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OFFICE OF THE CITY CLERK
OAKLAND

2016 JAN 13 PM 5:20 **AGENDA REPORT**

TO: Sabrina B. Landreth
City Administrator

FROM: Kiran Bawa
Budget Director

SUBJECT: Quarterly Budget Implementation
Tracking Report

DATE: January 4, 2016

City Administrator Approval

Date:

1/13/16

RECOMMENDATION

Staff Recommends That The Finance And Management Committee Accept This Informational Report On Budget Implementation Tracking, Which Provides Updates As Of December 31, 2015 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 second quarter ending December 31, 2015 (**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. Council provided feedback, which is incorporated to the extent possible, in this second 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 December 31, 2015. **Attachment A** lists the following information:

- Purpose (as it relates to Mayor-Council priorities);
- Tracking Number (Policy Directive "PD#"; Council President budget amendment "CP#");

Item: _____

Finance and Management Committee
January 26, 2016

- 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 2) Closed – items where the specific action is complete.

As of the second quarter, an additional three (3) of the 55 items are closed, bringing the total completed items to 20. The remaining 35 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.

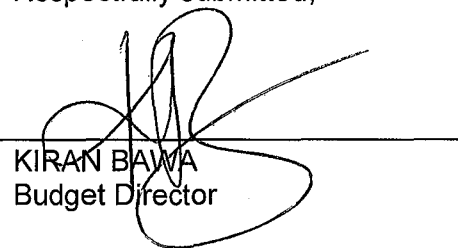
Social Equity: There are no social equity opportunities associated with the acceptance of this report.

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 December 31, 2015 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 December 31, 2015

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#15	Holistic Community Safety	Reduce Gun Violence & Illegal Gun Dealing - Special Investigation to Reduce Gun Violence & Illegal Gun Dealing FY 2015-16: \$500,000 FY 2016-17: \$500,000	OPD	Open	February 2016	A report was presented at the November 10th Public Safety Committee meeting and accepted at the November 17th City Council meeting. A recruitment is open for staff. A report and resolution for equipment will be heard at the January 26th Public Safety Committee meeting.	Public Safety
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)	Open	February 2016	Currently working to identify highest-risk school sites, align crossing guards, and identify actual cost and deployment strategy. Met with Council Member Campbell Washington and Jennie Gerard from Council Member Guillen's office on January 7 to discuss. Next meeting should be with Education Partnership Committee on February 23.	Public Safety
CP#17	Holistic Community Safety	Wildfire Prevention Funding - 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	February 2016	Staff plans to present the FY 2014-15 WPAD expenditure report and FY 2015-16 expenditure plan for vegetation management to Public Safety Committee by February 2016.	Public Safety
CP#18	Holistic Community Safety	Expand Library Service - 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 plans to bring forward recommendations to 02/23/2016 Life Enrichment Committee.	Life Enrichment/ Education Partnership
CP#21	Holistic Community Safety	Student Chronic Absenteeism - 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	Open	February 2016	Interviews for City attendance workers takes place 1/12/16, OUSD has hired social workers in December. MOU between City and OUSD to manage the program is scheduled for Life Enrichment Committee on 1/26/16.	Life Enrichment/ Education Partnership
CP#22	Holistic Community Safety	Re-entry Job Corps Pilot Program - 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. Staff anticipates a fully outlined project by April 2016.	Life Enrichment / Education Partnership

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#24	Holistic Community Safety	"Preschool for All" - training to enhance early childhood education programs and increase school readiness FY 2015-16: \$200,000 FY 2016-17: \$0	Human Services	Open	March 2016	Two coaches have been hired and are providing support to teachers working on CLASS standards. The Family Child Care training academy has been delayed due to staff time being devoted to the Head Start reapplication, which was submitted in late December (a month later than initially anticipated). Staff have a Family Childcare training curriculum and are recruiting for trainers to implement the modules. Anticipate recruiting family childcare providers in January and early February, hiring trainers in early February, with full launch by March 2016.	Life Enrichment/ Education Partnership
CP#26	Holistic Community Safety	Restore funding for NCPC Community Engagement and Outreach and West Oakland Biz Alert FY 2015-16: \$85,000 FY 2016-17: \$0	OPD / EWD	Open	January 2016	OPD is working with the Controller's Bureau on a process for the spending plan. EWD plans to work with the Council President's Office to determine the best use of the West Oakland Biz Alert funds (\$5,000).	N/A
PD#15	Holistic Community Safety	Police Retention / Recruitment - 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 (HR)	Open	March 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 in October, November, and December and will meet 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 will bring an update to the Council within 6 months of its first meeting as designated by the resolution. The group has been doing information gathering and review in its first few meetings. The group plans to have guests visit and speak to the group in February and to begin developing recommendations at the end of February and into March.	Public Safety
PD#10	Holistic Community Safety	Text-To-911 - 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)	Open	February 2016	A report will be presented at the Public Safety Committee meeting in conjunction with a report and resolution on wireless 9-1-1.	Public Safety

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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	OPW (Facilities) is working to confirm pricing for the HVAC system replacement. Completion of replacement is still on target for May 2016.	N/A
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	Open	February 2016	<p>The 3.00 FTE Gardener II positions, 0.50 FTE Park Attendant, and a small amount of O&M was added with these funds. Interviews for these positions are being conducted in January 2016. Equipment Services is acquiring two electric carts for use around Lake Merritt. In June 2016 the Measure DD enhancements around the 12th street will become the responsibility of OPW. Currently this area is on a maintenance contract. The new staff will begin maintaining this area as well as continuing to support existing infrastructure around Lake Merritt.</p> <p>At Q1 Committee asked about vector control and graffiti abatement around the lake. Park staff have ordered metal trash liners to help prevent rodents from burrowing through garbage cans. City staff is in continual contact with Alameda Vector control as well as the City's pest control vendor to collaborate on ways to reduce rodent infestation. Park staff will continue to perform litter pickup on a daily basis to try and mitigate the rodents food source (garbage).</p> <p>Graffiti abatement is a continual challenge and is addressed through the OPW work management system. Currently there is not any city staff solely dedicated to removing graffiti around Lake Merritt and this funding was not designated for that purpose.</p>	N/A
CP#29	Improve Quality of Life	Graffiti Evidence Collection & Enforcement - 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	June 2016	The pilot program of assisting with removal of graffiti, educating property owners, and then conducting follow-up enforcement is resuming this month in the Chinatown area of District 2 in a partnership with local merchants in preparation for the Lunar New Year. Two other target areas will resume late in the quarter as boundaries in District 3 are considered and the effectiveness of the Chinatown project are measured.	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#30	Improve Quality of Life	OPR Parks Prioritization study and conceptual plans - development of plan to identify strategic funding needs FY 2015-16: \$185,000 (\$170k one-time) FY 2016-17: \$15,000	Public Works	Open	March 2016	OPW is working with OPR to develop a recommended project list and has met to review with Councilmembers from each of the 7 districts to incorporate concerns / needs. Anticipate presenting to Committee (2/9/16) and getting Council approval in early 2016. After an adopted list of sites is established, staff will begin performing assessments and preparing concept plans for each site.	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	Mattress Recycling Pilot Program: Collaborative effort with Stop Waste to reduce illegal dumping FY 2015-16: \$100,000 FY 2016-17: \$0	Public Works	Open	June 2016	Council approved action to reallocate this funding for Illegal Dumping mitigation (fences, barricades, cameras, etc.). OPW is now developing a trial program for cameras to deter 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	March 2016	In December 2015, Council authorized a MOU to have the Equity Director from Portland, OR on loan to Oakland to launch this new department. The Equity Director started a 3-month assignment on January 19, 2016. Recruitment for a permanent Director of Race and Equity opened in January 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	Open	June 2016	The Winter Shelter is open and serving clients, frequently at capacity. 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.	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 by February 2016.	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#11	Trustworthy / Responsive Gov't	Small Grant Processing - 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	July 2016	Staff from the Office of the City Attorney, City Administrator's Office (including Contracts & Compliance) and the Cultural Art 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 July 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	February 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 12th in order to get initial feedback from the Committee. Ordinance amendments will likely be brought to Council by March 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	Business License Tax Collection - 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	Online Business Tax System - 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. The RFQ submission deadline is January 2016. Staff plans for the new system to be fully implemented by November 2016.	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#2	Trustworthy / Responsive Gov't	Code Enforcement - 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	March 2016	Planning and Building hired a Business Analyst II on January 4, 2016. Staff anticipates the recruitment and hiring of the Business Analyst IV by February 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#3	Trustworthy / Responsive Gov't	City-Wide "Paper Form Free" Policy - 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	March 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	Master Fee Schedule (MFS) - Noticing one month in advance for adoption in March FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Open	March 2016	Staff initiated the MFS update for FY 2016-17 with Departments in December 2015 for adoption by City Council by March 2016, before midcycle budget amendments are considered.	Finance and Management
PD#7	Trustworthy / Responsive Gov't	Fine / Fee waiver Policies - 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	March 2016	The Finance Department is in the process of working with the City Administrator's Office to develop and memorialize a written fee waiver policy, which will then be posted online. RMB currently maintains a record of all fees that have been waived since September 9, 2015.	N/A
PD#9	Trustworthy / Responsive Gov't	Budget Advisory Committee - 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

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#3 - NGPF	Vibrant Sustainable Infrastructure	Reduce Department of Transportation (DOT) increase and reprogram to paving projects FY 2015-16: (\$250,000) FY 2016-17: (\$500,000)	CAO / Public Works	Open	July 2016	A portion of the DOT funding was reprogrammed for paving per Council direction as part of the adopted budget in July 2015. Reports on the City's paving plan and the creation of DOT are planned for the Public Works Committee in early 2016.	Public Works
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 OCA to bring forward a sidewalk liability ordinance. The OCA is also researching historic claims information. OPW is also working with Finance to confirm accounting practices and ensure processes are in place for the revolving fund.	Public Works
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 second quarterly update.	Finance and Management
PD#2a	Trustworthy / Responsive Gov't	Code Enforcement - 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 quarter code enforcement activity data from the Accela system for presentation to CED by March 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#5	Trustworthy / Responsive Gov't	Revenue Collections - 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	Ongoing	Quarterly (R&E)	This item will be addressed in the FY 2015-16 Q2 report in February 2016.	Finance and Management
PD#6a/b	Trustworthy / Responsive Gov't	Citywide delinquent revenue collections - 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

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#36	Protect Vulnerable	Housing Exploited Children - Housing services for Commercial Sexual Exploited Children with funding to be issued from Measure Z FY 2015-16: \$110,000 FY 2016-17: \$110,000	Human Services	Closed		DreamCatcher was awarded funding for housing, with a 2.5 year contract that began January 2016.	Public Safety
CP#37	Protect Vulnerable	Legal support grant to assist unaccompanied minors FY 2015-16: \$300,000 FY 2016-17: \$0	CAO	Closed		On November 17, 2015, Council authorized amendment to grant award with Centro Legal de la Raza. Grant Agreement was executed on November 21, 2015.	N/A
PD#17	Trustworthy / Responsive Gov't	Tax Payment Status - Review of the tax payment status of all residential properties, which have changed hands since 2007 and which do not have a homeowner exemption filed with the County FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Closed		RMB staff sent out notifications of non-compliance to unregistered possible landlords on 10/13/2015. RMB is in the process of licensing over 3,300 unlicensed landlords. The project has exceeded the original expectation.	N/A