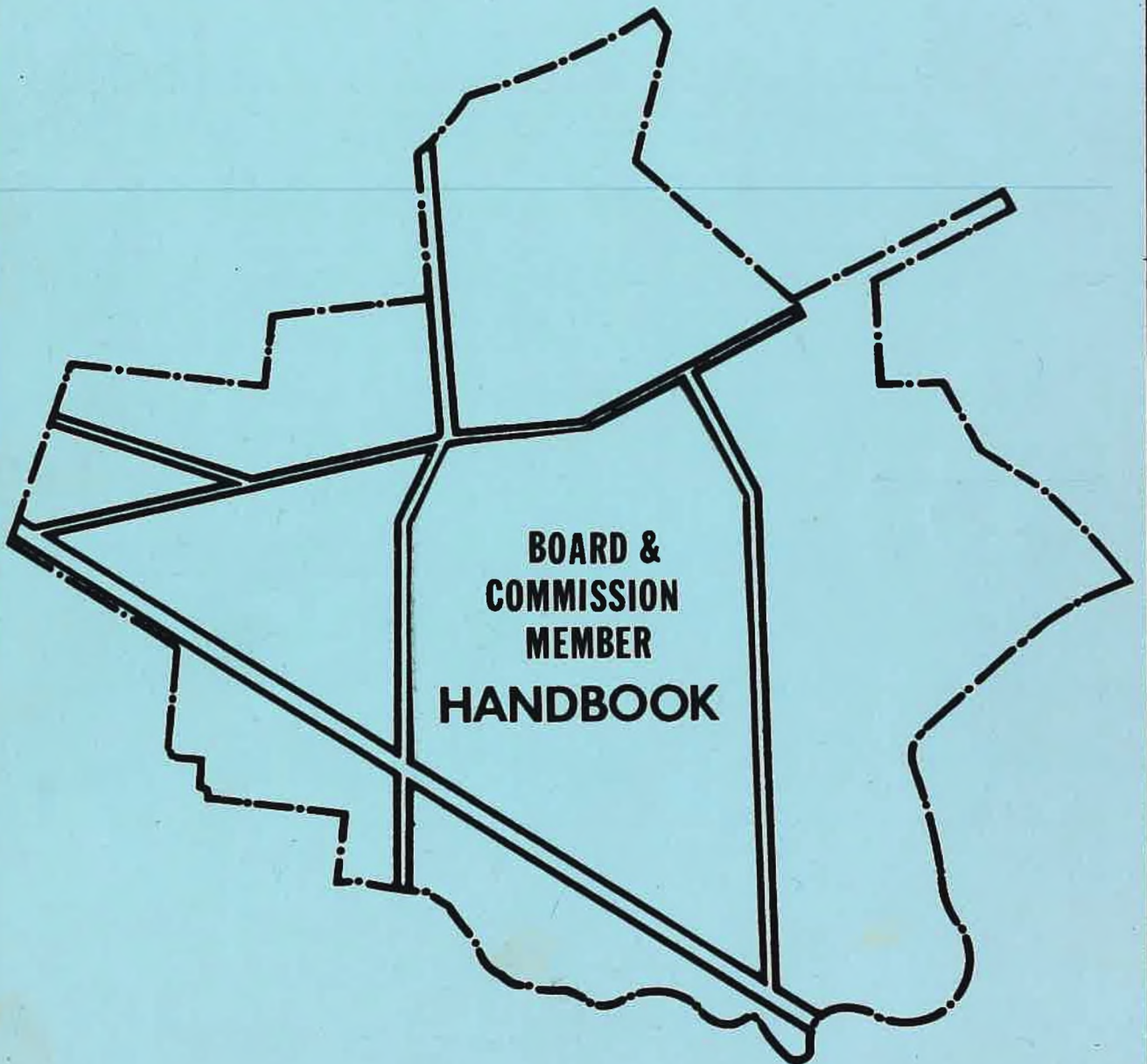


CITY OF EAST PALO ALTO



**BOARD &
COMMISSION
MEMBER
HANDBOOK**



CITY OF EAST PALO ALTO

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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 13, 1985

Dear Board and Commission Member,

This handbook has been prepared to assist you as a member of one of our Boards or Commissions in the important role of advising the City's governing body. If you are new on the job, I am sure it will help to clarify your role. If you have served for some time, this will answer some questions you may have regarding procedures and responsibilities.

Thank you for serving. East Palo Alto truly is a wonderful place to live because of the dedicated people, like yourself, who give so much time and energy to our City. With your continuing support and cooperation, we will certainly see that East Palo Alto realizes its full potential.

Sincerely,

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

Barbara A. Mouton
Mayor

BAM:jk

ACKNOWLEDGEMENTS

Recognizing that imitation is the sincerest form of flattery, the content of this unpublished handbook consist largely of edited versions of the following publications for which full acknowledgement is hereby awarded:

"The Job of the Planning Commissioner--A Guide to Citizen Participation in Local Planning" by Albert Solnit, University Extension, University of California, Berkeley, 1974.

"So You're the New Planning Commissioner" by Andrew Chafing, 1972.

"What Kind of Board Member are You?" by Horace Coon, 1969.



INTRODUCTION

Men have always found it easy to be governed.
What is hard is for them to govern themselves.

- Max Lerner

One of the unique things about America is the tradition of citizens' serving in local government. One looks in vain for another country where the management of local affairs is not permanently placed in the hands of a national ministry of bureaucrats or provincial party hacks. In America, residents have been coming forward to give their time and common sense in unpaid service to their hometowns since 1620. Membership on planning commissions and other citizens' advisory boards is a continuation of a tradition that began in the town meetings of the first settlers.

The City of East Palo Alto has vigorously utilized citizen participation in both structuring and governing its affairs since before incorporation in July, 1983. Within less than 18 months of incorporation, six standing boards and commissions, and three ad hoc bodies, had been established with over 75 appointments made and more than a dozen vacancies to be filled. This is quite remarkable for a city of this size and in such a brief period.

More important, these groups have been established to address a broad range of problems and issues, long identified by community residents as areas of immediate priority. Thus, the City Council has been responsive and responsible while providing maximum opportunities for citizens to participate in local government.

WHAT ARE THESE AMATEURS DOING IN GOVERNMENT?

I know of no safe depository of the ultimate powers of society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them but to inform their discretion by education.

- Thomas Jefferson

Critics of citizen advisory boards and commissions regularly conclude that you and your fellow lay-citizen board members are not only a waste of everyone's time but, worse yet, a redundant obstacle to getting governmental action.

Some anti-commission propositions and the answers to them are as follows:

- A. The commission is merely lay opinion. The commission should be transmitting much more than lay opinions to a legislative body. A properly functioning commission serves in somewhat the same way as the legislative committees in Congress or the State Capital in that it evaluates information from staff and testimony in hearings for the purpose of making recommendations to guide legislative action. In so doing, the commission acts as an extension of the local legislative body to conduct the necessary profound study and inquiry into various planning and other local affairs for which a busy five member City Council simply couldn't find the time. The commission carrying out this function should serve as a feedback mechanism to inform elected officials about what people feel and want and where the community's best long-range interests lie.
- B. Commissions contravene the democratic process. Obviously legislative officials should establish policy and direction, but much of the time they need some nudging. Generating ideas and calling attention to needs for policy direction is an excellent way to do this.

In addition to these functions, a good commission has many other functions that justify its existence. A few of the most important are:

- A. Commissions are a splendid training ground for future office holders. Our boards and commissions have graduated knowledgeable people familiar with the major problems of our City government into council seats for years, and it continues to do so. Experienced commissioners also make fine civic leaders, because they have taken the heat on major public issues. They have not only made tough decisions; if they have done their job properly, they have established clear grounds for those decisions.
- B. The good commission, having no political axes to grind, can work toward consensus solutions for

problems requiring a lot of technical study, and can send up an objective course of action that the more politicized elected officials might never evolve.

- C. When politically "hot" issues arise, the commission can and should act as a lightning rod to draw out and clarify the positions of people on all sides of the question. Once this is done, the politicians can more safely and rationally make "statesmanlike" decisions.

FRANK AND ERNEST

by Bob Thores



WHAT MAKES A GOOD COMMISSIONER?

There are many requirements in becoming a good commissioner. Three vitally important requirements, however, are interest, ability to change, and sound discretion.

The first requirement is obvious. Unless an individual is sincerely concerned with the welfare of his or her community, he/she will not give up the many hours necessary for commission meetings. Hours which could be spent in leisure or profit-making pursuits must be sacrificed to the commissioner's work. To top it off, the commissioner will get little in the way of thanks, in fact, he may often be unfairly criticized for his work on the commission.

The second requirement in becoming a good commissioner is much more subtle than the first. The ability to change and to accept change as necessary is especially difficult for many local officials and private citizens.

The third requirement is very subtle indeed. A good commissioner is marked by the soundness with which he or she exercises the discretion vested in the office. Decisions and actions of a good commissioner are not made arbitrarily or emotionally. They are the reasonable conclusion of applying established law and policy to the facts and evidence presented to the commission or they recommend or establish new policies to meet the changing needs of the public and community.

Interest, ability to change and sound discretion are only three requirements of a good commissioner. There are many indeed, but if you possess these three, you will be an asset to your community.



"Another posse to see you."

THE COMMISSION'S WORK

Athens expects every citizen to take an interest in public affairs. We do believe in knowledge as a guide to action: we have the power of thinking before we act and of acting too. I would have you fix your eyes upon Athens day by day, contemplate her potentiality, not merely what she is, but what she has the power to be. Reflect that her glory has been built up by men who know their duty and had the courage to do it. Make them your examples and learn from them.

- Pericles

In far too many cities and counties, the typical commissioner simply goes to meetings and deals with whatever turns up on the agenda. The better commissioners will have done their homework beforehand. In both cases these commissioners are seeing the trees and missing the forest.

Public meetings are the place where most commissions spend the majority of their working time and where their public reputations are made. All too often the impressions the public gets are negative, because the commission commits one or more of the four cardinal sins of running a public meeting:

1. Not controlling the meeting. If many people want to speak in a limited time, speaking time should be rationed so all may be heard. Allow speakers for groups more time than random individuals and call on them first. A commonly followed practice is to have the staff present the facts and their recommendations first, then the applicants and their proponents, and then opponents to the proposal. Rebuttals should be allowed only if they present new and relevant factual information for the commission's benefit. Do not allow anyone to filibuster, harangue the audience, deal in

personal insults or exchanges, or read long documents like the names on petitions which can just as easily be made part of the record.

If, for some reason, all sides of an issue can't be heard adequately in the hearing time available, the hearing should be continued to the next meeting. Staff presentations should be short and concise. No interruptions, especially frequent cheering and booing, should be permitted when someone has the floor. The chairman should close the hearing and keep it closed to more testimony for proponents and opponents except for questions commissioners may have for anyone who has given testimony.

2. The commission seems unfair: Commissioners should never bring up the pros and cons of an agenda item before all testimony and evidence have been presented. Then the discussion should stay on the facts presented, not the presenters. When voting, the commission should be voting for something rather than merely sending up a count of those for and against. Vote reasons, not opinions. For example, it's preferable to register a no vote with a statement like, "I'm voting no on this proposal because it clearly violates our established policy."

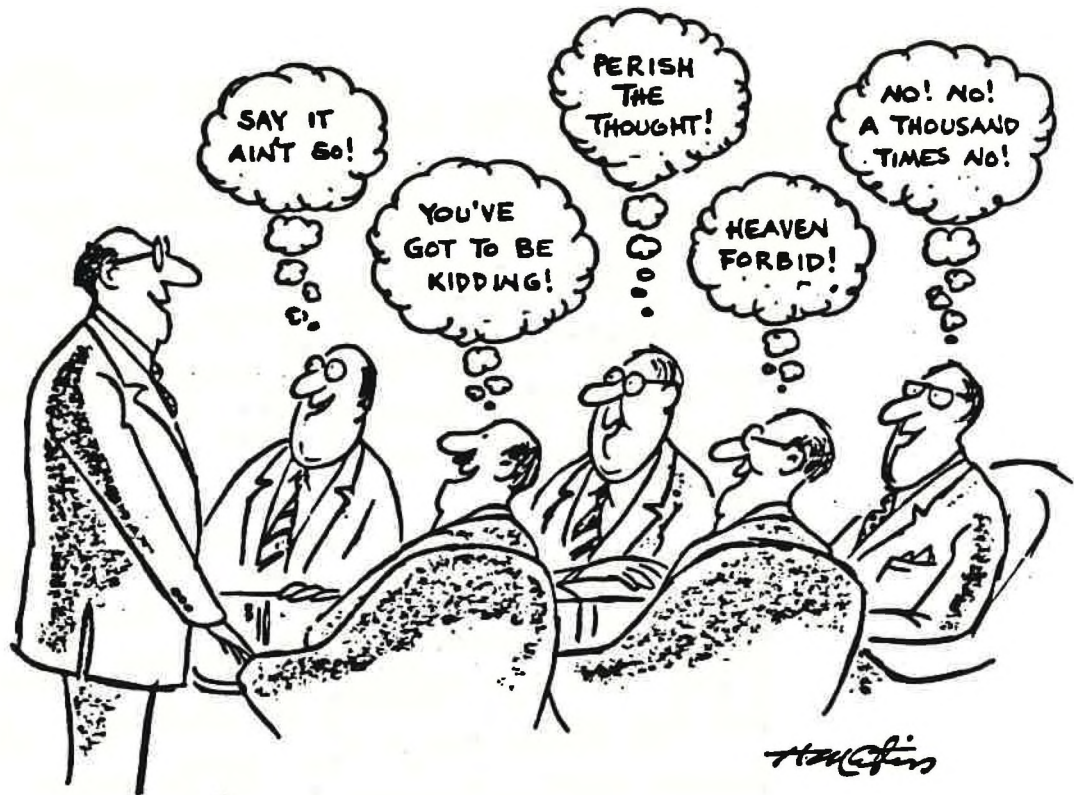
Don't condemn anyone in public. If there is a question of conflict of interest on the commission, handle it in advance and don't wait for it to come from the outside, particularly during a public hearing. Consult counsel and a consensus of the commission's conscience on such matters. Not only the direct interests of a commissioner, but those of his close relatives and business associates may pose questions of conflict of interest and should be openly considered as such.

A commission's decisions must not only be fair, but must appear to be fair and to have been arrived at fairly. A commission decision that doesn't follow these rules would be difficult to defend in a Court of Law, no matter how right it may really be. A good decision improperly arrived at may give a court reason to invalidate the decision if the record of the hearing shows bias or improper motives for decision. This would nullify the effectiveness of the commission and strip the Council of the power to represent the interests of the people electing them.

3. The commission can't bring things to vote. Many commissions get so bogged down in petty details, endless searches for new data, and procedural distractions that matters brought before them never seem to get resolved. This is deadly in two ways. First, if the commission is to be responsible as the advisory board to the council, the commission must wrap things up in a reasonable time. Some commissions have dawdled so long over a proposal that by the time their belated decision reached the next level of deliberation conditions had changed to the extent that its findings were obsolete.

The commission should learn the art of proposing and amending motions that capture the common ground of the majority of the members. The chairperson, after hearing the feelings of each member (after a reasonable period for questions and discussion), should try to sum up the sense of the commission and prod the members to produce a motion capturing it. The commission should also be spurred into taking action promptly enough to be considered decisive, so that items held over and over do not contaminate and ultimately paralyze action on new business.

4. The commission wastes people's time. Don't ever make people who've come for a 7:30 hearing wait hours to be heard or, worse yet, make them come back again because there wasn't time. Insist on the staff estimating and scheduling an adequate time for hearing controversial items in making up an agenda. Take up routine items and unopposed items first and let the people connected with them go home. Stick to the schedule listed on the agenda. Since the commission usually has the time to make decisions after the passions of a public hearing, don't fear holding the commission discussion over until the next meeting. This practice will also help move things along expeditiously on the agenda. Finally, make sure the agenda for any single meeting isn't overloaded. Schedule an extra meeting now and then to clear any backlog of items that need to be considered. This is better than trying to make everyone stay up until the wee hours of the morning to watch the commission heroically fight off sleep as it tries to finish an overlong list of agenda items.



"All those in favor say 'Aye.'"
 "Aye."
 "Aye."

"Aye."

"Aye."

"Aye."



BOOTH.

"We may as well go home. It's obvious that this meeting isn't going to settle anything."

WORKING TOGETHER

One of the great secrets of the day is to know how to take possession of popular prejudices and passions in such a way as to introduce a confusion of principles which makes impossible all understanding between those who speak the same language and have the same interests.

- Niccolo Machiavelli

A group of average people meeting to make a decision on something can bog down in confusion, aimless bickering, and misunderstanding. Communication may break down completely and finally all hope of progress on the work at hand dies. City boards and commissions may fall into this trap. It's necessary to understand a little about the do's and don'ts of working together as a group before a commission can expect to be successful with the work itself.

Groups perform two kinds of work. The first is on the external agenda, the tasks that the world expects the group to do. The second kind of work, often overlooked in the struggle to perform the first kind, is the creation and maintenance of the orderly functioning of the group. This is called the group process.

When a commission is highly involved in internal personality conflicts, game playing, and backbiting, it's called a process group and is usually too disorganized to perform its duties well.

Sometimes the commission may be unified, but its energies are diverted to warring with the city council, or other external forces. This group too is probably not getting the primary job done. Only when the commission is organized internally, with its members interacting positively, can it be termed a work group.

The three standards for gauging whether your commission is functioning as a work group or something else are:

- a. Effectiveness: Does the commission function as a deliberative study committee, sending up informed

advice for the legislative body, or is it mostly a debating society shedding more heat than light on the issues it faces?

- b. Continuity: Does the commission work toward decisions from a set of principles, the general plan, and policy precedents, or does it fly by the seat of its pants on each new agenda item? The cliché excuse often used when this occurs is: "We aren't bound by anything when a proposal comes in; we consider everything on its merits." A commission functioning as a work group has direction, and each of its decisions is linked to fundamental principles.
- c. Capacity for improvement: Cities are reflections of society and are ever-changing. Therefore, as conditions change and new demands are made on the group, it must be able to grow and respond to changing times.

If a commission lacks these prerequisites for functioning as a work group, then it may begin to fall apart and ultimately die. Three symptoms signal the decay of a nonfunctional commission. These are:

Loss of spirit: The members may feel so little need to keep the commission going that they first become apathetic and then drift away until it literally falls apart from lack of participation.

Physical decay: Physical disintegration and finally paralysis may be brought on by prolonged absenteeism, an inept chairman who makes a mess of things, or some other circumstance that makes the commission less and less effective. Finally, it may fall so far behind on its work and do so little when it does attempt to catch up that it has to be purged.

Structural disorganization: Disruption by individual feuding or intramural warfare with the council may so disorganize the commission that ultimately its internal structure collapses and it cannot perform very much in the way of useful work on its external agenda.

The key person in the creation and maintenance of the internal structure of a commission is the chairperson. In creating an internal structure, he or she is the one in charge of the policing and morale-building apparatus of the group. The essential first step in giving form to an internal group is to adopt a precise and clearly understood set of rules of order (Robert's Rules of Order and a set of

bylaws should set up the rules for procedural matters) and a mutually agreed-upon group etiquette. For example, one successful practice that some commissions employ as part of the group etiquette is to have the chairperson poll the members about their opinions and readiness to pass judgment on an agenda item before entertaining any motions to dispose of the matter.

Almost as important as these regulating instruments themselves is how they are made clear to the members, particularly new ones. One method is to have the chairperson or vice-chairperson brief new members on the rules the group has been following, so they will not be plagued by the all-too-common anxiety over not knowing how to operate acceptably at meetings. Sitting the new member next to a more experienced member so that they form a buddy system team could also reinforce the confidence of a novice commissioner during public meetings by allowing him to ask procedural questions confidentially.

Given a set of rules for structuring the internal form of the group, the chairperson must know how to apply them. How, for example, does he handle the actions of members who tend to disorganize the work of the group? Does he have loyal members of the commission to call up for support in disciplining unruly behavior and keeping members in line? If the chairperson is to carry out the police function of the office he must first have group cohesion, which is the product of the morale-building function of the chairperson's office. The test of a group's cohesion is its ability to do a significant amount of work against external pressure, internal agitation, or both. Not only does good morale maximize the amount of work that gets done, but the members' enjoyment from it increases proportionately. Good morale also allows the group to go through periods of extraordinary workloads or pressures in an orderly and effective way. Long rambling meetings, habitual tabling of items, and perpetual continuances destroy many commissioners' sense of moving ahead. At this point morale plummets. Once this happens, the better commissioners may quit. As one who did put it: "Why give up my free time week after week for meetings where all we do is nitpick and philosophize?"

Because the chairperson is central to the policing and morale-building elements of the group process, he or she should be selected with great care. In concrete terms, how the chairperson performs is central to whether or not boredom, a feeling of wasting one's time, and frustration over not getting the work done will set in among the rest of the commission. Despite this fact, the job is often casually rotated among the members of a commission like turns at bat in a baseball game. Commissioners who can serve as even minimally effective chairpersons must have the following characteristics:

- a) The chairperson must be strong enough to make sure meetings are run by the rules but fair enough to be above cutting people off before they've had their day or squelching arguments he/she doesn't agree with. In other words, the chairperson's gavel should be wielded by someone who can use his/her power properly.
- b) The chairperson should have the ability to grasp the whole problem before the commission and not let the main purpose get sidetracked into details. On any given item, he/she must retain his/her sense of perspective well enough to avoid that game of far too many commissions, making big ones out of little ones.
- c) The chairperson should have some aptitude for bridging differences on the commission and bringing matters to a decision. One of the chief ways to do this is by discerning whether the differences are over fundamental principles or are merely disagreements about the means to the end. Once this is done, the chairperson should operate on the premise that while principles should rarely be compromised, means to an end are eminently compromisable. Therefore, if it's clear that commissioners stand apart only on the method involved in achieving the same end, the chairperson ought to try to find common ground before calling for a decisive yes or no vote, for commission work is not a game played for winning or losing.
- d) The chairperson should also be an effective representative of the commission to other groups, most of all the group of elected officials the commission is advising.

Group adjustment to working effectively requires that each member receive a minimum amount of stimulation and structured work time (provided by the chairperson) to feel that his or her time and energy devoted to commission work are rewarding and useful. Moreover, each member should enjoy a tension-free and comfortable feeling within the group so that no one will feel inhibited about discussions and asking questions. Many new commissioners have confessed a reluctance to ask questions. They are inhibited because they still felt uncomfortable within the group and feared speaking up with a question would somehow make them seem ignorant.

WORKING WITH THE STAFF

Once the commission has its own internal structure taken care of, it still faces the important task of developing a positive relationship with its staff.

Under our Council-Manager form of government it must be remembered that the city staff is under the direction of the City Manager who in turn reports to the City Council. While commission members have a very special working relationship with the staff assigned to them, the commission is not the "boss" in the traditional sense and the relationship may appear vague or uncertain.

As City Council appointees, individual commissioners and commissions as a whole are recognized by the city staff as members of the "official family" and a source of worthwhile assistance in the business of governing the city. Each department head has the continuing personal objective to provide adequate staff support to the satisfaction of the commissions. Thus, the staff has a recognized and accepted responsibility to serve the commissions and facilitate their operations.

More specifically, each commission looks to one specific city department head for staff support. The department is assigned the responsibility for preparing the agenda in consultation with the commission chairman, distributing the agendas for commission meetings, taking the minutes of the meetings, arranging and reserving meeting rooms, preparing staff reports for submission to the commission, conducting such research and analysis as the commission may desire and otherwise facilitating the work of the commission. In some instances, a single department may be charged with the responsibility for providing staff assistance to more than one board or commission. In any event, providing staff support, while being important, can also be expensive. In some instances, the direct cost of servicing a commission is budgeted as a separate and identifiable cost item and accurate cost records are kept throughout the year in order to identify actual costs.

To hold commission costs within budgeted limits, each individual commissioner is expected to exercise considerable constraint in requesting staff to perform lengthy or time consuming studies and reports or to spend

unusual or exorbitant amounts of time on commission business. There currently is no general rule or policy in effect regarding the amount of staff time that can be devoted to the request of an individual Council, Board, or Commission member. Because the City is still in a start-up mode, it seems reasonable to examine what our experience produces rather than to establish an arbitrary standard.

It is normal that instances of friction will develop between individual commissioners and the department head. In all instances, the two individuals should first meet separately in an attempt to clarify differences and assure tht they are communicating with each other. Differences or complaints which are having an effect on the operation of the commission or the city and which cannot be resolved as suggested above should be brought to the attention of the City Manager as the chief administrative officer of the city or the Mayor as the head of the city's legislative body.

The Councilmembers should be recognized as the ones who generate policy and exercise budgetary control over most of the work that goes on in our City government. The City Manager should be viewed as the one responsible for seeing that their policies are carried out and their budgetary limits are respected. With this in mind, the commission should not assume that it can unilaterally generate major chores for the staff, such as a complete overhaul of the Zoning Ordinance or other section of the City's Ordinance Code.

The staff should be able to plan its own annual work program and budget. The commission should review, comment, and suggest improvements in terms of its own work. East Palo Alto has a program budget that describes how much each category or major item or work is going to cost as opposed to older type line-item budgets that only list how many pencils, typists, and maps the department would like to acquire next year. When cuts in a proposed budget are considered (and they always are), it's better to make the budget-cutters own up to their cuts in terms of product deferred than to let them get away with the old bromide, "You ought to be able to do all that with fewer people and less money." Priority ratings as well as costs are helpful in deciding what must be funded and what might wait. Remember, unless there is a adequate financing, work plan become wishful thinking by a discussion group. A good work program not only produces recommendations but also has enough follow-through to see that the action is taken. During the course of the year, commissions are encouraged to make time for and insist on periodic progress reports by staff on non-day-to-day items.

Legal Counsel: There is one staff member who needs special mention -- the City Attorney. The basic rule on the use of

legal counsel is: when in doubt about how to proceed legally, stop the procedural wheels until you can get a legal opinion. Better yet, confer with counsel as soon as you are aware of any matter that may be a problem before the meeting. Counsel's first job is to keep the enemy out of the commission's camp and to help you find a proper legal way to achieve the result you seek. Sometimes a hearing may have to be continued until he clears up such mundane matters as whether proper legal notice was received. At other times, he may need to work closely with staff in drawing up a legal instrument. When a very controversial proposal that may lead to litigation is being considered, counsel should be at the meeting in order to control the legal circumstances of a case he may have to defend in court. It is not usually necessary to have him at every meeting. If the action of the commission may be questioned in court, it would be wise to review with counsel the wording of the findings supporting the action the commission wishes to take. It bears repeating that it is best to confer with counsel as early as possible, even if the concern you have is speculative and contingent. If he has a chance to review a matter in advance he can advise you how to resolve it before the meeting, thereby avoiding delay, possible awkwardness or inviting litigation at the hearing.

When litigation is a possibility, greater care must be taken in making and keeping records of the entire proceeding. The commission and its staff should be sure to send out hearing notices by registered mail, to take a transcript of the testimony during the hearing that will be admissible in court, and to hang on to all maps, petitions, letters, and other material evidence introduced. The directions of the City Attorney's office should be followed closely in such situations.

EEK & MEEK

By Howie Schneider



A FEW WORDS ABOUT ETHICS

My belief is that no human being or society composed of human beings ever did or ever will come to much unless their conduct was governed by the love of some ethical ideal.

- Thomas H. Huxley

Commissions are an arm of government and these days the image of government is quite tarnished. Even the citizen who volunteers for service in a nonelective office falls under the shadow of the current and widespread public distrust and lack of confidence in government. Therefore, it's more important than ever that commissioners make a reputation for honesty, fairness, and openness with the citizens of their community. Here are some guidelines that should help:

- A. Avoid public challenges on conflict of interest charges by heading them off in advance. For example, if one of the commissioners has an important client or customer coming before the commission as an applicant for some sort of approval, that commissioner should exempt himself from voting on the matter and remain silent during commission discussions. When this happens, you should leave the dais, or table, so that you are not even physically "sitting with the Commission"). Even when there may be no real legal grounds for a commissioner's disqualifying himself, if there's a clear business relationship between a commissioner and one of the private parties in an official matter it would be more prudent for that commissioner to stand aside on the matter than to try to get the other side to believe he'd ignore his business interests. Any commissioner who can't serve as his own man, free of ties to special interests, shouldn't. Again, confer with counsel as soon as it seems possible that you may have a conflict and get the matter resolved before the meeting.
- B. Commission business should be conducted openly and its decisions should be arrived at openly. Commissioners are functional only as advisors and

information gatherers, not wheeler-dealers. One of the most important sources of that information is the testimony of fellow citizens. If it is apparent that the commission's decisions have been fixed beforehand, the public may decide that trying to influence an issue by speaking before the commission is a waste of time, and that the place to fight is before the elected politicians, because they at least will be reluctant to turn away so many voters.

One of the quickest ways to endanger public confidence is to consort privately with people whose interests are affected by commission action. Individual commissioners should avoid official visits to any applicant's office, vacation homes, architects, attorneys or engineers. Gifts of cash, liquor, company products, or anything that has a retail value should be returned to the sender. Commissioners are encouraged to personally familiarize themselves with issues facing the commission and while these will frequently require a commissioner to visit a specific site, commissioners should exercise particular care not to express themselves in a way that would prejudice any item scheduled for public hearing before the commission.

Similarly, testimony, evidence and communications from any person about a matter before the commission should be part of the record and presented at the meeting. It is improper for a commissioner to solicit or receive testimony or evidence outside of the hearing. Whenever someone attempts to present you with unsolicited testimony or evidence outside the hearing you should stop them at once and disclose the facts of the incident at the hearing and submit any letters or other documents for the record. Finally, in these cases, too, confer with counsel as to procedure and to determine whether your impartiality may appear to have been compromised so that you should not participate in the hearing.

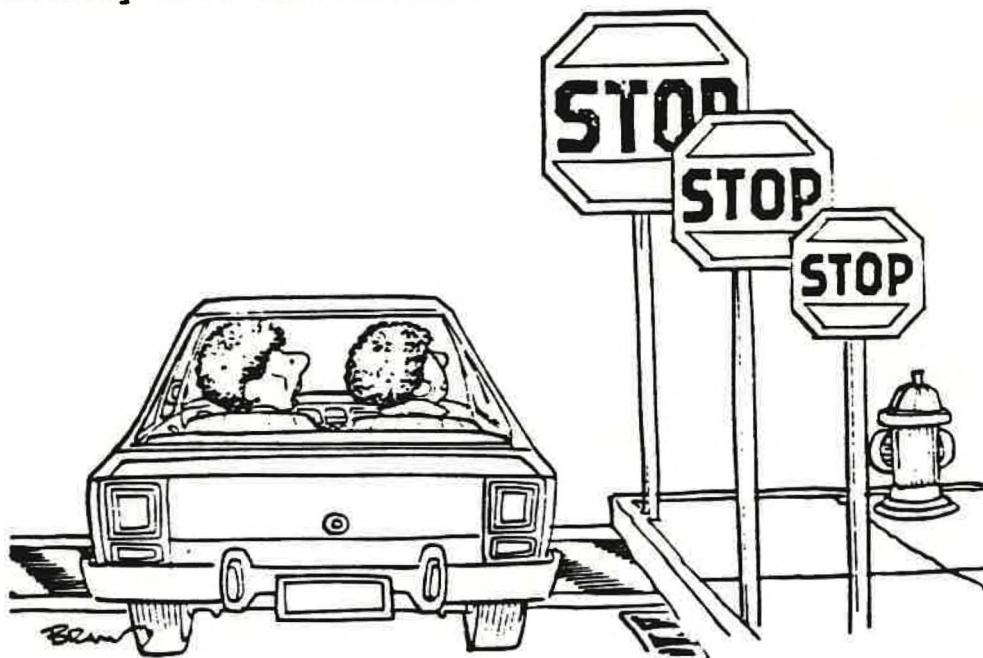
Any commission that can't wrap up its business in public by 12:00 midnight, ought to table it for another meeting. As a City Policy, no new items should be taken up after 12:00 midnight. Many bad decisions have been made when the need for sleep was presiding. A general rule is that bone-tired commissioners make bone-headed decisions.

- C. Don't string people along. Make decisions promptly. If a plan or proposal is to be modified before it will be approved, the commission has a

moral obligation to be specific about what it wants to look at next time, so that there won't have to be a time after that and another after that, ad nauseam. If the basis for making a decision is lacking - e.g., the area's not planned yet, the appropriate ordinances need to be drawn up first - deny the application without prejudice, rather than trying to play things by ear and stringing the trapped applicant along.

- D. When should a commissioner resign? All commissioners have some ideals about what their participation in a commission should bring about both for the community and for their own sense of well-being. If not, why would anyone serve on an unpaid job involving long hours, hard work, and lots of pressure? If conditions are such that realization of these ideals becomes remote, a resignation may very well be the best move.

The "quit line" that must be drawn is in a different location for each individual, but every commissioner should mentally draw one and know early in his/her term that it lies at the limits of where his conscience will let him go. The line should become sharper the more one is pushed toward it. When the limit is being approached, it may help to give clear warning to those that can do something about the situation that unless specific changes are made, there will be one less commissioner on board. Be prepared to carry out this warning before giving it. Do not be swayed, manipulated, or pressured into backing down from closely held convictions.



"It's so hard to make people believe anything today."

CONFLICT OF INTEREST

The Political Reform Act of 1974 (Gov't. C. §§81000 et seq.) is an Initiative Measure approved by the electors at the primary election held June 4, 1974, effective January 7, 1975. The sections quoted below are current to 1981.

§87100

No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

§87101

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent his participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make his participation legally required for purposes of this section.

§87103

An official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

(a) Any business entity in which the public official has a direct or indirect investment worth more than one thousand dollars (\$1,000).

(b) Any real property in which the public official has a direct or indirect interest worth more than one thousand dollars (\$1,000).

(c) Any source of income, other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred

fifty dollars (\$250) or more in value provided to, received by or promised to the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

§82048

"Public official" means every member, officer, employee or consultant of a state or local government agency.

(Ed. Note: The City's Conflict of Interest Code is scheduled for adoption at this time. Refer to it for specifics.)

§82041

"Local government agency" means a county, city or district of any kind including school district, or any other local or regional political subdivision, or any department, division, bureau, office, board, commission or other agency of these, but does not include any court or agency in the judicial branch of government.

§82005

"Business entity" means any organization or enterprise operated for profit, including but not limited to a proprietorship, partnership, firm, business trust, joint venture, syndicate, corporation or association.

§82034

"Investment" means any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during

the two years prior to the time any statement or other action is required under this title. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars (\$1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of an individual includes a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a ten percent interest or greater. The term "parent, subsidiary or otherwise related business entity" shall be specifically defined by regulations of the Commission.

§82030

(a) "Income" means, except as provided in subsection (b), a payment received, including but not limited to any salary, wage, advance, dividend, interest, rent, proceeds from any sale, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness received by the filer, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse. Income also includes an outstanding loan. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10-percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other action is required under this title.

(b) "Income" also does not include:

(1) Campaign contributions required to be reported under Chapter 4 of this title.

(2) Salary and reimbursement for expenses or per diem received from a state, local, or federal government agency and reimbursement for travel expenses and per diem received from a bona fide educational academic or charitable organization.

(3) Any devise or inheritance.

(4) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a

credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt instrument issued by any government or government agency.

(5) Dividends, interest or any other return on a security which is registered with the Securities and Exchange Commission of the United States government.

(6) Redemption of a mutual fund.

(7) Alimony or child support payments.

(8) Any loan or loans from a commercial lending institution which are made in the lender's regular course of business on terms available to members of the public without regard to official status if:

(A) Used to purchase the principal residence of filer; or

(B) The balance owed does not exceed ten thousand dollars (\$10,000).

(9) Any loan from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or first cousin, or the spouse of any such person, provided that a loan from any such person shall be considered income if the lender is acting as an agent or intermediary for any person not covered by this paragraph.

(10) Any indebtedness created as part of a retail installment or credit card transaction if made in the lender's regular course of business on terms available to members of the public without regard to official status, so long as the balance owed to the creditor does not exceed ten thousand dollars (\$10,000).

(11) Payments received under a defined benefit pension plan qualified under Internal Revenue Code Section 401(a).

§82033

"Interest in real property" includes any leasehold, beneficial or ownership interest or an option to acquire such an interest in real property located in the jurisdiction owned directly, indirectly or beneficially by the public official, or other filer, or his or her immediate family if the fair market value of the interest is greater than one thousand dollars (\$1,000), provided that a leasehold interest does not include a lessee's interest in a lease on real property which expires within 10 years

of the first day of the period covered by the filer's statement of economic interest. Interests in real property of an individual includes a pro rata share of interests in real property of any business entity or trust in which the individual or immediate family owns, directly, indirectly or beneficially, -a 10 percent interest or greater.

§82029

"Immediate family" means the spouse and dependent children.

WHAT KIND OF A BOARD MEMBER ARE YOU?*

1. *Take an Inventory*

What do you do, actually, as a member? What do the other people do? First of all, as a committee member it may be your job to seek information that the committee may use or need. After a discussion you may be called upon to start something, to suggest or initiate some action. Or perhaps another member makes a suggestion. You may then raise the question of feasibility. "Can we do it?" You ask, "and if we do it, what will be the consequences?" After these questions have been discussed then you see a need for summarizing this discussion in order that the membership may visualize clearly the main points.

As you listen to what is said in meetings, you also perceive other needs and roles. Sometimes you can express the feeling of the group, putting into words what a number of people feel but which nobody has expressed. This can be a very useful kind of clarification. Or you may suggest that the standards of the Board are slipping, that the members need to be reminded of what their standards are, or should be. You may feel that strongly, but as you study the needs of those who are working hard you also see the necessity for encouragement, for a kind word, for an expression of appreciation now and then. No matter how modest, most people like to feel that they are deserving of credit for what they are trying to do.

Those are constructive, positive reactions you may have as you survey the activities during your Board membership. You also have some negative reactions and you try to think of what might be done about certain faults which are common to all boards. You notice with amusement and then perhaps with increasing irritation how the ego and the vanity of certain members are expressed. Some like to boast too much; you get tired of that. Others, in order to assert themselves, apparently want to block everything, for they oppose anything anybody suggests. Then there are the born rebels. You speculate on what can be done about them. And then perhaps you notice how some members seem to promote, or at least try to promote, their own personal or selfish interests.

2. *Types of Members*

These are problems which demand thought. However, you cannot jump to conclusions too quickly. You may be misunderstanding the behavior and the speech of others. When a person expresses an opinion you may say to yourself, "What he needs

is a soapbox." However, you may not be quite fair, for you may discover that you just don't like that person for completely irrelevant reasons. Or you wish somebody else wouldn't be quite so self-righteous, imagining himself a knight-in-shining armor. You may also have hostile feelings toward people who are forever initiating activity. You wish you had thought of that or suggested that line of action long ago. You think such a member is stealing your ideas, and after all, they may have been yours -- once.

You may also react negatively to the people who play the role of rebels, or who are always aggressive, or who block what you think are all the good ideas. You may say, "What's the use? I can't get anywhere with an organization like this." What you really need to do is to analyze yourself and your own feelings and motives. You may discover why you have these reactions. You might even discover you have made some false judgments.

However, these are certainly some of the roles that you see being enacted before you. There is a certain fascination in watching how people take naturally as if by instinct, to these roles. Perhaps they have just grown into the habit. They realize other people expect them to behave this way, and so they do. This may be true, for example, of the rigid member who gets an idea and will not change it no matter what happens. He has an inflexible, stubborn nature, and he's made a specialty out of it. He glories in it. He believes it is his function in society or in your board to be unyielding. It is a kind of trademark for him. Such board members cause conflicts.

The operations of the board will seem dramatic to you as you study the behavior of the individual members and assign a role, or several roles, to each one. As you continue your observations you may also realize that there are several needed roles that are missing. You need to have somebody who has a knack of summarizing discussions. Another person may be needed who can be a human recording instrument to remind the others what they have done, or decided. You may lack somebody who gives an encouraging word now and then. A person who is adept at testing the feasibility of ideas, who can follow through on "as-if" thinking, may be absent from your group. You need a man who can, "If we do this, then that will likely happen..."

As you speculate about these roles you may see better where you fit in. You perceive that roles are not being filled and you realize that you can fill one or more of those functions. You may see that certain ideas need to be elaborated or explained more effectively. You may feel that the rigid member needs to be curbed when he prematurely calls for a vote before a motion has been thoroughly explored. One role might be encouraging the silent members to speak. You do it by saying, "We haven't heard from Jack yet. I'm sure he has some ideas on this subject."

When you think about it you conclude that you are not just one kind of a member. You have many potentialities. You can play a number of roles, although probably not simultaneously. You can be a harmonizer, telling a story or relieving the tension by presenting a more rational or reasonable point of view. There is usually a right time for such a role. Note that it is often taken by the chairman. Note also how much more effective this role is on group behavior when it is taken by members instead of by the presiding officer.

You reluctantly admit that there are certain roles found in almost every group which are definitely negative. The roles do not contribute positively to the best interests of the board. The people who play these roles are troublemakers in one way or another. Yet you should not judge persons too harshly, for their motives may be above reproach. In nearly every case something can be done to persuade them to take other roles. A man may be talked out of acting the villain all the time.

This is true of the aggressive type who must act aggressively in order to justify himself. He is peculiarly sensitive to criticism and flays out at the slightest suggestion of it. He quickly blames others for fear he might be blamed. And he feels guilty; hence he acts in a hostile manner. His own ego requires him to make attempts to deflate the ego or to hurt the standing of other people.

The blocking type is not so obvious in his tactics. He is always going off on tangents, on wild-goose chases, on irrelevant matters, getting the discussion into a blind alley. He'll tell you stories about his past life which have nothing whatever to do with the topic under discussion. He'll tire you out with an unconscious filibuster against something he wants stopped. He rejects ideas without considering them because he has a monomania for telling you about how they did it at the yacht club last summer.

Then there is the type who feels the need for self-confession. He wants to tell you about the mistakes he has made. He wants to be given absolution for his crimes, real or imaginary. He will use the group as a sounding board for his favorite ideas. He has something on his chest and nobody to tell it to, so he asks for your sympathy and indulgence.

More often you'll find the person who feels that he must compete with everybody to show he's better or smarter than anybody. He isn't, really, and he knows it. This knowledge bothers him so that he has to prove how wonderful he is, or wishes he were. He tries to play all the roles, one after another at the same meeting. It is quite a performance to watch but it wastes time. He tries to prove his ideas are the best and is terribly hurt if they are rejected, for in rejecting them you are rejecting him.

Then, of course, you'll find the lobbyist who has a special package to sell the board. Usually he has something personal to gain if the board buys his brand of goods. His pet concerns are not unrelated to his private financial concerns. He wants to put something across because he has something to gain if he does. Usually his intentions are transparent and he is not too upset if he doesn't make a sale. But he'll try again next time.

Somewhat more tiresome and time-wasting is the professional joker who ought to be in vaudeville or on television. He's pretty proud of his wisecracks and your group constitutes a ready-made audience. He expects applause and laughter for his flashing wit. He has a wonderful time horsing around, kidding people, being the life of the party, showing off. He can be exceedingly disruptive. Try not to let him go into the mimicking routine, since it can cause bad feeling if it is directed at the members. However, there's not much sense in getting angry at him.

You may spot other types in your board. You may be fortunate in not having any of these. You will probably have somebody who is always seeking sympathy, who will even disparage his own ideas in order to get you to say, "Oh, no, that's pretty good. We might try that." You will also have the withdrawing personality who seems to be bored, indifferent, or passive. He daydreams or doodles, unable to keep his mind on what is going on. If he speaks, he wanders from the subject, for he has not heard the recent discussion. His mind has traveled into a fantasy for the last half hour. He needs to be kept alert. You need to discourage him from whispering about a date he has later.

These are negative roles. You are not likely to fall into any of them. You are earnest, serious-minded and anxious to carry on the tasks of the board in a conscientious fashion. You are willing to work, you are confident and alert. You want others to have the same attitude in order to have necessary tasks completed.

3. *The Positive Roles*

There are, fortunately, more positive, useful roles than negative, disrupting ones. Some of these have been mentioned: initiating activity, suggesting new ideas, new definitions of problems, new ways of handling them. You can follow these lines or you can be a seeker after information, asking for clarification, requesting new data, new facts that will illuminate the group problems. Or you can seek opinions, get all sides to the controversy, explore the whole situation. These roles are stimulating. You can be also constructive on

other subjects; give information, supply the data, illustrate generalizations, relate your experience to the problems before you. Or you can state opinions which will throw new light on the discussion. You can evaluate what has been talked about in a helpful manner. You can also bring out points which the others may have missed or overlooked. You may show that what is before you is a bigger problem with bigger implications than the group had previously imagined.

You can also, perhaps, play the role of a coordinator, showing the relationship or various scattered ideas and suggestions, indicating how they can all be welded into a program. You put what has been said in framework or order so that the best of the members' ideas can be used. This can be done sometimes by summarizing the previous discussion. It can be also done by testing the feasibility of the proposals. You take a realistic point of view and apply ideas to real life situations. You become as practical as you know how.

Such roles as these help the Board to carry on its tasks. To help to build and maintain its activity in top form you play other roles. You can be friendly, warm, responsive, encouraging. You can agree when you hear constructive plans suggested. You can help get these ideas accepted. You can, as mentioned before, get the silent members to participate. You can also remind the members of the standards, the ideals, the purposes of the community action agency.

Such roles are constructive and in a sense may be creative. As you study the problems of the Board of the agency you may also perceive other things you might do. You can help the others evaluate their experiences, that is, the experiences of the past in meeting problems and situations. You can contribute to the task of measuring achievements. You may also be a diagnostician, guessing, perhaps, at first, but trying to achieve an insight into the basic problems and difficulties. You can study the sources of difficulties; you may be able to put your finger on the unacknowledged blocks to progress.

Other important roles which are needed are perhaps a little more difficult to carry out. You can, for example, tentatively ask the Board for opinions to find out how close the members are to agreement. You can test the group by expressing an opinion just to find out the reactions of the others. You do this in order to move the discussion forward toward a decision. Calling for even more tact is the task of the mediator. Somebody is needed at times to conciliate differences, to try to show that opponents are not so far apart as they think they are. Somebody needs to narrow the area of conflict, harmonize points of view, work out compromises. Included in this role is that of the job of relieving tensions by compliments. It demands a resourcefulness in finding ways to alleviate tense situations when people seem to be on the verge of name-calling. If you are a diplomat you can play this role.

A warning needs to be repeated: do not confuse a person with the role he plays. You can criticize the role a person assumes without making your criticism personal, without criticizing the person himself. When talking about roles, make this very clear. It is true that a man is inclined to identify himself with a certain role, particularly if he has become accustomed to playing it for a long time. You probably cannot change a man's personality drastically, or quickly. But you may be able to persuade him that so far as the Board is concerned he can be more useful and effective if he played some other, more constructive role. Insist that the person and the role can be divorced. The person may not change, but a role can be altered.

For example, you can with reason and persuasion get a member to agree that there is a certain value to the Board if he could play the role of an evaluator. He can contribute much more than he is doing, you might point out if he made some of the constructive criticisms to the other members that he has made privately to you.

There may be a need in your Board for somebody to be a prodder, to remind the others that certain things need to get done, that action needs to be taken, decisions made, meetings run at a fast pace. This can be done tactfully, in the right spirit, without carping or criticizing anybody personally. That is something a person now playing a negative role might try to do.

You may also see a need for a member to help facilitate the flow of communicating by aiding others to express their thoughts. Ideas, good ideas, may get lost or not be recognized because the person who is trying to express them is inarticulate. Try to understand what he is trying to say and attempt to put it into clearer language. All these roles (particularly when you are attempting to change your own role) need to be accepted with considerable tolerance and broad-mindedness. Often you might have to keep your temper and be patient in explaining what you are driving at or trying to do. You should be willing to admit, at times that you have been proved wrong. It doesn't, however, necessarily follow that you are always wrong or mistaken. You must also be willing to shift your position or your opinion in order to go along with the other members. You do this for the sake of harmony, and it is worth doing. Perhaps you can bring up your point of view again at a more favorable occasion.

As you think over what kind of a member you are, you will realize that individuals can perform a variety of roles, and that it is often advisable and helpful for them to do so, or at least try to do so. It might be fun to add to your repertory, to discover what potentialities you possess. You may discover that you are able to perform a number of different tasks. As

you try these out, you become more expert. You cannot expect, however, that you can play any role equally well. Some roles come more naturally to you than others. As you work on these problems within your own group you will see how the understanding of roles and their functions in the Board membership can contribute a great deal to the satisfactory function, operation, and growth of the Board and the community action agency.

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>3</u></p>	<p>Effective Date Issued: <u>10/1/84</u> Revised: _____</p>
<p>Subject: GUEST ARTISTS</p>		<p>Page <u>1</u> of <u>1</u></p>

PURPOSE

To establish City Council policy on bringing quest artists to the community on a regular basis.

POLICY

It shall be the policy of the City of East Palo Alto to support and encourage the participation of local residents in all art forms, and to assist in bringing selected quest artists to the community on a regular basis. The determination of guest artists to be invited shall be made by the City Council until such time as the Arts and Culture Commission develops criteria and procedures for selection. Following approval by the Council of the criteria and procedures, the Arts and Culture Commission shall recommend artists to be funded through the Community Services Department.

RESPONSIBILITY

Community Services Director

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>4</u></p>	<p>Effective Date Issued: <u>2/19/85</u> Revised: _____</p>
<p>Subject: CITY NEWSLETTER</p>		<p>Page <u>1</u> of <u>2</u></p>
<p><u>PURPOSE</u></p> <p>To ensure appropriate and equitable use of the City's print medium.</p> <p><u>POLICY</u></p> <p>To inform local residents, businesses, and other community organizations of City affairs and items believed to be of benefit to the general community in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. Content <ol style="list-style-type: none"> a. A record of official City actions including those of the Redevelopment Agency and all boards, Commissions, and other appointed bodies. b. Feature articles on City programs, special activities, staff, and selected topics. c. Articles by Council Members. d. Notices and announcements from governmental agencies providing services directly to local residents. e. The Mayor's column 2. Items Not Published <ol style="list-style-type: none"> a. Advertisements b. Private announcements c. Editorials d. Letters to the editor 		

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>4</u></p>	<p>Effective Date Issued: <u>2/19/85</u> Revised: _____</p>
<p>Subject: CITY NEWSLETTER</p>		<p>Page <u>2</u> of <u>2</u></p>
<p>3. Frequency Monthly</p> <p>4. Article Submission Deadline Friday before the third Monday of each month.</p> <p>5. Distribution</p> <ul style="list-style-type: none"> a. All local residents b. All local businesses c. All local public agencies d. Library <p><u>RESPONSIBILITY</u> Community Relations Officer</p>		

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>5</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: INTRODUCTION OF ITEMS AFTER 12:00 O'CLOCK MIDNIGHT</p>		<p>Page <u>1</u> of <u>1</u></p>
<p><u>PURPOSE</u></p> <p>To establish policies of the City Council or the boards and commissions for introduction of items after 12:00 o'clock midnight. To assure that meetings of the City Council and the City's various Boards and Commissions do not extend beyond a reasonable hours.</p> <p><u>POLICY</u></p> <p>No items shall be introduced after 12:00 o'clock midnight at the meetings of the City Council or the City Boards and Commissions. The hearing shall continue only on the matter being discussed and the remaining items on the agenda shall be continued to a mutually acceptable later date.</p>		

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>7</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: BOARD AND COMMISSION EXPENSES</p>		<p>Page <u>1</u> of <u>2</u></p>
<p><u>PURPOSE</u></p> <p>To provide for the payment of necessary and actual expenses incurred by Board and Commission members engaged in the performance of the duties their office in accordance with enabling ordinances.</p> <p><u>POLICY</u></p> <p>Board and Commission members appointed pursuant to the City's ordinances shall be reimbursed for their actual and necessary authorized expenditures incurred in the performance of their duties of office, subject to the appropriations in the Adopted Program Budget and to the specific approval of the City Manager.</p> <p><u>GUIDELINES FOR REIMBURSEMENT</u></p> <p>A. <u>BUDGET</u></p> <p>Funds to cover reimbursement of board and commission expense for meetings, seminars, or conferences are to be proposed to the City Council through existing line item departmental budget accounts during the annual budget review process. Expenses deemed valid during the year are to be charged to departmental budgets.</p> <p>B. <u>TRANSPORTATION.</u> Transportation costs for regular City of East Palo Alto or County Meetings, or background matters relating to these meetings, will be borne by the individual board or commission members. Such costs outside San mateo County shall be reimbursed as follows:</p>		

<p align="center">City of East Palo Alto, California</p> <p align="center">CITY COUNCIL POLICY</p>	<p>Number CP- <u>7</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: BOARD AND COMMISSION EXPENSES</p>		<p>Page <u>2</u> of <u>2</u></p>

(1) AUTO. Transportation to meetings, conferences or seminars outside of San Mateo County, but in Northern California, will be via City Hall car pool vehicle, if one is available and appropriate. If a car pool vehicle is not available or appropriate, a private vehicle may be used and reimbursement will be provided at a rate of \$0.20 per mile, starting from the San Mateo County Line.

(2) AIR FARE. The City will pay for round-trip coach flight (if flight is determined to be cheaper and more practical than an automobile) within California, if necessary funds are approved by the City Council in the appropriate budget and the purpose of the trip is deemed appropriate official City business by the City Manager.

C. GENERAL CONFERENCE EXPENSES. Other out-of-City expenses (i.e., registration fees, double bedroom lodging, meals, intra-City transportation, telephone, supplies) which may be incurred in connection with the meeting, conference or seminar will be determined appropriate or otherwise, by the City Manager on the basis of actual and necessary expenses incurred in performance of duties of the office.

D. BUDGET APPROVAL - CITY MANAGER. The City Manager, or his designee, shall be consulted in advance of incurring any expense for which reimbursement will be requested to ascertain that funds have been appropriated and are available for such purposes.

E. REIMBURSEMENT APPROVAL - CITY MANAGER. Applications for reimbursement shall be made upon verified claim forms through the City Manager's Office. They shall be approved by the City Manager, or the City Manager's designee, if they are actual and necessary and are line item budget appropriations.

City of East Palo Alto, California CITY COUNCIL POLICY	Number CP- 8	Effective Date Issued: 3/4/85 Revised: _____
Subject: BUDGET: BOARD AND COMMISSION REVIEW AND COMMENT		Page <u>1</u> of <u>1</u>

PURPOSE

To assure that the City's Boards and Commissions review and comment on their department's budget proposals each year prior to City Council adoption of the budget.

POLICY

Budget proposals for departments having Boards and Commissions shall be submitted to those Boards and Commissions for their review and comment at the same time the proposed budget is submitted to the City Council. Such review and comment shall be made with their respective departments for transmittal to the Council, through the City Manager, during the budget study sessions of each fiscal year.

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- 9</p>	<p>Effective Date Issued: 3/4/85 Revised: _____</p>
<p>Subject: CITY COUNCIL MEETINGS: RULES AND PROCEDURES</p>		<p>Page 1 of 1</p>

PURPOSE

To facilitate the orderly conduct of City Council meetings by prescribing a standard procedural format for the conduct of public hearings and other items.

POLICY

1. Public is permitted to speak at public hearings subject to the following conditions:
 - a. The Council may, at its discretion, limit the amount of time allotted to a speaker.
 - b. Members of the public shall only speak when at the podium.
 - c. Individuals who desire to speak must obtain the appropriate form from the Clerk and return the completed form to the Clerk stating their names, addresses, and the item or items on which they wish to address the Council.
 - d. Members of the public may be removed from the Council Chambers if they engage in disruptive conduct.

2. Conduct of Public Hearings on Land Use items:
 - a. Staff presentation.
 - b. Council questions to staff.
 - c. Applicant's presentation.
 - d. Council questions to applicant and/or staff
 - e. Open public hearing for comments.
 - f. Council questions to staff and/or applicant.
 - g. Applicant's rebuttal.

<p>City of East Palo Alto, California</p> <p>CITY COUNCIL POLICY</p>	<p>Number CP- <u>9</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: CITY COUNCIL MEETINGS: RULES AND PROCEDURES</p>		<p>Page <u>2</u> of <u>2</u></p>
<p>h. Any further Council questions - then public hearing closed.</p> <p>i. Council discussion.</p> <p>j. Council votes on the environmental document (by motion).</p> <p>k. Council votes on the required planning approvals (by motion).</p> <p>l. Council introduces any necessary ordinance.</p> <p>3. Miscellaneous rules:</p> <p>a. Mayor, with the approval of a majority of the Council, can change the order of hearing of items on the agenda.</p> <p>b. Majority vote of Council is required to terminate debate on a matter and put it to a vote.</p> <p>c. A motion, second, and a majority vote of the Council shall be required to introduce an ordinance. Council discussion and public comment on ordinances shall be at the times they are scheduled for introduction and adoption.</p> <p>d. Where necessary, the Council shall make a specific rule on the subject of meeting order and procedures.</p> <p>e. The Mayor shall ensure that each Councilmember shall shall be given the opportunity to fully express his or her views during all sessions.</p>		

<p>City of East Palo Alto, California</p> <p>CITY COUNCIL POLICY</p>	<p>Number CP- <u>10</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: CITY COUNCIL: INTERNAL RULES OF PROCEDURE</p>		<p>Page <u>1</u> of <u>2</u></p>

PURPOSE

To assure the orderly conduct of Council business by prescribing procedural rules which have received approval by Council members.

POLICY

1. Procedure for public hearings:
 - a. Council, whenever possible, should ask staff for answers to questions raised by members of the public. This will minimize extended colloquies between the Council and the public.
 - b. If public asks questions, the Council should refer the questions to staff for an answer. This will allow the staff to act as a buffer between the public and the Council and minimize arguments between the Council and the public.
 - c. Staff should direct responses to questions to the chair.
 - d. Council should refrain from asking questions not germane to the issues of the matter before it. Such questions can be asked privately of staff at a later time.
 - e. Where a public hearing is proceeding with difficulty (e.g., where a member of the public is being rude or otherwise disruptive), the Mayor should ask the other members of the Council how they wish to proceed (whether they wish to continue hearing the speaker).

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>10</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: CITY COUNCIL: RULES AND PROCEDURES</p>		<p>Page <u>2</u> of <u>2</u></p>
<p>2. Miscellaneous rules:</p> <ul style="list-style-type: none"> a. In the absence of the need for immediate action by the Council, all significant business of the Council shall be acted upon at public Council meetings. In situations where immediate action is necessary, all members of the Council who can be contacted shall be polled to determine the appropriate action. Any such action shall be ratified at the next regular Council meeting. b. Motions should be voted upon by the Council without repeating the names of the maker and the person seconding a motion. c. The Mayor adjourns meetings by asking if there is any further business to be heard by the Council. If no one responds, the Mayor adjourns the meeting. If someone wishes to have another matter heard, the Council votes on whether they wish to hear the matter. d. A council member should be recognized by the Mayor before speaking on a matter at regular Council meetings. 		

<p align="center">City of East Palo Alto, California</p> <p align="center">CITY COUNCIL POLICY</p>	<p>Number CP- <u>11</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
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<p>Subject: BOARD AND COMMISSIONS: MISCELLENEOUS RULES</p>	<p>Page <u>1</u> of <u>1</u></p>
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PURPOSE

To better assure the continuity of various practices relating to the City's miscellaneous boards and commissions.

POLICY

1. Appointments - Information as to vacancies on boards and commissions shall be given broad dissemination and applications shall be accepted for vacant positions for at least a three-week period following public announcement of the vacancy.
2. Interviews of qualified applicants shall be held by the City Council prior to appointment.
3. Boards and commissions shall submit their recommendations in writing accompanied by the reasons for the recommendations.
4. The primary purpose of boards and commissions is to provide advice to the City Council to aid it in its decision-making process.
5. Boards and commissions shall provide annual reports to the City Council on matters of interest considered by the board or commission during the previous fiscal year.
6. Minutes of all board and commission meetings shall be forwarded to the City Council for consideration on the Consent Calendar as information items.

<p>City of East Palo Alto, California CITY COUNCIL POLICY</p>	<p>Number CP- <u>12</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: THE OFFICE OF THE MAYOR</p>		<p>Page <u>1</u> of <u>2</u></p>

PURPOSE

To clarify and enumerate the various responsibilities attached to the office of Mayor.

POLICY

1. To conduct meetings of the City Council as its chairperson.
2. To represent the City Government as its chief elected official at any and all social functions and events.
3. On the behalf of the City Council, to officially welcome dignitaries, officials, and gatherings.
4. To vote on the behalf of the Council at regional meetings, provided that the vote is not inconsistent with established Council policies or a majority of the Council has expressed itself on the issue.
5. To correspond on the behalf of the Council on subjects, issues, and legislative proposals provided that opinions expressed on the behalf of the Council or City Government are not inconsistent with previously expressed Council consensus. Only the Mayor or his or her designee shall correspond on the behalf of the Council on such matters.
6. At the Council's request, to express (on behalf of the Council) the Council's consensus wherever, whenever, and whatever the Council directs. The Mayor may individually determine and express the position of the Council whenever the Council has expressly given the Mayor such authority.

<p align="center">City of East Palo Alto, California</p> <p align="center">CITY COUNCIL POLICY</p>	<p>Number CP- <u>12</u></p>	<p>Effective Date Issued: <u>3/4/85</u> Revised: _____</p>
<p>Subject: THE OFFICE OF THE MAYOR</p>		<p>Page <u>2</u> of <u>2</u></p>
<ol style="list-style-type: none"> 7. To review, screen, route, and otherwise expedite the handling of correspondence addressed to the Mayor or City Council; to inform all Council members of all matters which may be of interest to any or all other Council members; to copy to all members of the Council all communications relating to City business; and to provide all Council members with a copy of communications sent by the Mayor relating to City business. 8. To vote as the City's "voting delegate" at League of California Cities' Annual Conference and other similar meetings. 9. To review and refer correspondence, complaints, inquiries, etc., to the staff in accordance with established procedures. 10. To initiate contacts with our Legislative representatives and express the Council's wishes. 11. To manage the agendas of meetings of the City Council and participate in their preparation as necessary. 12. To assign Council members, after consultation with the Council, to liaison positions on various boards, commissions, and agencies. 13. To plan, organize, and arrange (with staff assistance) for the annual Boards and Commissions workshop. 14. To vote as an individual and as the Mayor at meetings of the Council of Mayors of San Mateo County. 		

ORDINANCE NO. 050

AN ORDINANCE SUPERCEDING ORDINANCE NO. 5-83
AND AMENDING ORDINANCE NO. 28-83, AS AMENDED,
PERTAINING TO THE PLANNING COMMISSION

The City Council of the City of East Palo Alto does ordain
as follows:

Section 1. Amendments to Ordinance No. 28-83, as amended

- (A) Section 1, Creation/Membership, of Ordinance No. 28-83, as amended, is hereby amended to read as follows:

"There is hereby created a Planning Commission for the City which shall consist of seven members and an alternate. The members of said commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the City Clerk. The Council shall make appointments at a public hearing after interviewing the applicants."

- (B) Section 3, Term of Office, of Ordinance No. 28-83, as amended, is hereby amended to read as follows:

"Of the seven appointed regular members, two (2) shall serve for a period of one year, two (2) for a period of two years, and the remaining three (3) for a period of three years. Thereafter, appointed regular members shall serve for a period of three years and the alternate member shall serve for a period of one year."

Section 2. Supercedure of Ordinance No. 5-83

This ordinance shall supercede Ordinance No. 5-83, establishing a Planning Agency and fixing the time and place of Planning Agency meetings.

PASSED AND ADOPTED by the City Council of the City of East Palo Alto on this 3rd day of December, 1984, by the following vote:


AYES: BLAKEY, MOUTON, SATTERWHITE

NOES: NONE

ABSENT: ABRICA, WILKS


Barbara A. Mouton
Mayor

ATTEST:


Russell V. Everhart
Interim City Clerk

**AN ORDINANCE ESTABLISHING THE CITY OF EAST PALO ALTO
HUMAN SERVICES COMMISSION**

The City Council of the City of East Palo Alto does ordain as follows:

Section 1 Creation/Membership

There is hereby created a Human Services Commission for the City which shall consist of eleven members. The members of said Commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the City Clerk. The Council shall make the appointments at a public hearing after interviewing the applicants.

Section 2 Qualifications

Each member of the Human Services Commission shall be a full-time resident of East Palo Alto and shall not serve concurrently in a similar capacity with any other public body in the City.

Section 3 Term of Office

Of the eleven appointed members, four (4) shall serve for a period of one year, four (4) for a period of two years, and the remaining three (3) for a period of three years. Thereafter, appointed members shall serve for a period of three years.

Section 4 Removal or Vacancy

A member of the Commission may be removed by a majority vote of the Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 5 Rules and Procedures

- A. At the first regular meeting in January of each year, the Commission shall elect one of its members as Chairperson and one of its members as Vice-Chairperson, who shall hold office for one year unless their terms as members of the Commission expire sooner. An officer or employee of the City designated by the City Manager shall serve as Secretary of the Commission.
- B. The Commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the Chairperson, or by a majority of the members of the Commission upon written notice delivered personally or by mail to each member at least twenty-four hours prior to such meeting.
- C. The Commission may make and alter rules governing its organization and procedures which are not inconsistent with any applicable ordinance of the City.
- D. A majority of the members appointed to the Commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action.

- E. The Commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager.

Section 6 Liaison Representatives to City Entities - Functions

Subject to the approval of the Council in each case, the Commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the city. The functions of such liaison representatives are:

- A. To attend meetings of such other boards, commissions or committees;
- B. Advise this Commission of the background, attitudes and reasons behind the actions of such other boards, commissions or committees; and
- C. On request of any member of such other boards, commissions or committees, to advise such other boards, commissions or committees of policy, procedures and decisions of this Commission that may bear upon matters under discussion by such other boards, commissions or committees.

Such liaison representative shall have no power to vote.

Section 7. Relations With Community Services Department

The East Palo Alto Community Services Director or some person of his/her office regularly delegated by him/her and approved by the City Manager, shall attend all meetings of the Commission, function as secretary to said Commission and shall keep a true and correct record of all proceedings of the Commission. He/She shall have custody of all reports, books, papers and records of the Commission. And he/she shall be given notice of all special meetings thereof.

Section 8. Powers and Functions

The powers and functions of the City Human Services Commission shall be as follows:

- A. To hold hearings on all human services matters as prescribed by the City Council.
- B. To conduct hearings and analyze data on human services priorities from individual citizens and community organizations emphasizing present and future needs.
- C. To report its decisions and recommendations in writing to the City Council.
- D. To consider, formulate and propose plans, and strategies for the efficient, and cost-effective delivery of human services in order to secure to the City and its inhabitants the highest quality of life, contributing to the psychological/social well-being of groups with identified needs.

- E. To develop a framework within which the City of East Palo Alto defines its role and sets priorities for allocation of resources in responding to human service problems and needs.
- F. Develop and analyze demographic and historical data which relate to human service activities and decisions.
- G. To prepare and recommend the adoption of a comprehensive, long-term, human services master plan for the effective utilization of local residents in the delivery of human services; and
- H. To make, in its advisory capacity, any and all recommendations to the City Council relating to the above matters, including changes or amendments to the human services masterplan or any portion thereof.
- I. The Commission SHALL NOT have any direct authority or power with respect to Community Services Department operations.

Section 9 Compensation

The members of such Commission shall receive no compensation, but shall be allowed necessary actual traveling and other expenses when the interests of the City shall require, but in each case only if and when the City Council shall have first specifically authorized the purpose and expenditure involved.

PASSED, APPROVED AND ADOPTED this 1st day of October, 1984
by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, WILKS
NOES: NONE
ABSENT: SATTERWHITE

Barbara A. Mouton

Barbara A. Mouton
Mayor

ATTEST:

Russell V. Averhart

Russell V. Averhart
Interim City Clerk

ORDINANCE NO. 042

**AN ORDINANCE ESTABLISHING THE CITY OF EAST PALO ALTO
ARTS & CULTURE COMMISSION**

The City Council of the City of East Palo Alto does ordain as follows:

Section 1 Creation/Membership

There is hereby created an Arts and Culture Commission for the City which shall consist of eleven members. The members of said Commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the City Clerk. The Council shall make the appointments at a public hearing after interviewing the applicants.

Section 2 Qualifications

Each member of the Arts and Culture Commission shall be a full-time resident of East Palo Alto and shall not serve concurrently in a similar capacity with any other public body in the City.

Section 3 Term of Office

Of the eleven appointed members, four (4) shall serve for a period of one year, four (4) for a period of two years, and the remaining three (3) for a period of three years. Thereafter, appointed members shall serve for a period of three years.

Section 4 Removal or Vacancy

A member of the Commission may be removed by a majority vote of the Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 5 Rules and Procedures

- A. At the first regular meeting in January of each year, the Commission shall elect one of its member as chairperson and one of its members as Vice-Chairperson, who shall hold office for one year unless their terms as members of the Commission expire sooner. An officer or employee of the City designated by the City Manager shall serve as Secretary of the Commission.
- B. The Commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the Chairperson, or by a majority of the members of the Commission upon written notice delivered personally or by mail to each member at least twenty-four hours prior to such meeting.
- C. The Commission may make and alter rules governing its organization and procedures which are not inconsistent with any applicable ordinance of the City.
- D. A majority of the members appointed to the Commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action.

- E. The Commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager.

Section 6 Liaison Representatives to City Entities - Functions

Subject to the approval of the Council in each case, the Commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the city. The functions of such liaison representatives are:

- A. To attend meetings of such other boards, commissions or committees;
- B. Advise this Commission of the background, attitudes and reasons behind the actions of such other boards, commissions or committees; and
- C. On request of any member of such other boards, commissions or committees, to advise such other boards, commissions or committees of policy, procedures and decisions of this Commission that may bear upon matters under discussion by such other boards, commissions or committees.

Such liaison representative shall have no power to vote.

Section 7. Relations With Community Services Department

The East Palo Alto Community Services Director or some person of his office regularly delegated by him and approved by the City Manager, shall attend all meetings of the Commission, function as secretary to said Commission and shall keep a true and correct record of all proceedings of the Commission. He/She shall have custody of all reports, books, papers and records of the Commission. And he/she shall be given notice of all special meetings thereof.

Section 8. Powers and Functions

The powers and functions of the City Arts and Culture Commission shall be as follows:

- A. To hold hearings on all arts and culture matters as prescribed by the City Council.
- B. To conduct such other hearings as are provided by law and in accordance with its own rules and regulations:
- C. To report its decisions and recommendations in writing to the City Council.
- D. To consider, formulate and propose surveys, plans, and strategies for the efficient, and cost-effective, delivery of arts and culture services in order to secure to the City and its inhabitants an enriched environment, increased appreciation for the diverse cultures represented in the community, identification of talent and resources for the continuing development and preservation of the community's arts and cultures and creation of enterprises based upon this vital component of community life.

- E. To prepare and recommend the adoption of a comprehensive, long-term, Arts and Culture master plan for the effective utilization of local residents in the delivery of Arts and Culture services and the full development of the community's arts and cultural resources; and
- F. To make, in its advisory capacity, any and all recommendations to the City Council relating to the above matters, including changes or amendments to the Arts and Culture safety masterplan or any portion thereof.
- G. The Commission SHALL NOT have any direct authority or power with respect to Community Services Department operations.

Section 9 Compensation

The members of such Commission shall receive no compensation, but shall be allowed necessary actual traveling and other expenses when the interests of the City shall require, but in each case only if and when the City Council shall have first specifically authorized the purpose and expenditure involved.

PASSED, APPROVED AND ADOPTED this 20th day of August, 1984
by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS
NOES: NONE
ABSENT: NONE


Barbara A. Mouton
Mayor

ATTEST:


Russell V. Averhart
Interim City Clerk

ORDINANCE NO. 041

AN ORDINANCE AMENDING SECTIONS 1 AND 3
OF ORDINANCE NO. 36-84, CHANGING THE NUMBER OF APPOINTED PERSONS
FROM SEVEN MEMBERS AND ONE ALTERNATE
TO ELEVEN MEMBERS

The City Council of the city of East Palo Alto does ordain
as follows:

Section 1 and 3 of Ordinance No. 36-84 are amended to read
as follows:

Section 1. CREATION/MEMBERSHIP

There is hereby created a Public Safety Commis-
sion for the City which shall consist of eleven members. The
members of said commission shall be appointed by the Council from
among the list of qualified applicants who have submitted appli-
cations to the City Clerk. The Council shall make the appoint-
ments at a public hearing after interviewing the applicants.

Section 2. TERMS OF OFFICE

Of the eleven appointed members, four (4) shall
serve for a period of one year, four (4) for a period of two
years, and the remaining three (3) for a period of three years.
Thereafter, appointed members shall serve for a period of three
years.

Introduced this 15th day of August, 1984

PASSED AND ADOPTED this 20th day of August, 1984,
by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


Barbara A. Mouton
Mayor

ATTEST:


Russell V. Averhart
Interim City Clerk

**AN ORDINANCE ESTABLISHING THE CITY OF EAST PALO ALTO
PUBLIC SAFETY COMMISSION**

The City Council of the City of East Palo Alto does ordain as follows:

Section 1 Creation/Membership

There is hereby created a Public Safety Commission for the City which shall consist of seven members and one alternate. The members of said Commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the City Clerk. The Council shall make the appointments at a public hearing after interviewing the applicants.

Section 2 Qualifications

Each member of the Public Safety Commission shall be a full-time resident of East Palo Alto and shall not serve concurrently in a similar capacity with any other public body in the City.

Section 3 Term of Office

Of the seven appointed members, one (1) shall serve for a period of one year, three (3) for a period of two years, and the remaining three (3) for a period of three years. Thereafter, appointed members shall serve for a period of three years excepting the alternate who shall serve for a period of one year.

Section 4 Removal or Vacancy

A member of the Commission may be removed by a majority vote of the Council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 5 Rules and Procedures

- A. At the first regular meeting in January of each year, the Commission shall elect one of its member as chairperson and one of its members as Vice-Chairperson, who shall hold office for one year unless their terms as members of the Commission expire sooner. An officer or employee of the City designated by the City Manager shall serve as Secretary of the Commission.
- B. The Commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the Chairperson, or by a majority of the members of the Commission upon written notice delivered personally or by mail to each member at least twenty-four hours prior to such meeting.
- C. The Commission may make and alter rules governing its organization and procedures which are not inconsistent with any applicable ordinance of the City.
- D. A majority of the members appointed to the Commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action.

- E. The Commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager.

Section 6 Liaison Representatives to City Entities - Functions

Subject to the approval of the Council in each case, the Commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the city. The functions of such liaison representatives are:

- A. To attend meetings of such other boards, commissions or committees;
- B. Advise this Commission of the background, attitudes and reasons behind the actions of such other boards, commissions or committees; and
- C. On request of any member of such other boards, commissions or committees, to advise such other boards, commissions or committees of policy, procedures and decisions of this Commission that may bear upon matters under discussion by such other boards, commissions or committees.

Such liaison representative shall have no power to vote.

Section 7. Relations With Police Department

The East Palo Alto Chief of Police or some person of his office regularly delegated by him and approved by the City Manager, shall attend all meetings of the Commission, function as secretary to said Commission and shall keep a true and correct record of all proceedings of the Commission. He/She shall have custody of all reports, books, papers and records of the Commission. And he/she shall be given notice of all special meetings thereof.

Section 8. Powers and Functions

The powers and functions of the City Public Safety Commission Shall be as follows:

- A. To hold hearings on all public safety matters as prescribed by the City Council.
- B. To conduct such other hearings as are provided by law and in accordance with its own rules and regulations:
- C. To report its decisions and recommendations in writing to the City Council.
- D. To consider, formulate and propose surveys plans and strategies for the efficient, cost-effective, and humane delivery of public safety services in order to secure to the City and its inhabitants a better environment, adequate and suitable protection of life and property, improved public safety services, and a community that is desirable as a place in which to live, work, recreate, worship, and make capital investment.

- E. To prepare and recommend the adoption of a comprehensive, long-term, public safety master plan for the effective utilization of local residents in the delivery of public safety services and the prevention of crime; and
- F. To make, in its advisory capacity, any and all recommendations to the City Council relating to the above matters, including changes or amendments to the public safety masterplan or any portion thereof.
- G. The Commission SHALL NOT have any direct authority or power with respect to Police Department operations.

Section 9 Compensation

The members of such Commission shall receive no compensation, but shall be allowed necessary actual traveling and other expenses when the interests of the City shall require, but in each case only if and when the City Council shall have first specifically authorized the purpose and expenditure involved.

PASSED, APPROVED AND ADOPTED this 4th day of June, 1984
by the following vote:


AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


Barbara A. Mouton
Mayor

ATTEST:


Russell V. Overhart
Interim City Clerk

ORDINANCE NO 35-84

**AN URGENCY ORDINANCE AMENDING SECTIONS 6(K) and 11(A)
OF ORDINANCE NO. 17-83,
CHANGING THE RENT STABILIZATION BOARD COMPENSATION
AND THE DATES FOR COMPUTING THE RATES
OF THE ANNUAL GENERAL ADJUSTMENT**

The City Council of the City of East Palo Alto DOES ORDAIN
as follows:

SECTION 1. Section 6(K) of Ordinance No. 17-83 is hereby amended
to read as follows:

SECTION 6. RENT STABILIZATION BOARD

- K. **COMPENSATION:** The Rent Stabilization Board shall be a working Board. In order to compensate Board Members for their time and work performed as required by this Ordinance, Board Members shall receive twenty five dollars (\$25) per meeting attended, but in no case shall compensation for any one Board Member exceed one thousand dollars (\$1000) in the first twelve month period or in any subsequent annual period that the Board is in operation for services rendered. Upon request by the Board, the City Council may annually adjust the compensation rate and the maximum annual sum received by the Board Members."

SECTION 2. Section 11(A) of Ordinance No. 17-83 is hereby amended as follows:

**SECTION 11. ANNUAL GENERAL ADJUSTMENT OF RENT
CEILINGS**

- A. **Annual General Adjustment.** Once each year all landlords shall be permitted to charge rents in excess of that which they were lawfully charging the previous year based upon 100 percent of the percent change in the residential rental component of the Consumer Price Index for the year period ending the month of April immediately preceding the rent adjustment date.
1. As used herein, the term "Consumer Price Index" (CPI) shall mean that portion of the Consumer Price Index published by the United States Department of Labor for the San Francisco/Oakland Metropolitan Area, designated as "Shelter; Rent Residential, 1967 = 100".
 2. In May, annually, the Board shall compute the annual general adjustment permitted. The Board will then notify each properly registered landlord of the percentage rental increase allowed, such that said notice will be received by said landlord no later

than June 15, 1984 and June 30, of each subsequent year. Should the landlord desire to take advantage of the annual rent adjustment and/or any individual rent adjustment permitted her/him, he/she shall serve, in the manner prescribed by law, each tenant affected with written notice thereof (30 days in advance of the first day for which such adjusted rent may be charged or collected.

3. Computation of rent increases allowable under this section shall be according to the following formula:

Subtract the previous April index number from the latest April index number. The resulting figure is the index point difference.

Divide the index point difference by the previous April index figure. The resulting figure is the applicable percentage change in the CPI for the year, expressed in decimal figures.

Multiply the base rent, by the allowable percentage rent increase. The resulting figure is the maximum allowable rent, or rent ceiling, which is required to be granted to landlords under this Section, expressed in dollars.

All rent increases or adjustments provided for in this Ordinance shall be rounded off to the nearest dollar or tenth of a percentage whichever is appropriate.

To the extent any rental ceiling has been adjusted to cover the amortized cost of capital improvements as provided in Section 12.c. herein, the amount of said adjustment shall not be included or considered in determining and fixing the annual adjustment provided herein."

SECTION 3. EFFECTIVE DATE. This amendment shall take effect immediately upon its adoption as an urgency ordinance by a four-fifths vote of the City Council.

SECTION 4. FINDINGS OF URGENCY The urgency for which this amendment was adopted as an urgency ordinance is based upon the following:

- a. There has been a long delay occasioned by a related referendum, between the original adoption date of this ordinance and the effective date.
- b. This delay required that certain dates dealing with the Annual General Adjustment, specified in the ordinance, be amended to ensure the smooth and effective implementation of the ordinance

c. It is necessary for the Board compensation to be adjusted to reduce administrative costs for ordinance implementation and to facilitate preparation of the Board's annual budget.

PASSED AND ADOPTED by the City Council of the City of East Palo Alto this 7th day of May, 1984 by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE

NOES: WILKS

ABSENT: NONE


Barbara A. Mouton
Mayor

ATTEST:



Russell V. Averhart
Interim City Clerk

It is necessary for the Board of Education to be advised as to the status of the various legislative and administrative actions of the Board's several bodies.

There are reported by the City Council of the City of East Windsor the following:

- 1. Board of Education
- 2. Board of Public Works
- 3. Board of Health
- 4. Board of Civil Control
- 5. Board of Fire
- 6. Board of Police
- 7. Board of Public Safety
- 8. Board of Public Utilities
- 9. Board of Public Works
- 10. Board of Health
- 11. Board of Civil Control
- 12. Board of Fire
- 13. Board of Police
- 14. Board of Public Safety
- 15. Board of Public Utilities

[Signature]
Mayor

[Signature]
Secretary of the Board

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the said Court, at the City of New York, this 15th day of February, 1934.

The City Council on the City of New York also does hereby certify that the following

Section 1. Qualifications.

There is hereby created a Planning Commission for the City of New York, composed of seven members. The members of said Commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the City Clerk. The Council shall have authority at a public hearing after interviewing the applicants.

Section 2. Term of Office.

In the event appointed members, one (1) shall serve for a period of two years, one (1) for a period of one year and remaining three (3) for a period of three years. Incidentally, appointed members shall serve for a period of three years.

Enacted at the City of New York, this 15th day of February, 1934.

Passed and signed as an Ordinance of the City of New York in an adjourned session thereof held on the 15th day of February, 1934, by the following vote:

YES and in favor of said Ordinance:

- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER

NO and against said Ordinance:

- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER
- _____
COUNCILMEMBER

[Signature]
CITY CLERK OF THE CITY OF NEW YORK

[Signature]
CITY CLERK OF THE CITY OF NEW YORK

ORDINANCE NO. 29-83

AN ORDINANCE ESTABLISHING PARKS AND RECREATION COMMISSION

The City Council of the City of EAST PALO ALTO does ordain as follows:

Section 1. Creation/Appointment

There is hereby created a Parks and Recreation Commission for the city which shall consist of seven members. The members of said commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the city clerk. The council shall make the appointments at a public hearing after interviewing the applicants.

Section 2. Qualifications

Each member of the parks and recreation commission shall be a full time resident of East Palo Alto.

Section 3. Term of Office

Of the seven appointed members two (2) shall serve for a period of one year, two (2) for a period of two years, and the remaining two (3) for a period of three years. Thereafter, appointed members shall serve for a period of three years.

Section 4. Removal or Vacancy

A member of the commission may be removed by a majority vote of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 5. Rules and Procedures

- A. The commission shall elect one of its members president and one of its members vice-president, who shall hold office for one year and until their terms as members of the commission expire sooner. An officer or employee of the city designated by the city manager shall serve as secretary of the commission.
- B. The commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the president, or by a majority of the members of the commission upon written notice delivered personally or by mail to each member at least twenty-

four hours prior to such meeting.

- C. The commission may make and alter rules governing its organization and procedures which are not inconsistent with any applicable ordinance of the city.
- D. A majority of the members appointed to the commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action.
- E. The commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager.

Section 6. Liaison Representatives To City Entities-Functions

Subject to the approval of the council in each case, the commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the city. The functions of such liaison representatives are:

- A. To attend meetings of such other board, commission or committee;
- B. Advise this commission of the background, attitudes and reasons behind the actions of such other board, commission or committee; and
- C. On request of any member of such other board, commission or committee, to advise such other board, commission or committee of policy, procedures and decisions of this commission that may bear upon matters under discussion by such other board, commission or committee.

Such liaison representative shall have no power to vote.

Section 7. Relation With Recreation Department

The director of the recreation department or some person of his office regularly delegated by him, shall attend all meetings of the Commission, function as secretary to said Commission and shall keep a true and correct record of all proceedings of the commission. He/She shall have custody of all reports, books, papers and records of the commission. And he/she shall be given

notice of all special meetings thereof.

Section 8. Powers and Duties

The parks and recreation commission shall be an advisory board and shall review policies and programs relating to recreation, parks, camps and public greenery and shall advise the city council on these matters.

Section 9. Compensation

The members of such commission shall receive no compensation but shall be allowed necessary actual traveling and other expenses when the interests of the city shall require, but in each case only if and when the city council shall have first specifically authorized the purpose and expenditure involved.

PASSED, APPROVED AND ADOPTED this 3rd day of January, 1984,
by the following vote:

AYES: ABRICA, BLAKEY, MOUTON AND SATTERWHITE

NOES: NONE.

ABSENT: WILKS



Mayor

ATTEST:



City Clerk

ORDINANCE NO. 28-83

ORDINANCE ESTABLISHING CITY PLANNING COMMISSION

The City Council of the City of EAST PALO ALTO does ordain as follows:

Section 1. Creation/Membership

There is hereby created a Planning Commission for the city which shall consist of five members. The members of said commission shall be appointed by the Council from among the list of qualified applicants who have submitted applications to the city clerk. The council shall make the appointments at a public hearing after interviewing the applicants.

Section 2. Qualifications

Each member of the planning commission shall be a full-time resident of East Palo Alto.

Section 3. Term of Office

Of the five appointed members one (1) shall serve for a period of one year, two (2) for a period of two years, and the remaining two (2) for a period of three years. Thereafter, appointed members shall serve for a period of three years.

Section 4. Removal or Vacancy

A member of the commission may be removed by a majority vote of the council. A vacancy is filled in the same manner as the original appointment. A person appointed to fill a vacancy serves for the remainder of the unexpired term.

Section 5. Rules and Procedures

- A. The commission shall elect one of its members president and one of its members vice-president, who shall hold office for one year and until their terms as members of the commission expire sooner. An officer or employee of the city designated by the city manager shall serve as secretary of the commission.
- B. The commission shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings may be called by the president, or by a majority of the members of the commission upon written notice delivered personally or by mail to each member at least twenty-four hours prior to such meeting.
- C. The commission may make and alter rules

governing its organization and procedures which are not inconsistent with any applicable ordinance of the city.

- D. A majority of the members appointed to the commission shall constitute a quorum and the affirmative vote of a majority of the members appointed is required to take any action.
- E. The commission shall keep an accurate record of its proceedings and transactions and shall submit an annual report to the City Council with a copy to the City Manager.

Section 6. Liaison Representatives To City Entities-Functions

Subject to the approval of the council in each case, the commission may designate one of its members to act as a liaison representative to any other board, commission or committee of the city. The functions of such liaison representatives are:

- A. To attend meetings of such other board, commission or committee;
- B. Advise this commission of the background, attitudes and reasons behind the actions of such other board, commission or committee; and
- C. On request of any member of such other board, commission or committee, to advise such other board, commission or committee of policy, procedures and decisions of this commission that may bear upon matters under discussion by such other board, commission or committee.

Such liaison representative shall have no power to vote.

Section 7. Relations With Planning Department

The Director of the Department of Planning and Development, or some person of his office regularly delegated by him, shall attend all meetings of the commission, function as secretary to said commission and shall keep a true and correct record of all proceedings of the commission. He/She shall have custody of all reports, books, papers and records of the commission. And he/she shall be given notice of all special meetings thereof.

Section 8. Powers And Functions

The powers and functions of the City Planning Commission

shall be as follows:

- A. To hold hearings on all zoning matters as prescribed in the zoning ordinance;
- B. To conduct such other hearings as are provided by law and in accordance with its own rules and regulations;
- C. To report its decisions and recommendations in writing to the city council;
- D. To consider, formulate and propose surveys, maps and plans designed to provide for, regulate and direct the future growth, development and beautification of the city in order to secure to the city and its inhabitants better environment, adequate and suitable parks and open spaces, harbor development, better transportation facilities, improved public service of all kinds, proper location of public buildings, and to secure a permanent and comprehensive plan for the most economic, healthful and harmonious growth of the city;
- E. To prepare and recommend the adoption of a comprehensive long-term general master plan for the physical development of the city, to include among other things, land use plan, a streets and highways plan, a recreation plan, a transportation plan, a transit plan, a public services and facilities plan, and a community design plan as said plans are defined in the Planning Act of the state of California; and
- F. To make, in its advisory capacity, any and all recommendations to the city council relating to the above matters, including changes or amendments to the master plan or any portion thereof;

Section 9. Compensation

The members of such commission shall receive no compensation but shall be allowed necessary actual traveling and other expenses when the interests of the city shall require, but in each case only if and when the city council shall have first specifically authorized the purpose and expenditure involved.

PASSED, APPROVED AND ADOPTED this 3rd day of January, 1984,
by the following vote:

AYES: ABRICA, BLAKEY, MOUTON AND SATTERWHITE

NOES: NONE.

ABSENT: WILKS

Barbara A Mouton

Mayor

ATTEST:

Russell V. Aubert
City Clerk

ORDINANCE NO. 5 -83

AN ORDINANCE OF THE CITY OF EAST PALO ALTO
ESTABLISHING A PLANNING AGENCY
AND FIXING THE TIME AND PLACE OF
PLANNING AGENCY MEETINGS

The City Council of the City of East Palo Alto does ordain
as follows:

Section 1. AGENCY ESTABLISHED.

Pursuant to Government Code Sections 65100, et seq., there
is hereby established a planning agency.

Section 2. CITY COUNCIL AS PLANNING AGENCY.

Until such time as the City Council creates a Planning Com-
mission, the Council hereby designates itself as the Planning
Agency.

Section 3. TIME AND PLACE OF MEETINGS.

The Planning Commission will hold all regular meetings at
the Municipal Building, 2415 University Avenue in the City of
East Palo Alto on the second and fourth Monday of each month at
8:00 p.m. at the Municipal Building located at 2415 University
Avenue, East Palo Alto.

If the regular meeting place is unable to accommodate the
number of persons in attendance, the Commission may recess the
meeting to another place. If the Commission anticipates the
regular meeting place will be inadequate, the Commission may
order that the meeting be held in another place.

Whenever the day fixed for a regular meeting falls upon a
day designated as a holiday, the meeting shall be held on the
next succeeding day not a holiday.

PASSED, APPROVED AND ADOPTED this 1st day of July, 1983, by
the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


Mayor


City Clerk

ORDINANCE NO. 4 -83

AN ORDINANCE OF THE CITY OF EAST PALO ALTO
DESIGNATING THE PLACE OF REGULAR
CITY COUNCIL MEETINGS

The City Council of the City of East Palo Alto does ordain
as follows:

SECTION 1. The City Council will hold all regular meetings
at the Municipal Building, 2415 University Avenue in the City of
East Palo Alto.

SECTION 2. If the regular meeting place is unable to accomo-
date the number of persons in attendance, the Council may recess
the meeting to another place. If the Council anticipates the
regular meeting place will be inadequate, the Council, or the
Mayor in the event of an emergency, may order that the meeting be
held in another place.

SECTION 3. This ordinance shall take effect immediately as
an urgency ordinance. The urgency is because of the following
facts:

A. The City of East Palo Alto was incorporated July 1,
1983;

B. Section 36808 of the Government Code requires the City
Council to designate a Council meeting place by ordinance;

C. It is necessary to designate a meeting place immediately
so the City Council may take actions for the immediate preserva-
tion of the public peace, health and welfare of the City's
residents.

Section 4. EFFECTIVE DATE.

This ordinance shall take effect immediately as an urgency ordinance. The urgency is because of the following facts:

a. The City of East Palo Alto became incorporated July 1, 1983.

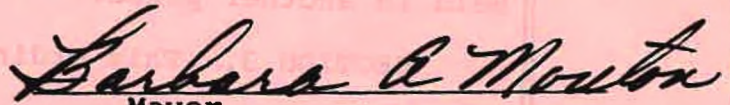
b. The City Council must be in a position to make planning and zoning decisions pursuant to the Planning and Zoning Law for the immediate preservation of the public peace, health and welfare of the city's residents.

PASSED, APPROVED AND ADOPTED this 1st day of July, 1983, by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


Mayor


City Clerk

RESOLUTION NO. 00152

**A RESOLUTION ESTABLISHING
THE CITY OF EAST PALO ALTO 2000 COMMITTEE**

WHEREAS, the City of East Palo Alto is currently engaged in revising the General Plan including specific emphasis on the Housing and Transportation elements; and

WHEREAS, the City is also engaged in implementing a comprehensive Economic Development Program and preparing an Economic Development Plan for inclusion in the General Plan; and

WHEREAS, the City is desirous of preparing a formal, long-range perspective of the area for use in guiding future development; and

WHEREAS, it is necessary for a broad range of perspectives, skills, and expertise to be formally structured into the City's overall program of community development, thereby ensuring the maximum feasible degree of citizen participation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto does hereby establish the East Palo Alto 2000 Committee and does hereby specify the following as it relates to this Committee:

1. **MEMBERSHIP** The membership shall consist of seventeen (17) members appointed by the City Council. All members should, but need not necessarily, be residents of East Palo Alto. The membership shall be comprised of representatives from the following:

A. City Boards and Commissions (8)

-one each from the six standing Commissions (Rent Stabilization Board; Planning, Parks & Recreation, Human Services, Arts & Culture, and Public Safety Commissions).

-one each from the Economic Development Task Force and Technical Advisory Committee.

Note: these bodies are to select their respective members for the Committee and provide the names to the Council. No further interview will be required.

B. Other Organizations (4)

-one representative from the East Palo Alto Chamber of Commerce, East Palo Alto Sanitary District, Ravenswood City School District, and West Bay Sanitation District.

Note: These organizations are to select their respective members for the Committee and provide the names to the Council. No further interview will be required.

C. Community at-large (5)

-any interested person may apply.

2. **AUTOMATIC TERMINATION OF APPOINTMENT.** The appointment of any member of the Committee who has been absent from three (3) consecutive regular or special meetings, without the approval of said Committee, shall automatically terminate.
3. **VACANCY.** Vacancies on said Committee, from whatever cause, shall be filled by the City Council.
4. **TERMS OF OFFICE OF MEMBERS.** The term of office of all members shall be for the term of the Committee.
5. **TERM OF THE COMMITTEE.** The term of the Committee shall expire on December 31, 1985, unless extended by the City Council.
6. **OFFICERS OF THE COMMITTEE.** The Committee shall have one of its members as Vice Chairperson and one of its members as Chairperson.
7. **MEETINGS OF THE COMMITTEE.** The East Palo Alto 2000 Committee shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings of the Committee may be called at any time by the Chairperson, or by any four (4) or more members of the Committee, upon personal notice being given to all members of the task force. If personal notice can not be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.
8. **ORGANIZATION AND PROCEDURE.** The Committee may make and alter all rules and regulations governing its organization and procedure not inconsistent with this resolution or any ordinance of the City.

Nine (9) of the seventeen (17) members shall constitute a quorum. The affirmative vote of nine (9) members is required to take any action. The Committee shall keep an accurate record of its proceedings and transactions.
9. **COMMITTEE FUNCTIONS.** The functions of the East Palo Alto 2000 Committee shall be to project and evaluate alternative buildout scenarios for the City of East Palo Alto in the Year 2000 A.D. Additionally, the Committee shall:
 - (a) Review the existing development policies and programs of the City.
 - (b) Research, review, and discuss a variety of development policy options and evaluate their contribution in relation to the selected buildout scenarios.
 - (c) Make requests for resource materials that will be used in the Committee's deliberations through the Community Development Director.
 - (d) Submit a report to the City Manager in December, 1985, covering the activities and status of the appointed body along with a recommendation pertaining to future term.

Resolution establishing EPA 2000 Committee
Page 3

PASSED AND ADOPTED this 17th day of December, 1984, by the following vote:

AYES: BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: ABRICA


Barbara A. Mouton
Mayor

ATTEST:


Frederic A. Howell
City Clerk

RESOLUTION NO. 00127

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO
AMENDING RESOLUTION NO. 5-83
FIXING THE TIME OF REGULAR MEETINGS OF THE CITY COUNCIL
FROM 8:00 P.M. TO 7:30 P.M.
AND ESTABLISHING REGULAR COUNCIL STUDY SESSIONS AT 6:45 P.M.**

WHEREAS, the City Council of the City of East Palo Alto did approve Resolution No. 5-83 on July 1, 1983, fixing the time and frequency of Regular Meetings of the City Council; and

WHEREAS, the Council desires to change the time of Regular Meetings of the City Council and establish a regular time for Council Study Sessions; and

WHEREAS, the purpose of the changes are to increase the overall effectiveness of the City Council, providing additional time for the conduct of regular meetings and a period of time prior to the regular meeting for Council preparation and staff consultation; and

NOW, THEREFORE, BE IT RESOLVED, that Study Sessions and Regular Meetings of the City Council of the City of East Palo Alto shall be held as follows:

1. Study Sessions shall be held on the first and third Monday of each month at 6:45 p.m. at a location designated by ordinance.
2. Regular Meetings shall be held on the first and third Monday of each month at 7:30 p.m. at a location designated by ordinance.
3. Whenever the day fixed for a Regular Meeting falls upon a day designated as a holiday, the meeting shall be held on the next succeeding day not a holiday.

PASSED, APPROVED AND ADOPTED this 15th day of August, 1984, by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE

NOES: NONE

ABSENT: WILKS


Barbara A. Mouton
Mayor

ATTEST:


Russell V. Averhart
Interim City Clerk

RESOLUTION NO 84-84

A RESOLUTION PERTAINING TO THE FORMATION,
COMPOSITION, AND ROLES OF THE CITY OF EAST PALO ALTO'S
ECONOMIC DEVELOPMENT TASK FORCE
AND TECHNICAL ADVISORY COMMITTEE

WHEREAS, the City of East Palo Alto is desirous of undertaking a comprehensive program of economic development to alleviate the causes of poverty and mitigate economic distress; and

WHEREAS, the City has also authorized the preparation and submittal to the U.S. office of Community Services an application for funding in the amount of \$300,000 under the Community Services Block Grant-84 program; and

WHEREAS, the City has the ability to commit a portion of its Community Development Block Grant funds to this activity for even greater leverage; and

WHEREAS, the City is actively seeking to enter into cooperative arrangements with members of the private sector to further enhance the City's economic development activities; and

WHEREAS, these combined efforts are intended to create jobs and business growth, reduce unemployment, improve economic opportunities and income for poverty-level residents, and improve retail services for citizens; and

WHEREAS, a targeted, coherent strategy to facilitate the growth of existing businesses and attract new business is deemed to be the most effective approach for the accomplishment of these objectives; and

WHEREAS, it is necessary for a broad range of perspectives, skills, and expertise to be formally structured into the City's comprehensive program of economic development, thereby ensuring the maximum feasible degree of citizen participation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto does hereby establish the East Palo Alto Economic Development Task Force and does hereby specify the following as it relates to this task force:

1. MEMBERSHIP. The membership shall consist of seven (7) members, plus one alternate member, appointed by the City Council. Lay persons, with respect to economic development, shall have preference for appointment to the task force, and all members must be residents of East Palo Alto.
2. AUTOMATIC TERMINATION OF APPOINTMENT. The appointment of any member of the task force who has been absent from three (3) consecutive regular or special meetings, without the approval of said task force, shall automatically terminate.
3. VACANCY. Vacancies on said task force, from whatever cause, shall be filled by the City Council.
4. TERMS OF OFFICE OF MEMBERS. The term of office of all members shall be for the term of the task force.

5. TERM OF THE TASK FORCE. The term of the task force shall expire on July 31, 1985, unless extended by the City Council.
6. OFFICERS OF THE TASK FORCE. The task force shall have one of its members as Vice Chairperson and one of its members as Chairperson.
7. MEETINGS OF THE TASK FORCE. The East Palo Alto Economic Development Task Force shall establish a regular time and place of meeting and shall hold at least one regular meeting each month. Special meetings of the task force may be called at any time by the Chairperson, or by any four (4) or more members of the task force, upon personal notice being given to all members of the task force. If personal notice can not be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.
8. ORGANIZATION AND PROCEDURE. The task force may make and alter all rules and regulations governing its organization and procedure not inconsistent with this resolution or any ordinance of the City.

Four (4) of the seven (7) members shall constitute a quorum. The affirmative vote of four (4) members is required to take any action. The task force shall keep an accurate record of its proceedings and transactions.

BE IT FURTHER RESOLVED that the City Council of the City of East Palo Alto does hereby establish the East Palo Alto Economic Development Technical Advisory Committee and does hereby specify the following as it relates to this Committee:

1. MEMBERSHIP. The membership shall consist of seven (7) members, plus one alternate member, appointed by the City Council. Professional persons, with respect to economic development, shall have preference for appointment to the committee and all members need not be residents of East Palo Alto.
2. THROUGH 8. These items are identical to those specified above for the task force.

BE IT FURTHER RESOLVED that the City Council of the City of East Palo Alto does hereby specify the following as it relates to both the task force and committee:

9. TASK FORCE AND COMMITTEE FUNCTIONS. The functions of the East Palo Alto Economic Development Task Force and Technical Advisory Committee shall be to
 - (a) Review the existing economic development policies and programs of the City.
 - (b) Research, review, and discuss a variety of economic development policy options and to evaluate their contribution to attainment of the goal.
 - (c) Assist the Economic Development Specialist with program implementation if the Community Services Block Grant application is funded.

- (d) Advise the City Council concerning expenditure priorities for the use of any Community Development Block Grant funds for economic development.
- (e) Identify and recommend to the City Council a set of criteria to be applied in the selection of existing businesses to receive financial and technical assistance through a City-operated program.
- (f) Identify and recommend to the City Council a set of criteria to be applied in targeting new businesses for location in the City.
- (g) Recommend and explain quantitative goals (in dollars) for what could realistically be attained in the City within five and ten-year periods.
- (h) Submit a report to the City Manager in July, 1985, covering the activities and status of the appointed body along with a recommendation pertaining to future term.

PASSED AND ADOPTED by the City Council of the City of East Palo Alto this 19th day of March, 1984, by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


Barbara A. Mouton
Mayor

ATTEST:



Russell V. Averhart
Interim City Clerk



RESOLUTION NO. 13-83

RESOLUTION OF THE CITY COUNCIL OF EAST PALO ALTO
ESTABLISHING RULES FOR THE CONDUCT OF CITY
COUNCIL MEETINGS

WHEREAS, it is necessary for the orderly conduct of meetings of the City Council of the City of East Palo Alto, to establish rules as to the conduct of meetings; and

WHEREAS, it has been determined that the conduct of meetings can best be set by the chairperson of the council;

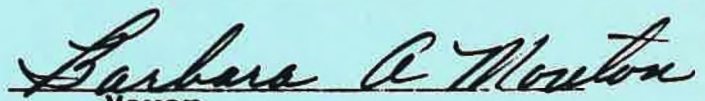
NOW, THEREFORE, be it resolved that the rules for the conduct of council meetings shall be established by the chairperson of the meeting, provided, that any ruling of the chairperson may be overruled by the vote of three members of the City Council.

PASSED, APPROVED AND ADOPTED this 1st day of July, by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE



Mayor



Clerk

RESOLUTION NO. 5-83

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF EAST PALO ALTO FIXING THE TIME
OF REGULAR MEETINGS OF THE CITY COUNCIL

WHEREAS, Section 54954 of the Government Code, State of California, requires the legislative body of a local agency to fix the time for holding regular meetings of the legislative body.

NOW, THEREFORE, be it resolved, that regular meetings of the City Council of the City of East Palo Alto shall be held as follows:

1. Regular meetings shall be held on the first and third Monday of each month at 8:00 p.m. at a location designated by ordinance.

2. Whenever the day fixed for a regular meeting falls upon a day designated as a holiday, the meeting shall be held on the next succeeding day not a holiday.


PASSED, APPROVED AND ADOPTED this 1st day of July, 1983, by the following vote:

AYES: ABRICA, BLAKEY, MOUTON, SATTERWHITE, WILKS

NOES: NONE

ABSENT: NONE


City Clerk


Mayor

WELCOME.....to a meeting of your CITY COUNCIL

Your presence is an important means of helping to insure informed and responsible City government.

THE COUNCIL REPRESENTS 20,000 PEOPLE.

Members of the City Council are selected by you to serve as your governing body. They are now elected for three year terms and receive 150 per month plus expenses. Council Members establish City policy and see that the employees, led by the City Manager, properly carry out this policy.

COUNCIL MEETINGS: Regular City Council meetings are held on the 1st and 3rd Monday of every month. Minutes are tape-recorded only for insuring accuracy and are erased after approval. Study meetings are held at convenient times determined by the Council. No official action may be taken at these meetings.

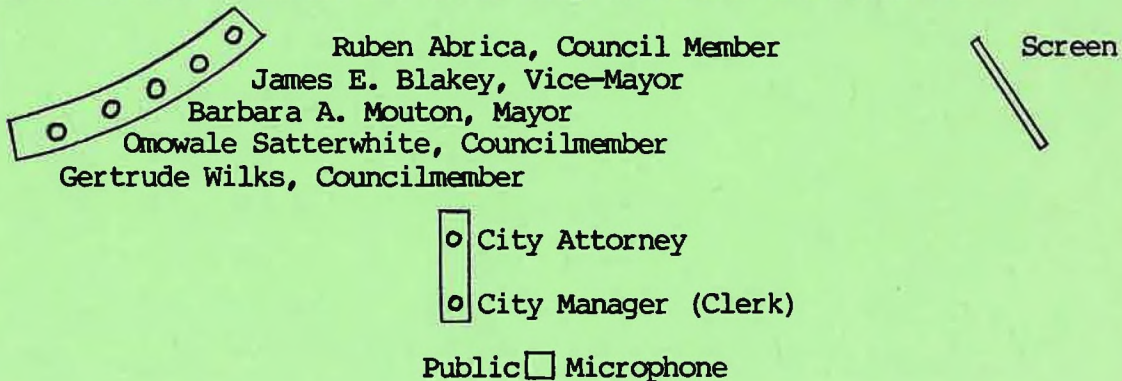
AGENDA: The agenda is prepared by the City Clerk who also serves as Clerk of the Council. An item to be placed on the official agenda must be submitted to the City Clerk by Monday preceding the City Council meeting.

The use of a "Consent Calendar" has been instituted for greater efficiency. This allows several items on the agend to be enacted by one motion. The matters placed thereon are either routine or have been studied extensively at previous study meetings and are brought forward for final action.

CITY ACTIVITIES ARE EXTENSIVE:

This year the City Council budgeted and directed the spending of nearly \$5,000,000 for various municipal services which the people have indicated they want and for which they are willing to pay.

SEATING CHART: Council Members and other City Officials are shown below:



HOW TO ADDRESS THE COUNCIL:

- Obtain a card from the Clerk's desk. Fill out, showing name and address, for either:
1. An item on the agenda. The Mayor will call for comments from audience;
or
 2. n item not on the agenda will be considered under "Other Business" at the end of the meeting.

FOR INFORMATION about City services, or on other aspects of City government, call or visit any of the depts and offices of your City government or call the City Manager's office (853-3100). City Hall: 2415 University Avenue, 2nd Floor, East Palo Alto, Ca. 94303.

CITY OF EAST PALO ALTO

ROSTER
March 1985

Municipal Services Building
2415 University Avenue
East Palo Alto, Ca. 94303

Tel: 853-3100

CITY COUNCIL AND REDEVELOPMENT AGENCY

Mayor and Chairperson	Barbara A. Mouton
Vice-Mayor and Vice Chairperson	James E. Blakey
Council and Agency members:	Ruben Abrica
	Omowale Satterwhite
	Gertrude Wilks

The Council and Redevelopment Agency meet every 1st and 3rd Monday of the month in the Council Chambers, 2415 University Avenue, East Palo Alto. The Redevelopment Agency meets at 5:45 p.m. and the Council at 7:30 p.m.

CITY STAFF

City Manager	Frederic A. Howell
Assistant City Manager/Finance Director	James E. White
Assistant to City Manager	Russell V. Averhart
Police Chief	Danny Nelson
City Attorney	Robert W. Johnson
Community Services Director	Robert S. Hoover
Community Development Director	Don A. Provost
Manager of Clerical Support	Jiranee Kovattana
Community Relations Officer	Patricia F. Perkins

BOARDS AND COMMISSIONS

PLANNING COMMISSION

(meets every 2nd and 4th Monday of the month,
at 7:30 p.m. in the Council Chambers
2415 University Avenue, East Palo Alto)

Chairperson:	Tikisa Anderson
Vice-Chairperson	Onyango S. Bashir
Members	Duane Bay
	John M. Chavez
	Midge Dorn
	Joseph Goodwill
	Melvin Harris
Alternate Member	Makini Roach

PARKS & RECREATION COMMISSION

(meets every 2nd Tuesday of the month
at 7:30 p.m., in the Council Chambers
2415 University Avenue, East Palo Alto)

Chairperson	Bradford Stamper
Vice-Chairperson	Richard Craven
Members	Akil Ajamu
	Elizabeth Brown Dean
	Norman Fontaine
	Maria Ibarra
	Vacant

RENT STABILIZATION BOARD

(meets every 1st and 3rd Thursday of the month
at 7:00 p.m., in the Council Chambers
2415 University Avenue, East Palo Alto)

Chairperson	Ruthie Renee Glover (Tenant)
Vice-Chairperson	Carlos Romero (Homeowner)
Members	Roy Adger (Landlord)
	Raymond Askew (Homeowner)
	Sherry Barton (Landlord)
	Margot Holmes (Tenant)
	Karen Nemmer (Tenant)
	Gerald Bollier (Alternate Landlord)
	Wyatt Boswell (Alternate Tenant)

PUBLIC SAFETY COMMISSION

(meets every 3rd Wednesday and 4th Thursday of the month
at 7:00 p.m. in the Council Chambers
2415 University Avenue, East Palo Alto)

Chairperson	Simon Jones
Vice-Chairperson	Pete Escobedo
Members	Peter Evans
	Isabel Rivera
	Tommie B. Roberts
	Ekkula Lelit Saq
	Anthony Starkey
	Richard Stolle
	Moses Webb
	Vacant
	<i>Charles Price</i>

ARTS & CULTURE COMMISSION

Meet every 2nd Monday of the month
at 7:30 p.m., Room 2B, 2nd Floor
2415 University Avenue, East Palo Alto

Members

Trevor Burrowes
Poetess Kalamu Chache
Susan Cashion
Faye M. Knox
Jawanza Osayimwese
Deborah Reeves
Marilyn C. Scherzer
Knute Roach
Talala Mshuja
Mosi Mirembe
Ruben Avelar

HUMAN SERVICES COMMISSION

Meets every 1st and 3rd Tuesday of the month
in Room 2B, 2nd Floor
2415 University Avenue, East Palo Alto

Chairperson
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ECONOMIC DEVELOPMENT TASK FORCE

(meets every 1st and 3rd Wednesday of the month
at 7:30 p.m.
in Room 2A, 2nd Flr.
2415 University Avenue, East Palo Alto)

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