

AGENDA REPORT

TO: DEANNA J. SANTANA
City Administrator

FROM: Donna Hom
Budget Director

SUBJECT: Monthly Budget Implementation
Tracking Report

DATE: September 13, 2013

City Administrator
Approval

Date

[Signature] 9/26/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council accept this first informational report on the Budget Implementation Tracking, which provides updates relative to the Policy Directives included in the FY 2013-15 Biennial Adopted Budget. Staff recommends City Council to consider subsequent status reports to be provided on a quarterly basis.

OUTCOME

The publication of this informational report provides the City Council, public, and other stakeholders with current information on the implementation of the Policy Directives included in the FY 2013-15 Biennial Adopted 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 Biennial Budget (Legistar File #: 12-0622), 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 impacted by the budget changes." In response to this directive, attached to this report is a status update on the 13 additional Policy Directives that were included in the FY 2013-15 Biennial Adopted Policy Budget.

ANALYSIS

At the direction of the City Council, the City Administrator's Office - Budget Office (CAO Budget Office) and the Controller's Office prepared a list of all major budget / programmatic changes adopted in the FY 2013-15 Biennial Policy Budget. At the end of August 2013, the CAO Budget Office began collecting monthly department status updates relative to the

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implementation of the Policy Directives. See Table 1 below for a list of the 14 Policy Directives included in FY 2013-15 Adopted Biennial Budget.

Table 1: Policy Directives included in the FY 2013-15 Biennial Adopted 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 PTE for Youth Commission (above), existing 1 PTE for PEC/Youth Commission/CPRB to PEC only. Further, existing .50 PTE 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 the 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 could be generating revenue
PD - 10	Direct the City Administrator to schedule, monthly Budget Implementation and Tracking Report/Matrices to be presented to the appropriate committees for the respective department impacted 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 currently 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

Attachment 1, the status report on Policy Directives as part of FY2013-15 Adopted Policy Budget, includes descriptions of the Policy Directives, the target date for delivery, a status summary, identifies which committee would hear a report if a detailed report back is needed, and the responsible department(s). Of the 14 Policy Directives, two have been completed, three are

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on-going obligations that do not have formal completion dates, and nine are open but are currently being implemented.

Attachment 2, Status on key items other than Policy Directives as part of the FY 2013-15 Adopted Budget, includes descriptions of the budget implementation item, target date for delivery, status summary, identifies which committee would hear a report if a detailed report back is needed, and the responsible department(s). The purpose of providing such information is to report on the progress of the implementation of key items, including tasks performed and obstacles, if any. These items were approved in the FY 2013-15 Biennial Adopted Budget as part of the "All-In Budget Proposal." Staff will take direction from the Finance and Management Committee and can provide detailed operational reports, if appropriate.

Due to staffing shortages, the implementation of these new budget directives has required many departments to reprioritize existing workload to accommodate these new initiatives. While the City Council has requested monthly Budget Implementation and Tracking Report/Matrices, staff requests that this policy be revisited in the future to determine if quarterly updates would be more appropriate. This will allow staff to better manage existing workload and provide for more meaningful reports since the status of some Policy Directives will not change on a monthly basis.

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 implications directly related to this informational report.

SUSTAINABLE OPPORTUNITIES

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

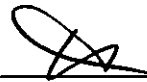
Environmental: There are no specific environmental opportunities created by the acceptance of this informational report.

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

For questions regarding this report, please contact Donna Hom, Budget Director/Deputy City Administrator, at 510-238-2038.

Respectfully submitted,



DONNA HOM
Budget Director/Deputy City Administrator

Prepared by:
Michael K. Kek, City Administrator Analyst

Attachments

Attachment 1: Status Report on Policy Directives as Part of the FY 2013-15 Adopted Policy Budget

Attachment 2: Status on Key Items other than Policy Directives as Part of the FY 2013-15 Adopted Policy Budget

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Attachment 1: Status Report on Policy Directives as Part of the FY 2013-15 Adopted Policy Budget

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	Open	Fall 2013	Resolution is being finalized and individual council members may arrange the resource differently. Employee Relations had provided advice	Finance and Management	Ethics Commission / Human Resources	PD - 1
2	Add 2 Attorneys and 1 Legal Assistant (aka legal secretary) in self-insurance liability fund	Open	July 1, 2014	The City Attorney's Office has hired one of the two attorney positions and finalization of a scope of work is pending for the second position. Paperwork has also been submitted to HR requesting that recruitment be conducted and a list be established for a Legal Assistant position since the civil service list has been exhausted	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. City Administrator's Office staff is preparing a report for presentation to Council in September 2013 discussing KTOP and the Telecommunications Reserve Fund sources and uses	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 Pinal Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
5	Policy Statement on Labor Negotiations	Open	TBD	Main labor negotiations with civilian employees have been concluded with the exception of the SEIU Temporary Part Time Unit. 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), IFPTE Local 21 (Legistar File #12-0727). Additional tasks include the formation of Joint Labor-Management Committees such as: Sewer Safety Committee, Contracting Out Committee, Traumatic Incident Committee, and Bilingual Committee, etc.	Finance and Management	City Administrator - Employee Relations	PD - 5
6	Illegal Dumping Mitigation (Identify permanent funding)	Open	TBD	Recruitment process for additional staff is currently underway	Public Works	Public Works	PD - 6
7	Earmark 25% of future boomerang funds to Affordable Housing Trust Fund	Open	September 2013	The ordinance was approved by City Council on July 9, 2013 and a second reading of the ordinance is scheduled for September 17, 2013 (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)	Open	December 2013 (revised from September 2013)	Starting in FY 2014-15, the City is planning to implement a number of strategies targeting parking scofflaws, including a booting partnership with the City of Berkeley, on-vehicle noticing, two additional Scofflaw Crew FTEs, and payment plans for delinquencies. City Staff is requesting to report back to Council in December 2013 with an action plan due to recent system implementation issues that have arisen between the City and the City of Berkeley	Finance and Management	City Administrator - Revenue/OPD	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	November 2013 (revised from October 2013)	A staff report is currently being prepared and is anticipated to be presented at a Finance and Management Committee in November 2013	Public Works	Public Works	PD - 9
10	Budget Implementation/Tracking Reports (Monthly Reports Presented to Appropriate Committee(s))	On-going	Monthly	This is the first budget implementation tracking report for period July 1, 2013 thru August 30, 2013. Staff recommends subsequent reports to be submitted on a quarterly basis	Finance and Management	City Administrator - Budget	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 period from July through December 2013	Finance and Management	Contracts & Compliance / Controller	PD - 11
12	Develop an Officer Retention Program (Provide Status Report to Public Safety Committee Within Six Months)	Open	December 2013	A report on this item from OPD is anticipated to be released in December 2013	Public Safety	OPD	PD - 12
13	Civilianizing Positions within OPD (Provide Status Report to Council Within Six Months)	Open	December 2013	A report on this item is anticipated to be released in December 2013	Public Safety	OPD	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	Finance and Management	Controller	PD - 14

Attachment 2: Status on Key Items other than Policy Directives as part of the FY 2013-15 Adopted Budget

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	Open	September 24, 2013	In response to City Council's direction to reduce the use of the California Highway Patrol for crime suppression assistance and investigation as new OPD academy graduates come online, a report is anticipated to be heard at the September 24, 2013 Public Safety Committee meeting 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	OPD	All-In Item #9
16	Clear Backlog / Improve Hiring Time (one-time)	On-going	TBD	Human Resources has released an RFQ to hire a firm to assist with this matter. A separate informational memo will be released on this item	Public Safety	Human Resources	All-In Item #21
17	Add CODIS Investigators / Criminalist IIs for Crime Lab	Open	September 2013	A report on this item is anticipated to be heard at the September 24, 2013 Public Safety Committee meeting	Public Safety	OPD / Human Resources	All-In Item #25
18	NSC Community Outreach for Public Safety	Open	October 2013	Deputy City Administrator and NSC staff met on August 16, 2013 and NSC staff is developing a spending plan to be completed by September 2013	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	August 2014	OPD and the Office of Health and Human Services are scheduled to meet with stakeholders in late September 2013 to discuss the scope and vision for the Comprehensive Community-Based Intervention & Prevention Services Plan	Public Safety	Human Services	All-In Item #33
20	Charter 2.29 Reorganization Amendment	Open	October 2013	The Deputy City Administrator and the City Attorney's Office have met to discuss and a new ordinance is anticipated to be brought to Council in October 2013	Finance and Management	City Administrator - Employee Relations	Part of the Budget
21	Revenue Collection System / Backlog Hearing	Open	Late Fall 2013	This is composed of two items, the implementation of an online Business Tax renewal website and the hiring of two hearing officers to address the backlog of parking citation appeals. The Revenue Division anticipates both the launch of the renewal website and the hiring of two hearing officers to take place in late Fall 2013	Finance and Management	City Administrator - Revenue	Part of the Budget
22	Usage of Radio Fund (Fund 4220)	Open	November 2013	The Department of Information Technology will provide a report to the Committee in November 2013	Finance and Management	Information Technology	CM Reid - On Dais
23	Nexus Study to support Impact Fees (Supplemental with Grants)	Open	TBD	An interdepartmental team has been established to undertake this effort and a scope of services for a request for proposals (RFP) is currently being developed	Community and Economic Development	Planning & Building / Public Works	All-In Item #16

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
24	West Oakland Job Resource Center	Open	TBD	Staff is currently developing a plan to release a new RFP / RFQ in late Fall 2013 for the procurement of a permanent Center operator. in the meantime, staff continues to manage current operations	Community and Economic Development	Controller/Economic and Workforce Development - Workforce	All-In Item #19
25	Funding for Day Labor Program	Open	September / October 2013	The contract with Causa Justa (contractor) is pending execution and is anticipated to be finalized in September / October 2013	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	November 2013	Recruitment for these positions was closed in July 2013 and a number of applications were received. HR is currently reviewing / revising the employment exam and an additional 6-8 weeks will be needed to complete the hiring process.	Community and Economic Development	Planning & Building / Human Resources / Controller	All-In Item #32
27	Enforcement of Illegal Dumping and Graffiti	Open	Fall 2013	A working group has been established and a work plan is currently being developed	Public Works	Planning & Building / OPD / City Administrator	June 12, 2013 Council Report re: Council Questions, Page 7

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
28	OPD / OFD Consolidation	Open	March 2014	OFD and OPD management had 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	CAO	Finance and Management	Part of the Budget
29	Asset Management Plan Revenue	Open	March 2014	A taskforce was formed across departments including City Administrator's Office and Public Works. The target revenue of \$4 million is to be realized in FY 2014-15	CAO	Finance and Management	Part of the Budget