

CITY OF OAKLAND



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Office of the City Attorney
Barbara Parker
City Attorney

March 22, 2012

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TO: All City staff, City Councilmembers, Mayor Quan, City Administrator Santana and City Auditor Ruby

FROM: City Attorney Barbara Parker

Re: City Council Non-Interference in Administrative Affairs

City of Oakland staff and City Councilmembers should be aware of the following prohibitions of the City Charter Section 218 (Non-Interference in Administrative Affairs). *Violation of these provisions of this section by a member of the Council is a criminal misdemeanor. A conviction would trigger immediate forfeiture of office.*

- A City Councilmember may only contact City administrative staff only to make inquiries. All other communications about the administration of the City must only be through the City Administrator or Mayor.
- A City Councilmember shall not give orders to any administrative employee, either publicly or privately. A City administrative staff person shall not carry out the orders of a City Councilmember. Instead, the staff person should consult and follow the direction of the City Administrator or department head.
- A City Councilmember shall not attempt to coerce or influence the City Administrator or any administrative employee in respect to any contract, purchase of supplies or any other administrative action. A City staff person should not be influenced in respect to any contract, purchase of supplies or any other administrative action by a Councilmember.
- A City Councilmember may not in any manner direct or request the appointment to or removal from office of any person by the City Administrator, City Administrator subordinates or any other such officers.
- A City Councilmember may not in any manner take part in the appointment or removal of any administrative employee.

If you have any questions about the above or believe a violation has occurred you should contact the City Administrator's Office. Until the position of the Executive Director to the Public

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Ethics Commission is filled, please contact Deputy City Administrator Arturo Sanchez at 238-7542 or at asanchez@oaklandnet.com.

Or, you can anonymously call the City Auditor's Fraud, Waste, and Abuse Hotline: (888) 329-6390.

For more information about the charter power of City Councilmembers re: contracting, use of public funds and other issues, please see the series of legal opinions issued to the City Council in 2006 and posted on the City Attorney's Web site since that time at: <http://www.oaklandcityattorney.org/Ops-Reps/Opinions.html>

Thank you for your attention to this matter.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Barbara J. Parker".

Barbara Parker
Oakland City Attorney

By:

Mark T. Morodomi
Supervising Deputy City Attorney