



To: Mayor and Town Council  
From: George J. Rodericks, City Manager  
Date: May 2014

**SUBJECT: MAY 2014 MANAGER’S REPORT**

The Monthly Manager’s Report is a post-review summary of issues and Town activity during the prior month. Should you wish any additional information on any of the items, feel free to contact me directly. Most, if not all, of the issues and topics should be familiar to each of you.

**Upcoming Major Agenda items for June 18:**

- Density Bonus Ordinance – 2<sup>nd</sup> Reading/Adoption
- Zoning Code Revisions – 2<sup>nd</sup> Reading/Adoption
- Emergency Placards Ordinance – 2<sup>nd</sup> Reading/Adoption
- Extension of Tennis Contract (3 months)
- North Fair Oaks Community Plan – Presentation
- Oath of Office for New Police Officers – Officer Joshua Gatto & Sergeant Lamont Cusseaux
- Commission/Committee Interviews & Appointments
- Resolution Setting the Parcel Tax Rate for 2014/15
- Adoption of the 2014/15 Budget
- Approval of the Arborist RFP

**Coming up in future meetings...**

- Approval of the Project Manager Contract for the Civic Center Project
- Parker Avenue Alternatives Feedback and Direction
- Consideration of updates to the Town’s Sign Ordinance
- Consideration of updates to the Town’s Business License Ordinance
- Award of Contract for Design Services for the Civic Center Project

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## **Manager's Report**

### **1. Budget Meeting**

#### *June 18 Regular Meeting*

- Final Budget Report – Adoption
  - In this Report, the staff recommendation would be for adoption of the budget with any included expenditure reduction scenarios as well as a recommendation for approval to pursue various selected revenue alternatives.
- Staff Report to Set Parcel Tax Rate
  - Following the City Council's discussion of June 4, the Staff Report would recommend a Resolution to Set the Parcel Tax Rate for the 2014/2015 Tax Year.

### **2. Committee/Commission Appointments**

The June 18 Regular Meeting will include appointments to various Town Commissions/Committees. The deadline to apply for committee and commission vacancies was Friday, May 9. We have received a recommended Dames and Foundation representative. Interviews and Appointments incumbents and new candidates is scheduled for the June 18 Agenda. All candidates will be advised.

#### Audit/Finance Applicants (3 positions)

Greg Conlon - incumbent (requested reappointment)  
Bob Polito – incumbent (requested reappointment)  
Jim Massey - incumbent (requested reappointment)  
Jeffrey Lee (new candidate)

#### Park & Recreation Commission (3 positions)

Frank Merrill (HPP Foundation Rep) - 4 Year Term (requested reappointment)  
Marilee Gardiner (Dames Rep) - 4 Year Term (new candidate)  
Walter Sleeth (new candidate) to fill Naomi Ramsdenn's term which expires June 30, 2017  
William Hoy (new candidate) to fill Naomi Ramsdenn's term which expires June 30, 2017

The HPP Foundation and Dames representative must be replaced with members from those organizations.

Rail Committee (1 position)  
Narissa Dexter (new candidate)

The following are additional vacancies on various committees for which we have not received applications.

Environmental Programs Committee  
One (1) Vacancy, 4-Year Term

### **3. July and August Study Sessions Cancelled**

Given holidays and summer schedules, the July 2 and August 6 Study Sessions are planned as cancelled. It has also been suggested that due to summer schedules, vacations, etc. that the August City Council meeting be cancelled. At this time, staff can reschedule items to the July or September Agendas if so desired by the Council. Please let me know your thoughts.

### **4. City Manager's Vacation**

I will be on vacation Thursday, June 19 through Friday, June 27. Theresa DellaSanta will serve as the Acting City Manager during my absence.

### **5. North Fair Oaks Community Plan**

Middlefield Road redesign was listed as a top priority in the collaborative North Fair Oaks Community Plan written in late 2011. Over the past few months, the North Fair Oaks (NFO) Forward team has been working to gather community input as to how this comprehensive project will look. Over 1,300 surveys were collected, over 600 presentations were given to a number of constituents and groups, and 2 well-attended community meetings were held.

The NFO Forward team will be coming to the June 18 City Council meeting to share the survey results.

### **6. Tennis Contract**

Steve is crafting a 3-month extension of services for Alan Margot to allow him to finish up the fall tennis camps. This will be on the Council's consent agenda for June. The RFP has been posted and mailed to known interested parties (3) - plus Alan.

### **7. Rail Committee Organization**

At their June 3 meeting, the Rail Committee discussed alternatives for their organization - to build a recommendation to the City Council. They were provided discussion around staying

as is (and complying with all the requirements), being formed as an Ad Hoc Committee, or forming separately as a 501(c)3. The Committee recommended that they stay "as is." This will be reported to the Council at the June 18 Regular Meeting.

#### **8. Off Pavement No Parking Signs**

The "Off Pavement" no parking signs have been installed at the edge of the parking lot in the Park. Andre will be watchful on the weekends and the PD will be watching during passes through the Park. Warnings will be issued for the first couple of weeks. Following that - tickets.

#### **9. National Night Out – August 5**

We have asked the community to "save the date" for the National Night Out event. The National Association of Town Watch (NATW) is a non-profit organization dedicated to the redevelopment and promotion of crime prevention programs including neighborhood watch groups, law enforcement agencies, state and regional crime preventions associations, civic groups, and individuals, devoted to safer communities. The nation's premiere crime prevention network works with law enforcement officials and civilian leaders to keep crime watch volunteers informed, interest, involved and motivated.

The "National Night Out" begin in 1984 as an effort to improve involvement in crime prevention activities, police-community partnerships, neighborhood camaraderie and send a message to criminals letting them know that neighborhoods are organized.

The event takes place nationally on the first Tuesday of August and we plan to conduct our own community-building event this year at the Park with our residents and members of the crime prevention task force. We hope to make it an annual event to build community and educate at the same time.

#### **10. Mayor – Vice Mayor Meetings**

We are working on setting up Mayor/Vice Mayor meetings with Redwood City, Menlo Park, Woodside, and Portola Valley. With these communities we will be meeting on issues of common interest at the elected level, such as local schools, SROs, funding, public safety, El Camino Real, drainage, rail, traffic, community projects, etc. Prior to each meeting it is anticipated that the Mayor/Vice Mayor Committee will poll the council of issues for the next meeting during the Council Reports.

#### **11. Construction Sweep – May 28**

On May 28, representatives from Building, Code Enforcement, and Public Works swept assigned areas of Town between 7 am and 8 am for construction activity. Approximately 46 sites were visited with most sites locked up and workers waiting quietly. Five sites received warnings for starting early. One site will receive an Administrative Citation for starting early and an on-going parking problem.

The sites that received warnings/citation were:

41 Linda Vista  
265 Atherton Avenue  
1 Stern  
92 Sutherland  
97 Elena

## **12. Planning Commission – May 28**

At its May 28 meeting, the Commission took the following actions:

- Accepted the Annual Master Plan Update and TDM Report for Sacred Heart Schools
- Accepted the Annual Master Plan Update and TDM Report for Menlo School
- Denied a Lot Line Re-designation request, Denied a Variance request, and Approved a Special Structure Permit to allow a basement under a detached accessory building and Approved a Special Structure Permit to allow a retaining wall taller than 6 feet at 397 Atherton Avenue.
- Denied a Variance for a detached garage at 95 Mount Vernon Lane
- Continued the Ordinance amending Atherton Municipal Code Chapter 17.40 relating to 8 foot separation between accessory buildings and structure to the next meeting
- Determined that the proposed Capital Improvement Program is generally consistent with the General Plan and authorized the Chair to transmit comments to the Council

## **13. CAHAN**

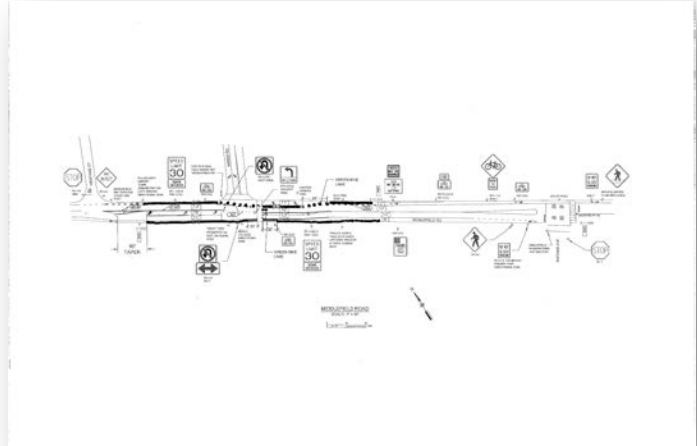
In May, Theresa and I attended the CAHAN training as emergency responders in Atherton. CAHAN is the California Health Alert Network - a secure web-based system accessible anytime and anywhere for emergency planning and response communication with local public health partners. CAHAN facilitates alerting and collaboration between Federal, State, Local Health Departments, Clinics, Hospitals, and other public health emergency partners on a 24/7 basis. CAHAN has the ability to receive, alert and confirm emergency notifications within minutes from state and local governments during emergencies, urgent events, disasters, and it can transmit relevant information about emergency issues to public health and medical partners. CAHAN is also a central collaborative work environment for health and medical emergency officials to securely share and store confidential and sensitive information.

## **14. Speed Humps/Undulations**

Jack Ringham has requested that the Town considering investigating the creation of a roadway undulation policy (speed humps). This item will be up for discussion at the July 8 Transportation Committee Meeting.

### 15. Bike | Ped Striping on Middlefield @ Marsh

We received a drawing to change the signing and striping on Middlefield Road at Marsh Road to improve safety for cyclists and motorists. These changes arose due to input from the Bicycle and Pedestrian Stakeholder Advisory Group. Bids will be solicited and work is expected to be done by June.



### 16. Park Path Resurfacing

David was able to negotiate a change order to the Street Patching contract to get a price at a 50% lower than estimated cost for the resurfacing of the pathway in the Park. The work has been completed at considerable savings.

### 17. Surplus of Older Vehicles

As the Council is aware, the City Council recently approved the sale of surplus vehicles. At the meeting, it was suggested that prior to the transfer of the vehicles to auction, the Town consider offering them up for sale locally. The Town issued a public notice and electronic release to sell the vehicles locally for 30 days before transfer to the auction house. Residents were notified via the Town's website and electronic email. No one responded to the notice.

While waiting for sale, the vehicles were stored in the secured lot at the Redwood City impound yard. We have been advised that for any future sales of this nature we will be required to store the vehicles locally. While at the yard, one of the Redwood City employees expressed an interest in bidding on the blue pick-up. The vehicle was being sold "as-is" and had significant brake issue in need of repair. At the conclusion of the 30 day local auction period and there being no local bids, the Town accepted the bid of the Redwood City employee. The remaining vehicles were picked up by First Capitol Auction for disposition. Once sold at auction, staff will complete a cost/revenue summary for Council as an FYI.

It is unlikely that we will be using the local auction process in the future as we would need to store the vehicles "on-site" during the auction period and while the "as-is" sale limits our liability to some degree, disposing of the vehicles through an auction house limits the Town's potential liability even further. If there had been takers on the vehicle auctions, staff would have been responsible for administering road tests and other inspections. It is unlikely that we would have allowed a member of the public to "road test" a police vehicle alone. The cost/benefit to selling the vehicles locally versus through the auction house is not expected to

be significant. We appreciated the opportunity to evaluate the potential even though there was no local interest.