

PUBLIC WORKS COMMITTEE REPORT relative to the Innovation and Performance Commission (IPC) Innovation Fund (IF) funding for the Creative License: Online Class Registration Service Design Project from the Department of Cultural Affairs (DCA).

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

1. ESTABLISH and APPROPRIATE a new appropriation account entitled DCA - Creative License: Online Class Registration Service Design in the amount of \$75,000 within the IF Fund No. 105/10 from the available cash balance of the IF.
2. TRANSFER \$75,000 from the IF Fund No. 105/10, Account to be Established, DCA - Creative License: Online Class Registration Service Design Fund No. 844/30 as follows:

<u>Fund</u>	<u>Account</u>	<u>Title</u>	<u>Amount</u>
844/30	To Be Established	Creative License: Online Class Registration Service Design	\$75,000

3. INSTRUCT the DCA 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.
  - d. As appropriate, include acknowledgment of the IPC on public materials, such as press releases or websites that reference the Creative License: Online Class Registration Service Design Project.
4. AUTHORIZE the City Administrative Officer (CAO) to make technical corrections as necessary to implement Mayor and Council intentions.

Fiscal Impact Statement: The CAO reports that approval of the above recommendations will allocate \$75,000 of the remaining \$1,408,612 IF 2022-23 available balance. The \$75,000 will be transferred to the DCA to begin implementation of the pilot project that has been approved by the IPC. In some cases, departments will incur ongoing costs.

Financial Policies Statement: The CAO reports that the above recommendations are in compliance with the City's Financial Policies as IF 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 October 12, 2022, your Public Works Committee considered a CAO report relative to funding from the IF for the Digital Training and Adoption Project.

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 COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
BLUMENFIELD	YES
LEE	ABSENT
DE LEÓN	ABSENT
O'FARRELL	YES
HUTT	YES

ME 10/12/22

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**