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# AGENDA REPORT

**TO:** DEANNA J SANTANA  
City Administrator

**FROM:** Donna Hom  
Budget Director

**SUBJECT:** Budget Implementation Tracking  
Report as of December 31, 2013

**DATE:** January 6, 2014

City Administrator  
Approval

*Deanna Santana*

Date

*1/7/14*

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Staff recommends that the City Council accept this informational report on the Budget Implementation Tracking, which provides updates as of December 31, 2013 relative to the Policy Directives included in the FY 2013-15 Adopted Biennial Policy Budget

## OUTCOME

The publication of this informational report provides the City Council, public, and other stakeholders with current information on the implementation the Policy Directives included in the FY 2013-15 Adopted Biennial Policy Budget. It also helps to pace the organization with its existing operations with newly approved initiatives

## BACKGROUND/LEGISLATIVE HISTORY

On June 27, 2013, the City Council adopted the FY 2013-15 Adopted Biennial Policy Budget (Resolution No 84466 C M S ), which included Policy Directive (PD) 10 that directed the City Administrator to “schedule, monthly Budget Implementation and Tracking Report/Matrices to be presented to the appropriate committees for the respective department impact by the budget changes ” In response, the City Administrator prepared the Budget Implementation Tracking Report, which provided updates as of August 31, 2013 (Legistar File # 13-0067) The report was received and filed by the City Council on November 5, 2013 and the City Council further instructed the City Administrator to provide an oral monthly update on the items listed in the report

As directed by the City Council, an oral report was presented at the December 17, 2013 Finance and Management Committee meeting, but the Committee continued the item and instructed the City Administrator to provide a written report in conjunction with the oral report. As instructed, the City Administrator will provide a written report, if available, as part of the monthly oral update. In addition, a comprehensive agenda report will be prepared on a quarterly basis

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Finance and Management Committee  
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**ANALYSIS**

At the direction of the City Council, the City Administrator’s Office - Budget Office and the Controller’s Office prepared a list of all major budget / programmatic changes adopted in the FY 2013-15 Adopted Biennial Policy Budget. See Table 1 below for a list of the 14 Policy Directives included in FY 2013-15 Adopted Biennial Policy Budget.

*Table 1 Policy Directives included in the FY 2013-15 Adopted Biennial Policy Budget*

PD #	Directive
PD - 1	Restore Council Member Salary cut and CPI adjustment per City Charter 202 (c)
PD - 2	Add 2 Attorneys and 1 Legal Assistant (aka legal secretary) in self-insurance liability fund (7/1/14 start)
PD - 3	Return funding from KTOP from PIO in OPD (Telecommunications Fund) to KTOP for public access, restore the cut to Cable Operations Technician
PD - 4	Due to addition of 1 FTE for Youth Commission (above), existing 1 FTE for PEC/Youth Commission/CPRB to PEC only. Further, existing 50 FTE at PEC to be transferred to CPRB
PD - 5	Policy Statement on Labor Negotiations
PD - 6	Illegal Dumping Mitigation
PD - 7	Earmark 25% of future boomerang funds to Affordable Housing Trust Fund
PD - 8	Direct the City Administrator to come back to the City Council with a report within 90 days with an action plan to aggressively pursue potentially uncollected revenues from "Parking Scofflaws"
PD - 9	Direct the City Administrator to come back to the City Council within 4 months with an action and implementation plan to repair broken parking meters in the City which be generating revenue
PD - 10	Directs the City Administrator to schedule, monthly Budget Implementation and Tracking Report/Matrices to be presented to the appropriate committees for the respective department impact by the budget changes
PD - 11	Direct the City Administrator to schedule bi-annual reports to the Finance Committee that list all contracts authorized by the City Administrator under the City Administrator's contracting authority
PD - 12	Direct the City Administrator to work with OPD to develop an officer retention program and report back to the Public Safety Committee within 6 months
PD - 13	Direct the City Administrator to begin the process for civilianizing positions within OPD that are current held by sworn officers but can be done by civilian employees and provide a status report to the Council within 6 months
PD - 14	Direct the City Administrator to report back to the Finance Committee every three months on the status of one-time fund balances

Attached to this report are two attachments, which detail the statuses of the 14 Policy Directives listed in Table 1 (Attachment 1) and other key items adopted as part of the FY 2013-15 Adopted Biennial Policy Budget (Attachment 2) as of December 31, 2013. Each attachment lists the following information: a description of the policy directive / item, the target date for delivery, status summary, committees recommended to be heard if more detailed information is requested, and the responsible department(s). The status of each item is sorted into one of three categories: 1) Completed – items that have been completed / implemented, 2) Open – items that have yet to be completed and are currently being implemented, and 3) On-going - on-going obligations that do not have a formal completion date. Tables 2 and 3 below provide a comparison between the status count of items as of August 31, 2013 and December 31, 2013.

*Table 2 Comparison of status count in Attachment 1 (Policy Directives)*

Status Type	Status as of August 31, 2013	Status as of December 31, 2013
Completed	2	6
Open	9	5
On-Going	3	3

*Table 3 Comparison of status count in Attachment 2 (Other Key Items)*

Status Type	Status as of August 31, 2013	Status as of December 31, 2013
Completed	0	2
Open	14	12
On-Going	1	1

### **PUBLIC OUTREACH/INTEREST**

The hearing of this informational report does not require any public outreach beyond normal noticing procedures.

### **COORDINATION**

This report was prepared by the City Administrator's Office, Budget Office in coordination with all relevant City departments.

### **COST SUMMARY/IMPLICATIONS**

There is no cost implication directly related to this informational report.

Item \_\_\_\_\_  
Finance and Management Committee  
January 28, 2014

**SUSTAINABLE OPPORTUNITIES**

*Economic* There are no specific economic opportunities created by the acceptance of this informational report

*Environmental* There are no specific environmental opportunities created by the acceptance of this informational report

*Social Equity* There are no specific social equity opportunities created by the acceptance of this informational report

For questions regarding this report, please contact Michael Kek, Assistant to the City Administrator, at (510) 238-4906

Respectfully submitted,



\_\_\_\_\_  
Donna Hom  
Budget Director / Deputy City Administrator

Prepared by  
Michael K. Kek  
Assistant to the City Administrator  
City Administrator

Attachments

- Attachment 1 Status Report on Policy Directives as Part of the FY 2013-15 Adopted Biennial Policy Budget as of December 31, 2013*
- Attachment 2 Status on key items other than Policy Directives as part of the FY 2013-15 Adopted Biennial Policy Budget as of December 31, 2013*

**Attachment 1: Status Report on Policy Directives as Part of the FY 2013-15 Adopted Biennial Policy Budget as of December 31, 2013**

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
1	Restore Councilmember Salary Cut and CPI Adjustment	Completed	Adopted by Council on July 30, 2013	On July 30, 2013, City Council adopted a resolution to increase Councilmember salaries by 2% (Legistar File # 12-0681) Three Councilmembers have chosen not to accept the salary increase	Finance and Management	Treasurer	PD - 1
2	Add 2 Attorneys and 1 Legal Assistant (aka legal secretary) in self-insurance liability fund	Open	July 2014	The City Attorney's Office has hired one of the two attorney positions and applications are being considered for the second position	Finance and Management	Controller / City Administrator / City Attorney	PD - 2
3	Return funding from KTOP from PIO in OPD (Telecommunications Fund) to KTOP for public access; restore the cut to Cable Operations Technician	Completed	N/A	The PIO in OPD was not approved by City Council and thus is not funded by KTOP The Cable Operations Technician position was restored In November / December 2013, the City Administrator presented a report on KTOP / Telecomm Fund (1760)	Finance and Management	City Administrator - Communications	PD - 3
4	Due to addition of 1 FTE for Youth Commission (above), existing 1 FTE for PEC/Youth Commission/CPRB to PEC only Further, existing 50 FTE at PEC to be transferred to CPRB	Completed	N/A	1 FTE was hired by the Public Ethics Commission in August 2013 and other reassignments have been completed at the direction of this directive	Finance and Management	Ethics Commission / Human Resources	PD - 4

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
5	Policy Statement on Labor Negotiations	Open	TBD	Labor negotiations have concluded with all civilian bargaining units. See the following Legistar file numbers for the resolutions relative to each bargaining unit: IBEW (Legistar File #12-0722), SEIU 1021 (Legistar File #12-0723), Deputy City Attorney V and Special Counsel (Legistar File #12-0724), CMEA (Legistar File #12-0725), Local 21 Deputy City Attorneys (Legistar File #12-0726), and IFPTE Local 21 (Legistar File #12-0727). The SEIU 1021 Part-Time MOU was approved by City Council on December 10, 2013, but has yet to be ratified by the union members. Negotiations with IAFF Local 55 will commence in January 2014.	Finance and Management	City Administrator - Employee Relations	PD - 5
6	Illegal Dumping Mitigation (Identify permanent funding)	Open	TBD	The hiring process for additional staff is nearing completion and offer letters are being prepared.	Public Works	Public Works Agency	PD - 6
7	Earmark 25% of future boomerang funds to Affordable Housing Trust Fund	Completed	October 1, 2013	On October 1, 2013, City Council adopted an Ordinance addressing this issue (Legistar File # 12-0665).	Community and Economic Development	Finance and Management	PD - 7
8	Parking Scofflaws Action Plan (Provide Action Plan to Council Within 90 Days)	Completed	December 2013 (revised from September 2013)	A report on this item was heard at the December 17, 2013 Finance and Management Committee meeting (Legistar File # 13-0221).	Finance and Management	City Administrator - Revenue/ Police Department	PD - 8

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
9	Repair Broken Parking Meters (Provide Action Plan to Council Within Four Months)	Open	January / February 2014 (revised from October 2013)	A staff report is currently being prepared and is anticipated to be presented at a Finance and Management Committee in January / February 2014	Public Works Agency	Public Works Agency	PD - 9
10	Budget Implementation/Tracking Reports (Monthly Reports Presented to Appropriate Committee(s))	On-going	Monthly	This item is scheduled to be heard as a standing oral report at the 4 <sup>th</sup> Tuesday Finance and Management Committee meeting. A written report will be prepared on a quarterly basis.	Finance and Management	City Administrator – Budget Office	PD - 10
11	Contracts Under the City Administrator's Authority (Biannual Reports to Finance and Management Committee)	On-going	Biannual	An initial report on this item is anticipated to be completed in February 2014 to cover FY2011-12. A follow-up report for period FY2012-13 is anticipated to be released in April 2014.	Finance and Management	Contracts & Compliance / Confroller	PD - 11
12	Develop an Officer Retention Program (Provide Status Report to Public Safety Committee Within Six Months)	Open	Early 2014 (revised from December 2013)	A report on this item from the Police Department is anticipated to be released in January / February 2014.	Public Safety	Police Department	PD - 12
13	Civilianizing Positions within OPD (Provide Status Report to Council Within Six Months)	Completed	December 2013	A report on this item was heard at the December 17, 2013 Public Safety Committee meeting (Legistar File # 13-0240).	Public Safety	Police Department	PD - 13
14	One-Time Fund Balances (Quarterly Report to Finance and Management Committee)	On-going	Quarterly	This item will be addressed in the quarterly Revenue and Expenditures reports. The FY2013-14 second quarter revenue & expenditures report is anticipated to be scheduled for a Finance and Management Committee meeting in late February 2014.	Finance and Management	Confroller	PD - 14

**Attachment 2: Status on key items other than Policy Directives as part of the FY 2013-15 Adopted Biennial  
Policy Budget as of December 31, 2013**

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
15	Phased Timing of Temporary Contract with CHP	Completed	Adopted by City Council on October 1, 2013	On October 1, 2013, the City Council adopted a resolution authorizing an MOU extension for a two-year period, August 2013 to August 2015, for an amount not to exceed \$2.6M (a reduction of \$1.4M from the proposed budget)	Public Safety	Police Department	All-In Item #9
16	Clear Backlog / Improve Hiring Time (one-time)	On-going	TBD	The Department of Human Resources Management has finalized the contract and engaged CPS HR Consulting to assist with Police Department hiring.	Finance and Management	Department of Human Resources Management	All-In Item #21
17	Add CODIS Investigators / Criminalist IIs for Crime Lab	Open	Winter 2014	An update on this item was included in the Monthly Police Staffing report heard at the September 24, 2013 Public Safety Committee meeting. One Criminalist II has been hired and an eligible list was established on December 13, 2013 that will provide candidates for three other vacancies.	Public Safety	Police Department / Department of Human Resources Management	All-In Item #25
18	NSC Community Outreach for Public Safety	Open	January / February 2014	A preliminary outreach plan has been developed and is pending finalization.	Public Safety	City Administrator	All-In Item #34



Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
19	Hire Consultant to Craft Comprehensive Community-Based Intervention & Prevention Services Plan to Improve Public Safety	Open	April 2014 (revised from August 2014)	A RFQ was issued with responses due on December 11, 2013 Responses are currently being reviewed A consultant is anticipated to be selected by early January 2014 with projected project completion to take place in in April 2014	Public Safety	Human Services	All-In Item #33
20	Charter 2.29 Reorganization Amendment	Open	TBD	Meet and confer notices have been sent to Unions and meeting dates have yet to be scheduled	Finance and Management	City Administrator - Employee Relations	Part of the Budget
21	Revenue Collection System / Backlog Hearing	Open	TBD	This item is composed of two items, the implementation of the Business Tax Online Renewal system and the hiring of two hearing officers to address the backlog of parking citation appeals The Business Tax Online Renewal system is currently in development / testing with an anticipated launch in Summer 2014 A RFQ for the hiring of the two hearing officers has been completed A report on this item is anticipated to be heard at a Finance and Management Committee meeting in January / February 2014	Finance and Management	City Administrator - Revenue	Part of the Budget
22	Usage of Radio Fund (Fund 4220)	Open	January 2013 (revised from November 2013)	The Department of Information Technology will provide a report on this item to the Finance and Management Committee on January 28, 2014	Finance and Management	Department of Information Technology	CM Reid - On Dais

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
23	Nexus Study to support Impact Fees (Supplemental with Grants)	Open	TBD	An interdepartmental team consisting of the Department of Planning and Building and the Public Works Agency are finalizing a request for proposals (RFP) with an anticipated issuance date of early February 2014	Community and Economic Development	Department of Planning & Building / Public Works Agency	All-In Item #16
24	West Oakland Job Resource Center	Open	TBD	A Request for Bids for a Fiscal Agent was released in late November 2013 and two bids are currently being considered. The Fiscal Agent is expected to serve as the employer of record for Resource Center staff and provide back office support while the Administration and Community Stakeholders weigh options for a permanent operating structure. A staff report on this item is anticipated to be scheduled to a Life Enrichment / Education Partnership Committee in January 2014.	Community and Economic Development	Controller / Economic and Workforce Development - Workforce	All-In Item #19
25	Funding for Day Laborer Program	Completed	September / October 2013	The contract with Causa Justa (contractor) has been executed as of October 31, 2013, Causa Justa has reached out to 773 day laborers.	Community and Economic Development	Economic and Workforce Development - Workforce	All-In Item #15
26	Expand Code Enforcement Inspectors-Specialty Combination Inspectors (Ensure they Do Blight on Private Property and Graffiti Enforcement)	Open	January 2014 (revised from November 2013)	Recruitment for these positions took place in July 2013 but did not garner a sufficient number of qualified applicants. DHRM initiated an expedited new recruitment on December 6, 2013, which is expected to be completed by	Community and Economic Development	Department of Planning & Building / Department of Human Resources Management / Controller	All-In Item #32

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
				mid-January 2014 In addition, two of the four candidates will be selectively certified to meet language requirements in Chinese and Spanish			
27	Enforcement of Illegal Dumping and Graffiti	Open	Winter 2014 (revised from Fall 2013)	A working group has been established and a work plan is currently being developed A separate report requested by Councilmember Gallo will be returning to the Public Works Committee in January 2014	Public Works	Department of Planning & Building / Police Department / City Administrator	June 12, 2013 Council Report re Council Questions, Page 7
28	Police Department / Fire Department Fiscal Unit Consolidation	Open	March 2014	Fire Department and Police Department management has started the assessment and staff is reviewing staff configuration and duties to identify whether it is an advantage to consider operational streamlining The target saving is \$500K starting FY 2014-15	Finance and Management	City Administrator / Police Department / Fire Department / Controller	Part of the Budget
29	Asset Management Plan Revenue	Open	March 2014	A taskforce was formed across departments including the City Administrator's Office, Public Works, Treasury, Controller and Economic & Workforce Development The target revenue of \$4 million is to be realized in FY 2014-15	Finance and Management	CAO	Part of the Budget