

2018 APR 19 PM 12: 51

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

April 24, 2018
(Revised 4/19/18)

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>April 2018</u> | | |
|-------------------|---|--------------------------------------|
| No. | Title | <u>Scheduled</u> |
| 1 | Receive A Presentation From The City Auditor Regarding The Performance Audit Of The City Of Oakland Parking Citation Void Process – <i>Committee requested staff come back with a status of implementation report to FMC in April of 2018</i> | Item heard at FMC 11/14/17 [17-0235] |

| <u>May 8, 2018</u> | | |
|--------------------|--|---|
| No. | Title | <u>Scheduled</u> |
| 1 | Biannual Report On Aging And Outstanding Revenue – <i>Continued to May 8th FMC meeting with a supplemental report addressing the following items – What is the percentage of the outstanding revenue is from other governmental agencies, Analysis weather additional staffing would assist in collecting these revenues, what are collectable items v. non-collectable items? Committee would like staff to dig deeper into the big-ticket items, particularly public works.</i> | Item heard at FMC 2/27/18 continued to 5/8/18 [16-0214] |

| | | |
|---|--|--|
| 2 | Cash Management Report | Quarterly Report |
| 3 | Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland | Quarterly Report |
| 4 | Vacancy Report (September And March) | Semi-Annual |
| 5 | Receive An Informational Report On The City Administration's Calculation Of Penalties Paid To City Vendors And Contractors When Applying The 2007 Prompt Payment Ordinance (As Amended In 2014.) | [17-0214] Moved at 4/10/18 FMC to FMC 5/8/18 |
| 6 | Adopt A Resolution On The City Council's Own Motion Submitting To The Voters At The Statewide General Election On November 6, 2018, A Proposed Ordinance To Impose A General 50 Cent Per Ride Tax On Passengers Of Transportation Network Companies; And Directing The City Clerk To Take Any And All Actions Necessary Under Law To Prepare For And Conduct The November 6,-2018 Statewide General Election | [17-0148] moved at Rules 4.12.18 |
| 7 | 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> | Semi-Annual |
| 8 | Adopt A Resolution Authorizing The City Administrator To Execute A Two Year Extension For Existing On-Call Professional Services Agreements With (1) The Hawkins Company And (2) Ralph Andersen & Associates To Provide Executive Recruitment Services At A Cost Not To Exceed \$350,000 Per Contract Which Is An Increase Of \$200,000 Per Contract, For A Total Contracting Cost Not To Exceed \$1,000,000 Through March 1, 2021 And Waive The Competitive Request For Proposals/Qualifications (RPF/Q) Process | [18-0404] Rules 4/19/18 |
| 9 | Adopt The Following Pieces Of Legislation; 1) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Manager, Finance From The Operation Of Civil Service; And 2) A Resolution Recommending To The Civil Service Board The Exemption Of The Classification Of Budget & Management Analyst, Principal From The Operation Of Civil Service; And 3) An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Title Of Manager, Finance; To Add The Title Of Budget & Management Analyst, Principal; To Add The Title Of Budget & Management Analyst, Senior; To Add The Title Of Budget & Management Analyst; And To Amend The Title Of Assistant Budget Analyst To Budget & Management Analyst, Assistant; | [18-0412, 18-0413, 18-4014] Rules 4/19/18 |

| <u>May 22, 2018</u> | | |
|---------------------|---|--|
| No. | Title | <u>Scheduled</u> |
| 1 | 3 rd Quarter Revenue & Expenditures Report | Quarterly Report |
| 2 | Info Report on OPD/OFD OT | Item heard at FMC 2/27/18 Directed to Come back with the 3 rd Quarter R&E |

| <u>Quarterly Reports</u> | | | | |
|--------------------------|---|----------------|-------------|-------------|
| No. | Title | Scheduled | Last Report | Next Report |
| 1 | Cash Management Report | FMC 5/11/04 | 2/13/18 | 5/8/18 |
| 2 | Receive An Informational Report Regarding Police And Fire Retirement System Investment | [15-0100] | 1/9/18 | 4/24/18 |
| 3 | Revenue & Expenditure Report | FMC 6/13/06 | 2/27/18 | 5/22/18 |
| 4 | 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 | 2/13/18 | 5/8/18 |

| <u>Semi-Annual Reports</u> | | | | |
|----------------------------|---|--------------------------------|-------------|-------------|
| No. | Title | Scheduled | Last Report | Next Report |
| 1 | Vacancy Report (September And March) | Rules 2/23/06 | 11/14/17 | 5/8/18 |
| 2 | Status Report On Citywide Efforts To Research And Correct Negative Fund Balances | FMC 9/15/09 [09-0535] | 11/14/17 | 9/25/18 |
| 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 | 2/27/18 | 5/8/18 |
| 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 | 1/9/17 | 7/10/18 |
| 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</i> | Rules 7/9/09 [09-0629] | 1/9/17 | 7/10/18 |

| | | | | |
|----|--|-----------------------------|-----|--------|
| | <i>Administrator's Increase In Contracting And Purchasing Amounts.</i> | | | |
| 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> | Compte 7/11/17 [16-1293] | N/A | 5/8/18 |

| <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] | 10/24/17 | 10/23/18 |
| 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] | 9/26/17 | 9/25/18 |
| 5 | An Informational Report Regarding Worker's Compensation | FMC 11/14/06 | 1/10/17 | January 2018 |
| 6 | 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 | 7/10/18 |

| <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] | 9/12/17 | June 2019 |

| Pending No Date Specific | | |
|---------------------------------|--|---|
| No. | Title | Scheduled |
| 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 | 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] |
| 3 | 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 |

| Boards/Commission Reports (As Requested) | |
|---|------------------------------|
| 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