

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2009 APR -8 PM 3:36

# CITY OF OAKLAND

## AGENDA REPORT

TO: Office of the City Administrator  
ATTN: Dan Lindheim  
FROM: Budget Office  
DATE: April 21, 2009

RE: **Supplemental Report on the Balancing Plan to Address the FY 2008-09 Projected \$8.22 million Deficit in the General Purpose Fund.**  
**An Ordinance Amending Ordinance Number 12880 C.M.S. (Master Fee Schedule), as Amended, to Establish, Modify, and Delete Fees Assessed by the Office of Parks and Recreation.**

---

### SUMMARY

At its March 31<sup>st</sup> meeting, the City Council reviewed balancing measures proposed to address the projected \$8.22 million deficit in the General Purpose Fund (GPF) with the following results:

- Council adopted the resolution authorizing specific balancing items (see revised Exhibit A).
- The Council voted to approve lap swimming fee increases, however, this item must return to Council because the fee increases proposed by Council during the March 31<sup>st</sup> meeting are greater than the amounts noticed on the agenda.
- The Council set aside for a separate motion (1) parking fee increases at parks and (2) reduction in library operations and maintenance spending, however took no action.

Staff is re-introducing the legislation with amendments to Ordinance Number 12880 C.M.S. (Master Fee Schedule) to increase Parks and Recreation fees, per Council direction.

### FISCAL IMPACT

The Master Fee Schedule increases would generate \$0.01 million in General Purpose Fund revenue through June 30, 2009, and \$0.03 million on an annual basis.

### KEY ISSUES AND IMPACTS

#### *A. Balancing Plan to address FY 2008-09 projected GPF shortfall*

On March 31, 2009, the City Council reviewed and adopted balancing measures to address the projected year-end deficit of \$8.22 million in the General Purpose Fund.

Item: \_\_\_\_\_  
City Council  
April 21, 2009

The items that were **approved** on March 31, 2009 include:

- Deferred spending on specific citywide projects (\$4.21 million);
- Elimination of vacant positions (\$0.22 million);
- Pool fee increases by Parks and Recreation (\$0.01 million); and
- Miscellaneous departmental savings (\$3.69 million)

The following items were specifically **not approved** for implementation of the balancing measures:

- Suspending auto allowances for unrepresented non-sworn staff positions (\$0.01 million);
- Elimination of filled / linked positions (\$0.14 million)

Items not addressed by the City Council on March 31, 2009 include:

- Parking fee increase in Lakeside Park (\$0.02 million); and
- Library operations and maintenance reduction (\$0.02 million).

Revised Exhibit A represents the final balancing measures adopted by the City Council on March 31, 2009.

### ***B. Ordinance Amending Master Fee Schedule for Office of Parks and Recreation Fees.***

The Master Fee Schedule (MFS) changes that would be approved through the attached ordinance are summarized below and in Exhibit B. The revenue increases, totaling \$0.01 million, are already reflected in the "Parks and Recreation" section in the revised Exhibit A.

#### **1. Office of Parks and Recreation**

- The Office of Parks and Recreation (OPR) is increasing certain MFS fees and adding a new fee. Additionally, OPR proposes a change to the language of an existing fee description. Specifically:
  - a. **Aquatics, Swimming Pools**
    - i. **Adult Lap Swim Fee: Increase from \$3 to \$5 (per Council direction)**
    - ii. Senior/Disabled Lap Swim Fee: Increase from \$2.25 to \$3.00
    - iii. **Adult Lap Swim Pass Book (10): Increase from \$27.50 to \$40.00 (per Council direction)**
    - iv. Senior Lap Pass Book (10): Increase from \$17.50 to \$21.00

Item: \_\_\_\_\_  
City Council  
April 21, 2009

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council accept this report and adopt the proposed legislation:

- Ordinance amending Ordinance Number 12880 C.M.S. (Master Fee Schedule) as Amended, to Establish, Modify, and Delete Fees Assessed by the Office of Parks and Recreation.

Respectfully submitted,



**CHERYL L. TAYLOR**  
Budget Director

Prepared by:

Robert Davila, Kiran Bawa  
Budget Office

APPROVED FOR FORWARDING TO THE  
CITY COUNCIL



Office of the City Administrator

**Attachments:**

*Exhibit A: Revised Balancing Plan for GPF Reflecting Council Action*

*Exhibit B: Proposed changes to the Master Fee Schedule for FY2008-09*

Item: \_\_\_\_\_  
City Council  
April 21, 2009

## ADDITIONAL BALANCING MEASURES (\$ in millions)

Item	FY 2008-09 Savings	FTE change	Impact	Implementation Date
TARGET	(8.22)			
BALANCING MEASURES - TOTAL ORIGINAL	(8.40)	(13.25)		
BALANCING MEASURES - TOTAL REVISED	(8.13)	(5.00)		
VARIANCE	(0.27)	(8.25)		
<b>CITYWIDE</b>	<b>(4.21)</b>	<b>0.00</b>		
Freeze auto allowance to unrepresented positions	(0.01)		Auto allowance will be suspended for unrepresented positions effective April 1, 2009 affecting 9 employees.	April 1, 2009
Defer 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.	April 1, 2009
Rent Arbitration	(0.20)		This project is revenue restricted, however some project funds will not be spent in the current year.	April 1, 2009
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 Ceter, 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.	April 1, 2009
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. City School Partnership and Senior Shuttle projects will defer \$0.2M and \$0.05M, respectively, due to invoices received after 7/1/09. 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.	April 1, 2009
- Head Start FY 2008-09				
- City School Partnership				
- Senior Shuttle				
- Emergency Housing Program				
Zoning Project	(0.18)		Land use updates to ensure compliance with General Plan. Funding is not needed until FY 2009-10.	April 1, 2009
General Plan Update	(0.23)		General plan updates. Funding is not needed until FY 2009-10.	April 1, 2009
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.	April 1, 2009
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.	April 1, 2009
Riders Settlement	(0.20)		Actuals will probably be about \$0.2M less than the current budget of \$1.2M.	April 1, 2009
Mandela Parkway	(0.24)		PWA is expected to spend one-third of the total contract amount in FY 2008-09.	April 1, 2009
Necklace of Lights	(0.08)		PWA does not expect to spend any project money for the Necklace of Lights this fiscal year.	April 1, 2009
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.	April 1, 2009
Leona Quarry Development	(0.25)		CEDA Design and Construction Division will only need \$0.03M of the current year appropriation of \$0.3M (rounded).	April 1, 2009
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.	April 1, 2009
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.	April 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.	April 1, 2009
Red Light Camera Enforcement	(1.37)		This project is currently experiencing delays related to PC&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.	

**ADDITIONAL BALANCING MEASURES (\$ in millions)**

Item	FY 2008-09 Savings	FTE change	Impact	Implementation Date
<b>CONTRACT &amp; PURCHASING</b>				
Full-time to part-time Compliance Officer (linked)	(0.02)	(0.50)	Assistance in contract compliance function are limited	April 15, 2009
<b>POLICE SERVICES</b>				
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.	April 1, 2009
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.	In place
BART Shooting Protest -- Overtime Claim	(0.50)		OPD is working with Risk Management to file a claim with the City's insurer.	In process
Transfer O&M to State Asset Forfeiture	(0.45)		OPD to transfer eligible O&M to State Asset Forfeiture.	April 1, 2009
Delete vacant positions (5.0 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.	April 1, 2009
—Administrative Analyst II (1.0 FTE)				
—Police Services Technician II (3.0 FTE)				
—Police Records Specialist (1.0 FTE)				
<b>MUSEUM</b>				
Savings from authorized leave and freezing current vacancy	(0.08)	(0.00)	No long term impact	April 1, 2009
<b>PARKS &amp; REC</b>				
Parking fee increase	(0.02)	0.00	Users of current parking area would be assessed a greater parking. The Master Fee Schedule would need to be amended accordingly.	May 15, 2009 **
Pool fee increases	(0.01)	0.00	Increase in Adult Lap Swimming: daily pass; 10 day pass; and monthly pass.	May 15, 2009
Delete Public Service Representative, RPT position (Filled)	(0.04)	(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.	April 18, 2009
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).	In process
<b>FIRE SERVICES</b>				
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.	April 1, 2009
<b>HUMAN SERVICES</b>				
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.	April 1, 2009
<b>LIBRARY</b>				
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.	June 16, 2009
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.	April 1, 2009
Reduction in materials and operations and maintenance (O&M) spending.	(0.02)	0.00	No impact.	April 1, 2009 **
<b>FINANCE &amp; MANAGEMENT</b>				
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.	In process
<b>PERSONNEL MGMT.</b>				
Eliminate Public Service Rep vacancy	(0.01)	(1.00)	Vacant positions. No operational impact.	April 1, 2009
Eliminate HR Clerk vacancies	(0.04)	(3.00)	Vacant positions. No operational impact.	April 1, 2009
<b>INFORMATION TECHNOLOGY</b>				
Reduction of Microcomputer Systems Specialist II (4.0 FTE)	(0.12)	(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.	April 18, 2009

**ADDITIONAL BALANCING MEASURES (\$ in millions)**

Item	FY 2008-09 Savings	FTE change	Impact	Implementation Date
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. Remaining support to general government is 3.0 FTEs (proposal reflects a 25 percent reduction).	April 18, 2009
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.	April 18, 2009
Reduction of Microcomputer Systems Specialist I (2.0 FTEs)	(0.05)	(2.00)	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. Increases repair time for departments. Remaining support to general government is 2.0 FTEs (proposal reflects a 50 percent reduction).	April 18, 2009
Reduction of City Administrator Analyst I	(0.03)	(1.00)	Eliminates 50 percent of the Web support and will delay any special programming and posting.	April 18, 2009

**\*\* No action taken at March 31, 2009 City Council Meeting.**

**DRAFT**

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

City Attorney

2009 APR -8 PM 3:06 **OAKLAND CITY COUNCIL**

**ORDINANCE No. \_\_\_\_\_ C.M.S.**

**AN ORDINANCE AMENDING ORDINANCE NUMBER 12880 C.M.S. (MASTER FEE SCHEDULE), AS AMENDED, TO ESTABLISH, MODIFY AND DELETE FEES ASSESSED BY THE OFFICE OF PARKS AND RECREATION**

**WHEREAS**, the City of Oakland periodically updates its Master Fee Schedule to account for general cost of living increases and program changes or other costs; and

**WHEREAS**, the fee modifications and additions proposed herein have been justified by the respective agency and are identified in an "Agenda Report" dated March 31, 2009 to Dan Lindheim, City Administrator, entitled "An Ordinance Amending Ordinance Number 12880 C.M.S. (Master Fee Schedule), as Amended, to Establish, Modify, and Delete Fees Assessed by the Office of Parks and Recreation"; and

**WHEREAS**, the City Council finds and determines that the herein-referenced modifications and additions are necessary to reimburse the City for the costs of performing the various municipal and regulatory functions; now, therefore

**THE COUNCIL OF THE CITY OF OAKLAND DOES ORDAIN AS FOLLOWS:**

**Section 1.** The Master Fee Schedule as set forth in Ordinance Number 12880 C.M.S., as amended, is hereby amended to modify and establish fees assessed by the Office of Parks and Recreation and as set forth in Exhibit B, attached hereto and made a part hereof.

**Section 2.** This ordinance shall be in full force and effect immediately upon its passage as provided by Section 216 of the City Charter, if adopted by at least six members of Council, or upon the seventh day after final adoption if adopted by fewer votes.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 2009

**PASSED BY THE FOLLOWING VOTE:**

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, and PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California



**City of Oakland**  
**Master Fee Schedule**

**PARKS AND RECREATION**

*Effective on City Council Approval*

FEE DESCRIPTION	CURRENT FEE (FY 2008-09 )		PROPOSED FEE (FY 2008-09)		% CHANGE
	FEE	UNIT	FEE	UNIT	

**RECREATION SERVICES**

**A. AQUATICS**

7 Swimming Pools :

c. Adult Lap Swim

1	Adult (Except for Seniors)	3.00	Person/ Entry	<u>5.00</u>	Person/ Entry	66.67%
2	Senior	2.25	Person/ Entry	<u>3.00</u>	Person/ Entry	33.33%
3	10 Swim Pass Book - Adult	27.50	Pass Book	<u>40.00</u>	Pass Book	45.45%
4	10 Swim Pass Book - Senior or Disabled	17.50	Pass Book	<u>21.00</u>	Pass Book	20.00%