



**Minutes**  
**CITY COUNCIL MEETING**  
**January 10, 2001**  
**7:00 p.m.**  
**TOWN COUNCIL CHAMBERS**  
94 Ashfield Road  
Atherton, California  
**SPECIAL MEETING**

Mayor Fisher called the meeting to order at 7:05 p.m.

**1. ROLL CALL**

**PRESENT:** Kathy McKeithen  
James R. Janz  
Alan B. Carlson  
Dianne M. Fisher  
William R. Conwell

**2. COUNCIL REPORTS**

- Council Member Conwell reported on the San Francisco Airport Roundtable meeting. A new noise monitor will be installed in the Atherton area by June 30<sup>th</sup>. He also reported that a SFO Runway Plan Noise Forum will be held on January 11, 2001 at the Municipal Services Building in South San Francisco.
- Vice Mayor Carlson requested that Council Members receive agendas and minutes for all Town committees and commissions. He announced he will not be able to attend the regular Council meeting in February.
- Council Member McKeithen asked that the Interim City Manager report back on several items including the noise and lights issue brought up by a resident at 26 Southerland Drive, Heritage Tree permit enforcement, the post office contract, collection of sales tax from Menlo College Book Store, and information on maintenance of the Atherton Channel.
- Mayor Fisher announced that the Transportation Committee will not meet until April. She will not be available for the regular Council meeting in February.

City Manager Ralph Freedman announced that Sheryl Snyder of Koff and Associates is ill. Item Number 5 was removed from the agenda.

**3. PUBLIC COMMENTS**

**The following members of the audience spoke:**

**John Ruggiero, 10 Stockbridge Avenue**

**John Sisson, 26 Belleau Avenue**

**REGULAR AGENDA**

**4. DISCUSSION AND POSSIBLE ACTION – CITY MANAGER RECRUITMENT PROCESS**

**Vice Mayor Carlson commended Ralph Freedman on his accomplishments as Interim City Manager, and said he believes the City Council should plan to recruit for a new City Manager. He outlined his recommendations for the recruitment process including having the Screening Committee advertise the position and screen the applicants. He recommended that in addition to the City Council, a resident committee should interview top candidates.**

**After discussion, the City Council concurred that the search for a new City Manager should be conducted by the City Council, utilizing the procedure outlined by Vice Mayor Carlson.**

**Mayor Fisher stated that Mr. Freedman has done the best job of any City Manager in Atherton. She encouraged him to apply for the position. She stated that residents interested in serving on the interview committee should submit letters to the City Attorney.**

**Vice Mayor Carlson stated that the salary range for the City Manager’s position should be discussed. He asked the Interim City Manager to supply advertisements and information used in the last recruitment to the Screening Committee, and to place the discussion on next week’s agenda.**

**The following members of the audience spoke:**

**John Sisson, 26 Belleau Avenue**

**Sandy Crittenden, 117 Heather Drive**

**Robert Simonds, 26 Wilburn Avenue**

**Charles Marsala, 33 Emilie Avenue**

**MOTION – to engage in a search to fill the position of City Manager, that the search be conducted under the supervision of the Screening Committee, that the Screening Committee place advertisements using materials from the last recruitment, that resumes be submitted to a post office box to be set up by the Screening Committee, that the Screening Committee distribute the applications to the City Council, that a recommendation be made by the Screening Committee to the City Council of those**

applicants who should be interviewed, that interviews be conducted by the City Council, as well as by a resident screening committee, that the Screening Committee recommend to the City Council a method to include staff input in the process, and that a professional background check be performed on the final candidates. Further, that a discussion of salary range and benefits for the position of City Manager be placed on next week's agenda, and that a report be brought back to the Council on the condition of the house, and that a professional opinion of the rental value of the house be obtained.

M/S Carlson/McKeithen

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

**5. DISCUSSION WITH SHERYL SNYDER OF KOFF & ASSOCIATES –  
CLASSIFICATION AND COMPENSATION STUDY**

This item was removed from the agenda.

**6. DISCUSSION AND POSSIBLE ACTION – STREET AND STORM DRAINAGE  
PROJECTS**

Interim City Manager Ralph Freedman presented a calendar of dates necessary for placing a measure on the June ballot for funding street and storm drainage improvements. He also provided the Council with a financial analysis on general obligation and Mello Roos bonds prepared by Piper Jaffray, Inc.

Public Works Director Cliff Temps presented an integrated plan of street improvements and drainage, which was requested by the Council. He went over cost comparisons for road maintenance and complete road rehabilitation.

Vice Mayor Carlson expressed his concerns regarding the relationship between the Channel District and the Town, and how that affects raising funds for improvements.

Discussion ensued regarding the need for the Town to contact outside agencies that may be involved in some of the drainage issues. The Council suggested that State and Congressional representatives be contacted for information on any funding which may be available for improvements.

It was the consensus of the City Council not to put this issue to the voters in June. It was decided that the Council needs to set some priorities, and to obtain a legal opinion to clearly delineate the relationship of the Atherton Channel District and the Town.

The Council directed the City Attorney to do some preliminary research.

The following members of the audience spoke:

John Sisson, 26 Belleau Avenue

John Rugeiro, 10 Stockbridge Avenue

**Jim Dobbie, 124 James Avenue  
Smith McKeithen, 11 Maple Leaf Way  
Sandy Crittenden, 117 Heather Drive  
Scott Feamster, 230 Park Lane**

**7. DISCUSSION – PARCEL TAX**

**Interim City Manager Ralph Freedman presented an outline of proposed budget items which would be funded by a parcel tax including funding for police overhires, compensation adjustments, miscellaneous capital improvements, and road maintenance. He discussed the timeline for placing the tax on the June ballot. Discussion ensued regarding the length of years a parcel tax should be imposed. The Council agreed that residents should be apprised that the parcel tax will not cover any major capital improvement projects. A bond measure may be put before the voters for streets and storm drainage improvements at a later time. The City Council asked the Interim City Manager to return to the Council with a four-year program for the expenditure of parcel tax funds in a broad outline.**

**John Sisson and Bob Jenkins from the audience spoke on this issue.**

**It was the consensus of the Council to place the parcel tax on the June ballot. A public hearing was set for February 8, 2001 to present the parcel tax ordinance. A mid-year budget review will also be presented at the February 8<sup>th</sup> special meeting. The Council canceled the February 21, 2001 regular meeting.**

**8. PUBLIC COMMENTS**

**There were no public comments at this time.**

**9. ADJOURN**

**The meeting adjourned at 11:00 p.m.**

**Respectfully submitted,**

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**Sharon Barker, City Clerk**