

# THE REDEVELOPMENT AGENCY OF THE CITY OF SAN JOSE

## MEMORANDUM

TO: HONORABLE MAYOR, CITY COUNCIL, AND AGENCY BOARD	FROM: HARRY S. MAVROGENES DEBRA FIGONE
SUBJECT: SEE BELOW	DATE: NOVEMBER 30, 2010

### INFORMATION

**SUBJECT: POSSIBLE CONSOLIDATION OF CERTAIN AGENCY AND CITY ADMINISTRATIVE FUNCTIONS**

This memo provides an update to the City Council and Redevelopment Agency Board on the progress being made by staff in analyzing possible consolidations of certain Agency and City administrative functions.

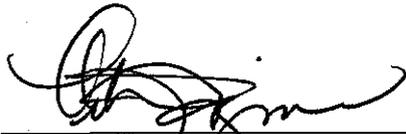
On October 26, 2010, as part of the Agency's budget process, direction was given for a representative of the Mayor's Office, the Executive Director and City Manager to consider consolidations in administrative areas such as Human Resources, Finance, Communications and Clerk. The Mayor's memo specifically directed: "Consolidations that increase costs and/or result in a loss of efficiency for services provided to residents should be avoided. The focus must be on saving money." A status report was requested by December 7.

Two meetings have been held to date attended by Mayor Reed, Harry Mavrogenes, Debra Figone, Pete Furman, Janet Kern and Ed Shikada. The following process was implemented. First, the Agency would prepare scopes of services required for each identified area, including its existing staffing and present costs to do the work. Then, the City would prepare a proposal as to its ability to provide the same level of service. If it was determined that the City could provide the service "better, faster and cheaper," then a joint recommendation would be formulated and returned to the Council/Board to implement a consolidation of those services as part of a budgetary action.

Honorable Mayor, City Council, Agency Board  
POSSIBLE CONSOLIDATION OF CERTAIN  
AGENCY AND CITY ADMINISTRATIVE  
FUNCTIONS

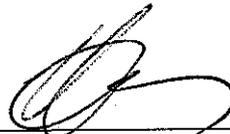
Page 2  
November 30, 2010

To date, the Agency has prepared scopes of services for its IT and Payroll. The City is presently analyzing those scopes of services and formulating its proposals. Further updates will be provided to Council/Board as information becomes available.



---

DEBRA FIGONE  
City Manager



---

HARRY S. MAVROGENES  
Executive Director