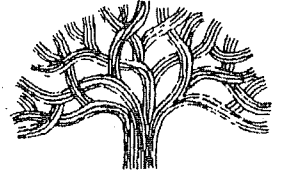


16 JUN 30 AM 10:18

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA, 3rd FLOOR • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Libby Schaaf
Mayor

(510) 238-3141
Fax (510) 238-4731

Letter of Appointment

June 23, 2016

The Honorable City Council
One Frank H. Ogawa Plaza, Second Floor
Oakland, CA 94612

Dear President Gibson McElhaney and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has reappointed and appointed the following persons as members of the following board or commission, subject to City Council confirmation:

LIBRARY ADVISORY COMMISSION

Lesley Mandros Bell, Mayoral reappointment to serve the term beginning June 24, 2016 and ending June 23, 2019, filling the seat previously held by herself.

Sophia V. Rodriguez, Mayoral appointment to serve the term beginning November 13, 2015 and ending November 12, 2018 filling the seat previously held by Roy Chan.

Thank you for your assistance in this matter.

Sincerely,

Libby Schaaf
Mayor

A large, stylized handwritten signature in black ink, which appears to read "Libby Schaaf".

16 JUN 30 AM 10: 18

LESLEY JENNIFER MANDROS BELL

LIBRARY-RELATED EXPERIENCE

Occasional substitute librarian at Aurora with experience doing existing library lessons and creating one original lesson on the Newbery selection process

Volunteer at Aurora Library since 2006 helping with book fairs, re-shelving and book processing

Classroom library parent since 2006 assisting children with book selection and check out

Thorough knowledge of Aurora library collection and many of its Dewey specialities

Continuing exposure to Newbery and other award-winning children's literature through Adults Read Kids Books book group

Past experience with grant writing, book cataloging and ordering with OUSD at Piedmont Avenue Elementary School library

Research experience at UC Berkeley libraries during graduate school

WORK EXPERIENCE

1/99-present Art educator

Worked on a part-time basis as an art educator for the following institutions:

Linda Beach Preschool – taught PMC jewelry making to 3 and 4 year olds.

Matilda Brown Home – taught weekly art and craft classes to elderly women, planning lessons to accommodate limited abilities and attention spans.

Walnut Creek Civic Art Center – taught studio class in PMC jewelry making.

Pleasant Hill Recreation Center – taught soap-making classes.

Antioch Recreation Center – taught soap-making classes.

Studio One Art Center – taught adult/child soap classes, and adult floorcloth making classes.

For all classes was responsible for creating instructions and supply lists and curricula, as well as teaching classes.

8/93-2/99 Circulation Manager and Art Editor for Home Energy magazine.

As Circulation Manager, completely responsible for processing and controlling magazine subscriptions, coordinating with subscription agencies, list services, and magazine fulfillment house. Training and management of administrative assistant, and on-going supervision of support staff in financial, administrative, and circulation fields.

As Art Editor, work with editorial staff on ideas for magazine art, calling authors and sources to obtain photographs and graphics for magazine covering residential energy conservation. Assigning and editing graphics to be produced in-house. For each bi-monthly issue, update on-going run-list of individual artwork, write up descriptive captions to run with art, label artwork for typesetter, and check page proofs, boards, and blueines for correct art placement.

1/93-8/93 Circulation Coordinator for Home Energy magazine.

Added duties to existing administrative position including handling all routine subscription and circulation matters for the magazine under the supervision of a circulation manager.

6/90-1/93 Administrative Assistant for Home Energy magazine.

Duties included answering and directing incoming calls, handling general inquiries, processing and distributing mail to individual and departmental boxes. Processing all checks and inquiries about magazine samples, back issues and article sales, fulfilling orders, and general office management including tracking and ordering office supplies, postage meter supplies and postage. Typing, copying, faxing, filing and doing editorial data entry as needed.

8/89-5/90 Reader/Tutor at UC Berkeley.

Read, corrected and graded student papers for upper division English classes, was responsible for administrative elements of student records and averaging grades for two separate classes.

9/87-2/89 Administrative/Subscriptions Assistant at the Children's Art Foundation, Santa Cruz, California.

Secretarial duties included reception work, answering phones, filing, scheduling and data entry, receipt of payment for art classes, and sale of art supplies. Also, entered subscriptions and handled subscriptions renewal, cancellation and difficulties for "Stone Soup" children's magazine, produced by the Children's Art Foundation.

1/88-3/88 Reader at UC Santa Cruz.

Read, graded and evaluated student work.

6/86-1/87, 6/87-9/87 Diplomatic Assistant at Dar America, US cultural center in Marrakech, Morocco.

Not allowed work permit as foreigner, but while conducting anthropology field study volunteered assistance with official duties which included working as an aide for US Congressional

delegations to Morocco and other VIP groups, orientation for newcomers, hosting official dinner parties and some translation work in French.

6/85-9/85 Sales/General Assistant at The Country Mouse and Ashley's of Annapolis, Annapolis, Maryland.

Duties included sales, opening and closing, end-of-day tallying, ordering, pricing, inventory and replacement for two gift stores.

11/84-5/85 Secretarial Assistant, at "Hideaways International" magazine, Concord, Massachusetts.

Assisted where needed in small travel publication, handling phone inquiries, data entry, editing and transcription.

ADDITIONAL WORK AND VOLUNTEER EXPERIENCE

2004-2005 and 2011-2013 Board and coop member Linda Beach

Experience included doing PR for the preschool in print and at educational events, classroom volunteering, and running silent auction (assigning volunteers, soliciting donations, producing mailings).

Winter 1995-1998 Board of Directors member and Volunteer for PANSAs (Piedmont Avenue Neighborhood School Association) in Oakland, CA.

Participated in incorporating this school organization as a non-profit. Headed the Library Committee, which was responsible for library upkeep at this elementary school. Trained volunteers, organized fund-raising events, and wrote a grant for library materials. Member of Marcus Foster V.I.P.S. (Volunteers in the Public Schools) program for Oakland, CA.

Summer 1984 Volunteer, Smithsonian Institute, Washington, DC.

Also did research at the Library of Congress for French history computer program.

Winter 1984 LEX (Language Experience) Volunteer Teacher, Anne Arundel County, Maryland. Instructed fifth and sixth graders weekly in French.

1982-1983 Audubon Ark Assistant, Massachusetts Audubon Society, Lincoln, Massachusetts. Responsible for care of fifteen native wild animals which were used for education programs in schools and on television. Duties included feeding, exercising, keeping health records, medicating, cleaning cages and day-to-day operation of the Ark.

Summer 1982 Audubon Animal Care Center Volunteer, Massachusetts Audubon Society. Assisted in care and feeding of injured wildlife in one of two centers in Massachusetts. Duties included preparation of specific meals, release of recovered animals, and application of medication.

Summer 1980 Library Aide, American Embassy School, New Delhi, India. Assisted with typing, filing cards and books, and general clerical work.

FILED
OFFICE OF THE CITY CLERK
SAN FRANCISCO

16 JUN 30 AM 10:43

SOPHIA V. RODRIGUEZ

OBJECTIVE

Obtain position as Library Advisory Commission member for the Oakland Public Library to contribute to work that creates more vibrant and equitable communities in Oakland.

EDUCATION

- May 2014 **San Francisco State University**
B.A. Geography, *Urban Resource Management emphasis*
- June 2012 **City College of San Francisco**
A.S. Social & Behavioral Sciences
- June 2009 **Fashion Institute of Design & Merchandising**
A.A. Graphic Design

COMPUTER SKILLS

- Microsoft Office & Google products
- Adobe:Photoshop,Illustrator,InDesign
- GIS: ArcMap 10.3
- CRM: MS Dynamics
- Data Management
- Some Oracle, some Salesforce

PERSONAL QUALITIES

- Motivated & Goal Oriented
- Collaborative & Adaptable
- Self-Sufficient & Dependable
- Outgoing & Attentive
- Creative & Optimistic
- Written & Verbal Communication

RELEVANT EXPERIENCE

Economic & Workforce Development, City of Oakland 03/2016-present
Project Implementation Student Trainee / Temporary Contract Service Employee

- Provide administrative support with contract processing and project management
- Provide technical support on grant management, budget reimbursements & updates
- Prepare clear and concise reports in order to receive federal and state funding
- Attend team meetings to get updates and contribute to project advancement
- Participate in trainings to expand knowledge of econ development related topics

Stop Waste, Alameda County Waste Management Authority 07/2014-03/2016
Program Associate

- Renewed temporary employment contract with increased compensation
- Trained new hires on how to manage accounts in CRM and process public inquiries
- Provided support services to public in person, by phone & email correspondence
- Managed data updates to track ordinance adoption & non-compliance
- Maintained accurate financial records for business & residential properties
- Developed graphics and designed print collateral for public distribution by agency

TransForm CA

06/2015-8/2015

Communications Assistant

- Collaborated amongst team to develop www.ClimateBenefitsCA.org –an online tool displaying projects funded by California's Climate Investment Program
- Compiled data from various sources and organized in easily navigable format
- Produced high quality written work and other materials with quick turnaround times
- Entered data sets in online platform, including geo-referencing project locations
- Compiled photos; copy-edited content and other materials for online publication
- Hosted webinar and developed manual instructing partner orgs on processing data

Environmental Protection Agency, Region 9

02/2014-05/2014

Sustainable Infrastructure Intern

- Collected & managed emissions data to evaluate the air quality, climate change, and economic impacts of various biogas management technologies in CA
- Coordinated data retrieval with various commercial businesses and public agencies
- Administrative duties: filing, copying, professional communication by phone & email

Climate Change Scholars Program, San Francisco State University

01/2013-05/2014

Climate Change Scholar

- Assisted team with study that seeks to understand the correlation between urban agriculture and civic engagement, Contributed to written report
- Community engagement, Assembled and conducted surveys of local residents
- Prepared posters and presented research to public at conferences

Bay Area Air Quality Management District

07/2013-01/2014

Air Quality Intern

- Completed preliminary work to be used for air quality research projects conducted by the Air District: data retrieval and ArcGIS
- Produced health equity mapping project that spatially compared pollutant exposure (PM2.5 levels) and demographics information (U.S. Census data) in San Francisco
- Attended skill building workshops and presentations to expand air quality expertise

Capital Planning Department, San Francisco State University

01/2013-05/2013

Graphics & Land Use Student Assistant

- Collaborated with students from various disciplines & developed permanent signage for display on campus that included photo compilation, map and graphic design
- Developed educational print collateral informing people about the ecological impact of our campus and student developed sustainability projects

HONORS & AWARDS

- **Conference of Minority Transportation Officials (COMTO) NorCal**
Scholarship Awardee, 2014
- **Climate Change Scholars Program**
Scholar, 2013, 2014
- **Chicana Latina Foundation**
Scholarship Awardee, 2013-2014

FILED
CITY OF OAKLAND
16 JUN 30 AM 10:18

SOPHIA V. RODRIGUEZ
Oakland, CA
510-575-5101 : sovi.rodriguez@gmail.com

June 1, 2016

Council Member Dan Kalb,

The public library is a fundamental community resource that enables residents to gain exposure to books, programs, services and community space. This letter is my formal application to serve as a member of the Library Advisory Commission for the Oakland Public Library (OPL). I am an ideal candidate because as a (relatively) young Chicana and Bay Area native I am deeply committed to creating more vibrant and equitable communities in Oakland.

I am an outgoing, organized and ambitious woman who is passionate about leading our community through positive example. I received my B.A. in Geography from San Francisco State University (SFSU) in 2014. Since then I have worked in environmental regulation and planning organizations which have expanded my knowledge of local efforts to improve the East Bay socially and environmentally. In August 2016, I will begin coursework toward a Masters of Public Administration from SFSU. My strong technical abilities, open communication style and ability to problem solve would make me an asset to the Commission.

It is important that city boards and commissions not only acknowledge the diverse background of Oakland residents, but also strive for reflective representation. As a resident with limited financial means and a child entering elementary school in the Fall, I bring a valuable perspective to the dialogue around community needs and benefits. I am an avid library user and supporter, currently working with Steven Lavoie, Temescal Branch Manager and other community members to help restore the Friends of Temescal branch group. OPL branches and staff have provided me, as well as countless others, access to resources that not only enable us to get by, but to thrive.


I would like to be a member of a group where my skills are utilized and appreciated. I thank you for your time, appreciate your consideration for the position and look forward to hearing from you soon. Please contact me with any questions at (510)575-5101 or by email at sovi.rodriguez@gmail.com.

Respectfully,

Sophia V. Rodriguez

16 JUN 30 AM 10:19

Approved as to Form and Legality


Office of the City Attorney

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF SOPHIA V. RODRIGUEZ AND REAPPOINTMENT OF LESLEY MANDROS BELL AS MEMBERS OF THE LIBRARY ADVISORY COMMISSION

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 8064 C.M.S, adopted November 13, 1969 and amended by Ordinance No. 11730 C.M.S., adopted July 26, 1994, establishes the Library Advisory Commission to advise and make recommendations on the operation and future development of the library system and to act as a liaison between the Library Department and the Mayor and City Council; and

WHEREAS, the Library Advisory Commission consists of fifteen (15) members serving not more than two consecutive three-year terms; and

WHEREAS, the Honorable Mayor Libby Schaaf has appointed Sophia V. Rodriguez and reappointed Lesley Mandros Bell to serve three-year terms subject to confirmation by the City Council; now therefore be it

RESOLVED: That pursuant to City Charter section 601, the City Council hereby confirms the Mayor's following appointment and re-appointment to the Library Advisory Commission:

Lesley Mandros Bell, Mayoral reappointment to serve the term beginning June 24, 2016 and ending June 23, 2019 filling the seat previously held by herself.

Sophia V. Rodriguez, Mayoral appointment to serve the term beginning November 13, 2015 and ending November 12, 2018 filling the seat previously held by Roy Chan.

IN COUNCIL, OAKLAND, CALIFORNIA,

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 Oakland City Council

OAKLAND CITY COUNCIL

Resolution No. _____ C.M.S.

INTRODUCED BY COUNCILMEMBERS NOEL GALLO AND
CITY ATTORNEY BARBARA J. PARKER

**RESOLUTION HONORING AND RECOGNIZING CRYSTAL
ROZA UPON HER RETIREMENT FROM THE CITY OF
OAKLAND AFTER 18 YEARS OF DEDICATED SERVICE**

WHEREAS, Crystal Roza was born and raised in Germany and immigrated alone to the United States in 1979, when she was 18 years old; and

WHEREAS, with no German speaking friends, Crystal Roza learned to speak and write English while living in the United States speaking only with Americans and studying on her own; and

WHEREAS, in 1934 Crystal Roza attended a Trade School in San Francisco, where after completing a 9-month program, she received her Legal Secretarial Certificate in May of 1985, and began work as a Legal Secretary at the law firm of Cannata, Genovese and Papale in San Francisco; and

WHEREAS, after working in the private sector for many years, Crystal Roza applied to become a legal secretary for the City of Oakland and, in September of 1997, began her career with the City of Oakland as a Legal Secretary with the City Attorney's office; and

WHEREAS, during her tenure with the City Attorney's Office, Crystal Roza served her first three years in the Litigation Division and then in the Advisory Division since 2000; and

WHEREAS, over the past 18 years with the City of Oakland, Crystal Roza was assigned to and assisted over 35 attorneys; she has developed a wide range of specialized legal secretarial skills and gained expertise in state and federal filing procedures and requirements that made her a valuable asset to the City; she has prepared and filed documents with the Alameda County Superior Courts, United States Federal Courts, Appeals Courts and Arbitration firms, as well as, assisted in drafting and formatting many documents including resolutions, legal opinions, legal briefs, letters to opposing counsel, Court Orders and legislation for the City of Oakland; and

WHEREAS, Crystal Roza has always demonstrated eagerness to learn and work on diverse projects; and, she has proven herself as a valuable public servant striving to provide the best customer service possible to every person she encounters, including attorneys, City staff, and the Public with courtesy, respect and always a dazzling smile; and

WHEREAS, after providing a wide range of services and expertise to the City for 18 years, Crystal Roza has decided to retire from City service; now, therefore be it

RESOLVED: that the City Council and the City Attorney, on behalf of the City of Oakland and the City staff recognize Crystal Roza for her contributions and dedication to the public good, and upon the occasion of her retirement, thank her for her service and wish her happiness, fulfillment and success as she pursues her many favorite pastimes in retirement, which are photography, travel, spending time with her lovely family and collecting dolls; and be it

FURTHER RESOLVED: that a copy of this resolution, suitably inscribed, shall be presented to Crystal Roza with the compliments of the Mayor, City Council, City Attorney and the City Administrator, as a token of their appreciation and highest esteem.

IN COUNCIL, OAKLAND, CALIFORNIA, _____ 2016.

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLÉN, 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