

# city connection

MONTHLY NEWSLETTER of the  
CITY of EAST PALO ALTO, CA

VOLUME II • NUMBER 5

OCTOBER 1985

## MEMBERS OF THE COUNCIL

### Mayor

Barbara A. Mouton

### Vice-Mayor

James E. Blakey, Jr.

### Councilmembers:

Ruben Abrica

Omowale Satterwhite

Gertrude Wilks

### City Manager:

Frederic A. Howell

## LETTER FROM MAYOR MOUTON

*Giving honor and glory to God, I again bring you news of our growing City. I know that the City has taken short but important steps towards reaching the place where it needs to be relative to the safety, security, and well-being of community residents. Yes, there certainly have been trials and tribulations; remember always, however, that God is our light and our salvation; it does not matter what barriers or pitfalls are placed in the City's way; if we are doing what we should be doing, what is right for us to be doing, God will make a way.*

*Have you noticed the vastly improved condition of our streets and the community in general? This is a direct result of our extremely professional administrators in the Public Works and Police Departments. Public Works has mapped out a systematic schedule (includes cleaning, repairs, and replacement). At the present time, the department does not have the essential equipment to trim those huge trees-especially those whose branches and limbs cover utility and phone lines. The Police department is continuing to haul away abandoned and inoperable cars from the City's thoroughfares; the department has done a herculean job but it seems each time an area is cleared some disrespecting oaf drops another junker on our streets. As I continually remind you, it cost \$341,000 to clean our streets and unimproved lots last year; however, this did not include the cost of removing abandoned and/or inoperable cars. Just think what better things the City could have done with that money!*

*The City has received many calls from residents in the past month. Community Development: this department will soon begin a series of workshops to acquaint citizens with the City's building codes; why a permit is needed for renovations, alterations, new construction, and demolitions; provide assistance to residents to smooth the process and to remove confusion; to lessen hardships that may occur. Public Works: the department is in the process of acquiring a street sweeper. When the equipment is here, you will be advised of the day the sweeper is due in your neighborhood; you will be required to have the area in front of your residence clear so that the sweeper can operate.*

*Community residents should be aware of some City codes. You should know that it is a violation to block someone else's driveway with your car. Your car can be impounded by the police for this violation. If a car remains in one spot for 72 hours or longer, it can be ticketed by our police and subsequently towed away. It is a violation to do auto repairs on a City street; you will be cited for this offense. Lastly, parking on lawns, whether there is grass present or not, is an infraction. You must park only on a designated driveway or parking area.*

*Sometimes, it seems that there are so many things requiring one's attention in the course of a day that one begins to rationalize and ends up doing nothing. I agree with the contention that it is better to err through action than to harbor regrets of opportunities lost.*

*I close by asking God's continued blessings on our City and for Him to help raise us up to where we need to be.*

*Peace.*

## PERSONNEL COMMISSION FORMED

The City Council has introduced an Ordinance establishing a City Personnel Commission. This five-member, appointed body will have responsibility for setting job specifications and minimum qualifications for all City positions, developing training programs as needed to ensure that local resident and ethnicity goals are met, and conducting hearings on personnel matters such as disciplinary actions, dismissal, etc. All registered voters in the City are eligible to serve on this commission and applications are now being accepted by the City Clerk. It is expected that the first appointments will be made in early November. For additional information, call 853-3100.

## BOARD AND COMMISSION VACANCIES

Interested citizens are urged to apply for appointments to vacancies on various City boards and commissions. If you want to participate in this exciting period in the growth and development of our City, stop by the Council Offices and pick up an application. Although there is no filing deadline and applications are accepted at any time, all vacancies must be advertised for a period of 30 days. The City Council conducts public interviews, then makes appointments. Openings are currently available on the Rent Stabilization Board, Human Services Commission, and newly created Personnel Commission. Call 853-3100 for further information.

## ATTENTION RESIDENTS

Planning to do repairs or improvements to your home or apartment?

You may be required to obtain a permit. Please contact the building inspector at 853-3100 for further information, or drop in during office hours of 3 p.m. to 6 p.m., Monday-Friday.

**CITY COUNCIL RECAP**

**August 19th**

- Adopted Ordinance N. 063 an urgency ordinance amending Ordinance No. 045 pertaining to the Human Services Commission and changing its composition to nine (9) regular members and one (1) alternate.

- Directed staff to send notice of the traffic signal maintenance contract to the City's existing list of local contractors to provide them with an opportunity to bid on the contract.

- Accepted the Fourth Quarter Performance Report.

- Accepted the Public Works Department Operations Report.

- Accepted the Police Department Operations Report.

**August 28, Special Meeting**

- Approved Resolution No. 00210 adopting City of East Palo Alto Personnel Policies and Procedures.

**September 3, Special Meeting**

- Adopted Resolution No. 00211 authorizing the Public Works Director to execute a contract between the City of East Palo Alto and O'Grady Paving, Inc.

- Introduced amended Ordinance No. 063 establishing the East Palo Alto Personnel Commission.

- Directed staff to convene a meeting involving the Police, Community Development, and Health departments and the City Attorney to immediately address and eliminate identified health and safety problems, OR to prepare an ordinance designating a new Health Officer for the City. Also, directed staff to prepare a report on the process, schedule, and costs for moving on auto-wrecking yards, neighborhood standards, and code enforcement in apartment buildings.

- Adopted Resolution No. 00212 amending Resolution No. 00152 establishing the East Palo Alto 2000 Committee.

**September 5, Special Meeting**

- Approved the adding of two response teams and a Special Beat for Special Enforcement of drug sales and other anti-social activity.

**CITY SERVICES**

CITY SERVICES	AGENCY	TELEPHONE
General Administration all departments	CITY OF EAST PALO ALTO Municipal Services Building 2415 University Avenue 2nd Floor East Palo Alto, CA 94303	853-3100
Police (Non-Emergency)	CITY OF EAST PALO ALTO Municipal Services Building 2415 University Avenue 1st Floor East Palo Alto, CA 94303	853-3160
Parks & Recreation	550 Bell Street East Palo Alto, CA 94303	853-3121
Animal Control	PENINSULA HUMANE SOCIETY 12 Airport Boulevard San Mateo, CA 94401	573-3720
Civil Defense	OFFICE OF EMERGENCY SERVICES 401 Marshall Street Redwood City, CA 24063-0978	363-4790
Fire (& Weed Abatement)	MENLO PARK FIRE PROTECTION DISTRICT 300 Middlefield Road Menlo Park, CA 94025	323-2404
Garbage (Refuse & Solid Waste) (also see City's Public Works)	BROWNING-FERRIS INDUSTRIES 225 Shoreway Road San Carlos, CA 94070 P.O.B. 1068, San Carlos, CA 94070	592-2411

**RENT STABILIZATION BOARD:  
QUESTIONS MOST FREQUENTLY ASKED**

**What is Rent Registration?**

Every year, rental property owners who are covered by the Rent Stabilization law, (those who own five or more rental units or properties in East Palo Alto) are required to pay rent registration fees and file rent registration forms with the Rent Stabilization Board. The rent registration forms help the Rent Board implement the rent law. The registration fee supports the operation of the Rent Board and pays for direct counseling to tenants and rental property owners. By looking at the rent registration forms, a tenant can usually determine whether the current rent is legal.

**WHO IS COVERED UNDER THE ORDINANCE?**

If a landlord owns five or more residential rental units in the City of East Palo Alto, those units are covered under the ordinance. Mobil home parks are covered under the ordinance and motel units that are rented for more than 14 days are covered under the ordinance. Rental units leased under the Section 8 housing subsidy are exempt from the ordinance, but must be registered.

**WHAT ARE THE PENALTIES FOR  
NON-REGISTRATION?**

Failure to pay registration fees by July 1, 1985 results in a 100% penalty charged every 90 days that an account is unpaid. It is illegal for a rental property to increase rent or evict tenants from property that is not registered with the Rent Board.

To find out if a property is registered, contact the Rent Stabilization program at (415)853-3100, Ext. 3111, daily between the hours of 10:00 a.m. and 5:00 p.m.

Proper registration means the following:

1. All fees and late fee, if any, are paid, and
2. All information required on the 1985 registration form has been submitted.

**"CITY CONNECTION"**

is published monthly by  
the City of East Palo Alto,  
2415 University Avenue,  
East Palo Alto, California 94303  
Editor: Patricia Perkins-(415) 853-3100



**S DIRECTORY**

CITY SERVICES	AGENCY	TELEPHONE #
Library	SAN MATEO COUNTY LIBRARY/ EAST PALO ALTO BRANCH 2415 University Avenue, 1st Floor East Palo Alto, CA 94303	321-7712
Sewage	EAST PALO ALTO SANITARY DISTRICT 325-9021 1856 Bay Road East Palo Alto, CA 94303	
	WESTBAY SANITARY DISTRICT 500 Laurel St. Menlo Park, CA 94025	321-0384
Transit	SAM TRANS 945 California Drive Burlingame, CA 94010	348-8858
Water	EAST PALO ALTO/COUNTY WATERWORKS DISTRICT 2415 University Avenue, 2nd Floor East Palo Alto, CA 94303	322-2083
	PALO ALTO MUTUAL WATER CO. 2190 Addison Avenue Palo Alto, CA	322-6903
	O'CONNOR TRACT COOPERATIVE WATER COMPANY P.O.B. 1375 East Palo Alto, CA 94303	323-0647

**CHIEF'S  
CORNER**

The Crime Prevention Unit continues to provide information on how to secure your home or business to prevent unlawful entry.

If you would like a crime prevention specialist to meet with you, check the locks on the doors and windows of your home or business and discuss ways you can make them more secure, call the Crime Prevention Unit at 853-3166.

The following is the September Residential Burglaries Occurrence List. The list is prepared and publicized so that residents can be aware of the burglary pattern and be more watchful.

**RESIDENTIAL BURGLARIES  
OCCURRING LIST:**

Street Name	Number Blocks
A. Capitol Street	2100, 2200
B. Clarke Avenue	1800, 1900, 2300
C. Cooley Avenue	2100, 2200, 2300, 2400
D. East Bayshore	900, 1400, 1700, 1900
E. Euclid Street	2000
F. Fordham Street	2600, 2700, 2800
G. Newell Street	30-44 Unit Block
H. Pulgas Street	1800's
I. West Bayshore	1800's

**BUSINESS LICENSE TAX ORDINANCE PASSED**

The City of East Palo Alto recently enacted a business license tax ordinance after many months of study, public hearings and debate. With the support of the Chamber of Commerce, the City passed an ordinance and fee schedule that will provide important benefits to residents, businesses, and our community in general.

Residents now have some basic protection from door-to-door salespersons. You can ask such persons to show you their license before continuing their sales pitch. No license, no sale. Businesses will benefit from the additional services the City can now provide with the new revenues. While the amount of money from this tax will not be substantial in any one year, it will represent a reliable and on-going source for needed public services.

All businesses located or operating in East Palo Alto are required to have their license applications and fees filed with the City by no later than October 7. The fees for 1985 will be based upon one-third of the establishment's gross sales in 1984. For further information, contact the City Finance Director at 853-3100.

**CITY RECEIVES EDA TECHNICAL  
ASSISTANT GRANT**

City Manager Howell announced that the City recently received notice from the U.S. Department of Commerce that its application for a \$35,000 Technical Assistance Grant had been approved. Howell said that "this represents work by our Consulting Economic Development Specialist, Joe Brooks, and it is a significant step toward implementation of the City's comprehensive economic development program. Naturally, we are pleased and we expect that the next EDA grant will be substantially larger." The grant is for the 12-month period beginning September 15, 1985. Additional details will be provided in a subsequent issue of "Cityconnection."

**FISCAL YEAR 1985-86 BUDGET**

The figures provided in the September issue of "Cityconnection" for the Fiscal Year 85-86 Program Budget were those proposed by the City Manager to the City Council. The figures actually approved by the Council are as follows:

Beginning Fund Balance	\$1,616,630
Operating Expenditures	\$4,890,686
Reserves	75,000
Capital Improvement Program	<u>\$1,185,804</u>
TOTAL	<u>\$6,151,490</u>
Year-End Fund Balance	\$ 720,900

**PREVENT UNWANTED LITTERS**

In an effort to minimize the number of unwanted pets in our community, the Palo Alto Humane Society will pay ten dollars (\$10.00) towards the cost of spaying or neutering a dog or cat, male or female owned by an East Palo Alto resident.

The conditions of the offer are:

1. Good through Oct. 31, 1985.
2. Only good at the Palo Alto Spay and Neuter Clinic, 3281 E. Bayshore-Frontage Road, Palo Alto, CA 94303, 323-2433
3. Only two pets per household.

Call the clinic for an appointment. Be prepared to show proof of residency.

For more information contact Patricia Perkins at the City Offices, 853-3100.

# EMPLOYMENT OPPORTUNITIES WITH THE CITY

## ACCOUNTANT

**Requirements:** Graduation from a four-year college with a B.S. Degree in Accounting or related field and five years of recent responsible professional full-time experience in governmental or municipal accounting or an equivalent combination of training and experience.

*Filing Deadline: Open*

## RENT STABILIZATION PROGRAM ADMINISTRATOR

**Requirements:** Graduation from a four-year college with a Bachelor's Degree in Business, Urban Studies, Planning, Public Administration or related field, and 5 years experience of progressively responsible administrative experience with a minimum of 2 years in a supervisory capacity.

*Filing Deadline: Open*

## MAINTENANCE SUPERVISOR/OPERATOR

**Requirements:** High School graduate with a minimum of 3 years of progressively responsible experience in the construction and maintenance of streets, parks, utilities and other public facilities, and operation of construction and maintenance equipment. Valid California Class II and III Driver's License, and experience operating light and heavy construction machinery are a plus.

*Filing Deadline: Open*

## MAINTENANCE WORKER(S) I, II, AND III

**Requirements: (Minimum):** Graduation from High School or valid G.E.D. certificate and 3 years full-time experience in the grounds and building maintenance fields, with at least one year in a leadperson or equivalent capacity.

*Filing Deadline: Open*

## JUNIOR CIVIL ENGINEER

**Requirements:** Substantial completion or graduation from a four-year college with major courses in civil engineering. Full-time students with demonstrable skills in drafting, construction, and construction management may receive consideration.

*Filing Deadline: Open*

## MAINTENANCE DIVISION MANAGER

**Requirements:** High School graduate with minimum 5 years full-time experience-2 years in supervisory capacity and 3 years experience in the following areas: sanitary sewer and storm drainage system maintenance; public works maintenance including roadway construction and repairs; and parks and grounds maintenance. Valid California Class II and III Driver's License, and experience operating light and heavy construction machinery are a plus.

*Filing Deadline: Open*

## FALL RECREATION PROGRAM

The Recreation Department is currently offering program activities at the following locations:

Costano School  
2695 Fordham Avenue  
Hours: 3:30-6:30 p.m.

Brentwood Oaks School  
2086 Clarke Avenue  
Hours: 3:30-6:00 p.m.

Ravenswood Middle School  
2450 Ralmar Avenue  
Hours: 3:30-6:00 p.m.

Recreation Center  
550 Bell Street  
Hours: 10:00-8:00 p.m.

Program activities will include but not be limited to, board games, ping pong, basketball, volleyball, football, pool, flag football, field trips, movies, tennis, etc. Classes will be offered in a variety of activities such as African Dance. The interests of the public and the availability of instructors will dictate the type of classes that will be offered. Registration for all classes is being accepted now.

We are also attempting to organize leagues in the following sports: basketball, flag football and volleyball. We are planning to open the gymnasiums at Ravenswood High School and the Recreation Center, 550 Bell Street for public use on October 1, 1985. The tennis courts at Ravenswood High School are now available for use.

For additional information, please call 853-3122 or come by the Recreation Center at 550 Bell Street.

*The above-listed position requirements do not include all of the requirements for each position. Detailed position descriptions can be obtained at the City offices.*

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2415 UNIVERSITY AVENUE, EAST PALO ALTO, CA 94303