



CITY HALL · ONE FRANK H. OGAWA PLAZA 4TH FLOOR · OAKLAND CALIFORNIA 94612

Courtney A. Ruby, CPA, CFE  
City Auditor

(510) 238-3378  
FAX (510) 238-7640  
TDD (510) 238-3254  
[www.oaklandauditor.com](http://www.oaklandauditor.com)

December 21, 2020

City Administrator Ed Reiskin  
1 Frank H. Ogawa Plaza, 3rd Floor  
Oakland, CA 94612

Dear Administrator Reiskin:

Given the City's current fiscal emergency, I would like to suspend the following pay elements, for the duration of the fiscal year.

1. Compensation: I will voluntarily take ten unpaid days before the end of the fiscal year.
2. Transportation: I will voluntarily suspend my auto allowance for the second half of the fiscal year.

Thank you for your leadership as we navigate through this extremely challenging time for our City.

Sincerely,

COURTNEY A. RUBY, CPA, CFE  
City Auditor

Cc: Mayor  
City Council  
City Attorney  
Payroll Division