

COUNTY OF SAN MATEO
INTER-DEPARTMENTAL CORRESPONDENCE

DATE May 1, 1981

TO: The Honorable Mayor, Barbara A. Mouton
FROM: Victor V. James, Jr. Administrative Officer
SUBJECT: SUMMARY -- ACTIVITIES FOR THE PERIOD THURSDAY, APRIL 23 TO
MAY 1, 1981

<u>DATE</u>	<u>ATTENDEES</u>	<u>PURPOSE</u>	<u>REMARKS</u>
4/23	S.H. Cantwell Victor James	Meeting with Public Works Director to get an over-view of the status of the lighting program in San Mateo County and the impact of its funding on E. Palo Alto.	
	Lt. K. Frank Victor James	Luncheon Meeting to get and over-view of the Sheriff's activities in E. Palo Alto, and ways and means that we can keep communications open and working between the offices.	
	George Riley	Meeting with Director of Community Services to discuss the E.P.A. Community Resource Center programs and get an over-view of the program. A question was raised as to why the CRC was not receiving necessary funding and the criteria by which revenue sharing funds-- E.P.A., Daley City and Pacifica were allocated. Mr. Riley recognized that his basis for fund allocation was somewhat arbitrary, and he was willing to review and work out a method by which the Center's program would receive funding that it needs.	

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4/24	Victor James Rosalind McNeeley Juanita Hughes Lt. Frank Rudy Smith Margaret Caulkins Greg House Sheryl Forbes	Department Head Meeting <u>AGENDA:</u> - Welfare Department Servicing Clients--Attitude. - Status of Meeting with Lt. Frank of Last August RE: Evacuation of the Building for Bomb Threats; Update on Disaster Plan Procedures for EPA; and Fire Drill Practices at the Municipal Center Building. - Status of Establishing a Cadet Program--Target Date April 27, 1981. - Response Time of the E.P.A. Police. - List of All Department Head Staff and Keys.	
	Victor James	Attended San Mateo County City Managers' Association Mayor-Manager Meeting Luncheon. We were to bring our Mayors (Mayor Mouton on business Trip); Berkley Driessel was tied up with LAFCO--politic-ticking and lobbying for a vote for a Commissioner who was favorable toward Incorporation--unable to attend.	
	Bill Ward & Asst. Victor James Brad Stamper Larry Tong Debra Winn	Meeting at Economic Development Council to review EDC and the impact of HCD's policies on EDC. Also, to discuss methods for submitting Quarterly Reports.	

4/28	W.J. Bergman Don Schroyer Victor James	Meeting with Controller and Assistant Controller: Introductory meeting to review fiscal matters, and how the office functions.	

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4/28	Mark Nelson Brad Stamper Jay Gellerd Margaret Taylor Victor James	Working Lunch: Meeting regarding the status of HCD funds and programs. Two basic points were mentioned; (1) If the Council still wanted the Shopping Center and willing to make a firm commitment of \$1 million for the shopping center, then there was approximate- ly \$550,000 of program funds in E. Palo Alto that the Council would be able to utilize based upon specific guidelines and criteria spelled out by HCD and the County Manager's office; and (2) Whether or not EDC could remain viable because of President Reagan's abolish- ment of EDC funds.	
4/30	Larry Tong Victor James	Drove around the community to look over the concerns of the Council: Auto wrecking, intersection safety, and debris and trash on Pulgas Street.	
5/1	Mark Nelson Victor James	Follow-up of the luncheon meeting with Jay Gellerd.	
