



AGENDA REPORT

TO: Jestin D. Johnson
City Administrator

FROM: Erin Roseman
Finance Director

SUBJECT: City Administrator Emergency
Contract Report, FY 2022-23

DATE: October 2, 2023

City Administrator Approval

Date: **Nov 1, 2023**

RECOMMENDATION

Staff Recommends That The City Council Receive An Informational Report On All Emergency Purchases And Contracts Authorized By The City Administrator, During Fiscal Year 2022-23, In Accordance With The Oakland Municipal Code Section 2.04.020.

EXECUTIVE SUMMARY

This report satisfies the reporting requirements specified under Oakland Municipal Code (OMC) [Sections 2.04.020.F and 2.04.020.G](#), which requires the City Administrator to present a report to the City Council listing all emergency purchases and contracts awarded by the City Administrator within a reasonable time of contract execution. This report presents information for the Fiscal Year (FY) 2022-23.

BACKGROUND / LEGISLATIVE HISTORY

In a situation deemed to be an emergency by the City Administrator, the Oakland Municipal Code Sections 2.04.020.F and 2.04.020.G provide the City Administrator with the authority, without previous specific action of the City Council, to bind the City by written contract or purchase order exceeding the City Administrator's non-emergency purchase authority (\$250,000.00) in any single transaction or term agreement for the purchase of supplies or payment of services or a combination of both.

ANALYSIS AND POLICY ALTERNATIVES

For FY 2022-23, the City Administrator or designee has approved a total of \$9.4 million in emergency contracts. Individual contract awards for FY 2022-23 are reported in **Attachment A**. This attachment lists each emergency procurement authorized by the City Administrator during this period, sorted by vendor. A brief description of the purpose of each emergency procurement is also provided, as well as the individual City department served.

The presentation of this report supports the Citywide priority **of responsive, trustworthy government**. It provides information on all emergency purchases and contracts authorized by the city administrator and provides assurance to policy makers and the members of the public that these awards are compliant with the contracting authority delegated to the City Administrator per OMC 2.04.020.

FISCAL IMPACT

This item is for informational purposes only and does not have a direct fiscal impact or cost.

PUBLIC OUTREACH / INTEREST

No outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing procedures, because this report is for informational purposes only.

COORDINATION

This report was prepared by the Controller's Bureau.

SUSTAINABLE OPPORTUNITIES

Economic: There are no direct economic issues associated with this informational report.

Environmental: There are no direct environmental opportunities associated with this informational report.

Race & Equity: This informational report lists all emergency purchases and contracts authorized by the City Administrator and provides assurance to policy makers and the members of the public that these awards are compliant with the contracting authority delegated to the City Administrator per OMC 2.04.020. While no direct race or equity opportunities are associated with this informational report, it provides a foundation upon which policymakers may consider further actions to promote these goals.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive An Informational Report On All Emergency Purchases And Contracts Authorized By The City Administrator, During Fiscal Year 2022-23, In Accordance With The Oakland Municipal Code Section 2.04.020.

For questions regarding this report, please contact Pooja Shrestha, Assistant Controller at 510-238-6776.

Respectfully submitted,



Erin Roseman (Oct 31, 2023 18:37 PDT)

ERIN ROSEMAN
Finance Director
Finance Department

Reviewed by:
Stephen Walsh, Controller

Prepared by:
Pooja Shrestha, Assistant Controller

Attachments (1):

Attachment A: City Administrator's Office – Approved Emergency Contracts, July 2022 – June 2023