



**AGENDA**  
**Town of Atherton**  
**CITY COUNCIL**  
**July 17, 2013**

**6:00 P.M.**

**Meeting Room**  
**Town Administrative Offices**  
91 Ashfield Road  
Atherton, California  
**Special Meeting**

**6:00 P.M.     ROLL CALL     Lewis, Wiest, Dobbie, Widmer**

**PUBLIC COMMENTS**

**PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS**

**CLOSED SESSION**

- A.     CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations pursuant to Government Code Section 54957.6**

Agency Negotiators: George Rodericks, City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.  
Employee Organization: APOA

**RECONVENE TO OPEN SESSION**

**Report of action taken.**

**ADJOURN**

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**AGENDA**  
**Town of Atherton**  
**CITY COUNCIL**  
**July 17, 2013**  
**7:00 p.m.**  
**94 Ashfield Road**  
**Atherton, California**  
**REGULAR MEETING**

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

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

**SWEARING IN CEREMONY –**

Sergeant Chris Vigil & Sergeant Alfredo Guarducci – Administered by Chief of Police Ed Flint

4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
5. **REPORT OUT OF CLOSED SESSION**
6. **CITY MANAGER'S REPORT**  
a. Community Center Advisory Committee Report
7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

**CONSENT CALENDAR** (Items 8-12)

(Consent Calendar items are routine in nature and are generally considered in one motion and adopted by a single vote of the City Council. If discussion regarding a Consent Calendar item is desired, the member(s) of the City Council, public, and/or staff wishing to pull the item should so indicate at the time the Mayor calls for consideration of the Consent Calendar.)

8. **APPROVAL OF BILLS AND CLAIMS FOR MAY, 2013 IN THE AMOUNT OF \$779,496**  
**Report:** Finance Director Robert Barron III  
**Recommendation:** Approve Bills and Claims in the amount of \$779,496

9. **FINANCIAL REPORT FOR JUNE 30, 2013**  
**Report:** Finance Director Robert Barron III  
**Recommendation:** Receive the General Fund Financial Report for June 30, 2013
10. **ATHERTON ART FOUNDATION BUDGET REQUEST FOR FY 2013-14**  
**Report:** Finance Director Robert Barron III  
**Recommendation:** Consider and approve the FY 2013-14 funding request for the Atherton Arts Foundation in the amount of \$12,415
11. **APPROVAL OF SOCIAL MEDIA POLICY**  
**Report:** Police Chief Ed Flint  
**Recommendation:** Adopt Social Media Policy
12. **ADOPT REVISIONS TO RESOLUTION 13-08 GOVERNING COMMITTEES AND COMMISSIONS**  
**Report:** City Manager George Rodericks  
**Recommendation:** Approve revisions to Resolution No. 13-08 Governing Committees and Commissions

**REGULAR AGENDA – (Item 13)**

13. **PARCEL TAX SURVEY PRESENTATION**  
**Verbal Report:** True North Research

**PUBLIC HEARINGS - (Item 14)**

14. **AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON, CALIFORNIA ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE TOWN OF ATHERTON MEASURES RELATING TO (1) RENEWAL OF THE PARCEL TAX FOR AN ADDITIONAL FOUR YEARS AND (2) INCREASING THE APPROPRIATION LIMIT TO PERMIT SPENDING THE PROCEEDS OF THE PARCEL TAX FOR THE SAME PERIOD AND REQUEST THE SAN MATEO COUNTY BOARD OF SUPERVISORS CONSOLIDATE WITH ANY OTHER ELECTION TO BE HELD ON NOVEMBER 5, 2013**  
**Report:** City Manager George Rodericks  
**Recommendation:** Hold a Public Hearing and adopt the following ordinance: An Ordinance of the Town of Atherton ordering the submission to the qualified electors of the Town of Atherton (1) an ordinance authorizing the renewal of the parcel tax for an additional four years and (2) an ordinance increasing the Appropriations Limit for the Same Period and Request the San Mateo County Board of Supervisors Consolidate

**REGULAR AGENDA, CONTINUED - (Items 15-19)**

15. **SELECTION OF CANDIDATE FOR CITY COUNCIL**  
**Report:** City Manager George Rodericks

**Recommendation:** Again review the full slate of candidates and if deemed appropriate, conduct a vote/selection process to appoint a member to the City Council

**16. RESOLUTION SETTING PRIORITIES FOR FILING WRITTEN PRIMARY ARGUMENT(S) REGARDING THE MEASURE AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS TO BE PRINTED IN THE SAMPLE BALLOT AND PROVIDING FOR THE FILING OF REBUTTAL ARGUMENT(S)**

**Report:** George Rodericks

**Recommendation:** Adopt a resolution setting priorities for filing written primary argument(s) regarding the measure and directing the City Attorney to prepare an impartial analysis to be printed in the sample ballot; and for providing for the filing of rebuttal arguments

**17. CIVIC CENTER MASTER PLAN CONTRACT APPROVAL**

**Report:** Community Services Director Mike Kashiwagi

**Recommendation:** Amend the FY 2013-14 Operating Budget by appropriating the additional amount of \$105,600 from General Fund Unobligated Fund Balance to the Capital Improvement Program, Civic Center Project – Master Plan Component.

Approve an agreement with HMC Architecture with a cost not to exceed \$196,000 to prepare the Civic Center Master Plan; and Authorize the City Manager to execute a contract with HMC Architecture

**18. APPROVAL OF RESOLUTION ESTABLISHING MONTHLY STUDY SESSION MEETINGS**

**Report:** City Manager George Rodericks

**Recommendation:** Approve resolution 13-xx establishing monthly study session meetings

**19. CITY COUNCIL COMMITTEE REORGANIZATION**

**Report:** City Clerk Theresa DellaSanta

**Recommendation:** Approve City Council Committee Reorganization

**20. COUNCIL REPORTS/COMMENTS**

**21. FUTURE AGENDA ITEMS**

**22. PUBLIC COMMENTS**

**23. ADJOURN**

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## ITEM 6 Town of Atherton

### CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL  
FROM: GEORGE RODERICKS, CITY MANAGER  
DATE: JULY 17, 2013  
SUBJECT: CITY MANAGER WRITTEN REPORT

#### **ADMINISTRATION:**

##### Selection of Council Candidate

At the July 3 Study Session it was noted by a member of the Council that the Council retained the option of appointment of a member of the Council at any time between the date the election was called and the election. Once appointed, the Council would then act to cancel the election (given a reasonable time frame). Because of this, when staff was contacted by the Mayor to query if and/or when the Council could consider the issue again, staff placed the item on the July 17 Regular Agenda for direction.

During the item on the July 17 Agenda, the Council of course retains the option to go through the selection process to vote to appoint, but more importantly, staff hopes that the Council will provide direction as to if and/or when the Council desires to hear the item again. If it is the Council’s desire to close off the option to appoint, provide staff with that clear direction. If it is the Council’s desire to retain that option, provide staff with direction as to if/when the Council would like to re-hear the issue.

Absent some clear consensus direction from the full Council, if staff is contacted by any member of the Council desirous of reconsidering the issue, staff will place the item for consideration on the next Regular City Council Agenda.

##### SBWMA Board of Directors

As the Council is aware, the SBWMA Blue Ribbon Task Force provided an amendment to the JPA to make a change in the governance structure for the JPA Board. Essentially, the Board of Directors would change from appointed staff to elected official representatives from each member agency.

If/when a majority of the JPA Membership adopts the amendment, the change in governance would occur. The Atherton Council adopted the amendment last month but did not appoint a Council Member to serve as the representative. That appointment is on your agenda for consideration this evening.

Should the change in governance occur, the first meeting is set for August. However, there may be a "special meeting" called in July on the regular meeting date if the amendment is approved soon enough.

#### Connections to Town Drainage

It was brought to staff's attention that there had been some historical confusion with respect to connections to Town-owned drainage systems. Requests for connection to a Town public drainage system are permitted but reviewed on a case-by-case basis. In general, upon such a request, staff investigates what the current drain's capacity is in an effort to determine if the additional connection would be an issue. From an engineering perspective, there is no problem allowing private drainage systems to connect to the public system so long as there is capacity and the hydraulics of the public storm drain do not create issues for the private property. This is commonly done and is not prohibited.

#### Public Bulletin Board at Tennis Courts

Staff has rekeyed and cleared the Town-owned bulletin board at the HPP Tennis Courts. The Town will work in coordination with the tennis program contractor to post local program bulletins and public notices.

#### Tennis Court Resurfacing

The Tennis Courts have been resurfaced. Due to the condition of the handball courts, they will also be considered for resurfacing. It is not anticipated that this will be a significant cost and can likely be accomplished as a small add to the project.

#### APOA Meet & Confer

As the Council is aware, the APOA Memorandum of Understanding (MOU) expires in September 2013. Staff is presently in the midst of negotiations for a successor MOU. Staff will apprise the Council of the status of negotiations in Closed Session at the July and August meetings. It is anticipated that there will be a completed MOU for the Council's consideration in August.

#### 2013 Cape Seal Project

The contractor for the 2013 Cape Seal Project was required to complete all work by June 11. As of today (June 12) they are finishing work in HPP and are completing some clean-up (sweeping and corrective measures). Work was not complete by the June 11 deadline and the contract has begun to accrue liquidated damages.

#### Code Enforcement at 19 Selby and 97 Stevenson

Staff is pursuing Code Enforcement at 19 Selby and 97 Stevenson for concerns related to operation of a business out of the residence.

#### Status of Little League Project

At its regular meeting on May 22, the Planning Commission reviewed the proposed Little League plans to improve the baseball field at Holbrook Palmer Park. The Commission continued the discussion to its June 26, 2013 meeting, with each member providing their written comments to staff prior to the meeting. Staff compiled the comments and the Commission discussed the issue(s) at their June 2013 meeting. The Commission continued the discussion to the July meeting with direction to two of its members to prepare a letter to the City Council for the Commission's consideration at their July meeting.

It is anticipated that the Use Agreement will be presented to the Council at the August regular Council meeting.

#### Presidential Visit in April 2013

At the close of the Fiscal Year (June 30, 2013) staff had not received reimbursement from the involved parties in the April 2013 presidential visit. Staff will return to the Council in August with alternatives for collection.

#### Legislative Action

None at this time.

#### Cell Site Improvements on Oak Grove

As the Council is aware, staff initiated a new procedure to involve the impacted neighbors when cell providers request cell site improvements. A letter is sent to all addresses within a 500 foot radius of the site and a public meeting is held. During the meeting, questions concerning appearance, placement, and safety are addressed by the project applicant.

There are improvements planned for the cell site on Oak Grove in the Lindenwood area. A neighborhood meeting has been set for August 5.

#### Athertonian Summer Release

The Summer 2013 Athertonian has been released noting the new website debut set for July 31. The Town will go live with the new site as well as Town Facebook, Twitter, and Nixle at the same time. Staff saved the Town approximately \$1800 in design costs by designing the newsletter in-house.

Roundabout at Alameda de las Pulgas

As Council is aware, in June 2012 the Council directed that staff prepare a Request for Proposal (RFP) to conduct the necessary design/review of a roundabout at Alameda de las Pulgas. However, intervening priorities and projects (Marsh Road, Hybrid Beacon, CalTrans, etc.) moved the preparation of the RFP down the list. Staff did not prepare the RFP in 2012. Further, the 2013 Capital Improvement Budget does not include the RFP as a project.

Staff met with a member of the Transportation Committee who is desirous of continuing the roundabout as a project. Staff advised that because the project was not included in the FY 2013-14 Budget, it would need to be "re-added" to the list of projects and prioritized accordingly by the Council. Staff suggested that a Colleague's Memorandum be prepared and presented to the Transportation Committee to recommend to the Council that the project be rejuvenated.

During the meeting the issue of identifying and prioritizing intersections in Town that could be restriped for improved traffic flow was discussed. Staff suggested that this too could be a good topic of conversation for the Transportation Committee through a colleague's memorandum asking that the Committee take up the discussion.

## **FINANCE DEPARTMENT**

The Finance Department, along with other Town departments, finalized the FY 2013-14 Operating Budget and will spend the next several weeks completing the year-end in preparation of the 2012-13 Financial Statements.

The CalPERS Side Fund for local miscellaneous employees, in the amount of \$649,007, was paid at year end. At this time, the Town is 100% funded with CalPERS and does not have any further unfunded actuarial liability Side Funds with CalPERS. Current CalPERS payments represent employer and employee pension obligations looking ahead.

Starting July 1, the Finance Department began implementation of the non-represented employee salary and benefit resolution. In addition to caps on leave benefits and caps on health benefits, employees covered under the resolution now pay 100% of the employee portion of the pension obligation (7% of salary). As of July 1, employees pay was increased by 3.5% to "share the burden" of the 7% obligation. As a result, most employees saw their take-home pay reduced by 3.5%.

The Finance Department is also working with the Town departments and Capital Accounting Partners for completion of the Master Fee Study in preparation for the August 7 workshop with the City Council.

**COMMUNITY SERVICES DEPARTMENT**  
**(Including Building & Planning)**

See Attachment

## **POLICE DEPARTMENT**

### **Police Activity**

There were 99 criminal investigations for the month of June. 68 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 58 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, driving under the influence of alcohol, riding a bike under the influence of alcohol, and possession of marijuana in a vehicle. The other cases warrant arrests, public intoxication, soliciting without a permit, and juvenile probation violation.

Of the 1,573 total police incidents for the month of June, 730 were officer initiated incidents, which resulted in 488 citations being issued for vehicle code violations. Officers also initiated 238 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

Nightshift patrol dealt with a single-vehicle serious-injury collision at El Camino Real and Redwood Way on 6-28-13. Car vs. Bike collision at Middlefield Road and Oak Grove Avenue. Bicyclist suffered a severe leg injury. Other significant arrests: 1 driving under the influence, 2 Drunk in Public, 1 5150 W&I, 1 driving under the influence on a bicycle.

Holbrook Palmer Park had 24 incidents this reporting period, 11 of which were security checks by officers.

Other police activity at the park included suspicious vehicles, a verbal dispute over off leash dogs, civil dispute regarding tar work being done at HP Park, two citizens stuck in the elevator, an illegally parked vehicle, and traffic enforcement.

921 House/Vacation checks were completed during the month of June.

Officers responded to 18 ordinance violation calls this month. These calls were for after-hours construction, leash law violators, a loud party, noise complaint from a football camp, recycling cans left out after pick up, and a garage sale without a permit.

### **School Incidents**

Officers responded to 58 school incidents during this reporting period. The incidents involved thefts, alarms, traffic issues, suspicious vehicles, security checks, traffic enforcement, and gang activity. The following depicts the number of incidents per school:

<b>SCHOOL</b>	<b>TRAFFIC</b>	<b>OTHER</b>	<b>TOTAL</b>
ENCINAL SCHOOL	6	3	9
LAS LOMITAS SCHOOL	1	6	7
LAUREL SCHOOL	0	3	3
MENLO-ATHERTON HIGH	2	13	15

SCHOOL	TRAFFIC	OTHER	TOTAL
MENLO COLLEGE	0	7	7
MENLO SCHOOL	0	1	1
SACRED HEART PREP	0	0	0
ST. JOSEPH'S	0	0	0
SELBY LANE SCHOOL	5	11	16

**Response Times**

The average response time for Priority 1 calls for service (incidents are categorized from 1 to 3 with one being the highest priority) was 6 minutes during this time period, which met our goal of having an average response time of less than 8 minutes.

**Disaster Preparedness**

Nothing to report. Chief Flint is meeting with ADAPT to discuss a budget request for FY 2013-2014.

**Special Events and Community Activities**

On June 21, 2013, several members of the Atherton Police Department participated in the Northern California Law Enforcement Torch Run (LETR) by raising \$1000 for Special Olympics.

The mission of LETR, in partnership with our neighboring communities, is to support Special Olympics Northern California through fundraising and public awareness, while enhancing the quality of life of our athletes. Over 3,500 law enforcement personnel from Federal, Military, State, County and Local agencies participate in the Torch Run campaign. It is a year round fundraising campaign that culminates every year at the Special Olympics Northern California Summer Games in June.

This year's Atherton PD participants were Chief Ed Flint, Lieutenant Joe Wade, Officer Krystal Pronske, Dispatcher Gutierrez, and Community Service Officer Erica Johnson.

**Training**

The following police personnel attended training in June for a total of 16 hours:

NAME	TRAINING/HOURS	DATES
C. Vigil	Driver Training/ San Mateo County Sheriff's Office/ 16 hours	June 9-10

For fiscal year 2012-2013, the department completed 1,885 hours of training for sworn and non-sworn personnel. This is why we always exceed the Peace Officer Standards and Training for

continuous professional training (CPT) as well as courses perishable skills such as driving, range qualifications, and arrest and control techniques.

**PART ONE CRIMES – Fiscal Year 12-13**

<b>Cases Reported</b>	
Homicide	0
Rape	1
Robbery	1
Aggravated Assault	2
Simple Assault	16
Burglary	28
Larceny	105
Stolen Vehicle	3
Arson	1
<b>TOTALS</b>	<b>157</b>

**TRAFFIC STATISTICS – FY 12-13**

<b>Violation</b>	<b>Cites/Arrests</b>	<b>Warnings</b>
Speed in Excess of Posted Limits	721	1169
Other Moving Violations	554	853
Vehicle Equipment Violations	674	567
Parking Violations	229	62
Commercial (Truck) Violations	2	17
Bicycle Violations	9	55
Driving on a Suspended License	25	0
Unlicensed Driver	565	1
DUI Arrests	35	0
Other	193	106
<b>TOTALS</b>	<b>3007</b>	<b>2830</b>

**Additional events**

Police Department’s new gym

As obesity increases among the American population, research shows an increase in the number of peace officers who are overweight and obese. A recent study conducted by the Journal of American Medical Association of peace officers in the US revealed that 33.6 percent of officers

were considered obese, which means they had a body mass index that was greater than 30 percent. In that study, nearly 80 percent of the 5,000 officers who participated in that study were overweight.

Thanks to Herb Lechner and the Atherton Police Foundation, Police Department employees now have an excellent new gym to help them stay fit. It's imperative that police officers stay in shape, not only for their own safety, but also for the safety of the community that they protect and serve. For cops, finding the motivation to exercise after working 12-hour shifts isn't always easy, but when there's a nice gym only steps away at the workplace, it makes staying in shape that much easier.

### **Hires**

#### *Hiring of Sergeant Alfredo Guarducci, effective July 8, 2013*

Sergeant Guarducci has worked for the San Jose Police Department since December 1994 and has an impressive resume' of related training, education and experience. While serving with San Jose Police Department, he worked patrol, Field Training Officer (FTO), the Cruise Enforcement Unit, the Information Center with Bi-lingual functions, Narcotics, Metro, Traffic (Motors), and the Downtown Service Division. Sergeant Guarducci has attended numerous law enforcement schools and has received specialized training in a number of different areas. He is a recognized expert on street gangs, a recipient of the POST Advanced and Supervisory Certificates, holds a Bachelor of Science degree from the Union Institute and University, and is fluent in both Italian and Spanish. Sergeant Guarducci resides with his wife Maria and three children, Chiara age 11, Olivia age 5 and Luca age 3 in Livermore, CA

#### *Promotion of Officer Chris Vigil to the rank of Sergeant, effective July 8, 2013*

As you know, Chris was a lateral hire from the Santa Cruz Police Department where he served for 6 years. While with the Santa Cruz Police Department, Chris was recognized by M.A.D.D (Mothers Against Drunk Driving) for DUI enforcement in 2010, 2011, and 2012. Officer Vigil worked patrol, motors and served as a Field Training Officer (FTO), Peer Counselor, and as a member of the Department's Honor Guard. Chris earned an Associate of Arts degree in general studies from the American Military University and is continuing his education in pursuit of a Bachelor's degree. While assigned to the 1<sup>st</sup> Armored Division, U.S. Army, Chris served 2 years in Iraq and participated in combat operations in Baghdad, Karbala, and Ramadi. Since joining the Atherton Police Department, Chris has done an exceptional job in nearly every measurable category. He has received several citizen accommodations, was selected by his supervisors as "Employee of the Quarter" and did very well in the sergeant's promotional process.

Both Sergeant Guarducci and Sergeant Vigil will be formally introduced to the community and recognized at the July 17, 2013 City Council Meeting. Please join me in congratulating Sergeant Alfredo Guarducci as the newest member of our team, and Officer Chris Vigil for a well-deserved promotion to sergeant.

## **PUBLIC WORKS DEPARTMENT**

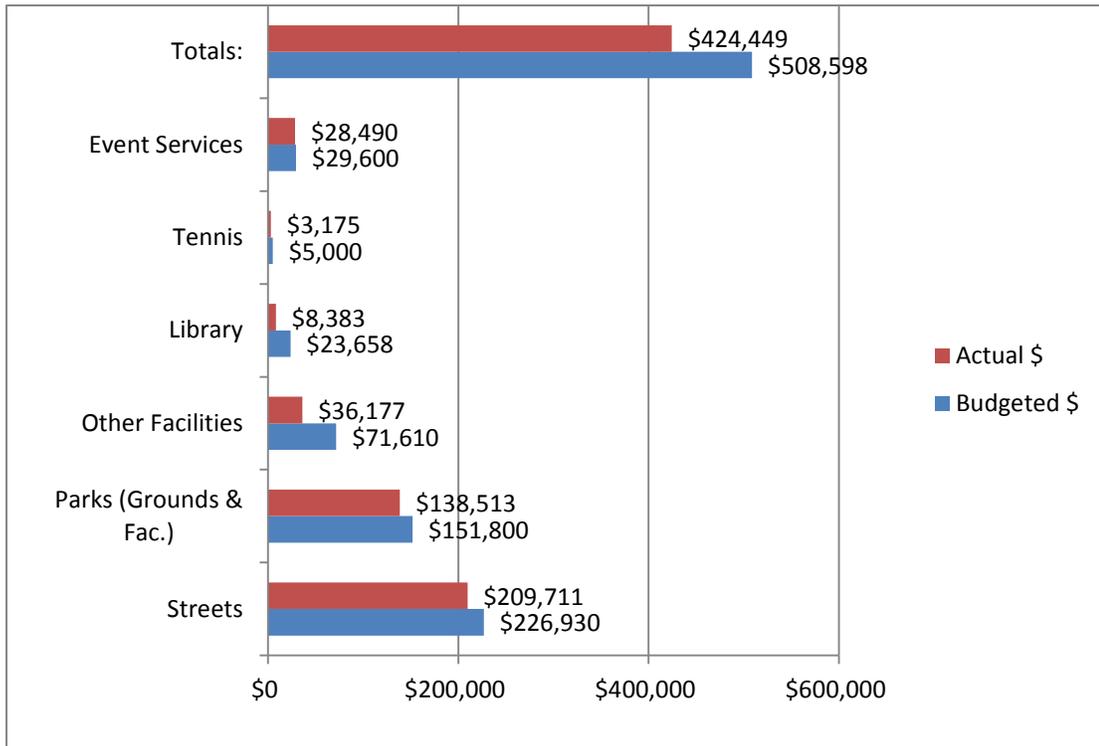
- Sweep contracted monthly streets: June 2013 unavailable by report deadline | will report next month
- Service requests –
  - Graffiti – Middlefield on historic wall
  - Sign down – Fair Oaks and Middlefield
  - Library – repair wobbly railing at back door exit
  - Pothole – Atherton Ave S turn
  - PD – assist with moving exercise equipment
  - Traffic control – power line down at 85 Watkins
  - Accident – 580 Middlefield; car hung up on drain inlet
  - Library – air conditioning inoperative
  - Library – toilet in women's RR running constant
  - Knox preschool – window won't open/close
  - PD – move tire rack
- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Cape Seal program – maintenance seal performed on 24 streets, HP Park plus additional striping.
- Diagnosed problem with park fountain. Fountain currently working, but still working on solutions for automation.
- 4 backflow devices repaired.
- Tree emergency – Fair Oaks and Middlefield Road.
- Repair fence at PD parking lot with assistance from neighbor at 76 Fair Oaks
- Town center parking lot maintenance
- Irrigation repair and maintenance (park and streets)
- Repaired large (4") irrigation break at park.
- Corp Yard Maintenance – interior of street corp yard. Recycle
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged ), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.
- See attached spreadsheet of Events.

	<p>Car hung up on drain</p>
	<p>Library handrail welded</p>
	<p>Large pipe repair at HP Park</p>

The following bar chart can be used as a reference as to the amount of dollars budgeted for the MCE contract for maintenance services vs. actual dollars spent. The graph is broken into the 6 families of expenditures that make up the whole of the contract. Public Works intends to supply this information on a monthly basis to the council in the monthly City Managers report and to the public upon their request.

**Town of Atherton  
MCE Corporation Public Works Maintenance  
Budget vs. Actual Expenditures – FY 12-13  
Through June 30, 2013**

	<b>Budget</b>	<b>Actual</b>	
<b>Description</b>	<b>Dollars</b>	<b>Dollars</b>	<b>% used</b>
Streets	\$ 226,930	\$ 223,417	98.45
Parks (Grounds & Fac.)	\$ 151,800	\$ 146,930	96.79
Other Facilities	\$ 71,610	\$ 41,877	58.48
Library	\$ 23,658	\$ 9,991	42.23
Tennis	\$ 5,000	\$ 3,112	62.24
Event Services	\$ 29,600	\$ 30,732	103.82
<b>Totals:</b>	<b>\$ 508,598</b>	<b>\$ 456,059</b>	<b>89.67</b>



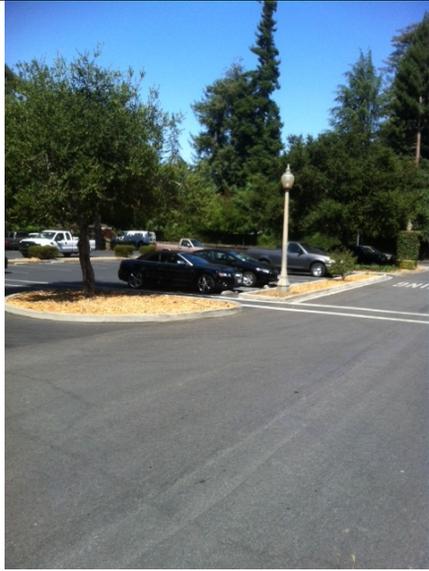
## PARK EVENTS – JULY 2013

<b>DATE/TIME</b>	<b>FACILITY</b>	<b>EVENT/CONTACT</b>	<b>SEATING SET-UP</b>
July 8, 2013/ 11 am– 1 pm	Main House	Mtg./ M. Kashiwagi	U shape seating for 15
July 8, 2013/ 6:30 pm – 8 pm	Main House	Mtg./Foundation – F. Merrill	U shape seating for 9
July 11, 2013 7:00 – 3:00	Main House	Claudia Satulovsky	Board room for 20
July 19, 2013/ 2pm – 10pm	Pavilion	Social Monica Oliveri 233-5738	Awaiting set up
July 22 – 26, 2013/ 7:45 am – 5 pm	Main House	Mtg Jennifer Wiley 831-763-1800	Emailed set up 6-28-13.
July 23, 2013 12:30 – 4:00	Carriage House	Andrea Mardesich	Boardroom for 20 Projector screen
July 23, 2013	Pavilion	M. Jackson	Meeting set up for 150
July 24, 2013/ 10 am – 4p m	Carriage House	Renee Reyna 530-400-4845	Awaiting set up
July 27, 2013/ 9 am – 4 pm	Pavilion	Social Michele Lew 291-3170	Awaiting set up
July 29 – August 1/ 7:45 – 5pm	Main House	Mtg Jennifer Wiley 831-763-1800	Emailed set up 6-28-13.
<b>CLASS</b>	<b>FACILITY/DAYS USED</b>		
DISCUSSION MEETINGS	CM HOUSE – FRIDAYS 0700 – 0800		
ATHERTON LACROSSE	none		
AYSO	none		
BARI HALPERIN – DOG CLASSES		NM – July 1, 8, 15, & 22 , - 6:30 – 8:30 pm	
FREDDIE JACKSON – DOG CLASSES		NM – 7/2,9,11,16,18,23,25 &30 – 2 – 4 pm	
FOLK DANCE		CH – July 17 – 7 – 10 pm	
MENLO-ATHERTON YOUTH LACROSSE		none	
BAY AREA COUNTRY DANCE SOCIETY		CH –July 9 – 8pm – 10 pm	
TENNIS		TENNIS COURTS – DATES/TIMES VARY	

## CAPE SEAL WORKSHEET

STREET	FROM	TO	LENGTH	WIDTH	AREA SQ. FT.	AREA SQ. YD.
ALTA VISTA DR	RIDGEVIEW	FLETCHER	847	20	16940	1882
IRVING AV	HEATHER DR	MAGNOLIA DR	1330	24	31920	3547
SURREY LN	MIDDLEFIELD RD	END	267	17	8203	911
ACACIA DR	FLOOD CIRCLE	CATALPA DR	541	22	11902	1322
FAIR OAKS LN	N/O 81 FAIR OAKS LN	WEST END	200	18	7184	798
FAIRVIEW AV	ATHERTON AV	CAMINO AL LAGO	1746	20	34920	3880
HOWARD WAY	MACBAIN AV	END	337	18	8653	961
ORCHARD HILLS	POLHEMUS AV	END	1233	24	31792	3532
RALSTON RD	STOCKBRIDGE AV	ALMENDRAL AV	1033	20	20660	2296
HERITAGE CT	MIDDLEFIELD RD	END	343	20	9307	1034
ISABELLA AV	BRITTON AV	SPENCER LN	1712	22	37664	4185
MELANIE LN	STOCKBRIDGE	END	1349	20	32830	3648
STOCKBRIDGE AV	SHEARER DR	EL CAMINO REAL	1169	21	24549	2728
BELBROOK WY	WALSH RD	END	913	18	19621	2180
CAMINO POR LOS ARBOLES	CAMINO DE LOS ROBLES	VALPARAISO AV	268	21	5628	625
IRVING AV	MAGNOLIA DR	JAMES AV	1525	24	36600	4067
KILROY WY	POLHEMUS AV	END	541	18	12325	1369
LEON WY	VICTORIA DR	END	570	19	12516	1391
MULBERRY LN	INTERSECTION @ MULBERRY LN	EAST END	331	18	9542	1060
ROBLEDA DR	SERRANO DR	AUSTIN AV	1526	20	30520	3391
WALNUT AV	EL CAMINO REAL	STATION LN	876	20	17520	1947
WALSH RD	END	RESERVOIR RD	2276	20	45520	5058
WISTERIA WY	ROSEWOOD DR	END	466	18	10975	1219

TOTAL SQ.  
YD. = 53032

	<p>New Chips at Train Station Parking</p>
	<p>New good neighbor fence behind APD</p>

	<p>Cape Seal Project</p>
	<p>Cape Seal Finished Product</p>



## **Town of Atherton**

**Building Department  
91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0560**

# **Community Services Monthly Report June 2013**

Submitted by:  
Mike Kashiwagi, PE  
Director of Community Services

## Town of Atherton Building Safety & Inspection

*Construction and Permit Summary  
June 1, 2013 to June 30, 2013*

	<b>May</b>	<b>Fiscal Year 2012-13</b>
<b>Total Construction Valuation<sup>1</sup>:</b>	\$23,016,908	\$140,213,204

### REVENUE

<b>Plan Check Fees Collected:</b>	\$65,124	\$400,629
<b>Permit Fees Collected:</b>	\$133,522	\$886,482
<b>Other Fees Collected:</b>	\$3,222	\$31,175
<b>TOTAL:</b>	<b>\$201,868</b>	<b>\$1,318,286</b>

### PLAN CHECK

Applications Received:	<b>88</b>	<b>748</b>
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### PERMITS

<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	5	30
New Accessory Structures Issued:	19	155
Addition / Alteration Permits Issued:	10	102
Reroof / Water Well / Grading Permits Issued:	12	123
Plumbing/Mechanical/Electrical Permits Issued:	24	192
Demolition Permits Issued:	6	52
<b><u>Non-Residential:</u></b>		
New Permits Issued:	1	12
<b>TOTAL Permits Issued:</b>	<b>77</b>	<b>666</b>

<b>Total Open Permits as of 5/31/13</b>	<b>309</b>
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### INSPECTIONS

Inspections Performed:	<b>696</b>	<b>6,360</b>
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Footnotes:

<sup>1</sup>Valuation: For permitted projects during this period.

**Town of Atherton  
Building Safety & Inspection**

**Code Enforcement Activity Summary**

*June 1, 2013 to June 30, 2013*

CE responded to the following types of cases:

1. Dangerous Trees	<b>2o/1c</b>	10. Early Set Out-trash	<b>1o/1c</b>
2. Construction Law	<b>3o</b>	11. Neighbor Law	<b>3o/1c</b>
3. Dog Barking	<b>0</b>	12. Animal	<b>2o/1c</b>
4. Building without permits	<b>3o/1c</b>	13. Litigation	<b>1o</b>
5. Encroachments	<b>11o/3c</b>	14. Vehicles	<b>0</b>
6. Fence Violations	<b>0</b>	15. Unsecured Prop	<b>0</b>
7. Accessory Bld.	<b>1o</b>	16. HOA Contact	<b>0</b>
8. Refuse	<b>1o/1c</b>	17. Admin/finance	<b>1o</b>
9. Zoning	<b>4o/2c</b>	18. Admin/ordinance	<b>0</b>
		19. Public Nuisance	<b>5o</b>
<b>Number of Cases Closed = 11</b>		<b>Number of Cases Still Open = 38</b>	

c: Closed

o: Open

**Planning Projects**

*June 1, 2013 to June 30, 2013*

	<b>This Month Activity</b>	<b>Fiscal Year to Date Activity</b>
Staff Level Reviews	28	255
Planning Commission Items	1	30

At the June 26, 2013 Planning Commission meeting the following items were considered:

1) 150 Watkins, Little League: the Planning Commission considered recommendations to the City Council . Two Commissioners will be drafting a letter to submit the recommendations to City Council. This letter will be reviewed at the July PC meeting.

The following items are tentatively scheduled for the July 24, 2013 Planning Commission meeting

PC Items:

1) 150 Watkins, Little League- the Planning Commission will consider the letter to be sent to the City Council regarding recommendations for improvements to the Little League field.

2) 4 Heritage Court, a Conditional Use Permit for an exception to the side setback (accessibility reasons).

3) 150 Valparaiso, Sacred Heart Schools CUP Amendment substituting TDM for Intersection improvements

**Arborist Activity Summary**

*June 1, 2013 to June 30, 2013*

	<b>Site Visits</b>			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
<b>TOTAL</b>	17	56	29	31

## Town of Atherton Building Inspection & Plan Check

### Summary of New Single Family Residential Permits Issued by

Month	2013	2012
January	2	2
February	1	0
March	1	2
April	3	2
May	1	4
June	5	3
July		3
August		2
September		3
October		4
November		1
December		4
<b>Total New SFD Permits:</b>	<b>13</b>	<b>30</b>

### Plan Check Performance

*June 1, 2013 to June 30, 2013*

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	72	10	7	0
	Subsequent Rev.	24	5	3	0
Minor Plan Check	1st Review	23	3	2	0
	Subsequent Rev.	3	2	2	0
<b>Total Number of Plan Checks</b>		<b>122</b>			

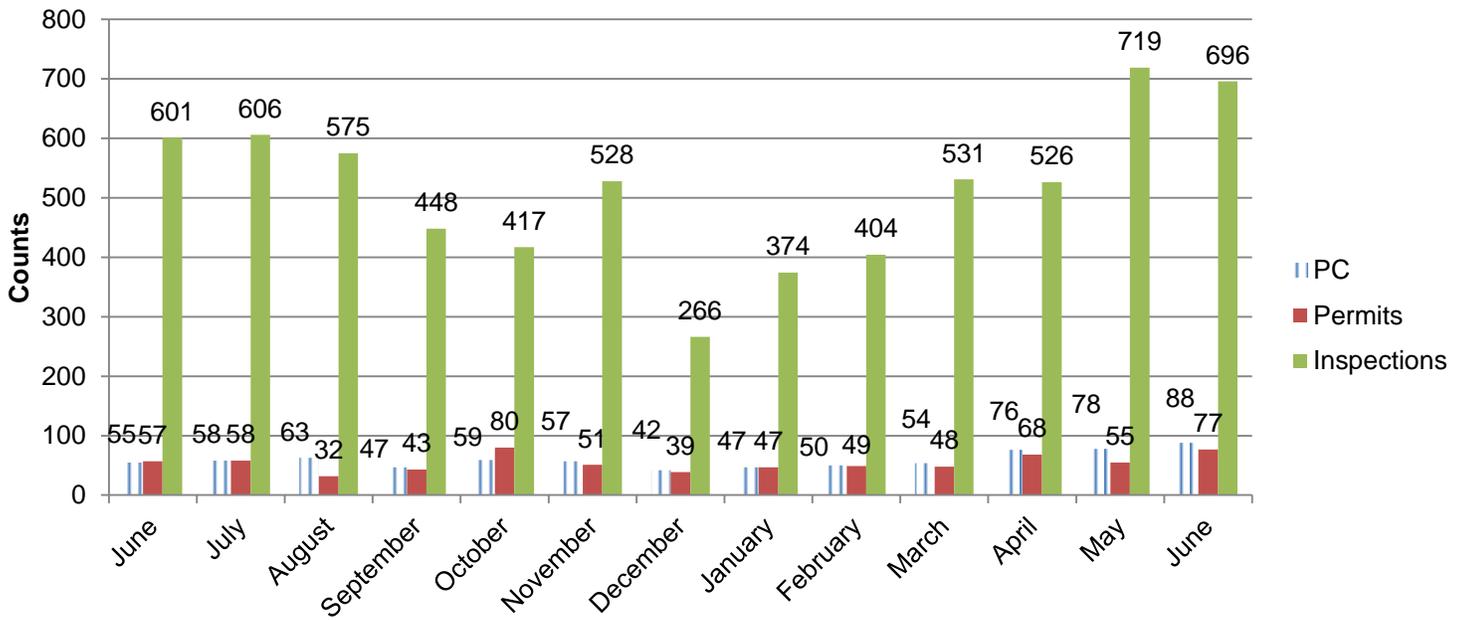
\*\* Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

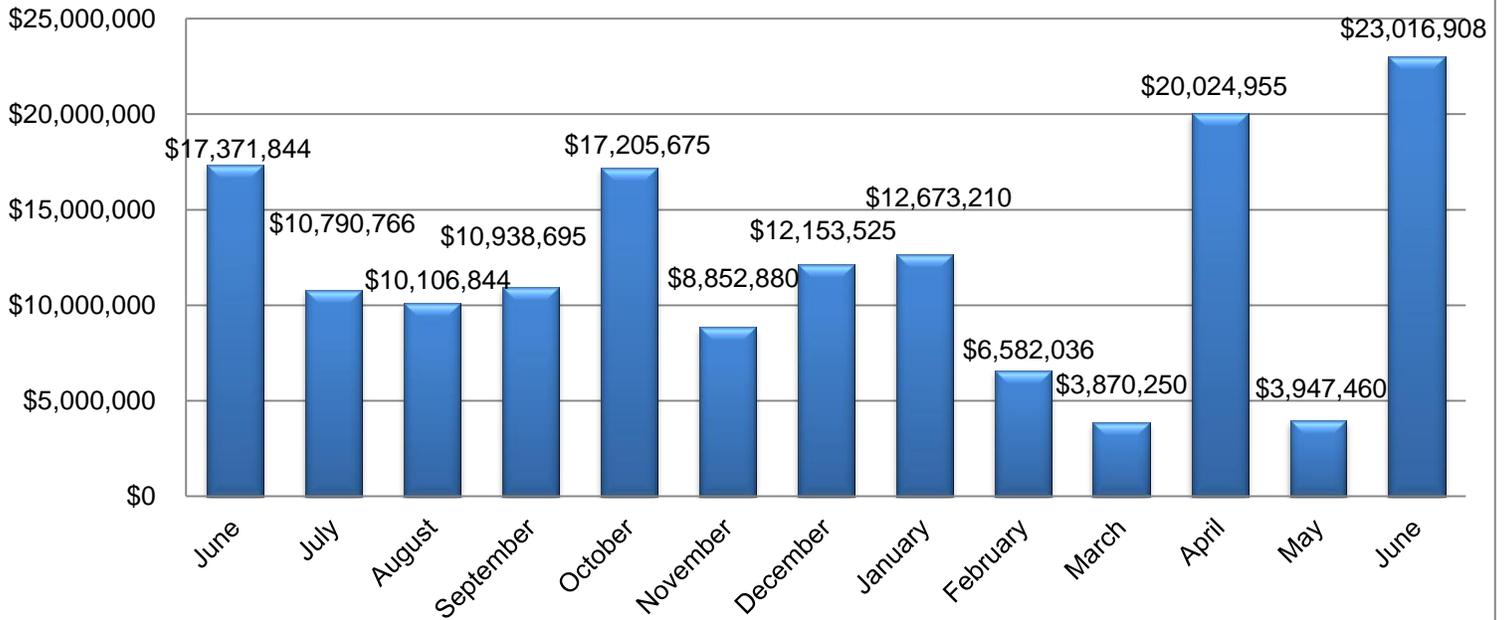
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

## Summary Graphs

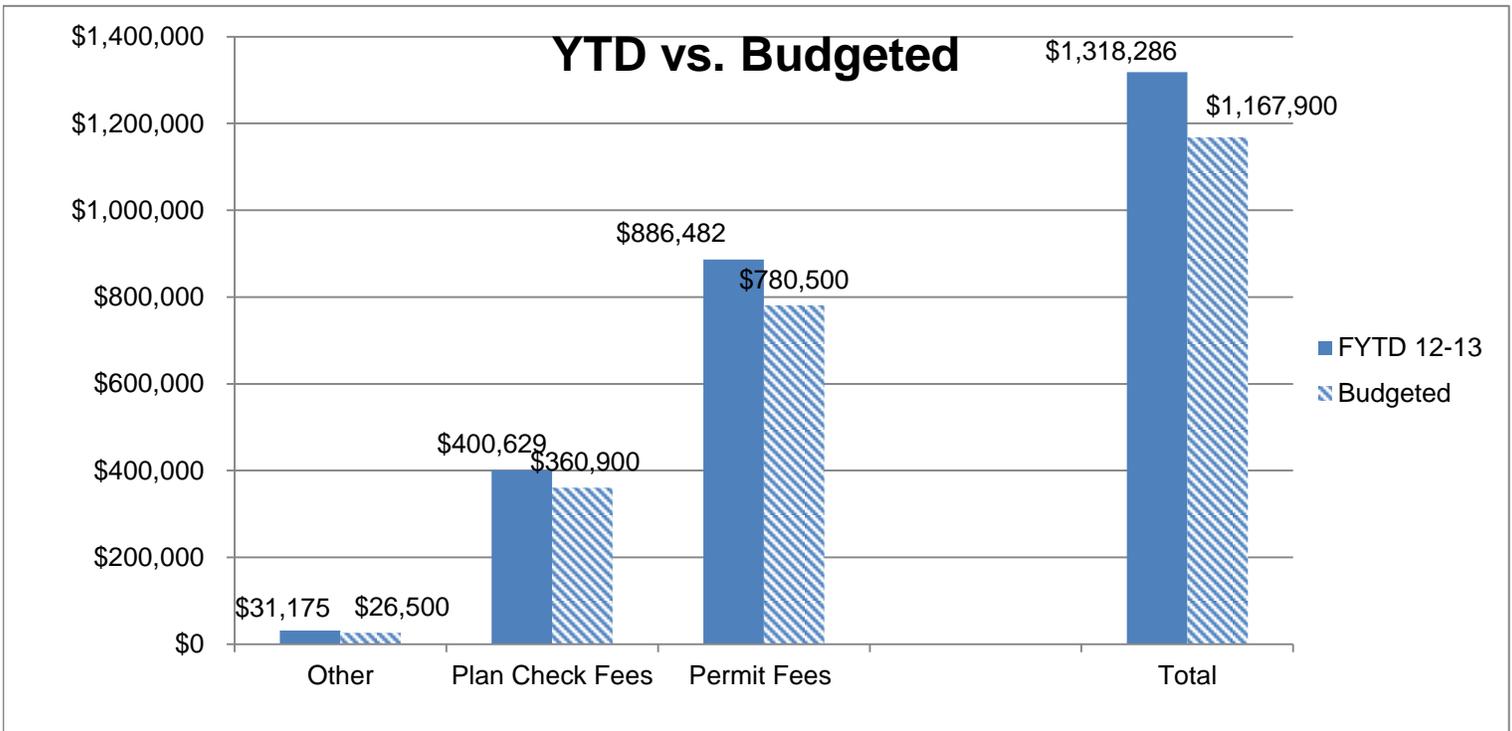
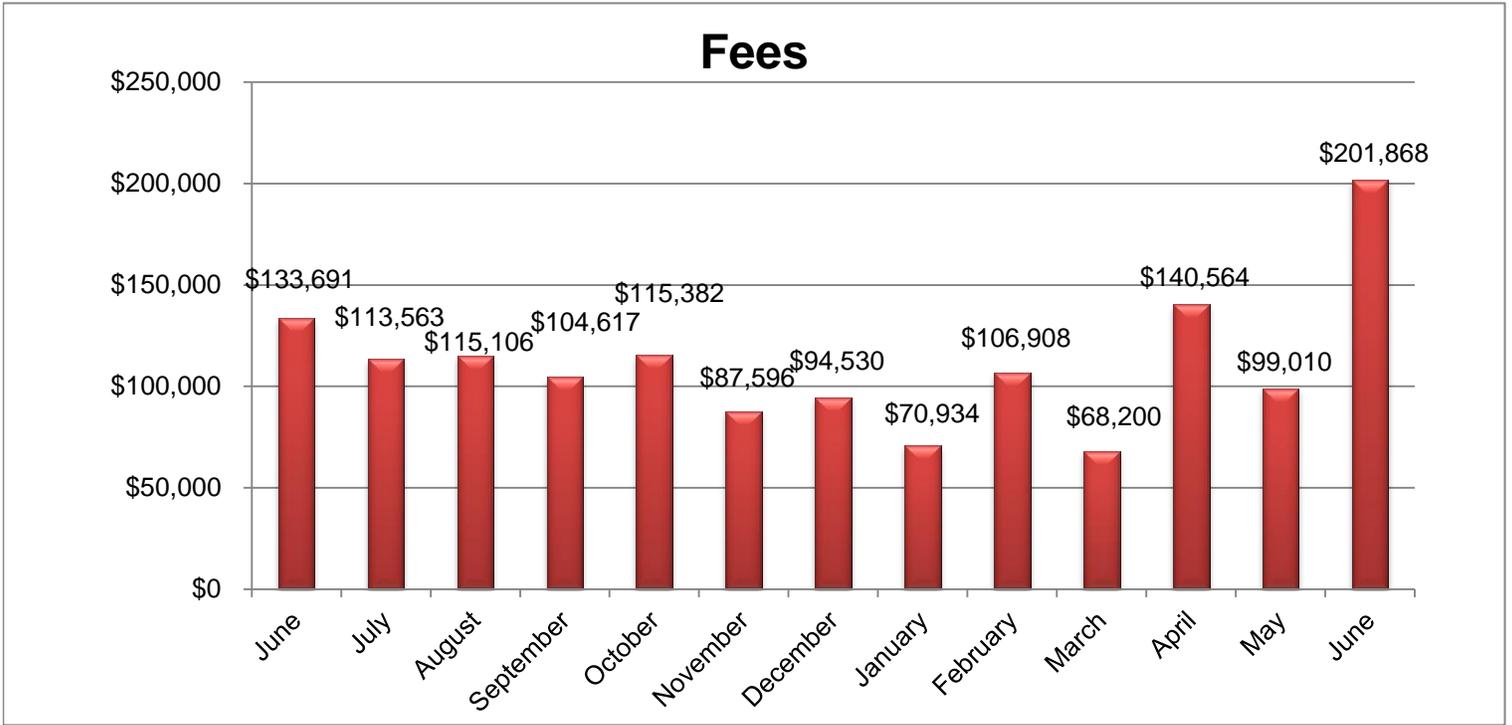
### Plan Checks, Permits, Inspections



### Valuation



## Summary Graphs



**TOWN OF ATHERTON  
CLAIMS LIST JUNE 2013**

	<u>Amount</u>
A/P Checks (#15275-15371)	\$ 342,451
Payroll Checks (#377-378)	354
Direct Deposit - Payroll	202,239
Electronic Transfer - A/P & Payroll	234,452
JUNE 2013 Total	779,496

I, George Rodericks, City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 377-378 (payroll), and 15275-15371 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$779,496 are true and correct based on the information provided to me and that there are sufficient funds for payment.

---

George Rodericks  
City Manager

The above claims, check numbers 377-378 (payroll), and 15275-15371 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$779,496 are true and correct and are authorized for payment.

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Elizabeth Lewis  
Mayor, Town of Atherton

**SOURCE OF FUNDS**

<b>101</b>	General	\$ 729,577
<b>105</b>	Tennis	4,340
<b>213</b>	Library	5,206
<b>610</b>	Equipment Replacement	3,191
<b>616</b>	Employee Benefits	37,182
	<b>TOTAL</b>	<b>779,496</b>

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of June 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Accident (Pre-Tax)	166.91
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Cancer Ins(Pre-Tax)	170.64
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Dental Plan (Pre-Tax)	65.22
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Hosp. Conf. Id (Pre-Tax)	23.36
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Hosp.Int Care (Pre-Tax)	16.26
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Life (Pre-Tax)	5.63
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac STD (After-Tax)	56.12
15275	AFLAC	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Aflac Speci Health (Pre-Tax)	52.68
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Accident (Pre-Tax)	166.91
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Cancer Ins(Pre-Tax)	170.64
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Dental Plan (Pre-Tax)	65.22
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Hosp. Conf. Id (Pre-Tax)	23.36
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Hosp.Int Care (Pre-Tax)	16.26
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Life (Pre-Tax)	5.63
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac STD (After-Tax)	56.12
15275	AFLAC	6/6/2013	502-05-2013	General Fund		PR Batch 502 5 2013 Aflac Speci Health (Pre-Tax)	52.68
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Life (Pre-Tax)	5.63
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac STD (After-Tax)	56.12
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Speci Health (Pre-Tax)	52.68
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Accident (Pre-Tax)	166.91
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Cancer Ins(Pre-Tax)	170.64
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Dental Plan (Pre-Tax)	65.22
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Hosp. Conf. Id (Pre-Tax)	23.36
15275	AFLAC	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 Aflac Hosp.Int Care (Pre-Tax)	16.26
<b>15275 Total</b>							1,670.46
15276	ARGUELLO CATERING	6/6/2013	90048	General Fund	City Council	Lunch for Council budget workshop 5/30/13	205.67
15276	ARGUELLO CATERING	6/6/2013	90033	General Fund	City Council	Breakfast for Council budget workshop 5/30/13	196.37
15276	ARGUELLO CATERING	6/6/2013	90032	General Fund	City Council	Breakfast for Council budget workshop 5/28/13	139.80
15276	ARGUELLO CATERING	6/6/2013	90041	General Fund	City Council	Lunch for Council budget workshop 5/28/13	134.49
<b>15276 Total</b>							676.33
15277	AT&T CALNET 2	6/6/2013	000004387501	General Fund	Non-Dept	8099 Town Hall main line 4/27/13 - 5/26/13	357.17
<b>15277 Total</b>							357.17
15278	BARRON ANTHONY	6/6/2013	Apr 29-3, 2013	General Fund	Police	Lunch Basic Traffic Collision Investigation trng A. Barron4/30/1	16.02
15278	BARRON ANTHONY	6/6/2013	Apr 29-3, 2013	General Fund	Police	Lunch Basic Traffic Collision Investigation trng A. Barron 5/1/1	7.38
15278	BARRON ANTHONY	6/6/2013	Apr 29-3, 2013	General Fund	Police	Lunch Basic Traffic Collision Investigation trng A. Barron 5/3/1	11.13
15278	BARRON ANTHONY	6/6/2013	May 9-10, 2013	General Fund	Police	Mileage Driver Training update A. Barron 5/9/13 - 5/10/13	58.69
15278	BARRON ANTHONY	6/6/2013	May 9-10, 2013	General Fund	Police	Lunch Driver Training update A. Barron 5/10/13	9.21
15278	BARRON ANTHONY	6/6/2013	May 16, 2013	General Fund	Police	Mileage Driving Force Option Simulator Combo trng A. Barron 5/16	42.94
15278	BARRON ANTHONY	6/6/2013	May 20-22, 2013	General Fund	Police	Mileage DUI Detection & SFST trng A. Barron 5/20/13 - 5/22/13	57.49

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of June 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15278	BARRON ANTHONY	6/6/2013	May 20-22, 2013	General Fund	Police	Lunch DUI Detection & SFST trng A. Barron 5/20/13	7.24
15278	BARRON ANTHONY	6/6/2013	May 20-22, 2013	General Fund	Police	Lunch DUI Detection & SFST trng A. Barron 5/21/13	8.54
15278	BARRON ANTHONY	6/6/2013	May 20-22, 2013	General Fund	Police	Lunch DUI Detection & SFST trng A. Barron 5/22/13	11.94
<b>15278 Total</b>							230.58
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	City Council	94 Ashfield Council 4/4/13 - 5/2/13	110.94
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	Administration	91 Ashfield Admin 4/4/13 - 5/2/13	43.89
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	Planning	Station Lane Planning 4/4/13 - 5/2/13	6.22
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	Building	Station Lane Bldg 4/4/13 - 5/2/13	37.31
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	Police	83 Ashfield PD 4/4/13 - 5/2/13	49.99
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Engineering	Station Lane DPW 4/4/13 - 5/2/13	18.66
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Street Maint.	Alameda/Atherton 4/4/13 - 5/2/13	116.66
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Street Maint.	El Camino Real (M#62051499) 4/4/13 - 5/2/13	537.31
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Street Maint.	El Camino Real (m#97947324) 4/25/13 - 5/23/13	73.98
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Park Program	150 Watkins 4/25/13 - 5/23/13	188.78
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 5/1/13 - 5/31/13	28.35
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	Library Fund	Non-Dept	2 Station Lane Library 4/4/13 - 5/2/13	110.94
15279	CAL WATER SERVICE	6/6/2013	4726166666/513	Library Fund	Non-Dept	Maple Library 4/4/13 - 5/2/13	197.14
<b>15279 Total</b>							1,520.17
15280	CONTRACT SWEEPING SERVICES	6/6/2013	INV130000900	General Fund	DPW-Street Maint.	Contract sweeping service May 2013	1,091.97
<b>15280 Total</b>							1,091.97
15281	DE LARGE FINANCIAL SERVICES,INC	6/6/2013	18106532	General Fund	Planning	Lease sharp MXM453N copier Planning 5/15/13 - 6/14/13	50.85
15281	DE LARGE FINANCIAL SERVICES,INC	6/6/2013	18106532	General Fund	Building	Lease sharp MXM453N copier Bldg 5/15/13 - 6/14/13	50.85
15281	DE LARGE FINANCIAL SERVICES,INC	6/6/2013	18106532	General Fund	DPW-Engineering	Lease sharp MXM453N copier DPW 5/15/13 - 6/14/13	50.85
<b>15281 Total</b>							152.55
15282	DELL MARKETING L.P.	6/6/2013	XJ59M4536	General Fund	DPW-Engineering	(1) Dell OptiPlex 9010 Minitower 3rd Gen Intel core processor	1,343.30
<b>15282 Total</b>							1,343.30
15283	TOWN OF ATHERTON	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Dental Ins-Delta	4,065.97
<b>15283 Total</b>							4,065.97
15284	FENCEPRO	6/6/2013	051379	General Fund	DPW-Building Maint.	Replaced 100' x 6' Redwood fence	2,805.00
<b>15284 Total</b>							2,805.00
15285	FIRST SERVE PRODUCTIONS, INC.	6/6/2013	1673	Tennis Fund	DPW-Park Program	Materials for repair/resurfacing of 3 Tennis court (35% complete)	4,340.00
<b>15285 Total</b>							4,340.00
15286	FRANCHISE TAX BOARD	6/6/2013	503-05-2013	General Fund		PR Batch 503 5 2013 FTB-Earning withholding order	344.00
<b>15286 Total</b>							344.00
15287	HALPERIN BARI	6/6/2013	FY13 DogTrng	General Fund		Refund park dep FY13 dog training	250.00

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<b>15287 Total</b>							250.00
15288	KIELTY KEVIN R.	6/6/2013	2630	General Fund	Planning	Contract arborist services- 23% Planning May 2013	3,484.50
15288	KIELTY KEVIN R.	6/6/2013	2630	General Fund	Building	Contract arborist service - 77% Bldg May 2013	11,665.50
<b>15288 Total</b>							15,150.00
15289	LAMPHIER - GREGORY	6/6/2013	9465	General Fund	Pass thru	Environmental review/Menlo Cartan Field 3/30/13 - 4/26/13	12,285.73
<b>15289 Total</b>							12,285.73
15290	LIEBERT CASSIDY WHITMORE	6/6/2013	158390	General Fund	Administration	Professional svc regarding workers compensation Nov 2012	282.00
<b>15290 Total</b>							282.00
15291	MAZE & ASSOCIATES	6/6/2013	6465	General Fund	Finance	Interim audit for the year ended June 2013	17,714.00
15291	MAZE & ASSOCIATES	6/6/2013	6465	General Fund	Finance	Interim audit for the year ended June 2013	2,786.00
<b>15291 Total</b>							20,500.00
15292	MCKINLEY ELEVATOR CORP	6/6/2013	A055960-IN	General Fund	DPW-Park Maint.	Perform planned maint elevator HP Park Apr 2013	300.00
<b>15292 Total</b>							300.00
15293	MUNISERVICES LLC	6/6/2013	RedwoodTreeSvc	General Fund		Bus Lic. Redwood Tree Service	251.00
<b>15293 Total</b>							251.00
15294	NILSSON BLYTHE	6/6/2013	355	General Fund		Refund park dep Inv#355, canceled event 6/7/13	250.00
<b>15294 Total</b>							250.00
15295	OFFICE DEPOT	6/6/2013	658693816001	General Fund	Administration	(1) dz Pen Admin	3.01
15295	OFFICE DEPOT	6/6/2013	658694023001	General Fund	Administration	(1) pk Duster Admin	10.89
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(2) ca Copier paper Admin	85.78
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) pk Staples Admin	2.76
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(3) pk Clips Admin	5.30
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) ea Chairmat Admin	43.59
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) ea 3-Hole punch Admin	13.11
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) bx Manila folder Admin	9.56
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) bx Yellow folder Admin	18.51
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) bx Red folder Admin	18.51
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) pk AAA Battery Admin	13.49
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	Administration	(1) ct Post it pad Admin	40.62
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	DPW-Engineering	(1) ca Copier paper DPW	42.89
15295	OFFICE DEPOT	6/6/2013	658694022001	General Fund	DPW-Engineering	(1) ea Monthly calendar DPW	15.29
<b>15295 Total</b>							323.31
15296	PG & E	6/6/2013	74579693321/513	General Fund	Police	83 Ashfield 4/24/13 - 5/22/13	1,994.62
15296	PG & E	6/6/2013	34579695882/513	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 4/25/13 - 5/23/13	69.57
15296	PG & E	6/6/2013	86713555828/513	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 4/26/13 - 5/24/13	38.98
15296	PG & E	6/6/2013	92913025489/513	General Fund	DPW-Street Maint.	Corp office/Storage 4/24/13 - 5/22/13	94.61
15296	PG & E	6/6/2013	95313129439/513	General Fund	DPW-Street Maint.	93 Dinkelspiel station Ln 4/24/13 - 5/22/13	220.03
15296	PG & E	6/6/2013	08963023620/513	General Fund	DPW-Park Maint.	160 Watkins (CM House) 4/25/13 - 5/23/13	34.89
15296	PG & E	6/6/2013	91663025566/513	Library Fund	Non-Dept	Atherton library 4/24/13 - 5/22/13	530.65
<b>15296 Total</b>							2,983.35
15297	SAN MATEO CNTY CONTROLLERS OFFICE	6/6/2013	May 2013	General Fund		Allocation of parking penalties May 2013	422.70

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<b>15297 Total</b>							422.70
15298	SCOTT CHRISTIAN	6/6/2013	BP13-00253	General Fund		Refund recycling dep BP13-00253, 98 Linden Ave.	1,740.00
<b>15298 Total</b>							1,740.00
15299	SPRINT	6/6/2013	130538811-066	General Fund	Police	Mobile data communication PD 4/26/13 - 5/25/13	427.02
<b>15299 Total</b>							427.02
15300	US BANCORP EQUIPMENT FINANCE INC.	6/6/2013	229659339	General Fund	Police	Lease sharp MXM283N copier PD 5/25/13 - 6/25/13	240.89
<b>15300 Total</b>							240.89
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	Building	Wireless service Bldg 4/22/13 - 5/21/13	0.34
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	Police	Wireless service PD 4/22/13 - 5/21/13	111.56
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	DPW-Engineering	Wireless service DPW Eng 4/22/13 - 5/21/13	1.22
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	DPW-Street Maint.	Wireless service DPW Street Maint 4/22/13 - 5/21/13	5.69
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	DPW-Park Maint.	Wireless service DPW Park Maint 4/22/13 - 5/21/13	0.17
15301	VERIZON WIRELESS	6/6/2013	9705291895	General Fund	DPW-Park Program	Wireless service DPW Park Program 4/22/13 - 5/21/13	0.34
<b>15301 Total</b>							119.32
15302	VISION SERVICE PLAN	6/6/2013	501-05-2013	General Fund		PR Batch 501 5 2013 Vision Insurance	574.32
15302	VISION SERVICE PLAN	6/6/2013	June 2013	General Fund	Finance	Vision N. Phonpradith June 2013	(10.88)
15302	VISION SERVICE PLAN	6/6/2013	June 2013	General Fund	Police	Vision E. Johnson June 2013	(28.28)
15302	VISION SERVICE PLAN	6/6/2013	June 2013	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava June 2013	10.88
<b>15302 Total</b>							546.04
15303	VOYAGER FLEET SYSTEMS INC.	6/6/2013	869016477321	General Fund	Police	Motorcycle fuel PD May 2013	48.42
<b>15303 Total</b>							48.42
15304	WILLIAMS SCOTSMAN, INC	6/6/2013	97051918	General Fund	Police	Trailer rental PD 5/29/13 - 6/28/13	680.99
15304	WILLIAMS SCOTSMAN, INC	6/6/2013	97051918	General Fund	Police	Trailer rental PD 5/29/13 - 6/28/13	49.69
<b>15304 Total</b>							730.68
15305	ZOOM IMAGING SOLUTIONS, INC.	6/6/2013	1206481	General Fund	Administration	Toshiba ES5540CT copier overage charge Admin 4/22/13 -5/21/13	204.49
<b>15305 Total</b>							204.49
15306	AT&T CALNET 2	6/13/2013	000004387500	General Fund	Non-Dept	0600 PBX switch board line 4/27/13 - 5/26/13	113.71
15306	AT&T CALNET 2	6/13/2013	000004403070	General Fund	Non-Dept	4866 Fax credit card post office 5/1/13 - 5/31/13	15.93
15306	AT&T CALNET 2	6/13/2013	000004387498	General Fund	Police	0686 Alarm line -police shed 4/27/13 - 5/26/13	15.93
15306	AT&T CALNET 2	6/13/2013	000004387499	General Fund	Police	0280 Disaster line PD 4/27/13 - 5/26/13	215.10
15306	AT&T CALNET 2	6/13/2013	000004400268	General Fund	Police	5396 ESL service line PD 5/1/13 - 5/31/13	75.92
<b>15306 Total</b>							436.59
15307	ATHERTON LACROSSE	6/13/2013	FieldUse FY13	General Fund		Refund park dep for field used FY 2013	250.00
<b>15307 Total</b>							250.00
15308	BUTLER S.L. ROCCA & ERIC	6/13/2013	FolkDanceFY13	General Fund		Refund park dep for folk dance FY 2013	250.00
<b>15308 Total</b>							250.00
15309	CITY OF REDWOOD CITY	6/13/2013	BR29685	General Fund	Non-Dept	(18.1) hrs Contract IT support Apr-May 2013	2,600.43
<b>15309 Total</b>							2,600.43
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Replaced spark plugs/charge battery patrol (AT72)	274.84
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Installed new brake light bulbs Crwn Victoria (AT78)	23.90

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15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Performed maint services Crwn Victoria (AT78)	264.08
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Installed new USB hub assembly Crwn Victoria (AT78)	179.24
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Performed maint services Crwn Victoria (AT79)	264.08
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Replaced 3 new tires, mount & balance Crwn Victoria (AT79)	567.48
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Installed new USB hub assembly Crwn Victoria (AT79)	179.24
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Performed maint services Camry hybrid (AT75)	117.32
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Replaced fan & controler assys patrol (AT72)	624.56
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Installed new USB hub assembly Command unit (AT73)	238.98
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Replaced 4 new tires mount & balance Command unit (AT73)	1,004.25
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Installed new USB hub assembly patrol (AT72)	179.24
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Performed maint services Command unit (AT73)	264.50
15310	CITY OF REDWOOD CITY	6/13/2013	BR29726	General Fund	Police	Replaced new air filter Command unit (AT73)	51.54
<b>15310 Total</b>							4,233.25
15311	CITY OF REDWOOD CITY	6/13/2013	BR29764	General Fund	Police	Fuel charge PD 4/15/13 - 5/15/13	4,946.78
15311	CITY OF REDWOOD CITY	6/13/2013	BR29764	General Fund	DPW-Engineering	Fuel charge DPW Eng 4/15/13 - 5/15/13	52.15
<b>15311 Total</b>							4,998.93
15312	DAVEY III JOHN	6/13/2013	AAMeetingFY13	General Fund		Refund park dep for AA meeting FY 2013	250.00
<b>15312 Total</b>							250.00
15313	DUNBAR ARMORED INC	6/13/2013	3247885	General Fund	Finance	Armored car service fee June 2013	107.14
15313	DUNBAR ARMORED INC	6/13/2013	3247885	General Fund	Finance	Armored car fuel surcharge fee June 2013	16.77
<b>15313 Total</b>							123.91
15314	G. L. PERRY CONSTRUCTION	6/13/2013	BP13-00035	General Fund		Refund recycling dep BP13-00035, 98 Stern Ln	1,000.00
<b>15314 Total</b>							1,000.00
15315	GOLDMAN RIC	6/13/2013	CntryDanceFY13	General Fund		Refund park dep for country dance FY 2013	250.00
<b>15315 Total</b>							250.00
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Refurbish Viewu camera PD	175.00
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	2431/5-22-13JW	General Fund	Police	On-line investigation fee PD May 2013	9.50
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	2431/5-22-13JW	General Fund	Police	DeWalt mobile lock fee PD May 2013	19.95
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	2431/5-22-13JW	General Fund	Police	Parking fee Taser Training Academy J. Wade 5/6/13	10.00
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Lodging OIS training B. Mills 5/1/13	95.98
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Plaque for officer B. Potts	204.37
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Plate engraved emp of the 1st quarter 2013	27.25

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15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(500) cp Atherton police department brochure	277.22
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Plate engraved emp board K. Lopez	25.07
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Door plate E. Johnson	29.98
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(1) cs Copier papers PD	32.69
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(1) ea DOJ privacy screen PD	83.37
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(1) ea Multiuse paper PD	44.99
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(2) ea Yellow toner PD	122.38
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(10) ea 3 volt battery PD	79.90
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(1) ea Staples PD	16.80
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Farewell luncheon to honor officer B. Potts	345.10
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	Cake/flowers to honor officer B. Potts	58.13
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5432/5-22-13JF	General Fund	Police	(3) Storage cabinets PD	709.59
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5424/5-22-13KR	General Fund	DPW-Engineering	American Public Works Assoc membership D. Huynh 6/1/13- 5/31/14	169.00
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5408/5-22-13ST	General Fund	DPW-Street Maint.	(4) Streetlight bulbs	19.58
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5408/5-22-13ST	General Fund	DPW-Park Maint.	Pipe/flange for statues HP Park	43.33
15316	IMPAC. GOVERNMENT SERVICES	6/13/2013	5408/5-22-13ST	General Fund	DPW-Park Program	Internet fee HP Park May 2013	77.55
<b>15316 Total</b>							2,676.73
15317	INTERWEST CONSULTING GROUP, INC	6/13/2013	14769	General Fund	Building	Inspection services for permits issued prior 8/22/11	1,160.00
15317	INTERWEST CONSULTING GROUP, INC	6/13/2013	14769	General Fund	Building	55% Total revenue Bldg May 2013	54,456.18
15317	INTERWEST CONSULTING GROUP, INC	6/13/2013	14768	General Fund	DPW-Engineering	Interim Public Works Director May 2013	14,500.00
<b>15317 Total</b>							70,116.18
15318	KUPCHIN NEIL	6/13/2013	985	General Fund	Administration	City Council & leadership team strategic planning workshop May 1	12,074.01
<b>15318 Total</b>							12,074.01
15319	LAMPHIER - GREGORY	6/13/2013	9484	General Fund	Pass thru	Environmental review Menlo Cartan Field 4/27/13 - 5/24/13	19,597.33

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<b>15319 Total</b>							19,597.33
15320	LANE STEPHANIE	6/13/2013	BP11-00531	General Fund		Refund Temp Occ dep BP11-00531, 150 Alta Vista Dr.	5,000.00
15320	LANE STEPHANIE	6/13/2013	BP11-00025	General Fund		Refund recycling dep BP11-00025, 127 Alta Vista Dr.	4,593.00
15320	LANE STEPHANIE	6/13/2013	BP09-00040	General Fund		Refund recycling dep BP09-00040, 127 Alta Vista Dr.	1,000.00
<b>15320 Total</b>							10,593.00
15321	LUCILE PACKARD CHILDREN'S HOSPITAL	6/13/2013	369	General Fund		Refund park dep Inv#369, 6/4/13	250.00
<b>15321 Total</b>							250.00
15322	MENLO ATHERTON YOUTH LACROSSE	6/13/2013	FieldUseFY13	General Fund		Refund park dep for field used FY 2013	250.00
<b>15322 Total</b>							250.00
15323	NEUMARKER LESLIE	6/13/2013	BP12-00063	General Fund		Refund Temp Occ dep BP12-00063, 32 Maple Ave.	5,000.00
<b>15323 Total</b>							5,000.00
15324	PENINSULA UNIFORMS & EQUIPMENT	6/13/2013	87359	General Fund	Police	(1) Body armor level IIIA C. Vigil	708.44
15324	PENINSULA UNIFORMS & EQUIPMENT	6/13/2013	87359	General Fund	Police	(1) Boots C. Vigil	98.05
<b>15324 Total</b>							806.49
15325	RECALL SECURE DESTRUCTION SERV	6/13/2013	2303025223	General Fund	Police	Shred document service PD 5/3/13	41.45
15325	RECALL SECURE DESTRUCTION SERV	6/13/2013	2303025223	General Fund	Police	Shred document service PD 5/17/13	41.45
<b>15325 Total</b>							82.90
15326	SAN MATEO CNTY FORENSIC LAB	6/13/2013	CL03627	General Fund	Police	(3) hrs Phlebotomy service/RCFL cost allocation May 2013	305.43
<b>15326 Total</b>							305.43
15327	THE ALMANAC	6/13/2013	23987	General Fund	City Council	Proposed increases master fee schedule 6/19/13	232.00
<b>15327 Total</b>							232.00
15328	TOO MUCH FUN CLUB	6/13/2013	337	General Fund		Refund park dep Inv#337, 6/7/13	1,000.00
<b>15328 Total</b>							1,000.00
15329	TURBO DATA SYSTEMS INC	6/13/2013	20267	General Fund	Police	Citation processing May 2013	55.76
<b>15329 Total</b>							55.76
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 438-493 Walsh May 2013	864.00
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 381-383 Walsh May 2013	918.00
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 241-263 Camino Al Lago May 2013	918.00
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 89-150 Middlefield May 2013	1,147.50
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 36-101 Middlefield May 2013	1,147.50
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 306-336 Walsh May 2013	1,147.50
15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Tree pruning services at 345-374 Walsh May 2013	1,147.50

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15330	WEST COAST ARBORISTS, INC.	6/13/2013	88364-A	General Fund	DPW-Park Maint.	Consulting arborist services May 2013	324.00
<b>15330 Total</b>							7,614.00
15331	WESTERN ROOFING SYSTEMS	6/13/2013	BP13-00326	General Fund		Refund recycling dep BP13-00326, 20 Redwood Way	500.00
<b>15331 Total</b>							500.00
15332	ABAG	6/20/2013	9011130610	General Liability Fund	Non-Dept	GL#072448 period 6/2/13 - 6/8/13	1,676.30
<b>15332 Total</b>							1,676.30
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	Administration	91 Ashfield Admin 4/25/13 - 5/23/13	16.97
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	Planning	Station Lane Planning 4/25/13 - 5/23/13	10.94
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	Building	Station Lane Bldg 4/25/13 - 5/23/13	65.64
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	Police	91 Ashfield PD 4/25/13 - 5/23/13	28.89
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	DPW-Engineering	Station Lane DPW 4/25/13 - 5/23/13	32.81
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	DPW-Street Maint.	99 Dinkenspiel/Corp Office 4/25/13 - 5/23/13	33.32
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	DPW-Park Maint.	160 Watkins (CM House) 4/26/13 - 5/24/13	14.68
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	DPW-Park Program	150 Watkins HP Activity Bldg 4/25/13 - 5/24/13	40.85
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	General Fund	DPW-Park Program	150 Watkins Town of Atherton 4/25/13 - 5/24/13	28.31
15333	ABAG POWER PURCHASING POOL	6/20/2013	8005596	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln Library 4/25/13 - 5/23/13	40.31
<b>15333 Total</b>							312.72
15334	AT&T CALNET 2	6/20/2013	000004400270	General Fund	DPW-Park Program	4859 HP Main house 5/1/13 - 5/31/13	75.61
<b>15334 Total</b>							75.61
15335	CAL WATER SERVICE	6/20/2013	9293092658/513	General Fund	DPW-Street Maint.	99 Ashfield/Corp yard 5/3/13 - 6/4/13	60.61
15335	CAL WATER SERVICE	6/20/2013	0686127445/513	General Fund	DPW-Street Maint.	Station Lane/Amtrak 5/3/13 - 6/4/13	170.81
<b>15335 Total</b>							231.42
15336	CAPITAL ACCOUNTING PARTNERS, LLC.	6/20/2013	80292	General Fund	Non-Dept	Update master fee schedule, cost allocation plan May 2013	870.00
<b>15336 Total</b>							870.00
15337	CLARK PEST CONTROL	6/20/2013	14148506	Library Fund	Non-Dept	Pest control service Library May 2013	95.00
<b>15337 Total</b>							95.00
15338	COMMUNICATION STRATEGIES	6/20/2013	13204	Equipment Replacement	Non-Dept	Telecommunication consulting service May 2013	3,191.25
<b>15338 Total</b>							3,191.25
15339	CRAMER AMY	6/20/2013	327	General Fund		Refund park dep Inv#327, 6/12/13	250.00
<b>15339 Total</b>							250.00
15340	CSG CONSULTANTS INC	6/20/2013	024478	General Fund	Building	Code enforcement service 4/27/13 - 5/31/13	6,695.00
<b>15340 Total</b>							6,695.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of June 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15341	FRANCHISE TAX BOARD	6/20/2013	501-06-2013	General Fund		PR Batch 501 6 2013 FTB-Earning withholding order	344.00
<b>15341 Total</b>							344.00
15342	IRVINE & JACHENS INC.	6/20/2013	8985	General Fund	Police	Refurbish sergeant#4 uniform badge	27.50
<b>15342 Total</b>							27.50
15343	J & N PRINTING	6/20/2013	11273	General Fund	Planning	(250) Business cards Mardesich, Thurmond & Siebert Planning	28.34
15343	J & N PRINTING	6/20/2013	11273	General Fund	Building	(250) Business cards Mardesich, Thurmond & Siebert Bldg	28.34
15343	J & N PRINTING	6/20/2013	11273	General Fund	DPW-Engineering	(250) Business cards Mardesich, Thurmond & Siebert DPW	28.34
<b>15343 Total</b>							85.02
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Administration	Preventing workplace harassment workshop T. DellaSanta	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Administration	Preventing workplace harassment workshop G. Rodericks	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Finance	Preventing workplace harassment workshop R. Barron	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Police	Preventing workplace harassment workshop J. Frew	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Police	Preventing workplace harassment workshop J. Wade	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	Police	Preventing workplace harassment workshop E. Flint	14.00
15344	LIEBERT CASSIDY WHITMORE	6/20/2013	May 21, 2013	General Fund	DPW-Engineering	Preventing workplace harassment workshop S. Tyler	14.00
<b>15344 Total</b>							98.00
15345	MUNISERVICES LLC	6/20/2013	KurzRoofing	General Fund		Bus Lic Kurz Roofing	76.00
15345	MUNISERVICES LLC	6/20/2013	KigerConst	General Fund		Bus Lic Kiger Construction, Inc.	126.00
15345	MUNISERVICES LLC	6/20/2013	SilvaRoofing	General Fund		Bus Lic Silva Roofing	51.00
15345	MUNISERVICES LLC	6/20/2013	MarblusGranite	General Fund		Bus Lic Marblus Granite & Tile, Inc.	151.00
15345	MUNISERVICES LLC	6/20/2013	JGarciaConst	General Fund		Bus Lic J. Garcia Construction	126.00
15345	MUNISERVICES LLC	6/20/2013	BainsDevelop	General Fund		Bus Lic Bains Developments	126.00
15345	MUNISERVICES LLC	6/20/2013	WesternRoofing	General Fund		Bus Lic Western Roofing System	76.00
15345	MUNISERVICES LLC	6/20/2013	GricosPlumbing	General Fund		Bus Lic Gricos Plumbing Co.	151.00
15345	MUNISERVICES LLC	6/20/2013	CenobioPainting	General Fund		Bus Lic Cenobio Painting for FY13 & FY14	227.00
15345	MUNISERVICES LLC	6/20/2013	SyntexElectric	General Fund		Bus Lic Syntex Electric	51.00
<b>15345 Total</b>							1,161.00
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1316	General Fund	Pass thru	30 Alejandra- cartan dep May 2013	2,596.13
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1316	General Fund	Pass thru	Menlo school dep May 2013	1,569.00
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1316	General Fund	Pass thru	Sacred Heart dep May 2013	3,010.00
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1316	General Fund	Pass thru	Little league dep May 2013	1,903.50
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1309	General Fund	Pass thru	30 Alejandra- cartan dep April 2013	4,138.75
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1309	General Fund	Pass thru	Little league dep April 2013	102.50
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1309	General Fund	Pass thru	Menlo school dep April 2013	790.13

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of June 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1309	General Fund	Pass thru	Sacred Heart dep April 2013	37.63
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1316	General Fund	Planning	Contract planning services May 2013	17,840.50
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1317	General Fund	Planning	Housing planning services May 2013	564.38
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1310	General Fund	Planning	Housing planning services April 2013	752.50
15346	NEAL MARTIN & ASSOCIATES	6/20/2013	1309	General Fund	Planning	Contract planning services April 2013	20,368.01
<b>15346 Total</b>							53,673.03
15347	PCS OF BAYAREA	6/20/2013	1400-520-2	General Fund	DPW-Building Maint.	Special carpet cleaning Facilities May 2013	1,097.25
<b>15347 Total</b>							1,097.25
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Lunch POST Approved Training J. Wheaton 1/17/13 - 1/18/13	20.64
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Parking fee Active Shooter Executive conference E. Flint 4/23/13	15.00
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Parking fee Active Shooter Executive conference E. Flint 4/24/13	15.00
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Annual NTF/CNOA fundraiser J. Wade 6/21/13	20.00
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Bridge toll case13-331 J. Yoakum 5/29/13	5.00
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Bridge toll case13-334 J. Yoakum 5/30/13	5.00
15348	PETTY CASH	6/20/2013	Jun 2013	General Fund	Police	Bridge toll case12-743 J. Yoakum 1/16/13	5.00
<b>15348 Total</b>							85.64
15349	PG & E	6/20/2013	56788311910/513	General Fund	Administration	91 Ashfield/Town Hall 4/25/13 - 5/30/13	528.10
15349	PG & E	6/20/2013	56788311910/513	General Fund	Planning	Station Lane Planning 5/1/13 - 5/30/13	13.40
15349	PG & E	6/20/2013	56788311910/513	General Fund	Building	Station Lane Bldg 5/1/13 - 5/30/13	80.41
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Engineering	Station Lane DPW 5/1/13 - 5/30/13	40.20
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Street Maint.	Signal Middlefield/Oak Grove 4/26/13 - 5/25/13	36.48
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Street Maint.	Signal E/S Middlefield 4/26/13 - 5/25/13	55.04
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Street Maint.	Signal Marsh/Middlefield 4/26/13 - 5/25/13	9.52
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Street Maint.	Street lights 5/2/13 - 5/31/13	3,519.04
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Park Maint.	Pump-150 Watkins 5/1/13 - 5/30/13	772.22
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Park Program	Activity Bldg -150 Watkins 5/1/13 - 5/30/13	190.38
15349	PG & E	6/20/2013	56788311910/513	General Fund	DPW-Park Program	Modular Bldg -150 Watkins 5/1/13 - 5/30/13	401.99
<b>15349 Total</b>							5,646.78
15350	SAN MATEO CNTY INFO SERV DEPT	6/20/2013	1YAT11305	General Fund	Police	Microwave micro channel PD May 2013	152.00
15350	SAN MATEO CNTY INFO SERV DEPT	6/20/2013	1YAT11305	General Fund	Police	MessageSwitch lines PD May 2013	1,154.08
<b>15350 Total</b>							1,306.08
15351	SAN MATEO REGIONAL NETWORK INC	6/20/2013	20701	General Fund	Police	Network monthly access fee T-1 service June 2013	385.00
<b>15351 Total</b>							385.00
15352	SHARP ELECTRONICS CORPORATION	6/20/2013	C783365-541	General Fund	Administration	Sharp MXM550N copier usage Admin 4/16/13 - 5/16/13	180.57
<b>15352 Total</b>							180.57
15353	SIEBERT GORDON	6/20/2013	May 29, 2013	General Fund	DPW-Engineering	Lunch for CCAC meeting 5/29/13	43.26
<b>15353 Total</b>							43.26

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of June 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15354	STEVE TREMPER INVESTIGATIVE SERVICES	6/20/2013	20	General Fund	Police	Background investigation/CVSA exam PD	1,841.50
<b>15354 Total</b>							1,841.50
15355	TELECOMMUNICATIONS ENGINEERING	6/20/2013	42488	General Fund	Police	Facilities mgmt & maint for public safety comm center	934.00
15355	TELECOMMUNICATIONS ENGINEERING	6/20/2013	42488	General Fund	Police	Facilities mgmt & maint for public safety comm center	292.00
<b>15355 Total</b>							1,226.00
15356	TFS LEASING A PROGRAM OF DE LAGE	6/20/2013	18290550	General Fund	Administration	Lease Toshiba ES5540C copier Admin 6/1/13 - 6/30/13	324.42
<b>15356 Total</b>							324.42
15357	THE VIA FOUNDATION	6/20/2013	394	General Fund	Police	(1) Philips heartstart onsite battery PD	178.76
15357	THE VIA FOUNDATION	6/20/2013	394	General Fund	Police	(2) Physio control medtronic pedi pads LIFEPAK for patrol cars	249.80
<b>15357 Total</b>							428.56
15358	VIGIL CHRIS	6/20/2013	Jun 11-12, 2013	General Fund	Police	Mileage Driver Training Update C. Vigil 6/11/13 - 6/12/13	58.69
15358	VIGIL CHRIS	6/20/2013	Jun 11-12, 2013	General Fund	Police	Lunch Driver Training Update C. Vigil 6/11/13	10.75
15358	VIGIL CHRIS	6/20/2013	Jun 11-12, 2013	General Fund	Police	Lunch Driver Training Update C. Vigil 6/12/13	6.78
<b>15358 Total</b>							76.22
15359	WELCH TOM	6/20/2013	372	General Fund		Refund park dep Inv#372, 6/15/13	250.00
<b>15359 Total</b>							250.00
15360	STATE CONTROLLERS OFFICE	6/27/2013	Audit FY2013	General Fund	Finance	Processing fee audit confirmation FY2013	100.00
<b>15360 Total</b>							100.00
15361	A-A LOCK & ALARM INC	6/27/2013	235327	General Fund	DPW-Building Maint.	To remove/repair on three simplex locks PD	851.26
<b>15361 Total</b>							851.26
15362	A2Z BUSINESS SYSTEMS	6/27/2013	026076	General Fund	Planning	Sharp M453N copier maint service Planning 6/17/13 - 9/17/13	95.00
15362	A2Z BUSINESS SYSTEMS	6/27/2013	026076	General Fund	Building	Sharp M453N copier maint service Bldg 6/17/13 - 9/17/13	95.00
15362	A2Z BUSINESS SYSTEMS	6/27/2013	026076	General Fund	DPW-Engineering	Sharp M453N copier maint service DPW 6/17/13 - 9/17/13	95.00
<b>15362 Total</b>							285.00
15363	ALTERNATIVE HEATING & AIR CONDITIONING SOLUTIONS	6/27/2013	6069	Library Fund	Non-Dept	Install air conditioning system Library	3,540.00
15363	ALTERNATIVE HEATING & AIR CONDITIONING SOLUTIONS	6/27/2013	6069	Library Fund	Non-Dept	Install air conditioning system Library	350.00
<b>15363 Total</b>							3,890.00
15364	AT&T CALNET 2	6/27/2013	000004427290	General Fund	DPW-Street Maint.	1470 PW Corp yard 5/11/13 - 6/10/13	23.19
15364	AT&T CALNET 2	6/27/2013	000004424573	General Fund	DPW-Park Program	2677 Park elevator 5/10/13 - 6/9/13	15.53
<b>15364 Total</b>							38.72
15365	BARRON III ROBERT	6/27/2013	Jun 2013	General Fund	Finance	(8) Index maker for FY13-14 budget Fin	86.46
15365	BARRON III ROBERT	6/27/2013	Jun 2013	General Fund	Finance	(5) Index maker for FY13-14 budget Fin	33.77
<b>15365 Total</b>							120.23

Town of Atherton							
Checks by Date - Detail by Check Number							
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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15366	CENTRAL MAINTENANCE COMPANY	6/27/2013	3152-0613	General Fund	DPW-Park Maint.	Monthly Janitorial Services Park Jun 2013	560.00
15366	CENTRAL MAINTENANCE COMPANY	6/27/2013	3152-0613	General Fund	DPW-Building Maint.	Monthly Janitorial Services Facilities Jun 2013	1,152.85
15366	CENTRAL MAINTENANCE COMPANY	6/27/2013	3152-0613	Library Fund	Non-Dept	Monthly Janitorial Services Library Jun 2013	342.00
<b>15366 Total</b>							2,054.85
15367	CONNERS WILLIAM B.	6/27/2013	Jun 2013	General Fund	City Attorney	City Attorney Retainer Jun 2013	12,800.00
<b>15367 Total</b>							12,800.00
15368	MUNISERVICES LLC	6/27/2013	JohnLiPlumbing	General Fund		Bus Lic. John Li Plumbing Inc.	151.00
15368	MUNISERVICES LLC	6/27/2013	EdelsHandyman	General Fund		Bus Lic. Edels Handyman Services	51.00
15368	MUNISERVICES LLC	6/27/2013	CallawayCleanin	General Fund		Bus Lic. Callaway Cleaning & Painting FY13 & FY14	152.00
<b>15368 Total</b>							354.00
15369	NOLET JULIANNE	6/27/2013	BP11-00755Temp	General Fund		Refund Temp Occ dep BP11-00755, 185 Fair Oaks Ln	5,000.00
15369	NOLET JULIANNE	6/27/2013	BP11-00755Rec	General Fund		Refund recycling dep BP11-00755, 185 Fair Oaks Ln	1,000.00
<b>15369 Total</b>							6,000.00
15370	RENNE SLOAN HOLTZMAN SAKAI LLP	6/27/2013	23185	General Fund	Administration	2013 POA Negotiations	1,430.14
<b>15370 Total</b>							1,430.14
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 100 Elena Ln 5/16/13 - 5/31/13	1,080.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 198 Fair Oaks Ln 5/16/13 - 5/31/13	202.50
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 2 Santiago Ave 5/16/13 - 5/31/13	270.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 217-288 Camino Al Lago 5/16/13 - 5/31/13	540.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 245-266 Park Ln 5/16/13 - 5/31/13	337.50
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 100-174 Fair Oaks Ln 5/16/13 - 5/31/13	675.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 98 Dinkelspiel 5/16/13 - 5/31/13	945.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 98 Walnut Ave 5/16/13 - 5/31/13	270.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 91-98 Dinkelspiel Station Ln 5/16/13 - 5/31/13	877.50
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 261x-293 Camino Al Lago 5/16/13 - 5/31/13	918.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 98x-262 Camino Al Lago 5/16/13 - 5/31/13	864.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 1-190 Elena Ave 5/16/13 - 5/31/13	810.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 210 Park Ln 5/16/13 - 5/31/13	108.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 99 Dinkelspiel station Ln 5/16/13 - 5/31/13	405.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	consulting arborist service 5/16/13 - 5/31/13	108.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 201-234 Park Ln 5/16/13 - 5/31/13	945.00
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 212-228 Camino Al Lago 5/16/13 - 5/31/13	675.00

Town of Atherton							
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15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 100 Elena Ave 5/16/13 - 5/31/13	371.25
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 244 & 248 Park Ln 5/16/13 - 5/31/13	101.25
15371	WEST COAST ARBORISTS, INC.	6/27/2013	88771	General Fund	DPW-Street Maint.	Tree pruning 100 Elena Ln 5/16/13 - 5/31/13	1,147.50
<b>15371 Total</b>							11,650.50
<b>Grand Total</b>							342,451.22



## Town of Atherton

### CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT BARRON III, FINANCE DIRECTOR**

**DATE: JULY 17, 2013**

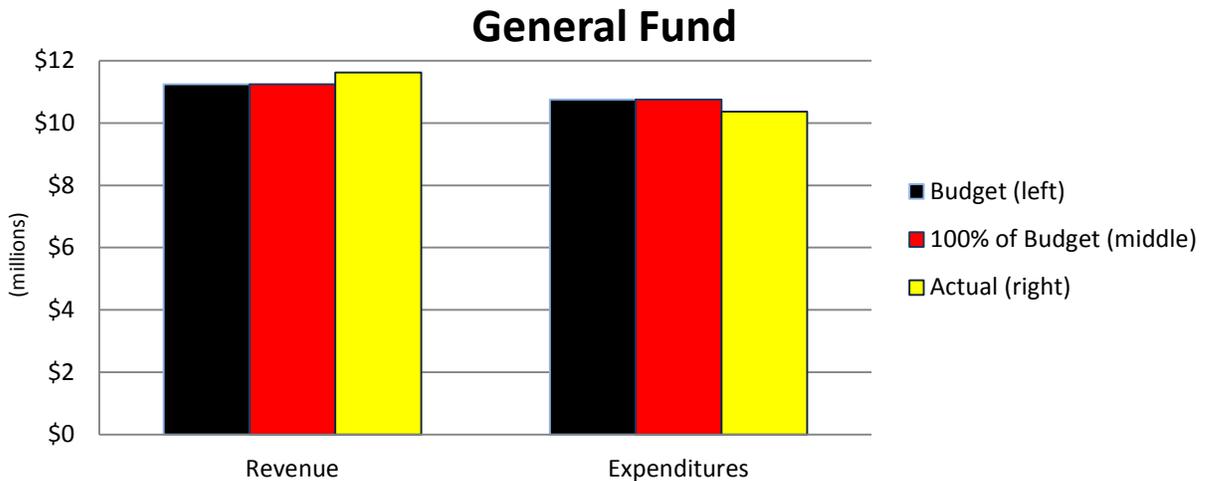
**SUBJECT: FINANCIAL REPORT FOR JUNE 30, 2013**

#### RECOMMENDATION

Receive the General Fund Financial Report for June 30, 2013

#### DISCUSSION

This report is a preliminary outlook of our financials at year-end June 30, 2013. The Town will continue to receive General Fund revenues for FY 12-13 in the months of July and August mainly from San Mateo County. Expenditures to vendors continue to be accrued into FY 12-13 as we receive them in the next couple of months. Below is a chart to reflect the twelve months of the fiscal year.



### General Fund Revenues

As of June 30, 2013, the General Fund has reported revenues of \$11,624,471. This is \$382,103 more (3.4%) than the budgeted revenue of \$11,242,368 for FY 2013. The original budget estimate of \$10,275,267 was revised at mid-year based on revenues received thus far and projections for year-end. The preliminary reported revenues of \$11.6 million compare to the original budgeted General Fund revenue of \$10.2 million reflecting a positive increase of \$1,349,204.

Property Taxes, which comprises of 67% of our budgeted revenue, are at \$7,759,373. This is 10.3% higher or \$727,471 more than actual property taxes received last fiscal year. At mid-year the original budget of \$7,016,000 for property taxes was revised to \$7,574,474. Total Property Taxes came in higher than the revised budget by \$184,900. Secured property tax is 9.6% more than revenue received last fiscal year 11-12. Current secured tax received is \$5,380,057. The increase in total property taxes received for fiscal year compared to original adopted budget is \$743,373.

Total Sales Taxes revenue is budgeted at \$235,400. At mid-year the budgeted amount was increased \$31,000. We received a total of \$246,801 and this represents \$11,401 increase, or 4.8% of our budgeted total sales tax revenues. Most of this increase is due to Public Safety Sales Tax and the State's Triple Flip.

Franchise Fees to the Town come from PG&E, Cal Water, Garbage, and Cable. Garbage Franchise fees collected year to date are \$724,130 or 95.8% of budgeted fees of \$755,750. The total Franchise Fees collected year to date shows a 1% decrease over last year, however we are still expecting to receive revenue for cable and garbage franchise fees for FY 12-13. Franchise fees are expected to come in close to budget.

Business license renewals are sent out in June each year and therefore the majority of the revenue is received in August and September with ongoing business fees being processed throughout the year. This year receipts are \$156,994 to a budget of \$160,000. This is 98.1% to budget.

Planning revenues are \$196,497 compared to a budget of \$175,355. This is a 19.4% increase over last year's revenue of \$164,574. Overall building development related fees collected are \$1,318,286 or 12.9% more than the revised budget of \$1,167,900. The original budget for building revenue was \$1,354,800. During mid-year review this was decreased to \$1,167,900 mainly due to decreased projections in building permits. We decreased the building permit fee budget by \$190,000. Building related fees are down 9.6% compared to last year building revenue of \$1,458,444.

### General Fund Expenditures

The General Fund reported expenditures ending June 30, 2013 are \$10,360,997 which is 96.4% of the annual expenditure budget of \$10,749,806 for FY 2013. Preliminary expenditures are \$388,810 less than total budget. General Fund expenditures are down 11.7% compared to last

year's expenditures of \$11,734,072. All Town departments with the exception of Interdepartmental, are below the budgeted expenditures. The interdepartmental fund has the expense of the final miscellaneous side fund pay off amount of \$649,007.

The Town's current net change in fund balance is \$2,304,621. At mid-year we projected a net change of \$1,553,708 in fund balance. In the next couple months as we shore up our remaining outstanding revenues and expenditures for FY 12-13, the Town will have a final financial outlook on the fiscal year.

**FISCAL IMPACT**

There is no fiscal impact associated with accepting this report.

**ATTACHMENT(S)**

Financial Report

Prepared by:

Approved by:

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Robert Barron III, Finance Director

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George Rodericks, City Manager

Town of Atherton														
General Fund														
Financial Report for the Twelve Months Ended Jun 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	12/12 of Budget	Actual July 12 to Jun 13	Accrual	Adjusted Actual July 12 to Jun 13	Variance of 12/12 of Budget	% of 12/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Jun 12	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	<b>Revenues</b>													
	Secured	5,038,000	5,194,000	5,194,000	5,380,057		5,380,057	(186,057)	103.6%	(186,057)	103.6%	4,908,375	471,682	9.6%
	Unsecured	278,000	368,000	368,000	314,445		314,445	53,555	85.4%	53,555	85.4%	298,124	16,320	5.5%
	SB813 Redemption (Supplemental)	70,000	70,000	70,000	103,508		103,508	(33,508)	147.9%	(33,508)	147.9%	84,960	18,548	21.8%
	Property Tax In Lieu of VLF	680,000	745,874	745,874	708,790		708,790	37,084	95.0%	37,084	95.0%	684,117	24,673	3.6%
	ERAF Subvention	695,000	892,000	892,000	892,094		892,094	(94)	100.0%	(94)	100.0%	718,479	173,615	24.2%
	Document TRSF Tax	255,000	304,600	304,600	360,479		360,479	(55,879)	118.3%	(55,879)	118.3%	337,846	22,633	6.7%
	<b>Total Property Taxes</b>	<b>7,016,000</b>	<b>7,574,474</b>	<b>7,574,474</b>	<b>7,759,373</b>	-	<b>7,759,373</b>	<b>(184,899)</b>	<b>102.4%</b>	<b>(184,899)</b>	<b>102.4%</b>	<b>7,031,902</b>	<b>727,471</b>	<b>10.3%</b>
	Local Sales & Use Tax	115,500	115,500	115,500	103,590		103,590	11,910	89.7%	11,910	89.7%	171,527	(67,937)	-39.6%
	Public Safety Sales Tax (Prop 172)	26,500	46,500	46,500	69,425		69,425	(22,925)	149.3%	(22,925)	149.3%	69,154	271	0.4%
	In Lieu Sales Tax/Triple Flip	62,400	73,400	73,400	73,785		73,785	(385)	100.5%	(385)	100.5%	49,120	24,665	50.2%
	<b>Total Sales Taxes</b>	<b>204,400</b>	<b>235,400</b>	<b>235,400</b>	<b>246,801</b>	-	<b>246,801</b>	<b>(11,401)</b>	<b>104.8%</b>	<b>(11,401)</b>	<b>104.8%</b>	<b>289,802</b>	<b>(43,001)</b>	<b>-14.8%</b>
	Franchise Taxes-PG&E	230,000	230,000	230,000	216,571		216,571	13,429	94.2%	13,429	94.2%	223,466	(6,895)	-3.1%
	Franchise Tax-Cal Water	104,500	104,500	104,500	108,805		108,805	(4,305)	104.1%	(4,305)	104.1%	105,418	3,387	3.2%
	Franchise Tax-Garbage	330,000	306,700	306,700	311,649		311,649	(4,949)	101.6%	(4,949)	101.6%	295,246	16,403	5.6%
	Franchise Taxes-Cable	110,000	114,550	114,550	87,105		87,105	27,445	76.0%	27,445	76.0%	106,975	(19,870)	-18.6%
	<b>Total Franchise Fees</b>	<b>774,500</b>	<b>755,750</b>	<b>755,750</b>	<b>724,130</b>	-	<b>724,130</b>	<b>31,620</b>	<b>95.8%</b>	<b>31,620</b>	<b>95.8%</b>	<b>731,106</b>	<b>(6,976)</b>	<b>-1.0%</b>
	Home Owners Exemption	34,000	34,000	34,000	35,816		35,816	(1,816)	105.3%	(1,816)	105.3%	34,275	1,541	4.5%
	Motor Veh. Lic Fees (MVLf)	-	3,872	3,872	3,872		3,872	(0)	100.0%	(0)	100.0%	3,737	135	3.6%
	SB 90 reimbursement	-	1,083	1,083	1,083		1,083	-	100.0%	-	100.0%	1,002	81	8.1%
	<b>Total Intergovernmental</b>	<b>34,000</b>	<b>38,955</b>	<b>38,955</b>	<b>40,772</b>	-	<b>40,772</b>	<b>(1,817)</b>	<b>104.7%</b>	<b>(1,817)</b>	<b>104.7%</b>	<b>39,015</b>	<b>1,757</b>	<b>4.5%</b>
	Business Licenses	160,000	160,000	160,000	156,994		156,994	3,006	98.1%	3,006	98.1%	183,087	(26,093)	-14.3%
	<b>Total Business License Tax</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>156,994</b>	-	<b>156,994</b>	<b>3,006</b>	<b>98.1%</b>	<b>3,006</b>	<b>98.1%</b>	<b>183,087</b>	<b>(26,093)</b>	<b>-14.3%</b>
	Home Occupation	800	800	800	100		100	700	12.5%	700	12.5%	800	(700)	-87.5%
	Zoning & Planning Fees	153,000	174,555	174,555	196,397		196,397	(21,842)	112.5%	(21,842)	112.5%	163,774	32,623	19.9%
	<b>Total Planning Revenue</b>	<b>153,800</b>	<b>175,355</b>	<b>175,355</b>	<b>196,497</b>	-	<b>196,497</b>	<b>(21,142)</b>	<b>112.1%</b>	<b>(21,142)</b>	<b>112.1%</b>	<b>164,574</b>	<b>31,923</b>	<b>19.4%</b>
	Building Permit	903,900	713,900	713,900	807,747		807,747	(93,847)	113.1%	(93,847)	113.1%	952,311	(144,564)	-15.2%
	Grading & Drain Permit	60,000	66,600	66,600	78,736		78,736	(12,136)	118.2%	(12,136)	118.2%	69,426	9,310	13.4%
	Photocopy Fee	1,000	1,000	1,000	1,728		1,728	(728)	172.8%	(728)	172.8%	3,294	(1,566)	-47.5%
	Plan Check Fee Building	374,900	360,900	360,900	400,629		400,629	(39,729)	111.0%	(39,729)	111.0%	413,285	(12,656)	-3.1%
	Tree Removal Plan Check	15,000	25,500	25,500	29,447		29,447	(3,947)	115.5%	(3,947)	115.5%	20,128	9,319	46.3%
	<b>Total Building Revenue</b>	<b>1,354,800</b>	<b>1,167,900</b>	<b>1,167,900</b>	<b>1,318,286</b>	-	<b>1,318,286</b>	<b>(150,386)</b>	<b>112.9%</b>	<b>(150,386)</b>	<b>112.9%</b>	<b>1,458,444</b>	<b>(140,157)</b>	<b>-9.6%</b>
	Muni/Vehicle Code Fines (Parking)	15,000	15,000	15,000	14,024		14,024	976	93.5%	976	93.5%	11,292	2,731	24.2%
	Other Fines & Forfeit (County)	40,000	40,000	40,000	44,490		44,490	(4,490)	111.2%	(4,490)	111.2%	59,117	(14,627)	-24.7%
	POST Reimbursement	7,500	10,500	10,500	14,556		14,556	(4,056)	138.6%	(4,056)	138.6%	20,961	(6,404)	-30.6%
	DOJ Grant (vest)	-	-	-	-		-	-	-	-	-	-	-	-
	DUI Grant	6,000	3,000	3,000	3,133		3,133	(133)	104.4%	(133)	104.4%	4,918	(1,785)	-36.3%
	ABAG Grant	7,000	7,891	7,891	14,814		14,814	(6,923)	187.7%	(6,923)	187.7%	25,563	(10,748)	-42.0%
	Alarm Sign Fees	600	600	600	525		525	75	87.5%	75	87.5%	600	(75)	-12.5%
	Vehicle Release	2,500	5,500	5,500	5,921		5,921	(421)	107.7%	(421)	107.7%	3,326	2,595	78.0%
	Police Report	1,000	100	100	39		39	61	39.4%	61	39.4%	137	(98)	-71.3%
	Fingerprinting Fee	325	175	175	62		62	113	35.4%	113	35.4%	458	(396)	-86.5%
	Affidavit of Cost	300	300	300	550		550	(250)	183.3%	(250)	183.3%	-	550	-
	Special Service Fee	3,000	3,000	3,000	1,349		1,349	1,651	45.0%	1,651	45.0%	2,763	(1,414)	-51.2%
	Solicitor's Fee	100	100	100	176		176	(76)	176.0%	(76)	176.0%	273	(97)	-35.5%
	Donations/Contributions	-	-	-	-		-	-	-	-	-	100	(100)	-100.0%
	<b>Total Police Revenue</b>	<b>83,325</b>	<b>86,166</b>	<b>86,166</b>	<b>99,640</b>	-	<b>99,640</b>	<b>(13,474)</b>	<b>115.6%</b>	<b>(13,474)</b>	<b>115.6%</b>	<b>129,508</b>	<b>(29,868)</b>	<b>-23.1%</b>
	C/CAG AB 1546	12,535	12,535	12,535	6,702		6,702	5,833	53.5%	5,833	53.5%	11,942	(5,240)	-43.9%
	ABAG Grant	5,000	17,400	17,400	12,400		12,400	5,000	71.3%	5,000	71.3%	13,740	(1,340)	-9.8%
	Grants	-	-	-	-		-	-	-	-	-	-	-	-
	Highway Maint Reimbursement	35,700	35,700	35,700	-	35,700	35,700	-	100.0%	-	100.0%	35,700	-	0.0%
	Encroachment Permit	168,000	168,000	168,000	197,120		197,120	(29,120)	117.3%	(29,120)	117.3%	231,369	(34,249)	-14.8%

Town of Atherton  
**General Fund**  
 Financial Report for the Twelve Months Ended Jun 30, 2013  
 (Excl. Encumbrances)

Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	12/12 of Budget	Actual July 12 to Jun 13	Accrual	Adjusted Actual July 12 to Jun 13	Variance of 12/12 of Budget	% of 12/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Jun 12	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Photocopy Fee	25	25	25	246		246	(221)	983.2%	(221)	983.2%	124	122	97.8%
	<b>Total DPW Revenue</b>	<b>221,260</b>	<b>233,660</b>	<b>233,660</b>	<b>216,467</b>	<b>35,700</b>	<b>252,167</b>	<b>(18,507)</b>	<b>107.9%</b>	<b>(18,507)</b>	<b>107.9%</b>	<b>292,874</b>	<b>(40,708)</b>	<b>-13.9%</b>
	Social Fees	35,000	27,000	27,000	33,025		33,025	(6,025)	122.3%	(6,025)	122.3%	29,300	3,725	12.7%
	Meeting Fees	30,000	26,000	26,000	23,725		23,725	2,275	91.3%	2,275	91.3%	14,650	9,075	61.9%
	Misc. Park Use Fee	1,000	2,400	2,400	2,400		2,400	-	100.0%	-	100.0%	1,400	1,000	71.4%
	Class Fees	10,000	14,000	14,000	14,000		14,000	-	100.0%	-	100.0%	16,500	(2,500)	-15.2%
	Weddings	-	-	-	-		-	-	-	-	-	27,750	(27,750)	-100.0%
	<b>Total Park Program Revenue</b>	<b>76,000</b>	<b>69,400</b>	<b>69,400</b>	<b>73,150</b>	<b>-</b>	<b>73,150</b>	<b>(3,750)</b>	<b>105.4%</b>	<b>(3,750)</b>	<b>105.4%</b>	<b>89,600</b>	<b>(16,451)</b>	<b>-18.4%</b>
	Other Licenses & Permit	400	400	400	1,222		1,222	(822)	305.5%	(822)	305.5%	1,818	(596)	-32.8%
	Other Reimbursements	-	14,045	14,045	16,131		16,131	(2,086)	114.8%	(2,086)	114.8%	9,051	7,079	78.2%
	Document/research Fee	-	-	-	18		18	(18)	-	(18)	-	28	(10)	-36.9%
	Interest Income	65,000	65,000	65,000	67,660		67,660	(2,660)	104.1%	(2,660)	104.1%	47,242	20,418	43.2%
	Cellular Antenna Lease	41,682	41,682	41,682	43,766		43,766	(2,084)	105.0%	(2,084)	105.0%	41,682	2,084	5.0%
	Property Rental-Playschool	77,600	77,600	77,600	78,118		78,118	(518)	100.7%	(518)	100.7%	78,118	-	0.0%
	Sale of Property	-	-	-	247		247	(247)	-	(247)	-	3,542	(3,295)	-93.0%
	Post Office	7,500	7,500	7,500	8,007		8,007	(507)	106.8%	(507)	106.8%	7,257	750	10.3%
	Donations/Contributions	-	-	-	-		-	-	-	-	-	-	-	-
	Miscellaneous Income	5,000	5,000	5,000	7,411		7,411	(2,411)	148.2%	(2,411)	148.2%	7,345	66	0.9%
	Escheated unclaimed property	-	-	-	-		-	-	-	-	-	3,641	(3,641)	-100.0%
	Settlement/Claims	-	184,081	184,081	184,081		184,081	(0)	100.0%	(0)	100.0%	-	184,081	100.0%
	Mitigation Fees	-	350,000	350,000	350,000		350,000	-	100.0%	-	100.0%	-	350,000	100.0%
	<b>Total Misc. Revenue</b>	<b>197,182</b>	<b>745,308</b>	<b>745,308</b>	<b>756,661</b>	<b>-</b>	<b>756,661</b>	<b>(11,353)</b>	<b>101.5%</b>	<b>(11,353)</b>	<b>101.5%</b>	<b>199,725</b>	<b>556,936</b>	<b>278.9%</b>
	<b>Total Revenues</b>	<b>10,275,267</b>	<b>11,242,368</b>	<b>11,242,368</b>	<b>11,588,771</b>	<b>35,700</b>	<b>11,624,471</b>	<b>(382,103)</b>	<b>103.4%</b>	<b>(382,103)</b>	<b>103.4%</b>	<b>10,609,636</b>	<b>1,014,835</b>	<b>9.6%</b>
	<b>EXPENDITURES</b>													
City Council	Utilities-Water	1,350	1,350	1,350	2,141		2,141	(791)	158.6%	(791)	158.6%	2,814	(673)	-23.9%
	Advertising/Noticing	3,650	3,650	3,650	2,198		2,198	1,453	60.2%	1,453	60.2%	2,443	(245)	100.0%
	Business Meetings & Meals	1,200	1,200	1,200	926		926	274	77.1%	274	77.1%	194	731	376.6%
	Conferences	5,000	5,000	5,000	1,749		1,749	3,251	35.0%	3,251	35.0%	300	1,449	483.2%
	Training & Workshops	1,000	1,000	1,000	708		708	292	70.8%	292	70.8%	-	708	100.0%
	Membership/Dues	7,230	7,230	7,230	8,078		8,078	(848)	111.7%	(848)	111.7%	7,095	983	13.9%
	Mileage Reimbursement	500	500	500	-		-	500	0.0%	500	0.0%	-	-	-
	Environmental Programs (EPC)	5,000	5,000	5,000	544		544	4,456	10.9%	4,456	10.9%	-	544	100.0%
	Commission & Committee	1,000	1,000	1,000	667		667	333	66.7%	333	66.7%	-	667	100.0%
	Other Contract Services	24,000	24,000	24,000	10,535	1,225	11,760	12,240	49.0%	12,240	49.0%	2,500	9,260	370.4%
	Office Supplies	1,200	1,200	1,200	1,046		1,046	154	87.2%	154	87.2%	639	407	63.8%
	Computer Equipment/Software	-	-	-	27		27	(27)	0.0%	(27)	0.0%	2,571	(2,544)	-99.0%
	Office Equip & Furniture	8,400	8,400	8,400	1,876		1,876	6,524	22.3%	6,524	22.3%	15,393	(13,517)	-87.8%
	<b>City Council Totals:</b>	<b>59,530</b>	<b>59,530</b>	<b>59,530</b>	<b>30,494</b>	<b>1,225</b>	<b>31,719</b>	<b>27,811</b>	<b>53.3%</b>	<b>27,811</b>	<b>53.3%</b>	<b>33,948</b>	<b>(2,229)</b>	<b>-6.6%</b>
Administration (CM,CC,HR)	Salaries & Benefits	535,932	533,933	533,933	498,669	6,808	505,477	28,456	94.7%	28,456	94.7%	283,128	222,348	78.5%
	Professional Services	65,000	65,000	65,000	10,459	1,875	12,334	52,666	19.0%	52,666	19.0%	140,963	(128,629)	-91.3%
	General Operations	160,083	61,527	61,527	58,757	325	59,082	2,445	96.0%	2,445	96.0%	41,985	17,097	40.7%
	Supplies & Materials	7,200	7,726	7,726	3,710	155	3,865	3,861	50.0%	3,861	50.0%	3,599	265	7.4%
	Capital Outlay	4,000	4,000	4,000	569		569	3,431	14.2%	3,431	14.2%	3,158	(2,589)	-82.0%
	<b>Administration Totals:</b>	<b>772,215</b>	<b>672,186</b>	<b>672,186</b>	<b>572,163</b>	<b>9,162</b>	<b>581,326</b>	<b>90,860</b>	<b>86.5%</b>	<b>90,860</b>	<b>86.5%</b>	<b>472,834</b>	<b>108,492</b>	<b>22.9%</b>
City Attorney	Professional Services	204,100	204,100	204,100	153,812		153,812	50,288	75.4%	50,288	75.4%	150,465	3,348	2.2%
	General Operations	-	-	-	-		-	-	0.0%	-	0.0%	-	-	-
	Supplies & Materials	-	-	-	28		28	(28)	0.0%	(28)	0.0%	166	(138)	-82.9%

Town of Atherton														
General Fund														
Financial Report for the Twelve Months Ended Jun 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	12/12 of Budget	Actual July 12 to Jun 13	Accrual	Adjusted Actual July 12 to Jun 13	Variance of 12/12 of Budget	% of 12/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Jun 12	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	City Attorney Totals:	204,100	204,100	204,100	153,841	-	153,841	50,259	75.4%	50,259	75.4%	150,631	3,210	2.1%
Finance	Salaries & Benefits	475,153	475,153	475,153	367,436	5,631	373,068	102,086	78.5%	102,086	78.5%	296,296	76,771	25.9%
	Professional Services	107,776	85,824	85,824	95,976	1,000	96,976	(11,152)	113.0%	(11,152)	113.0%	175,317	(78,341)	-44.7%
	General Operations	95,854	117,586	117,586	112,191		112,191	5,395	95.4%	5,395	95.4%	84,466	27,724	32.8%
	Supplies & Materials	3,000	2,100	2,100	1,238	13	1,250	850	59.5%	850	59.5%	1,412	(162)	-11.5%
	Capital Outlay	2,000	2,000	2,000	284		284	1,716	14.2%	1,716	14.2%	2,989	(2,705)	-90.5%
	Finance Totals:	683,783	682,663	682,663	577,125	6,644	583,769	98,894	85.5%	98,894	85.5%	560,481	23,288	4.2%
Planning	Contract Planner	200,000	200,000	200,000	176,406	21,121	197,526	2,474	98.8%	2,474	98.8%	159,111	38,415	24.1%
	Contract Arborist Service	30,000	30,000	30,000	25,720		25,720	4,280	85.7%	4,280	85.7%	25,720	-	0.0%
	General Operations	3,400	2,400	2,400	1,344		1,344	1,056	56.0%	1,056	56.0%	1,641	(297)	-18.1%
	Supplies & Materials	2,200	2,200	2,200	624	19	643	1,557	29.2%	1,557	29.2%	823	(179)	-21.8%
	Planning Totals:	235,600	234,600	234,600	204,094	21,140	225,234	9,366	96.0%	9,366	96.0%	187,295	37,939	20.3%
Building	Salaries & Benefits	153,971	203,989	203,989	176,576	1,367	177,943	26,046	87.2%	26,046	87.2%	337,025	(159,082)	-47.2%
	Professional Services	131,285	205,717	205,717	168,522		168,522	37,195	81.9%	37,196	81.9%	262,388	(93,867)	-35.8%
	Contract Arborist Service	100,000	100,000	100,000	86,105	10,280	96,385	3,615	96.4%	3,615	96.4%	86,105	10,280	11.9%
	Contract Building & Life Safety Svs	760,300	670,300	670,300	641,403		641,403	28,897	95.7%	28,897	95.7%	641,403	-	0.0%
	General Operations	13,161	16,724	16,724	14,104		14,104	2,620	84.3%	2,620	84.3%	14,928	(824)	-5.5%
	Supplies & Materials	2,500	6,000	6,000	3,618	253	3,871	2,129	64.5%	2,129	64.5%	2,975	896	30.1%
	Capital Outlay	1,500	1,500	1,500	364		364	1,136	24.2%	1,136	24.2%	825	(461)	-55.9%
	Transfer to Bldg Const. Facility Fund	80,000	80,000	80,000	80,000		80,000	-	100.0%	-	100.0%	153,356	(73,356)	-47.8%
	Building Totals:	1,242,717	1,284,229	1,284,229	1,170,691	11,899	1,182,590	101,639	92.1%	101,639	92.1%	1,499,005	(316,415)	-21.1%
Non Dept.	Salaries & Benefits	2,000	2,000	2,000	649,007		649,007	(647,007)	32450.4%	(647,007)	32450.4%	1,225,956	(576,949)	-47.1%
	Professional Services	50,000	50,000	50,000	20,459	1,410	21,868	28,132	43.7%	28,132	43.7%	92,925	(71,056)	-76.5%
	General Operations	580,725	581,751	581,751	493,876	220	494,096	87,655	84.9%	87,655	84.9%	614,849	(120,753)	-19.6%
	Supplies & Materials	35,442	45,442	45,442	34,876		34,876	10,566	76.7%	10,566	76.7%	21,375	13,500	63.2%
	Capital Outlay	97,700	87,700	87,700	7,626		7,626	80,074	8.7%	80,074	8.7%	-	7,626	100.0%
	Non-Dept. Totals:	765,867	766,893	766,893	1,205,843	1,630	1,207,473	(440,580)	157.5%	(440,580)	157.5%	1,955,105	(747,632)	-38.2%
Police	Salaries & Benefits	4,918,378	4,748,377	4,748,377	4,643,777	50,224	4,694,001	54,376	98.9%	54,376	98.9%	4,671,646	22,356	0.5%
	Professional Services	59,027	74,027	74,027	67,006	2,242	69,248	4,778	93.5%	4,778	93.5%	232,401	(163,153)	-70.2%
	General Operations	347,657	409,569	409,569	339,824		339,824	69,745	83.0%	69,745	83.0%	349,938	(10,114)	-2.9%
	Supplies & Materials	126,000	171,000	171,000	116,515		116,515	54,485	68.1%	54,485	68.1%	113,792	2,723	2.4%
	Capital Outlay	12,000	12,000	12,000	2,200		2,200	9,800	18.3%	9,801	18.3%	34,799	(32,600)	-93.7%
	Cops Grant	-	-	-	-		-	-	0.0%	-	-	-	-	-
	Settlement Expense	-	-	-	-		-	-	-	-	-	-	-	-
	Police Totals:	5,463,061	5,414,973	5,414,973	5,169,322	52,466	5,221,788	193,184	96.4%	193,184	96.4%	5,402,577	(180,788)	-3.3%
Public Works & Parks	Salaries & Benefits	345,623	345,623	345,623	334,318	4,304	338,623	7,000	98.0%	7,000	98.0%	684,044	(345,421)	-50.5%
	Professional Services	209,000	196,705	196,705	168,345	14,500	182,845	13,860	93.0%	13,860	93.0%	210,260	(27,415)	-13.0%
	Contract DPW Maintenance Svs	479,940	479,940	479,940	379,543	-	379,543	100,397	79.1%	100,397	79.1%	339,134	40,409	11.9%
	General Operations	338,870	333,165	333,165	224,704	296	225,000	108,165	67.5%	108,165	67.5%	216,491	8,509	3.9%
	Supplies & Materials	21,500	21,700	21,700	8,699	57	8,756	12,944	40.4%	12,944	40.4%	19,884	(11,128)	-56.0%
	Capital Outlay	54,000	53,500	53,500	38,490	-	38,490	15,010	71.9%	15,010	71.9%	2,384	36,106	1514.4%
	Public Works Totals:	1,448,933	1,430,633	1,430,633	1,154,100	19,158	1,173,258	257,375	82.0%	257,375	82.0%	1,472,198	(298,940)	-20.3%
	<b>Total Expenditures</b>	<b>10,875,807</b>	<b>10,749,806</b>	<b>10,749,806</b>	<b>10,237,673</b>	<b>123,324</b>	<b>10,360,997</b>	<b>388,810</b>	<b>96.4%</b>	<b>388,810</b>	<b>96.4%</b>	<b>11,734,072</b>	<b>(1,373,076)</b>	<b>-11.7%</b>
	<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(600,540)</b>	<b>492,562</b>	<b>492,562</b>	<b>1,351,098</b>	<b>(87,624)</b>	<b>1,263,474</b>	<b>(770,912)</b>	<b>256.5%</b>	<b>(770,912)</b>	<b>256.5%</b>	<b>(1,124,436)</b>	<b>2,387,910</b>	<b>-212.4%</b>
	<b>Other Financing Sources/(uses)</b>													

Town of Atherton														
General Fund														
Financial Report for the Twelve Months Ended Jun 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	12/12 of Budget	Actual July 12 to Jun 13	Accrual	Adjusted Actual July 12 to Jun 13	Variance of 12/12 of Budget	% of 12/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Jun 12	Incr/(decr) over PY	% Change
				1										
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Transfer from Special Parcel Tax Fund	1,116,000	1,116,000	1,116,000	1,116,000	-	1,116,000	-	100.0%	-	100.0%	1,116,000	-	0.0%
	Transfers Out Tennis Fund (105)	(4,853)	(4,853)	(4,853)	(4,853)	-	(4,853)	-	100.0%	-	100.0%	-	(4,853)	-100.0%
	Transfers Out CIP (401)	(70,000)	(70,000)	(70,000)	(70,000)	-	(70,000)	-	100.0%	-	100.0%	-	(70,000)	-100.0%
	<b>Total Transfer In(Out)</b>	<b>1,041,147</b>	<b>1,041,147</b>	<b>1,041,147</b>	<b>1,041,147</b>	<b>-</b>	<b>1,041,147</b>	<b>-</b>	<b>100.0%</b>	<b>-</b>	<b>100.0%</b>	<b>1,116,000</b>	<b>(74,853)</b>	<b>-6.7%</b>
	<b>Net Change in Fund Balance</b>	<b>440,607</b>	<b>1,533,709</b>	<b>1,533,709</b>	<b>2,392,245</b>	<b>(87,624)</b>	<b>2,304,621</b>	<b>(770,912)</b>	<b>150.3%</b>	<b>(770,912)</b>	<b>150.3%</b>	<b>(8,436)</b>	<b>2,313,057</b>	<b>-27418.6%</b>
	Beg. Fund Balance - general fund	5,629,884	5,629,884				5,629,884					5,285,359		
	Beg. Fund Balance - Bldg Dept. OP Reserv	636,233	636,233				636,233					933,837		
	Proj. Ending Fund Balance	6,706,724	7,799,826				8,570,738					6,210,760		
	(*) Accrual columns reflect payroll expenditures and expenditures for the month but not yet posted or paid													



**ITEM NO. 10**

**Town of Atherton**

**CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: ROBERT BARRON III, FINANCE DIRECTOR**

**DATE: JULY 17, 2013**

**SUBJECT: ATHERTON ART FOUNDATION BUDGET REQUEST  
FOR FY 2013-14**

**RECOMMENDATION**

Consider and approve the FY 2013-14 funding request for the Atherton Arts Foundation in the amount of \$12,415.

**BACKGROUND**

The Atherton Arts Foundation (AAF) was founded in 2009 for the promotion of arts in the Atherton Community. It is a public benefit non-profit organization that promotes art programming and awareness within the community.

On April 17, 2013 the Atherton Arts Committee was disbanded and the AAF was added as a “designated group” supported, in part, by the Town. Events previously supported by the Town through the Evan Create Design Fund and organized by the Atherton Arts Committee were transferred to the AAF. As part of that transition, the AAF was required to submit annual funding requests to the City Council for their review and approval. Funding requests, once approved by the Town, can come from the Evan Create Design Fund or from the Town’s General Fund.

Once disbursed to the AAF, funds are the responsibility of the AAF to manage in accordance with the funding request and budget presented to the Town.

Staff received the attached FY 2013-14 budget request from the AAF. The proposed AAF budget for FY 2013-14 was approved at their May 30, 2013 meeting. The requested

**Atherton Arts Foundation Funding Request**

**July 17, 2013**

**Page 2**

budget does not include funding requests for the purchase of artwork. The AAF will submit a separate funding request to the Town Council before purchasing any art.

**FISCAL IMPACT**

For FY 2013-14, the budget request will come from the Evan Creative Design Fund. The FY 2013-14 Budget indicates a beginning fund balance of \$69,880 with a proposed expenditure of \$12,415. This leaves a projected year-end fund balance in June 2014 of \$57,875.

With the noted decrease in the Contract Services, the budget request is relatively consistent with prior year expenditures. The FY 2013-14 Budget does not include the acquisition of any art.

Prepared by:

Approved by:

\_\_\_\_\_  
Robert Barron III, Finance Director

\_\_\_\_\_  
George Rodericks, City Manager

**ATTACHMENTS**

- Atherton Arts Foundation Proposed 2014 budget
- Budget Sheet from FY 2013-14 Budget

**Section C**

**SPECIAL REVENUE FUND**

**EVAN CREATIVE DESIGN-Budget Details**

			<b>Adopted</b>	<b>Revised</b>	<b>Proposed</b>	<b>Increase (Decrease)</b>
<b>Evan Creative Design</b>	<b>Budget FY 2013-14</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Over Prior Yr</b>
<b>Account</b>	<b>Description</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>Projection</b>
215-00-48001-000	Interest Income	547	600	500	310	(190)
215-00-48501-000	Donations/Contributions	148	200	150	100	(50)
	Total Revenue	695	800	650	410	(240)
						-
215-30-50005-000	Temporary Help	-	500	-		-
215-30-53024-000	Advertising/Noticing	586	150	475	1,000	525
215-30-53033-000	Rent - Mach & Equip	-		-		-
215-30-54007-000	Membership Dues	-	65	-	65	65
215-30-54010-000	Other Contract Services	10,133	11,800	9,104	8,000	(1,104)
215-30-54019-000	Community Educational Prog.				2,000	2,000
215-30-54027-000	Sponsorship/Contribution	5,250	500	-	100	100
215-30-55002-000	Office Supplies	-	1,300	140		(140)
215-30-55016-000	Other Supplies & Materials	957		592	1,000	408
215-30-55017-000	Postage	48	100	9		(9)
215-30-57002-000	Building Improvements			-		-
215-30-57010-000	Misc. Capital Outlay			-	250	250
						-
	Total Expenditures	16,974	14,415	10,319	12,415	2,096
	Excess (Deficiency) of Rev Over Exp	(16,279)	(13,615)	(9,669)	(12,005)	(2,336)
	Beginning Fund Balance	95,829	79,550	79,550	69,880	
	Ending Fund Balance	79,550	65,935	69,880	57,875	



Submitted by Betty Ullman							
<a href="mailto:betzu@earthlink.net">betzu@earthlink.net</a>							
369-8085							



## Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANMAGER**

**FROM: CHIEF OF POLICE EDWIN F. FLINT**

**DATE: JULY 17, 2013**

**SUBJECT: APPROVAL OF SOCIAL MEDIA POLICY**

#### **RECOMMENDATION**

Adoption of a Social Media Policy.

#### **DISCUSSION**

The Town currently uses its website and electronic email as its method of communicating electronically with the community. The Atherton Police Department uses RapidNotify and SMCAAlert as its tools.

With the pending launch of the Town's new website, the Town will also "Go Live" with other forms of social media to include Facebook, Twitter, and Nixle. These tools allow for improved communication opportunities with the community.

Prior to the launch of these social media opportunities it is appropriate to adopt a Social Media Policy. That policy is attached for adoption by the Council.

#### **FISCAL IMPACT**

None.

Prepared By:

Approved:

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Chief Edwin F. Flint

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City Manager George Rodericks



## Atherton Social Media Policy

### 1. Purpose

This Social Media Policy (“Policy”) establishes guidelines for the establishment and use by the Town of Atherton (“Town”) of social media sites as a means of conveying information to members of the public.

The intended purpose of Town social media sites is to disseminate information from the Town about the Town’s mission, meetings, activities, and current issues to members of the public.

The Town has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the Town and its officials.

### 2. Definitions

A “social media site” is a site on the internet with is content created through and on the Internet. At this time, examples of social media include, but are not limited to, Facebook, Twitter, Nixle, Blogs, RSS, YouTube, LinkedIn, Instagram, GooglePlus, Pinterest, Delicious, and Flickr. For the purposes of the application of this Policy, a social media site shall not include the Town’s Official website.

A “Town social media site” means official social media sites which the Town establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site’s owners, vendors, or partners developed for the purpose of sharing information via the internet. Town social media sites shall supplement, and not replace, the Town’s required notices and standard methods of communication.

“Posts” or “postings” mean information, articles, pictures, videos or any other form of communication posted on a Town social media site.

### 3. General Policy

- a. The Town’s official website at [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us) (or any domain owned by the Town) will remain the Town’s primary means of internet communication.
- b. The establishment and maintenance of Town social media sites is subject to approval by the City Manager or his/her designee. Upon approval, Town social media sites shall bear the name and/or official logo of the Town.
- c. Town social media sites shall clearly state that such sites are maintained by the Town for official use only.
- d. Town maintained social media sites shall have a “no comment” policy and all sites established and maintained by the Town shall be configured to allow only the dissemination of information for official use only.



- e. All established sites shall comply with the Town's Social Media Policy.
- f. Town social media sites shall link back to the Town's official website for forms, documents, online services and other information necessary to conduct business with the Town.
- g. Staff shall monitor content on Town social media sites to ensure adherence to both the Town's Social Media Policy and the interest and goals of the Town.
- h. Town social media sites shall be managed consistent with the Brown Act. Members of the Town Council, Commissions and/or Boards shall not respond to, comment on, post, "like", "share", "tweet", "re-tweet or otherwise participate in any published postings, or use the site or any form of electronic communication to respond to, blog, or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body.
- i. The Town reserves the right to terminate any Town social media site at any time without notice.
- j. Town social media sites shall comply with usage rules and regulations required by the site provider, including privacy policies.
- k. The Town's Social Media Policy shall be displayed to users or made available by hyperlink.
- l. All Town social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
- m. Town social media sites are subject to the California Public Records Act. Any content maintained on a Town social media site that is related to Town business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on Town social media sites shall be sent to an official Town email account and maintained consistent with the Public Records Act.
- n. Employees representing the Town on Town social media sites shall conduct themselves at all times as a professional representative of the Town and in accordance with all Town policies.
- o. All Town social media sites shall utilize authorized Town contact information for account set-up, monitoring and access. The use of personal email accounts or phone numbers by any Town employee is not allowed for the purpose of setting-up, monitoring, or accessing a Town social media site.
- p. Town social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the Town has no control. The Town does not endorse any hyperlink or advertisement placed on Town social media sites by the social media site's owners, vendors, or partners.
- q. The Town reserves the right to change, modify, or amend all or part of this policy at any time.

#### **4. Content Guidelines**



- a. The content of Town social media sites shall only pertain to Town-sponsored or Town-endorsed programs, services, and events. Content includes, but is not limited to, information, photographs, videos, and hyperlinks.
- b. Content posted to the Town's social media sites must contain hyperlinks directing users back to the Town's official website for in-depth information, forms, documents or online services necessary to conduct business with the Town of Atherton, whenever possible.
- c. The Town shall have full permission or rights to any content posted by the Town, including photographs and videos.
- d. Any employee authorized to post items on any of the Town's social media sites shall review, be familiar with, and comply with the social media site's use policies and terms and conditions.
- e. Any employee authorized to post items on any of the Town's social media sites shall not express his or her own personal views or concerns through such postings. Postings on any of the Town's social media sites by an authorized Town employee shall only reflect the views of the Town.
- f. Postings must contain information that is freely available to the public and not be confidential as defined by any Town policy or state or federal law.
- g. Postings may NOT contain any personal information, except for the names of employees whose job duties include being available for contact by the public.
- h. Postings to Town social media sites shall NOT contain any of the following:
  - o Comments that are not topically related to the particular posting being commented upon;
  - o Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
  - o Profane language or content;
  - o Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, as well as any other category protected by federal, state, or local laws;
  - o Sexual content or links to sexual content;
  - o Solicitations of commerce;
  - o Conduct or encouragement of illegal activity;
  - o Information that may tend to compromise the safety or security of the public or public systems; or
  - o Content that violates a legal ownership interest of any other party.
- i. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster, when available.
- j. The Town reserves the right to implement or remove any functionality of its social media site, when deemed appropriate by the Town Manager or his/her designee. This includes, but is not limited to, information, articles, pictures, videos or any other form of communication that is posted on a Town social media site.



- k. Except as expressly provided in this Policy, accessing any social media site shall comply with all applicable Town policies pertaining to communications and the use of the internet by employees, including email content.

## **5. LAW ENFORCEMENT INFORMATION RELEASE GUIDELINES**

The release of information is subject to restrictions governed by applicable local, state, and federal laws. No employee shall release any information that would hamper the successful conclusion of an investigation or jeopardize the safety of affected persons. Release of information must conform to existing policies and procedures for release, including, but not limited to, review by the City Attorney prior to release.

In general:

(a) Employees may release the following information on crime/criminal activity:

1. Basic information about a crime or incident
2. Basic information about victims, except as excluded below
3. Description of suspects
4. Basic description of weapons and vehicles used
5. Basic description of stolen items
6. Basic description of injuries and condition of victims
7. The name, age, address, and other basic information about arrestees and the charges against them
8. Information contained in arrest affidavits and other applicable crime or incident reports
9. Booking photographs
10. Suspect photographs or sketches necessary to identify an unknown offender

(b) Employees shall not release the following information:

1. Names, addresses, and any other information that would identify the victim of any crime
2. Names, addresses, or identifying information related to juvenile arrestees
3. Active criminal investigative information, active criminal intelligence information, surveillance techniques, or personnel deployment
4. Names of informants and information provided by them
5. Active Internal Affairs investigations, as governed by state law
6. Names of witnesses
7. Information concerning on-going Town of Atherton litigation
8. The identity of critically injured or deceased persons prior to notification of next-of-kin
9. Home address, telephone numbers, and familial information of law enforcement personnel



10. Any other information prohibited by state law from public disclosure

## **6. LAW ENFORCEMENT USE OF NIXLE**

(a) When authorized/directed to send a message via NIXLE, employees will access the Town's authorized NIXLE web page at, example "<https://agency.nixle.com>" and log on using the Town email address and NIXLE password. From the "control panel" on the left side of the page, choose one of three message types: Alert, Advisory, or Community. The following describes each type of message:

### **1. Alert**

- (a) intended for "urgent, must know" and time-sensitive information, including:
  - 1. Missing person (at-risk) alerts
  - 2. Major building or area evacuations
  - 3. Imminent life threatening weather/Natural disaster advisory
  - 4. Shooting just occurred and shooting suspect is at large
  - 5. Shelter in place advisories
- (b) Alert information is sent to every user registered in the jurisdiction or defined geographic area and users cannot opt out of receiving these messages; therefore, Alert messages must be sent prudently.
- (c) Posting Authority: Due to the emergent nature of Alerts, they should only be posted with the approval of a PIO, Watch Commander, or member of the police management team.

### **2. Advisory**

- (a) Intended for less urgent, need to know information, both time-sensitive and non-time-sensitive messages, including:
  - 1. Crime patterns
  - 2. School lock-downs
  - 3. BOLs (Be On the Lookout)
  - 4. Increased terror warnings
  - 5. Suspicious activity
  - 6. Time-sensitive traffic messages, including:
    - a. A traffic collision that will either impact traffic or shut down a route for a specific period of time
    - b. Implications during commute hours, high traffic areas, or during special events
- (b) Posting Authority: Advisory notifications may be posted by the PIO, Sergeant or above, or member of the police management team. Investigative implications should be taken into consideration on advisory postings, and de-conflicted with the Investigations Unit whenever possible.

### **3. Community**

- (a) Non-time—sensitive messages, news, and information including:



- 
1. Police/Town sponsored Events
  2. Community police meetings
  3. General proactive announcements
- (b) Posting Authority: General community-level notifications may be posted by the PIO, Sergeant or above, member of the police management team, or designee, with posting authority.



## Town of Atherton

### **CITY COUNCIL STAFF REPORT – CONSENT CALENDAR**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER  
THERESA DELLASANTA, CITY CLERK**

**DATE: JULY 17, 2013**

**SUBJECT: ADOPT REVISIONS TO RESOLUTION 13-08 GOVERNING  
COMMITTEES AND COMMISSIONS**

#### **RECOMMENDATION**

Approve revisions to Resolution No. 13-08 Governing Committees and Commissions.

#### **BACKGROUND**

##### Resolution Governing Committees and Commissions

Resolution No. 13-08 governing Committees and Commissions has been revised to reflect the following changes:

##### Section 2.

- Clarifications on the agenda preparation process
- Advocate
- Websites

##### Section 3.

- Clarification of City Council Members as liaisons instead of voting members of Commissions or Committees
- Change selection of Chair to July (after annual appointments are complete)
- Prohibit Council Members from serving as Chair/Vice Chair consistent with the role as liaisons

Section 5.2.

- Community Center Advisory Committee (CCAC) requests that City Council approve their name change to Civic Center Advisory Committee (CCAC)
- Add language that the CCAC “acts in advisory capacity”

A tracked version of the resolution is included and identifies the changes mentioned above.

**RESOLUTION 13-08**  
**RESCINDS RESOLUTION 12-16**  
**A Resolution of the City Council of the Town of Atherton Establishing and**  
**Governing Town Committees and Commissions**

Revised:  
August 15, 2012  
February 12, 2013  
April 17, 2013  
July 3, 2013

The City Council of the Town of Atherton hereby resolves as follows:

**Section 1.** Establishment of Committees.

The following committees and commissions are established for the Town of Atherton:

1. Audit/Finance Committee
2. Community Center Advisory Committee
3. Environmental Programs Committee
4. Park and Recreation Commission
5. Rail Committee
6. Transportation Committee

**Section 2.** Committee and Commission Principles and Rules of Procedure

Principles: All committees and commissions shall follow the City Council Rules of Procedure, the Atherton Municipal Code and the provisions of the California Open Public Meeting Law (Brown Act).

The responsibility and accountability for all work necessary to efficiently and cost effectively carry out the advisory functions of each committee/commission shall rest exclusively with the Chairman or Council Member assigned to the committee.

A Town Department is assigned to each Committee. Each Department Manager is responsible for providing the necessary staff (in the most cost effective manner) to prepare for, and attend committee/commission meetings. This includes but is not limited to creating an agenda and agenda packet, taking minutes and conducting follow up from meetings.

Commission/Committee Agenda Preparation: The agenda shall be prepared in accordance with the following guidelines.

One of the following methods may be applied for placing an item on a Committee/Commission agenda:

1. Council: A majority vote of the Council may direct staff to add an item to a Committee or Commission agenda.
2. City Manager: The City Manager may receive requests for agenda items from the public, staff, a committee member or a Council Member. The City Manager will review the request with the Committee Chair. The City Manager shall have sole discretion to refer

the ~~Committee~~ request to ~~place an item on an agenda to the City~~ the City Council at the next available meeting, or schedule the item for the Committee agenda.

~~3.~~ Staff and Committees: There may be a need for routine agenda items which may arise out of committee meeting discussions, and are requested and agreed on by a majority of the Committee; or items created from staff follow up of previous Committee and/or staff meetings. ~~The City Manager shall place the item on the Council agenda within the next two regular meetings. If it is going to take longer, staff shall acknowledge that to the Committee Chair.~~ These items may be added to the agenda following an agenda preparation meeting between the Committee/Commission Chair, Council Member liaison and staff liaison.

~~4.3~~ Colleagues' Memorandum: If at least two committee members prepare a colleagues' memo, the ~~City Manager~~ staff liaison shall place the item on the Committee's agenda under ~~the~~ a Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item can be added to the next Agenda by a majority vote of the Committee.

#### Committee/Commission Procedures for placing items on Council agenda:

1. Committee/Commission Action: Any formal recommendation to Council taken by a Committee/Commission shall be placed on a City Council agenda within the next two regular meetings.

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The City Clerk has overall responsibility for posting committee/commission agendas.

Advocate: Collectively, Members of committees and commissions are encouraged to advocate positions to the

City Council on matters under the purview of their committee or commission. Otherwise, no committee or commission or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee or commission without prior approval of the City Council. Statements of previously approved City Council policy may be made without additional City Council approval. When there is a question a committee/commission member shall consult the City Attorney for advice. Members of committees or commissions may attend meetings of other committees or commissions and the City Council; however, members shall not present opinions of their own committee or commission at such meeting unless the position is previously approved by their committee. A quorum of a committee or commission may attend such a meeting, but they may not discuss among themselves Town business, including making comments that would amount to a discussion of the matter under consideration by a quorum of their own committee or commission.

Educational Materials: Committees and commissions may provide approved educational materials to the public regarding the functions and actions of the committee or commission, but shall not engage in advocating to the public any particular position which is contrary to City Council policy. Any educational materials sent to the public shall be approved by the City Manager, and shall follow the Towns procurement process. It shall be the City Manager's discretion on whether or not the educational materials need Council approval beforehand.

Meetings: Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee or commission

Minutes: All committees and commissions shall prepare action minutes. *Action* minutes shall be presented to the City Clerk within 7 days following the meeting or as soon as feasible if there is a reason not to produce them within that timeframe. Finalized minutes should be sent electronically to the City Clerk for posting, *after* the Committee has approved them. The City Clerk will share appropriate information received from the minutes with the City Manager and City Council.

Reports: An annual report shall be created and approved by the Committee and provided to the City Manager, City Clerk and City Council of committee and commission activities for the preceding year.

Special Meetings: The Chair or a majority of the Committee may call a special meeting at any time in accordance with the Brown Act.

Website: Any website created ~~by for~~ a Committee ~~by the Town must be approved by the City Manager and monitored by the appropriate staff in terms of discourse~~ should be incorporated in the Town's website. Websites need to be developed in accordance with the "advocate" section of this resolution.

### **Section 3: Appointment of Voting Members to Committees and Commissions.**

Appointment: Members other than City Council Members shall be appointed following recruitment process set forth by the City Clerk and approved by the City Council. All appointed members shall be registered voters in the Town. Members shall serve at the pleasure of the City Council, or until the expiration of their terms set out below. Vacancies in any committee or commission arising from any reason, including expiration of term, shall be filled by temporary appointment of the City Council, or by annual recruitment. The Committee Chairperson or staff assigned shall notify the City Clerk of resignations and vacancies. Each Committee which cannot fill at least 50% of its seats shall be postponed until the Town can recruit at least a quorum (50%+1). During that time, Council shall continually recruit qualified individuals and town staff shall continue to advertise periodically.

Term expiration dates shall end on June 30<sup>th</sup>. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. A member may be reappointed to the committee or commission following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

City Council representatives and any alternates on committees are selected by the Mayor and approved by the City Council to serve a one (1) year term. Appointed City Council Members and City Council Member Alternates shall serve as liaisons to Committees and Commissions; but shall not serve as voting members to Committees and Commissions. Alternates ~~will~~ participate on committees in the absence of the appointed Council Members.

Members who intend to be absent from a meeting shall alert the chairperson and/or staff person assigned. The Chairperson shall state during the meeting, under roll call whether the member is excused (notification was given) or absent (no notification was given). Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member's office. The staff person assigned to the Committee shall work with the Chairperson to alert the City Clerk of consecutive absences. The City Clerk shall alert the City Manager who shall decide how to inform City Council. City Council has the authority to override this rule based on the information received.

Chairperson and Staff: Each committee or commission shall have a Chairperson. The Committee shall select its Chair on an annual basis in ~~February~~July. Council Members shall not serve as Chair or Vice Chair of Committees. The Department assigned to the committee shall have the authority to appoint staff member(s) to serve Town committees and commissions. Any requests by a committee or commission for staff work, information, or assistance from Town staff shall be made to the City Manager.

#### **Section 4: Funding for Committees and Commissions.**

In the event funding for committees or commissions is desired, a budget shall be prepared and presented to the City Council for review and approval as part of the Town's regular budget process. The committee/commission shall follow the guidelines set forth by the purchasing policy approved by City Council through Ordinance 595 and any expenditure policies developed and approved by the City Council. No Committee member shall use his or her own personal credit card. For items under \$150 a committee member may request a cash advance and then come back to the Town with itemized receipts. For items over \$150, a committee member shall complete a check request from the Town or have the Town purchase the goods/services.

#### **Section 5: Committees and Commissions Composition, Powers and Duties.**

##### **1. Audit/Finance Committee**

The Audit/Finance Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to Town finances;
- b. Consult with the City Manager on matters pertaining to the budget, capital spending plan and the long range financial plan for the Town;
- c. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the Town's annual audit;
- d. Provide oversight of the annual audit and present and explain the audit to the City Council with recommendations as to acceptance;
- e. Advise City Council regarding appointment of outside auditors for annual audit;
- f. Review proposed audit scope with outside auditors prior to commencement of annual audit.

The Audit/Finance Committee shall have the following composition and terms:

Consists of two (2) Council Members and five (5) appointed, qualified resident members. Two terms shall be for one year and three terms shall be for two (2) years. Thereafter terms shall be for two (2) years ending on June 30th. The committee meets on an as needed basis typically in the Council Chambers or the Town Administrative Conference room. Pursuant to Council action on June 20, 2012 the Committee shall establish a regular schedule of meetings.

The Finance Department is assigned overall responsibility of the Audit/Finance Committee.

**2. Community-Civic Center Advisory Committee (CCAC)**

The Community-Civic Center Advisory Committee (CCAC) shall have the following powers and duties:

Act in an advisory capacity to:

- a. Assist staff in the development of a master planning process to determine the key issues that need to be addressed by the community as well as a process for keeping the community at large informed and involved.
- b. Work with staff to solicit feedback through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the development of a Master Plan for the proposed new Community-Civic Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Master Plan and the Community-Civic Center project and provide Council with a summary of findings for consideration. Support staff with updates for the Town website and periodic updates for residents.
- d. The CCAC may form Ad Hoc Subcommittees and/or host community workshops to involve a broader base of residents for the purposes of information gathering on specific issues, thus creating more community involvement and more in-depth visioning.
- e. Once the Council adopts a Master Plan, the CCAC will continue to work with staff to coordinate public outreach and collect resident input during the design phase of the Community Center project.
- f. Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.

The Community-Civic Center Advisory Committee consists of up to seven (7) members including two Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Community-Civic Center Project consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, community meeting rooms and associated outdoor facilities. The Committee meets ~~on an as needed basis typically in the~~ second Monday of each month at 4:30 p.m. in the Council Chambers or the Town Administrative Conference Room.

**3. Environmental Programs Committee.**

The Environmental Programs Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations (programmatic and legislative) to the City Council upon request on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.
- b. Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

The Environmental Programs Committee consists of up to twelve (12) members including two (2) Council Members and ten (10) residents of the Town. The term of office shall be as follows:

Appointed members shall be appointed to four-year terms. Thereafter, each term of office shall be four (4) years. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Planning Department is assigned overall responsibility of the Environmental Programs Committee.

**4. Park and Recreation Commission.**

The Park and Recreation Commission shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to parks and public recreation and to cooperate with other governmental agencies and public and private groups in the advancement of park and recreation planning and programming;
- b. Develop and maintain a master plan for parks within the Town and, annually, in the month of April, present a report to the City Council.
- c. Review the annual budget for parks and recreation during the process of its preparation and make recommendations with respect thereto to the City Council. This includes recommendations regarding the setting of fees. The budget should contain estimates and recommendations for such long-term capital outlay projects as may be necessary to provide for orderly development of park and recreation areas, buildings and facilities;
- d. Study and make recommendations on the acquisition and development of recreation areas, activities and facilities such as playgrounds, buildings, parks, open space and other centers of recreation;
- e. Assist Town staff in the planning of recreation programs for the community.

The Park and Recreation Commission consists of seven (7) appointed members. One member shall be a representative of the Holbrook-Palmer Park Foundation. One member shall be a representative of the Atherton Dames. Each of the foregoing representatives shall serve a term of two (2) years. Terms shall be staggered so that the term of office for two (2) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years. Thereafter, each term of office shall be four (4) years. The Park and Recreation Commission meets on the first Wednesday of each month at 6:30 p.m. in Holbrook-Palmer Park unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Public Works Department is assigned overall responsibility of the Park & Recreation Commission.

**5. Rail Committee.**

The Atherton Rail Committee shall have the following powers and duties:

- a. Act in an advisory capacity to the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor and Caltrain.
- b. With the assistance of appropriate Town staff, research and address specific impacts HSR and other rail infrastructure and services may have on the Rail Corridor and the Town.

- c. Perform active outreach and cooperative efforts with groups and organizations opposing HSR.
- d. Rail Committee members are authorized to act as spokespersons to articulate and advocate the Town's Rail Related Policy Positions as they pertain to rail committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press and other interested parties.

The Atherton Rail Committee shall have the following composition and terms:  
 Consists of twelve (12) members including two (2) Council Members and up to ten (10) appointed members. There are no term expirations for Rail Committee members. The committee meets on the first Tuesday of every other month at 6:00 p.m. in the Council Chambers. There are no term expirations.

Additionally, by action of approval of this Resolution the City Council approves Exhibit A titled, "Rail Related Policy Positions."

The Public Works Department is assigned overall authority of the Rail Committee.

**6. Transportation Committee.**

The Transportation Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee consists of seven (7) members including two (2) Council Members and five (5) appointed members. The term of office shall be four (4) years. The committee meets on the second Tuesday of every other month at 6:00 p.m. in the Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Police Department shall have overall responsibility of the Transportation Committee. The Chief of Police will coordinate with the Public Works Department when public works staff is needed.

**Section 6. Advice.**

Appointed members of committees and commissions are encouraged to seek advice from Town staff when they are uncertain of the foregoing rules.

This Resolution shall be effective immediately upon adoption. All previous resolutions governing Town committees and commissions including Resolution No. 10-13 ~~and 12-16~~ are hereby superseded and rescinded on ~~June 20, 2012~~ July 17, 2013.

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the ~~127th~~ 127th day of ~~February~~ July, 2013, by the following vote.*

AYES: 5 Council Members: ~~Lewis, Carlson, Dobbie, Widmer, Wiest~~  
NOES: 0 Council Members:  
ABSENT: Council Members:  
ABSTAIN: Council Members:

\_\_\_\_\_  
Elizabeth Lewis, ~~MAYOR~~Mayor  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William B. Conners, City Attorney

**PARCEL TAX FEASIBILITY STUDY**  
DRAFT REPORT

PREPARED FOR THE  
TOWN OF ATHERTON



JUNE 21, 2013



741 GARDEN VIEW COURT, SUITE 208  
ENCINITAS CA 92024  
760.632.9900 [WWW.TN-RESEARCH.COM](http://WWW.TN-RESEARCH.COM)





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## INTRODUCTION

Nestled between the San Francisco Bay and the Pacific Ocean in San Mateo County, the Town of Atherton is a scenic and rural community home to an estimated 6,888 residents.<sup>1</sup> Incorporated in 1923, the Town's team of full-time and part-time employees provides a full suite of services to residents and local businesses either directly or through contract with other agencies.

Like many municipalities in California, Atherton relies on revenues from a supplemental tax (parcel tax) to fund essential municipal services including police, street maintenance, and infrastructure maintenance/improvements. Originally approved by voters several decades ago and periodically renewed by popular vote, in recent years the parcel tax has generated \$1.86 million annually, which represents approximately 20% of the Town's yearly budget. Unless renewed by Atherton voters, the parcel tax will expire in 2014.

**MOTIVATION FOR RESEARCH** The primary purpose of this study was to produce an unbiased, statistically reliable evaluation of voters' interest in supporting a ballot measure that would extend the Town's existing parcel tax without raising the tax rate. In addition to assessing the feasibility of such measure, the survey was designed to identify how to structure the measure so that it is consistent with the community's priorities and expressed needs. Toward this end, the study was designed to:

- Measure current, baseline support for renewing the Town's parcel tax
- Identify the types of services and projects that voters are most interested in funding with parcel tax revenues
- Expose voters to arguments in favor of—and against—the proposed measure to gauge how information affects support for the parcel tax, *and*
- Estimate support for the measure once voters are presented with the types of information they will likely be exposed to during the election cycle.

It is important to note at the outset that voters' opinions about ballot measures are often somewhat fluid, especially when the amount of information they initially have about a measure is limited. How voters think and feel about a measure today may not be the same way they think and feel once they have had a chance to hear more information about the measure during the election cycle. Accordingly, to accurately assess the feasibility of renewing the Town's parcel tax, it was important that in addition to measuring *current* opinions about the measure (Question 5), the survey expose respondents to the types of information voters are likely to encounter during an election cycle—including arguments in favor (Question 9) and opposed (Question 11) to the measure—and gauge how this information ultimately impacts their voting decision (Questions 10 & 12).

**OVERVIEW OF METHODOLOGY** For a full discussion of the research methods and techniques used in this study, turn to *Methodology* on page 25. In brief, the survey used a combination of mailed invitations and phone calls to recruit participation in the survey from voters in the Town of Atherton who are likely to participate in the November 2014 election, with a subset who are also likely to participate in the lower-turnout November 2013 election. A total of 514 voters

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1. Source: California Department of Finance Estimate, 2012.

completed the survey by telephone or online at a secure, password protected survey website hosted by True North. The survey was administered between June 8 and June 19, 2013 and the average interview lasted 15 minutes.

**ORGANIZATION OF REPORT** This report is designed to meet the needs of readers who prefer a summary of the findings as well as those who are interested in the details of the results. For those who seek an overview of the findings, the sections titled *Just the Facts* and *Conclusions* are for you. They provide a summary of the most important factual findings of the survey in bullet-point format and a discussion of their implications. For the interested reader, this section is followed by a more detailed question-by-question discussion of the results from the survey by topic area (see *Table of Contents*), as well as a description of the methodology employed for collecting and analyzing the data. And, for the truly ambitious reader, the questionnaire used for the interviews is contained at the back of this report and a complete set of crosstabulations for the survey results is contained in Appendix A.

**ACKNOWLEDGMENTS** True North thanks the Town of Atherton for the opportunity to conduct the study, as well as the subcommittee's contributions to the design of the survey. Their collective expertise, insight, and local knowledge improved the overall quality of the research presented here.

**DISCLAIMER** The statements and conclusions in this report are those of the authors (Dr. Timothy McLarney and Richard Sarles) at True North Research, Inc. and not necessarily those of the Town of Atherton. Any errors and omissions are the responsibility of the authors.

**ABOUT TRUE NORTH** True North is a full-service survey research firm that is dedicated to providing public agencies with a clear understanding of the opinions, perceptions, priorities and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, performance management, organizational development, establishing fiscal priorities, passing revenue measures, and developing effective public information campaigns.

During their careers, Dr. McLarney and Mr. Sarles have designed and conducted over 800 survey research studies for public agencies—including more than 300 studies for California municipalities and more than 300 revenue measure feasibility studies. Of the measures that have gone to ballot based on Dr. McLarney's recommendation, more than 95% have been successful. In total, the research that Dr. McLarney has conducted has led to over \$22 billion in successful local revenue measures.



## JUST THE FACTS

The following section is an outline of the main factual findings from the survey. For the reader's convenience, we have organized the findings according to the section titles used in the body of this report. Thus, if you would like to learn more about a particular finding, simply turn to the appropriate report section.

### QUALITY OF LIFE & TOWN SERVICES

- Ninety-three percent (93%) of respondents shared favorable opinions of the quality of life in Atherton, with 60% reporting it is excellent and 33% stating it is good. An additional 5% of residents indicated that the quality of life in the town is fair, whereas 0% used poor or very poor to describe the quality of life in Atherton and 1% were unsure.
- When asked what changes the Town government could make to improve the quality of life in Atherton, the most common response to this question was that no changes were needed or they could not think of a needed improvement (22%), followed by addressing traffic issues (14%), improving some aspect of government/leadership (12%), improving public safety (10%), and improving trails, sidewalks and/or bike paths in the community (6%).
- More than eight-in-ten respondents (82%) indicated that they were satisfied with the Town's efforts to provide municipal services, with 37% stating that they were *very* satisfied. Approximately 13% of voters reported that they were dissatisfied in this respect, whereas 4% were unsure or unwilling to state their opinion.

### INITIAL BALLOT TEST

- With only the information provided in the ballot language, 75% of respondents indicated they would definitely or probably support the proposed parcel tax renewal measure at this stage in the survey, whereas 19% stated they would oppose the measure and 6% were unsure or unwilling to share their vote choice.
- After being informed that the existing parcel tax has been in place for several decades, has been periodically renewed by voters at cost of approximately \$750 per year for the typical home, and the proposed measure would extend (but not increase) the parcel tax, aggregate support for the measure remained steady at 75%.
- Those who opposed the measure at this point in the survey were most likely to cite a concern about taxes already being too high, a perception that the Town needs to improve how it manages its budget and/or reduce spending, or a need for more information as the reasons for their position.

### PROGRAMS & PROJECTS

- Among the projects and services that could be funded by the measure, voters most strongly favored funding the repair and maintenance of local streets and roads (93% strongly or somewhat favor), followed closely by quick responses to 9-1-1 emergencies (90%), the repair and improvement of storm drains and flood control (82%), and police and crime prevention services (81%).

## POSITIVE ARGUMENTS

When presented with arguments in favor of the measure, voters found the following arguments to be the most persuasive:

- *All money raised by this measure will be spent locally to continue providing quality services in our community. It cannot be taken away by the State or be used for other purposes.*
- *This measure will allow the Town to keep up with basic repairs and maintenance to streets and infrastructure. If we don't take care of it now, it will be a lot more expensive to repair in the future.*
- *The parcel tax has provided the Town with an important source of funding for several decades. Nearly 20% of the Town's total annual budget comes from the parcel tax.*

## INTERIM BALLOT TEST

- After being presented with services and capital improvements that could be funded as well as arguments in favor of the measure, support for the parcel tax renewal increased slightly to 77%, with 49% of voters indicating that they would *definitely* vote yes on the measure. Approximately 19% of respondents opposed the measure at this point in the survey, and an additional 4% were unsure or unwilling to state their vote choice.

## NEGATIVE ARGUMENTS

Of the arguments in opposition to the measure, voters found the following arguments to be the most persuasive:

- *Now that the recession is over the economy is improving, the amount of money the Town receives from property taxes is increasing. We don't need to extend the parcel tax.*
- *Government agencies need to live within their means, just like everyone else. We should not support this tax.*
- *The Town can't be trusted with this tax. They will mismanage the money.*

## FINAL BALLOT TEST

- After being presented with services that could be funded as well as arguments in favor and opposed to the measure, support for the parcel tax measure was found among 75% of voters, with 46% indicating that they would *definitely* support the measure. Approximately 20% of respondents were opposed to the measure at the Final Ballot Test, and 6% were unsure or unwilling to state their vote choice.



## CONCLUSIONS

The bulk of this report is devoted to conveying the details of the study findings. In this section, however, we attempt to ‘see the forest through the trees’ and note how the collective results of the survey answer the key questions that motivated the research. The following conclusions are based on True North’s interpretations of the survey results and the firm’s collective experience conducting revenue measure studies for public agencies throughout the State.

*Should the Town of Atherton proceed with plans to place a parcel tax renewal measure on a future ballot?*

Yes. Atherton voters have a high opinion of the quality of life in the town as well as the Town’s performance in providing municipal services. These sentiments combine to create strong support for a measure to renew the existing parcel tax for a period of six years to fund police and crime prevention services, neighborhood public safety patrols, emergency preparedness, street repair and maintenance, and capital infrastructure improvements. The results of this feasibility study suggest that, if crafted appropriately and combined with an effective public education effort, the proposed parcel tax renewal measure has a very good chance of being supported by the necessary proportion of voters.

Having recommended that the Town move forward, it is important to note that this recommendation to take the next steps toward placing a measure on the ballot comes with several qualifications and conditions. Indeed, although the results are promising, all parcel tax measures must overcome challenges prior to being successful. The proposed measure is no exception. The following paragraphs discuss some of the challenges and the next steps that True North recommends.

*How does the election date affect support for the proposed measure?*

Different election dates have different turnouts, different electorates, and—by extension—different opportunities and challenges. When compared to the November 2014 election, for example, the November 2013 and June 2014 election turnouts will be much lower and have a somewhat different demographic profile. In many communities, these demographic differences often translate into different levels of *natural* support for a proposed tax measure.

With respect to the proposed parcel tax renewal measure, however, Atherton voters are like-minded in their support for the renewal regardless of their voting propensity. Among the larger number of voters (3,577) expected to participate in the November 2014 election, 75% supported the parcel tax measure on the natural. The corresponding figure among high propensity voters (1,775) who are expected to participate in the lower-turnout November 2013 election was similar (78%).

Although it requires an aggressive schedule to prepare a ballot resolution and related materials, as well as conduct an effective community outreach effort, True North recommends that the Town pursue a November 2013 ballot election. This approach would also allow the Town a sec-

ond election opportunity (June 2014) to renew the parcel tax if the measure should fail in November 2013 prior to the parcel tax expiring.

*How might public education affect support for the proposed measure?*

As noted in the body of this report, individuals' opinions about revenue measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. Thus, in addition to gauging current support for the measure, one of the goals of this study was to explore how the introduction of additional information about the measure may affect voters' opinions about the parcel tax.

It is clear from the survey results that voters' opinions about the proposed parcel tax measure are somewhat sensitive to the nature—and amount—of information that they have about the measure. Information about the specific services and capital improvements that could be funded by the parcel tax, as well as arguments in favor of the measure, were found by many voters to be compelling reasons to support the measure. Moreover, this information played an important role in preventing a significant erosion of support for the measure once respondents were exposed to the types of opposition arguments they will likely encounter during an election cycle.

Accordingly, one of the keys to building and *sustaining* support for the parcel tax measure will be the presence of an effective, well-organized public education effort that focuses on the need for the measure as well as the many benefits that it will bring. Indeed, although aggregate support for the parcel tax renewal exceeded the two-thirds level, it is important to recognize that less than half (47%) of voters indicated that they would *definitely* support the measure on the natural.

*How might the economic or political climate alter support for the measure?*

An important component of any ballot measure's potential for success is the economic and political climate surrounding the election. Ongoing concerns about the housing market, unemployment, and lingering effects of the recession have combined to create an economic and political climate that is not as favorable to revenue measures as it was in pre-recession years.

The results of this study and the conclusions noted above must be viewed in light of the current times. Indeed, support for the proposed parcel tax measure was strong *despite* the general economic malaise, which speaks volumes about the value that Atherton voters place on having high quality municipal services. Nevertheless, it is important to keep in mind that this poll is a snapshot in time. Should the economy and/or political climate continue to improve, support for the measure—and the potential effectiveness of a positive education campaign—could increase considerably. Conversely, negative economic and/or political developments, especially at the local level, could dampen support for the measure below what was recorded in this study.

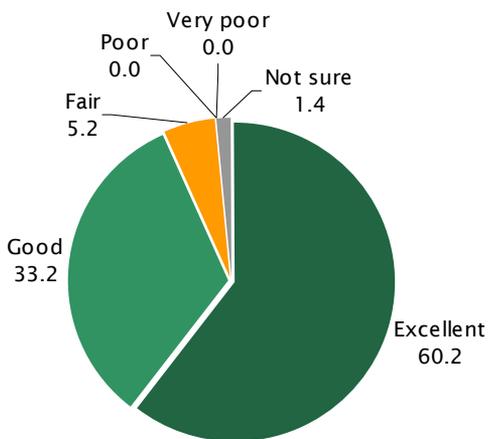
# QUALITY OF LIFE & TOWN SERVICES

The opening series of questions in the survey were designed to profile voters' opinions regarding the quality of life in Atherton, their ideas for changes the Town could implement to improve the quality of life in Atherton, as well as their assessment of the Town's overall performance in providing municipal services.

**OVERALL QUALITY OF LIFE** At the outset of the interview, respondents were asked to rate the overall quality of life in Atherton using a five-point scale of excellent, good, fair, poor, or very poor. As shown in Figure 1 below, 93% of respondents shared favorable opinions of the quality of life in Atherton, with 60% reporting it is excellent and 33% stating it is good. An additional 5% of residents indicated that the quality of life in the town is fair, whereas 0% used poor or very poor to describe the quality of life in Atherton and 1% were unsure.

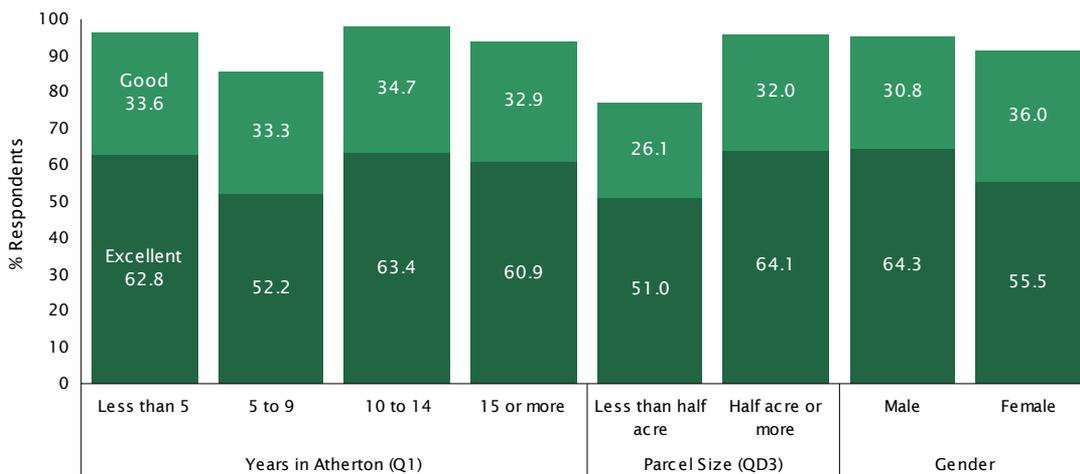
**Question 2** *How would you rate the overall quality of life in Atherton? Would you say it is excellent, good, fair, poor or very poor?*

FIGURE 1 QUALITY OF LIFE

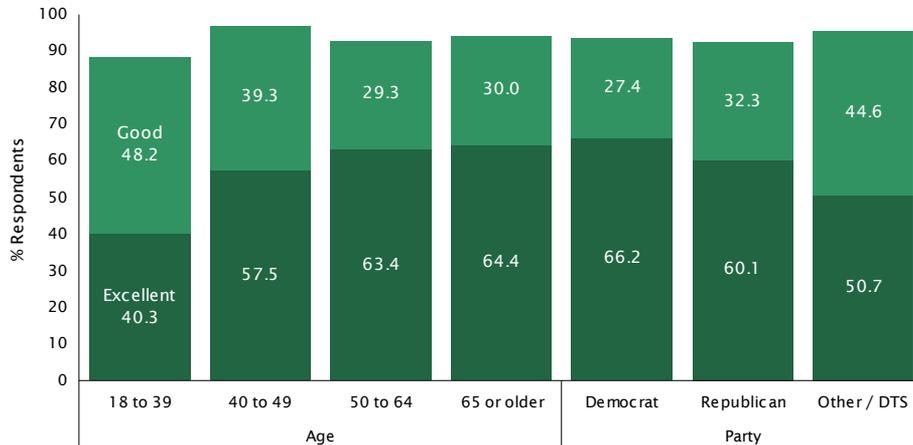


For the interested reader, Figures 2 and 3 present the responses to this question by length of residence, parcel size, gender, age and party identification. Although there were some differences in the perceived quality of life across subgroups, the most striking pattern in the figures is the relative consistency of positive opinions. Regardless of subgroup category, voters generally held very positive opinions regarding the quality of life in Atherton.

FIGURE 2 QUALITY OF LIFE BY YEARS IN ATHERTON, PARCEL SIZE & GENDER



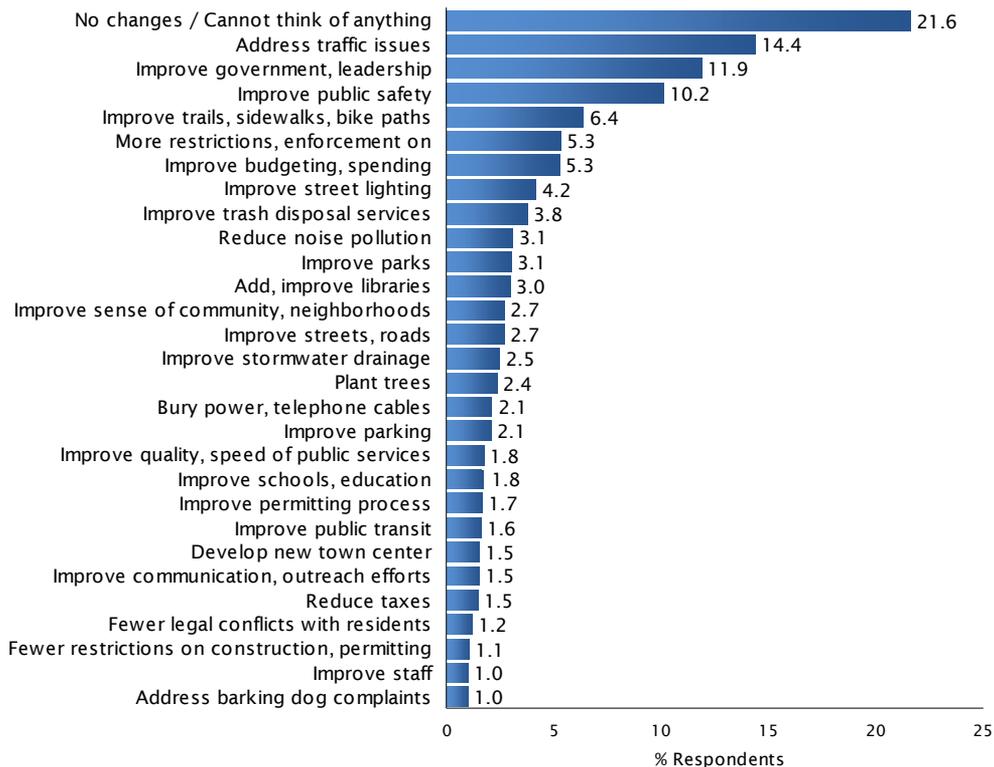
**FIGURE 3 QUALITY OF LIFE BY AGE & PARTY**



**WAYS TO IMPROVE QUALITY OF LIFE** The next question in the opening series asked respondents to indicate one thing that the town government could change to make Atherton a better place to live, now and in the future. Question 3 was asked in an open-ended manner, which allowed respondents to mention any change that came to mind without be prompted by or restricted to a particular list of options. True North later reviewed the verbatim responses and grouped them into the categories shown below in Figure 4.

**Question 3** *If the Town government could change one thing to make Atherton a better place to live now and in the future, what change would you like to see?*

**FIGURE 4 CHANGES TO IMPROVE ATHERTON**

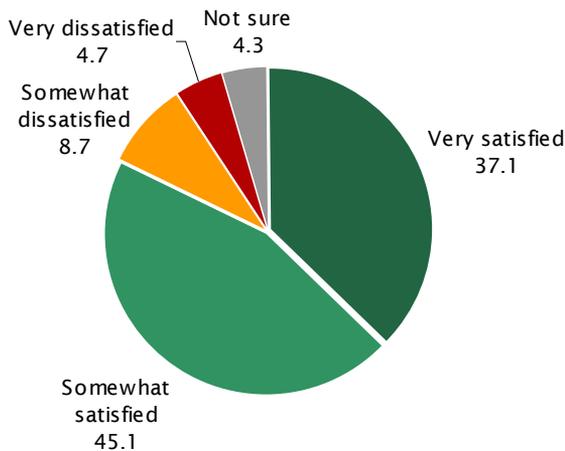


The most common response to this question was that no changes were needed or they could not think of a needed improvement (22%)—both of which are indicative of a respondent who does not perceive any pressing problems in the Town that should be addressed by local government. Among the specific improvements that were cited, the most common were addressing traffic issues (14%), improving some aspect of government/leadership (12%), improving public safety (10%), and improving trails, sidewalks and/or bike paths in the community (6%).

**OVERALL SATISFACTION WITH TOWN SERVICES** The final question in this series asked respondents if, overall, they were satisfied or dissatisfied with the job the Town of Atherton is doing to provide municipal services. Because this question does not reference a specific program, facility, or service and requested that the respondent consider the Town’s performance in general, the findings of this question may be regarded as an *overall performance rating* for the Town.

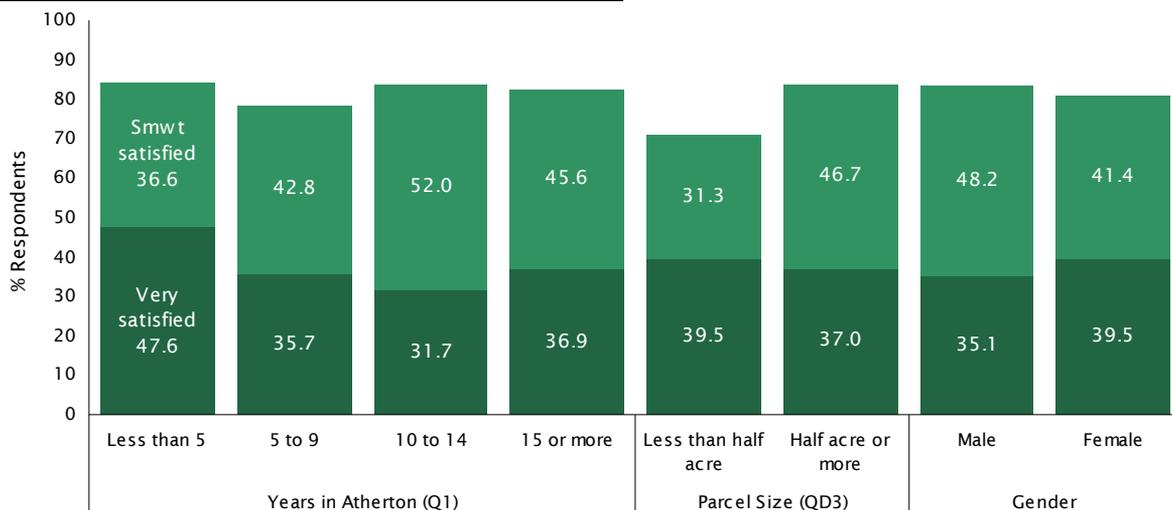
**Question 4** *Generally speaking, are you satisfied or dissatisfied with the job the Town of Atherton is doing to provide city services?*

**FIGURE 5 OVERALL SATISFACTION**

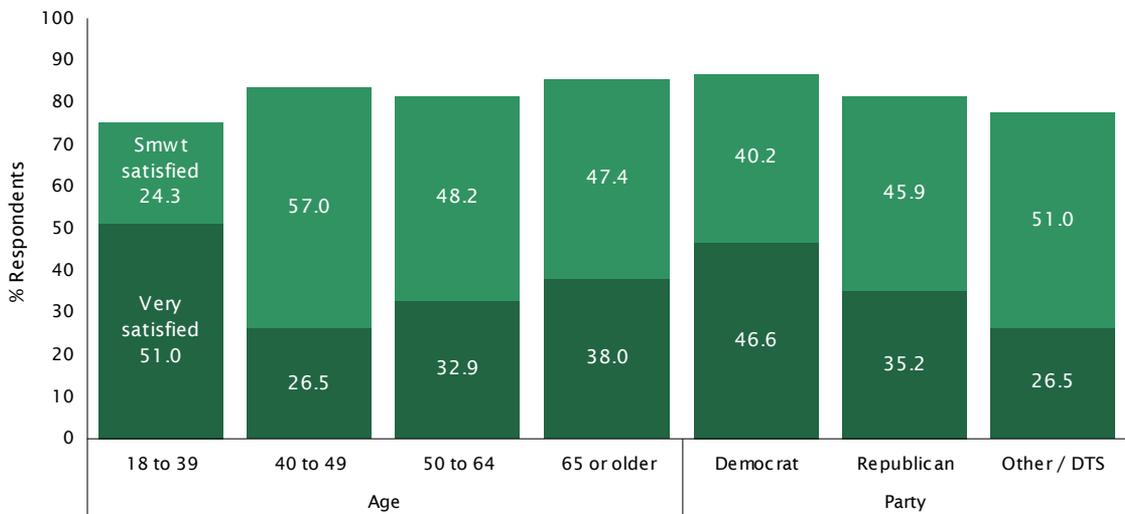


As shown in Figure 5, more than eight-in-ten respondents (82%) indicated that they were satisfied with the Town’s efforts to provide municipal services, with 37% stating that they were *very* satisfied. Approximately 13% of voters reported that they were dissatisfied in this respect, whereas 4% were unsure or unwilling to state their opinion. At least 70% of Atherton residents in every identified subgroup indicated that they were satisfied with the Town’s overall performance in providing municipal services (see Figures 6 & 7).

**FIGURE 6 OVERALL SATISFACTION BY YEARS IN ATHERTON, PARCEL SIZE & GENDER**



**FIGURE 7 OVERALL SATISFACTION BY AGE & PARTY**



## INITIAL BALLOT TEST

The primary research objective of this survey was to estimate voters' support for a measure that would extend Atherton's expiring parcel tax (at the current tax rate) to continue funding for police and crime prevention services, neighborhood public safety patrols, emergency preparedness, street repair and maintenance, and capital infrastructure improvements. To this end, Question 5 was designed to take an early assessment of voters' support for the proposed measure.

The motivation for placing Question 5 up-front in the survey is twofold. First, voter support for a measure can often depend on the amount of information they have about a measure. At this point in the survey, the respondent has not been provided information about the proposed measure beyond what is presented in the ballot language. This situation is analogous to a voter casting a ballot with limited knowledge about the measure, such as what might occur in the absence of an effective education campaign. Question 5, also known as the Initial Ballot Test, is thus a good measure of voter support for the proposed measure *as it is today*. Because the Initial Ballot Test provides a gauge of 'uninformed' support for the measure, it also serves a second purpose in that it provides a useful baseline from which to judge the impact of various information items conveyed later in the survey on voter support for the measure.

**Question 5** *Later this year, voters in Atherton may be asked to vote on a local ballot measure. Let me read you a summary of the measure. In order to continue funding for police and crime prevention services; neighborhood public safety patrols; emergency preparedness; street repair and maintenance; and capital infrastructure improvements shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local? If the election were held today, would you vote yes or no on this measure?*

FIGURE 8 INITIAL BALLOT TEST

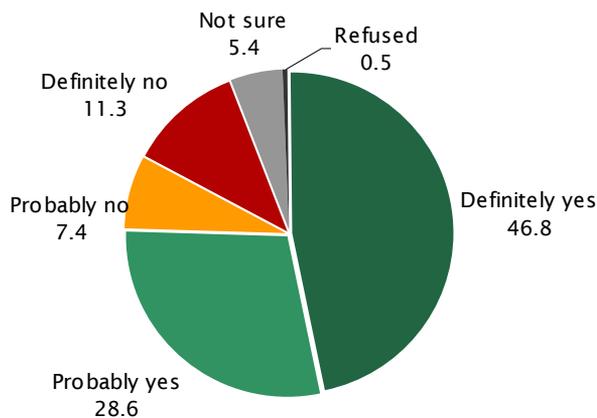


Figure 8 presents the results of the Initial Ballot Test among all 514 respondents who are likely to participate in the November 2014 election. Overall, 75% of respondents indicated they would definitely or probably support the measure at this stage in the survey, whereas 19% stated they would oppose the measure and 6% were unsure or unwilling to share their vote choice. The support levels recorded at the Initial Ballot Test were approximately 8% greater than the two-thirds supermajority required for passage of a parcel tax under California law.

**SUPPORT BY SUBGROUPS** Table 1 on the next page shows how support for the parcel tax renewal measure at the Initial Ballot Test varied by key demographic variables. The blue column (Approximate % of Voter Universe) indicates the percentage of the likely November 2014 electorate that each subgroup category comprises. As noted in the table, support for the proposed parcel tax renewal measure was widespread, exceeding a majority in *every* identified subgroup and exceeding two-thirds in most. Moreover, the levels of support among high propensity voters who

are likely to participate in the lower turnout November 2013 election were similar to those expressed by the larger universe of voters who are expected to participate in the higher turnout November 2014 election.

**TABLE 1 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INITIAL BALLOT TEST**

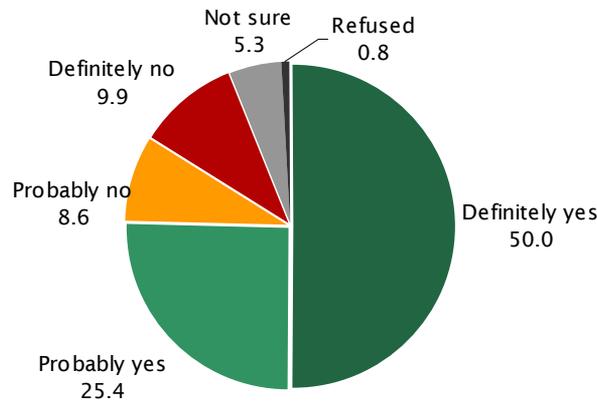
		Approximate % of Voter Universe	% Probably or Definitely Yes	% Not sure
Overall		100	75.4	5.4
Years in Atherton (Q1)	Less than 5	10	78.9	4.0
	5 to 9	14	68.3	9.1
	10 to 14	12	77.1	5.1
	15 or more	63	76.1	4.9
Parcel Size (QD3)	Less than half acre	13	74.2	2.2
	Half acre or more	87	77.9	6.0
Gender	Male	53	75.6	3.9
	Female	47	75.2	7.1
Age	18 to 39	13	64.4	0.0
	40 to 49	12	70.3	7.2
	50 to 64	35	77.1	7.5
	65 or older	40	78.6	5.1
Registration Year	2013 to 2009	21	69.0	2.9
	2008 to 2005	10	51.3	8.0
	2004 to 2001	9	90.0	1.3
	2000 or before	61	79.4	6.4
Party	Democrat	32	80.9	6.8
	Republican	47	72.9	4.4
	Other / DTS	21	72.3	5.7
Household Party Type	Single dem	11	82.1	6.5
	Dual dem	11	85.9	5.9
	Single rep	12	70.0	4.7
	Dual rep	21	75.1	5.9
	Other Mixed	10 35	78.4 70.9	6.2 4.6
Homeowner on Voter File	Yes	86	74.8	5.4
	No	14	79.2	5.8
Likely to Vote by Mail	Yes	71	75.0	5.0
	No	29	76.3	6.6
Likely November 2013 Voter	Yes	50	78.0	5.5
	No	50	72.8	5.3
Likely June 2014 Voter	Yes	79	75.0	4.8
	No	21	76.8	7.8

**SUPPORT WITH RENEWAL CLARIFICATION** Naturally, many voters in the town may not be aware that the existing parcel tax has been in place for several decades and has been periodically renewed by voters at cost of approximately \$750 per year for the typical homeowner. The objective of Question 6 was to make respondents aware of this fact, as well as clarify that the proposed measure would extend the existing parcel tax for a period of six years *without* raising the rate.

With the aforementioned clarification, aggregate support for the measure remained stable at 75%, although the percentage of voters who indicated they would *definitely* support the measure increased by 3% to 50% (see Figure 9 on the next page). Opposition to the measure at this point in the survey was confined to approximately 19% of respondents, and an additional 7% stated that they were unsure or unwilling to share their vote choice.

**Question 6** Voters approved a parcel tax for the Town of Atherton several decades ago and have periodically renewed the measure by popular vote. The parcel tax costs the typical home owner about \$750 per year. The proposed measure I just described would NOT raise the parcel tax. It would only extend the current tax for six more years. Knowing this, would you vote yes or no on this measure?

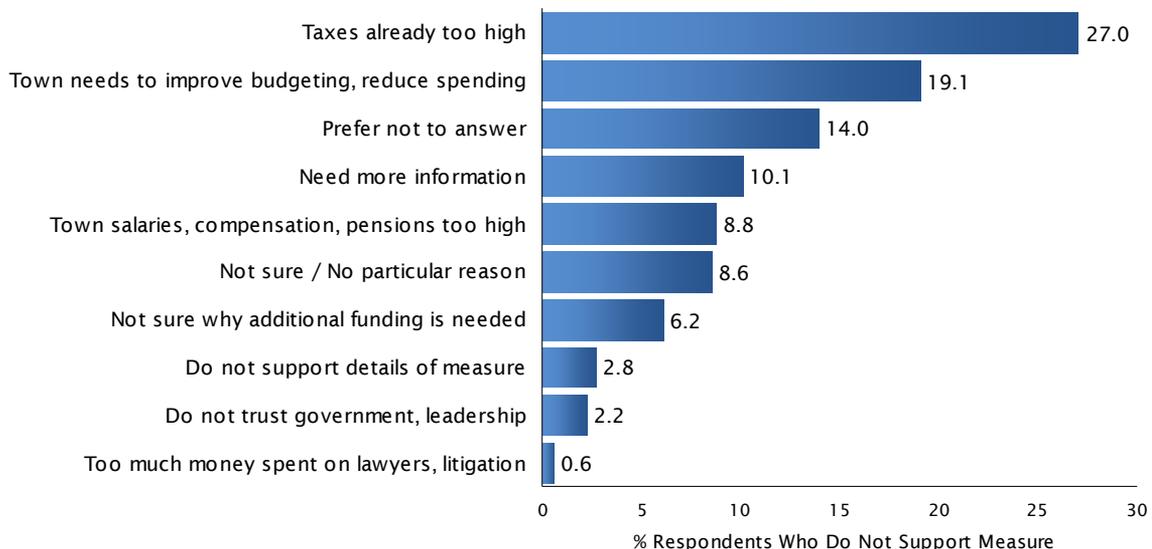
**FIGURE 9 INITIAL BALLOT TEST WITH EXTENSION INFORMATION**



**REASONS FOR OPPOSING MEASURE** Respondents who opposed the measure at Question 6 were subsequently asked if there was a particular reason for their position. Question 7 was asked in an open-ended manner, thereby allowing respondents to mention any reason that came to mind without being prompted by or restricted to a particular list of options. True North later reviewed the verbatim responses and grouped them into the categories shown in Figure 10. The most frequently-mentioned reasons for opposing the parcel tax were a concern about taxes already being too high (27%), a perception that the Town needs to improve how it manages its budget and/or reduce spending (19%), and a need for more information (10%).

**Question 7** Is there a particular reason why you do not support the measure I just described?

**FIGURE 10 REASONS FOR NOT SUPPORTING MEASURE**



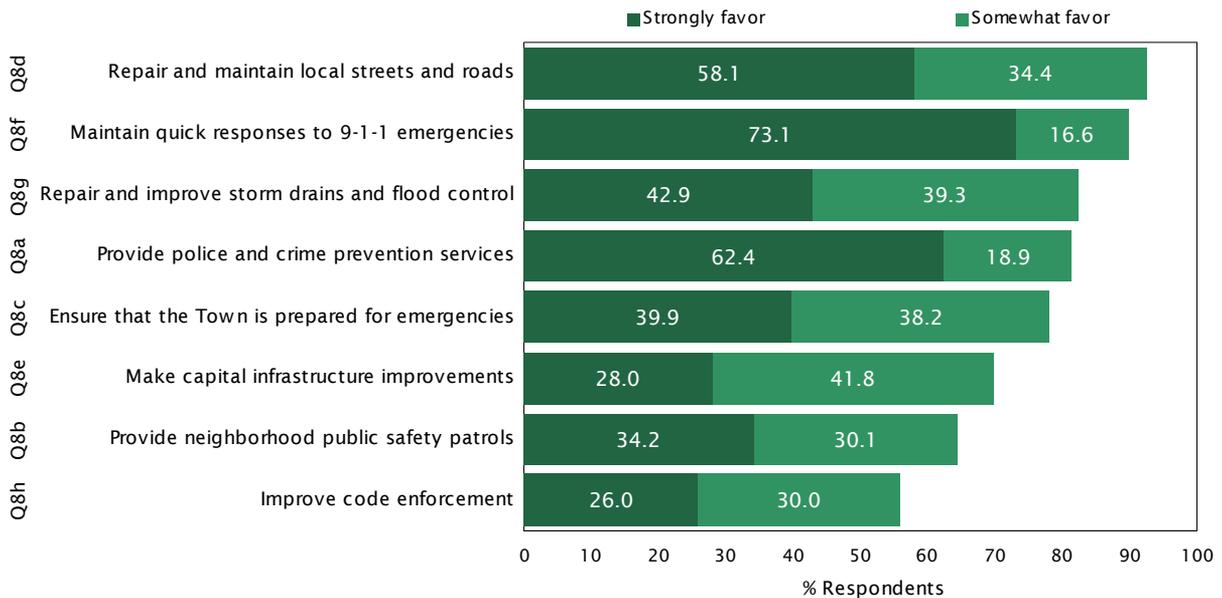
## PROGRAMS & PROJECTS

The ballot language presented in Question 5 indicated that the proposed parcel tax measure would be used to continue funding for police and crime prevention services, neighborhood public safety patrols, emergency preparedness, street repair and maintenance, and capital infrastructure improvements. The purpose of Question 8 was to provide respondents with the full range of programs and improvements that may be funded by the proposed measure, and to identify which of these improvements voters most favored funding with parcel tax proceeds.

After reading each item that may be funded by the measure, respondents were asked if they would favor or oppose spending some of the money on that particular item assuming that the measure passes. Truncated descriptions of the items tested, as well as voters' responses, are shown in Figure 11 below.<sup>2</sup>

**Question 8** *The measure we've been discussing would continue funding for a variety of services and infrastructure projects in the Town. If the measure passes, would you favor or oppose continuing to use some of the money to: \_\_\_\_\_, or do you not have an opinion?*

**FIGURE 11 PROGRAMS & PROJECTS**



Overall, the item that resonated with the largest percentage of respondents was repairing and maintaining local streets and roads (93% strongly or somewhat favor), followed closely by maintaining quick responses to 9-1-1 emergencies (90%), repairing and improving storm drains and flood control (82%), and providing police and crime prevention services (81%). At the other end of the spectrum, voters were somewhat less enthused with the prospect of using parcel tax proceeds to improve code enforcement services (56%).

2. For the full text of the items tested, turn to Question 8 in *Questionnaire & Toplines* on page 28.

**SPENDING PROJECT RATINGS BY SUBGROUP** Table 2 presents the top five projects (showing the percentage of respondents who *strongly* favor each) by position at the Initial Ballot Test. Not surprisingly, individuals who initially opposed the measure were generally less likely to favor spending money on a given project or service when compared with supporters and those who were initially undecided. Nevertheless, initial supporters, opponents, and the undecided did agree on all five of the top five priorities for funding.

**TABLE 2 TOP PROGRAMS & PROJECTS BY POSITION AT INITIAL BALLOT TEST**

Position at Initial Ballot Test (Q5)	Item	Program or Project Summary	% Strongly Favor
Probably or Definitely Yes (n = 388)	Q8f	Maintain quick responses to 9-1-1 emergencies	82
	Q8a	Provide police and crime prevention services	74
	Q8d	Repair and maintain local streets and roads	68
	Q8g	Repair and improve storm drains and flood control	49
	Q8c	Ensure that the Town is prepared for emergencies	48
Probably or Definitely No (n = 96)	Q8f	Maintain quick responses to 9-1-1 emergencies	37
	Q8d	Repair and maintain local streets and roads	25
	Q8g	Repair and improve storm drains and flood control	20
	Q8a	Provide police and crime prevention services	20
	Q8c	Ensure that the Town is prepared for emergencies	11
Not Sure (n =28)	Q8f	Maintain quick responses to 9-1-1 emergencies	79
	Q8a	Provide police and crime prevention services	58
	Q8d	Repair and maintain local streets and roads	45
	Q8g	Repair and improve storm drains and flood control	40
	Q8c	Ensure that the Town is prepared for emergencies	34

## POSITIVE ARGUMENTS

Ballot measures do not succeed or fail in a political vacuum. During an election cycle, proponents of a measure will present arguments to try to persuade voters to support a measure, just as opponents will present arguments to achieve the opposite goal. The objective of Question 9 was thus to present respondents with arguments in favor of the proposed measure and identify whether they felt the arguments were convincing reasons to support it. Arguments in opposition to the measure were also presented and will be discussed later in this report (see *Negative Arguments* on page 20). Within each series, specific arguments were administered in random order to avoid a systematic position bias.

**Question 9** *Supporters of the measure may say: \_\_\_\_\_. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?*

**FIGURE 12 POSITIVE ARGUMENTS**

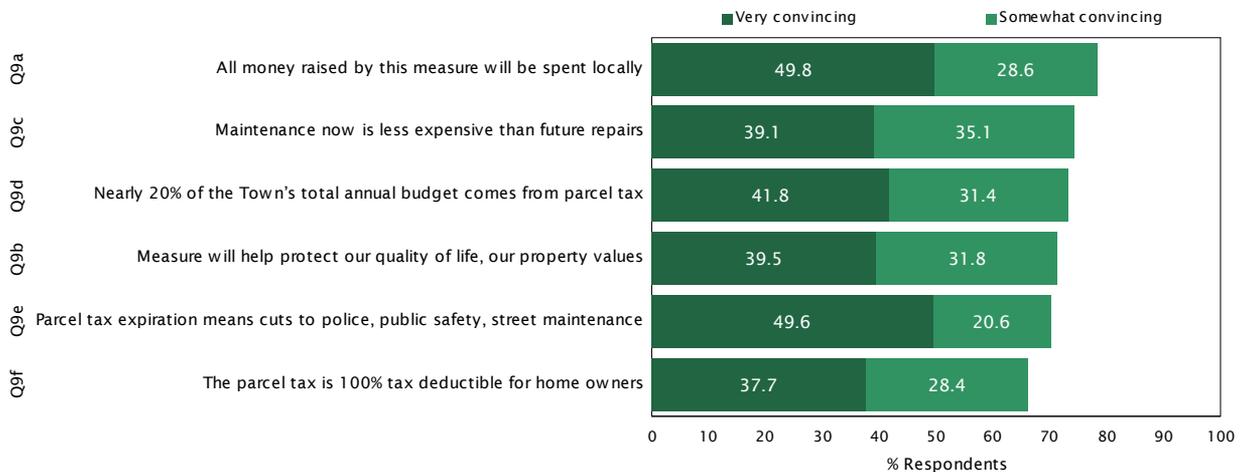


Figure 12 above presents the truncated positive arguments tested, as well as voters’ reactions to the arguments. The arguments are ranked from most convincing to least convincing based on the percentage of respondents who indicated that the argument was either a ‘very convincing’ or ‘somewhat convincing’ reason to support the measure. Using this methodology, the most compelling positive argument was: *All money raised by this measure will be spent locally to continue providing quality services in our community. It cannot be taken away by the State or be used for other purposes* (78%), *This measure will allow the Town to keep up with basic repairs and maintenance to streets and infrastructure. If we don't take care of it now, it will be a lot more expensive to repair in the future* (74%), and *The parcel tax has provided the Town with an important source of funding for several decades. Nearly 20% of the Town's total annual budget comes from the parcel tax* (73%).

**POSITIVE ARGUMENTS BY INITIAL SUPPORT** Table 3 lists the top five most convincing positive arguments (showing the percentage of respondents who cited it as *very convincing*) according to respondents’ vote choice at the Initial Ballot Test. The most striking pattern in the table is that the positive arguments resonated with a much higher percentage of voters who were initially inclined to support the measure when compared with voters who initially opposed the

measure or were unsure. Nevertheless, three arguments were ranked among the top five most compelling by all three groups.

**TABLE 3 TOP POSITIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST**

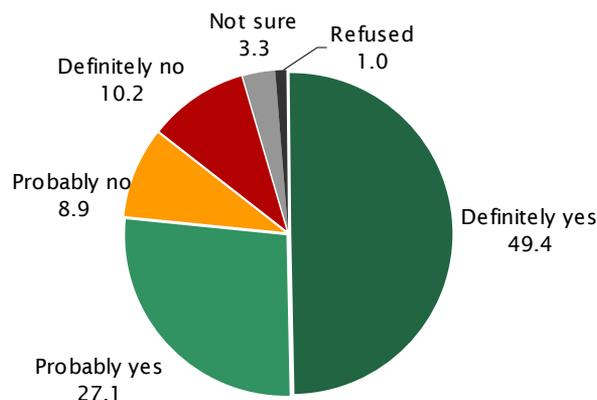
Position at Initial Ballot Test (Q5)	Item	Positive Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 388)	Q9e	Parcel tax expiration means cuts to police, public safety, street maintenance	62
	Q9a	All money raised by this measure will be spent locally	62
	Q9d	Nearly 20% of the Town's total annual budget comes from parcel tax	52
	Q9c	Maintenance now is less expensive than future repairs	49
	Q9b	Measure will help protect our quality of life, our property values	49
Probably or Definitely No (n = 96)	Q9f	The parcel tax is 100% tax deductible for home owners	14
	Q9a	All money raised by this measure will be spent locally	8
	Q9e	Parcel tax expiration means cuts to police, public safety, street maintenance	7
	Q9b	Measure will help protect our quality of life, our property values	6
	Q9c	Maintenance now is less expensive than future repairs	6
Not Sure (n = 28)	Q9d	Nearly 20% of the Town's total annual budget comes from parcel tax	36
	Q9a	All money raised by this measure will be spent locally	32
	Q9b	Measure will help protect our quality of life, our property values	32
	Q9e	Parcel tax expiration means cuts to police, public safety, street maintenance	28
	Q9f	The parcel tax is 100% tax deductible for home owners	28

## INTERIM BALLOT TEST

After exposing respondents to the types of positive arguments they may encounter during an election cycle, the survey again presented voters with the ballot language used previously to gauge how their support for the proposed parcel tax measure may have changed. As shown in Figure 13, overall support for the measure among voters increased slightly to 77%, with 49% of voters indicating that they would *definitely* vote yes on the measure. Approximately 19% of respondents opposed the measure at this point in the survey, and an additional 4% were unsure or unwilling to state their vote choice.

**Question 10** *Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again. In order to continue funding for police and crime prevention services; neighborhood public safety patrols; emergency preparedness; street repair and maintenance; and capital infrastructure improvements shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local? If the election were held today, would you vote yes or no on this measure?*

FIGURE 13 INTERIM BALLOT TEST



**SUPPORT BY SUBGROUPS** Table 4 on the next page shows how support for the measure at this point in the survey varied by key voter subgroups, as well as the percentage change in subgroup support when compared with the Initial Ballot Test. Positive differences appear in green, whereas negative differences appear in red. As shown in the table, support for the parcel tax generally changed by small amounts (+/- 4% or less) for most subgroups between the Initial and Interim Ballot Test. The largest net gains in support were found among those who had lived in Atherton between five and nine years, individuals who registered to vote in Atherton between 2005 and 2008, and voters under the age of 40.

TABLE 4 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT INTERIM BALLOT TEST

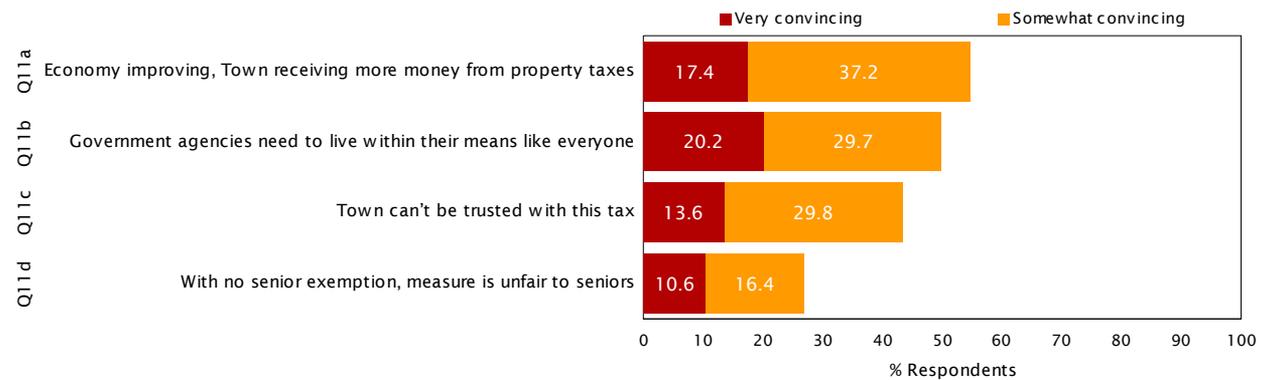
		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q5)
Overall		100	76.5	+1.1
Years in Atherton (Q1)	Less than 5	10	82.8	+3.9
	5 to 9	14	75.1	+6.8
	10 to 14	12	81.9	+4.8
	15 or more	63	74.8	-1.3
Parcel Size (QD3)	Less than half acre	13	74.2	+0.0
	Half acre or more	87	79.7	+1.8
Gender	Male	53	77.0	+1.4
	Female	47	75.9	+0.8
Age	18 to 39	13	69.5	+5.0
	40 to 49	12	74.3	+4.0
	50 to 64	35	77.4	+0.3
	65 or older	40	78.3	-0.3
Registration Year	2013 to 2009	21	72.2	+3.3
	2008 to 2005	10	60.2	+8.9
	2004 to 2001	9	87.3	-2.7
	2000 or before	61	79.1	-0.4
Party	Democrat	32	81.4	+0.5
	Republican	47	73.7	+0.8
	Other / DTS	21	75.1	+2.8
Household Party Type	Single dem	11	77.9	-4.2
	Dual dem	11	90.0	+4.1
	Single rep	12	69.8	-0.2
	Dual rep	21	76.4	+1.3
	Other Mixed	10 35	80.3 72.8	+2.0 +2.0
Homeowner on Voter File	Yes	86	76.1	+1.4
	No	14	78.8	-0.4
Likely to Vote by Mail	Yes	71	76.1	+1.1
	No	29	77.4	+1.1
Likely November 2013 Voter	Yes	50	77.7	-0.4
	No	50	75.4	+2.6
Likely June 2014 Voter	Yes	79	75.6	+0.6
	No	21	79.9	+3.1

## NEGATIVE ARGUMENTS

Whereas Question 9 presented respondents with arguments in favor of the measure, Question 11 presented respondents with arguments designed to elicit opposition to the measure. In the case of Question 11, however, respondents were asked whether they felt that the argument was a very convincing, somewhat convincing, or not at all convincing reason to *oppose* the measure. The arguments tested, as well as voters' opinions about the arguments, are presented in Figure 14.

**Question 11** *Opponents of the measure may say: ----- Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?*

FIGURE 14 NEGATIVE ARGUMENTS



Among the negative arguments tested, the most compelling were: *Now that the recession is over the economy is improving, the amount of money the Town receives from property taxes is increasing. We don't need to extend the parcel tax (55%), Government agencies need to live within their means, just like everyone else. We should not support this tax (50%), and The Town can't be trusted with this tax. They will mismanage the money (43%).*

**NEGATIVE ARGUMENTS BY INITIAL SUPPORT** Table 5 ranks the negative arguments (showing the percentage of respondents who cited each as very convincing) according to respondents' vote choice at the Initial Ballot Test.

TABLE 5 NEGATIVE ARGUMENTS BY POSITION AT INITIAL BALLOT TEST

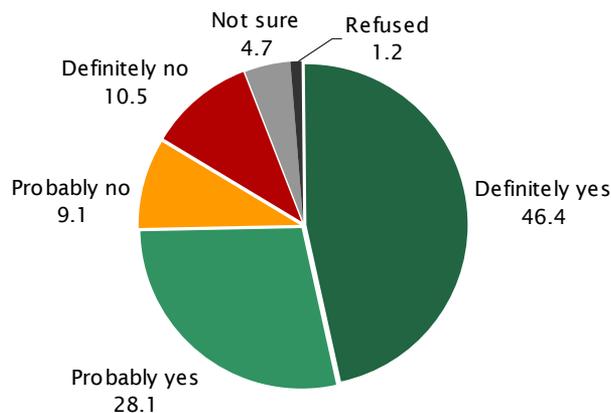
Position at Initial Ballot Test (Q5)	Item	Negative Argument Summary	% Very Convincing
Probably or Definitely Yes (n = 388)	Q11a	Economy improving, Town receiving more money from property taxes	11
	Q11b	Government agencies need to live within their means like everyone	9
	Q11d	With no senior exemption, measure is unfair to seniors	7
	Q11c	Town can't be trusted with this tax	5
Probably or Definitely No (n = 96)	Q11b	Government agencies need to live within their means like everyone	67
	Q11c	Town can't be trusted with this tax	46
	Q11a	Economy improving, Town receiving more money from property taxes	45
	Q11d	With no senior exemption, measure is unfair to seniors	26
Not Sure (n = 28)	Q11b	Government agencies need to live within their means like everyone	20
	Q11a	Economy improving, Town receiving more money from property taxes	18
	Q11c	Town can't be trusted with this tax	16
	Q11d	With no senior exemption, measure is unfair to seniors	6

## FINAL BALLOT TEST

Voters' opinions about ballot measures are often not rigid, especially when the amount of information presented to the public on a measure has been limited. An important goal of the survey was thus to gauge how voters' opinions about the proposed measure may be affected by the information they could encounter during the course of an election cycle. After providing respondents with the wording of the proposed measure, services that could be funded by the measure, as well as arguments in favor and against the proposal, respondents were again asked whether they would vote 'yes' or 'no' on the proposed parcel tax renewal measure.

**Question 12** *Now that you have heard a bit more about the measure, let me read you a summary of it one more time. In order to continue funding for police and crime prevention services; neighborhood public safety patrols; emergency preparedness; street repair and maintenance; and capital infrastructure improvements shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local? If the election were held today, would you vote yes or no on this measure?*

FIGURE 15 FINAL BALLOT TEST



At this point in the survey, support for the parcel tax measure was found among 75% of voters, with 46% indicating that they would *definitely* support the measure. Approximately 20% of respondents were opposed to the measure at the Final Ballot Test, and 6% were unsure or unwilling to state their vote choice.



## CHANGE IN SUPPORT

Table 6 provides a closer look at how support for the proposed parcel tax measure changed over the course of the interview by calculating the difference in support between the Initial, Interim, and Final Ballot Tests within various subgroups of voters. The percentage of support for the measure at the Final Ballot Test is shown in the column with the heading *% Probably or Definitely Yes*. The columns to the right show the difference between the Final and the Initial, and the Final and Interim Ballot Tests. Positive differences appear in green, whereas negative differences appear in red.

**TABLE 6 DEMOGRAPHIC BREAKDOWN OF SUPPORT AT FINAL BALLOT TEST**

		Approximate % of Voter Universe	% Probably or Definitely Yes	Change From Initial Ballot Test (Q5)	Change From Interim Ballot Test (Q10)
Overall		100	74.6	-0.8	-1.9
Years in Atherton (Q1)	Less than 5	10	81.1	+2.1	-1.7
	5 to 9	14	76.2	+7.9	+1.1
	10 to 14	12	80.3	+3.2	-1.6
	15 or more	63	72.0	-4.0	-2.7
Parcel Size (QD3)	Less than half acre	13	73.3	-1.0	-1.0
	Half acre or more	87	77.4	-0.5	-2.3
Gender	Male	53	76.0	+0.4	-1.0
	Female	47	72.9	-2.2	-3.0
Age	18 to 39	13	60.5	-4.0	-9.0
	40 to 49	12	72.6	+2.3	-1.7
	50 to 64	35	77.3	+0.2	-0.1
	65 or older	40	76.9	-1.7	-1.4
Registration Year	2013 to 2009	21	64.2	-4.7	-8.0
	2008 to 2005	10	61.7	+10.4	+1.5
	2004 to 2001	9	87.3	-2.7	No change
	2000 or before	61	78.3	-1.1	-0.8
Party	Democrat	32	81.7	+0.8	+0.3
	Republican	47	72.8	-0.1	-0.9
	Other / DTS	21	67.2	-5.1	-7.9
Household Party Type	Single dem	11	76.4	-5.7	-1.5
	Dual dem	11	91.5	+5.5	+1.5
	Single rep	12	68.6	-1.4	-1.2
	Dual rep	21	75.1	-0.0	-1.3
	Other	10	80.3	+2.0	-0.0
	Mixed	35	68.4	-2.5	-4.4
Homeowner on Voter File	Yes	86	73.9	-0.9	-2.2
	No	14	78.7	-0.4	-0.1
Likely to Vote by Mail	Yes	71	75.5	+0.5	-0.6
	No	29	72.2	-4.1	-5.2
Likely November 2013 Voter	Yes	50	77.1	-1.0	-0.6
	No	50	72.1	-0.7	-3.3
Likely June 2014 Voter	Yes	79	73.7	-1.3	-1.9
	No	21	77.7	+0.9	-2.2

As expected, voters generally responded to the negative arguments with a reduction in their support for the parcel tax measure when compared with the levels recorded at the Interim Ballot Test. The general trend over the course of the entire survey (Initial to Final Ballot Test), however, was mixed—with moderate decreases (-5% or less) in some groups being offset by modest increases in others.

Whereas Table 6 displays change in support for the measure over the course of the interview at the group level, Table 7 displays the individual-level changes that occurred between the Initial and Final Ballot Tests for the measure. On the left side of the table is shown each of the response options to the Initial Ballot Test and the percentage of respondents in each group. The cells in the body of the table depict movement within each response group (row) based on the information provided throughout the course of the survey as recorded by the Final Ballot Test. For example, in the first row we see that of the 46.8% of respondents who indicated that they would definitely support the measure at the Initial Ballot Test, 41.0% also indicated that they would definitely support the measure at the Final Ballot Test. Approximately 4.7% moved to the probably support group, 0.3% moved to the probably oppose group, 0.0% moved to the definitely oppose group, and 0.9% percent stated they were now unsure of their vote choice.

To ease interpretation of the table, the cells are color coded. Red shaded cells indicate declining support, green shaded cells indicate increasing support, whereas white cells indicate no movement. Moreover, within the cells, a white font indicates a fundamental change in the vote: from yes to no, no to yes, or not sure to either yes or no.

**TABLE 7 MOVEMENT BETWEEN INITIAL & FINAL BALLOT TESTS**

Initial Ballot Test (Q5)		Final Ballot Test (Q12)				
		Definitely support	Probably support	Probably oppose	Definitely oppose	Not sure
Definitely support	46.8%	41.0%	4.7%	0.3%	0.0%	0.9%
Probably support	28.6%	4.6%	20.5%	0.7%	0.8%	2.0%
Probably oppose	7.4%	0.1%	1.2%	5.3%	0.5%	0.3%
Definitely oppose	11.3%	0.0%	0.4%	2.0%	8.9%	0.0%
Not sure	5.9%	0.7%	1.3%	0.9%	0.2%	2.2%

As one might expect, the information conveyed in the survey had the greatest impact on individuals who either weren't sure about how they would vote at the Initial Ballot Test or were tentative in their vote choice (probably yes or probably no). Moreover, Table 7 makes clear that although the information did impact some voters, it did not do so in a consistent way for all respondents. Some respondents found the information conveyed during the course of the interview to be a reason to become more supportive of the measure, whereas a similar percentage found the same information to be a reason to be less supportive. Despite 10% of respondents making a *fundamental*<sup>3</sup> shift in their opinion about the measure over the course of the interview, the net impact is that support for the measure at the Final Ballot Test was just 1% lower than support at the Initial Ballot Test.

3. This is, they changed from a position of support, opposition or undecided at the Initial Ballot Test to a different position at the Final Ballot Test.



## BACKGROUND & DEMOGRAPHICS

**TABLE 8 DEMOGRAPHICS OF SAMPLE**

<b>Total Respondents</b>	<b>51.4</b>
<b>Years in Atherton (Q1)</b>	
Less than 5	10.2
5 to 9	14.1
10 to 14	12.4
15 or more	63.3
<b>Parcel Size (QD3)</b>	
Less than half acre	12.5
Half acre or more	80.8
Refused	6.7
<b>Gender</b>	
Male	53.3
Female	46.7
<b>Age</b>	
18 to 39	13.0
40 to 49	11.7
50 to 64	34.1
65 or older	38.9
Not on file	2.3
<b>Registration Year</b>	
2013 to 2009	20.5
2008 to 2005	10.1
2004 to 2001	8.7
2000 or before	60.6
Not on file	0.2
<b>Party</b>	
Democrat	32.1
Republican	47.0
Other / DTS	20.7
Not on file	0.2
<b>Household Party Type</b>	
Single dem	11.2
Dual dem	11.4
Single rep	11.9
Dual rep	20.8
Other	10.0
Mixed	34.7
Not on file	0.2
<b>Homeowner on Voter File</b>	
Yes	86.1
No	13.9
<b>Likely to Vote by Mail</b>	
Yes	71.0
No	29.0
<b>Likely November 2013 Voter</b>	
Yes	49.6
No	50.4
<b>Likely June 2014 Voter</b>	
Yes	78.7
No	21.3

In addition to questions directly related to the proposed measure, the study collected basic demographic information about respondents and their households. Some of this information was gathered during the interview, although much of it was collected from the voter file. The profile of the likely November 2014 voter sample used for this study is shown in Table 8.



## M E T H O D O L O G Y

The following sections outline the methodology used in the study, as well as the motivation for using certain techniques.

**QUESTIONNAIRE DEVELOPMENT** Dr. McLarney of True North Research worked closely with the Town of Atherton's subcommittee to develop a questionnaire that covered the topics of interest and avoided possible sources of systematic measurement error, including position-order effects, wording effects, response-category effects, scaling effects, and priming. Several questions included multiple individual items. Because asking the items in a set order can lead to a systematic position bias in responses, items were asked in random order for each respondent.

Some of the questions asked in this study were presented only to a subset of respondents. For example, only individuals who did not support the parcel tax extension at Question 6 were asked the follow-up open-ended Question 7 regarding their reasons for not supporting the measure. The questionnaire included with this report (see *Questionnaire & Toplines* on page 28) identifies the skip patterns that were used during the interview to ensure that each respondent received the appropriate questions.

**PROGRAMMING & PRE-TEST** Prior to fielding the survey, the questionnaire was CATI (Computer Assisted Telephone Interviewing) programmed to assist interviewers when conducting the telephone interviews, as well as web programmed to allow online participation. Both programs automatically navigate skip patterns, randomize the appropriate question items, and alert the interviewer (phone) or participant (web) to certain types of keypunching mistakes should they occur. The integrity of the questionnaire was pre-tested internally by True North prior to formally commencing the interviewing.

**SAMPLE, RECRUITING & DATA COLLECTION** The survey was administered to registered voters in the Town of Atherton who are likely to participate in the November 2014 election, with a subset of voters who are also likely to participate in the lower turnout November 2013 election and/or June 2014 primary election. A total of 3,434 voters were mailed letters that invited them to participate in the study either online at a secure website or by telephone. Each voter was assigned a unique personal identification number (PIN), which prevented outsiders from participating in the survey and ensured that voters completed the survey only once. A total of 514 voters participated in the survey online or by telephone between June 8 to June 19, 2013. The telephone interviews averaged 15 minutes in length.

**STATISTICAL MARGIN OF ERROR** The final sample of voters was representative of the age, gender, and partisanship of voters in the Town of Atherton who are likely to participate in the November 2014 election. The results of the sample can thus be used to estimate the opinions of *all* voters likely to participate in the November 2014 election. Because not all voters participated in the study, however, the results have what is known as a statistical margin of error due to sampling. The margin of error refers to the difference between what was found in the survey of 514 voters for a particular question and what would have been found if all 3,577 likely November 2014 voters identified in the Town had been surveyed for the study.

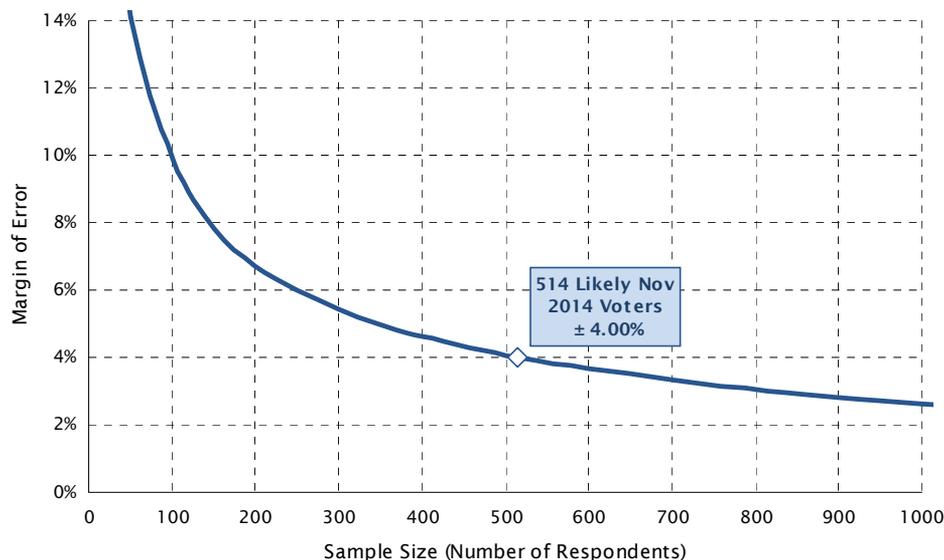
For example, in estimating the percentage of likely voters that would *definitely* support the measure at the Initial Ballot Test (Question 5 in the survey), the margin of error can be calculated if one knows the size of the population, the size of the sample, a confidence level, and the distribution of responses to the question. The appropriate equation for estimating the margin of error, in this case, is shown below.

$$\hat{p} \pm t \sqrt{\left(\frac{N-n}{N}\right) \frac{\hat{p}(1-\hat{p})}{n-1}}$$

Where  $\hat{p}$  is the proportion of voters who said *definitely yes* (0.47 for 47% in this example),  $N$  is the population size of likely voters (3,577),  $n$  is the sample size that received the question (514) and  $t$  is the upper  $\alpha/2$  point for the t-distribution with  $n - 1$  degrees of freedom (1.96 for a 95% confidence interval). Solving the equation using these values reveals a margin of error of  $\pm 4.00\%$ . This means that with 47% of survey respondents indicating they would *definitely* support the measure at the Initial Ballot Test, we can be 95% confident that the actual percentage of all likely November 2014 voters that would definitely support the measure is between 43% and 51%.

Figure 16 provides a graphic plot of the *maximum* margin of error in this study. The maximum margin of error for a dichotomous percentage result occurs when the answers are evenly split such that 50% provide one response and 50% provide the alternative response. For this survey, the maximum margin of error is  $\pm 4.00\%$ .

**FIGURE 16 MAXIMUM MARGIN OF ERROR DUE TO SAMPLING**



Within this report, figures and tables show how responses to certain questions varied by subgroups such as age, gender, and partisan affiliation. Figure 16 is thus useful for understanding how the maximum margin of error for a percentage estimate will grow as the number of individuals asked a question (or in a particular subgroup) shrinks. Because the margin of error grows

exponentially as the sample size decreases, the reader should use caution when generalizing and interpreting the results for small subgroups.

**DATA COLLECTION** Interviews were conducted online and also during weekday evenings (5:30PM to 9PM) and on weekends (10AM to 5PM) by telephone between June 8 to June 19, 2013. It is standard practice not to call during the day on weekdays because most working adults are unavailable and thus calling during those hours would bias the sample. The phone interviews averaged 15 minutes in length.

**DATA PROCESSING** Data processing consisted of checking the data for errors or inconsistencies, coding and recoding responses, and preparing frequency analyses and crosstabulations.

**ROUNDING** Numbers that end in 0.5 or higher are rounded up to the nearest whole number, whereas numbers that end in 0.4 or lower are rounded down to the nearest whole number. These same rounding rules are also applied, when needed, to arrive at numbers that include a decimal place in constructing figures and charts. Occasionally, these rounding rules lead to small discrepancies in the first decimal place when comparing tables and pie charts for a given question.



# QUESTIONNAIRE & TOPLINES



Town of Atherton  
Parcel Tax Survey  
Final Toplines  
June 2013

## Section 1: Introduction to Study

Hi, may I please speak to \_\_\_\_\_. My name is \_\_\_\_\_, and I'm calling on behalf of TNR, an independent public opinion research firm. We're conducting a survey of voters about important issues in Atherton and I'd like to get your opinions.

*If needed:* This is a survey about important issues in your community—I'm NOT trying to sell anything and I won't ask for a donation.

*If needed:* The survey should take about 10 minutes to complete.

*If needed:* If now is not a convenient time, can you let me know a better time so I can call back?

*If the person asks why you need to speak to the listed person or if they ask to participate instead, explain:* For statistical purposes, at this time the survey must only be completed by this particular individual.

*If the person says they are an elected official or is somehow associated with the survey, politely explain that this survey is designed to measure the opinions of those not closely associated with the study, thank them for their time, and terminate the interview.*

## Section 2: Quality of Life & Overall Services

I'd like to begin by asking you a few questions about what it is like to live in the Town of Atherton.

Q1	How long have you lived in the Town of Atherton?		
1	Less than 1 year		1%
2	1 to 2 years		4%
3	3 to 4 years		5%
4	5 to 9 years		14%
5	10 to 14 years		12%
6	15 years or longer		63%
99	Refused		0%
Q2	How would you rate the overall quality of life in Atherton? Would you say it is excellent, good, fair, poor or very poor?		
1	Excellent		60%
2	Good		33%
3	Fair		5%
4	Poor		0%
5	Very Poor		0%
98	Not sure		1%
99	Refused		0%

Q3	If the Town government could change one thing to make Atherton a better place to live now and in the future, what change would you like to see? Verbatim responses recorded and later grouped into categories shown below.	
	No changes / Cannot think of anything	22%
	Address traffic issues	14%
	Improve government, leadership	12%
	Improve public safety	10%
	Improve trails, sidewalks, bike paths	6%
	Improve budgeting, spending	5%
	More restrictions, enforcement on construction, permitting	5%
	Improve trash disposal services	4%
	Improve street lighting	4%
	Improve streets, roads	3%
	Add, improve libraries	3%
	Reduce noise pollution	3%
	Improve parks	3%
	Improve sense of community, neighborhoods	3%
	Develop new town center	2%
	Improve communication, outreach efforts	2%
	Improve parking	2%
	Bury power, telephone cables	2%
	Plant trees	2%
	Improve permitting process	2%
	Improve stormwater drainage	2%
	Reduce taxes	2%
	Improve schools, education	2%
	Improve public transit	2%
	Improve quality, speed of public services	2%
	Fewer legal conflicts with residents	1%
	Fewer restrictions on construction, permitting	1%
	Address barking dog complaints	1%
	Attract new businesses	1%
	Implement, restructure local taxes	1%
	Improve staff	1%
	Improve public facilities	1%

Q4	Generally speaking, are you satisfied or dissatisfied with the job the Town of Atherton is doing to provide city services? <i>Get answer, then ask: Would that be very (satisfied/dissatisfied) or somewhat (satisfied/dissatisfied)?</i>	
	1	Very satisfied 37%
	2	Somewhat satisfied 45%
	3	Somewhat dissatisfied 9%
	4	Very dissatisfied 5%
	98	Not sure 3%
	99	Refused 1%

### Section 3: Initial Ballot Test

Later this year, voters in Atherton may be asked to vote on a local ballot measure. Let me read you a summary of the measure.

Q5	<p>In order to continue funding for:</p> <ul style="list-style-type: none"> <li>◊ Police and crime prevention services</li> <li>◊ Neighborhood public safety patrols</li> <li>◊ Emergency preparedness</li> <li>◊ Street repair and maintenance</li> <li>◊ And capital infrastructure improvements</li> </ul> <p>Shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local?</p> <p>If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i></p>	
	1	Definitely yes 47%
	2	Probably yes 29%
	3	Probably no 7%
	4	Definitely no 11%
	98	Not sure 5%
	99	Refused 1%

<p>Voters approved a parcel tax for the Town of Atherton several decades ago and have periodically renewed the measure by popular vote. The parcel tax costs the typical home owner about \$750 per year.</p>				
<p><b>Q6</b> The proposed measure I just described would NOT raise the parcel tax. It would only extend the current tax for six more years.</p> <p>Knowing this, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i></p>				
	1	Definitely yes	50%	Skip to Q8
	2	Probably yes	25%	Skip to Q8
	3	Probably no	9%	Ask Q7
	4	Definitely no	10%	Ask Q7
	98	Not sure	5%	Ask Q7
	99	Refused	1%	Skip to Q8
<p><b>Q7</b> Is there a particular reason why you do not support the measure I just described? Verbatim responses recorded and later grouped into categories shown below.</p>				
	Taxes already too high		27%	
	Town needs to improve budgeting, reduce spending		19%	
	Prefer not to answer		14%	
	Need more information		10%	
	Town salaries, compensation, pensions too high		9%	
	Not sure / No particular reason		9%	
	Not sure why additional funding is needed		6%	
	Do not support details of measure		3%	
	Do not trust government, leadership		2%	
	Too much money spent on lawyers, litigation		1%	

**Section 4: Programs & Projects**

<p>The measure we've been discussing would continue funding for a variety of services and infrastructure projects in the Town.</p>								
<p><b>Q8</b> If the measure passes, would you favor or oppose continuing to use some of the money to: _____, or do you not have an opinion? <i>Get answer, if favor or oppose, then ask: Would that be strongly (favor/oppose) or somewhat (favor/oppose)?</i></p>								
	<i>Randomize</i>		Strongly Favor	Somewhat Favor	Somewhat Oppose	Strongly Oppose	No Opinion	Refused
A	Provide police and crime prevention services	62%	19%	9%	4%	5%	1%	
B	Provide neighborhood public safety patrols	34%	30%	14%	6%	14%	2%	

C	Ensure that the Town is adequately prepared for emergencies	40%	38%	11%	3%	6%	2%
D	Repair and maintain local streets and roads	58%	34%	3%	1%	2%	1%
E	Make capital infrastructure improvements	28%	42%	12%	6%	10%	3%
F	Maintain quick responses to 9-1-1 emergencies	73%	17%	5%	2%	3%	1%
G	Repair and improve storm drains and flood control	43%	39%	8%	2%	7%	2%
H	Improve code enforcement	26%	30%	20%	9%	13%	2%

#### Section 5: Positive Arguments

What I'd like to do now is tell you what some people may say about the measure we've been discussing.

Q9 Supporters of the measure may say: \_\_\_\_\_. Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to SUPPORT the measure?

		Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused
	<i>Randomize</i>						
A	All money raised by this measure will be spent locally to continue providing quality services in our community. It cannot be taken away by the State or be used for other purposes.	50%	29%	14%	3%	3%	3%
B	By keeping our Town safe, clean and well-maintained, this measure will help protect our quality of life and our property values.	40%	32%	16%	8%	2%	2%
C	This measure will allow the Town to keep up with basic repairs and maintenance to streets and infrastructure. If we don't take care of it now, it will be a lot more expensive to repair in the future.	39%	35%	16%	3%	3%	3%
D	The parcel tax has provided the Town with an important source of funding for several decades. Nearly 20% of the Town's total annual budget comes from the parcel tax.	42%	31%	15%	4%	5%	3%
E	If the parcel tax is allowed to expire, it will mean cuts to important services including police, public safety and street maintenance.	50%	21%	15%	8%	4%	3%
F	The parcel tax is 100% tax deductible for home owners.	38%	28%	19%	6%	6%	2%

**Section 6: Interim Ballot Test**

Sometimes people change their mind about a measure once they have more information about it. Now that you have heard a bit more about the measure, let me read you a summary of it again.

Q10	In order to continue funding for:		
	<ul style="list-style-type: none"> <li>◊ Police and crime prevention services</li> <li>◊ Neighborhood public safety patrols</li> <li>◊ Emergency preparedness</li> <li>◊ Street repair and maintenance</li> <li>◊ And capital infrastructure improvements</li> </ul>		
	Shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local?		
	If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask:</i> Would that be definitely (yes/no) or probably (yes/no)?		
	1	Definitely yes	49%
	2	Probably yes	27%
	3	Probably no	9%
4	Definitely no	10%	
98	Not sure	3%	
99	Refused	1%	

**Section 7: Negative Arguments**

Next, let me tell you what opponents of the measure may say.

Q11	Opponents of the measure may say: ----- Do you think this is a very convincing, somewhat convincing, or not at all convincing reason to OPPOSE the measure?							
	<i>Randomize</i>							
		Very Convincing	Somewhat Convincing	Not At All Convincing	Don't Believe	Don't Know/No Opinion	Refused	
	A	Now that the recession is over the economy is improving, the amount of money the Town receives from property taxes is increasing. We don't need to extend the parcel tax.	17%	37%	28%	12%	4%	2%
	B	Government agencies need to live within their means, just like everyone else. We should not support this tax.	20%	29%	38%	8%	2%	2%
	C	The Town can't be trusted with this tax. They will mismanage the money.	14%	30%	31%	19%	5%	2%
D	This measure is unfair to seniors. There is no senior exemption.	11%	16%	51%	14%	6%	2%	

**Section 8: Final Ballot Test**

Now that you have heard a bit more about the measure, let me read you a summary of it one more time.

Q12	In order to continue funding for:		
		◇ Police and crime prevention services	
		◇ Neighborhood public safety patrols	
		◇ Emergency preparedness	
		◇ Street repair and maintenance	
		◇ And capital infrastructure improvements	
	Shall the Town of Atherton extend its expiring parcel tax for six years without raising the tax rate and with all funds staying local?		
If the election were held today, would you vote yes or no on this measure? <i>Get answer, then ask: Would that be definitely (yes/no) or probably (yes/no)?</i>			
	1	Definitely yes	46%
	2	Probably yes	28%
	3	Probably no	9%
	4	Definitely no	10%
	98	Not sure	5%
	99	Refused	1%

**Section 9: Background & Demographics**

Thank you so much for your participation. I have just a few background questions for statistical purposes.

D1	Do you own or rent your residence in Atherton?		
	1	Own	88%
	2	Rent	2%
	99	Refused	10%
D2	Which of the following best describes your home?		
	1	Detached, single family residence	95% Ask D3
	2	Townhome or condominium	0% Skip to End
	3	Apartment	0% Skip to End
	99	Refused	4% Skip to End

D3	How large is your parcel?		
	1	Less than ¼ acre	3%
	2	¼ acre to less than ½ acre	10%
	3	½ acre to less than 2 acres	81%
	4	2 acres or larger	4%
	99	Refused	2%
Those are all of the questions that I have for you. Thanks so much for participating in this important survey.			

#### Post-Interview & Sample Items

S1	Gender		
	1	Male	53%
	2	Female	47%
S2	Party		
	1	Democrat	32%
	2	Republican	47%
	3	Other	1%
	4	DTS	19%
S3	Age on Voter File		
	1	18 to 29	8%
	2	30 to 39	5%
	3	40 to 49	12%
	4	50 to 64	34%
	5	65 or older	39%
	99	Not coded	2%
S4	Registration Date		
	1	2013 to 2009	21%
	2	2008 to 2005	10%
	3	2004 to 2001	9%
	4	2000 to 1997	7%
	5	Before 1997	53%

S5 Household Party Type		
1	Single Dem	11%
2	Dual Dem	11%
3	Single Rep	12%
4	Dual Rep	21%
5	Single Other	5%
6	Dual Other	5%
7	Dem & Rep	9%
8	Dem & Other	9%
9	Rep & Other	16%
0	Mixed (Dem + Rep + Other)	1%
S6 Homeowner on Voter File		
1	Yes	86%
2	No	14%
S7 Likely to Vote by Mail		
1	Yes	71%
2	No	29%
S8 Likely November 2013 Voter		
1	Yes	50%
2	No	50%
S9 Likely June 2014 Voter		
1	Yes	79%
2	No	21%
S10 Likely November 2014 Voter		
1	Yes	100%
2	No	0%



## Town of Atherton

### **CITY COUNCIL STAFF REPORT – PUBLIC HEARING**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: JULY 17, 2013**

**SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON, CALIFORNIA ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE TOWN OF ATHERTON MEASURES RELATING TO (1) RENEWAL OF THE PARCEL TAX FOR AN ADDITIONAL FOUR YEARS AND (2) INCREASING THE APPROPRIATION LIMIT TO PERMIT SPENDING THE PROCEEDS OF THE PARCEL TAX FOR THE SAME PERIOD AND CONSOLIDATING WITH THE COUNTY AT THE NOVEMBER 5, 2013 ELECTION**

#### **RECOMMENDATION**

That the Council hold a public hearing and adopt the following ordinance:

AN ORDINANCE OF THE TOWN OF ATHERTON CALLING AN ELECTION TO SUBMIT TO THE VOTERS (1) AN ORDINANCE AUTHORIZING THE RENEWAL OF THE PARCEL TAX FOR AN ADDITIONAL FOUR YEARS AND (2) AN ORDINANCE OF INCREASING THE APPROPRIATIONS LIMIT FOR THE SAME PERIOD

#### **BACKGROUND**

In 2009 the voters of the Town of Atherton adopted Ordinance 581 by a two-thirds vote, adopting a parcel tax for four fiscal years. The last fiscal year that the parcel tax will be in effect is the 2013-14 fiscal year. The parcel tax is a significant portion of the Town's total revenue, making possible the funding of the police department at its current levels as well as certain capital improvements. After reviewing the Town's budget and the survey information provided by True North Research on the preferences of Atherton residents, the Council directed staff to place on its July agenda the ordinances and resolutions necessary to place before the voters an

extension of that parcel tax and an associated increase in the Town's appropriations limit (also known as the Gann limit.) The measures would go before the voters at a special municipal election consolidated with other San Mateo County elections on November 5, 2013.

For the town to spend the proceeds of a parcel tax, the voters also need to approve an increase in the Town's appropriation limit. Under Article XIII B of the California Constitution, the voters can raise the appropriation limit for no more than four years at a time. The attached ordinances therefore provide for a four (4) year extension of the parcel tax and a four (4) year increase in the appropriations limit.

#### Effective Date of Ordinance

The ordinance before the council placing these measures on the ballot is effective immediately upon passage by the Council. The ordinance extending the parcel tax would go into effect upon approval by two-thirds of those voting in Atherton's November election. The tax would be collected for fiscal years 2014-15 through 2017-18. The increase of the appropriations limit requires a simple majority of the voters; it would be effective for the same fiscal years as the parcel tax.

#### ALTERNATIVES

1. Pass the ordinances as proposed, advising staff of the appropriate tax rate table to include.
2. Decide not to pass the ordinance(s) as proposed at this time.

Attachments: Ordinance Placing Measures Before the Voters

**ORDINANCE NO. xxx**

**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON, CALIFORNIA ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE TOWN OF ATHERTON MEASURES RELATING TO (1) RENEWAL OF THE PARCEL TAX FOR AN ADDITIONAL FOUR YEARS AND (2) INCREASING THE APPROPRIATION LIMIT TO PERMIT SPENDING THE PROCEEDS OF THE PARCEL TAX FOR THE SAME PERIOD AND REQUEST THE SAN MATEO COUNTY BOARD OF SUPERVISORS CONSOLIDATE WITH ANY OTHER ELECTION TO BE HELD ON NOVEMBER 5, 2013**

The City Council of the Town of Atherton does hereby ordain as follows:

**SECTION 1.** ELECTION CALLED. The City Council of the Town of Atherton submits the following ordinances to the voters of the Town of Atherton at a Special Election to be held on Tuesday, November 5, 2013.

**SECTION 2.** FULL TEXT OF THE FIRST MEASURE. The complete text of the first proposed ordinance shall be:

**“AN ORDINANCE OF THE TOWN OF ATHERTON  
AUTHORIZING THE RENEWAL OF A SPECIAL TAX TO  
CONTINUE TO PROVIDE FUNDING FOR TOWN POLICE  
AND EMERGENCY SERVICES, INCLUDING  
MAINTAINING NEIGHBORHOOD POLICE PATROLS  
AND THE TOWN’S ABILITY TO RESPOND TO  
EMERGENCIES, REPAIRING AND MAINTAINING  
STREETS, AND REPAIRING AND CONSTRUCTING  
STORM DRAINS, FOR FOUR YEARS**

The people of the Town of Atherton do ordain as follows:

**SECTION 1.** **AUTHORITY TO ADOPT MEASURE.** This ordinance and the tax authorized herein are adopted pursuant to the provisions of the California Constitution, Articles XIII A §4 and XIII C §2, and pursuant to Sections 50075 and following and 53722 of the California Government Code.

**SECTION 2.** **AUTHORIZATION TO LEVY SPECIAL TAX.** If, for any fiscal year commencing on or after July 1, 2014, the City Council shall determine that certain police, emergency response services, street repair and maintenance, and drainage facility repair and maintenance are necessary for the public good, welfare, and safety, and that the cost of providing such services will exceed the amount of funds generated through other revenue and income, and/or if capital improvements are required, the cost of which exceeds the amount of funds generated through other revenues and receipts, then it may levy a special tax for such fiscal year on each parcel of property within the Town in the manner provided herein. This special tax shall be in addition to the annual tax rate allowed by law.

**SECTION 3.** **DETERMINATION OF AMOUNT TO BE RAISED.** Each year following adoption of the Town’s annual budget, the City Council will determine the total

amount of expenditures necessary to provide adequate levels of the municipal services identified in Section 2 above and capital improvements and deduct therefrom the projected revenue to be gathered from sources other than this special tax. The difference, if any, shall be the maximum amount of funds to be derived from the tax authorized by this ordinance for such year.

SECTION 4. MAXIMUM TAX RATE/METHOD OF ASSESSMENT. After determining the amount of tax to be raised under Section 3, the City Council shall apportion said amount among the parcels of real property within the Town not exempted by law as follows:

MAXIMUM TAX IN GIVEN YEAR

**SEE ATTACHED OPTIONS**

The records of the San Mateo County Assessor, as of each year, shall determine whether or not any particular lot is unimproved for purposes of this ordinance.

SECTION 5. HEARING, TAX LIEN AND INCLUSION IN CITY TAXES. Prior to levying a special tax under this ordinance in any fiscal year, the City Council shall conduct a public hearing on the proposed tax. Such hearing shall be conducted after the City Council has adopted an annual budget for that year. Notice of such hearing shall be posted in at least three public places within the Town of Atherton at least fifteen days prior to the hearing. All of the information and material which the City Council intends to consider at such hearing and the amount of tax to be raised shall be made available to the public by being on file in the office of the City Clerk for at least fifteen days prior to said hearing. Following said hearing, the City Council may adopt a resolution fixing the amount of tax to be raised which shall not exceed the amount contained in the material on file in the Clerk's office. Any tax levied under this ordinance shall become a lien upon the properties against which it is assessed and collectible in the manner provided by applicable law and by the levying resolution.

SECTION 6. COLLECTION. The City Council may elect to have any special tax authorized under this Chapter either collected by the Town or, in the alternative, by the Tax Collector of San Mateo County. If the services of the Tax Collector of the County of San Mateo are elected, the special tax may only be included on the annual tax bill sent out by such Tax Collector. A certified copy of the resolution electing to use the service of the Tax Collector of San Mateo County shall be filed with said Tax Collector prior to September 1st of the fiscal year for which the tax is assessed and shall include a list of all parcels of real property to be taxed and the amount of each parcel.

SECTION 7. FUNDING AND EXPENDING PROCEEDS. Proceeds of any tax levied under this ordinance shall be deposited in a Special Fund and expended only for the purposes stated in this ordinance.

SECTION 8. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any other provision or applications, and to this end the provisions of this ordinance are declared to be severable.

**SECTION 9. DURATION AMENDMENT OR REPEAL.** The authorization to levy a tax under this ordinance shall commence with the Fiscal Year 2010-2011, beginning July 1, 2010 and shall continue through and including June 30, 2014.

This ordinance shall be adopted if approved as an initiative measure by two-thirds of the voters voting at a Special Election to be held on November 3, 2009, and go into effect ten (10) days after the City Council has, by resolution, declared that such initiative measure was approved by two-thirds of the voters voting thereon.”

**SECTION 3. FULL TEXT OF THE SECOND MEASURE**

**AN ORDINANCE OF THE TOWN OF ATHERTON  
INCREASING THE APPROPRIATION LIMIT FOR FOUR  
YEARS TO PERMIT SPENDING OF THE PROCEEDS OF  
A VOTER-APPROVED PARCEL TAX.**

The people of the Town of Atherton do ordain as follows:

**SECTION 1. AUTHORITY TO ADOPT MEASURE.** This ordinance and the tax authorized herein are adopted pursuant to the provisions of the California Constitution, Article XIII B,

**SECTION 2. INCREASE IN APPROPRIATIONS LIMIT.** Pursuant to Article XIII B of the California Constitution, the appropriations limit for the Town of Atherton will be increased for four fiscal years, commencing with the 2014-15 fiscal year, by the amount of money levied under a voter-approved parcel tax.

This ordinance shall be adopted if approved as an initiative measure by a majority of the voters voting at the Municipal Election to be held on November 5, 2013, and go into effect ten (10) days after the City Council has, by resolution, declared that such initiative measure was approved by a majority of the voters voting thereon.”

**SECTION 4. CONDENSED STATEMENT OF MEASURES.** The manner in which the two proposed measures shall appear on the ballot shall be:

“To continue providing funding to maintain neighborhood police patrols and the Town’s ability to respond to emergencies, repairing and maintaining streets, and repairing and constructing storm drains, shall an ordinance be adopted to continue the existing Town of Atherton Special Parcel Tax for four years?”	YES
	NO

“To permit the Town to spend the proceeds of a special parcel tax approved by Atherton voters, shall an ordinance be adopted increasing the appropriations limit for four years?	YES
	NO

**SECTION 5. PUBLICATION.** This ordinance shall be posted in at least three public places within the Town of Atherton, and shall become effective immediately upon its passage and approval. The City Clerk is authorized and directed to give notice of election in accordance with Chapter 2 (commencing with section 12100) of Division 12 of the California Elections Code.

**SECTION 6. CONSOLIDATION.** Due to the economics involved, the public interest would best be served by consolidating such Special Election with any other elections to be held on Tuesday, November 5, 2013 and by contracting with the County of San Mateo for election services. The Town of Atherton does hereby request the Board of Supervisors of the County of San Mateo to consolidate said Special Election with any other election to be held on November 5, 2013. The City Manager is hereby authorized and directed to enter into a contract with the Chief Elections Official of the County of San Mateo for the purpose of providing election services in connection with said Special Election.

**SECTION 7. SEVERABILITY.** If any provision of this ordinance or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect any other provision or application, and to this end the provisions of the ordinance are declared to be severable.

**SECTION 8. EFFECTIVE DATE.** This ordinance calling an election shall become effective immediately upon its adoption by the City Council of the Town of Atherton.

\* \* \* \* \*

*I hereby certify that the foregoing ordinance was adopted at a regular meeting of the City Council of the Town of Atherton held on July 17, 2013, by the following roll call vote:*

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

\_\_\_\_\_  
 Elizabeth Lewis, Mayor  
 Town of Atherton

ATTEST:

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Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

---

William B. Conners, City Attorney

<b>Option A - Existing</b>	
<b>Category</b>	<b>Rate</b>
For each dwelling on a parcel less than ¼ acre	\$ 450
For each unimproved parcel less than ¼ acre	\$ 225
For each dwelling on a parcel greater than ¼ acre but less than ½ acre	\$ 570
For each unimproved parcel greater than ¼ acre but less than ½ acre	\$ 285
For a dwelling on a parcel with an area of ½ acre but less than 2 acres	\$ 750
For each unimproved parcel with an area of ½ acre but less than 2 acres	\$ 375
For each dwelling on a parcel with an area of 2 acres or more	\$ 960
For each unimproved parcel with an area of 2 acres or more.	\$ 480
For each private club	\$ 10,000
For each parcel available for tax owned by a utility which serves Atherton area	\$ 450
For each parcel available for tax owned by a utility which does not directly serve the Atherton area	\$ 750

<b>Option B - Flat \$750 for 1/2 acre or More</b>	
<b>Category</b>	<b>Rate</b>
For each unimproved parcel less than ¼ acre	\$ 225
For each unimproved parcel greater than ¼ acre but less than ½ acre	\$ 285
For each unimproved parcel with an area of ½ acre but less than 2 acres	\$ 375
For each unimproved parcel with an area of 2 acres or more.	\$ 480
For each dwelling on a parcel greater than ¼ acre but less than ½ acre	\$ 570
For a dwelling on a parcel with an area of ½ acre or more	\$ 750
For each private club	\$ 10,000
For each parcel available for tax owned by a utility which serves Atherton area	\$ 450
For each parcel available for tax owned by a utility which does not directly serve the Atherton area	\$ 750

<b>Option C - Flat \$340 (average) for vacant &amp; \$750 for dwelling</b>	
<b>Category</b>	<b>Rate</b>
For each unimproved parcel	\$ 340
For each dwelling on a parcel	\$ 750
For each private club	\$ 10,000
For each parcel available for tax owned by a utility which serves Atherton area	\$ 450
For each parcel available for tax owned by a utility which does not directly serve the Atherton area	\$ 750



## Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER  
THERESA N. DELLASANTA, CITY CLERK**

**DATE: JULY 17, 2013**

**SUBJECT: SELECTION OF CANDIDATE FOR CITY COUNCIL**

#### **RECOMMENDATION**

Again review the full slate of candidates and if deemed appropriate, conduct a vote/selection process to appoint a member to the City Council.

#### **BACKGROUND**

Former Council Member Jerry Carlson resigned effective Monday, July 1, 2013. Carlson's current term expires December 17, 2014. On July 3 staff presented the City Council with a breakdown of options related to filling the City Council vacancy. It was noted that on July 11 the City Council would consider a slate of candidates that had applied for the vacancy and if possible, select a candidate for appointment.

*At the July 3 Study Session it was also noted that while the Government Code set a deadline for calling the Special Election to occur in November 2013 and calling the election by July 11 met that deadline, once called, the Council retained the option of appointing a candidate to fill the vacancy. If an appointment was made, the election would be canceled.*

At the July 11 Special Meeting, the City Council was unable to select a candidate using the voting methodology of elimination and reached a 2-2 stalemate. Following the meeting, staff spoke with the Mayor who asked if/when the City Council could again be provided the opportunity to select a candidate using the full slate of applicants. Because staff had already advised the City Council that that option remained, staff has placed the opportunity on the July 17 Regular Agenda for consideration.

## **FINDINGS**

The applicants for City Council consideration are:

Greg Conlon  
Rick DeGolia  
Joann Byrne Sockolov  
Michael Lempres  
John Ruggiero  
Diane Sandhu  
Michael Stogner

At the July 11 meeting the City Council conducted interviews and questions of applicants. The applicants have been advised that the City Council will again be considering the issue at the July 17 meeting. The voting process remains the same and the Council will be provided with a ballot for selection

To begin the process, the Mayor will publicly state the names of applicants received for consideration and then ask the Council if they have any technical or clarifying questions. Following any questions, the Mayor may invite public input.

Upon the close of public input, the Council will deliberate.

Votes will then be taken by ballot.

### **Voting Procedures**

Voting procedures will be conducted as follows:

- Official ballots will be provided to Council at the meeting. (Attached is a sample ballot).
- Each Council Member will be asked to choose one (1) applicant by marking a *check* next to the applicant's name.
- If a candidate secures at least 3 or 4 votes they have secured enough votes and are deemed selected for appointment to fill the vacancy on City Council.
- Successive rounds of voting will be conducted until an appointment is either made or a stalemate is reached. For clarity of voting and focus, it is suggested that candidates with 0 votes be eliminated from successive rounds; but this remains the Council's prerogative.



## Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER  
THERESA DELLASANTA, CITY CLERK**

**DATE: JULY 17, 2013**

**SUBJECT: RESOLUTION SETTING PRIORITIES FOR FILING WRITTEN  
PRIMARY ARGUMENT(S) REGARDING THE MEASURE AND  
DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL  
ANALYSIS TO BE PRINTED IN THE SAMPLE BALLOT AND  
PROVIDING FOR THE FILING OF REBUTTAL ARGUMENT(S)**

#### **RECOMMENDATION**

Adopt a resolution setting priorities for filing written primary argument(s) regarding the measure and directing the City Attorney to prepare an impartial analysis to be printed in the sample ballot; and for providing for the filing of rebuttal arguments.

#### **BACKGROUND**

Before you tonight, is an Ordinance of the Town of Atherton calling an election to submit to the voters two measures. The ordinance asks the voters to vote Yes or No on the following questions:

“To continue providing funding to maintain neighborhood police patrols and the Town’s ability to respond to emergencies, repairing and maintaining streets, and repairing and constructing storm drains, shall an ordinance be adopted to continue the existing Town of Atherton Special Parcel Tax for four years?”

AND

“To permit the Town to spend the proceeds of a special parcel tax approved by Atherton voters, shall an ordinance be adopted increasing the appropriations limit for four years?”

### Primary Arguments

If the City Council adopts the ordinances placed before the Atherton voters at the November 5, 2013 Election, in accordance with California Elections Code Section 9282, the City Council must determine whether it wishes to exercise its rights to author and sign ballot arguments regarding the measure. The argument for or against a ballot measure shall not exceed 300 words. The final date for filing a primary argument is 5:00 p.m. on Friday, August 16, 2013.

The Elections Code allows any of the following to file a written primary argument not to exceed 300 words in length for or against any city measure:

1. The City Council or any member of members of the City Council authorized by it;
2. The individual voter, or bona fide association of citizens, or combination of voters and associations, who are the bona fide sponsors or proponents of the measure;
3. Bona fide associations of citizens; or
4. Individual voters who are eligible to vote on the measure

If all of the Council Members wish to sign the argument in favor of the measure, it is suggested that a less-than-a-quorum committee convene to write the argument and bring it to the Council for approval and signature at a special City Council meeting between now and the first week of August, in order to meet the August 16th deadline.

If more than one argument for or against is submitted to the City Clerk, the City Clerk shall select the argument in favor and the argument against to be printed in the sample ballot in accordance with California Elections Code Section 9287. The City Clerk gives preference to arguments in order of how the groups designated to submit arguments are listed above.

The draft resolution as attached gives the Council the alternatives of appointing one or more, or all, of the Council Members to write the argument. Staff is asking for direction on this matter and the resolution will be finalized as appropriate. The resolution needs to be enacted upon at the present Council meeting if the Council wishes to designate itself or one of its members.

The resolution also directs the City Attorney to prepare and submit an impartial analysis of each measure not to exceed 500 words showing the effect of the measure on the existing law for print in the sample ballot. The impartial analysis would be given to the City Clerk no later than the deadline set for filing primary arguments which is 5:00 p.m. on Friday, August 23, 2013.

### Rebuttal Arguments

Pursuant to Elections Code 9285, if any person submits arguments against a City measure, and an argument has been filed in favor of a City measure, copies of argument against the City measure will immediately be sent to the person or persons filing the argument in favor of the

City measure. The person or persons filing the arguments in favor of a City measure may prepare and submit a rebuttal argument not to exceed 250 words. Upon receipt of the proponent's direct argument in favor of the measure, a copy shall be sent to the person or persons filing the argument against the City measure who may submit a rebuttal argument not to exceed 250 words. The rebuttal arguments shall be filed with the City Clerk not more than 10 days after the final date for filing primary arguments. The final date to submit a rebuttal argument to the City Clerk is 5:00 p.m., August 26, 2013. Rebuttal arguments shall be printed in the same manner as the primary arguments and shall immediately follow the primary argument it seeks to rebut.

**FISCAL IMPACT**

The County elections office has estimated Atherton's election costs at \$11,000. The FY 2013/14 Budget includes \$15,000 for election expenses.

Prepared by:

Approved by:

---

Theresa N. DellaSanta  
Deputy City Clerk

---

George Rodericks  
City Manager

Attachments: Resolution 13-xx setting priorities for filing primary arguments  
Resolution 13-xx authorizing rebuttal arguments  
Information Sheet: Guidelines for submission of arguments and statement of  
Author(s) of Argument  
November 5, 2013 Elections Calendar

**Resolution No. 13-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON, CALIFORNIA, SETTING PRIORITIES FOR FILING  
WRITTEN ARGUMENTS REGARDING A CITY MEASURE AND  
DIRECTING THE CITY ATTORNEY TO PREPARE AN  
IMPARTIAL ANALYSIS; AND PROVIDING FOR THE FILING  
OF REBUTTAL ARGUMENTS AT THE NOVEMBER 5, 2013  
CONSOLIDATED MUNICIPAL ELECTION**

**SECTION 1**

**WHEREAS**, a Consolidated Municipal Election on Tuesday, November 5, 2013 has been called by Resolution No. 13-xx, adopted on July 11, 2013, and

**WHEREAS**, the City Council also desires to submit to the voters at the election a question relating to renewal of the parcel tax;

“To continue providing funding to maintain neighborhood police patrols and the Town’s ability to respond to emergencies, repairing and maintaining streets, and repairing and constructing storm drains, shall an ordinance be adopted to continue the existing Town of Atherton Special Parcel Tax for four years?”	YES
	NO
“To permit the Town to spend the proceeds of a special parcel tax approved by Atherton voters, shall an ordinance be adopted increasing the appropriations limit for four years?”	YES
	NO

NOW, THEREFORE, the City Council of the Town of Atherton, California, does resolve, declare, determine and order as follows:

1. That the City Council authorizes

[All Members of the City Council

(OR)

(Name certain Members of the City Council)]

to file a written argument in favor of the City measure as specified above, accompanied by the printed name(s) and signature(s) of the person(s) submitting it, in

accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California and to change the argument until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk, which is set for August 16, 2013.

2. That the City Council directs the City Clerk to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the measure showing the effect of the measure on the existing law and the operation of the measure. If the measure affects the organization or salaries of the office of the City Attorney, the City Clerk shall prepare the impartial analysis. The impartial analysis shall be filed by the date set by the City Clerk for the filing of primary arguments (5:00 p.m. on August 16, 2013).

3. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

## **SECTION 2**

WHEREAS, §9220 and §9285 of the Elections Code of the State of California authorizes the City Council, by majority vote, to adopt provisions for the filing of rebuttal arguments for the city measures submitted at municipal elections.

NOW, THEREFORE, the City Council of the Town of Atherton, California, does resolve, declare, determine and order as follows:

SECTION a. That pursuant to §9220 and §9285 of the Elections Code of the State of California, when the City Clerk has selected the arguments for and against the measure which will be printed and distributed to the voters, the City Clerk shall send copies of the argument in favor of the measure to the authors of the argument against, and copies of the argument against to the authors of the argument in favor. The authors may prepare and submit rebuttal arguments not exceeding 250 words, a rebuttal argument may not be signed by more than five (5) authors. The rebuttal arguments shall be filed with the City Clerk no later than 10 days after the final date for filing primary arguments (5:00 p.m. on August 26, 2013). Rebuttal arguments shall be printed in the same manner as the primary arguments. Each rebuttal argument shall immediately follow the primary argument which it seeks to rebut.

SECTION b. That all previous resolutions providing for the filing of rebuttal arguments for city measures are repealed.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 17<sup>th</sup> day of July, 2013 by the following vote:*

*AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSENT: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:*

\_\_\_\_\_  
Elizabeth Lewis, Mayor  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William B. Conners  
City Attorney



## **ITEM 17**

### **Town of Atherton**

#### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER

**FROM:** MIKE KASHIWAGI, DIRECTOR OF PUBLIC WORKS

**DATE:** JULY 17, 2013

**SUBJECT:** CIVIC CENTER MASTER PLAN CONTRACT APPROVAL

#### **RECOMMENDATION**

1. Amend the FY 2013-14 Operating Budget by appropriating the additional amount of \$105,600 from General Fund Unobligated Fund Balance to the Capital Improvement Program, Civic Center Project – Master Plan Component.
2. Approve an agreement with HMC Architecture with a cost not to exceed \$196,000 to prepare the Civic Center Master Plan; and
3. Authorize the City Manager to execute a contract with HMC Architecture.

#### **BACKGROUND**

On June 19, 2013, City Council accepted the ranking of consultants by the Civic Center Advisory Committee and directed staff to negotiate a Consultant Services Agreement with the top-ranked firm, HMC Architecture. The Town's 2014 Capital Improvement Program includes \$225,000 for the Master Plan and other activities for the current fiscal year.

City Council discussion included a concern that the consultant be advised that increases in the fee would likely not be approved. In recognition of this budget, Council comments and staff experience in preparing similar master plans, staff requested that HMC revise their scope and fee to between \$130,000 and \$180,000. HMC's initial proposal was for \$289,800.

After discussion, HMC revised their proposal fee to \$157,500. This amount included a small contingency to accommodate unforeseen requests outside their initial scope of work. HMC also included fixed fees for additional services such as graphic recording at each consultant-driven neighborhood meeting, a service which had been positively received by the CCAC. The revised scope and fee was discussed by the CCAC at their July 8 meeting, where they suggested a number of changes in the process to improve the value of public participation, the quality of the

work product and added several additional meetings for the City Council to review project alternatives.

HMC reduced their initial scope and fee of \$289,000 following their review of the considerable amount of background material provided by the Town, especially the programming efforts for the Library and Town Center, and the reports by the Town Center and Blue Ribbon Task Forces and Atherton Library Building Steering Committee. This allowed a reduction in data collection and programming, as well as reduced analysis, development and documentation. HMC also reduced their estimate of the number of drawings and renderings necessary to communicate results, which reduced the proposed fee by approximately \$105,000. Therefore, HMC proposed a revised scope and fixed fee of \$157,500, which included a \$7,500 contingency.

Staff added one additional Council presentation, changing the base fee to \$158,100, and, at CCAC's request, an allowance of \$13,000 for optional graphic recording at neighborhood meetings conducted by CCAC members, plus a contingency of \$13,400, equal to about 9% of the base contract, to allow for the Town to direct the consultant to perform additional work outside their scope. The contingency, graphic recordings, and any additional services would be at the Town's direction, and performed on a time and materials basis. This brought the revised proposal cost to \$184,500, including the \$13,400 contingency. Finally, HMC revised their schedule to show their completion date early in February 2014, based on a starting date of July 19.

## **FINDINGS**

The CCAC discussed HMC's revised \$178,000 proposal and suggested changes to enhance public participation and the project's acceptance and better inform the entire Council during the Master Plan process. These changes included using the architects during five neighborhood meetings and holding a joint CCAC-City Council work-session in November to allow for Town-wide participation and for interchange of information between the Committee members and City Council. In order to be fiscally responsible, the CCAC exchanged one series of neighborhood meetings for this joint Town-wide meeting. As a result, HMC's proposal is for a not-to-exceed fee which consists of a fixed fee portion of \$177,000, reimbursable expenses up to \$4,000, and a contingency of \$15,000, to be spent only with Town approval, for a total of \$192,000.

With these suggested modifications to both cost and scheduling, the CCAC recommended that the City Council approve the Agreement with HMC.

## **FISCAL IMPACT**

The FYI 2013-14 Capital Improvement Program includes two dedicated sources of funding for a Civic Center Master Plan. Fund 213- Library and Fund 406, the Building Capital Fund are proposed as the budget source for their proportionate shares of the Master Plan, currently calculated to be \$67,200 and \$19,200 respectively. Upon Council authorization this evening, the remaining contract cost of \$105,600 comes from the unallocated General Fund reserve.

The percentage allocations are based on previously developed space programming, and results in an allocation of 35% of the cost for the Library and 10% of the cost for Building/Development

Services, with the remaining 55% allocated for Police, Administration and general public services.

Prepared By:

Approved:

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Michael Kashiwagi  
Director of Public Works

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George Rodericks  
City Manager

**Design Professional Services Agreement For  
Civic Center Master Plan, by and between the  
Town of Atherton and HMC Architects**

THIS AGREEMENT is entered into as of the \_\_\_\_ day of July, 2013, by and between the TOWN OF ATHERTON, herein called "Town" and HMC Architects , herein "Consultant."

Recitals

WHEREAS, Town desires to obtain professional architectural services in connection with creation of a Civic Center Master Plan, and

WHEREAS, Consultant hereby represents to the Town that Consultant is skilled and able to provide such services described in their revised proposal dated July 9, 2013, and attached hereto as Exhibit "A" of this Agreement; and

WHEREAS, Town finds that Consultant is the best qualified proposer for this project, and the parties have negotiated an agreed set of tasks, scope of work, persons to be provide by Consultant, and hours of work expected, and now desires to retain Consultant pursuant to this Agreement to provide the services described in Exhibit "A" of Agreement.

Agreement

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

1. Incorporation of Recitals. The recitals set forth above, and all terms set forth in such recitals and in the introductory paragraph preceding the recitals, along with all Exhibits to the Agreement are hereby incorporated into Agreement as if set forth herein in full.

2. Project Coordination.

A. Town. The City Manager or his/her designee, shall represent Town for all purposes under this Agreement. The City Manager or designee is hereby designated as the Project Manager. The Project Manager shall supervise the progress and execution of this Agreement.

B. Consultant. The Consultant shall assign Cheryl Lentini, as Project Manager, to have overall responsibility for the progress and execution of this Agreement for Consultant.

3. Scope and Performance of Services.

A. Scope of Services. Subject to such policy direction and approvals as the Town through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Work" set forth in Exhibit "A".

B. Time of Performance. The services of Consultant are to commence on or before \_\_\_\_\_, 20\_\_, and be completed not later than \_\_\_\_\_, 20\_\_. Consultant shall perform its services in accordance with the schedule set forth in Exhibit "A". Any changes to these dates must be approved in writing by the Project Manager.

C. Standard of Quality. Town relies upon the professional ability of Consultant as a material inducement to entering into this Agreement. All work performed by Consultant under this Agreement shall be in accordance with all applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

#### 4. Compensation and Method of Payment.

A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall be at the rate and schedules set forth in Exhibit "A". However, in no event shall the amount Town pays Consultant exceed One Hundred Ninety-two Thousand Dollars (\$192,000.00). Payment by Town under this Agreement shall not be deemed a waiver of unsatisfactory work, even if such errors or omissions were known to the Town at the time of payment.

B. Timing of Payment. Consultant shall submit itemized monthly statements for work performed. Town shall make payment, in full, within thirty (30) days after approval of the invoice by the Project Manager.

C. Changes in Compensation. Consultant will not undertake any work that will incur costs in excess of the amount set forth in Exhibit "A" without prior written amendment to this Agreement.

D. Taxes. Consultant shall pay all taxes, assessments and premiums under the federal Social Security Act, any applicable unemployment insurance contributions, Workers Compensation insurance premiums, sales taxes, use taxes, personal property taxes, or other taxes or assessments now or hereafter in effect and payable by reason of or in connection with the services to be performed by Consultant.

E. No Overtime or Premium Pay. Consultant shall receive no premium or enhanced pay for work normally understood as overtime, i.e., hours that exceed forty (40) hours per work week, or work performed during non-standard business hours, such as in the evenings or on weekends by its employees or agents. Consultant shall not receive a premium or enhanced pay for work performed on a recognized holiday. Consultant shall not receive paid time off for days not worked, whether it be in the form of sick leave, administrative leave, or for any other form of absence.

F. Litigation Support. Consultant agrees to testify at Town's request if litigation is brought against Town in connection with Consultant's work product. Unless the action is brought by Consultant or is based upon Consultant's negligence, Town will compensate Consultant for the

preparation and the testimony at Consultant's standard hourly rates, if requested by Town and not part of the litigation brought by Town against Consultant.

5. Amendment to Scope of Work. Town shall have the right to amend the Scope of Work within the Agreement by written notification to the Consultant. In such event, the compensation and time of performance shall be subject to renegotiation upon written demand of either party to the Agreement. Consultant shall not commence any work exceeding the Scope of Work without prior written authorization from the Town. Failure of the Consultant to secure Town's written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the contract price or time due, whether by way of compensation, restitution, quantum meruit, etc. for work done without the appropriate Town authorization.

6. Term. This Agreement shall commence upon its execution and shall continue in full force and effect until completed, amended pursuant to Section 21, or otherwise terminated as provided herein.

7. Inspection. Consultant shall furnish Town with every reasonable opportunity for Town to ascertain that the services of Consultant are being performed in accordance with the requirements and intentions of this Agreement. All work done and all materials furnished, if any, shall be subject to the Project Manager's inspection and approval. The inspection of such work shall not relieve Consultant of any of its obligations to fulfill the Agreement as prescribed.

8. Ownership of Documents. Title to all plans, specifications, maps, estimates, reports, manuscripts, drawings, descriptions and other final work products compiled by the Consultant under the Agreement shall be vested in Town, none of which shall be used in any manner whatsoever, by any person, firm, corporation, or agency without the expressed written consent of the Town. All sketches, charts, computations, and other data prepared or obtained under the Agreement shall be made available, upon request, to Town without restriction or limitations on their use. Consultant may retain copies of the above-described information but agrees not to disclose or discuss any information gathered, discussed or generated in any way through this Agreement without the written permission of Town during the term of this Agreement, unless required by law. In the event of any use, reuse, or modification of the Consultant's drawings, specifications, or other documents, three-dimensional computer models or other design models by any person, firm or legal entity, the names and seals of the Consultant and Consultant's sub-consultants, if any, shall be removed from such documents or drawings before such use or reuse or modification by Town. Town, to the extent authorized by law, further agrees to indemnify and hold harmless Consultant and its sub-consultants from all costs and expenses including the cost of defense related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Town's use, reuse, or modification of the instruments of service under this Agreement.

9. Employment of Other Consultants, Specialists or Experts. Consultant will not employ or otherwise incur an obligation to pay other consultants, sub-consultants, specialists, or experts for services in connection with this Agreement without the prior written approval of the Town.

10. Conflict of Interest.

A. Consultant covenants and represents that neither it, nor any officer or principal of its firm, has, or shall acquire any investment, income, business entity, interest in real property, or other interest, directly or indirectly, which would conflict in any manner with the interests of Town, hinder Consultant's performance of services under this Agreement, or be affected in any manner or degree by performance of Consultant's services hereunder. Consultant further covenants that in the performance of the Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor without the express written consent of the Town. Consultant agrees to at all times avoid conflicts of interest, or the appearance of any conflicts of interest, with the interests of the Town in the performance of the Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

(1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the Town or of any Town official, other than normal contract monitoring; and

(2) possesses no authority with respect to any Town decision beyond the rendition of information, advice, recommendation, or counsel. (2 Cal. Code Regs. § 18700(a)(2).)

11. Liability of Members and Employees of Town. No member of the Town and no other officer, employee or agent of the Town shall be personally liable to Consultant or otherwise in the event of any default or breach of the Town, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

12. Indemnity. To the fullest extent permitted by law, Consultant hereby agrees to defend, by counsel reasonably satisfactory to the Town, indemnify, and hold harmless the Town, its officers, agents, employees, from and against any and all claims, damages, and liabilities, but only to the extent actually caused by the negligent acts, errors, or omissions of Consultant, including recklessness or willful misconduct, its officers and employees undertaken pursuant to this Agreement excepting liabilities due to the negligence or willful misconduct of Town. Consultant's duty to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in California Civil Code § 2778. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for Consultant under Workers' Compensation, disability or other employee benefit acts or the terms, applicability or limitations of any insurance held or provided by Consultant and shall continue to bind the parties after termination/completion of this agreement.

13. Consultant Not an Agent of Town. Consultant, its officers, employees and agents shall not have any power to bind or commit the Town to any decision.

14. Independent Contractor. It is expressly agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent

contractor and not an agent or employee of Town; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to Town's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

15. Compliance with Laws.

A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations. Consultant represents and represents Town that it has and shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession. Consultant shall maintain a Town business license. The Town is not responsible or liable for Consultant's failure to comply with any or all of the requirements contained in this paragraph.

B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions before commencing performance of the Agreement and at all times in the performance of the Agreement.

C. Prevailing Wage. Consultant and Consultant's sub-consultants (if any) shall, to the extent required by the California Labor Code, pay not less than the latest prevailing wage rates to workers and professionals as determined by the Director of Industrial Relations of the State of California pursuant to California Labor Code, Part 7, Chapter 1, Article 2. Copies of the applicable wage determination are on file at the Town's Public Works Department office.

D. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code § 6401.7, which requires every employer to adopt a written injury and illness prevention program.

E. Town Not Responsible. Town is not responsible or liable for Consultant's failure to comply with any and all of its requirements under this section and Agreement.

F. Waiver of Subrogation. Consultant and Consultant's insurance company agree to waive all rights of subrogation against Town, its elected or appointed officials, officers, agents, employees, and volunteers for losses paid under Consultant's workers' compensation insurance policy which arise from the work performed by Consultant for the Town.

16. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by the Town, or as required by law.

17. Assignment; Subcontractors; Employees

A. Assignment. Consultant shall not assign, delegate, transfer, or convey its duties, responsibilities, or interests in this Agreement or any right, title, obligation, or interest in or to

the same or any part thereof without the Town's prior written consent. Any assignment without such approval shall be void and, at the Town's option, shall immediately cause this Agreement to terminate.

## 18. Insurance.

### A. Minimum Scope of Insurance.

(1) Consultant agrees to have and maintain, for the duration of this Agreement, a General Liability insurance policy insuring it and its firm to an amount not less than \$2,000,000 (Two Million Dollars) combined single limit per occurrence and in the aggregate for bodily injury, personal injury, and property damage.

(2) Consultant agrees to have and maintain, for the duration of this Agreement, an Automobile Liability insurance policy insuring it and its staff to an amount not less than \$1,000,000 (One Million Dollars) combined single limit per accident for bodily injury and property damage.

(3) Consultant shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from Consultant's operations under this Agreement, whether such operations be by Consultant or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than \$1,000,000 (One Million Dollars) on a claims-made annual aggregate basis.

(4) A Workers' Compensation and Employers' Liability policy written in accordance with the laws of the State of California and providing coverage for any and all employees of Consultant:

(a) This policy shall provide coverage for Workers' Compensation.

(b) This policy shall also provide required coverage for Employers' Liability.

(5) All of the following endorsements are required to be made a part of each of the required policies, except for the Professional Liability and Workers' Compensation and Employers' Liability policies, as stipulated below:

(a) The Town of Atherton, its officials, officers, agents, employees, and volunteers are hereby added as additional insureds, but only as respects work done by, for, or on behalf of the named insured."

(b) "This policy shall be considered primary insurance as respects any other valid and collectible insurance the Town may possess, including any self-insured retention the Town may have, and any other insurance the Town does possess shall be considered excess insurance only and shall not contribute with it."

(c) "This insurance shall act for each insured and additional insured as though a separate policy had been written for each. This, however, will not act to increase the limit of liability of the insuring company."

(6) Consultant shall provide to Town all certificates of insurance with original endorsements effecting coverage required by this paragraph. Certificates of such insurance shall be filed with Town on or before commencement of performance of this Agreement. Town reserves the right to require complete, certified copies of all required insurance policies at any time.

(7) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Town, its officials, officers, agents, employees, and volunteers.

(8) Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. All Coverages. Each insurance policy required shall provide that coverage shall not be canceled, except after 30-days' prior written notice by certified mail, return receipt requested, has been given to Town. Current certification of such insurance shall be kept on file with the City Manager at all times during the term of this Agreement.

C. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Town. At the Town's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. Verification of Coverage. Consultant shall furnish the Town with original Certificate(s) of Insurance verifying Consultant's receipt of the insurance coverage required herein.

#### 19. Termination of Agreement; Default.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the Town upon 5-days' written notice to Consultant.

B. If Consultant fails to perform any of its obligations under this Agreement within the time and in the manner herein provided or otherwise violate any of the terms of this Agreement, in addition to all other remedies provided by law, Town may terminate this Agreement immediately upon written notice. In such event, Consultant shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by Consultant bear to the total services otherwise required to be performed for such total fee.

C. In the event this Agreement is terminated by Town without cause, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment.

D. Upon termination of this Agreement with or without cause, Consultant, after final payment, shall turn over to the City Manager immediately any and all copies of studies, sketches, drawings, computations, and other data, whether or not completed, prepared by Consultant or its subcontractors, if any, or given to Consultant or its subcontractors, if any, in connection with this Agreement. Such materials shall become the permanent property of the Town. Consultant, however, shall not be liable for the Town's use of incomplete materials nor for the Town's use of complete documents if used for other than the project contemplated by this Agreement.

20. Suspension. The Town shall have the authority to suspend this Agreement and the services contemplated herein, wholly or in part, for such period as it deems necessary due to unfavorable conditions or to the failure on the part of the Consultant to perform any provision of this Agreement. Consultant will be paid for satisfactory Services performed through the date of temporary suspension.

21. Merger; Amendment. This Agreement constitutes the complete and exclusive statement of the agreement between the Town and Consultant and shall supersede all prior negotiations, representations, or agreements, either written or oral. This document may be amended only by written instrument, signed by both the Town and Consultant. All provisions of this Agreement are expressly made conditions.

22. Interpretation. This Agreement shall be interpreted as though it was a product of a joint drafting effort and no provisions shall be interpreted against a party on the ground that said party was solely or primarily responsible for drafting the language to be interpreted.

23. Litigation Costs. If either party becomes involved in litigation arising out of this Agreement or the performance thereof, the court in such litigation shall award reasonable costs and expenses, including attorneys' fees, to the prevailing party. In awarding attorneys' fees, the court will not be bound by any court fee schedule, but shall, if it is in the interest of justice to do so, award the full amount of costs, expenses, and attorneys' fees paid or incurred in good faith.

24. Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 72 hours from the time of mailing if mailed as provided in this section.

If to Town: City Clerk  
Town of Atherton - Town Hall  
91 Ashfield Road  
Atherton, CA 94027

If to Consultant:

Cheryl Lentini, Project Manager  
HMC Architects  
417 Montgomery Street 8<sup>th</sup> Floor  
San Francisco, CA 94104

25. Consultant's Books and Records.

A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to the Town and all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

B. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to the Town for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

C. The Town may, by written request by any of the above-named officers, require that custody of the records be given to the Town and that the records and documents be maintained in the City Manager's office.

26. Agreement Binding. The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and sub-consultants of both parties.

27. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status, or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

28. Town Not Obligated to Third Parties. The Town shall not be obligated or liable for payment hereunder to any party other than the Consultant.

29. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

30. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

31. Exhibits. The following exhibits are attached to this Agreement and incorporated herein by this reference:

A. Exhibit "A": Revised Proposal

32. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

33. News Releases/Interviews. All Consultant and sub-consultant news releases, media interviews, testimony at hearings and public comment shall be prohibited unless expressly authorized in advance by the Town.

34. Applicable Law; Venue. This Agreement shall be construed and interpreted according to California law. In the event that suit shall be brought by either party hereunder, the parties agree that trial of such action shall be held exclusively in a state court in the County of San Mateo, California.

35. Authority. Each individual executing this Agreement on behalf of one of the parties represents that he or she is duly authorized to sign and deliver the Agreement on behalf of such party and that this Agreement is binding on such party in accordance with its terms.

IN WITNESS WHEREOF, the Town and Consultant have executed this Agreement as of the date first above written. TOWN OF ATHERTON

CONSULTANT

By:

By:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Title:  
\_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
City Attorney



+ Beverly Prior Architects

July 9, 2013

Mr. Gordon Siebert  
City Engineer  
Town of Atherton  
91 Ashfield Road  
Atherton, CA 94027

Re: Proposal to Provide Services for the Civic Center Master Plan  
Detailed Fee Proposal

Dear Gordon,

Per our discussion, please find a revised proposal for our services for the above referenced project. I have included a breakdown of our fee by task, person, and hours and an accompanying scope description corresponding to our understanding of the approach we discussed the other week.

In addition, please also find attached a revised project schedule, corresponding to our scope and workplan and anticipated start date.

Please do not hesitate to contact me should you have any questions about this proposal. We look forward to finalizing our agreement with the Town of Atherton and beginning work with you.

Sincerely,

Cheryl Lentini, NCARB, LEED AP BD+C  
Managing Principal/Project Manager



## **Scope of Work:**

### **Phase One – Data Gathering, Public Input and Analysis**

#### *Task 1: Background Research & Analysis*

- Gather and review existing drawings, site surveys, utilities, tree surveys, arborist report, traffic studies, space programs, reports and studies, and other pertinent information pertaining to the site and previous site planning efforts.
- Analyze vehicular, bicycle, transit and pedestrian circulation in the Civic Center area.
- Document existing access and parking requirements.
- Photograph the existing buildings and landscape features and produce a site plan of existing conditions and Opportunities and Constraints Diagrams to facilitate the master planning process.
- Tour the existing facilities and surrounding site with staff and key stakeholders as appropriate.
- Meet with user group representatives to update and validate existing space requirements and functional needs information.
- Update the existing architectural programs and operational needs of the existing Town departments, library and community uses of existing facilities.
- Hold a project kickoff meeting with the Civic Center Advisory Committee (CCAC) and Town of Atherton staff.

#### *Task 2: Design Meeting #1*

- Meet with the Civic Center Advisory Committee (CCAC) to review findings from analysis and develop approach to initial public goal setting workshop.
- Prepare notes from discussion.

#### *Task 3: Public Workshop #1*

- Meet with community stakeholders. Hold a public Workshop to help define goals and objectives of the community.
- Prepare summary report of community input.
- Meet with the CCAC to review the workshop input and next steps in the process.
- Prepare meeting notes from meeting and distribute.



## **Phase Two – Concept Development**

### *Task 4: Preparation of Master Plan Alternatives*

- Create three alternatives that illustrate building placement and massing, vehicular circulation, parking, outdoor public gathering spaces and pedestrian access.
- Identify relative order of magnitude costs for each.
- Meet to review the master plan issues and alternatives with the CCAC and staff.

### *Task 5: Design Meeting #2*

- Meet with the Civic Center Advisory Committee (CCAC) to review develop approach to outreach meetings, review master plan alternative concepts, and identify materials required for outreach meetings.
- Prepare notes from discussion.

### *Task 6: Outreach Meetings: Master Plan Alternatives*

- Solicit community input and build consensus through a series of five community outreach meetings held in community members' homes.
- Document community input graphically and in written format from all discussions.
- Hold a joint CCAC and City Council workshop to review input from community and identify a preferred alternative for the Civic Center master plan. Discuss phasing priorities.
- Prepare meeting notes from CCAC/Council meeting and distribute.

### *Task 7: Refinement of Preferred Alternative & Public Workshop #2*

- Based on community input prepare one preferred alternative that reflects the goals and objectives of the community.
- Develop cost and phasing approach for discussion with CCAC, based on priorities identified by the community.
- Meet to review the master plan and phasing strategies with the CCAC and staff and to prepare for the public workshop.
- Hold a community workshop to review and seek input on the preferred alternative and phasing strategies.
- Meet with the CCAC to review the workshop input and next steps in the process.
- Prepare meeting notes from meeting and distribute.



### **Phase Three – Documentation**

#### *Task 8: Preparation of Final Preferred Alternative Master Plan*

- Prepare the final Master Plan drawings and diagrams including illustrative site plan of the full master plan build out with phasing options, renderings and other visual materials necessary to explain the proposed landscape and architectural character of the Civic Center.
- Prepare the written narratives for the master plan document.
- Prepare a preliminary cost estimate matching the phasing strategy for inclusion in the final document.
- Hold a meeting with the City Council to present the draft Master Plan and proposed phasing strategy and costs before finalizing.
- Document meeting discussion and incorporate any final comments into deliverables.
- Final Deliverables (in PDF format) – Master Plan Report, including:
  - Narrative describing the overall Master Plan, including goals and priorities, discussion of process, site analysis and program information, alternatives developed final master plan, phasing, and costs.
  - Illustrative site plan of the full Master Plan with all key features identified.
  - Rendered views from key approaches to the Civic Center (up to 3) and an aerial view.
  - Phasing diagrams visually depicting the implementation sequence for the Master Plan improvements.

#### **Optional Services:**

We have identified a list of optional services that the Town of Atherton may also be interested in that are not included in our basic scope of services:

1. Final presentation to the community of the approved Civic Center Master Plan.
2. Physical model of the Civic Center Master Plan prepared by a professional model building service.
3. Additional renderings or publicity materials other than those deliverables included in our basic services.
4. Consulting services by Griffin Structures, Inc. related to the development of funding strategies and other funding or management related services.
5. Additional meetings, user meetings (2 on site meeting days are included in our basic services), presentations, or public workshops not identified in our basic services.

Cost approaches for the above list of services is outlined in the compensation summary below.



### **Assumptions and Exclusions:**

1. The scope of work described above includes the following number of meetings or presentations:
  - CCAC Meetings (in person): 8
  - Community Outreach Meetings: 5
  - Public Workshops: 2
  - City Council Workshop/Presentations: 2
  - Total Meetings: 17**
2. All deliverables will be submitted in electronic (PDF) format. Hard copies of the final Master Plan Report are available upon request and will be billed to the Town of Atherton. A reimbursable expenses budget of \$4,000 is recommended for expenses incurred during the design process, including: travel, courier/postage, internal printing and reproduction for meeting and presentations, etc.
3. Site and utility survey information, existing building needs assessments, existing program information, previous studies, arborist reports, and other information necessary to developing the master plan will be furnished by the Town of Atherton for HMC's use. HMC will notify the Town upon review of all existing information provided if additional information is needed.
4. Detailed building planning or design is excluded from the scope of this project. Building development will consist solely of blocking and massing for purposes of informing the Master Plan development.
5. Development of detailed design standards for subsequent building and site design in the Civic Center is excluded from the scope of work. The Master Plan Report will provide general discussion of aesthetic character and intent as a guideline for future development.

### **Compensation**

#### **Basic Services:**

We propose to provide the above Scope of Work for a Fixed Fee of One Hundred Ninety-two Thousand Dollars (\$192,000), which includes a base fee of \$177,000 and a \$15,000 contingency. The use of contingency shall be upon written authorization of the Owner. Invoicing will be on a monthly, percent complete basis.



**Optional Services Compensation Schedule:**

- |  |  |
|--|--|
| 1. Final Presentation of Master Plan to Community                      | Fee will be charged hourly for additional meeting time per HMC's Billing Rate Schedule |
| 2. Physical model of Master Plan                                       | HMC will solicit quotes from vendors upon request                                      |
| 3. Additional renderings or publicity materials                        | HMC will quote upon request  |
| 4. Consulting services by Griffin Structures, Inc.                     | HMC will quote upon request  |
| 5. Additional meetings or presentations not included in basic services | Fee will be charged hourly for additional meeting time per HMC's Billing Rate Schedule |

**Reimbursable Expenses:**

Reimbursable expenses including costs related to travel, printing, plotting (including 3D plotting) and delivery charges in the interest of the project are in addition to compensation for Basic and Additional Services. These expenses shall be billed by the Architect to the Owner at one and fifteen one hundredths (1.15) times the expense incurred by the Architect and Architect's Consultants. We suggest carrying a reimbursable expense budget of \$4,000.

**Additional Services:**

If Additional Services are required beyond the original Scope of Work, such as services described in the Optional Services above, HMC will bill on an hourly basis per HMC's Hourly Rate Schedule, or as quoted in a Lump Sum per service.

	Professional Time Totals		Reimb Expenses Totals	TASK TOTALS	Task Subtotal (Labor)	
<b>Project Management</b>					<b>30</b>	<b>\$ 5,350</b>
Mobilization	7	\$ 1,235		\$ 1,235		
Management / Oversight	23	\$ 4,115		\$ 4,115		
<b>Phase 1: Data Gathering, Public Input, Analysis</b>			<b>\$ 1,000</b>		<b>229</b>	<b>\$ 35,470</b>
Task 1: Background Research/Analysis	49	\$ 6,590		\$ 6,590		
Programming Mtgs/Site Visit	62	\$ 10,510		\$ 10,510		
Kickoff w/ CCAC	8	\$ 1,440		\$ 1,440		
Task 2: CCAC Design Meeting #1	20	\$ 3,140		\$ 3,140		
Task 3: Public Workshop #1	60	\$ 9,080		\$ 9,080		
Follow up Mtg w/ CCAC / Process Recordings	30	\$ 4,710		\$ 4,710		
<b>Phase 2: Concept Development</b>			<b>\$ 1,500</b>		<b>591</b>	<b>\$ 87,990</b>
Task 4: Master Plan Alternatives	170	\$ 24,570		\$ 24,570		
Progress Mtg w/ CCAC	18	\$ 3,150		\$ 3,150		
Task 5: CCAC Design Meeting #2	20	\$ 3,140		\$ 3,140		
Task 6: Outreach Meetings (5)	100	\$ 15,400		\$ 15,400		
Follow up Mtg w/ CCAC & City Council	34	\$ 5,620		\$ 5,620		
Task 7: Refinement of Preferred Alternative	169	\$ 23,530		\$ 23,530		
Progress Mtg w/ CCAC	12	\$ 2,100		\$ 2,100		
Public Workshop #2	60	\$ 9,080		\$ 9,080		
Follow Up Mtg w/ CCAC	8	\$ 1,400		\$ 1,400		
<b>Phase 3: Documentation</b>			<b>\$ 1,500</b>		<b>347</b>	<b>\$ 5,950</b>
Task 8: Prepare Final Master Plan	304	\$ 41,820		\$ 41,820		
City Council Presentation	43	\$ 5,950		\$ 5,950		
<b>SUBTOTALS</b>	<b>1,197</b>	<b>\$ 176,600</b>	<b>\$ 4,000</b>	<b>\$ 176,600</b>	<b>1,197</b>	<b>\$ 134,800</b>

Professional Services (Labor) Total **\$ 177,000**  
 Estimated Reimbursable Expenses **\$ 4,000**

Contingency **\$ 15,000** 9%

Total Fee **\$ 192,000**

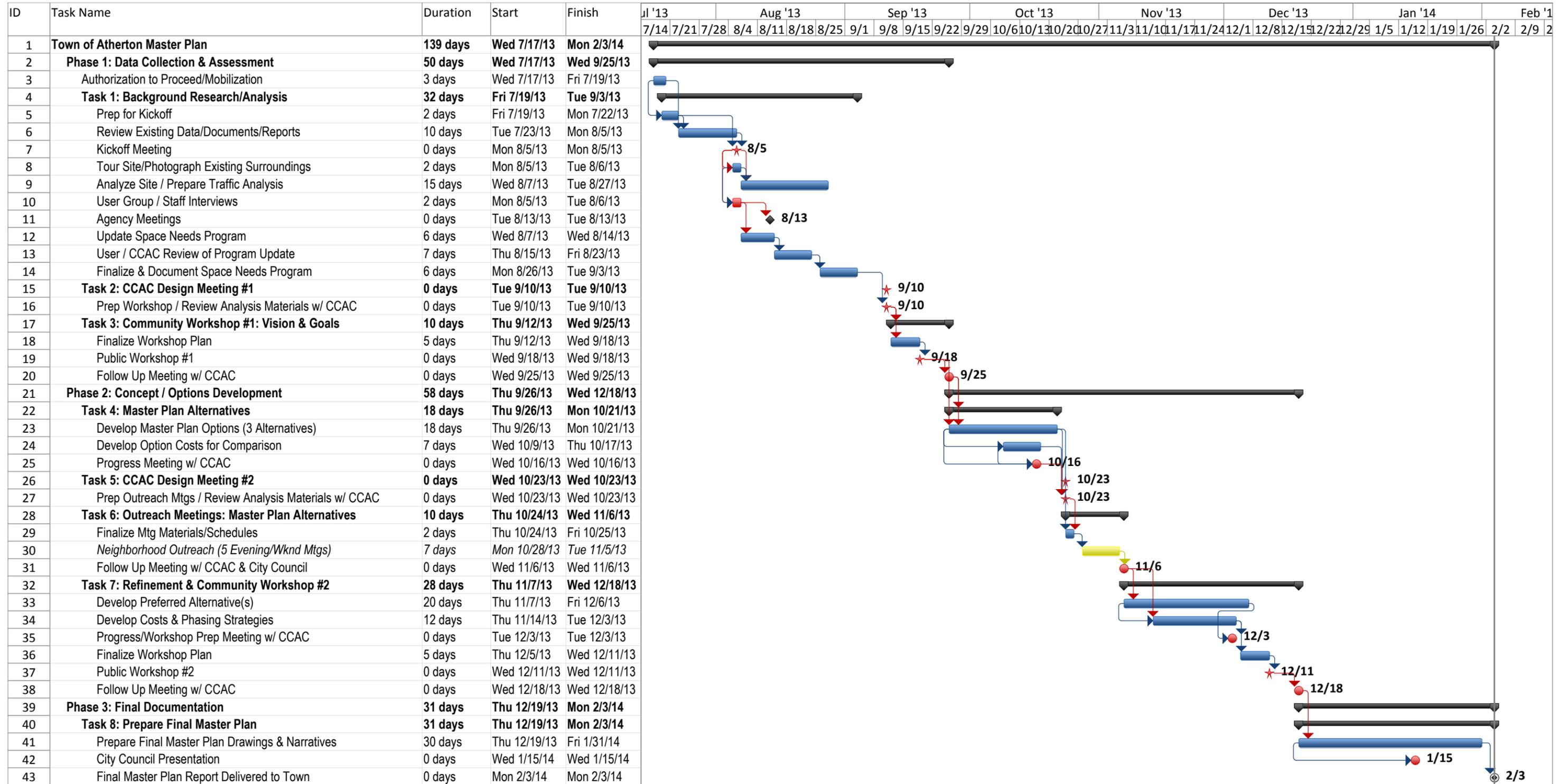
	HMC								MIG						Whi
	PIC (Prior)		PM (Lentini)		PD (Maglaty)		Designer/Recording		PDir (Barrett)		PD (Gaber)		Designer		
	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	
<b>Project Management</b>	x	y	x	y	x	y	x	y	x	y	x	y	x	y	x
Mobilization		\$ -	3	\$ 555	2	\$ 350		\$ -		\$ -	2	\$ 330		\$ -	
Management / Oversight	1	\$ 195	12	\$ 2,220		\$ -		\$ -		\$ -	8	\$ 1,320		\$ -	
<b>Phase 1: Data Gathering, Public Input, Analysis</b>															
Task 1: Background Research/Analysis	1	\$ 195	1	\$ 185	4	\$ 700	6	\$ 780		\$ -	6	\$ 990	6	\$ 690	1
Programming Mtgs/Site Visit	14	\$ 2,730	14	\$ 2,590	8	\$ 1,400		\$ -		\$ -	16	\$ 2,640	10	\$ 1,150	
Kickoff w/ CCAC	2	\$ 390	2	\$ 370	2	\$ 350		\$ -		\$ -	2	\$ 330		\$ -	
Task 2: CCAC Design Meeting #1		\$ -	4	\$ 740	4	\$ 700	8	\$ 1,040		\$ -	4	\$ 660		\$ -	
Task 3: Public Workshop #1		\$ -	8	\$ 1,480	12	\$ 2,100	20	\$ 2,600		\$ -	12	\$ 1,980	8	\$ 920	
Follow up Mtg w/ CCAC / Process Recordings		\$ -	6	\$ 1,110	6	\$ 1,050	12	\$ 1,560		\$ -	6	\$ 990		\$ -	
<b>Phase 2: Concept Development</b>															
Task 4: Master Plan Alternatives	2	\$ 390	4	\$ 740	30	\$ 5,250	32	\$ 4,160		\$ -	30	\$ 4,950	40	\$ 4,600	
Progress Mtg w/ CCAC		\$ -	6	\$ 1,110	6	\$ 1,050		\$ -		\$ -	6	\$ 990		\$ -	
Task 5: CCAC Design Meeting #2		\$ -	4	\$ 740	4	\$ 700	8	\$ 1,040		\$ -	4	\$ 660		\$ -	
Task 6: Outreach Meetings (5)		\$ -	26	\$ 4,810	4	\$ 700	36	\$ 4,680		\$ -	26	\$ 4,290	8	\$ 920	
Follow up Mtg w/ CCAC & City Council	6	\$ 1,170	6	\$ 1,110	6	\$ 1,050	10	\$ 1,300		\$ -	6	\$ 990		\$ -	
Task 7: Refinement of Preferred Alternative		\$ -	4	\$ 740	20	\$ 3,500	24	\$ 3,120		\$ -	30	\$ 4,950	40	\$ 4,600	1
Progress Mtg w/ CCAC		\$ -	6	\$ 1,110		\$ -		\$ -		\$ -	6	\$ 990		\$ -	
Public Workshop #2		\$ -	8	\$ 1,480	12	\$ 2,100	20	\$ 2,600		\$ -	12	\$ 1,980	8	\$ 920	
Follow Up Mtg w/ CCAC		\$ -	4	\$ 740		\$ -		\$ -		\$ -	4	\$ 660		\$ -	
<b>Phase 3: Documentation</b>															
Task 8: Prepare Final Master Plan		\$ -	10	\$ 1,850	40	\$ 7,000	50	\$ 6,500		\$ -	50	\$ 8,250	120	\$ 13,800	
City Council Presentation		\$ -	4	\$ 740		\$ -	1	\$ 130		\$ -	4	\$ 660		\$ -	
<b>SUBTOTALS</b>	<b>26</b>	<b>\$ 5,070</b>	<b>132</b>	<b>\$ 24,420</b>	<b>160</b>	<b>\$ 28,000</b>	<b>227</b>	<b>\$ 29,510</b>	<b>-</b>	<b>\$ -</b>	<b>234</b>	<b>\$ 38,610</b>	<b>240</b>	<b>\$ 27,600</b>	<b>2</b>

	WTRANS						MTI		Professional Time Totals	Reimb Expenses Totals	TASK TOTALS	Task Subtotal (Labor)		
	flock	Spencer		Engineer		Admin		(Taylor)						
	\$ 210	Hours	\$ 190	Hours	\$ 115	Hours	\$ 80	Hours	\$ 140					
<b>Project Management</b>	y	x	y	x	y	x	y	x	y				30	\$ 5,350
Mobilization	\$ -		\$ -		\$ -		\$ -		\$ -	7	\$ 1,235			\$ 1,235
Management / Oversight	\$ -	2	\$ 380		\$ -		\$ -		\$ -	23	\$ 4,115			\$ 4,115
<b>Phase 1: Data Gathering, Public Input, Analysis</b>											\$ 1,000		229	\$ 35,470
Task 1: Background Research/Analysis	\$ 210	2	\$ 380	20	\$ 2,300	2	\$ 160		\$ -	49	\$ 6,590			\$ 6,590
Programming Mtgs/Site Visit	\$ -		\$ -		\$ -		\$ -		\$ -	62	\$ 10,510			\$ 10,510
Kickoff w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	8	\$ 1,440			\$ 1,440
Task 2: CCAC Design Meeting #1	\$ -		\$ -		\$ -		\$ -		\$ -	20	\$ 3,140			\$ 3,140
Task 3: Public Workshop #1	\$ -		\$ -		\$ -		\$ -		\$ -	60	\$ 9,080			\$ 9,080
Follow up Mtg w/ CCAC / Process Recordings	\$ -		\$ -		\$ -		\$ -		\$ -	30	\$ 4,710			\$ 4,710
<b>Phase 2: Concept Development</b>											\$ 1,500		591	\$ 87,990
Task 4: Master Plan Alternatives	\$ -	8	\$ 1,520	16	\$ 1,840		\$ -	8	\$ 1,120	170	\$ 24,570			\$ 24,570
Progress Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	18	\$ 3,150			\$ 3,150
Task 5: CCAC Design Meeting #2	\$ -		\$ -		\$ -		\$ -		\$ -	20	\$ 3,140			\$ 3,140
Task 6: Outreach Meetings (5)	\$ -		\$ -		\$ -		\$ -		\$ -	100	\$ 15,400			\$ 15,400
Follow up Mtg w/ CCAC & City Council	\$ -		\$ -		\$ -		\$ -		\$ -	34	\$ 5,620			\$ 5,620
Task 7: Refinement of Preferred Alternative	\$ 210	8	\$ 1,520	30	\$ 3,450	4	\$ 320	8	\$ 1,120	169	\$ 23,530			\$ 23,530
Progress Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	12	\$ 2,100			\$ 2,100
Public Workshop #2	\$ -		\$ -		\$ -		\$ -		\$ -	60	\$ 9,080			\$ 9,080
Follow Up Mtg w/ CCAC	\$ -		\$ -		\$ -		\$ -		\$ -	8	\$ 1,400			\$ 1,400
<b>Phase 3: Documentation</b>											\$ 1,500		347	\$ 5,950
Task 8: Prepare Final Master Plan	\$ -	2	\$ 380	8	\$ 920	4	\$ 320	20	\$ 2,800	304	\$ 41,820			\$ 41,820
City Council Presentation	\$ -	2	\$ 380	8	\$ 920	4	\$ 320	20	\$ 2,800	43	\$ 5,950			\$ 5,950
<b>SUBTOTALS</b>	\$ 420	24	\$ 4,560	82	\$ 9,430	14	\$ 1,120	56	\$ 7,840	1,197	\$ 176,600	\$ 4,000		\$ 176,600
													1,197	\$ 134,800

Professional Services (Labor) Total **\$ 177,000**  
 Estimated Reimbursable Expenses **\$ 4,000**

Contingency **\$ 15,000** 9%

Total Fee **\$ 192,000**





## Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR CALENDAR**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER  
THERESA DELLASANTA, CITY CLERK**

**DATE: JULY 17, 2013**

**SUBJECT: APPROVAL OF RESOLUTION ESTABLISHING MONTHLY STUDY  
SESSION MEETINGS**

#### **RECOMMENDATION**

Adopt resolution 13-xx establishing monthly study session meeting.

#### **BACKGROUND**

City Council held a goals and priorities workshop in late May. An outcome of the workshop was the decision to begin holding a monthly study session on the first Wednesday of each month beginning at 5:00 p.m. in the Council Chambers. The purpose of the study sessions is to allow City Council to work through their goals and priorities without impact to the regular monthly City Council meetings on the third Wednesday of each month at 7:00 p.m. Additionally, major items that require in-depth Council discussion will be placed on the Study Session Agenda prior to being placed on the Regular City Council Agenda.

Study sessions are open and public meetings noticed in the same way as regular meetings. The only difference between a study session and regular meeting as most, if not all, items that appear on the study session agenda are discussion only – no action taken.

At the July 3<sup>rd</sup> study session Council discussed potentially changing the established day.

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON ESTABLISHING A MONTHLY STUDY SESSION MEETING**

**WHEREAS**, City Council decided to begin holding a monthly study session on the first \_\_\_\_ of each month beginning at 5:00 p.m. in the Council Chambers; and

**WHEREAS**, The purpose of the study sessions is to allow City Council to work through their goals and priorities and major in-depth issues without impact to the regular monthly City Council meetings on the third Wednesday of each month at 7:00 p.m.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the Town of Atherton that City Council will begin holding a monthly study session on the first \_\_\_\_ of each month beginning at 5:00 p.m. in the Council Chambers.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 17th day of July, 2013, by the following vote:*

*AYES: Council Members:  
NOES: Council Members:  
ABSENT: Council Members:  
ABSTAIN: Council Members:*

\_\_\_\_\_  
Elizabeth Lewis, MAYOR  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William Connors, City Attorney



**Town of Atherton**

**CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL  
GEORGE RODERICKS, CITY MANAGER**

**FROM: THERESA N. DELLASANTA, CITY CLERK**

**DATE: JULY 17, 2013**

**SUBJECT: CITY COUNCIL COMMITTEE REORGANIZATION**

**RECOMMENDATION**

Approve City Council Committee Assignments.

**BACKGROUND**

Each year the Mayor reorganizes the City Council Standing Committees.

Due to the resignation of Jerry Carlson, vacancies exist on committee assignments. Revisions to these assignments are necessary at this time due to the resignation of Jerry Carlson.

Additionally, based on Council discussion in revising the Resolution Governing Committees and Commissions it was agreed that only one Council Member will serve as a liaison to Committees and Commissions. The City Council liaisons shall not serve as voting members.

Attached is the 2013 Council standing committee assignments selected by Mayor Lewis.

## CITY COUNCIL STANDING COMMITTEES

<b>Committee</b>	<b>Council Members</b>	<b>Alternate Council Members</b>	<b>Department Liaison</b>
<b>AUDIT/FINANCE</b>	Elizabeth Lewis Cary Wiest		Finance: Robert Barron III 650-752-0552
<b>CIVIC CENTER ADVISORY COMMITTEE</b>	Elizabeth Lewis Jim Dobbie		Public Works: Gordon Siebert 650-752-0532
<b>ENVIRONMENTAL PROGRAMS</b>	Bill Widmer Jim Dobbie	Cary Wiest	Planning: Lisa Costa Sanders 650-333-0248
<b>PARK &amp; RECREATION COMMISSION</b>	None	None	Public Works: Steve Tyler 650-752-0541
<b>PLANNING COMMISSION</b>	None	None	Planning: Lisa Costa Sanders 650-333-0248
<b>RAIL</b>	Cary Wiest	Elizabeth Lewis	Public Works: Steve Tyler 650-752-0541
<b>TRANSPORTATION</b>	Elizabeth Lewis Cary Wiest	Bill Widmer	Police: Ed Flint 650-752-0508

## OTHER GOVERNMENTAL COMMITTEE ASSIGNMENTS

<b>AGENCY</b>	<b>MEMBER</b>	<b>ALTERNATE</b>
Association of Bay Area Governments (ABAG)	Bill Widmer	Cary Wiest
City/County Association of Governments (C/CAG)		Bill Widmer
Holbrook-Palmer Park Foundation	Cary Wiest	Elizabeth Lewis
League of California Cities	Elizabeth Lewis	Cary Wiest
Library JPA Governing Board (San Mateo County)	Elizabeth Lewis	Cary Wiest
Peninsula Traffic Congestion Relief Alliance	Bill Widmer	Jim Dobbie
San Francisco Airport/Community Roundtable	Elizabeth Lewis	Bill Widmer
San Mateo County Emergency Services Council	Jim Dobbie	Bill Widmer
San Mateo County Sub-Regional Housing Policy Advisory	Elizabeth Lewis	
Grand Blvd. Task Force	Elizabeth Lewis	
Menlo Park Fire Protection District	Cary Wiest	Bill Widmer
Peninsula Cities Consortium		Elizabeth Lewis
SBWMA Blue Ribbon Task Force		Bill Widmer
Cal/Mod Local Agency Policy Maker Group		Elizabeth Lewis

Atherton Charter City Discussions (Ad-hoc)	Bill Widmer	
Atherton Bike Coalition (Ad-hoc)	Bill Widmer	
Atherton Refuse & Recycling Rates (Ad-hoc)	Bill Widmer	
SBWMA Board of Directors		

for JULY 17, 2013 Council Meeting.

**Menlo Park Fire Protection District –**

Fire Chief Schapelhouman is doing extensive amounts of physical therapy since the surgery on this back. He hopes to be back to work at the fire department in some capacity doing what he loves. There was a Closed Session related to: 1) Public Employee Appointment – Fire Chief and 2) Conference with legal council on existing litigation. Because of the Chief's absence there was no Chief's report. The Directors had five (5) consent items (none were pulled) all were approved. There were fifteen (15) items on the regular agenda all agenda items were approved. Key items on the agenda were as follows: 1) Approval to call for an election for three open seats on the District Board of Directors for the 2013-2017 term; 2) Several items were related to investment policy, fund balance policy, and designation of signatures; 3) Three issues were related to contracts; 4) Accounting actions; 5) Acceptance of a Human Resources report and needs assessment completed by Koff and Associates. In addition, a pertinent item under Reports and Requests: Applicable to Atherton – Fire Access Road Complete at the end of Walsh Road. The meeting was adjourned in about an 1 hour.

**Transportation Committee –**

There were several topics under new business: 1) Discussion of a stop sign or yield signs at Linden at Laburnum and Juniper and Catalpa. Public Works has sent the owners in the area a request to trim shrubs. Staff to update at the next meeting; 2) Crosswalk at Middlefield and Watkins – Recommendation is for flags to be installed and this will be forwarded to council; 3) Street lights have been repaired in Lloyd Park; 4) Readdress speeding on Fredrick- no problems; and 5) Alameda and Stockbridge intersection – Staff and the Police Department are looking at options and will bring it back to committee; safety is a strong concern in the intersection. Public Works reported that Friday 07/12/13 is the first Bike & Ped safety meeting

**Holbrook Palmer Park Foundation –**

Frank Merrill has been selected to replace former Chair Shirley Carlson. Susan Masetti is the new Dames Co-President. She is new to the foundation so she had little to report other than the Dames' goal to fundraise at least \$13,000 in 2013. As council is aware, the foundation presented to the June Council meeting and Shirley Carlson discussed this issued with the rest of the board. The main topic raised was who would manage the "Event Garden" project? The City or Members of the Foundation? MaryLue Timpson, Treasurer, reported the HPPF fund balance is currently \$199,834.68