



City of Emeryville
CALIFORNIA

CITY BUDGET

FISCAL YEAR 2022-2023



EmeryArts



www.emeryarts.org

Ronald Davis



City of
Emeryville

California
Cultural
Districts



This Page Intentionally Left Blank

The City of Emeryville Fiscal Year 2022-2023 Budget

City Council

John J. Bauters, Mayor

Ally Medina, Vice Mayor

Scott Donahue, Council Member

Dianne Martinez, Council Member

Courtney Welch, Council Member

City Manager

Christine Daniel

City Attorney

John Kennedy

Management Staff

Chief of Police, Jeff Jennings

City Clerk, Sheri Hartz

Community Development Director, Charles Bryant

Community Services Director, Pedro Jimenez

Finance Director, Brad Farmer

Human Resources Director, Trish Raver

Information Technology Director, Michael Parenti

Public Works Director, Mohamed Alaoui



This Page Intentionally Left Blank

➤ TABLE OF CONTENTS

EMERYVILLE: AN OVERVIEW

Introduction.....	v
City-Wide Budget & Organization.....	1
General Fund & Reserve Summary.....	7

BUDGET BY DEPARTMENT/FUNCTION

Administration.....	19
Capital Project Funds.....	41
Community Development.....	77
Community Services	107
Debt Service Funds.....	131
Fire	135
Internal Service & Benefit Trust Funds.....	139
Non-Departmental	147
Police.....	171
Public Works.....	181
Successor Agency Funds.....	209

APPENDICES

Appropriations (GANN) Limit.....	215
Glossary.....	287
Index	293
Policies.....	221



This Page Intentionally Left Blank



City of Emeryville

CALIFORNIA

June 7, 2022

Honorable Mayor and Members of the City Council:

On behalf of the entire City staff, I am pleased to submit the Fiscal Year (FY) 2022-23 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.

The City of Emeryville weathered the COVID-19 pandemic without touching any of the General Fund Reserve, without laying off any City staff and without making any material reductions to primary programs and services for the community. During the pandemic the City delivered the long-awaited South Bayfront Bridge further connecting the east and west sides of town, established a well-received "slow street" on Doyle, and designed and bid out several important community improvement projects including: Rail Safety/Quiet Zone, Point Emery Shoreline Protection Project and Davenport Park. Mid-pandemic, the City commenced its Paid Parking Program which includes not only meters and kiosks for paid parking, but also dedicated enforcement staff who attend to violations of street sweeping, red curb and disabled zone parking requirements. Reflective of its identity as the City of Art and Innovation, the City unveiled a new mural program including a large, iconic mural at Horton and Sherwin Streets depicting the Emeryville community by way of a "treasure map."



While the City's primary revenue streams (sales tax, hotel tax, business license tax and cardroom tax), were all negatively affected by the pandemic, in late FY 2021-2022 they began to recover. None of these revenues has yet regained its pre-pandemic strength. Nevertheless, thanks to that incipient growth, careful expenditure controls by City Departments and the strategic use of some one-time funds, the City ended Fiscal Year 2021-2022 without having to rely on accumulated General Fund - Fund Balance to cover a gap between revenues and expenditures. This bodes positively for the 2022-2023 Fiscal Year.

The proposed FY 2022-23 Budget is the second single year budget since the onset of the pandemic. 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 FY 2022-23) to offer more time to assess the vigor of the recovery before making significant budget modifications. That was a prudent decision because, despite signs of economic recovery, a gap between revenues and expenditures is still projected for FY 2022-2023. This gap is due in large part to expenses increasing at a rate that exceeds revenue growth. Thus, the proposed Budget relies on \$1.4 million in one-time funding from the federal ARPA program and \$2.3 million from the accumulated General Fund - Fund Balance to close the projected gap between revenues and expenditures in FY 2022-23.

THE LOCAL ECONOMY—Opportunities and Challenges

Local Economy:

Retail activity in Emeryville remains strong, with low vacancy rates (1.83% as of Q2 2022) compared to the 10-year average vacancy rate in the City (2.45%) and the east bay region (5.0%). Retail rents are correspondingly higher in Emeryville than the region (\$3.39 per square foot per month vs. \$2.70 per square foot per month). For office space, the vacancy rate of 17.1% at Q2 2022 continues to reflect market shifts due to the pandemic. This level of vacancy is higher than the 10-year average rate of 11.72%, however, demand for research and development space has been extraordinarily strong leading to a robust pipeline of new lab buildings as well as conversions of existing office and industrial space to life science uses. As of February 2022, the City was processing applications for over 2.7 million square feet of new research and development space, with over 800,000 square feet of these projects replacing existing office buildings. The City's ability to quickly respond to changes in real estate market demands is allowing the City to capture significant capital investments in biotechnology companies, which will support the City's economic growth.

According to Local Area Unemployment Statistics provided by the California Employment Development Department, in March 2022 Emeryville's unemployment rate stood at 2.3%, which compares favorably with the rates in Alameda County and for the State, which were 3.2% and 4.2%, respectively.

Emeryville's population on April 1, 2020 was 12,905. This represents an increase of more than 8% over the California Department of Finance's 2019 population estimate of 11,885, and a 22% increase from the 2010 population of 10,080. Emeryville's population growth between 2010 and 2019 has significantly outpaced growth both in the neighboring Cities of Oakland and Berkeley as well as Alameda County. The Association of Bay Area Governments (ABAG) projects continued growth in Emeryville through 2040, at which time the city's population is expected to reach 34,130.

According to a rent study conducted by Zumper, in 2021, rents in Emeryville were similar to other East Bay Cities, and were still showing declines due to the ongoing pandemic. One-bedroom apartments in June 2021 were \$2,200 in Emeryville, compared with \$2,190 in Berkeley and \$2,000 in Oakland. The state median rent for one-bedroom homes at that time was approximately \$1,800. Compared to rents in 2020, Emeryville's median one-bedroom rent had decreased by 12%. By comparison, rents in Berkeley and Oakland decreased by 8% and 7%, respectively, during the same time. The median rent for two-bedroom apartments in Emeryville was \$3,200 in June 2021, a decrease of 5.3% over the prior year. Despite these pandemic-induced decreases, housing affordability remains a regional concern, particularly for lower income households.

Development:

Major residential development activity in FY 2021-2022 included continued construction of The Emery Apartments on the former Sherwin Williams property, which includes 500 residential units, 85 of which are deed-restricted affordable units and 3.5 acres of park space. Construction also continued for the Bayview Emeryville Apartments, a 186-unit building at the former Nady Site, including eight units for Very Low Income households (i.e. earning up to 50% of the Area Median Income). The City partnered with Resources for Community Development to assist with the financing of the Nellie Hannon Gateway Project, including 90 units of affordable housing and space for the Emeryville Citizens Assistance Project (ECAP); this project received planning approvals in October 2020 and submitted plans for building permits in November 2021. The City also partnered with EAH Housing for the development of an innovative intergenerational affordable housing project on City-owned property at 4300 San Pablo Avenue. This project will include 68 units of affordable housing set aside for seniors and transition aged youth and was made possible by the passage of SB 591; which was legislation supported by the City of Emeryville.

Major commercial developments included the commencement of construction of the Emeryville Center of Innovation on portions of the former Chiron campus, which will include over 911,000 square feet of new office and lab space among four buildings and a 1,991-space parking structure. The Bay Street shopping center also received approvals for the construction of a new 48,500 square-foot grocery store with rooftop parking, and construction of the revitalized “food terrace” continued. Additional notable commercial development applications currently in progress include the EmeryStation Overland Project (300,000 square feet of life science space, and affordability commitments for 10 existing live-work units); the Marketplace Redevelopment Project Parcels A, B and F (396,000 square feet of life science space), the Christie Avenue Mixed Use Project (464,000 square feet of life science space and 98 units of housing), the 5850 Shellmound Way Project (385,000 square feet of life science space, 6 housing units, 2,300 square feet of ground floor retail/amenity space), and the Bay Center Life Science Building project (210,000 square feet of life science space).

The magnitude of the development pipeline in Emeryville is indicative of the City’s desirability for innovative companies. Emeryville’s existing business community continued to advance the City’s reputation as the birthplace of world-changing innovations. UPSIDE Foods celebrated the opening of their Engineering, Production, and Innovation Center (EPIC), the world’s most advanced cultivated meat production facility, Krauss Hamdani Aerospace developed a zero-emissions drone that stays aloft longer than any other electric aircraft in its size and weight category, and Lucira launched the first and only FDA-authorized single-use, rapid molecular COVID-19 test available over-the counter.

In 2021, over \$1.34 billion in venture capital was invested in Emeryville firms, representing over 12.9% of total venture capital flows to the East Bay Region (Alameda and Contra Costa Counties). Notable investments included \$253 million to Bolt Threads, a material solutions company that applies biology to design environmentally sustainable materials for the fashion and beauty industries; \$144.5 million to Nutcracker Therapeutics, a company that has developed a platform for the discovery and manufacture of mRNA therapies and vaccines; and \$75 million to Metagenomi, a company that uses a natural microbial platform to develop next-generation therapeutics. This is a small sampling of the companies receiving investor interest due to the diverse array of innovations being produced in Emeryville.

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.

Revenues for the City are projected to be \$135.4 million, including \$31.8 million or 23.5 percent in Successor Agency revenues. The City's General Fund revenues total \$45.5 million or 33.6 percent of the City's total revenues. The City's expenditures are projected to be \$190.5 million, of which \$29.8 million or 15.7 percent is Successor Agency expenditures. The City's General Fund expenditures total \$47.8 million or 25.1 percent of the City's expenses. The General Fund is the City's main source of unrestricted funds. This proposed budget funds 169.2 full-time equivalent employees, including the addition of an Assistant City Manager and a Building Inspector. 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 2022-23

In FY 2022-23, General Fund revenues are projected to be \$45.5 million, and expenditures are projected to be \$47.8 million. Revenues incorporate several one-time funding sources including: \$1.4 million in American Recovery Act Funds, continued deferred funding of the litigation revenue fund, maintain the current allocation for Residual Property Tax consistent with FY 2021-22 and the use of \$2.36 million unallocated General Fund – Fund Balance. 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.

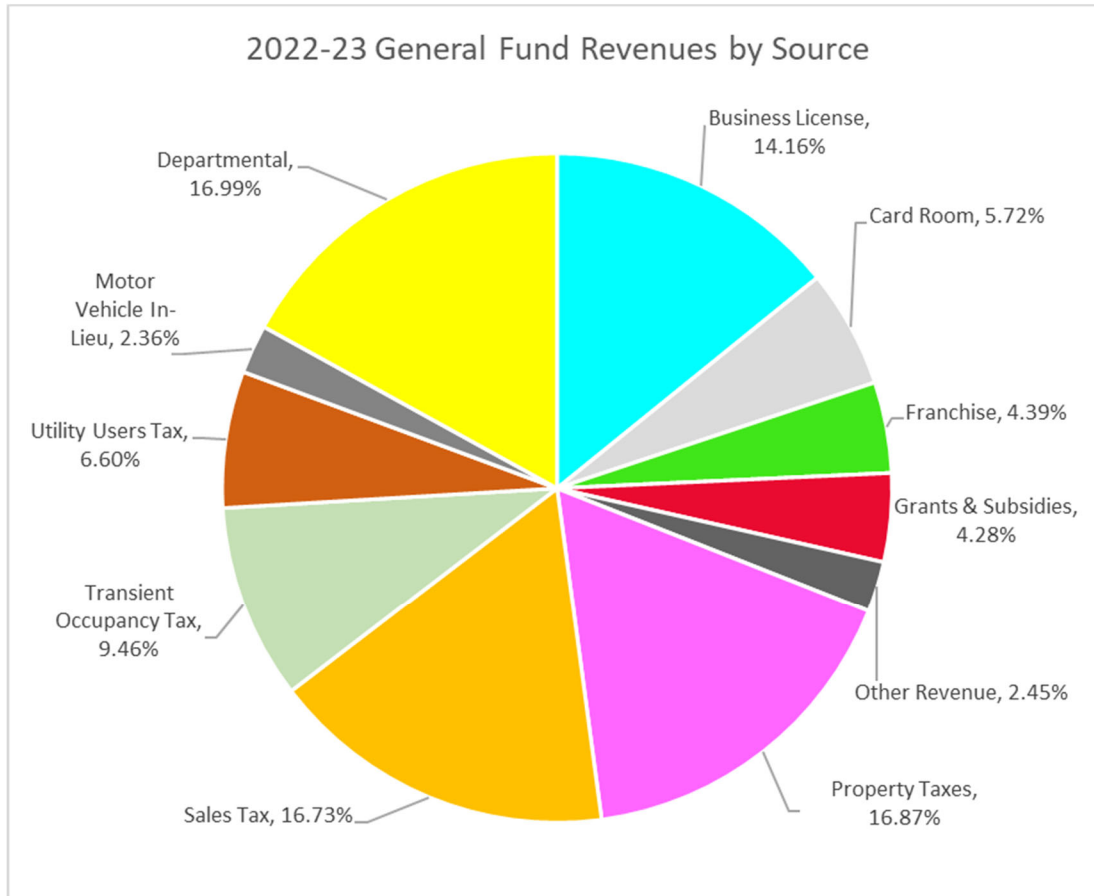
	FY 2021-22 YE Estimate	FY 2022-23 Budget	Percentage Inc/(Dec)
Revenues	\$ 49,341,947	\$ 45,467,138	(7.85%)
Expenditures	<u>47,458,516</u>	<u>47,828,173</u>	.78%
<i>Projected Surplus (Use) of General Fund Balance</i>	\$ 1,883,431	\$ (2,361,035)	

Projected FY 2022-23 ending General Fund Balance \$10,150,618

Projected FY 2022-23 ending Reserve for Economic Uncertainty \$23,129,230

Revenues

The City's revenue streams are influenced by overall economic conditions. Total General Fund revenue projections for FY 2022-23 are approximately \$3.9 million less than FY 2021-22 year-end estimates. These reductions are primarily due to not transferring in \$1 million from the PERS Liability Fund, not transferring in \$1.5 million from Measure F to fund the Emeryville Child Development costs, and reduced development departmental revenues of \$1.4 million. The General Fund major revenue sources include business licenses, departmental, property, sales tax, and transient occupancy taxes (TOT). Together the major sources comprise 74.2 percent of total General Fund revenues for FY 2022-23, as shown on the graph below. The remaining 25.8 percent includes revenues such as card room, franchise fees, grants, motor vehicle in-lieu, other revenues, and utility user's tax.



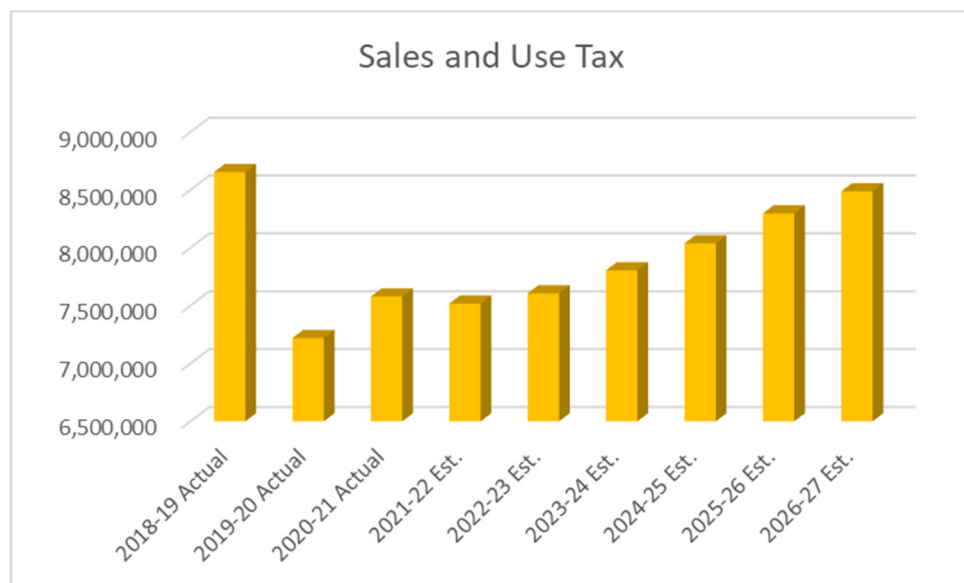
Property Tax

Based on the Property Assessment Value (AV) report from Alameda County, the City anticipates property tax revenues to remain consistent at \$7.6 million in FY2022-23.



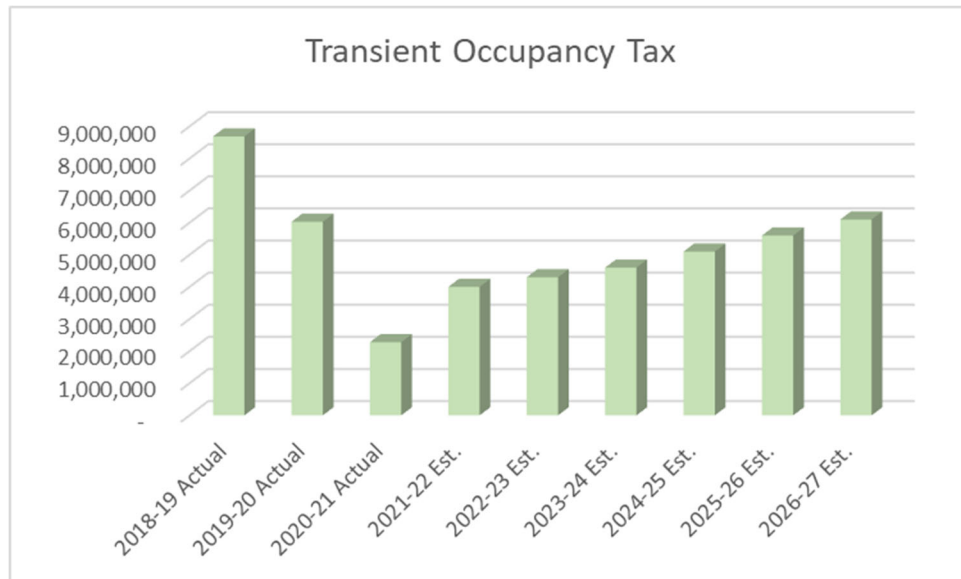
Sales Tax

Sales Tax revenues are projected to be \$7.6 million in FY 2022-2023 which is an increase of 1.2 percent from FY 2021-2022, but still \$1 million less than received in FY 2018-19.



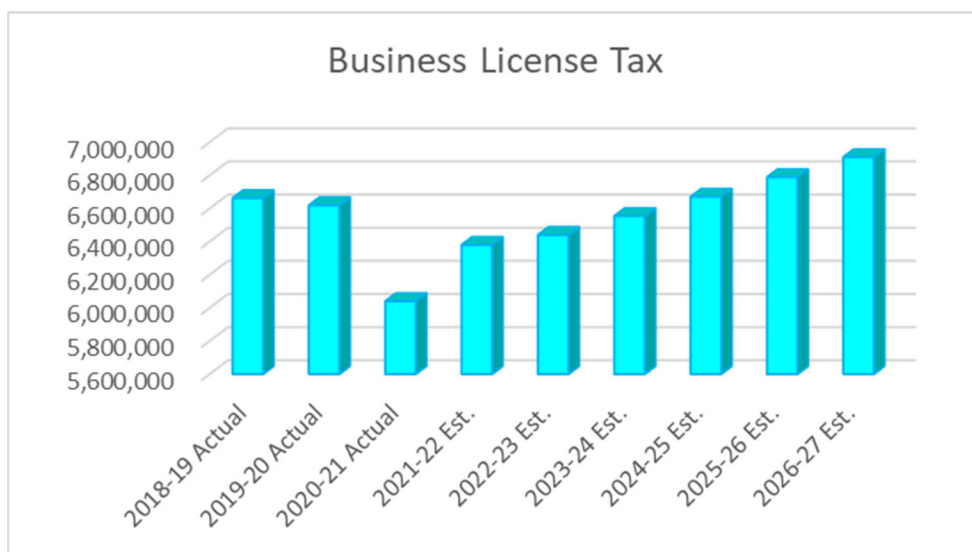
Transient Occupancy Tax (TOT)

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 2022-23 are \$4.3 million, but still \$4.4 million less than received in FY 2018-19.



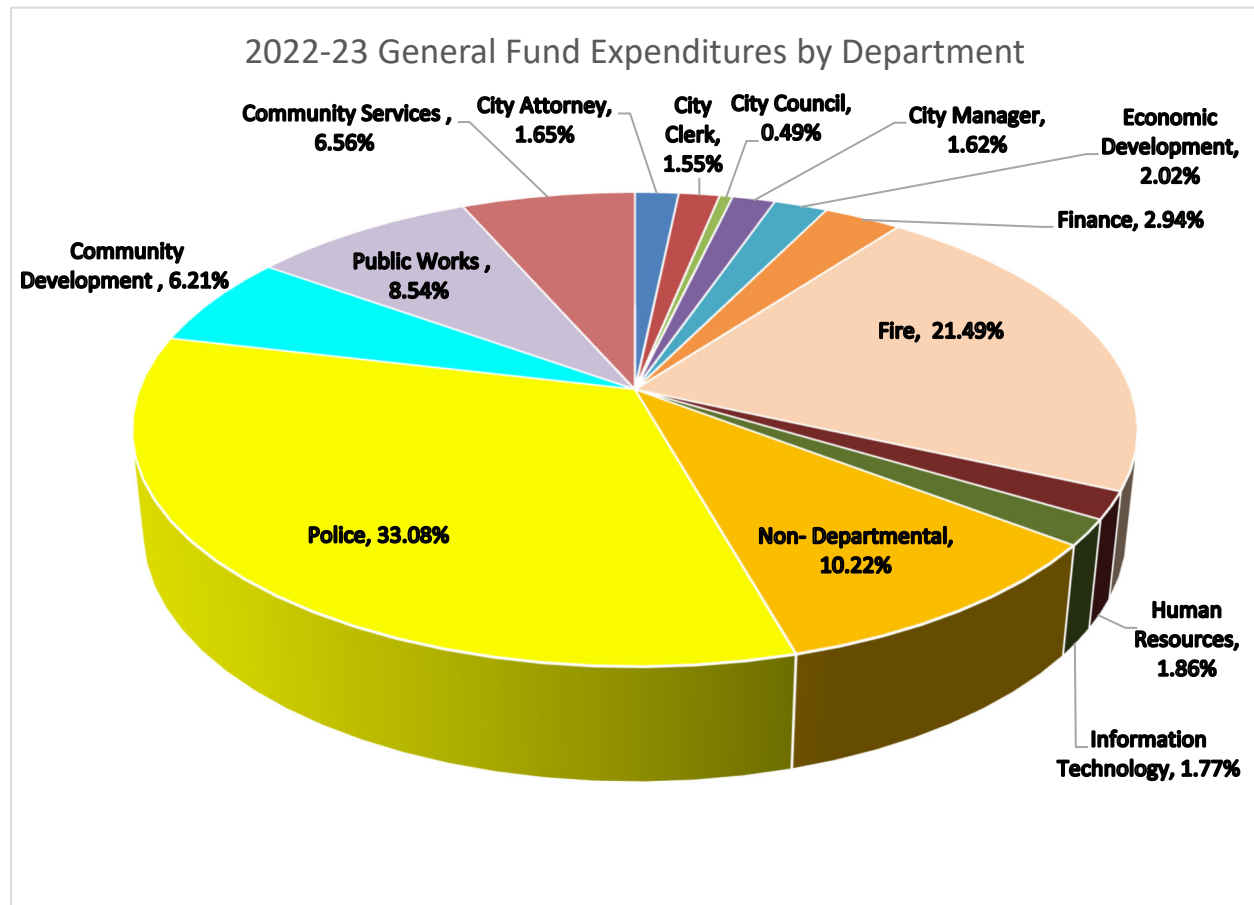
Business License Tax

The City of Emeryville currently has 3,198 business license taxpayers. Even with a reduction of 179 businesses in FY 2021-22 and 150 businesses in FY 2020-21, the business license tax revenues are still projected to generate \$6.4 million on FY 2022-23.



Expenditures

General Fund projected expenditures have increased by \$370 thousand in FY 2022-23 compared to FY 2021-22 year-end estimates. For the FY 2022-23 budget, Departments were asked to maintain operational costs as close to FY 2021-22 as possible.

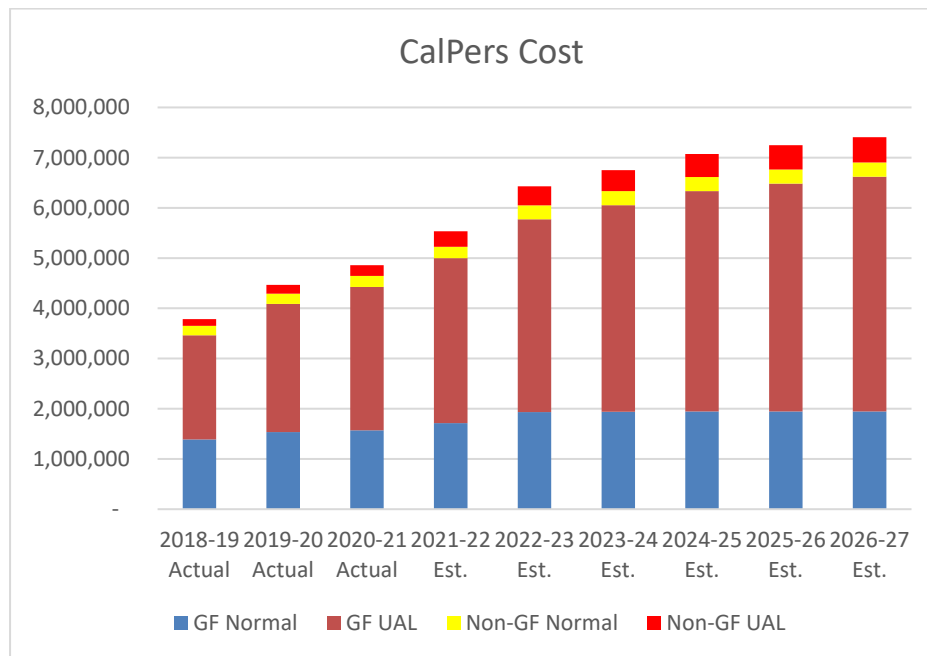


The current budget includes projected labor costs of a one-year contract extension for all bargaining units through the end of FY 2022-23, supporting the provision of core services to both residents and businesses during the upcoming fiscal year.

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 2022-23 is over fifty percent of the General Fund operating expenditures as required by the policy.

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 in the future. The following is the actual and projected costs of the CalPERS through FY 2026-27 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 2022-23 the City has budgeted \$300,000 from interest earnings in the Trust. The Section 115 Trust Fund is projected to have a balance of \$14.0 million at the end of FY 2022-23.

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.

Capital Planning -Beyond 2023

The City has historically adopted a five-year Capital Improvement Program (CIP), which is then updated along with each two-year budget adoption. The current CIP was adopted in 2019. Given the impacts of the pandemic on City revenues, the CIP project list has not been updated since adoption. Instead, each subsequent City operating budget has appropriated new annual revenues, such as Measure B/BB, SB1 and other grant funds, to existing projects. The proposed focused FY 2022-23 Capital Project budget is approximately \$78 million, of which \$57.1 million is from previously authorized but uncompleted Capital Projects. Several significant infrastructure projects will be completed, commenced, or designed over the course of 2022-23 as set forth in the adopted 2019-24 Capital Improvement Program.

The City Council has supported staff completing existing, funded projects, rather than adding new projects into the CIP. The following major projects have been completed: South Bayfront Bridge and Horton Landing Park, Greenway Crossings, and the San Pablo Mid-Block Crossing. Additional major projects will be under construction in FY 2022-2023: Rail Safety/Quiet Zone, Point Emery Shoreline Protection, Lumec Pole/40th Street Bridge painting and Davenport Park. Additionally, there will be a 2022-2023 City-wide paving project which will include additional bicycle and pedestrian improvements. With all those projects completed or underway, a new CIP needs to be developed in FY 2022-2023 for adoption with the FY 2023-2025 budget. That process will commence in the fall for implementation in FY 2024 through FY 2028.

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

- Commence Old Corporation Yard remediation construction.
- Develop affordable housing: 3600 San Pablo, 4300 San Pablo, and Christie Sites
- Prioritize bicycle and pedestrian focused projects: 40th Street Redesign, San Pablo Avenue Corridor, Ashby Interchange.
- Construct Rail Safety/Quiet Zones.
- Continue advancing Art Center Project.
- Develop Revenue Generating Ballot Measure for 2022.
- Electrify the City's vehicle fleet.

Conclusion

The City must plan with care and make prudent fiscal decisions about how to best use its resources to sustain services for the long term. The proposed Budget for FY 2022-23 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 reasonable expenditure budgets that maintain services while respecting resource constraints.

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 2022-23 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

➤ 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 the 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 in 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 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 its 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, with 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 several 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 celebrated its 30th Anniversary in 2021.

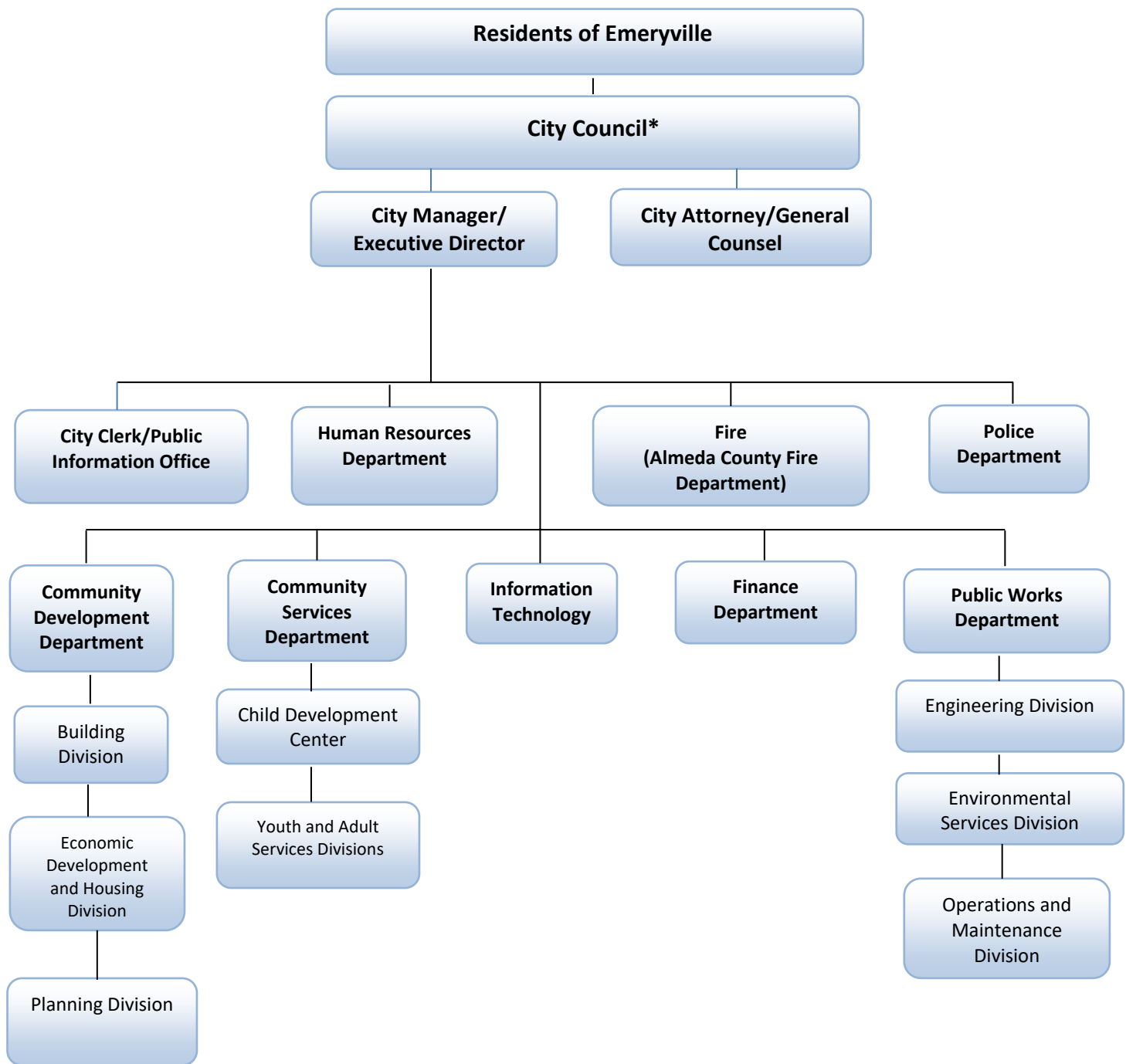
In 2009, a new General Plan was adopted, focusing on “smart” growth, including a high-density mixed-use core area, an enhanced network of parks and open space, and an emphasis on alternative modes of transportation such as cycling, walking, and public transit. Current development trends in Emeryville 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.

RESOLUTION NO. 22-65

Resolution Of The City Council Of The City Of Emeryville Adopting The Operating Budget For Fiscal Year 2022-23 (“Operating Budget”), And Appropriating Funds For Fiscal Year 2022-2023

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 2022-23 to the Budget Advisory Committee and Budget and Governance Committee for their consideration prior to presenting it to the City Council at its June 7, 2022 meeting; 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 City Council, having fully reviewed the Proposed Operating Budget for Fiscal Year 2022-23, finds, 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 2022-23 (“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 2022-23 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. 22-65
Fiscal Year 2022-23 Budget
City Council Meeting | June 7, 2022
Page 2 of 2

ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, June 7, 2022, by the following vote:

AYES:	5	Mayor Bauters, Vice Mayor Medina and Council Members Donahue, Martinez and Welch
NOES:	0	
ABSTAIN:	0	
ABSENT:	0	

DocuSigned by:
John Bauters
C7389B49E2C9458...
MAYOR

ATTEST:

DocuSigned by:
Sheri Hartz
FB7B5D8EAB6A7BE...
CITY CLERK

APPROVED AS TO FORM:

DocuSigned by:
John Kennedy
2C934DD2DB554E7...
CITY ATTORNEY

RESOLUTION NO. SA11-22

Resolution Of The City Council Of The City Of Emeryville As Successor Agency To The Emeryville Redevelopment Agency Appropriating \$29,832,727 Into The Successor Agency's Fiscal Year 2022-23 Operating Budget

WHEREAS, the sound financial operation of the Successor Agency to the Former Emeryville Redevelopment Agency requires a balanced budget detailing revenues and expenditures to be adopted; and

WHEREAS, the City Manager presented a one-year Successor Agency Proposed Operating Budget for Fiscal Year 2022-23 to the City Council at the meeting held on June 7, 2022; and

WHEREAS, the City Council approved the Proposed Operating Budget on June 7, 2022; and

WHEREAS, the Budget as submitted, was subject to both the Alameda County Oversight Board's and Department of Finance's approval; and

WHEREAS, the Proposed Operating Budget appropriates \$29,832,727 into the Successor Agency's Fiscal Year 2022-23 Operating Budget to match the amount approved by the Oversight Board and the Department of Finance; now, therefore, be it

RESOLVED, by the City Council of the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency that:

- A. The Operating Budget for Fiscal Year 2022-23 ("Operating Budget") is hereby approved as set forth in Exhibit A hereto, a copy of which is on file with the Agency Clerk, and authorizes the preparation of the adopted Operating Budget for Fiscal Year 2022-23 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 Agency funds are projected as set forth in the Operating Budget.

Resolution No. SA11-22
Fiscal Year 2022-23 Budget
Successor Agency Meeting | June 7, 2022
Page 2 of 2

ADOPTED, by the City Council of the City of Emeryville as Successor Agency to the Emeryville Redevelopment Agency at a regular meeting held Tuesday, June 7, 2022, by the following vote:

AYES:	<u>5</u>	Chair Bauters, Vice Chair Medina and Agency Members Donahue, Martinez and Welch
NOES:	<u>0</u>	
ABSTAIN:	<u>0</u>	
ABSENT:	<u>0</u>	

DocuSigned by:
John Bauters
C7389B49E2C9458...
CHAIR

ATTEST:

DocuSigned by:
Sheri Hartz
FB7B5D8EAB6A4BE...
SECRETARY

APPROVED AS TO FORM:

DocuSigned by:
John Kennedy
2C934D02DB55467...
LEGAL COUNSEL



This Page Intentionally Left Blank



City of Emeryville
2022-23 Budget

City-wide Budget by Fund

2022-23				
	Operating Revenues	Operating Expenses	Capital Expenses	Net Change in Fund Balance
General Fund and Reserves				
101 General Fund	\$ 45,467,139	\$ 47,823,173	\$ 5,000	\$ (2,361,035)
202 Economic Development	307,000	77,000	-	230,000
203 Community Programs	-	83,500	-	(83,500)
275 Economic Uncertainty	100,000	-	-	100,000
277 Disaster Fund	5,000	-	-	5,000
712 Pension Trust	800	27,050	-	(26,250)
715 PERS Liability Fund Reserve	300,000	60,000	-	240,000
Operating Funds				
205 Community Devel. Block Grants	16,500	23,500	-	(7,000)
208 Cal - Home Loan Program	60,000	-	-	60,000
210 Police Impound- State	-	19,310	-	(19,310)
211 Police Impound- Federal	-	13,132	-	(13,132)
230 Child Development	2,291,554	2,389,693	-	(98,139)
235 PEG Program	1,050	10,675	-	(9,625)
252 Supplemental Law Enforcement	100,000	100,000	-	-
258 Emergency Medical Service	192,500	192,500	-	-
263 Measure BB - Paratransit	69,542	69,522	-	20
267 Measure F	2,199,400	7,500	-	2,191,900
268 Community Development Technology	282,500	53,940	-	228,560
269 Parking Program	366,000	699,933	-	(333,933)
510 Sewer Operations	1,051,700	677,556	53,288	320,856
805 Property Based Improvement District	5,092,834	5,122,670	-	(29,836)
Capital Funds				
475 General Capital	2,042,423	797,912	25,139,232	(23,894,721)
204 Environmental Programs	28,100	26,500	-	1,600
215 Catellus	100	5,022	2,978	(7,900)
220 Gas Tax	369,359	298,830	200,000	(129,471)
221 Road Maintenance and Rehabilitation	287,144	-	759,707	(472,563)
225 General Plan Maintenance Fee	705,000	895,728	137,351	(328,079)
237 Park Impact Fees	1,116,395	-	965	1,115,430
238 VRF-Streets and Roads Fund	49,050	3,234	80,000	(34,184)
239 Affordable Housing Impact Fees	264,030	-	400,000	(135,970)
240 Measure B-Streets and Roads	-	11,562	480,000	(491,562)
242 Measure BB-Streets/Roads	625,631	15,385	1,071,066	(460,819)
243 Public Art	169,000	276,800	161,760	(269,560)
247 EPA Grant	500	-	-	500
250 Traffic Impact Fees	820,479	-	945,451	(124,972)
251 Urban Forestry	25,500	-	4,057	21,443
254 Grant Fund	12,552,332	(6,540,806)	21,162,127	(2,068,989)
262 Measure B - Bicycles/Pedestrians	100	1,562	84,603	(86,065)
264 Measure BB - Bicycles/Pedestrians	73,160	4,062	116,298	(47,200)
265 Source Reduction & Recycling	5,050	5,000	-	50

Continued



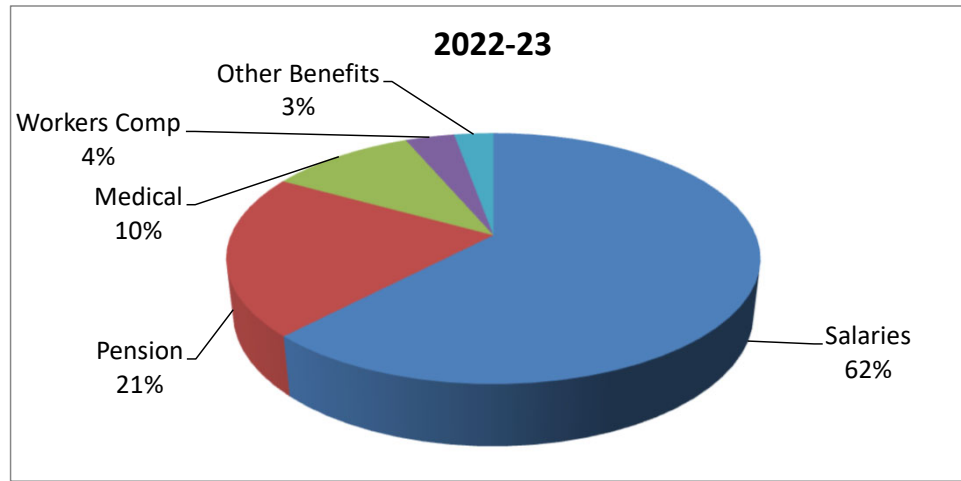
City of Emeryville
2022-23 Budget

City-wide Budget by Fund

2022-23				
	Operating Revenues	Operating Expenses	Capital Expenses	Net Change in Fund Balance
Capital Funds continued				
266 Measure D	31,550	25,000	-	6,550
298 Housing Successor	30,000	4,426,260	225,956	(4,622,216)
299 Affordable Housing	1,236,000	1,062,467	6,277,586	(6,104,053)
444 1999 Revenue Bonds Capital	77,014	-	97,335	(20,321)
471 Pedestrian Path Improvement	500	180,000	209,000	(388,500)
472 Redevelopment Bonds	5,000	-	177,861	(172,861)
473 Developer Reimbursements	1,000	-	1,571,991	(1,570,991)
477 Emeryville Center for Community Life	25,200	-	36,000	(10,800)
479 Redevelopment Implementation Plan	-	-	3,800,000	(3,800,000)
495 Marina	584,100	274,230	4,364,055	(4,054,185)
511 Sewer Capital	303,000	115,000	1,579,501	(1,391,501)
513 Sewer Connection Fee	178,000	70,000	-	108,000
650 Major Maintenance	1,176,032	682,303	5,146,910	(4,653,182)
660 Vehicle Replacement	550,000	-	2,461,320	(1,911,320)
670 Technology	438,700	440,000	1,222,705	(1,224,005)
Debt Service Funds				
345 1998 Lease Revenue Bonds	367,200	367,200	-	-
Internal Service and Benefit Trust Funds				
270 Litigation	12,120	250,000	-	(237,880)
295 Mgmt of Emeryville Services Authority	19,168,982	19,168,982	-	-
600 Workers Compensation	1,151,502	1,403,100	-	(251,598)
610 Dental	238,932	236,797	-	2,135
620 Unemployment	102,522	75,000	-	27,522
700 Accrued Benefits	542,532	309,800	-	232,732
710 Post-Employment Health Benefits	284,216	263,500	-	20,716
Successor Agency				
282 RDA Retirement Fund (RPTTF)	18,205,014	17,932,414	-	272,600
832 SA-2014A Debt Service Fund	7,436,000	10,553,180	-	(3,117,180)
833 SA-2014B Debt Service Fund	1,068,313	1,347,133	-	(278,820)
City-wide Revenues and Expenditures	\$ 130,250,302	\$ 112,510,725	\$ 77,974,103	\$ (60,234,526)

City-wide Salaries and Benefits By Category

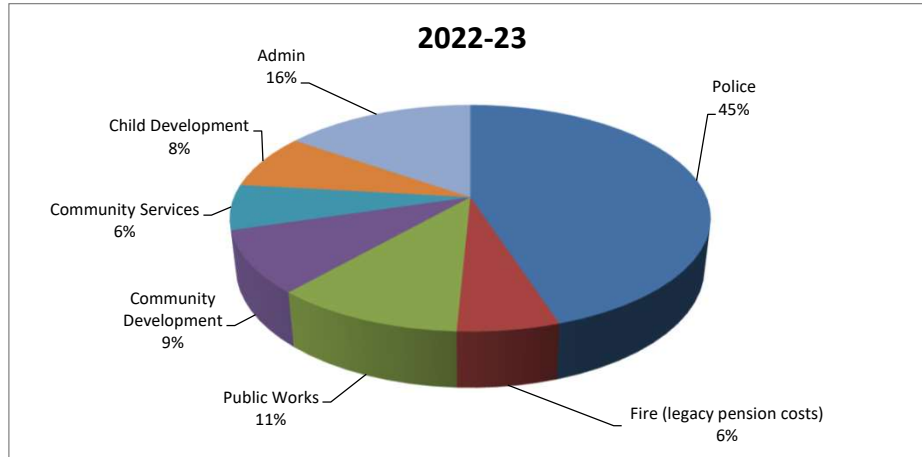
Cost of Authorized Positions



	<u>2021-22</u> Projection	<u>2022-23</u> Budget	<u>2023-24</u> Projection	<u>2024-25</u> Projection	<u>2025-26</u> Projection	<u>2026-27</u> Projection
Full-time Staff Positions	170.13	169.20	169.77	170.36	170.96	171.58
<u>Salaries</u>						
Includes steps, add pays, and overtime	\$ 17,849,589	\$ 19,564,147	\$ 19,579,222	\$ 19,681,969	\$ 19,755,011	\$ 19,802,836
% Growth	-	10%	0%	1%	0%	0%
<u>Benefits</u>						
<u>Pension</u>						
Pension - PERS Normal Cost	1,939,888	2,207,781	2,220,441	2,226,572	2,227,663	2,230,342
Pension - Unfunded Liability	3,594,564	4,220,703	4,530,700	4,847,000	5,019,000	5,176,000
Pension - Supplemental Police plan	174,146	160,716	161,585	162,280	162,996	163,734
	<u>5,708,598</u>	<u>6,589,200</u>	<u>6,912,725</u>	<u>7,235,851</u>	<u>7,409,659</u>	<u>7,570,076</u>
<u>Medical</u>						
Medical Insurance, including in lieu	2,071,603	2,553,124	2,743,840	2,906,419	3,078,927	3,262,649
Dental/Vision	262,328	281,258	295,748	310,594	326,124	342,430
Retiree Medical trust contribution	168,672	190,257	202,423	216,585	230,663	245,656
Medicare	263,601	288,098	288,702	290,463	291,580	292,618
	<u>2,766,205</u>	<u>3,312,738</u>	<u>3,530,713</u>	<u>3,724,061</u>	<u>3,927,294</u>	<u>4,143,352</u>
<u>Workers Compensation</u>	<u>981,095</u>	<u>1,121,502</u>	<u>1,190,637</u>	<u>1,306,229</u>	<u>1,395,222</u>	<u>1,509,357</u>
<u>Other</u>						
Employee Leave payout	450,625	541,532	573,117	603,345	634,070	665,567
Compensation Benefit	48,260	54,720	54,720	54,720	54,720	54,720
Uniform Allowance	78,900	78,700	78,700	78,700	78,700	78,700
Long-term Disability	41,703	47,184	49,849	51,641	53,337	54,990
Unemployment, Life, Other	148,526	172,840	174,660	175,725	176,838	178,496
Other Benefits Total	<u>768,014</u>	<u>894,977</u>	<u>931,046</u>	<u>964,132</u>	<u>997,665</u>	<u>1,032,473</u>
Total Benefits	<u>10,223,911</u>	<u>11,918,417</u>	<u>12,565,121</u>	<u>13,230,273</u>	<u>13,729,840</u>	<u>14,255,258</u>
% Growth	-	17%	5%	5%	4%	4%
Total, Salaries and Benefits	<u>\$ 28,073,500</u>	<u>\$ 31,482,564</u>	<u>\$ 32,144,343</u>	<u>\$ 32,912,242</u>	<u>\$ 33,484,852</u>	<u>\$ 34,058,095</u>
% Growth	-	12%	2%	2%	2%	2%

City-wide Salaries and Benefits by Program

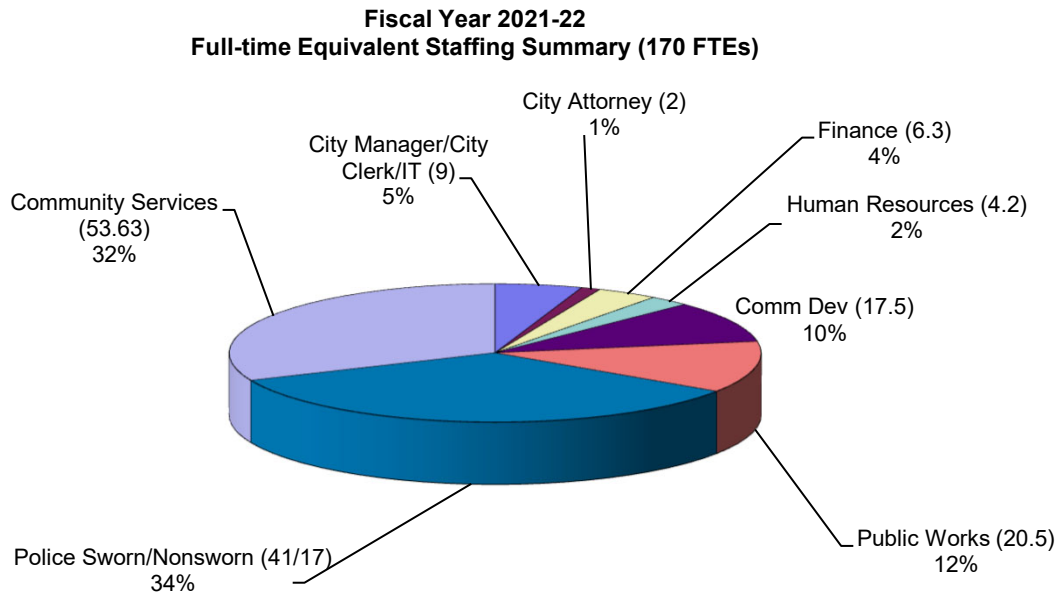
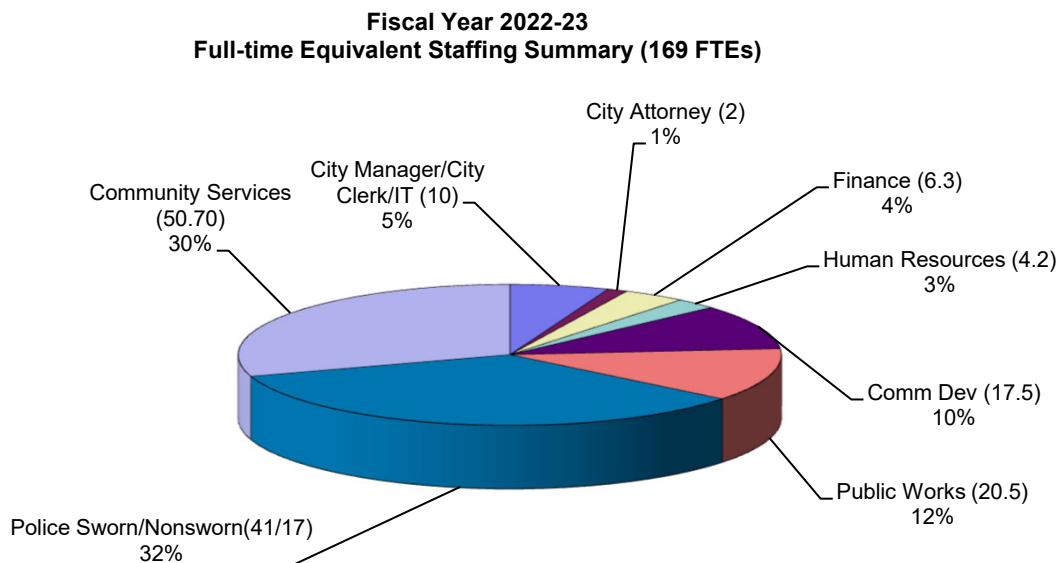
Cost of Authorized Positions



	<u>2021-22</u> Projection	<u>2022-23</u> Budget	<u>2023-24</u> Projection	<u>2024-25</u> Projection	<u>2025-26</u> Projection	<u>2026-27</u> Projection
Full-time Staff Positions	170.13	169.20	169.77	170.36	170.96	171.58
<u>General Fund</u>						
Police Admin	\$ 3,611,578	\$ 4,163,968	\$ 4,233,327	\$ 4,304,253	\$ 4,364,540	\$ 4,423,091
Police Field	9,423,394	9,753,626	9,957,395	10,199,833	10,401,034	10,608,985
Fire Legacy Pension	1,596,725	1,801,142	1,870,000	1,938,000	1,962,000	1,981,000
Public Works Admin	681,313	796,632	814,973	839,488	861,903	880,747
Public Works Maintenance	1,242,882	1,333,699	1,359,812	1,396,626	1,430,068	1,465,043
Planning	570,046	592,449	602,584	612,563	619,517	626,627
Building	460,725	681,542	715,067	729,447	742,687	756,532
Economic Development and Housing	529,721	559,426	570,866	581,677	591,493	597,841
Community Services Events	55,127	63,193	65,549	68,241	70,306	71,493
Community Services Aquatics	286,054	272,493	281,509	291,402	300,285	307,586
Community Services Facilities	267,407	237,524	245,715	254,895	263,017	269,500
Community Services Youth Camp	233,114	250,235	257,625	265,419	271,675	277,688
Community Services Before/After School	470,384	430,816	443,442	456,867	467,246	477,066
Community Services Adult	306,102	459,356	472,056	485,838	495,244	504,583
Community Services Adult Class & Sports	162,590	184,332	189,406	195,123	199,457	203,751
Community Services Youth Class & Sports	92,818	103,870	107,065	110,302	112,265	114,069
City Council	171,054	197,100	202,713	208,684	215,035	221,791
City Manager	441,148	756,091	766,396	776,148	784,749	793,645
City Clerk	508,758	532,682	537,246	562,907	553,926	561,912
Information Technology	768,949	800,454	805,615	816,529	825,801	835,327
City Attorney	393,226	595,303	600,515	607,421	613,590	619,982
Finance	1,076,511	1,131,792	1,141,499	1,154,920	1,170,266	1,186,061
Human Resources	698,730	758,640	767,842	782,173	790,504	799,051
Non-Departmental	(135,750)	-	-	-	-	-
	23,912,606	26,456,364	27,008,217	27,638,755	28,106,608	28,583,373
% change		11%	2%	2%	2%	2%
<u>Special Revenue/ Enterprise Funds</u>						
CDBG	205	15,500	-	-	-	-
RMRA	221	7,524	-	-	-	-
General Plan	225	639,832	714,591	726,951	739,462	757,079
Child Development	230	1,853,947	2,450,577	2,516,749	2,596,777	2,657,816
Police - State COPS program	252	155,500	100,000	100,000	100,000	100,000
Grants	254	105,027	-	-	-	-
Measure BB - St & Road	242	13,823	13,823	13,823	13,823	13,823
Public Works - Measure D	266	25,000	25,000	25,000	25,000	25,000
Comm Dev Tech	268	3,782	3,940	3,995	4,053	4,148
Parking Program	269	287,394	314,078	326,425	342,437	351,871
Affordable Housing	299	37,936	220,595	224,613	230,654	236,283
Public Works CIP	475	577,994	662,911	672,249	685,681	696,068
Marina	495	180,029	211,243	214,129	218,628	223,051
Public Works - Sewer	510	257,606	309,441	312,191	316,972	321,126
City-wide Total	\$ 28,073,500	\$ 31,482,564	\$ 32,144,343	\$ 32,912,242	\$ 33,484,852	\$ 34,058,095

**City of Emeryville
Staffing Summary Comparison**

Budgeted Staffing Fiscal Year 2021/22 vs. Proposed Staffing Fiscal Year 2022/2023



Citywide
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 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	3.00
Finance	6.30	6.30
Human Resources	4.20	4.20
Information Technology	4.00	4.00
Total Administration	21.50	22.50
<u>Community Development</u>		
Building	3.00	4.00
Economic Development & Housing	6.00	6.00
Planning	7.50	7.50
Total Community Development	16.50	17.50
<u>Community Services</u>		
Youth and Adult Services	29.99	27.06
Child Development	23.64	23.64
Total Community Services	53.63	50.70
<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	170.13	169.20

**General Fund
Fund Balance Projection**

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Fund Balance								
Beginning Balance	\$ 7,922,957	\$ 10,241,917	\$ 10,460,005	\$ 12,340,335	\$ 10,049,452	\$ 4,582,643	\$ (1,890,318)	\$ (8,750,494)
Revenues								
General Taxes and Fees	38,334,998	34,432,263	39,959,783	37,743,431	37,179,043	38,396,013	39,484,277	40,115,329
Program Revenues	5,317,173	7,395,106	9,382,163	7,723,708	6,104,531	5,015,750	4,702,787	4,779,167
	<u>43,652,171</u>	<u>41,827,369</u>	<u>49,341,947</u>	<u>45,467,139</u>	<u>43,283,574</u>	<u>43,411,763</u>	<u>44,187,064</u>	<u>44,894,497</u>
Expenditures								
Salaries and Benefits	20,003,311	19,512,518	20,629,958	22,509,361	22,896,112	23,251,171	23,570,418	23,912,263
Unfunded Pension Liability	2,551,495	2,853,250	3,285,747	3,841,477	4,113,455	4,388,984	4,537,640	4,672,610
Fire Contract	7,249,087	7,653,496	7,990,043	8,271,849	8,677,887	8,982,591	9,273,780	9,578,496
Operations and Transfers	11,529,318	11,364,411	15,555,868	13,135,335	13,062,929	13,261,977	13,665,403	13,814,080
	<u>41,333,211</u>	<u>41,383,675</u>	<u>47,461,616</u>	<u>47,758,022</u>	<u>48,750,383</u>	<u>49,884,723</u>	<u>51,047,240</u>	<u>51,977,449</u>
Net Annual Surplus (Deficit)	<u>2,318,960</u>	<u>443,694</u>	<u>1,880,330</u>	<u>(2,290,884)</u>	<u>(5,466,809)</u>	<u>(6,472,961)</u>	<u>(6,860,176)</u>	<u>(7,082,952)</u>
Ending Fund Balance	<u>10,241,917</u>	<u>10,685,611</u>	<u>12,340,335</u>	<u>10,049,452</u>	<u>4,582,643</u>	<u>(1,890,318)</u>	<u>(8,750,494)</u>	<u>(15,833,447)</u>
Assigned Fund Balance								
Development Projects	244,611	225,606	-	-	-	-	-	-
	<u>244,611</u>	<u>225,606</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned Fund Balance	<u>\$ 9,997,306</u>	<u>\$ 10,460,005</u>	<u>\$ 12,340,335</u>	<u>\$ 10,049,452</u>	<u>\$ 4,582,643</u>	<u>\$ (1,890,318)</u>	<u>\$ (8,750,494)</u>	<u>\$ (15,833,447)</u>

General Fund
Total Fund Balance Reserves

	<u>Fund</u>	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Economic Uncertainty	275	\$ 22,801,285	\$ 22,929,230	\$ 23,029,230	\$ 23,129,230	\$ 23,229,230	\$ 23,329,230	\$ 23,429,230	\$ 23,529,230
% Expenditures - Target 50%									
Pension	715	14,038,818	14,601,002	13,844,002	14,084,002	14,324,002	14,564,002	14,804,002	15,044,002
Pension (Old Plan)	712	223,702	199,653	173,283	147,032	120,241	92,898	64,992	36,511
Disasters	277	3,137,915	3,135,503	3,136,603	3,141,603	3,146,603	3,151,603	3,156,603	3,161,603
Program Reserves									
Economic Development	202	2,195,341	2,387,237	2,562,162	2,792,162	3,028,282	3,270,644	3,519,374	3,774,598
Community Programs	203	415,648	419,148	345,191	261,691	178,191	94,691	11,191	(72,309)
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	3,500	73,500	73,500	73,500	73,500	73,500	73,500
Non-spendable loans, prepaids	101	67,533	48,546	17,015	-	-	-	-	-
Unassigned	101	<u>9,997,306</u>	<u>10,460,005</u>	<u>12,340,335</u>	<u>10,049,452</u>	<u>4,582,643</u>	<u>(1,890,318)</u>	<u>(8,750,494)</u>	<u>(15,833,447)</u>
Total General Fund Balance*		<u>\$ 52,997,217</u>	<u>\$ 54,283,823</u>	<u>\$ 55,621,321</u>	<u>\$ 53,778,671</u>	<u>\$ 48,782,691</u>	<u>\$ 42,786,249</u>	<u>\$ 36,408,397</u>	<u>\$ 29,813,688</u>

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

General Fund Revenue Summary

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
General Taxes and Fees								
Property Tax	\$ 4,150,673	\$ 4,211,311	\$ 4,570,386	\$ 4,620,819	\$ 4,697,530	\$ 4,791,276	\$ 4,886,897	\$ 4,984,431
Residual Tax Increment	1,685,876	2,913,713	3,060,000	3,121,200	3,183,624	3,247,296	3,312,242	3,378,487
Sales Tax - 1% Bradley Burns	7,160,602	7,516,799	7,446,882	7,538,159	7,733,384	7,962,285	8,219,055	8,407,874
Sales Tax - Prop 172	58,586	61,162	70,383	67,900	71,300	74,600	77,700	79,254
Business License and Card Room	8,067,295	5,978,177	8,280,000	8,540,000	8,804,000	9,070,220	9,338,704	9,609,495
Cannabis Tax	591,543	544,192	500,000	500,000	500,000	500,000	500,000	500,000
Transient Occupancy Tax	6,027,857	2,278,249	4,000,000	4,300,000	4,600,000	5,100,000	5,600,000	6,100,000
Utilities User Tax	3,046,197	3,030,308	3,029,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Real Property Transfer Tax	3,124,866	1,441,307	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Franchise Fees	1,988,013	1,982,153	1,970,000	1,993,864	2,049,330	2,106,460	2,165,304	2,225,913
Grant - Transit	750,652	652,075	1,945,614	1,945,614	500,000	500,000	500,000	-
Rentals and Leases	197,340	201,012	206,882	209,375	213,375	217,375	57,875	3,375
Mitigation Service Fees	320,237	325,042	329,943	330,000	330,000	330,000	330,000	330,000
Other Fees and Taxes	452,036	560,982	373,711	295,000	295,000	295,000	295,000	295,000
Interfund Reimbursements	61,500	3,156,339	2,658,983	166,500	61,500	61,500	61,500	61,500
Investment Earnings	651,725	(420,558)	18,000	115,000	140,000	140,000	140,000	140,000
Total General Taxes and Fees	38,334,998	34,432,263	39,959,783	37,743,431	37,179,043	38,396,013	39,484,277	40,115,329
Departmental Fees and Charges								
Planning	42,848	41,603	65,362	45,000	45,000	45,000	45,000	45,000
Planning Reimbursables	695,718	511,916	510,012	286,782	286,782	286,782	286,782	294,000
Building	1,817,468	4,597,259	5,859,099	5,114,354	3,345,569	2,156,690	1,767,100	1,767,100
Economic Development & Housing	36,026	876	5,000	25,000	25,000	25,000	25,000	25,000
Police Administration	638,781	525,871	917,116	291,997	291,997	291,997	291,997	291,997
Fire	1,015,332	707,602	1,085,966	822,675	851,469	881,270	912,114	944,038
Public Works Admin/Engineering	40,014	36,030	47,000	32,000	32,000	32,000	32,000	32,000
Public Works Maintenance	668	132	5,000	15,000	15,000	15,000	15,000	15,000
Public Works Reimbursables	137,305	321,926	160,000	200,000	200,000	200,000	200,000	200,000
Aquatics	118,417	82,249	110,500	102,900	105,800	108,900	112,000	112,000
Facilities	267,523	168,008	287,499	295,800	323,100	350,500	378,000	403,000
Youth Camps	86,471	54,610	54,000	106,000	143,300	147,600	152,000	156,560
Before and After School	201,884	264,593	172,000	199,000	202,750	206,613	210,591	214,689
Senior Center	141,655	33,176	42,393	77,500	120,500	145,500	145,500	145,500
Youth Fee Classes / Sports	6,765	-	4,500	49,700	52,900	56,100	59,400	59,400
Administration	70,299	49,218	43,702	45,000	46,365	47,798	49,303	50,883
Total Dept. Fees and Charges	5,317,173	7,395,106	9,382,163	7,723,708	6,104,531	5,015,750	4,702,787	4,779,167
Total Revenues	\$ 43,652,171	\$ 41,827,369	\$ 49,341,947	\$ 45,467,139	\$ 43,283,574	\$ 43,411,763	\$ 44,187,064	\$ 44,894,497
% Growth	-8%	-4%	18%	-8%	-5%	0%	2%	2%

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	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
City Council	\$ 186,613	\$ 187,409	\$ 200,109	\$ 234,726	\$ 243,659	\$ 247,056	\$ 256,840	\$ 260,937
City Manager	413,052	434,551	456,146	774,101	784,406	794,263	802,864	811,867
City Clerk	624,092	564,632	764,219	739,500	735,684	784,029	766,531	800,266
City Attorney	546,762	491,404	700,785	787,403	742,915	750,321	756,890	763,282
Information Technology	748,641	776,702	801,914	847,654	855,115	866,329	876,001	885,827
Finance	1,146,945	982,305	1,254,812	1,406,844	1,375,331	1,394,043	1,414,840	1,436,061
Human Resources	664,689	681,387	814,280	890,340	900,342	915,473	924,704	933,451
Community Development	3,444,614	3,935,437	5,389,967	3,938,063	3,753,752	3,802,866	3,870,573	3,929,265
Public Works	3,551,479	3,816,143	3,702,249	4,083,999	4,186,704	4,286,227	4,381,400	4,451,332
Non-Departmental Operations	4,454,660	4,425,182	6,100,842	4,885,837	4,914,199	4,930,891	5,168,705	5,244,037
Police	13,945,314	13,705,489	14,710,950	15,822,328	16,111,075	16,470,273	16,785,403	17,100,264
Fire	8,684,846	9,210,493	9,592,836	10,280,641	10,760,088	11,137,480	11,457,497	11,786,242
Community Services	2,921,501	2,172,541	2,969,408	3,136,738	3,457,263	3,575,624	3,655,145	3,644,768
Total Expenditures	\$ 41,333,211	\$ 41,383,675	\$ 47,458,515	\$ 47,828,173	\$ 48,820,534	\$ 49,954,874	\$ 51,117,391	\$ 52,047,600
50% Budget Policy Benchmark								
Fund 275 Economic Uncertainty	\$ 22,801,285	\$ 22,929,230	\$ 23,029,230	\$ 23,129,230	\$ 23,229,230	\$ 23,329,230	\$ 23,429,230	\$ 23,529,230
Fund 277 Disaster	3,137,915	3,135,503	3,136,603	3,141,603	3,146,603	3,151,603	3,156,603	3,161,603
	\$ 25,939,200	\$ 26,064,733	\$ 26,165,833	\$ 26,270,833	\$ 26,375,833	\$ 26,480,833	\$ 26,585,833	\$ 26,690,833
Reserves as a percentage of next year's expenses	62.68%	54.92%	54.71%	53.81%	52.80%	51.80%	51.08%	n/a

General Fund Expenditure Summary by Classification

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Salaries and Benefits								
Current Salaries and Benefits	\$ 20,003,311	\$ 19,512,518	\$ 20,626,856	\$ 22,509,361	\$ 22,896,112	\$ 23,251,171	\$ 23,570,418	\$ 23,912,263
Pension Unfunded Liability	2,551,495	2,853,250	3,285,747	3,841,477	4,113,455	4,388,984	4,537,640	4,672,610
Total Salaries and Benefits	22,554,806	22,365,768	23,912,603	26,350,838	27,009,567	27,640,155	28,108,058	28,584,873
Fire Contract	7,249,087	7,653,496	7,990,043	8,342,000	8,748,038	9,052,742	9,343,931	9,648,647
Operating Costs								
Supplies	595,561	451,318	609,955	884,371	845,178	877,725	891,242	896,148
Utilities	749,391	568,186	663,458	721,939	743,205	765,116	787,674	803,604
Maintenance	2,742,782	2,847,585	2,783,304	3,165,896	3,281,525	3,349,019	3,424,171	3,449,785
Insurance	744,674	730,351	1,193,438	1,229,439	1,352,383	1,487,621	1,636,383	1,636,383
Professional Services	3,274,014	3,454,228	5,411,698	3,530,768	3,169,236	3,244,019	3,271,982	3,292,072
Advertising/Printing/Publication	81,030	61,743	94,124	97,260	105,244	106,303	107,414	108,580
Education and Training	199,258	119,220	233,141	304,833	326,310	329,890	339,388	344,936
Rentals & Leases	299,610	261,862	355,208	391,008	422,143	453,426	510,864	517,465
Fees & Charges	58,375	49,896	79,269	82,475	85,825	89,328	92,990	96,818
Programs/Grants	86,283	89,187	26,000	103,000	103,000	103,000	103,000	103,000
Other	326,598	299,411	468,845	477,813	483,998	490,399	482,024	488,980
Capital	-	2,078	8,320	5,000	45,000	45,000	45,000	45,000
Total Operating Costs	9,157,577	8,935,065	11,926,759	10,993,801	10,963,048	11,340,845	11,692,132	11,782,771
Operating Transfers								
203 Community Programs Reserve	-	3,500	73,500	73,500	73,500	73,500	73,500	73,500
230 Child Dev. Program Contribution	1,082,800	1,500,000	1,364,389	1,087,354	775,044	828,108	861,514	900,257
267 Measure F	-	-	233,094	-	-	-	-	-
270 Litigation Fund	250,000	-	-	-	-	-	-	-
345 1999 Revenue Bond Debt Service	368,641	369,355	368,400	367,100	370,100	370,100	370,100	370,100
477 Emeryville Center for Comm. Living	-	-	25,000	25,000	25,000	25,000	25,000	25,000
805 PBID/Emery-Go-Round	560,300	556,327	564,726	588,580	606,237	624,425	643,157	662,452
Total Operating Transfers	2,261,741	2,429,182	2,629,109	2,141,534	1,849,881	1,921,133	1,973,271	2,031,309
Subtotal, Baseline Expenditures	41,223,211	41,383,511	46,458,515	47,828,173	48,570,534	49,954,874	51,117,391	52,047,600
One-Time Transfers/Reserves								
254 Grant Fund	-	164	-	-	-	-	-	-
600 Workers Compensation	-	-	-	-	250,000	-	-	-
670 Technology	-	-	1,000,000	-	-	-	-	-
700 Accrued Benefits	110,000	-	-	-	-	-	-	-
Total one-time Transfers/Reserves	110,000	164	1,000,000	-	250,000	-	-	-
Total Expenditures	\$ 41,333,211	\$ 41,383,675	\$ 47,458,515	\$ 47,828,173	\$ 48,820,534	\$ 49,954,874	\$ 51,117,391	\$ 52,047,600
% Growth	-5%	0%	15%	1%	2%	2%	2%	2%



City of Emeryville
2022-23 Budget

General Fund Reserves
Community Programs Reserve #203

Purpose of Fund

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

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 445,648	\$ 415,648	\$ 419,148	\$ 345,191	\$ 261,691
Annual Activity					
Revenues					
General Fund Contribution	-	3,500	73,500	-	-
Total Revenues	-	3,500	73,500	-	-
Expenditures					
Community Pub Mtgs	-	-	-	10,000	10,000
Community Grants	-	-	147,457	73,500	73,500
Homeless Programs	30,000	-	-	-	-
Total Expenses	30,000	-	147,457	83,500	83,500
Net Annual Activity	(30,000)	3,500	(73,957)	(83,500)	(83,500)
Ending Available Fund Balance	\$ 415,648	\$ 419,148	\$ 345,191	\$ 261,691	\$ 178,191



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 3,451,939	\$ 3,137,915	\$ 3,135,503	\$ 3,136,603	\$ 3,141,603
Annual Activity					
Revenues					
Interest Income	65,976	17,588	1,100	5,000	5,000
Total Revenues	65,976	17,588	1,100	5,000	5,000
Expenditures					
Rental Assistance Program	380,000	20,000	-	-	-
Total Expenses	380,000	20,000	-	-	-
Net Annual Activity	(314,024)	(2,412)	1,100	5,000	5,000
Ending Available Fund Balance	\$ 3,137,915	\$ 3,135,503	\$ 3,136,603	\$ 3,141,603	\$ 3,146,603



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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 1,931,111	\$ 2,195,341	\$ 2,387,237	\$ 2,562,162	\$ 2,792,162
Annual Activity					
Revenues					
Residual Tax Increment	337,175	291,371	300,000	306,000	312,120
Donation	25,000	-	-	-	-
Investment Income	37,813	12,313	725	1,000	1,000
Total Revenues	399,988	303,684	300,725	307,000	313,120
Expenditures					
Advertising, Printing, and Publication	6,500	-	10,000	30,000	30,000
Community Public/Meeting Room	848	384	3,500	7,000	7,000
Façade Grants	26,279	-	72,300	-	-
Business Recovery Programs	84,000	107,000	-	-	-
Business Rebate Programs	18,131	4,404	40,000	40,000	40,000
Total Expenses	135,758	111,788	125,800	77,000	77,000
Net Annual Activity	264,230	191,896	174,925	230,000	236,120
Ending Available Fund Balance	\$ 2,195,341	\$ 2,387,237	\$ 2,562,162	\$ 2,792,162	\$ 3,028,282



City of Emeryville
2022-23 Budget

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.

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 22,372,118	\$ 22,801,285	\$ 22,929,230	\$ 23,029,230	\$ 23,129,230
Annual Activity					
Revenues					
Investment Income	429,167	127,945	100,000	100,000	100,000
Total Revenues	429,167	127,945	100,000	100,000	100,000
Expenditures					
Transfer to General Fund	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	429,167	127,945	100,000	100,000	100,000
Ending Available Fund Balance	\$ 22,801,285	\$ 22,929,230	\$ 23,029,230	\$ 23,129,230	\$ 23,229,230



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 13,437,772	\$ 14,038,818	\$ 14,601,002	\$ 13,844,002	\$ 14,084,002
Annual Activity					
Revenues					
Investment Income	423,259	868,328	300,000	300,000	300,000
Market Value Adjustment	233,021	574,612	-	-	-
Total Revenues	656,280	1,442,940	300,000	300,000	300,000
Expenditures					
Professional Services	55,234	56,375	57,000	60,000	60,000
Transfer to General Fund	-	824,381	1,000,000	-	-
Total Expenses	55,234	880,756	1,057,000	60,000	60,000
Net Annual Activity	601,046	562,184	(757,000)	240,000	240,000
Ending Available Fund Balance	\$ 14,038,818	\$ 14,601,002	\$ 13,844,002	\$ 14,084,002	\$ 14,324,002



City of Emeryville
2022-23 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.

	2019-20	2020-21	2021-22	2022-23	2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Beginning Available Fund Balance	\$ 243,982	\$ 223,702	\$ 199,653	\$ 173,283	\$ 147,032
Annual Activity					
Revenues					
Investment income	4,477	1,204	150	800	800
Total Revenues	4,477	1,204	150	800	800
Expenditures					
Retirement benefits	24,758	25,253	26,520	27,050	27,591
Total Expenses	24,758	25,253	26,520	27,050	27,591
Net Annual Activity	(20,280)	(24,049)	(26,370)	(26,250)	(26,791)
Ending Available Fund Balance	\$ 223,702	\$ 199,653	\$ 173,283	\$ 147,032	\$ 120,241



This Page Intentionally Left Blank

➤ **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, composed of five members elected at large. The Mayor and the 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 ensure the highest quality of leadership and service possible. The Council provides the 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, the Public Financing Authority, and the 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.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Completed the South Bayfront Bridge and the Horton Landing Park, both of which opened to the public on December 3, 2021
2. Corporation Yard remediation funding was approved, and the consultant commenced work on July 1, 2021; submitted draft remediation plan to the state; conducted pilot testing of remediation efforts in April 2022
3. AHSC was grant awarded for the construction of a portion of the 40th Street Redesign project; design consultant has been retained
4. Staff was directed to pursue the original design with the developer when the Art Center redesign was rejected by the Planning Commission
5. Construction contract for the Rail Safety/Quiet Zone was awarded in the spring of 2022
6. Completed fiscal analyses and conducted initial community survey in the fall of 2021 for the Revenue Generating Ballot Measures for 2022; community engagement underway in the spring of 2022
7. Deployed all-electric parking enforcement vehicles and purchased a new all-electric passenger bus for Community Services and new hybrid vehicles for the Emeryville Police Department

GOALS FOR THE 2022-2023 FISCAL YEAR

1. Commence Old Corporation Yard remediation construction
2. Develop affordable housing: 3600 San Pablo, 4300 San Pablo, and Christie Sites
3. Prioritize bicycle and pedestrian focused projects: 40th Street Redesign, San Pablo Avenue Corridor, Ashby Interchange
4. Construct Rail Safety/Quiet Zones
5. Continue advancing the Art Center Project
6. Develop Revenue Generating Ballot Measure for 2022
7. Electrify the City's vehicle fleet

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

OVERVIEW

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

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Prepared and received City Council approval of an extension of the Fire Services Agreement with the Alameda County Fire Department
2. Negotiated and received City Council approval of an agreement to fund the Golden Gate Branch of the Oakland Public Library, to provide library services to Emeryville residents
3. Worked with consultants and outside counsel to plan for the environmental remediation of the former Marchant/Whitney redevelopment site and obtained State grant funding for the project
4. Guided the City organization through the COVID-19 pandemic response, including managing remote work and updating policies in line with the Public Health guidance
5. Oversaw the Public Works and Finance Departments during extended absences of their respective department directors
6. Retained consultants and worked with the City Council to develop ballot measure options for 2022

GOALS FOR THE 2022-2023 FISCAL YEAR

1. Commence remediation construction of the former Marchant/Whitney site
2. Improve organizational efficiency by implementing additional digital workflow solutions such as electronic payroll, online business license tax application and renewal, and acceptance of credit card payments for building permits
3. Develop new recruitment and retention strategies to respond to the post-pandemic work environment
4. Focus on environmentally sustainable practices, which also reduce ongoing expenditures, such as procuring electric vehicles for the City fleet

➤ **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 the MESA. The City Attorney is supported by the 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 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 the 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 the 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 Schedule (ROPS) approved by the Emeryville Oversight Board and State Department of Finance.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 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 the Brown Act compliance for public meetings
2. Provided legal support in the implementation of 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, and Shared Mobility; prepared,

reviewed, and provided advice regarding interpretation, implementation, and enforcement of ordinances and resolutions

3. Dedicated resources to efficiently manage the prosecution, defense, and resolution of various pieces of litigation such as the *Successor Agency, et al. v. Swagelok Company, et al.*, the *Successor Agency v. California Dept. of Finance, et al* and numerous claims against the City
4. Prepared and presented the Recognized Obligation Payments Schedule (ROPS) to the Successor Agency and Oversight Boards to fund environmental remediation
5. Provided legal advice in support of the ongoing environmental remediation projects, such as the 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; provided advice on coordinating with the environmental regulatory agencies such as the Department of Toxic Substances Control and the Alameda County Department of Environmental Health
6. Assisted the Public Works Department in the preparation, bidding, management, and completion of various public and CIP projects including the South Bayfront Pedestrian / Bicycle Bridge and the development of Horton Landing Park, the Railroad Quiet Zones, and the Point Emery coastal protection; advised on the enforcement of the Urban Forestry Ordinance and the collection of fines for violations; negotiated the deployment of small-cell infrastructure on public rights of way with telecom providers
7. Regular staffing of the City Council and Successor Agency meetings, advising on the application and interpretation of federal, state, and local statutes and regulations, Brown Act compliance, conflicts of interest, and risk analysis; regular staffing of the Planning Commission meetings and provided legal counsel to the 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
8. Provided legal support to other City commissions, committees, and boards as necessary
9. Assisted the Planning Division and the Economic Development and Housing Division in negotiating, drafting, implementing and monitoring agreements on 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, and 3706 San Pablo Avenue/1025 West MacArthur Boulevard

10. Assisted in the City's First Time Homebuyers' Program regarding short sales and the enforcement of its guidelines; assisted in enforcing the City's Affordable Rental Housing Program guidelines to maintain the inventory of below market rate units; assisted in the negotiation of Affordable Housing Agreement and Loan Agreements for 3600/3610/3620 San Pablo Avenue; assisted in the City's Percent for Art Program and in the negotiations and preparation of art contracts
11. Provided advice and assistance to the Property Based Improvement District (PBID) which funds the Emery Go Round and to the Emery Unified School District (EUSD) regarding the terms of the Master Joint Occupancy Agreement for the Emeryville Center of Community Life (ECCL) Project
12. 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 meetings 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
13. Provided advice to members of the City Council, MESA, Successor Agency, Planning Commission, other legislative bodies, officers, and employees regarding the Brown Act, the Political Reform Act and conflicts of interest, and the Public Records Act; provided extensive assistance in preparing agenda packet materials, contracts and legislation for the City Council, Successor Agency, and MESA; provided training to the legislative bodies and staff on the Brown Act, the Political Reform Act, and conflicts compliance
14. Advised the City Manager's Office and the Human Resources Department regarding personnel disciplinary and grievance matters
15. Revised and updated the Professional Services Contracts
16. Responded to numerous Public Records Act (PRA) requests including the preparation of letters justifying the denial of certain records pursuant to exemptions provided in the PRA and/or cases interpreting the PRA; assisted the 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 2022-2023 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 the 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 on these matters

3. Represent the interests of the Successor Agency before the Oversight Board and the State Department of Finance pertaining to ROPS funding and the winding down of the affairs of the former Redevelopment Agency by the Successor Agency
4. Continue to provide legal assistance on the approval and disposition of property of the Successor Agency pursuant to the Long-Range Property Management Plan as well as the development of affordable housing on real property assets retained by the City
5. Continue assisting the Planning & Building and Public Works Departments with environmental review, negotiation and project approval process for capital improvement and private development projects
6. Continue providing legal assistance to the Human Resources Department on employer-employee relations, grievances, supervisory training, labor negotiations, and worker's compensation claims
7. Provide updates to the City Council and its boards and commissions regarding changes to laws and regulations; provide training to legislative bodies and staff on the Brown Act, the Public Records Act, conflicts of interest, and other legal updates

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

OVERVIEW

The City Clerk coordinates the preparation and assembly of agendas for the City Council and Commission meetings; attends, records, and prepares the minutes of the City Council/Commission meetings; conducts the City's election process; authenticates, preserves and ensures access to the public record; ensures compliance with legal noticing requirements for the 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.

The City Clerk is appointed by the City Manager and confirmed by the City Council. The City Clerk serves as the Clerk of the City Council, the 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.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Acted as the Elections Official for the November 2020 General Election which included the nominations for the three incumbent City Council seats which were instead appointed, pursuant to the California Elections Code, because they were uncontested and did not appear on the ballot
2. With the shutdown of the City Hall due to the COVID-19 pandemic and the Governor's subsequent Brown Act orders waiving certain public meeting requirements to allow fully remote public meetings, the City Clerk's Office transitioned the City Council, Planning Commission, and community advisory committee in-person meetings to a remote meeting platform, providing business continuity for City functions
3. Transitioned to DocuSign for the routing and approval of most City contracts, agreements, resolutions and ordinances, and other forms, allowing users to provide authenticated electronic signatures on documents from remote locations and to monitor the approval process flow
4. Developed the "Online Speaker Card" function on the City's website, allowing public speakers to register their comments via electronic submission for the City Council, Planning Commission, and all community advisory committee meetings to be read into the record by the staff
5. Migrated the City Clerk electronic filing and document storage to Microsoft Teams/SharePoint environment and began utilizing Teams for departmental communication and file sharing to overcome issues encountered by staff working from different locations and/or on hybrid schedules

6. Made significant progress in scanning the backlog of insurance certificates, contract files and other permanent records, and uploading them into the Laserfiche document management solution

GOALS FOR THE 2022-2023 FISCAL YEAR

1. Prepare for the November 8, 2022 General Municipal Election where two Council seats will be on the ballot, as well as potential ballot initiatives that may be brought forward
2. Update the Citywide Records Retention schedules to reflect new record types
3. Implement a Committees and Commissions technology solution to further streamline the recruitment and appointment processes
4. Prepare for the eventual return to in-person or a hybrid version of public meetings, leveraging tools used during the COVID-19 closure of the City Hall, to provide the public the best possible access to its government
5. Continue to implement best practices in all areas of the City Clerk's office to include updating the City Clerk's emergency preparedness documentation and supplies, providing refresher training to the City staff on records retention, and updating the City's website as needed for easier public navigation

➤ **ADMINISTRATION – FINANCE DEPARTMENT**

OVERVIEW

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

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Worked with the Council and the City departments in submitting timely budgets consistent with the City's Fiscal Policies
2. Maintained bond indentures while ensuring proper public disclosure
3. Issued an RFP for the Investment Management and Advisory Services
4. Issued an RFP for the Business License Tax Revenue Consulting Services
5. Received the Certificate of Achievement for Excellence in Financial Reporting for the June 30, 2020 Annual Comprehensive Financial Report

GOALS FOR THE 2022-2023 FISCAL YEAR

1. 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
2. Produce and present a projected fund balance spreadsheet, that reflects the impact of changing conditions in the economy, to the Budget Committees and the City Council for each budget and mid-year budget review
3. Produce and present, to the Budget Committees and the City Council, a quarterly investment report reflecting the City's compliance with the cash flow requirements of the State; develop a more proactive investment strategy to achieve higher returns
4. Continue to provide and produce excellent award-winning financial statements
5. Reduce reliance on paper-based systems for business license tax renewals by transitioning to an online business license system
6. Issue Housing Bonds in the fiscal year 2022-23, 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 to ensure that the City complies with all policies and procedures, including State and Federal statutes that guide daily Human Resources administration. The Department is responsible for the following administrative functions: recruitment and selection, classification and compensation, employee and labor relations, employee benefits, payroll, risk management, workers' compensation, disaster preparedness, health and safety, employee recognition, organizational training and development, and personnel records management.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Performed recruitment and selection activities for the following positions: Assistant Planner, Associate Civil Engineer, Community & Economic Development Coordinator (Housing), Custodian/Facility Attendant, Deputy City Clerk, Lifeguard (continuous), Management Analyst, Office Assistant, Police Communications Dispatcher, Police Lieutenant, Police Officer (Lateral/Academy Graduate) (continuous), Police Officer Trainee (continuous), Police Sergeant, Police Services Manager, Police Services Technician (2), Public Works Maintenance Worker, Public Works Operations and Facilities Manager, Recreation Assistant, Recreation Leader (After School), Recreation Leader (Middle/High School Programs), Recreation Leader (Summer Programs), Recreation Supervisor, Sports Coach & Referee (continuous), and Teacher Assistant
2. Conducted promotional recruitments for: Associate Planner and Environmental Programs Analyst
3. Conducted executive recruitments for Public Works Director and Finance Director, as well as coordinated and assisted Ralph Andersen and Associates with recruitment for the Police Chief and Byers Group for the new City Attorney
4. Filled the 0.5 FTE Human Resources Technician to handle recruitment and selection functions
5. Transitioned to a new electronic timekeeping system called TimeClock Plus (TCP); The new system supports a workflow that allows employees and managers/departments heads to enter, view, and approve time accordingly. These features streamline the time reporting process, significantly reducing the use of paper.
6. Entered into several side letter agreements with bargaining units in time to 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)

7. Entered into agreement with the SEIU (Local 1021) to extend the MOU for another year, from July 1, 2021 to June 30, 2022
8. Created the Emergency Teleworking Policy Administrative Instruction
9. Updated the COVID-19 Prevention Program and the Return to Work Administrative Instruction, including adding a Vaccinate and Testing Requirement Policy, and signed a contract with an on-site testing provider
10. Processed all Families First Coronavirus Response Act Paid Sick Leave (PSL), Expanded Family Medical Leave (EFML), and Supplemental Paid Sick Leave (SPSL) for employees
11. Updated the Non-Harassment, Discrimination and Retaliation Policy and Complaint Procedure Administrative Instruction, the Injury and Illness Prevention Program Administrative Instruction, and the Violence in the Workplace Administrative Instruction
12. Assessed the current performance evaluation system and implemented a performance management tool to assist departmental management in conducting timely performance evaluations
13. Continued to work with all departments to update forms and documents to be gender neutral
14. Updated the 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 these updates, changed plan provider from Navia to American Fidelity
15. Provided and/or facilitated training to respective departments and employees on the following topics: Difficult Conversations, Public Sector Law Update, Managing COVID Issue Now and What's Next, Disability Interactive Process, Maximizing Performance through Evaluation, Documentation, and Correct Action, Managing the Marginal Employee, The Future Now – Embracing Generational Diversity and Succession Planning, Exercising Your Management Rights, Supervisor Guide to Understanding Employee Rights, Finding the Facts: Employee Misconduct and Disciplinary Investigation, A Guide to Implementing Public Employee Discipline, and The Art of Writing the Performance Evaluation
16. Continued providing proactive ergonomic assessments for current and new employees
17. Held the Virtual Annual Service Awards Event in August 2020 (honoring 16 employees) and in August 2021 (honoring 24 employees); A Virtual Employee Appreciation Event was also held in December 2020.
18. Continued to implement and monitor the DOT Mandated Drug and Alcohol Testing Program and Policy for employees who drive the City's 22 passenger buses
19. Continued to register, delete, and monitor enrollees in the City's DMV Employer Pull Notice Program

20. Continued to assign and monitor the City's compliance with AB1825/AB1661/SB1343 Mandated Training on Harassment and Discrimination Prevention for all full-time and part-time staff
21. Worked with employees and departmental management to monitor various leave and ADA issues, including compliance
22. Processed semi-monthly payroll for all full-time and part-time City employees including wage, benefit, tax and other deductions in an accurate and timely manner
23. Provided Disaster Training to the City Council's Standby Officers; participated in the East Bay Regional Parks Temescal Dam Emergency Response Plan Update; provided outreach on personal emergency preparedness to Homeowners' Associations
24. Coordinated the EOC Section Training for City staff; held a Virtual Function Tabletop Exercise for City staff; participated in the County's Golden Eagle Exercise
25. Conducted two Community Emergency Response Team (CERT) training programs for Emeryville citizens
26. Held bi-monthly meetings of the Emeryville CERT Team; provided training to CERT Team on conducting Windshield Surveys; established Activation Instructions for the CERT Team
27. Created an Emergency Response Plan for the Emeryville Center of Community Life
28. Human Resources staff were trained on employment law updates, Recovering from Disasters: The Local Community Role, Mitigation for Emergency Managers, Integrating Access & Functional Needs into Emergency Management, OSHA Emergency Temporary Standards for COVID-19 Prevention, Families First Coronavirus Response Act, and the new Department of Fair Employment and Housing App

GOALS FOR THE 2022-2023 and 2023-2024 FISCAL YEARS

1. Negotiate successor labor agreements with the Service Employees International Union, Local 1021 (July 2019 – June 2021), the Emeryville Police Officers' Association (July 2019 – June 2022), and the Emeryville Association of Confidential, Administrative, Managerial and Professional Employees (July 2019 – June 2022)
2. Continue the configuration of the online applicant tracking platform NEOGOV
3. Continue to work with the departments on updating the forms, policies, and documents to be gender neutral
4. Conduct Diversity, Equity and Inclusion Training for all staff
5. Provide training to the management staff on the Americans with Disabilities Act (ADA)
6. Conduct Community Emergency Response Team (CERT) Academies for interested City residents

7. Conduct a community-wide Personal Emergency Preparedness Training specifically geared toward apartment and condominium dwellers
8. Conduct trainings and tabletop exercises for all Emergency Operations Center (EOC) sections twice per year
9. 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
10. Conduct open enrollment for health benefits in the fall of each year
11. Maintain and support the Employee Engagement Committee program
12. Conduct recruitments to fill vacancies in a timely manner with well-qualified, diverse candidates
13. Update the Administrative Instructions (AI) and policies relating to personnel matters, to ensure compliance with existing laws and best practices
14. Continue to work on the City's readiness to respond to an emergency and make the City's EOC fully functional

➤ **ADMINISTRATION – INFORMATION TECHNOLOGY**

OVERVIEW

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

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Procured and deployed new Panasonic Toughbook computers for all police vehicles
2. Replaced the storage area network at the Police Department
3. Developed internal search portal for city documents in the electronic document management system including contracts, staff reports, and building permits
4. Launched the Geocortex Geographic Information System (GIS) for internal users to retrieve geodata to create maps for geo-specific mailings
5. Migrated the mobile device management platform to KACE Cloud for better security and control of mobile devices
6. Consulted on the parking meter implementation project
7. Fully adopted OneDrive for Business, increasing cloud presence and City end-user data resiliency
8. Expanded the use of DocuSign for electronic signatures in response to demand during the COVID-19 lockdowns
9. Replaced network switches at remote City facilities
10. Configured and deployed over two dozen laptops, web cameras, microphones, and other assorted peripherals to allow City staff to work remotely in response to countywide and statewide COVID-19 lockdowns

11. Developed digital workflows to eliminate the need for paper-driven processes in response to the COVID-19 lockdowns
12. Implemented solutions to support off-site users with remote management tools and training materials; added secure virtual private network (VPN) capacity
13. Worked with HR to procure and configure the electronic timesheet system

GOALS FOR THE 2022-2023 FISCAL YEAR

1. Implement multi-factor authentication (MFA) and single sign-on (SSO) for appropriate City and staff applications
2. Continue developing a telecommunications strategy to consolidate applications and hardware to simplify the user experience and reduce overall costs; this includes the evaluation of Microsoft Teams Phone and current internet service providers (ISPs)
3. Finalize a cloud strategy that reduces on-premises infrastructure costs, provide additional redundancy, and deliver reliable connectivity and secured accessibility to applications from any authorized location; begin migration of identified applications to the selected cloud service provider
4. Migrate existing file server to SharePoint online
5. Continue to provide support and technical resources to departments that wish to implement paperless workflows or utilize existing electronic document management system (EDMS)
6. Continue to resolve help desk issues for the department's customers

Administration
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 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
Assistant City Manager	0.00	1.00
Executive Assistant to the City Manager	1.00	1.00
Total City Manager	2.00	3.00
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	0.30	0.30
Total Finance	6.30	6.30
Director of Human Resources	1.00	1.00
Human Resources Technician	1.20	0.70
Office Assistant II (Confidential)	1.00	1.00
Management Analyst	1.00	1.50
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	22.50



City of Emeryville
2022-23 Budget

Operating Budgets
Administration Departments

		2019-20	2020-21	2021-22	2022-23	2023-24
		<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Department Summary						
<u>General Fund Operating Expenditures</u>						
1110	City Council	\$ 186,613	\$ 187,409	\$ 200,109	\$ 234,726	\$ 243,659
1200	City Manager	413,052	434,551	456,146	774,101	784,406
1250	City Clerk	624,092	564,632	764,219	739,500	735,684
1280	Information Technology	748,641	776,702	801,914	847,654	855,115
1400	City Attorney	546,762	491,404	700,785	787,403	742,915
1500	Finance	1,146,945	958,964	1,254,812	1,406,844	1,375,331
1520	Disaster Recovery	-	23,341	-	-	-
1600	Human Resources	664,689	681,387	814,280	890,340	900,342
Total General Fund		\$ 4,330,796	\$ 4,118,390	\$ 4,992,264	\$ 5,680,567	\$ 5,637,453

Operating Expenditures by Type

Salaries and Benefits	\$ 3,678,304	\$ 3,685,525	\$ 4,058,375	\$ 4,772,062	\$ 4,821,826
Supplies and Services	652,491	432,865	933,889	908,506	815,627
	\$ 4,330,796	\$ 4,118,390	\$ 4,992,264	\$ 5,680,567	\$ 5,637,453

Authorized Staff Positions

Full-Time Equivalent Positions	22.50	21.50	21.50	22.50	22.50
--------------------------------	--------------	--------------	--------------	--------------	--------------

Expenditure Details

City Council #1100

Salaries and Benefits	\$ 173,094	\$ 177,078	\$ 171,054	\$ 197,100	\$ 202,713
73000 Office Supplies	397	123	1,000	2,000	3,000
76050 Telephone/Communication	562	700	1,000	1,000	1,000
77960 Technology Charge	4,200	4,800	4,800	7,800	7,900
84000 Education and Training	-	50	1,100	3,000	3,090
84100 Memberships & Dues	3,940	2,580	4,200	4,326	4,456
84150 Travel, Confer & Meeting	4,384	-	4,635	8,000	10,000
84200 Mayors Conf & Hosting	36	-	4,000	6,500	6,500
91600 Other Equipment	-	2,078	8,320	5,000	5,000
Total City Council	186,613	187,409	200,109	234,726	243,659

City Manager #1200

Salaries and Benefits	408,721	431,110	441,148	756,091	766,396
73000 Office Supplies	99	186	1,000	1,000	1,000
73100 Books, Maps, Periodicals	-	-	100	100	100
73150 Postage	71	61	100	100	100
76050 Telephone/Communication	420	650	607	610	610
77260 Software Subscriptions	-	134	-	-	-
77960 Technology Charge	1,700	1,900	1,700	2,800	2,800
80050 Professional Services	1,200	-	-	-	-
84000 Education and Training	-	-	1,500	1,700	1,700
84100 Memberships & Dues	510	150	790	1,100	1,100
84150 Travel, Confer & Meeting	330	360	8,000	9,300	9,300
85000 Rentals & Leases	-	-	1,201	1,300	1,300



City of Emeryville
2022-23 Budget

Operating Budgets
Administration Departments

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Total City Manager	413,052	434,551	456,146	774,101	784,406
<u>City Clerk #1250</u>					
Salaries and Benefits	458,425	481,925	508,758	532,682	537,246
73000 Office Supplies	1,668	1,353	2,000	2,100	2,205
73100 Books, Maps, Periodicals	-	-	100	200	200
73150 Postage	97	10	100	200	200
73600 Food Supplies	-	-	1,100	1,155	1,213
76050 Telephone/Communication	-	-	-	1,600	1,600
77260 Software Subscriptions	-	806	1,000	1,050	1,103
77960 Technology Charge	2,500	2,900	-	-	-
80000 Temporary Personnel Serv	-	-	18,711	-	-
80050 Professional Services	56,374	50,692	70,000	73,500	77,175
80500 Testing	57	-	-	-	-
80550 Election	43,173	138	100,000	45,000	30,000
82000 Advertising	11,606	8,612	9,000	9,450	9,923
82050 Printing	600	-	6,500	6,500	6,500
82100 Community Pub/Mtgs/Comm	8,832	-	15,000	15,000	15,000
84000 Education and Training	7,094	1,368	3,600	6,000	6,000
84100 Memberships & Dues	296	760	850	875	902
84150 Travel, Confer & Meeting	2,525	13	2,500	5,600	5,900
85000 Rentals & Leases	11,126	-	-	-	-
85100 Records Storage Rental	19,719	16,055	25,000	38,588	40,517
Total City Clerk	624,092	564,632	764,219	739,500	735,684
<u>Information Technology #1280</u>					
Salaries and Benefits	720,319	737,551	768,949	800,454	805,615
73000 Office Supplies	2,361	2,214	2,500	2,500	2,500
76050 Telephone/Communication	1,057	836	1,000	1,000	1,000
77150 Equipment Oper & Maint	9,686	-	-	-	-
77260 Software Subscriptions	-	1,086	515	-	-
77960 Technology Charge	8,500	21,340	9,700	15,700	16,000
80050 Professional Services	2,345	7,849	18,000	25,000	25,000
84000 Education and Training	3,873	5,496	1,000	1,000	3,000
84100 Memberships & Dues	330	330	250	500	500
84150 Travel, Confer & Meeting	170	-	-	1,500	1,500
Total Information Technology	748,641	776,702	801,914	847,654	855,115



**City of Emeryville
2022-23 Budget**

**Operating Budgets
Administration Departments**

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
<u>City Attorney #1400</u>					
Salaries and Benefits	477,705	411,296	393,226	595,303	600,515
73000 Office Supplies	2,845	556	1,500	2,500	2,500
73100 Books, Maps, Periodicals	2,219	3,278	3,500	7,000	7,000
73150 Postage	112	84	200	500	500
77260 Software Subscriptions	-	134	-	1,900	2,200
77960 Technology Charge	1,700	1,500	1,900	3,100	3,100
80050 Professional Services	59,526	72,014	245,109	119,000	119,000
80100 Legal Services	-	-	50,000	50,000	-
84000 Education and Training	272	1,215	2,100	3,500	3,500
84100 Memberships & Dues	1,373	1,327	1,250	1,100	1,100
84150 Travel, Confer & Meeting	1,011	-	2,000	3,500	3,500
Total City Attorney	546,762	491,404	700,785	787,403	742,915
<u>Finance #1500</u>					
Salaries and Benefits	829,534	806,924	1,076,511	1,131,792	1,141,499
73000 Office Supplies	7,439	4,922	4,000	5,200	5,300
73100 Books, Maps, Periodicals	-	-	-	400	400
73150 Postage	7,279	6,931	10,000	10,000	10,000
73750 Parking Permit Supplies	-	625	-	-	-
76050 Telephone/Communication	3	3	1	-	-
77150 Equipment Oper & Maint	50,632	40,125	74,775	77,500	80,330
77260 Software Subscriptions	-	8,350	8,225	8,500	8,670
77960 Technology Charge	5,100	5,800	5,800	9,400	9,600
80000 Temporary Personnel Serv	194,275	-	5,000	5,000	5,000
80050 Professional Services	26,899	69,953	50,000	134,052	89,533
80380 Banking Services	8,286	8,730	10,000	10,000	10,000
82050 Printing	8,999	4,898	6,500	6,500	6,500
84000 Education and Training	2,387	403	2,000	5,000	5,000
84100 Memberships & Dues	1,295	1,300	1,500	1,500	1,500
84150 Travel, Confer & Meeting	4,818	-	500	2,000	2,000
Total Finance	1,146,945	958,964	1,254,812	1,406,844	1,375,331
<u>Human Resources #1600</u>					
Salaries and Benefits	610,507	639,641	698,730	758,640	767,842
73000 Office Supplies	1,606	1,290	2,000	3,000	3,000
73100 Books, Maps, Periodicals	582	584	700	700	700
73150 Postage	212	108	500	700	700
77150 Equipment Oper & Maint	-	-	19,000	19,500	20,000
77260 Software Subscriptions	-	268	-	-	-
77960 Technology Charge	5,900	6,800	6,800	11,000	11,200
80000 Temporary Personnel Serv	10,513	-	8,500	8,500	8,500
80050 Professional Services	3,623	9,099	32,550	32,600	32,600
80500 Testing	3,136	5,180	4,000	2,000	2,000
82000 Advertising	3,575	15,543	10,000	10,000	10,000
82050 Printing	617	390	2,000	1,000	1,000



City of Emeryville
2022-23 Budget

Operating Budgets
Administration Departments

	2019-20	2020-21	2021-22	2022-23	2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
84000 Education and Training	1,244	-	3,000	4,500	4,600
84100 Memberships & Dues	360	285	3,000	3,200	3,200
84150 Travel, Confer & Meeting	3,121	-	500	4,000	4,000
84350 In Service Training	2,279	449	2,000	10,000	10,000
84380 Safety Program	5,131	752	10,000	10,000	10,000
87080 Employee Recognition	12,283	998	11,000	11,000	11,000
Total Human Resources	664,689	681,387	814,280	890,340	900,342
Total General Fund Administrative Expenses	\$ 4,330,796	\$ 4,118,390	\$ 4,992,264	\$ 5,680,567	\$ 5,637,453
Total Expenditures	\$ 4,330,796	\$ 4,118,390	\$ 4,992,264	\$ 5,680,567	\$ 5,637,453



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.

	<u>Capital Projects Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 57,544	\$ 37,223	\$ 37,323	\$ 37,423	\$ 37,523
Annual Activity						
Revenues		77,014	100	100	100	100
Total Revenues		77,014	100	100	100	100
Expenditures						
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive	\$ 11,799	-	-	-	-	-
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	8,622	-	-	-	-	-
T-13 Traffic Signal - 40th and Harlan	-	76,914	-	-	-	-
Carryforward	\$ 20,421	20,421	-	-	-	-
Total Expense		97,335	-	-	-	-
Net Annual Activity		(20,321)	100	100	100	100
Ending Available Fund Balance		\$ 37,223	\$ 37,323	\$ 37,423	\$ 37,523	\$ 37,623



City of Emeryville
2022-23 Budget

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.

	<u>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 770,575	\$ 634,605	\$ 3,058,389	\$ 3,085,889	\$ 4,526,389
Annual Activity						
Revenues						
Investment Earnings		2,500	2,500	2,500	2,500	2,500
Development Fees		261,530	2,421,284	25,000	1,438,000	25,000
Total Revenues		264,030	2,423,784	27,500	1,440,500	27,500
Expenditures						
Capital Projects						
H-02 6150, 5890 and 5900 Christie Housing Site	\$ 300,000	100,000	-	-	-	-
Carryforward	\$ 300,000	300,000	-	-	-	-
Total Capital		400,000	-	-	-	-
Net Annual Activity		(135,970)	2,423,784	27,500	1,440,500	27,500
Ending Available Fund Balance		\$ 634,605	\$ 3,058,389	\$ 3,085,889	\$ 4,526,389	\$ 4,553,889



City of Emeryville
2022-23 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>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 6,216,793	\$ 92,167	\$ 394,909	\$ 715,880	\$ 1,055,969
Annual Activity						
Revenues						
Residual Property Tax Increment (20%)		1,224,000	1,248,480	1,273,450	1,298,919	1,324,897
Investment Earnings		12,000	12,000	12,000	12,000	12,000
Total Revenues		1,236,000	1,260,480	1,285,450	1,310,919	1,336,897
Expenditures						
Operations						
Community Development		1,083,040	957,737	964,479	970,829	976,233
Operating Expenses		1,083,040	957,737	964,479	970,829	976,233
Capital Projects						
H-04 Affordable Senior Housing	\$ 372,019	-	-	-	-	-
H-06 Below Market Rate Housing						
Acquisition	1,232,845	-	-	-	-	-
H-07 3600 San Pablo	110,216	4,562,506	-	-	-	-
Carryforward	\$ 1,715,080	1,715,080	-	-	-	-
Total Capital		6,277,586	-	-	-	-
Total Expense		7,360,626	957,737	964,479	970,829	976,233
Net Annual Activity		(6,124,626)	302,743	320,970	340,089	360,664
Ending Available Fund Balance		\$ 92,167	\$ 394,909	\$ 715,880	\$ 1,055,969	\$ 1,416,632



Capital Project Funds
Catellus Contingent 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 12,380	\$ 9,502	\$ 9,602	\$ 9,702	\$ 9,802
Annual Activity						
Revenues						
		100	100	100	100	100
Total Revenues		100	100	100	100	100
Expenditures						
		5,022	-	-	-	-
Operating Expenses		5,022	-	-	-	-
Capital Projects						
T-05						
Traffic Signal 40th & Harlan	\$ 2,978	-	-	-	-	-
Carryforward	\$ 2,978	2,978	-	-	-	-
Total Expense		2,978	-	-	-	-
Net Annual Activity		(2,878)	100	100	100	100
Ending Available Fund Balance		\$ 9,502	\$ 9,602	\$ 9,702	\$ 9,802	\$ 9,902



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 Projects Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 1,682,338	\$ 111,347	\$ 112,347	\$ 113,347	\$ (1,298,153)
Annual Activity						
Revenues						
Investment Earnings		1,000	1,000	1,000	1,000	1,000
Total Revenues		1,000	1,000	1,000	1,000	1,000
Expenditures						
Capital Projects						
CF-02 South Bayfront						
Bridge/Horton Landing Park	\$ 148,216	-	-	-	-	-
CF-08 Art Center	1,423,775	-	-	-	-	-
M-01 Marina Navigation Channel						
Maintenance Dredging						
Program	-	-	-	-	1,412,500	-
Carryforward	\$ 1,571,991	1,571,991	-	-	-	-
Total Expense		1,571,991	-	-	1,412,500	-
Net Annual Activity		(1,570,991)	1,000	1,000	(1,411,500)	1,000
Ending Available Fund Balance		\$ 111,347	\$ 112,347	\$ 113,347	\$ (1,298,153)	\$ (1,297,153)



City of Emeryville
2022-23 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance	\$ 485,651	\$ 474,851	\$ 464,051	\$ 489,251	\$ 514,451
Annual Activity					
Revenues					
Transfer from General Fund	25,200	25,200	25,200	25,200	25,200
Total Revenues	25,200	25,200	25,200	25,200	25,200
Expenditures					
Capital Outlay	36,000	36,000	-	-	-
Total Expense	36,000	36,000	-	-	-
Net Annual Activity	(10,800)	(10,800)	25,200	25,200	25,200
Ending Available Fund Balance	\$ 474,851	\$ 464,051	\$ 489,251	\$ 514,451	\$ 539,651



Capital Project Funds
Environmental Programs #204

Purpose of Fund

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

	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance	\$ 134,587	\$ 136,187	\$ 137,787	\$ 139,387	\$ 140,987
Annual Activity					
Revenues					
Environmental Programs Revenue	28,100	28,100	28,100	28,100	28,100
Total Revenues	28,100	28,100	28,100	28,100	28,100
Expenditures					
Operations					
Operating Supplies	26,500	26,500	26,500	26,500	26,500
Operating Expenses	26,500	26,500	26,500	26,500	26,500
Total Expense	26,500	26,500	26,500	26,500	26,500
Net Annual Activity	1,600	1,600	1,600	1,600	1,600
Ending Available Fund Balance	\$ 136,187	\$ 137,787	\$ 139,387	\$ 140,987	\$ 142,587



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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance	\$ 3,211,820	\$ 3,212,320	\$ 3,212,820	\$ 3,213,320	\$ 3,213,820
Annual Activity					
Revenues					
Federal Grant and Program Income	500	500	500	500	500
Total Revenues	500	500	500	500	500
Expenditures					
Total Expense	-	-	-	-	-
Net Annual Activity	500	500	500	500	500
Ending Available Fund Balance	\$ 3,212,320	\$ 3,212,820	\$ 3,213,320	\$ 3,213,820	\$ 3,214,320



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

	Capital Projects Carryover	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 152,562	\$ 23,091	\$ 92,932	\$ 161,991	\$ 230,170
Annual Activity						
Revenues						
Gas Tax		369,359	376,736	384,261	391,936	399,765
Total Revenues		369,359	376,736	384,261	391,936	399,765
Expenditures						
Operations						
Street Maintenance		298,830	306,895	315,202	323,758	332,571
Operating Expenses		298,830	306,895	315,202	323,758	332,571
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation - Minor Cost Improvements	\$ 75,000	-	-	-	-	-
ST-16 Streetlight Survey and Standards Development	100,000	25,000	-	-	-	-
Carryforward	\$ 175,000	175,000	-	-	-	-
Total Capital		200,000	-	-	-	-
Total Expense		498,830	306,895	315,202	323,758	332,571
Net Annual Activity		(129,471)	69,841	69,059	68,178	67,194
Ending Available Fund Balance		\$ 23,091	\$ 92,932	\$ 161,991	\$ 230,170	\$ 297,364



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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 48,569,292	\$ 24,674,572	\$ 25,543,594	\$ 26,728,609	\$ 27,933,252
Annual Activity						
Revenues						
Residual Tax Increment		1,442,423	1,471,271	1,500,697	1,530,711	1,561,325
Commercial Transfer Tax		500,000	500,000	500,000	500,000	500,000
Investment Earning		100,000	200,000	200,000	200,000	200,000
Total Revenues		2,042,423	2,171,271	2,200,697	2,230,711	2,261,325
Expenditures						
Operations						
Public Works		692,911	702,249	715,681	726,068	733,477
Operating Expenses		692,911	702,249	715,681	726,068	733,477
Capital Projects						
CF-01 Eastshore State						
Park/Powell Street Bioswale	\$ 100,000	-	-	-	-	-
CF-02 South Bayfront						
Bridge/Horton Landing Park	565,910	-	-	-	-	-
CF-05 Corporation Yard						
Improvements	9,307,637	-	-	-	-	-
CF-07 Underground Tank Closures	229,694	-	-	-	-	-
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	1,165,364	-	-	-	-	-
CF-12 Temescal Park Security						
Lighting and Improvements	673,815	-	-	-	-	-
CF-13 Horton Landing Park						
Expansion	155,589	-	-	-	-	-
CF-14 ADA Transition Plan	413,939	200,000	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	50,000	25,000	-	-	-
CF-18 Police Administration	125,000	-	-	-	-	-
FM-02 Child Development Center						
Rehabilitation	10,585	-	-	-	-	-
FM-08 Davenport Mini Park						
Rehabilitation	80,522	-	-	-	-	-
H-02 Christie Housing Site	108,000	-	-	-	-	-
H-05 South BayFront Site B	129,587	-	-	-	-	-
PB-01 Sidewalk Improvement						
Program	593,180	450,000	225,000	-	-	-
PB-12 Greenway Crossings Safety						
Enhancemnt	25,091	-	-	-	-	-
PB-14 San Pablo Avenue Mid-	26,238	-	-	-	-	-
ST-01 40th Street Bridge-Paint						
Railing	109,702	10,000	-	-	-	-
ST-04 Lumec Streetlight Pole						
Painting and LED Retrofit	758,980	-	-	-	-	-



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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
ST-05 Storm Drain Cleaning and System Repair Program	147,966	-	-	-	-	-
ST-06 Storm Drain Inventory and CCTV Inspection	55,333	-	-	-	-	-
ST-07 Street Tree Program	99,293	-	-	-	-	-
ST-08 Survey Monument and Benchmark Preservation Program	41,375	8,000	-	-	-	-
ST-11 Traffic Signal Modernization - Phase 1	55,000	-	-	-	-	-
ST-12 Additional Storm Drain Inlet Trash Capture Devices	11,000	-	-	-	-	-
ST-13 Large Trash Separator in Storm Drain Line	441,365	-	-	-	-	-
ST-14 North Hollis Undergrounding District	500,000	-	-	-	-	-
ST-15 Green Infrastructure	50,000	50,000	-	-	-	-
T-02 Powell Street Bridge Seal Coat and Joint Seal Replacement	249,978	-	-	-	-	-
T-07 Paid Parking and Transportation Demand Management	298,452	-	-	-	-	-
T-09 Powell Corridor Traffic	35,000	-	-	-	-	-
T-10 Innovative Deployments to Enhance Arterial (IDEA)	25,555	-	-	300,000	300,000	-
T-11 Traffic Signal Modernization - Phase 2	150,000	-	-	-	-	-
T-12 Structure Deck Seal, Repair and Maint Prog	50,000	400,000	250,000	-	-	-
Carryforward	\$ 23,871,232	23,871,232	-	-	-	-
Total Capital		25,139,232	600,000	300,000	300,000	-
Transfers Out		105,000	-	-	-	-
Total Expense		25,937,143	1,302,249	1,015,681	1,026,068	733,477
Net Annual Activity		(23,894,720)	869,022	1,185,015	1,204,643	1,527,848
Ending Available Fund Balance		\$ 24,674,572	\$ 25,543,594	\$ 26,728,609	\$ 27,933,252	\$ 29,461,100



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.

	<u>Capital Projects Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 3,795,428	\$ 3,467,349	\$ 3,866,048	\$ 3,682,285	\$ 3,963,780
Annual Activity						
Revenues						
Development Fees		705,000	1,249,950	680,000	1,155,000	680,000
Total Revenues		705,000	1,249,950	680,000	1,155,000	680,000
Expenditures						
Operations						
Community Development		885,728	841,251	853,762	863,506	871,479
Operating Expenses		885,728	841,251	853,762	863,506	871,479
Capital Projects						
CF-08 Art Center	\$ 122,028	-	-	-	-	-
PB-10 40th-San Pablo Transit Hub and 40th Street Feasibility Study	15,323	-	-	-	-	-
Carryforward	\$ 137,351	137,351	-	-	-	-
Total Capital		137,351	-	-	-	-
Transfer out		10,000	10,000	10,000	10,000	10,000
Total Expense		1,033,079	851,251	863,762	873,506	881,479
Net Annual Activity		(328,079)	398,699	(183,762)	281,494	(201,479)
Ending Available Fund Balance		\$ 3,467,349	\$ 3,866,048	\$ 3,682,285	\$ 3,963,780	\$ 3,762,301



City of Emeryville
2022-23 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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ (2,276,290)	\$ (4,345,279)	\$ (4,124,099)	\$ (4,124,099)	\$ (4,124,099)
Annual Activity						
Revenues						
Capital Grants		12,552,332	1,674,000	-	-	-
Total Revenues		12,552,332	1,674,000	-	-	-
Expenditures						
Operations						
Public Works		(6,540,806)	78,820	-	-	-
Operating Expenses		(6,540,806)	78,820	-	-	-
Capital Projects						
Professional Services-CIP		2,747,387	1,374,000	-	-	-
Other Equipment		196,619	-	-	-	-
Capital Outlay		8,174,544	-	-	-	-
CF-02 South Bayfront Bridge/Horton Landing Park	\$ 747,474	-	-	-	-	-
CF-11 Point Emery Rehabilitation Project	80,286	-	-	-	-	-
CF-12 Temescal Creek Park Improvements	25,000	10,000	-	-	-	-
CF-12 Doyle Hollis Park	-	75,000	-	-	-	-
CF-12 Stanford Ave Park	-	20,000	-	-	-	-
FM-13 Bay-Friendly Landscape 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	54,907	-	-	-	-	-
T-07 Paid Parking and Transportation Demand Management	100,418	-	-	-	-	-
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	7,034,222	-	-	-	-	-
T-10 Innovative Deploymt to Enhance Arterial (IDEA)	301,793	-	-	-	-	-
T-13 40th-San Pablo Transit Hub & 40th St Reconstruction	1,375,377	-	-	-	-	-
Carryforward	\$ 9,938,577	9,938,577	1,374,000	-	-	-
Total Capital		21,162,127	1,374,000	-	-	-
Total Expense		14,621,321	1,452,820	-	-	-
Net Annual Activity		(2,068,989)	221,180	-	-	-
Ending Available Fund Balance		\$ (4,345,279)	\$ (4,124,099)	\$ (4,124,099)	\$ (4,124,099)	\$ (4,124,099)



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.

	Capital Project Carryover	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 22,950,884	\$ 18,328,668	\$ 18,328,168	\$ 18,327,668	\$ 18,327,168
Annual Activity						
Revenues						
Investment Earning		30,000	5,000	5,000	5,000	5,000
Total Revenues		30,000	5,000	5,000	5,000	5,000
Expenditures						
Operations						
Community Development		4,426,260	5,500	5,500	5,500	5,500
Operating Expenses		4,426,260	5,500	5,500	5,500	5,500
Capital Projects						
H-01 3706 San Pablo Avenue Housing Site	\$ 225,956	-	-	-	-	-
Carryforward	\$ 225,956	225,956	-	-	-	-
Total Capital		225,956	-	-	-	-
Total Expense		4,652,216	5,500	5,500	5,500	5,500
Net Annual Activity		(4,622,216)	(500)	(500)	(500)	(500)
Ending Available Fund Balance		\$ 18,328,668	\$ 18,328,168	\$ 18,327,668	\$ 18,327,168	\$ 18,326,668



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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 2,813,688	\$ 1,589,683	\$ 1,337,983	\$ 1,146,707	\$ 1,075,476
Annual Activity						
Revenues						
Inter-fund Technology Charges		438,700	447,100	456,500	465,700	474,800
Total Revenues		438,700	447,100	456,500	465,700	474,800
Expenditures						
Operations						
Information Technology		440,000	448,800	457,776	466,932	476,270
Operating Expenses		440,000	448,800	457,776	466,932	476,270
Capital Projects						
IT-01 IT Replacements and Purchases	\$ 250,000	200,000	200,000	190,000	70,000	145,000
IT-02 Electronic Document Management System (EDMS)	152,496	50,000	50,000	-	-	-
IT-03 Geographic Information Systems (GIS) Development	301,013	-	-	-	-	-
IT-04 Computerized Maintenance Management System (CMMS)	30,177	-	-	-	-	-
IT-06 Records Management System	239,018	-	-	-	-	-
Carryforward	\$ 972,705	972,705	-	-	-	-
Total Capital		1,222,705	250,000	190,000	70,000	145,000
Total Expense		1,662,705	698,800	647,776	536,932	621,270
Net Annual Activity		(1,224,005)	(251,700)	(191,276)	(71,232)	(146,470)
Ending Available Fund Balance		\$ 1,589,683	\$ 1,337,983	\$ 1,146,707	\$ 1,075,476	\$ 929,006



**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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 5,600,490	\$ 947,308	\$ 929,440	\$ 905,807	\$ 876,236
Annual Activity						
Revenues						
Inter-fund Facilities Maintenance Charges		745,732	768,104	791,147	814,881	839,328
Inter-fund Major Capital Charges		430,300	430,300	430,300	430,300	430,300
Total Revenues		1,176,032	1,198,404	1,221,447	1,245,181	1,269,628
Expenditures						
Operations						
Public Works		682,303	710,272	739,080	768,753	799,315
Capital Projects						
Capital Outlay		250,000	250,000	250,000	250,000	250,000
Building Improvements		6,000	6,000	6,000	6,000	-
CF-05 Corporation Yard	\$ 1,880,789	-	-	-	-	-
CF-08 Art Center	2,225	-	-	-	-	-
CF-10 Hollis Street Fire Station/EOC Upgrade (Station 35)	300,000	-	-	-	-	-
FM-01 General Major Maintenance	302,375	250,000	250,000	250,000	250,000	250,000
FM-02 Child Development Center Rehabilitation	22,624	-	-	-	-	-
FM-03 Civic Center Carpet Replace	156,174	-	-	-	-	-
FM-04 Civic Center Exterior Painting	160,000	-	-	-	-	-
FM-05 Civic Center Garden Level Conf Rm/Permit Counter Upgrade	373,507	-	-	-	-	-
FM-06 Civic Center HVAC	902,843	-	-	-	-	-
FM-08 Davenport Mini Park Rehabilitation	13,230	-	-	-	-	-
FM-09 Emergency Generators/Fuel Tank Upgrades	152,950	-	-	-	-	-
FM-10 Shorebird Park Boardwalk Rehabilitation	125,000	-	-	-	-	-
FM-12 Amtrak Pedestrian Bridge Modifications	50,000	-	-	-	-	-
FM-13 Bay-Friendly Landscape for City Hall	90,285	-	-	-	-	-
FM-15 Rehab of City Facilities' Sewer Laterals	59,765	-	-	-	-	-
IT-04 Maint Mgmt System	49,144	-	-	-	-	-
Carryforward	\$ 4,640,910	4,640,910	-	-	-	-
Total Capital		5,146,910	506,000	506,000	506,000	500,000
Total Expense		5,829,214	1,216,272	1,245,080	1,274,753	1,299,315
Net Annual Activity		(4,653,182)	(17,868)	(23,633)	(29,571)	(29,687)
Ending Available Fund Balance		\$ 947,308	\$ 929,440	\$ 905,807	\$ 876,236	\$ 846,548



City of Emeryville
2022-23 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 Projects Carryover	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 4,681,036	\$ 626,851	\$ 938,986	\$ 1,245,822	\$ 1,547,385
Annual Activity						
Revenues						
Investment Earnings		6,000	12,000	12,000	12,000	12,000
Lease revenue		550,000	550,000	550,000	550,000	550,000
Special assessment		28,100	28,900	29,800	30,700	31,600
Total Revenues		584,100	590,900	591,800	592,700	593,600
Expenditures						
Operations						
Public Works		274,230	278,765	284,964	291,137	297,544
Operating Expenses		274,230	278,765	284,964	291,137	297,544
Capital Projects						
FM-08 Davenport Mini Park Rehabilitation	\$ 55,000	-	-	-	-	-
M-01 Marina Navigation Channel Maintenance Dredging Program	1,352,500	-	-	-	-	-
M-02 Marina Park Improvements	265,686	-	-	-	-	-
M-03 Marina Park and Powell Street Lighting	2,690,869	-	-	-	-	-
Carryforward	\$ 4,364,055	4,364,055	-	-	-	-
Total Capital		4,364,055	-	-	-	-
Total Expense		4,638,285	278,765	284,964	291,137	297,544
Net Annual Activity		(4,054,185)	312,135	306,836	301,563	296,056
Ending Available Fund Balance		\$ 626,851	\$ 938,986	\$ 1,245,822	\$ 1,547,385	\$ 1,843,442



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.

	<u>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 148,844	\$ 62,779	\$ 62,879	\$ 62,979	\$ 63,079
Annual Activity						
Revenues						
Measure B		100	100	100	100	100
Total Revenues		100	100	100	100	100
Expenditures						
Operations						
Audit Fees		1,562	-	-	-	-
Operating Expenses		1,562	-	-	-	-
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation	\$ 84,603	-	-	-	-	-
Carryforward	\$ 84,603	84,603	-	-	-	-
Total Capital		84,603	-	-	-	-
Total Expense		86,165	-	-	-	-
Net Annual Activity		(86,065)	100	100	100	100
Ending Available Fund Balance		\$ 62,779	\$ 62,879	\$ 62,979	\$ 63,079	\$ 63,179



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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 69,170	\$ 21,970	\$ 30,506	\$ (100,514)	\$ (231,698)
Annual Activity						
Revenues						
Measure BB		73,160	73,160	73,160	73,160	73,160
Total Revenues		73,160	73,160	73,160	73,160	73,160
Expenditures						
Operations						
Public Works		4,062	5,624	104,980	105,144	6,116
Operating Expenses		4,062	5,624	104,980	105,144	6,116
Capital Projects						
PB-05 Bicycle and Pedestrian Plan Implementation	\$ 57,298	59,000	59,000	99,200	99,200	-
Carryforward	\$ 57,298	57,298	-	-	-	-
Total Capital		116,298	59,000	99,200	99,200	-
Total Expense		120,360	64,624	204,180	204,344	6,116
Net Annual Activity		(47,200)	8,536	(131,020)	(131,184)	67,044
Ending Available Fund Balance		\$ 21,970	\$ 30,506	\$ (100,514)	\$ (231,698)	\$ (164,655)



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 (Paratransit) purposes.

	<u>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 655,486	\$ 163,924	\$ 163,924	\$ 163,924	\$ 163,924
Annual Activity						
Revenues						
Measure B		-	-	-	-	-
Total Revenues		-	-	-	-	-
Expenditures						
Operations						
Public Works		11,562	-	-	-	-
Operating Expenses		11,562	-	-	-	-
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 480,000	-	-	-	-	-
Carryforward	\$ 480,000	480,000	-	-	-	-
Total Capital		480,000	-	-	-	-
Total Expense		491,562	-	-	-	-
Net Annual Activity		(491,562)	-	-	-	-
Ending Available Fund Balance		\$ 163,924	\$ 163,924	\$ 163,924	\$ 163,924	\$ 163,924



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.

	<u>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 926,366	\$ 465,547	\$ 575,714	\$ 935,800	\$ 1,295,800
Annual Activity						
Revenues						
Measure BB		625,631	625,631	625,631	625,631	625,631
Total Revenues		625,631	625,631	625,631	625,631	625,631
Expenditures						
Operations						
Public Works		15,385	25,463	25,545	25,631	15,722
Operating Expenses		15,385	25,463	25,545	25,631	15,722
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 426,565	490,000	490,000	240,000	240,000	240,000
T-13 40th-San Pablo Transit Hub & 40th St Reconstruction	154,501	-	-	-	-	-
Carryforward	\$ 581,066	581,066	-	-	-	-
Total Capital		1,071,066	490,000	240,000	240,000	240,000
Total Expense		1,086,450	515,463	265,545	265,631	255,722
Net Annual Activity		(460,819)	110,168	360,086	360,000	369,909
Ending Available Fund Balance		\$ 465,547	\$ 575,714	\$ 935,800	\$ 1,295,800	\$ 1,665,710



City of Emeryville
2022-23 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance	\$ 54,429	\$ 60,979	\$ 67,029	\$ 72,579	\$ 77,629
Annual Activity					
Revenues					
Measure D Surcharge	31,500	31,000	30,500	30,000	29,500
Investment Earnings	50	50	50	50	50
Total Revenues	31,550	31,050	30,550	30,050	29,550
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	6,550	6,050	5,550	5,050	4,550
Ending Available Fund Balance	\$ 60,979	\$ 67,029	\$ 72,579	\$ 77,629	\$ 82,179



**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>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 975,108	\$ 2,090,538	\$ 2,872,148	\$ 2,899,648	\$ 4,017,648
Annual Activity						
Revenues						
Development Fees		1,116,395	781,610	27,500	1,118,000	27,500
Total Revenues		1,116,395	781,610	27,500	1,118,000	27,500
Expenditures						
Capital Projects						
CF-02 South Bayfront Bridge and Horton Landing Park	\$ 965	-	-	-	-	-
Subtotal, Cap Proj, carryfrwd, outlay	\$ 965	965	-	-	-	-
Total Expense		965	-	-	-	-
Net Annual Activity		1,115,430	781,610	27,500	1,118,000	27,500
Ending Available Fund Balance		\$ 2,090,538	\$ 2,872,148	\$ 2,899,648	\$ 4,017,648	\$ 4,045,148



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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 407,774	\$ 19,274	\$ 19,774	\$ 20,274	\$ 20,774
Annual Activity						
Revenues						
Investment Earnings		500	500	500	500	500
Total Revenues		500	500	500	500	500
Expenditures						
Capital Projects						
PB-01 Sidewalk Improvement Program	\$ 29,000	180,000	-	-	-	-
T-04 Quiet Zone at 65th, 66th, and 67th Street At-Grade Crossings	180,000	-	-	-	-	-
Carryforward	\$ 209,000	389,000	-	-	-	-
Total Expense		389,000	-	-	-	-
Net Annual Activity		(388,500)	500	500	500	500
Ending Available Fund Balance		\$ 19,274	\$ 19,774	\$ 20,274	\$ 20,774	\$ 21,274



City of Emeryville
2022-23 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2025-27 Projection</u>
Beginning Available Fund Balance		\$ 1,153,941	\$ 884,381	\$ 894,341	\$ 877,122	\$ 882,787
Annual Activity						
Revenues						
Property Tax Residual Fee		153,000	156,060	159,181	162,365	165,612
Investment Earnings		1,000	1,000	1,000	1,000	1,000
Development Fees		15,000	15,000	15,000	15,000	15,000
Total Revenues		169,000	172,060	175,181	178,365	181,612
Expenditures						
Operations						
Community Development		276,800	162,100	192,400	172,700	192,400
Operating Expenses		276,800	162,100	192,400	172,700	192,400
Capital Projects						
PA-02 Implementing Art Projects	\$ 161,760	-	-	-	-	-
Carryforward	\$ 161,760	161,760	-	-	-	-
Total Capital		161,760	-	-	-	-
Total Expenses		438,560	162,100	192,400	172,700	192,400
Net Annual Activity		(269,560)	9,960	(17,219)	5,665	(10,788)
Ending Available Fund Balance		\$ 884,381	\$ 894,341	\$ 877,122	\$ 882,787	\$ 871,999



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.

	<u>Capital Project Carryover</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 4,169,116	\$ 369,116	\$ 369,116	\$ 369,116	\$ 369,116
Annual Activity						
Revenues						
		-	-	-	-	-
Total Revenues		-	-	-	-	-
Expenditures						
Capital Projects						
CF-08 Art Center	\$ 3,800,000	-	-	-	-	-
Carryforward	\$ 3,800,000	3,800,000	-	-	-	-
Total Expense		3,800,000	-	-	-	-
Net Annual Activity		(3,800,000)	-	-	-	-
Ending Available Fund Balance		\$ 369,116	\$ 369,116	\$ 369,116	\$ 369,116	\$ 369,116



City of Emeryville
2022-23 Budget

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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 1,413,687	\$ 1,240,826	\$ 1,245,826	\$ 1,250,826	\$ 1,255,826
Annual Activity						
Revenues						
Investment Earnings		5,000	5,000	5,000	5,000	5,000
Total Revenues		5,000	5,000	5,000	5,000	5,000
Expenditures						
Capital Projects						
CF-02 South Bayfront Bridge and Horton Landing Park	\$ 177,861	-	-	-	-	-
Carryforward	\$ 177,861	177,861	-	-	-	-
Total Expense		177,861	-	-	-	-
Net Annual Activity		(172,861)	5,000	5,000	5,000	5,000
Ending Available Fund Balance		\$ 1,240,826	\$ 1,245,826	\$ 1,250,826	\$ 1,255,826	\$ 1,260,826



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.

	Capital Projects Carryover	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 604,802	\$ 132,239	\$ 132,489	\$ 132,739	\$ 132,989
Annual Activity						
Revenues						
SB1 State Allocation		286,894	292,632	298,485	304,454	310,543
Interest Income		250	250	250	250	250
Total Revenues		287,144	292,882	298,735	304,704	310,793
Expenditures						
Capital Projects						
PB-14 San Pablo Mid-block Cross Walk	\$ 92,813	-	-	-	-	-
T-01 Annual Street Rehabilitation/Preventive Maintenance Program	380,000	286,894	292,632	298,485	304,454	310,543
Carryforward	\$ 472,813	472,813	-	-	-	-
Total Capital		759,707	292,632	298,485	304,454	310,543
Total Expense		759,707	292,632	298,485	304,454	310,543
Net Annual Activity		(472,563)	250	250	250	250
Ending Available Fund Balance		\$ 132,239	\$ 132,489	\$ 132,739	\$ 132,989	\$ 133,239



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 Projects Carryover	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 7,173,495	\$ 5,781,994	\$ 5,671,994	\$ 5,861,994	\$ 6,051,994
Annual Activity						
Revenues						
Transfer from Connection Fee Fund		303,000	305,000	305,000	305,000	305,000
Total Revenues		303,000	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	959,501	600,000	300,000	-	-	-
Carryover	\$ 979,501	979,501	-	-	-	-
Total Capital		1,579,501	300,000	-	-	-
Total Expense		1,694,501	415,000	115,000	115,000	115,000
Net Annual Activity		(1,391,501)	(110,000)	190,000	190,000	190,000
Ending Available Fund Balance		\$ 5,781,994	\$ 5,671,994	\$ 5,861,994	\$ 6,051,994	\$ 6,241,994



City of Emeryville
2022-23 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance	\$ 2,513,539	\$ 2,621,539	\$ 2,731,539	\$ 2,841,539	\$ 2,951,539
Annual Activity					
Revenues					
Investment Earnings	3,000	5,000	5,000	5,000	5,000
Connection Fees	175,000	175,000	175,000	175,000	175,000
Total Revenues	178,000	180,000	180,000	180,000	180,000
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	108,000	110,000	110,000	110,000	110,000
Ending Available Fund Balance	\$ 2,621,539	\$ 2,731,539	\$ 2,841,539	\$ 2,951,539	\$ 3,061,539



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>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>	<u>2024-25</u> <u>Projection</u>	<u>2025-26</u> <u>Projection</u>	<u>2026-27</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 13,255	\$ 13,305	\$ 13,355	\$ 13,405	\$ 13,455
Annual Activity					
Revenues					
Alameda County Grant	5,050	5,050	5,050	5,050	5,050
Total Revenues	5,050	5,050	5,050	5,050	5,050
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	50	50	50	50	50
Ending Available Fund Balance	\$ 13,305	\$ 13,355	\$ 13,405	\$ 13,455	\$ 13,505



City of Emeryville
2022-23 Budget

Capital Project Funds
Traffic Impact Fee Fund #250

Purpose of Fund

The Traffic 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>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>	2024-25 <u>Projection</u>	2025-26 <u>Projection</u>	2026-27 <u>Projection</u>
Beginning Available Fund Balance		\$ 1,246,515	\$ 1,121,543	\$ 1,160,266	\$ 1,095,266	\$ 2,164,266
Annual Activity						
Revenues						
Investment Earnings		5,000	10,000	10,000	10,000	10,000
Development Fees		815,479	828,723	25,000	1,159,000	25,000
Total Revenues		820,479	838,723	35,000	1,169,000	35,000
Expenditures						
Operations						
Public Works - ENR Membership		-	-	-	-	-
Operating Expenses		-	-	-	-	-
Capital Projects						
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-09 Powell Corridor Traffic Safety Study	5,451	-	-	-	-	-
T-11 Traffic Signal Modernization - Phase 2	-	100,000	50,000	100,000	100,000	-
Carryforward	\$ 845,451	845,451	-	-	-	-
Total Capital		945,451	800,000	100,000	100,000	-
Total Expense		945,451	800,000	100,000	100,000	-
Net Annual Activity		(124,972)	38,723	(65,000)	1,069,000	35,000
Ending Available Fund Balance		\$ 1,121,543	\$ 1,160,266	\$ 1,095,266	\$ 2,164,266	\$ 2,199,266



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	2022-23 Budget	2023-24 Projection	2024-25 Projection	2025-26 Projection	2026-27 Projection
Beginning Available Fund Balance		\$ 68,473	\$ 89,916	\$ 91,916	\$ 93,916	\$ 95,916
Annual Activity						
Revenues						
Urban Forestry Fee		25,000	1,500	1,500	1,500	1,500
Investment Earnings		500	500	500	500	500
Total Revenues		25,500	2,000	2,000	2,000	2,000
Expenditures						
Capital Projects						
ST-07 Street Tree Program	\$ 4,057	-	-	-	-	-
Carryforward	\$ 4,057	4,057	-	-	-	-
Total Capital		4,057	-	-	-	-
Total Expense		4,057	-	-	-	-
Net Annual Activity		21,443	2,000	2,000	2,000	2,000
Ending Available Fund Balance		\$ 89,916	\$ 91,916	\$ 93,916	\$ 95,916	\$ 97,916



Capital Project Funds

The Vehicle Registration Fee (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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		\$ 84,416	\$ 50,232	\$ 96,048	\$ 141,864	\$ 187,680
Annual Activity						
Revenues						
Vehicle License Fees		49,000	49,000	49,000	49,000	49,000
Investment Earnings		50	50	50	50	50
Total Revenues		49,050	49,050	49,050	49,050	49,050
Expenditures						
Operations						
Public Works		3,234	3,234	3,234	3,234	3,234
Operating Expenses		3,234	3,234	3,234	3,234	3,234
Capital Projects						
T-01 Annual Street Rehabilitation/Preventive Maintenance	\$ 30,000	50,000	-	-	-	-
Carryforward	\$ 30,000	30,000	-	-	-	-
Total Capital		80,000	-	-	-	-
Total Expense		83,234	3,234	3,234	3,234	3,234
Net Annual Activity		(34,184)	45,816	45,816	45,816	45,816
Ending Available Fund Balance		\$ 50,232	\$ 96,048	\$ 141,864	\$ 187,680	\$ 233,496



City of Emeryville
2022-23 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>2022-23 Budget</u>	<u>2023-24 Projection</u>	<u>2024-25 Projection</u>	<u>2025-26 Projection</u>	<u>2026-27 Projection</u>
Beginning Available Fund Balance		<u>\$ 3,965,685</u>	<u>\$ 2,054,365</u>	<u>\$ 1,563,365</u>	<u>\$ 1,097,365</u>	<u>\$ 656,365</u>
Annual Activity						
Revenues						
Inter-fund Vehicle Replacement Charges		<u>550,000</u>	<u>575,000</u>	<u>600,000</u>	<u>625,000</u>	<u>650,000</u>
Total Revenues		<u>550,000</u>	<u>575,000</u>	<u>600,000</u>	<u>625,000</u>	<u>650,000</u>
Expenditures						
Capital Projects						
V-01 Vehicle Replacements and Purchases	<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>	<u>1,066,000</u>
Capital Carryforward	<u>\$ 1,222,320</u>	<u>1,222,320</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital		<u>2,461,320</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>
Total Expense		<u>2,461,320</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>	<u>1,066,000</u>
Net Annual Activity		<u>(1,911,320)</u>	<u>(491,000)</u>	<u>(466,000)</u>	<u>(441,000)</u>	<u>(416,000)</u>
Ending Available Fund Balance		<u>\$ 2,054,365</u>	<u>\$ 1,563,365</u>	<u>\$ 1,097,365</u>	<u>\$ 656,365</u>	<u>\$ 240,365</u>



This Page Intentionally Left Blank

➤ **COMMUNITY DEVELOPMENT DEPARTMENT**

BUILDING DIVISION

**ECONOMIC DEVELOPMENT &
HOUSING DIVISION**

PLANNING DIVISION

➤ COMMUNITY DEVELOPMENT DEPARTMENT

OVERVIEW

The Community Development Department is primarily responsible 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 and Housing. The Planning Division provides long-range planning services including the preparation of the General Plan, Planning Regulations, and other planning policy documents and guidelines, and facilitates the approval of development projects consistent with the 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 and 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, electrical codes, and other building-related codes. The CBC requirements include access for the disabled, energy conservation, and the CALGreen sustainable code provisions. The Building Division also administers the Fire Code which advances fire and life safety for the public, first responders and property protection in a comprehensive, integrated approach to the fire code regulation and hazard management.

For all the construction activities in the City, the Building Division collects fees for 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 the seismic upgrade requirements of the Unreinforced Masonry Building (URM) Ordinance and assists the Alameda County Fire Department (ACFD) in taking Fire Permit applications, calculating fees, and issuing permits. The Division coordinates and strives to continually improve the Planning and Building counter service, including implementing customers' suggestions when appropriate. The Building Division also serves as the lead staff to the Housing Advisory and Appeals Board.

The Building Division staff monitors and participates in the activities of the California Building Standards Commission, including the adoption of the new and amended California Building Codes, and provides monthly housing unit counts for the State Department of Finance and the 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 such as building codes, plan check services, inspection services, alternate materials, design and methods, and permit application submittal requirements. The Building Division staff participates in regional, state, and national training and professional development activities including the California Association of Code Enforcement Officers (CACEO) conferences, the California Building Officials (CALBO) and the International Code Conference (ICC) meetings and training sessions, and the annual CALBO Education weeks.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

Administration

1. Updated the Master Fee Schedule for the Building Division and the Fire Department's fire prevention
2. Continued to implement the program for inspection and replacement of private sewer laterals as mandated by the U.S. Environmental Protection Agency and EBMUD, together with the Public Works Department
3. Assisted the Public Works Department in the development of a "reach codes" ordinance to require new residential buildings to be all-electric and to install solar panels in the "solar zone" of the roofs of buildings up to 10 stories
4. Continued the implementation, together with the Planning Division, of the "e-TRAKiT" component of the permit tracking system to allow online submittal of planning permit applications

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:
 - The Intersection Residential, 3800 San Pablo Avenue, (105 units, modular) (finaled)
 - The Intersection Commercial, 3800 San Pablo Avenue, (seismic retrofit/cold shell) (finaled)
 - Bayview Apartments, 6701 Shellmound Street (186 units) (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) (under construction)
 - Sherwin Williams Existing Building 1-31, 4383 Horton Street (renovation for labs) (under construction)
 - BioMed Realty Emeryville Center of Innovation, Building 2, Hollis Street, (lab) (in plan review)
 - BioMed Realty Emeryville Center of Innovation, Building 14, 4555 Horton Street (parking garage) (in plan review)
 - Nellie Hannon Gateway, 3600 San Pablo Avenue (90 units, affordable housing) (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:
 - Memphis Meats, Mixed-Use Office, R&D, 6201 Shellmound Street (CO)
 - 4D Molecular Therapeutics, Interior Renovations, 5858 Horton Street (TCO)
 - BioMed Reality Building 4, Central Utility Plant, 5300 Chiron Way (finaled)
 - Hilton Garden Inn, 2nd - 12th Floors, Guest Rooms and Corridor Renovations, 1800 Powell Street (finaled)
 - BioMed Reality Building 4, Zymergen, Addition for Office and Labs, 5300 Chiron Way (under construction)
 - Agenus, Interior and Exterior Improvements, 6455 Christie Avenue (under construction)
 - Geltor, Emergency Generator, Build-Out, 5400 Hollis Street (under construction)
 - Icon at Park, Foundation Only, 1401 Park Avenue (under construction)
 - Totus, Interior Buildout of Labs and Offices, 1480 64th Street, Suite 300 (under construction)
 - Atrium Building, Exterior Modifications and Interior Office Renovations, 1650 65th Street (under construction)
 - Emery Cove Marina, Replace Floating Docks, Wave Attenuator, 3300 Powell Street (under construction)
 - Bay Street Repositioning, Building AT, Exterior Storefront, 5616 Bay Street (under construction)
 - Upside Foods, Interior Renovations, 6005 Shellmound Street, Suite 175 (under construction)
 - West Elm, Foundation, 5602 Bay Street (under construction)
 - Nutcracker, Tenant Improvements for Biopharmaceutical Labs, 5858 Horton Street, #500 (under construction)
 - Grifols Diagnostics Solutions, Manufacturing Building CMF Expansion, 5350 Horton Street (under construction)
 - Hollis Business Center, Interior and Exterior Upgrades, 6401 Hollis Street (under construction)
 - Atrium Building, Speculative Lab and Office Improvements, 1650 65th Street (permit approved)
 - Bay Center Building C Life Science Conversion, Structural Upgrades, 6475 Christie Avenue (in plan review)
3. Issued approximately 740 permits, based on the total construction valuation of approximately \$250 million, about 200 (27%) of which were issued over-the-counter and another 280 (38%) issued within an average of two weeks after one round of plan check; approximately 25 permits (3%) 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 the entire fiscal year

4. Performed approximately 3,600 inspections, approximately 1,600 (44%) of which were related to major development projects and 2,000 (56%) were related to other projects such as tenant improvements and remodels, including code enforcement
5. Responded to approximately 900 counter visits and 1,300 telephone inquiries

Code Enforcement

1. Handled approximately 50 code enforcement cases (including graffiti, work without permits, and other code violations) and 190 telephone contacts related to code enforcement

GOALS FOR THE 2022-2023 FISCAL YEAR

Administration

1. Complete the implementation of the “e-TRAKiT” component of the permit tracking system, together with the Planning Division, to allow online submittal of planning permit applications
2. Continue to monitor the activities of the California Building Standards Commission and participate in the development and adoption of the 2022 California Building Codes, which will take effect January 1, 2023
3. Continue to implement the Building Occupancy Resumption Program (BORP) to certify third-party inspectors for post-disaster building evaluation
4. Together with the Finance Department, continue collecting State-mandated business license surcharge for Certified Access Specialists and implementing AB 3002 regarding access for the disabled notification

Development Projects

1. Facilitate the completion and issuance of Certificates of Occupancy for the following major development projects that are under construction:
 - Bayview Apartments, 6701 Shellmound Street (186 units)
 - 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)
 - Sherwin Williams Park Improvements, 1450 Sherwin Avenue
 - Sherwin Williams Existing Building 1-31, 4383 Horton Street (renovation for labs)
 - BioMed Reality Building 4, Zymergen, Addition for Office and Labs, 5300 Chiron Way
 - Agenus, Interior and Exterior Improvements, 6455 Christie Avenue

- Geltor, Emergency Generator, Build-Out, 5400 Hollis Street
 - Icon at Park, Foundation Only, 1401 Park Avenue
 - Totus, Interior Buildout of Labs and Offices, 1480 64th Street, Suite 300
 - Atrium Building, Exterior Modifications and Interior Office Renovations, 1650 65th Street
 - Emery Cove Marina, Replace Floating Docks, Wave Attenuator, 3300 Powell Street
 - Bay Street Repositioning, Building AT, Exterior Storefront, 5616 Bay Street
 - Upside Foods, Interior Renovations, 6005 Shellmound Street, Suite 175
 - West Elm, Foundation, 5602 Bay Street
 - Nutcracker, Tenant .Improvements for Biopharmaceutical Labs, 5858 Horton Street, #500
 - Grifols Diagnostics Solutions, Manufacturing Building CMF Expansion, 5350 Horton Street
 - Hollis Business Center, Interior and Exterior Upgrades, 6401 Hollis Street
2. Conduct preconstruction meetings, plan checking, permit issuance, field inspections, and Certificates of Occupancy for the following approved development projects (and those anticipated to be approved):
- BioMed Realty Emeryville Center of Innovation, Building 2, Hollis Street (lab)
 - BioMed Realty Emeryville Center of Innovation, Building 14, 4555 Horton Street (parking garage)
 - Nellie Hannon Gateway, 3600 San Pablo Avenue (90 units, affordable housing)
 - Atrium Building, Speculative Lab and Office Improvements, 1650 65th Street
 - Bay Center Building C Life Science Conversion, Structural Upgrades, 6475 Christie Avenue
 - Bay Street Grocery Store, 5621 Bay Street
 - 1225 65th Street Multi-Unit Residential project (24 units)
 - Two-unit residential replacement at 1270 64th Street
 - Four-unit residential replacement at 1271 64th Street
 - Wareham EmeryStation Overland lab building, 1550 62nd Street
 - Marketplace Redevelopment Projects Parcels A and B, lab buildings and parking
 - 58Fifty Shellmound Way Life Sciences Tower
 - Other major projects as they materialize

Code Enforcement

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

➤ **COMMUNITY DEVELOPMENT DEPARTMENT – ECONOMIC DEVELOPMENT & HOUSING DIVISION**

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 of Emeryville's residents and workers.

Emeryville's Economic Development programs support and expand the economic base of the City to ensure business vitality which can generate more revenues and create more jobs. These efforts are guided by the City's Economic Development Strategy which is the 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 such as the Minimum Wage and Paid Sick Leave Ordinance, the Fair Workweek Ordinance, the Workplace Justice Standards At Large Hotels Ordinance ("Measure C"), and the Right to Recall Ordinance. 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 the Redevelopment Agency low- and moderate-income housing funds, the management of an inventory of over 186 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 155 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. It 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 onsite 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, the Bus Shelter Temporary Public Art program, and the Public Art Mural Program, as well as the solicitation and procurement of City-owned public art installations. 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.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

Economic Development

1. Continued business attraction, retention and expansion activities, providing site selection assistance to over 30 businesses interested in locating in Emeryville, and continued the business visitation program with over 6 new businesses contacted; provided general and ongoing business assistance to over 60 businesses including assistance with permitting, community engagement, and other matters
2. Hosted business roundtable discussions with hotels and cannabis industry representatives
3. Worked with businesses for the East Bay Innovation Award nominations, continued the development of a marketing program, and completed a smart phone guided tour of cultural district assets
4. Continued to negotiate with the selected developer to implement the Emeryville Art Center project
5. Continued the implementation of the "Rotten City – Emeryville" Cultural District, as designated by the California Arts Council as one of only 14 Cultural Districts in California included in the pilot program
6. Continued the implementation of the Business License Tax and Fire Inspection Fee Rebate Program for independent restaurant and retail businesses and expanded the program to include Business License Taxes paid by Bars and Cabaret License and Sidewalk Sign Permit fees
7. Continued to work with BioMed, buyer of the Novartis portion of the Chiron Planned Unit Development, on the implementation of the Final Development Plan for the "BMR Emeryville Center of Innovation"

Labor Standards

1. Continued the implementation of labor standards ordinances including the Minimum Wage and Paid Sick Leave Ordinance, the Fair Workweek Ordinance and the Workplace Justice Standards At Large Hotels Ordinance ("Measure C")

2. Conducted the education and outreach workshops for employers and produced an online training video for employers
3. Investigated five complaints related to violations of the City's labor standards, two of which are in partnership with the State Department of Labor Standards Enforcement
4. Developed and facilitated the adoption of a "Right to Recall" ordinance for the Hotel and Card Room Employees, which requires covered employers to rehire employees laid off due to COVID-19, based on seniority; the ordinance was passed by the City Council on April 5, 2022

Affordable Housing

1. Continued to implement 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. Negotiated the Lease Disposition and Development Agreement with the selected developer for the redevelopment of 4300 San Pablo Avenue as an intergenerational affordable housing project
3. Continued to facilitate the development of a 100% affordable housing project at 3600 San Pablo Avenue, with permanent supportive housing units, including the support of the developer's successful application for an Affordable Housing and Sustainable Communities (AHSC) grant
4. Continued the implementation of the Eviction and Harassment Protection Ordinance, which provides protection for residential tenants
5. Continued to manage the inventory of First-Time Homebuyer Loans including refinancing/subordinations, owner occupancy waivers, capital improvement credits, short sales and payoffs
6. Continued to administer the City's Below Market Rate (BMR) Unit Program by assisting sellers with requests for subordinations, capital improvement credits, trust transfers, loan repayments and reconveyances, and sales; monitored BMR rental and owner-occupied units to ensure program compliance
7. Continued to coordinate with the 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
8. Continued to manage the City's Community Development Block Grant Program by executing and managing funding agreements
9. Continued the implementation of the Housing Notification System which provides information on affordable housing resources to over 7,000 subscribers
10. Facilitated the City's acquisition and resale of one homeownership unit to preserve its affordability restrictions

11. Continued to develop, together with the Planning Division, the 2023-2031 Housing Element of the General Plan, which is due to the State by January 2023
12. Prepared state-mandated annual reports on the implementation of the General Plan, including the Housing Element, together with the Planning Division
13. Negotiated an Affordability Agreement with the developer of the EmeryStation Overland research and development project, who proposed to earn “Flexible Community Benefit” development bonus points through the conversion of existing live-work units to Below Market Rate (BMR) units
14. Negotiated a potential monetary contribution to the Affordable Housing Fund from the developer of the Marketplace Redevelopment Project in lieu of providing affordable units in the project
15. Facilitated the peer review of a financial analysis that was prepared by the developer of the 58Fifty Shellmound research and development project to support its claim that residential use was infeasible on that site

Homelessness

1. Continued the implementation of the Homeless Strategy including the contract for outreach and housing navigation services with Operation Dignity
2. Continued the administration of the 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. Participated in the biannual “Point in Time” count of unsheltered individuals on February 23, 2022
5. Continued to manage community grants provided to the Emeryville Citizens Assistance Program (ECAP) and Rebuilding Together
6. Monitored funding sources for homelessness services and attended weekly meetings convened by the Alameda County Healthcare for the Homeless, focused on homelessness issues during the COVID-19 pandemic

Capital Projects

1. Negotiated agreements for the use of bus bays with the developer and transit operators in the EmeryStation West/Transit Center project
2. Collaborated with the Alameda County Transportation Committee to implement the San Pablo Multimodal Improvement Project Near Term Pilot Project in Oakland, Emeryville, and Berkeley

3. Implemented the installation of paid parking facilities and equipment in the North Hollis and Triangle commercial areas; the City Council accepted the project as complete in December 2021
4. Continued to coordinate grant management for a variety of capital projects and planning studies

Public Art

1. Implemented the 2021 Annual Purchase Award Programs, consisting of two digital photographs (entitled *Reuben Rodgers* and *Christian Sands* by Emeryville artist Ronald Davis), which were installed in the City Hall; hosted an event recognizing the selected artists from 2020 and 2021 (No event was hosted in 2020 due to public health restrictions.)
2. Continued to implement Phase VI of the Bus Shelter Art Project
3. Facilitated the installation of the second project in the City's mural program (*Neighborhood By the Bay: A Place to Call Home* by Nigel Sussman), on the wall of a large industrial building at 1451 Sherwin Avenue across from the Sherwin Williams mixed-use project, and hosted the unveiling event at the site
4. Facilitated an ongoing celebration of the 30th Anniversary of the Art in Public Places Program with a series of events including the Purchase Award, mural unveiling, installation of new banners in the City Hall, installation of the sculpture *Cleave* (which was donated to the City by the estate of Emeryville artist Joseph DiStefano) in the main lobby of the City Hall, and an online audio tour of the City Hall artworks
5. Facilitated the City Council's approval of the Community Grants for Visual Arts pilot program
6. Continued to monitor 20 private development projects that will be commissioning or paying an in-lieu fee of \$6 million worth of public art

GOALS FOR THE 2022-2023 FISCAL YEAR

Economic Development

1. Complete the development and initiate the implementation of the City's marketing program
2. Develop business incentive programs to address the costs of fire protection, seismic safety, accessibility, public improvements, and impact fees (that disadvantage small businesses with limited capital) in the form of a "Solutions Grant", to support the reuse of existing buildings by beneficial businesses
3. Continue business attraction and retention activities including marketing, communication with property owners, brokers and prospective businesses, new business welcome visits and business retention visits
4. Continue the implementation of the Economic Development Strategy, including industry-focused roundtable discussions, renewal of Emeryville BizNexus networking event series

following the easing of the COVID-19 restrictions, and producing multi-channel marketing content

5. Complete the development of the Art Center Project
6. Market Brownfield Revolving Loan Funds (RLF) to private partners to fund site remediation and assessment
7. Continue to participate in the regional sector-focused industry support programs including the Berkeley-Emeryville Bioscience Partnership, the Bay Area Urban Manufacturing Initiative, the East Bay Innovation Awards, and other similar efforts

Labor Standards

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

Affordable Housing

1. Facilitate, together with the Planning Division, the completion and adoption of the 2023-2031 Housing Element of the General Plan which is due to the State by January 2023
2. Prepare, together with the Planning Division, state-mandated annual reports on the implementation of the General Plan, including the Housing Element
3. Develop and facilitate the adoption of the Housing Bond Administration and Expenditure Plan program guidelines including the First Time Homebuyer Program, Development Opportunities, and Rental Rehabilitation
4. Continue to participate in the development of the 100% affordable housing project at 3600 San Pablo Avenue
5. Continue to participate in the development of the intergenerational affordable housing project at 4300 San Pablo Avenue and facilitate approval by the Planning Director
6. Complete the environmental studies, prepare the Requests for Qualifications/Proposals, and select the developer for the redevelopment of Christie Avenue Sites
7. Facilitate the issuance of the first tranche of affordable housing bonds and take other steps to implement the Affordable Housing Bond Administration and Expenditure Plan
8. Monitor the pending State housing legislation as it develops and implement housing legislation that becomes law
9. Continue the implementation of the Eviction Harassment Protection Ordinance
10. 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

11. Negotiate the Affordability Agreements for new residential construction

Homelessness

1. Continue the implementation of the homelessness strategy including the deployment of rapid rehousing and emerging needs funds
2. Continue supporting the Family Front Door coordinated entry, the St. Vincent DePaul shelter, and the ECAP food distribution

Capital Projects

1. Continue to manage the paid parking program in the North Hollis and Triangle neighborhoods
2. Continue to represent the City in the 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 the implementation of the Public Art Master Plan including the possible commission of a sculpture by artist Ned Kahn at Point Emery and/or City Hall and a mural by Guillaume Ollivier
2. Continue implementing Phase VI of the Bus Shelter Art project
3. Implement the 2022 Annual Purchase Award Program
4. Implement the Community Grants for Visual Arts pilot program
5. Continue to assist private property owners with the installation of art accessible to the public
6. Review the condition of existing artworks owned by the City and initiate maintenance activities as necessary

➤ **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 the Mitigated Negative Declarations and Environmental Impact Reports as well as the review of such documents prepared by other local agencies.

The Planning Division provides lead staffing for the Planning Commission and support staffing for the Transportation Committee, the Bicycle/Pedestrian Advisory Committee, the Economic Development Advisory Committee, and the Parks and Recreation Advisory Committee, and coordinates the staff-level Development Coordinating Committee. The Division also conducts code enforcement activities to correct zoning violations.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

Administration

1. Implemented the “e-TRAKiT” component of the permit tracking system, together with the Building Division, to allow online submittal of planning permit applications
2. Worked with Finance and IT to institute the City’s acceptance of credit card payments

Long Range Planning

1. Developed the Planning Regulation amendment to prohibit establishing crematories in all zoning districts, which was adopted by the City Council on July 20, 2021
2. Continued to implement the ordinance, which was passed by the City Council on June 16, 2020, to expedite the approval process for outdoor dining for restaurants and bars during the implementation of the COVID-19 Shelter-in-Place Order
3. Continued to develop the comprehensive update of the Pedestrian and Bicycle Plan, now called the Active Transportation Plan
4. Continued to develop, together with the Economic Development and Housing Division, the 2023-2031 Housing Element of the General Plan which is due to the State by January 2023
5. Continued to develop the Objective Development Standards to be incorporated into the Planning Regulations for use in projects and for which State law mandates compliance with such standards

6. Prepared State-mandated annual reports, together with the Economic Development and Housing Division, on the implementation of the General Plan, including the Housing Element
7. Participated in the quarterly AC Transit - Emeryville Interagency Liaison Committee meetings

Current Planning

1. Facilitated the study sessions and/or approval hearings for the following major development projects:
 - 1225 65th Street Multi-Unit Residential project (24 units), approved by the Planning Commission on December 9, 2021
 - Two-unit residential replacement at 1270 64th Street, approved by the City Council on December 21, 2021
 - Four-unit residential replacement at 1271 64th Street, approved by the City Council on December 21, 2021
 - New grocery store at Bay Street (site of the former Old Navy building), which the Planning Commission approved on February 24, 2022
 - Wareham EmeryStation Overland lab building, including the conversion of 10 live-work units in the adjacent Hollis Street Building to affordable units, and the construction of bicycle and pedestrian amenities in adjacent streets with approval anticipated in May-June 2022
 - Redesign of Marketplace Redevelopment Projects Parcels A, B, and F for research and development, parking, and affordable housing payment in lieu of residential units, with the approval of the Final Development Plan and amendments to the Preliminary Development Plan and Development Agreement anticipated in May-June 2022
 - 58Fifty Shellmound Way Life Sciences Tower
 - 5801 Christie Avenue Mixed-Use Project, including the 463,600 square foot research and development building, 98 residential units, and a half-acre City park
 - Bay Center Life Science Project, including the proposed 210,000 square foot research and development building and parking garage
2. Facilitated the Planning Commission study session on the proposed City-sponsored 68-unit 5-story 100% affordable intergenerational housing project for seniors and transitional age youth at 4300 San Pablo Avenue, to be processed for ministerial (staff level) approval pursuant to SB35 and AB1763 in compliance with the City's objective development standards
3. Facilitated the Planning Commission and the City Council study sessions and began the preparation of Environmental Impact Report for the proposed Atrium Longfellow Planned Unit Development/Preliminary Development Plan (PUD/PDP), including two office/lab towers, totaling about 750,000 gross square feet, and 144-unit residential tower over podium parking, with 1.66 acres of public open space; pre-application was withdrawn on October 25, 2021

4. Held approximately 15 study sessions with the Planning Commission and the City Council on various proposed development projects, plans, and policy issues
5. Facilitated the consideration and approval of several other items, including sign permits, construction noise waivers, and tree removal permits with the City Council and the Planning Commission
6. Administratively approved approximately 90 planning permits, including 35 minor sign applications, 25 minor design review permits, 10 minor conditional use permits, 8 temporary use permits, 6 accessory dwelling units (ADUs), 4 minor subdivisions, and 3 wireless telecommunications facilities
7. Issued approximately 8 zoning compliance letters, confirming the Planning requirements applicable to specific properties

GOALS FOR THE 2022-2023 FISCAL YEAR

Administration

1. Complete the implementation of the “e-TRAKiT” component of the permit tracking system, together with the Building Division, to allow the online submittal of planning permit applications

Long Range Planning

1. Facilitate the completion and adoption of the Active Transportation Plan
2. Facilitate the completion and adoption of the 2023-2031 Housing Element of the General Plan, together with the Building Division, which is due to the State by January 2023
3. Facilitate the completion and adoption of the Objective Development Standards to be incorporated into the Planning Regulations for use in projects for which the State law mandates compliance with such standards
4. Prepare ordinances to make miscellaneous corrections, clarifications, and improvements to Planning Regulations, for consideration by the Planning Commission and the City Council as needed
5. Prepare area plans, specific plans, and topical planning studies, as the need arises and as directed by the Planning Commission and the City Council
6. Prepare State-mandated annual reports on the implementation of the General Plan including the Housing Element, together with the Economic Development and Housing Division
7. Continue to participate in the quarterly AC Transit - Emeryville Interagency Liaison Committee meetings

Current Planning

1. Facilitate the staff review, study sessions, environmental review, public hearings, approval, and plan review of proposed and anticipated projects, including the following:
 - 58Fifty Shellmound Way Life Sciences Tower

- 5801 Christie Avenue Mixed Use Project, including the 463,600 square foot research and development building, 98 residential units, and a half-acre City park
 - Bay Center Life Science Project, including the proposed 210,000 square foot research and development building and parking garage
 - 4300 San Pablo Avenue intergenerational affordable housing project
 - Christie Avenue Sites housing/mixed-use (Successor Agency)
 - 3637 Adeline Street Affordable Apartments (SB35/AB1763 ministerial approval)
 - Other major projects as they materialize
2. Continue to hold study sessions with the Planning Commission and the City Council on the proposed development projects, plans, and policy issues
 3. Continue to facilitate the consideration and approval of other items such as noise waivers, tree removal permits, and other issues, with the City Council and the Planning Commission
 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 with the Planning Commission and the City Council on the proposed development projects, plans, and policy issues

Community Development
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 FTE
Building		
Chief Building Official	1.00	1.00
Senior Building Inspector	1.00	2.00
Building Permit Technician/Plan Checker	1.00	1.00
Total Building	3.00	4.00
Economic Development & Housing		
Economic Development & Housing Manager	1.00	1.00
Community and Economic Development	4.00	4.00
Management Analyst	1.00	1.00
Total Economic Development & Housing	6.00	6.00
Planning		
Director of Community Development	1.00	1.00
Principal 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	17.50



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
101 General Fund	\$ 2,543,195	\$ 5,151,654	\$ 6,439,473	\$ 5,471,136	\$ 3,702,351
202 Economic Development	374,988	303,684	300,725	307,000	313,120
203 Community Programs	-	3,500	73,500	-	-
204 Environmental Programs	66,275	35,076	48,060	28,100	28,100
205 CDBG	14,861	77,726	63,567	16,500	16,500
208 Cal - Home Loan Program	88,339	49,188	157,603	60,000	60,000
212 Small Local Bus Support	61	18	1	-	-
225 General Plan Maintenance	1,439,780	947,131	1,101,545	705,000	1,249,950
237 Park/Rec Impact Fee	398,073	4,497	4,639	1,116,395	781,610
239 Afford HSG Impact Fee	248,315	14,989	43,705	264,030	2,423,784
243 Public Art	207,086	436,989	178,586	169,000	172,060
247 Brownfield's EPA Grant Fund	60,477	17,916	973	500	500
250 Traffic Impact Fee	1,280,515	232,537	315,677	820,479	838,723
268 Community Development Technology	290,655	190,149	220,578	282,500	391,490
269 Parking Fund	-	424,866	951,600	366,000	366,000
271 Code Enforcement	5,973	1,769	-	-	-
298 Housing Successor	854,121	864,559	810,127	30,000	5,000
299 Affordable Housing	1,495,324	1,199,422	1,202,641	1,236,000	1,260,480
	\$ 9,368,038	\$ 9,955,670	\$ 11,913,001	\$ 10,872,641	\$ 11,609,667
<u>Operating Expenditures by Fund</u>					
101 General Fund	\$ 3,443,907	\$ 3,935,437	\$ 5,389,967	\$ 3,938,063	\$ 3,753,752
202 Economic Development	51,758	111,788	125,800	77,000	77,000
203 Community Programs	30,000	-	147,457	83,500	83,500
204 Environmental Programs	32,421	-	5,500	26,500	26,500
205 CDBG	11,310	40,989	55,500	23,500	15,500
225 General Plan Maintenance	657,400	660,043	878,758	1,033,079	851,251
237 Park/Rec Impact Fee	(543,920)	19,158	-	965	-
239 Afford HSG Impact Fee	-	-	-	400,000	100
243 Public Art	110,742	76,690	185,200	438,560	162,100
250 Traffic Impact Fee	299,681	2,096,384	229,820	945,451	50,000
268 Community Development Technology	102,590	61,495	54,141	53,940	53,995
269 Public Parking	-	185,039	632,880	699,933	717,568
298 Housing Successor	-	605,709	916,255	4,652,216	5,500
299 Affordable Housing	452,409	535,964	1,339,355	11,140,053	957,737
	\$ 4,648,299	\$ 8,328,696	\$ 9,960,634	\$ 23,512,760	\$ 6,754,504
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 2,135,563	\$ 2,166,982	\$ 2,215,824	\$ 2,548,009	\$ 2,615,468
Supplies and Services	2,512,735	6,161,714	7,744,810	20,967,730	4,139,035
	\$ 4,648,299	\$ 8,328,696	\$ 9,960,634	\$ 23,515,738	\$ 6,754,504
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Positions	18.50	16.50	16.50	17.50	17.50



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Revenue Details					
<u>General Fund #101</u>					
58750 Planning Fees	\$ 42,424	\$ 30,861	\$ 56,262	\$ 35,000	\$ 35,000
58760 Planning Reimbursements	695,718	511,916	510,012	286,782	286,782
58200 Building Permits	2,351,609	1,420,310	2,074,300	2,898,551	1,964,883
58210 Admin Reimb-SB 1473 10%	396	1,134	382	200	200
58220 Adm Fee Bldg-Sewer	3,570	8,385	6,452	6,000	6,000
58240 Grading Permits	-	12,917	2,471	-	-
58250 Plumbing Permits	413,000	236,462	372,595	430,739	262,679
58300 Electrical Permits	467,856	271,779	405,354	469,710	282,977
58310 PVSolar - R3	250	1,500	1,000	600	600
58330 PVSolar - 10-50KW	3,800	10,950	1,000	2,000	2,000
58340 PVSolar - 50>KW	2,042	1,855	2,000	1,000	1,000
58350 Mechanical Permits	358,102	212,223	343,071	401,254	247,930
58380 Title 24 Energy Rev. Fees	132,545	257,319	402,196	180,000	125,000
58400 Plan Checking	1,024,881	1,727,101	2,201,701	702,000	430,000
58422 OT Inspections	596	1,520	1,232	600	600
58424 Re-Inspection	879	-	200	400	400
58426 Utility Reconnect Inspect	135	-	300	600	600
58428 Pre-Submittal Meeting	-	-	300	600	600
58430 Microfilm Fees	21,927	14,297	18,508	6,600	6,600
58434 Alt Method/Matls Request	2,002	5,410	2,000	4,000	4,000
58436 Temp Cert of Occupancy	8,178	8,982	2,432	4,000	4,000
58437 Cert of Occupancy	-	-	3,040	-	-
58438 Meter Release	5,922	1,156	12,892	2,900	2,900
58442 Assign Address (Prop/Bus)	135	138	1,400	900	900
58950 Zoning Compliance Fees	-	10,742	9,100	10,000	10,000
58452 Spec Insp Recog-Renewal	-	-	768	-	-
59040 Permit Renewal Fee	2,295	1,980	1,336	500	500
59400 Other Licenses & Permits	-	767	-	-	-
59900 Contra Building Fees	(3,032,638)	399,497	-	-	-
59910 Audit Fee	35,519	109	5,000	25,000	25,000
62010 Photocopying	-	-	-	100	100
62015 Plans Copy Requests	825	138	840	200	200
62650 Other Revenue	15	-	-	-	-
62705 SB1186 CASP Recovery	-	-	100	200	200
63370 Administrative Fees	1,210	2,206	1,229	700	700
Total General Fund	2,543,195	5,151,654	6,439,473	5,471,136	3,702,351
<u>Economic Development #202</u>					
41340 Property Tax Residual Pmt	337,175	291,371	300,000	306,000	312,120
56000 Investment Earnings	37,813	12,313	725	1,000	1,000
Total Economic Development	374,988	303,684	300,725	307,000	313,120
<u>Community Programs #203</u>					
69050 Interfd Rcpt from Gen Fn	-	3,500	73,500	-	-
Total Community Programs	-	3,500	73,500	-	-



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Environmental Programs #204</u>					
55490 Environmentl Program Rev	65,670	34,723	48,000	28,000	28,000
56000 Investment Earnings	605	353	60	100	100
Total Environmental Programs	66,275	35,076	48,060	28,100	28,100
<u>CDBG #205</u>					
51400 Other Federal Grants	-	10,395	63,500	15,500	15,500
56000 Investment Earnings	3,551	1,050	67	1,000	1,000
56100 Interest Income	-	15,259	-	-	-
62650 Other Revenue	-	111	-	-	-
63210 Housing Loans-Principal	-	50,911	-	-	-
67040 CDBG Funds	11,310	-	-	-	-
Total CDBG	14,861	77,726	63,567	16,500	16,500
<u>CAL-Home Loan Program #208</u>					
56000 Investment Earnings	14,389	4,512	258	5,000	5,000
56100 Interest Income	15,841	14,565	41,121	5,000	5,000
62650 Other Revenue	109	111	224	-	-
63210 Housing Loans-Principal	58,000	30,000	116,000	50,000	50,000
Total CAL Home Loan Program	88,339	49,188	157,603	60,000	60,000
<u>Small Local Bus Support Fund #212</u>					
56000 Investment Earnings	61	18	1	-	-
Total Small Local Bus Support	61	18	1	-	-
<u>Catellus Contingent #215</u>					
56000 Investment Earnings	1,742	108	4	100	100
Total Catellus Contingent	1,742	108	4	100	100
<u>General Plan Maintenance #225</u>					
56000 Investment Earnings	49,314	18,121	1,100	5,000	5,000
58740 Gen'l Plan Maintenance Fee	1,390,466	929,010	1,100,445	700,000	1,244,950
Total General Plan Maintenance	1,439,780	947,131	1,101,545	705,000	1,249,950
<u>Park/Rec Impact Fee #237</u>					
56000 Investment Earnings	4,941	4,497	295	2,500	2,500
58470 Residential Impact Fees	393,132	-	-	1,088,895	-
58480 Non-Residential Imp Fees	-	-	4,344	25,000	779,110
Total Park/Rec Impact Fee	398,073	4,497	4,639	1,116,395	781,610
<u>Afford HSG Impact Fee #239</u>					
56000 Investment Earnings	14,603	3,996	232	2,500	2,500
58480 Non-Residential Imp Fees	233,712	10,993	43,473	261,530	2,421,284
Total Afford HSG Impact Fee	248,315	14,989	43,705	264,030	2,423,784



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Public Art #243</u>					
41340 Property Tax Residual Pmt	168,588	145,686	150,000	153,000	156,060
56000 Investment Earnings	23,664	8,021	598	1,000	1,000
62670 Per Cent Public Art Rev	14,834	283,282	27,988	15,000	15,000
Total Public Art	207,086	436,989	178,586	169,000	172,060
<u>Brownfield's EPA Grant Fund #247</u>					
56000 Investment Earnings	60,477	17,916	973	500	500
Total Brownfield's EPA Grant Fund	60,477	17,916	973	500	500
<u>Traffic Impact Fee #250</u>					
56000 Investment Earnings	41,810	13,981	352	5,000	10,000
58470 Residential Impact Fees	-	-	-	456,035	-
58480 Non-Residential Imp Fees	1,238,706	218,556	315,325	359,444	828,723
Total Traffic Impact Fee	1,280,515	232,537	315,677	820,479	838,723
<u>Community Development Technology Fund #268</u>					
56000 Interest Income	12,403	4,449	500	2,500	2,500
58960 Technology Fee	278,252	185,700	220,078	280,000	388,990
Total Public Art	290,655	190,149	220,578	282,500	391,490
<u>Parking Fund #269</u>					
56000 Investment Earnings	-	196	128	-	-
69440 Transfer in from 475	-	290,000	555,000	-	-
60300 Citations	-	-	141,156	120,000	120,000
61040 Parking Fees	-	134,670	255,316	246,000	246,000
Total Parking Fund	-	424,866	951,600	366,000	366,000
<u>Code Enforcement #271</u>					
56000 Investment Earnings	5,973	1,769	-	-	-
Total Code Enforcement	5,973	1,769	-	-	-
<u>Housing Successor #298</u>					
56000 Investment Earnings	91,547	28,632	1,700	5,000	5,000
56100 Interest Income	171,561	244,467	230,000	25,000	-
62650 Other Revenue	17,932	12,762	4,890	-	-
63210 Housing Loans-Principal	397,309	402,632	461,535	-	-
63370 Administrative Fees	109,644	109,644	109,664	-	-
63500 Loan Repayments	22,831	22,259	2,338	-	-
63750 Municipal Services Fee	43,297	44,163	-	-	-
Total Housing Successor	854,121	864,559	810,127	30,000	5,000



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Affordable Housing #299</u>					
41340 Property Tax Residual Pmt	1,348,701	1,165,485	1,200,000	1,224,000	1,248,480
56000 Investment Earnings	109,398	32,264	1,900	12,000	12,000
56100 Investment Earnings	4,394	-	-	-	-
62450 Refund	1,000	-	-	-	-
62650 Other Revenue	109	-	-	-	-
63210 Housing Loans - Principal	30,075	-	-	-	-
63500 Loan Repayments	1,648	1,673	741	-	-
Total Housing Successor	1,495,324	1,199,422	1,202,641	1,236,000	1,260,480
Total Revenues	\$ 9,368,038	\$ 9,955,778	\$ 11,913,005	\$ 10,872,741	\$ 11,609,767



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection
Expenditure Details					
<u>General Fund #101</u>					
<u>Planning #1700</u>					
Salaries and Benefits	\$ 632,484	\$ 509,725	\$ 515,046	\$ 569,449	\$ 579,584
Supplies					
73000 Office Supplies	1,655	905	1,415	3,000	3,000
73100 Books, Maps, Periodicals	-	-	-	200	200
73150 Postage	1,631	1,958	4,500	1,200	1,200
	3,285	2,863	5,915	4,400	4,400
Utilities and Maintenance					
77960 Technology Charge	3,400	3,900	3,900	6,300	6,400
	3,400	3,900	3,900	6,300	6,400
Professional Fees/Services					
80000 Temporary Personnel Serv	-	1,048	-	-	-
80050 Professional Services	-	300	-	-	-
	-	1,048	-	-	-
Advertising, Printing, and Publications					
82000 Advertising	2,469	4,489	4,000	3,000	3,000
82050 Printing	1,775	3,791	6,000	3,000	3,000
	4,244	8,280	10,000	6,000	6,000
Education and Training					
84000 Education and Training	50	260	-	2,500	2,500
84050 Planning Commiss Training	63	-	95	-	-
84100 Memberships & Dues	2,794	2,117	3,366	3,200	3,200
84150 Travel, Confer & Meeting	246	-	-	3,600	3,600
	3,153	2,377	3,461	9,300	9,300
Total Planning	646,567	528,493	538,322	595,449	605,684
<u>Planning Reimbursable #1725</u>					
Salaries and Benefits	17,327	117,705	55,000	23,000	23,000
Supplies					
73150 Postage	6,282	4,426	11,750	5,000	5,000
	6,282	4,426	11,750	5,000	5,000
Professional Fees/Services					
80050 Professional Services	118,367	22,054	400,000	100,000	100,000
80100 Legal Services	103,478	144,164	28,720	150,000	150,000
80290 Reimbursable Services	310,450	72,456	3,400	-	-
	532,295	238,674	432,120	250,000	250,000
Advertising, Printing, and Publications					
82000 Advertising	4,489	7,686	9,110	4,000	4,000
82050 Printing	3,643	2,217	8,436	5,000	5,000
	8,132	9,903	17,546	9,000	9,000
Fees & Charges					
86010 Recording Fee	-	10	514	-	-
	-	10	514	-	-
Total Planning Reimbursable	564,036	370,718	516,929	287,000	287,000



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Building #1730</u>					
Salaries and Benefits	384,416	441,535	460,725	681,542	715,067
Supplies					
73000 Office Supplies	2,352	998	2,000	2,070	2,142
73100 Books, Maps, Periodicals	440	-	500	3,500	500
73150 Postage	330	148	500	518	536
73350 Safety & Special Supplies	278	-	500	518	536
	3,399	1,146	3,500	6,605	3,714
Utilities					
76050 Telephone/Communication	3,033	3,755	5,000	5,175	5,356
	3,033	3,755	5,000	5,175	5,356
Maintenance					
77100 Vehicle Operation & Maint	-	-	1,500	1,553	1,607
77950 Vehicle Repl. Charge	20	5,100	5,100	5,100	5,100
77960 Technology Charge	5,900	6,800	6,800	11,000	11,200
	5,920	11,900	13,400	17,653	17,907
Professional Fees/Services					
80045 In-House Counter Service	-	-	16,240	13,910	14,397
80050 Professional Services	22,680	-	150,318	42,000	43,470
80305 Reimbursable Exp-Mileag	-	-	8,644	10,350	10,712
80365 SB1186 CASP Admin Fees	-	-	1,800	3,000	3,105
80380 Banking Services	-	134	-	-	-
80480 Prof Svc-Plan Check Fees	523,963	1,328,479	1,360,064	910,814	649,553
80490 Prof Svc-Inspections	487,524	473,202	402,515	360,000	380,000
	1,034,168	1,801,815	1,939,581	1,340,074	1,101,237
Advertising, Printing, and Publications					
82050 Printing	-	-	1,000	1,035	1,071
	-	-	1,000	1,035	1,071
Education and Training					
84000 Education and Training	3,140	405	5,800	6,003	6,213
84100 Memberships & Dues	620	297	1,300	1,346	1,393
84150 Travel, Confer & Meeting	3,434	-	5,800	6,003	6,213
	7,193	702	12,900	13,352	13,819
Other					
87210 Graffiti Abatement	16,310	6,485	18,000	18,630	19,282
87260 Code Enforcement	2,445	-	3,500	3,623	3,749
	18,755	6,485	21,500	22,253	23,031
Total Building	1,456,884	2,267,338	2,457,606	2,087,687	1,881,202
<u>Building Reimbursables #1735</u>					
Professional Fees/Services					
80480 Prof Svc-Plan Check Fees	-	-	1,037,714	-	-
Total Building Reimbursables	-	-	1,037,714	-	-



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Economic Development #1800</u>					
Salaries and Benefits	523,827	547,025	529,721	559,426	570,866
Supplies					
73000 Office Supplies	2,208	680	2,900	2,900	2,900
73100 Books, Maps, Periodicals	135	100	3,900	3,900	3,900
73150 Postage	829	583	900	900	900
	3,172	1,363	7,700	7,700	7,700
Maintenance					
77960 Technology Charge	13,500	15,500	15,500	25,100	25,600
	13,500	15,500	15,500	25,100	25,600
Professional Fees/Services					
80050 Professional Services	214,966	184,123	260,750	270,750	270,750
	214,966	184,123	260,750	270,750	270,750
Advertising, Printing, and Publications					
82000 Advertising	456	6,522	1,000	1,000	1,000
82050 Printing	8,392	485	1,750	1,750	1,750
82051 Printing-Comm Svc	-	-	1,000	2,000	2,000
82100 Community Pub/mMtgs/Comm	392	1,066	-	-	-
	9,240	8,073	3,750	4,750	4,750
Education and Training					
84000 Education and Training	472	355	1,750	1,750	1,750
84100 Memberships & Dues	4,213	752	3,200	2,400	2,400
84150 Travel, Confer & Meeting	7,030	(1,260)	2,025	4,050	4,050
	11,714	(153)	6,975	8,200	8,200
Programs/Grants					
87370 Rebuilding Together/Xmas	-	12,957	15,000	15,000	15,000
87610 Social Programs	-	-	-	77,000	77,000
	-	12,957	15,000	15,000	15,000
Total Economic Development	776,420	768,888	839,396	967,926	979,866
Total General Fund	3,443,907	3,935,437	5,389,967	3,938,063	3,753,752
<u>Economic Development Reserve #202</u>					
82100 Community Pub/Mtgs/Comm	848	384	3,500	7,000	7,000
82000 Advertising	6,500	-	10,000	30,000	30,000
87380 Façade Grants	26,279	-	72,300	-	-
87460 Business Recovery Program	-	107,000	-	-	-
88040 Business Rebate Programs	18,131	4,404	40,000	40,000	40,000
Total Economic Development Reserve	51,758	111,788	125,800	77,000	77,000
<u>Community Programs #203</u>					
82100 Community Pub/Mtgs/Comm	-	-	-	10,000	10,000
87300 Community Promo Grants	-	-	147,457	73,500	73,500
87420 Homeless Program	30,000	-	-	-	-
Total Community Programs	30,000	-	147,457	83,500	83,500



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<u>Environmental Programs #204</u>					
73500 Operating Supplies	20,881	-	5,000	26,000	26,000
80050 Professional Services	11,540	-	-	-	-
84100 Memberships & Dues	-	-	500	500	500
Total Environmental Programs	32,421	-	5,500	26,500	26,500
<u>CDBG #205</u>					
Salaries and Benefits	11,310	22,213	15,500	-	-
73900 C-19 Extra Cost	-	18,776	-	-	-
88430 Meals on Wheels Programs	-	-	-	15,500	15,500
90000 Building Improvements	-	-	40,000	8,000	-
Total CDBG	11,310	40,989	55,500	23,500	15,500
<u>Catellus Contingent #215</u>					
94000 Capital Project Rollover	-	-	-	2,978	-
Total Catellus	-	-	-	2,978	-
<u>General Plan Maintenance #225</u>					
Salaries and Benefits	566,198	528,779	639,832	714,591	726,951
73150 Postage	620	9	-	1,000	1,000
77960 Technology Charge	800	1,000	1,000	1,300	1,300
80050 Professional Services	62,774	105,309	225,000	156,837	100,000
80100 Legal Services	-	4,972	-	-	-
82000 Advertising	3,635	2,707	1,224	1,000	1,000
82050 Printing	2,319	82	-	1,500	1,500
84000 Education and Training	-	-	400	500	500
84100 Memberships & Dues	461	786	1,066	600	600
84150 Travel, Confer & Meeting	3,394	(21)	536	2,400	2,400
84250 Planning Commiss. Allow.	7,200	6,420	4,700	6,000	6,000
99050 Transfer to General Fund	10,000	10,000	5,000	10,000	10,000
TOTAL OPERATING	657,400	660,043	878,758	895,728	851,251
94000 Capital Project Rollover	-	-	-	137,351	-
TOTAL CAPITAL	-	-	-	137,351	-
Total General Plan Maintenance	657,400	660,043	878,758	1,033,079	851,251
<u>Park/Rec Impact Fee #237</u>					
80050 Professional Services	7,588	-	-	-	-
90100 Improv Other Than Bldgs	-	19,158	-	-	-
90810 Land Acquisition	(551,508)	-	-	-	-
94000 Capital Project Rollover	-	-	-	965	-
Total Park/Rec Impact Fee	(543,920)	19,158	-	965	-
<u>Afford Housing Impact Fee Fund #239</u>					
94000 Capital Project Rollover	-	-	-	300,000	-
95000 Capital Outlay	-	-	-	100,000	-
Total Afford Housing Impact Fee Fund	-	-	-	400,000	100



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<u>Public Art #243</u>					
77170 Art/Art Maintenance	-	-	15,000	100,000	15,000
80050 Professional Services	26,508	35,482	28,000	65,300	35,600
82050 Printing	-	508	2,000	2,000	2,000
82100 Community Pub/Mtgs/Comm	841	-	1,500	1,500	1,500
87350 Public Art/Cultural Grnts	43,393	700	30,700	18,000	18,000
87550 Celebration of the Arts	40,000	40,000	40,000	40,000	40,000
87300 Comm Promo Grants	-	-	-	50,000	50,000
TOTAL OPERATING	110,742	76,690	117,200	226,800	112,100
90200 Percent for Art	-	-	68,000	-	-
94000 Capital Project Rollover	-	-	-	161,760	-
TOTAL CAPITAL	-	-	-	161,760	-
Total Public Art	110,742	76,690	185,200	438,560	162,100
<u>TRAFFIC IMPACT FEE FUND #250</u>					
88640 Local Contribution	-	1,000,000	-	-	-
90100 Improv Other Than Bldgs	-	1,071,875	-	-	-
90130 Professional Svcs-CIP	-	24,508	-	-	-
91800 Street Light Signals	289,500	-	50,000	-	-
91900 Street Improvements	10,181	-	165,000	-	-
94000 Capital Project Rollover	-	-	-	845,451	-
95000 Capital Outlay	-	-	14,820	100,000	50,000
Total Impact Fee Fund	299,681	2,096,384	229,820	945,451	50,000
<u>Community Development Technology Fund #268</u>					
71000 Salaries & Wages	2,395	3,645	3,782	3,940	3,995
73000 Office Supplies	-	235	-	-	-
73020 Software	-	4,468	-	-	-
77150 Equipment Oper & Maint	-	2,500	-	-	-
77260 Software Subscriptions	-	3,744	-	-	-
80050 Professional Services	180	-	-	-	-
80380 Banking Services	-	654	359	-	-
82050 Printing	-	6,931	-	-	-
82205 Permit Tracking	100,015	37,618	50,000	50,000	50,000
99050 Transfer to General Fund	-	1,700	-	-	-
Total Community Development Technology	102,590	61,495	54,141	53,940	53,995
<u>Parking Fund #269</u>					
Salaries and Benefits	-	120,688	287,394	314,078	326,425
76050 Telephone/Communication	-	29,942	40,221	45,600	46,968
77000 Maintenance Bldg & Grnds	-	-	-	-	-
77150 Equipment Oper & Maint	-	7,834	43,087	44,380	45,711
77950 Vehicle Repl. Charge	-	-	-	13,800	13,800
80385 Parking Transaction Fees	-	11,934	40,000	40,000	40,000
86420 Parking Coin Collect Fees	-	11,040	60,720	63,283	65,182
86430 Parking Citation Collect	-	3,601	52,666	55,000	55,690
91600 Other Equipment	-	-	93,792	93,792	93,792
93150 Contingency	-	-	15,000	30,000	30,000
Total Parking Fund	-	185,039	632,880	699,933	717,568



City of Emeryville
2022-23 Budget

Operating Budgets
Community Development Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Housing Successor #298</u>					
80050 Professional Services	-	7,264	4,000	-	-
80200 Audit Services	-	5,200	5,500	5,500	5,500
84150 Travel, Confer; Meeting	-	-	-	-	-
88120 Loans to Developers	-	593,245	906,755	4,420,760	-
TOTAL OPERATING	-	605,709	916,255	4,426,260	5,500
94000 Capital Project Rollover	-	-	-	225,956	-
TOTAL CAPITAL	-	-	-	225,956	-
Total Housing Successor	-	605,709	916,255	4,652,216	5,500
<u>Affordable Housing #299</u>					
Salaries and Benefits	5,518	7,865	37,936	220,595	224,613
76000 Utilities	9,055	-	-	-	-
77000 Maint Bldg & Grds	-	422	1,200	-	-
77010 Bldg Fac Maint	-	-	300	-	-
77020 Landscape Maintenance	-	422	1,500	-	-
77030 Facility Operating Charges	22,000	22,000	22,000	22,660	23,340
80050 Professional Services	206,757	211,237	246,400	294,000	294,000
82050 Printing	1,067	2,252	1,000	1,000	1,000
86010 Recording Fees	-	-	1,000	1,000	1,000
87420 Homeless Program	207,011	243,056	361,785	365,285	365,285
88120 Loans to Developers	-	-	-	4,562,506	-
88440 Property Tax	1,000	1,020	1,100	-	-
88360 Eviction & Harassment Protection	-	13,340	48,500	48,500	48,500
88590 Homeowner Loans	-	34,350	-	130,000	-
TOTAL OPERATING	452,409	535,964	722,721	5,624,973	957,737
90800 Property Acquisition	-	-	616,634	-	-
94000 Capital Project Rollover	-	-	-	1,715,080	-
TOTAL CAPITAL	-	-	-	1,715,080	-
<u>Implementation Plan #479</u>					
94000 Capital Project Rollover	-	-	-	3,800,000	-
Total Implementation Plan	-	-	-	3,800,000	-
Total Affordable Housing	452,409	535,964	1,339,355	11,140,053	957,737
Total Expenditures	\$ 4,648,299	\$ 8,328,696	\$ 9,960,634	\$ 23,515,738	\$ 6,754,504

➤ **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 the residents of Emeryville and its surrounding area. The Department is comprised of ten divisions (Administration, Facilities, Aquatics, Special Events, Youth Camps, Before and After School Programs, Seniors, Youth Classes and Sports, Adult Classes and Sports Services, and Child Development) which effectively and efficiently incorporate and coordinate the various programs and services provided by the Department.

The Department also coordinates and manages the City's overall community service activities (including taking the lead on interagency and regional initiatives), supports the City's Community Service Advisory Committees, and provides administrative support and direction to the entire Department. The Child Development Center provides high quality childcare and age-appropriate activities for children ages four months to preschool age. The Youth and Adult Services Divisions provide activities and services that contribute to the physical, emotional, educational and financial well-being of people of all ages.

➤ **COMMUNITY SERVICES DEPARTMENT**

OVERVIEW

The Community Services Department coordinates and manages the City's overall community services activities and provides administrative support and direction to the entire Department. These services include managing the Department's distribution of public information, preparation and oversight of the Department budget, processing of invoices and payroll documents, personnel management, and training. The Department also assists in writing and monitoring proposals for alternative funding and grants.

The Community Services Department provides staff support to the Emeryville Center of Community Life (ECCL) Governance Committee, the Community Services Committee and the Parks and Recreation Committee, and manages the City's responsibilities at the ECCL. The Department also maintains a strong collaborative relationship with the Emery Unified School District (EUSD) and other community partners to provide safe and healthy activities for the youth, adults, and seniors in Emeryville.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Collaborated with the EUSD and other community partners to maintain and expand the recreational programs and leisure activities at the ECCL
2. Facilitated the Operations & Maintenance Committee and Programming Committee activities for the ECCL
3. Continued to manage the ECCL third-party rentals
4. Worked with the Community Services and the Parks and Recreation Committees to solicit feedback on issues pertaining to the Department, 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. Continued to increase the use of social networking to expand marketing efforts to create more awareness of the programs and services in the community by using Facebook, Twitter, Instagram, and the internal email distribution system
7. Executed a commendable response to the COVID-19 pandemic with programs that provide safe spaces for the Community (Youth, Adult and Seniors) to be able to continue afterschool care, meals, camps and classes, shuttle, community events, etc.
8. Stepped up to the challenge by looking at creative ways to provide safe services and programs especially during another COVID-19 pandemic year

GOALS FOR THE 2022-2023 and 2023-2024 FISCAL YEARS

1. Continue to work with the EUSD and the community to plan and to help maximize the Department's use of the ECCL 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. Increase the number of rental and event permits processed to maximize the community's use of the ECCL and their 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, document, 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 look for ways to increase volunteer programs that utilize 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 the 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, 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 THE 2021-22 FISCAL YEAR

1. Participated in the 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 the State Department of Education permits and/or to obtain a higher level of permit
3. Continued collaborating 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. Continued 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 record keeping accuracy in all matters of ECDC operations
6. Created ways to provide safe services for child development at the ECDC in response to restrictions and challenges presented by the COVID-19 pandemic

GOALS FOR THE 2022-23 FISCAL YEAR

1. Provide the best possible childcare for the community at the 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 the 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 who are in need can receive care at the ECDC, regardless of family income; initiate potential collaboration with local employers and foundations to fund scholarships
5. Develop a parent education and participation plan which includes 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

Youth Services provides programs and services for the children and youth, aged 3-17 years old, including preschool 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 provides a variety of recreational, educational, cultural and social activities for adults of all ages and manages the City's parks rental, schools and City facilities, event permits, and coordination and implementation of community-wide special events. Adult Services also 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, aged 50 years and over in the greater Emeryville area, to promote healthy aging and contribute to the physical, emotional and financial well-being of older adults. With a strong volunteer base, the Center also offers free classes in computer skills, dance, and culture-based programs and activities.

ACHIEVEMENTS DURING THE 2021-2022 FISCAL YEAR

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

1. Partnered with the Anna Yates Coordination of Services Team (COST) to identify youth with learning disabilities and provided resources for their families as well as assistance in their individual learning plans (IEPs)
2. Collaborated with local nonprofits to encourage the youth to participate in activities that involve art, music, and dance
3. Provided volunteer opportunities for teens to prepare them for employment
4. Created programs to provide quality aquatic programming to meet the needs of the community upon reopening of the pool at the ECCL; offered full-day distance learning programs for children and their families

5. Conducted community special events such as outdoor movie nights, Harvest Festival, Tree Lighting and Parade, and Spring Expo, all of which provide community gathering opportunities for residents; also offered drive-in movies and drive-through events
6. Executed a commendable job in response to the restrictions imposed due the COVID-19 pandemic, by providing a safe space for community events and programs

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

1. Collaborated with businesses and nonprofit organizations to provide free programs and services that support the mission statement, 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 the Meals on Wheels and Brown Bag programs through the Community Development Block Grant Program (CDBG) and the Friends of the Emeryville Senior Center; also added more meals to these programs during the pandemic
4. Continued and expanded the Adult Sports Programs to include drop-in and structured sports programs at the ECCL
5. Secured grant funding for Senior Center programs from the Alameda County Area Agency on Aging
6. Secured grant funding in the amount of \$132,000 from the Alameda County Transportation Commission's Community Investment Program for the purchase of a new passenger electric bus funded through Measure BB; there was a delay due to the pandemic, so the bus was ordered in February 2022 with expected delivery in August
7. Continued partnership with and secured funding from the City of Oakland to continue operating the 8-To-Go Paratransit Shuttle service for seniors and disabled persons living in the 94608 area
8. Continued to work with the American Association of Retired Persons (AARP) Network of Age-Friendly Communities to help improve walkable streets, housing and transportation options, and access to key services and opportunities so that residents can conveniently participate in community activities
9. Stepped up to the challenge by looking at creative ways to provide safe services and programs especially during another COVID-19 pandemic year

GOALS FOR THE 2022-2023 FISCAL YEAR

Youth Services

1. Continue to develop and implement new programs for the youth, teens, and their families using the space and amenities at the ECCL; continue to work closely with the EUSD to create harmonious policies and procedures on shared spaces for the ECCL
2. Continue to increase awareness of classes and programs offered by the department through quality marketing materials
3. Update staff manuals to incorporate the changes in programs, procedures and policies
4. Continue to partner with nonprofits and other organizations in providing opportunities to foster personal growth and meet the mental and physical health needs of our youth
5. Expand year-round volunteer opportunities for the teens in the community
6. Continue to develop intergenerational programming with the Adult Services
7. Continue to expand current aquatic and youth sports programs
8. Continue to work with the Emeryville Unified School District and leadership clubs to provide a forum for youth involvement in decisions affecting youth programs and services

Adult Services

1. Continue to develop and implement new adult and senior activities, events and programs based on the Parks and Recreation Strategic Plan
2. Continue to increase in number and broaden the involvement of Senior Center volunteers supporting trips, events, and day to day operations of the Center
3. Work with the Youth Services and the EUSD to develop an intergenerational program
4. Continue to work with the Friends of the Emeryville Senior Center on fundraising and grant proposals for additional programs and services
5. Explore more opportunities in collaborating with similar agencies within the neighboring jurisdictions to maximize resources to serve the needs of Emeryville residents
6. Identify potential funding source to continue the operations of the 8-To-Go Program; create an alternate program that also meets the current need with the same funding
7. Continue the AARP Network of Age Friendly Communities Project

Community Services
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 FTE
Adult Services		
Community Services Director	0.15	0.15
Adult Services Supervisor	0.75	0.75
Recreation Assistant	0.80	0.80
Program Coordinator	0.75	0.75
Office Assistant II	0.05	0.05
Recreation Leader	1.25	1.25
Total Adult Services	3.75	3.75
Adult Sports/Classes		
Community Services Director	0.05	0.05
Recreation Assistant	0.30	0.30
Program Coordinator	0.25	0.25
Adult Services Supervisor	0.25	0.25
Office Assistant II	0.05	0.05
Recreation Leader	1.90	1.50
Total Adult Sports/Classes	2.80	2.40
Aquatics		
Community Services Director	0.10	0.10
Recreation Supervisor	0.40	0.40
Recreation Assistant	0.15	0.15
Office Assistant II	0.10	0.10
Recreation Leader	4.42	3.74
Total Aquatics	5.17	4.49
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	7.00	7.00
Teacher Assistant	5.00	5.00
Teacher Associate	5.00	5.00
Teacher Sub (Part-time)	1.44	1.44
Total Child Development	23.64	23.64

Community Services
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 FTE
Facilities		
Community Services Director	0.10	0.10
Recreation Supervisor	0.40	0.40
Recreation Assistant	0.50	0.50
Office Assistant II	0.10	0.10
Recreation Leader	3.15	3.15
Total Facilities	4.25	4.25
Special Events		
Community Services Director	0.05	0.05
Recreation Supervisor	0.20	0.20
Recreation Assistant	0.10	0.10
Office Assistant II	0.05	0.05
Recreation Leader	0.01	0.07
Total Special Events	0.41	0.47
Youth Camps		
Community Services Director	0.10	0.10
Recreation Supervisor	0.25	0.25
Recreation Assistant	0.30	0.30
Office Assistant II	0.20	0.20
Recreation Leader	3.22	3.22
Total Youth Camps	4.07	4.07
Youth Classes / Sports		
Community Services Director	0.05	0.05
Recreation Supervisor	0.25	0.25
Recreation Assistant	0.30	0.30
Office Assistant II	0.05	0.05
Recreation Leader	0.42	0.42
Total Classes/Sports	1.07	1.02

Community Services
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 FTE
Youth Services / After School Program		
Community Services Director	0.20	0.20
Recreation Supervisor	0.50	0.50
Recreation Assistant	0.55	0.55
Office Assistant II	0.40	0.40
Recreation Leader	6.82	4.92
Total Youth Services/After School Program	8.47	6.57
Total Positions Youth & Adult Services	29.66	27.06
Total Positions Community Services	53.63	50.70



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<i>Department Summary</i>					
<i>Revenues by Fund</i>					
101 General Fund	\$ 758,363	\$ 602,673	\$ 683,906	\$ 845,900	\$ 965,350
230 Child Development	2,174,611	2,506,512	2,389,783	2,291,554	2,009,244
261 Measure B - Paratransit	34,092	35,526	24,848	-	-
263 Measure BB - Paratransit	32,530	34,810	40,871	69,542	71,628
477 Center for Community Life	9,353	2,770	25,152	25,200	25,200
	\$ 3,008,949	\$ 3,182,291	\$ 3,164,560	\$ 3,232,196	\$ 3,071,422
<i>Operating Expenditures by Fund</i>					
101 General Fund	\$ 2,920,919	\$ 2,172,541	\$ 2,969,408	\$ 3,136,738	\$ 3,457,263
230 Child Development	2,322,989	2,273,418	2,391,802	2,389,693	2,479,786
261 Measure B - Paratransit	16,332	27,751	86,905	-	-
263 Measure BB - Paratransit	32,392	6,383	41,755	69,522	69,522
477 Center for Community Life	481	-	36,000	36,000	36,000
	\$ 5,293,113	\$ 4,480,093	\$ 5,525,870	\$ 5,631,953	\$ 6,042,571
<i>Operating Expenditures by Type</i>					
Salaries and Benefits	\$ 3,917,737	\$ 3,366,708	\$ 3,727,543	\$ 3,926,880	\$ 4,160,426
Supplies and Services	1,375,376	1,113,385	1,798,327	1,705,073	1,882,145
	\$ 5,293,113	\$ 4,480,093	\$ 5,525,870	\$ 5,631,953	\$ 6,042,571
<i>Authorized Staff Positions</i>					
Full-Time Equivalent Positions	55.95	59.18	53.63	50.70	51.27



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

		<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
		<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Revenue Details						
<u>General Fund #101</u>						
51100	County Grant Senior Cent	\$ 13,500	\$ 9,720	\$ 9,720	\$ 10,000	\$ 10,000
51400	Other Federal Grants	-	15,524	18,630	15,000	15,000
53660	Prop 49 Grant	60,627	116,831	74,000	74,000	74,000
57200	Rents - Short-Term	42,140	2,612	15,000	15,000	15,000
57220	Rental deposit	-	100	-	-	-
57350	ECCL Rentals	171,414	113,717	190,000	200,000	225,000
57450	ECCL Facility Attndt Fee	45,238	49,948	80,000	77,300	79,600
57650	ECCL Janitorial Fees	3,526	-	-	-	-
57700	ECCL Security Fees	1,760	-	-	-	-
58360	Community Events Permit	-	1,500	1,500	3,500	3,500
61450	Recreation Camps	86,471	54,610	54,000	106,000	143,300
61480	Afterschool Program	141,257	147,762	98,000	125,000	128,750
61610	Lap Swim/Fitness Pass	26,647	24,962	38,000	30,900	31,800
61660	Swimming Lessons	81,846	56,352	70,000	67,000	69,000
61670	Public Swim Charges	4,499	935	2,500	5,000	5,000
61680	Field Trips	38,050	-	-	30,000	60,000
61680	Field Trips	4,010	-	-	2,100	2,200
61690	Youth Sports	(185)	-	500	20,600	21,200
61750	Recreation Fee Classes	1,934	-	4,000	15,000	17,500
61760	Kinder Buddies/Tiny Tots	1,006	-	-	12,000	12,000
61800	Nutrition-Congregate Meal	2,992	100	1,500	3,500	3,500
61810	Nutrition-Meals on Wheels	201	1,233	700	1,000	1,000
61900	Adult Special Events	6,310	211	-	6,000	6,000
61950	Transit Passes	-	-	1,800	2,000	2,000
61960	Membership Dues	16,077	6,362	10,000	10,000	23,000
62020	Special Event Insurance	3,446	131	999	-	-
62650	Other Revenue	174	26	43	-	-
62715	Concession Stand Sales	5,424	-	-	-	-
		758,363	602,673	683,906	845,900	965,350
<u>Child Development Center #230</u>						
51400	Other Federal Grants	-	-	6,600	-	-
52300	Child Dev Project-Federal	22,553	12,425	4,768	23,000	23,000
53550	Food Subsidy Child Care	184,604	298,389	246,120	128,600	128,600
53600	Child Development Project	4,500	21,053	14,719	4,000	4,000
53650	Other State Grants	-	4,961	-	28,100	28,100
56000	Investment Earnings	6,180	197	187	200	200
60250	ECDC Late Penalties	-	-	-	300	300
61550	Parent Fees Subsidy Child-F/T	28,576	8,374	-	20,000	20,000
61560	Parent Fees Market Cost	845,399	661,113	753,000	1,000,000	1,030,000
69050	Interfd Rcpt from Gen Fnd	1,082,800	1,500,000	1,364,389	1,087,354	775,044
		2,174,611	2,506,512	2,389,783	2,291,554	2,009,244



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
<u>Measure BB - Paratransit #263</u>					
55200 Paratransit Revenue	31,956	34,643	40,855	69,522	71,608
56000 Investment Earnings	573	167	16	20	20
	32,530	34,810	40,871	69,542	71,628
<u>Center for Community Life #477</u>					
56000 Investment Earnings	9,353	2,770	152	200	200
69050 Interfd Rcpt from Gen Fnd	-	-	25,000	25,000	25,000
	9,353	2,770	25,152	25,200	25,200
Total Revenues	\$ 3,008,949	\$ 3,182,291	\$ 3,164,560	\$ 3,232,196	\$ 3,071,422



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
<u>Community Services Admin #5000</u>					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies					
73000 Office Supplies	287	32	200	600	600
73150 Postage	300	240	100	300	300
73400 Clothing	300	-	300	300	300
73500 Operating Supplies	2,561	774	1,400	2,800	2,800
73550 Fuel	-	-	-	600	600
	3,448	1,046	2,000	4,600	4,600
Utilities					
76050 Telephone/Communication	1,913	1,620	1,500	1,500	1,575
	1,913	1,620	1,500	1,500	1,575
Maintenance					
77100 Vehicle Operation & Maint	-	-	3,900	3,900	3,900
77260 Software Subscriptions	-	2,037	11,250	12,000	12,000
77950 Vehicle Repl. Charge	29,700	33,700	33,700	33,700	11,200
77960 Technology Charge	700	800	800	1,300	1,300
	30,400	36,537	49,650	50,900	28,400
Professional Fees/Services					
80050 Professional Services	-	222	3,000	5,500	5,500
80380 Banking Services	1,079	783	7,200	7,200	7,200
	1,079	1,005	10,200	12,700	12,700
Advertising, Printing, and Publications					
82050 Printing	500	-	500	500	500
82100 Community pub/mtgs/comm	-	-	-	-	-
	500	-	500	500	500
Education and Training					
84000 Education and Training	-	100	150	300	300
84100 Memberships & Dues	600	306	150	300	300
84150 Travel, Confer & Meeting	383	-	-	-	400
	983	406	300	600	1,000
Rents and Leases					
85000 Rentals & Leases	17,372	29,422	25,750	30,000	30,000
85200 ECCL Rental Reimbursements	176,390	113,717	190,000	200,000	225,000
	193,762	143,139	215,750	230,000	255,000
Other					
88900 Contract Obligations	338,423	341,476	450,000	450,000	450,000
	338,423	341,476	450,000	450,000	450,000
Total Community Services Admin	570,509	525,229	729,900	750,800	753,775



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<u>Special Events #5410</u>					
Salaries and Benefits	39,096	35,105	55,127	63,193	65,549
Supplies					
73000 Office Supplies	-	-	300	600	600
73150 Postage	300	773	100	300	300
73400 Clothing	300	-	300	300	300
73500 Operating Supplies	1,711	-	5,000	10,000	10,000
	2,311	773	5,700	11,200	11,200
Maintenance					
77960 Technology Charge	700	800	800	1,300	1,300
	700	800	800	1,300	1,300
Professional Fees/Services					
80050 Professional Services	375	6,403	5,000	10,000	10,000
80380 Banking Services	536	341	300	1,800	1,800
	911	6,744	5,300	11,800	11,800
Advertising, Printing, and Publications					
82050 Printing	500	-	500	500	500
	500	-	500	500	500
Education and Training					
84000 Education and Training	300	-	150	300	300
84100 Memberships & Dues	170	-	150	300	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	470	-	300	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	43,422	69,027	89,893	92,649
<u>Aquatics #5420</u>					
Salaries and Benefits	220,687	212,246	286,054	272,493	281,509
Supplies					
73000 Office Supplies	79	114	750	1,100	1,100
73150 Postage	600	-	50	600	600
73400 Clothing	851	880	2,400	2,400	2,400
73500 Operating Supplies	1,480	2,279	5,000	9,000	12,000
73590 Concession Stand Supplies	2,764	-	-	-	-
	5,774	3,273	8,200	13,100	16,100
Maintenance					
77260 Software Subscriptions	-	480	-	-	-
77960 Technology Charge	1,400	1,600	1,600	2,600	2,600
	1,400	2,080	1,600	2,600	2,600



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Professional Fees/Services					
80050 Professional Services	1,371	335	5,000	5,000	5,000
80380 Banking Services	1,071	681	700	1,300	3,500
	2,442	1,016	5,700	6,300	8,500
Advertising, Printing, and Publications					
82050 Printing	1,000	-	600	1,000	1,000
	1,000	-	600	1,000	1,000
Education and Training					
84000 Education and Training	-	639	300	600	600
84100 Memberships & Dues	50	-	450	900	900
84150 Travel, Confer & Meeting	1,187	-	-	-	1,200
	1,238	639	750	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	220,838	306,957	300,693	316,109
<u>Facilities #5430</u>					
Salaries and Benefits	257,373	94,167	267,407	237,524	245,715
Supplies					
73000 Office Supplies	-	-	700	1,700	1,700
73150 Postage	900	-	100	900	900
73400 Clothing	2,000	-	2,000	2,000	2,000
73500 Operating Supplies	3,156	227	4,000	5,000	5,000
	6,056	227	6,800	9,600	9,600
Maintenance					
77020 Landscape Maintenance	-	-	100	-	-
77030 Facility Operatg Charges	3,900	2,600	2,387	2,459	2,532
77080 Janitorial Contracts Svcs	3,092	4,498	3,372	3,473	3,577
77150 Equipment Oper & Maint	-	-	-	100	100
77960 Technology Charge	2,000	2,300	2,300	3,700	3,800
77990 Facility Major Maint Chgs	1,000	1,000	1,000	1,000	1,000
	9,992	10,398	9,159	10,732	11,010
Professional Fees/Services					
79010 Special Event Insurance	3,844	131	678	-	-
80050 Professional Services	1,740	213	1,500	2,500	5,000
80380 Banking Services	1,608	1,022	1,000	1,000	5,300
	7,192	1,366	3,178	3,500	10,300
Advertising, Printing, and Publications					
82050 Printing	1,000	1,068	300	500	1,400
	1,000	1,068	300	500	1,400



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Education and Training					
84000 Education and Training	53	-	450	900	900
84100 Memberships & Dues	55	-	450	450	900
84150 Travel, Confer & Meeting	-	-	-	-	1,200
	108	-	900	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	107,343	291,444	266,906	284,725
<u>Youth Camps #5440</u>					
Salaries and Benefits	234,095	128,066	233,114	250,235	257,625
Supplies					
73000 Office Supplies	-	-	500	1,100	1,100
73150 Postage	600	-	50	600	600
73400 Clothing	2,000	2,000	2,000	2,000	2,000
73420 Field Trip Expense	32,090	977	20,000	20,000	20,000
73430 Camp Expenses	10,266	7,355	18,000	18,000	22,700
73440 Afterschool Expenses	-	188	-	-	-
73500 Operating Supplies	-	9	-	-	-
	44,956	10,332	40,550	41,700	46,400
Maintenance					
77960 Technology Charge	1,400	1,600	1,600	650	650
	1,400	1,600	1,600	650	650
Professional Fees/Services					
80050 Professional Services	-	1,016	2,500	2,500	5,000
80380 Banking Services	1,072	681	700	900	3,500
	1,072	1,697	3,200	3,400	8,500
Advertising, Printing, and Publications					
82050 Printing	1,000	-	224	250	1,000
	1,000	-	224	250	1,000
Education and Training					
84000 Education and Training	-	-	300	600	600
84100 Memberships & Dues	100	-	300	600	600
84150 Travel, Confer & Meeting	-	-	-	-	800
	100	-	600	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	142,218	281,788	299,935	318,675



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
<u>Youth Services #5450</u>					
Salaries and Benefits	572,087	523,487	470,384	430,816	443,442
Supplies					
73000 Office Supplies	1,914	333	1,000	1,700	1,700
73150 Postage	1,164	9	450	900	900
73400 Clothing	2,400	2,400	2,400	2,400	2,400
73430 Camp Expenses	30	-	129	-	-
73440 Afterschool Expenses	9,467	10,200	15,000	35,000	45,000
73500 Operating Supplies	52	85	65	-	-
	15,027	13,027	19,044	40,000	50,000
Maintenance					
77150 Equipment Oper & Maint	-	-	2,300	-	-
77260 Software Subscriptions	-	192	-	-	-
77960 Technology Charge	2,000	2,300	-	650	650
	2,000	2,492	2,300	650	650
Professional Fees/Services					
80050 Professional Services	11,842	1,857	15,000	15,000	25,000
80380 Banking Services	1,608	1,022	1,000	2,000	5,300
	13,450	2,879	16,000	17,000	30,300
Advertising, Printing, and Publications					
82050 Printing	1,000	-	270	300	1,400
	1,000	-	270	300	1,400
Education and Training					
84000 Education and Training	552	239	450	900	900
84100 Memberships & Dues	177	-	450	900	900
84150 Travel, Confer & Meeting	-	-	-	-	1,200
	729	239	900	1,800	3,000
Rents and Leases					
85000 Rentals & Leases	4,436	5,392	4,406	3,700	3,700
	4,436	5,392	4,406	3,700	3,700
Total Youth Services	611,907	547,516	513,304	494,266	532,492



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Adult Services #5460</u>					
Salaries and Benefits	348,269	242,399	306,102	379,236	472,056
Supplies					
73000 Office Supplies	2,159	-	1,500	3,300	3,300
73100 Books, Maps, Periodicals	-	-	500	1,000	1,000
73150 Postage	3,628	(1,138)	500	2,500	4,300
73400 Clothing	900	-	900	900	900
73420 Field Trip Expense	41,543	115	121	30,000	60,000
73500 Operating Supplies	12,054	5,352	7,500	15,000	19,200
73609 Nutrition Program	15,500	-	15,500	15,500	15,500
	75,785	4,329	26,521	68,200	104,200
Utilities					
76000 Utilities	15,251	13,005	10,000	13,600	14,008
76050 Telephone/Communication	486	-	-	-	-
	15,737	13,005	10,000	13,600	14,008
Maintenance					
77020 Landscape Maintenance	-	-	1,500	-	-
77030 Facility Operating Charges	66,400	44,000	40,215	40,215	41,421
77080 Janitorial Contracts Svcs	49,433	48,302	36,483	44,400	44,400
77150 Equipment Oper & Maint	156	-	1,800	1,800	1,800
77960 Technology Charge	3,900	4,500	4,500	7,300	7,400
77990 Facility Major Maint Chgs	17,900	17,900	17,900	17,900	17,900
	137,789	114,702	102,398	111,615	112,921
Professional Fees/Services					
80050 Professional Services	29,836	16,640	25,000	25,000	38,000
80380 Banking Services	3,215	2,044	2,000	2,000	10,500
	33,051	18,684	27,000	27,000	48,500
Advertising, Printing, and Publications					
82050 Printing	-	169	750	1,200	1,200
82100 Community Pub/Mtgs/Comm	12,889	468	2,000	12,000	16,000
	12,889	637	2,750	13,200	17,200
Education and Training					
84000 Education and Training	1,371	259	450	900	1,800
84100 Memberships & Dues	1,498	702	425	850	1,700
84150 Travel, Confer & Meeting	195	156	-	-	2,400
	3,064	1,117	875	1,750	5,900
Rents and Leases					
85000 Rentals & Leases	3,901	4,422	7,500	7,500	7,500
	3,901	4,422	7,500	7,500	7,500
Total Adult Services	630,485	400,016	483,303	622,101	782,285



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Adult Sports/Classes #5470</u>					
Salaries and Benefits	163,639	91,125	162,590	157,626	189,406
Supplies					
73000 Office Supplies	-	-	300	600	600
73150 Postage	300	-	50	300	300
73400 Clothing	800	-	800	800	800
73500 Operating Supplies	2,023	315	1,000	4,000	4,800
	3,123	315	2,150	5,700	6,500
Maintenance					
77020 Landscape Maintenance	-	-	100	-	-
77030 Facility Operating Charges	3,900	2,600	2,387	2,459	2,532
77080 Janitorial Contracts Svcs	1,248	1,856	2,600	2,678	2,758
77150 Equipment Oper & Maint	-	-	100	100	-
77960 Technology Charge	700	800	800	1,300	1,300
77990 Facility Major Maint Cgs	1,000	1,000	1,000	1,000	1,000
	6,848	6,256	6,987	7,537	7,591
Professional Fees/Services					
80050 Professional Services	11,972	426	13,000	19,000	19,000
80380 Banking Services	-	341	350	350	1,800
	11,972	767	13,350	19,350	20,800
Advertising, Printing, and Publications					
82050 Printing	500	-	500	500	500
	500	-	500	500	500
Education and Training					
84000 Education and Training	-	-	200	300	300
84100 Memberships & Dues	165	-	150	300	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	165	-	350	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	98,491	187,285	192,612	227,097
<u>Youth Sports/Classes #5480</u>					
Salaries and Benefits	72,614	80,599	92,818	103,870	107,065
Supplies					
73000 Office Supplies	-	-	150	300	600
73150 Postage	300	-	75	150	300
73400 Clothing	500	-	250	250	500
73500 Operating Supplies	-	-	-	-	10,500
73550 Fuel	3	-	1,000	2,000	12,000
	803	-	1,475	2,700	23,900



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Maintenance					
77020 Landscape Maintenance	-	-	100	-	-
77030 Facility Operating Charges	3,900	2,600	2,387	2,459	2,532
77080 Janitorial Contracts Svcs	845	1,915	2,600	2,678	2,758
77150 Equipment Oper & Maint	-	-	100	100	100
77960 Technology Charge	700	800	800	1,300	1,300
77990 Facility Major Maint Chgs	1,000	1,000	1,000	1,000	1,000
	6,445	6,315	6,987	7,537	7,691
Professional Fees/Services					
80050 Professional Services	-	213	3,000	3,000	6,200
80380 Banking Services	536	341	250	250	1,800
	536	554	3,250	3,250	8,000
Advertising, Printing, and Publications					
82050 Printing	500	-	270	275	500
	500	-	270	275	500
Education and Training					
84000 Education and Training	-	-	150	300	300
84100 Memberships & Dues	-	-	150	300	300
84150 Travel, Confer & Meeting	-	-	-	-	400
	-	-	300	600	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	87,468	106,400	119,531	149,456
Total General Fund	2,920,919	2,172,541	2,969,408	3,136,738	3,457,263
<u>Child Development Center #230</u>					
Salaries and Benefits	2,009,878	1,959,514	1,853,947	2,031,886	2,098,058
Supplies					
73000 Office supplies	815	244	2,000	2,500	2,500
73150 Postage	108	67	25	200	200
73400 Clothing	737	860	1,500	1,500	1,500
73420 Field Trip Expense	820	80	500	2,200	2,200
73500 Operating Supplies	24,067	14,662	12,400	-	-
73525 Parent Events	573	-	-	200	200
73527 Enrichment Events	2,023	1,587	3,900	1,700	1,700
73529 Classroom Supplies	8,294	5,643	5,200	5,200	5,200
73600 Food Supplies	72,931	57,494	62,000	95,500	110,000
	110,367	80,637	87,525	109,000	123,500
Operating Expenses					
73570 Quality Count Supplies	-	16,934	8,219	4,000	4,000
73900 C-19 Extra Cost	-	6,054	160	-	-
	-	22,988	8,379	4,000	4,000
Utilities					
76000 Utilities	24,413	24,724	22,000	27,000	27,000
	24,413	24,724	22,000	27,000	27,000



City of Emeryville
2022-23 Budget

Operating Budgets
Community Services Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Maintenance					
77000 Maintenance Bldg & Grnds	1,615	1,358	-	-	-
77020 Landscape Maintenance	2,050	2,285	3,083	3,175	3,271
77030 Facility Operating Charges	76,300	80,100	73,269	75,467	77,731
77080 Janitorial Contracts Svcs	43,408	45,418	47,300	48,719	50,181
77260 Software Subscriptions	-	-	1,845	1,845	1,845
77150 Equipment Oper & Maint	131	-	2,000	2,000	2,000
77960 Technology Charge	16,100	18,500	18,500	30,000	30,600
77990 Facility Major Maint Chgs	2,500	2,500	2,500	2,500	2,500
	<u>142,104</u>	<u>150,161</u>	<u>148,497</u>	<u>163,707</u>	<u>168,127</u>
Professional Fees/Services					
80000 Temporary Personnel Serv	4,906	-	-	4,500	4,500
80050 Professional Services	312	-	5,000	5,000	5,000
80200 Audit Services	8,425	8,600	4,840	9,000	9,000
80380 Banking Services	15,768	12,948	16,000	20,000	25,000
	<u>29,411</u>	<u>21,548</u>	<u>25,840</u>	<u>38,500</u>	<u>43,500</u>
Advertising, Printing, and Publications					
82000 Advertising	-	154	400	400	400
82050 Printing	-	-	270	400	400
	<u>-</u>	<u>154</u>	<u>670</u>	<u>800</u>	<u>800</u>
Education and Training					
84000 Education and Training	1,763	4,383	5,500	6,500	6,500
84100 Memberships & Dues	170	30	500	1,000	1,000
84150 Travel, Confer & Meeting	108	-	150	300	300
	<u>2,041</u>	<u>4,413</u>	<u>6,150</u>	<u>7,800</u>	<u>7,800</u>
Rents and Leases					
85000 Rentals & Leases	3,808	5,766	2,700	4,900	4,900
	<u>3,808</u>	<u>5,766</u>	<u>2,700</u>	<u>4,900</u>	<u>4,900</u>
Fees and Charges					
86000 Fees	968	3,297	3,000	2,100	2,100
	<u>968</u>	<u>3,297</u>	<u>3,000</u>	<u>2,100</u>	<u>2,100</u>
Total Child Development	<u>2,322,989</u>	<u>2,273,418</u>	<u>2,391,802</u>	<u>2,389,693</u>	<u>2,479,786</u>
<u>Measure BB Paratransit Fund #263</u>					
80200 Audit Services	917	935	900	-	-
88400 Paratransit Program	31,475	5,448	40,855	69,522	69,522
Total Measure BB Paratransit	<u>32,392</u>	<u>6,383</u>	<u>41,755</u>	<u>69,522</u>	<u>69,522</u>
<u>Center for Community Life #477</u>					
91100 New Furniture & Fixture	481	-	36,000	36,000	36,000
Total Center for Community Life	<u>481</u>	<u>-</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
Total Expenditures	<u>\$ 5,293,113</u>	<u>\$ 4,480,093</u>	<u>\$ 5,525,870</u>	<u>\$ 5,631,953</u>	<u>\$ 6,042,571</u>



City of Emeryville
2022-23 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.

	2019-20	2020-21	2021-22	2022-23	2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Beginning Available Fund Balance	\$ 3,051	\$ 3,051	\$ 3,051	\$ 3,051	\$ 3,051
Annual Activity					
Revenues					
General Fund Transfer	368,641	369,355	368,500	367,200	370,200
Total Revenue	368,641	369,355	368,500	367,200	370,200
Expenditures					
Debt Service - Principal	282,100	290,900	299,200	306,900	319,200
Debt Service - Interest	86,541	78,455	69,300	60,300	51,000
Total Expense	368,641	369,355	368,500	367,200	370,200
Net Annual Activity	-	-	-	-	-
Ending Available Fund Balance	\$ 3,051	\$ 3,051	\$ 3,051	\$ 3,051	\$ 3,051



City of Emeryville
2022-23 Budget

Debt Service Funds
Bay Shellmound Assessment District Fund #790

Purpose of Fund

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

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Beginning Fund Balance	\$ 891,520	\$ 896,770	\$ 900,575	\$ 900,148	\$ 900,148
Annual Activity					
Revenues					
Investment Income	19,539	5,653	323	-	-
Total Revenue	19,539	5,653	323	-	-
Expenditures					
Bond Administration	14,288	1,848	750	-	-
Total Expenses	14,288	1,848	750	-	-
Net Annual Activity	5,251	3,805	(427)	-	-
Ending Fund Balance					
Total Fund Balance	896,770	900,575	900,148	900,148	900,148
Available Fund Balance	\$ 896,770	\$ 900,575	\$ 900,148	\$ 900,148	\$ 900,148



City of Emeryville
2022-23 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.

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Fund Balance	\$ 673,688	\$ 399,619	\$ 26,735	\$ 76,914	\$ -
Annual Activity					
Revenues					
Special Assessments	257,493	-	-	-	-
Investment Income	19,137	3,710	18	-	-
Total Revenue	276,630	3,710	18	-	-
Expenditures					
Debt Service Payments	543,150	369,500	-	-	-
Bond Administration	7,548	7,093	1,000	-	-
Transfer to Fund 444	-	-	-	76,914	-
Total Expenses	550,698	376,593	1,000	76,914	-
Net Annual Activity	(274,068)	(372,883)	(982)	(76,914)	-
Ending Fund Balance					
Total Fund Balance	399,619	26,736	25,753	-	-
Restricted/September debt payment	532,413	-	-	-	-
Available Fund Balance	\$ (132,793)	\$ 26,736	\$ 25,753	\$ -	\$ -
Memo: Trustee Debt Service Reserve					
Fund 727	\$ 702,233	\$ -	\$ -	\$ -	\$ -

Note: Fund 727 is closed and Fund 721 will close at the end of FY 2022-23.



This Page Intentionally Left Blank

➤ **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 the unincorporated areas of the county as well as to 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 services to the citizens of Emeryville with 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 interagency 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 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 the Golden Guardian, the BAYEX, the federally mandated LLNL and LBNL exercises, and the multi-agency water rescue and hazardous materials exercises.



City of Emeryville
2022-23 Budget

Operating Budgets
Fire Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
General Fund	\$ 1,015,332	\$ 707,602	\$ 1,085,966	\$ 822,675	\$ 851,469
Emergency Medical Services	198,992	199,709	192,133	192,500	192,750
	\$ 1,214,324	\$ 907,311	\$ 1,278,099	\$ 1,015,175	\$ 1,044,219
<u>Operating Expenditures by Fund</u>					
General Fund	\$ 8,684,846	\$ 9,210,493	\$ 9,592,836	\$ 10,210,490	\$ 10,689,937
Emergency Medical Services	199,683	200,403	192,299	192,500	192,750
	\$ 8,884,529	\$ 9,410,896	\$ 9,785,135	\$ 10,402,990	\$ 10,882,687
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 1,313,116	\$ 1,423,160	\$ 1,596,725	\$ 1,801,142	\$ 1,870,000
Supplies and Services	7,571,413	7,987,736	8,188,410	8,601,848	9,012,687
	\$ 8,884,529	\$ 9,410,896	\$ 9,785,135	\$ 10,402,990	\$ 10,882,687
Revenue Details					
<u>General Fund #101</u>					
58410 Fire Plan Checking Fees	\$ 966,074	\$ 648,726	\$ 1,059,336	\$ 800,000	\$ 828,000
58460 Fire Annual Inspect. Fee	49,073	58,687	26,323	22,500	23,288
59400 Other Licenses & Permits	185	189	307	175	181
	\$ 1,015,332	\$ 707,602	\$ 1,085,966	\$ 822,675	\$ 851,469
<u>Emergency Medical Services Fund #258</u>					
61310 Supplemental Asses (EMS)	\$ 198,640	\$ 199,223	\$ 192,000	\$ 192,500	\$ 192,750
63380 Sp Assess Penalties	351	486	133	-	-
	198,992	199,709	192,133	192,500	192,750
Total Revenues	\$ 1,214,324	\$ 907,311	\$ 1,278,099	\$ 1,015,175	\$ 1,044,219



City of Emeryville
2022-23 Budget

Operating Budgets
Fire Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
Salaries and Benefits					
72240 Unfunded Pers Liability	\$ 1,313,116	\$ 1,423,160	\$ 1,596,725	\$ 1,801,142	\$ 1,870,000
	1,313,116	1,423,160	1,596,725	1,801,142	1,870,000
Utilities					
76000 Utilities	47,358	44,838	38,200	40,492	41,707
	47,358	44,838	38,200	40,492	41,707
Maintenance					
77020 Landscape Maintenance	4,530	5,166	4,207	4,333	4,463
77030 Facility Operating Charges	105,400	110,700	101,261	104,299	107,428
77080 Janitorial Contracts	-	586	2,500	2,575	2,652
77950 Vehicle Repl. Charge	119,000	125,900	-	125,900	125,900
77990 Facility Major Maint Chgs	40,400	40,400	40,400	40,400	40,400
	269,330	282,752	148,368	277,507	280,843
Professional Fees/Services					
80050 Alameda County Fire	7,249,087	7,653,496	7,990,043	8,271,849	8,677,887
80450 Hazardous Material Cleanup	-	-	5,000	5,000	5,000
	7,249,087	7,653,496	7,995,043	8,276,849	8,682,887
Other					
88770 Charge to EMS fund	(194,044)	(193,753)	(185,500)	(185,500)	(185,500)
	(194,044)	(193,753)	(185,500)	(185,500)	(185,500)
Total General Fund	\$ 8,684,846	\$ 9,210,493	\$ 9,592,836	\$ 10,210,490	\$ 10,689,937
<u>Emergency Medical Services Fund #258</u>					
80360 Administrative Cost	\$ 3,975	\$ 4,975	\$ 5,000	\$ 5,000	\$ 5,250
86020 Prop. Tax Collection Fees	1,663	1,675	1,799	2,000	2,000
88750 Gen Fund Chg for Matl/Svc	194,044	193,753	185,500	185,500	185,500
Total Emergency Medical Services	199,683	200,403	192,299	192,500	192,750
Total Expenditures	\$ 8,884,529	\$ 9,410,896	\$ 9,785,135	\$ 10,402,990	\$ 10,882,687



**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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 5,606	\$ (191,552)	\$ (352,938)	\$ (210,813)	\$ 21,919
Annual Activity					
Revenues					
Interfund Charges	289,583	288,847	450,625	541,532	573,117
General Fund Contribution	110,000	-	-	-	-
Investment Income	54,534	15,602	1,000	1,000	1,000
Total Revenues	454,117	304,449	451,625	542,532	574,117
Expenditures					
Sick Leave	54,781	1,552	159,100	163,900	168,800
Vacation	292,638	228,636	116,700	111,200	123,800
Administration	302,001	234,762	-	-	-
Accrued Benefit for Self Ins	1,856	886	1,900	1,900	1,900
Total Expenses	651,275	465,836	309,500	309,800	328,300
Net Annual Activity	(197,159)	(161,387)	142,125	232,732	245,817
Ending Available Fund Balance	\$ (191,552)	\$ (352,939)	\$ (210,813)	\$ 21,919	\$ 267,737



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 24,372	\$ 29,979	\$ 14,692	\$ 7,297	\$ 9,432
Annual Activity					
Revenues					
Interfund Charges					
101 General Fund	161,446	158,715	176,208	183,247	193,384
225 General Plan	4,873	4,687	4,698	5,076	5,329
230 Child Development	31,772	30,138	29,090	35,322	37,088
242 Measure BB	-	29	-	-	-
254 Grant Fund	-	338	-	-	-
269 Dental Fund	-	1,680	3,723	3,723	3,909
286 Dental Fund	-	20	40	40	42
475 General Capital	5,028.05	4,167	4,815	5,219	5,480
495 Marina	1,704	1,677	1,909	2,068	2,172
510 Sewer Operations	1,579	1,361	2,017	4,232	4,444
	206,402	202,812	222,499	238,927	251,848
Transfer - General Fund	40	-	-	-	-
Investment income	291	154	5	5	5
Total Revenues	206,733	202,966	222,504	238,932	251,853
Expenditures					
Active Employees					
Claims	110,561	118,236	117,500	121,025	124,656
Administration	16,545	14,848	15,100	15,553	16,020
	127,106	133,084	132,600	136,578	140,675
Retirees Claims	62,429	73,356	83,600	86,108	88,691
Administration	11,591	11,812	13,700	14,111	14,534
	74,020	85,168	97,300	100,219	103,226
Total Expenses	201,126	218,252	229,900	236,797	243,901
Net Annual Activity	5,607	(15,286)	(7,396)	2,135	7,952
Ending Available Fund Balance	\$ 29,979	\$ 14,693	\$ 7,297	\$ 9,432	\$ 17,384



City of Emeryville
2022-23 Budget

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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 1,949,893	\$ 1,749,951	\$ 2,092,150	\$ 1,851,150	\$ 1,613,270
Annual Activity					
Revenues					
Litigation Reimbursement	-	82,841	-	12,120	12,181
Total Revenue	-	82,841	-	12,120	12,181
Expenditures					
Litigation and Settlements	199,942	161,173	242,500	250,000	250,000
Total Expenses	199,942	161,173	242,500	250,000	250,000
Net Annual Activity	(199,942)	(78,332)	(242,500)	(237,880)	(237,819)
Ending Available Fund Balance	\$ 1,749,951	\$ 1,671,619	\$ 1,849,650	\$ 1,613,270	\$ 1,375,451



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Activity					
Revenues					
Interfund Charges	13,838,244	13,824,297	15,845,250	19,168,982	19,506,678
Total Revenues	13,838,244	13,824,297	15,845,250	19,168,982	19,506,678
Expenditures					
Salaries and Benefits	13,838,244	13,824,297	15,845,250	19,168,982	19,506,678
Total Expenses	13,838,244	13,824,297	15,845,250	19,168,982	19,506,678
Net Annual Activity	-	-	-	-	-
Ending Available Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -



**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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 7,154,013	\$ 7,277,563	\$ 7,308,250	\$ 7,292,472	\$ 7,313,188
Annual Activity					
Revenues					
Retiree Medical Premiums	222,109	224,149	235,622	259,216	273,451
Investment Income	137,776	40,733	4,500	25,000	30,000
Total Revenues	359,885	264,882	240,122	284,216	303,451
Expenditures					
Medical	22,740	211,410	230,200	237,100	244,200
Vision	-	22,648	24,700	25,400	26,200
Dental	213,459	-	600	600	600
Life	-	-	400	400	400
Reimb Expenses Retirees	137	137	-	-	-
Total Expenses	236,336	234,195	255,900	263,500	271,400
Net Annual Activity	123,550	30,687	(15,778)	20,716	32,051
Ending Available Fund Balance	\$ 7,277,563	\$ 7,308,250	\$ 7,292,472	\$ 7,313,188	\$ 7,345,239



City of Emeryville
2022-23 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.

	2019-20	2020-21	2021-22	2022-23	2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Beginning Available Fund Balance	\$ 109,697	\$ 138,858	\$ 85,460	\$ 100,150	\$ 127,672
Annual Activity					
Revenues					
Interfund Charges					
101 General Fund	36,673	36,256	75,641	84,134	84,894
225 General Plan	1,161	1,057	2,672	2,938	2,978
230 Child Development	3,262	3,090	6,165	7,873	7,987
242 Unemployment	-	8	75	75	75
268 Unemployment	1,182	979	16	16	16
269 Unemployment	-	230	1,020	1,091	1,134
475 General Capital	31	-	2,376	2,701	2,727
495 Marina	258	250	641	753	756
510 Sewer Operations	346	281	906	1,094	1,096
Other Funds	9	4	109	836	845
	42,922	42,244	89,620	101,512	102,511
Investment Income	2,324	699	70	1,010	1,015
Grants	-	122,335	-	-	-
Total Revenues	45,245	165,278	89,690	102,522	103,526
Expenditures					
Unemployment claims	16,085	218,676	75,000	75,000	80,000
Total Expenses	16,085	218,676	75,000	75,000	80,000
Net Annual Activity	29,161	(53,399)	14,690	27,522	23,526
Ending Available Fund Balance	\$ 138,858	\$ 85,459	\$ 100,150	\$ 127,672	\$ 151,198



City of Emeryville
2022-23 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>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Beginning Available Fund Balance	\$ 1,104,689	\$ 2,121,149	\$ 2,384,628	\$ 2,276,622	\$ 2,025,024
Annual Activity					
Revenues					
Interfund Charges					
101 General Fund	1,041,429	1,027,513	848,534	908,369	957,616
225 General Plan	5,121	4,632	4,024	4,416	4,835
230 Child Development	240,569	224,506	98,245	175,324	191,944
268 Workers Comp Ins-F268	33	17	24	24	26
269 Workers Comp Ins-F269	-	1,015	1,528	1,635	1,836
242 Workers Comp Ins-F242	134	34	113	113	113
475 General Capital	5,117	5,562	-	-	-
495 Marina Fund	9,038	10,019	18,197	19,173	20,771
510 Sewer Operations	2,550	2,811	6,664	7,105	7,669
Other Funds	4	385	3,766	5,342	5,827
	1,303,995	1,276,494	981,095	1,121,502	1,190,637
Investment Income	96,060	30,942	5,000	30,000	30,000
Total Revenues	1,400,056	1,307,436	986,095	1,151,502	1,220,637
Expenditures					
Administrative Cost	108,724	83,419	140,600	158,900	179,600
Claims	400,731	431,430	650,000	900,000	900,000
Claims Reserve	(360,000)	(167,000)	-	-	-
Disability Retirement Advances	-	701	-	-	-
Insurance Premium	234,141	195,405	303,500	344,200	390,600
Trsf to GF 101	-	500,000	-	-	-
Total Expenses	383,596	1,043,955	1,094,100	1,403,100	1,470,200
Net Annual Activity	1,016,460	263,481	(108,005)	(251,598)	(249,563)
Ending Available Fund Balance	\$ 2,121,149	\$ 2,384,630	\$ 2,276,622	\$ 2,025,024	\$ 1,775,461



This Page Intentionally Left Blank



City of Emeryville
2022-23 Budget

Operating Budgets
Non-Department

		2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Department Summary						
<u>Revenues by Fund</u>						
101	General Fund	\$ 38,334,998	\$ 34,432,263	\$ 39,959,783	\$ 37,743,431	\$ 37,179,043
235	PEG	1,506	937	1,030	1,050	1,050
805	PBID	4,701,504	4,665,535	4,910,026	5,092,834	5,274,669
		\$ 43,038,008	\$ 39,098,735	\$ 44,870,839	\$ 42,837,315	\$ 42,454,762
<u>Operating Expenditures by Fund</u>						
101	General Fund	\$ 4,453,366	\$ 4,425,182	\$ 6,100,842	\$ 4,885,837	\$ 4,914,199
670	Technology	761,578	469,032	449,347	1,662,705	698,800
805	PBID	4,666,562	4,704,974	4,880,577	5,122,670	5,275,822
		\$ 9,881,506	\$ 9,599,188	\$ 11,430,766	\$ 11,671,212	\$ 10,888,821
<u>Operating Expenditures by Type</u>						
Salaries and Benefits		\$ -	\$ 1,289	\$ (135,750)	\$ 1,300	\$ 1,350
Supplies and Services		9,881,506	9,597,899	11,566,516	11,669,912	10,887,471
		\$ 9,881,506	\$ 9,599,188	\$ 11,430,766	\$ 11,671,212	\$ 10,888,821
Revenue Details						
<u>General Fund #101</u>						
41000	Prop Tax Current Secured	\$ 998,103	\$ 1,022,414	\$ 1,212,250	\$ 1,236,495	\$ 1,261,225
41050	Property Tax Penalties	37,784	42,843	39,000	39,780	40,576
41100	Prop Tx Current Unsecured	589,416	613,858	569,000	580,380	591,988
41200	Prop Tax Prior Secured	116,533	133,414	119,662	122,055	124,496
41300	Prop Tx Prio Unsecured	(784)	22,188	15,107	15,409	212
41310	Pass Thru Tax Payments	1,176,472	1,357,788	1,408,610	1,436,782	1,465,518
41340	Property Tax Residual Pmt	1,685,876	2,913,713	3,060,000	3,121,200	3,183,624
41350	V.L.F in lieu-Property Tax	963,890	1,019,988	1,075,475	1,060,800	1,082,016
41400	Supplemental Property Tax	188,445	(80,041)	44,781	45,677	46,591
41420	St hmownrs Prop Tx Relief	71,399	69,831	72,000	73,440	74,909
42000	Sales and Use Tax	7,160,602	7,516,799	7,446,882	7,538,159	7,733,384
42100	Sales Tax-Public Safety	58,586	61,162	70,383	67,900	71,300
43000	Business License Tax	5,176,201	4,705,358	5,000,000	5,100,000	5,202,000
43100	Bus License Tax-Card Room	2,039,902	482,307	2,400,000	2,600,000	2,750,000
43200	Bus Lic Tax - Comm Rent	815,669	744,084	840,000	800,000	812,000
43500	Bus License in lieu (Sport Fishing)	35,523	46,428	40,000	40,000	40,000
43600	Bus Lic Tax - Cannabis	591,543	544,192	500,000	500,000	500,000
44000	Transient Occupancy Tax	6,027,857	2,278,249	4,000,000	4,300,000	4,600,000
45000	Utilities Users Tax	3,046,197	3,030,308	3,029,000	3,000,000	3,000,000
46100	Real Prop Transfer Tax	3,124,866	1,441,307	1,500,000	1,000,000	1,000,000
46400	In lieu of Taxes (HUD)	8	8	-	-	-
46500	St Motor Veh in lieu Tax	9,406	9,020	14,500	10,000	10,000
50000	Franchises	1,641,008	1,637,273	1,617,365	1,635,000	1,684,050
50010	Cable Franchise	151,289	143,293	145,000	145,000	145,000
50015	Environmental Programs-WM	195,716	201,587	207,635	213,864	220,280
51400	Other Federal Grants	-	152,075	1,445,614	1,445,614	-
53250	SB 90 State Mandated Cost	1,309	-	-	-	-
55300	Other Grants	749,343	500,000	500,000	500,000	500,000
56000	Investment Earnings	396,061	125,716	18,000	115,000	140,000
56100	Interest Income	7,431	367	-	-	-
56900	Market Value Adjustment	248,233	(546,641)	-	-	-
57500	Billboard/Antenna Revenue	194,162	197,834	203,167	206,000	210,000



City of Emeryville
2022-23 Budget

Operating Budgets
Non-Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
57550 Parking Lot Lease	3,178	3,178	3,715	3,375	3,375
59240 Res/Bus Parking Permits	2,054	2,739	-	-	-
61050 Fuel Sales	38,340	23,946	35,000	35,000	35,000
62330 Settlements	7,402	-	-	-	-
62585 Succ Agency Mgmt Reimbmt	325,968	311,814	326,531	250,000	250,000
62650 Other Revenue	8,903	193,884	2,180	-	-
63300 Chiron Mitigatn Svc Fees	320,237	325,042	329,943	330,000	330,000
63370 Administrative Fees	69,368	28,599	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	-	55,158	-	105,000	-
69660 Interfund Receipt-715 PERS	-	824,381	1,000,000	-	-
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	1,364,389	-	-
69995 Interfd Rcpt Fm FD 230 Child Care	-	-	233,094	-	-
69993 Interfd Rcpt fm fd 510 - Overhead	-	134,300	-	-	-
	38,334,998	34,432,263	39,959,783	37,743,431	37,179,043
<u>PEG #235</u>					
50010 Cable Franchise	1,353	885	1,000	1,000	1,000
56000 Investment Earnings	154	52	30	50	50
	1,506	937	1,030	1,050	1,050
<u>PBID #805</u>					
41620 Supplemental Property Tax	4,053,432	4,013,995	4,281,800	4,439,254	4,601,432
41600 Special Assessment	59,079	86,204	62,000	64,000	66,000
56000 Investment Earnings	26,742	6,658	300	500	500
63380 Sp Assess Penalties	1,951	2,351	1,200	500	500
69050 Interfd Rcpt from Gen fn	560,300	556,327	564,726	588,580	606,237
	4,701,504	4,665,535	4,910,026	5,092,834	5,274,669
Total Revenues	\$ 43,038,008	\$ 39,098,735	\$ 44,870,839	\$ 42,837,315	\$ 42,454,762



City of Emeryville
2022-23 Budget

Operating Budgets
Non-Department

		<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
		<u>Actual</u>	<u>Actual</u>	<u>Projection</u>	<u>Budget</u>	<u>Projection</u>
Expenditure Details						
<u>General Fund #101</u>						
<u>Non-Department #1900</u>						
Salaries and Benefits						
71005	Salary Savings	\$ -	\$ -	\$ (137,000)	\$ -	\$ -
72200	Retirement (PERS)	-	1,289	1,250	1,300	1,350
		-	1,289	(135,750)	1,300	1,350
Supplies						
73010	Fax & Copier Supplies	4,795	1,908	3,000	6,000	6,000
73150	Postage	7,855	9,461	15,000	16,500	18,150
73500	Operating Supplies	4,274	87	3,000	2,875	3,306
		16,924	11,456	21,000	25,375	27,456
Utilities						
76000	Utilities	108,455	97,701	109,000	127,300	131,119
76050	Telephone/Communication	5,813	-	-	-	-
		114,268	97,701	109,000	127,300	131,119
Maintenance						
77020	Landscape Maintenance	11,200	12,769	11,668	12,018	12,379
77030	Facility Operating Charges	211,100	222,000	202,738	208,820	215,085
77070	Civic Center Ops & Maint	7,603	(530)	8,000	8,000	8,000
77080	Janitorial Contracts Svcs	49,340	44,194	53,400	55,002	56,652
77960	Technology Charge	93,100	107,300	107,300	173,800	177,300
77990	Facility Major Maint Chgs	115,700	115,700	115,700	115,700	115,700
		488,044	501,433	498,806	573,340	585,115
Professional Fees/Services						
79050	Insurance	740,830	730,220	1,192,760	1,229,439	1,352,383
80030	Revenue Audit Services	40,704	50,253	70,000	70,000	70,000
80050	Professional Services	121,590	90,950	195,250	220,526	137,050
80090	Shuttle Services	62,931	58,100	79,200	81,300	83,400
80180	Pars/Benefits Admin	9,158	9,532	10,000	10,000	10,000
80200	Audit Services	86,190	101,960	172,413	137,000	143,850
80250	Bond Trustee Services	691	-	-	-	-
80360	Administrative Cost	9,021	6,751	10,000	10,000	10,000
80450	Hazardous Mater Cleanup	2,535	834	1,000	-	-
80900	Library Card Services	200,000	120,000	120,000	120,000	120,000
		1,273,651	1,168,600	1,850,623	1,878,265	1,926,683
Education and Training						
84100	Memberships & Dues	9,644	12,621	6,000	13,131	13,394
84380	Safety Program	46	-	55	-	-
		9,690	12,621	6,055	13,131	13,394



City of Emeryville
2022-23 Budget

Operating Budgets
Non-Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Rents and Leases					
85000 Rentals & Leases	52,734	66,663	63,000	66,000	69,000
	52,734	66,663	63,000	66,000	69,000
Fees and Charges					
86020 Prop. Tax Collection Fees	12,177	11,968	12,669	12,923	13,181
	12,177	11,968	12,669	12,923	13,181
Programs and Grants					
87610 Social Services	74,000	75,232	-	-	-
	74,000	75,232	-	-	-
Other					
88030 PBID Senior Rebate Program	10,402	10,985	11,330	11,670	12,020
88060 Other Operating Expenses	-	-	-	-	-
88350 Disaster Preparedness	14,662	19,071	19,900	19,900	19,900
88440 Property Taxes	73	70	100	100	100
88500 Miscellaneous	-	3,747	-	-	-
88900 Contract Obligations	15,000	15,000	15,000	15,000	15,000
	40,137	48,873	46,330	46,670	47,020
Interfund Transfers					
99170 Transfer to Fund 805	560,300	556,327	564,726	588,580	606,237
99200 Trans to Litig Fund 270	250,000	-	-	-	-
99290 Transfer to Fund 203	-	3,500	73,500	73,500	73,500
99440 Transfer to fund 475	-	-	-	-	-
99650 Transf to CDC 230	1,082,800	1,500,000	1,364,389	1,087,354	775,044
99670 Transfer to fund 670	-	-	1,000,000	-	-
99690 Transfer to Fund 254	-	164	-	-	-
99700 Transfer to Fund 700	110,000	-	-	-	-
99815 TRANSFER TO FUND 267	-	-	233,094	-	-
99870 Trans to Fd 345 for COP	368,641	369,355	368,400	367,100	370,100
99880 Transfer to ECCL Fd 477	-	-	25,000	25,000	25,000
	2,371,741	2,429,346	3,629,109	2,141,534	2,099,881
Total General Fund - Non-Department	8,906,731	4,425,182	6,100,842	4,885,837	4,914,199



City of Emeryville
2022-23 Budget

Operating Budgets
Non-Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
<u>Technology #670</u>					
73000 Office Supplies	-	2,572	960	-	-
76050 Telephone/Communication	175,043	177,337	150,000	180,000	183,600
77150 Equipment Oper & Maint	195,793	237,629	250,000	250,000	255,000
77260 Software Subscriptions	-	18,396	9,430	10,000	10,200
80050 Professional Services	151,653	26,886	(3,997)	-	-
Total Operating	522,489	462,820	406,393	440,000	448,800
Capital					
91600 Other Equipment	143,540	6,212	31,919	-	-
91650 Software Upgrade	95,549	-	11,035	-	-
94000 Capital Project Rollover	-	-	-	972,705	-
95000 Capital Outlay	-	-	-	250,000	250,000
Total Capital	239,089	6,212	42,954	1,222,705	250,000
Total Technology	761,578	469,032	449,347	1,662,705	698,800
<u>PBID #805</u>					
80090 Shuttle Services	4,599,523	4,639,380	4,810,179	5,050,688	5,202,209
80310 Admin Reimb to General Fd	17,600	17,600	17,600	17,600	17,600
80360 Administrative Cost	16,776	15,020	17,798	18,332	18,882
86020 Prop. Tax Collection Fees	32,663	32,974	35,000	36,050	37,132
Total PBID	4,666,562	4,704,974	4,880,577	5,122,670	5,275,822
Total Expenditures	\$ 9,881,506	\$ 9,599,188	\$ 11,430,766	\$ 11,671,212	\$ 10,888,821



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 710,631	\$ 798,970	\$ 848,159	\$ 1,005,762	\$ 1,065,762
Annual Activity					
Revenues					
Program Income - Loan					
Repayments	58,000	30,000	116,000	50,000	50,000
Investment Earning	14,389	4,512	258	5,000	5,000
Interest Income	15,841	14,565	41,121	5,000	5,000
Other Revenue	109	111	224	-	-
Total Revenues	88,339	49,188	157,603	60,000	60,000
Net Annual Activity	88,339	49,188	157,603	60,000	60,000
Ending Available Fund Balance	\$ 798,970	\$ 848,158	\$ 1,005,762	\$ 1,065,762	\$ 1,125,762



City of Emeryville
2022-23 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.

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 327,349	\$ 170,893	\$ 403,986	\$ 403,987	\$ 305,848
Annual Activity					
Revenues					
Program Fees	873,975	669,487	753,000	1,020,300	1,050,300
Grants and Donations	211,657	336,828	272,207	183,700	183,700
Investment Income	6,180	197	187	200	200
General Fund Contribution	1,082,800	1,500,000	1,364,389	1,087,354	775,044
Total Revenues	2,174,611	2,506,512	2,389,783	2,291,554	2,009,244
Expenditures					
Salaries and Benefits	2,009,878	1,959,514	1,853,947	2,031,886	2,098,058
Supplies	116,643	103,625	95,904	113,000	127,500
Utilities	24,413	24,724	22,000	27,000	27,000
Maintenance	142,104	150,161	148,497	163,707	168,127
Professional Services	29,411	21,548	25,840	38,500	43,500
Advertising, Printing, Publication	-	154	670	800	800
Education and Training	2,041	4,413	6,150	7,800	7,800
Fees	4,776	9,063	5,700	7,000	7,000
Other Operating Expenses	1,803	216	233,094	-	-
Total Expenses	2,331,068	2,273,418	2,391,802	2,389,693	2,479,786
Net Annual Activity	(156,456)	233,094	(2,019)	(98,139)	(470,542)
Ending Available Fund Balance	\$ 170,893	\$ 403,987	\$ 401,967	\$ 305,848	\$ (164,694)



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 309,363	\$ 315,336	\$ 317,105	\$ 317,105	\$ 317,105
Annual Activity					
Revenues					
Investment Income	5,973	1,769	-	-	-
Total Revenues	5,973	1,769	-	-	-
Expenditures					
	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	5,973	1,769	-	-	-
Ending Available Fund Balance	\$ 315,336	\$ 317,105	\$ 317,105	\$ 317,105	\$ 317,105



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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 620,611	\$ 779,458	\$ 908,114	\$ 1,074,553	\$ 1,303,113
Annual Activity					
Revenues					
Investment Earning	12,403	4,449	500	2,500	2,500
Development Fees	278,252	185,700	220,078	280,000	388,990
Total Revenues	290,655	190,149	220,578	282,500	391,490
Expenditures					
Salaries and Benefits	3,525	3,645	3,782	3,940	3,995
Supplies	4,811	235	-	-	-
Maintenance	20,123	10,712	-	-	-
Professional Services	180	654	359	-	-
Advertising, Printing, Publication	3,154	6,931	-	-	-
Permit Tracking Expenses	100,015	37,618	50,000	50,000	50,000
Transfer to Gen Fund - Overhead	-	1,700	-	-	-
Total Expenses	131,808	61,495	54,141	53,940	53,995
Net Annual Activity	158,847	128,654	166,437	228,560	337,495
Ending Available Fund Balance	\$ 779,458	\$ 908,112	\$ 1,074,551	\$ 1,303,113	\$ 1,640,608



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 2,083	\$ 1,392	\$ 698	\$ 532	\$ 532
Annual Activity					
Revenues					
Assessments	198,992	199,709	192,133	192,500	192,750
Total Revenues	198,992	199,709	192,133	192,500	192,750
Expenditures					
General Fund Reimbursement for					
Materials and Services	194,044	193,753	185,500	185,500	185,500
County Tax Collection Fees	1,663	1,675	1,799	2,000	2,000
Administration	3,975	4,975	5,000	5,000	5,250
Total Expenses	199,683	200,403	192,299	192,500	192,750
Net Annual Activity	(691)	(694)	(166)	-	-
Ending Available Fund Balance	\$ 1,392	\$ 698	\$ 532	\$ 532	\$ 532



City of Emeryville
2022-23 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.

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection
Beginning Available Fund Balance	\$ 187,438	\$ 190,989	\$ 227,728	\$ 235,795	\$ 228,795
Annual Activity					
Revenues					
Federal Grant	11,310	10,395	63,500	15,500	15,500
Housing Loan Principal	-	51,022	-	-	-
Investment Income	3,551	1,050	67	1,000	1,000
Interest Income	-	15,259	-	-	-
Total Revenues	14,861	77,726	63,567	16,500	16,500
Expenditures					
<u>Operations</u>					
Salaries and Benefits	11,310	22,213	15,500	-	-
C-19 Extra Cost	-	18,776	-	-	-
Meals on Wheels	-	-	-	15,500	15,500
Operating Expenses	11,310	40,989	15,500	15,500	15,500
<u>Capital</u>					
General Major Maintenance	-	-	40,000	8,000	-
Capital Expenses	-	-	40,000	8,000	-
Total Expenses	11,310	40,989	55,500	23,500	15,500
Net Annual Activity	3,551	36,737	8,067	(7,000)	1,000
Ending Available Fund Balance	\$ 190,989	\$ 227,726	\$ 235,795	\$ 228,795	\$ 229,795



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 67,316	\$ 85,075	\$ 92,849	\$ 30,792	\$ 30,792
Annual Activity					
Revenues					
Measure B	31,502	34,515	24,818	-	-
Transit Passes	1,170	492	-	-	-
Investment Income	1,420	519	30	-	-
Total Revenues	34,092	35,526	24,848	-	-
Expenditures					
Operations					
Public Works	16,332	27,751	86,905	-	-
Total Expenses	16,332	27,751	86,905	-	-
Net Annual Activity	17,759	7,775	(62,057)	-	-
Ending Available Fund Balance	\$ 85,075	\$ 92,850	\$ 30,792	\$ 30,792	\$ 30,792



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 22,854	\$ 22,992	\$ 51,419	\$ 50,535	\$ 50,555
Annual Activity					
Revenues					
Measure BB	32,530	34,810	40,871	69,542	71,628
Total Revenues	32,530	34,810	40,871	69,542	71,628
Expenditures					
Operations					
Public Works	32,392	6,383	41,755	69,522	69,522
Total Expenses	32,392	6,383	41,755	69,522	69,522
Net Annual Activity	138	28,427	(884)	20	2,106
Ending Available Fund Balance	\$ 22,992	\$ 51,419	\$ 50,535	\$ 50,555	\$ 52,661



City of Emeryville
2022-23 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.

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ 627,277	\$ 1,353,021	\$ 3,544,921
Annual Activity					
Revenues					
Measure F Sales Tax	-	2,125,851	2,000,000	2,199,400	2,283,500
Investment Earnings	-	1,427	150	-	-
Transfer from General Fund		-	233,094	-	-
Total Revenues	-	2,127,278	2,233,244	2,199,400	2,283,500
Expenditures					
Administrative Expense		-	7,500	7,500	7,500
Transfer to General Fund	-	1,500,000	1,500,000	-	-
Total Expenses	-	1,500,000	1,507,500	7,500	7,500
Net Annual Activity	-	627,278	725,744	2,191,900	2,276,000
Ending Available Fund Balance	\$ -	\$ 627,278	\$ 1,353,021	\$ 3,544,921	\$ 5,820,921



City of Emeryville
2022-23 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.

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ -	\$ -	\$ 239,829	\$ 558,762	\$ 224,829
Annual Activity					
Revenues					
Parking Fees	-	134,670	255,316	246,000	246,000
Citations	-	-	141,156	120,000	120,000
Investment Income	-	196	128	-	-
Transfer from Gen Cap Fund	-	290,000	555,000	-	-
Total Revenues	-	424,866	951,600	366,000	366,000
Expenditures					
Salaries and Benefits	-	120,688	287,394	314,078	326,425
Utilities	-	29,942	40,221	45,600	46,968
Maintenance	-	7,834	43,087	44,380	45,711
Professional Services	-	26,575	153,386	172,083	174,672
Other Equipment	-	-	93,792	93,792	93,792
Contingency	-	-	15,000	30,000	30,000
Total Expenses	-	185,039	632,880	699,933	717,568
Net Annual Activity	-	239,827	318,720	(333,933)	(351,568)
Ending Available Fund Balance	\$ -	\$ 239,827	\$ 558,549	\$ 224,829	\$ (126,739)



City of Emeryville
2022-23 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.

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Beginning Available Fund Balance	\$ 7,540	\$ 9,046	\$ 9,983	\$ 11,013	\$ 1,388
Annual Activity					
Revenues					
Cable Franchise	1,353	885	1,000	1,000	1,000
Investment Income	154	52	30	50	50
Total Revenues	1,506	937	1,030	1,050	1,050
Expenditures					
Total Capital	-	-	-	10,675	-
Total Expenses	-	-	-	10,675	-
Net Annual Activity	1,506	937	1,030	(9,625)	1,050
Ending Available Fund Balance	\$ 9,046	\$ 9,983	\$ 11,013	\$ 1,388	\$ 2,438



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 18,968	\$ 13,055	\$ 13,128	\$ 13,133	\$ -
Annual Activity					
Revenues					
Investment Earning	331	73	5	-	-
Total Revenues	331	73	5	-	-
Expenditures					
Equipment	6,244	-	-	13,133	-
Total Expenses	6,244	-	-	13,133	-
Net Annual Activity	(5,913)	73	5	(13,133)	-
Ending Available Fund Balance	\$ 13,055	\$ 13,128	\$ 13,133	\$ -	\$ -



City of Emeryville
2022-23 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.

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Beginning Available Fund Balance	\$ 26,864	\$ 27,324	\$ 27,477	\$ 27,487	\$ 27,487
Annual Activity					
Revenues					
Investment Earning	460	153	10	-	-
Total Revenues	460	153	10	-	-
Expenditures					
Equipment - Capital	-	-	-	-	26,483
Total Expenses	-	-	-	-	26,483
Net Annual Activity	460	153	10	-	(26,483)
Ending Available Fund Balance	\$ 27,324	\$ 27,477	\$ 27,487	\$ 27,487	\$ 1,004



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 53,548	\$ 51,015	\$ 51,301	\$ 19,311	\$ -
Annual Activity					
Revenues					
Investment Income	992	286	10	-	-
Other Revenue	475	-	-	-	-
Total Revenues	1,467	286	10	-	-
Expenditures					
Equipment	-	-	32,000	19,311	-
Other Expenditures	4,000	-	-	-	-
Total Expenses	4,000	-	32,000	19,311	-
Net Annual Activity	(2,533)	286	(31,990)	(19,311)	-
Ending Available Fund Balance	\$ 51,015	\$ 51,301	\$ 19,311	\$ -	\$ -



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 639,863	\$ 674,805	\$ 635,366	\$ 664,815	\$ 634,979
Annual Activity					
Revenues					
Assessments	4,114,462	4,102,550	4,345,000	4,503,754	4,667,932
General Fund Contribution	560,300	556,327	564,726	588,580	606,237
Investment Income	26,742	6,658	300	500	500
Total Revenues	4,701,504	4,665,535	4,910,026	5,092,834	5,274,669
Expenditures					
Emery-Go-Round Shuttle Services	4,599,523	4,639,380	4,810,179	5,050,688	5,202,209
County Collection Fees	32,663	32,974	35,000	36,050	37,132
Professional Services	34,376	32,620	35,398	35,932	36,482
Total Expenses	4,666,562	4,704,974	4,880,577	5,122,670	5,275,822
Net Annual Activity	34,942	(39,439)	29,449	(29,836)	(1,153)
Ending Available Fund Balance	\$ 674,805	\$ 635,366	\$ 664,815	\$ 634,979	\$ 633,826



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 3,147,790	\$ 3,795,865	\$ 4,215,001	\$ 4,600,495	\$ 4,921,352
Annual Activity					
Revenues					
Sewer Service Charges	979,737	960,493	960,200	1,046,700	1,075,000
Investment Income	59,566	20,401	2,500	5,000	10,000
Total Revenues	1,039,303	980,894	962,700	1,051,700	1,085,000
Expenditures					
Administration and Engineering					
Salaries and Benefits	144,450	198,474	185,836	236,033	238,555
Utilities	-	100	-	-	-
Insurance	50,000	50,000	50,000	55,125	57,881
Professional Services	25,896	4,571	30,000	65,000	65,000
Collection Fees and Charges	14,723	25,921	25,000	30,000	30,000
Other Operating Expenses	9,747	10,950	-	-	-
Transfer to General Fund	51,500	185,800	51,500	51,500	51,500
	296,316	475,816	342,336	437,658	442,936
Maintenance					
Salaries and Benefits	49,118	51,278	71,770	73,407	73,637
Utilities	5,510	1,982	1,500	1,590	1,638
Maintenance	32,950	23,435	142,100	145,400	149,817
General Fund Materials/Supplies	8,345	9,247	9,500	9,500	9,500
	95,922	85,942	224,870	229,897	234,592
Capital Project Rollover	-	-	-	53,288	-
Total Expenses	392,237	561,758	577,206	730,844	687,527
Net Annual Activity	647,066	419,136	385,494	320,856	397,473
Ending Available Fund Balance	\$ 3,795,865	\$ 4,215,001	\$ 4,600,495	\$ 4,921,352	\$ 5,318,824



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.

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Beginning Available Fund Balance	\$ 3,143	\$ 3,204	\$ 3,221	\$ 3,221	\$ 3,221
Annual Activity					
Revenues					
Investment Income	61	18	-	-	-
Total Revenues	61	18	-	-	-
Expenditures					
	-	-	-	-	-
Total Expenses	-	-	-	-	-
Net Annual Activity	61	18	-	-	-
Ending Available Fund Balance	\$ 3,204	\$ 3,222	\$ 3,221	\$ 3,221	\$ 3,221



City of Emeryville
2022-23 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>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ 65,787	\$ 72,985	\$ 80,124	\$ 24,639	\$ 24,639
Annual Activity					
Revenues					
State Grant	155,948	156,727	100,000	100,000	100,000
Investment Income	1,250	413	15	-	-
Total Revenues	157,197	157,140	100,015	100,000	100,000
Expenditures					
Salaries and Benefits	150,000	149,999	155,500	100,000	100,000
Total Expenses	150,000	149,999	155,500	100,000	100,000
Net Annual Activity	7,197	7,141	(55,485)	-	-
Ending Available Fund Balance	\$ 72,985	\$ 80,126	\$ 24,639	\$ 24,639	\$ 24,639



This Page Intentionally Left Blank

➤ **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 their 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 least intrusive in 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 and prioritizes excellent working relationships with other City and community partners.

The Police Department is divided into two operational Divisions: *Professional Services*, comprising of Administrative Services and Records and Communications, and *Field Services*, comprising of Patrol, Bicycles, Traffic, and Criminal Investigations. The Animal Control Program is also under the Field Services Division.

ACHIEVEMENTS DURING THE 2020-2021 AND 2021-2022 FISCAL YEARS

1. Continued to provide exemplary community-based policing to the Emeryville community
2. Implemented the Racial Identity and Profiling Act (RIPA) mandates
3. Implemented the federally required National Incident-Based Reporting System (NIBRS)
4. Worked with allied service providers to identify and ensure that necessary resources are available when responding to calls involving mentally ill persons
5. Increased online presence to provide Crime Prevention resources on the City website as well as increased use of social media to provide timely and relevant information to the community; the Social Media Team created approximately 150 posts to enhance community engagement and outreach with topics such as crime prevention tips, community events, significant arrests, and Department personnel information
6. Successfully implemented and managed the Paid Parking Program; within the first year, staff wrote over 6,000 citations and towed over 50 vehicles
7. Restored the Bicycle Patrol Program with two part-time bicycle/traffic officers
8. To fill vacancies from retirements, the City of Emeryville hired a new Police Chief, promoted two officers to Sergeants, and promoted one Sergeant to Lieutenant; the Department also realigned its command structure to improve oversight and efficiency
9. In 2021, the EPD training section recorded 3,675 hours of officer and professional staff training

10. During 2021-2022, Professional Services dispatchers handled approximately 2,400 service calls per month
11. The Field Services Division officers wrote 3,453 police reports during 2021

GOALS FOR THE 2022-2023 FISCAL YEAR

1. Achieve 100% of staff trained in Crisis Intervention Training (CIT)
2. Hold monthly community outreach events in the community (such as Coffee With the Cops, National Night Out), attend Community HOA meetings, hold community trainings at local businesses on best practices in safety philosophies
3. Explore creating a Volunteers in Police program
4. Continue to prioritize the Department Homeless Outreach Team addressing homelessness
5. Explore grant opportunities to support training and equipment needs
6. Strive to provide staff with the best equipment and resources possible to support their work
7. Evaluate and update crime prevention measures to effectively address the reopening of businesses in the City
8. Ensure that training and resources are provided to support the demands of Property and Evidence, focusing on purging, organization, and accountability
9. Research and identify a new CAD and RMS system for a more efficient and effective police report management
10. Ensure that all supervisors and managers attend the ICS training and participate in the EOC training exercises
11. Meet or exceed the Peace Officer Standards and Training (P.O.S.T.) training mandates

Police
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY2022-23 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	1.00	1.00
Police Lieutenant	2.00	2.00
Police Sergeant (one partially grant funded)	7.00	7.00
Police Officer	30.00	30.00
Total Sworn	41.00	41.00
Total Positions Police Department	58.00	58.00



City of Emeryville
2022-23 Budget

Operating Budgets
Police Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
General Fund	\$ 638,781	\$ 525,871	\$ 917,116	\$ 291,997	\$ 291,997
Police State Impound	1,467	286	10	-	-
Police Federal Impound	331	73	5	-	-
Police Impound Fund - Federal	460	153	10	-	-
Supplemental Law Grant	157,197	157,140	100,015	100,000	100,000
	\$ 798,237	\$ 683,523	\$ 1,017,156	\$ 391,997	\$ 391,997
<u>Operating Expenditures by Fund</u>					
General Fund	\$ 13,945,314	\$ 13,705,489	\$ 14,710,950	\$ 15,822,328	\$ 16,111,075
Police State Impound	4,000	-	32,000	19,310	-
Police Federal Impound	6,244	-	-	13,132	-
Supplemental Law Grant	150,000	149,999	155,500	100,000	100,000
Police Impound Fund - Federal	-	-	-	-	26,483
	\$ 14,105,558	\$ 13,855,488	\$ 14,898,450	\$ 15,954,770	\$ 16,237,558
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 12,478,237	\$ 12,453,823	\$ 13,190,473	\$ 14,017,594	\$ 14,290,722
Supplies and Services	1,627,320	1,401,665	1,707,977	1,937,176	1,946,836
	\$ 14,105,558	\$ 13,855,488	\$ 14,898,450	\$ 15,954,770	\$ 16,237,558
<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	19.0	17.0	17.0	17.0	17.0
	60.00	58.00	58.00	58.00	58.00
Revenue Details					
<u>General Fund #101</u>					
53200 P.O.S.T. Reimbursement	\$ 50,962	\$ 9,469	\$ 9,469	\$ 10,000	\$ 10,000
58800 Alarm Permits	1,199	516	200	200	200
59010 Cannabis Application Fee	479	-	497	497	497
59020 Cannabis Permit Fee	2,765	7,150	3,900	3,900	3,900
59050 Cardroom Application Fee	3,056	3,132	3,182	3,200	3,200
59100 Cardroom Permit Fees	75,841	59,891	88,000	88,000	88,000
59150 Taxicab Permit Fees	700	-	-	-	-
59160 Catering Truck Permit	1,220	624	1,200	1,200	1,200
59400 Other Licenses & Permits	8,479	1,937	13,000	13,000	13,000
60300 Parking Citations	21,909	12,745	668	-	-
60400 Vehicle Code Fines	122,908	99,900	90,000	90,000	90,000
61300 Spec Police Dept Services	238,854	214,117	2,000	2,000	2,000
62040 OT Reimbursement	24,313	504	625,000	-	-
62350 Sale of Property	2,080	2,403	-	-	-



City of Emeryville
2022-23 Budget

Operating Budgets
Police Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
62490 Chiron Mitigation-Police	80,000	80,000	80,000	80,000	80,000
62600 Donation	4,000	-	-	-	-
62650 Other Revenue	15	580	-	-	-
63550 Reimbursables	-	32,903	-	-	-
	638,781	525,871	917,116	291,997	291,997
<u>Police State Impound Fund - State #210</u>					
56000 Investment Earnings	992	286	10	-	-
62650 Other Revenue	475	-	-	-	-
	1,467	286	10	-	-
<u>Police Federal Impound Fund - Federal #211</u>					
56000 Investment Earnings	331	73	5	-	-
	331	73	5	-	-
<u>Police Impound Fund - Federal #213</u>					
56000 Investment Earnings	460	153	10	-	-
	460	153	10	-	-
<u>Supplemental Law Grant Fund #252</u>					
55310 Allocation fr Alameda Co	155,948	156,727	100,000	100,000	100,000
56000 Investment Earnings	1,250	413	15	-	-
	157,197	157,140	100,015	100,000	100,000
Total Revenues	\$ 798,237	\$ 683,523	\$ 1,017,156	\$ 391,997	\$ 391,997



City of Emeryville
2022-23 Budget

Operating Budgets
Police Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
<u>Administrative Services Division</u>					
Salaries and Benefits	\$ 3,837,656	\$ 3,938,869	\$ 3,611,578	\$ 4,163,968	\$ 4,233,327
Supplies					
73000 Office Supplies	2,255	-	-	-	-
73150 Postage	3,167	2,641	4,200	4,284	4,370
73350 Safety & Special Supplies	125	1,146	-	-	-
73400 Clothing	17,582	15,841	20,000	30,000	30,000
73500 Operating Supplies	47,534	40,089	42,000	54,600	54,700
	70,663	59,717	66,200	88,884	89,070
Utilities					
76000 Utilities	47,420	44,604	55,000	58,300	60,049
76050 Telephone/Communication	276,247	72,407	199,900	205,897	212,074
	323,667	117,011	254,900	264,197	272,123
Maintenance					
77000 Maintenance Bldg & Grnds	1,180	500	2,000	2,000	2,000
77020 Landscape Maintenance	2,050	2,337	2,179	2,244	2,312
77030 Facility Operating Charge	98,400	100,550	94,462	97,296	100,215
77080 Janitorial Contracts Svcs	32,274	38,638	40,536	41,752	43,005
77150 Equipment Oper & Maint	21,864	17,675	19,000	19,000	19,000
77260 Software Subscriptions	-	9,527	8,000	8,000	8,000
77960 Technology Charge	47,400	49,500	54,500	88,100	89,900
77990 Facility Major Maint Chgs	21,000	21,000	21,000	21,000	21,000
	224,167	239,727	241,677	279,392	285,431
Professional Fees/Services					
80050 Professional Services	13,212	32,342	52,000	52,500	52,500
80500 Testing	40,734	32,947	20,000	20,000	20,000
80620 Investigation Analysis	69,153	59,225	45,000	45,900	45,900
	123,099	124,514	117,000	118,400	118,400
Advertising, Printing, and Publication					
82100 Community Pub/Mtgs/Comm	2,836	4,084	6,000	10,000	10,500
	2,836	4,084	6,000	10,000	10,500
Education and Training					
84000 Education and Training	96,528	69,744	105,000	110,000	115,500
84100 Memberships & Dues	4,720	4,045	6,200	6,200	6,200
	101,248	73,789	111,200	116,200	121,700



City of Emeryville
2022-23 Budget

Operating Budgets
Police Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Rents and Leases					
85000 Rentals & Leases	9,543	15,507	14,400	15,120	15,876
	9,543	15,507	14,400	15,120	15,876
Other					
88300 C.O.P. Disc Fund	1,429	-	3,000	3,000	3,000
88000 Refunds	58	-	-	-	-
	1,429	-	3,000	3,000	3,000
Total Administrative Services	4,694,366	4,573,218	4,425,955	5,059,161	5,149,427
<u>Police Field Operations</u>					
Salaries and Benefits	8,490,581	8,364,955	9,423,394	9,753,626	9,957,395
Supplies					
73350 Safety & Special Supplies	30,352	20,586	28,600	143,000	12,000
73450 Chemical & Ammunition	-	33,104	31,600	32,232	32,877
73500 Operating Supplies	373	3,101	-	-	-
73550 Fuel	110,747	121,918	150,000	153,000	156,060
	141,472	178,709	210,200	328,232	200,937
Maintenance					
77100 Vehicle Operation & Maint	180,319	162,684	150,000	150,000	165,000
77110 Bicycle Maintenance	-	1,688	1,500	1,500	1,500
77150 Equipment Oper & Maint	-	-	4,500	-	-
77210 Emergency Board up	-	-	-	3,000	3,000
77260 Software Subscriptions	-	3,154	-	7,800	52,940
77950 Vehicle Repl. Charge	249,000	262,100	266,700	280,000	293,400
	429,319	429,626	422,700	442,300	515,840
Professional Fees/Services					
80050 Professional Services	12,266	15,547	23,300	23,766	24,241
	12,266	15,547	23,300	23,766	24,241
Education and Training					
84000 Education and Training	928	340	-	-	-
	928	340	-	-	-
Fees and Charges					
86210 Range Access Fees	6,678	5,568	12,600	12,852	13,109
86300 Prisoner Processing Fee	39,520	32,360	54,000	56,700	59,535
	46,198	37,928	66,600	69,552	72,644



City of Emeryville
2022-23 Budget

Operating Budgets
Police Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Other					
88220 K-9 Program	22,293	13,744	25,200	26,460	27,783
88250 Animal Control	107,891	91,422	113,600	119,231	122,808
	130,184	105,166	138,800	145,691	150,591
Total Field Services	9,250,948	9,132,271	10,284,994	10,763,167	10,961,648
Total General Fund	13,945,314	13,705,489	14,710,950	15,822,328	16,111,075
<u>Police State Impound Fund #210</u>					
85000 Rentals	4,000	-	-	-	-
91600 Other Equipment	-	-	32,000	19,310	-
CAPITAL TOTAL	-	-	32,000	19,310	-
Total Police State Impound	4,000	-	32,000	19,310	-
<u>Police Federal Impound Fund #211</u>					
91510 Equipment	6,244	-	-	13,132	-
Total Police Federal Impound	6,244	-	-	13,132	-
<u>Police Impound Fund - Federal #213</u>					
91510 Equipment - Capital	-	-	-	-	26,483
Total Police Impound Fund - Federal	-	-	-	-	26,483
<u>Supplemental Law Grant Fund #252</u>					
Salaries and Benefits	150,000	149,999	155,500	100,000	100,000
Total Supplemental Law Enforcement	150,000	149,999	155,500	100,000	100,000
Total Expenditures	\$ 14,105,558	\$ 13,855,488	\$ 14,898,450	\$ 15,954,770	\$ 16,237,558



This Page Intentionally Left Blank

➤ **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, the General Capital Fund, and several special and/or restricted funds including the following: 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 the ACTC, MTC, Caltrans, and the Bay Area Air Quality Management District (BAAQMD).

➤ PUBLIC WORKS – ADMINISTRATION AND ENGINEERING

OVERVIEW

Public Works Administration is responsible for budget development, contract oversight, public works personnel management, grant monitoring and regulatory reporting requirements, training coordination, emergency preparedness, creation and implementation of the Departmental policies and procedures, and serves as the secretary to the Transportation Committee, the Sustainability Committee, and the Bicycle and Pedestrian Advisory 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 the conditions for approval of private development projects and performs design review for privately constructed public infrastructure. This division also reviews and approves Tentative and Final Maps, issues encroachment permits, and develops City standard plans and specifications.

ACHIEVEMENTS DURING THE 2020-2021 and 2021-2022 FISCAL YEARS

Capital Projects

1. Completed the design and construction of the following projects:
 - South Bayfront Bicycle Pedestrian Bridge
 - Horton Landing Park and Greenway Expansion
 - Greenway Improvements on Doyle Street
 - Powell Overcrossing Joint Seal & Methacrylate Coating
 - ATP Greenway Crossings Safety Enhancements
 - 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)
 - San Pablo Avenue Mid-Block Crossing
2. Completed the design and/or awarded contracts and initiated the construction of the following projects:
 - 2021/22 Annual Street Rehabilitation Project
Designed and initiated the bidding for surface treatments on the following Streets:

- 41st Street (San Pablo Avenue – Adeline)
 - 43rd Street (San Pablo Avenue – Adeline)
 - 45th Street (San Pablo Avenue – Adeline)
 - 47th Street (San Pablo Avenue – Adeline)
 - 48th Street (San Pablo Avenue – City Limits)
 - Salem Street (43rd Street – 45th Street)
 - Essex Street (43rd Street – 45th Street)
 - Doyle Street (45th Street – Steve Dain Drive)
 - Steve Dain Drive (Doyle Street – San Pablo Avenue)
 - ADA Ramp and Sidewalk Improvements (Citywide)
 - Quiet Zone
 - Point Emery Shoreline Protection
 - Davenport Park
 - Lumec Light Pole Painting
 - 40th Street Bridge Railing
 - Marina Park and Powell Street Lighting Project
 - Innovative Deployments to Enhance Arterials (Advanced Traffic Signal Management System)
 - ADA Transition Plan
 - Emery Bay Dredging Project
 - Civic Center Exterior Painting
3. Continued the design and the regulatory permit processing of the following projects:
- Sanitary Sewer Spot Repair Project (FY 21/22)
 - Local Road Safety Plan
 - ADA Transition Plan
 - Citywide Tree Survey
 - 40th Street Transit Lanes and Cycle Track
 - Civic Center Heating, Ventilation, and Air Conditioning Upgrades
 - Large Trash Separator (Hydrodynamic) in Storm Drain Line
 - Electric Truck Procurement
4. Supported other Government Agency Projects such as the following:
- Ashby Interchange Review (ACTC)
 - San Pablo Transit and Bike Lane Project (ACTC)
 - Powell Interchange Transit Lane (MTC)

- San Pablo Avenue Stormwater Spine Project (SFEP)

Capital Projects – Developer Initiated

1. Provided the Construction inspection & Public Right of Way Oversight to 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)
 - 6701 Shellmound Frontage Improvements (Nady Site)
 - 1550 Park Avenue Frontage Improvements (Pelco Building)
 - Sherwin, Horton, Hubbard, 46th, Halleck Park and Greenway Improvements, Traffic Signal, Traffic Calming (Sherwin Williams)
 - BMR Demolition of Parking Structure site and Buildings B2, GT, and 7
2. Provided the design review of the following projects:
 - Emery Station Overland
 - 6475 Christie Bay Center Life Sciences Parcel C
 - 6475 Christie Parcel A & B
 - Bay Street Grocery Store
 - Market Place Lab Space and Parking Structure
 - 5801 Christie Essex Properties at Christie and Shellmound Way
 - 5851 Shellmound Northside of Shellmound Way
 - BioMed Realty Center of Innovation
 - 1550 Park Avenue
 - Sherwin Williams Development Bonus Point Projects
 - 6701 Shellmound – former Nady Site
 - 1450 Sherwin - SteelWave Building
 - Sherwin, Horton, Hubbard, 46th, Park and Greenway Improvements (Sherwin Williams)
 - Emeryville Center for the Arts
 - 3800 Adeline Street - Intersection Project
 - 3600 San Pablo Avenue – Nellie Hannon Project

Major Utility Projects

1. Designed the Review and Construction inspection for:
 - PG&E Infrastructure
 - EBMUD Infrastructure
 - Telecom Infrastructure (Comcast, AT&T, Paxio, Level 3, MCI/Verizon Communications)

Non-Capital Projects

1. Completed the following in compliance with the requirements from various regulatory agencies (Regional Water Quality Control Board, State Water Board, and Environmental Protection Agency) involved with the operations and maintenance of the City's Sanitary Sewer Collection System:
 - Reviewed and implemented the requirements of the Sanitary Sewer Management Plan (SSMP) and the Asset Management Implementation Plan (AMIP)
 - Maintained the sewer system Geographic Information System (GIS) base maps
 - As of April 2022, reviewed and issued 41 Private Sewer Lateral (PSL) permits as part of the Regional PSL program in coordination with EBMUD
 - Completed the annual and "Hot Spot" cleaning of trunk sewer mains per the AMIP schedule of work
 - Submitted reports diligently to the various regulatory agencies
2. As of April 2022, reviewed and issued 129 Encroachment Permits for private work on the City right-of-way and performed Public Works inspections as necessary for the 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 Review the Active Transportation Plan (ATP)
4. Reviewed the Tentative Maps, Final Maps, Parcel Maps and Lot Line Adjustments for various private development projects citywide
5. Reviewed numerous private development plans regarding impact 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 THE 2022-2023 FISCAL YEAR

Capital Projects

1. Prepare contract documents for the street reconstruction and slurry seals projects
2. Continue to work with the ACTC on the Project Development / Environmental Document for the Ashby Interchange Project and the San Pablo Avenue Corridor Projects
3. Coordinate with the AC Transit via the Interagency Liaison Committee
4. Design and construct pedestrian facilities on gaps in the pedestrian network
5. Oversee and inspect the construction of the Sherwin Williams street and frontage improvements and Bonus Point improvements
6. Complete the construction of the rail crossing safety improvements at 65th Street, 66th Street and 67th Street
7. Integrate active transportation safety projects into the CIP and improve multi-modal connectivity
8. Construct the children's playground at Davenport Park
9. Complete the design of the HDS unit for the north end of town in collaboration with Caltrans for funding
10. Construct the Bay Friendly Landscape at Town Hall
11. Complete the design of Sanitary Sewer Spot Repair Project
12. Complete the Storm Drainage assessment for chronic drainage locations and prepare the remediation plan:
 - Complete the ADA Transition Plan Survey
 - Complete the construction of the Marina Park Streetlight Replacement
 - Assess and develop the remediation plan for the Powell Street Sanitary Sewer Trunk Main
 - Complete the assessment and plan for the Civic Center Exterior Painting; bid project and initiate construction
 - Complete the assessment and engineering for the Civic Center Heating, Ventilation, and Air Conditioning Upgrades; bid project and initiate construction
 - Continue the regulatory compliance work associated with the Underground Tank closures
 - Construct the Point Emery Shoreline Improvements
 - Initiate the design of Pedestrian and Bicycle improvements for the 40th Street-San Pablo Transit Hub

- Complete the construction and implementation of the IDEA grant traffic improvements
- Complete the San Pablo Midblock Crossing
- Complete the Parks and Playground condition assessment and develop the plan for the infrastructure replacement/repair

Non-Capital Projects

1. Work with the Planning Department to review the private development plans including the environmental impact reports (EIR) and traffic studies
2. Process encroachment permits for the private work on the 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; plan to apply for 2 capital projects as part of the June 2022 call for projects from the ACTC
4. Comply with the requirements in the Stipulated Order by the U.S. Environmental Protection Agency (EPA) regarding the operation of the sanitary sewer collection system as required by the Regional Water Quality Control Board, by implementing the City's Sanitary Sewer Management Plan
5. Manage the maintenance and repair of the citywide traffic signal system and implement the traffic signal timing changes as required
6. Administer the technical review of the 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 impact 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 – ENVIRONMENTAL DIVISION

OVERVIEW

The Environmental Programs group develops, implements, and monitors the 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 to 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, AB 1384 (Short-Lived Climate Pollutants), and the Municipal Regional National Pollutant Discharge Elimination System Permit.

ACHIEVEMENTS DURING THE 2020-2021 and 2021-2022 FISCAL YEARS

Climate and Energy

1. Achieved a 38% reduction in greenhouse gas (GHG) emissions, surpassing the City's 25% reduction goal in 2020
2. Received 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
3. Continued the implementation of the Climate Action Plan with GHG reduction goals of 50% by 2030 and 80% by 2050, for both City operations and community activities; developed policies and implemented programs outlined in the Climate Action Plan based on new technologies and opportunities; submitted required reports to the state and the Global Covenant of Mayors
4. Provided staff support to move municipal electricity accounts to EBCE's 100% GHG-free Renewable 100 service
5. Provided staff support to default community electricity accounts to EBCE's Renewable 100 service
6. Conducted stakeholder outreach and presentations to the City Council on energy Reach Codes, prohibiting natural gas in new residential construction and requiring the installation of solar panels on new residential construction up to ten stories, and getting consensus on proposed reach codes for non-residential new construction for the 2022 code cycle
7. Developed a proposal to incentivize construction with lower carbon mass timber in place of traditional steel and concrete; presented a proposal to the City Council for a lower carbon concrete requirement in new construction

8. Collaborated as a participant or observing partner in 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, and the Impact of Sea Level Rise on Groundwater

Waste

9. Adopted and implemented the SB 1383 legislation, through the Organics Reduction and Recycling Ordinance, requiring compost and recycling service subscription
10. Oversaw the waste hauler implementation of the SmartTruck program in compliance with the regional and State requirements
11. Organized the annual Nora Davis Shoreline Cleanup and Earth Day Shoreline Cleanup events

Stormwater and Hazardous Materials

12. Met the 2020 MRP requirements for the mitigation of at least 80% of litter from the 2009 baseline and are on course to meet the proposed 90% reduction requirement for 2023
13. Received Caltrans grant funding of \$680,000 for a subsurface hydrodynamic trash separator to capture litter from 88 acres of high-trash area streets and began the design and investigation in preparation for construction in 2022-23
14. Formalized requirements for trash control devices in all new or renovated private parking lots
15. Met the 2020 MRP requirements for the mitigation of PCB contamination through vegetated stormwater treatment; more work will be needed to meet the 2040 requirements.
16. Performed the closure of one more former underground storage tank site pending since the 1990s, totaling three closed with just two remaining

Active Transportation and Transit

17. Amended the City's "Dockless Shared Mobility Systems" ordinance and launched the permits for scooters and e-bikes
18. Developed a vehicle share ordinance to enable car-share and moped-share programs in Emeryville and launched the one-way car share
19. Participated in the COVID-era Bike to Wherever Day

GOALS FOR THE 2022-2023 FISCAL YEAR

Climate and Energy

1. Complete lighting upgrades for the remaining City facilities; continue to ensure that all new facilities have solar installations and all renovations have considered doing the same
2. Manage a citywide street tree inventory and opportunity assessment to add to the city's street canopies
3. Adopt energy reach codes (for the 2022 code cycle) that require all new construction to be all-electric, with limited exceptions for certain occupancy types; exempted occupancies are required to be electrification-ready
4. Finalize the plan to convert the City vehicle fleet to all-electric vehicles
5. Identify the necessary actions to make key City buildings resilient for off-the-grid functioning in an emergency
6. Revitalize the energy efficiency outreach program for commercial properties and consider developing a next-step Building Energy Savings Ordinance that may include benchmarking and/or auditing requirements
7. Continue the promotion of and collaboration with the Alameda County Green Business Certification Program
8. Coordinate the City activities (Nora Davis Coastal Cleanup, Earth Day, Bike To Work Day) and provide support for other related events
9. 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
10. Develop systems to integrate equity into planning and project scoping activities Citywide

Waste

11. Continue to reduce landfilled materials and increase the recycling and composting diversion rates; support and expand the recycling and composting programs, providing education and resources to businesses and residents
12. Build programs and standards necessary for the SB 1383 compliance, including the adoption of an Environmentally Preferable Purchasing Plan
13. Develop a Disaster Debris Management Plan that corresponds to 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 the City Council; provide outreach and education to businesses

Stormwater and Hazardous Materials

15. Continue to be a State leader in the 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 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 compliance 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
16. Complete the construction and begin the operation of the hydrodynamic trash separator installed at Emery Street and MacArthur Boulevard
17. Continue to identify funding sources to construct the biofiltration 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 the use of limited drinking water supplies
18. Achieve case closure for the last remaining Underground Storage Tank cases at the Fire Station 35 and the Senior Center

Active Transportation and Transit

19. Maintain and expand the bicycle and pedestrian infrastructure
20. Continue to develop and oversee the dockless shared mobility systems for bikes, scooters, vehicles, and whatever may come next; conduct outreach and provide education on mobility sharing citywide, with special emphasis on low-income communities
21. Continue to staff the Bicycle and Pedestrian Advisory Committee and to support work on updating the Active Transportation Plan

➤ PUBLIC WORKS – 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 the City staff and through maintenance contracts. The Division also provides 24/7 on-call response to emergencies and urgent maintenance concerns in public areas.

The Division is responsible for the following:

1. *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

2. *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, and general cleanup

3. *Green Infrastructure*

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

4. *Fleet and Mobile Equipment*

- All vehicles except police and fire

ACHIEVEMENTS DURING THE 2020-2021 and 2021-2022 FISCAL YEARS

1. Expanded the implementation of the popular See-Click-Fix app for reporting service requests by the public
2. Continued the inspection and maintenance of new trash capture devices placed at critical storm drain inlets
3. Continued water conservation practices such as the use of Bay-Friendly low-water use plants, use of reclaimed water for irrigation, and smart irrigation controllers
4. Provided installation and maintenance support of the citywide program for public art
5. Constructed the Fence Enclosure for the northern side of the Powell Street Overpass
6. Conducted 12 homeless encampment cleanups since last April at Hollis and 40th, Shellmound and 67th, and the Powell Street Overpass on both the south and northside

GOALS FOR THE 2022-2023 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. Undertake a global analysis of the City's urban forest to develop a maintenance and replacement plan that addresses the cyclical nature of the City's trees

Public Works
FY 2021-22 and FY 2022-23 Full-Time Equivalent Staffing
(Including Part-Time Staffing)

Department/Division	FY 2021-22 FTE	FY 2022-23 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	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 Analyst	1.00	1.00
Interns	1.50	1.50
Total Public Works Department	20.50	20.50



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Department Summary					
<u>Revenues by Fund</u>					
101 General Fund	\$ 177,319	\$ 358,088	\$ 212,000	\$ 247,000	\$ 247,000
204 Environmental Program	35,328	48,353	28,060	28,100	28,100
220 Gas Tax Fund	265,882	273,688	331,682	369,359	376,736
221 Road Maintenance and Rehabilitation	228,593	228,265	260,733	287,144	292,882
238 VRF-Streets and Roads	46,736	49,486	46,123	49,050	49,050
240 Measure B - Streets/Roads	323,181	346,819	234,262	-	-
242 Measure BB - Streets/Roads	304,908	327,056	361,325	625,631	625,631
251 Urban Forestry	19,321	1,713	1,725	25,500	2,000
254 General Fund	322,710	2,128,531	461,704	12,552,332	1,674,000
262 Measure B - Bicycles/Peds	39,613	47,196	31,650	100	100
264 Measure BB - Bicycles/Peds	32,039	35,958	42,272	73,160	73,160
265 Source Reduction/Recycling	8,668	147	5,020	5,050	5,050
266 Measure D	39,484	27,949	32,034	31,550	31,050
444 1999 Bonds Assessment District	19,791	2,988	80	77,014	100
475 General Capital Fund	8,258,629	11,779,792	2,054,140	2,042,423	2,171,271
495 Marina	575,302	400,452	581,100	584,100	590,900
510 Sewer Operations	1,039,303	980,894	962,700	1,051,700	1,085,000
511 Sewer Rehab	322,503	308,811	301,000	303,000	305,000
513 Sewer Connection Fee	781,603	318,607	176,000	178,000	180,000
650 Facilities Maintenance	1,213,300	1,256,411	1,309,483	1,176,032	1,198,404
660 Vehicle Replacement	490,300	532,400	436,500	550,000	575,000
	\$ 14,489,393	\$ 19,453,604	\$ 7,869,593	\$ 20,256,245	\$ 9,510,434
<u>Operating Expenditures by Fund</u>					
101 General Fund	\$ 3,551,479	\$ 3,816,143	\$ 3,702,248	\$ 4,083,999	\$ 4,186,704
204 Environmental Program	-	26,000	5,500	26,500	26,500
220 Gas Tax Fund	320,332	250,516	291,000	498,830	306,895
238 VRF-Streets and Roads Fund	72,664	11,276	23,234	83,234	3,234
240 Measure B - Streets and Roads	(345,012)	601,784	29,062	491,562	-
242 Measure BB - Streets and Roads	(151,333)	321,359	35,385	1,086,450	515,463
251 Urban Forestry	90,310	38,658	-	4,057	-
254 General Fund	1,308,604	2,286,343	1,361,710	14,621,321	1,452,820
262 Measure B - Bicycles/Peds	5,554	935	1,562	86,165	-
264 Measure BB - Bicycles/Peds	90,412	13,395	4,062	120,360	64,624
265 Source Reduction/Recycling	8,174	-	3,000	5,000	5,000
266 Measure D	25,000	53,000	25,000	25,000	25,000
444 1999 Bonds Assessment District	-	105,910	-	97,335	-
475 General Capital	8,395,966	7,228,895	1,162,994	25,937,144	1,302,249
495 Marina	214,374	236,453	1,113,104	4,638,285	278,765
510 Sewer Operations	392,237	561,758	577,206	730,844	687,527
511 Sewer Rehab	113,305	188,233	686,002	1,694,501	415,000
513 Sewer Connection	368,005	368,005	70,000	70,000	70,000
650 Facilities Maintenance	1,553,681	588,857	927,025	5,829,214	1,216,272
660 Vehicle Replacement	876,497	266,426	169,432	2,461,320	1,066,000
	\$ 16,890,250	\$ 16,963,946	\$ 10,187,525	\$ 62,591,120	\$ 11,622,055
<u>Operating Expenditures by Type</u>					
Salaries and Benefits	\$ 2,679,179	\$ 2,844,791	\$ 3,058,673	\$ 3,406,568	\$ 3,465,997
Supplies and Services	14,245,160	14,119,155	7,128,852	59,184,552	8,156,057
	\$ 16,890,250	\$ 16,963,946	\$ 10,187,525	\$ 62,591,120	\$ 11,622,055
<u>Authorized Staff Positions</u>					
Full-Time Equivalent Positions	21.50	20.50	20.50	20.50	20.50



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Revenue Details					
<u>General Fund #101</u>					
58370 Public Works Permits	\$ 26,098	\$ 17,753	\$ 20,000	\$ 20,000	\$ 20,000
58600 Eng Fees Inspec & Other	956	-	-	-	-
58810 Waste Mgmt Plan Fee	12,960	10,344	12,000	12,000	12,000
58880 Mobility Application Fee	-	2,500	5,000	-	-
58890 Mobility Permits	-	5,000	10,000	-	-
62595 Caltrans Reimb	-	-	5,000	15,000	15,000
62650 Other Revenue	-	565	-	-	-
58780 Public Works Reimbursable	137,305	321,926	160,000	200,000	200,000
	177,319	358,088	212,000	247,000	247,000
<u>Environmental Program Fund #204</u>					
55490 Environmental Program Rev	34,723	48,000	28,000	28,000	28,000
56000 Investment Earnings	605	353	60	100	100
	35,328	48,353	28,060	28,100	28,100
<u>Gas Tax Fund #220</u>					
53400 State Gas Tax Sec 2106	39,890	40,265	45,948	49,761	50,756
53410 State Gas Tax Sec 2103	81,951	82,049	106,730	123,959	126,438
53450 State Gas Tax Sec 2107	76,552	84,782	101,448	110,936	113,155
53500 State Gas Tax Sec 2107-5	3,000	3,000	3,000	3,000	3,060
53510 State Gas Tax Sec 2105	60,626	62,654	74,441	81,203	82,827
56000 Investment Earnings	3,861	938	115	500	500
	265,882	273,688	331,682	369,359	376,736
<u>Road Maintenance and Rehabilitation Act Fund #221</u>					
53540 SB1 State Allocation	221,229	225,278	260,688	286,894	292,632
56000 Investment Earnings	7,364	2,987	45	250	250
	228,593	228,265	260,733	287,144	292,882
<u>VRF-Streets and Roads Fund # 238</u>					
56000 Investment Earnings	-	207	20	50	50
59170 ALCO Vehicle Registration	46,736	49,279	46,103	49,000	49,000
	46,736	49,486	46,123	49,050	49,050
<u>Measure B Streets/Roads #240</u>					
42000 Sales and Use Tax	320,239	343,788	234,012	-	-
56000 Investment Earnings	2,942	3,031	250	-	-
	323,181	346,819	234,262	-	-
<u>Measure BB Streets/Roads #242</u>					
42000 Sales and Use Tax	300,506	323,910	360,898	624,631	624,631
56000 Investment Earnings	4,401	3,146	427	1,000	1,000
	304,908	327,056	361,325	625,631	625,631



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<u>Urban Forestry #251</u>					
56000 Investment Earnings	5,121	1,713	225	500	500
58630 Urban Forestry Fee	14,200	-	1,500	25,000	1,500
	19,321	1,713	1,725	25,500	2,000
<u>General Fund # 254</u>					
51400 Other Federal Grants	101,010	34,051	26,207	-	-
53650 Other State Grants	110,938	289,238	-	4,928,500	674,000
53810 Prop 56 Tobacco Grant	-	1,794	-	-	-
55170 MTC Grants	-	105,878	205,878	631,058	-
55260 Grants-Alameda County	85,762	1,634,906	115,000	4,310,774	1,000,000
55300 Other Grants	25,000	62,500	50,000	50,000	-
62650 Other Revenue	-	-	-	2,500,000	-
69050 Interfd Rcpt From Gen Fd	-	164	3,432	-	-
69735 Interfd Rcpt From Fd 261	-	-	61,187	-	-
	322,710	2,128,531	461,704	12,552,332	1,674,000
<u>Measure B - Bikes/Pedestrians #262</u>					
55230 Bicycle & Pedestrian	38,624	43,825	31,569	-	-
56000 Investment Earnings	989	452	81	100	100
62650 Other Revenues	-	2,919	-	-	-
	39,613	47,196	31,650	100	100
<u>Measure B - Bikes/Pedestrians #264</u>					
55230 Bicycle & Pedestrian	31,447	35,825	42,241	73,110	73,110
56000 Investment Earnings	593	133	31	50	50
	32,039	35,958	42,272	73,160	73,160
<u>Source Reduction/Recycling Fund #265</u>					
53650 Other State Grants	8,174	-	-	-	-
55260 Grants-Alameda County	-	-	5,000	5,000	5,000
56000 Investment Earnings	493	147	20	50	50
	8,668	147	5,020	5,050	5,050
<u>Measure D #266</u>					
56000 Investment Earnings	1,102	333	34	50	50
62580 Measure D Surcharge	38,382	27,616	32,000	31,500	31,000
	39,484	27,949	32,034	31,550	31,050
<u>1999 Bonds Assmt Dist #444</u>					
56000 Investment Earnings	19,791	2,988	80	100	100
69920 Interfd Rcpt From FD 721	-	-	-	76,914	-
	19,791	2,988	80	77,014	100



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>General Capital Fund #475</u>					
41340 Property Tax Residual Pmt	3,203,164	1,311,171	1,414,140	1,442,423	1,471,271
46300 Commercial Property Tr	4,190,560	10,240,518	600,000	500,000	500,000
56000 Investment Earnings	864,905	228,103	40,000	100,000	200,000
	8,258,629	11,779,792	2,054,140	2,042,423	2,171,271
<u>Marina #495</u>					
41620 Special Assess-Direc Bill	-	-	28,100	28,100	28,900
56000 Investment Earnings	93,056	28,526	3,000	6,000	12,000
57100 Rents-Revenue Based	298,930	293,234	320,000	320,000	320,000
57120 Rents-Revenue Based-HKEO	183,316	78,642	230,000	230,000	230,000
69705 Intrfd Rcpt Fm Fd 500	-	50	-	-	-
	575,302	400,452	581,100	584,100	590,900
<u>Sewer Operations Fund #510</u>					
56000 Investment Earnings	59,566	20,401	2,500	5,000	10,000
61150 Sewer Service Charges	979,737	960,493	960,200	1,046,700	1,075,000
	1,039,303	980,894	962,700	1,051,700	1,085,000
<u>Sewer Rehab #511</u>					
56000 Investment Earnings	22,503	8,811	1,000	3,000	5,000
63350 Fd 511-Sewer Fee Funds	300,000	300,000	-	-	-
69760 Interfund Receipt Sewer	-	-	-	100,000	100,000
	322,503	308,811	301,000	303,000	305,000
<u>Sewer Connections Fee #513</u>					
56000 Investment Earnings	23,376	8,541	1,000	3,000	5,000
58550 Sewer Connection Fees	758,227	310,066	175,000	175,000	175,000
	781,603	318,607	176,000	178,000	180,000
<u>Facilities Maintenance #650</u>					
53650 Other State Grants	-	37,661	-	-	-
62385 Facility Operating Charges	783,000	788,450	725,183	745,732	768,104
62970 Dept'al Majr Maint Charge	430,300	430,300	430,300	430,300	430,300
63070 Developer Contributions	-	-	154,000	-	-
	1,213,300	1,256,411	1,309,483	1,176,032	1,198,404
<u>Vehicle Replacement # 660</u>					
62380 Dep Chg Vehicle Rplacemnt	490,300	532,400	436,500	550,000	575,000
	490,300	532,400	436,500	550,000	575,000
Total Revenues	\$ 14,489,393	\$ 19,453,604	\$ 7,869,593	\$ 20,256,245	\$ 9,510,434



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Expenditure Details					
<u>General Fund #101</u>					
<u>Public Works Administration/Engineering</u>					
Salaries and Benefits	\$ 590,424	\$ 712,819	\$ 672,248	\$ 796,632	\$ 814,973
Supplies					
73000 Office Supplies	10,646	5,984	10,000	10,000	10,300
73100 Books, Maps, Periodicals	85	404	450	450	400
73150 Postage	207	292	300	300	300
	10,938	6,680	10,750	10,750	11,000
Utilities					
76050 Telephone/Communication	3,979	2,968	5,250	5,250	5,250
	3,979	2,968	5,250	5,250	5,250
Maintenance					
77060 Non-Point Discharge Exp	58,770	113,813	85,000	85,000	92,700
77080 Janitorial Contracts Svcs	20,423	46,435	2,900	-	-
77260 Software Subscriptions	-	961	-	-	-
77960 Technology Charge	13,500	15,500	15,500	25,100	25,600
77990 Facility Major Maint Chgs	6,000	6,000	6,000	-	-
	98,693	182,709	109,400	110,100	118,300
Professional Fees/Services					
80050 Professional Services	90,199	150,141	50,000	70,000	72,100
	90,199	150,141	50,000	70,000	72,100
Advertising, Printing, and Publications					
82050 Printing	3,460	245	400	1,000	1,000
	3,460	245	400	1,000	1,000
Education and Training					
84000 Education and Training	1,700	-	3,000	4,500	4,500
84100 Memberships & Dues	8,600	10,305	15,500	15,500	15,500
84150 Travel, Confer & Meeting	169	-	5,000	8,200	8,200
	10,469	10,305	23,500	28,200	28,200
Total Public Works Admin/Engineering	808,161	1,065,867	871,548	1,021,932	1,050,823



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Public Works Maintenance</u>					
Salaries and Benefits	1,171,997	1,203,843	1,242,882	1,333,699	1,359,812
Supplies					
73500 Operating Supplies	107,880	62,713	65,600	70,000	80,000
73515 Landscape Supplies	10,350	10,922	20,000	20,600	21,218
73535 Traffic Supplies/St Signs	8,503	7,670	8,000	20,600	20,600
73540 Street Light Supplies	650	-	5,000	25,000	25,000
73550 Fuel	22,780	24,093	29,000	29,870	30,766
73650 Painting Supplies	4,283	1,898	3,000	5,200	5,200
	154,446	107,296	130,600	171,270	182,784
Utilities					
76000 Utilities	189,245	242,540	200,000	222,300	229,000
76050 Telephone/Communication	14,158	13,349	6,500	6,500	6,500
76100 Traffic Signals Energy	22,259	8,079	12,500	12,875	13,261
76150 Street Lights Energy	8,555	18,633	18,000	18,540	19,096
	234,217	282,601	237,000	260,215	267,857
Maintenance					
77020 Landscape Maintenance	151,609	148,392	160,000	164,800	169,744
77030 Facility Operating Charges	191,700	201,300	184,077	189,599	195,287
77080 Janitorial Contracts Svcs	45,889	29,958	68,876	70,942	73,071
77100 Vehicle Operation & Maint	51,768	46,546	46,400	47,792	49,226
77150 Equipment Oper & Maint	16,168	10,198	16,000	15,500	16,000
77260 Software Subscriptions	-	9,628	-	-	-
77340 Street Light Repairs	17,841	12,113	30,000	50,000	51,500
77350 Traf Signl Maint/Caltrans	27,481	22,341	25,000	25,750	26,523
77400 Street Sweeper	49,000	84,700	89,000	93,450	98,123
77520 Street Tree Contract	45,000	-	30,000	56,700	58,400
77920 Park Major Maint Chgs	100,000	100,000	100,000	100,000	100,000
77950 Vehicle Repl. Charge	84,200	95,000	108,600	103,700	107,400
77960 Technology Charge	4,200	4,800	4,800	7,800	7,900
77990 Facility Major Maint Chgs	123,800	123,800	123,800	129,800	129,800
	908,656	888,776	986,553	1,055,834	1,082,973
Professional Services					
80050 Professional Services	48,591	(1,185)	15,000	20,000	20,000
	48,591	(1,185)	15,000	20,000	20,000
Education and Training					
84000 Education and Training	921	-	2,500	7,000	7,000
84100 Memberships & Dues	-	-	500	750	750
84150 Travel, Confer & Meeting	305	-	500	1,000	1,000
	1,226	-	3,500	8,750	8,750
Rents and Leases					
85000 Rentals & leases	4,344	10,552	10,000	15,000	15,450
	4,344	10,552	10,000	15,000	15,450



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Other					
87210 Graffiti Abatement	-	70	4,000	5,200	5,356
88760 Chrg to Sewer Fd Mtal/Svc	(8,345)	(9,247)	(9,500)	(9,500)	(9,500)
	(8,345)	(9,177)	(5,500)	(4,300)	(4,144)
Total Public Works Maintenance	2,515,131	2,483,801	2,620,035	2,860,467	2,933,482
<u>Parking Facility Maintenance</u>					
Utilities					
76000 Utilities	-	2,364	-	-	-
	-	2,364	-	-	-
Maintenance					
77000 Maintenance Bldg & Grnds	14,860	12,073	26,600	26,600	27,400
	14,860	12,073	26,600	26,600	27,400
Total Parking Facility Maintenance	14,860	14,437	26,600	26,600	27,400
<u>Public Works Reimbursable</u>					
Salaries and Benefits	-	12,124	9,065	-	-
Professional Fees/Services					
80290 Reimbursable Services	207,808	239,914	175,000	175,000	175,000
	207,808	239,914	175,000	175,000	175,000
Total Public Works Reimbursable	207,808	252,038	184,065	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	3,551,479	3,816,143	3,702,248	4,083,999	4,186,704
<u>Environmental Program Fund #204</u>					
73500 Operating Supplies	-	25,000	5,000	26,000	26,000
84100 Memberships & Dues	-	1,000	500	500	500
	-	26,000	5,500	26,500	26,500
Total Environmental Program Fund	-	26,000	5,500	26,500	26,500



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Gas Tax Fund #220</u>					
73535 Traffic Supplies/St Signs	31,867	31,009	20,000	20,000	20,000
73540 Street Light Supplies	163	-	-	-	-
73650 Painting Supplies	17,132	6,908	10,000	10,000	10,000
76100 Traffic Signals Energy	65,513	32,318	21,000	21,630	22,279
76150 Street Lights Energy	28,549	42,466	50,000	51,500	53,045
77340 Street Light Repairs	71,363	48,451	130,000	133,900	137,917
77350 Traf Signl Maint/Caltrans	105,745	89,364	60,000	61,800	63,654
Operating Expenses	320,332	250,516	291,000	298,830	306,895
CAPITAL					
94000 Capital Project Rollover	-	-	-	175,000	-
95000 Capital Outlay	-	-	-	25,000	-
Capital	-	-	-	200,000	-
Total Gas Tax Fund	320,332	250,516	291,000	498,830	306,895
<u>VRF-Streets and Roads Fund # 238</u>					
80200 Audit Services	2,750	2,805	3,234	3,234	3,234
Operating Expenses	2,750	2,805	3,234	3,234	3,234
Capital					
90130 CIP Expenditures	25,914	-	-	-	-
91900 Street Improvements	-	2,385	20,000	-	-
94000 Capital Project Rollover	-	-	-	30,000	-
95000 Capital Outlay	-	-	-	50,000	-
Capital	69,914	8,471	20,000	80,000	-
Total VRF-Streets and Roads Fund # 238	72,664	11,276	23,234	83,234	3,234
<u>Measure B Fund #240</u>					
77240 I-80 Smart Corridor Maint	4,071	849	-	-	-
80050 Professional Services	-	-	7,500	10,000	-
80200 Audit Services	917	935	1,562	1,562	-
Operating Expenses	4,988	1,784	9,062	11,562	-
Capital					
90100 Improve Other Than Bldgs	(350,000)	-	-	-	-
91900 Street Improvements	-	600,000	20,000	-	-
94000 Capital Project Rollover	-	-	-	480,000	-
Capital	(350,000)	600,000	20,000	480,000	-
Total Measure B	(345,012)	601,784	29,062	491,562	-



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Measure BB Fund #242</u>					
Salaries and Benefits	11,945	7,490	13,823	13,823	13,823
80200 Audit Services	917	935	1,562	1,562	1,640
82000 Advertising	-	1,962	-	-	-
Operating Expenses	12,862	40,192	15,385	15,385	25,463
Capital					
90100 Improv Other Than Bldgs	46	113,642	-	-	-
90130 Professional Svcs-CIP	(164,241)	167,525	-	-	-
91900 Street Improvements	-	-	20,000	-	-
94000 Capital Project Rollover	-	-	-	581,066	-
95000 Capital Outlay	-	-	-	490,000	490,000
Capital	(164,195)	281,167	20,000	1,071,066	490,000
Total Measure BB	(151,333)	321,359	35,385	1,086,450	515,463
<u>Urban Forestry Fund #251</u>					
Capital					
90610 Street Trees	90,310	38,658	-	-	-
94000 Capital Project Rollover	-	-	-	4,057	-
Capital	90,310	38,658	-	4,057	-
Total Urban Forestry	90,310	38,658	-	4,057	-
<u>Grant Fund # 254</u>					
Salaries and Benefits	24,644	51,745	105,027	78,820	78,820
73500 Operating Supplies	-	-	16,500	-	-
72150 Eq Oper & Main	-	18,393	-	-	-
80050 Professional Services	19,732	61,259	-	-	-
80085 Evidence Testing	-	-	-	28,500	-
80090 Shuttle Services	50,000	50,000	50,000	50,000	-
80360 Administrative Cost	-	5,000	-	-	-
82050 Printing	-	1,892	-	-	-
84000 Education and Training	1,675	-	-	-	-
General Fund	96,052	188,289	171,527	157,320	78,820



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
Capital					
90000 Building Improvements	126,243	114,779	-	-	-
90100 Improv Other Than Bldgs	-	1,193,116	827,017	-	-
90130 Professional Svcs-CIP	610,598	768,426	150,000	2,747,387	1,374,000
91300 Equipment Grant	67,500	16,128	-	-	-
91600 Other Equipment	36,158	5,605	-	196,619	-
91900 Street Improvements	372,053	-	-	-	-
94000 Capital Project Rollover	-	-	-	845,451	-
95000 Capital Outlay	-	-	213,166	8,174,544	-
99960 Interfund Transfer to Fund 282	-	-	-	2,500,000	-
Capital	1,212,552	2,098,054	1,190,183	14,464,001	1,374,000
Total Grant Fund	1,308,604	2,286,343	1,361,710	14,621,321	1,452,820
<u>Measure B - Bikes/Pedestrians #262</u>					
80200 Audit Services	917	935	1,562	1,562	-
Measure B - Bikes/Pedestrians	917	935	1,562	1,562	-
Capital					
91900 Street Improvements	4,637	-	-	-	-
94000 Capital Project Rollover	-	-	-	84,603	-
Capital	4,637	-	-	84,603	-
Total Measure B Bikes/Pedestrians	5,554	935	1,562	86,165	-
<u>Measure B - Bikes/Pedestrians #264</u>					
80200 Audit Services	917	935	1,562	1,562	3,124
88420 Bike/Ped Projects	2,500	2,500	2,500	2,500	2,500
Measure B - Bikes/Pedestrians	3,417	3,435	4,062	4,062	5,624
Capital					
91800 Street Light Signals	86,995	9,960	-	-	-
94000 Capital Project Rollover	-	-	-	57,298	-
95000 Capital Outlay	-	-	-	59,000	59,000
Capital	86,995	9,960	-	116,298	59,000
Total Measure B Bikes/Pedestrians	90,412	13,395	4,062	120,360	64,624
<u>Source Reduction/Recycling Fund #265</u>					
80050 Professional Services	8,174	-	3,000	5,000	5,000
Total Source Reduction/Recycling	8,174	-	3,000	5,000	5,000



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Measure D #266</u>					
72750 Sal/Ben Trans Fr Gen Fund	25,000	53,000	25,000	25,000	25,000
Total Measure D	25,000	53,000	25,000	25,000	25,000
<u>1999 Bonds Assmt Dist #444</u>					
94000 Capital Project Rollover	-	105,910	-	20,421	-
95000 Capital Outlay	-	-	-	76,914	-
Total 1999 Bonds Assmt Dist	-	105,910	-	97,335	-
<u>General Capital #475</u>					
Salaries and Benefits	541,934	465,860	577,994	662,911	672,249
77150 Equipment Oper & Maint	-	2,383	-	-	-
80050 Professional Services	-	30,555	-	-	-
80100 Legal Services	-	-	30,000	30,000	30,000
80450 Hazardous Mater Cleanup	156,536	-	-	-	-
82050 Printing	288	3,094	-	-	-
88440 Property Taxes	164,738	305,333	-	-	-
99050 Trsf to GF	-	55,158	-	105,000	-
General Capital	870,887	1,152,383	1,162,994	797,911	702,249
<u>Capital</u>					
90000 Building Improvements	39,393	89,537	-	-	-
90100 Improvement Other Than Bld	57,967	3,345,794	-	-	-
90130 Professional Svcs-CIP	5,825,923	2,104,665	-	-	-
90610 Street Trees	-	9,292	-	-	-
91200 Automotive Equipment	-	120,816	-	-	-
90810 Land Acquisition	551,508	-	-	-	-
91600 Other Equipment	4,496	1,660	-	-	-
91900 Street Improvements	1,002,916	404,748	-	-	-
91960 Sidewalk Improvements	42,877	-	-	-	-
94000 Capital Project Rollover	-	-	-	23,871,233	-
95000 Capital Outlay	-	-	-	1,268,000	600,000
Capital	7,525,079	6,076,512	-	25,139,233	600,000
Total General Capital	8,395,966	7,228,895	1,162,994	25,937,144	1,302,249



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
<u>Marina #495</u>					
Salaries and Benefits	144,667	141,158	180,029	211,243	214,129
73500 Operating Supplies	-	-	4,000	4,120	4,244
73515 Landscape Supplies	-	-	4,000	4,120	4,244
76150 Street Lights Energy	-	-	31,500	32,445	33,418
77020 Landscape Maintenance	-	-	50,000	-	-
77080 Janitorial Contracts Svcs	-	-	13,885	14,302	14,731
77910 Marina Navig Aides Maint	-	-	5,000	8,000	8,000
80090 Shuttle Services	40,717	12,440	-	-	-
88060 Other Operating Expenses	782	-	-	-	-
99050 Transfer to Gen Fund	-	79,300	-	-	-
Operating Expenses	186,166	232,898	288,414	274,230	278,765
Capital					
90000 Building Improvements	21,725	2,289	-	-	-
90130 Professional Svcs-CIP	6,483	1,266	14,690	-	-
91860 Street Light Sys Improve	-	-	750,000	-	-
92600 Dredging	-	-	60,000	-	-
94000 Capital Project Rollover	-	-	-	4,364,055	-
Capital	28,208	3,555	824,690	4,364,055	-
Total Marina	214,374	236,453	1,113,104	4,638,285	278,765
<u>Sewer Operations #510</u>					
Capital					
88150 Depreciation	-	-	10,000	10,000	10,000
94000 Capital Project Rollover	-	-	-	53,288	-
Capital	-	-	10,000	63,288	10,000
Total Sewer Maintenance	-	-	10,000	63,288	10,000
<u>Sewer Administration/Engineering #510/4350</u>					
Salaries and Benefits	144,450	198,474	185,836	236,033	238,555
79050 Insurance	50,000	50,000	50,000	55,125	57,881
80050 Professional Services	15,434	4,571	25,000	55,000	55,000
80210 Sewer Technology	10,461	-	5,000	10,000	10,000
86160 Il Tab	14,723	25,921	25,000	30,000	30,000
99050 Transfer to General Fund	51,500	185,800	51,500	51,500	51,500
Total Administration/Engineering	296,316	475,816	352,336	500,946	452,936



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	2019-20 <u>Actual</u>	2020-21 <u>Actual</u>	2021-22 <u>Projection</u>	2022-23 <u>Budget</u>	2023-24 <u>Projection</u>
<u>Sewer Maintenance #510/4360</u>					
Salaries and Benefits	49,118	51,278	71,770	73,407	73,637
76000 Utilities	5,510	1,982	1,500	1,590	1,638
77140 Cleaning	17,206	-	45,000	46,350	47,741
77180 Video Inspection	-	-	10,000	10,300	10,609
77190 Emergency Repair	-	-	50,000	51,500	53,045
77700 Sewage Maintenance	5,200	5,659	10,000	10,300	10,609
77750 Pump Station Maintenance	2,144	7,176	15,000	15,450	15,914
77950 Vehicle Repl. Charge	8,400	10,600	12,100	11,500	11,900
88750 Gen Fund Chg for Matl/Svc	8,345	9,247	9,500	9,500	9,500
Total Sewer Maintenance	95,922	85,942	224,870	229,897	234,592
Total Sewer Operations #510	392,237	561,758	577,206	730,844	687,527
<u>Sewer Rehab #511</u>					
88150 Depreciation	113,305	113,305	115,000	115,000	115,000
Sewer Rehab	113,305	151,365	670,924	115,000	115,000
<u>Capital</u>					
90130 Professional Svcs-CIP	-	36,868	15,078	-	-
94000 Capital Project Rollover	-	-	-	979,501	-
95000 Capital Outlay	-	-	-	600,000	300,000
Capital	-	36,868	15,078	1,579,501	300,000
Total Sewer Rehab	113,305	188,233	686,002	1,694,501	415,000
<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	-	-	-
Total Sewer Connection Fee	368,005	368,005	70,000	70,000	70,000
<u>Facilities Maintenance #650</u>					
73900 C-19 Extra Cost	-	12,553	-	-	-
76000 Utilities	-	2,535	-	-	-
77000 Maintenance Bldg & Grnds	-	-	15,138	-	-
77020 Landscape Maintenance	-	-	184,437	186,571	192,168
77030 Facility Operating Charges	709,015	481,296	709,255	745,732	768,104
77150 Equipment Oper & Maint	-	20,745	1,170	-	-
80050 Professional Services	231	-	-	-	-
80210 Sewer Technology	4,582	-	-	-	-
85000 Rentals	20,000	-	-	-	-
Operating Expenses	733,829	517,129	910,000	932,303	960,272



City of Emeryville
2022-23 Budget

Operating Budgets
Public Works Department

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Capital					
90000 Building Improvements	706,227	47,029	-	6,000	6,000
90100 Improv Other than Bldgs	98,902	23,463	-	-	-
90130 Professional Svcs-CIP	2,954	1,236	-	-	-
91100 New Furniture & Fixture	11,770	-	-	-	-
91600 Other Equipment	-	-	17,025	-	-
94000 Capital Project Rollover	-	-	-	4,640,910	-
95000 Capital Outlay	-	-	-	250,000	250,000
Capital	819,853	71,728	17,025	4,896,910	256,000
Total Facilities Maintenance	1,553,681	588,857	927,025	5,829,214	1,216,272
<u>Vehicle Replacement # 660</u>					
91200 Automotive Equipment	55,897	266,426	166,000	1,239,000	1,066,000
94000 Capital Project Rollover	-	-	-	1,222,320	-
99670 Transfer to IT Fund 670	820,600	-	-	-	-
99690 Transfer to Fund 254	-	-	3,432	-	-
Total Vehicle Replacement	876,497	266,426	169,432	2,461,320	1,066,000
Total Expenditures	\$ 16,890,250	\$ 16,963,946	\$ 10,187,525	\$ 62,591,120	\$ 11,622,055



This Page Intentionally Left Blank

➤ **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 and amended by AB 1484 in 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 annually adopt the Recognized Obligation Payment Schedules (ROPS) that identify enforceable obligations consisting of bonds, loans, and 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.



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.

	2019-20 Actual	2020-21 Actual	2021-22 Projection	2022-23 Budget	2023-24 Projection
Beginning Available Fund Balance	\$ 57,700,674	\$ 55,576,332	\$ 56,174,953	\$ 56,169,822	\$ 56,442,422
Annual Activity					
Revenues					
Interest Income - from Loans	330,851	350,102	250,000	250,000	250,000
Investment Earnings	146,001	30,188	15,000	20,000	20,000
Loan Repayments	-	-	2,600	2,600	2,600
Market Value Adjustment	18,760	(30,423)	-	-	-
Other Revenue	10,067	-	-	-	-
Settlements	-	22,033	-	-	-
ROPS EO Payable	13,134,470	14,330,220	17,510,647	17,932,414	18,380,724
Total Revenues	13,640,148	14,702,120	17,778,247	18,205,014	18,653,324
Expenditures					
Operations					
Administrative Cost	310,368	254,576	486,531	438,628	440,000
Audit	19,300	10,700	18,000	18,900	19,845
Banking Services	400	320	131	-	-
Bond Trustee Services	4,100	4,100	16,550	17,378	18,246
Contribution/Asset Trans	13,607	-	-	-	-
Legal	3,736,214	2,142,780	2,970,000	3,118,500	3,274,425
Pollution Obligation Cost	-	(245,522)	-	-	-
Professional Services	122,930	125,307	3,179,000	3,222,702	3,227,859
Tie to Other Tax Agencies	437,642	490,178	-	-	-
Property Acquisition	-	201,816	-	-	-
Transfer to Debt Service - F832	9,769,250	9,768,000	9,760,750	9,767,000	9,767,000
Transfer to Debt Service - F833	1,350,679	1,351,247	1,352,416	1,349,306	1,349,306
Total Expenses	15,764,490	14,103,502	17,783,378	17,932,414	18,096,681
Net Annual Activity	(2,124,342)	598,618	(5,131)	272,600	556,642
Ending Available Fund Balance	\$ 55,576,332	\$ 56,174,950	\$ 56,169,822	\$ 56,442,422	\$ 56,999,064



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

Purpose of Fund

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

	<u>2019-20 Actual</u>	<u>2020-21 Actual</u>	<u>2021-22 Projection</u>	<u>2022-23 Budget</u>	<u>2023-24 Projection</u>
Beginning Available Fund Balance	\$ (77,830,569)	\$ (70,632,738)	\$ (63,203,072)	\$ (63,227,131)	\$ (64,012,311)
Annual Activity					
Revenues					
Interest Earnings	87,768	2,145	1,000	1,000	1,000
Transfer in from 282 Debt Service	9,769,250	9,768,000	9,760,750	9,767,000	9,767,000
Total Revenues	9,857,018	9,770,145	9,761,750	9,768,000	9,768,000
Expenditures					
Bond Cost Issuance	25,059	25,059	25,059	25,059	25,059
Bond Premium Amortization	-	-	-	761,121	761,121
Interest Payments	2,634,129	2,315,420	2,685,750	2,332,000	1,952,000
Principle Payments	-	-	7,075,000	7,435,000	7,815,000
Total Expenses	2,659,187	2,340,479	9,785,809	10,553,180	10,553,180
Net Annual Activity	7,197,831	7,429,666	(24,059)	(785,180)	(785,180)
Ending Available Fund Balance	\$ (70,632,738)	\$ (63,203,072)	\$ (63,227,131)	\$ (64,012,311)	\$ (64,797,492)



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

Purpose of Fund

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

	<u>2019-20</u> <u>Actual</u>	<u>2020-21</u> <u>Actual</u>	<u>2021-22</u> <u>Projection</u>	<u>2022-23</u> <u>Budget</u>	<u>2023-24</u> <u>Projection</u>
Beginning Available Fund Balance	\$ (9,543,292)	\$ (8,591,243)	\$ (7,609,947)	\$ (7,609,947)	\$ (7,607,774)
Annual Activity					
Revenues					
Transfer in from 282 Debt Service	1,350,679	1,351,247	1,352,416	1,349,306	1,351,479
Total Revenues	1,350,679	1,351,247	1,352,416	1,349,306	1,351,479
Expenditures					
Bond Cost Issuance	3,313	3,313	-	-	-
Bond Insurance	-	-	-	3,313	3,313
Bond Premium Amortization	-	-	-	(5,486)	(5,486)
Interest Payments	395,317	366,638	322,416	284,306	246,479
Principle Payments	-	-	1,030,000	1,065,000	1,105,000
Total Expenses	398,630	369,951	1,352,416	1,347,133	1,349,306
Net Annual Activity	952,049	981,296	-	2,173	2,173
Ending Available Fund Balance	\$ (8,591,243)	\$ (7,609,947)	\$ (7,609,947)	\$ (7,607,774)	\$ (7,605,601)



This Page Intentionally Left Blank



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: June 7, 2022

TO: Christine Daniel, City Manager

FROM: Brad Farmer, Finance Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Adopting An Appropriations Limit For The 2022-23 Fiscal Year Of \$132,398,346

RECOMMENDATION

Staff recommends that the City Council adopt a resolution in compliance with the state law requirement that the City Council establish an 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 California Constitution (Government Code Section 7900-10) places a limit on appropriations from most government revenue sources, including tax proceeds, and requires that the governing body of a local jurisdiction annually establish, by resolution, an appropriations (spending) limit for the following fiscal year. The determination of an appropriations limit is a legislative act and adopted at a regularly scheduled city council meeting.

Proposition 111, approved by California voters in 1990, further amended Article XIII (B) and updated the base year for calculating the appropriation limit to fiscal year 1986-87 beginning in fiscal year 1990-91.

Proposition 111 also revised that the annual adjustment factors used to calculate an Appropriations Limit to include:

- A change in population growth for City **OR** County (whichever is higher); and
 - A change in California Per Capita Personal Income
- OR**
- The average change in Alameda County's Consumer Price Index (whichever is higher).

Given these adjustment factors, staff calculated the FY 2020-21 Appropriations Limit (see attached Gann Calculations) using the City's population change and the change in California per capita personal income factors. The basis for selection of this methodology is because the City's population change is higher than Alameda County's

population growth and the change in the California per capita personal income factor is higher than the change in Alameda County's Consumer Price Index. Based on this calculation, the City's appropriations limit for FY2022-23 is \$132,398,346.

DISCUSSION

Establishing an appropriations limit is a state law requirement that all cities must adopt at the beginning of each fiscal year at a regularly scheduled city council meeting.

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 2022-23

RESOLUTION NO. 22-66**Resolution Of The City Council Of The City Of Emeryville Adopting An Appropriations Limit For The 2022-23 Fiscal Year Of \$132,398,346**

WHEREAS, pursuant to Article XIII B of the California Constitution, the City of Emeryville is required to annually adopt an Appropriations Limit for the following fiscal year identifying the limit for appropriation of revenues from 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, that the City Council of the City of Emeryville hereby determines the adjustment factors used for calculation of the 2022-23 Fiscal Year Appropriations Limit is as follows:

1. *Population*: City population growth from January 1, 2021 to January 1, 2022 of 1.1%.
2. *Inflation*: California Per Capita Personal Income growth of 7.55%; and, be it, further

RESOLVED, that the City Council of the City of Emeryville hereby establishes an Appropriations Limit for the 2022-23 fiscal year of \$132,398,346.

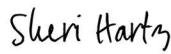
ADOPTED, by the City Council of the City of Emeryville at a regular meeting held Tuesday, June 07, 2022, by the following vote:

AYES:	5	Mayor Bauters, Vice Mayor Medina and Council Members Donahue, Martinez and Welch
NOES:	0	
ABSTAIN:	0	
ABSENT:	0	

DocuSigned by:

 C7369B49E2C9458...
MAYOR

ATTEST:

DocuSigned by:

 F87B5D8EAB6A4BE...
CITY CLERK

APPROVED AS TO FORM:

DocuSigned by:

 2C934D82DB55467...
CITY ATTORNEY

City of Emeryville Fiscal Year 2022-23 Gann Appropriations Limit Calculations

	<u>City Population Change</u>		<u>County Population Change</u>	
Population Change as of January 1, 2022	1.10%	A	-0.40%	A
	<u>Per Capita Change</u>		<u>Consumer Price Index</u>	
Cost of Living FY 2021-22	7.55%	B	3.20%	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>107.55%</u>	
INCREASE in City's Appropriations Limit for FY 2022-23			<u>1.087331</u>	
FY 2020-21 Appropriations Limit			\$ 121,764,528	D
Growth Factor		x	<u>1.087331</u>	
FY 2022-23 APPROPRIATIONS LIMIT			<u>\$ 132,398,346</u>	

Notes:

A - California Department of Finance Population Estimate for Cities, Counties, and State, Dated May, 2022

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

C - Bureau of Labor Statistics CPI, 2021 Avg Change - SF Area (includes Alameda County)

D - FY2021-22 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

They 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

Table of Contents

POLICY	1
SCOPE.....	1
PRUDENCE	1
INVESTMENT OBJECTIVES	2
DELEGATION OF AUTHORITY	2
ETHICS AND CONFLICTS OF INTEREST.....	3
AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS.....	3
AUTHORIZED AND SUITABLE INVESTMENTS.....	3
PROHIBITED INVESTMENTS	4
SUSTAINABLE AND RESPONSIBLE INVESTING.....	5
COLLATERALIZATION	5
SAFEKEEPING AND CUSTODY	5
FAIR VALUE MEASUREMENT AND APPLICATION	6
DIVERSIFICATION AND OTHER GUIDELINES	6
PERFORMANCE STANDARDS.....	7
REPORTING.....	7
ADOPTION	7
GLOSSARY	7

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

TABLE OF CONTENTS

1. Purpose	2
2. Ethics	2
3. Policy	3
3.1 Purchasing Authority	3
3.2 Approval Authority	3
3.3 Monitoring Expenditures / Change Order Requests	4
3.4 Categories Requiring Purchase Orders	4
3.5 Contracts and Professional Services Contracts	5
3.6 Change Orders	5
3.7 Purchases NOT Requiring Purchase Orders	5
3.8 Grant Funded Expenditures	6
4. The Bid Process	6
4.1 When Formal Bidding Is Required	6
4.1.1 Public Works and Maintenance Projects	6
4.1.2 Consultant / Professional Services (excluding legal) and Other General Purchases	7
4.2 Procedures for Formally Advertising Bids	8
4.3 Sole Source Justification	10
5. Purchase Order Procedures	11
5.1 Responsibility	11
5.2 Submission Guidelines	11
5.3 Emergency Purchase Orders	12
5.4 Finance Department Purchase Order Process	13

6. Claim Voucher Processing	13
6.1 Preparation of Claim Vouchers	13
6.2 Timetable for Submitting and Processing Claim Vouchers	14
7. Petty Cash Processing	14
7.1 Reimbursements.....	15
7.2 Reconciliation and Replenishment.....	15
8. Cal-Card Purchases	15
9. Attachments:.....	16

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
--	---------------

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.

➤ 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, 2022, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2021-22				\$ 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, 2022, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2021-22				\$ 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, 2022, including interest, are as follows:

Fiscal Year	Principal	Interest	Annual Debt Service	Principal Balance
2021-22				\$ 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	-

➤ 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 XIII B 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.



This Page Intentionally Left Blank

➤ INDEX

1999 Revenue Bonds Capital Project 444.....	41
2013 Lease Revenue Bond Debt Service 345.....	131
Accrued Benefits 700.....	139
Acknowledgements	i
Administration.....	19
Affordable Housing 299.....	43
Affordable Housing Impact Fees 239.....	42
Bay Shellmound Assessment District 790.....	132
Budget Message.....	v
Budget Process and Basis of Budgeting.....	xxv
Budget Resolution – (City Resolution No. 22-65).....	xxviii
Budget Resolution – (Successor Agency Resolution No. SA11-22).....	xxx
Cal Home 208.....	152
Capital Assets Policy.....	230
Capital Outlay – Projects.....	41
Catellus 215.....	44
Community Development Block Grant 205.....	157
Child Development 230.....	153
City of Emeryville Mission Statement.....	xvii
City of Emeryville Organization Chart.....	xxiv
Citywide Budget By Fund.....	1
Citywide Goals and Objectives.....	xv
Citywide Salary and Benefits by Category	3
Citywide Salary and Benefits by Program.....	4
Citywide Staffing Summary Comparison.....	5
Code Enforcement 271.....	154
Commercial Property Transfer Tax Policy.....	221
Community Development Technology Fund 268.....	155
Community Development.....	77
Community Programs Reserve 203.....	12

➤ INDEX

Community Services.....	107
Debt Management Policy.....	223
Debt Service Schedules.....	284
Dental 610.....	140
Developer Reimbursements 473.....	45
Disaster Fund 277.....	13
East Bay Bridge District Debt Service 721.....	133
Economic Development Reserve 202.....	14
Economic Uncertainty Reserve 275.....	15
Emergency Medical Service 258.....	156
Emeryville Center Community Life 477.....	46
Environmental Programs 204.....	47
EPA Grant 247.....	48
Expenditures Summary by Classification 101.....	11
Expenditures Summary by Department 101.....	10
Fire.....	135
Gann Appropriation Limit Resolution No. 22-66.....	219
Gas Tax 220.....	49
General Capital 475.....	50
General Fund - Fund Balance Projection.....	7
General Fund – Revenue Summary.....	9
General Fund – Total Fund Balance Reserves.....	8
General Fund Expenditure Summary by Classification.....	11
General Fund Expenditure Summary by Department.....	10
General Plan Maintenance Fee 225.....	52
Glossary of Budget Terms.....	287
Grant Management Policy.....	233
Grants 254.....	53
Historical Timeline of Emeryville.....	xviii
Housing Community Development.....	157

➤ INDEX

Housing Successor (Restricted) 298.....	54
Information Technology 670.....	55
Investment Policy.....	253
Litigation 270.....	141
Location Map.....	xxiii
Major Maintenance 650.....	56
Marina 495.....	57
Measure B – Bicycles and Pedestrians 262.....	58
Measure B – Paratransit 261.....	158
Measure B – Streets and Roads 240.....	60
Measure BB – Bicycles and Pedestrians 264.....	59
Measure BB – Paratransit 263.....	159
Measure BB – Streets and Roads 242.....	61
Measure D 266.....	62
Measure F 267.....	160
MESA 295.....	142
Mission Statement.....	xvii
Organization Chart.....	xxiv
Non-Department.....	147
Park Impact Fees 237.....	63
Parking Program 269.....	161
Pedestrian Path Improvement 471.....	64
PEG Program 235.....	162
Pension Trust 712.....	17
PERS Liability Fund Reserve 715.....	16
Police Impound Fund – Federal 211.....	163
Police Impound Fund – Federal 213.....	164
Police Impound Fund –State 210.....	165
Police.....	171
Post-Employment Health Benefits 710.....	143

➤ INDEX

Property Based Improvement District 805.....	166
Public Art 243.....	65
Public Works.....	181
Purchasing Policy.....	266
Redevelopment 472.....	67
Redevelopment Implementation Plan 479.....	66
Reserves Policy.....	282
Revenues 101.....	9
Road Maintenance and Rehabilitation 221.....	68
Sewer Capital 511.....	69
Sewer Connection Fee 513.....	70
Sewer Operations 510.....	167
Small Local Business Support 212.....	168
Source Reduction & Recycling 265.....	71
Staffing Summary.....	6
Successor Agency.....	211
Successor Agency RDA Retirement.....	213
Successor Agency 2014A Debt Service.....	214
Successor Agency 2014B Debt Service.....	215
Supplemental Law Enforcement 252.....	169
Table of Contents.....	iii
Traffic Impact Fees 250.....	72
Unemployment 620.....	144
Urban Forestry Fee 251.....	73
Vehicle Replacement 660.....	75
VRF – Streets and Roads Funds 238.....	74
Workers Compensation 600.....	145