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CITY HALL · 1 FRANK H. OGAWA PLAZA · OAKLAND, CALIFORNIA 94612

Office of the City Manager  
Robert C. Bobb  
City Manager

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May 27, 2003

Chairperson Wan and Members of the Finance & Management Committee  
City Council – Oakland, CA

**Re: Tracking of Responses to Questions from Council Members Related to FY 2003-05 Budget**

Per the request of the City Council, the City Manager's Office has been tracking questions received from Council members regarding the City's FY 2003-05 budget. At each meeting of the Finance & Management Committee, a staff report will be provided on the status of responding to Council members' questions.

Included with this report are the following attachments:

- Attachment A provides a summary of questions received through May 2, 2003, with the status of responses.
- Attachment B provides responses to Councilmember Jane Brunner's questions, received on May 2<sup>nd</sup> and May 14<sup>th</sup>.

An oral report will be presented by staff at the May 27<sup>th</sup> Finance & Management Committee meeting, if necessary.

A handwritten signature in cursive script that reads "Robert C. Bobb".

ROBERT C. BOBB  
City Manager



**TRACKING OF COUNCIL MEMBERS' QUESTIONS PERTAINING TO FY 2003-05 BUDGET**

\*\* Status as of: 5/14/2003

DATE QUESTION / REQUEST RECEIVED BY THE CITY MANAGER'S OFFICE	COUNCIL MEMBER WHO SUBMITTED QUESTION / REQUEST	SUBJECT OF QUESTION / REQUEST	ANTICIPATED DATE OF RESPONSE	ANTICIPATED VENUE OF RESPONSE (e.g., Committee / Council meeting, direct response, etc.)	ASSIGNED AGENCY / DEPARTMENT	STATUS OF RESPONSE
<b>RESPONSES PROVIDED PREVIOUSLY</b>						
21-Apr-03	Nancy Nadel	Cost of operation of a rec. center for a year (ex. Poplar)	By 24-Apr-03	Responses were provided directly to Councilmember Nadel on April 24th, and to the Finance and Management Committee on May 13th.	CMO / Budget	Responses were provided directly to Councilmember Nadel on April 24th, and to the Finance and Management Committee on May 13th.
21-Apr-03	Nancy Nadel	Cost of operation of a library for a year (ex. Lakeview)	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Cost of installation of a speed bump	By 24-Apr-03		CMO / Budget / PWA	
21-Apr-03	Nancy Nadel	Subsidy to Feather River	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Average cost for a police officer	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Average cost for a crossing guard	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Cost to maintain a city vehicle (and how many we have?)	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Cost of Beat Health Unit	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Cost of maintenance and running of a fire engine	By 24-Apr-03		CMO / Budget	
21-Apr-03	Nancy Nadel	Cost of auto allowances and parking privileges for City employees	By 24-Apr-03		CMO / Budget	
29-Apr-03	Danny Wan	Dollar and FTE details for budget balancing alternatives presented in the Mayor's / City Manager's letter dated April 14.	By 9-May-03	Responses were provided to the Finance and Management Committee on May 13th.	CMO / Budget	Responses were provided to the Finance and Management Committee on May 13th.
2-May-03	Jane Brunner	Description of the Fire Department's Flexible Deployment program	By 9-May-03	Responses were provided directly to Councilmember Brunner on May 6th, and to the Finance and Management Committee on May 13th.	Fire	Responses were provided directly to Councilmember Brunner on May 6th, and to the Finance and Management Committee on May 13th.
2-May-03	Jane Brunner	Statistics on Fire Station 2 runs	By 9-May-03	Responses were provided directly to Councilmember Brunner on May 6th, and to the Finance and Management Committee on May 13th.	Fire	Responses were provided directly to Councilmember Brunner on May 6th, and to the Finance and Management Committee on May 13th.
<b>RESPONSES PROVIDED AT CURRENT MEETING</b>						
2-May-03	Jane Brunner	Actual turnover rate for civilian employees over the last 6 months if possible)	By 16-May-03	Response provided directly to Councilmember Brunner, and included in Attachment B.	Personnel	Response provided directly to Councilmember Brunner, and included in Attachment B.
2-May-03	Jane Brunner	History of the Municipal Capital Improvement (MIC) fund, current financial status	By 16-May-03	Response provided directly to Councilmember Brunner, and included in Attachment B.	FSA - Treasury	Response provided directly to Councilmember Brunner, and included in Attachment B.
14-May-03	Jane Brunner	The numbers of sworn and non-sworn personnel in the Oakland Fire Department, every year from 1990 to the present	By 16-May-03	Response provided directly to Councilmember Brunner, and included in Attachment B.	Fire Services Agency	Response provided directly to Councilmember Brunner, and included in Attachment B.

**TRACKING OF COUNCIL MEMBERS' QUESTIONS PERTAINING TO FY 2003-05 BUDGET**

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<b>RESPONSES PROVIDED AT FUTURE MEETINGS</b>						
13-May-03	Jane Brunner	For every filled position proposed for elimination in FY 2003-04, provide classification, job title, department, cost of position, function and service impacts	By 23-May-03	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.	All City Agencies / Departments, coordinated by the Budget Office	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.
13-May-03	Jane Brunner	For every vacant / frozen position proposed for elimination in FY 2003-04, provide job title, department, cost of position, function and service impacts	By 23-May-03	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.	All City Agencies / Departments, coordinated by the Budget Office	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.
13-May-03	Jane Brunner	List all temporary and limited duration employees, with job title, department, cost and function	By 23-May-03	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.	All City Agencies / Departments, coordinated by the Budget Office	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.
13-May-03	Jane Brunner	List all outside contracts that are currently in effect	By 23-May-03	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.	All City Agencies / Departments, coordinated by the Budget Office	Response will be provided directly to Councilmember Brunner, and included in the May 23 supplemental agenda packet, for the May 27 Finance & Management Committee meeting.

**RESPONSES TO COUNCILMEMBER JANE BRUNNER'S QUESTIONS**

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**1. Average Turnover Rate for Civilian Employees Over the Last 6 Months**

The data below has been provided by the Office of Personnel.

**Summary of Turnover Rate for Civilian Employees: 07/02 to 4/03**

Month	Avg NonSworn HeadCount	Actual Terminations	% Turnover Rate
Jul_02	4091	62	2%
Aug_02	4085	78	2%
Sep_02	4046	40	1%
OCT_02	4279	283	7%
NOV_02	4263	25	1%
DEC_02	4261	34	1%
Jan_03	4319	109	3%
Feb_03	4347	50	1%
Mar_03	4398	86	2%
Apr_03	4428	68	2%
<b>Total 10-month</b>	<b>4251.7</b>	<b>835</b>	<b>20%</b>

**2. Brief Description and History of the Municipal Improvement Capital Fund (fund 5500)**

The City's Municipal Improvement Capital Fund (Fund 5500) was created in 1982 with proceeds from the sale of the Oakland Museum and Oakland Convention Center, with additional funds deposited from time to time. The amount on deposit reached a high of \$231 million in 1996. Besides new deposits, the only income for this fund has been, and continues to be, from investment interest earnings.

The funds are held by a trustee and may only be disbursed to finance the acquisition, construction, lease, or improvement of equipment, facilities, or other property held or controlled by the City. The City Council has appropriated MIC funds since its creation to fund various capital and improvement projects documented in the Capital Improvement Program Five-Year Plans. The FY 2003-05 Proposed Budget contains a \$19.5 million appropriation from this fund over the next two fiscal years, which will fully use up the uncommitted balance available in this fund.

*(continued on the next page)*

**ATTACHMENT B**

**3. The numbers of sworn and non-sworn personnel in the Oakland Fire Department, every year from 1990 to the present**

The data below has been provided by the Fire Services Agency, with FY 2003-05 Proposed Budget figures added by the Budget Office.

**Oakland Fire Department 30 Year-Staffing History  
FY 1990-2005**

Source: Budget Documents

<b>Year</b>	<b>Sworn</b>	<b>Non-Sworn</b>	<b>Total</b>
1989-90	475	32	507
1990-91	478	40	518
1991-92	477	43	520
1992-93	477	45	522
1993-94	476	57	533
1994-95	473	58	531
1995-96	472	63	535
1996-97	476	67	543
1997-98	492	73.5	565.5
1998-99	492	61.5	553.5
1999-00	492	65.5	557.5
2000-01	492	66.5	558.5
2001-02	492	74	566
2002-03	508	74	582
2003-04**	507	80	587
2004-05**	507	80	587

*\*\* Proposed Budget figures*

OFFICE OF THE CLERK  
CITY OF OAKLAND  
2003 MAY 14 AM 10:10

From: Danny Wan, City Council District 2  
To: Finance and Administration Committee

Re: Budget Questions: Capital Improvement Program & Funding

1. What is the historical reason for the establishment of the (a) Multipurpose Reserve Fund and (b) the Municipal Improvement Capital Fund and what are the revenue sources for these funds?
2. There is proposed a transfer of \$2.1 million per year from "discretionary" Multipurpose Reserve Fund. What is meant by "discretionary"? What is not discretionary within the fund?
3. During the 2001-03 budget, significant capital improvements came from the Equipment Fund, the Radio Fund, the State Gas Tax and State Park and Recreation Grants. However, the proposed budget anticipates zero to insignificant funding from these sources. What happened?
4. There is a large increase in reliance on the Multipurpose Reserve Fund, is this a proper expenditure of the fund both from a legal and a financial point of view?
5. The Municipal Improvement Capital Fund will be depleted by FY07-08, what is the effect of such depletion on our ability to meet debt service on our City Hall and Museum bonds?
6. It seems that we are depleting many of the capital funds, including the Equipment Fund, the Municipal Improvement Capital Fund and the Multipurpose Reserve Fund; yet we are faced with an 80-year repaving cycle for our street (industry standard is 25 years), dangerous backlog on sidewalk repairs and sewer maintenance, approximately \$40 million in storm drain system repairs and serious deferred maintenance on our parks. What is the administration's overall plan in funding the backlog of capital repair and maintenance costs?

Budget Questions: All Funds

1. In addition to the information requested by Councilmember Brunner pertaining to each filled position which is proposed for elimination, please additionally state whether the incumbent employee receives bi-lingual pay supplement.
2. What is the amount of funds budgeted annually for the Jack London Aquatic Center for 03-04 and 04-05?
3. What is the amount of funds budgeted annually for Fairyland for 03-04 and 04-05?

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**FINANCE & MANAGEMENT CMTE.**

**MAY 27 2003**