



AGENDA REPORT


TO: Jestin D. Johnson
City Administrator

FROM: Monica Davis
Deputy City Administrator

SUBJECT: Resolution Ratifying the Mayor's
Actions During the 2025 Annual
Recess

DATE: August 22, 2025

City Administrator Approval


Jestin Johnson (Sep 24, 2025 13:10:58 PDT)

Date: 09/24/2025

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Confirming and Ratifying Actions Taken By The Mayor During The Oakland City Council 2025 Annual Recess In Conformance With Rule 21 Of The Council's Rules Of Procedures Codified In Resolution No. 90066 C.M.S., Passed December 19, 2023

EXECUTIVE SUMMARY

During the City Council's annual recess period, the Mayor is authorized to take certain actions that would normally be taken by the City Council that cannot be deferred for Council action following the recess, except for those reserved for the City Council pursuant to the City Charter as referenced in Rule 21 of the Council's Rules of Procedure, Resolution No. [90066 C.M.S.](#) Actions taken by the Mayor during the annual recess must be presented to the City Council. At this time, the Council may confirm said actions.

In accordance with Rule 21 of the Council's Rules of Procedure, this report requests that the City Council confirm the actions taken during the 2025 annual recess. The City of Oakland Recess Agendas, dated August 19 and 26, 2025, are attached hereto as **Attachments A and C**.

BACKGROUND / LEGISLATIVE HISTORY

The City Council's annual summer recess commences August 1st and continues through August 31st each year. During the recess, the City of Oakland business is governed by specific sections of the Oakland Municipal Code (O.M.C.) and the Council's Rules of Procedure (Resolution No. 90066 C.M.S.).

[O.M.C. 2.04.020. \(H\)](#) states that during the City Council annual recess, the City Administrator's purchasing authority shall not exceed **\$500,000 for the purchase of supplies or payment for services, and \$300,000 for professional and consultant services**. Council approval is not required for contracts within these limits during the recess, provided vendors and contractors

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are selected in accordance with the City's advertising and bidding/request for proposal/qualifications requirements and other requirements of the Purchasing Ordinance.

Contract approvals exceeding the foregoing recess purchasing levels must set forth reasons why the item cannot be deferred until the Council's legislative session resumes. All actions exceeding the Mayor's authority during the Council recess are set forth in the Council's Rules of Procedure.

Council's Rules of Procedure, Rule 21, *Action During Council Recess*, authorizes the Mayor to take action during the Council recess under the following circumstances:

- Actions that the Council would usually take, **except for** actions 1) requiring the adoption of an ordinance and 2) appropriating funds.
- Purchases carried out during the recess must conform to the requirements set forth in the Purchasing Ordinance. For example, funds must be previously budgeted by the City Council for the purchase, and staff must conduct advertising and/or bidding Request for Proposal/ Qualification (RFP/Q) processes as required by the Purchasing Ordinance, Oakland Municipal Code Section Ch. 2.04.
- Resolutions and agenda reports for purchases approved during the recess must be posted on the summer recess 2-week agenda to provide public notice and the opportunity for public comment and input for matters to be approved on behalf of the Council during the recess.
- Purchases and other approvals involving expenditure or disposition of funds are limited to previously adopted budgeted amounts.
- Justification is provided as to why actions taken on behalf of the Council during the recess cannot be deferred for Council approval after recess, except contracts authorized under O.M.C. section 2.04.020.H (City Administrator Recess Purchasing Authority).

Rule 21 also states that the Mayor may convene emergency Council meetings to take emergency actions necessary for the immediate preservation of the public peace, health, or safety.

ANALYSIS AND POLICY ALTERNATIVES

Pursuant to the Council's Rules of Procedures, the following actions and resolutions were approved by the Mayor during the 2025 annual recess and are presented to the City Council for confirmation.

August 19, 2025, - Office Of The Mayor Annual Recess Agenda

- Adopt A Resolution Authorizing The City Administrator To Accept A Gift Of Furniture To The City Of Oakland From 1950 Franklin Street LLC At A Value Estimated At \$1,415 For The City Of Oakland (See Legislation listed hereto as ***Attachment B***, for reasons the item could not be deferred)

August 26, 2025, - Office Of The Mayor Annual Recess Agenda

- Adopt A Resolution Fixing The Rate Of Property Tax And Levying A Tax On Real And Personal Property In The City Of Oakland For Fiscal Year 2023-2024 For Voter-Approved Indebtedness (See Executive Summary in the Agenda Report dated August 26, 2025, for reasons the item could not be deferred), attached hereto as ***Attachment D***.

This proposed resolution will continue to advance the Citywide Priority of a responsive, trustworthy government.

FISCAL IMPACT

There is no fiscal impact associated with these reports and resolutions. Fiscal impacts related to these items approved during the Council recess are discussed in the agenda report and resolution included in ***Attachments B and D***.

PUBLIC OUTREACH / INTEREST

No public outreach was required for this report other than posting on the City's website.

COORDINATION

The City Attorney's Office was consulted in preparation for this report.

SUSTAINABLE OPPORTUNITIES

Economic: There are no economic opportunities associated with this report.

Environmental: There are no environmental opportunities associated with this report.

Race and Equity: There are no race and equity opportunities associated with this report; however, essential city services that serve the public greatly rely upon revenues generated from the voter-approved special tax measures.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That City Council Adopt A Resolution Confirming and Ratifying Actions Taken By The Mayor During The Oakland City Council 2025 Annual Recess In Conformance With Rule 21 Of The Council's Rules Of Procedure Codified In Resolution No. 90066 C.M.S., Passed December 19, 2023.

For questions regarding this report, please contact Candice Parker Trigg, City Administrator Analyst, at 510-238-2900.

Respectfully submitted,



Monica Davis (Sep 24, 2025 13:07:13 PDT)

Monica Davis
Deputy City Administrator

Prepared by:
Candice Parker Trigg, Administrative Analyst
City Administrators Office

Attachments (4):

- A: August 19, 2025, City of Oakland Recess Agenda
- B: August 19, 2025 Item No. 2 - Legislation and Attachment A
- C: August 26, 2025, City of Oakland Recess Agenda
- D: Agenda Report dated August 26, 2025