

CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the City Administrator
 Steven Falk
 Interim City Administrator

(510) 238-3301
 FAX: TTY/TDD: (510) 238-2223
 (510) 238-2007

May 23, 2023
 (Revised 05/9/2023)

CITY COUNCIL COMMITTEE ON FINANCE AND MANAGEMENT
 Oakland, California

Chair and Members of the Committee:

Subject: Scheduling of Committee Meetings

In an effort to keep Committees informed of the schedule of committee assignments, staff will provide the Committee with a list at each meeting. Staff seeks direction in management of the committee's assignments and will offer recommendations to ensure matters are managed efficiently.

Finance and Management Committee Schedule effective March 2023: 2nd & 4th Tuesdays at 9:30 am
Chair: Kevin Jenkins; Committee Members: Rebecca Kaplan, Nikki Fortunato Bas, and Janani Ramachandran; Staff: Erin Roseman, Finance Director, Angela Robinson Pinon, City Administrator Office, and A'Janee Landingham, Legislative Recorder, Office of the City Clerk.

May 23, 2023		
No.	Title	Date Scheduled & File ID
1	Receive An Informational Report From The Oakland Fire Department On The Use Of Overtime During The First And Second Quarter Of Fiscal Year 2023, That Includes Additional Information On Overtime Policy, Use, And Accountability	3/23/23 [23-0218]
2	Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With JT2 Integrated Resources To Continue Provision Of Workers' Compensation Administration Services For The Period July 1, 2023, Through June 30, 2025, In An Amount Of \$2,815,000.00 For Contract Year 2023-2024 And An Amount Of \$2,927,600.00 For Contract Year 2024-2025 For A Total Amount Over The Twelve Year Term Of The Contract Of \$27,119,264.60	4/27/23 [23-0334]
3	Receive An Informational Report On The Status Of Negative Funds Through June 30, 2022	4/27/23 [23-0342]

May 23, 2023 continued		
No.	Title	Date Scheduled & File ID
4	Adopt A Resolution Authorizing The City Administrator Or Designee To Negotiate, Update, And Execute An Agreement With Claremont Behavioral Services, Inc. (“Claremont”) For Employee Assistance Program (“EAP”) And Related Services For: (1) All Non-Sworn City Employees And Their Respective Eligible Dependents And (2) All Sworn City Employees And Their Respective Eligible Dependents In An Amount Not To Exceed A Total Amount Of Two Hundred Fifty Thousand Dollars In Contract Year 2023-2024 With Options To Extend The Agreement In One Or Two Year Increments Through Fiscal Year 2029 In Amounts Not To Exceed Two Hundred And Fifty Eight Thousand Dollars In Contract Year 2024-2025, Two Hundred Sixty-Six Thousand Dollars In Contract Year 2025-2026, Two Hundred Seventy-Two Thousand Dollars In Contract Year 2026-2027, Two Hundred Eighty Thousand Dollars In Contract Year 2027-2028, And Two Hundred Ninety Thousand Dollars In Contract Year 2028-2029, For A Total Not To Exceed One Million Eight Hundred Sixteen Thousand Dollars, And (3) Waiving The Local And Small Local Business Enterprise (L/SLBE) Participation Requirements	4/27/23 [23-0355]

June 13, 2023		
No.	Title	Date Scheduled & File ID
1	Receive The Informational Report On All Purchases And Contracts Authorized By The City Administrator Or Designee, Within The City Administrator’s Contract Authority During Fiscal Year 2021-22, In Accordance With The Oakland Municipal Code Section 2.04.020	3/9/23 [23-0167], continued from 5/9/23 FMC

Quarterly Reports				
No.	Title	First Scheduled	Last Report & File ID	Next Report
1	Revenue & Expenditure Report	FMC 6/13/06	3/14/23 [23-0155]	Sep-23
2	Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland	FMC 9/27/16 [16-0125]	Informational Memo 6/06/22	Nov-22
3	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	4/25/23 [23-0149]	
4	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	Informational Memo 7/18/22	5/23/23 [23-0218]
5	Cash Management Report	FMC 5/11/04	Informational Memo 9/12/22	
6	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	Informational Memo 3/31/23	

Semi-Annual Reports				
No.	Title	First Scheduled	Last Report & File ID	Next Report
1	Staffing Report (May and November) – At FMC on 3/28/23, Committee agreed that this report will be updated to include the time frames for hiring City employees and steps taken and proposed to shorten the length of time to recruit and hire City employees and address other challenges with filling City staffing vacancies. This information was previously reported under File ID 22-0417	Rules 2/23/06	12/20/22 [22-0919]	May-23
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	Informational Memo 04/07/22	May 2023
3	Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested updates are provided twice a year on this project. Provide information on what is being spent and why it is being spent.</i>	Comte 7/11/17 [16-1293]	Informational Memo 2/18/21	Aug-21

Annual Reports				
No.	Title	Scheduled	Last Report	Next Report
1	Informational Report Providing A List Of Grants And Donations Accepted And Appropriated By The City Administrator On Behalf Of The City Council During The Fiscal Year	Rules 6/19/08 [07-1482]	Informational Memo 3/8/22	2023
2	Receive Informational Report On City Attorney's Annual Report, Including But Not Limited To Financial And Litigation Trends For The Past Five Years As Well As Advisory Work, Affirmative Litigation And Special Initiatives By The Office Of The City Attorney	Rules 1/24/02 & FMC 11/14/06	2/25/20 [18-2129]	2023
3	Informational Report From The Public Works Agency On The City Fleet	FMC 6/08/10 [09-1472]	N/A	June-21
4	Equal Access Ordinance	[15-0104]	Informational Memo 9/12/22	Sept-23
5	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	3/28/23 [23-0154]	Mar-24
6	An Informational Report From The City Auditor On The Status Of Required Audits	Rules 9/19/19. 6/13/22 comte mtg scheduled to 07/11/22 comte mtg. 6/16/22 Rules mtg scheduled to 9/12/22 comte mtg.	11/1/22 [22-0531]	TBD

Annual Reports <i>continued</i>				
7	Biannual Report On Aging And Outstanding Revenue – Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2nd Quarter Revenue & Expenditure Report. Report converted from Semi-Annual to Annual Report at FMC on 3/28/23.	FMC 3/8/16	11/12/19 [18-2326]	TBD
8	Informational Report Listing All Purchases And Contracts Authorized By The City Administrator, Or The City Administrator Designee, Within The City Administrator’s Contract Authority During Fiscal Year In Accordance With Oakland Municipal Code Section 2.04.020.D.2 – Report converted from Semi-Annual to Annual Report at FMC on 3/28/23.	Rules 7/9/09 [09-0629]	Informational Memo 2/10/22	2022
9	Receive An Informational Report on the City’s Compliance w/ the Prompt Payment Ordinance (OMC Chapter 2.06) with particular attention to City of Oakland purchase contracts and grant agreements to organizations that provide services in traditionally underserved communities and in a manner that prioritizes equity.	6/07/22 [22-0417]		

Biennial Reports				
No.	Title	Scheduled	Last Report	Next Report
1	A Review And Possible Action On The Mayor’s Salary (Odd-Numbered Years)	Charter Requirement [14-1117]	1/14/20	Jan-22

Pending No Date Specific		
No.	Title	Scheduled
1	Receive An Informational Report On The City’s Work In Improving Contracting Opportunities For Local, Small, Women And Minority- Owned Businesses Including The Minutes Of All Meetings Of The Supporting Contracting Opportunities Committee And The Ad Hoc Subcommittee For Reviewing Contracts, Including A List Of All Contracts That Have Been Sent To Them For Review And Feedback, The Timeline For Such Feedback, And The Outcome Of Their Review And The Authorizing Information For The Creation Of Such Bodies, Who Was Selected To Serve On Them, By Whom Such Selection Was Made, Who Decided Which Contracts Would Be Sent To Them For Review, And On The Basis Of What Criteria, And The Status Of Enforcement Of Oakland’s Prompt Payment Policy, And To Report On What Actions The Administration Is Taking, Through These “Committees” Or Otherwise, To Remedy The Mistreatment Of DBE Subcontractors By Prime Contractors With Whom The City Contracts.	10/13/21 [21-0697]
2	Receive An Informational Report From The City Administrator On All 501(C)(3) Non-Profit Service Providers The City Of Oakland Has Contracted With In Fiscal Years 2019, 2020, 2021, And 2022 For Homelessness And Public Safety Related Services, Including The Names Of The Organizations, The Contract Amount, The Nature Of The Work, How Many Contracts Each Organization Received During This Period, And Whether The Organization Provides Other Services To The City And What Those Services Are	12/7/22 [22-0984], FMC 02/27/23 moved to pending No Date Specific

Boards/Commission Reports (As Requested)	
No.	Title
1	Budget Advisory Commission
2	Business Tax Board Of Review
3	Civil Service Board

Respectfully submitted,

Judith Christian

For: Steven Falk
Interim City Administrator

* Per Resolution No. 88266 C.M.S. *Temporary Amendments to Council’s Rules Of Procedure*, Informational Reports were provided by the City Administrator via publicly published memoranda. These Informational Memos may be scheduled at Rules at the request of the Chair. Informational Memos are available at the following website: <https://www.oaklandca.gov/resources/info-memo>.