

AGENDA

**Town of Atherton
Council/Menlo Park Fire Protection District
April 14, 2022
JOINT SPECIAL MEETING**



Mayor DeGolia called the meeting to order at 4:00 p.m.

REGULAR AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – **Present**
- Menlo Park Fire Protection District Board: Kiraly, Jones, Silano, Bernstein, Director McLaughlin – **Present**
3. **PUBLIC COMMENTS** – *None*
4. **SUPPORT FOR LOCAL EMERGENCY PREPAREDNESS GROUPS – ADAPT / CERT / COMMUNICATIONS**

City Manager Rodericks introduced the item and Police Chief McCulley and Fire Chief Lorenzo provided information related to the collaborative work the Menlo Park Fire Department and the Atherton Police Department have begun as it relates to the Town's emergency preparedness groups. Both McCulley and Lorenzo discussed the communication activities that have taken place within their respective departments.

Board Director Silano introduced Fire Marshal Johnston and Disaster Response Manager Zollicoffer who discussed his role in Emergency and Incident Management Planning.

The Menlo Park Fire Protection Board of Directors and City Council held a discussion related to the emergency certification opportunities available to residents, the structure of the Town's A.D.A.P.T. organization and similar organizations in other communities, equipment and best practices these groups use, and partnership opportunities for these groups.

Director Kiraly commented on the communication drill held in Atherton noting the learning experience it was for her and residents.

Director Silano discussed emergency preparedness groups structures in other jurisdictions and noted uniqueness with each based on their boundaries and other specifics related to those communities.

5. **JOINT AGENCY COLLABORATION OPPORTUNITIES – ZONEHAVEN, EMERGENCY ACCESS NEEDS, WILDFIRE EDUCATION / PUBLIC ENGAGEMENT**

Fire Chief Lorenzo introduced Fire Marshal Johnston who discussed Zonehaven and the collaborative activities that have taken place with the Atherton Police Department over the last year. He walked the Council and Board through the work done with each police agency in the district related to emergency access and evacuations.

The Menlo Park Fire Protection Board of Directors and City Council held a discussion related to addressing fire hazards, educating residents on best practices, and proactive actions and approaches that can be implemented.

Johnston talked about specific types of trees that are more hazardous in wildfire situations.

The discussion continued to review general community messaging approaches and how to best spread information to community members, an evaluation of collaboration opportunities with emergency preparedness groups within other cities to partner on community education / outreach, and training.

6. COUNCIL REPORTS/COMMENTS – *None*

7. ADJOURN

Mayor DeGolia adjourned the meeting at 5:45 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
April 14, 2022
SPECIAL MEETING

Mayor DeGolia called the meeting to order at 3:30 p.m.

REGULAR AGENDA

1. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia – **Present**
2. **PUBLIC COMMENTS** – *None*
3. **APPROVAL OF ADDITIONAL FUNDING TO THE 2022 EARTH DAY EVENT WORK PLAN AND BUDGET**

City Manager Rodericks introduced the item.

Environmental Programs Committee Member and Earth Day Planning Subcommittee Member Stacy Miles made a presentation to the City Council. Miles reviewed the planned activities, and the expenses to date.

Councilmember and Environmental Programs Committee Liaison Hawkins-Manuelian added details related to the advertising activities conducted to draw attention to the event.

The Council held a discussion related to approving additional funding to support the Earth Day event.

Motion by DeGolia, Second by Lewis to approve \$3,000 in additional funding for the 2022 Earth Day event.

AYES: Hawkins-Manuelian, Polito, Lewis, Widmer, DeGolia

NOES:

ABSENT:

ABSTAIN:

4. **COUNCIL REPORTS/COMMENTS** – *None*
5. **ADJOURN**

Mayor DeGolia adjourned the meeting at 3:55 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council
April 20, 2022
CLOSED SESSION
STUDY SESSION

Mayor DeGolia called the meeting to order at 5:00 p.m.

5:00 P.M. CLOSED SESSION

CLOSED SESSION IN ADMINISTRATIVE CONFERENCE ROOM 1011

ROLL CALL - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia - **Present**

PUBLIC COMMENTS - Public Announcement of Closed Session Items

- A. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** - Pursuant to Government Code Section 54957

Title: City Attorney

- B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** - Pursuant to Government Code Section 54957

Title: City Manager

REPORT OUT OF CLSOED SESSOIN – City Attorney Ebrahimi

City Attorney Ebrahimi reported that the Council met in closed session and there was no reportable action taken.

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

6:00 P.M. REGULAR AGENDA

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia - **Present**
- 3. PRESENTATION –**

- **National Poetry Month**
- **Police Officer Proclamation**

Mayor DeGolia read by proclamations for the audience.

4. **PUBLIC COMMENTS – *None***
5. **CITY MANAGER’S WRITTEN REPORT**

City Manager Rodericks made a brief report and Councilmember Hawkins-Manuelian noted the upcoming Atherton Earth Day event on April 23, 2022, at Holbrook-Palmer Park.

CONSENT CALENDAR (Items 6 - 11)

6. **APPROVAL OF BILLS AND CLAIMS FOR MARCH 2022 IN THE AMOUNT OF \$ 2,338,442**
7. **APPROVAL OF MINUTES FROM FEBRUARY 16, 24, MARCH 2, 16, APRIL 5, 6 2022.**
8. **WAIVE THE FINAL READING AND ADOPT AN ORDINANCE REPEALING CHAPTER 8.56 OF THE ATHERTON MUNICIPAL CODE AND ADOPTING A NEW CHAPTER 8.56 REGULATING DISPOSABLE FOOD SERVICE WARE BY FOOD FACILITIES TO ALIGN WITH NEW STATE LAWS**

Adopted Ordinance No. 651

9. **RECOMMEND AND APPROVE A \$5 MILLION ADDITIONAL DISCRETIONARY PAYMENT (ADP) ALLOCATION TO CALPERS PENSION TOWARDS THE TOWN’S PUBLIC SAFETY CLASSIC PLAN UNFUNDED ACCRUED LIABILITY (UAL); ADOPT THE ATTACHED RESOLUTION AUTHORIZING THE CONTRIBUTION TOWARD PENSION LIABILITIES**

Adopted Resolution No. 22-06

10. **AWARD OF CONTRACT FOR THE 2022 SPRING PATCHING PROJECT, PROJECT NUMBER 56099**
11. **CERTIFICATION OF CONTINUING EMERGENCY; MAKE SUCH FINDINGS AS REQUIRED UNDER GOVERNMENT CODE SECTION 54953(E)(3); AND RATIFY SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19**

MOTION by Lewis, Second by Polito to approve the Consent Calendar Items 6-11.

AYES: Polito, Hawkins, Lewis, Widmer, DeGolia
NOES:
ABSENT:
ABSTAIN:

PUBLIC HEARING (Item 12)

12. INTRODUCTION OF A MUNICIPAL CODE AMENDMENT ESTABLISHING REGULATIONS FOR “HISTORIC BUILDING PRESERVATION” UNDER CHAPTER 8.15 OF THE ATHERTON MUNICIPAL CODE.

City Manager Rodericks introduced the item for the Council and provided a brief overview of prior Council direction.

City Attorney Ebrahimi responded to Council inquiry related to the process of a property being designated as a Historical Building.

There was no public comment received.

MOTION by Widmer, Second by Lewis to introduce an Municipal Code amendment to establish regulations for historic building preservation under Chapter 8.15 to be titled “Historic Building Preservation”.

AYES: Polito, Hawkins, Lewis, Widmer, DeGolia

NOES:

ABSTAIN:

ABSENT:

REGULAR AGENDA (Items 13 – 19)

13. APPROVE A SERVICES AGREEMENT WITH BRIGHTVIEW LANDSCAPE SERVICES, INC. FOR LANDSCAPE MAINTENANCE SERVICES AT TOWN FACILITIES

City Manager Rodericks presented a brief report and noted the staff recommendation is to approve a services contract with Brightview Landscape Services. He also noted that the library will be responsible for some costs related to the landscaping at the Town Center.

Public Works Director Ovadia responded to Council inquires related to costs to maintain various systems at the Town Center and the vendor’s environmental practices for maintenance.

Council discussed the current services received at Holbrook-Palmer Park expressing a desire to see improved landscaping services, costs, and areas with specific needs.

MOTION by Widmer, second by Hawkins approve a Services Agreement with Brightview Landscape Services, Inc. for landscape maintenance services related to Town facilities including Holbrook-Palmer Park and the Atherton Town Center, in the amount of \$238,375 (year 1), escalating to \$263,249 (year 3); Authorize the City Attorney to prepare the agreement; Authorize the City Manager to sign the agreement on behalf of the Town; and authorize the City Manager to approve additional services up to \$75,000 annually.

AYES: Polito, Hawkins, Lewis, Widmer, DeGolia

NOES:
ABSTAIN:
ABSENT:

14. APPROVE THE PARK AND RECREATION OUTDOOR FACILITIES MEMORIAL AND DONATION POLICY FOR HOLBROOK-PALMER PARK AND CONSIDERATION OF THE POLICY TO INCLUDE THE TOWN CENTER

City Manager Rodericks introduced the item. He noted that the Park and Recreation committee does not have the authority to accept donations on behalf of the Town and that would need to be done by Council or the City Manager.

Public Comment:

- Walt Robinson, Park and Rec Member and Foundation Member commented on the item and provided Council with insight.

Council discussed revisions to the proposed policy related to how donations are collected and applied. They continued to discuss the size of tree plantings, number of plaques in the park, and setting a threshold for Park and Recreation recommendation to the City Manager for approval versus donation amounts that must come before the City Council.

Council provided direction expressing a need to have staff engaged in the policy development and donation activities.

Council provided direction for the City Manager to incorporate discussed revisions and return to the Council for consideration of adoption.

15. REVIEW AND PROVIDE FEEDBACK ON PROPOSED CHANGES TO FEES AND CHARGES RELATED TO RENTAL FEES AT HOLBROOK PALMER PARK

City Manager Rodericks introduced the item and turned the presentation over to Town Arborist Bentz and Park and Recreation Committee Member and Chair Alex Key.

Committee Chair Key commented on the types of rentals and provided the rationale for modifications of the fee structure.

Public Works Director Ovidia commented on the Day Use Permit process.

Council discussed rental options such as opening the Water Tower as a standalone rental and discussed the analysis conducted for proposed revisions, and mark-ups for non-resident fees. They also discussed multi-rental discount options, premium pricing for high demand dates, and bathroom access for specific group sizes.

Park Event Manager Robinson commented on the current fee structure, how revisions might impact the reservation process and the current activity for events and day use permits at Holbrook-Palmer Park.

Council directed the item return to Council during the Annual Fee Resolution for adoption. This was an informational item only and no formal action was taken.

16. CONSIDERATION OF BUDGET FOR TOWN CENTER GRAND OPENING CELEBRATION – JUNE 4, 2022

City Manager Rodericks introduced the item.

Council discussed the date for the Grand Opening Celebration, the participation of the library, funding support from the San Mateo County Library, the VIP Donor Dinner set for June 2, the location for the dinner and potential list of invitees.

MOTION by Widmer, Second by Polito to approve \$50,000 for the June 2, 2022 Donor Appreciation Dinner and Grand Opening Event with the San Mateo County Library on June 4, 2022.

AYES: Polito, Hawkins, Lewis, Widmer, DeGolia

NOES:

ABSTAIN:

ABSENT:

17. LEASE AGREEMENT FOR THE OPERATION AND MAINTENANCE OF THE PROPOSED LIBRARY CAFÉ

City Manager Rodericks introduced the item noting the two (2) proposals received and the selection of Mademoiselle Colette, Inc.

Public Works Director Ovadia responded to Council questions related to operating hours, and fee share structures discussed with Mademoiselle Colette, Inc.

Public Comments:

- Matt Baker commented on the item.
- Walter Robinson commented on the item.
- Ms. Ferrand, CEO of Mademoiselle Colette, Inc. commented on the item noting her intention is to be open 7 days a week or the maximum amount allowed. She added her businesses best days are Saturday and Sunday. She later added that she has plans to consider obtaining a beer and wine license.

MOTION by Polito Second by Lewis to approve a Lease Agreement with Mademoiselle Colette, Inc. for the operation and maintenance of the café proposed at the Library in the Historic Town Hall; authorize the City Attorney to prepare the lease agreement; and authorize the City Manager to execute the agreement. Approve Wine and Beer service only for drinking on premise (deck) as an option for the vendor.

AYES: Polito, Hawkins, Lewis, Widmer, DeGolia

NOES:

ABSTAIN:

ABSENT:

18. COUNCIL REPORTS/COMMENTS – None

Police Chief McCulley presented the City Council with a commemorative Coin of Excellence he commissioned in recognition of the Council's efforts and contributions in getting the Town Center completed.

19. ADJOURN

Mayor DeGolia adjourned the meeting at 8:34 p.m.

Anthony Suber
City Clerk



MINUTES
Town of Atherton
City Council/ Planning Commission
April 26, 2022
JOINT SPECIAL MEETING

Mayor DeGolia called the meeting to order at 5:00 p.m.

REGULAR AGENDA

1. **ROLL CALL** - Hawkins-Manuelian, Polito, Lewis, Vice Mayor Widmer, Mayor DeGolia –
Present
Planning Commission: Konce (Absent), Lerner (Absent), Narancic (Absent),
Vice Chair Lamb (Absent), Chair Lane (Present)

2. **PUBLIC COMMENTS** – *None*

3. **ATHERTON HOUSING ELEMENT COMMUNITY MEETING**

Town Planning Costa Sanders opened the meeting and provided an overview of the goal for this community meeting. She introduced staff members in attendance including Associate Planner Robinson, City Manager Rodericks, Police Chief McCulley, and City Clerk Suber. Mayor DeGolia

Mayor DeGolia addressed the audience and provided a general overview of the procedural steps for the Town in updating the Housing Element, a summary of the actions taken by the Council to date as well as direction provided to staff by the Council.

Throughout the meeting various members of the community addressed the group expressing their points of view and input related to the Town's Regional Housing Needs Allocation requirements, proposed strategies presented by staff to Council and the community, and potential impacts of some of the strategies. Members of the community shared comments related to proposed zoning overlays and in some instances sought clarification on options for development.

This was an informational item only and no formal action was taken. The formal Draft Housing Element Update will return to Council for further action.

4. **COUNCIL REPORTS/COMMENTS** – *None*

5. **ADJOURN**
Mayor DeGolia adjourned the meeting at 6:31 p.m.

Anthony Suber
City Clerk