



**MINUTES**  
**Town of Atherton &  
Menlo Park Fire  
Protection District**  
**April 14, 2021**  
**JOINT SPECIAL  
MEETING**



**Mayor Lewis called the meeting to order at 5:00**

**5:00 PM SPECIAL MEETING**

**ROLL CALL**

City Council: Hawkins-Manuelian, DeGolia (Absent), Widmer, Vice Mayor Lempres (Joined 5:40), Mayor Lewis – Present

Menlo Park Fire Protection District: Kiraly, Silano, Jones, Bernstein, President McLaughlin – Present

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS – *None***

**REGULAR AGENDA**

**1. Fire Station Updates – Report on Planned Upgrades for Stations and Associated Facilities**

Mayor Lewis introduced the item and goals for the joint meeting.

President McLaughlin introduced Menlo Park Fire Protection District (MPFPD) staff members, Chief Schapelhouman and Fire Marshal Johnston.

Chief Schapelhouman presented the item to the Council and Board.

The Council and Board discussed plans for improvements at for Fire Station #3 on Almendral Avenue and plans for addressing issues related to Caltrain improvement plans, automatic vehicle location, and items related to the districts ability to provide services.

**2. Community Preparedness and Education Update / LRAD – Report on Emergency Communication Systems**

Chief Schapelhouman introduced Emergency Services Specialist Acevedo and Fire Marshal Johnston

Acevedo discussed his role and special projects including Community Emergency Response Team (CERT) Training courses.

Johnston introduced the Zonehaven reporting tool that helps the MPFPD share emergency services updates and information with the community. He noted that trainings are being scheduled for community members and key staff within jurisdictions.

Charlie Crocker, Zonehaven CEO discussed features and benefits of the tool including integrations with other emergency services reporting platforms.

Disaster Response Manager Zollicoffer addressed Long Range Acoustic Devices (LRAD) testing and the features of the device.

The Council and Board discussed collaboration with other agencies, LRAD and its features.

### **3. Report on Standards of Cover**

Chief Schapelhouman presented what a Standards of Cover is and an overview of coverage. He discussed growth within the district and the addition of Battalion chiefs.

The Council and Board discussed ISO ratings, the Town's Neighborhood Traffic Management Plan, challenges related to access in addressing service calls for the MPFPD, and earthquake and other early warning system detection tools.

**ADJOURN**

**Mayor Lewis adjourned the meeting at 7:01 p.m.**

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



**MINUTES**  
**Town of Atherton**  
**City Council**  
**APRIL 21, 2021**  
**REGULAR MEETING**

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-Manuelian, DeGolia, Widmer, Vice Mayor Lempres, Mayor Lewis – Present

**3. PRESENTATIONS**

- **Presentation by Steven Weiner, President of Menlo College**

President Weiner introduced Angela Schmiede, Menlo College Vice President who presented an overview of the college's plans.

- **Presentation by Peninsula Clean Energy on Reach Codes**

Rafael Reyes, Peninsula Clean Energy made a presentation on the implementation of Reach Codes.

Council discussed how the codes would impact residents and concerns related to mandating rules.

**Motion by Lewis, Second by DeGolia to accept the \$10,000 from PCE and evaluate the concept of bringing Reach Codes to the Builders Roundtable in anticipation of bringing an Ordinance before Council for consideration.**

**AYES: Hawkins, DeGolia, Widmer, Lewis**

**NOES: Lempres**

**ABSTAIN:**

**ABSENT:**

**4. PUBLIC COMMENTS – *None***

**5. CITY MANAGER'S WRITTEN REPORT**

The City Managers report was postponed until the next Regular City Council meeting in May.

**CONSENT CALENDAR (Items 6 – 8)**

6. **APPROVAL OF BILLS AND CLAIMS FOR FEBRUARY IN THE AMOUNT OF \$ 2,730,084**
7. **APPROVAL OF MINUTES FOR MARCH 17 and APRIL 7, 2021 COUNCIL MEETINGS**
8. **AWARD OF A CONTRACT FOR THE PAVILION RESTROOM REMODEL**

**Motion by Lempres, Second by Widmer to approve the consent Calendar items 6 – 8.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**REGULAR AGENDA (Items 9-18)**

9. **CERTIFICATION OF CONTINUING EMERGENCY AND RATIFICATION OF SUCH RULES AND REGULATIONS ENACTED BY THE DIRECTOR OF EMERGENCY SERVICES IN RESPONSE TO COVID-19**

City Manager Rodericks presented the item with an overview of the need for the emergency declaration. He noted what the emergency protocols are and the authorities given to the Director of Emergency Services, which is the City Manager.

**Motion by Lempres, Second by Widmer to certify the continuing emergency and ratify such rules and regulations enacted by the Director of Emergency Services in response to COVID-19.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

10. **CONSIDERATION OF AN APPOINTMENT TO THE ENVIRONMENTAL PROGRAMS COMMITTEE AND TRANSPORTATION COMMITTEE**

City Manager Rodericks presented the item and Mayor Lewis offered Transportation Committee applicant, Christine David an opportunity to present to Council.

Council discussed the applicants and benefits of appointing candidates prior to the next annual recruitment appointments scheduled to take place at the regular meeting in June.

**Motion by DeGolia, Second by Lempres to appoint Christine David to the Transportation Committee for a term expiring June 30, 2023 and Patti Spezzaferro to the Environmental Programs Committee for a term expiring June 30, 2023.**

**AYES: Hawkins, DeGolia, Lempres, Lewis**

**NOES: Widmer**

**ABSTAIN:**

**ABSENT:**

**11. REVIEW OF RECOMMENDATIONS REGARDING MEDIAN STREET TREES ON TUSCALOOSA AND MT. VERNON; PROVIDE FEEDBACK AND DIRECTION TO STAFF REGARDING THEIR DISPOSITION**

City Manager Rodericks introduced the item and noted that Town Arborist recommendations for pruning of the Tuscaloosa Ave tree, if not removed and removal of the Mr. Vernon Lane tree.

Town Arborist Bentz provided history and context related to both sites. She also shared the process applied to trimming Heritage Trees and included that trimming and pruning methods will not eliminate the decay entirely. She added that due to the age and condition of the tree it is likely it may need to be removed in the next few years.

Council discussed the long-term likelihood of the tree's survival and alternative solutions.

**Motion by Widmer, Second by DeGolia to remove the Mt. Vernon tree promptly for health and safety reasons.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**Motion by Lempres, Second by Lewis to take staff recommendation with trimming and pruning the tree at Tuscaloosa to preserve it and delay decay for future evaluation.**

**AYES: Hawkins, Lempres,**

**NOES: DeGolia, Widmer, Lewis**

**ABSTAIN:**

**ABSENT:**

**MOTION FAILED**

**Motion by Lewis, Second by Widmer to remove the tree on Tuscaloosa due to health and safety and perform outreach to the community related to its removal.**

**AYES: DeGolia, Widmer, Lewis**

**NOES: Hawkins, Lempres**

**ABSTAIN:**

**ABSENT:**

**Council directed that staff return to Council with replacement tree options at or near both locations. Council requested that options include inside and outside of the roadway choices and detail the size of replacements.**

**12. CONSIDERATION OF ACCEPTANCE OF A \$52,250 DONATION IN SUPPORT OF THE PURCHASE OF ADDITIONAL AUTOMATED LICENSE PLATE READERS (ALPRs); AND DIRECTION REGARDING THE LEASE OF AN ADDITIONAL 10 ALPR CAMERAS**

City Manager Rodericks introduced the item noting the donors request to remain anonymous and reviewed the additional ALPR camera locations.

Council Member Widmer addressed some areas he wanted evaluated for consideration on ALPR cameras.

**Motion by DeGolia, Second by Widmer to approve the staff recommendation to accept the donation of \$52,250 and authorize the use of the funds to install ten (10) Automated License Plate Readers (ALPRs) at the identified locations.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**13. REVIEW AND APPROVE THE DRAFT 2021 SUSTAINABILITY WORK PLAN AND BUDGET AS RECOMMENDED BY THE ENVIRONMENTAL PROGRAMS COMMITTEE (EPC).**

Principal Planner Davis presented the item.

Council complimented staff and the Environmental Programs Committee on the creative approach to addressing the work plan.

**Motion by Lewis, Second by Hawkins to accept and approve a final 2021 Sustainability Workplan and budget as recommended by the Environmental Programs Committee (EPC).**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**14. REQUEST FOR PROPOSAL (RFP) FOR A SUSTAINABILITY COORDINATOR CONSULTANT**

City Manager Rodericks introduced the item noting the planned scope of work to be performed by the consultant. Rodericks added that the consultant would be reporting through the City

Manager Department and would be tasked with working with the Environmental Programs Committee in preparing committee agendas, coordinating with members, etc.

Council discussed revisions to the selection criteria proposed in the request for proposal (RFP) and the timetable indicated.

**Motion by Widmer, Second by DeGolia to approve the release of the RFP and authorize the City Manager to revise the selection criteria and adjust the timetable listed.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**15. POLICE ANNUAL REPORT 2021**

Chief McCulley presented the Police Department annual report noting recent attrition and current recruitments. McCulley addressed succession plans and strategies in place.

**Council Member DeGolia noted his gratitude to departing Code Enforcement Officer Diaz and Sergeant Robins.**

Council discussed major changes in the data reported and asked for details related to those changes.

**There was no formal motion, this was information only.**

**16. TOWN CENTER PROJECT UPDATE; AUTHORIZE THE CITY ATTORNEY TO PREPARE AND THE CITY MANAGER TO EXECUTE A PHASE 2 AGREEMENT WITH KBM-HOGUE INC. TO PROVIDE, DELIVER, AND INSTALL THE NECESSARY PUBLIC SPACE FURNITURE, FIXTURES AND EQUIPMENT (FF&E) FOR THE NEW CITY HALL/ POLICE BUILDING; AND PROVIDE FEEDBACK AND DIRECTION ON THE DONOR PATHWAY ALTERNATIVES**

City Manager Rodericks introduced the item reviewed options for furniture, fixtures, and equipment (FF&E).

Council Member Widmer and Mayor Lewis commented on the various options for Council Chambers, executive team desks and public space furnishings (interior and exterior) and Lela Huenergardt, KBM-Hogue addressed Council inquires.

Council held a detailed discussion about the options presented.

**Motion by Lewis, Second by Widmer to authorize the City Attorney to prepare and the City Manager to execute a Phase 2 Agreement with KBM-Hogue Inc. to provide, deliver, and install the public space furniture, fixtures and equipment (FF&E) for the new City Hall/ Police building in the amount of \$70,667.80, and authorize change orders up to \$7,000 (10%) for a total amount of \$77,667.80.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

City Manager Rodericks presented several options related to the donor pathway and Council reviewed and discuss the options displayed.

Council discussed a need to recognize all donors at the various donation levels.

**Motion by Lewis and Second by DeGolia to approve the recommendation by the Ad Hoc Subcommittee indicated as Alternative 1 – labeled the “Meander” with materials and etching as discussed to be share with S.J. Amoroso Construction for final design.**

**AYES: Hawkins, DeGolia, Widmer, Lempres, Lewis**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

**The Donor Ad Hoc Subcommittee will return to council with recommendations on recognizing donors under the \$1,000 threshold.**

**17. COUNCIL REPORTS/COMMENTS**

Council Member Hawkins-Manuelian noted a video related to environmental awareness being prepared by local schools that was discussed by the Environmental Programs Committee.

**18. ADJOURN**

**Mayor Lewis adjourned the meeting at 9:34 p.m.**

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



**MINUTES**  
**Town of Atherton**  
**City Council/Planning Commission**  
**April 28, 2021**  
**JOINT STUDY SESSION**

Council Member Widmer called the meeting to order at 4:01 p.m.

**4:00 PM STUDY SESSION**

**1. ROLL CALL**

City Council: Hawkins-Manuelian, DeGolia, Widmer, Vice Mayor Lempres (joined at 4:20), Mayor Lewis (Absent)

Planning Commission: Eric Lane, Paul Tonelli, Randy Lamb, Nancy Lerner, Perry Narancic Present

**2. PUBLIC COMMENTS – *None***

**3. DISCUSS THE HOUSING ELEMENT UPDATE PROCESS AND PROVIDE DIRECTION TO STAFF**

City Manager Rodericks introduced the item.

Dave Hutchings, Managing Director of Government Affairs from RPPG presented noteworthy legislation for Council review.

Council discussed the Town's housing goals and State constitutional authority and protections for local jurisdictional control.

City Attorney Ebrahimi generally reviewed the process of how municipalities gain their policing powers and how homeowners associations comply with the state rules discussed.

Town Planner Costa Sanders presented updates on the housing element update process and the regional housing needs allocation (RHNA). She detailed potential strategies for dealing with the housing element.

Council and Planning discussed strategies including the use of housing associated with the schools for use by school employees only or for employees affiliated with other entities in Town such as Menlo Circus Club, and a reduction of lot sizes.

**Public Comments:**

- Mary Widmer shared public comments in writing prior to the meeting that were shared with Council and posted for public review.

- David Arata commented on his property.
- Alex Key commented on traffic and public transportation.

City Attorney Ebrahimi noted potential consequences related to not hitting allocation goals. She noted there are potential financial penalties and a withholding of funding at the state level. She noted that the Town has no obligation to construct housing, only an obligation to plan for it.

City Manager Rodericks added that there would be an issue with noncompliance related to the Town's housing element.

**This was informational only and no formal motion was taken.**

**4. ADJOURN**

**Vice Mayor Lempres adjourned the meeting at 5:42 p.m.**

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



**MINUTES**  
**Town of Atherton**  
**City Council**  
**May 5, 2021**  
**STUDY SESSION**

*Mayor Lewis called the meeting to order at 3:01*

**3:00 PM STUDY SESSION**

1. **ROLL CALL** - Hawkins-Manuelian, DeGolia, Widmer (joined at 3:18), Vice Mayor Lempres, Mayor Lewis

2. **PUBLIC COMMENTS** – *None*

3. **PRESENTATION**

- **National Police Week Proclamation**

Mayor Lewis read the proclamation and Chief McCulley accepted it on behalf of the Atherton Police Department. Mayor Lewis recognized the names of the officers listed.

4. **REVIEW OF THE FY 2021/22 SPECIAL REVENUE, INTERNAL SERVICE FUNDS AND CAPITAL IMPROVEMENT PROGRAM**

City Manager Rodericks provide an executive summary related to the special revenue and internal service funds.

Council discussed numbers related to the Library revenue and other specific budget line items.

Rodericks moved onto the Capital Improvement Program (CIP) and provided general overviews of projects for Council consideration.

Public Works Director Ovadia presented details related to the CIP program for FY 2021/22.

Council discussed projects including park improvement programs, included in the circulation plan, and drainage improvement projects. Council also noted a need to place support behind projects related to the traffic management action plan and bike and pedestrian plans.

**This was informational only and no formal motion was taken. This will be heard for action at the June 16, 2021 Regular Council Meeting.**

5. **CYBERSECURITY REPORT**

City Clerk Suber presented the item detailing items related to the Town's cybersecurity program, staff training and plans for monitoring and addressing ransomware.

IT Manager Ahmed provided additional details to Council related to the Town's backup and recovery processes, cybersecurity programs and strategies to deal with potential network intrusions and threats.

### **Public Comments**

- Bob Polito commented on his personal experience with cyber intrusion at a company he is affiliated with.

City Manager Rodericks added the weakest link is at the user level and noted the annual training provided to staff.

Council discussed challenges related to cyber security and individual experiences.

**This was informational only and no formal motion was taken.**

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

**7. ADJOURN**

**Mayor Lewis adjourned the meeting at 4:34 p.m.**

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