

# CITY OF OAKLAND



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Office of the City Administrator  
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(Revised 3/9/17)  
March 14, 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: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, 9:30-11:30 am  
(Committee Chair Guillen and Members, Campbell-Washington, Gallo, and Kalb; Staff:  
Christine Daniel and Sarah Schlenk)**

**For Tracking Purposes**

<b><u>May 23, 2017</u></b>		
<b>No.</b>	<b>Title</b>	<b><u>Scheduled</u></b>
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>
2	Revenue & Expenditure Report	<i>Quarterly Report</i>
3	Vacancy Report – September And March	<i>Semi Annual Report</i>
4	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	<i>Semi Annual Report</i>

Item #2  
Finance & Management Committee  
March 14, 2017

<p>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</i></p>	<p><i>Semi Annual Report</i></p>
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<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>	2/28/17	4/25/17

<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>	2/14/17	5/9/17
2	Cash Management Report	<i>From 5/11/04 Cmt</i>	2/14/17	5/9/17
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>	2/28/17	5/23/17

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Vacancy Report – September And March	<i>From 2/23/06 Rules Cmt</i>	11/15/16	5/23/17
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	<i>9/15/09 Cmt [09-</i>	2/2/10	5/23/17

		0535]		
3	Biannual Report On Aging And Outstanding Revenue – <b>Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2<sup>nd</sup> Quarter Revenue &amp; Expenditure Report</b>	From FMC 3/8/16	N/A	5/23/17
4	An Informational Report From The City Auditor On The Status Of Required Audits – <b>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</b>	From 11/14/06 Cmte & 7/14/09 Cmte	12/6/16	6/13/17
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 – <b>Council Requested This Report Be Semi Annual As A Part Of The City Administrator’s Increase In Contracting And Purchasing Amounts.</b>	Rules 7/9/09 [09-0629]	2/14/17	9/12/17

<b><u>Annual Reports</u></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]	10/25/16	10/24/17
2	Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends	From 1/24/02 Rules Cmte & [2] 11/14/06 Cmte	10/13/09	January 2017
3	Informational Report From The Public Works Agency On The City Fleet	6/08/10 Cmte [09-1472]	N/A	N/A
4	Equal Access Ordinance	[15-0104]	9/27/16	September 2017
5	An Informational Report Regarding Risk Management	From 12/10/02 Cmte	1/10/17	January 2018
6	An Informational Report Regarding Worker’s	From	1/10/17	January

	Compensation	11/14/06 Cmte		2018
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<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)	[14-1117]	6/23/15	June 2017

<b><u>Pending No Date Specific</u></b>		
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>
1	Receive A Status Report On The Contract With Spinnaker That Was Approved In 2013; On The Finance & Management Committee Agenda ASAP	<b>Rules 2/25/16 [15-0698] moved at FMC 4/12/16</b>
2	Adopt A Resolution Directing The City Administrator To Prepare An Informational Report With The Cost Estimates Of Commissioning A Study Analyzing The Feasibility And Economic Impact Of Establishing A Public Bank For Or Including The City Of Oakland, And Providing Funding Options For The Feasibility Study, Including The Option Of Allocating To The Study Any Remainder Of The Money That Was Budgeted For The Goldman Sachs Debarment Proceedings	<b>Heard at FMC 11/15/16 [16-0339]</b>

<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,



For: Sabrina B. Landreth  
City Administrator