

City of Oakland

*Office of the City Clerk
Oakland City Hall,
1 Frank H. Ogawa Plaza, Room 201
Oakland, California 94612*



Meeting Agenda - FINAL

Tuesday, April 25, 2023

9:00 AM

City Council Chamber, 3rd Floor

***Special Finance & Management Committee**

The Public May Observe And/Or Participate In This Meeting Many Ways.

OBSERVE:

- To observe, the public may view the televised video conference by viewing KTOP channel 10 on Xfinity (Comcast) or ATT Channel 99 and locating City of Oakland KTOP - Channel 10
- To observe the meeting online from the City's Agenda Meeting Calendar, at the noticed meeting time, please click on <https://oakland.legistar.com/calendar.aspx> and click on the "In Progress" link under "Video" for the corresponding meeting.
- To observe the meeting by video conference, please click on this link: <https://us02web.zoom.us/j/87889241504> at the noticed meeting time.
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) Meeting ID: 878 8924 1504

If asked for a participant ID or code, press #.

PUBLIC COMMENT WILL BE TAKEN ON EACH ACTION ITEM . ALL MEMBERS OF THE PUBLIC WISHING TO SPEAK MUST FILL OUT A SPEAKER CARD FOR EACH ITEM. SPEAKERS' CARDS MUST BE RECEIVED BY THE CITY CLERK. COMMENTS ON ITEMS NOT ON THE AGENDA WILL BE TAKEN DURING OPEN FORUM AT THE END OF THE MEETING.

ELECTRONIC SPEAKER CARDS/PUBLIC COMMENTS:

- **THE E-COMMENT FUNCTION IS CURRENTLY UNAVAILABLE.** Please Email Written Comments To Cityclerk@Oaklandca.Gov. Written Comments Must Be Submitted At Least 24 Hours Prior To The Meeting Time To Be Delivered To Committee Members.
- To Comment In Person, Members Of The Public Must Submit A Separate Speaker Card For Each Item On The Agenda To The City Clerk Before The Item Is Called.
- To Comment Via Zoom, Members Of The Public Must Submit An Electronic Speakers Card By Emailing Cityclerk@Oaklandca.Gov. The Email Should Include The Name And Date Of The Meeting, The Agenda Number, & Zoom Profile Name (Which At The Speakers Discretion May Be Their Legal Name Or Other Information To Identify Them) Or Phone Number.
- Once You Have Submitted Your Electronic Speaker Card - To Comment Via Zoom , Your Zoom Profile Name Will Be Acknowledged To Speak When Public Comment Is Being Taken On A Eligible Agenda Item At The Presiding Officers Discretion. You Will Be Permitted To Speak During Your Turn, Allowed To Comment, And After The Allotted Time, Re-Muted. Instructions On How To "Raise Your Hand" Is Available At: <https://Support.Zoom.us/Hc/En-US/Articles/205566129> - Raise-Hand-In-Webinar.

• To Comment By Phone, Upon Submitting An Electronic Speakers Card, Please Call On One Of The Above Listed Phone Numbers. You Will Be Prompted To “Raise Your Hand” By Pressing “*9” To Speak When Public Comment Is Taken. You Will Be Permitted To Speak During Your Turn, Allowed To Comment, And After The Allotted Time, Re-Muted. Please Unmute Your Self By Pressing *6.

If you have any questions, please email the Agenda Management Unit at cityclerk@oaklandca.gov

- Office of the City Clerk

DEFINITION OF TERMS:

- **Action Item:** shall mean any resolution, ordinance, public hearing, motion or recommendation requiring official vote and approval of the City Council to be effective.
- **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit Council action.
- **Consent Item:** shall mean, for the purposes of the City Council agenda, any action or informational item that a Standing Committee has forwarded to the full Council with unanimous recommendation for approval, except: 1) any item having a high level of public interest or controversy as determined by the Rules and Legislation Committee; 2) any action item that the Rules and Legislation Committee has placed on the Consent Calendar in accordance with Rule 26; or 3), any item that requires a public hearing or that is otherwise ineligible by law as a Consent Item.
- **Non-Consent Item:** shall mean, for the purposes of the City Council agenda, any action or informational item that: 1) a Standing Committee has forwarded to the full Council without unanimous recommendation for approval; 2) has a high level of public interest or controversy as determined by the Rules and Legislation Committee or; 3) requires a public hearing or is otherwise ineligible by law as a Consent Item.

COMMITTEE MEMBERSHIP:

Council President Nikki Fortunato Bas, District 2; Councilmember Rebecca Kaplan, At Large; Councilmember Janani Ramachandran, District 4; Chairperson: Councilmember Kevin Jenkins, District 6

Roll Call / Call To Order

- 1 Approval Of The Draft Minutes From The Committee Meeting Of April 11, 2023

[23-0273](#)

Attachments: [View Report](#)

- 2 Determination Of Schedule Of Outstanding Committee Items

[23-0279](#)

Attachments: [View Report](#)

- 3 Subject: New Records Retention Policy Contract
From: Office Of The City Clerk
Recommendation: Adopt A Resolution Awarding A Professional Services Contract To Kaizen InfoSource LLC To 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

[23-0248](#)

Attachments: [View Report](#)

[View Attachment A](#)

[View Attachment B](#)

[View Legislation](#)

Legislative History

3/30/23

*Rules & Legislation
Committee

Scheduled to the *Finance & Management
Committee

- 4 Subject: Budget Outlook Message And Calendar Report
From: Finance Department
Recommendation: Receive An 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

[23-0245](#)

Attachments: [View Report](#)

Legislative History

3/30/23

*Rules & Legislation
Committee

Scheduled to the *Finance & Management
Committee

- 5 Subject: Fiscal Year (FY) 2023-24 Landscaping And Lighting District (LLAD) -
Initiation
From: Finance Department
Recommendation: 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
[23-0249](#)

Attachments: [View Report](#)
[View Legislation](#)

Legislative History

3/30/23	*Rules & Legislation Committee	Scheduled to the *Finance & Management Committee
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- 6 Subject: Salary Ordinance Amendment For Various Classifications
From: Human Resources Management Department
Recommendation: 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 Head Start Program Operations Manager; 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
[23-0258](#)

Attachments: [View Report](#)
[View Legislation](#)

Legislative History

3/30/23	*Rules & Legislation Committee	Scheduled to the *Finance & Management Committee
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- 7 Subject: OPD Overtime Report: 4th Quarter FY 2021-22
From: Oakland Police Department
Recommendation: Receive An Informational Report Regarding Oakland Police
Department (OPD) Overtime
[23-0149](#)

Attachments: [View Report](#)
[View Supplemental Report - 4/20/2023](#)

Legislative History

3/2/23	*Rules & Legislation Committee	Scheduled to the *Finance & Management Committee
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4/11/23 *Finance & Management Committee Continued to the *Finance & Management Committee
Councilmember Ramachandran motioned, Councilmember Bas seconded to continue this item. The motion passed with a vote of 3 Ayes; 1 Excused: Kaplan. The item was approved to be continued to the April 25, 2023 Finance And Management Committee Meeting and to return with a supplemental report to include the following:

*1) Correlation between staffing levels and overtimes over the last five years,
2) Clarity of what overtime is required for sideshowes, violent crime and downtown violence versus special units already dedicated to towards this
3) Clarity of what Special Enforcement listed in Table 1 consists of; And provide a response to the following questions:*

*- Are vacancies at similar levels in OPD this year?
- Are vacancy savings expected to offset overtime again?*

1 Speaker Spoke On This Item

4/13/23 *Rules & Legislation Committee Continued to the *Finance & Management Committee

8 Subject: Assignment Of The 2022 Affordable Housing Infrastructure Bond Measure To The Affordable Housing And Infrastructure Public Oversight Committee
Form: Finance Department
Recommendation: Adopt An Ordinance Amending Ordinance No. 13619 C.M.S., Which Established The Affordable Housing & 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
[23-0292](#)

Attachments: [View Report](#)

[View Legislation](#)

Legislative History

4/13/23 *Rules & Legislation Committee Scheduled to the *Finance & Management Committee

Open Forum

Adjournment

*** In the event of a quorum of the City Council participates on this Committee, the meeting is noticed as a Special Meeting of the City Council; however no final City Council action can be taken.**

Americans With Disabilities Act

If you need special assistance, including translation services to participate in Oakland City Council and Committee meetings please contact the Office of the City Clerk. When possible, please notify the City Clerk 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Also, in compliance with Oakland's policy for people with environmental illness or multiple chemical sensitivities, please refrain from wearing strongly scented products to meetings.

Office of the City Clerk - Agenda Management Unit

Phone: (510) 238-6406

Fax: (510) 238-6699

Recorded Agenda: (510) 238-2386

Telecommunications Relay Service: 711

MATERIALS RELATED TO ITEMS ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKETS MAY BE VIEWED IN THE OFFICE OF THE CITY CLERK, 1 FRANK H. OGAWA PLAZA, 1ST AND 2ND FLOOR, OAKLAND, CA 94612 FROM 8:30 A.M. TO 5:00 P.M.