**BLUE RIBBON EQUITABLE TASK FORCE**

**ACTION MINUTES - THURSDAY, APRIL 29, 2021**

Meeting was called to order at 6:00 pm by Margaret O’Brien.

1. **Roll Call**: Katz, Kwamilele, Larsen Oke, Ortega, Swafford, Takata-Vasquez, Tsai, Wanzo (arrived at 6:05) and Williams were present. Moncada-Kone arrived at 6:20 pm. Tsai was absent. There was a quorum.

Board Members provided a brief synopsis of their background.

Margaret O’Brien, City Revenue and Tax Administrator, introduced herself and other Oakland staff members: Huey Dang, Principal Revenue Analyst, Chuck Maurer, Principal Revenue Analyst; Jennifer Logue, Deputy City Attorney, Micah Hinkle, Deputy Director Economic & Workforce Development; and Mitesh Bhakta, Deputy City Attorney. She also introduced outside consultants, Matt Newman and Shawn Blosser who work at Blue Sky Consulting Group.

1. **Public Comment** – No speakers.
2. **Brown Act and Robert’s Rules** **Training** – Mitesh Bhatka provided training on the Brown Act and how the Task Force would follow Robert’s Rules pertaining to the procedure for motions. (Slides were included with agenda)
3. **Action Items:**
4. **Election of Chair and Vice-Chairpersons**

*Board Member Larsen moved, seconded by Board Kwamilele to have Larsen serve as Vice Chair.*

*Board Member Takata-Vasquez moved, seconded by Board Member Swafford to have Takata Vasquez serve as Chair.*

*Board polled as follows: Katz, Moncada-Kone, Kwamilele; Larsen, Oke, Ortega, Swafford, Takata-Vasquez, Williams, Wanzo voted “aye.” All ayes – motion carried.*

1. **Ad Hoc Committee Assignments**

Margaret O’Brien noted there may be a need for ad hoc committees.

*Board Member Ortega moved, seconded by Board Member Larsen to continue the ad hoc committee assignments until the next meeting.*

*Board polled as follows: Katz, Moncada-Konte, Kwamilele; Larsen, Oke, Ortega, Swafford, Takata-Vasquez, Williams, Wanzo voted “aye.” All ayes – motion carried.*

1. **Confirmation of Master Calendar & Regular Meeting Schedule**

Margaret O’Brien noted a calendar/schedule was included with the agenda and the board would need to vote on accepting it.

*Board Member Larsen moved, seconded by Board Member Katz to accept the master calendar and regular meeting schedule.*

*Board polled as follows: Katz, Moncada-Kone, Kwamilele; Larsen, Oke, Swafford, Takata-Vasquez, Williams, Wanzo voted “aye.” Ortego no response. Nine ayes – motion carried.*

1. **New Business**
2. **Designing a progressive Business Tax**

Matt Newman with Blue Sky Consulting Group. He noted they were to assist when necessary. He provided a brief slide show of the revenues/taxes for the city.

*Board Member Takata-Vasquez moved, seconded by Board Member Larsen to extend the meeting.*

*Board polled as follows: Katz, Kwamilele; Larsen, Oke, Swafford, Takata-Vasquez, Williams, Wanzo voted “aye.” Moncada-Kone, voted “nay.” Ortego no response. One nay, eight ayes –motion carried.*

1. **Agenda Requests for Future Meetings**

Margaret O’Brien stated the following items were topics: forecast of rental accounts, forecast of residential accounts, forecast of other accounts, retail, small local vs. chain, comps to other cities with regards to tax rates/gross receipt taxes, cost of doing businesses in other cities/states (i.e.: Texas); what is the cost of doing business in Oakland, and what was the basis of the $27 million dollar figure.

Additional items added: clarity of process if items were adopted, add a layer of employment data; loss governing financial institution, tax holiday, exempt businesses, look at business mobility due to tax rate changes, and support for higher rates/lower rates.

1. **Open Forum**

No Comment.

1. **Adjournment**

Margaret adjourned the meeting at 8:17 p.m. Next meeting will be April 29, 2021 at 6:00 pm.