



MINUTES
Town of Atherton
City Council
FEBRUARY 17, 2021
REGULAR MEETING
6:00 P.M.

Mayor Lewis called the meeting to order at 6:00 p.m.

6:00 P.M. REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** - Hawkins, DeGolia (joined 6:03 PM), Widmer, Vice Mayor Lempres (joined at 6:03 PM), Mayor Lewis - Present
3. **PUBLIC COMMENTS** – *None*
4. **CITY MANAGER’S WRITTEN REPORT**

CONSENT CALENDAR (Items 5 – 11)

5. **CERTIFICATION OF CONTINUING EMERGENCY AND RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19**
6. **APPROVAL OF BILLS AND CLAIMS FOR JANUARY IN THE AMOUNT OF \$ 3,047,204**
7. **ACCEPTANCE OF TREASURER’S REPORT FOR THE SECOND QUARTER ENDED DECEMBER 31, 2020**
8. **APPROVAL OF MINUTES FOR JANUARY 13 AND JANUARY 20, 2021 COUNCIL MEETINGS**
9. **ADOPT THE ATTACHED BUDGET AMENDMENT RESOLUTION FOR THE FY 2020/21 BUDGET (Adoption of Resolution No. 21-04)**
10. **AWARD OF CONTRACT FOR THE JAMES AVENUE OVERLAY PROJECT, PROJECT NUMBER 56090**

11. RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS PURSUANT TO GOVERNMENT CODE SECTION 34090 (Adoption of Resolution No. 21-05)

MOTION by Widmer, Second by DeGolia to approve the Consent Calendar Items 5-11.

AYES: Hawkins, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSENT:

ABSTAIN:

REGULAR AGENDA (Items 12-18)

12. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH VERDE DESIGN FOR DESIGN SERVICES FOR THE HOLBROOK-PALMER PARK ACCESS AND CIRCULATION IMPROVEMENTS PROJECT AND APPROVAL OF A TASK ORDER WITH INTERWEST CONSULTING FOR PROJECT MANAGEMENT SERVICES FOR THE PROJECT

Public Works Director Ovadia presented the item.

Council discussed the involvement of the Park and Recreation Committee and the use and availability of other committed funds.

Mayor Lewis clarified that Council is approving the professional services agreement and the conceptual design only.

Motion by DeGolia, Second by Widmer to authorize the City Attorney to prepare and City Manager to execute a professional services agreement with Verde Design, Inc. (Verde) of Santa Clara California for the preparation of plans, specifications and cost estimates for the Holbrook-Palmer Park Access and Circulation Project, in the total amount of \$120,000, including contingency; and authorize the City Manager to execute a task order with Interwest Consulting Group (Interwest) for project management services in the amount of \$29,515.

AYES: Hawkins-Manuelian, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSENT:

ABSTAIN:

13. REQUEST FOR PROPOSALS FOR EVENT MANAGEMENT SERVICES AT HOLBROOK-PALMER PARK AND FOR THE OPERATION AND MAINTENANCE OF THE PROPOSED LIBRARY CAFÉ

Public Works Director Ovadia presented the item for Council consideration. He reviewed the Request for Proposals for the operation and maintenance of a café at the Historic Town Hall in the new Atherton Library and for Event Management Services at Holbrook-Palmer Park.

Council discussed the capacity of the café, the intention of its services and product offerings, how revenue sharing would be managed, and made suggestions to revise the scoring system for selecting vendors.

City Manager Rodericks informed Council that potential vendors would need to provide a market analysis within their proposal. He noted that an expansion of the café services would be considered a commercial use and would mean revisiting the General Plan for potential modifications.

Karunia Harianto, Atherton Park Events Manager, shared her professional background with Council and discussed efforts and activities during the COVID-19 pandemic.

Motion by DeGolia, Second by Lewis to approve the Request for Proposal for the operation and maintenance of a café at the Historic Town Hall in the new Atherton Library amending the vendor selection points system as follows; Quality of Work Plan (to include a Market Analysis) at 20 points, Experience at 35 points, Menu Items and Cost (to include samples for review) at 35 points, Revenue (include in the body that the terms of any agreement are subject to negotiation) at 5 points, and Mission of a Not-for-Profit at 5 points.

AYES: Hawkins-Manuelian, DeGolia, Vice Mayor Lempres, Mayor Lewis

NOES: Widmer

ABSENT:

ABSTAIN:

MOTION by Lempres, Second by Widmer to approve the Request for Proposal for the Event Management Services at Holbrook-Palmer Park.

AYES: Hawkins, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSTAIN:

ABSENT:

14. AUTOMATED LICENSE PLATE READER AUDIT RESULTS

Chief McCulley presented Item 14 providing an overview of the purpose, scope, and results of the audits. He noted that the audit was conducted by a neighboring law enforcement agency. McCulley noted that the Atherton was 100% compliant with department policies related to the use of Automated License Plate Readers (ALPR).

Council asked clarifications on the scope of the audit, retention of the data, and asked for clarification on security and access to the data.

McCulley informed Council that auditing will be performed annually to ensure compliance with department policies. He clarified that stored data is accessed exclusively by members of approved law enforcement agencies and by the system vendor.

Public Comment:

- John Maulbetsch, Atherton Resident, asked if resident funded cameras allowed them to access the data or choose locations.

Staff clarified that the Police Department has collaborated with residents on the best locations but ultimately the decision is made by the department.

This was an information only item and there was no action taken.

15. TOWN CENTER PROJECT UPDATE: AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KBM-HOGUE INC. TO PROVIDE, DELIVER, AND INSTALL THE NECESSARY FURNITURE, FIXTURES AND EQUIPMENT (FF&E) FOR THE NEW CITY HALL/ POLICE BUILDING; AND PROVIDE FEEDBACK AND DIRECTION ON: THE FOUNTAINS, CITY HALL LANDSCAPING, DONOR WALL, AND BRICK PATHWAY

Interwest Project Manager Hanneman presented the item to Council seeking approval for an agreement with vendor KBH-Hogue to provide furniture, fixtures, and equipment for the new Town Center City Hall. He also sought Council direction on landscaping, fountains, and items related to donor recognition.

Council discussed awarding the contract to KBM-Hogue and confirmed that the only staff related / back-office furnishings were being and requested that the plastic shield listed in the report be removed for future consideration.

City Manager Rodericks confirmed that the plastic shield being removed is designed to be used at the counter where staff will interact with the public.

Motion by Widmer, Second by DeGolia to authorize the City Attorney to prepare and the City Manager to execute an Agreement with KBM-Hogue Inc. to provide, deliver, and install the necessary furniture, fixtures and equipment (FF&E) for the new City Hall/ Police building in the amount not to exceed \$347,613.02, and authorize change orders up to \$35,000 (10%) for a total amount of \$382,613.02.

AYES: Hawkins, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSTAIN:

ABSENT:

Hanneman reviewed several proposals for the fountain design from different vendors for Council consideration.

Jennifer Erskine, Project Manager at SJ Amoroso, noted for Council that the figures presented related to the fountain are high largely due to the lack of information. She noted that some type of structural design will be needed to get more accurate figures.

Council discussed alternatives to the fountain including art/sculptures or other items relevant to the Town and questioned what commitments were made to the donors.

City Manager Rodericks noted that the proposed area for the fountain posed some challenges and if Council considered alternatives may alleviate some logistical challenges.

Council directed the Ad Hoc Subcommittee communicate with the donor for the Library Fountain to discuss alternatives and revisit this item at a future meeting.

Council Member Lempres cautioned Council on the need to be mindful of timing of approvals for these items.

Council collectively agreed to move forward with landscaping originally proposed at the new City Hall campus.

Council agreed to Donor Wall recognition categories as follows;

- Atherton Taxpayer
- \$1 million plus
- \$100,000 up to \$1 million
- \$50,000 up to \$100,000
- \$10,000 up to \$50,000

Council designated a member of the Council for staff to use as a liaison to assist with the development of 3 designs for consideration by the Council. The designs will return to the City Council for a determination of next steps.

Council directed that staff work with the project landscape architect to develop a design for the brick pathway to extend the pathway to the new Council Chambers. Council requested alternative designs for paver styles and layouts for Council consideration.

There was no formal motion only direction provided.

16. APPROVAL OF AMENDMENT TO CITY MANAGER EMPLOYMENT CONTRACT

City Attorney Ebrahimi presented the item to Council.

MOTION by Lewis, Second by Lempres to approve the amendments to the City Manager's Employment contract.

AYES: Hawkins, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis

NOES:

ABSENT:

ABSTAIN:

17. COUNCIL REPORTS/COMMENTS

The Ad Hoc Fire Services Subcommittee of Council Member DeGolia and Hawkins reported out on the results from the agenda setting meeting with the Menlo Park Fire Protection District (MPFPD).

Virginia Kiraly Chang, MPFPD Board Member and Atherton Liaison, shared that the MPFPD planned to hold a Special Meeting to review partnership opportunities with Atherton and other jurisdictions and confirmed that the items discussed with the Atherton Ad Hoc Fire Services Subcommittee were agreeable for the pending joint meeting.

18. ADJOURN

Mayor Lewis adjourned the meeting at 9:50 p.m.



Anthony Suber
City Clerk