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AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Katano Kasaine
Finance Department

SUBJECT: Supplemental Report Calculation of
Penalties under the 2007 Prompt
Payment Ordinance

DATE: March 19, 2018

City Administrator Approval

Date:

3/29/18

RECOMMENDATION

Staff Recommends That City Council Receive A Supplemental Report On The City Administration's Calculation Of Penalties Paid To City Vendors And Contractors When Applying The 2007 Prompt Payment Ordinance (As Amended In 2014).

REASON FOR SUPPLEMENTAL

At the January 23, 2018 Finance and Management Committee meeting, staff was asked to provide additional information on the break out of which companies have received the interest penalty payment and the number impacted; why payments were made late; steps and process improvements administration is taking to make sure contractors are paid in a timely manner; and reasons why payments were made late.

This supplemental report is prepared in response to that request.

ANALYSIS AND POLICY ALTERNATIVES

The City has paid a cumulative total of just over \$31,000 dollars in the past five fiscal years (FY 2012-2017). The City has paid a total of 610,874 invoices (average of 123,000 annually) to all vendors between FY 2012-13 and FY 2016-2017. Of this total, 99,690 were paid to local Oakland vendors covered by the Prompt Payment Ordinance (PPO). **Table 1** provides a summary by fiscal year.

Item: _____
Finance and Management Committee
April 10, 2018

Table 1: FY 2012 – FY 2017 Summary of Invoices and Penalties Paid by Fiscal Year

Fiscal Year	Number of Invoices Paid PP Eligible Vendors	No. of Invoices Paid Late	Average DAYS LATE	% of Invoices Paid Late	Total Penalty Paid (in dollars)
FY2013	18,793	141	20	0.75%	\$2,104
FY2014	20,514	428	23	2.09%	\$5,371
FY2015	19,365	446	42	2.30%	\$7,420
FY2016	21,772	283	25	1.30%	\$5,278
FY2017	19,246	609	53	3.16%	\$11,228
Grand Total	99,690	1,907	32	1.91%	\$31,401

The City paid a total of 1,907 late invoices which is **1.91 percent** of the total local Oakland vendor invoices paid. The City’s vendor database reflects 980 local Oakland vendors, of which 183 (or 18.7%) have received prompt payment penalties over the FY 2012 – 2017 period (vendor detail in **Attachment A**).

Table 2 provides a summary of invoices paid late by Department (department detail in **Attachment B**). The reasons for these late payments can be attributed to several reasons:

- Invoice received in the wrong Department
- Decentralized payment processing
- Invoices associated with an expired contract
- Appropriate contract not in place / payment of invoices related to urgent health and safety concerns
- Lack of sufficient funding
- Minimal resources to process an average of 123,000 invoices annually
- Oracle system re-implementation delay (2017)

Invoices are received by the using Department for verification and approval. Most City Departments have between one and four staff (depending on the size of the Department) processing invoices. Once the Department has completed these steps, they send the completed Payment Request to central Accounts Payable in the Finance Department for processing. There are currently four Accounting Technicians in the Finance Department that review and input all Payment Requests Citywide.

Table 2: FY 2012 – FY 2017 Summary of Invoices and Penalties Paid by City Department

Department	PPP INVOICES FY 2012 - 17	AVERAGE DAYS LATE	PENALTY AMOUNT
Mayor	5	70.20	62
City Council	2	15.00	5
City Auditor	3	43.67	31
City Clerk	1	1.00	2
City Administrator - Admin	8	9.88	264
Oakland Animal Services	292	76.86	815
Contract Compliance	2	116.50	67
Citizens' Police Review Board	4	24.00	6
Economic & Workforce Development	26	9.35	700
Finance Department	11	33.45	349
Police Department	15	22.53	102
Fire Department	96	24.92	570
Housing and Community Development Department	40	21.25	1,604
Human Resources Management Department	96	31.68	953
Human Services Department	52	39.60	4,339
Information Technology Department	6	51.17	46
Oakland Parks and Recreation Department	20	66.40	510
Oakland Public Library Department	5	38.40	24
Oakland Public Works / CIP	1195	29.85	19,880
Planning and Building Department	28	11.96	1,072
TOTAL	1907	36.96	\$ 31,401

With the implementation of Oracle Release 12, there are opportunities to move towards electronic invoicing which would create efficiencies over time and assist in the City's ability to track and process invoices more timely. These enhancements would require additional resources for implementation and equipment initially to take advantage of this functionality. The Finance Department is looking at long-term solutions towards that end.

FISCAL IMPACT

The fiscal impact occurs at the time the penalty is calculated and applied to the invoice payment at the time the payment is issued. The City (including SRA) has paid a total of \$31,401 in penalties to vendors between July 1, 2012 and June 30, 2017. **Table 3** shows the impact by fund over the five year period.

Table 3: FY 2012 – FY 2017 Summary of Invoices and Penalties Paid by Fiscal Year:


FUND & DESCR	FY2013	FY2014	FY2015	FY2016	FY2017	Grand Total	% OF TOTAL
1010 - General Fund: General Purpose	111	61	528	871	2,138	3,709	11.81%
1720 - Comprehensive Clean-up	25	5	424	104	2	560	1.78%
1750 - Multipurpose Reserve	4	288	8	0	320	619	1.97%
1780 - Kid's First Oakland Children's Fund				2,386	1,327	3,713	11.82%
2108 - HUD-CDBG	24	596	223	123	387	1,354	4.31%
2163 - Metro Transportation Com: Program Grant			813		1,295	2,108	6.71%
2211 - Measure B: Local Streets & Roads	316	440	249		197	1,202	3.83%
2212 - Measure B: Bicycle/Pedestrian Pass-Thru Funds	523	9		9	203	744	2.37%
2230 - State Gas Tax	308	48	269	1	25	651	2.07%
2415 - Development Service Fund	13	105	69	56	647	889	2.83%
3100 - Sewer Service Fund	34	104	86	16	1,501	1,742	5.55%
4100 - Equipment	385	1,877	3,091	357	224	5,933	18.89%
4400 - City Facilities	106	336	1,081	808	802	3,132	9.97%
All Other Funds	255	1,503	578	548	2,161	5,045	16.07%
Grand Total	\$ 2,104	\$ 5,371	\$ 7,420	\$ 5,278	\$11,228	\$ 31,401	100.00%

ACTION REQUESTED OF CITY COUNCIL

Staff recommends that City Council accept this informational report on the City Administration's calculation of penalties paid to City vendors and contractors when applying the 2007 Prompt Payment Ordinance (as amended in 2014).

For questions regarding this report, please contact Kirsten LaCasse, Controller, at 238-6776.

Respectfully submitted,



KATANO KASAINÉ
Finance Director, Finance Department

Prepared by:
Kirsten LaCasse, Controller
Controller's Bureau

Attachments (2):

- Attachment A: Detail of Penalty Payments by Vendor and Fiscal Year
- Attachment B: Detail of Penalty Payments by Department and Fiscal Year

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
A-1 SPRING SERVICE CO.	FY2017	2	19.00	10.85
A-1 SPRING SERVICE CO. Total		2	19.00	10.85
AARDVARK LASER ENGRAVING	FY2013	1	9.00	1.90
	FY2015	1	20.00	2.39
	FY2017	1	61.00	1.00
AARDVARK LASER ENGRAVING Total		3	30.00	5.29
ACME FIRE EXTINGUISHER	FY2014	2	29.00	21.59
	FY2015	1	100.00	18.33
	FY2016	3	14.67	8.36
	FY2017	21	62.90	56.29
ACME FIRE EXTINGUISHER Total		27	56.41	104.57
AJW CONSTRUCTION	FY2013	1	6.00	1.25
	FY2015	1	6.00	43.24
AJW CONSTRUCTION Total		2	6.00	44.49
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY &	FY2014	1	12.00	146.95
	FY2016	1	21.00	66.50
ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY & Total		2	16.50	213.45
ALAMEDA PUBLISHING CORPORATION DBA POST NEWSPAPER GROUP	FY2015	3	10.33	8.95
	FY2016	4	17.00	13.39
	FY2017	2	110.00	61.15
ALAMEDA PUBLISHING CORPORATION DBA POST NEWSPAPER GROUP Total		9	35.44	83.49
ALESSIA VALENTINA DEMPSEY	FY2017	3	18.67	28.78
ALESSIA VALENTINA DEMPSEY Total		3	18.67	28.78
ALLEN TEMPLE BAPTIST CHURCH	FY2015	1	15.00	1.88
ALLEN TEMPLE BAPTIST CHURCH Total		1	15.00	1.88
ANDERSON CARPET AND LINOLEUM	FY2014	4	17.75	40.25
	FY2015	3	65.00	8.49
	FY2016	5	9.40	203.51
	FY2017	7	18.86	638.78
ANDERSON CARPET AND LINOLEUM Total		19	23.42	891.03
ANDES CONSTRUCTION INC	FY2013	2	9.50	315.90
	FY2014	1	5.00	18.56
ANDES CONSTRUCTION INC Total		3	8.00	334.46
ANKAR CYCLES INC DBA OAKLAND HARLEY-DAVIDSON	FY2013	4	19.25	27.29
	FY2014	5	17.40	10.19
	FY2015	8	23.63	54.09
	FY2016	1	2.00	1.14
	FY2017	10	20.20	26.84
ANKAR CYCLES INC DBA OAKLAND HARLEY-DAVIDSON Total		28	19.89	119.55
ARCHITECTURAL METALSMITHS	FY2014	1	40.00	1.11
ARCHITECTURAL METALSMITHS Total		1	40.00	1.11
ARTHUR YOUNG DEBRIS REMOVAL	FY2015	1	33.00	4.13
ARTHUR YOUNG DEBRIS REMOVAL Total		1	33.00	4.13
B & B VEHICLE PROCESSING INC	FY2013	5	19.20	7.34
	FY2014	14	29.00	30.12
	FY2015	10	7.00	21.07
	FY2016	1	8.00	1.13
B & B VEHICLE PROCESSING INC Total		30	19.33	59.66
BAY AREA COMMUNITY SERVICES	FY2017	1	3.00	99.78
BAY AREA COMMUNITY SERVICES Total		1	3.00	99.78
BAY AREA RAPID PRESS (BARP)	FY2014	1	54.00	11.95
	FY2015	1	70.00	56.90
BAY AREA RAPID PRESS (BARP) Total		2	62.00	68.85
BAY BOLT COMPANY	FY2013	6	38.67	20.89
	FY2014	7	37.00	24.81
	FY2015	5	43.00	13.35
	FY2016	4	16.75	8.33

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VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
	FY2017	11	36.27	45.14
BAY BOLT COMPANY Total		33	35.52	112.52
BAYVIEW ENVIRONMENTAL SERVICES INC.	FY2013	1	3.00	8.04
	FY2015	1	27.00	43.13
BAYVIEW ENVIRONMENTAL SERVICES INC. Total		2	15.00	51.17
BELIVEAU ENGINEERING	FY2013	1	9.00	120.29
	FY2014	1	60.00	125.52
	FY2017	2	62.50	353.59
BELIVEAU ENGINEERING Total		4	48.50	599.40
BOTTOMLEY DESIGN AND PLANNING	FY2013	1	8.00	23.87
	FY2014	1	2.00	9.61
	FY2015	1	4.00	28.99
	FY2016	1	3.00	5.01
BOTTOMLEY DESIGN AND PLANNING Total		4	4.25	67.48
BRICKER-MINCOLLA UNIFORMS	FY2015	1	7.00	1.48
	FY2016	5	15.40	17.87
BRICKER-MINCOLLA UNIFORMS Total		6	14.00	19.35
BUCHANAN AUTO ELECTRIC	FY2013	8	11.50	66.78
	FY2014	24	19.71	109.39
	FY2015	21	49.43	305.56
	FY2017	5	11.00	12.39
BUCHANAN AUTO ELECTRIC Total		58	28.59	494.12
CAFFE TEATRO	FY2017	2	35.00	5.09
CAFFE TEATRO Total		2	35.00	5.09
CALIFORNIA PARTNERSHIP FOR SAFE COMMUNITIES	FY2016	1	2.00	6.94
CALIFORNIA PARTNERSHIP FOR SAFE COMMUNITIES Total		1	2.00	6.94
CALIFORNIA WASTE SOLUTIONS, INC.	FY2017	1	12.00	66.67
CALIFORNIA WASTE SOLUTIONS, INC. Total		1	12.00	66.67
CALIFORNIA YOUTH OUTREACH - OAKLAND INC	FY2016	1	10.00	63.20
CALIFORNIA YOUTH OUTREACH - OAKLAND INC Total		1	10.00	63.20
CAPITAL DEVELOPMENT	FY2014	1	102.00	8.59
CAPITAL DEVELOPMENT Total		1	102.00	8.59
CENTRO LEGAL DE LA RAZA	FY2016	1	9.00	19.72
	FY2017	4	9.00	160.05
CENTRO LEGAL DE LA RAZA Total		5	9.00	179.77
CHILDRENS HOSPITAL OAKLAND	FY2016	2	85.50	1,732.00
CHILDRENS HOSPITAL OAKLAND Total		2	85.50	1,732.00
CIRCLE POINT	FY2016	1	2.00	1.65
	FY2017	1	5.00	13.60
CIRCLE POINT Total		2	3.50	15.25
CITY PRINT & MAIL	FY2015	2	42.50	15.93
	FY2017	3	74.00	40.24
CITY PRINT & MAIL Total		5	61.40	56.17
CIVICORPS	FY2013	2	17.50	95.71
	FY2014	3	60.67	19.78
	FY2016	1	14.00	1.88
	FY2017	2	26.00	318.19
CIVICORPS Total		8	35.38	435.56
CIPSOUNDSTUDIOS (CODY POLEGA)	FY2015	1	35.00	3.89
CIPSOUNDSTUDIOS (CODY POLEGA) Total		1	35.00	3.89
CLAUDIA A BALDWIN	FY2016	1	69.00	123.38
CLAUDIA A BALDWIN Total		1	69.00	123.38
CLIFFORDMOSS LLC	FY2015	1	1.00	1.81
	FY2017	1	1.00	1.39
CLIFFORDMOSS LLC Total		2	1.00	3.20
CMA ASSET MANAGERS INC.	FY2014	1	10.00	278.77
CMA ASSET MANAGERS INC. Total		1	10.00	278.77

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VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
COMMUNITY DESIGN & ARCHITECTURE	FY2016	5	11.20	64.66
	FY2017	2	9.50	21.37
COMMUNITY DESIGN & ARCHITECTURE Total		7	10.71	86.03
CONTROLCO	FY2015	1	3.00	1.10
CONTROLCO Total		1	3.00	1.10
CONTROLLED ENERGY	FY2016	1	10.00	1.38
CONTROLLED ENERGY Total		1	10.00	1.38
COVENANT HOUSE CALIFORNIA	FY2017	1	23.00	76.57
COVENANT HOUSE CALIFORNIA Total		1	23.00	76.57
CROMER/EAST BAY CLARKLIFT EQUI	FY2014	15	17.13	73.36
	FY2015	5	12.80	36.79
	FY2016	4	10.00	36.27
CROMER/EAST BAY CLARKLIFT EQUI Total		24	15.04	146.42
CRYSTAL DATA SOLUTIONS INC.	FY2014	1	17.00	6.46
CRYSTAL DATA SOLUTIONS INC. Total		1	17.00	6.46
DAVID A HOH OPTOMETRIST	FY2015	1	16.00	1.00
	FY2016	12	49.08	40.73
DAVID A HOH OPTOMETRIST Total		13	46.54	41.73
DAVID A HOH OPTOMETRIST INC	FY2017	10	45.40	25.32
DAVID A HOH OPTOMETRIST INC Total		10	45.40	25.32
DESTINY ARTS CENTER	FY2017	1	14.00	94.34
DESTINY ARTS CENTER Total		1	14.00	94.34
DIAMOND DIESEL SERVICE	FY2013	1	47.00	22.92
	FY2014	3	18.00	18.02
DIAMOND DIESEL SERVICE Total		4	25.25	40.94
DKS ASSOCIATES	FY2014	3	19.00	113.69
	FY2015	1	219.00	175.60
	FY2017	1	26.00	5.03
DKS ASSOCIATES Total		5	60.40	294.32
D-LINE CONSTRUCTORS INC	FY2016	1	1.00	16.67
D-LINE CONSTRUCTORS INC Total		1	1.00	16.67
DOUGLAS PARKING LLC	FY2013	2	12.00	6.00
	FY2014	2	28.00	14.00
DOUGLAS PARKING LLC Total		4	20.00	20.00
EAST BAY ASIAN YOUTH CENTER	FY2017	1	8.00	17.65
EAST BAY ASIAN YOUTH CENTER Total		1	8.00	17.65
EAST BAY CLARKLIFT INC DBA CROMER EQUIPMENT CMH	FY2017	4	22.75	48.67
EAST BAY CLARKLIFT INC DBA CROMER EQUIPMENT CMH Total		4	22.75	48.67
EAST BAY FORD TRUCK SALES INC	FY2013	21	13.19	167.62
	FY2014	119	21.91	1,106.04
	FY2015	32	25.53	349.44
	FY2016	24	6.00	261.98
EAST BAY FORD TRUCK SALES INC Total		196	19.62	1,885.08
EAST BAY GLASS	FY2013	1	13.00	3.37
	FY2014	4	18.00	31.26
	FY2015	13	32.23	327.01
	FY2016	6	25.00	188.76
	FY2017	8	31.38	289.41
EAST BAY GLASS Total		32	28.28	839.81
EAST BAY HOUSING ORGANIZATIONS	FY2016	1	27.00	10.13
EAST BAY HOUSING ORGANIZATIONS Total		1	27.00	10.13
EAST BAY PUMP AND EQUIPMENT	FY2013	7	12.86	70.24
	FY2014	2	37.00	33.31
	FY2015	2	46.00	50.68
	FY2016	2	34.00	11.61
	FY2017	3	81.33	137.20
EAST BAY PUMP AND EQUIPMENT Total		16	35.50	303.04

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VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
EAST BAY SPCA	FY2017	288	77.68	784.14
EAST BAY SPCA Total		288	77.68	784.14
EAST BAY STRUCTURAL AND TERMITE	FY2016	1	42.00	3.45
EAST BAY STRUCTURAL AND TERMITE Total		1	42.00	3.45
EAST OAKLAND YOUTH DEV CENTER	FY2016	1	4.00	18.52
EAST OAKLAND YOUTH DEV CENTER Total		1	4.00	18.52
ECMS INC	FY2016	2	22.50	9.76
ECMS INC Total		2	22.50	9.76
ECONOMY LUMBER COMPANY OF OAKLAND	FY2013	1	19.00	6.62
	FY2014	5	27.00	15.01
	FY2015	19	36.16	69.10
	FY2016	11	79.18	61.88
ECONOMY LUMBER COMPANY OF OAKLAND Total		36	47.56	152.61
EDVENTURE MORE	FY2017	1	2.00	6.94
EDVENTURE MORE Total		1	2.00	6.94
ENDGAME	FY2014	1	19.00	4.75
ENDGAME Total		1	19.00	4.75
ENVIROSYSTEMS GROUP	FY2013	1	5.00	9.97
ENVIROSYSTEMS GROUP Total		1	5.00	9.97
ESPRESSO GOURMET CAFFE	FY2017	1	24.00	2.46
ESPRESSO GOURMET CAFFE Total		1	24.00	2.46
FAITH AMERICAN LUTHERAN CHURCH	FY2017	3	96.00	62.15
FAITH AMERICAN LUTHERAN CHURCH Total		3	96.00	62.15
FASTSIGNS OF OAKLAND	FY2017	2	11.50	9.74
FASTSIGNS OF OAKLAND Total		2	11.50	9.74
FIDELITY ROOF COMPANY	FY2014	2	139.50	671.34
	FY2015	5	21.20	20.57
FIDELITY ROOF COMPANY Total		7	55.00	691.91
FINDAWAY WORLD LLC	FY2017	1	3.00	4.07
FINDAWAY WORLD LLC Total		1	3.00	4.07
FOUNTAIN CAFE	FY2014	4	63.75	10.27
	FY2015	7	28.86	20.35
	FY2016	4	83.75	21.52
	FY2017	10	35.30	45.77
FOUNTAIN CAFE Total		25	45.80	97.91
FRANCISCO ELECTRIC	FY2014	1	29.00	30.98
	FY2015	3	16.00	31.23
	FY2016	2	8.50	10.77
	FY2017	1	2.00	4.18
FRANCISCO ELECTRIC Total		7	13.71	77.16
FRIENDLY TRANSPORTATION	FY2017	3	19.00	7.59
FRIENDLY TRANSPORTATION Total		3	19.00	7.59
GALLAGHER & BURK INC	FY2013	9	31.89	692.02
	FY2014	4	10.00	16.67
	FY2015	4	25.75	1,056.48
	FY2017	9	10.78	2,076.20
GALLAGHER & BURK INC Total		26	20.27	3,841.37
GLOBAL SPECIALTIES DIRECT INC	FY2014	2	34.50	59.83
	FY2015	1	18.00	4.96
	FY2016	2	64.50	65.52
GLOBAL SPECIALTIES DIRECT INC Total		5	43.20	130.31
GOLDEN GATE TRUCK CENTER	FY2013	5	10.60	14.76
	FY2014	12	32.08	80.84
	FY2015	33	51.85	149.27
	FY2016	5	19.60	25.11
	FY2017	5	10.00	15.61
GOLDEN GATE TRUCK CENTER Total		60	38.28	285.59

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VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
GOLDEN STATE WARRIORS	FY2016	1	40.00	100.50
	FY2017	1	17.00	50.34
GOLDEN STATE WARRIORS Total		2	28.50	150.84
GRA DE ENT DESIGN	FY2017	2	54.50	66.15
GRA DE ENT DESIGN Total		2	54.50	66.15
GYROSCOPE INC	FY2017	1	1.00	3.96
GYROSCOPE INC Total		1	1.00	3.96
H R MILLS COMPNY	FY2016	1	7.00	1.05
H R MILLS COMPNY Total		1	7.00	1.05
HEALTHY COMMUNITIES INC	FY2016	1	12.00	5.77
HEALTHY COMMUNITIES INC Total		1	12.00	5.77
HIGH STREET HAND CAR WASH CORP	FY2017	1	4.00	1.73
HIGH STREET HAND CAR WASH CORP Total		1	4.00	1.73
HIGHER GROUND NEIGHBORHOOD	FY2017	1	202.00	22.99
HIGHER GROUND NEIGHBORHOOD Total		1	202.00	22.99
HILARY LANDBERG	FY2013	2	28.00	18.98
HILARY LANDBERG Total		2	28.00	18.98
HONDA OF OAKLAND	FY2014	4	17.75	19.09
	FY2015	1	23.00	34.03
HONDA OF OAKLAND Total		5	18.80	53.12
HOUSING AND ECONOMIC RIGHTS ADVOCATES (HERA)	FY2017	5	16.00	185.36
HOUSING AND ECONOMIC RIGHTS ADVOCATES (HERA) Total		5	16.00	185.36
HR MANAGEMENT CORP. INC.	FY2017	29	36.28	225.57
HR MANAGEMENT CORP. INC. Total		29	36.28	225.57
HUMANIZED PRODUCTIONS, LLC	FY2015	1	10.00	1.11
HUMANIZED PRODUCTIONS, LLC Total		1	10.00	1.11
INTER-CITY PRINTING COMPANY INC	FY2017	1	10.00	2.77
INTER-CITY PRINTING COMPANY INC Total		1	10.00	2.77
INTERNATIONAL CONTACT, INC.	FY2014	1	13.00	14.53
	FY2015	6	22.33	127.67
	FY2016	2	16.50	44.58
	FY2017	16	25.19	345.75
INTERNATIONAL CONTACT, INC. Total		25	23.32	532.53
JAM GRAPHICS DESIGN	FY2016	2	39.00	4.96
JAM GRAPHICS DESIGN Total		2	39.00	4.96
JOHNSTONE SUPPLY	FY2013	4	33.50	7.22
	FY2014	7	19.00	19.80
	FY2015	10	41.70	82.81
	FY2016	5	25.60	10.94
	FY2017	6	93.00	30.56
JOHNSTONE SUPPLY Total		32	42.81	151.33
JRDV ARCHITECTS INC	FY2013	2	1.00	8.86
	FY2014	7	18.57	122.42
JRDV ARCHITECTS INC Total		9	14.67	131.28
JUICE JOINT EATERY	FY2017	6	36.00	107.99
JUICE JOINT EATERY Total		6	36.00	107.99
JUNG DESIGN	FY2013	1	12.00	10.04
JUNG DESIGN Total		1	12.00	10.04
KANTOR'S OFFICE FURNITURE	FY2014	1	4.00	2.00
	FY2015	1	25.00	2.41
	FY2016	1	27.00	3.47
	FY2017	1	13.00	3.67
KANTOR'S OFFICE FURNITURE Total		4	17.25	11.55
KEIHAN EHSANIPOUR	FY2014	1	4.00	1.42
KEIHAN EHSANIPOUR Total		1	4.00	1.42
KHALIL HAMADEIF DBA THE BIG APPLE CAFE	FY2015	1	32.00	1.07
	FY2017	2	159.00	7.87

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
KHALIL HAMADEIF DBA THE BIG APPLE CAFE Total		3	116.67	8.94
KOMOROUS-TOWEY ARCHITECTS	FY2013	1	5.00	4.90
KOMOROUS-TOWEY ARCHITECTS Total		1	5.00	4.90
L N CURTIS AND SONS	FY2015	10	37.20	23.95
	FY2016	59	17.86	322.35
L N CURTIS AND SONS Total		69	20.67	346.30
LA CLINICA DE LA RAZA	FY2016	2	9.00	100.33
LA CLINICA DE LA RAZA Total		2	9.00	100.33
LAO FAMILY COMMUNITY	FY2017	1	18.00	358.79
LAO FAMILY COMMUNITY Total		1	18.00	358.79
LARSON SHORES ARCHITECTS INC	FY2014	1	6.00	8.33
LARSON SHORES ARCHITECTS INC Total		1	6.00	8.33
LEE'S SIGNS	FY2015	1	15.00	10.18
LEE'S SIGNS Total		1	15.00	10.18
LEVY PROMOTIONAL PRODUCTS - LEVY PROMO	FY2016	1	48.00	44.67
LEVY PROMOTIONAL PRODUCTS - LEVY PROMO Total		1	48.00	44.67
LINCOLN CHILD CENTER	FY2016	1	4.00	34.72
	FY2017	1	82.00	568.00
LINCOLN CHILD CENTER Total		2	43.00	602.72
LINEATION MARKINGS CORP	FY2014	1	4.00	7.12
LINEATION MARKINGS CORP Total		1	4.00	7.12
LITHOGRAPH REPRODUCTIONS INC.	FY2017	1	15.00	6.82
LITHOGRAPH REPRODUCTIONS INC. Total		1	15.00	6.82
LIU-JOHNSTON DESIGN	FY2017	1	6.00	3.46
LIU-JOHNSTON DESIGN Total		1	6.00	3.46
LOTUS BLOOM	FY2016	1	9.00	79.40
LOTUS BLOOM Total		1	9.00	79.40
MAGNOLIA EDITIONS	FY2015	1	18.00	18.66
MAGNOLIA EDITIONS Total		1	18.00	18.66
MAIN STREET LAUNCH	FY2017	5	3.00	142.39
MAIN STREET LAUNCH Total		5	3.00	142.39
MARKET HALL FOODS	FY2015	2	12.00	10.53
MARKET HALL FOODS Total		2	12.00	10.53
MARKUS SUPPLY	FY2014	1	4.00	1.20
	FY2015	8	72.88	304.35
	FY2016	2	184.00	62.89
MARKUS SUPPLY Total		11	86.82	368.44
MARTIN LUTHER KING JR FREEDOM CENTER	FY2016	1	26.00	65.00
MARTIN LUTHER KING JR FREEDOM CENTER Total		1	26.00	65.00
MCGUIRE AND HESTER, INC.	FY2013	1	7.00	12.56
	FY2014	3	43.33	476.64
	FY2015	1	6.00	9.88
MCGUIRE AND HESTER, INC. Total		5	28.60	499.08
MERRILL SIGN COMPANY	FY2013	1	23.00	3.16
MERRILL SIGN COMPANY Total		1	23.00	3.16
MICHELLE MO O.D.	FY2013	8	57.75	22.97
	FY2014	22	35.91	52.80
	FY2015	12	56.33	35.31
MICHELLE MO O.D. Total		42	45.90	111.08
MISSION CLAY PRODUCTS LLC	FY2015	3	29.00	27.67
MISSION CLAY PRODUCTS LLC Total		3	29.00	27.67
MMM DESIGN	FY2015	1	5.00	19.65
	FY2017	1	20.00	19.44
MMM DESIGN Total		2	12.50	39.09
MONAHAN PAPER COMPANY	FY2014	1	19.00	8.80
	FY2015	3	26.33	101.39

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
MONAHAN PAPER COMPANY Total		4	24.50	110.19
MONTCLAIR ACQUISITION FUND LLC	FY2014	1	1.00	8.97
MONTCLAIR ACQUISITION FUND LLC Total		1	1.00	8.97
MOSTO CONSTRUCTION	FY2015	1	28.00	193.28
	FY2017	2	14.00	179.92
MOSTO CONSTRUCTION Total		3	18.67	373.20
OAKLAND BUSINESS DEVELOPMENT	FY2017	1	6.00	125.01
OAKLAND BUSINESS DEVELOPMENT Total		1	6.00	125.01
OAKLAND CONVENTION & VISITORS BUREAU	FY2014	1	1.00	39.00
OAKLAND CONVENTION & VISITORS BUREAU Total		1	1.00	39.00
OAKLAND HAND MADE	FY2017	1	10.00	7.64
OAKLAND HAND MADE Total		1	10.00	7.64
OAKLAND MARINAS	FY2013	3	7.00	4.54
	FY2017	1	10.00	1.09
OAKLAND MARINAS Total		4	7.75	5.63
OAKLAND MUSEUM OF CALIFORNIA FOUNDATION	FY2014	1	1.00	9.76
OAKLAND MUSEUM OF CALIFORNIA FOUNDATION Total		1	1.00	9.76
OAKLAND PRIVATE INDUSTRY COUNCIL	FY2016	1	2.00	2.58
	FY2017	6	1.00	40.90
OAKLAND PRIVATE INDUSTRY COUNCIL Total		7	1.14	43.48
OAKLAND VENUE MANAGEMENT INC	FY2016	1	10.00	46.29
OAKLAND VENUE MANAGEMENT INC Total		1	10.00	46.29
OAKS ENVIRONMENTAL TESTING	FY2015	3	19.33	9.87
OAKS ENVIRONMENTAL TESTING Total		3	19.33	9.87
OCCUR	FY2016	1	9.00	65.36
OCCUR Total		1	9.00	65.36
OTAEZ MEXICATESSEN	FY2016	1	16.00	1.06
	FY2017	2	15.00	4.80
OTAEZ MEXICATESSEN Total		3	15.33	5.86
OUTBOARD MOTOR BOAT SHOP	FY2014	1	18.00	3.02
	FY2015	1	12.00	1.98
	FY2016	1	10.00	1.71
OUTBOARD MOTOR BOAT SHOP Total		3	13.33	6.71
PACIFIC TRENCHLESS INC.	FY2017	1	15.00	1,351.66
PACIFIC TRENCHLESS INC. Total		1	15.00	1,351.66
PARKMEAD PRODUCTS	FY2013	1	16.00	1.96
PARKMEAD PRODUCTS Total		1	16.00	1.96
PC PROFESSIONAL INC	FY2013	1	32.00	4.09
	FY2014	8	17.38	56.66
	FY2015	14	42.29	417.08
	FY2016	3	46.33	30.11
	FY2017	2	44.00	4.79
PC PROFESSIONAL INC Total		28	35.36	512.73
PENINSULA COLOR SERVICE, LLC	FY2014	1	18.00	1.68
	FY2015	4	81.25	10.28
PENINSULA COLOR SERVICE, LLC Total		5	68.60	11.96
PIRTEK OAKLAND	FY2013	1	11.00	1.19
	FY2014	8	19.75	16.33
	FY2015	7	30.86	20.64
	FY2016	1	17.00	3.09
PIRTEK OAKLAND Total		17	23.65	41.25
PRESCOTT CIRCUS THEATRE	FY2016	1	8.00	16.67
PRESCOTT CIRCUS THEATRE Total		1	8.00	16.67
PROJECT RE-CONNECT	FY2017	1	18.00	39.97
PROJECT RE-CONNECT Total		1	18.00	39.97

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
QIU QUALITY AUTO SERVICE INC	FY2013	8	18.88	34.04
	FY2014	56	17.96	320.36
	FY2015	121	58.74	2,035.84
	FY2016	4	18.50	17.80
	FY2017	21	15.90	300.13
QIU QUALITY AUTO SERVICE INC Total		210	41.30	2,708.17
RAININ INSTRUMENT LLC	FY2015	1	96.00	20.24
RAININ INSTRUMENT LLC Total		1	96.00	20.24
RAY'S ELECTRIC	FY2014	1	4.00	13.33
	FY2015	1	19.00	63.27
	FY2017	3	19.33	76.65
RAY'S ELECTRIC Total		5	16.20	153.25
REED BROTHERS SECURITY	FY2013	1	37.00	11.97
REED BROTHERS SECURITY Total		1	37.00	11.97
ROSAS BROTHERS CONSTRUCTION	FY2014	1	19.00	439.71
	FY2017	1	10.00	186.70
ROSAS BROTHERS CONSTRUCTION Total		2	14.50	626.41
RPR ARCHITECTS	FY2013	2	17.50	133.90
RPR ARCHITECTS Total		2	17.50	133.90
SAM'S LOW COST HAULING, INC	FY2013	3	24.00	12.67
	FY2014	6	12.67	168.09
	FY2015	7	9.71	204.28
	FY2016	6	6.83	32.29
	FY2017	2	8.00	39.64
SAM'S LOW COST HAULING, INC Total		24	11.38	456.97
SAND DOLLAR GROUP LLC	FY2013	1	15.00	8.02
	FY2014	4	22.00	24.56
SAND DOLLAR GROUP LLC Total		5	20.60	32.58
SCA ENVIRONMENTAL INC.	FY2015	2	18.00	11.04
	FY2016	1	33.00	5.96
SCA ENVIRONMENTAL INC. Total		3	23.00	17.00
SELF HELP ECONOMIC DEVELOPMENT INC	FY2016	1	38.00	52.87
SELF HELP ECONOMIC DEVELOPMENT INC Total		1	38.00	52.87
SF OAKLAND AUTO TRUCK PLAZA	FY2015	1	19.00	1.24
SF OAKLAND AUTO TRUCK PLAZA Total		1	19.00	1.24
SHAH KAWASAKI ARCHITECTS INC.	FY2013	1	1.00	4.16
	FY2014	1	14.00	24.31
	FY2017	4	17.50	214.16
SHAH KAWASAKI ARCHITECTS INC. Total		6	14.17	242.63
SHERWIN-WILLIAMS COMPANY	FY2013	3	19.00	31.96
SHERWIN-WILLIAMS COMPANY Total		3	19.00	31.96
SIGNATURE MARKETING	FY2013	1	8.00	2.06
SIGNATURE MARKETING Total		1	8.00	2.06
SOCIETY OF ST. VINCENT DE PAUL	FY2016	1	20.00	62.88
SOCIETY OF ST. VINCENT DE PAUL Total		1	20.00	62.88
SOLSTICE PRESS	FY2013	1	36.00	21.78
	FY2015	1	13.00	4.76
SOLSTICE PRESS Total		2	24.50	26.54
SPAAT - STUDENT PROGRAM FOR ACADEMIC	FY2017	3	11.00	67.86
SPAAT - STUDENT PROGRAM FOR ACADEMIC Total		3	11.00	67.86
SPANISH SPEAKING CITIZENS' FOUNDATION	FY2016	1	2.00	11.28
SPANISH SPEAKING CITIZENS' FOUNDATION Total		1	2.00	11.28
SPANISH SPEAKING UNITY COUNCIL	FY2016	1	19.00	104.91
	FY2017	2	5.00	20.44
SPANISH SPEAKING UNITY COUNCIL Total		3	9.67	125.35
ST. MARY'S CENTER	FY2017	1	4.00	12.15
ST. MARY'S CENTER Total		1	4.00	12.15

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
STARLINE SUPPLY COMPANY	FY2013	9	14.00	33.01
	FY2014	12	9.33	94.08
	FY2015	10	33.70	72.20
	FY2016	22	13.86	134.61
	FY2017	18	25.78	164.49
STARLINE SUPPLY COMPANY Total		71	18.93	498.39
SUMMERHILL ELECTRIC INC.	FY2014	2	8.50	69.84
	FY2015	1	19.00	90.42
	FY2016	1	2.00	15.39
SUMMERHILL ELECTRIC INC. Total		4	9.50	175.65
SUSAN E LOCKWOOD	FY2015	1	52.00	13.05
SUSAN E LOCKWOOD Total		1	52.00	13.05
SWANSON SOUND SERVICE COMPANY	FY2014	1	14.00	11.88
SWANSON SOUND SERVICE COMPANY Total		1	14.00	11.88
TAGUES PLUMBING AND HEATING INC	FY2014	3	20.67	13.63
	FY2015	1	77.00	320.73
TAGUES PLUMBING AND HEATING INC Total		4	34.75	334.36
TELEGRAPH MEDIA	FY2015	1	20.00	8.33
TELEGRAPH MEDIA Total		1	20.00	8.33
TERRAPHASE ENGINEERING INC	FY2015	2	5.50	10.08
	FY2016	1	13.00	13.94
TERRAPHASE ENGINEERING INC Total		3	8.00	24.02
THE BIG APPLE CAFE	FY2014	2	23.50	4.37
	FY2016	2	69.00	6.00
	FY2017	7	25.29	85.74
THE BIG APPLE CAFE Total		11	32.91	96.11
THE LAKE MERRITT INSTITUTE	FY2013	1	6.00	20.26
THE LAKE MERRITT INSTITUTE Total		1	6.00	20.26
THE LOSS PREVENTION GROUP INC	FY2017	1	26.00	1.59
THE LOSS PREVENTION GROUP INC Total		1	26.00	1.59
UJIMAA FOUNDATION	FY2016	2	13.50	88.21
UJIMAA FOUNDATION Total		2	13.50	88.21
URBAN STRATEGIES COUNCIL	FY2015	1	84.00	40.21
	FY2017	2	5.00	118.51
URBAN STRATEGIES COUNCIL Total		3	31.33	158.72
U-SAVE POWER EQUIPMENT	FY2013	1	61.00	1.56
	FY2014	3	28.33	26.75
	FY2015	3	11.00	23.73
	FY2016	3	9.33	19.45
	FY2017	3	15.00	63.17
U-SAVE POWER EQUIPMENT Total		13	19.38	134.66
V & A CONSULTING ENGINEERS	FY2014	1	9.00	24.02
V & A CONSULTING ENGINEERS Total		1	9.00	24.02
VIETNAMESE COMMUNITY DEVELOPMENT INC.	FY2017	1	3.00	3.82
VIETNAMESE COMMUNITY DEVELOPMENT INC. Total		1	3.00	3.82
WILCO SUPPLY	FY2014	2	16.50	5.40
	FY2015	6	26.33	62.54
	FY2016	27	36.41	236.22
	FY2017	3	25.00	10.87
WILCO SUPPLY Total		38	32.87	315.03
WYSE LIGHTING AND HARDWARE INC	FY2013	3	11.00	4.90
	FY2014	13	15.46	92.72
	FY2015	2	28.00	19.88
	FY2016	1	36.00	38.69
	FY2017	1	26.00	21.46
WYSE LIGHTING AND HARDWARE INC Total		20	17.60	177.65

PENALTY PAYMENTS BY VENDOR

ATTACHMENT A

VENDOR NAME	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
YHLA ARCHITECTS INC	FY2014	2	5.00	25.34
	FY2017	1	3.00	6.52
YHLA ARCHITECTS INC Total		3	4.33	31.86
YOU NAME IT PROMOTIONS	FY2015	1	11.00	8.33
YOU NAME IT PROMOTIONS Total		1	11.00	8.33
YOUTH ALIVE!	FY2016	1	13.00	67.71
YOUTH ALIVE! Total		1	13.00	67.71
YOUTH EMPLOYMENT PARTNERSHIP	FY2017	1	107.00	248.74
YOUTH EMPLOYMENT PARTNERSHIP Total		1	107.00	248.74
YOUTH TOGETHER INC	FY2016	1	19.00	199.82
YOUTH TOGETHER INC Total		1	19.00	199.82
ZTY MEDIA	FY2015	1	33.00	18.35
ZTY MEDIA Total		1	33.00	18.35
1330 BROADWAY BLDG.	FY2017	1	39.00	1.99
1330 BROADWAY BLDG. Total		1	39.00	1.99
Grand Total		1,907	36.96	31,400.54

PENALTY PAYMENTS BY DEPARTMENT

ATTACHMENT B

DEPARTMENT	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
Mayor	FY2013	1	36.00	21.78
	FY2014	1	19.00	4.75
	FY2015	2	42.50	31.40
	FY2016	1	211.00	3.92
Mayor Total		5	70.20	61.85
City Council	FY2017	2	15.00	4.80
City Council Total		2	15.00	4.80
City Auditor	FY2014	1	102.00	8.59
	FY2017	2	14.50	22.17
City Auditor Total		3	43.67	30.76
City Clerk	FY2015	1	1.00	1.81
City Clerk Total		1	1.00	1.81
City Administrator - Admin	FY2013	1	10.00	92.59
	FY2014	2	1.00	48.76
	FY2015	1	4.00	1.30
	FY2016	2	29.00	90.96
	FY2017	2	2.50	30.84
City Administrator - Admin Total		8	9.88	264.45
Oakland Animal Services	FY2015	1	19.00	4.99
	FY2016	3	17.00	25.50
	FY2017	288	77.68	784.14
Oakland Animal Services Total		292	76.86	814.63
Contract Compliance	FY2014	1	17.00	6.46
	FY2017	1	216.00	60.04
Contract Compliance Total		2	116.50	66.50
Citizens' Police Review Board	FY2015	2	28.50	3.57
	FY2016	1	16.00	1.06
	FY2017	1	23.00	1.65
Citizens' Police Review Board Total		4	24.00	6.28
Economic & Workforce Development	FY2013	2	1.00	8.86
	FY2014	8	18.00	134.30
	FY2015	3	13.67	13.34
	FY2017	13	4.31	543.17
Economic & Workforce Development Total		26	9.35	699.67
Finance Department	FY2013	1	9.00	1.90
	FY2014	5	23.00	311.21
	FY2015	2	42.50	15.93
	FY2016	3	53.00	19.69
Finance Department Total		11	33.45	348.73
Police Department	FY2013	3	7.00	4.54
	FY2015	4	33.00	48.71
	FY2016	1	2.00	6.94
	FY2017	7	26.14	42.20
Police Department Total		15	22.53	102.39
Fire Department	FY2015	13	37.08	31.27
	FY2016	78	22.59	405.58
	FY2017	5	29.60	133.10
Fire Department Total		96	24.92	569.95
Housing and Community Development Department	FY2013	1	15.00	8.02
	FY2014	8	22.75	556.37

PENALTY PAYMENTS BY DEPARTMENT

ATTACHMENT B

DEPARTMENT	FISCAL YEAR	INVOICES	AVERAGE DAYS LATE	PENALTY AMOUNT PAID
	FY2015	4	35.50	50.08
	FY2016	7	24.71	173.09
	FY2017	20	16.90	816.59
Housing and Community Development Department Total		40	21.25	1,604.15
Human Resources Management Department	FY2014	2	18.00	34.03
	FY2015	11	29.09	148.31
	FY2016	13	26.77	211.89
	FY2017	70	33.39	558.84
Human Resources Management Department Total		96	31.68	953.07
Human Services Department	FY2015	1	32.00	1.07
	FY2016	21	24.48	2,646.87
	FY2017	30	50.43	1,691.51
Human Services Department Total		52	39.60	4,339.45
Information Technology Department	FY2016	3	28.33	6.01
	FY2017	3	74.00	40.24
Information Technology Department Total		6	51.17	46.25
Oakland Parks and Recreation Department	FY2013	1	37.00	11.97
	FY2014	2	22.00	2.20
	FY2015	10	66.20	304.34
	FY2016	6	94.67	140.93
	FY2017	1	17.00	50.34
Oakland Parks and Recreation Department Total		20	66.40	509.78
Oakland Public Library Department	FY2015	1	33.00	4.13
	FY2016	1	145.00	3.94
	FY2017	3	4.67	15.67
Oakland Public Library Department Total		5	38.40	23.74
Oakland Public Works / CIP	FY2013	128	20.45	1,941.21
	FY2014	392	22.78	4,096.22
	FY2015	383	43.00	6,554.98
	FY2016	135	21.71	1,501.65
	FY2017	157	30.06	5,786.30
Oakland Public Works / CIP Total		1195	29.85	19,880.36
Planning and Building Department	FY2013	3	24.00	12.67
	FY2014	6	12.67	168.09
	FY2015	7	9.71	204.28
	FY2016	8	8.88	40.23
	FY2017	4	12.00	646.65
Planning and Building Department Total		28	11.96	1,071.92
Grand Total		1,907	36.96	31,400.54