



MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Erin Roseman
Director of Finance

SUBJECT: FY 2023-25 Proposed Biennial Budget
Development Questions/
Responses #3

DATE: June 23, 2023

PURPOSE

The purpose of this memorandum is to transmit to the full City Council and public, responses to questions raised by City Councilmembers and the public related to the Fiscal Year (FY) 2023-25 Proposed Biennial Budget. To the extent additional information becomes available on any of the responses below, updates will be provided.

For questions, please contact Bradley Johnson, Budget Administrator, at (510) 207-5730.

Respectfully submitted,

/s/

ERIN ROSEMAN
Director of Finance

QUESTIONS AND RESPONSES

Questions from Council Member Kalb:

1. DVP Grant Reduction Amounts - how much did we actually reduce our grants across all funds

The DVP grant amounts were reduced by \$2,891,537 across all funds in the FY23-24 Proposed Budget.

2. DVP Increased Staff – Provide a list of vacant and newly added DVP positions (Exempt Limited Duration Employees (ELDE) - Show as filled)

See table below. The vacancy status is as of the June 12, 2023 Position Control report.

| Job Classification | FY22-23 Midcycle | FY23-24 Proposed | FY24-25 Proposed | Currently Filled | Currently Vacant |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| Accountant II.AF021 | 1 | 1 | 1 | | 1 |
| Administrative Analyst II.AP106 | 1 | 1 | 1 | 1 | |
| Administrative Assistant I, PPT.SS103 | 0.8 | 0.8 | 0.8 | 0.8 | |
| Administrative Services Manager I.MA103 | 1 | 1 | 1 | 1 | |
| Assistant to the Director.EM118 | 1 | | | | |
| Budget & Grants Administrator.AF040 | 1 | 1 | 1 | 1 | |
| Case Manager I.AP126 | 8 | 15 | 15 | 8 | 7 |
| Case Manager II.AP127 | 1 | 1 | 1 | | 1 |
| Case Manager, Supervising.SC113 | 1 | 2 | 2 | 1 | 1 |
| Chief of Violence Prevention.EM266 | 1 | 1 | 1 | | 1 |
| Deputy Chief of Violence Prevention.EM271 | | 3 | 3 | | 3 |
| Employee Assist Svcs Coordinator.SC141 | | 1 | 1 | | 1 |
| Exec Asst to the Director.SS124 | 1 | | | | |
| Executive Assistant to the Director.SS124 | | 1 | 1 | | |
| Health & Human Services Program Planner.AP196 | | 6 | 6 | 2 | 4 |
| Health & Human Svcs Prgm Planner.AP196 | 4 | | | | |
| Outreach Developer.PP165 | 1 | 1 | 1 | 1 | |
| Program Analyst I.AP292 | 2 | 2 | 2 | 2 | |
| Program Analyst II.AP293 | 7 | 8 | 7 | 3 | 4 |
| Program Analyst III.SC204 | 4 | 3 | 3 | 2 | 1 |
| Public Information Officer III.AP302 | 1 | 0 | 0 | | 1 |
| Grand Total | 36.8 | 48.8 | 47.8 | 22.8 | 25 |

DVP currently has active recruitments for the following positions: Case Managers, Deputy Chiefs of Violence Prevention, Accountant II, Administrative Services Manager I, Program Analyst I, and Program Analyst II. In addition to the active recruitments, several positions are changing due to new classifications.

2. What is the budgeted value of all vacant GPF-funded position in DVP?

| DP700 - Department of Violence Prevention | Proposed Budget | | | |
|---|--------------------|--------------------|-------------|-------------|
| | FY24 Amount \$ | FY25 Amount \$ | FY24 FTE | FY25 FTE |
| Case Manager I.AP126 | 147,810 | 160,327 | 1.00 | 1.00 |
| Case Manager, Supervising.SC113 | 188,572 | 204,539 | 1.00 | 1.00 |
| Chief of Violence Prevention.EM266 | 440,381 | 476,908 | 1.00 | 1.00 |
| Deputy Chief of Violence Prevention.EM271 | 398,142 | 431,856 | 1.36 | 1.36 |
| Employee Assist Svcs Coordinator.SC141 | 265,429 | 287,905 | 1.00 | 1.00 |
| Health & Human Services Program Planner.AP196 | 207,962 | 225,570 | 1.00 | 1.00 |
| Grand Total | \$1,648,296 | \$1,787,105 | 6.36 | 6.36 |

Questions from Council President Bas:

1. Fund 2220 (Measure BB – Paratransit) How much did SOS Meals on Wheels receive in the FY 21-23 budget and from what sources?

In the FY21-23 budget, a total of \$770,000 was budgeted for SOS Meals on Wheels; \$450,000 in FY21-22 and \$320,000 in FY22-23. These figures do not include amounts they've received through other grant processes (i.e. SSBT dollars).

| Fund | FY21-22 Adopted Budget | FY22-23 Adopted Midcycle Budget | 2-Year Total |
|------|------------------------|---------------------------------|--------------|
| 1010 | 150,000 | 150,000 | 300,000 |

| Fund | FY21-22 Adopted Budget | FY22-23 Adopted Midcycle Budget | 2-Year Total |
|--------------|------------------------------|--|------------------|
| 2213 | 300,000 | - | 300,000 |
| 2220 | | 170,000 | 170,000 |
| Total | \$450,000 | \$320,000 | \$770,000 |

2. How much will SOS Meals on Wheels receive in the Mayor’s proposed budget and from what funding sources, such as 1010, 1030 or 2220? They are requesting \$600k per year.

In the Mayor’s FY23-25 Proposed budget, \$450,000 is budgeted per year for SOS Meals on Wheels, for a two-year total of \$900,000.

| Fund | FY23-24 Proposed Budget | FY24-25 Proposed Budget | 2-Year Total |
|--------------|-------------------------------|-------------------------------|------------------|
| 1010 | 150,000 | 150,000 | 300,000 |
| 2220 | 300,000 | 300,000 | 600,000 |
| Total | \$450,000 | \$450,000 | \$900,000 |

3. Fund 2218 (Measure BB) and Fund 2420 (Transportation Impact Fee) - \$800k for traffic safety - Can we switch out flexible BB funding for TIF compliant projects to free up BB?

Based on the criteria, the Complete Streets Capital in FY 24-25 is an eligible use of Transportation Impact Fee (TIF) funds, which will free up the \$800,000 in Measure BB for Council earmarks.

4. How is Fund 2244 - Measure Q programmed in the Mayor’s proposed budget?

See table on the next page which is also available online at [J-5 - Compliance with the CFP & Other Leg - Proposed FY23-25 \(opengov.com\)](#)

| Fund 2244 Parks Measure Q The 2020 Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act | | | | |
|---|-------------|------------|----------------------------|----------------------------|
| | Target % | Budgeted % | FY 2023-24 Proposed Budget | FY 2024-25 Proposed Budget |
| Revenue | | | \$30,784,333 | \$32,492,864 |
| County Administration Fees & Local Measure Contract | | | 443,468 | 443,468 |
| Baseline Revenue Subject to Allocation | | | 30,340,865 | 32,049,396 |
| 1% - Auditing and Evaluation of Programs, Strategies and Services Undertaken Pursuant to this Measure | 1% | 1% | 303,409 | 320,494 |
| 5% - Water Quality and Litter Reduction: Including Maintaining and Cleaning Stormwater Trash Collection Systems | 5% | 5% | 1,517,043 | 1,602,470 |
| 30% - Homelessness: Access to Temporary Shelter, Transitional and Supportive Housing, and Permanent Housing | 30% | 30% | 9,102,259 | 9,614,819 |
| 64% - Parks, Landscape Maintenance, and Recreational Services* | 64% | 64% | 19,418,154 | 20,511,613 |
| Total Allocation | 100% | | \$30,340,865 | \$32,049,396 |
| 64% - Parks, Landscape Maintenance, and Recreational Services Allocation Break Down | | | | |
| 64% - Parks, Landscape Maintenance, and Recreational Services* | 64% | 64% | 19,418,154 | 20,511,613 |

| Fund 2244 Parks Measure Q The 2020 Oakland Parks and Recreation Preservation, Litter Reduction, and Homelessness Support Act | | | | |
|---|----------|------------|----------------------------|----------------------------|
| | Target % | Budgeted % | FY 2023-24 Proposed Budget | FY 2024-25 Proposed Budget |
| Amount Available for Old Services | 55% | 61% | 11,840,380 | 12,435,194 |
| Amount Available for New Services | 45% | 39% | 7,577,774 | 8,076,419 |
| Parks, Landscape Maintenance, and Recreational Services Preservation of Old Services (55%) | | | | |
| | | | FY 2023-24 Proposed Budget | FY 2024-25 Proposed Budget |
| Total Proposed Budget for Parks, Landscape Maintenance, and Recreational Services | | | 22,271,638 | 23,542,945 |
| Old Services - Other Funding Sources | | | 6,595,147 | 6,797,381 |
| Old Services - Parks Measure Q Funding | | | 11,840,380 | 12,435,194 |
| Total | | | \$18,435,527 | \$19,232,575 |
| FY 2019-20 Parks & Landscape Service Levels | | | 14,717,133 | 14,717,133 |
| Exceeds the Maintenance of Effort By | | | \$3,718,394 | \$4,515,442 |

*The proposed budget does not meet the requirement limiting no more than 55% of revenue allocated to Parks, Landscape Maintenance, and Recreational Services for the preservation of current services. Per the Parks Measure Q language: "*The City Council may temporarily suspend the provision of Section 4 by resolution to meet urgent and changing needs in the event of extreme fiscal necessity*".

5. District 3 seeks costing from OPW staff for DeFremery Park improvements.

It is difficult to supply an estimate without a specific scope of work. Cost estimates to replace all the structures and resurface the play area range from \$500k to \$750k. The most recent quote OPW Facilities staff received was for Redwood Heights which is a much smaller footprint for about \$380k. For comparison, Redwood Heights is about 2,500 sq. ft. in area while DeFremery is about 7,500 sq. ft. in area. OPW staff welcomes a conversation with the CM and staff to understand the exact need. Typically, the play surface and structure are replaced at the same time. The surface at DeFremery was just replaced in 2022.

6. District 6 seeks costing from OPW staff for lead paint abatement at Maxwell Park.

The estimated that the cost of lead paint abatement at Maxwell Park to be about \$60k based on recent bids for other locations.

7. Fund 4100 – Equipment Fund - Can this be used for facilities maintenance?

No, this fund is used to pay for the maintenance of City vehicles and other motorized equipment.

8. What is the total past and proposed maintenance budget for facilities and for vehicles?

a. Facilities

The amount budgeted in the FY 2023-25 Proposed Budget is \$2,250,000 per year. See table below.

| Fund | Maintenance Type | FY21-22 Adopted Budget | FY22-23 Midcycle Budget | FY23-24 Proposed Budget | FY24-25 Proposed Budget |
|--------------|-------------------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 1010 | Deferred Maintenance | 800,000 | 800,000 | 800,000 | 800,000 |
| 2244 | Minor CIP and Emergency Repair Fund | 400,000 | 400,000 | 400,000 | 400,000 |
| 4400 | Deferred Maintenance | 250,000 | 1,550,000* | 800,000 | 800,000 |
| 4400 | Emergency Repair | 250,000 | 250,000 | 250,000 | 250,000 |
| Total | | \$1,700,000 | \$3,000,000 | \$2,250,000 | \$2,250,000 |

*One-time funds of \$750,000

b. City Vehicles

The annual O&M maintenance budget for City Vehicles is \$6,186,400 since FY21-22.

| Fund | O&M Maintenance Category | Annual Budget \$ Adopted FY21-23 And Proposed FY23-25 |
|--------------|---|--|
| 4100 | Equipment Parts (Power Sweeper Supplies Etc.) | 3,317,400 |
| | Tires and Tubes | 420,000 |
| | Fuel | 2,400,000 |
| | Lubricants and Oils | 44,000 |
| | Minor Tool & Equipment | 5,000 |
| Total | | \$6,186,400 |

9. Can we swap out all or a portion of \$2.5 M OPD vehicle upfitting to make funds available in the GPF for other items?

No, this is an asset acquisition cost and therefore would be an ineligible expense under the Equipment Fund (4100).

10. HSD/Aging and Adult Services: Is the supervisor position matched with Federal funding? Do we need to unfreeze the position to receive the funds?

| | FY 2023-24 | FY 2024-25 |
|----------------------------------|-------------------|-------------------|
| Senior Services Supervisor.SC220 | 221,134 | 229,865 |
| Program Analyst II, PPT.AP358 | 198,755 | 206,536 |

The Program Analyst II, PPT position handles community grants to Non-Governmental Organizations (NGOs) or non-profit groups and contracting for Aging. While this function will be lost, the freeze of this position does not impact the grants HSD receives. The frozen Senior Services Supervisor position is the matching Administrator for the AmeriCorps federal grant. If this position remains frozen the Division Manager will replace that role, however, it will not be sustainable over the next two years given the other frozen position.

11. What is the cost of installing stronger barriers to keep vehicles out of Arroyo Viejo Park? (There are 3 or 4 points of entry)

Installing stronger barriers to keep vehicles out is estimated at \$250K. This will allow for access points to be covered and have the flexibility to utilize other solutions, as needed.

12. Is Measure Q funding continuing for the restroom blitz crew and restroom rehab?

Yes, the funding for the 3.0 FTE Custodian blitz crew and the restroom rehab O&M in the amount of \$369,823 per year is maintained in the proposed budget.

Questions from Council Member Reid:

1. Council actions from the FY 21-23 budget included restoring traffic enforcement (\$495,500), is that figure still accurate?

The cost of one traffic unit that consists of 1.0 FTE Sergeant and 7.0 FTE Police Officers is \$2,327,997 in FY23-24 and \$2,397,407 in FY24-25.

2. What are the cost details of the proposed reorganizations (EWD/PBD and HCD/OPYRD/HSD)?

| Economic & Workforce Development (EWD)/Planning & Building (PBD) Reorganization | | | |
|--|--|--------------------------------|--------------------------------|
| DEPT | Classification | FY23-24 Proposed Budget | FY24-25 Proposed Budget |
| EWD | Director of Economic & Workforce Dev.EM230 | 524,704 | 545,250 |
| EWD | Urban Economic Analyst IV, Projects.AP350 | 158,014 | 171,395 |
| EWD | Urban Economic Coordinator.SC231 | 278,735 | 302,337 |
| EWD | Payroll Personnel Clerk III.SS163 | 144,710 | 156,966 |
| Total EWD/PBD Reorganization | | \$1,106,163 | \$1,175,948 |

| Housing & Community Development (HCD)/Oakland Parks Recreation & Youth Development (OPRYD)/Human Service Department (HSD) Reorganization | | | |
|---|--|--|--|
|---|--|--|--|

| Economic & Workforce Development (EWD)/Planning & Building (PBD) Reorganization | | | |
|--|--------------------------------------|--|--|
| DEPT | Classification | FY23-24 Proposed Budget FY23-24 | FY24-25 Proposed Budget FY24-25 |
| DEPT | Classification | Proposed Budget | Proposed Budget |
| OPRYD | Director of Parks & Recreation.EM158 | 454,336 | 472,108 |
| OPRYD | Account Clerk III.AF030 | 139,812 | 145,332 |
| OPRYD | Administrative Analyst II.AP106 | 195,061 | 202,762 |
| Total HCD/OPRYD/HSD Reorganization | | \$789,209 | \$820,202 |
| Grant Total Proposed Reorganizations | | \$1,895,372 | \$1,996,150 |

Questions from CM Kaplan:

- 1. Fund 1010, Line 86, Meals on Wheels. Can't this be funded from Measure BB paratransit instead? (In our allocation item that came to Council yesterday for Measure BB Paratransit, we received over \$3 million, but we only expended 1.8 million, so do we have some left?)**

While this is an eligible expense under Measure BB Paratransit, funds are fully allocated to projects. This is also eligible cost under Measure BB – Local Streets & Roads (Fund 2218) where there is limited funding available.