



City of East Palo Alto

CITY ADVISORY BODIES VACANCIES

RESIDENTS OF EAST PALO ALTO

The City issues you an invitation to participate in local government and serve your community. Interviews and appointments are conducted by the City Council of the City of East Palo Alto.

Applicants 18 years or older City of East Palo Alto Residents are invited to serve on the City Advisory Bodies described below that have vacancies as a result of expiring terms and/or vacant seats. **It is required that applicants familiarize themselves with the purpose of the advisory bodies during the application process.**

If you are interested in volunteering, (certain advisory bodies allow for stipends), to serve on one of these advisory bodies. If you **are interested in serving on prior to being interviewed by the City Council see information below.**

Applications are available at the City Clerk's Office, City Hall, 2415 University Avenue, East Palo Alto, CA 94303, Business hours are 8:00a.m.-5:00p.m.,

The City's Website; Home Page "In the Spotlight" and you may also call for an application at 650.853.3127. **The Deadline is Friday, October 14, 2011; 5:00P.M. 2ND Floor City Hall – 2415 University Avenue, East Palo Alto, CA. 94303**

The lengths of terms may vary from 1 to 3 years, beginning and ending as the Council's advisory body policies on positions indicate.

PLANNING COMMISSION – Total Number of Seats: 8 (7 Full-time Members, 1 Alternate.

Vacancies:

1 REGULAR SEAT

The Commission meets on the 2nd and 4th Monday of each month – 7:30 p.m. – City Council Chambers, City Hall. The Planning Commission reviews development proposals on private land for compliance with the General Plan and Zoning Ordinance. The Commission reviews all development proposals requiring a Use Permit, Design Review, Variance, Subdivision and Environmental Review associated with these projects. The Commission is the final decision-making body for these applications, unless an appeal is made to the City Council/ Redevelopment Agency.

The Commission serves as a recommending body to the City Council/ Redevelopment Agency for re-zonings, Zoning Ordinance amendments, General Plan amendments and the environmental reviews associated with those projects. In addition, the Commission works on special projects as assigned by the City Council/Redevelopment Agency.

RENT STABILIZATION BOARD – Total Number of SEATS: 10 (7 Full time Members, 3 Alternates).

VACANCIES:

2 Regular Seats

The Board meets on the 2nd and 4th Wednesdays of each month – 7:00p.m. – Council Chambers, City Hall. The Rent Stabilization Board is organized according to City Ordinance as approved by the voters. Total Board Composition includes: 3 Tenant Regular Representatives; 1 Tenant Alternate Position; 2 Homeowner Representatives; 1 Homeowner Alternate Representative; 2 Landlord Representatives; 1 Landlord Alternate Representative

Roles and Responsibilities: Carry out the purpose of the Rent Stabilization Ordinance; Protect residential tenants from unreasonable and illegal rent increases; Protect residential tenants from arbitrary, discriminatory and/or retaliatory evictions pursuant to Section 13 of the Ordinance; Ensuring residential tenants a clean, safe and habitable dwelling pursuant to the Warranty of Habitability; Quasi-Judicial Role includes sitting as an Appeals Board to hear and decide Tenant and Landlord Petitions for Individual Rent Adjustments and /or hearings on a Individual Rent Adjustments or Net Operating Income Adjustments; Attend Landlord and Tenant Outreach and Education events; and Assuring Landlords both a fair and equitable return on their investment sufficient to cover costs of maintenance, operating expenses and the costs of capital improvements.

SENIOR ADVISORY COMMITTEE - Total Number of Seats: 9 (9 Full time members, 2 Alternates).

VACANCIES:

4 Regular Seats

The Committee meets the 1st Wednesday of each Month – 6:30p.m. – City Hall. The purpose of the Senior Advisory Committee is to encourage, foster, facilitate, establish and propose programs and services which enhance the social, economic, recreational, cultural and personal well-being of the City's senior population. The City Council requested that the Advisory Committee (a) recommend new City programs sand services which can address the needs of seniors; (b) review existing programs and services and assess the benefits that they provide to the City's senior population; and (c) provide information to the council and other boards and commissions of the City regarding matters that affect the City's senior populations.

PUBLIC WORKS AND TRANSPORTATION COMMISSION – Total Number of Seats: 8 (7 Full time Members, 1 Alternate).

VACANCIES:

2 REGULAR SEATS

1 ALTERNATE SEAT

The Commission meets the 1st and 3rd Wednesdays of each month – 7:30p.m. Council Chambers, City Hall. This Commission is charged with advising the City Council on matters related to the adequacy and improvement of all types of public and private transportation within the City including: the best approaches to establishing and maintaining systems and facilities for the transport of people and goods around the City; the coordination of motor vehicle, bicycle, mass transit and pedestrian traffic facilities; the development and encouragement of the most efficient and least detrimental overall transportation systems for the City that support the goals of the General Plan; coordination with regional transportation systems; and serving as an appeals board for

appeals from staff determinations concerning establishment of traffic signs, pavement markings, speed zones, parking regulations, traffic signals, bike lanes, bus stops, etc.

Minette Warren
Deputy City Clerk
Office of the City Clerk
(650)853-3100



City of East Palo Alto

APPLICATION FOR CITY ADVISORY BODIES

The following information will be helpful to the City Council in evaluating your interest in and qualifications for appointment to a City Advisory Body.

Please note that the information supplied on this application is public information.

Please type or print clearly

Board or Advisory Body Applying for: 1.

2.

Position: _____ - **Seat** _____

Position: _____ - **Seat** _____

Date: _____

Name:

Address:

(Note: City residency is required of all Advisory Bodies appointees)

Telephone No. _____ Email _____

Number of years as a City of East Palo Alto resident: _____

Occupation:

Business Address/Telephone No:

Education:

Civic affiliations and community activities, including service on other City Boards, Commissions or Committees:

Please describe your understanding of the responsibilities of the Board, Commission or Committee that you are applying for and how your personal, community and/or professional experience relates to these responsibilities:

Please describe briefly why you want to serve on this Board, Commission or Committee and what you hope to accomplish as a member:

Information about the Procedure (You may add additional sheets if needed for additional information you wish to share with the Council)

The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. The City Council will review all applications and will make an appointment at a regular City Council meeting. Full terms are for a period of Two and/or Three years Depending on the Advisory

Body. The Applications are kept on File for one year. *Members are limited to two consecutive full terms, unless otherwise determined by the City Council.

***Full/Unexpired Term**

If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an expired term and serves at least two years or more, that time will be considered a full term.

Time Commitments

Serving on a City Advisory Body may require one or two night meetings per month, with each meeting averaging three to five hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings and attendance at less than two-thirds of scheduled meetings may result in removal. Information about the meeting times and dates of each Advisory Body is available from the City Clerk.

Signature of Applicant

**Please Return Application To
The Office of the City Clerk
650.853.3100
City of East Palo Alto
City Hall - 2nd Floor
2415 University Avenue East Palo Alto, CA 94303**