



**MINUTES**  
**Town of Atherton**  
**City Council**  
**February 3, 2021**  
**CLOSED SESSION @ 3:30 P.M.**  
**STUDY SESSION @ 4:00 P.M.**

Mayor Lewis called the Closed Session to order at 3:30 p.m.

**3:30 PM CLOSED SESSION**

**CLOSED SESSION IN ZOOM MEETING SPACE**

**ROLL CALL** - Hawkins, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis – Present

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Pursuant to Government Code Section 54957(b)(1)  
City Manager*

Mayor Lewis called the Study Session to order at 4:02 p.m.

**4:00 P.M. STUDY SESSION**

1. **ROLL CALL** - Manuelian, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis – Present
2. **PUBLIC COMMENTS** – *None*
3. **REPORT OUT OF CLOSED SESSION** – **Report out by City Attorney**

City Attorney Ebrahimi reported that Council provided direction.

4. **FEEDBACK AND DIRECTION REGARDING POSSIBLE AGENDA TOPICS FOR A JOINT MEETING WITH THE MENLO PARK FIRE PROTECTION DISTRICT**

City Manager Rodericks introduced the item and Ad Hoc Subcommittee of Council Members DeGolia and Hawkins-Manuelian.

DeGolia and Hawkins-Manuelian lead a Council discussion on agenda topics for a joint meeting with the Menlo Park Fire Protection District (MPFPD).

Council discussed the priorities of the subcommittee, the possibility of including a member of the public on the subcommittee, and potential topics of discussion for a joint meeting with the MPFPD.

**Public Comments:**

- Bob Polito commented on the item.

- Virginia Chang Kiraly, MPFPD Board Member and Atherton Liaison shared district updates and announced she was available for Council questions. She also noted that the Ad Hoc Subcommittee and her would meet on February 9, 2021.

City Attorney Ebrahimi noted for Council that the establishment and assignment of members to an Ad Hoc Subcommittee is at the Mayor's discretion.

Council discussed subcommittee goals, historical context of the development of the committee, and the powers of the subcommittee being confined to recommendation for a Council decision.

Council Member Widmer commented that Emergency Operations Center should be in Atherton. He added that he would like to know the use of the properties that the Fire District Board had purchased in Atherton. DeGolia confirmed that those concerns will be included.

Council continued to discuss the potential joint meeting topics including assistance with Police Officer housing, collaboration with community group A.D.A.P.T. on community outreach and education, traffic related concerns, and possible dates for the joint meeting.

Council Member Lempres and Mayor Lewis expressed continued interest in obtaining data and analysis from MPFPD on services provided to the Town.

Virginia Chang Kiraly, MPFPD Board Member and Atherton Liaison noted that the Ad Hoc Subcommittee and her would meet on February 9, 2021. She clarified that the district has not created a subcommittee at this point and that she is set to serve as the point of contact.

Council collectively directed that the subcommittee present the agenda topics proposed in their presentation and include proposed topics during the Council discussion.

## **5. RECEIVE AND FILE THE MID-YEAR BUDGET REPORT FOR FY 2020/21**

City Manager Rodericks noted that the item is a receive and file item only and no formal action will be taken at this meeting.

Finance Director Barron III presented a brief overview of the mid-year budget report for fiscal year 2020/21.

## **6. REVIEW AND DISCUSS A MEMORANDUM FROM THE TOWN'S AUDIT AND FINANCE COMMITTEE REGARDING THE CALPERS ACTUARIAL VALUATION REPORTS AND FUNDING TOWARD PAYMENT OF THE TOWN'S PENSION OBLIGATIONS**

Finance Director Barron III, presented the item and a memo from the Town's Audit and Finance Committee regarding the CalPERS actuarial valuation reports and funding toward payment of the Town's pension obligation.

City Attorney Ebrahimi noted the Audit & Finance Committee members should limit the number of members providing input to avoid a Brown Act violation.

**Public Comments:**

- Anne Yvonne Walker, Chair of Audit and Finance Committee made herself available for Council questions.
- Bob Polito, Audit and Finance Committee member commented on the Town's historical payments made to the pension liabilities, the increase of the unfunded liability obligations and dissatisfaction with CalPERS.

Council thanked the Audit and Finance Committee and collectively expressed concerns about the increasing unfunded liability obligations, and concerns about CalPERS management. Council discussed challenges with CalPERS return on investments and suggested the Audit and Finance subcommittee continue to evaluate alternatives for Council's consideration.

**7. DISCUSSION FOR CONSIDERATION IN DEVELOPING A HISTORICAL EVALUATION/PRESERVATION PROGRAM FOR THE PURPOSES OF CONSIDERING MILLS ACT CONTRACTS IN TOWN**

Council discussed moving the item to a date certain and Mayor Lewis allowed public comment.

**Public Comments:**

- William Grindley, former Atherton Resident/Rail Committee, complimented the Council on their civility with handling Town business. He also shared his perspective on the importance of the establishment of Historical Preservation Program within Town.

**Council directed that the item would be moved to the next scheduled Study Session on March 3, 2021.**

**8. COUNCIL REPORTS/COMMENTS - *None***

**9. ADJOURN**

**Mayor Lewis adjourned the meeting at 6:12 p.m.**

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**Anthony Suber**  
**City Clerk**



**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.**

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**Anthony Suber**  
**City Clerk**



**MINUTES**  
**Town of Atherton**  
**City Council**  
**March 3, 2021**  
**STUDY SESSION at 4:00 P.M.**

Mayor Lewis called the meeting to order at 4:03 p.m.

**4:00 PM STUDY SESSION**

1. **ROLL CALL** - Hawkins, DeGolia (joined at 4:18 PM), Widmer, Vice Mayor Lempres, Mayor Lewis – Present
2. **PUBLIC COMMENTS** – *None*
3. **DISCUSSION FOR CONSIDERATION IN DEVELOPING A HISTORICAL EVALUATION/PRESERVATION PROGRAM FOR THE PURPOSES OF CONSIDERING MILLS ACT CONTRACTS IN TOWN.**

Principal Planner Davis presented the item to Council. She noted that property owners could move forward with State and Federal qualification requirements prior to making an application to Town.

City Manager Rodericks noted that applicants may be charged a fee done on a cost recovery basis.

**Public Comments:**

- Zack Trailer, Resident spoke in support of the Mills Act and noted that he purchased his property from William Grindley.
- Marion Oster, Resident noted that she has listings that show historic homes in Town.

**Council directed staff continue to evaluate the development of a historic evaluation / preservation program for the purpose of considering Mills Act contracts in Town.**

4. **FY 2021/2022 BUDGET KICK-OFF AND OVERVIEW**

Finance Director Barron III presented a presentation to Council reviewing the FY21/22 budget kickoff.

Council briefly discussed pension costs and unfunded liability, Town Reserve Policies, and requested current budget data to compare to projections in upcoming budget sessions.

**This was informational only.**

**5. DISCUSSION FOR THE NEXT STEPS ON PUBLIC OUTREACH MEETINGS FOR FIRE SERVICES**

City Manager Rodericks presented the item noting that he was seeking direction from council related to community outreach and education for Fire Services. He noted that he discussed a possible date of April 15, 2021 for a joint meeting with Chief of the Menlo Park Fire Protection District (MPFPD), but nothing has been confirmed.

Council discussed the initial goal of performing an outreach and education plan to residents and the benefits doing that type of outreach.

Council collectively agreed to postpone any continued public outreach and education activity until after Council has had the planned joint meeting with the MPFPD.

**Public Comments:**

- Bob Polito, Resident commented on the item.

**6. COUNCIL REPORTS/COMMENTS**

Council Member DeGolia reported on Peninsula Clean Energy and noted he was selected as Chair. He added that 13 cities had adopted Reach Codes and encouraged Council to consider this at a future meeting.

Mayor Lewis reported on food delivery services Meals on Wheels. She also acknowledged and offered condolences to the families of Ruth Ann Siler and Earl Seymore Douglas who passed recently.

**7. ADJOURN**

**Mayor Lewis adjourned the meeting in the name and honor of Malcom Dudley who passed in February at 5:37 PM.**

**She added that Mr. Dudley was the longest tenured Town of Atherton City Council Member serving on Council for 24 years and 9 months.**

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**Anthony Suber  
City Clerk**