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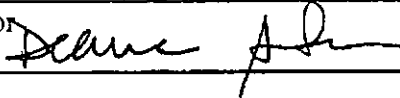
AGENDA REPORT

TO: Chairperson Libby Schaaf and Members
of the Finance and Management
Committee

FROM: Donna Hom
Budget Director

SUBJECT: Monthly Standing Budget
Implementation Tracking Report

DATE: November 5, 2013

City Administrator Approval  Date 11-19-13

A standing oral report from staff will be scheduled for every 4th Tuesday Finance and Management committee meeting, for the purpose of presenting to the Committee any new developments relating to updates to the Budget Implementation Tracking Report.

Respectfully submitted,



Donna Hom
Budget Director / Deputy City Administrator
City Administrator Officer

Item: _____
Finance & Management Committee

Attachment 1: Status Report on Policy Directives as Part of the FY 2013-15 Adopted Biennial Policy Budget as of February 28, 2014

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 still being considered for the second position. Interviews for the legal secretary position will take place in February 2014 with a potential start date in March 2014	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

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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 was approved by City Council on December 10, 2013, but has yet to be ratified by the union members. Negotiations with IAFF Local 55 commenced in January 2014	Finance and Management	City Administrator - Employee Relations	PD - 5
6	Illegal Dumping Mitigation (Identify permanent funding)	Open	TBD	The recruitment for one (one authorized) Street Maintenance Leader position will open on Monday (3/10/14). Two (two authorized) new Public Works Maintenance Workers started Tuesday (2/18/14)	Public Works	Public Works Agency	PD - 6
7	Earmark 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
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 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	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)	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
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 April 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
12	Develop an Officer Retention Program (Provide Status Report to Public Safety Committee Within Six Months)	Completed	Report Heard at the February 25, 2014 Public Safety Committee	An informational report on this item from the Police Department was heard at the February 25, 2014 Public Safety Committee meeting (Legistar File #: 13-0344)	Public Safety	Police Department	PD - 12
13	Civilianizing Positions within OPD (Provide Status Report to Council Within Six Months)	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)	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 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
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**Attachment 2: Status on key items other than Policy Directives as part of the FY 2013-15 Adopted Biennial
Policy Budget as of February 28, 2014**

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	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
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 February 25, 2014 Public Safety Committee meeting. A total of five positions were authorized: one is pending a background check; one is in review with the Hiring Manager; and three are pending further discussions with Local 21 on special requirements	Public Safety	Police Department / Department of Human Resources Management	All-In Item #25
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

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	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	Public Safety	Human Services	All-In Item #33
20	Charter 2.29 Reorganization Amendment	Completed	Approved by City Council on March 4, 2014	A report on this item was heard approved at the March 4, 2014 City Council meeting (Legistar File#: 13-0311)	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 was approved at the March 4, 2014 City Council meeting (Legistar File#: 13-0304)	Finance and Management	City Administrator - Revenue	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 heard at the February 4, 2014 City Council meeting (Legistar File#: 13-0281)	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	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 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.	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)	Departmental interviews for four authorized positions are scheduled for March 2014 with potential start dates in April 2014	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	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 CM Gallo will be returning to the Public Works Committee in March 2014	Public Works	Department of Planning & Building / Police Department / 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	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. Additional information on this is included in the Budget Balancing Report which was continued to the March 11, 2014 Budget and Finance Committee meeting.	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