



**Minutes
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT**

Meeting

November 15, 2000

7:00 p.m.

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

REGULAR MEETING

Vice Mayor Fisher called the meeting to order at 7:15 p.m.

1. ROLL CALL

PRESENT: Alan B. Carlson
William R. Conwell
Malcolm H. Dudley
Robert E. Huber
Dianne M. Fisher

Interim City Manager Ralph Freedman and City Attorney Marc Hynes were also present.

2. PRESENTATIONS

Annual Tree Awards: Shirley Carlson, Atherton Tree Committee, and Kathy Hughes-Anderson, Public Works Technician, gave certificates to the following winners of the Tree Committee Annual Tree Awards:

Gerri and Jim Nicholas Janet and Bob Simonds
Carolyn and Robert Jenkins Lewis and Idamaria Knights
Mr. and Mrs. W. O. Robertson

Honorable Mentions went to Dave Pasero, Jan Zones, and Gilbert and Alyce Cain. Slides of the winning entries were shown.

3. COUNCIL REPORTS

- Council Member Carlson reported on last week's Audit Committee meeting. The Committee recommended that a new procedure be instituted for the approval of the bills and claims listing. A member of the Finance Committee will review the bills and claims prior to the Council meetings, and ask the City Manager to discuss any specific expenditures during City Manager Reports.
- Council Member Conwell reported on the transportation issues that were addressed at the CCAG meeting. He also reported that the Airport Roundtable has provided a video for commercial pilots outlining the responsibilities for planes passing over this area. The Criminal Justice Committee held a dinner meeting where selected citizens were recognized for their service to the community.
- Council Member Dudley reported that Caltrain ridership, at 33, 000 per day, is at a forty year high. He also reported on transportation measures that had passed in the November election.
- Council Member Huber will meet with the Postmaster on problems with mail delivery. He also will stay active on the issue of commercial aircraft noise.

4. PUBLIC COMMENTS

The following members of the audience spoke:

- Marion Oster, Atherton Heritage Association
- Jim Nicholas, 63 Fairview, commended the Police Department for their excellent work during a recent burglary.
- Charles Ramorino, ACIL
- Shirley Carlson, Atherton Tree Committee, update on sudden oak death syndrome, thanked Town staff and members of the community who helped at the tree planting.
- John Ruggeiro, 10 Stockbridge Avenue

5. CITY MANAGER REPORTS

Interim City Manager Ralph Freedman discussed the following:

- Town staff has followed up on the problem of residences being used as businesses.
- Recommended that all fences in Town be brought into compliance with the zoning ordinance.
- The City Manager is trying to follow up with the Postmaster regarding the Town's proposal to receive additional funding for this operation.
- Certain bills and claims were explained, as requested by the City Council.
- Thanked Bob Simonds and Sandy Crittenden for their participation on the Carriage House project.
- The new Council Members will be sworn in at a Special Meeting on December 13. Presentations will be given by Nichols Consulting Engineers and Nolte Associates.
- The City Manager Listening session will be held next Tuesday, November 28.

6. DEPARTMENT HEADS' REPORTS

Police Chief Brennan reported on the recent burglary trend.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT No report.

CONSENT CALENDAR

MOTION – to approve the consent agenda except for Item 12, to be placed on the regular agenda

M/S Carlson/Dudley Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

8. APPROVAL OF MINUTES

Approved minutes of special meeting of 10/18/00, and the regular meeting of 10/18/00.

9. BILLS AND CLAIMS

Approved bills and claims for October 14, 2000 through November 8, 2000 in the amount of \$615,692.84.

10. QUARTERLY INVESTMENT REPORT

Approved the Quarterly Investment Report for the period ending September 30, 2000.

11. PURCHASE OF TWO POLICE PATROL VEHICLES

Approved the purchase of two Ford Crown Victoria Police Interceptor patrol cars from Wondries Ford Dealership, and authorized the Chief of Police, or his designee, to sign all necessary documentation.

13. CONTRACT FOR THE REROOFING OF JENNINGS PAVILION

Authorized the Interim City Manager to seek and award a bid for the reroofing of the Pavilion building in Holbrook-Palmer Park to the lowest responsible bidder.

PUBLIC HEARING Cancelled

REGULAR AGENDA

12. NOTICE OF COMPLETION FOR CARRIAGE HOUSE PROJECT 00-003

MOTION - Accept the work and authorize recordation of a notice of completion for the foundation drainage system for the “Gen Merrill” Carriage House, and allow the Holbrook-Palmer Park Foundation to inspect the work prior to final payment being made to the Contractor.

M/S Dudley/Conwell

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

15. AUDIT REPORT 1999/2000 FISCAL YEAR

Stephen J. Larson of Caporicci, Cropper, & Larson, LLP, presented the 1999/2000 Fiscal Year Audit Report to the City Council. Discussion ensued regarding the recommendations made to management involving year-end closing, bank reconciliation, segregation of duties in the Finance Department, and the need for an inventory of fixed assets.

Interim Finance Director Hector Lwin responded to the audit recommendations.

16. AUDIT COMMITTEE REPORT

Audit Committee Chair, Jerry Carlson, presented the Committee’s report on the 1999/200 Fiscal Year Audit. He discussed the nine recommendations the Committee made after meeting several times with staff and the outside auditors. He stated that the bank reconciliations need to be brought up to date immediately.

Council Member Carlson thanked the Audit Committee for their work. John Sisson, 26 Belleau Avenue, spoke.

MOTION – to accept the 1999/2000 Fiscal Year Audit

M/S Fisher/Carlson

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

17. QUARTERLY FINANCIAL REPORTS

Interim Finance Director Hector Lwin presented the first quarter financial report. He explained the various Town funds and stated that revenues and expenditure are in line with the budget. Arlan Kertz and Bob Jenkins from the Audit Committee spoke.

18. APPROVAL OF STAFFING REQUESTS UNDER STATE COPS GRANT

Police Chief Bob Brennan stated that he wished to change his recommendation for the expenditure of this grant from funding a Community Service Officer and a Police Officer Trainee, to funding a full time Police Officer. The position would be dedicated to police support for Menlo-Atherton High School, where the funding is most needed. Interim City Manager Ralph Freedman indicated the need for approving the overhiring of one additional Police Officer position to maintain full staffing levels in the Police Department. Discussion ensued. The Council directed staff to try to obtain partial funding to provide a School Resource Officer.

MOTION – accept the grant under the State of California COPS Program and authorize two additional Police Officer positions.

M/S Carlson/Huber

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

19. PUBLIC COMMENTS

There were no public comments.

20. ADJOURN TO CLOSED SESSION

The meeting adjourned at 10:54 p.m. to closed session.

21. CLOSED SESSION – Continued from 5:00 p.m. Special Meeting, to address the following:

**A. Conference with Labor Negotiator pursuant to Government Code Section 94957.6
Agency Negotiator: Ralph Freedman, Interim City Manager
Employee Organization: Management**

**B. Conference with Labor Negotiator pursuant to Government Code Section 94957.6
Agency Negotiator: Ralph Freedman, Interim City Manager
Employee Organization: Local Union No. 856
Non-management miscellaneous employees**

22. RECONVENE TO OPEN SESSION

The Council reconvened to open session at 12:10 a.m. The City Council gave instructions to the Interim City Manager.

23. ADJOURN

The meeting adjourned at 12:15 a.m.

Respectfully submitted,

Sharon Barker
City Clerk