

# CITY OF OAKLAND



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**June 13, 2023**  
 (Revised 06/01/2023)

**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: 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, Angela Robinson Pinon, City Administrator Office, and A'Janee Landingham, Legislative Recorder, Office of the City Clerk.**

<b>June 13, 2023</b>		
<b>No.</b>	<b>Title</b>	<b>Date Scheduled &amp; File ID</b>
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
2	Recommendation: Adopt A Resolution Establishing An Appropriations Limit For Fiscal Year 2023-24 Pursuant To Article XIII B Of The California Constitution	5/25/23 [23-0434]
3	Receive An Informational Report On The Unaudited Fiscal Year (FY) 2022-23 Third Quarter Revenue And Expenditure (R&E) Results And Year-End Summaries For The General Purpose Fund (GPF, 1010)	5/25/23 [23-0448]
4	Recommendation: Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) To Increase The Salary For City Attorney and City Auditor	5/25/23 [23-0428]

**June 13, 2023** *continued*

5	Adopt A Resolution: (1) Appropriating Approximately \$2.4 Million (A 5-Year Estimated Total) In Public Education Government (PEG) Fee Funds For FY 2023-2024 Through The End Of FY 2027-2028 For The Capital Expenses Of Public, Education And Government (PEG) Cable Television Channels Operating In The City Of Oakland; And (2) Authorizing Apportionment Of Equal Shares Of The PEG Funds To (KTOP), The Oakland Unified School District (KDOL), And The Peralta Community College District (PeraltaTV) For Their PEG Channel Cable And Video Television Facilities, Subject To Equal Reapportionment In Fiscal Years When There Are More Or Fewer PEG Channels Operating In Oakland; And (3) Authorizing The City Administrator To Execute Or Amend Memoranda Of Understanding To Effectuate The Distribution Of Said Funds	5/25/23 [23-0433]
6	Adopt A Resolution Amending Oakland City Council Resolution No. 89376 C.M.S., Which Awarded Two Grants To Oakland Housing Secure In The Total Amount Of One Million Dollars (\$1,000,000) For Legal Services And Housing Assistance, To Correct The Name Of The Grant Recipient From Oakland Housing Secure To Centro Legal De La Raza, Inc.	6/1/23 [23-0475]
7	Adopt A Resolution Waiving The Competitive Multiple-Step Solicitation Process Required For The Acquisition Of Information Technology Systems, And Authorizing The City Administrator To Extend The Services Agreement With Granicus, Inc For Subscriptions To Web-Hosted Services For Agenda Management, Streaming Video, And Public Participation By An Additional Three-Years In An Amount Not To Exceed \$1,125,733 With Two One Year Options To Extend The Contract For An Amount Not To Exceed \$1,706,807 Over The Five Year Period	6/1/23 [23-0476]
8	Receive An Informational Report From The Budget Advisory Commission (BAC) On The City Of Oakland's Biennial 2023-25 Budget Cycle	6/1/23 [23-0478]
9	Adopt A Resolution Amending Resolution No. 88716 C.M.S., Which Established The Appropriations Limit For Fiscal Year 2021-22, And Resolution No. 89228 C.M.S., Which Established The Appropriation Limit For Fiscal Year 2022-23, To Amend And Establish The Appropriations Limits For Fiscal Year 2021-2022 And 2022-2023	6/1/23 [23-0480]

<b>June 27, 2023</b>		
<b>No.</b>	<b>Title</b>	<b>Date Scheduled &amp; File ID</b>
1	Receive An Annual Informational Report From The City Administrator On The Acceptance And Appropriation Of Restricted Grant Funds, Gifts, And Donations Of \$50,000 Or Less For The Period Of July 1, 2021 Through June 30, 2022	5/25/23 [23-0421]
2	Receive The Informational Cash Management Report For The Quarter Ended December 31, 2022	5/25/23 [23-0427]
3	Receive An Informational Report On The Oakland Police And Fire Retirement System's Investment Portfolio As Of December 31, 2022	5/25/23 [23-0449]
4	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 2/27/23 <i>moved to pending No Date Specific. 5/25/23 scheduled to 6/27/23 FMC.</i>
5	Receive A Semi-Annual Informational Report On City-Wide Staffing From The City Administrator Regarding (1) The Vacancy Rates Of All City Departments Through May 1, 2023, (2) The Vacancy Rates of Regional Local Public Entities, (3) The Analysis Of The City Workforce And Recruitment Conditions, And (4) The Budgeted Vacancy Rate For The Fiscal Year 2023-24	6/1/23 [23-0460]

<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	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]	<a href="#">Informational Memo 6/06/22</a>	Nov-22
3	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	4/25/23 [23-0149]	Sep-23
4	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	5/23/23 [23-0218]	Sep-23
5	Cash Management Report	FMC 5/11/04	<a href="#">Informational Memo 9/12/22</a>	6/27/23
6	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	<a href="#">Informational Memo 3/31/23</a>	6/27/23

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	6/1/23 [23-0460]	Nov-23
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	5/23/23 [23-0342]	May-24
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>	Compte 7/11/17 [16-1293]	<a href="#">Informational Memo 2/18/21</a>	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]	<a href="#">Informational Memo 3/8/22</a>	6/27/23
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]	<a href="#">Informational Memo 9/12/22</a>	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

<b>Annual Reports</b> <i>continued</i>				
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
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]		

<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]	1/14/20	Jan-22

<b>Pending No Date Specific</b>		
No.	Title	<u>Scheduled</u>
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]

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>.