



2020 FEB -6 PM 2:08

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Office of the City Administrator
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February 11, 2020
(Revised 2/06/20)

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: Assistant City Administrator Ed Reiskin, Adam Benson, and A'Janee Landingham

<u>February 25, 2020</u>		
No.	Title	Scheduled
1	The Chairperson's Report	
2	Receive Informational Report On City Attorney's Annual Report, Including But Not Limited To Financial And Litigation Trends For The Past Five Years As Well As Advisory Work, Affirmative Litigation And Special Initiatives By The Office Of The City Attorney [18-2129]	Rules on 10/24/19
3	Adopt A Resolution Authorizing The City Administrator, Or Designee, To: (1) Enter Into An Agreement With The Federal Emergency Management Agency (FEMA) To Accept Assistance To Firefighter Grant (AFG) Funds In The Amount Of Seventy Four Thousand Five Hundred Forty Six Dollars (\$74,546.00) To Purchase Equipment And Other Necessary Resources; (2) Appropriate And Administer Said Funds; And (3) Expend AFG Funds In Accordance With The City's Purchasing Requirements And Programs/Policies [20-0150]	Rules on 2/6/20
4	Receive An Informational Report From The Oakland Police Department On The Use Of Overtime During The Second Quarter Of Fiscal Year 2019-20 [20-0153]	Rules on 2/6/20
5	Receive An Informational Report From The Oakland Fire Department On The Use Of Overtime During The Second Quarter Of Fiscal Year 2019-20 [20-0154]	Rules on 2/6/20

February 25, 2020

No.	Title	Scheduled
6	Receive An Informational Report On Fiscal Year (FY) 2019-20 Second Quarter Revenue And Expenditure Results And Year-End Summaries For The General Purpose Fund (1010) And Selected Funds [20-0167]	Rules on 2/6/20
7	Adopt An Ordinance Amending The Salary Schedule Of Ordinance No. 12187 C.M.S. ("Salary Ordinance") To Add The Full-Time Classification Of Ethics Analyst III; To Add The Full-Time Classification Of Sign Shop Coordinator; To Amend The Title Of The Full-time Classification Of Fire Prevention Bureau Inspector (Civilian) To Fire Inspector; And To Amend The Salary Of The Part-Time Classification Of Senior Aide To Ensure Compliance With The City Of Oakland's Minimum Wage [20-0166]	Rules on 2/6/20
8	Adopt A Resolution Authorizing The City Administrator Or Designee To Award A Contract To J A Momaney Services, Inc. DBA JAM Services, Inc., A Non-Local Business Enterprise, The Lowest Responsive And Responsible Bidder To Furnish Electrical Equipment, Supplies, Streetlight And Traffic Signal Standards In The Annual Amount Not To Exceed One Million Three Hundred Thirty-Six Thousand Eight Hundred Ninety-Two Dollars And Twenty-Five Cents (\$1,336,892.25) For The Period Of March 01, 2020 To March 31, 2021 In Accord With Request For Quotation No. 175510, Specification No. 20-285-00 And The General Conditions Therefore On File In The Purchasing Section, And With Contractor's Bid [20-0173]	Rules on 2/6/20

Quarterly Reports

No.	Title	Scheduled	Last Report	Next Report
1	Cash Management Report	FMC 5/11/04	11/12/19	2/11/20
2	Revenue & Expenditure Report	FMC 6/13/06	10/22/19	2/25/20
3	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	10/22/19	2/11/20
4	Quarterly Report On Public Safety Overtime (OPD)	[18-1013]	10/22/19	2/25/20
5	Receive A Quarterly Report From The Oakland Fire Department (OFD) That Includes Additional Information On Overtime Policies, Procedures, And Controls	[18-1432]	10/22/19	2/25/20

<u>Semi-Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
1	Staffing Report (September And March)	Rules 2/23/06	11/12/19	
2	Status Report On Citywide Efforts To Research And Correct Negative Fund Balances	FMC 9/15/09 [09-0535]	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	11/12/19	
4	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]	9/10/19	
5	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]	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]	10/8/19	
2	Receive Informational Report On City Attorney's Annual Report, Including But Not Limited To Financial And Litigation Trends For The Past Five Years As Well As Advisory Work, Affirmative Litigation And Special Initiatives By The Office Of The City Attorney	Rules 1/24/02 & FMC 11/14/06	10/13/09	2/25/20
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]	10/8/19	

<u>Annual Reports</u>				
No.	Title	Scheduled	Last Report	Next Report
5	An Informational Report Regarding Worker's Compensation	FMC 11/14/06	3/5/19	March 2020
6	An Informational Report From The City Auditor On The Status Of Required Audits – <i>Changed from a semi-annual report to annual report at Rules Committee meeting on 9/19/19.</i>	Rules 9/19/19	3/19/19	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]	1/14/20	

<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
4	Adopt An Ordinance Amending Chapter 3.08 'Elections' To Add Article Iv, Which Would Create A Formal Process For The City Council To Place City Sponsored Measures On The Ballot To Improve Transparency, Analysis And Accuracy Of City Sponsored Ballot Measures	FMC 9/10/19 [18-1987]
5	Adopt A Resolution Authorizing The City Administrator, Or Designee, To 1) Enter Into A Grant Agreement With The Federal Emergency Management Agency (FEMA) To Accept Assistance To Firefighters Grant (AFG) Funds In The Amount Of Seventy Four Thousand Five Hundred Forty Six Dollars (\$74,546.00); 2) Accept, Appropriate, And Administer Said Funds; And 3) Expend Funds To Purchase Equipment And Other Necessary Resources, In Accordance With The City's Purchasing Guidelines	FMC 12/3/19 [18-2510]

<u>Pending No Date Specific</u>		
No.	Title	Scheduled
6	Receive An Informational Report On The Range Of Salaries For The Mayor, City Attorney, And City Auditor In Conformity With The Oakland City Charter	FMC 12/3/19 [18-2128]

<u>List of Published Reports</u>			
No.	Title	Last Report	Notes
1	Receive An Informational Report Regarding Police And Fire Retirement System Investment [20-0075]	1/28/20	Removed from quarterly reports list and moved to published reports list at FMC 1/28/20

<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