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File No. 19-0026

PUBLIC WORKS AND GANG REDUCTION COMMITTEE REPORT relative to the Innovation and Performance Commission's (IPC) Innovation Fund (IF) funding for the Legislative Management System from the City Clerk.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. ESTABLISH and APPROPRIATE a new appropriation account entitled Office of the City Clerk - Legislative Management System in the amount of \$100,000 within the IF Fund No. 105/10 from the available cash balance of the IF.
2. TRANSFER \$100,000 from the IF Fund No. 105/10, Account to be Established, Office of the City Clerk - Legislative Management System to Fund No. 100/14 as follows:

<u>Fund/Dept</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
100/14	003040	Contractual Services	\$100,000

3. INSTRUCT the City Clerk to:
  - a. Separately track all encumbrances and expenditures of IF monies so that unspent funds can be returned to the IF at the end of the fiscal year.
  - b. Report to the IPC with an accounting of the funds, the lessons learned, and any obstacles faced.
  - c. Report to the IPC if, after the receipt of funds, the scope of the funded item differs from the scope approved for funding by the Mayor and the Council.
4. AUTHORIZE the City Administrative Officer (CAO) to make technical corrections as necessary to those transactions included in the CAO report, dated January 10, 2019, attached to the Council file, to implement Mayor and Council intentions.

Fiscal Impact Statement: The CAO reports that approval of these recommendations will allocate \$100,000 of the remaining \$1,097,434 IF 2018-9 available balance. The \$100,000 will be transferred to the City Clerk to begin implementation of the pilot project that has been approved by the IPC. In some cases, departments will incur ongoing costs.

Community Impact Statement: None submitted.

SUMMARY

At the meeting held on January 16, 2019, your Public Works and Gang Reduction Committee considered a CAO report relative to funding from the IF for the Legislative Management System from the City Clerk. The CAO reports that the City Clerk's pilot will include the creation of focus groups representing different stakeholders who commonly utilize the current system. These groups will consist of the public, City department staff, Neighborhood Councils, and Council and Mayor's Office staff. Feedback will be provided by these focus groups to assist the City Clerk with refining the pilot system. The Legislative Management System will be managed by existing

staff in the City Clerk, including a project coordinator who will coordinate with additional Departmental staff in the Council and Public Services and Systems Divisions. The pilot system will run parallel with the current system, allowing for side-by-side comparisons between the current and new system by providing real-time analytical data. Success will be measured by the reduction in processing time, ease of use, information accessibility, and system integration. After an opportunity for public comment was held, the Committee moved to approve the CAO's recommendations, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

PUBLIC WORKS AND GANG REDUCTION COMMITTEE



<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD:	YES
RYU:	YES
BUSCAINO:	YES
O'FARRELL	YES
MARTINEZ:	YES

ME 1/16/19

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**