

BUDGET, FINANCE AND INNOVATION COMMITTEE REPORT relative to funding in the amount of \$400,000 from the Innovation Fund for the City Administrative Officer (CAO) Pilot Centralized Invoice Management System.

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

1. ESTABLISH and APPROPRIATE a new appropriation account entitled "Office of the CAO – Pilot Centralized Invoice Management System" in the amount of \$400,000 within the Innovation Fund No. 105/10 from the available cash balance of the Innovation Fund.
2. TRANSFER \$400,000 from the Innovation Fund No. 105/10, Office of the CAO Pilot Centralized Invoice Management System, to Fund No. 100/10 as follows: Fund No. 100/10, Account No. 003040, Account Name: Contractual Services, Amount: \$400,000.
3. INSTRUCT the CAO 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 Innovation and Performance Commission with an accounting of the funds, the lessons learned, and any obstacles faced.
 - c. Report to the Innovation and Performance Commission 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.
 - d. As appropriate, include acknowledgment of the Innovation and Performance Commission on public materials, such as press releases or websites that reference the Pilot Centralized Invoice Management System Project.
4. AUTHORIZE the CAO to make technical corrections as necessary to those transactions included in the CAO report dated March 5, 2024, attached to Council file No. 24-0270, to implement Mayor and Council intentions.

Fiscal Impact Statement: The CAO reports that approval of these recommendations will allocate \$400,000 of the remaining \$2,608,016 Innovation Fund 2023-24 available balance. The \$400,000 will be transferred to the CAO to begin implementation of the pilot project that the Innovation and Performance Commission approved. In some cases, departments will incur ongoing costs.

Financial Policies Statement: The CAO reports that the recommendations of this report are in compliance with the City's Financial Policies as Innovation Fund monies are being utilized for an eligible project which will improve the quality, efficiency and effectiveness of City service through innovation, productivity, and performance measurement.

Community Impact Statement: None submitted

SUMMARY

At the meeting held on June 12, 2024, your Budget, Finance and Innovation Committee considered a CAO report relative to funding in the amount of \$400,000 from the Innovation Fund for the CAO Pilot Centralized Invoice Management System.

After an opportunity for public comment was held, the Committee recommended to move forward the recommendations contained in the CAO report, as detailed above, as amended. This matter is now

submitted to the Council for consideration.

Respectfully Submitted,

BUDGET, FINANCE AND INNOVATION COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD	YES
HARRIS-DAWSON	YES
MCOSKER	YES
RODRIGUEZ	YES
YAROSLAVSKY	ABSENT

LV 6.12.24

-NOT OFFICIAL UNTIL COUNCIL ACTS-