



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
March 16, 2011
5:00 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

5:00 P.M. ROLL CALL Lewis, Dobbie, Widmer, McKeithen, Carlson

5:02 P.M. PUBLIC COMMENTS

5:10 P.M. PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

5:11 P.M. CLOSED SESSION

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

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

2. *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*

**B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION (Subsection (b) of Government Code Section 54956.9)
(1 Case)**

**C. CONFERENCE WITH LABOR NEGOTIATORS (Government
Code Section 54957.6)**

Agency Designated Representatives: John Danielson, Glenn Berkheimer
Employee Organizations: Teamsters, APOA
Unrepresented Employees: All Management and Confidential Employees

RECONVENE TO OPEN SESSION - Report of action taken.

6:45 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
March 16, 2011
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

PLEASE NOTE:

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

- 7:00 P.M. 1. **PLEDGE OF ALLEGIANCE**
- 7:02 P.M. 2. **ROLL CALL** Lewis, Dobbie, Widmer, McKeithen, Carlson
- 7:03 P.M. 3. **PRESENTATIONS**
- Proclamation honoring Lou Paponis for service on the Transportation Committee
- Maintenance Supervisors Association Award to Steve Tyler – Public Works Superintendant of the Year
- Housing Endowment and Regional Trust (HEART)
-presentation by Paula Stinson
- 7:45 P.M. 4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
- 7:55 P.M. 5. **REPORT OUT OF CLOSED SESSION**
- March 16, 2010
- 8:00 P.M. 6. **CITY MANAGER'S REPORT**
- 8:10 P.M. 7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** (Directed by Resolution No. 99-6)
- 8:10 P.M. **CONSENT CALENDAR** (Items 8-13)

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

8. **APPROVAL OF FEBRUARY 16, 2011 REGULAR MEETING MINUTES**
Recommendation: Approve February 16, 2011 regular meeting minutes
9. **APPROVAL OF BILLS AND CLAIMS FOR FEBRUARY 2011 IN THE AMOUNT OF \$807,309**
Recommendation: Approve Bills and Claims in the amount of \$807,309
10. **FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED FEBRUARY 28, 2011**
Report: Finance Director Louise Ho
Recommendation: Receive the General Fund Financial Report for the seven months ended February 28, 2011
11. **ACCEPTANCE OF TREASURER'S REPORT FOR THE SECOND QUARTER ENDED DECEMBER 31, 2010**
Report: Finance Director Louise Ho
Recommendation: Accept the Treasurer's Report for the Second Quarter Ended December 31, 2010
12. **APPROVAL FOR THE FINANCE DIRECTOR TO ATTEND THE 2011 SPRINGBROOK SOFTWARE CONFERENCE**
Report: Finance Director Louise Ho
Recommendation: Approve the Finance Director to attend the Springbrook Software Conference in Portland, Oregon, in May 2011
13. **RECOMMENDATION TO DIRECT THE GENERAL PLAN COMMITTEE TO CONSIDER REVISIONS TO CHAPTER 6.04.250 OF THE ATHERTON MUNICIPAL CODE**
Report: Town Arborist Kathy Hughes Anderson
Recommendation: Direct the General Plan Committee to review and consider revisions to Chapter 6.04.250 of the Atherton Municipal Code relating to zoning provisions for the housing of rabbits and fowl

REGULAR AGENDA (Items 14-19)

- 8:30 P.M. 14. **APPROVE AN ACTION PLAN FOR A TRIAL CLOSURE OF HOLBROOK LANE AT THE TOWN LIMITS**
Report: Public Works Director Duncan Jones
Recommendation: Approve an action plan for a trial closure of Holbrook Lane at the Town Limits
- 8:50 P.M. 15. **UPDATE ON REFUSE AND RECYCLING COLLECTION RATES FOR 2011**

Report: Interim City Manager John Danielson

Recommendation: Review the attached material responding to questions and issues from the February 16, 2011 Council discussion related to adoption of refuse and recycling collection rates for 2011. Staff recommends Council provide further direction to staff.

- 9:20 P.M. 16. **PROGRESS REPORT ON CONSTRUCTION, 297 POLHEMUS**
Report: Interim Building Official Dennis Lockard
Recommendation: To Be Determined
- 9:35 P.M. 17. **ACCEPT THE RECOMMENDATION OF THE FINANCE COMMITTEE TO SET A BUDGET POLICY OF ALLOCATING 60% OF PARCEL TAX FUND FOR POLICE SERVICES AND 40% FOR CAPITAL IMPROVEMENT PROJECTS (CIP)**
Report: Finance Director Louise Ho
Recommendation: Accept the recommendation from the Finance Committee to set a budget policy of allocating 60% of parcel tax fund for police services and 40% for capital improvement projects
- 9:45 P.M. 18. **APPROVAL TO PUBLISH REQUEST FOR PROPOSAL FOR LABOR NEGOTIATION SERVICES**
Report: Interim City Manager John H. Danielson
Recommendation: Approve publishing a request for proposal for Labor Negotiation services for the Town of Atherton and authorization for City Manager to execute an agreement
- 9:55 P.M. 19. **ADOPT A RESOLUTION APPROVING THE SETTLEMENT AGREEMENT BETWEEN THE TOWN OF ATHERTON AND PACIFIC PENINSULA GROUP**
Report: City Attorney Wynne Furth
Recommendation: Adopt the resolution (Attachment 1) approving the Settlement Agreement (Attachment 2) between the Town of Atherton (“Town”) and Pacific Peninsula Group (“PPG”)
- 10:05 P.M. 20. **COUNCIL REPORTS**
- 10:10 P.M. 21. **FUTURE AGENDA ITEMS**
- 10:20 P.M. 22. **PUBLIC COMMENTS**
- 10:30 P.M. 23. **ADJOURN**

PLEASE NOTE THE FOLLOWING INFORMATION:

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

the date upon which the decision becomes final. Judicial review of environmental determinations may be subject to a shorter time period.

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

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

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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 MARCH 16, 2011

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

The City Manager has received requests from residents to provide enforcement for households that habitually place waste and recycling containers on the curbside or in the public right of way in advance of collection day and/or leave the containers at these locations long after the containers have been emptied. Atherton does not have any regulations regarding this matter. Many surrounding cities control the time of placement prior to collection and removal of containers after they are emptied.

Council may want to consider directing staff to begin a review to determine if early placement and or late removal of waste containers constitute a public nuisance and return to Council by May, 2011 introducing an ordinance and guidelines for the timely and proper placement and removal of waste containers.

BUILDING DEPARTMENT: (*See attachment – Road Impact Refund Summary)

FEBRUARY PERMIT ACTIVITY

February 2010

- Permit applications received: 65
- Number of permits issued: 50
- Number of inspections: 371

February 2011

- Permit applications received: 64
- Number of permits issued: 54
- Number of inspections: 519

FISCAL YEAR PERMIT ACTIVITY**July 2009 – February 2010**

- Permit applications received: 565
- Number of permits issued: 550
- Number of inspections: 3,092

July 2010 – February 2011

- Permit applications received: 603
- Number of permits issued: 593
- Number of inspections: 4,711

FY10 REVENUE**July 2009 – February 2010**

- Permit Fees: \$426,204.45
- Plan Check Fees: \$241,448.17
- Total Revenue: \$667,652.62

FY11 REVENUE**July 2010 – February 2011**

- Permit Fees: \$497,364.33
- Plan Check Fees: \$325,828.49
- Total Revenue: \$823,192.82

FINANCE DEPARTMENT:

A mid-year budget adjustment for FY 2010-11 was approved by the City Council in February. General Fund is projected to end the fiscal year with positive result except for the use of reserve to reimburse Road Impact Fee Fund.

Finance Director worked on soliciting several proposals from HR consulting firms and one municipality to provide human resources assistance to the Town. An agreement was reached with the Teamsters employees to start the implementation of the new vacation cap effective November 27, 2011.

A Procurement Tiger Team consists of the Finance Director and the Interim Building Official is reviewing the use of Town credit cards, procurement process and control. As approved by the City Manager, Finance Department will be utilizing Maze & Associates

to provide special project assistance in developing procedures, process, and inventory control.

POLICE DEPARTMENT:

On March 3, 2011 the Atherton Police were involved in a theft investigation that exemplified the importance of having alert citizens report criminal or suspicious acts. In this instance, a citizen saw a man take a jackhammer from his van while the van was parked on the street, and flee from the crime scene in a Ford Focus. The alert citizen immediately called 9-1-1 and was able to provide the license plate to the Atherton Police. The subsequent police investigation led to the arrest of the offender after he was identified as the thief by the victim. In the past few months, there have been several thefts of gardener/landscape tools that were taken from unattended vehicles parked on the street. Thanks to an alert citizen, the police were able to arrest this offender.

During this reporting period, there were 10 reported thefts (petty and grand). The thefts ranged from stolen bikes and backpacks from the Menlo Atherton High School and Sacred Heart Prep School, to items stolen from unlocked vehicles parked on Atherton streets. There were 3 reported Fraud cases and 1 auto burglary this month, making a total of 14 theft related crimes this month. February of 2011 saw a decrease in theft related crimes compared to February of 2010, which recorded 23 theft related crimes.

PUBLIC WORKS PROJECT UPDATES:

- El Camino Real Crosswalks – Town contract crews have trimmed vegetation to clear the shoulders to provide clear sight distance to pedestrians waiting to cross, as well as a clear travel path for pedestrians and bicycles traveling on the shoulder. Crews will trim additional if needed for the new signs when they are installed. Caltrans has ordered new warning signs at the crosswalks that are expected to be installed by mid-March. 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.
- Status of approved traffic projects:
 - Oak Grove “No Right Turn 7:30-9:30 and 1:30-3:30 M-F” signs have been installed.
 - Atherton Avenue/Fair Oaks Lane @ El Camino Real turn lane restriping awaits dry weather, with an estimated completion at the end of March. Staff will use this project as a demonstration project for pre-molded thermoplastic stripes instead of paint.
 - Acorn Way at Catalpa Drive and Greenoaks Drive three-way “Stop” signs awaits dry weather for striping, with an estimated completion at the end of March.
 - James Gate “No Parking” and red curb signs will be installed in March and red curb awaits dry weather.

- 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 April.
- Hoover/Valparaiso Crosswalk –Caltrans approved the project funding for design. The consultant has completed the design and the project is ready to advertise. Approval to advertise is required from Caltrans now that the plans and cost estimate are completed. The Caltrans approved plans will then be brought to the Transportation Committee and Council for approval and authorization to advertise.
- High Speed Rail –No additional Technical Working Group (TWG) meetings have been scheduled to date because the federal funding is being spent in the central valley. The process for the Peninsula is being revamped, and meetings will be held in March to discuss how to proceed. A phased implementation is being developed where the existing tracks with electrification are used for high speed trains between San Jose and San Francisco.
- Library – staff is assisting the ALBSC to negotiate a final agreement to bring to Council in April. Planning is preparing an RFP for environmental studies and reports, with a contract brought to Council also in April.
- Park Survey – an RFP has been issued for on-call surveying firms. Three to five firms will be chosen to provide services over a five-year on-call period. Survey tasks will be rotated among the selected firms. The first firm will provide the park survey, the second the survey for the Marsh Road Wall project, etc., on an as-needed basis.
- Park Corporation Yard – the Town landscape consultant has developed a 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. The Master Gardeners of San Mateo County have requested permission to include a “hoop house” greenhouse structure in the corporation yard. Plans are being developed for submission for approval.
- Park South Meadow and Irrigation – the contractor has completed the irrigation installation for the South Meadow rehabilitation project and awaits a few dry days to bring the equipment on the turf to perform the turf rehabilitation. Meanwhile, park staff is busy connecting other irrigation zones to the master irrigation system completed last summer. This work is being done in the winter while the irrigation system can be shut down for these repairs. Lots of new pipe, new wire and new sprinkler heads are being installed to upgrade the systems. While the system is down, the old well was inspected and found to need a new starter and some other electrical parts. With all these upgrades and repairs, the irrigation system at the park will be ready to handle the summer hot weather.

PLANNING DEPARTMENT:

The Planning Commission, at its March 3, 2011 meeting took the following action;

1. Approved a Heritage Tree Removal Permit to allow the removal of one heritage tree and approved a Variance to allow a reduction in the side yard setbacks for the construction of a new residence at 51 Winchester.
2. Approved a Heritage Tree Removal Permit to allow the removal of three heritage trees at 56 Edge Road.

The following items are scheduled for the March 23, 2011 Planning Commission meeting;

1. Request for a Heritage Tree Removal Permit and Mitigated Negative Declaration for the removal of nineteen trees at 463 Selby.
2. Conditional Use Permit for wireless antennas at the communications tower located behind Town Hall at 91 Ashfield Road.
3. Conditional Use Permit for increased enrollment at Menlo School



Town of Atherton
Road Impact Fee (RIF) Refund Summary
February 17, 2011

RIF Refund Summary

GROUP 1 (100% of RIF Paid)

Total estimated liability for all payees: \$164,283.35
Total amount of claims validated / refund checks issued: \$164,283.35

Total number of accounts subject to RIF Refund: 74
Total number of claims approved and submitted for payment: 74
Total number of claims approved and awaiting signed settlement agreement from payee: 45

GROUP 2 (40% Incremental RIF Paid) * *Deadline for submitting a RIF refund claim form is March 10, 2011*

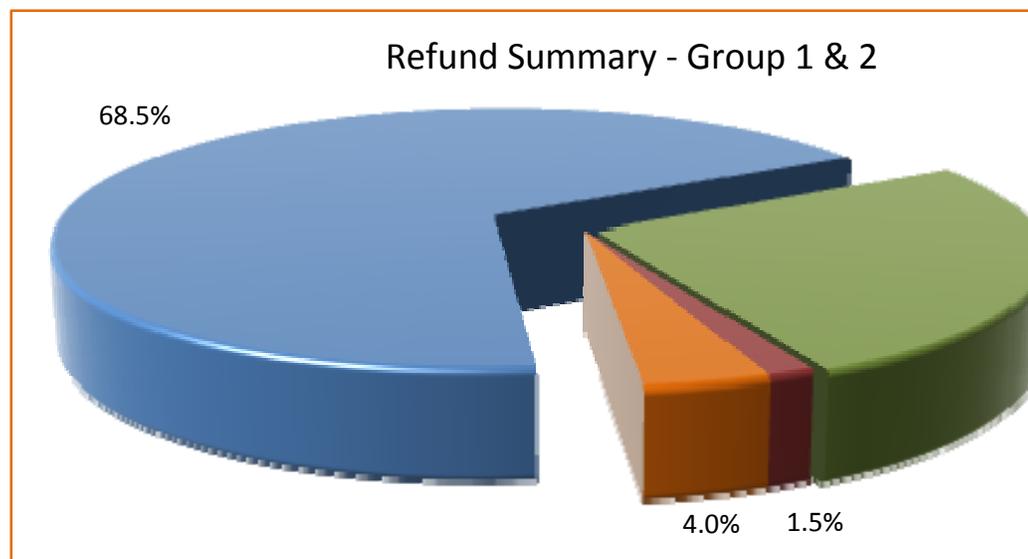
Total estimated liability for all payees: \$435,793.53
Total amount of claims submitted to date: \$94,973.04
Total amount of claims validated / refund checks approved: \$89,371.68
Total amount of claims pending proof of RIF payment (under review): \$5,601.36

469 – Number of Home Owners mailed a courtesy notice regarding RIF Refund program on Dec 9, 2010
315 – Number of RIF Payees notified from payment database on Dec 12, 2010

Total number of Phone Consultations: 28

Total number of claims received to date: 37
Total number of claims approved and submitted for payment: 31
Total number of refunds pending proof of RIF payment (pending): 6
RIF refund settlement prior to refund program (under review): 02
RIF permit canceled / reimbursed prior to refund program: 14

Total number of non-responsive payees to date: 276





Draft Minutes
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
February 16, 2011
7:00 p.m.
Holbrook Palmer Park Pavilion
150 Watkins Avenue
Atherton, California
REGULAR MEETING

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

1. **PLEDGE OF ALLEGIANCE**

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

McKeithen was excused.

3. **PRESENTATIONS** - None.

4. **PUBLIC COMMENTS**

Jon Buckheit, Atherton resident, spoke in regards to a newspaper article regarding former Finance Director John Johns. Buckheit suggested allowing Johns to come back and complete an audit of the Police Department which has already begun.

Mayor Dobbie said that item 15 was pulled from the agenda at the request of staff. It will not be taken up.

5. **REPORT OUT OF CLOSED SESSION** - February 16, 2011

ROLL CALL Lewis, Dobbie, Widmer, McKeithen (Excused), Carlson

PUBLIC COMMENTS – None

Mayor Dobbie gave a verbal announcement of closed session items.

CLOSED SESSION

A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
(Subsection (b) of Government Code Section 54956.9)
(1 Case)

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

Pacific Peninsula Group v. Town of Atherton

RECONVENE TO OPEN SESSION

Report of action taken

Acting City Attorney Ben Winig said that there was no reportable action from Closed Session.

Mayor Dobbie adjourned the special meeting at 6:45 p.m.

6. CITY MANAGER'S REPORT

Interim City Manager Danielson said he is working with staff to be as economic as possible in light of the budget situation.

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

Council Member Lewis removed items 13, 17, and 19.

8. APPROVAL OF JANUARY 19 REGULAR 2011 MEETING MINUTES
Recommendation: Approve January 19, 2011 regular meeting minutes

9. APPROVAL OF BILLS AND CLAIMS FOR JANUARY 2011 IN THE AMOUNT OF \$1,016,134
Recommendation: Approve Bills and Claims in the amount of \$1,016,134

10. FINANCIAL REPORT FOR THE SEVEN MONTHS ENDED JANUARY 31, 2011
Report: Finance Director Louise Ho
Recommendation: Receive the General Fund Financial Report for the seven months ended January 31, 2011

11. RESOLUTION AUTHORIZING ESCHEAT OF UNCLAIMED BUILDING AND PUBLIC WORKS DEPOSITS TO THE GENERAL FUND
Report: Finance Director Louise Ho
Recommendation: Adopt Resolution 11-02 approving the escheating of \$30,618.91 of unclaimed building deposits and \$45,036.00 of unclaimed public works deposits to the General Fund

12. ACCEPTANCE OF FISCAL YEAR 2009-2010 SINGLE AUDIT REPORT
Report: Finance Director Louise Ho
Recommendation: Accept FY 2009-2010 Single Audit Report.

14. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 09-10 ATHERTON CAPE SEAL PROJECT NUMBER 09-001
Report: Public Works Director Duncan Jones

Recommendation: Accept work and authorize recording of a notice of completion for the Atherton Cape Seal Project Number 09-001

15. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MARK THOMAS & COMPANY, INC. FOR SURVEYING SERVICES FOR THE HOLBROOK-PALMER PARK SURVEY

Report: Public Works Director Duncan Jones

Recommendation: Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with Mark Thomas & Company to provide surveying services for the Holbrook-Palmer Park Survey in an amount not exceed \$29,965, plus a 10% contingency, for a total authorization of \$32,961.50

16. APPROVE GROUP 4 ARCHITECTURE RESEARCH + PLANNING, INC. AS THE ARCHITECT FOR THE NEW ATHERTON LIBRARY CONCEPT PHASE

Report: Public Works Director Duncan Jones

Recommendation: Approve the selection of Group 4 Architecture Research + Planning, Inc. as the Architect for the concept phase of the new Atherton Library

18. APPROVE CONTINUATION OF CODE ENFORCEMENT SERVICES THROUGH AN AMENDMENT UNTIL A DECISION IS MADE FOR A PERMANENT ARRANGEMENT

Report: Interim City Manager John Danielson

Recommendation: Approve the continuation of the provision of code enforcement services through a contractual amendment to the current Code Enforcement services agreement with CSG, INC. until a decision is made on the permanent arrangement

MOTION by Lewis, second by Widmer to approve the consent calendar which includes items 8, 9, 10, 11, 12, 14, 16, and 18. The motion passed.

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

ITEMS PULLED FROM CONSENT

19. APPROVE A BUDGET AMENDMENT FOR CONTRACT PLAN REVIEW IN AN AMOUNT NOT TO EXCEED \$79,000 AND WAIVE REQUIREMENTS OF CHAPTER 3.16 (PURCHASING SYSTEM) OF THE ATHERTON MUNICIPAL CODE TO AUTHORIZE PAYMENT OF AN AMOUNT NOT TO EXCEED \$51,350 TO CSG CONSULTANTS FOR PLAN REVIEW AND INSPECTION SERVICES FOR THE MENLO SCHOOL PROJECT

Report: Interim City Manager John Danielson

Recommendation: Approve a budget amendment for contract plan review in an amount not to exceed \$79,000 and waive the requirements of Chapter 3.16 (Purchasing System) of the Atherton Municipal Code to authorize payment of an amount not to exceed \$51,350 to CSG Consultants for plan review and inspection services for the Menlo School project, on a one-time basis

Council Member Lewis questioned whether this is a pass through and reimbursable expense. Public Works Director Jones affirmed that it was.

13. ADOPT A RESOLUTION APPROVING A “NO PARKING ANYTIME” ZONE ON THE SOUTH SIDE OF JAMES AVENUE FROM THE MIDDLEFIELD ROAD GATE TO 100 FEET EAST OF THE GATE AND PAINT THE CURB RED

Report: Public Works Director Duncan Jones

Recommendation: Adopt Resolution 11-03 approving a “No Parking Anytime” zone on the south side of James Avenue from the Middlefield Road gate to 100 feet east of the gate, including painting the existing curb red

Council Member Lewis voiced her concern that putting up so many “no parking” signs around Encinal school is may create a negative impact on traffic. Lewis suggested a thorough traffic study.

Mayor Dobbie said this came up at the Transportation meeting and the issue was that people were parking between Middlefield and Heather Drive which was causing traffic congestion.

Public Works Director Jones said that as soon as Encinal school is done with the punch list on all the new buildings they plan to work together and do a thorough study of where people can park.

Betsy Colby, Atherton resident, said there is only a narrow lane for children to walk through James and Middlefield and if cars are parked then the area is blocked.

MOTION by Dobbie, second by Widmer to adopt Resolution 11-03 approving a “No Parking Anytime” zone on the south side of James Avenue from the Middlefield Road gate to 100 feet east of the gate, including painting the existing curb red. The motion passed.

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

17. PROGRESS REPORT ON CONSTRUCTION AT 297 POLHEMUS, ATHERTON

Report: Building Official Dennis Lockard

Recommendation: Authorize the continued extension of the deadline for the collection of deposits and charging of fines for subject property, receive and file this report

Interim Building Official Dennis Lockard said that since the last Council meeting he has instituted a couple of monitoring activities which include physical onsite tours, and impromptu visits. Lockard said there has been activity each and every day and the home owners are making good progress.

Vice Mayor Widmer said that he needs to see substantial progress by the next meeting otherwise he will not vote to waive fees.

MOTION by Lewis, second by Dobbie to authorize the continued extension of the deadline for the collection of deposits and charging of fines for subject property, receive and file this report. The motion passed.

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

PUBLIC HEARINGS (20)

20. INTRODUCTION OF AN ORDINANCE TO ADOPT REFUSE AND RECYCLING COLLECTION RATES

Report: Interim City Manager John Danielson

Recommendation: Hold a public hearing, determine whether a majority protest has been received, and if there is no majority protest, and introduce the attached Ordinance increasing refuse and recycling rates. A two-thirds vote is required (i.e.; four affirmative votes).

Interim City Manager John Danielson gave a Power Point presentation of the refuse and recycling collection rates. The presentation covered topics which included the purpose of the hearing, background information and history on the increases, Allied Waste billing, Recology Franchise agreement, options and actions. [A copy of the presentation can be found in the City Clerks Office].

Council Member Carlson said he has had an issue with the South Bay Waste Management Authority (SBWMA) for several years and believes they need an oversight board of elected officials. Carlson said he is concerned that the trucks picking up waste has doubled. Carlson added that there has been no logical justification for why the rate went up so high from the original proposed rate of 16.9%. Carlson concluded that he wants definitive answers on how much it costs to pick up each bin and dump it.

Council Member Lewis said the Environmental Programs Committee made a recommendation to approve the rates when they were proposed at much lower rates. Lewis said the goal of Recology is to get each household to use less garbage and recycle more. Lewis questioned how much Recology makes on composting and how much it is subsidizing the rates.

Mayor Dobbie said residents are upset because Recology made promises that they could not keep. Dobbie suggested staff reviewing the bid put forward by Recology and see what they are and are not honoring.

Vice Mayor Widmer said he looked into the history of rate increase discussions and it first came up in 2007. Widmer said the Town needs to sort this out and find a way to move forward as fast as possible and stop dwelling on what happened in the past. Widmer said staff should review the bid, examine all aspects and factors of the franchise agreement and examine Allied Waste fees as well.

Acting City Attorney Winig asked how many written bid protests were received. Deputy City Clerk DellaSanta said approximately 40.

Mayor Dobbie opened up for public comment.

Melinda Tevis, Atherton resident, said there may have been a lack of leadership with the previous City Manager during the rate increase discussions. Tevis said she hopes the Town looks further into the reason why the increase was so high.

Mel Britton, Atherton resident, said the Town needs to find out what it really costs to perform the services Recology is doing and how much money they are making to execute the job.

Virginia Ruggeiro, Atherton resident, said since the implementation of weekly service there are garbage cans out all over Town every single day.

Tom Glenwood, Atherton resident, asked if the residents were surveyed on what services they prefer. He said Recology is the poorest run organization he has ever dealt with.

Helen Harm, Atherton resident, said weekly pick up is not an enhanced service or improvement.

Jon Buckheit, Atherton resident, said the cost was very misguided. Buckheit encouraged the Town to find a new vendor and get the true cost. He concluded that the prior vendor had a huge surplus and gave raises to eradicate it which should be considered a crime.

Henry Ilg, said he never had a problem with Allied Waste. He added that Recology's service is ridiculous and has very bad management.

Gail William, said the only enhancement of services is the pick up of organics and the transfer to single stream recycling.

Janet Simons, Atherton resident, said she does her best to drag the containers out to the street. She tried her best to place them correctly and still received a ticket from Recology saying it was an incorrect set out.

Jack Ringham, Atherton resident, handed out a spreadsheet of his personal thoughts regarding the containers and their true costs.

James Duvway, Atherton resident, said Atherton is a generous community but they don't like to be ripped off.

John Thomas, Atherton resident, questioned why the increases vary from agency to agency.

Larry Sweeney, Atherton resident, said he has been composting for years. Sweeney suggested getting rid of food scraps and go back to the bi-weekly pick up.

Bob Watkins, Atherton resident, said he never asked for weekly service and preferred the bi-weekly pick up.

Mayor Dobbie closed public comments.

Dobbie said he has received numerous complaints about garbage cans being left out on the streets for too long. Dobbie said that in his opinion it is not high enough on the priority list at the moment in light of the many major problems the Town is currently faced with.

Vice Mayor Widmer thanked the residents for voicing their concerns. Widmer said the Town needs to do a thorough investigation to see that we are getting what we paid for. Widmer said the contract needs to be enforced as-is and the rates needs to be addressed to reflect the costs of services. Widmer concluded that staff should make every effort possible to determine how much road impact there is and consider using some of it to defray some costs and spread out any fee we might have once settled with Allied.

Council Member Lewis said the Town should begin polling residents to see what services they want. Lewis said a survey was sent out years ago and residents did want weekly service back then and 60% preferred single stream recycling. Lewis concluded that the survey may not have considered the Towns population and a new survey should be done.

Council Member Carlson requested that staff have comparative data at the next meeting in regards to the franchise fee, its purpose, and how it compares with other agencies.

City Council unanimously decided to continue the item to the next meeting to allow City Manager Danielson to form an “action team” to address resident concerns. The rates will remain as is, for now.

Action for staff to follow up on:

1. Why a 16.9% increase in rates was not even close to the final settlement.
2. How much of our residents monthly bills are going to pay off bonds that were issued for the transfer station.
3. Negotiate for post payment in the future, rather than pre-payment for garbage services.
4. Facts about why the rate is so much higher than other cities (and not vague answers about large lot sizes).
5. What is the cost of servicing all of the different types of waste containers and then, compare those to the proposed billing rates.

REGULAR AGENDA (Items 21-24)

21. APPROVE AN AGREEMENT TO CONDUCT AN ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY STUDY FOR PUBLIC WORKS, BUILDING, ADMINISTRATION, AND OTHER RELATED FUNCTIONS

Report: City Manager John Danielson

Recommendation: Approve an agreement to conduct an organizational effectiveness and efficiency study for Public Works, Building, Administration and other related functions, and authorize the City Manager to sign the contract on behalf of the Town

Interim City manager Danielson said he is committed to looking at every efficiency and opportunity possible for cost saving, to make sure public funds are being spent properly.

Council Member Carlson said the Town is very fortunate to get an interim City Manager with such experience and he is very comfortable supporting the agreement.

Mayor Dobbie said the Town has serious financial problems and hopes that the result of this study will give recommendation that will significantly approve the budget.

MOTION by Dobbie, second by Widmer to approve an agreement to conduct an organizational effectiveness and efficiency study for Public Works, Building, Administration and other related functions, and authorize the City Manager to sign the contract on behalf of the Town. The motion passed.

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

22. APPROVE AN AGREEMENT TO CONDUCT AN ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY STUDY FOR POLICE SERVICES AND THE COMMUNICATIONS CENTER AND AUTHORIZE THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF THE TOWN

Report: City Manager John Danielson

Recommendation: Approve an agreement to conduct an organizational effectiveness and efficiency study for police services and the communications center, and authorize the City Manager to sign the contract on behalf of the Town

Danielson said this study is the exact same as the previous agreement approved in item 22 except that this covers the Police Department and Communications.

Danielson noted that he either knows or has worked with almost all of the firms who submitted proposals.

Council concurred that this item will trump the colleagues memorandum brought forth by Mayor Dobbie and Vice Mayor Widmer at the January Council meeting.

Valerie Gardner, Atherton resident, urged the consultant to look into the facilities issues at the Police Department.

MOTION by Dobbie, second by Widmer to Approve an agreement to conduct an organizational effectiveness and efficiency study for police services and the communications center, and authorize the City Manager to sign the contract on behalf of the Town. The motion passed.

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

23. APPROVE RECOMMENDATION FROM AD-HOC LEGAL COUNSEL COMMITTEE AND LEGAL COUNSEL SELECTION COMMITTEE TO ESTABLISH A CHARTER FOR THE LEGAL COUNSEL SELECTION COMMITTEE AND DEVELOP A PROCESS FOR SELECTING A CITY ATTORNEY

Report: Interim City Manager John H. Danielson

Recommendation: Approve recommendation from ad-hoc legal counsel committee and legal counsel selection committee to establish a charter for the legal counsel selection committee and for developing a process for selecting a City Attorney

Interim City Manager Danielson said the committee has presented an outstanding process to screen the City Attorney applicants.

Council Member Lewis illustrated each committee member and their background and expertise in the field.

Legal Counsel Committee member Peter Carpenter thanked Council for the opportunity to be involved in the process.

MOTION by Dobbie, second by Carlson to allow the committee to rate all ten firms based on a matrix provided by staff, review the ratings at a special meeting on March 2nd and create a list of the top 3 to 5 firms to recommend to Council at their March 16 meeting, and allow the committee to hold interviews for 3 to 5 firms on March 14th. The motion passed.

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

24. ADOPTION OF A RESOLUTION APPROVING THE MID-YEAR BUDGET ADJUSTMENTS FOR FY 2010-11

Report: Finance Director Louise Ho

Recommendation: Adopt Resolution 11-04 Approving the Mid-Year Budget Adjustments for FY 2010-11

Finance Director Louise Ho reviewed the revenues and expenditures with Council. Ho said that based on the 6 month operation staff is projecting revenue for General Fund to increase by \$498,422.

Ho added that excluding Building Department revenue and expenditure, General Fund is projecting a surplus at June 30, 2011 of \$93,411. Ho said the conservatively speaking the Building Department is projecting a \$528,557 loss for the FY 2011 which leaves the Building Department operating reserve with a projected balance at June 30, 2011, of \$502,079. Ho concluded General Fund reserve is projected to decrease by \$793,943 to cover a transfer of \$902,355 to reimburse Road Impact Fee Fund for incorrect charges.

Dobbie reminded staff to make sure that all things related to building a new library are continually charged to the library fund and not to the Towns General Fund. Ho said she frequently pays particular attention to that area.

Council questioned some of the expenses, in particular the \$100,000 for administration.

Danielson said there were many factors into the amount including the MOU salary adjustments based on the approval of MOU's at the November, 2010 meeting and an expenditure made for the City Attorney to conduct the search for an interim city manager.

Mayor Dobbie said the Finance Committee plans to review the parcel tax appropriations between capital improvement projects and the Police Department.

MOTION by Lewis, second by Dobbie to Adopt Resolution 11-04 Approving the Mid-Year Budget Adjustments for FY 2010-11. The motion passed.

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

25. COUNCIL REPORTS

Nothing further to add to written report.

26. FUTURE AGENDA ITEMS

None.

27. PUBLIC COMMENTS

None.

28. ADJOURN

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

Mayor Dobbie adjourned the meeting at 9:23 p.m.

Respectfully submitted,

Theresa DellaSanta
Deputy City Clerk

TOWN OF ATHERTON
CLAIMS LIST FEBRUARY 2011

	<u>Amount</u>
A/P Checks (#11654-11766)	\$ 281,426
Payroll Checks (#176-189)	5,320
Direct Deposit - Payroll	254,883
Electronic Transfer - A/P & Payroll	265,680
FEBRUARY 2011 Total	807,309

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 176-189 (payroll), and 11654-11766 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$807,309 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 176-189 (payroll), and 11654-11766 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$807,309 are true and correct and are authorized for payment.

James Dobbie
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 683,405
105	Tennis	1,447
201	Special Parcel Tax	5,890
210	Road Construction Impact	73,040
213	Library	1,860
615	General Liability	19,477
616	Employee Benefits	21,940
740	Tree Committee	250
TOTAL		807,309

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11654	Check Date: 02/15/2011	Vendor: 01349	TEAMSTERS LOCAL 856 H & W	
	PR Batch 501 1 2011 Dental Insuran		01/12/2011	6,435.00
	501-01-2011LYNRR Batch 501-01-2011 Dental L.Coll		02/09/2011	-143.00
			Check Total:	6,292.00
Check No: 11655	Check Date: 02/11/2011	Vendor: 00017	ABAG POWER PURCHASING POOL	
8003427	91 Ashfield - admin 12/25/10-01/24/		02/01/2011	44.43
8003427	Station Lane/Town Hall 12/25/10-01/		02/01/2011	17.89
8003427	Station Lane/Town Hall 12/25/10-01/		02/01/2011	107.32
8003427	91 Ashfield - PD 12/25/10-01/24/11		02/01/2011	75.65
8003427	Station Lane/Town Hall 12/25/10-01/		02/01/2011	53.66
8003427	99 Dinkenspiel Corp Off 12/25/11-1/		02/01/2011	95.78
8003427	150 Watkins HP Activity 12/28/10-1/		02/01/2011	22.28
8003427	150 Watkins 12/28/10-1/26/11		02/01/2011	211.11
8003427	160 Watkins (CM) 12/28/10-1/26/11		02/01/2011	105.44
8003427	Library/Dinkenspiel 12/25/11-1/25/1		02/01/2011	63.95
			Check Total:	797.51
Check No: 11656	Check Date: 02/11/2011	Vendor: 00025	ACCONTEMPS	
32590494	Temp Dean, Hazel 01/18/11 - 01/21/		01/27/2011	1,275.00
			Check Total:	1,275.00
Check No: 11657	Check Date: 02/11/2011	Vendor: 00077	AT&T CALNET 2	
000002048952	327-4859 01/01/11 - 01/31/11		02/01/2011	55.35
000002037038	752-8099 12/27/10 - 01/26/11		01/27/2011	421.04
000002037037	752-0600 12/27/10 - 01/26/11		01/27/2011	112.11
000002048953	327-4866 01/01/10 - 01/31/11		02/01/2011	15.82
000002048951	327-3232 01/01/10 - 01/31/11		02/01/2011	15.67
000002034883	322-8691 12/25/10 - 01/24/11		01/25/2011	15.64
000002037035	330-0686 12/27/10 - 01/26/11		01/27/2011	15.67
000002037036	566-0280 12/27/10 - 01/26/11		01/27/2011	211.01
			Check Total:	862.31
Check No: 11658	Check Date: 02/11/2011	Vendor: 00151	BURKE,WILLIAMS&SORENSEN LLP	
143608	Sacred Heart Dec 2010		02/01/2011	83.20
143608	Monthly Retainer Dec 2010		02/01/2011	11,000.00
143608	Planning Dec 2010		02/01/2011	665.60
143608	Dpw Dec 2010		02/01/2011	3,211.52
143608	Other legal Dec 2010		02/01/2011	36,727.50
143608	Library JPA Dec 2010		02/01/2011	429.00
			Check Total:	52,116.82
Check No: 11659	Check Date: 02/11/2011	Vendor: 00205	CAL WATER SERVICE	
62126158/1-11	94 Ashfield 12/4/10-1/4/11		02/01/2011	33.08
91512681/1-11	91 Ashfield 12/4/10-1/4/11		02/01/2011	16.84
91512699/1-11	Station Lane Meter 12/4/10-1/4/11		02/01/2011	2.09
91512699/1-11	Station Lane Meter 12/4/10-1/4/11		02/01/2011	12.52
91512664/1-11	83 Ashfield 12/4/10-1/4/11		02/01/2011	57.42
91512699/1-11	Station Lane Meter 12/4/10-1/4/11		02/01/2011	6.26
62051509/1-11	Alameda/Atherton 12/4/10-1/4/11		02/01/2011	109.83
62061499/1-11	El Camino Real 12/4/10-1/4/11		02/01/2011	57.04
97947324/1-11	El Camino Real (2) 12/28/10-1/26/11		02/01/2011	184.82
89783897/1-11	Maple 12/4/10-1/4/11		02/01/2011	25.49
90069321/1	Station Lane 01/05/11 - 02/02/11		01/04/2011	73.08
62040688	99 Ashfield Road 01/05/11 - 02/02/11		02/02/2011	52.64
62051537/1-11	150 Watkins 12/28/10-1/26/11		02/01/2011	149.67
6051537FirePro/	50 Watkins (Fire Pro)1/1/11-1/31/11		02/01/2011	29.31
97127159/1-11	2 Station Lane 12/4/10-1/4/11		02/01/2011	37.10
			Check Total:	847.19

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11660	Check Date: 02/11/2011	Vendor: 00249	CDW GOVERNMENT	
WFN6306	Quantum Superloader 3 8 Slot		01/20/2011	2,458.13
WFN6306	LTO Univ Cleaning Cartridge		02/09/2011	57.90
WFN6306	LTO3 Data Cart 400/800GB		02/09/2011	552.81
			Check Total:	3,068.84
Check No: 11661	Check Date: 02/11/2011	Vendor: 00281	CITY OF REDWOOD CITY	
BR25510	IT Support January 2011		01/31/2011	2,307.00
			Check Total:	2,307.00
Check No: 11662	Check Date: 02/11/2011	Vendor: 00289	CLARK PEST CONTROL	
0736537	Weed control HP Park maint svc Jan		01/25/2011	855.00
0780075	Agricultural weed control svc Jan 20		01/21/2011	325.00
0736239	Weed control HP Bldg maint svc Oct		01/21/2011	200.00
0780068	Pest control library Jan 2011		01/21/2011	95.00
			Check Total:	1,475.00
Check No: 11663	Check Date: 02/11/2011	Vendor: 00341	CONTRACT SWEEPING SERVICES	
INV110000173	Contract sweeping service January 20		01/28/2011	992.70
			Check Total:	992.70
Check No: 11664	Check Date: 02/11/2011	Vendor: 00357	COUNTY OF SANTA CLARA EMPL REL	
01-24-2011	FY2010-2011 annual membership		01/24/2011	3,768.00
			Check Total:	3,768.00
Check No: 11665	Check Date: 02/11/2011	Vendor: 00377	CSG CONSULTANTS INC	
019572	Code Enforcement 11/27/10 - 12/31/		01/28/2011	3,296.00
			Check Total:	3,296.00
Check No: 11666	Check Date: 02/11/2011	Vendor: 00449	DUNBAR ARMORED INC	
2835627	Armored car service February 2011		02/01/2011	127.81
2835627	Maint fee February 2011		02/01/2011	10.66
			Check Total:	138.47
Check No: 11667	Check Date: 02/11/2011	Vendor: 00501	FIRST CHOICE SERVICES	
334395	Tea and coffee Bldg dept		11/18/2010	72.68
			Check Total:	72.68
Check No: 11668	Check Date: 02/11/2011	Vendor: 00516	ANDREW FREEMAN	
ATHPD_003	Crop images to size, optimize web		01/06/2011	180.00
			Check Total:	180.00
Check No: 11669	Check Date: 02/11/2011	Vendor: 00621	HOUSTON COMMUNICATIONS INC	
466229	Frieght charges handheld S#749TBL		01/13/2011	3.64
466230	Frieght charges handheld S#749TBL		01/13/2011	3.64
			Check Total:	7.28
Check No: 11670	Check Date: 02/11/2011	Vendor: 00645	IDEAL RV AND TRAILER SUPPLY	
26697	Propane Outdoor heaters for HP Park		02/07/2011	138.69
			Check Total:	138.69
Check No: 11671	Check Date: 02/11/2011	Vendor: 00649	IEDA INC	
1517	Labor relation consulting 2/1/11-2/2		02/01/2011	1,030.00
			Check Total:	1,030.00
Check No: 11672	Check Date: 02/11/2011	Vendor: 00681	INTERSTATE TRAFFIC CONTROL PRO	
133496	Round sign post, L Bracket		02/01/2011	162.48

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
			Check Total:	162.48
Check No: 11673	Check Date: 02/11/2011	Vendor: 00715	JAMES CACCIA PLUMBING	
142 TUSCALOOSA fund 142 Tuscaloosa Ave P#APW			02/07/2011	2,500.00
49 MCCORMICK Permit 49 McCormick Ln P#BP11-00			02/07/2011	100.00
			Check Total:	2,600.00
Check No: 11674	Check Date: 02/11/2011	Vendor: 00821	MANAGEMENT PARTNERS INC	
4600 Interim city mgmt N.Levin 1/02/11-1/			01/25/2011	481.40
			Check Total:	481.40
Check No: 11675	Check Date: 02/11/2011	Vendor: 00891	DAVE METZGER	
FEB 2011 Meals SKIDDS course 1/25-1/27/11			02/08/2011	31.00
FEB 2011 Mileage SKIDDS cour 1/25-1/27/11			02/08/2011	57.55
			Check Total:	88.55
Check No: 11676	Check Date: 02/11/2011	Vendor: 00929	MUNISERVICES LLC	
RYAN HU Bus Lic Ryan Hu 02/08/11			02/08/2011	125.00
JIMENEZ BROTHER Lic Jimenez Brothers 02/11/11			02/11/2011	75.00
NO PROBLEM Bus Lic No Problem Pools 02/09/11			02/09/2011	50.00
			Check Total:	250.00
Check No: 11677	Check Date: 02/11/2011	Vendor: 00941	NEAL MARTIN & ASSOCIATES	
1108 Planning services 12/01/10 - 12/31/1			12/31/2010	15,122.51
1108 Garbage 12/01/10 - 12/31/10			12/31/2010	4,424.38
1108 Library relocation 12/01/10 - 12/31/			12/31/2010	338.63
			Check Total:	19,885.52
Check No: 11678	Check Date: 02/11/2011	Vendor: 00977	OFFICE DEPOT	
550839170001 Paper, calender, spindle ,marker			02/03/2011	152.82
550839170001 Log call, paper			02/03/2011	25.65
550839170001 Ink twin pack, paper, Tri-color ink			02/03/2011	378.69
			Check Total:	557.16
Check No: 11679	Check Date: 02/11/2011	Vendor: 00993	ORCHARD SUPPLY HARDWARE	
1359/JAN 2011 30 ' Stanley tape			01/25/2011	22.92
1359/JAN 2011 Cement concrete			01/25/2011	42.90
1359/JAN 2011 Wet/dry roof cement			01/25/2011	75.09
1359/JAN 2011 Lysol spray, stainless steel mag			01/25/2011	35.01
1359/JAN 2011 Korky flapper			01/25/2011	6.21
1359/JAN 2011 Light bulbs			01/25/2011	31.07
			Check Total:	213.20
Check No: 11680	Check Date: 02/11/2011	Vendor: 01037	PG & E	
5678831050/1 Ashfield/Town Hall 12/25/10-1/25/1			02/01/2011	576.10
5678831560 Station Lane Planning 12/25/10-1/25/			02/01/2011	18.30
5678831560 Station Lane Bldg 12/25/10-1/25/11			02/01/2011	109.79
7457969332-1/1 Police Dept 12/25/10 - 01/26/11			01/26/2011	1,761.40
5678831560 Station Lane DPW 12/25/10-1/25/11			02/01/2011	54.90
5678831025/1 SignalMiddlefield/Oak Gr 12/28/10-1/			02/01/2011	40.04
5678831015/1 Signal E/S Middlefield 12/28/10-1/2			02/01/2011	50.84
5678831020/1 Signal-Marsh/Middlefield 12/28/10-1/			02/01/2011	8.87
5678831002et al Street Lights 01/01/11-02/01/11			02/01/2011	3,834.77
9531312943-9/1293 Dinkelspiel Station 12/25/10-01/2			01/26/2011	183.86
9291302548-9/12Corp Office Storage 12/25/10-01/25/			01/26/2011	74.82
8671355582-8/12Traffic control svc 12/28/10 - 01/26			01/27/2011	36.67
5678831040/1 Pump 150 Watkins 11/30/11-1/26/11			02/01/2011	72.55
5678831030/1 Activity Bldg 150 Watkin12/28/10-1/			02/01/2011	271.22
5678831035/1 Modular Bldg 150 Watkin 12/28/10-			02/01/2011	376.16

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
0896302362-2/12HP Park 160 Watkins (CM)			01/27/2011	61.24
9166302556-2/12 Atherton Library			01/26/2011	426.39
			Check Total:	7,957.92
Check No: 11681	Check Date: 02/11/2011	Vendor: 01061	BRUCE POTTS	
FEB 2011	Reimb Dare supplies, ribbon coin B.		02/01/2011	450.00
FEB 2011	Reimb Dare supplies, photo frame B.		02/01/2011	227.50
FEB 2011	Reimb Dare Supplies Hot dogs B.Pot		02/08/2011	260.00
FEB 2011	Reimb Dare Supplies Ice-cream B.Po		02/08/2011	120.00
FEB 2011	Reimb Dare Supplies Buns B.Potts		02/08/2011	60.03
FEB 2011	Reimb Dare Supplies Hot dog cook B		02/08/2011	4.79
FEB 2011	Reimb Dare Supplies Hot dog cook B		02/08/2011	21.02
FEB 2011	Reimb Dare Supplies Hot dog cook B		02/08/2011	15.75
FEB 2011	Reimb Dare Supplies 4x6 pictures B.		02/08/2011	25.35
			Check Total:	1,184.44
Check No: 11682	Check Date: 02/11/2011	Vendor: 01089	PURCHASE POWER	
38852315	Meter Rental State & County tax 01/		02/03/2011	262.20
38852315	Postage/Supplies 01/10/11		02/03/2011	54.14
			Check Total:	316.34
Check No: 11683	Check Date: 02/11/2011	Vendor: 01174	SAFEWAY SIGN CO	
83583	Signs Road work -2* Raod work ahea		12/22/2010	1,544.79
83583	Signs Road work -2* Raod work ahea		12/22/2010	744.76
			Check Total:	2,289.55
Check No: 11684	Check Date: 02/11/2011	Vendor: 01212	SAN MATEO CNTY CONTROLLERS OFF	
DEC 2010	Allocation of parking penalties Dec		01/01/2011	275.60
JAN 2011	Allocation of parking penalties Jan		02/02/2011	106.00
			Check Total:	381.60
Check No: 11685	Check Date: 02/11/2011	Vendor: 01266	LISA K SCHATZ	
246 ELENA AVER	Refund 246 Elena Ave P#APW11-00		02/07/2011	2,500.00
			Check Total:	2,500.00
Check No: 11686	Check Date: 02/11/2011	Vendor: 01289	SHARP ELECTRONICS CORPORATION	
AR339977	12/16/10-1/15/11 Sharp/MXM550N		01/27/2011	108.96
			Check Total:	108.96
Check No: 11687	Check Date: 02/11/2011	Vendor: 01313	SPRINT	
130538811-038	Mobile data comm PD 12/26/10 - 01/		01/29/2011	443.31
			Check Total:	443.31
Check No: 11688	Check Date: 02/11/2011	Vendor: 01353	TEAMSTERS UNION LOCAL 856	
	PR Batch 501 2 2011 Teamsters Due		02/09/2011	374.78
			Check Total:	374.78
Check No: 11689	Check Date: 02/11/2011	Vendor: 01401	TURBO DATA SYSTEMS INC	
17444	Citation processing Dec 2010 , Jan 2		01/31/2011	21.98
			Check Total:	21.98
Check No: 11690	Check Date: 02/11/2011	Vendor: 01417	UNIFIRST CORPORATION	
380 0407614	Uniform svc DPW Street maint B.Bu		02/03/2011	22.67
380 0407614	Uniform svc DPW Street maint J.And		02/03/2011	22.67
380 0407614	Uniform svc DPW Street maint E.Lo		02/03/2011	22.67
380 0407614	Uniform svc DPW Street maint T.He		02/03/2011	22.66
380 0406605	Uniform svc DPW Street maint B.Bu		01/27/2011	16.75
380 0406605	Uniform svc DPW Street maint J.And		01/27/2011	16.75
380 0406605	Uniform svc DPW Street maint E.Lo		01/27/2011	16.75

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
380 0406605	Uniform svc DPW Street maint T.He		01/27/2011	16.74
380 0405616	Uniform svc DPW Street maint B.Bu		01/20/2011	24.07
380 0405616	Uniform svc DPW Street maint J.And		01/20/2011	24.06
380 0405616	Uniform svc DPW Street maint E.Lo		01/20/2011	24.06
380 0405616	Uniform svc DPW Street maint T.He		01/20/2011	24.06
380 0405616	Mats DPW Street maint 01/20/11		01/20/2011	63.60
380 0407615	Uniform svc DPW HP Park M.Ander		02/03/2011	23.31
380 0405617	Uniform svc DPW HP Park M.Ander		01/20/2011	19.23
380 0406606	Uniform svc DPW HP Park M.Ander		01/27/2011	44.70
380 0407615	MOPs DPW HP Park 02/03/11		02/03/2011	7.99
380 0405617	Mats DPW HP Park 01/20/11		01/20/2011	22.98
380 0406606	Mats DPW HP Park 01/27/11		01/27/2011	66.98
380 0407615	Uniform svc DPW HP Park R.Espino		02/03/2011	23.31
380 0405617	Uniform svc DPW HP Park R.Espino		01/20/2011	19.23
380 0406606	Uniform svc DPW HP Park R.Espino		01/27/2011	18.50
Check Total:				563.74
Check No: 11691	Check Date: 02/11/2011	Vendor: 01445	VERIZON WIRELESS	
0943993034	Bldg Dept 12/22/10 - 01/21/11		01/21/2011	133.87
0943993034	Police Dept 12/22/10 - 01/21/11		01/21/2011	482.39
0943993034	DPW Engr 12/22/10 - 01/21/11		01/21/2011	125.13
0943993034	DPW Street maint 12/22/10 - 01/21/11		01/21/2011	207.04
0943993034	DPW Park maint 12/22/10 - 01/21/11		01/21/2011	36.42
0943993034	DPW Park program 12/22/10 - 01/21/11		01/21/2011	72.84
Check Total:				1,057.69
Check No: 11692	Check Date: 02/11/2011	Vendor: 01453	VOYAGER FLEET SYSTEMS INC.	
8690126477101	Motorcycle fuel Jan 2011		01/24/2011	42.83
Check Total:				42.83
Check No: 11693	Check Date: 02/11/2011	Vendor: 01273	WILLIAMS SCOTSMAN, INC	
95487688	Rent PD Modular 01/29/11 - 02/28/11		01/29/2011	721.63
Check Total:				721.63
Check No: 11694	Check Date: 02/11/2011	Vendor: 01477	WITMER-TYSON IMPORTS INC	
T8420	K-9 training maint Lotty, Rex Jan 20		02/01/2011	818.88
Check Total:				818.88
Check No: 11695	Check Date: 02/11/2011	Vendor: 00657	IMPAC. GOVERNMENT SERVICES	
4832/01-24-11	Vice mayor B.Widmer photo City co		01/24/2011	16.40
4960/01-24-11	4 Envelope gum Admin		01/24/2011	100.44
5408/01-24-11	Refrigerator water filters CM house		01/24/2011	100.05
5408/01-24-11	New washer,dryer CM house		01/24/2011	1,187.91
7190/01-24-11	Managing salary budgeting L.Ho 02/		01/24/2011	35.00
7555/01-24-11	Memory for server - Town		01/24/2011	109.66
5432/01-22-11	Monthly entersect agreement PD Dec		01/22/2011	88.95
5465/01-24-11	Construction alarm subscription Jan		01/24/2011	19.95
5432/01-22-11	Car washes PD		01/22/2011	30.00
7555/01-24-11	Batteries for MDC computers PD		01/24/2011	253.37
0596/01-24-11	Parking fee FBI meeting M.Guerra 1/		01/24/2011	17.00
0596/01-24-11	Lodging Chiefs conf M.Guerr 1/17-1/		01/24/2011	286.10
5432/01-22-11	Critical incidents shoot J.Wade 3/25		01/22/2011	160.00
9610/01-24-11	Dinner Peace std trng J.Wad 1/10/11		01/24/2011	15.22
9610/01-24-11	Lunch Peace std trng J.Wad 1/10/11		01/24/2011	14.87
9610/01-24-11	Dinner Peace std trng J.Wad1/10/11		01/24/2011	14.96
9610/01-24-11	Flight schdule chnge trng J.Wade 1/1		01/24/2011	65.00
9610/01-24-11	Car rental Peace std trng J.Wade 1/1		01/24/2011	150.00
9610/01-24-11	Lunch Peace std trng J.Wad 1/14/11		01/24/2011	16.14
9610/01-24-11	Lodging Peace Std J.Wade 1/10-1/15		01/24/2011	659.20
9610/01-24-11	Lunch Peace std trng J.Wad 1/15/11		01/24/2011	11.79

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
9610/01-24-11	Dinner Peace std trng J.Wad 1/15/11		01/24/2011	15.05
0596/01-24-11	Lunch media relations M.Guerra 1/12		01/24/2011	11.94
0596/01-24-11	Lunch media relations M.Guerra 1/13		01/24/2011	25.61
5432/01-22-11	Media Relation S.Hall,M.Guer1/12-1		01/22/2011	330.00
5432/01-22-11	50 locking round ring binder PD		01/22/2011	136.56
5432/01-22-11	HP 920 ink cartridge pack, black PD		01/22/2011	74.26
5465/01-24-11	4 cases of copy/printer paper PD		01/24/2011	109.21
5465/01-24-11	Toner for dispatch fax machine PD		01/24/2011	128.90
9610/01-24-11	Gas rental Peace std trng J.Wade 1/1		01/24/2011	15.56
5465/01-24-11	Card file, memo book, 2011 staples p		01/24/2011	56.71
5465/01-24-11	Tea bags,soaps,paper plates, bowl PD		01/24/2011	535.30
5465/01-24-11	Children badges PD		01/24/2011	454.99
5465/01-24-11	Coffee PD		01/24/2011	13.14
5465/01-24-11	Coffee, creamers PD		01/24/2011	193.76
0596/01-24-11	Replace damaged cell phone case- P		01/24/2011	15.80
7555/01-24-11	Tire rack PD		01/24/2011	289.03
7555/01-24-11	2 TB hard disk for video storage PD		01/24/2011	99.99
0612/01-24-11	HP ink jet printer PD		01/24/2011	138.71
5390/01-24-11	FY 2011 ASCE membership renewal		01/24/2011	250.00
5408/01-24-11	Rental pickup truck DPW St maint S.T		01/24/2011	87.40
5408/01-24-11	Bridge toll DPW Street maint S.Tyler		01/24/2011	25.00
5408/01-24-11	Fuel rent pickup truck DPW maint S.T		01/24/2011	51.58
5408/01-24-11	Internet based controller DPW Park		01/24/2011	139.03
5408/01-24-11	HP Park Internet fees Jan 2011 Comc		01/24/2011	60.00
4954/01-24-11	Pod Rental January 2011		01/24/2011	382.38
5424/01-24-11	Donation to research fund L.R. Coste		01/24/2011	250.00
Check Total:				7,241.92

Check No: 11696	Check Date: 02/11/2011	Vendor: 00132	BLUE WATER POOLS	
BP08-00546	Batch#104,Refund#104,2 Cowell Ln		01/07/2011	97.37
BP08-00546	Batch#104,Refund#104,2 Cowell Ln		01/07/2011	158.23
BP09-00417	Batch#104,Refund#104,2 Cowell Ln		01/07/2011	30.43
Check Total:				286.03

Check No: 11697	Check Date: 02/11/2011	Vendor: 00259	CHRIS SMITH BUILDER	
BP08-00649	Batch#133,Refund#133,1 Edge Rd		01/17/2011	111.57
Check Total:				111.57

Check No: 11698	Check Date: 02/11/2011	Vendor: 00348	COOK'S PENINSULA POOLS	
BP09-00780	Batch#139,Refund#139, 147 Laurel		01/07/2011	101.43
Check Total:				101.43

Check No: 11699	Check Date: 02/11/2011	Vendor: 00410	DEBONO CONSTRUCTION	
BP09-00414	Batch#157,Refund#157,36 Inglewoo		01/07/2011	752.60
Check Total:				752.60

Check No: 11700	Check Date: 02/11/2011	Vendor: 00104	DJ BALLING CONSTRUCTION	
BP09-00275	Batch#160,Refund#160, 157 Watkins		01/07/2011	34.49
BP09-00355	Batch#160,Refund#160, 157 Watkins		01/07/2011	170.40
Check Total:				204.89

Check No: 11701	Check Date: 02/11/2011	Vendor: 00739	KATHLEEN T DOWNING	
BP09-00268	Batch#219,Refund#219,165 James A		01/17/2011	3,868.49
BP09-00269	Batch#219,Refund#219,165 James A		01/17/2011	476.71
BP09-00270	Batch#219,Refund#219,165 James A		01/17/2011	367.17
Check Total:				4,712.37

Check No: 11702	Check Date: 02/11/2011	Vendor: 00507	JOE FOSTER	
BP09-00471	Batch#204,Refund#204, 97 Virginia		07/07/2011	54.77

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
			Check Total:	54.77
Check No: 11703	Check Date: 02/11/2011	Vendor: 00582	ALICIA HAMMARSKJOLD	
BP09-00562	Batch#90,Refund#90,98 Stevenson L		01/17/2011	8,154.86
BP09-00563	Batch#90,Refund#90,98 Stevenson L		01/17/2011	401.66
BP09-00564	Batch#90,Refund#90,98 Stevenson L		01/17/2011	279.94
			Check Total:	8,836.46
Check No: 11704	Check Date: 02/11/2011	Vendor: 00603	ERIK HUGHES	
39398	Batch#198,Refund#198, 6 Camino P		01/07/2011	127.80
38711	Batch#198,Refund#198, 6 Camino P		01/07/2011	426.00
BP09-00269	Batch#198,Refund#198, 6 Camino P		01/07/2011	139.97
			Check Total:	693.77
Check No: 11705	Check Date: 02/11/2011	Vendor: 00887	MENLO SCHOOL	
BP08-00650	Batch#81,Refund#81,50 Valparaiso		01/07/2011	38,100.63
BP08-00769	Batch#81,Refund#81,50 Valparaiso		01/07/2011	3,089.51
			Check Total:	41,190.14
Check No: 11706	Check Date: 02/11/2011	Vendor: 00926	RAMIN MIR	
39669	Batch#310,Refund#310, 2033 Ralsto		01/17/2011	499.03
39668	Batch#310,Refund#310, 2033 Ralsto		01/17/2011	3,893.33
39723	Batch#310,Refund#310, 2033 Ralsto		01/17/2011	371.23
BP08-00002	Batch#310,Refund#310, 2033 Ralsto		01/17/2011	196.77
			Check Total:	4,960.36
Check No: 11707	Check Date: 02/11/2011	Vendor: 00792	RAYMOND WHITFORD/LIFETIME POOL	
BP09-00201	Batch#241,Refund#241, 222 Park Ln		01/17/2011	71.00
BP09-00443	Batch#241,Refund#241, 222 Park Ln		01/17/2011	206.91
BP09-00082	Batch#241,Refund#241, 222 Park Ln		01/17/2011	172.43
39660	Batch#241,Refund#241, 222 Park Ln		01/17/2011	146.06
BP09-00084	Batch#241,Refund#241, 222 Park Ln		01/17/2011	121.71
39766	Batch#241,Refund#241, 222 Park Ln		01/17/2011	73.03
BP08-00375	Batch#241,Refund#241, 222 Park Ln		01/17/2011	114.55
			Check Total:	905.69
Check No: 11708	Check Date: 02/11/2011	Vendor: 01378	THE BRADSHAW FAMILY TRUST	
BP09-00530	Batch#316,Refund#316,55 Rosewo		01/07/2011	484.83
			Check Total:	484.83
Check No: 11709	Check Date: 02/11/2011	Vendor: 01375	MICHAEL V TOLIBAS	
BP09-00337	Batch#270, Refund#270, 72 Maple A		07/07/2011	1,271.91
			Check Total:	1,271.91
Check No: 11710	Check Date: 02/25/2011	Vendor: 00042	TERRY AGUIAR	
39404	Batch#145, Refund#145, 6 Sargent L		01/21/2011	50.71
39744	Batch#145, Refund#145, 6 Sargent L		01/21/2011	36.51
38403	Batch#145, Refund#145, 6 Sargent L		01/21/2011	786.58
			Check Total:	873.80
Check No: 11711	Check Date: 02/25/2011	Vendor: 00110	IIDIKO BARKER	
39411	Batch#190, Refund#190, 1 Winchest		02/03/2011	170.40
39412	Batch#190, Refund#190, 1 Winchest		02/03/2011	81.14
			Check Total:	251.54
Check No: 11712	Check Date: 02/25/2011	Vendor: 00345	COSMOS ROOFING	
BP08-00521	Batch#94, Refund#94, 286 Park Ln		01/21/2011	38.54
			Check Total:	38.54

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11713	Check Date: 02/25/2011	Vendor: 00460	ECGY POOLS	
BP08-00107	Batch#360, Refund#360, 98 Rebecca		02/03/2011	245.46
BP08-00625	Batch#360, Refund#360, 147 Patricia		02/03/2011	44.63
			Check Total:	290.09
Check No: 11714	Check Date: 02/25/2011	Vendor: 00559	GREG & STEPHANIE VON THADEN	
BP09-00557	Batch#186, Refund#186, 198 Catalpa		02/03/2011	3,513.49
BP09-00558	Batch#186, Refund#186, 198 Catalpa		02/03/2011	387.46
			Check Total:	3,900.95
Check No: 11715	Check Date: 02/25/2011	Vendor: 00728	JOHN MALICK & ASSOCIATES	
BP09-00059	Batch#206, Refund#206, 192 Fair Oa		01/21/2011	436.14
			Check Total:	436.14
Check No: 11716	Check Date: 02/25/2011	Vendor: 00748	KNIGHT ROOFING SERVICES	
39273	Batch#228, Refund#228, 96 Amador		01/21/2011	56.80
39580	Batch#228, Refund#228, 166 Encinal		01/21/2011	18.26
39730	Batch#228, Refund#228, 76 Fairview		01/21/2011	127.80
BP08-00148	Batch#228, Refund#228, 37 Victoria		01/21/2011	22.31
			Check Total:	225.17
Check No: 11717	Check Date: 02/25/2011	Vendor: 00895	MICHAEL KARDOS/ALEXANDRA BISBE	
BP09-00306	Batch#268, Refund#268, 58 Catalpa		02/03/2011	2,367.34
			Check Total:	2,367.34
Check No: 11718	Check Date: 02/25/2011	Vendor: 01178	JOAN SANDERS	
38815	Batch#203, Refund#203, 156 Hawth		01/21/2011	20.29
			Check Total:	20.29
Check No: 11719	Check Date: 02/25/2011	Vendor: 01355	MIGUEL TAPIA	
BP08-00624	Batch#274, Refund#274, 2 Fenwood		02/03/2011	68.97
			Check Total:	68.97
Check No: 11720	Check Date: 02/25/2011	Vendor: 00009	A-A LOCK & ALARM INC	
3248	Locks rekeyed- carriage house		02/11/2011	46.66
216093	Rekey 6 cylinders, master key-tennis		02/03/2011	259.20
			Check Total:	305.86
Check No: 11721	Check Date: 02/25/2011	Vendor: 00005	ABAG	
9011110131	GL Claim # 070528 01/23/11 - 01/29		01/31/2011	1,557.69
9011110131	GL Claim # 070989 01/23/11 - 01/29		01/31/2011	440.00
9011110103	GL Claim # 070350 12/26/10 - 01/01		01/03/2011	16,193.35
9011110103	GL Claim # 070528 12/26/10 - 01/01		01/03/2011	1,285.78
			Check Total:	19,476.82
Check No: 11722	Check Date: 02/25/2011	Vendor: 00025	ACCONTEMPS	
32627201	Temp Dean, Hazel 01/24/11 - 01/26/		02/02/2011	1,275.00
			Check Total:	1,275.00
Check No: 11723	Check Date: 02/25/2011	Vendor: 00036	ADVANCED BUSINESS FORMS	
19722	3- Part moving citations 40 books		01/17/2011	229.30
19723	2- Part warning citations 40 books		01/19/2011	219.54
			Check Total:	448.84
Check No: 11724	Check Date: 02/25/2011	Vendor: 00049	ALHAMBRA & SIERRA SPRINGS	
4981709 020911	Water police dept 01/24/11 - 02/07/1		02/09/2011	175.74
			Check Total:	175.74

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11725	Check Date: 02/25/2011	Vendor: 00059	KATHY ANDERSON	
FEB 2011	Regist CA tree rpt prog K.Anders 1/1		02/15/2011	85.00
FEB 2011	ISA Arborist recertification K.Anders		02/15/2011	100.00
FEB 2011	ISA Professional membership K.And		02/15/2011	165.00
			Check Total:	350.00
Check No: 11726	Check Date: 02/25/2011	Vendor: 00077	AT&T CALNET 2	
000002067902	325-2677 01/10/11 - 02/09/11		02/10/2011	15.48
000002067521	326-2801 01/10/11 - 02/09/11		02/10/2011	155.36
000002067522	328-3220 01/10/11 - 02/09/11		02/10/2011	30.12
000002070202	462-1470 01/11/11 - 02/10/11		02/11/2011	22.66
000002067516	323-1802 01/10/11 - 02/09/11		02/10/2011	44.47
000002067524	688-6500 01/10/11 - 02/09/11		02/10/2011	575.09
000002067520	323-7653 01/10/11 - 02/09/11		02/10/2011	29.44
000002067515	323-1801 01/10/11 - 02/09/11		02/10/2011	14.46
000002067523	473-9743 01/10/11 - 02/09/11		02/10/2011	16.04
000002067517	323-3612 01/10/11 - 02/09/11		02/10/2011	30.40
000002067519	323-6452 01/10/11 - 02/09/11		02/10/2011	15.71
000002067518	323-6131 01/10/11 - 02/09/11		02/10/2011	111.11
000002066885	289-9297 01/10/11 - 02/09/11		02/10/2011	15.72
000002067514	323-1014 01/10/11 - 02/09/11		02/10/2011	30.12
000002048950	324-5396 01/10/11 - 01/31/11		02/01/2011	55.66
			Check Total:	1,161.84
Check No: 11727	Check Date: 02/25/2011	Vendor: 00101	BAY AREA RE-ROOFING INC	
70 SANTIAGO	Refund 70 Santiago Ave P#BP10-00		02/15/2011	500.00
			Check Total:	500.00
Check No: 11728	Check Date: 02/25/2011	Vendor: 00227	CAPITOL ADVOCATES, INCORPORATE	
FEB 2011	HSR Consulting svcs 01/18/11 - 02/1		02/18/2011	5,117.00
			Check Total:	5,117.00
Check No: 11729	Check Date: 02/25/2011	Vendor: 00234	JERRY CARLSON	
FEB 2011	Election reimb 11/02/10		02/15/2011	257.60
			Check Total:	257.60
Check No: 11730	Check Date: 02/25/2011	Vendor: 00249	CDW GOVERNMENT	
WVG3804	Superloader 2YR Rapid Exch for ser		02/17/2011	600.00
			Check Total:	600.00
Check No: 11731	Check Date: 02/25/2011	Vendor: 00270	CITY AND COUNTY OF SAN FRANCIS	
FEB 2011	Driver trng(EVOC) N.Hillard 3/22-3/		02/14/2011	350.00
			Check Total:	350.00
Check No: 11732	Check Date: 02/25/2011	Vendor: 00281	CITY OF REDWOOD CITY	
BR25438	Vehicle Repair/Maint PD 12/16/10-1		01/31/2011	2,388.59
BR25479	Fuel charges PD 12/16/10 - 01/15/20		01/31/2011	4,657.32
BR25479	Fuel charges DPW Engr 12/16-01/15		01/31/2011	88.22
BR25438	Vehicle Repair DPW St main 12/16-		01/31/2011	952.13
BR25479	Fuel charge DPW St maint 12/16-1/1		01/31/2011	835.51
BR25438	Vehicle Repair DPW Pk main 12/16-		01/31/2011	921.51
BR25479	Fuel charge DPW Pk maint 12/16-1/1		01/31/2011	166.30
			Check Total:	10,009.58
Check No: 11733	Check Date: 02/25/2011	Vendor: 00309	COMCAST	
8155200060122493	Static IP 02/21/11 - 03/20/11		02/16/2011	19.95
8155200060122490	mg Bus class HSI 02/21/11 - 03/2		02/16/2011	189.95
			Check Total:	209.90

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11734 8374	Check Date: 02/25/2011 10 cases of Resident Mailer Envelope	Vendor: 00409	JEFFERY M. DAVIS 02/03/2011	305.90
			Check Total:	305.90
Check No: 11735 FEB 2011 FEB 2011	Check Date: 02/25/2011 SKIDDS/CATS course D.Devlug 1/2 Mileage SKIDDS/CATS D.Devlu 1/2	Vendor: 00417	DEAN DEVLUGT 02/17/2011 02/17/2011	31.00 105.63
			Check Total:	136.63
Check No: 11736 RC-D063927 RC-D063927 RC-D063927 RC-D063927 RC-D063927 RC-D063927	Check Date: 02/25/2011 99 Station Lane Atherton February 2 Addition Modular February 2011 Public Works Modular February 201 Police Modular Office February 2011 Town Hall/Police Dept February 201 Atherton Library February 2011	Vendor: 00427	DMS FACILITY SERVICES, INC 02/01/2011 02/01/2011 02/01/2011 02/01/2011 02/01/2011 02/01/2011	203.70 154.01 121.41 115.70 650.24 470.10
			Check Total:	1,715.16
Check No: 11737 FEB 2011	Check Date: 02/25/2011 Election reimb 11/02/10	Vendor: 00435	JAMES DOBBIE 02/15/2011	257.60
			Check Total:	257.60
Check No: 11738 250 VALPARAISO	Check Date: 02/25/2011 Refund 250 Valparaiso Ave P#BP10-	Vendor: 00455	ELIZABETH W DUNLEVIE 02/15/2011	1,210.00
			Check Total:	1,210.00
Check No: 11739 30730	Check Date: 02/25/2011 Tow of Ford crown victoria vehicle P	Vendor: 00461	ELLISON'S TOWING 02/02/2011	85.00
			Check Total:	85.00
Check No: 11740 351440 351441	Check Date: 02/25/2011 Coffee Admin 02/14/11 Coffee DPW St Maint 02/14/11	Vendor: 00501	FIRST CHOICE SERVICES 02/14/2011 02/14/2011	35.08 15.27
			Check Total:	50.35
Check No: 11741 9021138 3021783 7014473	Check Date: 02/25/2011 Nails, L strap, tan screws R.Espino 1 lb nails, tan screws E.Robert 2" white brush, 3" white brush E.Rob	Vendor: 00609	HOME DEPOT CREDIT SERVICES 02/04/2011 02/04/2011 02/04/2011	224.47 122.55 40.31
			Check Total:	387.33
Check No: 11742 466760	Check Date: 02/25/2011 Repair Handheld HT1250, S#749TB	Vendor: 00621	HOUSTON COMMUNICATIONS INC 02/04/2011	296.46
			Check Total:	296.46
Check No: 11743 133603 133660	Check Date: 02/25/2011 Traffic paint for streets Oak Grove/Middlefield custom signs	Vendor: 00681	INTERSTATE TRAFFIC CONTROL PRO 02/08/2011 02/11/2011	151.42 742.90
			Check Total:	894.32
Check No: 11744 102 CATALPA	Check Date: 02/25/2011 Refund 102 Catalpa Dr P#BP10-008	Vendor: 00740	MATHEW JOHNSON 02/17/2011	9,500.00
			Check Total:	9,500.00
Check No: 11745 FEB 2011	Check Date: 02/25/2011 Sexual Assault/Interv G.Dere 3/2-3/3	Vendor: 00733	THE KELLER CENTER 02/14/2011	75.00
			Check Total:	75.00

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11746	Check Date: 02/25/2011	Vendor: 00737	KIKUCHI & ASSOCIATES, INC	
RAIN GARDEN RAIN garden project 01/01/11 - 01/31			02/02/2011	4,153.40
SOUTH MEADOWS South Meadow Project 1/1/11 - 1/31/			02/02/0011	660.00
			Check Total:	4,813.40
Check No: 11747	Check Date: 02/25/2011	Vendor: 00741	KIMLEY-HORN & ASSOC INC	
4378465 Menlo School TIS Project Jan 2011			01/31/2011	3,593.18
			Check Total:	3,593.18
Check No: 11748	Check Date: 02/25/2011	Vendor: 00753	KREFELD'S AWARDS, INC	
21282 Engraving D.Lockard-Interim Blg off			02/21/2011	43.70
			Check Total:	43.70
Check No: 11749	Check Date: 02/25/2011	Vendor: 00863	MBROWN CONSTRUCTION INC	
FEB 2011 Stale check replacement chk#030160			02/24/2011	25.00
			Check Total:	25.00
Check No: 11750	Check Date: 02/25/2011	Vendor: 00929	MUNISERVICES LLC	
ZEO ELECTRIC Bus Lic Zeo Electric 02/14/2011			02/14/2011	75.00
			Check Total:	75.00
Check No: 11751	Check Date: 02/25/2011	Vendor: 00977	OFFICE DEPOT	
550839239001 Keyboard - L.Ho			02/03/2011	44.54
			Check Total:	44.54
Check No: 11752	Check Date: 02/25/2011	Vendor: 00985	OJO TECHNOLOGY	
2349 PMA for Enterprise base license (3yr			02/10/2011	702.00
2349 PMA for Enterprise camera license (3			02/10/2011	1,615.00
			Check Total:	2,317.00
Check No: 11753	Check Date: 02/25/2011	Vendor: 01045	PITNEY BOWES INC	
354698 Rental March 16, 2011 - June 15, 20			02/16/2011	165.00
5501527712 2 Envelope sealers for mass mailings			01/28/2011	38.23
			Check Total:	203.23
Check No: 11754	Check Date: 02/25/2011	Vendor: 01069	PRO FORCE	
102078 TSR x 12 Less Lethal Shotgun			01/18/2011	702.01
103621 TSR XREP Live Round Finned 5pk			02/07/2011	821.33
102078 TSR XREP Training Round Finned			01/18/2011	218.93
			Check Total:	1,742.27
Check No: 11755	Check Date: 02/25/2011	Vendor: 01113	RECALL SECURE DESTRUCTION SERV	
2303061724 Shred documents PD 12/24/10 - 01/2			01/29/2011	93.56
			Check Total:	93.56
Check No: 11756	Check Date: 02/25/2011	Vendor: 01142	RENNE SLOAN HOLTZMAN SAKAI LLP	
18015 Fed ex charge Jan 2011 Lt.J.Wade			01/31/2011	10.19
			Check Total:	10.19
Check No: 11757	Check Date: 02/25/2011	Vendor: 01145	REPUBLIC ITS INC	
RR-97047 Traffic signal maint Jan 2011			02/12/2011	314.01
RR-97048 Traffic signal response,calls Jan 20			02/12/2011	676.57
			Check Total:	990.58
Check No: 11758	Check Date: 02/25/2011	Vendor: 01174	SAFEWAY SIGN CO	
83914 Signs for Altree court			02/02/2011	171.04
			Check Total:	171.04

<u>Invoice No</u>	<u>Description</u>	<u>Reference</u>	<u>Invoice Date</u>	<u>Check Amount</u>
Check No: 11759 1011012	Check Date: 02/25/2011 Svc rendered General Election 11/2/1	Vendor: 01201	SAN MATEO CNTY ASSESSOR 02/08/2011 Check Total:	6,574.61 6,574.61
Check No: 11760 JAN 2011	Check Date: 02/25/2011 Chaplaincy January 2011	Vendor: 01205	SAN MATEO CNTY CHAPLAINCY 01/31/2011 Check Total:	250.00 250.00
Check No: 11761 CL02689 CL02689 CL02689 CL02689	Check Date: 02/25/2011 Serology sexual assault kit Jan 2011 Narcotic ID Jan 2011 Fingerprint process evidence Jan 2011 Phlebotomy services Jan 2011	Vendor: 01241	SAN MATEO CNTY FORENSIC LAB 01/31/2011 01/31/2011 01/31/2011 01/31/2011 Check Total:	360.00 90.00 844.00 130.00 1,424.00
Check No: 11762 19398	Check Date: 02/25/2011 Access fee T-1 service February 2011	Vendor: 01257	SAN MATEO REGIONAL NETWORK INC 02/10/2011 Check Total:	385.00 385.00
Check No: 11763 41124	Check Date: 02/25/2011 Mgmt maint comm center PD Feb 20	Vendor: 01361	TELECOMMUNICATIONS ENGINEERING 02/10/2011 Check Total:	934.00 934.00
Check No: 11764 380 0408664 380 0408664 380 0408664 380 0408664 380 0408664	Check Date: 02/25/2011 Uniform svc DPW Street maint B.Bu Uniform svc DPW Street maint J.And Uniform svc DPW Street maint E.Lo Uniform svc DPW Street maint T.He Mops DPW Street maint 02/10/11	Vendor: 01417	UNIFIRST CORPORATION 02/10/2011 02/10/2011 02/10/2011 02/10/2011 02/10/2011 Check Total:	21.07 21.07 21.07 27.46 8.85 99.52
Check No: 11765 FEB 2011	Check Date: 02/25/2011 Election reimb 11/02/10	Vendor: 01474	BILL WIDMER 02/15/2011 Check Total:	257.60 257.60
Check No: 11766 FEB 2011	Check Date: 02/25/2011 Election reimb 11/02/10	Vendor: 01471	CARY WIEST 02/15/2011 Check Total:	257.60 257.60
Report Total:				281,425.97



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 MARCH 16, 2011

**SUBJECT: FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED FEBRUARY
28, 2011**

RECOMMENDATION

Receive the General Fund Financial Report for the eight months ended February 28, 2011.

DISCUSSION

Staff revised the format on how the financial report is to be presented. The new format incorporates a column "Accrual" to account for revenues and expenditures that need to be included to more accurately reflect the actual result. The accrual amounts only reflect data up to March 3, 2011.

If revenues and expenditures are assumed to be distributed evenly for the eight months ended February 28, 2011, 66.7% of the annual FY 2010-11 Budget (8/12) should be earned or incurred.

Due to the timing nature of many revenue receipt and expenditures, it can be over or under the 66.7%.

This report included the mid-year budget adjustments approved by the City Council on the February 16, 2011, meeting.

General Fund Revenues

Monthly Financial Report

For the eight months ended February 28, 2011, the General Fund reported revenue of \$6,097,927 which is 63.1% of the annual revenue budget for FY 2011. The revenue for the same period in FY 2010 was \$5,837,901. The increase was due to higher building permit revenue and one-time revenue of escheated unclaimed deposits of \$75,655.

General Fund Expenditures

For the eight months ended February 28, 2011, the General Fund reported expenditure of \$7,201,225 which is 65.7% of the annual expenditure budget for FY 2011.

With the additional appropriation of \$100,000 at mid-year budget review, the City Attorney Department expended 72.8% of the adjusted budget.

Planning Department expended 76.2% of the annual budget. No mid-year adjustment was requested or given to the Planning Department. The Deputy Town Planner is recommended to either come within budget at year-end or to seek budget augmentation from City Council in the April meeting.

FISCAL IMPACT

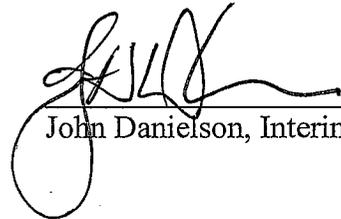
None

Prepared by:



Louise Ho, Finance Director

Approved by:



John Danielson, Interim City Manager

Attachment: Financial Report
Variance Report

Town of Atherton
General Fund

Financial Report for the Eight Months Ended February 28, 2011
(Excl. Encumbrances)

Dept	Description	Adjusted Budget FY10/11	8/12 of Budget	Actual July 10 to Feb 11	Accrual	Adjusted Actual July 10 to Feb 11	Variance of 8/12 of Budget	% of 8/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 09 to Feb 10
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(e)
			66.7%								
	Revenues										
	Secured	4,745,000	3,163,333	2,556,849		2,556,849	606,485	80.8%	2,188,151	53.9%	2,659,184
	Unsecured	253,799	169,199	253,779		253,779	(84,580)	150.0%	20	100.0%	298,475
	Prop 1A Loan	-	-	-		-	-	0.0%	-	0.0%	(221,181)
	Prop 1A securitization	-	-	-		-	-	0.0%	-	0.0%	221,181
	SB813 Redemption (Supplemental)	60,000	40,000	32,600	2,195	34,795	5,205	87.0%	25,205	58.0%	33,874
	Home Owners Exemption	33,988	22,659	16,994		16,994	5,665	75.0%	16,994	50.0%	16,708
	Local Sales & Use Tax	65,000	43,333	32,375		32,375	10,959	74.7%	32,625	49.8%	47,907
	Public Safety Sales Tax (Prop 172)	55,000	36,667	44,120		44,120	(7,454)	120.3%	10,880	80.2%	33,597
	In Lieu Sales Tax/Triple Flip	25,218	16,812	12,609		12,609	4,203	75.0%	12,609	50.0%	13,349
	Franchise Taxes-PG&E	220,000	146,667	-		-	146,667	0.0%	220,000	0.0%	-
	Franchise Tax-Cal Water	73,000	48,667	-	79,746	79,746	(31,080)	163.9%	(6,746)	109.2%	79,932
	Franchise Tax-Garbage	180,000	120,000	92,892	16,996	109,888	10,112	91.6%	70,112	61.0%	80,894
	Franchise Taxes-Cable	102,000	68,000	51,762		51,762	16,238	76.1%	50,238	50.7%	49,938
	Document TRSF Tax	210,000	140,000	128,878		128,878	11,122	92.1%	81,122	61.4%	170,833
	Property Tax In Lieu of VLF	663,564	442,376	331,782		331,782	110,594	75.0%	331,782	50.0%	331,999
	Motor Veh. Lic Fees (MVLf)	18,000	12,000	9,256		9,256	2,744	77.1%	8,744	51.4%	7,136
	Business Licenses	145,000	96,667	141,860		141,860	(45,193)	146.8%	3,140	97.8%	85,199
	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	800	533	700		700	(167)	131.3%	100	87.5%	200
	Building Permit	516,000	344,000	496,353		496,353	(152,353)	144.3%	19,647	96.2%	344,657
	Encroachment Permit	140,000	93,333	94,632		94,632	(1,299)	101.4%	45,368	67.6%	92,728
	Grading & Drain Permit	56,000	37,333	44,289		44,289	(6,956)	118.6%	11,711	79.1%	32,000
	Other Licenses & Permit	625	417	617		617	(200)	148.1%	8	98.7%	300
	Landscape Fee	-	-	-		-	-	0.0%	-	0.0%	-
	Muni/Vehicle Code Fines (Parking)	15,000	10,000	12,611		12,611	(2,611)	126.1%	2,390	84.1%	1,281
	Other Fines & Forfeit (County)	20,000	13,333	17,794		17,794	(4,461)	133.5%	2,206	89.0%	14,849
	ERAF Subvention	695,112	463,408	695,112		695,112	(231,704)	150.0%	-	100.0%	750,175
	POST Reimbursement	5,500	3,667	3,558		3,558	109	97.0%	1,942	64.7%	3,711
	C/CAG AB 1546	13,535	9,023	-		-	9,023	0.0%	13,535	0.0%	-
	CALNENA Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-
	CLEARs Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-
	DOJ Grant (vest)	-	-	-		-	-	0.0%	-	0.0%	-
	DOC Grant	-	-	-		-	-	0.0%	-	0.0%	-
	DUI Grant	5,112	3,408	6,295		6,295	(2,887)	184.7%	(1,183)	123.1%	-

Town of Atherton

General Fund

Financial Report for the Eight Months Ended February 28, 2011

(Excl. Encumbrances)

Dept	Description	Adjusted Budget FY10/11	8/12 of Budget	Actual July 10 to Feb 11	Accrual	Adjusted Actual July 10 to Feb 11	Variance of 8/12 of Budget	% of 8/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 09 to Feb 10
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(e)
			66.7%								
	ABAG Grant	12,014	8,009	12,014		12,014	(4,005)	150.0%	(0)	100.0%	18,338
	Other Reimbursements	-	-	-		-	-	0.0%	-	0.0%	-
	Highway Maint Reimbursement	35,700	23,800			-	23,800	0.0%	35,700	0.0%	35,722
	SB 90 reimbursement	3,982	2,655	3,982		3,982	(1,327)	150.0%	-	100.0%	1,219
	Grants	-	-	-		-	-	0.0%	-	0.0%	9,901
	Disaster Assistance Reimbursement	32,750	21,833			-	21,833	0.0%	32,750	0.0%	-
	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	2,825	1,883	2,150		2,150	(266)	114.1%	675	76.1%	3,460
	Alarm Sign Fees	600	400	345		345	55	86.3%	255	57.5%	925
	Vehicle Release	2,000	1,333	2,036		2,036	(703)	152.7%	(36)	101.8%	580
	Fingerprinting Fee	106	71	265		265	(194)	375.0%	(159)	250.0%	57
	Affidavit of Cost	-	-			-	-	0.0%	-	0.0%	200
	Police Report	1,000	667	892		892	(225)	133.8%	108	89.2%	2,730
	Special Service Fee	2,202	1,468	2,202		2,202	(734)	150.0%	-	100.0%	594
	DUI Enforcement	-	-			-	-	0.0%	-	0.0%	-
	Post Office	25,000	16,667	23,383	658	24,041	(7,374)	144.2%	959	96.2%	34,508
	Solicitor's Fee	-	-	44		44	(44)	100.0%	(44)	100.0%	77
	Application Fee	-	-			-	-	0.0%	-	0.0%	800
	Zoning & Planning Fees	180,000	120,000	116,629		116,629	3,371	97.2%	63,371	64.8%	33,716
	Plan Check Fee Building	284,000	189,333	265,720		265,720	(76,387)	140.3%	18,280	93.6%	255,089
	Tree Removal Plan Check	10,054	6,703	12,672		12,672	(5,969)	189.1%	(2,618)	126.0%	-
	Contract Plan Review Services	138,583	92,389	59,583		59,583	32,806	64.5%	79,000	43.0%	-
	Social Fees	92,000	61,333	48,562		48,562	12,771	79.2%	43,438	52.8%	35,725
	Meeting Fees	80,000	53,333	52,795		52,795	538	99.0%	27,205	66.0%	43,975
	Class Fees	10,000	6,667	5,860		5,860	807	87.9%	4,141	58.6%	10,509
	Weddings	120,000	80,000	60,700		60,700	19,300	75.9%	59,300	50.6%	63,735
	Misc. Park Use Fee	1,500	1,000	1,200		1,200	(200)	120.0%	300	80.0%	1,160
	Interest Income	50,000	33,333	32,294		32,294	1,039	96.9%	17,706	64.6%	28,052
	Cellular Antenna Lease	39,697	26,465	26,305		26,305	159	99.4%	13,392	66.3%	25,053
	Property Rental-Playschool	77,580	51,720	51,717		51,717	3	100.0%	25,863	66.7%	51,717
	Sale of Property	-	-			-	-	0.0%	-	0.0%	502
	Echeated unclaimed property	75,655	50,437		75,655	75,655	(25,218)	150.0%	-	100.0%	-
	Donations/Contributions	60,500	40,333	60,500		60,500	(20,167)	150.0%	-	100.0%	14,286
	Miscellaneous Income	2,417	1,611	2,882	228	3,110	(1,498)	193.0%	(693)	128.7%	16,346

Town of Atherton
General Fund

Financial Report for the Eight Months Ended February 28, 2011

(Excl. Encumbrances)

Dept	Description	Adjusted Budget FY10/11	8/12 of Budget	Actual July 10 to Feb 11	Accrual	Adjusted Actual July 10 to Feb 11	Variance of 8/12 of Budget	% of 8/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 09 to Feb 10
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(e)
	Total Revenues	9,657,418	6,438,279	5,922,448	175,479	6,097,927	340,351	94.7%	3,559,491	63.1%	5,837,901
	EXPENDITURES										
City Council	Advertising/Noticing	3,000	2,000	1,840		1,840	160	92.0%	1,160	61.3%	-
	Professional Services	-	-	332		332	834	0.0%	-	0.0%	-
	Office Supplies	1,750	1,167	332		4,447	1,153	28.5%	1,418	19.0%	1,816
	Memberships/Dues	8,400	5,600	4,447		347	69	79.4%	3,953	52.9%	8,400
	Utilities	625	417	347		80	1,920	83.3%	278	55.6%	207
	Conferences	3,000	2,000	80		333	333	4.0%	500	2.7%	2,155
	Mileage Reimbursement	500	333			1,025	1,375	0.0%	2,575	0.0%	57
	Rent - Mach & Equipment	3,600	2,400	545	480		1,333	42.7%	2,000	28.5%	-
	Commission & Committee	2,000	1,333					0.0%		0.0%	-
	Special Events & Awards	-	-					0.0%		0.0%	-
	Office Equip & Furniture	7,000	4,667				4,667	0.0%	7,000	0.0%	-
	City Council Totals:	29,875	19,917	7,591	480	8,071	11,845	40.5%	21,804	27.0%	12,636
Administration (CM, CC, HR)	Salaries & Benefits	484,127	322,751	365,049	4,110	369,159	(46,407)	114.4%	114,968	76.3%	467,643
	Professional Services	292,222	194,815	76,417	15,488	91,906	102,909	47.2%	200,317	31.5%	18,843
	Supplies & Materials	9,260	6,173	5,180		5,180	994	83.9%	4,080	55.9%	4,267
	General Operations	29,146	19,431	15,718		15,718	3,712	80.9%	13,428	53.9%	25,624
	Capital Outlay	2,000	1,333	1,602		1,602	(269)	120.1%	398	80.1%	1,836
	Administration Totals:	816,755	544,503	463,966	19,598	483,564	60,939	88.8%	333,191	59.2%	518,213
City Attorney	Professional Services	400,000	266,667	216,664	74,600	291,264	(24,597)	109.2%	108,736	72.8%	326,819
	General Operations	-	-					0.0%		0.0%	-
	Supplies & Materials	-	-					0.0%		0.0%	-
	City Attorney Totals:	400,000	266,667	216,664	74,600	291,264	(24,597)	109.2%	108,736	72.8%	326,819
Finance	Salaries & Benefits	451,093	300,729	262,285	6,912	269,197	31,532	89.5%	181,896	59.7%	267,585
	Professional Services	180,320	120,213	108,845	12,060	120,905	(692)	100.6%	59,415	67.1%	75,132
	Supplies & Materials	3,300	2,200	435		435	1,765	19.8%	2,865	13.2%	1,206
	General Operations	29,500	19,667	11,418		11,418	8,248	58.1%	18,082	38.7%	5,463
	Capital Outlay	2,000	1,333	1,995		1,995	(662)	149.6%	5	99.8%	-
	Settlement Expense	-	-					0.0%		0.0%	5,000
	Finance Totals:	666,213	444,142	384,978	18,972	403,950	40,192	91.0%	262,263	60.6%	354,387

Town of Atherton

General Fund

Financial Report for the Eight Months Ended February 28, 2011

(Excl. Encumbrances)

Dept	Description	Adjusted Budget FY10/11	8/12 of Budget	Actual July 10 to Feb 11	Accrual	Adjusted Actual July 10 to Feb 11	Variance of 8/12 of Budget	% of 8/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 09 to Feb 10
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(e)
			66.7%								
Planning	Professional Services	187,050	124,700	105,119	37,327	142,446	(17,746)	114.2%	44,604	76.2%	151,912
	Supplies & Materials	2,000	1,333	732		732	601	54.9%	1,268	36.6%	412
	General Operations	4,930	3,287	1,518		1,518	1,768	46.2%	3,412	30.8%	640
	Planning Totals:	193,980	129,320	107,369	37,327	144,696	(15,376)	111.9%	49,284	74.6%	152,963
Building	Salaries & Benefits	929,219	619,479	633,795	14,602	648,397	(28,918)	104.7%	280,822	69.8%	646,217
	Professional Services	238,239	158,826	97,421	24,610	122,031	36,795	76.8%	116,208	51.2%	16,213
	Supplies & Materials	16,200	10,800	1,960		1,960	8,840	18.1%	14,240	12.1%	6,887
	General Operations	15,950	10,633	10,128	108	10,236	397	96.3%	5,714	64.2%	7,957
	Capital Outlay	3,000	2,000	6,693		6,693	(4,693)	334.7%	(3,693)	233.1%	-
	Transfer to Bldg Const. Facility Fund	153,356	102,237	102,237		102,237	(0)	100.0%	51,119	66.7%	-
	Building Totals:	1,355,964	903,976	852,234	39,320	891,554	12,422	98.6%	464,410	65.8%	677,275
Non Dept.	Salaries & Benefits	3,510	2,340	1,654		1,654	686	70.7%	1,856	47.1%	-
	Professional Services	264,449	176,299	135,487		135,487	40,812	76.9%	128,962	51.2%	73,829
	Supplies & Materials	29,903	19,935	14,899		14,899	5,036	74.7%	15,004	49.8%	11,903
	General Operations	269,819	179,879	255,714		255,714	(75,835)	142.2%	14,105	94.8%	281,657
	Non-Dept. Totals:	567,681	378,454	407,754	-	407,754	(29,300)	107.7%	159,927	71.8%	367,389
Police	Salaries & Benefits	4,379,281	2,919,521	2,982,159	88,574	3,070,734	(151,213)	105.2%	1,308,547	70.1%	3,104,254
	Professional Services	230,011	153,341	181,583	1,489	183,072	(29,732)	119.4%	46,939	79.6%	186,673
	Supplies & Materials	129,844	86,563	64,574		64,574	21,989	74.6%	65,270	49.7%	84,207
	General Operations	165,662	110,441	108,027	1,549	109,575	866	99.2%	56,087	66.1%	320,029
	Capital Outlay	74,930	49,953	11,939		11,939	38,014	23.9%	62,991	15.9%	34,900
	Cops Grant	-	-	(59,834)		(59,834)	59,834	-100.0%	59,834	-100.0%	-
	Settlement Expense	-	-	-		-	-	0.0%	-	0.0%	-
	Police Totals:	4,979,728	3,319,819	3,288,449	91,612	3,380,061	(60,242)	101.8%	1,599,667	67.9%	3,730,063
Public Works & Parks	Salaries & Benefits	1,444,271	962,847	937,897	29,194	967,091	(4,244)	100.4%	477,180	67.0%	950,868
	Professional Services	52,743	35,162	13,011	1,892	14,903	20,259	42.4%	37,840	28.3%	115,597
	Supplies & Materials	79,684	53,123	30,224	405	30,629	22,494	57.7%	49,055	38.4%	33,434
	General Operations	366,432	244,288	174,036	1,017	175,052	69,236	71.7%	191,380	47.8%	108,292
	Capital Outlay	12,700	8,467	2,636		2,636	5,831	31.1%	10,064	20.8%	9,946
	Public Works Totals:	1,955,830	1,303,887	1,157,803	32,507	1,190,311	113,576	91.3%	765,519	60.9%	1,218,137
	Total Expenditures	10,966,026	7,310,684	6,886,809	314,416	7,201,225	109,459	98.5%	3,764,801	65.7%	7,357,881

Town of Atherton
General Fund

Financial Report for the Eight Months Ended February 28, 2011
(Excl. Encumbrances)

Dept	Description	Adjusted Budget FY10/11	8/12 of Budget	Actual July 10 to Feb 11	Accrual	Adjusted Actual July 10 to Feb 11	Variance of 8/12 of Budget	% of 8/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 09 to Feb 10
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(e)
	Excess (Deficiency) of Revenues over Expenditures	(1,308,608)	(872,405)	(964,361)	(138,937)	(1,103,298)	230,893	126.5%	(205,310)	84.3%	(1,519,980)
	Other Financing Sources/(uses)										
	Transfer from Special Parcel Tax Fund	888,463	592,309	592,309		592,309	0	100.0%	296,154	66.7%	390,432
	Transfers from Facil Constr (406)										82,735
	Transfer to Road Impact Fee Fund	(902,355)	(601,570)	(902,355)	-	(902,355)	300,785	150.0%	-	100.0%	
	Total Transfer In(Out)	(13,892)	(9,261)	(310,046)	-	(310,046)	300,785	3348%	296,154	2232%	473,167
	Net Change in Fund Balance	(1,322,500)	(881,667)	(1,274,408)	(138,937)	(1,413,345)	531,678	160%	90,845	107%	(1,046,813)
	Beg. Fund Balance - general fund	5,556,939				5,556,939					
	Beg. Fund Balance - Bldg Dept. OP Reserve	1,069,098				1,069,098					
	Proj. Ending Fund Balance	5,303,537				5,212,692					

Town of Atherton
Financial Report for the Eight Months Ended February 28, 2011
Variance Explanation

Revenues

A. **Franchise Fee-PG&E**

Payment is to be received in April of each year.

Expenditures

B. **Administration**

Due to vacation payout to two former employees, salary savings from unfilled positions is to be realized later during the fiscal year.



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 MARCH 16, 2011

**SUBJECT: ACCEPTANCE OF TREASURER'S REPORT FOR THE SECOND
QUARTER ENDED DECEMBER 31, 2010**

RECOMMENDATION

Accept the Treasurer's Report for the Second Quarter Ended December 31, 2010.

DISCUSSION

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

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

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

As part of the Treasurer's Report, a detail cash and investment balance by Fund is also attached. It is important to note that even though \$8,506,502 is listed as "non-restricted" fund, this amount is not all available for spending. "Non-restricted" is to means not legally restricted but the Town does have obligations and unfunded liabilities that must or may be met with the non-restricted fund.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Finance Director

John Danielson, Interim City Manager

Attachment: Treasurer's Report for Second Quarter Ended December 31, 2010

**Town of Atherton
 Quarterly Treasurer's Report
 Portfolio Summary
 December 31, 2010**

	Par Value	Market Value	Book Value	% of Portfolio
Cash In Bank (Schedule A)	806,163	806,163	806,163	4.3%
Investments (Schedule B)	17,895,786	17,914,895	17,920,845	95.7%
Total Cash and Investments	18,701,950	18,721,058	18,727,008	100%

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



 Louise Ho, Finance Director

2/28/11

 Date

Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
December 31, 2010

Schedule A

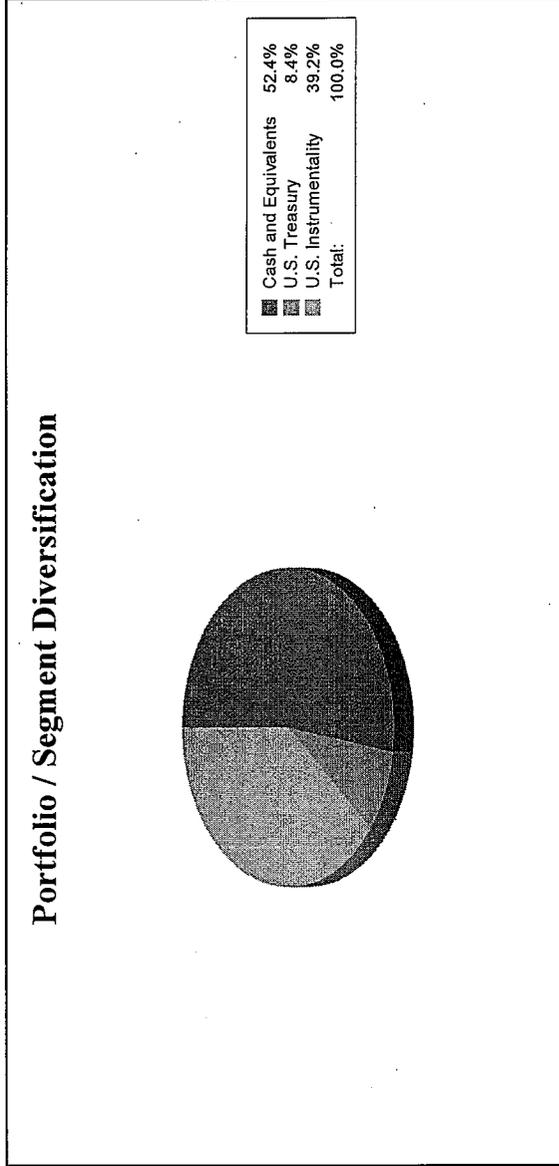
Name of Depository	Investment Type	Reconciled Bank Balance
Comerica Bank	Checking - Operating	(8,532)
Wells Fargo	General Account	710,272
Wells Fargo	Wells Fargo Adv Treasury Plus MMF	104,424
Total		<u>806,163</u>

**Town of Atherton
Recap of Securities Held
December 31, 2010**

Schedule B

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	9,395,786.45	9,395,786.45	9,395,786.45	0.00	1	1	52.43	0.45	0.00
U.S. Treasury	1,500,781.25	1,499,742.65	1,506,015.50	6,272.85	293	293	8.37	0.78	0.80
U.S. Instrumentality	7,024,277.20	7,008,571.15	7,013,093.00	4,521.85	758	502	39.20	1.18	1.33
TOTAL	17,920,844.90	17,904,100.25	17,914,894.95	10,794.70	322	222	100.00	0.76	0.59

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



Town of Atherton
Activity and Performance Summary
for the period December 1, 2010 - December 31, 2010

<u>Amortized Cost Basis Activity Summary</u>	
Beginning Amortized Cost Value	16,035,974.00
Additions	
Contributions	1,857,875.00
Interest Received	13,125.00
Accrued Interest Sold	0.00
Gain on Sales	0.00
Total Additions	1,871,000.00
Deductions	
Withdrawals	0.00
Fees Paid	1,000.00
Accrued Interest Purchased	0.00
Loss on Sales	0.00
Total Deductions	(1,000.00)
Accretion (Amortization) for the Period	(1,873.75)
Ending Amortized Cost Value	17,904,100.25
Ending Fair Value	17,914,894.95
Unrealized Gain (Loss)	10,794.70

<u>Detail of Amortized Cost Basis Return</u>				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Cash and Equivalents	3,241.38	0.00	0.00	3,241.38
U.S. Treasury	1,068.68	(67.52)	0.00	1,001.16
U.S. Instrumentality	7,749.99	(1,809.50)	0.00	5,940.49
Sales and Maturities				
U.S. Instrumentality	51.39	3.27	0.00	54.66
Total	12,111.44	(1,873.75)	0.00	10,237.69

<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.18%	0.19%	0.19%
Overnight Repo	0.11%	0.14%	0.13%
3 Month T-Bill	0.14%	0.14%	0.14%
6 Month T-Bill	0.20%	0.19%	0.19%
1 Year T-Note	0.32%	0.26%	0.29%
2 Year T-Note	0.70%	0.51%	0.61%
5 Year T-Note	1.92%	1.52%	1.93%

<u>Summary of Amortized Cost Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	12,111.44	8,870.06	
Accretion (Amortization)	(1,873.75)	(1,873.75)	
Realized Gain (Loss) on Sales	0.00	0.00	
Total Income on Portfolio	10,237.69	6,996.31	
Average Daily Historical Cost	16,350,729.65	8,025,588.36	
Annualized Return	0.74%	1.03%	
Annualized Return Net of Fees	0.67%	0.88%	
Annualized Return Year to Date Net of Fees	0.80%	0.92%	
Weighted Average Effective Maturity in Days	222	466	

**Town of Atherton
Activity and Performance Summary
for the period December 1, 2010 - December 31, 2010**

<u>Fair Value Basis Activity Summary</u>	
Beginning Fair Value	16,057,670.95
Additions	
Contributions	1,857,875.00
Interest Received	13,125.00
Accrued Interest Sold	0.00
Total Additions	1,871,000.00
Deductions	
Withdrawals	0.00
Fees Paid	1,000.00
Accrued Interest Purchased	0.00
Total Deductions	(1,000.00)
Change in Fair Value for the Period	(12,776.00)
Ending Fair Value	17,914,894.95

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Cash and Equivalents	3,241.38	0.00	3,241.38
U.S. Treasury	1,068.68	(800.50)	268.18
U.S. Instrumentality	7,749.99	(11,942.50)	(4,192.51)
Sales and Maturities			
U.S. Instrumentality	51.39	(33.00)	18.39
Total	12,111.44	(12,776.00)	(664.56)

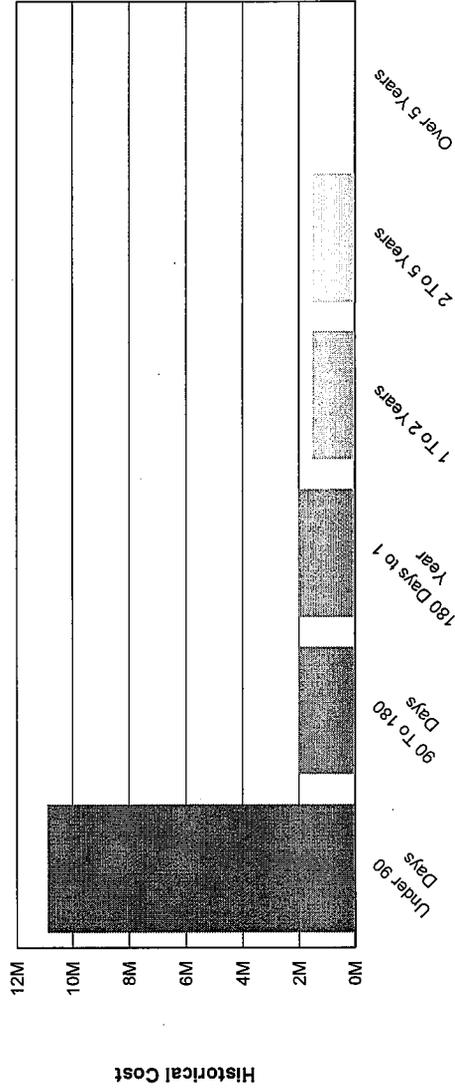
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.18%	0.19%	0.19%
Overnight Repo	0.11%	0.14%	0.13%
3 Month T-Bill	0.15%	0.20%	0.24%
6 Month T-Bill	0.37%	0.34%	0.47%
1 Year T-Note	0.66%	0.46%	0.24%
2 Year T-Note	2.33%	0.93%	(1.88%)
5 Year T-Note	6.91%	1.15%	(26.96%)

<u>Summary of Fair Value Basis Return for the Period</u>			
	Total Portfolio	Excl. Cash Eq.	
Interest Earned	12,111.44	8,870.06	
Change in Fair Value	(12,776.00)	(12,776.00)	
Total Income on Portfolio	(664.56)	(3,905.94)	
Average Daily Historical Cost	16,350,729.65	8,025,588.36	
Annualized Return	(0.05%)	(0.57%)	
Annualized Return Net of Fees	(0.12%)	(0.72%)	
Annualized Return Year to Date Net of Fees	0.83%	0.99%	
Weighted Average Effective Maturity in Days	222	466	

**Town of Atherton
Maturity Distribution of Securities Held
December 31, 2010**

Maturity	Historical Cost	Percent
Under 90 Days	10,908,286.45	60.87%
90 To 180 Days	2,003,542.51	11.18%
180 Days to 1 Year	2,005,048.13	11.19%
1 To 2 Years	1,502,857.81	8.39%
2 To 5 Years	1,501,110.00	8.38%
Over 5 Years	0.00	0.00%
	17,920,844.90	100.00%

Maturity Distribution



**Town of Atherton
Securities Held
December 31, 2010**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
Cash and Equivalents													
LAIIF	12/31/10	0.454V		9,065,200.39	9,065,200.39	9,065,200.39	9,065,200.39	0.00	0.00	3,116.53	9,159.58	50.58	0.45
San Mateo County Pool	12/31/10	0.454V		330,586.06	330,586.06	330,586.06	330,586.06	0.00	0.00	124.85	482.57	1.84	0.45
TOTAL				9,395,786.45	9,395,786.45	9,395,786.45	9,395,786.45	0.00	0.00	3,241.38	9,642.15	52.43	
U.S. Treasury													
912828KL3 T-Note	12/17/09	0.875	04/30/11	500,000.00	502,070.31	500,493.72	501,133.00	639.28	0.00	374.66	749.31	2.80	0.57
912828MM9 T-Note	04/21/10	0.750	11/30/11	500,000.00	499,453.13	499,690.29	501,972.50	2,282.21	0.00	319.37	329.67	2.79	0.82
912828MQ0 T-Note	03/18/10	0.875	02/29/12	500,000.00	499,257.81	499,558.64	502,910.00	3,351.36	0.00	374.65	1,486.53	2.79	0.95
TOTAL				1,500,000.00	1,500,781.25	1,499,742.65	1,506,015.50	6,272.85	0.00	1,068.68	2,565.51	8.37	
U.S. Instrumentality													
31398AVQ2 FNMA	10/26/09	1.750	03/23/11	500,000.00	506,830.00	501,078.42	501,721.00	642.58	0.00	729.16	2,381.94	2.83	0.77
3133XTV45 FHLB	06/08/09	1.125	06/03/11	500,000.00	496,367.20	499,233.35	501,945.00	2,711.65	2,812.50	468.75	437.50	2.77	1.50
31331GXR5 FFCB	12/02/09	1.150	06/08/11	500,000.00	504,070.00	501,162.86	502,039.00	876.14	2,875.00	479.17	367.36	2.81	0.61
3137EACF4 FHLAMC	10/22/09	1.125	12/15/11	500,000.00	499,110.00	499,604.95	503,474.00	3,869.05	2,812.50	468.75	250.00	2.79	1.21
31398AS37 FNMA	05/26/10	1.300	05/25/11	500,000.00	501,035.00	500,409.45	501,653.50	1,244.05	0.00	541.67	650.00	2.80	1.09
3133XUD91 FHLB	04/15/10	2.050	08/10/12	500,000.00	505,000.00	502,292.53	504,694.50	2,401.97	0.00	854.16	4,014.58	2.82	1.28
31398AGZ0 FNMA	12/21/10	0.900	12/21/12	500,000.00	500,000.00	500,000.00	498,885.00	(1,115.00)	0.00	125.00	125.00	2.79	0.90
31398AD33 FNMA	02/11/10	2.125	01/25/13	1,000,000.00	1,005,670.00	1,000,391.03	1,000,860.00	468.97	0.00	1,770.83	9,208.33	5.61	1.52
3133702W7 FHLB	08/04/10	1.400	07/12/13	500,000.00	503,600.00	502,573.38	502,922.00	348.62	0.00	583.33	3,286.11	2.81	0.90

**Town of Atherton
Securities Held
December 31, 2010**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
U.S. Instrumentality													
313984Q2 FNMA	10/29/10	1.000	10/18/13 10/18/11	500,000.00	501,235.00 152.78	501,011.72 (108.15)	496,129.50 (2,453.50)	(4,882.22)	0.00	416.67	1,013.89	2.80	0.74
3134G1P3 FHLMC	08/18/10	1.400	11/18/13 08/18/11	500,000.00	501,485.00 0.00	500,931.68 (126.13)	501,185.50 (1,471.00)	253.82	0.00	583.33	2,586.11	2.80	1.10
3134G1Y0 FHLMC	09/24/10	1.250V	09/24/15 03/24/11	500,000.00	499,875.00 0.00	499,881.78 2.13	497,778.00 (3,330.50)	(2,103.78)	0.00	520.84	1,684.03	2.79	2.32
313371XS0 FHLB	12/16/10	1.000V	12/16/15 03/16/11	500,000.00	500,000.00 0.00	500,000.00 0.00	499,806.00 (194.00)	(194.00)	0.00	208.33	208.33	2.79	1.00
TOTAL				7,000,000.00	7,024,277.20 580.56	7,008,571.15 (1,809.50)	7,013,093.00 (11,942.50)	4,521.85	8,500.00	7,749.99	26,213.18	39.20	
GRAND TOTAL				17,895,786.45 ✓	17,920,844.90 ✓ 580.56	17,904,100.25 (1,877.02)	17,914,894.95 ✓ (12,743.00)	10,794.70	8,500.00	12,060.05	38,420.84	100.00	

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

**Town of Atherton
Quarterly Treasurer's Report
Cash & Investments Balance By Fund
December 31, 2010**

Fund No.	Fund Name	Dec Balance
101	General Fund	6,277,987
105	Tennis Fund	14,361
610	Equipment Replacement Fund	401,672
614	Worker's Compensation	461,185
615	General Liability	219,392
616	Employee Benefits	1,131,906
	Total Non-Restricted	<u>8,506,502</u>
201	Special Tax Fund	1,881,105
202	County Measure A Fund	58,755
203	Gas Tax Fund	193,713
209	SLES/COPS Grant	39,331
210	Road Constructions Impact Fee	1,262,614
213	Library Fund	4,924,288
215	Evans Creative Design (formerly fund 715)	95,521
220	Traffic Congest. Relief	8,821
401	GF Projects	(252,922)
402	Storm Drainage	33,813
403	Atherton Channel Drainage District	98,434
406	Facilities Construction	1,845,540
730	H-P Park Improvement	5,900
740	Tree Committee	25,594
	Total Restricted	<u>10,220,506</u>
	Total Cash & Investments	<u><u>18,727,008</u></u>



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 MARCH 16, 2011

**SUBJECT: APPROVAL FOR THE FINANCE DIRECTOR TO ATTEND THE
2011 SPRINGBROOK SOFTWARE CONFERENCE**

RECOMMENDATION

Approve the Finance Director to attend the Springbrook Software Conference in Portland, Oregon, in May 2011.

DISCUSSION

The Town implemented the Springbrook Software in March of 2010. The Finance Director is seeking City Council approval to attend the Springbrook Software Conference to be held in Portland, Washington, from May 3 to May 5, 2011.

By attending the conference, the Finance Director will receive update and gain further knowledge about the Springbrook products and develop a working relationship with Springbrook technical support staff and other Springbrook users. The conference also offers continuing education hours for the Finance Director's CPA license.

FISCAL IMPACT

The conference is estimated to cost:

Registration	\$ 495
Lodging	358
Travel	<u>225</u>
Total	\$1,078

The cost is budgeted on the FY 2010-11 Finance Department training budget.

Prepared by:

Approved by:

Louise Ho, Finance Director

John Danielson, Interim City Manager

TOWN OF ATHERTON

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

FROM: KATHY HUGHES ANDERSON, TOWN ARBORIST

DATE: FOR THE REGULAR MEETING OF MARCH 16, 2011

**SUBJECT: RECOMMENDATION TO DIRECT THE GENERAL PLAN COMMITTEE TO
CONSIDER REVISIONS TO CHAPTER 6.04.250 OF THE ATHERTON
MUNICIPAL CODE**

RECOMMENDATION:

The Environmental Programs Committee recommends that the City Council direct the General Plan Committee to review and consider revisions to Chapter 6.04.250 of the Atherton Municipal Code relating to zoning provisions for the housing of rabbits and fowl.

BACKGROUND:

Atherton resident and Planning Commission Chair, Kristi Waldron, made a presentation to the Environmental Programs Committee at their January 19, 2011 meeting regarding the restrictions in the Atherton Municipal Code for structures to house chickens. The Environmental Programs Committee put the item on their February 16, 2011 meeting agenda.

ANALYSIS

At their February 16th meeting, the EPC reviewed the current zoning regulations for lot requirements and setbacks for structures to house chickens. Chapter 6.04.250 states that "no building or structure for the housing or maintenance of animals other than domestic household pets, shall be constructed, reconstructed, altered or enlarged:

1. On any lot or parcel of land containing less than eighty thousand feet;
2. On any lot or parcel of land which is less than one hundred ninety feet in width;
3. In front of the rear line projection of the dwelling or buildings or structure so housing or maintaining animals is set back at least one hundred fifty feet from the front property line, or in the event the lot is a corner lot, it must be set back at least one hundred fifty feet from each property line facing the street, and in all respects such structure must conform to the provisions of the zoning title;
4. Less than one hundred fifteen feet from the building area of any adjoining lot or parcel of land;

5. Less than seventy-five feet from the property line of the lot on which such building or structure is situated.”

The ordinance further states in Section F that all fowl “must be maintained and kept in an enclosure within the area within an accessory structure which may be erected, as provided in this chapter.” The ordinance also states that a license is required, although no license fee is required for less than forty fowl. A fee is required for over forty fowl, but it does not state what the fee is and it is not listed in the Town’s fee schedule. The police department is charged with the responsibility of issuing the licenses and collecting fees. The Police have no knowledge of ever issuing licenses for fowls or rabbits.

The EPC feels that the setbacks and lot requirements are too restrictive for a typical current one acre parcel. The Committee noted that there seems to be a growing interest in raising chickens and having fresh eggs. Kristi Waldron provided a table comparing what other jurisdictions ordinances are regarding chickens and structures for the housing of chickens. The EPC suggested that a sub-committee review the lot requirements and make a recommendation to the General Plan Committee. Frank Merrill of the EPC has agreed to serve on a sub-committee. The EPC also felt that because the ordinance regulates setbacks for an accessory structure, the Planning Commission should review any changes recommended by the General Plan Committee before it goes to the City Council.

FISCAL IMPACT:

Additional staff time to move the ordinance through the General Plan Committee, Planning Commission, and back to the City Council is anticipated to be 15-20 hours for the Deputy City Planner.

ENVIRONMENTAL IMPACT:

The proposal has been determined to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Sections 15305, Class 5 which permits minor alterations in land use limitations which do not result in any changes in land use or density.

Prepared by:

Reviewed by:

Kathy Hughes Anderson

John Danielson, Interim City Manager

Attachments:

1. Atherton Municipal Code 6.04.250
2. Table of Jurisdictions Comparisons
3. Minutes of the EPC 02/16/11 Meeting

City Council Staff Report
March 16, 2011

E. Quarantine fee:	\$35.00
F. Dangerous animal permit fee:	\$200.00
G. Field return fee:	\$35.00
H. Property inspection fee:	\$25.00
I. Breeding permit fee:	\$50.00
J. Fancier's permit fee:	\$50.00 per household

(Ord. 542 § 1, 2003; Ord. 532 § 2, 2002; Ord. 458 § 1, 1990; Ord. 431 § 2 (part), 1987)

6.04.250 Zoning provisions—Animals and fowl.

A. No building or structure for the housing or maintenance of animals other than domestic household pets, shall be constructed, reconstructed, altered or enlarged:

1. On any lot or parcel of land containing less than eighty thousand square feet;
2. On any lot or parcel of land which is less than one hundred ninety feet in width;
3. In front of the rear line projection of the dwelling or buildings or structure so housing or maintaining animals is set back at least one hundred fifty feet from the front property line, or in the event the lot is a corner lot, it must be set back at least one hundred fifty feet from each property line facing the street, and in all respects such structure must conform to the provisions of the zoning title;
4. Less than one hundred fifteen feet from the building area of any adjoining lot or parcel of land;
5. Less than seventy-five feet from the property line of the lot on which such building or structure is situated.

B. No horse, colt, cow, calf, goat, pig, sheep or other animal or animals, other than domestic household pets, may be kept or maintained on any lot or parcel of land except as expressly permitted herein; on a lot or par-

cel of land containing more than eighty thousand square feet and which is not less than one hundred ninety feet in width two horses and their colts may be kept and maintained and each acre of such lot or parcel of land in excess of eighty thousand square feet an additional horse and its colts may be kept and maintained.

C. Any person desiring to keep or maintain on his property a larger number of horses or colts than is permissible under subsection B of this section, or any fowl or rabbits or animals similar in type or nature to rabbits, for which a license is required pursuant to the provisions of this section, may file written application with the planning commission for a conditional use permit to do so.

The planning commission shall set a date for hearing such application and cause a notice of such hearing to be mailed to all owners of record of real property any portion of which lies within five hundred feet of boundary line of the property on which such animal or animals are sought to be kept, not less than ten days prior to such hearing.

At the hearing, the planning commission shall hear the applicant as well as all protests against granting of such permit, and may either recommend against the issuance of such permit or may recommend in favor of the issuance of the same if, in its opinion, the real property is of sufficient size and nature to maintain such animals, and the public health, safety and welfare will not be endangered thereby, all upon such terms and conditions as the city council may determine and specify in such permit.

D. Licenses.

1. Animals. Each person keeping or maintaining an animal with the excep-

tion of domestic household pets and rabbits or similar type of animals, for an aggregate of thirty days or more must obtain a license for each animal so kept or maintained. The license fee for animals shall be in an amount as shall be fixed from time to time by ordinance and such license must be renewed on the first day of each year, with a thirty-day grace period.

2. Fowl or Rabbits. Each person keeping or maintaining fowl or rabbits, or animals similar in type or nature to rabbits, for an aggregate of thirty days or more must obtain a license to so keep or maintain such fowl or rabbits, or such similar animals. No license fee shall be required for forty fowl or less or forty rabbits or such similar animals or less. The license fee shall be in an amount as shall be fixed from time to time by ordinance for over forty fowl or for over forty rabbits or such similar animals, and such licenses must be renewed on the first day of each year, with a thirty-day grace period.

3. The city council may by resolution prescribe such rules and regulations with respect to the maintenance of animals and fowl in the town, as will be consistent with the purpose and spirit of this chapter, and such rules and regulations shall be printed on every license or permit issued or granted under this chapter.

4. The police department is charged with responsibility under subsection D of this section to issue licenses, collect license fees and in all other respects to enforce the same, and may decline to issue licenses for more than forty fowl or forty rabbits or animals of the type and nature of rabbits if, in the discretion of the chief of police, the effects of such license would endanger the public health, safety or welfare.

E. All piled manure shall be kept in a closed bin or compost pile, which bin or compost pile can only be located within the area permitted for barns or cowsheds.

F. Pigeons must be confined in an entirely enclosed area. All fowl and rabbits, and other such similar animals as rabbits, must be maintained and kept in an enclosure within the area within an accessory structure which may be erected, as provided in this chapter.

G. No horse shall be permitted to graze unattended off private property.

H. No animal or fowl shall be maintained even in accordance with the regulations and requirements set out in subsections A through G of this section, if the maintenance of such animal or fowl shall constitute a nuisance by reason of noise, smell, annoyance or endangering of public health caused by such maintenance. In the event it appears that the maintenance of any animal or fowl constitutes a nuisance by reason of the noise, smell, annoyance or endangering public health caused by such maintenance, any license theretofore issued for the maintenance of such animal or fowl may be revoked by the city council. Such revocation will be effective thirty days following the mailing of a notice of revocation to the holder of such license.

I. It is unlawful for the owner or person having control or custody of any wild animal to keep, maintain or permit the animal to be kept or maintained within the town. For the purpose of this chapter, "animal" includes mammals, birds, amphibians and reptiles; "wild animal" means any exotic, venomous, nondomestic, or untrained animal which because of its size, nature, disposition, or other characteristic constitutes a

6.04.250

hazard or menace to persons or animals, or is likely to damage property.

J. It shall be the duty of the city manager, the chief of police and the city attorney to enforce this chapter. No oversight or dereliction on the part of any official or employee of the town vested with the duty or authority to issue permits or licenses shall legalize, authorize, waive or excuse the violation of any provisions of this chapter. (Ord. 431 § 2 (part), 1987)

6.04.270 Use of license fees and other revenue.

All revenue derived from the fee schedule and from fines, forfeitures and penalties related to the enforcement of this chapter shall be used to offset the cost of enforcement and administration of this chapter. (Ord. 431 § 2 (part), 1987)

Chicken Ordinances in Municipalities surrounding Atherton

CITY	CHICKENS ALLOWED?	PERMIT REQUIRED?	NUMBER ALLOWED	GENERAL REQUIREMENTS
Redwood City	Yes	NO	3	Must remain confined within clean coops Chickens must not be permitted to run at large in the city. Coop must be 30' from any dwelling except where chickens have access for less than 6 hours per day. Coop must be cleaned weekly or more often as needed.
Menlo Park	Yes, No roosters	No less than 50, Yes for more than 50	50 per 1/4 acre	Chickens must be contained in coop/yard, may not be located 35' from dwellings or street.
San Carlos	Yes, No roosters	NO	4	noisy or smelly conditions subject to abatement under Nuisance ordinance...
Hillsborough	Not specifically addressed			
Los Altos Hills	Yes and roosters too	NO	Unlimited	Coop must be placed in buildable area
Palo Alto	Yes	NO	6, more with written permission from neighbors	coops must be located a min. of 25' from any dwelling or place of business (except with written permission of owner)
Los Altos	Yes	No	1 per 1,000 sf of lot	



Environmental Programs Committee

MINUTES

TOWN OF ATHERTON
SPECIAL MEETING
FEBRUARY 16, 2011 – 10:00 AM
COUNCIL CHAMBERS
94 ASHFIELD ROAD

I. ROLL CALL:

Present: Gardner, Lewis, Merrill
Anderson
Absent:

II. APPROVAL OF MINUTES:

On a motion by Elizabeth Lewis, seconded by Valerie Gardner, the minutes of the January 19, 2011 meeting were approved as corrected.

III. STAFF REPORTS:

Kathy Anderson reported that Alexi Petru, formally with San Mateo County Energy Watch program, has accepted a new position as a staff writer for the website Earth911. She is interested in reporting on Atherton's 2020 program.

IV. COMMITTEE REPORTS:

Elizabeth Lewis reported on the City Council's consideration of the refuse and recycling collection rate hikes. She feels that residents who set out numerous extra green carts should be charged more.

Valerie Gardner reported on the Library Steering Committee's selection of G4 Group from the RFQ process. She was happy with the vetting process and that G4 has a good reputation as being green minded and has a LEED environmental approach.

Elizabeth Lewis also reported on the ABAG Regional Growing Smarter Together Awards Program and would like to see Atherton 2020 Program nominated for the reward. Valerie responded that now that we are aware of the recognition opportunity that maybe next year the Town could nominate the Atherton 2020 Program, after there are some results to report.

V. PUBLIC COMMENTS:

VI. PRESENTATIONS:

V. REGULAR AGENDA:

A. Review of Chapter 6.04.250 of the Atherton Municipal Code – Zoning Provisions Animals and Fowl

Kathy Anderson reported that this item was brought to the Committee’s attention last month by resident Kristi Waldron. At the January meeting the Committee agreed that the matter should be studied. However, the item was not on the agenda, so staff has brought the item back to the EPC for a formal recommendation. Staff is recommending that the EPC recommend to the City Council to direct the General Plan Committee to review the restrictive provisions for housing chickens. Staff further recommends that since the provisions in Chapter 6.04.250 involve setback requirements for structures, the Planning Commission should also review any recommendations from the General Plan before sending to the City Council. The EPC suggested that a sub-committee be formed to come up with some recommendations before sending to the General Plan Committee. Frank Merrill agreed to serve on the sub-committee as an EPC representative. Discussion followed regarding the timing of bringing the item before the City Council, the issue with roosters and how to make it as un-offensive as possible.

On a motion by Frank Merrill, seconded by Valerie Gardner, the EPC recommends to the City Council to direct the General Plan Committee to consider revisions to Chapter 6.04.250 of the Atherton Municipal Code for housing fowl.

B. Atherton 2020 Program Summary

Valerie introduced Janet Larson who has agreed to co-chair the Atherton 2020 Program. Valerie passed out a program development summary. She explained how she has been working on content management for the website. She has been developing the three pieces; design, content and functionality of the website. She has been learning about wire frames and explained to the Committee how they serve not only Atherton, but the other towns with their own content. Valerie talked about how Janet and other volunteers are taking on pieces of the program including the conservation kits and some of the more technical pieces of the software development. She has created a team but still needs more participation and support, especially volunteers with technical skills.

Valerie reported that April 11th has been set as the launch date with an event from 7-9 in the evening at Holbrook-Palmer Park. Elton Sherwin Jr., a local VC and author of “Addicted to Energy” has indicated he is available on that date to be the keynote speaker. Valerie will be

meeting with Sherwin to confirm the engagement. She said he will speak on smart energy use and will appeal to our audience.

The April event will start the launch of the program with publicity, outreach and paper registrations to follow. The publicity will work up to the bigger event on May 22nd. The event will be a self guided home tour of energy efficient features. Also happening soon after the launch will be students going door to door, flyers and coffee events in homes. Valerie reported that Woodside, Portola Valley and Los Altos Hills will be collaborating with us on this event. She would like to have the conservation kits available by the April 11th event. Many people will want to purchase the cool gadgets in the kits and she need to figure out how they can keep them and how we can re-pack the kit and collect the money. Valerie said Elton Sherwin has a review of many of these gadgets on his website that we can link to.

Valerie further reported that a number of sponsor letters went out. She will need to change the form because a number of the companies responded that they want to be a sponsor but did not include a check. It was not clear that a check is required as a commitment to be included as a sponsor. It was suggested that Valerie contact Recology to be a sponsor.

C. Green Building Ordinance Update

Kathy reported that the General Plan Committee reviewed the latest version of a green building ordinance at their February 2nd meeting. Dennis Lockard, the interim building official spoke to the Committee and recommended that we do nothing more than what is required by the Cal Green code as everyone is familiar with it and see where that goes. Staff was directed to make changes to the proposed ordinance and bring it back to the General Plan Committee. Jerry Carlson is a new representative on the General Plan Committee and will need to be brought up to speed on the long process it has been to get the ordinance to this point. Valerie said she is meeting with the Mayor next week regarding the 2020 program and will also speak to him about the green building ordinance.

D. EPC New Member Recruitment

Kathy reported that the City Clerk has published a formal request for volunteers to fill vacancies on several Atherton Committees, including the EPC. The EPC has ten vacancies. The deadline to submit an application is March 18th. All members were encouraged to invite green minded residents to file an application with the City Clerk to serve on the EPC.

Set Date for Next Meeting: March 9, 2011

Respectfully submitted,
Kathy Hughes Anderson



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 MARCH 16, 2011

SUBJECT: APPROVE AN ACTION PLAN FOR A TRIAL CLOSURE
OF HOLBROOK LANE AT THE TOWN LIMITS

RECOMMENDATION:

Approve an action plan for a trial closure of Holbrook Lane at the Town Limits.

INTRODUCTION:

Residents of Holbrook Lane have been trying for years to get some form of relief from cut-through traffic on their residential street. In November 2007 the Council directed staff to implement an action plan as follows:

1. Take no further action at this time. This acknowledges that signal retiming and other Middlefield Road improvements may improve the situation further.
2. Wait until the signal retiming is implemented and Encinal School completes their traffic study and start time change, reconvene at that time and return to the Transportation Subcommittee for further direction at that time.
3. Survey residents with regard to placing signs prohibiting through traffic on Holbrook Lane during the peak hours of 7-9 AM. Enforcement of these signs could result in diversion of traffic to other streets, which then may require additional signs.
4. Survey residents with regard to placing signs prohibiting left turns from Holbrook Lane to Middlefield Road during the peak hours of 7-9 AM. Enforcement of these signs would avoid left turning traffic blocking the intersection and causing a backup of traffic attempting to turn right.

5. Continue to study extending the right turn lane on Marsh Road. This would allow right turning vehicles to bypass the left turn queue, resulting in less diversion to Holbrook Lane. This could also be accomplished by extending the Atherton Channel box culvert and widening the intersection to the south, avoiding impacts to heritage Oak trees on the north side of the road. It would also repair the channel wall for the distance of the box culvert extension. Return to either the Transportation Subcommittee or Council with traffic study and a project concept, including estimated costs.

In April of 2008 the Transportation Committee considered the sign only item again and decided to take no action at that time. Other activities in support of reducing backup on Middlefield Road and Marsh Road continued.

The Transportation Committee reconsidered and approved at the March 2009 meeting a “No Through Traffic 7-9 AM” sign on Holbrook Lane (17th Ave) at Fair Oaks Lane. The request for the sign went to the County because the intersection is within the County jurisdiction. The County took the request to the North Fair Oaks Council (NFOC), the agency that reviews requests in the North Fair Oaks area, on July 16, 2009.

The NFOC meeting was well publicized and had a reasonably large turnout. The residents proposed alternatives to the “No Through Traffic” sign that they thought would benefit more of the neighborhood than just Holbrook Lane. One proposal was “No Left Turn” signs on Holbrook Lane (17th Ave), Palmer Lane, and San Benito Ave. Another was “No Right Turn” signs on Marsh Road at Fair Oaks Avenue, 15th Ave and Bay Rd. The NFOC, after much deliberation, recommended a “No Right Turn” sign on Marsh Road at Fair Oaks Avenue. The NFOC felt that the other two streets would not be used by cut-through traffic but would remain available for resident access. These streets would probably not be used for two reasons: 1) turns would need to be made before the driver experienced the Marsh road backup, whereas the Fair Oaks Avenue turns are often made as the driver experiences backup at the lane reduction, and 2) the route through the neighborhood is more circuitous, and less likely to appear to drivers as a time saver. The NFOC also recommended that the signs be placed for a six-month trial period.

The Atherton Transportation Committee considered this matter at their September 8, 2009 meeting and recommended that the City Council approve the request. The Council approved the request and it was sent to San Mateo County. County staff rejected the proposal because it would potentially redirect traffic to other County streets, including Spring Street, as drivers attempt to find alternatives to reach 5th Avenue and Edison Way.

The Atherton Transportation Committee considered this matter again at their May 11, 2010 meeting where a request to install a “No through Traffic 7-9 AM Mon-Fri” advisory sign at the Town Limits was approved. This advisory sign was installed and created a mild round of comments until residents realized that it was advisory and the street could still be used. However, cut-through drivers realized the same thing and continued to use the street, disregarding the sign. The sign was only advisory and could not be enforced,

although Atherton PD did place officers on the street from time to time, attempting to gain compliance with the sign.

At their September 14, 2010 the Transportation Committee was asked to consider surveying the residents of Holbrook Lane and 17th Avenue regarding three possible actions: 1) “No Right Turn 7-9 AM” from Holbrook Lane to Middlefield Road; 2) Close Holbrook Lane at the Town Limits, and 3) Leave “as-is” with the advisory sign approved previously. The Committee directed that the survey be performed, and the results showed that of the 27 Atherton residents, 26 responded and 18 favored closing the street over the other alternatives. Of the 20 County residents, 15 responded and 7 favored the street closure. See survey results attached. The Transportation Committee recommended that staff proceed with developing and action plan for a trial closure and seek Council approval of the plan.

The action plan is to include an outreach program, a method of closure, a timeframe for a trial period, and a means to assess the results of the closure.

ANALYSIS:

Action Plan

1. Outreach – conduct one or more public meetings to receive meaningful public input regarding the closure. Staff will work with staff of the county to develop a communication method to provide notice to all interested parties, including direct mail and posting of notices. Staff will also work with County staff to determine the best location for the meeting, considering either the City Council Chambers, Holbrook-Palmer Park or the North Fair Oaks Community Center.
2. Staff recommends that the closure be for a trial period of six months, to commence in late summer just before school starts, or to include six month when peak travel is expected, i.e., not during the summer recess. This will give adequate indication if problems occur on other streets in the neighborhood during peak travel times. It is anticipated that there may be some initial traffic diversion, but that drivers will not achieve time savings on other streets over using Marsh Road and will in time settle into using Marsh Road. If significant traffic is diverted to other streets, Council will be advised at the end of six months and determine if the closure should be re-opened.
3. Traffic counts are currently being collected to determine the pre-closure traffic volumes and speeds on the streets that parallel Holbrook Lane, including Palmer Lane (15th Avenue), San Benito Avenue and Encina Avenue ((11th Avenue). After the closure has been in effect for one month, additional traffic counts will be taken. They will be taken again at five months. This data will inform the Transportation Committee, who will make a recommendation to Council to either keep, cancel or modify the closure, or make other corrective actions.
4. The method of closure will be coordinated with the neighborhood and with the Menlo Park Fire Protection District. Holbrook Lane is not a Primary Emergency

Response Route, so emergency access through the closure on a regular basis is not anticipated. Should emergency access be required, it is anticipated that the closure will have a double locking system that the fire district can use to gain access. Staff anticipates the temporary closure could therefore use either a post and chain system, with delineators on the chain, or a fence with removable bollards set in the pavement with appropriate street closure delineators on the bollards.

FISCAL IMPACT:

The Town currently has recycled milled wood that is used for removable bollards in Holbrook-Palmer Park. For a small cost, this wood can be used for bollards for this closure. Additional wood would be purchased to construct fencing similar to fencing used elsewhere in Fair Oaks to prevent vehicles from bypassing. Nine-button delineator signs (standard for street closures) and “No Through Street” signs would be installed. The cost would be approximately \$1500 plus staff time to install.

Alternatively, a post and chain with additional posts to prevent bypassing, with delineators and signs would cost approximately \$1000 plus staff time to install.

Prepared By:

Approved:

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

John Danielson
Interim City Manager

Attachments: Letter from Zolik Fichtenholz

2/16/11

To:

Mayor Jim Dobbie
Vice Mayor Bill Widmer
Council Member Kathy McKeithen
Council Member Jerry Carlson
Council Member Elizabeth Lewis

Re: HOLBROOK LANE TRAFFIC ISSUE/ TRANSPORTATION COMMITTEE RECOMMENDATIONS

Dear Atherton City Council Members,

The subject matter will appear before you during the next Council meeting.

The traffic on Holbrook Lane during peak hours is big problem, and it is not getting better, despite all the efforts from all parties involved.

This traffic causes both danger and serious inconvenience to the residents – as it starts with motorists zooming down the street at speeds in excess of 65 mph!, and then fills up the street to a point that the residents can not get out of their driveways to go to work in the morning.

All efforts to reduce the traffic over the past ~ 5 years did not change anything, as people's habits are hard to change.

While the traffic on Marsh Road did indeed become lighter as a result of all efforts, it did not ease the Holbrook problem.

As some of you may know, a lot of work was done with the residents of the North Fair Oaks, and with the NFO Council – but the recommendations of the NFO Council to implement measures discouraging through traffic from Marsh Road into our neighborhood were not heard by the County. The County apparently has other priorities.

If the County does not care about its residents, this does not mean that Atherton should follow this shameful practice.

We do hope that you care about our residents, and therefore ask you to get behind the Transportation Committee's recommendations from 1/11/11 and authorize a community outreach program to prepare community for the street closure, at least on a trial basis.

Multiple observations suggest that signage of any kind may not be a solution, as neither Atherton nor County have resources to enforce them.

The same observations suggest that Holbrook Lane closure will not affect traffic patterns on other streets, but if it does, or if it creates other unforeseen effects, the street can always be opened again.

Thank you for your service and support.

Sincerely,

Zinovy (Zolik) Fichtenholz
45 Holbrook Lane
Atherton, CA 94027
Home: 650-327-3623
Cell: 650-208-5743
Email: zolik@comcast.net



ITEM 15 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN DANIELSON, INTERIM CITY MANAGER
MICHAEL KASHIWAGI, CONSULTANT

DATE: MARCH 16, 2011

SUBJECT: UPDATE ON REFUSE AND RECYCLING COLLECTION RATES FOR 2011

RECOMMENDATION:

Staff recommends the City Council review the attached material responding to questions and issues from the February 16, 2011 Council discussion related to adoption of refuse and recycling collection rates for 2011. Staff recommends Council provide further direction to staff.

BACKGROUND:

Atherton had increased its refuse and recycling rates in 2002, and most recently, increased rates in 2010. On February 16, 2011, the Atherton City Council considered adoption of refuse and recycling collection rates for 2011. Noted for the required 45-day period, the proposed 2011 rates are as follows:

Container size	2010 monthly rates	2011 rates (based on EPC recommendation to City Council on December 15, 2010)	2011 Proposed monthly rates
20 gallon	\$17.32	\$24.04	\$28.22
32 gallon	\$27.69	\$38.46	\$45.15
64 gallon	\$55.38	\$76.92	\$99.33
96 gallon	\$82.18	\$114.15	\$162.53

It was explained that new rates were needed to respond to funding shortfalls. Specifically, Allied Waste Industries, Inc. (Allied), the Town's former waste management provider, had identified a funding shortfall of \$334,000. The Town has one year to "true up" with Allied the revenue due to them. In addition, there was a "projected" 2011 shortfall of approximately \$600,000 for refuse and collection expenses with the new waste management provider, Recology.

In the course of the Council discussion, several questions and issues were raised, and the City Council did not act on any rate change. The Interim City Manager presented several courses of action and was directed by the City Council to investigate the issues and report back to the City Council as soon as possible.

The purpose of this staff report is to update Council on the information that has been secured as a result of the investigation thus far on the issues raised by Council. The information was provided from correspondence and meetings with staffs of SBWMA and HFH. Staff has summarized the information in the attachment.

At the March 16, 2011 meeting, Town staff will have a presentation which includes rate options for Council direction. Depending on Council direction, it may trigger a new 45-day notice period for public comment on a different rate structure.

FISCAL IMPACT

Refuse and recycling fees are paid by the residential and commercial customers. The Town receives 10% Franchise Fee based on the total collection revenue.

RECOMMENDATION

Staff recommends the Council review the attached material and provide further direction to staff.

Prepared By:

Approved:

Michael Kashiwagi
Consultant

John Danielson
Interim City Manager

Attachment:

1. Collection Rates - Questions and Answers

Refuse and Recycling Collection Rates for 2011

Answers to Action Questions

Why in March 2010, was the Town told that a 16.9% increase in our garbage rates would eliminate any future unfunded cost liabilities. What do the additional expenses represent?

There are several reasons for the high balance owed to Allied (**\$334,000**):

- The final HFH Rate report issued in Dec. 2009 recommended a 23.9% rate increase effective January 1. The Town actually approved a 16.9% increase effective Mar 19, 2010 based on expected new revenue from new back yard service fees. The current projected revenue shortfall of **\$160,000** is due to:
 - The delayed rate increase to Mar. 19 (effectively a 14.8% rate increase) lowered revenue by **\$57,800**
 - The additional revenue shortfall of **\$103,000** is due to lower subscription for back yard service and higher migration to smaller cans and rates than anticipated (it was assumed 20% fewer backyard customers and 1% reduction from can migration). Exact results are unknown.
- There were higher estimated costs for Allied in 2010 primarily due to higher worker's compensation expense - **\$73,000**
- There were higher final costs for Allied in 2009 - **\$47,000** (higher maintenance, insurance, workers comp, and labor cost).
- There were more tons collected than forecast in 2010 and the new county fee at landfill also went into effect - **\$37,000**
- There were higher fees paid to the Town of Atherton - **\$16,500**

Note: Allied had higher worker's comp expense in 2010 due to:

- More claims at higher costs than in past years
- Because 2010 is the last year of the Allied contract, the pay as you go method used in the past had to be adjusted to account for the cost of 2010 claims that will close in future years, basically doubling the current year's expense.

Recology made certain financial commitments to the SBWMA in order to obtain the contract. Are they now meeting those commitments or, as some residents are asserting, have those conditions changed?

Recology is conforming with the franchise agreement. Staff will ask Recology to be available to address questions at the March 16th Council meeting.

How much of our garbage rates are being used to service the bond for the new transfer station?

The facility bond costs are about 2.7% of Atherton collection rates.

Recology is continuing past practices of asking residents to prepay for garbage services. Should the Town negotiate to pay on a quarterly basis after services are rendered?

As stated, prepayment of garbage services is a practice that has been place. It is not a “new” system for Recology.

Atherton appears to be burdened with a much larger percentage increase in rates than other cities? Why?

Member Agency	2011 Percentage Increase Over 2010 Rates	2011 Residential Rates				Pending Council Approval	Effective Date
		20g cart	32g cart	64g cart	96g cart		
Atherton	63%, 63%, 79.4% 97.7% ¹	\$ 28.22	\$ 45.15	\$ 99.33	\$ 162.53	TBD	March 1, 2011
Belmont	9.5%, 13.3%, 18.0%, 30.0%	\$ 15.17	\$ 25.12	\$ 53.55	\$ 89.48		January 1, 2011
Burlingame	17.0%	\$ 10.32	\$ 19.08	\$ 38.17	\$ 56.64		February 1, 2011
East Palo Alto	20.0%	N/A	N/A	N/A	\$ 41.18		January 1, 2011
Foster City	29.5%	\$ 11.11	\$ 17.78	\$ 35.56	\$ 53.34		February 1, 2011
Hillsborough	25.0% ¹	\$ 20.80	\$ 33.28	\$ 66.56	\$ 99.84	March 14, 2011	March 1, 2011
Menlo Park	15.0% ¹	\$ 13.92	\$ 23.29	\$ 55.72	\$ 83.32	March 15, 2011	January 1, 2011
Redwood City	18.0%	\$ 10.30	\$ 24.73	\$ 49.46	\$ 74.18		January 11, 2011
San Carlos	TBD					March 14, 2011	
City of San Mateo	23.3% ¹	\$ 10.10	\$ 16.16	\$ 35.61	\$ 55.28	March 7, 2011	April 1, 2011
County of San Mateo (NFO)	5.0%	N/A	\$ 24.70	\$ 24.70	\$ 49.40		March 1, 2011
County of San Mateo (other)	N/A	N/A	\$ 24.70	\$ 24.70	\$ 49.40		March 1, 2011
West Bay Sanitary District	35.6%	\$ 17.17	\$ 27.47	\$ 54.93	\$ 82.40		March 1, 2011
¹ Noticed but not yet approved.							
Draft proposed, not noticed							
All others noticed and approved.							

The above chart shows the percentage rate increases (approved or noticed) of the member agencies. There are several reasons which can account for the different percentage increase in rates .

- Number of houses serviced in each route
- Number of routes in each member agency
- Vehicle/fuel costs will vary based upon number of houses services in each route
- Number of commercial accounts

Item No. _____



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 MARCH 16, 2011

**SUBJECT: PROGRESS REPORT ON CONSTRUCTION, 297 POLHEMUS,
ATHERTON**

RECOMMENDATION

Receive and file the report

REPORT

At the City Council meeting of January 19, 2011 the City Council granted a delay in the collection of the required deposit of \$30,000 and levy of fines for a construction project that has been underway for over 36 months in violation of 15.40.180 of the Atherton Municipal Code. On January 26, 2011 the property owner was notified of the extension and the conditions of the actions by the City Council. That letter is attached.

Part of the City Council's action included a requirement for the property owner to provide a list of tasks needed to complete the project and a timeline for those tasks that will complete the project on or before June 30, 2011. That timeline has been provided and is attached for review.

The Building Official was directed to conduct a personal inspection accompanied by the property owner to determine the status of the project and confirm that it is possible to complete the project as required by the City Council.

On March 7, 2011 a progress inspection was made of the property and observations of the status of the project are as follows:

- Interior doors have been installed
- Workers were found on the property on several areas

The Building Inspector, Joe Aiello has been directed to visit the site and determine the status of construction and inspection activities. A report has been prepared and is attached with his updated observations and comments. No further inspections other than progress inspections have been requested or conducted during the last 30 days.

Mr. Aiello has been directed to visit the site weekly and report problems or issues immediately to the Building Official should they occur.

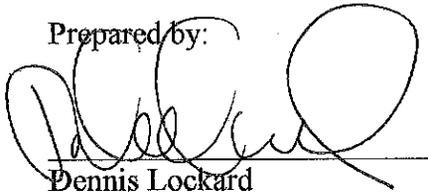
CONCLUSION

Staff recommends that the City Council continues the actions of January 16, 2011

FISCAL IMPACT

None

Prepared by:



Dennis Lockard
Interim Building Official

Approved by:

John P. Danielson
Interim City Manager

Attachments:

Inspector Report 3-2-2011

City Engineer Letter to Property Owner 3-2-2011

Correction Notice for Revised Drainage and Grading Plan 3-8-2011

Dennis Lockard

From: Shawn Massihpour <shawnmass1@gmail.com>
Sent: Sunday, February 27, 2011 4:12 PM
To: Dennis Lockard
Subject: Re: Updated Schedule - 297 Polhemus Ave Residence

Mr. Lockard,

The followings are the construction activity up date for 2/17/2011 thru 2/25/2011, I am hoping these regular updates make it easier to keep track of our progress:

- a. 2/17/ 2011, resubmitted fire sprinkler plans to Menlo Fire and paid \$1600.00 for fees again
- b. 2/24/2011, Checked with Menlo Fire, Plan checker has not started checking our plans, I paid them additional \$300 to expedite the plan check, the counter person did not tell me on 2/17/2011, when we originally submitted the plans that we could pay for expedited plan check.
The counter person told me our permit should be ready on Wed. 3/3/2011, I hope they come thru.
- c. 3/25/2011, PG&E Install gas line from the street to the meter location, our crew back fill trench the same day.
- d. 3/24/2011, PG&E inspected and approved our Electric Splice Box and Conduit to the pole. Earlier PG&E inspected and approved our trench and conduit from the Splice Box to meter location, our crew back fill the trench on 2/16/2011.
- e. 2/21/2011, Bathroom tile work started in Guest House. **If Joe agrees we can install dry wall in showers and continue the tile work in bathroom at main house, please advise.**
- f. 2/18/2011, Limestone architectural exterior Columns and Window trim stated and shall be completed by 3/11/2011.
- g. 2/18/2011, Iron fence along Polhemus Ave. started and shall be completed by 3/11/2011.

As soon as we can get plans approved by Menlo Fire we will call for inspection and start Dry wall, we are hoping to start dry wall by 3/4/2011 and be completed by 4/4/2011.

On Mon, Feb 14, 2011 at 3:22 PM, Dennis Lockard <dlockard@ci.atherton.ca.us> wrote:

Mr. Massihpour,

I would like to discuss with you the status of your project ahead of the Town Council meeting on Wednesday night. If you could give me a time and date I will happy to discuss the progress of your project over the phone.

I would like to also recommend that you consider expanding your schedule to include the status of each of the activities listed on the schedule and as they are finished marked in bold as **COMPLETED**, inspection activities as **COORECTIONS NOTED** or **APPROVED**, and each new activity is started marked as **IN PROGRESS**. These labels will allow others less familiar with the construction process to know where you are at in the process and that you will indeed meet the deadline for completion.

I look forward to our call.

Regards,



Dennis Lockard, CBO

Interim Building Official

Town of Atherton

Main: 650 752-0560

Direct: 650 752-0518

From: Charles Cunningham [mailto:clc39@mac.com]
Sent: Wednesday, February 09, 2011 9:41 AM
To: Dennis Lockard
Cc: Shawn Massihpour
Subject: Updated Schedule - 297 Polhemus Ave Residence

Dennis

This PDF should print out as two 8 1/2 x 11 sheets. I spoke to Shawn and he gave me the info on Grading and Drainage which is added to the schedule.

Charles Cunningham

--

Shawn Massihpour

Licensed Engineer

111 West Saint John Street, Suite 950.

San Jose, CA 95113

Tel: 408.999.7440

Cell: 408.499.1576

Fax: 408.999.6638

Email: shawnmass1@gmail.com



**BUILDING DEPARTMENT
PERMIT CENTER**
91 Ashfield Road
Atherton, California 94027
Office (650) 752-0560
Fax (650) 614-1224

STATUS: CONTINUING CONSTRUCTION 297 POLHEMUS

March 2, 2011

Dennis,

Current activity and status for the continuing construction at 297 Polhemus is as follows:

As you can see, the four active projects are at varying degrees of completion. The Main House (39357) Had to re-submit their sprinkler plan and there were some changes required; the sprinkler installation is currently 85-90% completed, with Menlo Fire scheduled to inspect Wednesday of next week (3/9). The ground floor rough corrections have been verified and the basement rough re-inspection will be conducted today (3/2).

In summary; providing all rough corrections can be completed by (3/9) and Menlo Fire approves the sprinkler installation, they will be granted permission to close up the walls and lids (insulation & drywall).

The Garage (39358) and Guest House (39359) are complete through Drywall. 30 – 40% of the Wall has been completed from the Permit: Entry Gates, Pedestrian Gate and Wall (BP08-00162).

The Grading and Drainage Permit (38750) shows no record of inspection in CRW, I believe Duncan Jones has inspection results for that, as it was handled by consultants during installation.

I have initiated regularly scheduled site inspections to track progress and will provide a weekly report reflecting any operations or actions as observed.

Joseph S. Aiello
Building Inspector / Plan Checker
Town of Atherton



March 2, 2009

Shaw Massihpour
111 W. St. John Street #950
San Jose, CA 95113

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



BUILDING DEPARTMENT
93 Station Ln. • Atherton, CA 94027
(650)752-0560 • Fax (650) 614-1224

Date: March 8, 2011
To: S. Massihpour
From: Duncan L. Jones, P.E., City Engineer
Project Address: 297 Polhemus, Revision Review #1 (APN#070-032-010)
Owner: Doriba Trust
Project Description: New Single-Family Residence

GRADING AND DRAINAGE COMMENTS

REVIEW COMMENTS on revision plans prepared by ASE Consulting Engineering, Inc., dated 3/26/09, submitted 2/18/11.

NOTE: Upon re-submittal of these plans, please include:

1. a copy of these comments
2. the corresponding response to each item
3. two (2) sets of revised plans

Failure to provide this may hold up the plan-checking process. Please also note that submission of these comments does not constitute acceptance of any portion of these grading and drainage plans.

Grading and Drainage Plan

1. The revised plan uses a different datum than the original survey submitted and the approved grading and drainage plans. Please show clearly what has changed since the original approval and the grading changes from existing to proposed using the same datum. i.e., convert the original survey to the same datum and resubmit. Verification will be required that final grades throughout the site conform to the approved plans. Provide a post-construction survey by a licensed surveyor (not the owner/contractor).
2. Show the extents of all cuts and fills, with proposed grading spot elevations or contours, and indicate finished slopes. Revise contours to reflect revisions to plan, such as retaining walls and berms.
3. Show retaining wall dimension from bottom of footer to top of wall. Provide spot elevations on both sides of structural and landscaping retaining walls, as well as top-of-wall and bottom of footing elevations to show all wall heights.
4. Retaining walls over four feet require a separate building permit. Driveway wall is new and unclear if over four feet.
5. Retaining walls shall be located no closer than five feet from any property line. Driveway wall is too close to the front property line.
6. Retaining walls shall be constructed no closer than twenty feet from one another.

7. If retaining or structure walls are to be built under separate permit and separate structural plans, excavation for them must nevertheless be shown correctly on the Grading Plan. The contours for the driveway do not reflect a retaining wall.
8. If retaining or structure walls are to be built under separate permit and separate structural plans, drainage behind them must nevertheless be indicated on the Drainage Plan. Show clearly how drainage behind retaining walls is to connect to the site storm water drainage system.
9. Show adjacent streets and all work to be performed in the right of way, including demolition, driveways, walkway and landscaping. Any work within the Town right-of-way must be shown on the grading and drainage plan for review. The work will require an Encroachment Permit at the time of construction, but needs to be reviewed in conjunction with grading and drainage. Information regarding encroachment permits, as well as criteria for improvements fronting the property can be found at: <http://www.ci.atherton.ca.us/publicworks.html>
10. Show how street drainage is conveyed across the property, including across the driveway(s). The swale needs to be off the edge of pavement. Minimum is 2' wide by 1" deep, but needs to convey upstream flow across property.
11. Show how street drainage is prevented from entering the down slope lot.
12. Use arrows to indicate the surface flow of rainwater run-off throughout the site after the project is completed. Show grading spot elevations and/or cross/typical sections to show how this flow is accomplished.
13. Show where and how overflow from the site storm water drainage system is returned to the historical drainage path, including means to prevent erosion.
14. Show grate and invert elevations at all storm water drain inlets.
15. Indicate the slope of all pipe runs in the storm water drainage system.
16. Many pipes from the approved drainage plans have been removed. Show appropriate grading to capture runoff from impermeable areas, such as driveway and patios. Show how this runoff is routed to detention tanks. Show clearly the path of travel of all runoff.
17. Revised plans to be signed and sealed by a California Registered Professional Engineer.

Erosion & Sediment Control Plan

18. Provide a revised erosion control plan based on the new grading plan. A jute barrier at the low end is insufficient to prevent erosion. Indicate how disturbed areas not being covered with structures or paving, including cuts and fills as well as areas cleared for construction or convenience, are to be protected from erosion during the rainy season. Erosion control (stabilizing disturbed areas) needs to be shown and detailed if any grading area is open during the rainy season.
19. Provide construction details for all of the BMPs to be implemented.
20. 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.

Details

21. Identify the invert elevation of the sump in the (Detention/Retention/Schematic) detail. Show how the pump will be activated and the elevation of the trigger mechanism.
22. Provide cross-sections through all structures and grading areas to fully illustrate the various depths and extents of excavation and fills. Indicate all building pad elevations. Section A-A previously included in approved set is not included, but contours and excavations have changed.
23. Details through structures must clearly and correctly show footings and drainage components.

Drainage Area Master Plan

24. Revise description of proposed onsite drainage system, as well as a description of the proposed storm water treatment BMP's.
25. Provide a post-project drainage plan showing drainage areas, drainage patterns and note any revised flows from the property.
26. Provide existing elevations along the property line. Indicate areas where runoff may cross onto adjacent properties and show pre-development flow rate and post-project flow-rate for each area. If runoff will not cross the property line, add a note on the appropriate sheet.
27. 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.
28. 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.



Town of Atherton

CITY COUNCIL STAFF REPORT

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

**FROM: THE FINANCE COMMITTEE (DRAFTED BY LOUISE HO, FINANCE
DIRECTOR)**

DATE: FOR THE MEETING OF MARCH 16, 2011

**SUBJECT: ACCEPT THE RECOMMENDATION OF THE FINANCE COMMITTEE
TO SET A BUDGET POLICY OF ALLOCATING 60% OF PARCEL TAX
FUND FOR POLICE SERVICES AND 40% FOR CAPITAL
IMPROVEMENT PROJECTS (CIP)**

RECOMMENDATION

Accept the recommendation from the Finance Committee to set a budget policy of allocating 60% of parcel tax fund for police services and 40% for capital improvement projects.

DISCUSSION

The Finance Committee met on March 7, 2011, to discuss and decide on the allocation (distribution) of parcel tax fund. The Committee passed a motion unanimously to recommend the City Council to set a budget policy of allocating the parcel tax fund 60% for police services and 40% for capital improvement projects.

The recommendation is to help provide guidance and transparency on the use of parcel tax fund. If General Fund is to end any fiscal year with excess revenues over expenditures with the 60% allocation, based on the adopted Fund Balance Policy for the General Fund, the excess can be allocated to CIP.

Attached is a "draft" Five-Year CIP Plan (FY 2011 to FY 2015) prepared by the Public Works Director using the 40% parcel tax for CIP assumption. Projects that are deferred due to lack of funding is shown with a "0" in the total column.

FISCAL IMPACT

None

Prepared by:

Approved by:

Louise Ho, Louise Ho

John Danielson, Interim City Manager

Attachment:

“Draft” Five-Year CIP Plan



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE SPECIAL MEETING OF MARCH 16, 2011

SUBJECT: APPROVAL TO PUBLISH REQUEST FOR PROPOSAL FOR LABOR NEGOTIATION SERVICES

RECOMMENDATION:

Approve publishing a request for proposal for Labor Negotiation services for the Town of Atherton and authorization for City Manager to negotiate and conditionally execute an agreement.

BACKGROUND:

At the November 18, 2010 City Council meeting Council approved a memorandum of understanding between the Town and Teamsters Local 856 Union. The MOU is effective beginning July 1, 2009 and will expire this June 30, 2011.

Staff requests that City Council allow the City Manager to publish a request for proposal for a labor negotiator to begin labor negotiations for an MOU that expires on June 30, 2011. Furthermore, staff requests that City Council direct the City Manager to negotiate an agreement based on the most qualified bid. Staff will bring back the agreement for Council approval at the regular April meeting.



ITEM 19

***Report to Follow- based on Council action from
March 16, 2011, 5PM Special meeting
(Closed Session)***