

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2017 SEP 14 PM 4:01

CITY OF OAKLAND



ONE FRANK H. OGAWA PLAZA • 3RD FLOOR • OAKLAND, CALIFORNIA 94612

Office of the City Administrator  
Sabrina B. Landreth  
City Administrator

(510) 238-3301  
FAX: (510) 238-2223  
TTY/TDD: (510) 238-2007

September 26, 2017  
(Revised 9/14/17)

**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: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday, 9:00-11:30 am**

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

<u>September 26, 2017</u>		
No.	Title	<u>Scheduled</u>
1	Monthly State and Federal Budget Report	Via Rule 28 8/29/17
2	Equal Access Ordinance	[15-0104] Moved from pending list at FMC 9/12/17

<u>October 24, 2017</u>		
No.	Title	<u>Scheduled</u>
1	Revenue & Expenditure Report	Via Rule 28 8/29/17
2	Vacancy Report (September And March)	Rules 2/23/06

<u>November 14, 2017</u>		
No.	Title	<u>Scheduled</u>
1	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	Semi Annual Report; Compte 5/23/17 moved to 9/12/17 (16-1175)

<u>December 5, 2017</u>		
No.	Title	<u>Scheduled</u>
1	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]

<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	FMC 9/27/16	6/13/17	9/26/17

<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	5/9/17	10/24/17
2	Cash Management Report	FMC 5/11/04	9/12/17	11/14/17
3	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	9/12/17	12/5/17
4	Revenue & Expenditure Report	FMC 6/13/06	5/23/17	10/24/17

<b>Semi-Annual Reports</b>				
<b>No.</b>	<b>Title</b>	<b>Scheduled</b>	<b>Last Report</b>	<b>Next Report</b>
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	11/14/17
3	Biannual Report On Aging And Outstanding Revenue – <i>Report Requested As Part Of The Motion By Councilmember Guillen at FMC 3/8/16 2<sup>nd</sup> Quarter Revenue &amp; 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	Continued from 6/13/17 No Date Specific
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	12/5/17
6.	Status Update on CAD/RMS Prime 2.0 (IT) <i>Committee requested that updates are provided twice a year on this project. Provide information on what is being spent and why it's being spent.</i>	Comte 7/11/17 [16-1293]	N/A	January 2018

<b>Annual Reports</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	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	N/A	N/A

		[09-1472]		
4	Equal Access Ordinance	[15-0104]	9/27/16	9/26/17
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
7.	Annual Report Regarding the Status of Contract Award To Ford Parts and Service or A New Local Vendor	FMC 07/11/17 [16-1339]	N/A	July 2018

<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)	Charter Requirement [14-1117]	9/12/17	2019

<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	Rules 2/25/16 [15-0698] moved at FMC 4/12/16
2	Biannual Report On Aging And Outstanding Revenue	Semi Annual Report
3	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>	Continued from the 6/13/17 Meeting No Date Specific. [16-1205]
4	An Ordinance Amending the OMC to Prohibit the City from Contracting with Companies that Contract with the Federal Government to Provide Services or Goods to Construct the Border Wall Referenced In Executive Order No. 13767, Dated January 25, 2017	Moved at the 7/11/17 Committee Meeting to Pending, NSD [16-1293]
5	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 – [16-1173]; Comte 5/23/17 moved to 9/12/17. Moved to Pending No Date Specific Via Rule 28 9/29/17

<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,

*S. Todd*

For: Sabrina B. Landreth  
City Administrator