

CITY OF OAKLAND
AGENDA REPORT

2010 FEB 25 PM 2:13

TO: Office of the City Administrator
ATTN: Dan Lindheim
FROM: Public Works Agency
DATE: March 9, 2010

RE: Resolution Authorizing The City Administrator To Enter Into A One Year Agreement With Youth Employment Partnership, Inc., To Implement The Team Oakland Program, With A Second Year Option To Extend, In An Amount Not To Exceed \$249,000 Each Year, If The Contract Is Extended, For A Total Contract Amount Not-To-Exceed \$498,000, If The Contract Is Extended

SUMMARY

A report and resolution has been prepared which authorizes the City Administrator to enter into an agreement with Youth Employment Partnership, Inc. for services needed to implement the Team Oakland Youth Training Program. The agreement will be for an amount not-to-exceed Four Hundred Ninety-Eight Thousand Dollars (\$498,000) for two years or \$249,000 for one year with a second year option to renew. The amount will cover salaries for youth participants, recruitment, application intake and assessment, job training, work experience counseling, payroll services, and facility rental for two years as approved in the Fiscal Year 2009-11 adopted budget.

FISCAL IMPACTS

Approval of this report and resolution will authorize a two-year agreement in an amount not to exceed Four Hundred Ninety-Eight Thousand Dollars (\$498,000). The total program costs are funded from the Comprehensive Clean-up Fund (1720). Funds are budgeted and available in the Public Works Agency's FY 2010 budget in Facilities and Environment (30611), Services (54919), Project (P35510); and Cost Center (NB 35).

BACKGROUND

The Team Oakland program was implemented in 1994 to provide a youth employment and environmental service-learning program designed to clean and green the city while providing employment opportunities for youth. Team Oakland meets the Mayor and City Council's priorities to develop a sustainable and healthy environment. The purpose of the Team Oakland program is both to change the negative perception that some young people have about the environment and to increase their knowledge base and participation in beautification and clean-up projects. The youth will spend much of their time cleaning and greening the neighborhoods and merchant districts and they will learn about the value of community pride and ownership.

Item: _____
Public Works Committee
March 9, 2010

RFP Process

On January 27, 2010, the Department of Contract and Purchasing Social Equity Division conducted an availability analysis to identify potential entities for notification of request for proposals (RFP *Attachment A*). On November 19, 2009, RFP's were mailed out to 40 business organizations, the Business Builders Trade, and other organizations that qualify to do the work. On November 20, 2009, the San Francisco Chronicle newspaper and The Post on November 25, 2009 published the RFP notification. Six business organizations attended the pre-bid meeting held on December 1, 2009.

On January 6, 2010 YEP, submitted the sole response to the RFP. PWA staff conducted an interview with YEP on January 14th and a follow-up meeting on January 21, 2010 to discuss deliverables. The Contract Compliance Analysis indicates that YEP is certified as a Local Business Enterprise (LBE), complies with the Equal Benefit Ordinance (EBO) and has met the Small Local Business Enterprise (SLBE) requirements. (See attached Compliance Analysis dated January 27, 2010)

YEP, the prime consultant, is a non-profit employment training organization that has provided paid comprehensive training and employment opportunities to youth over the past 35 years. The program offers trainees work experience on community revitalization projects, and classroom training in pre-employment issues, environmental topics, and leadership. YEP will subcontract with two Oakland non-profits, CivicCorps (CVC) and Peralta Service Corporation (PSC). CVC will supervise two teams in West Oakland and PSC will supervise one team in Central Oakland. CVC operates charter schools that integrate service, environmental education and stewardship. PSC operates crew based litter abatement and neighborhood beautification services to Business Improvement Districts and has extensive experience working with merchants. YEP will provide all coordination and training and will be the employer of record and will hold insurance liability.

Performance Evaluation

The Job Training Performance Standards Report issued by The Work Force Investment Board Director in the Mayor's Office states that YEP was critical in assisting the Mayors Summer Job Program in reaching and exceeding their recruitment goal of serving 1200 youth for the last two years. The report included the work done for the City of Oakland Team Oakland program.

As per the contractual agreement, PWA staff conducted a Performance Evaluation within 60 days upon completion of the 2009 summer program. YEP earned an overall rating of "Average" and has received a copy of the Evaluation (*Attachment B*). The contractor's performance and work were rated as satisfactory and professional service objectives were met. The retention rate of 92% was exceeded as 100 youth performed 8 weeks of litter abatement, and special assignments at 3 creek parks. Team Oakland members also participated in the annual Keep America Beautiful Litter Index. The data gathered will assist staff in determining the types of litter and debris on City streets and in deploying resources more effectively to address problems.

Members also distributed to merchants information about their responsibility to keep the area in front of their business clear of litter and weeds. YEP submitted a response to the Performance Evaluation (*Attachment C*) along with a copy of their Annual Program Report.

Team Oakland Summer 2010 Deliverables

A sample of the performance measures and deliverables for the upcoming year are as follows:

- Maintain ten youth teams that are assigned to work at locations selected by the City.
- Successful participation in annual Litter Index survey (Last week of June)
- Conduct outreach and distribute informational material (provided by PWA) to merchants regarding PWA services, recycling programs, and merchant responsibilities.
- Submit a list of merchant outreach, including business name, address, person contacted and date visited.
- Production of a multi-lingual Public Service Announcement to promote community stewardship.
- Monthly Program Reports (format provided by the Public Works Agency).
- A test, project, or practical examination will be administered to the participants for each competency area to help measure the efficacy of the workshops and trainings.
- Copies of work and life skills curriculum, including course outlines.
- YEP conducts a participant evaluation at mid point and at completion of the program. The purpose is to measure the quality, design of job training environmental workshops, and leadership team building.
- Maintain program retention rate at a minimum of 80% with an exit survey to be given to each member that exits early to determine the cause for the early withdrawal.
- Complete the Final Deliverables Report, format provided by the Public Works Agency, no later than October 31st 2010 and October 31st 2011.

KEY ISSUES AND IMPACTS

To encourage the interest of Oakland youth in protecting and preserving our environment, it is vital that we educate and involve them in the process of clean-up and beautification. Team Oakland provides a structured program where youth can learn about their environment and gain hands-on experience in keeping our City clean and beautiful. Since many attitudes and behaviors are learned and established at an early age, engaging youth is an effective approach to effecting change. The Keep Oakland Beautiful (KOB) Program in the Public Works Agency coordinates the Team Oakland program working closely with the contractor to assure the City's goals are met. The KOB staff will oversee the Team Oakland program in developing work locations, safety training and directing the contractor to assure that the program is implemented in accordance with the contract. KOB will provide supervision, program and project direction and contract administration of the Team Oakland program. Team Oakland will consist of 90 youth participants, 10 Assistant Team Leaders, and 10 Team Leaders.

Item: _____
Public Works Committee
March 9, 2010

PROGRAM DESCRIPTION

Goals

Team Oakland is a youth employment and environmental education program for youth 15-21 years old. Team Oakland's goals are to: 1) develop employment and leadership skills; 2) educate participants about prevention of litter and graffiti, and cigarette debris and its' impact; 3) abate litter and graffiti; and 4) encourage and promote environmental stewardship with youth, merchants and community at large.

Employment

Team Oakland youth will receive pre-employment training and skill assessment through the Mayor's Summer Jobs Program. Youth who express interest in the Team Oakland Program are invited to an orientation, an interview, and then hired to participate in the program. Team Oakland will employ 110 youth and young adults (90 Team Members, 10 Assistant Team Leaders, and 10 Team Leaders) for a period of 12 weeks. The youth are paid a between \$7.43/hour and \$9.07/hour. Team Oakland youth are exempt from receiving the living wage rate pursuant to Section 2.28090 B of the Oakland Municipal Code, "The Living Wage Ordinance", because they are "trainees" and the YEP conducts a job training program that meets the City job training standards. Participants will work up to a 140 hours throughout the summer.

Education and Training

Participants attend six work competency trainings for a total of 24 hours over the course of employment. Employment topics include positive work attitudes and behavior, employment related coaching (resume preparation, interviewing), career planning and decision making. In addition, to the 24 hours above, participants will receive one- four hour training session on work safety and the proper use of tools, and one-two hour training session per week on the following topics: cultural diversity in the workplace, conflict resolution, sexually transmitted diseases, and keeping a budget.

YEP will partner with StopWaste.org (formerly Alameda County Waste Management Authority) to provide training on the following topics:

- Current issues in the environment
- Environmental justice/careers
- Nutrition, composting, organic foods and community gardening
- Watershed ecosystems: watershed map, water us, and water cycle/water pollution
- Water stream reduction and recycling fundamentals
- Comparative history of Oakland land use
- Creek restoration: land use and decision making/native vs. non-native plant ecology
- Environmental issues of the San Francisco Bay/Lake Merritt natural history
- Pollution and environmental transportation issues/urban air quality
- Geographic Information Systems and Introduction to GPS

Projects

The youth will work 12 weeks beginning June 19, 2010 with a morning and afternoon shift. Youth will be assigned to teams and projects to perform litter abatement, weeding, and beautification. Teams will also learn about watersheds, local creek habitat and vegetation, and provide assistance in litter abatement and native plant management. Teams may also participate in enhancing the physical and social environments by providing support to stewardship/volunteer groups to improve the quality of parks. Staff will reach out to the community and City Council for input on potential locations.

SUSTAINABLE OPPORTUNITIES

Economic: Potential economic benefits include cleaner commercial districts that will attract and retain more residents and businesses. In addition, the Team Oakland program will increase civic engagement and develop a citizenry that is more invested in the health of their city. With more residents and youth involved in cleaning their physical surroundings, the City would ultimately be able to devote more resources to other necessary services.

Environmental: By providing environmental education, increasing awareness, hands-on participation to clean and beautify, the Team Oakland program would actively and positively contribute to a cleaner and healthier environment.

Social Equity: More Oakland youth will develop an increased sense of pride in their neighborhoods as they become more involved in actively caring for their surroundings.

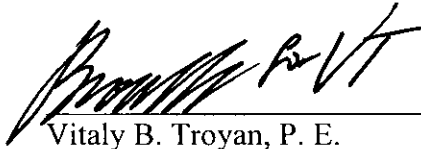
DISABILITY AND SENIOR CITIZEN ACCESS

There are no specific opportunities or challenges at this time.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends approval of the resolution authorizing the City Administrator to enter a one year agreement with YEP to implement the Team Oakland program with a one year option to renew.

Respectfully submitted,



Vitaly B. Troyan, P. E.
Interim Director, Public Works Agency

Reviewed by:
Brooke A. Levin, Assistant Director

Prepared by:
David Ferguson, Operations Manager
Keep Oakland Clean & Beautiful Division

APPROVED AND FORWARDED TO THE
PUBLIC WORKS COMMITTEE


Office of the City Administrator

Item: _____
Public Works Committee
March 9, 2010

Memo



Department of Contracting and Purchasing

Social Equity Division

Attachment A

To: Christine Ralls, Project Manager
 From: Sophany Hang, Acting Contract Compliance Officer
 Through: Deborah Barnes, Director, DC&P
 Shelley Darensburg, Sr. Contract Compliance Officer. *S. Darensburg*
 CC: Gwen McCormick, Contract Administration Supervisor
 Date: January 27, 2010
 Re: P35510 – Team Oakland Program 2010-11

The Department of Contracting and Purchasing (DCP), Division of Social Equity, reviewed one (1) proposal in response to the above referenced project. Professional contracts below \$50,000 must include outreach to certified local firms. Below is the outcome of the compliance evaluation for the minimum 20% Local and Small Local Business Enterprise (L/SLBE) participation requirement, and a preliminary review for compliance with the Equal Benefits Ordinance (EBO).

Below are the results of our findings:

Responsive		Proposed Participation				Earned Credits and Discounts			Banked Credits Eligibility	EBO Compliant? Y/N
Company Name	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	Trucking	Total Credited participation	Earned Credits	Adjusted Bid Amount		
Youth Employment Partnership, Inc.	NA	88%	77%	11%	NA	22%	2 points	NA	0 points	Y

Comments: As noted above, the firm met and/or exceeded the minimum 20% L/SLBE participation requirement. The firm is EBO compliant.

Non-Responsive		Proposed Participation				Earned Credits and Discounts			Banked Credits Eligibility	EBO Compliant? Y/N
Company Name	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	Trucking	Total Credited participation	Earned Credits	Adjusted Bid Amount		
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

Comments: NA

Should you have any questions you may contact Sophany Hang at (510) 238-3723.



DEPARTMENT OF CONTRACTING AND PURCHASING

Social Equity Division

PROJECT COMPLIANCE EVALUATION FOR :

Project No. P35510

RE: Team Oakland Program 2010-11

CONSULTANT/CONTRACTOR: Youth Employment Partnership, Inc.

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Discount/Preference Points:</u>	
N/A	2	

- 1. Did the 20% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 20% requirement **YES**
 - a) % of LBE participation **77%**
 - b) % of SLBE participation **11%**

3. Did the contractor receive bid discount/preference points? **Y NA**
 (If yes, list the points received) **2 points**

5. Additional Comments.

6. Date evaluation completed and returned to Contract Admin./Initiating Dept.

1/27/2010

Date

Reviewing Officer: *John Hug*

Date: 1/27/10

Approved By: *Shelley Darenburg*

Date: 1/27/10

LBE/SLBE Participation Youth Employment Partnership, Inc.

Project Name: Team Oakland Program 2010-11

Project No.: P35510		Engineer's Estimate NA				Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	Total		For Tracking Only		
						LBE/SLBE %	Percentages	Ethn.	MBE	WBE
PRIME	Youth Employment Partnership, Inc.	Oakland	CB	77%		77%	77%	NL		
Crew supervision	Peralta Service Corporation	Oakland	CB		11%	11%	11%	H	11%	
Crew supervision	Civicorps Schools	Oakland	UB				12%	NL		
Project Totals				77%	11%	88%	100%		11%	0%
Requirements: The 20% requirements is a combination of 10% LBE and 10% SLBE participation. An SLBE firm can be counted 100% towards achieving 20% requirements.				LBE 10%	SLBE 10%	TRUCKING 20%		Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise				

SCHEDULE LI
CITY OF OAKLAND
PUBLIC WORKS AGENCY
CONSULTANT PERFORMANCE EVALUATION FORM

Consultant Name & Address: Youth Employment Partnership

Type of Services/Work Provided: Job training of youth in litter abatement

Project Complexity (Standard or Difficult): standard

Consultant Lead Project Manager: Tommie Hannigan

Project Name: Team Oakland

City Project No: P35510

Final Value of Consultant Contract: \$249,000

Duration of Consultant Contract (Start & end dates): 5/1/2009 – 10/31/2009

Final Value of Construction Contract: N/A

City Construction Resident Engineer (with phone #): N/A

Date of Evaluation: 1/4/2010

City Project Manager/Evaluator (with phone #): Christine Ralls, 434-5113 *Christine Ralls*

Reviewed and Approved By (with phone #): David Ferguson, 434-5111 *David Ferguson*

Ratings Guidelines:

- *Poor - Work required extensive revisions, included numerous & significant errors; consultant was unable or unwilling to perform consistently, required an inordinate amount of supervision, and/or failed to meet professional standards/project objectives.*
- *Needs to Improve – Performance was marginal; work required more review and included more errors than would normally be anticipated; level of service or expertise below average.*
- *Average – Performance and work were satisfactory; services provided were at least of industry standard; no significant errors or problems; professional service objectives met.*
- *Excellent – Performance was clearly above standard; expectations exceeded; objectives were met with an added level of service and/or with a higher level of professional expertise.*

Please rate the Consultant on the following topics by checking the appropriate box:

<u>QUESTIONS</u>	<u>Poor</u>	<u>Needs to Improve</u>	<u>Average</u>	<u>Excellent</u>	<u>Not Applicable</u>
1. Quality of Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to meet the Project Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge, Expertise, and State-of-the Art Technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Innovation of Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Thoroughness of Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Quality Control of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to React and Respond to Problems/Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ability to Maintain to the Project Schedule and to Time Commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to Maintain to the Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Accuracy of Cost Estimating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Constructibility of the Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Quality of Construction Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Accuracy and Timeliness of Billings and other Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Sufficient and Appropriate Staffing of the Project by the Consultant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to Manage and Coordinate Sub-Consultants	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>QUESTIONS</u>	<u>Poor</u>	<u>Needs to Improve</u>	<u>Average</u>	<u>Excellent</u>	<u>Not Applicable</u>
16. Ability and Ease of Communicating with City Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to Communicate with the Community and to Make Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Willingness, Flexibility, and Attitude in Working with the City	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to Follow City Directives (i.e. Architectural Design Concept, other Requirements, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	1 <input type="checkbox"/>	4 <input type="checkbox"/>	10 <input type="checkbox"/>	0 <input type="checkbox"/>	4 <input type="checkbox"/>

All Questions rated at "Poor" or "Needs to Improve" must be supplemented with comments.

Comments (attach additional information, as necessary): See attached 10 pages

Note: The Project Coordinator/Manager shall complete this evaluation form for each primary consultant within 60 days upon the completion of an individual project or assignment. Interim evaluations shall also be prepared for projects of a long duration (i.e. over one year) or if the consultant's performance merits notification of any deficiencies.

Information is to be submitted to and kept on file by the PWA Contract Administration Division for five (5) years. A copy of the evaluation shall also be provided to the consultant. These forms may be used, in part, as a reference to evaluate the consultant for future City professional services contracts.

Consultants with an overall evaluation of "Poor" or "Needs to Improve" are given an opportunity to 1) appeal the evaluation to the Assistant Director of Public Works, or his designee, and/or 2) append the evaluation with a one-page statement that explains or refutes the City's finding.

2009 Team Oakland/YEP Contract Evaluation Narratives

Submitted by:

PWA Project Manager, Christine Ralls

December 18, 2009

13. Accuracy and Timeliness of Billings: Billing documents were not timely nor were they accurate or supported by the documentation required by the contract. (See chart below.) The Project Manager (PM) had questions regarding the July 17th invoice. For example, the invoice sought reimbursement in the amount of \$4,000 for Julian Bonilla for "program oversight". The PM asked the Contractor who this person was and what contract activities he or she performed. This and other questions about this invoice were never answered or responded to. Emails and phone messages on this subject were not answered. (See attached Contact Log.) We did not receive any further monthly billings or reports as required by the contract, therefore this invoice was not paid. The final billing was due October 31st and was received on November 16th past the due date, along with Contractor's final report. On this final billing, Julian Bonilla was not listed for any reimbursement. (See attached July 17 invoice and November 16 invoice.) The PM had questions about the final billing. (See attached November 18, Memo to file.) Only items A (b) and (c) were addressed by Contractor in a December 7 meeting.

Due Date	Date submitted	Contracted Deliverables	Actual Deliverables
July 1, 2009	July 17, 2009	<ol style="list-style-type: none"> 1. Recruitment flyers/data 2. Workshop outlines 3. Budget documentation 4. Youth litter pick up 5. Special projects 6. Accurate monthly bag counts 7. Litter index 8. Daily supervision of teams 	<p>1,4, 5, 7, 8 delivered</p> <p>1, 2, 6 No documentation supplied, including names and numbers of counselors.</p>
Aug. 1	Not submitted	<ol style="list-style-type: none"> 1. Education and training workshop outlines 2. Budget documentation 3. Accurate monthly bag counts 4. Youth litter pick up 5. Special projects 6. Daily supervision of teams 	<p>4, 5, 6 delivered</p> <p>1, 2, 3 No documentation supplied</p>
Sept. 1	Not submitted	<ol style="list-style-type: none"> 1. Education and training workshop outlines 2. Youth litter pick up 3. Special projects 4. Budget documentation 5. Accurate monthly bag counts 6. Daily supervision of teams 	<p>2, 3, 6 delivered</p> <p>1,4, 5 No documentation supplied</p>
Oct. 31	Not submitted	<ol style="list-style-type: none"> 1. Workshop outlines 2. Youth litter pick up 3. Budget documentation 4. Accurate monthly bag counts 5. PSA DVD/CD, multilingual 6. Merchant outreach and log 	<p>2 Delivered</p> <p>1, 3, 4, 5, 6 No documentation supplied</p>

2009 Team Oakland/YEP Contract Evaluation Narratives
Submitted by:
PWA Project Manager, Christine Ralls
December 18, 2009

14. Sufficient and appropriate staffing: The contract required the Contractor to provide day to day management, supervision, leadership and guidance to the 100 participants in the Team Oakland program. When the teams worked on special projects in the creek parks, additional supervision was required by either City staff or adult volunteers. In the revised final report submitted by the Contractor on December 3, it was finally revealed that 3 counselors were assigned daily to be in the field with 10 teams, equal to an average of 100 participants. 2 of these counselors were part time. This is an insufficient staffing ratio to manage 5 teams in the AM and 5 teams in the PM. The appropriate ratio is 1:10.

- Arroyo Viejo Creek: One YEP supervisor was present with 3 teams, leaving a supervision ratio of 1:30. 2 City Staff attempted to manage the teams. While the YEP supervisor was at the site he was busy on the phone and unable to monitor the work of 10 youth. We cancelled further work there because of insufficient staffing and supervision. Insufficient staffing posed safety issues particularly in the special projects involving the creek work. See Attachment A.
- Courtland Creek: No YEP supervisor was present when an issue arose with a team member. The adult volunteer from the community had no means of contacting the YEP supervisor resulting in an inability to interface with the team member's parent when he came on site.

15. Ability to Manage Sub-consultants: The contract required the use of a local small business. Systems Masters (LBE/SLBE) was listed as a subcontractor in the amount of \$3,000 for a 5% portion of the contract. According to the final report and billing, this subcontractor was not utilized. No invoice or reference in the deliverables was submitted for this subcontractor, Systems Masters (LBE/SLBE) during the term of this contract. See Attachment B, Schedules E & G.

16. Ability and Ease of Communicating with City Staff:

- Daily bag counts were not always received in a timely manner. This is critical in order to assign the collection of the bags to a PWA maintenance driver who was waiting for the information.
- Contractor originally scheduled Wednesdays as education and training days as opposed to litter abatement days. Without notice, this changed more than once resulting in a PWA workflow disruption to the maintenance truck drivers scheduled to collect the bags.
- Contractor was nonresponsive to emails. Follow up phone calls dealt with single issues instead of being comprehensive communication about all of the issues

2009 Team Oakland/YEP Contract Evaluation Narratives
Submitted by:
PWA Project Manager, Christine Ralls
December 18, 2009

pending at the time. For example, the week of August 10, phone calls were made regarding scheduled work at Courtland Creek Park. Contractor was also scheduling Team Oakland participants for a City event, unrelated to Team Oakland, on the weekend. The PM had to reach the Contractor's office staff to make contact with the Contractor as her phone message was linked to their weekend work. When contact was made, only scheduling issues were discussed, not the billing issues. As a result, the following week the PM sent a follow up email regarding the July billing.

18. Willingness, flexibility and attitude in working with the City:

- The Contractor did not demonstrate flexibility when asked by the PM to review routes for the teams. This is critical as the teams are highly visible to the public and other City personnel, including the City Council. Instead, the Contractor asserted that their past performance on previous Team Oakland contracts should have been the determining factor on this issue. Resolution of this issue required the assistance of the PM's supervisor.
- Questions regarding the July invoice were not addressed, including the issue of the absence of a monthly report. The Contractor's only response was "We usually only provide bag counts in the final report."
- The Contractor did take immediate action when a Team Member engaged in inappropriate conduct with a merchant.
- With the failure to provide monthly reports, the PM had no ability to review, nor conduct an interim evaluate or manage certain aspects of the contract. The PM made several attempts to confirm who was teaching the Work and Life Skills portion of the contract as well as confirm the dates when these workshops were conducted. During the performance of the contract, no response was given to these questions. When the revised final report was presented on December 3 with no documentation for these work and life skills workshops, the Contractor disclosed that these workshops were conducted by the Mayor's Summer Job Program staff, not by the Contractor.
- In the final deliverable report, the contract required an outreach log of contacts with merchants. None was provided. Contractor was provided with PWA magnets and 1000 copies of the Sidewalk Encroachment Notice and 500 were returned as undistributed. The PM has no documentation of which merchants on which routes received this information.
- All documentation required by the contract was to be accurate. The final report includes daily totals and monthly totals that show a triple amount of the number of bags collected. Thus, it is not accurate.

CONTACT LOG

2009 Billing issues with Team Oakland, Christine Ralls, Project Manager

July 17, 2009 Received YEP's first invoice for this contract term. No monthly report was attached as required.

July 24 Sent an e-mail to Contractor including a copy of Section V of the contract, *Program Management*. (These deliverables were discussed in a meeting with Contractor on June 11, 2009.) This section states that we are to get detailed monthly deliverables as outlined in the Team Oakland 2009 Deliverables Form.

July 27 Received a voicemail message from Contractor asking for clarification. She indicated that in the past they only had to give a bag count at the end of the contract term. Returned her call and left a message reiterating the details of my e-mail message.

August 17 Sent another e-mail to Contractor asking if she has made any progress clarifying the issues raised. Received no response.

October 31 Final report and invoice due.

November 17 final report and final billing received. No answers to questions nor documents provided supporting the July invoice.

November 18 Met with YEP Project Manager. Identified issues with the final report and with the final billing. Provided her with typed memo re: billing issues, copy attached.

REQUEST FOR REIMBURSEMENT/ADVANCE

PROJECT: Team Oakland 2009
 ORGANIZATION: Youth Employment Partnership, Inc

CONTRACT AMT: \$249,000

ITEM	July 1 for June/July	Aug 1 for Aug	10% hold for final report by Oct 31, 2009	TOTAL PROGRAM BUDGET
TEAM OAKLAND PROGRAM PERSONNEL COSTS*	\$	\$		\$
Program Director, Michelle Clark (FTE)	\$4,000			
Program Oversight, Julina Bonilla (% FTE)	\$4,000			
Sr. W.E. Counselor, Tommie Hannigan (% FTE)	\$9,000			
Work Experience Counselors	\$7,000			
Fringe Benefits (% of salary)	\$6,667			
A. SUBTOTAL TEAM OAKLAND PERSONNEL	\$30,667	\$0	\$0	
NON-PERSONNEL COSTS				
Rent (Staffing Space)	\$2,000			
Accounting Services (payroll admin, invoicing)	\$1,775			
Audit				
Consultants				
Systems Masters				
Natural Resources Outreach Coordinator				
Staff Transportation	\$40			
B. SUBTOTAL NON-PERSONNEL	\$3,815	\$0	\$0	
TEAM OAKLAND PROGRAM COSTS				
Team Members	\$61,000			
Assistant Team Leaders				
Team Leaders	\$20,154			
Benefits (%)	\$20,288			
Cellular Telephones	\$2,300			
Food				
Community Project				
Maintenance Training				
Trainee Transportation	\$1,945			
Trainee Operations (Materials)				
Training Space	\$1,200			
Liability Insurance	\$2,000			
C. SUBTOTAL TEAM OAKLAND PROGRAM	\$108,887	\$0	\$0	
D. AGENCY OVERHEAD (%)	\$5,611			
REIMBURS./ADVANCE REQUEST (A+B+C+D)	\$149,000	\$0	\$0	
*Agency FTE = 40 hours per week				

I hereby certify that the sum of \$149,000 for reimbursement/advance is correct for period of June 1, 2009 to July 31, 2009.

Signature of Team Oakland Grantee Designee _____ Date 7/14/09

PWA OFFICE USE:

Contract Amount \$249,000
 Less funds dispersed FYTD
 Less this payment
 Balance on contract

RECEIVED
 CITY OF OAKLAND
 PUBLIC WORKS DIVISION
 2009 JUL 17 PM 2:59
 KEEP OAKLAND GREAT
 B. BEAULIEU DIVISION



YOUTH EMPLOYMENT PARTNERSHIP, INC

PROJECT: Team Oakland 2009
 ORGANIZATION: Youth Employment Partnership, Inc

CONTRACT AMT: \$249,000

ITEM	June 1, 2009-September 30, 2009		
TEAM OAKLAND PROGRAM PERS COSTS*			
YEP DIRECTOR-Program Oversight,			\$ 13,520
Sr. W.E. Counselor, Tommie Hannigan			\$ 10,835
YEP Work Experience Counselors			\$ 22,430
Scotlan Work Experience Counselors			\$ 12,500
Fringe Benefits			\$ 11,437
A. SUBTOTAL TEAM OAKLAND PERSONNEL	\$0	\$0	\$ 70,722
NON-PERSONNEL COSTS			
Rent (Staffing Space)			\$ 750
Accounting Services (payroll admin, invoicing)			\$ 14,830
Natural Resources Outreach Coordinator			\$ 1,900
Staff Transportation			\$ 792
B. SUBTOTAL NON-PERSONNEL	\$0	\$0	\$ 18,272
TEAM OAKLAND PROGRAM COSTS			
Team Members			\$ 86,666
Team Leaders			\$ 20,366
Benefits			\$ 7,733
Cellular Telephones			\$ 2,333
Food			\$ 2,913
Community Project			\$ 2,905
Trainee Transportation			\$ 1,074
Trainee Operations (Materials)			\$ 1,848
Training Space			\$ 7,500
Liability Insurance			\$ 6,728
C. SUBTOTAL TEAM OAKLAND PROGRAM	\$0	\$0	\$ 150,066
D. AGENCY OVERHEAD (10 %)			\$ 24,999
E. TOTAL PROGRAM COST			\$ 264,058
F. IN KIND MACTH FROM YEP			\$ 15,058
REIMBURS./ADVANCE REQUEST (E-F)	\$0	\$0	\$ 249,000

*Agency FTE = 40 hours per week

I hereby certify that the sum of \$249,000 for reimbursement/advance is correct for period of June 1, 2009 to September 30, 2009.

Signature of Team Oakland Grantee Designee _____ Date _____

2300 International Blvd
 Oakland, CA 94601
 510.533.3447 phone
 510.533.3469 fax
 www.yep.org

PWA OFFICE USE:
 Contract Amount \$249,000
 Less funds dispersed FYTD
 Less this payment
 Balance on contract

RECEIVED
 CITY OF OAKLAND
 PUBLIC WORKS AGENCY
 2009 NOV 16 AM 11:07
 KEEP OAKLAND CLEAN
 & BEAUTIFUL DIVISION

November 18, 2009

Christine Ralls, Team Oakland Project Manager

Team Oakland/YEP 2009 billing issues list

KOCB requests that YEP resubmit the final invoice. Use our form. Do not change the format. Divide the costs monthly and report them as such. Please supply answers to the questions below and include documentation.

- A. Team Oakland Program Personnel Costs
 - a. For all personnel costs include the percentage of FTE used for Team Oakland.
 - b. Who are the YEP work experience counselors? What services did they provide?
 - c. Who are the Scotlan work experience counselors? What services did they provide? When?
- B. Team Oakland Non-personnel Costs
 - a. Accounting services is charged at \$14,830 compared with \$1775 on the July bill. What is the explanation for this?
 - b. Who is the natural resources outreach coordinator? What services did they provide?
 - c. Staff transportation is charged at \$792. Who is this for and for what events?
- C. Team Oakland program costs
 - a. Team leaders are charged at \$20,366 compared with \$20,154 of the July bill. What is the explanation for this?
 - b. Team leaders are identified as receiving benefits costing \$17,733. On the July bill there is an entry for \$20,288 of benefits for team leaders. Do team leaders receive benefits? If so what benefits?
 - c. KOCB being charged \$2905 for a community project. What was this community project? When did it occur?
 - d. Trainee transportation is billed at \$1074 compared with \$1945 in the July bill. What is the explanation for this? How were these transportation costs incurred?
 - e. Trainee operations (materials) are billed at \$1848. What is this for?
 - f. Trainee space is billed as \$7500. What does this represent?
- D. Agency overhead is billed at \$24,999 compared with \$5611 in the July bill. What is the explanation for this?

Ralls, Christine

ATTACHMENT A

From: Ralls, Christine
Sent: Thursday, August 13, 2009 2:21 PM
To: Tommie Hannigan
Cc: Robles-Wong, Cookie; mcc@yep.org; vmoore@yep.org; Samuel, Bryn
Subject: Is there a bag count from this morning?

Tommie, we are cancelling 2 creek workdays: Tuesday 8/18 at Arroyo Viejo and Friday 8/21 at Peralta Creek/Cesar Chavez Park. The work at Arroyo Viejo that the youth can do is done. Also, we do not have the staff to supervise the teams and apparently neither does YEP.

If the teams can do any work in the last week of August they can work their regular routes with a few additional hot spots.

Christine Ralls
Senior Clean City Specialist
Public Works Agency
City of Oakland
(510) 434-5113

Watershed comments YEP

ATTACHMENT A

From: Samuel, Bryn
Sent: Monday, August 17, 2009 10:32 AM
To: Ralls, Christine
Subject: FW: Arroyo Viejo for Tuesday

FYI

Bryn Samuel
Environmental Resources Analyst
Environmental Services Division
City of Oakland
250 Frank Ogawa Plaza, suite 5301
Phone: (510) 238-6227
Fax: (510) 238-7286

? Go Green! Please consider the environment before printing this email, and help the city of Oakland be environmentally responsible.

-----Original Message-----

From: Samuel, Bryn
Sent: Monday, August 17, 2009 10:11 AM
To: Stockard, Will
Cc: Chau, Daniel
Subject: RE: Arroyo Viejo for Tuesday

Hi Will,

Thanks for the email. Unfortunately, the second work day at Arroyo Viejo has been cancelled.

With 30 plus youth we need a lot more supervision and we don't have staff available to provide

this. Christine and I are not available and there is no way that Daniel can supervise such a large

group on his own. I'm glad we had a chance to hold one workday with the group there last week.

If this program continues next summer we can consider Arroyo Viejo as one of the locations

again. Hopefully when working at this site in the future with a Team Oakland group, we can

organize more supervision from City staff or experienced volunteers.

If you have any questions, feel free to call or email me.

Bryn Samuel
Environmental Resources Analyst
Environmental Services Division
City of Oakland
250 Frank Ogawa Plaza, suite 5301
Phone: (510) 238-6227
Fax: (510) 238-7286

? Go Green! Please consider the environment before printing this email, and help the city of Oakland be environmentally responsible.

-----Original Message-----

From: Stockard, Will
Sent: Monday, August 17, 2009 10:03 AM
To: Samuel, Bryn
Cc: Chau, Daniel
Subject: Arroyo Viejo for Tuesday

Watershed comments YEP

ATTACHMENT A

Bryn,
From what worked and what didn't last week, lets see what we can improve for Tuesday.

Please add your comments below. Good job, by the way!

What we need for next time:

- More thick gloves
- Hand mattocks
- More tools, generally.
- Rubber boots
- Trash grabbers
- More trash bags
- A match number and size of groups to supervisors
- A set time and duration for a break
- At least one responsible supervisor per group.
- More leaf rakes
- More work on the bristly oxtongue
- Plant lesson on Bristly Oxtongue-(I just made a short one)
- Plant lesson on Native and Himalayan Blackberry.
- Plant lesson on Willow.
- More clearing lines of sight near the bridge (if feasible)
- anything else?

What worked:

- Site walk and history
- Moving groups from place to place when they get bored
- When we had it, one supervisor per group
- The range of work
- -anything else?

What didn't work:

- Unsupervised groups
- Supervisors leaving the site
- anything else?

Will Stockard
Watershed Program Specialist
City of Oakland
Community Economic Development Agency -
Watershed & Stormwater Management
250 Frank H. Ogawa Plaza, Suite 4314
Oakland, CA 94612-2034

Phone (510) 238-6815
Fax (510) 238-2233 / TDD (510) 238-3254



YOUTH EMPLOYMENT PARTNERSHIP, INC

February 3, 2010

Brooke Levin
 Assistant Director, Facilities and Environment
 City of Oakland Public Works Administration
 7101 Edgewater Drive, Building 2
 Oakland, CA 94621

Dear Ms. Levin:

I am writing to provide our agency's perspective on the items rated "poor" or "needs improvement" in the administrative evaluation of the 2009 Team Oakland program. In addition, I have attached the Team Oakland program performance report.

13. Accuracy & Timeliness of Billings. YEP submitted our initial invoice in the exact format that has been required for the last 10 years of YEP operating the Team Oakland Program. The invoice was sent back, and at that time we were told of the City's new invoicing procedure and format. Since we were in the midst of operating the summer jobs program, we waited until the end of the fiscal quarter to revise the interface between our accounting system and the City's new billing structure.

#14. Sufficient and Appropriate Staffing of the Project. YEP staffed the Team Oakland program in accordance with our contractual agreement. Direct supervision of team members is provided on a day-to-day basis by Team Leaders. The 1:30 ratio noted in the evaluation does not account for the supervision provided by the Team Leaders. Team Leaders handled emergent issues extremely well by following established protocol: if the immediate support of Team Oakland counseling staff is required, Team Leaders use two-way radios provided by YEP. In the Courtland Creek issue described, the Team Leader was immediately in contact with YEP staff regarding the situation. We are proud of our Team Leaders' ability to respond with good judgment to the challenging situations that can arise over the summer.

#15. Ability to Manage and Coordinate Sub-Consultants. In YEP's 2010 Team Oakland proposal our subcontracting partners are a primary part of the program design and are fully integrated into the program.

#16. Ability and Ease of Communicating with City Staff. Team Oakland usually has multiple meetings throughout the summer with the Public Works supervisor of this contract. In the 2009 summer, no meetings were scheduled and we relied on almost daily communication with the new Public Works supervisor. We have reinstated biweekly meetings for the 2010 summer. YEP submits twice daily team bag counts.

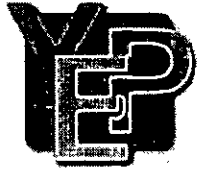
#18. Willingness, Flexibility, and Attitude in Working with the City. YEP's Team Oakland staff fully embraces the opportunity to work on special projects to benefit and beautify Oakland. In addition to the assigned neighborhood litter abatement routes, and in response to City requests, Team Oakland supported special clean-ups identified by Council members and Public Works staff: creek and park restoration projects, Art & Soul and National Night Out events. We believe this demonstrates YEP's flexibility and capacity.

YEP has experienced a positive process in working with Public Works leadership during the contracting process for 2010, and we anticipate that this will continue. YEP is committed to continuous improvement of our programming and administration. Thank you for your time and attention to this matter.

Sincerely,

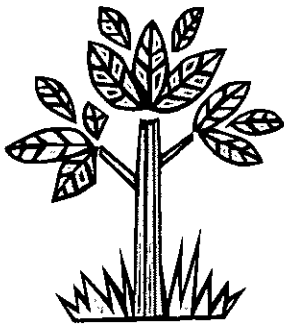
Michele Clark
 Executive Director

2500 International Blvd
 Oakland, CA 94601
 510.533.3447 phone
 510.533.3459 fax
 www.yep.org



YOUTH EMPLOYMENT PARTNERSHIP

2009 TEAM OAKLAND PERFORMANCE REPORT



**THE TEAM OAKLAND PROGRAM IS
FUNDED PRIMARILY BY OAKLAND
PUBLIC WORKS GRANT FUNDS
AND SUPPORTED BY YEP'S
ENVIRONMENTAL EDUCATION AND
TRAINING FUNDING**

Table of Contents

PERFORMANCE REPORT TOPIC	PAGE
LITTER ABATEMENT	
▪ CUMULATIVE TOTAL BY COUNCIL DISTRICT	1
▪ JULY COUNT BY DISTRICT, NEIGHBORHOOD	2
▪ AUGUST COUNT BY DISTRICT, NEIGHBORHOOD	4
EMPLOYING YOUTH	
▪ RECRUITMENT	5
▪ PARTICIPANTS BY COUNCIL DISTRICTS	6
▪ TEAM MEMBER EXIT SURVEY	7
TRAINING FOR OAKLAND TEENS	
▪ EMPLOYMENT TRAINING	9
▪ ENVIRONMENTAL TRAINING	10
MERCHANTS	
▪ MERCHANT SURVEY	11
▪ MERCHANT SATISFACTION	12



Cover: Eastlake Team. **Above:** *Canoes in the Sloughs* field trip

Cumulative Litter Abatement by Council District

In July and August 2009, 106 Team Oakland Program participants worked 11,999.25 hours to collect 101.88 tons of trash. The following amounts were collected from each council district:

2009 Total Team Oakland Litter Abatement by Council District			
Council Member	Council District	Bags of Trash	Tons of Trash
Jane Brunner	1	1418	14.18
Pat Kernighan	2	2256	22.56
Nancy Nadel	3	1681	16.81
Jean Quan	4	495	4.95
Ignacio De la Fuente	5	1324	13.24
Desley Brooks	6	1637	16.37
Larry Reid	7	1377	13.77
		TOTAL	101.88

The kids are doing a great job cleaning up the street.-- Cuvi, Dollar Tree Stores

Good Job!
-- Alex, Peets Coffee and Tea

Great progress in the community.
-- Harry, Harry's Quality Auto Center

They did very good work.
-- Jaya, Subway

They are doing very well and they are a good example.
-- Alex Angeles, Latino American Fashion

Summer 2009 Totals
10,0188 bags of litter
101.88 tons of litter removed



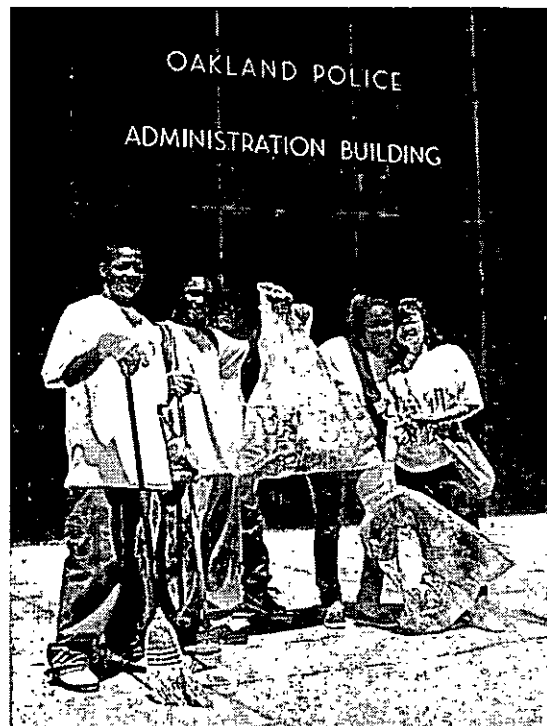
July 2009 Litter Abatement by Council District

In July 2009, 106 Team Oakland Program participants worked 6,591.75 hours to collect 59.49 tons of trash. The amounts by council district are detailed in the table below. With Public Works staff, Team Oakland members completed the Litter Index.

July 2009 Team Oakland Litter Abatement by Council District			
Council Member	Council District	Bags of Trash	Tons of Trash
Jane Brunner	1	1057	10.57
Pat Kernighan	2	1309	13.09
Nancy Nadel	3	1050	10.50
Jean Quan	4	286	2.86
Ignacio De la Fuente	5	707	7.07
Desley Brooks	6	836	8.36
Larry Reid	7	702	7.02
TOTALS		5,949	59.49

JULY SPECIAL PROJECTS

- ✓ Team Leaders worked with PWA staff to conduct the Keep Oakland Beautiful Litter Index.
- ✓ The Eastlake Team completed a special clean up at the Oakland Police Dept. Headquarters (at right).
- ✓ On July 22nd Team Oakland participants toured the Davis Street Transfer Station led by Education Services staff of StopWaste.org.
- ✓ 48 Team Oakland youth participated in Save the Bay's *Canoes in the Sloughs* environmental education field trip program in the Oakland estuary on July 8th and July 21st.
- ✓ On July 30th and 31st Team Oakland youth from the West Oakland and Dimond teams worked on a Courtland Creek Restoration Project.



July Bag Count by Team, by Day

	6-Jul	7-Jul	8-Jul	9-Jul	10-Jul	13-Jul	14-Jul	15-Jul	16-Jul	17-Jul
TEAM										
West Oak	75	48	69	51	36	45	21	0	30	39
San Pablo	54	54	54	42	42	42	42	0	48	54
North Oak	36	39	27	21	24	30	33	0	21	21
Eastlake	69	78	87	36	36	42	27	0	66	39
Dimond	18	18	9	21	21	18	15	0	18	15
San Anton	30	30	21	27	39	33	30	0	30	27
Fruitvale	33	30	0	27	54	21	24	0	27	27
Central	51	90	144	105	27	54	27	0	51	69
Foothill	30	21	0	39	18	18	39	0	18	18
East Oak	33	27	45	33	27	33	24	0	36	33
DAILY BAG										
TOTALS	429	435	456	402	324	336	282	0	345	342

	20-Jul	21-Jul	22-Jul	23-Jul	24-Jul	27-Jul	28-Jul	29-Jul	30-Jul	31-Jul
TEAM										
West Oak	27	0	0	30	18	27	21	0	0	0
San Pablo	75	42	0	72	96	78	27	0	57	60
North Oak	24	33	0	21	24	18	21	0	21	18
Eastlake	36	0	0	36	45	42	27	0	36	33
Dimond	21	9	0	12	15	18	18	0	9	30
San Anton	45	0	0	42	45	54	42	0	24	57
Fruitvale	30	51	0	27	18	27	36	0	39	36
Central	63	18	0	60	69	66	54	0	42	45
Foothill	27	21	0	21	21	12	0	0	27	18
East Oak	36	30	0	36	21	39	45	0	30	27
DAILY BAG										
TOTALS	384	204	0	357	372	381	291	0	285	324

July totals
5,949 bags of litter
59.49 tons



August 2009 Litter Abatement by Council District

In August 2009, 98 Team Oakland Program participants worked 5,339 hours to collect 42.39 tons of trash. The following amounts were collected from each council district:



August 2009 Team Oakland Litter Abatement by Council District			
Council Member	Council District	Bags of Trash	Tons of Trash
Jane Brunner	1	361	3.61
Pat Kernighan	2	945	9.45
Nancy Nadel	3	630	6.30
Jean Quan	4	210	2.10
Ignacio De la Fuente	5	617	6.17
Desley Brooks	6	801	8.01
Larry Reid	7	675	6.75
TOTALS		4239	42.39

SPECIAL PROJECTS THIS MONTH

- ✓ On August 4th, 2009 eight Team Oakland participants worked on a special clean up project in District 2 for a *National Night Out* community event.
- ✓ More than 20 Team Oakland team members and leaders assisted city staff at Oakland's Art and Soul Festival on August 15th and August 16th.
- ✓ 35 Team Oakland youth participated in Save the Bay's *Canoes in Sloughs* environmental education field trip program in the Oakland estuary on August 4th and August 13th.
- ✓ Team Oakland youth participated in special creek restoration and cleanup events at Courtland Creek on 8/3, 8/10, 8/11, and 8/20; Arroyo Viejo Creek on 8/13; and Peralta Creek at Cesar Chavez Park on 8/10, 8/13, and 8/18. See photo above, this page.



August Bag Count by Team, by Day

	3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug
TEAM										
West Oak	0	27	0	15	21	0	0	45	39	57
San Pablo	54	0	0	42	51	27	54	27	0	39
North Oak	12	0	0	15	21	39	12	12	0	15
Eastlake	33	39	0	36	24	27	15	18	0	33
Dimond	30	9	0	12	15	30	39	12	0	21
San Anton	30	48	0	21	66	36	45	33	0	48
Fruitvale	45	30	0	57	30	33	27	27	15	39
Central	45	18	0	27	21	0	42	21	0	57
Foothill	21	33	0	18	24	39	18	51	45	12
East Oak	0	21	0	30	21	27	48	21	0	36
DAILY BAG TOTALS										
	270	225	0	273	294	258	300	267	99	357

	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug
TEAM										
West Oak	18	42	27	0	9	0	24	45	45	30
San Pablo	42	60	60	42	36	27		0	0	0
North Oak	9	12	15	9	6	9	0	0	0	0
Eastlake	0	36	0	0	0	0	0	0	0	0
Dimond	12	18	0	0	12	0	0	0	0	0
San Anton	57	0	24	60	30	36	48	33	69	0
Fruitvale	24	45	39	48	21	45	30	45	51	66
Central	42	0	54	0	0	0	0	48	0	27
Foothill	18	21	21	27	21	18	15	18	0	0
East Oak	33	0	36	30	21	9	21	0	0	0
DAILY BAG TOTALS										
	255	234	276	216	156	144	138	189	165	123

August totals
4,239 bags of litter
42.39 tons



Team Oakland Recruitment by Council District

Team Oakland members and team leaders were recruited from across Oakland, leveraging the MSJP hub system as illustrated in the table below.

2009 Team Oakland Recruitment by Hub, Number of Youth Who Completed Workshops			
YEP Hub	Youth Uprising Hub	Scotlan Hub	TOTAL
Central/East	East Oakland	West Oakland	
664	256	252	1,172

Over one thousand Oakland youth completed the MSJP workshop process, and these young people represented every part of the city, as shown in the table below.

2009 Team Oakland Recruitment: Youth Completed Workshops, by Council District			
Council Member	Council District	# Youth	% of Youth
Jane Brunner	1	87	7%
Pat Kernighan	2	203	17%
Nancy Nadel	3	195	17%
Jean Quan	4	65	6%
Ignacio De la Fuente	5	115	10%
Desley Brooks	6	201	17%
Larry Reid	7	306	26%
TOTALS		1,172	100%

Youth were invited to Team Oakland orientations and interviewed. Youth who expressed an interest in the environment and in working in a team, and who had no health conditions precluding outdoor work, were invited to join Team Oakland.



Dimond Team clearing debris.



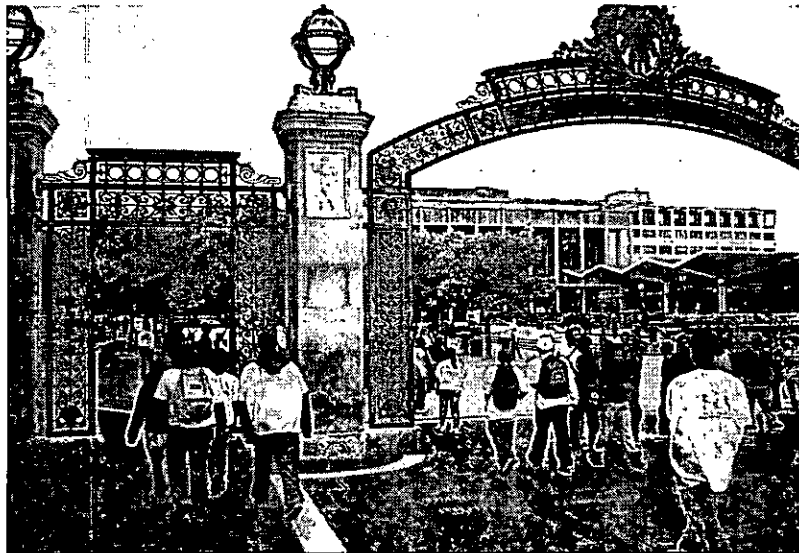
Youth Participants by Council District

Team Oakland leaders and team members came from throughout the City of Oakland, as illustrated in the table below.



Investigating Bay life at Arrowhead Marsh

2009 Team Oakland Youth Participants, by Council District			
Council Member	Council District	# Youth	% of Youth
Jane Brunner	1	14	13%
Pat Kernighan	2	16	15%
Nancy Nadel	3	19	18%
Jean Quan	4	11	11%
Ignacio De la Fuente	5	13	12%
Desley Brooks	6	14	13%
Larry Reid	7	19	18%
TOTALS		106	100%



Team Oakland environmental education class at UC Berkley



2009 Team Oakland Member Exit Survey

The following survey was completed by 74 Team Oakland participants. The yellow shaded areas indicate participant responses.

Your opinion helps us improve the Team Oakland program. Please answer all questions as honestly as possible. Thank you for your help!

1. Please rate the following trainings on a scale of 1-3. If you did not attend the training, circle NA.

1=not helpful 2=helpful 3=very helpful

Understanding Your Paycheck & Taxes	1	2	<u>3</u>	(85%)	NA
Rights & Laws, Sexual Harassment	1	2	<u>3</u>	(82%)	NA
Keeping A Job/Job Survival	1	2	<u>3</u>	(87%)	NA
Job Search Techniques	1	2	<u>3</u>	(84%)	NA
UC Berkeley- Environmental Sustainability	1	2	<u>3</u>	(83%)	NA
UC Berkeley- Our Environment & Population	1	2	<u>3</u>	(82%)	NA
UC Berkeley-Environmental Justice	1	2	<u>3</u>	(86%)	NA
UC Berkeley-GPS and Life Cycles	1	2	<u>3</u>	(84%)	NA
Watershed Restoration	1	2	<u>3</u>	(82%)	NA
Waste Management Fundamentals	1	2	<u>3</u>	(80%)	NA
Recycling Fundamentals	1	2	<u>3</u>	(87%)	NA
San Francisco Bay-Environmental Issues	1	2	<u>3</u>	(89%)	NA
Safety Procedures/Proper Use of Tools	1	2	<u>3</u>	(85%)	NA

2. After participating in Team Oakland environmental science trainings at UC Berkeley, are you now considering going to college? 69 yes 5 no

3. Did your participation in the Team Oakland Program affect your opinions about higher education? 67 yes 7 no

4. Have you found other employment already? 6 yes 68 no

5. Did your Team Oakland/MSJP trainings help prepare you to search for and/or find a job? 67 yes 7 no

6. Did you learn more about the environment through Team Oakland? 70 yes 4 no

7. Do you care more about the environment/litter abatement issues after Team Oakland? 70 yes 4 no

8. Check the items that you think would improve the program.

42 More leadership/ team building activities 61 More field trips 33 More job training

35 More environmental training 39 More art projects 37 More gardening/landscaping projects

10. Please rate the special projects on a scale of 1-3. If you did not participate, circle NA.



	1=Needs improvement	2=Good	3=Excellent		
Save the Bay's <i>Canoe in the Slough</i>	1	2	<u>3</u>	(93%)	NA
San Antonio National Night Our Event	1	2	<u>3</u>	(90%)	NA
Art & Soul Festival	1	2	<u>3</u>	(91%)	NA
Tour of the Davis St. Transfer Station	1	2	<u>3</u>	(73%)	NA
Creek Restoration Projects (Courtland, Peralta, or Arroyo)	1	2	<u>3</u>	(87%)	NA

11. Do you think Team Oakland should continue to partner with UC Berkeley for future environmental educational projects? 69 yes 5 no

12. Please rate your team leader in the following areas using a scale of 1-5 (circle).

1=strongly disagree 2=disagree 3=neutral 4=agree 5=strongly agree

My team leader is hard working	1	2	3	4	<u>5</u>	(86%)
My team leader has a positive attitude	1	2	3	4	<u>5</u>	(85%)
My team leader gives clear directions	1	2	3	4	<u>5</u>	(84%) ✓
My team leader leads by example	1	2	3	4	<u>5</u>	(87%)
My team leader enforces rules when necessary	1	2	3	4	<u>5</u>	(83%)
My team leader is easy to talk to	1	2	3	4	<u>5</u>	(87%)
My team leader treats everyone fairly	1	2	3	4	<u>5</u>	(85%)
Overall, my team leader was effective	1	2	3	4	<u>5</u>	(85%)

13. Please rate your counselors in the following areas, using the same scale as above.

My counselors provided helpful training	1	2	3	4	<u>5</u>	(87%)
My counselors were available when I needed them	1	2	3	4	<u>5</u>	(86%)
My counselors helped motivate me	1	2	3	4	<u>5</u>	(87%)

14. If you could, would you participate in Team Oakland again? 43 yes 11 no 20 maybe

15. Would you recommend Team Oakland to a friend? 55 yes 12 no 7 maybe



Team Oakland Employment Training

Youth in the 2009 Team Oakland program spent approximately 20 hours participating in employment readiness workshops. Of the youth surveyed, 91% said that Team Oakland prepared them to search for and find a job, and 91% said that the Team Oakland trainings helped them decide to go to college. The youth rated all the employment trainings as either “helpful” or “very helpful”. The following is an outline of topics covered in the employment readiness workshops:

Career Exploration

- Understanding the Labor Market
- Planning for your Career

Applying for a Job

- Interviewing
- Writing a Resume
- Completing a Job Application
- Choosing your References

Keeping a Job

- Work Ethic
- Attendance
- Punctuality
- Completing Tasks
- Showing Initiative

Job Survival

- Demonstrating a Positive Attitude
- Conflict Resolution
- Understanding Professional Boundaries
- Professional Communication
- Rights and Laws
- Sexual Harassment
- Workplace Rules and Safety Regulations

Money Management

- Banking
- Taxes
- Understanding Your Paycheck
- Credit

Education

- Graduating from High School
- College Life

Safety Training (PWA Staff Provided)

- Importance of safety equipment
- Proper use of tools
- Care of tools
- Biohazard avoidance

Creek Training (PWA Staff Provided)

- Watershed restoration overview
- Importance of restoration
- How to plant native plant species
- Identification of invasive species



Team Oakland team member



Environmental Training

(UC Berkeley, StopWaste.org, Save the Bay)

The youth in the 2009 Team Oakland program spent 8 hours participating in Environmental Education workshops presented by graduate students in the UC Berkeley Department of Natural Resources, 4 hours participating in a tour and education workshop about Solid Waste Management and Single Stream Recycling at the Davis Street Transfer Station and an additional 8 hours exploring additional environmental issues with Team Oakland staff. **83** youth participated in a Save the Bay *Canoes in the Sloughs* field trip at Arrowhead Marsh in the Oakland Estuary (6 hours). Of the youth surveyed, 95% said they learned more about the environment through Team Oakland, and 95% said they care more about the environment after participating in Team Oakland. On average, the youth rated the UC Berkeley component as “excellent,” and 93% said that Team Oakland should continue going to UC Berkeley. The following is a list of topics covered in the Environmental Education workshops:

- UC Berkeley Department of Natural Resources, Intro. to UC Berkeley
- Current Issues in the Environment
- Urban Air Quality
- Global Warming
- Environmental Diversity Basics
- Native vs. Non-Native Plant Ecology
- Environmentalism Fundamentals
- Environmental Justice
- Environmental Careers
- Waste Stream Reduction and Recycling Fundamentals
- Watershed Ecosystems: Watershed Map, Water Use, and Water Cycles
- Water Pollution
- Watershed Restoration
- Environmental Issues of the San Francisco Bay
- Geocaching and Introduction to GPS



Merchant Survey

The following survey was completed by 105 merchants throughout Oakland. The yellow shaded areas indicate merchant responses.

The members of Team Oakland 2009 would like to address the needs of the communities we serve. Please help us by taking a moment to answer the following questions:

1. Have you noticed Team Oakland in your area?

YES: 99 NO: 1 DON'T KNOW: 3

96%
POSITIVE
RESPONSE

2. Has your area been cleaner since the arrival of Team Oakland?

YES: 100 NO: 1 DON'T KNOW: 2

97%
POSITIVE
RESPONSE

3. Is there a particular place in your area that you would like Team Oakland to focus on? Please describe below. (Note: Team Oakland does not clean private property)

The following is a compilation of merchant responses:

- 3000 block of International Blvd.
- San Pablo Ave./Grand Ave.
- 2400 block of International Blvd.
- High St. to 50th Ave. on International Blvd.
- 98th Ave./International Blvd.
- 500-800 blocks of E. 12th St.
- 1500 block of International Blvd.
- 700 block of Market St.
- 12th St. between Market & Peralta
- Graffiti removal near Fruitvale/International

Team Oakland addressed neighborhood "hot spots" by focusing on areas pinpointed by merchants.

4. Do you want to see programs like Team Oakland continue?

YES: 99 NO: 1 DON'T KNOW: 3

I have noticed them working diligently up and down International Blvd.. Give them praise for the good work!
-- Deno, Diverse Ink



The following materials from the City of Oakland were distributed by Team Oakland participants this summer:

- *“Keep Oakland Beautiful”* brochure.
- information about merchant responsibility to keep the area in front of the business clear of litter and weeds
- Sample of the *Sidewalk Encroachment Notice*



La Estrellita Restaurant received a Certificate of Appreciation for their support of Team Oakland.

96% of merchants surveyed

found these materials helpful. Here are some of the changes some merchants are making to their business practices:

We are now interested in the “Adopt a Spot” program

-- LaVerne B. Cochran DeBose, Pure Gold Restoration Clinic

We will set up a shift especially for cleaning outside before closing time.

-- Mgr, Dollar Tree Store

We will clean more, sweep more.

-- Estela, La Parilla Grill

I changed the way I keep the front of my business. It stays clean now.

-- Cam, Fish & Chips Chicken on Foothill



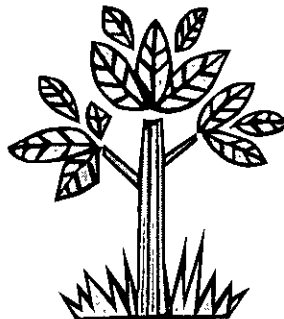


Summer jobs change lives!

YEP would like to thank the City of Oakland, Public Works, the City Council, and merchants for your support of Oakland teens.



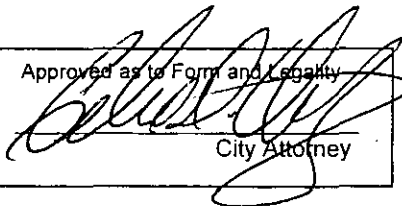
2009 Team Oakland youth hard at work.
Team Oakland removed 101 tons of litter from Oakland in July and August.



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2010 FEB 25 PM 2:13

OAKLAND CITY COUNCIL

Approved as to Form and Legality

City Attorney

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A ONE YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP, INC., TO IMPLEMENT THE TEAM OAKLAND PROGRAM, WITH A SECOND YEAR OPTION TO EXTEND, IN AN AMOUNT NOT TO EXCEED \$249,000 EACH YEAR, FOR A TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$498,000, IF THE CONTRACT IS EXTENDED

WHEREAS, Team Oakland is a citywide employment and environmental education opportunity managed by the Public Works Agency (the "PWA"); and

WHEREAS, on November 19, 2009 the City conducted a Request For Proposal ("RFP") pursuant to Section 2.04.051 A of the Oakland Municipal Ordinance (the "OMC") and the Youth Employment Partnership, Inc. (the "YEP") submitted the sole response to the RFP; and

WHEREAS, the City of Oakland, has contracted in the past with the YEP to hire, recruit, train and facilitate the Team Oakland program; and

WHEREAS, teams of youth will work on a variety of environmental projects, including urban gardening and landscaping, creek restoration, litter and graffiti abatement and removal, murals and other environmental art projects; and

WHEREAS, the YEP is exempt from paying Living Wages to the Team Oakland youth employees enrolled in its job training program pursuant to Section 2.28.090 B of the OMC (the "Living Wage Ordinance") because the YEP is a job training program which meets the City's job training standards ; and

WHEREAS, the City Council finds and determines that the performance of this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive services; and

WHEREAS, the total Team Oakland program is funded from residential and commercial garbage fees collected through the Comprehensive Clean-up 1720. The funds are adopted and appropriated for this purpose in Organization 30611 (Facilities and Environment), Account 54919 (Services), Cost Center NB35, Project P35510; and

WHEREAS, the Agreement will be for a one year period with a one year extension, now, therefore, be it

RESOLVED: That the City Administrator is hereby authorized to negotiate and enter into an agreement with the Youth Employment Partnership, Inc. to implement the Team Oakland program in an amount not-to-exceed \$249,000; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to extend the Team Oakland program agreement with Youth Employment Partnership, Inc., for an additional year for an additional amount not-to-exceed \$249,000 for the second year; and be it

FURTHER RESOLVED: That the City Administrator is hereby authorized to approve any subsequent amendments to or extensions of said agreements, provided that such amendments or extensions shall be subject to the review and approval of the City Attorney and filed with the City Attorney's office; and be it

FURTHER RESOLVED: The City Attorney shall review the contract for form and legality and a copy of the agreement shall be placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, QUAN, REID, AND
PRESIDENT BRUNNER

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California