

JANUARY 18, 1980

TO: CITIZEN'S COMMITTEE ON INCORPORATION
AND
PROSPECTIVE COMMITTEE MEMBERS

ALL OF THOSE WHO ARE SERIOUSLY CONCERNED ABOUT INCORPORATING EAST PALO ALTO HAVE A TASK TO COMPLETE BY NOVEMBER, 1980. This is the target date. In 1981, we will be a city or will be targeted for annexation to Menlo Park or Palo Alto. WE ARE RESPONSIBLE FOR OUR OWN DESTINY.

An incorporation meeting was called on Tuesday, January 15, 1980 by the Municipal Council to emphasize the urgency of an incorporation drive at this time. The Council stands with us.

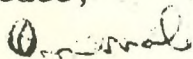
The next meeting will be held on Tuesday, January 22, 1980, at the Municipal Council Building, 2415 University Avenue, EPA, from 7 p.m. till 9 p.m. You are invited to attend and work with the committee. Our agenda will consist of an overview of the steps to incorporation and organizing committees.

Enclosed are the following:

1. Steps to Incorporation
2. Committees
3. Two preliminary budgets

I am certain that we can count on your support and aid. Remember, we have a full year's work ahead of us and cannot possibly hope to accomplish it without a broad base of community involvement.

Peace,


Omowale Satterwhite
Convenor

CITIZEN'S COMMITTEE ON INCORPORATION

STEPS TO INCORPORATION

STEP I PREPARE AND SUBMIT APPLICATION TO LAFCO

?? days

- A. Prepare an incorporation application and an Environmental Assessment Form. (See Attachment I) Confer with LAFCO staff during the preparation of the application to ensure that all required information is included.
- B. Submit incorporation application and Environmental Assessment Form to LAFCO.

STEP II MONITOR LAFCO REVIEW PROCESS ON ENVIR. IMPACT

Approx.
15-30 days

Up to 10 days

- A. Attend LAFCO meeting(s) on environmental impact.
- B. Receive LAFCO decision on environmental impact.
 - 1. If a Negative Declaration is made, a certificate of filing will be issued by LAFCO.
 - 2. If a Negative Declaration is not made, an Environmental Impact Report must be prepared and certified before a certificate of filing is issued by LAFCO.
- C. Appeal decision on environmental impact if necessary. If the appeal is denied, an EIR must be prepared and certified.

Approx.
30-90 days

STEP III MONITOR LAFCO REVIEW PROCESS ON APPLICATION

Up to 90 days

Up to 105 days

- A. Attend LAFCO public hearing(s) on incorporation application.
- B. Receive LAFCO decision on application.
 - 1. LAFCO Board may continue hearing for up to 70 days.
 - 2. LAFCO Board has 35 days to render decision after the public hearing is closed.

STEP IV FILE NOTICE OF INTENTION WITH BD. OF SUPERVISORS

1 day

20-40 days

Approx.
14 days

1 day

- A. File Notice of Intention with Board of Supervisors, which must contain the names, addresses and signatures of 25 to 50 qualified signers (landowners) intending to circulate the petition.
- B. Circulate petition on incorporation.
 1. Petition must state boundaries, the number of inhabitants, and ask for approval of incorporation. It may also have statement on the appointment of a city manager and other elective offices, except council members.
 2. The petition must be filed within 120 days; the Board of Supervisors may grant additional 30 day extensions.
- C. File petition with the Board of Supervisors. The petition must be signed by at least 25% of the landowners representing at least 25% of the assessed value of land in the proposed city limits, OR by at least 25% of the registered voters. Also an affidavit must be submitted verifying that the signatures are genuine.
- D. Receive notification of certification of petition by County Clerk.
- E. Deposit funds to pay for publishing notices on the incorporation public hearing and the election.

STEP V MONITOR BOARD REVIEW PROCESS ON INCORPORATION

Up to 7 days

Up to 60 days

- A. Attend Board of Supervisor meeting to fix time for a public hearing on incorporation.
- B. Attend public hearing(s) on incorporation convened by the Board of Supervisors.
 1. The Board has 60 days to complete the public hearing process. The purpose of the public hearing(s) is to fix boundaries, consider requests for exclusion, and set the election date.

Approx.
30-60 days

2. If the Board of Supervisors makes a boundary change, it must be re-submitted to LAFCO for final determination.

STEP VI ORGANIZING FOR THE VOTE ON INCORPORATION

90-120 days

- A. Receive notice of election from the County Clerk.
 1. If the petition requests it, the ballot will contain the words, "for city manager form of government".
 2. Voters will vote on incorporation and elective offices including the city council. They may also cast ballots on an alternative city name.
- B. Vote on Incorporation (majority vote wins)
- C. Attend meeting of Board of Supervisors to get final action on incorporation.

Up to 7 days

STEP VII SELF-DETERMINATION AND OUR OWN CITY GOVT.

CITIZENS COMMITTEE ON INCORPORATIONTHE LAFCO APPLICATION

The Local Agency Formation Commission (LAFCO) requires the following minimum information be contained in any application regarding an incorporation proposal:

1. An Environmental Assessment form must be completed and submitted along with the application.
2. A statement of the nature of the proposal and the names of any local agencies (cities and special districts) affected by the proposal.
3. A legal description of the boundaries of the territory to be incorporated.
4. A map showing the boundaries.
5. Any other information required by the Executive Officer of the Commission. For this reason, the Executive Officer should be consulted during the preparation of the application.
6. The names of persons, not more than three, who are to be furnished with copies of the Executive Officer's report and sent mailed notice of Commission hearings on the application.

CITIZEN'S COMMITTEE ON INCORPORATION

COMMITTEES

Fund Raising Committee

Task: To raise from \$35,000 (Budget I) to \$60,000 (Budget II) by September 30, 1980

Suggestions:

1.	100 committee member contributions @ \$25	\$2,500
2.	1,500 community memberships (1,000 adult memberships @ \$5 and 500 youth memberships @ \$1)	5,500
3.	Fund raising dinners	7,000
	- Kickoff dinner (March) \$1,500	
	- Community Awards (July) \$2,500	
	- Incorporation Drive (Sept.) \$3,000	
4.	Local Contributions	7,500
	- 50 individuals @ \$50 \$2,500	
	- 10 corporations @ \$500 \$5,000	
5.	Foundations	<u>13,000</u>
	- 1 grant @ \$3,000	
	- 1 grant @ \$10,000	
	TOTAL	\$ 35,500

Public Relations Committee

Task: To produce various kinds of literature related to incorporation; and plan and implement a media effort

Suggestions:

1. Bi-monthly newsletter (The Incorporator) to registered voters
2. Posters and flyers
3. Informational Brochures
4. Billboard space
5. Streamers across University and Bay Rd
6. Public service announcements (radio and TV)
7. Paid political announcements (Newspapers, radio and TV)

Education and Membership Committee

Task: To influence a majority of the registered voters to vote for incorporation; and to work with the Fund-Raising Committee on securing 1,000 adult memberships and 500 youth memberships

Suggestions on EDUCATION:

1. Coordinate work with Publicity and Fund-Raising Comm.

2. Identify block captains in every square block area
3. Have at least 1 teach-in in every square block area
4. Have at least 2 teach-ins in every Council district each month
5. Have at least 1 personal visit (door-to-door) with each registered voter
6. Make at least 1 phone call to each registered voter each two or three months
7. Set up a telephone tree and information hotline

Suggestions on Membership:

1. Coordinate work with Education Committee
2. Secure 1,000 adult memberships and 500 youth memberships
3. Have membership cards
4. List members in bi-monthly newsletter
5. Set up membership tables at all public meetings of local boards
6. Set up membership tables at banks and stores each weekend and payday period.

Voter Registration Committee

Task: To register enough voters for a majority vote on incorporation

Suggestions:

1. Coordinate work with Publicity and Education Comm.
2. Put a pin map display in the council building and incorporation headquarters
3. Maintain up-to-date voter registration lists and pin maps
4. Set up voter registration stations throughout the community in permanent buildings and at all public meetings of local boards
5. Set up voter registration tables at banks and stores on weekends and payday periods

Political Organization Committee

Task: To secure LAFCO and Board of Supervisor approval on the incorporation application

Suggestions:

1. Advise and consent on preparation of incorporation application
2. Secure the support of all local boards and key organizations and groups
3. Fill the audience at all county public hearings

CITIZENS COMMITTEE ON INCORPORATION

PRELIMINARY BUDGET I

I.	PERSONNEL		\$25,008
	A.	Coordinator (100% x 10 mos. @ \$15,000)	\$12,500
	B.	Secretary (100% x 10 mos. @ \$10,000)	\$ 8,340
	C.	Fringe Benefits (@ 20% of salaries)	\$ 4,168
II.	CONSULTANTS		\$17,850
	A.	Technical/LAFCo Application (15 days @ \$150/day)	\$ 2,250
	B.	Technical/EIR	\$15,000
	C.	Technical/Media (4 days @ \$150/day)	\$ 600
III.	SPACE AND EQUIPMENT		\$ 4,800
	A.	Facility Rental (\$150/mo. x 12 mos.)	\$ 1,800
	B.	Equipment Rental (\$150/mo. x 12 mos.)	\$ 1,800
	C.	Office Furniture Rental (\$100/mo. x 12 mos.)	\$ 1,200
IV.	TRAVEL		\$ 400
	A.	Local Mileage	\$ 400
V.	PUBLICITY AND ADVERTISING		\$ 5,000
	A.	Printing	\$ 4,000
	B.	Media Advertising	\$ 1,000
VI.	OPERATIONAL COSTS		\$ 6,600
	A.	Telephone (\$100/mo. x 12 mos.)	\$ 1,200

VI. OPERATIONAL COSTS (Cont'd)

B. Postage (\$300 mo x 10 mos.)	\$ 3,000
C. Supplies (\$100/mo. x 12 mos.)	\$ 1,200
D. Reproduction (\$100/mo. x 12 mos.)	\$ 1,200

TOTAL COSTS

\$59,658

CITIZENS COMMITTEE ON INCORPORATION

PRELIMINARY BUDGET II

I.	PERSONNEL		\$ 4,170
	A.	Secretary (50% x 10 mos. @ \$10,008/year)	\$ 4,170
II.	CONSULTANTS		\$17,850
	A.	Technical Consultant/LAFCo Application (15 days @ \$150/day)	\$ 2,250
	B.	Technical Consultant/EIR	\$15,000
	C.	Media Consultant (4 days @ \$150/day)	\$ 600
III.	SPACE AND EQUIPMENT		\$ 600
	A.	Equipment Rental (\$50/mo. x 12 mos.)	\$ 600
IV.	TRAVEL		\$ 400
	A.	Local Mileage	\$ 400
V.	PUBLICITY AND ADVERTISING		\$ 5,000
	A.	Printing	\$ 4,000
	B.	Media Advertising	\$ 1,000
VI.	OPERATIONAL COSTS		\$ 6,600
	A.	Telephone (\$100/mo. x 12 mos.)	\$ 1,200
	B.	Postage (\$300/mo. x 10 mos.)	\$ 3,000
	C.	Supplies (\$100/mo. x 12 mos.)	\$ 1,200
	D.	Reproduction (\$100/mo. x 12 mos.)	\$ 1,200
	TOTAL COSTS		\$34,620