



BOARD OF DIRECTORS
BUDGET AND FINANCE COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

DAVE HUDSON – CHAIRPERSON
JOHN GIOIA
LIZ KNISS
JAN PEPPER
BRAD WAGENKNECHT

KATIE RICE – VICE CHAIRPERSON
CAROLE GROOM
NATE MILEY
MARK ROSS

WEDNESDAY
APRIL 27, 2016
9:30 A.M.

7th FLOOR BOARD ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members. The Committee Chair shall lead the Pledge of Allegiance.

2. **PUBLIC COMMENT PERIOD**

(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/The-Air-District/Board-of-Directors/Agendas-and-Minutes.aspx> at the time of the meeting.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF MARCH 23, 2016**

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Budget and Finance Committee Meeting of March 23, 2016.

4. **CONTINUED DISCUSSION OF FISCAL YEAR ENDING (FYE) 2017 PROPOSED AIR DISTRICT BUDGET AND CONSIDERATION TO RECOMMEND ADOPTION**

J. McKay/4629

jmckay@baaqmd.gov

The Committee will continue discussion of the proposed budget for Fiscal Year Ending (FYE) 2017 and consider recommending Board of Directors adoption of the proposed FYE 2017 Budget.

5. **THIRD QUARTER FINANCIAL REPORT – FISCAL YEAR ENDING (FYE) 2016**

J. McKay/4629

jmckay@baaqmd.gov

The Committee will receive an update on the Air District's financial results for the third quarter of Fiscal Year Ending (FYE) 2016.

6. **COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)

7. **TIME AND PLACE OF NEXT MEETING**

Wednesday, June 22, 2016, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, CA 94105 at 9:30 a.m.

8. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Budget and Finance Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- **Accessibility and Title VI:** The Air District provides services and accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Board matters. For accommodations or translations assistance, please call 415-749-5016 at least three days in advance of a meeting, so that arrangements can be made accordingly.

Accesibilidad y Título VI: El Distrito del Aire ofrece servicios y realiza las adaptaciones necesarias para las personas con discapacidades y para las personas con un dominio limitado del inglés siempre que estos servicios se soliciten y se deseen tratar asuntos relacionados con la Junta. Si necesita ayuda con algún tipo de adaptación o traducción, llame al 415-749-5016 como mínimo tres días antes de la reunión de manera que puedan realizarse las adaptaciones necesarias.

Magagamit na Tulong at Título VI: Nagbibigay ang Air District ng mga serbisyo at mga akomodasyon, kapag hiniling, sa mga taong may kapansanan at mga taong limitado ang kakayahan sa Ingles na gustong magpahayag tungkol sa mga usapin sa harap ng Lupon. Para sa mga tulong sa akomodasyon o sa pagsasalin, mangyaring tumawag sa 415-749-5016 nang tatlong araw man lamang na una pa sa miting, para makapaghandang ayon sa pangangailangan.

可及度及標題VI：空氣管理局根據申請為殘障人士和英語熟練程度有限但卻希望參與董事會事宜的人員提供服務和住宿。關於住宿或者翻譯幫助，請至少在會議之前三天致電 415-749-5016，以便作出相應安排。

Tạo Khả Năng Truy Cập và Chương VI: Đặc Khu cung cấp dịch vụ và phương tiện đáp ứng, khi có yêu cầu, cho những người bị khuyết tật và cho những cá nhân không thông thạo Anh ngữ muốn được tham gia các vấn đề của Hội Đồng. Để được phương tiện đáp ứng hoặc trợ giúp phiên dịch, xin gọi số 415-749-5016 ít nhất ba ngày trước khi có hội thảo, để tiện bố trí các phương tiện

Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

APRIL 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting <i>(At the Call of the Chair)</i>	Monday	25	10:00 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	27	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	28	9:30 a.m.	Board Room

MAY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Public Engagement Committee <i>(At the Call of the Chair)</i>	Monday	2	9:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	4	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	5	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED & RESCHEDULED TO WEDNESDAY, JUNE 1, 2016 AT 9:30 A.M.	Monday	16	10:30 a.m.	Board Room
Board of Directors Ad Hoc Building Oversight Committee <i>(At the Call of the Chair)</i> -CANCELLED	Wednesday	18	9:30 a.m.	Board Room
Special Board of Directors Meeting - Budget Hearing <i>(At the Call of the Chair)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room

MAY 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other month)</i> - CANCELLED	Thursday	19	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	26	9:30 a.m.	Board Room

JUNE 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	1	9:45 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	1	9:30 a.m.	1 st Floor Board Room
Board of Directors Special Meeting as the Sole Member of The Bay Area Clean Air Foundation	Wednesday	15	9:45 a.m.	1 st Floor Boardroom
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	20	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	20	10:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	22	9:30 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i> - CANCELLED	Thursday	23	9:30 a.m.	1 st Floor Board Room

HK – 4/21/16 (10:34 a.m.)

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson David Hudson and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: April 12, 2016

Re: Approval of the Minutes of March 23, 2016

RECOMMENDED ACTION

Approve the attached draft minutes of the Budget and Finance Committee (Committee) meeting of March 23, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of March 23, 2016.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Heidi Kettler
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of March 23, 2016

AGENDA: 3 – ATTACHMENT

Draft Minutes – Budget and Finance Committee Meeting of March 23, 2016

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Budget and Finance Committee Meeting
Wednesday, March 23, 2016

1. CALL TO ORDER – ROLL CALL

Budget and Finance Committee (Committee) Chairperson David Hudson called the meeting to order at 9:36 a.m.

Present: Committee Chairperson David Hudson; Vice-Chairperson Katie Rice; and Directors Liz Kniss, Nate Miley, Jan Pepper, Mark Ross, and Brad Wagenknecht.

Absent: Directors John Gioia and Carole Groom.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS: None.

3. APPROVAL OF THE MINUTES OF JANUARY 27, 2015

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Wagenknecht made a motion, seconded by Director Kniss, to approve the Minutes of January 27, 2015; and the motion carried by the following vote of the Committee:

AYES: Hudson, Kniss, Pepper, Rice, and Wagenknecht.

NOES: None.

ABSTAIN: None.

ABSENT: Gioia, Groom, Miley, and Ross.

4. DISCUSSION OF PROPOSED BUDGET FOR FISCAL YEAR ENDING (FYE) 2017

Jeff McKay, Deputy Air Pollution Control Officer, gave the staff presentation *Proposed Fiscal Year End 2017 Budget*, which included projections for current FYE 2016; District reserve funds - audited values excluding building proceeds; approved reserve transfers FYE 2016; proposed

budget for FYE 2017; general fund revenue sources and expenditures; services, supplies, and capital; FYE 2017 proposed fees; FYE 2017 FTE staffing level; additional staffing; FYE 2017 balance summary; and FYE 2017 use of fund balance.

NOTED PRESENT: Director Ross was noted present at 9:40 a.m.

Committee Vice Chair Rice asked if revenues from permit fees and property tax are equally affected during an economic downturn and how sensitive the District's budget is to economic swings. Mr. McKay responded that permit fees track with economic activity more than property tax revenue.

Mr. McKay continued the presentation, which included fund balance policy; unfunded liabilities - CalPERS funding ratio vs. rate of return; and response for CalPERS pension.

Committee Comments:

The Committee and staff discussed considerations and factors of the CalPERS funding ratio; benefits of prefunding; multi-year increases; rate of return forecasting; additional employee contribution; the District's unfunded liability target; and a potential policy for the Board to consider regarding the continued increase of contributions, overages, or reserves in order to accelerate closing the unfunded liabilities gap.

NOTED PRESENT: Director Miley was noted present at 10:04 a.m.

Presentation continued:

Mr. McKay continued the presentation, which included retirement medical; other post-employment benefits (OPEB) liability; unfunded liabilities - response for OPEB; office building obligations; and a summary of the FYE 2017 Budget.

Committee Comments continued:

Staff was met with the Committee's general appreciation of the thought put into the proposed options presented. Committee Chair Hudson said that the Board's comments may echo those of the Committee when the Board is presented with this topic in April.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. PROPOSED AMENDMENTS TO REGULATION 3: FEES

Jaime Williams, Director of Engineering, gave the staff presentation *Proposed Amendments to Regulation 3, Fees*, including revenue sources - FYE 2015; cost recovery policy; trends in cost recovery and cost containment; proposed changes to fee schedules; petroleum refining emissions tracking fees; Schedule W costs and fees; major facility community air monitoring fees; Schedule X costs and fees; other proposed amendments; impact on large facilities: petroleum

refineries and power plants; impact on small businesses; workshop public comments; and rule development schedule.

Committee Comments:

The Committee and staff discussed the implications of low oil prices on cost recovery; cost recovery pertaining to an increase in District personnel; how criteria for major facility community air monitoring fees is derived; targeted percentage of the cost recovery associated with proposed Rule 12-15; cost recovery projections versus cost recovery ideal targets; and tiered financial structure for asbestos permit fees for single family dwellings.

Public Comments: No requests received.

Committee Action: None; receive and file.

6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

Committee Chair Hudson noticed a figure deviation that he believes to be a typo in one of the columns (on page 145) in the “Group Insurance Benefits” section of the budget and requested that staff double check the data before it is brought to the Board for consideration.

7. TIME AND PLACE OF NEXT MEETING

Wednesday, April 27, 2016, at Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

8. ADJOURNMENT: The meeting adjourned at 10:50 a.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson David Hudson and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: April 13, 2016

Re: Continued Discussion of Fiscal Year Ending (FYE) 2017 Proposed Air District
Budget and Consideration to Recommend Adoption

RECOMMENDED ACTION

The Committee will continue discussion of the proposed budget for FYE 2017 and consider recommending that the Board of Directors:

1. Adopt the FYE 2017 Proposed Budget; and
2. Establish a funding policy for CalPERS Retirement Pension Plan.

BACKGROUND

As directed by the Board of Directors at its March 16, 2016 regular board meeting, the FYE 2017 Proposed Budget was referred to the Budget and Finance Committee for review at the Committee's March 23, 2016 meeting.

On March 23, 2016, staff presented the FYE 2017 proposed budget to the Committee. The proposed budget is balanced, with the General Fund totaling \$78.4 million and the Consolidated Funds (including program distributions) totaling \$137.9 million. Proposed capital requests are \$4.0 million.

DISCUSSION

The Committee will continue its discussion on the FYE 2017 Proposed Budget at its April 27, 2016 meeting. The FYE 2017 Proposed Budget includes several recommendations for the Committee's consideration:

- Continuation of \$3.0M contribution to prefund OPEB;
- Prefund CalPERS Pension plan in an amount of \$280K or 5% of Annual Required Contribution (ARC);
- Use of reserves to fund one-time capital purchases; and
- Increase budgeted positions from 334 to 345.

In addition to these recommendations, the Committee directed staff to prepare for the April 27, 2016 meeting, the following:

- Funding Policy for CalPERS Pension Plan.

Staff will present information on these items at the April 27, 2016 Budget and Finance Committee meeting.

Staff requests that the Budget and Finance Committee at its April 27, 2016 meeting complete its review and take action on the proposed budget. This will allow staff the necessary time required to amend, if necessary, the budget for the first public hearing to be held on May 18, 2016.

Staff will publish, prior to April 27, 2016, a notice to the general public that the first of two public hearings on the budget will be conducted on May 18, 2016 and that the second hearing will be conducted on June 15, 2016.

BUDGET CONSIDERATION/FINANCIAL IMPACT

The proposed consolidated budget for FYE 2017, is \$137,916,754, and is a balanced budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson David Hudson and Members
of the Budget and Finance Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: April 13, 2016

Re: Third Quarter Financial Report – Fiscal Year Ending (FYE) 2016

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

Finance staff will present an update on the Air District’s financial results for the third quarter of FYE 2016. The following information summarizes those results.

GENERAL FUND BUDGET: STATEMENT OF REVENUES

Comparison of Budget to Actual Revenues

County Receipts	\$ 15,859,657	(65%) of budgeted revenue
Permit Fees	\$ 28,986,268	(100%) of budgeted revenue
Title V Permit Fees	\$ 4,636,534	(107%) of budgeted revenue
Asbestos Fees	\$ 2,855,744	(119%) of budgeted revenue
Toxic Inventory Fees	\$ 287,968	(52%) of budgeted revenue
Penalties and Settlements	\$ 5,917,183	(296%) of budgeted revenue
Interest Revenues	\$ 185,842	(93%) of budgeted revenue
Miscellaneous Revenues	\$ 37,875	(19%) of budgeted revenue

GENERAL FUND BUDGET: STATEMENT OF EXPENDITURES

Comparison of Budget to Actual Expenditures

Personnel - Salaries*	\$ 26,064,945	(70%) of budgeted expenditure
Personnel - Fringe Benefits*	\$ 13,726,549	(80%) of budgeted expenditure
Operational Services and Supplies	\$ 12,895,521	(71%) of budgeted expenditure
Capital Outlay	\$ 5,834,442	(146%) of budgeted expenditure
Office Acquisition	\$ -	(0%) of budgeted expenditure
<i>* Consolidated (includes Special Funds)</i>		

CASH AND INVESTMENTS IN COUNTY TREASURY
 (Account Balance as of March 30, 2016)

General Fund	\$58,384,528
TFCA	\$78,310,617
MSIF	\$31,646,609
Carl Moyer	\$5,003,236
CA Goods Movement	\$8,114,757
BikeShare	\$2,930,969
Total	\$184,390,716

	6/30/2014	6/30/2015	6/30/2016
FUND BALANCES	Audited	Audited	Projected
Reserve for Building and Facilities	500,000	-	-
Reserve for Capital Equipment Contingency	1,000,000	1,000,000	1,360,000
Reserve for Economic Contingency	10,114,309	10,114,309	15,159,959
Reserve for IT-Desktop Equipment	500,000	500,000	-
Reserve for IT- Event Response	500,000	500,000	500,000
Reserve for Parking Infrastructure	-	-	500,000
Reserve for JD Edwards Software Upgrade	1,000,000	-	-
Reserve for Pension & Post Employment Liability	1,800,000	1,800,000	1,600,000
Reserve for Tech- GHG Monitoring Equipment	360,900	-	-
Reserve for Tech- Meterological Network Equipment	417,100	417,100	417,100
Reserve for Tech- Mobile Monitoring Instruments	450,000	450,000	450,000
Reserve for GHG Abatement Technology Study	-	-	1,500,000
Reserve for Worker's Comp Self -Funding	1,000,000	1,000,000	1,000,000
Total Designated Reserves	\$ 17,642,309	\$ 15,781,409	\$ 22,487,059
Undesignated Fund Balance	7,404,751	15,122,475	8,416,825
Use of Fund Balance	-	-	(8,416,825)
TOTAL RESERVES	\$ 25,047,060	\$ 30,903,884	\$ 22,487,059
Building Proceeds	14,668,200	14,168,200	5,168,200
TOTAL BUILDING PROCEEDS	\$ 14,668,200	\$ 14,168,200	5,168,200
TOTAL FUND BALANCE	\$ 39,715,260	\$ 45,072,084	\$ 27,655,259

VENDOR PAYMENTS

In accordance with provisions of the Administrative Code, Division II Fiscal Policies and Procedures - Section 4 Purchasing Procedures: 4.3 Contract Limitations, staff is required to present recurring payments for routine business needs such as utilities, licenses, office supplies

and the like, more than, or accumulating to more than \$70,000 for the fiscal year. In addition, this report includes all of the vendors receiving payments in excess of \$70,000 under contracts that have not been previously reviewed by the Board. In addition, staff will report on vendors that undertook work for the Air District on several projects that individually were less than \$70,000, but cumulatively exceed \$70,000.

Below is a list of vendors with cumulative payments made through the third quarter of the 2015-2016 fiscal year that exceeded \$70,000 and meet the reporting criteria noted above. All expenditures have been appropriately budgeted as a part of the overall Air District budget for fiscal year 2015-2016.

	VENDOR NAME	AMOUNT PAID (July 2015 - March 2016)	Explanation
1	ALLIANT INSURANCE SERVICES	386,450	Various Business Insurance Policies
2	BENEFITS COORDINATORS CORP.	551,642	Life Insurance Plan & LTD Insurance
3	CA PUBLIC EMPLOYEE RETIREMENT SYSTEM	6,845,580	Health Insurance Plan
4	CA PUBLIC EMPLOYEE RETIREMENT SYSTEM	5,158,477	Retirement Benefits & 457 Supplemental Plan
5	CAPCOA	699,063	Pass through EPA grants
6	CEREDIAN CORP	76,528	Payroll Processing Services
7	COMCAST	129,653	Internet Connections
8	COMPUCOM SYSTEM	191,601	Microsoft License Agreement
9	CSAC EXCESS INSURANCE AUTHORITY	65,863	Life Insurance Plan & LTD Insurance
10	CUBIC TRANSPORTATIONS SYSTEMS	273,755	Clipper Transit Subsidy
11	EMPLOYEE BENEFIT SPECIALISTS	201,693	Medical & Dependent Care Flexible Spending Plan
12	ENTERPRISE FLEET SERVICES	445,443	Fleet Leasing and Maintenance services
13	HARTFORD LIFE INS. CO.	441,452	457 Supplemental Insurance
14	PACIFIC GAS & ELECTRIC COMPANY	399,280	Utilities
15	PREFERRED BENEFIT INSURANCE AD	504,177	Dental Insurance Plan
16	RENNE SLOAN HOLTZMAN SAKAI	116,803	Human Resources Consulting Services
17	VERIZON WIRELESS	139,115	Cell phone services

BUDGET CONSIDERATION/FINANCIAL IMPACT

None; receive and file.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Stephanie Osaze
Reviewed by: Jeff McKay