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**June 11, 2024**  
 (Revised 5/30/2024)

**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: 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays at 9:30 am**  
**Chair: Kevin Jenkins; Committee Members: Rebecca Kaplan, Nikki Fortunato Bas, and Janani Ramachandran; Staff: Erin Roseman, Finance Director, Monica Davis and Tonya Gilmore, City Administrator Office, and Britney Davis, Assistant City Clerk, Office of the City Clerk.**

<b>June 11, 2024</b>		
<b>No.</b>	<b>Title</b>	<b>Date Scheduled &amp; File ID</b>
1	Staff Recommends That The City Council Receive An Informational Report On The Oakland Police and Fire Retirement System’s (“PFRS”, Or “System”) Actuary Report as of July 01, 2023, and Analysis of Full Funding status of the Pension Obligation ahead of the full funding date of 2026 for the purposes of the City.	5/16/24 [24-0441]
2	Staff Recommends That The City Council Receive An Informational Report On The Oakland Police And Fire Retirement System’s (“PFRS”, Or “System”) Investment Portfolio As Of March 31, 2024	5/16/24 [24-0440]
3	Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Award A Contract To Citybase Inc., The Lowest Responsive And Responsible Bidder, A Non-Local Business Enterprise, In The Grand Total Not-To-Exceed Contract Amount Of \$1,031,391, Which Includes A Contingency Of Ten Percent, Or \$93,763, For An Initial Five (5) Year Term, From July 1, 2024 To June 30, 2029, And To The Extent Necessary, Waiving The Local/Small Local Business Enterprise Program Requirements For Information Technology Agreements	5/16/24 [24-0438]

<b>June 11, 2024</b> <i>continued</i>		
<b>No.</b>	<b>Title</b>	<b>Date Scheduled &amp; File ID</b>
4	Staff Recommends That The City Council Receive An Informational Report and Recommendation Providing An Overview On General Purpose Fund Major Revenue Sources	5/16/24 [24-0448] continued from FMC 5/28/24
5	Staff Recommends That The City Council Receive An Informational Report From The City Administrator On The Status of Implementing Policy Directives Passed By The City Council	5/16/24 [24-0444] continued from 5/29/24

<b>June 25, 2024</b>		
<b>No.</b>	<b>Title</b>	<b>Date Scheduled &amp; File ID</b>
1	Staff Recommends That The City Council Receive An Informational Report Regarding Proposed Substantive Changes To The Consolidated Fiscal Policy	5/14/24 [24-0263] continued from FMC 4/9/24
2	Staff Recommends That The City Council Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) To: (A) Add The Full-Time Equivalent Classification Of Pool Manager; And (B) Amend The Title Of The Full-Time, Permanent Part-Time, And Part-Time Classifications Of Senior Services Program Assistant To Senior Services Program Analyst; And (C) Amend The Title And Salary Of The Full-Time Classification Of Planning Investigator Supervisor To Planning Inspector, Supervising; And (D) Amend The Salary For Council Member, City Attorney, And City Auditor In Accordance With The Oakland Public Ethics Commission’s Charter-Mandated Salary Adjustments	5/30/24 [24-0503]

<b>Quarterly Reports</b>				
<b>No.</b>	<b>Title</b>	<b>First Scheduled</b>	<b>Last Report &amp; File ID</b>	<b>Next Report</b>
1	Revenue & Expenditure Report	FMC 6/13/06	5/28/24 [24-0370]	Nov-24
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]	<u>Informational</u> <u>Memo 6/06/22</u>	Nov-22
3	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	12/12/23 [23-0837]	Apr-24
4	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	12/12/23 [23-0844]	Apr-24
5	Cash Management Report	FMC 5/11/04	05/28/24 [24-0367]	Sep-24
6	Receive An Informational Report Regarding Police And Fire Retirement System Investment (“PFRS”)	[15-0100]	3/26/24 [24-0157]	Jun-24

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	3/12/24 [23-0955]	Jun-24
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	3/26/24 [24-0195]	Dec-24
3	Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested updates are provided twice a year on this project. Providing information on what is being spent and why it is being spent.</i>	FMC 7/11/17 [16-1293]	<a href="#">Informational Memo 2/18/21</a>	Aug-21

Annual Reports				
No.	Title	First Scheduled	Last Report & File ID	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]	7/18/23 [23-0421]	Jun-24
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]	10/24/23 [23-0758]	Sept-24
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	11/1/22 [22-0531]	TBD
7	Biannual Report On Aging And Outstanding Revenue – <i>Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2<sup>nd</sup> Quarter Revenue &amp; Expenditure Report. Report converted from Semi-Annual to Annual Report at FMC on 3/28/23.</i>	FMC 3/8/16	11/12/19 [18-2326]	TBD

<b>Annual Reports</b> <i>continued</i>				
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 – <i>Report converted from Semi-Annual to Annual Report at FMC on 3/28/23.</i>	Rules 7/9/09 [09-0629]	4/25/23 [23-0167]	Apr-24
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]		
10	Receive An Informational Report From The City Administrator On The Status Of Implementing Policy Directives Passed By The City Council	6/14/23 [23-0482]	6/14/23 [23-0482]	Jun-24

<b>Biennial Reports</b>				
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]	7/11/23 [23-0574]	Jan-25

<b>Pending No Date Specific</b>		
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]

<b>Pending No Date Specific</b> <i>continued</i>		
2	Adopt A Resolution Amending Resolution No. 89376 C.M.S., Which Awarded Grants To Community Service Providers, To Add Friends Of The Oakland Branch, A California Nonprofit Corporation, As The Fiscal Sponsor For The Grantee “National Association For The Advancement Of Colored People (NAACP)” For An Amount Not To Exceed Ten Thousand Dollars (\$10,000)	6/29/23 [23-0537] 7/6/23 <i>moved to pending No Date Specific.</i>
3	Staff Recommends That the City Council Approve A Report And Recommendation: 1.) To Review The Sperry Capital, Inc. Analysis Of The Kosmont Proposal To Establish An Enhanced Infrastructure Financing District (EIFD) Exclusively For East Oakland, Exclusively For West Oakland, And For East And West Oakland Combined As Outlined in Resolution 89480 C.M.S.; And To Develop An Enhanced Infrastructure Financing District Policy	2/8/24 [24-0039] 2/27/24 <i>FMC moved to pending No Date Specific.</i>

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

Respectfully submitted,

*Judith Christian*

Executive Assistant to Director (Finance)  
For: Jestin D. Johnson  
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>.