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## AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** Mark Sawicki  
Director, DEWD

**SUBJECT:** West Oakland Job Resource Center  
Fiscal Agency Contract

**DATE:** May 23, 2016

City Administrator Approval

Date:

*6/2/16*

### RECOMMENDATION

**Staff Recommends That City Council Adopt A Resolution Authorizing The City Administrator To: 1) Waive The Advertising, Competitive Bid, And Request For Proposals/Qualifications Process; And 2) Amend The Contract With The Urban Strategies Council To Act As The Fiscal Agent For The West Oakland Job Resource Center (Previously Amended By Resolutions 85251 C.M.S. And 85661 C.M.S.) To Increase The Contract Amount From \$155,000 to \$212,936 And To Extend The Termination Date To June 30, 2017.**

### EXECUTIVE SUMMARY

The West Oakland Job Resource Center (WOJRC) is a project of the City of Oakland developed in partnership with community organizations, employers, and labor unions. The concept of a WOJRC was developed as part of the community benefits for the Oakland Army Base (OAB) redevelopment project. To expedite its development, the City entered into a fiscal agency agreement with the Urban Strategies Council (USC) in 2014. The current fiscal agency contract with USC ends June 30, 2016. City and WOJRC staff are on a timeline to establish the WOJRC as a City-sponsored 501(c)(3) non-profit corporation during the 2016-2017 fiscal year (FY). In the meantime, staff seeks authorization to amend the current agreement with USC from \$155,000 to \$212,936, an increase which will cover fees for the entire 2016-2017 fiscal year. In the event the WOJRC attains non-profit status prior to the end of the fiscal year, all unexpended funds will revert to the WOJRC.

### BACKGROUND / LEGISLATIVE HISTORY

As part of the Oakland Army Base project, the City entered into a Cooperation Agreement with community stakeholder organizations and labor unions, which states that the City will take the lead in the development and implementation of a WOJRC to support contractors and employers in meeting the project's 50 percent local hiring requirement.

In April 2013, City Council approved the use of revenue from new billboards that were approved along with the OAB Lease Disposition and Development Agreement (LDDA) to fund the

Item: \_\_\_\_\_  
CED Committee  
June 14, 2016

WOJRC (Resolution No. 84312 C.M.S). Funding for the WOJRC was allocated at \$356,163 per year in the Mayor's FY 2015-2017 budget, \$289,678 of which was to be administered by the USC.

In January 2014, the City conducted a Request for Bids process and selected the USC as the Fiscal Agent and Employer Record for the WOJRC. The original contract was for \$24,991 for fiscal agency fees and indirect costs.

Council has since approved Resolution No.84994 C.M.S to increase the contract to \$50,000 and extend it to November 20, 2014 (based on funding available at that time), Resolution No 85251 C.M.S. to increase the contract amount to \$105,000 and extend the contract termination date to June 30, 2015, and Resolution No. 85661 C.M.S. to increase the contract amount to \$155,000 and extend the contract termination date to June 30, 2016. As did Resolution No. 85251 C.M.S., this Resolution requests authorization to waive the advertising, competitive bid and Request for Proposals/Qualifications process for this contract.

### **ANALYSIS AND POLICY ALTERNATIVES**

Staff believes it is in the City's best interest to continue the services of the WOJRC, which is actively assisting job-seekers and contractors on the OAB and other construction projects.

The WOJRC, conceived during the multi-year community benefits development process, involved dozens of community stakeholders, organized labor, employers and City staff, resulting in the Army Base Community Jobs Policies. The mission of the WOJRC is to help the Army Base developers and eventually tenants of Oakland Global meet the Community Jobs Policies' 50 percent local hiring requirement. Through a binding Cooperation Agreement among the City, organized labor and community stakeholders, the City is obligated to have a "Job Center" to support the Army Base project. The Army Base Project Labor Agreement as well as the Community Jobs Policies, all of which are imbedded in the Army Base Lease Disposition and Development Agreements, frames the work of the WOJRC.

The WOJRC began operations in early 2014 and has placed more than 160 job seekers to date, with more than 40 clients placed with contractors performing site preparation and infrastructure construction on the OAB project. The WOJRC provides services to job-seekers such as individual assessment, career counseling, referrals to training, direct job placement, and retention services. The WOJRC also assists employers with pre-screening, recruitment and technical assistance with the Community Jobs Policies (See **Attachment A** for more information about WOJRC services and performance). The WOJRC provides monthly reports to the Army Base Community Jobs Policy Oversight Commission, which oversees compliance on the overall goals of the 50 percent local hiring requirement. Currently, over 50 percent of the hours worked on the Oakland Army Base have been worked by local residents.

Through the existing fiscal agency contract, the USC provides administrative support including employment and benefits administration, risk management and compliance, financial services, IT support, data management assistance and resource development and administration. The USC, a 501(c)(3) organization, may also receive contributions from outside sources on behalf of

the WOJRC. On behalf of the WOJRC, the USC has received and administers grants from the Port of Oakland's Maritime Aviation Project Labor Agreement Social Justice Trust Fund, the Kellogg Foundation, and the San Francisco Foundation.

Using established non-profits as fiscal agents is a common practice for emerging new programs in the non-profit sector. This model allows City staff to continue to make hiring/firing and other staff change decisions. It also allows City and WOJRC staff to focus on developing the program and service delivery aspects of the WOJRC.

With the hiring of a Program Director, Julina Bonilla, the WOJRC operations are stable and the Center is fulfilling its mission. The City Council authorized the use of Army Base billboard revenue to fund the WOJRC (per Resolution No. 84164 C.M.S) and \$356,163 in funding per year is proposed in the FY 2015-2017 City Budget. With funding secured and a strong Program Director in place, it is time to create a long-term, sustainable structure for the WOJRC by transitioning to a 501(c)(3) non-profit organization.

While staff is pleased with the current relationship with the USC, fiscal agency is not the optimum long-term structural solution. The administrative fees and indirect costs are roughly 20 percent of all pass-through funds for the program, which is not cost-effective. Also, all fund development must be conferred by the fiscal agent, which may conflict with USC's own non-profit development, and limit opportunities for the WOJRC.

Staff has also considered other options such as issuing another Request for Proposals (RFP) or making the WOJRC a City-operated program. Nearly two years ago, City staff issued a Request for Proposals (RFP), but the review panel of community stakeholders was not satisfied with the responses. The experience with the RFP process two years ago revealed that established agencies bring their own program model when applying for an RFP. Given the unique nature of the WOJRC and binding agreements that guide its work, staff believes it is in the City's interest to closely manage operations. The WOJRC staff is steeped in its policies, knowledge of the construction trades and relationships with community, labor, and business stakeholders.

The cost of operating the WOJRC with City staff would be roughly twice as high given the City's salary structure, benefits and overhead costs. In addition, during the Community Jobs Policies discussions, community stakeholders expressed a strong desire for the "Job Center" to be a community-based organization, operating outside of the traditional City structure.

Creating a 501(c)(3) non-profit public benefit corporation will allow the WOJRC to maximize cost-effective operations. The City has a history of creating non-profit entities for long-term operations such as Children's Fairyland, the Paramount Theater, and the Fox Theater. Staff believes the timeline for developing the internal structures, board of directors and filing the appropriate incorporation documents will take another six months.

Since the contract with the USC will sunset in June 2016, an extension is necessary to provide adequate time to establish the WOJRC as a 501(c)(3).

**FISCAL IMPACT**

The amended contract would be for an amount not-to-exceed \$212,936 for fiscal agency fees and indirect costs for FY 2016-2017. The contract would also allow for up to \$1,034,678 in pass-through costs. These are the costs for program staff, supplies and training/worker assistance for clients. Funding will be from the billboard revenue on the Oakland Army Base, which has been designated for the WOJRC in the FY 2015-2017 City Policy budget.

The funding block for the WOJRC is as follows:

<b>Fund Source</b>	<b>Organization</b>	<b>Project</b>	<b>Program</b>	<b>Amount</b>
<u>Fund 5671</u> Oakland Base Reuse Authority Leasing and Utility Fund	<u>Org 85311</u> Workforce Development	<u>Project P465130</u> West Oakland Job Resource Center	<u>Program SC03</u> Workforce Development	<u>\$57,936</u>

The total City FY 2016-2017 allocation for the WOJRC is \$356,163, of which up to \$289,678 will pass through the USC. The remaining \$66,485 will stay within the City to cover Security and Information Technology/Telecommunications costs.

The fiscal agency fee for the entire 2016-2017 fiscal year is \$57,936. The fee will end when the WOJRC becomes a 501(c)(3) non-profit and all remaining funds will go to the Center by way of a Grant Agreement with the City.

**PUBLIC OUTREACH / INTEREST**

The development of the Job Resource Center has involved numerous stakeholders including representatives from community coalitions such as Oakland WORKS and Revive Oakland!, the West Oakland Community Advisory Group, the Building and Construction Trades Council of Alameda County, contractors, the Alameda Labor Council, the Construction Employers Association, City and Port staff, the Oakland WIB, and the developers.

City staff has worked closely with Council President McElhaney's office and has been in contact with the signatories of the Cooperation Agreement.

WOJRC staff is in regular communication with the OAB contractors, apprenticeship coordinators, training providers, community groups, and other service providers in implementing the program.

**COORDINATION**

City staff is also coordinating with the City Attorney's Office, the Controller's Bureau, the City's Division of Contracts and Compliance, as well as with Oakland Public Library staff.

**SUSTAINABLE OPPORTUNITIES**

**Economic:** By assisting contractors and employers to meet the 50% local hiring goal and by facilitating the training and placement of Oakland residents in the Construction sector, the West Oakland Job Resource Center has a significant impact on the economic well-being of hundreds of Oakland residents.

**Environmental:** This report does not directly address environmental sustainability.

**Social Equity:** The West Oakland Job Resource Center provides access to counseling, training, and employment for residents who have historically faced barriers to employment, particularly in the construction trades.

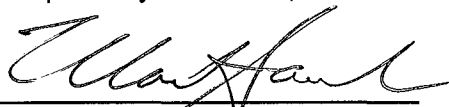
**ACTION REQUESTED OF THE CITY COUNCIL**

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to:

- 1) waive the advertising, competitive bid, and Request for Proposals/Qualifications process; and
- 2) amend the contract with the Urban Strategies Council to act as the fiscal agent for the West Oakland Job Resource Center to increase the contract amount from \$155,000 to \$212,936, and extend the termination date to June 30, 2017.

For questions regarding this report, please contact Al Auletta, Program Manager, at 238-3752.

Respectfully submitted,



MARK SAWICKI  
Director, Department of Economic  
and Workforce Development

Prepared by:  
Al Auletta, Program Manager  
International Boulevard Corridor Project

*Attachments (1):*

A: *WOJRC Program Information and Performance Report*



**West Oakland Job Resource Center Organizational Chart**

City of Oakland - Executive Director, OWIB

Program Director  
(1 FTE)

Office Manager  
(1 FTE)

Program Manager  
(1 FTE)

Math Instructor  
(Contract Hrs)

Case Manager  
(1 FTE)

Case Manager  
(1 FTE)

Financial Coach  
(0.5 FTE)

**Urban Strategies Council (Fiscal Agent)**

- Employer of Record
- Manage fiscal administration, payroll, benefits, contracts
- IT support

**WOJRC Staff 2015-2016**

Program Director	1 FTE
Office Manager	1 FTE
Program Specialist	1 FTE
Case Manager	2 FTE
Math Coach	5 FTE
Financial Coach	5 FTE
<b>Total</b>	<b>6.0 FTE</b>



To: Community Jobs Oversight Commission  
 Subject: April 2016 Monthly Narrative Report

From: Julina Bonilla  
 Date: May 19, 2016

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm. Special Note: Finance & Money Management Workshops Series Begins April 27, next May 25 and every 4<sup>th</sup> Wednesday monthly through July 5:30 – 7:30pm. WOJRC Interviews: Port of Oakland; Toronto News

**Outreach Highlights:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women in Construction pre-apprenticeship WAF & Prop 39 Award
- Port of Oakland Initiative – Every 3<sup>rd</sup> Tuesday @ WORJC
- Building Sustainable Fathers: Alameda County Public Health & Village Connect Partnership
- Bay Area Apprenticeship Coordinators Association Presentation
- Ralph Bunch High School Presentation
- Tradewomen Inc: Sisters-to-Sisters mentor retention program launch Saturday June 4
- United Way of the Bay Area, 2 – Gen Conference Panel Presentation
- Kellogg MoveUP Learning Community Webinars: Peer Learning, Equal Measure Data Evaluation
- Presentation at the Women Build the Nation Pre-Apprenticeship Institute
- AB 2288 Workforce and Apprenticeship realignment: 1) Multi Craft Core Curriculum 2) Outreach and Recruitment Plans for Women into Construction

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meetings.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings, includes BRT meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland)



To: Community Jobs Oversight Commission  
 Subject: March 2016 Monthly Narrative Report

From: Julina Bonilla  
 Date: April 21, 2016

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams.

Apprenticeship Test Prep math classes with Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm and added a new 10-week math test prep on Wednesday, 5-7pm at the WORJC. Special Note: Finance & Money Management Workshops and Building Sustainable Fathers Pilot Program.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women in Construction pre-apprenticeship WAF & Prop 39 Award
- Port of Oakland Initiative – Every 3<sup>rd</sup> Tuesday @ WORJC
- Building Sustainable Fathers: Alameda County Public Health & Village Connect Partnership
- SparkPoint Oakland – Expanding finance & education services at the WOJRC
- Tradewomen Inc: Sisters-to-Sisters mentor retention program launch Saturday June 4
- United Way of the Bay Area, SparkPoint Oakland Financial Coaching Staff Training
- Children's Hospital – OFCY Award to support father program in partnership with WOJRC
- Kellogg MoveUP Learning Community Webinars: Peer Learning, Business Engagement, Evaluation
- Center for Employment MOU to support 10-week math pilot
- Up coming events: Presentation at the Women Build the Nation

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meetings.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).





To: Community Jobs Oversight Commission  
 Subject: February 2016 Monthly Narrative Report

From: Julina Bonilla  
 Date: March 17, 2016

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm and added a new 10-week math test prep on Wednesday, 5-7pm at the WORJC. Special Note: Finance & Money Management Workshops; and effective February 1, 2016 hired case manager.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women in Construction pre-apprenticeship WAF & Prop 39 Award
- Port of Oakland Initiative – Every 3<sup>rd</sup> Tuesday @ WORJC
- Building Sustainable Fathers: Alameda County Public Health & Village Connect Partnership
- SparkPoint Oakland – Expanding finance & education services at the WOJRC
- Tradewomen Inc: Sisters-to-Sisters mentor retention program
- Oakland Promise – Brilliant Baby Sub-Committee
- Retaining and Advancing Parents Kick-off March 23, 10-12pm @ WOJRC

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: January 2016 Monthly Narrative Report

From: Julina Bonilla  
 Date: January 21, 2016

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes continue with Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm at the WORJC. Finance & Money Management Workshop next work is Tuesday February 16, 5-7pm

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women Build Partners Meeting
- Port of Oakland Commissioners Board Meetings – MAPLA
- Oakland Promise – Brilliant Baby Sub-Committee design team
- Port of Oakland Social Justice/MAPLA monthly meetings
- Alameda County Public Health Dept. & Village Connect – MOU Building Sustainable Fathers to support EBASE/WOJRC Retaining and Advancing Parents MoveUp pilot.
- Laborers – MOU to support EBASE/WOJRC Retaining and Advancing Parents MoveUp pilot.
- IUPAT DC 16 – MOU to support EBASE/WOJRC Retaining and Advancing Parents MoveUp pilot.
- Tradeswomen Inc., - MOU to support EBASE/WOJRC Retaining and Advancing Parents MoveUp pilot.

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: December 2015 Monthly Narrative Report

From: Julina Bonilla  
 Date: January 21, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark and Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: Kellogg Foundation MoveUp Pilot Study: Retaining and Advancing Parents; retention program to support parent workers in construction and TDL implementation plan will be finalized in the end of January.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women Build Partners Meeting
- IUPAT DC 16 Apprenticeship Training Program – Meeting with Director of Training
- Laborers, Northern California Apprenticeship Training Program – Meeting with Director of Training
- Alameda County "Father Corps" planning sessions to develop mentor/retention program
- Tradeswomen Inc. planning session to develop/design mentor, recruitment, retention program for women in the trades.

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: November 2015 Monthly Narrative Report

From: Julina Bonilla  
 Date: December 17, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark and Mr. Wiley Pierce, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: Finance & Money Management Workshop

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- SparkPoint Oakland Collaborative Management and Staff monthly meetings
- Rising Sun Energy – Women Build Partners Meeting
- Port of Oakland Good Neighborhood Breakfast – Lincoln Child Center
- College of Alameda Career Fair
- Oakland Promise – Brilliant Baby Sub-Committee on design planning
- Port of Oakland Social Justice/MAPLA monthly meetings
- Alameda County "Father Corps" planning sessions to develop mentor/retention program

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: **October 2015 Monthly Narrative Report**

From: Julina Bonilla  
 Date: November 15, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: Met with Prologistics to discuss potential OAB Operations employers.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- First 5 – Alameda County "Father Corps" program at WOJRC
- Building Trades Presentation, Retaining & Advancing Parents
- Prop 47 – Alan Temple
- 2<sup>nd</sup> Chance Prop 47 – Mount Zion Baptist Church
- SparkPoint Collaborative meeting to discuss finance & education services: Staff & Management Mtgs.
- Women can Build Career Fair, hosted by Bay Area Apprenticeship Coordinators & TWI, Inc.
- Men of Valor: WOJRC Presentation
- Bay Area Black Worker Center – collaboration Prop 47

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: September 2015 Monthly Narrative Report

From: Julina Bonilla  
 Date: October 15, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: WOJRC & Operation HOPE partnership to facilitate Money Management Workshop and financial coaching begins, November 3, 2015.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- City Administrator Site Visit of WOJRC
- Children's Hospital Community Relations & Rising Sun Energy discussion of local hire apprenticeship
- Lincoln Child Center meeting to discuss Family Resource Center at new Bridge Housing Site
- SparkPoint Collaborative meeting to discuss finance & education services at WOJRC
- Julian Gross – Review Jobs Policies Vertical & Operations
- East Bay Manufacturing Summit – Manufacturers & Policymakers
- Rising Sun Energy – Support for new women in construction cohort
- Oakland Promise – Brilliant Baby discussion with Amanda Feinstein & Kristin Spanos Alameda First 5
- Civicorps – WOJRC careers in construction presentation

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: August 2015 Monthly Narrative Report

From: Julina Bonilla  
 Date: September 17, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: WOJRC leveraged funding from Cahill Contractors to support .5 FTE Job Developer.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- Port of Oakland Social Responsibility Mtg. – Increase the number of apprenticeship dialogue
- Operation Hope Mtg. to support Finance Education workshops and case management
- West Oakland Career Center – partnership opportunities to serve more residents
- IBEW 595 – Math & Mentor support partnership to prepare for upcoming application process
- Children's Hospital – Community Relations to discuss apprenticeship strategy for 10 year project
- Rising Sun Energy – Support for new women in construction cohort
- Oakland Serves – Mentorship program for high school students
- First 5 Alameda County – discuss partnership to support non-custodial parents, employment strategy
- Civicorps – WOJRC careers in construction presentation

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

**Alternative Funding Campaign:** The WOJRC is directly funded by the City of Oakland and continues to seek alternative funding sources to increase our capacity to provide additional services to Oakland residents. We are currently working to establish funding partnerships with the Kellogg Foundation; San Francisco Foundation; Y&H Soda Foundation, United Way of the East Bay and the Social Justice Trust Fund (MAPLA Port of Oakland).



To: Community Jobs Oversight Commission  
 Subject: July 2015 Monthly Narrative Report

From: Julina Bonilla  
 Date: August 20, 2015

The West Oakland Job Resource Center staff facilitated a number of activities to promote Careers in Construction to Oakland residents for job opportunities at the Oakland Army Base project and other construction projects.

This month's activities include:

**Oakland Army Base Project:** Staff attends weekly meetings and provides assistance to contractors to meet local hire requirements by conducting verification of disadvantage worker for apprentices; processing Job Request & Referrals; and attending the weekly OAB-JV subcontractor meetings. WOJRC continues to support clients with transitional job placements while clients prepare for apprenticeship entrance exams. Apprenticeship Test Prep math classes with Ms. Eva Clark, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: WOJRC successfully executed an MOU with Cypress Training Center and secured additional funding to support IT needs with funding from Y&H Soda Foundation and additional funding from the San Francisco Foundation to support finance education services.

**Outreach Efforts:** Supported by the monthly newsletter/calendar which is distributed to over 250 local agencies and partners and this month WOJRC staff attended the following events/meetings:

- IBEW 595 – Zero Net Training Center tour and partnership discussion
- Essendant Warehouse Distribution Center, Hayward & Sacramento
- Committee for Economic Development, City of Oakland
- Brooklyn Basin – EBASY Community Stakeholders Construction Presentation
- Brooklyn Basin & Swinerton 51<sup>st</sup>/Broadway – Construction site visit
- First 5 – Alameda County Initial Partnership meeting
- Rising Sun Energy Training – Workforce Accelerator Fund: Women Build Partnership
- ILWU Local 6 – Partnership to support local hire at distribution centers
- OAB Post-award sub-contractor meeting
- Laborers 304 – Recruitment and Physical Assessment partnership
- O.E. 3 Apprenticeship follow up services to provide ongoing counseling
- Cahill Contractors Inc., meeting to discuss local hire support

**Brooklyn Basin Project:** The WOJRC continues to develop partnership with community stakeholders and will participate in the Brooklyn Basin Joint Monitoring Committee We will attend the next quarterly joint meeting in September.

**Alameda County PLA and other construction projects:** PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC attends East County Hall of Justice and County Wide quarterly compliance meetings.

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Attachment A - 12

	Month	AA	HISP	CAU	ASIAN	OTR	DNS	M	F	Re-E	94607	94608	94609	94612	Other
Attended orientation	26	17	3	0	1	5	0	24	2	7	1	2	0	2	21
Screened	28	20	4	1	0	3	0	23	5	7	1	1	0	1	25
Referred to services	28	20	4	1	0	0	0	23	5	7	1	1	0	1	25
Referred to pre-apprenticeship	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Referred to apprenticeship	3	1	2	0	0	0	0	3	0	0	1	0	0	0	2
Placed in employment	3	3	0	0	0	0	0	2	1	0	0	0	0	0	3
Walk-Ins	11	7	2	1	0	1	0	8	3	4	0	0	0	0	0

Construction Projects	
OAB Project	
Brooklyn Basin	
BRT	
Other Construction	

Worker Assistance	
Transportation	3
TWIC	
Union Initiation Fees	
Tools	
PPE	

Retention/Activities & Support Services	
Finance and Education @ Rising Sun	15
Building Sustainable Fathers	8
Tax Preparation Services PopUp VITA	1
Finance and Education	8
Special Match Cohort class Workshop	37
Test Prep - Math	22
Total Served	91

Cum Jan - March 2016	Total
Attended orientation	44
Screened	42
Referred to services	39
Referral pre-apprenticeship	3
Referred to apprenticeship	3
Placed in employment	4
Walk-Ins	11
Total Served	146

Job Placements March 2016	
Progestics Distribution	1
Other Construction Projects Local 304	1
Corner Stone Staffing	1
Total	3

Performance Reports

West Oakland Job Resource Center Cumulative Performance Report Jan - March 2015																								
Jan - March 2015	Total	AA %	AA	Hisp %	HISP	CAU %	CAU	API %	API	OTR %	OTR	DNS %	DNS	MR	Male	F %	Female	Re-Entry %	Re-Ent	94607 %	94607	94608	94609	94612
Attended orientation	44	68%	30	7%	3	2%	1	9%	4	16%	7	0%	0	89%	39	11%	5	23%	10	20%	5	4	0	3
Screened	42	74%	31	10%	4	5%	2	5%	2	7%	3	0%	0	83%	35	17%	7	19%	8	10%	4	5	0	2
Referred to services	39	72%	28	10%	4	5%	2	5%	2	0%	0	0%	0	85%	33	15%	6	21%	8	10%	4	3	0	2
Referred to pre-apprenticeship	3	100%	3	0%	0	0%	0	0%	0	0%	0	0%	0	33%	1	33%	1	6%	0	0%	0	0	0	0
Referred to apprenticeship	3	33%	1	67%	2	0%	0	0%	0	0%	0	0%	0	100%	3	0%	0	0%	0	33%	1	0	0	0
Placed in employment	4	100%	4	0%	0	0%	0	0%	0	0%	0	0%	0	50%	2	50%	2	0%	0	0%	0	0	0	0
Walk-Ins	11	64%	7	18%	2	9%	1	0%	0	45%	5	0%	0	73%	8	27%	3	36%	4	0%	0	0	0	0

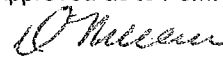
West Oakland Job Resource Center Cumulative Performance Report 2015																								
Jan - May 2015	Total	AA %	AA	Hisp %	HISP	CAU %	CAU	API %	API	OTR %	OTR	DNS %	DNS	MR	Male	F %	Female	Re-Entry %	Re-Ent	94607 %	94607	94608	94609	94612
Attended orientation	160	99%	159	17%	27	6%	9	4%	6	4%	6	0%	0	94%	151	16%	26	43%	69	20%				
Screened	129	106%	137	21%	27	7%	9	4%	5	3%	4	0%	0	109%	140	16%	21	50%	64	17%				
Referred to services	66	88%	58	11%	7	3%	2	2%	1	3%	2	0%	0	92%	61	17%	11	44%	29	9%				
Referred to pre-apprenticeship	20	85%	17	20%	4	5%	1	0%	0	0%	0	0%	0	105%	21	10%	2	6%	9	10%				
Referred to apprenticeship	80	85%	68	14%	11	1%	1	4%	3	0%	0	0%	0	96%	77	9%	7	43%	34	20%				
Placed in employment	38	95%	36	11%	4	5%	2	3%	1	0%	0	0%	0	82%	31	16%	6	42%	16	3%				
Walk-Ins	60	112%	67	15%	9	5%	3	7%	4	3%	2	0%	0	105%	63	35%	21	47%	28	13%				
Workshops	57	84%	48	14%	8	0%	0	5%	3	2%	1	0%	0	81%	46	25%	14	37%	21	25%				

West Oakland Job Resource Center Cumulative Performance Report 2013-2014																								
March 2013 - Dec. 2014	Total	AA %	AA	Hisp %	HISP	CAU %	CAU	API %	API	OTR %	OTR	DNS %	DNS	Male %	Male	Female %	Female	Re-Entry %	Re-Ent	94607 %	94607	94608	94609	94612
Attended orientation	756	81%	614	6%	47	4%	30	2%	17	1%	8	9%	67	81%	613	22%	170	27%	204	20%				
Screened	377	85%	319	7%	28	4%	14	1%	5	1%	2	1%	2	80%	300	19%	71	29%	109	0%				
Referred to services	91	80%	73	3%	3	2%	2	1%	1	0%	0	1%	1	71%	65	16%	15	41%	37	0%				
Referred to pre-apprenticeship	32	84%	27	9%	3	3%	1	0%	0	3%	1	0%	0	81%	26	19%	6	6%	7	0%				
Referred to apprenticeship	134	69%	92	9%	12	1%	2	3%	4	1%	1	0%	0	69%	93	13%	18	31%	41	0%				
Placed in employment	117	83%	97	6%	7	6%	7	2%	2	0%	0	0%	0	74%	87	22%	26	24%	28	0%				
Walk-Ins	45	76%	34	2%	1	4%	2	2	2	0	0	2%	1	71%	32	13%	6	44%	20	0%				

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2016 JUN -2 PM 5:41

Approved as to Form and Legality:



Deputy City Attorney

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO: 1) WAIVE THE ADVERTISING, COMPETITIVE BID, AND REQUEST FOR PROPOSALS/QUALIFICATIONS PROCESS; AND 2) AMEND THE CONTRACT WITH URBAN STRATEGIES COUNCIL TO ACT AS THE FISCAL AGENT FOR THE WEST OAKLAND JOB RESOURCE CENTER TO INCREASE THE CONTRACT AMOUNT FROM \$155,000 TO \$212,936 (PREVIOUSLY AMENDED BY RESOLUTIONS 85251 C.M.S. AND 85661 C.M.S.) AND TO EXTEND THE TERMINATION DATE TO JUNE 30, 2017**

**WHEREAS**, in July 2012, the City Council approved Ordinance No. 13131 C.M.S. which authorized a Lease Development and Disposition Agreement ("LDDA") for the Oakland Army Base Development Project which included a set of Community Jobs Policies, a Cooperation Agreement between the City and community groups, and a Billboard Franchise and Lease Agreement; and

**WHEREAS**, the Community Jobs Policies set targets for the employment of Oakland residents and disadvantaged workers on the both the construction and operations phases of the Oakland Army Base Development Project; and

**WHEREAS**, the Cooperation Agreement specified that the City will, with the assistance of community partners, take steps to establish a West Oakland Job Resource Center ("WOJRC") to assist job-seekers, employers and contractors in meeting the hiring targets of the Community Jobs Policies; and

**WHEREAS**, in December 2012, Council approved Resolution 84164 C.M.S. which approved in concept the use of billboard revenue to support the WOJRC and other community benefits-related uses, including staff; and

**WHEREAS**, billboards are currently permitted and revenue is being realized; and

**WHEREAS**, the City Policy Budget for FY 2015-17 includes an allocation of \$356,163 per fiscal year for the WOJRC; and

**WHEREAS**, Resolution No. 85251 C.M.S., adopted on November 5, 2014, authorized an amendment to an existing \$50,000 contract with Urban Strategies Council to act as fiscal agent and employer of record for the WOJRC through November 20, 2014, to increase the contract amount to \$105,000 and extend the contract date to June 30, 2015; and

**WHEREAS**, Resolution 85661 C.M.S., adopted on June 17, 2015, authorized an amendment to the contract with Urban Strategies Council to increase the contract amount to \$155,000 and to extend the contract date to June 30, 2016; and

**WHEREAS**, the Urban Strategies Council has performed well and assisted the WOJRC with administrative and IT support; and

**WHEREAS**, the City and the WOJRC are working towards transitioning the WOJRC into a 501(c)(3) non-profit organization; and

**WHEREAS**, Oakland Municipal Code Section 2.04.051.B authorizes the City Council to dispense with the City's standard request for proposals/qualifications process for award of professional services contracts upon a finding that it is in the City's best interest to do so; now therefore, be it

**RESOLVED**: That the City Council hereby authorizes the City Administrator to negotiate and enter into an amendment to the contract with the Urban Strategies Council to act as fiscal agent and employer of record for the WOJRC to increase the contract amount from \$155,000 to \$212,936, and to extend the contract termination date until June 30, 2017; and be it

**FURTHER RESOLVED**: That the City Council hereby finds that a waiver of the advertising, bidding and request for proposals/qualifications process is in the best interests of the City in order to prevent a break in service to the WOJRC while the City and the WOJRC complete the transitioning of the WOJRC into a 501(c)(3) nonprofit organization and for the reasons set forth herein and in the staff report accompanying this Resolution, and hereby waives this requirement; and be it

**FURTHER RESOLVED**: That funding for this contract has been appropriated in the City's FY 2016-2017 Policy Budget, with an allocation of \$356,136 per fiscal year in Oakland Reuse Authority Lease and Utility Program Fund (5671), West Oakland Resource Center Project (P465130); and be it

**FURTHER RESOLVED:** That the City Administrator and his/her designees are hereby authorized to take whatever action is necessary with respect to said contract consistent with this Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_, 20\_\_\_\_

**PASSED BY THE FOLLOWING VOTE:**

AYES – BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID and PRESIDENT  
GIBSON McELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California