



Draft Minutes
Town of Atherton
CITY COUNCIL
March 18, 2015

7:00 P.M.
REGULAR MEETING
Council Chambers
94 Ashfield Road,
Atherton, California

Mayor DeGolia called the meeting to order at 7:00 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** Widmer, Lewis, DeGolia, Wiest, Lempres
3. **PRESENTATIONS**

Introduction and Oath of Office - Police Officer LeeAnn Alfonzo

Police Chief Ed Flint introduced new Officer Alfonzo and administered the oath of office. Officer

Proclamation- Red Cross Month

Mayor DeGolia presented the Red Cross Month proclamation.

4. **PUBLIC COMMENTS**

Anne McNertey spoke about the changes to the encroachment permit process. She questioned the liability associated with it.

Omar Chatty, South San Jose resident, spoke about the dangers of Caltrain.

5. **REPORT OUT OF CLOSED SESSION** – No reportable action.

6. **CITY MANAGER'S REPORT**

Nothing further to add to written report.

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
CONSENT CALENDAR (Items 8-17)

City Manager Rodericks noted minor changes to the minutes and typographical changes to the records retention resolution under Item 10.

- 8. APPROVAL OF FEBRUARY 18, 2015 REGULAR MEETING MINUTES**
Report: Assistant to the City Manager/City Clerk Theresa DellaSanta
Recommendation: Approve meeting minutes
- 9. APPROVAL OF BILLS AND CLAIMS FOR FEBRUARY, 2015 IN THE AMOUNT OF \$892,533**
Report: Finance Director Robert Barron III
Recommendation: Approve Bills and Claims in the amount of \$892,533
- 10. APPROVAL OF RECORDS RETENTION SCHEDULE**
Report: City Clerk Theresa DellaSanta
Recommendation: Approve Resolution 15-xx adopting a comprehensive Records Retention Schedule
- 11. RESOLUTION 15-XX AMENDING RESOLUTION 14-27 GOVERNING TOWN COMMITTEES**
Report: Community Services Director Mike Kashiwagi
Recommendation: Approve Resolution No. 15-xx amending Resolution 14-27 Governing Town Committees
- 12. APPROVAL OF PROCLAMATION DECLARING ARBOR DAY AS APRIL 24, 2015**
Recommendation: Approve Proclamation
- 13. RESOLUTION TO REJECT CLAIM OF FARMERS INSURANCE ON BEHALF OF LARRY LOWRY**
Report: City Clerk Theresa DellaSanta
Recommendation: Adopt Resolution 15-xx denying the claim filed by Farmers Insurance on behalf of Larry Lowry
- 14. AWARD A CONSULTANT SERVICES AGREEMENT WITH W-TRANS FOR THE SERIES STREET LIGHT ANALYSES AND REPLACEMENT PROGRAM**
Report: Community Services Director Mike Kashiwagi
Recommendation: Direct the City Attorney to prepare and authorize the City Manager to execute a professional services contract with W-Trans for a not to exceed fee of \$79,950 to provide design plans, specifications and estimates (PS&E) to replace the Town's series circuit street lights and to provide additional related engineering services
- 15. AWARD A CONSULTANT SERVICES AGREEMENT WITH MARK THOMAS AND COMPANY FOR DESIGN SERVICES ASSOCIATED WITH THE BICYCLE AND PEDESTRIAN MASTER PLAN**
Report: Community Services Director Mike Kashiwagi
Recommendation: Direct the City Attorney to prepare and authorize the City Manager to execute a professional services contract with Mark Thomas and Company for a not to exceed fee of \$163,480 to provide design plans, specifications and estimates (PS&E) for

installing Class III bike routes and to assess physical improvements, develop preliminary engineering concepts and costs estimates to implement the Class I and II bike facilities as identified in the Bicycle and Pedestrian Master Plan approved by Council in November of 2014

16. APPOINTMENT OF VICE MAYOR LEWIS TO THE HOUSING ENDOWMENT AND REGIONAL TRUST MEMBER AGENCY COMMITTEE (HEART MAC)

Report: City Clerk Theresa DellaSanta

Recommendation: Receive and file the Mayor's appointment of Vice Mayor Lewis to the HEART MAC

17. AWARD OF CONSTRUCTION CONTRACT FOR THE ATHERTON AVENUE/FAIR OAKS LANE/MIDDLEFIELD ROAD PROJECT

Report: Community Services Director Mike Kashiwagi

Recommendation: Award the construction contract for Atherton Avenue/Fair Oaks Lane/Middlefield Road Maintenance Project, Federal Project No. STPL-5261(008), to the low bidder American Asphalt of Hayward, for \$497,104.55; direct the City Attorney to prepare the contract; and authorize the City Manager to execute the contract on behalf of the Town

MOTION by Lewis, second by Widmer to approve the consent calendar consisting of Items 8 through 17. The motion passed unanimously.

PUBLIC HEARING – (ITEMS 18-19)

18. TENTATIVE PARCEL MAP CERTIFICATE TO CREATE TWO LOTS AT 49 TUSCALOOSA AVENUE (APNS 070-120-010 & 070-120-020)

Report: Town Planner Lisa Costa Sanders

Recommendation: Approve the Tentative Parcel Map Certificate for the division of one lot into two lots, based on the findings within the staff report and subject to the conditions listed in the Draft Tentative Parcel Map Certificate

Town Planner Lisa Costa Sanders presented the report and answered questions regarding the creation of the lots and the differences between Assessor's Parcels and legal lots for development.

MOTION by Lewis, second by Wiest to approve the Tentative Parcel Map Certificate for the division of one lot into two lots, based on the findings within the staff report and subject to the conditions listed in the Draft Tentative Parcel Map Certificate. The motion passed unanimously.

19. ADOPT THE 2014-2022 HOUSING ELEMENT UPDATE

Report: Town Planner Lisa Costa Sanders

Recommendation: Conduct the Public Hearing on the Final Housing Element Update. Provide direction to staff for any additions, deletions or changes to the document. Adopt the Final Housing Element Update as recommended by the Planning Commission and subsequently transmit the adopted Element to the California Department of Housing and Community Development (HCD)

Town Planner Lisa Costs Sanders presented the report and answered questions regarding the total number of units required for production during the housing period, what happens if the units are not produced, obligation of the Town to produce or plan for the creation of housing, and the future issues that might arise if the units are not ultimately developed.

MOTION by Lewis, second by Wiest to adopt the Final Housing Element Update as recommended by the Planning Commission and subsequently transmit the adopted Element to the California Department of Housing and Community Development (HCD). The motion passed unanimously.

REGULAR AGENDA – (Items 20-23)

20. AWARD OF CIVIC CENTER PROJECT DESIGN PROFESSIONAL SERVICES AGREEMENT

Report: Community Services Director Mike Kashiwagi

Recommendation:

1. Request and Accept contributions from Atherton Now in the amount of \$250,457 for the unfunded costs of Phase 1 (Master Plan Confirmation) and Phase 2 (Conceptual Design) of design services for the Civic Center project. This is the share of the cost not covered by available Library and Building Department funding;
2. Award the contract to WRNS Studio LLP for design services for the Civic Center;
3. Direct the City Attorney to prepare and authorize the City Manager to execute an agreement for Phase 1 and Phase 2, in an amount not to exceed \$379,480, upon receipt of the funding noted above from Atherton Now; and
4. Direct the City Manager to return to City Council for authorization by Phase with WRNS Studio LLP, pursuant to their proposal to the Town for architectural services, upon receipt of sufficient contributions from Atherton Now.

Community Services Director Mike Kashiwagi presented the report.

CCAC member Clive Merredew described the long and detailed process used in reaching this recommendation to Council.

Council Member Widmer mentioned that WRNS was his first choice and he fully supported the recommendation.

Council Member Wiest concurred.

Vice Mayor Lewis discussed the public outreach meetings that WRNS has planned and felt that they will do a great job at engaging the public.

Mayor DeGolia said he was thrilled with the recommendation and felt that the WRNS team will complement the Town.

MOTION by Lewis, second by DeGolia to authorized receipt of grant funds from Atherton Now and awarded the design contract to WRNS Studio LLP for Phase 1 and Phase 2 of the Design Services Contract. The motion passed unanimously.

21. PARK USE MASTER PLAN

Report: Community Services Director Mike Kashiwagi

Recommendation: Review and Accept the Park Use Master Plan

Following a staff report and presentation, the Council discussed the final Park Use Master Plan and the priorities as recommended by the Town's Park and Recreation Committee. Discussion surrounded the need for additional parking, potential competing uses in the Park, lighting and site improvements, sizing and timing of a potential off-leash dog area, relocation of the existing corporation yard, relocation of the existing playschool and the policy issues related to having a playschool in the Park, and design of current parking areas.

Following public comment and discussion, the Council continued the item to a future Council Agenda with direction to staff and the Park and Recreation Committee to evaluate additional potential parking areas toward the front of the Park, remove the off-leash dog area from the list of priorities but include it on the recommendation summary, provide more information related to competing uses of the Park and how parking is handled, include the current parking demand management program requirements as an appendix, include additional visuals in the Plan related to alternative designs for parking turnarounds, include detail related to costing for each recommendation as an appendix, and include the parking requirements of the Carriage House in current usage at the Park.

22. APPROVE AN AGREEMENT WITH THE COUNTY OF SAN MATEO FOR ANIMAL CONTROL SERVICES

Report: City Manager George Rodericks

Recommendation: Approve an agreement with the County of San Mateo for continued provision of animal control services for a five-year term beginning July 1, 2015 and authorize the Mayor to execute the agreement

City Manager Rodericks presented the staff report and answered questions with respect to timing of the agreement's execution, current alternative analysis, alternatives being analyzed by Menlo Park, cost of the agreement and the cost to provide services as standalone, and options for termination of the 5-Year Agreement with the County. Following public comment and discussion, the Council continued the item to the April Council Agenda in anticipation of findings from Menlo Park with respect to contract alternatives.

23. COUNCIL REPORTS/COMMENTS

Vice Mayor Lewis noted that there are links to interesting studies from C/CAG about the Highway 101 Feasibility Study. She encouraged Council to take a look.

24. FUTURE AGENDA ITEMS

None.

25. **PUBLIC COMMENTS**

None.

26. **ADJOURN**

MOTION by Lewis, second by Wiest to adjourn the meeting. Mayor DeGolia adjourned the meeting at 9:35 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk



Draft Minutes
Town of Atherton
April 1, 2015
4:00 P.M.

Holbrook-Palmer Park Pavilion
150 Watkins Ave
Atherton, California
Special Meeting

ROLL CALL Widmer, Wiest, Lempres, Lewis, DeGolia

PUBLIC COMMENTS - (Limited to items on the agenda)

1. ATHERTON LIBRARY FUNDING HISTORY, JOINT POWERS AGREEMENT, AND USE OF FUNDS (REVIEW AND DISCUSS)

Report: City Manager George Rodericks

Recommendation: Review and Discussion

Following and during the presentation the Council discussed the history of the Library JPA, the nature of the Library Services Tax, and the possibility of amendments to the Library JPA. Comments and discussion revolved around the following issues:

- Expansion of library programs
- Exploration of new content
- Defining more broadly library services
- Establishment of the library tax and the possibility of revising the tax
- Benefits of remaining in the Library JPA
- Benefits and impacts of withdrawing from the Library JPA
- Service area versus population area and how that figures into the Library
- Proposals made to the Library JPA by Library staff
- Fiduciary responsibility to the community to protect library tax revenue for local application and use
- Timing of any changes to the JPA
- Use of excess funds and the potential of a cap on excess fund accumulation

Following discussion and public comment, the Council provided feedback to the Council's Library JPA representative for future meeting feedback. (Revision to the slide presentation noting the library tax figure \$0.32 is in error and the correct number is \$0.032.)

2. FY 2015/16 BUDGET KICK-OFF AND ORIENTATION

Report: Finance Director Robert Barron III

Recommendation: Review and Discuss

Following the staff report and presentation, the Council discussed the Town's financial position and outlook, the Town's budget process and calendar and staff's budget assumptions for revenues and expenditures. Staff noted that there will be several additional budget meetings prior to the Town's adoption of the budget. Meetings include April 15, Operational Budget, May 6, Capital Improvement Budget, June 6, Final Budget Study Session, and June 15, Final Budget Review and Adoption.

ADJOURN

MOTION by Lewis, second by Wiest to adjourn the meeting. Mayor DeGolia adjourned the meeting at 5:57 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk