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2016 APR 14 PM 6:00

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Kiran Bawa  
Budget Director

**SUBJECT:** Quarterly Budget Implementation  
Tracking Report

**DATE:** April 4, 2016

City Administrator Approval

Date:

4/14/16

## RECOMMENDATION

**Staff Recommends That The Finance And Management Committee Accept This Informational Report On Budget Implementation Tracking, Which Provides Updates As Of March 31, 2016 Relative To The City Council Policy Directives And Budget Amendments Included In The Fiscal Year (FY) 2015-17 Adopted Biennial Budget**

## EXECUTIVE SUMMARY

This quarterly report provides the City Council, public, and other stakeholders with current information on the implementation of the policy directives and budget amendments included in the FY 2015-17 Adopted Biennial Budget. This report includes the status of items as of the third quarter ending March 31, 2016 (**Attachment A**).

## BACKGROUND / LEGISLATIVE HISTORY

On June 30, 2015, the City Council adopted the FY 2015-17 Biennial Policy Budget (Resolution No. 85672 C.M.S.), which included Policy Directive (PD) #1 that directed the City Administrator to schedule a: "quarterly budget implementation tracking report with a line-item matrix to come to the Finance & Management Committee." In response, the City Administrator's Office prepared the initial budget implementation tracking report for the first quarter of FY 2015-16, which was presented on October 27, 2015 and the second quarter was presented on January 26, 2016. Council provided feedback, which is incorporated to the extent possible, in this third quarter report.

## ANALYSIS

The attached matrix provides status updates on the policy directives and other key items adopted as part of the FY 2015-17 Adopted Biennial Policy Budget. The updates are provided as of March 31, 2016. **Attachment A** lists the following information:

- Purpose (as it relates to Mayor-Council priorities);

Item: \_\_\_\_\_

Finance and Management Committee  
April 26, 2016

- Tracking Number (Policy Directive "PD#"; Council President budget amendment "CP#");
- Item description;
- Responsible department(s);
- Target date for final delivery;
- Status and next steps; and
- Committee assignment (where applicable).

The items are assigned to one of three statuses: 1) Open - items are currently being implemented; 2) Ongoing - items are continuous and are expected to not have a formal completion date; or 3) Closed – items where the specific action is complete.

As of the second quarter, an additional seven (7) of the 54 items are closed, bringing the total completed items to 27. The remaining 27 items are either open or ongoing.

### **FISCAL IMPACT**

No actions are requested as part of this report and as a result, there is no fiscal impact.

### **PUBLIC OUTREACH / INTEREST**

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

### **COORDINATION**

This report was prepared in coordination with all relevant City departments as indicated in the matrix.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** There are no economic opportunities associated with the acceptance of this report.

**Environmental:** There are no environmental opportunities associated with the acceptance of this report.

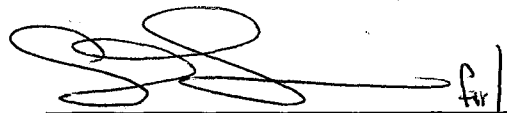
**Social Equity:** There are no social equity opportunities associated with the acceptance of this report.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the Finance and Management committee accept this informational report on budget implementation tracking, which provides updates as of March 31, 2016 relative to the policy directives included in the fiscal year (FY) 2015-17 Adopted Biennial Budget and budget allocations added by City Council.

For questions regarding this report, please contact Sarah T. Schlenk, Administrative Manager, at (510) 238-3982.

Respectfully submitted,



KIRAN BAWA  
Budget Director

Prepared by:  
Sarah T. Schlenk, Administrative Manager  
Office of the City Administrator

**Attachments (1):**

A: Budget Implementation Matrix – as of March 31, 2016

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#15	Holistic Community Safety	<b>Reduce Gun Violence &amp; Illegal Gun Dealing</b> - Special Investigation to Reduce Gun Violence & Illegal Gun Dealing FY 2015-16: \$500,000 FY 2016-17: \$500,000	OPD	Open	June 2016	A report was presented at the November 10, 2015 Public Safety Committee meeting and accepted at the November 17, 2015 City Council meeting. A recruitment is open for staff: two limited-term Crime Analysts and a Police Records Specialist. OPD is close to filling both Crime Analyst positions. A report and resolution for equipment was presented to the January 26, 2016 Public Safety Committee meeting and adopted by City Council on February 2, 2016. The purchasing process for the equipment is underway.	Public Safety
CP#17	Holistic Community Safety	<b>Wildfire Prevention Funding</b> - Report on 2015 expenditures and a 2016 expenditure plan for vegetation management FY 2015-16: \$500,000 FY 2016-17: \$0	Oakland Fire Department (OFD)	Open	July 2016	The allocated \$500,000 will be expended during FY 2016-17 through a contract for a California Environmental Quality Act (CEQA) impact review/WPAD Vegetation Management Plan. The OFD is currently completing the Request for Qualifications (RFQ) process to select a qualified vendor and move forward with the contracting process. OFD staff plans to present the completed RFQ process documents and the contract process documents to the Public Safety Committee and City Council for review and approval by July 2016.	Public Safety
CP#18	Holistic Community Safety	<b>Expand Library Service</b> - Starting in July 2016 - Branches to be prioritized by those serving disadvantaged youths and should be geographical dispersed throughout the City FY 2015-16: \$0 FY 2016-17: \$500,000	Library	Open	July 2016	Staff presented an informational report at the February 23, 2016 Life Enrichment Committee. The recommendation for Pop-Up Mobile Library Services was accepted by the Committee. The RFP for these services will be issued in April 2016.	Life Enrichment/ Education Partnership
CP#22	Holistic Community Safety	<b>Re-entry Job Corps Pilot Program</b> - matching funds to establish program with City/County FY 2015-16: \$350,000 FY 2016-17: \$0	Human Services	Open	July 2016	Council President is taking the lead in conversation with Alameda County to secure possible additional leverage funds for this project.	Life Enrichment / Education Partnership

PD#15	Holistic Community Safety	<b>Police Retention / Recruitment -</b> Increasing Retention and Enhancing Recruitment for the Oakland Police Department and development of Ad-Hoc Committee on Police Recruitment FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	OPD / Human Resources (HRM) / CAO	Open	April 2016	The Ad Hoc Working Group on Police Recruitment (Ad Hoc Group) is a group of up to 16 members, informally appointed by the City Council (2 members per council member). The membership is focused on ideas to increase recruitment of people of color and Oakland residents. The group has met monthly since October 2015. Regular meetings are the 2nd Thursday of each month (and the 4th Thursdays, as needed). The meetings are open to the public. The Ad Hoc Group is staffed by the CAO, OPD and HRMD.  The group has developed draft recommendations and is working on preparing a report to bring to Council in April in time for the mid-cycle budget discussions (in case some recommendations have budget implications).	Public Safety
CP#11 - NGPF	Improve Quality of Life	HVAC Improvements to City-owned facility OACC FY 2015-16: \$100,000 FY 2016-17: \$0	EWD / OPW	Open	May 2016	The vendor has revised the quote to include (1) the second HVAC unit that is required for the space, and (2) the additional work to replace the roof top curb blocks that the units sit on. The revised quote (including the second HVAC unit and curb blocks) is \$91,500. The project will move forward when final approval is received from the Oakland Asian Cultural Center Director.	N/A
CP#29	Improve Quality of Life	<b>Graffiti Evidence Collection &amp; Enforcement</b> - Pilot Program in Council Districts 2 & 3 FY 2015-16: \$100,000 FY 2016-17: \$0	City Administrator's Office (CAO) /OPD / City Attorney (OCA)	Open	December 2016	The pilot program of assisting with removal of graffiti, educating property owners, and then conducting follow-up enforcement began in mid-January in Chinatown. Owners of 19 buildings agreed to participate in the program, which includes the initial graffiti removal and subsequent monitoring and maintenance when graffiti returns. Buildings were painted from mid-January through the end of February with follow-up as needed. Currently City staff are tracking the reporting of graffiti by the owners (which has ongoing challenges) and are meeting with the owners and with the Chinatown Chamber to provide private funding for phase two. This phase will include applying protective coatings to allow graffiti to be easily removed in the future.	N/A
CP#30	Improve Quality of Life	<b>OPR Parks Prioritization study and conceptual plans</b> - development of plan to identify strategic funding needs FY 2015-16: \$185,000 (\$170k one-time) FY 2016-17: \$15,000	Public Works	Open	December 2016	Park Project Prioritization list was approved by City Council on February 15, 2016. The consultant is expected to begin the assessment and scoping process for these projects in May 2016.	Public Works

CP#31	Improve Quality of Life	Grants and scholarships for low income youth to participate in OPR programs FY 2015-16: \$79,426 FY 2016-17: \$0	Oakland Parks & Recreation (OPR)	Open	June 2016	These funds are targeted for the summer youth programs. OPR will reach out to new target audiences such as: Foster Care, Case Workers, transitional housing organizations and youth advocacy organizations to leverage children and youth due to limited resources. A screening process will be developed that will involve the referring organization and family to ensure the resources will reach the most vulnerable members of our community.	N/A
CP#9 - NGPF	Improve Quality of Life	<b>Mattress Recycling Pilot Program:</b> Collaborative effort with Stop Waste to reduce illegal dumping FY 2015-16: \$100,000 FY 2016-17: \$0	Public Works	Open	June 2016	In January 2016, the City Council approved action to reallocate this funding for Illegal Dumping mitigation: \$25,000 for fences and barricades; and \$75,000 for a pilot camera program to enhance enforcement. OPW is now developing a trial program for cameras to deter illegal dumping. The Illegal Dumping Task Force (IDTF) has identified two (2) hotspots in each Council District and is currently conducting site assessments to determine the feasibility of installing cameras at those locations. The IDTF is also working with camera vendors to determine the best camera for the task. The IDTF is also exploring other devices to mitigate illegal dumping.	N/A
CP#34	Promote Equity & Inclusion	Establish Dept. of Race, Human Rights & Equity FY 2015-16: \$154,077 FY 2016-17: \$312,566	CAO / HR	Open	May 2016	Since January 2016, the City of Portland, Equity Director, has been on loan to Oakland, serving as the Interim Director for the Department of Race and Equity. The recruitment for a permanent Director of Race and Equity opened in January 2016 and is expected to be filled by May 2016.	Life Enrichment
CP#35	Protect Vulnerable	Add Homeless/PATH report high priority areas FY 2015-16: \$260,000 FY 2016-17: \$260,000	Human Services	Ongoing	June 2016	The Winter Shelter is open and serving clients, including expanded capacity to serve up to 100 individuals. Negotiations with the Oakland Housing Authority and service providers to expand OPRI (Oakland Permanent Re-Housing Initiative) is underway and staff anticipate a contract by June 2016. A report was presented to Life Enrichment Committee on April 12, 2016 and forwarded to City Council to implement the hotel/motel vouchers for families, reunification funds, and expanded outreach.	Life Enrichment
CP#38	Trustworthy / Responsive Gov't	Conversion of Temporary Part-Time Employees FY 2015-16: \$300,000 FY 2016-17: \$700,000	CAO - Employee Relations	Open	July 2016	The City and SEIU are meeting in good faith to establish a recommendation to the City Administrator to allocate the funds to convert TPT positions to full-time or permanent part-time positions. It is anticipated the final recommendation will be made to the City Administrator in April 2016.	Finance and Management
PD#1	Trustworthy / Responsive Gov't	Quarterly budget Implementation Tracking Report with a line-item matrix FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO-Budget	Ongoing	Quarterly	This report marks the third quarterly update.	Finance and Management

PD#11	Trustworthy / Responsive Gov't	<b>Small Grant Processing</b> - Develop Process Improvements for Small Grants and other small grant program that reduces paperwork FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO /OCA / Finance / EWD	Open	December 2016	Staff from the Office of the City Attorney, City Administrator's Office (including Contracts & Compliance) and the Cultural Arts division met internally and identified several administrative business improvements that have been implemented. The Cultural Arts division will prepare an action item for any changes that require City Council approval by December 2016.	Life Enrichment / Education Partnership
PD#13	Trustworthy / Responsive Gov't	Ban on utilizing City resources to conduct raids on City Permitted Cannabis Facilities FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO / OPD	Open	June 2016	The CAO is working with OPD to ensure that no City resources are used to assist with federal intervening of locally permitted cannabis facilities.	N/A
PD#14	Trustworthy / Responsive Gov't	Regulation and Taxation of Medical Cannabis Production FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO / Revenue	Open	December 2016	Staff is currently drafting amendments to the City's medical cannabis ordinances to align with recently passed state law -- the Medical Marijuana Regulation and Safety Act. An informational report was presented to the Public Safety Committee on January 12, 2016 in order to get initial feedback from the Committee. Ordinance amendments will likely be brought to Council in May 2016, with full implementation (permits issued) by December 2016. Permit revenue will be realized during FY 2016-17, however; Business License Tax revenue will not be realized until FY 2017-18.	Finance and Management
PD#16	Trustworthy / Responsive Gov't	<b>Business License Tax Collection</b> - Expand and improve business license tax collection effectiveness, including from those not currently paying FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Open	June 2016	Revenue Management Bureau (RMB) compliance staff is creating new and renewed programs to capture businesses not paying. Staff is preparing to launch a major compliance program in May/June 2016.	Finance and Management
PD#18	Trustworthy / Responsive Gov't	<b>Online Business Tax System</b> - Launch the previously Council-authorized online business tax payment system FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue / IT	Open	December 2016	Staff issued a RFP for a new business tax system, which must include a web portal for acceptance of on-line renewals, and interface with POS/Oracle. 50% of RMB end-users were involved in the selection process and selected a new system. Permission to negotiate and contract with the prevailing proposer was heard at the April 12, 2016 Finance Committee and forwarded to City Council.	Finance and Management
PD#2	Trustworthy / Responsive Gov't	<b>Code Enforcement</b> - Prepare an info report on administrative systems to streamline reporting, noticing, re-inspection, and fine collection. FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Planning and Building / CAO	Open	Fall 2016	Planning and Building hired a Business Analyst IV on January 4, 2016. Staff anticipates the recruitment and hiring of the Business Analyst II by Fall 2016. These critical positions will work to improve reporting of essential information in Accela. The department has also hired an additional Account Clerk II to improve fine collection and reporting, and 4.0 FTE Office Assistant II's to support noticing efforts. To streamline the re-inspection process, 3.0 FTE Inspectors were hired in December 2015.	Community & Economic Development

PD#2a	Trustworthy / Responsive Gov't	<b>Code Enforcement</b> - Provide quarterly matrix of code enforcement activities (notices of violations sent, # of inspections scheduled; follow-up visits; fines collected; # of properties abated, etc.) FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Planning and Building	Ongoing	Quarterly beginning October 2015	The 1st quarter report was presented before the CED Committee on December 1, 2015. Staff is currently extracting 2nd and 3rd quarter code enforcement activity data from the Accela system for presentation to CED by June 2016. As reporting capabilities have not yet been fully implemented, some collection of the requested information is currently performed on a manual basis.	Community & Economic Development
PD#3	Trustworthy / Responsive Gov't	<b>City-Wide "Paper Form Free" Policy</b> - development of policy to maximize efficiency, reduce redundancies, and enhance customer service in every City department FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO	Open	Fall 2016	The CAO will form a cross-departmental working group to identify paper forms frequently used by external and internal customers, and develop a plan for converting paper forms to usable digital format that can be readily accessed and submitted via electronic mediums (e.g., electronic email, Internet, workflows, etc.).	Finance and Management
PD#4	Trustworthy / Responsive Gov't	<b>Master Fee Schedule (MFS)</b> - Noticing one month in advance for adoption in March FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Open	April 2016	Staff initiated the MFS update for FY 2016-17 with Departments in December 2015. The MFS amendments were presented to the Finance Committee on March 8, 2016. The first reading of the MFS was heard at the April 5, 2016 City Council meeting with the second reading and adoption on April 19, 2016.	Finance and Management
PD#6a/b	Trustworthy / Responsive Gov't	<b>Citywide delinquent revenue collections</b> - City departments shall refer delinquent collections to the Revenue Management Bureau and Controller's Bureau after 120 days. Provide an informational report on prompt implementation of this centralized system FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue / All Departments	Ongoing	July 2016	RMB collection staff is continuing to meet with other City departments to help expand RMB's collection program and building the infrastructure to move to a more traditional 30-60-90 day collection process. RMB is working with the Oracle consultant to ensure that the new collections module meets this need. RMB is building its City-Wide liens program infrastructure to ensure the collection of monies expended resulting from fire inspections and sewer & sidewalk repairs.	N/A
PD#7	Trustworthy / Responsive Gov't	<b>Fine / Fee waiver Policies</b> - Shall be posted online and All City waivers, reductions, refunds, or reversal of issued fines/fees must be documented in writing in records maintained by the appropriate Department FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue / Controller / CAO - Budget	Open	October 2016	RMB currently maintains a record of all fees that have been waived since September 9, 2015.	N/A



PD#9	Trustworthy / Responsive Gov't	<b>Budget Advisory Committee</b> - Implementation of Transparency & Accountability recommendations of Budget Advisory Committee FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO - Budget	Open	Spring 2016	The Budget Advisory Commission is finalizing its report on the FY 2015-17 Budget Process. However, formal approval has been delayed due to member vacancies and changes to the Commission structure. Once provided, staff will review its recommendations and any prior suggestions from the Budget Advisory Commission. A report for the Finance & Management Committee is expected to be ready by the Spring of 2016 that will discuss plans for implementation of recommendations and any requested action of the City Council.	Finance and Management
CP#8 - NGPF	Vibrant Sustainable Infrastructure	Add Front-load revolving fund for sidewalk repair which then bill private property owner FY 2015-16: \$400,000 FY 2016-17: \$0	Public Works	Open	June 2016	OPW is working with the Office of the City Attorney to prepare a sidewalk liability ordinance. OPW also worked with Finance and Fiscal staff to confirm accounting practices and ensure processes are in place for the revolving fund.	Public Works
CP#1 - NGPF	Holistic Community Safety	Add Funding for Crossing Guards at schools with most significant pedestrian safety and traffic, safety problems FY 2015-16: \$200,000 FY 2016-17: \$200,000	Oakland Police Department (OPD)	Closed	Complete	This item was presented at Education Partnership Committee meeting on February 25, 2016. A desire was expressed to fund crossing guards at all OUSD and charter elementary schools in Oakland. Additional funding could be considered as part of the midcycle budget.	Public Safety
CP#21	Holistic Community Safety	<b>Student Chronic Absenteeism</b> - Funding to reduce chronic absenteeism to reduce delinquencies and interrupts school-to-prison pipeline FY 2015-16: \$262,000 (\$187k one-time) FY 2016-17: \$112,000	Human Services	Closed	Complete	Two Case Manager IIs were hired by HSD and started in March 2016. City Council also approved an MOU with OUSD in March. The project is underway and staff will provide periodic updates.	Life Enrichment/ Education Partnership
CP#24	Holistic Community Safety	<b>"Preschool for All"</b> - training to enhance early childhood education programs and increase school readiness FY 2015-16: \$200,000 FY 2016-17: \$0	Human Services	Closed	Complete	Two coaches have been hired and are providing support to teachers working on CLASS standards. The Family Child Care Head Start Academy was launched the week of March 21, 2016. The response exceeded expectations and 21 providers are enrolled in the academy and attending evening and weekend seminars on key Head Start quality standards in key areas including health/mental health, disabilities, CLASS standards, and use of curricula. Family child care providers will receive a stipend that must be used to make investments in their facility and/or for books and other supplies. The Academy will run through June 2016.	Life Enrichment/ Education Partnership
CP#26	Holistic Community Safety	Restore funding for NCCP Community Engagement and Outreach and West Oakland Biz Alert FY 2015-16: \$85,000 FY 2016-17: \$0	OPD / EWD	Closed	Complete	OPD worked extensively with the Controller's Office for several months. A process has been put in place for the NCCPs to use purchasing cards to expend the funds.	N/A

PD#10	Holistic Community Safety	<b>Text-To-911</b> - Development of a Text-To-911 implementation plan that includes a timeline, costs, and staffing/training needs, etc. FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	OPD / OFD / Information Technology (IT)	Closed	Complete	A report was presented to - and accepted by - the Public Safety Committee in conjunction with a report and resolution on wireless 9-1-1 on February 23, 2016.	Public Safety
CP#28	Improve Quality of Life	Funds for Lake Merritt maintenance for Measure DD investment FY 2015-16: \$400,000 FY 2016-17: \$400,000	Public Works	Closed	Complete	Three (3) Gardener IIs were hired on March 12. Two (2) electric vehicles have been ordered and are expected to be delivered in early June for the Gardener IIs to use in their duties.	N/A
PD#5	Trustworthy / Responsive Gov't	<b>Revenue Collections</b> - Addressing Gaps in Revenue Collection as part of the Quarterly Revenue and Expenditure Reports FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Closed	Complete	This item was addressed in the FY 2015-16 Q2 report in February 2016.	Finance and Management