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CITY OF OAKLAND



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Office of the City Administrator
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City Administrator

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(Revised 3/17/16)
March 22, 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>April 12, 2016</u>		
No.	Title	<u>Scheduled</u>
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]
2	Adopt A Resolution Establishing A City Council Policy To Widely Publicize The Availability Of Low Income Tax Refunds To The Public	Rules 3/17/16 [15-0787]

<u>April 26, 2016</u>		
No.	Title	<u>Scheduled</u>
1	Report On City's Procurement Processes	Follow Up To Aftermarket Automotive Parts & Accessories Contract Report Provided To FMC 9/29/15 [15-0106]
2	Conduct A Public Hearing And Upon Conclusion Adopt An Amendment To Ordinance No. 13320 C.M.S., The Master Fee Schedule To Increase The Rent Program Service Fee From \$30 Dollars Per Unit To \$72 Per Unit	Rules 3/10/16 [15-0261] to both FMC and CED

<u>May 24, 2016</u>				
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 <i>Possible (NOTE: Committee requested staff to return to committee with an action item to approve the scope, cost and timing of needs analysis for OPD in anticipation of relocation of the existing Police Administration Building)</i>	[15-0231]	12/15/15	<i>To be Scheduled</i>

For Tracking Purposes

<u>March 2016</u>		
No.	Title	<u>Scheduled</u>
2	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	<i>FY 15-17 Budget Tracking Adopted June 30, 2015</i>

April 2016		
No.	Title	Scheduled
1	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>	Original Report Provided At FMC 1/26/16 [15-0198]

Quarterly Reports				
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>	2/9/16	5/10/16
3	Receive An Informational Report Regarding Police And Fire Retirement System Investment	<i>[15-0100]</i>	3/8/16	6/14/16
4	Revenue & Expenditure Report	<i>From 6/13/06 Cmt</i>	3/8/16	6/14/16

Semi-Annual Reports				
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
2	Biannual Report On Aging And Outstanding Revenue – <i>Report Requested As Part Of The Motion By Councilmember Guillen at FMC</i>	<i>From FMC 3/8/16</i>	N/A	TBD

3/8/16 2nd Quarter Revenue & Expenditure Report			
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<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>	<i>9/23/15</i>	<i>September 2016</i>
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>	<i>4/28/15</i>	<i>April 2016</i>
3	Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends	<i>From 1/24/02 Rules Cmte & [2] 11/14/06 Cmte</i>	<i>10/13/09</i>	<i>January 2016</i>
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>	<i>2/26/13</i>	<i>N/A</i>
5	Informational Report From The Public Works Agency On The City Fleet	<i>6/08/10 Cmte [09-1472]</i>	<i>N/A</i>	<i>N/A</i>
6	Equal Access Ordinance	<i>[15-0104]</i>	<i>9/29/15</i>	<i>September 2016</i>
7	An Informational Report Regarding Risk Management	<i>From 12/10/02 Cmte</i>	<i>1/12/16</i>	<i>January 2017</i>
8	An Informational Report Regarding Worker's Compensation	<i>From 11/14/06 Cmte</i>	<i>1/12/16</i>	<i>January 2017</i>

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

<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