

2015 OCT -1 PM 2:51

CITY OF OAKLAND



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

Office of the City Administrator  
Sabrina B. Landreth  
City Administrator

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

(Revised 10/1/15)  
October 13, 2015

**CITY COUNCIL COMMITTEE ON FINANCE  
AND MANAGEMENT  
Oakland City Council  
Oakland, California**

Members of the Committee:

Subject: **Scheduling of Committee Meetings**

In an effort to keep Committees informed of outstanding items to be reviewed, we will provide you with a list at each meeting. We would like your direction in scheduling these items, and any others you may know of, for Council review.

**City Council Finance & Management Committee: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, 9:30-11:30 pm  
(Committee Chair Kalb and Members, Gibson-McElhaney, Campbell-Washington,  
Guillen; Staff: Christine Daniel and Kiran Bawa)**

**For Tracking Purposes**

1. **December 2016** – Report On City’s Procurement Processes (**Follow Up To Aftermarket Automotive Parts & Accessories Contract Report Provided To FMC 9/29/15 [15-0106]**)
2. **December 2016** – Follow Up On IT Projects And Financing Report Outlining Who The City Is Contracting With, The Not To Exceed Contract Amounts, And Overall Status Update Of The Project (**Original Report Provided To FMC 9/29/15 [15-0059]**)
3. **January 2016** – City Administrator’s Office Will Bring A Report On The Progress Of Realigning KTOP Under The Office Of The City Clerk (**FY 15-17 Budget Tracking Adopted June 30, 2015**)
4. **March 2016** – Follow Up Information From The Equal Access Report For Fiscal Year 2014-2015 (**Original Report Provided At FMC 9/29/15 [15-0104]**) – Information To Include:

Item #2  
Finance & Management Committee  
October 13, 2015

- Compare The City's Website With Other Jurisdictions And Provide Recommendations On How To Provide Better Access To The Public Online;
  - Look At People Surveyed And Identify The Service Problems They Were Having And Provide Recommendations For Fixing Those Problems Within The Finance Department And The Parks & Rec Department;
  - Develop Goal And Plan For Improving Access At The Business Assistant Center;
  - Analyze Access Around Fire Department Staffing;
  - Provide Report On Recruitments Efforts For Spanish-Language Police Dispatchers;
  - Identify And Inventory Vital Records And Create Plan For Ensuring All Vital Records Have Been Translated; And
  - Replace Chinese-Speaking Position In The Oak Landers Assistance Center.
5. **March 2016** – Informational Report On Citywide Paper free Policy To Be Heard By Finance And Management Committee With Proposed Changes And Will Work With The Council Offices To Promote New And Improved City Services To Their Constituents (*FY 15-17 Budget Tracking Adopted June 30, 2015*)
  6. **Biennially** – A Review And Possible Action On The Mayor's Salary (Odd-Numbered Years)
  7. **Annually** – (From [B] 12/10/02 Cmte) An Informational Report Regarding Risk Management
  8. **Quarterly** – Beginning September 2015, A Quarterly Budget Implementation Tracking Report With Line-Item Matrix Will Be Provided To The Finance And Management Committee And End Only When Agreed Upon By The Committee Or When All Items Have Been Implemented (*FY 15-17 Budget Tracking Adopted June 30, 2015*)
  9. (From 10/9/07 Cmte) Annual Agency Performance Measures
  10. (From [2] 11/14/06 Cmte) An Informational Report Regarding Worker's Compensation
  11. (From [E] 1/24/02 Rules Cmte & [2] 11/14/06 Cmte) Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends
  12. (07-1482 Rules 6/19/08) 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
  13. (From [2] 11/14/06 Cmte & [2] 7/14/09 Cmte) An Informational Report From The City Auditor On The Status Of Required Audits
  14. (09-0629 7/9/09 Rules) 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 2008-2009 In Accordance With Oakland Municipal Code Section 2.04.020.D.2
  15. (09-1472 6/08/10 Cmte) Informational Report From The Public Works Agency On The City Fleet
  16. Equal Access Ordinance
  17. Budget Implementation Tracking Report (**From 10/8/13 & 6/24/14 Cmte [13-0067]**)
  18. **Biannually** – (From 2/13/13 Cmte [12-0233]) Receive An Informational Report Regarding The City's Risk Management, Including, Workers' Compensation Program For Fiscal Year
  19. **Semi-Annually** - From [4] 2/23/06 Rules Cmte) Vacancy Report – September And March
  20. (09-0535 9/15/09 Cmte) Status Report On Citywide Efforts To Research And Correct Negative Fund Balances – January 2010 And September 2010

21. **Quarterly** - (From [2] 5/11/04 Cmte) Cash Management Report
22. (From [2] 6/13/06 Cmte) Revenue & Expenditure Report
23. Receive An Informational Report Regarding OMERS, Police And Fire Retirement System Investment
24. **Monthly**- (From 10/8/13 Cmte [13-0067]) Budget Implementation Tracking Report

**Boards/Commission Reports**

**As Requested:**

1. Budget Advisory Committee
2. Business License Tax Board Of Review
3. Civil Service Board
4. Oakland Municipal Employees Retirement System
4. Police And Fire Retirement System

Respectfully submitted,



For: Sabrina B. Landreth  
City Administrator