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CITY OF OAKLAND



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Office of the City Administrator
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(Revised 1/19/17)
January 24, 2017

**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 am
(Committee Chair Kalb and Members, Gibson-McElhane, Campbell-Washington,
Guillen; Staff: Christine Daniel and Sarah Schlenk)

For Tracking Purposes

| <u>May 23, 2017</u> | | |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <u>No.</u> | <u>Title</u> | <u>Scheduled</u> |
| 1 | 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> | <i>FY 15-17 Budget Tracking Adopted June 30, 2015 - [16-0355] FMC 11/15/16</i> |

Item #2
Finance & Management Committee
January 24, 2017

| <u>Monthly Reports</u> | | | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------|-------------|
| No. | Title | Scheduled | Last Report | Next Report |
| 1 | Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland | <i>FMC 9/27/16 Action Taken Under The Pending List</i> | 12/6/16 | 1/24/17 |

| <u>Quarterly Reports</u> | | | | |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------|-------------|
| 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> | 10/25/16 | 2/14/17 |
| 2 | Cash Management Report | <i>From 5/11/04 Cmte</i> | 11/15/16 | 2/28/17 |
| 3 | Receive An Informational Report Regarding Police And Fire Retirement System Investment | <i>[15-0100]</i> | 12/6/16 | 3/14/17 |
| 4 | Revenue & Expenditure Report | <i>From 6/13/06 Cmt</i> | 11/15/16 | 2/28/17 |

| <u>Semi-Annual Reports</u> | | | | |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------|--------------------------|
| No. | Title | Scheduled | Last Report | Next Report |
| 1 | Vacancy Report – September And March | <i>From 2/23/06 Rules Cmte</i> | 11/15/16 | 5/23/17 |
| 2 | Status Report On Citywide Efforts To Research And Correct Negative Fund Balances | <i>9/15/09 Cmte [09- 0535]</i> | 2/2/10 | <i>February 2017</i> |
| 3 | Biannual Report On Aging And Outstanding Revenue – <i>Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2nd Quarter Revenue & Expenditure Report</i> | <i>From FMC 3/8/16</i> | <i>N/A</i> | <i>February 2017</i> |
| 4 | An Informational Report From The City Auditor | <i>From</i> | 12/6/16 | 6/13/17 |

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|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|--------------------------|
| | On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i> | <i>11/14/06 Cmte & 7/14/09 Cmte</i> | | |
| 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> | <i>Rules 7/9/09 [09-0629]</i> | <i>4/26/16</i> | <i>November 2016</i> |

| 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 | <i>Rules 6/19/08 [07-1482]</i> | <i>10/25/16</i> | <i>10/24/17</i> |
| 2 | 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 2017</i> |
| 3 | 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> |
| 4 | Equal Access Ordinance | <i>[15-0104]</i> | <i>9/27/16</i> | <i>September 2017</i> |
| 5 | An Informational Report Regarding Risk Management | <i>From 12/10/02 Cmte</i> | <i>1/10/17</i> | <i>January 2018</i> |
| 6 | An Informational Report Regarding Worker’s Compensation | <i>From 11/14/06 Cmte</i> | <i>1/10/17</i> | <i>January 2018</i> |

| Biennial Reports | | | | |
|-------------------------|-------------------------------------------------------------------------|------------------|--------------------|--------------------|
| 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 |

| Pending No Date Specific | | |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| No. | Title | Scheduled |
| 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 |

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

Respectfully submitted,

S. Todd

For: Sabrina B. Landreth
City Administrator