



# AGENDA REPORT

**TO:** Jestin D. Johnson  
City Administrator

**FROM:** Erin Roseman  
Finance Director

**SUBJECT:** SUPPLEMENTAL – City Administrator  
Emergency Contract Report,  
FY 2022-23

**DATE:** November 30, 2023

City Administrator Approval

  
Jestin Johnson (Nov 30, 2023 21:23 PST)

Date: Nov 30, 2023

## **RECOMMENDATION**

**Staff Recommends That The City Council Receive An Informational Report On All Emergency Purchases And Contracts Authorized By The City Administrator, During Fiscal Year 2022-23, In Accordance With The Oakland Municipal Code Section 2.04.020.**

## **REASON FOR SUPPLEMENTAL**

At the Finance and Management Committee (“Committee”) on November 14, 2023, the Committee requested that staff return with additional information regarding the two Sustainable Urban Neighborhoods emergency contracts funded by the Human Services Department (HSD). HSD has provided the following information in response to the Committee’s request.

### ***Sustainable Urban Neighborhoods- Wood Street Cabin Project***

Funded with State of California Homeless Emergency Aid Program (HEAP) funding and provisioned under the City’s Shelter Crisis Declaration (Ordinance No. [13456 C.M.S.](#)), the aim of the Wood Street Cabin Project is to create emergency shelter for people who are unhoused in Oakland. The selected contractor for this project is Sustainable Urban Neighborhoods, and the total contract amount was \$2,620,621.06.

The project’s scope was to prepare the site and install infrastructure as well as cabins at 2601 Wood Street that would ultimately serve 100 people at a time, with a possible annual total of 200 people served. During construction for this project, site investigation prompted a change order for the contract in the amount of \$331,463.00 to purchase and install additional Americans with Disabilities Act (ADA) compliant shower/restroom and laundry facility trailers at the site. This resulted in a total contract value of \$2,952,084.06.

The construction of the Wood Street Cabin Project opened on February 7, 2023.

Finance and Management Committee  
December 12, 2023

***Sustainable Urban Neighborhoods- 66<sup>th</sup> Avenue Safe RV Parking Project***

Funded with State of California Homeless Emergency Aid Program (HEAP) funding and provisioned under the City’s Shelter Crisis Declaration (Ordinance No. 13456 C.M.S.), the aim of the 66th Avenue Safe RV Parking Project is prepping the site located at 796 66th Avenue to allow the City to open the 66th Avenue Safe RV Parking Site to create emergency shelter for people who are unhoused in Oakland. The selected contractor for this project is Sustainable Urban Neighborhoods and the total contract amount was \$1,654,750.00.

The project’s scope was to prepare the site, install fencing, temporary electrical services as well as ADA entrances and other amenities at 796 66th Avenue, a City owned parking lot, that could serve 250 people at a time, with a possible annual total of 500 people served.

The 66th Avenue Safe RV Parking site preparation project began serving unhoused people in early 2023.

**ACTION REQUESTED OF THE CITY COUNCIL**

**Staff Recommends That The City Council Receive An Informational Report On All Emergency Purchases And Contracts Authorized By The City Administrator, During Fiscal Year 2022-23, In Accordance With The Oakland Municipal Code Section 2.04.020.**

For questions regarding this report, please contact Pooja Shrestha, Assistant Controller at 510-238-6776.

Respectfully submitted,



[Erin Roseman \(Nov 30, 2023 10:16 PST\)](#)

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ERIN ROSEMAN  
Finance Director  
Finance Department

Prepared by:  
Pooja Shrestha, Assistant Controller