



Item No. 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: DECEMBER 7, 2016

SUBJECT: CITY MANAGER’S WRITTEN REPORT

CITY MANAGER’S OFFICE

With the end of November just last week and the earlier Council Meeting, the City Manager’s Report is short and does not include aggregate data and summary reports from each department as there was insufficient time to prepare the month-end summaries before the release of the agenda packet. I will provide these summary reports with the December 16 City Council Friday Email.

PG&E Atmospheric-Corrosion Meter Inspections

Every three years PG&E does household gas meter inspections for corrosion. PG&E has completed the 2016 scheduled inspections and have moved up the early-2017 inspections to this year. Beginning Tuesday, November 15, 2016, over 100,000 gas meters in San Mateo County will be inspected between Tuesday and the end of the calendar year. PG&E and private contractor (Underground Construction) crews will be conducting the inspections. These inspections used to be part of the monthly meter reading program, but with the SmartGrid roll-out, atmospheric corrosion is being inspected as its own program.

During inspections, customers may see a PG&E employee or contractor on or near their properties as they access the gas meter. This work will not affect gas service. In the event a meter cannot be accessed, PG&E will schedule a visit and inspect the meter on a future date. Inspectors may repair or replace gas meters as needed during their inspections or on a future date.

Customers who have an appointment with PG&E will receive an automated call back within 48 hours prior to a scheduled visit, or a personal call from a PG&E gas service representative prior to a scheduled visit.

Inspections will begin in Daly City, Colma, Brisbane and South San Francisco and work their way south through the county. All inspectors will have an ID, be in a PG&E vest and hard hat, and have a PG&E placard on their dashboard.

Joint Meeting with the Fire Board (Town Holiday Reception to Follow)

The Joint Meeting of the Fire Board is scheduled for [Tuesday, December 13 from 5 pm to 7 pm](#). The Mayor and I met with Board President Silano and Fire Chief Schapelhouman [on November 14 at 4:30 pm](#). The draft agenda topics are highlighted below.

- Community Education & Awareness:
 - Discussion of ways to improve community education and awareness related to:
 - Residential Address Numbering Improvements
 - Designation of local Assembly Points
 - Designation/Maintenance of local ADAPT Storage Caches
 - Integration of local HAM Radio Networks
 - Local Disaster Preparedness Education
- Specific Project:
 - Discussion of the Marsh Road Project and future access issues - bicycle/pedestrian/emergency access
- Transportation and Access:
 - Discussion of the Town's Neighborhood Traffic Management Plan (NTMP)
 - Discussion of new "sharrows" and bicycle paths
 - Discussion of Roundabouts and other Traffic Management Measures
 - Discussion of the El Camino Real Complete Streets Study
- Future Needs:
 - Discussion of the District's CityGates - Standards of Cover Update
 - Discussion of District Vision for Station 3 Growth - [5/10/20](#) Years
 - Discussion of the Medical Response JPA (how/who/process)

The conversation around the Medical Response JPA will be educational. Board President Silano connected with the San Mateo County Medical Services Group and has provided the following overview from John Odle, Executive Director of the Medical Services Group.

"The JPA was formed in 1998 when the county was developing a new 911 ambulance contract. The Fire Agencies in San Mateo County had interest in providing paramedic first response to provide a higher standard of patient care. In order to do this the County required a collective approach, in other words a single entity to contract with. As a result the JPA was formed. The JPA has a Board made up of representatives from each City, Town, Fire District, and the County. Formation of the JPA allowed the member agencies to contract for paramedic first responder services and to receive revenue for providing those services.

The JPA Board approves a revenue allocation plan and operating budget on an annual basis. The current revenue allocation is \$50,000 for each First Responder Unit (FRU). A FRU is a fire department vehicle that is staffed with a paramedic. We are currently compensating fifty-two FRU's across the County. Seven of the fifty-two are Menlo Park Fire Protection District (MPFPD) units. This means we allocate \$350,000 annually to MPFPD. There are no expenses associated with the JPA funded by any source other than the revenue we collect for providing the paramedic first response services. This source of our revenues is a pass-through from the private ambulance contractor. In addition to the revenue the JPA receives, the Fire Agencies also

receive durable equipment and consumable medical supplies from the ambulance contractor which helps to off set operational expenses.

As the Executive Director for the JPA, the only information I have to provide is what revenues are distributed by the JPA and any question you may have concerning our annual operational budget. I have no information regarding individual members of fire districts such as the MPFPD."

Animal Services Report - October 2016

Below linked is the October 2016 Animal Services Report.

<http://www.ci.atherton.ca.us/DocumentCenter/View/3687>

CalPERS Circular Letter on Pay Schedules

As an FYI, linked here is the recent [CalPERS Circular Letter on Pay Schedules](http://www.ci.atherton.ca.us/DocumentCenter/View/3686). The Town is compliant with the requirements; however, CalPERS is still picking through the remaining items on our recent audit and there may be a need to again, "re-adopt" historical schedules. Stay tuned as we work this out. There is no fiscal impact on the compliance effort, but it is nonetheless frustrating to adopt something only to be told that you have to re-adopt it because you included TOO much information - <http://www.ci.atherton.ca.us/DocumentCenter/View/3686>.

Closing the Gap - Building Facilities Fund

Staff continues to research how to close the gap of \$1.2 million for the Building Facilities Fund. As mentioned, the \$505,000 that the Town transferred to its Capital Facilities Replacement Fund can be traced back to the Building Fees. This can be reallocated back into the Building Facilities Fund. In addition, there are several projects over the past few years that have been assessed Construction Time Limit Penalties. These funds could also be transferred into the Building Facilities Fund. These total \$385,800.

The total of \$890,800 from the needed \$1.2 million will leave \$309,200 remaining. The full summary of options will be coming to the Council in January.

Holiday Reception

The Town's Holiday Reception and Recognition for members of Town Committees and the Commission (as well as Staff) is set to follow the Fire Board Joint Meeting [at 7 pm](#) at the home of Council Member DeGolia. All members of Town Committees and Commission will be recognized at the meeting for their volunteer work through the year.

Social Media

Twitter Stats – as of November 30

@TownofAtherton – 897 tweets, following 71, 158 followers

City Manager's Written Report

December 7, 2016

Page 4 of 4

@Atherton_CM – 348 tweets, following 131, 48 followers

Staffing Levels

Town Administration	Staff		Authorized	Current	Recruitments
City Manager	George Rodericks	T	1.00	1.00	
City Clerk/ATCM	Theresa DellaSanta	T	1.00	1.00	
Deputy City Clerk	Judi Herren	T	1.00	1.00	
Finance Director	Robert Barron III	T	1.00	1.00	
Junior Accountant	Noy Phonpradith	T	1.00	1.00	
Accounting Technician	Amanda Governale	T	1.00	1.00	
City Attorney	Bill Conners/Jennifer Larson	C	0.40	0.40	
Department Total			6.40	6.40	
Police	Staff		Authorized	Current	Recruitments
Chief	Vacant	T	1.00	0.00	Yes
Commander	Joe Wade	T	1.00	1.00	
Sergeants		T	5.00	5.00	Yes, 1 Anticipated Departure
Police Officers		T	14.00	12.00	Continuous, 1 Anticipated Departure
Dispatchers		T	5.00	5.00	
Admin & CSOs		T	3.00	3.00	
Department Total			29.00	26.00	
Building	Staff		Authorized	Current	Recruitments
Building Official	Mike Mazur	C	1.00	1.00	
Building Inspector	Mike Greenlee	C	1.00	1.00	
Plans Examiner	Joe Cyr	C	1.00	1.00	
Permit Technician	Tessa Myers	C	1.00	1.00	
Town Arborist	Sally Bentz	T	0.50	0.50	
Office Specialist	Helen Luo	T	0.50	0.50	
Department Total			5.00	5.00	
Public Works	Staff		Authorized	Current	Recruitments
Superintendent	Steve Tyler	T	1.00	1.00	
Town Arborist	Sally Bentz	T	0.50	0.50	
Associate Engineer	David Huynh	T	1.00	1.00	
Office Specialist	Helen Luo	T	0.50	0.50	
Assistant Planner/Sust. Coord.	Dori Ganetsos	C	0.25	0.25	
Field Supervisor		C	1.00	1.00	
Lead Worker		C	1.00	1.00	
Maintenance Worker		C	3.00	3.00	
Public Works Director	Mike Kashiwagi	C	0.25	0.25	
Town Engineer	Marty Hanneman	C	0.75	0.75	
Department Total			9.25	9.25	
Planning	Staff		Authorized	Current	Recruitments
Town Planner	Lisa Costa Sanders	C	0.20	0.20	
Senior Planner	Stephanie Bertollo-Davis	C	0.50	0.50	
Assistant Planner/Sust. Coord.	Dori Ganetsos	C	0.75	0.75	
Department Total			1.45	1.45	
<i>Staffing Levels based on Full-Time Equivalent (40 hours/week)</i>					
	Total	T/C	51.10	48.10	
	Town	T	39.00	36.00	
	Contract	C	12.10	12.10	

ATTACHMENTS

None.