

CITY OF OAKLAND



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Office of the City Administrator
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May 9, 2017
(Revised 5/4/17)

CITY COUNCIL COMMITTEE ON FINANCE AND MANAGEMENT Oakland, California

Chair Guillén 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: 2nd and 4th Tuesday, 9:30-11:30 am

Chair: Guillén; Committee Members: Campbell-Washington, Gallo, and Kalb; Staff: Stephanie Hom and Katano Kasaine

<u>May 23, 2017</u>		
No.	Title	<u>Scheduled</u>
1	Revenue & Expenditure Report	Quarterly Report
2	Adopt A Resolution Authorizing The City Administrator To Negotiate And Execute A Contract With Mason Tillman Associates LTD In An Amount Not To Exceed Four Hundred Ninety Thousand Eight Hundred Seventy Dollars (\$490,875) To Complete The Race And Gender Disparity Study For The City Of Oakland	Rules 4/20/17 [16-0994]
3	Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland	Monthly Report
4	Adopt A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Special Counsel - Labor And Employment From The Operation Of Civil Service And (2) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Classification Of Special Counsel - Labor And Employment	Rules 5/4/17 [16-1064]
5	Adopt An Ordinance Amending The Salary Schedule Of Ordinance	Rules 5/4/17 [16-1065]

	No. 12187 C.M.S. (“Salary Ordinance”) To Add The Full-Time Classification Of Municipal Code Enforcement Officer; To Add The Permanent Part-Time Equivalent Classification Of Urban Economic Analyst IV, Projects, PPT; To Amend The Title Of Citizen’s Police Review Board (CPRB) Executive Director To Executive Director, Community Police Review Agency (CPRA); And Delete Various Outdated Temporary Parks And Recreation Classifications	
6	Adopt An Ordinance Amending Ordinance No. 13363 C.M.S. (The Fiscal Year 2016-17 Master Fee Schedule, Or “MFS”), To Establish, Modify And Delete Fees And Penalties Assessed By Offices, Departments, Bureaus, And Agencies Of The City Of Oakland, Referenced Herein	Rules 5/4/17 [16-1075]
7	Receive The Single Audit Report For The Year Ended June 30, 2016	Rules 5/4/17 [16-1078]
8	Receive The Measure C - Oakland Hotel Tax Audit And Program Status Report For The Year Ended June 30, 2016	Rules 5/4/17 [16-1087]

June 13, 2017

No.	Title	<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>	FY 15-17 Budget Tracking Adopted June 30, 2015 – [16-0355]
2	Receive An Informational Report Regarding Police And Fire Retirement System Investment	Quarterly Report
3	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	Semi Annual Report
4	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i>	Semi Annual Report
5	Adopt An Ordinance Amending Ordinance No. 12066 C.M.S. Establishing The Linked Banking Services Program To Require Eligible Depositories To Submit Improvement Plans And Other Information Concerning Banking And Lending Practices As Required By The City Administrator	Rules 5/4/17 [16-1087]

Monthly Reports

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	FMC 9/27/16	4/25/17	5/23/17

<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	FY 15-17 Budget Tracking Adopted June 30, 2015	2/14/17	5/9/17
2	Cash Management Report	FMC 5/11/04	2/14/17	5/9/17
3	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	3/14/17	6/13/17
4	Revenue & Expenditure Report	FMC 6/13/06	2/28/17	5/23/17

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Vacancy Report (September And March)	Rules 2/23/06	4/25/17	10/24/17
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	2/2/10	6/13/17
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>	FMC 3/8/16	N/A	Pending No Date Specific
4	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from an annual report to semi-annual at the FMC meeting 5/10/16</i>	FMC 11/14/06 and 7/14/09	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 – <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]	2/14/17	9/12/17

<u>Annual Reports</u>				
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	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	Rules 1/24/02 & FMC 11/14/06	10/13/09	January 2017
3	Informational Report From The Public Works Agency On The City Fleet	FMC 6/08/10 [09-1472]	N/A	N/A
4	Equal Access Ordinance	[15-0104]	9/27/16	September 2017
5	An Informational Report Regarding Risk Management	FMC 12/10/02	1/10/17	January 2018
6	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	1/10/17	January 2018

<u>Biennial Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	A Review And Possible Action On The Mayor's Salary (Odd-Numbered Years)	Charter Requirement [14-1117]	6/23/15	June 2017

<u>Pending No Date Specific</u>		
No.	Title	<u>Scheduled</u>
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	Biannual Report On Aging And Outstanding Revenue	Semi Annual Report

<u>Boards/Commission Reports (As Requested)</u>	
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