



City of Emeryville

INCORPORATED 1896

1333 Park Avenue, Emeryville, CA 94608-3517
t (510) 596-4300 | f (510) 596-4389

William Reuter, Chair
Benay Curtis-Bauer, Vice Chair
Nathaniel Centeno, Member
Miroo Desai, Member
Fran Quittel, Member
Council Member John Bauters, Liaison

BUDGET ADVISORY COMMITTEE

Regular Meeting
Civic Center, Garden Level
1333 Park Avenue, Emeryville, CA 94608
February 14, 2019 – 2:00 PM

Actions taken by Advisory Bodies 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 Advisory Body (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 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.

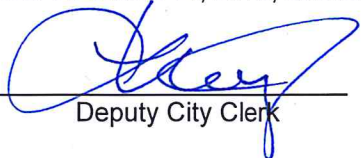
AGENDA

1. Call to Order
2. Roll Call
3. Public Comment
4. Approval of December 13, 2018, Special Meeting Action Minutes
5. Action Items
 - 5.1. Annual Report on Committee Goals, Principles and Accomplishments for Year 2018; and Proposed Committee Priorities for Year 2019
6. Information Items
 - 6.1. 2nd Quarter Fiscal Year 2018-19 Financial Update
 - 6.2. Update on Alameda County Fire Services Agreement
 - 6.3. Update on Long-Term Debt Currently Outstanding
 - 6.4. Section 115 Pension Trust 2018 Q4 Investment Report
7. Future Agenda Items
 - 7.1. Review of Base Level General Fund Budget
8. Announcements / Member Comments
9. Adjournment

FURTHER INFORMATION may be obtained by contacting Susan Hsieh, Committee Secretary, at 510-596-4352, shsieh@emeryville.org or bac@emeryville.org. The next regular meeting is scheduled for March 14, 2019, at 2:00 PM.

DATED: February 7, 2019

Post on: February 8, 2019
Post until: February 15, 2019


Deputy City Clerk

City of Emeryville
Budget Advisory Committee Special Meeting Minutes
December 13, 2018, 3:30 p.m.

Members Present:

William C. Reuter, Chair
Benay Curtis-Bauer, Vice Chair
Nathaniel Centeno, Member
Miroo Desai, Member
Fran Quittel, Member
Mayor John Bauters, Council Liaison

Staff Present:

Christine Daniel, City Manager
Susan Hsieh, Finance Director
Lisa Lopez, Human Resources Director
Pedro Jimenez, Community Services Director
Gilbert Punsalan, Accounting Supervisor

Consultants Present:

Bryan Gruber, Lance, Soll & Lunghard, LLP
Randall Yurchak, Highmark Capital Management
Nik Weigand, PARS
Dennis Yu, PARS

1. **Call to Order:** The meeting was called to order by Chair Reuter at 3:32 p.m.
2. **Roll Call**
3. **Public Comments:** None
4. **Approval of October 11, 2018 Minutes** - A motion by Chair Reuter, seconded by Member Centeno, to approve the October 11, 2018 regular meeting minutes. Approved 4-0 (Reuter, Centeno, Desai, Quittel); Absent 1 (Curtis-Bauer).
5. **Action Items:**

5.1 Review and Recommend Acceptance of Fiscal Year 2017-18 Comprehensive Annual Financial Report (CAFR) and Compliance Reports

- City's external auditor Bryan Gruber from Lance, Soll & Lunghard, LLP discussed the City's financials. The City received an "unmodified" or clean opinion from the external auditors.
- Auditors included external communication that noted no material weakness or significant deficiencies.
- Auditors included audit comments identifying discrepancies for loan balances and capital assets on the financials. These items were related to complex agreements. These issues were fixed and the auditors recommended management increase review of these type of agreements. Auditors also recommended more timely grant reimbursements. During the Child Care Audit, the auditors identified two minor findings related to reporting and record maintenance errors.
- After committee discussion and questions to Mr. Gruber, Vice Chair Curtis-Bauer moved and Member Quittel seconded to accept the report. Approved 5-0.

5.2 Section 115 Pension Trust 2018 Q3 Investment Report

- Randall Yurchak from Highmark Capital Management presented the 2018 Q3 investment report and responded to the Committee's questions and comments regarding portfolio performance and market conditions.
- The City is invested in the Moderately Conservative plan.

5.3 Fiscal Year 2019-21 Budget Development Schedule

- Finance Director Hsieh provided an update to the Committee on the Budget Schedule, and the Committee acknowledged that the proposed calendar works for them.

6. Information Items:

6.1 1st Quarter Fiscal Year 2018-19 Financial update

- Finance Director Hsieh provided an update to the Committee on the 1st Quarter Fiscal Year 2018-19 Financials.

6.2 Update on Alameda County Fire Services Agreement – informational only

6.3 Update on Long-Term Debt Currently Outstanding – informational only

7. Future Agenda Items:

7.1 Annual Report on Committee Goals, Principles and Accomplishments for Year 2018; and Proposed Committee Priorities for Year 2019

8. Announcements/Member Comments: None

9. Adjournment: The meeting was adjourned at 4:55 p.m.



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: February 14, 2019
TO: Christine Daniel, City Manager
FROM: Susan Hsieh, Finance Director
SUBJECT: **Annual Report on Committee Goals, Principles and Accomplishments for Year 2018; and Proposed Committee Priorities for Year 2019**

RECOMMENDATION

Staff recommends that the Budget Advisory Committee discuss the committee goals and principles, accomplishments for calendar year 2018 and priorities for calendar year 2019. Staff also recommends that the Committee designate a representative to present the annual report at the March 5th Council Meeting.

BACKGROUND

The Council took action in 2017 to remove the requirement for Community Advisory committees to create a workplan, and instead are asking representatives from each of the Committees attend a Council Meeting to provide a brief report on the Committees' accomplishments for the prior year and goals for current year. This will occur in March 2019, with each Committee being allotted approximately five minutes to present their report, and the expectation that the Council will have questions.

Each Committee should designate a main presenter, which may be the Chair or their designee, and the remaining Committee members should be encouraged to attend as well.

DISCUSSION

The standard format of the staff report is outlined below. Staff will develop PowerPoint slides after the Committee's discussion. At the meeting on February 14, 2019, we will discuss the committee goals and accomplishments based on the order presented below. Staff has summarized some of the key topics, policies, and projects that were discussed and reviewed by the Committee.

COMMITTEE GOALS AND PRINCIPLES

The Budget Advisory Committee is established by the City Council to provide input and recommendations regarding City policies, priorities, and feedback related to the City's budget.

ACCOMPLISHMENTS FOR CALENDAR YEAR 2018

The following accomplishments are to be discussed and updated by the Committee.

- Review of quarterly and annual financial reports including the FY 17-18 Annual Audit
- Review of quarterly fire service expenditures
- Review of quarterly long-term debt reports
- Discussion on funding strategies for Pension and OPEB (other post-employment benefits) liabilities
- Discussion on the establishment of Section 115 Pension Trust including the development of Investment Guidelines Document
- Review of quarterly pension trust investment reports
- Review of Mid-cycle Budget Amendments
- Review of FY 18-19 Budget-at-a-Glance Document
- Review of FY 18-19 Master Fee Schedule
- Review of FY 18-19 Investment Policy
- Discussion on revenue opportunities including tax and bond measures

TOP PRIORITIES FOR CALENDAR YEAR 2019

The following goals/priorities are to be discussed and updated by the Committee.

- Review FY 18-19 mid-year budget adjustments
- Review FY 2019-21 Proposed Budget including the Five-Year Capital Improvement Program and Long-Term Financial Projection
- Review and update FY 19-20 Master Fee Schedule
- Review and update FY 19-20 Investment Policy
- Review and monitor investment portfolio for pension trust
- Review budget/financial policies to ensure sound financial management
- Continue to formulate funding strategies for Pension and OPEB liabilities
- Continue to explore/evaluate revenue opportunities
- Continue to monitor City revenues, expenditures, and reserve funds to ensure prudent spending and long-term fiscal sustainability

First Highlighted Priority

To be discussed and determined by the Committee. Prior year first highlighted priorities are presented below.

- *Continue discussion on revenue opportunities*

- *Formulate funding strategies for rising pension costs*
- *Develop a Budget-at-a-Glance document to provide clear and transparent information to the public*
- *Review and update FY 18-19 Investment Policy*

Second Highlighted Priority

To be discussed and determined by the Committee. Prior year second highlighted priorities are presented below.

- *Establish a Section 115 Pension Trust and develop an investment policy for the trust*
- *Review 2017-19 budget amendments*
- *Review and update FY 18-19 Master Fee Schedule*
- *Review budget/financial policies to ensure sound financial management*
- *Continue to monitor City revenues, expenditures, and reserve funds to ensure prudent spending and long-term fiscal sustainability*

NEXT STEPS

Staff will summarize the goals and accomplishments discussed by the Committee and prepare a report for the March 5th Council Meeting. Staff will also prepare presentation slides for the meeting.

CONCLUSION

Participation in the Budget Advisory Committee is an opportunity to advise the City on revenues, expenditures, and best practices. The Committee is committed to ensuring the City's fiscal health through sound financial policies and procedures. The goal is to provide financial data to the public in a transparent manner.

PREPARED BY: Susan Hsieh, Finance Director

**APPROVED AND FORWARDED TO THE
BUDGET ADVISORY COMMITTEE OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

The City's top two revenue sources are Sales Tax and Transient Occupancy Tax, which represent about 38% of total General Fund revenues. The following are highlights of key revenue results:

Sales Tax: Sales Tax receipts of \$3.0 million are 36% of budget. Sales Tax receipts are \$0.4 million, or 16%, higher than prior year's receipts. This is primarily due to the change in the allocation of advance payments. Included in this amount are Sales Tax Advances through October 2018.

Transient Occupancy Tax (TOT): TOT receipts of \$3.6 million through December 2018 are 44% of budget. TOT receipts are \$0.1 million higher than prior year's receipt. These numbers reflect one less remittance in the current fiscal year.

Business License Tax: Business License Tax receipts are recorded when received. Receipts through the second quarter for Business Licenses Tax are \$0.3 million, \$0.1 million lower than prior year, primarily due to timing of receipts and one-time revenue associated with the Tax Discovery Program that was recorded in fiscal year 2017-18.

Utility Users Tax (UUT): UUT receipts of \$1.3 million through the second quarter are \$0.1 million lower than prior year's receipts primarily due to the timing of remittances and lower than expected revenue. Actual revenue is expected to be slightly below budget.

Cardroom Tax: Cardroom Tax receipts of \$1.2 million through December 2018 are 44% of budget and on par with prior year's receipts.

Licenses and Permits: Licenses and Permits revenue are derived primarily from the Planning & Building divisions including reimbursement/cost recovery income from development projects. Receipts through the second quarter totaled \$2.8 million; 52% of budget. Compared to prior year's receipts, current year is \$1.3 million, or 87%, higher. This is primarily due to the Sherwin Williams development.

Property Tax and Residual Tax Increment: Property Tax receipts of \$1.1 million are \$0.1 million higher than prior year. Please note that property tax payments are not evenly distributed throughout the year.

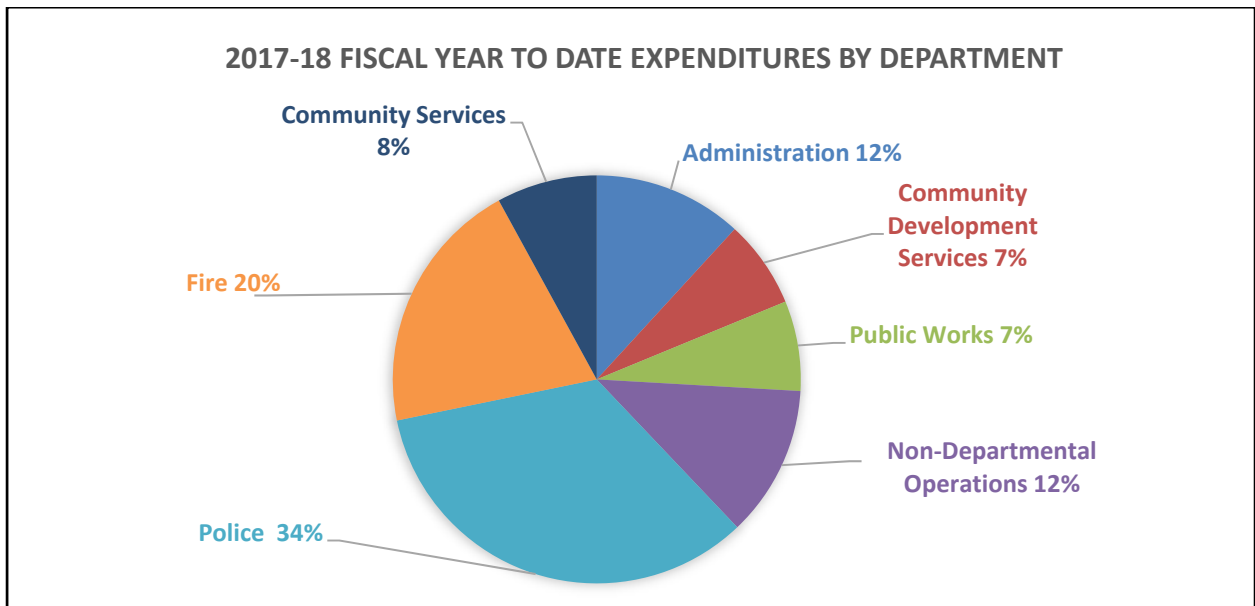
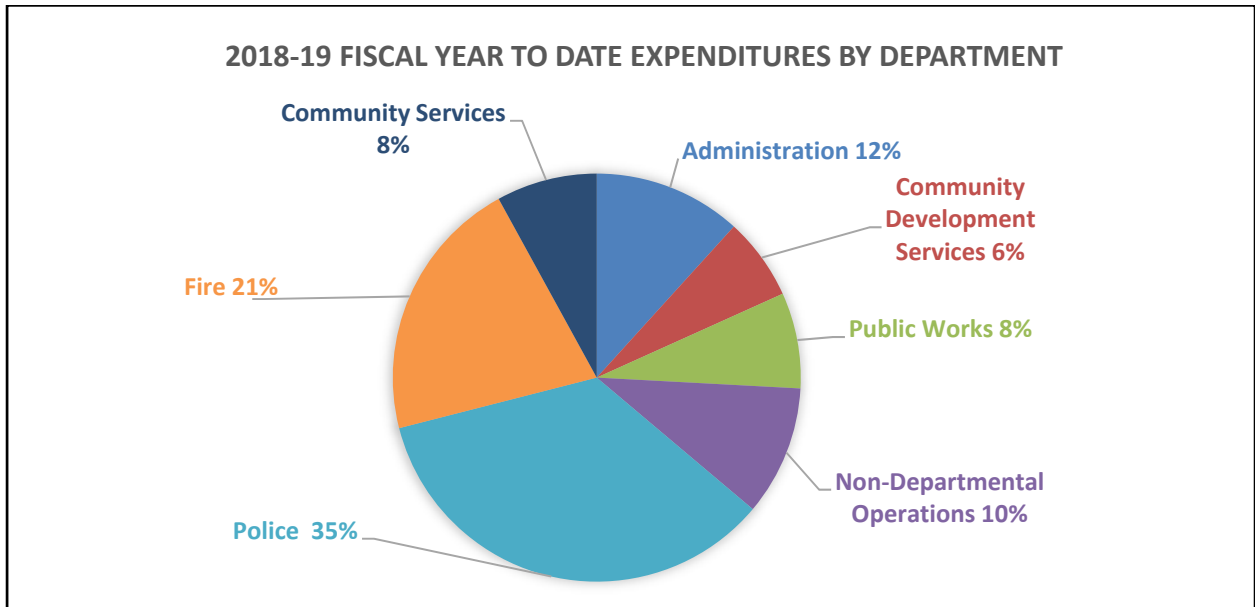
Other Revenues: Other revenues totaled \$2.3 million, \$0.4 million higher than prior year. This is primarily due to a market value adjustment. The unrealized investment loss recognized at the end of fiscal year 2017-18 was received in the first quarter resulting in a gain/revenue. This gain may be reduced/offset at the end of fiscal year 2018-19 if there is an unrealized investment loss. The City intends to hold its investments until maturity. Therefore, "realized" investment losses are not expected.

General Fund Expenditures

General Fund expenditures for the quarter ended December 31, 2018 totaled \$19.0 million, or 45%, of the \$42.6 million annual budget. Expenditures through the second quarter is \$0.4 million, or 2%, higher than the same period last year primarily due to higher staffing costs of \$0.7 million and insurance of \$0.1 million offset by decreases in utility costs of \$0.1 million, other expenditures of \$0.1 million, and transfers out of \$0.3 million. Year-to-date expenditures are within budget and are summarized by type and department below.

Expenditures By Type	FY18-19 Budget	FY18-19 YTD Actual	Budget vs. Actual Variance	% of Budget	FY17-18 YTD Actual	FY17-18 vs. FY18-19 Variance	
Staffing	\$ 22,614,320	\$ 11,887,110	\$ (10,727,210)	53%	\$ 11,204,156	\$ 682,954	6%
Contract Services	11,484,663	3,770,463	(7,714,200)	33%	3,731,640	38,824	1%
Maintenance	2,629,845	1,080,921	(1,548,924)	41%	1,082,550	(1,629)	0%
Supplies	885,347	315,249	(570,098)	36%	250,538	64,712	26%
Utilities	830,619	252,694	(577,925)	30%	352,109	(99,414)	-28%
Insurance	644,330	655,342	11,012	102%	542,604	112,738	21%
Education & Training	351,000	139,843	(211,157)	40%	92,075	47,767	52%
Advertising/Printing & Publication	161,140	72,149	(88,991)	45%	48,005	24,144	50%
Fees & Charges	65,300	8,636	(56,664)	13%	6,204	2,432	39%
Programs & Grants	127,630	48,539	(79,091)	38%	54,932	(6,393)	-12%
Rental & Leases	377,750	53,432	(324,318)	14%	50,096	3,336	7%
Other	440,158	(77,244)	(517,402)	-18%	34,372	(111,616)	-325%
Capital	11,000	-	(11,000)	0%	26,124	(26,124)	-100%
Transfers Out	1,930,390	828,745	(1,101,645)	43%	1,155,388	(326,643)	-28%
Total	\$ 42,553,492	\$ 19,035,880	\$ (23,517,612)	45%	\$ 18,630,791	\$ 405,089	2%

Expenditures By Department	FY18-19 Budget	FY18-19 YTD Actual	Budget vs. Actual Variance	% of Budget	FY17-18 YTD Actual	FY17-18 vs. FY18-19 Variance	
City Council	\$ 204,165	\$ 98,184	\$ (105,981)	48%	\$ 94,218	\$ 3,966	4%
City Manager	585,311	314,615	(270,696)	54%	398,832	(84,217)	-21%
City Clerk	597,809	249,637	(348,172)	42%	236,422	13,215	6%
Public Information Office	105,000	18,783	(86,218)	18%	19,610	(828)	-4%
City Attorney	594,487	281,330	(313,157)	47%	226,853	54,477	24%
Information Technology	754,533	374,753	(379,780)	50%	326,565	48,188	15%
Finance	1,213,766	523,866	(689,900)	43%	530,844	(6,977)	-1%
Human Resources	755,880	370,987	(384,893)	49%	369,453	1,534	0%
Community Development Services	4,723,156	1,243,349	(3,479,807)	26%	1,294,234	(50,885)	-4%
Public Works	3,410,389	1,444,397	(1,965,992)	42%	1,329,382	115,015	9%
Non-Departmental Operations	4,179,839	1,959,942	(2,219,897)	47%	2,235,981	(276,039)	-12%
Police	13,730,172	6,639,734	(7,090,438)	48%	6,309,378	330,356	5%
Fire	8,397,406	3,996,391	(4,401,015)	48%	3,773,849	222,542	6%
Community Services	3,301,579	1,519,912	(1,781,667)	46%	1,485,172	34,741	2%
Total	\$ 42,553,492	\$ 19,035,880	\$ (23,517,612)	45%	\$ 18,630,791	\$ 405,089	2%



Note: Administration includes City Council, City Manager, City Clerk/PIO, City Attorney, IT, Finance and Human Resources.

Staffing costs were \$0.7 million, or 6%, higher than prior year primarily due to a payment to CalPERS for the fiscal year 2018-19 unfunded pension liability. The City elected to make a lump sum payment in July 2018 to achieve interest savings. Current year General Fund contribution totaled \$2.0 million, compared to \$1.6 million in prior year. Pension contributions are expected to continue to increase in future years.

Contract Services and Maintenance costs were on par with prior year's expenditures.

Supplies costs were 26% higher than prior year's expenditures primarily attributed to purchases incurred by the Police and Community Services Departments.

Utilities costs were 28% lower than prior year's expenditures, primarily due to the high usage of the County network last year for testing of the records management system and the change in allocation method for traffic signal and street light energy costs between the General Fund and the Gas Tax Fund.

Insurance costs include the annual general liability insurance payment processed in July 2018. Premiums increased 21% or \$0.1 million over prior year primarily due to claims made throughout the insurance pool.

Other operating expenditures including education and training, advertising, printing and publication, fees and charges, programs and grants, contract obligations, and capital expenditures are cyclical in nature depending on program activities and timing of expenditures. Overall other operating expenditures were \$0.1 million lower than prior year's expenditures, primarily due to the timing of payment for the ECCL operations and maintenance invoice.

Rental and Leases include ECCL rental reimbursement. Revenues collected by the City will be remitted to the Emery Unified School District at year end. Expenditures are on par with prior year's expenditures.

Transfers Out were 28% lower compared to the same period last year primarily due to a higher contribution amount to the Litigation Fund in fiscal year 2017-18.

FISCAL IMPACT

This is an information only report to the Council and no budget adjustments are recommended at this time.

STAFF COMMUNICATION WITH THE PUBLIC

There has been no communication with the public.

PREPARED BY: Susan Hsieh, Finance Director

**APPROVED AND FORWARDED TO THE
BUDGET ADVISORY COMMITTEE OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager



CITY OF EMERYVILLE

MEMORANDUM

DATE: February 14, 2019
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 2018-19 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.

According to ACFD's report, expenditures are projected to be under budget by \$255,676 at year end primarily due to savings from salaries and benefits and deferred replacement for Heart Monitor and Lucas Devices. The table below summarizes the financial results.

Period	Contract Expenditures	Actual Expenditures
First Quarter	\$ 1,815,769	\$ 1,680,446
Second Quarter	1,815,769	1,696,118
Third Quarter	1,815,769	
Fourth Quarter	1,815,769	
Total	7,263,076	3,376,564
OPEB Contribution	33,798	33,798
Adjusted Total	\$ 7,296,874	\$ 3,410,362

Contract Amount *	Year-end Projection *	Variance	Notes
\$ 7,296,874	\$ 7,041,198	\$ (255,676)	3.5% under budget

* Includes OPEB contribution.

Attachment: FY 2018-19 Second Quarter 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

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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, 2019

Christine Daniel, City Manager
City of Emeryville
1333 Park Avenue
Emeryville, CA 94608

Dear Christine:

Subject: 2018-19 Second Quarter Expenditures Report and Incident Response Time Summary Report

Attached for your review are the Second Quarter Expenditures Report and Incident Response Time Summary Report for the City of Emeryville. The 2018-19 approved contract amount is \$7,263,076, year-end projected contract cost is \$7,007,400. It is estimated to be 3.5% or \$255,676 under budget. The Second Quarter expenditures were \$1,696,118 or 23.8% of budget.

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

- Salaries and Benefits are estimated to be 2.3% or \$141,080 under budget due to the net change of the following:
 - Salaries are estimated to be close to budget;
 - Overtime is estimated to be under budget based on year to date actual;
 - PERS retirement costs are estimated to be close to budget based on year to date actual;
 - Health insurance costs are estimated to be under budget due to Kaiser Bay Area premium decreasing by 1.5% in 2019, budget assumed 6% increase;
 - Actual dental premium costs are estimated to be close to budget based on year to date actual;
 - Worker's compensation is at budget based on County allocation.
- Services and Supplies expenditures are estimated to be close to budget due to the following:
 - Dispatch Contract is over budget based on final adopted budget;
 - Household Supplies and Staff Vehicle program are estimated to be over budget based on year to date actual;
 - All the other programs are estimated to be either close to or under budget based on year to date actual.
- Nondiscretionary Services & Supplies are estimated to be 1.2% or \$1,153 under budget based on County year to date allocation.

- County Indirect costs are estimated to be at budget.
- Fixed Assets program is estimated to be at budget.
- Grant & Capital Improvement Projects are estimated to be \$112,562 under budget due to deferring the replacement for Heart Monitor and Lucas Devices to FY 2019-20.

Quarterly Payment Reconciliation

The City currently makes monthly payment to the ACFD. The Second two months' payment is based on the monthly average of the annual budget amount, which is \$7,150,514 for FY 2018-19 (\$7,263,076 adopted budget less \$112,562 of CIP funds deferred to FY 2019-20). 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 \$1,191,752.34 for the Second Quarter. Second Quarter actual expenditures were \$1,696,118. Quarter-end invoice also includes City's election of \$33,798 to City's subaccount with CERBT for Other Post-employment Benefits (OPEB). The following is a summary of year-to-date reconciliation:

Service for FY 2018-19	Monthly Budget Payment	City Quarterly Payments	Actual Expenditures	OPEB Contribution	Quarter-end Invoice Amount
1 st Quarter	\$595,876.17	\$1,191,752.34	\$1,680,446.00		\$488,693.66
2 nd Quarter	\$595,876.17	\$1,191,752.34	\$1,696,118.00	\$33,798	\$538,163.66

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
David Yoder, Division Chief, ACFD

**ALAMEDA COUNTY FIRE DEPARTMENT
CITY OF EMERYVILLE
RESPONSE TIMES
FY 2018-19**

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	
10	10	3	4					13	14
100.00%		75.00%						92.86%	

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	14	14	17					24	31
71.43%		82.35%						77.42%	

MEDICAL CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
360	394	328	359					688	753
91.37%		91.36%						91.37%	

HAZARDOUS CONDITIONS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
4	6	6	6					10	12
66.67%		100.00%						83.33%	

SERVICE CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
21	23	27	32					48	55
91.30%		84.38%						87.27%	

GOOD INTENT

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
28	33	41	48					69	81
84.85%		85.42%						85.19%	

FALSE CALLS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
62	65	81	84					143	149
95.38%		96.43%						95.97%	

CANCELLED ENROUTE

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
	99		85						184
644		635		-		-		1,279	

ALL INCIDENTS

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
495	545	500	550	0	0	0	0	995	1095
90.83%		90.91%						90.87%	

EMERGENCY INCIDENTS ONLY

Percentage of Calls meeting response time of 7 minutes or less

First Quarter		Second Quarter		Third Quarter		Fourth Quarter		YTD Totals	
384	424	351	386	0	0	0	0	735	810
90.57%		90.93%						90.74%	

**ALAMEDA COUNTY FIRE DEPARTMENT
CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2018-19**

PROGRAM	2018-19 Estimated Actual				Total Estimated Actual	Variance (Over)/Under Budget	
	2018-19 Contract	Jul - Sept 18 Actual	Oct - Dec 18 Actual	Jan - Jun 19 Est Actual		\$	%
Allocated %	5.71%	5.71%	5.71%	5.71%			
PROGRAM SERVICES & SUPPLIES	\$504,206	\$97,747	\$121,725	\$283,853	\$881	0.2%	
APPARATUS & EQUIPMENT	\$72,418	\$5,054	\$32,532	\$34,832	\$0	0.0%	
BUILDINGS & GROUNDS	\$1,350	\$404	\$0	\$946	\$0	0.0%	
PPE & UNIFORMS	\$35,331	\$3,930	\$5,230	\$26,171	\$0	0.0%	
BLDG RENTS & LEASES	\$28,890	\$7,113	\$4,124	\$17,653	\$0	0.0%	
EQUIP RENTS & LEASES	\$2,191	\$368	\$327	\$1,497	(\$1)	0.0%	
RADIOS	\$16,228	\$782	\$2,776	\$12,670	\$0	0.0%	
INFORMATION TECHNOLOGY	\$91,953	\$22,666	\$20,535	\$48,751	\$1	0.0%	
PROFESSIONAL SERVICES	\$13,977	\$2,896	\$2,532	\$8,548	\$1	0.0%	
DISPATCH CONTRACT	\$100,033	\$25,200	\$25,200	\$50,400	(\$767)	-0.8%	Based on final adopted budget
DISASTER PREPAREDNESS	\$415	\$23	\$82	\$310	\$0	0.0%	
EMS	\$38,220	\$6,362	\$9,139	\$20,617	\$2,102	5.5%	Based on YTD actual
FIRE PREVENTION	\$4,562	\$569	\$745	\$3,248	\$0	0.0%	
FUEL/TRANSP	\$21,878	\$5,574	\$4,317	\$11,120	\$867	4.0%	Based on YTD actual
HAZARDOUS MATERIALS	\$6,815	\$1,054	\$1,679	\$4,083	(\$1)	0.0%	
HOUSEHOLD SUPPLIES	\$8,070	\$2,281	\$1,930	\$4,536	(\$677)	-8.4%	Based on YTD actual
LAUNDRY	\$6,509	\$997	\$477	\$5,035	\$0	0.0%	
MAPPING	\$1,719	\$0	\$0	\$1,719	\$0	0.0%	
ADMINISTRATION	\$3,263	\$725	\$599	\$1,931	\$8	0.2%	Based on YTD actual
PUB ED & COMM RELATIONS	\$6,177	\$879	\$325	\$4,973	\$0	0.0%	
SCBA	\$6,455	\$948	\$1,098	\$4,409	\$0	0.0%	
STAFF VEHICLES	\$12,391	\$4,869	\$3,437	\$4,739	(\$654)	-5.3%	Based on YTD actual
TRG & STAFF DEV.	\$16,432	\$1,851	\$3,132	\$11,449	\$0	0.0%	
RESCUE	\$2,655	\$330	\$900	\$1,225	\$0	0.0%	
WILDLAND	\$714	\$0	\$106	\$607	\$1	0.1%	
HUMAN RESOURCES	\$4,654	\$2,672	\$502	\$1,479	\$1	0.0%	
RESERVE	\$906	\$0	\$1	\$905	\$0	0.0%	
NONDISCRETIONARY SERVICES & SUPPLIES (COUNTY RISK MGMT, COUNSEL)	\$98,708	\$30,018	\$21,715	\$45,822	\$1,153	1.2%	Based on County YTD allocation
COUNTY INDIRECTS	\$46,100	\$11,525	\$11,525	\$23,050	\$0	0.0%	Based on County allocation
FIXED ASSETS	\$17,596	\$3,363	\$3,367	\$10,866	\$0	0.0%	Estimated to be at budget
ALL PROGRAMS AND OVERHEAD SUBTOTAL:	\$666,610	\$142,653	\$158,332	\$363,591	\$2,034	0.3%	

CITY OF EMERYVILLE CONTRACT COSTS FOR FY 2018-19

PROGRAM	2018-19 Estimated Actual				Total Estimated Actual	Variance (Over)/Under Budget		
	2018-19 Contract	Jul - Sept 18 Actual	Oct - Dec 18 Actual	Jan - Jun 19 Est Actual		\$	%	COMMENTS
SALARIES AND BENEFITS	\$6,264,578	\$1,487,675	\$1,487,668	\$3,148,155	\$6,123,498	\$141,080	2.3%	
BASE SALARY	\$3,278,787	\$792,128	\$788,029	\$1,670,141	\$3,250,298	\$28,489	0.9%	Due to hiring 27 recruit firefighters in 2019, budget assumed 30
OVERTIME	\$703,387	\$150,958	\$154,482	\$352,978	\$658,418	\$44,969	6.4%	Based on YTD actual
HOLIDAY PAY	\$152,846	\$40,591	\$40,590	\$71,630	\$152,811	\$35	0.0%	
PERS RETIREMENT	\$1,013,697	\$245,339	\$245,338	\$512,083	\$1,002,760	\$10,937	1.1%	Due to hiring 27 recruit firefighters in 2019, budget assumed 30
EMPLOYEE CONTRIBUTION TO EMPLOYER								
RETIREMENT COSTS	(\$72,232)	(\$17,660)	(\$17,659)	(\$36,512)	(\$71,831)	(\$401)	0.6%	
PAYROLL TAXES	\$60,859	\$14,703	\$14,702	\$30,520	\$59,925	\$934	1.5%	
HEALTH INSURANCE - ACTIVE	\$522,030	\$115,452	\$115,594	\$250,936	\$481,982	\$40,048	7.7%	Due to Kaiser Bay Area insurance premium for CY 2019 decreasing 1.5%, budget assumed 6% increase
HEALTH INSURANCE - RETIREE	\$254,226	\$58,038	\$58,451	\$117,806	\$234,295	\$19,931	7.8%	Same as above
EMPLOYEE CONTRIBUTION TO HEALTH INSURANCE	(\$52,203)	(\$11,545)	(\$11,559)	(\$25,094)	(\$48,198)	(\$4,005)	7.7%	
DENTAL	\$35,237	\$8,285	\$8,295	\$18,448	\$35,028	\$209	0.6%	
401A CONTRIBUTION	\$47,636	\$11,659	\$11,658	\$24,546	\$47,863	(\$227)	-0.5%	
OTHER BENEFITS	\$48,610	\$11,802	\$11,823	\$24,824	\$48,449	\$161	0.3%	
WORKERS COMP	\$271,698	\$67,925	\$67,924	\$135,849	\$271,698	\$0	0.0%	Based on County allocation
CONTRACT WITH OAKLAND FIRE DEPARTMENT FOR ADDITIONAL COVERAGE	\$187,525	\$46,881	\$46,881	\$93,763	\$187,525	\$0	0.0%	Based on contract extension with City of Oakland
TOTAL CONTRACT COSTS	\$7,118,713	\$1,677,209	\$1,692,881	\$3,605,509	\$6,975,599	\$143,114	2.0%	
GRANT & CAPITAL IMPROVEMENT PROJECTS	\$144,363	\$3,237	\$3,237	\$25,327	\$31,801	\$112,562		
EQUIPMENT REPLACEMENT	\$131,417	\$0	\$0	\$18,855	\$18,855			Only bill for Hurst E-Combi Tool @ E35 and the shared unit of Narcotic program, defer purchasing heart monitors and Lucas devices
RADIOS REPLACEMENT	\$12,946	\$3,237	\$3,237	\$6,472	\$12,946	\$0		Radios upgrade project in 2017, 3rd year of 4 year spread.
APPROVED CONTRACT TOTAL:	\$7,263,076	\$1,680,446	\$1,696,118	\$3,630,836	\$7,007,400	\$255,676	3.5%	
RECONCILIATION								
Month 1 of Quarterly Payment		\$595,876.17	\$595,876.17					
Month 2 of Quarterly Payment		\$595,876.17	\$595,876.17					
Quarter-end True-up Invoice Amount		\$488,693.66	\$504,365.66					

Emeryville Quarterly 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
181470	200	T535	10/17/2018	\$140.00	\$0.00			\$1,311.98		\$1,451.98	1	0	Repair	1. Right front windshield is cracked. Replaced with new.
181331	170	E34	10/26/2018	\$210.00	\$0.00					\$210.00	1.5	0	BIT inspection	1. Completed safety inspection. 2. Completed safety inspection. 3. Rt outrigger leaks down over time. Ram or holding valve failed. Signs of slight Class I leak at base of outrigger. 3. Lt inner dual tire less than 3/32. Inside edge bald. Front tires 9 years old. Tire date 4-9-09. All tires need replacing.
181327	200	T535	11/1/2018	\$280.00	\$0.00	\$7.39	\$0.00		\$0.68	\$288.07	2	0	BIT inspection	1 - Oil change and tire rotation due. Completed. Reset oil life.
181778	436	FP23	12/31/2018	\$210.00	\$0.00	\$76.93	\$0.00		\$7.12	\$294.05	1.5	0	Service	1. Annual NFPA pump test - passed.
181638	170	E34	12/31/2018	\$560.00	\$0.00					\$560.00	4	0	Repair	Annual NFPA pump test due - passed.
181634	200	T535	12/31/2018	\$560.00	\$0.00					\$560.00	4	0	Repair	1. Rabbit door tool will not close. Tightened collar, test.
181576	170	E34	12/31/2018	\$140.00	\$0.00					\$140.00	1	0	Repair	1. Outfit for service.
181563	437	FP12	12/31/2018	\$1,540.00	\$0.00	\$323.62	\$0.00	\$902.96	\$29.93	\$2,796.51	11	0	Service	2. Performed 90 day inspection. 3. Get vehicle information. Got vehicle info. On back of R/O.
181554	171	E35	12/31/2018	\$420.00	\$0.00	\$3.75	\$0.00		\$0.35	\$424.10	3	0	Call to station	1. RT mirror mount broken - hit app bay door. Replaced 2. Performed annual opacity test. 3. Performed steam clean. 4. Captains map light oos (broken). Removed A/C cover, replaced light fix wiring. Replaced fuse. 5. Rear left door latch oos. All door panels are loose from vibrations/slammng. Replaced door latch and hardware. 6. Reupholster eng and R/R. F.F seats (ripped). Removed, sent out for reupholster. 7. Class I gov controls oos. Bad LCD screen. Replaced with new, program. 8. Class I Enfo IV digital gauge oos. Bad LCD. Replaced with new. 9. Alarm on P.P. oos (disconnected). Reconnected. 10. Trans shifts hard into 1st. Performed adaptive shift. 11. Install Knox Box. Serial# KS-026323 - Performed. 12. Rt side pump mount bolts broken. Broken bolts seized in pump housing. Bolts side loading. Extract broken bolts. Rework brackets, reinstalled mounts with spacers. 13. Missing frame bolts. Replaced with new. 14. Rear u-bolts loose. Checked torque - ok. 15. Water pump leaks. Seals wore. Removed air filters & mount, intake ducting, drive belt, alternator & mount with pulleys. Removed EGR transfer tube, water pump & manifold in one piece. Replaced wp. 16. Front left cab pivot loose (bolts stretched). Replaced both bolts and nuts. Torqued. 17. Coolant level sender leaking (broken). Replaced with new.
181129	171	E35	12/31/2018	\$14,980.00	\$0.00	\$4,853.33	\$67.43	\$448.93	\$20,349.69	\$20,349.69	107	0	Service	

Total for (\$27,074.40)