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CITY CLERK


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. 90638 C.M.S.

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 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED ONE MILLION FIVE HUNDRED EIGHTY-NINE THOUSAND AND FIVE HUNDRED DOLLARS (\$1,589,500) AND APPROPRIATING 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 for a total compensation not to exceed one million five hundred eighty-nine thousand and five hundred dollars (\$1,589,500); 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 2270, 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 for a total compensation not to exceed one million five hundred eighty-nine thousand and five hundred dollars (\$1,589,500); 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 (FY 2024-25).

IN COUNCIL, OAKLAND, CALIFORNIA,

FEB 18 2025

PASSED BY THE FOLLOWING VOTE:


AYES - BROWN, FIFE, HOUSTON, KAPLAN, RAMACHANDRAN, UNGER, AND
PRESIDENT PRO TEMPORE GALLO - 7

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