

REPORT FROM PUBLIC WORKS AND GANG REDUCTION COMMITTEE and COMMUNICATION FROM CHAIR, PERSONNEL AND ANIMAL WELFARE COMMITTEE relative to the Innovation and Performance Commission (IPC) Innovation Fund consideration of the Knowledge Transfer Study Project from the Personnel Department.

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

1. ESTABLISH and APPROPRIATE a new appropriation account entitled Personnel Department - Knowledge Transfer Study in the amount of \$40,000 within the Innovation Fund No. 105/10 from the available cash balance of the Innovation Fund.
2. TRANSFER \$40,000 from the Innovation Fund No. 105/10, to Account to be Established, Personnel Department - Knowledge Transfer Study Fund No. 100/66 as follows:

<u>Fund</u>	<u>Account Title</u>	<u>Amount</u>
100/66	006010 Office and Administrative	\$40,000

3. INSTRUCT the Personnel Department to:
 - a. Separately track all encumbrances and expenditures of Innovation Fund monies so that unspent funds can be returned to the Innovation Fund 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 City Council.
4. AUTHORIZE the City Administrative Officer (CAO) to make technical corrections as necessary to those transactions included in this report to implement Mayor and Council intentions.

Fiscal Impact Statement: The CAO reports that approval of the recommendations will allocate \$40,000 of the remaining \$80,000 Performance Evaluation Funds 2019-20 available balance. The \$40,000 will be transferred to the Personnel Department to begin implementation of the project that has been approved by the IPC. In some cases, departments will incur ongoing costs. The recommendations in this report comply with the City's Financial Policies in that one-time funds budgeted in the Innovation Fund will be used for one-time expenditures.

Community Impact Statement: None submitted.

SUMMARY:

At a regular meeting held on February 19, 2020, the Public Works and Gang Reduction Committee considered a report from the CAO relative to the Innovation and Performance Commission Innovation Fund consideration of Knowledge Transfer Study Project from the Personnel Department. The CAO reports that the IPC is recommending the authorization of

transfer of funds to engage the Personnel Department to evaluate the effectiveness of current knowledge transfer methods utilized by City departments; and, to develop a toolkit and training materials necessary to disseminate effective knowledge transfer methodologies Citywide. After providing an opportunity for public comment, the Committee approved the recommendations in the CAO report, as detailed above.

At a regular meeting held on March 4, 2020, the Personnel and Animal Welfare Committee considered a report from the CAO relative to the Innovation and Performance Commission Innovation Fund consideration of Knowledge Transfer Study Project from the Personnel Department. After providing an opportunity for public comment, the Committee moved to concur with the actions of the Public Works and Gang Reduction Committee. This matter is now transmitted to Council for its consideration.

Respectfully Submitted,

PUBLIC WORKS AND GANG REDUCTION COMMITTEE

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

KK 2/19/20

PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
LEE:	ABSENT
PRICE:	ABSENT

AL 3/4/20

-NOT OFFICIAL UNTIL COUNCIL ACTS-