

## Request #17418

### Ask a Question

Please provide staff reports summarizing work and services performed by OPW Tree Services in the second half of 2015 (July 1 to December 31 2015).

See Asset Management Report, attachment A

Please include reports made to any of these: immediate supervision, assistant director of OPW, director of OPW, Office of the City Administrator, City Auditor or Office of the Mayor.

None were submitted.

Note: this request is meant to save staff time. Where reports are already compiled providing summaries, there will likely be less of a need to request individual documents.

Please especially include reports pertaining to:

== Tree Removal Permits (summaries, statistics, major issues, etc.)

No reports were made.

== Monitoring the health of trees in Oakland's Parks and City land.

No reports were made.

== Reports on the health of trees in Oakland's Parks and City land. Major factors effecting health of trees.

No reports were made.

== Progress on an Inventory of Oakland's Urban Forest

Applying for Green House Grant through Cal-Fire (to provide an inventory).

== Tree Services staff trainings attended.

See attachment B.

== Statistics on trees removed in Oakland Parks and on city land. Numbers of trees removed. Assessments on conditions that lead to the requirement that trees be removed.

Statistics can be found in Public Records Request 17424 (flash drive). Any tree removals done by Tree Services are of a hazardous nature.

== Reports on the development and dissemination of educational information to the public, including to those applying for tree removal permits. Please include references to any information typically provided to public concerning recommended care and maintenance of trees, and legal responsibilities of land owners. Printed, websites, other forms of information.

City of Oakland Public Works website [www.Oaklandnet.com](http://www.Oaklandnet.com)

== Reports on effects of drought and increased rates of disease on health of Oakland's Urban Forest, on either or both public and private land.

No reports were created.

Where no reports have been compiled on a specific issue, please pass on that subject. Where a topic above was the subject within a staff report, please provide said report. It is understood that redactions may be necessary. Only appropriate information for public release is being sought.

# ATTACHMENT A

13

## ASSET MANAGEMENT REPORT

Final  
1/14/16  
December  
50%  
of Fiscal Year

Asset:  
Description:  
Asset Manager:  
Key Responsible Person(s):

NB09 - Tree Management & Maintenance  
Maintain 38,000 street trees and an additional estimated 200,000 trees in City's parks and green spaces.  
Robert Zahn  
Brian Cathan

Resource Utilization		Adopted Budget	ADJ Budget	Year To Date	% To Date
Labor Cost:		\$ 2,180,166	\$ 2,180,166	\$ 1,076,914	49%
OS&M Cost:		\$ 505,284	\$ 409,000	\$ 20,085	5%
ISF Payments		\$ -	\$ 610,198	\$ 227,738	37%
Encouragements				\$ 33,659	
Total		\$ 3,085,450	\$ 3,199,364	\$ 1,358,397	
FTE		15.00			

Year to Date may not equal total of prior dates, because entries and corrections may happen after the data is compiled each month.

### Reactive Work Load

Source	Type	Annual	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Year To Date	Anticipated to Date	% of Anticipated
A CM (PE)	Info	Requests Received*	199	209	220	214	136	192							1,170	Info	Info
B CM (PE)	Info	Requests Closed*	116	129	89	101	66	91							592	Info	Info
C CM (PE)	Info	Average Business Days to Close (Priority 1)**	1	1	1	1	0	7							1	Info	Info
D CM (PE)	Info	Average Business Days to Close (Priority 2)**	98	109	84	89	257	16							97	Info	Info
E CM (PE)	Goal	% Resolved within 1 business day (Priority 1)**	85%	84%	85%	88%	91%	80%							85%	Info	Info
F CM (PE)	Goal	% Resolved within 20 business days (Priority 2)**	85%	27%	41%	31%	52%	64%							47%	Info	Info
G CM (PE)	Goal	Unresolved Requests Over 30 Calendar Days Old*	0	2,427	2,518	2,801	2,738	2,838							n/a	n/a	n/a
H CM (PE)	Info	Average Age of Unresolved Service Requests*	Info	527	536	536	547	562							n/a	n/a	n/a
I CM (PE)	Goal	Unresolved Priority 1 Requests Over 30 Days Old*	0	2	2	2	2	0							n/a	n/a	n/a
J CM (PE)	Info	Number of unfunded tree service requests	Info	752	752	752	752	752							n/a	n/a	n/a

\*Requests Received and Requests Closed includes all requests for the category TREES. Requests Received are total non-scheduled, non-refund, non-unfunded received in the month. Total Closed includes requests from prior months, including requests that had no work orders.

\*\*Average Business Days to Close and % Resolved\* calculations are for service requests with work orders, and compare Work Order Actual Finish Date with Service Request Initiated Date.

### Performance Measures:

Source	Type	Annual	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Year To Date	Anticipated to Date	% of Anticipated
1 CM (PE)	Goal	Complete 1,000 Priority 1 (emergency) tree related work orders per year	1,000	98	98	90	99	47							479	500	96%
2 CM (PE)	Goal	Complete 1,000 Priority 2 (hazardous) tree related work orders per year	1,000	47	65	33	47	17							237	500	47%
3 CM (PE)	Info	Resolve Priority 3 or lower tree related work orders	Info	87	37	14	52	43							278	Info	Info

Year to Date may not equal total of prior dates, because entries and corrections may happen after the data is compiled each month. Anticipated to Date uses Annual divided by 12, does not account for seasonal variation.

### Comments



ATTACHMENT B

## Clock/Certificate Hours

## Clock/Certificate Hours Report

Date Filter: From Wed, Jul 1, 2015 to Tue, Dec 1, 2015

Name: Adame, Javier  
Employee ID: 10033  
Email: JAdame@oaklandnet.com

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

Name: Damonte, Giacomo  
Employee ID: 21532  
Email: gdamonte@oaklandnet.com

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
1089	Diversity in Action	Aug 28, 2015	3.5
1051	Herbicide Safety Training (Annual Certification)	Sep 10, 2015	1.5
1149	Radio Deployment & Procedures Training	Oct 12, 2015	1.5
1159	Public Works Management Team Meeting	Nov 6, 2015	3
<b>Total</b>			<b>11.5</b>

Name: Fiapule, Fiapule  
Employee ID: 8672  
Email: ffiapule@oaklandnet.com

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>



Clock/Certificate Hours

**Name: Flores, Herbert**  
**Employee ID: 6931**  
**Email: hflores@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commert	Jul 14, 2015	2
1091	Memorandum of Understanding (MOU) Training	Aug 20, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
1149	Radio Deployment & Procedures Training	Oct 12, 2015	1.5
1159	Public Works Management Team Meeting	Nov 6, 2015	3
<b>Total</b>			<b>14.5</b>

**Name: Jimenez, Jaime**  
**Employee ID: 17135**  
**Email: JJimenez2@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commert	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

**Name: Kautzer, Paul**  
**Employee ID: 3085**  
**Email: PKautzer@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commert	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
<b>Total</b>			<b>8.5</b>

**Name: Landa, Ignacio**  
**Employee ID: 17132**  
**Email: ILanda@oaklandnet.com**



Clock/Certificate Hours

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

**Name: Lawsen, Tod**  
**Employee ID: 6478**  
**Email: TLAWSEN@OAKLANDNET.COM**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
1086	Radio Operation & Protocol Communications Training	Jul 21, 2015	2.45
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
1137	Super User Train the Trainer Handheld Motorola Radio T	Oct 14, 2015	3
1159	Public Works Management Team Meeting	Nov 6, 2015	3
<b>Total</b>			<b>18.45</b>

**Name: Lizarraga, George**  
**Employee ID: 3403**  
**Email: GLizarraga@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commer	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

**Name: Luster, Gay**  
**Employee ID: 1156**  
**Email: GLuster@oaklandnet.com**

--	--	--	--



Clock/Certificate Hours

Workshop ID	Title	Date	Clock/Certificate Hours
1089	Diversity in Action	Aug 28, 2015	3.5
1149	Radio Deployment & Procedures Training	Oct 12, 2015	1.5
<b>Total</b>			<b>5</b>

**Name: Onk, Joshua**  
**Employee ID: 2280**  
**Email: JOnk@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commert	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

**Name: Tovar, Jeronimo**  
**Employee ID: 6499**  
**Email: JTovar@oaklandnet.com**

Workshop ID	Title	Date	Clock/Certificate Hours
1068	Substance Abuse Awareness for Public Works Commert	Jul 14, 2015	2
904	Electrical Safety Awareness and Refresher for Affected F	Jul 21, 2015	3
1089	Diversity in Action	Aug 28, 2015	3.5
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
<b>Total</b>			<b>10</b>

**Name: Zahn, Robert**  
**Employee ID: 5088**  
**Email: RZAHN@OAKLANDNET.COM**

Workshop ID	Title	Date	Clock/Certificate Hours
1077	Substance Abuse Awareness for Public Works Commert	Aug 6, 2015	1.5
1091	Memorandum of Understanding (MOU) Training	Aug 20, 2015	3
911	Portable Fire Extinguisher Hands-on Safety	Sep 17, 2015	1.5
1170	Emergency Preparedness EI Nino Action Team Training	Sep 24, 2015	2
1171	Emergency Preparedness EI Nino Action Team Training	Oct 21, 2015	2.5

Clock/Certificate Hours

1175	Emergency Preparedness EI Nino Action Team Training	Oct 7, 2015	1
1172	Emergency Preparedness EI Nino Action Team Training	Nov 4, 2015	2
1150	Memorandum of Understanding (MOU) Training	Nov 5, 2015	1.5
1089	Diversity in Action	Nov 19, 2015	3.5
1173	Emergency Preparedness EI Nino Action Team Training	Nov 18, 2015	2
<b>Total</b>			<b>20.5</b>