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OFFICE OF THE CITY CLERK
OAKLAND

2015 MAY 28 AM 10:06

AGENDA REPORT

TO: JOHN A. FLORES
INTERIM CITY ADMINISTRATOR

FROM: Mark Sawicki

SUBJECT: West Oakland Job Resource Center
Fiscal Agent

DATE: June 9, 2015

City Administrator
Approval

Date

5/27/15

COUNCIL DISTRICT: #3

RECOMMENDATION

Staff recommends that the City Council adopt:

A RESOLUTION AMENDING RESOLUTION NO. 85251 C.M.S., WHICH AUTHORIZED AN AMENDMENT TO THE CONTRACT WITH URBAN STRATEGIES COUNCIL TO ACT AS THE FISCAL AGENT FOR THE WEST OAKLAND JOB RESOURCE CENTER THROUGH JUNE 30, 2015, FOR A CONTRACT AMOUNT OF \$105,000, TO INCREASE THE CONTRACT AMOUNT TO \$155,000 AND TO EXTEND THE TERMINATION DATE TO JUNE 30, 2016

OUTCOME

The City Council's approval of this resolution will allow the continued operation, through June 30, 2016, of the West Oakland Job Resource Center by extending the contract with Urban Strategies Council as Fiscal Agent and Employer of Record.

BACKGROUND/LEGISLATIVE HISTORY

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, as part of the community benefits provided by the Oakland Army Base (OAB) redevelopment project. A Cooperation Agreement between the City and community stakeholder organizations and labor, states that the City will take the lead in the development and implementation of a "Jobs Center" to support contractors and employers in meeting the project's 50 percent local hiring goals.

In April 2013, City Council approved the use of revenue from billboards approved along with the

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OAB Lease Disposition and Development Agreement (LDDA) to fund the WOJRC (Resolution No. 84312 C.M.S). Funding for the WOJRC is included in the Mayor's Proposed FY 2015-17 budget.

In January 2014, the City conducted a Request for Bids process and selected Urban Strategies Council as the "Fiscal Agent" and "Employer of 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) and Resolution No. 85251 C.M.S. to increase the contract amount to \$105,000 and extend the contract termination date to June 30, 2015. The prior extensions allowed the City to continue to operate and develop the WOJRC program despite uncertain funding (due to the delay in billboard revenue).

ANALYSIS

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. This contract extension will allow staff and the WOJRC director to facilitate the WOJRC's transition to a 501(c)(3) non-profit organization.

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 the OAB (now referred to as the Oakland Global project) 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 required to have a "Job Center" to support the Army Base project. The Army Base Project Labor Agreement and Community Jobs Policies, which are imbedded in the Army Base LDDA, frame the work of the WOJRC.

The WOJRC began operations in early 2014 and has placed more than 100 job-seekers to date, with more than 20 clients placements 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 (*Attachment A*). The WOJRC provides monthly performance reports to the Community Jobs Oversight Commission, a Mayor-appointed commission made up of representatives from labor, employers, community organizations and City staff to oversee compliance with the Community Jobs Policies for the OAB. The most recent report is provided as an attachment to this report (*Attachment B*). The Oversight Commission also oversees compliance on the overall goals of the Community Jobs

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Policies. Currently, over 50 percent of the hours worked on the OAB have been met by local residents.

Through the existing fiscal agency contract, Urban Strategies Council administers funds for the operation of the WOJRC and provides administrative support including employment and benefits administration, risk management and compliance, human resources, financial services, IT support, data management assistance. Urban Strategies Council, a 501(c)(3) organization, may also receive contributions from outside sources on behalf of the WOJRC. The WOJRC has received a \$37,300 grant from the Port of Oakland's Maritime Aviation Project Labor Agreement Social Justice Trust Fund, which funds a part-time job developer.

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.

The contract with the Urban Strategies Council will sunset on June 30, 2015. With the hiring of Program Director, Julina Bonilla, WOJRC operations are stable and moving towards the fulfillment of 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 funding for WOJRC operations is reflected in the Proposed FY 2015-2017 Budget. With funding secured and a strong Program Director in place, staff believes it is time to create a long-term, sustainable structure for the WOJRC by transitioning to a 501(c)(3) non-profit organization.

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 approximately six - 12 months. Staff is requesting authorization to extend the Urban Strategies Council Fiscal Agency contract for one year. If the transition to non-profit status is complete prior to June 30, 2016, the City will terminate its contract with USC.

Staff recommends that Council approve the amendment to the Fiscal Agency contract with Urban Strategies Council to continue the fiscal agency contract until June 30, 2016. During that time, the WOJRC Director and City staff will proceed with a 501(c)(3) transition plan for the WORJC.

PUBLIC OUTREACH/INTEREST

The development of the WOJRC 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 are 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.

COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

This resolution will increase the contract with Urban Strategies Council from \$105,000 to an amount not-to-exceed \$155,000 for fiscal agency fees and indirect costs. This additional \$50,000 will cover fiscal agency fees and indirect costs through June 30, 2016. The Fiscal Agency contract will allow Urban Strategies Council to administer pass-through funding for program staff, supplies and training/worker assistance for clients at the WOJRC, which is estimated at approximately \$300,000 for FY15-16. These funds are available in the Oakland Base Reuse Authority: Leasing and Utility Fund (5671) WOJRC Billboard Project (P465130) in the Proposed FY 2015-17 Budget.

This request would increase the length of the contract from an 18-month contract (January 2014 - June 2015) to a 30-month contract (January 2014 - June 2016).

2. COST ELEMENTS OF AGREEMENT/CONTRACT:

WOJRC Urban Strategies Council Fiscal Agency Contract	
Current Contract (expires June 30, 2015)	\$105,000
Additional funds (through June 30, 2016)	\$50,000
Total contract amount (January 20, 2014 through June 30, 2016)	\$155,000

3. SOURCE OF FUNDING:

Approval of this contract extension is contingent upon approval of the proposed funding for the West Oakland Job Resource Center in the Oakland Base Reuse Authority: Leasing and Utility Fund (5671) WOJRC Billboard Project (P465130) in the Proposed FY 2015-17 Budget.

4. FISCAL IMPACT:

Funding will be from billboard revenue on the OAB that has been designated to support the WOJRC and is included in the Proposed FY 2015-17 Budget.

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 WOJRC will have 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 WOJRC will help to provide access to counseling, training and employment for residents who have historically faced barriers to employment.

For questions regarding this report, please contact Elinor Buchen, Program Analyst at 238-3474.

Respectfully submitted,



Mark Sawicki, Director
Economic and Workforce Development Department

Reviewed by:

John R. Bailey, Executive Director of the Oakland Workforce
Investment Board

Al Auletta, Program Manager

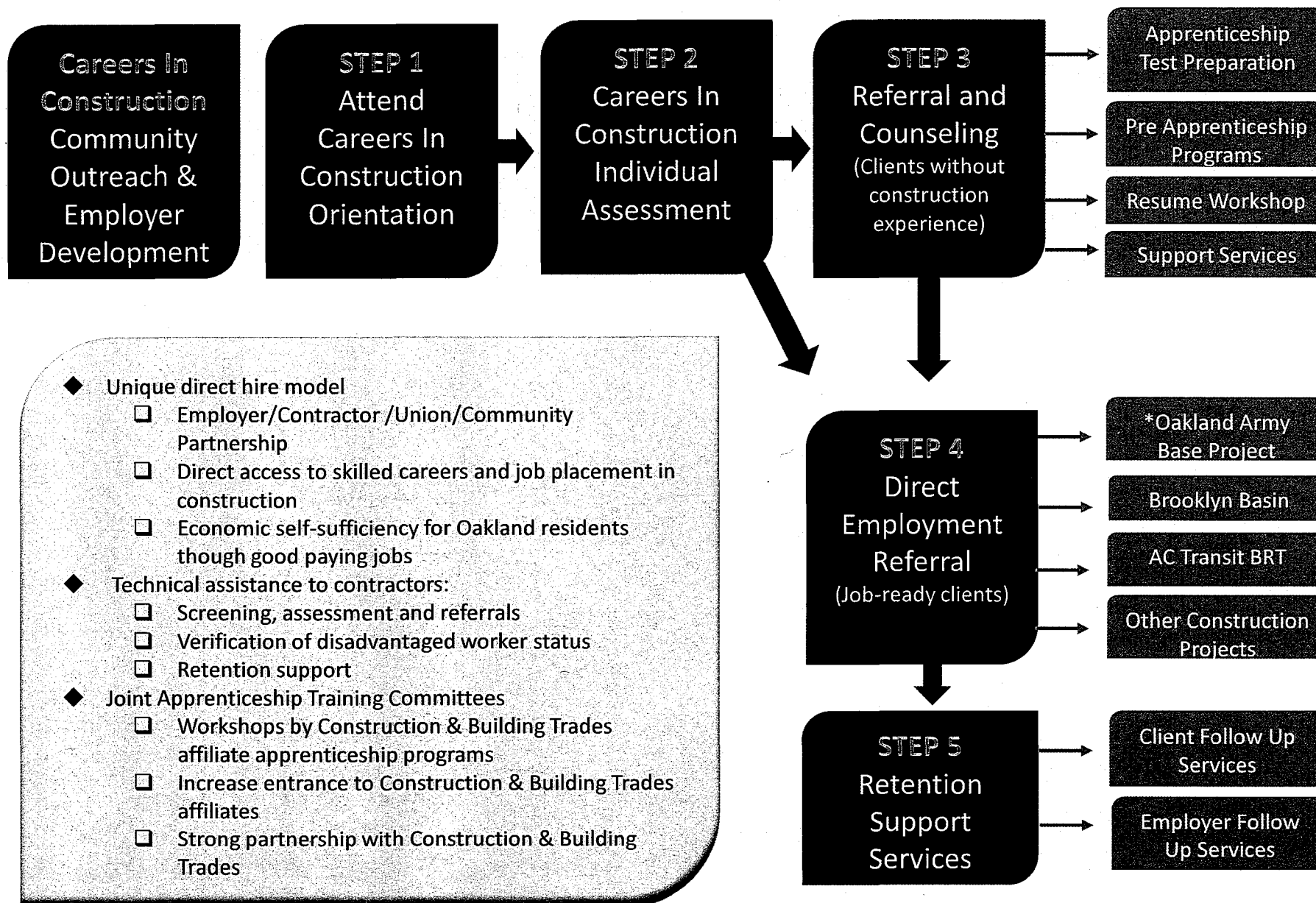
Prepared by: Elinor Buchen, Program Analyst

Attachments – ***Attachment A:*** West Oakland Job Resource Center Program Diagram
Attachment B: April 2015 West Oakland Job Resource Center Oversight
Commission Report

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Careers in Construction Flow Chart

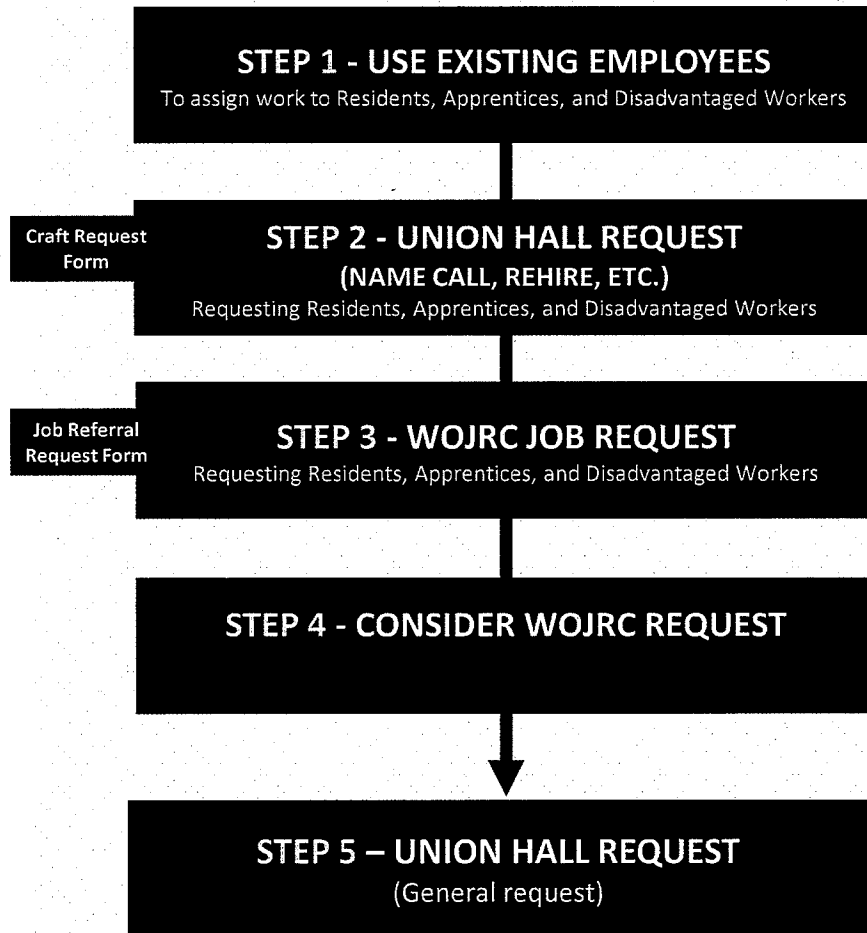


OAB CONSTRUCTION JOBS POLICY FOR PUBLIC IMPROVEMENTS

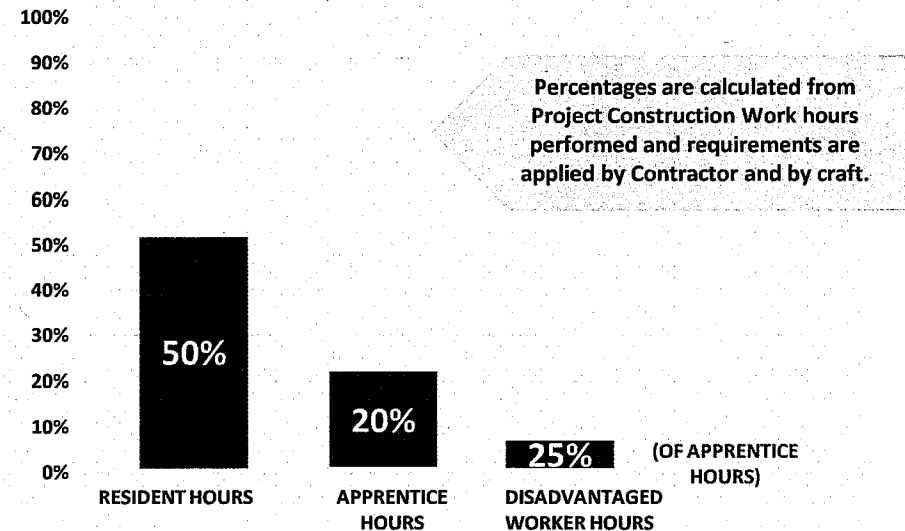
COMPLIANCE METHODS

Contractors shall either follow the hiring and referral process OR satisfy the percentage requirements.

HIRING & REFERRAL PROCESS



PERCENTAGE REQUIREMENTS



Credit For Off-Site Hours

When determining compliance percentages, a Contractor may use hours performed by Residents or Disadvantaged Workers on other construction projects during the term of the Project Construction.

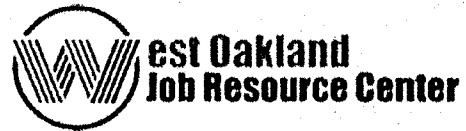
Bonus for New Apprentice Retention

For every 1,000 hours beyond and initial 1,000 hours that any one New Apprentice works for a Contractor, 500 bonus hours can be applied towards such Contractor's Resident percentage requirement.

New Apprentice Sponsorship Requirement

In each calendar year, for every 20,000 hours performed by a Prime, such Prime and/or any of its subcontractors shall sponsor 1 New Apprentice and employ such New Apprentice for a total of at least 1,000 hours during the term of the Prime's Project Construction Work.

NOTE: This is a conceptual diagram. Please refer to the OAB Construction Jobs Policy for Public Improvements for complete requirements regarding hiring and employment for the construction of the Public Improvements on the former OAB. All capitalized terms have the same meaning as ascribed in the OAB Construction Jobs Policy for Public Improvements.



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

From: Julina Bonilla
 Date: May 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, are offered weekly, Tuesday from 5-7pm at the WORJC. Special Note: WOJRC welcomes Belu Wonji as the new Office Manager. Ms. Wonji comes to us with over 7 years of experience steeped in workforce development and organizational development and we look forward to introducing Ms. Wonji to the commissioners at your next committee meeting.

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:

- Maritime and Aviation PLA (MAPLA) Community Discussion – Side Letter
- Immigration Forum – Hosted by City of Oakland & Alameda Co Supervisors
- Oakland Housing Authoring Pre-Construction Meeting
- International Union Painter's & Allied Trades – Apprenticeship Meeting
- State Building and Construction Trades Annual Legislative 2015
- A Squared Ventures – Brooklyn Basin, Alameda County, & BRT (Children's Hosp.)
- National Building & Construction Trades Legislative Conference
- Presentation @ 4th Annual Women Building the Nation Conference

Brooklyn Basin Project: The WOJRC staff continues to work closely with Andy Nelsen, Deputy Director EBAYC and the Community Benefits Coalition stakeholders. As a result of a very successful outreach and orientation in construction event in March, EBAYC and WOJRC are engaged in formal discussions to define a long-term partnership.

Alameda County PLA and other construction projects: A Squared Venture, the PLA administrator for County projects is actively supporting WOJRC as the preferred hiring source. The WOJRC has been identified as the preferred local hire agency by: Alameda County Project Stabilization Agreement; AC Transit BRT PLA/Construction Career Policy.

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).

West Oakland Job Resource Center Performance Report April 2015

	Month	AA	HISP	CAU	ASIAN	OTR	DNS	M	F	Re-E	94607	94608	94609	94612
Attended orientation	22	20	2	0	0	0	0	21	1	13	0	0	1	1
Screened	12	11	1	0	0	0	0	11	1	5	0	0	1	1
Referred to services	10	9	1	0	0	0	0	9	1	7	0	0	1	1
Referred to pre-apprenticeship	1	1	0	0	0	0	0	1	0	1	0	0	0	0
Referred to apprenticeship	9	8	1	0	0	0	0	9	0	5	0	0	0	1
Placed in employment	5	5	0	0	0	0	0	5	0	0	0	0	0	0
Walk-Ins	18	17	1	0	0	0	0	14	4	1	4	2	0	1
Workshops	11	11	0	0	0	0	0	10	1	1	1	0	1	0

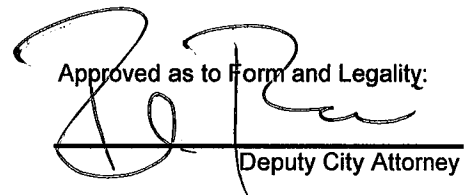
Construction Projects	
OAB Project	
Brooklyn Basin	
BRT	
Other Construction	3

Referral Organizations		Pre Apprenticeship & Apprenticeship Workshops	
Career Centers	10	Roofers Workshop	2
Clean Slate	1	Safety Training	9
Test Prep - Math	11	Tradeswomen Inc., Workshop	4

Cum Jan - April 2015	Total
Attended orientation	78
Screened	54
Referred to services	37
Referred to pre-apprenticeship	18
Referred to apprenticeship	41
Placed in employment	5
Walk-Ins	32
Workshops	46
Total Served	156

Job Placements 2015	
OAB Laborers	0
OAB Operating Engineers	1
Other Construction Projects	4
Transitional Employment	4
Total	9

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Approved as to Form and Legality:

Deputy City Attorney

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

A RESOLUTION AMENDING RESOLUTION NO. 85251 C.M.S., WHICH AUTHORIZED AN AMENDMENT TO THE CONTRACT WITH URBAN STRATEGIES COUNCIL TO ACT AS THE FISCAL AGENT FOR THE WEST OAKLAND JOB RESOURCE CENTER THROUGH JUNE 30, 2015, FOR A CONTRACT AMOUNT OF \$105,000, TO INCREASE THE CONTRACT AMOUNT TO \$155,000 AND TO EXTEND THE TERMINATION DATE TO JUNE 30, 2016

WHEREAS, the proposed City budget for FY 2015-17 includes funding for the West Oakland Job Resource Center ("WOJRC"); and

WHEREAS, Resolution No. 85251 C.M.S. passed on November 5, 2014, authorized an amendment to an existing \$50,000 contract with the 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 termination date to June 30, 2015; 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, that process is expected to take roughly three to six months; now, therefore, be it

RESOLVED: That Resolution No. 85251 C.M.S. is hereby amended to increase the contract with the Urban Strategies Council to act as fiscal agent and employer of record for the WOJRC from a contract amount of \$105,000 to \$155,000, and to extend the contract termination date from June 30, 2015, to June 30, 2016; and be it

FURTHER RESOLVED: That this increase in the contract amount is contingent upon approval of a proposed FY 2015-17 budget that includes funding for WOJRC operations in the OBRA Fund (5671), WOJRC Billboard Project (P465130), for this contract; and be it.

FURTHER RESOLVED: That the City Administrator and his/her designee is hereby authorized to negotiate and enter into an amendment to the contract with the Urban Strategies Council and to take whatever action is necessary with respect to said contract and the WOJRC consistent with this Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2015

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