



Draft Minutes
Town of Atherton
February 3, 2016
3:00 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL Lewis, Lempres, Widmer, Wiest, DeGolia

PUBLIC COMMENTS - (Limited to items on the agenda)

1. DRAFT CLIMATE ACTION PLAN AS RECOMMENDED BY THE ENVIRONMENTAL PROGRAMS COMMITTEE (EPC)

Report: Senior Town Planner Stephanie Davis

Recommendation: Provide direction to staff on the draft Climate Action Plan (CAP) as recommended by the Environmental Programs Committee (EPC).

Town Planner Stephanie B. Davis provided a summary of the report to Council.

In 2007, the State approved Assembly Bill 32 (AB 32), which requires California to reduce the State's Greenhouse Gas (GHG) emissions by at least 15% from 2005 levels by the year 2020. Local jurisdictions are adopting, or have already adopted, local Climate Action Plans (CAP) to assist with the State's effort to reduce GHG emissions. The Town of Atherton, along with the other cities within San Mateo County, have been working with San Mateo County Energy Watch (SMCEW) in cooperation with C/CAG and the energy-consulting firm DNV GL to complete a draft CAP. From March to September 2014, staff has been working with the EPC in developing a complete, draft CAP.

In determining the overall percentage of GHG reductions the Town can achieve, the consultant must first determine a "business-as-usual" (BAU) methodology assumption within their technical formula calculations. After some discussion the Council decided to use the population growth methodology with the caveat that they would like to increase the 15% baseline to be more in line with energy consumption.

Council continued to review the draft document providing feedback at the policy level with respect to the various measures proposed in the Plan. Council provided staff direction on several recommended measures to reduce GHG emissions. The City Council completed its review and comments on Table A. The measures that the City Council recommended from Table A would achieve a 14.4% reduction in GHG by 2020. The Council also and reviewed and provided some comments on Table B.

Council continued the item to the next study session to finish review of Table B.

2. 2016 ENVIRONMENTAL PROGRAMS COMMITTEE (EPC) WORK PLAN AS RECOMMENDED BY THE EPC

Town of Atherton City Council Minutes, Special Meeting February 3, 2016

Report: Senior Town Planner Stephanie Davis

Recommendation: Review, provide comment, and approve a final 2016 Environmental Programs Committee work plan

Town Planner Stephanie B. Davis noted that to address climate change within the Town, combined with the forthcoming draft CAP, the EPC has prepared a 2016 EPC Policy Statement and detailed, draft Work Plan to assist the Town to address climate change and implement the CAP. As an advisory committee, the EPC work plan must be reviewed and approved by the City Council before the EPC can begin implementing identified programs.

Item 2 was continued to a future meeting.

ADJOURN

Mayor Lewis adjourned the meeting at 4:55 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk



Draft Minutes
Town of Atherton
CITY COUNCIL
February 17, 2016
7:00 P.M. - REGULAR MEETING
Council Chambers
94 Ashfield Road,
Atherton, California

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

Vice Mayor Lempres will teleconference from the following location:
67 Courter Ave, Maplewood, NJ 07040
650-690-6661

This Agenda may not reflect the actual order of items. The order of items is subject to change based on Council action.

REGULAR SESSION

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

Summer Learning Report – Presentation by San Mateo County Library

Francisco Vargas from the San Mateo County Library provided background and showed a brief video on the Summer Learning Program. Vargas introduced Atherton's newest Senior Librarian Rebecca Forth.

4. **PUBLIC COMMENTS** – None.
5. **REPORT OUT OF CLOSED SESSION** – None.
6. **CITY MANAGER'S REPORT**

Rodericks provided an update on the Town & Gown event yet to be scheduled and some brief Q&A on the Town's Bicycle and Pedestrian projects (sharrows).

Community Services Director Kashiwagi provided an update on the Quiet Zone project. Consultant R.L. Banks did a site visit last Wednesday. An inspection was performed to confirm the improvements at Fair Oaks and to take a look at Watkins. Next steps are to summarize that visit and then proceed with a Notice of Intent.

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** - None.

CONSENT CALENDAR (Items 8- 13)

Council Member DeGolia pulled Item 13.

Mayor Lewis pulled Item 12.

These items were moved to after the regular agenda.

8. **APPROVAL OF JANUARY 13 SPECIAL MEETING AND JANUARY 20, 2016 REGULAR MEETING MINUTES**

Report: City Clerk Theresa DellaSanta

Recommendation: Approve meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR JANUARY IN THE AMOUNT OF \$1,115,180**

Report: Finance Director Robert Barron III

Recommendation: Approve Bills and Claims in the amount of \$1,115,180

10. **ACCEPTANCE OF TREASURER'S REPORT FOR THE SECOND QUARTER ENDED DECEMBER 30, 2015**

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer's Report for the Second Quarter Ended December 31, 2015

11. **AWARD OF CONTRACT FOR THE 2016 SPRING PATCHING PROJECT, PROJECT NUMBER 56070**

Report: Community Services Director Mike Kashiwagi

Recommendation: Award the construction contract for 2016 Spring Patching Project, project number 56070 to the low bidder, G. Bortolotto & Company of San Carlos for \$93,225; direct the City Attorney to prepare the contract; and authorize the City Manager to execute the contract on behalf of the Town

MOTION BY Widmer, second by DeGolia to approved the consent calendar excluding items 12 and 13. The motion passed unanimously.

PUBLIC HEARING – (Item 14)

14. **CONSIDER AN ORDINANCE AMENDING ATHERTON MUNICIPAL CODE CHAPTER 6.04; ANIMAL AND FOWL**

Report: Town Planner Lisa Costa Sanders

Recommendation: The Planning Commission and staff recommend that the City Council adopt an Ordinance amending Atherton Municipal Code Chapter 6.04 regulating the keeping of fowl in Atherton

Council opened the Public Hearing to take comments from the public. Two members of the public spoke in favor of amendments to the Town's ordinance. After closing the Public Hearing, the Council discussed the issues presented in the ordinance. The Council identified and discussed issues related to noise, odor, setback, lot size constraints, number of fowl permitted based on each lot size, size of the coop, size of the run, and permitting/enforcement.

Council Member Widmer felt that a large setback should be required for chickens, and a variance should be required for special circumstances. He also noted that he spoke to a number of major builders in Town and a majority of them do not prefer chickens because it can devalue properties.

Council Member DeGolia felt that the Planning Commission's recommendation enables a reasonable number of chickens without prohibiting it. DeGolia felt strongly that a permit or license should be required so that the Town has some latitude for complaints about chickens.

Council Member Wiest felt that if chickens are allowed then we should have an avenue that allows for oversight. Wiest did not support chickens on any properties with less than ½ acre.

Mayor Lewis felt that the current setbacks are not reasonable for chicken coops.

The Council directed staff to amend the ordinance as discussed retaining a permit process together with an inspection, clarify the educational uses and limitations, modify the setback requirements to a graduated scale based on 50% of the lot's required setback, eliminate the 50 foot from structure on adjacent property requirement, and limit the number of chickens to 3 for ½ acre to 1 acre lots. The Council also asked that visual representations of the varying lot sizes and setbacks be included in the next Report.

MOTION by Lewis, second by DeGolia to continue the Public Hearing to the March City Council meeting. The motion passed unanimously.

REGULAR AGENDA – (Items 15-19)

15. ENVIRONMENTAL PROGRAMS COMMITTEE (EPC) 2016 EARTH DAY EVENT WORK PLAN AND BUDGET AS RECOMMENDED BY THE EPC

Report: Town Planner Lisa Costa Sanders

Recommendation: Review, provide comment, and approve a final an Environmental Programs Committee (EPC) 2016 Earth Day Event work plan

Following the staff report and public comments, the Council discussed the proposed Earth Day event(s) and budget. The Council discussed the comprehensive programs proposed; historic Earth Day activities, attendance, and budget; and methodology for collection of funds and fees. Following discussion, the Council approved the budget request of \$5,000 and the scope of the Earth Day event(s). However, it was noted that the proposed survey (pre- and post-event) as well as the proposed movie showing need to be approved by the Council in advance. Staff was directed to work with the Committee to return the proposed surveys and movie to the March 2 Study Session.

MOTION by DeGolia, second by Lempres to approve an Environmental Programs Committee (EPC) 2016 Earth Day Event work plan and a budget request for \$5,000. The motion passed unanimously.

16. PROVIDE DIRECTION REGARDING THE RELOCATION OF KNOX PRESCHOOL WITHIN HOLBROOK PALMER PARK

Report: Community Services Director Mike Kashiwagi

Recommendation: Provide direction to staff regarding the relocation of Knox Preschool within Holbrook Palmer Park per the adopted Holbrook Palmer Park Master Plan

Following the staff report and public comments, the Council discussed the various issues related to the costs of construction and relocation, timing, capability of Knox Preschool to financially participate, urgency, and the Park Master Plan.

After discussion, the Council provided staff with direction noting that the Park Master Plan remains the best design for the Park, affirming the Plan's relocation of Knox Preschool. However, it was noted that there is no urgency to implementation. The Council affirmed that Knox Preschool should return in June or July 2016 for renewal of the lease and the Council could consider a single or multi-year renewal option.

Lastly, the Council advised that the relocation should be put on hold but the Town should remain responsible for any necessary tenant improvements related to health and safety.

17. MID-YEAR BUDGET REPORT FOR FY 2015-2016 AND BUDGET AMENDMENT FOR ADJUSTMENTS

Report: Finance Director Robert Barron III

Recommendation: Receive and file the Mid-Year Budget Review for the General Fund for FY 2015-2016 and adopt the attached Resolution authorizing a Budget Amendment for Adjustments

Staff presented a staff report and the Council discussed various issues related to the continued receipt of Educational Revenue Augmentation Funds, budgeted Capital Improvement Projects and their timing as well as the Town's positive fiscal position.

Following discussion, the Council adopted the recommended mid-year budget adjustment.

MOTION by Widmer, second by DeGolia to adopt the Resolution authorizing a Budget Amendment for Adjustments. The motion passed unanimously.

18. APPROVE SOLICITATION OF REQUEST FOR PROPOSAL FOR INTERNET TECHNOLOGY SERVICES

Report: City Manager George Rodericks

Recommendation: Approve the Internet Technology (IT) Services Request for Proposal (RFP).

Following a brief staff report outlining the Town's current technology services and questions on pricing expectations, the Council authorized staff to issue the Request for Proposal.

MOTION by Wiest, second by Lewis to approve the Internet Technology (IT) Services Request for Proposal. The motion passed 4-0-1, with Widmer abstaining due to his involvement with helping to develop the RFP. Motion passes.

19. CIVIC CENTER PROJECT STATUS REPORT

Report: Community Services Director Mike Kashiwagi

Recommendation: Receive report and provide feedback to the CCAC and staff regarding recommendations from the CCAC on exterior design

Community Services Director Mike Kashiwagi provided an update to Council.

The Council provided comments on the architectural design, status of funding, and a desire for more detail with respect to planned funding.

PULLED ITEMS

12. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE MARSH ROAD RETAINING WALL REPAIR PROJECT

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize issuing a Request for Proposal (RFP) for Construction Management Services for the Marsh Road Retaining Wall Repair Project

Council had questions relating to the scope of work.

Kashiwagi answered that the idea is to hire a professional engineering company to monitor quality control in relation to the contract.

MOTION by Widmer, second by Wiest to authorize issuing a Request for Proposal (RFP) for Construction Management Services for the Marsh Road Retaining Wall Repair Project. The motion passed unanimously.

13. AUTHORIZE AN AMENDMENT TO THE AGREEMENT WITH BIGGS CARDOSA ASSOCIATES FOR TWO ADDITIONAL SERVICE REQUESTS FOR THE MARSH ROAD RETAINING WALL REPAIR PROJECT

Report: Community Services Director Mike Kashiwagi

Recommendation: Authorize an amendment to the agreement with Biggs Cardosa Associates for two additional service requests not to exceed the amount of \$25,740.00 for the Marsh Road Retaining Wall Construction Project.

Council comments and questions surrounded the outreach portion of this project. The Council wanted to know why there were two outreach meetings within the scope of work.

Kashiwagi explained that the idea is to hold one large community meeting that includes the various stakeholders (County, neighboring jurisdictions, CHP, etc.) and the community. The second meeting would be a smaller meeting for the impacted neighborhood where staff will focus in on the streets that will have increased traffic due to the road closures.

Mayor Lewis felt that the Town already does outreach well and didn't see the need to spend additional funds for separate meetings.

MOTION by Lewis, second by DeGolia to authorize an amendment to the agreement with Biggs Cardosa Associates for two additional service requests not to exceed the amount of \$25,740.00 for the Marsh Road Retaining Wall Construction Project. The motion passed unanimously.

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

21. **FUTURE AGENDA ITEMS** – None.

22. **PUBLIC COMMENTS** – None.

23. **ADJOURN**

Mayor Lewis adjourned the meeting at 10:10 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk



Draft Minutes
Town of Atherton
March 2, 2016
2:30 P.M.
Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

ROLL CALL Lewis, Lempres, Widmer, Wiest, DeGolia

PUBLIC COMMENTS - (Limited to items on the agenda)

1. DISCUSSION AND DIRECTION TO THE CITY COUNCIL BOARD REPRESENTATIVE(S) AND STAFF REGARDING THE REFUSE FRANCHISE RENEWAL PROCESS

Report: City Manager George Rodericks

Recommendation: Review report and provide direction

Staff and the City Council Solid Waste Subcommittee presented a report followed by comments and questions from the Council. Questions from the Council revolved around clarity on the process for renewal, current franchise agreements, ownership of the materials recovery facility, details of some of the various possible “a la carte” programs, and methodology for determining diversion and overhead cost allocation.

Following discussion and public comment, the Council supported the recommendation to move forward with the South Bay Waste Management Joint Powers Authority (JPA) process and press for financial segregation of the a la carte programs as identified. If during the process, the Town is unable to secure financial segregation of the various possible a la carte, staff and the Subcommittee will return to the Council with an update and potentially a request to prepare an Atherton-specific Request for Bid for refuse services.

2. AUTHORIZE A MOVIE AND COMMUNITY SURVEY FOR EARTH DAY EVENT

Report: Town Planner Lisa Costa Sanders

Recommendation: Authorize an environmental movie and a community survey for the 2016 Earth Day event

Staff provided a brief report reviewing the various movies recommended by the Environmental Programs Committee. The Council watched a trailer for one of the movies and provided feedback on all of the movie options. The Council’s comments questioned the relevance of some of the movies to Atherton-specific issues; comments regarding advocacy and the desire for a disclaimer if any of the movies are shown.

Following discussion and public comment, the Council authorized the showing of either Pandora’s Promise or Tapped as part of the Town’s Earth Day activities. The Council also

supported the use of a disclaimer essentially noting that the views or opinions expressed in the movie shown do not necessarily represent the official policy or position of the Town.

Following discussion of the movie, the Council moved on to the Community Survey. Here, the Council moved through the various survey questions one by one and either edited or removed the question from the proposed survey. The Council directed that the survey be released electronically via the Town's Open Town Hall process thereby driving visitors to the Town website.

Following discussion and public comment, the Council authorized the release of the survey as edited.

3. DRAFT CLIMATE ACTION PLAN AS RECOMMENDED BY THE ENVIRONMENTAL PROGRAMS COMMITTEE (EPC)

Report: Town Planner Lisa Costa Sanders

Recommendation: Provide direction to staff on the draft Climate Action Plan (CAP) as recommended by the Environmental Programs Committee (EPC)

The Council resumed where they had left off with the draft document providing feedback at the policy level with respect to the various measures proposed in the Plan. It was noted that overall, the Town will meet and likely exceed the State mandate with respect to greenhouse gas reductions. Programs supported by the Council were to be considered, as appropriate, where feasible and practical. Following discussion and public comment, the Council finalized their input into the draft Climate Action Plan and directed staff to make the changes, incorporate recalculations with respect to greenhouse gas reductions for each of the measures and return the document for Council final review and approval at a future meeting.

ADJOURN

Mayor Lewis adjourned the meeting at 5:21 p.m.

Respectfully submitted,
Theresa DellaSanta
City Clerk