



## AGENDA

THIS AGENDA IS POSTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 5490 ET. SEQ Date Posted: September 30, 2011 – by 5:00 p.m.

SENIOR ADVISORY COMMITTEE REGULAR MEETING

October 5, 2011 - 6PM

CITY HALL – COMMUNITY ROOM 2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CALIFORNIA

<b>Chair:</b>	Ruth Cossey	<b>Secretary:</b>	Michael Francois
<b>Vice Chair:</b>	Lorraine Holmes	<b>Parliamentarian:</b>	Vacant
<b>Members:</b>	D. Lewis, R. Tatum, D. Tschang, M. Francois, R. Harris, O. Augmon		
<b>Vacancy:</b>	1		
<b>Staff:</b>	Community Development Department-Planning Division.		

- 1) **Call to Order and Roll Call:**
- 2) **Approval of Agenda**
- 3) **Community Forum and Communications**
- 4) **Old Business**
  - (a) Mission Statement Discussion
  - (b) Oral History Update
  - (c) Senior Advisory Committee Vacancies
- 5) **New Business**
  - (a) Senior Advisory Committee Events for Fiscal Year 2011-12 (FY 11-12).
  - (b) Proposed New Start Time-4PM
- 6) **Adjournment**



**CITY OF EAST PALO ALTO**

**Planning Division**

1960 Tate Street, East Palo Alto, CA 94303

Tel. No. 650.853.3185, Fax. No. 650.853.3179

**DATE:** October 5, 2011

**TO:** Senior Advisory Committee

**FROM:** Guido F. Persicone, Associate Planner, AICP

**SUBJECT:** Senior Advisory Committee

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**Mission Statement**

After reviewing the current Senior Advisory Committee (SAC) Mission Statement, the committee members proposed the following revised statement:

*“What Benefits East Palo Alto Seniors, Benefits the Entire Community.”*

In furtherance of this revised mission statement, the committee would like to focus on the following topics: **Safety, Streets and Jobs.**

**Safety Goal 1.0**

The SAC wants to receive reports from City staff about improving street lighting in East Palo Alto to reduce areas in which criminal activity can occur.

*Staff recommendation:*

*Having Engineering and Maintenance Division staff provide an annual update on street light repairs as part of the Capital Improvement Program (CIP) would implement Safety Goal 1.0.*

*Encouraging SAC members to contact the Maintenance Division when they identify street lights in a state of disrepair would implement the Safety Goal 1.0*

**Street Goal 1.0**

The SAC would like to be involved with ensuring East Palo Alto streets are properly maintained and repaired.

*Staff Recommendation:*

*Having the Engineering Division report to the SAC about the current state of East Palo Alto roads and providing them an annual update on which roads will be repaired as part of the City's CIP would implement Street Goal 1.0.*

**Street Goal 2.0**

The SAC felt very strongly that cars should not be parked on sidewalks. They were briefed on the new seventy-two (72) hour parking ordinance adopted by Council.

*Staff Recommendation:*

*Having the Deputy City Attorney brief the SAC on the 72 hour parking ordinance implements Street Goal 2.0*

**Jobs Goal 1.0**

The SAC would like to see stronger enforcement of the First Source Hiring Program to ensure East Palo Alto residents are employed by local businesses.



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**DATE:** October 5, 2011

**TO:** Senior Advisory Committee

**FROM:** Brent A. Butler, Planning Manager, AICP, CFM  
Guido F. Persicone, Associate Planner, AICP

**SUBJECT:** Senior Advisory Committee  
Oral History Project Update  
Senior Advisory Committee Vacancies

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### **Oral History Update**

The Senior Advisory Committee established an *East Palo Alto Oral History Subcommittee* which is in the process of collecting histories, 'visions' of the past to inform the comprehensive General Plan update. This update process seeks to incorporate the input of the City's youth and seniors, and encourages an intergenerational dialogue between them so that the youth understand the senior's viewpoint and seniors understand the youth's perspective. From this process, not only are the seniors and youth educating each other, they are helping to educate staff about what projects, improvements, and physical resources are valuable community assets and which have not. Through this process, the City hopes to educate the community and staff about its history and the general plan, the first steps in conducting an update.

Since last discussing this item in August, the Planning Manager progress includes:

- ✓ Met with the Senior Center Manager, Millicent Grant, in which she indicated that interviews at the Senior Center would have to receive the approval of the Senior Center Committee. City staff has not received a response back from the Senior Committee, as of the publication of this report.
- ✓ Met with the East Palo Alto Librarian, who is located at 2415 University Avenue, and who has agreed to serve as the archive for the Oral History project. Using the library for conducting the interviews is also possible, and the best time to conduct these oral history interviews, if they occur at the County Library in East Palo Alto, is before 2PM.
- ✓ Interviews will primarily be conducted by young adults, in order to facilitate an intergenerational exchange.

Tentatively, the oral histories will occur with the following participants:

<b>Table 1 Oral History Schedule</b>		
<i>YUCA Interviewers</i>	<i>Senior Citizen Interviewees</i>	<i>Date</i>
*Thomas/Juliette	Meadows Smith	October 12, 2011
Thomas	Ms. Boswell	October 19, 2011
Miguel	Ms. Marian Bostich	October 26, 2011

These interviews were originally scheduled for August, but were delayed in response to the meeting with Ms. Grant. Pursuant to the Senior Advisory Committee's recommendation, the Planning Division staff first sought to obtain permission to conduct some of the interviews at the Senior Center. Ms. Ruth Cossey will contact Ms. Bostich to see if she is interested in participating, and where she would feel the most comfortable to conduct the interview.

#### **Senior Advisory Committee Vacancies**

Currently there are four vacancies on the committee:

Seat	Name	Term Expiration Date
3	Lorraine Holmes	5.31.11
4	Richard Tatum	5.31.10
8	Dorothy Lewis	5.31.11
9	Vacant	N/A

Members are encouraged to reapply for their seat by October 14, 2011 with the Deputy City Clerk, Minette Warren at 2415 University Avenue, East Palo Alto. For your convenience, the application is included with your meeting packet.

June 1, 2011

[SENIOR ADVISORY COMMITTEE MEMBERSHIP AS OF MAY 2011]

SEAT #	TERM	NAME AND ADDRESS	TELEPHONE	DATE APPOINTED	APPOINTMENT EXPIRATION
1	3yr	Ola Augmon, 219 Verbena Avenue, EPA, CA 94303	650-327-3590 650-224-7677	09/19/2006 05/31/2009	05/31/2009 05/31/2012
2	3yr	Ruth Cossey, 2179 Poplar Avenue EPA, CA 94303	650-325-0180 <b>Alternate #</b> <b>650 906-8272</b>	05/31/2010	05/31//2013
3	3yr	Lorraine Holmes, 432 Larkspur Drive EPA, CA 94303	650-323-6965	2008	05/31/2011
4	3yr	Richard Tatum, 2348 Glen Wy EPA, CA 94303	650-321-6827 650-960-2501	05/31/2004	05/31/2010
5	2yr	Michael Francois 224 Gardenia Wy EPA, CA 94303	650-322-1502		05/31/2012
6	2yr	Renee Harris, 1217 Saratoga Avenue, EPA , CA 94303	650-200-6773	05/31/2010	05/31/2012
7	2yr	David Tschang, 2253 University Ave. EPA, CA 94303	650-325-8420	09/19/2006 05/31/2010	05/31/2010 05/31/2012
8	1yr	Dorothy Lewis, 147 Abelia Way, EPA, CA 94303	650-322-8276	05/31/2007 05/31/2010	05/31/2010 05/31/2011
9		VACANT (Alternate Street)			



## 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:

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

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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:

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

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**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.

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**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**