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City Attorney's Office

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

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**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER THE PROFESSIONAL SERVICES AGREEMENT WITH SCI CONSULTING GROUP FOR THE ADMINISTRATION AND MANAGEMENT OF THE VACANT PROPERTY TAX FOR A FIVE-YEAR TERM WITH AN OPTION TO EXTEND FOR TWO-YEARS WITHOUT RETURNING TO COUNCIL FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED TWO MILLION TWO HUNDRED EIGHTY-THREE THOUSAND AND NINE HUNDRED DOLLARS (\$2,283,900) AND APPROPRIATE SEVENTY-SIX THOUSAND SEVEN HUNDRED TWENTY-FIVE DOLLARS (\$76,725) FROM THE VACANT PROPERTY TAX FUND BALANCE FOR THE FUNDING OF THE FIRST YEAR OF THE PROPOSED CONTRACT**

**WHEREAS**, in December 2024, the City issued a Request for Qualifications (RFQ) 323525 inviting individuals and firms experienced in the administration and management of the Vacant Property Tax; and

**WHEREAS**, the work of the selected Consultant includes, but are not limited to, creating forms and notices, holding informational outreach sessions, if necessary, serving as the point of contact for property owner to answer questions, inquires, tax registration process, handling all administrative related tasks associated with identifying likely vacant parcels/properties, noticing, reviewing, processing & analyzing exemption requests, coordinating with the Alameda County Auditor/Controller office for the placement of assessments/charges, supplemental/ad-hoc billing of cases that resolved after the deadline for including charges in the annual secured property tax bill, assisting in the City in appeal cases, presenting and/or testifying before Administrative Board of Review, Commission, City Council and/or court proceedings; and

**WHEREAS**, the City only received one response to the RFQ from SCI Consulting Group; and

**WHEREAS**, Department of Finance staff determined that SCI Consulting Group is qualified to perform the needed services based on its past five years of providing the same required services and having experienced in the administration and management of over 1,000 assessments, taxes and fees for more than 200 public agencies across California; and

**WHEREAS**, Department of Finance staff seeks authority to enter an agreement with SCI Consulting Group to provide the services for a fixed term of five years and an option to amend and extend the agreement for an additional two-year term, at the Administration’s discretion and without returning to the City Council, for a total compensation not to exceed two million two hundred eighty-three thousand and nine hundred dollars (\$2,283,900); and

**WHEREAS**, funding the professional service agreement and amendment will be included as part of the Department of Finance biennial budget for each Fiscal Year (FY) the Professional Services Agreement with SCI Consulting Group is in effect; and

**WHEREAS**, funding for the first year of the proposed contract (\$76,725) is available in Vacant Property Tax Fund 2210, Revenue Administration Org 08411, Project 1000007; and

**WHEREAS**, funding for each fiscal year will depend on the availability of funds, require Council approval, and shall be appropriated in the Vacant Property Tax Fund 2270, Revenue Administration Org 08411, and project to be determined; now, therefore, be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator to enter the professional services agreement with SCI Consulting Group for the administration and management of the Vacant Property Tax for a fixed term of five years and an option to amend and extend the agreement for an additional two-year term, at the Administration’s discretion and without returning to the City Council, for a total compensation not to exceed Two Million Two Hundred Eighty-Three Thousand And Nine Hundred Dollars (\$2,283,900); and, be it

**FURTHER RESOLVED:** That the City Council hereby appropriates Seventy-Six Thousand Seven Hundred Twenty-Five Dollars (\$76,725) from the Vacant Property Tax Fund Balance for the funding of the first year of the proposed contract (FY2024-25).

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROWN, FIFE, HOUSTON, KAPLAN, RAMACHANDRAN, UNGER, AND  
PRESIDENT PRO TEMPORE GALLO

NOES –

ABSENT – COUNCIL PRESIDENT JENKINS  
(serving as Mayor pursuant to Charter Section 303)

ABSTENTION –

ATTEST: \_\_\_\_\_  
ASHA REED  
City Clerk and Clerk of the Council of the  
City of Oakland, California