



DISTRIBUTION DATE: November 1, 2019

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Sabrina B. Landreth

SUBJECT: City Administrator's Weekly Report

DATE: November 1, 2019

INFORMATION

Following are the key activities to be highlighted this week:

Upcoming City of Oakland Job Announcements – During the week of November 4, the Human Resources Management Department (HRM) anticipates posting job announcements for the following positions:

- Community Development Program Coordinator
- Human Services Manager
- Maintenance Mechanic
- Principal Financial Analyst (Selective Certification – Municipal Debt)

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.

2019 City of Oakland Mayor's Community Toy Drive Registration – On Saturday, November 2, 9, and 16 12 noon – 4pm, the City of Oakland is holding registration for all eligible Oakland residents to receive toys for their children this holiday season.

Registration takes place at Oakland City Hall, Hearing Room 3. Please enter through the 14th Street side door.

Applicants do not need to line up before 12 noon, as this is not a first come first served program – everyone that comes will get served.

To qualify please bring:

- Picture ID

- Proof of Oakland residence (rent agreement, PG&E or phone bill)

- Proof of Children's ages (birth certificate, medical card or social security number) Ages 0-12 up to 4 children per family.

- Proof of income (MediCal card, IRS statement or paycheck stub)

*Note: Toy Drive will be held on **Saturday, December 14**. All families must register on one of the dates listed above.*

Get Writing Support at the Library for National Novel Writing Month – November 1st the start of National Novel Writing Month (NaNoWriMo). Several Oakland Public Library locations are hosting weekly “Write-Ins” – offering writers a chance to write together, utilize library writing resources, and get some NaNoWriMo swag. National Novel Writing Month began in 1999 as a daunting but straightforward challenge: to write 50,000 words of a novel during the thirty days of November. Now, each year on November 1, hundreds of thousands of people around the world begin to write, determined to end the month with 50,000 words of a brand-new novel. With our newest resource, Biblioboard, writers can upload their completed novels and have them read by other library users! Ask us for more information. Drop in at any of the following OPL locations during the month of November and get to work on your next novel!

- **Lakeview Branch**, 550 El Embarcadero
Wednesdays, 6–7:30pm (all ages)
 - **Montclair Branch**, 1687 Mountain Boulevard
 - Wednesdays, 6–7:30 (all ages)
 - **Main Library** (Reference Desk Area), 125 14th Street
 - Mondays 12–1:30pm (all ages; not on Nov. 11/Veteran's Day)
 - **Rockridge Branch**, 5366 College Avenue
 - Saturdays 10–12pm and Tuesdays 6–8pm (adults)
 - **Piedmont Avenue Branch**, 80 Echo Avenue
 - Tuesdays 4–8pm (all ages); Tuesdays 4–5pm (kids grade K–5; guidance for young writers)
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Urban Fiction Author Talk at Elmhurst Library – On Wednesday, November 6, 5:30pm, Oakland author Katharyn Anderson will be at the Elmhurst Branch Library (1427 88th Avenue) for a reading and book signing of her latest book, *Staying Sane*. In this drama-filled novel, two sisters struggle to find and keep their place in the world after the tragic death of their parents. Make sure to join us for this fun-filled evening. For information, contact Ana-Elba Pavon, Branch Manager, at apavon@oaklandlibrary.org or (510) 615-5727.

“Motherload”: East Oakland Bike Tour & Film Screening at the Library – On Saturday, November 9, 11am– 4pm, the Oakland Public Library is organizing a group bike ride and film screening. Come bicycle with us starting at the César E. Chávez Branch Library (3301 East 12th Street, Suite 271); we roll out at 11am. We'll take bike routes through the Fruitvale and East Oakland neighborhoods and stop for lunch (provided for free) at the 81st Avenue Library (1081 81st Avenue), where we'll enjoy a special screening of the documentary *Motherload*. This film is about a new mother's quest to understand the increasing isolation and disconnection of the digital age, its planetary impact, and how cargo bikes could be an antidote. We'll then ride out to the new dedicated bike lane on 73rd Avenue before heading back to end our day at the Chavez Branch Library. Bring your bicycle and your appetite and we'll do the rest! The rides will be slow paced, no-drop ride; families and children are welcome. Youth under 16 must be accompanied by an adult. For information, contact Mana Tominaga, Supervising Librarian, at mtominaga@oaklandlibrary.org or (510) 238-6611.

Help Bring Holiday Joy to Oakland's Children - The 41st Annual Mayor's Community Toy Drive makes the holidays joyful for Oakland children whose families can't afford gifts. Thanks to City Staff, hundreds of volunteers, more than 16,000 toys, books, gift cards and sporting equipment were given to thousands of children from low-income families. This year, we are more determined than ever to bring holiday cheer to Oakland families in need.

Each year, demand exceeds the number of toys collected – especially for older kids. To help us meet our need, please make a tax-deductible monetary donation, which enables us to purchase additional toys needed. To make a secure online donation, visit <https://www.oaklandca.gov/topics/city-of-oakland-community-toy-drive>.

Donate toys-When you're out shopping in Oakland, pick up something extra for a child in need, and drop a new, unwrapped toy in one of the many collection bins in place through December 9. You may drop toys off at any of the following locations during regular business hours:

- Oakland City Hall, 1 Frank Ogawa Plaza, 150 Frank Ogawa Plaza & 250 Frank Ogawa Plaza
- Oakland Police Administration Building, 455 7th Street
- Any Oakland Fire Station
- Main Library, 125 14th Street

- Cesar Chavez Library, 3301 East 12th Street
- Rockridge Branch Library, 5366 College Avenue
- Oakland Museum of California, 1000 Oak Street
- Children's Fairyland, 699 Bellevue Avenue
- Port of Oakland Headquarters, 530 Water Street
- Chabot Space and Science Center, 1000 Skyline Boulevard
- Montclair Toyhouse, 6115 LaSalle Avenue
- Flax Art & Design, 1501 MLK Jr. Way
- Oakland Ice Center, 519 18th Street
- Dimond Library, 3565 Fruitvale Ave
- Temescal Library, 5205 Telegraph Ave, Oakland, CA 94609

The Mayor's Community Toy Drive has partnered with community organizations for toy donations at upcoming special events. Thank you for supporting Oakland's children this holiday season! Your support is greatly appreciated. For more information, including details on how Oakland's low-income families can register for toys, please call (510) 777-TOYS or visit oaklandnet.com/toydrive

Equitable Climate Action Plan Town Halls – After nearly a year of development with numerous community partners, the City will release its draft 2030 ECAP at the end of October. City staff and the Oakland Climate Action Coalition **invite all Oaklanders to two Town Hall meetings on November 2 and 13**, to discuss what's in the draft plan and provide detailed feedback. Come enjoy a free meal, learn about this important effort, and dive deeply into the proposed solutions for fighting climate change and building community resilience to a changing climate over the next 10 years. Childcare and simultaneous interpretation will be available if requested a week in advance of each meeting. [Register here for the 11/2 Town Hall meeting](#) from 1-4pm at the Rainbow Recreation Center, and [here for the 11/13 Town Hall meeting](#) from 6-9pm at the Lincoln Square Recreation Center.

Evening Hour Passport Services – The Office of the City Clerk is offering evening service hours for first time and renewal passport books and cards. Appointments are preferred, but walk-ins are welcome. For more information or to schedule an appointment, contact (510) 238-3226 or cityclerk@oaklandca.gov.

ADU Process Made Easier – To help expand housing options for Oakland residents, the City has streamlined the process for property owners to build Accessory Dwelling Units (ADUs) on their lots. Please see below for general requirements, check out the [Secondary / Accessory Dwelling](#)

[Units Overview Handout](#), review the [Zoning](#) and [Building Code Requirements](#), and [apply to get your own ADU approved!](#)

Draft Downtown Oakland Specific Plan (DOSP) and Environmental Impact Report (EIR) – Oakland's Planning & Building Department has released a Draft Specific Plan for Downtown Oakland along with a Draft Environmental Impact Report for public review. The public comment period for the Draft EIR has been extended to **November 8**, and the public is encouraged to submit their comments on the Draft Plan by that date as well. The community is encouraged to join public meetings to learn more about the Plan's goals to guide development and implementation for the vitality and equitable development of Downtown, ask questions of the City's planning team, and offer comments for consideration. The documents have been discussed at several public meetings, hearings and events. The final scheduled public hearing on the Draft Plan will be the Planning Commission meeting on **Wednesday, November 6** (continued from Wednesday, October 2).

To review the Draft Downtown Oakland Specific Plan (DOSP) and Draft Environmental Impact Report (EIR), and to learn more details about the DOSP and related meetings, visit: <https://www.oaklandca.gov/topics/downtown-oakland-specific-plan>.

The 28th Annual Thanksgiving Dinner – On Tuesday, November 26, the City is serving a free holiday meal to the most needy and vulnerable residents.

As part of the event, we also collect gently used coats to give to our dinner guests – we are expecting upwards of 2000 seniors, low income families, and unsheltered individuals who will join us. The Coat Collection effort is an essential part of the annual dinner year and we are asking that all city employees help support this effort. We're collecting coats until Monday, November 26.

Donations can be brought to the lobby of 150 Frank Ogawa Plaza; there are three bins in the lobby.

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