

City of Oakland

Office of the City Clerk

Oakland City Hall

1 Frank H. Ogawa Plaza

Oakland, California

94612

Ceda Floyd, City Clerk

Online Meeting Minutes - Final

*Finance & Management Committee

Oakland City Hall, 1 Frank H. Ogawa Plaza, Oakland, California 94612

City of Oakland Website: <http://www.oaklandnet.com>

2:30 PM

Tuesday, December 9, 2003

Hearing Room One - 1st Floor

The Oakland City Council Finance and Management Committee convened at 2:30 p.m.,
with Councilmember Wan presiding as Chairperson.

Roll Call / Call to Order

Councilmember Present: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

1 Approval of the Draft Minutes from the Committee Meeting held on October 28, 2003

A motion was made by Member De La Fuente, seconded by Member Nadel, to *
Approve the Minutes. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member
Nadel

2 Determination of Schedule of Outstanding Committee Items

A motion was made by Member Nadel, seconded by Member Brunner, to *
Approve with the following amendments. The motion carried by the following
vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member
Nadel

From January 2004

1. A request from the December 9, 2003 Finance and Management Committee to
reschedule an Informational Report regarding the Fiscal Year 2002-2003
Fourth Quarter Performance Measurements
***Withdrawn with No New Date**

2. A request from the December 9, 2003 Finance and Management Committee to
reschedule an Informational Report regarding Fiscal Year 2003-2004
Performance Measurements
***Withdrawn with No New Date**

From Pending/No Specific Date

3. An Informational Report regarding fiscal year 2001-02 ICMA Benchmarking Report
***Withdrawn with No New Date**

4. An Informational report regarding fiscal year 2002-03 Second Quarter Performance
Measurement Report
***Withdrawn with No New Date**

9.

Subject: Oakland Municipal Code Chapter 2.04
From: Finance and Management Agency
Recommendation: Adopt an Ordinance amending Ordinance No. 7937 C.M.S., adopted February 6, 1969, and amendments thereto, codified at Oakland Municipal Code Title 2, Chapter 2.04, Purchasing System, Article I, Bidding, Contracting and Purchasing, to increase the City Manager's contract approval limits, revise City Council approval limits accordingly, revise the local business preference, make necessary corrections, clarifications, delete obsolete provisions and codify current procedures

Attachments: [0289.pdf](#),
[Item 3 1-27-04.pdf](#)

Scheduled to the *Finance & Management Committee

Attachments: [Item 2 12-9-03.pdf](#)

3

Subject: Off-Site Real Time Closed Captioning Stenography Services
From: Office of the City Clerk
Recommendation: Adopt a Resolution authorizing the City Manager to execute a professional services contract with Rapidtext for off-site real time closed captioning stenography services for the Concurrent Redevelopment Agency/ Oakland City Council and Committee meetings in an amount not to exceed ninety thousand dollars (\$90,000) per year for the period from January 1, 2004 through June 30, 2005 and authorizing the City Manager to execute a two year extension of the contract for an additional amount not to exceed ninety thousand dollars (\$90,000) per year

Attachments: [15.1 12-16-03.pdf](#),
[78268 CMS.pdf](#),
[Item 3 10-14-03.pdf](#),
[Item 3 12-9-03.pdf](#),
[Item 3 SUP12-9-03.pdf](#)

The following individuals spoke against this item:

- Floyd Lee Fawcett
- Sanjiv Handa
- Jane James

The Committee directed staff to prepare a Supplemental report with Rapidtext's statistics of Oakland residents as personnel.

A motion was made by Member Nadel, seconded by Chair Wan, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Non-Consent Item. The motion carried by the following vote:

Councilmember Abstained: Member Brunner

Councilmember No: Member De La Fuente

Councilmember Aye: Chair Wan and Member Nadel

Enactment No: 78268

4

Subject: Salary Plan Recommendations
From: Office of the City Manager
Recommendation: A continued discussion of a report and recommendations regarding the preliminary salary plan recommendations for executive, management and unrepresented classifications

Attachments:

[Item 4 12-9-03.pdf](#),
[Item 5 10-14-03.pdf](#),
[Item 5 SUP 10-14-03.pdf](#),
[Item 7 - 01.13.04.pdf](#),
[Item 8 10-28-03.pdf](#),
[S- 20.pdf](#),
[S-24 Supplemental.pdf](#),
[S-24.pdf](#)

The Committee moved, seconded and carried a motion to approve staff's recommendation implementing a general increase to U31 and UK1 classifications and a 3% employee retirement contribution in Fiscal Year 2004-2005, and approval of future general and merit increases for U31 classification employees comparable to increases for Local 21.

The Committee requested a supplemental report that compares executive management salaries to the salaries of staff just below the executive level showing the numeric and percentage variance.

A motion was made by Member Brunner, seconded by Chair Wan, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Non-Consent Item. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

5

Subject: Central District Urban Renewal Plan
From: Community and Economic Development Agency
Recommendation: Adopt an Ordinance amending the Central District Urban Renewal Plan to eliminate the time limit on establishing debt

Attachments: [10.12CC.pdf](#),
[10.21CC 12-16-03.pdf](#),
[Item 5 12-9-03.pdf](#)

A motion was made by Member De La Fuente, seconded by Member Nadel, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Consent Calendar Item. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

Subject: Master Fee Schedule
From: Finance and Management Agency
Recommendation: Adopt the following legislation:

6

(1) Adopt an Ordinance amending Ordinance Number 9336 C.M.S. (Master Fee Schedule), as amended, to increase the fee collected on delinquent accounts; to increase the fee imposed for the delivery of information relating to Business Tax Certificates; to add a fee for the administration of Promissory Notes; to add a fee for the recordation of a release of lien; and to include in the Master Fee Schedule the fees imposed for administrative service charges relating to Business Tax Liens and Real Estate Transfer Tax Liens and codify the Business Tax Certificate Replacement Fee in the Master Fee Schedule

Attachments: [10.13CC.pdf](#),
[10.22CC 12-16-03.pdf](#),
[Item 6 12-9-03.pdf](#),
[Sched 0169.pdf](#)

A motion was made by Member De La Fuente, seconded by Member Nadel, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Consent Calendar Item. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

(2) Adopt an Ordinance amending Chapters 4.20 and 5.04 of the Oakland Municipal Code to remove the amount of the Administrative Service charges imposed for Real Estate Transfer Tax Liens, Business Tax Liens and for the issuance of duplicate Business Tax Certificates

Attachments: [10.13CC.pdf](#),
[10.22CC.pdf 12-16-03](#),
[Item 6 12-9-03.pdf](#)

A motion was made by Member De La Fuente, seconded by Member Nadel, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Consent Calendar Item. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

Subject: 51st Street and Coronado Avenue - Surplus Real Property
From: Community and Economic Development Agency
Recommendation: Adopt an Ordinance authorizing the City Manager to enter into an offer to purchase agreement with John H. Jacobsen and Mara M. Jacobsen the adjoining property owners for 1,500 square feet of surplus real property located at 51st Street and Coronado Avenue for the fair market value of \$1,500

Attachments: [0209.pdf](#),
[10.14CC.pdf](#),
[10.23CC.pdf 12-16-03](#),
[Item 7 12-9-03.pdf](#)

A motion was made by Member De La Fuente, seconded by Member Nadel, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Consent Calendar Item. The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

Subject: Oakland Small Business Growth Center
From: Community and Economic Development Agency
Recommendation: Adopt a Resolution amending Resolution Number 77823 C. M.S. to increase the amount of the contract with the Oakland Small Business Growth Center by \$60,000 from the Neighborhood Commercial Revitalization Project Development Third Party Grant Fund for a total contract amount of \$175,000 during Fiscal Year 2003-2004 to cover operational costs through the remainder of the 2003-2004 Fiscal Year

Attachments: [03-0305.pdf](#),
[78272 CMS.pdf](#),
[Item 8 12-9-03.pdf](#),
[S-25.pdf](#)

The Committee directed staff to prepare a report responding to issues raised in the Gibson and Associates Community Development Block Grant Program Evaluation Report for submission prior to mid-year Budget meetings.

A motion was made by Member Brunner, seconded by Member Nadel, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Non-Consent Item. The motion carried by the following vote:

Councilmember Abstained: Member De La Fuente and Chair Wan

Councilmember Aye: Member Brunner and Member Nadel

9

Subject: Emergency Satellite Uplink / Downlink System
From: Cultural Arts & Marketing Department
Recommendation: Adopt a Resolution to authorize the City Manager to appropriate and expend an amount not to exceed \$600,000 toward Capital Improvement Project: Emergency Satellite Uplink / Downlink System
Attachments: [Item 3 - 01.13.04.pdf](#),
[Item 3 SUPP.pdf](#),
[Item 9 12-9-03.pdf](#)

Continued to the *Finance & Management Committee

9.1

Subject: Emergency Satellite Uplink / Downlink System
Impartial Financial Analysis
From: Office of the City Auditor
Attachments: [Item 9.1 12-9-03.pdf](#)

Continued to the *Finance & Management Committee

10

Subject: Master Parking Management Contract
From: Community and Economic Development Agency
Recommendation: Approve Recommendation regarding a motion directing staff to issue a Request for Proposals for Master Parking Management Contract for City, Parking Authority and Redevelopment Agency owned garages
Attachments: [10.24CC.pdf 12-16-03](#),
[Item 10 12-9-03.pdf](#)
A motion was made by Member Nadel, seconded by Chair Wan, that this matter be *Approve the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on December 16, 2003. As a Consent Calendar Item The motion carried by the following vote:

Councilmember Aye: Member De La Fuente, Member Brunner, Chair Wan and Member Nadel

11

Subject: Cash Management Report
From: Finance and Management Agency
Recommendation: Receive an Informational Report regarding Cash Management for quarter ended September 30, 2003
Attachments: [0268.pdf](#),
[Item 11 12-9-03.pdf](#)

***Received and Filed**

12

Subject: Permit, Enforcement, and Records Tracking System (PERTS)
From: Community and Economic Development Agency
Recommendation: Adopt the following legislation regarding the purchase and installation of computer hardware and software and professional services for an integrated Permit, Enforcement, and Records Tracking System (PERTS) for a total amount not to exceed four million dollars (\$4,000,000):

(1) Adopt a Resolution authorizing the City Manager to negotiate and execute a contract with Municipal Software Corporation for professional services to provide, install, and license computer software for an integrated Permit, Enforcement, and Records Tracking System (PERTS) in an amount not to exceed seven hundred eighty thousand dollars (\$780,000)

Attachments: [Item 12 12-9-03.pdf](#),
[Item 5 - 01.13.04.pdf](#),
[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(2) Adopt a Resolution authorizing the City Manager to negotiate and execute a contract with Xerox Global Services Corporation for professional services to provide, install, and license computer software and hardware for an integrated Permit, Enforcement, and Records Tracking System (PERTS) in an amount not to exceed two million eight hundred twenty thousand dollars (\$2,820,000)

Attachments: [Item 12 12-9-03.pdf](#),
[Item 5 - 01.13.04.pdf](#),
[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(3) Adopt a Resolution authorizing the City Manager to amend the professional services agreements with Municipal Software Corporation and Xerox Global Services Corporation for changes in scope-of-work not to exceed a combined aggregate contract amount of three million six hundred thousand dollars (\$3,600,000)

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(4) Adopt a Resolution authorizing the City Manager to appropriate annual expected revenue of nine hundred ten thousand dollars (\$910,000) to a new CEDA project from a new Technology Service Fee and from the increase in the collection of an existing Records Management Service Fee assessed by the Community and Economic Development Agency, and to increase the Fiscal Year 2003-2005 Expenditure Budget of the Building Services Division for the Permit, Enforcement, and Records Tracking System (PERTS)

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(5) Adopt a Resolution authorizing the City Manager to appropriate three hundred thousand dollars (\$300,000) to upgrade the Sun/Unix Server, and to establish a Service Level Agreement between the Information Technology Division (IT) of the Finance and Management Agency and the Community and Economic Development Agency to support the integrated Permit, Enforcement, and Records Tracking System (PERTS)

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(6) Adopt an Ordinance amending Ordinance Number 12504 C.M.S. (Master Fee Schedule), as amended, to establish a new Technology Service Fee assessed by the Building Services Division of the Community and Economic Development Agency

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(7) Adopt a Resolution authorizing the City Manager to reallocate two million six hundred ninety thousand dollars (\$2,690,000) of prior year unspent technology project appropriations, as approved as part of the Fiscal Year 2001 -2003 Capital Improvement Program Budget within the Community and Economic Development Agency, for the integrated Permit, Enforcement, and Records Tracking System (PERTS)

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

(8) Adopt a Resolution authorizing the City Manager to negotiate and execute an agreement with Xerox Global Services Corporation to provide private financing for an integrated Permit, Enforcement, and Records Tracking System (PERTS) for an amount not to exceed two million six hundred ninety thousand dollars (\$2,690,000) of principal and six hundred thousand dollars (\$600,000) of interest

Attachments:

[Item 12 12-9-03.pdf](#),

[Item 5 - 01.13.04.pdf](#),

[S -19.pdf](#)

***Rescheduled to the *Finance & Management Committee**

12.1

Subject: Permit, Enforcement, and Records Tracking System - Impartial Financial Analysis

From: Office of the City Auditor

Attachments:

[Item 12.1 12-9-03.pdf](#),

[Item 6 - 01.13.04.pdf](#)

***Rescheduled to the *Finance & Management Committee**

Open Forum (TOTAL TIME AVAILABLE: 15 MINUTES)

Adjournment

There being no further business, and upon the motion duly made, the Oakland City Council Finance and Management Committee adjourned the meeting at 4:24 p.m.

In the event of a quorum of the City Council participates on this Committee, the meeting is noticed as a Special Meeting of the City Council ; however no final City Council action can be taken.

Americans With Disabilities Act

If you need special assistance to participate in Oakland City Council and Committee meetings please contact the Office of the City Clerk. When possible, please notify the City Clerk 48 hours prior to the meeting so we can make reasonable arrangements to ensure accessibility. Also, in compliance with Oakland's policy for people with environmental illness or multiple chemical sensitivities, please refrain from wearing strongly scented products to meetings

NOTE:

Office of the City Clerk

Phone: (510) 238-7370

Fax: (510) 238-6699

Recorded Agenda (510) 238-2386

Telecommunications Display Device: (510) 839-6451