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Office of the City Administrator
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June 11, 2019
(Revised 6/6/19)

CITY COUNCIL COMMITTEE ON FINANCE AND MANAGEMENT
Oakland, California

Chair McElhaney and 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/Committee review.

Finance and Management Committee: 2nd and 4th Tuesday, 9:00-12:00pm

Chair: McElhaney; Committee Members: Gallo, Fortunato Bas, Kalb, Thao; Staff: Stephanie Hom, Katano Kasaine, and A'Janee Landingham

<u>June 25, 2019</u>		
<u>No.</u>	<u>Title</u>	<u>Scheduled</u>
1	Adopt A Resolution Authorizing The City Administrator, Or Designee, To: 1. Enter Into An Agreement With PMWEB, Inc, For A Term Beginning September 1, 2019, Through December 31, 2023, In An Amount Not To Exceed Eight-Hundred Eighty-Two Thousand Dollars (\$882,000), Inducing A Twenty Five Percent Contingency, For The Purchase And Installation Of A Capital Improvement Project (CIP) Management System, Software License, Training And Support For The Department Of Transportation And The Oakland Public Works Department; 2. With The Option To Enter A Into License, Maintenance, Hosting, And Professional Services Agreements With PMWEB, Inc., Or Its Authorized Business Partners, In An Amount Not To Exceed Sixty-Nine Thousand Dollars (\$69,000), Including The Purchase Of Products That Enhance PMWEB Inc. System Through Additional Functionality, Without Return To Council; And, 3. Waive The Competitive Proposal Solicitation Requirement For The Professional Service Agreements For Continued Support And/Or Products Listed In (2) Above	Rules 5/23/19 [18-1870]
2	Status Update on CAD/RMS Prime 2.0 (IT)	Semi-Annual

3	Adopt A Resolution Authorizing The City Administrator To Increase The Original Contract Amount For Mason Tillman Associates (MTA) By \$99,161.25 (Ninety-Nine Thousand One Hundred Sixty-One Dollars And Twenty-Five Cents) For A Total Contract Amount Of \$590,036.25 In Order To Complete The Remainder Of Oakland's Race And Gender Disparity Study:	Rules 6/6/19 [18-1944]
4	Adopt The Following Pieces Of Legislation; 1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Transportation From The Operation Of Civil Service; And 2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-Time Classification Manager, Transportation; To Add The Full-time Classification Of Accounting Analyst, Principal; To Add The Full-Time Classification Of Buyer, Senior; To Add The Full-time Classification Of Courier; To Amend The Title Of The Full-Time Classification Of Reproduction Offset Operator To Reprographic Offset Operator; And To Amend The Title Of The Full-Time Classification Of Reproduction Assistant To Reprographic Assistant	Rules 6/6/19 [18-1945 & 18-1946]
5	Adopt An Ordinance Amending Chapter 3.08 Of The Oakland Municipal Code To Create A Formal Process For How The City Council Places Measures On The Ballot To Improve The Transparency, Analysis And Accuracy Of City Sponsored Ballot Measures	Rules 6/6/19 [18-1987]
6	Receive The Biannual Report On Aging And Outstanding Revenue	Moved from 6/11/19 to 6/25/19 at Rules 6/6/19 [18-1855]
7	Receive A Presentation From The City Auditor Regarding The Rent Adjustment Program Follow-Up Audit Report	Moved from 6/11/19 to 6/25/19 at Rules 6/6/19 [18-1864]

<u>September 10, 2019</u>		
No.	Title	<u>Scheduled</u>
1	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	Semi-Annual
2	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i>	Semi-Annual

<u>Quarterly Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Cash Management Report	FMC 5/11/04	5/14/19	9/10/19
2	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	3/19/19	6/11/19
3	Revenue & Expenditure Report	FMC 6/13/06	2/19/19	5/28/19
4	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	3/5/19	5/28/19
5	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	2/19/19	6/11/19
6	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	3/5/19	6/11/19

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Vacancy Report (September And March)	Rules 2/23/06	5/28/19	11/12/19
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	5/28/19	11/12/19
3	Biannual Report On Aging And Outstanding Revenue – <i>Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2nd Quarter Revenue & Expenditure Report; this report was withdrawn from the October 23 committee meeting at Rules 10/4/18</i>	FMC 3/8/16	11/13/18	6/11/19
4	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i>	FMC 11/14/06 and 7/14/09	3/19/19	9/10/19
5	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>Council Requested This Report Be Semi Annual As A Part Of The City Administrator's Increase In Contracting And Purchasing Amounts.</i>	Rules 7/9/09 [09-0629]	3/5/19	9/10/19
6.	Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested that updates are provided</i>	Comte 7/11/17 [16-	12/4/18	6/25/19

<i>twice a year on this project. Provide information on what is being spent and why it's being spent.</i>	1293]		
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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]	11/13/18	10/22/19
2	Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends	Rules 1/24/02 & FMC 11/14/06	10/13/09	TBD
3	Informational Report From The Public Works Agency On The City Fleet	FMC 6/08/10 [09-1472]	N/A	N/A
4	Equal Access Ordinance	[15-0104]	9/25/18	9/24/19
5	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	3/5/19	March 2020

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]	9/12/17	June 2019

Pending No Date Specific		
No.	Title	Scheduled
1	Receive A Status Report On The Contract With Spinnaker That Was Approved In 2013; On The Finance & Management Committee Agenda ASAP	Rules 2/25/16 [15-0698] moved at FMC 4/12/16
2	An Ordinance Amending the OMC to Prohibit the City from Contracting with Companies that Contract with the Federal Government to Provide Services or Goods to Construct the Border Wall Referenced In Executive Order No. 13767, Dated January 25, 2017	Moved at the 7/11/17 Committee Meeting to Pending, NSD [16-1293]
3	Receive An Informational Report Regarding Efforts In Progress Towards A Paper Form Free City - <i>Heard At FMC 11/15/16</i>	FY 15-17 Budget Tracking Adopted June 30, 2015 -

	<i>Scheduled To Return In Six Months</i>	[16-1173]; Comte 5/23/17 moved to 9/12/17. Moved to Pending No Date Specific Via Rule 28 9/29/17
4	Receive An Informational Report From The City Auditor On The Status Of Required Audits: DOT's Response To City Auditor Citation Void Report	Rules 10/4/18 [18-0889] moved to pending list at Rules 11/29/18
5	An Ordinance Amending The Oakland Municipal Code, Chapter 5.04, Section 5.04.420, Excluding From The Business Tax On Rental Of Residential Property: (1) Rental Of No More Than Three Bedrooms In An Owner Occupied Residence, Duplex And/Or In-Law Unit; Or (2) Rental Under A Tenant-Based Assistance Program Pursuant To Section 8 Of The U.S. Housing Act Of 1937. <i>This item was scheduled to F&MC as well as CEDC (CM Gallo)</i>	Rules Comte 10.4.18 [4.11] (18-0973), expect title change Moved at Rules 2/7/19 to Pending No Date Specific

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

Respectfully submitted,

S. Todd

For: Sabrina B. Landreth
City Administrator