



MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: LaWanna Preston

SUBJECT: Reorganization and Labor/Management Activity
DATE: June 4, 2012

City Administrator

Date:

Approval

/s/ **Deanna J. Santana**

6/4/12

INFORMATION

This memorandum will provide an update regarding reorganization and labor/management activity since the most recent report was presented to City Council in closed session on April 3, 2012. Since that report, City management has met with miscellaneous unions on April 20 and 27, 2012, issued city-wide information memorandums, held department wide meetings with impacted staff related to the Administrative Services Department and the Community Services Department mergers, and met with employees assigned to Parking Enforcement. Additionally, significant reorganizations have occurred since the City Council adopted the revised budget on February 1, 2012. We are happy to report that we are on track to achieve the savings projected in the FY 2011-2012 budget.

Labor/Management Transition Committee meetings

City representatives have met a total of twenty seven (27) times with miscellaneous unions regarding the departmental and division reorganization adopted by the City Council, including Labor/Management Transition meetings (10) and Impact Bargaining Sessions (17) (see attached attendance roster for Labor/Management Transition Meetings). City management has taken direct action in response to the Unions' input and feedback. For example, we agreed to move the Marketing function to Economic and Workforce Development Division, delayed parking division implementation, and expedited the removal of Exempt Limited Duration Employee (ELDE) and Temporary Contract Service Employee (TCSE). The Unions raised concerns about the application of the Negotiated Settlement Agreement, the Manual of Rules and background checks. The City's response was that, through discussions with Oakland Police Department (OPD) and the Federal Monitor, it was determined that these policies will not apply to employees assigned to Parking Enforcement.

The City has not met with the Labor/Management Transition team since April 27, 2012. However, Employee Relations staff has met with SEIU on April 26, May 3, and May 31 to discuss the impacts of developing the Community Services Department.

City-wide Information Memorandums

To better communicate with employees, the City Administrator has issued several information memorandums (attached), including:

- May 18, 2012 – Parking Reorganization
- April 19, 2012 – Department Reorganization Implementation

Meeting with Parking Enforcement Employees

On June 1, 2012, City Administrator Deanna J. Santana, Assistant City Administrator Scott P. Johnson, Budget Director/Deputy City Administrator Sabrina Landreth, Employee Relations LaWanna Preston, Public Works Director Vitaly Troyan and Acting Police Captain Sharon Williams met with employees assigned to Parking Enforcement to discuss the move to the Police Department (OPD). The employees had many questions, ranging from equipment to training to budget. The City was prepared and responded to all the concerns. This meeting was attended by half the Parking Enforcement staff, the other half will meet with City management on June 15, 2012.

Reorganization Activity

At the time of this memorandum, the following reorganization activities have occurred:

- Transfer of American with Disabilities Act (ADA) to the Public Works Agency (PWA)
- Transfer of Equal Access to the Department of Human Resources Management (DHRM)
- Consolidation of some administrative functions in OPD and Fire
- Decentralization of the Parking Division
- Consolidation of Risk Management and Benefits
- Transfer of Retirement to Treasury Division
- Equal Opportunity Program Division combined with Employee Relations
- Transfer of Revenue Division to Budget (City Administrator's Office)

Respectfully submitted,

/s/

LAWANNA PRESTON
Employee Relations Director

For questions, please contact me at (510) 238-6466 or dpreston@oaklandnet.com.

Attachments (3)

- Attendance Roster for Labor Management Transition Team 2012
- Parking Reorganization Memo, May 18, 2012
- Department Reorganization Implementation Memo, April 19, 2012

Attendance Roster for Labor Management Transition Team 2012

	2/8/12	2/15/12	2/17/12	2/24/12	3/2/12	3/9/12	3/13/12	3/16/12	3/23/12	4/20/12	4/27/12
Arturo Sanchez	x		x			x	MLWOP	x	x	x	
Deanna Santana	x	x		x	x		MLWOP		x		x
Fred Blackwell	x	x		x		x	MLWOP	x		x	x
Ian Appleyard	x	x	x	x	x	x	MLWOP	x			x
LaWanna Preston	x	x	x	x	x	x	MLWOP	x	x	x	x
Sabrina Landreth	x	x	x			x	MLWOP	x	x	x	
Scott Johnson	x	x	x	x		x	MLWOP		x		x
Trinette Gist Skinner	x	x	x	x	x	x	MLWOP	x	x	x	x



INTER OFFICE MEMORANDUM

TO: DEANNA J. SANTANA

FROM: Scott P. Johnson

SUBJECT: Parking Reorganization

DATE: May 18, 2012

City Administrator

Date

Approval **/s/ Deanna J. Santana**

5/18/12

The purpose of this Inter Office Memorandum is to provide an update on the status of the implementation of the Parking Division's reorganization, as adopted by City Council on January 31, 2012.

On January 31, 2012 City Council amended the FY 11-13 biennial budget which consisted of a reorganization of the Parking Division. The purpose of the reorganization was to better align the core service functions to the department which best performs these services. For the last three months, the Administration has conducted several meetings regarding the Parking Division's reorganization with various stakeholders, including employee groups. After planning and preparation, the Administration is now prepared to implement the reorganization changes. Therefore, effective Saturday, June 2, 2012, the Parking Division will be integrated into the Public Works Agency, Oakland Police Department, and the Budget & Revenue Division.

The Parking Division previously consisted of Meter Repair, Parking Enforcement, Parking Assistance Call Center, Meter Collections, and Garage Management, and will now be integrated into the above departments, as follows:

1. *Public Works Agency (PWA)*

The Meter Repair Unit will be integrated into PWA. Meter Repair staff will report to Jamie Ramey, Public Works Supervisor II. Ms. Ramey can be reached at (510) 615-5976.

Meter Repair staff's current working conditions will not change. This includes the location of equipment, employee parking, working hours, and current work space. Furthermore, current work schedules will remain the same.

2. *Oakland Police Department (OPD)*

The Enforcement Unit will be integrated with OPD and will report to (Acting) Captain Sharon Williams. Captain Williams can be reached at 510-777-8637.

Current working conditions will not change and Parking Control Technicians (PCT) along with one PSR (Dispatcher) will continue to report to their current Parking Enforcement Supervisor I (PES I). Work schedules, enforcement vehicle parking, reporting to duty location and work assignments will not be changed. Any personnel complaints or disciplinary action will be conducted by following the currently established due process and will not be subject to OPD's General Orders. In addition, PCT's, PSR's and PES I staff will not be subject to background checks.

3. *Budget and Revenue Division (CAO)*

The Parking Citation Assistance Center (PCAC) and the Meter Collection Unit (MCU) will continue to be under the Revenue Division. The PCAC staff which consists of Public Services Representatives (PSR's) will continue to report to Linda Gillette, Office Manager. In addition, the MCU will continue to report to Danita Lee, Meter Collections Supervisor. Staff reporting to the Revenue Division will also continue to adhere to current working conditions including the location of equipment, collections vehicle parking, work hours, and current work space. Furthermore, current work schedules will remain the same.

4. *Garage Management (PWA)*

Oversight of the City's parking garages will be transferred to PWA, under Wladimir Wlassowsky, Transportation Services Manager in the Department of Engineering & Construction. An RFP will be issued in Summer 2012 for management of all the City's garages, with a goal of contractor selection before calendar year-end.

Employee Engagement

Employee Information Sessions—Earlier this month, the Administration held two employee information sessions regarding the reorganization of Finance, IT and Human Resources into an Administrative Services Agency. As a part of these sessions, there were a number of questions that arose regarding the reorganization of the Parking Unit. As such, the Administration will be holding two focus group informational sessions specifically focusing on the parking reorganization, on June 1 and June 15, 2:00-3:00 p.m. in Hearing Room 4. At these meetings, staff will be present the details of the reorganization, and will be available to answer questions. In addition, these meetings will serve as an opportunity for staff to meet their supervisors.

Parking Internal Task Force—In addition, the Administration assembled an internal Parking Task Force consisting of a cross-departmental representation of managers that work on parking issues. Assistant City Administrator Scott P. Johnson will be reaching out to parking staff to seek their participation in these meetings. Three staff members will be selected, each to serve as a representative from each unit—Parking Meter Repair, Enforcement and Revenue Collection. The Task Force will be responsible for monitoring the reorganization, identifying transitional and operational issues and recommending solutions. More information about the Parking Task Force is forthcoming.



INTER OFFICE MEMORANDUM

TO: Finance, Human Resources, and
Information Technology Employees

FROM: Deanna J. Santana,
City Administrator

SUBJECT: Department Reorganization
Implementation

DATE: April 19, 2012

Over the past several years, the City of Oakland has experienced steep reductions in revenue and increases in operating expenses that have resulted in significant budget cuts that continue to impact staff and how we do business. The City is committed to the effective and efficient delivery of services and we recognize that our future success requires new and creative approaches to how we do business. To that end, the City Council adopted the Amended FY 2012-13 Budget that assumes the reorganization of various programs and functions into new agencies. This communication is to inform you of planned activities to bring together the programs and services administered by the departments of Finance, Human Resources and Information Technology.

The City Administrator, Assistant City Managers, and other key members of the administration will be conducting a combined all staff meeting on May 11 to provide additional information on the expectations and desired outcome of the effort and to solicit your thoughts and ideas. Staff at all levels in the departments will be invited to attend. Your input is extremely important in this effort.

To assist us as we proceed with the planning and implementation of the reorganization, we have retained the services of Management Partners, a qualified management consulting firm specializing in local government operations. They will help us plan, strategize and implement the integration of the Departments of Finance, Human Resources and Information Technology. Their name may be familiar to some of you because they have been helping the City with code enforcement process improvements.

Management Partners will approach your organizations holistically, focusing on the goals of improving customer service and achieving the organizational change necessary to implement the budget. To inform their analysis and recommendations, Management Partners will review a variety of background documents (i.e., organization charts, budgets, work plans, historic organizational documents), conduct interviews with directors and managers, and facilitate a series of focus groups with staff and key stakeholders.

Through this restructuring effort, the City is seeking an organization structure for our many internal support programs and services in a manner that supports efficient service delivery, creates synergy across programs, and aligns common or related functions in a way that achieves

To: Finance, Human Resources and Information Technology Employees

Subject: Department Reorganization Implementation

Date: April 19, 2012

Page 2

the greatest results. Management Partners recognizes the many demands for your time and will support us in a sensitive and timely manner, while ensuring that we have a clear and actionable plan as we move into the new fiscal year.

Thank you very much for your good efforts for the City of Oakland.

A handwritten signature in black ink, appearing to read "Deanna J. Santana", written over a horizontal line.

DEANNA J. SANTANA
City Administrator

For questions please contact Sabrina Landreth, Deputy City Administrator, at (510) 238-4936.