



CITY OF EAST PALO ALTO

MUNICIPAL SERVICES BUILDING
2415 UNIVERSITY AVENUE
2ND FLOOR — COUNCIL OFFICES
EAST PALO ALTO, CA 94303
(415) 853-3100

FREDERIC A. HOWELL, CITY MANAGER

MEMBERS OF THE COUNCIL

BARBARA A. MOUTON
Mayor

JAMES E. BLAKEY, JR.
Vice-Mayor

RUBEN ABRICA

OMOWALE SATTERWHITE

GERTRUDE WILKS

March 5, 1985

Dear Appointed City Official,

I am pleased to extend to you this invitation to participate in the First Annual City of East Palo Alto Boards and Commissions Workshop to be held as follows:

DATE: Saturday, March 16, 1985

TIME: 8:30 a.m. - 1:00 p.m.

PLACE: Municipal Services Bldg.
2415 University Avenue
East Palo Alto, Ca. 94303

The schedule for this workshop is enclosed and I am excited about the opportunity it presents for improving the effectiveness of citizen participation in East Palo Alto City Government.

Please contact the City staff at 853-3100 to confirm your attendance. I look forward to working with each of you at this historic meeting.

Very truly yours,

A handwritten signature in cursive script that reads "Barbara A. Mouton".

Barbara A. Mouton
Mayor

BAM:jk

Enclosure

SCHEDULE

**First Annual City of East Palo Alto
Board and Commissions Workshop**

**Saturday, March 16, 1985
Municipal Services Building
2415 University Avenue
East Palo Alto, Ca. 94303**

8:30 - 9:00 a.m.	Registration, coffee and pastries
9:00 - 9:10 a.m.	Welcome, purpose and objectives of Workshop (by Mayor and Councilmembers)
9:10 - 9:20 a.m.	How City Government Works (by City Manager)
9:20 - 9:35 a.m.	Conflict of Interest (by City Attorney)
9:35 - 9:50 a.m.	Administrative Relationships of elected and appointed officials, and staff (by Assistant City Manager/Finance Director)
9:50 - 10:00 a.m.	Break
10:00 - 10:30 a.m.	Authority and Responsibility (by City Attorney)
10:30 - 10:45 a.m.	Meeting conduct and documentation (by Assistant to City Manager)
10:45 - 11:00 a.m.	Break
11:00 - 12:00 a.m.	Concurrent Sessions for Individual Boards and Commissions (by City Council and staff)
12:00 - 12:10 a.m.	Break
12:10 - 1:00 p.m.	Evaluation and Wrap-up
