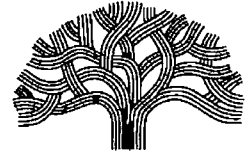


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OAKLAND

CITY OF OAKLAND



2020 FEB -6 PM 1:48

1 FRANK H. OGAWA PLAZA • 3<sup>RD</sup> FLOOR • OAKLAND,  
CALIFORNIA 94612

Office of the Mayor  
Libby Schaaf  
Mayor

(510) 238-3141  
FAX: (510) 238-4731  
TDD: (510) 238-3254

February 6, 2020

Dear Esteemed Oakland City Councilmembers,

I urge you to approve the attached appointment of Steven Falk as the Interim City Administrator for the period beginning March 12<sup>th</sup>, 2020 and ending July 10, 2020 or upon appointment of the permanent City Administrator, whichever comes first.

My administration and I are working hard to select a top-notch permanent City Administrator. However, it is unlikely that the process will be completed by March 11<sup>th</sup>, 2020.

Mr. Falk has over 30 years of administrative and managerial experience in municipal government. He most recently served as the City Manager of the City of Richmond (2019-2020), where he led the reorganization of city departments and hired the City's first-ever African-American female police chief. Prior to that, Mr. Falk served for 23 years as City Manager of the City of Lafayette (1996-2019).

Mr. Falk also served as a Lecturer at the Goldman School of Public Policy at the University of California Berkeley and received numerous awards for his city including: 2019 Bay Area Metro Award from MTC/ABAG. He was also featured on National Public Radio's story [For One City Manager, Climate Becomes a Matter of Conscience](#).

I am confident that Mr. Falk will carry out the functions and duties of the position of the City Administrator with the highest ethical standards and in a manner consistent with the charter and municipal code of the City of Oakland, while we conduct our search. Mr. Falk is not an applicant for the permanent position.

Sincerely,

A handwritten signature in black ink, appearing to read "Libby Schaaf".

Oakland Mayor Libby Schaaf

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Approved as to Form and Legality

  
City Attorney's Office

## OAKLAND CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_ C.M.S.

INTRODUCED BY HONORABLE MAYOR LIBBY SCHAAF

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**RESOLUTION (1) CONFIRMING THE MAYOR'S APPOINTMENT OF STEVEN FALK AS INTERIM CITY ADMINISTRATOR FOR THE PERIOD COMMENCING ON MARCH 12, 2020 AND ENDING AT MIDNIGHT ON JULY 10, 2020 OR SUCH EARLIER DATE AS THE COUNCIL CONFIRMS APPOINTMENT OF A CITY ADMINISTRATOR OR THE MAYOR TERMINATES THE APPOINTMENT; AND (2) AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT ON BEHALF OF THE CITY WITH MR. FALK**

**WHEREAS**, Oakland City Charter Article III, Section 305 (e), among other things, grants the Mayor the power to "appoint the City Administrator, subject to confirmation by the City Council" and to remove the City Administrator after providing the Council notice thereof; and

**WHEREAS**, City Administrator Sabrina Landreth has given notice that she plans to vacate the position of City Administrator on March 11, 2020; and

**WHEREAS**, the Mayor has initiated a search process to recruit and hire a new City Administrator to serve the City of Oakland, however it is unlikely that a new person will have been selected by March 11, 2020; and

**WHEREAS**, Steven Falk has been identified as the best candidate for the interim appointment in light of his more than 30 years of administrative and managerial experience in municipal government, including one year as City Manager of the City of Richmond (2019-2020), 23 years as City Manager of the City of Lafayette (1996-2019), Assistant City Manager of the City of Lafayette (1990-1996), Senior Finance Analyst (1988-1990), Budget Analyst (1986-1988); and

**WHEREAS**, Mr. Falk also served as a Lecturer at the Goldman School of Public Policy at the University of California Berkeley and received numerous awards for his city including: 2019 Bay Area Metro Award from MTC/ABAG and was also featured on National Public Radio's story For One City Manager, Climate Becomes a Matter of Conscience; and

**WHEREAS**, pursuant to Article IV, section 400 of the Charter of the City of Oakland, the City Administrator may be hired by contract for a term not exceeding four years, provided that no such contract shall prevent the Mayor removing the City Administrator at any time; and

**WHEREAS**, pursuant to Article III Section 305(e) of the Oakland City Charter, Mayor Schaaf has appointed Mr. Steven Falk as the Interim City Administrator for the period of March 12, 2020 to July 10, 2020, subject to confirmation by the City Council and subject to Mayor's Schaaf's powers under the City Charter to remove Mr. Flores at any time; and

**WHEREAS**, Mayor Schaaf's appointment of Mr. Falk as Interim City Administrator is for the purpose of providing continuity until she completes the recruitment process for a City Administrator; now, therefore, be it

**RESOLVED:** That the City Council hereby confirms Mayor Schaaf's appointment of Mr. Steven Falk to serve as the Interim City Administrator for the period of period of March 12, 2020 to July 10, 2020; and be it

**FURTHER RESOLVED:** That the Mayor hereby is authorized to execute an employment agreement with Mr. Steven Falk for a salary up to the maximum amount provided for the City Administrator classification, namely \$24,087.42 per month, for the period of March 12, 2020 through July 10, 2020; and be it

**FURTHER RESOLVED:** That funding for the contract will be drawn from the vacant budget City Administrator position; and be it

**FURTHER RESOLVED:** That the agreement and other actions authorized hereunder shall be reviewed and approved by the City Attorney for form and legality prior to execution and filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT  
KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California