funds
Code Enforcement Recovery Fund #271

Purpose of Fund

The Code Enforcement Recovery Fund has been established to provide for mitigation of property related code enforcement activities. Future recovery from property owner or property levy will be used for mitigation activities.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 302,989	\$ 309,363	\$ 315,336	\$ 315,336	\$ 315,336
Annual Activity					
Revenues					
Investment Income	6,374	5,973	-	-	-
Total Revenues	6,374	5,973	-	-	-
Expenditures					
	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	6,374	5,973	-	-	-
Ending Available Fund Balance	\$ 309,363	\$ 315,336	\$ 315,336	\$ 315,336	\$ 315,336



Operating Funds
Community Development Technology Fund #268

Purpose of Fund

The Community Development Technology Fund accounts for fees collected from developments and set aside to support the City's permit tracking system.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ 620,611	\$ 779,458	\$ 850,410	\$ 898,267
Annual Activity					
Revenues					
Investment Earning	6,455	12,403	5,427	5,000	5,000
Development Fees	59,408	278,252	153,926	96,639	25,000
Transfer from Info Tech Fund	845,801	-	-	-	-
Total Revenues	911,664	290,655	159,353	101,639	30,000
Expenditures					
Salaries and Benefits	-	3,525	3,700	3,782	3,842
Supplies	-	4,811	-	-	-
Maintenance	-	20,123	6,616	-	-
Professional Services	62,448	180	26,384	-	-
Advertising, Printing, Publication	9,230	3,154	-	-	-
Permit Tracking Expenses	219,375	100,015	50,000	50,000	-
Transfer to Gen Fund - Overhead	-	-	1,700	-	-
Total Expenses	291,053	131,808	88,400	53,782	3,842
Net Annual Activity	620,611	158,847	70,952	47,857	26,158
Ending Available Fund Balance	\$ 620,611	\$ 779,458	\$ 850,410	\$ 898,267	\$ 924,425



City of Emeryville
2021-22 Budget

Operating Funds
Emergency Medical Service Fund #258

Purpose of Fund

The Emergency Medical Services (EMS) Fund accounts for the Supplemental Assessment paid by Emeryville residents for emergency medical services provided by the Emeryville Fire Department.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 9,441	\$ 2,083	\$ 1,392	\$ 2,018	\$ 2,618
Annual Activity					
Revenues					
Assessments	192,359	198,992	192,126	192,100	192,100
Total Revenues	192,359	198,992	192,126	192,100	192,100
Expenditures					
General Fund Reimbursement for Materials and Services	195,039	194,044	185,500	185,500	185,500
County Tax Collection Fees	1,604	1,663	2,000	2,000	2,000
Administration	3,075	3,975	4,000	4,000	4,000
Total Expenses	199,718	199,683	191,500	191,500	191,500
Net Annual Activity	(7,358)	(691)	626	600	600
Ending Available Fund Balance	\$ 2,083	\$ 1,392	\$ 2,018	\$ 2,618	\$ 3,218



City of Emeryville
2021-22 Budget

Operating Funds
Housing Community Development Fund #205

Purpose of Fund

The Housing Community Development Fund accounts for Federal Community Development Block Grant (CDBG) funds and CDBG Program Income funds utilized for CDBG eligible projects.

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ 182,189	\$ 187,438	\$ 190,989	\$ 191,652	\$ 191,652
Annual Activity					
Revenues					
Federal Grant	9,972	11,310	36,310	10,395	15,000
Housing Loan Principal	1,452	-	-	-	-
Investment Income	3,796	3,551	-	-	-
Interest Income	-	-	663	-	-
Total Revenues	15,220	14,861	36,973	10,395	15,000
Expenditures					
Salaries and Benefits	9,972	11,310	-	-	-
C-19 Extra Cost	-	-	25,000	-	-
Meals on Wheels	-	-	11,310	10,395	15,000
Total Expenses	9,972	11,310	36,310	10,395	15,000
Net Annual Activity	5,248	3,551	663	-	-
Ending Available Fund Balance	\$ 187,438	\$ 190,989	\$ 191,652	\$ 191,652	\$ 191,652



City of Emeryville
2021-22 Budget

Operating Funds
Measure B - Paratransit Fund #261

Purpose of Fund

The Measure B Fund accounts for revenues generated by a special one-half cent sales tax that was approved by the voters of Alameda County in 1986 and reauthorized in 2000. These funds are restricted for local transportation and special transportation (Paratransit) purposes.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 60,790	\$ 67,316	\$ 85,075	\$ 76,833	\$ 80,815
Annual Activity					
Revenues					
Measure B	35,067	31,502	22,300	29,700	29,700
Transit Passes	2,402	1,170	-	-	-
Investment Income	1,679	1,420	-	-	-
Total Revenues	39,148	34,092	22,300	29,700	29,700
Expenditures					
Operations					
Public Works	32,621	16,332	30,542	25,718	29,700
Total Expenses	32,621	16,332	30,542	25,718	29,700
Net Annual Activity	6,526	17,759	(8,242)	3,982	-
Ending Available Fund Balance	\$ 67,316	\$ 85,075	\$ 76,833	\$ 80,815	\$ 80,815



City of Emeryville
2021-22 Budget

Operating Funds
Measure BB - Paratransit Fund #263

Purpose of Fund

The Measure BB Fund accounts for revenues generated by a special one-half cent sales tax that was approved in 2014. These funds are restricted for local transportation and special transportation (Paratransit) purposes and are distributed monthly by the Alameda County Transportation Commission.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 494	\$ 22,854	\$ 22,992	\$ 19,217	\$ 8,061
Annual Activity					
Revenues					
Measure BB	88,539	32,530	32,000	30,600	30,600
Total Revenues	88,539	32,530	32,000	30,600	30,600
Expenditures					
Operations					
Public Works	66,179	32,392	35,775	41,756	30,600
Total Expenses	66,179	32,392	35,775	41,756	30,600
Net Annual Activity	22,360	138	(3,775)	(11,156)	-
Ending Available Fund Balance	\$ 22,854	\$ 22,992	\$ 19,217	\$ 8,061	\$ 8,061



City of Emeryville
2021-22 Budget

Operating Funds
Measure F Fund #267

Purpose of Fund

The Measure F Fund accounts for revenues generated by a special one quarter percent (0.25%) of the retail transactions and use tax effective July 1, 2020 to support the City's various specified personnel positions and Child Development Program.

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Activity					
Revenues					
Measure F Sales Tax	-	-	1,500,000	1,500,000	1,800,000
Total Revenues	-	-	1,500,000	1,500,000	1,800,000
Expenditures					
Transfer to General Fund	-	-	1,500,000	1,500,000	1,800,000
Total Expenses	-	-	1,500,000	1,500,000	1,800,000
Net Annual Activity	-	-	-	-	-
Ending Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -



City of Emeryville
2021-22 Budget

Operating Funds
Parking Program #269

Purpose of Fund

The Parking Program Fund accounts for fees collected from parking within Emeryville to support the City's parking program beginning March, 2021.

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ -	\$ 5,857	\$ 7,401
Annual Activity					
Revenues					
Parking Fees	-	-	5,000	199,200	199,200
Citations	-	-	-	24,000	24,000
Transfer from Gen Cap Fund	-	-	290,000	555,000	-
Total Revenues	-	-	295,000	778,200	223,200
Expenditures					
Salaries and Benefits	-	-	136,301	292,323	307,222
Utilities	-	-	25,801	61,924	63,782
Maintenance	-	-	53,219	131,348	135,288
Professional Services	-	-	40,133	139,017	143,188
Other Equipment	-	-	-	93,792	93,792
Contingency	-	-	33,689	58,252	60,000
Total Expenses	-	-	289,143	776,656	803,271
Net Annual Activity	-	-	5,857	1,544	(580,071)
Ending Available Fund Balance	\$ -	\$ -	\$ 5,857	\$ 7,401	\$ (572,670)



City of Emeryville
2021-22 Budget

Operating Funds
PEG Fund #235

Purpose of Fund

The PEG Program Fund accounts for franchise fees collected for Public, Educational, and Governmental access video programming.

	2018-19	2019-20	2020-21	2021-22	2022-23
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Beginning Available Fund Balance	\$ 5,861	\$ 7,540	\$ 9,046	\$ 10,146	\$ 11,221
Annual Activity					
Revenues					
Cable Franchise	1,545	1,353	1,000	1,000	1,000
Investment Income	134	154	100	75	75
Total Revenues	1,679	1,506	1,100	1,075	1,075
Expenditures					
	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	1,679	1,506	1,100	1,075	1,075
Ending Available Fund Balance	\$ 7,540	\$ 9,046	\$ 10,146	\$ 11,221	\$ 12,296



City of Emeryville
2021-22 Budget

Operating Funds
Police Impound Fund - Federal #211

Purpose of Fund

The Police Impound Fund - Federal accounts for asset forfeiture funds allocated to the Police Department under federal law.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 57,696	\$ 18,968	\$ 13,055	\$ 6,856	\$ 6,856
Annual Activity					
Revenues					
Transfer from State Police Impound	2,811	-	-	-	-
Investment Earning	1,051	331	45	-	-
Total Revenues	3,862	331	45	-	-
Expenditures					
Equipment	-	6,244	6,244	-	-
Transfer to State Police Impound	18,510	-	-	-	-
Transfer to Federal Police Impound	24,081	-	-	-	-
Total Expenses	42,591	6,244	6,244	-	-
Net Annual Activity	(38,728)	(5,913)	(6,199)	-	-
Ending Available Fund Balance	\$ 18,968	\$ 13,055	\$ 6,856	\$ 6,856	\$ 6,856



City of Emeryville
2021-22 Budget

Operating Funds
Police Impound Fund - Federal #213

Purpose of Fund

The Police Impound Fund - Federal accounts for asset forfeiture funds allocated to the Police Department under federal law.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	-	\$ 26,864	\$ 27,324	\$ 27,474	\$ 27,474
Annual Activity					
Revenues					
Investment Earning	-	460	150	-	-
Other Revenue	2,440	-	-	-	-
Transfer from Federal Police Impound	344	-	-	-	-
Transfer from Federal Police Impound	24,081	-	-	-	-
Total Revenues	26,864	460	150	-	-
Expenditures					
Equipment - Capital	-	-	-	-	8,787
Total Expenses	-	-	-	-	8,787
Net Annual Activity	26,864	460	150	-	(8,787)
Ending Available Fund Balance	\$ 26,864	\$ 27,324	\$ 27,474	\$ 27,474	\$ 18,687



City of Emeryville
2021-22 Budget

Operating Funds
Police Impound Fund - State #210

Purpose of Fund

The Police Impound Fund - State accounts for asset forfeiture funds allocated to the Police Department under state law.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Available Fund Balance	\$ 36,368	\$ 53,548	\$ 51,015	\$ 41,604	\$ 9,604
Annual Activity					
Revenues					
Investment Income	960	992	175	-	-
Other Fines	-	-	-	-	555
Other Revenue	865	475	-	-	-
Transfer from Police Impound- Federal	18,510	-	-	-	-
Total Revenues	20,335	1,467	175	-	555
Expenditures					
Supplies	-	-	1,836	-	-
Equipment	-	-	3,750	32,000	10,159
Other Expenditures	-	4,000	4,000	-	-
Transfer to Federal Police Impound	2,811	-	-	-	-
Transfer to Federal Police Impound	344	-	-	-	-
Total Expenses	3,155	4,000	9,586	32,000	10,159
Net Annual Activity	17,180	(2,533)	(9,411)	(32,000)	(9,604)
Ending Available Fund Balance	\$ 53,548	\$ 51,015	\$ 41,604	\$ 9,604	\$ -



City of Emeryville
2021-22 Budget

Operating Funds
Property Based Improvement District (PBID) #805

Purpose of Fund

The Property Based Improvement District Fund accounts for commercial and residential property assessments and General Fund contributions collected to fund the Emery Go-Round, the City's shuttle service.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 367,812	\$ 639,863	\$ 674,805	\$ 1,148,605	\$ 1,617,707
Annual Activity					
Revenues					
Assessments	3,880,351	4,114,462	4,318,954	4,446,800	4,579,500
General Fund Contribution	637,728	560,300	533,900	560,600	588,600
Transfer from Successor Agency	7,636	-	-	-	-
Investment Income	27,184	26,742	6,000	5,000	5,000
Total Revenues	4,552,900	4,701,504	4,858,854	5,012,400	5,173,100
Expenditures					
Emery-Go-Round Shuttle Services	4,218,999	4,599,523	4,333,200	4,473,900	4,619,300
County Collection Fees	30,750	32,663	32,974	34,000	34,680
Professional Services	30,785	34,376	18,880	35,398	35,932
Advertising, Printing, Publication	314	-	-	-	-
Total Expenses	4,280,848	4,666,562	4,385,054	4,543,298	4,689,912
Net Annual Activity	272,052	34,942	473,800	469,102	483,188
Ending Available Fund Balance	\$ 639,863	\$ 674,805	\$ 1,148,605	\$ 1,617,707	\$ 2,100,895



City of Emeryville
2021-22 Budget

Operating Funds
Sewer Operations #510

Purpose of Fund

The Sewer Operations Fund accounts for the operation and maintenance of the City's sewer system. The fund is supported by customer service fees. Connection Fee and related capital improvements are tracked through the Capital Improvement Program in separate capital funds #511 and #513.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Available Fund Balance	\$ 2,638,176	\$ 3,199,290	\$ 3,846,357	\$ 4,122,957	\$ 4,193,210
Annual Activity					
Revenues					
Sewer Service Charges	923,459	979,737	875,000	1,140,903	1,175,130
Investment Income	53,790	59,566	13,000	13,000	13,000
Total Revenues	977,250	1,039,303	888,000	1,153,903	1,188,130
Expenditures					
Administration and Engineering					
Salaries and Benefits	198,801	144,450	248,500	301,940	306,060
Utilities	-	-	100	-	-
Insurance	50,000	50,000	50,000	59,079	64,987
Professional Services	8,073	25,896	20,000	65,000	10,000
Collection Fees and Charges	8,425	14,723	30,000	30,000	30,000
Other Operating Expenses	9,750	9,747	10,000	10,000	10,000
Transfer to General Fund	51,500	51,500	185,800	51,500	51,500
	326,549	296,316	544,400	517,520	472,548
Maintenance					
Salaries and Benefits	43,976	49,118	45,400	230,170	233,759
Utilities	975	5,510	1,500	1,500	1,500
Maintenance	36,347	32,950	10,600	142,100	142,100
General Fund Materials/Supplies	8,290	8,345	9,500	9,500	9,500
	89,587	95,922	67,000	383,270	386,859
Capital Project Rollover	-	-	-	182,860	-
Total Expenses	416,136	392,237	611,400	1,083,650	859,407
Net Annual Activity	561,114	647,066	276,600	70,253	328,723
Ending Available Fund Balance	\$ 3,199,290	\$ 3,846,357	\$ 4,122,957	\$ 4,193,210	\$ 4,521,933



Operating Funds
Small Local Bus Support Fund - Federal #212

Purpose of Fund

The Small Local Business Support Fund accounts for funds collected from developers to support small local serving businesses

	2018-19	2019-20	2020-21	2021-22	2022-23
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Beginning Available Fund Balance	\$ 3,078	\$ 3,143	\$ 3,204	\$ 3,215	\$ 3,215
Annual Activity					
Revenues					
Investment Income	65	61	11	-	-
Total Revenues	65	61	11	-	-
Expenditures					
	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	65	61	11	-	-
Ending Available Fund Balance	\$ 3,143	\$ 3,204	\$ 3,215	\$ 3,215	\$ 3,215



City of Emeryville
2021-22 Budget

Operating Funds
Supplemental Law Enforcement Fund (State) #252

Purpose of Fund

The Supplemental Law Enforcement Fund accounts for state entitlements, which must be spent for front line municipal police services including anti-gang and community crime prevention programs.

	<u>2018-19</u> <u>Actual</u>	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Projection</u>	<u>2021-22</u> <u>Budget</u>	<u>2022-23</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 50,720	\$ 65,787	\$ 72,985	\$ 67,640	\$ 67,640
Annual Activity					
Revenues					
State Grant	148,747	155,948	144,440	100,000	100,000
Investment Income	897	1,250	215	-	-
Total Revenues	149,644	157,197	144,655	100,000	100,000
Expenditures					
Salaries and Benefits	134,576	150,000	150,000	100,000	100,000
Total Expenses	134,576	150,000	150,000	100,000	100,000
Net Annual Activity	15,068	7,197	(5,345)	-	-
Ending Available Fund Balance	\$ 65,787	\$ 72,985	\$ 67,640	\$ 67,640	\$ 67,640



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➤ POLICE DEPARTMENT

FIELD SERVICES

PROFESSIONAL SERVICES

➤ POLICE DEPARTMENT

OVERVIEW

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

The Police Department promotes transparency, community outreach and accountability to those served. Being good partners with other City and community partners is a priority for all staff at the Police Department.

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

SIGNIFICANT ACHIEVEMENTS DURING THE 2019-20 and 2020-21 FISCAL YEARS

1. Continued to provide exemplary community-based policing to the Emeryville community.
2. Completed the County wide mandated Interagency Radio Protocol upgrades.
3. Maintained POST compliance training in Perishable Skills mandates.
4. Managed multiple incidents of civil unrest with a focus on protection of life
5. Implemented a new body worn camera (BWC system) increasing efficiency and use of mobile audio video recording by officers.
6. Implemented an Early Intervention System (EIS) to monitor officers' use of force for better risk management and identification of exceptional service.
7. Implemented an on-line reporting system to better serve the community.
8. Posted all required officer training outlines online to enhance transparency.
9. Police Policy Manual posted and regularly updated online.
10. Over 90% of all Police Department staff received Crisis Intervention Training (CIT), with a goal of reaching 100%.

GOALS FOR FISCAL YEAR 2021-22

Crime Prevention

1. Evaluate and update crime reduction measures to effectively address the reopening of businesses in the city.
2. Plan for and implement the Racial Identity and Profiling Act (RIPA) mandates.
3. Research, plan, and implement the federally required National Incident-Based Reporting System (NIBRS).
4. Continue to work with allied service providers to ensure necessary resources are in place when responding to calls involving mentally ill persons.
5. Increase on-line presence to provide Crime Prevention resources on City website as well as an increased use/presence on social media to provide timely information to the community.
6. Successfully implement and manage the Paid Parking Program.

Community and Public Trust Policing

1. Continue to provide exemplary community-based policing to the Emeryville community with a strong emphasis on building legitimacy and public trust.
2. Explore holding another community academy.
3. Explore creating a Volunteers in Police program.
4. Create and implement an “officer friendly” program with ECCL schools where officers can provide instruction and build positive relationships with students and school staff.
5. Continue to improve the Sergeants Neighborhood Partnership Program with Sergeants continuing to play an active role in creating safer communities by identifying resident and business concerns as they relate to quality-of-life issues.
6. Increase presence on Social Media and enhance the Police Department website.
7. Continue to prioritize the Department Homeless Outreach Team. Expand team to include additional personnel, establish funding resources and partner with service providers and other resource agencies.

Staffing

1. Concentrate efforts on reaching full authorized staffing levels in both sworn and professional positions to reduce overtime and staff fatigue.
2. Restore Bicycle Patrol Program to reinstate 2 part-time bicycle/traffic officers.
3. Complete reorganization and reclassification of Department positions to better meet the operational demands.
4. Work with the Human Resource Department to ensure Department staff are supported as the community transitions out of the pandemic.

Training and Equipment

1. Explore grant opportunities to support training and equipment needs as well as community outreach programs.
2. Update technology to include expanded social media initiatives. Enhance mobile technology to assist officers in the field such as, in-field report writing, and scene documentation and evidence collection.
3. Implement in-service interactive training for all dispatchers and records staff.
4. Enhance ability for officers to safely respond to civil unrest and natural disasters with protective equipment and mobile incident command capabilities.
5. Ensure all supervisors and managers attend ICS training and participate in EOC training exercises.
6. Continue to provide training de-escalation, crisis intervention, and officer intervention.
7. Meet or exceed the Peace Officer Standards and Training (P.O.S.T.) training mandates.
8. Property and Evidence – Ensure that training and resources are provided to support the demands of this function, focusing on purging, organization and accountability.

Police
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Non-Sworn		
Police Services Manager	1.00	1.00
Police Service Technician	1.00	1.00
Police Service Technician (Parking Program)	2.00	2.00
Dispatcher	10.00	10.00
Police Admin Specialist	1.00	1.00
Property & Evidence Technician	1.00	1.00
Police Records Specialist	1.00	1.00
Total Non-Sworn	17.00	17.00
Sworn		
Police Chief	1.00	1.00
Police Captain	2.00	2.00
Police Lieutenant	2.00	2.00
Police Sergeant (one partially grant funded)	6.00	6.00
Police Officer	30.00	30.00
Total Sworn	41.00	41.00
Total Positions Police Department	58.00	58.00



City of Emeryville
2021-22 Budget

Operating Budgets
Police Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
General Fund	\$ 500,436	\$ 638,781	\$ 505,567	\$ 685,200	\$ 695,200
Police State Impound	20,335	1,467	175	-	555
Police Federal Impound	3,862	331	45	-	-
Police Impound Fund - Federal	26,864	460	150	-	-
Supplemental Law Grant	149,644	157,197	144,655	100,000	100,000
	\$ 701,140	\$ 798,237	\$ 650,592	\$ 785,200	\$ 795,755
<u>Operating Expenditures by Fund</u>					
General Fund	\$ 12,761,988	\$ 13,945,314	\$ 14,283,330	\$ 14,702,822	\$ 15,261,763
Police State Impound	2,811	4,000	9,586	32,000	10,159
Police Federal Impound	42,591	6,244	6,244	-	-
Supplemental Law Grant	134,576	150,000	150,000	100,000	100,000
Police Impound Fund - Federal	-	-	-	-	8,787
	\$ 12,941,966	\$ 14,105,558	\$ 14,449,160	\$ 14,834,822	\$ 15,380,709
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 11,385,193	\$ 12,478,237	\$ 12,916,730	\$ 13,239,742	\$ 13,750,654
Supplies and Services	1,556,773	1,627,320	1,532,430	1,595,080	1,630,055
	\$ 12,941,966	\$ 14,105,558	\$ 14,449,160	\$ 14,834,822	\$ 15,380,709
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Sworn Positions	41.0	41.0	41.0	41.0	41.0
Full-Time Equivalent Non-Sworn Positions	17.5	19.0	17.0	17.0	17.0
	58.5	60.0	58.0	58.0	58.0

Revenue Details

General Fund #101

53200 P.O.S.T. Reimbursement	\$ 17,581	\$ 50,962	\$ 10,000	\$ 15,000	\$ 25,000
58800 Alarm Permits	835	1,199	1,000	1,200	1,200
59010 Cannabis Application Fee	-	479	-	-	-
59020 Cannabis Permit Fee	7,295	2,765	3,900	3,900	3,900
59050 Cardroom Application Fee	2,953	3,056	3,000	3,000	3,000
59100 Cardroom Permit Fees	102,119	75,841	15,458	88,000	88,000
59150 Taxicab Permit Fees	1,901	700	-	-	-
59160 Catering Truck Permit	1,435	1,220	2,000	2,000	2,000
59200 Massage Permit Fees	-	-	500	500	500
59400 Other Licenses & Permits	7,203	8,479	5,600	5,600	5,600
60300 Parking Citations	32,774	21,909	10,010	50,000	50,000
60400 Vehicle Code Fines	103,850	122,908	37,983	90,000	90,000
61300 Spec Police Dept Services	-	238,854	326,116	336,000	336,000
62040 OT Reimbursement	10,675	24,313	10,000	10,000	10,000
62350 Sale of Property	1	2,080	-	-	-



City of Emeryville
2021-22 Budget

Operating Budgets
Police Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
62490 Chiron Mitigation-Police	80,000	80,000	80,000	80,000	80,000
62600 Donation	6,000	4,000	-	-	-
62650 Other Revenue	120,416	15	-	-	-
63550 Reimbursables	5,398	-	-	-	-
	500,436	638,781	505,567	685,200	695,200
<u>Police State Impound Fund - State #210</u>					
56000 Investment Earnings	960	992	175	-	-
62650 Other Revenue	865	475	-	-	-
60500 Other Fines	-	-	-	-	555
69025 Interfd Rcpt from Fd 211	18,510	-	-	-	-
	20,335	1,467	175	-	555
<u>Police Federal Impound Fund - Federal #211</u>					
56000 Investment Earnings	1,051	331	45	-	-
69020 Interfd Recpt-Impo Fd 210	2,811	-	-	-	-
	3,862	331	45	-	-
<u>Police Impound Fund - Federal #213</u>					
56000 Investment Earnings	-	460	150	-	-
62650 Other Revenue	2,440	-	-	-	-
69020 Interfd Recpt-Impo Fd 210	344	-	-	-	-
69025 Interfd Rcpt From Fd 211	24,081	-	-	-	-
	26,864	460	150	-	-
<u>Supplemental Law Grant Fund #252</u>					
55310 Allocation fr Alameda Co	148,747	155,948	144,440	100,000	100,000
56000 Investment Earnings	897	1,250	215	-	-
	149,644	157,197	144,655	100,000	100,000
Total Revenues	\$ 701,140	\$ 798,237	\$ 650,592	\$ 785,200	\$ 795,755



City of Emeryville
2021-22 Budget

Operating Budgets
Police Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
<u>Administrative Services Division</u>					
Salaries and Benefits	\$ 3,616,386	\$ 3,837,656	\$ 4,566,100	\$ 4,441,753	\$ 4,533,638
Supplies					
73000 Office Supplies	-	2,255	-	-	-
73150 Postage	2,455	3,167	4,200	4,200	4,200
73350 Safety & Special Supplies	3,678	125	-	13,000	13,000
73400 Clothing	21,592	17,582	20,000	20,000	20,000
73500 Operating Supplies	51,413	47,534	42,500	42,500	42,500
	79,138	70,663	66,700	79,700	79,700
Utilities					
76000 Utilities	52,624	47,420	55,000	55,000	55,000
76050 Telephone/Communication	155,093	276,247	196,000	199,900	203,900
	207,717	323,667	251,000	254,900	258,900
Maintenance					
77000 Maintenance Bldg & Grnds	1,118	1,180	2,000	2,000	2,000
77020 Landscape Maintenance	2,364	2,050	2,500	2,179	2,244
77030 Facility Operating Charge	78,930	98,400	103,300	85,696	88,267
77080 Janitorial Contracts Svcs	36,099	32,274	34,500	43,106	44,399
77150 Equipment Oper & Maint	34,041	21,864	27,000	27,000	27,000
77960 Technology Charge	45,360	47,400	49,500	54,400	72,100
77990 Facility Major Maint Chgs	21,000	21,000	21,000	21,000	21,000
	218,911	224,167	239,800	235,380	257,009
Professional Fees/Services					
80000 Temp Personnel	40,487	-	-	-	-
80050 Professional Services	46,045	13,212	52,500	52,500	52,500
80500 Testing	35,020	40,734	20,000	20,000	20,000
80620 Investigation Analysis	61,052	69,153	45,900	45,900	45,900
	182,605	123,099	118,400	118,400	118,400
Advertising, Printing, and Publication					
82100 Community Pub/Mtgs/Comm	12,618	2,836	10,000	10,000	10,000
	12,618	2,836	10,000	10,000	10,000
Education and Training					
84000 Education and Training	128,016	96,528	100,000	105,000	110,300
84100 Memberships & Dues	4,578	4,720	6,200	6,200	6,200
84150 Travel, Confer & Meeting	88	-	-	-	-
	132,682	101,248	106,200	111,200	116,500



City of Emeryville
2021-22 Budget

Operating Budgets
Police Department

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Rents and Leases					
85000 Rentals & Leases	2,500	9,543	14,400	14,400	14,500
	2,500	9,543	14,400	14,400	14,500
Fees and Charges					
86210 Range Access Fees	700	-	-	15,000	15,000
	700	-	-	15,000	15,000
Other					
88300 C.O.P. Disc Fund	550	1,429	6,000	3,000	3,000
88000 Refunds	-	58	-	-	-
	550	1,429	6,000	3,000	3,000
Total Administrative Services	4,453,807	4,694,366	5,378,600	5,283,733	5,406,647
<u>Police Field Operations</u>					
Salaries and Benefits	7,634,231	8,490,581	8,200,630	8,697,989	9,117,016
Supplies					
73350 Safety & Special Supplies	27,352	30,352	28,600	28,600	29,200
73450 Chemical & Ammunition	28,620	-	31,000	31,600	32,200
73500 Operating Supplies	830	373	2,100	2,100	2,100
73550 Fuel	93,817	110,747	88,400	88,400	90,200
	150,619	141,472	150,100	150,700	153,700
Maintenance					
77100 Vehicle Operation & Maint	152,833	180,319	104,500	104,500	104,500
77110 Bicycle Maintenance	-	-	1,500	1,500	1,500
77210 Emergency Board up	-	-	3,000	3,000	3,000
77950 Vehicle Repl. Charge	167,272	249,000	262,100	266,700	272,100
	320,105	429,319	371,100	375,700	381,100
Professional Fees/Services					
80050 Professional Services	16,926	12,266	22,800	23,300	23,800
	16,926	12,266	22,800	23,300	23,800
Education and Training					
84000 Education and Training	-	928	3,500	4,000	4,000
	-	928	3,500	4,000	4,000
Fees and Charges					
86210 Range Access Fees	4,348	6,678	12,400	12,600	12,900
86300 Prisoner Processing Fee	18,240	39,520	12,000	16,000	16,800
	22,588	46,198	24,400	28,600	29,700



City of Emeryville
2021-22 Budget

Operating Budgets
Police Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Other					
88220 K-9 Program	61,679	22,293	24,000	25,200	26,500
88250 Animal Control	102,033	107,891	108,200	113,600	119,300
	163,712	130,184	132,200	138,800	145,800
Total Field Services	8,308,181	9,250,948	8,904,730	9,419,089	9,855,116
Total General Fund	12,761,988	13,945,314	14,283,330	14,702,822	15,261,763
<u>Police State Impound Fund #210</u>					
73350 Safety & Special Supplies	-	-	1,836	-	-
85000 Rentals	-	4,000	4,000	-	-
99820 Transfer to Fund 211	2,811	-	-	-	-
	2,811	4,000	5,836	-	-
91600 Other Equipment	-	-	3,750	32,000	10,159
CAPITAL TOTAL	-	-	3,750	32,000	10,159
Total Police State Impound	2,811	4,000	9,586	32,000	10,159
<u>Police Federal Impound Fund #211</u>					
91510 Equipment	-	6,244	6,244	-	-
99825 Transfer to Fund 213	24,081	-	-	-	-
99860 Transfer to Fund 210	18,510	-	-	-	-
Total Police Federal Impound	42,591	6,244	6,244	-	-
<u>Police Impound Fund - Federal #213</u>					
91510 Equipment - Capital	-	-	-	-	8,787
Total Police Impound Fund - Federal	-	-	-	-	8,787
<u>Supplemental Law Grant Fund #252</u>					
Salaries and Benefits	134,576	150,000	150,000	100,000	100,000
Total Supplemental Law Enforcement	134,576	150,000	150,000	100,000	100,000
Total Expenditures	\$ 12,941,966	\$ 14,105,558	\$ 14,449,160	\$ 14,834,822	\$ 15,380,709

➤ PUBLIC WORKS

ENGINEERING DIVISION

ENVIRONMENTAL SERVICES
DIVISION

OPERATIONS & MAINTENANCE
DIVISION

➤ PUBLIC WORKS DEPARTMENT

OVERVIEW

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

The Department is funded by the General Fund and the General Capital Fund, as well as several special and/or restricted funds; including the Sewer Fund, Marina Fund, countywide Measure D fees (solid waste diversion), Measures B, BB, SB-1 and State Gas Tax (transportation projects). The Department also administers grants from ACTC, MTC, Caltrans, and the Bay Area Air Quality Management District (BAAQMD).

➤ PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION

OVERVIEW

Public Works Administration is responsible for budget development, contract oversight, personnel management, grant monitoring and regulatory reporting requirements, training coordination, emergency preparedness and for the creation and implementation of Departmental policies and procedures. Public Works Administration serves as the secretary to the Transportation Committee.

Public Works Engineering is responsible for project management, planning, designing, and constructing City infrastructure projects, including, contracting for consulting services, preparing plans and specifications, construction management, and public works inspection. Engineering assists the Planning and Building Division in the development of conditions of approval for private development projects, performs design review for privately constructed public infrastructure. Reviews and approves tentative and final maps, issues encroachment permits, and develops City standard plans and specifications.

ACHIEVEMENTS DURING THE 2019-20 and 2020-21 FISCAL YEARS

Capital Projects

1. Completed the design and construction of the following projects:
 - FY 2019/20 Annual Street Rehabilitation Project
 - Completed pavement overlay or other street surface treatments on the following:
 - Doyle between Ocean and Powell Street
 - Overland from 62nd to 65th Streets
 - 62nd from Overland to Vallejo Street
 - 63rd from Overland to Vallejo Street
 - Horton from Powell to 62nd Street
 - 59th Street from Hollis to Horton Streets
 - Peladeau Street
 - Peabody Lane
 - Vallejo from Ocean to Peabody Lane
 - ADA Ramp and Sidewalk Improvements (City-wide)
 - Greenway Improvements on Doyle Street using ACTC Quick Build Grant Funds
 - Powell Overcrossing Joint Seal & Methacrylate Coating
 - ATP Greenway Crossings Safety Enhancements
 - 40th Street / San Pablo Avenue Median Rehabilitation

- Completed Installation of new traffic signals at 40th and Harlan Streets and Powell and Doyle Streets
 - Parking Management Plan Implementation
 - Roof Replacement and facility update of the Child Development Center
 - Traffic Signal Communication Network Upgrades (Shellmound, Hollis, Powell, and 40th Streets)
2. Completed design and/or awarded contracts & initiated construction for the following projects:
- Powell Corridor Traffic Safety Study (UC Berkeley SAFETREC)
 - South Bayfront Bicycle Pedestrian Bridge
 - Horton Landing Park and Greenway Expansion
 - Point Emery Shoreline Protection
 - ECDC Roof and window replacement project\
 - San Pablo Avenue Mid-Block Crossing
 - Innovative Deployments to Enhance Arterials (Advanced Traffic Signal Management System)
3. Continued design and regulatory permit processing of the following projects:
- 2021 Annual Street Rehabilitation Project
 - ADA Transition Plan Survey
 - Marina Park Streetlight Replacement
 - Railroad Quiet Zone Safety Measures (65th, 66th and 67th Streets)
 - 40th Street Transit Lanes and Cycle Track
 - Civic Center Exterior Painting
 - Civic Center Heating, Ventilation, and Air Conditioning Upgrades
 - Bay Friendly Landscaping for City Hall
 - Installation of Additional Bikeshare Stations
 - Large Trash Separator (Hydrodynamic) in Storm Drain Line
 - Sanitary Sewer Spot Repair Project (FY 2021/22)
 - Davenport Park Playground

Capital Projects – Developer Initiated

1. Provided Construction inspection & Public Right of Way Oversight of the following projects:
- W. MacArthur, 37th Street San Pablo Avenue Frontage Improvements (3706 San Pablo Avenue)
 - W. MacArthur, Adeline, 37th Street Frontage and Undergrounding (The Intersection 3800 Adeline, Intersection Project)

- Apgar/W. MacArthur Raingarden (SPASS)
 - 6701 Shellmound Demolition (Nady Site)
 - 1450 Park Avenue
 - 6301 Shellmound – Avalon Parcel D, C2
 - Sherwin, Horton, Hubbard, 46th, Park and Greenway Improvements (Sherwin Williams)
2. Provided design review for the following projects
- BioMed Realty Campus
 - 3800 Adeline Street - Intersection Project
 - 1550 Park Avenue
 - 1450 Park Avenue
 - Sherwin Williams Development Bonus Point Projects
 - 6701 Shellmound – former Nady Site
 - Outdoor seating creation – pandemic response, various locations
 - 1450 Sherwin-Steelwave Building
 - Sherwin, Horton, Hubbard, 46th, Park and Greenway Improvements (Sherwin Williams)
 - Emeryville Center for the Arts

Major Utility Projects

1. Design review and construction inspection for:
- PG&E Infrastructure
 - EBMUD Infrastructure
 - Telecom Infrastructure (Comcast, AT&T, Paxio, Level 3 Communications)

Non-Capital Projects

1. Completed the following requirements as necessary to comply with various regulatory agencies (Regional Water Quality Control Board, State Water Board, Environmental Protection Agency) involved with the operations and maintenance of the City's Sanitary Sewer Collection System:
- Reviewed and implemented requirements of the Sanitary Sewer Management Plan (SSMP) and Asset Management Implementation Plan (AMIP).
 - Maintained the sewer system Geographic Information System (GIS) base maps.
 - As of April 2021, reviewed and issued 50 Private Sewer Lateral (PSL) permits, as part of the Regional PSL program in coordination with EBMUD.

- Implemented a January 1, 2017 requirement for Homeowners' Associations to submit a reserve study showing their plan for compliance by July 2021, as part of the Regional PSL program in coordination with EBMUD.
 - Completed annual and "Hot Spot" cleanings of trunk sewer mains, per the AMIP schedule of work.
 - Conducted extensive reporting to the various regulatory agencies.
2. As of April 2021, reviewed and issued 225 encroachment permits for private work on City rights-of-way and performed inspections as necessary for said permits. The Encroachment Permit intake and review process was updated for higher efficiency and reduced turn-around time.
 3. Worked with the Planning Department to initiate the Active Transportation Plan (ATP)
 4. Reviewed Tentative Maps, Final Maps, Parcel Maps and Lot Line Adjustments for various private development projects citywide
 5. Reviewed numerous private development plans with regards to impacts to the City's Public facilities.
 6. Managed the maintenance and repair of the City's traffic signal system.
 7. Managed the maintenance and repair of the City's street light system.

GOALS FOR 2021-22 FISCAL YEAR

Capital Projects

1. Prepare contract documents for street reconstruction and slurry seals projects.
2. Work with ACTC on the Project Development / Environmental Document for the Ashby Interchange Project and the San Pablo Avenue Corridor Projects
3. Coordinate with AC Transit via the Interagency Liaison Committee.
4. Complete construction of the South Bayfront Bridge and Horton Landing Park Expansion Projects.
5. Design and construct pedestrian facilities at gaps in the pedestrian network.
6. Oversee and inspect the construction of Sherwin Williams street and frontage improvements and Bonus Point improvements.
7. Bid and initiate construction of rail crossing safety improvements at 65th Street, 66th Street and 67th Street.
8. Integrate active transportation safety projects into the CIP and improve multi-modal connectivity.
9. Construct children's playground at Davenport Park.
10. Complete design of HDS unit for north end of town in collaboration with Caltrans for funding.

11. Construct Bay Friendly Landscape at Town Hall
12. Complete design for Sanitary Sewer Spot Repair Project
13. Complete Storm Drainage assessment for chronic drainage locations and prepare remediation plan
 - Complete ADA Transition Plan Survey
 - Complete construction Marina Park Streetlight Replacement
 - Assess and develop remediation plan for Powell Street Sanitary Sewer Trunk Main
 - Complete assessment and plan for Civic Center Exterior Painting. Bid project and initiate construction.
 - Complete assessment and engineering for Civic Center Heating, Ventilation, and Air conditioning Upgrades. Bid project and initiate construction.
 - Continue regulatory compliance work associated with Underground Tank closures
 - Construct Point Emery Shoreline Improvements
 - Initiate design of Pedestrian and Bicycle improvements for 40th Street-San Pablo Transit Hub
 - Complete construction and implementation of IDEA grant traffic improvements
 - Complete San Pablo Midblock Crossing
 - Complete Parks and Playground condition assessment and develop plan for infrastructure replacement/repair

Non-Capital Projects

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

8. Provide Public Works engineering assistance for temporary measures (closures, bike/ped improvements, sidewalk cafes, etc.) in response to COVID-19.

➤ PUBLIC WORKS DEPARTMENT – ENVIRONMENTAL DIVISION

OVERVIEW

The Environmental Programs group develops, implements and monitors City environmental and sustainability initiatives, including: climate action, stormwater management, solid waste management/waste diversion, energy conservation/efficiency, active transportation, and hazardous materials regulation. Program staff work closely with other departments to implement the City Council-adopted General Plan Sustainability Element, the Climate Action Plan 2.0, and the Pedestrian/Bicycle Plan. The group also provides support on the Capital Improvement Program and staffs the Sustainability Committee and the Bicycle/Pedestrian Advisory Committee. Many of these programs are regulated through legislation and permitting, including; AB 398 (Global Warming), Measure D (Solid Waste Diversion), Mandatory Recycling, and the Municipal Regional National Pollutant Discharge Elimination System Permit.

ACCOMPLISHMENTS DURING THE 2019-20 AND 2020-21 FISCAL YEARS

1. Awarded an 'A' and an 'A-' score from the CDP for climate leadership, in response to the City's report on climate action as required by the Global Covenant of Mayors.
2. Amended the City's "Dockless Shared Mobility Systems" ordinance and launched the permits for scooters and e-bikes.
3. Developed a vehicle share ordinance to enable car-share and moped-share programs in Emeryville.
4. Negotiated an extension of the City's Collection Services Agreement with Waste Management and managed several new contract elements and extensive new regulatory requirements.
5. Worked with ECCL on a comprehensive waste reduction program.
6. Attained closure of one more former underground storage tank site, pending since the 1990s, totaling three closed. Just two remain.
7. Obtained a grant from StopWaste completed a design to convert City Hall's front lawn to Bay-Friendly Landscaping.
8. Implemented a grant from BAAQMD to swap gasoline-powered landscaping equipment for equivalent electric equipment at no cost to the City.

9. Updated and strengthened the City's Construction and Demolition Waste ordinance.
10. Collaborated as a participant or observing partner on grant-funded projects on topics including Wildfire Smoke Communication, Pathways to Electric Vehicles, Fleet Electrification, Reusable Cups and Containers, Green Food Purchasing Policies and Procedures.
11. Met the 2019 requirements in the MRP for mitigation of at least 80% of litter from 2009 baseline, are in design to meet the 90% reduction requirement for 2023.
12. Met the 2020 requirements in the MRP for mitigation of PCB contamination through vegetated stormwater treatment; more work will be needed to meet the 2040 requirements.
13. Organized and/or participated in one annual shoreline cleanup and the COVID-era Bike to Wherever Day.
14. Formalized requirements for trash control devices in all new or renovated private parking lots.

GOALS FOR 2021-22 FISCAL YEAR

1. Implement the Climate Action Plan with GHG reduction goals of 50% by 2030 and 80% by 2050, for both City operations and community activities. Develop policies and implement programs as outlined in the Climate Action Plan and as new technologies and opportunities allow. Report as required to the state and to the Global Covenant of Mayors.
2. Implement new programs, develop tracking capability, and report on new solid waste requirements in the updated Collection Service Agreement with WMAC, AB 1826, and SB 1383.
3. Present to City Council Reach Codes for energy in order to reduce the use of natural gas in the built environment by prohibiting natural gas in new residential construction and offering a preferred path for all-electric non-residential construction.
4. Present to City Council a proposal for new City projects to be all-electric and zero net energy. Identify necessary actions to make key buildings resilient for off-the-grid functioning in an emergency.
5. Present to City Council Reach Codes for lower-carbon construction materials.
6. Perform lighting upgrades at any City facilities that have not yet been done.

Continue to ensure that solar installations are installed with all new facilities and considered with all renovations.

7. Prepare a plan to convert the City vehicle fleet to all-electric vehicles.
8. Revitalize energy efficiency outreach program to commercial properties and consider developing a next-step Building Energy Savings Ordinance that may include benchmarking and/or auditing requirements.
9. Maintain and expand bicycle and pedestrian infrastructure.
10. Continue to develop and oversee dockless shared mobility systems for bikes, scooters, vehicles, and whatever may come next. Develop and implement a permitting process. Leverage opportunities to add bike share stations through grant funding, other City funding, and development agreements. Provide outreach and education for mobility sharing City-wide, with a special emphasis on low-income communities.
11. Support work on updating the Active Transportation Plan.
12. Continue to keep the amount of landfilled material generated in Emeryville shrinking, and diversion rates increasing. Support and expand recycling and composting programs, and build programs necessary for SB 1383 compliance. Institute required purchasing procedures as outlined in SB 1383.
13. Develop a Disaster Debris Management Plan that coordinates with the Local Hazard Mitigation Plan portion of the General Plan.
14. With regional partners, develop a single-use disposables policy and a reusables policy for food service businesses for consideration by City Council. Provide outreach and education to businesses.
15. Develop an Environmentally Preferable Purchasing Plan and work on instituting a “best value” bidding system for Public Works construction projects.
16. Continue to be a state leader in stormwater treatment and green infrastructure; work with private developments on stormwater requirements initially and with regular inspections; conduct business inspections for stormwater compliance; implement the newly-developed Green Infrastructure Plan with Public Works and Planning; achieve 90% trash reduction in 2023 and 100% by June 2025; install additional trash control devices in storm drain inlets or within the drainage system; work toward maintaining with all other requirements of the Municipal Regional National Pollutant Discharge Elimination System Permit (MRP), including controlling PCBs in demolition and remediating historical PCB contamination.
17. Continue to identify funding sources to construct the bio-filtration landscape to

address the Powell Street localized flooding; expand and promote efforts to use stormwater, gray water, black water and reclaimed water in new development projects instead of potable water to save energy and reduce demand on limited drinking water supplies.

18. Construct the Bay-Friendly landscaping for City Hall.
19. Continue promotion of the Alameda County Green Business Certification Program. Work toward obtaining Green Business certification for City Hall.
20. Continue to implement the City's Tobacco Control and Sign Ordinances; continue working with the Building and Planning Departments to provide technical assistance to businesses regarding the City's environmental goals and programs.
21. Work to develop systems to integrate equity into planning and project scoping activities City-wide.
22. Achieve case closure for the last remaining Underground Storage Tank cases, at Fire Station 35 and the Senior Center.
23. Coordinate City activities for Coastal Cleanup Day, Earth Day and Bike To Work Day and provide support for other related events.

➤ PUBLIC WORKS DEPARTMENT – OPERATIONS AND MAINTENANCE DIVISION

OVERVIEW

The Operations and Maintenance Division is responsible for maintaining the City's infrastructure, which includes fixed improvements like buildings and streets as well as the green infrastructure found in its parks, open spaces, and the urban forest.

Services are provided by City staff and through maintenance contracts. The Division provides 24/7 on-call response for emergencies and urgent maintenance concerns in public areas.

The Division is responsible for the following:

Buildings and Facilities:

- Civic Center and Old Town Hall
- Police station
- Both fire stations, including the Emergency Operations Center
- Senior Center
- Early Childhood Development Center
- Bridgecourt Room

Fixed Infrastructure:

- Streets
- Street sweeping
- Sidewalks
- Sanitary sewer system; including compliance with consent decree requirements
- Storm drain system; including compliance with stormwater quality mandates
- Street medians
- Streetlights
- Traffic signals and signs
- Litter and graffiti abatement, illegal dumping, general cleanup

Green Infrastructure:

- Parks
- Open spaces
- Urban forest
- Publicly-owned greenways

Fleet and Mobile Equipment:

- All vehicles except police and fire.

ACHIEVEMENTS DURING THE 2019-20 and 2020-21 FISCAL YEARS

1. Expanded implementation of the popular See-Click-Fix app for reporting service requests by the public.
2. Continued participation with the Alameda County Sheriff's Work Alternative Program (SWAP) to staff 7-day litter removal crews prior to the pandemic.
3. Continued inspection and maintenance of new trash capture devices placed at critical storm drain inlets.
4. Obtained multi-year service agreement for Facility Maintenance services.
5. Continued water conservation practices such as use of Bay Friendly low-water use plants, use of reclaimed water for irrigation and smart irrigation controllers.
6. Provided installation and maintenance support for the city-wide program for public art.
7. Assisted contractors in the refresh of the Child Development Center
8. Completed roof replacement at Child Development Center.
9. Completed emergency repair of Shorebird Park pier.

GOALS FOR 2021-22 FISCAL YEAR

1. Implement capital projects e.g., paint the Civic Center buildings, replace the heating, ventilation, and air conditioning systems at the Civic Center buildings using the most cost-effective and environmentally valuable designs.
2. Update a comprehensive condition assessment of all City buildings and facilities to form the foundation of a long-term asset management system.
3. Support the installation of major art projects scheduled for the Marina.
4. Undertake a global analysis of the City's urban forest in order to develop a maintenance and replacement plan that addresses the cyclical nature of the City's trees.
5. Implement the City's computerized maintenance management system to track building repairs and maintenance activities.
6. Provide support for the Arts Center rehabilitation project.

Public Works
FY 2020-21 and FY 2021-22 Full-Time Equivalent Staffing

Department/Division	FY 2020-21 FTE	FY2021-22 FTE
Director of Public Works	1.00	1.00
Public Works Operation and Facility Manager	1.00	1.00
Senior Civil Engineer	2.00	2.00
Associate Civil Engineer	1.00	1.00
Management Analyst	1.00	1.00
Environmental Programs Supervisor	1.00	1.00
Environmental Programs Analyst/ Technician	1.00	1.00
Public Works Maintenance Supervisor	1.00	1.00
Crew Leader	3.00	3.00
Maintenance Worker	6.00	6.00
Administrative Secretary	1.00	1.00
Interns	1.50	1.50
Total Public Works Department	20.50	20.50



City of Emeryville
2021-22 Budget

Operating Budgets
Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Department Summary					
<u>Revenues by Fund</u>					
101 General Fund	\$ 399,669	\$ 177,319	\$ 277,000	\$ 247,000	\$ 247,000
220 Gas Tax Fund	240,421	265,882	264,525	307,125	311,732
221 Road Maintenance and Rehabilitation	218,306	228,593	183,500	232,289	235,773
238 VRF-Streets and Roads	48,833	46,736	49,000	44,653	45,323
240 Measure B - Streets/Roads	353,316	323,181	235,500	233,572	237,133
242 Measure BB - Streets/Roads	329,604	304,908	217,500	294,102	298,514
251 Urban Forestry	5,650	19,321	1,500	1,500	1,500
254 General Fund	1,893,036	322,710	2,033,558	10,678,637	86,000
262 Measure B - Bicycles/Peds	44,697	39,613	26,600	30,584	31,042
264 Measure BB - Bicycles/Peds	35,739	32,039	21,701	32,528	33,016
265 Source Reduction/Recycling	9,975	8,668	5,000	5,000	5,000
266 Measure D	41,410	39,484	34,000	34,000	34,000
475 General Capital Fund	7,038,452	8,258,629	9,085,677	2,014,140	2,084,847
495 Marina	661,761	575,302	377,000	508,100	558,900
510 Sewer Operations	977,250	1,039,303	888,000	1,153,903	1,188,130
511 Sewer Rehab	321,010	322,503	307,000	305,000	305,000
513 Sewer Connection Fee	69,444	781,603	305,000	195,000	195,000
650 Facilities Maintenance	1,017,769	1,213,300	1,199,200	1,111,175	1,145,219
660 Vehicle Replacement	398,970	490,300	532,400	436,500	557,500
	\$ 14,105,310	\$ 14,489,393	\$ 16,043,661	\$ 17,864,809	\$ 7,600,629
<u>Operating Expenditures by Fund</u>					
101 General Fund	\$ 3,360,047	\$ 3,551,479	\$ 3,650,838	\$ 3,792,515	\$ 3,950,877
220 Gas Tax Fund	235,031	320,332	260,000	435,000	275,000
238 VRF-Streets and Roads Fund	229,267	72,664	3,125	53,234	3,347
240 Measure B - Streets and Roads	1,355,765	(345,012)	2,404	511,562	65,475
242 Measure BB - Streets and Roads	714,066	(151,333)	14,413	654,580	451,582
251 Urban Forestry	10,890	90,310	47,214	2,715	-
254 General Fund	362,908	1,308,604	1,850,723	9,259,202	569,000
262 Measure B - Bicycles/Peds	177,795	5,554	850	86,165	1,617
264 Measure BB - Bicycles/Peds	23,955	90,412	850	58,860	31,617
265 Source Reduction/Recycling	9,355	8,174	-	5,000	5,000
266 Measure D	25,000	25,000	53,000	25,000	25,000
475 General Capital	1,030,343	8,395,966	37,673,592	26,690,308	1,726,562
495 Marina	233,889	214,374	433,800	5,515,186	350,467
510 Sewer Operations	416,136	392,237	611,400	1,083,650	859,407
511 Sewer Rehab	113,305	113,305	133,305	1,694,541	115,000
513 Sewer Connection	368,005	368,005	370,000	70,000	70,000
650 Facilities Maintenance	835,838	1,553,681	800,000	5,795,972	1,022,500
660 Vehicle Replacement	161,783	876,497	330,000	1,222,320	1,239,000
	\$ 9,663,377	\$ 16,890,250	\$ 46,235,515	\$ 56,955,809	\$ 10,761,451
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 2,519,445	\$ 2,645,089	\$ 3,012,000	\$ 3,401,664	\$ 3,498,406
Supplies and Services	7,143,932	14,245,160	43,223,515	53,554,145	7,263,045
	\$ 9,663,377	\$ 16,890,250	\$ 46,235,515	\$ 56,955,809	\$ 10,761,451
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Positions	21.5	21.5	20.5	20.5	20.5



City of Emeryville
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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Revenue Details					
<u>General Fund #101</u>					
58370 Public Works Permits	\$ 20,695	\$ 26,098	\$ 20,000	\$ 20,000	\$ 20,000
58600 Eng Fees Inspec & Other	1,449	956	-	-	-
58810 Waste Mgmt Plan Fee	12,044	12,960	12,000	12,000	12,000
62595 Caltrans Reimb	-	-	15,000	15,000	15,000
58780 Public Works Reimbursable	365,481	137,305	230,000	200,000	200,000
	399,669	177,319	277,000	247,000	247,000
<u>Gas Tax Fund #220</u>					
53400 State Gas Tax Sec 2106	44,961	39,890	39,200	43,661	44,316
53410 State Gas Tax Sec 2103	40,069	81,951	88,700	104,991	106,566
53450 State Gas Tax Sec 2107	82,759	76,552	76,000	87,060	88,366
53500 State Gas Tax Sec 2107-5	3,000	3,000	3,000	3,000	3,045
53510 State Gas Tax Sec 2105	65,807	60,626	57,000	68,413	69,439
56000 Investment Earnings	3,825	3,861	625	-	-
	240,421	265,882	264,525	307,125	311,732
<u>Road Maintenance and Rehabilitation Act Fund #221</u>					
53540 SB1 State Allocation	214,840	221,229	180,000	232,289	235,773
56000 Investment Earnings	3,466	7,364	3,500	-	-
	218,306	228,593	183,500	232,289	235,773
<u>VRF-Streets and Roads Fund # 238</u>					
59170 ALCO Vehicle Registration	48,833	46,736	49,000	44,653	45,323
	48,833	46,736	49,000	44,653	45,323
<u>Measure B Streets/Roads #240</u>					
42000 Sales and Use Tax	347,302	320,239	232,500	229,772	233,219
56000 Investment Earnings	6,014	2,942	3,000	3,800	3,914
	353,316	323,181	235,500	233,572	237,133
<u>Measure BB Streets/Roads #242</u>					
42000 Sales and Use Tax	326,019	300,506	217,500	294,102	298,514
56000 Investment Earnings	3,584	4,401	-	-	-
	329,604	304,908	217,500	294,102	298,514
<u>Urban Forestry #251</u>					
56000 Investment Earnings	5,650	5,121	1,500	1,500	1,500
58630 Urban Forestry Fee	-	14,200	-	-	-
	5,650	19,321	1,500	1,500	1,500



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
<u>General Fund # 254</u>					
51400 Other Federal Grants	1,020,593	101,010	20,015	16,500	-
53650 Other State Grants	804,280	110,938	78,000	7,485,000	36,000
53810 Prop 56 Tobacco Grant	986	-	1,794	-	-
55170 MTC Grants	-	-	-	1,110,362	-
55260 Grants-Alameda County	-	85,762	1,883,749	2,016,775	-
55300 Other Grants	67,177	25,000	50,000	50,000	50,000
	1,893,036	322,710	2,033,558	10,678,637	86,000
<u>Measure B - Bikes/Pedestrians #262</u>					
55230 Bicycle & Pedestrian	42,183	38,624	26,600	30,584	31,042
56000 Investment Earnings	2,514	989	-	-	-
	44,697	39,613	26,600	30,584	31,042
<u>Measure B - Bikes/Pedestrians #264</u>					
55230 Bicycle & Pedestrian	34,356	31,447	21,700	32,528	33,016
56000 Investment Earnings	1,383	593	1	-	-
	35,739	32,039	21,701	32,528	33,016
<u>Source Reduction/Recycling Fund #265</u>					
53650 Other State Grants	9,355	8,174	-	-	-
55260 Grants-Alameda County	-	-	5,000	5,000	5,000
56000 Investment Earnings	620	493	-	-	-
	9,975	8,668	5,000	5,000	5,000
<u>Measure D #266</u>					
56000 Investment Earnings	845	1,102	-	-	-
62580 Measure D Surcharge	40,565	38,382	34,000	34,000	34,000
	41,410	39,484	34,000	34,000	34,000
<u>General Capital Fund #475</u>					
41340 Property Tax Residual Pmt	2,957,367	3,203,164	1,346,800	1,414,140	1,484,847
46300 Commercial Property Tr	3,277,578	4,190,560	7,563,877	500,000	500,000
56000 Investment Earnings	803,508	864,905	175,000	100,000	100,000
	7,038,452	8,258,629	9,085,677	2,014,140	2,084,847
<u>Marina #495</u>					
41620 Special Assess-Direc Bill	-	-	-	28,100	28,900
56000 Investment Earnings	93,849	93,056	25,000	20,000	20,000
57100 Rents-Revenue Based	315,111	298,930	280,000	280,000	280,000
57120 Rents-Revenue Based-HKEO	252,802	183,316	72,000	180,000	230,000
	661,761	575,302	377,000	508,100	558,900



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Operating Budgets
Public Works Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Sewer Operations Fund #510</u>					
56000 Investment Earnings	53,790	59,566	13,000	13,000	13,000
61150 Sewer Service Charges	923,459	979,737	875,000	1,140,903	1,175,130
	977,250	1,039,303	888,000	1,153,903	1,188,130
<u>Sewer Rehab #511</u>					
56000 Investment Earnings	21,010	22,503	7,000	5,000	5,000
63350 Fd 511-Sewer Fee Funds	300,000	300,000	200,000	200,000	200,000
69760 Interfund Receipt Sewer	-	-	100,000	100,000	100,000
	321,010	322,503	307,000	305,000	305,000
<u>Sewer Connections Fee #513</u>					
56000 Investment Earnings	25,063	23,376	55,000	20,000	20,000
58550 Sewer Connection Fees	44,381	758,227	250,000	175,000	175,000
	69,444	781,603	305,000	195,000	195,000
<u>Facilities Maintenance #650</u>					
62385 Facility Operating Charges	587,363	783,000	768,900	680,875	714,919
62970 Dept'al Majr Maint Charge	430,406	430,300	430,300	430,300	430,300
	1,017,769	1,213,300	1,199,200	1,111,175	1,145,219
<u>Vehicle Replacement # 660</u>					
62380 Dep Chg Vehicle Rplacemnt	384,750	490,300	532,400	436,500	557,500
62400 Sale of Fixed Assets	14,220	-	-	-	-
	398,970	490,300	532,400	436,500	557,500
Total Revenues	\$ 14,105,310	\$ 14,489,393	\$ 16,043,661	\$ 17,864,809	\$ 7,600,629



City of Emeryville
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Operating Budgets
Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Expenditure Details					
<u>General Fund #101</u>					
<u>Public Works Administration/Engineering</u>					
Salaries and Benefits	\$ 631,710	\$ 590,424	\$ 717,600	\$ 736,069	\$ 757,738
Supplies					
73000 Office Supplies	17,279	10,646	8,200	8,000	8,200
73100 Books, Maps, Periodicals	273	85	-	800	800
73150 Postage	1,524	207	500	500	500
	19,076	10,938	8,700	9,300	9,500
Utilities					
76050 Telephone/Communication	8,425	3,979	5,000	5,250	5,513
	8,425	3,979	5,000	5,250	5,513
Maintenance					
77060 Non-Point Discharge Exp	67,604	58,770	65,000	65,000	92,700
77080 Janitorial Contracts Svcs	-	20,423	40,000	-	-
77100 Vehicle Operation & Maint	-	-	-	-	-
77960 Technology Charge	6,825	13,500	15,500	15,500	20,600
77990 Facility Major Maint Chgs	6,000	6,000	6,000	-	-
	80,429	98,693	126,500	80,500	113,300
Professional Fees/Services					
80050 Professional Services	62,395	90,199	98,500	50,000	50,000
	62,395	90,199	98,500	50,000	50,000
Advertising, Printing, and Publications					
82000 Advertising	329	-	-	-	-
82050 Printing	2,292	3,460	500	1,500	1,500
	2,621	3,460	500	1,500	1,500
Education and Training					
84000 Education and Training	1,998	1,700	1,500	5,200	5,200
84100 Memberships & Dues	12,659	8,600	10,000	15,500	15,500
84150 Travel, Confer & Meeting	1,660	169	1,000	8,200	8,200
	16,317	10,469	12,500	28,900	28,900
Total Public Works Admin/Engineering	820,973	808,161	969,300	911,519	966,451



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
<u>Public Works Maintenance</u>					
Salaries and Benefits	995,700	1,171,997	1,168,100	1,246,526	1,294,666
Supplies					
73400 Clothing	1,086	-	-	-	-
73500 Operating Supplies	81,850	107,880	65,600	65,600	67,600
73515 Landscape Supplies	27,834	10,350	15,000	20,000	20,600
73535 Traffic Supplies/St Signs	16,228	8,503	10,000	10,000	10,000
73540 Street Light Supplies	-	650	500	5,000	5,000
73550 Fuel	29,117	22,780	23,000	23,700	24,400
73650 Painting Supplies	2,429	4,283	1,500	5,200	5,200
	158,544	154,446	115,600	129,500	132,800
Utilities					
76000 Utilities	209,430	189,245	200,000	200,000	206,000
76050 Telephone/Communication	12,450	14,158	14,400	6,500	6,825
76100 Traffic Signals Energy	10,832	22,259	5,500	5,500	5,700
76150 Street Lights Energy	6,227	8,555	25,000	25,000	25,800
	238,940	234,217	244,900	237,000	244,325
Maintenance					
77020 Landscape Maintenance	183,095	151,609	150,000	160,000	164,800
77030 Facility Operating Charges	150,478	191,700	201,300	191,700	197,451
77080 Janitorial Contracts Svcs	11,780	45,889	12,300	71,828	73,983
77100 Vehicle Operation & Maint	35,824	51,768	45,000	46,400	47,800
77150 Equipment Oper & Maint	13,752	16,168	15,000	15,000	15,500
77340 Street Light Repairs	18,824	17,841	18,000	18,000	18,500
77350 Traf Signl Maint/Caltrans	21,032	27,481	20,000	45,000	66,400
77400 Street Sweeper	49,680	49,000	89,000	89,000	91,700
77520 Street Tree Contract	24,344	45,000	30,000	30,000	30,900
77920 Park Major Maint Chgs	100,000	100,000	100,000	100,000	100,000
77950 Vehicle Repl. Charge	91,500	84,200	95,000	108,600	108,600
77960 Technology Charge	5,250	4,200	4,800	4,800	6,400
77970 Fac CIP Mjr Maint Chgs	-	-	20,000	20,000	20,000
77990 Facility Major Maint Chgs	123,806	123,800	123,800	129,800	129,800
	829,365	908,656	924,200	1,030,129	1,071,835
Professional Services					
80050 Professional Services	1,290	48,591	20,000	20,000	20,000
	1,290	48,591	20,000	20,000	20,000
Education and Training					
84000 Education and Training	1,730	921	1,000	5,000	7,000
84100 Memberships & Dues	-	-	1,000	1,000	1,000
84150 Travel, Confer & Meeting	524	305	-	1,000	1,000
	2,254	1,226	2,000	7,000	9,000
Rents and Leases					
85000 Rentals & leases	4,299	4,344	4,041	4,041	4,200
	4,299	4,344	4,041	4,041	4,200



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Other					
87210 Graffiti Abatement	-	-	5,200	5,200	5,200
88760 Chrg to Sewer Fd Mtl/Svc	(8,290)	(8,345)	(4,103)	-	-
	(8,290)	(8,345)	1,097	5,200	5,200
Total Public Works Maintenance	2,222,101	2,515,131	2,479,938	2,679,396	2,782,026
<u>Parking Facility Maintenance</u>					
Maintenance					
77000 Maintenance Bldg & Grnds	14,122	14,860	26,600	26,600	27,400
	14,122	14,860	26,600	26,600	27,400
Total Parking Facility Maintenance	14,122	14,860	26,600	26,600	27,400
<u>Public Works Reimbursable</u>					
Professional Fees/Services					
80290 Reimbursable Services	302,850	207,808	175,000	175,000	175,000
	302,850	207,808	175,000	175,000	175,000
Total Public Works Reimbursable	302,850	207,808	175,000	175,000	175,000
<u>Public Works Parking</u>					
Salaries and Benefits					
71000 Salaries & Wages-Salaried	-	5,518	-	-	-
	-	5,518	-	-	-
Total Public Works Parking	-	5,518	-	-	-
Total General Fund	3,360,047	3,551,479	3,650,838	3,792,515	3,950,877
<u>Gas Tax Fund #220</u>					
73535 Traffic Supplies/St Signs	16,819	31,867	10,000	5,000	15,000
73540 Street Light Supplies	-	163	-	-	-
73650 Painting Supplies	11,352	17,132	5,000	10,000	15,000
76100 Traffic Signals Energy	43,328	65,513	21,000	21,000	21,000
76150 Street Lights Energy	24,908	28,549	96,000	96,000	96,000
77340 Street Light Repairs	67,003	71,363	58,000	58,000	58,000
77350 Traf Signl Maint/Caltrans	71,621	105,745	70,000	70,000	70,000
Operating Expenses	235,031	320,332	260,000	260,000	275,000
CAPITAL					
94000 Capital Project Rollover	-	-	-	150,000	-
95000 Capital Outlay	-	-	-	25,000	-
Capital	-	-	-	175,000	-
Total Gas Tax Fund	235,031	320,332	260,000	435,000	275,000



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
<u>VRF-Streets and Roads Fund # 238</u>					
80200 Audit Services	1,652	2,750	3,125	3,234	3,347
Operating Expenses	1,652	2,750	3,125	3,234	3,347
Capital					
90130 CIP Expenditures	-	25,914	-	-	-
91800 Reclassification CIP Exp	-	44,000	-	-	-
91900 Street Improvements	227,615	-	-	-	-
94000 Capital Project Rollover	-	-	-	50,000	-
Capital	227,615	69,914	-	50,000	-
Total VRF-Streets and Roads Fund # 238	229,267	72,664	3,125	53,234	3,347
<u>Measure B Fund #240</u>					
77230 Street Repairs/Maint	1,235	-	-	-	-
77240 I-80 Smart Corridor Maint	3,979	4,071	-	-	-
80050 Professional Services	-	-	-	10,000	10,000
80200 Audit Services	551	917	2,404	1,562	1,617
Operating Expenses	5,765	4,988	2,404	11,562	11,617
Capital					
90100 Improve Other Than Bldgs	-	(350,000)	-	-	-
94000 Capital Project Rollover	-	-	-	250,000	-
95000 Capital Outlay	1,350,000	-	-	250,000	53,858
Capital	1,350,000	(350,000)	-	500,000	53,858
Total Measure B	1,355,765	(345,012)	2,404	511,562	65,475
<u>Measure BB Fund #242</u>					
Salaries and Benefits	-	11,945	13,100	13,823	13,823
80200 Audit Services	551	917	850	1,562	1,617
Operating Expenses	551	12,862	13,950	15,385	15,440
Capital					
90100 Improv Other Than Bldgs	2,430	46	463	-	-
90130 Professional Svcs-CIP	711,085	(164,241)	-	-	-
94000 Capital Project Rollover	-	-	-	399,195	-
95000 Capital Outlay	-	-	-	240,000	436,142
Capital	713,515	(164,195)	463	639,195	436,142
Total Measure BB	714,066	(151,333)	14,413	654,580	451,582



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
<u>Urban Forestry Fund #251</u>					
77500 Street Tree Maintenance	10,890	-	-	-	-
Urban Forestry	10,890	-	-	-	-
Capital					
90610 Street Trees	-	90,310	47,214	-	-
94000 Capital Project Rollover	-	-	-	2,715	-
Capital	-	90,310	47,214	2,715	-
Total Urban Forestry	10,890	90,310	47,214	2,715	-
<u>Grant Fund # 254</u>					
Salaries and Benefits	21,113	24,644	20,015	-	-
73500 Operating Supplies	-	-	15,000	16,500	-
72150 Eq Oper & Main	-	-	32,700	-	-
80050 Professional Services	113,487	19,732	160,122	-	-
80090 Shuttle Services	-	50,000	50,000	50,000	50,000
80360 Administrative Cost	280	-	5,000	-	-
82050 Printing	-	-	1,892	-	-
84000 Education and Training	-	1,675	1,675	-	-
88500 Misc	7,835	-	-	-	-
General Fund	142,714	96,052	286,404	66,500	50,000
Capital					
90000 Building Improvements	-	126,243	-	-	-
90100 Improv Other Than Bldgs	-	-	646,268	-	-
90130 Professional Svcs-CIP	179,172	610,598	912,446	-	-
90140 Parking Garage	4,547	-	-	-	-
91300 Equipment Grant	20,000	67,500	-	-	-
91600 Other Equipment	10,938	36,158	5,605	-	-
91900 Street Improvements	5,537	372,053	-	-	-
94000 Capital Project Rollover	-	-	-	7,038,836	-
95000 Capital Outlay	-	-	-	2,153,866	519,000
Capital	220,194	1,212,552	1,564,319	9,192,702	519,000
Total Grant Fund	362,908	1,308,604	1,850,723	9,259,202	569,000
<u>Measure B - Bikes/Pedestrians #262</u>					
77110 Bicycle Maintenance	107,042	-	-	-	-
80200 Audit Services	551	917	850	1,562	1,617
Measure B - Bikes/Pedestrians	107,593	917	850	1,562	1,617



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Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Capital					
91900 Street Improvements	202	4,637	-	-	-
94000 Capital Project Rollover	-	-	-	84,603	-
95000 Capital Outlay	70,000	-	-	-	-
Capital	70,202	4,637	-	84,603	-
Total Measure B Bikes/Pedestrians	177,795	5,554	850	86,165	1,617
<u>Measure B - Bikes/Pedestrians #264</u>					
Salaries and Benefits	14,210	-	-	-	-
80200 Audit Services	551	917	850	1,562	1,617
88420 Bike/Ped Projects	9,194	2,500	-	-	-
Measure B - Bikes/Pedestrians	23,955	3,417	850	1,562	1,617
Capital					
91800 Street Light Signals	-	86,995	-	-	-
94000 Capital Project Rollover	-	-	-	27,298	-
95000 Capital Outlay	-	-	-	30,000	30,000
Capital	-	86,995	-	57,298	30,000
Total Measure B Bikes/Pedestrians	23,955	90,412	850	58,860	31,617
<u>Source Reduction/Recycling Fund #265</u>					
80050 Professional Services	9,355	8,174	-	5,000	5,000
Total Source Reduction/Recycling	9,355	8,174	-	5,000	5,000
<u>Measure D #266</u>					
72750 Sal/Ben Trans Fr Gen Fund	25,000	25,000	53,000	25,000	25,000
Total Measure D	25,000	25,000	53,000	25,000	25,000
<u>General Capital #475</u>					
Salaries and Benefits	498,086	541,934	658,300	687,467	701,562
77150 Equipment Oper & Maint	-	-	2,383	-	-
80000 Temporary Personnel Servic	-	-	153,883	-	-
80050 Professional Services	64,858	-	945,091	-	-
80450 Hazardous Mater Cleanup	-	156,536	-	-	-
82050 Printing	-	288	3,094	-	-
88440 Property Taxes	-	164,738	306,088	311,000	317,000
99050 Trsf to GF	-	-	5,055,158	-	-
99690 Transfer to Fund 254	123,308	7,391	-	-	-
99840 Trsf to 240	3,625	-	-	-	-
99975 Trsf to Parking 269	-	-	290,000	555,000	-
General Capital	689,877	870,887	7,413,997	1,553,467	1,018,562



City of Emeryville
2021-22 Budget

Operating Budgets
Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
Capital					
90000 Building Improvements	-	39,393	9,408,314	-	-
90100 Improvement Other Than Bld	47,558	57,967	15,491,758	-	-
90130 Professional Svcs-CIP	127,236	5,825,923	1,865,943	-	-
90300 Park Improvements/Rehab	-	-	262,783	-	-
90610 Street Trees	11,058	-	239,943	-	-
91200 Automotive Equipment	-	-	120,816	-	-
91660 Vehicle Chargers	-	-	159,630	-	-
91800 Street Light Signals	56,950	-	350,000	-	-
90810 Land Acquisition	-	551,508	-	-	-
91600 Other Equipment	-	4,496	(2,248)	-	-
91900 Street Improvements	99,284	1,002,916	1,156,476	-	-
91960 Sidewalk Improvements	-	42,877	463,180	-	-
92300 Trash Containers	(1,621)	-	-	-	-
94000 Capital Project Rollover	-	-	-	24,336,841	-
95000 Capital Outlay	-	-	743,000	800,000	708,000
Capital	340,465	7,525,079	30,259,595	25,136,841	708,000
Total General Capital	1,030,343	8,395,966	37,673,592	26,690,308	1,726,562
<u>Marina #495</u>					
Salaries and Benefits	141,979	144,667	174,100	199,492	204,620
73500 Operating Supplies	-	-	-	4,000	4,100
73515 Landscape Supplies	-	-	-	5,000	5,200
76150 Street Lights Energy	-	-	-	31,500	32,400
77020 Landscape Maintenance	-	-	50,000	50,000	51,500
77080 Janitorial Contracts Svcs	-	-	-	13,885	14,302
77910 Marina Navig Aides Maint	-	-	-	8,000	8,000
80090 Shuttle Services	27,276	40,717	28,900	28,900	30,345
88060 Other Operating Expenses	-	782	26,500	-	-
99050 Transfer to Gen Fund	26,481	-	79,300	-	-
Operating Expenses	195,736	186,166	358,800	340,777	350,467
Capital					
90000 Building Improvements	38,153	21,725	-	-	-
90130 Professional Svcs-CIP	-	6,483	-	-	-
91860 Street Light Sys Improve	-	-	15,000	1,018,217	-
92600 Dredging	-	-	5,000	1,407,500	-
94000 Capital Project Rollover	-	-	-	2,693,691	-
95000 Capital Outlay	-	-	55,000	55,000	-
Capital	38,153	28,208	75,000	5,174,408	-
Total Marina	233,889	214,374	433,800	5,515,186	350,467



City of Emeryville
2021-22 Budget

Operating Budgets
Public Works Department

	2018-19 Actual	2019-20 Actual	2020-21 Projection	2021-22 Budget	2022-23 Projection
<u>Sewer Operations #510</u>					
Capital					
94000 Capital Project Rollover	-	-	-	182,860	-
Capital	-	-	-	182,860	-
Total Sewer Maintenance	-	-	-	182,860	-
<u>Sewer Administration/Engineering #510/4350</u>					
Salaries and Benefits	198,801	144,450	248,500	301,940	306,060
76000 Utilities	-	-	100	-	-
79050 Insurance	50,000	50,000	50,000	59,079	64,987
80050 Professional Services	3,603	15,434	20,000	55,000	-
80210 Sewer Technology	4,470	10,461	-	10,000	10,000
86160 Il tab	8,425	14,723	30,000	30,000	30,000
88150 Depreciation	9,750	9,747	10,000	10,000	10,000
99050 Transfer to General Fund	51,500	51,500	185,800	51,500	51,500
Total Administration/Engineering	326,549	296,316	544,400	700,379	472,548
<u>Sewer Maintenance #510/4360</u>					
Salaries and Benefits	43,976	49,118	45,400	230,170	233,759
76000 Utilities	975	5,510	1,500	1,500	1,500
77140 Cleaning	18,912	17,206	-	45,000	45,000
77180 Video Inspection	-	-	-	10,000	10,000
77190 Emergency Repair	11,230	-	-	50,000	50,000
77700 Sewage Maintenance	4,554	5,200	-	10,000	10,000
77750 Pump Station Maintenance	-	2,144	-	15,000	15,000
77950 Vehicle Repl. Charge	1,650	8,400	10,600	12,100	12,100
88750 Gen Fund Chg for Matl/Svc	8,290	8,345	9,500	9,500	9,500
Total Sewer Maintenance	89,587	95,922	67,000	383,270	386,859
Total Sewer Operations #510	416,136	392,237	611,400	1,083,650	859,407
<u>Sewer Rehab #511</u>					
88150 Depreciation	113,305	113,305	113,305	115,000	115,000
Sewer Rehab	113,305	113,305	113,305	115,000	115,000
Capital					
94000 Capital Project Rollover	-	-	-	1,559,541	-
95000 Capital Outlay	-	-	20,000	20,000	-
Capital	-	-	20,000	1,579,541	-
Total Sewer Rehab	113,305	113,305	133,305	1,694,541	115,000



City of Emeryville
2021-22 Budget

Operating Budgets
Public Works Department

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
<u>Sewer Connection Fee #513</u>					
88150 Depreciation	68,005	68,005	70,000	70,000	70,000
99380 Trans to Sewer Rehab	300,000	300,000	300,000	-	-
Total Sewer Connection Fee	368,005	368,005	370,000	70,000	70,000
<u>Facilities Maintenance #650</u>					
77000 Maintenance Bldg & Grnds	2,000	-	-	6,000	-
77030 Facility Operating Charges	621,551	709,015	800,000	750,000	772,500
80050 Professional Services	-	231	-	-	-
80210 Sewer Technology	4,470	4,582	-	-	-
82050 Printing	11,591	-	-	-	-
85000 Rentals	-	20,000	-	-	-
Operating Expenses	639,612	733,829	800,000	756,000	772,500
Capital					
90000 Building Improvements	80,865	706,227	-	-	-
90130 Professional Svcs-CIP	3,961	2,954	-	-	-
91100 New Furniture & Fixture	10,673	11,770	-	-	-
94000 Capital Project Rollover	-	-	-	4,519,972	-
95000 Capital Outlay	-	-	-	520,000	250,000
Capital	196,226	819,853	-	5,039,972	250,000
Total Facilities Maintenance	835,838	1,553,681	800,000	5,795,972	1,022,500
<u>Vehicle Replacement # 660</u>					
91200 Automotive Equipment	161,783	55,897	330,000	166,000	1,239,000
94000 Capital Project Rollover	-	-	-	1,056,320	-
99670 Transfer to IT Fund 670	-	820,600	-	-	-
Total Vehicle Replacement	161,783	876,497	330,000	1,222,320	1,239,000
Total Expenditures	\$ 9,663,377	\$ 16,890,250	\$ 46,235,515	\$ 56,955,809	\$ 10,761,451

➤ **SUCCESSOR AGENCY**

ADMINISTRATION

DEBT SERVICES

➤ **SUCCESSOR AGENCY**

ADMINISTRATION

This fund was established to account for the activities of the Successor Agency to the former Redevelopment Agency of the City of Emeryville. The Oversight Board of the Successor Agency to the Former Redevelopment Agency reviews and recommends the proposed Successor Agency budget.

AB1X 26, adopted in June 2011 as amended by AB 1484, June 2012, requires redevelopment agencies to be dissolved and replaced with Successor Agencies. Successor Agencies are responsible for winding down the affairs of the redevelopment agencies including disposing of their assets. The City is the Successor Agency to the former Emeryville Redevelopment Agency. Successor Agencies must adopt Recognized Obligation Payment Schedules (ROPS) annually that identify enforceable obligations consisting of bonds, loans, payments required by governments (except passthrough payments), court judgments and settlements, legal contracts and agreements and contracts necessary for continued administration.

DEBT SERVICE FUNDS

These funds were created to account for the accumulation of resources to be used for payments at appropriate amounts and times in the future for the settlement of the debt obligations.



City of Emeryville
2021-22 Budget

Operating Funds
Successor Agency - RDA Retirement Fund #282

Purpose of Fund

Operational Fund to Service Enforceable Obligations for the former Redevelopment Agency of the City of Emeryville.

	<u>2018-19 Actual</u>	<u>2019-20 Actual</u>	<u>2020-21 Projection</u>	<u>2021-22 Budget</u>	<u>2022-23 Projection</u>
Beginning Available Fund Balance	\$ 71,014,662	\$ 57,700,674	\$ 55,576,332	\$ 49,893,249	\$ 49,893,249
Annual Activity					
Revenues					
Interest Income - from Loans	416,129	330,851	250,000	250,000	250,000
Investment Earnings	126,123	146,001	20,000	20,000	20,000
Loan Repayments	-	-	2,600	2,600	2,600
Market Value Adjustment	22,288	18,760	-	-	-
Other Revenue	-	10,067	-	-	-
ROPS EO Payable	14,233,608	13,134,470	11,377,564	14,981,874	15,206,602
Total Revenues	14,798,148	13,640,148	11,650,164	15,254,474	15,479,202
Expenditures					
Operations					
Administrative Cost	166,356	310,368	404,576	360,930	360,930
Audit	15,000	19,300	17,600	18,000	18,360
Banking Services	3	400	-	-	-
Bond Trustee Services	4,000	4,100	15,500	16,550	16,881
Contribution/Asset Trans	14,976,040	13,607	-	-	-
Legal	1,008,631	3,736,214	200,000	250,000	250,000
Maintenance Bldg & Grnds	18,289	-	-	-	-
Pollution Obligation Cost	216,179	-	-	-	-
Professional Services	192,036	122,930	5,576,324	3,495,828	3,716,725
Tie to Other Tax Agencies	387,127	437,642	-	-	-
Transfer to Debt Service - F832	9,770,250	9,769,250	9,768,000	9,760,750	9,767,000
Transfer to Debt Service - F833	1,350,589	1,350,679	1,351,247	1,352,416	1,349,306
Transfer to Fund 805	7,636	-	-	-	-
Total Expenses	28,112,137	15,764,490	17,333,247	15,254,474	15,479,202
Net Annual Activity	(13,313,989)	(2,124,342)	(5,683,083)	-	-
Ending Available Fund Balance	\$ 57,700,674	\$ 55,576,332	\$ 49,893,249	\$ 49,893,249	\$ 49,893,249



City of Emeryville
2021-22 Budget

Debt Service Funds
Successor Agency - 2014A Debt Service Fund #832

Purpose of Fund

Debt Service Fund for Tax Allocation Refunding bonds - Series 2014A

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ (84,772,436)	\$ (77,830,569)	\$ (70,632,738)	\$ (71,418,794)	\$ (72,203,675)
Annual Activity					
Revenues					
Interest Earnings	134,388	87,768	1,374	1,300	1,300
Transfer in from 282 Debt Service	9,770,250	9,769,250	9,768,000	9,760,750	9,767,000
Total Revenues	9,904,638	9,857,018	9,769,374	9,762,050	9,768,300
Expenditures					
Bond Cost Issuance	25,059	25,059	25,059	25,059	25,059
Bond Premium Amortization	-	-	761,121	761,121	761,121
Interest Payments	2,937,712	2,634,129	3,344,250	2,685,750	2,332,000
Principle Payments	-	-	6,425,000	7,075,000	7,435,000
Total Expenses	2,962,771	2,659,187	10,555,430	10,546,930	10,553,180
Net Annual Activity	6,941,867	7,197,831	(786,056)	(784,880)	(784,880)
Ending Available Fund Balance	\$ (77,830,569)	\$ (70,632,738)	\$ (71,418,794)	\$ (72,203,675)	\$ (72,988,555)



City of Emeryville
2021-22 Budget

Debt Service Funds
Successor Agency - 2014B Debt Service Fund #833

Purpose of Fund

Debt Service Fund for the Taxable Allocation Refunding Bonds - Series 2014B

	2018-19 <u>Actual</u>	2019-20 <u>Actual</u>	2020-21 <u>Projection</u>	2021-22 <u>Budget</u>	2022-23 <u>Projection</u>
Beginning Available Fund Balance	\$ (10,471,120)	\$ (9,543,292)	\$ (8,591,243)	\$ (8,588,501)	\$ (8,586,328)
Annual Activity					
Revenues					
Transfer in from 282 Debt Service	1,350,589	1,350,679	1,351,247	1,352,416	1,349,306
Total Revenues	1,350,589	1,350,679	1,351,247	1,352,416	1,349,306
Expenditures					
Bond Cost Issuance	3,313	3,313	-	-	-
Bond Insurance	-	-	3,313	3,313	3,313
Bond Premium Amortization	-	-	(5,486)	(5,486)	(5,486)
Interest Payments	419,448	395,317	385,679	322,416	284,306
Principle Payments	-	-	965,000	1,030,000	1,065,000
Total Expenses	422,761	398,630	1,348,506	1,350,243	1,347,133
Net Annual Activity	927,828	952,049	2,741	2,173	2,173
Ending Available Fund Balance	\$ (9,543,292)	\$ (8,591,243)	\$ (8,588,501)	\$ (8,586,328)	\$ (8,584,155)



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DATE: June 1, 2021

TO: Christine Daniel, City Manager

FROM: Brad Farmer, Finance Director

**SUBJECT: Resolution Of The City Council Of The City Of Emeryville Adopting
The Appropriations Limit For The 2021-22 Fiscal Year At
\$130,029,052**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution in compliance with the State of California legislative requirement for the City Council to establish the annual Appropriations Limit.

BACKGROUND

In 1979, Proposition 4, known as the Gann Initiative, was approved by the California voters. As a result, Article XIII (B) of the State Statute (Government Code Section 7900-10) was enacted and it requires that each year thereafter, the governing body of each local jurisdiction shall by resolution, establish its Appropriations (spending) limit for the following fiscal year. The determination of the appropriations limit is considered to be a legislative act and should be adopted at a regular council meeting.

Proposition III, approved by California voters in 1990, amended Article XIII (B) further, and Council action is necessary to implement the amendments effective for FY 2005-06 and thereafter.

The amendments of Proposition III specify that the annual adjustment factors in calculating the Appropriations Limit will be increased by:

- The change in population growth for City **OR** County (whichever is higher)
 - The change in California Per Capita Personal Income
- OR**
- The growth in the average change in the County Consumer Price Index (whichever is higher).

Pursuant to Proposition III amendments, staff has calculated the FY 2020-21 Appropriations Limit (see attached Gann Calculations) using the City Population change and the change in California per Capita Personal Income factors. The basis for the selection methodology is that the City's Population Change is higher than the County's population growth and the change in the California Per Capita Personal Income factor is

higher than the Change in the Contra Costa County Consumer Price Index. The City's Appropriations limit for FY2021-22 is \$130,157,757.

DISCUSSION

Establishing the Appropriations Limit is a State of California mandate which requires all cities to adopt a respective Resolution at the beginning of each fiscal year.

The Appropriations subject to Limitation for Fiscal Year 2021-22 is \$44,464,033, or 34% of the calculated limit of \$130,157,757.

Appropriations subject to the limit for fiscal year 2020-21 totaled \$47,743,323, or 39% of the Adopted Limit of \$121,764,527.

PREPARED BY: Brad Farmer, Finance Director

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



Christine Daniel, City Manager

ATTACHMENTS:

1. Draft Resolution
Appendix A – Gann Appropriations Limit Calculation FY 2021-22

RESOLUTION NO. 21-46**Resolution Of The City Council Of The City Of Emeryville Adopting The Appropriations Limit For The 2021-22 Fiscal Year At \$130,157,757**

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

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

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

RESOLVED, by the City Council of the City of Emeryville hereby selects the adjustment factors to be used for calculation of the 2021-22 fiscal year Appropriations Limit as follows:

1. *Population*: City population growth from January 1, 2020 to January 1, 2021 of 1.1%.
2. *Inflation*: California Per Capita Income growth of 5.73%; and, be it, further

RESOLVED, by the City Council of the City of Emeryville hereby establishes the Appropriations Limit for the 2021-22 fiscal year at \$130,157,757.

ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, June 1, 2021, by the following vote:

AYES:	<u>5</u>	Mayor Martinez, Vice Mayor Donahue, and Council Members Bauters, Medina, and Patz
NOES:	<u>0</u>	
ABSTAIN:	<u>0</u>	
ABSENT:	<u>0</u>	

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 MAYOR

ATTEST:

DocuSigned by:

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 CITY CLERK

APPROVED AS TO FORM:

DocuSigned by:

 962663BD5573494
 INTERIM CITY ATTORNEY

City of Emeryville Fiscal Year 2021-22 Gann Appropriations Limit Calculations

	<u>City Population Change</u>		<u>County Population Change</u>	
Population Change as of January 1, 2021	1.10%	A	-0.40%	A
	<u>Per Capita Change</u>		<u>Consumer Price Index</u>	
Cost of Living FY 2020-21	5.73%	B	1.70%	C
FY 20-21 Gann Limit Growth Factor 1 + Larger of County and City Population			<u>101.10%</u>	
1 + Larger of Per Capita Change and 12-Month Change in CPI for County		x	<u>105.73%</u>	
INCREASE in City's Appropriations Limit for FY 2021-22			<u>1.068930</u>	
FY 2020-21 Appropriations Limit			\$ 121,764,528	D
Growth Factor		x	<u>1.068930</u>	
FY 2021-22 APPROPRIATIONS LIMIT			<u>\$ 130,157,757</u>	

Notes:

A - California Department of Finance Population Estimate for Cities, Counties, and State, Dated May, 2021

B - California Department of Finance Letter - Price Factor and Population Information, Dated May, 2021

C - Bureau of Labor Statistics CPI, 2019 Avg Change - SF Area (includes Alameda County)

D - FY2020-21 General Fund Appropriations Limit as adopted by City Council

COMMERCIAL PROPERTY TRANSFER TAX POLICY

Purpose

The purpose of this policy is to provide guidance for the allocation of commercial property transfer tax revenue to ensure proper funding for capital projects, pension obligations, and other important city projects.

Background

The City received a portion of the County real estate transfer tax (\$0.55 per \$1,000 of sale) prior to January 1, 2015. The passage of Measure V in November 2014 enabled the City to collect \$12 per \$1,000 of property value per transaction. Revenue from this source is dependent on the level of real estate activity in the City.

Allocation to Capital Improvement Program

On June 21, 2016, as part of the 2016-18 budget adoption the City Council approved a policy committing revenues from “commercial” real estate transfer tax to support the City’s capital program. Commercial property transfer tax is unpredictable and specific projects can be phased to match the timing when this revenue is realized. In some years, commercial property transfer tax may exceed budgeted revenue resulting in excess funds.

Allocations to Pension Reserve/Trust and Other Discretionary Projects

Pension costs are expected to increase significantly in the future due to CalPERS discount rate reductions and shorten amortization periods. Key actuarial assumptions such as retirement formula, annual payroll growth, projected investment returns, retirement age, and retiree life expectancy may also impact the City’s unfunded pension liabilities.

The City is committed to funding its pension obligations and have established a Pension Reserve/Trust to prefund its pension liabilities. The City desires to contribute excess commercial property transfer tax to the Pension Reserve/Trust.

In a two-year budget cycle, if the commercial property transfer tax revenue exceeds the budget, including budget adjustments made during that budget cycle, 50% of the excess funds shall be allocated either

toward the annual contribution payments of the City's pension costs or to the Pension Reserve/Trust, and the remaining 50% shall be allocated to any one-time expenditures based on City Council direction.

The Finance Department shall calculate the excess funds after the City's annual audit and Comprehensive Annual Financial Report have been published. Before funding pension costs and other one-time expenditures, the Finance Department shall review the fund balance in the Capital Project Fund to ensure resources are available to fund capital projects. In some budget cycles, actual revenues may be lower than budgeted revenues resulting in a funding deficiency. Allocations shall be adjusted accordingly before submitting budget adjustments/projects to City Council for consideration.

For example, if the amount of excess funds is \$1,000,000 from a budget cycle and the funding deficiency is \$200,000 from a prior budget cycle, the amount that is available for allocation is \$800,000, including \$400,000 for pension costs and \$400,000 for other one-time expenditures.

Conclusion

The Commercial Property Transfer Tax Policy ensures adequate funding for the City's Capital Improvement Program, pension liabilities, and other important city projects.



TITLE:	Debt Management Policy
REFERENCE:	Government Code Section 8855 Senate Bill 1029 (SB 1029)
DATE:	September 2017

I. INTRODUCTION

Background:

On September 12, 2016, the Governor signed Senate Bill (“SB 1029”) which requires California public agencies to adopt comprehensive written debt management policies. Therefore, the policies set forth in this Debt Management Policy (the “Policy”) have been developed to provide clear and comprehensive guidelines for the issuance and financial management of the debt portfolio of the City of Emeryville, the Emeryville Public Financing Authority, and the Successor Agency to the Emeryville Redevelopment Agency. The term “City” shall refer to each of such entities. This Policy addresses the basic areas and provides guidance concerning best practices as recommended by the Government Finance Officer Associates (GFOA). This Policy is intended to comply with Government Code Section 8855(i), which became effective January 1, 2017. Section 8855(i) was added via SB 1029. This policy should also reflect local, state, and federal laws and regulations. The Policy should not be so restrictive that it limits or interferes with the City’s day to day operations and ability to provide services to its public. Decisions made are done with the proper authorization and sound financial management practices that benefit the City with minimal risk.

Purpose and Goals:

The purpose of the Policy is to provide a functional tool for debt management and capital planning, as well as to enhance the City’s ability to manage its debt obligations and lease financings (collectively referred to as “debt” in this Policy) in a conservative and prudent manner.

The Policy is also designed to:

- Establish parameters for issuing and managing debt;
- Provide guidance to decision makers related to debt affordability standards;
- Direct the pre- and post-issuance objectives to be achieved by staff;
- Promote objectivity in the debt approval decision making process; and
- Facilitate the actual financing process by establishing important policy decisions in advance.

The City shall pursue the following goals:

- Minimize debt service and issuance costs;

- Maintain access to cost-effective borrowing;
- Achieve the highest possible credit rating;
- The City shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
- The City shall match the term of the issue to the useful lives of assets whenever practicable and economical, while considering repair and replacement costs of those assets to be incurred in the future.
- The City shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

II. SCOPE

The guidelines established by this Policy will govern the issuance and management of all debt funded for short and long term capital financing needs and cash flow needs. The Finance Department recognizes that changes in the capital markets and other unforeseen circumstances may require exception to this Policy, for which approval from the City Council will be necessary for implementation. The Policy may be amended by the City Council as it deems appropriate from time to time in the prudent management of the debt of the City. Any approval of debt by the City Council that is not consistent with this Policy shall constitute a waiver of this Policy.

III. DELEGATION OF AUTHORITY

The Finance Director shall be responsible for all of the financial affairs of the City. This Policy grants the Finance Director the authority to select the financing team, which may include, but not limited to, municipal advisor, bond counsel, disclosure counsel, underwriter, financial advisor, and trustee/fiscal agent. The Finance Director will also coordinate the administration and issuance of debt, communicate with the rating agencies, as well as to fulfill all the pre-issuance and post-issuance disclosure information.

Former Redevelopment Agency – As of February 1, 2012, the Emeryville Redevelopment Agency was dissolved and the City assumed the responsibility of winding the operations as the Successor Agency. The passage of AB X1 26 outlined terms that required the Successor Agency to administer the outstanding debt obligations, including debt service, reserves, and other obligations under the bond indentures. This Policy extends to the outstanding bonds and future issuance of debt administered by the Successor Agency.

IV. DEBT TERMS

The City Council recognizes that new debt obligations may impact the long-term affordability of all outstanding debt and any future planned debt, as well as budgetary impacts associated with the maintenance and operating costs of debt-financed facilities.

Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future beneficiaries or users. Debt shall not be issued for a term that exceeds the useful life of the debt-financed asset.

Debt Repayment – The City should determine the source of revenue for debt service payments and the purposes that it may be pledged. Typically, the City desires level debt service payments over the term of the debt. However, the cost of capital, financial risk, current economic conditions,

future financial flexibility, credit rating and available cash flow will be evaluated to determine the most appropriate method of debt amortization for each debt issue.

Bond Maturity – No bonds shall be issued with a maturity date greater than the expected useful life of the facilities or improvements being financed.

Interest Rate Structure – The City will issue securities on fixed or variable interest rates, whichever will be most beneficial to the City.

Debt Service Reserve Fund – Debt service reserve funds are held by the Trustee to make principal and interest payments to bondholders in the event the pledged revenues are insufficient to do so. The City will fund debt service reserve funds when it is in the City's overall best financial interest.

Call Options / Redemption Provisions – A call option or optional redemption provision gives the City the right to prepay or retire debt prior to its stated maturity date. This option may permit the City to achieve interest savings in the future through the refunding of the bonds. The Finance Director shall evaluate and recommend the use of a call option on a case by case basis.

Debt Limits – The City is subject to debt capacity limit for its general obligation bonds: 3.75% of assessed value. California Government Code Section 43605 states the City shall not incur bonded indebtedness payable from the proceeds of property tax which exceeds 15 percent of the assessed value of all real and personal property of the City. When taking into account the provisions of Article XIII A, Section 1(a) of the California Constitution, the Emeryville debt limit should be read as 3.75% of assessed value.

V. TYPES OF DEBT

Long-term debt – Long-term debt may be used to finance the acquisition or improvement of land, infrastructure, facilities or equipment for which it is appropriate to spread the costs of such over more than one budget year. Long-term debt may be used to fund capitalized interest, cost of issuance, required reserves and any other financing related costs that may be legally capitalized. Long-term debt should not be used to fund City operating costs.

Short-term debt – Short-term debt will be considered as an interim source of funding in anticipation of long-term debt. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and financing-related costs. Short-term debt is also appropriate to address legitimate short-term cash flow requirements during a given fiscal year to fund the operating costs of the City to provide necessary public services. The City will not engage in short-term borrowing solely for the purpose of generating investment income.

Refunding – Refunding opportunities will be identified by periodic review of outstanding debt obligations. Refunding will be considered when there is a net economic benefit from the refunding. Non-economic refunding may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer or other non-economic factors related to the debt.

The following are types of debt the City could issue, but not limited to:

1. General Obligation (GO) Bonds - In California, GO Bonds require a supermajority voter approval. Most GO bonds are backed by the issuer's ability to level ad valorem tax in amounts sufficient to meet debt service. Examples of projects include housing, libraries, parks, and public safety facilities.
2. Refunding Debt - Refunding debt is debt issued to refinance (refund) previously issued outstanding debt. The City may issue refunding debt to refinance the principal and interest on outstanding bonds or other debt to achieve debt service savings, restructure schedule debt service or convert from variable to fixed interest rate, change or modify the source(s) of payment and security for the funded debt, or modify covenants otherwise binding upon the City.
3. Revenue Debt - Revenue debt is generally issued for enterprise funds that are financially self-sustaining without the use of general fund revenue sources and therefore rely on the revenues collected by the enterprise fund to repay the debt.
4. Land-Secured Debt - Examples of land-secured debt include special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes. Land-secured debt is payable from special taxes or assessments that the City will levy on the secured property tax roll.
5. Lease Financings - Lease revenue bonds, certificates of participation (also known as "COPs") and lease-purchase transactions are examples of lease financings.
6. Tax and Revenue Anticipation Notes (TRAN) - A TRAN is issued when the City's anticipated operating revenues are not available when the City's operating expenses need to be paid, which is a common operational challenge for California cities given the irregular distribution of sales tax and property tax revenues.
7. Tax Increment Financings - Tax increment financing may be used to the extent available under California law.
8. Conduit Financings - The City may agree to provide conduit financing for specific public purposes, such as financings for affordable rental housing and qualified 501c3 organizations. In a conduit financing, the debt is typically repaid with non-City revenues.
9. Other Debt Obligations - Other revenue bonds, bond anticipation notes, grant anticipation notes, loans, lines of credit, and equipment lease financings.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

VI. DEBT ISSUANCE

The City has the capacity to issue long and short-term debt and to refund any outstanding debt. The following section details the purposes for debt issuance, the method of sale for such debt and the practices for obtaining professional assistance in the debt issuance process.

Purposes for which debt may be issued:

- Capital Improvement Program (CIP) Projects: The Finance Department will work with other City departments to assess the City's borrowing and capital needs, determining, if the availability of funds can be raised through debt for improvements to buildings, infrastructure and other systems, such as storm drains, sidewalks, etc.
 - i. Debt shall only be issued for working capital for operations after cash flow analysis has determined that there is a mismatch between available cash and cash outflows.
 - ii. Working capital debt shall be repaid by the end of the fiscal year in which the debt was incurred.
- Vehicle and Equipment Needs: The City also maintains the vehicle and equipment needs for various departments such as public safety and information technology. These assets have a minimum useful life of three years. Loans and capital leases can be executed to meet the needs of replacing such assets.

VII. ON-GOING DEBT ADMINISTRATION - MANAGEMENT AND MONITORING

Once debt has been issued, management and monitoring debt activities is the responsibility of the Finance Director and the department. Adequate internal control procedures must be in place to ensure compliance with accounting/deb policies. Such activities include but are not limited to:

- Investment of Bond Proceeds: When governments issue bonds they deposit the bond proceeds in various funds, which may include a construction fund, debt service fund, capitalized interest fund, debt service reserve, or in the case of a refunding, an escrow fund. In some cases, these funds may be held by a third party trustee and are invested until used. Investments of these proceeds should be in compliance with the City's investment policy, which should be disclosed and summarized in the Official Statement.
- Use of Debt Proceeds: The City shall be vigilant in using bond proceeds in accordance with the stated purpose at the time that such debt was issued. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the City will submit written requisitions for such proceeds. The City will submit a requisition only after obtaining the signature of the City Manager/designee or the Finance Director/designee. Appropriate documentation and approval must be obtained before funds can be disbursed.
- Continuing Disclosure Compliance: The Finance Director or designee will ensure the City's annual financial statements and associated reports comply with the Securities and Exchange Commission Rule 15c2-12 by filing the required disclosures and notices of enumerated events for the benefit of its bondholders on the Electronic Municipal Market Access (EMMA) website of the Municipal Securities Rulemaking Board (MSRB).
- Arbitrage Compliance for Tax-Exempt Debt: The use and investment of bond proceeds must be monitored to ensure compliance with arbitrage restrictions. Existing regulations require that issuers calculate rebate liabilities related to any bond issues, with rebates paid to the Federal Government every five years and as otherwise required by applicable provisions of the Internal Revenue Code and regulations. The Finance Director shall contract with a specialist to ensure that proceeds and

investments are tracked in a manner that facilitates accurate complete calculations, and if necessary timely rebate payments.

- **Compliance with Bond Covenants:** In addition to financial disclosure and arbitrage, the City is also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis.
- **Annual Reporting Requirement:** The City shall submit an annual report to the California Debt and Investment Advisory Commission (CDIAC) for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall comply with the requirements of Government Code Section 8855 and related regulations.

VIII. DEBT MANAGEMENT POLICY REVIEW

The Finance Director shall review this Debt Management Policy at a minimum of every five (5) years or as required by law and recommend any changes to the City Manager and City Council.

RESERVE POLICIES

Updated July 1, 2016

Economic Uncertainty Fund

The purpose of the Economic Uncertainty fund is to provide the fiscal capacity to absorb one-time problems without disrupting day-to-day operations and services and for more systemic and ongoing problems, to take time needed to fully identify the impacts and develop and implement a thoughtful longer-term strategy.

The City shall maintain a target reserve of 50% of the General Fund annual operating budget. Appropriations are to be reserved for emergency situations and limited to one-time or short-term (one or two fiscal years) use. Examples of such emergencies include, but are not limited to:

- Unplanned, major event such as a catastrophic disaster requiring expenditures over 5% of the General Fund adopted budget
- Economic uncertainties, local disasters and other hardships or downturns in the local economy.
- Budgeted revenue taken by another government entity
- Drop in projected/actual revenue of more than 5% of the General Fund adopted revenue budget

Should the Economic Uncertainty fund be used and its level falls below the target amount of 50%, the goal is to replenish the fund within three fiscal years.

Undesignated General Fund

This reserve is considered primarily a working capital requirement, bridging the gap between the time expenses are paid and the time revenues are collected. Undesignated reserve balances will fluctuate from time to time and reflect annual operating results. This fund has no minimum threshold although sufficient balances are maintained to provide contingencies for unseen operating or capital needs and cash flow requirements.



ADMINISTRATIVE INSTRUCTION

SUBJECT: Fixed Asset Inventory No. 603
REFERENCE: Financial Audit March 31, 1992
Governmental Fixed Asset
Accounting Control
SUPERSEDE: A.I. 603, dated June 19, 1989

I. PURPOSE:

The purpose of this administrative Instruction is to set forth procedures for taking fixed asset inventory in relation to the new in-house fixed assets financial systems, to be updated annually, and to be submitted to the Finance Department on or before May 15th of each year.

II. DEFINITIONS:

A fixed asset is defined as an item of significant value such as land, building, equipment, furniture, etc with a value of \$500.00 or more.

The outside Independent Auditors in conjunction with the Audit Financial Report clearly require the City and Redevelopment Agency to perform an inventory of the fixed assets by Department/Location. The inventory of fixed assets is not only to comply with the requirements, but also to conform with sound Governmental Fixed Asset Control, Accounting and Procedures.

III. PROCEDURES:A. PURCHASE ORDER REQUISITION:DEPARTMENT:

Prepares Purchase Order Requisition (P.O.R.) prior to any purchase of fixed asset of \$500.00 or more. Have the P.O.R. duly approved by the Department Head or his/her authorized representative. Send the P.O.R. to Finance and retain a copy for Department's file. The procedures to be followed for both the Department and Finance on Purchase Order requisition and Purchase Order processing are the same procedures as outlined under Administrative Instruction No. 605 dated November 1, 1991 regarding purchasing and Accounts Payable Procedures (Purchase Orders, Vouchers, Invoices). The only exception is the purchasing of any fixed asset of \$500.00 or more requires a Purchase Order Requisition and the

issuance of the Purchase Order. Under the new in-house computerized system, fixed assets can only be recorded into the financial system through the Purchase Order Processing System.

B. FIXED ASSETS SOLD/RETIRED:

DEPARTMENT:

Completes the fixed assets sold/retired form. Will also indicate the amount of sale and date sold. The completed form should be forwarded to Finance as soon as possible, along with the monies derived from the sale of the fixed assets.

FINANCE DEPT:

Will process the proceeds derived from the sale of the fixed assets, and will properly credit the Fund, Fund types or Fund Groups. Also, update and enter into the new in-house fixed assets financial system, in order to record and/or delete the item sold or retired.

C. FIXED ASSETS LISTING

FINANCE DEPARTMENT:

Generates a fixed assets listing by Department. Provides each Department with this new in-house fixed assets listing every April 1st of each year.

DEPARTMENT:

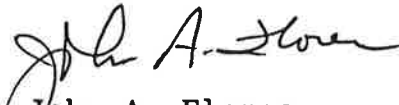
Reviews and updates the computerized fixed assets listing. Compares the fixed assets listing against the actual fixed assets located in each Department. The updated fixed assets listing should be at the Finance Department by May 15th of each year.

D. INVENTORY OF FIXED ASSETS:

DEPARTMENT:

Department will list the fixed asset of \$500.00 or more on this form only on those fixed assets that were not listed on the Departmental Fixed Asset Listing. Completed list of additional fixed assets should be forwarded to Finance on or before May 15th of each year.

This procedure will allow consistency throughout the City Departments, and to have better records and control of the fixed Assets for both the City and Redevelopment Agency.


John A. Flores
City Manager

Attachments



ADMINISTRATIVE INSTRUCTION

A.I. NUMBER: 115
SUBJECT: Grant Management Policy & Procedures
REFERENCE: Electronic Code of Federal Regulations
Part 200-Uniform Administrative Requirements, Cost Principles,
and Audit Requirements for Federal Awards (also known as the
Uniform Guidance)
SUPERSEDES: AI 115 (dated November 29, 2011)
DATE: September 24, 2019

1. PURPOSE

The purpose of this Administrative Instruction is to establish guidelines for the administration of grant funding in the City of Emeryville to ensure compliance with all related grant requirements.

2. POLICY

Goals of this policy are to ensure effective procedures are in place for pre-award activities and post-award management and to establish roles/responsibilities/authorities. This city-wide policy applies to all federal, state, and local/other grants awarded to the City. This policy also applies whether the City is the lead organization/prime recipient funded directly by the grantor, or a subrecipient or contractor under another organization's funding.

3. BACKGROUND

Historically the City of Emeryville has benefited from grant funding and all departments are encouraged to seek grant funding opportunities to support the City's programs and activities. Grant revenues are especially important in funding capital improvements. Effective grant management is important to ensure that only grants in the overall best interest of the City are pursued.

4. GRANT APPLICATION/RENEWAL

Departments seeking or renewing grants should complete the "Grant Application Approval Form" (Exhibit A) and submit it to the following authorized personnel for approval. This will ensure that effects on the City related to goals/priorities, budget, cash flow, financial reporting, and compliance requirements are reviewed and understood beforehand.

Authorized Personnel

Department Head/Designee
Finance Director/Designee
City Attorney/Designee
City Manager/Designee

For significant grants or grants that impact multiple departments, department representatives should present those grants to the Interdepartmental Grants Coordination Committee (Grant Committee) for review before obtaining approval signatures. Many of the City's grant applications are initiated by the Grant Committee. To ensure an efficient review and approval process, it is recommended that the Grant Committee invite the authorized individuals to attend the committee meetings when specific grants are discussed. Committee members may also present specific grants at Department Head meetings for time sensitive grant applications.

After the Grant Application Approval Form has been reviewed and signed by the authorized personnel, departments should submit the grant application along with a staff report and resolution to the City Council for approval. The City Council should approve all grant applications and appropriate the use of grant funds. Should the timing of the grant due date require submittal prior to Council action, grant acceptance will be contingent on City Council approval.

4.1 Evaluating Grant Funding Opportunities

Each grant funded activity should have a Grant Manager and/or a Project/Program Manager. One person can but does not necessarily perform both roles. The Grant Manager will take the lead on:

- Grant application
- Grant reporting
- Grant closeout
- Accounts receivable invoicing to the funder
- City Council approval for grant application, award and completion

The Project/Program Manager will:

- Ensure the funded outcomes of the grant are delivered
- Monitor accounts payable on the project/program and provide invoices to the Grant Manager to process accounts payable reimbursement as soon as possible

The Project/Program Manager together with the Grant Committee and the authorized personnel referenced in Section 4 above are responsible for evaluating the benefits and operational/financial risks associated with each funding opportunity. This will ensure only appropriate funding is pursued and that the City has the resources to successfully implement the grant-funded project. The Project/Program Manager should consult with other departments if special expertise is needed to perform the evaluation.

Procedures:

1. Evaluate if the grant is consistent with the City's missions, strategies goals and/or adopted plans.
2. Perform a cost/benefit analysis. The analysis should also include costs that may be incurred after termination of the grant or requirements for the City to continue certain activities (e.g., maintenance costs, personnel costs, and operating costs).
3. Identify local matching requirements (e.g., cash, in-kind contribution, and leveraged funds).
4. Review and understand the monitoring and oversight responsibilities associated with the grant (sub-recipient monitoring, financial reporting, etc.) and, when interdepartmental assistance is required in order to fulfill monitoring and oversight requirements, clearly communicate those requirements to the supporting department(s) to determine capacity.
5. Determine the required resources to support the grant (IT support, office space, etc.).
6. If personnel will be hired for the grant and then terminated at the end of the grant, evaluate the potential costs for the termination (e.g., severance, medical benefits, unemployment).

4.2 Seeking Approval and Submitting Application Package

The Grant Manager (or Project Manager) should follow the steps presented below when applying for a grant. It is the Grant Manager's responsibility to ensure the proposal is submitted to the granting agency before the prescribed deadline.

Procedures:

1. Complete the "Grant Application Approval Form" (Exhibit A) and obtain appropriate approval signatures. The form may be reviewed and approved at Grant Committee and Department Head meetings.
2. Submit the grant application along with a staff report and resolution for City Council approval.
3. Assemble the application package and submit it to the granting agency.

5. GRANT AWARD

If notice of awards requires a change in scope of work and/or budget, the Grant Manager (or Project Manager) should revise the "Grant Application Approval Form" (Exhibit A) and re-submit to the authorized personnel for approval. The City Manager may direct staff to provide a staff report to the City Council regarding the proposed changes.

5.1 Receiving and Managing the Grant

The awarded department (or Project Manager) is responsible for the management of resources allocated to the grant funded project to ensure compliance with grant provisions unless these roles have explicitly been assigned to other departments/team members. Upon receipt of an award, the Grant Manager (or Project Manager) should work with Finance staff to establish proper procedures to manage the grant.

Procedures:

1. The awarded department or a designated Grant Manager (or Project Manager) must have obtained approval from the City Council for appropriation of grant funds. The awarded department is responsible for preparing all of the council agenda materials (e.g., staff report, resolution, and funding agreement). Please refer to Section 4 above regarding the approval process.
2. The awarded department must set up a grant/project file. The following documents must be contained in the grant file:
 - Grant approval form
 - Grant application
 - Council agenda items and resolution
 - Award letter
 - New grant award information form
 - Fully executed grant agreement
 - Budget amendments
 - Progress reports and transmission confirmations (emails/letters)
 - Subcontracts
 - Purchase orders and claim vouchers
 - Reimbursement requests
 - Financial reports
 - Property records (and disposal records if applicable)
 - All written documents pertaining to the grant, including correspondence, emails, meeting agendas, and minutes.
 - All monitoring or audit reports

3. The awarded department should identify key terms of award and deliverables, and develop a reminder system for meeting the reporting deadlines as necessary.
4. The awarded department should identify important federal/state laws and regulations that the City is required to follow throughout the life of the grant. For example, the City may be required to follow the Davis-Bacon Act, the requirement for paying prevailing wages on public works projects. The Project Manager must review all grant funding agreements at two points: (1) prior to drafting of specifications for procurement and (2) during contract negotiations (as applicable).
5. The awarded department should complete the "New Grant Award Information Form" (Exhibit B) and forward it to the Finance Department along with the following documents for each Grant:
 - a. City Council resolution
 - b. Award letter/notice
 - c. Fully executed grant agreement
6. The awarded department should instruct Finance staff to establish a new project number in SunGard, if one is needed. Grant funds must be tracked separately by a project/account/fund.
7. The awarded department should work with Finance staff to set up an online/special billing process if required (e.g., some granting agencies only accept online billing).
8. If a special annual audit is required, the Program Manager should ensure the audit report is distributed in a timely manner.
9. The awarded department is responsible for submitting Federal Financial Reports such as form SF-425 to funding agencies. SF-425 forms/other financial forms should also be reviewed by Finance staff. Signed copies must be provided to Finance for audit purposes.
10. The awarded department should work with Finance staff to develop a process for recording matching costs. Records/copies should be kept in Finance for audit purposes.

5.2 Cash Management

Finance staff must deposit cash receipts into a bank account and record the transactions in the financial system in a timely manner. Payments to vendors/contractors should be made according to the terms in the funding agreement or contract.

Cost-Reimbursable

Most of the City's grants are on a cost-reimbursable basis. Staff requests reimbursements from funding agencies after expenditures have been paid. Therefore, it is important to post expenditures to the correct project and submit reimbursement requests to granting agencies in a timely manner. Timely billing will ensure adequate cash inflow for the City.

Advance Funding

If grant funds are received in advance, the Finance Department must deposit the funds and post them to the appropriate project in a timely manner. Advance funds require tracking of interest earnings by either applying those revenues to the project or returning to the grantor.

The Project Manager should follow the guidelines in the funding agreement or contract before requesting cash advance payments; staff should disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

The City should pay vendors/contractors based on the terms in the grant agreements or contracts. Payments should not be withheld unless there are specific non-compliance conditions.

6. MONITORING AND OVERSIGHT

In order to comply with the requirements in Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the City must establish appropriate monitoring and oversight procedures to ensure efficient administration and operation of grant programs and follow the guidelines in the funding agreement.

The Project Manager and Finance Department are responsible for implementing proper internal controls and procedures to ensure that the City is in compliance with the related grant requirements.

6.1 Expenditure Monitoring

The Project Manager is responsible for coding expenditures to the appropriate project and determining cost eligibility. The Finance Department is responsible for recording financial related transactions. The Project Manager (or his/her staff) should work with Finance staff to prepare reimbursement requests or determine the drawdown amounts.

It is the responsibility of the Finance Department to prepare the Schedule of Federal Expenditures for the City's annual audit. After the Single Audit Report is issued, Finance staff shall transmit the report to the State Controller's Office and submit the Data Collection Form to the Federal Audit Clearinghouse.

Procedures:

1. Review costs to ensure charges to grants are allowable, necessary and reasonable, and properly allocable.
2. Ensure expenditures are properly documented.
3. Ensure expenditures were incurred within the grant period. Expenditures incurred outside of the project period will be rejected by the grantor unless prior approval was obtained.
4. Employee time spent on grant funded projects should be coded on time sheets when applicable.
5. Determine if indirect costs should be allocated to the grant, when applicable.
6. In case a reimbursement/contractor invoice is related to a grant program with eligibility requirements, the Project Manager should review the eligibility checklist (or an appropriate list) to determine if all of the requirements have been met before approving the payment.
7. Review project expenditure reports to identify if corrections/adjustments are necessary.
8. Review and document matching funds periodically (preferably the reviews should match the billing cycles).
9. Update project budget and Capital Improvement Program as necessary.
10. Prepare reimbursement request and submit to the grantor in a timely manner. Before submission, the reimbursement request must be reviewed and approved by someone other than the preparer. For example, a Department Head/Designee should approve the reimbursement request prepared by a Project Manager. A signed copy should be provided to the Finance Department.

If there are eligibility requirements associated with the grant, the Project Manager must review the criteria and ensure that the City has met all the requirements.

11. Develop a plan for funding programs that will be continued even if grant funds are not available. That means city resources may be required to maintain those programs in the future.

6.2 Subcontracting

The awarded department (or Project Manager) must follow the Federal procurement standards and methods when selecting subrecipients or vendors to be funded by federal monies. The procurement requirements prescribed in the grant agreement supersede the City's procurement policy, if the Federal standards are more restrictive than the City's requirements.

A subcontractor awarded via a **subaward** is considered a **subrecipient**. All grant requirements placed upon the City will flow down to any subrecipient. It is our responsibility to evaluate the subrecipient's risk of noncompliance of Federal statutes, regulations and the terms and conditions of the Federal award, and to monitor activities to ensure subrecipients are in compliance with those requirements (see "Subrecipient Grant Award Checklist" Exhibit C). All **federal subawards** must contain language requiring subrecipients to fulfill the prime grant requirements. In general, the subaward agreements should include the following core compliance elements:

- Federal Award Identification requirements (see Exhibit C).
- All requirements imposed by the City on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
- Any additional requirements that the City imposes on the subrecipient in order for the City to meet its own responsibility to the Federal awarding agency, including identification of any required financial and performance reports.
- When applicable, an approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government.
- A requirement that the subrecipient permit the City to have access to the subrecipient's records and financial statements as necessary for the City to meet the requirements.
- Review of actual and budgeted expenditures.
- On-site visits or regular meetings.
- The option to perform audits if necessary.
- Review of Single Audit Reports and any audit findings.
- Review of corrective actions and subrecipient's responses to audit findings.
- Sanctions on subrecipients for non-compliance.
- Appropriate terms and conditions concerning closeout of the subaward.

Please note that contractors/consultants that provide goods and services within normal business operations are not considered subrecipients. For example, private businesses normally operate in a competitive environment and provide similar goods or services to many different purchasers. These entities are not considered subrecipients. On the other hand, non-profits and government agencies may be considered subrecipients because they are responsible for programmatic decision making and determine who is eligible to receive various forms of Federal assistance.

Suspension and Debarment

The awarded department is responsible for ensuring subcontractors or subrecipients are not prohibited from receiving federal or state funds. A person or entity debarred or suspended is excluded from federal and non-federal financial assistance and benefits under federal programs and activities.

The System for Award Management (SAM) maintains a list of suspended/debarred individuals/entities. Before entering into a contract, the awarded department should perform a search on SAM to confirm the subcontractors or subrecipients are not prohibited from receiving federal funding. **Search results must be maintained in the grant folder.** The website is <https://www.sam.gov/SAM>.

Federal Financial Assistance Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act was signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. Prime contractors and prime grant recipients are required to file reports regarding their subawards/contracts if certain conditions are met. Project managers should review the requirements and file the information if needed.

The awarded department should report subcontracts via the FFATA reporting system at <https://www.fsrs.gov>. **Transmission confirmations must be maintained in the grant file.**

Procurement Documents

The following procurement documents should be maintained:

- Requests for proposals issued by the City
- Bid documents
- Proposals submitted by subcontractors/subrecipients
- Selection documents (ranking/rating sheets, interview questions, etc.)
- Council agenda items (staff reports, resolutions, etc.)
- Debarment/suspension search results
- Signed contracts/awardee agreements

- FFATA transmission confirmations
- Other documents pertaining to procurement

6.3 Subrecipient Monitoring

The awarded department should monitor the activities of subrecipients to ensure grant funds are used for authorized purposes, in compliance with federal/state regulations and the terms and conditions of the subawards.

Monitoring activities should include:

1. Reviewing financial and performance reports.
2. Following up and ensuring that subrecipients take timely and appropriate actions on all deficiencies.
3. Performing site visits or having regular meetings.
4. Conducting special audits/reviews if needed.
5. Issuing management decisions for audit findings.

When applicable the awarded department should provide subrecipients with training and technical support on program related matters.

6.4 Cost Sharing/Matching

Cost sharing may include cash contributions, in-kind services, and leveraged funds/other commitments. The awarded department should coordinate with the Finance Department to properly document matching costs periodically. Matching funds must be eligible costs and include the following criteria.

1. Costs are verifiable from records (financial reports, payments, etc.)
2. Federal contributions cannot be used for other federal awards.
3. Costs are allowable.
4. Costs are necessary and reasonable for meeting project program objectives.
5. Match costs must be properly documented.

6.5 Program Generated Income

The City may generate program income as a result of grant funded activities. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under awards, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and principal and interest on loans made with grant funds.

All program income must be properly accounted for and reported according to the guidelines in the grant agreements.

6.6 Equipment

Equipment purchased with grant funds should be used for the project or program for which it was acquired during the life of the grant. Records must be maintained, and equipment must be properly maintained and safeguarded to prevent loss, damage, or theft. When no longer needed, the awarded department should contact the grantor for disposal instructions.

6.7 Technical/Progress Reports

The City may be required to submit performance reports to apprise grantors of the progress made towards fulfilling project deliverables. The awarded department should submit progress reports to funding agencies by the prescribed due date. **Evidence of submission (emails/letters) and copies of reports should be maintained in the grant file.**

6.8 Financial Reporting

Financial reports are generally required by granting agencies. The awarded department should prepare the reports using the templates/forms provided by the grantors, and submit the reports in a timely manner. Data reported must be consistent with the data in our financial system. **Copies of reports (e.g., SF-425 for federal awards) should be maintained and one copy should be provided to the Finance Department.**

6.9 Audit Requirements

The awarded department should advise the Finance Department at the beginning of the project if an annual compliance audit is required for a grant. For example, TDA (Transportation Development Act) funds provided by the Metropolitan Transportation Commission may require a special compliance audit.

The City is required to conduct a Single Audit when spending \$750,000 or more in federal awards during a fiscal year. This threshold may increase in the future. The Finance Department is responsible for preparing the Schedule of Federal Expenditures and determining whether an audit is required.

The Single Audit Report shall be distributed to granting agencies as required. The report must be submitted to the State Controller's Office and the Federal Audit Clearinghouse.

7. GRANT CLOSE-OUT

Final Reports and Unspent Grant Funds

A grant award is considered completed when all required work of the grant has been completed or the grant ends. The City must submit the following reports/funds to the grantor, no later than 90 calendar days (or period prescribed in the grant agreement) after the end date of the period performance.

- Financial, performance and other reports.
- Unspent grant funds and cost share (if applicable).
- Program generated income.
- Final property inventory, and disposition of property (if applicable).

Record Retention

The City is normally required to retain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of three years after the period-of-performance end date. Some exceptions may apply that require the retention period for certain documents to be longer than the three years. Staff should refer to the grant agreement for specific requirements.

Useful Management Links

Electronic Code of Federal Regulations

Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Federal Financial Assistance Transparency Act (FFATA)

<https://www.fsrs.gov>

Government Finance Officers Association

Administering Grants Effective – Best Practice

<http://www.gfoa.org/administering-grants-effectively>

System for Award Management

<https://www.sam.gov/SAM>

US Department of Labor Davis-Bacon Act

<https://www.dol.gov/whd/govcontracts/dbra.htm>

Approved:



Christine Daniel, City Manager

Attachments:

1. Exhibit A: Grant Approval Form
2. Exhibit B: New Award Information Form
3. Exhibit C: Subrecipient Grant Award Checklist

City of Emeryville Grant Application Approval Form

Grant Approval Form prepared/submitted by:

First/Last Name	Title	Department or Division	Date
-----------------	-------	------------------------	------

PROJECT MANAGER: _____

Name (if different from above)	Signature	Date
--------------------------------	-----------	------

GRANT: _____

PROJECT OVERVIEW

PROJECT TYPE: ☐ New ☐ Renewal ☐ Other (Please explain: _____)

PROJECT TITLE: _____

Funding Agency: _____

GRANT APPLICATION DEADLINE: _____

Anticipated Project Start and End Dates: _____

Project Description/Implementation Plan: (example): This project consists of a pedestrian plaza located between the Emeryville Amtrak Station and the proposed Emery Station West office building and an extension of the loading platform abutting the new bus bays in the Transit Center parking podium. The plaza will include new landscaping, hardscape, lighting, and street furniture. It will also serve as a visual terminus of 59th Street

How does the project help fulfill City missions and/or goals (Anticipated Outcomes?)

(example): The plaza will significantly improve the area between the Amtrak station and Emery Station West, creating an important public space and visual terminus of 59th Street focusing on the pedestrian bridge over the tracks. The plaza will enhance pedestrian connections by providing east/west pedestrian connections across the site from Horton Street Bicycle Boulevard (a Transit Priority Street) and 59th Street to the pedestrian/bicycle bridge.

PERSONNEL NEEDS

Job Title	Percentage of Time	Role in Project

FACILITY NEEDS:

- ☐ Project can function within the current facility structure of the department/division
- ☐ Project has the following needs in addition to existing facilities:
- ☐ Additional office space, furniture and computers
 - ☐ Modification of other support space

The grant will fund:

- ☐ All facility modifications needed for the project
- ☐ Some modifications needed for the project
- ☐ No modifications. Funding will be needed from other sources

PROPOSED PROJECT BUDGET (add lines as needed)

	TOTAL*
Grant Request	
City Match	
Other Match	
TOTAL PROJECT COSTS	

* These funds will need to be budgeted over the grant period at time of acceptance.

Will the City be expected to continue activities after grant funds are expended? ☐ Yes ☐ No

If yes, please explain, indicating the source of funds that will be used to sustain the project:

Example: Measure B Paratransit annual allocation.

MATCH REQUIREMENTS

Matching Funds Required: ☐ Yes (You must complete ALL of the following questions/sections)
☐ No (You may skip the following questions; however, you still need to complete the REQUIRED APPROVALS section)

Percentage of project funds covered by the grant vs. matching funds: Grant: _____ % Match: _____ %

PROPOSED MATCHING SOURCES

TYPE (Cash, in-kind)	Source/ Description	Amount

APPLICATION REQUIREMENTS

Is City Council approval of application required to apply? ☐ Yes ☐ No

If so is a template available? ☐ Yes (attach to this form) ☐ No

Date of Council Action: _____

KEY REPORTING OR ADMINISTRATIVE REQUIREMENTS

Please describe any key concerns. Monthly in-person meeting with grantor is required.

REQUIRED APPROVALS

Department Head/Designee

Date

Finance Director/Designee

Date

City Attorney/Designee

Date

City Manager/Designee

Date

City of Emeryville New Grant Award Information Form

CITY PROJECT NAME: _____

Funding Agency: _____

Pass Thru Agency: _____

Type of Grant: ☐ Direct ☐ Pass-through

Type of Funder: ☐ Federal ☐ State ☐ County ☐ Other: _____

Grant Name: _____ **Fund #:** _____

Grant Number (include CFDA# if federal): _____

Grant Term: _____

Project Number: _____ **CIP Number:** _____

(Attach a copy of the resolution to this form)

Resolution Number and Date of Application: _____

Accepting Agreement: _____

PROJECT BUDGET (please attach the grant agreement to this form, add lines as needed)

	Year 1 FY:	Year 2 FY:	Year 3 FY:	Year 4 FY:	Year 5 FY:	TOTAL
Grant Amount Awarded						
City Match - Cash						
City Match – In-kind						
Other Match						
TOTAL PROJECT COSTS						

CONTRACTING REQUIREMENTS (example): Davis Bacon applies. Insurance must indemnify funder.

REPORTING REQUIREMENTS (example): Quarterly conference calls are required with the funding agency to report on project status

TIMELY USE OF FUNDS REQUIREMENTS: (example) Construction must be completed 6 months prior to term

BILLING REQUIREMENTS: (example) Must bill every month

IF A CAPITAL PROJECT, LIST ANY SIGNAGE REQUIREMENTS:

Funder: _____

Project manager Transmittal required ☐ **Electronic** ☐ **Hardcopy**

Name: _____

Email: _____

Phone: _____

Address _____

Billing – Accounts Receivable (if not same contact) Transmittal required ☐ **Electronic** ☐ **Hardcopy**

Name: _____

Email: _____

Phone: _____

Address _____

Emeryville Team

Project Manager Name

Department

Signature

Date

Grant Manager Name (if Different)

Department

Signature

Date

City of Emeryville Subrecipient Grant Award Checklist

Background: Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Uniform Guidance) section 200.331 ensures that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the City, as the pass-through entity, **must** provide the best information available to describe the Federal award and subaward. In addition, the City must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.

FEDERAL AWARD IDENTIFICATION:

☐ Subrecipient name (must match the name associated with its unique entity identifier)	☐ Total Amount of the Federal Award committed to the subrecipient by the pass-through entity
☐ Subrecipient's unique entity identifier	☐ Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)
☐ Federal Award Identification Number (FAIN)	☐ Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity
☐ Federal Award Date of award to the recipient (the City) by the Federal Agency	☐ CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement
☐ Subaward Period of Performance Start and End Date	☐ Identification of whether the award is R&D
☐ Amount of Federal Funds Obligated by this action by the pass-through entity (the City) to the subrecipient	☐ Indirect cost rate for the Federal award (including if the de minimis rate is charged)
☐ Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation	

EVALUATION OF SUBRECIPIENT'S RISK OF NONCOMPLIANCE:

The following are factors to consider when assessing risk of noncompliance but are not limited to the below.

- Is the subrecipient prohibited from receiving federal funding? _____

- Describe the subrecipient's prior experience with the same or similar subawards: _____

- Document the results of previous audits including whether or not the subrecipient receives a Single Audit: _____

- Does subrecipient have new personnel or new or substantially changed systems? _____

- Did the subrecipient receive results from a Federal awarding agency? If so, what were the results?

- Are there other significant factors to consider? _____

COMPLETED BY:

Project/Program Manager

Date

Department Head/Designee

Date

INVESTMENT POLICY

FISCAL YEAR 2020-2021



A view through "Solar Rose", ©2001 Artist Roger Berry, Distronic Mirror on Stainless Steel, on display at the Emeryville Civic Center in the Glass Link, 1333 Park Avenue, Emeryville

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CITY OF EMERYVILLE
STATEMENT OF INVESTMENT POLICY
June 2020

POLICY

It is the policy of the City to invest public funds in a manner which will safely preserve portfolio principal, provide adequate liquidity to meet the City's cash flow needs and optimize returns while conforming to all federal, state, and local statutes governing the investment of public funds.

SCOPE

This investment policy applies to all cash and financial investments of the various funds of the City of Emeryville as reported in the City's Comprehensive Annual Financial Report, with the exception of those financial assets explicitly excluded from coverage for legal or operational reasons. The provisions of the related bond indentures or resolutions shall govern investments of bond proceeds. City funds to which this policy applies are as follows:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds
- Internal Service Funds
- Enterprise Funds
- Fiduciary Funds
- Any new fund created by the City Council unless specifically exempted.

PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard in accordance with CA Government Code Section 53600.3, and shall be applied in the context of managing an overall portfolio.

53600.3. [. . .all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like

capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.]

Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

INVESTMENT OBJECTIVES

The criteria for investing and managing public funds and the order of priority are as follows:

Safety of Principal: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments by investing funds among a number of financial institutions offering a variety of securities with independent returns.

Liquidity:

Liquidity is the ability to change an investment into its cash equivalent on short notice at its prevailing market value. The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrently with anticipated cash needs. Since all possible cash demands cannot be anticipated, the portfolio will maintain a liquidity "buffer" equivalent to six months of expenses and invest in short-term, highly liquid vehicles such as LAIF and/or money market funds.

Rate of Return (Yield): The portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, taking into account safety and liquidity requirements. The benchmark may vary from time to time depending on the economic and budgetary conditions present.

DELEGATION OF AUTHORITY

Authority to manage the City's investment program is derived from the California Government Code Section 53607. Management's responsibility is hereby delegated by the City Council to the Treasurer, who shall establish procedures for the operation of the investment program consistent with this investment policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. The Treasurer can designate a staff person(s) to be responsible for investment transactions. Any and all independent investment managers used by the City must be approved by the City Council. No persons may engage in an investment transaction for the City except as provided under the terms of this policy.

ETHICS AND CONFLICTS OF INTEREST

The Treasurer and all investment personnel shall refrain from personal business activities that could conflict with proper execution of the investment program and/or which could impair their ability to make impartial investment decisions. The Treasurer and all investment personnel shall disclose to the City Manager and the City Council any material financial interests in financial institutions that conduct business within this jurisdiction and shall disclose any material investment positions which could be related in a conflicting manner to the performance of the City's investment portfolio.

The State of California Fair Political Practices Commission Statement of Economic Interests shall be completed on an annual basis by the Treasurer.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Treasurer will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience, references and minimal capitalization that are authorized to provide investment capacity. No public deposit shall be made except in a qualified public depository as established by state laws.

As part of a due diligence program, the Treasurer should review the annual financial reports of key counterparty banks as well as summary reports retrieved from each bank's regulator. These summary reports are known as Call Reports and can be viewed on the Federal Financial Institutions Examination Council's (FFIEC) website at <https://cdr.ffiec.gov/public/>.

Annually and before engaging in investment transactions with a broker/dealer, the firm shall sign a certification form, attesting that the individual responsible for the City's account with that firm has reviewed the investment policy and that the firm understands the policy and intends to present only those investment transactions appropriate under the policy. The Treasurer shall request for the broker/dealer to provide the latest/most available financial statement to the City.

AUTHORIZED AND SUITABLE INVESTMENTS

The City is empowered by California Government Code Section 53601 to invest in the following types of securities:

- United States Treasury bills, notes, bonds, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest with a maximum remaining maturity of five (5) years.
- Obligations issued by agencies or instrumentalities of the U.S. Government with a maximum remaining maturity of five (5) years.
- Bonds, notes, warrants or other evidence of debt issued by a City of Emeryville entity with a maximum remaining maturity of five (5) years.

- The Local Agency Investment Fund (LAIF) maintained by the State of California. Current policies of LAIF set minimum and maximum amounts of monies that may be invested as well as maximum number of transactions that are allowed per month.
- Negotiable certificates of deposit issued by federally or state chartered banks or associations or by a state licensed branch of a foreign bank with a maximum remaining maturity of five (5) years. Purchases may not exceed 30% of surplus funds.
- Medium term notes with a maximum remaining maturity of five years or less, by corporations organized and operating in the United States and rated "AA" or better by a recognized rating service. No more than 15% of surplus funds can be invested in this type of security.
- Money Market Mutual Funds. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this section. Such funds must carry the highest rating of at least two of the largest national rating agencies. No more than 20% of surplus funds can be invested in such funds. The companies shall retain an investment adviser registered with the Securities and Exchange Commission with not less than five (5) years' experience investing in the securities and obligations as authorized by this section, and with assets under management in excess of \$500,000,000. The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include any commission that these companies may charge.
- Insured or collateralized time deposits or savings accounts secured in accordance with the provisions of Sections 53651 and 53652 of the California Government Code. If the collateral is government securities, 110% of market value to the face amount and accrued interest of the deposit is required. If secured by first mortgages and first deeds of trust, the market value must be 150% of the face amount and accrued interest of the deposit. The collateral must be held by a third party.

Required ratings will be deemed to be the rating on the date of purchase.

A five (5) year maximum remaining maturity is allowed unless an extension of maturity is granted by the City Council.

PROHIBITED INVESTMENTS

Certain investments allowed by California Government Code will continue to be excluded from the policy. These include: repurchase agreements, reverse repurchase agreements, commercial paper, interest only strips, collateralized mortgage obligations, County investment pools, other investment pools, notes and bonds issued by the State of California and local agencies within California.

SUSTAINABLE AND RESPONSIBLE INVESTING

City funds should be guided by the following provisions when investing in securities of non-governmental entities:

- Priority shall be given to investments in entities that support community well-being through safe and environmentally sound practices and fair labor practices.
- Priority shall be given to investments in entities that promote equality of rights regardless of race, religion, color, ancestry, age, national origin, gender, marital status, sexual orientation, disability or place of birth.
- Priority shall be given to investments in entities that promote community economic development

In addition, the direct investment of City funds is restricted as follows. These are investments made by City staff directly and funds are not part of a pool or other similar investment accounts (e.g., LAIF and investments for bond funds and trust).

- No investments are to be made in tobacco or tobacco-related products.
- No investments are to be made to support the production of weapons or military systems.
- No investments are to be made to support the production or distribution of fossil fuels.

The City Treasurer shall periodically verify compliance with the guidelines either through direct contact with company or through the use of a third-party resource.

COLLATERALIZATION

California Government Code Section 53652, et seq. requires depositories to post certain types of collateral for public funds above the Federal Deposit Insurance Corporation (FDIC) insurance amounts. The collateral requirements apply to bank deposits, both active (checking and savings accounts) and inactive (non-negotiable certificates of deposit).

SAFEKEEPING AND CUSTODY

In accordance with California Government Code Section 53601, all securities owned by the City shall be held in safekeeping by the City's custodial bank or a third-party bank trust department, acting as an agent for the city under terms of the custody agreement.

All securities will be received and delivered using a delivery vs. payment (DVP) basis, which ensures that securities are deposited with the third-party custodian prior to the release of funds. Securities held by the third-party custodian will be evidenced by safekeeping receipts and/or bank statements. Investments in the State Local Agency Investment Fund (LAIF) or money market mutual funds are undeliverable and are not subject to delivery or third-party safekeeping.

Investment trades shall be verified against bank transactions and broker confirmation tickets. On a monthly basis, the custodial asset statement shall be reconciled with the month-end portfolio holdings.

The City shall consider divesting in custodial banks or third-party banks that do not align with the sustainable and responsible investing requirements of this policy. Such decisions should be made in the best interest to the City.

FAIR VALUE MEASUREMENT AND APPLICATION

Governmental Accounting Standards Board (GASB) passed GASB statement 72 effective fiscal year 2016 which addresses accounting and financial reporting issues related to fair value measurements. The definition of fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This Statement provides guidance for determining a fair value measurement for financial reporting purposes. This Statement also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. Determination can be obtained by the fiscal agent statements in which the City's cash and investments are held.

DIVERSIFICATION AND OTHER GUIDELINES

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by limiting investments to the types of securities authorized by this policy, using pre-qualified financial institutions, and diversifying the investment portfolio.

The City will diversify its investments by security type, except for securities issued by the U.S. Government and its agencies, and by institution to reduce or eliminate risk of loss. The following guidelines shall apply:

- Maturities shall be matched against projected liabilities to avoid an over-concentration in a specific series of maturities.
- Maturities selected shall provide for stability and liquidity.
- Every transaction will be reviewed by the Treasurer and City Manager.
- Expenditures and revenues will be carefully monitored and forecast to allow as much money to be invested as possible.
- In general, securities will be bought and kept to maturity.
- The City's cash should be pooled.
- The Local Agency Investment Fund should be used to provide daily liquidity to the portfolio. The portfolio will be diversified to balance yield with other objectives.

PERFORMANCE STANDARDS

The investment portfolio will be managed in accordance with the standards established within this investment policy and should obtain a market rate of return throughout budgetary and economic cycles, taking into account the City's investment risk constraints, cash flow needs and maturities of its investments. The basis to determine whether market yields are being achieved shall be the total return of the portfolio. The U.S. Treasury and U.S. Government agency securities yield curves shall be considered useful benchmarks of the City's portfolio performance.

REPORTING

The Treasurer shall submit to each member of the City Council a monthly report. The report shall contain a complete description of the portfolio, including the types of investments, issuers, maturity dates, par values and current market values. The report will also include a certification of the following:

- All investments meet the requirements of the City's investment policy.
- Sufficient investment liquidity and anticipated revenues are available to meet the City's budgeted expenditure requirements for the next six months.

ADOPTION

The investment policy shall be adopted annually by resolution of the City Council.

GLOSSARY

The attached Glossary is incorporated as part of the policy.

GLOSSARY

The following technical words are included in the policy because they are common treasury and investment terminology.

Agencies: Debt instruments issued by the U.S. government agencies, departments, government-sponsored corporations and related instrumentalities to finance their own programs. Some examples of these agencies are Federal Farm Credit, Federal Home Loan and Student Loan Marketing Association.

Ask: The price at which securities are offered. The offer price is the cost of the security to the buyer.

Bankers' Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Basis Point: A basis point equals one one-hundredths of 1% (.01%).

Bid: The price offered by a buyer of securities. This is payment that the seller gets when a security is sold.

Broker: A broker brings a buyer and seller together for a commission.

Callable: Securities subject to payment of the principal amount and accrued interest prior to the stated maturity date, with or without premium.

Certificate of Deposit (CD): A time deposit with a specific maturity evidences by a certificate issued by commercial banks and savings institutions. The first \$250,000 is insured by the FDIC. For governmental agency, deposits in excess of \$250,000 are required to be collateralized by the financial institutions.

Collateral: Securities, evidences of deposit or other property which a borrower pledges to secure repayment of a loan or to secure deposits of public moneys. Also refers to securities pledged by a bank to secure deposits of public monies.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Emeryville. It includes basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Commercial Paper: An unsecured promissory note with a fixed maturity no longer than 270 days. Usually sold in discount form.

Coupon: The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. A certificate attached to a bond evidencing interest due on a payment date.

CUSIP Number: An identifying number developed by the Committee on Uniform Security Identification Procedures, under the auspices of the American Bankers Association to provide a uniform method of identifying municipal, U.S. government, and corporate securities.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment: There are two methods of delivery of securities: Delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of signed receipt for the securities.

Direct Investment: Investment transactions explicitly managed by the delegated authority for the City.

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount securities: Non-interest bearing money market instruments that are issued below the face amount and redeemed at maturity at full face value, such as Treasury Bills.

Diversification: Dividing investments of funds among a variety of securities offered independent returns, maturity and market risks.

Duration: A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits currently up to \$250,000 per deposit.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions, and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of members who must purchase stock in their district bank.

Federal National Mortgage Association (FNMA): FNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing & Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are

widely accepted, FNMA assumes and guarantees that are security holders will receive timely payment of principal and interest.

Federal Home Loan Mortgage Corporation (Freddie Mac): A Government Sponsored Enterprise that provides liquidity to the mortgage markets, much like FNMA and FHLB.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Liquidity: Liquidity is the ability to change an investment into its cash equivalent on short notice at its prevailing market value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Agency Investment Fund (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A secured contractual obligation between an investor and an issuing financial institution establishing each party's rights in the transactions. It specifies the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower. The investor exchanges cash for temporary ownership of the collateral securities with an understanding the seller-borrower (financial institution) will repurchase the securities. Interest income earned during the term belongs to the investor.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Offer: The price asked by a seller of securities. When buying securities the investor asks for an offer.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange (SEC)-registered securities broker-dealers, banks and a few unregulated firms.

Prudent Person Rule: A standard followed by a person of discretion and intelligence seeking a reasonable income and preservation of capital.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Safekeeping: A service to customers rendered by financial institutions for a fee whereby securities and valuables of all types and descriptions are held in the bank's vault for protection. Other services which are normally provided are marking the portfolio to market value, reporting investments held and investment activities.

Securities & Exchange: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

Treasury Notes: Intermediate term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of one to ten years.

Variable rate note: Securities which pay interest at rates that can fluctuate during the life of the security.

When issued: A conditional transaction that takes place between the time a new issue is offered and the time of physical delivery of the bonds. It is understood between the buyer and the seller that transactions will occur when and if the bonds are issued.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net yield or yield to maturity is the current income yield minus a premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the purchase date to the maturity date.

Yield to Maturity: The rate of return yielded by a debt security held to maturity when both interest payments and the investor's capital gain or loss on the security are taken into account.



ADMINISTRATIVE INSTRUCTION

A.I. NUMBER: 605
SUBJECT: Purchasing and Accounts Payable Procedures
REFERENCE: Municipal Code 3.6.04(e); Governmental Accounting, Auditing and Financial Reporting; California Uniform Public Construction Cost Accounting Commission; Federal Uniform Guidance
SUPERSEDES: AI 106 (dated January 12, 1988); AI 402 (dated June 26, 1989); AI 104 (dated January 22, 1990); AI 605 (dated November 1, 1991); AI 605 (dated October 25, 2016)
DATE: September 19, 2019

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1. PURPOSE

The purpose of this Administrative Instruction is to provide the City of Emeryville a means of assuring continuity and uniformity in its purchasing operation, to establish policy guidelines for the cost effective and efficient purchase of services, supplies, materials, and equipment, to define the responsibilities for such purchases, and to implement the City's Purchasing Ordinance, Chapter 6 of Title 3 of the Emeryville Municipal Code. These guidelines are designed to provide financial oversight of the acquisition of goods and services, and monitoring vendors with whom the City conducts business. They are not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of City resources, including keeping within the budget authorized by the City Council. This Administrative Instruction also establishes purchasing guidelines for competitive bidding of goods and services.

2. ETHICS

The purpose of this section is to provide a general code of conduct for all personnel who may be engaged in the City's purchasing function. It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public. In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The City's reputation for fairness and integrity in dealing with suppliers and others must always be maintained.

The following are the City's standards in ethics for purchasing:

- A. To buy on the basis of value, recognizing that value represents a combination of quality, service and price which assures the greatest economy to the City.
- B. To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.

- C. To be courteous and considerate in all City dealings.
- D. To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give an unfair advantage in a competitive business transaction.
- E. To adjust claims and settle disputes on the basis of facts and fairness.

No City employee shall participate in a purchase if the purchase involves purchasing goods, services or equipment from the City employee or the City employee's spouse, partner, or family member.

3. POLICY

These policies primarily cover items that require a Purchase Order (P.O.) and involve the use of Claim Vouchers. Purchase orders provide a mechanism for encumbering budgeted funds and ensure that the purchase of goods is approved by the appropriate department manager or his/her designee.

3.1 Purchasing Authority

The City Manager is the official Purchasing Officer for the City of Emeryville and for the City of Emeryville as Successor Agency for the Emeryville Redevelopment Agency (RDA), the Emeryville Public Financing Authority, the Management of Emeryville Services Authority, and the Emeryville Community Development Commission (collectively, "the City"). The City Manager may delegate purchasing authority to a Department Head.

Department Heads are responsible for reviewing, planning, and authorizing department needs, subject to the City Manager's review and approval.

Officers or employees of the City are prohibited from contracting for goods and/or services, supplies, materials, equipment contrary to the provisions of Chapter 3-6.09 of the City of Emeryville's Municipal Code. Such purchase orders or contracts shall be void.

3.2 Approval Authority

- A. Purchase Order Requisitions (Exhibit B) must be signed by the Department Head or designee regardless of the purchase level. Following are authority levels and dollar thresholds:

Department Head or Designee per vendor per fiscal year	\$0 - \$5,000
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City Manager per vendor per fiscal year (<i>approves all Purchase Orders over \$5,000</i>)	\$5,000 - \$45,000
City Council / Agency Body Resolution	Over \$45,000

- B. The practice of stringing or splitting of P.O.'s to circumvent the approval levels and dollar thresholds is prohibited.
- C. Designees are recognized once an Authorized Designee memo is received by the Finance Department (Exhibit C). This memo is completed by the Department Head to authorize the designee, provide a sample signature of designee and a list of what the designee may approve.
- D. P.O.'s that are split between departments, or if the ordering department and the department being charged are different, the P.O. shall be signed and approved by both Department Heads.
- E. Capital outlay items which have a capitalization dollar threshold of \$5,000 will by default require City Manager approval.
- F. Computer-related and telecommunication equipment and license purchases shall also be approved by the Information Technology Manager or their designee.
- G. All cost recovery account, retention and deposit refunds must be approved by a finance manager/designee.

3.3 Monitoring Expenditures / Change Order Requests

Departments are responsible for tracking charges against a purchase order. If the funding is exhausted, or the scope of the service changes, the department must prepare and submit a Change Order request (Exhibit D). Please note that change in the scope of services may necessitate an amendment to the PSC or other original contract, and such amendment is separate and distinct from a Change Order.

The Change Order request shall be prepared as soon as the department is aware that the funds are exhausted or the scope of the service has changed. The department should act in an expeditious manner so that payment to the vendor is not delayed. Refer to the City's Purchasing Procedures below for detailed instructions on the preparation of Change Orders.

3.4 Categories Requiring Purchase Orders

- A. Supplies and services over \$5,000

B. All contracts and Professional Service Contracts (PSC's)

C. All capital outlay purchases (equipment costing \$5,000 or more)

3.5 Contracts and Professional Services Contracts

After the contract has been approved and signed by both the City Attorney and the vendor, the P.O. Requisition should be prepared and presented to the City Manager along with the contract for final approval. A copy of the signed contract or agreement (along with the P.O. requisition, insurance certificate plus endorsement, W-9, business license, and resolution if applicable) must be submitted to Finance for P.O. processing.

3.6 Change Orders

P.O. Change Orders require the same documentation as P.O. Requisitions, except Change Orders are prepared using a manual form (per Exhibit D). The P.O. number shall remain the same and should be noted on the manual form. This is submitted to Finance for processing.

3.7 Purchases NOT Requiring Purchase Orders

1. Office supplies *under* \$5,000
2. Professional membership dues and subscriptions
3. Conferences and meetings
4. Training expenditures
5. Travel costs, reimbursements, refunds
6. Utility bills (electricity, gas, water, garbage, fuel, telephone, etc.)
7. Rental payments (building rents, equipment rentals, etc.)
8. Real estate transactions and escrow transactions – approved by the City Council and/or Successor Agency. This includes First Time Homebuyers or other similar programs.
9. General administrative expenses such as taxes, insurance, fees, and legal bills.
10. Contracts for Community Services Classes with recreational class instructors who are paid based on a percentage of class revenue, or a fixed compensation based upon the rate per class.

11. Professional Services Contracts (PSC's) that contain one-time purchases under \$5,000 can be submitted with a Claim Voucher in lieu of a Purchase Order.

3.8 Grant Funded Expenditures

Any purchases made with federal, state or other grantor funds must be made in compliance with the funding agency's procurement policies as documented in the Grant Management Policy & Procedures A.I. 115 dated November 29, 2011 (or the revised A.I.). Federal procurement is controlled both by the funding agency procurement policy as well as federal policy as expressed in 2 CFR Part 200 regarding Cost Principles. Please refer to Exhibit A regarding Uniform Guidance Procurement Standards. Any requirements in an executed grant agreement supersede any preferences or policies listed within this A.I.

4. THE BID PROCESS

Departments are encouraged to solicit bids for all purchases to ensure the City is obtaining competitive rates for its supplies, services, and equipment.

4.1 When Formal Bidding Is Required

4.1.1 Public Works and Maintenance Projects

Public Contract Code section (PCC) 20162 requires bidding of a "public project" if the public project exceeds \$5,000. "Public project" is defined as: "a project for the erection, improvement, painting, or repair of public buildings and works; (b) work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow; (c) street or sewer work except maintenance or repair; (d) furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers." (PCC 20161.)

However, the State adopted the "Uniform Public Construction Cost Accounting Act" (PCC 22000, et seq.) ("UPCCAA") to provide an alternate bidding procedure. (PCC 22001.) A public agency may elect to become subject to the UPCCAA when contracting for maintenance work or other work not falling within the definition of public project by adopting a resolution (PCC 22003). The UPCCAA defines public project, for the purposes of the UPCCAA, to include any of the following: "(1) construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any public owned, leased, or operated facility; (2) painting or repainting of any publicly owned, leased, or operated facility; (3) [omitted]." (PCC 22002(c)). Public project as defined by the UPCCAA does not include maintenance work, which includes all of the following: "(1) routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; (2) minor painting; (3) resurfacing of streets and highways at less than one inch; (4) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; (5) [omitted]." (PCC 22002(d).) As of January 1, 2019, UPCCAA provides that public projects (as defined in UPCCAA 22002(c)) of \$65,000 or less may be performed by the public agency's employees,

negotiated contract or by purchase order, and that public projects (as defined in UPCCAA 22002(c)) of \$200,000 may be let by informal procedures. The City elected to become subject to UPCCAA by adopting Resolution No. 03-46. When a public agency elects to become subject to the UPCCAA, the public agency must adopt a local ordinance regulating informal bidding procedures, and satisfying the requirements set forth in PCC 22034. The City Council adopted Ordinance No. 03-005, which is codified as Chapter 9 of Title 7 of the Emeryville Municipal Code.

Accordingly, public projects (as defined in PCC section 20161) of up to \$5,000 may be procured with the following options:

1. The City may choose to use internal resources for the construction of the project;
or
2. The City may follow purchasing procedures applicable for non-Public Works procurements.

Under PCC Section 22032(a), public projects (as defined in PCC section 22002(c)) less than \$60,000 may be procured with the following options:

1. The City may be performed by employees by force account; or
2. The City may follow informal bidding procedures as outlined in Chapter 9 of Title 7 of the Emeryville Municipal Code.
3. The City may follow purchasing procedures applicable for non-Public Works procurements to purchase via a negotiated contract.

Under PCC Section 22032(b), public projects (as defined in PCC section 22002(c)) less than \$200,000 may be procured by following the informal bidding procedures as outlined Chapter 9 of Title 7 of the Emeryville Municipal Code.

Maintenance projects (as defined in PCC section 22002(d)) are exempt from bidding requirements.

4.1.2 Consultant / Professional Services (excluding legal) and Other General Purchases

Consultant/Professional Services (excluding legal) and general purchases such as supplies, equipment and leases:

1. For purchases up to \$5,000 (cumulative amount of contract), there are no specific bidding requirements, but competitive bidding should be used when practical. Departments may award the contract for purchase. For purchases greater than \$5,000, and up to \$45,000 (cumulative amount of contract), the Department must solicit three written quotations ("Informal Bidding Procedures") and submit an Addendum for Purchasing Supplies, Services and Equipment Form to the City Manager, with a recommendation for the award of the contract to the City Manager.
2. For purchases above \$45,000, the Department formally advertises for sealed bids (Request for Qualifications or Proposals¹). The Department submits the results of the proposals to the City Manager for assessment. The City Manager makes the recommendation for the award of the contract and submits to the City Council for approval. If it is anticipated that the same vendor will be providing the same services for several years, the project manager should consider entering into a multi-year contract. If the multi-year contract would exceed the City Manager's \$45,000 threshold in authority to contract, then the Council must approve the multi-year contract. Contracts should not be limited to one year terms for the sole purpose of satisfying the City Manager's contracting authority.

4.2 Procedures for Formally Advertising Bids

When purchases and contracts for *non-public works projects* are required to be formally bid as set forth in this policy, the advertising of the bid shall adhere to the procedures set forth in this administrative policy in addition to the requirements imposed by State law.

1. The City Clerk shall publish the legal notice inviting bids twice, the first publication at least ten (10) days before the date of bid submittal. Prior City Council authorization is not required. Notice shall be published in newspaper of general circulation.
 - a. The notice inviting bids shall include a general description of the articles or services to be purchased, place where bid blanks and specifications may be secured, and the time and place for opening bids.
 - b. The Department Head shall approve all formal bid notices and bid forms prior to distribution.
2. The department making the purchase shall solicit bids from all responsible prospective suppliers whose names are on the bidder's list when such a list is available.

¹ The City Clerk's Office maintains a template that may be used for a Request for Qualifications or Proposals.

3. The solicitation of bids shall be posted on the City's website at least ten (10) days before the date of bid submittal.
4. All bids must be submitted to the City Clerk's office by the time established for submittal. Bids must be sealed and enclosed in an envelope marked "Bid Enclosed".
5. The report to Council on bid awards should include the tabulation of bids with a recommendation for the award of bid. If the project bid award is under \$45,000 in value, the City Manager may award the bid at his or her discretion based on the tabulation of bids.
6. The awarding authority shall award the bid within sixty (60) days from bid submittal or as specified in the bid documents.
7. The awarding authority may, at its discretion, reject all bids presented and re-advertise for bids or have the work performed in accordance with the general laws of the State.
8. If two (2) or more bids received are for the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the Council may accept the one it chooses or choose a bidder by lot.
9. Bidder's security may be required if considered necessary:
 - a. Bidders shall be entitled to the return of bid security after award of contract. The City Clerk's office shall be responsible for retaining the bid security and returning it to the appropriate bidders after the bid opening.
 - b. A successful bidder shall forfeit his bid security, however, upon refusal or failure to execute the contract within ten (10) days after notice of the award of the contract has been mailed.
 - c. The Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder.
 - d. If the Council awards the contract to the next lowest responsible bidder, the amount of the lowest responsible bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

10. The City Manager shall have the authority to require a performance bond and/or labor and materials bond before entering a contract in such amount as determined necessary for the best interests of the City. The form and amount of required bonds shall be determined by the City Manager.
11. A file of formal bids shall be maintained in the City Clerk's office for a period of two years and be open for public inspection.
12. The department shall notify the successful bidder by forwarding a purchase order or other official notice.
13. In its discretion, the awarding authority may waive any informalities or minor irregularities in the bids.
14. If it is necessary to make changes in the notice to bidders or changes in specifications, an amendment, or addendum to the bid specifications shall be issued by the Department Head to all prospective bidders setting forth the changes.
15. Contracts with an on-going nature, or which provide services on an as-needed basis should be bid at least every five years.

4.3 Sole Source Justification

Exceptions to the bidding requirements as outlined above include:

1. The purchase is made through the Department of General Services of the State.
2. The purchase is combined with that of another public agency, provided such public agency followed the competitive bidding practices which comply with the legal requirements applicable to such agency.
3. The supplies, materials and equipment are only available from a single source.
4. For services, as waived by the awarding authority² for good cause.
5. An emergency.
6. A maintenance project as defined in Public Contract Code section 22002(d).

² In applying this policy to a specific contract, as used herein, awarding authority refers to either the City Council or the City Manager, depending upon who awards the contract at issue.

Compliance with this AI would defeat the purpose of this AI and Emeryville Municipal Code section 3-6.01 and result in procurement of services, supplies, materials, or equipment at a higher cost that was not commensurate with the quality needed.

If a sole source contract is being recommended, complete an Addendum for Purchasing Supplies, Services and Equipment Form explaining why the City requires the goods and/or services from the selected vendor. The Purchase Order Requisition shall be attached to the memo. Approval authority for purchases is as outlined in Section 4.2.

5. PURCHASE ORDER PROCEDURES

5.1 Responsibility

Purchase Order Requisitions are prepared by the department initiating the purchase. The department must ensure that all of the proper approvals and signatures relating to the purchase, required forms, and supporting documentation have been secured. As noted in Section 4.2, the practice of stringing or splitting of purchase requisitions to circumvent this Administrative Instruction is prohibited. The requisitioning department is responsible for submitting the necessary forms and supporting documentation to Finance in a timely manner to avoid delays in vendor payments. Following are submission guidelines, and the required forms.

5.2 Submission Guidelines

The requisitioning department must complete the Purchase Order Requisition form manually or by utilizing the City's financial software (preferred method). The following information is required to ensure the prompt and efficient processing of the purchase:

1. Vendor name and address (include vendor number if available)
2. Completed W-9 (for new vendors)
3. Item description and quantity
4. Cost for each item, and estimated shipping and taxes
5. Project number (if applicable)
6. Department/division(s) and account(s) to be charged
7. Specify if the purchase is standard or urgent (emergency purchase)
8. Urgent purchase requisitions must have a memo detailing the nature of the emergency

9. Sole source or single source purchases require an Addendum for Purchasing Supplies, Services and Equipment Form signed by the City Manager to justify the sole/single source
10. Copy of signed contract, if required
11. Copy of Council approved resolution, if required
12. Appropriate approvals
13. Bid memo (Addendum for Purchasing Supplies, Services and Equipment Form signed by the City Manager), if required

5.3 Emergency Purchase Orders

Sometimes an emergency occurs which makes it necessary to purchase items without the benefit of competitive bidding. The guidelines outlined herein are intended to define emergency criteria for the purpose of purchasing equipment, goods, and services:

- A. To avoid and/or mitigate the immediate danger to life, health, safety, or property,
- B. In the event of a natural disaster,
- C. Facilitate the continued performance of critical City operations or services,
- D. Immediate action is required to avoid great financial loss.

Unforeseen emergency occurrences that do not provide the City an opportunity to obtain competitive quotes or provide for the encumbrance of the committed funds, shall rely on sound judgment to keep these orders to a minimum.

In the event of an emergency, as defined above, the procedures are as follows:

1. The department shall make every effort to solicit bids from qualified vendors, if time allows and it is feasible to do so.
2. Purchase Order Requisitions must have all the proper approvals and supporting documentation as outlined in this AI. In addition, approval by the City Manager or designee is required for all emergency purchases exceeding \$5,000.
3. It is understood that emergencies may occur during non-business hours and/or designated Finance staff may be unavailable. However, it is the responsibility of the requesting department to make every effort to obtain an Emergency Purchase Order Number in advance of the purchase.

4. If the department is making a purchase which may be eligible for reimbursement for funds distributed by the Federal Emergency Management Agency or any other federal funds, emergency purchases may need to comply with 2 CFR Part 200. Consult with the City Attorney.

5.4 Finance Department Purchase Order Process

1. Completed Purchase Order Requisitions received in Finance by 5:00 p.m. on Tuesday will be assigned a Purchase Order number and processed by the following Wednesday.
2. Incomplete Requisitions will be returned to the department with reason(s) of return. Common reasons include lack of funds in the account and/or project to be charged, incomplete documentation and/or authorization, and/or missing Council Resolution.
3. Urgent Purchase Order requests follow the procedures outlined in the Emergency Purchase Order section of this AI.
4. Finance staff responsible for Accounts Payable will process the Purchase Order and email an electronic copy (PDF) to the requesting department. The department is responsible for providing a copy to the vendor as appropriate.
5. Funds are encumbered once the Purchase Order has been processed and posted to the general ledger of the City's financial system.

6. CLAIM VOUCHER PROCESSING

6.1 Preparation of Claim Vouchers

- A. Departments are responsible for preparation of claim vouchers (Exhibit E) for payment of invoices. Assuming there are no errors or discrepancies, vouchers should be prepared within five (5) business days of receipt of invoice.
- B. Merchandise received by department must be thoroughly checked. Item(s) must be verified against packing slips and Purchase Order to ensure item received is exactly as specified. Invoice and Claim Voucher should NOT be signed off until all merchandise/services have been satisfactorily received.
- C. The department is responsible for tracking the charges against a Purchase Order. If a Purchase Order runs out of money or the scope of service changes, the department must submit a (manual) Change Order request before the vendor can be paid. The Change Order Request should be done as soon as you become aware of a change so as not to delay payments to the vendor. If the service is under contract, the contract will also require amendment and City Manager and/or Council approval.

D. Claim Vouchers should include the following information:

1. Purchase Order Number, if applicable. This number is vital to ensure the invoice is charged against the encumbrance, rather than the budget.
2. Construction vouchers must include a Purchase Order number and an invoice signed by the contractor. The gross amount due less retention, if applicable, should be detailed on the voucher.
3. Vendor number. Please verify this number in the City's financial software and include it on the claim voucher.
4. Completed W-9 (for new vendors).
5. Fund, department/division and budget account(s) to be charged. Project and account, if applicable. Use correct account coding for purchases whether or not your division has a budget for that line item. For instance, you may code a purchase of books to Books, Maps, & Periodicals to Account #73100 even if your department did not budget for that line item. The department must be cognizant of the department's bottom line. If no account number is listed, the voucher will be returned to the Department. If the voucher includes multiple items and account coding is not listed for each item, Accounts Payable will charge the last account listed.
6. Appropriate approvals as described in Section 4.2 (Approval Authority).

6.2 *Timetable for Submitting and Processing Claim Vouchers*

1. Department must submit completed and approved Claim Vouchers with supporting documents to Finance Department by 5:00 p.m. on Tuesday, to be processed for payment by the following Wednesday.
2. Departments are encouraged to submit Claim Vouchers and invoices any time prior to the cut-off date in order to minimize the volume to be processed.
3. Finance processes the Claim Vouchers and payments weekly and produces the warrants for inclusion on the Council and Successor Agency agendas.

7. PETTY CASH PROCESSING

Petty cash is used for small, incidental expenditures that would be impractical to process through the regular accounts payable process. City-authorized expenditures that are \$50 or less may be reimbursed through petty cash. The petty cash fund shall be maintained

and safeguarded in a safe with limited access. Three petty cash funds are currently authorized by the Finance Director.

The departments, amounts and administrators (positions, in italics) of the City's petty cash funds are listed below:

Finance Department <i>(Cashier / Business License Technician)</i>	\$450.00
Community Services Department <i>(Supervisor)</i>	
Childcare Center	\$300.00
Senior Center	\$300.00
Emeryville Center of Community Life	\$600.00
Police Department <i>(Police Services Manager)</i>	\$350.00

7.1 Reimbursements

To receive a reimbursement, employees should complete an Expense Reimbursement Form (Exhibit F) noting their name, the date, amount requested, a description of the expense, and the division/department and account(s) to be charged. The *original* receipts should be attached before forwarding it to the appropriate Department Head (depending on department/division being charged) for signature. The approved request should then be presented to the petty cash administrator to receive the funds. Reimbursement for City expenses using personal funds is discouraged, and employees should make every reasonable effort to avoid having to use personal funds to cover City expenses.

7.2 Reconciliation and Replenishment

The petty cash administrator is responsible for reconciling and replenishing the fund as needed. Petty cash vouchers will be summarized and entered onto a Claim Voucher form made payable to the person responsible for the funds. All original petty cash vouchers and receipts should be attached to the claim voucher before submitting to the Department Head for approval. Upon approval, the voucher will be forwarded to Accounts Payable for processing and payment. Periodic audits will be performed by a Finance manager or delegate to ensure compliance with these procedures.

8. CAL-CARD PURCHASES

The State of California's Department of General Services (DGS) developed a Master Service Agreement with U.S. Bank to provide VISA bank cards to State and local government employees as a payment method for small purchases of goods and services.

This unique government credit card has the employee's name embossed on it and is identified as a State of California VISA card which is also known as the "CAL-Card".

The CAL-Card, when used to purchase goods or services, promotes increased supplier/contractor acceptance, improves the timely delivery of products and services, and reduces certain business-related costs. For example, using this card will centralize invoice processing and provide opportunities for greater efficiencies. This program allows for a 45-day payment cycle, along with rebates for early payments. The CAL-Card program is not intended to and will not be used to circumvent any existing statutes or laws, or City purchasing procedures and policies. The use of CAL-Card will be closely managed to ensure the cards are being used efficiently and appropriately. The CAL-Card will only be issued to regular City employees. **Cardholders are prohibited from using the CAL-CARD for personal expenses, even if the cardholder intends to reimburse the City for the personal expense.**

For additional information on the guidelines, responsibilities and use of the CAL-Card, please refer to the "Cardholder Acceptance Letter and Cardholder Guide" which is required to be signed by all cardholders prior to being issued a card.

Approved:

Christine Daniel, City Manager

9. ATTACHMENTS:

1. Exhibit A: Uniform Guidance Procurement Standards
2. Exhibit B: Purchase Order Requisition Form
3. Exhibit C: Department/Division Authorized Designee(s) Form
4. Exhibit D: Purchase Order Change Order Form
5. Exhibit E: Claim Voucher Form
6. Exhibit F: Expense Reimbursement Form



RESERVE POLICIES

USE OF RESIDUAL PROPERTY TAX REVENUE

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

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

Residual Property Tax Reserve and Use Policy

	Current Allocation of Receipts	FY 19-20 Proposed Allocation of Receipts	Effective July 1, 2020 New Allocation of Receipts
General Fund 101	25.0%	25.0%	50.0%
General Capital Improvement Fund 475	50.0%	47.5%	22.5%
Affordable Housing Fund 299	20.0%	20.0%	20.0%
Public Art Fund 243	0.0%	2.5%	2.5%
Economic Development Fund 202	5.0%	5.0%	5.0%
	100%	100%	100%

On June 21, 2016, the Policy was revised to reflect a 25% allocation to the General Fund effective FY2017-18. The 75% allocation to the General Capital Improvement Fund was reduced to 50%.

As part of the FY2019-2021 Budget, the Policy is revised to reflect a 2.5% allocation to support Public Art programs starting in FY2019-20 and an additional 25% allocation to the General Fund effective FY2020-21. The allocation to the General Capital Improvement Fund will be reduced to 47.5% in FY2019-20 and to 22.5% effective FY2020-21.

The Economic Development Reserve is held and programmed in Fund 202 which is a sub-fund of the General Fund. The definition of Economic Development for

the purpose of this policy is anything that the City Council deems to assist in the Economic Development of the City of Emeryville.

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

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

➤ 1999 Revenue Bonds

On July 21, 1999, the Public Financing Authority issued \$14,420,000 1999 Revenue Bonds to refinance three previously issued bonds: The West Emeryville Assessment District Improvement Bonds, the Bay Street-Shellmound Street Extension Assessment District Limited Obligation Bonds, and the East Bay Bridge Assessment District Limited Obligation Improvement Bonds, No. 1993-1. In addition, proceeds of the 1999 Revenue Bonds have been used to finance acquisition and construction of certain capital improvements in the City. The City is in no way liable for repayment of the bonds but acts as agent for the property owners in collecting the assessments, forwarding the collections to bondholders, and initiating foreclosure proceedings, if appropriate.

Source of repayment – Special Assessments collected through Property Tax Assessments.

The final payment on this Bond will be made in September 2021.

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2020-21				\$510,000
2021-22	\$510,000	\$15,045	\$525,045	-

➤ 2013 Lease Revenue Bonds, Series A

The Emeryville Public Financing Authority (the Authority) issued \$4,390,300 in Lease Revenue Bonds, 2013 Series A, with an effective interest rate of 3.02% per annum. The proceeds were used to refund \$4,745,000 of outstanding 1998 Series A Lease Revenue Bonds. The outstanding balance of this private placement bonds contains a provision in which the Purchaser of the bonds may terminate the agreement if any event occurs or becomes known that has a material adverse effect on the financial condition of the City or the ability of the City to perform under the Agreement.

Source of repayment – General Fund Revenues

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2021, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2020-21				\$ 2,292,600
2021-22	\$ 299,200	\$ 69,237	\$ 368,437	1,993,400
2022-23	306,900	60,201	367,101	1,686,500
2023-24	319,200	50,932	370,132	1,367,300
2024-25	325,900	41,292	367,192	1,041,400
2025-26	336,900	31,450	368,350	704,500
2026-27	347,400	21,276	368,676	357,100
2027-28	357,100	10,784	367,884	-

➤ **Successor Agency of the Former Redevelopment Agency**

Tax Allocation Refunding Bonds Series 2014A

On July 24, 2014, the Successor Agency to the Emeryville Redevelopment Agency issued \$95,450,000 of Tax Allocation Refunding Bonds. Proceeds from the issuance were used to refund the following Public Financing Authority Revenue Bonds: Series 1995, Series 1998B, Series 2001A, Series 2002, and Series 2004. Interest on the Bonds is payable on March 1 and September 1 of each year and the interest rate ranges from 2.0% to 5.0%. The Bonds mature starting September 1, 2015 and end on September 1, 2034. The bonds are secured by a pledge of tax increment funds distributed by the Redevelopment Property Tax Trust Fund (RTTPF). The outstanding balance from this public offering contains a provision stating that if an event of default has occurred and is continuing, the trustee may declare the principal of the Bonds, together with the accrued interest thereon, to be due and payable immediately, and upon any such declaration the same shall become immediately due and payable, anything in the Indenture or in the Bonds to the contrary notwithstanding. In addition, the Trustee shall exercise any other remedies available to the trustee in law or at equity.

Source of repayment – Property Taxes collected.

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2021, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2020-21				\$ 60,820,000
2021-22	\$ 6,745,000	\$ 2,854,375	\$ 9,599,375	54,075,000
2022-23	7,075,000	2,508,875	9,583,875	47,000,000
2023-24	7,435,000	2,146,125	9,581,125	39,565,000
2024-25	7,815,000	1,764,875	9,579,875	31,750,000
2025-26	8,180,000	1,365,000	9,545,000	23,570,000
2026-27	7,770,000	975,250	8,745,250	15,800,000
2027-28	1,855,000	743,625	2,598,625	13,945,000
2028-29	1,940,000	697,250	2,637,250	12,005,000
2029-30	1,595,000	560,375	2,155,375	10,410,000
2030-31	1,680,000	478,500	2,158,500	8,730,000
2031-32	1,770,000	392,250	2,162,250	6,960,000
2032-33	2,210,000	292,750	2,502,750	4,750,000
2033-34	2,315,000	179,625	2,494,625	2,435,000
2034-35	2,435,000	60,875	2,495,875	-

➤ **Successor Agency of the Former Redevelopment Agency**

Tax Allocation Refunding Bonds Series 2014B

On July 24, 2014, the Successor Agency to the Emeryville Redevelopment Agency issued \$14,270,000 of Tax Allocation Refunding Bonds. Proceeds from the issuance were used to refund the Public Financing Authority Revenue Bonds, Series 1998C and Series 2001B. Interest on the Bonds is payable on March 1 and September 1 of each year and the interest rate grows from 0.70% to 4.625%. The Bonds mature starting September 1, 2015 and end on September 1, 2031. The bonds are secured by housing set aside funds also issued by the RTTPF. The outstanding balance from this public offering contains a provision stating that if an event of default has occurred and is continuing, the trustee may declare the principal of the Bonds, together with the accrued interest thereon, to be due and payable immediately, and upon any such declaration the same shall become immediately due and payable, anything in the Indenture or in the Bonds to the contrary notwithstanding. In addition, the Trustee shall exercise any other remedies available to the trustee in law or at equity.

Source of repayment – Property Taxes collected.

The annual requirements to amortize the outstanding bond indebtedness as of June 30, 2021, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2020-21				\$ 8,765,000
2021-22	\$ 995,000	\$339,331	\$ 1,334,331	7,770,000
2022-23	1,030,000	303,361	1,333,361	6,740,000
2023-24	1,065,000	263,273	1,328,273	5,675,000
2024-25	1,105,000	219,310	1,324,310	4,570,000
2025-26	1,170,000	172,981	1,342,981	3,400,000
2026-27	2,045,000	106,125	2,151,125	1,355,000
2027-28	245,000	57,003	302,003	1,110,000
2028-29	260,000	45,325	305,325	850,000
2029-30	275,000	32,953	307,953	575,000
2030-31	280,000	20,119	300,119	295,000
2031-32	295,000	6,822	301,822	-



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➤ GLOSSARY

The City's budget contains specialized and technical terminology that is unique to public finance and budgeting. To help the reader understand the terms, a glossary of budgetary terminology has been included in the document.

ACCOUNT – A subdivision within a fund for the purpose of classifying transactions

ACCRUAL BASIS OF ACCOUNTING – The method of accounting under which revenues are recorded when they are earned (regardless of when cash is received) and expenditures are recorded when goods and services are received (regardless of when disbursements are actually made at the time).

ADOPTED BUDGET – Revenues and appropriations approved by the City Council in June for the following fiscal year.

ALLOCATED COSTS – An expense charged by one department/division to another for services performed or expenditures of a general nature that are charged to one main account and allocated to other departments/divisions by a specified formula.

APPROPRIATION – Legal authorization granted by City Council to make expenditures and incur obligations for a specific purpose within a specific time frame.

APPROPRIATION LIMIT – As defined by Section 8 of Article XIIIB of the California Constitution, enacted by the passage of Proposition 4 at the November 6, 1979 general election, the growth in the level of certain appropriations from tax proceeds are generally limited to the level of the prior year's appropriation limit as adjusted for changes in cost of living and population. Other adjustments may be made for such reasons as the transfer of services from one government entity to another.

ASSESSED VALUATION – A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

ATTRITION – The unpredictable and uncontrollable, but normal, reduction of work force due to resignations and retirements.

AUDIT – A review of the City's accounts by an independent auditing firm to substantiate fiscal year-end balances and assure compliance with generally accepted standards for financial accounting and reporting.

BALANCED BUDGET – Where budgeted operating revenues cover or exceed budgeted non-capital operating expenditures, avoiding budgetary procedures that balance current expenditures at the expense of meeting future years' expenses such as postponing expenditures or accruing future years' revenues.

BOND – A municipal bond is a written promise from a local government to repay a sum of money on a specific date at a specified interest rate.

BUDGET – A plan of financial operation, including an estimate of proposed expenditures/expenses for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). Upon approval by the City Council, the budget appropriation resolution is the legal basis for expenditures in the fiscal year.

BUDGET AMENDMENT – A legal procedure utilized by the City Manager to revise a budget appropriation during the year. Adjustments to expenditures within or between department budgets may be accomplished administratively. City Council approval is required for additional appropriations from fund balances or new revenue sources.

BUDGET YEAR – The fiscal year for which the budget is being considered; fiscal year following the current year.

CAPITAL BUDGET – Annual appropriations for capital improvement projects such as street improvements, building construction and various kinds of major facility maintenance. Capital projects are supported by a five-year expenditure plan, which details funding sources and expenditure amounts. They often are multi-year projects, which require funding beyond the one-year period of the annual budget.

CAPITAL IMPROVEMENT PROGRAM (CIP) – A financial plan of authorized expenditures for tangible, long-term construction of, or improvements to, public physical facilities.

CAPITAL OUTLAY – A budget appropriation category which budgets all equipment, land or other fixed assets having a unit cost of more than \$5,000 and an estimated useful life of over five years.

CAPITAL PROJECT FUND – A governmental fund used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

CARRYOVER OR CARRY FORWARD – Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year.

CASH BASIS OR CASH METHOD – An Accounting method that recognizes income and deductions when money is received or paid. The modified accrual method is the preferred method for government organizations.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) - One of the longest-running programs of the U.S. Department of Housing and Urban Development, funds local community development activities such as affordable housing, anti-poverty programs, and infrastructure development.

CONTINGENCY – An appropriation of funds to cover unforeseen events that occur during the fiscal year

COST RECOVERY – The establishment of user fees that is equal to the full cost of providing services including indirect overhead and administrative costs.

DEBT SERVICE – Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes or leasing arrangements.

DEBT SERVICE FUND – A governmental fund used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

DEFICIT – An excess of expenditures or expenses over revenues (resources).

DEPARTMENT – An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility that may include a broad mandate of related activities.

ENCUMBRANCE – A contingent liability, contract, purchase order, payroll commitment, tax payable, or legal penalty that is chargeable to an account. It ceases to be an encumbrance when paid-out or when the actual liability amount is determined and recorded as an expense.

EMERGENCY OPERATION CENTER (EOC) – A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

EXPENDITURES – Monies spent, including current operating expenses, debt service and capital outlays.

EXPENSE – The actual spending of funds by an enterprise fund set-aside by an appropriation.

FISCAL SUSTAINABILITY - The ability of a government to sustain its current spending, tax and other policies in the long run without threatening government solvency or defaulting on some of its liabilities or promised expenditures.

FISCAL YEAR – The City's year for accounting and budgeting purposes, which begins on July 1 and ends on June 30.

FORECAST – Estimate of the future impact of current revenue and expenditure policies based on specific assumptions about future conditions such as inflation or population growth. Forecasts are neither predictions about the future nor a statement of policy intentions.

FULL-TIME EQUIVALENT (FTE) – The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year. The City of Emeryville uses 1,000 hours to calculate the number of seasonal and part-time employees.

FUND – An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

FUND BALANCE – The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

GENERAL FUND – The primary fund used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the General Government, Police, Public Works, Recreation, and other Administrative Departments.

GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) - A professional organization of public officials united to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

GOVERNANCE – The process of providing community leadership and overall direction for a City. It involves understanding the community's desires for its future, focusing those desires into an achievable vision and establishing specific objectives and goals in order to realize that future vision. It also involves leadership in explaining City policies to the community and gathering support for City programs.

GRANT – Contributions, gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility.

INFRASTRUCTURE – Facilities on which the continuance and growth of a community depend, such as streets and roads, sewers, public building, parks, etc.

INTERFUND TRANSFER IN/OUT- Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses such as administrative support.

INTERNAL SERVICE FUND – A fund used to account for the services provided by one department to other departments on a cost-reimbursement basis.

MUNICIPAL CODE – A book that contains the City Council-approved ordinances currently in effect. The Code defines City policy. The Code contains the "laws" of the City.

OTHER POST EMPLOYMENT BENEFITS (OPEB) - The benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee.

OPERATING BUDGET – Annual appropriation of funds for on-going program cost, including salaries and benefits, services and supplies, debt service and capital outlay.

ORDINANCE – A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has higher legal standing than a resolution.

RECOMMENDED BUDGET – The financial and operating document submitted by the City Manager to the City Council for consideration.

RESERVE – an account used to record a portion of the fund balance as legally segregated for a specific use, usually at a future time.

RESOLUTION – A special order of the City Council, which has a lower legal standing than an ordinance.

REVENUES – Monies received or anticipated by a local government from both tax and non-tax sources during the fiscal year. Revenues include income from user fees, taxes, permits and other sources.

SALARIES AND BENEFITS – A budget category which generally accounts for full-time and part-time employees, overtime expenses and all employee benefits, such as medical, dental and retirement.

SECTION 115 TRUST –Employer assets placed in a trust which is used for the designated purpose of prefunding other post-employment benefits.

SUCCESSOR AGENCY TO THE FORMER REDEVELOPMENT AGENCY – The primary purpose of the Successor Agency is to administer the wind down of the previous Redevelopment Agency's operations which entails continued payment for financial obligations and fulfillment of contractual obligations entered into the Successor Agency prior to the enactment of Assembly Bill 26, which caused the dissolution of all Redevelopment Agencies in California.

TRANSIENT OCCUPANCY TAX (TOT) – This tax is collected from the operators of hotels and motels located within the City. A percentage of this tax is then remitted to the City.

UNFUNDED ACTUARIAL ACCRUED LIABILITY (UAL) – In regard to Pension, the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving retirement benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

USER FEES – Fees charged to users of a particular service provided by the City.



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