

CITY OF OAKLAND



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April 25, 2023
(Revised 04/13/2023)

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: 2nd & 4th Tuesdays at 9:30 am
Chair: Kevin Jenkins; Committee Members: Rebecca Kaplan, Nikki Fortunato Bas, and Janani Ramachandran; Staff: Erin Roseman, Finance Director, Angela Robinson Pinon, City Administrator Office, and A'Janee Landingham, Legislative Recorder, Office of the City Clerk.

| April 25, 2023 | | |
|-----------------------|---|---|
| No. | Title | Date Scheduled & File ID |
| 1 | Receive An Informational Report Regarding Oakland Police Department (OPD) Overtime | 3/2/23 [23-0149] continued from 4/11/23 FMC |
| 2 | Receive And Informational Report From The Finance Department On A Budget Outlook Message And Calendar Providing An Overview Of The FY 2023-25 Budget Development Process And Estimated Key Dates Of Budget Events | 3/30/23 [23-0245] |

| April 25, 2023 <i>continued</i> | | |
|--|--|---|
| No. | Title | Date Scheduled & File ID |
| 3 | Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. (“Salary Ordinance”) To: (A) Add The Full-Time Classification Of Violence Prevention Services Manager; The Full-Time Classification Of Violence Prevention Services Supervisor; The Full-Time Classification Of Early Childhood Education Manager; The Full-Time Classification Of Early Learning Specialist; The Full-Time Classification Of Manager, Head Start Program Operations; The Full-Time Classification Of Rent Adjustment Program Assistant; And The Full-Time Classification Of Veterinary Assistant; And (B) Amend The Salary Of The Full-Time Classification Of Veterinarian, The Permanent Part-Time Classification Of Veterinarian, The Part-Time Classification Of Veterinarian, The Full-Time Classification Of Registered Veterinary Technician, And The Full-Time Classification Of Deputy Chief Of Violence Prevention | 3/30/23 [23-0258] |
| 4 | Adopt A Resolution Initiating The Fiscal Year (FY) 2023-24 Assessment Process For The City Of Oakland Landscaping And Lighting Assessment District (LLAD) And Authorizing The City Administrator To Order A Preliminary Engineer’s Report | 3/30/23 [23-0249] |
| 5 | Adopt A Resolution Awarding A Professional Services Contract To Kaizen InfoSource LLC Prepare A New Records Retention Policy For The City Of Oakland] In An Amount Not To Exceed \$60,000 Utilizing The Funds Allocated For That Purpose In The Fiscal Year [2022-23 Mid-Cycle Budget, Pursuant To Resolution No. 89283 C.M.S., To Update And Replace The Existing Policy Last Updated In 2003; Waiving The Competitive Request For Proposal/Qualifications (RFP/Q) Process Pursuant To Oakland Municipal Code Section 2.04.051.B And The Local/Small Local Business Enterprise (L/SLBE) Program Requirements In The Best Interests Of The City | 3/30/23 [23-0248] |
| 6 | Adopt An Ordinance Amending Ordinance No. 13619 C.M.S, Which Established The Affordable Housing And Infrastructure Public Oversight Committee, To Assign To The Committee The Responsibility For Oversight Of The 2022 Affordable Housing And Infrastructure Bond (Measure U) And Make Non-Substantive Technical Edits | 4/13/23 [23-0292] |

| May 9, 2023 | | |
|--------------------|---|---|
| No. | Title | Date Scheduled & File ID |
| 1 | Receive An Informational Report From The Oakland Fire Department On The Use Of Overtime During The First And Second Quarter Of Fiscal Year 2023, That Includes Additional Information On Overtime Policy, Use, And Accountability | 3/23/23 [23-0218] |
| 2 | Receive The Informational Report On All Purchases And Contracts Authorized By The City Administrator Or Designee, Within The City Administrator’s Contract Authority During Fiscal Year 2021-22, In Accordance With The Oakland Municipal Code Section 2.04.020 | 3/9/23 [23-0167] |

May 9, 2023 continued

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|---|---|---------------------|
| 3 | Adopt a Resolution: 1. Approving the City of Oakland Landscaping and Lighting Assessment District (LLAD) Fiscal Year (FY) 2023-24 Preliminary Engineer's Report; and 2. Declaring the Intention To Levy and Collect the Annual LLAD Assessment for FY 2023-24; and 3. Setting June 6, 2023 At 4:00 PM As The Date and Time For A Public Hearing | 5/9/23 [23-0257] |
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Quarterly Reports

| No. | Title | First Scheduled | Last Report & File ID | Next Report |
|-----|---|--------------------------|--|---------------------|
| 1 | Revenue & Expenditure Report | FMC 6/13/06 | 3/14/23 [23-0155] | Sep-23 |
| 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] | Informational Memo 6/06/22 | Nov-22 |
| 3 | Quarterly Report On Public Safety Overtime (OPD) | [18-1013] | 4/11/23 [23-0149] | |
| 4 | Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls | [18-1432] | Informational Memo 7/18/22 | 5/9/23 [23-0218] |
| 5 | Cash Management Report | FMC 5/11/04 | Informational Memo 1/4/23 | |
| 6 | Receive An Informational Report Regarding Police And Fire Retirement System Investment | [15-0100] | Informational Memo 3/31/23 | |

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 | 12/20/22 [22-0919] | May-23 |
| 2 | Status Report On Citywide Efforts To Research And Correct Negative Fund Balances | FMC 9/15/09 [09-0535] | Informational Memo 04/07/22 | 2022 |
| 3 | Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested updates are provided twice a year on this project. Provide information on what is being spent and why it is being spent.</i> | Comte 7/11/17 [16-1293] | Informational Memo 2/18/21 | Aug-21 |

| Annual Reports | | | | |
|----------------|--|--|--|-------------|
| 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 6/19/08 [07-1482] | Informational Memo 3/8/22 | 2023 |
| 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] | Informational Memo 9/12/22 | Sept-23 |
| 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. 6/13/22 comte mtg scheduled to 07/11/22 comte mtg. 6/16/22 Rules mtg scheduled to 9/12/22 comte mtg. | 11/1/22 [22-0531] | TBD |
| 7 | Biannual Report On Aging And Outstanding Revenue – Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2nd Quarter Revenue & Expenditure Report. Report converted from Semi-Annual to Annual Report at FMC on 3/28/23. | FMC 3/8/16 | 11/12/19 [18-2326] | TBD |
| 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 – Report converted from Semi-Annual to Annual Report at FMC on 3/28/23. | Rules 7/9/09 [09-0629] | Informational Memo 2/10/22 | 2022 |
| 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] | | |

| Biennial Reports | | | | |
|------------------|---|-------------------------------|-------------|-------------|
| 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] | 1/14/20 | Jan-22 |

| Pending No Date Specific | | |
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| No. | Title | <u>Scheduled</u> |
| 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 | Receive An Informational Report From The City Administrator On All 501(C)(3) Non-Profit Service Providers The City Of Oakland Has Contracted With In Fiscal Years 2019, 2020, 2021, And 2022 For Homelessness And Public Safety Related Services, Including The Names Of The Organizations, The Contract Amount, The Nature Of The Work, How Many Contracts Each Organization Received During This Period, And Whether The Organization Provides Other Services To The City And What Those Services Are | 12/7/22 [22-0984], FMC 02/27/23 <i>moved to pending No Date Specific</i> |

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

Respectfully submitted,

Judith Christian

For: Steven Falk
Interim 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>.