



## Legislation Details (With Text)

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**Title:** First Reading of an Ordinance of the City of San Leandro City Council to Amend San Leandro Municipal Code Chapter 1-2 Departments to Reflect the Current Structure of City Departments

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**Attachments:** 1. A - Muni Code Reorg Revisions

Date	Ver.	Action By	Action	Result
11/20/2023	1	City Council	Received and Filed	Pass

First Reading of an Ordinance of the City of San Leandro City Council to Amend San Leandro Municipal Code Chapter 1-2 Departments to Reflect the Current Structure of City Departments

### COUNCIL PRIORITY

- Infrastructure
- Fiscal Sustainability and Transparency

### SUMMARY AND RECOMMENDATIONS

Staff presents to the City Council for consideration the attached draft ordinance that would amend the San Leandro Municipal Code Chapter 1-2 Departments to revise, add and delete sections to reflect San Leandro’s current organizational structure.

### BACKGROUND

Chapter 1-2 of the San Leandro Municipal Code includes the Departments created and the functions of each Department. While there have been modifications to the Department structure over the years, Section 1-2-100 Departments Created has not been updated since 1995. This update will ensure the Municipal Code references the correct Departments and Directors responsible for the functions of the City.

### Analysis

The Municipal Code includes references throughout to the responsible Department and/or Director. For example, Section 7-12-280 Permit Application - Referred to the Director of Development Services and Section 6-2-365 Administrative Regulations refers to the Finance Department and Engineering and Transportation Department. The organizational structure of the City has changed over time to reflect the needs of the organization. The reorganization of the Public Works Department and

creation of the new Recreation and Parks Department provides an opportunity to update the Code to align with the current structure. As opposed to changing the reference to each department and director throughout the Code, revisions to the following sections of Title 1-2 Departments are recommended instead:

1-2-100	Departments Created
1-2-115	Title of Public Works Director, City Engineer, Superintendent of Streets, et al
1-2-125	Functions of Community Development Department
1-2-127	Functions of Library Department
1-2-128	Functions of Human Resources Department

Deletion of the following sections is recommended:

1-2-126 Functions of the Development Services Department

Addition of the following sections is recommended:

1-2-130 Functions of Human Services Department

1-2-131 Functions of Recreation and Parks Department

### **Previous Actions**

- Ordinance No. 2021-003 adopted on April 19, 2021 updated Section 1-2-111 Electronic Filing of Campaign Disclosure
- Ordinance No. 2002-27 adopted on October 22, 2002 updated Section 1-2-110 City Clerk Functions

### **Environmental Review**

*No environmental review is required because an exception to CEQA applies.*

### **Legal Analysis**

The City Attorney reviewed and edited the Ordinance.

### **Financial Impacts**

None. The changes are recommended to reflect the current operating structure.

### **ATTACHMENT**

***Attachment A: Proposed Ordinance Amendments to Update the City Department Structure***

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