



2003 OCT 23 PM 2:18

CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Manager  
Deborah A. Edgerly  
Interim City Manager

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

Revised 10/23/03  
October 28, 2003

**CONCURRENT REDEVELOPMENT AGENCY  
AND CITY COUNCIL COMMITTEE ON FINANCE  
AND MANAGEMENT  
Oakland City Council  
Oakland, California**

Chairperson Wan 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 review.

Concurrent Redevelopment Agency and City Council Finance & Management Committee 2<sup>nd</sup>  
14<sup>th</sup> Tuesday, 2:30 - 4:0 (B. Brereton, De La Fuente, Natell, J.W. [C] -) Staff:  
William E. Noland)

Anticipated Date Set

December 9, 2003

1. (from [4] 10/2/03 Rules Cmte) Report and Ordinance amending the Master Fee Schedule to modify the collection fee on delinquent accounts and the fee for information relating to Business Tax Certificates; add a Promissory Note Fee and a Release of Lien Recordation Fee; codify the administrative charge for Business Tax and Real Estate Transfer Tax Liens in the Master Fee Schedule; codify the fee for Business Tax Certificate replacement
2. (from [4] 10/9/03 Rules Cmte) **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 51<sup>st</sup> Street and Coronado Avenue for the fair market value of \$1,500
3. (from [4] 9/18/03 & 10/9/03 Rules Cmte) 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 November 1, 2003 through June 30, 2005 and

  
FINANCE & MANAGEMENT CMTE.  
OCT 28 2003

- 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
4. (from [7] 9/11/03 Rules Cmte & [B] 10/14/03 Cmte) Adopt a resolution authorizing the City Manager to negotiate and execute contracts for the purchase of software and professional services for an integrated Permit, Enforcement and Records Tracking System (PERTS) and an Electronic Document Management System (EDMS)
  5. (from [B] 2/18/03 Cmte & [B] 10/14/03 Cmte) Follow up report regarding a Proposal for a Master Parking Management Contract
  6. (from [7] 10/16/03 Rules Cmte) Ordinance amending the Central District Urban Renewal Plan to eliminate the time limit on establishing debt

### **January, 2003**

1. (from [7] 10/12/03 Rules Cmte & [7] 10/16/03 Rules Cmte) 2002-2003 Fourth Quarter Performance Measurement Report
2. (from [7] 10/2/03 Rules Cmte & [7] 10/16/03 Rules Cmte) Fiscal Year 2003-2004 Performance Measurement Report
3. (from [4] 9/25/03 Rules Cmte & [7] 10/16/03 Rules Cmte) Budget Advisory Committee Quarterly Report
4. (from [D] 10/2/03 Rules Cmte & [7] 10/16/03 Rules Cmte) *An* informational report on the FY 2001-2006 Capital Improvement Program as of June 30, 2003

### **Pending/No Specific Date**

1. (from [E] 10/3/02 Rules Cmte) A report on overtime policy and practice in all City departments
3. (from [E] 2/27/03 Rules Cmte) **A** report regarding recommendation to enter into an Exclusive Negotiating Agreement with Swinerton/Broadway Group for the development of a new police administration building
4. (from [D] 5/8/03 Rules Cmte) **An** informational report regarding fiscal year 2001-02 ICMA Benchmarking Report
5. (from [D] 5/8/03 Rules Cmte) **An** informational report regarding fiscal year 2002-03 Second Quarter Performance Measurement Report
6. (from [E] 11/14/02, 11/25/02 & 12/5/02, 2/20/03 Rules Cmte) A report regarding a proposed amendment to the Nuclear Free Zone Ordinance waiving the prohibition on investing in U.S. Treasury Bills
7. (from [7] 9/23/03 Cmte) A report on contract management training
8. (from [7] 9/23/03 Cmte) A follow-up report regarding recommendations 12 and 19 of the City Auditor's contract compliance audit of the Oakland Tow Car Association contract

### **For Tracking Purposes**

1. **Quarterly** – March, June, September and December  
from [E] 1/24/02 Rules Cmte) Report from the Office of the City Attorney regarding advisory and litigation costs and trends
2. **Semi-Annually** – June and December  
(from [B] 12/10/02 Cmte) An informational report regarding Risk Management

**Boards/Commission Reports**

1. **Quarterly** – September, December and March  
-Budget Advisory Committee
2. **Quarterly** – January, April, July and October  
-Business License Tax Board of Review
3. **Quarterly** – March, June, September and December  
-Civil Service Board
4. **Semi-Annually** – March, September  
-Oakland Municipal Employees Retirement System  
-Police and Fire Retirement System
5. **Semi-Annually** – June, December  
-Equal Access Ordinance

Respectfully submitted,

*William E Noland*

Deborah A. Edgerly  
Interim City Manager

*by  
Angela  
Garcia*

*2*