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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sarah T. Schlenk
Acting Budget Director

SUBJECT: Quarterly Budget Implementation
Tracking Report

DATE: October 3, 2016

City Administrator Approval

Date:

10/13/16

RECOMMENDATION

Staff Recommends That The Finance And Management Committee Accept This Informational Report On Budget Implementation Tracking, Which Provides Updates As Of September 30, 2016 Relative To The City Council Policy Directives And Budget Amendments Included In The Fiscal Year (FY) 2015-17 Adopted Biennial Budget And FY 2016-17 Midcycle 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 and FY 2016-17 Midcycle Budget. This report includes the status of items as of the first quarter of FY 2016-17 ending September 30, 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, the second quarter was presented on January 26, 2016 and the third quarter was provided on April 26, 2016. The fourth quarter report was not scheduled due to Council summer recess. This report also includes the City Council amendments to the FY 2016-17 Midcycle Budget adopted on June 21, 2016 (Resolution No. 86250 C.M.S.). Council feedback is incorporated to the extent possible in each subsequent report.

Item: _____

Finance and Management Committee
October 25, 2016

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 and the FY 2016-17 Midcycle Budget. The updates are provided as of September 30, 2016. **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 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.

With the addition of six (6) Midcycle budget amendment items, the matrix included a total of sixty (60) items. As of the first quarter of FY 2016-17, an additional nine (9) of the 60 items are closed, bringing the total completed items to 36. The remaining 24 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 September 30, 2016 Relative To The City Council Policy Directives And Budget Amendments Included In The Fiscal Year (FY) 2015-17 Adopted Biennial Budget And FY 2016-17 Midcycle Budget.

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

Respectfully submitted,



SARAH T. SCHLENK
Acting Budget Director

Attachments (1):

A: Budget Implementation Matrix – as of September 30, 2016

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	January 2017	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. A Police Records Specialist has been hired. 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. All equipment has been purchased.	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	June 2017	The allocated \$500,000 will be expended during FY 2016-17 through a contract for a WPAD Vegetation Management Plan.	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	May 2017	Staff has been working with Gyroscope, Inc., a local Oakland-based architectural firm who was hired to work with OPL in the design and concept and move the project forward. Focus groups with youth have been held in East and West Oakland and are continuing into September. Final design expected in November with build occurring in early 2017.	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	December 2016	Council President is taking the lead in conversation with Alameda County to secure possible additional leverage funds for this project and is moving toward finalizing an agreement to employ the homeless in blight abatement.	Life Enrichment / Education Partnership
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 2017	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. Staff is attempting to schedule the work with the Oakland Asian Cultural Center Director for either December 2016 or the Spring of 2017.	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	March 2017	<p>The City portion of the Chinatown Pilot has moved to an enforcement stage where negligent property owners are now being referred to Building Services. Owners that participated in the program are now utilizing private funds to maintain their buildings and the Chamber of Commerce is working with one owner in particular to install a protective coating to prevent future graffiti. That installation is scheduled for October. In November the City intends to launch a similar pilot along East 12th and International Boulevard with the remaining District 2 funding.</p> <p>In District 3, staff met with residents in the summer to define a pilot project area on the MLK corridor, but the project has not begun as staff is awaiting a proposed scope of services from a vendor interested in assisting with the community engagement process.</p>	N/A
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	December 2016	The Park Project Prioritization list was approved by City Council on February 15, 2016. OPW contracted with a consultant in Sept. 2016 to begin conceptual project and prioritization evaluation. Working with stakeholders to develop scope and information.	Public Works
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	December 2016	<p>In January 2016, the City Council approved reallocation of this \$100,000 in funding for Illegal Dumping mitigation, with no less than 75 percent to be used for installation and use of cameras for illegal dumping enforcement. As a result, OPW, the City Administrator's Office, and the City Attorney's Office have been developing a trial program for cameras to deter illegal dumping via the interdepartmental Illegal Dumping Task Force (IDTF).</p> <p>After identifying illegal dumping hotspots in each Council District, conducting site assessments to determine the feasibility of camera installation and probability of successful enforcement at each location, the City Administrator's Office secured a vendor to supply and install cameras and license plate readers. If a power source can be provided by PG&E, the camera will be installed in October 2016. If PG&E cannot provide a power source, the project will be delayed. Once the pilot cameras are operational for three months, staff will assess whether or not to expand the program.</p>	N/A

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	December 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. Changes implemented to-date are in place for the FY16-17 grant cycle, including procurement of a blanket insurance policy to cover individual artist grants. The Cultural Arts division and Contracts & Compliance Department will prepare an action item for any changes that require City Council approval by December 2016.	Life Enrichment / Education Partnership
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	Issuance of applications for medical cannabis permits is pending and the resolution of City Councilmembers' proposals to amend the City's medical cannabis ordinances.	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	December 2016	Revenue Management Bureau (RMB) compliance staff is in planning stages of phase II of the Non-compliant rental property project focusing on commercial properties.	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	The new local tax software system, including the ability to apply and pay online, will be launched in November 2016 for business tax renewal and applications; and in March 2017 for TOT, UUT and PT.	Finance and Management
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	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. In addition, PBD implemented a new app by CityGovApp, in July 2016, which allows citizens to report complaints on their cellular phones (and other "smart devices" such as iPads) and subsequently check the status of a complaint.	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	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.). A staff report to the Finance and Management Committee on the status of implementation is forthcoming.	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/ All departments that have/waive fees	Open	March 2017	RMB currently maintains a record of all fees that have been waived since September 9, 2015. Staff is currently drafting a citywide policy to establish procedures for City sponsorship of events and funding for associated fine/fee costs.	N/A
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	Transportation (DOT)	Open	June 2017	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. The Department of Transportation will be taking the lead on this item.	Public Works
Midcycle D24	Protect Vulnerable	Homeless Pilot Program FY 2016-17: \$190,000	Human Services	Open	June 2017	Compassionate Communities model for encampment support and implementng grant agreements will be presented to Life Enrichment on October 25, 2016. Initial outreach for the pilot program began at the beginning of October and project timelines are being developed.	Life Enrichment/ Public Education
Midcycle D30	Protect Vulnerable	Increase awareness, outreach and services for commercially sexually exploited minors FY 2016-17: \$100,000	Human Services	Open	June 2017	Staff proposes unfunded projects from past RFPs be the basis for use of the funds. The CSEC Task Force is considering various options for allocating these funds to have the largest impact.	Life Enrichment / Education Partnership
Midcycle D31	Trustworthy / Responsive Gov't	City Council Finance & Budget Analyst FY 2016-17: \$80,000	Council	Open	January 2017	Informational report heard at the July 12, 2016 Finance & Management Committee to discuss options for filling this role. Council staff is working on developing a scope of services/job description.	Finance and Management
Midcycle D32	Protect Vulnerable	Laney College "Tiny Homes" Project FY 2016-17: \$80,000	Human Services	Open	December 2017	Staff has conducted a site visit and currently developing a scope of work and contract documents. Staff is targeting to have a completed grant agreement by mid-November 2016 and all project deliverables within 12 months.	Life Enrichment / Education Partnership

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 fourth update as of the 1st quarter of FY 2016-17. FY 2015-16, Q4 update was not able to be heard due to Council recess.	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	As reporting capabilities have not yet been fully implemented, some collection of the requested information is currently performed on a manual basis. The 1st quarter report was presented before the CED Committee on December 1, 2015, and 2nd and 3rd quarter data was presented at the July 12, 2016 CED Committee meeting. The 4th quarter report is tentatively scheduled for the November 15, 2016 CED Committee. In addition, PBD implemented the CityGov reporting dashboard in July 2016 that allows staff to review code enforcement data in a more efficient and effective manner. The Reporting Dashboard tool allows for the search of details on types of complaints filed, as well as their locations and status.	Community & Economic Development
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	June 2017	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#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 (HRM) / CAO	Closed	Complete	<p>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 were 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.</p> <p>The group developed recommendations and a report, which was brought to the Public Safety Committee in September. This completes their work.</p> <p>In October, OPD and HRM staff will bring a matrix and timeline for implementing the recommendations.</p>	Public Safety
Midcycle D29	Improve Quality of Life	Central Oakland Neighborhood Job Center (Unity Council) FY 2016-17: \$100,000	EWD	Closed	Complete	The contract with Unity Council with the additional funding has been fully executed.	Community & Economic Development
Midcycle D33	Improve Quality of Life	Oakland Parks and Recreation Foundation Grant for administration support FY 2016-17: \$50,000	OPR	Closed	Complete	Funds were disbursed to OPRF in August 2016.	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	Closed	Complete	The new Director of Race and Equity will start work on October 17, 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	Closed	Complete	The Winter Shelter served over 305 unduplicated clients for 7,500 bed nights, and with augmented services over 50 individuals found permanent housing. Staff is negotiating with St Vincent de Paul for every night winter shelter for next year. In June 2016, the Oakland Housing Authority approved expanded funding for the OPRI project including a step down pilot for stably housed clients thereby opening additional housing slots. Staff have also implemented 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	Closed	Complete	The City and SEIU reached an agreement in April 2016, which was approved by the City Administrator, to convert TPT positions to full-time or permanent part-time positions. An information report on the agreement was presented at Finance Committee on June 27, 2016.	Finance and Management

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	Closed	Complete	<p>The CAO is working with OPD to ensure that no City resources are used to assist with federal intervening of locally permitted cannabis facilities.</p> <p>An email from Chief Whent on 04/27/16 stated: The Oakland Police Department does not and will not use City resources to conduct raids on City permitted cannabis facilities that are compliant with City ordinances and codes. Only if emergency assistance is requested will it be provided by OPD to our Federal or State law enforcement partners engaged in enforcement action at a City permitted cannabis facility.</p>	N/A
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	Closed	Complete	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#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	Closed	Complete	The Finance & Managemnet Committee heard a presentation regarding the recommendations of the BAC and, the administrations response to those recommendations, and staff's plans to implement changes based on the administration's response. Staff agreed to inform F&M Committee if any of aforementioned changes could not be implemented as planned.	Finance and Management