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**December 12, 2023**  
 (Revised 11/30/2023)

**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, Tonya Gilmore, City Administrator Office, and Britney Davis, Assistant City Clerk, Office of the City Clerk.**

December 12, 2023		
No.	Title	Date Scheduled & File ID
1	Receive An Informational Report Regarding OPD Overtime	10/19/23 [23-0837]
2	Receive An Informational Report From The Oakland Fire Department On The Use Of Overtime During The Third Quarter Of Fiscal Year 2023 (FY 2023), That Includes Additional Information On Overtime Policy, Use, And Accountability	10/19/23 [23-0844]
3	Informational Report on the Oakland Police and Fire Retirement System’s (“PFRS”, or “System”) Investment Portfolio for the Quarter Ended September 30, 2023.	11/09/23 [23-0922]
4	Informational Report on the Background of the Oakland Police and Fire Retirement System’s (“PFRS”, or “System”) as of June 30, 2023.	11/09/23 [23-0923]
5	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	11/2/23 [23-0888] <i>continued</i> from 11/14/23 FMC

<b>December 12, 2023</b> <i>continued</i>		
6	Staff Recommends That The City Council Adopt A Resolution to:  (1) Award A Contract To Opengov, Inc. In An Amount Not To Exceed \$2,100,000 For A Four-Year Term From January 1, 2024 To December 31, 2027 To Continue Providing Cloud Software Services For Online Budget Book And Add Forms & Workflows Module; And  (2) Waive The Competitive Multiple-Step Solicitation Process Required For The Acquisition Of Information Technology Systems And Waive The Local And Small Local Business Enterprise Program Requirements	11/09/23 [23-0924]
7	Semi Annual Staffing Report	11/30/23 [23-0955]

<b>January 09, 2024</b>		
No.	Title	Date Scheduled & File ID
1	Staff Recommends That The City Council Receive An Informational Report on Measure KK Projects and Expenditures Update For The Quarter That Ended On June 30, 2023	10/19/23 [23-0817] <i>continued</i> from 11/14/23 FMC with supplemental.
2	Staff Recommends That The City Council Receive An Informational Report On Fiscal Year (FY) 2022-23 Fourth Quarter Revenue and Expenditure (R&E) Results And Year-End Summaries For The General Purpose Fund (GPF, 1010) and Select Funds, and Fiscal Year (FY) 2023-24 First Quarter Revenue and Expenditure (R&E) Year-End Projections For the General Purpose Fund (GPF, 1010) and Select Funds.	11/09/23 [23-0919] Continued from 11/27/23 FMC with supplemental.

<b>Quarterly Reports</b>				
No.	Title	First Scheduled	Last Report & File ID	Next Report
1	Revenue & Expenditure Report	FMC 6/13/06	11/27/23 [23-0919]	Mar-24
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]	Dec-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]	Dec-23
5	Cash Management Report	FMC 5/11/04	11/14/23 [23-0864]	Feb-24
6	Receive An Informational Report Regarding Police And Fire Retirement System Investment (“PFRS”)	[15-0100]	10/24/23 [23-0695]	Dec-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	10/24/23 [23-0738]	Dec-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. Providing information on what is being spent and why it is being spent.</i>	FMC 7/11/17 [16-1293]	<a href="#">Informational Memo 2/18/21</a>	Aug-21

Annual Reports				
No.	Title	First Scheduled	Last Report & File ID	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]	7/18/23 [23-0421]	Jun-24
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]	10/24/23 [23-0758]	Sept-24
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	11/1/22 [22-0531]	TBD
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

<b>Annual Reports</b> <i>continued</i>				
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 – <b>Report converted from Semi-Annual to Annual Report at FMC on 3/28/23.</b>	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]		
10	Receive An Informational Report From The City Administrator On The Status Of Implementing Policy Directives Passed By The City Council	6/14/23 [23-0482]	6/14/23 [23-0482]	Jun-24

<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]	7/11/23 [23-0574]	Jan-25

<b>Pending No Date Specific</b>		
No.	Title	Scheduled
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]
2	Adopt A Resolution Amending Resolution No. 89376 C.M.S., Which Awarded Grants To Community Service Providers, To Add Friends Of The Oakland Branch, A California Nonprofit Corporation, As The Fiscal Sponsor For The Grantee "National Association For The Advancement Of Colored People (NAACP)" For An Amount Not To Exceed Ten Thousand Dollars (\$10,000)	6/29/23 [23-0537] 7/6/23 moved to pending No Date Specific.

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*

Executive Assistant to Director (Finance)  
 For: Jestin D. Johnson  
 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>.