



**AMENDED AGENDA**  
**Town of Atherton**  
**CITY COUNCIL/ATHERTON CHANNEL DRAINAGE**  
**DISTRICT**  
**January 19, 2011**  
**6:15 P.M.**  
**Meeting Room**  
**Town Administrative Offices**  
91 Ashfield Road  
Atherton, California  
**Special Meeting**

**6:15 P.M.     ROLL CALL             Lewis, Dobbie, Widmer, McKeithen, Carlson**

**6:16 P.M.     PUBLIC COMMENTS**

**6:35 P.M.     PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS**

**6:36 P.M.     CLOSED SESSION**

**A.     CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED  
LITIGATION (Subsection (b) of Government Code Section 54956.9)  
Claim for refund of real property taxes – Dennis McDonnell**

**B.     CONFERENCE WITH LEGAL COUNSEL – EXISTING  
LITIGATION (Subsection (a) of Government Code Section 54956):**

*Atherton et al v. High-Speed Rail Authority Case No. 34-2008-80000022*

*Atherton et al v. High-Speed Rail Authority Case No. 34-2010-80000679*

**RECONVENE TO OPEN SESSION**

**Report of action taken.**

**6:59 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**  
**January 19, 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**

**6:42 P.M.     CLOSED SESSION**

- A.     CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED  
LITIGATION (Subsection (b) of Government Code Section 54956.9)  
Claim for refund of real property taxes – Dennis McDonnell**

**RECONVENE TO OPEN SESSION**

**Report of action taken.**

**6:59 P.M.     ADJOURN**

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**Recommendation:** Approve December 15, 2010 regular meeting, December 15 special meeting and December 22 special meeting minutes

**9. APPROVAL OF BILLS AND CLAIMS FOR DECEMBER 2010 IN THE AMOUNT OF \$1,742,937**

**Recommendation:** Approve Bills and Claims in the amount of \$1,742,937

**10. ACCEPTANCE OF MONTHLY FINANCIAL REPORT FOR THE SIX MONTHS ENDED DECEMBER 31, 2010**

**Recommendation:** Accept Monthly Financial Report

**11. ADOPT A RESOLUTION AUTHORIZING ATHERTON TO BECOME A MEMBER OF A COUNTY WIDE SUB-REGION TO ADMINISTER THE REGIONAL HOUSING NEEDS ALLOCATION FOR THE 2014-2022 HOUSING ELEMENT UPDATE**

**Report:** Town Planner Neal Martin

**Recommendation:** Approve Resolution 11-01 authorizing the Town of Atherton to become a member of a Countywide Sub-region, an entity that would locally administer ABAG's Regional Housing Needs Allocation Process as part of the regional Sustainable Communities Strategy

**12. REQUEST FOR EXTENSION OF THE DEADLINE TO COMPLETE CONSTRUCTION AT 297 POLHEMUS, ATHERTON**

**Report:** Building Official Dennis Lockard

**Recommendation:** Grant an extension of the deadline to complete construction or provide a bond or deposit until the work is completed to June 30, 2011

**13. SKIPPED INTENTIONALLY**

**14. SKIPPED INTENTIONALLY**

**15. APPROVE A CONTRACT CHANGE ORDER FOR JOS. J. ALBANESE, INC. FOR THE STREET RECONSTRUCTION 7 PROJECT NUMBER 56006 IN THE AMOUNT OF \$36,937.78**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve a Contract Change Order for Jos. J. Albanese, Inc, for the Street Reconstruction Phase 7 Project, project number 56006 in the amount of \$36,937.78

**16. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH CALTRANS FOR FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDING FOR THE VALPARAISO AVENUE AT HOOVER STREET IN-ROADWAY LIGHTED CROSSWALK PROJECT**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Adopt Resolution 11-06 authorizing the City Manager to execute agreements with Caltrans for Federal Highway Safety Improvement

Program (ARRA) Program funding for the Valparaiso Avenue at Hoover Street In-Roadway Lighted Crosswalk Project

**17. AWARD A PURCHASE ORDER TO SERRAMONTE FORD IN THE AMOUNT OF \$25,726.75 FOR THE PURCHASE OF ONE FORD F-250 PICK-UP TRUCK**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Authorize the purchase of one Ford F-250 pick-up truck from Serramonte Ford for a cost of \$25,726.75 including tax and fees

**18. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS IN THE AMOUNT OF \$11,826.38 FOR THE PROJECT NUMBER 56009**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Accept work and authorize recording of a notice of completion and approving contract change orders in the amount of \$11,826.38 for the Middlefield Road at Encinal Avenue Intersection Improvement Project Number 56009

**19. ADOPT A RESOLUTION SETTING A 10 MPH SPEED LIMIT IN ALL PUBLIC WORKS CONSTRUCTION AND MAINTENANCE ZONES**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Adopt Resolution 11-07 setting a 10 mph speed limit in all public works construction and maintenance zones

**20. APPROVE AN ARCHITECT SELECTION COMMITTEE FOR THE NEW ATHERTON LIBRARY CONCEPT PHASE**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve an ad-hoc selection committee to select an architect for the concept phase of the new Atherton Library

**21. APPROVE THE ACCEPTANCE OF A PRIVATE DONATION DESIGNATED FOR THE POLICE K-9 PROGRAM**

**Report:** Police Chief Mike Guerra

**Recommendation:** Accept a private donation of \$500 made by Mr. and Mrs. Nawas to offset the FY 2010-11 budgeted cost of deploying the Atherton Police Department's two police service dogs and provide a charitable cost letter to the donor

**22. AMEND THE TOWN'S FISCAL YEAR 2010-11 SALARY PLAN**

**Report:** City Manager John Danielson

**Recommendation:** Amend the Teamster MOU Appendix C - Salary Plan to correct the salary for the position of Parks Supervisor to reflect the salary being the same as the Public Works Supervisor.

**23. APPROVAL OF LEASE EXTENSION WITH KNOX PLAYSCHOOL INC.**

**Report:** Interim City Manager John Danielson

**Recommendation:** Approve a lease extension from February 1, 2011-August 30, 2012 with Knox Playschool, Inc. for the operation of the Playschool in Holbrook-Palmer Park

**24. CONTINUING RELATIONSHIP WITH CSG, INC. TO PROVIDE INTERIM BUILDING OFFICIAL SERVICES**

**Report:** Interim City Manager John H. Danielson

**Recommendation:** Approve the continuation of the provision of interim building official services through a contractual arrangement with CSG, INC. until a decision is made on the permanent arrangement for filling the vacant building official position

**25. APPROVAL OF CITY COUNCIL COMMITTEE ASSIGNMENTS**

**Report:** Deputy City Clerk Theresa DellaSanta

**Recommendation:** Approve Council Committee Assignments made by Mayor Dobbie

**REGULAR AGENDA - None**

**9:00 P.M. 26. COUNCIL REPORTS**

**9:30 P.M. 27. FUTURE AGENDA ITEMS**

**A. DEVELOP A LIST OF SERVICES PROVIDED BY THE POLICE DEPARTMENT**

**Report:** Mayor Dobbie & Vice Mayor Widmer

**Recommendation:** To Be Determined

**9:45 P.M. 28. PUBLIC COMMENTS**

**10:00 P.M. 29. 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](http://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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## 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 JANUARY 19, 2011**

**SUBJECT: CITY MANAGER WRITTEN REPORT**

#### **ADMINISTRATION:**

A special meeting has been set for Wednesday, January 26, 2011 at 9:00 a.m. for City Council to interview the six applicants for the legal counsel search committee. Council can choose to appoint members at this meeting or set another meeting for final appointments.

A strategic workshop has been set for Thursday, February 3<sup>rd</sup> at 1:00 p.m. in the Council Chambers. In the recent past Council has used this meeting to identify and discuss important projects and efforts and to establish City Council priorities for the year.

#### **BUILDING DEPARTMENT:**

##### **DECEMBER PERMIT ACTIVITY**

###### **December 2009**

- Permit applications received: 56
- Number of permits issued: 55
- Number of inspections: 378

###### **December 2010**

- Permit applications received: 63
- Number of permits issued: 61
- Number of inspections: 729

## **FISCAL YEAR PERMIT ACTIVITY**

### **July 2009 – December 2009**

- Permit applications received: 447
- Number of permits issued: 455
- Number of inspections: 2,399

### **July 2010 – December 2010**

- Permit applications received: 477
- Number of permits issued: 468
- Number of inspections: 3,630

## **FY10 REVENUE**

### **July 2009 – December 2009**

- Permit Fees: \$300,754.65
- Plan Check Fees: \$165,387.20
- Total Revenue: \$466,141.85

## **FY11 REVENUE**

### **July 2010 – December 2010**

- Permit Fees: \$422,330.20
- Plan Check Fees: \$257,618.00
- Total Revenue: \$679,948.20

## **FINANCE DEPARTMENT:**

As part of the continuing work on the Five-Year Financial Plan, Finance Director contacted CalPERS Actuary to request new PERS rate projection to be based on the new assumption and also met with “Bridge” Interim City Manager and Finance Committee member Alain Enthoven.

With the adoption of new labor agreement/MOU, Finance Director held lengthy conference calls with CalPERS to implement the changes made to the employer health benefits contribution for employees and annuitants. Four new resolutions are required. Due to the fact that CalPERS will not honor the new second tier retiree medical benefits vesting, the Town in the future will need to assume the administration of retirees’ medical reimbursement.

Finance Director presented the Town in attending The Cities Group Board meeting. The Cities Group is the workers’ compensation administrator for the JPA of which the Town is a member. A meeting is set for January 2011 for the Finance Director to receive update on all open claims.

Based on the recommendation from the Audit Committee and approval by the City Council, Finance Director revised the HP Park cash receipt handling procedure. All HP Park customers are to make payments at the Town Hall in person or by mail to 91 Ashfield Road. No cash or checks are to be accepted by HP Park staff. Based on the input from park and administration staff, the Administrative Office at 91 Ashfield Road is to accept payments between the hours of 8:30 a.m. to noon and 1 p.m. to 4 p.m., Monday through Friday.

### **POLICE DEPARTMENT:**

The Atherton Police Department participated in the annual Avoid the 23 DUI Campaign in San Mateo County during last year's holiday season. All law enforcement agencies within the county participated in this effort to help reduce the number of drunk drivers on the road through targeted traffic enforcement.

With the end of the 2010 calendar year, the Department has begun to analyze our annual crime data. One of our preliminary findings that we thought we would share with residents was that there was a significant reduction in burglaries. Specifically, Atherton had a 35% decrease in the number of burglaries from 2009 to 2010. For comparison, statewide in California burglaries declined 4.4% from 2008 to 2009. Atherton's reduction in burglaries suggests that the community partnership between the residents and police to prevent burglaries is working very well. The Police Department through our Crime Prevention Program and neighbor patrols contributed to this reduction along with the efforts of the Atherton community. Residents who report suspicious activity, lock their doors and windows, and use their alarm systems helped prevent burglaries in Atherton.

### **PUBLIC WORKS PROJECT UPDATES:**

- El Camino Real Crosswalks – Caltrans has prepared plans and begun installation of upgrades to the crosswalks and signing for the five crosswalks in Atherton to current MUTCD standards, including new warning signs at the crosswalks along with new crosswalk striping, including supergraphics for enhanced visibility and a yield line. Each sign installation will include either signs or paddles in the median and at the roadside, as well as new reflectors at the median ends. Town crews have trimmed vegetation and will trim more where needed for the new signs.
- Status of approved traffic projects:
  - Surrey Lane “No Parking” signs have been installed
  - Altree Court “No Parking 7-9 AM and 2-4 PM” signs will be installed by February 1
  - Oak Grove “No Right Turn 7:30-9:30 and 1:30-3:30” signs will be installed by February 4

- Atherton Avenue/Fair Oaks Lane @ El Camino Real turn lane restriping awaits dry weather, with an estimated completion mid-March. Staff is also evaluating pre-molded thermoplastic stripes to use instead of paint.
- Acorn Way at Catalpa Drive and Greenoaks Drive three-way “Stop” signs awaits dry weather for striping, with an estimated completion mid-March.
- Fletcher/Ridgeview Drainage and Reconstruction – The sewer and water districts replacement projects are completed. Town staff continues to monitor the project during the rainy season. The street replacement phase will begin in the spring.
- Street Reconstruction 7 – includes Park Lane and the right turn lane from Alejandra to El Camino Real. Park Lane paving is completed and final dressing of the swales and project clean-up is underway. The Alejandra turn lane construction is also completed.
- Hoover/Valparaiso Crosswalk –Caltrans approved the project funding for design. The consultant contract has been completed and design is underway.
- High Speed Rail –The next Technical Working Group (TWG) meeting scheduled for January 20<sup>th</sup> was postponed because the federal funding is being spent in the central valley. Work on the Peninsula corridor has slowed.
- Library – staff assisted the ALBSC to issue the Request for Proposals, conduct a pre-proposal meeting with interested architectural firms, and respond to questions. The proposals are due on January 24<sup>th</sup>, followed by a review period and interviews on February 9<sup>th</sup>. The Selection Committee’s recommendation will come to Council on February 16, and the final negotiated agreement will come to Council in March.
- Park Corporation Yard – the Town landscape consultant has begun design of a demonstration raingarden for the new corporation yard remodel. The project will be a regulated project under the new C.3 criteria, and will also meet the Town’s own drainage criteria. The corporation yard will be remodeled to include storage and bins for processing green waste. A new entrance to the east gate will be constructed to clear the Carriage House Courtyard for a beautification project.

**PLANNING DEPARTMENT:**

The following items are scheduled for review at the January 26, 2011 Planning Commission meeting;

- Discussion and recommendation to City Council on a Street Renaming Policy
- Review of an amendment to a Conditional Use Permit for a cell site at Sacred Heart Schools, 150 Valparaiso
- Amendment to the General Plan to address changes in state law.



**Draft Minutes**  
**Town of Atherton**  
**CITY COUNCIL/ATHERTON CHANNEL DRAINAGE**  
**DISTRICT**  
**December 15, 2010**  
**5:00 P.M.**  
**Meeting Room**  
**Council Chambers**  
94 Ashfield Road  
Atherton, California

Mayor McKeithen called the meeting to order at 5:00 p.m.

**ROLL CALL**      **Lewis, Dobbie, Marsala, McKeithen, Carlson**

**PUBLIC COMMENT** –

William Grindley, Atherton resident, thanked Council Member Marsala for always being aware of the Town's best interests and for helping put together a meeting in Washington with Senator David Vitter of Louisiana in which legislation was drafted to deny any funds to the High Speed Rail project

Scott Feamster, Atherton resident, thanked Council Member Marsala for working diligently in representing the entire Town and for his many years of service on Council. He added that Marsala took extra efforts to make sure Menlo Atherton performing arts center was constructed to provide a world class venue for the community to enjoy. Feamster concluded that many neighbors turned to Marsala on personal issues and Marsala always responded promptly and successfully.

Jon Buckheit, Atherton resident, thanked Council Member Marsala for his service on Council over the last eight years. Buckheit thanked Mayor McKeithen and Vice Mayor Dobbie and appreciated how they handled Town matters over the last year. Buckheit commended Marsala, McKeithen and Dobbie.

Bill Widmer, Council Member elect, thanked Council for encouraging him to run for Council. Widmer thanked all residents who supported him during his campaign and said he looks forward to getting things done.

**REGULAR AGENDA**

**1.      ADOPTION OF RESOLUTION DECLARING THE RESULTS OF NOVEMBER 2, 2010 ELECTION**

**Report:** Deputy City Clerk Theresa DellaSanta

**Recommendation:** Adopt a Resolution declaring the results of the Gubernatorial General Election to fill three full-term Council seats on November 2, 2010

Deputy City Clerk DellaSanta read the elections results from the November 2, 2010 election. The results were as follows:

Bill Widmer, 2,332 votes  
Jerry Carlson, 2,047 votes  
James Dobbie, 1,714 votes

**MOTION by Dobbie, second by Lewis to Adopt a Resolution declaring the results of the Gubernatorial General Election to fill three full-term Council seats on November 2, 2010. The motion passed.**

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

## **2. PRESENTATIONS**

### **OATH OF OFFICE – COUNCIL MEMBERS BILL WIDMER, JERRY CARLSON AND JIM DOBBIE**

Deputy City Clerk DellaSanta administered the oath of office to Council Members Bill Widmer, Jerry Carlson and Jim Dobbie.

### **PROCLAMATIONS PRESENTED TO COUNCIL MEMBER CHARLES MARSALA FOR SERVICE TO TOWN COUNCIL**

Council Member Lewis presented Council Member Marsala with a Resolution from the San Mateo County Board of Supervisors.

Mayor McKeithen presented Council Member Marsala with Resolutions from Assemblyman Ira Ruskin and Senator Joe Simitian, and Congresswoman Anna Eshoo.

Mayor McKeithen thanked Marsala for his service to the Town.

Marsala thanked everyone for their support. He said most of his experience on Council has taught him that “we are just passing through addressing what we can and being part of a solution for long term projects that we will not see completed.” Marsala said working as a team will always be a challenge and he hopes the new Council will come together quickly. Marsala thanked Council, staff and the community for a wonderful decade spent on the City Council.

### **SELECTION OF MAYOR AND VICE MAYOR**

Deputy City Clerk Theresa DellaSanta opened the nominations for the Office of Mayor.

Mayor McKeithen nominated Vice Mayor Dobbie for the Office of Mayor. Council Member Dobbie seconded the nomination.

Ayes: 5      Opposed: 0

Deputy City Clerk DellaSanta opened the nominations for the Office of Vice Mayor.

Council Member Carlson nominated Council Member Lewis for the Office of Vice Mayor. Council Member Lewis seconded the nomination.

Ayes: 2      Opposed: 2 (McKeithen, Dobbie)      Abstain: 1 (Widmer)

Mayor Dobbie nominated Council Member Widmer for the Office of Vice Mayor. Council Member McKeithen seconded the nomination.

Ayes: 3      Opposed: 2 (Carlson, Lewis)

### **OATH OF OFFICE -      Mayor and Vice Mayor**

Deputy City Clerk DellaSanta administered the oath of office to Mayor Dobbie and Vice Mayor Widmer.

### **MESSAGE FROM OUTGOING MAYOR**

Outgoing Mayor McKeithen said the during her time as Mayor the Town had several accomplishments which include the fact that the building revenue is up since the previous year, the housing element is finalized and fully certified, installation of quad gates, a pedestrian bridge and a crosswalk going to the park, completion of Fletcher drainage, and the Hoover crosswalk is proceeding. McKeithen said the Town is reviewing funding options for a new town center, and working on potentially building a new Atherton library with donor funds.

Mayor McKeithen added that the Town almost had a balanced budget and believed there is more that can be done to make sure it is balanced in the coming years. McKeithen said the Town is facing substantial unfunded medical and pension liabilities which must be resolved. She added that the Town has begun to look at a five-year financial plan and review financial issues with outsourcing.

McKeithen said the Town had a positive ruling on the first lawsuit with High Speed Rail and filed a second lawsuit to deal with potential environmental issues; the two lawsuits may end up bonded together.

McKeithen said she thinks Council is beginning to work cohesively and believes Bill Widmer will help Council move towards a positive future.

Mayor McKeithen concluded that the residents of Atherton need to become more involved and do more research in certain Town matters before creating such firm opinion. McKeithen suggested that residents get the facts first, be open-minded and share ideas before making judgments.

### **ADJOURN**

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

Mayor McKeithen adjourned the meeting at 5:44 p.m.

**Respectfully submitted,**

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**Theresa DellaSanta**  
**Deputy City Clerk**



**Draft Minutes**  
**Town of Atherton**  
**CITY COUNCIL/ATHERTON CHANNEL DRAINAGE**  
**DISTRICT**  
**December 15, 2010**  
**7:00 P.M.**  
**Meeting Room**  
**Council Chambers**  
94 Ashfield Road  
Atherton, California

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

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

**PUBLIC COMMENT** –

Jon Buckheit, Atherton resident, said individual citizens making donations to the Police Department is very bad governance because it creates the appearance of impropriety. Buckheit suggested that Council respectfully decline a donation specifically for the Police Department and request that the donation be submitted to Council to decide how to appropriate it within the Town.

**REGULAR AGENDA**

1.      **APPROVE THE ACCEPTANCE OF A PRIVATE DONATION FOR POLICE DEPARTMENT EQUIPMENT**  
**Report:** Police Chief Mike Guerra  
**Recommendation:** Authorize the acceptance of a private donation designated for the Police Department in the amount of \$60,000 from Atherton residents Laura Arrillaga-Andreessen and Marc Andreessen. This donation is specifically designated for replacing the outdated computer system and equipment in the Marked Atherton police vehicles.

Chief of Police Guerra read a statement from Laura Arrillaga-Andreessen who said she and her husband chose to donate to the Police Department because they believe that making an investment in more advanced patrol car technology and computer systems is a high leverage way to increase safety standards for the men and women who make the community safe.

Mayor McKeithen raised the concern that this could create the perception that individuals who donate to Police do not have to obey the law. She added that she would much rather have the contribution donated to the Town's General Fund.

Council Member Carlson said he is gratified for the significant support from the residents for the Police Department and suggested sending a very nice letter of thanks to the Andreessen's.

Council Member Lewis said she does not agree that it creates the perception of an ulterior motive and added that everyone should be thankful for the volunteerism in the Town. Lewis concurred with Carlson and was grateful for the donation.

Vice Mayor Widmer said it is not unusual for people to donate and allocate it for a specific service.

Mayor Dobbie asked Guerra how the resident found out that the Police needed new computers.

Guerra said that Ms. Arrillaga-Andreessen came to the Department in late 2009 to introduce herself and then asked if the Department needs anything that they can not afford. Guerra said there were other options given to Ms. Arrillaga-Andreessen but this was chosen because it was a higher ticket item that the Town could not afford.

Mayor Dobbie said there were concerns raised from other residents who want to be sure that the Police treat every resident equally.

Council Member McKeithen said she did not want to attribute to the donor any evil or underhanded intent in giving this donation. She added that there could be perception but believes the donor probably has the best of intention.

**MOTION by Dobbie, second by Carlson to authorize the acceptance of a private donation designated for the Police Department in the amount of \$60,000 from Atherton residents Laura Arrillaga-Andreessen and Marc Andreessen for replacing the outdated computer system and equipment in the Marked Atherton police vehicles and send a thank you letter to the donors. The motion passed.**

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

**ADJOURN**

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

Mayor Dobbie adjourned the meeting.

**Respectfully submitted,**

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**Theresa DellaSanta  
Deputy City Clerk**



**Draft Minutes**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**December 15, 2010**  
**7:00 p.m.**  
**TOWN COUNCIL CHAMBERS**  
94 Ashfield Road  
Atherton, California  
**REGULAR MEETING**

Mayor Dobbie called the meeting to order at 7:15 p.m.

Dobbie thanked his colleagues for electing him to the office of Mayor. Dobbie said he was born and raised in Scotland which was a very poor Country with hard working individuals who started at a very young age. “Work hard, honor your work, don’t go into debt and ensure you receive the best value for every penny you spend.” Dobbie said the Town will do very well if they follow this motto. Dobbie said the Town has substantial challenges to overcome but with the right attitudes, good planning and efficient execution of plans the Town can overcome many of these obstacles.

Dobbie asked that his colleagues and staff help make meetings more efficient by urging Council to discuss items with staff before meetings, summarize their positions, and stick to the issues.

Dobbie concluded that he would like to stabilize Town finances, create trust with Town residents, communicate openly and keep the Town as a beautiful and highly desirable place to live.

1. **PLEDGE OF ALLEGIANCE**

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

3 **PRESENTATIONS**

**PROCLAMATION PRESENTED TO BILL AWBREY**

Mayor Dobbie presented Bill Awbrey with his proclamation which he read for the record.

**PG&E – GAS TRANSMISSION AND DISTRIBUTION LINES**

Ashlee Simpson, PG&E Government Relation representative, gave the Town a presentation on natural gas transmission lines and distribution lines. [A copy of the presentation is available in the City Clerk’s office].

4. **PUBLIC COMMENTS**

Valerie Gardner, on behalf of the Environmental Programs Committee, recognized Charles Marsala and thanked him for all of his work during his tenure on Council. Gardner said Marsala is hard

working, dedicated and spent an enormous amount of time and devotion towards many accomplishments.

Jon Buckheit, Atherton resident, said he has advocated for a citizen police review board mainly because nothing has been done in regards to acknowledgements that his police report was falsified. Buckheit said that the accusation of child abuse has so much moral tribulations that even if the person is not arrested or convicted it will ruin their lives. Buckheit concluded that the fact that nothing has been done about his police report is a very big disappointment.

Carol Flaherty, Atherton resident, said Charles Marsala has worked tirelessly to tackle incredibly difficult issues during his tenure on Council. Flaherty said Marsala has an amazing capacity for detail and has the ability to offer broad perspectives. Flaherty said Marsala is a person of character, integrity and fairness. Flaherty offered her sincerest gratitude to Charles Marsala.

Charles Marsala thanked the residents, Council and staff and said Atherton is an amazing place to live and he is happy to be a part of it.

## **5. REPORT OUT OF CLOSED SESSION**

The meeting was called to order at 6:00 p.m.

Jon Buckheit, Atherton resident, said all he has ever wanted was to have his record expunged and appropriate action taken. Buckheit said he has spent an enormous amount of money to expunge his record. Buckheit has requested that Council stop the investigation that Chief Guerra has begun and begin a new investigation with a court-appointed investigator. Buckheit concluded that he is willing to reasonably resolve this case once and for all if Council is willing to appoint a neutral investigator through a judge.

Mayor Dobbie made a public announcement of items A, B & C to be taken up in closed session.

### **A. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION (Subsection (c) of Government Code Section 54956.9)**

*Two potential cases*

### **B. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION (Subsection (b) of Government Code Section 54956.9):**

*1. Jonathan B. Buckheit v. Tony Dennis, Dean DeVlugt, Anthony Kockler, The Town of Atherton, The County of San Mateo, and Jerry Carlson  
U.S. District Court for the Northern District of California, San Francisco  
Division, Case No. CV 09-5000*

### **C. PUBLIC EMPLOYEE APPOINTMENT: INTERIM CITY MANAGER (Subsection (b)(1) of Government Code Section 54957)**

City Attorney Furth reported that under Item A, Council has voted unanimously to settle a complaint brought forth by John Mattes to the Department of Fair Employment and Housing

restoring to him accrued vacation hours. Furth said the agreement will be available for inspection at Town Hall.

City Attorney Furth reported under Item C, Council approved 4-0-1 with Widmer abstaining to offer the position of Interim City Manager to John Danielson. Council has also agreed to appoint Mayor Jim Dobbie and Council Member McKeithen to an ad-hoc committee to negotiate a proposed contract with Mr. Danielson. Approval of the contract and appointment of Danielson would occur at a future Council meeting.

There was no reportable action for Item B.

## **6. CITY MANAGER'S REPORT**

Interim City Manager Nadine Levin called to Council's attention several time sensitive matters one of which is the annual Council strategic meeting which usually occurs in January.

Council Members Carlson and Lewis preferred a meeting in January. Mayor Dobbie felt January was too early and believed Council already knows their priorities.

Council Member Carlson said that holding a meeting in January would be a good time to get the new Interim City Manager up to speed on priorities.

Council Member McKeithen preferred facts and data for a strategic meeting and would like the Interim City Manager to be on board for more than a few weeks to assimilate the information.

Vice Mayor Widmer said it is in the Town's best interest to have multiple strategic meetings and develop a roadmap of key issues to work from.

Council agreed to set Thursday, February 3, 2011 as the strategic planning workshop. Mayor Dobbie requested that DellaSanta poll Council for preferable times.

Interim City Manager Levin said Council has set a joint meeting with the Finance Committee for January 13<sup>th</sup>. At the last Finance meeting members indicated they wanted Cutwater, the Town portfolio investment advisor, to come and give a presentation on a Saturday. Saturday meetings with Cutwater are not possible. Levin suggested having staff poll Council for a date. Council agreed.

Levin said the lease for the playschool in the park is due to expire in June 2011. Levin said that the next academic year is September 2011 and parents need to know by this winter if their children have a place to go. Levin said Ms. Knox is interested in a ten year lease. Levin recommended negotiating a shorter lease since the library in the park has not yet been established.

Council agreed that the Town should negotiate a short term lease. A lease amendment will be brought to Council at the January 19, 2011 meeting.

Levin said code enforcement has been receiving several complaints about individuals putting out their garbage cans early and leaving them out late. Levin said it is not unusual for municipalities to have provisions that limit and set the times that allow the Town residents to have their garbage cans out.

Council Member Carlson thanked Levin for the excellent work she has done and it has been great to have her professional service for the past two months.

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

**CONSENT CALENDAR** (Items 8-26)

Council Member Carlson removed Items 13 and 25.

Council Member McKeithen removed Items 22 and 26.

Vice Mayor Widmer removed Items 9, 12, 16, 19, 20, 21, and 23.

Mayor Dobbie removed Item 17.

8. **APPROVAL OF AMENDMENT TO OCTOBER 20 REGULAR MEETING MINUTES, NOVEMBER 6 SPECIAL MEETING, NOVEMBER 15 SPECIAL MEETING AND NOVEMBER 17, 2010 REGULAR MEETING**

**Recommendation:** Approve Amendment to October 20 Regular meeting, November 6 Special meeting, November 15 Special meeting and November 17, 2010 regular meeting minutes

10. **ACCEPTANCE OF MONTHLY FINANCIAL REPORT FOR THE FIVE MONTHS ENDED NOVEMBER 30, 2010**

**Recommendation:** Accept Monthly Financial Report

11. **ACCEPTANCE OF TREASURER'S REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2010**

**Report:** Finance Director Louise Ho

**Recommendation:** Accept the Treasurer's Report for the First Quarter Ended September 30, 2010

14. **STAFF RESPONSE TO AUDIT COMMITTEE RECOMMENDATIONS**

**Report:** Interim City Manager Nadine Levin

**Recommendation:** Accept staff's response to the Audit Committee's recommendations

15. **ROAD IMPACT FEE REPORT FOR FY 2009-2010 (AB 1600 STATE REPORTING REQUIREMENT)**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve the Road Impact Fee Report for FY 2009-2010

18. **AWARD OF CONTRACT FOR THE TREE MAINTENANCE SERVICE AGREEMENT, PROJECT NUMBER 11-53099, IN AN AMOUNT NOT TO EXCEED \$47,000**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Award the contract for the Tree Maintenance Service Agreement, Project Number 11-53009, in an amount not to exceed \$47,000 to the low bidder on the

December 15, 2010 bids and to authorize the Mayor to sign the contract on behalf of the Town.

**24. SACRED HEART SCHOOL COMMERCIAL BUILDING PLAN REVIEW  
AUTHORIZATION TO PAY CSG CONSULTANTS FOR WORK PERFORMED**

**Report:** Interim City Manager Nadine Levin

**Recommendation:** Authorize the payment of \$44,686.98 to CSG Consultants from the collected plan review fees of \$59,582.64 received from the processing of building permits for 150 Valparaiso Ave. Building A, B, C and D

**MOTION by McKeithen, second by Carlson to approve the Consent Calendar which consists of items 8, 9, 10, 11, 14, 15, 18 and 24. The motion passed unanimously with Vice Mayor Widmer abstaining from Item 8.**

**9. APPROVAL OF BILLS AND CLAIMS FOR NOVEMBER 2010 IN THE AMOUNT OF \$1,091,015**

**Recommendation:** Approve Bills and Claims in the amount of \$1,091,015

Vice Mayor Widmer questioned the travel reimbursement cost for an employee and wondered if it would have been cheaper for the employee to fly rather than drive.

Public Works Director Jones said the employee had to fly into an airport that was not near the conference and so after doing a comparative cost analysis it was cheaper to drive.

Council Member McKeithen raised concern that all Town employees are supposed to be using their Town issued credit cards and not their personal credit cards which leads to submitting for reimbursement.

**MOTION by Lewis, second by McKeithen to approve bills and claims in the amount of \$1,091,015. The motion passed unanimously.**

**12. ACCEPTANCE OF FISCAL YEAR 2009-10 BASIC FINANCIAL STATEMENTS, REPORT ON COMPLIANCE WITH THE AGREEMENT FOR DISTRIBUTION OF SAN MATEO COUNTY MEASURE A FUNDS FOR LOCAL TRANSPORTATION PURPOSE, AGREED UPON PROCEDURES REPORT ON COMPLIANCE WITH THE PROPOSITION 111 APPROPRIATIONS LIMIT, AND MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS**

**Report:** Finance Director Louise Ho

**Report:** Accept FY 2009-10 Basic Financial Statements, Report on Compliance with the Agreement for Distribution of San Mateo County Measure A Funds, Agreed Upon Procedures Report on Compliance with the Proposition 111 Appropriations Limit, and the Memorandum on Internal Control and Required Communications

Vice Mayor Widmer questioned Interim Building Official Dennis Lockard on when he anticipates completing the road impact fee refunds. Lockard said he anticipates it will be complete in the next thirty days.

**MOTION by McKeithen, second by Lewis to Accept FY 2009-10 Basic Financial Statements, Report on Compliance with the Agreement for Distribution of San Mateo County Measure A**

**Funds, Agreed Upon Procedures Report on Compliance with the Proposition 111 Appropriations Limit, and the Memorandum on Internal Control and Required Communications. The motion passed unanimously.**

**16. AMEND THE TOWN LANDSCAPE CONTRACT**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve Amendment to the current landscape contract in the amount of \$912.00 per month be added to the current contract price of \$2,083 per month for a total of \$2,995 per month for the remainder of the 2010/11 fiscal year

Vice Mayor Widmer asked if this contract would preclude the Town from doing other projects in the park.

City Manager Levin said this item is an amendment to the existing contract and it includes a provision for termination.

**MOTION by Lewis, second by McKeithen to approve Amendment to the current landscape contract in the amount of \$912.00 per month be added to the current contract price of \$2,083 per month for a total of \$2,995 per month for the remainder of the 2010/11 fiscal year. The motion passed unanimously.**

**17. AWARD A PURCHASE ORDER TO SERRAMONTE FORD IN THE AMOUNT OF \$25,726.75 FOR THE PURCHASE OF ONE FORD F-250 PICK-UP TRUCK**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Authorize the purchase of one Ford F-250 pick-up truck from Serramonte Ford for a cost of \$25,726.75 including tax and fees

Mayor Dobbie asked if the truck would be acceptable if the transmission were repaired. Jones said the truck would barely be acceptable and it might last but there is always a possibility that it will not.

Council Member Lewis asked if staff looked at used trucks. Jones said that buying new trucks for the trucks that are used on a daily basis have a lot more efficiencies.

Council Member Carlson said he will rely on staff's judgment and suggested proceeding.

Vice Mayor Widmer said it may be worthwhile to do analysis on the difference between a lease, new, and used trucks.

Council agreed to table the item until an analysis can be done.

**MOTION by Dobbie, second by McKeithen to table the item to the January 19, 2011 Council meeting. The motion passed.**

Ayes: 4      Nays: 1 (Carlson)      Abstain: 0      Absent: 0

**19. AWARD OF CONTRACT FOR THE POLICE/ADMINISTRATION ROOF REPLACEMENT PROJECT, PROJECT NUMBER 56043**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Award the contract for the Police/Administration roof replacement Project, Project Number 56043 to the low bidder on the December 15, 2010 bids, and to authorize the Mayor to sign the contract on behalf of the Town

Vice Mayor Widmer asked if this is a firm fixed price contract. Public Works Director Jones said it has estimated quantities that give estimated price.

**MOTION by McKeithen, second by Widmer to award the contract for the Police/Administration roof replacement Project, Project Number 56043 to the low bidder on the December 15, 2010 bids, and to authorize the Mayor to sign the contract on behalf of the Town. The motion passed unanimously.**

**20. APPROVE AN AGREEMENT WITH THE WEST BAY SANITARY DISTRICT**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve an agreement with the West Bay Sanitary District (WBSD)

Vice Mayor Widmer said he has concerns that the provisions for severability need to be expanded. Widmer said the Town is getting 15 year guarantees on five-year contracts. Widmer thinks there needs to be provisions that in the event a contract is terminated in five years the Town could still gain the benefit of the 15 years.

**MOTION by Dobbie, second by Widmer to approve an agreement with the West Bay Sanitary District (WBSD) and allow the City Attorney to make non-substantive changes in order to accommodate preferences for WBSD that do not diminish the Town's rights and add a general severability clause. The motion passed unanimously.**

**21. APPROVE A REQUEST FOR PROPOSALS FOR AN ARCHITECT TO PERFORM SITE PLANNING AND CONCEPTUAL DESIGN FOR A NEW ATHERTON LIBRARY**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve a Request for Proposals (RFP) for an architect to perform site planning and conceptual design for a new Atherton Library

**MOTION by McKeithen, second by Dobbie to approve a Request for Proposals (RFP) for an architect to perform site planning and conceptual design for a new Atherton Library. The motion passed unanimously.**

**22. SURPLUS AND AUCTION OF POLICE VEHICLES**

**Report:** Police Chief Mike Guerra

**Recommendation:** Authorize PD to surplus one marked police vehicle and two police motorcycles because they are no longer serviceable. Staff also recommends that the surplus vehicles be auctioned through a Town approved contractor

Council Member McKeithen asked if the Town-approved auction service company is on a bid basis and if a new company is selected annually. McKeithen question why items 22 and 26 were not done together.

Police Chief Guerra said the vendor the Police Department has been using is out of Modesto and it has been a multi-year contract. Guerra said staff is currently looking at a more efficient vendor who will take incremental pieces rather than waiting for multiple large items as the current firm does.

Council Member McKeithen asked if there should be an RFP process. Finance Director Ho said that it should be done this way in order to make sure the company that the assets are being sent to is a credible firm that will send payment.

Council Member McKeithen requested that staff look into whether the Town is following the capital assets policy and whether it could be consolidated with another local jurisdiction.

Public Works Director Jones said Redwood City competitively bid their auction and the Town worked it out with them to consolidate the auction.

**MOTION by McKeithen, second by Lewis to authorize PD to surplus one marked police vehicle and two police motorcycles because they are no longer serviceable conditioned that staff work to ensure that this can or can not be consolidated with another City and if not then staff to go out and get a competitive bid from a credible firm. The motion passed.**

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

**26. AUCTION AGREEMENT WITH FIRST CAPITOL AUCTION, INC. AND REQUEST TO AUCTION OFF SURPLUS TOWN EQUIPMENT**

**Report:** Public Works Director Duncan Jones

**Recommendation:** Approve permitting First Capitol Auction of Vallejo to pick up and auction off 15 pieces of surplus town equipment and sell at auction, per agreement

Council Member McKeithen questioned whether it is cheaper to sell at an auction then selling to a yard.

Public Works Director Jones said after speaking with Redwood City he is believes it would make more money to sell the vehicles to an auction company.

**MOTION by McKeithen, second by Carlson to approve permitting First Capitol Auction of Vallejo to pick up and auction off 15 pieces of surplus town equipment and sell at auction, per agreement. The motion passed.**

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

**23. ADOPTION OF RESOLUTION SETTING FORTH THE SALARY AND BENEFITS FOR CONFIDENTIAL EMPLOYEES FOR FISCAL YEAR 2009-10 AND 2010-11**

**Report:** Interim City Manager Nadine Levin

**Recommendation:** Adopt Resolution 10-69 setting the salary and benefits of the Town's Confidential Employees

Vice Mayor Widmer asked what the current employees earn up to this point and do they have non-contributory benefits for themselves and their families. Widmer said that if they do he is not interested in a take-away but if they do not he is not interested in a gift.

Interim City Manager Levin said the three employees in this unit will be contributing to health care and in terms of a tiered system any employees who come into the position after this resolution is passed will move into a more contributory retirement plan than current employees have.

Levin added that in regards to active employee retiree health, active employees, which consist of the three employees in the current positions, under this agreement, will begin paying 3% of their costs effective January 1, 2011. Levin said the intent is for existing employees to pay the 3% health and Council can either approve the resolution conditioned upon staff correcting the language to reflect that or the item can be tabled to the February agenda. Levin concluded that the Town will continue to pay 100% of the dental and vision costs.

**MOTION by Adopt Resolution 10-69 setting the salary and benefits of the Town's Confidential Employees based on the fact that the Town will pay 97% of the existing employees health benefit effective January 1, 2011. The motion passed.**

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

**25. REQUEST TO REIMBURSE EXPENSES FOR EXPERT PRESENTER AT THE RAIL COMMITTEE MEETING**

**Report:** Interim City Manager Nadine Levin

**Recommendation:** Consider a request to reimburse a portion of Mr. Jean-Claude Guez's travel expenses

Council Member Carlson asked Rail Committee member Greg Conlon to brief Council.

Conlon said that Jean-Claude Guez spent four days in the area meeting with the Rail Committee and the Peninsula Cities Consortium and several of the Towns State and Federal contacts and is not charging for his experience. He has 15 years experience in constructing and operating the Rail system. Conlon concluded that Guez is only seeking expense reimbursements for part of his flight.

Council Member Lewis said other experts will come forward and wondered if this would set a precedent. Council Member Carlson explained that this is special circumstances because Guez is not a volunteer.

**MOTION by Carlson, second by McKeithen to approve a \$1,000 reimbursement to Mr. Jean-Claude Guez for travel expenses. The motion passed.**

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

**PUBLIC HEARINGS (27-29)**

**27. ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ADDING CHAPTERS 15.02 AND 15.19 AND AMENDING CHAPTERS 15.04, 15.08, 15.12, 15.16, 15.18, 15.20, 15.22 AND 15.44 IN ORDER TO ADOPT BY REFERENCE THE 2010 CALIFORNIA BUILDING STANDARDS CODE, INCLUDING THE RESIDENTIAL, FIRE (BY RATIFICATION), ELECTRICAL, PLUMBING, MECHANICAL, ENERGY, HISTORICAL BUILDING, GREEN AND EXISTING BUILDING CODES AND CHAPTER 1 DIVISION II OF THE 2010 EDITION OF THE**

**CALIFORNIA BUILDING CODE AS THE ATHERTON ADMINISTRATIVE CODE**

**Report:** Interim Building Official Dennis Lockard

**Recommendation:** Adopt Ordinance 560 adding chapters 15.04, 15.08, 15.12, 15.16, 15.18, 15.20, 15.22, and 15.44 in order to adopt by reference the 2010 California Building Standards Code, including the residential, fire (by ratification), electrical, plumbing, mechanical, energy, historical building, green and existing building codes and Chapter 1 Division II of the 2010 edition of the California Building Code as the Atherton Administrative Code

**MOTION by Dobbie, second by Carlson to adopt Ordinance 560 adding chapters 15.04, 15.08, 15.12, 15.16, 15.18, 15.20, 15.22, and 15.44 in order to adopt by reference the 2010 California Building Standards Code, including the residential, fire (by ratification), electrical, plumbing, mechanical, energy, historical building, green and existing building codes and Chapter 1 Division II of the 2010 edition of the California Building Code as the Atherton Administrative Code. The motion passed.**

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

**28. ADOPTION OF AN ORDINANCE ADDING CHAPTER 17.37 TO THE ATHERTON MUNICIPAL CODE TO CREATE THE PARKER AVENUE OVERLAY DISTRICT (P) AND ADOPTION OF AN ORDINANCE AMENDING THE ZONING MAP TO TITLE 17 OF THE ATHERTON MUNICIPAL CODE TO REZONE TWENTY-TWO LEGAL LOTS ON PARKER AVENUE FROM R1-A TO R1-A (P)**

**Report:** Deputy Town Planner Lisa Costa Sanders

**Recommendation:** Adopt Ordinance 587 adding Chapter 17.37 to the Atherton Municipal Code to create the Parker Avenue Overlay District (P) and adopt Ordinance 588 amending the Zoning Map to Title 17 of the Atherton Municipal Code to rezone twenty-two legal lots on Parker Avenue in Town of Atherton from R1-A to R1-A(P) and waive further reading.

Deputy Town Planner Lisa Costa Sanders gave a brief background on Item 28.

Council Member Carlson said he was concerned that the 15 foot height would lead to flat roofs.

Costa Sanders said a single story structure can be built with a 15-foot height limit and have a pitch roof because the walls are typically going to be nine to ten feet.

Council Member Lewis said a new project on Alejandra Avenue has a front structure with a 15 foot pitch roof in front of a large side wall and it looks just fine.

Colleen Anderson, Atherton resident proposed allowing a deck over the garage which would still be lower than the second story. Anderson thanked Council for all of their hard work.

Costa Sanders said if someone were to have a flat roof on the single story portion and have a deck with a railing then the measurement would be taken from the 15 foot height limit to the top of the railing.

**MOTION by McKeithen, second by Lewis to Adopt Ordinance 587 adding Chapter 17.37 to the Atherton Municipal Code to create the Parker Avenue Overlay District (P) and adopt Ordinance**

**588 amending the Zoning Map to Title 17 of the Atherton Municipal Code to rezone twenty-two legal lots on Parker Avenue in Town of Atherton from R1-A to R1-A(P) and waive further reading. The motion passed.**

Ayes: 3      Nays: 1 (Dobbie)      Abstain:      1(Widmer)      Absent:      0

**29.      ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON AMENDING SECTIONS 17.52.030, 17.36.030, 17.32.030, 17.33.030 AND  
ADDING SECTIONS 17.32.040 D.4, 17.32.040 E.2, 17.33.040 D.3, 17.33.040 E.1,  
17.33.040 G.2, AND 17.36.060 TO THE ATHERTON MUNICIPAL CODE  
IMPLEMENTING THE ATHERTON 2007-2014 HOUSING ELEMENT**

**Report:** Deputy Town Planner Lisa Costa Sanders

**Recommendation:** Adopt Ordinance 561 amending the Town of Atherton Municipal Code Title 17. The proposed amendments would implement the recently adopted 2007-2014 Housing Element Update

Council Member McKeithen said the parking requirement seems extreme. She asked if there needs to be a parking spot for each child.

Costa Sanders said it is only for the second dwelling unit and there are no restrictions on the main residence.

Vice Mayor Widmer asked what the intent was to allow an individual to be in a dwelling that encroaches onto the back side yard.

Costa Sanders said it discussed several times by the General Plan Committee and Planning Commission and recommended by Council to pass certification.

**MOTION by McKeithen, second by Carlson to adopt Ordinance 561 amending the Town of Atherton Municipal Code Title 17. The proposed amendments would implement the recently adopted 2007-2014 Housing Element Update. The motion passed.**

Ayes: 4      Nays: 1 (Widmer)      Abstain:      0      Absent:      0

**REGULAR AGENDA (Items 30-33)**

**30.      CONSIDER REFUSE AND RECYCLING COLLECTION RATES AND PROVIDE  
DIRECTION FOR PUBLIC REVIEW PROCESS**

**Report:** Deputy Town Planner Lisa Costa Sanders

**Recommendation:** Staff and the Environmental Programs Committee recommend the City Council review the attached collection rate options and provide direction to Staff to advertise a rate increase hearing

Deputy Town Planner Costa Sanders said the current contract with Allied is due to expire on December 31, 2010 and a new contract with Recology will take effect on January 1, 2011. The new Collection Agreement with Recology includes expanded refuse and recycling services. Recycling will now be picked up weekly and will include single stream (one container for all bottles/cans/paper/cardboard) as well as new residential organics recycling (food scraps collected with green waste).

Costa Sanders said the Town increased its rates effective March 19, 2010, which resulted in nine months of increased revenue collection or an actual rate increase of 16.9%. The rate increase in 2010 was necessary due to increased operating expenses and increased disposal costs. Based on direction provided by the Environmental Programs Committee and the City Council with the last rate increase, staff requested the SBWMA prepared a progressive rate structure scenario, where the cost per gallon is adjusted for larger containers to reflect the increased costs of disposing of larger volumes of waste over time. Two proposed progressive rate structure scenarios have been prepared. The first includes a 10% premium on 64-gallon containers and a 20% premium on 96-gallon containers. This rate structure was modeled after progressive rate structures found in other SBMWA jurisdictions. The second progressive rate structure scenario holds 20-gallon containers at \$20 per month and includes a 15% premium on 64-gallon containers and a 25% premium on 96 gallon containers.

Costa Sanders concluded that staff recommends a progressive rate increase with a 10% premium on 64 gallon containers and a 20% premium on 96 gallon containers for 2011 based on direction provided at the Environmental Programs Committee to proceed with a progressive rate structure and review of other jurisdictions progressive rates to ensure consistency with local practices.

Council Member Carlson said the original projection for 2010/11 was a 25% rate increase and now it says a minimum of 38.5% increase; Carlson asked what changed. Carlson asked if there was a wage increase that was not estimated.

Kevin McCarthy, SBWMA Executive Director, said there was no change in the rate increase and it was a lower projection in the tipping fee estimates. McCarthy added that Ox Mountain added approximately 40% increase in their fees. McCarthy concluded that one employee decertified from the Teamsters and a clerical unit decided to unionize which resulted in higher wages and benefits.

Council Member McKeithen asked what the 16.9% increase in 2010 for disposal costs were compared to the new disposal cost increase. Costa Sanders said the previous increase was a “catch up” because there was no increase in several years.

McKeithen said there will be three years of increase which include the 16.9% from last year, a possible 42.5% this year and another increase next year which will not go over well with residents.

Council discussed the different scenarios presented in the staff report, specifically the recommendation from the Environmental Program Committee (EPC) who recommended 20 gallon containers are held at \$20.00 per month and the 64 gallon and 96 gallon containers be increased with a higher progressive rate.

Council Member Lewis said the EPC recommended a 20 gallon container be reduced to a low number and back fit on the larger size in an attempt to get residents to use less solid waste. Lewis added that Atherton is the largest green waste recycler on the Peninsula and it has to be paid for so it filters to the solid containers.

Vice Mayor Widmer asked if the Consumer Price Index (CPI) lowers, does the rate lower as well. McCarthy said the cost of the contractor going forward will be CPI based plus recognizing the CBA wage and benefit rate until the contract expires.

Vice Mayor Widmer asked McCarthy to confirm that the CPI is a composite rate and if in fact the composite rate goes down then the rates would go down. McCarthy said yes.

Widmer asked if the 10% franchise fee can be used to reduce the rates. Interim City Manager Levin said it currently goes into the General Fund but can be used in whatever way Council decides.

Mayor Dobbie said many people are not classified as disabled but are very old and cannot bring their cans to the curb. Dobbie said it is unfair to charge these individuals to pick up the cans from the backyard. Sanders said a doctor letter can be sent to Recology to waive the fee.

Gino Gasparini, Recology, said the \$20.00 is for the set of garbage containers included in your service but each additional green waste container will be another \$20.00.

Dobbie asked if there is recyclables such as cardboard on the ground next to the container will it be picked up as it has in the past. Gasparini said yes and added that they will reload the container and dump it.

Council Member McKeithen asked if the green waste can vary from month to month. Gasparini said it can because it is seasonal and all it would take is a phone call with start and stop service dates.

City Attorney Furth said the rate structure is constrained by a few laws and the principal one is proposition 218 which requires you to spread these costs in a way that does not unduly shift them from one person to another. So if there is a particular group or kind of collection that you think should be charged less it could be supplemented from the General Fund or you can choose to conduct a study that proves it is a rationale way for spreading costs. Furth concluded that the Town is required to make reasonable accommodations for people with disabilities and it permits us to provide extra services for people who should have them at no charge leaving it as a general cost spread amongst everybody.

Mayor Dobbie asked is a self-declaration would work for people who can not take their containers out. Furth said she will look into it.

Dobbie asked why the rates are so much higher then other cities. Gasparini said the difference is, for example, that other cities can pick up garbage for a 1,000 homes in an eight hour period and can only pick up less then half of that in Atherton because of the size of the homes.

Council Member Carlson asked if the garbage company is having to look at wage and benefits cuts for its employees. McCarthy said the SBWMA is a JPA with only eight employees and no unions so at this point there are no issues.

Costa Sanders said the cost structure looks at a total rate increase of 51.5% which completes the full pay off to Allied. Sanders added that in 2012 the Town won't have the pay off to Allied and could potentially have a surplus and may not need to raise rates at that time.

Council Member McKeithen said even if it is not a surplus it would be a very minimal increase. McKeithen said she prefers the full payment now. Dobbie agreed.

McKeithen supported a progressive rate structure with the 10% premium on 64-gallon containers and a 20% premium on 96-gallon container with a total amount due to Allied, effective March 1, 2011 and retroactive to January 1, 2011.

**MOTION by McKeithen, second by Dobbie to utilize the staff recommended rate increase with a 10% premium on 64 gallon containers and a 20% premium on 96 gallon containers that would be effective March 1, 2011 but calculated as a twelve month period, look into self-certification for the residents who are not able to carry their containers to the curb and make sure that residents know that they can get a 96 gallon container at no additional charge. Furthermore staff to look into the design of the containers and whether it holds less then it did before.**

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

Vice Mayor Widmer said he would like to see a different structure for the green waste and would like the 10% franchise fee to be considered to use in reducing rates.

**31.      UPDATE FROM AD-HOC COMMITTEE FOR LEGAL COUNSEL SELECTION AND DISCUSS RFP PROCESS FOR COMMITTEE**

**Report:** Interim City Manager Nadine Levin

**Recommendation:** Determination of date to interview resident candidates, confirm the number of resident committee members will be three or some other number; define role and expectations for the committee and its interaction with the Council

Council Member Lewis said the ad-hoc committee has complete what they were charged with doing and is seeking further direction from the entire Council. Lewis added that Council originally set the Committee to allow for three resident members and since a total of six applications were received they may want to consider expanding the Committee.

Council Member Carlson said the role and process of the Committee needs to be clearly defined. Lewis added that interviews should be held soon and a Committee should be established.

Council Member McKeithen suggested staff poll Council for a date in January.

Council Member Lewis said the rational for having residents on the committee is to allow them to do some groundwork in the vetting of applicants.

Council Member McKeithen felt Council should work side by side with the Committee throughout the entire process.

Vice Mayor Widmer suggested letting the residents start the process by coming up with a prioritized list for Council to concentrate on.

Staff will poll Council for a Council meeting in January to interview the applicants.

**32.      COUNCIL OF CITIES DECEMBER MEETING – COUNCIL GUIDANCE ON VOTING MATTERS**

**Report:** Deputy City Clerk Theresa DellaSanta

**Recommendation:** Council to give guidance direction to San Mateo County Council of Cities representative (Mayor) and alternate representative (Council Member) on voting matters at the December 17, 2010 meeting

Council Member Carlson volunteered to attend the meeting. Carlson said he will support Council Member Matsumoto from South San Francisco and Council Member Turner from Woodside.

Council agreed.

**13. ACCEPT REPORT FROM THE AUDIT COMMITTEE IN RESPONSE TO THE FY 2009-10 AUDIT REPORT**

**Report:** Finance Director Louise Ho

**Recommendation:** Accept the Audit Committee recommendations in response to the FY 2009-10 audit report

Council Member Carlson said there were certain things that were in the Auditors report that were not in the Audit Committee report and vice versa.

Carlson felt that paragraph 3 should be removed because it is a policy decision. Carlson suggested that paragraph 4 be modified to include that it needs further discussion and direction from Council before anything is finalized.

**MOTION by McKeithen, second by Dobbie to accept the Audit Committee recommendations in response to the FY 2009-10 audit report with removal of paragraph 3 and modification of paragraph 4. The motion passed.**

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

**33. APPOINTMENT OF INTERIM CITY MANAGER**

**Report:** Verbal

**Recommendation:** To Be Determined

Mayor Dobbie said that Council approved, in closed session, 4-0-1 with Widmer abstaining to offer the position of Interim City Manager to John Danielson. Council has also agreed to appoint Mayor Jim Dobbie and Council Member McKeithen to an ad-hoc committee to negotiate a proposed contract with Mr. Danielson. Approval of the contract and appointment of Danielson would occur at a future Council meeting.

**MOTION by McKeithen, second by Carlson to offer John Danielson the position of Interim City Manager and allow Mayor Dobbie and Council Member McKeithen to negotiate a contract. The motion passed unanimously.**

**34. COUNCIL REPORTS**

Nothing further to add to written reports.

**35. FUTURE AGENDA ITEMS**

None.

**36. PUBLIC COMMENTS**

None.

**37. ADJOURN**

**MOTION by Carlson, second by McKeithen to adjourn the meeting. The motion passed unanimously.**

Mayor Dobbie adjourned the meeting at 10:55 p.m.

**Respectfully submitted,**

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**Theresa DellaSanta  
Deputy City Clerk**



**Draft Minutes**  
**Town of Atherton**  
**CITY COUNCIL/ATHERTON CHANNEL DRAINAGE**  
**DISTRICT**  
**December 22, 2010**  
**8:00 A.M.**  
**Meeting Room**  
**Council Chambers**  
94 Ashfield Road  
Atherton, California  
**Special Meeting**

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

Council Member Lewis was excused.

**PUBLIC COMMENTS**

Peter Carpenter, Atherton resident encouraged Council to be transparent with the resident about their rationale and reasons for choosing the individual they chose. Carpenter said there was suspicion about the candidate and it deserves attention so the candidate will receive support of the residents.

**PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Mayor Dobbie made a public announcement of Item A to be taken up in closed session.

Council adjourned to closed session at 8:03 a.m.

**CLOSED SESSION**

- A.      PUBLIC EMPLOYEE APPOINTMENT: INTERIM CITY MANAGER  
(Subsection (b)(1) of Government Code Section 54957)**

**RECONVENE TO OPEN SESSION**

**Report of action taken.**

**REGULAR AGENDA**

- 2.      APPROVE AN AGREEMENT WITH JOHN DANIELSON/DANIELSON ASSOCIATES, INC. FOR INTERIM CITY MANAGEMENT SERVICES**  
**Report:** Mayor Jim Dobbie  
**Recommendation:** Approve an Agreement for Interim City Management Services and authorize the Mayor to execute the agreement

Council Member McKeithen said the Town did an extensive background check on John Danielson. McKeithen added that the Town has negotiated a contract that will pay Danielson

\$15,000 per month for at least 6 months. Danielson will receive no other benefits or expenses. Danielson will reside in the City Manager house at 160 Watkins Avenue.

**MOTION by Dobbie, second by Widmer to Approve an Agreement for Interim City Management Services and authorize the Mayor to execute the agreement. The motion passed unanimously.**

**1. ADOPTION OF RESOLUTION APPROVING APPOINTMENT OF INTERIM CITY MANAGER**

**Report:** Mayor Jim Dobbie

**Recommendation:** Adoption of Resolution appointing Interim City Manager

**MOTION by Dobbie, second by Widmer to adopt resolution appointing Interim City Manager John Danielson. The motion passed unanimously.**

**3. APPROVE FIRST AMENDMENT TO AGREEMENT FOR “BRIDGE” INTERIM CITY MANAGER SERVICES WITH MANAGEMENT PARTNERS, INC.**

**Report:** City Attorney

**Recommendation:** Approve First Amendment to Agreement for “Bridge” Interim City Manager Services with Management Partners, Inc.

Mayor Dobbie explained that the purpose of the amendment is to allow a slight overlap in services between the two interim City Managers to allow for a smooth transition.

**MOTION by Dobbie, second by Widmer to approve First Amendment to Agreement for “Bridge” Interim City Manager Services with Management Partners, Inc. The motion passed unanimously.**

**ADJOURN**

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

Mayor Dobbie adjourned the meeting at 8:40 a.m.

**Respectfully submitted,**

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**Theresa DellaSanta  
Deputy City Clerk**

**TOWN OF ATHERTON**  
**CLAIMS LIST DECEMBER 2010**

|                                     | <u>Amount</u> |
|-------------------------------------|---------------|
| A/P Checks (#11325-11507)           | \$ 941,610    |
| Payroll Checks (# 143-159)          | 8,371         |
| Direct Deposit - Payroll            | 412,731       |
| Electronic Transfer - A/P & Payroll | 380,225       |
| DECEMBER 2010 Total                 | 1,742,937     |

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 143-159 (payroll), and 11325-11507 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,742,937 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 143-159 (payroll), and 11325-11507 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,742,937 are true and correct and are authorized for payment.

\_\_\_\_\_  
 James Dobbie  
 Mayor, Town of Atherton

**SOURCE OF FUNDS**

|              |                           |                  |
|--------------|---------------------------|------------------|
| 101          | General Fund              | \$ 1,013,381     |
| 105          | Tennis                    | 1,469            |
| 201          | Special Parcel Tax        | 533,405          |
| 202          | Measure A                 | 3,944            |
| 210          | Road Construction Impact  | 30,161           |
| 213          | Library                   | 1,598            |
| 215          | Evan Creative Design      | 8,650            |
| 401          | GF Projects               | 9,774            |
| 403          | Atherton Channel Drainage | 1,103            |
| 614          | Workers' Compensation     | 74,516           |
| 616          | Employee Benefits         | 64,936           |
| <b>TOTAL</b> |                           | <b>1,742,937</b> |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                  | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|--------------------------------------|---------------------|
| <b>Check No: 11325</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00049</b> | <b>ALHAMBRA &amp; SIERRA SPRINGS</b> |                     |
| 4981709111710          | Water police dept 11/01/10 - 11/15/1 |                      | 11/17/2010                           | 166.68              |
|                        |                                      |                      | <b>Check Total:</b>                  | 166.68              |
| <b>Check No: 11326</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00071</b> | <b>JAVIER ANDRADE</b>                |                     |
| NOVEMBER 2010          | rt deposition parking 11/29/10 A.Ja  |                      | 11/30/2010                           | 12.50               |
|                        |                                      |                      | <b>Check Total:</b>                  | 12.50               |
| <b>Check No: 11327</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00077</b> | <b>AT&amp;T CALNET 2</b>             |                     |
| 000001790177           | 752-0600 10/27/10 - 11/26/10         |                      | 11/27/2010                           | 111.36              |
| 000001790178           | 752-8099 10/27/10 - 11/26/10         |                      | 11/27/2010                           | 503.75              |
| 000001774984           | 252-8343 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 56.60               |
| 000001774987           | 451-6689 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 66.30               |
| 000001774986           | 271-7360 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 359.57              |
| 000001774983           | 281-1953 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 97.02               |
| 000001774985           | 271-5840 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 265.68              |
| 000001774988           | 451-6690 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 179.15              |
| 000001750621           | 323-3612 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 29.78               |
| 000001750624           | 323-7653 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 28.75               |
| 000001750626           | 328-3220 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 29.51               |
| 000001749980           | 289-9297 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 15.43               |
| 000001750627           | 473-9743 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 16.29               |
| 000001750618           | 323-1014 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 29.51               |
| 000001750625           | 326-2801 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 155.07              |
| 000001750623           | 323-6452 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 15.42               |
| 000001750619           | 323-1801 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 14.13               |
| 000001750622           | 323-6131 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 114.34              |
| 000001750620           | 323-1802 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 43.50               |
| 000001750628           | 688-6500 10/10/10 - 11/09/10         |                      | 11/10/2010                           | 616.93              |
| 000001753285           | 462-1470 10/11/10 - 11/10/10         |                      | 11/10/2010                           | 22.58               |
| 000001756453           | 326-1167 10/13/10 - 11/12/10         |                      | 11/10/2010                           | 15.73               |
| 000001774989           | 451-6691 10/20/10 - 11/19/10         |                      | 11/20/2010                           | 76.60               |
|                        |                                      |                      | <b>Check Total:</b>                  | 2,863.00            |
| <b>Check No: 11328</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00241</b> | <b>CANINE TACTICAL OPERATIONS</b>    |                     |
| NOVEMBER 2010          | 9 SKIDDS/CATS class 1/25-27 D.       |                      | 11/30/2010                           | 450.00              |
|                        |                                      |                      | <b>Check Total:</b>                  | 450.00              |
| <b>Check No: 11329</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00281</b> | <b>CITY OF REDWOOD CITY</b>          |                     |
| BR25081                | Vehicle repair maint PD 9/16/10-10/  |                      | 10/31/2010                           | 2,268.56            |
| BR25108                | Fuel charges PD 09/16/10 - 10/15/10  |                      | 10/31/2010                           | 4,371.38            |
| BR25108                | Fuel charges DPW Engr 9/16-10/15/    |                      | 10/31/2010                           | 53.22               |
| BR25081                | Vehicle repair DPW Maint 9/16/10-1   |                      | 10/31/2010                           | 52.04               |
| BR25108                | Fuel charges DPW St maint 9/16-10/   |                      | 10/31/2010                           | 691.89              |
| BR25108                | Fuel charges DPW Pk maint 9/16-10/   |                      | 10/31/2010                           | 38.27               |
|                        |                                      |                      | <b>Check Total:</b>                  | 7,475.36            |
| <b>Check No: 11330</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00293</b> | <b>CLEAN SOURCE</b>                  |                     |
| 1092796-01             | Cleaner bowl                         |                      | 11/23/2010                           | 36.12               |
| 1096517-00             | Flood lights DPW Bldg maint 11/19/   |                      | 11/19/2010                           | 31.52               |
| 1098987-00             | Flood lights DPW Bldg maint 11/19/   |                      | 11/19/2010                           | 221.73              |
|                        |                                      |                      | <b>Check Total:</b>                  | 289.37              |
| <b>Check No: 11331</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00393</b> | <b>DELL MARKETING L.P.</b>           |                     |
| XF4DMN571              | Video cable, display port,Dell preci |                      | 11/02/2010                           | 22.28               |
|                        |                                      |                      | <b>Check Total:</b>                  | 22.28               |
| <b>Check No: 11332</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00465</b> | <b>EMBARCADERO PUBLISHING CO</b>     |                     |
| 10/01/2010             | City attorney search committee 10/13 |                      | 10/31/2010                           | 290.00              |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                      | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|--|---------------------|
| 10/01/2010             | Interm city Manager position 10/13/1 |                      | 10/31/2010                               | 928.00              |
| 10/01/2010             | Code enforcement officer 10/13/10    |                      | 10/31/2010                               | 928.00              |
| 10/01/2010             | Credit statement 09/30/10            |                      | 10/31/2010                               | -635.00             |
| 10/01/2010             | Legal counsel selection comm 10/13/  |                      | 10/31/2010                               | 1,160.00            |
| 10/01/2010             | Town Landscape Maintenance Servic    |                      | 10/31/2010                               | 696.00              |
| 10/01/2010             | South Meadow Irrigation &Rehab10/    |                      | 10/31/2010                               | 696.00              |
| 10/01/2010             | South Meadow Irrigation &Rehab10/    |                      | 10/31/2010                               | 696.00              |
| <b>Check Total:</b>    |                                      |                      |  | <b>4,759.00</b>     |
| <b>Check No: 11333</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00493</b> | <b>FEDERAL EXPRESS CORP</b>              |                     |
| 7-298-75123            | State unfunded mand - WQC            |                      | 11/19/2010                               | 22.68               |
| <b>Check Total:</b>    |                                      |                      |  | <b>22.68</b>        |
| <b>Check No: 11334</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00553</b> | <b>GRAINGER INC</b>                      |                     |
| 9399972794             | Chainsaw chaps                       |                      | 11/19/2010                               | 202.11              |
| 9400164472             | Latern light batteries               |                      | 11/19/2010                               | 131.36              |
| <b>Check Total:</b>    |                                      |                      |  | <b>333.47</b>       |
| <b>Check No: 11335</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00577</b> | <b>SHERMAN HALL</b>                      |                     |
| NOVEMBER 2010          | Mileage Gypies/travelers 11/18,19 S. |                      | 11/30/2010                               | 19.25               |
| <b>Check Total:</b>    |                                      |                      |  | <b>19.25</b>        |
| <b>Check No: 11336</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00617</b> | <b>HORIZON DISTRIBUTORS, INC.</b>        |                     |
| 1N032014               | Eye Hoe wood handle,scoop shovel a   |                      | 11/23/2010                               | 91.37               |
| <b>Check Total:</b>    |                                      |                      |  | <b>91.37</b>        |
| <b>Check No: 11337</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00649</b> | <b>IEDA INC</b>                          |                     |
| 1517                   | Monthly Retainer 12/01/10 - 12/31/1  |                      | 12/01/2010                               | 1,030.00            |
| <b>Check Total:</b>    |                                      |                      |  | <b>1,030.00</b>     |
| <b>Check No: 11338</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00673</b> | <b>INTERMOUNTAIN ELECTRIC CO</b>         |                     |
| 0032236                | Electrical service materials         |                      | 11/15/2010                               | 157.00              |
| 0032236                | Replaced photo-cell and global lens  |                      | 11/15/2010                               | 135.00              |
| 0032236                | Replaced 70 watt HPS ballast kit, la |                      | 11/15/2010                               | 345.00              |
| <b>Check Total:</b>    |                                      |                      |  | <b>637.00</b>       |
| <b>Check No: 11339</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00681</b> | <b>INTERSTATE TRAFFIC CONTROL PRO</b>    |                     |
| 132628                 | Signs K Marker pannel                |                      | 11/16/2010                               | 117.99              |
| <b>Check Total:</b>    |                                      |                      |  | <b>117.99</b>       |
| <b>Check No: 11340</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00689</b> | <b>IWORQ SYSTEMS, INC</b>                |                     |
| 3550                   | Iworq Internet Pavement Mgmt Dec     |                      | 11/17/2010                               | 75.00               |
| <b>Check Total:</b>    |                                      |                      |  | <b>75.00</b>        |
| <b>Check No: 11341</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00736</b> | <b>KEVIN J. HOLDEN &amp; ASSOCIATES,</b> |                     |
| 2198                   | Semi-annual HVAC servicing - Town    |                      | 11/17/2010                               | 1,588.00            |
| <b>Check Total:</b>    |                                      |                      |  | <b>1,588.00</b>     |
| <b>Check No: 11342</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00845</b> | <b>JOHN MATTES</b>                       |                     |
| NOVEMBER 2010          | Meals Policy Mgmt 11/15/10 J.Matte   |                      | 11/30/2010                               | 7.59                |
| NOVEMBER 2010          | Mileage reimb Policy Mgmt 11/15 J.   |                      | 11/30/2010                               | 18.21               |
| <b>Check Total:</b>    |                                      |                      |  | <b>25.80</b>        |
| <b>Check No: 11343</b> | <b>Check Date: 12/03/2010</b>        | <b>Vendor: 00929</b> | <b>MUNISERVICES LLC</b>                  |                     |
| T&R PLASTERING         | Bus Lic T&R Plastering 11/30/10      |                      | 11/30/2010                               | 100.00              |
| ARTISTIC TREE          | Bus Lic Artistic tree care 12/02/10  |                      | 12/02/2010                               | 150.00              |
| <b>Check Total:</b>    |                                      |                      |  | <b>250.00</b>       |

| <u>Invoice No</u>                | <u>Description</u>  | <u>Reference</u>             | <u>Invoice Date</u>                   | <u>Check Amount</u> |
|----------------------------------|---|------------------------------|---------------------------------------|---------------------|
| <b>Check No: 11344</b><br>267602 | <b>Check Date: 12/03/2010</b><br>National assoc 2011 membership J.M | <b>Vendor: 00942</b><br>NENA | 10/01/2010                            | 130.00              |
|                                  |   |                              | <b>Check Total:</b>                   | 130.00              |
| <b>Check No: 11345</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01029</b>         | <b>PETTY CASH</b>                     |                     |
| NOVEMBER 2010                    | Meals firearms inves trng 9/30/10 S.                                |                              | 11/30/2010                            | 9.90                |
| NOVEMBER 2010                    | Meals CAPE trng 8/18/10 S.Pardorla                                  |                              | 11/30/2010                            | 12.00               |
| NOVEMBER 2010                    | Meals bullet proof 9/14/10 D.Devlugt                                |                              | 11/30/2010                            | 7.43                |
| NOVEMBER 2010                    | Meals trng driving force 8/13/10 T.D                                |                              | 11/30/2010                            | 11.12               |
| NOVEMBER 2010                    | Mileage driving force 11/6/10 D.Dev                                 |                              | 11/30/2010                            | 21.05               |
| NOVEMBER 2010                    | Mileage bullet proof 9/14/10 D.Devl                                 |                              | 11/30/2010                            | 20.99               |
| NOVEMBER 2010                    | Light for range table 10/30/10 B.Mil                                |                              | 11/30/2010                            | 5.99                |
|                                  |   |                              | <b>Check Total:</b>                   | 88.48               |
| <b>Check No: 11346</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01037</b>         | <b>PG &amp; E</b>                     |                     |
| 7457969332-1/11                  | Police Dept 10/26/10 - 11/23/10                                     |                              | 11/23/2010                            | 1,758.73            |
| 3457969588-2/11                  | Signal ElCamino Ather 10/26/10-11/                                  |                              | 11/23/2010                            | 38.14               |
|                                  |   |                              | <b>Check Total:</b>                   | 1,796.87            |
| <b>Check No: 11347</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01095</b>         | <b>RAPID NOTIFY INC</b>               |                     |
| RN1499                           | Emerg Notific System renewal 01/11-                                 |                              | 11/15/2010                            | 1,650.00            |
|                                  |   |                              | <b>Check Total:</b>                   | 1,650.00            |
| <b>Check No: 11348</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01142</b>         | <b>RENNE SLOAN HOLTZMAN SAKAI LLP</b> |                     |
| 17651                            | PD Internal Investigation October 20                                |                              | 10/31/2010                            | 270.00              |
|                                  |   |                              | <b>Check Total:</b>                   | 270.00              |
| <b>Check No: 11349</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01165</b>         | <b>SACRED HEART SCHOOLS</b>           |                     |
| 150 VALPARAISO                   | Refund 150 Valparaiso Ave P#CUP1                                    |                              | 12/01/2010                            | 1,455.00            |
| 150 VALPARAISO                   | Refund 150 Valparaiso Ave P#ENV0                                    |                              | 12/01/2010                            | 5,254.54            |
|                                  |   |                              | <b>Check Total:</b>                   | 6,709.54            |
| <b>Check No: 11350</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01205</b>         | <b>SAN MATEO CNTY CHAPLAINCY</b>      |                     |
| OCTOBER 2010                     | Chaplaincy October 2010   |                              | 10/31/2010                            | 250.00              |
| NOVEMBER 2010                    | Chaplaincy November 2010  |                              | 11/30/2010                            | 250.00              |
|                                  |   |                              | <b>Check Total:</b>                   | 500.00              |
| <b>Check No: 11351</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01217</b>         | <b>SAN MATEO CNTY DEPT PUBLIC WOR</b> |                     |
| 070-11                           | Atherton Graffiti Abatement August                                  |                              | 10/24/2010                            | 712.50              |
|                                  |   |                              | <b>Check Total:</b>                   | 712.50              |
| <b>Check No: 11352</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01193</b>         | <b>SAN MATEO CNTY INFO SERV DEPT</b>  |                     |
| 1YAT11010                        | Microwave Message Switch October                                    |                              | 11/05/2010                            | 1,198.50            |
|                                  |   |                              | <b>Check Total:</b>                   | 1,198.50            |
| <b>Check No: 11353</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01257</b>         | <b>SAN MATEO REGIONAL NETWORK INC</b> |                     |
| 19216                            | Access fee T-1 service November 20                                  |                              | 11/10/2010                            | 385.00              |
|                                  |   |                              | <b>Check Total:</b>                   | 385.00              |
| <b>Check No: 11354</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01227</b>         | <b>SM CNTY HEALTH SYSTEM</b>          |                     |
| AC1011-ATHERTON                  | Contnb for FY 2010-11 Animal contr                                  |                              | 11/02/2010                            | 47,542.00           |
|                                  |   |                              | <b>Check Total:</b>                   | 47,542.00           |
| <b>Check No: 11355</b>           | <b>Check Date: 12/03/2010</b>                                       | <b>Vendor: 01238</b>         | <b>SMPCSA</b>                         |                     |
| 2011-01                          | San Mateo assoc 2011 Membership                                     |                              | 11/15/2010                            | 450.00              |
|                                  |   |                              | <b>Check Total:</b>                   | 450.00              |

| <u>Invoice No</u>      | <u>Description</u>                    | <u>Reference</u>     | <u>Invoice Date</u>                   | <u>Check Amount</u> |
|------------------------|---------------------------------------|----------------------|---------------------------------------|---------------------|
| <b>Check No: 11356</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01239</b> | <b>STEVE SNIDER</b>                   |                     |
| NOVEMBER 2010          | Meals Driver trng 11/16-11/17/10 S.   |                      | 11/30/2010                            | 26.34               |
| NOVEMBER 2010          | Milge driver trng 11/16-11/17/10 S.S  |                      | 11/30/2010                            | 47.44               |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>73.78</b>        |
| <b>Check No: 11357</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01462</b> | <b>STATE WATER RESOURCES CONTROL</b>  |                     |
| WD-0046950             | Annual permit fees 07/01/10-06/30/1   |                      | 11/16/2010                            | 3,600.00            |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>3,600.00</b>     |
| <b>Check No: 11358</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01349</b> | <b>TEAMSTERS LOCAL 856 H &amp; W</b>  |                     |
|                        | PR Batch 502 11 2010 Dental Insura    |                      | 11/17/2010                            | 6,149.00            |
| 502-11-2010            | LYNRR Batch 502 11 2010 Dental -L. Co |                      | 12/03/2010                            | 143.00              |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>6,292.00</b>     |
| <b>Check No: 11359</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01357</b> | <b>TEE'S PLUS</b>                     |                     |
| 338622                 | Sales tax payable                     |                      | 11/08/2010                            | -7.59               |
| 336465                 | Sales tax payable                     |                      | 11/11/2010                            | -4.63               |
| 336465                 | 200 oval neon erasers                 |                      | 11/11/2010                            | 68.87               |
| 338622                 | 10 Dare basketball and playground b   |                      | 11/08/2010                            | 97.59               |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>154.24</b>       |
| <b>Check No: 11360</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01361</b> | <b>TELECOMMUNICATIONS ENGINEERING</b> |                     |
| 40971                  | Mgmt/maint comm center PD Nov 20      |                      | 11/10/2010                            | 934.00              |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>934.00</b>       |
| <b>Check No: 11361</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01417</b> | <b>UNIFIRST CORPORATION</b>           |                     |
| 380 0394588            | Uniform svc DPW street maint E.Lop    |                      | 11/04/2010                            | 19.08               |
| 380 0394588            | Uniform svc DPW street maint T.Hen    |                      | 11/04/2010                            | 22.18               |
| 380 0396544            | MOPS DPW street maint 11/18/2010      |                      | 11/18/2010                            | 8.85                |
| 380 0396544            | Uniform svc DPW street maint B.But    |                      | 11/18/2010                            | 15.47               |
| 380 0396544            | Uniform svc DPW street maint J.And    |                      | 11/18/2010                            | 15.47               |
| 380 0396544            | Uniform svc DPW street maint E.Lop    |                      | 11/18/2010                            | 15.47               |
| 380 0396544            | Uniform svc DPW street maint T.Hen    |                      | 11/18/2010                            | 18.59               |
| 380 0397523            | Mats DPW street maint 11/25/2010      |                      | 11/25/2010                            | 63.60               |
| 380 0397523            | Uniform svc DPW street maint B.But    |                      | 11/25/2010                            | 15.47               |
| 380 0397523            | Uniform svc DPW street maint J.And    |                      | 11/25/2010                            | 15.47               |
| 380 0397523            | Uniform svc DPW street maint E.Lop    |                      | 11/25/2010                            | 15.47               |
| 380 0397523            | Uniform svc DPW street maint T.Hen    |                      | 11/25/2010                            | 18.59               |
| 380 0394588            | Uniform svc DPW street maint B.But    |                      | 11/04/2010                            | 19.08               |
| 380 0394588            | Uniform svc DPW street maint J.And    |                      | 11/04/2010                            | 19.08               |
| 380 0396545            | Uniform svc DPW HP Park M.Ander       |                      | 11/18/2010                            | 19.15               |
| 380 0394589            | Uniform svc DPW HP Park M.Ander       |                      | 11/04/2010                            | 19.15               |
| 380 0392667            | Uniform svc DPW HP Park M.Ander       |                      | 10/21/2010                            | 19.15               |
| 380 0397524            | Uniform svc DPW HP Park M.Ander       |                      | 11/25/2010                            | 19.23               |
| 380 0396545            | Uniform svc DPW HP Park R.Espino      |                      | 11/18/2010                            | 19.15               |
| 380 0394589            | Mats HP Park 11/04/2010               |                      | 11/04/2010                            | 67.14               |
| 380 0394589            | Uniform svc DPW HP Park R.Espino      |                      | 11/04/2010                            | 19.15               |
| 380 0396545            | Mats HP Park 11/18/10                 |                      | 11/18/2010                            | 67.14               |
| 380 0392667            | Mats HP Park 10/21/2010               |                      | 10/21/2010                            | 67.14               |
| 380 0392667            | Uniform svc DPW HP Park R.Espino      |                      | 10/21/2010                            | 19.15               |
| 380 0397524            | Mats HP Park 11/25/10                 |                      | 11/25/2010                            | 22.98               |
| 380 0397524            | Uniform svc DPW HP Park R.Espino      |                      | 11/25/2010                            | 19.23               |
|                        |                                       |                      | <b>Check Total:</b>                   | <b>659.63</b>       |
| <b>Check No: 11362</b> | <b>Check Date: 12/03/2010</b>         | <b>Vendor: 01469</b> | <b>WEST BAY SANITARY DISTRICT</b>     |                     |
| 77 ELENA               | Refund P#APW10-00041 77 Elena A       |                      | 11/29/2010                            | 598.00              |
| 84 ELENA               | Refund P#APW10-00039 84 Elena A       |                      | 11/29/2010                            | 598.00              |
| 97 ELENA               | Refund P#APW10-00040 97 Elena A       |                      | 11/29/2010                            | 598.00              |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>               | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|-----------------------------------|---------------------|
|                        |                                      |                      | <b>Check Total:</b>               | 1,794.00            |
| <b>Check No: 11363</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00657</b> | <b>IMPAC. GOVERNMENT SERVICES</b> |                     |
| 4832/11-22-10          | T.DellaSanta EOQ Jul-Sept 11/1 gift  |                      | 11/22/2010                        | 50.00               |
| 7190/11-22-10          | Meals - Calpers Educational forum -  |                      | 11/22/2010                        | 24.66               |
| 7190/11-22-10          | Lodging - Calpers Educational forum  |                      | 11/22/2010                        | 518.07              |
| 7190/11-22-10          | GASB Subscription - L.Ho             |                      | 11/22/2010                        | 205.00              |
| 7190/11-22-10          | CSMOFO membership - L.Ho 2011        |                      | 11/22/2010                        | 110.00              |
| 7190/11-22-10          | PERS PAC ann membership-L.Ho D       |                      | 11/22/2010                        | 250.00              |
| 7555/11-22-10          | Firewall VPN appliance HP Park       |                      | 11/22/2010                        | 364.99              |
| 5432/11-22-10          | 10 baton rings Police Dept           |                      | 11/22/2010                        | 141.81              |
| 5465/11-22-10          | Construction alarm subscription Nov  |                      | 11/22/2010                        | 19.95               |
| 5432/11-22-10          | Entersect monthly agreement Nov 20   |                      | 11/22/2010                        | 88.95               |
| 5432/11-22-10          | Car Washes - Police Dept vehicles    |                      | 11/22/2010                        | 210.00              |
| 0596/11-22-10          | Meals Trng Exec Develop M.Guerra     |                      | 11/22/2010                        | 8.75                |
| 0596/11-22-10          | Meals Trng Exec Develop M.Guerra     |                      | 11/22/2010                        | 9.84                |
| 0596/11-22-10          | Meals Trng Exec Develop M.Guerra     |                      | 11/22/2010                        | 10.84               |
| 0596/11-22-10          | Meals Trng Exec Develop M.Guerra     |                      | 11/22/2010                        | 7.65                |
| 0596/11-22-10          | Meals Trng Exec Develop M.Guerra     |                      | 11/22/2010                        | 2.00                |
| 0596/11-22-10          | Regis 2011 CPCA Sympos M.Guerra      |                      | 11/22/2010                        | 450.00              |
| 9610-11-22-10          | Airline tkt Mgmt trng J.Wade 11/14-  |                      | 11/22/2010                        | 69.00               |
| 9610-11-22-10          | Airline tkt trng J.Wade flight chang |                      | 11/22/2010                        | 69.00               |
| 9610-11-22-10          | Car rental Mgmt trng J.Wade 11/14-1  |                      | 11/22/2010                        | 238.07              |
| 9610-11-22-10          | Luncheon Mgmt trng J.Wade 11/15/1    |                      | 11/22/2010                        | 19.25               |
| 5432/11-22-10          | Regis suicidal caller J.ThomasS 12/2 |                      | 11/22/2010                        | 95.00               |
| 5432/11-22-10          | Regis suicidal caller S.Pardorl 12/2 |                      | 11/22/2010                        | 95.00               |
| 5432/11-22-10          | Adv dispatch upd course- J.ThomS 4/  |                      | 11/22/2010                        | 285.00              |
| 5432/11-22-10          | Regis Risk Mgmt-dispatch J.Mattes,   |                      | 11/22/2010                        | 110.00              |
| 5432/11-22-10          | Lodging J.Wade Mgmt course trng 1    |                      | 11/22/2010                        | 168.40              |
| 9610-11-22-10          | Dinner Mgmt trng J.Wade 11/15/10     |                      | 11/22/2010                        | 17.14               |
| 9610-11-22-10          | Dinner Mgmt trng J.Wade 11/16/10     |                      | 11/22/2010                        | 26.10               |
| 9610-11-22-10          | Breakfast Mgmt trng J.Wade 11/17/1   |                      | 11/22/2010                        | 16.04               |
| 9610-11-22-10          | Luncheon Mgmt trng J.Wade 11/18/1    |                      | 11/22/2010                        | 18.53               |
| 9610-11-22-10          | Luncheon Mgmt trng J.Wade 11/17/1    |                      | 11/22/2010                        | 16.04               |
| 9610-11-22-10          | Dinner Mgmt trng J.Wade 11/18/10     |                      | 11/22/2010                        | 28.10               |
| 9610-11-22-10          | Lodging Mgmt trng J.Wade 11/14-11    |                      | 11/22/2010                        | 546.42              |
| 9610-11-22-10          | Breakfast Mgmt trng J.Wade 11/19/1   |                      | 11/22/2010                        | 11.79               |
| 5432/11-22-10          | Registr Superv course R.Enberg 11/2  |                      | 11/22/2010                        | 187.00              |
| 5432/11-22-10          | File folders - Lt and Trng office PD |                      | 11/22/2010                        | 138.64              |
| 5465/11-22-10          | Toner for trailer printer Police Dep |                      | 11/22/2010                        | 530.91              |
| 7555/11-22-10          | Hard disk drive case 10-612 Police D |                      | 11/22/2010                        | 33.50               |
| 9610-11-22-10          | Gas rental car Mgmt trng J.Wade 11/  |                      | 11/22/2010                        | 5.79                |
| 9636/11-22-10          | Crime scene evidence numbers Polic   |                      | 11/22/2010                        | 214.00              |
| 9636/11-22-10          | Tool box evidence numbers Police D   |                      | 11/22/2010                        | 21.84               |
| 9636/11-22-10          | Porta potty rental-President Obama v |                      | 11/22/2010                        | 170.00              |
| 5465/11-22-10          | POTUS Detail Police Dept             |                      | 11/22/2010                        | 169.24              |
| 5465/11-22-10          | Coffee Police Dept                   |                      | 11/22/2010                        | 99.00               |
| 5465/11-22-10          | Paper plates,towel,pens,hot cup,tape |                      | 11/22/2010                        | 439.78              |
| 5432/11-22-10          | Bottled water - Pres Detail          |                      | 11/22/2010                        | 10.16               |
| 5408/11-22-10          | Light tower President Obama fnc 10/  |                      | 11/22/2010                        | 130.00              |
| 5408/11-22-10          | Public works green book publication  |                      | 11/22/2010                        | 118.73              |
| 5408/11-22-10          | Health workd physical exam - J.Andr  |                      | 11/22/2010                        | 75.00               |
| 5408/11-22-10          | Raingear - J.Andrade                 |                      | 11/22/2010                        | 93.89               |
| 5408/11-22-10          | HP Park internet fees November 201   |                      | 11/22/2010                        | 60.00               |
| 4954/11-22-10          | Pod Rental November 2010             |                      | 11/22/2010                        | 382.38              |
| 5408/11-22-10          | Urinal repair kits                   |                      | 11/22/2010                        | 45.89               |
|                        |                                      |                      | <b>Check Total:</b>               | 7,227.14            |
| <b>Check No: 11364</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00017</b> | <b>ABAG POWER PURCHASING POOL</b> |                     |
| 8003303                | 91 Ashfield - admin 10/26/10 - 11/22 |                      | 12/01/2010                        | 41.48               |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>        | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|----------------------------|---------------------|
| 8003303                | Station Lane/Town Hall 10/26/10-11/  |                      | 12/01/2010                 | 11.14               |
| 8003303                | Station Lane/Town Hall 10/26/10-11/  |                      | 12/01/2010                 | 66.85               |
| 8003303                | 91 Ashfield - PD 10/26/10 - 11/22/10 |                      | 12/01/2010                 | 70.64               |
| 8003303                | Station Lane/Town Hall 10/26/10-11/  |                      | 12/01/2010                 | 33.43               |
| 8003303                | 99 Dinken Corp Off/Stor 10/26-11/2   |                      | 12/01/2010                 | 79.48               |
| 8003303                | 150 Watkin HP Activities 10/27-11/2  |                      | 12/01/2010                 | 54.55               |
| 8003303                | 150 Watkins 10/27/10 - 11/24/10      |                      | 12/01/2010                 | 278.95              |
| 8003303                | HP Park 160 Watkins (CM) 10/27-11    |                      | 12/01/2010                 | 112.21              |
| 8003303                | Library/Dinkenspiel Ln 10/26-11/22/  |                      | 12/01/2010                 | 48.78               |
| <b>Check Total:</b>    |                                      |                      |                            | <b>797.51</b>       |
| <b>Check No: 11365</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00025</b> | <b>ACCONTEMPS</b>          |                     |
| 32183680               | Temp Dean, Hazel 11/08/10,11/12/10   |                      | 11/17/2010                 | 595.00              |
| 32255341               | Temp Dean, Hazel 09/22/10 - 09/25/   |                      | 11/30/2010                 | 1,020.00            |
| 32142807               | Temp Dean, Hazel 11/01/10 - 11/05/   |                      | 11/10/2010                 | 1,020.00            |
| <b>Check Total:</b>    |                                      |                      |                            | <b>2,635.00</b>     |
| <b>Check No: 11366</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00067</b> | <b>ART IN ACTION</b>       |                     |
| ATH ARTS COM           | Sponsor Art in action program 12/07/ |                      | 12/07/2010                 | 8,649.94            |
| <b>Check Total:</b>    |                                      |                      |                            | <b>8,649.94</b>     |
| <b>Check No: 11367</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00077</b> | <b>AT&amp;T CALNET 2</b>   |                     |
| 000001801968           | 327-3232 11/01/10 - 11/30/10         |                      | 12/01/2010                 | 15.48               |
| 000001801970           | 327-4866 11/01/10 - 11/30/10         |                      | 12/01/2010                 | 15.48               |
| 000001801969           | 327-4859 11/01/10 - 11/30/10         |                      | 12/01/2010                 | 55.17               |
| 000001801967           | 324-5396 11/01/10 - 11/30/10         |                      | 12/01/2010                 | 55.47               |
| 000001787942           | 327-8691 11/25/10 - 11/24/10         |                      | 11/25/2010                 | 15.48               |
| 000001790176           | 566-0280 10/27/10 - 11/26/10         |                      | 11/27/2010                 | 209.47              |
| 000001790175           | 330-0686 10/27/10 - 11/26/10         |                      | 11/27/2010                 | 15.50               |
| <b>Check Total:</b>    |                                      |                      |                            | <b>382.05</b>       |
| <b>Check No: 11368</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00105</b> | <b>LANCE BAYER</b>         |                     |
| DECEMBER 2010          | Confid personel inves 8/31,10/8,10/1 |                      | 12/01/2010                 | 375.00              |
| <b>Check Total:</b>    |                                      |                      |                            | <b>375.00</b>       |
| <b>Check No: 11369</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00173</b> | <b>CA CHAMBER COMMERCE</b> |                     |
| 10468615               | 2011 CA Employer posters-English,3   |                      | 12/06/2010                 | 167.43              |
| <b>Check Total:</b>    |                                      |                      |                            | <b>167.43</b>       |
| <b>Check No: 11370</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00205</b> | <b>CAL WATER SERVICE</b>   |                     |
| 62126158/11-10         | 94 Ashfield 10/5/10 - 11/2/10        |                      | 12/02/2010                 | 60.58               |
| 91512681/11-10         | 91 Ashfield 10/5/10 - 11/2/10        |                      | 12/02/2010                 | 48.58               |
| 91512699/11-10         | Station Lane Meter 10/5/10 - 11/2/10 |                      | 12/02/2010                 | 2.46                |
| 91512699/11-10         | Station Lane Meter 10/5/10 - 11/2/10 |                      | 12/02/2010                 | 14.75               |
| 91512664/11-10         | 83 Ashfield 10/5/10 - 11/2/10        |                      | 12/02/2010                 | 48.58               |
| 91512699/11-10         | Station Lane Meter 10/5/10 - 11/2/10 |                      | 12/02/2010                 | 7.37                |
| 62051509/11-10         | Alameda/Atherton 10/5/10 - 11/2/10   |                      | 12/02/2010                 | 102.78              |
| 97947324/11-10         | El Camino Real (2) 10/27/10 - 11/24/ |                      | 12/02/2010                 | 238.78              |
| 89783897/11-10         | Maple 10/5/10 - 11/02/10             |                      | 12/02/2010                 | 304.49              |
| 62061499/11/10         | El Camino Real 10/5/10 - 11/2/10     |                      | 12/02/2010                 | 58.77               |
| 62040688/11-10         | 99 Ashfield Rd 11/3/10 - 12/3/10     |                      | 12/06/2010                 | 40.15               |
| 90069321/11-10         | Station Lane 11/3/10 - 12/3/10       |                      | 12/06/2010                 | 156.87              |
| 62051537/11-10         | 150 Watkins 10/27/10 - 11/24/10      |                      | 12/02/2010                 | 142.77              |
| 6051537Fi/11-10        | 50 Watkins (Fire Pro) 11/1/10 - 11/3 |                      | 12/02/2010                 | 26.37               |
| 97127159/11-10         | 2 Station Lane 10/5/10 - 11/2/10     |                      | 12/02/2010                 | 40.58               |
| <b>Check Total:</b>    |                                      |                      |                            | <b>1,293.88</b>     |
| <b>Check No: 11371</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00249</b> | <b>CDW GOVERNMENT INC</b>  |                     |
| VPK2235                | Drobo Pro 8-Bay                      |                      | 11/16/2010                 | 1,349.13            |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                  | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|--------------------------------------|---------------------|
| VPZ0344                | Drobo pro rck mnt kit                |                      | 11/18/2010                           | 205.06              |
| VPZ0344                | Data robotics drobocare warranty     |                      | 11/18/2010                           | 539.65              |
| VPK2235                | Caviar Green Sata 2TB                |                      | 11/16/2010                           | 322.11              |
| VQT0658                | Cavier Green Sata 64 MB              |                      | 11/23/2010                           | 1,376.11            |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>3,792.06</b>     |
| <b>Check No: 11372</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00281</b> | <b>CITY OF REDWOOD CITY</b>          |                     |
| BR25246                | IT Support Novemeber 2010            |                      | 11/30/2010                           | 2,307.00            |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>2,307.00</b>     |
| <b>Check No: 11373</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00289</b> | <b>CLARK PEST CONTROL</b>            |                     |
| 0527997                | Pest control library Nov 2010        |                      | 11/26/2010                           | 95.00               |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>95.00</b>        |
| <b>Check No: 11374</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00293</b> | <b>CLEAN SOURCE</b>                  |                     |
| 1096517-01             | Fluorescent lights                   |                      | 12/02/2010                           | 103.79              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>103.79</b>       |
| <b>Check No: 11375</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00307</b> | <b>COLMA POLICE DEPARTMENT</b>       |                     |
| NOVEMBER 2010          | anner perspect tuition D.Metzg,N.Hil |                      | 11/30/2010                           | 700.00              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>700.00</b>       |
| <b>Check No: 11376</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00330</b> | <b>COMPUTER TECHNICIANS, INC</b>     |                     |
| 33142                  | Repair HP-4100 printer - Finance De  |                      | 12/13/2010                           | 327.52              |
| 33130                  | Repair HP-2430 laser printer Police  |                      | 12/04/2010                           | 99.00               |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>426.52</b>       |
| <b>Check No: 11377</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00341</b> | <b>CONTRACT SWEEPING SERVICES</b>    |                     |
| INV100001452           | Contract sweeping service November   |                      | 11/28/2010                           | 992.70              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>992.70</b>       |
| <b>Check No: 11378</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00349</b> | <b>COTTON SHIRES &amp; ASSOC INC</b> |                     |
| 113838                 | Park Ln, Alejandra Ave 8/23/10-11/2  |                      | 11/23/2010                           | 8,526.80            |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>8,526.80</b>     |
| <b>Check No: 11379</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00653</b> | <b>AARON DALUGDUG</b>                |                     |
| 188                    | Rental of a 12 channel,tape recorder |                      | 11/17/2010                           | 545.00              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>545.00</b>       |
| <b>Check No: 11380</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00393</b> | <b>DELL MARKETING L.P.</b>           |                     |
| XF5CRD9X4              | 146 GB 15K RPM Serial Attach Hot     |                      | 12/03/2010                           | 116.26              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>116.26</b>       |
| <b>Check No: 11381</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00427</b> | <b>DMS FACILITY SERVICES, INC</b>    |                     |
| RC-D063511             | Town hall/Police Dept December 201   |                      | 12/01/2010                           | 650.24              |
| RC-D063511             | Police Modular Office December 201   |                      | 12/01/2010                           | 115.70              |
| RC-D063511             | Public Works Modular December 20     |                      | 12/01/2010                           | 121.41              |
| RC-D063511             | Addition Modular December 2010       |                      | 12/01/2010                           | 154.01              |
| RC-D063511             | 99 Station Lane December 2010        |                      | 12/01/2010                           | 203.70              |
| RC-D063511             | Atherton library December 2010       |                      | 12/01/2010                           | 470.10              |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>1,715.16</b>     |
| <b>Check No: 11382</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 00449</b> | <b>DUNBAR ARMORED INC</b>            |                     |
| 2808130                | Armored car service December 2010    |                      | 12/01/2010                           | 125.06              |
| 2808130                | Maint fee/fuel subcharge December 2  |                      | 12/01/2010                           | 10.66               |
| <b>Check Total:</b>    |                                      |                      |                                      | <b>135.72</b>       |

| <u>Invoice No</u>  | <u>Description</u>   | <u>Reference</u>     | <u>Invoice Date</u>   | <u>Check Amount</u>  |
|--|--|----------------------|---|--|
| <b>Check No: 11383</b><br>143841   | <b>Check Date: 12/13/2010</b><br>Landscape maint Atherton town Dec   | <b>Vendor: 00512</b> | <b>FRANK &amp; GROSSMAN LANDSCAPE CON</b><br>12/01/2010   | 2,083.00   |
|  |  |                      | <b>Check Total:</b>   | 2,083.00   |
| <b>Check No: 11385</b><br>DECEMBER 2010  | <b>Check Date: 12/13/2010</b><br>Reimb Bldg inspector safety boots K.  | <b>Vendor: 00633</b> | <b>KENNETH HUO</b><br>12/15/2010  | 200.00   |
|  |  |                      | <b>Check Total:</b>   | 200.00   |
| <b>Check No: 11386</b><br>52 TUSCALOOSA  | <b>Check Date: 12/13/2010</b><br>Refund 52 Tuscaloosa P#29585_1  | <b>Vendor: 00686</b> | <b>IVANKO DEVELOPMENT CORP</b><br>12/14/2010  | 5,000.00   |
|  |  |                      | <b>Check Total:</b>   | 5,000.00   |
| <b>Check No: 11387</b><br>NOVEMBER 2010  | <b>Check Date: 12/13/2010</b><br>Refund citation processing fee overc  | <b>Vendor: 00747</b> | <b>EDMOND D KNIGHT</b><br>12/15/2010  | 25.00  |
|  |  |                      | <b>Check Total:</b>   | 25.00  |
| <b>Check No: 11388</b><br>22188<br>22131   | <b>Check Date: 12/13/2010</b><br>Engraved logo C.Marsala<br>Engraved plate detective G.Dere  | <b>Vendor: 00753</b> | <b>KREFELD'S AWARDS, INC</b><br>12/08/2010<br>11/30/2010  | 185.73<br>30.04  |
|  |  |                      | <b>Check Total:</b>   | 215.77   |
| <b>Check No: 11389</b><br>14017<br>14193<br>14358  | <b>Check Date: 12/13/2010</b><br>Profess land services through 8/29/1<br>Profess land services through 10/3/1<br>Profess land services through 10/31/  | <b>Vendor: 00829</b> | <b>MARK THOMAS &amp; CO INC</b><br>09/14/2010<br>10/13/2010<br>11/11/2010   | 21,304.28<br>26,182.50<br>3,850.00   |
|  |  |                      | <b>Check Total:</b>   | 51,336.78  |
| <b>Check No: 11390</b><br>25571<br>25571   | <b>Check Date: 12/13/2010</b><br>CAFR and Memorandum on Internal<br>CAFR and Memorandum on Internal  | <b>Vendor: 00857</b> | <b>MAZE &amp; ASSOCIATES</b><br>12/13/2010<br>12/13/2010  | 356.72<br>700.00   |
|  |  |                      | <b>Check Total:</b>   | 1,056.72   |
| <b>Check No: 11391</b><br>LUKE TREE CARE<br>JOHNSONS TREE  | <b>Check Date: 12/13/2010</b><br>Bus Lic Luke's tree care 12/06/10<br>Bus Lic Johnsons tree service 12/06/   | <b>Vendor: 00929</b> | <b>MUNISERVICES LLC</b><br>12/06/2010<br>12/06/2010   | 150.00<br>150.00   |
|  |  |                      | <b>Check Total:</b>   | 300.00   |
| <b>Check No: 11392</b><br>1090<br>1090<br>1090<br>1091<br>1093   | <b>Check Date: 12/13/2010</b><br>Sacred Heart 10/01/10 - 10/31/10<br>Menlo School 10/01/10 - 10/31/10<br>Planning services 10/01/10 - 10/31/1<br>Housing Element 10/01/10 - 10/31/1<br>Library relocation 10/01/10 - 10/31/  | <b>Vendor: 00941</b> | <b>NEAL MARTIN &amp; ASSOCIATES</b><br>10/31/2010<br>10/31/2010<br>10/31/2010<br>10/31/2010<br>10/31/2010   | 3,379.13<br>602.00<br>18,497.32<br>1,316.88<br>514.76                        |
|  |  |                      | <b>Check Total:</b>   | 24,310.09  |
| <b>Check No: 11393</b><br>543021035001<br>543021035001<br>543021035001<br>543021048001<br>543199513001<br>543021035001<br>543021035001<br>543021035001<br>543021035001 | <b>Check Date: 12/13/2010</b><br>Tape, audio<br>Paper, cartridge, tape, pad<br>Calendar, planner<br>Refill, paper, line, class<br>Planner, mth, reclg<br>Paper, planner, desk pad, calendar<br>Paper, sponge, stapler<br>Ink cartridge, calendar<br>Calendar, highlighter, ink | <b>Vendor: 00977</b> | <b>OFFICE DEPOT</b><br>12/01/2010<br>12/01/2010<br>12/01/2010<br>12/01/2010<br>12/02/2010<br>12/01/2010<br>12/01/2010<br>12/01/2010<br>12/01/2010 | 9.57<br>72.80<br>17.92<br>4.39<br>9.96<br>186.76<br>159.39<br>46.58<br>75.26 |
|  |  |                      | <b>Check Total:</b>   | 582.63   |
| <b>Check No: 11394</b><br>1359/NOV-2010  | <b>Check Date: 12/13/2010</b><br>Keyless socket, nipple-DPW Bldg M   | <b>Vendor: 00993</b> | <b>ORCHARD SUPPLY HARDWARE</b><br>11/24/2010  | 25.30  |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                       | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|---|---------------------|
| 1359/NOV 2010          | Lights DPW Bldg Maint                |                      | 11/24/2010                                | 48.44               |
| 1359/NOV 2010          | Plastic buckets,tripod,tape measure  |                      | 11/24/2010                                | 111.36              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>185.10</b>       |
| <b>Check No: 11395</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01004</b> | <b>P.F. PETTIBONE &amp; CO</b>            |                     |
| 21706                  | Historical minutes and resolution bo |                      | 11/30/2010                                | 440.45              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>440.45</b>       |
| <b>Check No: 11396</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01025</b> | <b>PENINSULA UNIFORMS &amp; EQUIPMENT</b> |                     |
| 59374                  | Name Patch,pants,shirts R.Enberg     |                      | 11/20/2010                                | 340.42              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>340.42</b>       |
| <b>Check No: 11397</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01037</b> | <b>PG &amp; E</b>                         |                     |
| 9531312943-9/1093      | Dinkelspiel Station 10/26/10-11/2    |                      | 11/24/2010                                | 157.97              |
| 8671355582-8/10        | Traffic control svc 11/4/10-11/24/10 |                      | 11/24/2010                                | 21.13               |
| 9291302548-9/10        | Corp office storage 10/26/10-11/23/1 |                      | 11/24/2010                                | 79.15               |
| 9166302556-6/10        | Atherton Library 10/26/10-11/23/10   |                      | 11/24/2010                                | 428.94              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>687.19</b>       |
| <b>Check No: 11398</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01061</b> | <b>BRUCE POTTS</b>                        |                     |
| DECEMBER 201           | Reimb Dare Supplies, photo print B.  |                      | 12/09/2010                                | 556.27              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>556.27</b>       |
| <b>Check No: 11399</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01113</b> | <b>RECALL SECURE DESTRUCTION SERV</b>     |                     |
| 2303036078             | Shred documents PD 10/22/10 - 11/1   |                      | 11/20/2010                                | 89.48               |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>89.48</b>        |
| <b>Check No: 11400</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01142</b> | <b>RENNE SLOAN HOLTZMAN SAKAI LLP</b>     |                     |
| 17753                  | PD Internal Investigation November   |                      | 11/30/2010                                | 885.00              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>885.00</b>       |
| <b>Check No: 11401</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01145</b> | <b>REPUBLIC ITS</b>                       |                     |
| 1011534                | Traffic signal maint Nov 2010        |                      | 12/01/2010                                | 314.01              |
| 1011533                | Non Contract extras Nov 2010         |                      | 12/01/2010                                | 1,116.32            |
| 1011533                | Encinal call outs and repairs Nov 20 |                      | 12/01/2010                                | 401.18              |
| 21530                  | Traffic signal turn middlefield,Enci |                      | 11/24/2010                                | 80.24               |
| 1011533                | Encinal call outs and repairs Nov 20 |                      | 12/01/2010                                | 593.04              |
| 21530                  | Traffic signal turn middlefield,Enci |                      | 11/24/2010                                | 118.60              |
| 1011533                | Encinal call outs and repairs Nov 20 |                      | 12/01/2010                                | 401.18              |
| 21530                  | Traffic signal turn middlefield,Enci |                      | 11/24/2010                                | 80.24               |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>3,104.81</b>     |
| <b>Check No: 11402</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01159</b> | <b>ROGER REYNOLDS NURSERY</b>             |                     |
| 687154                 | Plant trees for Park                 |                      | 11/30/2010                                | 180.04              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>180.04</b>       |
| <b>Check No: 11403</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01165</b> | <b>SACRED HEART SCHOOLS</b>               |                     |
| 150 VALPARAISO         | fund 150 Valparaiso P#393            |                      | 12/13/2010                                | 2,000.00            |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>2,000.00</b>     |
| <b>Check No: 11404</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01212</b> | <b>SAN MATEO CNTY CONTROLLERS OFF</b>     |                     |
| NOV 2010               | Allocation of parking penalties Nov  |                      | 12/01/2010                                | 392.20              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>392.20</b>       |
| <b>Check No: 11405</b> | <b>Check Date: 12/13/2010</b>        | <b>Vendor: 01225</b> | <b>SAN MATEO CNTY ENVIRONMENTAL H</b>     |                     |
| 196622                 | 99 Station Ln Public Works Corp 12/  |                      | 12/01/2010                                | 600.00              |
|                        |                                      |                      | <b>Check Total:</b>                       | <b>600.00</b>       |

| <u>Invoice No</u>                       | <u>Description</u>   | <u>Reference</u> | <u>Invoice Date</u>                          | <u>Check Amount</u> |
|---|--|------------------|--|---------------------|
| Check No: 11406<br>CI10-0074            | Check Date: 12/13/2010<br>Excel 2007 Introduction J.Mattes     | Vendor: 01226    | SAN MATEO CNTY HUMAN RESOURCE<br>12/01/2010  | 105.00              |
|   |  |                  | Check Total:                                 | 105.00              |
| Check No: 11407<br>8651                 | Check Date: 12/13/2010<br>FY10-11 Coyote point range svc 1st   | Vendor: 01237    | SAN MATEO CNTY SHERIFF'S OFFIC<br>11/19/2010 | 900.00              |
|   |  |                  | Check Total:                                 | 900.00              |
| Check No: 11408<br>DECEMBER 2010        | Check Date: 12/13/2010<br>Duncheon trng mgrs assoc J.Frew      | Vendor: 01243    | SAN MATEO CNTY TRAINING MANAGE<br>12/09/2010 | 40.00               |
|   |  |                  | Check Total:                                 | 40.00               |
| Check No: 11409<br>AR309106             | Check Date: 12/13/2010<br>Sales tax 09/19/10 - 03/18/11        | Vendor: 01289    | SHARP ELECTRONICS CORPORATION<br>09/27/2010  | 17.19               |
|   |  |                  | Check Total:                                 | 17.19               |
| Check No: 11410<br>130538811-036        | Check Date: 12/13/2010<br>Mobile Data Comm PD 10/26/10 - 1     | Vendor: 01313    | SPRINT<br>11/29/2010                         | 440.50              |
|   |  |                  | Check Total:                                 | 440.50              |
| Check No: 11411<br>PR Batch 501 12 2010 | Check Date: 12/13/2010<br>Teamsters Du                         | Vendor: 01353    | TEAMSTERS UNION LOCAL 856<br>12/01/2010      | 374.78              |
|   |  |                  | Check Total:                                 | 374.78              |
| Check No: 11412<br>17256                | Check Date: 12/13/2010<br>Citation processing Oct and Nov 201  | Vendor: 01401    | TURBO DATA SYSTEMS INC<br>11/30/2010         | 51.51               |
|   |  |                  | Check Total:                                 | 51.51               |
| Check No: 11413<br>052684-01- P-04      | Check Date: 12/13/2010<br>Reimb for stamp stock short          | Vendor: 01437    | USPS<br>12/15/2010                           | 91.97               |
|   |  |                  | Check Total:                                 | 91.97               |
| Check No: 11414<br>0926221004           | Check Date: 12/13/2010<br>Bldg Dept 10/22/10 - 11/21/10        | Vendor: 01445    | VERIZON WIRELESS<br>11/21/2010               | 133.15              |
| 0926221004                              | Police Dept 10/22/10 - 11/21/10                                |                  | 11/21/2010                                   | 576.03              |
| 0926221004                              | DPW Engr 10/22/10 - 11/21/10                                   |                  | 11/21/2010                                   | 124.41              |
| 0926221004                              | DPW Street maint 10/22/10 - 11/21/1                            |                  | 11/21/2010                                   | 202.46              |
| 0926221004                              | DPW Park maint 10/22/10 - 11/21/10                             |                  | 11/21/2010                                   | 36.22               |
| 0926221004                              | DPW Park Program 10/22/10 - 11/21                              |                  | 11/21/2010                                   | 72.46               |
|   |  |                  | Check Total:                                 | 1,144.73            |
| Check No: 11415<br>869016477011         | Check Date: 12/13/2010<br>Motorcycle fuel November 2010        | Vendor: 01453    | VOYAGER FLEET SYSTEMS INC.<br>11/24/2010     | 13.14               |
|   |  |                  | Check Total:                                 | 13.14               |
| Check No: 11416<br>95374655             | Check Date: 12/13/2010<br>Rent PD Modular 11/29/10 - 12/28/1   | Vendor: 01273    | WILLIAMS SCOTSMAN, INC<br>11/29/2010         | 721.63              |
|   |  |                  | Check Total:                                 | 721.63              |
| Check No: 11417<br>T8320                | Check Date: 12/13/2010<br>K-9 training maint Lotty, Rex Nov 20 | Vendor: 01477    | WITMER-TYSON IMPORTS INC<br>12/01/2010       | 560.09              |
|   |  |                  | Check Total:                                 | 560.09              |
| Check No: 11418<br>refund deposit       | Check Date: 12/13/2010<br>ATA Venture Manage                   | Vendor: AR-ATA   | ATA VENTURE MANAGEMENT, LLC<br>12/13/2010    | 500.00              |
|   |  |                  | Check Total:                                 | 500.00              |

| <u>Invoice No</u>      | <u>Description</u>                  | <u>Reference</u>       | <u>Invoice Date</u>                   | <u>Check Amount</u> |
|------------------------|-------------------------------------|------------------------|---------------------------------------|---------------------|
| <b>Check No: 11419</b> | <b>Check Date: 12/13/2010</b>       | <b>Vendor: AR-Thom</b> | <b>JOANNE THOMPSON</b>                |                     |
|                        | refund deposit Joanne Thompson      |                        | 12/13/2010                            | 1,000.00            |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>1,000.00</b>     |
| <b>Check No: 11420</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00009</b>   | <b>A-A LOCK &amp; ALARM INC</b>       |                     |
| 213647                 | Removed and replaced one cabinet lo |                        | 12/06/2010                            | 174.64              |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>174.64</b>       |
| <b>Check No: 11421</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00025</b>   | <b>ACCONTEMPS</b>                     |                     |
| 32060853               | Temp Dean, Hazel 10/18/10 - 10/22/  |                        | 10/27/2010                            | 1,360.00            |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>1,360.00</b>     |
| <b>Check No: 11422</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00035</b>   | <b>ADVANTAGE: PRINT, MARKETING AN</b> |                     |
| 43938                  | Business cards G.Dere               |                        | 12/08/2010                            | 92.33               |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>92.33</b>        |
| <b>Check No: 11423</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00037</b>   | <b>AFLAC</b>                          |                     |
|                        | PR Batch 502 11 2010 AFLAC Acci     |                        | 11/17/2010                            | 208.68              |
|                        | PR Batch 502 11 2010 AFLAC Canc     |                        | 11/17/2010                            | 159.75              |
|                        | PR Batch 502 11 2010 AFLAC Dent     |                        | 11/17/2010                            | 90.41               |
|                        | PR Batch 502 11 2010 AFLAC Hosp     |                        | 11/17/2010                            | 76.76               |
|                        | PR Batch 502 11 2010 AFLAC Inten    |                        | 11/17/2010                            | 24.39               |
|                        | PR Batch 502 11 2010 AFLAC Life     |                        | 11/17/2010                            | 34.14               |
|                        | PR Batch 502 11 2010 AFLAC Pers     |                        | 11/17/2010                            | 22.29               |
|                        | PR Batch 502 11 2010 AFLAC Speci    |                        | 11/17/2010                            | 50.24               |
|                        | PR Batch 502 11 2010 AFLAC-STD      |                        | 11/17/2010                            | 41.35               |
|                        | PR Batch 501 12 2010 AFLAC Acci     |                        | 12/01/2010                            | 208.68              |
|                        | PR Batch 501 12 2010 AFLAC Canc     |                        | 12/01/2010                            | 159.75              |
|                        | PR Batch 501 12 2010 AFLAC Dent     |                        | 12/01/2010                            | 90.41               |
|                        | PR Batch 501 12 2010 AFLAC Hosp     |                        | 12/01/2010                            | 76.76               |
|                        | PR Batch 501 12 2010 AFLAC Inten    |                        | 12/01/2010                            | 24.39               |
|                        | PR Batch 501 12 2010 AFLAC Life     |                        | 12/01/2010                            | 34.14               |
|                        | PR Batch 501 12 2010 AFLAC Pers     |                        | 12/01/2010                            | 22.29               |
|                        | PR Batch 501 12 2010 AFLAC Speci    |                        | 12/01/2010                            | 50.24               |
|                        | PR Batch 501 12 2010 AFLAC-STD      |                        | 12/01/2010                            | 41.35               |
| 058985                 | PR Batch 502 11 L.Colliau adj       |                        | 12/10/2010                            | 37.56               |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>1,453.58</b>     |
| <b>Check No: 11424</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00061</b>   | <b>APPLIED MICROFILM SYSTEMS INC</b>  |                     |
| 12/03/10               | Maint canon NP680 reader-printer    |                        | 12/03/2010                            | 950.00              |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>950.00</b>       |
| <b>Check No: 11425</b> | <b>Check Date: 12/22/2010</b>       | <b>Vendor: 00077</b>   | <b>AT&amp;T CALNET 2</b>              |                     |
| 000001819158           | 325-2677 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 15.38               |
| 000001818778           | 328-3220 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 29.63               |
| 000001818777           | 326-2801 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 155.15              |
| 000001818780           | 688-6500 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 616.85              |
| 000001818770           | 323-1014 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 29.63               |
| 000001818776           | 323-7653 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 28.90               |
| 000001818771           | 323-1801 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 14.19               |
| 000001818779           | 473-9743 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 16.59               |
| 000001818773           | 323-3612 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 29.91               |
| 000001818775           | 323-6452 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 15.48               |
| 000001818774           | 323-6131 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 107.93              |
| 000001818772           | 323-1802 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 43.74               |
| 000001818141           | 289-9297 11/10/10 - 12/09/10        |                        | 12/10/2010                            | 15.49               |
|                        |                                     |                        | <b>Check Total:</b>                   | <b>1,118.87</b>     |

| <u>Invoice No</u>  | <u>Description</u>  | <u>Reference</u> | <u>Invoice Date</u>  | <u>Check Amount</u>  |
|--|---|------------------|--|--|
| Check No: 11426<br>BP09-00726  | Check Date: 12/22/2010<br>Batch#ATH058, Rfnd#58 139 James   | Vendor: 00106    | RICHARD B BAXTER<br>11/30/2010   | 1,462.60   |
|  |   |                  | Check Total:   | 1,462.60   |
| Check No: 11427<br>BP09-00625<br>BP09-00625  | Check Date: 12/22/2010<br>Batch#ATH060,Rfnd#60 3 Odell Pla<br>Batch#ATH060,Rfnd#60 3 Odell Pla  | Vendor: 00138    | RODNEY D BOGHASIAN<br>12/01/2010<br>12/01/2010   | 147.58<br>200.32   |
|  |   |                  | Check Total:   | 347.90   |
| Check No: 11428<br>10479923  | Check Date: 12/22/2010<br>CA Employer posters Spanish   | Vendor: 00173    | CA CHAMBER COMMERCE<br>12/10/2010  | 37.43  |
|  |   |                  | Check Total:   | 37.43  |
| Check No: 11429<br>DECEMBER 2010   | Check Date: 12/22/2010<br>Consulting service HSR 11/18/10-12/   | Vendor: 00227    | CAPITOL ADVOCATES, INCORPORATE<br>12/18/2010   | 5,070.00   |
|  |   |                  | Check Total:   | 5,070.00   |
| Check No: 11430<br>JUL-DEC 2010<br>JUL-DEC 2010  | Check Date: 12/22/2010<br>Workers Compensation 7/1/10 - 12/3<br>Safety/Compliance prog 7/1/10 - 12/3  | Vendor: 00261    | THE CITIES GROUP<br>12/09/2010<br>12/09/2010   | 71,073.66<br>3,442.67  |
|  |   |                  | Check Total:   | 74,516.33  |
| Check No: 11431<br>BR25215<br>BR25175<br>BR25215<br>BR25215<br>BR25175<br>BR25215<br>BR25215 | Check Date: 12/22/2010<br>Fuel charges Bldg 10/16/10-11/15/10<br>Vehicle repair Pd 10/16/10-11/15/10<br>Fuel charges Pd 10/16/10-11/15/10<br>Fuel charges Dpw engr 10/16-11/15/<br>Vehicle repair Dpw maint 10/16-11/1<br>Fuel charges Street maint 10/16-11/1<br>Fuel charges Pk maint 10/16/10-11/1 | Vendor: 00281    | CITY OF REDWOOD CITY<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010 | 43.88<br>1,332.83<br>4,303.67<br>61.10<br>255.54<br>1,122.26<br>132.28 |
|  |   |                  | Check Total:   | 7,251.56   |
| Check No: 11432<br>5   | Check Date: 12/22/2010<br>CMRTA Membership 1/1-12/31/201  | Vendor: 00297    | CMRTA<br>12/15/2010  | 50.00  |
|  |   |                  | Check Total:   | 50.00  |
| Check No: 11433<br>11-26   | Check Date: 12/22/2010<br>20 Sworn Personnel 2011 Calendar  | Vendor: 00374    | CRITICAL REACH<br>12/10/2010   | 265.00   |
|  |   |                  | Check Total:   | 265.00   |
| Check No: 11434<br>14068A  | Check Date: 12/22/2010<br>Invest advisory service 11/1/10-11/3  | Vendor: 00384    | CUTWATER INVESTOR SERVICES COR<br>12/15/2010   | 1,000.00   |
|  |   |                  | Check Total:   | 1,000.00   |
| Check No: 11435<br>2011 ELEC FOR   | Check Date: 12/22/2010<br>2011 CA Election form-loose leaf ver  | Vendor: 00415    | DFM ASSOCIATES<br>12/10/2010   | 53.26  |
|  |   |                  | Check Total:   | 53.26  |
| Check No: 11436<br>DECEMBER 2011<br>DECEMBER 2011  | Check Date: 12/22/2010<br>Lunch Suprv Crse R.Enberg 11/30-1<br>Lunch Suprv Course R.Enberg 12/7-  | Vendor: 00473    | RICK ENGERG<br>12/16/2010<br>12/16/2010  | 33.70<br>14.71   |
|  |   |                  | Check Total:   | 48.41  |
| Check No: 11437<br>012408  | Check Date: 12/22/2010<br>Sewage pump replacement   | Vendor: 00482    | EPS, INC<br>10/28/2010   | 1,575.00   |
|  |   |                  | Check Total:   | 1,575.00   |

| <u>Invoice No</u> | <u>Description</u>                   | <u>Reference</u> | <u>Invoice Date</u>     | <u>Check Amount</u> |
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| Check No: 11438   | Check Date: 12/22/2010               | Vendor: 00501    | FIRST CHOICE SERVICES   |                     |
| 338831            | Coffee Admin 12/14/10                |                  | 12/16/2010              | 35.08               |
| 338332            | Coffee Bldg Dept 12/13/10            |                  | 12/16/2010              | 54.67               |
|                   |                                      |                  | Check Total:            | 89.75               |
| Check No: 11439   | Check Date: 12/22/2010               | Vendor: 00429    | ZELINGER GIROUARD       |                     |
| DECEMBER 21       | Refund 41 Irving Ave P#ENV10-000     |                  | 12/21/2010              | 2,000.00            |
| DECEMBER 21       | Refund 41 Irving Ave P#HTR10-000     |                  | 12/21/2010              | 2,000.00            |
|                   |                                      |                  | Check Total:            | 4,000.00            |
| Check No: 11440   | Check Date: 12/22/2010               | Vendor: 00331    | M JEAN-CLAUDE GUEZ      |                     |
| CA HSR ROADSHOW   | Exp J.Guez 12/06/00 - 12/12/10       |                  | 12/16/2010              | 1,000.00            |
|                   |                                      |                  | Check Total:            | 1,000.00            |
| Check No: 11441   | Check Date: 12/22/2010               | Vendor: 00574    | HF&H CONSULTANTS, LLC   |                     |
| 9709610           | Atherton garbage rate scenario Jan 2 |                  | 02/08/2010              | 15,000.00           |
|                   |                                      |                  | Check Total:            | 15,000.00           |
| Check No: 11442   | Check Date: 12/22/2010               | Vendor: 00605    | LOUISE HO               |                     |
| DECEMBER 2011     | Mileage league of CA cities seminar  |                  | 12/18/2010              | 91.70               |
|                   |                                      |                  | Check Total:            | 91.70               |
| Check No: 11443   | Check Date: 12/22/2010               | Vendor: 00741    | KIMLEY-HORN & ASSOC INC |                     |
| 4292773           | Atherton traffic surveys- Oct 31 20  |                  | 10/31/2010              | 2,356.00            |
|                   |                                      |                  | Check Total:            | 2,356.00            |
| Check No: 11444   | Check Date: 12/22/2010               | Vendor: 00821    | MANAGEMENT PARTNERS INC |                     |
| 4544              | Interim city mgmt N.Levin 11/19-11/2 |                  | 12/06/2010              | 6,821.88            |
|                   |                                      |                  | Check Total:            | 6,821.88            |
| Check No: 11445   | Check Date: 12/22/2010               | Vendor: 00833    | TIM MARKS               |                     |
| DECEMBER 2011     | Lunch defensive tactics T.Marks 12/3 |                  | 12/16/2010              | 23.29               |
| DECEMBER 2011     | Lunch driving simulator T.Marks 12/  |                  | 12/16/2010              | 11.91               |
| DECEMBER 2011     | Mileage defensive tactic T.Marks 12/ |                  | 12/16/2010              | 7.00                |
|                   |                                      |                  | Check Total:            | 42.20               |
| Check No: 11446   | Check Date: 12/22/2010               | Vendor: 00929    | MUNISERVICES LLC        |                     |
| 0000023677        | RIF refund claim processing service  |                  | 12/10/2010              | 15,000.00           |
|                   |                                      |                  | Check Total:            | 15,000.00           |
| Check No: 11447   | Check Date: 12/22/2010               | Vendor: 01001    | PACIFIC PENINSULA GROUP |                     |
| BP09-00701        | Batch#ATH075,Rfnd#75 33 Spencer      |                  | 12/07/2010              | 7,320.10            |
| BP09-00702        | Batch#ATH075,Rfnd#75 33 Spencer      |                  | 12/07/2010              | 1,803.40            |
| BP09-00762        | Batch#ATH075,Rfnd#75 6 Cowell la     |                  | 12/07/2010              | 3,635.20            |
|                   |                                      |                  | Check Total:            | 12,758.70           |
| Check No: 11448   | Check Date: 12/22/2010               | Vendor: 00996    | PALECEK REVOCABLE TRUST |                     |
| BP09-00664        | Batch#ATH055, Rfnd#55 91 Mandar      |                  | 11/30/2010              | 433.10              |
|                   |                                      |                  | Check Total:            | 433.10              |
| Check No: 11449   | Check Date: 12/22/2010               | Vendor: 01010    | PARAVARTI CONSTRUCTION  |                     |
| BP09-00716        | Batch#ATH056, Rfnd#56 133 Athert     |                  | 11/30/2010              | 1,917.00            |
|                   |                                      |                  | Check Total:            | 1,917.00            |
| Check No: 11450   | Check Date: 12/22/2010               | Vendor: 01026    | RICHARD J PIKE          |                     |
| BP09-00679        | Batch#ATH59, Rfnd#59 80 Parker A     |                  | 11/30/2010              | 376.30              |
|                   |                                      |                  | Check Total:            | 376.30              |

| <u>Invoice No</u>  | <u>Description</u>   | <u>Reference</u> | <u>Invoice Date</u>   | <u>Check Amount</u>                                  |
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| Check No: 11451<br>BP09-00674  | Check Date: 12/22/2010<br>Batch#ATH057, Rfnd#57 45 Victori   | Vendor: 01034    | PJ CHEN CONSTRUCTION<br>11/30/2010  | 475.70   |
|  |  |                  | Check Total:  | 475.70   |
| Check No: 11452<br>DECEMBER 201  | Check Date: 12/22/2010<br>Refund 157 Burns Ave P#BP10-009  | Vendor: 01112    | REBHOLTZ MECHANICAL<br>12/21/2010   | 100.00   |
|  |  |                  | Check Total:  | 100.00   |
| Check No: 11453<br>BP09-00600  | Check Date: 12/22/2010<br>Batch#ATH061, Rfnd#61 278 Park L   | Vendor: 01156    | ROGERS FAMILY TRUST<br>12/01/2010   | 1,909.90   |
|  |  |                  | Check Total:  | 1,909.90   |
| Check No: 11454<br>BP09-00690  | Check Date: 12/22/2010<br>Batch#ATH062, Rfnd#62 56 Sutherl   | Vendor: 01163    | RUSS WENKE CONSTRUCTION<br>12/01/2010   | 184.60   |
|  |  |                  | Check Total:  | 184.60   |
| Check No: 11455<br>4480  | Check Date: 12/22/2010<br>Jail access fee 11/01/10 - 11/30/10  | Vendor: 01237    | SAN MATEO CNTY SHERIFF'S OFFIC<br>12/08/2010  | 303.00   |
|  |  |                  | Check Total:  | 303.00   |
| Check No: 11456<br>19272   | Check Date: 12/22/2010<br>Access fee T-1 service December 201  | Vendor: 01257    | SAN MATEO REGIONAL NETWORK INC<br>12/10/2010  | 385.00   |
|  |  |                  | Check Total:  | 385.00   |
| Check No: 11457<br>BP09-00678  | Check Date: 12/22/2010<br>Batch#ATH063, Rfnd#63 238 Athert   | Vendor: 01271    | SCHWANKE ARCHITECTURE<br>12/06/2010   | 35.50  |
|  |  |                  | Check Total:  | 35.50  |
| Check No: 11458<br>BP09-00604<br>BP09-00612<br>BP09-00648<br>BP09-00718                              | Check Date: 12/22/2010<br>Batch#ATH064, Rfnd#64 1988 Legh<br>Batch#ATH064, Rfnd#64 1988 Legh<br>Batch#ATH064, Rfnd#64 1988 Legh<br>Batch#ATH064, Rfnd#64 1988 Legh   | Vendor: 01290    | SHELTON ROOFING COMPANY INC<br>12/01/2010<br>12/01/2010<br>12/01/2010<br>12/01/2010                   | 85.20<br>433.10<br>92.30<br>56.80                    |
|  |  |                  | Check Total:  | 667.40   |
| Check No: 11459<br>BP09-00605<br>BP09-00606<br>BP09-00607<br>BP09-00667<br>BP09-00668<br>BP09-006689 | Check Date: 12/22/2010<br>Batch#ATH065, Rfnd#65 495 Walsh<br>Batch#ATH065, Rfnd#65 495 Walsh<br>Batch#ATH065, Rfnd#65 94 Selby L<br>Batch#ATH065, Rfnd#65 94 Selby L<br>Batch#ATH065, Rfnd#65 249 Catalp<br>Batch#ATH065, Rfnd#65 249 Catalp | Vendor: 01294    | SIGNATURE ROOFING<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010<br>11/30/2010 | 113.60<br>134.90<br>35.50<br>7.10<br>42.60<br>177.50 |
|  |  |                  | Check Total:  | 511.20   |
| Check No: 11460<br>BP09-00755  | Check Date: 12/22/2010<br>Batch#ATH066, Rfnd#66 80 Somerse   | Vendor: 01307    | SOMERSET LANE LLC<br>11/30/2010   | 4,948.70   |
|  |  |                  | Check Total:  | 4,948.70   |
| Check No: 11461<br>BP09-00635  | Check Date: 12/22/2010<br>Batch#ATH067, Rfnd#67 497 Stock  | Vendor: 01310    | SPECTRUM CONSTRUCTION<br>11/30/2010   | 7.10   |
|  |  |                  | Check Total:  | 7.10   |
| Check No: 11462<br>BP09-00656  | Check Date: 12/22/2010<br>Batch#ATH068, Rfnd#68 24 De Bell   | Vendor: 01320    | STATEWIDE ROOFING<br>11/30/2010   | 319.50   |
|  |  |                  | Check Total:  | 319.50   |
| Check No: 11463<br>BP09-00684  | Check Date: 12/22/2010<br>Batch#ATH069, Rfnd#69 445 Walsh  | Vendor: 01332    | STEPHANO HOMES<br>11/30/2010  | 560.90   |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                   | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|---------------------------------------|---------------------|
|                        |                                      |                      | <b>Check Total:</b>                   | 560.90              |
| <b>Check No: 11464</b> | <b>Check Date: 12/22/2010</b>        | <b>Vendor: 01331</b> | <b>STONERIDGE ROOFING</b>             |                     |
| BP09-00615             | Batch#ATH071, Rfnd#71 45 Victori     |                      | 11/30/2010                            | 85.20               |
|                        |                                      |                      | <b>Check Total:</b>                   | 85.20               |
| <b>Check No: 11465</b> | <b>Check Date: 12/22/2010</b>        | <b>Vendor: 01356</b> | <b>TED JOHNSTON</b>                   |                     |
| BP09-00651             | Batch#ATH072, Batch#72 44 Parker     |                      | 12/06/2010                            | 106.50              |
|                        |                                      |                      | <b>Check Total:</b>                   | 106.50              |
| <b>Check No: 11466</b> | <b>Check Date: 12/22/2010</b>        | <b>Vendor: 01361</b> | <b>TELECOMMUNICATIONS ENGINEERING</b> |                     |
| 41022                  | Mgmt/maint comim center PD Dec 20    |                      | 12/10/2010                            | 934.00              |
|                        |                                      |                      | <b>Check Total:</b>                   | 934.00              |
| <b>Check No: 11467</b> | <b>Check Date: 12/22/2010</b>        | <b>Vendor: 01438</b> | <b>U.S. ROOFING</b>                   |                     |
| BP09-00770             | Batch#ATH073, Rfnd#73 52 Flood       |                      | 11/30/2010                            | 120.70              |
| BP09-00782             | Batch#ATH074, Rfnd#74 88 Laburn      |                      | 11/30/2010                            | 2,932.30            |
|                        |                                      |                      | <b>Check Total:</b>                   | 3,053.00            |
| <b>Check No: 11468</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00025</b> | <b>ACCONTEMPS</b>                     |                     |
| 32305616               | Temp, Dean Hazel 11/29/10 - 12/13/   |                      | 12/08/2010                            | 1,360.00            |
| 32347209               | Temp, Dean Hazel 12/06/10 - 12/09/   |                      | 12/15/2010                            | 1,275.00            |
| 32229232               | Temp, Dean Hazel 11/15/10 - 11/17/   |                      | 11/25/2010                            | 1,020.00            |
| 32382436               | Temp, Dean Hazel 12/13/10 - 12/17/   |                      | 12/21/2010                            | 1,275.00            |
|                        |                                      |                      | <b>Check Total:</b>                   | 4,930.00            |
| <b>Check No: 11469</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00037</b> | <b>AFLAC</b>                          |                     |
| 479634                 | PR Batch 501 12 2010 Flex Participa  |                      | 12/01/2010                            | 15.00               |
|                        | PR Batch 501 12 2010 Flex Participa  |                      | 12/01/2010                            | 20.00               |
|                        | PR Batch 502 12 2010 Flex part L.C   |                      | 12/15/2010                            | 5.00                |
|                        |                                      |                      | <b>Check Total:</b>                   | 40.00               |
| <b>Check No: 11470</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00077</b> | <b>AT&amp;T CALNET 2</b>              |                     |
| 000001843307           | 251-1053 11/20/10 - 12/19/10         |                      | 12/20/2010                            | 84.06               |
| 000001821447           | 462-1470 11/11/10 - 12/10/10         |                      | 12/11/2010                            | 22.68               |
| 000001824585           | 326-1167 11/13/10 - 12/12/10         |                      | 12/13/2010                            | 15.75               |
|                        |                                      |                      | <b>Check Total:</b>                   | 122.49              |
| <b>Check No: 11471</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00098</b> | <b>BAY AREA EMPLOYEE RELATIONS SE</b> |                     |
| 147                    | Total comp survey for five classes   |                      | 12/27/2010                            | 1,410.90            |
|                        |                                      |                      | <b>Check Total:</b>                   | 1,410.90            |
| <b>Check No: 11472</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00149</b> | <b>BILL BUTLER</b>                    |                     |
| DECEMBER 2010          | Brkg attorn deposition 12/14/10 B.Bu |                      | 12/21/2010                            | 30.00               |
|                        |                                      |                      | <b>Check Total:</b>                   | 30.00               |
| <b>Check No: 11473</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00289</b> | <b>CLARK PEST CONTROL</b>             |                     |
| 0482833                | Weed control HP Park maint svc Nov   |                      | 10/29/2010                            | 855.00              |
|                        |                                      |                      | <b>Check Total:</b>                   | 855.00              |
| <b>Check No: 11474</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00309</b> | <b>COMCAST</b>                        |                     |
|                        | 13 Static IP 12/21/10-01/20/10       |                      | 12/28/2010                            | 19.95               |
|                        | 50 mg Bus Class HSI 12/21/10-01/20   |                      | 12/28/2010                            | 189.95              |
|                        |                                      |                      | <b>Check Total:</b>                   | 209.90              |
| <b>Check No: 11475</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00665</b> | <b>COUNTY OF SAN MATEO-INFORMATIO</b> |                     |
| 1YAT11010              | Microwave Message/Switch Oct 201     |                      | 10/31/2010                            | 1,198.50            |
| 1YAT11011              | Microwave Message/Switch Nov 201     |                      | 11/30/2010                            | 1,198.50            |

| <u>Invoice No</u>      | <u>Description</u>                   | <u>Reference</u>     | <u>Invoice Date</u>                   | <u>Check Amount</u> |
|------------------------|--------------------------------------|----------------------|---------------------------------------|---------------------|
|                        |                                      |                      | <b>Check Total:</b>                   | 2,397.00            |
| <b>Check No: 11476</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00413</b> | <b>DEPT OF MOTOR VEHICLES</b>         |                     |
| DECEMBER 2010          | Vehicle code books 2011 30x11        |                      | 12/23/2010                            | 349.05              |
|                        |                                      |                      | <b>Check Total:</b>                   | 349.05              |
| <b>Check No: 11477</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00433</b> | <b>DOUGLAS PRINTERS</b>               |                     |
| TA0121410              | Business cards for Christina Ratclif |                      | 12/14/2010                            | 80.12               |
| TA0121410              | Business cards for Lisa C Sanders    |                      | 12/14/2010                            | 80.11               |
| TA0121410              | Business cards for Debbie Martinez   |                      | 12/14/2010                            | 80.12               |
|                        |                                      |                      | <b>Check Total:</b>                   | 240.35              |
| <b>Check No: 11478</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00465</b> | <b>EMBARCADERO PUBLISHING CO</b>      |                     |
| 11/01/2010             | CA2010 code regulation hearing 11/   |                      | 12/28/2010                            | 348.00              |
| 11/01/2010             | Zoning amendments hearing 11/17/1    |                      | 12/28/2010                            | 174.00              |
|                        |                                      |                      | <b>Check Total:</b>                   | 522.00              |
| <b>Check No: 11479</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00518</b> | <b>GALLAGHER &amp; BURK, INC</b>      |                     |
| 41010805               | Fletcher Dr/Ridgeview pvmt & drain   |                      | 10/04/2010                            | 326,221.93          |
|                        |                                      |                      | <b>Check Total:</b>                   | 326,221.93          |
| <b>Check No: 11480</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00542</b> | <b>GOLDEN PAW LLC/CHRISTINA LOUIE</b> |                     |
| 27 SELBY LANER         | Replace check#11384                  |                      | 12/28/2010                            | 5,000.00            |
|                        |                                      |                      | <b>Check Total:</b>                   | 5,000.00            |
| <b>Check No: 11481</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00573</b> | <b>H.T. HARVEY &amp; ASSOCIATES</b>   |                     |
| 29162                  | Year 5(2010) Monitoring 11/1/10-11/  |                      | 11/30/2010                            | 1,102.50            |
|                        |                                      |                      | <b>Check Total:</b>                   | 1,102.50            |
| <b>Check No: 11482</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00593</b> | <b>TROY HENDERSON SR.</b>             |                     |
| DECEMBER 2010          | Brkg attorn deposition 11/29/10 T.He |                      | 12/22/2010                            | 9.50                |
|                        |                                      |                      | <b>Check Total:</b>                   | 9.50                |
| <b>Check No: 11483</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00609</b> | <b>HOME DEPOT CREDIT SERVICES</b>     |                     |
| 3141448                | DPW park maint coupling, cloth       |                      | 11/23/2010                            | 26.89               |
| 2567171                | DPW park maint torch kit             |                      | 11/24/2010                            | 45.85               |
| 8033309                | DPW park prog door roller            |                      | 11/08/2010                            | 51.80               |
|                        |                                      |                      | <b>Check Total:</b>                   | 124.54              |
| <b>Check No: 11484</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00673</b> | <b>INTERMOUNTAIN ELECTRIC CO</b>      |                     |
| 0032258                | Replaced 20 amp 120 volt circuit bre |                      | 12/09/2010                            | 255.00              |
|                        |                                      |                      | <b>Check Total:</b>                   | 255.00              |
| <b>Check No: 11485</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00724</b> | <b>JOSEPH J. ALBANESE, INC</b>        |                     |
| 11176                  | Atherton Street Reconstruction Nov   |                      | 11/30/2010                            | 142,076.66          |
|                        |                                      |                      | <b>Check Total:</b>                   | 142,076.66          |
| <b>Check No: 11486</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00741</b> | <b>KIMLEY-HORN &amp; ASSOC INC</b>    |                     |
| 4340613                | Atherton Enc_Mid Signal December     |                      | 12/21/2010                            | 402.50              |
| 4340613                | Atherton Enc_Mid Signal December     |                      | 12/21/2010                            | 595.00              |
| 4340613                | Atherton Enc_Mid Signal December     |                      | 12/21/2010                            | 402.50              |
|                        |                                      |                      | <b>Check Total:</b>                   | 1,400.00            |
| <b>Check No: 11487</b> | <b>Check Date: 12/30/2010</b>        | <b>Vendor: 00753</b> | <b>KREFELD'S AWARDS, INC</b>          |                     |
| 22239                  | Engraved plate B.Wider- council mee  |                      | 12/21/2010                            | 43.70               |
|                        |                                      |                      | <b>Check Total:</b>                   | 43.70               |

| <u>Invoice No</u>   | <u>Description</u>   | <u>Reference</u> | <u>Invoice Date</u>  | <u>Check Amount</u>   |
|---|--|------------------|--|---|
| Check No: 11488<br>14509  | Check Date: 12/30/2010<br>Atherton Ave reconstruction 11/28/2  | Vendor: 00829    | MARK THOMAS & CO INC<br>12/13/2010   | 750.00  |
|   |  |                  | Check Total:   | 750.00  |
| Check No: 11489<br>MERCER/10-01-10  | Check Date: 12/30/2010<br>Oct to Dec 2010 Retiree health reimb   | Vendor: 00893    | JOSEPH MERCER<br>12/23/2010  | 241.14  |
|   |  |                  | Check Total:   | 241.14  |
| Check No: 11490<br>DENVICK DRY WALL<br>KALINNA ELECTRIC   | Check Date: 12/30/2010<br>Lic Denvick Drywall Systems 12<br>Lic Kalinna Electric 12/17/10  | Vendor: 00929    | MUNISERVICES LLC<br>12/20/2010<br>12/17/2010   | 150.00<br>100.00  |
|   |  |                  | Check Total:   | 250.00  |
| Check No: 11491<br>1103<br>1103<br>1103<br>1104   | Check Date: 12/30/2010<br>Sacred Heart 11/01/10 - 11/31/10<br>Menlo School 11/01/10 - 11/31/10<br>Planning services 11/01/10 - 11/31/1<br>Housing Element 11/01/10 - 11/31/1   | Vendor: 00941    | NEAL MARTIN & ASSOCIATES<br>11/30/2010<br>11/30/2010<br>12/29/2010<br>11/30/2010   | 740.51<br>225.75<br>15,603.02<br>489.13   |
|   |  |                  | Check Total:   | 17,058.41   |
| Check No: 11492<br>12404  | Check Date: 12/30/2010<br>Emergency fence repair accident Mar  | Vendor: 00965    | NORTHERN CA FENCE<br>11/30/2010  | 2,950.00  |
|   |  |                  | Check Total:   | 2,950.00  |
| Check No: 11493<br>543297147001   | Check Date: 12/30/2010<br>Marker,sharpie,cartridge,print,label   | Vendor: 00977    | OFFICE DEPOT<br>12/03/2010   | 201.83  |
|   |  |                  | Check Total:   | 201.83  |
| Check No: 11494<br>202-0368242  | Check Date: 12/30/2010<br>Oil change 2011 Ford truck J.Andrad  | Vendor: 00981    | OIL CHANGER<br>12/13/2010  | 42.40   |
|   |  |                  | Check Total:   | 42.40   |
| Check No: 11495<br>DECEMBER 2010  | Check Date: 12/30/2010<br>U.S. Citizenship exp reimb S.Pardorl   | Vendor: 01013    | SIMONE PARDORLA<br>12/29/2010  | 675.00  |
|   |  |                  | Check Total:   | 675.00  |
| Check No: 11496<br>5678831050/10<br>567883105/10<br>5678831015/10<br>5678831020/10<br>5678831002/11<br>5678831040/10<br>5678831030/10<br>5678831035/10<br>0896302362/11 | Check Date: 12/30/2010<br>Ashfield/Town Hall 10/26/10-1123/1<br>Signal-Middlefield/Oak Gr 10/27-11/<br>Signal E/S Middlefield 10/27/10-11/<br>Signal-Marsh/Middlefield 10/27-11/2<br>Street Lights 11/02/10-12/02/10<br>Pump 150 Watkins 10/28/10-11/29/1<br>Activity Bldg 150 Watkins 10/27-11/<br>Modular Bldg 150 Watkin 10/27-11/<br>HP Park 160 Watkins (CM) 10/28-11 | Vendor: 01037    | PG & E<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>12/02/2010<br>11/29/2010 | 607.58<br>38.15<br>48.99<br>15.09<br>4,061.28<br>73.14<br>229.68<br>420.07<br>36.49 |
|   |  |                  | Check Total:   | 5,530.47  |
| Check No: 11497<br>S1240320.001   | Check Date: 12/30/2010<br>Top section frame, concrete,traffic  | Vendor: 01094    | R & B COMPANY<br>11/30/2010  | 677.75  |
|   |  |                  | Check Total:   | 677.75  |
| Check No: 11498<br>1<br>1<br>1  | Check Date: 12/30/2010<br>Encinal/Middelfield/improv change o<br>Encinal/Middelfield/improv change o<br>Encinal/Middelfield/improv change o  | Vendor: 01119    | REDGWICK CONSTRUCTION COMPANY<br>12/13/2010<br>12/13/2010<br>12/13/2010  | 3,060.08<br>4,523.58<br>3,060.08  |
|   |  |                  | Check Total:   | 10,643.74   |

| <u>Invoice No</u>   | <u>Description</u>   | <u>Reference</u>     | <u>Invoice Date</u>   | <u>Check Amount</u>  |
|---|--|----------------------|---|--|
| <b>Check No: 11499</b><br>83391   | <b>Check Date: 12/30/2010</b><br>Roadwork Signs-2*road work ahead/   | <b>Vendor: 01174</b> | <b>SAFEWAY SIGN CO</b><br>11/24/2010  | 744.76   |
|   |  |                      | <b>Check Total:</b>   | 744.76   |
| <b>Check No: 11500</b><br>CL02633<br>CL02633  | <b>Check Date: 12/30/2010</b><br>Fingerprint process evidence - 2 hrs<br>Phlebotomy services - 1 hr  | <b>Vendor: 01241</b> | <b>SAN MATEO CNTY FORENSIC LAB</b><br>11/30/2010<br>11/30/2010  | 844.00<br>130.00   |
|   |  |                      | <b>Check Total:</b>   | 974.00   |
| <b>Check No: 11501</b><br>748<br>748  | <b>Check Date: 12/30/2010</b><br>Outpatient svcs for Medical legal ex<br>Outpatient svcs for Medical legal ex  | <b>Vendor: 01253</b> | <b>SAN MATEO MEDICAL CENTER</b><br>12/06/2010<br>12/06/2010   | 700.00<br>700.00   |
|   |  |                      | <b>Check Total:</b>   | 1,400.00   |
| <b>Check No: 11502</b><br>AR328132  | <b>Check Date: 12/30/2010</b><br>12/12/10-1/11/11 ARM450N base rat   | <b>Vendor: 01289</b> | <b>SHARP ELECTRONICS CORPORATION</b><br>12/10/2010  | 190.12   |
|   |  |                      | <b>Check Total:</b>   | 190.12   |
| <b>Check No: 11503</b><br>DECEMBER 2018   | <b>Check Date: 12/30/2010</b><br>team clean carpets Town Hall 12/13  | <b>Vendor: 01325</b> | <b>STEAM SYSTEM</b><br>12/13/2010   | 240.00   |
|   |  |                      | <b>Check Total:</b>   | 240.00   |
| <b>Check No: 11504</b><br>DECEMBER 2018   | <b>Check Date: 12/30/2010</b><br>an Mateo Cnty contributions 2011 r  | <b>Vendor: 01345</b> | <b>SUSTAINABLE SAN MATEO CNTY</b><br>12/06/2010   | 1,500.00   |
|   |  |                      | <b>Check Total:</b>   | 1,500.00   |
| <b>Check No: 11505</b><br>341121<br>341121  | <b>Check Date: 12/30/2010</b><br>Sales tax payable<br>250 Dare gold foil certificate, stic   | <b>Vendor: 01357</b> | <b>TEE'S PLUS</b><br>12/14/2010<br>12/14/2010   | -8.93<br>111.40  |
|   |  |                      | <b>Check Total:</b>   | 102.47   |
| <b>Check No: 11506</b><br>34431   | <b>Check Date: 12/30/2010</b><br>Bkgrnd inves for interim cty manager  | <b>Vendor: 01367</b> | <b>THOMAS CONSULTING</b><br>12/14/2010  | 2,000.00   |
|   |  |                      | <b>Check Total:</b>   | 2,000.00   |
| <b>Check No: 11507</b><br>380 0395552<br>380 0395552<br>380 0395552<br>380 0395552<br>380 0395553<br>380 0395553<br>380 0395553 | <b>Check Date: 12/30/2010</b><br>Uniform svc DPW street maint B.But<br>Uniform svc DPW street maint J.And<br>Uniform svc DPW street maint E.Lop<br>Uniform svc DPW street maint T.Hen<br>Uniform svc DPW park maint M.And<br>Mops DPW park 11/11/10<br>Uniform svc park program R.Espino | <b>Vendor: 01417</b> | <b>UNIFIRST CORPORATION</b><br>11/11/2010<br>11/11/2010<br>11/11/2010<br>11/11/2010<br>11/11/2010<br>11/11/2010<br>11/11/2010 | 15.47<br>15.47<br>15.47<br>18.59<br>19.23<br>7.98<br>19.23 |
|   |  |                      | <b>Check Total:</b>   | 111.44   |
|   |  |                      | <b>Report Total:</b>  | <b>941,609.53</b>  |



## 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 JANUARY 19, 2011**

**SUBJECT: FINANCIAL REPORT FOR THE SIX MONTHS ENDED DECEMBER 31,  
2010**

### **RECOMMENDATION**

Receive the General Fund Financial Report for the six months ended December 31, 2010.

### **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 result. The accrual amounts only reflect data up to January 7, 2011.

For the six months ended December 31, 2010, if revenues and expenditures are assumed to be distributed evenly, 50% of the annual FY 2010-11 Budget (6/12) should be earned or incurred. Due to the timing nature of many revenue receipt and expenditures, it can be over or under the 50%.

### **General Fund Revenues**

For the six months ended December 31, 2010, the General Fund reported revenues of \$4,566,807 which is 49.9% of the annual revenue budget for FY 2010-11.

Based on the preliminary projection from the County, Excess ERAF is expecting to come in about \$150,000 over budget. Building revenue is at 76% (net of fees for outside plan check) of annual budget at December 31, 2010.

Monthly Financial Report

In December 2010, the State Board of Equalization notified the counties that the 2011 assessment roll will receive an inflation factor of 1.00753, an increase of 0.753 percent. This would mean that any increase to the secured property tax revenue for FY 2011-12 will remain relatively small.

### General Fund Expenditures

For the six months ended December 31, 2010, the General Fund reported expenditures of \$5,703,065 which is 53.8% of the annual expenditure budget for FY 2010-11.

As reported in the November 2010 financial report, the City Attorney and Planning Department expenditures are trending higher than the six-month average. City Attorney Department expended 73.8% of the annual budget as compared to 52.3% in FY 2009-10. The Planning Department expended 55.3% of the annual budget as compared to 42.7% in FY 2009-10.

The Police Department expended 53% of the annual budget as compared to 59.1% in FY 2009-10. Staff will be working with the Chief of Police to perform a detail review of the actual expenditures.

Based on the actual six-month operating result and assuming no further deterioration of the economy, staff is projecting that the General Fund revenues will come in above budget. Expenditures are projected to exceed budget due to expenditures incurred but were not budgeted.

Please see the attached variance report for further explanation.

### **FISCAL IMPACT**

None

Prepared by:

Approved by:

\_\_\_\_\_  
Louise Ho, Finance Director

\_\_\_\_\_  
John Danielson, Interim City Manager

Attachment: Financial Report  
Variance Explanation

| Town of Atherton  |                                    |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
|---|------------------------------------|-------------------------|----------------|--------------------------|---------|-----------------------------------|----------------------------|------------------|-----------------------|--------------------|------------------------------------|
| General Fund  |                                    |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| Financial Report for the Six Months Ended December 31, 2010 |                                    |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| (Excl. Encumbrances)  |                                    |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| Dept  | Description                        | Adjusted Budget FY10/11 | 6/12 of Budget | Actual July 10 to Dec 10 | Accrual | Adjusted Actual July 10 to Dec 10 | Variance of 6/12 of Budget | % of 6/12 Budget | Year-To-Date Variance | % of Annual Budget | Adjusted Actual July 09 to Dec. 09 |
|   |                                    | (a)                     | (b)            | (c)                      | (d)     | (e)                               | (b-e)                      | (e/b)            | (a-e)                 | (e/a)              | (e)                                |
|   | <b>Revenues</b>                    |                         | 50.0%          |                          |         |                                   |                            |                  |                       |                    |                                    |
|   | Secured                            | 4,799,250               | 2,399,625      | 2,400,483                |         | 2,400,483                         | (858)                      | 100.0%           | 2,398,767             | 50.0%              | 2,381,250                          |
|   | Unsecured                          | 250,000                 | 125,000        | 253,779                  |         | 253,779                           | (128,779)                  | 203.0%           | (3,779)               | 101.5%             | 298,475                            |
|   | Prop 1A Loan                       |                         | -              |                          |         | -                                 | -                          | 0.0%             |                       | 0.0%               | (221,181)                          |
|   | SB813 Redemption (Supplemental)    | 60,000                  | 30,000         | 9,001                    | 9,094   | 18,095                            | 11,905                     | 60.3%            | 41,905                | 30.2%              | 16,606                             |
|   | Home Owners Exemption              | 40,616                  | 20,308         | 5,098                    |         | 5,098                             | 15,210                     | 25.1%            | 35,518                | 12.6%              | 5,012                              |
|   | Local Sales & Use Tax              | 65,000                  | 32,500         | 25,175                   |         | 25,175                            | 7,325                      | 77.5%            | 39,825                | 38.7%              | 24,456                             |
|   | Public Safety Sales Tax (Prop 172) | 50,000                  | 25,000         | 25,451                   | 4,527   | 29,978                            | (4,978)                    | 119.9%           | 20,022                | 60.0%              | 23,838                             |
|   | In Lieu Sales Tax/Triple Flip      | 27,000                  | 13,500         | 12,609                   |         | 12,609                            | 891                        | 93.4%            | 14,391                | 46.7%              | 13,349                             |
|   | Franchise Taxes-PG&E               | 220,000                 | 110,000        |                          |         | -                                 | 110,000                    | 0.0%             | 220,000               | 0.0%               | -                                  |
|   | Franchise Tax-Cal Water            | 73,000                  | 36,500         |                          |         | -                                 | 36,500                     | 0.0%             | 73,000                | 0.0%               | -                                  |
|   | Franchise Tax-Garbage              | 160,000                 | 80,000         | 46,462                   |         | 46,462                            | 33,538                     | 58.1%            | 113,538               | 29.0%              | 40,337                             |
|   | Franchise Taxes-Cable              | 102,000                 | 51,000         | 25,498                   |         | 25,498                            | 25,502                     | 50.0%            | 76,502                | 25.0%              | 24,407                             |
|   | Document TRSF Tax                  | 210,000                 | 105,000        | 85,235                   |         | 85,235                            | 19,765                     | 81.2%            | 124,765               | 40.6%              | 134,875                            |
|   | Property Tax In Lieu of VLF        | 600,000                 | 300,000        | 331,782                  |         | 331,782                           | (31,782)                   | 110.6%           | 268,218               | 55.3%              | 331,999                            |
|   | Motor Veh. Lic Fees (MVLFF)        | 23,000                  | 11,500         | 6,930                    |         | 6,930                             | 4,570                      | 60.3%            | 16,070                | 30.1%              | 5,002                              |
|   | Business Licenses                  | 150,000                 | 75,000         | 130,562                  |         | 130,562                           | (55,562)                   | 174.1%           | 19,438                | 87.0%              | 77,916                             |
|   | Bus Lic Refund -FY 06/07           | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Bus Lic Refund -FY 07/08           | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Bus Lic Refund -FY 08/09           | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Home Occupation                    | 500                     | 250            | 600                      |         | 600                               | (350)                      | 240.0%           | (100)                 | 120.0%             | 200                                |
|   | Building Permit                    | 516,000                 | 258,000        | 422,230                  |         | 422,230                           | (164,230)                  | 163.7%           | 93,770                | 81.8%              | 219,417                            |
|   | Encroachment Permit                | 140,000                 | 70,000         | 69,638                   |         | 69,638                            | 362                        | 99.5%            | 70,362                | 49.7%              | 59,390                             |
|   | Grading & Drain Permit             | 48,000                  | 24,000         | 37,107                   |         | 37,107                            | (13,107)                   | 154.6%           | 10,893                | 77.3%              | 24,000                             |
|   | Other Licenses & Permit            | 500                     | 250            | 524                      |         | 524                               | (274)                      | 209.6%           | (24)                  | 104.8%             | 250                                |
|   | Landscape Fee                      | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Muni/Vehicle Code Fines (Parking)  | 4,000                   | 2,000          | 10,012                   |         | 10,012                            | (8,012)                    | 500.6%           | (6,012)               | 250.3%             | 5,156                              |
|   | Other Fines & Forfeit (County)     | 20,000                  | 10,000         | 10,575                   |         | 10,575                            | (575)                      | 105.8%           | 9,425                 | 52.9%              | 10,279                             |
|   | ERAF Subvention                    | 530,000                 | 265,000        |                          |         | -                                 | 265,000                    | 0.0%             | 530,000               | 0.0%               | -                                  |
|   | POST Reimbursement                 | 8,500                   | 4,250          | 1,777                    |         | 1,777                             | 2,473                      | 41.8%            | 6,723                 | 20.9%              | 2,776                              |
|   | CALNENA Reimbursement              | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | CLEARARS Reimbursement             | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | DOJ Grant (vest)                   | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | 22                                 |
|   | DOC Grant                          | 5,000                   | 2,500          | 5,112                    |         | 5,112                             | (2,612)                    | 204.5%           | (112)                 | 102.2%             | -                                  |
|   | ABAG Grant                         | 12,300                  | 6,150          |                          | 13,474  | 13,474                            | (7,324)                    | 219.1%           | (1,174)               | 109.5%             | 18,338                             |
|   | Other Reimbursements               | -                       | -              | -                        |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | 35,700                             |
|   | Highway Maint Reimbursement        | 35,700                  | 17,850         |                          |         | -                                 | 17,850                     | 0.0%             | 35,700                | 0.0%               |                                    |
|   | SB 90 reimbursement                | -                       | -              | 3,982                    |         | 3,982                             | (3,982)                    | 100.0%           | (3,982)               | 100.0%             | 1,219                              |
|   | Grants                             | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | 8,244                              |

| Town of Atherton  |                            |                         |                  |                          |               |                                   |                            |                  |                       |                    |                                    |
|---|----------------------------|-------------------------|------------------|--------------------------|---------------|-----------------------------------|----------------------------|------------------|-----------------------|--------------------|------------------------------------|
| General Fund  |                            |                         |                  |                          |               |                                   |                            |                  |                       |                    |                                    |
| Financial Report for the Six Months Ended December 31, 2010 |                            |                         |                  |                          |               |                                   |                            |                  |                       |                    |                                    |
| (Excl. Encumbrances)  |                            |                         |                  |                          |               |                                   |                            |                  |                       |                    |                                    |
| Dept  | Description                | Adjusted Budget FY10/11 | 6/12 of Budget   | Actual July 10 to Dec 10 | Accrual       | Adjusted Actual July 10 to Dec 10 | Variance of 6/12 of Budget | % of 6/12 Budget | Year-To-Date Variance | % of Annual Budget | Adjusted Actual July 09 to Dec. 09 |
|   |                            | (a)                     | 50.0% (b)        | (c)                      | (d)           | (e)                               | (b-e)                      | (e/b)            | (a-e)                 | (e/a)              | (e)                                |
|   | React Task Force Reimb     | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | NARCOTICS Task Force       | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Elections Processing Fee   | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Document/Research Fee      | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Photocopy Fee              | 5,000                   | 2,500            | 1,920                    |               | 1,920                             | 580                        | 76.8%            | 3,080                 | 38.4%              | 3,345                              |
|   | Alarm Sign Fees            | 600                     | 300              | 285                      |               | 285                               | 15                         | 95.0%            | 315                   | 47.5%              | 420                                |
|   | Vehicle Release            | 1,000                   | 500              | 1,703                    |               | 1,703                             | (1,203)                    | 340.6%           | (703)                 | 170.3%             | 360                                |
|   | Fingerprinting Fee         | -                       | -                | 106                      |               | 106                               | (106)                      | 100.0%           | (106)                 | 100.0%             | 42                                 |
|   | Affidavit of Cost          | 600                     | 300              |                          |               | -                                 | 300                        | 0.0%             | 600                   | 0.0%               | 200                                |
|   | Police Report              | 2,500                   | 1,250            | 810                      |               | 810                               | 440                        | 64.8%            | 1,690                 | 32.4%              | 1,970                              |
|   | Special Service Fee        | 250                     | 125              | 2,202                    |               | 2,202                             | (2,077)                    | 1761.6%          | (1,952)               | 880.8%             | 594                                |
|   | DUI Enforcement            | 1,200                   | 600              |                          |               | -                                 | 600                        | 0.0%             | 1,200                 | 0.0%               | -                                  |
|   | Post Office                | 25,000                  | 12,500           | 21,387                   |               | 21,387                            | (8,887)                    | 171.1%           | 3,613                 | 85.5%              | 25,881                             |
|   | Solicitor's Fee            | 400                     | 200              |                          |               | -                                 | 200                        | 0.0%             | 400                   | 0.0%               | 27                                 |
|   | Application Fee            | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | 650                                |
|   | Zoning & Planning Fees     | 200,000                 | 100,000          | 86,008                   |               | 86,008                            | 13,992                     | 86.0%            | 113,992               | 43.0%              | 22,800                             |
|   | Plan Check Fee Building    | 284,000                 | 142,000          | 267,065                  |               | 267,065                           | (125,065)                  | 188.1%           | 16,935                | 94.0%              | 176,328                            |
|   | Social Fees                | 70,000                  | 35,000           | 46,162                   | 1,250         | 47,412                            | (12,412)                   | 135.5%           | 22,588                | 67.7%              | 28,575                             |
|   | Meeting Fees               | 70,000                  | 35,000           | 40,520                   | 850           | 41,370                            | (6,370)                    | 118.2%           | 28,630                | 59.1%              | 34,375                             |
|   | Class Fees                 | 13,000                  | 6,500            | 4,576                    |               | 4,576                             | 1,925                      | 70.4%            | 8,425                 | 35.2%              | 7,960                              |
|   | Weddings                   | 150,000                 | 75,000           | 60,700                   |               | 60,700                            | 14,300                     | 80.9%            | 89,300                | 40.5%              | 57,500                             |
|   | Misc. Use Fee              | 1,500                   | 750              | 1,240                    |               | 1,240                             | (490)                      | 165.3%           | 260                   | 82.7%              | 1,160                              |
|   | Interest Income            | 60,000                  | 30,000           | 23,596                   |               | 23,596                            | 6,404                      | 78.7%            | 36,404                | 39.3%              | 11,936                             |
|   | Cellular Antenna Lease     | 36,000                  | 18,000           | 19,609                   |               | 19,609                            | (1,609)                    | 108.9%           | 16,391                | 54.5%              | 18,676                             |
|   | Property Rental-Playschool | 77,580                  | 38,790           | 38,787                   |               | 38,787                            | 3                          | 100.0%           | 38,793                | 50.0%              | 45,252                             |
|   | Sale of Property           | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | 501                                |
|   | Donations/Contributions    | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | 14,361                             |
|   | Miscellaneous Income       | 10,000                  | 5,000            | 1,311                    |               | 1,311                             | 3,689                      | 26.2%            | 8,689                 | 13.1%              | 5,840                              |
|   | <b>Total Revenues</b>      | <b>9,158,996</b>        | <b>4,579,498</b> | <b>4,537,613</b>         | <b>29,194</b> | <b>4,566,807</b>                  | <b>12,691</b>              | <b>99.7%</b>     | <b>4,592,189</b>      | <b>49.9%</b>       | <b>4,000,085</b>                   |
|   | <b>EXPENDITURES</b>        |                         |                  |                          |               |                                   |                            |                  |                       |                    |                                    |
| City Council  | Advertising/Noticing       | 3,000                   | 1,500            | 680                      |               | 680                               | 820                        | 45.3%            | 2,320                 | 22.7%              | -                                  |
|   | Professional Services      | -                       | -                |                          |               | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Office Supplies            | 1,750                   | 875              | 140                      |               | 140                               | 735                        | 16.0%            | 1,610                 | 8.0%               | 1,752                              |
|   | Membership/Dues            | 8,400                   | 4,200            | 4,447                    |               | 4,447                             | (247)                      | 105.9%           | 3,953                 | 52.9%              | 8,400                              |
|   | Utilities                  | 625                     | 313              | 337                      |               | 337                               | (24)                       | 107.8%           | 288                   | 53.9%              | 113                                |
|   | Conferences                | 3,000                   | 1,500            | 80                       |               | 80                                | 1,420                      | 5.3%             | 2,920                 | 2.7%               | 1,311                              |
|   | Mileage Reimbursement      | 500                     | 250              |                          |               | -                                 | 250                        | 0.0%             | 500                   | 0.0%               | 57                                 |

| Town of Atherton  |                                       |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
|---|---------------------------------------|-------------------------|----------------|--------------------------|---------|-----------------------------------|----------------------------|------------------|-----------------------|--------------------|------------------------------------|
| General Fund  |                                       |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| Financial Report for the Six Months Ended December 31, 2010 |                                       |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| (Excl. Encumbrances)  |                                       |                         |                |                          |         |                                   |                            |                  |                       |                    |                                    |
| Dept  | Description                           | Adjusted Budget FY10/11 | 6/12 of Budget | Actual July 10 to Dec 10 | Accrual | Adjusted Actual July 10 to Dec 10 | Variance of 6/12 of Budget | % of 6/12 Budget | Year-To-Date Variance | % of Annual Budget | Adjusted Actual July 09 to Dec. 09 |
|   |                                       |                         | 50.0%          |                          |         |                                   |                            |                  |                       |                    |                                    |
|   |                                       | (a)                     | (b)            | (c)                      | (d)     | (e)                               | (b-e)                      | (e/b)            | (a-e)                 | (e/a)              | (e)                                |
|   | Rent - Mach & Equipment               | 3,600                   | 1,800          | 545                      |         | 545                               | 1,255                      | 30.3%            | 3,055                 | 15.1%              | -                                  |
|   | Commission & Committee                | 2,000                   | 1,000          |                          |         | -                                 | 1,000                      | 0.0%             | 2,000                 | 0.0%               | -                                  |
|   | Special Events & Awards               | -                       | -              |                          |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Office Equip & Furniture              | 7,000                   | 3,500          |                          |         | -                                 | 3,500                      | 0.0%             | 7,000                 | 0.0%               | -                                  |
|   | City Council Totals:                  | 29,875                  | 14,938         | 6,229                    | -       | 6,229                             | 8,709                      | 41.7%            | 23,646                | 20.8%              | 11,633                             |
| Administration (CM,CC,HR)                                   | Salaries & Benefits                   | 731,339                 | 365,670        | 316,532                  | 4,774   | 321,306                           | 44,363                     | 87.9%            | 410,033               | 43.9%              | 372,372                            |
|   | Professional Services                 | 46,611                  | 23,306         | 34,097                   | 21,038  | 55,135                            | (31,829)                   | 236.6%           | (8,524)               | 118.3%             | 15,920                             |
|   | Supplies & Materials                  | 8,072                   | 4,036          | 3,676                    | 185     | 3,861                             | 175                        | 95.7%            | 4,211                 | 47.8%              | 3,883                              |
|   | General Operations                    | 23,435                  | 11,718         | 12,594                   | 263     | 12,857                            | (1,140)                    | 109.7%           | 10,578                | 54.9%              | 16,294                             |
|   | Capital Outlay                        | 2,000                   | 1,000          | 414                      |         | 414                               | 586                        | 41.4%            | 1,586                 | 20.7%              | 1,318                              |
|   | Administration Totals:                | 811,457                 | 405,729        | 367,314                  | 26,260  | 393,574                           | 12,155                     | 97.0%            | 417,883               | 48.5%              | 409,787                            |
| City Attorney   | Professional Services                 | 300,000                 | 150,000        | 129,064                  | 92,302  | 221,366                           | (71,366)                   | 147.6%           | 78,634                | 73.8%              | 221,348                            |
|   | General Operations                    | -                       | -              | -                        |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Supplies & Materials                  | -                       | -              | -                        |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | City Attorney Totals:                 | 300,000                 | 150,000        | 129,064                  | 92,302  | 221,366                           | (71,366)                   | 147.6%           | 78,634                | 73.8%              | 221,348                            |
| Finance   | Salaries & Benefits                   | 434,027                 | 217,014        | 200,435                  | 8,266   | 208,701                           | 8,313                      | 96.2%            | 225,326               | 48.1%              | 207,995                            |
|   | Professional Services                 | 152,029                 | 76,015         | 96,774                   |         | 96,774                            | (20,760)                   | 127.3%           | 55,255                | 63.7%              | 53,113                             |
|   | Supplies & Materials                  | 3,300                   | 1,650          | 357                      |         | 357                               | 1,293                      | 21.6%            | 2,943                 | 10.8%              | 1,375                              |
|   | General Operations                    | 29,500                  | 14,750         | 8,228                    |         | 8,228                             | 6,522                      | 55.8%            | 21,272                | 27.9%              | 2,838                              |
|   | Capital Outlay                        | 2,000                   | 1,000          | 1,995                    |         | 1,995                             | (995)                      | 199.5%           | 5                     | 99.8%              | 5,000                              |
|   | Settlement Expense                    | -                       | -              | -                        |         | -                                 | -                          | 0.0%             | -                     | 0.0%               | -                                  |
|   | Finance Totals:                       | 620,856                 | 310,428        | 307,789                  | 8,266   | 316,055                           | (5,627)                    | 101.8%           | 304,801               | 50.9%              | 270,321                            |
| Planning  | Professional Services                 | 187,050                 | 93,525         | 85,725                   | 19,860  | 105,585                           | (12,060)                   | 112.9%           | 81,465                | 56.4%              | 82,989                             |
|   | Supplies & Materials                  | 2,000                   | 1,000          | 526                      |         | 526                               | 474                        | 52.6%            | 1,474                 | 26.3%              | 267                                |
|   | General Operations                    | 4,930                   | 2,465          | 1,157                    |         | 1,157                             | 1,308                      | 46.9%            | 3,773                 | 23.5%              | 585                                |
|   | Planning Totals:                      | 193,980                 | 96,990         | 87,408                   | 19,860  | 107,268                           | (10,278)                   | 110.6%           | 86,712                | 55.3%              | 83,841                             |
| Building  | Salaries & Benefits                   | 1,017,652               | 508,826        | 501,614                  | 15,922  | 517,536                           | (8,710)                    | 101.7%           | 500,116               | 50.9%              | 506,723                            |
|   | Professional Services                 | 21,070                  | 10,535         | 37,101                   | 20,881  | 57,982                            | (47,447)                   | 550.4%           | (36,912)              | 275.2%             | 12,216                             |
|   | Supplies & Materials                  | 15,700                  | 7,850          | 1,565                    |         | 1,565                             | 6,285                      | 19.9%            | 14,135                | 10.0%              | 6,651                              |
|   | General Operations                    | 15,950                  | 7,975          | 7,169                    | 113     | 7,282                             | 693                        | 91.3%            | 8,668                 | 45.7%              | 2,497                              |
|   | Capital Outlay                        | 3,000                   | 1,500          | 6,693                    |         | 6,693                             | (5,193)                    | 446.2%           | (3,693)               | 223.1%             | -                                  |
|   | Transfer to Bldg Const. Facility Fund | 153,356                 | 76,678         | 76,678                   |         | 76,678                            | (0)                        | 100.0%           | 76,678                | 50.0%              | 5,000                              |
|   | Building Totals:                      | 1,226,728               | 613,364        | 630,819                  | 36,916  | 667,735                           | (54,371)                   | 108.9%           | 558,993               | 54.4%              | 533,088                            |

| Town of Atherton  |  |                         |                  |                          |                  |                                   |                            |                  |                       |                    |                                    |
|---|--|-------------------------|------------------|--------------------------|------------------|-----------------------------------|----------------------------|------------------|-----------------------|--------------------|------------------------------------|
| General Fund  |  |                         |                  |                          |                  |                                   |                            |                  |                       |                    |                                    |
| Financial Report for the Six Months Ended December 31, 2010 |  |                         |                  |                          |                  |                                   |                            |                  |                       |                    |                                    |
| (Excl. Encumbrances)  |  |                         |                  |                          |                  |                                   |                            |                  |                       |                    |                                    |
| Dept  | Description  | Adjusted Budget FY10/11 | 6/12 of Budget   | Actual July 10 to Dec 10 | Accrual          | Adjusted Actual July 10 to Dec 10 | Variance of 6/12 of Budget | % of 6/12 Budget | Year-To-Date Variance | % of Annual Budget | Adjusted Actual July 09 to Dec. 09 |
|   |  | (a)                     | (b)              | (c)                      | (d)              | (e)                               | (b-e)                      | (e/b)            | (a-e)                 | (e/a)              | (e)                                |
| Non Dept.   | Salaries & Benefits                                      | 3,510                   | 1,755            | 1,103                    |                  | 1,103                             | 652                        | 62.8%            | 2,408                 | 31.4%              | 54,756                             |
|   | Professional Services                                    | 217,616                 | 108,808          | 102,778                  | 2,282            | 105,060                           | 3,748                      | 96.6%            | 112,556               | 48.3%              | 11,443                             |
|   | Supplies & Materials                                     | 29,903                  | 14,952           | 8,171                    |                  | 8,171                             | 6,781                      | 54.6%            | 21,732                | 27.3%              | 261,234                            |
|   | General Operations                                       | 269,819                 | 134,910          | 288,256                  | 497              | 288,753                           | (153,844)                  | 214.0%           | (18,934)              | 107.0%             | -                                  |
|   | Non-Dept. Totals:  | 520,848                 | 260,424          | 400,307                  | 2,779            | 403,086                           | (142,662)                  | 154.8%           | 117,762               | 77.4%              | 327,432                            |
| Police  | Salaries & Benefits                                      | 4,486,853               | 2,243,427        | 2,271,597                | 88,363           | 2,359,959                         | (116,533)                  | 105.2%           | 2,126,894             | 52.6%              | 2,466,908                          |
|   | Professional Services                                    | 221,765                 | 110,883          | 163,141                  |                  | 163,141                           | (52,259)                   | 147.1%           | 58,624                | 73.6%              | 161,378                            |
|   | Supplies & Materials                                     | 129,844                 | 64,922           | 43,940                   | 289              | 44,229                            | 20,693                     | 68.1%            | 85,615                | 34.1%              | 46,314                             |
|   | General Operations                                       | 165,662                 | 82,831           | 80,198                   | 1,000            | 81,198                            | 1,633                      | 98.0%            | 84,464                | 49.0%              | 264,774                            |
|   | Capital Outlay   | 12,100                  | 6,050            | 9,779                    |                  | 9,779                             | (3,729)                    | 161.6%           | 2,321                 | 80.8%              | 31,519                             |
|   | Settlement Expense                                       | -                       | -                |                          |                  | -                                 | -                          | 0.0%             | -                     | 0.0%               | 34,900                             |
|   | Police Totals:   | 5,016,224               | 2,508,112        | 2,568,655                | 89,652           | 2,658,307                         | (150,195)                  | 106.0%           | 2,357,917             | 53.0%              | 3,005,792                          |
| Public Works & Parks  | Salaries & Benefits                                      | 1,380,034               | 690,017          | 715,554                  | 32,154           | 747,707                           | (57,690)                   | 108.4%           | 632,327               | 54.2%              | 724,585                            |
|   | Professional Services                                    | 40,833                  | 20,417           | 13,551                   | 1,375            | 14,926                            | 5,491                      | 73.1%            | 25,907                | 36.6%              | 89,335                             |
|   | Supplies & Materials                                     | 74,950                  | 37,475           | 22,512                   | 810              | 23,322                            | 14,153                     | 62.2%            | 51,628                | 31.1%              | 25,975                             |
|   | General Operations                                       | 366,432                 | 183,216          | 132,413                  | 8,441            | 140,855                           | 42,361                     | 76.9%            | 225,577               | 38.4%              | 93,101                             |
|   | Capital Outlay   | 12,700                  | 6,350            | 2,636                    | -                | 2,636                             | 3,714                      | 41.5%            | 10,064                | 20.8%              | 13,769                             |
|   | Public Works Totals:                                     | 1,874,949               | 937,475          | 886,666                  | 42,780           | 929,446                           | 8,029                      | 99.1%            | 945,503               | 49.6%              | 946,765                            |
|   | <b>Total Expenditures</b>                                | <b>10,594,917</b>       | <b>5,297,459</b> | <b>5,384,251</b>         | <b>318,814</b>   | <b>5,703,065</b>                  | <b>(405,607)</b>           | <b>107.7%</b>    | <b>4,891,852</b>      | <b>53.8%</b>       | <b>5,810,008</b>                   |
|   | <b>Excess (Deficiency) of Revenues over Expenditures</b> | <b>(1,435,921)</b>      | <b>(717,960)</b> | <b>(846,638)</b>         | <b>(289,620)</b> | <b>(1,136,258)</b>                | <b>418,298</b>             | <b>158.3%</b>    | <b>(299,663)</b>      | <b>79.1%</b>       | <b>(1,809,923)</b>                 |
|   | <b>Other Financing Sources/(uses)</b>                    |                         |                  |                          |                  |                                   |                            |                  |                       |                    |                                    |
|   | Transfer from Special Parcel Tax Fund                    | 888,463                 | 444,232          | 444,231                  |                  | 444,231                           | 0                          | 100.0%           | 444,232               | 50.0%              | 390,432                            |
|   | Transfer to Road Impact Fee Fund                         | (902,355)               | (451,178)        | (902,355)                | -                | (902,355)                         | 451,178                    | 200.0%           | -                     | 100.0%             | -                                  |
|   | <b>Total Transfer In(Out)</b>                            | <b>(13,892)</b>         | <b>(6,946)</b>   | <b>(458,124)</b>         | <b>-</b>         | <b>(458,124)</b>                  | <b>451,178</b>             | <b>6596%</b>     | <b>444,232</b>        | <b>3298%</b>       | <b>390,432</b>                     |
|   | <b>Net Change in Fund Balance</b>                        | <b>(1,449,813)</b>      | <b>(724,906)</b> | <b>(1,304,762)</b>       | <b>(289,620)</b> | <b>(1,594,382)</b>                | <b>869,475</b>             | <b>220%</b>      | <b>144,569</b>        | <b>110%</b>        | <b>(1,419,492)</b>                 |
|   | Beg. Fund Balance - general fund                         | 5,595,401               |                  |                          |                  | 5,595,401                         |                            |                  |                       |                    |                                    |
|   | Beg. Fund Balance - Bldg Dept. OP Reserve                | 1,030,636               |                  |                          |                  | 1,030,636                         |                            |                  |                       |                    |                                    |
|   | Proj. Ending Fund Balance                                | 5,176,224               |                  |                          |                  | 5,031,655                         |                            |                  |                       |                    |                                    |

Town of Atherton  
Financial Report for the Six Months Ended December 31, 2010  
Variance Explanation

Expenditures

A. **Building Department**

The City Council on December 7, 2010, approved the recommendation of the “Bridge” Interim City Manager and authorized \$44,686.98 to CSG Consultants for commercial building plan review of Sacred Heart School. This expenditure was to be covered by the increase in building revenue. However, the staff report did not request for additional appropriation to increase the Building Department expenditure budget. As a result, the six-month financial report is showing the professional services expense at 275.2% of line budget. To reflect the increase in building revenue during the first six months, a mid-year budget adjustment will be submitted to City Council in February 2011 to increase building revenue projection and request an additional appropriation to the Building Department expenditure budget of \$44,686.98.



**Item No. 11**

**DATE: FOR THE CITY COUNCIL MEETING OF JANUARY 19, 2011**

**TO: THE HONORABLE MAYOR AND CITY COUNCIL**

**FROM: NEAL J. MARTIN, TOWN PLANNER**

**SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING ATHERTON TO BECOME A MEMBER OF A COUNTY-WIDE SUB-REGION TO ADMINISTER THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS FOR THE 2014-2022 HOUSING ELEMENT UPDATE**

**RECOMMENDATION:**

Approve Resolution 11-01 authorizing the Town of Atherton to become a member of a Countywide Sub-region, an entity that would locally administer ABAG's Regional Housing Needs Allocation Process as part of the regional Sustainable Communities Strategy.

**BACKGROUND:**

In 2006 and 2007 Atherton worked with the City/ County Association of Governments of San Mateo County (C/CAG) and the County of San Mateo Housing Department to facilitate the formation and operation of a Sub-region for San Mateo County that included the 20 cities and the County. The purpose of the Sub-region was to receive a Sub-regional allocation for housing and for the Sub-region to determine the allocation for San Mateo County and the cities. These allocations were then to be used for each agency's 2007-14 Housing Elements. The process was successful and resulted in a much more positive engagement with the cities and the County.

SB 375 has established the requirement for a Sustainable Communities Strategy to reduce the greenhouse gas emissions from small trucks and automobiles. This is being addressed at the regional level by the Joint Policy Committee (JPC) that includes the Association of Bay Area Governments (ABAG), Metropolitan Transportation Commission (MTC), Bay Conservation Development Commission (BCDC), and Bay Area Air Quality Management District (BAAQMD). Part of this strategy is to link land use and transportation decisions. C/CAG suggests that all the transportation and land use agencies in San Mateo County work together to define what can realistically be accomplished in San Mateo County. Every eight years the Sustainable Communities Strategy and the Regional Housing Needs Assessment (RHNA) must be consistent. The establishment of the initial Sustainable Community Strategy will also include an update to the RHNA even though it was done in 2007. The new cycle will be eight years instead of seven.

State law now allows cities within the County to join together to form a sub-region, a consortium that would administer the State mandated “Fifth-round” of the Regional Housing Needs Allocation (RHNA 5) program at the local level. Each member jurisdiction of a sub-region must submit a resolution to ABAG requesting authority to locally administer the program by March 16, 2011. ABAG would then adopt a resolution approving the formation of the sub-region. This process would establish the housing numbers to be used in each city and the county as part of the Housing Element update for 2014-2022. C/CAG would like to form a sub-region consisting of all the cities and the County.

A sub-region may be comprised of two or more contiguous cities. C/CAG has indicated interest in supporting this effort if the individual cities and the County are interested. Therefore, C/CAG is coordinating the creation of a countywide sub-region that includes most if not all the cities and County. C/CAG has committed to provide facilitation and staff support as necessary

The sub-region needs to be formed by March 16, 2011.

According to State law sub-regions must follow the same substantive and procedural rules and guidelines that ABAG follows when distributing housing allocations. Sub-regions must also enter into an agreement with ABAG that specifies the process, timing, and other terms and conditions for administering the local housing needs determination process.

### **DISCUSSION:**

Creating a Sub-region in San Mateo County to administer the allocation process significantly increases local control. Members of the Sub-region will have the flexibility to negotiate with other members for adjustments to their allocations. Jurisdictions that want fewer units might offer incentives to other jurisdictions that might accept additional units. Incentives could include cash payments to help subsidize the cost of providing services for new development or the costs of roadway and transportation improvements. Or, perhaps, jurisdictions that want fewer units could make cash payments to the Housing Endowment and Regional Trust of San Mateo County to help build more housing in the County. This concept of swap and credits is not possible under state law using the current ABAG process. However, swaps and credits can be developed through the sub-regional delegation process. Since it is also part of the Sustainable Communities Strategy the sub-region will be balancing three variables Housing, Employment, and Location. During the last round of housing allocations Atherton was able to achieve a significantly lower allocation as a result of participation in the Sub-region.

### **ALTERNATIVES:**

The Council could decide not to participate in the Sub-region for RHNA 5. In that case ABAG would determine the Town’s housing allocation for the 2014-2022 Housing Element Update. It is possible that the ABAG housing allocation could be higher than the allocation resulting from the Sub-region process.

### **FISCAL IMPACT:**

Participation in the San Mateo County Sub-region will require attendance by Planning Staff at several meetings of the Sub-region staff advisory committee<sup>1</sup>. The estimated cost is \$1,500. If Council elects to participate in the Sub-region staff will include this amount in the proposed 2011-12 Town Budget.

**ENVIRONMENTAL IMPACT:**

Establishment and participation in a sub-region for the purpose of making housing needs allocations are Categorical Exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15320 – Changes in Organization of Local Agencies, where the changes do not change the geographical area in which previously existing powers are exercised.

**FORMAL MOTION:**

I move that the Atherton City Council adopt A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AUTHORIZING ATHERTON TO BECOME A MEMBER OF A COUNTY-WIDE SUB-REGION TO ADMINISTER THE REGIONAL HOUSING NEEDS ALLOCATION PROCESS FOR THE 2014-2022 HOUSING ELEMENT UPDATE”

Prepared by:

Approved by:

*/s/ Neal J. Martin*

\_\_\_\_\_  
Neal J. Martin, Town Planner

\_\_\_\_\_  
John Danielson, Interim City Manager

**Attachments:**

1. Draft Resolution
2. ABAG Memo, *2014-2022 Regional Housing Needs Allocation – Requirements to form a Sub-region*, October 12, 2010
3. C/CAG Staff Report regarding Sustainable Communities Strategy and Regional Housing Needs Allocation for 2014-2022 Housing Elements, November 18, 2010

\_\_\_\_\_  
<sup>1</sup> Typically consisting of one staff member from each participating jurisdiction.

**RESOLUTION NO. 11-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
AUTHORIZING ATHERTON TO BECOME A MEMBER OF A COUNTY-WIDE  
SUB-REGION TO ADMINISTER THE REGIONAL HOUSING NEEDS  
ALLOCATION PROCESS FOR THE 2014-2022 HOUSING ELEMENT UPDATE**

**WHEREAS**, SB 375 requires the development of a Sustainable Community Strategy including consistency every eight years with the Regional Housing Needs Allocation process; and,

**WHEREAS**, the Association of Bay Areas Governments (ABAG) is required by State law to administer the Regional Housing Needs Allocation program in the Bay Area; and

**WHEREAS**, ABAG has begun preliminary work on developing the program with the objective of completing the program in August of 2012; and

**WHEREAS**, State law allows administration of the program to local jurisdictions who create sub-regions for the purposes of distributing housing need allocations among the members of the sub-region; and

**WHEREAS**, a sub-region is defined as two or more cities in a County or any combination of geographically contiguous local governments; and

**WHEREAS**, the **Town of Atherton** desires to become part of a sub-region in San Mateo County; and

**WHEREAS**, the City/County Association of Governments of San Mateo County (C/CAG) will facilitate and provide staff support; and

**WHEREAS**, each member of a sub-region must adopt a resolution authorizing its inclusion in the sub-region; and

**WHEREAS**, adopted resolutions must be sent to ABAG by March 16, 2011; and

**WHEREAS**, ABAG must adopt a resolution approving the sub-region;

**NOW, THEREFORE, BE IT RESOLVED** that the **Town of Atherton** agrees to participate in the process to establish realistic housing allocations among the sub-region (cities and the County) for use in the next housing element that is due in 2014. Adoption of this resolution indicates the City Council's intention to participate in the sub-region process for San Mateo County and to designate the City/ County Association of Governments of San Mateo County (C/CAG) as the official representative of the San Mateo County sub-region. This resolution is submitted to the Association of Bay Area Governments (ABAG) for inclusion in the Resolution designating the sub-region.

**BE IT FURTHER RESOLVED** that this resolution shall take effect immediately upon its adoption.

The foregoing resolution was read, considered, and adopted at a regular meeting of the City Council of the Town of Atherton, State of California, on the 19th day of January, 2011, by the following vote:

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

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James Dobbie, Mayor

ATTEST:

By: \_\_\_\_\_  
Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

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Wynne S. Furth, City Attorney

## **C/CAG AGENDA REPORT**

**Date:** November 18, 2010

**To:** City/County Association of Governments Board of Directors

**From:** Richard Napier, C/CAG Executive Director

**Subject:** Review and approval of C/CAG staff support for the Sustainable Communities Strategy including formation and support of a Regional Housing Needs Allocation (RHNA) Sub-region for San Mateo County including the 20 cities.

(For further information or questions, contact Richard Napier at 650-599-1420)

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### **RECOMMENDATION:**

Coordinate and support the Sustainable Communities Strategy (SCS) in San Mateo County including working with all the relevant established initiatives including Grand Boulevard Initiative and 21 Elements. Work with the Cities and County to determine the interest in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process. C/CAG would facilitate and staff this process if there is interest. Approval of budget to \$50,000.

### **FISCAL IMPACT:**

Less than \$50,000.

### **SOURCE OF FUNDS:**

Part of the annual Metropolitan Transportation Commission (MTC) Transportation Plus Land Use grant and San Mateo Congestion Relief Fund.

### **BACKGROUND/DISCUSSION:**

In 2006 and 2007 C/CAG and the County of San Mateo Housing Department worked cooperatively to facilitate the formation and operation of a sub-region for San Mateo County that included the 20 cities and the County. The purpose of the Sub-Region was to receive a Sub-Regional allocation for housing and for the Sub-Region to determine the housing allocation for each land use agency. These allocations were then used for each agency's 2007 Housing Elements. The process was successful and resulted in a much more positive engagement with the cities and the County.

SB 375 has established the requirement for a Sustainable Communities Strategy (SCS) to reduce the greenhouse gas emissions from small trucks and automobiles. The Bay Area regional agencies are responsible to work with counties and cities to develop the SCS. This is done by the Joint Policy Committee (JPC) that includes the Association of Bay Area Governments (ABAG),

Metropolitan Transportation Commission (MTC), Bay Conservation Development Commission (BCDC), and Bay Area Air Quality Management District (BAAQMD). The goal of SCS is to link land use and transportation decisions. It is important that all the transportation and land use agencies in San Mateo County work together to define what can realistically be accomplished in San Mateo County. Every eight years both the Sustainable Communities Strategy housing requirement and the Regional Housing Needs Assessment (RHNA) must be consistent. The establishment of the initial Sustainable Community Strategy will also include an update to the RHNA even though it was done in 2007. The new cycle will be eight years instead of seven. The SCS variables will include housing, employment, and specific location of each in order to reduce greenhouse gas emissions in the region.

On October 12, 2010 key elected officials and staff from agencies in San Mateo County met with regional staff including Steve Heminger (Executive Director of MTC) and Ezra Rapport (Executive Director of ABAG). It was emphasized since San Mateo County is pursuing most of the initiatives being advanced that the established initiatives should be used and linked together as appropriate. It was also suggested that C/CAG coordinate the effort and work with the Grand Boulevard Initiative (GBI) and County of San Mateo Department of Housing in pulling this together. By the end of the year the Joint Policy Committee would like to get from San Mateo County the following: 1- Visions and Policies 2- Input on the Baseline Jobs and Housing assumptions 3- Discussion of place types.

Staff is recommending that: 1- \$50,000 be allocated, and 2- C/CAG staff facilitate the support from San Mateo County for the regional Sustainable Communities Strategy. In addition given the success of the previous Sub-Regional Process it is recommended that a San Mateo Sub-Region be established for the SCS process.

Staff had discussions with ABAG and determined that the following needs to be done.

- 1- Must provide resolutions from all participating Cities and County by 3/16/11. It is not necessary to have the plan or process defined.

A meeting with the Planning Directors has been scheduled for 11/19/10 to discuss forming a Sub-Region and other aspects of the Sustainable Communities Strategy.

Based on this it is suggested that the Board direct C/CAG staff to work with the Cities and County to develop interest in this delegation process. It is reasonable to get the resolutions by 3/16/11. This will be taken to the City Managers at their January meeting. C/CAG staff has drafted a sample staff report and resolution to expedite the City/ County adoption of the resolutions. See attached. This would then be brought to the Board at the March meeting for status on the resolutions and final determination as to whether to pursue the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process.

C/CAG's role would primarily be as a facilitator and to provide staff support. All efforts would be coordinated with GBI and the County of San Mateo Department of Housing. The primary responsibility rests with the cities and the County that have the land use responsibility. A rough draft of a City/ County based San Mateo County SCS process is attached. This is a rough overview with details to be defined as the process proceeds.

**ATTACHMENTS:**

- Sample Staff Report and Resolution
- San Mateo County SCS Process
- One Bay Area

**ALTERNATIVES:**

- 1- Coordinate and support the Sustainable Communities Strategy (SCS) in San Mateo County including working with all the relevant established initiatives including Grand Boulevard Initiative and 21 Elements. Work with the Cities and County to determine the interest in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process. Approval of budget to \$50,000. Board approval in accordance with the staff recommendation.
- 2- No action.



## Town of Atherton

### CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL  
CITY MANAGER**

**FROM: DENNIS LOCKARD, INTERIM BUILDING OFFICIAL**

**DATE: FOR THE MEETING OF JANUARY 18, 2011**

**SUBJECT: REQUEST FOR EXTENSION OF THE DEADLINE TO COMPLETE  
CONSTRUCTION AT 297 POLHEMUS, ATHERTON**

#### RECOMMENDATION

Grant an extension of the deadline to complete construction or provide a bond or deposit until the work is completed to June 30, 2011.

#### INTRODUCTION

Plans were approved and a permit was issued for a new single family residence and additional associated structures at 297 Polhemus on January 8 2007. Work has progress on the project and as it currently stands substantial work has continued but the project is not yet completed. The last inspection on the project was August 3, 2010.

Section 15.40.10.180 of the Atherton Municipal Code requires any project be completed project within 36 months. The time limit for this project was January 8, 2011. Failure to complete project within the time limit prescribed may result in penalties starting at \$200 per day to a maximum of \$1,000 per day. Pursuant to section 15.40.200 if the construction has not been completed and a final certificate of occupancy issued by the Town by that date the property owner is required to post a refundable deposit of \$30,000 in the form of cash, certificate of deposit or penalty bond. Failure to post this bond will result in a stop work order and no further inspections would be scheduled or conducted until the deposit is provided.

Notification was sent by the Building Department to the property owner, Shawn Massihpour dated January 3, 2011 advising him of the Municipal Code requirements and the approaching deadline.

In response to that notice Mr. Massihpour scheduled a meeting with the Building Official and the meeting was held on January 7, 2011. In attendance were both Mr. and Mrs. Massihpour. In that meeting they explained the difficulties in completing the project and their desire and intent to complete the project within the next four to six months. They also provided details on how they plan to accomplish competing the project and their plan to make this their permanent residence.

Based on this meeting Mr. Massihpour has provided a letter requesting temporary relief from the penalties and deposits required under the Municipal Code explaining financial hardship.

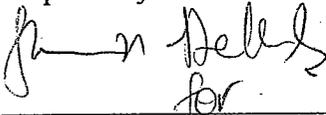
**CONCLUSION**

Staff recommends that the City Council approve the extension of time for this project and direct staff to continue to evaluate the progress of this project and take the necessary action including imposing the construction completion deposits and penalties if the project is not completed by June 30, 2011 as requested by the property owner.

**FISCAL IMPACT**

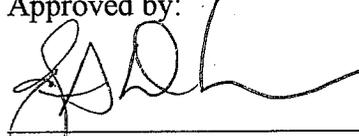
None

Prepared by:



Dennis Lockard  
Interim Building Official

Approved by:



John P. Danielson  
Interim City Manager

**Attachments:**

- January 7, 2011 letter from the property owner
- January 3, 2011 letter from the building official
- March 2, 2009 letter from the city engineer (dealing with drainage)
- Atherton Municipal code Chapter 15.40
- Permit records and inspection records for project

January 7, 2011

Mr. Dennis Lockard  
Interim Building Official  
Town Of Atherton  
91 Ashfield Road  
Atherton, CA 94027

Subject: 297 Polhemus Ave, Atherton

Dear Mr. Lockard:

This letter follows our meeting from today regarding our property located at 297 Polhemus Avenue in the Town of Atherton. Our meeting was prompted by a letter dated January 3, 2011, we received from you regarding the Municipal Code and the deadline for project completion. As my wife and I discussed with you today, no one wants to see our home completed and finished more than my family and me. This property is not a development project as is typical of most brand new construction in Atherton, but rather will become home for my wife and two children. While we have been long time Bay Area residents, we are excited to adopt Atherton as our new hometown.

In our meeting I explained that the cause for delay was unforeseeable at the time we obtained building permits in 2008. Unfortunately, we are victims of the "banking crisis" and despite our qualifications and solid finances our lenders, like many others, stalled on fully funding the construction loan. It has been to our detriment that we relied on the promised funding to complete our project. Despite this challenge, we are confident in our ability at this time to finish the home and its landscape. We anticipate full completion within the next four to six months. Because of the economic hardship we have already suffered, we would request that the Town of Atherton grant us an extension on the permits without threat of monetary penalty. Again, we stress to the Town and our new neighbors that we are using our best and most diligent efforts to complete the project and settle into our new home.

On behalf of my family, I thank you and the Town Council in advance for your time and consideration of this matter.

Respectfully Submitted,

Shawn Massihpour



**Town of Atherton**  
**Building Department**

91 Ashfield Road  
Atherton, California 94027  
Phone: (650) 752-0560  
Fax: (650) 688-6539

January 3, 2011

Mr. Shawn Massihpour  
[REDACTED]  
[REDACTED]

**Subject: Delay in completing new construction projects at 297 Polhemus, Atherton, California**

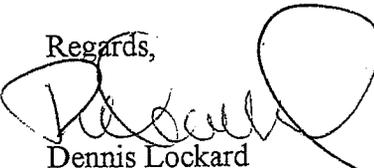
Dear Mr. Massihpour,

It has come to the attention of the Town that a property you own is under construction with permitted structures that include a new main residence, new guest house, and a new detached garage structure. The plans for these projects were submitted to the Town on June 21, 2007. Permits were issued for construction on January 8, 2007.

In accordance with 15.40.180 of the Atherton Municipal Code you are required to complete this project within 36 months and that time limit is approaching January 8, 2011. Failure to complete your project within the time limit prescribed will result in penalties starting at \$200 per day to a maximum of \$1,000 per day. Pursuant to section 15.40.200 if the construction has not been completed and a final certificate of occupancy issued by the Town by that date you will also be required to post a refundable deposit of \$30,000 in the form of cash, certificate of deposit or penalty bond. Failure to post this bond will result in a stop work order and no further inspections will be scheduled or conducted until the deposit is provided. Attached is the ordinance for your information.

The Town looks forward to your prompt action to comply with these requirements and will continue to support your efforts to complete this project. If you have any questions or if I may be of further service please contact me directly at the Building Department office.

Regards,

  
Dennis Lockard  
Interim Building Official  
Town of Atherton

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**Chapter 15.40**  
**CONSTRUCTION REGULATIONS**

Sections:

|                  |  |
|------------------|--|
| <u>15.40.010</u> | Underground utilities.                         |
| <u>15.40.020</u> | Survey policy.                                 |
| <u>15.40.030</u> | Public property.                               |
| <u>15.40.040</u> | Construction vehicle parking.                  |
| <u>15.40.050</u> | Noise.   |
| <u>15.40.100</u> | Site regulations—Community impacts—Purpose.    |
| <u>15.40.110</u> | Definitions.                                   |
| <u>15.40.120</u> | Time limits.                                   |
| <u>15.40.130</u> | Dirt—Debris—Litter.                            |
| <u>15.40.140</u> | Operation of vehicles—Pick-ups and deliveries. |
| <u>15.40.150</u> | Regulation of traffic.                         |
| <u>15.40.152</u> | Construction, operation, and parking plan.     |
| <u>15.40.155</u> | Posting of signs.                              |
| <u>15.40.157</u> | Screening.                                     |
| <u>15.40.160</u> | Application.                                   |
| <u>15.40.170</u> | Construction completion.                       |
| <u>15.40.180</u> | Time limits.                                   |
| <u>15.40.190</u> | Penalties.                                     |
| <u>15.40.200</u> | Deposit.                                       |
| <u>15.40.210</u> | Appeal.  |
| <u>15.40.220</u> | Enforcement.                                   |
| <u>15.40.230</u> | Violations.                                    |

**15.40.010 Underground utilities.**

All telephone, telegraph, electric wires and other such service facilities to newly constructed dwellings shall be placed underground from the point of the utility company pole. This section shall apply to all dwellings where building permits have not been issued prior to the date of the ordinance codified in this section. (Ord. 272, 1966)

**15.40.020 Survey policy.**

It is the city council's policy that the following condition should be incorporated into any decisions made by the zoning/building official, the planning commission, and the city council involving: (1) foundation improvements which would involve alterations to an existing foundation, (2) relocation of a residence, and (3) construction of a new residence:

Prior to undertaking any major construction related activity and prior to the issuance of a building permit, the existing grade and elevation of the proposed construction site shall be confirmed in writing by a qualified licensed civil engineer or land surveyor. Further, at the time of foundation inspection, the location and elevation of the new major construction shall be certified in writing by a qualified licensed civil engineer or land surveyor as the same location and elevation shown on the approved site development plan. At the time of framing inspection, the height of the new major construction shall be certified in the same manner as being the height shown on the approved site development plan.

(Ord. 498 § 1, 1998)

#### **15.40.030 Public property.**

Contractors shall restore any public property or public right-of-way which has been altered or otherwise damaged as a result of construction vehicles or construction related activities, to its original condition prior to a final inspection or to the satisfaction of the city manager or the city manager's designee. Prior to issuance of a building permit for a residential remodel or new construction, applicants shall submit documentation, including but not limited to, dated photographs of existing public property and public right-of-way conditions of public property and public right-of-way adjacent to the construction site, which potentially may be affected by the constitution. Such documentation shall be to the satisfaction of the city manager or the city manager's designee.

Upon reviewing the documentation and potential impact of damage to the public right-of-way, the city manager or the city manager's designee may require the posting of a cash deposit or bond of sufficient amount to guarantee the repair and reconstruction of damaged public property. (Ord. 498 § 2, 1998)

#### **15.40.040 Construction vehicle parking.**

On-site parking or parking within the public right-of-way only in front of the construction site, on the same side of the street for construction vehicles shall be required to avoid congestion and damage to landscaping and improvements in the right-of-way except when authorized in writing by the city manager or the city manager's designee or when authorized by the guidelines adopted pursuant to these regulations. (Ord. 546 § 2, 2004; Ord. 498 § 3, 1998)

#### **15.40.050 Noise.**

Construction shall be permitted only within the noise standards incorporated in Chapter 8.16 of this code. (Ord. 498 § 4, 1998)

#### **15.40.100 Site regulations—Community impacts—Purpose.**

The purpose of this chapter is to protect the peace, health and safety of the citizens of the town and to secure those persons on a regular basis, including weekends and holidays, a reasonable degree of relief from traffic congestion, dirt, litter and air pollution resulting from construction activities and the delivery of construction supplies and materials as defined below. (Ord. 514 § 1 (part), 2000)

#### **15.40.110 Definitions.**

As used in this chapter:

A. Except as otherwise provided in this chapter, "construction" means the act or process of building, including, but not limited to, landscape installation, site preparation, alteration, repair, remodeling, assembly, erection, or similar action, of buildings, structures, pavement, flat work and other works including the use of power equipment in connection with activities therewith. Site preparation includes demolition and the removal of materials in connection with the demolition and/or removal of materials including landscape plantings, by any means including "demolition sales" or invitations to the public to retrieve and remove any material from the demolition site.

B. "Delivery" means delivery of building materials or equipment to any construction project and items related to the construction project.

C. "Holidays" mean and include those days declared as legal holidays by the Governor of the state of California and as set forth in Government Code Section 6700 with the exception of subsections (d), (f), (j), (k), (n) and (o) and further including the fourth Thursday in November.

D. "Pickup" means pickup or retrieval of building materials or equipment from any construction project and items related to the construction project.

E. "Vehicle" means any device by which any person or property may be propelled, moved or drawn upon a highway or street or private property. (Ord. 546 § 3, 2004; Ord. 535 § 1, 2002; Ord. 526 § 1, 2001; Ord. 514 § 1 (part), 2000)

#### **15.40.120 Time limits.**

A. Except as otherwise provided in this chapter, construction, pickup and delivery shall be prohibited on any property within the town between the hours of five p.m. in the evening and eight a.m. of the following day, Monday through Friday.

B. Construction, pickup and delivery shall be prohibited on any property within the town on Saturday, Sunday and any holiday.

C. Residents/property owners when they are personally undertaking construction activities to maintain or improve their property on Saturdays, Sundays or holidays between the hours of ten a.m. and five p.m. are exempted from the foregoing prohibitions.

Such activities are restricted to the use of hand and power tools only.

D. Emergency construction required for the immediate protection of persons and property including, but not limited to, plumbing, electrical and roof repairs is exempt from the foregoing prohibitions. (Ord. 526 § 2, 2001; Ord. 514 § 1 (part), 2000)

#### **15.40.130 Dirt—Debris—Litter.**

It shall be the responsibility of the owner of any property located within the town for any construction project on any property within the town to maintain all adjacent public and private property clean and free of dirt, debris and litter resulting from construction activities upon the owner's property. (Ord. 514 § 1 (part), 2000)

#### **15.40.140 Operation of vehicles—Pick-ups and deliveries.**

Vehicles engaged in the delivery or pick-up of supplies and materials to or from construction projects shall be loaded or unloaded on the construction site whenever possible. Vehicles are not to arrive at the construction site before the hour of eight a.m. and must depart the construction site no later than five p.m. The engines of delivery and pick-up vehicles shall be shut off upon arriving at the site and shall remain shut off during the time supplies, materials, or equipment are being loaded onto or unloaded from the vehicle unless the operation of the engine is required to load or unload the vehicle. (Ord. 535 § 2, 2002; Ord. 526 § 4, 2001; Ord. 514 § 1 (part), 2000)

#### **15.40.150 Regulation of traffic.**

It shall be the responsibility of the owner of any property located within the town for any construction project on any property within the town to keep adjacent roads and streets open for travel by the public, adjacent property owner, their visitors and guests at all reasonable times. For purposes of this ordinance, blockage of a street or road exceeding five minutes shall be considered to be a violation of this provision. (Ord. 514 § 1 (part), 2000)

#### **15.40.152 Construction, operation, and parking plan.**

Prior to submitting plans for building plan check, the owner of any property located within the town for any construction project on said property shall submit a construction, operation, and parking plan (COP plan) for review and approval by the building official. The construction, operation, and parking plan shall be prepared in accordance with guidelines to be adopted by resolution of the city council and made a part of the public file. (Ord. 546 § 4, 2004)

#### **15.40.155 Posting of signs.**

Signs advising of the provisions of this chapter and prepared by the town shall be purchased from the town by the person acquiring any building permit or engaging in construction as defined above. Signs shall be posted at locations and in the manner prescribed by the city manager or designee. (Ord. 535 § 3, 2002)

#### **15.40.157 Screening.**

Any construction site project that is visible from the public right-of-way shall be adequately screened to the satisfaction of the building official. Screening shall consist

of materials approved by the building official and identified on approved building plans. Screening shall be installed prior to start of construction as defined in Section 15.40.110(A). (Ord. 564 § 1, 2006)

**15.40.160 Application.**

Sections 15.40.160 through 15.40.220 shall apply to all building construction (including, but not limited to, all additions, alterations, modifications, repairs and improvements) that requires a building permit, and landscaping related to such building construction. (Ord. 566 § 2 (part), 2006)

**15.40.170 Construction completion.**

For the purpose of Sections 15.40.160 through 15.40.220, construction shall be complete upon the final performance of all construction work other than landscaping, including, but not necessarily limited to, exterior repairs and remodeling, total compliance with all conditions of application approval, and the clearing and cleaning of all construction-related materials and debris from the site. Final inspection and approval of the construction work by the town shall mark the date of construction completion. Deadlines for the completion of landscaping are set forth in Section 17.50.060. (Ord. 566 § 2 (part), 2006)

**15.40.180 Time limits.**

| Building Permit Valuation      | New Building Construction Additions, Alterations, Modifications, Repairs and Improvements |
|--------------------------------|---|
| 2,000 square feet or less      | 12 months from original building permit issuance  |
| 2001 – 4,000 square feet       | 24 months from original building permit issuance  |
| Greater than 4,001 square feet | 36 months from original building permit issuance  |

Time limits will not be increased by issuance of subsequent building permits for the same project. (Ord. 566 § 2 (part), 2006)

**15.40.190 Penalties.**

A. If a property owner fails to complete construction by the applicable time limit established in this chapter, the property owner shall be subject to the following penalties payable to the town:

| Period of Time That Project Remains Incomplete Beyond Applicable Time Limit | Penalty   |
|---|---|
| First 30 days   | -0-   |
| 31st through 60th day   | \$200.00 per day (i.e., \$6,000.00 maximum penalty applicable to this 30-day period)  |
| 61st through 120th day  | \$400.00 per day (i.e., \$24,000.00 maximum penalty applicable to this 60-day period) |

121st day and every day thereafter

\$1,000.00 per day (to a maximum of \$250,000.00)

B. Penalties, fees and costs due to the town pursuant to this chapter are due each day as the penalties accrue.

C. Any violation of this chapter shall constitute a public nuisance and, in addition to being subject to any other remedies allowed by law, may be abated as provided by law. (Ord. 566 § 2 (part), 2006)

**15.40.200 Deposit.**

A. Upon reaching the time limits set out in Section 15.40.180, if construction has not been completed, if no final inspection has been made or a certificate of occupancy issued, the property owner or his representative shall deliver to the building department a refundable deposit (in cash or a certificate of deposit or in the form of a payment penalty bond) in the amount of thirty thousand dollars. Any bond shall be in the amount of the deposit and in form and contents satisfactory to the town and shall cover a minimum time period of two years.

B. If no deposit is made as provided in subsection A of this section, the building official shall issue a stop work order.

C. If a property owner fails to complete construction by the applicable time limit, the applicable penalties shall accrue daily up to the maximum set out in Section 15.40.190.

D. On or before the one hundred twentieth day that the project has remained incomplete, no final inspection has been made and no certificate of occupancy issued, the property owner or his representative shall deliver to the building department a refundable deposit (in cash or in the form of a certificate of deposit or a payment penalty bond) in the amount of two hundred twenty thousand dollars. Any bond shall be in the amount of the deposit and in form and contents satisfactory to the town which shall cover a minimum time period of two years.

E. If no deposit is made as provided in subsection D of this section, the building official shall issue a stop work order.

F. If the owner believes that the failure to meet the applicable time limit was caused by circumstances beyond the owner's control, the owner may file a written statement to that effect with the building official at the time of making the deposit as described in subsections A and/or D of this section and provide any documentation substantiating such grounds of appeal and the effect on the construction. If the owner makes such filing, no part of the deposit shall be forfeited to the town and no demand shall be made against the bond if construction is completed within thirty days of the deposit. If construction is completed after the thirty days and the building official concurs with the owner's statement as to the cause of the failure to meet the deadline, the building official shall waive the penalty and return the cash deposit, certificate of deposit, or bond to the owner. If the building official does not concur with the owner's statement, it shall be treated as an appeal under Section 15.40.210 and all the provisions of that section shall apply.

G. If construction is completed after the applicable time limit, and the building official does not concur with the owner's statement, the town shall draw on the deposit, certificate of deposit, or bond in the amount of the applicable penalties; provided, however, that in the event of an appeal, the town shall not draw on the deposit, certificate of deposit, or bond until the planning commission and, if applicable, the city council has rendered its decision as set forth in Section 15.40.210(A).

H. After construction is completed and all applicable fines received by the town, any remaining deposit shall be refunded or the certificate of deposit or bond shall be returned. (Ord. 566 § 2 (part), 2006)

#### **15.40.210 Appeal.**

A. A penalty imposed pursuant to Sections 15.40.160 through 15.40.200 and Section 15.40.220 may be appealed to the planning commission on the grounds that the property owner was unable to comply with the applicable time limit for reasons beyond the control of the property owner and the owner's representatives. There shall be no right to appeal until construction is completed. Any person aggrieved by the decision of the planning commission on the appeal may appeal to the Atherton city council. The provisions of Chapter 17.06 of the Atherton Municipal Code shall apply to the appeal process.

B. At the time the appeal is filed or within two weeks thereafter, the appellant shall submit documentary and other evidence sufficient to establish that design decisions, construction drawings and documents, bids and construction contracts, permit applications, and compliance with all required permit conditions were undertaken in a diligent and timely manner. Documentary evidence shall include, but not be limited to, dated design contracts, date-stamped plans, dated construction contracts and material orders, and proof of timely payment of any deposits or fees required pursuant to any of the foregoing items. The documentary and other evidence shall demonstrate that construction delays resulted from circumstances fully out of the applicant's control and despite diligent and clearly documented efforts to achieve construction completion within the applicable time limit. Penalties shall not be modified or cancelled unless all evidence required by this subsection is submitted at the time of appeal. (Ord. 566 § 2 (part), 2006)

#### **15.40.220 Enforcement.**

A. Sections 15.40.160 through 15.40.220 shall apply to all construction for which a building permit was issued on or after the effective date of the ordinance codified in Sections 15.40.160 through 15.40.220.

B. Any penalty due under Section 15.40.190 in excess of the deposit made under Section 15.40.200 shall be a personal debt owed to the town by the property owner(s) and, in addition to all other means of enforcement and collection, shall become a lien against the said property and shall be subject to the same penalties (including interest thereon at the maximum rate allowed by law from the date the lien attaches until the date of payment) and the same procedure and sale in case of delinquency as provided for ordinary municipal taxes. (Ord. 566 § 2 (part), 2006)

#### **15.40.230 Violations.**

A. A violation of this chapter is a misdemeanor and shall be punished as provided in Section 1.20.040. A civil action may be commenced to abate, enjoin, or otherwise compel the cessation of violation of any provision in this chapter. In a civil action brought pursuant to this chapter in which the town prevails, the court may award to the town all costs of investigation and preparation for trial, the costs of trial, reasonable expenses including overhead and administrative costs incurred in prosecuting the action, and reasonable attorney fees.

B. As part of a civil action brought by the town, a court may assess against any person who commits, allows, or maintains a violation of any provision of this chapter a civil penalty in an amount not to exceed five thousand dollars per violation. The civil penalty is separate and distinct from penalties imposed pursuant to Sections 15.40.160 through 15.40.220.

C. Upon any guilty plea or judgment or conviction, in any criminal proceeding brought for the violation of this chapter, where the defendant is entitled by law to probation, then the court may require the payment to the town of the costs and expenses as described above and the code provision incorporated by reference as one of the conditions of such probation.

D. The building official is authorized to order work stopped whenever work is being done contrary to the provisions of this chapter. (Ord. 566 § 3, 2006; Ord. 535 § 4, 2002; Ord. 514 § 1 (part), 2000. Formerly 15.40.160)

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**This page of the Atherton Municipal Code is current through Ordinance 582, passed October 21, 2009.**

Disclaimer: The City Clerk's Office has the official version of the Atherton Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.ci.atherton.ca.us/>  
(<http://www.ci.atherton.ca.us/>)  
City Telephone: (650) 752-0529  
Code Publishing Company  
(<http://www.codepublishing.com/>)

March 2, 2009

Shaw Massihpour  


**RE: DRAINAGE IMPROVEMENTS – 297 POLHEMUS AVENUE**

Dear Mr. Massihpour:

This letter is to clarify the Town of Atherton's expectations with regard to the drainage improvements being installed in your new residential construction project located at 297 Polhemus.

A Grading Permit was approved on October 4, 2007, based upon plans dated June 13, 2007 and approved on October 4, 2007. A soils report was not provided that could document the percolation rate of the soil around and below the detention facility or could confirm that groundwater levels do not rise above the bottom of the percolation trench.

During the course of construction, inspections of the exterior drainage improvements were conducted by representatives of the Town's Engineering Department. Some elements of the improvements were installed without inspection. Deviations from the approved Drainage and Erosion Control Plans have been noted and have been brought to your attention. It has been noted that groundwater has apparently been entering your detention system between periods of rainfall. The Town has also received complaints from the owner of an adjoining property asserting that there has been an increase in rainwater run-off entering that property from yours. Over the past several months there have been discussions between yourself and various Town representatives regarding problems that have become apparent.

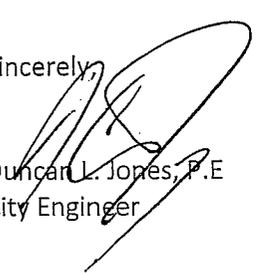
To date you have not made satisfactory progress toward correcting the noted problems and providing the information requested. Here is a list of what you need to do:

1. Provide detailed plans for erosion protection for the present site condition and for subsequent phases of grading, showing how silt or other contaminants will be prevented from entering the public storm drain system or from flowing off-site. Of principal concern is how rainwater run-off will be prevented from running onto adjoining properties, particularly while the site is in an unfinished, un-landscaped condition.
2. Provide a revised Site Plan that illustrates the final grading of the site based upon the "as-built" layout of the storm drain system, including the location and configuration of the detention system and all inlets and showing the routing of piping. Invert elevations at drainage inlets and at the detention facilities are needed to demonstrate that water will flow throughout the system as designed.
3. Provide evidence that flows from all roof leaders are captured by the on-site storm drainage system and are conducted to the detention facility.

4. Provide evidence that subdrains around the structure and at the site perimeter have been designed and installed to effectively conduct intercepted subterranean flows to the public storm drain system.
5. Site Geotechnical considerations necessitate the installation of a pumping system to dispose of collected rainwater runoff. Provide a design demonstrating the ability to conduct to the Town's storm drain system the volume of rainwater expected to fall upon the site. The Town's Drainage Criteria document, which can be downloaded from the Town's website, includes design guidelines for detention and timed-release of storm water runoff.
6. Demonstrate that groundwater is not entering the detention facilities, so that the entire design volume of the system is available to receive surface runoff. If groundwater is infiltrating the detention system it will be necessary to revise the design to prevent infiltration.
7. Verification by Town officials of proper installation of erosion controls in compliance with approved plans will be required; periodic inspections by Town officials will be necessary.
8. Verification by Town officials that the storm drainage and detention system is functioning as approved will be required; detailed inspections by Town officials will be necessary.
9. Verification will be required that final grades throughout the site conform to the approved plans; a post-construction survey by a licensed surveyor may be necessary.

If these conditions are not satisfied within a reasonable period of time the Town will begin further enforcement as necessary. If you feel that any of the assertions or requirements in this letter are incorrect or cannot be satisfied, please meet with or contact Lee Panza at 650-752-0558.

Sincerely,



Duncan L. Jones, P.E.  
City Engineer

Permit Number, Type and Subtype

39357      Find      Go To      Recent

**NEW REW/BASEMENT**

Step by Permit\_no      Type      CONVERTED

<<      <      >      >>

SubType

Name and Address Information

Site Address      297 POLHEMUS

Owner      MASSIHOUP

Applicant

Parcel Number      070-032-010      Restr

(a) Parent Project and (b) Parent Permit

(a)      Find      Go

(b)      Find      Go

Show Sub-Permits

FINANCIAL INFORMATION

|           |                |                     |
|-----------|----------------|---------------------|
| Job Value | \$1,332,100.00 | Valuation Details   |
| Fees      | \$46,670.28    | Fee Details         |
| Fees Paid | \$46,670.28    | Fee Payment Details |

Permit Dates

Applied      06/21/2007      CRW

Approved      N/A

Issued      01/08/2008      CRW

Finalec      N/A

Expiration      01/30/2011      JA

Time Limit      01/08/2011      RR

Status      ISSUED

|                           |                         |
|---------------------------|-------------------------|
| More Info (5)             | Site Info <sup>AA</sup> |
| Contacts (2)              | Chronology              |
| Description <sup>AA</sup> | Plan Reviews            |
| Imaging Link              | Inspections (42)        |
|                           | Internet Link           |

Print      CLOSE

INSPECTION ACTIVITY REPORT

Permit No. 39357 Site Address 297 POLHEMUS

|                   |                                |       |
|-------------------|--------------------------------|-------|
| Applied 6/21/2007 | Applicant                      | Lot   |
| Approved          | Owner MASSIHPOUR               | Block |
| Issued 1/8/2008   | Contractor                     | Tract |
| Parent Permit     | Description NEW REW W/BASEMENT |       |
|                   | Notes NEW REW W/BASEMENT       |       |

| Requested Time / By   | Scheduled Completed | Inspection Type         | Inspector | Result Remarks              | Notes   |
|-----------------------|---------------------|-------------------------|-----------|-----------------------------|---|
| 7/10/2008<br>15:00 KR | 5/27/2008           | SURVEY LTR              |           | PASS<br>ASE CONSULTING      |   |
| 7/28/2008<br>09:30 KR |                     | FOOTINGS                |           | PASS<br>ASE CONSULTING      |   |
| 7/28/2008<br>09:30 KR |                     | SLAB STEEL              |           | PASS                        |   |
| 7/28/2008<br>09:28 KR | 7/18/2008           | FOOTINGS                |           | PASS<br>ASE CONSULTING      |   |
| 7/28/2008<br>09:28 KR | 7/18/2008           | HOLD DOWN<br>BOLTS      |           | PASS                        |   |
| 7/28/2008<br>09:27 KR | 7/18/2008           | SETBACK<br>VERIFICATION |           | PASS<br>ASE CONSULTING      |   |
|                       | 4/28/2008           | SEE NOTES               | JB        | SEE NOTES                   | Inspection Type: UNDERGROUND SLAB,<br>PUMBING 10 FEET |
|                       | 4/28/2008           |                         |           |                             | Inspection Result OK PROVIDE WATER<br>TEST            |
| 5/14/2008<br>08:31 JB | 5/13/2008 PM        | SLAB STEEL              | JB        | PASS                        |   |
| 5/12/2008<br>13:54 KR | 5/13/2008 PM        | UNDERFLOOR              | JB        | FAILED<br>a leak            |   |
| 5/12/2008<br>13:54 KR | 5/13/2008 PM        | FORMS                   | JB        | PASS                        |   |
| 5/14/2008<br>08:33 JB | 5/13/2008 PM        | ENGINEER<br>LETTER      | JB        | PASS                        |   |
| 5/14/2008<br>08:32 JB | 5/13/2008 PM        | SURVEY LTR              | JB        | PASS                        |   |
| 5/14/2008<br>08:32 JB | 5/13/2008 PM        | HOLD DOWN<br>BOLTS      | JB        | PASS                        |   |
| 5/14/2008<br>08:32 JB | 5/13/2008 PM        | FOOTINGS                | JB        | PASS                        |   |
| 5/28/2008<br>08:27 KR | 5/28/2008 PM        | BASEMENT WALL<br>DBL UP | JB        | PASS                        |   |
| 6/4/2008<br>16:35 KR  | 6/5/2008 AM         | BASEMENT WALL<br>DBL UP | JB        | PASS                        |   |
| 7/9/2008<br>16:22 KR  | 7/10/2008 AM        | UNDER FLOOR             | JB        | PASS<br>under slab plbg o.k |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | SLAB STEEL              | JB        | PASS<br>ground level        |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | UFER                    | JB        | PASS                        |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | HOLD DOWN<br>BOLTS      | JB        | PASS<br>ground level        |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | GRADE BEAMS             | JB        | PASS<br>ground level        |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | FOOTINGS                | JB        | PASS<br>ground level        |   |
| 7/18/2008<br>16:27 JB | 7/18/2008 AM        | PIERS                   | JB        | PASS<br>ground level        |   |

**A.S.E. Consulting Engineering, Inc.**

San Jose, CA 95113

Tel: [REDACTED]  
Fax: [REDACTED]

October 28, 2008

Town of Atherton  
Building Inspection  
93 Station Lane  
Atherton, CA 94027



**SUBJECT: 297 Polhemus Ave. Atherton, CA  
APN 070-032-010**

**RE: Main Residence**

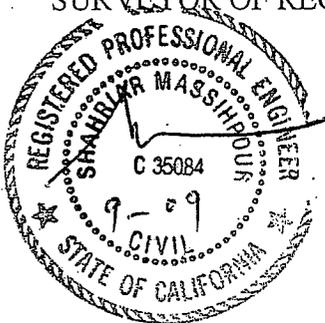
Dear Inspector:

This letter is to certify that on October 28, 2008, a representative of our firm visited the subject job and field survey elevations of sidewalls and roof of the Main Residence and report the following elevations per site bench mark as stated on Town of Atherton approved set plans:

- a. Sidewalls are constructed at elevation of 148.40'.
- b. Top of roof plywood at ridge is constructed at elevation of 154.53'.

Regards

A.S.E. CONSULTING ENGINEERING, INC.  
BY  
SHAWN MASSIHOUPUR, P.E.  
SURVEYOR OF RECORD



INSPECTION ACTIVITY REPORT

Permit No. 39359

Site Address 297 POLHEMUS

|                   |  |       |
|-------------------|--|-------|
| Applied 6/21/2007 | Applicant  | Lot   |
| Approved          | Owner MASSIHPOUR                                   | Block |
| Issued 1/8/2008   | Contractor   | Tract |
| Parent Permit     | Description NEW ACCESSORY STRUCTURE -- GUEST HOUSE |       |
|                   | Notes  |       |

| Requested Time / By    | Scheduled Completed             | Inspection Type     | Inspector | Result Remarks                             | Notes   |
|------------------------|---------------------------------|---------------------|-----------|--|---|
| 7/30/2008<br>13:36 KR  | 7/24/2008 AM                    | HEIGHT VERIFICATION |           | PASS<br>A.S.E. CONSULTING                  |   |
|                        | 4/23/2008                       | UNDERFLOOR          | JB        | OK   |   |
|                        | 4/23/2008                       | PLUMBING            |           |  |   |
|                        | 4/25/2008                       | SEE NOTES           | JB        | OK   | Inspection Type: REBAR, FOOTINGS,<br>UFER SURVEY & ENGINEER LETTERS |
|                        | 4/25/2008                       |                     |           |  |   |
| 5/5/2008<br>10:40 KR   | 5/1/2008<br>5/1/2008            | UNDERFLOOR          | JB        | PASS                                       |   |
| 7/30/2008<br>12:26 JB  | 7/30/2008 AM<br>7/30/2008 AM    | HEIGHT VERIFICATION | JB        | PASS                                       |   |
| 7/29/2008<br>16:12 KR  | 7/30/2008 AM<br>7/30/2008 11:00 | ROOF NAILING        | JB        | PASS                                       |   |
| 7/30/2008<br>12:26 JB  | 7/30/2008 AM<br>7/30/2008 AM    | SHEAR WALL          | JB        | PASS                                       |   |
| 7/30/2008<br>12:26 JB  | 7/30/2008 AM<br>7/30/2008 AM    | EXTERIOR SHEATHING  | JB        | PASS                                       |   |
| 4/21/2009<br>17:24 JA  | 4/21/2009<br>4/21/2009          | TOPOUT              | JA        | PASS                                       |   |
| 4/21/2009<br>17:24 JA  | 4/21/2009<br>4/21/2009          | ROUGH FRAMING       | JA        | PARTIAL<br>NEEDS MENLO FIRE ROUGH SIGN OFF |   |
| 4/21/2009<br>17:24 JA  | 4/21/2009<br>4/21/2009          | ROUGH MECHANICAL    | JA        | PARTIAL<br>NEEDS MENLO FIRE ROUGH SIGN OFF |   |
| 4/21/2009<br>14:25 KR  | 4/21/2009 PM<br>4/21/2009       | ROUGH PLUMBING      | JA        | PARTIAL<br>NEEDS MENLO FIRE ROUGH SIGN OFF |   |
| 4/21/2009<br>14:25 KR  | 4/21/2009 PM<br>4/21/2009       | FRAMING             | JA        | PARTIAL<br>NEEDS MENLO FIRE ROUGH SIGN OFF |   |
| 4/21/2009<br>14:25 KR  | 4/21/2009 PM<br>4/21/2009       | ROUGH ELECTRIC      | JA        | PARTIAL<br>NEEDS MENLO FIRE ROUGH SIGN OFF |   |
| 6/3/2009<br>15:55 KR   | 6/4/2009 AM<br>6/4/2009         | EXTERIOR LATH       | JA        | PASS                                       |   |
| 11/5/2009<br>14:31 KR  | 11/5/2009 PM<br>11/5/2009       | UNDERGROUND         | JA        | FAILED<br>NOT READY                        |   |
| 11/5/2009<br>14:31 KR  | 11/5/2009 PM<br>11/5/2009       | UNDERGROUND GAS     | JA        | FAILED<br>NOT READY                        |   |
| 11/12/2009<br>14:36 KR | 11/12/2009 PM<br>11/12/2009     | UNDERGROUND         | JA        | PASS                                       |   |
| 11/12/2009<br>14:36 KR | 11/12/2009 PM<br>11/12/2009     | SEWER               | JA        | PASS                                       |   |
| 11/9/2009<br>14:48 KR  | 11/12/2009 PM<br>11/12/2009     | WATER SERVICE       | JA        | PASS                                       |   |
| 11/9/2009<br>14:48 KR  | 11/12/2009 PM<br>11/12/2009     | UNDERGROUND GAS     | JA        | PASS                                       |   |
| 7/22/2010<br>18:05 JA  | 7/22/2010<br>7/22/2010          | INSULATION          | JA        | PASS<br>cert.                              |   |
| 8/3/2010<br>13:49 KR   | 8/3/2010 PM<br>8/3/2010         | DRY WALL            | JA        | PASS                                       |   |

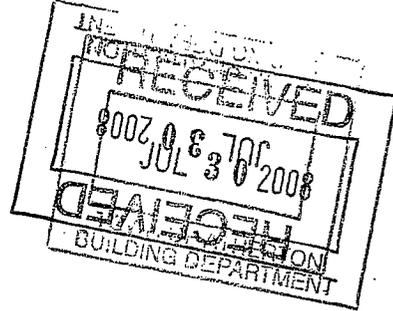
**A.S.E. Consulting Engineering, Inc.**



Tel: [REDACTED]  
Fax: [REDACTED]

July 28, 2008

Town of Atherton  
Building Inspection  
93 Station Lane  
Atherton, CA 94027



**SUBJECT: 297 Polhemus Ave. Atherton, CA  
APN 070-032-010**

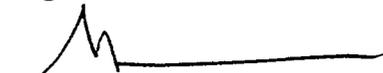
**RE: Guest House**

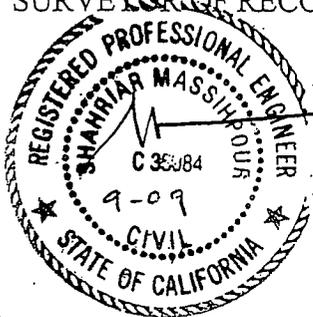
Dear Inspector:

This letter is to certify that on July 24, 2008, a representative of our firm visited the subject job and field survey elevations of side walls and roof of the new guest house and report the following elevations per site bench mark as stated on Town of Atherton approved set plans:

- a. Sidewalls are constructed at elevation of 135.92'.
- b. Top of roof plywood at ridge is constructed at elevation of 139.17'.

Regards

  
A.S.E. CONSULTING ENGINEERING, INC.  
BY  
SHAWN MASSIHOUPUR, P.E.  
SURVEYOR OF RECORD



Permit Number, Type and Subtype

39358 Find Go To Recent

NEW ACC:DETACHED GARAGE

Step by Permit\_no

<< < > >>

Type CONVERTED

SubType

Name and Address Information

Site Address 297 POLHEMUS

Owner MASSIHOOR

Applicant

Parcel Number 070-032-010 Restr

(a) Parent Project and (b) Parent Permit

Show Sub-Permits

(a) Find Go

(b) Find Go

FINANCIAL INFORMATION

|           |              |                     |
|-----------|--------------|---------------------|
| Job Value | \$215,000.00 | Valuation Details   |
| Fees      | \$4,358.29   | Fee Details         |
| Fees Paid | \$4,358.29   | Fee Payment Details |

Permit Dates

Applied 06/21/2007 CRW

Approved N/A

Issued 01/08/2008 CRW

Finalized N/A

Expiration 05/11/2010 JA

Time Limit N/A CRW

Status ISSUED

|               |                  |
|---------------|------------------|
| More Info (5) | Site Info 11     |
| Contracts (2) | Chronology       |
| Description   | Plan Reviews (1) |
| Imaging Link  | Inspections (29) |
| Print         | Internet Link    |
|               | CLOSE            |

INSPECTION ACTIVITY REPORT

Permit No. 39358

Site Address 297 POLHEMUS

Applied 6/21/2007  
Approved  
Issued 1/8/2008  
Parent Permit

Applicant  
Owner MASSIHPOUR  
Contractor  
Description NEW ACC/DETACHED GARAGE  
Notes

Lot  
Block  
Tract

| Requested Time / By    | Scheduled Completed       | Inspection Type         | Inspector | Result Remarks                  | Notes          |
|------------------------|---------------------------|-------------------------|-----------|---------------------------------|----------------|
| 7/28/2008<br>09:31 KR  | 7/18/2008                 | HOLD DOWN<br>BOLTS      |           | PASS                            |                |
| 7/28/2008<br>09:31 KR  | 7/18/2008                 | GRADE BEAMS             |           | PASS                            | ASE CONSULTING |
| 7/28/2008<br>09:32 KR  | 7/18/2008                 | SURVEY LTR              |           | PASS                            | ASE CONSULTING |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | FOOTINGS                | JB        | PASS                            |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | GRADE BEAMS             | JB        | PASS                            |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | HOLD DOWN<br>BOLTS      | JB        | PASS                            |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | UFER                    | JB        | PASS                            |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | ENGINEER<br>LETTER      | JB        | PASS                            |                |
| 7/17/2008<br>16:16 KR  | 7/18/2008 AM<br>9:30      | SLAB STEEL              | JB        | NO ENTRY<br>not ready           |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | FORMS                   | JB        | PASS                            |                |
| 7/18/2008<br>16:31 JB  | 7/18/2008 AM              | SETBACK<br>VERIFICATION | JB        | PASS                            |                |
| 7/29/2008<br>16:13 KR  | 7/30/2008 AM              | ROOF NAILING            | JB        | <none><br>VOIDED (JB 7/30/2008) |                |
| 7/30/2008<br>12:28 JB  | 7/30/2008 AM              | SLAB STEEL              | JB        | PASS                            |                |
| 7/30/2008<br>12:28 JB  | 7/30/2008 AM              | UNDER-SLAB              | JB        | PASS                            |                |
| 10/29/2008<br>12:27 JB | 10/29/2008 AM             | HEIGHT<br>VERIFICATION  | JB        | PASS                            |                |
| 10/28/2008<br>15:39 KR | 10/29/2008 AM<br>11:30    | ROOF NAIL               | JB        | PASS                            |                |
| 10/29/2008<br>12:27 JB | 10/29/2008 AM             | EXTERIOR<br>SHEATHING   | JB        | PASS                            |                |
| 6/4/2009<br>16:41 JA   | 6/4/2009                  | TOPOUT                  | JA        | PASS                            |                |
| 6/4/2009<br>16:41 JA   | 6/4/2009                  | ROUGH<br>MECHANICAL     | JA        | PASS                            |                |
| 6/3/2009<br>15:55 KR   | 6/4/2009 AM<br>6/4/2009   | ROUGH<br>PLUMBING       | JA        | PASS                            |                |
| 6/3/2009<br>15:55 KR   | 6/4/2009 AM<br>6/4/2009   | ROUGH<br>ELECTRIC       | JA        | PASS                            |                |
| 6/3/2009<br>15:55 KR   | 6/4/2009 AM<br>6/4/2009   | FRAMING                 | JA        | PASS                            |                |
| 8/19/2009<br>15:20 KR  | 8/20/2009 PM<br>8/20/2009 | EXTERIOR LATH           | JA        | PASS                            |                |
| 11/5/2009<br>14:32 KR  | 11/5/2009 PM<br>11/5/2009 | UNDERGROUND             | JA        | FAILED<br>NOT READY             |                |

A.S.E. Consulting Engineering, Inc.

[REDACTED]

Tel: [REDACTED]  
Fax: [REDACTED]

October 28, 2008

Town of Atherton  
Building Inspection  
93 Station Lane  
Atherton, CA 94027



10/29/08 JB

**SUBJECT: 297 Polhemus Ave. Atherton, CA  
APN 070-032-010**

**RE: Detached Garage Building**

Dear Inspector:

This letter is to certify that on October 28, 2008, a representative of our firm visited the subject job and field survey elevations of sidewalls and roof of the Detached Garage Building and report the following elevations per site bench mark as stated on Town of Atherton approved set plans:

- a. Sidewalls are constructed at elevation of 136.38'.
- b. Top of roof plywood at ridge is constructed at elevation of 141.30'.

Regards

[Handwritten signature]

A.S.E. CONSULTING ENGINEERING, INC.  
BY  
SHAWN MASSIHOUPUR, P.E.  
SURVEYOR OF RECORD



| Subject                    | Location | Start                          | End                            | Recurrence Pat... | Categories |
|----------------------------|----------|--------------------------------|--------------------------------|-------------------|------------|
| 297 POLHEMUS TEM...        |          | Fri 9/21/2007 1:30 PM          | Fri 9/21/2007 2:00 PM          |                   |            |
| <b>297 POLHEMUS PR...</b>  |          | <b>Thu 9/27/2007 11:00 AM</b>  | <b>Thu 9/27/2007 11:30 AM</b>  |                   |            |
| 297 POLHEMUS SLA...        |          | Fri 4/25/2008 10:30 AM         | Fri 4/25/2008 11:00 AM         |                   |            |
| 297 POLHEMUS UN...         |          | Mon 4/28/2008 2:00 PM          | Mon 4/28/2008 2:30 PM          |                   |            |
| <b>297 POLHEMUS RA...</b>  |          | <b>Thu 5/1/2008 10:30 AM</b>   | <b>Thu 5/1/2008 11:00 AM</b>   |                   |            |
| 297 POLHEMUS FOU...        |          | Tue 5/13/2008 1:00 PM          | Tue 5/13/2008 1:30 PM          |                   |            |
| <b>297 POLHEMUS - B...</b> |          | <b>Wed 5/28/2008 1:30 PM</b>   | <b>Wed 5/28/2008 2:00 PM</b>   |                   |            |
| 297 POLHEMUS BAS...        |          | Thu 6/5/2008 8:30 AM           | Thu 6/5/2008 9:00 AM           |                   |            |
| <b>297 POLHEMUS UN...</b>  |          | <b>Thu 7/10/2008 10:30 AM</b>  | <b>Thu 7/10/2008 11:00 AM</b>  |                   |            |
| 297 POLHEMUS SLA...        |          | Fri 7/18/2008 9:30 AM          | Fri 7/18/2008 10:00 AM         |                   |            |
| 297 POLHEMUS RO...         |          | Wed 7/30/2008 10:30 AM         | Wed 7/30/2008 11:30 AM         |                   |            |
| 297 POLHEMUS FOU...        |          | Mon 10/27/2008 1:00 PM         | Mon 10/27/2008 1:30 PM         |                   |            |
| <b>297 POLHEMUS RO...</b>  |          | <b>Wed 10/29/2008 9:00 AM</b>  | <b>Wed 10/29/2008 9:30 AM</b>  |                   |            |
| 297 POLHEMUS RO...         |          | Thu 11/6/2008 3:00 PM          | Thu 11/6/2008 3:30 PM          |                   |            |
| <b>297 POLHEMUS W...</b>   |          | <b>Mon 11/10/2008 3:00 PM</b>  | <b>Mon 11/10/2008 3:30 PM</b>  |                   |            |
| 297 POLHEMUS EXT ...       |          | Wed 11/12/2008 1:00 PM         | Wed 11/12/2008 2:00 PM         |                   |            |
| <b>297 POLHEMUS CO...</b>  |          | <b>Tue 11/25/2008 10:00 AM</b> | <b>Tue 11/25/2008 10:30 AM</b> |                   |            |
| 297 POLHEMUS FLO...        |          | Tue 4/21/2009 1:00 PM          | Tue 4/21/2009 2:30 PM          |                   |            |
| <b>297 POLHEMUS EX...</b>  |          | <b>Thu 6/4/2009 11:00 AM</b>   | <b>Thu 6/4/2009 12:00 PM</b>   |                   |            |
| <b>297 POLHEMUS EX...</b>  |          | <b>Thu 8/20/2009 2:30 PM</b>   | <b>Thu 8/20/2009 3:00 PM</b>   |                   |            |
| 297 POLHEMUS U/G ...       |          | Thu 11/5/2009 2:30 PM          | Thu 11/5/2009 3:30 PM          |                   |            |
| 228 POLHEMUS PIER...       |          | Thu 11/12/2009 11:00 AM        | Thu 11/12/2009 11:30 AM        |                   |            |
| 297 POLHEMUS U/G ...       |          | Thu 11/12/2009 1:30 PM         | Thu 11/12/2009 2:00 PM         |                   |            |
| <b>228 POLHEMUS ST...</b>  |          | <b>Fri 12/11/2009 1:00 PM</b>  | <b>Fri 12/11/2009 1:30 PM</b>  |                   |            |
| <b>228 POLHEMUS ST...</b>  |          | <b>Tue 4/20/2010 11:30 AM</b>  | <b>Tue 4/20/2010 12:00 PM</b>  |                   |            |
| 297 POLHEMUS ROU...        |          | Thu 7/22/2010 1:00 PM          | Thu 7/22/2010 1:30 PM          |                   |            |
| <b>297 POLHEMUS RO...</b>  |          | <b>Wed 7/28/2010 2:00 PM</b>   | <b>Wed 7/28/2010 2:30 PM</b>   |                   |            |
| <b>297 POLHEMUS RO...</b>  |          | <b>Mon 8/2/2010 2:30 PM</b>    | <b>Mon 8/2/2010 3:30 PM</b>    |                   |            |
| <b>297 POLHEMUS Gu...</b>  |          | <b>Tue 8/3/2010 2:30 PM</b>    | <b>Tue 8/3/2010 3:30 PM</b>    |                   |            |



# Building Permit Application

## Town of Atherton

Permit Center  
93 Station Lane  
Atherton, Ca. 94027  
650-752-0560

Project Address: 297 POLHEMUS AVE APN# 070-032-010

Property Owner: SHAHRIAR MASSIHOOR (SHAWN) Phone# 408-499-1576 email Shawnm@att.net

Address: NAME

City/State/Zip: \_\_\_\_\_

Contractor: OWNER (SHAWN)\* CSLB # \_\_\_\_\_

Phone # 408-499-1576 Email Shawnm@att.net

Arch/Eng: ASE CONSULTING ENGR. INC. Phone# 408-999-7440 email \_\_\_\_\_

Address: 111 W. ST. John st. #950

City/State/Zip SAN JOSE CA 95110

The indicated applicant will be the contact person for all plan check review and comments

Applicant: SHAWN MASSIHOOR Title: CIVIL ENGINEER

Address: 111 W. ST. John st. #950 City/State/Zip SJ CA 95113

Phone # 408-999-7440 Fax # 408-999-16638

If you wish to be notified by email: \_\_\_\_\_

### Project Information

Area/Sqft New 7,019 <sup>#</sup> Alteration \_\_\_\_\_ Other \_\_\_\_\_

Description: NEW RES

- Mingr Permits:
- Plumbing
  - Demolition
  - Landscape
  - Electrical
  - Re-Roof
  - Temp Pwr
  - Mechanical
  - Pool/Spa

# OFFICE

Notice: You may protest any of the fees assessed for this permit in accordance with California Government Code 66020(a). The protest must satisfy requirements of Government Code Section 66020(a) and must be filed within 90 days of the date of this notice. In addition, you must tender payment of the protested fees at the time of protest, or provide evidence of arrangements to pay the protested fees or exactions at the time they are due if they are not already due.

Applicant's Signature \_\_\_\_\_

Date 6-21-07

Permit Number, Type and Subtype

38750 Find Go To Recent

GRADING & DRAINAGE

Step by Permit\_no

<< < > >>

Type CONVERTED

SubType

Name and Address Information

Site Address 297 POLHEMUS

Owner MASSHIPPOUR

Applicant

Parcel Number 070-032-010 Restr

(a) Parent Project and (b) Parent Permit

(a) Find Go

(b) Find Go

Show Sub-Permits

FINANCIAL INFORMATION

|           |            |                     |
|-----------|------------|---------------------|
| Job Value | \$0.00     | Valuation Details   |
| Fees      | \$2,400.00 | Fee Details         |
| Fees Paid | \$2,400.00 | Fee Payment Details |

Permit Dates

Applied 06/21/2007 CRW

Approved N/A

Issued 10/04/2007 CRW

Finalcd N/A

Expiration N/A CRW

Time Limit N/A CRW

Status ISSUED

|               |               |
|---------------|---------------|
| More Info (5) | Site Info     |
| Contracts (1) | Chronology    |
| Description   | Plan Reviews  |
| Imaging Link  | Inspections   |
|               | Internet Link |
| Print         | CLOSE         |



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

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

**FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF JANUARY 19, 2011**

**SUBJECT: APPROVE A CONTRACT CHANGE ORDER FOR JOS. J.  
ALBANESE, INC. FOR THE STREET RECONSTRUCTION 7  
PROJECT NUMBER 56006 IN THE AMOUNT OF \$36,937.78.**

### **RECOMMENDATION:**

Approve a Contract Change Order for Jos. J. Albanese, Inc, for the Street Reconstruction Phase 7 Project, project number 56006 in the amount of \$36,937.78.

### **INTRODUCTION:**

Street Reconstruction Phase 7 Project began on Wednesday August 18, 2010. While working on Park Lane, the contractor encountered unanticipated field conditions. By August 25, 2010, the Contractor had tested the sub-grade soil to be off-hauled from the job site. During the testing of the sub-grade soil, the test showed a higher than normal level of contamination, Arsenic and Chlordane, in the soil. The Contractor had planned to off-haul the soil to another job site; but with the contaminated soil, the job site would not accept the soil. As a backup plan, the Contractor would dispose the spoils at a landfill; however, the level of contamination is higher than the thresholds at dump sites along the Peninsula and in the South Bay. By September 13, 2010, the Contractor found two possible Class 3 landfills that would accept the contaminated soil. First landfill was Tri-City Landfill, in Union City, CA (which will require additional testing approximately another 5-6 working days delay) and the second possible landfill was Kirby Canyon Recycling and disposal, in Morgan Hill, CA (no testing delay). Staff authorized the removal and disposal of the contaminated soil to Kirby Canyon Recycling and Disposal in order to minimize the project delay and potential delay costs. The subgrade soil removal and disposal has been completed.

**ANALYSIS:**

Field Change Orders

1. Removal of Contaminated Native Soil = \$36,937.78

TOTAL COST OF FIELD CHANGE ORDERS = \$36,937.78

These costs are based on regular unit prices and industry standard time and materials costs. The costs of this unforeseen condition has exceeded the contingency of the contract. Staff recommends that the contract amount and authorization be increased by the amount of the change order, leaving the contingency intact to handle minor items for the remainder of the project.

**FISCAL IMPACT:**

Current authorization for the Street Reconstruction Phase 7 Project is \$352,975.25, with a ten percent contingency of \$35,297.53, for a total authorization of \$388,272.78. An increase due to change orders in the amount of \$36,937.78, bringing the new total for Street Reconstruction Phase 7 Project to \$425,210.56, which is within the Street Reconstruction budget for FY 2010-11 of \$900,00.00.

Prepared By:

Approved:

\_\_\_\_\_  
Duncan L. Jones, 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:** DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

**DATE:** FOR THE MEETING OF JANUARY 19, 2011

**SUBJECT:** ADOPTION OF A RESOLUTION AUTHORIZING THE CITY  
MANAGER TO EXECUTE AGREEMENTS WITH CALTRANS  
FOR FEDERAL HIGHWAY SAFETY IMPROVEMENT  
PROGRAM (HSIP) FUNDING FOR THE VALPARAISO AVENUE  
AT HOOVER STREET IN-ROADWAY LIGHTED CROSSWALK  
PROJECT

#### **RECOMMENDATION:**

Adopt Resolution 11-06 authorizing the City Manager to execute agreements with Caltrans for Federal Highway Safety Improvement Program (ARRA) Program funding for the Valparaiso Avenue at Hoover Street In-Roadway Lighted Crosswalk Project

#### **INTRODUCTION:**

The Town has been awarded HSIP funding for the Valparaiso Avenue at Hoover Street In-Roadway Lighted Crosswalk Project in the amount of \$30,600. In order to receive reimbursement under this program, various funding agreements must be signed by the Town. Caltrans requires a resolution specifically authorizing the City Manager to sign these agreements.

#### **FISCAL IMPACT:**

There is no fiscal impact of this action.

Prepared By:

Approved:

---

Duncan L. Jones, P.E.  
Public Works Director

---

John Danielson  
Interim City Manager

Attachments: Resolution

**RESOLUTION 11-06**

**AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH CALTRANS FOR FEDERAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) FUNDING FOR THE VALPARAISO AVENUE AT HOOVER STREET IN-ROADWAY LIGHTED CROSSWALK PROJECT**

**WHEREAS**, the Town of Atherton is eligible to receive Federal funding for certain Transportation Projects through the California Department of Transportation (Caltrans); and

**WHEREAS**, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and Fund Transfer Agreements need to be executed with Caltrans before such funds could be claimed, and;

**WHEREAS**, the Town of Atherton wishes to delegate authorization to execute these agreements and any amendments thereto to the City Manger:

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the Town of Atherton that the City Manager be authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, Fund Transfer Agreements and any amendments thereto with Caltrans for the Valparaiso Avenue at Hoover Street In-Roadway Lighted Crosswalk Project

\* \* \* \* \*

*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 19<sup>th</sup> day of January, 2011, by the following vote:*

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

ATTEST:

\_\_\_\_\_  
James Dobbie, MAYOR  
TOWN OF ATHERTON

\_\_\_\_\_  
Theresa Della Santa, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Wynne S. Furth, City Attorney



## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF JANUARY 19, 2011**

**SUBJECT: AWARD A PURCHASE ORDER TO SERRAMONTE FORD IN THE  
AMOUNT OF \$25,726.75 FOR THE PURCHASE OF ONE FORD F-250  
PICK-UP TRUCK**

#### **RECOMMENDATION:**

Authorize the purchase of one Ford F-250 pick-up truck from Serramonte Ford for a cost of \$25,726.75 including tax and fees.

#### **INTRODUCTION:**

The Public Works Department's 1999 F-250 supervisor's truck has been down due to a transmission issue in early November, 2010. The cost estimate for replacing the transmission in this 4WD truck was estimated at \$3500.00+ by Redwood City shop. That price was for a remanufactured transmission.

This 1999 truck was originally due for replacement in the 2009/2010 fiscal year, but was put off one year to allow for replacement of the 1986 dump truck. Due to the accident last year of our utility body pick-up truck, it was decided to replace it instead of the 1986 dump truck. The dump truck was carried forward to a supplemental request this year (which was not approved) and the F-250 vehicle was moved forward another year. The truck did not last as anticipated.

#### **ANALYSIS:**

Redwood City shop estimated the transmission repairs at \$3500 which is above the current depreciated value of the vehicle which is \$0.00 (as of 12/31/2009) per the Town's financial records.

Staff, with the assistance of the fleet specification experts at the Redwood City equipment facility, developed a specification for the replacement vehicle. The Redwood City shop fleet is standardized on Ford vehicles for shop efficiency. It was decided that this vehicle could be

downgraded from its current 4WD status to 2WD which will save a significant amount of money on its replacement.

This specification was sent to three local Ford dealerships with fleet departments. There is no current holder of the California Multiple Awards Schedule (CMAS) for trucks of this specification and new vendors will not be released until next year. The following final bid results include the vehicle price, including tax, warranty and all applicable associated costs with the purchase of the vehicle:

| <b>Dealership</b>  | <b>City</b>        | <b>Vehicle price</b> | <b>Final</b> |
|--------------------|--------------------|----------------------|--------------|
| Serramonte Ford    | Colma              | \$23540.50           | \$25,726.75  |
| Towne Ford         | Redwood City       | \$23562.00           | \$25,748.75  |
| San Francisco Ford | San Francisco Ford | \$23550.00           | \$25,737.13  |
| Downtown Ford*     | Sacramento         | No reply             |              |

\*Downtown Ford was the last CMAS vendor.

Note that the normal MSRP for this truck is over \$32,000, before taxes (\$3000) and safety equipment (\$2000) included in the above fleet prices. Therefore the fleet price is approximately \$11,000 less than the total price at a retail dealer.

### **ALTERNATIVES:**

At the December 2010 City Council meeting, staff was directed to investigate the alternative of purchasing a used truck instead. Staff contacted several dealers and was told that a used truck with decent mileage and age would likely cost more than the fleet prices available through Ford for a new truck. Staff then investigated prices of new trucks online and found the following examples:

| Year | Description     | Miles  | Price    | Comment                 |
|------|-----------------|--------|----------|-------------------------|
| 2008 | F-250 Reg Cab   | 57,578 | \$16,995 | High miles, regular cab |
| 2008 | F-250 Reg Cab   | 53,269 | \$18,977 | High miles, regular cab |
| 2006 | F-250 Crew Cab  | 21,497 | \$19,988 | 5-years old             |
| 2008 | F-250 Super Cab | 87,065 | \$19,988 | Excessive miles         |
| 2008 | F-259 Util Body | 52,275 | \$21,995 | High miles, regular cab |
| 2007 | F-250 Super Cab | 59,000 | \$22,977 | High miles, 4x4         |
| 2008 | F-250 Reg Cab   | 32,461 | \$22,988 | Regular cab             |
| 2008 | F-250 Super Cab | 34,190 | \$23,889 | 4x4                     |
| 2007 | F-250 Super Cab | 89,570 | \$23,991 | Excessive miles, 4x4    |
| 2008 | F-250 Super Cab | 39,748 | \$24,783 |                         |
| 2008 | F-250 Crew Cab  | 44,784 | \$25,991 | High miles, V10         |
| 2008 | F-250 Crew Cab  | 53,675 | \$26,488 | High miles              |

There are other trucks listed for lower cost, but older (2005 or earlier) and/or with mileage in excess of 100,000. These were not considered.

The lowest price trucks coming close to our standard specification at a price less than the new truck, are the first four 2006 and 2008 F-250s. These trucks would cost \$17,000 to \$20,000 plus approximately \$2000 in taxes and \$2000 in safety equipment, such as the standard light bar (included in the new truck price quoted), for a total of about \$21-24,000. Since the 2006 truck is already five years old, the replacement cost at 10 years would need to be reserved over the next five years, at the rate of \$4,800 per year. The 2008 trucks would be reserved over seven years at a rate of \$3,000-3,500 per year. The new truck can be reserved over ten years at a rate of \$2,573 per year. The reserve is paid from the general fund into the equipment replacement fund on an annual basis. In addition, neither truck would have a factory warranty (the 2006 is too old, the 2008s have too many miles) and any repairs would be at Town cost. It would be possible to purchase an extended warranty, but that would place the cost of the used truck above the cost of the new truck (the new truck includes a five-year/60,000 mile powertrain warranty). The remaining trucks would cost more than the new truck with less warranty.

Lesser trucks

|      |               |        |          |                      |
|------|---------------|--------|----------|----------------------|
| 2006 | F-150 Reg Cab | 68,212 | \$11,987 | Small engine, not HD |
|------|---------------|--------|----------|----------------------|

One example 2006 F-150 truck, at \$11,987 plus \$1000 taxes and \$2000 for equipment for a total of \$15,000, would be reserved at a rate of \$3000 per year, still more than the new truck (and also with no warranty). Redwood City fleet managers recommended against purchase of the F-150 because the suspension and drive gear are not up to the loads put on them by public works/parks use. They experienced unacceptable breakdowns when they had some F-150s, especially of suspension parts.

**FISCAL IMPACT:**

The F-250 pickup has been paying into the Vehicle Replacement Fund in the amount of \$2,522 for 11 years, therefore there is \$27,742 in the fund for its replacement. A budget amendment for FY 2010-2011 for \$26,000 is recommended, allowing for miscellaneous small additions to the vehicle. The supervisor's truck will be used daily by the Public Works supervisor, so a new truck should be purchased to replace this vehicle so that it will not need to be replaced for at least 10 years. The base cost of the new truck is \$25,726.75 which will be allocated from the Vehicle Replacement Fund.

Normally, we would use the CMAS schedule for this type of purchase. There is no current CMAS schedule out for this type of vehicle. Serramonte Ford, the low bidder, beat the last CMAS price of a 2011 utility body pick-up the Town purchased in March of this year. The pricing shows that all the fleet vendors are doing all they can to give us the lowest possible price.

Prepared By:

Approved by:

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Duncan L. Jones, P.E.  
Public Works Director

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John Danielson  
Interim City Manager



# Town of Atherton

## CITY COUNCIL STAFF REPORT

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

**FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF JANUARY 19, 2011**

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE  
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE  
ORDERS IN THE AMOUNT OF \$11,826.38 FOR THE PROJECT  
NUMBER 56009**

### RECOMMENDATION

Pass a motion accepting work, authorizing recording of a notice of completion and approving contract change orders in the amount of \$11,826.38 for the Middlefield Road at Encinal Avenue Intersection Improvement Project Number 56009.

### INTRODUCTION

The Council awarded a contract in June 2010 to Redgwick Construction for \$317,749.00, with a \$31,774.90 construction contingency, for a total authorized amount of \$349,523.90. Work under the contract has been completed.

### ANALYSIS

The original contract price was for \$317,749.00. There were 2 field directive change orders totaling \$11,826.38 and quantity increases of \$3,121.00 bringing the total contract to \$332,696.38. The contract changes were as follows:

|   |                    |
|---|--------------------|
| 1. Original Contract                                      | \$317,749.00       |
| 2. Quantity Increases                                     | \$ 3,121.00        |
| 3. Change Order No. 1 – Relocation of Controller Cabinet  | \$ 3,796.15        |
| 4. <u>Change Order No. 2 – Tree Removal/Tree Trimming</u> | <u>\$ 8,030.23</u> |
| TOTAL   | \$332,696.38       |

**FISCAL IMPACT**

Measure A funds in the amount of \$126,667 are budgeted for this project in FY 2009-10 for Atherton's portion of the project. Menlo Park has executed a Memorandum of Understanding (MOU) to contribute up to \$126,667 in matching funds towards the traffic signal. The Menlo Park School District has executed an MOU for their portion of the traffic signal and intersection improvements up to \$187,167. Total funding available is therefore \$440,500. To date, \$70,785 has been allocated for design, leaving \$369,715 available for construction. The final cost of this segment of work is \$332,696.38, less than the budget estimate.

**CONCLUSION:**

It is appropriate for the Council to accept the work and authorize recording a Notice of Completion at this time.

Prepared By:

Approved:

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Duncan L. Jones, P.E.  
Public Works Director

---

John Danielson  
Interim City Manager

Attachment: Notice of Completion

**RECORD REQUESTED BY:**

**TOWN OF ATHERTON**  
**AND WHEN RECORDED MAIL TO:**

**CITY CLERK, TOWN OF ATHERTON**

**91 ASHFIELD ROAD**  
**(Street Address)**  
**ATHERTON, CALIFORNIA 94027**  
**(City, State and Zip Code)**

No fee pursuant to Government Code Section 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**TOWN OF ATHERTON**  
**NOTICE OF COMPLETION**

**MIDDLEFIELD ROAD AT ENCINAL AVENUE INTERSECTION IMPROVEMENT  
PROJECT  
PROJECT NO. 56009  
ATHERTON, CALIFORNIA**

NOTICE IS HEREBY GIVEN THAT Duncan L. Jones, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 19<sup>TH</sup> day of January 2011 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to Redgwick Construction Company on the 22<sup>nd</sup> day of June, 2010, said contract being executed on the 12<sup>th</sup> day of July 2010.

That said work and improvements were accepted as completed on the 17<sup>th</sup> day of December, 2010 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 19<sup>th</sup> day of January, 2011, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is First National Insurance Company of America, 71 Stevenson St., San Francisco, CA 94105.

That said work and improvements consisted of roadway widening, installation of traffic signal and cross-walk, installation of storm drain facilities, construction of concrete curb and gutters as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 19<sup>th</sup> day of January, 2011.

That I, Duncan L. Jones, City Engineer of the Town of Atherton, am authorized by said Motion to execute and file this notice with the County Recorder of the County of San Mateo.

BY: \_\_\_\_\_  
City Engineer  
\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Deputy City Clerk  
\_\_\_\_\_  
Date

'I declare under penalty of perjury that the foregoing is true and correct.'  
\_\_\_\_\_  
Atherton, CA  
(Date and Place) (Signature)





## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM:** DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

**DATE:** FOR THE MEETING OF JANUARY 19, 2011

**SUBJECT:** ADOPT A RESOLUTION SETTING A 10 MPH SPEED  
LIMIT IN ALL PUBLIC WORKS CONSTRUCTION AND  
MAINTENANCE ZONES

#### **RECOMMENDATION:**

Adopt Resolution 11-07 setting a 10 mph speed limit in all public works construction and maintenance zones.

#### **INTRODUCTION:**

Vehicles are traveling too fast through street construction and maintenance projects regularly undertaken by Town workers and contractors on Town projects. The regular posted speed of 25 mph is still too fast for safety. In October 2009, Council adopted a resolution protecting workers in construction zones, but staff at that time did not request coverage for maintenance projects. The Town Public Works Superintendent requested that this protection be extended to our maintenance workers.

#### **ANALYSIS:**

California Vehicle Code (CVC) Section 21100(f) allows local jurisdictions to regulate traffic at the site of road or street construction or maintenance. For the safety of construction and maintenance workers, a 10 mile per hour speed limit is recommended. With Council adoption of the speed limit, an enforceable speed limit zone can be signed for each such project. Violations of this speed limit zone would incur a double fine per CVC 42009.

Adopting this resolution will protect Town workers and contractors in both construction and maintenance zones, improving our risk management and potentially reducing workers compensation costs.

**FISCAL IMPACT:**

There will be no fiscal impact of this action.

Prepared By:

Approved:

---

Duncan L. Jones, P.E.  
Public Works Director

---

John Danielson  
Interim City Manager

Attachments: Resolution

**RESOLUTION 11-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
GOVERNING TRAFFIC AND PARKING SETTING A 10 MPH SPEED LIMIT IN  
PUBLIC WORKS CONSTRUCTION AND MAINTENANCE ZONES PURSUANT TO  
ATHERTON MUNICIPAL CODE, SECTION 10.04.010**

**WHEREAS**, in the Atherton Municipal Code, Section 10.04.010, the City Council of the Town of Atherton was given authority to adopt by resolution such rules and regulations as it finds necessary for the governing of traffic and parking on various streets and highways within and under the jurisdiction of said Town; and

**WHEREAS**, California Vehicle Code Section 21100(f) provides that cities may adopt rules and regulations by ordinance or resolution regarding regulating traffic at the site of road or street construction or maintenance by persons authorized for that duty by the local authority.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the Town of Atherton, California does hereby order, authorize and adopt the following regulations governing traffic and parking:

Establishment of a 10 mile per hour speed limit in all public works construction and maintenance zones.

**IT IS FURTHER ORDERED AND DIRECTED**, that pursuant to the provisions of the Vehicle Code of the State of California, proper signs shall be erected as hereinabove provided before these regulations shall be effective.

*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 19<sup>th</sup> day of January 2011 by the following vote:*

|                 |                        |
|-----------------|------------------------|
| <i>AYES:</i>    | <i>COUNCILMEMBERS:</i> |
| <i>NOES:</i>    | <i>COUNCILMEMBERS:</i> |
| <i>ABSENT:</i>  | <i>COUNCILMEMBERS:</i> |
| <i>ABSTAIN:</i> | <i>COUNCILMEMBERS:</i> |

ATTEST:

\_\_\_\_\_  
James Dobbie, MAYOR  
TOWN OF ATHERTON

\_\_\_\_\_  
Theresa Della Santa, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Wynne S. Furth, City Attorney



## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR**

**DATE: FOR THE MEETING OF JANUARY 19, 2010**

**SUBJECT: APPROVE AN ARCHITECT SELECTION COMMITTEE  
FOR THE NEW ATHERTON LIBRARY CONCEPT PHASE**

#### **RECOMMENDATION:**

Approve an ad-hoc selection committee to select an architect for the concept phase of the new Atherton Library.

#### **INTRODUCTION:**

The Request for Proposals for Phase 1 of the new Atherton Library has been issued, with proposals due on January 24, 2011. The Atherton Library Building Steering Committee (ALBSC) at their December 20, 2010 meeting recommended the following ad-hoc committee be formed for the purposes of selecting the architect to prepare the Phase 1:

- Seven (7) members and two (2) alternate members of the ALBSC
  - Karen Bliss
  - Sandy Crittendon
  - Valerie Gardner
  - Denise Kuppermans
  - Kathy McKeithen
  - Richard Moore
  - Marion Oster
  - Ginny Nile (Alt)
  - Earl Douglass (Alt)
- Two (2) San Mateo County Library staff (Carine Risley and Greg Bodin)

- Two (2) Town of Atherton staff (Duncan Jones and Lisa Costa Sanders)
- One (1) outside expert (such as Thomas Fil of Belmont or other experienced with library projects, depending on availability)

**ANALYSIS:**

In the interests of transparency, the ALBSC recommended that the City Council approve the ad-hoc committee that will select the architect for the library.

**FISCAL IMPACT:**

There is no fiscal impact of this action.

Prepared By:

Approved:

---

Duncan L. Jones, P.E.  
Public Works Director

---

John Danielson  
Interim City Manager

## Atherton Library Building Steering Committee (ALBSC)

### Recommendations for the Formation of the Atherton Library Project Selection Committee

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**JOHN H. DANIELSON, INTERIM CITY MANAGER**

**FROM: ATHERTON LIBRARY BUILDING STEERING COMMITTEE**

#### **RECOMMENDATION:**

ALBSC recommends structuring the Atherton Library Project Selection Committee as follows:

That it be made up of the entire ALBSC committee, including alternate voting members, two Town of Atherton representatives (Jones and Costa Sanders), two San Mateo County Library representatives (Risley and Bodin), and one outside expert.

ALBSC also recommends the process to evaluate the RFPs as detailed below, to provide for a well-considered analysis of proposals and to ensure fidelity to the RFP timeline approved by Atherton City Council at the 15 December Council Meeting.

#### **DISCUSSION:**

##### ❖ Composition of Selection Committee

It is felt that such a committee is ideal as it represents a cross-section of community members previously approved by City Council, represents the town and library staff, and also includes the expert opinion of someone who will be able to provide a distinct insight into the process. Suggestions for the outside expert include Thomas Fil of Belmont, someone involved in the Walnut Creek Library project, or the mayor of Alameda. The ALBSC has invested a great deal of time on the project and is well qualified to participate in the selection process.

The names of all proposed selection committee members and the scope of said committee are listed below.

#### **Selection Committee (to be confirmed at January Council Meeting)**

**Members:** Karen Bliss, Sandy Crittenden, Valerie Gardner, Denise Kupperman, Kathy McKeithen, Richard Moore, Marion Oster, Ginny Nile, Earl Douglass, Duncan Jones, Lisa Costa Sanders, Greg Bodin, Carine Risley, outside expert.

**Scope:** To evaluate applicants based on selection criteria and firm presentation in RFP response by scoring submittals according to a matrix, selecting a short list of applicants to interview based on the matrix scoring, holding interviews, and ranking the interviewed firms to recommend the top three finalist firms (ranked in order of preference) to Atherton City Council and the San Mateo County Library.

## **Scheduled Meeting Dates and Activities:**

**26 January 10am-5:30pm location TBD: Park or Town Admin Offices:** Selection Committee meets to review passing submittals and score according to the matrix.

**27 January 10am-4pm:** Selection Committee continues to review passing submittals and score according to the matrix.

**31 January at 10:30am-4:30pm:** Selection Committee discusses the results of the combined matrix scoring and selects a short list of finalists to interview. Emails finalists to advise of interview selection and schedules time slots.

**9 February beginning at 9am-6pm:** Interviews conducted by Phase I RFP Interview Subcommittee with the Selection Committee in attendance to vote. The Selection Committee determines its top three recommended candidates.

- ❖ Additionally, the ALBSC recommends the following process in handling and evaluating the Library Project RFPs.

The ALBSC will finalize the scoring matrix for the RFPs and include said matrix in the January packet to Council.

The ALBSC has appointed the following subcommittees to assist with the RFP evaluation.

### **1. RFP Question Subcommittee**

**Members:** Denise Kupperman, Ginny Nile, Duncan Jones, Greg Bodin /Carine Risley

**Scope:** To take responsibility for answering questions submitted by potential RFP applicants according to expertise, or to find someone who can accurately answer the question. The subcommittee works together to provide a document for release to all applicants at the same time. Answers, or at the least, the complete list of submitted questions, will be brought to the ALBSC committee meeting on the 12<sup>th</sup>. Final date to submit Q&A to town for posting: 14 January.

### **2. Initial RFP Review Subcommittee**

**Members:** Karen Bliss, Ginny Nile, Joan Sanders

**Scope:** To make sure that submittals contain all the required elements (per the stated RFP requirements) and identify what is missing. Eliminate incomplete submittals.

### **3. Phase I RFP Interview Subcommittee**

**Members:** (5) Denise Kupperman, 2 committee members to be named, Duncan Jones, Carine Risley

**Scope:** Ask previously determined list of standard questions and questions specific to a particular applicant as determined necessary.

## **FISCAL IMPACT:**

None

# ALBSC Committee, SLBSC Subcommittees, and Selection Committee

## List of Members

### 1. Initial RFP Review Subcommittee

**Members:** Karen Bliss, Ginny Nile, Joan Sanders

**Scope:** To make sure that submittals contain all the required elements and identify what is missing. Eliminate incomplete submittals.

### 2. RFP Question Subcommittee

**Members:** Denise Kupperman, Ginny Nile, Duncan Jones, Greg Bodin /Carine Risley

**Scope:** To take responsibility for answering questions according to expertise, or finding someone who can accurately answer the question, and working together to provide a document for release to all applicants at the same time. Bring answers or at the least, list of submitted questions, to committee meeting on the 12<sup>th</sup>. Date to submit to town for posting: 14 January. Suggestion is to meet up to 3 times to work on answers.

### 3. Selection Committee (to be confirmed at January Council Meeting)

**Members:** entire ALBSC committee, ALBSC alternates, Duncan Jones, Lisa Costa Sanders, Greg Bodin, Carine Risley, outside expert.

**Scope:** To evaluate applicants based on selection criteria and firm presentation in RFP response by scoring submittals according to a matrix, selecting a short list of applicants to interview based on the matrix scoring, holding interviews, and ranking the interviewed firms to recommend the top three finalist firms (ranked in order of preference) to Atherton City Council and the San Mateo County Library.

### 4. RFP Creation Subcommittee

**Members:** Denise Kupperman, Ginny Nile, Marion Oster, Joan Sanders

**Scope:** To build on examples and best practices to develop and create Phase I RFP.

### 5. Phase I RFP Interview Subcommittee

**Members:** (5) Denise Kupperman, 2 committee members to be named, Duncan Jones, Carine Risley

**Scope:** Ask list of standard questions and questions specific to a particular applicant as determined necessary.



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: CHIEF MICHAEL GUERRA**

**DATE: FOR THE MEETING OF JANUARY 18, 2011**

**SUBJECT: APPROVE THE ACCEPTANCE OF A PRIVATE DONATION  
DESIGNATED FOR THE POLICE K-9 PROGRAM**

#### **RECOMMENDATION:**

Staff recommends that Council accept a private donation of \$500 made by Mr. and Mrs. Nawas to offset the FY 2010-11 budgeted cost of deploying the Atherton Police Department's two police service dogs. Further, staff recommends the Town provide a letter to the Nawas family acknowledging this charitable donation. .

#### **INTRODUCTION:**

The Atherton Police K-9 Program has been identified as a program for which the Town encourages interested residents to contribute funds for the associated costs. This has proven to be a successful practice over the years. In this instance, a resident has stepped forward and offered to donate \$500 toward the Department's K-9 Program.

#### **ANALYSIS:**

Approval of this donation to the Atherton Police K-9 Program would help offset the FY 2010-11 budgeted K-9 expenses of the two existing police K 9s who are deployed in the community.

#### **FISCAL IMPACT:**

The fiscal impact to the Town for accepting the donation will be that \$500 of the \$22,269 FY 2010-11 K-9 Program budget will be offset by the donation.

Prepared By:

Approved:

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Michael Guerra  
Chief of Police

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John H. Danielson  
Interim City Manager



## ITEM 22

### CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL**  
**FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER**  
**DATE: FOR THE MEETING OF JANUARY 19, 2011**  
**SUBJECT: AMEND THE TOWN'S FY 2010-11 SALARY PLAN**

#### **RECOMMENDATION:**

Amend the Teamster MOU Appendix C - Salary Plan to correct the salary for the position of Parks Supervisor to reflect the salary being the same as the Public Works Supervisor.

#### **DISCUSSION**

Council adopted the FY 2010-11 Salary Plan adjustments at the Council meeting of November 17, 2010. At that time the Parks Supervisor's salary was set lower than the Public Works Supervisor based on the compensation study performed in accordance with the controlling MOU (Teamsters No. 856) for the two positions. There is a provision in the MOU that the two positions' salaries are to be paid the same. This provision was not reflected in the salary plan when prepared for Council's consideration. In order to be in compliance with the language of the MOU staff is requesting that Council approve an amended Salary Plan (Attachment A)

#### **FISCAL IMPACT**

Approval of the recommendation will have the impact of increasing the salary for the Parks Supervisor position by 2.177% (there was no increase for FY 2010-11 reflected in the salary plan adopted by Council on November 17, 2010). If Council approves the recommendation there should be a retroactive salary adjustment made for the incumbent to the date that the salary adjustments were made for FY 2010-11.

## APPENDIX C

### Fiscal Year 2009-2010

|      | POSITION                                  | Step A   | Step B   | Step C   | Step D   | ANNUAL    |
|------|---|----------|----------|----------|----------|-----------|
| 2206 | ASSISTANT ENGINEER                        | 6,204.48 | 6,514.70 | 6,840.44 | 7,182.46 | 86,189.52 |
|      | 07-01-10                                  | 6,405.27 | 6,725.54 | 7,061.81 | 7,414.90 | 88,978.86 |
| 3300 | BUILDING INSPECTOR/PLAN CHECKER           | 5,869.78 | 6,163.27 | 6,471.43 | 6,795.00 | 81,540.03 |
|      | 07-01-10                                  | 6,179.29 | 6,488.25 | 6,812.66 | 7,153.30 | 85,839.55 |
| 3302 | SENIOR BUILDING INSPECTOR/PLAN CHECKER    | 6,163.27 | 6,471.43 | 6,795.00 | 7,134.75 | 85,617.03 |
|      | 07-01-10                                  | 6,651.64 | 6,984.22 | 7,333.43 | 7,700.11 | 92,401.28 |
| 3303 | PERMIT TECH                               | 4,887.00 | 5,131.35 | 5,387.92 | 5,657.31 | 67,887.76 |
|      | 07-01-10                                  | 4,902.67 | 5,147.80 | 5,405.19 | 5,675.45 | 68,105.45 |
| 3304 | OFFICE SPECIALIST                         | 4,402.85 | 4,623.00 | 4,854.15 | 5,096.85 | 61,162.25 |
|      | 07-01-10                                  | 4,526.54 | 4,752.87 | 4,990.51 | 5,240.04 | 62,880.44 |
| 3306 | TOWN ARBORIST/PUBLIC WORKS SPECIALIST     | 5,869.78 | 6,163.27 | 6,471.43 | 6,795.00 | 81,540.03 |
|      | 07-01-10                                  | 6,179.29 | 6,488.25 | 6,812.66 | 7,153.30 | 85,839.55 |
| 3308 | FINANCE ASSISTANT                         | 4,731.14 | 4,967.69 | 5,216.08 | 5,476.88 | 65,722.56 |
|      | 07-01-10                                  | 5,030.92 | 5,282.47 | 5,546.59 | 5,823.92 | 69,887.08 |
| 3309 | PARKS/FACILITIES/PW MAINTENANCE WORKER I  | 3,917.09 | 4,112.94 | 4,318.59 | 4,534.52 | 54,414.24 |
|      | 07-01-10                                  | 3,917.09 | 4,112.94 | 4,318.59 | 4,534.52 | 54,414.24 |
| 3314 | PARKS/FACILITIES/PW MAINTENANCE WORKER II | 4,308.80 | 4,524.24 | 4,750.45 | 4,987.97 | 54,414.25 |
|      | 07-01-10                                  | 4,451.59 | 4,674.17 | 4,907.88 | 5,153.27 | 61,839.28 |
| 3313 | PARKS SUPERVISOR**                        | 6,308.32 | 6,595.06 | 6,909.11 | 7,254.57 | 87,054.78 |
|      | 07-01-10                                  | 6,266.77 | 6,580.11 | 6,909.11 | 7,254.57 | 87,054.84 |
|      | Corrected                                 | 6,403.24 | 6,723.40 | 7,059.57 | 7412.55  | 88,950.55 |
| 3311 | PUBLIC WORKS SUPERVISOR                   | 6,308.32 | 6,595.06 | 6,909.11 | 7,254.57 | 87,054.78 |
|      | 07-01-10                                  | 6,403.24 | 6,723.40 | 7,059.57 | 7,412.55 | 88,950.55 |

\*\*Salary range same as Public Works Supervisor. ~~Position previously was not delineated separately and was listed as same title as Public Works Supervisor~~





## ITEM 23

### CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: Nadine P. Levin, Bridge Interim City Manager**

**DATE: FOR THE MEETING OF JANUARY 19, 2011**

**SUBJECT: APPROVAL OF ONE -YEAR LEASE EXTENSION WITH KNOX  
PLAYSCHOOL, INC. AT HOLBROOK-PALMER PARK**

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### RECOMMENDATION

Approve a lease extension from July 1, 2011-August 30, 2012 with Knox Playschool, Inc. for the operation of the Playschool in Holbrook-Palmer Park.

### DISCUSSION

The City Manager's notes for the Council meeting of December 15, 2010 referenced the desire of Ms. Susan Knox of Knox PlaySchool, Inc. to enter into a new multi-year agreement with the Town to operate the PlaySchool located in Holbrook-Palmer Park (HP Park). As explained in the City Manager's notes Knox PlaySchool Inc.'s current lease expires June 30, 2011 which will conclude the thirteenth year of the lease arrangement. Ms. Knox's operational model necessitates that she complete her registration for the fall school year by February of each year. In order for her to register students for September, 2011 she needs to know she will have the lease space beyond June 30, 2011. Ms. Knox indicates that there are currently 49 Atherton children enrolled, Atherton residents are given priority admission and that this year all Atherton residents that have applied have been accommodated.

While Ms. Knox is interested in a multi-year lease term, staff has discussed with her the potential for changes in HP Park that may or may not impact the PlaySchool and require the Town to maintain flexibility. To address both PlaySchool, Inc.'s operational needs and to maintain flexibility for the Town as future plans for HP Park are explored, staff is recommending that the current lease be extended to August 30, 2012. The current lease will be amended to include the following terms:

-Lease to end on August 30, 2012

-Town will endeavor to determine if the PlaySchool location is no longer compatible with the HP Park use by December 2011 and notify PlaySchool, Inc. of the determination.

-If the PlaySchool is determined to be compatible in the current location in the HP Park the Town Staff will meet with PlaySchool, Inc. to discuss a new lease to commence on September 1, 2012. However, the decision on whether to extend the lease will be in the sole discretion of the City Council.

-Monthly lease payment for the extended term will be \$6,509.82 in keeping with the CPI formula in the current lease.

### **FISCAL IMPACT**

Approval of the recommendation will generate \$78,118 over 14 months commencing in July 2011. The majority of the revenue is not new since the lease payment is only slightly increased under the proposed extension..

**SECOND AMENDMENT TO THE LEASE BETWEEN  
THE TOWN OF ATHERTON AND KNOX PLAYSCHOOLS, INC.  
(LICENSED PLAY SCHOOL)**

This Second Amendment to the Lease between the Town of Atherton ("Lessor") and Knox Playschools, Inc., a California corporation, ("Lessee") is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2011, ("Effective Date"), by and between Lessor and Lessee.

**RECITALS**

- A. Town and Lessee are parties to that certain Lease for Premises located at Holbrook-Palmer Park dated May 24, 2001, as amended effective June 30, 2006 ("Lease"). The Lease currently expires on June 30, 2011
- B. Town and Lessee now desire to enter into this Second Amendment to provide for an extension of the Term as described below.

**AGREEMENT**

1. For consideration, the receipt of which is hereby acknowledged, the parties agree that the Lease shall be amended as follows:

- A. Paragraph 3 of the Lease is amended to read as follows:

Section 3. Term: The lease term shall expire on at 11:59 p.m. on August 31, 2012.

- B. Paragraph 6 of the Lease is hereby amended to reads as follows:

Section 6. Base Rent: Lessee shall pay to Lessor as base rent for the premises the sum of Six Thousand Five Hundred and Nine Dollars and eighty-two cents (\$6,509.82) on the first day of each month.

- C. Paragraph 32 is added to the lease to read as follows:

Section 32. Negotiations to Extend Term of Lease. Lessor is currently studying future uses of Holbrook-Palmer Park. Town will endeavor to determine if the use of the Premises by Lessee is compatible with possible future uses of Holbrook-Palmer Park and provide notice of its decision to Lessee no later than December 31, 2012. If the use of Premises by Lessee is determined by the City Council to be compatible with future uses of Holbrook-Palmer Park, parties shall negotiate a further extension of this Lease. Provided, the decision on whether to further extend the Lease or enter into a new Lease with Lessee is in the sole discretion of the City Council.

- 2. The parties acknowledge and agree that the Lease, except as amended by this Second Amendment, remains unmodified and in full force and effect in accordance with its terms.

IN WITNESS THEREOF, the parties have executed this First Amendment as of the Effective Date.

**TOWN OF ATHERTON:**

**LESSEE:**

By: \_\_\_\_\_ / \_\_\_\_\_  
James Dobbie, Mayor (Date)

By: \_\_\_\_\_ / \_\_\_\_\_  
Name: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
City Clerk

By: \_\_\_\_\_ / \_\_\_\_\_  
Name: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

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

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, 2011 before me,  
\_\_\_\_\_, Notary Public, personally appeared  
\_\_\_\_\_, personally known to me to be the person(s)  
whose name(s) is/are subscribed to the within instrument and acknowledged to me that  
he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)  
acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, 2011 before me,  
\_\_\_\_\_, Notary Public, personally appeared  
\_\_\_\_\_, personally known to me to be the person(s)  
whose name(s) is/are subscribed to the within instrument and acknowledged to me that  
he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their  
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)  
acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public



## ITEM 24

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: NADINE P. LEVIN, INTERIM CITY MANAGER**

**DATE: FOR MEETING OF JANUARY 19, 2011**

**SUBJECT: CONTINUING RELATIONSHIP WITH CSG, INC. TO PROVIDE INTERIM BUILDING OFFICIAL SERVICES**

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### **RECOMMENDATION**

Approve the continuation of the provision of interim building official services through a contractual arrangement with CSG, INC. until a decision is made on the permanent arrangement for filling the vacant building official position.

### **DISCUSSION**

Council approved an agreement with CSG, Inc. at the meeting of August 16, 2010 to provide interim building official duties while awaiting a decision on an upcoming RFP process for a firm to provide building official services. At Council's meeting of September 30, 2010 staff requested and received permission to continue to use the services of CSG, Inc. for interim building official functions. It is anticipated that a recommendation to Council regarding a more permanent solution to the building official vacancy will be made at Council's February, 2011 meeting.

In the mean time staff wants to confirm Council understands that the services of an interim building official are still being provided under the terms of the August 16, 2010 agreement and that staff is authorized to continue to engage the services until a successor arrangement for building official functions is determined.

### **FISCAL IMPACT**

Approval of the recommendation will cost the Town \$10,459 per month under the terms of the agreement.



## **Town of Atherton**

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

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

**DATE: FOR THE REGULAR MEETING OF JANUARY 19, 2011**

**SUBJECT: CITY COUNCIL STANDING COMMITTEE REORGANIZATION**

#### **RECOMMENDATION:**

Approve City Council Standing Committee Assignments.

#### **BACKGROUND:**

Each January the new Mayor reorganizes the City Council Standing Committees. Attached is the 2011 Council standing committee assignments selected by Mayor Dobbie.

# City Council Standing Committees

## **AUDIT COMMITTEE:**

Members: Jim Dobbie  
Bill Widmer  
Alternate: Jerry Carlson

## **ENVIRONMENTAL PROGRAMS:**

Members: Elizabeth Lewis  
Kathy McKeithen  
Alternate: Jerry Carlson

## **FINANCE COMMITTEE:**

Members: Bill Widmer  
Jim Dobbie  
Alternate: Jerry Carlson

## **GENERAL PLAN COMMITTEE:**

Members: Elizabeth Lewis  
Jerry Carlson  
Alternate: None

## **RAIL COMMITTEE:**

Members: Jerry Carlson  
Bill Widmer  
Alternate: Kathy McKeithen

## **TRANSPORTATION COMMITTEE:**

Members: Jim Dobbie  
Kathy McKeithen  
Alternate: Elizabeth Lewis

## **TOWN CENTER TASK FORCE:**

Members: Jerry Carlson  
Elizabeth Lewis  
Alternate: None

## Other Governmental Committee Assignments

| AGENCY  | MEMBER          | ALTERNATE                                   |
|---|-----------------|---|
| Association of Bay Area Governments (ABAG)            | Elizabeth Lewis | None  |
| City/County Association of Governments (C/CAG)        | Jerry Carlson   | Kathy McKeithen                             |
| Holbrook-Palmer Park Foundation                       | Jim Dobbie      | Elizabeth Lewis                             |
| League of California Cities                           | Jerry Carlson   | Kathy McKeithen                             |
| Library JPA Governing Board (San Mateo County)        | Kathy McKeithen | Jim Dobbie                                  |
| Peninsula Traffic Congestion Relief Alliance          | Bill Widmer     | Jim Dobbie                                  |
| San Francisco Airport/Community Roundtable            | Elizabeth Lewis | Jim Dobbie                                  |
| San Mateo County Emergency Services Council           | Jerry Carlson   | Bill Widmer                                 |
| San Mateo County Sub-Regional Housing Policy Advisory | Elizabeth Lewis | Jerry Carlson                               |
| 2020 Gateway Committee                                | Elizabeth Lewis | None  |
| Grand Blvd. Task Force                                | Elizabeth Lewis | None  |
| Menlo Park Fire Protection District                   | Bill Widmer     | Jerry Carlson                               |
| Peninsula Cities Consortium                           | Jerry Carlson   | Kathy McKeithen<br>Duncan Jones (Alt Staff) |



## ITEM 26

### Council Report – January 19, 2011 – Jerry Carlson

Attended the City Selection committee meeting held in the Supervisor's chambers, in RWC, to select San Mateo County's candidates for the two open positions on the Association of Bay Area Governments Conservation and Development Commission.

The majority selected Kelly Fergusson (Menlo Park) and Mark Addiego (South SF) to be interviewed by ABAG for the positions in competition with candidates from San Francisco and Santa Clara counties to decide who will be appointed by ABAG.

A Peninsula Cities Consortium meeting was held in the City Council chambers of Belmont. Personnel changes including Bob Doety's departure from the joint venture between Caltrain and HSR; two new CHSRA board members (including a Fresno developer who is in the process of a very large development in that city that is on the proposed HSR route); and Assemblyman Rich Gordon taking on a significant Transportation role in Sacramento were noted as significant changes.

The release date for the proposed final project EIR draft for the SJ to SF section has not yet been set. Originally, it had been scheduled for December 2010.

The Silicon Valley Leadership Group and a grass roots organization are gearing up toward a potential tax measure for the benefit of Caltrain which is losing significant support contributions from the three counties in the future. My position is that before we give support to such a measure two things should happen first. 1) Caltrain needs to terminate the joint venture with HSR. (The prospect of HSR rail being able to start construction on this section anytime within the next ten years appears to be dead at this point because it won't have the needed financial support.) 2) Caltrain's operations should be subjected to an operational audit by a qualified professional firm to see what efficiencies in organization and operations can be found to help put it on a sounder financial basis. This audit should look at alternatives to electrifying the line such as using modifiable alternatives such as Bart will be using on its extension line to Antioch. This would require far less capital investment and the overall environmental benefits would compete favorably to electrification.) I will be asking the Rail Committee to consider these conditions and recommendation to send to the Council.

William Grindley gave an excellent update on his efforts in Washington D.C. in lobbying with key legislators and government agencies re HSR. He has planned a return trip at the end of January. William is doing all of this on his own and we owe him a great big "thanks" for his time and resources he is devoting on behalf of the town – and the State tax payers. William has also issued a new pamphlet [A Train to Nowhere But Bankruptcy](#) which highlights the overall financial concerns associated with the project.

Pat Burt (Palo Alto) was elected to be the PCC chair for this next year and I was elected to become the vice chair. Our next meeting, in Belmont will be at 8:15am on February 4<sup>th</sup>.

Another recent HSR develop is a law suit being filed by attorney Michael Brady alleging that HSR plans for beginning construction are not in accord with AB3034 which lays out preconditions for using state bond funds for the project.

## **ITEM 27**

Colleagues' Memo  
January 19, 2011 Council Meeting

As you know, in looking at our financial performance, it is necessary to document and establish service descriptions and levels and volumes so that we could benchmark ourselves with our neighboring cities. While there has been discussion about getting this done, and indications that it is in work, due dates have never been set.

In an effort to move this along, I suggest we agenda an item for our upcoming Council meeting to ask Staff to develop a list of services the Police Department performs, the volumes of its services and any service measurement (quality levels) it has with such services. While this could take time I suggest we ask that, if approved, it get reported on monthly and set a preliminary report (for comments) deadline of our April meeting and a final report deadline of our May Meeting.

James Dobbie  
Mayor

Bill Widmer  
Vice Mayor