



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
APRIL 21, 2004

7:00 p.m.

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

REGULAR MEETING

- 7:00 P.M. 1. PLEDGE OF ALLEGIANCE**
- 7:03 P.M. 2. ROLL CALL Janz, Marsala, Carlson, McKeithen, Conwell**
- 7:05 P.M. 3. PRESENTATIONS**
- A. Proclamation Declaring Arbor Day on April 24, 2004**
B. Proclamation Declaring May 3 to May 9, 2004 Mosquito and Vector Control and West Nile Virus Awareness Week
- 7:10 P.M. 4. COUNCIL REPORTS**
- 7:20 P.M. 5. PUBLIC COMMENTS (only for items which are not on the agenda – limit of three minutes per person)**
- 7:30 P.M. 6. STAFF REPORTS**
- 7:40 P.M. 7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT (Per Resolution No. 02-31)**
- Atherton Civic Interest League**
- 7:45 P.M. CONSENT CALENDAR (TOWN OF ATHERTON ITEMS 8 - 15)**
- 8. APPROVAL OF MINUTES OF SPECIAL MEETINGS OF MARCH 2, 2004 AND MARCH 17, 2004 AND REGULAR MEETING OF MARCH 17, 2004**

9. **APPROVAL OF BILLS AND CLAIMS FOR MARCH 2004 IN THE AMOUNT OF \$733,294**
10. **ACCEPTANCE OF MONTHLY FINANCIAL REPORT FOR MARCH 2004**
11. **AWARD OF CONTRACT FOR THE HOLBROOK-PALMER PARK MAIN HOUSE WHEELCHAIR LIFT PROJECT NO. 03-009**

Recommendation: Award the contract for the Holbrook-Palmer Park, Main House Wheelchair Lift Project, Project No. 03-009, to George Bianchi Construction, Inc., low bidder on the April 14, 2004 bids, in the amount of \$89,068.90, and reject bid from River City Construction due to bid irregularities.

12. **APPROVAL OF AGREEMENT FOR LANDSCAPE DESIGN SERVICES BETWEEN THE TOWN OF ATHERTON AND JOAN K. DOLAN / DENISE KUPPERMAN FOR PREPARATION OF A LANDSCAPE MASTER PLAN FOR HOLBROOK-PALMER PARK**

Recommendation: Authorize the Mayor to execute an agreement with Joan K. Dolan and Denise Kupperman to provide landscape design services for the preparation of a Landscape Master Plan for Holbrook-Palmer Park.

13. **APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE PATCH, SEAL, AND OVERLAY PROJECT**

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the Patch, Seal, and Overlay Project, Project No. 03-012.

14. **APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE 2005 STREET RECONSTRUCTION PROJECT**

Recommendation: Approve the plans and specifications and authorize advertisement for bids for the 2005 Street Reconstruction Project, Project No. 03-011.

15. **ADOPTION OF A RESOLUTION AUTHORIZING A PERMANENT NO PARKING ZONE ON OAK GROVE AVENUE**

Recommendation: Adopt Resolution No. 04-__ establishing a permanent No Parking zone on both sides of Oak Grove Avenue between Oak Grove Avenue Cul-de-sac and Edge Road, excluding 261 Oak Grove Avenue, Monday through Friday between the hours of 7:30 a.m. and 3:00 p.m.

REGULAR AGENDA (Items 16 - 21)

7:50 P.M. 16. CONSIDER APPROVAL OF EXPANSION OF AUDIT COMMITTEE

Recommendation: Consider approval of expansion of the Audit Committee from five resident members to six resident members for a total of eight members.

8:05 P.M. 17. APPOINTMENT OF COMMISSION / COMMITTEE MEMBERS

Recommendation: Accept the recommendation of the City Council Screening Committee to appoint members to Town commissions and committees.

8:15 P.M. 18. REPORT FROM ATHERTON AUDIT COMMITTEE ON THE OPTIONS RELATED TO A PARCEL TAX REAUTHORIZATION MEASURE

Recommendation: Accept the report of the Audit Committee regarding options related to a November 2004 ballot measure seeking reauthorization of the Parcel Tax.

8:40 P.M. 19. DISCUSSION AND POSSIBLE ACTION RELATED TO NOISE ISSUES / FIELD ACTIVITIES AT MENLO COLLEGE AND MENLO SCHOOL

Recommendation: Consider and take appropriate action regarding a report from Staff in response to noise issues related to field activities at Menlo College and Menlo School.

9:00 P.M. 20. DISCUSSION AND POSSIBLE ACTION REGARDING DISPOSITION OF HOLBROOK-PALMER PARK CHILDREN'S PLAYGROUND CAPITAL PROJECT FUNDS

Recommendation: After consideration, select a proposed option regarding the disposition of Children's Playground unspent funds.

**9:20 P.M. 21. CONSIDERATION OF GRANT REQUEST FROM SUSTAINABLE
SAN MATEO COUNTY**

**Recommendation: Consider a grant request from Sustainable San Mateo
County in the amount of \$1,500 and provide direction to Staff.**

9:25 P.M. 22. PUBLIC COMMENTS

9:30 P.M. 23. ADJOURNMENT

Agendas and staff reports may be accessed on the Town website at: www.ci.atherton.ca.us

Please contact the City Clerk's Office at 650.752.0529 with any questions

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0529. 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)



DRAFT MINUTES
Town of Atherton
CITY COUNCIL / PARK AND
RECREATION COMMISSION

March 2, 2004

7:00 P.M.

Pavilion

Holbrook-Palmer Park, 150 Watkins Avenue
Atherton, California

Special Joint Meeting

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

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

PRESENT: City Council – James R. Janz (arrived at 7:10 p.m.), Charles E. Marsala, Alan B. Carlson, William R. Conwell, Kathy McKeithen

Park and Recreation Commission – Mike McPherson, Catherine Westover, Etta Mae Bauer, Jim Massey

ABSENT: Park and Recreation Commissioners Carlson, Davey, Tonelli

City Manager Jim Robinson and City Attorney Marc Hynes were present.

3. PUBLIC COMMENTS

- **Marguerette Paponis asked the Council and Commission to consider several items on behalf of the Atherton Arts Committee regarding any proposed improvements to the Pavilion or Main House. She noted the Arts Committee's need for a classroom/gallery for adult evening classes and the Committee's desire for additional storage in the Pavilion and Main House.**
- **Council Member Marsala announced a community meeting at Selby Lane School on March 11 at 6:30 p.m., to address Selby Lane School issues.**

REGULAR AGENDA

4. Strategic Park and Recreation Plan Update / General Review of Park Activities

Park and Recreation Commission Chair Mike McPherson presented this item, and gave an overview of the Strategic Park and Recreation Plan. The Plan's vision statement refers to community activities, valuable open space, and the recreational assets of the Town. In considering all items that come before them, the Commission continues to endeavor to make decisions in keeping with the Plan's vision statement. Chair McPherson described the activities the Commission has undertaken in the last year to meet the goals and objectives as stated in the Strategic Plan.

Council Member Conwell asked for a clarification of "community" as referred to in the Strategic Plan. Mayor McKeithen stated the Park and Recreation Commission may want to explore that subject along with considering a request that she received from a resident regarding a need for more "free" events at the Park.

5. Consideration of Proposed Holbrook-Palmer Park Landscape Master Plan

Park and Recreation Chair McPherson introduced Town resident Denise Kupperman who presented a mission statement for a Landscape Master Plan that she and Joan Dolan are developing for Holbrook-Palmer Park. Work on the Plan is proposed to be performed on a pro-bono basis. An outline of the process for implementing the Landscape Master Plan was provided and included establishing a working group of representatives from various community organizations.

Ms. Kupperman announced that as part of the process, a community design workshop will be held, and is tentatively scheduled for May 1, 2004. A draft plan will be developed utilizing ideas from the design workshop and it is anticipated that the draft will be presented to the Park and Recreation Commission in the fall of 2004.

Ms. Kupperman proposed that certain areas of the Park should be considered in order to address how conditions at the Park meet the needs of users. The areas

7. Discussion / Possible Action Regarding Park and Recreation Commission Recommendation for Tennis Courts Reconstruction

Park and Recreation Commissioner Catherine Westover provided a powerpoint presentation with recommendations for reconstruction of the Tennis Courts.

Mayor McKeithen stated that when this item came before the Council, the Council had asked that a private funding plan be developed to address the necessary improvements to the courts. It was noted that funding for the improvements are in the current budget but that the Council has not authorized expenditure of the funds.

The Council agreed that the improvements are needed and suggested that in light of the current financial situation of the Town, it would be appropriate for local community groups to consider fundraising efforts to fund the project. The possibility of the Council considering funding the improvements upfront on the condition that a fundraising plan with commitments behind it is brought forth was discussed as well.

Bill Awbrey spoke from the audience.

8. Discussion / Possible Action - Park Maintenance Contract / Supervision

City Manager Jim Robinson stated that during public comments at the last Council meeting, a request for the Town to consider the need for a horticulturist to oversee park maintenance was brought up. He gave an overview of actions taken related to park maintenance subsequent to the retirement of the former Park Maintenance Supervisor. After recommendations by the Public Works Department and the Park and Recreation Commission, the City Council, in January 2004, entered into a contract with Jensen Landscaping to perform selected park maintenance activities.

The City Manager stated that the amount of supervision required by the individual to perform the park maintenance has been evaluated and staff has determined that the position of Park Maintenance Supervisor should be filled. In light of budget considerations, an in-house promotion has been considered by staff, with the proposal that the resulting opening created by the promotion not be filled.

Discussion was held regarding the Park Maintenance Supervisor position. The City Manager suggested that this issue could be deferred until budget talks and the Town could utilize existing staff for now to supervise park maintenance.

MOTION – to defer action on filling the Park Maintenance Supervisor position until the Fiscal Year 2004-05 budget is considered.

M/S Carlson/Conwell

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Denise Kupperman spoke, noting that she wished to clarify her comments from the last Council meeting regarding the Park Maintenance Supervisor position.

She expressed her concern that the person filling the position need not be purely a horticulturist but that the Town would benefit from a person with some horticulture background and management experience. She offered to provide job descriptions from other cities to the City Manager.

9. ADJOURN - The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Sharon Barker, City Clerk



Draft Minutes
ATHERTON CITY COUNCIL
March 17, 2004
6:00 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

Mayor McKeithen called the meeting to order at 6:00 p.m.

ROLL CALL

PRESENT: James R. Janz
Charles E. Marsala
Alan B. Carlson
William R. Conwell (arrived at 6:20 p.m.)
Kathy McKeithen

City Manger Jim Robinson and City Attorney Marc Hynes were present.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

The Council adjourned to Closed Session at 6:05 p.m.

RECONVENE TO OPEN SESSION

The Council reconvened to Open Session at 6:45 p.m. The following action was taken:

- A. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
Government Code Section 54956.9 (a)**

**Karen Murphy and Bill Murphy vs. City of Atherton
San Mateo Superior Court Case No. CIV437591**

The Council voted to defend said litigation by the following vote:

Ayes: Carlson, Marsala, Janz Absent: Conwell Abstain: McKeithen

- B. CONFERENCE WITH LEGAL COUNSEL – Anticipated Litigation
Initiation of litigation pursuant to Government Code Section 54956.9(c): 1
potential case.**

No action.

- C. CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations
Government Code Section 54957.6**

Agency Negotiator: James H. Robinson, City Manager

Employee Organization: Teamsters Local Union 856

Non-management Miscellaneous Employees

No action.

ADJOURN

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Kathy McKeithen, Mayor



Draft Minutes
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
MARCH 17, 2004
7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California

REGULAR MEETING

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

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**

PRESENT: **James R. Janz**
 Charles E. Marsala
 Alan B. Carlson
 William R. Conwell
 Kathy McKeithen

City Manager Jim Robinson and City Attorney Marc Hynes were also present.

3. **PRESENTATIONS**

A. Certificates of Appreciation

Mayor McKeithen presented Certificates of Appreciation to outgoing Atherton Arts Committee Members James Martinez and Valerie Gardner and thanked them for their service to the community.

4. **COUNCIL REPORTS**

- **Vice Mayor Conwell reported on the Criminal Justice Commission annual retreat he attended. He also attended a City/County Association of Governments (C/CAG) meeting where a discussion on the renewal of Measure A was held. He expressed concerns with certain proposals for the use of future Measure A funds and recommended that the Council send a letter to the County Transportation Commission indicating the Council approves renewal of Measure A with**

reservations regarding proposed funding for ferries, providing financial assistance as Sam Trans' local match for capital investments associated the BART extension, and the proposal to extend the measure from 20 to 30 years.

- **Council Member Marsala attended a Selby Lane School Education Foundation meeting last week. The Foundation is raising funds to assist in academic intervention to help with student test scores. He reported that Supervisor Hill is holding a meeting on March 29 to address the possible creation of a special county park district. He also requested that the Town Website Policy be reviewed and possibly changed to include authorization of a link for the Tennis Committee. He suggested that the Park and Recreation Commission consider recognizing the Tennis Committee as a subcommittee of the Commission. City Manager Jim Robinson responded that the Website Policy was adopted last year by the Council to allow links to government sites only. He stated that he will bring up the Tennis Committee issues at the next Park and Recreation Commission meeting. Council Member Marsala reported that the Association of Bay Area Governments (ABAG) will hold a spring general assembly in April. He also noted that an article appeared in the paper regarding the bullet train and the possible postponement of the high speed rail measure for the November ballot.**

5. PUBLIC COMMENTS

The following members of the audience spoke:

- **John Rugeiro, Atherton, spoke regarding several properties in Town in need of attention. The City Manager stated he will follow up.**
- **Building Official Mike Hood and City Attorney Marc Hynes responded regarding Mr. Rugeiro's comments. Mr. Hynes cited procedures authorized by the Municipal Code.**

6. STAFF REPORTS

- **City Manager Jim Robinson announced that the City Council will host a Council of Cities Dinner Meeting on May 21, 2004. He also reported that Public Works Director Duncan Jones is attending a Samtrans meeting where they are discussing high speed rail.**
- **Finance Director John Johns reported that sales tax information requested by the Council will be available in a couple of weeks.**
- **Mayor McKeithen stated that she spoke with the Public Works Director today who reported that permits are being processed for the Upper Atherton Channel work.**

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT

No report.

CONSENT CALENDAR

Mayor McKeithen asked that Items 11 and 15 be removed from the Consent Agenda for edification.

MOTION - to approve the items on the Consent Agenda with the exception of Items 11 and 15 which will be placed on the Regular Agenda.

M/S Conwell/McKeithen

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

8. **APPROVED MINUTES OF REGULAR AND SPECIAL MEETINGS OF FEBRUARY 18, 2004**

9. **APPROVED BILLS AND CLAIMS FOR FEBRUARY 2004 IN THE AMOUNT OF \$744,194**

10. **ACCEPTED MONTHLY FINANCIAL REPORT FOR FEBRUARY 2004**

11. **Removed from Consent Agenda: ADOPTION OF A RESOLUTION ACCEPTING AN EASEMENT – 19 SARGENT LANE AND AUTHORIZING TRANSFER OF EASEMENT TO THE ATHERTON CHANNEL DRAINAGE DISTRICT**

12. **APPROVED THE PURCHASE OF TWO POLICE PATROL VEHICLES**

Authorized the Town to participate in a bid with the City of Redwood City for the purchase of two marked police patrol vehicles for the Fiscal Year 2004/2005 budget cycle for a total cost of \$56,794.

13. **APPROVED PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE THE HOLBROOK-PALMER PARK MAIN HOUSE HANDICAPPED LIFT PROJECT**

Approved the plans and specifications and authorized advertisement for bids for the Holbrook-Palmer Park Main House Handicapped Lift Project, Project No. 03-009.

14. **ADOPTED A MEMORANDUM OF UNDERSTANDING (MOU) – FOR MISCELLANEOUS EMPLOYEES**

Adopted an MOU between the Freight Checkers, Clerical Employees and Helpers, Local Union No. 856 (Teamsters representing Miscellaneous Town Employees) and the Town of Atherton for the period July 1, 2003 through June 30, 2005, and authorized the Mayor to execute an agreement on behalf of the Town.

REGULAR AGENDA

Items 11 and 15 were removed from the Consent Agenda for discussion:

11. ADOPTION OF A RESOLUTION ACCEPTING AN EASEMENT – 19 SARGENT LANE AND AUTHORIZING TRANSFER OF EASEMENT TO THE ATHERTON CHANNEL DRAINAGE DISTRICT

Mayor McKeithen asked that this item be removed from the Consent Agenda for recommended changes. City Attorney Marc Hynes explained that this item is a grant of drainage easements from Stanford University in connection with their development on property at 19 Sargent Lane. He recommended a change to the resolution: that the City Manager is authorized and directed to execute “acceptance of” an easement..... He also recommended changes to the easement document to include: “its successors and assigns” after the word “Town” in the second sentence of the second paragraph, and the deletion of the fourth sentence of the third paragraph – “If it elects to improve.....”

MOTION – to adopt Resolution No. 04-03 accepting an easement for drainage purposes located on property known as 19 Sargent Lane, Atherton, and transferring said easement to the Atherton Channel Drainage District as modified and amended by the recommendations of the City Attorney.

M/S Carlson/Conwell

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

ATHERTON CHANNEL DRAINAGE DISTRICT (ITEM NO. 15)

15. ADOPTION OF A RESOLUTION - ACCEPTANCE OF EASEMENT - 19 SARGENT LANE

City Attorney Marc Hynes presented the staff report for this item. As a condition of a parcel map approved for 19 Sargent Lane, drainage easements were offered for dedication to the Town. Under Item 11, the Town accepted the easements and approved the transfer of said easements to the Atherton Channel Drainage District.

The City Attorney recommended the same changes to the resolution of the Board of Directors of the Atherton Channel Drainage District and the appropriate easement document as were made to the Town’s documents.

Council Member Janz also asked that language be added to the second sentence of the second paragraph of the easement document to include Stanford’s “successors or assigns”.

MOTION - to adopt Atherton Channel Drainage District Resolution No. 2004-02 accepting an easement for drainage purposed located on property known as 19 Sargent Lane, as modified by recommendations made by the City Attorney and Council Member Janz.

M/S Carlson/McKeithen

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

16A. EMERGENCY ITEM – APPOINTMENT OF ARTS COMMITTEE MEMBERS

Mayor McKeithen asked the Council to address an item that had come up after the agenda was posted regarding the appointment of two members to the Arts Committee. The City Manager stated that applications are still being accepted for the Arts Committee but additional members are needed right away in order to assist in current programs and planning for several upcoming events.

The Screening Committee, consisting of Mayor McKeithen and Vice Mayor Conwell, interviewed the two applicants and have recommended their appointment.

MOTION – to add an item to the Regular Agenda to appoint two members to the Arts Committee.

M/S Carlson/Conwell

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

MOTION – to appoint Joan Sanders and Diane Crittenden to the Arts Committee for indefinite terms effective immediately.

M/S Marsala/Conwell

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

16. REPORT FROM ATHERTON AUDIT COMMITTEE MEETING AND DISCUSSION OF PARCEL TAX

The Audit Committee met March 9, 2004 to discuss the prospect of assisting the City Council in evaluating the requirements relative to renewal of the Parcel Tax. Finance Director John Johns reported that the Committee discussed what role it will play in preparation for placing the parcel tax measure on the ballot. The Committee agreed to meet on a weekly basis for the next month to address this issue.

Items discussed by the Committee at the March 9 meeting included exploring opportunities to enhance revenues and reduce expenditures, and the possible preparation of a report to residents to increase awareness of the financial and service level implications related to the passage of the parcel tax.

Mayor McKeithen asked that a draft report be brought to the Council at the April meeting. Finance Director Johns stated that he will report back to the Council at the next meeting.

17. ADOPTION OF A RESOLUTION APPROVING THE THIRD AMENDMENT TO THE FRANCHISE AGREEMENT BETWEEN THE TOWN OF ATHERTON AND BFI WASTE SYSTEMS OF NORTH AMERICA, INC.

Finance Director John Johns presented the staff report for this item which was prepared by Mr. Johns and Town Arborist Kathy Hughes Anderson. Mayor McKeithen had asked that this item be removed from the February Consent Agenda to be considered at tonight's meeting.

In June 2004, the Waste Reduction Committee reconsidered participating in the commercial green-waste program. As a result of an analysis provided by consultants to SBWMA, it was determined that by offering the commercial green-waste program at a discounted rate of 75% of the normal charge for refuse collection services, the Town would generate revenue in excess of BFI's costs for commercial green-waste collection services. This will allow the Town to recover annual administrative costs in the amount of \$14,000.

Under the residential green waste program the Town had to have a separate route structure, but with the commercial program, the Town will append itself to Menlo Park's route.

Town Arborist Kathy Hughes Anderson noted that the Commercial accounts will include all schools in Town, the Circus Club, and California Water Service.

Discussion ensued regarding the economic incentive for customers to participate in the green-waste program. It was clarified that green-waste customers will receive a 25% discount by participating in the program. Mayor McKeithen asked for a progress report to the Council on how the program may affect the recycling diversion rate. City Attorney Marc Hynes stated that he had reviewed and approved the resolution and franchise amendment as to form.

MOTION – to adopt Resolution No. 04-04 approving the Third Amendment to the Franchise Agreement implementing a Commercial Plant Material Collection Program and assessing a quarterly fee under AB 939 to recover the costs associated with administering waste reduction program activities.

M/S McKeithen/Conwell

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

18. DISCUSSION AND DIRECTION TO STAFF REGARDING CALTRAIN SERVICE REDUCTION/ SCHEDULE CHANGES

City Manager Jim Robinson gave a brief staff report on this item. It is expected that the Caltrain Joint Powers Board will address the scheduling proposals at their April 1, 2004 meeting. The Atherton Caltrain Corridor Subcommittee met March 9, 2004 and discussed several issues. One issue raised was whether impacts of eliminating or reducing service levels would be subject to CEQA. April 1 will be last opportunity to make comments to the JPB Board regarding service levels and members of the Subcommittee will be in attendance.

Council Member Janz, Chair of the Caltrain Corridor Subcommittee reported on the Caltrain JPB February 5, 2004 public hearing. He stated that the petitions collected by the Subcommittee were submitted to the Board. He also related the comments he made at the public hearing and noted that the JPB attorney was directed to look into the CEQA issue. He stated that the Subcommittee directed the City Manager to prepare a list of possible negative environmental impacts that the proposed reduction in service would have on the Town. The City Manager will also contact other cities along the train route to ascertain interest in submitting a letter prior to April 1 to the JPB Board regarding the environmental issues.

19. PUBLIC COMMENTS

- Bob Jenkins, Atherton,
- Mayor McKeithen asked that Mike Hood report on any findings regarding the 85 Stockbridge property.

20. ADJOURNMENT

The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Sharon Barker, City Clerk

TOWN OF ATHERTON

CLAIMS LIST

March, 2004

Payroll Checks	3804 – 3876	\$ 26,974
Electronic Transfers		373,313
A/P Checks	17182 – 17327	333,007

TOTAL \$ 733,294

I, James H. Robinson, City Manager of the Town of Atherton, do hereby certify under penalty of perjury that the demands listed above, check numbers 3804 - 3876 (payroll) and 17182 through 17327 (accounts payable), and electronic transfers for employees federal payroll taxes and fees, inclusive, amount to \$733,294; are true and correct, and that there are sufficient funds for payment.

James H. Robinson
City Manager

The above claims, check numbers 3804 - 3876 (payroll) and 17182 through 17327 (accounts payable), and electronic transfers for employees federal payroll taxes and fees, inclusive, amount to \$733,294; are true and correct, and are authorized for payment.

Kathy McKeithen
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	592,814
105	Tennis Fund	469
201	Special Parcel Tax	75,231
202	Transportation	
203	Gas Tax Fund	
210	Road Construction Impact Fees	45,035
211	Park Grants Fund	
213	Library Special Revenue Fund	848
401	General Capital Projects	
402	Storm Drainage	
403	Atherton Channel District	112
404	Park Playground Improvement	
406	Facilities Construction	713
610	Vehicle Replacement	
611	Computer Maint. & Replacement	9,175
612	Administrative Services	4,988
614	Workers Compensation Insurance	
715	Evans Estate	3,909
	TOTAL	733,294

Item No. 10



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN P. JOHNS, FINANCE DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: MONTHLY FINANCIAL REPORT, MARCH 2004

RECOMMENDATION:

Receive the Monthly Financial Report for March 2004.

INTRODUCTION:

The attached schedules show revenues and expenditures and fund balance for all funds as of March 31, 2004.

HIGHLIGHTS

General Fund expenditures for the nine months ended March 31st, 2004 have amounted to \$5,049,471 or 66% of the \$7,596,290 budgeted for the fiscal year. For the nine months ending March 31st, 2004, General Fund revenues have amounted to \$5,009,533 or 64% of the \$7,841,362 estimated for the year. By comparison, General Fund expenditures amounted to 71% of budgeted expenditures for the first eight months of FY 2002-03. Additionally, General Fund revenues amounted to 63% of total budgeted revenues for the first nine months of FY 2002-03.

Prepared by:

Approved by:

John P. Johns
Finance Director

James H. Robinson
City Manager

TOWN OF ATHERTON
Revenue Summary
For the Month ended March 31st, 2004

Fund	Revenue Source	2003-04 Estimate	Current Period Revenues	Year to Date Revenues	% Received
	Property Tax	\$ 3,035,934	140,456	\$ 2,120,065	70%
	Sales and Use Tax	200,640	4,615	120,514	60%
	Other Taxes	882,115	100,372	454,304	52%
	Licenses & Permits	1,541,673	227,777	1,185,118	77%
	Fines & Forfeitures	70,000	5,200	49,809	71%
	Revenue from Other Agencies	139,000	4,314	105,283	76%
	Charges for Services	472,700	13,034	231,373	49%
	Investment & Rental Income	347,300	5,359	155,147	45%
	Other Revenues	3,000	1,212	13,440	448%
	Total General Fund Revenues	6,692,362	502,338	4,435,053	66%
	Interfund (Operating) Transfers In	1,149,000	574,480	574,480	50%
101	General Fund Total	7,841,362	1,076,818	5,009,533	64%
	Special Revenue Funds:				
105	Tennis	9,000	2,050	7,150	79%
201	Special Parcel Tax	1,770,000	92,904	1,198,486	68%
202	Transportation	177,740	17,820	142,394	80%
203	Street Improvement (Gas Tax)	149,309	23,237	128,564	86%
209	Law Enforcement	100,000	-	100,416	100%
210	Road Construction Impact Fees	340,000	74,444	331,431	97%
211	State Park Grants Fund	93,040	-	-	0%
213	Library	200,000	-	92,550	46%
	Total	2,839,089	210,455	2,000,991	70%
	Capital Project Funds:				
401	Capital Improvement	-	-	-	
402	Storm Drainage	-	-	-	
403	Channel Drainage District	46,000	1,983	28,959	63%
404	Park Playground Improvement	-	2,850	2,850	0%
405	Middlefield Road Grants	-	-	1,514	
406	Facilities Construction	-	-	-	
	Total	46,000	4,833	33,323	72%
	Internal Service Funds:				
610	Vehicle Replacement	-	-	-	
611	Information Technology	96,043	-	30,782	32%
612	Administrative Services	283,128	-	64,011	23%
614	Workers Compensation Insurance	-	-	5,436	
	Total	379,171	-	100,229	26%
	Trust and Agency Funds:				
715	Evans Creative Design	74,000	1,429	21,726	29%
	Total	74,000	1,429	21,726	29%
	Total Revenues	11,179,622	1,293,535	7,165,802	64%

TOWN OF ATHERTON
Expenditure Summary
For the Month Ended March 31st, 2004

Fund	Description	2003-04	Current Period	Year to Date	%
	Department	Budget	Expenditures	Expenditures	Spent
101	General Fund				
	11 City Council	\$ 20,174	\$ 186	9,951	49%
	12 City Manager	497,895	34,993	371,466	75%
	16 City Attorney	175,551	9,107	77,998	44%
	18 Finance	434,137	24,858	257,704	59%
	25 Building	952,873	56,395	551,618	58%
	40 Police	3,629,233	260,461	2,645,980	73%
	50 Public Works	1,786,427	116,313	1,125,798	63%
	Contingency	100,000	2,963	8,956	9%
	Total General Fund Expenditures	<u>7,596,290</u>	<u>505,276</u>	<u>5,049,471</u>	<u>66%</u>
	Interfund (Operating) Transfers Out	-	-	-	0%
101	General Fund Total	<u>\$ 7,596,290</u>	<u>\$ 505,276</u>	<u>\$ 5,049,471</u>	<u>66%</u>
Special Revenue Funds:					
105	Tennis	22,936	959	11,380	50%
201	Special Parcel Tax	1,986,917	75,231	1,036,623	52%
202	Transportation	177,740	-	123,789	70%
203	Street Improvement (Gas Tax)	180,080	-	37,107	21%
209	Law Enforcement	100,000	9,272	81,756	82%
210	Road Impact Fees	588,682	45,035	349,028	59%
211	State Park Grants	81,660	-	6,429	8%
213	Library Fund	<u>15,720</u>	<u>848</u>	<u>30,346</u>	<u>193%</u>
	Total	<u>3,153,735</u>	<u>131,345</u>	<u>1,676,458</u>	<u>53%</u>
Capital Project Funds:					
401	Capital Improvement	284,451	-	38,092	13%
402	Storm Drainage	25,713	-	-	0%
403	Channel Drainage District	411,554	112	43,736	11%
404	Park Playground Fund	-	-	637	-
405	Middlefield Road Grants	-	-	-	-
406	Facilities Construction	<u>287,267</u>	<u>713</u>	<u>44,360</u>	<u>15%</u>
	Total	<u>1,008,985</u>	<u>825</u>	<u>126,825</u>	<u>13%</u>
Internal Service Funds:					
610	Vehicle Replacement	10,000	-	73,249	732%
611	Information Technology	107,500	9,175	39,182	36%
612	Administrative Services	328,151	12,454	205,725	63%
614	Workers Compensation Insurance	-	-	-	-
	Total	<u>445,651</u>	<u>21,629</u>	<u>318,156</u>	<u>71%</u>
Trust and Agency Funds:					
715	Evans Creative Design	<u>62,100</u>	<u>3,911</u>	<u>21,725</u>	<u>35%</u>
	Total	<u>62,100</u>	<u>3,911</u>	<u>21,725</u>	<u>35%</u>
	Total Expenditures	<u>12,266,761</u>	<u>662,986</u>	<u>7,192,635</u>	<u>59%</u>

TOWN OF ATHERTON
Budget Summary
Fiscal Year 2003-04
As of March 31st, 2004

Fund	Description	Beginning Fund Balance July 1, 2003	Revenues to Date	Transfers to Date	Expenditures To Date	Ending Fund Balance to Date
101	General Fund	5,284,633	4,435,053	574,480	5,049,471	5,244,695
	Special Revenue Funds:					
105	Tennis	10,543	7,150		11,380	6,313
201	Special Municipal Tax	895,443	1,198,486		1,036,623	1,057,306
202	Transportation	14,728	142,394		123,789	33,333
203	Street Improvement (Gas Tax)	126,605	128,564		37,107	218,062
209	Law Enforcement	22,911	100,416		81,756	41,571
210	Road Construction Impact Fees	650,346	331,431		349,028	632,749
213	Library Special Revenue Fund	723,832	-		30,346	693,486
	Sub Total	<u>2,444,408</u>	<u>1,908,441</u>	<u>-</u>	<u>1,670,029</u>	<u>2,682,820</u>
	Capital Projects Funds:					
401	Capital Improvement	358,152	-		38,092	320,060
402	Storm Drainage	48,225	-		-	48,225
403	Channel Drainage District	405,865	28,959		43,736	391,088
404	Park Playground Improvement	28,958	2,850		637	31,171
405	Middlefield Road Grants	-	1,514		-	1,514
406	Facilities Construction	274,654	-		-	274,654
	Sub Total	<u>1,115,854</u>	<u>33,323</u>	<u>-</u>	<u>82,465</u>	<u>1,066,712</u>
	Internal Service Fund					
610	Vehicle Replacement	402,633	-		73,249	329,384
611	Information Technology	78,723	30,782		39,182	70,323
612	Administrative Services	134,052	64,011		205,725	(7,662)
614	Workers Compensation Insurance	-	5,436		-	5,436
	Sub Total	<u>615,408</u>	<u>100,229</u>	<u>-</u>	<u>318,156</u>	<u>397,481</u>
	Trust and Agency Funds					
715	Evans Creative Design	<u>116,028</u>	<u>21,726</u>		<u>21,725</u>	<u>116,029</u>
	Sub Total	<u>116,028</u>	<u>21,726</u>	<u>-</u>	<u>21,725</u>	<u>116,029</u>
	Grand Total	<u>\$ 9,576,331</u>	<u>\$ 6,498,772</u>	<u>\$ 574,480</u>	<u>\$ 7,141,846</u>	<u>\$ 9,507,737</u>



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: AWARD OF CONTRACT FOR THE HOLBROOK-PALMER PARK, MAIN HOUSE WHEELCHAIR LIFT PROJECT NUMBER 03-009

RECOMMENDATION:

Pass a motion to award the contract for the Holbrook-Palmer Park, Main House Wheelchair Lift Project, project number 03-009 to George Bianchi Construction, Inc., the low bidder on the April 14, 2004 bids, for \$90,068.90, with a 10% construction contingency of 9,006.89, for a total authorization of \$99,075.79. Also reject the bid of River City Constructors due to bid irregularities.

INTRODUCTION:

The Holbrook-Palmer Park 2003 Survey identified the need for handicap access to the Main House in Holbrook-Palmer Park. The project was endorsed by the Park and Recreation Commission and identified in their "Action Plan Master List" and the adopted City Council Strategic Park and Recreation Plan of 2003. Adding a wheelchair lift to the rear of the Main House facility was identified as the most cost effective solution and also offered service to the caterers serving the Main House events, and was included in the FY 2003-04 Capital Improvement Program.

The Park and Recreation Commission considered the previous bids for the elevator project at their February 4, 2004 meeting and recommended rejection of bids, redesign and re-bid. City Council at the February 18, 2004 meeting officially rejected all previous bids. Initial analysis of the project and the bid results indicate that a standard wheelchair lift can be installed within the project budget of \$100,000. CSG Consultants redesigned the project, at no cost to the Town. City Council approved the plans at the March 17, 2004 meeting and the project was re-advertised.

The bid received from River City Constructors contained two bid irregularities. The first relates to the bid price. When the unit items are added, the total is \$94,000. The contractor has the option to be released from his bid in the event of a clerical error such as this. He elected not to be released from his bid, and committed to the \$89,000 bid. The second irregularity is incomplete reference forms. The name, address and phone number of the reference contacts are not included on the form. This information is required to be submitted with the bid. Due to these two irregularities, staff recommends that this bid be rejected. The Council has the option to waive these irregularities and accept this bid based on the bidder committing to his bid price and providing the missing reference information.

FISCAL IMPACT:

Bids were received for the project on April 14, 2004. George Bianchi Construction, Inc. was the low bidder at \$90,068.90. This bid was 10% below the engineer’s estimate prepared by CSG Consultants, the designer of the project, of \$100,000. The low bid is 10% below the project budget of \$100,000 from Parcel Tax funds budgeted for the project in the FY 2003-04.

A total of three bids were received for the subject project. The results were as follows:

<u>Firm</u>	<u>Amount</u>
River City Constructors	\$89,000.00 (\$94,000.00)
George Bianchi Construction, Inc.	\$90,068.90
Hipsher Construction, Inc.	\$97,851.00

In addition, a 10% construction contingency of \$9,006.89 would bring the total authorization to \$99,075.79.

Prepared By:

Approved:

Duncan L. Jones, PE
Public Works Director

James H. Robinson
City Manager



Town of Atherton

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: CONTRACT FOR LANDSCAPE DESIGN SERVICES WITH DENISE KUPPERMAN AND JOAN DOLAN FOR PREPARATION OF HOLBROOK-PALMER PARK LANDSCAPE MASTER PLAN

RECOMMENDATION

Authorize the Mayor to execute the attached contract with Denise Kupperman and Joan Dolan to provide landscape design services for the preparation of a Landscape Master Plan for Holbrook- Palmer Park.

BACKGROUND

At their joint meeting on March 2, 2004, the City Council and Park and Recreation Commission considered a proposal for the creation of a comprehensive Landscape Master Plan for Holbrook-Palmer Park. The report stated that the proposed Landscape Master Plan would define the Park's recreational, garden and open spaces within its historical context, the 2003 Park and Recreation Strategic Plan, the Town budget and maintenance capabilities. The scope of services is identified in the attached contract. The contract has been approved as to form by the City Attorney.

FISCAL IMPACT

The design services for the Schematic Design Landscape Master Plan for Holbrook-Palmer Park are being donated to the Town of Atherton by Studio 74 (Denise Kupperman) and Joan K. Dolan. Under the terms of the contract, the Town would be responsible for reimbursable expenses related to preparation of the Landscape Master Plan in the amount of \$965.00. These expenses would include the costs associated with drawing, copying, reproductions of drawings and delivery and shipping expenses. Reimbursement of these expenses will be included in the draft Fiscal Year 2004-05 budget.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE PATCH, SEAL AND OVERLAY PROJECT

RECOMMENDATION:

Pass a motion to approve the plans and specifications and authorize advertisement for bids for the Patch, Seal and Overlay Project, Project No. 03-012.

INTRODUCTION:

The adopted Capital Improvement Program includes funds for constructing the Patch, Seal and Overlay Project. The need for this project resulted from the pavement condition surveys conducted last summer.

ANALYSIS:

The Town hired EIS, Inc. using a Metropolitan Transportation Commission grant to survey all the streets in Atherton. The report recommends that all streets with a Pavement Condition Index (PCI) between 70 and 75 should be crack sealed and slurry sealed, and that streets with a PCI of 50 to 55 should be patched, crack sealed and overlaid.

This project covers crack sealing and slurry sealing those streets in the 70 to 75 PCI range. The streets to be included are:

Austin Ave.	Broadacres Rd.	Oakwood Blvd.
Patricia Dr.	Hawthorn Dr.	Irving Ave.
Isabella Ave.	Linda Vista Ave.	Oak Grove Ave.
South Gate Dr.	Tuscaloosa Ave.	De Bell Dr.

Fairview Ave.	Marsh Rd. (A)	Ringwood Ave. (C)
Robleda Dr.	Alejandra Ave.	Arthur Ln.
Catalpa Dr.	Encinal Ave. (C)	Heather Dr.
Oak Grove Ave. (C)	Stockbridge Ave.	Wilburn Ave.
Irvng Ave.	Park Ln	Selby Ln.
Walsh Rd	Acacia Dr.	Callado Wy.

This is a priority list of projects. The remaining budget for this project is \$80,000. Depending on the low bidders unit price, the project will seal as far down the list as the budgeted funds will cover, in ascending order of PCI condition, i.e. starting with PCI of 70. The arterial streets, such as Marsh Road, and collector streets, such as Ringwood Ave., Encinal Ave. and Oak Grove Ave., will receive a higher priority due to their heavier traffic volumes.

The Patch, Seal and Overlay Project is budgeted for construction in FY 2003-04. Staff prepared the design for the project. The Patch, Seal and Overlay Project plans and specifications are ready to be advertised for construction.

FISCAL IMPACT:

The Engineer’s Estimate for the Patch, Seal and Overlay Project is \$80,736. \$100,000 from the Road Impact funds is budgeted for the project in FY 2003-04, but \$20,000 has already been encumbered for other projects, leaving a remaining budget of \$80,000. The project is scheduled to receive bids in June and award the contract at the June 16, 2004 City Council meeting.

CONCLUSION:

The plans for this project are consistent with the Capital Improvement Program and should be approved.

Prepared By:

Approved:

Duncan L. Jones, PE
Public Works Director

James Robinson
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE 2005 STREET RECONSTRUCTION PROJECT

RECOMMENDATION:

Pass a motion to approve the plans and specifications and authorize advertisement for bids for the 2005 Street Reconstruction Project, Project No. 03-011.

INTRODUCTION:

The adopted Capital Improvement Program includes funds for constructing the 2005 Street Reconstruction Project. The need for this project resulted from the pavement condition surveys conducted last summer.

ANALYSIS:

The Town hired EIS, Inc. using a Metropolitan Transportation Commission grant to survey all the streets in Atherton. The report recommends that all streets with a Pavement Condition Index (PCI) between 0 and 25 should be reconstructed. In addition, the Capital Improvement Program for 2004-2005 included several additional streets for reconstruction. Due to favorable bids on previous street reconstruction projects, there is sufficient budget to reconstruct all streets in the 2004-2005 CIP and all streets with a PCI of 1 to 25. The streets to be included are:

Greenoaks Dr.
Deodora Wy
Stockbridge cul-de-sac

Larch Dr.
Gresham Ln.

Acorn Wy.
Tallwood Ct.

The Selby Lane Project is budgeted for construction in FY 2003-04. Because the Selby Lane project became eligible for a federal Safe Routes to School grant, with funds becoming available after October 1, 2004, the Selby Lane project must be deferred until the 2004-2005 fiscal year. Projects from the 2004-2005 fiscal year are therefore being brought forward to take the place of the Selby Lane project. Staff prepared the design for the project. The 2005 Street Reconstruction Project plans and specifications are ready to be advertised for construction.

FISCAL IMPACT:

The Engineer's Estimate for the 2005 Street Reconstruction Project is \$754,686. In addition, a 5% construction contingency of \$37,734 would bring the total estimate to \$792,420. \$788,000 from the Road Impact and Parcel Tax funds is budgeted for the project in FY 2003-04. The remaining \$4,420 is available from unused funds in the 2005 Street Design Project from the Parcel Tax fund. The project is scheduled to receive bids in June and award the contract at the June 16, 2004 City Council meeting.

CONCLUSION:

The plans for this project are consistent with the Capital Improvement Program and should be approved.

Prepared By:

Approved:

Duncan L. Jones, PE
Public Works Director

James Robinson
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: PERMANENT NO PARKING ZONE ON OAK GROVE AVENUE

RECOMMENDATIONS:

Adopt a resolution of the City Council of the Town of Atherton establishing a permanent No Parking zone on both sides of Oak Grove Avenue between Oak Grove Avenue cul-de-sac and Edge Road, excluding 261 Oak Grove Avenue, Monday through Friday between the hours of 7:30 am and 3:00 pm.

INTRODUCTION:

Residents along Oak Grove Avenue submitted a petition at the April 8, 2003 Transportation Subcommittee meeting requesting a No Parking zone in the vicinity of the fire trail that leads from Oak Grove Avenue to Menlo-Atherton High School, west of Toyon Road. It was recommended that the petition be referred directly to the City Council rather than waiting until the July Transportation Subcommittee meeting. The City Manager, Police and Public Works departments visited the site and discussed the pros and cons of establishing this No Parking zone.

The temporary No Parking zone was established by the City Council at the May 21, 2003 meeting, and renewed at the January 21, 2004 meeting. At that meeting, the City Council authorized a survey of residents to determine if permanent No Parking signs are preferred by the residents of Oak Grove Avenue. The survey has been conducted and the results are attached. The majority of residents approve of permanent No Parking signs.

The Transportation Subcommittee considered this item at their April 13, 2004 meeting and recommended that the permanent signs be installed, with the exception of 261 Oak Grove Avenue. 261 Oak Grove Avenue is at the end of the No Parking Zone and asked to be excluded from the No Parking zone.

ANALYSIS:

Parking restrictions must be adopted by action of the City Council, either by ordinance or resolution. They can take the form of either No Parking or No Stopping. No Stopping is the more restrictive and bars an excuse that someone was just stopped (while waiting to pick someone up). No Stopping is in place for Oak Grove Road from Middlefield Road to the Oak Grove cul-de-sac. No Parking signs are recommended between the Oak Grove cul-de-sac and Edge Road. To be enforceable, No Parking signs must be posted at both ends of the No Parking zone and not more than 100 feet apart within the zone.

FISCAL IMPACT:

Signs and poles will be purchased and installed at a cost of approximately \$2500, including equipment rental for installation. It will take the Town's street crew about three days to install the signs. These costs will be reimbursed by C/CAG from the Congestion Management Plan.

Prepared By:

Approved:

Duncan L. Jones, PE
Public Works Director

James Robinson
City Manager

Attachments:

Resolution
Staff Report to Transportation Subcommittee 4/13/04
Survey

RESOLUTION 04-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ESTABLISHING A PERMANENT NO PARKING ZONE ON BOTH SIDES OF OAK
GROVE AVENUE BETWEEN OAK GROVE AVENUE CUL-DE-SAC AND EDGE ROAD,
EXCLUDING 261 OAK GROVE AVENUE, MONDAY THROUGH FRIDAY BETWEEN
THE HOURS OF 7:30 AM AND 3:00 PM**

WHEREAS, a petition was received from residents along Oak Grove Avenue requesting a No Parking zone; and

WHEREAS, a temporary No Parking zone was previously established by City Council Resolution No. 03-09 for the period May 22, 2003 to June 13, 2003 and extended by City Council Resolution No. 04-01 until June 30, 2004; and

WHEREAS, a survey of the residents of the effected area showed that 73% of residents (11 of 14 responded Yes, 1 responded No, 1 preferred an alternative method, and 1 did not respond) approve of the permanent No Parking zone; and

WHEREAS, the Atherton Transportation Subcommittee recommended that the permanent No Parking zone be presented to the City Council for approval; and

WHEREAS, staff recommends establishing a permanent No Parking zone,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that:

A permanent No Parking zone, per Section 22507 of the California Vehicle Code, is hereby established on both sides of Oak Grove Avenue, from Oak Grove Avenue cul-de-sac to Edge Road, excluding 261 Oak Grove Avenue, Monday through Friday between the hours of 7:30 AM and 3:00 PM.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this ____ day of April, 2004, by the following vote:



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: AUDIT COMMITTEE EXPANSION

RECOMMENDATION

That the City Council consider expanding the size of the Audit Committee from five resident members to six resident members for a total of eight (8) members. Currently there are two Council members and five (5) resident members on the Audit Committee.

BACKGROUND

The City Council created the Audit Committee in May of 2000. The membership included a total of seven members including two Council members of the Finance Committee and five residents of the Town. The identified duties are to provide oversight of the annual audit, make recommendations to the City Council on matters related to the annual audit, and provide guidance to the Town Staff on financial controls throughout the year. The members of the committee serve for three years without compensation.

As a result of the recent interviews by the City Council Selection Committee and the excellent pool of candidates, it has been recommended that the Audit Committee be expanded from five resident members to six resident members.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
CITY MANAGER, JAMES ROBINSON

FROM: SHARON BARKER, CITY CLERK

DATE: FOR THE CITY COUNCIL MEETING OF APRIL 21, 2004

SUBJECT: COMMISSION/COMMITTEE APPOINTMENTS

RECOMMENDATION:

Approve the recommendation of the Screening Committee for the following appointments to commence May 1, 2004:

Planning Commission: (Four year term)	Kristi Waldron James Dobbie
General Plan Committee: (Two year term)	Phil Lively
Park and Recreation Commission: (Four year term)	Shirley Carlson (reappointment)

Audit Committee appointments to be announced at the meeting after Council consideration of expansion of the Committee.

ANALYSIS:

Each April the City Council Screening Committee interviews applicants and makes recommendations to the City Council to fill the vacancies created when terms expire on Town Commissions and Committees. This year, the Screening Committee, consisting of Mayor Kathy McKeithen and Vice Mayor Bill Conwell, has recommended the residents listed above to fill vacancies that will occur April 30, 2004.

Respectfully submitted by:

Sharon Barker
City Clerk

Reviewed/Approved by:

James Robinson
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN P. JOHNS, FINANCE DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: AUDIT COMMITTEE REPORT ON THE OPTIONS RELATED TO A PARCEL TAX REAUTHORIZATION MEASURE

RECOMMENDATION:

The City Council accept the report of the Audit Committee regarding options related to a November, 2004 ballot measure seeking reauthorization of the Parcel Tax.

DISCUSSION

At the request of the City Council, the Audit Committee initiated as a special project a review of the options available to the City Council in seeking authorization of the Parcel Tax.

The Audit Committee's objectives for this special project included:

- Assessing whether the Finance Department's projections were reliable in view of the assumptions made and analytic techniques employed;
- Evaluating at what level and duration a parcel tax reauthorization should be proposed on the November ballot, given the financial requirements of the Town, constituent expectations and other factors; and,
- Suggesting certain cost savings and communication techniques and strategies that the Council should consider employing in order to make the parcel tax more acceptable to the community.

Transmitted herewith is the Audit Committee's report.

FISCAL IMPACT:

There is no direct fiscal impact from acceptance of staff's recommendation.

Prepared by:

Approved by:

s/John P. Johns _____

John P. Johns
Finance Director

James H. Robinson
City Manager

April 6, 2004

Honorable Kathy McKeithen, Mayor
Honorable William Conwell, Vice Mayor
Honorable Jim Janz, Councilmember
Honorable Alan Carlson, Councilmember
Honorable Charles Marsala, Councilmember
Town of Atherton
91 Ashfield Road
Atherton CA 94027

Dear Ms. McKeithen

Transmitted herein is our report to the City Council pertaining to the parcel tax reauthorization measure that is currently being considered for placement on the November ballot.

This report consists of the following elements:

- An introduction presenting pertinent background information;
- A statement of purpose scope and objectives of the review that the Audit Committee has conducted;
- A description of the procedures employed by the Audit Committee to accomplish the objectives established for this special project;
- A discussion of the findings of the Audit Committee; and,
- A statement of recommendations.

As appendices to this report, we also discuss various revenue enhancement and cost containment and communications strategies. We believe that these strategies are worthy of consideration in the interests of lessening the Town's dependence upon the special municipal tax in the future. Additionally, we present some suggestions on improving channels of communication with the public in the interests of creating greater awareness of the Town's accomplishments and financial requirements.

We hope that the attached document is of value to the City Council as it deliberates on the various options available to it relative to a parcel tax reauthorization measure.

Respectfully Submitted,

Marc Hebert,
Chair, Atherton Audit Committee

Attachment

INTRODUCTION

In June of 2001, the voters of the Town of Atherton approved Measure F, authorizing the City Council to levy a special municipal tax to provide up to \$1.8 million annually to fund the operations of the Town and to defray the costs of infrastructure improvements.

In accordance with the provisions of the California Constitution as amended by Proposition 13, Measure F required a yes vote by a 2/3rds majority for passage. According to the San Mateo County official election results, 1,900 ballots were cast, 1,275 (67.32%) in favor and 619 (32.68%) opposed. As such the margin of passage was extremely narrow.

Our interpretation of the reasons for this narrow margin of passage is that residents questioned the quality of City financial management and oversight, and were sending a message to the City to get its house in order. Indeed, this Audit Committee was formed as a result of the very same lack of confidence in the City's financial management capability that existed in calendar years 2000 and 2001.

As described in the Audit Committee's annual reports, among other indicators, the City has made substantial improvements in its financial and management control structure. Most significantly:

- The City has achieved three consecutive unqualified audits by its external auditors.
- The auditor's annual management letter has shrunk dramatically in the number and significance of issues needing attention over this period. So much so, that the Audit Committee requested the City Council to assign it new projects to make better use of our talents.
- The City's financial condition has steadily improved under new management, as evidenced by growing revenues, good expense control, and growing reserves.
- The City has focused on improving its capital assets through a funded capital improvement program and by implementing quality metrics for its capital assets (primarily roads).

In a broader context, many town residents have experienced dramatic downsizing with their private sector employers in the past three years—unprecedented in the experience of many of us. Costs that once seemed fixed as basic levels of service have been slashed to the bone for companies to survive.

At the same time the governments we fund at all levels with our tax dollars—federal, state and local—have continued to spend at healthy levels, well above inflation. Our residents wonder why the public sector grows while the private sector becomes more efficient and productive.

Given this context, a request of the electorate to not only renew but also increase the parcel tax substantially is inherently risky, irrespective of how justifiable such a request might be. It is therefore incumbent upon the City Council and City staff to:

- Provide accurate and reliable financial reports and financial forecasts so that future funding requirements can be predicted with a high level of confidence;
- Temper the request for an increase in the parcel tax through the diligent pursuit of cost savings and revenue enhancements; and,

- Ensure, through an active and robust communications program, that residents are aware of the City's legitimate need for a supplemental source of revenue in order to preserve its financial position without sacrificing service levels or degrading infrastructure.

PURPOSE, SCOPE AND OBJECTIVES

At the February 18th 2004 City Council meeting, the Finance Director presented a report on the options available to the City Council for sponsoring a renewal of the parcel tax. In its discussion of the report, the Council asked whether the Audit Committee might be of assistance in preparing for the November parcel tax election. The Audit Committee called a special meeting on March 9th to consider this request, and agreed to undertake a review of the staff report and make recommendations regarding the parcel tax renewal.

Based on guidance from the two members of the City Council who also reside on the Audit Committee¹, the Audit Committee agreed to address the following objectives:

- **Analytic**—Evaluate the reasonableness of the financial projections contained in the staff report presented to the City Council on options for the parcel tax renewal. Additionally, identify revenue enhancement and cost savings opportunities that are worthy of pursuing in the interests of tempering the need for a future parcel tax increase.
- **Advisory**—Recommend the best options relative to the amount and duration of a future parcel tax levy, taking into consideration the Finance Department's projections and any revenue enhancement or cost reduction opportunities identified.
- **Communication**—Provide the City Council with some suggestions on a strategy and plan for communicating the issues surrounding and need for the parcel tax to City residents.

This report is intended to address each of the three objectives described above.

¹ To avoid any appearance of an absence of objectivity in conducting this review, the two members of the Audit Committee who also serve on the City Council abstained from participating in this special project.

Research Methods Employed

To execute this special project, the Audit Committee conducted a series of weekly open meetings between March 9th 2004 and April 6th, 2004. During the course of these meetings and with the assistance of staff, the Audit Committee:

- Reviewed various staff reports relative to the town's current and projected financial condition;
- Heard testimony from the Finance Director on the assumptions and analytic techniques employed in preparing the City's intermediate-range financial plan and in formulating the options available to the City Council relative to a renewal of the parcel tax;
- Met with the Chief of Police to understand his Department's organizational structure, staffing level and scope of services, and to assess the potential for cost savings through contracting with other governmental agencies for certain police department functions (such as the dispatching of patrol officers during the evening shift)²;
- Discussed the prospect of formulating changes to the City's revenue and taxation structure with the City Attorney for the purpose of diversifying and enhancing the City's revenue base;
- Reviewed with the City Manager and Finance Director a variety of cost containment strategies, (such as reductions in benefits and/or compensation levels for City staff); and,
- Received comments from members of the public as to the perceived viability of proposed increases in the parcel tax.

Findings

Based upon the previously described activities, the Audit Committee determined that:

1. The assumptions underlying the February 18th staff report are within a reasonable range, perhaps somewhat conservative in terms of projected deficits. Given the one-shot, once-every-four-year nature of the parcel tax, a conservative approach is appropriate.
2. Despite the City's progress in enhancing revenues and controlling costs, the parcel tax remains a vital and increasingly important source of discretionary revenue. Factors contributing to the Town's increasing dependence upon the parcel tax include:
 - Lower than expected yields on pension fund investments, and the implementation of pension benefit enhancements for police personnel, pension benefit expenses resulting in an increase in such costs amounting to \$368,000 in FY 2004-05; and,
 - The Governor's budget plans for FY 2004-05, which include shifting approximately \$5.3 billion in property taxes from local governments. (Atherton's share of such a shift would amount to nearly \$1 million in FY 2004-05, a \$300,000 increase over the \$700,000 lost to the State in FY 2003-04.)
3. The Finance Department projects that an additional \$1 million annually will be required during the next several years in order to maintain the Town's current level of investment in its

² Due to the short timetable for this project, the Audit Committee was limited in its ability to perform inquiries of City staff. Accordingly, the Audit Committee decided to concentrate upon the Police Department, which constitutes approximately one-half of the Town's General Fund expenditures.

operations and infrastructure. However, the Audit Committee has identified a number of revenue enhancement and cost containment opportunities that, if implemented could mitigate the need for future increases in the parcel tax levy.

Recommendations

1. We recommend the parcel tax be renewed for another four-year period.
2. Given the current economic climate, and the range of cost savings and revenue enhancement opportunities that exist, we recommend that the parcel tax be increased, but at 50% of the increase that the Finance Department determined was necessary to sustain current service levels as well as the current level of investment in its capital program. At this 50% level, the average parcel tax would amount to \$913. This recommendation walks a balance between the need to address the combination of cost increases and revenue losses facing the City, and the need for continued fiscal prudence given current general economic conditions.
3. We believe that the City's strong record of improved financial management over the past three years is a big plus in terms of voter credibility, and should give voters confidence that the requested parcel tax increases are responsible and prudent. Nevertheless, the City needs to accompany the parcel tax request with a strong communication plan to ensure success. The communication section presented as an appendix to this report contains some recommendations in this regard.
4. This recommended parcel tax level would require the Town to either reduce expenditures, increase revenues through some other means or pursue some combination of revenue enhancements in order to offset a projected funding shortfall of \$500,000 annually. However, given the conservative assumptions underlying staff's financial projections, and the revenue enhancement and cost reduction opportunities identified within this report, it is reasonable to expect that the projected shortfall resulting from the recommended \$913 can be effectively mitigated without a serious degradation in services. A discussion of certain revenue enhancement and cost reduction strategies is presented as an appendix to this report.
5. In light of the painful and cumbersome process that a renewal of the parcel tax entails, the Town should use these next four years to investigate and find a permanent replacement method of funding its operations. Options to consider include:
 - a. **Increasing the real property transfer tax** beyond the \$1.10 per \$1,000 value of real property exchanged;
 - b. **Amending the current business license ordinance** to eliminate the current limitation of \$250 per enterprise conducting business within the City's geographic limits; and/or
 - c. **Adjusting or implementing fees where possible** to reflect the current costs of providing current services.

CONCLUSION

The City Council has requested the assistance of the Audit Committee in evaluating the options available to the Town in seeking a reauthorization of the current parcel tax measure. In providing such assistance,

the Audit Committee has performed inquiries and analysis it deemed necessary to satisfy the following objectives:

- Ascertain the overall reasonableness of the Finance Department's projected revenues, expenditures and changes in fund balance from FY 2004-05 through FY 2007-08;
- Determine whether the Town has performed a sufficient amount of due diligence in managing its costs and enhancing its revenue base so as to minimize its dependence upon the parcel tax; and,
- Communicate the results of its efforts to the City Council

This report represents the culmination of the Audit Committee's efforts.

In summary, the Audit Committee has found the Finance Department's projections related to future revenues, expenditures and changes in fund balance reasonable, albeit somewhat conservative. The Audit Committee also determined that a renewal of the parcel tax is essential in preserving both the high level of services that Atherton residents enjoy while maintaining a sound financial position. However, the Audit Committee has recommended the parcel tax be renewed at a level that constitutes 50 percent of the increase deemed necessary by the Finance Department to sustain its current level of investment in operations and infrastructure. The Audit Committee also recommends that the Town examine and implement where appropriate other expenditure reductions and revenue enhancement opportunities to bridge the gap between its expected funding requirements and the revenues that the parcel tax would yield at the level recommended herein.

APPENDIX A: ANALYSIS OF SELECTED REVENUE ENHANCEMENT AND COST CONTAINMENT STRATEGIES

This portion of the report describes various revenue enhancement and cost reduction opportunities that the Town should consider implementing. In reviewing this list, the reader should keep in mind that it is neither an exhaustive nor definitive list. While some may prove to be impractical or yield only marginal benefits, other opportunities may exist that have gone heretofore unidentified. By giving serious consideration to these opportunities and others that may arise, we believe that the Town will be better able to demonstrate that it has done its due diligence in minimizing its expenditures during these difficult economic times.

REVENUE ENHANCEMENT

Increasing the Real Property Transfer Tax.

Based upon an October 15th, 2003 report to the City Council by the Finance Director, increasing the real property transfer tax above the current level of \$1.1 per \$1,000 of valuation would generate between \$840,000 and \$1.32 million annually. However, according to the City Attorney, implementing a real property transfer tax would require the City to change its form of governance from a general law city to a charter city prior to placing a measure for a document transfer tax on the ballot (a process that is likely to require between 12 and 18 months). Accordingly, implementing this option should be viewed at best as an intermediate-range solution to the City's dependence upon a parcel tax.

Adopting changes to the business license ordinance

At present, the City's business license ordinance establishes the amount of business license tax as either the lesser amount of 5 percent of gross receipts or \$250.

In FY 2003-04, the City expects to receive approximately \$310,000 from business license income in FY 2003-04, approximately 90 percent of which is derived from contractors performing residential remodeling and construction. The amount of business license revenue generated by construction contractors is expected to amount to 3.6 tenths of one percent of the permitted value of residential new construction and renovation within the boundaries of the town. (In FY 2003-04 the permitted value of such construction was approximately \$100 million.)

Assuming an average commission of 5 percent and an average real estate sales of \$250 million annually within Atherton, the commissions earned by real estate agents conducting business within Atherton amounts to an estimated \$12.5 million annually. However, the amount of business license income generated by the real estate industry will amount to less than \$10,000, or less than one tenth of one percent of the volume of business generated within the Town's geographic limits.

Amending the current business license ordinance to establish business license fees as a percentage of gross receipts would not only have the potential to increase business license fees substantially, but also provide greater equity in allocating the business license tax burden among those enterprises conducting business within the Town's geographic boundaries.

performance we suggest the Town consider establishing broader ranges for employee salaries and to adopt benchmark salaries at the 50th percentile, rather than the 70th, percentile.

Consider modifications to the City's retirement benefit formulae

The Audit Committee notes that rising employee pension costs are a major contributing factor to the Town's anticipated deficits in future years. As discussed previously, we believe that market conditions will favor the employer over the next several years. Accordingly, we believe that it would be worthwhile for the Town to consider changes in its employee pension benefit program such as offering less generous retirement benefits to new employees or re-visiting the 3% at 50 package to which public safety employees are entitled.

Outsource off-peak services, particularly police services.

Neighboring communities such as Woodside and Portola Valley localities out-source police services to the County Sheriff at a cost that is significantly less on per-capita basis than that of Atherton. However, police services in Atherton enjoy a long-time, unique place in the hearts of Town residents. In effect, the Atherton parcel tax funds a premium level of police service that residents have favored. Given this strong legacy in our culture, it might nevertheless be possible to achieve savings through a hybrid model of staffing core services and outsourcing off-peak services, such as night dispatching, school resource officers, detective services, or traffic officers.

It would be worthwhile to solicit a bid from the County Sheriff and other local police departments for outsourced services in various components, for the purpose of evaluating which ones could offer the greatest savings with the lowest reduction in service level.

Investigate alternative ways to fund pension benefits.

The current approach results in large annual variations in funding levels, which is difficult for a small city to absorb. The City should consider ways to smooth out its contribution level over the years.

APPENDIX B: SUGGESTED COMMUNICATIONS STRATEGIES

Given the current economic climate, the City should educate its residents about the need for renewing the parcel tax, and at higher levels. Fortunately, the City has a strong story to tell compared to three years ago. We recommend the City develop a formal communication plan to go along with the parcel tax proposal. It might include the following actions:

1. **Update the resident survey that was conducted three years ago.** Excellent electronic survey tools are available today, and could be conducted in conjunction with other City organizations. Not only can surveys take an accurate pulse, but they can also be an excellent educational tool. Survey results can be communicated to residents in many ways—in the press, in newsletters, on the City web site and via email, among others.
2. **Directly communicate the case for parcel tax renewal to the residents.** A letter from the City Council or City Administration to the residents with the background and rationale for renewing the parcel tax at a higher level might be the most direct, open approach. Such a letter might address:
 - a. What happened three years ago that led to parcel tax approval
 - b. What the City has done to improve financial management over the past three years
 - c. Why we need to renew the parcel tax, including the new reality of reduced State funding and PERS benefit funding levels
 - d. What will happen if the parcel tax is not renewed.
3. **Plan for a rolling series of communications in advance of the election.** To ensure success, the message needs repeating, and from multiple sources. The City must engage the local press, its community organizations, and its own communication channels to get a consistent message out over the months leading up to election day.
4. **Begin by setting up a parcel tax information page on the City web site.** The Internet is a powerful, inexpensive tool at the City's disposal. When combined with email communication, it can be doubly effective.



Town of Atherton

City Council Staff Report

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF APRIL 21, 2004

**SUBJECT: DISCUSSION RELATED TO NOISE ISSUES / FIELD ACTIVITIES AT
MENLO COLLEGE AND MENLO SCHOOL**

RECOMMENDATION:

That the City Council consider and take appropriate action regarding a report from Staff in response to noise issues related to field activities at Menlo College and Menlo School.

BACKGROUND:

The Town has been asked to respond to complaints of adjoining neighbors regarding noise generated from field activities at Menlo College / Menlo School. Currently athletic fields that adjoin the Brittany Meadows neighborhood provide space for football, baseball, soccer, and lacrosse practice. In addition, the adjoining fields have been utilized for Sports Camps during the Spring and Summer months. As a result, the Town of Atherton has received complaints from adjoining neighbors regarding the noise levels that occur throughout the day and into the evening hours.

In an attempt to resolve these concerns, a meeting is being held on Friday April 16, 2004. Representatives of Menlo College, Menlo School, adjoining neighbors, and Town staff will be in attendance. The results of this meeting will be reported at the April 21, 2004 City Council meeting for any appropriate action.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN P. JOHNS, FINANCE DIRECTOR

DATE: FOR THE MEETING OF APRIL 21, 2004

**SUBJECT: DISPOSITION OF HOLBROOK-PALMER PARK CHILDREN'S
PLAYGROUND CAPITAL PROJECT FUNDS**

RECOMMENDATION:

The City Council select among three options regarding the disposition of Children's Playground unspent funds.

DISCUSSION

In May of 2001, Ms. Michelle Dollinger and others initiated a fund raising campaign to build a new children's playground at Hollbrook-Palmer Park. This fund raising campaign and subsequent construction project was substantially complete by the June 30th, 2003. However, funds were held in reserve pending disposition of additional minor modifications to the playground in FY 2003-04.

The following table provides a summary of revenues and expenses for the Children's Playground Fund from FY 2001 through 2004.

**Analysis of Hollbrook-Palmer Children's Playground
Revenues Expenditures and Changes in Fund Balance
Fiscal Years 2001 through 2004**

Account	FY 2000-01	FY 2001-02	FY 2002-03	FY 2003-04	Total
Revenues					
Donations/Contributions	311,765	30,541		2,850	345,156
Interest Income	4,009	9,255			13,264
Subtotal Revenues	315,774	39,796	-	2,850	358,420
Expenditures					
Materials and Supplies		\$ 31,814		\$ 637	\$ 32,451
Contract Services	10,000	254,920	31,556		296,476
Subtotal Expenditures	10,000	286,734	31,556	637	328,927
Increase (Decrease) in Fund Balance					
	\$ 305,774	\$ (246,938)	\$ (31,556)	\$ 2,213	\$ 29,493

As indicated in the preceding table, a total of \$29,493 revenues were received in excess of project expenses. As a result, the Children's Playground Fund has an unexpended fund balance of an equivalent amount.

To date, three options have been identified by staff to dispose of the \$29,493 in unspent funds. These are as follows:

- Distribute the entire amount to Ms. Michelle Dollinger, the individual who served as a principal fund-raiser for the campaign as well as assisting in the playground construction project management;
- Distribute the funds on a pro-rata basis to each of the 267 individuals and families who contributed to the children's playground; or
- Retain the funds within the Park playground to help defray future maintenance and repair costs of the playground.

Prepared by:

Approved by:

John P. Johns
Finance Director

James H. Robinson
City Manager



Town of Atherton

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF APRIL 21, 2004

SUBJECT: CONSIDER GRANT REQUEST FROM SUSTAINABLE SAN MATEO COUNTY

RECOMMENDATION

Consider a grant request from Sustainable San Mateo County in the amount of \$1,500 and provide direction to staff.

INTRODUCTION/ANALYSIS:

Sustainable San Mateo County, a non-profit public benefit public corporation, has written a letter to the Town requesting a grant in the amount \$1,500 (please see attached letter). The group is seeking funding to help support production of the eighth edition of their annual report entitled *Indicators for a Sustainable San Mateo County: 2004 Report Card on Our County's Quality of Life* (see attached cover page of report).

The Town's Fiscal Year 2003/04 Adopted Budget does not contain funds earmarked for the grant request. Last year, the Town was also asked for monies, but declined to participate.

The following San Mateo County cities provided funding for this project in 2003-2004:

Agency	Amount	Agency	Amount
Belmont	\$1,500	Portola Valley	\$1,500
Brisbane	1,500	San Bruno	750
Burlingame	1,350	San Carlos	1,500
Colma	1,500	San Mateo	1,000
Half Moon Bay	1,500	San Mateo County	2,500
Pacifica	1,500		

Some of the reasons given in the past by these cities for supporting the project included the report contained information of value to the agency, the report was presented in an objective manner, and the report had information which could help in decision-making on County-wide issues.

The following cities did **not** provide funding for the project this year:

Agency
Daly City
East Palo Alto
Foster City
Hillsborough
Menlo Park
Millbrae
Redwood City
South San Francisco
Woodside

Some of the reasons cited by these cities in the past for not contributing to the project included the lack of funding and higher Council priorities.

Staff is requesting Council direction on whether to fund the grant request from Sustainable San Mateo County.

Attachment: 1) Letter dated April 7, 2004, from Sustainable San Mateo County to City Manager Jim Robinson requesting a grant for their project.

2) Cover page of the report *Indicators for a Sustainable San Mateo County: 2004 Report Card on Our County's Quality of life*