



TO: FRED BLACKWELL
City Administrator

FROM: Sarah Schlenk
Interim Budget Director

SUBJECT: Budget Implementation Tracking
Report as of March 31, 2014

DATE: April 23, 2014

City Administrator
Approval

Date

4/26/14

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 March 31, 2014 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 of major Policy Directives included in the FY 2013-15 Adopted Biennial Policy Budget.

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 impacted by the budget changes." In response, the City Administrator prepared the first Budget Implementation Tracking Report (Legistar File #: 13-0067), which was received and filed by the City Council on November 5, 2013 and further instructed the City Administrator to provide an oral monthly update on the items listed in the report. Subsequent monthly oral updates have been agendized for the fourth Tuesday Finance and Management Committee Meeting.

At the March 25, 2014 Finance and Management Committee meeting, the Committee requested that additional information be presented in the Budget Implementation Matrix. There was also discussion and questions about the "status" of various items contained in the report. The City Administrator advises that the Budget Implementation Matrix tracks the completion of the directive and not the status of a program since reports of this nature are usually heard at the relevant policy committee. This tracking approach was adopted to ensure that the Budget

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Implementation Matrix had the clear objective of tracking the completion of directives adopted as part of the FY 2013-15 Adopted Biennial Policy Budget.

In the event that the City Council would like additional information above and beyond what is detailed in the Budget Implementation Matrix, the Council can instruct staff to report back to the relevant policy committee as the Public Safety Committee has done with the Monthly Police Staffing Report. This tracking methodology is consistent with PD 10, which instructs staff 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 order to create a more meaningful report, staff has consolidated the two different attachments (Attachment 1- Policy Directives and Attachment 2- Key items other than Policy Directives) into one consolidated matrix and sorted the items by Status type (Open, On-Going, Completed). This will allow the Committee to easily identify which items are pending completion.

Staff also recommends that budget implementation matrix items that do not pertain to the oversight of the Finance and Management Committee be referred to the relevant policy committee. In the event that the Committee would like to pursue this route, the budget implementation matrix will be sorted by Committee then separate reports will be prepared for the relevant policy committee(s). This will ensure that substantive discussions take place at the relevant policy committee.

In continuing with the City’s commitment to transparency, directive status updates will incorporate additional information on the directive whenever possible.

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 FFTE 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

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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 being 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 is a consolidated budget implementation matrix, which replaces the two attachment format previously used. The structure of the budget implementation matrix remains the same and still includes 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. Table 2 below provides a comparison between the status count of items as of February 28, 2014 and March 31, 2014.

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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,



Sarah Schlenk
Interim Budget Director

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

Attachments

Attachment 1: Budget Implementation Matrix - as of March 31, 2014

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Budget Implementation Matrix - as of March 31, 2014

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
2	Add 2 Attorneys and 1 Legal Assistant (aka legal secretary) in self-insurance liability fund	Open	May 2014	The City Attorney's Office has hired one of the two attorney positions and applications are still being considered for the second position. The legal secretary position has been filled and started in March 2014.	Finance and Management	Controller / City Administrator / City Attorney	PD - 2
6	Identify permanent funding Illegal Dumping Mitigation	Open	TBD	The recruitment for one (one authorized) Street Maintenance Leader position closed on April 4, 2014. Applications are currently being considered. Two (two authorized) new Public Works Maintenance Workers started Tuesday February 18, 2014. Permanent funding for these positions is to be identified as part of the FY 2015-17 Biennial Budget.	Public Works	Public Works Agency	PD - 6
8	Provide Action Plan to Council Within 90 Days on a Parking Scofflaws Action Plan	Open	December 2013 (revised from September 2013)	A report on this item was heard at the January 7, 2014 City Council meeting (Legistar File # 13-0221). A follow-up report was heard at the February 11, 2014 Finance and Management Committee Meeting (Legistar File # 13-0308) but was not approved. Police Department Staff is moving forward with the hiring process necessary to dedicate two PST technicians to this program. Revenue targets will be reduced for the Midcycle Budget.	Finance and Management	City Administrator - Revenue/ Police Department	PD - 8
12	Provide Status Report to Public Safety Committee Within Six Months on Development for an Officer Retention Program	Open	Report Heard at the February 25, 2014 Public Safety Committee	An informational report was initially heard at the February 25, 2014 Public Safety Committee meeting (Legistar File # 13-0344). At that meeting, the Public Safety Committee requested an action item report that includes short and long term goals, responsibility and due dates. This addendum to the Retention report will be presented at the May 27, 2014 Public Safety Committee meeting.	Public Safety	Police Department	PD - 12
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. A total of five positions were authorized: one is pending a background check, one is pending an exam plan with the hiring department, one is pending hiring approval, two are anticipated to be posted on May 19, 2014 after meet and confer with the union.	Public Safety	Police Department / Department of Human Resources Management	All-In Item #25
19	Hire Consultant to Craft Comprehensive Community-Based Intervention & Prevention Services Plan to Improve Public Safety	Open	May 2014 (revised from April 2014)	Staff has contracted with Urban Strategies Council and Prevention Institute to develop a gap analysis and violence prevention asset map with indicators. Work is underway with initial products being produced by May 2014.	Public Safety	Human Services	All-In Item #33

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Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
21	1) Revenue Collection System 2) Backlog Hearing	Open	TBD	1) Implementation of the Business Tax Online Renewal System- The online renewal system is currently in the development/testing phase with an anticipated launch date of late summer/early fall. Staff will be returning to Council for contractual authority in June/July to complete the project. 2) The RFQ for the hearing officers was completed and the contract(s) for two officers were approved by Council at the March 4, 2014 City Council meeting (Legistar file# 13-0304). The City received two respondents to the RFQ both of which are PERS Annuitants who are limited by law to only 960 total work hours per fiscal year with a PERS organization. As a result, staff will be reissuing the RFQ, with a broader advertising area and will seek approval to hire two more hearing officers.	Finance and Management	City Administrator - Revenue	Part of the Budget
23	Nexus Study to support Impact Fees (Supplemental with Grants)	Open	TBD	A request for proposal (RFP) has been finalized and will be issued in April 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 Urban Strategies Council was selected. Administration and Community Stakeholders are still weighing options for a permanent operating structure.	Community and Economic Development	Controller / Economic and Workforce Development - Workforce	All-In Item #19
26	Expand Code Enforcement Inspectors-Specialty Combination Inspectors (Ensure they Do Blight on Private Property and Graffiti Enforcement)	Open	April 2014 (revised from November 2013)	Departmental interviews for four authorized positions were scheduled for March 2014 with April 2014 start dates.	Community and Economic Development	Department of Planning & Building / Department of Human Resources Management / Controller	All-In Item #32
27	Enforcement of Illegal Dumping and Graffiti	Open	TBD	A working group has been established and a work plan is currently being developed. A follow-up report on illegal dumping was heard at the March 25, 2014 Public Works Committee meeting (Legistar File #13-0401). The Committee requested a follow-up report on funding for the restoration of Sunday pick-ups and the report was continued to the first Public Works Committee meeting in June 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	After meeting with various City staff, it has been determined that the fiscal unit merge is infeasible at this time. The target saving is \$500K starting FY 2014-15. Additional information on this is included in the Mid-Year Budget Balancing Report, which was approved by the City Council on March 18, 2014 (Legistar File #13-0314).	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

Budget Implementation Matrix - as of March 31, 2014

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	On-going	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 (Legistar File #13-0209) was approved by City Council on December 10, 2013 and has been ratified by their union members. Negotiations with IAFF Local 55 commenced in January 2014.	Finance and Management	City Administrator - Employee Relations	PD - 5
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 th 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	A report on this item for FY 2011-12 was heard at the February 25, 2014 Finance and Management Committee meeting. A follow-up report for period FY 2012-13 is anticipated to be released in May 2014. The Committee also requested that future reports distinguish between the different kinds of procurement actions and describe compliance levels in each category.	Finance and Management	Contracts & Compliance / Controller	PD - 11
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 FY 2013-14 second quarter revenue & expenditures report was heard at the February 11, 2014 Finance and Management Committee meeting and the FY 2013-14 third quarter revenue & expenditures report is anticipated to be scheduled at the May 27, 2014 Finance and Management Committee meeting.	Finance and Management	Controller	PD - 14
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
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
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 / Telecom Fund (1760).	Finance and Management	City Administrator - Communications	PD - 3

Budget Implementation Matrix - as of March 31, 2014

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
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
7	Farmark 25% of future boomerang funds to Affordable Housing Trust Fund	Completed	Approved by City Council on 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
9	Provide Action Plan to Council Within Four Months on the Repair of Broken Parking Meters	Completed	Council Approved January 21, 2014	A staff report on this item was approved by the City Council on January 21, 2014 (Legistar File # 13-0256)	Public Works Agency	Public Works Agency	PD - 9
13	Provide Status Report to Council Within Six Months on Civilianizing Positions within OPD	Completed	Report Heard at the December 17, 2013 Public Safety Committee	A report on this item was heard at the December 17, 2013 Public Safety Committee meeting (Legistar File # 13-0240) 25 potential positions were identified in the report that would be suitable for civilianization. The report was received and filed inasmuch as it was provided for informational purposes only	Public Safety	Police Department	PD - 13
15	Phased Timing of Temporary Contract with CHP	Completed	Approved 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
18	NSC Community Outreach for Public Safety	Completed	January / February 2014	An outreach plan has been developed and finalized	Public Safety	City Administrator	All-In Item #34
20	Charter 2.29 Reorganization Amendment	Completed	Approved by City Council on March 4, 2014	A report on this item was approved at the March 4, 2014 City Council meeting (Legistar File# 13-0311)	Finance and Management	City Administrator - Employee Relations	Part of the Budget
22	Usage of Radio Fund (Fund 4220)	Completed	Heard by the City Council on February 4, 2014	A report on this item was received and filed at the February 4, 2014 City Council meeting (Legistar File# 13-0281)	Finance and Management	Department of Information Technology	CM Reid - On Dats
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