

2019 SEP -5 AM 4:17

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

Sept. 10, 2019
(Revised 9/5/19)

CITY COUNCIL COMMITTEE ON FINANCE AND MANAGEMENT
Oakland, California

Chair McElhaney 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 am - 12:00 pm

Chair: McElhaney; Committee Members: Fortunato Bas, Kalb, Thao; Staff: Stephanie Hom, Adam Benson, and A'Janee Landingham

<u>September 24, 2019</u>		
No.	Title	<u>Scheduled</u>
1	An Ordinance Amending The Oakland Municipal Code, Chapter 5.04, Section 5.04.420, Excluding From The Business Tax On Rental Of Residential Property: (1) Rental Of No More Than Three Bedrooms In An Owner Occupied Residence, Duplex And/Or In-Law Unit; Or (2) Rental Under A Tenant-Based Assistance Program Pursuant To Section 8 Of The U.S. Housing Act Of 1937. <i>This item was scheduled to F&MC as well as CEDC (CM Gallo)</i>	Rules Comte 10.4.18 [4.11] (18-0973), expect title change
2	Ordinance Amending Cannabis Business Tax Rates	City Council 7.16.19 [9.1]
3	Equal Access Ordinance	Annual
4	Receive An Informational Report From The City Administrator On The Impact Of Measure C Expenditures Between 1999 And 2018 Within Each Of The Designated Program Areas, Namely: The Cultural Funding Program, Parades, Runs And Street Festival Fund; And Art And Soul.	Rules 07/11/19 [18-2097]
5	Receive An Informational Report and Discussio, "The Chairperson's Report", from Finance and Management Chair Lynette Gibson McElhaney	Rules 07/11/19 [18-2095]

6	Receive An Informational Report From The City Administrator On The Performance Of The Art & Soul Festival And Its Non-Profit Operator Including Detailed Financial And Programmatic Outcomes From The Past Five Years (2013-2018)	Rules 07/11/19 [18-2099]
7	Receive An Informational Report From The City Administrator On All Permitted Special Events From 2014 to 2018 Including Street Festivals, Fairs, Parades And Runs/Races In The City And Including Information On Any Direct And/Or Indirect City Contribution (E.G, OPD, DPW, Cultural Affairs Staffing Support), Attendance Demographics And Economic Impacts, Detailed By Council District/Neighborhood	Rules 07/11/19 [18-2096]

<u>October 8, 2019</u>		
No.	Title	<u>Scheduled</u>
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]

<u>October 22, 2019</u>		
No.	Title	<u>Scheduled</u>
1	Receive An Informational Report Regarding Police And Fire Retirement System Investment	Quarterly
2	Revenue & Expenditure Report	Quarterly
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; this report was withdrawn from the October 23 committee meeting at Rules 10/4/18</i>	Semi-Annual
4	Report From The Office Of The City Attorney Regarding Advisory And Litigation Costs And Trends	Rules 1/24/02 & FMC 11/14/06
5	Receive An Informational Report Regarding The Status Of The State And Federal Budget Development And Its Potential Impacts On The City Of Oakland	Quarterly
6	Quarterly Report On Public Safety Overtime (OPD)	Quarterly
7	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	Quarterly

<u>November 12, 2019</u>		
No.	Title	<u>Scheduled</u>
1	Vacancy Report (September And March)	Semi-Annual
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	Semi-Annual

3	A Review And Possible Action On The Mayor's Salary (Odd-Numbered Years)	Biennial
---	---	----------

<u>December 3, 2019</u>		
No.	Title	<u>Scheduled</u>
1	An Informational Report From the Finance Department on City Efforts to Apply For, Accept And Appropriate Grants Over \$50,000 From Private, Local, State and Federal Sources	Semi-Annual

<u>December 11, 2019</u>		
No.	Title	<u>Scheduled</u>
1	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

<u>Quarterly Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Cash Management Report	FMC 5/11/04	5/14/19	9/10/19
2	Receive An Informational Report Regarding Police And Fire Retirement System Investment	[15-0100]	3/19/19	10/22/19
3	Revenue & Expenditure Report	FMC 6/13/06	2/19/19	10/22/19
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	3/5/19	10/22/19
5	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	6/11/19	10/22/19
6	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	6/11/19	10/22/19

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Vacancy Report (September And March)	Rules 2/23/06	5/28/19	11/12/19
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	5/28/19	11/12/19

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; this report was withdrawn from the October 23 committee meeting at Rules 10/4/18</i>	FMC 3/8/16	6/25/19	10/22/19
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	3/19/19	
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]	3/5/19	9/10/19
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]	6/25/19	
7	An Informational Report On The Status Of The Affordable Housing and Infrastructure Bond (Measure KK) Projects and Expenditures		6/2019	
8	An Informational Report From the Finance Department on City Efforts to Apply For, Accept And Appropriate Grants Over \$50,000 From Private, Local, State and Federal Sources			12/3/19

<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]	11/13/18	10/22/19
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	
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]	9/25/18	9/24/19

5	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	3/5/19	March 2020
---	---	-----------------	--------	---------------

<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	11/12/19

<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	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
3	Receive An Informational Report From The City Auditor On The Status Of Required Audits: DOT's Response To City Auditor Citation Void Report	Rules 10/4/18 [18-0889] moved to pending list at Rules 11/29/18

<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