



CITY OF EMERYVILLE

INCORPORATED 1896
1333 PARK AVENUE
EMERYVILLE, CALIFORNIA 94608-3517
TEL: (510) 596-4300 | FAX: (510) 596-4389

Budget & Governance Committee

Dianne Martinez, Chair
• Nora Davis, Vice Chair

Budget Advisory Committee

• William C. Reuter, Chair
• Benay Curtis-Bauer, Vice Chair
• Brian Cross, Business Rep
• Fran Quittel, Resident
• Michael Costello, Labor Rep

A Joint Meeting of the Budget & Governance and Budget Advisory Committees

Special Meeting
Emeryville City Hall, Garden Room
1333 Park Avenue
Emeryville, CA 94608
December 7, 2015, 5:30 pm

AGENDA

All writings that are public records and relate to an agenda item below which are distributed to a majority of the Budget & Governance and Budget Advisory Committees (including writings distributed to a majority of the Committees less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, CA, during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this meeting should contact the committee secretary at (510) 596-4328 as far in advance as possible but no later than 72 hours before the scheduled meeting. The best effort to fulfill the request will be made. Assistive listening devices are available for anyone with hearing difficulty from the committee secretary prior to the meeting, and must be returned to the committee secretary at the end of the meeting. All documents are available in alternative formats, upon request.

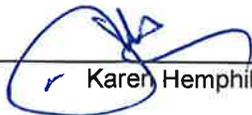
No dogs, cats, birds or any other animal or fowl shall be allowed at or brought in to a public meeting by any person except (i) as to members of the public or City staff utilizing the assistance of a service animal, which is defined as a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, or (ii) as to police officers utilizing the assistance of a dog(s) in law enforcement duties. All committee meetings are recorded and are available through the City's website.

FURTHER INFORMATION may be obtained by contacting Michelle Strawson O'Hara, Committee Secretary, at (510) 596-4328 or mstrawsonohara@emeryville.org. The next regular meeting is scheduled for January 21, 2016.

DATED: 11/30/15

Post on: 12/1/15
Post until: 12/8/15

1. Roll Call
2. Public Comment
3. Approval of Minutes:
 - A. May 18, 2015 & October 19, 2015 (Budget Advisory)
 - B. October 15, 2015 (Budget & Governance)
4. Action Items
 - A. Review and Acceptance of Fiscal Year 2014-15 CAFR
5. Information items
 - A. 1st Quarter FY15-16 Financial Update
 - B. Update on Alameda County Fire Agreement
 - C. Update on Long-Term Debt Currently Outstanding
6. Future Agenda Items
7. Announcements/Member Comments
8. Adjournment



Karen Hemphill, City Clerk

City of Emeryville
Finance Advisory Committee Meeting Minutes
May 18, 2015, 5:30 p.m.

Members Present:

William C Reuter, Chairperson
Benay Curtis-Bauer, Vice Chair
Jac Asher, Council Member
Brian Cross, Business Rep

Staff Present:

Sabrina Landreth, City Manager
Maria Öberg, Finance Director
Michelle Strawson O'Hara, Accounting Supervisor

Excused:

Nora Davis, Council Member
Michael Costello, Labor Rep
Fran Quittel, Resident

- I. **Call to Order:** The meeting was called to order at 5:31 p.m.
- II. **Public Comments:** None
- III. **Minutes from February 23, 2015 Meeting:** Approved
- IV. **Agenda Items:**
 - A. **Quarterly Financial Update** – Finance Director Maria Öberg presented the third quarter FY2014-15 revenue and expense highlights.
 - Member Benay Curtis-Bauer asked whether the City had experienced sales tax revenue reductions. City Manager Sabrina Landreth confirmed that the City's sales tax growth is currently about 3% although some agencies are budgeting for contraction in two years. Staff will continue to monitor this.
 - Member Jac Asher questioned the K-9 program and where those monies are budgeted. Staff will respond to this and confirm whether the City has acquired a new police dog this year.
 - B. **Mid-Cycle Budget Review and Proposed Adjustments** - Ms. Öberg presented the highlights.
 - Chair William Reuter noted concerns about ECCL funding given Emery Unified School District's budget issues.
 - Member Asher discussed the importance of funding school crossing guards.
 - Member Curtis-Bauer questioned the library fees and whether the proposed minimum wage ordinance would negatively impact summer jobs for teens.
 - Approved for recommendation to the City Council.
 - C. **Annual Investment Policy Update** – Ms. Öberg presented; approved for recommendation to the City Council.
 - D. **Update on Alameda County Fire Services Agreement** – Informational only
 - E. **Update on Redevelopment Dissolution Actions** – Informational only
 - F. **Update on Bonds Currently Outstanding** - Informational only
- V. **Staff Comments:** Ms. Öberg explained that staff is working with consultants NBS on the Master Fee Schedule updates. This will be brought forward for Council consideration and approval later this summer.

VI. **Committee Member Comments:**

- Member Asher noted her support for the proposed Child Development Center (CDC) funding of \$552k in the Mid-Cycle budget report.
- Chair Reuter noted that he would like to discuss other possible sources of revenues at future meetings.
- Member Curtis-Bauer requested that someone from the CDC attend a future committee meeting to discuss the status of the audit issues and how they are being resolved.

VII. **Adjournment:** The meeting was adjourned at 6:18 p.m.

City of Emeryville
Budget Advisory Committee Meeting Minutes
October 19, 2015, 5:30 p.m.

Members Present:

William C Reuter, Chairperson
Benay Curtis-Bauer, Vice Chair

Staff Present:

Carolyn Lehr, City Manager
Michelle Strawson O'Hara, Finance Supervisor

Excused:

Maria Öberg, Finance Director
Michael Costello, Labor Rep
Fran Quittel, Resident
Brian Cross, Business Rep

1. **Roll Call:** The meeting was called to order at 5:32 p.m.
2. **Public Comments:** None
3. **Minutes from May 18, 2015 Meeting:** No quorum; postpone approval to next meeting.
4. **Action Items:**
 - A. **Work Plan** - Chair Reuter proposed some topics for the committee to discuss at the next meeting:
 - Consider new funding sources, such as an increase to Transient Occupancy Tax
 - Look at fee structures (the City is currently undertaking a Master Fee Schedule study)
 - Consider investment opportunities and continue to think creatively (i.e. recent debt refinancing was a good example)
 - Discuss the status of sales tax revenue given the increase in online purchasing
 - Consider this committees role as a "watchdog committee"; look carefully at potential difficulties or risks
5. **Information Items:**
 - A. **Quarterly Financial Update** – Finance Supervisor Michelle Strawson O'Hara presented the unaudited fourth quarter FY2014-15 revenue and expense highlights.
 - B. **Update on Alameda County Fire Services Agreement** – Ms. Strawson O'Hara presented.
 - C. **Update on Long-Term Debt Currently Outstanding** - Ms. Strawson O'Hara presented.
6. **Future Agenda Items:** Mr. Reuter recommended discussing the Work Plan (see Action Items above) with the full committee at the next meeting. He would also like an update on the RDA dissolution status.
7. **Announcements/Member Comments:** Mr. Reuter announced the recent resignation of Finance Director Maria Oberg. City Manager Carolyn Lehr discussed her plan to bring in outside talent to assist the Finance department for three to four months during the recruitment

period. This outside consultant would potentially work on a five-year financial model that was requested by Council Member Asher. Ms. Lehr noted that Ms. Strawson O'Hara will be responsible for the day-to-day operations and coordination of the department until a new Finance Director is hired. Vice Chair Curtis-Bauer noted her concern about the frequent turnover in this position and suggested the City consider a longevity incentive.

8. **Adjournment:** The meeting was adjourned at 6:09 p.m.

City of Emeryville
Budget & Governance Committee Meeting Minutes
October 15, 2015, 11:00 a.m.

Members Present:

Dianne Martinez, Chair
Nora Davis, Vice Chair

Staff Present:

Carolyn Lehr, City Manager
Michelle Strawson O'Hara, Finance Supervisor
Maurice Kaufman, Public Works Director

1. **Call to Order:** The meeting was called to order at 11:00 a.m.
2. **Public Comments:** Ken Bukowski noted that some residents were receiving notices from the County regarding liens on their property. City Manager Lehr noted that these are not technically liens and that she would work with staff on posting some clarifying information on the City website.
3. **Action Items:**
 - A. **Appointment of Chair and Vice Chair** – Council member Davis appointed Council member Martinez as Chair. Ms. Martinez accepted and appointed Ms. Davis as Vice Chair.
 - B. **Draft Work Plan** – Ms. Lehr outlined an upcoming project that was raised by Councilwoman Asher. Ms. Asher is advocating for the preparation of a Five Year Financial Model as a planning tool for the Council. This would be a complex task that staff would consider using a financial consultant to help prepare. Vice Chair Davis suggested we revisit this project at the next meeting in January and requested that staff provide some examples of financial models from other agencies.
4. **Informational items:**
 - A. **Sewer Rate RFP (verbal)** – Public Works Director Maurice Kaufman presented an overview of this project. Ms. Davis recommended bringing the consulting agreement to Council in November or December 2015 for approval.
 - B. **Audit Update** – Finance Supervisor Michelle Strawson O'Hara presented an update on the recent audit field work conducted during the week of October 5, 2015. There were no significant findings and the Comprehensive Annual Financial Report is expected to be presented for approval at the December 15, 2015 Council meeting.
 - C. **Master Fee Study Update** - Ms. Strawson O'Hara explained that staff is continuing to work with consultants NBS on the Master Fee Schedule updates. There have been significant delays on this project which will likely delay final approval of the new fee schedule until spring of 2016.
5. **Future Agenda Items:**
 - As noted under Draft Work Plan (above), Ms. Davis requested the Five Year Financial Model project be revisited at the January meeting.
 - Ms. Davis and Ms. Martinez requested staff re-evaluate the Finance Department as a whole (given the recent resignation of the Finance Director) and to report out at the next meeting in January. Ms. Lehr noted that she welcomes feedback from the Committee on this item.
 - Ms. Davis would like to discuss ways to continuously improve the City's financial situation at the next meeting.

- Ms. Lehr would like to discuss supplementing the General Plan to include policy guidelines for staff. In particular, she would like to discuss how to financially support the General Plan.
- Ms. Martinez would like to address infrastructure deficiencies in the City and how we could incorporate this into the budget and Five Year Plan.
- Ms. Martinez and Ms. Davis would like a report on the status of public information such as website updates and notifications, calendar updates, use of social media, etc.

6. **Announcements/Member Comments:**

- Ms. Lehr announced the resignation of Finance Director Maria Oberg. She noted that staff is looking for an interim Finance Director and is considering using the services of a financial consultant on special projects such as the Five Year Financial Model.
- Members discussed the idea of having a Council member workshop to discuss and determine budget priorities given the competing demands on the City's resources. This workshop would potentially be an all-day event on the third Saturday in January 2016. It would be framed as a kick-off to the budgeting process. Ms. Davis and Ms. Martinez will put together an outline and recommend this at next Tuesday's Council meeting.

7. **Adjournment:** The meeting was adjourned at 12:01 p.m.



CITY OF EMERYVILLE

MEMORANDUM

DATE: December 7, 2015

TO: Budget & Governance and Budget Advisory Committees

FROM: Carolyn Lehr, City Manager
Michelle Strawson O'Hara, Finance Supervisor

SUBJECT: Audited Financial Statements for the City of Emeryville for the Fiscal Year Ending June 30, 2015

RECOMMENDATION

Staff recommends that Committee members review the Audited Financial Statements for the City of Emeryville for the fiscal year ended June 30, 2015, and recommend acceptance by the full City Council at their December 15, 2015 meeting.

BACKGROUND

Each Year, the City of Emeryville (City) prepares a Comprehensive Annual Financial Report (CAFR) to provide City Council and others with information about the City's fiscal year financial activities and its end of year financial position. To provide independent assurance, the Certified Public Accounting firm of Lance, Soll & Lunghard (LSL) has been engaged to conduct financial and compliance audits for the year ended June 30, 2015. LSL has completed its audits and issued "clean" unmodified audit reports. The audited financial statements are attached for your reference.

DISCUSSION

Financial Highlights

1. New Transparency for City Pension Obligations

Government agencies across the country are implementing new pension accounting standards and disclosures this fiscal year. The accounting profession, through the Government Accounting Standards Board (GASB), has responded to increasing public interest on this topic by adopting a new pension accounting standard "GASB Statement

No. 68.” The City has implemented GASB 68 in the accompanying June 2015 financial statements.

In prior years, government pension obligations have been discussed in narrative form in notes to the financial statements. Starting with FY 2014-15, unfunded government pension liabilities are also be recorded as a long-term liability on the Statement of Net Position, similar to bonds and other debt obligations.

Accordingly, as of June 30, 2015, the City has recorded a \$25 million net pension liability for its aggregate unfunded pension costs, including all Miscellaneous and Safety pension plans of the City. Liabilities are reported one year in arrears, as data becomes available from CalPERS. Emeryville’s financial statements now include 20 pages of footnote disclosures with detailed information covering each of the City’s pension plans and their funding status.

Pension obligations reported under the GASB standard are measured with actuarial assumptions that now differ from assumptions used to prepare CalPERS funding valuations. The CalPERS Board still determines policies for funding employer contributions. Contribution rates, budgets, and cash flow are not impacted by this new accounting standard.

Instead, the City’s Statement of Net Position reflects a new liability, with related deferred inflow and outflow accounts, that recognize and generally accelerate the accounting recognition of both good news and bad news as actual investment earnings, costs, and contributions vary from actuarial funding assumptions.

Contemporaneous with the implementation of the new pension accounting standard, we note that the CalPERS Board has taken recent action in November 2015 to begin a shift towards a significant 1% overall reduction in its investment earnings assumption, from 7.5% to 6.5%. The change will be phased in slowly, perhaps over a 19 to 21 year span. As reported in the new CAFR pension footnote, the sensitivity to the City’s net pension liability of a 1% change in the CalPERS investment earnings assumptions is estimated at about \$20 million for aggregated Miscellaneous and Safety Plans, which has the impact of increasing the City’s net unfunded pension liability from \$25 million to \$45 million, as measured in today’s dollars.

We applaud the GASB and the CalPERS Boards for their continued efforts to provide transparency and ensure funding for the City’s pension commitments. With this added

focus, the City can now begin strategies to ensure the sustainability of its pension obligations.

2. Successor Agency Continues to Wind Down its Affairs

Continuing its mission since the State legislature took state-wide action to dissolve redevelopment agencies in 2012, the Successor Agency transferred \$19 million in assets to the City in the year ended June 2015. Cash was transferred to complete obligations from the former redevelopment agency's capital implementation plan, including funding for a Transit Center, South Bayfront Pedestrian Bridge, and other projects.

As the Successor Agency completes its capital projects and pays down its obligations, an increasing share of tax increment revenues will be available for distribution to the taxing entities that share property tax allocations in the former redevelopment project areas. The City shares in the distribution of tax increment.

During the year ended June 2015, the Successor Agency issued \$110 million in 2014 Tax Allocation Refunding Bonds to refinance all other agency bonds outstanding at the time of the refinance. This bond refinance resulted in a net present value interest rate savings of more than \$21 million. The City will receive a direct share of these savings over time as annual debt service requirements are reduced and additional surplus tax increment revenues flow back to taxing agencies.

3. General Fund Ending Position at June 2015 is Stronger than Projected in the 2014-15 Budget Plan

The City consolidates the General Fund and three related reserve funds for CAFR reporting, including the Economic Uncertainty Reserve, Pension Liability, and Earthquake Insurance Funds. This meets a GASB objective of consolidating the reporting of unrestricted funds available to support City programs.

The FY 2014-15 operating results for the consolidated General Fund was a net \$3.4 million favorable to budget. Revenues exceeded the budget plan by over \$2 million, primarily because of the City's new and conservatively budgeted real estate transfer tax revenue. Because this new revenue source is driven by occasional high value parcel turnover and might not always be available within a fiscal year to fund base-line City operating programs, budget strategies to reinvest transfer tax revenue will be best

considered as and when the revenues materialize. The City is in this position now, with unanticipated revenues adding to the City’s “unassigned” operating reserve.

Program expenditures were \$1.1 million favorable to budget, prior to a one-time transfer. Staff vacancies contributed to this budget savings. During the year-end close process, staff evaluated assets contributed from the Successor Agency during the redevelopment dissolution process and identified \$8 million in restricted Christie Avenue and other housing parcels that have been held in the General Fund since January 31, 2012. As of June 2015, these housing assets have been transferred and consolidated with other restricted assets in the Housing Special Revenue Fund to clarify that these are restricted assets and not resources available for general programming. Because these housing assets were in the form of non-spendable land parcels, their transfer does not impact the available General Fund working capital or the unassigned fund balance used to support General Fund programs.

The following chart shows the General Fund revenue and expenditure trend vs. the prior year and vs. budget. In this particular year, with the new real property transfer tax, revenues have grown faster than expenditures.

FY 2014-15 General Fund Activity (a)	Audited 6/30/14	Budgeted 6/30/15	Audited 6/30/15	Budget vs. Actual
Revenues	\$33,884,210	\$34,280,874	\$36,587,467	\$ 2,306,593
Expenditures and Transfers	(30,482,663)	(32,416,748)	(31,290,888)	1,125,860
Net Results, before supplemental transfers	3,401,547	1,864,126	5,296,579	3,432,453
Transfers Out - Mid cycle Amendments - CDC/PBID	-	(1,052,088)	(1,052,088)	-
Transfers Out - Housing Successor Assets	-	-	(8,518,695)	(8,518,695)
Net Results	\$ 3,401,547	\$ 812,038	\$ (4,274,204)	\$(5,086,242)

(a) For purpose of CAFR reporting, the City consolidates the General Fund and three related reserve funds, including the Economic Uncertainty Reserve, Pension Liability, and Earthquake Insurance Funds.

The consolidated General Fund’s fund balance was \$34 million at June 2015. As presented in the table below, City Council has historically established various strategic fund balance reserves to improve security and sustainability for the General Fund. In particular, targets have been established for the Economic Contingency Reserve and Unassigned Reserve, using their ratio to the following year’s 2015-16 operating expenditures as a benchmark.

General Fund (a) - Fund Balance Reserves	Audited Balance at 6/30/13	Audited Balance at 6/30/14	Audited Balance at 6/30/15
Nonspendable			
Prepaid Costs	448,058	161,402	89,906
Notes and loans			90,698
Land Held for Resale	8,354,747	8,354,747	-
Advances to Other Funds	3,302,270	5,104,540	6,906,810
Deposits			92,383
	12,105,075	13,620,689	7,179,797
Reserves			
Small Business Incentives	100,000	100,000	100,000
Economic Development	380,567	516,789	-
Earthquake Insurance Reserve	1,320,228	1,328,589	1,335,717
PERS Liability	5,124,791	5,156,915	4,683,559
Economic Uncertainty	5,457,272	5,487,298	1,894,755
Unassigned	10,298,184	11,977,384	18,719,632
Total	34,786,117	38,187,664	33,913,460

(b)

(c)

Benchmark

2015-16 Budgeted Operating Expenditures 32,100,000

Reserves As % of 2015-16 Budgeted Operating Expenditures

Economic Uncertainty Reserve 6% (c)

Council Goal: Minimum 15%, up to 25%

Combined Economic Uncertainty and Unassigned Reserves 64% (d)

Council Goal: Minimum 25%, up to 50%

Notes

(a) For purpose of CAFR reporting, the City consolidates the General Fund and three related reserve funds, including the Economic Uncertainty Reserve, Pension Liability, and Earthquake Insurance Funds.

(b) Land Held for Resale, including Chrisie Avenue parcels, has been consolidated with other restricted housing assets in the Housing Special Revenue Fund to clarify the State restrictions on the use and disposition of these assets.

(c) The Economic Contingency Reserve has advanced \$3.6 million through an interfund loan to the Housing Asset Fund to provide cash flow for to complete the acquisition of the Christie Avenue parcels. This reserve will be restored to 15% as the Housing Asset loan is repaid.

(d) Strategies to address the reserve policy and its funding status will be discussed with City Council during an upcoming midyear budget update.

As of June 2015, the PERS Liability, Earthquake, and Small Business Incentive reserves continue at \$4.7 million, \$1.3 million, and \$100,000 respectively. With recent news from CalPERS about its plan to lower the investment earnings assumption and the potential \$20 million long term impact from this change in actuarial assumption, the upcoming budget cycle is a strategic time to revisit this specific City reserve and discuss options to brace and mitigate the increasing benefit rates necessary to fund this additional pension risk exposure.

The Economic Uncertainty Reserve continues with \$5.1 million in assets, of which \$3.6 million has been authorized by City Council for an inter-fund advance to the Housing Asset fund to complete property acquisition commitments for affordable housing purposes. The net cash position in the Economic Uncertainty Reserve is \$1.9 at June 2015. This cash reserve balance is anticipated to be restored as the inter-fund loan is repaid by the Housing Asset fund. The loan-term City Council goal is to restore the Economic Contingency Reserve to 25% of annual expenditures. Upon repayment of the Housing Asset fund loan, the reserve would again reach this policy target.

The Unassigned General Fund Reserve was \$18.7 million at June 2015, improved from prior years and ahead of the \$12.5 million projection in the original 2013-15 biannual budget. Consistent with the Council's stated budget policy of current year expenditures being supported by current year revenues and one-time revenues not being used for ongoing costs, but instead used for necessary one-time expenditures or to strengthen fund reserves, staff will present options for City Council consideration early in 2016 as the bi-annual budget development process kicks off and City-wide program reserve levels for all City funds are evaluated.

This analysis of the past fiscal year's actual operating results and assessment of the ending fund balance reserves are important first steps to launch the upcoming budget development cycle. Staff will return early in 2016 to discuss City Council objectives, reserve policies, and strategies for the 2016-18 biannual budget. Projection and consideration of a longer-term, 5-year look at the General Fund will inform City Council on the framework of resources available to "right size" a sustainable level of programs to be supported by the City's General Fund.

Auditors' Communication with Those Charged with Governance

Professional auditing standards require the auditors to communicate in writing to management and those charged with governance. LSL has issued its *Auditors' Communications with those Charged with Governance* and its *Report on Internal Control over Financial Reporting and Compliance and Other Matters*. These letters are attached to this report for your review.

Finding and Recommendations – The Auditor has provided no findings or recommendations with respect to City Finance operations. However, there are four 2015 findings for the Child Development Center (CDC) presented with its financial report. These are instances of non-compliance with certain laws, regulations, contracts and grant agreements.

Attachments:

1. Comprehensive Annual Financial Report for City of Emeryville
2. Child Development Program Compliance Audit
3. Measure B Compliance Audit
4. Measure BB Compliance Audit
5. Vehicle License Fee Compliance Audit
6. Letter regarding Auditors' Communications with Audit Committee
7. Letter regarding Auditors' Report on Internal Control

CITY OF EMERYVILLE
QUARTERLY FINANCIAL REPORT
First Quarter 2015-16
As of September 30, 2015

OVERVIEW

The City budgets revenue and expenditures on a straight-line basis meaning that one month equals one twelfth of the total annual budget amounts. Therefore the budgeted amounts for the first quarter represent 25% of the annual budget, the second quarter represents 50% of the annual budget, the third 75% and the fourth 100%. This report summarizes the first quarter results of the General Fund for fiscal year 2015-16 and reflects 25% of the City of Emeryville's FY2015-16 Operating Budget. General Fund key revenues are discussed along with General Fund expenditures. Revenue and expenditure data for the same point in time of the prior budget period (FY 2014-15) are shown for comparative purposes.

GENERAL FUND OVERVIEW

Key Revenues

The City's top ten budgeted revenues account for 93.6% of total General Fund revenues.

Top 10 Budgeted Revenues	FY15-16 Budget	FY15-16 Actual	Budget vs. Actual Variance	% of Budget	FY14-15 Actual	FY15-16 vs FY14-15 Variance	
Sales Tax	7,916,737	800,753	(7,115,984)	10%	768,946	31,807	4%
Transient Occupancy Tax	5,599,800	1,247,704	(4,352,096)	22%	1,112,820	134,884	12%
Business License Tax	5,035,500	121,413	(4,914,087)	2%	120,387	1,026	1%
Utility Users Tax	2,948,000	506,706	(2,441,294)	17%	495,867	10,839	2%
Cardroom Tax	2,300,000	614,784	(1,685,216)	27%	603,690	11,093	2%
Licenses and Permits	2,015,036	1,479,314	(535,722)	73%	2,345,646	(866,332)	-37%
Property Tax	1,905,448	402,538	(1,502,910)	21%	380,458	22,080	6%
Franchises	1,494,522	166,848	(1,327,674)	11%	156,132	10,716	7%
V.L.F. In Lieu	669,002	-	(669,002)	0%	-	-	0%
Real Property Transfer Tax	530,000	382,382	(147,618)	72%	168,857	213,525	126%
Total	\$ 30,414,045	\$ 5,722,442	\$(24,691,603)	19%	\$ 6,152,803	\$ (430,361)	-7%

The following highlights key revenue results:

Sales Tax: Sales tax receipts of \$801k were 10% of budget for the first quarter due to the timing of receipts (September 2015 receipts will be included in the Quarter 2 reporting). These receipts include net reductions of \$107k for the East Bay Bridge (EBB) shopping center revenue sharing agreement with the City of Oakland which was processed for the first quarter 2015. When compared to prior year, the 4% increase is a result of higher monthly advances for July and August. With sales tax being the General Fund's top revenue generator, staff will continue to monitor its results closely.

Transient Occupancy Tax (TOT): Year-to-date revenues of \$1.2M for July and August remittances were 22% of budget and 12% higher than the same time period last year.

Hotel revenues for all four hotels exceeded prior year, the result of increased occupancy combined with higher room rates.

Business License Tax (BLT): Business license renewals are on a calendar year basis and are delinquent if not paid by March 1. As a result, minimal revenue is received in the first quarter of the fiscal year, leading to a 2% actual to budget reading as of September 30th. Staff continues to employ an active discovery program to collect revenue in this area.

Utility Users' Tax (UUT): UUT of \$507k is reflected at 17% of budget due to the timing of the monthly PG&E receipt (September 2015 receipt will be included in the Quarter 2 reporting). UUT remittances remain consistent with a 2% increase over prior year.

Licenses and Permits: Licenses and Permits revenue are derived primarily from the Planning & Building department including reimbursement/cost recovery income from development projects. FY2015-16 results of \$1.5M through September are reflected at 73% of budget primarily due to two large projects that pulled permits during the first quarter: Stanford Health Care at 5800 Hollis and The Towers at 2000 Powell Street. Results are 37% below prior year due to three large projects from the first quarter of FY2014-15.

V.L.F. (Vehicle License Fee) In Lieu: Fees are received by the County of Alameda just twice per year (in December and April); therefore we expect the first payment to be included in the Quarter 2 reporting.

Real Property Transfer Tax: This new tax ordinance was effective January 1, 2015 and imposed a tax of \$12 per \$1,000 of property valuation. First quarter revenues of \$382k are 72% of budget and \$214k greater than prior year.

Expenditures

Generally the first quarter represents 25% of the fiscal year or approximately \$8,247,000 of the annual budget. Total operating costs to date are \$6,533,610 or 5% below budget at the end of the first quarter as summarized below.

Expenditures by Type:

Expenditures By Type	FY15-16 Budget	FY14-15 YTD Actual	Budget vs. Actual Variance	% of Budget	FY14-15 YTD Actual	FY14-15 vs. FY15-16 Variance	
Staffing	18,467,659	4,136,890	(14,330,769)	22%	4,022,369	114,521	3%
Contract Services	8,627,109	1,094,688	(7,532,421)	13%	1,119,889	(25,202)	-2%
Maintenance	2,129,840	406,267	(1,723,573)	19%	418,781	(12,515)	-3%
Supplies	970,207	183,059	(787,148)	19%	191,229	(8,169)	-4%
Utilities	687,780	85,840	(601,940)	12%	76,412	9,428	12%
Insurance	523,750	420,343	(103,407)	80%	354,824	65,519	18%
Education & Training	252,233	43,897	(208,336)	17%	36,802	7,095	19%
Advertising/Printing & Publication	145,600	21,712	(123,888)	15%	21,081	631	3%
Fees & Charges	99,500	150	(99,350)	0%	0	150	0%
Programs & Grants	118,000	4,946	(113,054)	4%	4,879	68	1%
Rental & Leases	80,300	19,338	(60,962)	24%	18,374	964	5%
Other	(12,400)	5,729	18,129	-46%	4,982	746	15%
Capital	5,000	0	(5,000)	0%	0	0	0%
Interfund Transfers*	894,042	110,750	(783,292)	12%	171,125	(60,375)	-35%
Total	\$ 32,988,620	\$ 6,533,610	\$ (26,455,011)	20%	\$ 6,440,747	\$ 92,863	1%

The most significant variances by type of expenditure are summarized below:

Staffing: Salary savings are a result of several vacancies during the first quarter of the fiscal year, including the Assistant City Attorney, Information System Analyst II, Police Chief (filled mid-September), Police Service Technician, Police Officers, and a Program Coordinator on leave without pay.

Contract Services: Professional services are under budget by 13% city-wide due to the timing of receiving invoices.

Maintenance and Supplies: These expenses are below budget by 6% as lower than expected services and supplies needed.

Utilities: This is below budget by 12% city-wide.

Insurance: These expenses are reflected at 80% of the total annual budget due to the annual liability insurance payment made in July 2015.

Education & Training and Advertising/Printing/Publication: The majority of these expenses are cyclical in nature resulting in expenses for the first quarter of the fiscal year being below budget by 8% and 10%.

Fees & Charges and Programs & Grants: These expenses are below budget by 25% and 21% as these services were not incurred in the first quarter of the fiscal year.

Capital: No capital expenses were incurred in the first quarter.

Other Operating Expenses: These expenses include contract obligations, animal control services, disaster preparedness and the K-9 program. These expenses are netted against an expense recovery of \$175,000 and \$9,500 from the EMS Fund & Sewer Fund to create a negative result of 46% of the budget.

Inter-fund transfers: These are lower than budgeted because the debt service payment for the 1998A bonds is not due until later in the fiscal year.

Expenditures by Department:

Expenditures By Department	FY15-16 Budget	FY15-16 YTD Actual	Budget vs. Actual Variance	% of Budget	FY14-15 YTD Actual	FY14-15 vs. FY15-16 Variance	
City Council	163,550	37,857	(125,693)	23%	31,915	5,942	19%
City Manager	723,078	173,702	(549,376)	24%	117,218	56,484	48%
City Clerk	308,760	67,827	(240,933)	22%	65,577	2,251	3%
Public Information Office	132,000	8,970	(123,030)	7%	24,435	(15,465)	-63%
City Attorney	605,438	70,672	(534,766)	12%	141,312	(70,640)	-50%
Information Technology	646,237	128,604	(517,634)	20%	144,933	(16,329)	-11%
Finance	1,028,707	218,350	(810,357)	21%	206,047	12,302	6%
Human Resources	817,397	190,770	(626,627)	23%	149,036	41,733	28%
Community Development Services	3,364,677	436,414	(2,928,263)	13%	454,948	(18,534)	-4%
Public Works	3,266,403	614,078	(2,652,325)	19%	521,910	92,169	18%
Non-Departmental Operations	2,484,492	673,173	(1,811,319)	27%	673,405	(232)	0%
Police	10,782,382	2,298,446	(8,483,936)	21%	2,381,749	(83,303)	-3%
Fire	5,781,300	1,004,438	(4,776,862)	17%	995,293	9,145	1%
Community Services	2,884,199	610,308	(2,273,891)	21%	532,969	77,340	15%
Total	\$32,988,620	\$ 6,533,609	\$ (26,455,011)	20%	\$ 6,440,747	\$ 92,862	1%

Overall departmental expenditures are considered to be on target if they are within 10% of the budget target for the first quarter, which is 25%. Departmental expenditures that vary more than 10% from the budget target are reviewed below.

Public Information Office: Expenditures are below budget due to the lower than budgeted expenses for the first quarter.

City Attorney Office: Expenditures are below budget resulting from the vacancy of the Assistant City Attorney position, the delay in processing contract services invoices and lower than budgeted operating expenses for supplies and education/training.

Community Development Services: Expenditures are below budget due to the delayed payment for the contract services reimbursement for the first quarter in the Building Division. These services are related to the reimbursable cost recovery for major new development projects which are typically not budgeted as they are difficult to project. Also, advertising/printing/publications and education/training expenses are lower than budgeted in the Economic Development and Housing Division.

Fire Department: This department is below budget due to the delayed billing for September 2015 fire services from Alameda County.



CITY OF EMERYVILLE

MEMORANDUM

DATE: December 7, 2015
TO: Budget Advisory Committee
FROM: City Manager's Department
SUBJECT: Status of Alameda County Fire Services Contract

Recommendation

This is an information item only.

Discussion

Staff has attached the FY 2015-16 First Quarter Report from Alameda County Fire Department as a discussion item. The Alameda County Fire Department (ACFD) started providing fire and emergency response services to the City of Emeryville on a contract basis beginning July 1, 2012. The contract requires that ACFD provide a quarterly report in order to monitor the service levels and contract costs. The results of the current and prior reports are reflected below:

FY 2015-16:

Summary of Fire Service Costs	Contract Budgeted Expenditures	Contract Actual Expenditures	Year End Estimate favorable/ (unfavorable)	Notes
First Quarter	\$1,438,282	\$1,354,226	\$58,201	1% Estimate under budget
Second Quarter	\$1,438,282			
Third Quarter	\$1,438,282			
Fourth Quarter	\$1,438,282			
Total	\$5,753,127	\$1,354,226	\$58,201	1% under budget

Attachments: FY 2015-16 First Quarter and Year End Estimated Expenditures Report



Alameda County Fire Department

6363 Clark Avenue · Dublin, CA 94568
Tel (925) 833-3473 · (510) 632-3473 · Fax (925) 875-9387
www.acgov.org/fire

October 19, 2015

DAVID A. ROCHA
Fire Chief

Carolyn Lehr, City Manager
City of Emeryville
1333 Park Avenue
Emeryville, CA 94608

SERVING:

City of Dublin

City of Emeryville

City of Newark

City of San Leandro

City of Union City

Lawrence Berkeley
National Laboratory

Lawrence Livermore
National Laboratory

Unincorporated Areas
of Alameda County

Alameda County
Regional Emergency
Communications Center
"Accredited Center
of Excellence"

Dear Carolyn:

Subject: 2015-16 First Quarter and Year End Estimated Expenditures Report

Attached for your review are the First Quarter and Year End Estimated Expenditures Report for the City of Emeryville. The 2015-16 approved City contract amount is \$5,753,127, year-end projection for the City's contract is \$5,694,926, and it is estimated to be 1% or \$58,201 under budget. The First Quarter expenditures were \$1,354,226 or 23.5% of budget.

The level of spending during the First Quarter was consistent with initial contract projections:

- Salaries and Benefits are estimated to be 1.0% or \$48,935 under budget due to the net change of the following:
 - Salaries are estimated to be close to budget due to unfilled shared positions;
 - Overtime is estimated to be under budget based on YTD actual;
 - Health insurance costs are estimated to be under budget due to 2016 Kaiser Bay Area family plan premiums increasing by 4.5% vs budgeted increase of 7.5% (3% lower than initially estimated) and due to budgeting all employees at 3-party rate;
 - Actual dental premium costs are estimated to be under budget due to budgeting all employees at 3-party rate;
 - Worker's compensation is under budget based on County actual allocation.
- Services and Supplies expenditures are estimated to be 1.7% or \$7,183 under budget due to the following:
 - Building Lease is estimated to be under budget based on year to date actual;
 - Fuel program is estimated to be under budget based on year to date actual;
 - All the other programs are estimated to be at budget based on year to date expenditure trend.
- Countywide Overhead is estimated to be 0.6% or \$567 under budget based on County YTD allocation and credit applied from FY 13-14 True-Up.
- Fixed Assets program is estimated to be at budget.

Quarterly Payment Reconciliation

The method of payment used by the City is to make monthly payment to the ACFD; the first two months' payment is based on the monthly average of the annual budget amount. The ACFD provides the City with a quarterly expenditure report that reconciles actual expenditures with payments made by the City and invoices the City the difference.

The City has paid \$958,854.50 for the First Quarter. First Quarter actual expenditures were \$1,354,226. The following is a summary of year-to-date reconciliation:

Service for FY 2015-16	Monthly Budget Payment	City Quarterly Payments	Actual Expenditures	Quarter-end Invoice Amount
1 st Quarter	\$479,427.25	\$958,854.50	\$1,354,226.00	\$395,371.50

Should you have questions or require additional information concerning this report, please feel free to contact me or Shu-Mei Chen.

Sincerely,



David A. Rocha
Fire Chief

cc: Accounts Payable, City of Emeryville
Walter Anderson, Division Chief, ACFD

ALAMEDA COUNTY FIRE DEPARTMENT

CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2015-16

PROGRAM	2015-16 Contract		2015-16 Estimated Actual		Total Estimated Actual	Variance (Over)/Under Budget		COMMENTS
	Allocated %	5.71%	Jul - Sept 15 Actual	Oct 15- Jun 16 Estimates		\$	%	
PROGRAM SERVICES & SUPPLIES	\$432,227	5.71%	\$70,302	\$354,742	\$425,044	\$7,183	1.7%	
APPARATUS & EQUIPMENT	\$60,563		\$3,463	\$57,100	\$60,563	\$0	0.0%	
BUILDINGS & GROUNDS	\$1,350		\$1,350	\$1,350	\$1,350	\$0	0.0%	
PPE & UNIFORMS	\$34,440		\$1,682	\$32,759	\$34,441	(\$1)	0.0%	
BLDG RENTS & LEASES	\$25,085		\$6,126	\$18,689	\$24,815	\$270	1.1%	Estimated based on YTD actual
EQUIP RENTS & LEASES	\$2,194		\$573	\$1,622	\$2,195	(\$1)	0.0%	
RADIOS	\$17,387		\$724	\$16,662	\$17,386	\$1	0.0%	
INFORMATION TECHNOLOGY	\$93,799		\$20,917	\$72,881	\$93,798	\$1	0.0%	
PROFESSIONAL SERVICES	\$10,720		\$3,302	\$7,692	\$10,994	(\$274)	-2.6%	Estimated based on YTD actual
DISPATCH CONTRACT	\$67,546		\$16,887	\$50,660	\$67,547	(\$1)	0.0%	
DISASTER PREPAREDNESS	\$415		\$22	\$393	\$415	\$0	0.0%	
EMS	\$21,765		\$1,214	\$20,550	\$21,764	\$1	0.0%	
FIRE PREVENTION	\$2,120		\$338	\$1,785	\$2,123	(\$3)	-0.1%	
FUEL/TRANSP	\$31,714		\$4,667	\$20,016	\$24,683	\$7,031	22.2%	Estimated based on YTD actual
HAZARDOUS MATERIALS	\$4,649		\$440	\$4,194	\$4,634	\$15	0.3%	
HOUSEHOLD SUPPLIES	\$6,516		\$1,848	\$4,668	\$6,516	\$0	0.0%	
LAUNDRY	\$5,824		\$1,435	\$4,306	\$5,741	\$83	1.4%	
MAPPING	\$1,719		\$0	\$1,719	\$1,719	\$0	0.0%	
ADMINISTRATION	\$3,305		\$607	\$2,647	\$3,254	\$51	1.5%	
PUB ED & COMM RELATIONS	\$10,507		\$1,423	\$9,076	\$10,499	\$8	0.1%	
SCBA	\$7,635		\$109	\$7,526	\$7,635	\$0	0.0%	
STAFF VEHICLES	\$4,397		\$917	\$3,479	\$4,396	\$1	0.0%	
TRG & STAFF DEV.	\$9,188		\$1,198	\$7,989	\$9,187	\$1	0.0%	
RESCUE	\$1,867		\$181	\$1,687	\$1,868	(\$1)	-0.1%	
WILDLAND	\$1,856		\$1,318	\$537	\$1,855	\$1	0.1%	
HUMAN RESOURCES	\$4,539		\$765	\$3,775	\$4,540	(\$1)	0.0%	
RESERVE	\$1,127		\$146	\$980	\$1,126	\$1	0.1%	
NONDISCRETIONARY SERVICES & SUPPLIES (COUNTY RISK MGMT, COUNSEL)	\$84,891		\$19,242	\$63,567	\$82,809	\$2,082	2.5%	Due to FY 14-15 cost True-Up
COUNTY INDIRECTS	\$27,366		\$6,841	\$20,524	\$27,365	\$1	0.0%	
FIXED ASSETS	\$13,079		\$1,580	\$11,499	\$13,079	\$0	0.0%	
ALL PROGRAMS AND OVERHEAD SUBTOTAL:	\$557,563		\$97,965	\$450,332	\$548,297	\$9,266	1.7%	

CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2015-16										
PROGRAM	2015-16 Contract	2015-16 Estimated Actual			Total Estimated Actual	Variance (Over)/Under Budget	COMMENTS			
		Jul - Sept 15 Actual	Oct 15- Jun 16 Estimates							
SALARIES AND BENEFITS	\$5,015,363	\$1,213,614	\$3,752,814	\$4,966,428	\$48,935	1.0%				
BASE SALARY	\$2,686,215	\$659,692	\$2,020,281	\$2,679,973	\$6,242	0.2%	Due to unfilled shared positions			
OVERTIME	\$611,405	\$137,251	\$448,770	\$586,021	\$25,384	4.2%	Estimated based on YTD actual			
HOLIDAY PAY	\$147,987	\$39,017	\$108,907	\$147,924	\$63	0.0%				
PERS RETIREMENT	\$766,365	\$187,543	\$577,603	\$765,146	\$1,219	0.2%				
EMPLOYEE CONTRIBUTION TO EMPLOYER										
RETIREMENT COSTS	(\$48,072)	(\$11,807)	(\$36,306)	(\$48,113)	\$41	-0.1%				
PAYROLL TAXES	\$48,056	\$11,730	\$36,098	\$47,828	\$228	0.5%				
HEALTH INSURANCE - ACTIVE							Due to 2016 Kaiser Bay Area family plan premiums increasing by 4.5% vs budgeted increase of 7.5% (3% lower than initially estimated) and due to budgeting all employees at 3-party rate			
EMPLOYEE CONTRIBUTION TO HEALTH INSURANCE	\$446,005	\$103,789	\$337,338	\$441,127	\$4,878	1.1%				
DENTAL	(\$44,601)	(\$10,379)	(\$33,733)	(\$44,112)	(\$489)	1.1%				
401A CONTRIBUTION	\$35,784	\$7,506	\$23,872	\$31,378	\$4,406	12.3%	Due to budgeting all employees at 3-party rate			
OTHER BENEFITS	\$40,670	\$9,950	\$30,706	\$40,656	\$14	0.0%				
WORKERS COMP	\$40,139	\$9,557	\$29,985	\$39,542	\$597	1.5%				
	\$285,410	\$69,765	\$209,293	\$279,058	\$6,352	2.2%	Based on County allocation			
CONTRACT WITH OAKLAND FIRE DEPARTMENT FOR ADDITIONAL COVERAGE	\$163,164	\$40,791	\$122,373	\$163,164	\$0	0.0%				
SUPPLEMENTAL RECOMMENDATIONS	\$17,037	\$1,856	\$15,181	\$17,037						
EQUIPMENTS	\$0									
LOCAL MATCH FOR GRANT	\$9,614	\$0	\$9,614	\$9,614	\$0		APEX Radio Grant and AFG grant for Mobile Live Fire Simulator			
TRAINING TOWER IMPROVEMENT PROJECT	\$7,423	\$1,856	\$5,567	\$7,423	\$0		Training Tower Asphalt Replacement (5 years)			
RECOMMENDED CONTRACT TOTAL	\$5,753,127	\$1,354,226	\$4,340,700	\$5,694,926	\$58,201	1.0%				
RECONCILIATION										
Month 1 of Quarterly Payment		479,427.25								
Month 2 of Quarterly Payment		479,427.25								
Quarter-end True-up Invoice Amount		395,371.50								

R/O	Unit	ALCO Identifier	Date	Labor	OT Labor	Parts	Freight	OSR	Tax	R/O total	Reg.Hrs	OT.Hrs	Reason for repair	Work performed
150814	401	PREV11	8/18/2015	\$ 472.50	\$ -	\$ 99.62	\$ -	\$ -	\$ 9.46	\$ 581.58	4.5	0.0	Services	1. Annual service Oil didn't need to be changed for another 4000 miles, therefore service not performed 2. Battery needs replacement
151021	171	E35	9/1/2015	\$ 294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294.00	2.8	0.0	Repair	Replaced battery
151022	200	T535	9/1/2015	\$ 294.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294.00	2.8	0.0	Repair	Annual pump test. Passed.
151050	170	E34	9/9/2015	\$ 420.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 420.00	4.0	0.0	Repair	Annual pump test. Passed.

Total for Quarter \$ 1,589.58

**ALAMEDA COUNTY FIRE DEPARTMENT
CITY OF EMERYVILLE
RESPONSE TIMES
FY 2015-2016**

STRUCTURE FIRE CALLS									
Percentage of first alarm assignments meeting response time of 11 minutes or less (3 Engines/1 Truck)									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
3	3							3	3
100.00%								100.00%	

OTHER FIRE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
10	10							10	10
100.00%								100.00%	

MEDICAL CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
333	365							333	365
91.23%								91.23%	

HAZARDOUS CONDITIONS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
6	8							6	8
75.00%								75.00%	

SERVICE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
11	14							11	14
78.57%								78.57%	

GOOD INTENT									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
22	25							22	25
88.00%								88.00%	

FALSE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
59	61							59	61
96.72%								96.72%	

CANCELLED ENROUTE									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
	79								79
565		-		-		-		565	

ALL INCIDENTS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
444	486	0	0	0	0	0	0	444	486
91.36%								91.36%	

EMERGENCY INCIDENTS ONLY									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
352	386							352	386
91.19%								91.19%	

CITY OF EMERYVILLE

OUTSTANDING LONG-TERM DEBT

CITY DEBT (as of 6/30/15)

Issue	Rating	Interest Rate	Maturity	Par Amount	15-16 Principal Due 5/1/16	15-16 Interest Due 11/1/15 & 5/1/16
2013A Lease Revenue Bond	N/A Private Placement	3.02% fixed	May 2028	\$4,390,000	\$252,700	\$118,157
TOTAL				<u>\$4,390,000</u>	<u>\$252,700</u>	<u>\$118,157</u>
Curr. Outstanding				<u>\$3,912,500</u>		

SUCCESSOR AGENCY DEBT (as of 9/30/15)

Issue	Rating	Interest Rate	Maturity	Par Amount	15-16 Principal Due 3/1/16	15-16 Interest Due 9/1/15 & 3/1/16
2014A Tax-exempt	S&P: A+	0.19-3.58%	Sept 2034	\$ 95,450,000	\$5,440,000	\$ 4,381,100
2014B Taxable	S&P: A+	0.7-4.82%	Sept 2031	14,270,000	895,000	460,101
TOTAL				<u>\$ 109,720,000</u>	<u>\$6,335,000</u>	<u>\$ 4,841,201</u>
Curr. Outstanding				<u>\$103,630,000</u>		

Emeryville Public Financing Authority (as of 9/30/15)

Issue	Rating	Interest Rate	Maturity	Par Amount	15-16 Principal Due 9/2/15	15-16 Interest Due 9/2/15 & 3/2/16
1999 Revenue Bond	Not rated	4.10-5.90%	Sept 2021	\$ 14,420,000	\$745,000	\$ 282,975
TOTAL				<u>\$ 14,420,000</u>	<u>\$745,000</u>	<u>\$282,975</u>
Curr. Outstanding				<u>\$4,430,000</u>		