



FILED
THE CITY CLERK
OAKLAND

FEB -2 PM 6:22

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Sarah T. Schlenk
Acting Budget Director

SUBJECT: Quarterly Budget Implementation
Tracking Report

DATE: January 24, 2017

City Administrator Approval

Date:

2/2/17

RECOMMENDATION

Staff Recommends That The Finance And Management Committee Accept This Informational Report On Budget Implementation Tracking, Which Provides Updates As Of December 31, 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 second quarter of FY 2016-17, ending December 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. Quarterly reports have been presented for each quarter in the interim, with the most recent report presented to Finance in October 2016. Council feedback is incorporated to the extent possible in each subsequent report.

Item: _____

Finance and Management Committee
February 14, 2017

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 December 31, 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 second quarter of FY 2016-17, an additional 2 of the 60 items are closed, bringing the total completed items to 38. The remaining 22 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, 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, Acting Budget Director, at (510) 238-3982.

Respectfully submitted,



SARAH T. SCHLENK
Acting Budget Director

Attachments (1):

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

Page 1 of 11

Page 2 of 11

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#14	Trustworthy / Responsive Gov't	Regulation and Variation of Medical Cannabis Production FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	GAO/Revenue	Open	February 2017	At the November 14, 2016 Open City Council Meeting, the City Council passed the following ordinance: "An ordinance to amend the City of Portland's Code of Municipalities to regulate the production, sale and distribution of medical cannabis, and to amend the City of Portland's Code of Municipalities to regulate the production, sale and distribution of medical cannabis, and to amend the City of Portland's Code of Municipalities to regulate the production, sale and distribution of medical cannabis." Staff is currently working on the ordinance and will bring it to the City Council for a vote on February 21, 2017.	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	Spring 2017	Efforts continue to streamline processes, while providing clear information to property owners and residents through noticing, informational brochures and community outreach. The recent hiring of a project manager, with extensive experience working with Accela, will expedite necessary changes to our online Citizen Access module to improve public access to services. In addition, the new smart phone app, "Tell Us," will provide greater access to the community by allowing the use of smart devices to report blight and housing and zoning complaints, while allowing access to our database to check the status of complaints.	Community & Economic Development
PD#7	Trustworthy / Responsive Gov't	Policy/fee waiver policies shall be posted online and all City waiver reductions terms of reduction of sales tax/fees shall be documented in writing in reports maintained by the appropriate department. FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue Controller PAC - Budget/All Departmental Have/waiver fees	Open	March 2017	RMC continues to maintain a record of all fees and have been waived since September 1, 2015. Staff is currently drafting a citywide policy for establish procedure for City sponsorship fees and funding associated with its costs.	N/A
Midcycle D31	Trustworthy / Responsive Gov't	City Council Finance & Budget Analyst FY 2016-17: \$80,000	Council	Open	Spring 2017	An informational report was 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
SP13-16SP	Vibrant Sustainable Infrastructure	Add front loading bin options for street parking in downtown downtown FY 2015-16: \$100,000 FY 2016-17: \$0	Transportation/POD	Open	June 2017	POD is working with the Office of the City Attorney to prepare a sidewalk liability ordinance. POD is working with Finance and Public Staff to spring additional practices and ensure compliance in place for the revolving fund. The Department of Transportation will be taking the lead on this item.	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 fifth update as of the 2nd quarter of FY 2016-17.	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#16	Trustworthy / Responsive Gov't	Business license tax collection, expand and improve business license collection effectiveness including from those not currently paying. FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue	Ongoing	Ongoing	Revenue Management Bureau (RMB) will continue to bring noncompliant businesses into compliance through business license tax collection.	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	Quarterly reports were presented to the CED Committee on December 1, 2015, and July 12, 2016. The next report was anticipated to be presented in December 2016 but was postponed due to the 31st Avenue fire on December 2nd. Future code enforcement data will be presented in the context of the inter-departmental evaluation of code enforcement and safety inspection programs at a date to be determined.	Community & Economic Development
PD#3	Trustworthy / Responsive Gov't	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	Ongoing	Spring 2017	The CAO will form across departmental working group to identify paper form currently used by external and internal customers and develop plan for converting paper forms to suitable digital format that can be readily accessed and submitted via electronic medium (e.g. Email, internet, workflow, etc.) Self report to the Finance and Management Committee on the status of implementation discussed on November 15, 2017, required into request for an update in 6 months.	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	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. Oracle Collections is now live and accounts that are delinquent for 90 days are now automatically forwarded to RMB Collections.	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
		Matrix Recycling Pilot Program Collaborative Effort with City of Westford to reduce illegal dumping				In January 2016 the City Council approved a resolution of \$100,000 in funding for illegal dumping materials with a less than 5 percent rate for on collection and use of cameras for illegal dumping enforcement. As a result of this, the City Administrator's Office and the City Attorney's Office have been developing a pilot program for cameras to deter illegal dumping at the interdepartmental illegal dumping task force (IDTF). Cameras have been installed at four initial locations where they have had some success identifying illegal dumping. Staff is working with the vendor to make camera adjustments at each site and gathering experience on how to best utilize the camera equipment. Depending on the effectiveness of the program, staff may make a budget request for additional funding for cameras.	N/A
PD#18	Trustworthy / Responsive Gov't	<p>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</p>	Revenue / IT	Closed	Complete	The new local tax software system, including the ability to apply and pay online, was launched for business tax renewal and applications.	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#1 - Implementation Matrix - Closed in Previous Quarters							
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#23	Holistic Community Safety	Student Chronic Absenteeism: Funding to form a chronic absenteeism reduction plan and implement a school-based pipeline FY 2015-16: \$262,000 (51591) FY 2016-17: \$17,000	Human Services	Closed	Complete	Two case managers were hired by Human Services and started in March 2016. City Council also approved an MOU with OUSD in March. The project is under way and staff will provide periodic updates.	Life Enrichment/ Education Partnership
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	Closed	Complete	Two coaches worked throughout the school year providing CLASS coaching to teachers. Quality Rating & Improvement System (QRIS) ratings remain high. The Family Child Care Head Start Academy was launched in March 2016, with 21 providers attending evening and weekend seminars on key Head Start quality standards such as health as safety, school readiness, etc. Twenty family child care providers graduated in a celebratory event in June 2016 and received stipends for making quality improvements to their program. Update: Two graduates of the program have applied to be Head Start family child care providers in the new program year.	Life Enrichment/ Education Partnership
CP#25	Holistic Community Safety	Research Funding for OPE Community Engagement and Outreach and Youth Oakland FY 2015-16: \$35,000 FY 2016-17: \$0	OPD / FWD	Closed	Complete	OPD worked extensively with the Controller's Office for several months. A process has been put in place for the NGPCs to use purchasing cards to expand the funds.	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	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. The group developed recommendations and a report, which was brought to the Public Safety Committee in September. This completes their work. In October, OPD and HRM staff will bring a matrix and timeline for implementing the recommendations.	Public Safety

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
		Text to 911 - Development Grant for 2016-17 Implementation plan that includes a timeline, costs and staffing/training needs etc. FY 2015-16: Not funding Allocated FY 2016-17: Not funding Allocated	OPD / OHD 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 911 from February 23, 2016.	Public Safety
CP#25	Holistic Community Safety	GPF investment in Workforce Investment Strategies & Programs to leverage additional support FY 2015-16: \$200,000 FY 2016-17: \$0	Economic & Workforce Development (EWD)	Closed	Complete	The Workforce Investment Board approved the funding allocation to LAO Family Service, YEP and Youth Uprising for 2015 summer youth services. This funding provided an additional 109 youth jobs over the summer.	Community & Economic Development
CP#27	Holistic Community Safety	City/County Neighborhood Initiative (CNI) FY 2015-16: \$0 FY 2016-17: \$0	Human Services	Closed	Complete	Completed. Funding will be fully expended by end of FY 2016-17.	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	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
CP#31	Improve Quality of Life	Grants and scholarships for low income youth to participate in OPR program FY 2015-16: \$39,426 FY 2016-17: \$0	Oakland Parks & Recreation (OPR)	Closed	Complete	The funds were utilized for the 2016 summer youth activities. Funds were used as scholarship for income Oakland youth who met the criteria of low income and to transport summer youth to regional activities and camps.	N/A
PD#12	Improve Quality of Life	Cal-Fire Grant - Provide a report on the City's Cal-Fire grant for a tree inventory. Staff should apply for grants for tree planting / maintenance FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Public Works	Closed	Complete	The City was notified in July 2015 by the grantor that the City was not awarded the Cal-Fire Grant. Staff will continue to seek and apply for grants for tree planting / maintenance.	N/A
CP#32	Improve Quality of Life	Administrative Grant to OPR Foundation FY 2015-16: \$50,000 FY 2016-17: \$0	OPR	Closed	Complete	Funds have been disbursed. The foundation will provide a report on use of funds to OPR following the end of FY 2015-16.	N/A
CP#33	Improve Quality of Life	OPR subsidy for Feather River Camp FY 2015-16: \$40,000 FY 2016-17: \$0	OPR	Closed	Complete	J.N. Williams	Life Enrichment
Midcycle D29	Improve Quality of Life	Central Oakland Neighborhood Job Center Feather River FY 2016-17: \$100,000	EWD	Closed	Complete	The contract with City Council with the additional funding has been fully executed.	Community & Economic Development

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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 and Human Rights & Equity FY 2015-16: \$150,000 FY 2016-17: \$372,566	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	Life Enrichment
CP#36	Protect Vulnerable	Housing for Homeless Children Housing services for Commercial Sexual Exploited Children with funding to be issued from Measure FY 2015-16: \$100,000 FY 2016-17: \$100,000	Human Services	Closed	Complete	Dream Center 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	Complete	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
CP#38	Protect Vulnerable	Provide admin grant for Meals on Wheels FY 2015-16: \$50,000 FY 2016-17: \$0	Human Services	Closed	Complete	Completed	N/A
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	Ballot office for response to conduct on City Permitted cannabis facilities FY 2015-16: No Funding FY 2016-17: No Funding Allocated	CAO / OPD	Closed	Complete	The CAO's working with OPD to ensure that no City resource was used to assist with federal intervention on locally permitted cannabis facilities. An email from Chief Whelan on 09/27/16 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 needed will be provided by OPD to our federal or state law enforcement partners engaged in enforcement action at a City permitted cannabis facility."	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#17	Trustworthy / Responsive Gov't	<p>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</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	Revenue	Closed	Complete	RMB staff sent out notifications of non-compliance to unregistered possible landlords on 10/13/2015. RMB licensed 4,300 unregistered rental property owners, resulting in \$7.5 m revenue for FY 2015-16 and \$1.5 m ongoing revenue for FY 2016-17 & forward.	N/A
PD#4	Trustworthy / Responsive Gov't	<p>Master Fee Schedule (MFS) Non-binding monthly advance for adoption in March</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	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#5	Trustworthy / Responsive Gov't	<p>Addressing Gaps in Revenue Collection as part of the Quarterly Revenue and Expenditure Reports</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	Revenue	Closed	Complete	This item was addressed in the FY 2015-16 Q2 report in February 2016.	Finance and Management
PD#8	Trustworthy / Responsive Gov't	<p>Budget Advisory Committee Implementation of Transparency & Accountability Recommendations on Budget Advisory Committee</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	CAO, Budget	Closed	Complete	The Finance & Management Committee heard the presentation regarding the recommendations of the BAC and the administration's response to those recommendations and staff planned to implement changes based on the administration's response. Staff agreed to inform the Committee if any of the mentioned changes could not be implemented as planned.	Finance and Management
CP#39	Trustworthy / Responsive Gov't	<p>Restore prior-year staffing cuts for each Council office (.14 FTE), increase Administrative OH (10%); add (.44 FTE) Administrative Support for Office of President</p> <p>FY 2015-16: \$293,775</p> <p>FY 2016-17: \$294,834</p>	Council / HR	Closed	Complete	The additional FTE and operating funds were included in the adopted budget.	N/A
CP#47	Trustworthy / Responsive Gov't	<p>7.5% GPE Emergency Reserve allocation</p> <p>FY 2015-16: \$317,745</p> <p>FY 2016-17: \$350,000</p>	Controller	Closed	Complete	The 7.5% Emergency Reserve reconciliation is conducted and provided during each quarterly R&T report.	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#44	Trustworthy / Responsive Gov't	CAO Discretionary Pool for Labor Negotiations FY 2015-16: \$0 FY 2016-17: \$147,901	CAO - Employee Relations	Closed	Complete	A total of \$22.6 million was set aside in the adopted budget for labor negotiations over the two-year budget.	City Council
PD#8	Trustworthy / Responsive Gov't	Restore GGP Public Access to the Office of the City Clerk FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO / City Clerk	Closed	Complete	GGP was transferred to the City Clerk's Office as part of the budget implementation in July 2015.	Finance and Management
PD#19	Trustworthy / Responsive Gov't	Revenue Reorg Plan - Review of proposed Revenue Department reorganization plan FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	Revenue / CAO	Closed	Complete	This item is on hold and under the purview of the Finance Director vacancy.	N/A
CP#5 - #10 - #12 NGPF CP#15 #15 - #20 - #23 #40 - #41 - #43	Various	Restore and add positions to the following programs: Keep Oakland Clean and Beautiful Pothole/Seam Sealing Crew Rent Adjustment Tenant Protection / Child Employment Cases / Adult Police Evidence Technicians Neighborhood Services Revenue and Enforcement and Animal Services FY 2015-16: \$2,156,694 FY 2016-17: \$2,560,793	Various	Closed	Complete	Positions were funded in the adopted budget. Human Resources will include the status of recruitment for positions added by City Council through the budget in the semi-annual vacancy report.	Finance and Management
CP#2 - NGPF	Vibrant Sustainable Infrastructure	Alternative CIP Plan --Reduce allocations fro non-paving projects and reprogram funds for paving projects FY 2015-16: (\$1,950,000) FY 2016-17: \$0	Public Works	Closed	Complete	Funding was reprogrammed for paving projects per Council direction as part of the adopted budget in July 2015.	Public Works
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	Closed	Complete	A portion of the DOT funding was reprogrammed to paving per Council direction as part of the adopted budget in July 2015.	Public Works
CP#4 - NGPF	Vibrant Sustainable Infrastructure	Add to amount of work on pothole blitz with overtime FY 2015-16: \$50,000 FY 2016-17: \$50,000	Public Works	Closed	Complete	Funding was reprogrammed for overtime for work on pothole blitzes per Council direction as part of the adopted budget in July 2015. These funds will help to increase the pothole blitz goals by 9% and "mill and filling" of streets by 20%. To date 3,451 pothole repairs and 12 City blocks of milling & filling (paving) have been completed.	Public Works

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#6 - NGPF	Vibrant	Add road repair items	Public Works	Closed	Complete	Funding was reprogrammed for overtime for weekend road repair work per Council direction as part of the adopted budget.	Public Works
	Sustainable	Sealing weekends				Completed 6 blocks of road sealing to date. Staff will continue to aggressively seal/seal streets in anticipation of the upcoming wet weather season.	
CP#7 - NGPF	Vibrant	Add funds for paving projects	Public Works	Closed	Complete	FY 2016-17 funding was reprogrammed for paving projects per Council direction as part of the two-year adopted budget.	Public Works
	Sustainable	FY 2015-16: \$0					
	Infrastructure	FY 2016-17: \$1,616,000					

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
FY17 Implementation Matrix - Q2 Active and Recently Closed							
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 Police Records Specialist has been hired. A recruitment is open for two limited-term Crime Analysts. OPD is having difficulty filling both Crime Analyst positions, as they are limited term. Finding qualified candidates who are interested in taking a temporary position has proven very challenging. At present, one candidate has been offered a position and the other remains vacant. 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. Nearly 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 \$500,000 was reallocated for the goat grazing contract. Any fund balance from goat grazing shall be allocated for GIS development/OneStep replacement, and any remaining funds will be applied to the Vegetation Management Plan. The current goat grazing contract is valid through December 2017. OFD/ITD staff have been working on procuring a new records management system that provides a more seamless integration to GIS technology. The Vegetation Management Plan contract was approved by the Oakland City Council on July 19, 2016 and was executed later in 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	September 2017	Gyroscope, Inc., a local Oakland-based architectural firm, was hired to work with OPL staff in the design and concept phase, and move the project forward. Focus groups with youth from East and West Oakland were completed. Staff will return to Life Enrichment Committee with an Informational Report on February 28, 2017. Final design is expected the first week of February with the build occurring in mid-to-late 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	Spring 2017	Former 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 the Spring of 2017, when the rain subsides and weather conditions are more ideal.	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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 2017	<p>The City has completed the Chinatown project, and intends to launch a similar pilot along East 12th and International Boulevard with the remaining District 2 funding in the first six months of 2017.</p> <p>In District 3, staff are awaiting a developing proposal to incorporate youth from the West Oakland Youth Center into the pilot to provide them the opportunity to help with outreach and learn valuable job skills while working with businesses that are tagged with graffiti.</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	April 2017	<p>The Park Project Prioritization list was approved by City Council on February 15, 2016. OPW contracted with a consultant in September 2016 to begin conceptual projects and prioritization evaluation. Staff are conducting community outreach for various sites, as required, to obtain input on desired scope for projects. This process is expected to be completed in April 2017.</p>	Public Works
Midcycle D24	Protect Vulnerable	Homeless Pilot Program FY 2016-17: \$190,000	Human Services	Open	June 2017	<p>The Compassionate Communities model for encampment support, and implementing grant agreements, was presented to Life Enrichment on October 25, 2016. Initial outreach for the pilot program began at the beginning of October. In the current pilot project, 19 individuals have been housed out of the original 42 identified. Extensive improvements have been made regarding health and safety for both campers and sheltered residents. The pilot is on-going, at least through March 2017.</p>	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	<p>The CSEC Task Force has recommended training for all City staff who work with or encounter children during their daily work. Under HR leadership, a training RFP is being issued to hire a consultant to conduct the trainings.</p>	Life Enrichment / Education Partnership
Midcycle D32	Protect Vulnerable	Laney College "Tiny Homes" Project FY 2016-17: \$80,000	Human Services	Open	December 2017	<p>Staff conducted a site visit and is currently developing a scope of work and contract documents. Challenges with the fiscal agent have delayed the project. A grant agreement is planned for Life Enrichment Committee for approval on February 14, 2017, which will allow for project development over the next 12 months.</p>	Life Enrichment / Education Partnership
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	June 2017	<p>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 recently hired a new Cultural Affairs Program Manager in the Fall of 2016. As it pertains to the Cultural Plan development process, the new Manager will work with Contracts & Compliance Department and other relevant staff to determine the need for further action to streamline the process, including any changes that require City Council approval, by June 2017. Additionally, the recently initiated Cultural Plan may produce additional policy recommendations that would be applicable to future grant cycles.</p>	Life Enrichment / Education Partnership

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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	February 2017	At the November 14, 2016 Special City Council Meeting, the City Council directed staff to perform a race and equity analysis of medical cannabis regulations and return to council with revised ordinances. Staff intends on returning to council with this analysis and updated ordinances on February 21, 2017.	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	Spring 2017	Efforts continue to streamline processes, while providing clear information to property owners and residents through noticing, informational brochures and community outreach. The recent hiring of a project manager, with extensive experience working with Accela, will expedite necessary changes to our online Citizen Access module to improve public access to services. In addition, the new smart phone app, "Tell Us," will provide greater access to the community by allowing the use of smart devices to report blight and housing and zoning complaints, while allowing access to our database to check the status of complaints.	Community & Economic Development
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
Midcycle D31	Trustworthy / Responsive Gov't	City Council Finance & Budget Analyst FY 2016-17: \$80,000	Council	Open	Spring 2017	An informational report was 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
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
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 fifth update as of the 2nd quarter of FY 2016-17.	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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	Ongoing	Ongoing	Revenue Management Bureau (RMB) will continue to bring noncompliant businesses into compliance through business license tax collection.	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	Quarterly reports were presented to the CED Committee on December 1, 2015, and July 12, 2016. The next report was anticipated to be presented in December 2016 but was postponed due to the 31st Avenue fire on December 2nd. Future code enforcement data will be presented in the context of the inter-departmental evaluation of code enforcement and safety inspection programs at a date to be determined.	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	Ongoing	Spring 2017	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 a usable digital format that can be readily accessed and submitted via electronic mediums (e.g. email, Internet, workflows, etc.). A staff report to the Finance and Management Committee on the status of implementation discussed on November 15, 2016 resulted in a request for an update in 6 months.	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	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. Oracle Collections is now live and accounts that are delinquent for 90 days are now automatically forwarded to RMB Collections.	N/A

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP#9 - NGPF	Improve Quality of Life	Mattress Recycling Pilot Program: Collaborative effort with Stop Waste to reduce illegal dumping	Public Works	Closed	Complete	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). Cameras have been installed at four initial locations where they have had some success identifying illegal dumpers. Staff is working with the vendor to make technical adjustments at each site and gathering experience on how to best utilize the camera equipment. Depending on the effectiveness of the program, staff may include a budget request for additional funding for cameras.	N/A
		FY 2015-16: \$100,000 FY 2016-17: \$0					
PD#18	Trustworthy / Responsive Gov't	Online Business Tax System - Launch the previously Council-authorized online business tax payment system	Revenue / IT	Closed	Complete	The new local tax software system, including the ability to apply and pay online, was launched for business tax renewal and applications.	Finance and Management
		FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated					

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
FY17 Implementation Matrix - Closed in Previous Quarters							
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	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	Closed	Complete	Two Case Manager IIs were hired by Human Services 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	"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	Closed	Complete	Two coaches worked throughout the school year providing CLASS coaching to teachers. Quality Rating & Improvement System (QRIS) ratings remain high. The Family Child Care Head Start Academy was launched in March 2016, with 21 providers attending evening and weekend seminars on key Head Start quality standards such as health as safety, school readiness, etc. Twenty family child care providers graduated in a celebratory event in June 2016 and received stipends for making quality improvements to their program. Update: Two graduates of the program have applied to be Head Start family child care providers in the new program year.	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	Closed	Complete	OPD worked extensively with the Controller's Office for several months. A process has been put in place for the NCPCs to use purchasing cards to expend the funds.	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	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. The group developed recommendations and a report, which was brought to the Public Safety Committee in September. This completes their work. In October, OPD and HRM staff will bring a matrix and timeline for implementing the recommendations.	Public Safety

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#10	Holistic Community Safety	<p>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</p>	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#25	Holistic Community Safety	<p>GPF investment in Workforce Investment Strategies & Programs to leverage additional support FY 2015-16: \$200,000 FY 2016-17: \$0</p>	Economic & Workforce Development (EWD)	Closed	Complete	The Workforce Investment Board approved the funding allocation to LAO Family Service, YEP and Youth Uprising for 2015 summer youth services. This funding provided an additional 109 youth jobs over the summer.	Community & Economic Development
CP#27	Holistic Community Safety	<p>City/County Neighborhood Initiative (CCNI) FY 2015-16: \$50,000 FY 2016-17: \$0</p>	Human Services	Closed	Complete	Completed. Funding will be fully expended by end of FY 2016-17.	N/A
CP#28	Improve Quality of Life	<p>Funds for Lake Merritt maintenance for Measure DD investment FY 2015-16: \$400,000 FY 2016-17: \$400,000</p>	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
CP#31	Improve Quality of Life	<p>Grants and scholarships for low income youth to participate in OPR programs FY 2015-16: \$79,426 FY 2016-17: \$0</p>	Oakland Parks & Recreation (OPR)	Closed	Complete	These funds were utilized for the 2016 Summer Youth activities. Funds were used as scholarship low income Oakland youth who meet free or reduced lunch and to transport summer youth to regional activities and camps.	N/A
PD#12	Improve Quality of Life	<p>Cal-Fire Grant - Provide a report on the City's Cal-Fire grant for a tree inventory. Staff should apply for grants for tree planting / maintenance FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated</p>	Public Works	Closed	Complete	The City was notified in July 2015 by the grantor that the City was not awarded the Cal-Fire Grant. Staff will continue to seek and apply for grants for tree planting / maintenance.	N/A
CP#32	Improve Quality of Life	<p>Administrative Grant to OPR Foundation FY 2015-16: \$50,000 FY 2016-17: \$0</p>	OPR	Closed	Complete	Funds have been disbursed. The foundation will provide a report on use of funds to OPR following the end of FY 2015-16.	N/A
CP#33	Improve Quality of Life	<p>OPR subsidy for Feather River Camp FY 2015-16: \$40,000 FY 2016-17: \$0</p>	OPR	Closed	Complete	J.N. Williams	Life Enrichment

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
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#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	Complete	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	Complete	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
CP#13 - NGPF	Protect Vulnerable	Provide admin grant for Meals-on-Wheels FY 2015-16: \$50,000 FY 2016-17: \$0	Human Services	Closed	Complete	Completed.	N/A
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

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#13	Trustworthy / Responsive Gov't	<p>Ban on utilizing City resources to conduct raids on City Permitted Cannabis Facilities</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	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#17	Trustworthy / Responsive Gov't	<p>Tax Payment Status - Review</p> <p>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</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	Revenue	Closed	Complete	<p>RMB staff sent out notifications of non-compliance to unregistered possible landlords on 10/13/2015. RMB licensed 4,300 unregistered rental property owners, resulting in \$7.5 m revenue for FY 2015-16 and \$1.5 m ongoing revenue for FY 2016-17 & forward.</p>	N/A
PD#4	Trustworthy / Responsive Gov't	<p>Master Fee Schedule (MFS) -</p> <p>Noticing one month in advance for adoption in March</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	Revenue	Closed	Complete	<p>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.</p>	Finance and Management
PD#5	Trustworthy / Responsive Gov't	<p>Revenue Collections -</p> <p>Addressing Gaps in Revenue Collection as part of the Quarterly Revenue and Expenditure Reports</p> <p>FY 2015-16: No Funding Allocated</p> <p>FY 2016-17: No Funding Allocated</p>	Revenue	Closed	Complete	<p>This item was addressed in the FY 2015-16 Q2 report in February 2016.</p>	Finance and Management

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
PD#9	Trustworthy / Responsive Gov't	Budget Advisory Committee - Implementation of Transparency & Accountability recommendations of Budget Advisory Committee FY 2015-16: No Funding Allocated	CAO - Budget	Closed	Complete	The Finance & Management Committee heard a presentation regarding the recommendations of the BAC and, the administration's 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
		FY 2016-17: No Funding Allocated					
CP#39	Trustworthy / Responsive Gov't	Restore prior-year staffing cuts for each Council office (.14 FTE), increase Administrative OH (10%); add (.44 FTE) Administrative Support for Office of President FY 2015-16: \$293,775	Council / HR	Closed	Complete	The additional FTE and operating funds were included in the adopted budget.	N/A
		FY 2016-17: \$294,834					
CP#42	Trustworthy / Responsive Gov't	7.5% GPF Emergency Reserve allocation FY 2015-16: \$347,451	Controller	Closed	Complete	The 7.5% Emergency Reserve reconciliation is conducted and provided during each quarterly R&E report.	N/A
		FY 2016-17: \$0					
CP#44	Trustworthy / Responsive Gov't	CAO Discretionary Pool for Labor Negotiations FY 2015-16: \$0	CAO - Employee Relations	Closed	Complete	A total of \$22.6 million was set aside in the adopted budget for labor negotiations over the two-year budget.	City Council
		FY 2016-17: \$147,901					
PD#8	Trustworthy / Responsive Gov't	Restore KTOP/Public Access to the Office of the City Clerk FY 2015-16: No Funding Allocated	CAO / City Clerk	Closed	Complete	KTOP was transferred to the City Clerk's Office as part of the budget implementation in July 2015.	Finance and Management
		FY 2016-17: No Funding Allocated					
PD#19	Trustworthy / Responsive Gov't	Revenue Reorg Plan - Review of proposed Revenue Department reorganization plan FY 2015-16: No Funding Allocated	Revenue / CAO	Closed	Complete	This item is on hold and under the purview of the Finance Director vacancy.	N/A
		FY 2016-17: No Funding Allocated					

Tracking #	Purpose	Item Description	Dept. Responsible	Status	Target Date	Status and Next Steps Detail	Committee
CP #5, #10, #12-NGPF CP#16, #19, #20, #23, #40, #41, #43	Various	Restore and add positions for the following programs: Keep Oakland Clean and Beautiful; Pothole/Seam Sealing Crew; Rent Adjustment; Tenant Protection; Code Enforcement; Crime Analysis; Police Evidence Technicians; Neighborhood Services; Revenue; Tax Enforcement; and Animal Services FY 2015-16: \$2,156,684 FY 2016-17: \$2,560,243	Various	Closed	Complete	Positions were funded in the adopted budget; Human Resources will include the status of recruitment for positions added by City Council through the budget in the semi-annual vacancy report.	Finance and Management
CP#2 - NGPF	Vibrant Sustainable Infrastructure	Alternative CIP Plan --Reduce allocations fro non-paving projects and reprogram funds for paving projects FY 2015-16: (\$1,950,000) FY 2016-17: \$0	Public Works	Closed	Complete	Funding was reprogrammed for paving projects per Council direction as part of the adopted budget in July 2015.	Public Works
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	Closed	Complete	A portion of the DOT funding was reprogrammed for paving per Council direction as part of the adopted budget in July 2015.	Public Works
CP#4 - NGPF	Vibrant Sustainable Infrastructure	Add to amount of work on pothole blitz with overtime FY 2015-16: \$50,000 FY 2016-17: \$50,000	Public Works	Closed	Complete	Funding was reprogrammed for overtime for work on pothole blitzes per Council direction as part of the adopted budget in July 2015. These funds will help to increase the pothole blitz goals by 9% and "mill and filling" of streets by 20%. To date 3,451 pothole repairs and 12 City blocks of milling & filling (paving) have been completed.	Public Works
CP#6 - NGPF	Vibrant Sustainable Infrastructure	Add road repairs (seam sealing) weekends OT FY 2015-16: \$30,000 FY 2016-17: \$30,000	Public Works	Closed	Complete	Funding was reprogrammed for overtime for weekend road repair work per Council direction as part of the adopted budget in July 2015. Staff has completed 10.5 blocks of crack sealing to date. Staff will continue to aggressively seam seal streets in anticipation the upcoming wet weather season.	Public Works
CP#7 - NGPF	Vibrant Sustainable Infrastructure	Add funds for paving projects FY 2015-16: \$0 FY 2016-17: \$1,616,000	Public Works	Closed	Complete	FY 2016-17 funding was reprogrammed for paving projects per Council direction as part of the two-year adopted budget.	Public Works



CITY OF OAKLAND

2016 OCT 13 PM 2:03

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

Item: _____
Finance and Management Committee
October 25, 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	<p>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.</p>	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 implementing 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	The CAO is working with OPD to ensure that no City resources are used to assist with federal intervening of locally permitted cannabis facilities. 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.	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 Finance and Management 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 & Management Committee heard a presentation regarding the recommendations of the BAC and, the administration's 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



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2016 APR 14 PM 6:00

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

SUBJECT: Quarterly Budget Implementation
Tracking Report

FROM: Kiran Bawa
Budget Director

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.

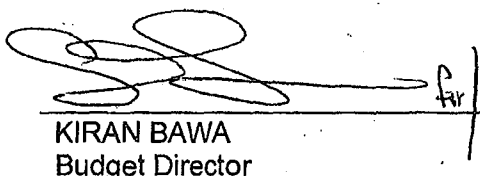
Social Equity: There are no social equity opportunities associated with the acceptance of this report.

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	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	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	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	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	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 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 Partnership RFP for these services will be issued in April 2016.	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.	Life Enrichment / Education Partnership

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	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	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	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	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	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	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	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 IPT 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	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 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	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, 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	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.	Community & Economic Development

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 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	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.).	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	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	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
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	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	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
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	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	Funding to 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	"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	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 NCPC 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 NCPCs to use purchasing cards to expend the funds.	N/A

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)	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	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	Closed	Complete	This item was addressed in the FY 2015-16 Q2 report in February 2016.	Finance and Management



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2016 JAN 13 PM 5:28 **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.

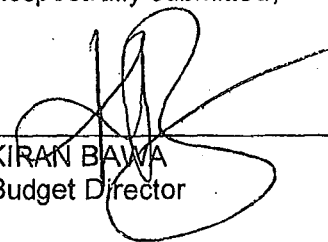
Social Equity: There are no social equity opportunities associated with the acceptance of this report.

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 Ger�rd 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 (OPD)	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 NCPD 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	<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 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.</p> <p>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.</p>	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



CITY OF OAKLAND

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2015 OCT 15 PM 4:27

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Kiran Bawa
Budget Director

SUBJECT: Quarterly Budget Implementation
Tracking Report

DATE: October 5, 2015

City Administrator Approval

Date:

10/15/15

RECOMMENDATION

Staff Recommends That The Finance And Management Committee Accept This Informational Report On Budget Implementation Tracking, Which Provides Updates As Of September 30, 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 first quarter ending September 30, 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 this initial budget implementation tracking report for the first quarter of FY 2015-16.

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 September 30, 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
October 27, 2015

- Item description;
- Responsible department(s);
- Target date for final delivery;
- Status and next steps; and
- Committee assignment (where applicable).

The items are sorted into two sections: 1) Open/Ongoing - items are currently being implemented, or are continuous and are expected to not have a formal completion date; or 2) Closed – items where the specific action is complete.

Of the 55 items listed in the report, 38 are open/ongoing and 17 have been completed.

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, 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 September 30, 2015

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Holistic Community Safety	CP#1 - NGPF	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	Police Department (OPD)	January 2016	Currently working to identify highest-risk school sites, align crossing guards, and identify actual cost and deployment strategy.	N/A
	Holistic Community Safety	CP#15	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	October 2015	A report is being presented at the October 27th Public Safety Committee meeting.	Public Safety
OPEN / ONGOING ITEMS	Holistic Community Safety	CP#17	Wildfire Prevention Funding - Report on 2015 expenditures and a 2016 expenditure plan for vegetation management FY 2015-16: \$500,000 FY 2016-17: \$0	Fire Department (OFD)	January 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 January 2016.	Public Safety
	Holistic Community Safety	CP#18	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	July 2016	Staff plans to bring forward recommendations to 01/26/2016 Life Enrichment Committee.	Life Enrichment/ Education Partnership
OPEN / ONGOING ITEMS	Holistic Community Safety	CP#21	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 (HSD) / Human Resources Management (HRMD)	December 2015	HSD and OUSD have met and tentatively identified ten (10) target schools based on chronic absenteeism in early grades. OUSD will provide general oversight and support in working with principals. OUSD is recruiting and anticipates hiring two social workers by end of October 2015. City recruitment is scheduled to be posted in October with a hire date by December 2015.	N/A
	Holistic Community Safety	CP#22	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	July 2016	Council President is taking the lead in conversation with Alameda County to secure possible additional leverage funds for this project. A meeting is scheduled with Supervisor Carson in November 2015 and staff anticipates a fully outlined project by April 2016.	Life Enrichment / Education Partnership

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Holistic Community Safety	CP#24	"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	January 2016	Consultant coach for Classroom Assessment Scoring System (CLASS) will be hired to start in November 2015. Recruiting for second coach to start January 2016. Conducting interviews for consultant to implement Family Child Care training and quality improvement classes. Anticipate initiating first training cohort to begin January 2016 and to run for six months.	Life Enrichment/ Education Partnership
	Holistic Community Safety	CP#26	Restore funding for NCPC Community Engagement and Outreach and West Oakland Business Alert FY 2015-16: \$85,000 FY 2016-17: \$0	OPD / EWD	November 2015	OPD is working with the Controller's Bureau on a process for the spending plan.	N/A
OPEN / ONGOING ITEMS	Holistic Community Safety	PD#15	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	City Administrator's Office (CAO) / OPD / HRMD	July 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 met for the first time on Oct. 7th 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 Public Safety Committee within 6 months of its first meeting as designated by the resolution.	N/A
	Holistic Community Safety	PD#10	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)	December 2015	A report will be presented at the Public Safety Committee meeting in December 2015.	Public Safety
ONGOING ITEMS	Improve Quality of Life	CP#11 - NGPF	HVAC Improvements to City-owned facility OACC FY 2015-16: \$100,000 FY 2016-17: \$0	EWD	May 2016	There is a management agreement that has been operating for years on a month to month basis. Staff is discussing changing this to a lease and providing the funds as a tenant improvement allowance to the operator through the lease. Lease amendment is estimated to take at least 4 months with the actual tenant improvements taking an additional 3 months.	N/A

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Improve Quality of Life	CP#28	Funds for Lake Merritt maintenance for Measure DD investment FY 2015-16: \$400,000 FY 2016-17: \$400,000	Public Works (OPW)	January 2016	The 3.00 FTE Gardener II positions, 0.50 FTE Park Attendant, and a small amount of O&M was added with these funds. These positions are anticipated to be filled by January 2016. In addition, two electric carts for use around Lake Merritt are being purchased at a cost of \$18,000 each. The new and existing park staff assigned to the Lake Merritt area will continue to maintain the Measure DD enhancements. With the increased park usage, the following tasks will be performed: <ul style="list-style-type: none"> • Trash/ litter pick-up 7 days a week • Mowing the Lake turf areas on a weekly rotation • Monthly weed abatement • Edging hardscape areas on a monthly rotation • Annual turf maintenance, consisting of aeration, compost and seed application • Annual shrub pruning • Lake Enhancement projects (with assistance from volunteers) that consist of turf reduction projects that help to promote sustainability through "Bay Friendly" practices and improve the local environment by providing habitat for local wildlife and pollinators. (Creek to Bay Day, Earth Day, and MLK Day) Landscape maintenance is seasonal and operations will be adjusted, as necessary.	N/A
	Improve Quality of Life	CP#29	Graffiti Evidence Collection & Enforcement - Pilot Program in Council Districts 2 & 3 FY 2015-16: \$100,000 FY 2016-17: \$0	CAO / EWD / OPD / Office of the City Attorney (OCA)	June 2016	Three program areas are being considered to develop, plan, and implement portions of the graffiti abatement program on private property in select areas where graffiti is most problematic, which include: 1) assistance in removing graffiti; 2) education to prevent future occurrences; and 3) technical assistance in gathering evidence and filing Police Reports.	N/A
	Improve Quality of Life	CP#30	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	OPW	March 2016	OPW is working with OPR to develop a recommended project list and will review with respective Councilmembers to incorporate concerns / needs. Anticipate presenting to Committee 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

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
<div> <div>OPEN / ON</div> <div>OPEN / ONGOING ITEMS</div> <div>OPEN / ONGOING ITEMS</div> <div>OPEN / ONGOING ITEMS</div> </div>	Improve Quality of Life	CP#31	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)	June 2016	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
	Improve Quality of Life	CP#9 - NGPF	Mattress Recycling Pilot Program: Collaborative effort with Stop Waste to reduce illegal dumping FY 2015-16: \$100,000 FY 2016-17: \$0	OPW	June 2016	StopWaste.org managed the program, but it recently ended due to a new state law mandating mattress recycling, which takes effect January 2016. OPW plans to bring a report to Council by the end of 2015 to reallocate this funding for Illegal Dumping mitigation (fences, barricades, cameras, etc.) and street litter container maintenance to backfill changes with the Zero Waste franchise.	N/A
	Promote Equity & Inclusion	CP#34	Establish Department of Race & Equity FY 2015-16: \$154,077 FY 2016-17: \$312,566	CAO / HRMD	January 2016	Logistics for establishing the new department are underway, including development of a job description for the Director of Race and Equity and establishing the position in the salary schedule. The recruitment for the Director position will be initiated by December 2015.	Finance Committee
	Protect Vulnerable	CP#35	Add Homeless/PATH report high priority areas FY 2015-16: \$260,000 FY 2016-17: \$260,000	Human Services	February 2016	Negotiated 50 bed winter shelter at St Vincent de Paul with additional high vulnerability beds at Henry Robinson. Entered into discussions with Oakland Housing Authority to use remaining funds for outreach and services to potentially match with housing vouchers, (specific projects still under negotiation).	Life Enrichment
	Protect Vulnerable	CP#36	Housing Exploited Children - Housing services for Commercially Sexual Exploited Children with funding to be issued from Measure Z FY 2015-16: \$110,000 FY 2016-17: \$110,000	Human Services	January 2016	Funding was included in Measure Z Request for Proposals (RFP), submissions under this RFP are currently under review. Anticipate bringing funding recommendation to City Council on December 1, 2015 with contracts starting January 2016.	Public Safety
	Protect Vulnerable	CP#37	Legal support grant to assist unaccompanied minors FY 2015-16: \$300,000 FY 2016-17: \$0	CAO	December 2015	The CAO is working with Council District 5 staff to bring a contract to Council utilizing these funds to continue these legal services.	N/A

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN	Trustworthy / Responsive Gov't	CP#38	Conversion of Temporary Part-Time Employees FY 2015-16: \$300,000 FY 2016-17: \$700,000	CAO - Employee Relations	June 2017	Employee Relations will arrange for a meeting by November 2015 with affected departments to plan a timeline and scope for conversion, that is aligned with the funding in the budget and complies with the labor agreement. The draft conversion plan will be reviewed with SEIU prior to implementation.	Finance and Management
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#1	Quarterly budget Implementation Tracking Report with a line-item matrix FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO - Budget	Quarterly	This report marks the first quarterly update.	Finance and Management
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#11	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	January 2016	Staff is researching options to reduce paperwork for small grants, including automated approaches such as <i>Cityspan</i> .	Life Enrichment / Education Partnership
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#13	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		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
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#14	Regulation and Taxation of Medical Cannabis Production FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO / Revenue Management Bureau (RMB)	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. Staff plans to get additional stakeholder feedback at the October Cannabis Regulatory Commission meeting. Ordinance amendments will likely be brought to Council by December 2015, 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 2107-18.	Finance and Management
ONGOING ITEMS							

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#16	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	RMB	January 2016	RMB compliance staff is creating new and renewed programs for the coming Business Tax renewal season to capture business not paying.	Finance and Management
	Trustworthy / Responsive Gov't	PD#17	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	RMB	December 2015	RMB staff sent out notifications of non-compliance to unregistered possible landlords on 10/13/2015.	N/A
	Trustworthy / Responsive Gov't	PD#18	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	RMB / IT	December 2016	Staff will issue a RFP for a new business tax system, that must include a web portal for acceptance of on-line renewals. This RFP will be issued no later than 11/1/2015.	Finance and Management
	Trustworthy / Responsive Gov't	PD#2	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	December 2015	Staff anticipates the recruitment and hiring of Business Analysts by December 2015 to begin to make changes to Accela that will improve the input of inspection activities and to provide reporting of essential information.	Community & Economic Development
	Trustworthy / Responsive Gov't	PD#2a	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	Quarterly beginning December 2015	Staff is currently extracting code enforcement activity data from the Accela system. As reporting capabilities have not yet been fully implemented, some collection of the requested information is currently performed on a manual basis. This report will be presented before the Community & Economic Development Committee in December of 2015.	Community & Economic Development

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#3	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	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
	Trustworthy / Responsive Gov't	PD#4	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	CAO - Budget	March 2016	Staff will begin collecting requested changes to the MFS from Departments in December 2015 for adoption by City Council in March 2016, before midcycle budget amendments are considered.	Finance and Management
	Trustworthy / Responsive Gov't	PD#5	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	RMB	Quarterly (R&E)	First report will be FY 2015-16 Q2 in February 2016.	Finance and Management
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#6a/b	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 on this centralized system FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	RMB / All Departments	July 2016	RMB collection staff has begun meeting 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.	Finance and Management
	Trustworthy / Responsive Gov't	PD#7	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	Controller / RMB / CAO - Budget	December 2015	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 July 1, 2015.	N/A

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
OPEN / ONGOING ITEMS	Trustworthy / Responsive Gov't	PD#9	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	Spring 2016	The Budget Advisory Committee is finalizing its report on the FY 2015-17 Budget Process. Once provided, staff will review its recommendations and any prior suggestions from the Budget Advisory Committee. 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
	Vibrant Sustainable Infrastructure	CP#8 - NGPF	Add Front-load revolving fund for sidewalk repair which then bill private property owner FY 2015-16: \$400,000 FY 2016-17: \$0	OPW / OCA	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
CLOSED ITEMS	Vibrant Sustainable Infrastructure	CP#2 - NGPF	Alternative CIP Plan - -Reduce allocations for non-paving projects and reprogram funds for paving projects FY 2015-16: (\$1,950,000) FY 2016-17: \$0	OPW	Complete	Funding was reprogrammed for paving projects per Council direction as part of the adopted budget in July 2015.	Public Works
	Vibrant Sustainable Infrastructure	CP#3 - NGPF	Reduce Department of Transportation increase and reprogram to paving projects FY 2015-16: (\$250,000) FY 2016-17: (\$500,000)	CAO / OPW	Complete	A portion of the DOT funding was reprogrammed for paving per Council direction as part of the adopted budget in July 2015.	Public Works
	Vibrant Sustainable Infrastructure	CP#4 - NGPF	Add to amount of work on pothole blitz with overtime FY 2015-16: \$50,000 FY 2016-17: \$50,000	OPW	Complete	Funding was reprogrammed for overtime for work on pothole blitzes per Council direction as part of the adopted budget in July 2015. These funds will help to increase the pothole blitz goals by 9% and "mill and filling" of streets by 20%. To date 3,451 pothole repairs and 12 City blocks of milling & filling (paving) have been completed.	Public Works
	Vibrant Sustainable Infrastructure	CP#6 - NGPF	Add road repairs (seam sealing) weekends OT FY 2015-16: \$30,000 FY 2016-17: \$30,000	OPW	Complete	Funding was reprogrammed for overtime for weekend road repair work per Council direction as part of the adopted budget in July 2015. Staff has completed 10.5 blocks of crack sealing to date. Staff will continue to aggressively seam seal streets in anticipation the upcoming wet weather season.	Public Works
EMS							

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
CLOSED ITEMS	Vibrant Sustainable Infrastructure	CP#7 - NGPF	Add funds for paving projects FY 2015-16: \$0 FY 2016-17: \$1,616,000	OPW	Complete	FY 2016-17 funding was reprogrammed for paving projects per Council direction as part of the two-year adopted budget.	Public Works
	Protect Vulnerable	CP#13 - NGPF	Provide admin grant for Meals-on-Wheels FY 2015-16: \$50,000 FY 2016-17: \$0	Human Services	Complete	A contract was approved during summer recess and an agreement has been executed with Meals on Wheels. Alameda County also provided additional funding, so serving all needs in Oakland is expected this year.	N/A
CLOSED ITEMS	Holistic Community Safety	CP#25	GPF investment in Workforce Investment Strategies & Programs to leverage additional support FY 2015-16: \$200,000 FY 2016-17: \$0	Economic & Workforce Development (EWD)	Complete	The Workforce Investment Board approved the funding allocation to LAO Family Service, YEP and Youth Uprising for 2015 summer youth services. This funding provided an additional 109 youth jobs over the summer.	Community & Economic Development
	Holistic Community Safety	CP#27	City/County Neighborhood Initiative (CCNI) FY 2015-16: \$50,000 FY 2016-17: \$0	Human Services	Complete	Funding provides essential O&M support for City-County Neighborhood Initiative in Sobrante Park and West Oakland. Anticipate using funds to cover both fiscal years. Expenses incurred to date include youth stipends for Friday Night Live events and supplies and materials for Resident Action Councils.	N/A
CLOSED ITEMS	Trustworthy / Responsive Gov't	CP#39	Restore prior-year staffing cuts for each Council office (.14 FTE), increase Administrative OH (10%); add (.44 FTE) Administrative Support for Office of President FY 2015-16: \$293,775 FY 2016-17: \$294,834	Council / HRMD	Complete	The additional FTE and operating funds were included in the adopted budget.	N/A
	Trustworthy / Responsive Gov't	CP#42	7.5% GPF Emergency Reserve allocation FY 2015-16: \$347,451 FY 2016-17: \$0	Controller	Complete	The 7.5% Emergency Reserve reconciliation is conducted and provided during each quarterly R&E report.	N/A
CLOSED ITEMS	Trustworthy / Responsive Gov't	CP#44	CAO Discretionary Pool for Labor Negotiations FY 2015-16: \$0 FY 2016-17: \$147,901	CAO - Employee Relations	Complete	A total of \$22.6 million was set aside in the adopted budget for labor negotiations over the two-year budget.	City Council
	Trustworthy / Responsive Gov't	PD#8	Restore KTOP/Public Access to the Office of the City Clerk FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	CAO / City Clerk	Complete	KTOP was transferred to the City Clerk's Office as part of the budget implementation in July 2015.	Finance and Management

Budget Implementation Matrix - FY 2015-16 Q1 (as of September 30, 2015)

	Purpose	Tracking Number	Item Description	Department Responsible	Target Date for Final Delivery	Status and Next Steps Detail	Committee
CLOSED ITEMS	Trustworthy / Responsive Gov't	PD#19	Revenue Reorg Plan - Review of proposed Revenue Department reorganization plan FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	RMB / CAO	Complete	This item is on hold and under the purview of the Finance Director vacancy.	N/A
	Improve Quality of Life	PD#12	Cal-Fire Grant - Provide a report on the City's Cal-Fire grant for a tree inventory. Staff should apply for grants for tree planting / maintenance FY 2015-16: No Funding Allocated FY 2016-17: No Funding Allocated	OPW	Complete	The City was notified in July 2015 by the grantor that the City was not awarded the Cal-Fire Grant. Staff will continue to seek and apply for grants for tree planting / maintenance.	N/A
CLOSED ITEMS	Improve Quality of Life	CP#32	Administrative Grant to OPR Foundation FY 2015-16: \$50,000 FY 2016-17: \$0	OPR	Complete	Funds have been disbursed. The foundation will provide a report on use of funds to OPR following the end of FY 2015-16	N/A
	Improve Quality of Life	CP#33	OPR subsidy for Feather River Camp FY 2015-16: \$40,000 FY 2016-17: \$0	OPR	Complete	Funds have been disbursed. Camps in Common will be provide a report on use of funds to OPR following the 2016 summer camp season.	N/A
CLOSED ITEMS	Various	CP #5, #10, #12-NGPF, CP#16, #19, #20, #23, #40, #41, #43	Restore and add positions for the following programs: Keep Oakland Clean and Beautiful; Pothole/Seam Sealing Crew; Rent Adjustment; Tenant Protection; Code Enforcement; Crime Analysis; Police Evidence Technicians; Neighborhood Services; Revenue; Tax Enforcement; and Animal Services FY 2015-16: \$2,156,684 FY 2016-17: \$2,560,243	Various	Complete	Positions were funded in the adopted budget; Human Resources will include the status of recruitment for positions added by City Council through the budget in the quarterly vacancy report, which is also expected to be heard at the October 27th Finance Committee.	Finance and Management

