



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
August 17, 2011
6:30 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

6:30 P.M. ROLL CALL Lewis, Dobbie, Widmer, McKeithen, Carlson

6:32 P.M. PUBLIC COMMENTS

6:40 P.M. PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

6:41 P.M. CLOSED SESSION

**A. CONFERENCE WITH LEGAL COUNSEL--EXISTING
LITIGATION (Subdivision (a) of Section 54956.9)**

*Pacific Peninsula Group v. Town of Atherton, and Does 1 through 50, San
Mateo Superior Court, Case No. CIV 497841*

RECONVENE TO OPEN SESSION

Report of action taken.

6:55 P.M. ADJOURN

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
August 17, 2011
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

PLEASE NOTE:

Times listed on the Agenda are an approximation and not a time certain. The Council may take up items out of order. Please arrive well in advance of the time listed for any item in which you are interested.

- 7:00 P.M. 1. **PLEDGE OF ALLEGIANCE**
- 7:02 P.M. 2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson
- 7:03 P.M. 3 **PRESENTATIONS**
- 7:20 P.M. 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.)*
- 7:40 P.M. 5. **REPORT OUT OF CLOSED SESSION**

 August 17, 2011
- 7:45 P.M. 6. **CITY MANAGER'S REPORT**
- 7:50 P.M. 7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
- 7:50 P.M. **CONSENT CALENDAR** (Items 8-19)

(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 JULY 20, 2011 REGULAR MEETING**
Recommendation: Approve July 20, 2011 regular meeting minutes

- 9. APPROVAL OF BILLS AND CLAIMS FOR JULY, 2011 IN THE AMOUNT OF \$1,836,866**
Recommendation: Approve Bills and Claims in the amount of \$1,836,866
- 10. FINANCIAL REPORT FOR THE ONE MONTH ENDED JULY 31, 2011**
Report: Finance Director Louise Ho
Recommendation: Receive the General Fund Financial Report for the one month ended July 31, 2011
- 11. ACCEPTANCE OF TREASURER'S REPORT FOR THE FOURTH QUARTER ENDED JUNE 30, 2011**
Report: Finance Director Louise Ho
Recommendation: Accept the Treasurer's Report for the Fourth Quarter Ended June 30, 2011
- 12. TOWN RESPONSE TO CIVIL GRAND JURY REPORT ON CELL TOWERS: PUBLIC OPPOSITION AND REVENUE SOURCE**
Report: Deputy Planner Lisa Costa Sanders
Recommendation: Approve the response letter to the San Mateo County Civil Grand Jury regarding cell towers: public opposition and revenue source
- 13. TOWN RESPONSE TO THE SAN MATEO COUNTY CIVIL GRAND JURY REPORT DATED JUNE 27, 2011 – RUNNING ON EMPTY**
Report: Finance Director Louise Ho
Recommendation: Approve the response to San Mateo County Civil Grand Jury report dated June 27, 2011, on running on empty
- 14. RESOLUTION ESTABLISHING GUIDELINES FOR ENFORCING ORDINANCE 593 - CHAPTER 12.16.040 OF THE ATHERTON MUNICIPAL CODE REGARDING REQUIREMENTS FOR THE STORAGE AND REMOVAL OF RECYCLING, COMPOSTING AND GARBAGE CONTAINERS (CARTS)**
Report: Interim City Manager John Danielson
Recommendation: Approve Resolution No. 11-xx establishing guidelines for enforcing Ordinance 593 – Chapter 12.16.040 of Atherton Municipal Code regarding requirements for the storage and removal of recycling, composting and garbage containers (carts)
- 15. ADOPTION OF LOCAL HAZARD MITIGATION PLAN FOR TOWN**
Report: Police Chief Ed Flint
Recommendation: Adopt Resolution No. 11-xx approving the Local Hazard Mitigation Plan for the Town
- 16. APPROVE A CONTRACT AMENDMENT FOR BKF ENGINEERS FOR CONSTRUCTION AND PERMIT COMPLIANCE SERVICES ON THE UPPER ATHERTON CHANNEL CREEK STABILIZATION**

**AND SLOPE RESTORATION PHASE II PROJECT NUMBER 56037
IN THE AMOUNT OF \$29,430**

Report: Interim Public Works Director Mike Kashiwagi

Recommendation: Approve a Contract Amendment for BKF Engineers for construction and permit compliance services on the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project, project number 56037 in the amount of \$29,430 and increase the Upper Atherton Channel Creek Stabilization and Slope Restoration Project budget of \$30,000.00

**17. APPROVAL OF PLANS AND SPECIFICATIONS AND
AUTHORIZATION TO ADVERTISE HOOVER STREET
CROSSWALK PROJECT NUMBER 56011**

Report: Interim Public Works Director Mike Kashiwagi

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the Hoover Street Crosswalk Project, Project No. 56011

**18. RECOMMENDATION FROM RAIL COMMITTEE TO APPROVE A
LETTER TO CALTRAIN TO INSTALL QUAD-GATES AT
WATKINS AVENUE**

Report: Council Member Carlson

Recommendation: Approve letter to Caltrain recommending quad-gates at Watkins Avenue

**19. APPROVAL OF A BUILDING DEPARTMENT OUTSOURCING
CONTRACT**

Report: Interim City Manager John Danielson

Recommendation: Award the contract Building and Life Safety Services to Interwest, and authorize the City Manager to negotiate and execute an agreement for a “not to exceed” fifty-eight percent (58%) of total new building revenues collected and to negotiate transitional fees for building plans already underway.

8:30 P.M. PUBLIC HEARINGS - None

9:00 P.M. REGULAR AGENDA (Item 20-21)

**20. ADOPT RESOLUTION 11-XX DESIGNATING A VOTING
DELEGATE AND UP TO TWO ALTERNATE TO THE LEAGUE OF
CALIFORNIA CITIES ANNUAL CONFERENCE – SEPTEMBER 21-
23, SAN FRANCISCO**

Report: Interim City Manager John Danielson

Recommendation: Adopt Resolution 11-xx designating a voting delegate and an alternate to the League of California Cities Annual Conference in San Francisco

**21. IMPLEMENTATION OF TOWN’S LAST BEST AND FINAL OFFER
REGARDING CONTRACTING OUT OF BARGAINING UNIT**

**WORK FOR MISCELLANEOUS TOWN EMPLOYEES
REPRESENTED BY TEAMSTERS 856**

Report: Interim City Manager John Danielson

Recommendation: Adopt Resolution 11-19, implementing the Town's Last, Best, and Final Offer to contract out work currently performed by members of the Miscellaneous Town Employee bargaining unit pursuant to the impasse resolution procedures contained in Municipal Code Sec 2.152.160

- 9:30 P.M. 22. **COUNCIL REPORTS**
- 9:40 P.M. 23. **FUTURE AGENDA ITEMS**
- 9:50 P.M. 24. **PUBLIC COMMENTS**
- 10:00 P.M. 25. **ADJOURN**

PLEASE NOTE THE FOLLOWING INFORMATION:

If you challenge a Town zoning, planning, or any other decision in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this agenda, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Judicial review of any Town administrative decision may be had only if a petition is filed with the court not later than the 90th day following the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton, CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us

*In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices,
91 Ashfield Road, during normal business hours.*

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Item No. 15

Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ED FLINT, CHIEF OF POLICE

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: LOCAL HAZARD MITIGATION PLAN

RECOMMENDATION

Adopt Resolution 11-xx approving the Local Hazard Mitigation Plan Annex.

BACKGROUND

The Federal Mitigation Act of 2000 ties future mitigation spending to cities that have local hazard mitigation plans completed. In other words, only those cities/towns that have mitigation plans in place will receive Federal money. Having a mitigation plan shows the Federal Government that a city/town has taken the necessary steps to lessen the degree of vulnerability in the event that a disaster occurs. In addition, a mitigation plan also helps to minimize any recovery costs incurred as a result of a disaster.

To assist local governments in meeting this requirement, ABAG (Association of Bay Area Governments) is the lead agency on the multi-jurisdictional LHMP (Local Hazard Mitigation Plan) for the San Francisco Bay Area. Atherton participated in the development of the multi-jurisdictional plan by completing its own LHMP (see exhibit 1- Atherton-Strategies 2009). Atherton also turned in a list of our Critical Facilities (see exhibit 2- Atherton-Critical Facilities 2009). Thirdly, Atherton completed the LHMP Annex (see exhibit 3- Atherton 2010 Local Hazard Mitigation Plan Annex).

DISCUSSION

ABAG's definition of a Local Hazard Mitigation Plan is *“any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards. Hazard mitigation is most effective when a long-term plan is developed before a disaster occurs. A hazard mitigation plan identifies the hazards a community or region faces, assesses their vulnerability to the*

hazards and identifies specific actions that can be taken to reduce the risk from the hazards. The Federal Disaster Mitigation Act of 2000 (DMA 2000) outlines a process which cities, counties, and special districts can follow to develop a LHMP. Development of this plan is a requirement for certain benefits from CalEMA and FEMA.”

Atherton’s LHMP Annex has been pre-approved by FEMA, pending the resolution adoption by Council (see exhibit 4, LHMP Resolution). The resolution and annex need to be submitted to FEMA for final approval prior to November 2011.

The Town of Atherton will most certainly benefit from having a LHMP as we may be eligible for the following benefits:

- A more disaster-resistant and resilient community and region;
- Eligibility for hazard mitigation assistance programs, including Hazard Mitigation Grant Program, Pre-Disaster Mitigation, Flood Mitigation Assistance and Severe Repetitive Loss grant programs (there is more information on these grants on the ABAG website);
- Eligibility for points under the National Flood Insurance Program’s Community Rating System (CRS);
- Eligibility for waiver of the 6.25% local match for Public Assistance money after a disaster. Cities, Towns, and Special Districts only got 6.25% match for disaster reimbursement but this is waived for any city/town that has a LHMP.

FISCAL IMPACT

NONE – the LHMP Annex is complete pending approval by FEMA and the resolution adoption by Atherton Town Council.

Prepared by:

Approved by:

Ed Flint
Police Chief

John Danielson
Interim City Manager

Sample Adoption Resolution

THE TOWN OF ATHERTON RESOLUTION 11-xx

Adoption of the Plan “Taming Natural Disasters” as the Town of Atherton’s Local Hazard Mitigation Plan

Passed and Adopted [month date], 2011

WHEREAS, the Bay Area is subject to various earthquake-related hazards such as ground shaking, liquefaction, landsliding, fault surface rupture, and tsunamis; and

WHEREAS, the Bay Area is subject to various weather-related hazards including wildfires, floods, and landslides; and

WHEREAS, the *Town of Atherton* recognizes that disasters do not recognize city, county, or special district boundaries; and

WHEREAS, the *Town of Atherton* seeks to maintain and enhance both a disaster-resistant *Town of Atherton* and region by reducing the potential loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters; and

WHEREAS, the *Town of Atherton* is committed to increasing the disaster resistance of the infrastructure, health, housing, economy, government services, education, environment, and land use systems in the *Town of Atherton*, as well as in the Bay Area as a whole; and

WHEREAS, the federal Disaster Mitigation Act of 2000 (Act) requires all cities, counties, and special districts to adopt a Local Hazard Mitigation Plan to receive disaster mitigation funding from FEMA; and

WHEREAS, ABAG has approved and adopted the ABAG report *Taming Natural Disasters*, created in collaboration with the participating jurisdictions, as the multi-jurisdictional Local Hazard Mitigation Plan for the San Francisco Bay Area;

NOW, THEREFORE, BE IT RESOLVED that the *Town of Atherton* adopts, and adapts with its local annex, this multi-jurisdictional plan as its Local Hazard Mitigation Plan.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the *Town of Atherton* commits to continuing to take those actions and initiating further actions, as appropriate, as identified in the *Town of Atherton’s* Annex of that multi-jurisdictional Local Hazard Mitigation Plan [*required for Cities and Counties- by adopting this list of mitigation strategies as the Implementation Appendix of the Safety Element of Its General Plan*].

PASSED AND ADOPTED THIS 17th day of August, 2011.

2010 Local Hazard Mitigation Plan Annex

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Town of Atherton

Introduction

The Town of Atherton is a small-sized city in San Mateo County, California. Atherton, incorporated in 1923, is situated on the San Francisco Peninsula midway between San Francisco and San Jose. The Town of Atherton covers 6 square miles and has a population of approximately 7194 people, based on the 2000 census¹. For fiscal year 2009-2010, the Town's budget was \$11,208,661.00. The Town employs 54 full-time employees as well as a number of part-time and contract employees. While the Town provides local police services, the fire services are supplied by the Menlo Park Fire District.

The Regional Planning Process

The Town of Atherton participated in the following ABAG (Association of Bay Area Governments) workshops, conferences, and meetings:

- Commitment letter on file with ABAG, September 2009
- Strategies Worksheet, October 2009
- Critical Facilities Data, October 2009
- Commented on GOVT chapter (ch 5), October 2009

For more information on these meetings and for rosters of attendees, please see Appendix A and H in the ABAG Multi-Jurisdictional Local Hazard Mitigation Plan 2010 (MJ-LHMP). In addition, the Town of Atherton has provided written and oral comments on the multi-jurisdictional plan and provided information on facilities that are defined as "critical" to ABAG.

The Local Planning Process

The Town of Atherton's Department Heads met on two occasions to identify mitigation strategies and to prioritize appropriate mitigation strategies. Personnel involved in these meetings were:

Jerry Gruber-City Manager
Eileen Wilkerson-Assistant City Manager
Glenn Nielsen-Chief of Police
Mike Wassman-Building Department
Duncan Jones-Public Works
Louise Ho-Finance Director
Lisa Costa-Sanders-Planning Department
Kristin Nichols-Police Sergeant

¹ For complete Census information on this city, see <http://www.bayareacensus.ca.gov/>.

Town of Atherton

The group reviewed and designated priorities for mitigation. A representative from the Redwood City School District also participated in reviewing the Mitigation Strategies for Education. The Local Hazard Mitigation Strategy spreadsheet can be found in Exhibit B to the Town of Atherton 2010 Annex. Comments made by the Department Heads were incorporated into the spreadsheet.

Public Meetings

Opportunity for public comments on the DRAFT mitigation strategies was provided at a public meeting in October 2009, which was held at the Atherton Town Council Chambers. This meeting was advertised on the Town's community bulletin board. The draft mitigation strategies were also published on the Town of Atherton's website for public viewing. No public comments were received from either the meeting or the internet posting. A copy of the internet posting is included as Exhibit A to the Town of Atherton 2010 Annex.

The Town of Atherton Town Council will adopt the plan in a public meeting via an official Resolution upon approval by FEMA. The mitigation strategies will become an implementation appendix of the Safety Element of the Town of Atherton General Plan.

Hazards Assessment

The ABAG Multi-Jurisdictional Local Hazard Mitigation Plan, to which this is an annex, lists nine hazards that impact the Bay Area. There are five hazards related to earthquakes (faulting, shaking, earthquake-induced landslides, liquefaction, and tsunamis) and four related to weather (flooding, landslides, wildfires, and drought). These hazards all impact the community of the Town of Atherton, except for surface faulting. Surface faulting is not a hazard in the Town of Atherton because no active faults are located in the Town. Maps of these hazards and risks are shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>.

While the Town of Atherton has undertaken a number of general hazard mapping activities since the first Safety Element was prepared by the Town of Atherton all of these maps are less detailed and are not as current as those shown on the ABAG website at <http://quake.abag.ca.gov/mitigation/>.

Past Occurrences Of Disasters (natural and human-induced)

The Town of Atherton has experienced a number of different disasters over the last 50 years, including numerous earthquakes, floods, and severe storms. The El Nino storm of 1998, for example, caused record floods in San Mateo County. Severe landslides were triggered by intense rain. Widespread, more than 11,000 people were evacuated because of 80 mile per hour winds and floods. There was a total of 17 deaths and \$550 million in damage.

The Loma Prieta Earthquake of 1989 is another example of the kind of large scale disaster which can strike the Bay Area. It killed 63 persons, injured 3,757, and displaced over 12,000 persons. With over 20,000 homes and businesses damaged and over 1,100 destroyed, this quake caused approximately \$6 billion of damage. The Town of Atherton suffered from minor damage but the damage was throughout the Town.

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More information on State and Federally declared disasters in the Town of Atherton can be found at <http://quake.abag.ca.gov/wp-content/documents/ThePlan-D-2010.pdf>.

In addition to the declared disasters noted in Appendix D, locally significant incidents that have also impacted the Town of Atherton in the last several years include:

- July 2010 – Mehserle Verdict. Civil Disturbance. City of Oakland activated their EOC. The Town of Atherton deployed police officers for Mutual Aid assistance.
- September 2010-San Bruno Fire. A PG&E natural gas pipeline ruptured in a residential neighborhood, which caused a major fire and several lives were lost. San Mateo County activated their EOC. The Town of Atherton deployed several police officers for Mutual Aid assistance.
- November 2010-Mehserle Sentencing. Civil Disturbance. City of Oakland activated their EOC. The Town of Atherton deployed two police officers for Mutual Aid assistance.

Risk Assessment

Urban Land Exposure

The Town of Atherton examined the hazard exposure of the Town of Atherton_urban land based on information in ABAG’s website at <http://quake.abag.ca.gov/mitigation/pickdbh2.html>. The “2005 Existing Land Use with 2009 Mapping” file was used for this evaluation (in the existing plan, the file used was “Existing Land Use in 2000”).

The following table described the exposure of urban land within the Town of Atherton to the various hazards.

Exposure (acres of urban land)			
Hazard	2005	2010	Change
<i>Total Acres of Urban Land</i>	3227	3233	6
Earthquake Faulting (within CGS zone)	0	0	0
Earthquake Shaking (within highest two shaking categories) ²	2333	2339	6
Earthquake-Induced Landslides (within CGS study zone)	0	6	6
Liquefaction (within moderate, high, or very high liquefaction susceptibility)	2512	2519	7
Flooding (within 100 year floodplain)	0	0	0
Flooding (within 500 year floodplain)	0	0	0

² The nearest earthquake fault is the San Andreas Fault that runs within one mile of Atherton’s western boundary. Severe shaking is possible in most of the Town.

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Landslides (within areas of existing landslides)	0	0	0
Wildfire (subject to high, very high, or extreme wildfire threat) ³	199	120	(79)
Wildland-Urban Interface Fire Threat	3178	3196	18
Dam Inundation (within inundation zone)	298	298	0
Tsunamis (within inundation area) ⁴	not applicable		
Drought ⁵	3227	3233	6

³ The decrease is due to better and more accurate mapping.

⁴ Tsunami evacuation planning maps were not available inside the San Francisco Bay in 2005. This map became available in December 2009. Miles of exposed infrastructure is not an appropriate analysis for this hazard. It should be noted that this map is not a hazard map and should be used for evacuation planning purposes only. The inundation line represents the highest inundation at any particular location from a suite of tsunami sources. It is not representative of any single tsunami.

⁵ The entire Town of Atherton is subject to drought.

Infrastructure Exposure

The Town of Atherton also examined the hazard exposure of infrastructure within the jurisdiction based on the information on ABAG's website at: <http://quake.abag.ca.gov/mitigation/pickdbh2.html>. Of the 64 miles of roadway in the Town of Atherton, the following are exposed to the various hazards analyzed.

Exposure (miles of infrastructure)						
Hazard	Roadway		Transit		Rail	
	2005	2010	2005	2010	2005	2010
<i>Total Miles of Infrastructure</i>	64	64	0	1	1	1
Earthquake Shaking (within highest two shaking categories)	41	42	0	0	0	0
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	51	53	0	1	1	1
Liquefaction Hazard (within CGS study zone)	0	4	0	0	0	0
Earthquake-Induced Landslides (within CGS study zone)	0	0	0	0	0	0
Earthquake Faulting (within CGS zone)	0	0	0	0	0	0
Flooding (within 100 year floodplain)	0	0	0	0	0	0
Flooding (within 500 year floodplain)	0	0	0	0	0	0
Landslides (within areas of existing landslides)	0	0	0	0	0	0
Wildfires (subject to high, very high, or extreme wildfire threat)	4	1	0	0	0	0
Wildland-Urban Interface Fire Threat	63	63	0	1	1	1

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Dam Inundation (within inundation zone)	5	4	0	0	0	0
Tsunamis ¹	not applicable					
Drought ²	not applicable					

¹ Tsunami evacuation planning maps were not available inside the San Francisco Bay in 2005. This map became available in December 2009. Miles of exposed infrastructure is not an appropriate analysis for this hazard. It should be noted that this map is not a hazard map and should be used for evacuation planning purposes only. The inundation line represents the highest inundation at any particular location from a suite of tsunami sources. It is not representative of any single tsunami.

² Drought is not a hazard for roadways.

Exposure of Town of Atherton-Owned Buildings, Plus Critical Healthcare Facilities and Schools

Finally, the Town of Atherton examined the hazard exposure of critical health care facilities and schools located within the Town of Atherton and Town of Atherton-owned buildings based on the information on ABAG's website at <http://quake.abag.ca.gov/mitigation/pickcrit.html>. The Town of Atherton provided a list of the critical facilities it owns to ABAG. ABAG provided a detailed assessment of the hazard exposure of each of its facilities. The following number of facilities are exposed to the various hazards analyzed.

Hazard	Schools		Locally owned critical facilities	
	2005	2010	2005	2010
<i>Total Number of Facilities</i>	-	9	-	20
Earthquake Shaking (within highest two shaking categories)	-	5	-	3
Liquefaction Susceptibility (within moderate, high, or very high liquefaction susceptibility)	-	8	-	20
Liquefaction Hazard (within CGS study zone)	-	0	-	0
Earthquake-Induced Landslides (within CGS study zone)	-	0	-	0
Earthquake Faulting (within CGS zone)	-	0	-	0
Flooding (within 100 year floodplain)	-	0	-	0
Flooding (within 500	-	0	-	0

Town of Atherton

year floodplain)				
Landslides (within areas of existing landslides)	-	0	-	0
Wildfires (subject to high, very high, or extreme wildfire threat)	-	0	-	1
Wildland-Urban Interface Fire Threat	-	9	-	19
Dam Inundation	-	0	-	0
Tsunamis ¹ (within inundation area)	-	0	-	0
Drought ²	-	-	-	-

¹ Tsunami evacuation planning maps were not available inside the San Francisco Bay in 2005. This map became available in December 2009. It should be noted that this map is not a hazard map and should be used for evacuation planning purposes only. The inundation line represents the highest inundation at any particular location from a suite of tsunami sources. It is not representative of any single tsunami.

² Drought will not affect locally owned facilities directly.

Repetitive Loss Properties

There are no repetitive loss properties in the Town of Atherton based on the information at <http://quake.abag.ca.gov/mitigation/pickflood.html>.

Other risks

There are currently no other risks or vulnerabilities that differ from the other nine counties.

The Town of Atherton (through its cooperative disaster planning agencies including the Menlo Park Fire District and the San Mateo County Office of Emergency Services) has done extensive planning to mitigate disasters. The Town will continue to work with ABAG to develop specific information about the kind and level of damage to buildings, infrastructure, and critical facilities which might result from any of the hazards previously noted.

Mitigation Goals

The goal of the ABAG MJ-LHMP is to maintain and enhance a disaster-resistant region by reducing the potential for loss of life, property damage, and environmental degradation from natural disasters, while accelerating economic recovery from those disasters. This goal is unchanged from the 2005 plan and continues to be the goal of the Town of Atherton in designing its mitigation program.

Mitigation Activities and Priorities

Future Mitigation Actions and Priorities

Town of Atherton

As a participant in the 2010 ABAG multi-jurisdictional planning process, of the Atherton Town staff helped in the development and review of the comprehensive list of mitigation strategies in the overall multi-jurisdictional plan. The decision on priority was made based on a variety of criteria, not simply on an economic cost-benefit analysis. These criteria include being technically and administratively feasible, politically acceptable, socially appropriate, legal, economically sound, and not harmful to the environment or our heritage.

The draft priorities will be provided to the Town Council for adoption pending approval of this LHMP (Local Hazard Mitigation Plan) by FEMA.

The Town of Atherton planning team also prioritized specific mitigation tasks for the next 5 years. This list includes an implementation process, a funding strategy, and an approximate time frame.

INFR b-8 and GOVT a-10 and a-11: The Town of Atherton is currently working on two new Town buildings: a new public library and a new Town Hall Police Facility. Both structures are planned to be completed in the next five years.

The library building has completed the conceptual design phase and will begin when all of the funding is available from the library fund and pending approval from the Town Council.

The Town Hall Police Facility is currently in committee for conceptual design under the direction of the City Council. Potential funding sources for the Town Hall Police Facility is yet to be determined.

Both structures will be designed and constructed under the most current California Building and Fire codes. The Town Hall Police Facility will also be required to comply with the code requirements for an essential facility. The building department is responsible for this project.

INFR d-16, INFR d-17 and GOVT d-3: In the next 5 years we plan to implement these strategies by working together with Redwood City, Menlo Park, and San Mateo County on a joint ad-hoc committee to address flooding along the Atherton Channel, especially at its downstream terminus.

LAND a-1 and INFR b-8: In December 2010, the Town of Atherton, adopted the most current amended codes dealing with seismic safety. Over the next 5 years, the town will review all new projects and revisions or additions to existing structures to ensure compliance with the minimum state codes and standards.

LAND d-4: The Town in the next 5 years will implement the stormwater management practices that are prescribed in the Municipal Regional Stormwater Permit order No. R2-2009-0074.

HSNG b-2: All new proposed additions to homes where new living space is proposed over any part of the structure are required to provide structural engineering to confirm the design meets all of the structural requirements for seismic safety as prescribed in the California Building Codes.

Town of Atherton

HSNG e-3, f-1, g-6, and g-7: The Town of Atherton adopted the 2010 California Building Standards Codes and ratified the Menlo Park Fire Protection District's amended adoption of the 2010 California Fire Code. This adoption included the adoption of the 2010 California Building Code, California Residential Code, and the Existing Building Code. Both the 2010 California Building Code section 907.22.11 and the 2010 California Residential Code section R314 require the installation of smoke detectors in new and existing sleeping rooms when construction is permitted.

HSNG g-1: All new homes constructed in or adjacent to urban wildlife interface areas will be required to comply with all of the provisions of the 2010 California Building Code Section 7A which prescribes specific construction features for structures located in these areas.

HSNG g-12: The 2010 California Residential Code requires all new single family homes to be equipped with automatic fire sprinklers. The 2010 California Fire Code as amended by the Menlo Park Fire Protection District requires all new structures, regardless of size or occupancy to be protected by automatic fire sprinklers.

ENVI a-4: In the next 5 years we plan to develop a watershed plan for the Town that will improve the health of the ecosystem, reduce the incidence of flooding downstream and reduce erosion and scour in the natural portions of the Atherton Channel.

ENVI a-5: In the next 5 years we plan to construct projects on the upper Atherton Channel that will slow and smooth the flow of water, restore the eroded channel bottom, restore native vegetation and provide restored habitat for red-legged frogs, an endangered species.

ENV b-8: The Town of Atherton adopted the 2010 California Green Building Standards Code. The Town is further evaluating the mandatory and voluntary measures in this code and may in the next year further amend the code to require additional, tier 1 requirements.

On-Going Mitigation Strategy Programs

The Town has many on-going mitigation programs that help create a more disaster-resistant region. The following list highlights those programs identified as *Existing Programs* in the mitigation strategy spreadsheet. Others are on-going programs that are currently underfunded. It is the Town's priority to find additional funding to sustain these on-going programs over time.

- Vulnerability assessments of Town facilities and infrastructure, including Town Hall and the police department (GOVT-a-1).
- Participation in general mutual-aid agreements and agreements with adjoining jurisdictions for cooperative response to fires, floods, earthquakes, and other disasters (GOVT-C-13).
- Coordinate with Town staff and local utilities to ensure emergency power and backup for critical power needs (INFR-a-9).
- Maintain and update the Town of Atherton's Emergency Operations Plan (GOVT-c-12).

Town of Atherton

- Sponsor the formation and training of Community Emergency Response Teams (CERT) through partnerships with the community and Menlo Park Fire District (GOVT-c-3, HWNG-k-6).
- Continue to be involved in the EOC through partnerships with local emergency response teams (ECON, GOVT, HSNG).
- Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities (INFR—d-6, INFR-d-7).

Incorporation into Existing Planning Mechanisms

The Town has several planning mechanisms

- ◆ General Plan
- ◆ Capital Improvements Plan

The Town has a Community Safety Element in its General Plan that includes a discussion of fire, earthquake, flooding, and landslide hazards. This plan was adopted as an implementation appendix to the Safety Element. In addition, the Town enforces the requirements of the California Environmental Quality Act (CEQA), which, since 1988, requires mitigation for identified natural hazards. The Town has used these pre-existing programs as a basis for identifying gaps that may lead to disaster vulnerabilities in order to work on ways to address these risks through mitigation.

Plan Update Process

As required by the Disaster Mitigation Act of 2000, the Town of Atherton will update this plan annex at least once every five years, by participating in a multi-agency effort with ABAG and other agencies to develop a multi-jurisdictional plan.

The Atherton Police Department will monitor this Annex on an on-going basis. However, the major disasters affecting our Town, legal changes, notices from ABAG as the lead agency in this process, and other triggers will be used to update this plan as needed. Finally, the Annex will be a discussion item on the agenda of the meeting of Department heads at least once a year in April. At that meeting, the department heads will focus on evaluating the Annex in light of technological and political changes during the past year or other significant events. The Department heads will be responsible for determining if the plan should be updated.

The Town is committed to reviewing and updating this plan annex at least once every five years, as required by the Disaster Mitigation Act of 2000. The Atherton Police Department will contact ABAG four years after this plan is approved to ensure that ABAG plans to undertake the plan update process. If so, the Town again intends to participate in the multi-jurisdictional plan. If ABAG is unwilling or unable to act as the lead agency in the multi-jurisdictional effort, other agencies will be contacted, including the County's Office of Emergency Services. Counties should then work together to identify another regional forum for developing a multi-jurisdictional plan.

Town of Atherton

The public will continue to be involved whenever the plan is updated and as appropriate during the monitoring and evaluation process. Prior to adoption of updates, the Town will provide the opportunity for the public to comment on the updates. A public notice will be posted prior to the meeting to announce the comment period and meeting logistics.

Town of Atherton

Exhibit A - Internet Posting

Town of Atherton

Exhibit B - Local Hazard Mitigation Strategy Spreadsheet



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JOHN DANIELSON, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF AUGUST 17, 2011

**SUBJECT: APPROVE A CONTRACT AMENDMENT FOR BKF ENGINEERS
FOR CONSTRUCTION AND PERMIT COMPLIANCE SERVICES
ON THE UPPER ATHERTON CHANNEL CREEK
STABILIZATION AND SLOPE RESTORATION PHASE II
PROJECT NUMBER 56037 IN THE AMOUNT OF \$29,430.**

RECOMMENDATION:

Approve a Contract Amendment for BKF Engineers for construction and permit compliance services on the Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project, project number 56037 in the amount of \$29,430 and increase the Upper Atherton Channel Creek Stabilization and Slope Restoration Project budget of \$30,000.00.

INTRODUCTION:

Upper Atherton Channel Creek Stabilization and Slope Restoration Phase II Project began on Monday July 11, 2011. While working on clearing and grubbing on the embankment of the creek, the contractor encountered unanticipated field conditions. The contractor and the biologist found the San Francisco Dusky-Footed Woodrat, a threaten mammal. As required by the permit from the Department of Fish and Game, and other permitted agencies, the biologist contacted the department requesting authorization to continue with construction. The department of Fish and Game stated that the biologist would need to mitigate the issue prior to continuing on with construction. Staff and BKF Engineers requested a proposal for biological services that would meet the requirements on Fish and Game.

Weir 2 & Weir 3 sites are cleared and can continue with construction; however, Weir 1 site, including the slope stabilization area, has not been cleared of the woodrat. The mitigation

measures include daily monitoring during construction, passively trapping and relocating the woodrats upstream from the project site.

ANALYSIS:

Amendment Cost

1.	Pre-construction woodrats survey & mapping	=	\$ 1,350.00
2.	Enhance surrounding woodrat habitat	=	\$ 1,800.00
3.	Daily biological monitor for woodrat disturbance	=	\$21,600.00
4.	Woodrat passive relocation efforts	=	\$ 2,700.00
5.	Agency consultation & updates on woodrat protection	=	\$ 1,080.00
6.	Project Management	=	\$ 900.00
<hr/>			
TOTAL COST OF AMENDMENT		=	\$29,430.00

FISCAL IMPACT:

Current authorization for BKF Engineers is \$168,353.00. An increase due to the amendment cost in the amount of \$29,430.00 bringing the new total for BKF Engineers to \$197,983.00, which is over Upper Atherton Channel budget for FY 2011-12 of \$750,000, by \$10,758.00; therefore, the existing budget must also be amended to cover the additional cost. Staff recommends increasing the current budget by \$30,000.00. Source of funding will be Parcel Tax.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

John Danielson
Interim City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JOHN DANIELSON, INTERIM CITY MANAGER**

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF AUGUST 17, 2011

**SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS AND
AUTHORIZATION TO ADVERTISE HOOVER STREET
CROSSWALK PROJECT NUMBER 56011**

RECOMMENDATION:

Approve the plans and specifications and authorize advertisement for bids for the Hoover Street Crosswalk Project, Project No. 56011.

INTRODUCTION:

The FY 2011-12 adopted Capital Improvement Program includes funds for constructing the Hoover Street Crosswalk. The need for this project resulted from a 2006 traffic study that states Valparaiso Avenue (between El Camino Real and Victoria Drive) was considered a hazard for pedestrians and bicyclists to cross the road to get to public schools and local shopping area.

The Town of Atherton, supported by the resident of Victoria Manor, applied for a Highway Safety Improvement Project (HSIP) grant from the State of California for this project. The grant provides 88.53% funding of the project.

ANALYSIS:

The proposed plan includes improvements along Valparaiso Avenue at Hoover Street. The improvements are designed to remove obstacles and to provide a safe walking and biking across the roadway. The improvements include:

1. In-pavement lighted crosswalk;

2. ADA ramps at the southeast corner of Valparaiso Avenue at Hoover Street;
3. A walking path along the northside of Valparaiso Avenue (between Victoria Drive and Hoover Street)
4. Addition of cross walk signs and pavement markings.

Kimley-Horn and Associates has prepared the design for the project. The Hoover Street Crosswalk Project plan and specification are ready to be advertised for construction.

FISCAL IMPACT:

Highway Safety Improvement Project funds in the amount of \$30,207.00 and Parcel Tax funds in the amount of \$4,400 for a total of \$34,607 are budgeted for this project in FY 2011-12. The Engineer's Estimate for the Hoover Street Crosswalk Project is \$30,800. The project is scheduled to receive bids in September 2011 and award the contract at the October, 2011 City Council meeting.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

John Danielson
Interim City Manager

Attachments:



**Office of the Mayor
Town of Atherton**

**91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500
Fax: (650) 614-1212**

August 8, 2011

ITEM 18

Mr. Michael Scanlon, CEO
San Mateo County Transit District
1250 San Carlos Ave.
San Carlos, CA 94010

Dear Mr. Scanlon,

The City of Atherton, hereby, formally requests Caltrain to install quad-gates at Watkins Avenue road crossing in Atherton to improve crossing safety. This crossing is particularly dangerous because commuter trains do not stop at the Atherton train station during the week, but only on the weekend. As a result there are over 80 trains a day during the week traveling through this intersection at about 79 miles per hour, the maximum allowed by the Federal Railroad Administration (FRA). Although Caltrain has had a number of fatalities each year along its right-of-way, most have been individual pedestrians who have died either by accident or suicide. Our concern is a multi-fatality accident occurring when the driver of an automobile goes around the present single cross-arm gates. We would anticipate that a driver would do this believing the train that just passed, which had caused the cross-arms to come down, and the driver, being in a rush, would drive around the single arm gate, when in fact another train in the opposite direction was proceeding through the intersection at 79 miles per hour. At this intersection, drivers have only very limited visibility on any on-coming trains in either direction.

This type of event happened on the Caltrain right-of-way at a different location several years ago, causing one fatality of the two passengers in the automobile. We understand that a similar event occurred on the UP Railroad right-of-way (ROW) at a road crossing in Illinois causing the deaths of several family members which resulted in the installation of quad gates at every crossing along the ROW from Chicago to St. Louis.

Although a multi-fatality accident has not occurred on the Caltrain right-of-way we would like to lessen the chances of it occurring at Watkins Avenue. This road crossing is particularly vulnerable because none of the 80 weekday trains slow to stop in Atherton. It is the only city on the Caltrain ROW where the trains do not stop at all during the week. The Watkins crossing also has a unique configuration that does not allow a median strip to be effective to prevent such an occurrence. One of our Council members has in fact observed an automobile going around the present single gate while it was still down, fortunately without a train traveling in the opposite direction at the same time.

We know Caltrain has begun and is the process of implementing certain safety measures at each railroad crossing on its ROW in San Mateo and Santa Clara Counties. This program, we understand, has been continuing for several years and is being funded from the San Mateo County Transportation Authority (TA). It is our understanding that Caltrain is responsible for recommending capital safety projects to the TA for funding.

Automobile and pedestrian quad gates are already installed at the City's Fair Oaks crossing, although they were originally planned to be installed on Watkins where driver visibility of the rail corridor is much less. The initial installation was made on Fair Oaks because of higher traffic volume at the time. However, Watkins provides additional access for drivers between Middlefield Road and El Camino, as well as to Holbrook Park. A Play School and athletic fields are located in the park and the town is considering the park as the site for a new library.

It should be noted that at the time of the Fair Oaks installation, pedestrian quad gates were installed at the Watkins crossing. Therefore, we are requesting that the Watkins quad gates for automobiles be added to ensure driver safety, as well. Also Caltrain, we understand, is installing safety improvements at each intersection on its right-of-way, usually in the form of a raised median strip immediately before the intersection on each side of a crossing. This cost would be avoided if automobile quad gates were installed at Watkins. This therefore would reduce the overall cost of installation of automobile quad gates at Watkins. As a footnote one of our retired staff persons has informed us that there have been four quad gates installed as mitigation for increased train traffic in Orange County. We would hope that Caltrain would investigate the Orange County installations. Also we understand that quad gates had been installed at all crossing along Caltrain ROW over fifty years ago but have been removed for reasons we are not aware

We will be looking forward to working with you to see that this serious safety action is taken at our Watkins crossing. Also we would be look forward to meeting with you and your staff in seeing how this can be accomplished.

Thanks you very much.

Sincerely,

Jim Dobbie
Mayor

TOWN OF ATHERTON

CC: Board Members of the Peninsula Corridor Joint Powers Board
Board members of the San Mateo County Transportation Authority
President Michael R. Peevey, California Public Utilities Commission
Commissioner Mark J. Ferron, California Public Utilities Commission



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN DANIELSON, CITY MANAGER

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: AWARD OF CONTRACT FOR BUILDING AND LIFE SAFETY SERVICES

RECOMMENDATION:

Award the contract Building and Life Safety Services to Interwest, and authorize the City Manager to negotiate and execute an agreement for a “not to exceed” fifty-eight percent (58%) of total new building revenues collected and to negotiate transitional fees for building plans already underway.

BACKGROUND:

A Request for Proposals (RFP) was developed to attract companies who were interested in proposing a plan to the Town of Atherton to perform building and life safety services.

The Town issued this RFP to consider and evaluate the potential economic benefits of contracting out the functions of building and life safety duties identified in the document.

The RFP required that proposals included the following:

A statement of the firm's qualifications for performing the subject services.

Qualifications and experience of the proposed consultant team and include an organization chart showing functional and reporting relationships within the proposed team. Outline the experience and qualifications of the proposed Project Manager and key management and/or supervisory personnel.

Provide a clear conceptual plan for the subject services that you believe are appropriate for the Town.

Previous relevant projects and experience, information, references and comments.
Address all items set forth in the “Scope of Services” section of the RFP.
Proposed fee structure.

ANALYSIS:

On Friday, June 24, 2011, eight (8) proposals were received prior to 4PM. The proposals were from the following companies;

- JAS Pacific
- Precision Inspection
- CSG Consultants
- Interwest
- Kutzmann
- 4 Leaf, Inc.
- Safebuilt
- Shums Coda

Staff put together a panel of outside experts to review the proposals, score the proposals and interview the tops 3 to 5 firms. The panelist included the City of San Carlos Building Official, the City of Half Moon Bay Planning Director, former City of Rocklin City Manager, and an Atherton resident/developer. The scores came back almost identical across the board and the top 4 firms were selected to interview by the panelist. Those firms included CSG, Interwest, 4 Leaf Inc. and Precision Inspection Co.

The panelist group debriefed after interviews and selected Interwest to perform the building and life safety services for the Town.

FISCAL IMPACT:

By outsourcing the building department operations, the Town is projected to save over \$350,000 for FY 2011-2012. The Town will also incur additional cost for Interwest to take over building projects that are incomplete. The additional cost will either be paid out of current building revenues or from the building department operating reserve. The reserve is intended to cover future workload liability.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: ADOPT RESOLUTION 11-xx DESIGNATING A VOTING DELEGATE AND UP TO TWO ALTERNATE TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE – SEPTEMBER 21-23, SAN FRANCISCO

RECOMMENDATION:

Adopt Resolution 11-XX designating a voting delegate and an alternate to the League of California Cities Annual Conference in San Francisco.

BACKGROUND:

The League's 2011 Annual Conference is scheduled for September 21 through 23 in San Francisco. The Annual Business meeting is scheduled for 2:30 p.m. on Friday, September 23rd. At this meeting the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business meeting, City Council must designate a voting delegate. Council may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. In order to cast a vote at least one person must be present at the Business Meeting and in possession of the voting delegate card.

FISCAL IMPACT:

Registration per Council Member:
Full 3-day registration = \$525.00
Friday (1-day) registration = \$250.00

Attachments: Resolution 11-XX
League of California Cities Memo RE: Annual Conference



ITEM 21

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN DANIELSON, CITY MANAGER

DATE: FOR THE COUNCIL MEETING OF AUGUST 17, 2011

SUBJECT: IMPLEMENTATION OF TOWN'S LAST BEST AND FINAL OFFER REGARDING CONTRACTING OUT OF BARGAINING UNIT WORK FOR MISCELLANEOUS TOWN EMPLOYEES REPRESENTED BY TEAMSTERS 856

RECOMMENDATION

Adopt Resolution 11-xx, implementing the Town's Last, Best, and Final Offer to contract out work currently performed by members of the Miscellaneous Town Employee bargaining unit pursuant to the impasse resolution procedures contained in Municipal Code Sec 2.152.160.

INTRODUCTION

The Town has a projected budget shortfall in excess of \$856000 for FY 2011/12. The Council directed the Town Manager to pursue various alternative solutions which would reduce the shortfall and achieve a more sustainable financial condition. One alternative which the Town Manager elected to pursue was the outsourcing of some municipal services as a partial solution to the budget situation.

On May 12, 2011 the Town Manager sent Teamsters Local No. 856 ("Teamsters") notice of the town's intent to layoff employees in the following classifications: Building Inspector/Plan Checker, Sr. Building Inspector/Plan Checker, Permit Technician, Office Specialist, Town Arborist, Finance Assistant, Parks/Facilities/Public Works Maintenance Worker I & II, Parks Supervisor, and Public Works Supervisor, and to outsource the functions of the Department of Public Works and the Building Department. The letter advised the Teamsters to contact the Town's negotiator if they wished to meet and confer over the proposal to outsource bargaining unit work.

Negotiations

On May 26 negotiators for the Town and the Teamsters held an initial meeting and the Town presented its initial proposal to outsource the functions. The Teamsters asked a

number of questions and requested specific information which the Town provided over the following days. A second negotiating session was convened on June 9. Again, the parties discussed a variety of budgetary and personnel issues related to the proposal to outsource. During this meeting the Teamsters offered a specific proposal as an alternative to outsourcing.

This Teamsters alternative proposal was presented in writing by letter dated June 10 and contained the following provisions:

Term	Proposal
Duration	2 years
Pension	Employees to pay 8% of pension costs
Salary Reduction	Ten (10) unpaid furlough days
Voluntary Separation Incentive	Multiple packages from five (5) years of service (\$5K) to twenty-five (25)+ years of service (\$25K)
Contracting Out	No contracting out through June 30, 2013
Layoffs	No layoffs through June 30, 2013

After providing this proposal, the Teamsters requested that the Town identify specific cost savings from outsourcing Public Works and Building functions. The Town identified the savings that had been achieved through outsourcing in other communities. However, because the Town had not yet received proposals, it could not provide specific savings figure from actual bidders. At the Teamsters' request, the Town had advised the Teamsters on June 3 that it would issue a Request for Proposals (RFP) to obtain specific and detailed information regarding the savings from outsourcing.

During this meeting, and in order to further assess potential savings from the out sourcing of bargaining unit work, the city also proposed to modify its original layoff date of June 30 to July 15, allowing additional time for negotiations. Notwithstanding the extension in layoff dates, and the fact that the parties had only met twice, the union contacted the State Mediation and Conciliation Service (SMCS) to conduct mediation.

Impasse

The Atherton Municipal Code identifies the following impasse procedures:

2.52.160 Impasse procedures—Designated.

Impasse procedures are as follows:

A. If the parties agree to submit the dispute to mediation, and agree on the selection of a mediator, the dispute shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.

B. If the parties agreed to submit the impasse directly to the city council, or if the parties did not agree on mediation or the selection of a mediator and did not agree on fact-finding, or having so agreed, the impasse has not been resolved through such mediation and/or fact-finding, the city council shall take such action regarding the impasse as it, in its discretion, deems appropriate as in the public interest. Any legislative action by the city council on the impasse shall be final and binding. (Ord. 377 § 15, 1980)

On June 14 the Town received a copy of a letter from the Teamsters to the State Mediation and Conciliation Service (SMCS), requesting the services of a mediator in the outsourcing negotiation. The Town immediately contacted the Teamsters to determine their intent in making this request, as mediation is an option following a declaration of impasse. The Town presented the Teamsters the question of whether they asserted that an impasse existed. The Teamsters confirmed that it believes that impasse existed and that it intended to proceed with impasse procedures.

On June 29, 2011, Pursuant to Atherton Municipal Code Section 2.52.150, the parties held a telephonic impasse meeting to identify and specify in writing the issues that remained in dispute and to confirm that the parties had agreed to mediation.

Additionally, on June 29 the Town issued its Last Best and Final Offer to the Teamsters. That proposal consisted of the following elements:

Subject	Town proposal and/or counterproposal
Separation Incentives	COBRA replacement Years of service 1-5 yrs 4 mos of cash equivalent to COBRA cost 6-10 yrs 8 mos of cash equivalent to COBRA cost 11 yrs + full 12 mos of cash equivalent to COBRA cost Separation incentive for those with 25+ years – \$15K for immediate and voluntary separation
Outsourcing	Reject no outsourcing proposal
Layoffs	Reject no layoff proposal
Salary	Employee pension contribution plus salary reductions would need to be sufficient to cover costs needed to be competitive with outside contractor. Remove all provisions related to salary surveys and resulting adjustments. Town rejects use of unpaid furlough days.
Pension	Employee pension contribution plus salary reductions would need to be sufficient to cover costs needed to be competitive with outside contractor
Term	Appended to master contract.

On July 5, 2011, the parties entered into mediation under the auspices of the California State Mediation and Conciliation Service (Mediator Seymour Kramer). Regrettably, the parties were unable to reach agreement and Mediator Kramer concluded mediation that same day.

The Town reiterated its June 29 Last Best and Final Offer on July 15, 2011. The Teamsters have not provided any additional proposals since June 10.

The parties have not agreed to proceed to fact finding pursuant to Atherton Municipal Code Section 2.52.160.B. Therefore, this matter is now properly before the Town Council for determination.

ANALYSIS

Adoption of the Town’s Last Best and Final Offer would provide for the elimination of budgeted positions in the Town’s Public Works, Building Department, Administration and Finance would direct the Town Manager to establish contracts with appropriate entities to perform the functions previously performed by those positions.

The City Council finds it is financially necessary to eliminate the positions vacated by layoff, and contract the provision of these services to outside sources. The positions for elimination are provided below.

Building Inspector/Plan Checker
Senior Building Inspector
Permit Technician
Town Arborist
Park Supervisor
Building Maintenance Worker
Public Works Supervisor
Public Works Maintenance Worker I/II
Finance Assistant

FISCAL IMPACT

Based on preliminary review of the fee structure proposed for the outsourcing of building and public works services and excluding any one-time expenditures related to the transition, the Town is projecting a cost savings of approximately \$700,000 from outsourcing both department operations. Final savings amount will be known when the Town completes the review and negotiation with selected firms.

Attachment:

1. Town's Last Best and Final Offer (Letter to Peter Finn)



RENNE SLOAN HOLTZMAN SAKAI LLP

350 Sansome Street, Suite 300

San Francisco, CA 94104

t: 415.678.3800

f: 415.678.3838

June 29, 2011

Peter Finn
Teamsters Local Union No. 856
453 San Mateo Ave
San Bruno, CA 94066
pfinn@ibt856.org

Subject: Town of Atherton Counter Proposal and Related Cost Information

Dear Mr. Finn,

Below you will find the Town's proposals and counterproposals related to our current negotiation with regard to proposed contracting out of bargaining unit work.

Subject	MOU Sec	Town proposal and/or counterproposal
Separation Incentives		COBRA replacement Years of service 1-5 yrs 4 mos of cash equivalent to COBRA cost 6-10 yrs 8 mos of cash equivalent to COBRA cost 11 yrs + full 12 mos of cash equivalent to COBRA cost Separation incentive for those with 25+ years – \$15K for immediate and voluntary separation
Outsourcing		Reject
Layoffs		Reject.
Salary	Art 6	Employee pension contribution plus salary reductions would need to be sufficient to cover costs needed to be competitive with outside contractor. Remove all provisions related to salary surveys and resulting adjustments. Town rejects use of unpaid furlough days.
Pension	Art 14	Employee pension contribution plus salary reductions would need to be sufficient to cover costs needed to be competitive with outside contractor
Term	Art 22	Appended to master contract.

With regard to the bids received in response to the RFP's issued for contracting out, while we cannot share the identity of the contractors at this time due to proprietary issues, the low and conforming bids and their comparison to current in house labor costs are presented below.

Comparison of Building and DPW Operation Cost FY 2011-2012		
		<u>Change</u>
In-house building total expenditure cost (draft budget to Finance Committee 4/11/2011)	1,273,334	
Outsourcing model	894,983	
Savings from outsourcing	378,351	378,351
In-housing DPW total expenditure cost (draft budget to Finance Committee 4/11/2011)	2,013,033	
Outsourcing model	1,630,749	
Savings from outsourcing	382,284	382,284
Total savings achieved through outsourcing		760,635

We appreciate your continued efforts to help find the most appropriate solutions during this challenging time. We look forward to reviewing these issues with you, and attempting to resolve remaining disputes in mediation on July 5.

Sincerely

Geoffrey L Rothman

c.c. John Danielson

RESOLUTION 11-

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON IMPLEMENTING TERMS CONTAINED IN THE CITY'S LAST, BEST, AND FINAL OFFER TO EMPLOYEE'S BARGAINING UNION, AND ADOPTING LAYOFFS OF EMPLOYEES AND ELIMINATION OF POSITIONS

WHEREAS, due to the Town's continuing structural budget deficit, a number of measures have been recommended by staff for fiscal year 2011-2012 to achieve a balanced budget; and

WHEREAS, these measures include the use of operating fund balances and the transfer of monies from other funds into the operating fund; and

WHEREAS, in spite of these measures, and others, the City Council finds that it is impossible to maintain essential services and programs and achieve a balanced budget without implementation of layoffs of current personnel; and

WHEREAS, the City Council finds it is financially necessary to eliminate the positions vacated by layoff, and contract the provision of these services to outside sources; and

WHEREAS, the Town and the employee's representative Union have not commenced negotiations for fiscal year 2011-2012 with respect to employees represented by the Union not subject to layoff pending outcome of the proposed personnel actions addressed herein; and

WHEREAS, the Town has met and conferred with the employee bargaining unit, Freight Checkers, Clerical Employees and Helpers, Local Union No. 856, on several occasions and the parties have been unable to reach any agreement regarding proposals that would eliminate the Town's need to lay off employees to balance its budget, with Town's last, best, and final offer resulting in personnel layoffs and position elimination and contracting out as set forth in exhibits hereto; and

WHEREAS, the Town and Union reached impasse in the process on or about June 14, 2011, and engaged in the mediation process as provided for pursuant to Atherton Municipal Code § 2.52.160 A.; and

WHEREAS, the parties participated in meetings with a representative of the State Mediator's Officer on July 5, 2011; however, despite these efforts, the parties were unable to reach agreement; and

WHEREAS, the procedures relating to impasse have been exhausted by both parties, the City Council shall unilaterally take such action as it deems appropriate in its sole discretion and in the public interest to resolve the impasse and impose such measures as it deems appropriate.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the Town of Atherton that as set forth in the Town's last, best, and final offer, the Building Department, Administration and Finance Department **employees** set forth in a List of Employees for Layoff attached hereto as Exhibit A are hereby laid off from employment with the Town effective August 19, 2011. Additionally, as set forth in the Town's last, best, and final offer, the Public Works employees set forth in a List of Employees for Layoff attached hereto as Exhibit A may elect to continue work through September 16, 2011 and therefore have the opportunity to be laid off effective August 31, 2011 or September 16, 2011.

BE IT FURTHER RESOLVED, that as set forth in the Town's last, best, and final offer, the Building Department, Administration and Finance Department **positions** set forth in a List of Positions for Elimination attached hereto as Exhibit B are hereby eliminated, effective August 19, 2011. Additionally, as set forth in the Town's last, best, and final offer, the Public Works employee positions set forth in a List of Positions for Elimination attached hereto as Exhibit B are hereby eliminated, effective September 16, 2011.

BE IT FURTHER RESOLVED, that the City Manager is hereby authorized and directed to contract for provision of the services associated with the positions herein eliminated on the open market, subject to approval by the City Council.

* * * * *

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 August, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

James Dobbie, Mayor
TOWN OF ATHERTON

Theresa N. DellaSanta
Deputy City Clerk

APPROVED TO FORM:

William Conners, City Attorney

Exhibit A

Administration
Melanie Goldstein

Finance
Marilyn Colliau

Building
Joseph Aiello
Kathy Hughes-Anderson
Kevin Cittadini
Kenny Huo

Public Works
Michael Anderson
Javier Andrade
Bill Butler
Robert Espino
Eddy Lopez

Exhibit B

Positions for Elimination - Effective August 19, 2011

Building Inspector/Plan Checker

Senior Building Inspector

Permit Technician

Town Arborist

Finance Assistant

Public Works Supervisor

Positions for Elimination - Effective September 16, 2011

Park Supervisor

Building Maintenance Worker

Public Works Maintenance Worker I/II

Council Report – August 2011 – Jerry Carlson

ITEM 22

4-Quad Gates for Watkins

Supervisor Adrienne Tissier met Greg Conlon and me to become familiar with the quad rail crossing gates on Fair Oaks and to be briefed about needing them on Watkins. The Rail Committee took the matter up at its meeting and it was decided to make a formal note to Caltrain requesting it be added to capital budget requests for TA funding. Cost figures are believed to be around \$400,000. The letter is in the council packet for approval.

Caltrain Informational Meeting

Supervisor Tissier called a meeting of all San Mateo cities to consider Caltrain and SamTrans fiscal problems. Mark Simon presented overheads showing financial numbers and operational statistics for each agency. Sam Trans has had to reduce its annual contribution to the JPB largely because it must pay out over \$12 million a year to service the Bart bond debt for the airport extension. Caltrain is seeking another revenue source including a possible sales tax measure on the 2012 ballot. The Rail Committee's view is Caltrain must first divorce itself from the MOU it now has with the High Speed Rail Authority before it would consider supporting Caltrain revenue seeking efforts. Representatives from most San Mateo cities attended Tissier called meeting to hear information concerning Caltrain financial problems and to discuss possible solutions.

PCC meeting held in Atherton

All members (Atherton, Belmont, Brisbane, Burlingame, Menlo Park and Palo Alto) agreed that the governing MOU for PCC should just stay focused on High Speed Rail issues rather than being broadened to include Caltrain.

PCC will, however, take a closer look at the MTC's response to the Bay Area Council request that seeks to link HSR on the Peninsula with helping Caltrain becoming electrified. The BAC is thought to be trying to protect San Francisco's Transit Terminal investment which HSR is suppose to use.

High Speed Rail Update

Van Ark, HSR ex. director announced that the cost of building the system have gone up again. At the same time, the agency received \$86 million from the grant Florida had turned down for its former HSR project. State Democratic Senator Lowenthal for the first time said the state should return the federal funds if the October Business Plan is not satisfactory. This would definitely kill the project. Also State Republican Senator LaMalfa is considering sending the project back to the voters to reconsider with more realistic estimates of costs, etc.

Appointment with Governor's Office

Our lobbyist has secured a meeting date with one of the Governor's key advisors later in the month to meet with city reps concerning HSR. With all the recent developments this should be an interesting meeting. We also considering going to

Washington D.C. to meet with some members of the ad hoc super budget committee that will be looking for ways to reduce federal government costs. William Grindley and Bill Warren (Palo Alto) completed their 27th Sacramento trip to hand out HSR related informational packets to legislators and their aides.

Central Valley opposition to HSR

A Chowcilla council member contacted me about HSR. They passed an ordinance to delay any construction through their community until they have time to pass 'standards' that HSR will have to meet if built.

Kings County has sent a letter to the FRA complaining that their concerns over the loss of farm land were not taken into consideration by the Project EIR.

C/CAG

PGE sent a management representative three levels down from the CEO of the 20,000 employee organization to answer questions and concerns of the 20 city/county representative at the C/CAG meeting. He said all the right things but San Bruno expressed disappointment there has been a lack of outreach by the company to their affected residents. A new CEO has just been named who hopefully will be able to change the culture of this monopoly. PGE has recently tried to influence cities not to write letters to the PUC concerning their concerns.

C/CAG will consider sending its own letter at the next meeting.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE REGULAR MEETING OF AUGUST 17, 2011

SUBJECT: CITY MANAGER WRITTEN REPORT

BUILDING DEPARTMENT:

The Building Department continues to meet the service needs of the community by using a combination of Town employees and contract services.

The long term absences of two Plan Review Inspectors continues to require most of the construction plan reviews to be done by the four authorized contract plan review companies.

The return to work by the primary field inspector has dramatically reduced the need to additional contract inspection services.

The Town Arborist has returned from vacation and is working full time eliminating the need require the services of the contract arborist. The contract arborist remains available if additional services are needed and the workload requires it.

With the resignation of the building Permit Technician part-time permit technician services are being provided by contract personnel on an as needed basis.

Building Department Activities for the month of July as compared with last year is as follows:

July 2010

- Permit applications received: 91
- Number of permits issued: 79
- Number of inspections: 538

July 2011

- Permit applications received: 81
- Number of permits issued: 85
- Number of inspections: 351

FISCAL YEAR PERMIT ACTIVITY

July 1, 2010 - July 31, 2010

- Permit applications received: 91
- Number of permits issued: 79
- Number of inspections: 538

July 1, 2011-July 31, 2011

- Permit applications received: 81
- Number of permits issued: 85
- Number of inspections: 351

FY10 REVENUE

July 1, 2010 - July, 31 2010

- Permit Fees: \$84,956.00
- Plan Check Fees: \$143,752.16
- Total Revenue: \$228,708.16

FY11 REVENUE

July 1, 2011 - July 31, 2011

- Permit Fees: \$85,489.25
- Plan Check Fees: \$115,903.04
- Total Revenue: \$201,392.29

Code enforcement along with the complaint case load has also been working to review and close all construction projects that have exceeded the Town time limit ordinance.

The number of cases and disposition are as follows:

2000 Sq. Feet or less 12 month time line

104 permits
67 finalled
37 pending

2001-4000 Sq. Feet 24 month time line

7 permits
3 finalled
4 pending

4000 Sq feet or > 36 month time line
67 permits 9 letters (many are not due yet)
0 finalled

Finally, the Town building records currently have approximately 540 permits that indicate they have expired without being finalled. As time permits building department staff is working to contact each applicant and or property owner to determine the status of the project and any actions necessary to close the permit.

This project began in July and to date:

35 projects have been finalled
6 have been cancelled or withdrawn
11 are currently in process

FINANCE DEPARTMENT:

The Town received an ABAG grant to cover almost 50% of the employee handbook cost. Finance Director, Interim Public Works Director, and Detective Sergeant from the Police Department conducted a conference call with a representative from Mid-Peninsula Media Center to discuss I-Net fibers/location and pending negotiation with Comcast.

Finance Director responded to inquiries from two residents regarding HP Park and special parcel tax.

CalPERS is implementing a new software system for benefits administration and reporting. Finance staff is working with CalPERS to ensure the Town is ready for the cut-over.

POLICE DEPARTMENT:

In July 2011, the Police Department welcomed Interim Police Chief Ed Flint to the organization. Chief Flint brings to the table a wealth of executive law enforcement experience to assist the Department in meeting a variety of current and future challenges. Chief Flint is looking forward to working with the men and women of the Police Department to protect and serve the citizens of Atherton.

This reporting period reflects a significant decrease in theft and fraud in the Town of Atherton. No new scams have been reported, and thefts from vehicles have been minimal. However, a recent rash of thefts of electronics from schools in neighboring jurisdictions prompted Police to alert local school officials to the thefts, and to increase routine patrols in and around our schools. Sergeant Nichols and Detective Dere issued a crime alert encouraging school officials to take proactive security measures of school property.

We continued to experience decreases in police incidents during the month of July, primarily because school is out. The absence of students means a reduction in the

daytime population, which also means that traffic in and around the schools during the morning and afternoon hours is significantly less.

Police have also been in contact with Atherton school officials in preparation for the beginning of the new school year. The first days of school are always a little chaotic with increase vehicular and pedestrian traffic as both parents and students experience the excitement and apprehension of the first few days of school. With the start of the school year, police will be out in force to facilitate the flow of traffic and provide assistance safety for our students.

In a renewed Department-wide effort to promote traffic safety, there was a significant increase in the number of traffic citations issued during the month of July. Officers issued 318 traffic citations in July compared to 193 citations in June. Of those 318 traffic citations, 177 were for hazardous moving violations.

In late July, the Police Department began planning and coordination with organizers of Atherton's annual horse show at the Circus Club. Horse show activities are currently underway and all indications point to another successful event.

During Fiscal Year 2010-2011, the Police Department completed 1,998 hours of professional training by both sworn and non-sworn personnel. This equates to 124.88 hours per police employee which insures our 100% compliance with California's Commission on Peace Officer Standards and Training (POST).

PUBLIC WORKS PROJECT UPDATES:

Holbrook Lane Traffic Calming

Staff performed field observations and took measurements to develop a plan to place speed humps on Holbrook Lane to help reduce vehicular speeds per direction received by the Transportation Committee at their July 12th meeting. A letter survey along with a plan showing the proposed locations of the speed humps are being prepared to send Holbrook Lane residents to get feedback regarding the proposed plan.

Fletcher-Ridgeview Pavement and Drainage Project

Final lift of asphalt was placed on Monday August 1st. On August 5th, staff performed a project walk-thru with the contractor to develop a detailed "punch list" of items to be corrected and completed. Estimated completion of final construction is estimated to be September 1st. Staff is gathering final cost information for the additional work necessary to complete the project. It is anticipated that the final change order will be negotiated and brought to Council in October 2011.

Upper Atherton Channel Project

During clearing and grubbing operations, contractor encountered the San Francisco Dusty Footed wood rat. Because this wood rat is considered a threatened species, the site was shut down by the project biologist and Fish and Game was notified per the requirements

of our permit. After review, Fish and Game required additional mitigation measures which resulted in a minor project delay and the need for additional costs. To date 2 of the 3 weirs have been installed. Staff still anticipates the project can be completed prior to our current permit deadline of October 15th.

Street Department

The crew has been focused on preparing for schools to open in mid-August by repainting crosswalks along common routes to schools. They have also been refreshing numerous stop bars and legends at various intersections around the town.

PLANNING DEPARTMENT:

The following items are scheduled for review at the August 24, 2011 Planning Commission meeting;

- Minor amendment to the approved Conditional Use Permit at Menlo School, 50 Valparaiso Avenue. The School proposes some architectural changes to the approved buildings.
- Heritage Tree Removal Permit to allow the removal of eleven heritage trees at 88 Atherton Avenue.
- Conditional Use Permit for a new wireless communications facility at Menlo-Atherton High School, 555 Middlefield Road
- Discussion on the review process for the Little League proposed improvements to Holbrook Palmer Park.



DRAFT MINUTES
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
July 20, 2011
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson

Mayor Dobbie announced that Item 21 would be removed from the agenda and will not be discussed.

Dobbie announced that Police Chief Mike Guerra retired and he thanked Guerra for his dedicated service to the Town and all of his contributions.

3. **PRESENTATIONS** - None.

4. **PUBLIC COMMENTS**

William Grindley, Atherton resident, updated Council on High Speed Rail actions. Grindley attended a trip to Sacramento where the Town has developed many relationships with members of the Assembly and Senate. Grindley said 1 billion of the ARRA funds were voted to go to the flood relief rather than HSR. Secondly, the plan has given way to smaller debt reduction which is good for those who oppose HSR. At the State level, a majority of individuals are beginning to appear with more opposition to HSR. Grindley reviewed 3 decision points with Council.

John Ruggeiro, Atherton resident, said that Al Michaels a former San Francisco Giants sportscaster, made a positive comment about Atherton.

Colleen Anderson, Atherton resident, applauded John Danielson for going directly to a resident and putting "out the fire." Anderson said that if someone calls in a noise complaint that the officers actually bring out the noise meter and test whether there is a violation. Anderson urged council to reconsider a personnel review board.

5. **REPORT OUT OF CLOSED SESSION**

ROLL CALL Lewis, Dobbie, Widmer, McKeithen, Carlson – All Present

PUBLIC COMMENTS – None.

PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS – Mayor Dobbie made a public announcement of the closed session items.

CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Subsection (a) of Government Code Section 54956.9)**
Veal v Dere CV 10-10-05456

City Attorney Conners said that Council received the report and gave direction.

- B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Subdivision (a) of Section 54956.9)**
Pacific Peninsula Group v. Town of Atherton, and Does 1 through 50, San Mateo Superior Court, Case No. CIV 497841

Conners reported that there is no reportable action.

6. CITY MANAGER’S REPORT

Nothing further to add to written report.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT - None

CONSENT CALENDAR (Items 8-26)

Council Member Lewis removed 10, 11 and 12.

Vice Mayor Widmer had a comment on Item 17.

- 8. APPROVAL OF JUNE 15, 2011 REGULAR MEETING**
Recommendation: Approve June 15, 2011 regular meeting minutes
- 9. APPROVAL OF BILLS AND CLAIMS FOR JUNE, 2011 IN THE AMOUNT OF \$1,081,141**
Recommendation: Approve Bills and Claims in the amount of \$1,081,141
- 13. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH KIELTY ARBORIST SERVICES FOR CONSULTING TOWN ARBORIST SERVICES**
Report: Town Planner Neal Martin
Recommendation: Approve the attached Professional Services Agreement with Kielty Arborist Services for Consulting Town Arborist services
- 14. AWARD OF CONTRACT FOR PUBLIC WORKS MAINTENANCE AND MAINTENANCE MANAGEMENT SERVICES**
Report: Interim Public Works Director Mike Kashiwagi

Recommendation: Award the contract for Public Works Maintenance and Maintenance Management Services to MCE Corporation, and authorize the city manager to negotiate and execute an agreement for a “not to exceed” amount of \$599,000

15. EMERGENCY STAFFING OF THE BUILDING DEPARTMENT

Report: Interim City Manager John Danielson

Recommendation: Receive the report on the actions of the City Manager to staff the Building Department with contract resources to continue to provide inspection and plan review services and authorize the continuation of those services until a consultant is selected to provide those services

16. APPROVE A CONSULTANT SERVICES AGREEMENT WITH BKF ENGINEERS FOR CONSTRUCTION AND PERMIT COMPLIANCE SERVICES FOR THE UPPER ATHERTON CHANNEL CREEK RESTORATION AND SLOPE STABILIZATION PHASE II PROJECT, IN AN AMOUNT NOT TO EXCEED \$168,353

Report: Interim Public Works Director Mike Kashiwagi

Recommendation: Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with BKF Engineers to provide construction and permit compliance services for the Upper Atherton Channel Creek Restoration and Slope Stabilization Phase II Project in an amount not exceed \$168,353

17. APPROVE AN AGREEMENT WITH EDWIN F. FLINT FOR POLICE CHIEF SERVICES FOR THE TOWN

Report: Interim City Manager John Danielson

Recommendation: Approve an with agreement with Edwin F. Flint to provide interim Chief of Police services on a month to month basis in the amount of \$14,500 per month, and authorize City Manager to execute a contract on behalf of the Town

Vice Mayor Widmer said he is in full support of Mr. Flint and believes he makes a good addition to the team. Widmer suggested adding a time limit of “up to 6 months,” to the contract and allowing the City Manager to make changes contingent upon Council consent.

City Manager Danielson agreed to those terms.

18. TOWN RESPONSE TO CIVIL GRAND JURY REPORT ON REGARDING THE USE OF TASERS BY SAN MATEO COUNTY LAW ENFORCEMENT

Report: Chief of Police Mike Guerra

Recommendation: Approve the response letter to the San Mateo County Civil Grand Jury regarding the use of Tasers by San Mateo County law enforcement agencies

19. ADOPTION OF A RESOLUTION APPROVING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2011-2012

Report: Finance Director Louise Ho

Recommendation: Adopt a resolution approving the Statement of Investment Policy for FY 2011-2012

MOTION by Carlson, second by Lewis to approve Items 8,9,13,14,15,16,17,18 and 19. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

PUBLIC HEARINGS (20)

**20. INTRODUCTION OF REVISIONS TO ATHERTON MUNICIPAL ORDINANCE
5.20.010 – SOLICITOR PERMITS**

Report: Police Chief Guerra

Recommendation: Council approve the introduction of proposed revisions to Atherton Municipal Ordinance 05.20.010 for soliciting within the Town limits

City Attorney Conners said that the former Chief brought this item forward for discussion. Conners said that while procedures in city codes is allowed, it competes with the first amendment rights and therefore should be exercised with caution.

Lieutenant Joe Wade said there have been some residents who lodge complaints about solicitors on their property and there isn't much the Police can do about it. Wade said enacting rules to enforce prohibition of solicitor's will allow Police to cite the offender.

Council Member Lewis questioned how many permits are issued per year. Lewis suggested putting a list of permit holders on the Towns website so residents know who is permitted to solicit. Staff said they would report back.

Council Member Carlson asked how residents will be notified about this new legislation. Conners felt that the residents will find out once they call the police to report solicitors.

Council Member Carlson suggested allowing the resident to choose to opt-in or opt-out by putting up a "no solicitor's allowed," sign.

Mayor Dobbie said he is not in favor of having these types of signs posted all over Atherton properties. Dobbie felt that the permit process should remain as is until staff can review further.

Colleen Anderson, Atherton resident, said there are signs that can be made that are very nice looking.

John Ruggeiro, Atherton resident, described a sign his neighbor has on the property.

Council Member Lewis made a motion not to approve the ordinance and to keep the current process intact and add that an internet posting or email to residents alerting them once a permit is pulled by a solicitor. Dobbie seconded the motion. Widmer asked to amend the process to allow it to be an infraction. Council agreed. No vote was taken.

Council Member McKeithen asked Danielson how he feels about this. Danielson said he felt signage is intrusive and felt the best thing to do is to clean up the permit process and review the number of permits the Town issues.

Council agreed to table this item to a future agenda.

REGULAR AGENDA (Item 21)

21. IMPLEMENTATION OF TOWN'S LAST BEST AND FINAL OFFER REGARDING CONTRACTING OUT OF BARGAINING UNIT WORK FOR MISCELLANEOUS TOWN EMPLOYEES REPRESENTED BY TEAMSTERS 856

Report: Interim City Manager John Danielson

Recommendation: Adopt Resolution 11-19, implementing the Town's Last, Best, and Final Offer to contract out work currently performed by members of the Miscellaneous Town Employee bargaining unit pursuant to the impasse resolution procedures contained in Municipal Code Sec 2.152.160

This item was removed from the agenda.

10. PRELIMINARY FINANCIAL REPORT FOR THE TWELVE MONTHS ENDED JUNE 30, 2011

Report: Finance Director Louise Ho

Recommendation: Receive the preliminary General Fund Financial Report for the twelve months ended June 30, 2011

Council Member Lewis pointed out that the General Fund exceeded by \$802,000. Lewis said we came through 2010 with more revenue than expected and higher property taxes of \$200,000 and \$430,000 in higher building and plan check revenues. Lewis concluded that Interim Building Official Lockard also found \$155,000 of building deposits that were forfeited as a one-time revenue source. Lewis congratulated staff and thanked them as well.

Council Member McKeithen said this does not include expenses.

MOTION by Dobbie second by Lewis to receive the preliminary General Fund Financial Report for the twelve months ended June 30, 2011. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

11. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ADDING CHAPTER 12.16.040 OF THE ATHERTON MUNICIPAL CODE REGARDING REQUIREMENTS FOR THE STORAGE AND REMOVAL OF RECYCLING, COMPOSTING AND GARBAGE CONTAINERS (CARTS)

Report: Interim City Manager John Danielson

Recommendation: Waive further reading, and adopt Ordinance adding Chapter 12.16.040 of the Atherton Municipal Code regarding requirements for the storage and removal of recycling, composting and garbage containers (carts)

Interim City Manager Danielson said the Town receives numerous complaints from residents regarding the storage of refuse containers on or near the right of way for long periods of time prior to and after the collection of the containers. Often resident's report that containers, frequently as many as ten are permanently stored in these areas and if they are removed they are left on areas of the property in full public view.

Danielson felt that this would be used as an administrative citation process after counseling and due-diligence from staff. A citation would only be used when all else fails.

Council Member McKeithen felt that an email circulated to residents didn't describe the whole picture. McKeithen said this proposed ordinance is not for revenue generation. It is a consequence of a lot of people requesting measures put into place for safety concerns and to reduce the number of garbage cans being left out for consecutive days. McKeithen hoped this would be an opportunity to make residents aware that those who are not able to bring their carts out can have Recology do it for them. McKeithen concluded that it is not meant to be used on a proactive basis but to be used after all other mitigation plans have been exhausted.

Vice Mayor Widmer said the current Code Enforcement Officer can help resolve any issues without citing a resident. Widmer added that he does a good job at resolving matters and disputes between neighbors. Widmer agreed that it was a safety and beautification item and citations would be used as a last resort.

Council Member Lewis felt that there has not been enough resident outreach on this legislation. Lewis felt the words in the ordinance were very "cut dry." She added that even though the Council Members intent is to make sure that citation is a last resort and that the intent is to be very lenient is not included in the ordinance. Lewis suggested sending out a letter to all residents asking them to adhere to certain guidelines and requesting that they be considerate of their neighbors. Lewis concluded that residents could call the Recology hotline to complain about habitual offenders.

Council Member Carlson said it is troubling that there is such a different interpretation between tonight's discussion and the language in the ordinance.

City Attorney Connors said the main reason for the ordinance is to get the cans in and out in a timely manner. Connors added that the intent is not to begin citing everyone.

Mayor Dobbie said the Towns General Plan gives Council the duty to keep the Town rural. Dobbie suggested sending a letter to all residents requesting voluntary compliance. Dobbie concluded that this ordinance gives the Town the leverage to keep it safe and beautiful but we hope not to use it and it is not a source of revenue generation.

Ann Willis, Atherton resident, felt that the idea of this being a "last resort" and that there are exceptions for people who are out of town or unable to move their cans should be in the ordinance.

Steve Nachsteim, Atherton resident, felt Council was ahead of the game. He suggested trying an education and outreach component before implementing the ordinance.

Gino Gasparini, Recology, said that these types of laws are in place in many other jurisdictions in Recology's service areas and have been for years. Gasparini said he is not aware of any fines that have been issued. Gasparini concluded that Recology staff can work with Town staff to insert a notice on the quarterly garbage bills.

Colleen Anderson, Atherton resident, said Recology is a big part of the problem because they leave carts all over the streets. Anderson said the Town has a history of allowing one resident to do one thing and another resident to do it a different way.

Jon Buckheit, Atherton resident, said the offenders should have some type of 3-strike rule before being fined. Buckheit concluded that the Town needs a mechanism for recourse.

Council member McKeithen felt the outrage over this issue was misplaced and she doesn't think voluntary compliance alone will work for the Town.

Council Member Carlson suggested tabling the item for six months while staff takes the appropriate actions to contact habitual offenders and seek voluntary compliance.

Interim City Manager Danielson said if residents comply they will do it quickly and if not it will take time. Danielson said staff will take advantage of the Recology insert in the garbage bills. He also suggested personal visits from Recology.

Mayor Dobbie felt there was no reason to delay the passing of this ordinance.

Council Member Lewis felt that the intent that this be used as an administrative citation process after counseling and due-diligence from staff, and citations would be used as a last resort should be embedded in the ordinance. Lewis felt that in the future when there is a new Council and new City Manager they won't know the intent unless it is written into law.

MOTION by Dobbie, second by McKeithen to waive further reading, and adopt Ordinance adding Chapter 12.16.040 of the Atherton Municipal Code regarding requirements for the storage and removal of recycling, composting and garbage containers (carts). The motion passed.

Ayes: 3 Nays: 2 (Carlson, Lewis) Abstain: 0 Absent: 0

12. ACCEPT THE RECOMMENDATION OF THE AUDIT COMMITTEE TO SET UP AN INTERNAL REVENUE SERVICE (IRS) APPROVED SECTION 115 IRRECOVABLE TRUST TO PREFUND RETIREE HEALTH CARE COST AND TO DIRECT THE FINANCE COMMITTEE TO MAKE RECOMMENDATION ON THE TRUST PROVIDER

Report: Finance Director Louise Ho

Recommendation: Accept the recommendation from the Audit Committee to set up an IRS approved Section 115 irrevocable trust to prefund retiree health care cost and to direct the Finance Committee to make recommendation on the trust provider

Council Member Lewis said that last month the Town had an item before Council to adopt a general fund reserve policy to fund GASB 54 to not put it in an irrevocable trust. Lewis asked for clarification.

Finance Director Ho said GASB 54 adopted last month is related to the General Fund and this portion is not part of that. Ho said the Audit Committee is recommending that the City Council approve the setup of a Section 115 trust and direct the Finance Committee to review various provider options so that the \$1,200,000 (FY 2010 and FY 2011) currently held in the Town's pooled cash and investments can be professionally managed to achieve a higher rate of return which can help to reduce unfunded liability. In addition, the trust would enable rating agencies to perceive the Town's financial position more favorably.

Council Member Lewis asked what the projections are for prefunding on an annual basis.

Ho said about \$800,000 or 8% a year.

Council Member McKeithen said she thinks this is a good idea and something the Town will get credit for.

Vice Mayor Widmer agreed and added that it's time to pay up.

Council Member Carlson asked if this is associated with already retired employees. Ho said it is for already retired employees and eligible retirees.

MOTION by Dobbie, second by McKeithen to accept the recommendation from the Audit Committee to set up an IRS approved Section 115 irrevocable trust to prefund retiree health care cost and to direct the Finance Committee to make recommendation on the trust provider. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

22. **COUNCIL REPORTS** – Nothing more to add to written report.

23. **FUTURE AGENDA ITEMS** – None.

24. **PUBLIC COMMENTS**

Malcolm Dudley, Atherton resident, said he reviewed all revenues and operating expenses for the Town over the last ten years. Dudley said he found no information in any of the documents he studied to show that the Town is in dire financial status. Dudley requested that Council consider a community wide survey to decide whether to outsource Town employees.

25. **ADJOURN**

MOTION by Dobbie, second by Widmer to adjourn the meeting. The motion passed unanimously.

Mayor Dobbie adjourned the meeting at 8:45 p.m.

Respectfully submitted,

**Theresa DellaSanta
Deputy City Clerk**

TOWN OF ATHERTON
CLAIMS LIST **JULY 2011**

	<u>Amount</u>
A/P Checks (#12360-12577)	\$ 1,310,898
Payroll Checks (#236-245)	7,436
Direct Deposit - Payroll	241,791
Electronic Transfer - A/P & Payroll	276,741
JULY 2011 Total	1,836,866

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers [236-245](#) (payroll), and [12360-12577](#) (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$[1,836,866](#) are true and correct based on the information provided to me and that there are sufficient funds for payment.

John Danielson
Interim City Manager

The above claims, check numbers [236-245](#) (payroll), and [12360-12577](#) (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$[1,836,866](#) are true and correct and are authorized for payment.

James Dobbie
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 1,001,553
105	Tennis	1,373
201	Special Parcel Tax	231,420
202	Measure A	212,227
203	Gas Tax	85,164
210	Road Const. Impact	6,844
213	Library	107,773
215	Evan Creative Design	4,700
610	Equipment Replacement	24,330
615	General Liability	137,361
616	Employee Benefits	24,121
TOTAL		1,836,866

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12360	7/1/2011	CITY OF REDWOOD CITY	SpelEventJuly7	Evan Creative Design	Non-Dept	Family musical Evt 07/07/11 HP Park	4,700.00
12360 Total							4,700.00
12361	7/1/2011	HEART SAN MATEO COUNTY	Heart2012	General Fund	City Council	Membership fee July 2011-June 2012	2,527.00
12361 Total							2,527.00
12362	7/1/2011	HUMAN INVESTMENT PROJECT, INC	HIP-2012	General Fund	Non-Dept	Human Invest Project Grant 2012	1,250.00
12362 Total							1,250.00
12363	7/1/2011	LEXIPOL LLC	5391	General Fund	Police	Law enforcement manual update 06/01/11-05/31/12	2,450.00
12363 Total							2,450.00
12364	7/1/2011	SPRINGBROOK SOFTWARE INC	17155	General Fund	Finance	Annual Maint. 07/11-06/12	13,738.50
12364	7/1/2011	SPRINGBROOK SOFTWARE INC	17677	General Fund	Finance	Credit for Invoice 17155	(450.00)
12364	7/1/2011	SPRINGBROOK SOFTWARE INC	17700	Equipment Replacement	Finance	Contract 4 of 5 software payment	24,330.00
12364 Total							37,618.50
12365	7/5/2011	A-A-A RENTALS INC	547871	General Fund	DPW-Street Maint.	Rent Roller-Shldr Repair Park Ln 6/7/11	126.50
12365	7/5/2011	A-A-A RENTALS INC	547926	General Fund	DPW-Street Maint.	Rent Cut-off Saw for Channel Work 6/8/11	77.40
12365 Total							203.90
12366	7/5/2011	ACCOUNTEMPS	33418937	General Fund	Finance	Temp Phonpradith, Noy 6/13-6/15/11	959.52
12366 Total							959.52
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Accident Indemnity	209.60
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Cancer Ins	176.28
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Dental Ins PreTx	109.43
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Hospital Indemnity	76.76
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Intensive Care	24.39
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Life Protector	34.14
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC Specified Health	27.90
12367	7/5/2011	AFLAC		General Fund		PR Batch 501 6 2011 AFLAC-STD After Tax	62.81
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Accident Indemnity	209.60
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Cancer Ins	176.28
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Dental Ins PreTx	109.43
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Hospital Indemnity	76.76
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Intensive Care	24.39
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Life Protector	34.14
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC Specified Health	27.90
12367	7/5/2011	AFLAC		General Fund		PR Batch 502 6 2011 AFLAC-STD After Tax	62.81
12367 Total							1,442.62
12368	7/5/2011	AT&T CALNET 2	000002462088	General Fund	Non-Dept	0600 Part of PBX line sys FD5/27-6/26/11	111.58
12368	7/5/2011	AT&T CALNET 2	000002446256	General Fund	Non-Dept	1053 Main House HP Park 5/20-6/19/11	83.94
12368	7/5/2011	AT&T CALNET 2	000002446257	General Fund	Police	1953 Crct # PD-590 Hamilton 5/20-6/19/11	96.78
12368	7/5/2011	AT&T CALNET 2	000002446261	General Fund	Police	6689 Mp Fire to PD Voter 5/20-6/19/11	66.13

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12368	7/5/2011	AT&T CALNET 2	000002446262	General Fund	Police	6690 Mp Police to PD Voter 5/20-6/19/11	66.13
12368	7/5/2011	AT&T CALNET 2	000002446263	General Fund	Police	6691 CalWater Br Glch Voter 5/20-6/19/11	76.41
12368	7/5/2011	AT&T CALNET 2	000002446258	General Fund	Police	8343 83 Ashfield/KCEA Radio 5/20-6/19/11	56.47
12368	7/5/2011	AT&T CALNET 2	000002446259	General Fund	Police	5840 83 Ashfield/Industrial 5/20-6/19/11	265.02
12368	7/5/2011	AT&T CALNET 2	000002446260	General Fund	Police	7360 Circuit Data Line PD 5/20-6/19/11	368.01
12368 Total							1,190.47
12369	7/5/2011	CA EMPLOYMENT DEV DEPT (UI)	L0093679360	Employee Benefits funds	Police	P.O'Shea 1/1-3/31/11 unemployment benefits	1,667.00
12369	7/5/2011	CA EMPLOYMENT DEV DEPT (UI)	L0093679360	Employee Benefits funds	DPW-Park Program	V.Valencia 1/1-3/31/11 unemployment benefits	(8.75)
12369	7/5/2011	CA EMPLOYMENT DEV DEPT (UI)	L0093679360	Employee Benefits funds	DPW-Park Program	J.Roias 1/1-3/31/11 unemployment benefits	(26.31)
12369 Total							1,631.94
12370	7/5/2011	CAL WATER SERVICE	9293092658/5-11	General Fund	DPW-Street Maint.	99 Ashfield Rd 5/4-6/2/11	56.94
12370 Total							56.94
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	March 2011	General Fund	Non-Dept	HSR Consulting Services 2/18-3/17/11	5,115.00
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	March 2011	General Fund	Non-Dept	HSR 4day Wash DC Trip March 2011	3,054.75
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	March 2011	General Fund	Non-Dept	HSR 4day Wash DC Trip March 2011	1,821.71
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	April 2011	General Fund	Non-Dept	HSR Consulting Services 3/18-4/17/11	4,037.25
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	April 2011	General Fund	Non-Dept	HSR Consulting Services 3/18-4/17/11	1,067.75
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	May 2011	General Fund	Non-Dept	HSR Consulting Services 4/18-5/17/11	4,004.25
12371	7/5/2011	CAPITOL ADVOCATES, INCORPORATED	May 2011	General Fund	Non-Dept	HSR Consulting services 4/18-5/17/11	4,357.00
12371 Total							23,457.71
12372	7/5/2011	CHISHOLM AIDAN	05.01.11	General Fund		Refund Park Deposit Social #039 5/1/11	500.00
12372 Total							500.00
12373	7/5/2011	CLARK PEST CONTROL	11364417	Library Fund	Non-Dept	Mnthly Pest Control-Library 6/22/11	95.00
12373 Total							95.00
12374	7/5/2011	COMCAST	0122498/6-11	General Fund	Non-Dept	13 Static IP 6/21-7/20/11	19.95
12374	7/5/2011	COMCAST	0122498/6-11	General Fund	Non-Dept	50mg Business Class HSI 6/21-7/20/11	189.95
12374 Total							209.90
12375	7/5/2011	COTTON SHIRES & ASSOC INC	64160	Special Tax	DPW-Engineering	Geo test Fltchr/rdgwg drnge 5/16-6/5/11	3,511.84
12375 Total							3,511.84
12376	7/5/2011	CUTWATER INVESTOR SERVICES CORP.	14854A	General Fund	Finance	Investment Advisory Service 5/1-5/31/11	1,000.00
12376 Total							1,000.00

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12377	7/5/2011	DANIELSON ASSOCIATES INC	165	General Fund	Administration	Interim city manager June 2011	15,000.00
12377 Total							15,000.00
12378	7/5/2011	DARYL SCOTTIE EVENTS	06.11.11	General Fund		Refund Park Deposit Social #052 06/11/11	500.00
12378 Total							500.00
12379	7/5/2011	DEPT OF CONSERVATION	SMIP 4Q10	General Fund	Pass thru	Strong Motion Fees 4/1-6/30/10	6,979.39
12379 Total							6,979.39
12380	7/5/2011	G. BORTOLOTTO & CO	3883A	Gas Tax		10% Retention Sprng Ptch #56050 May 2011	(759.22)
12380	7/5/2011	G. BORTOLOTTO & CO	3883A	Gas Tax	DPW-Engineering	Spring patching Pjt# 56050 -10 May 2011	7,592.13
12380 Total							6,832.91
12381	7/5/2011	HALL SHERMAN	06.20.11	General Fund	Police	reimb fan-server rack PD 6/20/11 SHall	43.69
12381 Total							43.69
12382	7/5/2011	HERRERO CONTRACTORS INC.	APW11-00057	General Fund		Rfnd Rd Bond 150 Valparaiso APW1100057	2,500.00
12382 Total							2,500.00
12383	7/5/2011	HO LOUISE	06.09.11	General Fund	Finance	remb mileage CSMFO lgsl symp LHo 6/9/11	104.69
12383	7/5/2011	HO LOUISE	06.09.11	General Fund	Finance	remb br tolls CSMFO lgsl symp LHo 6/9/11	11.00
12383 Total							115.69
12384	7/5/2011	HOME DEPOT CREDIT SERVICES	2301292	General Fund	DPW-Park Program	Annual color plants PvlN Espino 5/23/11	259.28
12384	7/5/2011	HOME DEPOT CREDIT SERVICES	1301639	General Fund	DPW-Park Program	Annual color plants PvlN Espino 5/24/11	213.57
12384 Total							472.85
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	Fertilizer,hp park(1)gal turfgro 6/13/11	41.92
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	irrigation,park(2)2" thrd valve 6/13/11	71.10
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	irrigation,park(1)2"x3" nipple 6/13/11	1.13
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	irrigation,park(1)2"close nipple 6/13/11	0.97
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	irrigation,park (2)2"x4" nipple 6/13/11	2.82
12385	7/5/2011	HORIZON DISTRIBUTORS, INC.	1N051102	General Fund	DPW-Park Maint.	irrigation,park(2)male adptr 6/13/11	2.46
12385 Total							120.40
12386	7/5/2011	INTERWEST CONSULTING GROUP, INC	11122	General Fund	Administration	Public work services 5/1-5/31/2011	3,985.00
12386	7/5/2011	INTERWEST CONSULTING GROUP, INC	10922CM	General Fund	Administration	Credit Memo-Engr services 4/1-4/30/11	(5,190.00)
12386	7/5/2011	INTERWEST CONSULTING GROUP, INC	11091	General Fund	Administration	Org Study Admin, PW, Bldg 5/1-5/31/11	12,000.00
12386 Total							10,795.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12387	7/5/2011	INTUITIVE CONTROL SYSTEMS, LLC	SIN001233	General Fund	Police	(4) SLA Battery,50 Ah AGM Kockler 6/9/11	780.00
12387	7/5/2011	INTUITIVE CONTROL SYSTEMS, LLC	SIN001233	General Fund	Police	(4) SLA Battery Cable AKockler 6/9/11	140.00
12387	7/5/2011	INTUITIVE CONTROL SYSTEMS, LLC	SIN001233	General Fund	Police	Shipping Cost	95.00
12387	7/5/2011	INTUITIVE CONTROL SYSTEMS, LLC	SIN001233	General Fund	Police	Sales Tax	85.10
12387 Total							1,100.10
12388	7/5/2011	IRVINE & JACHENS INC.	8106	General Fund	Police	Badge Sgnt Lynch-retirement	176.07
12388 Total							176.07
12389	7/5/2011	J & N PRINTING	8800	General Fund	DPW-Park Program	(200) HP Park Contract Forms 6/22/11	172.62
12389 Total							172.62
12390	7/5/2011	KAVUSI SAM	06.12.11	General Fund		Refund Park Deposit Social #067 6/12/11	250.00
12390 Total							250.00
12391	7/5/2011	KECK LISA	05.13.11	General Fund		Refund park deposit Social #059 5/13/11	500.00
12391 Total							500.00
12392	7/5/2011	LAMB LISA CAREY	06.23.11	General Fund		Withdraw Appl 11-00001, 138 Almendral	750.00
12392 Total							750.00
12393	7/5/2011	MARK THOMAS & COMPANY, INC.	15413	Special Tax	DPW-Engineering	Land Survey Park Ln & Polhemus May 2011	750.00
12393	7/5/2011	MARK THOMAS & COMPANY, INC.	15417	Special Tax	DPW-Engineering	land survey Atherton Av recon May 2011	610.00
12393 Total							1,360.00
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb mileage J.Miller 6/13-6/23/11	64.01
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/13/11	14.85
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/14/11	15.00
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/15/11	5.75
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/20/11	8.60
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/21/11	13.31
12394	7/5/2011	MILLER JANELLE	6/13-6/23/11	General Fund	Police	reimb meal cvln supv crs JMiller 6/22/11	12.01
12394 Total							133.53
12395	7/5/2011	MUNISERVICES LLC	Flatline Floors	General Fund		Bus Lic Flatline Floors 6/29/11	75.00
12395	7/5/2011	MUNISERVICES LLC	A & K Electric	General Fund		Bus Lic A & K Electric 6/29/11	100.00
12395	7/5/2011	MUNISERVICES LLC	Cal-Spec Paintg	General Fund		Bus Lic Cal-Spec Painting 6/23/11	100.00
12395 Total							275.00
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(1) bx/25ea File, Hang, Ltr Admin 6/2/11	12.75
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(1) 5" Blk Binder, Admin 6/2/11	15.71
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(2) Bxs Copy Paper 8.5x11 Admin	78.64
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(1) Receipt Book, Admin 6/2/11	15.27
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(1)Bx/3000ea White Labels, Admin 6/2/11	20.88
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Administration	(1) Scissors, Admin 6/2/11	1.85

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12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(3) Case Copy Paper 8.5x11 admin 6/23/11	117.96
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) dz writing pad 8.5x11 admin 6/23/11	5.03
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(2) R/W Tape label cartrdg admin 6/23/11	27.36
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) bx/100 envlp 11.5x14.5 admin 6/23/11	12.29
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) pk "sign here"red flag admin 6/23/11	4.81
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) rm copy paper 11x17 admin 6/23/11	11.42
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) rm copy paper 8.5x14 admin 6/23/11	3.12
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Administration	(1) bx/100 envlp 10x13 admin 6/23/11	7.37
12396	7/5/2011	OFFICE DEPOT	568063775001	General Fund	Finance	(1) Toner HP114756, L.Ho 6/15/11	131.70
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Finance	(1) mat chair clr 45x53 finance 6/23/11	42.46
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Finance	(1) bx/12 bankers box, finance 6/23/11	17.51
12396	7/5/2011	OFFICE DEPOT	569136577001	General Fund	Finance	(1) bx/100 folder 1/3tab finance 6/23/11	5.55
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Building	(1) Bx Copy Paper 8.5x11 Bldg dpt 6/2/11	39.32
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Building	(1) Bx Staples Bldg dept 6/2/11	0.36
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Building	(1) Doz Bankers Boxes Bldg dept 6/2/11	17.51
12396	7/5/2011	OFFICE DEPOT	569134909001	General Fund	Building	(1)dz pen,ball pt,mediumBlk Bldg 6/23/11	0.86
12396	7/5/2011	OFFICE DEPOT	569134909001	General Fund	Building	(1)dz pen,ball pt,medium BI Bldg 6/23/11	0.84
12396	7/5/2011	OFFICE DEPOT	569134909001	General Fund	Building	(1)dz pad,note,post-it,3"x3"bldg 6/23/11	11.72
12396	7/5/2011	OFFICE DEPOT	569134909001	General Fund	Building	(1) Ink HP94/95,combo,2k,blk Bld 6/23/11	49.65
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(2) Dz pen,z-grip,BP,rtrect,blk PD 6/2/11	6.80
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(6) pkg/50ea CDR Spindle,TDK PD 6/2/11	39.33
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(4) Doz Bankers Boxes Police Dept 6/2/11	70.05
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(2) Doz Pens,Z-Grip,BI,Med PD 6/2/11	6.79
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(1) Toner LJCE320A, Black PD 6/2/11	76.46
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	Police	(1) Toner LJCE322A, Yellow PD 6/2/11	73.18
12396	7/5/2011	OFFICE DEPOT	569134458001	General Fund	Police	(1) Binder 3" White HD, PD 6/23/11	9.02
12396	7/5/2011	OFFICE DEPOT	569134458001	General Fund	Police	(3) Binder 3" White med, PD 6/23/11	11.57
12396	7/5/2011	OFFICE DEPOT	569134458001	General Fund	Police	(2) ream, blue copy paper, PD 6/23/11	15.14
12396	7/5/2011	OFFICE DEPOT	569134458001	General Fund	Police	(1) ream, orange copy paper, PD 6/23/11	8.40
12396	7/5/2011	OFFICE DEPOT	569134458001	General Fund	Police	(3) B/W Label Cartridge Tape PD 6/23/11	38.48
12396	7/5/2011	OFFICE DEPOT	567724192001	General Fund	DPW-Engineering	(4) Cs Copy Paper Ltr, DPW 6/13/11	179.56
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	DPW-Engineering	(1) Doz Bankers Boxes, DPW 6/2/11	17.51
12396	7/5/2011	OFFICE DEPOT	566602921001	General Fund	DPW-Park Maint.	(1) Bx Copy Paper 8.5x11, Parks 6/2/11	39.33
12396 Total							1,243.56
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220059516464	General Fund	DPW-Park Maint.	Ext Sprngs/AA batteries JAndrade 5/5/11	15.15
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220061045788	General Fund	DPW-Park Maint.	Copper Pipe/Rat Traps MAnderson 5/2/11	31.61

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220111983033	General Fund	DPW-Park Maint.	Bark Mulch HP park Espino 5/25/11	20.03
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220021048361	General Fund	DPW-Park Maint.	Copper fittings Rstrm rpr Butler 4/29/11	24.09
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220111983033	General Fund	DPW-Park Maint.	Sprinkler supply park Espino 5/25/11	18.00
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220111983033	General Fund	DPW-Park Maint.	Saw scabbard tool park Espino 5/25/11	10.00
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220117301021	General Fund	DPW-Park Program	Annual Color plants Park Espino 5/19/11	154.13
12397	7/5/2011	ORCHARD SUPPLY HARDWARE	0220030126484	General Fund	DPW-Building Maint.	Light Bulbs 65w BR30/6pk Butler 5/16/11	13.10
12397 Total							286.11
12398	7/5/2011	PACIFIC PENINSULA GROUP	BP11-00120	General Fund		Refund C&D deposit 96 Selby BP11-00120	2,430.00
12398 Total							2,430.00
12399	7/5/2011	PAPE' MACHINERY	100178600	General Fund	DPW-Street Maint.	2wks rntl/Excvttr-Chnl clean 6/13-7/10/11	3,262.42
12399 Total							3,262.42
12400	7/5/2011	PG & E	0896302362/511	General Fund	DPW-Building Maint.	160 Watkins (CM House) 4/29-5/26/11	29.29
12400 Total							29.29
12401	7/5/2011	PIONEER CONTRACTORS, INC	Appl#1	Special Tax	DPW-Engineering	Replace PD/Admin roof project#56043	35,890.00
12401	7/5/2011	PIONEER CONTRACTORS, INC	Appl#1	Special Tax	DPW-Engineering	Replace PD/Admin roof Change Order #1	1,155.75
12401 Total							37,045.75
12402	7/5/2011	PRINT'N GRAPHIC	145006	General Fund	Police	Printing & Binding EOC-Volume 1 6/14/11	762.76
12402	7/5/2011	PRINT'N GRAPHIC	145006	General Fund	Police	Printing & Binding EOC-Volume 2 6/14/11	384.13
12402 Total							1,146.89
12403	7/5/2011	RENNE SLOAN HOLTZMAN SAKAI LLP	18726	General Fund	Administration	2011 Negotiations Services 5/6-5/31/11	3,211.58
12403 Total							3,211.58
12404	7/5/2011	ROGER REYNOLDS NURSERY	724321	General Fund	DPW-Park Program	Annual Color Plants HP Park 5/26/11	65.44
12404 Total							65.44
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02790	General Fund	Police	DNA Analysis 6 hrs Case 10-363 May2011	2,736.00
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02790	General Fund	Police	Fngrprnt Evidence 1hr Case 10-98 May2011	422.00
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02790	General Fund	Police	Fngrprnt Evidnce 2hr Case 10-160 May2011	844.00
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02790	General Fund	Police	DNA Analysis 3 hrs Case 10-372 May2011	1,368.00

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02790	General Fund	Police	DNA Analysis 2 hrs Case 10-280 May2011	912.00
12405	7/5/2011	SAN MATEO CNTY FORENSIC LAB	CL02836	General Fund	Police	Phlebotomy services 1hr Case 715 May2011	130.00
12405 Total							6,412.00
12406	7/5/2011	TEXIDO KATHLEEN	bp-35782	General Fund		Rfnd landscape scrng 56 Patricia BP35782	5,000.00
12406 Total							5,000.00
12407	7/5/2011	WANG YOUQI	BP08-00468	General Fund		Rfnd Indscp scrng 302Atherton BP08-00468	5,000.00
12407 Total							5,000.00
12408	7/5/2011	WAYNE E.ANDERSON CONSTRUCTION	bp09-00782	General Fund		refund C&D dep 88 Laburnum BP09-00782	1,000.00
12408 Total							1,000.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund		User Use Tax Payable 6/1/11	(9.26)
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund		User Use Tax Payable	(6.00)
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	4960/6-22-11TD	General Fund	City Council	Snacks/Drinks Council meeting 6/15/11	31.36
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	7190/6-22-11LH	General Fund	Finance	Parking CSMFO Leg Symp LHO 6/9/11	20.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	7190/6-22-11LH	General Fund	Finance	BART-Abag Plan Bd Meeting LHo 6/15/11	10.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	7555/6-22-11SH	General Fund	Non-Dept	Portal-School Emerg Coord, SHall 6/16/11	10.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	(16) Car Washes PD Vehicles 5/3-5/29/11	160.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Dinner FTO update AKockler 5/30/11	7.17
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Dinner FTO update AKockler 5/31/11	8.02
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Lunch FTO update AKockler 5/31/11	6.47
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Dinner FTO update AKockler 6/1/11	9.78
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Lunch FTO update AKockler 6/1/11	6.47
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Accom. FTO Update AKockler 5/31-6/2/11	287.28
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	Lunch FTO update AKockler 6/2/11	6.47
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	Trg-Bullet Proof Mind/DereNichols9/26/11	98.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	IAPE Course, JThomas, 6/28-6/29/11	300.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	Trg-CSI/Photography TLynch 8/29-8/31/11	115.00

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12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	(5) Printer 911 Ribbons Dispatch 6/20/11	70.85
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	0378/6-22-11MG	General Fund	Police	(2)Bx HvyDuty Bags-PD Evid Rm Prg-6/3/11	34.94
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund	Police	Cut & Needle Resistant Gloves PD 6/1/11	115.46
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund	Police	(100)Blk Nitrile Gloves PD 6/8/11	200.61
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5432/6-22-11/JF	General Fund	Police	Dual Monitor Cards,911 system 5/25/11	333.06
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	9685/6-22-11AK	General Fund	Police	(2)Evidence Camera Batteries PD 5/24/11	110.10
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund	Police	(4)30 ct Bath Tissue PD 6/10/11	96.80
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund	Police	(5)3000ct Multi-flod Towels PD 6/10/11	199.16
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5465/6-22-11SP	General Fund	Police	(1)1000ct 10oz Hot Cup Soho PD 6/10/11	49.64
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5408/6-22-11ST	General Fund	DPW-Street Maint.	(13)4"wht letters for strt signs 5/23/11	136.65
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	4960/6-22-11TD	General Fund	DPW-Street Maint.	Mcrsft Word Upgrade DHuynh-To be refund	281.15
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	4960/6-22-11TD	General Fund	DPW-Street Maint.	Mcrsft Word Upgrade DHuynh-06/15/11	290.89
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5408/6-22-11ST	General Fund	DPW-Park Program	High Speed Internet HP Park May 2011	60.00
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5408/6-22-11ST	General Fund	DPW-Park Program	(2)Pods rental park event strge May 2011	382.38
12409	7/5/2011	IMPAC. GOVERNMENT SERVICES	5408/6-22-11ST	General Fund	DPW-Building Maint.	Pwr Drain Unclogger-Admin HVAC 5/20/11	10.91
12409 Total							3,433.36
12410	7/6/2011	TEAMSTERS LOCAL 856 H & W		General Fund		PR Batch 501 6 2011 Dental Insurance	6,336.00
12410	7/6/2011	TEAMSTERS LOCAL 856 H & W	June 2011	General Fund	Finance	Adj. L. Colliau for June 2011	(144.00)
12410	7/6/2011	TEAMSTERS LOCAL 856 H & W	July 2011	General Fund	DPW-Park Program	Adj. J. Cardona for July 2011	(144.00)
12410 Total							6,048.00
12411	7/8/2011	AFLAC	770721ER	General Fund		Fee adj L. Colliau June 2011	(2.00)
12411	7/8/2011	AFLAC		General Fund		PR Batch 501 6 2011 Flex Participation Fee - ER	28.00
12411	7/8/2011	AFLAC		General Fund		PR Batch 501 6 2011 Flex Participation Fee - EE	52.00
12411	7/8/2011	AFLAC	770721ER	General Fund	Finance	Fee adj L. Colliau June 2011	(3.00)
12411 Total							75.00
12412	7/8/2011	CA BOARD ACCOUNTANCY	CPA 70433	General Fund	Finance	CPA license renewal L. Ho	120.00
12412 Total							120.00
12413	7/8/2011	MENLO COLLEGE	070-360-100-A	Special Tax		Replace chk# 11226 for rfd 50% of 2 dwellings parcel tax	960.00
12413 Total							960.00

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12414	7/8/2011	VISION SERVICE PLAN		General Fund		PR Batch 501 6 2011 Vision Insurance	729.16
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	Administration	Vision Increase Adj Admin Dept July 2011	1.02
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	Finance	Vision Increase Adj Finance Dept July 2011	2.28
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	Building	Vision Increase Adj Bldg Dept July 2011	4.02
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	Police	Vision Increase Adj Police Dept July 2011	13.38
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	Police	Vision Adj N.Hillard cancellation July 2011	(20.92)
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Engineering	Vision Increase Adj Public Works Dept July 2011	2.52
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Street Maint.	Vision Increase Adj DPW Streets July 2011	3.84
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Street Maint.	Vision Adj M.Rubalcava July 2011	10.88
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Park Maint.	Vision Increase Adj Parks Maint July 2011	0.42
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Park Program	Vision Increase Adj Parks Programs July 2011	1.08
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Park Program	Vision Adj J.Cardona July 2011	(15.17)
12414	7/8/2011	VISION SERVICE PLAN	July 2010	General Fund	DPW-Park Program	Vision Adj J.Cardona rate from EE1 to EE July 2011	(22.49)
12414 Total							710.02
12415	7/8/2011	A2Z BUSINESS SYSTEMS	022985	General Fund	Planning	Sharp Copier Maint Planning 6/17-9/17/11	90.00
12415	7/8/2011	A2Z BUSINESS SYSTEMS	022985	General Fund	Building	Sharp Copier Maint Bldg 6/17-9/17/11	90.00
12415	7/8/2011	A2Z BUSINESS SYSTEMS	022985	General Fund	DPW-Engineering	Sharp Copier Maint DPW 6/17-9/17/11	90.00
12415 Total							270.00
12416	7/8/2011	HARRIS COMPUTER CORPORATION	MN002839	General Fund	Finance	Port Lic Fee Support 7/1-9/30/11	175.00
12416	7/8/2011	HARRIS COMPUTER CORPORATION	MN002839	General Fund	Finance	Annual Unidata Support 7/1-9/30/11	24.75
12416	7/8/2011	HARRIS COMPUTER CORPORATION	MN002839	General Fund	Finance	Unidata SBD Support 7/1-9/30/11	195.00
12416	7/8/2011	HARRIS COMPUTER CORPORATION	MN002839	General Fund	Finance	Unidata SBR Support 7/1-9/30/11	12.75
12416	7/8/2011	HARRIS COMPUTER CORPORATION	MN002839	General Fund	Finance	Wintegrate Support 7/1-9/30/11	13.00
12416 Total							420.50
12417	7/8/2011	MUNISERVICES LLC	Hammer Strong	General Fund		Bus Lic Hammer Strong Construction 7/1/11	150.00
12417	7/8/2011	MUNISERVICES LLC	Primo Inc	General Fund		Bus Lic Primo Contracting Inc. 7/1/11	250.00
12417	7/8/2011	MUNISERVICES LLC	Scots Cust Wir	General Fund		Bus Lic Scot's Custom Wiring 7/5/11	100.00
12417	7/8/2011	MUNISERVICES LLC	Vivian Larkin	General Fund		Bus Lic Vivian Larkin Stucco Inc. 7/5/11	100.00
12417 Total							600.00
12418	7/8/2011	SPRINGBROOK SOFTWARE INC	2011-12	General Fund	Finance	Springbrook User Grp Membership FY2011-12	100.00
12418 Total							100.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12419	7/8/2011	ACCOMTEMPPS	33459799	General Fund	Finance	Temp Phonpradith, Noy 06/20-06/22/11	959.52
12419 Total							959.52
12420	7/8/2011	AT&T CALNET 2	000002462089	General Fund	Non-Dept	8099 Town Hall Reception 5/27-6/26/11	414.92
12420 Total							414.92
12421	7/8/2011	CONNERS WILLIAM B.	June 2011	General Fund	City Attorney	City attorney retainer June 2011	9,800.00
12421 Total							9,800.00
12422	7/8/2011	CONTRACT SWEEPING SERVICES	INV110000740	General Fund	DPW-Street Maint.	Monthly Sweeping Service May 2011	992.70
12422 Total							992.70
12423	7/8/2011	J & N PRINTING	8805	General Fund	Administration	(250) Bus Cards Admin Offices 6/27/11	28.41
12423 Total							28.41
12424	7/8/2011	EMBARCADERO PUBLISHING CO	05/11/11	General Fund	DPW-Building Maint.	Ad-Proposal Janitorial Maint 5/11/11	696.00
12424	7/8/2011	EMBARCADERO PUBLISHING CO	05/18/11	General Fund	DPW-Building Maint.	Ad-Proposal Janitorial Maint 5/18/11	696.00
12424	7/8/2011	EMBARCADERO PUBLISHING CO	05/11/11	Special Tax	DPW-Engineering	Ad-Bid 2011 Cape/Slurry Prj56049 5/11/11	696.00
12424	7/8/2011	EMBARCADERO PUBLISHING CO	05/18/11	Special Tax	DPW-Engineering	Ad-Bid 2011 Cape/Slurry Prj56049 5/18/11	696.00
12424 Total							2,784.00
12425	7/8/2011	GIRET ELIZABETH	048	General Fund		Refund Dep-HP Park Inv.#048 6/25/11	1,000.00
12425 Total							1,000.00
12426	7/8/2011	HF&H CONSULTANTS, LLC	9710509	General Fund	Administration	Rate Scenarios/Anlyz Garbage 3/1-3/31/11	2,386.54
12426 Total							2,386.54
12427	7/8/2011	IDEAL RV AND TRAILER SUPPLY	27392	General Fund	DPW-Park Program	39.8Gal Propane-Wedding Htrs Prk 6/17/11	160.44
12427 Total							160.44
12428	7/8/2011	JASMIN EDWARD A.	AT7511	General Fund	Administration	Graphic Design Athertonian 6/10-6/22/11	1,150.00
12428 Total							1,150.00
12429	7/8/2011	KIMLEY-HORN & ASSOC INC	4500736	General Fund	Pass Thru	Menlo School TIS Project May 2011	4,773.82
12429	7/8/2011	KIMLEY-HORN & ASSOC INC	4487145	Special Tax	DPW-Engineering	Engr Svcs Valparaiso/Hoover May 2011	748.20
12429 Total							5,522.02
12431	7/8/2011	LYNGSO GARDEN MATERIALS, INC	E07080	General Fund	DPW-Street Maint.	Credit-Base Rock deliver 3/19/11	(15.91)
12431	7/8/2011	LYNGSO GARDEN MATERIALS, INC	814508	General Fund	DPW-Park Maint.	50 yds plain wood chips-HP Park 5/24/11	1,357.43
12431 Total							1,341.52
12432	7/8/2011	PAPE' MACHINERY	100178500	General Fund	DPW-Street Maint.	Skid Loader for channel clearing 6/13-6/16/11	463.08
12432 Total							463.08
12433	7/8/2011	PG & E	74579693321/611	General Fund	Police	83 Ashfield Rd - PD 5/26-6/24/11	2,246.83

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12433	7/8/2011	PG & E	34579695882/611	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 5/26-6/24/11	40.28
12433 Total							2,287.11
12434	7/8/2011	POSADAS ANGELICA	036	General Fund		Refund Dep-HP Park Inv#036 6/18/11	1,000.00
12434 Total							1,000.00
12435	7/8/2011	REUBEN DAVID	6414	General Fund	Administration	Intrvw/Reports PD Complaint 4/19-6/23/11	5,936.15
12435 Total							5,936.15
12436	7/8/2011	UNIFIRST CORPORATION	3800432631	General Fund	DPW-Street Maint.	Uniform Svc E.Lopez 6/16/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Uniform Svc B.Butler 6/9/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Uniform Svc J.Andrade 6/9/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Uniform Svc E.Lopez 6/9/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800432631	General Fund	DPW-Street Maint.	Uniform Svc B.Butler 6/16/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800432631	General Fund	DPW-Street Maint.	Uniform Svc J.Andrade 6/16/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Uniform Svc T.Henderson 6/9/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800408664	General Fund	DPW-Street Maint.	Credit Garment Protection Plan 2/10/11	(22.55)
12436	7/8/2011	UNIFIRST CORPORATION	3800407614	General Fund	DPW-Street Maint.	Credit Garment Protection Plan 2/3/11	(22.55)
12436	7/8/2011	UNIFIRST CORPORATION	3800434146	General Fund	DPW-Street Maint.	Uniform Svc J.Andrade 6/23/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800434146	General Fund	DPW-Street Maint.	Uniform Svc B.Butler 6/23/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800432631	General Fund	DPW-Street Maint.	Uniform Svc T.Henderson 6/16/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800434146	General Fund	DPW-Street Maint.	Uniform Svc T.Henderson 6/23/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800434146	General Fund	DPW-Street Maint.	Uniform Svc E.Lopez 6/23/11	13.97
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Mats,4x6,3x10,scraper3x5 HP Park 6/9/11	41.02
12436	7/8/2011	UNIFIRST CORPORATION	3800431081	General Fund	DPW-Street Maint.	Environmental Fee 6/9/11	6.00
12436	7/8/2011	UNIFIRST CORPORATION	3800432631	General Fund	DPW-Street Maint.	Environmental Fee 6/16/11	6.00

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12436	7/8/2011	UNIFIRST CORPORATION	3800434146	General Fund	DPW-Street Maint.	Environmental Fee 6/23/11	6.00
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Uniform Svc M.Anderson 06/23/11	16.15
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Uniform Svc R.Espino 06/23/11	16.15
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Uniform Svc M.Anderson 6/16/11	16.15
12436	7/8/2011	UNIFIRST CORPORATION	3800407615	General Fund	DPW-Park Program	Credit Garment Protection Plan 2/3/11	(8.17)
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Uniform Svc R.Espino 6/16/11	16.15
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Mops-Wet 24 oz HP Park Maint 06/23/11	3.60
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Replace Towel Bar HP Park Maint 06/23/11	1.94
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Towel Bar Bag Replacement 06/23/11	2.60
12436	7/8/2011	UNIFIRST CORPORATION	3800434147	General Fund	DPW-Park Program	Environmental Fee 06/23/11	6.00
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Mats 3 x 5 HP Park Maint 6/16/11	59.00
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Mops-Wet 24 oz HP Park Maint 6/16/11	3.60
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Towel Bar Bag Replacement 6/16/11	2.60
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Replace Towel Bar HP Park Maint 6/16/11	1.94
12436	7/8/2011	UNIFIRST CORPORATION	3800432632	General Fund	DPW-Park Program	Environmental Fee 6/16/11	6.00
12436 Total							325.27
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	Building	Wireless Service Bldg Dept 4/22-5/21/11	6.53
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	Building	Wireless Service Bldg Dept 5/22-6/21/11	14.25
12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	Building	Wireless Service Bldg Dept 3/22-4/21/11	(96.48)
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	Police	Wireless Service Police 4/22-5/21/11	106.84
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	Police	Wireless Service Police 5/22-6/21/11	111.80
12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	Police	Wireless Service Police 3/22-4/21/11	(188.29)
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	DPW-Engineering	Wireless Service DPW Engr 4/22-5/21/11	41.55
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	DPW-Engineering	Wireless Service DPW Engr 5/22-6/21/11	41.69

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Checks by Date - Detail by Check Number							
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12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	DPW-Engineering	Wireless Service DPW Engr 3/22-4/21/11	210.17
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	DPW-Street Maint.	Wireless Service DPW Street 4/22-5/21/11	96.68
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	DPW-Street Maint.	Wireless Service DPW Street 5/22-6/21/11	117.80
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	DPW-Street Maint.	Wireless Service Credit 743-3023 5/17/11	(165.95)
12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	DPW-Street Maint.	Wireless Service DPW Street 3/22-4/21/11	33.72
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	DPW-Park Maint.	Wireless Service Park Maint 4/22-5/21/11	8.53
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	DPW-Park Maint.	Wireless Service Park Maint 5/22-6/21/11	13.29
12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	DPW-Park Maint.	Wireless Service Park Maint 3/22-4/21/11	(22.18)
12437	7/8/2011	VERIZON WIRELESS	0979579981	General Fund	DPW-Park Program	Wireless Service Park Prgrm 4/22-5/21/11	8.99
12437	7/8/2011	VERIZON WIRELESS	0988483718	General Fund	DPW-Park Program	Wireless Service Park Prgrm 5/22-6/21/11	10.89
12437	7/8/2011	VERIZON WIRELESS	0970681452	General Fund	DPW-Park Program	Wireless Service Park Prgrm 3/22-4/21/11	(53.84)
12437 Total							295.99
12438	7/15/2011	ABAG	01PREM11.12	General Fund	Non-Dept	Abag Plan Property Premium FY 2011/12	5,378.00
12438	7/15/2011	ABAG	1038693	General Fund	Non-Dept	ABAG Annual Dues: FY 2011-12	1,958.00
12438	7/15/2011	ABAG	01PREM11.12	General Liability Fund	Non-Dept	Abag Plan Premium General Liability Coverage FY 2011/12	67,010.00
12438	7/15/2011	ABAG	01PREM11.12	General Liability Fund	Non-Dept	Abag Plan Premium Excess Liability Insurance FY 2011/12	5,249.00
12438	7/15/2011	ABAG	01PREM11.12	General Liability Fund	Non-Dept	Abag Plan Premium Public Official Bond FY 2011/12	786.00
12438	7/15/2011	ABAG	01PREM11.12	General Liability Fund	Non-Dept	Abag Plan Administrative Premium FY 2011/12	60,098.00
12438 Total							140,479.00
12439	7/15/2011	CODE PUBLISHING COMPANY INC	38418	General Fund	Administration	Atherton Municipal Code Web Hosting July-2011 to July 2012	350.00
12439 Total							350.00
12440	7/15/2011	DUNBAR ARMORED INC	2922000	General Fund	Finance	Armored Car Services July 2011	112.77
12440	7/15/2011	DUNBAR ARMORED INC	2922000	General Fund	Finance	Armored Car Services Fuel Surcharge June 2011	17.65
12440	7/15/2011	DUNBAR ARMORED INC	2922000	General Fund	Non-Dept	Armored Car Services Monthly Maint Fee July 2011	10.66
12440	7/15/2011	DUNBAR ARMORED INC	2922000	General Fund	Non-Dept	Armored Car Services Cash Processing Fee June2011	6.22
12440 Total							147.30
12441	7/15/2011	IEDA INC	July 2011	General Fund	Administration	Labor Relations Consulting 7/1-7/31/2011	1,030.00

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12441 Total							1,030.00
12442	7/15/2011	LIEBERT CASSIDY WHITMORE	130716	General Fund	Administration	San Mateo County Employment Relations Consortium 7/1/11-6/30/12	4,450.00
12442 Total							4,450.00
12443	7/15/2011	MILLS-PENINSULA HEALTH SERVICE	40733	General Fund	Non-Dept	Employee Assistance Services 7/1-9/30/11	551.25
12443 Total							551.25
12444	7/15/2011	MUNISERVICES LLC	Ciaran Horgan	General Fund		Business License Ciaran Horgan Construction 7/7/11	250.00
12444	7/15/2011	MUNISERVICES LLC	Finish W/ Style	General Fund		Business License Finish With Style 7/11/11	150.00
12444 Total							400.00
12445	7/15/2011	SAN MATEO CNTY SHERIFF'S OFFIC	8/16-8/17/11	General Fund	Police	Driver Training update, J.Wade/K.Nichols ,8/16-8/17/11	900.00
12445 Total							900.00
12446	7/15/2011	WILLIAMS SCOTSMAN, INC	95773751	General Fund	Police	Rent, PD Trailer 6/29-7/28/11	718.55
12446 Total							718.55
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	Administration	91 Ashfield - admin offices 5/26-6/24/11	19.81
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	Planning	Station Lane/Town Hall Planning 5/26-6/24/11	15.83
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	Building	Station Lane/Town Hall Bldg dept 5/26-6/24/11	94.98
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	Police	91 Ashfield - Police Dept 5/26-6/24/11	33.73
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	DPW-Engineering	Station Lane/Town Hall DPW 5/26-6/24/11	47.48
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	DPW-Street Maint.	99 Dinkelspiel-Corp Yard, Off/Storage 5/26-6/24/11	60.13
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	DPW-Park Program	150 Watkins HP Activities 5/27-6/26/11	55.90
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	DPW-Park Program	150 Watkins Town of Atherton 5/27-6/27/11	102.95
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	General Fund	DPW-Building Maint.	160 WATKINS (CM House) 5/27-6/27/11	67.30
12447	7/15/2011	ABAG POWER PURCHASING POOL	8003715	Library Fund	Non-Dept	Library/2 Dinkelspiel Station Ln 5/26-6/24/11	31.89
12447 Total							530.00
12448	7/15/2011	ACCONTEMPS	33501832	General Fund	Finance	Temp Phonpradith,Noy 6/27-6/29/11	959.52
12448 Total							959.52
12449	7/15/2011	AT&T CALNET 2	000002462086	General Fund	Police	0686 Alarm Line, Police Shed 5/27-6/26/11	15.55
12449	7/15/2011	AT&T CALNET 2	000002462087	General Fund	Police	0280 Disaster Lines, Police Dept 5/27-6/26/11	209.64
12449 Total							225.19
12450	7/15/2011	CAPITOL ADVOCATES, INCORPORATED	June 2011	General Fund	Non-Dept	Monthly Retainer-HSR Consulting Services 5/18-6/17/11	5,000.00
12450	7/15/2011	CAPITOL ADVOCATES, INCORPORATED	June 2011	General Fund	Non-Dept	Mileage & Tolls HSR Services 5/18-6/17/11	83.00

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12450	7/15/2011	CAPITOL ADVOCATES, INCORPORATED	June 2011	General Fund	Non-Dept	Capital Parking Fees HSR Services 5/18-6/17/11	50.00
12450	7/15/2011	CAPITOL ADVOCATES, INCORPORATED	June 2011	General Fund	Non-Dept	Electronic Legislative Research HSR Services 5/18-6/17/11	75.00
12450 Total							5,208.00
12451	7/15/2011	CDW GOVERNMENT	XVX0440	General Fund	Police	(5) APC power saving back-UPS RS 1500 PoliceDept 6/30/11	1,147.13
12451	7/15/2011	CDW GOVERNMENT	XTZ7339	General Fund	Police	(1) APC power saving back-UPS RS 1500 PoliceDept 6/27/11	229.43
12451 Total							1,376.56
12452	7/15/2011	CITY OF REDWOOD CITY	BR26083	General Fund	Non-Dept	Redwood City IT Support, 17 hours, June 2011	2,307.00
12452 Total							2,307.00
12453	7/15/2011	EMBARCADERO PUBLISHING CO	06/22/11	General Fund	Finance	Public Noticing-Unclaimed Warrants 6/29/11	174.00
12453	7/15/2011	EMBARCADERO PUBLISHING CO	06/29/11	General Fund	Finance	Public Noticing-Unclaimed Warrants 6/29/11	174.00
12453 Total							348.00
12454	7/15/2011	FOLGER GRAPHICS, INC	69043	General Fund	Administration	(2700) Summer 2011 Athertonian Newsletter	1,110.00
12454 Total							1,110.00
12455	7/15/2011	INTERWEST CONSULTING GROUP, INC	11162	General Fund	Administration	Org Study Admin, PW, Bldg 6/1-6/30/2011	165.00
12455	7/15/2011	INTERWEST CONSULTING GROUP, INC	11162	General Fund	Administration	Org Study Admin, PW, Bldg 6/1-6/30/2011	8,865.00
12455	7/15/2011	INTERWEST CONSULTING GROUP, INC	11205	General Fund	DPW-Engineering	Public Works Services 6/1-6/30/11	3,992.50
12455	7/15/2011	INTERWEST CONSULTING GROUP, INC	11162	Library Fund	Non-Dept	Atherton Town Library project M. Kashiwagi 6/1-6/30/ 2011	2,970.00
12455 Total							15,992.50
12456	7/15/2011	JIMENEZ JOSE D.	0004	Library Fund	Non-Dept	Carpet Cleaning-Main Library,lobby,bck offices,entry hall 5/28/1	500.00
12456 Total							500.00
12457	7/15/2011	MID-PENINSULA ANIMAL HOSPITAL	462629	General Fund	Police	Office Visit, K-9 Lotty 6/19/11	60.00
12457	7/15/2011	MID-PENINSULA ANIMAL HOSPITAL	462629	General Fund	Police	Clip/Clean Hot Spot, K-9 Lotty 6/19/11	19.00
12457	7/15/2011	MID-PENINSULA ANIMAL HOSPITAL	462629	General Fund	Police	Inject 50mg/ml Pred Acetate, K-9 Lotty 6/19/11	40.93
12457	7/15/2011	MID-PENINSULA ANIMAL HOSPITAL	462629	General Fund	Police	Convenia Injection, K-9 Lotty 6/19/11	133.96
12457	7/15/2011	MID-PENINSULA ANIMAL HOSPITAL	462629	General Fund	Police	Animax (Panolog) Ointment 7.5g tube, K-9 Lotty 6/19/11	16.50
12457 Total							270.39
12458	7/15/2011	OFFICE DEPOT	569136702001	General Fund	Finance	(2) Stamps, Temporary Business License 6/28/11	137.63
12458 Total							137.63
12459	7/15/2011	PURCHASE POWER	38852315/6-11	General Fund	Non-Dept	postage/supplies June 2011	130.90
12459 Total							130.90
12460	7/15/2011	RENNE SLOAN HOLTZMAN SAKAI LLP	18949	General Fund	Administration	labor negotiations June 2011	2,218.77

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12460	7/15/2011	RENNE SLOAN HOLTZMAN SAKAI LLP	18948	General Fund	Administration	2011 Layoffs-June 2011	205.50
12460 Total							2,424.27
12461	7/15/2011	SAN MATEO CNTY CHAPLAINCY	May 2011	General Fund	Police	Chaplaincy May 2011	250.00
12461	7/15/2011	SAN MATEO CNTY CHAPLAINCY	June 2011	General Fund	Police	Chaplaincy June 2011	250.00
12461 Total							500.00
12462	7/15/2011	SAN MATEO CNTY CONTROLLERS OFFICE	June 2011	General Fund	Pass Thru	Allocation of Parking Penalties June 2011	699.40
12462 Total							699.40
12463	7/15/2011	SHARP ELECTRONICS CORPORATION	C702014-541	General Fund	Administration	Copier Maint MX-M550N Admin June 2011	57.98
12463 Total							57.98
12464	7/15/2011	SPRINT	130538811-043	General Fund	Police	Mobile Data Comm, PD 5/26-6/25/11	431.51
12464 Total							431.51
12465	7/15/2011	VOYAGER FLEET SYSTEMS INC.	869016477106	General Fund	Police	Motorcycle Fuel P.D. June 2011	49.19
12465 Total							49.19
12466	7/15/2011	WITMER-TYSON IMPORTS INC	T8696	General Fund	Police	Monthly K-9 Maint Training, Lotty & Rex, June 2011	500.00
12466	7/15/2011	WITMER-TYSON IMPORTS INC	T8696	General Fund	Police	Royal Canin German Shepard Dog Food, Lotty & Rex, June 2011	59.54
12466 Total							559.54
12467	7/22/2011	A-A LOCK & ALARM INC	7060	General Fund	DPW-Building Maint.	Residential Keys for New Janitorial Services HP Park 7/1/11	9.74
12467	7/22/2011	A-A LOCK & ALARM INC	7060	General Fund	DPW-Building Maint.	Commercial Keys for New Janitorial Services HP Park 7/1/11	28.15
12467 Total							37.89
12468	7/22/2011	ACCOUNTEMPS	33543207	General Fund	Finance	Temp Phonpradith, Noy 7/5-7/7/11	959.52
12468 Total							959.52
12469	7/22/2011	ADVANTAGE: PRINT, MARKETING AND MORE	44977	General Fund	Police	(250) Business Cards Edwin F.Flnt Interim Police Chief 7/12/11	177.19
12469 Total							177.19
12470	7/22/2011	ALLIANCE CONSTRUCTION	BP09-00769	Road Const. Impact Fee		Replace stale check# 11170	99.40
12470	7/22/2011	ALLIANCE CONSTRUCTION	BP09-00771	Road Const. Impact Fee		Replace stale check# 11170	42.60
12470 Total							142.00
12471	7/22/2011	BENHAMOU ERIC A	BP09-00631	Road Const. Impact Fee		Replace stale check# 11179	4,508.50
12471	7/22/2011	BENHAMOU ERIC A	BP09-00682	Road Const. Impact Fee		Replace stale check# 11179	71.00
12471 Total							4,579.50
12472	7/22/2011	BOGHASIAN RODNEY D	BP09-00625	Road Const. Impact Fee		Replace stale check# 11427	347.90
12472 Total							347.90

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Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12473	7/22/2011	C/CAG	17207	General Fund	DPW-Engineering	General fund assessment FY11-12	2,507.00
12473	7/22/2011	C/CAG	17207	Measure A	DPW-Engineering	Congestion relief FY11-12	24,845.00
12473	7/22/2011	C/CAG	17207	Gas Tax	DPW-Engineering	Gas tax assessment FY11-12	3,920.00
12473 Total							31,272.00
12474	7/22/2011	CA POLICE CHIEF'S ASSN	286	General Fund	Police	Annual CPCA Membership Dues Level R1 7/1/11-6/30/12	300.00
12474 Total							300.00
12475	7/22/2011	CARROLL CUSTOM HOMES	BP09-00730	Road Const. Impact Fee		Replace stale check# 11190	35.50
12475 Total							35.50
12476	7/22/2011	CHESLER CONSTRUCTION	APW11-00039	General Fund		Rfn bond 25 Euclid Ave, P#APW11-00039	2,500.00
12476 Total							2,500.00
12477	7/22/2011	DENNIS O'CONNOR ASSOCIATES	BP09-00675	Road Const. Impact Fee		Replace stale check# 11205	177.50
12477 Total							177.50
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	General Fund	DPW-Building Maint.	Monthly Janitorial Services Town Hall/Police Dept July 2011	682.25
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	General Fund	DPW-Building Maint.	Monthly Janitorial Services Police Modular Office July 2011	121.40
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	General Fund	DPW-Building Maint.	Monthly Janitorial Services Public Works Modular July 2011	127.39
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	General Fund	DPW-Building Maint.	Monthly Janitorial Services Addition Modular July 2011	161.59
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	General Fund	DPW-Building Maint.	Monthly Janitorial Services 99 Station Ln/Corp Yard July 2011	213.72
12478	7/22/2011	DMS FACILITY SERVICES, INC	RC-D064989	Library Fund	Non-Dept	Monthly Janitorial Services Library July 2011	493.24
12478 Total							1,799.59
12479	7/22/2011	ELLISON'S TOWING	32236	General Fund	Police	Tow Service Ford Crown Vic Lic# E95132 PD 7/6/11	50.00
12479 Total							50.00
12480	7/22/2011	GERMIA KOKEB	044	General Fund		Refund dep. inv#044 HP park event 7/2/2011	1,000.00
12480 Total							1,000.00
12481	7/22/2011	HAMMARSKJOLD ALICIA	APW11-00015	General Fund		Rfd road bond 98 Stevenson Ln P#APW11-00015	2,500.00
12481 Total							2,500.00
12482	7/22/2011	HARDEN JENNIFER	072	General Fund		Refund dep. inv#072 HP park event 7/9/2011	250.00
12482 Total							250.00
12483	7/22/2011	HEWLETT-PACKARD COMPANY	49732500	General Fund	Police	2 HP Compaq 6200/XL506AV/CoreI5-3.3GHZ/8 PD 7/7/11	3,232.16
12483	7/22/2011	HEWLETT-PACKARD COMPANY	49732500	General Fund	Police	2 HPLA2205wg 22-inch wildscreen NM274A8# PD 7/7/11	410.00
12483	7/22/2011	HEWLETT-PACKARD COMPANY	49732500	General Fund	Police	2 CA. E-waste Recycling Fee PD 7/7/11	16.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12483	7/22/2011	HEWLETT-PACKARD COMPANY	49732500	General Fund	Police	Sales Tax HP Computer PD 7/7/11	280.29
12483 Total							3,938.45
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(1) 1" TT Coup Irrigation Repair Parts HP Park 7/8/11	1.06
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(4) 3/4"x closed nipple Irrigation Repair Parts HP Park 7/8/11	1.13
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(3) 3/4"x 3" nipple Irrigation Repair Parts HP Park 7/8/11	1.30
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(4) 3/4"x 2" nipple Irrigation Repair Parts HP Park 7/8/11	1.34
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(2) 1" x 3/4" Red Bushing Irrigation Repair Parts HP Park 7/8/11	2.60
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054399	General Fund	DPW-Park Maint.	Weed eater line HP Park 7/7/11	9.60
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(8) Rainbirds Irrigation Repair Parts HP Park 7/8/11	135.19
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(2) 30" Manual Valve Key Irrigation Repair Parts HP Park 7/8/11	9.25
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(1) Comfort Trowel Irrigation Repair Parts HP Park 7/8/11	4.65
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(1) 3/4" TT Coup Irrigation Repair Parts HP Park 7/8/11	0.80
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(2) 3/4" Marlex TT Irrigation Repair Parts HP Park 7/8/11	1.34
12484	7/22/2011	HORIZON DISTRIBUTORS, INC.	IN054614	General Fund	DPW-Park Maint.	(2) 1-1/4"x1" Red Bushing Irrigation Repair Parts HP Park 7/8/11	4.20
12484 Total							172.46
12485	7/22/2011	HOUSE PAT	36863	General Fund		Refund dep. 2 utility bond 83 Faxom Rd, P#36863	5,000.00
12485 Total							5,000.00
12486	7/22/2011	JARRE JOHN	77 Flood Circle	General Fund		Refund dep. 2 utility bond 77 Flood Circle, P#77 Flood /circle	5,000.00
12486 Total							5,000.00
12487	7/22/2011	KELLER DONALD	BP09-00268	General Fund		Refund dep. 2 utility bond 165 James Ave., P#BP09-00268	5,000.00
12487 Total							5,000.00
12488	7/22/2011	KREFELD'S AWARDS, INC	21871	General Fund	Police	Name Plate Chief Ed Flint 7/11/11	43.30
12488 Total							43.30
12489	7/22/2011	LEA & BRAZE ENGINEERING, INC.	IRB11-00093	General Fund		Refund project accessory structures-culvert P#IRB11-00093	314.00
12489 Total							314.00
12490	7/22/2011	LSI CONSTRUCTION INC	BP09-00699	Road Const.		Replace stale check# 11287	56.80
12490	7/22/2011	LSI CONSTRUCTION INC	BP09-00700	Road Const.		Replace stale check# 11287	7.10

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Checks by Date - Detail by Check Number							
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12490 Total							63.90
12491	7/22/2011	MAINTENANCE SUPERINTENDENTS ASSOCIATION	FY2011-12	General Fund	DPW-Street Maint.	MSA Annual Dues Steve Tyler 7/1/11-6/30/12	60.00
12491 Total							60.00
12492	7/22/2011	MOLDOW CHARLES	38624	General Fund		Refund dep. 2 utility bond 86 Broadacres, P#38624	5,000.00
12492 Total							5,000.00
12493	7/22/2011	MUNISERVICES LLC	Enlightened V	General Fund		Business License Enlightened Views 7/19/11	100.00
12493	7/22/2011	MUNISERVICES LLC	Angel Cuevas	General Fund		Business License Angel Cuevas 7/14/11	250.00
12493	7/22/2011	MUNISERVICES LLC	Gorman Pipeline	General Fund		Business License Gorman Pipeline Inc. 7/14/11	150.00
12493	7/22/2011	MUNISERVICES LLC	Water Systems	General Fund		Business License Water Systems Plumbing 7/15/11	150.00
12493 Total							650.00
12494	7/22/2011	OFFICE DEPOT	570812970001	General Fund	Administration	Keyboard CM 7/11/11	41.08
12494 Total							41.08
12495	7/22/2011	PAW PRINTS, INC	24384	General Fund	Police	Alarm Sign #229 7/13/11	27.31
12495 Total							27.31
12496	7/22/2011	PIKE RICHARD J	BP09-00679	Road Const. Impact Fee		Replace stale check# 11450	376.30
12496 Total							376.30
12497	7/22/2011	PLEMONS CONSTRUCTION	BP09-00308	General Fund		Refund dep. 2 utility bond 35 Linda Vista ave., P#BP09-00308	5,000.00
12497 Total							5,000.00
12498	7/22/2011	ROZAKIS DAVID	BP-34960	General Fund		Refund TCO Deposit 15 Valley Rd BP-34960 7/14/11	5,000.00
12498 Total							5,000.00
12499	7/22/2011	SALHI LORENZO	BP10-00792	General Fund		Refund recycling dep. 301 Stockbridge Ave, P#BP-00792	1,000.00
12499 Total							1,000.00
12500	7/22/2011	SAN MATEO CNTY NARCOTICS TASK	FY2011/12	General Fund	Police	Atherton Share SMCNTF Contribution FY 2011/12	27,633.00
12500 Total							27,633.00
12501	7/22/2011	SEQUOIA CAPITAL	043	General Fund		Refund dep. inv#043 HP park event 7/8/2011	250.00
12501 Total							250.00
12502	7/22/2011	STRATFORD BLAIR W	BP09-00739	Road Const. Impact Fee		Replace stale check# 11242	120.70
12502 Total							120.70
12503	7/22/2011	SUN RIDGE SYSTEMS INC	2485	General Fund	Police	RIMS Annual Warranty & Support Services 6/30/11-6/29/12	11,085.00
12503 Total							11,085.00
12504	7/22/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 503 6 2011 Teamsters Dues	401.55
12504	7/22/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 501 5 2011 Teamsters Dues	374.78
12504	7/22/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 502 5 2011 Teamsters Dues	401.55
12504	7/22/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 502 6 2011 Teamsters Dues	401.55
12504 Total							1,579.43
12505	7/22/2011	TRI-VALLEY MOTO	6014450/1	General Fund	Police	Replace main battery gel 19AH 2002 BMW PD 7/7/2011	284.08
12505 Total							284.08

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Maint.	Uniform svc M. Anderson 7/7/2011	16.15
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Uniform svc R. Espino 7/7/2011	16.15
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Bar towel bag replacement 7/7/2011	2.60
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Mop wet 24oz HP Park maint. 7/7/2011	3.60
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Replace bar towel HP Park maint. 7/7/2011	1.93
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Mat 3x5 HP Park maint. 7/7/2011	15.00
12506	7/22/2011	UNIFIRST CORPORATION	3800437212	General Fund	DPW-Park Program	Environmental fee 7/7/2011	6.00
12506 Total							61.43
12507	7/22/2011	VANCE BROWN BUILDERS	BP08-00565	General Fund		Refund 2 Utility Deposit 164 Elena BP08-00565 7/12/11	5,000.00
12507 Total							5,000.00
12508	7/22/2011	WELCH HEIDI	BP-38686	General Fund		Refund 2-Utility Deposit 217 Camino Al Lago BP-38686 7/12/11	5,000.00
12508 Total							5,000.00
12509	7/22/2011	ZAMORA ALMA	074	General Fund		Refund dep. inv#074 HP Park event 7/3/2011	200.00
12509 Total							200.00
12510	7/22/2011	A-A-A RENTALS INC	548746	General Fund	DPW-Street Maint.	Air Conditionor Rental Police Dept 6/20-6/30/11	595.00
12510 Total							595.00
12511	7/22/2011	ABAG	9011110704	General Liability Fund	Non-Dept	GL Claim #070998 6/26-7/2/11	4,218.35
12511 Total							4,218.35
12512	7/22/2011	ARBORICULTURAL SPECIALTIES, INC	17169	General Fund	DPW-Street Maint.	Tree work - SB El Camino Real R/S 6/9/11	880.00
12512	7/22/2011	ARBORICULTURAL SPECIALTIES, INC	17169	General Fund	DPW-Street Maint.	Tree work - Park Elms 6/10-6/13/11	1,760.00
12512	7/22/2011	ARBORICULTURAL SPECIALTIES, INC	17169	General Fund	DPW-Street Maint.	Tree work - SB El Camino Real Median and R/S 6/14-6/24/11	7,920.00
12512	7/22/2011	ARBORICULTURAL SPECIALTIES, INC	17169	General Fund	DPW-Street Maint.	Tree work - N/B El Camino Real Median 6/27-6/29/11	2,640.00
12512 Total							13,200.00
12513	7/22/2011	AT&T CALNET 2	000002495057	General Fund	Non-Dept	2677 HP Park Elevator 6/10-7/9/11	15.35
12513	7/22/2011	AT&T CALNET 2	000002497399	General Fund	Non-Dept	1470 DPW Corp Yard 6/11-7/10/11	22.90
12513	7/22/2011	AT&T CALNET 2	000002494040	General Fund	Police	9297 Dinkelspiel Alarm Line 6/10-7/9/11	15.53
12513	7/22/2011	AT&T CALNET 2	000002494671	General Fund	Police	1802 Call Box @ Alameda-Canceled 6/10-7/9/11	0.95
12513	7/22/2011	AT&T CALNET 2	000002494673	General Fund	Police	6131 Emergency Line PD 6/10-7/9/11	110.34
12513	7/22/2011	AT&T CALNET 2	000002494674	General Fund	Police	6452 Voice Print 911 6/10-7/9/11	15.52

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12513	7/22/2011	AT&T CALNET 2	000002494675	General Fund	Police	7653 Police Fax Request Service 6/10-7/9/11	14.28
12513	7/22/2011	AT&T CALNET 2	000002494676	General Fund	Police	2801 Police Trailer 6/10-7/9/11	155.16
12513	7/22/2011	AT&T CALNET 2	000002494677	General Fund	Police	3220 Police Fax Admin 6/10-7/9/11	15.60
12513	7/22/2011	AT&T CALNET 2	000002494678	General Fund	Police	9743 Police Direct Connect Fax Line 6/10-7/9/11	15.75
12513	7/22/2011	AT&T CALNET 2	000002494679	General Fund	Police	6500 Police Dept Main Line 6/10-7/9/11	492.01
12513 Total							873.39
12514	7/22/2011	CAL WATER SERVICE	62126158/611	General Fund	City Council	94 Ashfield 5/4-6/2/11	157.68
12514	7/22/2011	CAL WATER SERVICE	91512681/611	General Fund	Administration	91 Ashfield 5/4-6/2/11	46.01
12514	7/22/2011	CAL WATER SERVICE	91512699/611	General Fund	Planning	Station Lane Meter Planning Dept 5/4-6/2/11	2.74
12514	7/22/2011	CAL WATER SERVICE	91512699/611	General Fund	Building	Station Lane Meter Bldg Dept 5/4-6/2/11	16.43
12514	7/22/2011	CAL WATER SERVICE	91512664/611	General Fund	Police	83 Ashfield 5/4-6/2/11	41.36
12514	7/22/2011	CAL WATER SERVICE	91512699/611	General Fund	DPW-Engineering	Station Lane Meter DPW 5/4-6/2/11	8.22
12514	7/22/2011	CAL WATER SERVICE	9293092658/611	General Fund	DPW-Street Maint.	99 Ashfield Rd 6/3-7/5/11	57.06
12514	7/22/2011	CAL WATER SERVICE	0686127445/611	General Fund	DPW-Street Maint.	Station Lane, Amtrak Station 6/3-7/5/11	257.79
12514	7/22/2011	CAL WATER SERVICE	62051509/611	General Fund	DPW-Street Maint.	Alameda/Atherton 5/4-6/2/11	118.94
12514	7/22/2011	CAL WATER SERVICE	62051499/611	General Fund	DPW-Street Maint.	El Camino Real 5/4-6/2/11	370.20
12514	7/22/2011	CAL WATER SERVICE	97947324/611	General Fund	DPW-Street Maint.	El Camino Real (2) 5/25-6/23/11	72.54
12514	7/22/2011	CAL WATER SERVICE	89763897/611	General Fund	DPW-Street Maint.	Maple Ave 5/4-6/2/11	329.86
12514	7/22/2011	CAL WATER SERVICE	62051537Fire611	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 6/1-6/30/11	29.31
12514	7/22/2011	CAL WATER SERVICE	62051537/611	General Fund	DPW-Park Program	150 Watkins 5/25-6/23/11	230.74
12514	7/22/2011	CAL WATER SERVICE	97127159/611	Library Fund	Non-Dept	2 Station Lane 5/4-6/2/11	41.36
12514 Total							1,780.24
12515	7/22/2011	CAPITOL ADVOCATES, INCORPORATED	June 30, 2011	General Fund	Non-Dept	HSR Consulting Services 6/18-6/30/11	2,500.00
12515	7/22/2011	CAPITOL ADVOCATES, INCORPORATED	June 30, 2011	General Fund	Non-Dept	Parking at State Capital 6/18-6/30/11	25.00
12515	7/22/2011	CAPITOL ADVOCATES, INCORPORATED	June 30, 2011	General Fund	Non-Dept	Electronic Legislative Research 6/18-6/30/11	75.00
12515 Total							2,600.00
12516	7/22/2011	CLARK PEST CONTROL	11324835	General Fund	DPW-Park Maint.	HP Park Monthly Agricultural & Weed Control Service June 2011	855.00
12516 Total							855.00
12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	(3) Cs Tissue 2Pl Wht HP Park Janitorial R.Espino 6/30/11	173.71

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12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	(4) Cs Towel 1Pl Wht HP Park Janitorial R.Espino 6/30/11	124.20
12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	(2) Cs Seat Covers HP Park Janitorial R.Espino 6/30/11	71.93
12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	(2) Cs Cleaner Neutral HP Park Janitorial R.Espino 6/30/11	47.20
12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	(2) Cs Towel Roll Kitchen HP Park Janiroeial R.Espino 6/30/11	111.06
12517	7/22/2011	CLEAN SOURCE	1446792-00	General Fund	DPW-Park Program	Handling Charges HP Park Janitorial R.Espino 6/30/11	5.39
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	(8) Cs Towel MF 1Pl Wht Janitorial Facilities THenderson 6/29/11	248.39
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	(2) Cs Tissue TP 2Pl Wht Janitorial Facilities THenderson 6/29/11	115.81
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	(1) Cs Seat Covers Janitorial Facilities THenderson 6/29/11	35.97
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	(1) Cs Hand Sanitizer Janitorial Facilities THenderson 6/29/11	62.74
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	(1) Cs Liner 2ml Blk Janitorial Facilities THenderson 6/29/11	48.74
12517	7/22/2011	CLEAN SOURCE	1438587-00	General Fund	DPW-Building Maint.	Handling Charges Janitorial Facilities THenderson 6/29/11	5.40
12517 Total							1,050.54
12518	7/22/2011	CONTRACT SWEEPING SERVICES	INV110000862	General Fund	DPW-Street Maint.	Monthly Sweeping service June 2011	992.70
12518 Total							992.70
12519	7/22/2011	COTTON SHIRES & ASSOC INC	74205	Special Tax	DPW-Engineering	Geo Testing Fletcher/Ridgeview Project 6/6-6/30/11	5,001.81
12519 Total							5,001.81
12520	7/22/2011	CSG CONSULTANTS INC	B110207	General Fund	Building	Buiding Plan Review Services 6/1-6/30/11	22,784.64
12520	7/22/2011	CSG CONSULTANTS INC	020220	General Fund	Building	Bldg Official/CSG D.Lockard 4/30-5/27/11	13,177.50
12520	7/22/2011	CSG CONSULTANTS INC	020429	General Fund	Building	Bldg Official/CSG D.Lockard 5/28-6/30/11	13,335.00
12520	7/22/2011	CSG CONSULTANTS INC	020431	General Fund	Building	Building Inspection & Admin 5/28-6/30/11	9,265.00
12520	7/22/2011	CSG CONSULTANTS INC	020221	General Fund	Non-Dept	Code Enforcement Services R.Cushing 4/30-5/27/11	5,047.00
12520	7/22/2011	CSG CONSULTANTS INC	020430	General Fund	Non-Dept	Code Enforcement Services R.Cushing 5/28-6/30/11	7,313.00
12520 Total							70,922.14
12521	7/22/2011	DE LAGE FINANCIAL SERVICES,INC	9959128	General Fund	Planning	Lease Sharp MXM453N Copier Planning Dept 6/15-7/14/11	50.96
12521	7/22/2011	DE LAGE FINANCIAL SERVICES,INC	9959128	General Fund	Building	Lease Sharp MXM453N Copier Bldg Dept 6/15-7/14/11	50.97
12521	7/22/2011	DE LAGE FINANCIAL SERVICES,INC	9959128	General Fund	DPW-Engineering	Lease Sharp MXM453N Copier Public Works 6/15-7/14/11	50.97
12521 Total							152.90

Town of Atherton							
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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12522	7/22/2011	GALLAGHER & BURK, INC	41010809	Special Tax		Retention Fletcher Dr/Ridgeview May 2011	(12,572.20)
12522	7/22/2011	GALLAGHER & BURK, INC	41010809	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview Pavement & Drainage Improvements May 2011	125,722.00
12522 Total							113,149.80
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Special Tax		Retention 2011 Cape/Slurry seal project #56049 June 2011	(4,391.05)
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Special Tax	DPW-Engineering	2011 Cape/Slurry seal project #56049 June 2011	43,910.50
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Measure A		Retention 2011 Cape/Slurry seal project #56049 June 2011	(20,820.20)
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Measure A	DPW-Engineering	2011 Cape/Slurry seal project #56049 June 2011	208,202.00
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Gas Tax		Retention 2011 Cape/Slurry seal project #56049 June 2011	(8,089.10)
12523	7/22/2011	GRAHAM CONTRACTORS INC	022765	Gas Tax	DPW-Engineering	2011 Cape/Slurry seal project #56049 June 2011	80,891.00
12523 Total							299,703.15
12524	7/22/2011	GRAINGER INC	9574359452	General Fund	DPW-Building Maint.	New Lock/Key Bldg Official office lock 6/29/11	46.92
12524 Total							46.92
12525	7/22/2011	INTERMOUNTAIN ELECTRIC CO	0032463	General Fund	DPW-Street Maint.	Repair street lights at 168 Catalpa & 33 Robleda June 2011	750.00
12525 Total							750.00
12526	7/22/2011	KOFF & ASSOCIATES, INC.	1170	General Fund	Administration	Financial services Manager Recruitment June 2011	175.00
12526	7/22/2011	KOFF & ASSOCIATES, INC.	1170	General Fund	Administration	Outplacement/FMLA Req/employee relations June 2011	1,965.00
12526	7/22/2011	KOFF & ASSOCIATES, INC.	1170	General Fund	Administration	Misc. expenses/travel & mileage June 2011	325.35
12526 Total							2,465.35
12527	7/22/2011	KUSHNER ALEXANDER	Atherton HVAC 1	Special Tax		Retention Police Department HVAC Project #56042 June 2011	(2,798.50)
12527	7/22/2011	KUSHNER ALEXANDER	Atherton HVAC 1	Special Tax	DPW-Engineering	Police Department HVAC Project #56042 June 2011	27,985.00
12527 Total							25,186.50
12528	7/22/2011	LSA ASSOCIATES, INC.	108668	Library Fund	Non-Dept	Environmental Consulting Services library May 2011	17,014.83
12528 Total							17,014.83
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220118313332	General Fund	DPW-Park Program	Plants, Flowers, Mulch Main House & Pavilion R.Espino 5/26/11	76.74
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220115140100	General Fund	DPW-Building Maint.	Liquid Soap HP Park Buildings R.Espino 6/14/11	10.90
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220081049583	General Fund	DPW-Building Maint.	Emergency repair PD server 6 ml polyeth J.Andrade 6/21/11	38.23
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220081049583	General Fund	DPW-Building Maint.	Emergency repair PD server Duck Tape J.Andrade 6/21/11	6.11
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220081049583	General Fund	DPW-Building Maint.	Library Toilet Repair Tank Lever J.Andrade 6/21/11	3.59
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220027304598	General Fund	DPW-Building Maint.	Womens restroom lights-repair & relamp P.D. B.Butlet 5/26/11	66.65

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12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220115140100	General Fund	DPW-Building Maint.	Lights HP Park Buildings R.Espino 6/14/11	20.18
12529	7/22/2011	ORCHARD SUPPLY HARDWARE	0220115140100	General Fund	DPW-Building Maint.	Watering Wand, Sprinkler, Rubber Hose HP Park R.Espino 6/14/11	39.01
12529 Total							261.41
12530	7/22/2011	PG & E	5678831050/611	General Fund	Administration	Ashfield/Town Hall 5/26-6/24/11	606.63
12530	7/22/2011	PG & E	5678831560/611	General Fund	Planning	Station Lane Planning Dept 5/26-6/24/11	14.94
12530	7/22/2011	PG & E	5678831560/611	General Fund	Building	Station Lane Bldg Dept 5/26-6/24/11	89.65
12530	7/22/2011	PG & E	5678831560/611	General Fund	DPW-Engineering	Station Lane DPW 5/26-6/24/11	44.83
12530	7/22/2011	PG & E	5678831015/611	General Fund	DPW-Street Maint.	Signal E/S Middlefield 5/27-6/27/11	51.76
12530	7/22/2011	PG & E	5678831020/611	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 5/27-6/27/11	9.47
12530	7/22/2011	PG & E	5678831025/611	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 5/27-6/27/11	41.98
12530	7/22/2011	PG & E	56788310XX/611	General Fund	DPW-Street Maint.	Street Lights 6/3-7/1/11	4,058.85
12530	7/22/2011	PG & E	86713555828/611	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 5/27-6/27/11	39.53
12530	7/22/2011	PG & E	5678831040/611	General Fund	DPW-Park Maint.	Pump 150 Watkins 5/27-6/25/11	514.50
12530	7/22/2011	PG & E	5678831030/611	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 5/27-6/27/11	412.18
12530	7/22/2011	PG & E	5678831035/611	General Fund	DPW-Park Program	Modular Building 150 Watkins 5/27-6/27/11	578.02
12530 Total							6,462.34
12531	7/22/2011	RECALL SECURE DESTRUCTION SERV	2303001540	General Fund	Police	Shred Documents, PD 5/27/11	40.00
12531	7/22/2011	RECALL SECURE DESTRUCTION SERV	2303001540	General Fund	Police	Shred Documents, PD 6/10/11	40.00
12531	7/22/2011	RECALL SECURE DESTRUCTION SERV	2303001540	General Fund	Police	Service Charge Shre Documents 6/25/11	15.00
12531	7/22/2011	RECALL SECURE DESTRUCTION SERV	3070171972	General Fund	Police	Credit Minimum Service Fee April 2011	(68.70)
12531 Total							26.30
12532	7/22/2011	REPUBLIC ITS INC	RR-112085	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Encinal 5/13/11	104.67
12532	7/22/2011	REPUBLIC ITS INC	RR-112085	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Marsh Rd 5/16/11	104.67
12532	7/22/2011	REPUBLIC ITS INC	RR-112085	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Oak Grove 5/16/11	104.67

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12532	7/22/2011	REPUBLIC ITS INC	RR-112086	General Fund	DPW-Street Maint.	Realign Signal-visibility Middlefield/Encinal 5/13/11	418.62
12532	7/22/2011	REPUBLIC ITS INC	RR-112086	General Fund	DPW-Street Maint.	Replace Yellow LED Middlefield/Oak Grove 5/16/11	172.09
12532	7/22/2011	REPUBLIC ITS INC	RR-113851	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Encinal 6/09/11	104.67
12532	7/22/2011	REPUBLIC ITS INC	RR-113851	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Marsh Rd 6/09/11	104.67
12532	7/22/2011	REPUBLIC ITS INC	RR-113851	General Fund	DPW-Street Maint.	Scheduled Maint Middlefield Rd/Oak Grove 6/09/11	104.67
12532 Total							1,218.73
12533	7/22/2011	SAN MATEO CNTY CHAPLAINCY	April 2011	General Fund	Police	Chaplaincy Service April 2011	250.00
12533 Total							250.00
12534	7/22/2011	SAN MATEO CNTY DEPT PUBLIC WORKS	185-11	General Fund	DPW-Street Maint.	Graffiti Abatement-98 McCormick/ECR @ Spruce 7-hrs May-June 2011	665.00
12534 Total							665.00
12535	7/22/2011	SAN MATEO CNTY FORENSIC LAB	CL02879	General Fund	Police	Narcotic ID 1-hr Case-10618 June 2011	90.00
12535	7/22/2011	SAN MATEO CNTY FORENSIC LAB	CL02879	General Fund	Police	Phlebotomy Services 2-hr Case-715 June 2011	260.00
12535 Total							350.00
12536	7/22/2011	SAN MATEO CNTY SHERIFF'S OFFIC	8893	General Fund	Police	Coyote Point Range Service FY 10/11 April - June 2011	900.00
12536 Total							900.00
12537	7/22/2011	STATE CONTROLLERS OFFICE	17339	Gas Tax	DPW-Engineering	FY 09/10 annual street reports preparation	1,609.11
12537 Total							1,609.11
12538	7/22/2011	TURBO DATA SYSTEMS INC	17902	General Fund	Police	Handwritten Citation Processing June 2011	75.60
12538	7/22/2011	TURBO DATA SYSTEMS INC	17902	General Fund	Police	Out of State Processing @ 25% June 2011	7.75
12538	7/22/2011	TURBO DATA SYSTEMS INC	17902	General Fund	Police	Administrative Adjudication Service June 2011	7.35
12538	7/22/2011	TURBO DATA SYSTEMS INC	17902	General Fund	Police	Notice Processing June 2011	14.74
12538	7/22/2011	TURBO DATA SYSTEMS INC	17902	General Fund	Police	Final Notice letters June 2011	2.01
12538 Total							107.45
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Street Maint.	Uniform Svc B.Butler 6/30/11	13.97
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Street Maint.	Uniform Svc J.Andrade 6/30/11	13.97
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Street Maint.	Uniform Svc E.Lopez 6/30/11	13.97
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Street Maint.	Uniform Svc T.Henderson 6/30/11	13.97

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12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Street Maint.	Environmental Fee 6/30/11	6.00
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Maint.	Uniform Svc M.Anderson 06/30/11	16.15
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Uniform Svc R.Espino 06/30/11	16.15
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Park Program	Mops-Wet 24 oz HP Park Maint 6/30/11	3.60
12539	7/22/2011	UNIFIRST CORPORATION	3800435691	General Fund	DPW-Park Program	Dry Mops 36"&48" HP Park Maint 6/30/11	5.25
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Environmental Fee 06/30/11	6.00
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Mats 3 x 5 HP Park Maint 06/30/11	59.00
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Mops-Wet 24 oz HP Park Maint 06/30/11	3.60
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Towel Bar Bag Replacement 06/30/11	2.60
12539	7/22/2011	UNIFIRST CORPORATION	3800435692	General Fund	DPW-Park Program	Replace Towel Bar HP Park Maint 06/30/11	1.94
12539 Total							176.17
12540	7/22/2011	TRICOR DIRECT INC	9315500033	General Fund	Finance	Duraguard ID tags 200 green, 200 red for fixed asset inventory	591.60
12540 Total							591.60
12541	7/29/2011	CA DEPT JUSTICE ACCOUNTING OFF	857122	General Fund	Police	Fingerprint apps PD June 2011	96.00
12541	7/29/2011	CA DEPT JUSTICE ACCOUNTING OFF	851898	General Fund	Police	Fingerprint apps PD May 2011	32.00
12541	7/29/2011	CA DEPT JUSTICE ACCOUNTING OFF	857122	Special Tax	DPW-Engineering	Fingerprint apps DPW HVAC Project June 2011	64.00
12541	7/29/2011	CA DEPT JUSTICE ACCOUNTING OFF	851898	Special Tax	DPW-Engineering	Fingerprint apps DPW HVAC Project May 2011	32.00
12541 Total							224.00
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	Building	Fuel charges Bldg K. Anderson 5/16/11 - 6/15/11	51.48
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Install data 911 system AT39 Crown Vic PD 5/10/11	896.18
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Remove gun box/Install 911 Data AT71 Crown Vic Patrol PD 4/27/11	930.45
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	PM Service replace filter AT75 Camry Hybrid PD 5/11/11	164.47
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Loose tire repair AT71 Crown Vic Patrol PD 5/16/11	96.73
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Replace heater motor assy. AT37 Crown Vic Sgt PD 5/24/11	179.24
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Battery,breaks,tire,spark plugs service AT36 Crown Vic PD 5/25/11	591.08
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Fire extinguisher, front brakes service AT36 Crown Vic PD 5/25/11	317.39
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	PM service, replace plugs AT72 Atherton Patrol PD 5/31/11	573.63
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	Engine oil cooler service AT71 Crown Vic Patrol PD 6/2/11	258.88

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	Police	R/R Tire leak service AT71 Crown Vic Patrol PD 6/2/11	182.79
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	Police	Fuel charges PD 5/16/11 - 6/15/2011	4,400.41
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Engineering	Fuel charges DPW engineering D. Huynh 5/16/11 - 6/15/11	106.90
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	DPW-Street Maint.	Repair trans leak AT49 Dakota DPW 5/17/2011	186.34
12542	7/29/2011	CITY OF REDWOOD CITY	BR26012	General Fund	DPW-Street Maint.	Mount toolbox, remove cone holder AT43 P.U. DPW 5/23/2011	47.80
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Street Maint.	Fuel charges AT42 F450 DPW street J. Andradre 5/16/11 - 6/15/11	309.29
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Street Maint.	Fuel charges DPW street T. Henderson 5/16/11 - 6/15/11	196.50
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Street Maint.	Fuel charges AT45 GMC DPW street J. Andradre 5/16/11 - 6/15/11	182.75
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Street Maint.	Fuel charges DPW street W. Butler 5/16/11 - 6/15/11	293.18
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Street Maint.	Fuel charges DPW street S. Tyler 5/16/11 - 6/15/11	63.27
12542	7/29/2011	CITY OF REDWOOD CITY	BR26049	General Fund	DPW-Park Maint.	Fuel charges DPW park M. Anderson 5/16/11 - 6/15/11	106.90
12542 Total							10,135.66
12543	7/29/2011	CUTWATER INVESTOR SERVICES CORP.	14984A	General Fund	Finance	InvestmentAdvisory Service 6/1/11 - 6/30/11	1,000.00
12543 Total							1,000.00
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8025	Library Fund	Non-Dept	Atherton library color copies reimbursables 5/20/2011	608.75
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8013	Library Fund	Non-Dept	Atherton library architectural svc May 2011	50,329.50
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8030	Library Fund	Non-Dept	Atherton library architectural svc June 2011	24,972.50
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8053	Library Fund	Non-Dept	Atherton library consultant reimbursables 4/28- 6/30/11	459.21
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8053	Library Fund	Non-Dept	Atherton libry travel & auto reimbursables 4/28 -6/30/11	582.09
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8053	Library Fund	Non-Dept	Atherton library meals reimbursables 4/28/11- 6/30/11	199.13
12544	7/29/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8004	Library Fund	Non-Dept	Atherton library travel & auto reimbursables 5/20/2011	22.00
12544 Total							77,173.18
12545	7/29/2011	JENSEN LANDSCAPE SERVICE INC	June 2011	Special Tax		Retention SM irrigation and rehab/project June 2011	(379.20)
12545	7/29/2011	JENSEN LANDSCAPE SERVICE INC	June 2011	Special Tax	DPW-Engineering	SM irrigation and rehab/project June 2011	3,792.00
12545 Total							3,412.80
12546	7/29/2011	JOHNSON ERICA	206582	General Fund	Police	Reimb livescan print fee applicant paid Pacifica PD 6/27/11	30.00

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12546 Total							30.00
12547	7/29/2011	LSA ASSOCIATES, INC.	109151	Library Fund	Non-Dept	Environmental Consulting Services Library June 2011	7,011.13
12547 Total							7,011.13
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1140	General Fund		Menlo School Planning Services 5/1-5/31/11	2,370.38
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1148	General Fund		Menlo School Planning Services 6/1-6/30/11	4,509.51
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1141	General Fund	Planning	Housing Element Planning Services 5/1-5/31/11	602.00
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1148	General Fund	Planning	Contract Planning Services 6/1-6/30/11	13,562.02
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1140	General Fund	Planning	Contract Planning Services 5/1-5/31/11	13,889.26
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1142	Library Fund	Non-Dept	Library Relocation Planning Services 5/1-5/31/11	995.13
12548	7/29/2011	NEAL MARTIN & ASSOCIATES	1149	Library Fund	Non-Dept	Library Relocation Planning Services 6/1-6/30/11	1,447.63
12548 Total							37,375.93
12549	7/29/2011	SAN MATEO CNTY SHERIFF'S OFFIC	8884	General Fund	Police	Live scan service PD June 2011	36.00
12549	7/29/2011	SAN MATEO CNTY SHERIFF'S OFFIC	8884	Special Tax	DPW-Engineering	Live scan service DPW HVAC Project June 2011	36.00
12549 Total							72.00
12550	7/29/2011	THOMAS-SMITH JOANNE	June28-29,2011	General Fund	Police	Mileage Property & Evidence trning J.Thomas 6/28/11-6/29/11	39.41
12550	7/29/2011	THOMAS-SMITH JOANNE	June28-29,2011	General Fund	Police	Lunch Property & Evidence trning J.Thomas 6/28/11	12.80
12550	7/29/2011	THOMAS-SMITH JOANNE	June28-29,2011	General Fund	Police	Lunch Property & Evidence trning J.Thomas 6/29/11	16.00
12550 Total							68.21
12551	7/29/2011	A-A LOCK & ALARM INC	219760	General Fund	DPW-Building Maint.	Locksmith Service Call to Change Bldg Dept Locks 7/15/11	75.00
12551 Total							75.00
12552	7/29/2011	ACCOUNTEMPS	33583984	General Fund	Finance	Temp Phonpradith, Noy 7/11-7/13/11	959.52
12552 Total							959.52
12553	7/29/2011	AIELLO JOSEPH	July 21, 2011	General Fund	Building	CCC IAMPO meeting & training J.Aiello 7/21/11	30.00
12553	7/29/2011	AIELLO JOSEPH	July 21, 2011	General Fund	Building	CCC IAMPO meeting bridge toll J.Aiello 7/21/11	5.00
12553 Total							35.00
12554	7/29/2011	AT&T CALNET 2	000002520154	General Fund	Non-Dept	1053 HP Park Main House Data Lines 6/20-7/19/11	83.94
12554 Total							83.94
12555	7/29/2011	CAL PAC ROOFING	BP09-00706	Road Const. Impact Fee		Replace Stale Check #11185 11/15/10	291.10
12555	7/29/2011	CAL PAC ROOFING	BP09-00707	Road Const. Impact Fee		Replace Stale Check #11185 11/15/10	35.50
12555 Total							326.60
12556	7/29/2011	CORNELIO HECTOR J	BP09-00588	Road Const. Impact Fee		Replace Stale Check #11197 11/15/2010	482.80
12556 Total							482.80
12557	7/29/2011	DIMITRELIS DIMITRIOS	BP11-00427	General Fund		Withdraw Grade & Drain Permit 76 Rittenhouse BP11-00427	1,330.00
12557	7/29/2011	DIMITRELIS DIMITRIOS	BP11-00427	General Fund		Refund Grading & Drain Dep 76 Rittenhouse BP11-00427	500.00
12557 Total							1,830.00
12558	7/29/2011	GAFFNEY GREG	24869	General Fund		Replace stale check #24869 9/28/07	60.00
12558 Total							60.00

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12559	7/29/2011	GOVERNMENT FINANCE OFFICERS ASSOCIATION	0135001	General Fund	Finance	GFOA membership Renewal L.Ho 10/1/11-9/30/12	170.00
12559 Total							170.00
12560	7/29/2011	INTERMOUNTAIN ELECTRIC CO	0320474	General Fund	DPW-Street Maint.	Repair street lights on Robleda/Serrano & 83 Serrano	736.50
12560	7/29/2011	INTERMOUNTAIN ELECTRIC CO	0320475	General Fund	DPW-Street Maint.	Repair street light on Serrano	442.75
12560 Total							1,179.25
12561	7/29/2011	IRVINE & JACHENS INC.	8130	General Fund	Police	1 ea wide top ribbon Chief Atherton Police	93.52
12561 Total							93.52
12562	7/29/2011	KOCKLER ANTHONY	July 19-20,2011	General Fund	Police	Lunch Driver Training Update A.Kockler 7/19/11	16.78
12562	7/29/2011	KOCKLER ANTHONY	July 19-20,2011	General Fund	Police	Lunch Driver Training Update A.Kockler 7/20/11	17.05
12562 Total							33.83
12563	7/29/2011	LAU SUEJANE G.	APW11-00063	General Fund		Refund road bond 77 Mercedes APW11-00063	2,500.00
12563 Total							2,500.00
12564	7/29/2011	LEISURE BREN	BP-35629	General Fund		Refund 2nd utility bond 369 Atherton Ave BP-35629	5,000.00
12564 Total							5,000.00
12565	7/29/2011	MAAS JASON	BP09-00308	General Fund		Refund New Const C&D Deposit 35 Linda Vista BP09-00308	1,000.00
12565	7/29/2011	MAAS JASON	BP09-00313	General Fund		Refund Demo C&D Deposit 35 Linda Vista BP09-00313	2,280.00
12565 Total							3,280.00
12566	7/29/2011	LUCAS DONALD	BP-38891	General Fund		Refund 80% Canceled Permit Fee BP-38891 43 Amador	716.60
12566 Total							716.60
12567	7/29/2011	MAGNUSSEN BERNARD	BP-36819	General Fund		Refund 2nd Utility deposit 390 Stevick BP-36819	5,000.00
12567 Total							5,000.00
12568	7/29/2011	MID PENINSULA ROOFING	BP09-00763		Road Const. Impact Fee	Replace stale check #11291 11/17/10	170.40
12568	7/29/2011	MID PENINSULA ROOFING	BP09-00764		Road Const. Impact Fee	Replace stale check #11291 11/17/10	21.30
12568 Total							191.70
12569	7/29/2011	MUNISERVICES LLC	Worrell Roofing	General Fund		Business License Worrell Roofing	150.00
12569 Total							150.00
12570	7/29/2011	PACIFIC PENINSULA GROUP	BP-39631	General Fund		Refund C&D Deposit 337 Walsh BP-39631	1,000.00
12570	7/29/2011	PACIFIC PENINSULA GROUP	BP-39324	General Fund		Refund Demo C&D Deposit 337 Walsh BP-39324	9,675.00
12570 Total							10,675.00
12571	7/29/2011	PITNEY BOWES INC	597539	General Fund	Non-Dept	(2) Bx Adhesive Roll Tape(3 per bx)Postage Meter supplies	152.72
12571	7/29/2011	PITNEY BOWES INC	597539	General Fund	Non-Dept	(2) DM500/550 Red Ink Cartridge Postage Meter Supplies	189.52
12571 Total							342.24
12572	7/29/2011	PRINT'N GRAPHIC	145053	General Fund	Police	(2000) Citation Amemdments-proof of service 3-part	598.13
12572 Total							598.13
12573	7/29/2011	SAN MATEO REGIONAL NETWORK INC	19667	General Fund	Police	Monthly access fee T-1 service PD July 2011	385.00
12573 Total							385.00
12574	7/29/2011	SPRINGBROOK SOFTWARE INC	0018546	General Fund	Finance	Annual Maint - 7/11-6/12 expand AP description field	168.00

Town of Atherton							
Checks by Date - Detail by Check Number							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12574	7/29/2011	SPRINGBROOK SOFTWARE INC	0018545	Equipment Replacement	Finance	Expand AP description field	630.00
12574 Total							798.00
12575	7/29/2011	TOUBAR EQUIPMENT	APW11-00029	General Fund		Refund Road Bond 49 James APW11-00029	2,500.00
12575 Total							2,500.00
12576	7/29/2011	WHEATON JILL	July 20, 2011	General Fund	Police	Mileage Force Options/Sim Training J.Wheaton 7/20/11	15.51
12576	7/29/2011	WHEATON JILL	July 20, 2011	General Fund	Police	Lunch Force Options/Sim Training J.Wheaton 7/20/11	14.05
12576 Total							29.56
12577	7/29/2011	FREEDMAN JOSH	130	General Fund		Deposit refund 7/15/11 J. Freedman	250.00
12577 Total							250.00
Grand Total							1,310,898.22



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JOHN DANIELSON, INTERIM CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: FINANCIAL REPORT FOR THE ONE MONTH ENDED JULY 31, 2011

RECOMMENDATION

Receive the General Fund Financial Report for the one month ended July 31, 2011.

DISCUSSION

Staff revised the format on how the financial report is to be presented. The new format incorporates a column “**Accrual**” to account for revenues and expenditures that need to be included to more accurately reflect the actual results. The accrual amounts only reflect data up to August 5, 2011.

If revenues and expenditures are assumed to be distributed evenly for the one month ended July 31, 2011, 8.3% of the annual FY 2011-12 Budget (1/12) should be earned or incurred.

Due to the timing nature of many revenue receipts and expenditures, it can be over or under the 8.3%.

General Fund Revenues

For the one month ended July 31, 2011, the General Fund reported revenue of \$268,977 which is 2.9% of the annual revenue budget for FY 2012. The variance between budget and actual was due to the timing of revenue collections.

For secured property tax, the Town receives 5% in November, 45% in December, 5% in March, 35% in April, 5% in May and 5% in June. Unsecured property tax is paid to the Town in

Monthly Financial Report

August. Various franchise fees are either pay annually in April (PG&E) or quarterly. Business license tax is renewed on July 1 for the fiscal year.

General Fund revenue for the same one-month period in FY 2011 was \$290,631, a decrease of \$21,654 (-7.5%). The variance was mostly due to a decrease in building plan check revenue of \$28,381.

General Fund Expenditures

For the one month ended July 31, 2011, the General Fund reported expenditures of \$1,037,695 which is 9.9% of the annual expenditure budget for FY 2012. There were several factors that contributed to the variance between budget and actual.

For Finance and Non-Department, the variance was due to payment of software maintenance and liability insurance premiums paid in July for the entire fiscal year.

Planning Department included the cost of contract arborist service and was not budgeted. A mid-year budget adjustment will be needed if the arborist cost cannot be passed through.

Building Department incurred higher expenditures in July. In addition to paying regular employees' salaries and benefits, the Department contracted with four firms to perform general inspection and plan review services. Special attention is needed to ensure that Building Department operating expenditures will not exceed projected building revenues.

For the same period in FY 2011, the expenditure amount was \$961,187, an increase of \$76,508 (8%). The increase was due mostly to the timing of ABAG liability insurance premiums recorded in July for FY 2012 and in August for 2011.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Finance Director

John Danielson, Interim City Manager

Attachment: Financial Report

Town of Atherton													
General Fund													
Financial Report for the One Month Ended July 31, 2011													
(Excl. Encumbrances)													
Dept	Description	Adjusted Budget FY11/12	1/12 of Budget	Actual July 11 to July 11	Accrual	Adjusted Actual July 11 to July 11	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to July 10	Incr/(decr) over PY	% Change
			8.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Revenues												
	Secured	4,792,450	399,371			-	399,371	0.0%	4,792,450	0.0%	-	-	0.0%
	Unsecured	260,000	21,667			-	21,667	0.0%	260,000	0.0%	-	-	0.0%
	SB813 Redemption (Supplemental)	60,000	5,000			-	5,000	0.0%	60,000	0.0%	-	-	0.0%
	Home Owners Exemption	34,000	2,833			-	2,833	0.0%	34,000	0.0%	-	-	0.0%
	Property Tax In Lieu of VLF	660,000	55,000			-	55,000	0.0%	660,000	0.0%	-	-	0.0%
	Motor Veh. Lic Fees (MVLF)	18,000	1,500			-	1,500	0.0%	18,000	0.0%	-	-	0.0%
	ERAF Subvention	600,000	50,000			-	50,000	0.0%	600,000	0.0%	-	-	0.0%
	Local Sales & Use Tax	90,000	7,500			-	7,500	0.0%	90,000	0.0%	-	-	0.0%
	Public Safety Sales Tax (Prop 172)	60,000	5,000		6,100	6,100	(1,100)	122.0%	53,900	10.2%	-	6,100	100.0%
	In Lieu Sales Tax/Triple Flip	25,500	2,125			-	2,125	0.0%	25,500	0.0%	-	-	0.0%
	Franchise Taxes-PG&E	230,000	19,167			-	19,167	0.0%	230,000	0.0%	-	-	0.0%
	Franchise Tax-Cal Water	80,000	6,667			-	6,667	0.0%	80,000	0.0%	-	-	0.0%
	Franchise Tax-Garbage	200,000	16,667			-	16,667	0.0%	200,000	0.0%	-	-	0.0%
	Franchise Taxes-Cable	102,000	8,500			-	8,500	0.0%	102,000	0.0%	-	-	0.0%
	Document TRSF Tax	210,000	17,500			-	17,500	0.0%	210,000	0.0%	-	-	0.0%
	Business Licenses	150,000	12,500	85,140		85,140	(72,640)	681.1%	64,860	56.8%	56,334	28,806	51.1%
	Bus Lic Refund -FY 06/07	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Bus Lic Refund -FY 07/08	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Bus Lic Refund -FY 08/09	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Muni/Vehicle Code Fines (Parking)	18,000	1,500			-	1,500	0.0%	18,000	0.0%	-	-	0.0%
	Other Fines & Forfeit (County)	29,000	2,417			-	2,417	0.0%	29,000	0.0%	-	-	0.0%
	C & D Deposit Forfeited	-	-			-	-	-100.0%	-	0.0%	-	-	-100.0%
	C/CAG AB 1546	12,535	1,045			-	1,045	0.0%	12,535	0.0%	-	-	0.0%
	POST Reimbursement	8,500	708			-	708	0.0%	8,500	0.0%	-	-	0.0%
	SB 90 reimbursement	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	CALNENA Reimbursement	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	CLEARs Reimbursement	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	DOJ Grant (vest)	500	42			-	42	0.0%	500	0.0%	-	-	0.0%
	DUI Grant	6,000	500			-	500	0.0%	6,000	0.0%	-	-	0.0%
	React Task Force Reimb	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	NARCOTICS Task Force	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	ABAG Grant	7,000	583	3,299		3,299	(2,715)	565.5%	3,701	47.1%	-	3,299	100.0%
	Grants	5,000	417			-	417	0.0%	5,000	0.0%	-	-	0.0%
	Other Reimbursements	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Highway Maint Reimbursement	35,700	2,975			-	2,975	0.0%	35,700	0.0%	-	-	0.0%
	Home Occupation	800	67	200		200	(133)	300.0%	600	25.0%	100	100	100.0%
	Building Permit	602,000	50,167	84,773		84,773	(34,606)	169.0%	517,227	14.1%	84,956	(183)	-0.2%
	Encroachment Permit	140,000	11,667	9,503		9,503	2,164	81.5%	130,497	6.8%	18,742	(9,239)	-49.3%
	Grading & Drain Permit	60,000	5,000	4,554		4,554	446	91.1%	55,446	7.6%	8,379	(3,825)	-45.6%
	Other Licenses & Permit	400	33	93		93	(60)	279.0%	307	23.3%	76	17	22.4%
	Elections Processing Fee	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Document/Research Fee	-	-			-	-	0.0%	-	0.0%	-	-	0.0%

Town of Atherton													
General Fund													
Financial Report for the One Month Ended July 31, 2011													
(Excl. Encumbrances)													
Dept	Description	Adjusted Budget FY11/12	1/12 of Budget	Actual July 11 to July 11	Accrual	Adjusted Actual July 11 to July 11	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to July 10	Incr/(decr) over PY	% Change
		(a)	8.3% (b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Photocopy Fee	1,025	85	218		218	(133)	255.5%	807	21.3%	954	(736)	-77.1%
	Alarm Sign Fees	600	50	30		30	20	60.0%	570	5.0%	-	30	100.0%
	Vehicle Release	2,500	208	159		159	49	76.3%	2,341	6.4%	53	106	200.0%
	Police Report	1,500	125	27		27	98	21.4%	1,473	1.8%	236	(209)	-88.7%
	Fingerprinting Fee	275	23	159		159	(136)	693.8%	116	57.8%	-	159	100.0%
	Affidavit of Cost	300	25			-	25	0.0%	300	0.0%	-	-	0.0%
	Special Service Fee	2,500	208			-	208	0.0%	2,500	0.0%	-	-	0.0%
	Solicitor's Fee	400	33	141		141	(108)	423.0%	259	35.3%	-	141	100.0%
	Disaster Assistance Reimbursement	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Zoning & Planning Fees	180,000	15,000	8,579		8,579	6,421	57.2%	171,421	4.8%	13,991	(5,412)	-38.7%
	Plan Check Fee Building	304,000	25,333	30,415		30,415	(5,081)	120.1%	273,585	10.0%	58,796	(28,381)	-48.3%
	Social Fees	70,000	5,833	6,575		6,575	(742)	112.7%	63,425	9.4%	3,025	3,550	117.4%
	Meeting Fees	70,000	5,833	650		650	5,183	11.1%	69,350	0.9%	5,050	(4,400)	-87.1%
	Misc. Park Use Fee	1,000	83	500		500	(417)	600.0%	500	50.0%	-	500	100.0%
	Class Fees	10,000	833	4,350		4,350	(3,517)	522.0%	5,650	43.5%	728	3,622	497.5%
	Weddings	90,000	7,500	11,550		11,550	(4,050)	154.0%	78,450	12.8%	23,500	(11,950)	-50.9%
	Tree Removal Plan Check	10,000	833	2,012		2,012	(1,179)	241.4%	7,988	20.1%	-	2,012	100.0%
	Contract Plan Review Services	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Interest Income	50,000	4,167			-	4,167	0.0%	50,000	0.0%	-	-	0.0%
	Cellular Antenna Lease	41,682	3,474	3,348		3,348	126	96.4%	38,334	8.0%	3,189	159	5.0%
	Property Rental-Playschool	77,600	6,467	6,465	45	6,510	(43)	100.7%	71,090	8.4%	6,465	45	0.7%
	Sale of Property	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Post Office	10,000	833			-	833	0.0%	10,000	0.0%	4,314	(4,314)	-100.0%
	Donations/Contributions	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Miscellaneous Income	2,000	167	94		94	73	56.2%	1,906	4.7%	1,743	(1,649)	-94.6%
	Escheated unclaimed property	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Total Revenues	9,422,767	785,231	262,832	6,145	268,977	516,254	34.3%	9,153,790	2.9%	290,631	(21,654)	-7.5%
	EXPENDITURES												
City Council	Utilities-Water	625	52			-	52	0.0%	625	0.0%		-	0.0%
	Advertising/Noticing	4,000	333			-	333	0.0%	4,000	0.0%		-	0.0%
	Business Meetings & Meals	800	67			-	67	0.0%	800	0.0%		-	0.0%
	Conferences	5,000	417			-	417	0.0%	5,000	0.0%		-	0.0%
	Training & Workshops	1,000	83			-	83	0.0%	1,000	0.0%		-	0.0%
	Membership/Dues	7,203	600	2,527		2,527	(1,927)	421.0%	4,676	35.1%	1,500	1,027	68.5%
	Mileage Reimbursement	500	42			-	42	0.0%	500	0.0%		-	0.0%
	Commission & Committee	1,000	83			-	83	0.0%	1,000	0.0%		-	0.0%
	Special Events & Awards	-	-			-	-	0.0%	-	0.0%		-	0.0%
	Office Supplies	1,200	100			-	100	0.0%	1,200	0.0%		-	0.0%
	Office Equip & Furniture	13,000	1,083			-	1,083	0.0%	13,000	0.0%		-	0.0%
	City Council Totals:	34,328	2,861	2,527	-	2,527	334	88.3%	31,801	7.4%	1,500	1,027	68.5%

Town of Atherton													
General Fund													
Financial Report for the One Month Ended July 31, 2011													
(Excl. Encumbrances)													
Dept	Description	Adjusted Budget FY11/12	1/12 of Budget	Actual July 11 to July 11	Accrual	Adjusted Actual July 11 to July 11	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to July 10	Incr/(decr) over PY	% Change
		(a)	8.3% (b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
Administration (CM,CC,HR)	Salaries & Benefits	623,544	51,962	14,643	2,860	17,503	34,459	33.7%	606,041	2.8%	63,810	(46,307)	-72.6%
	Professional Services	108,000	9,000	1,030	16,430	17,460	(8,460)	194.0%	90,540	16.2%	5,058	12,402	245.2%
	General Operations	77,873	6,489	4,800	144	4,944	1,545	76.2%	72,929	6.3%	-	4,944	100.0%
	Supplies & Materials	7,200	600	41	172	213	387	35.5%	6,987	3.0%	750	(537)	-71.6%
	Capital Outlay	3,000	250	-	-	-	250	0.0%	3,000	0.0%	-	-	0.0%
	Administration Totals:	819,617	68,301	20,514	19,606	40,120	28,182	58.7%	779,497	4.9%	69,618	(29,498)	-42.4%
City Attorney	Professional Services	322,000	26,833	-	10,596	10,596	16,238	39.5%	311,404	3.3%	34,300	(23,704)	-69.1%
	General Operations	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Supplies & Materials	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	City Attorney Totals:	322,000	26,833	-	10,596	10,596	16,238	39.5%	311,404	3.3%	34,300	(23,704)	-69.1%
Finance	Salaries & Benefits	502,938	41,912	26,012	5,207	31,218	10,693	74.5%	471,720	6.2%	36,992	(5,774)	-15.6%
	Professional Services	76,201	6,350	13,877	960	14,837	(8,486)	233.6%	61,364	19.5%	18,769	(3,932)	-21.0%
	General Operations	69,409	5,784	8,480	-	8,480	(2,696)	146.6%	60,929	12.2%	909	7,571	832.9%
	Supplies & Materials	3,000	250	592	-	592	(342)	236.6%	2,408	19.7%	12	580	4830.0%
	Capital Outlay	3,000	250	630	-	630	(380)	252.0%	2,370	21.0%	-	630	100.0%
	Settlement Expense	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Finance Totals:	654,548	54,546	49,591	6,166	55,757	(1,211)	102.2%	598,791	8.5%	56,682	(925)	-1.6%
Planning	Professional Services-Planner	187,050	15,588	-	15,034	15,034	554	96.4%	172,016	8.0%	19,846	(4,812)	-24.2%
	Professional Services-Arborist				2,925	2,925	(2,925)	100.0%	(2,925)	100.0%	-	2,925	100.0%
	General Operations	3,397	283	90	-	90	193	31.8%	3,307	2.6%	752	(662)	-88.0%
	Supplies & Materials	2,200	183	-	-	-	183	0.0%	2,200	0.0%	-	-	0.0%
	Planning Totals:	192,647	16,054	90	17,959	18,049	(1,995)	112.4%	174,598	9.4%	20,598	(2,549)	-12.4%
Building	Salaries & Benefits	845,415	70,451	41,234	6,636	47,870	22,581	67.9%	797,545	5.7%	92,588	(44,718)	-48.3%
	Professional Services	10,000	833	-	45,626	45,626	(44,793)	5475.2%	(35,626)	456.3%	8,500	37,126	436.8%
	General Operations	13,522	1,127	958	155	1,113	14	98.8%	12,409	8.2%	833	280	33.6%
	Supplies & Materials	2,500	208	-	-	-	208	0.0%	2,500	0.0%	250	(250)	-100.0%
	Capital Outlay	1,500	125	-	-	-	125	0.0%	1,500	0.0%	-	-	0.0%
	Transfer to Bldg Const. Facility Fund	153,356	12,780	12,780	-	12,780	(0)	100.0%	140,576	8.3%	12,780	-	0.0%
	Building Totals:	1,026,293	85,524	54,972	52,417	107,390	(21,865)	125.6%	918,903	10.5%	114,951	(7,561)	-6.6%
Non Dept.	Salaries & Benefits	3,000	250	551	-	551	(301)	220.5%	2,449	18.4%	551	0	0.0%
	Professional Services	106,985	8,915	-	5,562	5,562	3,353	62.4%	101,423	5.2%	5,673	(111)	-2.0%
	General Operations	344,656	28,721	278,065	582	278,647	(249,926)	970.2%	66,009	80.8%	55,394	223,253	403.0%
	Supplies & Materials	30,663	2,555	342	-	342	2,213	13.4%	30,321	1.1%	-	342	100.0%
	Capital Outlay	77,700	6,475	-	-	-	6,475	0.0%	77,700	0.0%	-	-	0.0%
	Non-Dept. Totals:	563,004	46,917	278,958	6,144	285,102	(238,185)	607.7%	277,902	50.6%	61,618	223,484	362.7%
Police	Salaries & Benefits	4,608,194	384,016	290,897	51,455	342,353	41,663	89.2%	4,265,841	7.4%	393,893	(51,540)	-13.1%

Town of Atherton													
General Fund													
Financial Report for the One Month Ended July 31, 2011													
(Excl. Encumbrances)													
Dept	Description	Adjusted Budget FY11/12	1/12 of Budget	Actual July 11 to July 11	Accrual	Adjusted Actual July 11 to July 11	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to July 10	Incr/(decr) over PY	% Change
			8.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Professional Services	54,661	4,555	11,470	-	11,470	(6,915)	251.8%	43,191	21.0%	32,392	(20,922)	-64.6%
	General Operations	319,108	26,592	37,497	383	37,881	(11,288)	142.4%	281,227	11.9%	13,130	24,751	188.5%
	Supplies & Materials	120,436	10,036	341	4,093	4,434	5,602	44.2%	116,002	3.7%	815	3,619	444.1%
	Capital Outlay	17,630	1,469	3,938	4,603	8,542	(7,072)	581.4%	9,088	48.4%	-	8,542	100.0%
	Cops Grant	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Settlement Expense	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Police Totals:	5,120,029	426,669	344,144	60,535	404,679	21,990	94.8%	4,715,349	7.9%	440,230	(35,551)	-8.1%
				-									
Public Works	Salaries & Benefits	1,293,936	107,828	75,319	14,001	89,319	18,509	82.8%	1,204,617	6.9%	147,866	(58,547)	-39.6%
& Parks	Professional Services	5,000	417	-	-	-	417	0.0%	5,000	0.0%	-	-	0.0%
	General Operations	401,065	33,422	3,882	16,630	20,512	12,910	61.4%	380,553	5.1%	12,527	7,985	63.7%
	Supplies & Materials	70,700	5,892	1,412	2,232	3,644	2,248	61.9%	67,056	5.2%	1,297	2,347	181.0%
	Capital Outlay	31,300	2,608	-	-	-	2,608	0.0%	31,300	0.0%	-	-	0.0%
	Public Works Totals:	1,802,001	150,167	80,613	32,863	113,476	36,691	75.6%	1,688,525	6.3%	161,690	(48,214)	-29.8%
	Total Expenditures	10,534,466	877,872	831,409	206,287	1,037,695	(159,823)	118.2%	9,496,771	9.9%	961,187	76,508	8.0%
Excess (Deficiency)	of Revenues over Expenditures	(1,111,699)	(92,642)	(568,577)	(200,141)	(768,718)	676,077	829.8%	(342,981)	69.1%	(670,556)	(98,162)	14.6%
	Other Financing Sources/(uses)												
	Transfer from Special Parcel Tax Fund	1,116,000	93,000	93,000	-	93,000	-	100.0%	1,023,000	8.3%	74,039		
	Transfers from Facil Constr (406)										-		
	Transfer to Road Impact Fee Fund												
	Total Transfer In(Out)	1,116,000	93,000	93,000	-	93,000	-	100.0%	1,023,000	8.3%	74,039		
	Net Change in Fund Balance	4,301	358	(475,577)	(200,141)	(675,718)	676,077	-188535.3%	680,019	-15711.3%	(596,517)		
projected	Beg. Fund Balance - general fund	5,168,234				5,168,234							
projected	Beg. Fund Balance - Bldg Dept. OP Reserve	939,695				939,695							
	Proj. Ending Fund Balance	6,112,230				5,432,211							



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JOHN DANIELSON, INTERIM CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF AUGUST 17, 2011

**SUBJECT: ACCEPTANCE OF TREASURER'S REPORT FOR THE FOURTH
QUARTER ENDED JUNE 30, 2011**

RECOMMENDATION

Accept the Treasurer's Report for the Fourth Quarter Ended June 30, 2011.

DISCUSSION

The Town's Statement of Investment Policy requires the City Manager or designee to submit quarterly and annual Treasurer's Report to the City Council. The Treasurer's Report provides an update on the cash and investment position of the Town of Atherton.

The Town engaged Cutwater (formerly MBIA) in January 2009 to provide non-discretionary investment advisory services. Due to the current economic climate, Cutwater is continuing to take a conservative approach to meet the Town's investment goals in the order of safety, liquidity, and yield.

To facilitate the trading and safekeeping of securities, Wells Fargo Bank serves as the safekeeping agent for the Town.

As part of the Treasurer's Report, a detailed cash and investment balance by Fund is also attached. It is important to note that even though \$9,904,508 is listed as "non-restricted" fund, this amount is not all available for spending. "Non-restricted" is to mean not legally restricted but the Town does have obligations and unfunded liabilities that must or may be met with the non-restricted fund.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Finance Director

John Danielson, Interim City Manager

Attachment: Treasurer's Report for Fourth Quarter Ended June 30, 2011

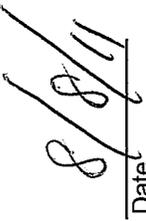
**Town of Atherton
 Quarterly Treasurer's Report
 Portfolio Summary
 June 30, 2011**

	Par Value	Market Value	Book Value	% of Portfolio
Cash In Bank (Schedule A)	2,406,613	2,406,613	2,406,613	11.2%
Investments (Schedule B)	19,085,254	19,100,834	19,101,186	88.8%
Total Cash and Investments	21,491,867	21,507,447	21,507,799	100%

The above investments are consistent with the Town's Statement of Investment Policy and are allowable under current legislation of the State of California. Investments are selected using safety, liquidity, and yield as the criteria. The Town has sufficient cash flow to cover anticipated expenditures through the next six months.



 Louise Ho, Finance Director



 Date

Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
June 30, 2011

Schedule A

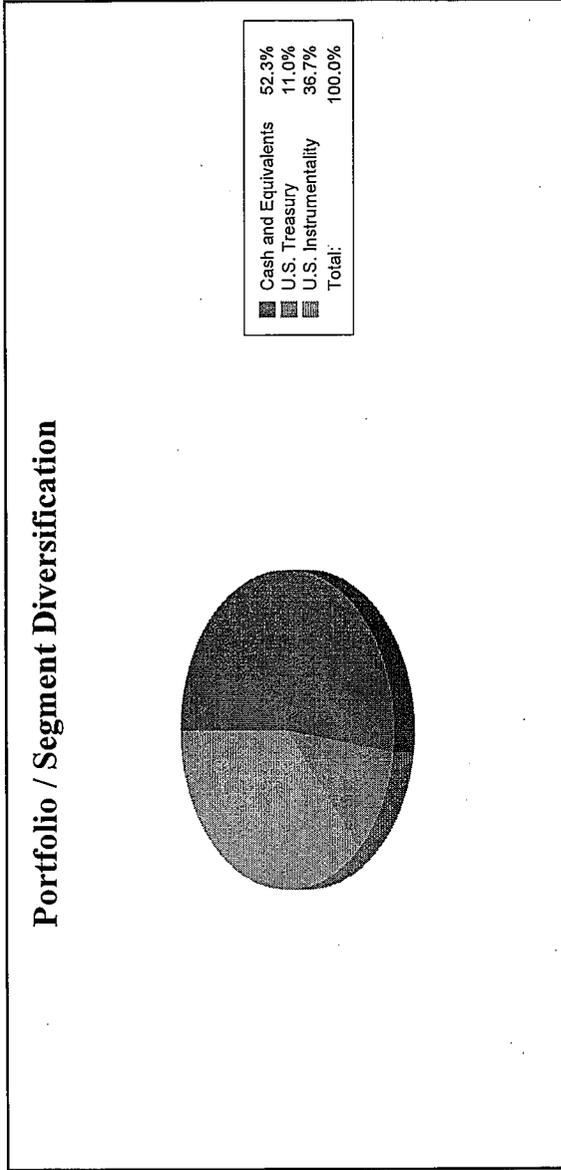
<u>Name of Depository</u>	<u>Investment Type</u>	<u>Reconciled Bank Balance</u>
Wells Fargo	General Account	1,850,745
Wells Fargo	Wells Fargo Adv Treasury Plus MMF	555,868
Total		<u>2,406,613</u>

**Town of Atherton
Recap of Securities Held
June 30, 2011**

Schedule B

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	9,985,254.07	9,985,254.07	9,985,254.07	0.00	1	1	52.28	0.41	0.00
U.S. Treasury	2,097,523.45	2,098,402.55	2,104,834.50	6,431.95	434	434	10.98	0.71	1.18
U.S. Instrumentality	7,018,408.65	7,008,757.09	7,010,745.25	1,988.16	803	587	36.74	0.96	1.58
TOTAL	19,101,186.17	19,092,413.71	19,100,833.82	8,420.11	343	264	100.00	0.65	0.71

* Weighted Average Yield is calculated on a "yield to worst" basis.



Town of Atherton
Activity and Performance Summary
for the period June 1, 2011 - June 30, 2011

<u>Amortized Cost Basis Activity Summary</u>	
Beginning Amortized Cost Value	17,671,617.77
Additions	
Contributions	1,407,088.64
Interest Received	14,812.50
Accrued Interest Sold	1,562.50
Gain on Sales	106.31
Total Additions	1,423,569.95
Deductions	
Withdrawals	0.00
Fees Paid	1,000.00
Accrued Interest Purchased	709.21
Loss on Sales	0.00
Total Deductions	(1,709.21)
Accretion (Amortization) for the Period	(1,064.80)
Ending Amortized Cost Value	19,092,413.71
Ending Fair Value	19,100,833.82
Unrealized Gain (Loss)	8,420.11

<u>Detail of Amortized Cost Basis Return</u>				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Cash and Equivalents	4,016.44	0.00	0.00	4,016.44
U.S. Treasury	936.18	57.54	0.00	993.72
U.S. Instrumentality	5,309.44	(1,082.42)	0.00	4,227.02
Sales and Maturities				
U.S. Instrumentality	1,000.70	(39.92)	106.31	1,067.09
Total	11,262.76	(1,064.80)	106.31	10,304.27

<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.16%	0.13%	0.09%
Overnight Repo	0.10%	0.05%	0.04%
3 Month T-Bill	0.11%	0.08%	0.02%
6 Month T-Bill	0.16%	0.13%	0.07%
1 Year T-Note	0.25%	0.24%	0.18%
2 Year T-Note	0.57%	0.63%	0.41%
5 Year T-Note	1.75%	1.99%	1.58%

<u>Summary of Amortized Cost Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	11,262.76	7,246.32	
Accretion (Amortization)	(1,064.80)	(1,064.80)	
Realized Gain (Loss) on Sales	<u>106.31</u>	<u>106.31</u>	
Total Income on Portfolio	10,304.27	6,287.83	
Average Daily Historical Cost	17,794,453.78	7,638,723.25	
Annualized Return	0.70%	1.00%	
Annualized Return Net of Fees	0.64%	0.84%	
Annualized Return Year to Date Net of Fees	0.77%	0.84%	
Weighted Average Effective Maturity in Days	264	552	

Town of Atherton
Activity and Performance Summary
for the period June 1, 2011 - June 30, 2011

<u>Fair Value Basis Activity Summary</u>	
Beginning Fair Value	17,689,819.02
Additions	
Contributions	1,407,088.64
Interest Received	14,812.50
Accrued Interest Sold	1,562.50
Total Additions	1,423,463.64
Deductions	
Withdrawals	0.00
Fees Paid	1,000.00
Accrued Interest Purchased	709.21
Total Deductions	(1,709.21)
Change in Fair Value for the Period	(10,739.63)
Ending Fair Value	19,100,833.82

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Cash and Equivalents	4,016.44	0.00	4,016.44
U.S. Treasury	936.18	(362.88)	573.30
U.S. Instrumentality	5,309.44	(9,474.25)	(4,164.81)
Sales and Maturities			
U.S. Instrumentality	1,000.70	(902.50)	98.20
Total	11,262.76	(10,739.63)	523.13

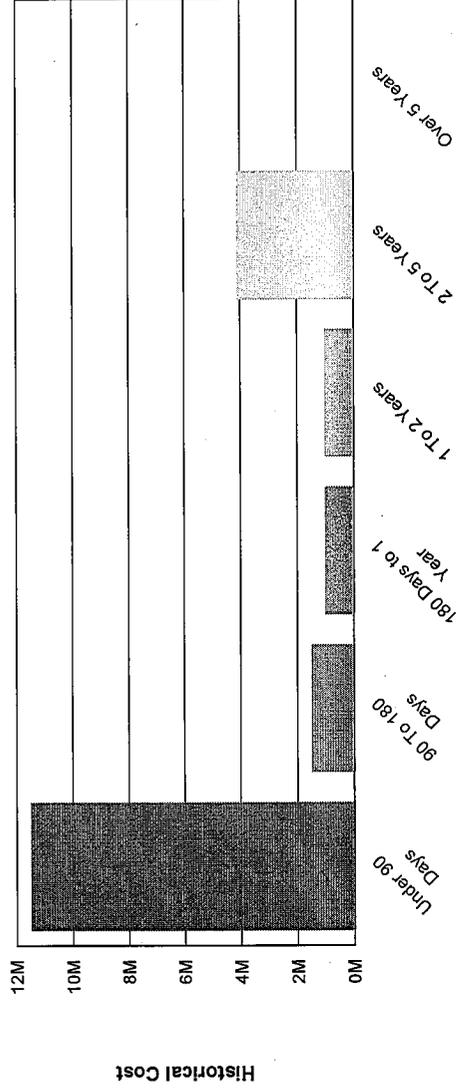
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.16%	0.13%	0.09%
Overnight Repo	0.10%	0.05%	0.04%
3 Month T-Bill	0.19%	0.18%	0.12%
6 Month T-Bill	0.34%	0.34%	0.36%
1 Year T-Note	0.55%	0.65%	0.36%
2 Year T-Note	1.40%	1.88%	0.85%
5 Year T-Note	3.83%	6.55%	0.12%

<u>Summary of Fair Value Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	11,262.76	7,246.32	
Change in Fair Value	(10,739.63)	(10,739.63)	
Total Income on Portfolio	523.13	(3,493.31)	
Average Daily Historical Cost	17,794,453.78	7,638,723.25	
Annualized Return	0.04%	(0.56%)	
Annualized Return Net of Fees	(0.03%)	(0.72%)	
Annualized Return Year to Date Net of Fees	0.74%	0.78%	
Weighted Average Effective Maturity in Days	264	552	

**Town of Atherton
Maturity Distribution of Securities Held
June 30, 2011**

Maturity	Historical Cost	Percent
Under 90 Days	11,492,051.57	60.16%
90 To 180 Days	1,499,798.13	7.85%
180 Days to 1 Year	1,002,857.81	5.25%
1 To 2 Years	1,008,369.28	5.28%
2 To 5 Years	4,098,109.38	21.45%
Over 5 Years	0.00	0.00%
	19,101,186.17	100.00%

Maturity Distribution



**Town of Atherton
Securities Held
June 30, 2011**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
Cash and Equivalents													
LAF	06/30/11	0.413V		9,985,254.07	9,985,254.07	9,985,254.07	9,985,254.07	0.00	0.00	4,127.59	10,337.60	52.28	0.41
San Mateo County Pool	06/30/11	0.413V		0.00	0.00	0.00	0.00	0.00	0.00	(111.15)	0.00	0.00	0.41
TOTAL				9,985,254.07	9,985,254.07	9,985,254.07	9,985,254.07	0.00	0.00	4,016.44	10,337.60	52.28	
U.S. Treasury													
912828MM9 T-Note	04/21/10	0.750	11/30/11	500,000.00	499,453.13	499,838.63	501,347.50 (234.50)	1,488.87	0.00	307.37	317.62	2.61	0.82
912828MQ0 T-Note	03/18/10	0.875	02/29/12	500,000.00	499,257.81	499,747.05	502,420.00 (215.00)	2,672.95	0.00	356.66	1,462.30	2.61	0.95
912828PW4 T-Note	01/25/11	0.625	12/31/12	500,000.00	500,078.13	500,060.76	502,051.00 (195.00)	1,990.24	1,562.50	266.04	8.49	2.62	0.62
912828RA0 T-Note	06/30/11	0.375	06/30/13	600,000.00	598,734.38	598,736.11	599,016.00 281.62	279.89	0.00	6.11	6.11	3.13	0.48
TOTAL				2,100,000.00	2,097,523.45	2,098,402.55	2,104,834.50 (362.88)	6,431.95	1,562.50	936.18	1,794.52	10.98	
U.S. Instrumentality													
3137EACF4 FHLMC	10/22/09	1.125	12/15/11	500,000.00	499,110.00	499,810.42	502,250.50 (265.50)	2,440.08	2,812.50	468.75	250.00	2.61	1.21
3135XUD91 FHLB	04/15/10	2.050	08/10/12 08/10/11	500,000.00	505,000.00	500,414.94 (311.20)	500,910.00 (689.50)	495.06	0.00	854.16	4,014.58	2.64	1.28
3135G0AG8 FNMA	01/28/11	1.000	01/28/13 07/28/11	500,000.00	500,312.50	500,046.62	500,288.50 (308.50)	241.88	0.00	416.67	2,125.00	2.62	0.87
3137EACJ6 FHLMC	03/23/11	1.625	04/15/13	500,000.00	508,291.15	507,191.53	510,323.50 (379.50)	3,131.97	0.00	677.09	1,715.28	2.66	0.81
3135702W7 FHLB	08/04/10	1.400	07/12/13 01/12/12	500,000.00	503,600.00	501,334.60	502,738.00 (386.00)	1,403.40	0.00	583.33	3,286.11	2.64	0.90
3135747F1 FHLB	06/27/11	0.700	09/27/13 06/27/12	1,000,000.00	1,000,000.00	1,000,000.00	998,606.00 (1,394.00)	(1,394.00)	0.00	77.78	77.78	5.24	0.70
31398A4Q2 FNMA	10/29/10	1.000	10/18/13 10/18/11	500,000.00	501,235.00	500,380.27	501,170.00 (98.50)	789.73	0.00	416.67	1,013.89	2.62	0.74
31398ASQ1 FNMA	06/07/11	0.875	11/08/13 11/08/11	750,000.00	750,000.00	750,000.00	749,765.25 (234.75)	(234.75)	0.00	437.50	966.15	3.93	0.88
3134G1PP3 FHLMC	08/18/10	1.400	11/18/13 08/18/11	500,000.00	501,485.00	500,195.29	500,683.00 (553.50)	487.71	0.00	583.33	2,586.11	2.63	1.10

**Town of Atherton
Securities Held
June 30, 2011**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
U.S. Instrumentality													
31331KMY9 FFCB	06/20/11	1.000	03/07/14 09/07/11	500,000.00	499,750.00 180.56	499,752.77 2.77	499,222.50 (527.50)	(530.27)	0.00	152.77	333.33	2.62	1.02
3136FRSC8 FNMA	06/23/11	0.750V	06/23/14 12/23/11	750,000.00	750,000.00 0.00	750,000.00 0.00	748,689.00 (1,311.00)	(1,311.00)	0.00	125.00	125.00	3.93	0.75
31331KNF3 FFCB	06/09/11	1.690	06/09/15 12/09/11	500,000.00	499,625.00 0.00	499,630.65 5.65	496,099.00 (3,526.00)	(3,531.65)	0.00	516.39	516.39	2.62	1.71
TOTAL				7,000,000.00	7,018,408.65 709.21	7,008,757.09 (1,082.42)	7,010,745.25 (9,474.25)	1,988.16	2,812.50	5,309.44	17,009.62	36.74	
GRAND TOTAL				19,085,254.07	19,101,186.17 709.21	19,092,413.71 (1,024.88)	19,100,833.82 (9,837.13)	8,420.11	4,375.00	10,262.06	29,141.74	100.00	

V = variable rate, current rate shown, average rate for Cash & Equivalents

**Town of Atherton
Quarterly Treasurer's Report
Cash & Investments Balance By Fund
June 30, 2011**

Fund No.	Fund Name	June Balance
101	General Fund	7,355,355
105	Tennis Fund	14,980
610	Equipment Replacement Fund	484,523
614	Worker's Compensation	405,963
615	General Liability	130,760
616	Employee Benefits	1,512,926
	Total Non-Restricted	<u>9,904,508</u>
201	Special Tax Fund	1,883,815
202	County Measure A Fund	208,569
203	Gas Tax Fund	285,581
209	SLES/COPS Grant	(2,600)
210	Road Constructions Impact Fee	1,100,945
213	Library Fund	5,683,488
215	Evans Creative Design (formerly fund 715)	95,829
220	Traffic Congest. Relief	5,176
401	GF Projects	220,904
402	Storm Drainage	29,181
403	Atherton Channel Drainage District	133,558
406	Facilities Construction	1,928,464
730	H-P Park Improvement	5,919
740	Tree Committee	24,463
	Total Restricted	<u>11,603,292</u>
	Total Cash & Investments	<u><u>21,507,799</u></u>



**Town of Atherton
ITEM #12**

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: LISA COSTA SANDERS, DEPUTY TOWN PLANNER

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: GRAND JURY REPORT REGARDING CELL TOWERS

RECOMMENDATION

Staff recommends that the City Council review the attached response letter to the Grand Jury report regarding cell towers and authorize the Mayor to transmit the letter

INTRODUCTION

The Grand Jury of San Mateo County issued its report entitled “Cell Towers: Public Opposition and revenue source. The report focused on whether or not agencies within the County had in place effective policies and/or ordinances for cell tower installations by telecommunications providers, and whether or not cities and the County were generating revenues for those installations in terms of installation on public property.

ANALYSIS

There are a few cell towers within the Town of Atherton. One cell tower is located at Town Hall and is currently leased. There are also cell towers at Menlo-Atherton High School, Sacred Heart High School and a cell tower on utility poles located within the public right-of-way at the corner of Atherton Avenue and Alameda de las Pulgas.

The Grand Jury’s report includes five recommendations to which the Town must respond as follows;

Recommendation 1: Review and revise if needed the current fee structure to recoup staff costs for the processing cell tower applications.

Response: This recommendation has been implemented. The City Council updated the Town’s Master Fee Schedule in 2010, including the fees for processing Conditional Use Permits. The adopted fee schedule establishes a fee plus deposit to ensure all staff time and any outside consultant expenses are fully cost recovered.

Recommendation 2: Negotiate lease agreements for future installations on public land that generate revenue or other tangible benefit to the community.

Response: This recommendation has been implemented. The Town has a Police Communications Tower at Town Hall that is currently leased to cell providers that provide income to the Town.

Recommendation 3: Add cell tower maintenance and removal provisions if they are not already included in existing ordinances and lease agreements.

Response: The Town agrees with this recommendation and will add this provision to future Town lease agreements and all future Conditional Use Permits as a condition of approval for cell towers on private land.

Recommendation 4: Require that all new lease agreements contain a provision requiring service providers to install newer technology as it becomes commercially available to reduce the footprint of cell towers.

Response: The Town agrees with this recommendation and will include this provision in future Town lease agreements.

Recommendation 5: Develop a webpage within County and city websites which clearly posts local ordinance, policies and procedures as well as federal regulations related to cell tower installation.

Response: The Town's website currently lists all Town ordinances. The Town is currently considering significant revisions to its website. As the website is revised, the Town will include links to applicable federal regulations governing cell towers.

CONCLUSION

As outlined above, the Town is in compliance with Grand Jury recommendations 1 and 2, will incorporate recommendations 3-4 in future applications and lease agreements and will fully incorporate recommendation 5 when the Town website is updated.

ALTERNATIVES

Modify the letter to the Grand Jury.

FISCAL IMPACT

No fiscal impact to respond to the Grand Jury

ENVIRONMENTAL IMPACT

No environmental impact to respond to the Grand Jury.

FORMAL MOTION:

I move the City Council authorize the Mayor to transmit the attached letter to the Grand Jury.

Attachments:

1. Town of Atherton response to the Grand Jury Report
2. Grand Jury Report – Cell Towers: Public Opposition and Revenue Source

August 18, 2011

Honorable Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Re: Response to 2010-2011 Grand Jury Report – Cell Towers: Public Opposition and Revenue Source

Dear Honorable Bergeron,

The City Council of the Town of Atherton has reviewed the recommendations in the 2010-2011 Grand Jury Report that affect the Town and approved the following responses at the public meeting on August 17, 2011;

The Grand Jury's report includes five recommendations to which the Town must respond.

Recommendation 1: Review and revise if needed the current fee structure to recoup staff costs for the processing cell tower applications.

Response: This recommendation has been implemented. The City Council updated the Town's Master Fee Schedule in 2010, including the fees for processing Conditional Use Permits. The adopted fee schedule establishes a fee plus deposit to ensure all staff time and any outside consultant expenses are fully cost recovered.

Recommendation 2: Negotiate lease agreements for future installations on public land that generate revenue or other tangible benefit to the community.

Response: This recommendation has been implemented. The Town has a Police Communications Tower at Town Hall that is currently leased to cell providers that provide income to the Town.

Recommendation 3: Add cell tower maintenance and removal provisions if they are not already included in existing ordinances and lease agreements.

Response: The Town agrees with this recommendation and will add this provision to future Town lease agreements and all future Conditional Use Permits as a condition of approval for cell towers on private land.

Recommendation 4: Require that all new lease agreements contain a provision requiring service providers to install newer technology as it becomes commercially available to reduce the footprint of cell towers.

Response: The Town agrees with this recommendation and will include this provision in future Town lease agreements.

Recommendation 5: Develop a webpage within County and city websites which clearly posts local ordinance, policies and procedures as well as federal regulations related to cell tower installation.

Response: The Town's website currently lists all Town ordinances. The Town is currently considering significant revisions to its website. As the website is revised, the Town will include links to applicable federal regulations governing cell towers.

The Town appreciates the efforts of the Grand Jury. Please contact City Manager John Danielson should you require any additional information. He can be reached at 650-752-0504 or jdanielson@ci.atherton.ca.us

Sincerely,

James Dobbie
Mayor



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JOHN DANIELSON, INTERIM CITY MANAGER**

FROM: LOUISE HO, FINANCE DIRECTOR

DATE: FOR THE MEETING OF AUGUST 17, 2011

**SUBJECT: APPROVAL OF RESPONSE TO THE SAN MATEO COUNTY GRAND
JURY REPORT DATED JUNE 27, 2011 – RUNNING ON EMPTY**

RECOMMENDATION

Approve the response to San Mateo County Grand Jury report dated June 27, 2011, on running on empty.

DISCUSSION

Attached is the report from the San Mateo County Grand Jury containing findings and recommendations pertaining to availability of information, General Fund reserves, applicable policies and standards, running liquidity, pension and OPEB healthcare payments.

The second attachment is a letter from the Town to respond to the Grand Jury report. Staff is recommending that the City Council approve the response. The Town's response is due by September 26, 2011.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Finance Director

John Danielson, Interim City Manager

Attachment: Grand Jury Report
Letter to Honorable Joseph E. Bergeron



Town of Atherton
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500
Fax: (650) 688-6528

August 18, 2011

DRAFT

Honorable Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Re: Running on Empty

Dear Judge Bergeron:

The Town of Atherton reviewed the Grand Jury's June 27, 2011 report titled "Running on Empty?" and would like to provide the following responses approved by the City Council at its regular meeting of August 17, 2011.

A.1 By July 1, 2012, the San Mateo County Board of Supervisors and each City Council will either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.

a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority.

The recommendation has been implemented. On June 15, 2011, the City Council of the Town of Atherton adopted a new Fund Balance Policy that incorporates the language and hierarchy of GASB 54.

b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.

The Town partially disagrees with a requirement to develop specific plans to restore reserves to the required level. The Town's new Fund Balance Policy establishes a committed fund balance for emergency disaster and a minimum required level of General Fund unassigned fund balance.

c. Include the policy in the annual CAFR and budget documents.

The recommendation will be implemented with the issuance of the Town's financial statements for the fiscal year ended June 30, 2011. The policy will also continue to be included in future budget documents.

A.2 By July 1, 2012, the San Mateo County Board of Supervisors and each City Council will direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.

The Town agrees that metrics should be developed to measure fiscal health; however, the Town will not implement the recommendation. The Town believes and would like to recommend that the Grand Jury forward its recommendation to the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (GFOA) for their discussion and action. The GASB sets and improves governmental accounting reporting standards including supplementary information on overall financial health.

A.3 By July 1, 2012, the San Mateo County Board of Supervisors and each City Council will direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.

The Town places great emphasis on liquidity in its adopted Fund Balance Policy by committing 15% of actual annual General Fund expenditures for emergency disaster and at least 20% in unassigned fund balance. As a result, the recommendation will not be implemented. The Town would like to advocate for the GASB and GFOA to develop a clear definition and approach for measuring liquidity.

D.1 By July 1, 2012, the City Councils of Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco are to explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.

The recommendation has been implemented. The Town funded 100% of the Annual Required Contribution (ARC) for fiscal years 2010 and 2011. The prefunding was set aside in an Internal Service Fund. Due to the fact that the Town has not yet placed the ARC in an Internal Revenue Service (IRS) approved Section 115 irrevocable trust, the Town is not allowed under GASB 45 to reduce the OPEB obligation by the amounts of ARC. On July 20, 2011, at its regular meeting, the City Council accepted the

Honorable Joseph E. Bergeron
Page 3
August 18, 2011

recommendation of the Audit Committee and has directed the Finance Committee to make a recommendation on the trust provider.

D.2 By July 1, 2012, the City Councils of Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco are to explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded OPEB retiree healthcare obligations.

The City Council, as a part of its budgeting policy, is committed to prefunding the OPEB ARC and has done so for FY 2010 and FY 2011.

Sincerely,

James Dobbie
Mayor



Superior Court of California, County of San Mateo
Hall of Justice and Records
400 County Center
Redwood City, CA 94063-1655

COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 599-1200
FAX (650) 363-4698
www.sanmateocourt.org

June 27, 2011

Town Council
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Re: Running on Empty

Dear Councilmembers:

The 2010-2011 Grand Jury filed a report on June 27, 2011 which contains findings and recommendations pertaining to your agency. Your agency must submit comments, within 90 days, to the Hon. Joseph E. Bergeron. Your agency's response is due no later than September 26, 2011. Please note that the response should indicate that it was approved by your governing body at a public meeting.

For all findings, your responding agency shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.

Additionally, as to each Grand Jury recommendation, your responding agency shall report one of the following actions:

1. The recommendation has been implemented, with a summary regarding the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the Grand Jury report.
4. The recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.



Please submit your responses in all of the following ways:

1. Responses to be placed on file with the Clerk of the Court by the Court Executive Office.
 - Prepare original on your agency's letterhead, indicate the date of the public meeting that your governing body approved the response address and mail to Judge Bergeron.

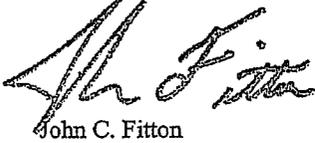
Hon. Joseph E. Bergeron
Judge of the Superior Court
Hall of Justice
400 County Center; 2nd Floor
Redwood City, CA 94063-1655.

2. Responses to be placed at the Grand Jury website.
 - Copy response and send by e-mail to: grandjury@sanmateocourt.org. (Insert agency name if it is not indicated at the top of your response.)
3. Responses to be placed with the clerk of your agency.
 - File a copy of the response directly with the clerk of your agency. Do not send this copy to the Court.

For up to 45 days after the end of the term, the foreperson and the foreperson's designees are available to clarify the recommendations of the report. To reach the foreperson, please call the Grand Jury Clerk at (650) 599-1200.

If you have any questions regarding these procedures, please do not hesitate to contact Paul Okada, Deputy County Counsel, at (650) 363-4761.

Very truly yours,



John C. Fitton
Court Executive Officer

JCF:ck
Enclosure

cc: Hon. Joseph E. Bergeron
Paul Okada

✓ Information Copy: Town Manager



Running on Empty?

Issue | Background | Findings | Conclusions | Recommendations | Responses | Attachments

Issue

To what extent have San Mateo County and the cities relied on their reserves to get through the recession and how are they positioned for the future? Have they deferred expenditures, such as annual retiree health care payments, that will result in even higher future costs? How easy is it for interested citizens to determine the answers to such questions from publicly available information?

Summary

San Mateo County and its cities have managed through the recession with aggressive cost cutting to align with revenues, and most have avoided significantly drawing down their reserves over the past three years. They were not “running on empty” as of the end of fiscal year 2010. At that time, all cities and the County still had Unreserved General Fund Balances above the minimum levels recommended by the Government Accounting Standards Board (GASB) and by their own policies, where they exist. All cities and the County are current with their Annual Required Contributions (ARC) for retiree pensions, but some are not making their full ARC payments for Other Post Employment Benefits (OPEB), specifically for retiree health care benefits, and are accruing associated liabilities. It is important to emphasize that their current status with respect to annual payments for these retiree benefits is separate and distinct from their ability to deal with the escalating costs of retiree benefits in the future, and the health of the trusts themselves, issues beyond the scope of this investigation.

The complexities of government accounting make it very difficult for interested citizens to assess levels of reserves or other aspects of fiscal health on their own. In addition, significant differences in how much information cities make available to the public, the way they present it, and the timeliness of its availability vary greatly by city. The Grand Jury recommends all cities establish new or revised reserve policies for improved clarity in alignment with new Government Accounting Standards and develop fiscal health “scorecards” to simply communicate city/County fiscal health to interested citizens. The Grand Jury also recommends specifically identified cities improve the amount and timeliness of financial information posted to their websites and explain why they are not making their full annual OPEB retiree health care payments.

Background

The recent recession presented significant budget and operational challenges to our County and city governments. In many areas, house prices and property values declined, slowing real estate transactions and receipt of associated property and transfer taxes. Unemployment rose, businesses closed and credit tightened, affecting retail sales and sales tax revenues. Employee pensions, health care and other costs rose unabated during this period. Local governments

were forced to make tough decisions on how to balance their budgets and correct structural imbalances. The recession was long and deep, with a slow recovery still in progress.

Local news reports highlighted significant cutbacks in and outsourcing of services, department consolidations across cities, city worker layoffs and salary reductions, and other attempts to deal with financial challenges facing individual cities. The County and cities were in different starting positions based on their individual financial circumstances and strength going into this recession. Therefore, each had different options available to manage through it, such as cutting expenses via job reductions and service cuts in line with anticipated and actual revenues, and/or drawing down reserves to levels consistent with city policies, recommended Governmental Accounting Standards Board (GASB) standards, and their respective planning assumptions about the future.

The 2011 San Mateo County Civil Grand Jury (Grand Jury) was interested in understanding how cities coped with the recession and how they are positioned for the future. Are they now “running on empty”, meaning have they exhausted all or most of their reserve funds, or have they maintained sufficient reserves to be on reasonably solid footing for challenges ahead? Are they meeting their pension and retiree health care obligations? Attempting to answer these questions would provide the answer to another key question: how easy is it for interested citizens to determine the fiscal health of their cities and County from readily available public information?

Investigation

The Grand Jury explored the following areas:

- **Availability of information** – What information is available on city and County websites for citizens interested in assessing their city’s and County’s fiscal state and performance and how they may have changed over time?
- **Reserves as an indicator of fiscal health** – What are “reserves? Are there different types of reserves and requirements related to them? Which should the Grand Jury look at to understand the nature and impact of decisions made as a result of the recession? Are there related metrics that need to be looked at in parallel for a more complete understanding?
- **Applicable Policies and Standards** – What policies and standards exist with respect to levels and use of reserves for each city and the County? Have cities and the County complied with their policies and standards during this period, and can the Grand Jury see a difference in management response and fiscal health between cities that have reserve policies vs. those that don’t?
- **Data Evaluation** – Is it feasible to compare cities’ and the County’s data for the same level of reserves or other financial metric and draw conclusions of relative health, or are circumstances so different or unique to each city to make that impractical?

This report was compiled from numerous sources:

- The primary documents (applicable sections, management discussions, financial statements and explanatory notes) reviewed were city and County Comprehensive Annual Financial Reports (CAFRs). These are standard reports prepared following the guidelines recommended by the Government Finance Officers Association of the United States and Canada (GFOA), and the standards adopted by the Governmental Accounting Standards Board (GASB).
- Responses to a written questionnaire sent to all city Finance Directors or their counterparts, requesting data not available or not found on the public websites, including existence (or not) of governing ordinances and policies and forward-looking data (forecasts). Note: This questionnaire did not go the County because the information sought was clearly delineated in its annual CAFRs.
- Interviews conducted with two current city Finance Directors, a former senior County official knowledgeable of County finances and Governmental Accounting Standards, and two principals of one of the leading independent auditing firms responsible for a significant number of 2010 and past CAFRs of San Mateo County cities. The primary purpose of the interviews was to determine where there was reasonable consensus on key metrics for evaluating a city's or County's fiscal health, and to understand where those data could be obtained and/or how they could be calculated.
- Other public documents found on city and County websites, including Approved Annual Budgets (Budgets) and other financial reports.
- Official publications such as GASB 34 and GASB 54 were used to research and understand applicable government accounting standards and published recommendations with respect to reserves.

Note: Data used to compile this report was provided to City/County Finance officials for verification, with requests for publicly available document and page number references to enable confirmation. Any errors identified were corrected. In some cases, responses included questions or concerns about the applicability of a specific data element or method of calculation, either generically or to a city's specific circumstances. Those comments were considered and, where appropriate, specifically addressed or noted without attribution in this report.

One special case involved the city of Brisbane. Brisbane has a limited amount of financial data on its website. (See details in Section A. below). The Grand Jury therefore relied on statistical trend data in the city's 2009 CAFR, the only one available on line, for its analysis. As for other cities and the County, those data were sent to a city finance official for verification before report completion. Unlike for other cities, however, there were significant differences in Unreserved General Fund Balances for all years in the "corrected" data returned.

Follow-up communications led to the explanation that certain Internal Service Funds, specifically the "Rainy Day Fund" and the "Fringe Benefits Fund" have unrestricted net assets that the city considers to be part of its General Fund Unrestricted General fund Balance, even though it hasn't reported them there. The history and rationale for these funds was provided. It was also noted that their Auditors in 2010 required the city to combine the Rainy Day Fund with the General Fund. The city's 2010 CAFR is still not available on the city's website to review.

Incorporating the changes provided would have impacted all charts and tables that depend on UGFB in this report. Given the fact that the documents needed to confirm the "corrections" are not available on the city's website, as well as a concern for accepting information that is not reported in the same standard source used for the data for all other cities and the County (The Balance Sheet for Governmental Funds), the Grand Jury decided to not change the charts and text to accommodate the Brisbane revisions.

The effect of this is that Brisbane may choose to recalculate its results and positioning in the various charts and tables using its method of determining reserves and make those available to its elected officials and citizens. The Grand Jury believes all funds considered as General Fund Reserves should be reported as General Fund Reserves in the financial statements intended for that purpose.

Discussion

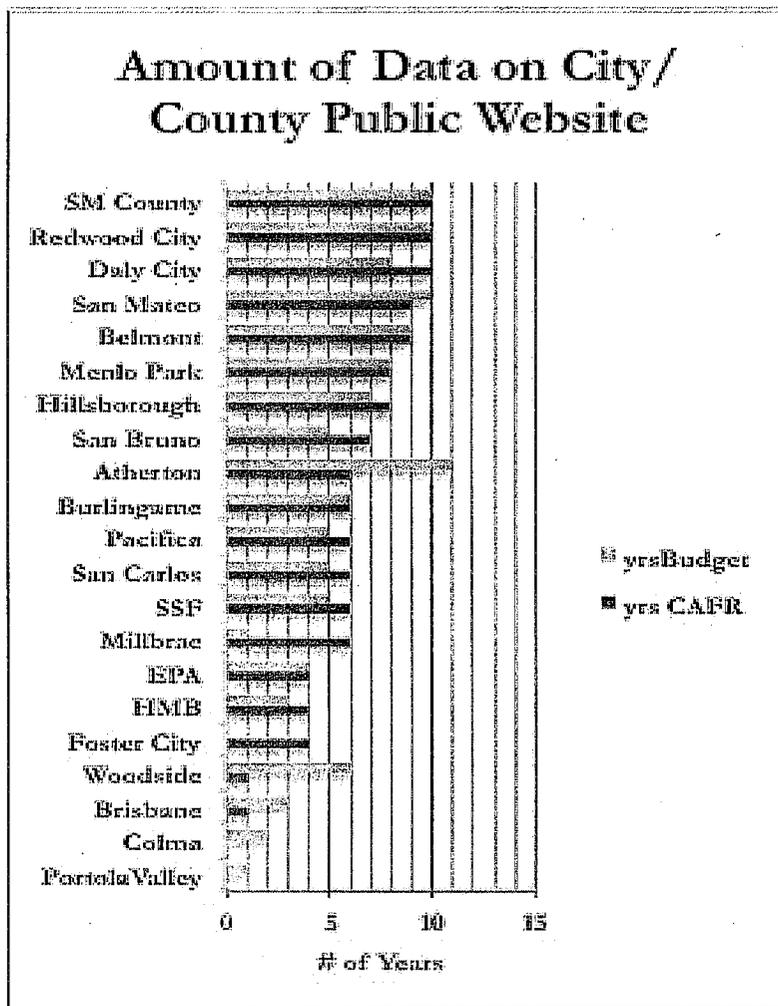
A. Availability of Information

There are significant differences in the amount of information governmental entities choose to make conveniently available to interested citizens. The Grand Jury focused on two specific documents, the CAFRs and the Budgets, as those were most relevant for this investigation.

Chart 1 below shows the documents posted to city and County websites on March 10, 2011, Results ranged from a minimum of the current year's budget (Portola Valley) to the last ten years of both CAFRS and Approved Budgets (San Mateo County and Redwood City). Brisbane, Colma, Pacifica¹, and Portola Valley still had not posted 2010 CAFRs or equivalent audited year-end reports as of that date. As a result, their 2010 data is not included in the provided tables or analysis.

¹ Pacifica posted its 2010 CAFR sometime between 4/14/11 and 5/10/11, too late for all of its data to be included in this investigation report.

Chart 1



Six cities (Foster City, Millbrae, Woodside, Brisbane, Colma, and Portola Valley) currently provide fewer than the last three years of both the Budget and the CAFR documents.

B. Reserves as an Indicator of Fiscal Health

Based on research and interviews, the Grand Jury selected a set of financial metrics for analysis that were most often recommended as relevant for our purposes. Each of the metrics used is described below with a corresponding rationale.

Unreserved General Fund Balance (UGFB) – The *General Fund* is the primary operating fund for the County and its cities. It is one of the *Governmental Funds*, which are that set of funds linked to governmental activities principally financed by taxes and intergovernmental revenues. This contrasts with *Proprietary Funds*, which are linked to business activities primarily financed through user fees and charges, such as for water and sanitation services.

The General Fund has a Fund Balance, which represents the difference between the General Fund's Assets and Liabilities. One value of the General Fund Balance is its use in assessing the ability of the city or County to meet its current obligations and /or its need for near term financing. This General Fund Balance is commonly referred to as "Reserves" and Reserves are designed to protect against the need to raise taxes or reduce services due to temporary revenue shortfalls or unplanned one-time expenditures. The General Fund Balance, and more specifically the unreserved portion of the General Fund Balance, was the appropriate metric for this investigation because "The function of *reserved fund balance* is simply to isolate the portion of fund balance that is *not available for the following period's budget, so that unreserved fund balance* can serve as a measure of current available resources."² The Grand Jury was primarily interested in assessing utilization of available resources to meet budget needs over a specific period of time.

Further explanation of reserved and unreserved fund balance may be helpful.

- **Reserved** General Fund Balance is not available for discretionary spending to meet the operational needs of the government in any given year. There are two primary reasons for a Reserved categorization:
 - Those funds are subjected to legal restrictions ("restricted net assets") on spending narrower than the purpose of the fund. Examples include Measure A or gas tax funds.
 - Those funds are not available for spending, e.g. long-term loans receivables.

- **Unreserved** General Fund Balance is available for current appropriation and spending as needed. Cities typically break down their Unreserved General Fund Balance into designated and undesignated portions.
 - *Designated* funds reflect an *intent* to use those funds for the stated purpose (e.g., a capital project for a new park or playground). However, unlike for restricted assets, there is no legal obligation or mandate for them to do so. These funds may be reallocated as city priorities change. This reevaluation and reassignment, if any, occurs with the approval of City Council, usually as part of the annual budgeting process.
 - *Undesignated* funds are those funds not designated for any specific purpose and available for spending without any constraints.

GASB determined that clearer fund balance classifications were warranted and issued new standards as part of GASB Statement 54 in February 2009.³ They are required to be used for all applicable financial statements for periods beginning after June 30, 2010, although earlier adoption was encouraged. These new classifications "comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the

² Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p50

³ GASB Summary of Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions (Issued 02/09)*, <http://www.gasb.org/st/summary/gstsm54.html> (Also, see Attachment 3)

resources reported in governmental funds.” At the highest level, this new hierarchy differentiates amounts that are *spendable* vs. *nonspendable* (such as inventories). Subcategories defined include *restricted*, *committed*, *assigned* and *unassigned* funds. See Attachment 3 for GASB definitions.

As no San Mateo County cities implemented GASB 54 standards early (San Mateo County did), the Grand Jury applied the prior GASB 34 terminology listed above and recognized that some cities may consider some of their unrestricted or designated funds as restricted or reserved even when that legally may not be the case.

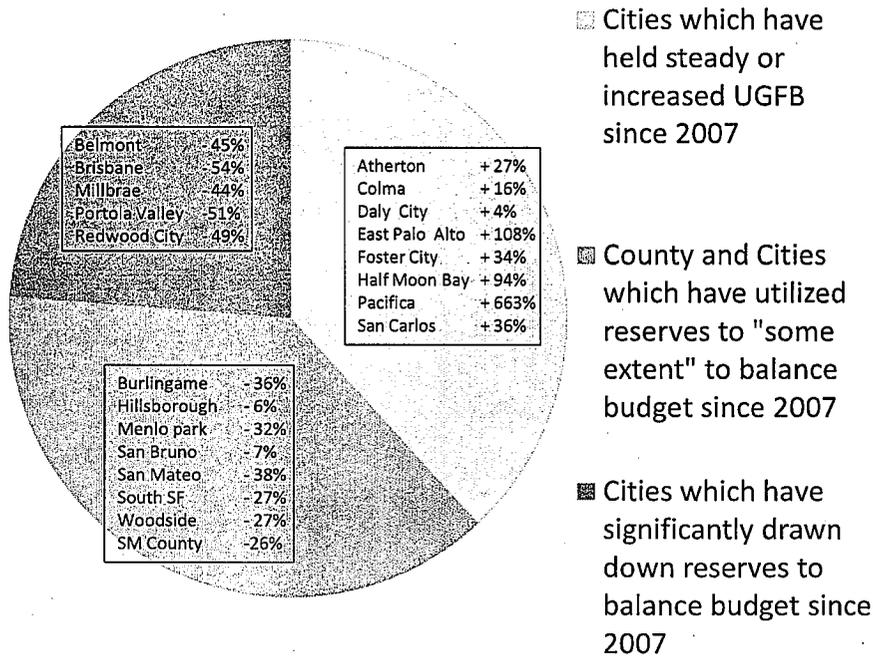
The Grand Jury looked at Unreserved General Fund Balance levels for each city from 2005-2010 for trends. Steadily and significantly declining Unreserved General Fund Balances could suggest these cities or the County were utilizing those reserves to meet short-term operational needs instead of being more aggressive about aligning costs in line with projected revenues.

The Grand Jury then focused on 2007-2010 data to capture trends reflective of actions taken to mitigate the impacts of the recent recession, by illustrating the extent to which the cities and the County opted to draw down reserves. Results are shown in Chart 2 on the next page.

Chart 2

Unreserved General Fund Balance (UGFB)

Cities and County



As shown, even in the very challenging economic environment of the last three years, eight cities still managed to increase their reserves as measured by their Unreserved General Fund Balance. Another seven cities and the County utilized these reserves to some extent (6 to 38 percent) to help deal with short-term needs, while five cities utilized their reserves to a significantly greater extent (44 to 54 percent) in this 2007-2010 period.

It should be acknowledged that the levels of UGFB reported represent those levels at a point in time, that of June 30th of each year. Levels fluctuate throughout the year due to the timing of tax receipts and certain major expenditures. One city noted that its reserves on June 30th can be much higher than at the low points of the fiscal year, and that it specifically designates a portion of fund balance for cash flow in recognition of this timing issue. While accepted as real, it was beyond the scope of this investigation to accommodate such variables for each city and the County. Such explanations can appropriately address any concerns raised by the standard approach taken.

C. Net Change in General Fund Balance (Revenues minus Expenditures including Transfers) - Cities and the County attempt to control costs to match anticipated revenues and budget accordingly. In difficult times in which revenue growth is slowing or declining, cities and the County make decisions to cut costs and services to match revenues or draw down reserves to balance the budget.

This measurement allows for proper recognition of certain expenditures, such as debt payments, that for some cities may be shown on their Financial Statements as Internal Transfers. It should be acknowledged that one-time revenues and expenditures are not excluded in our calculations or in the CAFR Statement referenced. As a result, apparent anomalies seen in the data for any particular year(s) when trended over time, may potentially be due to a significant one-time revenue or expenditure. The fact that this Financial Statement does not identify such one-time events, and that a separate standard audited financial statement that includes only annually recurring revenues and expenditures is not provided, is another indicator of the complexity an interested citizen encounters when trying to assess the fiscal health of a city by its numbers.

The table below illustrates the number of consecutive years through 2010 (or the most recent data available) that individual cities and the County increased or drew down their Total General Fund Balance, including both reserved and unreserved portions. As such, it is a view of operating revenues minus expenditures including all transfers into and out of the General Fund, and therefore an indicator of net operating surpluses or deficits in any given year.

Table 1

Net Change in GFB Year to Year

City	2006	2007	2008	2009	2010
Hillsborough	↑	↑	↑	↑	↑
San Carlos	↓	↑	↑	↑	↑
Colma	↑	↑	↑	↑	na
Millbrae	↑	↑	↓	↓	↑
San Mateo County	↑	↓	↓	↓	↑
San Bruno	↑	↑	↑	↓	↑
Half Moon Bay	↑	↓	↑	↑	↓
Pacifica	↓	↓	↑	↓	na
South San Francisco	↑	↑	↓	↑	↓
East Palo Alto	↓	↑	↑	↑	↓
Belmont	↑	↑	↑	↓	↓
Redwood City	↑	↑	↑	↓	↓
Daly City	↑	↑	↑	↓	↓
San Mateo	↑	↑	↓	↓	↓
Foster City	↑	↑	↓	↓	↓
Menlo Park	↑	↑	↓	↓	↓
Atherton	↑	↑	↓	↓	↓
Burlingame	↓	↑	↓	↓	↓
Portola Valley	↑	↑	↓	↓	↓
Brisbane	↑	↓	↓	↓	na
Woodside	↑	↓	↓	↓	↓
↑	increase to GFB, from previous year				
↓	decrease to GFB, from previous year				
na	data not available				
↑	consecutive increase to GFB, from previous year				
↓	consecutive decrease to GFB, from previous year				

It is noteworthy that while over half the cities (11 of 20) have drawn down their General Fund Balance in the last two or more reported years, three cities (San Carlos, Colma and Hillsborough) have managed to increase it. Fiscal year (FY) 2008-9 was clearly the most challenging, as 15 of 20 cities and the County drew down their GFB that year to balance their budgets.

While examining the number of consecutive years a city or County increased or decreased its UGFB is useful, it is necessary to also evaluate the magnitude of the changes and whether it is widening or narrowing as an indicator of its significance. As noted, there were 11 cities with declining GFB in the most recent two or more consecutive years. Not reflected in the chart is that the magnitude of the decline was greater in 2009-2010 vs. 2008-9 in seven of them: (Belmont, Redwood City, Daly City, Foster City, Menlo Park, Brisbane, and Woodside).

D. Running Liquidity – According to interviews with Certified Public Accountants specializing in governmental audits, this is a useful fiscal measure that does not typically appear in city and County CAFRS and Budgets.

Running Liquidity is the number of days a city or County government could continue to operate normally without additional revenue coming in. A typical way of calculating this is by dividing the “Maximum Unrestricted Liquidity” by the city’s or County’s daily spending rate (its annual General Fund expenditures divided by the 365 days in a year). The result is the number of days of spending this cash will cover, its “Running Liquidity”, as shown in Chart 3. Typically, a Running Liquidity below 90 days would trigger a closer examination of the details of this and other fiscal measures to ensure the city or County’s ability to operate at an acceptably low risk. This additional evaluation was beyond the scope of this investigation.

A modified version of this metric was utilized to enable a standard basis of comparison of cities’ and the County’s relative liquidity.

Maximum Unrestricted Liquidity is typically the sum of two main sources of liquid assets – the Unrestricted Assets in the General Fund Balance and the cash in Internal Service Funds. Internal Service Funds are cost pools that can be “charged to” by the General Fund, such as for fleet management, risk management, and workers compensation costs. Cash can be transferred between Funds, and Internal Service Fund cash may be loaned or transferred to the General Fund to, in effect, supplement its revenues.

For the purposes of this analysis, the Grand Jury used the total of *Unreserved* General Fund Balance and Internal Service Fund Cash as the Maximum Liquidity and divided it by the city’s or County’s daily spending rate (General Fund Expenditures/365).

Every city has unique financial circumstances and there is flexibility available in terms of how the details are managed and reported. This underscores the complexity of attempting to perform comparative analysis and why it makes sense for us to present results rather than interpret them.

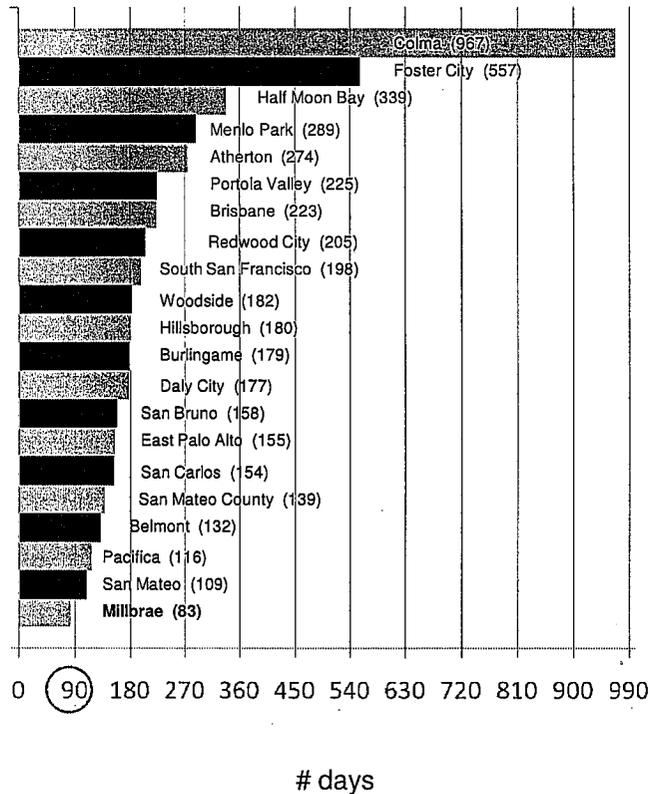
Since neither Maximum Unrestricted Liquidity nor Running Liquidity are calculated or shown in any of the city or County CAFRs examined, reporting standards could not be assessed. The Unreserved General Fund Balance is consistently reported, but there is significant variation in the use of Internal Service Funds. Cities and the County have the legitimate option of setting up Internal Service Funds in numbers and for tracking purposes that work for their particular circumstances. Small cities may have few Internal Service Funds while larger ones may have many (e.g., Hillsborough has one, while Daly City has seven). While the movement of funds between Internal Service Funds and the General Fund is shown in the CAFRs, *it is not trivial to determine with certainty whether all of the cash in the Internal Service Funds is truly available to support operations*. It is accepted that it is not the cities’ or County’s intent to make all of those funds available to the General Fund under normal circumstances; however, that was not the purpose of our assessment. Our purpose was to identify liquid funds that *could be made available if necessary to support operations*. By using UGFB, the Grand Jury is being conservative since some Reserved Funds may not be legally “restricted” from use and could also be made available in an emergency.

Chart 3

Running Liquidity

(2010 or Most Recent Data Available)

$$\# \text{ days expense coverage} = (\text{Unreserved GFB} + \text{Cash in Internal Service Funds}) / (\text{GF Expenditures}/365)$$



As seen in the chart, Running Liquidity ranged from a high of 967 days (Colma) to a low of 83 days (Millbrae). Millbrae was the only city below the auditor-recommended 90-day threshold for attention. This is not necessarily indicative of a problem, given the unique circumstances of each city. However, since the same formula was used for all cities and the County, this relative position and value should trigger further exploration.

E. Applicable Policies and Standards

GASB 34 states that “The adequacy of *unreserved fund balance* in the general fund should be assessed based on a government’s own specific circumstances”. It recommends minimum levels that should be maintained regardless of organizational size. Those minimum *unreserved general fund* balances are given as either:

- (1) no less than 5-15 percent of regular general fund operating revenues or

(2) no less than one to two months of regular fund operating expenditures.⁴

A summary of city policies, evaluated against GASB 34 recommendations, is provided in Attachment 1. San Mateo County reserve policies are clearly listed on page VI of its 2010 CAFR.

In summary, 14 of the 20 cities (70 percent) and the County have reserves policies approved by elected officials (City Councils or Board of Supervisors, respectively) with respect to the level of reserves required to be maintained in their General Funds. Five of the 14 are compliant with GASB 34 in that the cities' policies specified quantitative limits above the minimum 5 percent.

The Grand Jury went another step and evaluated:

1. Did cities and the County maintain Unreserved General Fund Balance levels consistent with GASB 34 recommendations over the time period from Fiscal Years 2007-2010, whether or not they had policies requiring that?
2. Did cities and the County comply with their own policies with respect to reserves during Fiscal Years 2007-2010, whether or not those policies complied with GASB 34 recommendations?

Note: Significantly, the language of some policies specified quantitative levels of reserves to be maintained, but was not explicit in applying them to just the unreserved portion. This allows for the possibility of the County or cities including, in their "reserves", funds that are legally restricted to their stated purpose and not available to support operations.

As noted previously on page 6, there has been sufficient ambiguity in reserve classification and reporting that GASB issued Statement 54 to attempt to improve clarity and make reporting more consistent.

The results of this assessment are diagrammed in Attachment 2. Results are summarized as follows:

1. All cities and the County maintained levels of Unreserved General Fund Balance consistent with the GASB 34 recommended minimum of 5-15 percent of revenues or one to two months (8.3-16.6 percent) of expenditures during Fiscal Years 2007-2010, except Brisbane (2008 only) and Pacifica (2007 only).
2. All cities complied with their own policies during the Fiscal Years 2007-2010

These results suggest that GASB 34 levels are reasonable and achievable even in challenging economic environments. However, it should be noted that the CPA auditors interviewed stated that, in their opinion, the GASB 34 recommendations were low and, in this environment, UGFB levels twice those levels are appropriate for most cities.

⁴ Governmental Accounting, Auditing, and Financial Reporting Using the GASB 34 Model, GFOA Publication by Stephen J. Gauthier, p51-52

Given this context, a quick and useful way to look at cities' and the County's current situation with respect to reserves follows in Table 2 below

Table 2

**Cities and County Levels of Current (2010 except where noted) UGFB
As % of General Fund Revenues**

0 -15% (upper end of current GASB 34 recommended range)	16 – 29% (between current GASB recommendation and auditor suggested range)	30% or higher (auditor suggested minimum for most cities in current environment)
Belmont	Brisbane ('09)	Atherton
Millbrae	Burlingame	Colma ('09)
San Mateo	Pacifica ('09)	Daly City
	Redwood City	East Palo Alto
	San Bruno	Foster City
	South San Francisco	Half Moon Bay
	San Mateo County	Hillsborough
		Menlo Park
		Portola Valley
		San Carlos
		Woodside
3 total	7 total	11 total

Smaller cities in terms of revenues and expenses tend to maintain higher levels of reserves. This is to be expected because larger cities generally have more diverse economies and revenue sources. Smaller cities are dependent on fewer sources for the bulk of their revenue and are therefore at greater risk in downturns. They therefore benefit from higher levels of Unreserved General Fund Balance as insulation.

F. Retiree Pension and Health Care Payments

This investigation of reserves and the extent of cost cutting to match revenues occurred during a period of heavy media attention to the impact the cost of retiree benefits were having on local government finances. This led the Grand Jury to examine whether or not cities and the County were fulfilling their annual payments to the systems covering these benefits. This is separate and distinct from the much larger issue of the relative financial soundness of these systems and future costs to the cities and County, which were beyond the scope of this investigation. The results of this assessment of annual payments to California Public Employees' Retirement System (CalPERS) and the San Mateo County Employees' Retirement Association (SamCERA) for pensions and of the health care portion of Other Post-Employment Benefits (OPEB) follow separately below.

G. Retirement Pension Benefits (CalPERS and SamCERA)

All 20 cities participate in CalPERS, for funding pension obligations. Actuarial calculations determine an amount each participating city must contribute annually, based on its labor contracts and commitments, its proportional share of the state pool, and actual earned and assumed earn rates on the fund's assets over the next 30 years.

San Mateo County has its own defined pension (and disability and death benefit) plan, (SamCERA). The County Employees' Retirement Law of 1937 (the 1937 Act) established the basic obligations for employers and members to contribute to the pension trust fund. Statutes require participating employers to contribute the actuarially determined amounts necessary to fund the estimated benefits accruing to SamCERA members not otherwise funded by member contributions or investment earnings.

All 20 cities and the County made their annual required contributions to CalPERS and SamCERA respectively between 2006 and 2010. They have met their obligations through the normal budgeting process while maintaining reserves at minimum GASB 34 recommended levels or higher.

What cannot be determined from these examined reports is the magnitude of future annual pension costs, which will vary based on updated actuarial valuations, investment performance, the changing number of city employees participating in the various plans, and new labor agreements with changes in benefits negotiated over time. What is clear, and what has been reported widely, is that pension costs will rise significantly over time and that cities and the County are concerned about the impacts. They are taking steps, some more aggressively than others, to be able to manage those costs for the long term. Those who came out of the recession in positions of relative strength rather than weakness are better able to manage this next transition with reduced impact on services provided to its citizens.

H. Other Post Employment Benefits (OPEB) - Health Care

Until fairly recently, most cities paid for their retiree's contracted health insurance benefits directly as expenses were incurred. The OPEB trust fund, which operates similarly to CalPERS for pensions, came into effect in 2008-9. Most cities joined this pool. As in the case of CalPERS for pensions, cities contribute to a pool and the trust invests the funds. The trust communicates to participating governments the actuarially determined annual payments needed for them to be fully funded. Unlike for pension financing, however, cities are not contractually required to make annual OPEB payments in full.

Some participating cities have chosen to make their annual OPEB payments in full while others have made varying partial contributions. Failure to keep current on OPEB payments puts cities at risk that their accumulated obligation may eventually grow too large for them to be able to "make up" the difference without significantly impacting city services or jobs.

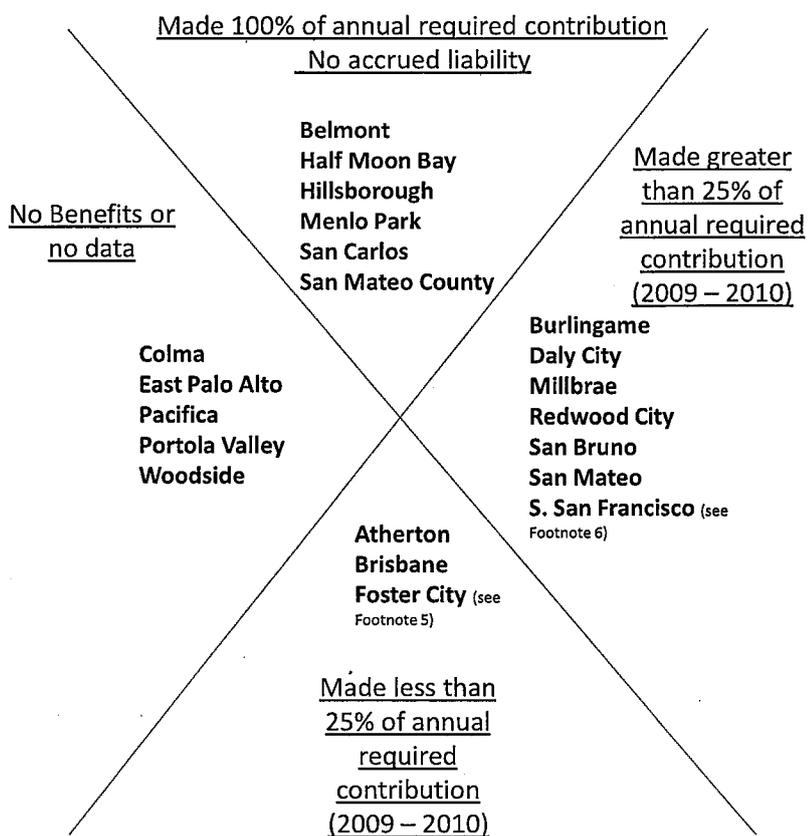
Based on data available, current positions with regard to OPEB funding are summarized as follows and in Chart 5 below:

Categories used are:

- *Made 100 percent of annual required contributions; no accrued liability.*
It is noteworthy that one city (San Carlos) and the County prepaid OPEB when joining the program and have current surpluses as a result.
- *Made greater than an average of 25% of annual required contributions 2009-10; has associated accrued liabilities*
- *Made less than an average of 25% of annual required contribution 2009-10; has associated accrued liabilities*
- *No retiree health care benefits or no data provided in Financial Reports*

Chart 4^{5 6}

OPEB ARC Payment Status



⁵ Foster City has set aside \$7 million, the full amount actuarially determined in 2009 as necessary to fully fund its OPEB obligation. Although managed separately, because the funds are not in an irrevocable trust, the liability must be reported as unfunded per GASB 45.

⁶ South San Francisco has set aside \$6.8 million towards its OPEB liability but it must be reported as unfunded for the same reason as noted for Foster City above.

As in the case of pension benefits, the Grand Jury assessed the level at which cities and the County were making their annual required contributions. It did not attempt to assess the level or rate of growth of future annual payments and the impact those might have on city finances because of the variables involved, the limited time available, and the inability to challenge the assumptions made. These were beyond the scope of this investigation.

I. Case for Caution

Caution must be exercised in drawing firm conclusions about the fiscal health of a city or county in isolation, or in comparison with others, based on any limited set of data. This is especially true given that governments have some flexibility within GASB rules as to how they organize their finances and report their data. The best that can be done is to highlight potential issues for further investigation. Half Moon Bay served as an excellent example.

Based on the data collected, Half Moon Bay was grouped into the category of cities whose reserves (UGFB) were flat or increased in the 2007-2010 period. The data shows an increase of 94%. It has a city policy currently requiring 30% of annual operating expenditures be held as reserves and it met that higher than minimum GASB 34 recommended standard each of those years. (The city policy was 20% of annual expenditures in 2007-2008). Its maximum Running Liquidity of 334 days was the second highest of all cities in the County. Its revenues exceeded its expenditures the last two years of the recession (*not including internal transfers and one time proceeds or payments*), and it made its contractually required CalPERS payments and is current on its OPEB retiree healthcare payments, with no net OPEB obligation as of June 30, 2010. Based on these indicators, one could conclude that Half Moon Bay was fiscally healthy.

A recent news report⁷ highlighted a “fiscal crisis” and stated that the city could potentially run out of its reserves. While the Grand Jury avoided making any judgments about the fiscal soundness of any city or the County for the reasons mentioned previously, and limited its focus in this investigation primarily to the use of reserves, it looked further into Half Moon Bay’s public financial statements and sought additional clarification from a Half Moon Bay official to verify the correctness of the data used and further understand any limitations.

In summary, Half Moon Bay issued Judgment Obligation Bonds to help cover the costs of a legal settlement. The proceeds from the bonds were received and subsequently disbursed in fiscal year 2009-2010 and properly reflected on the appropriate city financial statements. The full payment consisted of \$15 million from the bond proceeds and \$3 million from the General Fund⁸.

The Adopted Annual Budget for 2010-2011 shows a projected deficit (\$504,447) of revenues vs. expenditures, to be covered by its General Fund Balance. The result is that the city’s reserves would fall below its 30% of annual operating expenditures policy. A waiver permitting a one-year exception had been granted by City Council in anticipation of this need.⁹ The policy requires the City Manager to “prepare a plan for consideration by the City Council to implement

⁷ “Outsourcing Safety San Francisco Chronicle Editorial”, 4/5/11, pA13

⁸ Approved Half Moon Bay General Fund Budget Summary Comparison, pC2

⁹ Half Moon Bay City Council Resolution No. C-46-10 adopted 6/15/10

actions within a twelve-month period to rebuild the fund balance.”¹⁰ The City also identified key financial impacts in a Five Year Forecast document included as part of its budget, highlighting its specific challenges.

In summary, the data collected by the Grand Jury was accurate as it related to a limited, defined set of data at a specific point in time. However, the data did not and could not tell the entire story. A more comprehensive examination of all relevant management discussions, financial statements, notes, budgets and forecasts, and changes in them over time, including data not yet published or audited, is needed to really understand the fiscal health of a city, which can change very quickly. This type of effort is beyond the capability of the average citizen and highlights the need for the cities and County to do the best they can to make as much information publicly available in as timely a fashion as possible. In this specific case, Half Moon Bay’s most recent CAFRs, Annual Approved Budgets, Reserve Policies, and Five Year Forecasts were available to the public on its website, enabling interested citizens capable of understanding it to properly educate themselves on the significant impact of a legal settlement, in this case, and of other major financial issues affecting the fiscal health of the city.

Findings

1. The amount of financial information cities and the County make available on their respective public websites varies widely, ranging from a minimum of just the current year’s budget to the last ten years of both Comprehensive Annual Financial Reports (CAFRs) and Approved Annual Budgets.
2. Government accounting systems and financial statements provided to the public are complex and not readily understandable to the average citizen trying to assess the financial health of their city or County.
3. Four cities (Brisbane, Colma, Pacifica, and Portola Valley) did not have 2010 CAFRs posted to their websites as of March 11, 2011, almost nine months after the close of the fiscal year.
4. All cities and the County had Unreserved General Fund Balances (reserves) consistent with GASB 34 recommended standards going into the recession, and have managed through the last three years in a way that maintained reserves on June 30, 2010 that were still above those minimum levels.
5. All cities and the County maintained GASB 34 minimum recommended levels of reserves, whether or not they had city council approved policies requiring maintenance of defined levels of reserves.
6. Some city policies are written to apply to “reserves” and not explicitly to the unreserved component of them as recommended by GASB 34. This allows for inclusion of funds not available for discretionary spending.

¹⁰ Half Moon Bay City Council Resolution No C-38-09, adopted 6/2/09

7. All cities complied with their own policies (where policies existed) from 2007-10 with respect to reserves, even in those few cases where those policies required higher levels than those recommended by GASB 34.
8. Confusion as to how governments categorized and interpreted what portion of fund balance was available for discretionary spending led to development of a new GASB 54 standard, effective for all financial statements after June 30, 2011, which provides more structure and clarity around constraints placed on fund balances.¹¹ San Mateo County implemented GASB 54 early, with the new terminology reflected in its FY 2010 CAFR. No cities in San Mateo County implemented early.
9. One city (Millbrae) had a Running Liquidity below 90 days.
10. All cities and the County are fully funding their Annual Required Contribution to CALPERS or SamCERA for retiree pension funding.
11. Ten participating cities¹² are not making their full actuarially determined OPEB payments for retiree health care benefits, with three cities (Atherton, Brisbane, Foster City) having paid at less than an average of 25 percent for the last two years.

Conclusions

1. There are significant differences in the amount of current and historical financial information governmental entities choose to make conveniently available to interested citizens.
2. The complexities of government accounting could cause interested citizens to misinterpret data or draw incorrect conclusions. Financial information provided by cities and the County could be improved.
3. Cities and the County seemed to have prudently managed their Unreserved General Fund Balance reserves through the recession, making trade-offs appropriate for their individual financial circumstances.
4. Clear and explicit reserve policies add value by providing direction from elected officials, and supporting budgeting actions and decisions that maintain reserves at levels tailored to specific city circumstances.
5. The lack of a statutory or contractual requirement to fully meet annual OPEB health care payments resulted in some cities choosing to defer payments and increase unfunded liabilities in favor of other priorities. There are cities that appear to have ample reserves and liquidity, with revenues that consistently exceed expenditures that are not making their full annual

¹¹ *Balancing Governmental Budgets under GASB 54*, Journal of Accountancy, Nov 2009

¹² Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, South San Francisco

OPEB payments, when future obligations incurred may be more costly than using liquid funds available to them now.

Recommendations

The 2011 San Mateo County Civil Grand Jury recommends:

- A. the San Mateo County Board of Supervisors and each City Council, by July 1, 2012:
 1. Either revise the existing or implement a new policy for specific levels of reserves using language consistent with the new GASB Statement 54 hierarchy.
 - a. Establish in the policy the required level of General Fund Balance for classifications that are spendable within the complete control of the government's local decision making authority
 - b. Require in the policy development of specific plans to restore the required level of reserves in the event they fall below that level.
 - c. Include the policy in the annual CAFR and budget documents.
 2. Direct their City/County Managers to direct their Finance Directors to collaboratively develop a standard "scorecard" that shows how the city/County is doing with respect to key measures of fiscal health and make this available on city/County websites. Update it at least semi-annually or when major changes occur.
 3. Direct their City/County Managers to formally evaluate the value of a clearly defined Running Liquidity metric as an additional measure of the city/County's fiscal health with specific target minimums, and make a specific recommendation back to the City Council or Board of Supervisors for action.
- B. the City Councils of **Brisbane, Colma, Pacifica, and Portola Valley**:
 1. Post FY 2010 CAFRs and/or other FY 2010 audited financial statements to public websites by September 1, 2011. Implement systems/processes to enable a more timely posting of CAFRs and/or other audited financial statements within six months after the end of the fiscal year.
- C. the City Councils of **Millbrae, Foster City, Woodside, Brisbane, Colma, and Portola Valley** by July 1, 2012:
 1. Provide citizens with timely and comprehensive information regarding the financial condition of their city and County by providing a minimum of three years of approved budgets and CAFRs on their websites and through other communications.
- D. the City Councils of **Atherton, Brisbane, Burlingame, Daly City, Foster City, Millbrae, Redwood City, San Bruno, San Mateo, and South San Francisco** by July 1, 2012:

1. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public why full annual required OPEB payments are not being made.
2. Explain in CAFR Management Notes, Annual Budget, or other appropriate document available to the public the city's planned strategy for addressing accumulated unfunded OPEB retiree healthcare obligations.

E. the City Council of **Millbrae** by January 1, 2012:

1. Direct the City Manager to evaluate and report on the implications of a Running Liquidity below 90 days, as calculated in this report.

Appendices:

- Appendix 1: Table of City/County General Fund Reserve Policies
- Appendix 2: Diagram of Alignment to GASB 34 and Local Policies
- Appendix 3: Summary of GAS Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions

Attachment 1.
City/County General Fund Reserve Policies
(Excerpted from Written Responses to Specific Grand Jury Inquiry from Cities)

City/County	GFB Formal Policy?/ Eff. Date	Policy Description	GASB 34 Recommendation Compliant?
Atherton	Yes Resol #10-20 5/19/10	"...the definition of reserves is limited to the portion of fund balance that is <i>unreserved</i> ." "Strive for 15-20% Budget Stabilization Reserve, 15-20% Emergency Disaster Reserve; 5-10% Working Capital Reserve. "In no circumstances shall the total General Fund reserve balance drop below 15% of the Town's operating expenditures for the General Fund."	Yes
Belmont	Yes 6/26/2001	\$2M General Fund Balance Minimum Target, 20% Operating Budget Maximum Target based on adopted operating expenditures, exclusive of transfers and capital outlay.	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

Brisbane	Yes Pre 2001	"The City will maintain fund or working capital balances of at least 50% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
Burlingame	No – will be considered as part of five-year general fund plan under development	"...the city does not have a formal, Council-adopted reserve policy for the general fund, but its practice has been to maintain four reserve amounts over the years..."	No
Colma	Yes	*Municipal Code 1.13.150 Reserves: "(a) The budget shall contain reserves within the General Fund as follows." (Six types of reserves are described but no quantitative minimums or ranges are specified).	No
Daly City	Yes "quite old"	"Adequate reserves will be maintained in each of the City's funds...Nominally a cash reserve of 15% of annual expenditures for the General Fund is considered adequate"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>
East Palo Alto	Yes "Approved as part of the	The most significant policy objective is to ensure that at the end of each fiscal year, cash is added to the reserve until	Yes

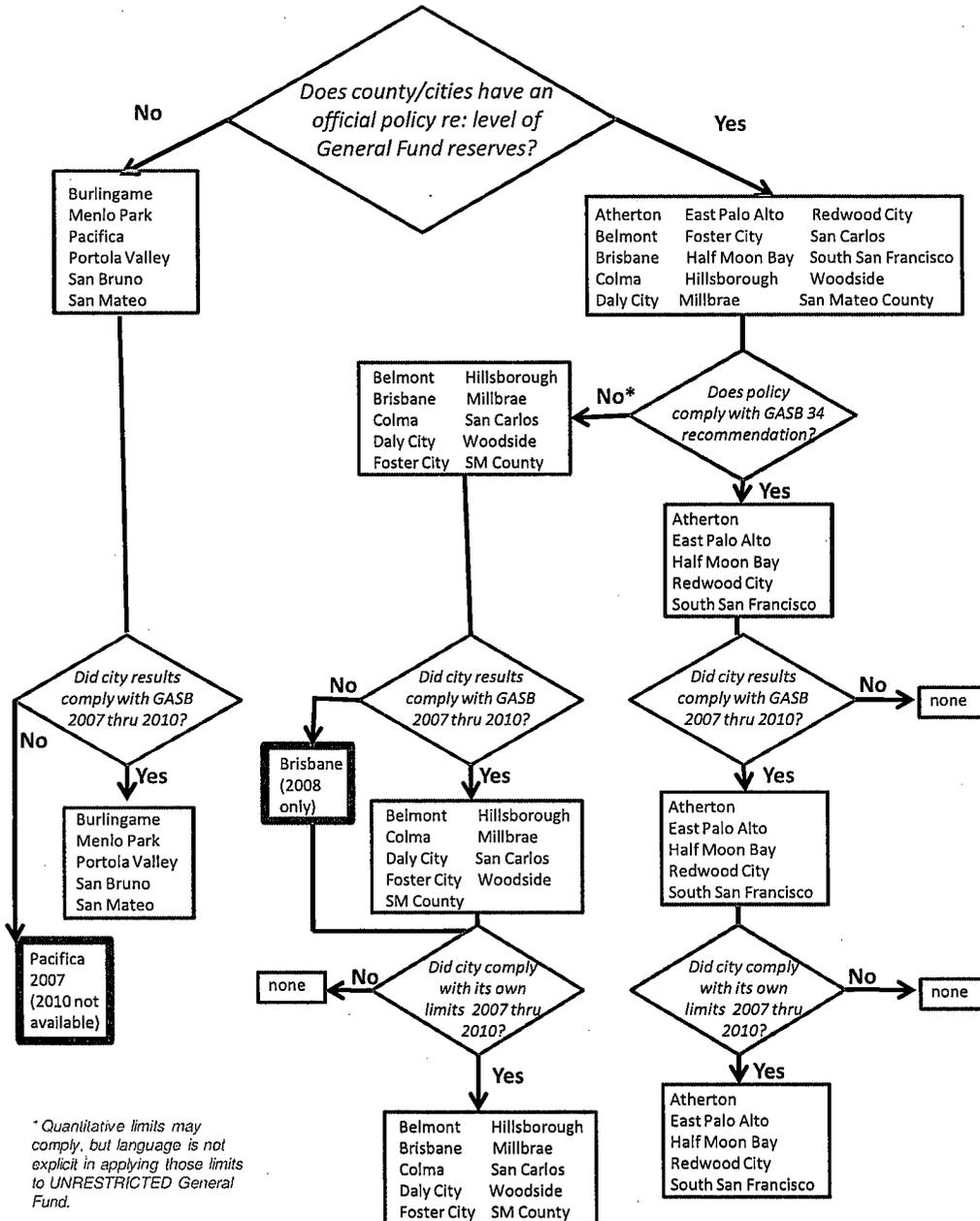
	adopted Budget	the target minimum level is achieved. For example, it is proposed that the goal would be to ensure that an unrestricted unallocated cash reserve equivalent to 15% of operating costs is available at the end of each fiscal year."	
Foster City	Yes Resol 2010-33 4/5/10	"...minimum reserve threshold of 33 1/3% of budgeted annual operating expenditures with a target range of 33 1/3% to 50% for purposes of the Five-Year Financial Plan" (This replaced an earlier General Fund Reserve Policy of "...a minimum threshold of \$10 million in unrestricted undesignated fund balance.")	New Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> (superseded one was)
Half Moon Bay	Yes Res C-38-09 6/2/09	"The City shall maintain an unencumbered General Fund reserve equal to a minimum of thirty percent (30%) of annual operational expenditures."	Yes
Hillsborough	Yes "Personnel Policy 409" Last revised 1/9/06	"The Town will strive to maintain fund or working capital balances of at least 30% of operating expenditures in the General Fund..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>

Menlo Park	No (Under Dev't: evaluation ongoing since 10/08, with latest proposal presented 5/4/10)	N/A	No	
Millbrae	Yes Resol 08-61 11/25/08	"...the annual budget and 2 year fiscal plans shall include a 15% general fund...reserve..."	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>	
Pacifica	No	N/A	No	
Portola Valley	No	N/A	No	
Redwood City	Yes Res # 13598 4/5/99	"... the unappropriated balance of the General Fund shall be maintained at a level not less than fifteen (15) percent, nor more than twenty (20) percent, of estimated General Fund revenues in any given fiscal year."	Yes	
San Bruno	No Draft Only: Recommended by Staff in 7/2010, will be incorporated	Draft: "The City will maintain a minimum Reserve of at least two months (16.67%) and up to three months (25%) of General Fund operating expenditures"	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>	

			Economic Contingencies 7% of GF Operating budget; For Undesignated Reserve 5% of GF Operating Budget; for future development – no target.”		
Woodside	Yes 6/93		“Adequate reserves must be developed and maintained, including a minimum reserve level of fifteen percent of estimated operating revenues for the Town’s General Fund”	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i>	
San Mateo County	Yes 2/10		“Maintain a minimum reserve equivalent to 2% of net appropriations for one-time emergencies, unanticipated mid-year losses of funding, and short-term coverage of unanticipated cost overruns.” Also “ <i>General Fund Reserves</i> be maintained at a minimum of 5% of total General Fund net appropriations for one-time purposes or as part of a multi-year financial plan to balance the County’s budget; <i>Appropriation for Contingencies</i> be maintained at 3% of total General Fund net appropriations for one-time emergencies and economic uncertainties...”	Language is not explicit with regard to applicability to <i>Unrestricted GFB</i> . Additionally, since the County implemented reporting General Fund Reserves consistent with GASB 54 provisions in its 2010 CAFR, this policy language was also evaluated against those provisions with the same outcome.	

Attachment 2

Alignment to GASB 34 and Local Policies



Attachment 3



Summary of Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* (Issued 02/09)

The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds.

The initial distinction that is made in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement also provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent.

The *restricted* fund balance category includes amounts that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation. The *committed* fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Amounts in the *assigned* fund balance classification are intended to be used by the government for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed. *Unassigned* fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned. Governments are required to disclose information about the processes through

which constraints are imposed on amounts in the committed and assigned classifications.

Governments also are required to classify and report amounts in the appropriate fund balance classifications by applying their accounting policies that determine whether restricted, committed, assigned, and unassigned amounts are considered to have been spent. Disclosure of the policies in the notes to the financial statements is required.

This Statement also provides guidance for classifying stabilization amounts on the face of the balance sheet and requires disclosure of certain information about stabilization arrangements in the notes to the financial statements.

The definitions of the general fund, special revenue fund type, capital projects fund type, debt service fund type, and permanent fund type are clarified by the provisions in this Statement. Interpretations of certain terms within the definition of the special revenue fund type have been provided and, for some governments, those interpretations may affect the activities they choose to report in those funds. The capital projects fund type definition also was clarified for better alignment with the needs of preparers and users. Definitions of other governmental fund types also have been modified for clarity and consistency.

The requirements of this Statement are effective for financial statements for periods beginning after June 15, 2010. Early implementation is encouraged. Fund balance reclassifications made to conform to the provisions of this Statement should be applied retroactively by restating fund balance for all prior periods presented.

How the Changes in This Statement Will Improve Financial Reporting

The requirements in this Statement will improve financial reporting by providing fund balance categories and classifications that will be more easily understood. Elimination of the *reserved* component of fund balance in favor of a *restricted* classification will enhance the consistency between information reported in the government-wide statements and information in the governmental fund financial statements and avoid confusion about the relationship between reserved fund balance and restricted net assets. The fund balance classification approach in this Statement will require governments to classify amounts consistently, regardless of the fund type or column in which they are presented. As a result, an amount cannot be classified as restricted in one fund but unrestricted in another. The fund balance disclosures will give users information necessary to understand the processes under which constraints are imposed upon the use of resources

and how those constraints may be modified or eliminated. The clarifications of the governmental fund type definitions will reduce uncertainty about which resources can or should be reported in the respective fund types.

Unless otherwise specified, pronouncements of the GASB apply to financial reports of all state and local governmental entities, including general purpose governments; public benefit corporations and authorities; public employee retirement systems; and public utilities, hospitals and other healthcare providers, and colleges and universities. Paragraph 3 discusses the applicability of this Statement.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF AUGUST 17, 2011

SUBJECT: APPROVE RESOLUTION NO. 11-XX ESTABLISHING GUIDELINES FOR ENFORCING ORDINANCE 593 - CHAPTER 12.16.040 OF THE ATHERTON MUNICIPAL CODE REGARDING REQUIREMENTS FOR THE STORAGE AND REMOVAL OF RECYCLING, COMPOSTING AND GARBAGE CONTAINERS (CARTS)

RECOMMENDATION

Approve Resolution No. 11-xx establishing guidelines for enforcing Ordinance 593 – Chapter 12.16.040 of Atherton Municipal Code regarding requirements for the storage and removal of recycling, composting and garbage containers (carts)

DISCUSSION

City Council adopted an ordinance with requirements for the storage and removal of recycling, composting and garbage containers in a timely manner. The ordinance was introduced in June of 2011 and adopted in July of 2011. The purpose of the attached Resolution is to memorialize Council comments from the meeting who wanted assurance that sometime in the future we don't have a Council start citing everyone without at least some institutional knowledge that the intent was to use citation as a last resort. The use of code enforcement to enforce these rules is not a revenue generator. Rather, Town staff will work with each homeowner on an individual basis to resolve any issues and/or complaints received from neighbors. If the problem persists, a letter of caution from the City Attorney will be sent to the homeowner as a means to avoid citation. Citation will be used as a last resort only.

RESOLUTION 11-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ESTABLISHING GUIDELINES FOR ENFORCING ORDINANCE 593 -
CHAPTER 12.16.040 OF THE ATHERTON MUNICIPAL CODE REGARDING
REQUIREMENTS FOR THE STORAGE AND REMOVAL OF RECYCLING,
COMPOSTING AND GARBAGE CONTAINERS (CARTS)**

WHEREAS, the Town of Atherton adopted Ordinance 593 on July 20, 2011 which established requirements for the storage and removal of recycling, composting, and garbage containers (carts); and

WHEREAS, The Ordinance provides that containers shall not be placed adjacent to the street for collection for more than 24 hours before the day the waste materials are scheduled to be collected from the street-side of the property and that all waste containers must be removed to an appropriate storage location on the premises within 24 hours of the collection services being performed; and

WHEREAS, The City Council of the Town of Atherton adopted the ordinance as a *last resort* to voluntary compliance. Town staff will work with each homeowner on an individual basis to resolve any issues and/or complaints received from neighbors. If the problem persists, a letter of caution from the City Attorney will be sent to the homeowner as a means to avoid citation. If voluntary compliance and a letter of warning fail, the homeowner will then be cited according to the Town's citation program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton does hereby adopt the guidelines establishing enforcement of Ordinance 593 above.

* * * * *

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 this 17th day of August, 2011, by the following vote:

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

ATTEST:

James Dobbie, MAYOR
TOWN OF ATHERTON

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney