



**City of Emeryville
Finance Advisory Committee**

William C Reuter, Chairperson & Resident
Nora Davis, Council Member
Jac Asher, Council Member
Fran Quittel, Resident

Benay Curtis-Bauer, Business Rep
Stephen Cutty, Labor Rep
Vacant, Business Rep

AGENDA

Special Meeting of the Finance Advisory Committee
Special Meeting of the Emeryville City Council
GARDEN ROOM, OLD TOWN HALL
1333 Park Avenue, Emeryville, CA 94608

Monday, November 18, 2013, 5:30 p.m.

All Advisory Committee meetings are noticed as Special City Council Meetings so that any or all of the City Council may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council but must be ratified at a regular City Council. All writings that are public records and relate to an agenda item below which are distributed to a majority of the Finance Committee (including writings distributed to a majority of the Finance Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California 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 program should contact the sponsoring department or the City Clerk at (510) 596-7800, as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfill the request will be made.

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.

The **AGENDA** for this meeting is as follows:

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS**
- III. **APPROVE MINUTES FROM SEPTEMBER 23, 2013 MEETING**
- IV. **AGENDA ITEMS**
 - A. Quarterly Financial Update
 - B. Discussion regarding the Capital Improvement Program
 - C. Discussion regarding Investment Advisory Services
 - D. Status of Alameda County Fire Services Contract
 - E. Update on Redevelopment Dissolution Actions
- V. **STAFF COMMENTS- Proposed Special meeting on December 16, 2013**
- VI. **COMMITTEE MEMBER COMMENTS**
- VII. **ADJOURNMENT**

FURTHER INFORMATION may be obtained by contacting Debra Auker, Director of Administrative Services, at (510) 596-4352. The next scheduled special meeting is **February 24, 2013 at 5:30 p.m.**

DATED: November 14, 2013

Karen Hemphill, City Clerk

Post on: Nov 15, 2013
Post until: Nov 19, 2013

City of Emeryville
Finance Advisory Committee Meeting Minutes
September 23, 2013, 5:30pm

Members Present:

William C Reuter, Chairperson
Nora Davis, Council Member
Jac Asher, Council Member
Stephen Cutty, SEIU 1021
Fran Quittel, Resident

Staff Present:

Sabrina Landreth, City Manager
Debra Auker, Director of Administrative Services
Michelle Strawson O'Hara, Accounting Supervisor

Excused:

Benay Curtis-Bauer, Business Rep

- I. **Call to Order:** The meeting was called to order at 5:30 p.m.
- II. **Public Comments:** Resident Ken Bukowski confirmed that Finance Committee member Elizabeth Altieri passed away and suggested closing the meeting in her honor.
- III. **Minutes from August 19, 2013 Meeting:** Approved
- IV. **Agenda Items:**
 - A. **Refinancing Outstanding Civic Center Bonds** – James Fabian of Fieldman, Rolapp & Associates and Bond Council Brian Quint (from Quint & Thimmig, LLP) presented their recommendation to refinance the City of Emeryville Public Financing Authority Lease Revenue Bonds, 1998 Series A through a process of requesting proposals/bids from direct purchase investors. They explained that refinancing would save the City an estimated \$1.1 million total over the next 15 years.
 - Member Fran Quittel asked about the payment savings/year through 2028. Mr. Fabian estimated the savings to be approximately \$75k/year. Member Quittel questioned the debt balance and whether it is \$5.6 million or \$7 million. Mr. Fabian explained that the \$7 million represented the original bond issuance in 1998 and with the principal repayments to date; this balance is now \$5.6 million. Member Quittel also asked about any refinancing fees. Mr. Fabian estimated the fees for a private placement loan to be approximately \$80k. These costs have already been deducted to arrive at the \$75k savings/year. The net present value of these savings is approximately \$395k. The savings with making a public placement would be significantly less at about \$160k.
 - Member Jac Asher questioned whether there would be an impact on the City's credit rating. Mr. Quint explained that there would be no impact and furthermore, the City would be reducing its debt service would be seen as a positive (i.e. no new debt).
 - Member Quittel questioned whether there would be any downside to moving forward with the refinancing. Both Mr. Fabian and Mr. Quint confirmed that there would not be.
 - Mr. Quint confirmed that staff would have a firm interest rate from the proposing bank before going to Council for approval.
 - Member Nora Davis requested that we be sure to include local banks from the Bay Area when requesting proposals/bids.
 - Member Quittel asked whether we would owe anything to the presenters (Fieldman, Rolapp, & Associates and/or Quint & Thimmig, LLP) if the City chose not to move forward. Mr. Quint explained that we would not since they work on a contingent basis.

- The committee approved proceeding with the process of requesting proposals/bids from direct purchase investors to be brought forward for Council approval.

B. Discussion of Emeryville Center of Community Life (ECCL) – Director Debra Auker provided an update of the ECCL Project as described in the September 3, 2013 City Council staff report. Ms. Auker confirmed the City received a Finding of Completion letter from the State and that is it unlikely that the Department of Finance won't approve it.

- Member Fran Quittel requested that security expenses be shown as a separate line item, specifically for evening events or those outside of school hours. Ms. Auker mentioned that she spoke with Chief Ken James and he explained that the Police Department would respond as it currently does to any security issues. She also explained that there would be a separate security office and that the renters of the space would be responsible for additional security costs. Member Davis suggested adding this topic to the next Public Safety Committee meeting and have Chief James speak to it.
- Member Asher reiterated her concerns over the costs the City is proposing to invest in this project.
- Member William Reuter asked about the status of the bike path. Ms. Auker and Ms. Landreth responded that the extra costs would be approximately \$750k and that this would be a Phase II project as approved by the Planning Commission.
- Ms. Auker confirmed that the ECCL is scheduled to be approved in November 2013.

C. Update on Redevelopment Dissolution Actions – Director Auker provided a verbal report on the current activities related to redevelopment dissolution:

- The January through June 2013 ROPS was completed and would be presented to the Oversight Board for approval on Thursday, September 26.
- The City received the Notice of Completion from the Department of Finance.
- There is currently \$16.4 million held in escrow.
- Member Reuter requested a hard copy of the ROPS be left at the front desk for him to pick up.

V. **Staff Comments:** None.

VI. **Committee Member Comments:** Member Quittel requested that simple documents and or tables/charts be used as a tool for assessing any financial decisions moving forward. Member Reuter requested a regular report on the City's debt/interest. Quarterly or annual reports would be fine.

VII. **Adjournment:** The meeting was adjourned at 6:30 p.m.

CITY OF EMERYVILLE QUARTERLY FINANCIAL REPORT *First Quarter 2013-14* *As at September 30, 2013*

OVERVIEW

This report summarizes the first quarter of fiscal year 2013-14 and reflects 25% of the City of Emeryville's 2013-2014 Operating Budget Period. General Fund key revenues are discussed along with a summary discussion on General Fund expenditures. In addition, expenditure data for the same point in time of the prior budget period (FY 2012-13) is shown for comparative purposes.

GENERAL FUND OVERVIEW

Key Revenues

Excluding interfund transfers, the City's top ten budgeted revenues account for 93% of total General Fund revenues.

Top Budgeted Revenues	Adopted Budget	FY 2014 YTD Actual	Budget vs. Actual Variance	% of Budget	FY 2013 YTD Actual	FY 2013 vs FY 2014 Variance	
Sales Tax	7,106,800	866,448	(6,240,352)	12%	665,013	201,435	30%
Business License Tax	4,619,700	107,847	(4,511,853)	2%	121,623	(13,777)	-11%
Transient Occupancy Tax	4,500,000	993,397	(3,506,603)	22%	847,759	145,639	17%
Utility Users Tax	3,108,300	513,000	(2,595,300)	17%	498,187	14,813	3%
Cardroom Tax	2,300,000	582,307	(1,717,693)	25%	597,314	(15,007)	-3%
Property Tax	1,856,400	381,709	(1,474,691)	21%	385,315	(3,606)	-1%
Franchises	1,444,400	177,083	(1,267,317)	12%	177,842	(759)	0%
Licenses and Permits	1,235,900	412,606	(823,294)	33%	934,631	(522,025)	-56%
V.L.F. In Lieu	617,000	-	(617,000)	0%	-	-	0%
Fines	335,000	54,794	(280,206)	16%	109,489	(54,694)	-50%
Other and Transfers In	2,536,800	372,861	(2,163,939)	15%	536,977	(164,116)	0%
Total	\$ 29,660,300	\$ 4,462,052	\$ (25,198,248)	15%	\$ 4,874,149	\$ (412,097)	-8%

The following highlights key revenue results:

Sales Tax: Sales tax receipts were 12% of budget for the first quarter due to the timing of receipts (September 2013 receipts will be included in the Quarter 2 reporting). These receipts include net reductions of \$83k for the East Bay Bridge revenue sharing payment to the City of Oakland which was processed for the first quarter 2013. When compared to prior year, the 30% increase is a reflection of improvements in consumer spending. With sales tax being the General Fund's top revenue generator, staff will continue to monitor its results closely.

Business License Tax: 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 revenues due to the City.

Transient Occupancy Tax (TOT): Year-to-date TOT revenues (July and August remittances) were 22% of budget and 17% 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.

Utility Users' Tax (UUT): UUT is reflected at 17% of budget due to the timing of the monthly PG&E receipt (September 2013 receipt will be included in the Quarter 2 reporting). UUT remittances remain consistent with a 3% increase over prior year.

Licenses and Permits: License and Permits revenues are derived primarily from the Planning & Building department including reimbursement/cost recovery income. First quarter results are reflected at 33% of budget. Revenues are 56% less than prior year actuals primarily due to \$332k in building permits collected in September 2012 (FY 2013) for a rental apartment project on Powell Street.

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.

Fines: Fines are derived from parking and vehicle code violations, with revenues recognized in arrears upon collection. Collections at the end of the first quarter were at 16% of budget, and the variance from prior year actual collections is due to the elimination of the Red Light Camera program.

Expenditures

Generally the first quarter represents 25% of the fiscal year or approximately \$7,474,000 of the annual budget. Total operating costs to date are \$6,110,743 or 18% below budget at the end of the first quarter as summarized below.

By Department:

Expenditures	Annual Budget	Current Year Actual	% of Budget	Prior Year Actual
City Council	146,900	31,390	21.4%	32,115
City Manager	342,500	62,693	18.3%	88,471
City Clerk	344,700	71,298	20.7%	80,089
Public Information Office	121,150	9,785	8.1%	7,894
City Attorney	548,300	118,274	21.6%	91,208
Administrative Services	2,024,110	439,027	21.7%	463,575
Planning and Building	1,732,900	286,454	16.5%	270,382
Economic Development	848,680	204,688	24.1%	200,069
Public Works	2,998,406	590,146	19.7%	585,322
Non-Departmental Operations	2,680,513	725,204	27.1%	658,408
Police	10,152,401	2,128,074	21.0%	2,149,969
Fire	5,800,014	1,011,540	17.4%	968,742
Community Services	2,155,565	432,171	20.0%	441,904
Total	29,896,139	6,110,743	20.4%	6,038,148

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

The Public Information Office is below budget due to the timing of the billing for the taping public meetings and the ENews.

The City Attorney's Office expenditures are within budget, but \$27,000 greater than last year at this time due to \$19,000 of budgeted professional legal services in the current year that were not paid in the first quarter of the prior year, and an \$8,000 difference in salaries due to replacing the paralegal position with an Assistant City Attorney.

The Planning & Building Department is within budget, but \$16,000 greater than last year at this time due to the reimbursable planning contract services charged to applicants in the current year.

The Non-Departmental expenditures are within budget, but \$66,800 greater than last year at this time due to a transfer of \$100,000 to the information technology fund for the electronic document management project.

Expenditures by Type:

Expenditures By Type	Annual Budget	Current Year Actual	% of Budget	Prior Year Actual
Staffing	16,525,890	3,715,746	22.5%	3,841,100
Contract Services	7,587,114	1,148,056	15.1%	1,074,480
Maintenance	2,108,985	335,179	15.9%	279,872
Supplies	751,300	143,393	19.1%	112,496
Utilities	586,800	88,294	15.0%	90,515
Insurance	687,400	339,300	49.4%	393,302
Advertising/Printing & Publication	185,900	16,984	9.1%	20,933
Education & Training	238,950	26,380	11.0%	28,088
Rental & Leases	49,800	20,120	40.4%	11,616
Fees & Charges	116,500	2,524	2.2%	539
Programs & Grants	111,500	61,186	54.9%	61,014
Other	(6,600)	10,681	-161.8%	10,032
Capital	10,000	0	0.0%	18,060
Inter-fund Transfers	942,600	202,900	21.5%	96,100
Total	29,896,139	6,110,743	20.4%	6,038,148

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

- Salary savings from the vacancy in the Community Services Department and the City Manager's Office.
- Contract services, maintenance, and utilities are about 10% below budget.
- Supplies are about 6% below budget.
- Advertising/printing & publication are about 16% below budget.
- Education & training are about 14% below budget.
- Annual payment for the liability insurance, payments for the copier leases and program/grants caused the other operating expenses to appear high for the quarter.



CITY OF EMERYVILLE

MEMORANDUM

DATE: November 5, 2013

TO: Sabrina Landreth, City Manager

FROM: Debra Auker, Director of Administrative Services

SUBJECT: Discussion To Establish Policies And Priorities For The Capital Improvement Program

STAFF RECOMMENDATION

Staff recommends that the City Council review and confirm staff's proposed overall planning proposal to update the City's Capital Improvement Plan (CIP) for fiscal years 2013-14 through 2017-18 based upon using the fundamentals of a *Priority-Driven Budgeting* process. Staff also recommends that the City Council complete the initial steps of this process which includes identifying available funding; making note of possible future CIP funding options; identifying strategic priorities; and defining specific priorities for the CIP. After the City Council sets the CIP priorities, staff recommends that the Finance Committee have the opportunity to review and comment on the established priorities. City staff will develop a list of proposed CIP projects, based upon the developed priorities, for the City Council to review and select for funding allocations. A CIP adoption schedule is proposed at the end of this report.

BACKGROUND

The City's Capital Improvement Program (CIP) is a five year plan, which identifies the City's infrastructure and facility projects as well as major equipment purchases; provides a planning schedule; and identifies funding sources/options for financing each component of the plan. Historically, the City has updated the CIP every two years - in the alternate year that the City's two year Operating Budget is adopted.

The most recent Capital Improvement Program Budget was approved in December 2006 for the fiscal years 2005-2006 through 2010-2011. This CIP included 94 projects costing approximately \$380 million; of which \$209 million were funded. Sixty-nine percent of these funded projects were funded with RDA monies. Overall, the annual spending was projected to be between \$12 million and \$51 million.

At the January 22, 2011 City Council meeting, staff presented a draft CIP for the next cycle which was also largely based upon redevelopment (RDA) revenues and a proposed new RDA tax allocation bond issue to fund the proposed capital projects. Soon after this public meeting, the State passed AB 26 and then AB 1484 which eliminated redevelopment as of February 1, 2012. The City Council then postponed

continued deliberations of the next CIP cycle until more was known on how the dissolution of redevelopment would impact the City's funding for CIP projects, including how much of the pre-dissolution RDA funds the City would be permitted to retain.

Since that time, City staff has been evaluating what funding is available for capital projects in light of the elimination of redevelopment and has been compiling and updating data/information on current and potential future capital projects as a basis for developing a CIP plan for fiscal years 2013-14 through FY 2017-18. Staff is now requesting that the City Council discuss community priorities, review funding availability, including potential new funding sources, and review staff's proposed CIP planning process as the next step in developing the City's next CIP plan.

DISCUSSION/ANALYSIS

Proposed Steps for Completing the Update to the Capital Improvement Program

As noted above, the City is facing a new phase in funding the CIP due to the dissolution of redevelopment, and therefore it may be beneficial to embrace a new methodology regarding budgeting. Staff recommends that the City Council use some of the steps recommended for the *Priority-Driven Budgeting* process developed by the Government Finance Officers Association (GFOA). The steps include the following: identifying available resources, including future funding options; identifying priorities; defining priority results; developing a list of proposed projects and programs for evaluation; creating a priority listing of proposed projects and programs; and finally allocating resources.

- 1. *Identify Available Resources*** – Developing a priority based CIP plan starts with a fundamental shift to budgeting. This shift, while subtle, consists of clearly identifying the amount of resources that are “available” to fund capital expenditures, rather than first identifying the amount of resources “needed” to fund desired capital expenditures.

The City uses a variety of funding resources for the CIP, including restricted and unrestricted funds. Restricted City revenue for the CIP include: gas tax, Measure B transportation tax, public art fees, Environmental Protection Agency (EPA) grant, traffic impact fees, affordable housing funds, and sewer capital funds. Other restricted funds include those held by the City as Successor Agency to the Emeryville Redevelopment Agency (former RDA funds). These include bond proceeds proposed for the Emeryville Center of Community Life (ECCL) and other bond and capital funds all of which can only be used on projects that fall within the RDA Implementation Plan and require California Department of Finance (DOF) approval. In addition, the City has funds that are legally unrestricted but have been historically designated in separate funds to support specific capital projects and/or major equipment purchase. These include the Marina Fund, Major Maintenance Fund, Vehicle Replacement Fund, and Information Technology Fund. Lastly, the

City's General Fund Capital Fund consists of unrestricted funds that may be used for any capital expenditure. A table describing all of these funds as well as identifying estimated available balances and commitments is attached to this report as Exhibit A.

With the loss of redevelopment financing and revenues, the City's need to explore alternative funding and financing options will be key in addressing all of the City's capital needs. Some of the options that staff has identified for further exploration and possible future consideration include the following: General Obligation Bonds, Revenue Bonds, Land Secured Debt/Assessment District(s), Land Secured Debt/Mello-Roos Community Facility District(s), Lease Based and/or Revenue Based Certificates of Participation, Joint Powers Authority (JPA) Bonds, Public/Private Partnership Funding, Infrastructure Financing Districts, grants and donations, In-lieu fees, new or increased taxes and impact fees. Exhibit B to this report has more information about these future CIP funding options. This list is by no means meant to be exhaustive of all potential funding sources, but rather to provide some examples of what might be further explored. Since the dissolution of Redevelopment, cities across California are exploring what tools are currently available and what tools need statewide amendments or reintroduction in order to fill this much-needed infrastructure financing gap. Of note, many related bills passed the State Legislature this past session, none of which were ultimately signed by the Governor.

On June 18, 2013, the Council adopted a Residual Property Tax Reserve and Use Policy. The policy states:

Due to the volatility and unpredictability of this revenue stream the City has adopted this residual property tax reserve policy which creates a reserve and commits the use of residual property tax revenue for capital improvements, affordable housing, and economic development purposes, as follows:

<i>Residual Property Tax Reserve and Use Policy</i>	<u><i>Percentage Allocation for all Current and Future receipts</i></u>
<i>Economic Development</i>	5%
<i>Affordable Housing</i>	20%
<i>Capital Improvement Program</i>	75%
	<hr/> 100%

Two of the fund balances (Affordable Housing and General Capital) detailed in Exhibit A includes deposits made as a result of this policy.

2. Identify Priorities – The next step in developing a priority-driven CIP budget is to establish a set of organizational strategic priorities to provide a framework for decision making. The City Council has already adopted several policies that are relevant to establishing strategic priorities for the upcoming CIP. These include the City’s General Plan, Economic Development Strategy, Parks and Recreation Strategic Plan, and the Emeryville Center of Community Life Guiding Principles. A brief summary of the key points of these documents are below:

General Plan - The City’s General Plan and the guiding principles of the plan were developed over a five year period and adopted in October 2009. The purpose of the guiding principles is to outline a vision for Emeryville’s long-term physical and economic development and community enhancements. These principles also identify the following priorities for the community:

1. A cohesive City of distinct districts and livable neighborhoods
2. A connected place
3. Enhanced and connected open space networks and green streets
4. A walkable, fine-grained City, emphasizing pedestrians
5. A diversity of transportation modes and choices
6. A vibrant, urban community
7. A diverse, balanced, and inclusive community
8. A balance of regional and local amenities
9. Sustainability and innovation, with respect for the past
10. An imageable and memorable City

Economic Development Strategy – The Redevelopment Agency directed staff to develop an Economic Development Strategy, which was adopted by the City Council in March 2012 with the following vision and goals:

“Support and expand the economic base of Emeryville in order to provide a high quality of life for the Emeryville community.”

Economic Development Strategy Goals serve as a blueprint to guide the City’s Economic Development Programs. The implementation plan included specific projects and programs, such as the Art Center and the work plan focuses on initiatives in each of the following areas:

- Improving access
- Support bioscience industries
- Support infill development
- Improve process of operating/locating a business in Emeryville
- Support/explore innovations to serve the business community
- Support small, local-serving business development
- Build/expand strategic partnerships
- Sustainability

- Fiscal development

Parks and Recreation Strategic Plan - In the summer of 2009, the City of Emeryville launched its first Parks and Recreation Strategic Plan process. Building on the momentum and vision of the adopted Emeryville General Plan, this Strategic Plan which was adopted in January 2011, establishes a course of action to create a sustainable and interconnected system of parks, recreation facilities, programs and services that promote recreation, health and environmental conservation as integral elements of the community. This plan provides the following:

1. A twenty-year plan that builds on the vision of the General Plan
2. Describes enhancements to existing parks and recommends new parks
3. Recommends programming, sites and facilities for the Community Services Department
4. Provides a plan of action for prioritization, capital, operating costs, and funding strategies

Emeryville Center of Community Life Guiding Principles - The vision for the ECCL Project developed over a number of years is reflected in the Guiding Principles for Community Life which were adopted by the City/Schools Committee on December 2, 2010. These Guiding Principles will guide implementation of the ECCL Agreement between the City and the Emery Unified School District with an emphasis in the following:

- Community Engagement-encouraging open communication and facilitating community-building across diverse interests
- Equity-every member of the Emeryville community, regardless of gender identity, sexual orientation, age, special needs, or social, ethnic, religious, language or economic background has a right to:
 - High-quality education, recreational, civic experiences that challenge him/her to achieve to his/her fullest potential; and
 - A safe, nurturing, and interconnected environment necessary for learning, recreation, and community involvement.
- Partnerships-optimizing broad community resources matters in order to best serve the students, families, adults, and seniors of the Emeryville community
- Wellness-committed to enhancing the wellness of the entire Emeryville community
- Community Engagement-committed to the long-term sustainability and strength of community resources-inclusive of strengthening and protecting our collective social, financial and environmental assets

Other documents recently adopted by the City Council that will also provide direction to establish priorities include the Pedestrian Bicycle Plan, the Sustainable Transportation Plan and the Housing Element. All these documents are available on the City of Emeryville website at www.emeryville.org.

3. Define Your Priority Results More Precisely – The next step after developing overall City strategic priorities is to establish a set of priorities expressed in terms of measurable results that are of value to citizens and widely held by elected officials, staff and the public. It is practical to select the top five priorities. Below are some priorities identified by other local governments:

- Public safety
- Protect and manage the City's public infrastructure and facility investment
- Identify new public infrastructure and facility needs
- Sustain and facilitate economic vitality
- Create well planned and developed communities
- Promote arts and recreation
- Improve community mobility/interconnectivity
- Balance the needs of the residential and business community
- Encourage environmental sustainability
- Increase community engagement

Capital Improvement Policies - Staff also recommends that the City Council consider the following proposed CIP policies as part of its deliberation:

- 1) Physical assets are maintained at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
- 2) Capital projects will focus on the following criteria:
 - a) The proposed project is part of an approved City plan;
 - b) The project is part of an adopted maintenance/replacement schedule;
 - c) The project will minimize operating costs.
- 3) New private development that requires increased capacity or places increased demand on the community assets should be evaluated to determine the reasonable amount to be contributed to the affected areas (streets, parks, housing, etc.) in accordance with the City's development impact fee policies.
- 4) To the extent allowed by law, system development charges, such as sewer connection fees, will be designed to recapture from new private development the full cost of community assets in place at the time of the development and the necessary expansion of those systems caused by increased demand on those assets.

- 5) All proposed capital projects incorporate needs that affect the operating budget process. CIP projects should be flagged as funded or unfunded depending on whether or not the forecasted operating budget can support or fund the project. All maintenance costs related to the funded CIP projects are to be included in the operating budget.

4. Prepare List of Projects and Programs for Evaluation – The next step is for staff to develop a list of proposed projects and programs with estimated costs and impacts on general fund operating budgets that attempt to match the priorities identified in Step 3. In their preliminary analysis of the potential projects, staff has grouped the potential capital projects and programs into the following categories, which may be subject to additional refinement:

1. New Community Facilities and Parks
2. Existing Facility and Park Upgrades
3. Housing
4. Pedestrian and Bicycle
5. Public Art
6. Remediation of Contaminated Land
7. Sanitary Sewer
8. Streetscape System Upgrades, Existing and New
9. Technology
10. Transportation

When the project list is presented to Council, staff will include additional information to assist in the evaluation such as:

- a. Is this project mandated/required by federal/state/local law, or some other agency?
- b. Is this a continuation of an existing project?
- c. Is this project fully or partially funded by grant or private funds? How much local-match funding is needed to leverage outside funds?
- d. Is the project responding to an emergency situation or critical need?
- e. Are there risk management considerations?
- f. Does the City have staff resources to implement and manage this project?
- g. Is this project or program preserving current assets and/or infrastructure?

5. Create a Priority Listing of the Projects and Programs – Next, using the list of projects and programs prepared by staff, the City Council will be asked to review and affirm the listing of priority projects, and identify certain projects to be listed as funded or unfunded during this five year cycle taking into account the community's input.

- 6. Allocate Resources** – Once the priority projects are selected by the City Council, staff will develop and present to the Council a final draft CIP plan for final approval. A proposed resolution appropriating funds will be presented for fiscal years 2013-14 and 2014-15, with the following three years noted as estimates for future years.

This process will be repeated every two years, in alternating years from the two-year Operating Budget adoption.

Proposed CIP Adoption Schedule

Attached to this report as Exhibit C is a proposed CIP adoption schedule, in which the goal is to provide for final adoption of the CIP in the Spring.

FISCAL IMPACT

Fiscal impacts will be determined as the City moves forward in the process.

LEGAL CONSIDERATIONS

The CIP must be determined to be consistent with the General Plan; this will be accomplished by the Planning Commission when the Commission reviews the final draft CIP.

ADVISORY BODY RECOMMENDATION

The Finance Advisory Committee will review and comment on the policies and procedures related to the CIP.

PREPARED BY: Debra Auker, Director of Administrative Services
Karen Hemphill, Assistant to the City Manager/City Clerk

APPROVED AND FORWARDED TO THE EMERYVILLE CITY COUNCIL

Sabrina Landreth
City Manager

Attachments: Exhibit A: Current Available CIP Funds By Type
Exhibit B: Future CIP Funding Options
Exhibit C: Proposed CIP Adoption Schedule

Capital Improvement Program Estimated Available Funding

Capital Funding Available - The estimated balance available for the following funding sources reflects a snap shot in time. It is the estimated fund balance at July 1, 2013, less current budgets, contracts, and encumbrances already made for potential capital projects and programs. Staff is gathering and analyzing historical data and developing forecasts. Many of these funding sources are restricted for specific types of projects, as noted below.

RESTRICTED – CITY				
Fund	Funding Source	Description	Estimated Available Balance	Notes
220	Gas Tax	Streets and roads	82,600	
240	Measure B	Transportation	42,700	
243	Public Art	Art-capital and maint.	729,600	
247	EPA Grant	Environmental remediation	1,978,700	Revolving loan fund
250	Traffic Impact Fee	Transportation	94,900	
299	Affordable Housing	Affordable housing	1,522,500	
512	Sewer Capital	Sanitary sewer	2,500,900	

The Gas Tax Fund has an estimated available balance of \$82,600 which takes into account the street improvement contract recently approved. The State calculated revenue for this fund is approximately \$270,000 per year. The Gas Tax revenues are restricted for street improvements and maintenance. This fund has historically been used to fund street reconstruction, slurry seal, and general fund street maintenance costs.

The Measure B Fund has an estimated available balance of \$42,700 after subtracting current year budgeted expenditures. This fund includes approximately \$310,000 in annual funding from Measure B Special Transportation Sales Tax, for paratransit (shuttle service), bike/ped programs, and street improvements.

The Public Art Fund has an estimated available balance of \$729,600 after subtracting current year budgeted expenditures and obligations. The City's Public Art ordinance requires certain developer contributions based on the cost

of the development, therefore future revenue is dependent upon future development. This fund has historically been used for maintenance of City owned art, and design and acquisition of new public art.

The EPA Grant Fund is a revolving loan fund from a federal grant program with an estimated available balance of \$1,978,700. This fund is restricted for environmental remediation.

The Traffic Impact Fee Fund has an estimated available balance of \$94,900, after subtracting the obligation for the impact fee study that is currently in process. This fund receives fees from new development to address traffic impacts, which is restricted for eligible transportation projects. Of note, discussion of this and other potential impact fees will come to the City Council for consideration before Spring 2014.

The Affordable Housing Fund has an estimated available balance of \$1,522,500. This fund was created in June 2013, based on the Council approved residual property tax reserve policy. The policy states that 20% of future residual property tax is to be committed for affordable housing. The majority of the current balance should be considered non-recurring money since it was the result of the AB 1484 due diligence reviews and distributions of excess real property tax trust fund (RPTTF) monies from ROPS 1 and ROPS 2. Once this funding source stabilizes it will be possible to estimate future contributions.

The Sewer Capital Fund has an estimated available balance of \$2,500,000, after subtracting the obligations of previously approved contracts. The source of revenue for this fund includes sewer connection fees charged on new or expanded development, and a capital replacement component of sewer user fees transferred from the sewer operating fund.

RESTRICTED – SUCCESSOR AGENCY				
Fund	Funding Source	Description	Estimated Available Balance	Notes
SA	Bond Proceeds	ECCL	21,200,000	Required DOF approval
SA	Bond Proceeds	Other Projects included in RDA Implementation Plan	3,519,000	Required DOF approval
Project pending litigation				
SA	Other Remaining Fund Balances	South Bayfront Ped/Bike Bridge	11,200,000	Required DOF approval
SA	Other Remaining Fund Balances	Transit Center Public Parking	4,230,000	Required DOF approval
SA	Other Remaining	CIERRA		Required

	Fund Balances	Brownsfield Remediation Loans	970,000	DOF approval
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All Successor Agency funding sources must be used on projects that comply with the RDA Implementation Plan and have been approved by the Department of Finance (DOF). The ECCL Project is currently under review on ROPS 13-14B. The \$3.5 million is available for projects in the former redevelopment areas after all approvals are obtained. The South Bayfront Ped/Bike Bridge, Transit Center and CIERRA loans have all been appealed by the DOF and a final outcome on whether these funds are available is not expected until next year.

UNRESTRICTED but DESIGNATED – CITY				
Fund	Funding Source	Description	Estimated Available Balance	Notes
475	General Capital	Discretionary-General Fund	13,189,300	
795	Marina	Discretionary-Revenue generated at Marina	1,081,700	
650	Major Maintenance	Discretionary-Designated for maint of current facilities	5,621,800	
660	Vehicle Replacement	Discretionary-Designated for vehicle replacement needs	4,567,300	
670	Information Technology	Discretionary-Designated for information technology needs	643,900	

The General Capital Fund has an estimated available balance of \$13,189,000. This fund has historically been used to fund non-redevelopment capital projects with general fund revenues. In June 2013, based on the Council approved residual property tax reserve policy, an additional \$5.7 million was allocated to this fund. The policy states that 75% of future residual property tax is to be committed for capital projects. The majority of the current balance should be considered non-recurring money since it was the result of the AB 1484 due diligence reviews and distributions of excess real property tax trust fund (RPTTF) monies from ROPS 1 and ROPS 2. Once this funding source stabilizes it will be possible to estimate future contributions.

The Marina Fund has an estimated available balance of \$1,081,700. This fund has historically been used for improvements at the marina funded by the rental

revenue from marina activities. The rental revenue is approximately \$270,000 per year which is currently earmarked for marina activities; however this revenue source is discretionary.

The Major Maintenance, Vehicle Maintenance and Information Technology are all internal service funds. They are funded with interfund charges from the General Fund and Sewer Fund to provide for scheduled maintenance, operations and capital replacements.

**Capital Improvement Program
Listing of Possible Future Funding to be Considered**

Type of Financing	Description/Notes
General Obligation Bonds	Most secure financing vehicle Requires 2/3rds vote Used to acquire or improve real property
Revenue Bonds	For a new issue: Requires majority (50%+1) vote Refunding: Generally no vote required Secured by specific revenue source
Land Secured Debt: Assessment Districts	Bonds secured by special assessments Property owners must benefit from improvements Assessments must be proportional Not a "Tax" Prop 218 public hearing and "protest" process required
Land Secured Debt: Mello-Roos Community Facilities District	Bonds Secured by "special tax" Special tax requires 2/3rds vote No benefit nexus required No principal lien on property Allows both capital and service component
Certificate of Participation (Lease Based and Revenue Based)	Based on power to lease or purchase property No voter approval required Finances capital facilities
JPA Bonds	JPA is a separate entity Can purchase obligations of other, enter into lease arrangements or installment purchases Can issue revenue bonds
Public/Private Partnership Funding	Such as California Communities, etc
Infrastructure Financing Districts	Currently not available for former redevelopment areas, but attempts being made on possible state legislative changes
Grants and donations	Continue seeking grants
Impact Fees	Coming to Council early 2014
In-Lieu Fees for Parkland or Infrastructure	Voluntary fees in-lieu of property or other taxes (i.e. from non-profit hospitals)
New or Increased Taxes	TOT tax Impact Fees User Fees

CIP Study Session
 November 5, 2013
 Exhibit C

Capital Improvement Plan
 Fiscal Years 2013-14 through 2017-18
 Proposed Schedule

Date	Action
November 2013 -City Council Study Session	Council to discuss and establish policies and priorities for the CIP
November 2013 -Finance Committee	Finance Committee to review and comment on CIP policies and priorities
January 2014 -Delivery of Council Packet	Staff to provide a draft CIP Budget listing projects based on the priorities established on November 5, 2013
January 2014 -City Council Regular Meeting	City Council will comment on the draft CIP Budget listing projects based on the priorities established on November 5, 2013
January/February 2014 -Possible Special Finance Committee Meeting	Finance Committee to review and comment on draft CIP
February 2014 -Planning Commission	Planning Commission to make a General Plan consistency determination on the CIP
March/April 2014 -City Council Regular Meeting	City Council to adopt the final CIP for fiscal years 2013-14 through 2017-18, and adopting appropriations for fiscal years 2013-14 and 2014-15

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CITY OF EMERYVILLE

MEMORANDUM

DATE: November 18, 2013
TO: Finance Advisory Committee
FROM: Debra Auker, Director of Administrative Services
SUBJECT: Discussion of Investment Advisory Services

Recommendation

That the Finance Committee comment on items that would be important to include in a Request for Proposal (RFP) for Investment Advisory Services

Discussion

The City has an investment portfolio averaging \$85 to \$92 million. The City has not developed an up to date investment strategy and would like to conduct a thorough review of the instruments available in the market to develop an updated investment strategy in light of the changes to financial markets and the loss of redevelopment revenues.

Staff proposes creating a request for proposal for investment advisory services to assist with this project.

CITY OF EMERYVILLE

MEMORANDUM

DATE: November 18, 2013
TO: Finance Advisory Committee
FROM: Debra Auker, Director of Administrative Services
SUBJECT: Status of Alameda County Fire Services Contract

Recommendation

This is an information item only.

Discussion

Staff has attached the FY 2013-14 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:

Summary of Fire Service Costs	Budgeted Expenditures	Actual Expenditures	Year End Estimate favorable/ (unfavorable)	Notes
First Quarter	\$1,403,579	\$1,335,939	\$61,060	1.1% under budget
Second Quarter	\$1,403,578			
Third Quarter	\$1,403,579			
Fourth Quarter	\$1,403,578			
Total	\$5,614,314	\$1,335,939	\$61,060	1.1% under budget

Attachments: FY 2013-14 First Quarter and Year End Estimated Expenditures Report.



Alameda County Fire Department

835 E. 14th Street, Suite 200 · San Leandro, CA 94577
Tel (510) 618-3490 · Fax (510) 618-3445
www.acgov.org/fire

October 28, 2013

DEMETRIOS N. SHAFFER
Fire Chief

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"

Sabrina Landreth, City Manager
City of Emeryville
1333 Park Avenue
Emeryville, CA 94608

Dear Sabrina:

Subject: 2013-14 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. ACFD had prepared the report using the assumption that the cost of living adjustment (COLA) for the Representative group effective January 2013 is 3.7%. The COLA is still to be determined. ACFD will make adjustment to salary expenditure in future quarters once the rate is finalized.

The 2013-14 approved City contract amount is \$5,614,314, year-end projection for the City's contract is \$5,553,254, and it is estimated to be 1.1% or \$61,060 under budget. The First Quarter expenditures were \$1,335,939 or 23.8% of budget.

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

- Salaries and Benefits are estimated to be 1.1% or \$51,317 under budget due to the net change of the following:
 - Salary is estimated to be under budget due to unfilled positions;
 - Actual health premium costs are lower than budgeted Kaiser Family rate;
 - Actual dental premium costs are lower than budgeted 3-party rate;
 - Overtime is estimated to be close to budget due to decreased # of personnel on workers compensation and lowered leave usage.
- Services and Supplies expenditures are 1.4% or \$6,249 under budget due to:
 - Building Lease is under budget due to timing of moving into new Administration Office, it is anticipated to be Q3 FY 2013-14;
 - Radio program is under budget due to the delay of EBRCs implementation.
 - All the other programs are estimated to be close to budget based on year to date expenditure trend.
- Countywide Overhead is estimated to be 4.6% or \$3625 under budget due to credit applied from FY12-13 True-Up

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 \$935,719 for the First Quarter. First Quarter actual expenditures were \$1,335,939. The following is a summary of year-to-date reconciliation:

Service for FY 2013-14	Monthly Budget Payment	City YTD Payments	Actual Expenditures	Quarter-end Invoice Amount
1 st Quarter	\$467,859.50	\$935,719.00	\$1,335,939.00	\$400,200.00

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

Sincerely,



Demetrious N. Shaffer
Fire Chief

DNS\SC:sc
Attachments

cc: Debra Auker, Administrative Services Director, City of Emeryville
Accounts Payable, City of Emeryville
David Rocha, Deputy Fire Chief, ACFD
Rob Schnepf, Division Chief, ACFD

ALAMEDA COUNTY FIRE DEPARTMENT

CITY of EMERYVILLE CONTRACT COSTS FOR FY 2013-14

PROGRAM	2013-14		2013-14 Estimated Actual		Total Estimated Actual	Variance (Over)/Under Budget	
	Proposed Budget with 3.7% COLA	Allocated %	Jul - Sept 13 Actual	Oct- June 14 Estimates		\$	%
	5.56%		5.56%				
PROGRAM SERVICES & SUPPLIES	\$451,044		\$77,106	\$367,689	\$444,795	\$6,249	1.4%
APPARATUS & EQUIPMENT	\$87,786		\$12,263	\$75,507	\$87,770	\$16	0.0%
BUILDINGS & GROUNDS	\$2,910		\$0	\$2,910	\$2,910	\$0	0.0%
PPE & UNIFORMS	\$29,862		\$1,645	\$28,194	\$29,839	\$23	0.1%
EQUIP & BLDG RENTS & LEASES	\$16,655		\$2,576	\$13,611	\$16,187	\$468	2.8%
EQUIP RENTS & LEASES	\$1,914		\$429	\$1,484	\$1,913	\$1	0.1%
RADIOS	\$36,689		\$51	\$31,043	\$31,094	\$5,595	15.2%
INFORMATION TECHNOLOGY	\$79,090		\$19,175	\$59,868	\$79,043	\$47	0.1%
DISPATCH CONTRACT	\$66,024		\$16,506	\$49,518	\$66,024	\$0	0.0%
PROFESSIONAL SERVICES CONTRACTS	\$13,038		\$1,919	\$11,111	\$13,030	\$8	0.1%
DISASTER PREPAREDNESS	\$351		\$55	\$297	\$352	(\$1)	-0.3%
EMS	\$18,076		\$1,050	\$17,012	\$18,062	\$14	0.1%
FIRE PREVENTION	\$1,912		\$638	\$1,247	\$1,885	\$27	1.4%
FUEL/TRANS	\$30,656		\$6,373	\$24,274	\$30,647	\$9	0.0%
HAZARDOUS MATERIALS	\$4,752		\$1,744	\$3,005	\$4,749	\$3	0.1%
HOUSEHOLD SUPPLIES	\$6,845		\$1,433	\$5,409	\$6,842	\$3	0.0%
LAUNDRY	\$9,452		\$1,676	\$7,770	\$9,446	\$6	0.1%
MAPPING	\$1,674		\$0	\$1,672	\$1,672	\$2	0.1%
ADMINISTRATION	\$3,211		\$540	\$2,667	\$3,207	\$4	0.1%
PUB ED & COMM RELATIONS	\$10,450		\$3,556	\$6,888	\$10,444	\$6	0.1%
SCBA	\$8,649		\$864	\$7,779	\$8,643	\$6	0.1%
STAFF VEHICLES	\$3,892		\$1,363	\$2,527	\$3,890	\$2	0.1%
TRG & STAFF DEV.	\$9,379		\$2,556	\$6,818	\$9,374	\$5	0.1%
RESCUE	\$1,551		\$287	\$1,264	\$1,551	\$0	0.0%
WILDLAND	\$1,807		\$229	\$1,577	\$1,806	\$1	0.1%
HUMAN RESOURCES	\$3,784		\$87	\$3,693	\$3,780	\$4	0.1%
RESERVE	\$635		\$91	\$544	\$635	\$0	0.0%
NONDISCRETIONARY SERVICES & SUPPLIES (COUNTY RISK MGMT, COUNSEL)	\$79,238		\$16,733	\$58,880	\$75,613	\$3,625	4.6%
							Under budget due to FY 12-13 True-up
COUNTY INDIRECTS	\$25,999		\$6,842	\$19,142	\$25,984	\$15	0.1%
							Based on County allocation
FIXED ASSETS	\$4,002		\$0	\$3,998	\$3,998	\$4	0.1%
ALL PROGRAMS AND OVERHEAD SUBTOTAL:	\$560,283		\$100,681	\$449,709	\$550,390	\$9,893	1.8%

CITY of EMERYVILLE CONTRACT COSTS FOR FY 2013-14

PROGRAM	2013-14 Estimated Actual			Total Estimated Actual	Variance (Over)/Under Budget	COMMENTS
	2013-14 Proposed Budget with 3.7% COLA	Jul - Sept 13 Actual	Oct- June 14 Estimates			
SALARIES AND BENEFITS						
SALARIES & OVERTIME:						
BASE SALARY	\$2,600,737	\$637,789	\$1,952,020	\$2,589,809	\$10,928	Estimated to be under budget due to unfilled positions
OVERTIME	\$598,502	\$158,401	\$439,303	\$597,704	\$798	Estimated to be close to budget due to decreased # of personnel on workers compensation and lowered leave usage
HOLIDAY PAY	\$146,950	\$38,972	\$108,148	\$147,120	(\$170)	0.1% leave usage
PERS	\$704,178	\$173,228	\$529,276	\$702,504	\$1,674	-0.1%
EMPLOYEE CONTRIBUTION TO EMPLOYER						0.2%
RETIREMENT COSTS	(\$20,009)	(\$5,125)	(\$15,639)	(\$20,764)	\$755	Due to unfilled positions
PAYROLL TAXES	\$45,965	\$11,256	\$34,442	\$45,698	\$267	-3.8%
HEALTH INSURANCE -ACTIVE	\$427,025	\$91,942	\$303,840	\$395,782	\$31,243	0.6%
ER OPEB CONTRIBUTION	\$83,296	\$14,695	\$67,197	\$81,892	\$1,404	Estimated to be under budget due to budgeting everyone at Kaiser Bay Area family rate
DENTAL	\$36,599	\$7,846	\$24,778	\$32,624	\$3,975	Estimated to be under budget due to budget all employees at 3-party rate and not all employees choose family coverage
401A CONTRIBUTION	\$40,312	\$9,918	\$30,432	\$40,350	(\$38)	10.9%
OTHER BENEFITS	\$38,746	\$8,541	\$29,724	\$38,265	\$481	-0.1%
WORKERS COMP	\$160,844	\$40,211	\$120,633	\$160,844	\$0	1.2%
SALARIES & BENEFITS TOTAL:	\$4,863,145	\$1,187,674	\$3,624,154	\$4,811,828	\$51,317	0.0% Based on County allocation
						1.1%
CONTRACT WITH OAKLAND FIRE DEPARTMENT FOR ADDITIONAL COVERAGE						
Administrative Support (0.5 FTE)	\$149,653	\$37,413	\$112,240	\$149,653	\$0	0.0%
	\$41,233	\$10,172	\$31,211	\$41,383	(\$150)	-0.4%
APPROVED CONTRACT TOTAL:	\$5,614,314	\$1,335,939	\$4,217,314	\$5,553,254	\$61,060	1.1%
RECONCILIATION						
Month 1 of Quarterly Payment		467,859.50				
Month 2 of Quarterly Payment		467,859.50				
Quarter-end True-up Invoice Amount		400,220.00				

**ALAMEDA COUNTY FIRE DEPARTMENT
CITY OF EMERYVILLE
RESPONSE TIMES
FY 2013 - 2014**

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	
2 2				2	2
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	
4 5				4	5
80.00%				80.00%	

MEDICAL CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
184 203				184	203
90.64%				90.64%	

HAZARDOUS CONDITIONS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
3 3				3	3
100.00%				100.00%	

SERVICE CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
16 19				16	19
84.21%				84.21%	

GOOD INTENT

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
5 5				5	5
100.00%				100.00%	

FALSE CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
43 44				43	44
97.73%				97.73%	

CANCELLED ENROUTE

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
25				25	
306	-	-	-	306	

ALL INCIDENTS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
257 281	0 0	0 0	0 0	257	281
91.46%				91.46%	

EMERGENCY INCIDENTS ONLY

Percentage of Calls meeting response time of 7 minutes or less

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	YTD Totals	
193 213	0 0	0 0	0 0	193	213
90.61%				90.61%	

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
130755	200	TS35	7/24/2013	\$ 47.50	\$ -	\$ 2.18	\$ -	\$ -	\$ -	\$ 49.88	0.5	0.0	Repair compartment door, right rear missing belts. Replaced hardware and tighten loose spring bracket.	Repair compartment door, right rear missing belts. Replaced hardware and tighten loose spring bracket.
130754	170	E34	8/15/2013	\$ 2,042.50	\$ -	\$ 815.63	\$ 0.70	\$ -	\$ 74.41	\$ 2,932.24	21.5	0.0	0.0 Repair	1. Need to replace front shocks; removed old and installed new 2. drive side mirror cracked; replaced with new 3. Captains side mirror broken off; replaced with new 4. Captains upper window casing missing; replace felt 5. foam pro not powering up; replace bad capacitor 6. foam system pumping foam when off; no sign of complaint found 7. exhaust leaking around clamps; adjusted and tightened clamps 8. coolant low on glass eyes; added 9. pressure test, found coolant leak at radiator neck; solder on new neck 10. Hrt.El shown on foam pro display; replace bad 5 pin cable 11. Holmetro long ram elect slide off; replace roll pin Annual aerial test U.L.; performed
130547	200	TS35	9/5/2013	\$ 380.00	\$ -	\$ 825.00	\$ -	\$ -	\$ 74.25	\$ 1,279.25	4.0	0.0	0.0 Repair	Annual aerial test U.L.; performed
130513	200	TS35	9/5/2013	\$ 3,325.00	\$ -	\$ 658.97	\$ -	\$ 414.40	\$ 59.31	\$ 4,457.68	35.0	0.0	0.0 Service	1. Annual Service. Performed. 2. Smoke Test. Performed 3. Steam Clean. Performed. 4. Drivers side rear stride is out 7-27-13. Replaced bad stoke with new. 5. Switch over auto eject. Replaced old, replaced with new tested. 6. Switch over auto eject 110 light. Replaced old, replaced with new tested. 7. Ladder tip (left 110v) light out. Replaced bad bulb with new. 8. Rear lower running light out. Replaced with new light. 9. Engineer low beam out. Replaced bad bulb with new. 10. FF door light out. Replaced bad bulb with new. 11. Tack drive in/op on pump panel. Has drive at panel but not setup for at box. 12. Captain's and Engineers seat torn. Removed and install after being repaired 13. Egnieer mirror controls in/op. Tested switch, found 3 broke wires, repaired and tested okay. 14. Aerial service. Performed. 15. Park brake knob broken. Replace with new. 16. Air leaking down. Reseal. 17. Foam light indicator intermittent (full and 3/4). Check connections and cleaned sender. 18. MPH does not increase when in pump. Still takes a min. but ok. 19. Cross lays need hose straps. Strap placed in cab. 20. 5" KDG needs hose strap. Strap placed in cab. 21. 5" - 7/2" inch reducer for LDH 22. PSI digital panels both slow pressure. Recalled to OPSJ 23. Loose yoke at pump. Check keywa, cleaned the threads, tightened and wired. 24. Diverter outtrigger side out. Replaced bad bulb Foam leak at hose after Tank A clean out/1/4 turn; cut one end. Secure with new clamp SCBA release bracket broken; removed, welded & reinstalled
130983	171	E35	9/10/2013	\$ 190.00	\$ -	\$ 2.20	\$ -	\$ -	\$ 0.20	\$ 192.40	2.0	0.0	0.0 Call to station	
130885	170	E34	9/10/2013	\$ 95.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95.00	1.0	0.0	0.0 Repair	
Total for Quarter										\$ 9,006.44				