



Meeting Type
City Council Meeting

Date:

March 19, 2014



On March 19 the Council met for their regular March City Council Meeting. **This document now contains *Video Links* to the Town's YouTube website. The links take the viewer to the clip for the particular item.**



After the Pledge of Allegiance, the Council moved forward to the first Public Comment period. The Council took comments from residents acknowledging the service of Jim Dobbie to the Town as a member of the City Council and an update on High Speed Rail. ([Video Link](#))

Following Public Comment, the Council reviewed the City Manager's Written Report (**Item 6**).

If you haven't had a chance to check out this monthly Report visit the Town's website at www.ci.atherton.ca.us and navigate to Agendas and Minutes. The Report is prepared monthly as part of the City Council's Regular Agenda. It includes departmental updates on the various happenings around Town such as reports from Administration, Community Services, Planning, Police, and Public Works.

In most cases the City Manager's Report is a "receive and file" item but sometimes there is Q&A or comments on some of the items in the Report. Tonight, the City Manager provided brief summary of the upcoming opportunities for public involvement in the Town's budget process.

- April 2, 4 pm Study Session – City Council review of the Bicycle/Pedestrian Master Plan & the Park Master Plan
- May 7, 4 pm Study Session – City Council review of the Drainage Master Plan & the Revenue Enhancements Staff Report II
- May 21, 7 pm Regular Meeting – City Council 2014/15 Budget Kick-Off focusing on the Town's General Fund
- June 4, 4 pm Study Session – 2014/15 Budget Part II focusing on Capital Projects and Special Funds & Discussion of the Parcel Tax
- June 18, 7 pm Regular Meeting – 2014/15 Budget Adoption & Setting of the Parcel Tax



The next item on the Agenda was the Consent Agenda. Items on the Consent Agenda are considered non-controversial and are typically approved in one motion as a group without

"That's A Wrap" reflects the outcome of items on the Agenda and a general list of issues. For specific detail of motions, individual member voting and discussion, please review the minutes of the meeting and/or video recording.



Meeting Type
City Council Meeting

Date:

March 19, 2014



discussion. Detail on any of the items can be found on the Town's website as noted above. Last night, **Items 8 through 16, excluding Item 13** were approved by one motion. **Item 13** dealing with the destruction of records was pulled from the Consent Agenda for discussion later. ([Video Link](#))

Included in the Consent Agenda were minutes of prior, warrants and demands, the Financial Report for February 2014, the Quarterly Treasurer's Report, a two-year extension to the lease with Knox Playschool at Holbrook-Palmer Park, a Notice of Completion for the 2013 Cape Slurry Project, adoption of the City Council Handbook and associated policies, and an amendment to agreement with Alta Planning & Design to assist with grant applications for bicycle and pedestrian projects.

Following the Consent Agenda, the Council moved on to Public Hearings. Public Hearings typically involve Town ordinances or land-use issues. There were two Public Hearings for the Council's consideration this evening and both were new Town ordinances.



Item 17 dealt with increases to the rates for organic waste carts. The City Council Solid Waste Subcommittee presented this item in January and asked that the Council consider an increase in the rates for organic carts in an effort to bring the rate closer to cost recovery (\$19 for each cart). The Council set the March 19 meeting as the Public Hearing for the ordinance. One written notice of protest was received regarding the proposed increase. Following public comments during the public hearing, the Council approved the ordinance for adoption. The ordinance will return for 2nd reading and adoption at the April City Council meeting. Once effective, rates for carts three and four will increase from \$10 to \$11 each and rates for five or more carts will increase from \$15 to \$18 each. ([Video Link](#))

Item 18 dealt with Mobile Food Vending – Food Trucks. Staff proposed the ordinance to address a growing safety concern related to food truck activity in the community. ([Video Link](#))



Current regulations can address the issue(s) only through the requirements of a business license and current vehicle code requirements. The ordinance adds a number of time, place, and manner regulations that staff can use to enforce safety in the field. The Council discussed a number of issues surrounding the proposed

“That’s A Wrap” reflects the outcome of items on the Agenda and a general list of issues. For specific detail of motions, individual member voting and discussion, please review the minutes of the meeting and/or video recording.



Meeting Type
City Council Meeting

Date:

March 19, 2014



ordinance to include off-street parking requirements, noise, definitions, and unintended consequences of some of the requirements. Following discussion and public comment, the Council introduced the ordinance and scheduled the 2nd reading and adoption for April.

The major item for the evening was **Item 19**. Item 19 was a tipping point for decisions related to the Civic Center Project. At Wednesday's meeting, the Council heard the final presentation on the Master Plan from HMC Architects, comments from the CCAC, and from staff. ([Video Link #1](#))

Following the staff report and presentations, the Council was asked to accept the Master Plan and Cost Estimate, review modifications to the CCAC Charter to allow the Committee to participate through the design phase, and authorize the City Manager to initiate the environmental review and design phases. Here is a link to the PowerPoint Presentation for the evening ([Video Link #2](#)):



<http://ca-atherton.civicplus.com/DocumentCenter/View/1106>.

The Staff Report and Cost Estimate can be found at the following link:

<http://ca-atherton.civicplus.com/DocumentCenter/View/1099>

([Video Link #3](#)) Following public comment and discussion, the Council expressed their continued support for the project. The Council discussion included issues such as budget, continued public outreach and involvement, parking, fundraising, and landscaping. Following discussion, the Council moved the project forward by accepting the Master Plan and Cost Estimates, directing modification to the CCAC Charter, and authorizing the City Manager to begin the environmental and design phases of the project. To following current happenings around this project, visit the Current Projects page on the Town's website: <http://www.ci.atherton.ca.us/index.aspx?NID=290>.

"That's A Wrap" reflects the outcome of items on the Agenda and a general list of issues. For specific detail of motions, individual member voting and discussion, please review the minutes of the meeting and/or video recording.



Meeting Type
City Council Meeting

Date:

March 19, 2014



Item 20 discussed the creation of an Ad Hoc Committee to assist staff with a determination of historic character conformance on the Little League Project at Holbrook-Palmer Park. ([Video Link](#))

Following public comment and discussion, the Mayor appointed Council Member Lewis and himself to serve as the Ad Hoc Committee to work with staff.

Item 21 dealt with the introduction of a City Council Vacancy Ordinance and consideration of appointment to the existing City Council vacancy. ([Video Link #1](#))

The Vacancy Ordinance applies prospectively to provide the Council with the ability to appoint a candidate to fill a vacancy up until the point of a scheduled election. The Council introduced the ordinance and scheduled the 2nd Reading and Adoption for the April Meeting.

([Video Link #2](#)) Following introduction of the ordinance, the Council took public comment and discussed the merits of appointing to fill the current vacancy on the Council. The Council discussed the merits of selecting from prior candidates, the current collegiality of the Council, the current and future workload, the favorable position of an appointee during an election, and the value of discussion amongst the Council when issues are not unanimous. Following discussion, the Council decided it would be best not to appoint at this time and to operate with a four-member Council until the November election.

Item 22 asked for direction regarding the return of Day Use Permits to Holbrook-Palmer Park. Following the staff report and public comments, the Council discussed the various ranges of group attendance at the Park and the fee recommendations for each sized group. The Council directed staff to set the ranges and fees as follows ([Video Link #1](#)):

- 13 – 25 people - \$75 day use permit fee for residents and \$100 for non-residents
- 26 – 50 people - \$150 day use permit fee for residents and \$200 for non-residents

Staff will use a “soft touch” phase in with respect to the \$100 penalty for failure to obtain a permit and will evaluate the use of day use permits after a year. ([Video Link #2](#))

Item 23 was a Report from the City Manager on the various Town contract staffing solutions. Some of the current contracts expire in the coming months and others are month to month. ([Video Link](#))

“That’s A Wrap” reflects the outcome of items on the Agenda and a general list of issues. For specific detail of motions, individual member voting and discussion, please review the minutes of the meeting and/or video recording.



Meeting Type
City Council Meeting

Date:

March 19, 2014



The City Manager provided a summary of the various contracts along with a recommendation on moving forward with either a rebid of the services, an extension of the contract with changes or enhancements, or a change in the service-delivery model. The Council discussed a number of issues including a desire to update and modernize our contracts, the quality of our current service providers, the creation of better service models where appropriate, the benefits of reviewing contracts periodically, ensuring that the Town is obtaining the best price for services, and retaining our existing intellectual capital.

Following discussion and public comment, the Council thanked the City Manager for the report and directed the City Manager to return with modifications and/or extensions as appropriate.

([Video Link #1](#)) Following **Item 23** the Council returned to **Item 13** pulled from the Consent Agenda. This item involved the destruction of records within the Police Department that related to citizen complaints and internal affairs investigations. The Council asked questions regarding the status of the records, retention of sustained violations, and legal requirements. The City Attorney advised that records are destroyed pursuant to the Government Code requirements and that any record that may involve pending civil or criminal litigation is retained. Further, with respect to records that may be related to a current employee, the only record destroyed is the physical citizen complaint. If the complaint is a sustained and there is follow-up disciplinary action, that action – along with the originating source information – is permanently retained in the employee's personnel file. ([Video Link #2](#))

Following further discussion, the Council authorized the destruction of records.

And at 10:05pm, having cleared the entire Agenda that, as they say – was a wrap!

Sincerely,
George Rodericks
City Manager
Town of Atherton
grodericks@ci.atherton.ca.us