



DISTRIBUTION DATE: 1/20/12

City Administrator's Office

## MEMORANDUM

**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Deanna J. Santana

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

**DATE:** January 20, 2012

### INFORMATION

Following are the key activities to be highlighted this week:

***Update on the Negotiated Settlement Agreement***— On January 17, the 8<sup>th</sup> Quarterly Report of the Independent Monitor was released and covers audits and findings from July through September 2011. Overall, the Department remains in compliance with 12 of 22 active tasks, which reflects no change from the 7<sup>th</sup> Quarterly Report; however, progress *has* been made toward compliance. With all these changes, the City was still able to progress in our compliance efforts. Some examples of the progress made during this period include:

- The swift appointment by the City Administrator of Interim Chief Howard Jordan upon the unexpected resignation of Chief Batts;
- Regular meetings of the Chief, executive staff, and the OPOA to discuss compliance efforts, reinforce the importance obtaining full compliance, and to focus on specific areas of concern such as Level 4 pointing of firearms and consistency of supervision; and,
- Continuing monthly working group meetings with the Monitor and Plaintiff's Attorneys.

Additionally, progress was made in areas specific to the NSA, including Task 5 which covers Internal Affairs Investigations, Task 20.2 which covers Consistency of Supervision, Task 24 which covers Use of Force, and Task 34 which covers Stop Data. While we have made some progress during this reporting period, there are still critical areas of compliance that remain in need of improvement related to Internal Affairs (IAD) investigations, Use of Force, and Personnel Assessment System (PAS). Additionally, credibility assessments and case disposition decisions were found to be particularly problematic. Work continued in the Department's efforts to change the culture of the organization. Systemic cultural change is a long-term process that requires consistency, sustained effort, ongoing communication, and time; although there have been setbacks noted recently, the City believes that the cultural change requisite to real, long-term reform is underway and will remain a top priority of City leaders, including the Chief.

As a result of the Department's substantial lack of compliance in these areas, the Plaintiffs' attorneys are expected to ask the judge to consider receivership at the next Case Management Conference, which is scheduled for Thursday, January 26. This acknowledgement does not come as a surprise, as we understand their position; however, the City's position is that receivership is

neither needed nor appropriate considering the Department's desire and willingness to implement organizational and cultural changes.

***Update on Impacts Related to Redevelopment***— The California Supreme Court's ruling regarding the elimination of Redevelopment Agencies statewide set February 1, 2012 as the dissolution date for Redevelopment Agencies. To comply with the timeline required to implement any layoffs and ensure a balanced budget by February 1, on January 18, the City of Oakland issued layoff notices to 1,464 full-time and more than 1,000 part-time/temporary employees. Nearly 2,500 employees working in departments throughout the City received notices. The City has approximately 3,021 regular employees (permanent and permanent part-time, including sworn Police and Fire) and 2,061 as-needed temporary part-time employees. The action was required in order to provide employees with the required 10-day notice in the event that their positions are eliminated as part of the budget-balancing decisions to be passed by the City Council on January 31, in compliance with the February 1 deadline to eliminate redevelopment agencies. Although not every employee who received a layoff notice will actually be laid off, the notices were issued widely across City agencies and departments in order to provide the City Council with the broadest possible flexibility in making what will surely be a difficult decision-making process with very little time to deliberate. It should be noted that the City Administrator does not have the authority to allocate the City's reserves to compensate for programs/positions. In order to communicate personally this message regarding our budget, I distributed a letter and video to all city employees on January 18 (attached is a copy of the letter).

*Implementation Timeline*

January 18	City issues layoff notices citywide to provide 10-day notice
January 23	Mayor and City Administrator submit Amended Operating Budget
January 25	City Council presented with Amended Operating Budget
January 31	City Council considers proposal and adopts an Amended Operating Budget
February 1	Redevelopment Agency dissolved
February 3	Layoffs take effect
February 7	Begin Implementation of Adopted Operating Budget

In order to help the transition of effected employees, the Oakland Private Industry Council is offering a series of Transition Workshops at City Hall. For more information about these workshops, please contact Gloria Alcala, Benefits Analyst at (510) 238-7445.

***Mayor's 100 Block Initiative Implementation Announcement***— On January 17, Mayor Jean Quan, Interim Police Chief Howard Jordan and I, with partnering local, state, and federal agencies and outreach formally announced the City's 2012 violence reduction implementation at a press conference. The initiative is a multifaceted approach to address historical and current data indicating that 90% of shootings and homicides occur within 5% of the City – or approximately 100 city blocks. Strategies focused within these neighborhoods include collaborative multi-jurisdictional law enforcement efforts, increased partnership and coordination among city

departments, violence prevention outreach, job opportunities, community engagement, and quality of life enhancements. Within 24 hours of announcing the plan, Oakland Police Officers in East Oakland made five additional felony arrests for weapons and narcotics related violations resulting in the recovery of four illegally possessed firearms. The Oakland Police Department's Media Relations Office plans to release updates and progress as the initiative continues. For more information, please contact their Office at (510) 238-7230 or at [opdmedia@oaklandnet.com](mailto:opdmedia@oaklandnet.com).

***MLK Day of Service at City's Recreation Centers***—On January 12, Aroyo Viejo, Lake Merritt Community Gardens, Allendale, Joaquin Miller and Ira Jenkins Community Centers benefited from the activities completed at the Martin Luther King Jr. Day of Service. Volunteers, who included city staff and individuals from around the nation, helped with gardening, garbage collection, creek restorations and the beautification of play structures and painting at the Community Centers. For more information, please contact Audree Jones-Taylor, Office of Parks and Recreation Director at [AJones-Taylor@oaklandnet.com](mailto:AJones-Taylor@oaklandnet.com) or (510) 238-7527.

***Office of Parks and Recreation Summer Employment Opportunities***—Starting February 6, the Office of Parks and Recreation will be offering summer employment opportunities. Positions will be available in the Sports Unit, Cultural Arts and Camp programs and the Radical Roving Recreation Program. It should be noted that funding for these employment opportunities to not come from the City's General Fund. Applications will be accepted through March 5. Please see enclosed flyer for more detail. To apply, please visit [www.oaklandnet.com](http://www.oaklandnet.com) during the opening period. For more information, please contact the Department of Human Resources at (510) 238-3112.

***EBMUD Private Sewer Lateral Rebate Program***—The East Bay Municipal Utility District is offering rebates of up to \$2,225 to select properties within its service area, including Oakland, to encourage property owners to voluntarily fix their private sewer laterals. This rebate offer is a pilot program and is available in key targeted areas that are selected and coordinated with City's sewer rehabilitation projects. In Oakland, the area includes select properties on 69th Avenue between Mac Arthur Boulevard and Outlook Avenue. The goal of this program is to reduce the infiltration of storm water from private sewer laterals and reduce peak flows during rain events. For more information, please contact Gus Amirzehni at [gamirzehni@oaklandnet.com](mailto:gamirzehni@oaklandnet.com).

***Coat Drive at Rainbow Recreation Center***—On January 30, the Rainbow Recreation Center will be hosting a coat giveaway for those in need. This giveaway will be held in partnership with long-time community activist and friend of the Rainbow Recreation Center, Martha Paul. The coat drive is welcome to all. Rainbow Recreation Center is located on 5800 International Blvd. For more information, please contact Horace Houston, Rainbow Recreation Center Director at [hhouston@oaklandnet.com](mailto:hhouston@oaklandnet.com) or at (510) 615-5751.

***East Oakland Sports Center***—The East Oakland Sports Center started off the New Year with another session of our swim lesson program which will run through the end of the month. New fitness equipment, including weight machines, free weights and cardio machines are now available for use. In addition, Free Fridays are still in effect with various movement/dance

classes available for the public. For more information, please contact Harith Aleem, Recreation Supervisor at (510) 615-5838.

**Upcoming Meetings and Events:**

***Assembly Select Committee on the Status of Boys and Men Holds Information Hearing—*** January 20, 1:00-4:00 p.m., Elihu M. Harris State Office Building, First Floor Auditorium, 1515 Clay Street. Assemblymember & Chair Sandre Swanson and members of the Assembly Select Committee on the Status of Boys and Men invites the community to "Claiming the Promise of Health and Success for Boys and Men of Color in California." Seating is limited. For more information, contact Assemblymember Swanson's office at (510) 286-1670.

***Lunar New Year Festival—***January 21 & 22, Chinatown. Ring in the Chinese New Year at this annual event that brings Chinese Americans and others from all over the Bay Area to Oakland's Chinatown. For more information, please visit [www.oaklandchinatownchamber.org](http://www.oaklandchinatownchamber.org).

***Oakland Civic Orchestra Free Concert—***January 22, 4:00 p.m., Lake Merritt United Methodist Church, 1330 Lakeshore Avenue. The volunteer Oakland Civic Orchestra is now celebrating its 20<sup>th</sup> year of providing free classical music to the community. For more information, please call (510) 597-5027.

***Oakland East Bay Symphony Performance of Carmina Burana—***January 27, 8:00 p.m., Paramount Theatre, 2025 Broadway. The Symphony will perform one of the most recognizable and frequently performed choral works in the Western classical tradition. The Symphony will be joined by the Oakland Symphony Chorus and Oakland Youth Orchestra to celebrate the recent merger of the three organizations to form the newly created East Bay Performing Arts. Tickets range from \$20-\$70. Please visit [www.ticketmaster.com](http://www.ticketmaster.com), call (800)-745-3000 or visit the Paramount Theatre Box Office to purchase tickets.

***11<sup>th</sup> Annual Year of the Dragon Celebration at the Oakland Museum of California (OMCA)—*** January 29, 12:00-4:30 p.m., OMCA 's 11th annual Lunar New Year Celebration and Other Asian Traditions: Year of the Dragon features a full afternoon of celebration, festivities, performances, demonstrations, and workshops that include elements of Chinese, Korean, Vietnamese, Japanese, Tibetan, and other Asian cultures. Cost included with Museum admission, Free to OMCA Members. For more information, please visit <http://museumca.org>.

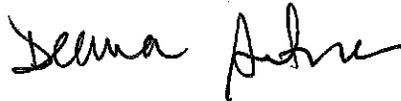
***New Era/New Politics Walking Tour—***February 4; 15 and 23, 10:00-11:30 a.m., African American Museum & Library, 14th Street at Martin Luther King, Jr. Way. Stroll through downtown and discover the places where Oakland African American leaders have made their marks. Reservations are encouraged. To make a reservation, please call (510) 238-3234 or e-mail [aallen@oaklandnet.com](mailto:aallen@oaklandnet.com).

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*Mayor Jean Quan's State of the City Address*—February 8, 7:00 p.m. (doors open at 6:30 p.m.), Oakland City Hall, 14<sup>th</sup> and Broadway Streets. For more information, please contact the Office of the Mayor at (510) 444-2489.

Respectfully submitted,



DEANNA J. SANTANA  
City Administrator

Attachments (2)

cc: Agency/Department Directors  
Media List

# CITY OF OAKLAND



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Office of the City Administrator  
Deanna J. Santana  
City Administrator

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January 18, 2012

Dear City Employees,

Over the past 5 ½ months, I've had the opportunity and pleasure to meet many of you—out in the field, at department meetings, working together on projects or issues, or as I've made the rounds in each department. I've been impressed with your passion for Oakland, your dedication to public service, and your drive to improve the lives of the people of Oakland through your daily work.

For those that know me, you know how deeply I value employees, and how deeply I believe that you are our greatest asset. So this message doesn't come easy.

These next few weeks are likely to be some of the most difficult—and painful—this organization has experienced. I recognize that employees have sacrificed a lot over the past few years as the City has grappled with balancing the budget nine times over the past three years.

Yet the reality is that more cuts are unavoidable as a result of the California Supreme Court's decision, which upheld two bills that were part of the State of California's own efforts to balance its budget deficit last year.

Without a last-minute action on the part of the State Legislature, which looks unlikely, the Court ruling orders that Redevelopment Agencies across the state must be dissolved by February 1<sup>st</sup>.

For CEDA Redevelopment Agency employees, this news is particularly hard-hitting. California is undergoing a paradigm shift with respect to the nature of redevelopment work. You have dedicated your professional lives to this complex arena, which requires a unique skill set, so I want to particularly acknowledge how painful and distressing it is for you.

The Court's ruling will have a devastating impact beyond the Community and Economic Development Agency; it will impact the entire organization. Geographically about half of Oakland is located in a Redevelopment area, so Redevelopment funds have been used to support staff, projects, and programs throughout the City organization.

Although Redevelopment revenue funds 159 full-time equivalent positions throughout the City, many staff are partially funded by Redevelopment money, so the elimination of this funding source actually impacts about 230 positions throughout the City.

Just two weeks ago, the budget for this fiscal year and next were balanced. Yet the elimination of Redevelopment funds creates an annual budget gap ranging from \$25 to 30 million, and an immediate deficit in the current year budget which must be corrected by February 1<sup>st</sup>.



Let me reiterate that this entire situation is regrettable, and it is forcing us to act out of sequence, without the usual and necessary community and workforce engagement that typically accompanies budget decisions, especially decisions of this magnitude.

I share your frustration, and I apologize for how this process will escalate the stress and create turmoil throughout the organization. I recognize that regardless of the final outcome of the decisions ahead, every single employee at every level of this organization will be affected by bumping, demotions, layoffs, or changes in the workplace.

Still, I have a fiduciary and legal responsibility to prepare the organization for the reality that by February 1<sup>st</sup> we must balance the budget, dissolve redevelopment, and prepare for successor agency activation. A decision to expend City funds to prolong implementing the Court ruling and using reserves to delay layoffs is outside of my authority.

**Please note that receiving a layoff notice does not necessarily mean that your position will be cut.** In order to meet the February 1<sup>st</sup> deadline, we had to cast the net wider than will ultimately be necessary in order to provide the City Council with the broadest possible flexibility in making the budget-balancing decisions. They will have very little time to deliberate, and once their decisions are made they will take effect right away.

It is certainly out of sequence and regrettable to begin the layoff process before the Council even receives the budget-balancing proposal, but we have no other choice if we are to make the February 1st deadline in compliance with the Supreme Court's ruling.

With respect to the timeline and process ahead, the Mayor and I will submit a budget-balancing proposal to the City Council by Monday, January 23<sup>rd</sup>. The City Council will be presented with the proposal during a special Council meeting on January 25<sup>th</sup> at 5:30 pm; they will consider the proposal and make a final decision at a meeting on January 31<sup>st</sup>. Layoffs will be effective on February 3<sup>rd</sup>.

In addition, last week I put several immediate cost-containment measures in place, including:

- A moratorium on hiring City employees and in procuring non-essential purchases across all funds;
- I asked every City agency and department to submit proposals to reduce their budgets by 5%;
- We are seeking employee input on cost-saving or revenue-generating ideas through a confidential on-line survey; and
- I sought authorization from the City Council to request every bargaining group in the City—including Police and Fire—to re-open their contracts.

In closing, I want to say again how regrettable it is that we are faced with these decisions and are forced to act with such impossible, yet unavoidable deadlines.

The City of Oakland has weathered many storms, and we will weather this one. Still, City government and our redevelopment tool as we know it are about to change dramatically in response to current conditions.

In the meantime, we will do all that we can to keep you informed and help make this transition during uncertain times as supportive as possible. I encourage all employees impacted by the layoffs to seek support through the Employee Assistance Program by calling (877) 327-4753.

You, our employees, are our greatest asset. You are on the front lines, delivering services, helping people in need, making this community better every day. I am grateful to you for your service, for your hard work under extraordinary circumstances, and for your continued commitment to Oakland. For this, I thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Deanna J. Santana". The signature is fluid and cursive, with a long horizontal stroke at the end.

Deanna J. Santana  
City Administrator

# SUMMER EMPLOYMENT OPPORTUNITIES



The City of Oakland will be accepting applications for the following positions:

Recreation Centers and Programs: Recreation Leader

Sports: Recreation Leader, Sport Official

Cultural Arts: Recreation Specialist & Recreation Leader

Camps: Recreation Leader

Radical Rowing Recreation: Recreation Leader

## Questions?

Contact the Department of Human Resources

Management at **(510) 238-3112**

The City of Oakland is an EEO/AA Employer. Please read the City of Oakland's Employment Information Pamphlet, which can be viewed online, prior to applying for a position at the City of Oakland.

## DATES TO REMEMBER:

Applications Accepted:

February 6, 2012 thru March 5, 2012

Late applications will not be accepted.

## VISIT WEBSITE:

[www.oaklandnet.com](http://www.oaklandnet.com) to apply on-line during the opening period and get specific job information.



CITY OF OAKLAND  
OFFICE OF PARKS AND RECREATION