

**CITY OF OAKLAND
COUNCIL AGENDA REPORT**

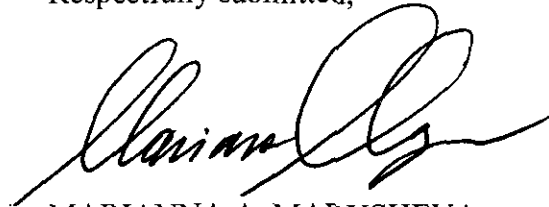
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OFFICE OF THE CITY CLERK
OAKLAND

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To: Office of the City Administrator
Attn: Deborah Edgerly
From: Budget Office
Date: June 29, 2004
Subject: Responses to Council Questions from the June 10, 2004 Midcycle Budget Special Session

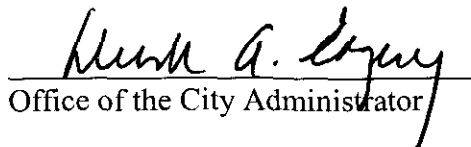
At the June 10, 2004 Special Session on the FY 2004-05 Midcycle Budget, City Council members raised a number of questions. While many of the Council's questions were answered on the floor, this report provides written responses to those questions that required additional research and/or follow up. Responses to these outstanding questions are provided beginning on the following page. Staff will be available at the June 29, 2004 special session to follow up on any additional questions or requests from the City Council.

Respectfully submitted,



MARIANNA A. MARYSHEVA
Budget Director

APPROVED FOR FORWARDING
TO THE CITY COUNCIL:


Office of the City Administrator

RESPONSES TO CITY COUNCIL QUESTIONS FROM THE JUNE 10, 2004 SPECIAL SESSION ON THE FY 2004-05 MIDCYCLE BUDGET

QUESTION: [Councilmember Brunner]

Provide a 10-year history of fund balance, revenues, and expenditures for the Landscaping and Lighting Assessment District (LLAD - Fund 2310).

RESPONSE: LLAD fund balance, revenue, and expenditure data are provided in the attachments as follows:

Attachment A: Summary of Fund Balance, Revenues, and Expenditures (from inception to date)

Attachment A-1: Revenue Breakdown by Type

Attachment A-2: Expenditure Breakdown by Type

QUESTION: [Councilmember Quan]

Does the LLAD sunset? Since the LLAD assessment revenues have been flat since FY 1993-94, have landscaping and lighting service levels changed? What are we not doing?

RESPONSE: No, the LLAD does not sunset. However, each year the City Council is required to issue an Engineer's Report, adopt a series of resolutions, and conduct a public hearing in order to levy the assessments for the following year.

It is true that LLAD assessment rates have been unchanged since FY 1993-94 while the cost of doing business – maintaining the City's parks and open space, and lighting – has increased over the same time period. This funding gap has resulted in the need to gradually reduce costs, as well as subsidize costs using other funding sources.

For example, 76 FTE Gardener II and III positions were budgeted in the City's FY 1990-1991 budget (across all funds), while only 59 FTE Gardener II and Gardener Crew Leaders are included in the FY 2003-05 Adopted Budget. Furthermore, in the FY 2003-04 adopted budget, about \$2 million in non-LLAD funding was approved for the Park Maintenance division to avoid further reductions in staffing.

Compounding the increased costs, the City has added or enhanced many parks, park facilities, and open space since 1993 – primarily supported by various state, regional, and local bond measures. This has increased the level of required park maintenance services, such as weeding, litter removal, irrigation repair, and funding for utilities.

In short, the City has managed to maintain services with the available resources. However, the maintenance levels have been diluted meaning that, while no specific service has been discontinued, all services are provided with less frequency. OPR has made a concerted effort to mitigate the impact on service levels – for example, by hiring less costly part-time staff to work during the busy summer season.

QUESTION: [Councilmember Brooks]

Provide a breakdown of revenues and expenditures for the ABAT, also known as the "Deemed Approved Program." Provide justification for the proposed \$1,500 permit fee included in the Master Fee Schedule.

RESPONSE: For FY 2004-05, ABAT estimated revenues are \$458,282 (after the fee change), and the budgeted expenditures are \$359,190. FY 2004-05 budgeted positions include 1 Police

Officer, 1 Police Services Technician II, 1 Administrative Analyst II, and 0.30 Deputy City Attorney, for a total of 3.30 FTEs.

The Police Department also indicates that other ABAT staff (not included in the separate ABAT project) are budgeted for FY 2004-05; these include a Police Officer, Police Services Technician II, and a Sergeant. These additional staff bring the total number of FTEs related to the ABAT program to 6.30. With these additional staff, the total FY 2004-05 expenditures for ABAT are projected at \$621,000.

The Police Department has indicated that the permit fee increase from \$600 to \$1,500 will enable the Department to more fully recover the actual costs of this program (which include the 3.0 FTEs not allocated to the separate ABAT project).

QUESTION: [Councilmembers Brooks and Brunner]
Provide an analysis of reimbursable overtime in the Police Department.

RESPONSE: Data on Police overtime expenditures and reimbursements for FY 2003-04 are provided in Attachment B.

QUESTION: [Councilmember Brunner]
Provide a supplemental report regarding the Police Department's overtime for the next year. Is the overtime budget sufficient? What must be done to stay within the FY 2004-05 budget?

RESPONSE: See Attachment C for a report from the Police Department.

QUESTION: [Councilmember Quan]
Provide a breakdown of costs to hire new officers versus providing the programs on overtime.

RESPONSE: A Police Officer at Step 3 costs \$68.51 per hour, including applicable benefits and retirement, and excluding premium pay, incentive pay, and initial recruitment and training costs. An overtime hour paid in cash costs \$49.33. The difference is \$19.18, or 28 percent savings. The details are provided below.

Police Officer (Step 3) Hourly Pay	\$32.89
Fringe Benefit @ 34.03%	11.19
Retirement @ 42.99%	14.14
Paid Leave Accrual @ 31.29%	10.29
Total Hourly Straight Pay	\$68.51
<hr/>	
Police Officer (Step 3) Overtime Pay (cash)	\$49.33

QUESTION: [Councilmember Brunner]
Revise Attachment H in the June 10, 2004 report to include all Youth-Related Services, including Oakland Fund for Children and Youth (OFCY), Headstart, etc.

RESPONSE: The attachment has been revised to incorporate the requested information and is now included as Attachment D.

QUESTION: [Councilmember Brunner]

Highlight all significant changes in Master Fee Schedule and explain the changes.

RESPONSE: Attachment E provides a listing of significant changes to the current fees and charges, with explanations.

QUESTION: [Councilmember Nadel]

In the Master Fee Schedule (page 45, Item B. 2. a.), the Parks Use Permit Fee for 1 to 99 persons is proposed at \$50.00/day. Can we exclude parties of 1 to 15 from the \$50.00/day fee?

RESPONSE: All Oakland parks are open and available for any member of the public to enjoy, within certain limits. For 25 or fewer patrons, a permit is not required and users may use areas in the park on a first-come, first-serve basis. However, if a patron would like to secure a guaranteed spot at a particular site on a particular day, they must obtain a park use permit to reserve that park site. When patrons call, they are told that if they have 25 or fewer people attending, they can simply claim the spot on a first-come, first-serve basis without obtaining a permit. However, park site reservations obtained through a permit will have priority over first-come, first-serve patrons. The Office of Parks and Recreation (OPR) recommends an increase of the fees to \$50 to more adequately cover the staff time involved in processing a permit to guarantee a reserved park site.

QUESTION: [Councilmember Quan]

In the Master Fee Schedule (pages 53-54), explain the large increases in camp fees.

RESPONSE: For Recreation Center Day Camps, OPR recommends increasing the high end of the fee range from \$100 to \$200. This increase is necessary to cover the costs of the more comprehensive day camp programs where activities include field trips, specialist instructors, etc. OPR recommends keeping the low end of the fee range at \$25 for programs providing a more limited range of activities.

Also included in this section are fees for Feather River Camp programs, such as Kamp Kidd, Camp Sierra, Family Camps, etc., which are currently offered through Camps-in-Common, an outside service provider. The fees shown for these camp programs were set by Camps-in-Common and extracted from its brochures. They are included in the Master Fee Schedule for informational purposes only; in much the same way fee information is provided for the Oakland Zoo and Children's Fairyland, also non-City service providers.

ACTION: [City Council]

In the Master Fee Schedule (page 62), the proposed increase to the fee called "Appeal of the Tree Removal Permit to City Council" from \$50 to \$449 per appeal was removed from the proposed ordinance by motion and vote of the City Council. The City Council also requested justification for the fee increases, at the same meeting.

RESPONSE: The \$449 tree-removal appeal fee applies ONLY to development-related appeals that involve protected trees. The fee was instituted in 1980 under OMC 12.36 and was originally set at \$50; it has not been increased in the 24 years since. The proposed fee amount is set in accordance with the fee that the Community and Economic Development Agency (CEDA) charges for appeals or changes that require an administrative report to Council. These types of tree appeals also require an administrative report to Council and, therefore, take considerable staff time. One recent example involved an appeal by the developer on Contra Costa Road that

required considerable staff time to resolve. The fee increase would help offset some of the staff costs involved.

QUESTION: [Councilmember Quan]

Of the \$400,000 appropriated in FY 2003-04 for the Middle School Program, how much will be left for FY 2004-05? What has been accomplished so far? What efforts can be done or continued with the remaining dollars?

RESPONSE: *There will be no remaining funds for FY 2004-05. The Middle School Sports Program was budgeted for one year, October 2003 through June 2004, with after-school sports programs at 14 Public Middle Schools and 3 Alternative Schools. OPR programmed and monitored staff hours, number of school teams, officials, uniforms and awards according to the funds that was allocated by the Council for FY 2003-04.*

Regarding the Middle School Sports program's accomplishments to date, because the Council funded this program, there were significant increases in participation this year from 1,200 students in FY 2002-03 to 2,500 students in FY 2003-04. Student athletes participated in Middle School programs such as Volleyball, Flag Football, Basketball, Softball, Cheerleading, Ultimate Frisbee and Track & Field. Also, the program provided schools with the opportunity to have an unlimited number of teams and participants for each grade level. For example, Montera, Bret Hart and Frick Schools each had 2 girls' teams, and Lowell had 3 girls' teams representing their respective schools.

Additionally, students were required to have and maintain a minimum GPA of 2.0 to register and fully participate (that is, play in team games) in the program. Students with less than 2.0 GPA could participate in team practices and exercises, but could not play in the team games held on Saturdays – played before their family and friends. Border-line student athletes were able to maintain or increase their GPAs in order to continue their participation in the program. Of 99 ineligible students with less than 2.0 GPA, 54 improved their GPAs in the second academic marking period – to attain eligibility and full participation in the program.

No efforts to continue the program into FY 2004-05 are planned at this time because there are no funds remaining. The programs ended June 1, 2004.

Attachments:

- A Summary of LLAD Fund Balance, Revenues, and Expenditures
- A-1 LLAD Revenue Breakdown by Type
- A-2 LLAD Expenditure Breakdown by Type
- B Police Reimbursable Overtime
- C Report from the Police Department on FY 2004-05 Overtime
- D School and Youth-Related Funding
- E Explanations of Significant Changes to the Master Fee Schedule

**Landscaping and Lighting Assessment District (Fund 2310)
Summary of Fund Balance, Revenues, and Expenditures (from inception to date)**

Fiscal Year	Beginning Fund Balance⁽¹⁾	Actual Revenues	Actual Expenditures	Year-End Balance⁽²⁾
1989-90	\$0	\$12,555,413	\$11,212,525	\$1,342,888
1990-91	1,342,888	12,833,998	12,426,042	\$407,956
1991-92	1,750,844	12,550,664	14,459,798	(\$1,909,134)
1992-93	(158,290)	14,473,216	15,281,927	(\$808,711)
1993-94	(967,001)	15,289,280	14,684,202	\$605,078
1994-95	(361,923)	16,056,444	13,970,236	\$2,086,208
1995-96	1,724,285	16,408,619	16,668,226	(\$259,607)
1996-97	1,464,678	16,107,293	15,676,108	\$431,185
1997-98	1,895,864	16,471,916	15,662,438	\$809,478
1998-99	2,705,341	17,920,167	17,603,001	\$317,167
1999-00	3,022,508	17,368,608	17,059,146	\$309,461
2000-01	3,331,969	19,498,409	17,445,674	\$2,052,735
2001-02	5,384,704	17,722,355	17,940,351	(\$217,996)
2002-03 (audited)	5,166,708	17,796,179	18,313,060	(\$516,881)
	Beginning Fund Balance	Est. Year-End Revenue	Est. Year-End Expenditures	Est. Year-End Balance
2003-04	4,649,826	17,871,659	18,975,657	(\$1,103,998)
Less anticipated PG&E retroactive payment			1,000,000	
	Est. Beginning Fund Balance	Budgeted Revenue	Budgeted Expenditures	Est. Year-End Balance
2004-05	2,545,828	17,720,015	19,222,012	(\$1,501,997)
2005-06	1,043,831			

Notes: (1) The "Beginning Fund Balance" is calculated by adding the prior year's Beginning Fund Balance to the prior year's "Year-End Balance." For example, the FY 2002-03 Beginning Fund Balance is \$5,166,708, which is \$5,384,704 (the FY 2001-02 Beginning Fund Balance) plus a negative \$217,996 (the FY 2001-02 Year-End Balance).

(2) The "Year-End Balance" is the difference between that year's actual revenues and expenditures. For example, the FY 2002-03 Year-End Balance is (\$516,881), which is \$17,796,179 less \$18,313,060.

**Breakdown of Actual Revenues by Type (FY 1989-90 through FY 2002-03)
Landscaping and Lighting Assessment District (Fund 2310)**

Fiscal Year	Revenue Type	Actual Revenues
1989-90	Property Assessments	\$12,548,267
	Misc Service Charges	7,146
	Total	12,555,413
1990-91	Property Assessments	12,815,161
	Permit Revenues	800
	Misc Service Charges	18,037
	Total	12,833,998
1991-92	Property Assessments	12,521,174
	Permit Revenues	16,085
	Misc Service Charges	13,405
	Total	12,550,664
1992-93	Property Assessments	14,453,796
	Permit Revenues	9,793
	Misc Service Charges	9,627
	Total	14,473,216
1993-94	Property Assessments	15,270,247
	Permit Revenues	9,820
	Misc Service Charges	9,214
	Total	15,289,280
1994-95	Property Assessments	16,025,723
	Permit Revenues	11,990
	Misc Service Charges	18,731
	Total	16,056,444
1995-96	Property Assessments	16,360,897
	Fines for Damaged Street Lights	30,900
	Permit Revenues	12,112
	Misc Service Charges	4,710
	Total	16,408,619
1996-97	Property Assessments	16,048,019
	Fines for Damaged Street Lights	25,577
	Permit Revenues	11,558
	Misc Service Charges	22,139
	Total	16,107,293
1997-98	Property Assessments	16,408,117
	Fines for Damaged Street Lights	21,402
	Permit Revenues	10,565
	Misc Service Charges	31,832
	Total	16,471,916

ATTACHMENT A-1

Fiscal Year	Revenue Type	Actual Revenues
1998-99	Property Assessments	17,891,476
	Fines for Damaged Street Lights	4,097
	Permit Revenues	17,588
	Misc Service Charges	7,006
	Total	17,920,167
1999-00	Property Assessments	17,337,533
	Fines for Damaged Street Lights	769
	Permit Revenues	9,923
	Misc Service Charges	20,383
	Total	17,368,608
2000-01	Property Assessments	19,295,957
	Fines for Damaged Street Lights	550
	Interest Income	148,441
	Permit Revenues	23,589
	Misc Service Charges	29,872
	Total	19,498,409
2001-02	Property Assessments	14,249,429
	Fines for Damaged Street Lights	401
	Interest Income	30,496
	Permit Revenues	19,923
	Misc Service Charges	26,542
	Sale of Property	3,395,563
	Total	17,722,355
2002-03	Property Assessments	17,685,711
	Fines for Damaged Street Lights	921
	Interest Income	71,874
	Permit Revenues	23,958
	Misc Service Charges	13,715
	Total	17,796,179

**Breakdown of Actual Expenditures by Type (FY 1989-90 through FY 2002-03)
Landscaping and Lighting Assessment District (Fund 2310)**

Fiscal Year	Expenditure Type	Actual Expenditures
1989-90	Personnel Services	\$4,953,121
	Operations & Maintenance	6,259,404
	Total	11,212,525
1990-91	Personnel Services	5,680,482
	Operations & Maintenance	6,745,560
	Total	12,426,042
1991-92	Personnel Services	7,080,037
	Operations & Maintenance	7,379,761
	Total	14,459,798
1992-93	Personnel Services	7,455,011
	Operations & Maintenance	7,826,917
	Total	15,281,927
1993-94	Personnel Services	6,650,948
	Operations & Maintenance	8,033,254
	Total	14,684,202
1994-95	Personnel Services	7,431,132
	Operations & Maintenance	6,539,104
	Total	13,970,236
1995-96	Personnel Services	8,453,654
	Operations & Maintenance	8,214,571
	Total	16,668,226
1996-97	Personnel Services	8,813,297
	Operations & Maintenance	6,862,811
	Total	15,676,108
1997-98	Personnel Services	8,669,508
	Operations & Maintenance	6,992,930
	Total	15,662,438
1998-99	Personnel Services	9,484,544
	Operations & Maintenance	8,118,456
	Total	17,603,001
1999-00	Personnel Services	8,758,487
	Operations & Maintenance	8,300,659
	Total	17,059,146
2000-01	Personnel Services	9,807,461
	Operations & Maintenance	7,638,213
	Total	17,445,674
2001-02	Personnel Services	9,774,554
	Operations & Maintenance	8,165,797
	Total	17,940,351
2002-03	Personnel Services	10,339,135
	Operations & Maintenance	7,973,925
	Total	18,313,060

Oakland Police Department

**June 10, 2004 Council Special Session Question Response
Reimbursable Overtime for FY 2003-04**

The following table represents expenditures and reimbursements for reimbursable overtime from July 1, 2003, through June 4, 2004.

Name/Event	Overtime Spent	Overtime Invoiced	Reimbursement Received
Oakland Coliseum Events, including: Oakland Athletics Oakland Raider's Golden State Warriors Concerts	\$1,186,921	\$1,029,778	\$949,683
Filming Events	\$251,010	\$137,904	\$19,352
High School Activities	\$218,873	\$195,641	\$4,061
Miscellaneous (car auctions, caberet security, community events)	<u>\$293,707</u>	<u>\$115,058</u>	<u>\$32,052</u>
TOTAL	\$1,950,511	\$1,478,381	\$1,005,148

Note: Services provided to the Port of Oakland are not included above.

To: Office of the City Administrator
Attn: Deborah Edgerly
From: Police Department
Date: June 29, 2004

Re: FY 2004-05 Police Overtime Budget and Expenditures

SUMMARY

The Oakland Police Department will end FY 2003-04 approximately \$2.9 million over budget in the General Fund overtime category, of which approximately \$1.0 million will be reimbursable (the largest segment being approximately \$0.95 million in Raiders / A's / Warriors games and other events at the Oakland Coliseum. See Attachment B.). Despite two consecutive years of overtime spending reductions, OPD still projects that the Department may go over budget next fiscal year by approximately \$1.4 million.* This overage, however, will be balanced through position freezes and flexible deployment (see below).

ANALYSIS

The OPD General Fund overtime budget has experienced ten consecutive years of red ink with deficits ranging from \$7.3 million in 1999 to a projected \$2.9 million in 2004. This is due in large part because the Department has not experienced adequate savings in labor to offset overtime-spending deficits since 1999.

Plans to reduce overtime spending in FY 2004-05 are being prepared, including an internal freeze on vacant sworn positions through December 2004, service changes, and flexible deployment. Flexible deployment was broached in the current fiscal year but halted when the Oakland Police Officers Association (OPOA) filed an immediate dispute resolution grievance. Pending a favorable outcome of this issue, OPD will implement flexible deployment, which should save the Department in excess of \$1 million annually.

Respectfully submitted,

Richard L. Word
Chief of Police

* Calculation: the \$2.9 million current year deficit will grow to \$3.2 million next fiscal year due to MOU increases. This amount is reduced by \$600,000 in current year unfunded VRP, plus a savings of \$1 million in flexible deployment, plus other savings of approximately \$200,000 in additional overtime cuts for a net of \$1.4 million.

FY 2003-05 School and Youth-Related Funding

	Fund	FY 2003-04	FY 2004-05 Midcycle	Comments
Cultural Arts				
Arts in the Schools	General Fund	221,946	221,946	Portion of grant funds used for in-school arts residencies and/or off-site arts educational activities
Subtotal:		221,946	221,946	
Museum -				
Museum support for OUSD and Oakland Schools	General Fund	147,076	159,865	* Additional to June 10
Alice Arts Center Support Services	General Fund	46,168	0	* Additional to June 10
Admission fee & docent tour waivers	General Fund	32,125	32,125	
Kaiser Center - fee waivers for Oratoricals, Graduations, Athletic League	HJ Kaiser Convention Center	74,500	74,500	
Subtotal:		299,869	266,490	
Finance and Management Agency				
OIT - OUSD lease 800 Mhz radios from City		Not tracked	Not tracked	
Subtotal:		0	0	
Department of Human Services				
OFCY - Kids First - Administration	Kids First	427,751	479,157	* Additional to June 10
OFCY - Kids First - Evaluation	Kids First	262,682	264,094	* Additional to June 10
OFCY - Kids First - Contracts	Kids First	7,939,975	8,098,885	* Additional to June 10
Total OFCY		8,630,408	8,842,136	
Head Start City Contribution	General Fund	891,951	916,303	* Additional to June 10
Head Start - Grant	Dept of HHS	11,614,528	13,712,006	* Additional to June 10
Early Head Start	Dept of HHS	2,156,966	2,599,054	* Additional to June 10
Even Start Family Literacy	General Fund	78,235	86,343	* Additional to June 10
Even Start Family Literacy - Grant	State of California	719,194	629,225	* Additional to June 10
Childcare Center Downtown	General Fund	125,146	0	* Additional to June 10
OUSD Career Academies	General Fund	300,000	300,000	
Youth Leadership Development	General Fund	1,504	1,504	
Year-Round Lunch Program	General Fund	17,384	0	
Year-Round Lunch Program	State of California	196,163	0	
Summer Lunch Program	State of California	552,287	748,449	
Summer Lunch Program -City Contribution	General Fund	53,008	71,325	
Safe Walk to School	Dept of HUD	150,000	146,862	
Subtotal:		25,486,774	28,053,207	
Parks & Recreation				
Middle School Sports Program	General Fund	400,000	0	
Castlemont/McClymonds Pool	General Fund	150,000	150,000	
Elementary Sports	OPRCA Self-Sust Revolving Fund	19,456	19,456	
Youth Jazz Camp	OPRCA Self-Sust Revolving Fund	3,300	3,300	
Children's Art Camp	OPRCA Self-Sust Revolving Fund	20,460	20,460	
Children's Bike Safety	General Fund / CA Dept of Transportation	21,204	21,198	
Youth Programs Main	OPRCA Self-Sust Revolving Fund	32,438	31,908	
Feather River (Camps In Common)	General Fund	77,208	79,627	
PASS Program (any school-aged child)	General Fund	50,000	50,000	
Subtotal:		774,066	375,949	

ATTACHMENT D

	Fund	FY 2003-04	FY 2004-05 Midcycle	Comments
Oakland Public Library				
PASS Program (any school-aged child)	Kids First	175,000	0	
Library Services to Oakland Youth Under 21	All Funds	(not available)	4,928,724	Estimated Personnel & O&M expenditures for Youth under 21.
Subtotal:		175,000	4,928,724	
Police Services Agency				
Campus Life & School Safety Unit - 1 Lt, 2 Sgts, 14 Officers	General Fund	2,328,347	2,319,028	
Traffic Safety Crossing Guards	General Fund	1,215,229	1,127,744	
Subtotal:		3,543,576	3,446,772	
Fire Services Agency				
Fire Safety Education - Preparedness and coordination of fire safety programs to and for Oakland school children.	General Fund	76,615	77,331	
Fire Safety Education Days - Fire safety and public education materials and training to the Oakland public schools children.	General Fund	102,387	107,381	
Fire Safety School Site Programs - Sworn fire personnel visits to school sites, provide fire safety training and materials.	General Fund	11,493	11,793	
Subtotal:		190,495	196,505	
Public Works Agency				
Team Oakland -- youth employment program for clean-up activities	Comprehensive Clean-Up	249,000	312,331	
Double Fine Zone - installing signs indicating that traffic fines are doubled in school areas	Traffic Safety Fund	220,000	0	* Additional to June 10. One-time implementation cost
Safe Routes to Schools	Cal-Trans	100,000	Applying for new grant	
Subtotal:		569,000	312,331	
Oakland Redevelopment Agency				
Cesar Chavez Branch Public Library advance lease payments	ORA - Coliseum TA Bond Series 2003	1,000,000	0	
Coliseum Project Area School Set-Aside - Construction of a new school/public library to be owned by the City	ORA - 10% School Set-Aside/Coliseum	533,977	621,648	For a total of \$3.5 million for a public library at 81st & Rusdale. ORA Reso 2003-80 C.M.S. Amount exists in fund balance and has not yet been appropriated.
Subtotal:		533,977	621,648	(co-located school/public library)
Non-Departmental Budget				
Oakland School for the Arts	General Fund	500,000	500,000	
Oakland School for the Arts -- facility rental subsidy	General Fund	0	108,000	Reflects foregone parking revenue of Fox Theater parking lot as a result of OSA lease.
Oakland Military Institute	General Fund	0	0	
Subtotal:		500,000	608,000	
TOTAL		32,294,703	39,031,572	

Explanation of Master Fee Schedule Significant Changes

Staff has defined "significant changes" as those that are higher or lower than the current fees by 20% or more. Justifications for the changes are organized by Agency/Department, with reference to page numbers on Attachment A (Master Fee Schedule) included in the June 29, 2004, Midcycle Special Session agenda packet.

<i>City Administrator Page 1</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
<i>Budget Office</i>					
Page 1 (item A.)	BI-Annual Policy Budget-Budget in Brief	7.50	10.00	Each	The Increased price reflects increases in printing costs.
Page 1 (item B.)	Five-year Capital Improvement Program Publication	11.00	15.00	Each	The Increased price reflects increases in printing costs.

<i>Community and Economic Development Agency Pages 3 - 31</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 10 (item W.1.)	Wet Weather Grading	716.00	1,500.00	Deposit	Increased fee will cover added cost for multiple monitoring inspections during winter months.
Page 10 (Item W.2.)	Base Fee (2-Inspections)	193.00	250.00	Inspection	Increased fee will cover added costs for monitoring new regulations for construction site pollution discharge elimination.
Page 11 (item AB.1.a.)	Metered Area (under "Short-term Permits [Maximum of 14 Days]")	12.00	26.00	Meter/Day	Increased fee will reimburse City for lost meter revenue (half of fee)and added cost for monitoring inspections
Page 11 (item AB.2.a.)	Metered Area (under "Long-term Permits [15-180 Day Maximum]")	362.00	728.00	Meter/ 30 Days	Increased fee will reimburse City for lost meter revenue (half of fee)and added cost for monitoring inspections
Page 26 (item A.1.a.)	Site Area 15,000 Sq.Ft. or Less (under "Major Conditional Use Permit" in "Applications Under the Oakland Zoning Regulations")	1,140.00	1,368.00	Report	The report fee for Conditional Use Permits and Variances is being raised to more closely cover the actual cost of staff time spent reviewing cases, visiting sites, and writing reports (decision letters).

ATTACHMENT E

**Community and Economic Development Agency
Pages 3 - 31**

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 26 (item A.1.b.)	Site Area Over 15,000 Sq.Ft. (under "Major Conditional Use Permit" in "Applications Under the Oakland Zoning Regulations")	1,917.00	2,300.40	Report	The report fee for Conditional Use Permits and Variances is being raised to more closely cover the actual cost of staff time spent reviewing cases, visiting sites, and writing reports (decision letters).
Page 26 (item A.2.a.)	Site Area 15,000 Sq.Ft. or Less (under "Major Variance" in "Applications Under the Oakland Zoning Regulations")	1,140.00	1,368.00	Report	The report fee for Conditional Use Permits and Variances is being raised to more closely cover the actual cost of staff time spent reviewing cases, visiting sites, and writing reports (decision letters).
Page 26 (item A.2.b.)	Site Area Over 15,000 Sq.Ft. (under "Major Variance" in "Applications Under the Oakland Zoning Regulations")	1,917.00	2,300.40	Report	The report fee for Conditional Use Permits and Variances is being raised to more closely cover the actual cost of staff time spent reviewing cases, visiting sites, and writing reports (decision letters).
Page 28 (item A.18.)	Business Tax Certificate	12.25	20.00	Report	The zoning fee for the business tax certificate is being raised to more closely cover the actual cost of staff time spent reviewing the zoning and general plan designations for the site, as well as any necessary research into past uses and building permit
Page 30 (item C.6.)	Mitigation Monitoring (under "Request for Environmental Impact Assessment")	129.45	500.00 plus deposit based on 70.00 hour for estimated time during construction	Measure	This fee is being adjusted to include a flat fee plus a multiplier based on the number and complexity of mitigation measures, to more closely reflect the actual cost of staff time spent monitoring the CEQA mitigation measures, for Negative Declarations
Page 31 (item M.)	Written Determination by Zoning Administrator (Half-hour Minimum)	63.65	140.00	Hour	This fee is being raised to accurately reflect the fully-loaded rate for those determinations administered through the Zoning Administrator

Item #: _____
 City Council Special Session
 June 29, 2004

ATTACHMENT E

**Cultural Arts and Marketing
Pages 32-33**

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Alice Arts Center					
Page 32 (item A.3.a)	Main Stage/Theater 3.A Three Consecutive Days Private, For-Profit Organization	500.00	400.00	Day	Fee is lowered to reflect market demand.
Page 32 (item A.5.b)	Main Stage/Theater 5.b. Technician (4-Hour Minimum)	16.00	20.00	Hour	Fee is increased to cover increases in personnel costs.
Page 32 (item A.5.c)	Main Stage/Theater 5.c. Technician Overtime	24.00	30.00	Hour	Fee is increased to reflect staff's actual overtime costs.
Page 32 (item C.3)	Studio B or D Private, For-Profit Organization	300.00	150.00	Day	Fee is lowered to reflect market demand.
Page 32 (item C.4)	Studio B or D Non-Profit Organization	200.00	100.00	Day	Fee is lowered to reflect market demand.
Page 32 (item D.2)	Studio B or D Private Class or Rehearsal (4 hour maximum)	20.00	30.00	Hour	Maintain ratio of charges between private and non-profits for similar rentals.
Page 32 (item D.3)	Studio B or D Nonprofit Special Event	30.00	300.00	Day	Correct an error in previous Master Fee Schedules and to align costs for studio rental for an entire day for a "special event".
Page 32 (item D.4)	Studio B or D Nonprofit Class, Rehearsal or Special Event, 5 p.m.- 10 a.m.	15.00	20.00	Hour	Maintain ratio of charges between private and non-profits for similar rentals.
KTOP					
Page 33 (item A.1.b.1)	Production Services Super VHS Legislative Program (120 minutes)	15.00	5.00	Tape	The change in pricing is a correction and is originally part of sunshine ordinance provisions.
Film Related Fees					
Page 33 (item C.4)	Film Permit for Commercial Advertising Production	100.00	150.00	Each	To standardize Oakland film permit-categories with other film commissions; and to align fees with true costs.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

*Finance & Management Agency
Page 34*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Financial Services					
Page 34 (item C.1)	Financial Reports Comprehensive Annual Financial Reports-Hard Copy	5.00	35.00	Each	Increased fee reflects actual printing costs for CAFR document. An alternative (Compact Disk) format is now offered at cost -- \$10. The CAFR is also available on the City's website for free download.
Page 34 (item C.2)	Miscellaneous Financial Reports	5.00	10.00	Each	Increased fee reflects increased printing cost for miscellaneous financial reports.

*Office of Parks & Recreation
Pages 45 – 54*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Amusement Parks					
Page 45 (item A.2.d.1)	Oakland Zoo at Knowland Park – Parking – Automobiles.	3.00	4.00	Per Entry	Fee is determined and charged directly by service provider and is included for informational purposes only.
Park Use Permits					
	<i>(Park Use Permits are used to guarantee reservation of a specific park site on a specific date. Events involving 1-25 patrons do not require a park use permit but site use will be subject to first-come, first-serve basis with priority for a specific site given to those patrons with permits.)</i>				<i>Park Use Permit fees are collected to cover OPR processing costs. Depending on event size (no. of patrons), this may include staff coordination of park rangers, custodial staff, gardeners, and police services, as necessary. See details below.</i>
Page 45 (item B.2.a)	Regular Event Rates (Residents) <i>1-99 Patrons</i>	35.00	50.00	Day	OPR adjusted fees to be more in keeping with local market rates based on comparison of facility (building, park, picnic site) rental rates of comparable local municipalities (Berkeley, Alameda, Richmond, El Cerrito, Albany, San Francisco)
Page 45 (item B.2.b)	<i>100-299 Patrons</i>	75.00	100.00	Day	Same as above.
Page 45 (item B.2.b)	<i>300-499 Patrons</i>	100.00	150.00	Day	Same as above.
Page 45 (item B.5)	Redwood Heights	25.00	50.00	Table/Day	Same as above.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

*Office of Parks & Recreation
Pages 45 – 54*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 46 (item B.6)	Montclair – Picnic Area	10.00	25.00	Table/Day	Same as above.
Page 46 (item B.12.b.2)	Lakeside Park Bandstand – Rates – (Non-Residents) Additional Hours	50.00	60.00	Hour	Same as above.
Rental Facilities.					
	<u>Garden Center Rental Rates – Private Group Rental Rates (4 Hr Minimum for Every Day) –</u>				
Page 47 (item C.1.b.2.u.a)	<i>Small Kitchen-Resident – With Room Rental</i>	25.00	35.00	Use	OPR adjusted fees to be more in keeping with local market rates based on comparison of facility (building, park, picnic site) rental rates of comparable local municipalities (Berkeley, Alameda, Richmond, El Cerrito, Albany, San Francisco)Same as above.
Page 47 (item C.1.b.2.u.b)	<i>Small Kitchen-NonrResident – With Room Rental</i>	25.00	45.00	Use	Same as above.
Page 47 (item C.1.b.2.v.a)	<i>Large Kitchen-Resident – With Room Rental</i>	50.00	75.00	Use	Same as above.
Page 47 (item C.1.b.2.v.b)	<i>Large Kitchen-Non-Resident – With Room Rental</i>	50.00	85.00	Use	Same as above.
	<u>Studio One Arts Center and Recreation Centers (except Redwood Heights and Carment Flores) – Two-Hour Minimum for Every Day</u>				
Page 48 (item C.1.d.1.e)	<i>Meeting Rooms – Monday – Friday, 9 a.m – 8 p.m. – Deposit</i>	100.00	200.00	Rental	OPR has not increased the deposit amount in a number of years. The deposit amount was increased to cover the costs of any necessary clean-up and repair of damage resulting from the facility rental.
Page 48 (item C.1.d.2.e)	<i>Meeting Rooms – Saturday, Sunday or Holiday – Deposit</i>	100.00	200.00	Rental	Same as above.
Page 48 (item C.1.d.3.c)	<i>Multipurpose Room – Monday – Friday, 9 a.m – 8 p.m. – Deposit</i>	100.00	200.00	Rental	Same as above.
Page 48 (item C.1.d.4.c)	<i>Multipurpose Room – Saturday, Sunday or Holiday – Deposit</i>	100.00	200.00	Rental	Same as above.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

*Office of Parks & Recreation
Pages 45 – 54*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Rental Facilities.					
	<u>Redwood Heights Recreation Center and Carment Flores Recreation Center –</u>				
Page 48 (item C.1.e.2.c)	<i>Non-Resident Rates - Craft Room, Mon – Thurs</i>	25.00	30.00	Hour	OPR adjusted fee to be more in alignment with local market rates.
Page 48 (item C.1.e.4)	<i>Deposit</i>	100.00	200.00	Use	OPR has not increased the deposit amount in a number of years. The deposit amount was increased to cover the costs of any necessary clean-up and repair of damage resulting from the facility rental.
Page 48 (item C.1.f.3)	<u>Ranger Station Lobby (2 Hour Minimum)</u> <i>Deposit</i>	40.00	100.00	Use	OPR has not increased the deposit amount in a number of years. The deposit amount was increased to cover the costs of any necessary clean-up and repair of damage resulting from the facility rental.
Page 49 (item C.1.g.10.a)	<u>Joaquin Miller Community Center (2-Hour Minimum Required for Everyday, Except as Noted)</u> <i>Deposit – Conference Rooms, One Assembly Room or the Alcove</i>	200.00	300.00	Event	OPR has not increased the deposit amount in a number of years. The deposit amount was increased to cover the costs of any necessary clean-up and repair of damage resulting from the facility rental.
Page 49 (item C.1.g.10.c)	<i>Deposit – Entire Building</i>	500.00	600.00	Event	Same as above.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

*Office of Parks & Recreation
Pages 45 – 54*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Rental Facilities.					
Page 50 (item C.2.c.1.d)	Woodminster Amphitheater <u>Regular Usage (Filming, Plays, Concerts, Etc.) by Resident Individual or Oakland-based Group or Business Other Than Non-Profits</u> <i>Additional Setup / Teardown / Rehearsal.</i>	75.00	100.00	Use	OPR adjusted fee to be more in alignment with local market rates.
Page 50 (item C.2.c.3.b)	<u>Regular Usage (Filming, Plays, Concerts, Etc.) by Oakland-based Non-Profits</u> <i>Each Day, 5 p.m. – Midnight</i>	400.00	500.00	Use	OPR adjusted fee to be more in alignment with local market rates.
Page 50 (item C.2.c.3.c)	<i>All Day, 8 a.m. – Midnight</i>	700.00	900.00	Use	OPR adjusted fee to be more in alignment with local market rates.
Page 50 (item C.2.c.3.d)	<i>Additional Setup / Teardown / Rehearsal. Additiona</i>	35.00	50.00	Hour	OPR adjusted fee to be more in alignment with local market rates.
Page 50 (item C.2.c.6)	<i>Deposit</i>	300.00	500.00	Event	OPR has not increased the deposit amount in a number of years. The deposit amount was increased to cover the costs of any necessary clean-up and repair of damage resulting from the facility rental.
Page 51 (item C.3.b)	Other Facilities – Commercial Rates (Filming, Photography, Equipment Storage, etc.) Indoors (Buildings) (4-Hour Minimum Required for Every Day)	100.00	200.00	Use	OPR adjusted fee to be more in alignment with local market rates.
Service Fees					
Page 51 (item D.2.a)	Alcohol Permit <i>Champagne, Beer, Wine</i>	75.00	100.00	Use	Service fees for events have not been raised in a number of years. OPR adjusted fee to be more in alignment with local market rates. See details below. Events where alcohol is served require additional monitoring by park rangers and clean-up. OPR increased these rates to help recoup staff clean-up and monitoring costs.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

*Office of Parks & Recreation
Pages 45 – 54*

MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 51 (item D.2.b)	<i>Distilled</i>	125.00	170.00	Use	Same as above.
Page 51 (item D.3.a)	Sound Permit – Non-Amplified	10.00	25.00	Use	OPR adjusted fee to be more in alignment with local market rates.
Page 51 (item D.10)	Administrative Fee	25.00	75.00	Change	OPR increased this fee to cover costs of staff time to accommodate patron requests involving last-minute significant changes.
Aquatics					
	<u>Lake Sailing/Boating Instruction Classes</u>				
Page 52 (item A.5.a.1)	<i>Small Boat Basic/Introductory, Residents - Adults(18 Years and Over)</i>	80.00	100.00	Person/Course	OPR adjusted fee to be more in alignment with local market rates.
Page 52 (item A.5.b.1)	<i>Small Boat Basic/Introductory, Non-Residents - Adults(18 Years and Over)</i>	90.00	110.00	Person/Course	OPR adjusted fee to be more in alignment with local market rates.
Page 52 (item A.6.b.1)	<u>Swimming Pools</u> Pool Reservation <i>- Private Use (Residents)</i>	50.00	60.00	Hour	OPR adjusted fee to be more in alignment with local market rates.
Camps					
Page 53 (item B.1)	Recreation Center Day Camps	25.00- 100.00	25.00-200.00	Person/5 Days	OPR recommends increasing the high end of the fee range from \$100 to \$200. This increase is necessary to cover the costs of the more comprehensive day camp programs where activities include field trips, specialist instructors, etc. OPR recommends keeping the low end of the fee range at \$25 for programs providing a more limited range of activities.
Page 53 (items B.2.a thru B.2.e)	Kamp Kidd and Camp Sierra	Various	Various		Fee is determined and charged directly by service provider and is included for informational purposes only.
Page 53-54 (items B.3.a thru B.3.c)	Family Camps	Various	Various		Fee is determined and charged directly by service provider and is included for informational purposes only.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

<i>Public Libraries Page 59</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 59 (Item A.)	Fee for the Replacement of an Oakland Public Library Card	0.50	1.00	Card	Library adjust fee based on survey of neighboring libraries in Berkeley, Alameda County, Contra Costa County, Richmond, City of Alameda, and Hayward. None of these library jurisdictions charged less than \$1.00 per replacement card.

<i>Public Works Agency Pages 60 – 62</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 61, Items B1, B2, B3, B4, B6, B7, B8, B10, B11	Penalty for monthly parking paid after the 7th of the month (at multiple garage locations)	5.00 / 7.50	10.00	Each	Additional charge for late payment of monthly parking bill. Increase in fee covers staff time required to process payment.
Page 61, Item B6	Special Event Parking	5.00	7.00	Space	Fee for parking in City garage during special events. Fee covers increased cost of providing service.
Page 60, Items B & C	Excavation Permit - Inspection for Excavation Permit	97.75	130.13	Hour	Fee for inspecting sewer connections. Fee covers increased cost of providing service.
Page 62 (Item A.2.e)	<i>Appeal of Tree Removal Permit to City Council [This item was exclude by City Council vote on June 10, 2004 from the FY 2004-05 Master Fee Schedule Changes]</i>	50.00	449.00	Appeal	The \$449 tree-removal appeal fee applies ONLY to development-related appeals that involve protected trees. The fee was instituted in 1980 under OMC 12.36 and was originally set at \$50; it has not been increased in the 24 years since. The proposed fee amount is set commensurate with the fee that the Community and Economic Development Agency (CEDA) charges for appeals or changes that require an administrative report to Council. These types of tree appeals also require an administrative report to Council and therefore require considerable staff time.

Item #: _____
City Council Special Session
June 29, 2004

ATTACHMENT E

<i>Fire Services Pages 35-43</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 40 (item O.2.b.1.)	First 3,000 Pounds	0.02	0.03	Pound	The next available increment we can increase the fee which has not been changed for at least five years.
Page 40 (item O.2.c.1.)	First 1,000 Cubic Feet	0.04	0.05	Cubic Foot	The next available increment we can increase the fee which has not been changed for at least five years.

<i>Police Services Pages 55-58</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
Page 55 (item J.1.a)	Peddler's Police Certificate	25.00	50.00	Certificate	Information not provided
Page 55 (item N)	Investigation of a Petition to seal an arrest Record Pursuant to California Penal Code Section 851.8	25.00	35.00	Investigation	Information not provided
Page 55 (item Q.2.a)	Dog/Animal not requiring medical care	8.00	10.00	Animal	Increase needed to offset basic board fee for food, cleaning, and care. The cost for food and cleaning supplies has increased. The salary for Animal Care Attendants that clean and care for these animals daily has increased by almost \$3.00 per hour.
Page 55 (item Q.3.a)	Animal Control Officer	18.00	24.00	Hour	This fee is used to calculate cost when additional Animal Control Officers are required. The old fee, \$18.00, was based upon the old pay scale. Animal Control Officer salary is now \$24.00 per hour.
Page 55 (item R.2)	Daily Surcharge	10.00	15.00	Animal	Increase to offset cost for feed for livestock (goats - sheep - pigs) has increased significantly. Cleaning for these animals is more time consuming than dogs and cats. Salary cost for shelter cleaners has increased.
Page 55 (item S)	Service fee for confining, isolating and observing any animal showing symptoms of rabies as required by Oakland Municipal Code Section 3-9.12	10.00	15.00	Animal/Day	The care and handling requirements of animals being held for rabies observation are much higher than other shelter animals. The risk to staff caring for these animals is also higher. These animals are <i>more difficult to handle as the majority are vicious</i> and being held for biting. The shelter incurs additional cost as animals being held for rabies quarantine must be observed by a veterinarian. Additional safety requirements must be observed when they are required to be physically handled.

Item #: _____
 City Council Special Session
 June 29, 2004

ATTACHMENT E

<i>Police Services Pages 55-58</i>					
MFS Reference Page	Fee Description	Old Fee	New Fee	Unit	Justification
					The cost for food has increased. Our salary cost for staff has increased.
Page 55 (item AC)	Clearance Letter	20.00	25.00	Request	Information not provided
Page 56 (item AE.13)	Ranger	56.75	69.28	Hour	This increase represents the salary increase for the Ranger classification.
Page 56 (item AJ.1)	Administrative Fee Authorized by Vehicle Code Section 22850.5 for Storing, and Releasing Vehicles Towed Under Authority of Division 11, Chapter 10, of the Vehicle Code with the Exception of Vehicle Code Section 22651©	50.00	75.00	Vehicle	Information not provided
Page 56 (item AJ.2)	Administrative Fee Authorized by Vehicle Code Section 22850.5 for Impounding, and Releasing Vehicles Impounded or Held Under Authority of Division 11, Chapter 10, of the Vehicle Code with the Exception of Vehicle Code Section 22651©	100.00	125.00	Vehicle	Information not provided
Page 56 (item AL)	Shelter Animal Vaccinations	6.00	10.00	Animal	All shelter animals are vaccinated. The cost to purchase these drugs has increased. Fee increase needed to re-coup our purchasing cost and cost to Administer.
Page 58 (item BC.1)	Annual Inspection Fee	600.00	1,500.00	Establishment	This program has not increased the fee per inspection since 1992, when the program was created. Costs to operate the program have increased 106% between 1993 and 2004

**SPECIAL
ORACOUNCIL**
 JUN 29 2004
 2.1

Item #: 2.1
 City Council Special Session
 June 29, 2004