



# REGULAR JOINT CITY COUNCIL/ REDEVELOPMENT AGENCY MEETING

CITY OF EAST PALO ALTO  
**AGENDA**

**\*PLEASE SEE PAGE 4 OF AGENDA FOR CABLECAST BROADCAST INFORMATION & SCHEDULE**

Date Posted: Thursday, January 18, 2007 Time: 2:00p.m. By: Minette Warren

## REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY MEETING

**Tuesday, January 23, 2007**

**Closed Session 6:30p.m.**

**Regular Meeting 7:30p.m.**

City Council Chambers, 2415 University Avenue

**6:30P.M**

**REGULAR JOINT CLOSED SESSION**

**REGULAR JOINT CLOSED SESSION CALL TO ORDER AND ROLL CALL**

1. APPROVAL OF JOINT CLOSED SESSION AGENDA
2. REGULAR JOINT CLOSED SESSION COMMUNITY FORUM:
3. CLOSED SESSION
  - A. Potential and Pending Litigation Pursuant to Government Code Section 54956.9
    - (1) East Palo Alto Hotel vs. City of East Palo Alto
    - (2) Randolph vs. City of East Palo Alto
    - (3) Tea Court vs. City of East Palo Alto

Adjournment

**7:30 P.M**

**REGULAR JOINT CITY COUNCIL/REDEVELOPMENT AGENCY  
MEETING**

1. APPROVAL OF AGENDA

**2. CONSENT CALENDAR**

**A. City Council/Redevelopment Agency Resolutions, Approval Actions and Motions**

1. Planning Monthly Status report for PC meetings of January 8, 2007 and status of Planning Applications for January 2007

**Recommendation:** Review the Actions of the Planning Commission and by motion and majority vote, Call-up or Take Jurisdiction on any of the items described in the Report

2. Claim of Lettecia M. Rayson

**Recommendation:** That Council reject the claim

.....**End of Consent Calendar**.....

**3. Special Presentations: None**

**4. Written Communications: None**

**3. Oral Reports:**

A. Reports Out of Closed Session

B. Oral Staff Reports

1. Fiscal Year 2007-08 Proposed Budget Schedule

C. Advisory Bodies: None

D. City Council/Redevelopment Agency Reports

1. Committee Assignments
2. Measure "C" Oversight Committee selection discussion

**6. Community Forum**

**7. Policy and Action Items**

**A. Redevelopment Agency informational report and resolutions**

1. Accept the 2005/2006 Financial Statements for the City of East Palo Alto Redevelopment Agency

**Recommendation:** That the Redevelopment Agency accept and file the report

2. Authorizing the Redevelopment Agency Executive Director, as the Owner of Pad D, to enter into a Management Agreement to hire a single property management firm for the Gateway 101 Retail Center, pursuant to Section 12.3 of the Center's Covenants Conditions and Restrictions

**Recommendation: That the Agency Board adopt the resolution**

3. Agency acceptance of the response by "Four Corner at Bay LLC" to an Agency issued Request for Proposals soliciting development proposals for several properties located at the Southeast corner of Bay Road and University Avenue, and declared a "Unified Development Site" site at the November 21, 2006, Agency meeting

**Recommendation:** That the Agency Board adopt the resolution:

- a. Selecting "Four Corners at Bay LLC" at the Master Developer for the Unified Development Site
- b. Authorizing the Agency Executive Director to begin negotiations of an Owner Participation Agreement (OPA) with "Four Corners at Bay LLC" (the Developer) for the Unified Development Site at the Southeast corner of Bay and University, and Authorizing the Agency Executive Director to establish a Developer Reserve Account in the amount of \$20, 000; and authorize the Reimbursement Agreement between the Developer and the East Palo Alto Redevelopment Agency.

**B. City Council Resolutions, Discussion and Informational Reports**

1. Accept the 2005-2006 Financial Statements for the City of East Palo Alto including supporting reports/letter

**Recommendation:** That the Council accept and file the report

2. Authorizing the City Manager to enter into a contract with Knapp Consulting in an amount not to exceed \$8,333 to perform plan check and mitigation monitoring services pursuant to the California Environmental Quality Act (CEQA) for the approved Tara Road Redevelopment Project

**Recommendation:** That Council adopt the resolution

3. Authorizing the City Manager to award and enter into a contract for Janitorial Contract Services for four city facilities

**Recommendation:** That Council adopt the resolution

4. Authorize the City Manager to refuse East Palo Alto Community Alliance and Neighborhood Development Organization (EPACANDO) and Faith Missionary Baptist Church's (FMBC) request for funds in the amount of \$650,845 for the proposed Emancipated Youth Affordable Housing Development

**Recommendation:** That Council deny the request

5. Discussion: East Palo Alto Boxing Club Funding

**Recommendation:** That Council discuss the item and provide direction to staff

6. Discussion: Review of Council re-organization policy

**Recommendation:** That Council discuss the item and provide direction to staff

## ADJOURNMENT

**\*City of East Palo Alto City Council Meeting Broadcasts**

### **Cablecast Schedule and Viewing Information**

**Cable Channel: Channel 29**

**Day and Time:**

**Saturday – 11:00A.M.**

**Sunday – 7:00P.M**

**Or VIA the Internet**

**<http://www.communitymediacenter.net/watch/schedules/index.html>**

# **JPA GOVERNMENT ACCESS CHANNEL PROGRAMMING POLICIES AND PROCEDURES**

The Government Access Channels operate on Cable Channel 26 and 29. It is the goal of the Government Access Channels to provide governmental programming to the citizens of the JPA service area. Members of the JPA include the cities of Palo Alto, East Palo Alto and Menlo Park, the Town of Atherton and portions of San Mateo and Santa Clara Counties.

## **OBJECTIVE**

The fundamental purpose of the Government Access Channels is to educate and inform residents regarding local government meetings, programs and services and other topics of interest to residents including educational, cultural, public health, safety and welfare issues. The Government Access Channels are not intended as a political forum, or as a mechanism for building support for a particular policy, program, issue, party or individual.

## **POLICIES AND RESPONSIBILITIES**

- The Government Access Channels and programming operate under the jurisdiction of the JPA. Responsibility for programming lies with the Media Center, the designated Community Access Organization (CAO), under the advisement of the JPA Working Group. Day to day operation of the channels is under the direction of the Media Center.
- The JPA Working Group shall periodically review the programming, policies and operations of the Government Channels and make recommendations.
- The use of the Government Access Channels shall be reserved for informational and educational programming created by municipal departments or agencies of the JPA or provided by another municipality or government agency, or acquired from other sources so long as it promotes the education of citizens.
- Selection and scheduling of outside source programs shall be the responsibility of the Media Center based on the policies and procedures defined in this document.

## **PROHIBITIONS**

- Any advertising messages on behalf of a political candidate or measure on a ballot. EXCEPT THAT: This shall not preclude the presentation of official materials or programming which includes the opportunity for all candidates for a particular elective position or proponents of all sides of any issue to appear in an equitable manner.
- Any advertising message on behalf of or opposing any measure proposed by a JPA agency or department or under consideration by a City Council or Board of Supervisors. EXCEPT THAT: This shall not preclude the cablecasting of JPA jurisdiction public meetings and/or programming produced by or for the Government Access Channels which provides background information on any measure under consideration if the various sides of the issue are presented.
- Any promotional material concerning products or services presented for the purpose of any solicitation of funds or other things of value.
- Any information concerning any lottery, gift enterprise or similar promotion offering prizes

based upon lot or chance.

- Any material which constitutes libel, slander, invasion of privacy, violation of trademark, or copyright, or which might violate any local, state or federal law, including FCC regulations.

### **EDITING POLICY**

- Public Meetings - Any public meeting cablecast shall not be edited or subjected to editorial comment. Meeting coverage shall be from gavel to gavel. Insertion of alphanumeric or computer graphic information or visual aids pertaining directly to council or other meeting agenda is allowed.
- Video Scroll - Informational messages programmed for use on the scroll shall be edited for clarity and to maximize the capacity of the computer graphics system.

### **PROGRAM SOURCES**

Government Access Channel programming will come from the following sources:

- Live Coverage of JPA Jurisdiction Public Meetings
  - Palo Alto, Menlo Park, East Palo Alto, and Atherton City Council and other Council Committee and Board and Commission Meetings
- Video Scroll
- Tape Delay Cablecasting - Some public meetings, city functions, and special events will be taped for cablecasting later. Repeat presentations are scheduled to give the public more opportunities to view them.
  - Palo Alto, Menlo Park, East Palo Alto, and Atherton City Council and other Council Committee and Board and Commission Meetings
  - Santa Clara and San Mateo County Board of Supervisor Meetings
  - Other Special County Meetings.
- JPA Produced Programming - Programs may be produced by municipal staffs or under their direction through the contracted production services of the Media Center or other video production service providers.
- Outside Source Programs - Some television programs will come from sources outside the JPA. Such programming must fit within the policies and procedures defined in this document.

### **PROGRAM PRIORITIES AND SCHEDULING**

Palo Alto and Menlo Park, have their City Council meetings on Monday and Tuesday nights, respectively, and cablecast their meetings live on Cable Channel 26

Atherton and East Palo Alto hold their meetings on the third Wednesday and the first and third Tuesday, respectively. Cable Channel 29 is available to cablecast their city council meetings live.

Scheduling the use of the Government Access Channels shall be the responsibility of the Media Center. Scheduling shall be performed on an equitable and non-discriminatory basis.

## **CABLE CHANNEL 26 – PALO ALTO AND MENLO PARK**

Scheduling of Cable Channel 26 will be in accordance with channel use priorities (listed below in priority order) and the availability of equipment and resources.

1. Emergency Override Notification - To provide citizens with information and procedures in the event of emergency situations (severe weather, civil emergencies, failure of government service or systems, hazardous waste, et al.).
2. Live Palo Alto and Menlo Park Public Meetings - To help increase and encourage citizen awareness and participation in public policy decision-making. City Council meetings, both regular and special, take precedence over other types of live public meetings. Public meetings are prioritized as follows:
  - a) Regular City Council meetings.
  - b) Special City Council meetings.
  - c) Council Committee and Board and Commission meetings
- 3) Tape delayed replays of JPA Jurisdiction Public Meetings - City Council meetings, both regular and special, take precedence over the replay of other types of public meetings. Replays of public meetings are prioritized as follows:
  - a) Regular City Council meetings.
  - b) Special City Council meetings.
  - c) Council Committee and Board and Commission meetings.
  - d) Board of Supervisor meetings.
  - e) Special County meetings.
4. JPA Produced Programming - To illustrate and describe the functions, operations, and services of municipal departments or agencies of the JPA in order to increase citizen understanding of their services.
5. Outside Source Programming - To provide an outlet for discussion of local and regional issues that bear upon the JPA communities or upon specific audiences or neighborhoods. This could include programming from another municipality, government agency, or special district and governmental seminars produced by professional organizations.
6. Video Scroll – Alpha-numeric information, such as meeting agendas, will be programmed on the Government Access Channels as the default whenever meetings or other programs are not on.
  - a) Sources for information or messages displayed on the scroll shall be limited to those generated by: JPA Jurisdictions and School District contacts, until such time as there is a local Educational Access Channel for School Districts to use.

- b) It shall be the general policy of the Government Access Channels to exclude all other information on its scroll not described above, except in the following circumstances: Emergency notification (severe weather, civil emergencies, failure of local services or systems, hazardous waste, et al.).

### **CABLE CHANNEL 29 – EAST PALO ALTO**

Scheduling of Cable Channel 29 will be in accordance with channel use priorities (listed below in order of priority) and the availability of equipment and resources.

1. Emergency Override Notification - To provide citizens with information and procedures in the event of emergency situations (severe weather, civil emergencies, failure of government service or systems, hazardous waste, et al.).
2. Live East Palo Alto Public Meetings - To help increase and encourage citizen awareness and participation in public policy decision-making. City Council meetings, both regular and special, take precedence over other types of live public meetings. Public meetings are prioritized as follows:
  - a) Regular City Council meetings.
  - b) Special City Council meetings.
  - c) Council Committee and Board and Commission meetings
3. Spill over live coverage of Palo Alto and Menlo Park City Council, special City Council, Council Committee and Board and Commission meetings - To help increase and encourage citizen awareness and participation in public policy decision-making.
  - a) Spill over coverage occurs when a live meeting cannot be shown live on cable channel 26 because another live meeting is a higher priority in accordance with the channel 26 priorities described above.
4. Tape delayed replays of the San Mateo County Board of Supervisors meeting.
5. Outside Source Programming- To provide an outlet for information related to federal and state programs and services and the overall political process (e.g., California Channel).
6. Tape delayed replays of JPA Council Committee meetings.
7. JPA Produced Programming- To illustrate and describe the functions, operations, and services of municipal departments or agencies of the JPA in order to increase citizen understanding of their services.
8. Video Scroll – Alpha-numeric information, such as meeting agendas, will be programmed on the Government Access Channels as the default whenever meetings or other programs are not on.
  - a) Sources for information or messages displayed on the scroll shall be limited to those generated by: JPA Jurisdictions and School District contacts, until such time as there is a local Educational Access Channel for School Districts to use.

- b) It shall be the general policy of the Government Access Channels to exclude all other information on its scroll not described above, except in the following circumstances: Emergency notification (severe weather, civil emergencies, failure of local services or systems, hazardous waste, et al.).

## **SERVICE LEVEL STANDARDS**

- **JPA AGENCIES**

Will submit their city council agendas to the Media Center via email on or before the deadlines agreed upon by the JPA Working Group.

Will share the Government Channels resources that are available in time of emergency and will abide by the priority guidelines set by the JPA Working Group.

Will give the Media Center two weeks notice in advance of special meetings to guarantee coverage.

Will provide 24 hours notice when meetings scheduled for cable casting or taping are cancelled.

- **CITY HALL VIDEO OPERATORS**

Will report to the video booth on time and provide gavel-to-gavel coverage of all scheduled government meetings

Will provide the requested number of tapes of the meeting.

Will work to promote signal quality by reporting any transmission problems to the franchise cable company or equipment problems to the JPA agency.

- **THE MEDIA CENTER**

Will schedule re-plays of meetings requested by the JPA in accordance with the policies and procedures defined in this document.

Will ensure that all JPA government meetings are covered from city halls. When two or more meetings are happening simultaneously, every effort will be made to provide single camera coverage of lower priority meetings or “studio in a box” coverage of meetings and events out in the community. Providing a minimum of three weeks notice to schedule coverage of a remote or extra event increases the likelihood of availability.

Will follow program priorities policy when more than one meeting is happening simultaneously, allowing the priority meeting to go live, while taping the other(s) for later replay.

Will pay video operators for 3 hours of work when a meeting is cancelled without notice. The JPA agency will be charged for 3 hours if they fail to give a minimum of 24 hours notice when canceling scheduled Media Center coverage.

Will make the Media Center production studio available to JPA agencies that want to produce live or taped programs. To guarantee studio date availability, scheduling should be done in mid March, July and November, when a schedule is produced for the next four months. Once the studio is scheduled, there are openings but no guarantees for specific dates.