



# City of Oakland Meeting Minutes

Office of the City Clerk  
Oakland City Hall  
1 Frank H. Ogawa Plaza  
Oakland, California 94612  
LaTonda Simmons, City Clerk

## \*Finance & Management Committee

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

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**Tuesday, October 28, 2008**

**2:00 PM**

**Hearing Room One - 1st Floor**

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### Roll Call / Call to Order

Councilmember Excused: 1 - Member Brunner

Councilmember Present: 3 - Member De La Fuente, Chair Quan and Member Nadel

*The Oakland City Council Finance and Management Committee convened at 2:10 PM with Councilmember Jean Quan presiding as Chairperson.*

- 1 Approval of the Draft Minutes from the Committee Meeting held on October 14, 2008  
**A motion was made by Member De La Fuente, seconded by Member Nadel, to \*Approve the Minutes. The motion carried by the following vote:**

**Votes:** Councilmember Excused: Member Brunner

Councilmember Aye: Member De La Fuente, Chair Quan and Member Nadel

- 2 Determination of Schedule of Outstanding Committee Items

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

**Votes:** Councilmember Excused: Member Brunner

Councilmember Aye: Member De La Fuente, Chair Quan and Member Nadel

[FMC Pending 10-28](#)

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3            Subject:    Travel Expenditures  
              From:        The Budget Office  
              Recommendation: Action On A Report On City-Funded Travel Expenditures Incurred During  
                         Fiscal Year 2007-2008 And Adopt A Resolution Establishing A Moratorium On Travel Setting  
                         Forth Policies For The Approval Of Travel Expenditures By City Departments And Agencies  
                         [07-1481](#)

**A motion was made by Member De La Fuente, seconded by Chair Quan, that this matter be \*Approve as Amended the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on November 3, 2008 as a Non-Consent item. The motion carried by the following vote:**

**Votes:** Councilmember Excused: Member Brunner

Councilmember Aye: Member De La Fuente, Chair Quan and Member Nadel  
*The Committee approved recommendations and amended the Resolution to include the following as the last Further Resolved: That City departments and agencies may submit to the City Council Administrator requests to approve travel expenditures for City employees (other than federal or state mandatory training, grant funded or reimbursed travel which as resolved above must be submitted to the City Administrator for approval) and that any such requests must be accompanied by a report explaining the purpose of the travel and the reasons for the request and a draft resolution; and be it...The Committee also directed that the following be added to the City's travel policy: 1. Use the CONUS per diem rates for hotels. City to reimburse the employee, either for costs based on the CONUS per diem rate, or for the actual costs incurred, which ever is less.; 2. Same limits on all meal reimbursement amounts, regardless of whether they are supported by itemized receipts or not. City to reimburse all meal costs at the current maximum per diem meal rates (\$11.00 for breakfast, \$16.00 for lunch, and \$29.00 for dinner (\$56/day). Exception no longer allowed for meal costs above the per diem rates if they are supported by itemized receipts; 3. Policy prohibiting premium rental car options and fuel service fees. If a rental car is approved, no reimbursement allowed for premium car costs. Travelers to re-fuel prior to returning the car, if additional charges will apply for refueling afterward; 4. Travelers to provide written justification, prior to reimbursement, when exceeding the estimated travel costs noted on the Travel Authorization Form; 5. Language on the Travel Authorization Form that requests signatories to verify that all expenses will be incurred for the purpose of City business; 6. Consequences for violating the travel policy. The misuse of public resources or falsifying expense reports in violation of the travel policy may result in a) loss of reimbursement privileges; b) a demand for restitution to the City; 7. Travelers to clearly disclose, itemize, and account for group expenses; 8. For out-of-state travel, no more than three (3) employees per department may travel to the same destination for the same purpose without prior approval by the City Administrator. Staff was also directed to develop a definition of "City Business" and to include that definition in the travel policy.*

*The following individual spoke on this item:*

- Sanjiv Handa
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- [View Supplemental Report.pdf](#)
- [View Supplemental Report.pdf](#)
- [View Supplemental Report.pdf](#)
- [81648 CMS.pdf](#)

- 4 Subject: Film Industry In Oakland  
From: Councilmember Pat Kernighan  
Recommendation: Adopt An Ordinance Amending Ordinance No. 12880 C.M.S. (Master Fee Schedule Adopted For Fiscal Year 2008-2009), To Add A Section For A Film Parking Permit Fee Of \$12.50 Per Day (Monday-Saturday) For Metered Parking And \$2.95 Per Day (Monday-Sunday) For Non-Metered Parking And Sunday And Holidays Metered Parking  
[07-1561](#)

**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 November 3, 2008 as a Non-Consent item. The motion carried by the following vote:**

- Votes:** Councilmember Excused: Member Brunner  
Councilmember Aye: Member De La Fuente, Chair Quan and Member Nadel  
*The Committee directed staff to submit a supplemental report providing an estimate of what lowering the parking fees will cost the city in terms of revenue as well as an analysis of what Oakland would gain by lowering the parking fees. Staff was also directed to report back in 18 months on whether or not this temporary reduction has worked and to develop a tracking mechanism for the fees and the costs.*

*The following individuals spoke on this item:*

- Tim Rahahan
- Lance Hoffman
- John Behrens
- Jim Baldwin
- Kathryn Howell
- Paul Martin
- Sean House
- Erika Ranahan
- Richard Putz
- Alex Kirkpatrick
- John Sabin
- Scott Peterson
- Sanjiv Handa
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5 Subject: Amendments to the Sunshine Ordinance  
From: Offices of the City Clerk, City Administrator, City Attorney, City Auditor, & Public Ethics Commission  
Recommendation: Adopt An Ordinance Amending Chapter 2.20 Of The Oakland Municipal Code (AKA "The Oakland Sunshine Ordinance") And Ordinance No. 11370 For The Purpose Of 1) Incorporating Amended Provisions Of the "City-Wide Records Management Ordinance" Into The Sunshine Ordinance, And 2) Revising The Current Definition Of "Meeting" To Achieve Consistency With Amendments To The Ralph M. Brown Act  
[07-1695](#)

**A motion was made by Member De La Fuente, seconded by Member Nadel, that this matter be \*Approve as Amended the Recommendation of Staff, and Forward to the Concurrent Meeting of the Oakland Redevelopment Agency / City Council, due back on November 3, 2008 as a Non-Consent item. The motion carried by the following vote:**

**Votes:** Councilmember Excused: Member Brunner

Councilmember Aye: Member De La Fuente, Chair Quan and Member Nadel  
*The Committee made the following motion: That the office of the City Clerk work with the Records Management Committee to develop a records management program. The Records Management Committee will be chaired by the office of the City Clerk, with a representative from each city agency, each city agency is required to participate in the process, the office of the City Administrator, office of the City Attorney, office of the City Auditor, office of Information Technology and office of the City Council. The City Clerk will bring the records management program to the Public Ethics Commission for a public hearing and return to the Finance and Management Committee in April of 2009 with a records management program and implementing the ordinance. Staff was also directed to bring back as a separate piece of legislation incorporation of the Brown Act updates into the city's Sunshine Ordinance.*

*The following individuals spoke on this item:*

- Helen Hutchison
  - Barbara Newcombe
  - Gary Sirbu
  - Sanjv Handa
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[View Supplemental Report.pdf](#)



\* 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.

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*City Clerk and Clerk of the Council*