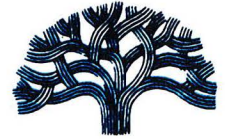


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CITY OF OAKLAND



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Office of the City Administrator
Sabrina B. Landreth
City Administrator

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(Revised 2/4/16)

February 9, 2016

**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: 2nd and 4th Tuesday, 9:30-11:30 pm
(Committee Chair Kalb and Members, Gibson-McElhaney, Campbell-Washington,
Guillen; Staff: Christine Daniel and Kiran Bawa)

<u>February 23, 2016</u>		
No.	Title	<u>Scheduled</u>
1	Adopt A Resolution Authorizing The City Administrator Or Designee To Accept 9-1-1 Geographic Information System (GIS) Mapping Equipment, Configuration, And Installation, Valued At One Hundred Sixty Three Thousand, Four Hundred Sixty Nine Dollars and Fifty Seven Cents (\$163,469.57) And Computer Monitor And Related Hardware Equipment, Valued At Sixteen Thousand Five Hundred Thirty Dollars and Thirty Four Cents (\$16,530.43), Funded By The California Governor's Office Of Emergency Services (CalOES) Public Safety Communications California 9-1-1 Emergency Communications Branch, To Develop 9-1-1 GIS Mapping Capacity At The Oakland Police Department (OPD)	Rules 11/19/15 [15-0338] Moved via Rule 28 12/29/15

Item #2
Finance & Management Committee
February 9, 2016

	Communications Section Call Center, Requiring No Initial City Of Oakland Funds To Implement This Project.	
2	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	A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With JT2 Integrated Resources To Continue Provision Of Worker's Compensation Administration Services For The Period March 1, 2016 Through February 28, 2017 In An Amount of \$2,477,278.82 And For The Period March 1, 2017 Through February 28, 2018 In The Amount Of \$2,511,538.40, For A Total Amount Over The Four Year Term Of The Contract Of \$9,943,374.86.	Rules 2/4/16 [15-0602]
4	Receive A Status Report On The Project Related To The Re-Implementation Of The Oracle Systems And Adopt A Resolution Authorizing The City Administrator Or Designee To: (1) Purchase Hyperion Hardware And/Or Software, Licensing and Maintenance Services for the New City Budgeting System From Oracle Corporation In The Estimated Amount Of \$75,000.00; And (2) Enter Into A Contract with InnoFin Solutions, LLC To Provide Professional Services To Implement The New Municipal Budgeting System In The Estimated Amount Of \$879,000.00; And Waive The Advertising, Bidding And Request For Proposal/Qualifications ("RFP/Q") Competitive Selection Requirements For The Above Contracts	Rules 2/4/16 [15-0603]
5	Adopt an Ordinance Amending the Salary Schedule of Ordinance No. 12187 C.M.S. ("Salary Ordinance") to Add the Classifications of Housing Development Coordinator I, Housing Development Coordinator II, and Home Management Specialist I; Adjust The Title Of Home Management Counselor II And III to Home Management Specialist II And III, Adjust the Title of Manager, Cultural Arts to Manager, Cultural Affairs, And Modify Various Information Technology Classification Titles; Adjust The Title And Salary Rate Of Cable Television Operations Coordinator to Cable Television Production and Operations Manager; Correct The Effective Date Of Environmental Services Analyst, Assistant, And Capital Improvement Project Coordinator, Assistant; And Delete All The Museum Classifications	Rules 2/4/16 [15-0604]
6	Adopt a Resolution Authorizing the City Administrator to Establish On-Call Contracts with (1) The Hawkins Company, (2) Management Partners, (3) Ralph Andersen & Associates and (4) Avery Associates, Inc. to Provide Executive Recruitment Services at a Cost of \$150,000 Per Contract for a	Rules 2/4/16 [15-0605]

	Total Contracting Cost Not to Exceed \$600,000 Over a Three-Year Period beginning March 1, 2016 through March 1, 2019.	
7	<p>Resolutions Waiving The Advertising, Competitive Bidding, And The Request For Proposals/Qualifications (“RFP/Q”) Competitive Selection Requirements And</p> <p>1) Authorizing The City Administrator Or Her Designee To Enter Into Professional Service Contracts For A Two Year Term From March 15, 2016, To March 14, 2018 With Advanced Systems Group Llc., In An Amount Of \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content</p> <p>2) Authorizing The City Administrator Or Her Designee To Enter Into Professional Service Contracts For A Two Year Term From March 15, 2016, To March 14, 2018 With: Video Media Inc., In An Amount Of \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content, Without Return To Council:</p> <p>3) Authorizing The City Administrator Or Her Designee To Enter Into Professional Service Contracts For A Two Year Term From March 15, 2016, To March 14, 2018 With Advanced Systems Group Llc., In An Amount Of \$140,000.00 For The Purchase, Repair, And/Or Maintenance Of Equipment Used To Record And Broadcast City Of Oakland Legislative And Non-Legislative Content</p>	<p>Rules 2/4/16 [15-0608, 15-0610, and 15-0611]</p>

<u>March 22, 2016</u>		
No.	Title	<u>Scheduled</u>
1	Report On City’s Procurement Processes	<p><i>Follow Up To Aftermarket Automotive Parts & Accessories Contract Report Provided To FMC 9/29/15 [15-0106]</i></p>

For Tracking Purposes

<u>March 2016</u>		
No.	Title	<u>Scheduled</u>
1	<p>Follow Up Information From The Equal Access Report For Fiscal Year 2014-2015 – Information To Include:</p> <ul style="list-style-type: none"> • 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. 	<p>Original Report Provided At FMC 9/29/15 [15-0104]</p>
2	<p>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 Contract Amounts, And Overall Status Update Of The Project</p>	<p><i>FY 15-17 Budget Tracking Adopted June 30, 2015</i></p>

<u>April 2016</u>		
No.	Title	<u>Scheduled</u>
1	<p>Follow Up Report Regarding Tax And Fee Assessment Of Transient Residential Hosting Platform (“TRHP”) (Commonly Known As Short-Term Residential Rentals) And Transportation Network Companies (“TNC”) Operating In The City Of Oakland – <i>Committee requested the item be held in committee and that city Administrator and City Attorney get verifiable agreements with brokers and explore all viable options for ways of taxing TRPHs and TNCs and give a progress report in three months.</i></p>	<p>Original Report Provided At FMC 1/26/16 [15-0198]</p>

<u>Quarterly Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	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	<i>FY 15-17 Budget Tracking Adopted June 30, 2015</i>	1/26/16	4/26/16
2	Cash Management Report	<i>From 5/11/04 Cmt</i>	12/1/15	2/9/16
3	Receive An Informational Report Regarding Police And Fire Retirement System Investment	<i>[15-0100]</i>	12/15/15	3/22/16
4	Revenue & Expenditure Report	<i>From 6/13/06 Cmt</i>	12/1/15	March 2016

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Vacancy Report – September And March	<i>From 2/23/06 Rules Cmt</i>	10/27/15	March 2016
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	<i>9/15/09 Cmt [09-0535]</i>	2/2/10	February 2016

<u>Annual Reports</u>				
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	<i>Rules 6/19/08 [07-1482]</i>	9/23/15	2 nd Cmt mtg September 2016
2	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>Rules 7/9/09 [09-0629]</i>	4/28/15	2 nd Cmt mtg April 2016
3	Report From The Office Of The City Attorney	<i>From</i>	10/13/09	January

	Regarding Advisory And Litigation Costs And Trends	<i>1/24/02 Rules Cmte & [2] 11/14/06 Cmte</i>		2016
4	An Informational Report From The City Auditor On The Status Of Required Audits	<i>From 11/14/06 Cmte & 7/14/09 Cmte</i>	2/26/13	N/A
5	Informational Report From The Public Works Agency On The City Fleet	6/08/10 Cmte [09-1472]	N/A	N/A
6	Equal Access Ordinance	<i>[15-0104]</i>	9/29/15	2 nd Cmte mtg September 2016
7	An Informational Report Regarding Risk Management	From 12/10/02 Cmte	5/12/15	May 2016
8	An Informational Report Regarding Worker's Compensation	<i>From 11/14/06 Cmte</i>	5/12/15	May 2016

Biennial Reports

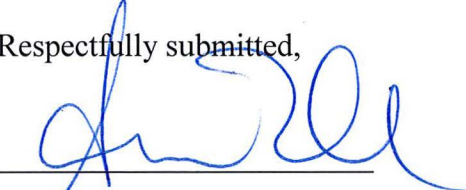
No.	Title	Scheduled	Last Report	Next Report
1	A Review And Possible Action On The Mayor's Salary (Odd-Numbered Years)	<i>[14-1117]</i>	6/23/15	June 2017

No Date Specific

No.	Title	Scheduled	Last Report	Next Report
1	Follow Up Report On The Current Status Of The Police Administration Building, Including Scope Of Existing Health And Safety Issues, Cost Estimates, Financing Options, Timelines, And Plans To Abate All Public Health And Safety Issues As Soon As Possible (NOTE: Committee requested staff to return to committee with an action item to approve the scope, cost and	<i>[15-0231]</i>	12/15/15	To be Scheduled

	<i>timing of needs analysis for OPD in anticipation of relocation of the existing Police Administration Building)</i>			
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<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,

For: Sabrina B. Landreth
City Administrator