

**DISTRIBUTION DATE: February 11, 2016**



**MEMORANDUM**

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**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Sabrina B. Landreth

**SUBJECT:** City Administrator's Weekly Report

**DATE:** February 11, 2016

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**INFORMATION**

Following are the key activities to be highlighted this week:

***Upcoming Holiday Closures*** – On Friday, February 12, and Monday, February 15, the City of Oakland's administrative offices will be closed in observance of Lincoln's Birthday and the Presidents' Day holiday. While the City's administrative employees are out of the office, if a situation arises that requires more staffing, the City has a plan in place to call in additional resources. Police, fire and emergency services are not affected during the holidays or business closures. For specific closure information, please read the media release at <http://www2.oaklandnet.com/w/oak057127>.

***OPD Is Hiring: Police Officer Trainees*** – Friday, March 18, is the deadline to apply to pursue a career as an Oakland Police Officer in the 176th Academy. The ideal candidate will be a socially conscious, empathetic person who takes initiative, is compassionate and resourceful, has excellent communication skills, and is committed to public service in a fast-paced, urban environment. To apply, please visit the job posting <http://bit.ly/1TRe37J>. This page also provides details and dates on the Practices & Actual Physical Ability Test, POST Entry Level Law Enforcement Test and Oral Board Interviews that are part of the selection process. Applications are being accepted through 11:59 p.m., on March 18. For more information, please visit [www.opdjobs.com](http://www.opdjobs.com) or contact the OPD Background and Recruiting Unit at (510) 238-3339.

***Food Distribution*** – On Friday, February 19, the City of Oakland's Hunger Program within the Human Services Department, the Emergency Food Providers Advisory Committee and Alameda County-Oakland Community Action Partnership are sponsoring a Food Distribution for low-income families and seniors at various locations throughout Oakland. To find a location near you, please visit [www.oaklandhumanservices.org](http://www.oaklandhumanservices.org). For more information, please contact Andrea Gilmore, Administrative Assistant, at [agilmore@oaklandnet.com](mailto:agilmore@oaklandnet.com) or (510) 986-2721.

***An OPD First: Spanish-Language Citizens' Police Academy*** – On Monday, February 8, Chief Sean Whent and command staff welcomed attendees to the first Oakland Police Department (OPD) Spanish-Language Citizens' Police Academy. Everyone was very engaged and agreed that they want to work with OPD and make our community better by sharing what they learn with

others. The 14-week Citizens' Police Academy program, held twice a year, provides community members with an overview of OPD functions and a forum for police-citizen dialogue. Graduates of the Citizens' Police Academy continue their association with OPD through the Citizens' Police Alumni Association where they participate in special projects such as Officer Appreciation Day and fundraising for department needs. For more information, please contact the OPD Media Relations Office at [opdmedia@oaklandnet.com](mailto:opdmedia@oaklandnet.com) or (510) 238-7230.

***Latham Square Construction Update*** – Beginning on Tuesday, February 16, the intersection of Telegraph Avenue and 16th Street will be closed for approximately five weeks. Vehicles traveling south on Telegraph Avenue will be detoured onto 17th Street. Delivery trucks, residents, and emergency vehicles requiring access to 16th Street will be detoured to access it from San Pablo Avenue. 16th Street between Telegraph Avenue and San Pablo Avenue will be closed to all other traffic and curbside parking will be prohibited to allow for local two-way traffic on 16th Street from San Pablo Avenue. Notification and detour signs will be in place to help motorists navigate through the area. This closure will allow the contractor to install the roadway pavers, starting at the 16th Street intersection working their way towards Broadway. Please remember the surrounding businesses are open during construction. Please support Oakland's local businesses, especially during this construction period. While you are there, be sure to abide by the posted signs and use the designated crosswalks. To learn more about how this project is benefitting the neighborhood, please visit [www.oaklandnet.com/lathamsquare](http://www.oaklandnet.com/lathamsquare). For more information, please Nick Cartagena, Project Manager, at [ncartagena@oaklandnet.com](mailto:ncartagena@oaklandnet.com).

***A Celebration Of The Life Of Huey P. Newton*** – On Saturday, February 13, the West Oakland Branch Library, 1801 Adeline Street, is hosting A Celebration of the Life of Huey P. Newton at 2:00 p.m. as part of the Oakland Public Library's Black History Month festivities. Fifty years ago, Mr. Newton and Bobby Seale started the Black Panther Party, which brought purpose and direction to the Black Liberation struggle in America. For this event, friends and family will speak about Mr. Newton's impact on Oakland and the world, and his wife Fredricka will talk about his later years. The event will honor Huey Newton for his service to the people. For more information, please contact Susy Moorhead, Branch Manager, at [smoorhead@oaklandlibrary.org](mailto:smoorhead@oaklandlibrary.org) or (510) 238-7352.

***Film Festival Coming To Rockridge Branch Library*** – On Saturday, February 13, the Rockridge Branch Library, located at 5366 College Avenue, will host the 5th annual 90-Second Newbery Film Festival beginning at noon. This is the screening of the annual video contest in which filmmaking youth create movies that tell the entire stories of Newbery award-winning books in 90 seconds or less. Come watch the hilarious, ingenious and inspiring movies made by youth from across the United States, including Oakland. Free popcorn will be served. To reserve a seat for this free event, please visit <http://bit.ly/1mbSMYJ>. For more information, please contact Paul Schiesser, Branch Manager, at [pschiesser@oaklandlibrary.org](mailto:pschiesser@oaklandlibrary.org) or (510) 597-5017.

***Movie Screening At Melrose Branch Library*** – On Tuesday, February 23, the Melrose Branch Library, located at 4805 Foothill Boulevard, is screening the film "Ruby Bridges" at 5:00 p.m. The film, presented as part of the Oakland Public Library's celebration of Black History Month, depicts the life of Ruby Bridges, an American activist known for being the first black child to

attend an all-white elementary school in Louisiana. The film stars Chaz Monet as Ruby. Join others to watch the film and enjoy refreshments. For more information, please contact Susan Maldonado, Branch Manager, at [smaldonado@oaklandlibrary.org](mailto:smaldonado@oaklandlibrary.org) or (510) 535-5623.

***Oakland Police Officers Arrest Armed Robbery Suspect*** – On Tuesday, February 2, at about 7:10 p.m., an armed robbery occurred in the 4500 block of Park Boulevard. Oakland Police Officers responded and took a report and issued information via the radio to other officers throughout the city. The investigation continued and within less than 24 hours, officers were able to identify and arrest the suspect. A replica firearm and the victim's loss were also recovered on Wednesday, February 3. Investigators are looking into whether there are any additional crimes that this suspect may have committed. For more information, please contact the OPD Media Relations Office at [opdmedia@oaklandnet.com](mailto:opdmedia@oaklandnet.com) or (510) 238-7230.

***Police Officers Provide First Aid To Victims, Arrest Suspects*** – On Wednesday, February 3, at about 7:35 p.m., Oakland Police officers responded to the 1900 block of 90th Avenue on a report of a shooting. Upon arrival, officers were able to provide first aid to two victims who had suffered non-life-threatening gunshot wounds. The victims were transported to a local hospital where they were listed in serious but stable condition. After conducting interviews and canvassing the area, officers arrested six suspects, two of whom are believed to be responsible for the shooting. A firearm was recovered from the scene. For more information, please contact the OPD Media Relations Office at [opdmedia@oaklandnet.com](mailto:opdmedia@oaklandnet.com) or (510) 238-7230.

***City-Owned Real Property For Sale*** – Wednesday, March 16, is the submission deadline for proposals from qualified and interested owner-users/developers to purchase and develop City-owned property in the Dimond neighborhood into a full-service restaurant or restaurant related retail/commercial use. The Dimond community is very interested in a dining spot that offers an opportunity for socializing, good food and could help market the district, particularly as an evening dining choice. The property for sale is located at 3455 & 3461 Champion Street. The list price is \$425,000. The building size is +/-3,275 square feet and the lot size is 8,244 square feet. To view the Notice of Development Opportunity, please visit <http://www2.oaklandnet.com/w/oak056874>. For more information, please contact Anthony J. Reese, Real Estate Agent, at [areese@oaklandnet.com](mailto:areese@oaklandnet.com) or (510) 238-6357.

***Oakland Promise Launched To Boost College Graduation Rate*** – On Thursday, January 28, Mayor Libby Schaaf and Oakland Unified School District Superintendent Antwan Wilson launched the Oakland Promise. With a broad-base of support, the initiative is a cradle-to-career approach modeled on national best practices. The goal is to triple the number of Oakland public school graduates who complete a post-secondary education over the next decade. To reach this ambitious goal, the Oakland Promise combines best practices from across the country to ensure that all Oakland students and families are supported on their educational journey from birth through college and propelled into a successful career. Every aspect of the Promise will be launched over the next four years and reach full-scale to serve all Oakland children within the decade. To watch a video on the Oakland Promise, please visit <https://vimeo.com/151849921>. To read the media release, please visit <http://www2.oaklandnet.com/w/oak056936>. To learn more about the Oakland Promise, please visit [www.theoaklandpromise.org](http://www.theoaklandpromise.org).

***Extended Office Hours For 2016 Business Tax Renewal*** – On Monday, February 29 and Tuesday, March 1, the Business Tax Division is extending its customer service office hours from 8:00 a.m. to 8:00 p.m. to provide assistance to taxpayers with their business tax renewals. Please complete and bring the business tax renewal application that was mailed to you. The Business Tax Division is located at 250 Frank H. Ogawa Plaza, Suite 1320. For more information, please contact the Business Tax Division's customer service line at (510) 238-3704.

***OPR Summer Job Opportunities*** – Beginning Tuesday, February 16, applicants will be able to apply for a variety of part-time summer jobs with Oakland Parks & Recreation (OPR). Summer positions include Recreation Leader I, Recreation Aide, Sports Official, Lifeguard and more. Individuals ages 16 and older are encouraged to apply online. To read the job descriptions for the various positions, please visit [www.oaklandnet.com/parks](http://www.oaklandnet.com/parks). Beginning on February 16, those interested in the position will be able to apply online at <http://bit.ly/1ZTKz8A>. For more information, please call OPR's general information line at (510) 238-7275.

***Casting Call: OPD's 6th Annual Lip Sync Special Olympic Fundraiser*** – On Saturday, April 9, members of the Oakland Police Department (OPD) will present "Singing with the Stars Lip Sync Battle" at the Greek Orthodox Community Center, 4700 Lincoln Avenue. This annual event is one of three that OPD participates in to raise money for Special Olympics Northern California. Slots are available for City employees who have the uncanny ability to channel celebrities; come try out for a spot on the program or join the preparation team. Mark your calendars for the show on April 9 with an admission charge of \$40 for dinner, dancing, laughing and fun times. For more information, please contact Officer Felicia Aisthorpe at [faisthorpe@oaklandnet.com](mailto:faisthorpe@oaklandnet.com).

***Need Help Filing Your Taxes? Come To The Oakland Public Library*** – On Tuesday, February 2, the Oakland Public Library kicked off its annual Free Tax Assistance program. Tax Assistance, provided by American Association of Retired Persons (AARP) volunteers, is available at following five Library locations:

- Main Library, 125 14th Street
- César E. Chávez Branch Library, 3301 E. 12th Street, Suite 271
- Dimond Branch Library, 3565 Fruitvale Avenue
- Eastmont Branch Library, 7200 Bancroft Avenue, Suite 211
- Golden Gate Branch Library, 5606 San Pablo Avenue

The program concludes Monday, April 18. For a complete schedule, please visit <http://oaklandlibrary.org/services/tax-assistance-program>. For more information, please call the Main Library Information Desk at (510) 238-3134.

***Oakland Residents, Business Owners Urged To Prepare For El Niño*** – On Wednesday, December 9, the City of Oakland issued a media release that detailed steps it is taking to prepare for above-average rainfall and strong winds. In the release the City urged residents and business owners to prepare in advance – before heavy rains begin. Oakland Public Works crews are making advance preparations to help mitigate storm-related impacts and to allow City crews to respond as

effectively as possible to any storm-related impacts. During big storm events, our crews and emergency personnel will be working around the clock, but they – along with crews around the region – may be overwhelmed, so you should plan ahead to have the supplies you would need in any emergency. Simple preparation steps taken now can go a long way toward lessening the impact of weather emergencies. Review emergency plans and prepare your family, home and vehicle. More information and resources for winter storm preparedness are available at [www.oaklandnet.com/ElNino](http://www.oaklandnet.com/ElNino). A brochure detailing preparation steps is available in multiple languages.

- To view the English version, visit <http://www2.oaklandnet.com/ElNino/OAK056634>.
- To view the Chinese version, visit <http://www2.oaklandnet.com/ElNino/OAK056704>.
- To view the Spanish version, visit <http://www2.oaklandnet.com/ElNino/OAK056705>.

For those without Internet access, preparation tips are available by calling (510) 444-CITY. You can help minimize flooding in your neighborhood by participating in the City's Adopt A Drain program. By keeping storm drains clean, you help prevent flooding of streets and sidewalks, allowing City crews to focus on critical storm-response activities. The City will provide supplies and debris bags. To sign up now, please visit [www.adoptadrainoakland.com](http://www.adoptadrainoakland.com) or call (510) 238-7630. To report storm-related emergency issues on public property and in the public right-of-way (e.g., flooding, mudslides and landslides onto streets and sidewalks), please contact the Public Works Call Center directly at (510) 615-5566. For non-emergency requests for services on public property and in the public right-of-way, please contact the Call Center by:

- Email: [opwcallcenter@oaklandnet.com](mailto:opwcallcenter@oaklandnet.com)
- Online: [www.oaklandpw.com](http://www.oaklandpw.com)
- Mobile app: SeeClickFix

To read the media release, please visit <http://www2.oaklandnet.com/w/oak056236>. To read an information memorandum on the steps the City is taking to prepare for El Niño and on the communications efforts underway to ensure that we optimize the reach and repetition of our preparedness and recovery messages, please visit <http://www2.oaklandnet.com/w/oak056200>.

***Get Help With Taxes Through The EITC Campaign*** – On Monday, January 25, the Alameda County-Oakland Community Action Partnership (AC-OCAP), in partnership with United Way of the Bay Area and Eden I&R, Inc., launched the 2015 Earned Income Tax Credit (EITC) Campaign. EITC is a refundable tax credit available to working, low-income individuals and families. Depending on the family size and income, these tax credits can boost household incomes and lift families out of poverty. Last year, during the EITC Campaign, IRS tax preparers logged more than 32,000 volunteer hours to prepare 21,195 free tax returns for low-wage earners at 34 Volunteer Income Tax Assistance sites throughout Alameda County. Eden I&R staff handled 862 calls and 1,515 referrals. The net result was \$8,881,602 in Earned Income Tax Credits and more than \$25,017,080 in total refunds. For a list of locations of no-cost tax preparation sites, please call 2-1-1 or visit [www.earnitkeepitsaveit.org](http://www.earnitkeepitsaveit.org) or [www.AC-OCAP.com](http://www.AC-OCAP.com). For more information, please contact Cecilia Garcia, Administrative Assistant, at [cgarcia@oaklandnet.com](mailto:cgarcia@oaklandnet.com).

***Assistance In Completing Business Tax Forms To Be Offered*** – Through Monday, February 22, staff members from the City of Oakland's Revenue Management Bureau are offering assistance to seniors, local business owners and rental property owners with their business tax forms. This new program is meant to better serve our community by having staff available to assist at senior centers. Simply bring your annual Business Tax Declaration for your business or rental property. City staff will assist you with completing your declarations and receiving your payment. Forms can be provided if you do not have them. Payments should be made using a check, credit card or debit card that can be used as a credit card; No cash will be accepted. Alternatively, you can get help with completing your form(s) and take it with you to mail at a later date. Forms are on time if they are postmarked by March 1, 2016. The remaining dates and times that staff will be available are:

- North Oakland Senior Center                      10:00 a.m. to 12:30 p.m.  
5714 Martin Luther King, Jr. Way                      Thursday, February 18
  
- Downtown Senior Center                              12:30 to 2:30 p.m.  
200 Grand Avenue    Wednesday, February 17
  
- West Oakland Senior Center                          10:00 a.m. to Noon  
1724 Adeline Street    Monday, February 22
  
- Hong Lok Senior Center                                10:00 a.m. to 1:00 p.m.  
168 11th Street    Tuesday, February 16
  
- East Oakland Senior Center                          10:00 a.m. to 12:30 p.m.  
9255 Edes Avenue     Friday, February 19

For more information, please contact the Oakland Business Tax Office at (510) 238-3704.

***RFP, RFQ Opportunities with the City of Oakland*** – In February, a variety of formal Request for Proposals (RFPs) and Request for Quotations (RFQs) from the City of Oakland will close.

Due Date/Time	Title/Description	Contact
Friday, February 19, 2:00 p.m.	5900 - RFQ Notice for On-Call Hazardous Materials Consulting Services 2016. It is the intent of the City of Oakland's Public Works Department to establish multiple on-call contracts to provide a wide range of professional environmental consulting services related to asbestos/lead-based paint/mold pre-demolition surveys; project design; abatement/remediation cost estimating; project plan and	Calvin Hao, Public Works <a href="mailto:chao@oaklandnet.com">chao@oaklandnet.com</a> (510) 238-7395

**To: Honorable Mayor and City Council**

Subject: City Administrator's Weekly Report

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	specifications preparation and environmental quality control services during abatement/remediation activities. Environmental quality control services will include abatement/remediation project construction monitoring, air monitoring and laboratory services.	
Friday, February 19, 2:00 p.m.	5904 - RFQ Notice for On-Call Environmental Consulting Services 2016. It is the intent of the City of Oakland's Public Works Department to establish multiple on-call contracts to provide a wide range of professional environmental consulting services related to environmental assessment, remediation and compliance at properties that the City owns, operates or plans to acquire. Project definition will take place around time of project assignment.	Mark Arniola, Public Works, Environmental Services <a href="mailto:marniola@oaklandnet.com">marniola@oaklandnet.com</a> (510) 238-7371
Thursday, February 25, 2:00 p.m.	5901 - RFP for Professional Services for Equitable Development Strategy. The City of Oakland's Planning & Building Department seeks proposals from qualified firms to prepare an equitable development strategy for its Specific Plans/Area Plans. The City intends to begin with the greater downtown area (including the Downtown Specific Plan area as well as the Lake Merritt Station Area Plan/Chinatown area). Additional Specific Plans/Area Plans that currently lack a social equity component may be undertaken at a future time, as needed. The goal of this project is to develop strategies that mitigate any residential and/or business displacement pressures and explore opportunities for social equity in all areas: housing,	Alicia Parker, Planning & Building <a href="mailto:aparker@oaklandnet.com">aparker@oaklandnet.com</a> (510) 238-3362

	employment, access to goods and services and improved quality of life. This shall take the form of a framework for short-term and long-term mechanisms that advance overall equitable development in the area.	
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For more information on contracting opportunities, please visit <http://bit.ly/1iAJvbd> or contact Dasco Munoz, Contracts and Compliance, at [dmunoz@oaklandnet.com](mailto:dmunoz@oaklandnet.com) or (510) 238-3970.

**Upcoming City Of Oakland Job Announcements** – During the week of February 15, the Human Resources Management Department (HRM) anticipates posting job announcements for the following positions:

- Capital Improvement Project Coordinator

For the most up-to-date information on City jobs, please view the Employment Information page on our website at <http://agency.governmentjobs.com/oaklandca/default.cfm>. The Employment Information page also contains information on minimum qualifications of specific job classifications, how to apply for a job on-line and how to submit a job interest card for positions not currently posted. For more information, please contact the Human Resources Management Receptionist at (510) 238-3112.

**Upcoming Meetings and Events:**

For information on upcoming City meetings and events, please visit the City's online calendar at <http://www2.oaklandnet.com/Events/index.htm>. For a roster of community events marking Black History Month, please visit [www.oaklandnet.com/celebrations](http://www.oaklandnet.com/celebrations). For events at the Oakland Public Library, please visit <http://oaklandlibrary.org/events>.

Respectfully submitted,  
/s/  
SABRINA B. LANDRETH  
City Administrator