



**City of Emeryville
Finance Advisory Committee**

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

Brian Cross, Business Member
Benay Curtis-Bauer, Business Member
Michael Costello, Labor Rep

AGENDA

Special Meeting of the Finance Advisory Committee
GARDEN ROOM, OLD TOWN HALL
1333 Park Avenue, Emeryville, CA 94608
Monday, February 23, 2015, 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).

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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**
 - A. MAY 29, 2014 MEETING
 - B. DECEMBER 4, 2014 MEETING
- IV. **AGENDA ITEMS**
 - A. Quarterly Financial Update (verbal and handout)
 - B. Update on Alameda County Fire Agreement (verbal and handout)
 - C. Update on Redevelopment Dissolution Actions (verbal)
 - D. Update on Bonds Currently Outstanding (verbal and handout)
 - E. Child Care Center Audit Update (verbal and handout)
- V. **STAFF COMMENTS**
- VI. **COMMITTEE MEMBER COMMENTS**
- VII. **ADJOURNMENT**

FURTHER INFORMATION may be obtained by contacting Maria Öberg, Finance Director, at (510) 596-4352. The next regular scheduled meeting is **May 18, 2015 at 5:30 p.m.**

DATED: February 11, 2015

Karen Hemphill, City Clerk

Post on: February 18, 2015
Post until: February 23, 2015

City of Emeryville
Finance Advisory Committee Meeting Minutes
May 29, 2014, 5:30pm

Members Present:

William C Reuter, Chairperson
Benay Curtis-Bauer, Vice Chair
Nora Davis, Council Member
Brian Cross, Business Rep
Michael Costello, Labor Rep

Staff Present:

Sabrina Landreth, City Manager
Michelle Strawson O'Hara, Accounting Supervisor
Peggy Xu, Senior Accountant

Excused:

Jac Asher, Council Member
Fran Quittel, Resident

- I. **Call to Order:** The meeting was called to order at 5:30 p.m.
- II. **Public Comments:**
 - A. Sharon Wilchar, Program Coordinator for Emeryville Celebration of the Arts informed the committee of her request to Council at the May 27th Budget Study Session for additional grant funding for Celebration of the Arts.
- III. **Minutes from February 24, 2014 Meeting:** Approved.
- IV. **Agenda Item:**
 - A. **Review of Proposed Budget for FY 2014-15 & FY 2015-16** – City Manager Sabrina Landreth provided an overview of the proposed two-year budget.
 - Member Davis noted that the Oaks Card Club may begin experiencing competition from other casinos in the Bay Area which could impact revenue projections for the Card Room Tax. She suggested discussing future revenue estimates with John Tibbitts, owner.
 - Resident Sharon Wilchar inquired about the Residual Property Tax received by the City of Emeryville. Ms. Landreth explained how the City is now getting 22% of the County-wide residual property tax after all ROPS obligations are paid and that the 22% portion will increase over time as remaining debts are paid off.
 - Member Reuter asked about the proposed restructuring and the recruitment of Department Heads. Ms. Landreth explained that current Planning & Building Director Charlie Bryant would be appointed Director of the proposed Community Development Department. An external recruitment is underway for the Finance Director position.
 - Member Reuter inquired about the proposed transfer of \$2 million. Ms. Landreth explained that this is a one-time request from the FY2012-13 General Fund Unassigned balance to cover unfunded liabilities, projected deficits and/or projected negative fund balances. This request is typically made in coordination with approval of the annual CAFR; however it was decided to delay this request and present it together with the proposed two-year budget.
 - Member Reuter asked about the status of the Bike/Pedestrian Bridge proposal. Ms. Landreth explained that the project is included in the proposed Capital Improvement Project (CIP) program; however, the project status is uncertain as it is still in the appeals process with the State.
 - Member Curtis-Bauer inquired about the Police Department recruitment and whether Emeryville was recruiting from the City of Oakland Police. Member

Costello confirmed that one Police Officer was recruited from Oakland, however current and future recruitments and trainings are expected to be handled internally.

- The Committee recommended moving the proposed budget for approval by Council at the June 3, 2014 meeting.

- B. **Quarterly Financial Update** – Accounting Supervisor Michelle Strawson O'Hara presented the third quarter revenue and expense highlights.
- C. **Status of Alameda County Fire Services Contract** – Ms. Landreth presented the FY2013-14 Third Quarter Report from Alameda County Fire Department. She reminded the committee that the City is two years into the contract with the County and explained that staff is appraising it and also looking to see what other agencies (i.e. Union City and Newark) decide regarding their fire contracts with the County.
- Member Curtis-Bauer inquired about the status of CPR classes for the public. Ms. Landreth noted that the County plans into increase the number of these class offerings.
 - Member Davis asked about the status of East Bay Regional Radio Communication System (EBRCS) implementation and noted that it is a critical service. Ms. Landreth noted that she will follow-up and confirm.
- D. **Update on Redevelopment Dissolution Actions** – Ms. Landreth provided a verbal overview of the current status.

V. **Staff Comments:** None

VI. **Committee Member Comments:**

- A. Chairperson William Reuter requested Benay Curtis-Bauer serve as Vice Chair for the Finance Committee in his absence. Ms. Curtis-Bauer and other members present agreed.
- B. Member Davis thanked staff for their work on the budget.
- C. Member Reuter reminded staff of his request for a one-page debt report to be included as a standing item on all Finance Committee agendas.

VII. **Adjournment:** The meeting was adjourned at 6:51 p.m.

City of Emeryville
Finance Advisory Committee Meeting Minutes
December 4, 2014, 5:30pm

Members Present:

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

Staff Present:

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

Excused:

Brian Cross, Business Rep
Michael Costello, Labor Rep
Benay Curtis-Bauer, Vice Chair

- I. **Call to Order:** The meeting was called to order at 5:30 p.m.
- II. **Public Comments:** None
- III. **Minutes from May 29, 2014 Meeting:** No quorum; approval postponed until next meeting.
- IV. **Agenda Item:**
 - A. **Review of CAFR for Fiscal Year 2013-14** – Audit Partner Bryan Gruber presented the report. He described the audit process and the focus on internal controls and risk assessment during the interim audit in July as well as the testing and review procedures conducted during the final audit in October.
 - Member Fran Quittel questioned the impact of redevelopment dissolution on the CAFR and City Manager Sabrina Landreth explained how the redevelopment losses are cumulative amounts which were reflected in prior year CAFR reports.
 - Member Quittel recommended several edits to the CAFR report including adding “department” to the expenses included in the “Changes in Net Position” report on page 8. Finance staff intends to make changes where appropriate.
 - Member Nora Davis questioned why the unfunded liabilities were not reflected on the Balance Sheet. Auditor Gruber explained that unfunded liabilities are disclosed in the Notes to the financial statements as well as in the Internal Service funds. In accordance with GASB 68, unfunded liabilities will be reflected on the Balance Sheet effective FY2014-15.
 - Member Davis asked about the status of the Child Development Center Audit and whether any progress on prior year findings has been made. Audit Manager J'on Dennis explained that staff turnover continues to be an ongoing issue. Member Davis requested a status report from ECDC at a future Finance Committee meeting.
 - Member Davis noted her concern that Sales Taxes are relatively flat and requested a discussion on alternative revenue sources at a future Finance Committee meeting.
 - Member Jac Asher requested a discussion on various Sales Tax sources and Transient Occupancy Taxes revenue at a future Finance Committee meeting.
 - Committee members recommended moving the FY2013-14 CAFR for approval by Council at the December 16, 2014 meeting.

- B. **Quarterly Financial Update** – Finance Director Maria Öberg presented the first quarter FY2014-15 revenue and expense highlights.
 - Member Davis noted that Utility User’s Tax revenues are diminishing and requested an analysis of this revenue source at a future Finance Committee meeting.
 - Member William Reuter questioned the residual property taxes received to date. Ms. Öberg explained how this was currently in flux based on the status of the ROPS, but that it should increase in the future.

- C. **Updated on Alameda County Fire Services Agreement** – Ms. Öberg presented the FY2013-14 Fourth Quarter Report and the FY2014-15 First Quarter Report from Alameda County Fire Department.

- D. **Update on Redevelopment Dissolution Actions** – Ms. Öberg provided a verbal overview of the current status.

- E. **Update on 2014 Bond Refunding and Bonds currently Outstanding** - Ms. Öberg summarized the Outstanding Long-Term Debt handout.

- F. **Infrastructure Financing Districts** - Ms. Öberg provided an overview of the information on the handouts.

- V. **Staff Comments:** None

- VI. **Committee Member Comments:**
 - A. Members Quittel and Reuter asked about the process to renew their membership with the Finance Committee. Ms. Öberg noted that she would follow-up with the City Clerk’s office to confirm.

- VII. **Adjournment:** The meeting was adjourned at 6:37 p.m.

CITY OF EMERYVILLE
QUARTERLY FINANCIAL REPORT
Second Quarter 2014-15
As of December 31, 2014

OVERVIEW

This report summarizes the second quarter results of the General Fund for fiscal year 2014-15. 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 2013-14) are shown for comparative purposes. The City budgets revenues and expenditures on a straight-line basis meaning that one month equals one twelfth of the total annual budgeted 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%.

GENERAL FUND OVERVIEW

Key Revenues

The City's top ten budgeted revenues account for 93% of total General Fund revenues.

Top 10 Budgeted Revenues	FY14-15 Budget	FY14-15 YTD Actual	Budget vs. Actual Variance	% of Budget	FY13-14 YTD Actual	FY13-14 vs FY14-15 Variance	
Sales Tax	7,743,860	3,272,716	(4,471,144)	42%	3,012,423	260,293	9%
Transient Occupancy Tax	5,171,400	2,696,512	(2,474,888)	52%	2,454,778	241,734	10%
Business License Tax	4,936,700	366,236	(4,570,464)	7%	278,907	87,329	31%
Utility Users Tax	2,929,000	1,133,274	(1,795,726)	39%	1,213,301	(80,026)	-7%
Cardroom Tax	2,300,000	1,183,900	(1,116,100)	51%	1,153,828	30,072	3%
Property Tax	1,883,910	1,171,789	(712,121)	62%	1,022,367	149,421	15%
Property Tax-RDA Residual	-	35,668	35,668	n/a	3,356	32,311	963%
Licenses and Permits	1,517,004	2,950,475	1,433,471	194%	1,495,138	1,455,337	97%
Franchises	1,491,178	601,206	(889,972)	40%	618,253	(17,047)	-3%
V.L.F. In Lieu	649,517	339,907	(309,611)	52%	325,831	14,076	0%
Fines	335,000	176,284	(158,716)	53%	159,117	17,167	11%
Total	\$ 28,957,569	\$ 13,927,966	\$(15,029,603)	48%	\$11,737,300	\$ 2,190,666	19%

The following highlights key revenue results:

Sales Tax: Sales tax receipts were 42% of budget for the second quarter due to the timing of receipts (December 2014 receipts will be included in the Quarter 3 reporting). These receipts include net reductions of \$349k for the East Bay Bridge shopping center revenue sharing agreement with the City of Oakland. When compared to prior year, the 9% 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.

Transient Occupancy Tax (TOT): Year-to-date revenues for TOT (July through November 2014 remittances) were 52% of budget and 10% 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 half of the fiscal year, leading to a 7% actual to budget reading as of December 31st. Staff continues to employ an active discovery program to collect revenue in this area.

Utility Users' Tax (UUT): UUT is reflected at 39% of budget due to the timing of the monthly PG&E receipt (December 2014 receipt will be included in the Quarter 3 reporting). When compared to the prior year, the 7% decrease is due to one-time UUT receipts of \$60k received during FY13-14.

Licenses and Permits: License and Permits revenues are derived primarily from the Planning & Building department including reimbursement/cost recovery income from development projects. First quarter results are reflected at 194% of budget primarily due to three large projects that pulled permits: the 3900 Adeline residential project (\$22 million), the Intersection mixed use project at 3800 San Pablo Avenue (\$21 million), and the Grifols "Project Horizon" tenant improvements (\$42 million).

Fines: Fines are derived from parking and vehicle code violations, with revenues recognized in arrears upon collection. Collections at the end of the second quarter were at 53% of budget and 11% greater than prior year.

Expenditures

Generally the second quarter represents 50% of the fiscal year or approximately \$15,682,000 of the annual budget. Total operating costs to date are \$13,758,553 or 6% below budget at the end of the second quarter as summarized below.

Expenditures by Type:

Expenditures By Type	FY14-15 Budget	FY14-15 YTD Actual	Budget vs. Actual Variance	% of Budget	FY13-14 YTD Actual	FY13-14 vs. FY14-15 Variance	
Staffing	17,257,324	8,126,102	(9,131,222)	47%	7,485,214	640,888	9%
Contract Services	8,033,400	3,017,199	(5,016,201)	38%	3,124,233	(107,034)	-3%
Maintenance	2,119,630	945,236	(1,174,394)	45%	830,330	114,906	14%
Supplies	942,150	423,483	(518,667)	45%	315,398	108,085	34%
Utilities	683,780	248,347	(435,433)	36%	221,104	27,243	12%
Insurance	437,250	355,267	(81,983)	81%	340,830	14,436	4%
Education & Training	250,733	93,723	(157,010)	37%	72,068	21,655	30%
Advertising/Printing & Publication	147,600	54,297	(93,303)	37%	46,047	8,250	18%
Fees & Charges	99,500	8,216	(91,284)	8%	12,145	(3,929)	-32%
Programs & Grants	98,000	11,105	(86,895)	11%	71,175	(60,070)	-84%
Rental & Leases	80,300	39,343	(40,957)	49%	32,100	7,243	23%
Other	(9,700)	29,509	39,209	-304%	(62,333)	91,841	-147%
Capital	15,000	1,068	(13,932)	7%	4,338	(3,270)	0%
Interfund Transfers*	1,209,400	405,659	(803,741)	34%	373,710	31,949	9%
Total	\$ 31,364,367	\$ 13,758,553	\$ (17,605,814)	44%	\$ 12,866,360	\$ 892,193	7%

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

Staffing: Salary savings are a result of several vacancies during the two quarter of the fiscal year, including the Public Works Operation & Facilities Manager (filled November), Public Works Supervisor, Associate Civil Engineer, Environmental Programs Analyst position (filled mid-August), Recreation Supervisor (filled December), and the shared Office Assistant II (filled mid-November) for Finance/Human Resources.

Contract Services: Professional services are below budget by 12% due to the timing of receiving invoices.

Maintenance and Supplies: These expenses are below budget by 5% due to the timing of receiving invoices.

Utilities: This is below budget by 14% due to the timing of receiving invoices.

Insurance: These expenses are reflected at 81% of the total annual budget due to the yearly liability insurance payment made in July 2014.

Education & Training and Advertising/Printing/Publication: The majority of these expenses are cyclical in nature resulting in expenses for the second quarter being below budget by 13%.

Fees & Charges and Programs & Grants: These expenses are below budget by 42% and 39% as these payments are usually made by the end of the fiscal year.

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 304% 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	FY14-15 Budget	FY14-15 YTD Actual	Budget vs. Actual Variance	% of Budget	FY13-14 YTD Actual	FY13-14 vs. FY14-15 Variance	
City Council	154,831	68,251	(86,580)	44%	65,777	2,473	4%
City Manager	573,812	227,143	(346,669)	40%	126,334	100,809	80%
City Clerk	329,582	131,077	(198,505)	40%	146,379	(15,301)	-10%
Public Information Office	132,000	51,769	(80,231)	39%	39,406	12,363	31%
City Attorney	590,545	295,890	(294,655)	50%	258,838	37,052	14%
Information Technology	619,076	290,962	(328,114)	47%	205,484	85,478	42%
Finance	1,069,075	440,510	(628,565)	41%	432,392	8,118	2%
Human Resources	652,838	311,825	(341,013)	48%	250,938	60,887	24%
Community Development Services	2,851,577	1,070,172	(1,781,405)	38%	1,268,886	(198,714)	-16%
Public Works	3,101,238	1,239,588	(1,861,650)	40%	1,203,739	35,849	3%
Non-Departmental Operations	2,807,800	1,142,742	(1,665,058)	41%	1,123,054	19,688	2%
Police	10,445,195	4,945,235	(5,499,960)	47%	4,495,934	449,301	10%
Fire	5,700,900	2,456,442	(3,244,458)	43%	2,360,062	96,381	4%
Community Services	2,335,898	1,086,947	(1,248,951)	47%	889,137	197,809	22%
Total	\$31,364,367	\$ 13,758,553	\$ (17,605,814)	44%	\$ 12,866,360	\$ 892,193	7%

The most significant variances by Department are summarized below:

City Manager: Expenditures are below budget due to the lower than expected staffing, medical insurance, professional services and supplies expenses.

City Clerk/Public Information Office: Expenditures are below budget mainly from the lower than budgeted services and costs such as supplies, professional services, community meetings and advertising/printing/publications expenses.

Finance: Expenditures are below budget due to the lower than budgeted expenses such as staffing, contract services and education/training.

Community Development Services: Expenditures are below budget due to the delayed payment for the contract services reimbursement for the second 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. And the lower than budgeted contract service in the Economic & Housing Development Division, and the lower than budgeted advertising/printing/publication and education/training expenses.

Public Works: This Department had salary savings due to the vacant positions described earlier and the lower than budgeted operating expenses except contract services and other expenses are in line with the budget.

Fire Department: This Department is below budget due to the delayed billing for December 2014 fire services from Alameda County.



CITY OF EMERYVILLE

MEMORANDUM

DATE: February 23, 2015
TO: Finance Advisory Committee
FROM: Sabrina Landreth, City Manager
SUBJECT: Status of Alameda County Fire Services Contract

Recommendation

This is an information item only.

Discussion

Staff has attached the FY 2014-15 Second 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 2014-15:

Summary of Fire Service Costs	Contract Budgeted Expenditures	Contract Actual Expenditures	Year End Estimate favorable/ (unfavorable)	Notes
First Quarter	\$1,424,482	\$1,411,262	\$49,378	.9% Estimate under budget
Second Quarter	\$1,424,482	1,334,222	\$69,854	1.2%
Third Quarter	\$1,424,482			
Fourth Quarter	\$1,424,482			
Total	\$5,697,928	\$1,411,262	\$69,854	1.2% under budget

Attachments: FY 2014-15 Second 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

DAVID A. ROCHA
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"

January 22 2015

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

Dear Sabrina:

Subject: 2014-15 Second Quarter and Year End Estimated Expenditures Report

Attached for your review are the Second Quarter and Year End Estimated Expenditures Report for the City of Emeryville. The 2014-15 approved City contract amount is \$5,697,928, year-end projection for the City's contract is \$5,628,074, and it is estimated to be 1.2% or \$69,854 under budget. The Second Quarter expenditures were \$1,334,222 or 23.4% of budget.

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

- Salaries and Benefits are estimated to be 1.3% or \$63,480 under budget due to the net change of the following:
 - Salaries are estimated to be close to budget due to hiring 6 additional firefighter recruits and the new estimated COLA rate for the Represented Group is 1%, effective January 2015. Budget originally assumed 2.8% COLA rate;
 - Overtime is estimated to be at budget;
 - Health insurance costs are estimated to be under budget due to Kaiser Bay Area family plan premium dropping 3.8% in CY 2015 and active employees contributing at least 10% of health insurance cost depending on the plan they choose effective January 1, 2015;
 - Actual dental premium costs are estimated to be under budget due to budgeting all employees at 3-party rate;
 - Worker's compensation is over budget based on County actual allocation.
- Services and Supplies expenditures are estimated to be 1.5% or \$6,280 under budget due to the following:
 - PPE, Training & Staff Development and SCBA programs are estimated to be close to budget. We billed the City for the costs associated with FY 13-14 Recruit Academy in Q4 FY 13-14. We will true-up the cost in Q4 FY 14-15 as we are hiring 6 additional firefighter recruits (we budgeted 24);
 - Building Lease is estimated to be under budget based on year to date actual;
 - Dispatch contract cost is over budget due to cost per call being higher than expected. Cost per call increased to \$33.86 when the budget for Dispatch Center was finalized in April 2014;
 - Fuel program is estimated to be under budget due to lower fuel cost;
 - All other programs are estimated to be close to budget based on year to date expenditure trend.

- Countywide Overhead is estimated to be 13.6% or \$11,980 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 \$949,654.66 for the Second Quarter. Second Quarter actual expenditures were \$1,334,222. The following is a summary of year-to-date reconciliation:

Service for FY 2014-15	Monthly Budget Payment	City Quarterly Payments	Actual Expenditures	Quarter-end Invoice Amount
1 st Quarter	\$474,827.33	\$949,654.66	\$1,411,262.00	\$461,607.34
2 nd Quarter	\$474,827.33	\$949,654.66	\$1,334,222.00	\$384,567.34

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
Terry Carey, Division Chief, ACFD



ALAMEDA COUNTY FIRE DEPARTMENT

6363 Clark Avenue Dublin, CA 94568

Tel: (925) 833-3473 (FIRE)

Fax: (925) 875-9387

Date: January 22, 2015

Invoice No: 2014-15-222

To: City of Emeryville
Attn: Accounts Payable
1333 Park Avenue
Emeryville, CA 94608

Federal Tax ID #: 94-3175000

RE: City of Emeryville Fire and Emergency Response Services for December 2014

Total Amount Due and Payable **\$384,567.34**

**Please remit payment to:
Alameda County Fire Department
6363 Clark Avenue Dublin, CA 94568
Attn: Accounts Receivable**

**ALAMEDA COUNTY FIRE DEPARTMENT
CITY OF EMERYVILLE
RESPONSE TIMES
FY 2014 - 2015**

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	6	6	0	0	0	0	9	9
100.00%		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	4	0	0	0	0	8	9
80.00%		100.00%						88.89%	

MEDICAL CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
318	342	381	416	0	0	0	0	699	758
92.98%		91.59%						92.22%	

HAZARDOUS CONDITIONS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
11	12	11	13	0	0	0	0	22	25
91.67%		84.62%						88.00%	

SERVICE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
24	29	20	23	0	0	0	0	44	52
82.76%		86.96%						84.62%	

GOOD INTENT									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
7	8	12	13	0	0	0	0	19	21
87.50%		92.31%						90.48%	

FALSE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
61	63	41	44	0	0	0	0	102	107
96.83%		93.18%						95.33%	

CANCELLED ENROUTE									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
	57		65	0	0	0	0		122
519		584		-		-		1,103	

ALL INCIDENTS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
428	462	475	519	0	0	0	0	903	981
92.64%		91.52%						92.05%	

EMERGENCY INCIDENTS ONLY									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
336	362	402	439	0	0	0	0	738	801
92.82%		91.57%						92.13%	

CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2014-15

PROGRAM	2014-15 Contract	2014-15 Estimated Actual				Total Estimated Actual	Variance (Over)/Under Budget		COMMENTS
		Jul - Sept 14 Actual	Oct - Dec 14 Actual	Jan - Jun 15 Estimates	\$		%		
BASE SALARY	\$2,625,409	\$638,595	\$652,719	\$1,319,203	\$2,610,517	\$14,892	0.6%	Close to budget due to hiring 6 more firefighter recruits and the new estimated COLA rate for the Represented Group is 1% effective 1/1/2015 and budget assumed 2.8%.	
OVERTIME	\$627,818	\$208,428	\$106,764	\$306,495	\$621,687	\$6,131	1.0%		
HOLIDAY PAY	\$147,234	\$38,906	\$38,905	\$68,774	\$146,585	\$649	0.4%		
PERS	\$719,005	\$177,743	\$177,667	\$363,358	\$718,768	\$237	0.0%		
EMPLOYEE CONTRIBUTION TO EMPLOYER RETIREMENT COSTS	(\$26,728)	(\$6,576)	(\$6,575)	(\$13,444)	(\$26,595)	(\$133)	0.5%		
PAYROLL TAXES	\$46,524	\$11,479	\$11,479	\$23,392	\$46,350	\$174	0.4%		
HEALTH INSURANCE -ACTIVE	\$469,527	\$100,924	\$101,960	\$214,906	\$417,790	\$51,737	11.0%	Under budget due to Kaiser Bay Area family rate dropping 3.8% in CY 2015 and budgeting everyone at 3 party family rate	
COLA REDISTRIBUTION	\$10,039	\$0	\$0	\$0	\$0	\$10,039	100.0%	FY 14-15 budget proposal assumed that ACFD will contribute 50% of COLA effective 1/1/2014 to OPEB in July-Dec 2014. Per MOU adopted on 5/27/14, the budget for this line item no longer applies.	
EMPLOYEE CONTRIBUTION TO HEALTH INSURANCE	\$0	\$0	\$0	(\$21,491)	(\$21,491)	\$21,491	#DIV/0!	Per MOU adopted on 5/27/14, active employees will contribute at least 10% of health insurance cost depending on the plan they choose effective 1/1/2015.	
DENTAL	\$36,116	\$7,789	\$7,675	\$16,202	\$31,666	\$4,450	12.3%	Under budget due to budgeting all employees at 3-party rate	
401A CONTRIBUTION	\$40,430	\$9,913	\$9,913	\$20,421	\$40,247	\$183	0.5%		
OTHER BENEFITS	\$40,893	\$10,012	\$9,984	\$21,589	\$41,585	(\$692)	-1.7%		
WORKERS COMP	\$210,860	\$64,135	\$64,134	\$128,269	\$256,538	(\$45,678)	-21.7%	Based on County actual allocation	
SALARIES & BENEFITS TOTAL:	\$4,947,127	\$1,261,348	\$1,174,625	\$2,447,674	\$4,883,647	\$63,480	1.3%		
CONTRACT WITH OAKLAND FIRE DEPARTMENT FOR ADDITIONAL COVERAGE	\$157,518	\$39,380	\$39,380	\$78,758	\$157,518	\$0	0.0%		
Administrative Support (0.5 FTE)	\$41,074	\$10,587	\$10,587	\$31,785	\$52,959	(\$11,885)	-28.9%	Due to higher than expected COLA effective 7/1/2013.	
APPROVED CONTRACT TOTAL:	\$5,697,928	\$1,411,262	\$1,334,222	\$2,882,590	\$5,628,074	\$69,854	1.2%		
RECONCILIATION									
Month 1 of Quarterly Payment		474,827.33	\$474,827.33						
Month 2 of Quarterly Payment		474,827.33	\$474,827.33						
Quarter-end True-up Invoice Amount		461,607.34	\$384,567.34						

Unit	ALCO Identifier	Date	Labor	OT Labor	Parts	Freight	OSH	Tax	N/O total	Reg HT	OT HT	Reason for repair	Work performed	
132160	170	E34	10/10/2014	\$2,660.00	\$142.50	\$4,194.54	\$	177.25	\$377.51	\$7,551.80	28.0	1.5	Service	1) Annual service performed 2) Smoke test performed Passed 3) Steam cleaned 4) Air filter clogged Replaced with new 5) Siren Q2B damaged Removed old, repaired siren Replaced cover 6) Fold down step at pump panel will not stay up Replaced with new 7) Cup holders installed 3 cup holders 8) Driver side seat belt torn Removed old and replaced with new 9) Fuel gauge read 3/4 when full Tested sender, replaced with new 10) Primer check valve needs replacing Had flash, flushed and tested 11) F/F open door alarm is not working Replaced bad switch 12) Takes a long time to turn over Replaced bad batteries 13) Add air rests to Capt's and engineers Installed two arm rests 14) Window wash bottle cracked Removed and replaced with new 15) Left rear upper component light nonop Found bad connection 16) Right rear lower compartment light mounts broken Replaced with new clips 17) Pump test performed
140128	200	T535	10/27/2014	\$237.50	\$	\$	\$	905.20	\$1,142.70	2.5	0.0	Repair	1) Annual Aerial Inspection and ground ladder	
										Total for Quarter		\$ 8,694.50		

CITY OF EMERYVILLE

OUTSTANDING LONG-TERM DEBT

CITY DEBT (as of 6/30/14)

Issue	Rating	Interest Rate	Maturity	Par Amount	14-15 Principal	14-15 Interest
2013A Lease Revenue	N/A Private Placement	3.02% fixed	May 2028	\$4,390,300	\$241,900	\$125,463
<u>TOTAL</u>				<u>\$4,390,300</u>	<u>\$241,900</u>	<u>\$125,463</u>

SUCCESSOR AGENCY DEBT (as of 9/1/14, the date of refunding)

Issue	Rating	Interest Rate	Maturity	Par Amount	14-15 Principal	14-15 Interest
2014A Tax-exempt	S&P: A+	0.19-3.58%	2034	\$ 95,450,000	\$0	\$ 2,339,771
2014B Taxable	S&P: A+	0.7-4.82%	2031	14,270,000	0	244,448
<u>TOTAL</u>				<u>\$ 109,720,000</u>	<u>\$0</u>	<u>\$ 2,584,219</u>

The 2014 Refunding for the Successor Agency Debt refunded seven series of bonds and consolidated them into two series, one tax-exempt and one taxable. The refunded bonds received a ratings upgrade from Standard & Poor's ("S&P") of A+. Certain maturities carry bond insurance from Assured Guaranty ("AGM") and therefore carry AGM's credit rating of AA.

The bonds were sold in a very favorable market and were almost three times oversubscribed. This generated substantial debt service savings to the Successor Agency. Net present value savings were over \$21 million or 14% of the refunded par. Gross nominal savings were around \$42.5 million. Annual debt service savings to the Successor Agency are \$3.15 million in 2015 through 2026 and after that they drop to \$700,000 in 2027 and 2028, to \$580,000 in 2029 through 2031 and \$536,000 thereafter.

CHILD CARE CENTER AUDIT FINDINGS AND RESPONSES FROM MANAGEMENT

1. During testing of program fees, noted the system charged two students for 23 days present, when the days of operation for the month of October was only 22.

Staff will check the monthly calendar in the registration system to ensure correct days of operation are reflected.

2. During testing of program fees, we noted three students for which the daily rate charged on the invoice was higher than the daily rate noted in the students' file. There was no documentation noted on the change in student rates.

Management will check daily rates in registration system to confirm rates charged match the children's files. This will be done on a monthly basis.

3. During review of the sign-in/out sheets, discovered one child where the sign-in/out sheet for the week of 7/1 - 7/7 was not available. As a result, we were unable to examine parent drop-off/pickup signatures to verify proper attendance of the child, as well as the number of "Best Interest" days claimed for that child.

Manager and Supervisor will work with teachers and staff to ensure sign-in sheets are reviewed daily and that completed sign-in sheets are kept in each child's folder.

4. For the months of March, April, and May 2014, "Best Interest" days were not recorded on the spreadsheet due to miscommunication between staff at the CDC and the Rec Center. The State requires that the number of "Best Interest" days be tracked, as the State provides subsidies for each student claimed "Best Interest" day, up to a maximum of 10 per year before the student is required to be re-certified for enrollment. We noted one student with 10 "Best Interest" days claimed during the year, excluding the three months in question.

Best interest days will be tracked in the registration system and not on an excel spread sheet. Children's attendance are recorded monthly and will be checked by the office assistant for accuracy.

5. During testing of Nutrition Program eligibility, we selected 8 students and noted that none of the student files that were selected had the income eligibility worksheets on file, which indicates the status of each subsidized child as "free", "reduced", or "base". We requested that these worksheets be printed, and placed in their respective files. Without this worksheet, there would be no way to verify the CDC is classifying each child correctly.

Staff will implement procedures to make sure eligibility worksheets are complete in the registration process, updated yearly and placed in each child's folder.