



Item No. 17 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: LISA COSTA SANDERS, TOWN PLANNER
GEORGE RODERICKS, CITY MANAGER

DATE: NOVEMBER 18, 2015

SUBJECT: APPROVAL OF BUDGET AMENDMENT FOR COMPLETION OF
THE TOWN'S CLIMATE ACTION PLAN BY DNV, GL AND NEAL
MARTIN & ASSOCIATES

RECOMMENDATION

Adopt the attached resolution authorizing a budget amendment for completion of the Town's Climate Action Plan and authorize the City Manager to execute a contract for technical energy assistance to complete the preparation of a Climate Action Plan (CAP) with the firm DNV, GL and a budget authorization for Planning staff facilitation and support of the preparation of the CAP with the Town's Contract Planning firm, Neal Martin & Associates.

BACKGROUND

The Town is in process of developing a Climate Action Plan (CAP) in accordance with 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. At the study session of November 4, 2015, the City Council began discussion on a draft CAP as recommended by the Town's Environmental Programs Committee (EPC). This draft CAP included substantive revisions to the recommended Greenhouse Gas Reduction (GHG) measures from those originally recommended by the EPC and reviewed by the Council in November 2014. Associated with each recommended GHG reduction measure is a quantification of the total amount of GHG levels (measured in metric tons) that would be reduced in a year if the measure were implemented. These quantifications are determined through the expertise of the energy consultants (DNV, GL) with use of their technical modeling tools. The draft CAP as considered by the Council included placeholders for these final numbers, as determination of the final calculations would have exhausted the remaining budget.

ANALYSIS

At the November 4, 2015 study session, the Council directed staff to further work with the energy consultants to prepare a scope and budget that would allow additional review of the EPC recommended GHG reduction measures to include quantifications of the total amount of reductions, quantifications of the total amount of reductions revising those EPC recommended

GHG reduction measures which are mandatory to a voluntary or “non-mandatory” approach, efforts to assist in preparing a final, revised draft CAP, and staff resources necessary to facilitate and support the energy consultants in preparation of a final, draft CAP.

Following final direction received by the Council at the January 6, 2016 study session, staff and consultant will present the list of final recommended measures and the resulting total Town reduction target percentage to the EPC at a future meeting with the request to review and provide final comment. Following such, staff and consultant will prepare a final, draft CAP with the EPC recommendations to present to the City Council for formal adoption at a future public hearing. Ultimately, the CAP will be incorporated into the Town’s General Plan and serve as a governing document for programs and policies undertaken by the Town and community.

The energy consulting firm, DNV, GL has prepared a scope and budget for the services as described above in the amount of \$10,785. This also includes attendance at the January 6, 2016 City Council study session, a future EPC meeting, and a future City Council public hearing.

The Town has a contract for services with NM&A for basic planning services. The scope of the remaining efforts necessary for NM&A staff to facilitate and support completion a final, CAP exceeds the Planning Department fiscal year budget. As such, NM&A has prepared an augmented budget authorization for such services as described above in the amount of \$3,866.82.

A total of \$14,651.82 is estimated to complete the preparation of the CAP. Both the consultant’s efforts to provide technical assistance (\$10,785) and additional Planning staff time (\$3,866.82) to assist in its facilitation would be paid for out of the General Fund.

POLICY FOCUS

Completion of the CAP is consistent with State mandates and the Council’s policy goals. The Town obtained the assistance of DNV, GL through C/CAG as part of a regional assistance plan. However, as mentioned in the November 2015 City Council meeting, with the work completed on the November 2015 draft CAP, the subsequent work to revise and enhance the CAP, and the minor revisions thus far, staff and the regional representative consultants have exhausted all budgeted funding for this project for the Town. Additional funding is necessary in order to continue forward movement on the work.

FISCAL IMPACT

The budget adjustment will impact the General Fund unappropriated reserve by \$14,651.82. As mentioned in the Scope of Work, additional meetings, graphic representations, and special analysis may require an adjustment. The FY 2015/16 budget included \$5,000 of staff time and support for the Environmental Programs Committee. This amount is insufficient to complete the work plan for the CAP as well as the general staff time and support to the EPC.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire Protection District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

1. DNV, GL Scope and Proposal, Climate Action Plan, November 9, 2015
2. NM&A Scope and Proposal, Climate Action Plan, November 9, 2015
3. Budget Amendment Resolution

Town of Atherton Climate Action Plan

Cost Estimate for Remaining Work

Prepared for Town of Atherton

November 8, 2015



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1. Introduction

Technical assistance with the development of Town of Atherton's climate action plan has been provided by the City/County Associated Governments of San Mateo (C/CAG) as part of its Regionally Integrated Climate Action Planning Suite (RICAPS) program.

The scope of work described below supplements the support from the RICAPS program . The scope of work includes additional analysis and Council meetings to assist Town of Atherton in finalizing and adopting the CAP.

2. Description of Tasks

DNV GL Energy Services USA, Inc. (DNV GL) will support Town of Atherton with the following project tasks:

1. **TASK 1.** Completing the additional GHG reduction impact estimates and total percent of reduction target reached associated with:
 - a. Existing draft EPC recommended GHG reduction measures, including the mandatory measures such as requiring zero net energy new buildings
 - b. Existing draft EPC recommended GHG reduction measures if implemented in a voluntary or other "non-mandatory" approach

The results of the analysis will be summarized in a memo to be presented to City staff and Council.

2. **TASK 2.** Assistance with revising the draft CAP as directed at the January 6th Study Session. DNV GL will review the draft CAP and assist with integrating the input from the Town Council, including suggested redline edits and a thorough copy-edit.
3. **TASK 3.** Attendance to the following three additional meetings:
 - a. Council study session on January 6th, 2016
 - b. Additional meeting with the EPC
 - c. Additional public hearing requesting adoption of the CAP.

3. Estimated Costs

The table below provides a summary of estimated costs.

Hourly Rate	Betty Seto	Ben Butterworth	TOTAL
	Senior Consultant	Analyst	
	\$175	\$120	
Task 1. Additional GHG analysis	12	20	\$4,500
Task 2. Assist with revised CAP	12	12	\$3,540
Task 3. Two additional meetings	15		\$2,625
Direct costs*			\$120
TOTAL			\$ 10,785

*Estimated at \$0.55/mile @ 70 miles roundtrip for two trips

Optional Tasks

Additional Council or Environmental Programs Committee (EPC) meetings will be charged at estimated 5 hours per meeting, including travel for total cost of \$915 per meeting (\$875 + \$40 for mileage).

Town of Atherton may also wish to have a graphically engaging climate action plan. The estimated cost for DNV GL to produce the plan in InDesign is approximately \$8,000 for a draft and final version.

Additional tasks may also be provided at the below standard hourly rates.

Title/role	2015 Hourly rates
Senior Engineer	\$190
Senior Consultant	\$175
Consultant	\$160
Senior Analyst	\$140
Analyst	\$120
Junior Analyst	\$110
Administrative Support	\$85

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November 10, 2015

TO: Atherton Town Council
George Rodericks, City Manager

PROPOSAL FOR COMPLETION OF TOWN CLIMATE ACTION PLAN

INTRODUCTION

At your request, Neal Martin and Associates (NM&A) is pleased to submit this proposal to provide supplemental project management services related to the completion and final adoption of a Climate Action Plan for for the Town of Atherton.

TASKS

NM&A will project tasks:

1. **TASK 1.** Coordinate with technical energy consultants in revising and finalizing additional GHG reduction impact estimates and total percent of reduction target reached per direction received at the November 4, 2015 City Council meeting. The results and further analysis will be prepared in a staff report to be presented to the Council at the January 6, 2016 City Council study session. Attendance at the January 6, 2016 Council study session by Town Planner and Senior Planner.
2. **TASK 2.** Coordinate with technical energy consultants in revising a draft CAP as directed at the January 6th Study Session. Present revised draft CAP to the Town's Environmental Programs Committee (EPC) at one EPC meeting with request to review and provide final comment.
3. **TASK 3.** Coordinate with technical energy consultants in preparing final revisions of draft CAP per direction received at the EPC meeting. Ther results of the EPC direction and final revisions to draft CAP will be prepared in a staff report to be presented to the Council with request for formal adoption at a future Council public hearing in February or March 2016. Attendance at the future Council public hearing by Town Planner and Senior Planner.



ESTIMATED COSTS

The table below provides a summary of estimated costs.

Table 1: ESTIMATED COSTS FOR COMPLETION OF TOWN CAP

	SENIOR PLANNER	TOWN PLANNER	Total Hours	Cost
TASK 1	10 hours	3 hours	13	\$1,370.78
TASK 2	10 hours	1 hour	11	\$1,125.26
TASK 3	10 hours	3 hours	13	\$1,370.78
			TOTAL:	\$3,866.82

RESOLUTION NO. 15-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ATHERTON APPROVING A BUDGET AMENDMENT
FOR FY 2014/15 AND AUTHORIZING BUDGET FOR PROFESSIONAL SERVICES
(CLIMATE ACTION PLAN)**

WHEREAS, the Town of Atherton has programed Planning Department services funding with Neal Martin and Associates (NM&A) within its Fiscal Year 2014-2015 Budget.

WHEREAS, NM&A has been providing planning staff support services for preparation of a Town Climate Action Plan (CAP) in accordance with Assembly Bill 32 which requires California to reduce the State's Greenhouse Gas (GHG) emissions by at least 15% from 2005 levels by the year 2020.

WHEREAS, Town obtained the technical assistance of energy consultants DNV, GL (DNV, GL) through C/CAG as part of a regional assistance plan to assist in preparation of a draft CAP.

WHEREAS with the work completed by DNV, GL and NM&A in preparation of the draft CAP, the subsequent work to revise and enhance the CAP, have exhausted all budgeted funding for this project and additional funding is necessary for both DNV, GL and NM&A in order to continue forward movement on finalizing a CAP for the Town.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the Town of Atherton does hereby approve an amendment to the FY 2014-15 Town Budget and authorize budget for a professional services agreement to enact the changes identified on Exhibit A attached hereto in the total amount of \$14,651.82.

PASSED AND ADOPTED, at a meeting of the City Council of the Town of Atherton held on the 18th day of November, 2015 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:

Rick DeGolia, Mayor
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney

EXHIBIT A

**Town of Atherton
Budget Amendment Request and Budget for continued preparation and finalization of the
Town's Climate Action Plan**

**Transfer \$3,866.82 From:
2015/16
Unallocated General Fund Reserve**

**To:
2015/2016
Account 101-20-52011-020
Planning Contract Services**