



City of Emeryville

INCORPORATED 1896

1333 Park Avenue

Emeryville, California 94608-3517

Tel: (510) 596-4300 | Fax: (510) 596-4389

Budget Advisory Committee

William C. Reuter, Chair
Benay Curtis-Bauer, Vice Chair
Brian Cross, Member
Fran Quittel, Member
VACANT, Member

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

Special Meeting

Civic Center, Garden Level

1333 Park Avenue, Emeryville, CA 94608

October 24, 2016, 2:45 PM

Budget and Governance Committee

Councilmember Jac Asher, Chair
Councilmember Nora Davis, Vice Chair

AGENDA

Actions taken by Advisory Committees are not official actions of the City Council, but must be ratified at a regular City Council meeting.

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

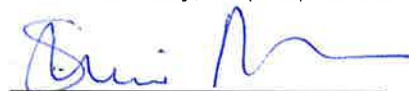
In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this meeting should contact the committee secretary at (510) 596-4352 as far in advance as possible but no later than 72 hours before the scheduled meeting. The best effort to fulfill the request will be made. Assistive listening devices are available for anyone with hearing difficulty from the committee secretary prior to the meeting, and must be returned to the committee secretary at the end of the meeting. All documents are available in alternative formats, upon request. No dogs, cats, birds or any other animal or fowl shall be allowed at or brought in to a public meeting by any person except (i) as to members of the public or City staff utilizing the assistance of a service animal, which is defined as a guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability, or (ii) as to police officers utilizing the assistance of a dog(s) in law enforcement duties. All committee meetings are recorded and are available through the City's website.

1. Roll Call
2. Public Comment
3. Approval of July 13, 2016 Minutes
4. Action Items
5. Information items
 - 5.1. 4th Quarter FY 15-16 Financial Update
 - 5.2. Update on Alameda County Fire Services Agreement
 - 5.3. Update on Long-Term Debt Currently Outstanding
 - 5.4. Report on Section 115 Pension Trust (Verbal and Handout)
6. Future Agenda Items
 - 6.1. Regular Meeting Dates of Budget Advisory Committee & Budget and Governance Committee
7. Announcements/Member Comments
8. Adjournment

FURTHER INFORMATION may be obtained by contacting Susan Hsieh, Committee Secretary, at (510) 596-4352 or shsieh@emeryville.org.

DATED: October 12, 2016

Post on: October 14, 2016
Post until: October 25, 2016


City Clerk

City of Emeryville
Joint Meeting of Budget & Governance Committee and Budget Advisory Committee Minutes
July 13, 2016, 1:30 p.m.

Members Present:

Budget & Governance Committee

Jac Asher, Chair
Nora Davis, Vice Chair

Staff Present:

Carolyn Lehr, City Manager
Susan Hsieh, Finance Director
Michelle Strawson O'Hara, Finance Supervisor
Pedro Jimenez, Community Services Director

Budget Advisory Committee

William C. Reuter, Chair
Benay Curtis-Bauer, Vice Chair
Fran Quittel, Resident

Excused:

Brian Cross, Business Rep

1. **Roll Call:** The meeting was called to order at 1:30 p.m.
2. **Public Comments:** None
3. **Minutes from May 19, 2016 Meeting:** Approved
4. **Action Items:**
 - 4.1 **Review of Master Fee Schedule** – Consultant Stacey Shell from NBS presented the Master Fee Study conducted for the City of Emeryville.
 - Vice Chair Nora Davis recommended NBS prepare a comprehensive comparison of fees. Ms. Shell noted that a document is available showing the comparison of five neighboring jurisdictions. She cautioned that the document cannot necessarily provide a similar comparison to Emeryville as every jurisdiction has their own methods and philosophies on how to set their fees. Chair Jac Asher requested that a link to this document be included in the July 19, 2016 Council staff report.
 - The committee advised staff to change the Police department's medical marijuana delivery permit fee from a fixed amount of \$1,081 to an hourly rate (\$157 for non-sworn and \$276 for sworn).
 - Ms. Davis asked the committee to consider the burden on the General Fund and Emeryville taxpayers regarding the subsidy of the community service programs (i.e. fees kept low to ensure they are affordable to *non-residents*, in addition to residents).
 - Ms. Davis requested staff provide an estimate of total fees collected city-wide for the July 19th council meeting.
 - Ms. Davis requested Public Works to report on the fees collected for use of public right-of-way for the past 2-3 years at the July 19th council meeting.
 - 4.2 **Annual Investment Policy Update** - Finance Director, Susan Hsieh presented the report.
 - Ms. Davis expressed concern regarding the inclusion of commercial paper as an investment option. Both Ms. Davis and Ms. Asher recommended removing this option.
 - Vice Chair Benay Curtis-Bauer advised leaving the commercial paper in the policy but lowering the maximum investment to 10% (from 15%) and requiring the commercial paper investment to be diverse.
5. **Informational items:** None
6. **Future Agenda Items:** Ms. Quittel reminded members of her previous request for data regarding fees/taxes paid by Emeryville businesses. Ms. Lehr noted that she would need to

make a request to Council for a formal study as this information is not readily available. Furthermore, there would need to be clear justification for how the results would be used to benefit the City.

7. **Announcements/Member Comments:** None
8. **Adjournment:** The meeting was adjourned at 2:55 p.m.



City of Emeryville

CALIFORNIA

Quarterly Financial Report

Fourth Quarter FY 2015-16 (Unaudited)*

As of June 30, 2016

October 12, 2016

OVERVIEW

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

FY 15-16 General Fund revenues exceeded expenditures by \$10.6M excluding transfers in and transfers out. Actual results are consistent with the projected revenues and expenditures presented to the Committee in April 2016. Excess funds along with prior year's fund balance were transferred to various funds to increase the Economic Uncertainty Reserve to 50% of operating expenditures and to support CIP projects, community programs and unfunded liabilities. Overall the General Fund ended the year with a favorable variance. Analysis of revenues, expenditures, and transfers out is discussed below.

	FY15-16 Budget	FY15-16 Actual	Variance	% of Budget
Total Revenues	\$ 35,255,249	\$ 42,349,128	\$ 7,093,879	120%
Total Expenditures	33,381,820	31,763,499	(1,618,321)	95%
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,873,429	10,585,629	8,712,200	565%
Transfers in	1,331,500	1,335,000	3,500	100%
Transfers out	(33,019,145)	(33,019,331)	(186)	100%
Total Other Financing Sources (Uses)	(31,687,645)	(31,684,331)	3,314	100%
Net Change in Fund Balance	(29,814,216)	(21,098,702)	8,715,514	71%
Fund Balances, Beginning of Year	22,394,890	22,394,890	-	100%
Fund Balances, End of Year	\$ (7,419,326)	\$ 1,296,188	\$ 8,715,514	-17%

GENERAL FUND REVENUES

Key Revenues

The City's top ten budgeted revenues are presented below. These revenues account for 94% of total General Fund revenues. The year-to-date revenues exceeded budget primarily due to the increase in real property transfer tax and transient occupancy tax revenue (refer to explanations below).

Top 10 Budgeted Revenues	FY15-16 Budget	FY15-16 Actual	Budget vs. Actual Variance	% of Budget	FY14-15 Actual	FY15-16 vs. FY14-15 Variance	
Sales Tax	\$ 7,916,737	\$ 8,639,923	\$ 723,186	109%	\$ 7,976,069	\$ 663,854	8%
Transient Occupancy Tax	5,599,800	6,894,846	1,295,046	123%	5,911,821	983,025	17%
Business License Tax	5,035,500	5,652,746	617,246	112%	5,223,903	428,843	8%
Licenses and Permits	4,765,036	5,537,471	772,435	116%	3,213,013	2,324,458	72%
Utility Users Tax	2,948,000	2,975,287	27,287	101%	2,870,024	105,263	4%
Cardroom Tax	2,300,000	2,519,579	219,579	110%	2,444,594	74,985	3%
Property Tax	1,905,448	2,073,871	168,423	109%	1,992,355	81,516	4%
Franchises	1,494,522	1,642,045	147,523	110%	1,553,715	88,330	6%
V.L.F. In Lieu	669,002	759,623	90,621	114%	679,813	79,810	12%
Real Property Transfer Tax	530,000	2,966,774	2,436,774	560%	1,503,485	1,463,289	97%
Total	\$ 33,164,045	\$ 39,662,165	\$ 6,498,120	120%	\$33,368,792	\$ 6,293,373	19%

* Quarterly reports are on a cash basis, meaning only revenue received and expenditures paid by quarter-end are recorded. At the end of the fiscal year and included in this June report, accrued revenues (accounts receivables) and liabilities (accounts payables) are recorded in accordance with GASB requirements.

The following highlights key revenue results:

Sales Tax: Sales tax receipts of \$8.6M were 9% above budget for FY 2015-16 and 8% over prior year FY 2014-15 due to increased sales for the majority of the top sales tax generators. Sales tax revenue includes the East Bay Bridge (EBB) shopping center revenue sharing agreement with the City of Oakland. During FY 2015-16 the City received \$498k from the City of Oakland and paid \$977k to the City of Oakland. These amounts are consistent with the prior year. 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 were 23% above 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.

Business License Tax (BLT): Total business license collections of \$5.7M were 112% of budget and approximately \$429k or 8% greater than prior year. Staff continues to employ an active discovery program to collect revenue in this area.

Licenses and Permits: Licenses and Permits revenues are derived primarily from the Planning & Building divisions including reimbursement/cost recovery income from development projects. FY2015-16 results of \$5.5M are reflected at 116% of budget primarily due to several large projects that pulled permits: Stanford Health Care at 5800 Hollis and The Towers at 2000 Powell Street, and the Public Market development projects on Shellmound.

Utility Users' Tax (UUT): UUT of \$3M is consistent with the budget and 4% above prior year.

Cardroom Tax: Cardroom taxes of \$2.5M are reflected at 10% above budget and are consistent with prior year's total of \$2.4M

Property Tax: Property taxes of \$2M were 9% over budget and 4% greater than FY 2014-15.

Franchise Fees: Franchise fees of \$1.6M are reflected at 10% above budget and are 6% greater than prior year.

Real Property Transfer Tax: Revenues of \$3M are \$2.4M greater than budget and \$1.5M greater than the same period of the prior year primarily due to a one-time commercial sale in December 2015. The increased revenue is a result of the new tax ordinance that was effective January 1, 2015 which imposed a tax of \$12 per \$1,000 of property valuation.

GENERAL FUND EXPENDITURES

At the end of the fiscal year, total General Fund expenditures were under budget by \$1.6M, or 2%. The savings were primarily contributed to vacant positions and lower than expected contract obligations.

Expenditures by Type

Expenditures by type are summarized below:

Expenditures By Type	FY15-16 Budget	FY15-16 YTD Actual	Budget vs. Actual Variance	% of Budget	FY14-15 YTD Actual	FY14-15 vs. FY15-16 Variance
Staffing	\$ 18,536,701	\$ 17,982,330	\$ (554,371)	97%	\$ 16,572,961	\$ 1,409,369 9%
Contract Services	9,815,109	9,492,863	(322,246)	97%	8,603,914	888,949 10%
Maintenance	2,129,840	1,885,959	(243,881)	89%	2,004,071	(118,112) -6%
Supplies	970,207	788,938	(181,269)	81%	843,695	(54,757) -6%
Utilities	687,780	748,772	60,992	109%	697,563	51,209 7%
Insurance	523,750	398,977	(124,773)	76%	369,908	29,069 8%
Education & Training	252,233	198,061	(54,172)	79%	217,845	(19,784) -9%
Advertising/Printing & Publication	145,600	98,600	(47,000)	68%	107,921	(9,321) -9%
Fees & Charges	99,700	16,409	(83,291)	16%	17,416	(1,008) 0%
Programs & Grants	118,000	18,375	(99,625)	16%	24,388	(6,013) -25%
Rental & Leases	80,300	93,641	13,341	117%	81,668	11,972 15%
Other	17,600	30,570	12,970	174%	(30,242)	60,812 -201%
Capital	5,000	10,006	5,006	200%	1,845	8,161 0%
Interfund Transfers*	33,019,145	33,019,331	186	100%	10,848,626	22,170,705 204%
Total	\$66,400,965	\$ 64,782,830	\$ (1,618,135)	98%	\$ 40,361,578	\$24,421,252 61%

* Interfund transfers include transfers to General Fund sub-funds such as Economic Uncertainty Reserve, Community Programs, and Economic Development funds.

Significant variances are noted below:

Staffing: Salary and benefit savings of \$554k primarily resulted from unfilled positions and positions that were filled only for part of the year (e.g. Building Inspector, Economic Development Manager, Operations & Facilities Manager). Savings were offset by the \$1.1M paid to CalPERS for unfunded pension

liabilities. The expenditure was budgeted in the PERS Reserve Fund but reclassified to the General Fund Departments. The reclassification properly reflects the benefit costs associated with each department and maintains a healthy balance in the reserve fund.

Contract Services and Maintenance: Contract and maintenance costs were \$566k below budget due to lower than expected contract obligations, specially related to the Community Development, Fire, Public Works, and Community Services departments.

Supplies: Supplies were \$181k (19%) below budget primarily contributed to savings from the Public Works and Community Services departments.

Utilities: Utility usage was \$61k (9%) higher than budgeted (energy, water, telephone/communication).

Insurance: Insurance was \$125k (24%) below budget due to lower than budgeted insurance premium.

Other Operating Expenditures: Other expenditures were \$253k below budget. Savings from Education, Advertising, Fees, and Programs were reduced by increase in Rental, Other, and Capital expenditures. These costs are driven by program activities and timing of expenditures. For example, the Economic Development & Housing Division's advertising/printing costs were lower than budgeted. More printing costs may incur in FY 16-17 when certain programs are implemented.

Interfund Transfers: FY 15-16 transfers out amounted to \$33M including transfers to support CIP projects (\$1M for Cultural Arts Center and \$5M for Capital Infrastructure Reserve), to fund community programs (\$400k) and unfunded pension liabilities (\$8.8M), and to increase the Economic Uncertainty Reserve target to 50% (\$15.8M).

Expenditures by Department

Expenditures by department are summarized below:

Expenditures By Department	FY15-16 Budget	FY15-16 YTD Actual	Budget vs. Actual Variance	% of Budget	FY14-15 YTD Actual	FY14-15 vs. FY15-16 Variance	
City Council	\$ 163,750	\$ 168,094	\$ 4,344	103%	\$ 176,269	\$ (8,175)	-5%
City Manager	723,078	697,821	(25,257)	97%	466,187	231,635	50%
City Clerk	308,760	397,961	89,201	129%	312,884	85,077	27%
Public Information Office	132,000	63,518	(68,482)	48%	98,169	(34,650)	-35%
City Attorney	605,438	410,123	(195,315)	68%	547,371	(137,248)	-25%
Information Technology	646,237	599,679	(46,558)	93%	597,598	2,081	0%
Finance	1,028,707	872,697	(156,010)	85%	962,016	(89,319)	-9%
Human Resources	817,397	788,534	(28,863)	96%	643,172	145,362	23%
Community Development Services	4,541,677	4,195,102	(346,575)	92%	3,367,673	827,428	25%
Public Works	3,266,403	3,144,935	(121,468)	96%	2,934,038	210,897	7%
Non-Departmental Operations	34,639,595	34,471,847	(167,748)	100%	12,315,930	22,155,916	180%
Police	10,862,424	10,424,665	(437,759)	96%	10,200,761	223,904	2%
Fire	5,781,300	6,220,864	439,564	108%	5,572,386	648,478	12%
Community Services	2,884,199	2,326,990	(557,209)	81%	2,167,124	159,866	7%
Total	\$66,400,965	\$ 64,782,830	\$ (1,618,135)	98%	\$ 40,361,578	\$ 24,421,252	61%

Overall departmental expenditures are considered to be on target if they are within 10% of the budget target through the end of the fiscal year, which is 100%. Departmental expenditures that vary more than 10% from the budget target are reviewed below.

City Clerk: Expenditures were \$89k (29%) above budget due to personnel transition and professional and storage costs associated with the city-wide Records Management Project.

Public Information Office: Expenditures were \$68k (52%) below budget due to lower than expected expenditures.

City Attorney's Office: Expenditures were \$195k (32%) below budget primarily contributed to the Assistant City Attorney position, which was vacant for six months in FY 15-16.

Finance Department: Expenditures were \$156k (15%) below budget resulted from lower than expected education/training and personnel costs. The Finance Director position was vacant for several months in FY 15-16.

Community Services: Expenditures were below budget by \$557k, or 19%. The savings were primarily attributed to vacant positions and lower than expected contract obligations and supply purchases. The majority of operating expenditures budgeted for ECCL was not spent due to the delay opening of the center.



CITY OF EMERYVILLE

MEMORANDUM

DATE: October 24, 2016
TO: Budget Advisory Committee
FROM: City Manager's Department
SUBJECT: Status of Alameda County Fire Services Contract

Recommendation

This is an information item only.

Discussion

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

FY 2015-16:

Summary of Fire Service Costs	Contract Budgeted Expenditures	Contract Actual Expenditures	Year End Estimate favorable/ (unfavorable)	Notes
First Quarter	\$1,438,282	\$1,354,226	\$58,201	1% Estimate under budget
Second Quarter	\$1,438,282	\$1,348,259	\$2,311	0.04% Estimate under budget
Third Quarter	\$1,438,282	\$1,414,147	\$88,011	1.5% Estimate under budget
Fourth Quarter	\$1,438,282	\$1,464,140	\$172,355	3% Estimate under budget
Total	\$5,753,127	\$5,580,772	\$172,355	3% under budget

Attachments: FY 2015-16 Fourth 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

July 22, 2017

DAVID A. ROCHA
Fire Chief

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

SERVING:

City of Dublin

City of Emeryville

City of Newark

City of San Leandro

City of Union City

Lawrence Berkeley
National Laboratory

Lawrence Livermore
National Laboratory

Unincorporated Areas
of Alameda County

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

Dear Carolyn:

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

Attached for your review are the Fourth Quarter and Year End Estimated Expenditures Report for the City of Emeryville. The 2015-16 approved City contract amount is \$5,753,127, year-end projection for the City's contract is \$5,580,772, and it is estimated to be ~~2.88%~~ or 3% ~~\$165,503~~ under budget. The Fourth Quarter expenditures were ~~\$1,646,140~~ or 25.4% of budget. \$172,355 \$1,464,140

The level of spending during the Fourth Quarter was consistent with initial contract projections. For the remainder of 2015-16:

- Salaries and Benefits are 1.6% or \$80,807 under budget due to the net change of the following:
 - Salaries are over budget as the 4.33% pay rate increase for Represented Group, effective January 1, 2016, is higher than budgeted (budget assumed 2%) and City is paying for 5.71% of the 21 recruits (budget assumed 24);
 - Overtime is under budget based on year to date actual;
 - Health insurance costs are under budget due to 2016 Kaiser Bay Area family plan premiums increasing by 4.5% vs budgeted increase of 7.5% (3% lower than initially estimated) and due to budgeting all employees at 3-party rate;
 - Actual dental premium costs are under budget due to budgeting all employees at 3-party rate;
 - Worker's compensation is under budget based on County actual allocation.
- Services and Supplies expenditures are estimated to be 19.1% or \$82,673 under budget due to the following:
 - Professional Service Contract program is over budget due to new reporting requirement for GASB 68 on Comprehensive Annual Financial Report and Standards of Coverage (SOC) Report;
 - EMS program is under budget due to delay of a service contract;
 - Fuel program is estimated to be under budget due to utilizing County fuel stations;
 - Household and Laundry programs are over budget based on year to date actual;
 - Staff Vehicles program is over budget due to aging vehicles;
 - Wildland program is over budget due to purchases made in FY 14-15 not paid until this fiscal year;

- Human Resource program is over budget due to heavy recruitment and promotional activities;
 - All the other programs are either close to budget or under budget based on year to date expenditure.
- Countywide Overhead is estimated to be 2.3% or \$1,954 under budget based on County year to date allocation and credit applied from FY 14-15 True-Up.
 - Fixed Assets program is close to budget.
 - Local match for grant is under budget due to not receiving APEX Radio grant.

Quarterly Payment Reconciliation

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

The City has paid \$958,854.50 for the Fourth Quarter. Fourth Quarter actual expenditures were \$1,464,140. The following is a summary of year-to-date reconciliation:

Service for FY 2015-16	Monthly Budget Payment	City Quarterly Payments	Actual Expenditures	Quarter-end Invoice Amount
1 st Quarter	\$479,427.25	\$958,854.50	\$1,354,226.00	\$395,371.50
2 nd Quarter	\$479,427.25	\$958,854.50	\$1,348,259.00	\$389,404.50
3 rd Quarter	\$479,427.25	\$958,854.50	\$1,414,147.00	\$455,292.50
4 th Quarter	\$479,427.25	\$958,854.50	\$1,464,140.00	\$505,285.50

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

Sincerely,



David A. Rocha
Fire Chief

cc: Accounts Payable, City of Emeryville
Dave Winnacker, Division Chief, ACFD

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

STRUCTURE FIRE CALLS									
Percentage of first alarm assignments meeting response time of 11 minutes or less (3 Engines/1 Truck)									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
4	4	7	7	8	8	6	6	25	25
100.00%		100.00%		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	
10	10	6	8	5	5	8	8	29	31
100.00%		75.00%		100.00%		100.00%		93.55%	

MEDICAL CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
331	363	341	365	376	415	320	353	1368	1496
91.18%		93.37%		90.60%		90.65%		91.44%	

HAZARDOUS CONDITIONS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
6	8	5	5	8	8	4	5	23	26
75.00%		100.00%		100.00%		80.00%		88.46%	

SERVICE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
11	14	24	24	18	18	17	22	70	78
78.57%		100.00%		100.00%		77.27%		89.74%	

GOOD INTENT									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
21	24	20	22	13	13	6	7	60	66
87.50%		90.91%		100.00%		85.71%		90.91%	

FALSE CALLS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
59	61	62	64	66	68	58	65	245	258
96.72%		96.83%		97.06%		89.23%		94.96%	

CANCELLED ENROUTE									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
	83		67		80		84		314
567		563		615		550		2,294	

ALL INCIDENTS									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
442	484	465	495	494	535	419	466	1401	1980
91.32%		93.94%		92.34%		89.91%		70.76%	

EMERGENCY INCIDENTS ONLY									
Percentage of Calls meeting response time of 7 minutes or less									
First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
351	385	359	385	397	436	338	372	1445	1578
91.17%		93.25%		91.06%		90.86%		91.57%	

*Prior quarters data updated as of 7/20/16

ALAMEDA COUNTY FIRE DEPARTMENT									
CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2015-16									
PROGRAM	2015-16 Estimated Actual						Variance (Over)/Under Budget		
	2015-16 Contract	Jul - Sept 15 Actual	Oct - Dec 15 Actual	Jan - Mar 16 Actual	Apr - Jun 16 Actual	Total Estimated Actual	\$	%	COMMENTS
Allocated %	5.71%	5.71%	5.71%	5.71%	5.71%				
PROGRAM SERVICES & SUPPLIES	\$432,227	\$70,302	\$83,787	\$83,305	\$112,160	\$349,554	\$82,673	19.1%	
APPARATUS & EQUIPMENT	\$60,563	\$3,463	\$10,784	\$3,499	\$12,902	\$30,648	\$29,915	49.4%	Based on YTD actual and conditions of City's apparatus
BUILDINGS & GROUNDS	\$1,350	\$0	\$271	\$124	\$0	\$395	\$955	70.7%	
PPE & UNIFORMS	\$34,440	\$1,682	\$3,554	\$10,698	\$12,763	\$28,697	\$5,743	16.7%	
BLDG RENTS & LEASES	\$25,085	\$6,126	\$5,778	\$5,009	\$6,178	\$23,091	\$1,994	7.9%	Based on YTD actual
EQUIP RENTS & LEASES	\$2,194	\$573	\$616	\$476	\$419	\$2,084	\$110	5.0%	
RADIOS	\$17,387	\$724	\$1,200	\$3,287	\$3,142	\$8,353	\$9,034	52.0%	Based on YTD actual
INFORMATION TECHNOLOGY	\$93,799	\$20,917	\$19,370	\$19,793	\$23,361	\$83,441	\$10,358	11.0%	
PROFESSIONAL SERVICES	\$10,720	\$3,302	\$4,072	\$2,709	\$10,041	\$20,124	(\$9,404)	-87.7%	Due to new reporting requirement for GASB 68 on FY 14-15 CAFR and Standards of Coverage (SOC) Report
DISPATCH CONTRACT	\$67,546	\$16,887	\$16,887	\$16,887	\$16,887	\$67,548	(\$2)	0.0%	
DISASTER PREPAREDNESS	\$415	\$22	\$0	\$0	\$0	\$22	\$393	94.7%	Due to grant funding
EMS	\$21,765	\$1,214	\$3,640	\$2,345	\$3,767	\$10,966	\$10,799	49.6%	Due to delay of a service contract
FIRE PREVENTION	\$2,120	\$338	\$150	\$939	\$585	\$2,012	\$108	5.1%	
FUEL/TRANSP	\$31,714	\$4,667	\$5,204	\$2,232	\$5,107	\$17,210	\$14,504	45.7%	Due to utilizing County fuel stations
HAZARDOUS MATERIALS	\$4,649	\$440	\$448	\$1,878	\$978	\$3,744	\$905	19.5%	
HOUSEHOLD SUPPLIES	\$6,516	\$1,848	\$1,736	\$2,448	\$2,253	\$8,285	(\$1,769)	-27.1%	Based on YTD actual
LAUNDRY	\$5,824	\$1,435	\$1,306	\$1,644	\$2,064	\$6,449	(\$625)	-10.7%	
MAPPING	\$1,719	\$0	\$571	\$0	\$0	\$571	\$1,148	66.8%	
ADMINISTRATION	\$3,305	\$607	\$628	\$861	\$558	\$2,654	\$651	19.7%	Based on YTD actual
PUB ED & COMM RELATIONS	\$10,507	\$1,423	\$2,318	\$1,382	\$2,772	\$7,895	\$2,612	24.9%	
SCBA	\$7,635	\$109	\$592	\$976	\$2,511	\$4,188	\$3,447	45.1%	Due to delay on replacement
STAFF VEHICLES	\$4,397	\$917	\$543	\$1,865	\$1,680	\$5,005	(\$608)	-13.8%	Due to aging staff vehicles
TRG & STAFF DEV.	\$9,188	\$1,198	\$2,123	\$1,612	\$1,990	\$6,923	\$2,265	24.7%	
RESCUE	\$1,867	\$181	\$239	\$38	\$1,410	\$1,868	(\$1)	-0.1%	
WILDLAND	\$1,856	\$1,318	\$554	\$72	\$294	\$2,238	(\$382)	-20.6%	Due to purchases made in FY 14-15 not paid until this fiscal year
HUMAN RESOURCES	\$4,539	\$765	\$1,189	\$2,412	\$435	\$4,801	(\$262)	-5.8%	Due to heavy promotional exam and recruitment activities
RESERVE	\$1,127	\$146	\$14	\$119	\$63	\$342	\$785	69.7%	Based on YTD actual
NONDISCRETIONARY SERVICES & SUPPLIES (COUNTY RISK MGMT, COUNSEL)	\$84,891	\$19,242	\$21,189	\$21,388	\$21,120	\$82,939	\$1,952	2.3%	Due to FY 14-15 cost True-Up and estimate based on YTD actual
COUNTY INDIRECTS	\$27,366	\$6,841	\$6,841	\$6,841	\$6,841	\$27,364	\$2	0.0%	
FIXED ASSETS	\$13,079	\$1,580	\$8,457	\$2,973	\$0	\$13,010	\$69	0.5%	

CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2015-16									
PROGRAM	2015-16 Estimated Actual						Variance (Over)/Under Budget		
	2015-16 Contract	Jul - Sept 15 Actual	Oct - Dec 15 Actual	Jan - Mar 16 Actual	Apr - Jun 16 Actual	Total Estimated Actual	\$	%	COMMENTS
ALL PROGRAMS AND OVERHEAD SUBTOTAL:	\$557,563	\$97,965	\$120,274	\$114,507	\$140,121	\$472,867	\$84,696	15.2%	
SALARIES AND BENEFITS	\$5,015,363	\$1,213,614	\$1,185,338	\$1,256,147	\$1,279,457	\$4,934,556	\$80,807	1.6%	
BASE SALARY	\$2,686,215	\$659,692	\$647,485	\$697,940	\$685,577	\$2,690,694	(\$4,479)	-0.2%	Due to 4.33% pay increase for Safety group, effective 1/1/2016, being higher than budgeted (assumed 2%)
OVERTIME	\$611,405	\$137,251	\$120,140	\$123,261	\$158,386	\$539,038	\$72,367	11.8%	Based on YTD actual
HOLIDAY PAY	\$147,987	\$39,017	\$39,017	\$35,749	\$35,678	\$149,461	(\$1,474)	-1.0%	Due to COLA impact
PERS RETIREMENT	\$766,365	\$187,543	\$187,966	\$198,716	\$198,645	\$772,870	(\$6,505)	-0.8%	Due to COLA impact
EMPLOYEE CONTRIBUTION TO EMPLOYER RETIREMENT COSTS	(\$48,072)	(\$11,807)	(\$11,806)	(\$12,498)	(\$12,475)	(\$48,586)	\$514	-1.1%	
PAYROLL TAXES	\$48,056	\$11,730	\$11,754	\$12,338	\$12,341	\$48,163	(\$107)	-0.2%	Due to COLA impact
HEALTH INSURANCE - ACTIVE	\$446,005	\$103,789	\$104,308	\$114,397	\$114,484	\$436,978	\$9,027	2.0%	Due to 2016 Kaiser Bay Area family plan premiums increasing by 4.5% vs budgeted increase of 7.5% (3% lower than initially estimated) and due to budgeting all employees at 3-party rate
EMPLOYEE CONTRIBUTION TO HEALTH INSURANCE	(\$44,601)	(\$10,379)	(\$10,431)	(\$11,440)	(\$11,448)	(\$43,698)	(\$903)	2.0%	
DENTAL	\$35,784	\$7,506	\$7,560	\$6,852	\$7,576	\$29,494	\$6,290	17.6%	Due to budgeting all employees at 3-party rate
401A CONTRIBUTION	\$40,670	\$9,950	\$9,949	\$10,609	\$10,589	\$41,097	(\$427)	-1.0%	Due to COLA impact
OTHER BENEFITS	\$40,139	\$9,557	\$9,632	\$10,458	\$10,340	\$39,987	\$152	0.4%	
WORKERS COMP	\$285,410	\$69,765	\$69,764	\$69,765	\$69,764	\$279,058	\$6,352	2.2%	Based on County allocation
CONTRACT WITH OAKLAND FIRE DEPARTMENT FOR ADDITIONAL COVERAGE	\$163,164	\$40,791	\$40,791	\$40,791	\$40,791	\$163,164	\$0	0.0%	
SUPPLEMENTAL RECOMMENDATIONS	\$17,037	\$1,856	\$1,856	\$2,702	\$3,771	\$10,185	\$6,852	40.2%	
LOCAL MATCH FOR GRANT	\$9,614	\$0	\$0	\$846	\$1,916	\$2,762	\$6,852		AFG grant for Mobile Live Fire Simulator, no APEX Radio Grant
TRAINING TOWER IMPROVEMENT PROJECT	\$7,423	\$1,856	\$1,856	\$1,856	\$1,855	\$7,423	\$0		Training Facility asphalt replacement (5 years spread) and classroom replacement (10 years spread)
RECOMMENDED CONTRACT TOTAL	\$5,753,127	\$1,354,226	\$1,348,259	\$1,414,147	\$1,464,140	\$5,580,772	\$172,355	3.00%	
RECONCILIATION									
Month 1 of Quarterly Payment		479,427.25	\$479,427.25	\$479,427.25	\$479,427.25				
Month 2 of Quarterly Payment		479,427.25	\$479,427.25	\$479,427.25	\$479,427.25				
Quarter-end True-up Invoice Amount		395,371.50	\$389,404.50	\$455,292.50	\$505,285.50				

Emeryville Quarter Report

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
160030	170	E34	4/7/2016	\$ 210.00	\$ 52.50					\$ 262.50	2.0	0.5	Call to station	1) Complaint - RT rear comp. door latch broken Cause - Weld broke Correction - Went to STA 34 and found catch was wrong. Reordered correct part. Defer repair
160373	170	E34	4/27/2016	\$ 315.00		\$ 65.31		\$ 6.20		\$ 386.51	3.0	0.0	Call to station	1) Complaint - Mechanical siren stuck on at times Cause - Solenoid sticking closed Correction - Replaced solenoid 2) Complaint - LT rear compartment latch Cause - Latch fatigue, cracked, coming apart Correction - Replaced latch and hardware
160098	171	E35	5/10/2016	\$ 262.50						\$ 262.50	2.5	0.0	Repair	1) Complaint - Compression switch sticks on partner saw. Correction - Cleaned comp switch. Test operation - ok
160603	170	E34	6/30/2016	\$3,777.50		\$3,583.80		\$846.38		\$ 8,498.14	35.5	0.0	Service	Cause - Due Correction - Perform 2)Complaint - Opacity Cause - Due Correction - Perform 3)Complaint - Steam Cause - Due Correction - Perform 4)Complaint - Add mag lights to apparatus Cause - Customer asked Correction - Added 4 lights 5)Complaint - EMS door handle / lock busted Correction - Fixed on previous repair 6)Complaint - Seats torn Cause - Wear, sent out for repair Correction - Installed repaired seats 7)Complaint - Check eng light intermittent Cause - Found codes for VGT actuator on turbo Correction - Replaced actuator. Cleared codes 8)Complaint - Generator stays in high idle Correction - Follow up work 9)Complaint - Pass side mirror needs adjustment Cause - Loose hardware Correction - Tighten hardware 10)Complaint - Intermittent door open light Cause - Found hose bed covers loose Correction - Need to bed covers fully to keep tight 11)Complaint - 120 volt outlet cover broken

Total for Quarter \$ 9,409.66

