



2019 MAY 23 PM 4:59

ONE FRANK H. OGAWA PLAZA • 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the City Administrator  
Sabrina B. Landreth  
City Administrator

(510) 238-3301  
FAX: (510) 238-2223  
TTY/TDD: (510) 238-2007

May 28, 2019  
(Revised 5/23/19)

**CITY COUNCIL COMMITTEE ON FINANCE AND MANAGEMENT**  
Oakland, California

**Chair McElhaney and 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/Committee review.

**Finance and Management Committee: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, 9:30-10:30am**

**Chair: McElhaney; Committee Members: Gallo, Fortunato Bas, Kalb, Thao; Staff: Stephanie Hom, Katano Kasaine, and A'Janee Landingham**

| <u>June 11, 2019</u> |  |  |
|----------------------|--|--|
| No.                  | Title  | Scheduled  |
| 1                    | Receive An Informational Report Regarding Police And Fire Retirement System Investment   | Quarterly  |
| 2                    | Quarterly Report On Public Safety Overtime (OPD)   | Quarterly  |
| 3                    | Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls  | Quarterly  |
| 4                    | Biannual Report On Aging And Outstanding Revenue   | Semi-Annual  |
| 5                    | Status Update on CAD/RMS Prime 2.0 (IT)  | Semi-Annual  |
| 6                    | Adopt An Ordinance Amending The Oakland Municipal Code, Chapter 5.04, Section 5.04.420, To Fully Or Partially Exempt From The Business Tax On Residential Property Rentals Those Landlords With Personal Income Of 100 Percent Of Area Median Income Or Less Who Rent Out (1) Two Or Fewer Rooms From Their Single Family Home Of Personal Residence Or (2) A Unit From Their Owner-Occupied Two-Unit Parcel | Moved at Rules 5/23/19 from FMC 5/28/19 to FMC 6/11/19 [18-1769] |
| 7                    | Receive A Presentation From The City Auditor Regarding The Rent Adjustment Program Follow-Up Audit Report  | Rules 5/23/19 [18-1864]  |

|   |  |                         |
|---|--|-------------------------|
| 8 | Receive An Informational Report On The Status Of The Affordable Housing And Infrastructure Bond Public (Measure KK) Projects And Expenditures  | Rules 5/23/19 [18-1882] |
| 9 | Adopt A Resolution Authorizing The City Administrator To Award A Contract To Toshiba Business Solutions, A Corporation, In An Annual Amount Not To Exceed Three Hundred Sixty-Two Thousand, Seven Hundred Thirty-Seven Dollars (\$362,737), To Provide Rental Of Convenience Copiers, For A Three Year Term From July 1, 2019, To June 30, 2021, For A Total Not-To-Exceed Contract Amount Of One Million Eighty-Eight Thousand, Two Hundred Eleven Dollars (\$1,088,211), In Accordance With Specification No. 19-985-00/Request For Quotation ("RFQ") No. 138493 | Rules 5/23/19 [18-1896] |

**June 25, 2019**

| No. | Title   | <u>Scheduled</u>        |
|-----|---|-------------------------|
| 1   | Adopt A Resolution Authorizing The City Administrator, Or Designee, To: 1. Enter Into An Agreement With PMWEB, Inc, For A Term Beginning September 1, 2019, Through December 31, 2023, In An Amount Not To Exceed Eight-Hundred Eighty-Two Thousand Dollars (\$882,000), Inducing A Twenty Five Percent Contingency, For The Purchase And Installation Of A Capital Improvement Project (CIP) Management System, Software License, Training And Support For The Department Of Transportation And The Oakland Public Works Department; 2. With The Option To Enter A Into License, Maintenance, Hosting, And Professional Services Agreements With PMWEB, Inc., Or Its Authorized Business Partners, In An Amount Not To Exceed Sixty-Nine Thousand Dollars (\$69,000), Including The Purchase Of Products That Enhance PMWEB Inc. System Through Additional Functionality, Without Return To Council; And, 3. Waive The Competitive Proposal Solicitation Requirement For The Professional Service Agreements For Continued Support And/Or Products Listed In (2) Above | Rules 5/23/19 [18-1870] |

**July 9, 2019**

| No. | Title   | <u>Scheduled</u> |
|-----|---|------------------|
| 1   | 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 | Semi-Annual      |

**Quarterly Reports**

| No. | Title   | Scheduled      | Last Report | Next Report |
|-----|---|----------------|-------------|-------------|
| 1   | Cash Management Report  | FMC<br>5/11/04 | 5/14/19     | 9/10/19     |
| 2   | Receive An Informational Report Regarding Police And Fire Retirement System Investment  | [15-0100]      | 3/19/19     | 6/11/19     |
| 3   | Revenue & Expenditure Report  | FMC 6/13/06    | 2/19/19     | 5/28/19     |
| 4   | Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland     | FMC<br>9/27/16 | 3/5/19      | 5/28/19     |
| 5   | Quarterly Report On Public Safety Overtime (OPD)  | [18-1013]      | 2/19/19     | 6/11/19     |
| 6   | Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls | [18-1432]      | 3/5/19      | 6/11/19     |

**Semi-Annual Reports**

| No. | Title   | Scheduled                      | Last Report | Next Report |
|-----|---|--------------------------------|-------------|-------------|
| 1   | Vacancy Report (September And March)  | Rules<br>2/23/06               | 11/13/18    | 5/28/19     |
| 2   | Status Report On Citywide Efforts To Research And Correct Negative Fund Balances  | FMC<br>9/15/09<br>[09-0535]    | 11/14/17    | 5/28/19     |
| 3   | 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; this report was withdrawn from the October 23 committee meeting at Rules 10/4/18</i>   | FMC<br>3/8/16                  | 11/13/18    | 6/11/19     |
| 4   | An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i>   | FMC<br>11/14/06 and<br>7/14/09 | 3/19/19     | 9/10/19     |
| 5   | 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>Council Requested This Report Be Semi Annual As A Part Of The City Administrator’s Increase In Contracting And Purchasing Amounts.</i> | Rules<br>7/9/09<br>[09-0629]   | 3/5/19      | 7/9/19      |
| 6.  | Status Update on CAD/RMS Prime 2.0 (IT)<br><i>Committee requested that updates are provided</i>   | Comte<br>7/11/17 [16-          | 12/4/18     | 6/11/19     |

|   |       |  |  |
|---|-------|--|--|
| <i>twice a year on this project. Provide information on what is being spent and why it's being spent.</i> | 1293] |  |  |
|---|-------|--|--|

| <b>Annual Reports</b> |  |                                       |             |               |
|-----------------------|--|---------------------------------------|-------------|---------------|
| 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 | Rules<br>6/19/08<br>[07-1482]         | 11/13/18    | 10/22/19      |
| 2                     | Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends   | Rules<br>1/24/02 &<br>FMC<br>11/14/06 | 10/13/09    | TBD           |
| 3                     | Informational Report From The Public Works Agency On The City Fleet  | FMC<br>6/08/10<br>[09-1472]           | N/A         | N/A           |
| 4                     | Equal Access Ordinance   | [15-0104]                             | 9/25/18     | 9/24/19       |
| 5                     | An Informational Report Regarding Worker's Compensation  | FMC<br>11/14/06                       | 3/5/19      | March<br>2020 |

| <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<br>Requirement<br>[14-1117] | 9/12/17     | June 2019   |

| <b>Pending No Date Specific</b> |  |  |
|---------------------------------|--|--|
| 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]<br>moved at FMC 4/12/16  |
| 2                               | An Ordinance Amending the OMC to Prohibit the City from Contracting with Companies that Contract with the Federal Government to Provide Services or Goods to Construct the Border Wall Referenced In Executive Order No. 13767, Dated January 25, 2017 | Moved at the 7/11/17<br>Committee Meeting to<br>Pending, NSD [16-1293]                                     |
| 3                               | Receive An Informational Report Regarding Efforts In Progress Towards A Paper Form Free City - <i>Heard At FMC 11/15/16 Scheduled To Return In Six Months</i>  | FY 15-17 Budget Tracking<br>Adopted June 30, 2015 –<br>[16-1173]; Comte 5/23/17<br>moved to 9/12/17. Moved |

|   |  |  |
|---|--|--|
|   |  | to Pending No Date Specific Via Rule 28 9/29/17  |
| 4 | Receive An Informational Report From The City Auditor On The Status Of Required Audits: DOT's Response To City Auditor Citation Void Report  | Rules 10/4/18 [18-0889] moved to pending list at Rules 11/29/18  |
| 5 | An Ordinance Amending The Oakland Municipal Code, Chapter 5.04, Section 5.04.420, Excluding From The Business Tax On Rental Of Residential Property: (1) Rental Of No More Than Three Bedrooms In An Owner Occupied Residence, Duplex And/Or In-Law Unit; Or (2) Rental Under A Tenant-Based Assistance Program Pursuant To Section 8 Of The U.S. Housing Act Of 1937. <i>This item was scheduled to F&amp;MC as well as CEDC (CM Gallo)</i> | Rules Comte 10.4.18 [4.11] (18-0973), expect title change<br>Moved at Rules 2/7/19 to Pending No Date Specific |

| <b><u>Boards/Commission Reports (As Requested)</u></b> |                              |
|--|------------------------------|
| <b>No.</b>   | <b>Title</b>                 |
| 1  | Budget Advisory Commission   |
| 2  | Business Tax Board Of Review |
| 3  | Civil Service Board          |

Respectfully submitted,

*S. Todd*

For: Sabrina B. Landreth  
City Administrator