



MINUTES
Town of Atherton
June 7, 2017
4:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting
Study Session

Joint Meeting of the City Council and Audit/Finance Committee

ROLL CALL

Council Members: Lempres, Wiest, Lewis, Widmer, DeGolia

PUBLIC COMMENTS – (Limited to items on the agenda)

ACTION ITEM

1. ACTION ITEM: FEE WAIVER – ENCINAL ELEMENTARY SCHOOL 5TH GRADE PICNIC

Report: Steve Tyler, Public Works Superintendent

Recommendation: Review and, if deemed appropriate, approve a waiver of fee for the Annual 5th Grade Picnic to be held June 15, 2017 at the Carriage House/North Meadow at Holbrook-Palmer Park

Council discussed who requested the fee reduction and the percentage of Atherton children attending Encinal school and whether that should be factored in.

Council decided this request would not set a new policy, but be processed on a case by case bases.

Resident Ann Walker commented that this fee reduction should be granted and possible policy should be considered during the next budget cycle.

MOTION by Lewis, second by DeGolia to approved a one-time fee reduction to \$500 for the Encinal Elementary School 5th grade picnic. The motion passed unanimously, 5-0.

STUDY SESSION ITEMS

2. COMMITTEE/COMMISSION APPOINTMENT INTERVIEW

Report: Judi Herren, Acting City Clerk

Recommendation: Review applications for the Audit & Finance Committee, Environmental Programs Committee, Park & Recreation Committee, Planning Commission, and Rail Committee and possible interview of applicants

Applicants Anne Walker, Cameron Gramaglia, Christine David, and Anthony Wynne were interviewed by the Council.

Council Member DeGolia stated that applicants unable to attend this Special Meeting would have an opportunity at the June 21, 2017 Regular City Council Meeting.

3. REVIEW OF THE FY 2017/18 TOWN BUDGET

Report: Finance Director Robert Barron III

Recommendation: Review and Discuss Operating Budget for FY 2017/18

Finance Direct Robert Barron presented the budget PowerPoint presentation.

Council reviewed and discussed the general fund budget major revenue sources, expenditures, summary and reserves, capital projects budget and revenue, and proposed Town-wide traffic study.

4. PARCEL TAX DISCUSSION

Report: Finance Director Robert Barron III

Recommendation: Review and Discuss Information Related to the Town's 5-Year CIP; and Provide Feedback related to Allocation Amounts and Parcel Tax Levy for 2017/18

Following the budget presentation was the parcel tax presentation by Finance Director Barron.

Council reviewed and discussed the parcel tax fund FY 2017/18, capital improvement projects, and funding sources.

5. CITY COUNCIL REGIONAL GROUP/JPA REPORTS OUTS

Report: City Council

Recommendation: Brief oral reports from various members of the City Council on any recent activity or issues being discussed by any regional body or JPA upon which they serve. No action will be taken under this item; but, feedback from members of the City Council and brief discussion of the issue may occur. City Council Members serve on the following regional groups and JPAs: *ABAG, C/CAG, League of California Cities, Holbrook-Palmer Park Foundation, Library JPA Governing Board, HEART MAC, Peninsula Traffic Congestion Relief Alliance (Commute.org), Peninsula Clean Energy, San Francisco Airport Community Roundtable, San Mateo County Emergency Services Council, San Mateo County Sub-Regional Housing Policy Advisory, Grand Boulevard Task Force, Menlo Park Fire Protection District, Peninsula Cities Consortium, Cal/Mod Local Agency Policy Maker Group, South Bay Waste Management Authority, Surf Air Aircraft Noise Subcommittee.*

Council Member DeGolia reported on the Library JPA and the donor subcommittee May 2017 meeting. DeGolia commented that the subcommittee approved a recommendation to the Library board to change the donor fund provisions to allow donor cities to use the donor funds for facility maintenance and preapprove equipment costs.

Vice Mayor Wiest reported on the Menlo Park Fire District (MPFD) meeting and noted that there is an active shooter component added to the upcoming year. Also, the MPFD purchased property on Almendral. The Local Policy Maker Group (LPMG) met and stated the federal government has agreed to give funds to CalTrain for the electrification project.

Council Member Widmer also attended the MPFD meeting and commented that he volunteered to contact Slocum office to talk about the Middlefield Road diet and Fair Oaks. Widmer also sits on the Peninsula Advisory Committee for the Peninsula Clean Energy and select 15 members to that committee. Widmer also commented that he Trash Board is in the process of an agreement with Recology for a 15 year extension.

Mayor Lempres comment that a working meeting regarding Surf Air would be set up this month.

ADJOURN

Mayor Lempres adjourned the meeting at 6:03 p.m.

Respectfully submitted,
Judi Herren
Acting City Clerk



MINUTES
Town of Atherton
CITY COUNCIL
May 17, 2017

6:30 P.M. – CLOSED SESSION

91 Ashfield Road

7:00 P.M. - REGULAR MEETING

Council Chambers

94 Ashfield Road,
Atherton, California

6:30 PM CLOSED SESSION IN CONFERENCE ROOM

Council Member Widmer teleconferenced in from the following location:
158 Glenwood Avenue
Atherton, CA 94027

ROLL CALL Lempres, Wiest, Lewis, Widmer, DeGolia

PUBLIC COMMENTS

Public Announcement of Closed Session Items

CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations pursuant to Government Code Section 54957.6

Agency Negotiators: George Rodericks, City Manager
Employee Organization: Unrepresented Employees

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b)

City Manager

Mayor Lempres called the meeting to order at 7:08 p.m.

7:00 REGULAR SESSION

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL Lempres, Wiest, Lewis Widmer, DeGolia

3. PRESENTATIONS

OATH OF OFFICE

- Police Chief Steven McCulley

City Manager George Rodericks administered the oath to Chief McCulley.

- Level I Reserve Officer Martin Mijangos

Chief McCulley administered the oath to Officer Mijangos.

4. PUBLIC COMMENTS

William Grindley, Atherton resident, provided Council with an updated on the High Speed Rail lawsuit.

5. REPORT OUT OF CLOSED SESSION - Report out by City Attorney

City Attorney Bill Conners reported that the Council met in closed session but there was no reportable action.

6. CITY MANAGER'S REPORT

Council Member Lewis commented on a voluntary staghorn fern growing in Holbrook-Palmer Park.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

CONSENT CALENDAR (Items 8-14)

Council Member DeGolia pulled Item 13.

8. APPROVAL OF APRIL 19 REGULAR MEETING AND APRIL 25 SPECIAL MEETING MINUTES

Report: City Clerk Theresa DellaSanta

Recommendation: Approve meeting minutes

City Manager Rodericks noted three changes to the April 19th Minutes; Page 6 - Item 21 comments, change "frugal" to "crucial", page 6 - Item 21 RFQ comments, change "Towns" to "Town's", page 9 - Item 24 comments, change "was confused on" to "asked".

9. APPROVAL OF BILLS AND CLAIMS FOR APRIL, 2017 IN THE AMOUNT OF \$2,232,430

Report: Finance Director Robert Barron III

Recommendation: Approve Bills and Claims in the amount of \$2,232,430

10. ACCEPTANCE OF TREASURER'S REPORT FOR THE THIRD QUARTER ENDED MARCH 31, 2017

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer's Report for the second Quarter Ended March 31, 2017

11. ADOPT AN ORDINANCE AMENDING ATHERTON MUNICIPAL CODE CHAPTER 17.32 "RESIDENTIAL DISTRICT R1-A" REGULATING THE CRITERIA FOR SPECIAL STRUCTURE PERMITS TO EXCEED THE MAXIMUM ALLOWABLE SIDEWALL HEIGHT

Report: Senior Town Planner Stephanie B. Davis

Recommendation: The Planning Commission recommends that the City Council adopt an ordinance amending Atherton Municipal Code Chapter 17.32 “Residential District R1-A” regulating the criteria for Special Structures Permits to exceed the maximum allowable sidewall height for main residences

12. AUTHORIZE THE CITY ATTORNEY TO PREPARE AND CITY MANAGER TO EXECUTE AN AGREEMENT AMENDMENT WITH RICHARD WATSON & ASSOCIATES (RWA) IN AN AMOUNT NOT TO EXCEED \$85,000 FOR THE LAS LOMITAS WATER CAPTURE FACILITY

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize the City Attorney to prepare and the City Manager to execute an agreement amendment with Richard Watson & Associates (RWA), Inc. for a not to exceed fee of \$85,000 to assist staff with:

- Development of a memorandum of understanding (MOU) to address project management, funding, and responsibilities between the Town and the Las Lomitas Elementary School District (District); and
- Development of a MOU with Menlo Park, Woodside, and Stanford University for ongoing operations and maintenance (O&M) for the proposed storm water capture facility located at Las Lomitas Elementary School; and
- Provide ongoing project management support during design and construction of the Las Lomitas School Water Capture facility

14. AUTHORIZE STAFF TO ISSUE A REQUEST FOR QUALIFICATIONS TO ESTABLISH ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES LIST

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize staff to issue a Request for Qualifications (RFQ) for On-Call Construction Management and Inspection Services

MOTION by Wiest, second by Lewis to approved the consent calendar consisting of items 8 through 12 and 14. The motion passed 4-0-1, with Widmer abstaining from Item 9.

PULLED ITEM

13. AWARD A CONSULTANT SERVICES AGREEMENT TO MARK THOMAS & COMPANY FOR ENGINEERING DESIGN SERVICES FOR THE MIDDLEFIELD ROAD CLASS II BICYCLE LANES IMPROVEMENTS PROJECT – PROJECT NUMBER 56079

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize the City Attorney to prepare and the City Manager to execute a professional services agreement with Mark Thomas & Company (MTCO), for a not to exceed fee of \$175,000 to perform engineering design services necessary for the preparation of plans, specifications and estimates (PS&E) for Bicycle Lanes Improvements on Middlefield Road between San Mateo County and City of Menlo Park

Council Member DeGolia explained the differences between bike boxes and bike lanes. DeGolia also made clear that safety of bicyclists and automobiles is priority.

Discussion of bike box safety ensued between Mayor Lempres, Council Member Lewis and Council Member Widmer.

MOTION by DeGolia, second by Lewis to authorize the City Attorney to prepare and the City Manager to execute a professional services agreement with Mark Thomas & Company (MTCO), for a not to exceed fee of \$175,000 to perform engineering design services necessary for the preparation of plans, specifications and estimates (PS&E) for Bicycle Lanes Improvements on Middlefield Road between San Mateo County and City of Menlo Park. The motion passed unanimously.

REGULAR AGENDA – (Items 15-18)

15. CIVIC CENTER PROJECT UPDATE: APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WRNS STUDIO (SUBCONSULTANT) FOR SURVEYING POTHOLING SERVICES AND AUTHORIZE THE CITY ATTORNEY TO PREPARE AND CITY MANAGER TO EXECUTE AN AMENDMENT TO THE CONSULTING SERVICES AGREEMENT; RECEIVE AND FILE THE COST MODEL MANAGER AND UPDATED PROJECT SCHEDULE

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio (via a subconsultant) to perform surveying potholing services for 36-inch SFPUC water line for a fee not to exceed \$40,750; and receive and file the Cost Model Manager and Updated Project Schedule.

The Council discussed issues related to cost share for SFPUC, sonar capability instead of potholing, and liability.

Council Member Widmer had questions on liability, if there is a need to dig, and requested clarification as to why a contract with WRNS is needed for the potholing.

City Engineer Marty Hanneman explained that by contracting with WRNS the Town is protected. He also explained the need for digging due to the samples required for SFPUC (San Francisco Public Utility).

The Council then discussed issues related to the overall Project cost and the Cost Model Manager. The Council asked that staff reduce contingencies, where possible, when project changes are approved that fine-tune a contingency allocation.

MOTION by Lewis, second by Wiest to authorize the City Attorney to prepare and the City Manager to execute an amendment to the consulting services agreement with WRNS Studio (via a subconsultant) to perform surveying potholing services for 36-inch SFPUC water line for a fee not to exceed \$40,750; and receive and file the Cost Model Manager and Updated Project Schedule. The motion passed unanimously.

16. REVIEW, DISCUSS AND PROVIDE DIRECTION REGARDING THE TRANSPORTATION COMMITTEE REQUEST – EAST PALO ALTO VERSUS MENLO PARK – CEQA CHALLENGE

Report: City Manager George Rodericks

Recommendation: Review, discuss and provide direction regarding the Transportation Committee request – East Palo Alto (EPA) v Menlo Park – CEQA Challenge

The Council heard a brief staff report from the City Attorney and opted not to join the lawsuit after learning many legalities and deadlines had been missed.

17. REVIEW, DISCUSS AND PROVIDE DIRECTION REGARDING A RECOMMENDATION BY THE TRANSPORTATION COMMITTEE FOR A REGIONAL TRANSPORTATION SUMMIT TO DISCUSS AND ANALYZE REGIONAL GROWTH AND TRAFFIC ISSUES AND DEVELOP A STRATEGY TO ADDRESS THOSE ISSUES

Report: City Manager George Rodericks

Recommendation: Review, discuss and provide direction regarding a recommendation by the Transportation Committee for a regional transportation summit to discuss and analyze regional growth and traffic issues and develop a strategy to address those issues

The Council continued the conversation around regional traffic, transportation impacts, and discussed the Town's past and current attempts to work with adjacent jurisdictions to address local traffic impacts of their projects.

Council Member Wiest commented that Atherton should be involved when projects in neighboring agencies have the propensity to impact the Town. Council echoed this sentiment.

Council considered possible legal avenues of addressing the issues at stake.

The Council discussed possible stakeholders that might be involved in a regional conversation - to include the Menlo Park Fire District, Redwood City, Menlo Park, East Palo Alto, Caltrain, Caltrans, and Samtrans.

The Council discussed local projects that might be of regional interest, such as the creation of a bicycle path along the Marsh Road Channel.

Following discussion, the Council directed staff to work on an initial regional meeting with Redwood City, Menlo Park and the Town. The initial meeting should, at a minimum, include the City Manager, Transportation Committee Chair, and the Mayor.

18. REVIEW, DISCUSSION AND DIRECTION REGARDING BUSINESS LICENSE TAX OPTIONS AND OTHER ALTERNATIVE REVENUE OPPORTUNITIES

Report: Finance Director Robert Barron III

Recommendation: Review, discuss and provide staff with direction regarding Business License Tax options and other alternative revenue opportunities

This item was continued to the July 19, 2017 Regular Meeting.

19. COUNCIL REPORTS/COMMENTS

20. FUTURE AGENDA ITEMS

21. **PUBLIC COMMENTS**

22. **ADJOURN**

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

Respectfully submitted,
Judi Herren
Acting City Clerk