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2015 FEB 10 PM 5:05

# AGENDA REPORT

**TO:** JOHN A. FLORES  
INTERIM CITY ADMINISTRATOR

**FROM:** Kiran Bawa

**SUBJECT:** Budget Implementation Tracking Report

**DATE:** February 2, 2015

City Administrator  
Approval

Date

2/4/15

**COUNCIL DISTRICT:** City-Wide

## RECOMMENDATION

Staff recommends that the Finance and Management Committee accept this informational report on the budget implementation tracking, which provides updates as of January 31, 2015 relative to the policy directives included in the FY 2013-15 Adopted Biennial Policy Budget, the FY 2014-15 Adopted Midcycle Budget, and other budget amendments.

## OUTCOME

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 Adopted Biennial Policy Budget, the FY 2014-15 Adopted Midcycle Budget, and other budget amendments.

## BACKGROUND/LEGISLATIVE HISTORY

On June 27, 2013, the City Council adopted the FY 2013-15 Adopted Biennial Policy Budget (Resolution No. 84466 CMS), 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's Office prepared and presented regular budget implementation tracking report updates.

On June 24, 2014, the Finance and Management Committee took an action to discontinue the monthly report; and directed staff to bring the next annual Budget Implementation Tracking Report no later than February 2015; and assign ongoing implementation items to the appropriate subject matter Committees for further tracking. This report, prepared in the response to June 24, 2014 actions of the Finance and Management Committee, will be the last update for FY 2013-15.

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Finance and Management Committee  
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## **ANALYSIS**

The attached report provides status updates on the policy directives and other key items adopted as part of the FY 2013-15 Adopted Biennial Policy Budget (Resolution No. 84466 CMS), FY 2013-14 Midyear Adjustments (Resolution No. 84897 CMS), the FY 2014-15 Midcycle Budget (Resolution No. 85085 CMS) and the FY 2014-15 Midcycle Adjustment (Resolution No. 85281 CMS). The updates are provided as of January 31, 2015. The attachment lists the following information:

- Description of the policy directive / item;
- The target date for delivery;
- A status summary;
- The 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 - obligations that are continuous and are expected to not have a formal completion date.

Of the 40 items listed in the report, 17 are open, six are on-going, and 17 have been completed.

## **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.

## **COST SUMMARY/IMPLICATIONS**

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

**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 K. Kek, Assistant to the City Administrator, at (510) 238-4906.

Respectfully submitted,



Kiran Bawa  
Budget Director, City Administrator

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

Attachment – *Budget Implementation Matrix - as of January 31, 2015*

Item: \_\_\_\_\_  
Finance and Management Committee  
February 24, 2015

Budget Implementation Matrix - as of January 31, 2015

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
6	Identify permanent funding for Illegal Dumping Mitigation	Open	July 1, 2015 (dependent on adoption of the FY 2015-17 Budget)	Preliminary potential permanent funding from Fund 1720 (Comprehensive Clean-Up) has been identified for the FY 2015-17 but is subject to final Council approval and available funding  The Street Maintenance Leader position (one authorized) and new Public Works Maintenance Workers (two authorized) have been filled	Public Works	Public Works Agency	PD - 6, FY 2013-15 Adopted Budget
12	Provide Status Report to Public Safety Committee Within Six Months on Development for an Officer Retention Program	Open	Report Heard at the July 22, 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. An addendum (Legistar File# 13-0718) to the Retention report was presented at the July 22, 2014 Public Safety Committee meeting (received and filed), which listed six short-term and six long-term goals. The majority of the goals were to be funded using existing funds and are currently being implemented.	Public Safety	Police Department	PD - 12, FY 2013-15 Adopted Budget
17	Add CODIS Investigators / Criminalist IIs for Crime Lab	Open	February 4, 2015	A total of five positions were authorized. Four positions have been filled and one vacancy remains.	Public Safety	Police Department / Department of Human Resources Management	All-In Item #25, FY 2013-15 Adopted Budget
19	Hire Consultant to Craft Comprehensive Community-Based Intervention & Prevention Services Plan to Improve Public Safety	Open	May 2015 (revised from April 2014)	Urban Strategies and Prevention Institution were selected as consultants for this project. The asset inventory and indicators analysis has been completed. Still pending are the development of the violence prevention planning documents, the stressors report and gap analysis (delayed due to County system issues), and policy interviews of key stakeholders. Companion analysis by Housing staff on current investments including program evaluation review, partner interviews, and focus groups with service providers, program participants, and key stakeholders is all underway.	Public Safety	Human Services	All-In Item #33, FY 2013-15 Adopted Budget
21	1) Revenue Collection System 2) Backlog Hearing	Open	TBD	1) Implementation of the Business Tax Online Renewal System- The online renewal system is on hold as a result of a contract dispute between the City's local tax software provider and the City. 2) As of September 2014, the Hearing Officers are fully staffed and the backlog is cleared.	Finance and Management	City Administrator - Revenue	Part of the Budget, FY 2013-15 Adopted Budget
23	Nexus Study to support Impact Fees (Supplemental with Grants)	Open	December 2015	The contract was signed in December 2014 with Hausrath Economic Group (HEG). A kick-off meeting was held by the City Steering Committee and data gathering is currently taking place. The proposed schedule is as follows: • Nexus analysis to be conducted through July 2015, • Economic Feasibility analysis from February through November 2015, • Draft Impact Fee Proposal to Council in November 2015, and • Adoption process to begin in December 2015.	Community and Economic Development	Department of Planning & Building / Public Works Agency	All-In Item #16, FY 2013-15 Adopted Budget

Budget Implementation Matrix - as of January 31, 2015

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	June 30, 2015	The City hired a Program Director for the Center through the Urban Strategies Council, who is working on a strategic and fund development plan. Billboard revenue is anticipated to start being realized during FY 2015-16.	Community and Economic Development	Controller / Economic and Workforce Development - Workforce	All-In Item #19, FY 2013-15 Adopted Budget
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). Savings were added back as part of the FY 2014-15 Midcycle Budget.	Finance and Management	City Administrator / Police Department / Fire Department / Controller	Part of the Budget, FY 2013-15 Adopted 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	City Administrator	Part of the Budget, FY 2013-15 Adopted Budget
28	Funding for the Disparity Study	Open	TBD	The Disparity Study RFP is currently being developed and will be released in February 2015. The RFP process will take approximately 4 months including evaluations and interviews. The contract execution will take 3 weeks including service delivery and contract language negotiations. The study should take 6 months including analysis and a first draft write up for review and approval.	Finance and Management	CAO - Contracts and Compliance	Item E13, FY 2014-15 Midcycle (Resolution #85085)
29	Addition of 10 positions to assist with compliance with the consent decree	Open	TBD	Of the 10 authorized positions, nine have been filled and one is pending recruitment.	Public Works	Public Works	Item C9, FY 2014-15 Midcycle (Resolution #85085)
31	Worst Streets Road Improvements to be applied to each Council District	Open	Summer 2015	Meetings with Council Members are proceeding, with work anticipated to be included in the current paving contract (Summer 2015).	Public Works	Public Works	Item E15, FY 2014-15 Midcycle (Resolution #85085)
32	BRT Capital Improvement Mitigation Projects	Open	July 30, 2017	The BRT Capital Mitigation Project (CIM-p) is one piece of the \$18.46 million AC Transit / City of Oakland BRT Business Impact Mitigation Fund (BIM-f). Pursuant to Council direction, staff will base CIM-p guidelines upon a needs assessment to be conducted by the Oakland Business Development Corporation (OBDC). In Dec 2014, the City Administrator led talks with AC Transit aimed at defining the scope of the OBDC business technical assistance (TA) contract. The City team anticipates reaching agreement with AC Transit in Feb 2015 and launching the Business TA Program in March 2015. Staff plans to return to Council prior to summer recess with a BIM-f update, including proposed CIM-p guidelines.	Community and Economic Development	Economic and Workforce Development	Item E16, FY 2014-15 Midcycle (Resolution #85085)
33	Professional Public Engagement Survey for City Services and Budget	Open	March 2015	A polling firm has been selected and is currently in the field conducting the poll. Results should be available by March 2015.	Finance and Management	City Administrator - Budget	Item E17, FY 2014-15 Midcycle (Resolution #85085)

Budget Implementation Matrix - as of January 31, 2015

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
34	Overtime for Litter and Illegal dumping and graffiti clean up (approx. one-half for graffiti)	Open	N/A	\$100,000 was allocated for overtime to address illegal dumping and \$100,000 was allocated to address graffiti  To date, more than 1,420 work orders for Illegal Dumping and Graffiti have been closed using this funding. In addition, it has also been used to fund the Public Awareness Media Campaign for Illegal Dumping Rewards, technology that will assist OPD with catching taggers in the act and help with building cases against them, and for "Stop Graffiti" flyers that will be used as an outreach tool	Public Works	Public Works	Item E18, FY 2014-15 Midcycle (Resolution #85085)
37	Funding for Unaccompanied Minors	Open	N/A	Per Resolution #85218, \$200K of the requested \$577,231 for Central Legal De La Raza legal services has been identified in unbudgeted funds. Staff will continue to work to identify available unbudgeted funding.	Finance and Management	City Administrator	FY 2014-15 Midcycle Adjustment (Resolution #85281)
38	East Bay Regional Communications Systems Authority (EBRCSA) Transition - Project Management assistance	Open	N/A	The staff is currently developing a scope of services for a consultant to assist with the City's potential transition to the EBRCSA network. Staff will continue to provide regular updates to the City Council on the status of the City's transition to EBRCSA.	Finance and Management	City Administrator	FY 2014-15 Midcycle Adjustment (Resolution #85281)
10	Budget Implementation/Tracking Reports (Monthly Reports Presented to Appropriate Committee(s))	On-going	Monthly	At the June 24, 2014 Finance and Management Committee, the Committee took an action to discontinue this item as a monthly report, require staff to bring the next annual Budget Implementation Tracking Report no later than February 2015, and assign ongoing implementation items to appropriate subject matter Committees for further tracking. This report was prepared in response to this action.	Finance and Management	City Administrator - Budget Office	PD - 10, FY 2013-15 Adopted Budget
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 currently pending. 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, FY 2013-15 Adopted Budget
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 2nd Quarter FY 2014-15 Revenue and Expenditures is scheduled to be heard at the February 24, 2015 Finance and Management Committee.	Finance and Management	Controller	PD - 14, FY 2013-15 Adopted Budget
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, FY 2013-15 Adopted Budget
27	Enforcement of Illegal Dumping and Graffiti	On-going	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 was heard at the Public Works Committee meeting in June 10, 2014 (Legistar File# 13-0401). Follow up reports have been presented to the PWC on September 16, 2014 (Legistar File# 13-0728) and on December 2, 2014 (Legistar File #14-0223).	Public Works	Department of Planning & Building / Police Department / City Administrator	June 12, 2013 Council Report re Department / City Administrator, Page 7, FY 2013-15 Adopted Budget

Budget Implementation Matrix - as of January 31, 2015

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
30	Lawn Mowing Overtime to Maintain Sports Fields	On-going	N/A	\$50K is being used for overtime to maintain ball field mowing at a once per week level during the team sports season, starts in March Most of the expenditures will take place between March and end of June The mowing schedule has also been posted to the City's website	Public Works	Public Works / Parks and Recreation	Item E14, FY 2014-15 Midcycle (Resolution #85085)
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 chose not to accept the salary increase	Finance and Management	Treasurer	PD - 1, FY 2013-15 Adopted Budget
2	Add 2 Attorneys and 1 Legal Assistant (aka legal secretary) in self-insurance liability fund	Completed	May 2014	The City Attorney's Office has filled both attorney positions and the legal secretary position	Finance and Management	Controller / City Administrator / City Attorney	PD - 2, FY 2013-15 Adopted Budget
3	Return funding from KTOP from PIO to 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 December 2013, the City Administrator presented a report on KTOP / Telecomm Fund (1760) Funding for other non essential KTOP personnel in fund 1760 were reprogrammed to other funds during the FY 2014-15 Midcycle Budget	Finance and Management	City Administrator - Communications	PD - 3, FY 2013-15 Adopted Budget
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, FY 2013-15 Adopted Budget
8	Provide Action Plan to Council Within 90 Days on a Parking Scofflaws Action Plan	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 In August and December 2014, the Police Department staff hired the two PST technicians dedicated to this program However, Council's policy to redeploy PST from booting activities to public safety activities has impacted anticipated revenues Revenue targets for FY 2014-15 were reduced in the FY 2014-15 Midcycle Budget	Finance and Management	City Administrator - Revenue/ Police Department	PD - 8, FY 2013-15 Adopted Budget
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), which is effective starting FY 2015-16	Community and Economic Development	City Administrator - Revenue	PD - 7, FY 2013-15 Adopted Budget
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, FY 2013-15 Adopted Budget

Budget Implementation Matrix - as of January 31, 2015

Tracking Number	Referral	Status	Target Date for Final Delivery	Status and Next Steps Detail	Committee	Department Responsible	Origin of Referral
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, FY 2013-15 Adopted Budget
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, FY 2013-15 Adopted Budget
18	NSC Community Outreach for Public Safety	Completed	January / February 2014	An outreach plan has been finalized and is currently being implemented.	Public Safety	City Administrator	All-In Item #34, FY 2013-15 Adopted Budget
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, FY 2013-15 Adopted 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, FY 2013-15 Adopted Budget
25	Funding for Day Laborer Program	Completed	September / October 2015	Causa Justa and its partner agencies continue to serve several hundred day laborers monthly. The contract ends October 2015. If funding for the program is budgeted in FY 2015-17, EWD will issue a RFP for a new contract.	Community and Economic Development	Economic and Workforce Development - Workforce	All-In Item #15, FY 2013-15 Adopted Budget
26	Expand Code Enforcement Inspectors- Specialty Combination Inspectors (Ensure they Do Blight on Private Property and Graffiti Enforcement)	Completed	April 2014 (revised from November 2013)	These four positions were filled on April 28, 2014	Community and Economic Development	Department of Planning & Building / Department of Human Resources Management / Controller	All-In Item #32, FY 2013-15 Adopted Budget
27	OPD Wellness Program - Presentation of a detailed plan for the establishment of a OPD Wellness Program with a targeted implementation date of July 1, 2015	Completed	Mid-Cycle process in June 2014	A civilian and sworn wellness program was implemented in March 2014. An expansion of the program is currently under consideration. The wellness program is a component of OPD's Attrition / Retention Action Plan (Legistar File # 13-0718)	Public Safety	Police Department	Item EN2, January 2014 Mid-Year Adjustment (Resolution #84897)
35	Set-aside for Fireboat Grant Match (only if no other funds are found)	Completed	N/A	The Fire Department advises that the City was not awarded the grant and will submit a request, for Council approval, to reprogram the \$100K set-aside Grant Match to fund unbudgeted Fire Fighter Trainee recruitment costs.	Public Safety	Fire Department	Item E19, FY 2014-15 Midcycle (Resolution #85085)
36	Set-aside for Vital Services Stabilization Fund (to be established)	Completed	November 2014	On November 20, 2014, the City Council established a new rainy day fund (Ordinance #13279), which included the Vital Services Stabilization Fund.	Finance and Management	City Administrator	Item E20, FY 2014-15 Midcycle (Resolution #85085)