



# City of East Palo Alto

## *Mission Statement*

*The City of East Palo Alto provides responsive, respectful, and efficient public services to enhance the quality of life and safety for our multi-cultural community.*

## **ACTION MINUTES**

*By: Minette Warren*

**THURSDAY, APRIL 7, 2011**

### **CITY COUNCIL STUDY SESSION**

**TIME: 6:00**

**EPA Government Center**

**2415 University Ave - First Floor - City Council Chamber**

The public may view the Staff Reports listed herein at the City's Website, [www.ci.east-palo-alto.ca.us](http://www.ci.east-palo-alto.ca.us), under the corresponding agenda located on City Council Agenda/Minutes Page.

**6:00 PM**

### **CITY COUNCIL STUDY SESSION**

**CALL TO ORDER: 6:00P.M.**

#### **ROLL CALL**

**PRESENT: ABRICA, MARTINEZ, ROMERO (EVANS/Excused absence)  
WOODS ARRIVED AFTER ROLL CALL**

#### **1. APPROVAL OF AGENDA**

<b>ACTION: MOTION/SECOND: MARTINEZ/ ABRICA VOTE: 3-0</b>
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- 2. RESTRUCTURING OF CITY GOVERNMENT (M L Gordon, City Manager)**  
Municipal Code section 2.12.070 D., "The City Manager shall... Conduct studies and effect such administrative reorganization of offices, positions and units under his/her direction as are in the interest of efficient, effective and economical conduct of the city's business."

Interim City Attorney Valerie J. Armento commented on and clarified the City's Municipal Government Code Section 2.12.070D citing.

City Manager presented his Restructuring of City Government Plan to Council. The plan in Summary includes Departmental and Divisional staff/position cuts that he feels would provide better and more efficient, quality service to city residents as follows:

**2277 University Avenue, 1960 Tate Street and 150 Tara Street**

**Housing Services; Community Services and Public Works would be eliminated with the exception of certain Community Services functions: the Senior Nutrition Program and Shuttle Services.**

**Housing Services would be restructured and eliminated with the exception of certain housing functions dealing with city housing allocations needs (it would require the development of a position and recruitment and employment of a Specialist to handle those specific needs).**

**City Manager Gordon reiterated that the Rent Stabilization Program had already been moved to City Hall under his direct supervision. Public Works would be restructured and positions eliminated with the exception of certain engineering functions and the Maintenance Division.**

**The staff functions that would be left intact in those three areas would then be moved under the banner of Community Development with a recruitment and “to be hired” Community Services Director as chief executive over those functions and the 1960 Tate Street offices.**

**1960 Tate Street**

**There would also be restructuring of the Planning Department (downsized to one Senior Planner), RDA (this division is subject to the State’s plan to eliminate at RDA functions statewide), Engineering and Building Division Services with 2 of the 5 administrative/ clerical positions at the Tate Street facility being eliminated.**

**The intent would be to have one Administrative Assistant, one secretary and one office assistant position retained to service all divisions within Community Development and those three positions would also be under the direct supervision of the Community Services Executive Director.**

**The overall intent is to have four (4) Departments rather than the exiting seven (7) under the direction off and answerable to only the City Manager as the currently existing even (7) are now.**

**2415 University Avenue**

**City Hall: as follows, restructuring of the Finance Department would include elimination of the Senior Financial Service analyst/manager position and changing one position to an accountant II.**

**An additional position would be added to City Hall: the creation, recruitment and hiring of a Public Information Officer (PIO) Position.**

**141 Demeter Street**

**There was no mention at this study session of restructuring to Public Safety and Enforcement services (Police Department/Code Enforcement).**

**The City Manager stated that this restructuring was in-line with the direction of Council's Strategic Plan for more efficient services to the city's residents, and, stated that it did not affect or play a part in the City's fiscal budget.**

**Please note this is a summary of the information provided by the City Manager on his plan and not the entire content of his information to Council and Staff.**

**He stated that he had informed staff of the changes to come and had requested ideas/suggestions and information from staff on how to assist him with the change. But, unfortunately staff did not provide any and in the timeframe required with the exception of 18 suggestions provided by staff in suggestions boxes that he'd placed throughout all department and divisions.**

**Council deliberated and requested clarification on various aspects of the proposed restructure.**

**Some staff members spoke on the restructuring along with members of the public.**

**Members of the Council, staff and the public noted they'd only received or had access to the City Manager's document, (PowerPoint presentation), as he presented it to everyone shortly before and during the study session.**

**Members of the Council stated they required more time to study the document as presented and that they would ask the City Manager to hold another study session. Mayor Romero requested that staff meet and talk with City Manager Gordon and present their ideas and suggestions to City Manager Gordon rather than to the Council.**

**PLEASE NOTE: These are summarized Action Minutes, attached is the Restructuring of City Government PowerPoint Presentation document as provided by City Manager Gordon to Council, Staff and the Public.**

**3. *ADJOURNMENT – (9:05p.m.)***

**ATTACHMENT: Restructuring of City Government PowerPoint Presentation**