

**REDEVELOPMENT AGENCY  
AND THE CITY OF OAKLAND**  
*AGENDA REPORT*

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2008 FEB 28 PM 4: 56

TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Sarah T. Schlenk  
DATE: March 4, 2008

RE: **A Supplemental Report on a Report Regarding the Status of the City Council Modifications to the FY 2007-09 Policy Budget (Exhibit A to Resolution No. 80674 C.M.S.) and FY 2007-09 Oakland Redevelopment Agency Budget (Exhibit A to Resolution No. 2007-0054 C.M.S.) to Fund the Following Projects and Programs: (1) Nuisance Enforcement Position; (2) Museum Roof; (3) Park Improvements; (4) Sidewalk Repairs; (5) Tree Trimming; (6) Teen Centers; (7) Instant Run-Off Voter Education; (8) Council/Mayor Pay-Go Funding; (9) Reuse of California Hotel for Transitional Housing; (10) Additional Funding for City-County Collaboration for Re-Entry; (11) Create 311 Non-Emergency Help Line; (12) Expand 211 Help Line for Health and Human Services; (13) Seismic Retrofit Incentive Program; (14) Various Operating Grants to Outside Agencies; (15) Ten Police Service Technician II Positions; (16) Replace Fire Station #18; (17) Ambassador Security Program; and (18) Grades 10-14 Job Training & Recruitment**

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## SUMMARY

This report provides supplemental information requested by the Finance Committee on the status of projects and programs funded by City Council modifications to the FY 2007-09 Policy Budget (Exhibit A to Resolution No. 80674 C.M.S.) and FY 2007-09 Oakland Redevelopment Agency (ORA) Budget (Exhibit A to Resolution No. 2007-0054 C.M.S.).

## PROGRAM/PROJECT DESCRIPTION

Additional information or updates requested during the February 26<sup>th</sup> Finance & Management Committee are provided below:

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**1. Contract Administration Procedures for Tree Trimming Projects.**

Separate tree pruning contracts were issued for District 7, District 6, and District 5. These contracts were issued separately to enable small, local businesses to compete for the contracts. It also allows the PWA Tree Services Division time to become familiar with the construction inspection responsibilities and to evaluate the contractor's ability to perform the contract work. The last two contracts will include Districts 1, 2, & 3 as one separate contract, and District 4 and Citywide Tree Pruning as the final contract for this appropriation.

In the interest of utilizing the maximum amount of funding possible specifically for tree pruning, staff from the Tree Services Division will be used as the contract inspector. Scheduling the smaller contracts in a progressive timeline allows one employee to oversee the contracts and ensure quality work is being performed. Having the work done during the dry season allows the work to progress quickly and staff is available for the inspection duties.

The revised schedule for each District is as shown in the following table and also by timeline in Attachment A:

Milestones /Anticipated Schedule:

	Column A	Column B	Column C
District	Bid Date	Notice to Proceed	Notice of Completion
7	10/1/07	1/24/08	3/15/08
6	10/22/07	3/04/08	4/15/08
5	11/19/07	4/14/08	5/26/08
4	5/19/08	8/11/08	10/27/08
3	2/04/08	5/19/08	9/19/08
2	2/04/08	5/19/08	9/19/08
1	2/04/08	5/19/08	9/19/08
Citywide	5/19/08	8/11/08	10/27/08

As noted above, Column A represents the Bid Date. The bid date is the date that bids are received from businesses and opened. Column B represents the Notice to Proceed (NTP) date. It is the City's official notice to the contractor to commence work. The NTP is issued to a contractor as the final step following full contract execution. At this point, all bonds and insurance documents have been secured and the contract document is signed off by all parties, including the contractor. Column C represents the expected Notice of Completion date. It is the date the work is completed and accepted by the City.

To date, only one delay has occurred from staff's initial timeline, which was for District Seven. There was an approximate six week delay due to difficulty in obtaining the bonding and insurance information for the contractor.

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Contract Administration procedures for Tree Trimming projects are the same procedures followed for all small service contracts that include advertisements, public bidding, bonding, insurance, full execution of a contract agreement, issuance of a Notice to Proceed to the contractor, delivery of services to the City, the City's acceptance of work and final payment.

Contract Administration generally follows the same procedures for all informal construction projects, as described in detail below.

1. Once the project documents (plans and specifications) are received, an initial conference is held with the project manager to determine what competitive bid process and direction will best meet the needs for the project and develop a time line. The necessary licenses, trades, other subject matter groups, and Oakland certified firms that need to be included in the competitive bid process are discussed.
2. The documents go through a review process and are prepared for printing and distribution.
3. Notice Inviting Bids are posted on-line at: <http://www.oaklandpw.com/Page50.aspx> and advertised in the Oakland Tribune. Projects are normally open for bid for three (3) weeks before a bid opening is held. Sealed bids are received and opened by the City Clerk.
4. A review process occurs in Contract Administration and Contract Compliance to determine the lowest most responsible bidder. This information is sent to the project manager to make a decision on the award of the project.
5. Contract Administration prepares the contract and a boilerplate bond document for the bonding company to complete on behalf of the contractor. The contractor is given 20 days to sign the contract, execute the bonds, acquire the appropriate insurance, and provides a business tax license, contractor's license, and applicable schedules if necessary.
6. When the contract and all requested documents are received, the documents are reviewed for completeness and bonds are verified. If all documents are received and complete then the Notice to Proceed (NTP) is prepared and the internal City signature process begins: Office of the City Attorney, Agency Director and City Administrator.
7. If any documents are missing or incomplete, staff makes contact with the contractor, bonding or insurance companies to obtain the corrected documents prior to initiating the signature process.

8. Once all signatures are obtained and the accounting number is received the contract is mailed to the contractor. The Schedule T "Contract Summary Transmittal" and the original contract documents are delivered to the City Clerk's office for filing and contract copies are distributed as necessary.
2. **When is Construction Going to Start for the Rockridge Library Teen Center**  
The Teen Center at the Rockridge Library is estimated to start construction in the summer of 2009. Please see Attachment B for a detailed preliminary timeline.
3. **Update on the Police Investigator Positions**  
This item was not included in the original report, because no additional funding was allocated for the implementation. However, the Police Department has been working toward reassigning six officers to the Criminal Investigations Unit (CI). Two officers from Airport Operations were transferred to CI in July 2007; one Sergeant from Tactical Enforcement Task Force (TETF) was re-assigned in January 2008; one Lieutenant from Personnel will be assigned to CI on March 8th; and two officers from patrol will be transferred April 19th.

### **ORA FUNDING MODIFICATIONS**

4. **Update on the Ambassador Security Program**  
Staff has researched Ambassador Programs around the country and identified similar operational features. This information will serve as the basis for a meeting with OPD in March to discuss establishing an Ambassador Program in Oakland. Additional discussions are planned with the City Administrator and City Attorney. Among the issues to be determined are organizational affiliation, recruitment, training and supervision of the Ambassadors. Once these issues have been examined and the actual program model defined, staff will present the program to the business community to determine their level of support. As noted in the May 22, 2007 report to City Council, staff will work with Councilmember Brunner on details of the Ambassador Program and return to City Council with a detailed cost analysis in May 2008.

**ACTION REQUESTED OF THE CITY COUNCIL**

Receive and file this report.

Respectfully submitted,



Sarah T. Schlenk  
Budget Director  
City Administrator's Budget Office

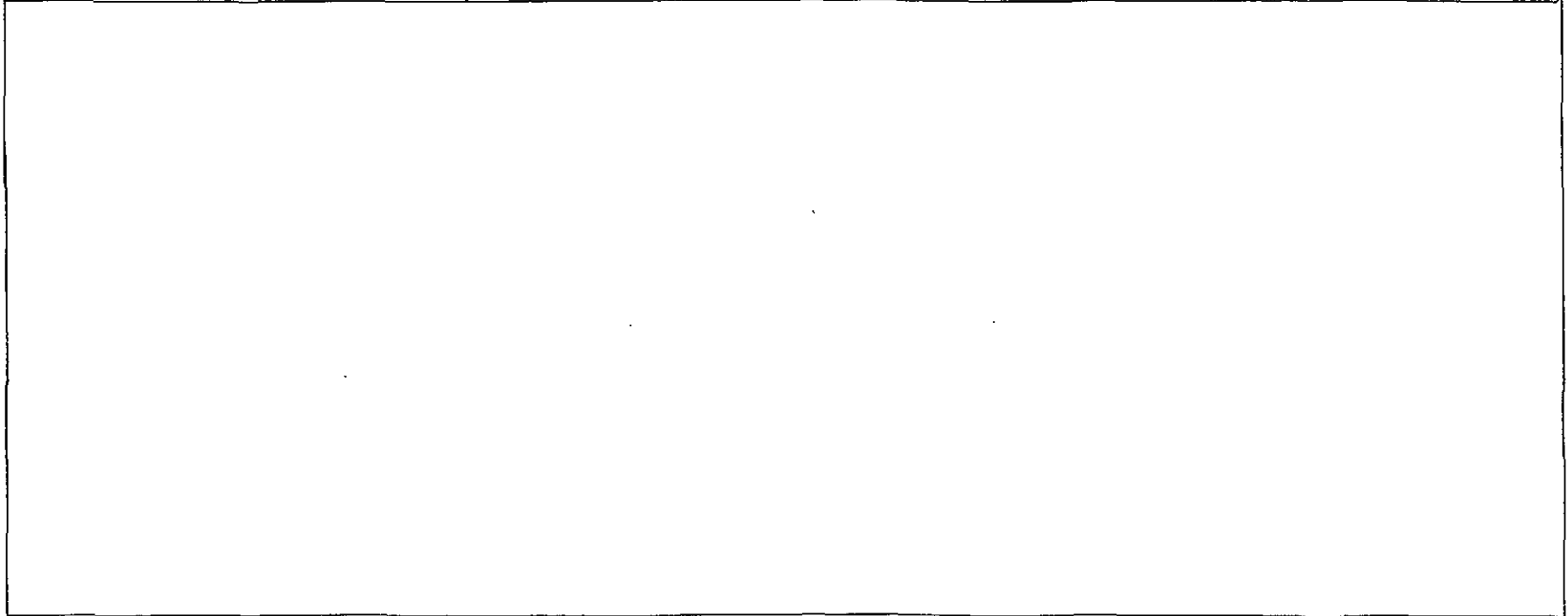
APPROVED AND FORWARDED TO THE  
CITY COUNCIL:



Office of the City Administrator

- Attachment A: Tree Pruning Timeline
- Attachment B: Rockridge Library Teen Center Approximate Timeline

ID	Task Name	Qtr 1, 2008			Qtr 2, 2008			Qtr 3, 2008			Qtr 4, 200
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	District 7										
2											
3	District 6										
4											
5	District 5										
6											
7	District 1, 2, & 3										
8											
9	District 4 and Citywide										



Project: 2008 Tree Pruning Schedule Date: Thu 2/28/08	Task		Rolled Up Task		External Tasks	
	Progress		Rolled Up Milestone		Project Summary	
	Milestone		Rolled Up Progress		Group By Summary	
	Summary		Split			

