



2020 FEB 20 PM 2:38

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

**February 25, 2020**  
(Revised 2/20/20)

**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 am - 12:00 pm**

**Chair: McElhaney; Committee Members: Fortunato Bas, Kalb, Thao; Staff: Assistant City Administrator Ed Reiskin, Adam Benson, and A'Janee Landingham**

<u>March 10, 2020</u>		
No.	Title	Scheduled
1	The Chairperson's Report	
2	Receive An Informational Report On The Fiscal Year 2018-19 Workers' Compensation Program [20-0205]	Rules on 2/20/20

<u>Quarterly Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Revenue & Expenditure Report	FMC 6/13/06	10/22/19	2/25/20
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	2/11/20	
3	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	10/22/19	2/25/20
4	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	10/22/19	2/25/20

<b>Semi-Annual Reports</b>				
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>	<b>Last Report</b>	<b>Next Report</b>
1	Staffing Report (September And March)	Rules 2/23/06	11/12/19	
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	11/12/19	
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 Quarter Revenue &amp; Expenditure Report; this report was withdrawn from the October 23 committee meeting at Rules 10/4/18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 3/8/16	11/12/19	
4	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 7/9/09 [09-0629]	9/10/19	
5	Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested that updates are provided twice a year on this project. Provide information on what is being spent and why it’s being spent.</i>	Comte 7/11/17 [16-1293]	12/3/19	

<b>Annual Reports</b>				
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>	<b>Last Report</b>	<b>Next Report</b>
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]	10/8/19	
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	10/13/09	2/25/20
3	Informational Report From The Public Works Agency On The City Fleet	FMC 6/08/10 [09-1472]	N/A	
4	Equal Access Ordinance	[15-0104]	10/8/19	

<b><u>Annual Reports</u></b>				
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>	<b>Last Report</b>	<b>Next Report</b>
5	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	3/5/19	March 2020
6	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from a semi-annual report to annual report at Rules Committee meeting on 9/19/19.</i>	Rules 9/19/19	3/19/19	March 2020

<b><u>Biennial Reports</u></b>				
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>	<b>Last Report</b>	<b>Next Report</b>
1	A Review And Possible Action On The Mayor's Salary (Odd-Numbered Years)	Charter Requirement [14-1117]	1/14/20	

<b><u>Pending No Date Specific</u></b>		
<b>No.</b>	<b>Title</b>	<b><u>Scheduled</u></b>
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] moved at FMC 4/12/16
2	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 Adopted June 30, 2015 – [16-1173]; Comte 5/23/17 moved to 9/12/17. Moved to Pending No Date Specific Via Rule 28 9/29/17
3	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
4	Adopt An Ordinance Amending Chapter 3.08 'Elections' To Add Article Iv, Which Would Create A Formal Process For The City Council To Place City Sponsored Measures On The Ballot To Improve Transparency, Analysis And Accuracy Of City Sponsored Ballot Measures	FMC 9/10/19 [18-1987]
5	Adopt A Resolution Authorizing The City Administrator, Or Designee, To 1) Enter Into A Grant Agreement With The Federal Emergency Management Agency (FEMA) To Accept Assistance To Firefighters Grant (AFG) Funds In The Amount Of Seventy Four Thousand Five Hundred Forty Six Dollars (\$74,546.00); 2) Accept, Appropriate, And Administer Said Funds; And 3) Expend Funds To Purchase Equipment And Other Necessary Resources, In Accordance With The City's Purchasing Guidelines	FMC 12/3/19 [18-2510]

<b><u>Pending No Date Specific</u></b>		
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>
6	Receive An Informational Report On The Range Of Salaries For The Mayor, City Attorney, And City Auditor In Conformity With The Oakland City Charter	FMC 12/3/19 [18-2128]

<b><u>List of Published Reports</u></b>			
<b>No.</b>	<b>Title</b>	<b>Last Report</b>	<b>Notes</b>
1	Receive An Informational Report Regarding Police And Fire Retirement System Investment [20-0075]	1/28/20	Removed from quarterly reports list and moved to published reports list at FMC 1/28/20
2	Cash Management Report	2/11/20	Removed from quarterly reports list and moved to published reports list at FMC 2/11/20

<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