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OFFICE OF THE CITY CLERK
OAKLAND

2009 MAR 11 PM 7:03

CITY OF OAKLAND

AGENDA REPORT

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Budget Office
DATE: March 17, 2009
RE: **Third Supplemental Report On The Analysis of FY 2008-09 Second Quarter Revenue and Expenditure Results, Year-End Projections and Balancing Measures for General Purpose Fund (1010); And the Status of Implementing the October 2008 Budget Revisions**

SUMMARY

Staff presents this third supplemental report to the FY 2008-09 second quarter revenue and expenditure analysis. This report addresses City Council members' request at their March 3, 2009 meeting to identify specific General Purpose Fund (GPF) savings (versus spending deferrals) to bridge the current year budget gap of \$8.22 million. This report follows three previous reports on the FY 2008-09 revenue and expenditure analysis that provided the following information:

- 1. Report on FY 2008-09 Second Quarter Revenue and Expenditure Results and Year-End Projections for Four Selected Funds - General Purpose Fund (1010), Landscape & Lighting Assessment District Fund (2310), Equipment Fund (4100) and Facilities Fund (4400); Overtime Analysis for the General Purpose Fund (1010) and All Funds; and the Status of Implementing the October 2008 Budget Revisions.** This report was presented to the Finance and Management Committee on February 10, 2009 highlighting revenue and expenditure updates for the subject funds.
- 2. Supplemental Report on FY 2008-09 Second Quarter Revenue and Expenditure Results and Year-End Projections for Four Selected Funds - General Purpose Fund (1010), Landscaping & Lighting Assessment District Fund (2310), Equipment Fund (4100) and Facilities Fund (4400); Balancing Measures for General Purpose Fund (1010); and Overtime Analysis for the General Purpose Fund (1010) and All Funds; and the Status of Implementing the October 2008 Budget Revisions.** This report was presented to the Finance and Management Committee on February 24, 2009 with detailed analyses of revenues and expenditures for each of the proposed funds, as well as a balancing plan for the projected GPF FY 2008-09 over-spend of \$8.22 million and an update on the status of implementing the October 2008 budget reductions.
- 3. Second Supplemental Report on the Analysis of FY 2008-09 Second Quarter Revenue and Expenditure Results, Year-End Projections and Balancing Measures for General Purpose Fund (1010); and the Status of Implementing the October 2008 Budget Revisions.** This report was included on the City Council March 3, 2009 non-consent agenda with information pertaining to:
 - Status of implementation of the specific measures approved through a Council budget motion on October 21, 2008;

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- Additional details on the status of implementing all GPF balancing measures approved in October 2008;
- Discussion of possible additional balancing measures;
- Impact of a 25 percent reduction in Police Services overtime expenditures; and
- Discussion on the impact of the final State budget on the City of Oakland.

FISCAL IMPACT

This report is informational and does not request appropriation of funds. However, it does provide options to address \$1.74 million of the \$8.22 million current-year shortfall with measures that are more sustainable and not one-time.

DISCUSSION

On March 3, 2009, the City Council directed staff to return with additional information:

A. Discussion of additional balancing measures to address the year-end GPF shortfall

The Second Quarter Revenue and Expenditure Supplemental Report presented at the February 24th Finance and Management Committee incorporated an itemized balancing plan for the General Purpose Fund to address the projected year-end deficit of \$8.22 million. These balancing measures included the following (as reprinted in Attachment A-1):

- Cash flow savings of \$5.6 million from deferral of GPF payments for specific projects from the next fiscal year; and
- Saving strategies of \$2.8 million in Police Services, Museum and Parks and Recreation.

Staff specifically stated that project deferrals would shift \$5.6 million of spending to FY 2009-10, thereby growing next year's GPF deficit to an estimated \$56 million. Committee members requested a discussion of alternative balancing measures in lieu of project deferrals. Staff worked with each Agency / Department to identify meaningful reduction strategies for the last three months of the fiscal year (assuming April 1, 2009 implementation date for all non-personnel related measures, and April 15, 2009 for proposed position eliminations) that could be implemented to address the shortfall in the current fiscal year. Careful analysis of available and realistic options, suitable for expedited implementation, revealed only **\$1.74 million** in GPF savings through year-end. Generating these savings would require elimination of **18.75 FTEs**. These reductions are summarized below and detailed in Attachment A-2.

- Citywide savings of **\$0.01 million** by **freezing auto allowances for unrepresented non-sworn staff positions** – Savings of \$0.01 million is anticipated from April 1 to June 30, 2009 if auto allowances are suspended for unrepresented positions. Please note that auto allowances for agency / department heads were suspended as part of the October 2008 budget revisions for savings of \$0.04 million. Suspension of additional auto allowances would impact 9 employees who are not represented by a union.

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Additionally, staff is researching the possibility of savings from **freezing merit increases for all unrepresented non-sworn staff positions** for FY 2009-11 savings. Savings for the current fiscal year will likely be immaterial.

- Departmental savings of **\$1.73 million** are anticipated as follows:
 - **Contract and Purchasing** proposes elimination of the Compliance Officer position (1.0 FTE) (**\$0.06 million**).
 - **Police Services** will be charging 14 of their Problem Solving Officers to Measure Y to reflect the work that these officers do; and will eliminate 5.0 vacancies: Administrative Analyst II (1.0 FTE), Police Services Technician II (3.0 FTE) and Police Records Specialist (1.0 FTE) (**\$0.64 million**).
 - **Parks and Recreation** proposes parking fee increases and elimination of Public Service Representative, PPT position (0.75 FTE) (**\$0.20 million**).
 - **Fire Services** proposes elimination of the Fire Suppression District Inspector vacancy (1.0 FTE) (**\$0.02 million**).
 - **Human Services** proposes savings from freezing a current Program Analyst I vacancy (**\$0.07 million**).
 - **Library** proposes savings from the closures of the Montclair Branch for two additional weeks after mold and mildew mitigation completion in mid-June and the Oakland History Room for the remainder of the fiscal year (**\$0.10 million**).
 - **Finance and Management** proposes savings from insurance recoveries of City vehicles and property (**\$0.37 million**).
 - **Personnel Management** proposes elimination of 4.0 FTE vacancies: Public Service Representative (1.0 FTE) and HR Clerks (3.0 FTE) (**\$0.05 million**).
 - **Information Technology** proposes elimination of 7.00 FTEs: Microcomputer Systems Specialist II (4.0 FTE), Systems Analyst I (1.0 FTE), Systems Analyst III (1.0 FTE) and Microcomputer Systems Specialist I (1.0 FTE) (**\$0.23 million**).

Attachment A-2 provides detail on each of these measures, their **potential impact** and which proposals result in immediate layoffs in the current fiscal year.

If the above reductions totaling \$1.74 million are enacted in April 2009, then a projected year-end deficit of \$3.68 million will remain. Absent additional sustainable measures in the short term, project deferrals of \$3.68 million may be necessary in the current year, shifting this deficit to the next year.

Staff is continuing the process of identifying realistic and meaningful reductions in specific programs and services using a thorough analysis of costs and benefits. These will be presented as part of the Mayor's FY 2009-11 Proposed Policy Budget.

B. Status of implementation of the specific measures approved through a Council budget motion on October 21, 2008

Attachment B-1 provides a revised matrix in a format requested by Council President Brunner. Item 39 has been updated to incorporate hand written notes from the October 21, 2008 Special Budget Hearing. The matrix discusses the implementation status of the specific balancing measures advanced and approved by the City Council in October 2008, to address the last \$10 million of the GPF shortfall. For each item appearing on the Council motion from the October 21, 2008 Special Budget Hearing, the following data are presented:

- a) budgeted savings per item
- b) amount actually saved as of December 31, 2008
- c) percent of savings achieved at the end of second quarter (actual as percent of overall budget)

Most of the personnel actions (such as layoffs) were effective November 15, 2008, unless otherwise stated, and the savings realized through December 31, 2008 are for one-and-a-half months. Therefore, the "normal" percent of savings achieved is 20 percent.

Attachment B-2 presents a revised version of additional details on the status of implementing all of the October budget changes, in a format requested by Council President Brunner. It provides an accurate savings from the change in attrition rate from 4 to 5 percent. A less detailed version of this attachment was included in the first supplemental report (dated February 24, 2009).

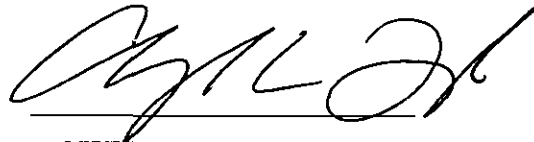
ACTION REQUESTED OF THE CITY COUNCIL

The following balancing options have been identified to address the **\$8.22 million** projected year-end deficit in FY 2008-09:

- **\$2.8 million** original savings strategies from Police Services, Museum and Parks and Recreation;
- **\$1.74 million** savings from citywide and departmental reductions as identified in Attachment A-2; and
- **\$3.68 million** project deferrals to next fiscal year.

Staff requests Council direction on the above options.

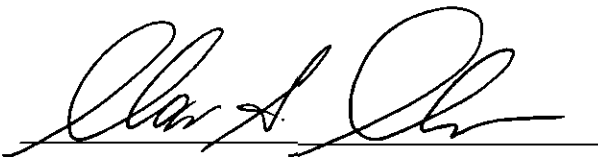
Respectfully submitted,



CHERYL L. TAYLOR
Budget Director

Prepared by:
Kiran Bawa
Budget Office

APPROVED FOR FORWARDING TO THE
CITY COUNCIL



Office of the City Administrator

Attachments:

- A-1: Balancing Measures from February 24, 2009*
- A-2: Additional Balancing Measures*
- B-1: Analysis of Council October 2008 Budget Motion Items*
- B-2: Status Summary of October 2008 Budget Revisions*

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FY 2008-09 REVENUE AND EXPENDITURE ANALYSIS
Through Second Quarter (July 1, 2008 - December 31, 2008)
BALANCING MEASURES (\$ in millions)

Item	Savings	Project Description/Impact
TARGET	(8.22)	
BALANCING MEASURES - TOTAL	(8.37)	
MISCELLANEOUS	(5.58)	
Delay payments on the following projects until July 2009:		
Hardy Park Restroom	(0.21)	Install a new single unisex restroom building at Hardy Park. The project is in design phase; received Caltrans Encroachment Permit in Dec 2008. Once the design is complete, the project will be put out to bid with an estimated time of completion of mid- to late 2010. Thus, most of the funds will be expended in FY 2009-10.
Red Light Camera Enforcement	(1.37)	This project is currently experiencing delays related to PG&E connections. O&M funds pay for the lease, installation and maintenance of cameras; only two installations to date. Revenue from violations is expected to cover the costs associated with the program.
Rent Arbitration	(0.20)	This project is revenue restricted, however some project funds will not be spent in the current year.
Roof Repairs	(0.35)	Repair of city property roofs with a one-time appropriation of \$1.5M in FY 2006-07 midcycle. Many repairs were completed in FY 2006-07 and FY 2007-08 with some still pending. Montclair Library, Manzanita Rec Center, Mosswood Rec Center, Mosshouse projects are in the pipeline for the current fiscal year. Balance of the unspent funds will be spent in FY 2009-10.
DHS Projects	(0.67)	Head Start FY 2008-09 Fringe Supplemental project will defer \$0.31M; program ends August 2009 and most payments will be made in early next fiscal year.
- Head Start FY 2008-09		
- City School Partnership		City School Partnership and Senior Shuttle projects will defer \$0.2M and \$0.05M, respectively, due to invoices received after 7/1/09.
- Senior Shuttle		
- Emergency Housing Program		The Emergency Housing Program will defer \$0.12M for which a Request for Proposals has been issued; invoices are likely to be received after 06/30/09.
Zoning Project	(0.18)	Land use updates to ensure compliance with General Plan. Funding is not needed until FY 2009-10.
General Plan Update	(0.23)	General plan updates. Funding is not needed until FY 2009-10.
City/County Collaboration	(0.47)	Funding not required until FY 2009-10. With direction from the Mayor's office, DHS will use these funds to administer a Request for Proposals process to select one or several providers that would provide street outreach.
Taser Maintenance	(0.06)	The City has a contract with the Taser vendor. Approximately half of the \$0.11M could be deferred to FY 2009-11, but the remaining amount should be added to the 2009-11 budget.
Riders Settlement	(0.20)	Actuals will probably be about \$0.2M less than the current budget of \$1.2M.
Mandela Parkway	(0.24)	PWA is expected to spend one-third of the total contract amount in FY 2008-09.
Necklace of Lights	(0.08)	PWA does not expect to spend any project money for the Necklace of Lights this fiscal year.
In Car Video Management	(0.23)	OPD is actively working to comply with Task #32 of the Negotiated Settlement Agreement, though some funds will likely be expended in FY 2009-10.
Leona Quarry Development	(0.25)	CEDA Design and Construction Division will only need \$0.03M of the current year appropriation of \$0.3M (rounded).
Permit, Enforcement, and Records Tracking System (PERTS)	(0.51)	CEDA commits not to spend any of the \$511,526 currently appropriated in GPF prior to July 1, 2009, after which time it will be available for project spending.
FEMA matching grant funds (projects)	(0.10)	Five projects totalling \$0.1M in process of being closed; closures will be deferred until after July 1, 2009.
Recording Material Purchase	(0.26)	Library will defer purchase of records, tapes, microfilm, microfiche, minor tools and equipment to the next fiscal year.
POLICE SERVICES	(2.45)	
Additional Overtime savings	(1.50)	Estimated savings of \$0.5M from 40 percent (weekdays) / 60 percent (weekend) deployment change plus 25 percent across the board overtime reduction.
BART Shooting Protest -- Overtime Claim	(0.50)	OPD is working with Risk Management to file a claim with the City's insurer.
Transfer O&M to State Asset Forfeiture	(0.45)	OPD to transfer eligible O&M to State Asset Forfeiture.
MUSEUM	(0.08)	
Savings from authorized leave and freezing current vacancy	(0.08)	No long term impact
PARKS & REC	(0.26)	
Transfer Central Reservation Unit costs to the Self Sustaining Fund (1820)	(0.26)	OPR will transfer eligible Central Reservation Unit costs to the Self Sustaining Fund (1820).

ADDITIONAL BALANCING MEASURES (\$ in millions)

Item	FY 2008-09 Savings	FTE change	Impact	Agency/Department Recommendation
TARGET	(5.58)			
BALANCING MEASURES - TOTAL	(1.74)	(18.75)		
CITYWIDE	(0:01)	0:00		
Freeze auto allowance to unrepresented positions	(0.01)		Auto allowances will be suspended for unrepresented positions effective April 1, 2009 affecting 9 employees.	This can be implemented effective April 1, 2009.
CITY/CLERK	0:00	0:00		
None identified				
CITY/AUDITOR	0:00	0:00		
None identified				
CITY/ATTORNEY	0:00	0:00		
None identified				
CONTRACTS & PURCHASING	(0:06)	(1:00)		
Full-time to part-time Compliance Officer	(0.06)	(1.00)	Assistance in contract compliance function are limited	Department recommends part-time functions to assist contract compliance functions.
POLICE SERVICES	(0:64)	(5:00)		
Appropriately charge 14.0 FTE Problem Solving Officers to Measure Y	(0.53)		Legal opinion from OCA supports this. Implementing this plan will accelerate OPD's GPF subsidy needs in 2010-11; a \$400k GPF subsidy is already in OPD's 2010-11 GPF baseline budget.	This can be implemented effective April 1, 2009.
Delete vacant positions (5.0 FTE) - Administrative Analyst II (1.0 FTE) - Police Services Technician II (3.0 FTE) - Police Records Specialist (1.0 FTE)	(0.11)	(5.00)	OPD is already experiencing increased overtime as a result of the October revised non-sworn reduction in force and eliminating these positions will exacerbate OPD's non-sworn overtime needs. In addition, this will impact OPD's ability to meet its vacancy factor.	This can be implemented effective April 1, 2009.
MUSEUM	0:00	0:00		
None identified				
PARKS & REC	(0:20)	(0:75)		
Parking fee increase	(0.18)	0.00	Users of current parking area would be assessed a greater parking. The Master Fee Schedule would need to be amended accordingly.	This cannot happen by April 15 as Master Fee Schedule requires change in ordinance, which requires two readings. This may be possible effective May 15, 2009. The savings estimate reflects this later timing.
Delete Public Service Representative, PPT position	(0.01)	(0.75)	No access to RecWare system for major reports and tracking of funds received from satellite; limited accountability. These services will not be re-assigned.	Department recommends eliminating funding for the position.
FIRE SERVICES	(0:02)	(1:00)		
Eliminate vacant Fire Suppression District Inspector	(0.02)	(1.00)	This position is vacant, but elimination will pose a challenge for OFD to complete all vegetation management inspections in a timely manner.	This can be implemented right away - savings prorated for 2.5 months.

ADDITIONAL BALANCING MEASURES (\$ in millions)

Item	FY 2008-09 Savings	FTE change	Impact	Agency/Department Recommendation
HUMAN SERVICES				
Savings from Vacant Program Analyst I	(0.07)	0.00	This is the only position providing leadership development to Oakland youth. Reduction offered only through the end of fiscal year.	This could be implemented right away.
LIBRARY				
Montclair Branch Closure	(0.08)	0.00	Library would be closed through mid-June to conduct mold and mildew mitigation; proposal would keep branch closed for the remainder of the year. Residents would have to utilize neighboring branches.	The Library recommends keeping branch closed for the remainder of the year (June 30th). Filled positions would be transferred to vacant positions in other areas for the current fiscal year. Permanent closure of the Montclair Branch is on Library's FY 2009-11 budget request and if accepted it could lead to potential layoffs.
Oakland History Room Closure	(0.02)	0.00	Research utilizing the archives and historical depository would be eliminated through year-end, except by appointment only.	Agency recommends closing the OHR for the remainder of the year (June 30th). Filled positions would be transferred to vacant positions in other branches for the current fiscal year. Permanent closure of Oakland History Room is on Library's FY 2009-11 budget request and if accepted, it could lead to potential layoffs.
FINANCE & MANAGEMENT				
Unbudgeted insurance recoveries of City vehicles and property	(0.37)	0.00	Revenue enhancement - savings reflect actual recoveries of insurance claims related to City vehicles and property.	This could be implemented right away. It is an on-going effort.
PARKING				
None identified	0.00	0.00		
PERSONNEL MGMT.				
Eliminate Public Service Rep vacancy	(0.01)	(1.00)	Vacant positions. No operational impact.	It could be implemented right away.
Eliminate HR Clerk vacancies	(0.04)	(3.00)	Vacant positions. No operational impact.	It could be implemented right away.
INFORMATION TECHNOLOGY				
Reduction of Microcomputer Systems Specialist II (4.0 FTE)	(0.13)	(4.00)	This will eliminate all trouble call responses to all Departments except for Public Safety and agencies that have non-GPF support staff (CEDA & Public Works). The DIT Help Desk will continue to assist with user-performed repairs. On-site repairs will be performed by appointment only and will have a substantial wait time (up to one month). Drop off service and repair will continue to be performed.	This could be implemented effective April 15, 2009.
Reduction of Systems Analyst I (1.0 FTE)	(0.03)	(1.00)	This will impact the system trouble tickets for Public Safety and applications testing. Work of the position will be performed by other staff within the Public Safety support division.	This could be implemented effective April 15, 2009.

ADDITIONAL BALANCING MEASURES (\$ in millions)

Item	FY 2008-09 Savings	FTE change	Impact	Agency/Department Recommendation
Reduction of Systems Analyst III (1.0 FTE)	(0.04)	(1.00)	This will eliminate the early detection of application issues. This position is used to test applications and provide quality control analysis. The position assists with the tape back-up process, cataloging and reports.	This could be implemented effective April 15, 2009.
Reduction of Microcomputer Systems Specialist I (1.0 FTE)	(0.03)	(1.00)	This will reduce the repairs to desktop computers in the City of Oakland with the exception of Public Safety, Public Works and CEDA Agencies. All other departments will need to deliver computers to DIT for repairs.	This could be implemented effective April 15, 2009.
CEDA None identified	0.00	0.00		
NON DEPARTMENTAL None identified	0.00	0.00		

**Bold indicates an addition, strikethrough indicates a deletion from October 16, 1008 proposed Budget motion

	Change from Mayor's Proposal	AMENDED General Purpose Fund (GPF) Savings	Budgeted savings	Amount saved through Dec 31, 2008	% of savings achieved *	Comments (any substitutions, risks, alternative plan if savings not being realized)
1	Reduce the proposed City shutdown from one day a week to one day a month plus Dec 26-Jan 2 week	\$ 3,860,000	3,970,000	1,108,060	28%	With the smoothing of shutdown reductions, 2 days are accounted for through December 31, 2008 with additional 11 days remaining for the rest of the fiscal year.
2	Freeze non-sworn, non-emergency overtime.	\$ 175,000	175,000	175,000	100%	OPD overtime budget was not reduced (and is running over budget). Departments are monitoring their overtime. Overspending will be offset by other personnel or O&M savings or service reductions.
3	Reduce FY 08-09 Pay-Go by 50%.	\$ 950,000	900,926	900,926	100%	Budget was reduced in respective Council pay-go accounts. There was no additional GPF pay-go available to eliminate.
4	Recommend Elected Officials voluntarily take same 5% annual pay reduction as City employees as a result of the City shutdown	\$ 58,555	58,555	0	0%	No savings occurred yet, but are expected by year-end.
5	Keep Cultural Arts Grant Program (\$1.14 million). Eliminate funding for parades, runs and street festivals after January 1, 2009.	\$ 43,500	43,500	43,500	100%	Implemented.
6	Cultural Arts Program -- Eliminate Program Analyst II; keep Program Analyst III	\$ 113,063	74,755	17,790	24%	Both PAII and PAIII were reduced to 0.50 FTE. The total anticipated savings are \$87,333 by year-end.
7	Eliminate personnel funding for Public Art Program; transfer personnel to Public Art Fund to continue the program. (plus O&M)	\$ 318,003	321,945	321,945	100%	Full year budget and actuals transferred to Public Art Fund (\$267,984 for personnel and \$53,961 in O&M).
8	Eliminate GPF-portion of Marketing, retain Film or KTOP; keep 6.25 ORA-funded positions and direct staff to return with an analysis of the ORA-funded positions (plus O&M)	\$ 354,008	368,342	368,342	100%	Full year budget and actuals transferred to Public Art Fund (\$95,796 for personnel and \$272,546 in O&M).
9	Restore Senior Shuttle	\$ (180,000)	(180,000)	(180,000)	0%	Funding for Senior Shuttle was restored.
10	Library -- Restore funding for Senior Literacy Assistant and Office Assistant 1 for 2nd Start program	\$ (102,667)	(102,667)	(102,667)	100%	Sr. Literacy Assistant was restored.
11	Eliminate Human Resource Analyst (EEO) and Downgrade Manager, Affirmative Action	\$ 153,693	141,308	28,046	20%	Original target savings were calculated effective Nov-1. Lay-off took place effective Nov-15.
12	Non-Departmental -- Eliminate AIDS Prevention & Education funding	\$ -				
13	Non-Departmental -- Eliminate Sister Cities funding	\$ -				
14	Non-Departmental -- Eliminate Oakland Convention and Visitors Bureau contract	\$ 325,000	325,000	325,000	100%	The budget has been reduced by \$325,000. These funds are no longer available for spending.
15	Non-Departmental -- Eliminate salary contingency reserve for Fire arbitration	\$ 455,000	730,000	730,000	100%	Original budget was for \$730,000 and has been fully eliminated.
16	Non-Departmental -- Decrease insurance & bonding set-aside	\$ 200,000	200,000	200,000	100%	The budget has been reduced by \$200,000. These funds are no longer available for spending.

	Change from Mayor's Proposal	AMENDED General Purpose Fund (GPF) Savings	Budgeted savings	Amount saved through Dec 31, 2008	% of savings achieved *	Comments (any substitutions, risks, alternative plan if savings not being realized)
17	OPD -- Restore 3 Rangers; Eliminate Ranger overtime except for emergencies.	\$ (260,261)	(219,806)	(219,806)	0%	This item was restored, however, Ranger overtime has decreased significantly and thus savings associated with the deletion of the 5.0 Rangers should be realized net the Ranger OT of \$86k to date. Note: only \$3,000 (approx. 3% of year to date total) expended after the 10/17/08 pay period.
18	OPD -- Restore Police Records Specialist (animal shelter) Animal Control Coordinator	\$ (53,333)	(53,333)	(53,333)	0%	Funding for the Animal Control Coordinator was restored.
19	OPD -- Eliminate two \$100K+ positions; return to next Council meeting with specific positions	\$ 322,000	322,000	62,850	20%	ASM II retired in December and has since been eliminated. As the effective date for this action was 1/09, no savings by 12/08 were anticipated for this position - \$100k in savings will be realized by year end. A vacant Police Records Supervisor (\$125k) was also eliminated.
20	OPD -- Reduce booking fee amount to \$200K	\$ 300,000	300,000	300,000	100%	Mayor's proposal of \$500k was reduced by \$300k, so only \$200k added to revised 2008-09 budget
21	OPD -- Eliminate Police Records Specialist from OPD taxi detail. Move inspections to PWA and administrative functions to City Administrator. Would free up sergeant and up to two police officers for taxi enforcement and other policing responsibilities.	\$ 26,183	26,183	26,183	100%	Budget was reduced by the full amount during the October revision process.
22	Add .5 FTE Admin Asst to City Administrator (taxi detail administration)	\$ (26,833)	(26,833)	(26,833)	0%	Added 0.50 FTE Admin Asst for taxi detail in CAO.
23	Fire -- Eliminate Admin Asst I; Admin services Mgr I; Emergency Services Manager, Admin Asst II	\$ 229,717	229,717	46,943	20%	These positions have been eliminated and the budget has been reduced accordingly.
24	Fire -- Downgrade Battalion Chief (Training Director) to Captain	\$ -	33,203	0	0%	Not implemented per Personnel re: issues pertaining to Local 55 MOU. Captain was reversed to Battalion Chief. Savings will be achieved through other measures.
25	Mayor's Executive Office -- Reduce budget by \$430K in Executive Branch	\$ 430,000	430,000	96,697	22%	Budget was reduced by \$430,000. Savings will be realized fully by year-end through position reductions (most of which have occurred); vacancy savings and other savings.
26	Finance & Management -- Eliminate Agency Administrative Manager, Senior Supervising Human Resource Analyst; Principal Financial Analyst; Principal Human Resource Analyst	\$ 425,602	366,871	75,389	21%	All positions have been eliminated.
27	Parks & Recreation -- Eliminate Admin Services Manager; Asst to the Director; Management Intern; Program Analyst II PT; Downgrade Mgr Recreation Services; Admin Assistant I; Rec Program Director; Rec. Specialist I; Special Events Coordinator; Data Entry Assistant; Transfer Rec. Program Director and Rec. Specialist to Fund 1820. Eliminate additional \$100K+ position. Return to next Council meeting with specific position.	\$ 393,259	437,062	86,974	20%	OPR is implementing all savings initiatives. All positions have been eliminated. Additional \$100k position was the Recreation Services Manager (eliminated Nov 14, 09)

	Change from Mayor's Proposal	AMENDED General Purpose Fund (GPF) Savings	Budgeted savings	Amount saved through Dec 31, 2008	% of savings achieved *	Comments (any substitutions, risks, alternative plan if savings not being realized)
28	Department of Contracts & Purchasing – Eliminate Admin Services- Mgr I (Contract Compliance)	\$ -				
29	Museum -- Restore Graphics Design Coordinator	\$ (92,178)	(78,597)	(78,597)	0%	Graphics Design Coordinator was restored.
30	Restore positions equivalent to \$300K for Tree Trimming services.	\$ (300,000)	(300,000)	(300,000)	0%	The Oakland City Council restored tree trimmer positions in GPF.
31	Restore \$75K for Bookmobile. Transfer \$75K out of books & supplies fund to cover this. Limit the stops to only disabled and parts of city w/o library. (net change of \$0)	\$ -	-	-	0%	Program was restored and transferred to the Library Services Retention Fund (2240).
32	Eliminate bottled water, food, and flowers. Food allowed to be provided only for meetings/trainings during which the employee is required to work through the meal.	\$100,000	100,000	100,000	100%	Bottled water, food and flowers budget was reduced by \$100k.
33	Voluntary Time Off w/o Pay (VTN) – Request unions to provide list of employees who have signed stating they are willing to participate	unknown				The program is already in place. All department directors were encouraged to approve requests, and some have done so.
34	Eliminate Management Leave.	Approximately \$1.5M. Subject to negotiation as it is granted in MOU. No savings potential for 08-09.				MOU negotiations continue.
35	Eliminate Professional Development Allowance.	Approximately \$110-125K. Subject to negotiation as it is granted in MOU. No savings potential for 08-09.				MOU negotiations continue.
36	Suspend funding for Instant Runoff Voter education campaign in 2008	\$ 443,400				
37	Transfer funds from Public Campaign Finance	\$ 226,600	226,000	226,000	100%	The budget of \$226,000 has been eliminated.
38	Use one-time revenue from health benefit savings (per OPD arbitrator)	\$ 259,000	259,000	129,500	50%	Implemented. Full savings will be realized by year-end.

	Change from Mayor's Proposal	AMENDED General Purpose Fund (GPF) Savings	Budgeted savings	Amount saved through Dec 31, 2008	% of savings achieved *	Comments (any substitutions, risks, alternative plan if savings not being realized)
39	Layoff 11 FTEs** in addition to Mayor's proposal and those included in this proposal; return to next Council meeting with specific positions ** Corrected per hand written notes from October 21, 2008 Budget Hearing (due to cancellation of item 36 - Instant Runoff Voter education)	\$ 1,163,589	1,163,589	319,987	28%	Eliminated 6 FTEs to save \$0.3 million (2 in DIT; 1.5 in PWA and 2.5 in FMA). And, the budgeted vacancy factor was increased from 4 to 5 percent to generate the remaining \$0.8 million in savings.
	Total Potential Reductions	\$ 9,866,500	9,866,500	4,727,897	48%	

STATUS OF IMPLEMENTING OCTOBER BUDGET CHANGES
Fund 1010 (General Purpose Fund)

FY 2008-09 MID-YEAR SHORTFALL (\$37.45)

BALANCING MEASURES (\$ in millions)

(A) REVENUES \$13.45						
Item	Additional Revenue FY 2008-09	Status of Implementation	Budgeted Savings	Amount Saved through Dec 31, 2008	% of Savings Achieved (normal=20%)	Additional Comments
New revenues						
Capital trust transfer (upon termination of agreement): ONE-TIME	\$9.50	Staff is currently working to implement refinancing	\$9.50	\$0.00	0%	Currently in the process of refinancing. Treasury to present status report at March 24, 2009 committee meeting.
Rate increases						
Increase user fees and charges to ensure that they fully cover costs						
Increase Parking meter rates	\$0.95	Implemented*	\$0.95	\$0.22	23%	Implemented in November 2009. However, total Parking Meter revenue is projected to come in under budget by \$0.66 million as indicated in the R&E report.
Increase fines and penalties						
Parking Citation rate increases	\$0.98	Implemented*	\$0.98	\$0.25	25%	Implemented in November 2009. However, total Parking Citation revenue is projected to come in under budget by \$0.31 million as indicated in the R&E report.
Street sweeping citation increases	\$0.64	Implemented*	\$0.64	\$0.16	25%	Implemented in November 2009. However, total Parking Citation revenue is projected to come in under budget by \$0.31 million as indicated in the R&E report.
Other revenue increases						
Increased Accts Receivable collections	\$0.36	Implemented	\$0.36	\$0.36	100%	Receivables have been collected.
Increased Recoveries by Treasury Division for various svcs like debt issues and ORA investment activities	\$0.31	Implemented; Treasury is on target to realize additional revenue.	\$0.31	\$0.08	25%	Treasury will collect the additional \$0.31 million in recoveries by year-end related to debt and investment activities
Increased transfer from the Development Services Fund to account for unpaid interest since July 1, 2006	\$0.35	Implemented; transfer has been setup.	\$0.35	\$0.09	25%	Recurring transfers will be made to realize full savings by year- end.
On-going Transfer of 50% of Golf Course Concession Revenues	\$0.10	Implemented	\$0.10	\$0.10	100%	Funds have been transferred from Golf Fund.
One-time revenue from health benefit savings from OPD arbitrator	\$0.26	Implemented; rate has been changed.	\$0.26	\$0.13	50%	One half has been transferred, the second will happen by year- end.

(B) EXPENDITURES Dept: (\$15.57) (146.37)							
Item	Savings FY 08-09	FTEs Eliminated / Transferred	Status of Implementation	Budgeted Savings	Amount Saved through Dec 31, 2008	% of Savings Achieved	Additional Comments
CIP	(\$0.90)	0.00	Implemented	(\$0.90)	(\$0.90)	100%	GPF Pay-go budget has been reduced by \$900k. These funds are no longer available for spending
MAYOR	(\$0.20)	(3.00)	In progress	(\$0.20)	(\$0.04)	20%	Savings will be realized by year-end.
CITY COUNCIL	\$0.00	0.00	In progress	\$0.00	\$0.00	0%	Savings to be realized by year-end.
CITY ADMINISTRATOR	(\$1.73)	(8.00)	Implemented;	(\$1.73)	(\$0.75)	43%	All reductions and transfers have been fully implemented to realize \$1.73 million in savings at year end.
CITY CLERK	(\$0.09)	(0.50)	Implemented	(\$0.09)	(\$0.03)	37%	All reductions and transfers were fully executed. O&M Savings is 100% thru 12-31-08.
CONTRACTING & PURCHASING	(\$0.34)	(4.00)	Implemented	(\$0.34)	(\$0.17)	50%	Positions have been vacant all year.
INFORMATION TECHNOLOGY	(\$1.24)	(11.75)	Implemented; except Project Manager positions	(\$1.24)	(\$0.27)	22%	Two Project Manager positions remain for which the funding was removed but the layoff was not executed due to civil service rules.
FINANCE & MANAGEMENT	(\$1.89)	(18.80)	Implemented	(\$1.89)	(\$0.75)	40%	All reductions and transfers were fully executed. O&M Savings is 100% thru 12-31-08.

Supplemental Item: _____
City Council
March 17, 2009

POLICE SERVICES	(\$3.75)	(48.13)	Implemented	(\$3.75)	(\$1.95)	52%	All reductions and transfers have been fully implemented.
Item	Savings FY 2008-09	FTEs Eliminated / Transferred	Implementation difficulties, other comments	Budgeted Savings	Amount Saved through Dec. 31, 2008	% of Savings Achieved	Additional Comments
FIRE SERVICES	(\$1.50)	(10.50)	Implemented; except downgrade of Battalion Chief	(\$1.50)	(\$0.69)	46%	The downgrade of (Training) Battalion Chief to Captain has not happened, however the budgeted savings will still be fully realized.
MUSEUM (OMCA)	(\$0.16)	(2.50)	Implemented; except Registrar position	(\$0.16)	(\$0.02)	10%	All reductions and transfers have been implemented except the elimination of the Registrar position. Thus, \$63,143 will not be realized.
LIBRARY	(\$1.08)	(13.55)	Implemented	(\$1.08)	(\$0.54)	50%	All reductions and transfers were fully executed.
PARKS & RECREATION	(\$1.13)	(13.28)	Implemented	(\$1.13)	(\$0.44)	39%	All reductions and transfers were fully executed.
HUMAN SERVICES	(\$0.59)	(0.27)	Implemented	(\$0.59)	(\$0.12)	20%	The downgrade of the Senior Services Manager to .53 FTE has been fully implemented.
PUBLIC WORKS	(\$0.39)	(7.40)	Implemented	(\$0.39)	(\$0.08)	20%	All reductions and transfers were fully executed.
COMMUNITY & ECONOMIC DEVELOPMENT	(\$0.14)	(0.69)	Implemented	(\$0.14)	(\$0.03)	22%	All reductions and transfers were fully executed.
CITY ATTORNEY	(\$0.45)	(4.00)	Implemented	(\$0.45)	(\$0.08)	19%	All reductions and transfers were fully executed.

(C) EXPENDITURES - Citywide (\$8.40)

Freeze non-essential vacancies							
Freeze of all GPF vacancies for the remainder of the year, with the exception of Police and Fire sworn, Library and OPR	(\$0.50)		Implemented, with limited exceptions	(\$0.50)	(\$0.09)	18.8%	Implemented except DIT
Management concessions							
Freeze auto allowances for all department directors	(\$0.04)		Implemented	(\$0.04)	(\$0.01)	20%	Ongoing savings.
Reductions in non-personnel expenses							
Reduce funding for Training & Community Development	(\$0.13)		Implemented	(\$0.13)	(\$0.13)	100%	This budget has been reduced by \$127,250. These funds are no longer available for spending.
Reduce funding for Marketing & Special Events	(\$0.05)		Implemented	(\$0.05)	(\$0.05)	100%	This budget has been reduced by \$45,000. These funds are no longer available for spending.
Reduce funding for Parades, Street Festivals, Etc.	(\$0.04)		Implemented	(\$0.04)	(\$0.04)	100%	This budget has been reduced by \$43,500. These funds are no longer available for spending.
Reduce Overtime	(\$0.18)		Implemented	(\$0.18)	(\$0.18)	100%	The budget has been reduced across all departments except OPD. These funds are no longer available for spending. Any overspending in overtime budget will be offset with other personnel or O&M savings.
Suspend OCVB support effective Jan 1	(\$0.33)		Implemented	(\$0.33)	(\$0.33)	100%	This budget has been reduced by \$325,000. These funds are no longer available for spending.
Eliminate salary contingency in Non-Dept	(\$0.73)		Implemented	(\$0.73)	(\$0.73)	100%	The total budget of \$730,000 has been eliminated.
Reduce Insurance & Bonding	(\$0.20)		Implemented	(\$0.20)	(\$0.20)	100%	This budget has been reduced by \$200,000. These funds are no longer available for spending.
Reduce Food, Flowers, Hospitality	(\$0.10)		Implemented	(\$0.10)	(\$0.02)	20%	Bottled water, food and flowers budget was reduced by \$100k. These funds are no longer available for spending.
Increase attrition rate back to 5%	(\$0.90)		Implemented	(\$0.90)	(\$0.25)	28%	Actual attrition rate in General Purpose Fund is 5.75 percent as of December 2008. The budgeted increase from 4 to 5 percent was effective Nov 1, 2009.
Reduce Public Campaign Financing (CF)	(\$0.23)		Implemented	(\$0.23)	(\$0.23)	100%	The total budget of \$226,000 has been eliminated.
Reduce Booking Fees amount	(\$0.30)		Implemented	(\$0.30)	(\$0.30)	100%	Mayor's proposal of \$500k was reduced by \$300k to \$200k.
Adjustment for actual COLA savings	(\$0.22)		Implemented	(\$0.22)	(\$0.11)	50%	Adjustment in GPF overhead recovery due to COLA takeaway
Reductions in subsidies / assistance							
Reduce subsidy to the Comprehensive Clean-Up Fund	(\$0.50)		Implemented	(\$0.50)	(\$0.50)	100%	This budget has been reduced by \$500,000. These funds are no longer available for spending.
Citywide shutdown							
(1) CITYWIDE SHUTDOWN: Close non-essential City facilities 13 Days	(\$3.97)		In progress	(\$3.97)	(\$1.11)	28%	With the smoothing of shutdown reductions; 2 days are accounted for through December 31, 2008 with additional 11 days remaining for the rest of the fiscal year.