



**AGENDA**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**October 19, 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**
- Introduction of Police Officer Bill Lane – Chief Ed Flint  
Public Works Operations – Steve Tyler  
Building Department Operations – Mike Kashiwagi
- 7:30 P.M.    4.    **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
- 7:40 P.M.    5.    **REPORT OUT OF CLOSED SESSION**
- 7:40 P.M.    6.    **CITY MANAGER'S REPORT**
- 7:50 P.M.    7.    **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**
- 7:50 P.M.    **CONSENT CALENDAR** (Items 8-17)
- (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 SEPTEMBER 20, 2011 REGULAR MEETING**  
**Recommendation:** Approve September 20, 2011 regular meeting minutes

- 9. APPROVAL OF BILLS AND CLAIMS FOR SEPTEMBER, 2011 IN THE AMOUNT OF \$1,372,089**  
**Recommendation:** Approve Bills and Claims in the amount of \$1,372,089
- 10. FINANCIAL REPORT FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2011**  
**Report:** Finance Director Louise Ho  
**Recommendation:** Receive the General Fund Financial Report for the three months ended September 30, 2011
- 11. ACCEPT CONTRIBUTIONS TOTALING \$9,400 IN SUPPORT OF ENVIRONMENTAL PROGRAMS COMMITTEE EVENT – ATHERTON 2020**  
**Report:** City Manager John Danielson  
**Recommendation:** Accept contributions totaling \$9,400 in support of the EPC’s Atherton 2020 event, and increase the EPC budget by the same amount
- 12. ACCEPT TRANSPORTATION COMMITTEE RECOMMENDATION TO RESTRICT NO RIGHT TURNS FROM HOLBROOK LANE TO MIDDLEFIELD ROAD, MONDAY – FRIDAY, 7AM – 9AM**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** Accept recommendation of the Atherton Transportation Committee to install a “No Right Turn, 7am – 9am, Monday - Friday” sign at Holbrook Lane and Middlefield Road. Take before and after traffic counts and report back in four months regarding the effectiveness and impacts of this measure
- 13. ADDITIONS OF CENTERLINE STRIPING AND SIGNAGE AT INTERSECTION OF HEATHER DRIVE AND IRVING AVENUE**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** The Atherton Transportation Committee recommends approval of an addition to the approved Atherton Striping List. This striping will be a single yellow centerline stripe through the intersection of Heather Drive onto Irving Avenue (100’ each side of intersection). In addition, staff recommends approval of placement of a W1-1 15 MPH warning sign (turn ahead) on W/B Irving 200’ prior to Heather
- 14. SIGN INSTALLATION (NO RIGHT TURN ON RED – 7:30 AM TO 8:30AM M-F) CORNER OF S/B MIDDLEFIELD ROAD AT ENCINAL AVENUE**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** Atherton Transportation committee recommends allowing the placement of two (2) signs, one at the southbound corner of Middlefield at Encinal and the other 200’ prior (N) of the intersection, reading, ” NO RIGHT TURN ON RED – 7:30 AM TO 8:30AM – M-F”

- 15. AWARD OF CONTRACT FOR THE HOOVER STREET CROSSWALK PROJECT NUMBER 56011**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** Award the contract for Hoover Street Crosswalk Project, project number 56011 to Republic Intelligent Transportation services, the low bidder on the September 21, 2011 bids, for \$61,039; and to authorize the City Manager to execute the contract
- 16. APPROVAL TO CONTINUE SOLE SOURCE CONTRACT WITH BIANCHINI'S CATERING FOR SCHEDULING/STAFFING PARK EVENTS THROUGH FEBRUARY 2012**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** Approve continuation of sole source contract with Bianchini's Catering to schedule and staff park events through February 2012 with modifications to original scope of work. This new agreement calls for 50% of all fees collected from park events will go to Bianchini's catering per month (with a minimum of \$6000.00) for services rendered
- 17. ADOPT RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR HERITAGE TREE REMOVAL FEES AND LANDSCAPE SCREENING REVIEW**  
**Report:** Town Planner Lisa Costa Sanders  
**Recommendation:** Adopt the Resolution replacing the fees for Heritage Tree Removal Permits-Staff Level and Landscape Screening Permit with a required minimum Deposit to pass-thru the expense of the contract Town Arborist and add a billing rate for the contract Town Arborist

**8:00 P.M. PUBLIC HEARINGS - (Item 18)**

- 18. 70 CAMINO POR LOS ARBOLES (APN 070-302-300) INTRODUCE ORDINANCE TO PRE-ZONE THE SITE TO R1-A AND AMEND THE GENERAL PLAN MAP TO INCLUDE THE PROPERTY FOR ANNEXATION TO THE TOWN OF ATHERTON**  
**Report:** Town Planner Lisa Costa Sanders  
**Recommendation:** Conduct the public hearing and introduce the Ordinance pre-zoning the site R1-A and amend the General Plan Map to include a portion of the property located at 70 Camino por los Arboles for annexation into the Town of Atherton based on the findings in the staff report

**8:15 P.M. REGULAR AGENDA – (Items 19-21)**

- 19. ENVIRONMENTAL REVIEW PROCESS FOR NEW LIBRARY**  
**Report:** Community Services Director Mike Kashiwagi  
**Recommendation:** To Be Determined:
1. Consider the Atherton Library Building Steering Committee's (ALBSC) recommendation to approve Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements.

2. Authorize staff to negotiate an amendment to the LSA Associates professional services agreement to provide for any necessary expansion of the work scope to meet any CEQA requirements.

**20. CONTINUATION OF EVENT BOOKINGS AT HOLBROOK-PALMER PARK THROUGH THE 2012 CALENDAR YEAR**

**Report:** Interim City Manager John Danielson

**Recommendation:** Provide direction to staff to regarding the continuation of full event bookings at Holbrook-Palmer Park through December 31, 2012

**21. REPORT ON SOLID WASTE RATE HEARING**

**Report:** Refuse & Recycling Rates Ad-Hoc Committee (Widmer, Carlson)

**Recommendation:** Receive report

**10:15 P.M. 22. COUNCIL REPORTS**

**10:20 P.M. 23. FUTURE AGENDA ITEMS**

**10:25 P.M. 24. PUBLIC COMMENTS**

**10:30 P.M. 25. ADJOURN**

***PLEASE NOTE THE FOLLOWING INFORMATION:***

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

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

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

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)



## 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 OCTOBER 19, 2011**

**SUBJECT: CITY MANAGER WRITTEN REPORT**

#### **ADMINISTRATION:**

##### Follow up from last Council meeting:

The Town has received complaints about the phone system and phone calls not being returned in a timely manner. Staff researched the issue and discussed it with our phone administrator NEC. NEC said the Town's phone system came to the "end of its life" sometime ago.

In some instances certain employees were experiencing messages that were queued for more than 5 days. What there is an issue, NEC been coming out on an annual basis to reboot the system which refreshes it and allows the Town to utilize it for longer than it should.

The time in between reboots is getting shorter and NEC doesn't recommend the Town continue this routine.

Senior staff is working with the IT department on a cost-analysis for upgrading the current phone system and for installing a brand new VoIP system. The Town received a quote from the current NEC vendor who can upgrade the system to a hybrid VoIP system. The hybrid VoIP phone system (this is how Redwood City proceeded when they upgraded to a VoIP system) will allow the Town to use the existing infrastructure with very little change and will include a new voicemail system. Where wire is adequate, which are not too many places, VoIP phones can be installed. The advantages are: leveraging existing hardware including handsets; having the ability to give facilities VoIP capabilities one at a time over a longer period of time by rewiring and adding network

equipment to them when they are migrated to VoIP; and having a stable voicemail system in a relatively short period of time. The disadvantages are that the Town would still need the vendor to do moves, adds, and changes to your phone system. A site visit from NEC costs the Town approximately \$200 per visit. Taking into consideration the possibility of a new town center in the future, this may be a smart choice so that wiring and equipment purchased for facilities doesn't go to waste, once the buildings are torn down and rebuilt.

The Towns IT department anticipates the results of an RFP for a total rewiring, new network equipment, and handset replaced for a city wide VoIP only system to be somewhere in the neighborhood of \$100K and about 9 to 12 months from start to finish.

### **COMMUNITY SERVICES DEPARTMENT:**

The Building and Planning Departments have been merged to create the Community Services Department. Code Enforcement and Town Arborist services will also be discussed under the Community Services Department.

See attached report from the Community Services Department beginning **on page 5.**

Below is a press release regarding the Building Department that was sent out by the City Clerk on Friday, October 7<sup>th</sup>.

On Monday, October 3<sup>rd</sup>, the Town of Atherton held its first Development Roundtable with local residential homebuilders and developers. A group of 13 home builders and architects joined Town building, planning, engineering, and Menlo Fire staff to begin what will be monthly meetings to provide a forum to openly and candidly discuss the residential development/building process within the Town of Atherton. The focus and purpose of these meetings is to improve and streamline the building process by creating a collaborative partnership between Town staff and residential building stakeholders.

On August 22<sup>nd</sup>, Interwest Consulting Group began providing full building services within the Town of Atherton including plan in-take, plan review, permit issuance, and building inspections. The new building staff was introduced to the Roundtable attendees. Information regarding scheduling inspections, plan review turnaround times, and philosophy and approach to performing the Towns regulatory responsibilities were shared and discussed.

According to Michael Kashiwagi, Town of Atherton Community Services Director, "the purpose and importance of the newly created Development Roundtable is to open the doors to two way conversations between the Town of Atherton and it's building community stakeholders regarding current procedures and practices; the identification of unnecessary and costly processes; and receive feedback regarding things we can do to improve our services."

## **FINANCE DEPARTMENT:**

On September 30, 2011, the Town received four invoices from Allied Waste totaling \$337,328.12. A decision will need to be made by the City Council on October 19, 2011, meeting to determine how much of the amount owed on the balancing account to Allied Waste is the Town's General Fund obligation. The decision will enable the liability to be properly recorded in the FY 2011 audit report.

A revised FY 2011-2012 budget reflecting changes in Town operation was prepared for City Council approval on September 21, 2011. A mid-year budget review will be submitted to City Council in February 2012 to reflect actual six-month operating revenues and expenditures and provide a more accurate forecast of FY 2012.

The Finance Committee met on September 3, 2011, and reviewed the FY 2011-2012 revised budget. The next meeting is tentatively set for November 2, 2011, at 11 a.m.

A complete physical inventory including tagging of certain Town assets is underway. The external auditor Maze & Associates is scheduled to complete final field work from October 5, 2011, to October 14, 2011. The Audit Committee is meeting on November 1, 2011, at 2 p.m. to review the draft audit report for FY 2011 and hear comments and/or findings from the auditor.

Finance Director met with a resident to discuss parcel tax use and cost allocation. A decision supported by Public Works and Park staff to have the contract park event planner to book events, collect and deliver cash receipts (checks only) daily to the Admin Office daily for processing. A written procedure was prepared by the DPW Superintendent and became effective October 7, 2011.

**PLANNING DEPARTMENT:** - See attached Community Services Department update

## **POLICE DEPARTMENT:**

We have something that is uniquely APD's.....a new organization motto: "TO SERVE WITH HONOR, INTEGRITY, AND PROFESSIONALISM." Like "Gary Owen," adopted by General George A. Custer's 7<sup>th</sup> Cavalry Regiment, the men and women of the Atherton Police Department have adopted, "TO SERVE WITH HONOR, INTEGRITY, AND PROFESSIONALISM" as their new Department motto. The Department motto defines who we are as an organization, what we believe in, and must be modeled in everything we do as individuals.

The month of September was very productive in the area of traffic safety and enforcement. Atherton's patrol teams, combined with motorcycle Officer Tim Marks, amassed 476 traffic citations, outpacing last month's sterling enforcement efforts by 282 citations.

Sergeant Kristin Nichols, our Disaster Preparedness Coordinator, attended a meeting with East Palo Alto, Menlo Park, and the Menlo Park Fire District regarding organizing a Citizen Corps group. This collaborative group would unite the three jurisdictions and their communities to work together on disaster preparedness. One of the functions of the Citizen Corps would be to provide education and training to the residents, thus ensuring they are prepared for any emergency. The Town Council recently appropriated \$20,000.00 for disaster preparedness. APD staff will work with the Atherton Disaster and Preparedness Team (ADAPT) to identify where the money is needed most.

Patrol Officers arrested an East Palo Alto male Juvenile and a Menlo Park adult male for burglary after catching them inside a Laurel School building after hours. A joint investigation with Menlo Park Police Department revealed that the two arrestees had also stolen almost two dozen I-Pads from Hillview Elementary School. Atherton Police also arrested a Menlo Park resident after he tried to run over a security guard who was providing traffic control for a charity concert at the Menlo Circus Club.

President Obama visited the Town of Atherton for a fundraiser this month. APD coordinated joint security efforts with the United States Secret Service and the San Mateo County Sheriff's Office. The President's visit went smoothly, with no security issues. The Special Agent in Charge commented what a pleasure it was working with APD during the President's visit and ask to extend his thanks to APD staff for a job well-done.

APD's newest full-time Police Officer David Gomez was introduced at our September City Council meeting. Officer David Gomez grew up in the Pacific Northwest city of Longview just north of Portland, OR. He is a 2000 graduate of Robert A. Long High School where he lettered all four years in football and baseball. After high school, David attended Lower Columbia College on a baseball scholarship and studied Administration of Justice and will complete his Bachelor's Degree in Criminal Justice from CCU- Santa Ana in April 2012. He is a 2009 graduate of San Mateo College Police Academy and was hired as a Reserve Police Officer for with APD. Officer Gomez has been married to his wife Jordan of 8 years. They have three daughters, Emersyn, Irelyn, and Paityn.

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

#### Fletcher-Ridgeview Project

Major construction for this project is complete. Remaining items left to be completed are landscape work that was damage due to the construction of the project. Landscape work is set to begin on October 17th and the timeline for this project is 2-3 weeks.

#### Upper Atherton Channel Project

Project is currently under construction. Slope restoration is complete at Weir 1. Installations of the concrete stop logs are currently underway and erosion protection of the site will be installed shortly thereafter. Weir 2 & 3 are complete. Project is anticipated to be completed by the end of October.



## **Town of Atherton**

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

# **Community Services**

## **Monthly Report**

### **September 2011**

**Submitted by:  
Michael Kashiwagi  
Community Services**

**Town of Atherton**  
**Building Safety & Inspection**

*Construction and Permit Summary*  
*September 1, 2011 to September 30, 2011*

	September	Fiscal Year 2011-12
<b>Total Construction Valuation<sup>1</sup>:</b>	\$ 40,546,635.00	\$ 70,639,369.00
<b>REVENUE</b>		
<b>Plan Check Fees Collected:</b>	\$ 39,517.77	\$ 102,995.46
<b>Permit Fees Collected:</b>	\$ 174,487.10	\$ 347,643.95
<b>TOTAL:</b>	<b>\$ 214,004.87</b>	<b>\$ 450,639.41</b>
<b>PLAN CHECK</b>		
Applications Received:	<b>51</b>	<b>191</b>
<b>PERMITS</b>		
<b><u>Residential:</u></b>		
New Single Family Residential Permits Issued:	6	13
New Accessory Structures Issued:	19	49
Addition / Alteration Permits Issued:	9	33
Reroof Permits Issued:	12	31
Plumbing/Mechanical/Electrical Permits Issued:	13	33
<b><u>Non-Residential:</u></b>		
New Permits Issued:	1	1
New Accessory Structures Issued:	0	2
Addition / Alteration Permits Issued:	0	0
<b>TOTAL Permits Issued:</b>	<b>60</b>	<b>162</b>
<b>INSPECTIONS</b>		
Inspections Performed:	<b>410</b>	<b>1112</b>

Footnotes:

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

## Town of Atherton

### **Code Enforcement (CE) Activity Summary**

*September 1, 2011 to September 30, 2011*

CE responded to the following types of cases in September:			
1. Dangerous Trees	1	10. Early Set Out-trash	10
2. Construction Law	1	11. Neighbor Law	1
3. Dog Barking	1	12. Animal	2
4. Building without permits	1	13. Litigation	1
5. Encroachments	3	14. Vehicles	0
6. Fence Violations	2	15. Unsecured Prop	1
7. Accessory Bld.	1	16. HOA Contact	1
8. Refuse	1	17. Admin/finance	1
9. Zoning	7	18. Admin/ordinance	1
		19. Public Nuisance	1
<b>TOTAL Cases: 37</b>			
<b>Number of Cases Still Open = 19</b>		<b>Number of Cases Closed = 18</b>	

### **Planning Projects**

*September 1, 2011 to September 30, 2011*

	September Activity	Year to Date Activity
Staff Level Reviews	12	50
Planning Commission Items	1	4

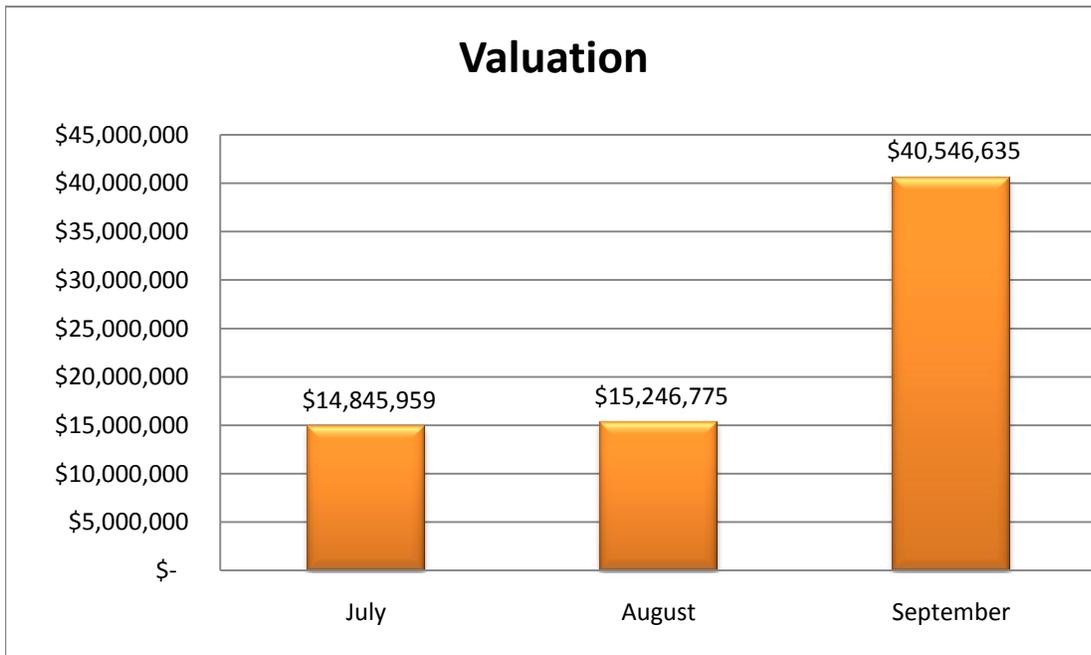
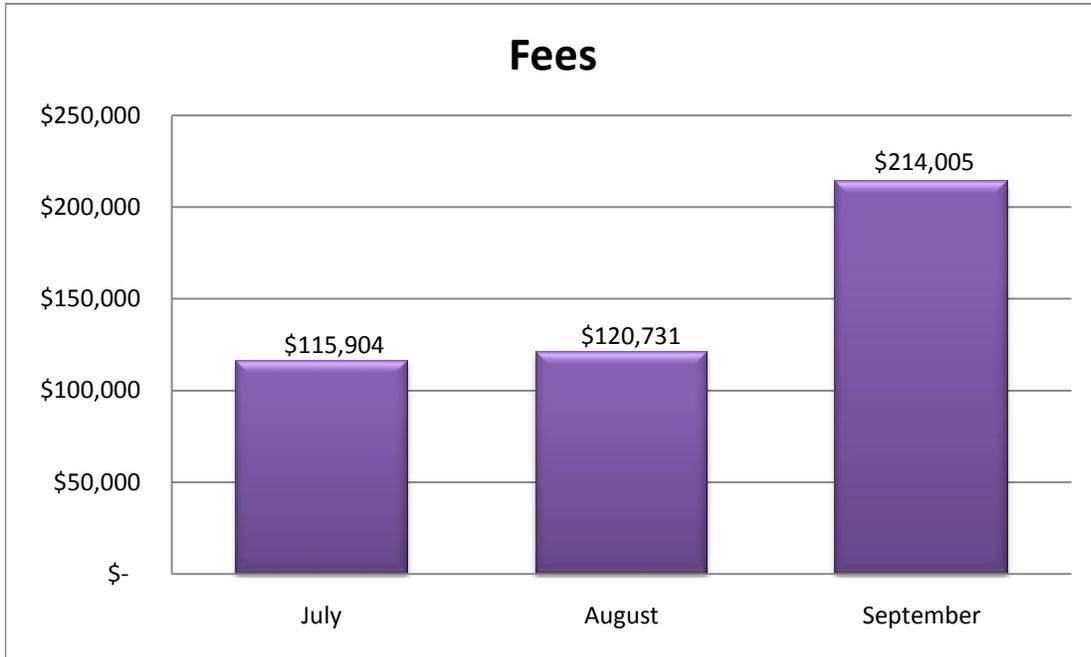
The Planning Commission, at its September 24, 2011 meeting, reviewed the request for a General Plan Amendment and Pre-Zoning for a portion of 70 Camino Por Los Arboles to allow annexation into the Town of Atherton. The Planning Commission recommended the City Council approve the item.

**Town of Atherton  
Building Safety & Inspection**

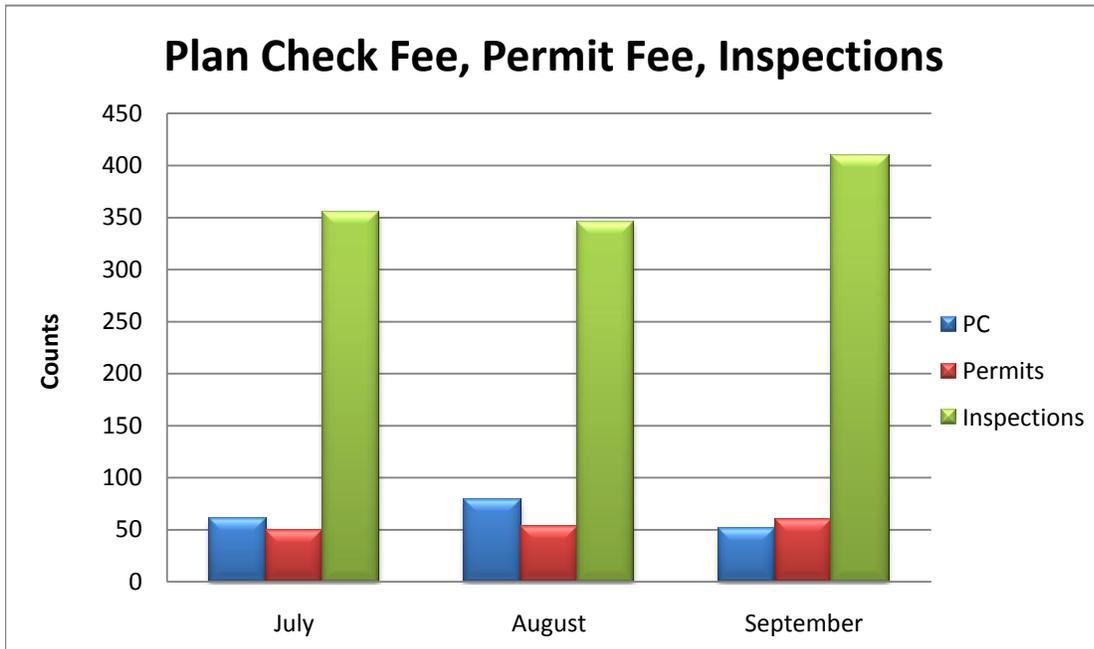
**Summary of New Single Family Residential  
Permits Issued by Month**

<b>Month</b>	<b>2011</b>
January	-
February	-
March	-
April	-
May	-
June	-
July	3
August	4
September	6
October	
November	
December	
<b>Total New SFD Permits:</b>	<b>13</b>

## Summary of Building Permit and Inspection Activity to Date



## Summary of Building Permit and Inspection Activity to Date



<b>PARK WALK THROUGH NOTES - 9/7/2011</b>			
<b>AREA</b>	<b>CORRECTION NEEDED</b>	<b>DATE CORRECTED</b>	<b>ESTIMATED CORRECTION DATE</b>
Entry Gates	Exit side - remove two weak specimens	9/23/2011	
South Meadow	Dry spots (various)	IN PROGRESS	
North Meadow	Dry spots (various)	IN PROGRESS	
	dead branches along path - more mulch	9/26/2011	
Fountain area	Paint bottom of fountain	10/3/2011	
	clean fountain	9/21/2011	
Childrens Pplayground	Weeding and water	Weeded 9/21/2011	
Parking area - Main house			
Parking area - Pavilion			
Parking area - CM house	More chips	Collecting chips	
Main house - interior			
Main house - exterior			
Main house - pation	replace piece of rotted banister	9/26/2011	
Pavilion/patio	Trim lavender/deadhead roses	9/22/2011	
	add landscape around new well	Need to program \$\$	
Tennis courts	Tree at Eastling bench needs TLC	9/27/2011	
Playschool - interior			
Playshcool - exterior			
Carriage house - interior			
Carriage house - exterior	Mulch around plants	10/4/2011	
	More water on WT lawn.	9/19/2011	
Corp Yard - interior			
Corp Yard - exterior	Clean up area between yard and carriage	9/22/2011	
	house. Park trucks indoors at night.	9/22/2011	
Water tower - interior			
Water tower - exterior			
Park lighting			
Tree and shrubs	remove dead wood (various)	9/27/2011	
	dead elms in research area	9/15-16/2011	
	trim weeping willow	10/3/2011	
Drinking water fountains	by tennis cts - not draining	9/8/2011	
Walking paths/fitness stations			
Walking bridge	dead tree	9/23/2011	
Restrooms			
LL field			
Overall condition of park			

OTHER GENERAL OBSERVANCES - Park could use more wood chips in outlying areas, keep working on "dry spots" in turf, park could use a good once over removing dead brush.



**DRAFT Minutes**  
**Town of Atherton**  
**CITY COUNCIL**  
**ATHERTON CHANNEL DRAINAGE DISTRICT**  
**September 21, 2011**  
**7:00 p.m.**  
**TOWN COUNCIL CHAMBERS**  
94 Ashfield Road  
Atherton, California  
**REGULAR MEETING**

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

1. **PLEDGE OF ALLEGIANCE**

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

McKeithen was absent.

Mayor Dobbie announced that there is a need to take immediate action to reject all bids for the invitation to provide equipment and installation of a VoIP system, and that the need for action came to the attention of staff subsequent to the agenda being posted and too late to meet the 72-hour posting requirement.

**Motion by Carlson, second by Lewis to add the item to the agenda.** The motion passed unanimously. The item will be taken up under the regular agenda.

3 **PRESENTATIONS**

Introduction of David Gomez, Police Officer

Chief Flint said he hired reserve Officer David Gomez to the Atherton Police Department. Flint said Gomez was officially sworn in on his first day in the Chiefs office where half of the department and the Mayor were present.

Chief Flint said Gomez is from Longview, Oregon and played baseball and football. Gomez is currently in college where he studies Administration of Justice and is due to graduate in April of 2012. Gomez' family was present including his 3 daughters and his wife.

4. **PUBLIC COMMENTS**

Loren Gruner, Atherton resident, thanked the Library committee for all of their work on the library project. Gruner said she is concerned about the possibility of losing the current library site. Gruner suggested that the library be looked at in conjunction with the town center. Gruner concluded that it is very hard to find parking in the park as it is right now.

Rosemary Maulbetsch, Atherton resident, said she is concerned that the library committee is proposing a much larger facility than needed. Maulbetsch suggested that the library committee work together with the town center committee. She concluded that the Town is spread thin with the amount of employees it currently has.

Julie Quinlan, Atherton resident, thanked all the people who are involved in this project. She added that it makes a lot of sense to keep the town center and library together. Quinlan asked how anyone can site a library in the park when the little league is still in the planning process of a potential ballpark.

Jim Massey, Atherton resident, said Council is facing two major land use decisions that will affect Atherton forever. He urged caution and suggested spending time to get this right.

Colleen Anderson, Atherton resident, urged Council to look at the budget with a fine-tooth comb. Anderson said she combed through it and found erroneous charges for copy paper. Anderson concluded that she requested a copy of a tape for a police call she made and doesn't agree with the Town that it is not a disclosable record.

Bill Awbrey, Atherton resident, said he has a list of people who are opposed to the library in the park including past Mayors and Council Members.

Janet Simons, Atherton resident, said she has concerns with a library in the park because it will bring a lot of traffic.

Denise Kupperman, Atherton resident, said the Tree Committee partnered with the University of Berkeley to do a test throughout Atherton to map where we might find Sudden Oak Death.

5. **REPORT OUT OF CLOSED SESSION** - None

6. **CITY MANAGER'S REPORT**

Council member Lewis asked for an update on the Atherton Avenue project.

Public Works Director Mike Kashiwagi said the project is a water district project which should be done soon. Kashiwagi said he will get an exact update from the water district.

Vice Mayor Widmer thanked staff for the park walk-through punch list. Widmer requested a guesstimate on when the punch list items will be completed at the next meeting.

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

**CONSENT CALENDAR** (Items 8-16)

Council Member Carlson removed Item 16.

Vice Mayor Widmer had comments on Items 9 and 11. Widmer said he will recuse himself from Item 16 since he lives on Glenwood Ave.

Council Member Lewis removed Item 11.

8. **APPROVAL OF AUGUST 17, 2011 REGULAR MEETING**  
**Recommendation:** Approve August 17, 2011 regular meeting minutes
  
9. **APPROVAL OF BILLS AND CLAIMS FOR AUGUST, 2011 IN THE AMOUNT OF \$1,127,281**  
**Recommendation:** Approve Bills and Claims in the amount of \$1,127,281
  
10. **FINANCIAL REPORT FOR THE TWO MONTHS ENDED AUGUST 31, 2011**  
**Report:** Finance Director Louise Ho  
**Recommendation:** Receive the General Fund Financial Report for the two months ended August 31, 2011
  
12. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION**  
**Report:** Public Works Director Mike Kashiwagi  
**Recommendation:** Accept work and authorize recording of a notice of completion for the Police Department HVAC Project Number 56042
  
13. **PROCLAMATION DECLARING CONSTITUTION WEEK IN ATHERTON FROM SEPTEMBER 17 -23, 2011**  
**Recommendation:** Approve Proclamation
  
14. **CONSIDERATION OF SUPPORT FOR THE LEAGUE OF CALIFORNIA CITIES LEGISLATIVE ACTIVITIES**  
**Report:** Interim City Manager John Danielson  
**Recommendation:** Authorize the Mayor to Respond to Requests from the League of California Cities for Legislative Advocacy as deemed appropriate
  
15. **RESOLUTION TO REJECT CLAIM OF CONSTANCE CRAWFORD**  
**Report:** Deputy City Clerk Theresa DellaSanta  
**Recommendation:** Adopt Resolution 11-xx denying the claim filed by J. William Dawson on behalf of his client Constance Crawford

**MOTION by Lewis, second by Widmer to approve the consent calendar with the exception of Items 11 and 16. The motion passed.**

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

Council took up the urgency item which they agreed to add to the agenda.

**REJECT ALL BIDS FOR THE INVITATION TO PROVIDE EQUIPMENT AND INSTALLATION OF A VOIP SYSTEM**

**Recommendation:** Reject all bids received in response to the invitation to bid to provide equipment and installation of a VoIP system and authorize staff to re-advertise the project after updating the bid document

**MOTION by Widmer, second by Carlson to reject all bids received in response to the invitation to bid to provide equipment and installation of a VoIP system and authorize staff to re-advertise the project after updating the bid document. The motion passed.**

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

**11. TOWN RESPONSE TO CIVIL GRAND JURY REPORT ON AIRCRAFT NOISE**

**Report:** City Manager John Danielson

**Recommendation:** Approve the response letter to the San Mateo County Civil Grand Jury regarding aircraft noise

Vice Mayor Widmer said there are an increasing number of early morning flights coming in shortly after 4:00 a.m. that make a fair amount of noise. Widmer said findings for activities up north and putting listening devices should be expanded to putting listening devices where all affected residents are. Widmer concluded that if airlines violate air traffic rules then they should be fined.

Council Member Lewis said she is the current member to the SFO Roundtable and attends the meetings. Lewis said she wants to be consulted on these things and felt that the response should be revised based on her knowledge.

Council agreed that staff should consult Council Member Lewis and agreed to revise the letter.

**16. INSTALLATION OF TWO ADDITIONAL SPEED LIMIT SIGNS (25 MPH) IN EACH DIRECTION ON GLENWOOD AVENUE BETWEEN LAUREL AVE. AND MIDDLEFIELD ROAD**

**Report:** Interim Public Works Director Mike Kashiwagi

**Recommendation:** The Atherton Transportation Committee recommends that Public Works staff be directed to install two additional speed limit signs in each direction along Glenwood Ave. between Laurel Ave. and Middlefield Rd

Vice Mayor Widmer recused himself because he lives within 500 feet of the subject matter.

Council Member Carlson asked what kind of a study accompanied this request.

Kashiwagi said the Transportation Committee received the request from a citizen. The Committee provided staff with this direction to bring it to Council for approval to disburse the money to install the speed limit signs.

Carlson asked if there were any speed surveys. Kashiwagi said there was no survey brought forth to the committee.

Mayor Dobbie said the general feeling of this item was that for such a small expense it would slow down the traffic making the street safer.

Carlson said there needs to be more structure where staff gives input into these items and follows up and measures whether they are effective.

Interim City Manager John Danielson said traffic enforcement is key and Chief Flint is making good progress.

Council Member Lewis said there are too many signs throughout the Town and one single resident should be the driving force behind these items. Lewis felt enforcement is a better way to reduce speeds.

Danielson mentioned thermo-plastic lettering on the pavement as an alternative.

Loren Gruner, Colleen Anderson, Marie Zahn, and John Ruggeiro spoke under public comment.

Council Member Carlson asked what pavement lettering would cost. Danielson said it is comparable to the signs but believes it is more visible to drivers.

Council Member Carlson suggested tabling the item until the Transportation Committee can review alternatives.

**MOTION by Dobbie, second by Carlson to table the item to a future agenda. The motion passed.**

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

**PUBLIC HEARINGS - (Item 17)**

**17. APPROVAL OF A RESOLUTION ADOPTING THE REVISED FISCAL YEAR 2011-12 OPERATING AND CAPITAL BUDGET**

**Report:** Finance Director Louise Ho

**Recommendation:** Adopt Resolution 11-xx adopting the revised Fiscal Year 2011-2012 Operating and Capital Budget

Danielson noted that the revised budget is a result of the delayed budget due to the transitional period and tremendous financial hardship. Danielson said this is a status quo budget that moves the Town forward without a lot of changes other than the fact that there are substantial savings. Danielson added that the recent changes in Building and Public Works have not solved all problems and this budget suggests that without more changes fund balance will need to be tapped. Danielson said approval of this budget will give him the opportunity to open up negotiations to discuss how to take the last step towards financial sustainability. Danielson concluded that there would be no more layoffs and the Town would be one of the few cities in California that will be financially stable.

Mayor Dobbie said it is very likely the Town will owe substantial amounts of money to Allied Waste and Recology towards the end of the year. Dobbie said the Town isn't sure how that will be paid yet.

Finance Director Louise Ho highlighted the general fund budget changes. For the General Fund, the revised budget reflects no salary increases for all personnel except step increases for represented Police Department personnel. The General Fund revised budget included salary savings from work force reductions, the cost of self-insured unemployment insurance, the outsourcing cost of building department and public works maintenance functions, the cost of improving information technology, and the estimated reduction in GASB 45 OPEB (retiree healthcare cost) annual required contribution (ARC). Ho noted that a revision to the project fund balance on page 10 of 85 was handed out by the City Clerk. Ho concluded that the Police Department has supplemental request that Council should consider.

Vice Mayor Widmer said he appreciated Ho's work. Widmer requested clarification on professional services and contract labor and how they fit in with outsourcing. Ho said contract labor is any position that staff would normally do such as interim positions. Professional services are considered services that aren't on a regular basis such as an audit or inventory.

Widmer asked why the benefits cost did not go down with the reduction in employees. Ho said the Town has employees they are carrying until retirement date and there was an increase for medical adjustments in 2012.

Widmer suggested that staff still sharpen the memberships and subscriptions dues. Widmer commented on the arborist services, tennis fund, and library fund.

Council member Carlson asked if the "projected actual" column means it hasn't been audited yet. Ho said they may change slightly based on audit adjustments next month but the projected numbers are very good numbers.

A discussion about the park events ensued.

Carlson said the amount of revenues for events was specifically reduced. Ho said that the park only has bookings through the end of the 2011 until Council makes a decision on park programs for the future, taking into consideration that the park is a potential site for the library. Carlson said a decision about park programs and events is a council decision and it should be discussed by the entire Council.

Council Member Lewis agreed that Council needs to be able to discuss the future of the park programs and events. Lewis said she is distressed that the environmental programs budget was slashed and she felt that it should be reinstated.

Loren Gruner, Atherton resident, said she didn't understand where the savings in outsourcing are because the salaries are still high.

Mayor Dobbie explained that the Town is seeing savings in the pensions and benefits.

Danielson added that this is not a full year budget so there isn't total savings yet and there are transitional costs where work still needs to be done. In subsequent years savings will become more apparent.

Denis Kupperman, Atherton resident, asked if MCE Corporation is required to provide medical benefits to their employees.

Danielson said medical was not a requirement from the Town.

Motion by Widmer, second by Dobbie to approve the budget but hold off on capital items until the Chief brings them forward.

Carlson asked why the condition of the capital items. Widmer said they were extra capital items that were added in the end. They should be bought when the new hires are brought on board and the Town actually needs the items.

Carlson asked what the Finance Committee thought of the capital items.

Danielson said the chief made a compelling argument for the items. The motorcycles and police cars are effectively spent and degrading. Danielson said he would prefer to “bite the bullet,” and begin to maintain them to the highest possible quality and optimize the trade-in value.

Council Member Lewis asked if they will be used right away or sit in the lot until we hire more officers.

Chief Flint said they are replacement vehicles which will be used right away.

**MOTION by Dobbie, second by Carlson to approve Resolution adopting the revised Fiscal Year 2011-2012 Operating and Capital Budget. The motion passed.**

Ayes: 3 Nays: 1 (Widmer) Abstain: 1 Absent: 1 (McKeithen)

**REGULAR AGENDA – None**

**18. COUNCIL REPORTS**

Council Member Lewis announced the Town Center Task Force community meeting that will be held in the Pavilion at the Park on Wednesday, October 12<sup>th</sup> from 6pm to 9pm. Lewis said two architects will be present to unveil their concept designs for a new town civic center.

**19. FUTURE AGENDA ITEMS**

City Manager Danielson requested the following three items:

1. Fee Study
2. Discussion of 2012 park programs events
3. Refuse and Recycling rate increase report

**20. PUBLIC COMMENTS**

Loren Gruner, Atherton resident, said it was a nice benefit that the Town had an arborist who was an expert and always answered any questions she had.

**21. ADJOURN**

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

Mayor Dobbie adjourned the meeting at 8:35 p.m.

**Respectfully submitted,**

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**Theresa DellaSanta  
Deputy City Clerk**

**TOWN OF ATHERTON**  
CLAIMS LIST **SEPTEMBER 2011**

	<u>Amount</u>
A/P Checks (#12753-12916)	\$ 833,402
Payroll Checks (#259-275)	59,817
Direct Deposit - Payroll	200,990
Electronic Transfer - A/P & Payroll	277,880
<b>SEPTEMBER 2011 Total</b>	<b>1,372,089</b>

I, John Danielson, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers **259-275** (payroll), and **12753-12916** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$**1,372,089** 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 **259-275** (payroll), and **12753-12916** (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$**1,372,089** are true and correct and are authorized for payment.

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

**SOURCE OF FUNDS**

<b>101</b>	General Fund	\$ 880,381
<b>105</b>	Tennis	377
<b>201</b>	Special Parcel Tax	346,892
<b>210</b>	Road Const. Impact	105,075
<b>213</b>	Library	11,218
<b>215</b>	Evan Creative Design	1,420
<b>616</b>	Employee Benefits	26,726
<b>TOTAL</b>		<b>1,372,089</b>

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12753	9/2/2011	J & N PRINTING	8934	General Fund	Planning	250 business cards K. Kielty Arborist	28.14
12753	9/2/2011	J & N PRINTING	8934	General Fund	Building	250 business cards K. Robertson Bldg	28.15
<b>12753 Total</b>							56.29
12754	9/2/2011	EVARS SCOTT	HTR11-00002	General Fund		Refund tree deposit, 51 Winchester Dr. HTR11-00002	2,000.00
12754	9/2/2011	EVARS SCOTT	VAR11-00001	General Fund		Refund variance deposit, 51 Winchester Dr. VAR11-00001	2,000.00
<b>12754 Total</b>							4,000.00
12755	9/2/2011	INTERSTATE TRAFFIC CONTROL PRODUCTS	136420	General Fund	DPW-Street Maint.	Traffic paint-yellow for school walks	151.98
<b>12755 Total</b>							151.98
12756	9/2/2011	KIELTY KEVIN R.	2052	General Fund	Pass thru	Meet w/N.Martin discuss job duties; revw plan 88 Atherton 7/18/1	337.50
12756	9/2/2011	KIELTY KEVIN R.	2052	General Fund	Planning	Arborist services 26% Planning July 2011	672.75
12756	9/2/2011	KIELTY KEVIN R.	2052	General Fund	Building	Arborist services 74% building July 2011	1,914.75
<b>12756 Total</b>							2,925.00
12757	9/2/2011	WANG FRANK	HTR11-00004	General Fund		Refund tree deposit, 150 Toyon rd. HTR11-00004	2,000.00
<b>12757 Total</b>							2,000.00
12758	9/2/2011	WHEELER CHRIS	HTR10-00012	General Fund		Refund tree deposit, 8 Heritage Ct. HTR10-00012	2,000.00
<b>12758 Total</b>							2,000.00
12759	9/2/2011	YOUNG & BORLIK ARCHITECTS	CUP10-00006	General Fund		Refund cup deposit, 363 Greenoaks Dr. CUP10-00006	2,000.00
<b>12759 Total</b>							2,000.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	4960/8-22-11TD	General Fund	Administration	lunch Bldg & life safety RFP panel interview 7/26/11	44.49
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	4960/8-22-11TD	General Fund	Administration	Cable for city attorney computer	14.01
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	7190/8-22-11LH	General Fund	Finance	Annual public retirement seminar L. Ho 10/13/11	190.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	7190/8-22-11LH	General Fund	Finance	2011 Calpers educational forum L. Ho	300.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	Car washes - PD vehicles 7/1/11 - 7/31/11	340.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	9610/8-22-11JW	General Fund	Police	Portable radio repair PD	254.88
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	9610/8-22-11JW	General Fund	Police	2011 Legal sourcebook field guides PD	267.71
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	9610/8-22-11JW	General Fund	Police	Peace officer legal sourcebook PD	170.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	Supervisory course D. Gordon PD 9/19/11 - 9/30/11	219.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	FTO course D. Gordon PD 11/14/11 - 11/18/11	105.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	Force encounters training D. Gordon PD 11/1/11 - 11/13/11	277.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	IAPE on-line course K. Nichols PD 8/16/11	325.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	Monthly crime report PD 8/1/11 - 8/31/11	99.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	Office fan and safety strip chief's office	76.77

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5432/8-22-11JF	General Fund	Police	(1) case copier paper 8 1/2" x 11" - folders PD	56.05
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Street Maint.	New battery for small dump truck	136.29
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Street Maint.	Materials to repair bulletin/posting kiosk Atherton/Selby	42.85
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Portable restrooms rental HP Park 7/22/11 - 8/18/11	380.78
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Playground equipment repairs HP Park	41.70
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Portable sprinklers HP park	15.13
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Program	Internet services HP Park August 2011	60.00
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Program	(2) Pods rental, onsite storage HP park July 2011	378.88
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Building Maint.	Window tint for building Dept. door request by D. Lockard	72.42
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Plumbing rebuild kits for HP park restrooms	77.94
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Plumbing rebuild kits for HP park restrooms	43.28
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Park Maint.	Comode rebuild kits HP park restrooms	43.47
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Building Maint.	Patch- repair hole in sheetrock admin	4.91
12760	9/9/2011	IMPAC. GOVERNMENT SERVICES	5408/8-22-11ST	General Fund	DPW-Building Maint.	Tool-modular plug crimper	46.49
<b>12760 Total</b>							4,083.05
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00443, 317 Walsh Rd.	1,520.28
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00354, 41 Parkwood Dr.	1,031.84
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00407, 157 Stockbridge	120.00
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00406, 1 Lane place	23.44
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00167, 157 Stockbridge	191.98
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00433, 187 James Ave.	2,398.36
12761	9/9/2011	4LEAF, INC.	J0502-Jul11	General Fund	Building	Plan review BP11-00434, 187 James Ave.	1,200.01
<b>12761 Total</b>							6,485.91
12762	9/9/2011	A-A LOCK & ALARM INC	220601	General Fund	DPW-Park Maint.	Remove a broken key from deadbolt & new keys Main House	285.93
<b>12762 Total</b>							285.93
12763	9/9/2011	ACQUANTEMPS	33850538	General Fund	Finance	Temp Phonpradith, Noy 8/22/11 - 8/26/11	1,599.20
12763	9/9/2011	ACQUANTEMPS	33794681	General Fund	Finance	Temp Phonpradith, Noy 8/15/11 - 8/17/11	959.52
<b>12763 Total</b>							2,558.72
12764	9/9/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45185	General Fund	Police	500 business cards T. Marks	80.21
12764	9/9/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45185	General Fund	Police	500 business cards J. Thomas-Smith	80.20
<b>12764 Total</b>							160.41
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Accident Indemnity	209.60

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Cancer Ins	176.28
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Dental Ins PreTx	109.43
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Hospital Indemnity	76.76
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Intensive Care	24.39
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Life Protector	34.14
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC Specified Health	27.90
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 7 2011 AFLAC-STD After Tax	62.81
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Accident Indemnity	209.60
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Cancer Ins	176.28
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Dental Ins PreTx	109.43
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Hospital Indemnity	76.76
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Intensive Care	24.39
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Life Protector	34.14
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC Specified Health	27.90
12765	9/9/2011	AFLAC		General Fund		PR Batch 501 8 2011 AFLAC-STD After Tax	62.81
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Accident Indemnity	209.60
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Cancer Ins	176.28
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Dental Ins PreTx	109.43
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Hospital Indemnity	76.76
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Intensive Care	24.39
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Life Protector	34.14
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC Specified Health	27.90
12765	9/9/2011	AFLAC		General Fund		PR Batch 502 8 2011 AFLAC-STD After Tax	41.35
12765	9/9/2011	AFLAC	July252011	General Fund		Adj. S. Pardorla July 2011	0.20
<b>12765 Total</b>							2,142.67
12766	9/9/2011	AT&T ADVERTISING SOLUTIONS	8103362367/911	General Fund	DPW-Park Program	HP Park yellow pages advertising Sept 2011	45.50
<b>12766 Total</b>							45.50
12767	9/9/2011	AT&T CALNET 2	000002594598	General Fund	Police	5840 83 Ashfield to Industrial Rd. PD 7/20/11 - 8/19/11	265.02
12767	9/9/2011	AT&T CALNET 2	000002594597	General Fund	Police	8343 83 Ashfield & KCEA radio PD 7/20/11 - 8/19/11	57.11
12767	9/9/2011	AT&T CALNET 2	000002594601	General Fund	Police	6690 MP police to pd voter 7/20/11 - 8/19/11	66.13
12767	9/9/2011	AT&T CALNET 2	000002594599	General Fund	Police	7360 Circuit data line PD 7/20/11 - 8/19/11	358.67
12767	9/9/2011	AT&T CALNET 2	000002594600	General Fund	Police	6689 MP fire to pd voter 7/20/11 - 8/19/11	66.13
12767	9/9/2011	AT&T CALNET 2	000002594596	General Fund	Police	1953 Circuit# from Pd to 590 Hamilton-RC 7/20/11 - 8/19/11	96.78
12767	9/9/2011	AT&T CALNET 2	000002594602	General Fund	Police	6691 Cal water Bear Gulch/voter PD 7/20/11 - 8/19/11	76.41
<b>12767 Total</b>							986.25
12768	9/9/2011	BOSCO OIL INC	664066	General Fund	DPW-Street Maint.	Diesel fuel 400 gals ordered by S. Tyler 8/18/11	1,694.63
<b>12768 Total</b>							1,694.63
12769	9/9/2011	BURKE,WILLIAMS&SORENSEN LLP	149158	General Fund	City Attorney	Fees for professional services rendered July 2011	392.82
<b>12769 Total</b>							392.82
12770	9/9/2011	CAL WATER SERVICE	62126158/811	General Fund	City Council	94 Ashfield 7/6/11 - 8/2/11	315.55
12770	9/9/2011	CAL WATER SERVICE	91512681/811	General Fund	Administration	91 Ashfield 7/6/11 - 8/2/11	48.68
12770	9/9/2011	CAL WATER SERVICE	91512699/811	General Fund	Planning	Station Lane Meter 7/6/11 - 8/2/11	1.35
12770	9/9/2011	CAL WATER SERVICE	91512699/811	General Fund	Building	Station Lane Meter 7/6/11 - 8/2/11	8.06
12770	9/9/2011	CAL WATER SERVICE	91512664/811	General Fund	Police	83 Ashfield 7/6/11 - 8/2/11	129.24
12770	9/9/2011	CAL WATER SERVICE	91512699/811	General Fund	DPW-Engineering	Station Lane Meter 7/6/11 - 8/2/11	4.03
12770	9/9/2011	CAL WATER SERVICE	97947324/811	General Fund	DPW-Street Maint.	El Camino Real (2) 7/27/11 - 8/23/11	72.42

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12770	9/9/2011	CAL WATER SERVICE	89763897/811	Library Fund	Non-Dept	Maple Ave. 7/6/11 - 8/2/11	364.40
12770	9/9/2011	CAL WATER SERVICE	62051509/811	General Fund	DPW-Street Maint.	Alameda/Atherton 7/6/11 - 8/2/11	92.56
12770	9/9/2011	CAL WATER SERVICE	62051499/811	General Fund	DPW-Street Maint.	El Camino Real 7/6/11 - 8/2/11	208.38
12770	9/9/2011	CAL WATER SERVICE	62051537/811	General Fund	DPW-Park Program	150 Watkins 7/27/11 - 8/23/11	239.71
12770	9/9/2011	CAL WATER SERVICE	62051537FirePro	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 8/1/11 - 8/31/11	29.31
12770	9/9/2011	CAL WATER SERVICE	97127159/811	Library Fund	Non-Dept	2 Station Lane 7/6/11 - 8/2/11	48.68
<b>12770 Total</b>							1,562.37
12771	9/9/2011	CAPITOL ADVOCATES, INCORPORATED	September2011	General Fund	Non-Dept	HSR consulting services 8/1/11 - 8/31/11	5,095.00
<b>12771 Total</b>							5,095.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	General Fund	DPW-Building Maint.	Janitorial services PD August 2011	419.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	General Fund	DPW-Building Maint.	Janitorial services Administration August 2011	319.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	General Fund	DPW-Building Maint.	Janitorial services Building/Planing August 2011	245.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	General Fund	DPW-Building Maint.	Janitorial services Public Work August 2011	130.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	General Fund	DPW-Park Maint.	Janitorial services HP Park August 2011	550.00
12772	9/9/2011	CENTRAL MAINTENANCE COMPANY	3152-0811	Library Fund	Non-Dept	Janitorial services Library August 2011	332.00
<b>12772 Total</b>							1,995.00
12773	9/9/2011	CLARK PEST CONTROL	11549655	General Fund	DPW-Park Maint.	Weed control HP Park August 2011	855.00
<b>12773 Total</b>							855.00
12774	9/9/2011	COMMUNITY OVERCOMING RELATIONSHIP ABUSE	Ath12-1	General Fund	Police	CORA's emergency response services PD 7/1/11 - 6/30/12	2,358.00
<b>12774 Total</b>							2,358.00
12775	9/9/2011	CONNERS WILLIAM B.	August2011	General Fund	City Attorney	City Attorney Retainer Aug 2011	9,800.00
<b>12775 Total</b>							9,800.00
12776	9/9/2011	CONTRACT SWEEPING SERVICES	INV110001150	General Fund	DPW-Street Maint.	Monthly sweeping service August 2011	992.70
<b>12776 Total</b>							992.70
12777	9/9/2011	CSG CONSULTANTS INC	020550	General Fund	Non-Dept	Code enforcement officer services 7/1/11 - 7/29/11	5,562.00
<b>12777 Total</b>							5,562.00
12778	9/9/2011	DANIELSON ASSOCIATES INC	167	General Fund	Administration	Interim City Manager August 2011	15,000.00
<b>12778 Total</b>							15,000.00
12779	9/9/2011	DE LAGE FINANCIAL SERVICES,INC	10530166	General Fund	Planning	Lease sharp/MXM453N copier -Planning 8/15/11 - 9/14/11	50.50
12779	9/9/2011	DE LAGE FINANCIAL SERVICES,INC	10530166	General Fund	Building	Lease sharp/MXM453N copier -Building 8/15/11 - 9/14/11	50.50
12779	9/9/2011	DE LAGE FINANCIAL SERVICES,INC	10530166	General Fund	DPW-Engineering	Lease sharp/MXM453N copier -DPW 8/15/11 - 9/14/11	50.50
<b>12779 Total</b>							151.50
12780	9/9/2011	EMERGENCY SERVICE RESTORATION, INC	SFC14032	General Fund	DPW-Park Maint.	Pro drying- water leak CM House	488.00
<b>12780 Total</b>							488.00
12781	9/9/2011	FEDERAL EXPRESS CORP	7-601-44536	General Fund	Administration	Sent building RFP's for review 8/19/11	34.41
<b>12781 Total</b>							34.41

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Pavilion event date 8/6/11	1,000.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Pavilion & main house event date 8/7/11	2,400.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Carriage house/Meadow event date 8/7/11	137.50
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Pavilion event date 8/8/11	325.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental whole park event date 8/10/11	525.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Carriage house/Meadow event date 8/13/11	237.50
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Main house/Pavilion event date 8/14/11	2,250.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Pavilion event date 8/27/11	1,125.00
12782	9/9/2011	FOODVILLE MEAT, INC.	896	General Fund	DPW-Park Program	Rental Carriage house/Meadow event date 8/28/11	187.50
<b>12782 Total</b>							8,187.50
12783	9/9/2011	GALLAGHER & BURK, INC	41010811	Special Tax		Fletcher Dr/Ridgeview pvmt & drainage improvements	(18,381.30)
12783	9/9/2011	GALLAGHER & BURK, INC	41010811	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	81,684.67
12783	9/9/2011	GALLAGHER & BURK, INC	41010811	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	24,067.36
12783	9/9/2011	GALLAGHER & BURK, INC	41010811	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	14,578.00
12783	9/9/2011	GALLAGHER & BURK, INC	41010811	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	63,482.97
<b>12783 Total</b>							165,431.70
12784	9/9/2011	GRANITE ROCK CO	653370	General Fund	DPW-Street Maint.	1/2" asphaltic concrete fine - park driveway	170.00
<b>12784 Total</b>							170.00
12785	9/9/2011	GUY PLUMBING AND HEATING INC.	0133562-IN	General Fund	DPW-Park Maint.	kitchen-install 2 new angle stops; hook up faucets CM House	271.44
<b>12785 Total</b>							271.44
12786	9/9/2011	JOHN DONOVAN PINKEL	BP09-00665	Road Const. Impact Fee		Replace stale check# 11225 11/15/10	7,078.70
12786	9/9/2011	JOHN DONOVAN PINKEL	BP09-00744	Road Const. Impact Fee		Replace stale check# 11225 11/15/10	2,698.00
12786	9/9/2011	JOHN DONOVAN PINKEL	BP09-00745	Road Const. Impact Fee		Replace stale check# 11225 11/15/10	951.40
<b>12786 Total</b>							10,728.10
12787	9/9/2011	LEAGUE OF CALIFORNIA CITIES	2011 Annual Con	General Fund	City Council	2011 Annual conference & exhibition J. Carlson 9/21/11 - 9/23/11	300.00
<b>12787 Total</b>							300.00
12788	9/9/2011	LYNGSO GARDEN MATERIALS, INC	819992	General Fund	DPW-Park Maint.	Wood chips for knox preschool area	447.07
<b>12788 Total</b>							447.07
12789	9/9/2011	METZGER DAVE	Drivertraining	General Fund	Police	Lunch Driver trning update (8/16-8/17/11) D. Metzger 8/16/11	17.51
12789	9/9/2011	METZGER DAVE	Drivertraining	General Fund	Police	Lunch Driver trning update (8/16-8/17/11) K. Nichols 8/16/11	17.51
<b>12789 Total</b>							35.02
12790	9/9/2011	MUNISERVICES LLC	Gorilla Tree	General Fund		Bus. Lic. Gorilla Tree Service 9/2/11	150.00
12790	9/9/2011	MUNISERVICES LLC	Silicon Valley	General Fund		Bus. Lic. Silicon Valley Painting 9/5/11	150.00
<b>12790 Total</b>							300.00
12791	9/9/2011	NEAL MARTIN & ASSOCIATES	1154	General Fund	Pass thru	Menlo school planning services 7/1/11 - 7/31/11	677.25
12791	9/9/2011	NEAL MARTIN & ASSOCIATES	1154	General Fund	Planning	Contract planning services 7/1/11 - 7/31/11	14,356.72
12791	9/9/2011	NEAL MARTIN & ASSOCIATES	1156	General Fund	Planning	Housing element planning services 7/1/11 - 7/31/11	376.25
<b>12791 Total</b>							15,410.22
12792	9/9/2011	NICHOLS KRISTIN	Driver Training	General Fund	Police	Lunch Driver trning update (8/16-8/17/11) K. Nichols 8/17/11	15.31

Town of Atherton							
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For the Month of September 2011							
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12792	9/9/2011	NICHOLS KRISTIN	Driver Training	General Fund	Police	Lunch Driver trning update (8/16-8/17/11) D. Mertzger 8/17/11	15.32
<b>12792 Total</b>							30.63
12793	9/9/2011	NORTHERN CA FENCE	12826	General Fund		Repair chain link fence at Marsh Rd.(to be reimbursed)	1,675.00
<b>12793 Total</b>							1,675.00
12794	9/9/2011	OFFICE DEPOT	575010556001	General Fund	Administration	1(pk) Toner HP dual pack, black Admin	130.73
<b>12794 Total</b>							130.73
12795	9/9/2011	PACIFIC PENINSULA GROUP	CIV497841	Road Const. Impact Fee		Refund RIF per settlement agreement	72,500.00
<b>12795 Total</b>							72,500.00
12796	9/9/2011	PG & E	74579693321/811	General Fund	Police	83 Ashfield Rd PD 7/27/11 - 8/24/11	2,330.64
12796	9/9/2011	PG & E	95313129439/811	General Fund	DPW-Street Maint.	93 Dinkelspiel station ln 7/27/11 - 8/24/11	190.59
12796	9/9/2011	PG & E	86713555828/811	General Fund	DPW-Street Maint.	Signal light Encinal/Middlefield 7/28/11 - 8/25/11	36.19
12796	9/9/2011	PG & E	34579695882/811	General Fund	DPW-Street Maint.	Signal light El camino/Atherton 7/27/11 - 8/24/11	39.46
12796	9/9/2011	PG & E	92913025489/811	General Fund	DPW-Street Maint.	Station lane 7/27/11 - 8/24/11	90.90
12796	9/9/2011	PG & E	08963023620/811	General Fund	DPW-Building Maint.	160 Watkins (CM House) 7/28/11 - 8/24/11	109.28
12796	9/9/2011	PG & E	91663025566/811	Library Fund	Non-Dept	Atherton library 7/27/11 - 8/24/11	798.02
<b>12796 Total</b>							3,595.08
12797	9/9/2011	R & B COMPANY	S1267199.001	General Fund	DPW-Park Maint.	(21) Galv steel pipe - broken water pipe at park exit driveway	39.87
12797	9/9/2011	R & B COMPANY	S1267199.001	General Fund	DPW-Park Maint.	(2) steel cplg - broken water pipe at park exit driveway	65.01
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(4) 3/4 brass low lead-backflow device request by cal water PD	21.03
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(2) 3/4x36 brass nipple-backflow device request by cal water PD	146.01
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(1) Wilkins backflow-backflow device request by cal water PD Bldg	314.76
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(1) 3/4 brass union-backflow device request by cal water PD Bldg	13.72
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(1) 3/4x2 brass nipple-backflow device request by cal water PD	3.55
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(1) 3/4x8 brass nipple-backflow device request by cal water PD	11.92
12797	9/9/2011	R & B COMPANY	S1268648.001	General Fund	DPW-Building Maint.	(2) 3/4 adapter - backflow device request by cal water PD Bldg	4.71
<b>12797 Total</b>							620.58
12798	9/9/2011	REPUBLIC ITS INC	RR-115540	General Fund	DPW-Street Maint.	Traffic signal response call outs - Middlefiel/Oak Grove 7/26/11	135.56
12798	9/9/2011	REPUBLIC ITS INC	RR-115539	General Fund	DPW-Street Maint.	Traffic signal maintenance - Middlefiel/Encinal 7/26/11	104.67
12798	9/9/2011	REPUBLIC ITS INC	RR-115539	General Fund	DPW-Street Maint.	Traffic signal maintenance - Middlefiel/Marsh 7/26/11	104.67
12798	9/9/2011	REPUBLIC ITS INC	RR-115539	General Fund	DPW-Street Maint.	Traffic signal maintenance - Middlefiel/Oak Grove 7/26/11	104.67
<b>12798 Total</b>							449.57
12799	9/9/2011	STUART M. FLASHMAN	September2011	General Fund	Non-Dept	1/3 share of legal expenses for HSR litigation June-August 2011	3,509.73
<b>12799 Total</b>							3,509.73
12800	9/9/2011	TEAMSTERS LOCAL 856 H & W		General Fund		PR Batch 501 8 2011 Dental Insurance	5,616.00
<b>12800 Total</b>							5,616.00

Town of Atherton							
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For the Month of September 2011							
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12801	9/9/2011	TELECOMMUNICATIONS ENGINEERING	41375	General Fund	Police	Facilities mgmt & Maint. for public safety comm center July 2011	934.00
12801	9/9/2011	TELECOMMUNICATIONS ENGINEERING	41416	General Fund	Police	Facilities mgmt & Maint for public safety comm center August 201	934.00
<b>12801 Total</b>							1,868.00
12802	9/9/2011	VISION SERVICE PLAN		General Fund		PR Batch 501 8 2011 Vision Insurance	709.73
12802	9/9/2011	VISION SERVICE PLAN	September2011	General Fund	DPW-Street Maint.	Vision adj. Mary E. Rubalcava for Sept.2011	10.88
<b>12802 Total</b>							720.61
12803	9/9/2011	WILLIAMS SCOTSMAN, INC	95831365	General Fund	Police	PD trailer rental 7/29/11 - 8/28/11	712.41
<b>12803 Total</b>							712.41
12804	9/16/2011	A-A LOCK & ALARM INC	8899	General Fund	DPW-Building Maint.	(2) Commercial keys for DPW-Building Maintenance	7.04
12804	9/16/2011	A-A LOCK & ALARM INC	220313	General Fund	DPW-Building Maint.	(20) new keys - change all locks at Permit Center	435.78
<b>12804 Total</b>							442.82
12805	9/16/2011	A-A-A RENTALS INC	553192	General Fund	DPW-Street Maint.	Purchase 5LBS of string Corp yard	76.48
12805	9/16/2011	A-A-A RENTALS INC	553192	General Fund	DPW-Street Maint.	Repair a weed eater head Corp yard	43.64
<b>12805 Total</b>							120.12
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Administration	91 Ashfield Admin 7/27/11 - 8/24/11	35.55
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Administration	91 Ashfield Admin - July 2011 adjustment	(15.83)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Planning	Station Lane Town Hall Planning 7/27/11 - 8/24/11	11.88
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Planning	Station lane Town Hall Planing - July 2011 adjustment	(6.32)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Building	Station Lane Town Hall Bldg 7/27/11 - 8/24/11	71.27
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Building	Station lane Town Hall Bldg - July 2011 adjustment	(37.93)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Police	91 Ashfield PD 7/27/11 - 8/24/11	60.53
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	Police	91 Ashfield PD - July 2011 adjustment	(26.95)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Engineering	Station Lane Town Hall DPW Engineering 7/27/11 - 8/24/11	35.64
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Engineering	Station lane Town Hall DPW Engineering - July 2011 adjustment	(18.95)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp office/Storage 7/27/11 - 8/24/11	76.48
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp office/Storage - July 2011 adjustment	(42.65)
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Park Program	150 Watkins HP activities Bldg 7/28/11 - 8/25/11	118.87
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Park Program	150 Watkins Town of Atherton 7/28/11 - 8/25/11	61.44
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Park Program	150 Watkins HP activities Bldg 6/27/11 - 7/27/11	79.55
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Park Program	150 Watkins Town of Atherton- July 2011 adjustment	(26.55)

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
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12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	General Fund	DPW-Building Maint.	160 Watkins CM House 6/28/11 - 7/31/11	120.28
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln 7/27/11 - 8/24/11	58.34
12806	9/16/2011	ABAG POWER PURCHASING POOL	8003854	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln Library - July 2011 adjustment	(24.65)
<b>12806 Total</b>							530.00
12807	9/16/2011	ADVANTAGE: PRINT, MARKETING AND MORE	45260	General Fund	Police	500 business cards D. Gomez PD	92.26
<b>12807 Total</b>							92.26
12808	9/16/2011	ALBERTI DANIEL E	BP09-00047	Road Const. Impact Fee		Refund road impact fee FY 08/09, 377 Fletcher Dr., BP09-00047	3,203.11
<b>12808 Total</b>							3,203.11
12809	9/16/2011	AT&T CALNET 2	000002610570	General Fund	Non-Dept	0600 PBX line system 7/27/11 - 8/26/11	111.78
12809	9/16/2011	AT&T CALNET 2	000002610571	General Fund	Non-Dept	8099 Town Hall Front Desk line 7/27/11 - 8/26/11	441.67
12809	9/16/2011	AT&T CALNET 2	000002625587	General Fund	Non-Dept	4866 Fax machine post office/credit card FD 8/1/11 - 8/31/11	15.53
12809	9/16/2011	AT&T CALNET 2	000002610569	General Fund	Police	0280 Disaster line PD 7/27/11 - 8/26/11	210.16
12809	9/16/2011	AT&T CALNET 2	000002610568	General Fund	Police	0686 Alarm line - police shed 7/27/11 - 8/26/11	15.57
<b>12809 Total</b>							794.71
12810	9/16/2011	BENSON CYCLES, INC	R/O#8856	General Fund	Police	Labor-repair dio clutch/shifting issues 2007 Honda ST1300PA7 PD	508.80
12810	9/16/2011	BENSON CYCLES, INC	R/O#8856	General Fund	Police	Parts-repair dio clutch/shifting issues 2007 Honda ST1300PA7 PD	401.31
12810	9/16/2011	BENSON CYCLES, INC	R/O#8856	General Fund	Police	Shopsupplies-repair dio clutch/shifting 2007 Honda ST1300PA7 PD	8.00
<b>12810 Total</b>							918.11
12811	9/16/2011	BKF ENGINEERS	11080415	Special Tax	DPW-Engineering	Upper Atherton channel repair 6/20/11 - 7/24/11	28,990.22
<b>12811 Total</b>							28,990.22
12812	9/16/2011	CA EMPLOYMENT DEV DEPT (UI)	L2108447360	Employee Benefits funds	Police	Unemployment insurance charge for P. Oshea PD 4/1/11 - 6/30/11	3,204.00
<b>12812 Total</b>							3,204.00
12813	9/16/2011	CA POLICE CHIEF'S ASSN	1524	General Fund	Police	45 day job listing for police sergeant posted on CPCA website	300.00
<b>12813 Total</b>							300.00
12814	9/16/2011	CAL WATER SERVICE	90069321/811	General Fund	DPW-Street Maint.	Station Lane/Amtrak station 8/3/11 - 9/2/11	328.39
12814	9/16/2011	CAL WATER SERVICE	62040688/811	General Fund	DPW-Street Maint.	99 Ashfield Rd. 8/3/11 - 9/2/11	58.02
<b>12814 Total</b>							386.41
12815	9/16/2011	EMBARCADERO PUBLISHING CO	08/31/11	General Fund	Administration	Invitation to bid for equip/installation of a VoIP system 8/10/11	174.00
12815	9/16/2011	EMBARCADERO PUBLISHING CO	08/31/11	General Fund	DPW-Engineering	Bids for Hoover street crosswalk project DPW-eng 8/31/11	696.00
<b>12815 Total</b>							870.00
12816	9/16/2011	FLINT EDWIN F.	11-04	General Fund	Police	Interim Police Chief services August 2011	14,500.00
<b>12816 Total</b>							14,500.00
12817	9/16/2011	GARFINKLE HARRIET	064	General Fund		Refund HP park deposit Inv# 064, event date 8/27/11	1,000.00
<b>12817 Total</b>							1,000.00
12818	9/16/2011	GROUP 4 ARCHITECTURE, RESEARCH PLANING, INC.	8096	Library Fund	Non-Dept	Reimburse:trvl,digit plotting, copies exp.Library Proj. July 2011	1,097.00

Town of Atherton							
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For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
<b>12818 Total</b>							1,097.00
12819	9/16/2011	HAMMARSKJOLD ALICIA	BP09-00562-OCC	General Fund		Refund temp occupancy deposit, 98 Stevenson Ln, BP09-00562	5,000.00
12819	9/16/2011	HAMMARSKJOLD ALICIA	BP10-00165	General Fund		Refund recycling deposit, 98 Stevenson Ln, BP10-00165	1,000.00
<b>12819 Total</b>							6,000.00
12820	9/16/2011	KELLER CENTER THE	CFIS100FY2011	General Fund	Police	Annual contribution FY 2011/2012 forensic interview specialist	1,200.00
<b>12820 Total</b>							1,200.00
12821	9/16/2011	KESSLER ANDY	BP10-00526	General Fund		Refund 2nd utility deposit, 75 Catalpa Dr. , BP10-00526	5,000.00
<b>12821 Total</b>							5,000.00
12822	9/16/2011	KREFELD'S AWARDS, INC	22045	General Fund	Police	Plates engraved for employee board E. Flint & D. Gomez	32.48
<b>12822 Total</b>							32.48
12823	9/16/2011	LOPEZ JESUS	P#36711-1	General Fund		Refund 2nd utility deposit, 70 Redwood way, P#36711-1	5,000.00
<b>12823 Total</b>							5,000.00
12824	9/16/2011	LYNCH TIM	CrimeScene8/29	General Fund	Police	Mileage Crime Scene & Forensic Photography trng T. Lynch 8/29 -8/3	85.80
12824	9/16/2011	LYNCH TIM	CrimeScene8/29	General Fund	Police	Lunch Crime Scene & Forensic Photography trng T. Lynch 8/29/11	8.00
12824	9/16/2011	LYNCH TIM	CrimeScene8/29	General Fund	Police	Lunch Crime Scene & Forensic Photography trng T. Lynch 8/30/11	11.20
12824	9/16/2011	LYNCH TIM	CrimeScene8/29	General Fund	Police	Lunch Crime Scene & Forensic Photography trng T. Lynch 8/31/11	8.22
12824	9/16/2011	LYNCH TIM	CrimeScene8/29	General Fund	Police	(1)pk AA Battery Crime Scene & Forensic Photography trng T. Lync	9.73
<b>12824 Total</b>							122.95
12826	9/16/2011	MAZZOLA FORDE	BP09-00562	General Fund		Refund 2nd utility deposit, 98 Stevenson Ln, BP09-00562	5,000.00
<b>12826 Total</b>							5,000.00
12827	9/16/2011	MERCER JOSEPH	July-Sept2011	Employee Benefits funds	DPW-Park Maint.	Retiree health reimburse July - Sept 2011 J. Mercer	212.82
<b>12827 Total</b>							212.82
12828	9/16/2011	NEAL MARTIN & ASSOCIATES	1155	Library Fund	Non-Dept	Library relocation planning services 7/1/11 - 7/31/11	1,015.88
<b>12828 Total</b>							1,015.88
12829	9/16/2011	OFFICE DEPOT	576555589001	General Fund	City Council	(2) Ink cartridges Canon PGI-220, black Council	93.16
12829	9/16/2011	OFFICE DEPOT	576555589001	General Fund	City Council	(2) Ink cartridges Canon CLI-221, black Council	93.07
<b>12829 Total</b>							186.23
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66328	General Fund	Police	Body armor level IIIA J. Wheaton PD	703.57
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66628	General Fund	Police	Body armor level IIIA D. Devlugt PD	703.57
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66635	General Fund	Police	Body armor level IIIA D. Dunphy PD	703.57
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66639	General Fund	Police	Body armor level IIIA T. Lynch PD	703.57
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66639	General Fund	Police	Oversize vest T. Lynch PD	108.25
12830	9/16/2011	PENINSULA UNIFORMS & EQUIPMENT	66651	General Fund	Police	Body armor level IIIA T. Marks PD	703.57
<b>12830 Total</b>							3,626.10
12831	9/16/2011	PG & E	5678831050/811	General Fund	Administration	Ashfield/Town Hall 7/27/11 - 8/24/11	559.75

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12831	9/16/2011	PG & E	5678831560/811	General Fund	Planning	Station Lane 7/27/11 - 8/24/11	14.09
12831	9/16/2011	PG & E	5678831560/811	General Fund	Building	Station Lane 7/27/11 - 8/24/11	84.50
12831	9/16/2011	PG & E	5678831560/811	General Fund	DPW-Engineering	Station Lane 7/27/11 - 8/24/11	42.25
12831	9/16/2011	PG & E	92913025489/611	General Fund	DPW-Street Maint.	Station lane/Corp yard 5/26/11 - 6/24/11	85.07
12831	9/16/2011	PG & E	95313129439/611	General Fund	DPW-Street Maint.	93 Dinkelspiel station lane 5/26/11 - 6/24/11	210.43
12831	9/16/2011	PG & E	56788310525/811	General Fund	DPW-Street Maint.	Signal-Middlefield/Oak Grove 7/28/11 - 8/25/11	38.09
12831	9/16/2011	PG & E	5678831015/811	General Fund	DPW-Street Maint.	Signal E/S Middlefield 7/28/11 - 8/25/11	46.79
12831	9/16/2011	PG & E	5678831002et/81	General Fund	DPW-Street Maint.	Street Lights 8/3/11 - 8/31/11	4,058.85
12831	9/16/2011	PG & E	5678831020/811	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 7/28/11 - 8/25/11	8.58
12831	9/16/2011	PG & E	5678831040/811	General Fund	DPW-Park Maint.	Pump 150 Watkins 7/28/11 - 8/25/11	540.16
12831	9/16/2011	PG & E	5678831030/811	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 7/28/11 - 8/25/11	308.64
12831	9/16/2011	PG & E	5678831035/811	General Fund	DPW-Park Program	Modular Building 150 Watkins 7/28/11 - 8/25/11	521.84
<b>12831 Total</b>							6,519.04
12832	9/16/2011	PURCHASE POWER	38852315/811	General Fund	Non-Dept	Postage meter refill Admin 8/18/2011	1,018.42
<b>12832 Total</b>							1,018.42
12833	9/16/2011	RECALL SECURE DESTRUCTION SERV	2303047119	General Fund	Police	Shred document PD 8/5/11	40.00
12833	9/16/2011	RECALL SECURE DESTRUCTION SERV	2303047119	General Fund	Police	Service charge shred document PD 8/5/11	15.00
<b>12833 Total</b>							55.00
12834	9/16/2011	SAN MATEO CNTY FORENSIC LAB	CL02938	General Fund	Police	Phlebotomy services 6 hours case#715 PD August 2011	780.00
12834	9/16/2011	SAN MATEO CNTY FORENSIC LAB	CL02938	General Fund	Police	RCFL cost allocation 1 hour PD August 2011	49.18
<b>12834 Total</b>							829.18
12835	9/16/2011	SANDERS JOAN	ArtExhibit 9/11	Evan Creative Design	Non-Dept	Foods for Art Exhibit & Reception 9/9/11	316.42
12835	9/16/2011	SANDERS JOAN	ArtExhibit 9/11	Evan Creative Design	Non-Dept	Toothpick & napkins for Art Exhibit & Reception 9/9/11	13.04
12835	9/16/2011	SANDERS JOAN	ArtExhibit 9/11	Evan Creative Design	Non-Dept	Fruits for Art Exhibit & Reception 9/9/11	19.96
12835	9/16/2011	SANDERS JOAN	ArtExhibit 9/11	Evan Creative Design	Non-Dept	Fruits for Art Exhibit & Reception 9/9/11	7.27
<b>12835 Total</b>							356.69
12836	9/16/2011	SHARP ELECTRONICS CORPORATION	C709650-541	General Fund	Administration	Maintenance services for Sharp MXM550N Admin August 2011	81.07
<b>12836 Total</b>							81.07
12837	9/16/2011	SPRINT	130538811-045	General Fund	Police	Mobile data communication PD 7/26/11 - 8/25/11	431.51
<b>12837 Total</b>							431.51
12838	9/16/2011	THADEN GREGG VON	HTR11-00006	General Fund		Refund tree deposit HTR11-00006, 198 Catalpa Dr.	2,000.00
<b>12838 Total</b>							2,000.00
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	Temp help for Art Exhibit & Reception 9/9/11	230.00
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	Temp help for Art Exhibit & Reception 9/9/11	230.00
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	Tablecloths rental for Art Exhibit & Reception 9/9/11	272.70
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	Foods for Art Exhibit & Reception 9/9/11	99.03
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	(8) light bulbs- Jennings chandeliers for Art Exhibit & Reception	17.25
12839	9/16/2011	ULLMAN BETTY	Art Exhibit9/11	Evan Creative Design	Non-Dept	Mail 7 letters to artist without email Art Exhibit & Reception	3.08
<b>12839 Total</b>							852.06
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	Building	Wireless services Building Dept. 7/22/11 - 8/21/11	3.54
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	Police	Wireless services Police Dept. 7/22/11 - 8/21/11	144.84
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	DPW-Engineering	Wireless services DPW-Engineering 7/22/11 - 8/21/11	14.10

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	DPW-Street Maint.	Wireless services DPW-Street Maint. 7/22/11 - 8/21/11	32.34
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	DPW-Park Maint.	Wireless services DPW-Park Maint. 7/22/11 - 8/21/11	2.00
12840	9/16/2011	VERIZON WIRELESS	1006298562	General Fund	DPW-Park Program	Wireless services DPW-Park Program 7/22/11 - 8/21/11	7.53
<b>12840 Total</b>							204.35
12841	9/16/2011	VOYAGER FLEET SYSTEMS INC.	869016477108	General Fund	Police	Motorcycle fuel PD August 2011	88.17
<b>12841 Total</b>							88.17
12842	9/16/2011	WILLIAMS SCOTSMAN, INC	95887504	General Fund	Police	PD trailer rental 8/29/11 - 9/28/11	698.33
<b>12842 Total</b>							698.33
12843	9/16/2011	WITMER-TYSON IMPORTS INC	T8799	General Fund	Police	Royal Canin German Shepherd dog food August 2011	178.61
12843	9/16/2011	WITMER-TYSON IMPORTS INC	T8799	General Fund	Police	Police leash XL	59.54
12843	9/16/2011	WITMER-TYSON IMPORTS INC	T8799	General Fund	Police	Monthly K-9 maintenance training Lotty & Rex August 2011	500.00
<b>12843 Total</b>							738.15
12844	9/16/2011	ALEXA PHARMACEUTICALS	209	General Fund		Refund park deposit Inv# 209, event date 8/28/11	250.00
<b>12844 Total</b>							250.00
12845	9/16/2011	CHUNG BENJAMIN	068	General Fund		Refund park deposit Inv# 068, event date 9/4/11	500.00
12845	9/16/2011	CHUNG BENJAMIN	068	General Fund		Refund park deposit Inv# 068, event date 9/4/11	500.00
<b>12845 Total</b>							1,000.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144541	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street August 2011	900.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144541	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street August 2011	691.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144443	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street July 2011	691.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144443	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street July 2011	900.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144641	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street 9/1/11 - 9/15/11	345.50
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144641	General Fund	DPW-Street Maint.	Landscape maintenance services DPW-Street 9/1/11 - 9/15/11	450.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144541	General Fund	DPW-Building Maint.	Landscape maintenance services DPW-Building August 2011	480.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144443	General Fund	DPW-Building Maint.	Landscape maintenance services DPW-Building July 2011	480.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144641	General Fund	DPW-Building Maint.	Landscape maintenance services DPW-Building 9/1/11 - 9/15/11	240.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144541	Library Fund	Non-Dept	Landscape maintenance services Library August 2011	912.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144443	Library Fund	Non-Dept	Landscape maintenance services Library July 2011	912.00
12846	9/21/2011	FRANK & GROSSMAN LANDSCAPE CONTRACTORS, INC	144641	Library Fund	Non-Dept	Landscape maintenance services Library 9/1/11 - 9/15/11	456.00
<b>12846 Total</b>							7,457.50
12847	9/23/2011	A-A LOCK & ALARM INC	221119	General Fund	Police	Rekey 3 cylinders to the masterkey system for security purpose	165.16
<b>12847 Total</b>							165.16
12848	9/23/2011	ACCOMTEMPMS	33880885	General Fund	Finance	Temp Phonpradith, Noy 8/29/11 - 8/31/11	959.52
12848	9/23/2011	ACCOMTEMPMS	33942208	General Fund	Finance	Temp Phonpradith, Noy 9/6/11 - 9/9/11	1,279.36
<b>12848 Total</b>							2,238.88
12849	9/23/2011	AT&T CALNET 2	000002643782	General Fund	Police	7653 Police fax request service PD 8/10/11 - 9/9/11	14.34
12849	9/23/2011	AT&T CALNET 2	000002643785	General Fund	Police	9743 Direct connect fax line PD 8/10/11 - 9/9/11	15.57
12849	9/23/2011	AT&T CALNET 2	000002643780	General Fund	Police	6131 Emergency line PD 8/10/11 - 9/9/11	101.53
12849	9/23/2011	AT&T CALNET 2	000002643784	General Fund	Police	3220 PD fax admin 8/10/11 - 9/9/11	15.63
12849	9/23/2011	AT&T CALNET 2	000002643783	General Fund	Police	2801 Police trailer PD 8/10/11 - 9/9/11	155.22
12849	9/23/2011	AT&T CALNET 2	000002643781	General Fund	Police	6452 Voice print-911 PD 8/10/11 - 9/9/11	15.58
12849	9/23/2011	AT&T CALNET 2	000002643786	General Fund	Police	6500 Police dept main line 8/10/11 - 9/9/11	489.90
12849	9/23/2011	AT&T CALNET 2	000002645312	General Fund	Police	1804 Police dispatch fax PD 8/10/11 - 9/9/11	15.47
<b>12849 Total</b>							823.24
12850	9/23/2011	CITIES GROUP THE	Jul-Dec2011	General Fund		Group life/ADD and WI program 7/1/11 - 12/31/11	3,701.37
12850	9/23/2011	CITIES GROUP THE	Jul-Dec2011	General Fund		LTD program assessment 7/1/11 - 12/31/11	11,554.55
<b>12850 Total</b>							15,255.92
12851	9/23/2011	CITY OF REDWOOD CITY	BR26228	General Fund	Non-Dept	IT Support services 10 hours from Redwood City July 2011	1,408.50
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Accessories electrical services crown victoria PD 7/19/11	991.77
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	PM services oil filter command unit PD 7/26/11	384.74
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Replace battery command unit 7/26/11	196.02
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Tires/tracks services PD patrol 7/27/11	71.69
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Replace belt & tensioner crown victoria PD interceptor 7/28/11	180.80
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Recharge battery patrol PD 8/1/11	47.80
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Replace battery crown victoria patrol PD 8/3/11	211.02
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Air conditioning services crwn victoria flat top patrol PD 8/8/1	328.55
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	PM services oil filter patrol PD 8/12/11	262.44
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Unitrol systems services no spotlight patrol PD 8/12/11	59.75
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	Police	Replace Alternator/battery crown victoria flat top patrol 8/1/11	589.85
12851	9/23/2011	CITY OF REDWOOD CITY	BR26292	General Fund	Police	Fuel charge PD 7/16/11 - 8/15/11	4,541.30
12851	9/23/2011	CITY OF REDWOOD CITY	BR26292	General Fund	DPW-Engineering	Fuel charge DPW Engineering 7/16/11 - 8/15/11	64.46
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	DPW-Street Maint.	Coolant leak/Thermostat services AT/Dakota DPW 7/19/11	438.88
12851	9/23/2011	CITY OF REDWOOD CITY	BR26253	General Fund	DPW-Street Maint.	PM services AT/Dakota DPW 7/21/11	258.23
12851	9/23/2011	CITY OF REDWOOD CITY	BR26292	General Fund	DPW-Street Maint.	Fuel charge DPW Street maintenance 7/16/11 - 8/15/11	610.65
12851	9/23/2011	CITY OF REDWOOD CITY	BR26292	General Fund	DPW-Park Maint.	Fuel charge DPW Park maintenance 7/16/11 - 8/15/11	231.21
<b>12851 Total</b>							10,877.66

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12852	9/23/2011	CUTWATER INVESTOR SERVICES CORP.	15244A	General Fund	Finance	Investment advisory services 8/1/11 - 8/31/11	1,000.00
<b>12852 Total</b>							1,000.00
12853	9/23/2011	DUNBAR ARMORED INC	2949026	General Fund	Finance	Armored car services September 2011	112.77
12853	9/23/2011	DUNBAR ARMORED INC	2949026	General Fund	Finance	Armored car services fuel surcharge September 2011	17.31
12853	9/23/2011	DUNBAR ARMORED INC	2949026	General Fund	Non-Dept	Armored car services cash processing fee September 2011	6.34
12853	9/23/2011	DUNBAR ARMORED INC	2949026	General Fund	Non-Dept	Armored car services maintenance fee September 2011	10.66
<b>12853 Total</b>							147.08
12854	9/23/2011	GOODSTEIN EDWARD C	BP09-00462	Road Const. Impact Fee		Replace stale check# 11813	3,186.89
12854	9/23/2011	GOODSTEIN EDWARD C	BP09-00463	Road Const. Impact Fee		Replace stale check# 11813	259.65
<b>12854 Total</b>							3,446.54
12855	9/23/2011	HAMMARSKJOLD ALICIA	BP09-00562	Road Const. Impact Fee		Replace stale check# 11703	8,154.86
12855	9/23/2011	HAMMARSKJOLD ALICIA	BP09-00563	Road Const. Impact Fee		Replace stale check# 11703	401.66
12855	9/23/2011	HAMMARSKJOLD ALICIA	BP09-00564	Road Const. Impact Fee		Replace stale check# 11703	279.94
<b>12855 Total</b>							8,836.46
12856	9/23/2011	HARRIS COMPUTER CORPORATION	MN002900	General Fund	Finance	Port license fee support Finance 10/1/11 - 12/31/11	175.00
12856	9/23/2011	HARRIS COMPUTER CORPORATION	MN002900	General Fund	Finance	Annual unidata support Finance 10/1/11 - 12/31/11	24.75
12856	9/23/2011	HARRIS COMPUTER CORPORATION	MN002900	General Fund	Finance	Unidata SBD support Finance 10/1/11 - 12/31/11	195.00
12856	9/23/2011	HARRIS COMPUTER CORPORATION	MN002900	General Fund	Finance	Unidata SBR support Finance 10/1/11 - 12/31/11	12.75
12856	9/23/2011	HARRIS COMPUTER CORPORATION	MN002900	General Fund	Finance	Wintergrade support Finance 10/1/11 - 12/31/11	13.00
<b>12856 Total</b>							420.50
12857	9/23/2011	HASHEMI NOOSHEN	046	General Fund		Refund park deposit, Inv#046 event date 8/27/11	1,000.00
<b>12857 Total</b>							1,000.00
12858	9/23/2011	INTERWEST CONSULTING GROUP, INC	11395	General Fund	DPW-Engineering	Interim public works director M. Kashiwagi 8/1/11 - 8/31/11	11,665.00
12858	9/23/2011	INTERWEST CONSULTING GROUP, INC	11395	Library Fund	Non-Dept	Atherton library project M. Kashiwagi 8/1/11 - 8/31/11	2,835.00
<b>12858 Total</b>							14,500.00
12859	9/23/2011	KOFF & ASSOCIATES, INC.	1228	General Fund	Administration	Fin Svs manager recruitment August 2011	3,000.00
12859	9/23/2011	KOFF & ASSOCIATES, INC.	1228	General Fund	Administration	HR assistance: FMLA request and related call August 2011	95.00
<b>12859 Total</b>							3,095.00
12860	9/23/2011	KUTZMANN & ASSOCIATES, INC	August 2011	General Fund	Building	Plan review BP11-00420, 132 Isabella Ave.	665.00
12860	9/23/2011	KUTZMANN & ASSOCIATES, INC	August 2011	General Fund	Building	Plan review BP11-00421, 132 Isabella Ave.	570.00
<b>12860 Total</b>							1,235.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12861	9/23/2011	LSA ASSOCIATES, INC.	109757	Library Fund	Non-Dept	Library proj revisions to heritage tree discussion/maps July 201	1,492.50
<b>12861 Total</b>							1,492.50
12862	9/23/2011	MAAS JASON	BP09-00308	Road Const. Impact Fee		Replace stale chk# 11823	3,521.61
12862	9/23/2011	MAAS JASON	BP09-00309	Road Const. Impact Fee		Replace stale chk# 11823	916.91
12862	9/23/2011	MAAS JASON	BP09-00310	Road Const. Impact Fee		Replace stale chk# 11823	24.34
12862	9/23/2011	MAAS JASON	BP09-00311	Road Const. Impact Fee		Replace stale chk# 11823	30.43
<b>12862 Total</b>							4,493.29
12863	9/23/2011	MORTAZARI MOHAMMAD	BP10-00067	General Fund		Refund recycling deposit 1 Stern Ln, BP10-00067	1,000.00
<b>12863 Total</b>							1,000.00
12864	9/23/2011	MUNISERVICES LLC	Casto Roofing	General Fund		Business License Casto Roofing, Inc	150.00
12864	9/23/2011	MUNISERVICES LLC	SiliconValleyP	General Fund		Business License Silicon Valley Painting	150.00
12864	9/23/2011	MUNISERVICES LLC	Gorilla Tree	General Fund		Business License Gorilla Tree Service	150.00
<b>12864 Total</b>							450.00
12865	9/23/2011	PACIFIC PENINSULA GROUP	BP09-00735	General Fund		Refund recycling-demolition deposit, 33 Spencer Ln, BP09-00735	3,345.38
12865	9/23/2011	PACIFIC PENINSULA GROUP	BP09-00701	General Fund		Refund recycling deposit, 33 Spencer Ln, BP09-00701	1,000.00
<b>12865 Total</b>							4,345.38
12866	9/23/2011	PARAVATI MIGUEL	BP09-00308	Road Const. Impact Fee		Replace stale check# 11815	142.00
12866	9/23/2011	PARAVATI MIGUEL	BP09-00393	Road Const. Impact Fee		Replace stale check# 11815	247.49
12866	9/23/2011	PARAVATI MIGUEL	BP09-00394	Road Const. Impact Fee		Replace stale check# 11815	346.88
<b>12866 Total</b>							736.37
12867	9/23/2011	PRIMA PRINTING	11288	General Fund	Police	Printing 200 Dare books PD	593.21
<b>12867 Total</b>							593.21
12868	9/23/2011	SAN MATEO CNTY CONTROLLERS OFFICE	August 2011	General Fund		Allocation of parking penalties for August 2011	403.00
<b>12868 Total</b>							403.00
12869	9/23/2011	SAN MATEO CNTY FORENSIC LAB	CL02970	General Fund	Police	Flat fee contribution PD	5,955.69
<b>12869 Total</b>							5,955.69
12870	9/23/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11108	General Fund	Police	Microwave micro channel PD August 2011	152.00
12870	9/23/2011	SAN MATEO CNTY INFO SERV DEPT	1YAT11108	General Fund	Police	Message switch lines PD August 2011	1,154.08
<b>12870 Total</b>							1,306.08
12871	9/23/2011	SAN MATEO REGIONAL NETWORK INC	19760	General Fund	Police	Monthly T-1 access fee service Sept 2011	385.00
<b>12871 Total</b>							385.00
12872	9/23/2011	SCHWANKE ARCHITECTURE	BP10-00834	General Fund		Refund recycling deposit, 151 Glenwood Ave, BP10-00834	1,000.00
<b>12872 Total</b>							1,000.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12873	9/23/2011	SILVERCREEK DEVELOPMENT COMPANY	38717	Road Const. Impact Fee		Replace stale check# 11816	223.14
12873	9/23/2011	SILVERCREEK DEVELOPMENT COMPANY	BP09-00515	Road Const. Impact Fee		Replace stale check# 11816	202.86
<b>12873 Total</b>							426.00
12874	9/23/2011	SOLARCITY CORPORATION	Solarcity Corp	General Fund		Refund duplicate business license Solarcity	150.00
<b>12874 Total</b>							150.00
12875	9/23/2011	SOMMER BARBARA	BP08-00346	Road Const. Impact Fee		Replace stale check# 11817	50.71
<b>12875 Total</b>							50.71
12876	9/23/2011	STARVISTA	1772	General Fund	Police	Contribution to First chance south program Oct 2011- March 2011	2,554.50
<b>12876 Total</b>							2,554.50
12877	9/23/2011	STONE DANA	BP09-00704	Road Const. Impact Fee		Replace stale check# 11174 (Arcanum Architecture)	177.50
<b>12877 Total</b>							177.50
12878	9/23/2011	TELECOMMUNICATIONS ENGINEERING	41461	General Fund	Police	Facilities mgmnt & maint. for public safety comm center Sept 201	934.00
<b>12878 Total</b>							934.00
12879	9/23/2011	TURBO DATA SYSTEMS INC	18100	General Fund	Police	Handwritten citation processing PD August 2011	14.00
12879	9/23/2011	TURBO DATA SYSTEMS INC	18100	General Fund	Police	Out of state processing @ 25% PD August 2011	22.25
12879	9/23/2011	TURBO DATA SYSTEMS INC	18100	General Fund	Police	Notice processing PD August 2011	6.70
12879	9/23/2011	TURBO DATA SYSTEMS INC	18100	General Fund	Police	Final notice letters PD August 2011	3.35
<b>12879 Total</b>							46.30
12880	9/23/2011	WELCH HEIDI	39752	Road Const. Impact Fee		Replace stale check# 11818	172.43
12880	9/23/2011	WELCH HEIDI	BP09-00106	Road Const. Impact Fee		Replace stale check# 11818	281.97
12880	9/23/2011	WELCH HEIDI	BP09-00326	Road Const. Impact Fee		Replace stale check# 11818	22.31
<b>12880 Total</b>							476.71
12881	9/23/2011	WILSON MARJORY	ArtExhit9/9/11	Evan Creative Design	Non-Dept	Purchase of mailing envelopes 8/23/11	22.71
12881	9/23/2011	WILSON MARJORY	ArtExhit9/9/11	Evan Creative Design	Non-Dept	Wine for AAC Art exhibit 9/7/11	105.05
12881	9/23/2011	WILSON MARJORY	ArtExhit9/9/11	Evan Creative Design	Non-Dept	Mail postcards to Artist for sending to friends 8/26/11	45.28
<b>12881 Total</b>							173.04
12882	9/23/2011	WORRELL ROOFING	BP11-00603	General Fund		Refund recycling deposit, 7 Rosewood Dr., BP11-00603	500.00
<b>12882 Total</b>							500.00
12883	9/23/2011	IVY & PEARLS FOUNDATION PAID	201	General Fund		AR Refund Inv# 201, event date 9/17/2011	900.00
<b>12883 Total</b>							900.00
12884	9/23/2011	COUNTY OF SAN MATEO	204	General Fund		AR Refund Inv# 204, event date 9/15/11	250.00
<b>12884 Total</b>							250.00
12885	9/23/2011	FRIENDS OF ETHNIC ART	055	General Fund		AR Inv# 055, event date 9/18/2011	300.00
<b>12885 Total</b>							300.00
12886	9/23/2011	LO ELENA	202	General Fund		AR Refund Inv# 202, event date 9/10/2011	1,000.00
<b>12886 Total</b>							1,000.00
12887	9/23/2011	MAYFIELD FUND	208	General Fund		AR Refund Inv# 208, event date 9/16/2011	250.00
<b>12887 Total</b>							250.00
12888	9/26/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 504 8 2011 Teamsters Dues	133.85

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12888	9/26/2011	TEAMSTERS UNION LOCAL 856		General Fund		PR Batch 502 8 2011 Teamsters Dues	214.16
<b>12888 Total</b>							348.01
12889	9/28/2011	GALLAGHER & BURK, INC	41010812	Special Tax		Fletcher Dr/Ridgeview pvmt & drainage imprvmts 10% retention	(2,063.60)
12889	9/28/2011	GALLAGHER & BURK, INC	41010812	Special Tax	DPW-Engineering	Fletcher Dr/Ridgeview pvmt & drainage improvements	20,636.00
<b>12889 Total</b>							18,572.40
12890	9/28/2011	W.R. FORDE ASSOCIATES	6837	Special Tax		Upper channel creek stabilizatiion & slope rstortn 10% retention	(23,196.51)
12890	9/28/2011	W.R. FORDE ASSOCIATES	6837	Special Tax	DPW-Engineering	Upper Atherton channel creek stabilizatiion & slope restoration	157,094.09
<b>12890 Total</b>							133,897.58
12891	9/28/2011	USPS	Sept282011	General Fund	Non-Dept	Bulk mailing for trash increase notice	365.92
<b>12891 Total</b>							365.92
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00520, 92 Faxon Rd. August 2011	294.74
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00528, 4 Oak Lane August 2011	1,007.82
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00600, 199 Oak Grove Ave. August 2011	292.01
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00351, 36 Ralston Rd. August 2011	294.74
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00310, 267 Camino Al Lago August 2011	6,883.37
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00311, 267 Camino Al Lago August 2011	906.46
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00312, 267 Camino Al Lago August 2011	837.47
12892	9/30/2011	4LEAF, INC.	J0502-Aug11	General Fund	Building	Plan review BP11-00523, 56 Edge Rd. August 2011	48.85
<b>12892 Total</b>							10,565.46
12893	9/30/2011	A-A-A RENTALS INC	552414	General Fund	DPW-Park Maint.	Folkboom19-1 - telescopic boom rough Park Maint. 8/18/11	428.00
<b>12893 Total</b>							428.00
12894	9/30/2011	ACCOUNTEMPS	33968874	General Fund	Finance	Temp Phonpradith, Noy 9/12/11 - 9/15/2011	1,279.36
12894	9/30/2011	ACCOUNTEMPS	34013057	General Fund	Finance	Temp Phonpradith, Noy 9/19/11 - 9/22/11	1,279.36
<b>12894 Total</b>							2,558.72
12895	9/30/2011	AT&T CALNET 2	000002685569	General Fund	Non-Dept	0600 PBX line system 8/27/11 - 9/26/11	111.62
12895	9/30/2011	AT&T CALNET 2	000002685570	General Fund	Non-Dept	8099 Town hall front desk line 8/27/11 - 9/26/11	425.28
12895	9/30/2011	AT&T CALNET 2	000002669502	General Fund	Police	6691 Cal water bear gulch/voter PD 8/20/11 - 9/19/11	76.41
12895	9/30/2011	AT&T CALNET 2	000002669496	General Fund	Police	1953 Circuit # from pd to 590 Hamilton RC 8/20/11 - 9/19/11	96.78
12895	9/30/2011	AT&T CALNET 2	000002622769	General Fund	Police	5396 PD ESL 8/1/11 - 8/31/11	60.57
12895	9/30/2011	AT&T CALNET 2	000002669495	General Fund	Police	1053 Teleminder loop line PD 8/20/11 - 9/19/11	83.94
12895	9/30/2011	AT&T CALNET 2	000002669497	General Fund	Police	8343 83 Ashfield & KCEA radio PD 8/20/11 - 9/19/11	57.11
12895	9/30/2011	AT&T CALNET 2	000002669498	General Fund	Police	5840 83 Ashfield to Industrial PD 8/20/11 - 9/19/11	265.02
12895	9/30/2011	AT&T CALNET 2	000002669501	General Fund	Police	6690 Mp police to pd voter 8/20/11 - 9/19/11	66.13
12895	9/30/2011	AT&T CALNET 2	000002669499	General Fund	Police	7360 Circuit data line PD 8/20/11 - 9/19/11	358.67
12895	9/30/2011	AT&T CALNET 2	000002669500	General Fund	Police	6689 Mp fire to pd voter 8/20/11 - 9/19/11	66.13
12895	9/30/2011	AT&T CALNET 2	000002643147	General Fund	Police	9297 Dinkelspiel alarm PD 8/10/11 - 9/9/11	15.59
<b>12895 Total</b>							1,683.25
12896	9/30/2011	BAYSHORE PLUMBERS	APW11-00126	General Fund		Refund bond P# APW11-00126, 57 Wilburn Ave.	2,500.00
<b>12896 Total</b>							2,500.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12897	9/30/2011	CA SOCIETY OF MUNICIPAL FINANCE OFFICERS	8472	General Fund	Finance	Webinar understanding state-local relationships in CA L.Ho 9/8/1	25.00
<b>12897 Total</b>							25.00
12898	9/30/2011	CAPITOL ADVOCATES, INCORPORATED	September2011	General Fund	Non-Dept	HSR consulting services 9/1/11 - 9/30/11	5,095.00
<b>12898 Total</b>							5,095.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	General Fund	DPW-Building Maint.	Janitorial services PD for September 2011	419.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	General Fund	DPW-Building Maint.	Janitorial services Admin for September 2011	319.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	General Fund	DPW-Building Maint.	Janitorial services Building/Planing for September 2011	245.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	General Fund	DPW-Building Maint.	Janitorial services DPW for September 2011	130.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	General Fund	DPW-Park Maint.	Janitorial services Park for September 2011	550.00
12899	9/30/2011	CENTRAL MAINTENANCE COMPANY	3152-0911	Library Fund	Non-Dept	Janitorial services Library for September 2011	332.00
<b>12899 Total</b>							1,995.00
12900	9/30/2011	CITY OF MENLO PARK	Jan2011-Jun2011	General Fund	DPW-Street Maint.	Shared maint w/MP Valparaiso/University traffic signl Jan-Jun201	311.16
<b>12900 Total</b>							311.16
12901	9/30/2011	CONNERS WILLIAM B.	September2011	General Fund	City Attorney	City Attorney Retainer Sept 2011	9,800.00
<b>12901 Total</b>							9,800.00
12902	9/30/2011	CRITTENDEN HOWARD	ArtExhibit9/9	Evan Creative Design	Non-Dept	Fast signs change date on banner art exhibit 9/9/11	37.89
<b>12902 Total</b>							37.89
12903	9/30/2011	CSG CONSULTANTS INC	B110306	General Fund	Building	Plan review BP11-00568, 77 Frederick Ave. 8/1/11 - 8/31/11	190.91
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00209, 340 Stevick Dr.	180.00
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00490, 1 Sutherland Dr.	495.57
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00339, 83 Fairview Ave.	180.00
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00552, 897 Marymont Ave.	301.56
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00547, 77 Fredrick Ave.	135.73
12903	9/30/2011	CSG CONSULTANTS INC	B110258	General Fund	Building	Replace chk#12746 plan review BP11-00549, 84 Mount Vernon Ln	1,411.31
12903	9/30/2011	CSG CONSULTANTS INC	020549	General Fund	Building	Building official services 7/1/11 - 7/29/11	15,645.00
12903	9/30/2011	CSG CONSULTANTS INC	020549	General Fund	Building	Building inspector services 7/1/11 - 7/29/11	12,920.00
<b>12903 Total</b>							31,460.08
12904	9/30/2011	DISCOUNT PLUMBING & ROOTER CO	APW11-00132	General Fund		Refund bond P# APW11-00132, 76 Larch Rd.	2,500.00
<b>12904 Total</b>							2,500.00
12905	9/30/2011	FEDERAL EXPRESS CORP	7-631-51971	General Fund	Administration	Package to Interwest for review of Volp bids	42.05
<b>12905 Total</b>							42.05
12906	9/30/2011	FLINT EDWIN F.	11-05	General Fund	Police	Interim police chief services September 2011	14,500.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
<b>12906 Total</b>							14,500.00
12907	9/30/2011	HORIZON DISTRIBUTORS, INC.	1N062019	General Fund	DPW-Park Maint.	(10) ea 2045A rainbird maxi-paw Park Maint.	168.99
12907	9/30/2011	HORIZON DISTRIBUTORS, INC.	1N062019	General Fund	DPW-Park Maint.	(10) ea 477-005BC lasco 1/2" SS nested coup Park Maint.	2.82
12907	9/30/2011	HORIZON DISTRIBUTORS, INC.	1N062019	General Fund	DPW-Park Maint.	(5) ea 448-005BC lasco 1/2" fipt cap Park Maint.	2.54
12907	9/30/2011	HORIZON DISTRIBUTORS, INC.	1N062019	General Fund	DPW-Park Maint.	(8) ea 2045A rainbird maxi-paw Park Maint.	135.18
12907	9/30/2011	HORIZON DISTRIBUTORS, INC.	1N062019	General Fund	DPW-Park Maint.	(25) ea 15van rainbird 15" var arc nozz Park Maint.	19.76
<b>12907 Total</b>							329.29
12908	9/30/2011	KIELTY KEVIN R.	2099	General Fund	Planning	Kiely Arborist services 26% Planning 9/1/11 - 9/29/11	2,730.00
12908	9/30/2011	KIELTY KEVIN R.	2099	General Fund	Building	Kiely Arborist services 74% Building 9/1/11 - 9/29/11	7,770.00
<b>12908 Total</b>							10,500.00
12909	9/30/2011	LIEBERT CASSIDY WHITMORE	Sept14,2011	General Fund	Administration	Exercising your management right workshop T. DellaSanta	14.00
12909	9/30/2011	LIEBERT CASSIDY WHITMORE	Sept14,2011	General Fund	Finance	Exercising your management right workshop L. Ho	14.00
12909	9/30/2011	LIEBERT CASSIDY WHITMORE	Sept14,2011	General Fund	DPW-Street Maint.	Exercising your management right workshop S. Tyler	14.00
<b>12909 Total</b>							42.00
12910	9/30/2011	MAZE & ASSOCIATES	517	General Fund	Finance	Comprehensive Annual Financial Report-audit FY 6/30/2011	475.00
<b>12910 Total</b>							475.00
12911	9/30/2011	MUNISERVICES LLC	JW Heating 2011	General Fund		Business license JW Heating & Air Conditioning	100.00
<b>12911 Total</b>							100.00
12912	9/30/2011	NEAL MARTIN & ASSOCIATES	1162	General Fund	Pass thru	Menlo school planning services 8/1/11 - 8/31/11	1,220.88
12912	9/30/2011	NEAL MARTIN & ASSOCIATES	1162	General Fund	Planning	Contract planning services 8/1/11 - 8/31/11	13,618.64
12912	9/30/2011	NEAL MARTIN & ASSOCIATES	1163	General Fund	Planning	Housing element planning services 8/1/11 - 8/31/11	677.25
12912	9/30/2011	NEAL MARTIN & ASSOCIATES	1164	Library Fund	Non-Dept	Library relocation planning services 8/1/11 - 8/31/11	314.63
<b>12912 Total</b>							15,831.40
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Administration	(1) st fine marker Admin	6.16
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Administration	(1) bx 1/3-cut tab file folder Admin	5.50
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Finance	(1) ea printing calculator Finance	30.84
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) case copier paper 8.5x11 Bldg dept	41.24
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) doz legal pads 8.5x11 Bldg dept	4.98
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) doz note pad 3"x3" Bldg dept	11.62
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(2) pk pop-up note 3x3 Bldg dept	32.91
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(2) ea post-it, flag, arrow Bldg dept	5.65
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) ea staple remover Bldg dept	1.07
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) pk pen combo Bldg dept	6.37
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) doz highlighters Bldg dept	7.11
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) doz ball pen Bldg dept	0.83
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) ea desktop calculator Bldg dept	5.61
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Building	(1) ea printer cartridge Bldg dept	55.16
12913	9/30/2011	OFFICE DEPOT	578856563001	General Fund	Police	(1) ea perm marker PD	1.81
<b>12913 Total</b>							216.86
12914	9/30/2011	REPUBLIC ITS INC	RR-117300	General Fund	DPW-Street Maint.	Traffic signal maintenance Middlefield & Oak Grove 8/9/11	314.01
<b>12914 Total</b>							314.01
12915	9/30/2011	SCHELLINGER DAVID	InvNo13.1	Library Fund	Non-Dept	Digital design work for library banner, postcard, & poster	110.00
12915	9/30/2011	SCHELLINGER DAVID	InvNo14.1	Library Fund	Non-Dept	Digital design work for library banner, postcard, & poster	165.00
<b>12915 Total</b>							275.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of September 2011							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Street Maint.	Uniform services B. Butter DPW-street maint	15.84
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Street Maint.	Uniform services J. Andrade DPW-street maint	15.84
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Street Maint.	Uniform services E. Lopez DPW-street maint	15.84
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Street Maint.	Uniform services B. Butter DPW-street maint	15.84
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Street Maint.	Environmental fee DPW-street maint	7.00
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Maint.	Uniform services M. Anderson DPW Park maint.	18.07
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Maint.	Uniform services M. Anderson Park maint.	17.08
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Program	Uniform services R. Espino DPW street maint.	18.07
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Program	Environmental fee HP Park	7.00
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Uniform services R. Espino Park Program	18.07
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Environmental fee Park Program	7.00
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Park Program	Large wet mop HP Park	3.90
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Park Program	36" dry mop HP Park	2.50
12916	9/30/2011	UNIFIRST CORPORATION	3850003395	General Fund	DPW-Park Program	48" dry mop HP Park	3.20
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Program	Mop-wet HP Park	3.90
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Program	Bar towel HP Park	3.20
12916	9/30/2011	UNIFIRST CORPORATION	3850002794	General Fund	DPW-Park Program	Replace bar towel HP Park	1.93
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Mat 3x5 HP Park	61.50
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Mop wet HP Park	3.90
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Bar towel HP Park	3.20
12916	9/30/2011	UNIFIRST CORPORATION	3850003396	General Fund	DPW-Park Program	Replace bar towel HP Park	1.93
<b>12916 Total</b>							244.81
<b>Grand Total</b>							833,401.83



## 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 OCTOBER 19, 2011**

**SUBJECT: FINANCIAL REPORT FOR THE THREE MONTHS ENDED  
SEPTEMBER 30, 2011**

### **RECOMMENDATION**

Receive the General Fund Financial Report for the three months ended September 30, 2011.

### **DISCUSSION**

Staff revised the format on how the financial report is to be presented. The new format incorporates a column “**Accrual**” to account for revenues and expenditures that need to be included to more accurately reflect the actual results. The accrual amounts only reflect data up to October 7, 2011.

If revenues and expenditures are assumed to be distributed evenly for the three months ended September 30, 2011, 25% of the annual FY 2011-12 Budget (3/12) should be earned or incurred.

Due to the timing nature of many revenue receipts and expenditures, it can be over or under the 25%.

### **General Fund Revenues**

For the three months ended September 30, 2011, the General Fund reported revenue of \$962,067 which is 10.2% of the annual revenue budget for FY 2012. The variance between budget and actual was mostly due to the timing of revenue collections and higher building revenue.

For secured property tax, the Town receives 5% in November, 45% in December, 5% in March, 35% in April, 5% in May and 5% in June. Unsecured property tax is paid to the Town in August. Various franchise fees are either pay annually (PG&E and Cal water) or quarterly (cable) with the exception of garbage franchise which is now paid to the Town on a monthly basis. Business license tax is renewed on July 1 for the fiscal year.

For the first three months in FY 2012, Building Department reported \$346,489 of building permit revenue which is 57.6% of the annual revenue budget. A mid-year budget adjustment is to be proposed by the Building Department to more accurately reflect the trend for FY 2012.

General Fund revenue for the same three-month period in FY 2011 was \$734,473, an increase of \$227,594 (31%). The variance was mostly due to higher building revenue of \$127,315 and local sales and use tax of \$48,168, timing of garbage and cable franchise payments of \$38,616 and \$26,439.

### General Fund Expenditures

For the three months ended September 30, 2011, the General Fund reported expenditure of \$2,948,343 which is 27% of the annual expenditure budget for FY 2012. The expenditure amount does not include September invoices from MCE for providing public works maintenance services and from contract event planner for handling park events.

Non-Department expenditure is higher than average is due to annual liability insurance premium paid at the beginning of the fiscal year that was not amortized.

Building and Public Works Departments incurred higher salaries and benefits cost due to the separation incentives offered.

From August 22, 2011, to September 30, 2011, Interwest is projected to receive \$148,871 (33.6%) of annual budget for providing contract building and life safety services. The higher than average payment is due to higher building revenues. It is anticipated that the annual budget to Interwest of \$442,451 would need to be increase if the building revenue increase continues.

For the same period in FY 2011, the expenditure amount was \$3,004,674, a decrease of \$56,331 (-1.9%). The decrease was due mostly to salary savings in the Administration Department and lower City Attorney cost.

### FISCAL IMPACT

None

Prepared by:

Approved by:

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

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

Attachment: Financial Report  
Variance Explanation

Monthly Financial Report

Town of Atherton													
General Fund													
Financial Report for the Three Months Ended Sept 30, 2011													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	3/12 of Budget	Actual July 11 to Sept 11	Accrual	Adjusted Actual July 11 to Sept 11	Variance of 3/12 of Budget	% of 3/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Sept 10	Incr/(decr) over PY	% Change
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Revenues		25.0%										
	Secured	4,891,500	1,222,875	-		-	1,222,875	0.0%	4,891,500	0.0%	-	-	0.0%
	Unsecured	270,000	67,500	-		-	67,500	0.0%	270,000	0.0%	-	-	0.0%
	SB813 Redemption (Supplemental)	70,000	17,500	2,325	2,306	4,631	12,869	26.5%	65,369	6.6%	3,700	931	25.2%
	Home Owners Exemption	34,000	8,500	-		-	8,500	0.0%	34,000	0.0%	-	-	0.0%
	Property Tax In Lieu of VLF	660,000	165,000	-		-	165,000	0.0%	660,000	0.0%	-	-	0.0%
	Motor Veh. Lic Fees (MVLf)	-	-	3,737		3,737	(3,737)	100.0%	(3,737)	100.0%	5,700	(1,963)	-34.4%
	ERAF Subvention	600,000	150,000	-		-	150,000	0.0%	600,000	0.0%	-	-	0.0%
	Local Sales & Use Tax	110,000	27,500	54,724		54,724	(27,224)	199.0%	55,276	49.7%	7,256	47,468	654.2%
	Public Safety Sales Tax (Prop 172)	60,000	15,000	11,381		11,381	3,619	75.9%	48,619	19.0%	15,333	(3,952)	-25.8%
	In Lieu Sales Tax/Triple Flip	25,500	6,375	-		-	6,375	0.0%	25,500	0.0%	-	-	0.0%
	Franchise Taxes-PG&E	230,000	57,500	-		-	57,500	0.0%	230,000	0.0%	-	-	0.0%
	Franchise Tax-Cal Water	79,500	19,875	-		-	19,875	0.0%	79,500	0.0%	-	-	0.0%
	Franchise Tax-Garbage	195,000	48,750	38,616		38,616	10,134	79.2%	156,384	19.8%	-	38,616	100.0%
	Franchise Taxes-Cable	108,000	27,000	26,439		26,439	561	97.9%	81,561	24.5%	-	26,439	100.0%
	Document TRSF Tax	250,000	62,500	24,528	16,572	41,100	21,400	65.8%	208,900	16.4%	39,457	1,643	4.2%
	Business Licenses	160,000	40,000	120,985		120,985	(80,985)	302.5%	39,015	75.6%	104,113	16,872	16.2%
	Bus Lic Refund -FY 06/07	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Bus Lic Refund -FY 07/08	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Bus Lic Refund -FY 08/09	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Muni/Vehicle Code Fines (Parking)	15,000	3,750	2,829		2,829	921	75.4%	12,171	18.9%	2,540	289	11.4%
	Other Fines & Forfeit (County)	40,000	10,000	8,362		8,362	1,638	83.6%	31,638	20.9%	4,292	4,070	94.8%
	C & D Deposit Forfeited	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	C/CAG AB 1546	12,535	3,134	-		-	3,134	0.0%	12,535	0.0%	-	-	0.0%
	POST Reimbursement	6,500	1,625	6,506		6,506	(4,881)	400.4%	(6)	100.1%	291	6,215	2135.7%
	SB 90 reimbursement	-	-	1,002		1,002	(1,002)	100.0%	(1,002)	100.0%	-	1,002	100.0%
	CALNENA Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	CLEARs Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	DOJ Grant (vest)	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	DUI Grant	6,000	1,500	-		-	1,500	0.0%	6,000	0.0%	-	-	0.0%
	React Task Force Reimb	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	NARCOTICS Task Force	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	ABAG Grant	7,000	1,750	3,299		3,299	(1,549)	188.5%	3,701	47.1%	-	3,299	100.0%
	Grants	5,000	1,250	-		-	1,250	0.0%	5,000	0.0%	-	-	0.0%
	Other Reimbursements	-	-	(1,675)		(1,675)	1,675	-100.0%	1,675	-100.0%	10	(1,685)	-1685.0%
	Highway Maint Reimbursement	35,700	8,925	-		-	8,925	0.0%	35,700	0.0%	-	-	0.0%
	Home Occupation	800	200	200		200	-	100.0%	600	25.0%	400	(200)	-50.0%
	Building Permit	602,000	150,500	346,489		346,489	(195,989)	230.2%	255,511	57.6%	194,811	151,678	77.9%
	Encroachment Permit	140,000	35,000	39,004		39,004	(4,004)	111.4%	100,996	27.9%	34,775	4,229	12.2%
	Grading & Drain Permit	60,000	15,000	10,507		10,507	4,493	70.0%	49,493	17.5%	22,743	(12,236)	-53.8%
	Other Licenses & Permit	400	100	519		519	(419)	519.0%	(119)	129.8%	284	235	82.7%
	Elections Processing Fee	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%

Town of Atherton													
General Fund													
Financial Report for the Three Months Ended Sept 30, 2011													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	3/12 of Budget	Actual July 11 to Sept 11	Accrual	Adjusted Actual July 11 to Sept 11	Variance of 3/12 of Budget	% of 3/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Sept 10	Incr/(decr) over PY	% Change
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
			25.0%										
	Document/Research Fee	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Photocopy Fee	1,025	256	350		350	(94)	136.6%	675	34.2%	1,047	(697)	-66.6%
	Alarm Sign Fees	600	150	90		90	60	60.0%	510	15.0%	60	30	50.0%
	Vehicle Release	2,500	625	583		583	42	93.3%	1,917	23.3%	1,173	(590)	-50.3%
	Police Report	1,000	250	52		52	198	20.8%	948	5.2%	332	(280)	-84.3%
	Fingerprinting Fee	325	81	212		212	(131)	260.9%	113	65.2%	-	212	100.0%
	Affidavit of Cost	300	75			-	75	0.0%	300	0.0%	-	-	0.0%
	Special Service Fee	3,000	750			-	750	0.0%	3,000	0.0%	53	(53)	-100.0%
	Solicitor's Fee	100	25	141		141	(116)	564.0%	(41)	141.0%	-	141	100.0%
	Disaster Assistance Reimbursement	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Zoning & Planning Fees	180,000	45,000	29,605		29,605	15,395	65.8%	150,395	16.4%	39,550	(9,945)	-25.1%
	Plan Check Fee Building	304,000	76,000	103,488		103,488	(27,488)	136.2%	200,512	34.0%	127,851	(24,363)	-19.1%
	Social Fees	35,000	8,750	13,825		13,825	(5,075)	158.0%	21,175	39.5%	21,400	(7,575)	-35.4%
	Meeting Fees	30,000	7,500	8,075		8,075	(575)	107.7%	21,925	26.9%	21,450	(13,375)	-62.4%
	Misc. Park Use Fee	1,000	250	1,250		1,250	(1,000)	500.0%	(250)	125.0%	1,040	210	20.2%
	Class Fees	10,000	2,500	14,175		14,175	(11,675)	567.0%	(4,175)	141.8%	3,088	11,087	359.0%
	Weddings	20,000	5,000	23,250		23,250	(18,250)	465.0%	(3,250)	116.3%	39,289	(16,039)	-40.8%
	Tree Removal Plan Check	10,000	2,500	5,910		5,910	(3,410)	236.4%	4,090	59.1%	-	5,910	100.0%
	Contract Plan Review Services	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Interest Income	45,000	11,250	5,690		5,690	5,560	50.6%	39,310	12.6%	-	5,690	100.0%
	Cellular Antenna Lease	41,682	10,421	10,044		10,044	377	96.4%	31,638	24.1%	9,566	478	5.0%
	Property Rental-Playschool	77,600	19,400	19,529		19,529	(129)	100.7%	58,071	25.2%	19,395	134	0.7%
	Sale of Property	-	-	1,091		1,091	(1,091)	100.0%	(1,091)	100.0%	-	1,091	100.0%
	Post Office	12,500	3,125	765		765	2,360	24.5%	11,735	6.1%	12,941	(12,176)	-94.1%
	Donations/Contributions	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Miscellaneous Income	2,000	500	1,648		1,648	(1,148)	329.5%	352	82.4%	533	1,115	209.1%
	Escheated unclaimed property	-	-	3,641		3,641	(3,641)	100.0%	(3,641)	100.0%	-	3,641	100.0%
	<b>Total Revenues</b>	<b>9,452,067</b>	<b>2,363,017</b>	<b>943,189</b>	<b>18,878</b>	<b>962,067</b>	<b>1,400,950</b>	<b>40.7%</b>	<b>8,490,001</b>	<b>10.2%</b>	<b>734,473</b>	<b>227,594</b>	<b>31.0%</b>
	<b>EXPENDITURES</b>												
City Council	Utilities-Water	625	156	599		599	(443)	383.3%	26	95.8%	163	436	267.5%
	Advertising/Noticing	4,000	1,000			-	1,000	0.0%	4,000	0.0%	30	(30)	-100.0%
	Business Meetings & Meals	1,200	300	56		56	244	18.5%	1,144	4.6%	-	56	100.0%
	Conferences	5,000	1,250	300		300	950	24.0%	4,700	6.0%	-	300	100.0%
	Training & Workshops	1,000	250			-	250	0.0%	1,000	0.0%	-	-	0.0%
	Membership/Dues	7,203	1,801	2,527		2,527	(726)	140.3%	4,676	35.1%	4,447	(1,920)	-43.2%
	Mileage Reimbursement	500	125			-	125	0.0%	500	0.0%	-	-	0.0%
	Environmental Programs (EPC)	5,000	1,250			-	1,250	0.0%	5,000	0.0%	-	-	0.0%
	Commission & Committee	1,000	250			-	250	0.0%	1,000	0.0%	-	-	0.0%
	Special Events & Awards	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Office Supplies	1,200	300	211		211	89	70.2%	989	17.6%	14	197	1404.4%

Town of Atherton													
General Fund													
Financial Report for the Three Months Ended Sept 30, 2011													
(Excl. Encumbrances)													
Dept	Description	Revised Budget FY11/12	3/12 of Budget	Actual July 11 to Sept 11	Accrual	Adjusted Actual July 11 to Sept 11	Variance of 3/12 of Budget	% of 3/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 10 to Sept 10	Incr/(decr) over PY	% Change
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
			25.0%										
	Computer Equipment/Software	3,000	750	-		-	750	0.0%	3,000	0.0%	14	(14)	-100.0%
	Office Equip & Furniture	19,150	4,788			-	4,788	0.0%	19,150	0.0%		-	0.0%
	City Council Totals:	48,878	12,220	3,692	-	3,692	8,527	30.2%	45,186	7.6%	4,668	(976)	-20.9%
Administration	Salaries & Benefits	252,428	63,107	58,065	2,958	61,023	2,084	96.7%	191,405	24.2%	185,949	(124,926)	-67.2%
(CM,CC,HR)	Professional Services	288,000	72,000	42,379	15,550	57,929	14,071	80.5%	230,071	20.1%	10,102	47,827	473.4%
	General Operations	57,933	14,483	7,019	823	7,841	6,642	54.1%	50,092	13.5%	2,756	5,085	184.5%
	Supplies & Materials	7,200	1,800	484		484	1,316	26.9%	6,716	6.7%	6,665	(6,181)	-92.7%
	Capital Outlay	3,000	750	162		162	588	21.6%	2,838	5.4%	-	162	100.0%
	Administration Totals:	608,561	152,140	108,108	19,331	127,439	24,701	83.8%	481,122	20.9%	205,472	(78,033)	-38.0%
City Attorney	Professional Services	230,000	57,500	29,793	100	29,893	27,607	52.0%	200,107	13.0%	92,064	(62,171)	-67.5%
	General Operations	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Supplies & Materials	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	City Attorney Totals:	230,000	57,500	29,793	100	29,893	27,607	52.0%	200,107	13.0%	92,064	(62,171)	-67.5%
Finance	Salaries & Benefits	500,783	125,196	93,158	9,114	102,272	22,924	81.7%	398,511	20.4%	105,569	(3,297)	-3.1%
	Professional Services	75,201	18,800	14,773	2,260	17,033	1,767	90.6%	58,168	22.6%	46,078	(29,045)	-63.0%
	General Operations	94,704	23,676	30,158	129	30,287	(6,611)	127.9%	64,417	32.0%	2,925	27,362	935.4%
	Supplies & Materials	3,000	750	752		752	(2)	100.2%	2,248	25.1%	168	584	347.3%
	Capital Outlay	3,000	750	-		-	750	0.0%	3,000	0.0%	-	-	0.0%
	Settlement Expense	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%
	Finance Totals:	676,688	169,172	138,840	11,503	150,343	18,829	88.9%	526,345	22.2%	154,740	(4,397)	-2.8%
Planning	Contract Planner	187,050	46,763	29,029	12,144	41,173	5,590	88.0%	145,877	22.0%	50,794	(9,621)	-18.9%
	Contract Arborist Service	35,000	8,750	3,403	1,589	4,992	3,758	57.1%	30,008	14.3%	-	4,992	100.0%
	General Operations	3,397	849	246	146	392	458	46.1%	3,005	11.5%	776	(384)	-49.5%
	Supplies & Materials	2,200	550	28	-	28	522	5.1%	2,172	1.3%	82	(54)	-65.7%
	Planning Totals:	227,647	56,912	32,706	13,879	46,585	10,327	81.9%	181,062	20.5%	51,652	(5,067)	-9.8%
Building	Salaries & Benefits	357,158	89,290	144,466	5,720	150,186	(60,897)	168.2%	206,972	42.1%	295,378	(145,192)	-49.2%
	Professional Services	92,528	23,132	71,795	22,912	94,707	(71,575)	409.4%	(2,179)	102.4%	28,347	66,360	234.1%
	Contract Arborist Service	100,000	25,000	9,685	4,646	14,330	10,670	57.3%	85,670	14.3%	28,347	(14,017)	-49.4%
	Contract Building & Life Safety Svcs	442,451	110,613	-	148,871	148,871	(38,258)	134.6%	293,580	33.6%	28,347	120,524	425.2%
	General Operations	13,522	3,381	3,099	146	3,244	136	96.0%	10,278	24.0%	2,947	297	10.1%
	Supplies & Materials	2,500	625	405	302	707	(82)	113.2%	1,793	28.3%	677	30	4.5%
	Capital Outlay	1,500	375	325	-	325	50	86.6%	1,175	21.6%	1,541	(1,216)	100.0%
	Transfer to Bldg Const. Facility Fund	153,356	38,339	38,339	-	38,339	0	100.0%	115,017	25.0%	38,339	(0)	0.0%
	Building Totals:	1,163,015	290,754	268,114	182,596	450,710	(159,957)	155.0%	712,305	38.8%	423,923	26,787	6.3%
Non Dept.	Salaries & Benefits	2,000	500	551	383	934	(434)	186.8%	1,066	46.7%	551	383	69.5%

Town of Atherton													
General Fund													
Financial Report for the Three Months Ended Sept 30, 2011													
(Excl. Encumbrances)													
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		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
			25.0%										
	Professional Services	106,985	26,746	6,971	12,360	19,331	7,416	72.3%	87,655	18.1%	22,338	(3,008)	-13.5%
	General Operations	411,890	102,973	299,368	309	299,677	(196,704)	291.0%	112,213	72.8%	285,420	14,257	5.0%
	Supplies & Materials	35,442	8,861	1,986	-	1,986	6,874	22.4%	33,456	5.6%	3,075	(1,089)	-35.4%
	Capital Outlay	97,700	24,425	-	-	-	24,425	0.0%	97,700	0.0%	-	-	0.0%
	Non-Dept. Totals:	654,017	163,504	308,876	13,051	321,928	(158,423)	196.9%	332,089	49.2%	311,384	10,544	3.4%
Police	Salaries & Benefits	4,764,860	1,191,215	1,035,489	105,370	1,140,860	50,355	95.8%	3,624,001	23.9%	1,148,864	(8,004)	-0.7%
	Professional Services	221,411	55,353	61,388	-	61,388	(6,036)	110.9%	160,023	27.7%	84,844	(23,456)	-27.6%
	General Operations	327,908	81,977	107,372	4,044	111,416	(29,439)	135.9%	216,492	34.0%	42,992	68,424	159.2%
	Supplies & Materials	120,236	30,059	16,164	883	17,047	13,012	56.7%	103,189	14.2%	13,609	3,438	25.3%
	Capital Outlay	17,630	4,408	8,542	1,200	9,742	(5,334)	221.0%	7,888	55.3%	6,554	3,188	100.0%
	Cops Grant	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Settlement Expense	-	-	-	-	-	-	0.0%	-	0.0%	-	-	0.0%
	Police Totals:	5,452,045	1,363,011	1,228,955	111,498	1,340,453	22,558	98.3%	4,111,592	24.6%	1,296,863	43,590	3.4%
Public Works	Salaries & Benefits	763,359	190,840	343,931	11,855	355,785	(164,945)	186.4%	407,574	46.6%	375,607	(19,822)	-5.3%
& Parks	Professional Services	219,000	54,750	32,598	14,500	47,098	7,652	86.0%	171,903	21.5%	16,870	30,228	179.2%
	Contract DPW Maintenance Svcs	472,719	118,180	-	-	-	118,180	0.0%	472,719	0.0%	-	-	0.0%
	General Operations	317,224	79,306	45,893	19,302	65,195	14,111	82.2%	252,029	20.6%	58,458	6,737	11.5%
	Supplies & Materials	15,850	3,963	8,438	785	9,223	(5,261)	232.8%	6,627	58.2%	11,698	(2,475)	-21.2%
	Capital Outlay	77,800	19,450	-	-	-	19,450	0.0%	77,800	0.0%	1,275	(1,275)	-100.0%
	Public Works Totals:	1,865,952	466,488	430,859	46,442	477,301	(10,813)	102.3%	1,388,651	25.6%	463,908	13,393	2.9%
	<b>Total Expenditures</b>	<b>10,926,803</b>	<b>2,731,701</b>	<b>2,549,944</b>	<b>398,400</b>	<b>2,948,343</b>	<b>(216,643)</b>	<b>107.9%</b>	<b>7,978,460</b>	<b>27.0%</b>	<b>3,004,674</b>	<b>(56,331)</b>	<b>-1.9%</b>
<b>Excess (Deficiency)</b>	<b>of Revenues over Expenditures</b>	<b>(1,474,736)</b>	<b>(368,684)</b>	<b>(1,606,755)</b>	<b>(379,522)</b>	<b>(1,986,277)</b>	<b>1,617,593</b>	<b>538.7%</b>	<b>511,541</b>	<b>134.7%</b>	<b>(2,270,201)</b>	<b>283,924</b>	<b>-12.5%</b>
	<b>Other Financing Sources/(uses)</b>												
	Transfer from Special Parcel Tax Fund	1,116,000	279,000	279,000	-	279,000	-	100.0%	837,000	25.0%	222,116	56,884	25.6%
	Transfers from Facil Constr (406)										-		
	Transfer to Road Impact Fee Fund										(902,355)	902,355	-100.0%
	<b>Total Transfer In(Out)</b>	<b>1,116,000</b>	<b>279,000</b>	<b>279,000</b>	<b>-</b>	<b>279,000</b>	<b>-</b>	<b>100.0%</b>	<b>837,000</b>	<b>25.0%</b>	<b>(680,239)</b>	<b>959,239</b>	<b>-141.0%</b>
	<b>Net Change in Fund Balance</b>	<b>(358,736)</b>	<b>(89,684)</b>	<b>(1,327,755)</b>	<b>(379,522)</b>	<b>(1,707,277)</b>	<b>1,617,593</b>	<b>1903.7%</b>	<b>1,348,541</b>	<b>475.9%</b>	<b>(2,950,440)</b>	<b>1,243,163</b>	<b>-42.1%</b>
	Beg. Fund Balance - general fund	5,279,505				5,279,505							
	Beg. Fund Balance - Bldg Dept. OP Reserve	939,694				939,694							
	Proj. Ending Fund Balance	5,860,463				4,511,922							

Town of Atherton  
Financial Report for the Three Months Ended September 30, 2011  
Variance Explanation

Revenues

A. **Motor Vehicle License Fees (MVLFF)**

\$3,737 was excess distribution for FY 2011.

B. **Local Sales & Use Tax**

\$50,424 was balance due from April to June 2011 tax period. For the same period in 2010, the balance due was \$2,256.

C. **Post Office**

Since October of 2010, the Town is no longer receiving a fixed sum for running the Post Office. Instead, the Town is receiving a percentage of stamp sales.

D. **Escheated unclaimed property**

\$3,641 was unclaimed stale checks returned to General Fund. The Town followed Government Code Section 50050 on public noticing process



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: JOHN H. DANIELSON, CITY MANAGER**

**DATE: CITY COUNCIL MEETING OF OCTOBER 19, 2011**

**SUBJECT: ACCEPT CONTRIBUTIONS TOTALING \$9,400 IN SUPPORT OF ENVIRONMENTAL PROGRAMS COMMITTEE EVENT – ATHERTON 2020**

### **RECOMMENDATION**

Accept contributions totaling \$9,400 in support of the EPC's Atherton 2020 event, and increase the EPC budget by the same amount.

### **BACKGROUND**

The Town received a letter from the Environmental Programs Committee to accept the donations they have collected towards their Atherton 2020 event. Contributions totaling \$9,400 were accepted in exchange for sponsor participations listed on the Atherton 2020 program web site. A copy of the website listings is attached.

Expenditures will be made by the EPC Committee towards the Atherton 2020 program and related activities.



To: Atherton City Council  
From: Environmental Programs Committee  
Date: September 12, 2011

**RE: Acceptance of Sponsorship Donations in support of Atherton 2020**

We are pleased to provide this report to the Atherton City Council of the current contributions in support of the Atherton EPC's Atherton 2020 program. Please accept these contributions totaling \$9,400 on behalf of the Town of Atherton for Atherton 2020 purposes in exchange for sponsor participations listed on our program web site. A copy of the website listings is attached.

<b>Contributor</b>	<b>Description</b>	<b>Amount</b>
Brandon Natural Beef	Small Business	250
California Water Service	Public Utility	2,000
ClearEdge Power	Fuel Cells Contractor	2,500
Cobalt Power	Solar Contractor	2,200
Harrell Remodeling	Green Building Firm	1,500
PSI Landscaping	Landscape Business	250
Reclaim Home	Green Retail Business	250
Visual Cue Thermal Imaging	Energy Consultant	250
Thibaults	Individual Donor	100
Liebes	Individual Donor	100
		<b>\$9,400</b>

If you have any further questions about these contributions, please feel free to speak with Valerie Gardner at (650) 799-4494 or email the EPC at [events@athertongreen.net](mailto:events@athertongreen.net).

Thank you in advance for your acceptance of community support for Atherton 2020!

Yours truly,

Valerie Gardner, EPC Member  
Atherton 2020 Co-Chair

\_\_\_\_\_  
Elizabeth Lewis, EPC Chair &  
Atherton Council Member

One enclosure



## main menu

- ..... HOME
- ..... HOMEOWNERS
- ..... VISIONARIES
- ..... STUDENTS
- ..... **SPONSORS**
- ..... **BUSINESSES**
- ..... NON-PROFITS
- ..... PROGRAMS
- ..... COMMUNITY
- ..... IF I ONLY KNEW!

## business sponsors



**Clear Edge Power** - leading the way in clean energy innovation that allows home and business owners to save money and protect the environment with the use of fuel cell power.



**Cobalt** – Provides you with the most complete, reliable and economical residential or commercial renewable energy solution available.



**Harrell Remodeling** – a full-service design + build residential remodeling company based in Mountain View, California.

**Reclaim Home & Design** – a retail store located in downtown Menlo Park offering an eco-friendly and gorgeous array of consumer, home décor and home refinishing products and ecologically-oriented home design services.





**Prado & Son Industries** – a landscape contractor company offering “Solar Power Gardening,” a zero-emission lawn care service.

**Planet Organics** – family-owned organic grocer with free home delivery service, offering near zero waste deliveries. Produce is delivered fresh, in reusable bins and delivered bins are picked up at the time of the next delivery. Atherton residents can try the Planet Organics service and get 5% off any order of \$35 or more through the end of May, 2011. Click on the Planet Organics logo, sign up and use the promotion code "Atherton."



**Visual Cue** – provides expert in-home infrared imaging that allows you to find hidden energy "leaks" within closed walls, under floorboards, in ceilings and even within sealed solar panels. Don't waste time trying to figure out why your house is drafty: one scan can quickly show you where your holes are!

**Brandon Natural Beef** – delivery of 100% naturally grass-fed steaks and ground beef! Taste and feel the difference of meat like it used to be!



**Pacific Interlock Pavingstone** – a premium source for landscaping pavers, featuring the new Hydro-Flo cobblestones and pavers, which allow rain water to pass directly through the paved hardscape, vastly reducing run-off and increasing groundwater absorption.

## user menu

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## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM:** MICHAEL KASHIWAGI, INTERIM PUBLIC WORKS  
DIRECTOR

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

**SUBJECT:** ACCEPT TRANSPORTATION COMMITTEE  
RECOMMENDATION TO RESTRICT NO RIGHT TURNS  
FROM HOLBROOK LANE TO MIDDLEFIELD ROAD,  
MONDAY – FRIDAY, 7AM – 9AM

#### **RECOMMENDATION:**

Accept recommendation of the Atherton Transportation Committee to install a “No Right Turn, 7am – 9am, Monday - Friday” sign at Holbrook Lane and Middlefield Road. Take before and after traffic counts and report back in four months regarding the effectiveness and impacts of this measure.

#### **BACKGROUND:**

At the July 12, 2011 meeting of the Transportation Committee, staff was directed to prepare a plan for chicanes and speed humps on Holbrook Lane to calm traffic during the morning commute periods. Accordingly, staff performed initial engineering and field review to identify the number and locations of these devices on Holbrook Lane between the Town limits and Middlefield Road. Prior to installation of these devices, staff surveyed all Holbrook Lane residents to determine support for the placement of chicanes and speed humps on their street. The results of the survey are included as Attachment A to this report.

As shown on Attachment A, 27 surveys were sent and 19 were returned. Of the 19 returned surveys, only 6 residents (32%) supported the installation of chicanes/speed

humps on their street. The remaining surveys expressed a strong desire to install traffic devices which would be effective in reducing traffic volumes during the morning commute periods. Chicanes and speed humps are devices which are effective in reducing vehicular speeds, but are marginally effective in reducing traffic volume.

The survey information was presented to the Transportation Committee at their September 13, 2011 meeting. Based upon the survey results and public testimony, the Transportation Committee recommendation was to restrict rights turns from Holbrook Lane to Middlefield Road from 7am to 9am, Monday thru Friday by installing an enforceable No Right Turn sign. The Transportation Committee also directed that new before and after traffic counts are taken and that staff report back in four months regarding the effectiveness and impacts of this measure.

**FISCAL IMPACT:**

The estimated cost to perform the before and after traffic counts, staff review and sign installation is approximately \$1,500. Funding for this work will be from the current Public Works operating budget.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Interim Public Works Director

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John Danielson  
Interim City Manager

Attachments:

- A. Holbrook Lane Street Closure Survey Results

**HOLBROOK LANE - STREET CLOSURE SURVEY RESULTS**

**ITEM 6.5**

**9/1/2011**

ADDRESS	OWNER/RESIDENT	# SENT	# RETURNS	SPEED HUMPS	INSTALL CHICANES	DO NOTHING	OTHER	COMMENTS
HOLBROOK 1	SCHOOLEY, Z	X						
HOLBROOK 10	VAN NESS, S	X						
HOLBROOK 17	MCCONVILLE R	X						
HOLBROOK 22	WALTZ A	X	X				X	1ST CHOICE - CLOSE STREET 2ND CHOICE - NO RIGHT ON MIDDLEFIELD 7-9AM M-F
HOLBROOK 23	VAN GUNTEN L	X						
HOLBROOK 28	WRIGHT D	X	X	X				2ND CHOICE - INSTALL CHICANES 3RD CHOICE - NO RIGHT FROM MARSH TO FAIR OAKS
HOLBROOK 29	MASETTI J	X	X		X			2ND CHOICE - SPEED HUMPS 3RD CHOICE - POLICE PRESENCE
HOLBROOK 36	SOLARI S	X						
HOLBROOK 37	WONG	X	X	X				2ND CHOICE - CLOSE STREET IF LEGAL
HOLBROOK 44	MILLS J	X	X				X	1ST CHOICE-TRIAL CLOSURE 2ND CHOICE-NO RIGHT ON MIDDLEFIELD
HOLBROOK 45	FICHTENHOLZ Z	X	X				X	1ST CHOICE - NO RIGHT ON MIDDLEFIELD 7-9 AM M-F
HOLBROOK 51	SMITH R	X						
HOLBROOK 52	ARICANLI K	X	X				X	1ST CHOICE - CLOSE STREET 2ND CHOICE - NO RIGHT ON MIDDLEFIELD ANY TIME
HOLBROOK 56	LINDQUIST D	X						
HOLBROOK 57	SMITH J	X	X				X	1ST CHOICE - CLOSE STREET 2ND CHOICE - DO NOTHING - SEE LETTER
HOLBROOK 60	CLEMENTS C	X	X				X	1ST CHOICE - NO RIGHT ON MIDDLEFIELD 7-9 AM M-F
HOLBROOK 63	ROMANO J	X						
HOLBROOK 66	RHUDY R	X	X			X		
HOLBROOK 67	KELLER J	X	X			X		
HOLBROOK 74	CONNET M	X						
HOLBROOK 75	TONSFELDT S	X						
HOLBROOK 81	SHIOZAKI/MACHIKO	X						
HOLBROOK 82	NASR K	X						
HOLBROOK 89	BAIATA L	X	X	X				2ND CHOICE - INSTALL CHICANES 3RD CHOICE - CLOSE STREET
HOLBROOK 90	WANGSNESS J	X	X				X	1ST CHOICE - NO RIGHT ON MIDDLEFIELD 7-9 AM M-F 2ND CHOICE - CHICANES
HOLBROOK 97	WASHBURN R	X						
HOLBROOK 98	CLARK D	X						
HOLBROOK A	NO NAME/ADDRESS		X				X	1ST CHOICE - NO RIGHT ON MIDDLEFIELD 7-9 AM M-F
HOLBROOK B	NO NAME/ADDRESS		X		X			
HOLBROOK C	NO NAME/ADDRESS		X				X	1ST CHOICE - CLOSE STREET/BARRICADE
HOLBROOK D	NO NAME/ADDRESS		X				X	1ST CHOICE - NO RIGHT ON MIDDLEFIELD 7-9 AM M-F
HOLBROOK E	NO NAME/ADDRESS		X	X				2ND CHOICE - INSTALL CHICANES
HOLBROOK F	NO NAME/ADDRESS		X				X	1ST CHOICE - CLOSE STREET 2ND CHOICE - NO TURNS ONTO FAIR OAKS OR HOLBROOK 3RD CHOICE - GATE CLOSURE AM & PM
<b>SURVEY RESULTS</b>		<b>27</b>	<b>19</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>11</b>	<b>1ST CHOICE: NO RIGHT TURN (5) CLOSE STREET (6) =11</b>



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

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

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

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

**SUBJECT: ADDITIONS OF CENTERLINE STRIPING AND SIGNAGE  
AT INTERSECTION OF HEATHER DRIVE AND IRVING  
AVENUE.**

#### **RECOMMENDATION:**

The Atherton Transportation Committee recommends approval of an addition to the approved Atherton Striping List. This striping will be a single yellow centerline stripe through the intersection of Heather Drive onto Irving Avenue (100' each side of intersection). In addition, staff recommends approval of placement of a W1-1 15 MPH warning sign (turn ahead) on W/B Irving 200' prior to Heather.

#### **INTRODUCTION:**

At the September 13, 2011 Transportation Committee meeting, agenda item 6.3 discussed mitigation of a safety issue at the corner of Heather Drive and Irving Avenue.

Traffic heading west along Irving Avenue routinely drive into the Irving cul de sac often do not realize Irving Avenue ends in a cul de sac and that the through street continues onto Heather Drive. This causes cars/trucks to enter the small cul de sac and have to turn around. This is very disruptive to the residents of the cul de sac.

#### **ANALYSIS:**

It was decided at the committee meeting that the best answer to this problem would involve a two part solution;

1. Install one (1) single yellow centerline stripe on Irving Ave. from 100' prior to Heather Drive turning onto Heather Drive and continuing for another 100' (see attached).
2. Install on Irving Ave one (1) W1-1 w/15mph warning sign. (see attached)

This solution was approved unanimously by the Transportation committee.

**FISCAL IMPACT:**

The cost estimate for this project is \$284.20 and to be funded by General Fund street maintenance account (101-53-52031-053).

Striping	200'	\$150.00
New sign(s)	2ea.	<u>\$134.20</u>
TOTAL		<b>\$284.20</b>

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
City Manager

Attachments:





## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

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

**SUBJECT: SIGN INSTALLATION (NO RIGHT TURN ON RED – 7:30  
AM TO 8:30AM M-F) CORNER OF S/B MIDDLEFIELD  
ROAD AT ENCINAL AVENUE.**

#### **RECOMMENDATION:**

Atherton Transportation committee recommends allowing the placement of two (2) signs, one at the southbound corner of Middlefield at Encinal and the other 200' prior (N) of the intersection, reading, "NO RIGHT TURN ON RED – 7:30 AM TO 8:30AM – M-F".

#### **INTRODUCTION:**

At the September 13, 2011 Transportation Committee meeting, item 6.4 on the agenda was reviewed by the Committee. It was sponsored by the Principal of Encinal School, Allison Liner. The request was for a "NO RIGHT TURN ON RED – 7:30AM to 8:30AM - M-F" sign to be placed at the corner of S/B Middlefield Road at Encinal Ave.

This was requested by the Encinal School administration to improve pedestrian safety in the interchange. Currently, there is a signal light and timed pedestrian crossing which is enhanced daily by a school supplied crossing guard. It is believed that even with the above listed safety enhancements at the intersection; there still exists the possibility of a car making a right turn movement while at a red light with pedestrians crossing in the crosswalk. This makes the additional signage a good recommendation.

The request was approved unanimously by the Transportation Committee.

**ANALYSIS:**

During the hours of 7:30am – 8:30am, there is a large amount of traffic traveling south down Middlefield Road. That traffic consists of vehicles traveling to work, traveling to one of many schools in the area to drop off children or seeking the state highway (82) for commercial reasons.

Many vehicles choose to make the right turn from southbound Middlefield road onto westbound Encinal Ave. to accomplish the reasons above. Without the ability to make a right turn on the red light during those hours, the traffic southbound on Middlefield Road may be impacted to a small extent. This impact is thought to be acceptable given the additional gain to pedestrian safety.

Staff recommends installation of a second sign (same) prior to the interchange, to make the sign at the corner more effective.

**FISCAL IMPACT:**

Cost to install two (2) new custom signs for this request;

Materials, labor and equipment \$239.06

Costs for these signs will come out of the general fund Public Works Streets fund.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager



## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

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

**SUBJECT: AWARD OF CONTRACT FOR THE HOOVER STREET  
CROSSWALK PROJECT NUMBER 56011.**

#### **RECOMMENDATION:**

Award the contract for Hoover Street Crosswalk Project, project number 56011 to Republic Intelligent Transportation services, the low bidder on the September 21, 2011 bids, for \$61,039; and to authorize the City Manager to execute the contract.

#### **INTRODUCTION:**

The FY 2011-12 adopted Capital Improvement Program includes funds for constructing the Hoover Street Crosswalk. The need for this project resulted from a 2006 traffic study, which recommended the installation of an in-road lighted crosswalk at Valparaiso Avenue at Hoover Street to enhance pedestrian safety.

The Town of Atherton, supported by the residents of Victoria Manor, successfully applied for a Highway Safety Improvement Project (HSIP) grant from the State of California for this project. The grant provides 88.53% funding of the project at \$30,600.

#### **ANALYSIS:**

Engineers Estimate is \$ 30,800.

3 bids were received for the Hoover Street Crosswalk Project as follows:

<b>CONTRACTOR</b>	<b>LOCATION</b>	<b>BID</b>
Republic ITS	Novato, CA	\$61,039
Tennyson Electric	Livermore, CA	\$93,332
W. Bradley Electric	Novato, CA	\$103,614

Staff contacted the California Department of Transportation (Caltrans) to request for additional HSIP funding. Caltrans stated that the HSIP grant funds has been fully obligated to all projects awarded and no additional funds would be provided. With the construction cost of \$61,039, the grant will now provides 50.13% funding of the project at \$30,600, the additional \$33,034 will come from Gas Tax funds to enhance pedestrian safety.

**FISCAL IMPACT:**

The cost of this contract is \$61,039. \$28,005 is available for this project from FY 2011 as a budget carryover. Additional fund in the amount of \$33,034 is needed to fund the project. Staff is recommending the City Council approve the transfer of \$33,034 from the Street/Cape/Slurry project funded by the Gas Tax (203-50-56049-000) to the Hoover Street Crosswalk project (203-50-56011-00).

If unanticipated work should be needed, staff will bring back a staff report for City Council approval and appropriation.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachments:



## Town of Atherton

### CITY COUNCIL STAFF REPORT

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

**FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR**

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

**SUBJECT: APPROVAL TO CONTINUE SOLE SOURCE CONTRACT  
WITH BIANCHINNI'S CATERING FOR  
SCHEDULING/STAFFING PARK EVENTS THROUGH  
FEBRUARY 2012.**

#### **RECOMMENDATION:**

Approve continuation of sole source contract with Bianchini's Catering to schedule and staff park events through February 2012 with modifications to original scope of work. This new agreement calls for 50% of all fees collected from park events will go to Bianchini's catering per month (with a minimum of \$6000.00) for services rendered.

#### **INTRODUCTION:**

In June 2011, it was announced that there would be a reduction in force (RIF) of the Public Works department. This reduction would leave the entire Park Program without town staff. Although there had been a discontinuation of bookings for the 2012 calendar year, there were events booked through December of 2011 that would need to be honored.

Staff contacted the following event planners to see if they might be interested in taking over the planning and staffing of events at the park;

Encore Events	Hillsborough	Not interested
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Perfect Taste Catering & Events	Menlo Park	Not interested
---------------------------------	------------	----------------

Savvy Events  
Total Success Staffing

Palo Alto  
San Bruno

No reply  
Not interested

One of the planners, Janet from Total Success Staffing, suggested Bianchini's Catering. She said they had an event planner was very familiar with the events run out at Holbrook Palmer Park, and had been doing them for many years.

We contacted Carlos Calderon, director of catering for Bianchini's catering. Carlos had 10 years experience at Holbrook Palmer Park working park events (for Jean Cardona) and another 10 years catering events in the park for a number of different contractors. Staff met several times with Carlos and Kevin Bianchini, owner of Bianchini's catering. Staff developed a scope of work we thought would be sufficient to cover the needs of the park program.

Bianchini's Catering signed a contract with the town and became the provider of event services on August 1, 2011. Their duties were to staff bookings at the park. The town would continue to make the bookings, receive the fees and administer the program. For this, Bianchini's catering would charge 50% of the event fee.

Bianchini's has now reached the threshold of going beyond the limits of work under the City Managers authority (\$15,000) and Council approval is required for continuation of this contract.

If Council should direct staff to resume bookings for the 2012 calendar year, a RFP will go out to select a company formally to provide us these services. This approval of continuation of services for Bianchini's catering will provide us the interim services necessary to at the least get us through our current commitments and at the most give us time to get a new vendor on board.

### **ANALYSIS:**

Continuation of the Bianchini contract is important to allow the Town to meet its contractual commitments for Park events through the end of the calendar year. Bianchini is knowledgeable of the needs and requirements to successfully staff and perform all of the Town's functions for booked events at the park. This knowledge has been gained through the performance of this work over the past three months. Given the interim nature of the Town's needs through the end of the calendar year, continuation of this contract is critical to meeting the needs and requirements of the Town of Atherton's park event customers.

### **FISCAL IMPACT:**

The town will receive 50% of all revenues from park event fees. It is anticipated only minor expenses will be needed through the end of the 2011 Calendar year.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
Interim City Manager

Attachments:



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: LISA COSTA SANDERS, DEPUTY TOWN PLANNER**

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

**SUBJECT: ADOPT THE RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR HERITAGE TREE REMOVAL FEES AND LANDSCAPE SCREENING REVIEW**

#### **RECOMMENDATION:**

Adopt the Resolution replacing the fees for Heritage Tree Removal Permits-Staff Level and Landscape Screening Permit with a required minimum Deposit to pass-thru the expense of the contract Town Arborist and add a billing rate for the contract Town Arborist.

#### **INTRODUCTION**

The Master Fee Schedule, as adopted on February 17, 2010 establishes fees for Heritage Tree Removal Permit-Staff Level and Landscape Screening Permit review based on an estimate of the cost of providing that service by Town staff. The Town has recently replaced the full-time Town staff position with a part-time consulting position.

#### **ANALYSIS**

The Master Fee Schedule establishes a staff level Heritage Tree Removal Permit fee of \$100 for the first tree and \$38 for each additional tree and establishes a Landscape Screening Permit fee of \$250.

As indicated above, the Town has recently retained the services of a consulting Town Arborist. The contract as approved by the City Council establishes a billing rate of \$150 per hour for the contract Town Arborist to provide the following services to the Town;

- Reviews staff level Heritage Tree Removal Permit requests;
- Reviews Planning Commission level Heritage Tree Removal requests;
- Reviews Landscape Screening Plans;
- Reviews Construction and Operation Plans (to ensure heritage tree protection);

- Conducts site inspection; and
- Provides responses to tree related inquiries

To further the Town's goal of cost recovery for services, Staff recommends the City Council replace the Heritage Tree Removal-Staff Level Fee and the Landscape Screening Permit Fee with a Deposit amount. The actual time spent by the contract Town Arborist will then be billed directly to the applicant. Staff recommends the minimum deposit amount for the staff level Heritage Tree Removal be set at \$500 and the minimum deposit amount for the Landscape Screening Plan review be set at \$500. Staff also recommends the Master Fee Schedule include the contract Town Arborist's billing rate of \$150 per hour plus 10% Town overhead.

### **CONCLUSION**

Amending the Master Fee schedule to replace the fees with deposit amounts will achieve better cost recovery for the Town.

### **ALTERNATIVE**

The City Council could amend the Master Fee schedule as recommended, could request further modifications or could take no action. If the Council chooses to take no action on this item, the fees will remain as discussed above.

### **FISCAL IMPACT**

The change from the fees as currently listed in the Master Fee schedule to a deposit amount will achieve better cost recovery for the contract Town Arborist services.

### **ENVIRONMENTAL IMPACT**

The amendment of the Master Fee Schedule is not subject to the California Environmental Quality Act (CEQA) in that the establishment of such a funding mechanism is not a "project." Specifically, in accordance with CEQA Guidelines section 15378(b)(4), the creation of government funding mechanisms that do not involve any commitment to any specific project that may cause a significant effect on the environment is not deemed to be a "project" under CEQA.

### **FORMAL MOTION**

I move the City Council adopts the Resolution amending the Master Fee Schedule to replace the Heritage Tree Removal – Staff Level fees and the Landscape Screening Permit fee with a Deposit and add a billing rate for the contract Town Arborist.

---

Lisa Costa Sanders, Deputy Town Planner

---

John Danielson, City Manager

Attachment:

1. Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON  
AMENDING THE MASTER FEE SCHEDULE**

WHEREAS, following all lawful proceedings for adopting a master fee schedule, the City Council, at its regular meeting on November 18, 2009, adopted Resolution 09-32 approving a Master Fee Schedule for miscellaneous Town fees, and such fees went into effect on January 17, 2010;

WHEREAS, the City Council subsequently determined that some of the fees in the Master Fee Schedule should be reduced and therefore approved and adopted an amended Master Fee Schedule in accordance with all lawful proceedings at its regular meetings on February 17, 2010 by Resolution 10-06 and on July 21, 2010 by Resolution 10-38;

WHEREAS, the fees adopted pursuant to Resolution 10-06 went into effect on February 18, 2010 and the fees adopted pursuant to Resolution 10-38 went into effect on July 21, 2010 and remain in full force and effect; and

WHEREAS, the City Council now desires to remove the heritage tree removal-staff level fees and landscape screening permit fees and replace those fees with a deposit amount to pass-through the cost of services and add a billing rate for the consulting Town Arborist.

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON  
DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

Section 1. Findings.

The City Council declares that the above recitations are true and correct.

Section 2. Removal of Specific Fees and Replacement with Deposit Amounts and addition of Town Arborist billing rate.

The City Council hereby removes the Landscape Screening Permit Fee in the amount of \$250, the Heritage Tree Removal – Staff Level (First Tree) fee in the amount of \$100 and the Heritage Tree Removal – Staff Level (each additional tree) in the amount of \$85 as outlined in the previously adopted Master Fee Schedule and hereby replaces those fees with a Minimum Deposit amount of \$500 for Heritage Tree Removal Permit- Staff Level and a Minimum Deposit in the amount of \$500 for Landscape Screening Permit Review. The Council hereby adds the billing rate for the contract Town Arborist for cost recovery purposes in the amount of \$150 per hour plus 10%.

Section 3. Previously Approved Fees Remain in Full Force and Effect.

This Resolution neither imposes new fees nor increases existing fees; rather it reduces two specific fees that were lawfully adopted and previously approved via Resolution 10-06 and Resolution 10-38. Except as modified by this Resolution, the fees set forth in Resolution 10-06 and Resolution 10-38 remain in full force and effect.

Section 4. Waiver of Fee.

The City Council is hereby authorized to waive any of the fees outlined in Master Fee Schedule. If such a waiver occurs, the City Manager or his/her designee will ensure that any fee category for which a waiver was granted does not exceed the estimated reasonable cost of providing the service.

Section 5. Environmental Clearance.

The adoption of the Master Fee Schedule is not subject to the California Environmental Quality Act (CEQA) in that the establishment of such a funding mechanism is not a "project." Specifically, in accordance with CEQA Guidelines section 15378(b)(4), the creation of government funding mechanisms that do not involve any commitment to any specific project that may cause a significant effect on the environment is not deemed to be a "project" under CEQA.

Section 6. Severability.

If any action, subsection, sentence, clause or phrase of this Resolution or the fees levied by this Resolution shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or the fees levied by this Resolution that can be given effect without the invalid provisions.

Section 7. Effective date.

The two reduced fees outlined in this Resolution shall take effect immediately following the adoption of this Resolution by the Town Council.

\* \* \* \* \*

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 19th day of October, 2011, by the following vote:*

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

---

James Dobbie, MAYOR  
TOWN OF ATHERTON

ATTEST:

---

Theresa DellaSanta, Deputy City Clerk

APPROVED AS TO FORM:

---

William Conners, City Attorney

Exhibit A  
**Amended Master Fee Schedule**

*[To Be Inserted]*

Resolution 10 \_\_\_\_\_  
Approved \_\_\_\_\_ 2010  
1286870v1A 05025/0008

Exhibit A



**MILLER STARR  
REGALIA**

1331 N. California Blvd.  
Fifth Floor  
Walnut Creek, CA 94596

T 925 935 9400  
F 925 933 4126  
www.msrllegal.com

Robia S. Chang  
robia.chang@msrllegal.com  
925 941 3214

August 5, 2011

**VIA HAND DELIVERY**

Lisa Costa Sanders  
Planning Department  
Town of Atherton  
93 Station Lane  
Atherton CA 94027

Re: 70 Camino Por Los Arboles; Applications for Prezoning and Lot Merger

Dear Lisa:

Enclosed with this letter is an application package for approval of a zoning code amendment and lot line adjustment ("Application"), submitted on behalf of Murat Kutsi Sonmez and Zeynep Bozbag Sonmez, as Co-Trustees of the Sonmez Revocable Trust U/A/D April 14, 2001 ("Sonmez" or "Applicant"), the owner of the property comprised of two contiguous parcels located at 70 Camino Por Los Arboles in the Town of Atherton ("Town"). As you may recall, the larger, approximately 35,094 square foot parcel (APN 070-302-110; "Main Parcel") is located in the Town while the smaller, approximately 5,346 square-foot parcel (APN 070-302-300; "Small Parcel") is located in unincorporated San Mateo County.

Sonmez has initiated the process to obtain approval from the San Mateo Local Agency Formation Commission for the annexation of the Small Parcel to the Town, and a pre-zoning of the Small Parcel by the Town is necessary in order to proceed with the annexation. This Application is also for the merger of the Small and Main Parcels, as we understand the Town will condition its consent to the proposed annexation on a merger of the parcels.

The following sets forth: (1) a description of the property and background information regarding the two separate parcels; (2) a description of the project for which the Application is submitted; (3) a list of the required submittal documents enclosed with this letter; and (4) a discussion of the requisite findings for approval of the Application.

## **1. History of the Property**

Both parcels are under the same ownership and historically have been treated as one parcel. The parcels originally derive from two large lots in the Linda Vista Tract subdivision, lots 7 and 20. Although our office has not conducted an exhaustive title search, it appears that from San Mateo County Planning records, that as of 1957, the Small Parcel comprised a portion of a lot adjacent to the Main Parcel, and was later separately conveyed by the owner of the larger lot. The two parcels were separately conveyed to one owner by way of two deeds. First, a deed dated September 12, 1960 from Judith H. Zellerbach to James H. Moscrip and Mary E. Moscrip conveyed the Main Parcel. Second, a deed dated June 3, 1965 from John P. Clarke and Hazel T. Clark to James H. Moscrip and Mary E. Moscrip conveyed the Small Parcel, which at this point attached to the parcel the Moscrips acquired under the 1960 deed. Since the conveyance in 1965, the property has been held and conveyed under common ownership.

The Applicant acquired fee title to both parcels by recorded grant deed from the Debiase Family Trust, dated May 25, 2001. The Applicant was not aware that the Main Parcel and the Small Parcel were in separate jurisdictions when the parcels were acquired and only recently became aware of the matter. Currently, the Main Parcel is improved with a two-story, approximately single family residence ("Residence") and three-car garage ("Garage"). The Main Parcel is within the R1-A Residential Zoning District. The Small Parcel is improved with a single-story, approximately 701 square-foot cottage ("Second Dwelling Unit"). The only access to the Small Parcel is over the Main Parcel.

We understand the Town was, until recently, also unaware that the Small Parcel was located in unincorporated San Mateo County. The Small Parcel has historically been treated as within the Town boundaries for servicing and regulatory purposes. Annexation of the Small Parcel will conform jurisdictional boundaries to historical governance practices and will clarify jurisdictional uncertainty that currently exists. The Applicant accordingly does not anticipate that annexation of the Small Parcel or that the merger of parcels will result in any substantive burden on the Town.

## **2. Project Description**

This application is submitted for (1) the rezoning of the Small Parcel to the R1-A zoning district, pursuant to Section 17.18.020 of the Atherton Municipal Code, and (2) a merger of the Small Parcel and Main Parcel to create one lot, pursuant to Section 16.14.010 of the Atherton Municipal Code, to occur concurrently with the proposed annexation of the Small Parcel into the Town.

### 3. Submittal Requirements

In accordance with the Town's application submittal requirements, enclosed are the items listed below:

- (a) Completed Zoning Ordinance Amendment Application Form
- (b) Completed Lot Line Adjustment Application Form
- (c) Zoning Code Amendment Fee: \$6,034.00
- (d) Lot Line Adjustment Fee: \$4,096.00
- (e) Plat Map
- (f) Grant Deed
- (g) Legal Description
- (h) Preliminary Title Report
- (i) Lot line adjustment map showing the original parcels and proposed lot line adjustments:
  - Proposed boundary with bearings and distances annotated;
  - Location of the foundation line and all exterior walls and protrusions of all buildings and structures, including pools, athletic courts, decks and other similar structures, existing on the property;
  - General note or description of use of each building or structure on the property;
  - Name and address of record owner or owners;
  - Name and address of civil engineer or licensed land surveyor who prepared the map;
  - Area in acres or square feet of the existing and proposed parcel; and
  - Dimension of building setback from property line.

**4. Findings for Approval**

(a) Zoning Code Amendment—Consistency with the General Plan.  
Pursuant to Section 17.18.040 of the Town's zoning ordinance, the City Council may approve a proposed zoning amendment only when it makes the finding that the proposed zoning amendment (text or plan) is consistent with the general plan goals, policies, and implementation programs.

(b) Lot Merger—Compliance with Development Standards. Pursuant to Section 16.14.010 of the Town's zoning ordinance, the City Manager may approve the proposed lot line adjustment provided that it complies with all of the applicable provisions of the code and the development standards of the Town.

Please do not hesitate to contact me should you have any questions or require additional information.

Very truly yours,

MILLER STARR REGALIA



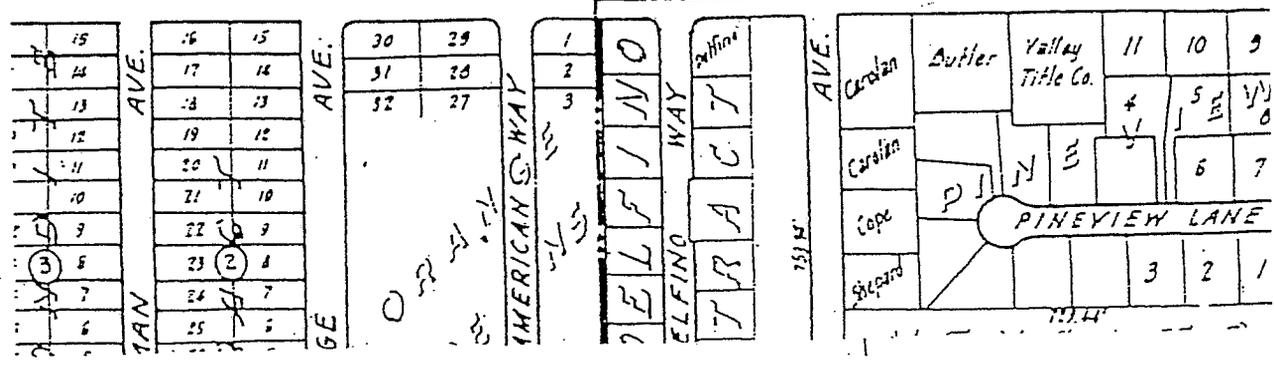
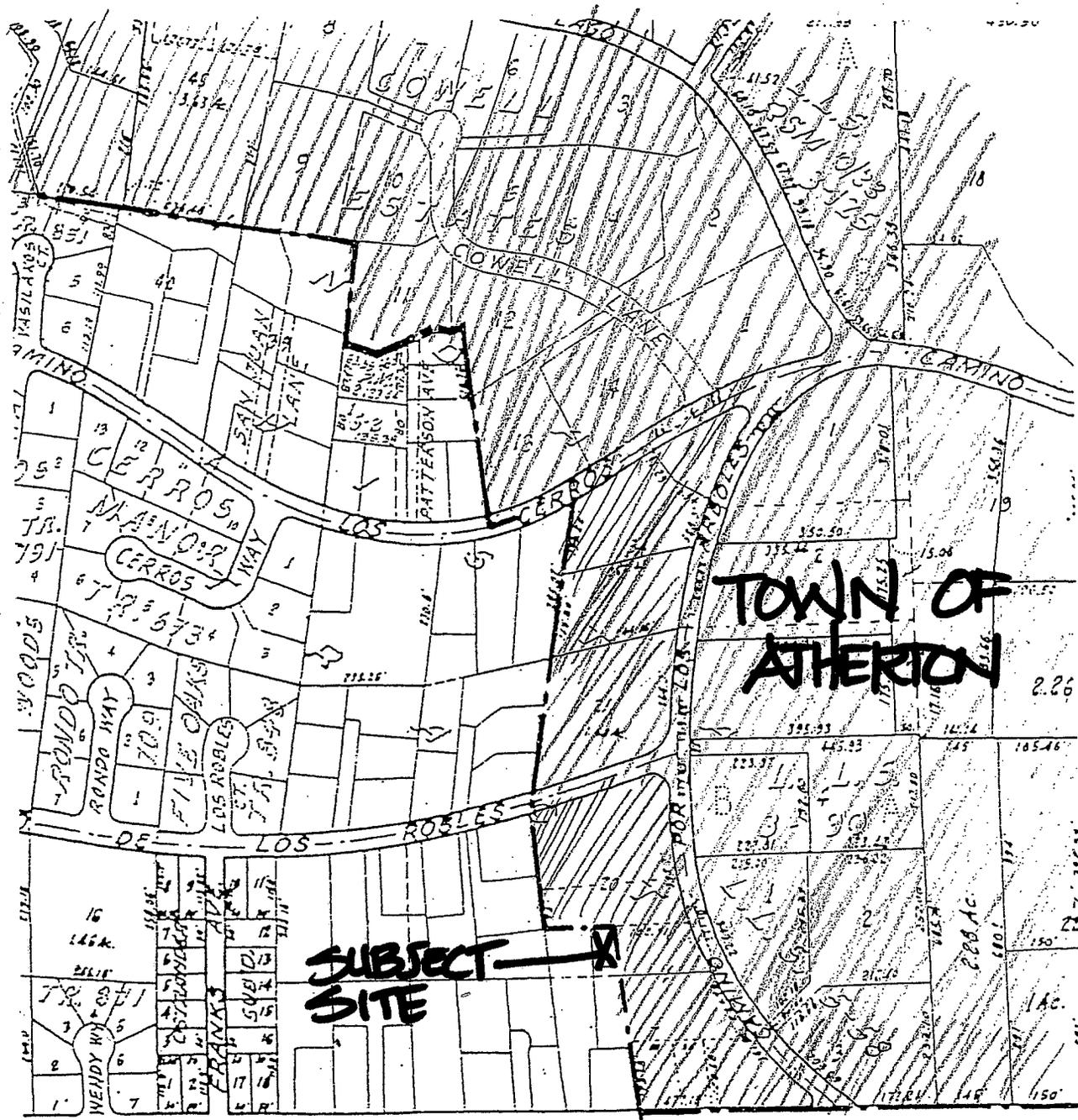
Robia S. Chang

RSC:rsc

Enclosures

cc: Brian Heffernan  
Kenneth Styles





**CITY LIMITS**

TOWN OF ATHERTON  
 PLANNING COMMISSION APPLICATION



TYPE OF APPLICATION	FEE	DEPOSIT	TOTAL
Appeal	\$750.00	0	\$750.00
Conditional Use Permit	\$1,919.00	\$2,000.00	\$3,919.00
Environmental Impact Report	Actual cost		
Exception Review	\$1,919.00	\$2,000.00	\$3,919.00
Excessive Height Permit	\$1,919.00	\$2,000.00	\$2,919.00
General Plan Amendment	\$3,534.00	\$2,500.00	\$6,034.00
Heritage Tree Removal Permit	\$2,224.00	\$2,000.00	\$4,224.00
Initial Review/Negative Declaration	\$3,534.00	\$2,000.00	\$5,534.00
Lot Line Adjustment	\$1,596.00	2,500.00	\$4,096.00
Lot Line Redesignation	\$2,242.00	\$2,000.00	\$4,242.00
School Master Plan	\$750.00	0	\$750.00
Tentative Parcel Map	\$2,242.00	\$2,500.00	\$4,742.00
Final Parcel Map	\$1,273.00	\$2,500.00	\$3,773.00
Variance	\$2,242.00	\$2,000.00	\$4,242.00
<input checked="" type="checkbox"/> Zoning Ordinance Amendment	\$3,534.00	\$2,500.00	\$6,034.00

SITE ADDRESS: 70 Camino por los Arboles APN 070-302-300  
070-302-110

Provide a brief description of the proposed project: Please see attached letter.

**PROPERTY OWNER:** Murat Sonmez and Zeynep Bozbag Sonmez, as co-Trustees  
 Name: of the Sonmez Revocable Trust U/A/D April 4, 2001

Mailing Address: 70 Camino por los Arboles, Atherton, CA 94027

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

**APPLICANT:** Miller Starr Regalia on behalf of Murat Sonmez and  
 Name: Zeynep Bozbag Sonmez, as co-Trustees of the Sonmez  
Revocable Trust U/A/D April 4, 2001

Mailing Address: 1331 N. California Blvd., 5th Fl., Walnut Creek, CA 94596

Phone: (925) 935-9400

Email: robia.chang@msrlegal.com

**Signature:** *Robia Chang*

.....  
 FOR CITY COMPLETION:

Amount Paid: 6034

Received by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Project #: \_\_\_\_\_



**Item No. 19**

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

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

**FROM: MICHAEL KASHIWAGI, INTERIM PUBLIC WORKS DIRECTOR  
NEAL J. MARTIN, TOWN PLANNER**

**SUBJECT: ENVIRONMENTAL REVIEW PROCESS FOR NEW LIBRARY**

**RECOMMENDATION:**

That the City Council consider the actions listed below:

1. Consider the Atherton Library Building Steering Committee's (ALBSC) recommendation to approve Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements.
2. Authorize staff to negotiate an amendment to the LSA Associates professional services agreement to provide for any necessary expansion of the work scope to meet any CEQA requirements.

**BACKGROUND:**

At its June 15, 2011 meeting the City Council approved the criteria for site selection, process and schedule for the new Atherton Library. This schedule included a proposed City Council action on site selection at its meeting of August 17, 2011. However, due to City Council's request to conduct an additional community meeting, the date for City Council action on site selection was postponed to October 19, 2011. The additional community meeting requested by City Council was held on September 8, 2011.

In order to provide a basis for site selection the ALBSC and the City Council had completed a number of preliminary steps that included:

- Retaining the services of Group 4 Architects to prepare site analysis work on six potential sites.
- Conducting a community charrette and several community meetings for public input and community involvement in the process.
- Retaining the services of LSA Associates to prepare an environmental "screening" analysis of three of the most promising sites (the existing library site and two sites in Holbrook-

Palmer Park). The “screening” analysis included evaluation of potential historic significance, location of heritage trees, traffic and parking impacts.

- Presenting the proposed plans and analyses to the Park and Recreation Commission on two occasions.

The former City Attorney was advised of and had approved of the proposed process.

The ALBSC Site Selection Report for the Atherton Library Building Project is attached. Based upon the analysis of various sites and environmental screening results, the ALBSC recommends that the new library be located in Holbrook Palmer Park at the Main House site pending completion of CEQA requirements.

### **DISCUSSION:**

As the process has evolved some community members have expressed concerns about environmental impacts that might result if the new library were sited in Holbrook-Palmer Park. Specifically concerns were expressed at the Park and Recreation Commission meetings on July 6, 2011 and October 5, 2011 and at the ALBSC Community Meeting held on September 8, 2011. Those concerns generally relate to loss of existing park and recreation space, traffic volumes and traffic safety in the park, and adequacy of parking. In terms of the California Environmental Quality Act and case law these concerns are classified as “public controversy”. The current City Attorney has advised that the presence of public controversy requires the preparation of an EIR if the controversy is related to the project’s environmental effects. The City Attorney has also advised that prior to any decision by the City Council or its advisory commissions on a particular site for the new library, an environmental document must be completed and certified as adequate by the City Council. The City Attorney has advised that, in view of the public controversy related to the project’s environmental effects that the appropriate environmental document should be an EIR.

This advice could change the process and schedule previously approved by the City Council. Although the preparation of an environmental document (either an Initial Study/Mitigated Negative Declaration or an EIR) was contemplated in the original process and schedule, it was anticipated to occur after selection of a preferred alternative site by the City Council.

As noted above, the Council retained the services of LSA Associates to prepare the “screening analysis” as well as an Initial Study/Mitigated Negative Declaration. The “screening analysis” was completed and about half of the work scope remains to be completed. The agreement provides that should an EIR be required a revised and expanded work scope would be negotiated and an amendment to the agreement presented for consideration by the City Council. Staff has discussed the situation with LSA Associates and they are prepared to present a revised work scope and negotiate an amendment to the agreement for presentation to the Council at its November 16, 2011 meeting. The revised work scope would involve environmental analysis of all feasible alternative sites as well as space and program options. Should an EIR be a part of this process, it would be used by the Council as well as the Park and Recreation Commission and Planning Commission in making recommendations on the project to the City Council.

On October 5 the ALBSC made a second presentation to the Park and Recreation Commission concerning the new library proposals. The ALBSC requested that the Commission recommend to the City Council that the Main House site at Holbrook Palmer Park be designated as the preferred alternative location for the library. However, the Commission concluded and recommended that no decision should be made until the City Council has conducted a Town-wide resident survey about whether location in the Park would be acceptable or desirable. The Park and Recreation Commission made a recommendation to Council to conduct a Town-wide survey of resident's opinion concerning location of a new library in Holbrook Palmer Park.

On October 6 the ALBSC met and considered options for proceeding with the environmental review phase of the project. During the discussion the Committee made the statements listed below:

- They were not sure based on the information available that an EIR as the appropriate environmental document to prepare based on the amount of "public controversy" associated with the Park site alternative.
- They could not agree, based on the information provided, with the opinion of the City Attorney, and felt they needed to gain a better understanding of the process in order to CEQA requirements.
- They agreed that if an EIR were legally required the Committee adopted a motion requesting that "the City Council expeditiously move forward with meeting the environmental requirements identifying the Park site as the preferred alternative. The Committee stated that they were not certain of the legal requirements at the time, and therefore the action item is framed such that the Council identifies the Park as the preferred alternative site knowing that CEQA requirements must be met.
- They requested the City Attorney provide a legal opinion with citation on the matter.
- They decided to seek independent legal council on the matter and to advise the Committee on the environmental process.

On October 13, a special meeting of the ALBSC was called to develop a recommendation to City Council. The outcome of this meeting resulted in the ALBSC recommending and requesting the Atherton City Council approves Holbrook Palmer Park as the preferred site for the new library to replace the Main House pending meeting CEQA requirements.

**FISCAL IMPACT:**

Costs associated with this project are paid for from the Atherton Library Fund.

Prepared by:

Approved by:

---

Michael Kashiwagi, P.E.  
Interim Public Works Director

---

John Danielson, Interim City Manager

---

Neal J. Martin,  
Town Planner

*Attachment A: Report to Town of Atherton Town Council, Site Selection for Atherton Library Building Project*



---

**Report to Town of Atherton  
Town Council  
Site Selection for Atherton Library  
Building Project**

---

October 12, 2011

*"A library outranks any other one thing a community can do to benefit its people. It is a never failing spring in the desert."*

Andrew Carnegie (1835-1919)

## Contents

Recommendation to Town Council, October 19, 2011.....	4
Executive Summary.....	7
Library Funding.....	8
Process to study new library options .....	9
Library Study and Atherton Library Trends .....	12
Building Program .....	12
Environmental Assessment.....	17
Structural Report’s Summary .....	18
Environmental Screening and Traffic Analysis.....	18
Historical Resources .....	19
Traffic and Parking.....	21
Biological Resources.....	22
Parking Report – additional work .....	22
Main House Analysis.....	24
Site Selection.....	25
Process.....	25
Proposed Sites .....	25
Site Prerequisites .....	25
Site Character .....	26
Cost and Schedule .....	26
Site Evaluation .....	26
Context.....	26
Experience/Opportunities .....	27
Function.....	27
Parking and Traffic Analysis .....	28
Parking.....	28
Traffic .....	28
Preliminary Site Plans.....	28
Preliminary Plan for Existing Library Site.....	30
Preliminary Plan for Park Library Site.....	31

Conclusion .....31

Appendix .....32

    ALBSC Committee members .....32

Library Funding.....32

Process to study new library options .....32

Library Study and Atherton Library Trends .....32

Building Program .....32

Environmental Assessment.....32

Site Selection.....33

Additional material.....33

**Recommendation to Town Council, October 19, 2011**

The ALBSC recommends that the new library be located in Holbrook-Palmer Park at the main house site pending completion of CEQA requirements.

The Atherton Library has been a continuous part of the Town's heritage since the early 1930s. Today we have the financial resources and community spirit to realize what is only a dream for many communities—to build a new library for future generations.

For the first time, we have the opportunity to intentionally choose the most ideal location for our library and create a facility built expressly to meet expectations for contemporary library service. We are now in a position to design a building that will possess the flexibility to adapt to any changes a library of the future will want to accommodate.

While there has been energy around improving the library (located in a twice renovated former private residence constructed in the late 20s) and discussions on how to best go about doing that for years, the process to build a new library began in earnest in 2009 when the Town of Atherton commissioned an assessment of the structural adequacy of the Atherton Library. That report concluded that

- the existing library did not meet current minimum seismic standards
- the building would experience extensive damage to structural and non-structural components during a seismic event,
- extensive building modifications would be necessary to meet minimum life safety level criteria.

Steady and measured progress since then has included Resolution 10-30, passed in June 2010, in which the Town of Atherton resolved to partner with San Mateo County Library, Friends of the Atherton Library, and other stakeholders to support and participate in the process of planning and building a new library, as well as to establish a library steering committee. Composition of the Atherton Library Building Steering Committee (ALBSC) was approved in August 2010; the committee was formally charged by the Town of Atherton to oversee the planning and design process of the new library.

As mandated by the Atherton Town Council, the two potential sites under analysis for the future Atherton Library are the current site of the library and a site in Holbrook Palmer Park. To prepare a recommendation for the preferred library site, the Atherton Library Building Steering Committee, working with the Town of Atherton and San Mateo County Library, has assessed the professional findings of ABA, Group 4, Page and Morris, and LSA. The ALBSC has also engaged the community in a robust participation process, including four focus groups and three extensively publicized and well attended community meetings. The sites have been evaluated for potential environmental impacts and along numerous criteria commonly used in architectural and library site analysis.

The findings clearly indicate the park presents more advantages and opportunities than the existing site. Holbrook Palmer Park has been an asset to the town and the recreational/cultural heart of Atherton since the early 60s. This is consistent with the findings in Louis J. Kroeger & Associates February 1959 report entitled "Atherton Interest in a Community Park & Recreation". Park and

library are both institutions for the community to enjoy and inhabit, to take pleasure in and to explore.

There is tremendous potential synergy in locating the library in the park. Current uses of the park include leisurely walks, exercise, play activities, enjoyment of nature, and sporting activities. Current uses of the library include: leisurely explorations of information and literature, mental exercise, children activities, community discussions, and lifelong learning programs. All of these current uses are compatible and are primarily process oriented. Locating the library in the park holds the potential to further connect and make more convenient resources for families and the community. Additionally, a building designed to respect the natural beauty of the park and encourage graceful, indoor/outdoor spaces would be an asset to the community.

Once the site for the new library has been approved subject to meeting CEQA requirements, the process will continue with the selection of architects for the next phase of the project. That phase will include confirming the community's priorities for the new building, discussions of and decisions on specific sizes of spaces, and preferred architectural styles.

The following pages detail a thorough investigation of the two sites and the findings that identify the park site as preferred.

It has been the privilege of the ALBSC to work over the last year and more on behalf of the community. There are so many opportunities associated with building a new library and doing so marks an exciting moment in Atherton history. Our new library will provide positive lasting value to the community. This is a rare opportunity for people to come together and participate in creating a facility of significance and we look forward to the future steps that will bring us closer to a library everyone can take pride in and love.

## Executive Summary

The committee has reached the following conclusions. Each topic is discussed in detail throughout this report; in addition, the Appendix includes original research and referenced documents.

Referenced material from the Appendix is available in electronic form on the Town web site in the library section. Hard copies are available in the Town Administration Offices at 91 Ashfield Road and the Atherton Branch Library at 1 Dinskelspiel.

- The ALBSC thanks the community members who graciously volunteered their time and participated in our community meetings and process. Their input helped shape our work.
- The existing library space, resources and services are inadequate to meet the needs of the current library users. More importantly, the existing library does not meet current seismic codes and does not meet the minimum building performance level C-3 according to FEMA 356. To delay going forward furthers the risk of the existing library being rendered unusable and or unsafe by a seismic event ---the Town would have no library.
- The ALBSC understands that locating our library in the park represents a change in the current park use and recognizes that this change is consistent with park planning policy standards and public park land use regionally and nationally.
- The proposed new library would be respectful of the existing historic buildings and pastoral context of the park. A new library located at the main house site (refer to Site Diagram on page 31) fits within the parameters of the main house and does not infringe on the open space within the park.
- The Town has an opportunity to partner with the library to provide a place for learning and sharing culture and ideas within the park, the community's place for recreation, community activities and cultural events.
- Building the library in Holbrook-Palmer Park provides the Town a replacement for an aging building and related outdoor spaces that serves limited needs and interests with a new facility that will serve our broader community.
- The ALBSC understands that a new library in the park has a responsibility to support the community activities currently taking place in the Main House.
- This phase of the library building process deals with site selection, site concept plans, CEQA related studies and establishment of an initial library program. The following phases will address remaining CEQA requirements, building style, building size, design of interior and exterior spaces and the construction process.
- The Library Donor City Funds are sufficient to complete this project and provide for future maintenance, operational support and increased library services and program costs. Refer to the Finance Section for more information.
- To delay the project going forward subjects the project to increased costs of construction.
- The ALBSC has in good faith evaluated the sites mandated by the Atherton Town Council. These two sites, the existing site and potential sites in Holbrook-Palmer Park were selected based on work performed by previous committees, namely, the Blue Ribbon Task Force and the Library Task Force. The ALBSC concluded that the new library be a standalone facility, not directly connected or incorporated with the Town Center facilities. Libraries are separate

and distinct from governmental operations and functions and are therefore typically sited within or adjacent to a community's cultural and recreational center. This is a well recognized land use planning practice.

- The public process has and will continue to be an integral part of the project.

## **Library Funding**

The potential to improve Atherton library services is real. Unlike most jurisdictions in California, the Town of Atherton has funds available to build a new library to serve its community now and for future generations. These funds, accumulated over many years, are a function of the laws covering the funding for public libraries in California and more specifically, San Mateo County.

The Free Public Libraries Act passed in 1911, provided libraries in California funding through an allocated portion of property taxes. In 1912, the San Mateo County Board of Supervisors established the San Mateo County Free Public Library. Under this law, property taxes are specifically dedicated and restricted for library purposes. The primary source of revenue for the San Mateo County Library is this tax, approximately 90% of operating expenses are derived from this source.

With the passage of Proposition 13 in 1978, the portion of property taxes to fund libraries was fixed based on the proportioning in effect at the time this proposition was passed. The portion of property taxes funding the San Mateo County Library at that time was approximately 3.2 cents per \$100 of assessed property value. Consequently, the proportion of property taxes dedicated to providing San Mateo County Library services remains at approximately 3.2 cents per \$100 of assessed property value, as established in 1978 with the passage of Proposition 13.

In 1999 the San Mateo County Library Joint Powers Authority ("JPA") was formed. Member cities include, Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside and the unincorporated areas of the county. The JPA is charged with the governance of the San Mateo County Library.

The cost to provide basic services at each library branch is determined each year. Basic services cover the cost for staff, materials, equipment, programs and furnishings. If the cost to provide basic services within a jurisdiction is less than the property tax collected and attributable to funding basic library services, the jurisdiction generating the funds holds the excess. These excess funds, called Library Donor City Funds, are restricted and to be spent for library purposes only. This includes expenditures such as, facility maintenance, facility remodeling or expansion, increased service hours, and expanding library collections. Expenditures are mutually agreed by the JPA and the Town Council of the jurisdiction generating the excess funds.

Currently, Atherton property taxes allocated to libraries exceed the cost of providing basic library services. These funds, held by the Town of Atherton in an account dedicated for library purposes, are valued at approximately \$5,600,000. The annual increase in the accumulated fund is

approximately \$750,000. It is anticipated these funds will continue to grow for the foreseeable future.

Accumulated Atherton Library Donor City Funds are sufficient to fund all costs associated with the design, construction, furnishing, collections and landscape improvements associated with the new Atherton Library. The existing fund balance of approximately \$5,600,000 plus the annual increase of approximately \$750,000 through the anticipated completion of the new library in 2015 will provide approximately \$8,300,000 for the project. Additionally, expected future Atherton Library Donor City Funds will fund ongoing library building operating and maintenance costs, landscape maintenance and continued improvements, together with expanded collections and programs within the community.

To delay going forward subjects the project to increased costs of construction. It also runs the risk of the existing library being rendered unusable/unsafe by a seismic event – the Town would have no library.

A new library located in Holbrook-Palmer Park, will contribute funds towards park improvements and maintenance directly associated with the library. This could include proportionate contributions towards commonly shared areas such as driveways, parking lots, pathways, as well as, funding for commonly used landscape areas. These contributions towards park improvements and maintenance as mutually directed by the Town and JPA would benefit the Town. In an attempt to fund park improvements and maintenance, the Town has engaged in renting park facilities for private events. These events can conflict with the community's enjoyment of the park, particularly on weekends. To date, renting park facilities costs the Town more than the revenue generated by these activities. The effect from the Town's recent change to using contract services for park maintenance and event management is not yet known, other than that the Town is currently in a 50% revenue sharing agreement with the service provider. The cost to maintain and operate the buildings and landscape facilities associated with the rental activity areas are not clearly segregated in the Town's financial records. Therefore it is difficult to forecast the financial impact of this new arrangement. Previous to this change, Town staff salaries contributed to the operating losses for these facilities. The question as to whether facilities should be rented for large events or whether facilities should serve the community as a learning and cultural resource is essentially a public park policy issue.

The Town of Atherton is in the enviable position of having sufficient dedicated funds to design, build and maintain a new library. It has the opportunity, through careful site selection, design and fund management to provide a lasting legacy for its community.

### **Process to study new library options**

The process to arrive at a recommended site for the new library has taken a few years. It was initiated principally by public safety concerns and was followed by an assessment of library services.

In 2009 a seismic analysis was conducted on Council Chambers and the Atherton Library. The

conclusion was that the buildings do not meet seismic safety standards and require significant seismic retrofit work. The question as to whether an investment should be made in an aging facility that from the library's perspective is inefficient and does not serve Atherton public library needs was brought before the Atherton Friends of the Library. The Friends of the Atherton Library together with the San Mateo County Library Joint Powers Authority and Town of Atherton performed a Library Needs Assessment in the fall 2009. The purpose of the Needs Assessment was to determine whether the existing library was serving the community's needs. The findings conclude that the existing Atherton Branch Library is not adequately serving the community and that a new library should be built.

The Needs Assessment used a number of measures including:

- a community survey, the purpose of which was to gather subjective information
- benchmarking, a process that compares the library services provided to communities similar to Atherton to the services provided by our library
- a comparison of the library services provided by the Atherton Library to the San Mateo County Library services model
- identifying user needs through focus group meetings
- factoring future trends in library services.

The findings from the Needs Assessment were presented and accepted by the Town Council in February 2010. (Refer to the Atherton Library Needs Assessment and the Frequently Asked Questions in the Appendix).

A Task Force, to include interested members of the public was formed by Council to evaluate the findings from the Seismic Study and library Needs Assessment in February 2010. Members were solicited in the same manner as with other Atherton committees. The resulting Task Force received the approval of the Town Council to explore this and related issues. The Seismic Study and the findings from the Blue Ribbon Task Force approved by the Town Council in November 2009 provided the basis of the Library Task Force's evaluation of the Atherton Library Needs Assessment. From April 2010 through June 2010, the Library Task Force met six times to discuss and evaluate the aforementioned findings, and to consider the Holbrook-Palmer Park Landscape Master Plan and the 2002 Park and Recreation Commission Park Survey. The Library Task Force concluded and recommended to the Town Council that a new library be built in Holbrook-Palmer Park and that a new committee be formed to build on the recommendation made by the task force.

The Task Force recommended Atherton build a new library in Holbrook-Palmer Park. The Town Council accepted the Task Force finding that a new library be built and thought that while the recommendation that a new library in the park was a promising one and could benefit the community, it was decided that the recommendation to locate the library in the park should be considered within a more formal public process. The Town Council Adopted Resolution No. 10-30

forming the Atherton Library Building Steering Committee (“...that the City Council of the Town of Atherton hereby partner with the San Mateo County Library, Friends of the Library and other key stakeholders to support and participate in the process of planning and building a new library and establish an Atherton Library Building Steering Committee based on recommendations from the Atherton Needs Assessment Task Force”).

In August 2010 the Atherton Building Steering Committee (ALBSC) was created from applicants, charged by the Town Council to recommend a site for the new Library at either the existing library site or a site in Holbrook-Palmer Park and oversee the planning and design process of a new library.

From August 2010 through September 2011, the ALBSC met at 11 regular meetings and 22 special meetings. All meetings were posted as required, including the library and Town websites. In addition, the ALBSC provided the Atherton Park and Recreation Commission and the Holbrook-Palmer Park Foundation library project updates throughout the process by attending the regular meetings held by these organizations.

One of the first issues addressed by the committee was whether locating a library in Holbrook-Palmer Park would be consistent with the terms of Olive H. Palmer’s Will bequeathing her property known as Elmwood to the Town of Atherton. The committee engaged, with the approval of City Council and the JPA, legal counsel to render an opinion on the matter. The opinion states that the construction of a public library would be consistent with the terms of the Will.

A Request for Proposal (RFP) was posted which sought to engage architects with library design experience to complete the site selection analysis and library building program and was approved by Council and issued in December 2010. The firm, Group4 Architects, recommended by the ALBSC to perform the first phase of work (Site Selection and Library Programming) was approved by Council in March 2011 and the contract was approved in April 2011. The Atherton Planning Department selected and engaged, with Council and JPA approval, an environmental consultant (LSA Associates, Inc.) to conduct initial environmental studies for the two sites under consideration. The scope of work defined under this contract established the process to meet CEQA requirements. The site selection and library program process included: establishing site selection criteria that were accepted by Council; holding a number of community focus group meetings with the Library Consultant in April and May 2011; and holding two community meetings in June 2011 and one in September 2011. The purpose of the focus group and community meetings was to provide the community information about the project and to learn from the community how they envisioned a new library and to hear and answer questions and concerns.

The ALBSC presented the preliminary findings and results from the focus group and community meetings to the Park and Recreation Commission in July 2011. The committee’s report and recommendation was presented to the Park and Recreation Commission at their regular meeting October 5<sup>th</sup> and will be presented to Town Council at their regular meeting October 19, 2011.

The ALBSC will continue its work on this project into Phase II, library programming analysis and

building design, and Phase III the construction and completion of the new Atherton Library. It is anticipated that these phases will commence in late 2011 and continue through 2014.

Formulation of the final library program will follow best practices and will include community input. The methodology will be defined by practices that been proven to successful in other jurisdictions where libraries have been recently built.

### **Library Study and Atherton Library Trends**

Despite the current facility's limitations, the community does use the Library. Over the past few years, use levels have actually been increasing. Atherton library usage has been increasing over the last few years, a trend seen throughout the state and the country.

Overall usage is less than what it might be since limited space and dated infrastructure narrow the ways that the public can use the facility. Many visitors tend to use it as a pick-up/drop-off point for requests rather than spending time working or reading onsite since it lacks the seating, acoustical separation or other characteristics that would make it a comfortable destination.

The Library does offer both a physical and a digital collection and plans to continue developing and maintaining resources in both print and electronic formats in a new facility. The role of digital media will be considered in determining the type and size of the Atherton Library's collection. It is crucial that the new facility have as much flexibility as possible so that the technology offered when it opens is appropriate to community needs and can continue to meet evolving needs in the years that follow. It may be that iPad or eReader devices are offered for library use. In any case, the facility must accommodate whatever configuration of technologies is offered on opening day and beyond. It is also important that the Library offers basic technology support, digital literacy training and laptop plug-in access throughout the facility, to name some examples.

### **Building Program**

Developing a preliminary Library Building Program was integral to this process. The Library Building Programs developed by library consultants Page/Morris and Group4 Architects was a coordinated effort with the San Mateo County Library. The resultant program is based on existing facts, best practices, the San Mateo County Library service model, and information gathered through focus group meetings and community meetings held throughout this process. The Library Building Program presented in this report shows two program templates. One shows the spaces associated with a 9,800 square foot building and the other shows the spaces associated with a building of approximately 11,100SF footprint in a two story building of 13,000SF total. These programs include the premise that there should be no duplication of spaces and food spaces are undesirable.

These programs will be further developed and refined in Phase II and will be shaped by, and be responsive to, evolving technologies, best practices and the community it serves.

Atherton Library  
9,800 SF on 1 Floor



Square Feet

1.1	Public Entrance/Lobby	24	
1.2	Public Restrooms	IN GSF	
	Program Room	522	
	Arts Storage	0	
	Atherton Heritage Archive	0	
1.3	Friends of the Library Book Sale	40	
1.4	Book Donations Sorting Space	120	
1.5	Community Information	25	731
2.1	Self Checkout and Reserves Pickup	135	
2.2	Marketplace/Books	489	
2.3	Marketplace/AV Media	412	
2.4	Service Desk	176	1,212
3.1	Adult Public Access Computers	114	
	Reference Collection	0	
3.2	Adult Circulating Fiction Books	580	
3.3	Adult Circulating Nonfiction Books	880	
3.4	International Languages Collection	72	
3.5	Quiet Study	200	
3.6	Magazine + Newspaper Browsing	450	
3.7	Program Storage / AV Equipment	100	
3.8	Group Study/Tutoring Room	100	
	Group Study/Tutoring Room B	0	
3.9	Teen Area	481	2,977
4.1	Children's Marketplace	315	
4.2	Children's Public Access Computers	54	
4.3	Children's Circulating Books	456	
4.4	Family Space/Children's Programming Area	247	
4.5	Picture Books and Easy Readers	656	
4.6	Storytelling and Programming Storage	58	
4.7	Family Restroom	IN GSF	1,786
5.1	Branch Manager's Office	85	
5.2	Library Office	85	
5.3	Staff Workroom	318	

5.4	Sorting and Returns	136	
5.5	Mail and Deliveries	104	
5.6	Supplies and Equipment Storage	40	
5.7	Computer/Telecom/Server Room	86	
5.8	Staff Entrance / Lockers / Coat Closet	32	
5.9	Staff Break Room	183	
5.1	Staff Restrooms	IN GSF	
5.11	Custodial / Maintenance Services	64	1,133
Library Net Assignable Square Feet:		7,839	
Library Gross Square Feet @ 80% Efficiency:		9,799	

Art display space would be integrated within the building.

Atherton Library  
11,100 SF on 1st Floor



FIRST FLOOR		Square Feet	
1.1	Public Entrance/Lobby	124	
1.2	Friends of the Library Book Sale	40	
1.3	Book Donations Sorting Space	145	
1.4	Community Information	25	334
2.1	Self Checkout and Reserves Pickup	135	
2.2	Marketplace/Books	589	
2.3	Marketplace/AV Media	433	
2.4	Service Desk	188	1,345
3.1	Adult Public Access Computers	234	
3.2	Reference Collection	0	
3.3	Adult Circulating Fiction Books	621	
3.4	Adult Circulating Nonfiction Books	981	
3.5	International Languages Collection	72	
3.6	Quiet Study	250	
3.7	Magazine + Newspaper Browsing	676	
3.8	Group Study/Tutoring Room	100	
3.9	Group Study/Tutoring Room B	100	
3.1	Teen Area	554	3,588
4.1	Children's Marketplace	325	
4.2	Children's Public Access Computers	84	
4.3	Children's Circulating Books	639	
4.4	Family Space/Children's Programming Area	377	
4.5	Picture Books and Easy Readers	736	
4.6	Storytelling and Programming Storage	88	
4.7	Family Restroom	IN GSF	2,249
5.1	Branch Manager's Office	85	
5.2	Library Office	85	
5.3	Staff Workroom	323	
5.4	Sorting and Returns	290	
5.5	Mail and Deliveries	104	
5.6	Supplies and Equipment Storage	70	
5.7	Computer/Telecom/Server Room	86	
5.8	Staff Entrance / Lockers / Coat Closet	44	
5.9	Staff Break Room	183	
5.1	Staff Restrooms	IN GSF	

5.11	Custodial / Maintenance Services	95	1,365
	FIRST FLOOR - NASF	8,880	
	FIRST FLOOR - GSF	11,100	
SECOND FLOOR			
6.1	Public Restrooms	IN GSF	
6.2	Program Room	950	
6.3	Program Room Storage/AV Equipment	140	
6.4 NEW	Arts Storage	50	
6.5 NEW	Atherton Heritage Archive	625	
	SECOND FLOOR - NASF	1,765	
	SECOND FLOOR - GSF	2,206	
	Total New Assignable Square Feet	10,645	
	Library Gross Square Feet @ 80% Efficiency:	13,307	

The new library will offer flexibility – will allow visitors choices by offering zones for different needs and activities – the area for children and families can be separated acoustically from quiet study and reading spaces. The group activities and events (bridge classes, knitting group, museum lectures, cooking demonstrations, book clubs and community organization meetings) can be supported without disturbance to individual users.

The community’s needs and expectations are complex and cannot all be accommodated in a single volume of space. It is critical that space is preserved for solitary pursuits while more community and collaborative activities have an appropriate venue within the facility.

The Library has a responsibility to support and celebrate the community’s heritage - both historical and cultural. Ideally there would be space within the facility to accommodate the Atherton Heritage archives as well as to display art created by community artists as well as by the community’s children and youth. Spaces associated with these elements are included in the larger building program. These precepts will be further defined in Phase II and will be part of a public process.

The Library can be a focal point for education on many levels, from the information in its collections to the programs and workshops it sponsors to the building and site itself. The Digital Library serves patrons through tutoring students, computer learning, databases, electronic resources and assistance in doing research. If designed to “green” standards, it can become an environmental showcase and community “classroom”.

## Environmental Assessment

## **Structural Report's Summary**

A structural report dated February 11, 2009 which evaluated the structural adequacy of the existing Atherton Library building was prepared on behalf of the Town of Atherton by the Crosby Group. The purpose of the report was to evaluate the adequacy of the existing building to meet the minimum life safety performance level established by the American Society of Civil Engineers Standard 31-03, (ASCE 31-03). ASCE 31-03 is the recognized standard for the seismic evaluation of existing buildings.

The existing Atherton Library building consists of an original building constructed in 1929 and an addition constructed in 1981. The ASCE 31-03 report concludes that both the 1929 and 1981 portions of the building do not meet the minimum life safety criteria established per ASCE 31-03. Identified deficiencies include lack of an adequate lateral force resisting system, inadequate attachment of the building to the foundation, lack of adequate shear-walls, lack of bracing for suspended ceilings and lack of positive connections from the building's roof structure to the supporting walls. The report concludes that extensive building modifications will be necessary in order to improve the Atherton Library's lateral load resisting system to meet the minimum life safety level as established by ASCE 31-03.

In September 2009 an additional report was prepared by the Crosby Group to evaluate the structural adequacy of the Atherton Library building against life safety building performance level C-3 criteria established in the Federal Emergency Management Agency 356 document,( FEMA 356). Buildings which meet the FEMA 356, C-3 level are anticipated to experience extensive damage to structural and nonstructural components during a seismic event. The report states that following a seismic event the existing Atherton Library building should remain stable although potentially economically impractical repairs may be needed prior to re-occupancy of the building. The report concludes that the existing Atherton Library building does not meet the minimum building performance level C-3 according to FEMA 356.

## **Environmental Screening and Traffic Analysis**

An Environmental Screening project was conducted by LSA Associates, Inc. (LSA). The purpose of the project was to prepare early environmental analysis of alternative sites (3 sites were analyzed) and to prepare environmental documentation for selected site (MND or EIR).

First task – early environmental analysis (called Environmental Screening Analysis by LSA) of alternative sites

- Existing library site at 2 Station Lane (Site A)
- Site of Main Housing in H-P Park (Site B)
- Site of northeast parking lot in H-P Park (Site C)
- Note: LSA was advised that if Site B or C were selected the Main House would need to be demolished since the community has expressed a desire to not add any additional structures to the Park (from 2004-05 Park Master Planning Process)

## Environmental topics considered in early environmental analysis

- Cultural Resources
- Traffic and Parking
- Biological Resources

## Environmental topics not yet considered in early environmental analysis but required to be considered in Project Environmental Documentation

- Aesthetics
- Agricultural Resources
- Air Quality
- Geology and Soils
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Mineral Resources
- Noise
- Population and Housing
- Public Services
- Recreation
- Utilities and Service Systems

## Historical Resources

- Site A: potential historical resource within and adjacent to site; the existing Atherton Library and Town Hall, jointly constructed in 1929
  - Town Hall recognized by the Town as “Historical Site”
  - Buildings’ may be eligible for listing in the California Register of Historical Resources (CRHR) under criteria 1 and 3
  - CRHR criteria:
    - Criteria 1: Is associated with events that have made a significant contribution to the broad patterns of California’s history and cultural heritage.  
Atherton Library and Town Hall: Due to the building’s historical association with significant events (the development of municipal services in Atherton).
    - Criteria 2: Is associated with the lives of persons important in our past.
    - Criteria 3: Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values.  
Atherton Library and Town Hall: Due to the building’s distinctive characteristics of a type and period of construction (Spanish Eclectic).

Despite past additions, LSA states that “the building appears to retain its integrity of location, association, feeling, and setting. Its integrity of design, materials, and workmanship, however, may be compromised by the additions.”

- Criteria 4: Has yielded, or may be likely to yield, information important in prehistory or history.
- Due to its potential historical significance, demolition of the existing Atherton Library would likely constitute a potentially significant impact to a historical resource under CEQA, requiring the preparation of an EIR.
  - Although partial mitigation may be available, in most instances demolition of a historical resource is a significant and unavoidable impact.
  - In order to proceed with a project that results in the demolition of a historical resource, the City Council would need to make a statement of overriding considerations. That is a written finding(s) that certain economic, legal, social, technological, or other benefits of a proposed project outweigh the unavoidable adverse environmental effects. The statement of overriding considerations must be supported by substantial evidence in the record.
- Sites B & C: LSA does not consider the Main House as a potential historical resource. Reasons:
  - Building identified as c. 1960 Minimal Traditional-style house, a style popular in California domestic architecture beginning in 1935 and lasting into the 1990's.
  - Main House does not appear to have important associations with significant historical events or with the lives of persons important to our past.
  - Alterations to the building appear to have significantly compromised the ability of the building to convey any potential significance.
  - There are better examples of this style architecture in the SF Bay Area.
- Sites B & C: two historical buildings are located in the vicinity of these sites:
  - A c. 1870 Water Tower
  - A c. 1896 Carriage House
  - These are considered eligible for listing in the California Register of Historical Places.
  - Neither the Water Tower nor the Carriage House would be directly affected by development of either Site B or C.
  - However, historical resources can suffer indirect effects from adjacent or nearby construction that impact the historic setting of the resource.
  - LSA states that adverse impacts to these resources are not anticipated because of critical review of the library's final design by the Town Planning Commission and City Council.

## Traffic and Parking

- Six intersections were studied and analyzed for level of service (LOS) (congestion) impacts.
  - Fair Oaks Lane/Dinkelspiel (Station) Lane
  - Watkins Ave./Middlefield Rd.
  - Watkins Ave./Holbrook-Palmer Park Exit
  - Watkins Ave./Holbrook-Palmer Park Entrance
  - Watkins Ave./Dinkelspiel (Station) Lane
  - Watkins Ave./El Camino Real
  
- Two intersections are currently congested (i.e. function at unacceptable levels of service). Other intersections function acceptably.
  - Watkins Ave./Middlefield Rd. – LOS E in PM peak hour
  - Watkins Ave./El Camino Real – LOS F in AM peak hour
  
- Parking surveys were conducted at both existing library site and at Holbrook-Palmer Park. Parked vehicles were counted every hour 10 a.m. to 8 p.m. on a weekday and 10 a.m. to 5 p.m. on a Saturday. Current utilization:
  - Existing Library – 42% of available spaces used during highest weekday hour (i.e. 14 of 33 spaces used during 3 p.m. hour)
  - Holbrook-Palmer Park – 52% of available spaces used during highest weekday hour (i.e. 64 of 124 spaces used during the 7 p.m. hour). 61% of available spaces used during highest Saturday hour (i.e. 75 of 124 spaces used during the 10 a.m. hour).
  
- Site A – impacts expected with development of a 12,000 sq. ft. new library:
  - No traffic impacts at nearby intersections.
  - An additional 2 parking spaces (added to the existing 33 spaces) needed. This could be accommodated by expanding the on-street parallel parking spaces on the east side of Dinkelspiel (Station) Lane or sharing use of the adjacent Caltrain Station and Town offices lots.
  
- Sites B & C - traffic impacts expected with development of a 12,000 sq. ft. new library:
  - Level of service (congestion) impacts would occur at the Watkins Ave./Middlefield Rd. Intersection (i.e. PM Peak hour LOS degrades from E to F and delay degrades from 45.3 sec. To 57.7 sec.) This level of service impact assumed that the re-use of the existing library would generate the same number of trips as the existing library.
  - A revised study was performed assuming that the re-used existing library would not generate the same amount of traffic on the local road networks as it currently does. As shown in the revised September 2011 report, the removal of existing library building re-use trips from the street network, and the change in trip distribution, no impacts would

result to the study area intersections with development of an 11,100 sf library under this alternative.

- Site B – parking impacts expected:
  - No new parking spaces required. Weekday projected utilization increased from 64 to 90 spaces (+26 spaces) for a total utilization rate of 73% during the 7 p.m. hour. Saturday projected utilization increased from 75 to 92 spaces (+17 spaces) for a total utilization rate of 74% during the 10 a.m. hour.
  
- Site C – parking impacts expected:
  - 58 existing parking spaces removed. An additional 24 new spaces would be required for new library, possibly located north of new library site.

## **Biological Resources**

- Primary biological resource affected by a new library at any site is heritage trees.
- Site A – Three heritage trees (two coast live oaks and one coast redwood) are located within the building footprint and would be removed.
- Site B – No heritage trees are located within the building footprint.
- Site C – No heritage trees are located within the building footprint.
- Mitigation for loss of heritage trees is provided by provisions of the Municipal Code.

## **Parking Report – additional work**

The following analysis is additional work conducted to address the parking requirements at the two sites when special events and/or combined groups utilize the space. This work was performed by the ALBSC and Town Staff.

### Existing site

As stated previously, parking at the existing library site includes 16 paved lot spaces and 17 street parking spaces for a total of 33 spaces. 42% of available spaces (14 spaces) are used during the highest weekday hour of 3pm. This coincides with parents bringing children to the library after school and to attend Friends of the Atherton Library children's programs. It has been determined that even with anticipated increased library use of a new library there is adequate parking for the current library size. The existing parking at the train station area is currently used to accommodate the additional parking requirements for special events held by the library and it is anticipated that this area would accommodate the needs required by a new library.

## Holbrook-Palmer Park site

The environmental consultants concluded that no new parking spaces would be required if a new library were located in the park. The park has 169 paved parking spaces that include the spaces along the entrance and exit drives. This does not include the 50 spaces adjacent to the buildings and 60 to 80 spaces in the North Meadow that are used during special events, such as the Annual Egg Hunt. The total number of cars that can be accommodated at the park including spaces for special events is 279 to 299. The spaces used by daily groups include the following:

Exercise Classes (mornings in Carriage House)	10 cars
Tennis (mornings mostly)	5-8 cars
Team Sheeper (various)	12-20 cars
Lacrosse Camp (June, August, 9am-12pm, WD)	Drop Off/Pick Up*
AYSO Soccer (Sept-mid Nov, 4:30-6:30pm WD)	Drop Off/Pick Up*
MA Lacrosse (Feb-June, 3:45-6:30pm WD, 10am-3pm WE)	Drop Off/Pick Up*
Little League (mid March – early 4-7pm WD, 8am-4pm WE)	Drop Off/Pick Up*
Pre-School (8:30am & 1pm Drop Offs, 11:45am & 3:45pm Pick Ups)	
Playground and walkers (through-out the day)	10 to 20 cars

Note: \* Most of the group activities listed parents drop children off and pick them up. Parking is mainly utilized when there are games that parents attend. This is evident in the highest parking uses as compiled by the environmental report.

On weeknights, the highest parking usage of 52% of spaces is at 7pm, a time when both Little League and MA Lacrosse activities are ending.

### Summary:

Parking to accommodate existing daily user groups and a new library is sufficient. The parking problem occurs when events for large groups associated with rental activities occur and in particular when these events take place on weekends – at time when the community is most likely to want to enjoy the park. The main season for special events, such as weddings and corporate meeting/picnics is during the warm weather months, from May 1st through October 31st. This conflicts with sport and other recreational users.

Over the last two years, events have dropped with the economic downturn. On weekdays, there are usually 1-2 corporate events per month with around 200 people. That compares to as many as 1-2

events a week when the economy was stronger. On weekends, there is currently 6-7 events per month with anywhere from 180-400 people attending. Hours for the events range from 5pm-12am on Friday and 10am-5pm and 5pm-12am on Saturdays and Sundays. In previous years the weekends were crowded with as many as 12 events a month.

Recent Events with Over 300 People:

Annual Easter Egg Hunt	800 – 1,000 people	Community Event
July 20th (2 Corporate Events)	500 people	
August 10th (Google)	800 people	

The July 20th events brought in over 300 cars, which necessitated the use of every alternate parking area, including stacking cars in the North Meadow.

Conclusion:

The numerous daily groups utilizing the park for tennis, yoga, lacrosse, soccer and Little League do not lead to any parking usage issues even when several of the large daily groups are present at the same time. On the other hand, the special event groups utilizing the park can often lead to constraints on parking that can necessitate utilizing non-paved areas.

### **Main House Analysis**

On March 19, 2007, a property inspection report was performed on the Holbrook-Palmer Park Main House by All Bay Home Inspection. The scope of this detailed report was to uncover both structural and safety concerns on the property so that maintenance staff could appropriately budget time, materials and equipment or contract out repair work to make the facility last long into the future.

The areas assessed and a summary of items found include:

ELECTRICAL – Issues with wiring, outlets and missing covers.

FIREPLACE – Issues with spark arrestor and trim on fireplace.

FURNACE– Suggested replacement.

WINDOWS – Not tempered glass.

ENVIRONMENTAL CONCERNS – Compliance concern.

SEISMIC – Issue with cripple walls and brick portion of foundation.

ROOF – Issues with leaks, vents and jacks.

GUTTERS – Leak potential.

For the full report, see the Appendix “Main House Analysis.pdf”

## **Site Selection**

The site analysis and evaluation report summarizes the planning process and information developed to evaluate two sites identified by the Atherton Town Council for the location of their new library building: the site of the existing library at 2 Dinkelspiel Station Lane, and several sites within Holbrook-Palmer Park. The summary includes the work products that were developed by the Atherton Library Building Steering Committee (ALBSC) for presentation and discussion at the community meetings and the Parks and Recreation Commission.

## **Process**

Group 4 Architecture Research + Planning, Inc. worked closely with the ALBSC over the course of five months (May to September, 2011) to study and analyze the proposed sites; review and discuss the program and best practices for a new Atherton library; and review and discuss associated cost model components. In addition to seven meetings and three subcommittee meetings with the ALBSC, Group 4 conducted two community charrettes in June 2011; presented an analysis of the Holbrook-Palmer Park site to the Parks and Recreation Commission in July 2011; and participated in a community open house on the two sites in September 2011.

## **Proposed Sites**

The two potential locations identified and agreed to by the Town Council for a new Atherton library were the existing site at 2 Dinkelspiel Station Lane, and Holbrook-Palmer Park. In addition to the existing library site, the ALBSC and Group 4 identified five sites for consideration at Holbrook-Palmer Park, including: the Main Residence site; the North Meadow/parking lot; the Front Lawn; the Pavilion; and the preschool. Each of these six sites was analyzed and evaluated according to a set of site prerequisites and evaluation criteria that were compiled from ALBSC and community project goals and objectives as well as Group 4’s experience in helping other communities determine library site feasibility. These prerequisites and criteria are described in more detail below. This detailed review and analysis led the ALBSC and Group 4 to narrow the options down to two potential sites: the existing library site and the site of the main residence at Holbrook-Palmer Park (hereafter referred to as the “proposed park site”).

## **Site Prerequisites**

Site prerequisites were developed to ensure that the site would meet certain basic requirements for project implementation, including cost and schedule. Each of the sites was analyzed and evaluated based on three site prerequisites: Planning /Zoning Code, Site Character and Cost/Schedule.

### **Planning/Zoning Code**

The sites were evaluated for feasibility in regards to receiving required planning and zoning revisions/approvals for library development.

- At Holbrook-Palmer Park, an amendment to the zoning code or a variance would be required.
- At the existing library site, a lot merger would be required to join the two parcels that make up this site.
- Because the core of the existing library building is more than 50 years old, it may be deemed to have historic significance, which could have implications or restrictions for demolition. In Group

4's opinion, the existing condition of the building's core and the modifications made over time may have significantly compromised any historic significance.

## **Site Character**

Each site was evaluated for the potential to accommodate a new library building while retaining its existing site character. Both the existing site and Holbrook-Palmer Park provide sufficient opportunity and flexibility to allow the design of a new library building to be sensitive to its context and environment.

## **Cost and Schedule**

Each site was evaluated based on whether site development costs would be reasonable relative to the overall project budget, as well as on the ability to maintain a reasonable project schedule through anticipated planning approvals, design development, and construction.

## **Site Evaluation**

Sites that met the prerequisites were further evaluated according to criteria in three key categories: Context, Experience/Opportunities, and Function. Each of these categories was further broken down into more specific areas of evaluation. Each site was rated as good, neutral or poor relative to each other in regards to its ability to meet the specific criteria.

## **Context**

The Context category was divided into five sub-categories:

- Accessibility – safe for pedestrian, bicycle and vehicular traffic
- Minimizes Impact to park/neighbors
- Consistent with the Holbrook-Palmer Park Master Plan (for the existing library site, this was changed to the opportunity to retain the reading garden).

Synergy with other recreational and cultural activities

- Connectivity with the community

The existing library site was rated positively for accessibility, minimizing impact to park/neighbors and community connectivity. This site is adjacent to residential neighborhoods to the south and east, but sufficient screening is provided by the existing redwood grove and other mature trees. The redwood grove is a critical visual and acoustical buffer that would remain if the new library was sited here. The existing library site was rated neutrally in terms of synergy with other recreational and cultural activities because of its adjacency to governmental and administrative buildings and activities rather than cultural and recreational activities.

The main residence site in Holbrook-Palmer Park was rated positively in all of the Context subcategories. Holbrook-Palmer Park is viewed as very accessible by all modes of transportation. Its network of pedestrian walkways is extensive and no new paved roads would need to be introduced. There is no anticipated impact to the residential neighbors because the main residence site is centered in the park with a substantial distance to the nearest neighbor. This site provides generous acoustical and visual setbacks. The site is consistent with the Holbrook-Palmer Park

Master Plan which designates specific areas for recreation, pastoral, and civic or community activities. The new library would be at the center of the community core. Holbrook-Palmer Park is a treasured asset of the community, and locating the library where the community gathers will increase its convenience and use. With thoughtful site and building design, the new library will enhance the park and provide additional amenities both inside the building and in the adjacent exterior program spaces.

## **Experience/Opportunities**

The Experience/Opportunities category was divided into four subcategories:

- Visual and physical indoor/outdoor connections
- Outdoor spaces
- Environmental and operational sustainability
- Library user experience

The existing library site was rated negatively for visual and physical indoor/outdoor connectivity and for outdoor spaces. The site does not have long views, there is not much space to create strong indoor/outdoor connections or outdoor spaces, and the site's proximity to the train results in sound disruptions to outdoor activities. The existing site was rated neutrally on sustainability. Heavy shading by the tall redwood grove to the south of the site limits opportunities to generate electricity from photovoltaic panels; however, other green features could be implemented in the building design. The long, narrow site would dictate a long, narrow building with a less operationally-efficient layout. The site was rated as neutral for library user experience because of its contextual relationships to the Town's administrative buildings and departments rather than other cultural/recreational amenities, as well as its limited potential for creating indoor and outdoor public spaces.

The main residence site in Holbrook-Palmer Park was rated positively in all of the Experience/Opportunities sub-categories. Being situated in the middle of Holbrook-Palmer Park, the site has the potential for long views and myriad ways to create indoor/outdoor connections and spaces. The site has excellent solar exposure and presents many opportunities for a wide variety of other green design options. The spacious site allows more opportunities for the building to support a more regular, operationally efficient layout. The site was rated as positive for library user experience because of the opportunities for joint programming with other multigenerational recreational and cultural activities.

## **Function**

The Function category was divided into four sub-categories:

1. Flexibility/multi-purpose
2. Efficient
3. Convenient
4. Interruption of service/temp facility

The existing library site was rated neutrally for its potential flexibility and multi-purposed spaces. Depending on the design of the library there could be flexibility for use by the surrounding administrative functions, including the police department, permit office, public works, council chambers, and administration. The library's efficiency at this site was rated poorly because of

limitations on the ability to optimize the building configuration operationally. The site was given a positive mark for convenience due to its proximity to the administrative offices and its long-term location of the Atherton Library. Since the existing building would need to be torn down in order to build a new library, there would be either an interruption of library service or the costs of a temporary facility to serve the Atherton on the interruption of service criterion. The proposed park site was rated positively in all of the Function subcategories. Site conditions support a greater possibility of designing and building a flexible, multi-purpose, and efficient library. It is viewed as a convenient site because it is centrally located within Atherton, where a new library will support and enrich existing park activities and events. Developing a new library in Holbrook-Palmer Park would not require interruption of service or temporary library facilities during construction.

## **Parking and Traffic Analysis**

Concurrent with Group4's Site Analysis and Evaluation, Neal Martin & Associates (consulting with LSA) conducted a parking and traffic analysis of both sites.

### **Parking**

A new expanded library would require a total of 35 spaces. The existing library site would require two additional spaces. This would require either sharing used of the Town Office lots and the Caltrain station lot or adding new parallel parking spaces on the east side of Dinkelspiel Station Lane. At Holbrook-Palmer Park, no new parking spaces would be required. Weekly utilization is expected to increase from 64 to 90 spaces for a total utilization rate of 73% at 7pm – the busiest weekday time. Saturday utilization is expected to increase from 75 to 92 spaces for a total utilization rate of 74% during the 10am hour – the busiest weekend time. This would still leave over 30 parking spaces available at these peak times.

### **Traffic**

The traffic analysis found that there is no anticipated level of service (LOS) impacts to any of the related intersections at the existing library site. Therefore, no mitigation measures would be required. Development of the new library at Holbrook-Palmer Park would result in a minimal LOS impact at the Watkins Avenue/Middlefield Road intersection. No mitigation measures would be required since the LOS impact at this intersection would only increase by 0.3 seconds at peak hours.

## **Preliminary Site Plans**

Preliminary site plans were developed for the existing library site and the proposed park site in Holbrook Palmer Park (included on the following pages). The footprint used to develop these site plans is based on the 9,800 square foot program template that Kathryn Page of Page & Moris developed for the new Atherton Library (an 11,100 square foot dashed line indicates the larger program footprint option). The intent of these site plans is to explore opportunities to integrate the building with the sites based on the project goals and objectives that were established with the Community, the ALBSC and confirmed by the Town Council. These drawings are not proposing a design for the library but are identifying opportunities at each site that could be further developed and refined as the design moves forward.

Supplemental library/community outdoor program spaces have been indicated on both sketches. The existing library site, because of its size limitations does not have as many outdoor space opportunities as the proposed park site. There is also greater opportunity at the proposed park site to leverage the improvements for the library to include other Park infrastructure needs such as pathway improvements, crosswalks, traffic calming strategies, parking lot improvements, landscape improvements, storm drainage and Park Master Plan identified amenities such as the grand promenade and event garden.

Site fit and scale can also be analyzed for each site based on the site plan sketches. The size of the proposed library on the existing library site, even though it is within zoning guidelines, results in a large amount of the site covered with building; it is also at a greater density than any neighboring site. At Holbrook-Palmer Park, the proposed library would create minimal change to the open/green space of the existing park because the proposed footprint can easily fit within the existing hardscaped area of the Main residence and no additional parking is required. The design of a library at the proposed park site would focus on enhancing the visual and physical relationships of the new library to the Carriage House, Water Tower and Pavilion. There are possibilities for outdoor spaces that create an inviting, usable and enhanced community core.

# Preliminary Plan for Existing Library Site

See the Site Diagrams in the Appendix for larger versions of these diagrams.



## Preliminary Plan for Park Library Site

See the Site Diagrams in the Appendix for larger versions of these diagrams.



## Conclusion

The Town is uniquely positioned to intentionally choose the most ideal location for the new library. Holbrook-Palmer Park - is the Town's place for play, passive and active recreation, community gathering, and social and cultural events. These experiences and activities would be enhanced and complimented by a library – a place to learn, share ideas and knowledge. A library plays the sacred role of being the neutral place where one can access information and knowledge regardless of its commercial or political value. Public parks are places that allow us to enjoy nature and our community – parks are our open, free space. By bringing these two places together we bring together – in every way - our common ground.

## **Appendix**

Referenced material from the Appendix is available in electronic form on the Town web site in the library section. Hardcopies are available in the Town administrative offices at 91 Ashfield Road and at the Atherton Branch library at 1 Dinskelspiel.

### **ALBSC Committee members**

#### Current

Denise Kupperman  
Karen Bliss  
Kathy McKeithen  
Sandy Crittenden  
Joan Sanders  
Ginny Nile  
Carine Risley, San Mateo County library representative

#### Previous

Richard Moore  
Valerie Gardner  
Earl Douglass, Alternate

[Frequently Asked Questions](#)

### **Library Funding**

[Library Finance Background](#)

### **Process to study new library options**

[Mailer 1 for June 2011 flyer](#)

[Mailer 2 for Sept 2011](#)

[Community Outreach Activities](#)

[Focus group arts and heritage notes](#)

[Focus group parents notes](#)

[Focus group teens notes](#)

[Email note sent June 23 2011 by Town of Atherton](#)

### **Library Study and Atherton Library Trends**

[Atherton Library – Services to Schools](#)

[Atherton Library Trends](#)

[KPage completed & current projects 0913111](#)

### **Building Program**

[Preliminary Library Program 9800sf](#)

[Preliminary Library Program 11100sf](#)

### **Environmental Assessment**

[ASCE 31 Report Structural Evaluation Report](#)

[FEMA 356 Life Safety Building performance Evaluation](#)

[Environmental Screening and Traffic Analysis July 2011](#)  
[Traffic Report Revised Sept 2011](#)  
[Traffic Study Memo 091611](#)

### **Site Selection**

[Comm Mtg #3 9-8-11 – Slides](#)  
[Atherton Site Evaluation Report – FINAL](#)  
[Site Diagrams](#)  
[Group4 Library Projects](#)

### **Additional material**

[Post Office Staff Report](#)  
[Analysis of Post Office.](#)  
[High Speed Rail Status report](#)



## Town of Atherton

### **CITY COUNCIL STAFF REPORT**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: JOHN DANIELSON, INTERIM CITY MANAGER**

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

**SUBJECT: CONTINUATION OF EVENT BOOKINGS AT  
HOLBROOK-PALMER PARK THROUGH THE 2012  
CALENDAR YEAR**

#### **RECOMMENDATION:**

Provide direction to staff to regarding the continuation of full event bookings at Holbrook-Palmer Park through December 31, 2012.

#### **INTRODUCTION:**

In April 2011, due to the potential of starting construction of a new town library in the park in 2012, the City Manager decided to “close the books” and discontinue park event reservations for calendar year 2012. The town continues to honor 2011 event commitments, but temporarily suspended 2012 bookings until decisions were made regarding the new library.

The venue of Holbrook-Palmer Park has been a popular location in the past 20+ years for weddings, memorials, meetings and other paid corporate and private events. Considering the current library schedule, it appears doubtful that construction in the park will begin in 2012. Accordingly, 2012 park event bookings could resume if decided by city council.

#### **ANALYSIS:**

Our contracted event planner, Bianchini’s catering, reported to staff that there were 25 inquiries for summer 2012 weddings alone in one week (Sept. 19-23). At \$4000.00 per

wedding, that is \$100,000.00 in potential revenue lost should we not decide very soon as to the fate of our park events.

In recent years, expenses have exceeded revenues for park social events. The following shows the operating results of the park programs from FY 2008 to FY 2011. It is important to note that the expense does not include any indirect cost allocation or park ground maintenance cost.

<u>FY</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>PROFIT/ (LOSS)</u>
2007-2008	252,408*	359,885	(107,477)
2008-2009	280,537	318,811	(38,274)
2009-2010	241,000	353,205	(112,205)
2010-2011	265,775	350,850	(85,075)
		4 YEAR TOTAL	(343,031)

\* Adjusted to exclude FY 2004 to FY 2007 revenues recorded in FY 2008.

Recently, staff implemented a new contract model for running our park program. This model would consist of hiring an event planner to take over staffing our park events for a percentage of the town's event fee.

In August 2011, an agreement was entered into between the Town of Atherton and Bianchini's Markets (catering division) on an interim basis. They would take bookings (up to December 31, 2011), meet with customers prior to events, and provide staff to run the events for the program. Their charge to the town for this service would be 50% of the price of the booking.

In August and September 2011, the bookings for park events were as follows;

<u>MONTH</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>PROFIT/ (LOSS)</u>
AUGUST	\$16,375.00	\$8187.50	\$8187.50
SEPTEMBER	\$12,112.50	\$6056.25	\$6056.25

**TOWN REVENUE (2 MONTHS) \$14,243.75**

**FISCAL IMPACT:**

Even though the Town will gain revenues from this new contract model, there will be expenses to be paid. Some examples of these will be utilities (water, sewer and

electricity), maintenance (carpet cleaning, power washing, garden maintenance, paint) and overhead.

A conservative estimate will place these costs at approximately 25% of the total revenue, or 50% of the Towns net dollars.

The average total revenue for the park program from the past 4 years has been \$259,930 annually. To estimate what the town would look to gain given this average, this would break down as follows;

<b>GROSS REVENUE</b>	<b>TOWN SHARE</b>	<b>TOWN EXPENSE</b>	<b>TOWN NET</b>
\$259,930	\$129,965	\$64,982	\$64,982

The \$65,000 expense does not include any capital expenditure or overhead allocation.

Prepared By:

Approved:

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Michael Kashiwagi, P.E.  
Public Works Director

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John Danielson  
City Manager

Attachments:

# Trash & Recycling Rate Adjustment Discussions

Bill Widmer  
Jerry Carlson  
John Danielson

October 19 2011



# Agenda

- Review of Contact and Cost Drivers
- SBWMA & Recology Forecasts
- Allied Waste Final Settlement
- Noticed Rates
- Recommended Allied Treatment
- Recommended Rates



# Recology/SBWMA Contract Review

- 10 Year contract agreed in Oct 2010
  - Contract developed/negotiated 2008-2010
  - Provided Non-revocable service contract for pickup and processing to SBWMA and Recology
  - Fixed Price pickup with True up and CPI adjustments
  - Variable cost disposal and commodity recycling
- Contract Term 2011-2020 inclusively
- Part of 12 community service group
- Contract provides a 10% franchise fee to Town
- 2011 Rates (~45% increase) took effect mid-year and were known at the time to result in a shortfall



# Recent Rate Increase Review

- July Increases:

20 Gal cart suite	17.32 → 20
32 Gal cart suite	27.69 → 44
64 Gal cart suite	55.38 → 83
96 Gal cart suite	82.18 → 125
Green Cart fee for carts 3+	0.00 → 6

- 2011 Rate hike due in part for high, unfunded Organics pickup and processing costs
  - Organics cost projected at \$19+ per cart
- These increases, effective in July knowingly left shortfall in Town's forecast obligation
- Allied Waste final bill was projected but not finalized and therefore not addressed in this rate adjustment



# Experience from Last Increase

- Cart Migration
  - Families moved to smaller cans reducing revenue but reducing disposal fees as well
- Green Can Reduction
  - Audits need to be done periodically as Recology does not have clear view
  - As billings started some Green waste cans were discontinued resulting in route efficiencies improvement and reduction in disposal fees



# Current SBWMA Forecasts and Team Analysis

- Recology and SBWMA forecast that our current rate card will result in a under run due, primarily to disposal cost increases and our late rate increase initiation
  - At current rates, collection totals ~\$2.44M
  - Projected shortfall from 2011-\$686K (incl Franchise fee)
  - Forecast 2012 cost increases-\$190K
  - Allied Contract Closeout



# Allied Waste Final Settlement

- Allied costs were not finalized at time of contract close-out
  - Binding increases given to Union
  - Increases in route costs and disposal fees
  - Estimates were \$334K
- SBWMA and Board reviewed final bills
  - Final assessment to Atherton \$337K
- Atherton owned surplus balance of \$164\*K in 2002-8 which was put in General Fund in 2008
  - Primary driver was cost decrease in disposal fees
  - This was **partially** applied to later rate increases

\* Figure from Feb 2011 Rate Hearing presentation slide 5



# Methodology Behind Noticed Rates

- The committee addressed all cost items to develop the Not to Exceed Noticed rates
- Overall these represent another 49% increase in fees from July and ~114% increase from January, with a corresponding 100+% win-fall for the Town in Franchise fees
  - Green Fee increases were not considered in rate determination further growing revenue
  - Noticed Commercial rate increases of ~ 83% are not included in this calculation either
- Projecting forward, 2013 rates would result in a substantial surplus



# Noticed Residential Rates

- **Trash Rates**

<u>Cart Size</u>	<u>\$/month</u>
20	30
32	65
64	125
96	185

- **Green Carts**

<u>Number</u>	<u>\$/month</u>
2	Included
3-4	10 each
5 and up	15 each



# Noticed Commercial Rates and Comments

- Commercial Rates have not changed in 3+ years
- Rates were below Residential Rates
- Adjustments equal Residential on like for like and similar to East Palo Alto
  - 96 Gal - \$185
  - 1 yd - \$ 200
  - 2 yd - \$ 400
  - 3 yd - \$ 550
- Organics per Residential Rates



# Sub Committee Recommendation on Allied Settlement

- Atherton owned surplus balance of \$164K in 2002-8 which was put in General Fund in 2008
- This surplus was decreased to cover later increases
- The resulting surplus (100-47K) of rates paid by residents under the Allied contract should be used to underwrite this obligation
- Remainder should be funded by Green cart fees (~100K), commercial rate increases and on year's application of the "gain" on franchise fee (\$133K from 2010)



# Recommended Council Committee Rates

- Approve Commercial and Green Rates as is
  - Commercial Clients may opt out
- Exclude Allied adjustment from Rate
  - Fund from earlier surplus plus other fees
- Consider Recommended Rate Structure which will provide a 2013 cushion against future increases
- Committee Proposed Rates:

– 20 Gal---	29	vs	30
– 32 Gal---	57	vs	65
– 64 Gal—	115	vs	125
– 96 Gal—	170	vs	185
- These represent an approximate 38% increase
- These rates, coupled with the Commercial and Green cart fees will pay off 2011 under-run and result in (after cart migration) an estimated 400-500K per year surplus (assuming similar cost escalation from disposal and Recology)



## **Council Report – October 2011 – Jerry Carlson**

### **High Speed Rail**

The new Business and Financing Plan has been postponed by the authority in order to allow two new board members to study the plans. They have now been promised to the legislature the first part of November. Meanwhile, Governor Brown is reportedly crafting his plans for the project.

### **Rail Corridor**

Palo Alto's Transportation Committee is asking Caltrain to update the Electrification EIR before going to the board for approval. In addition, we have asked them to incorporate a request for a Plan B in the event that the \$1.6 billion to electrify Caltrain is not forthcoming.

The Capacity Study produced by Caltrain to demonstrate HSR and Caltrain could share two tracks (with 7 to 8 miles of two more passing tracks) is still being worked on.

The MTC is trying to insert itself and expedite the process on the Peninsula for HSR to use the Caltrain corridor. At the PCC meeting, all the cities present felt that this was a mistake. There are nine counties represented on the MTC who would be determining what is best for the Peninsula corridor on behalf of the San Francisco Business Council. I believe this will be strongly resisted by most of the cities along the ROW.

The Menlo Park Chamber (which I am a member) Transportation Committee will hold its monthly session on October 27<sup>th</sup>, at 8:00am in the Chamber Office in the train station and will have experts to talk about train noise issues. It was suggested that a town staff person attend as well.

### **C/CAG**

No meeting was held in October but this month's will have representatives from PUC's upper management to hear the concerns of the cities about the lack of effective oversight of areas they are responsible for such as the PGE gas lines. C/CAG will be sending out letters to both PGE and PUC outlining what changes it recommends.

### **PGE**

Jim Cogan, a middle manager in the PGE organization is trying to perform an ombudsman like role on behalf of cities within the PGE organization. He will meet with staff to see if the town can get closure on the outstanding issue concerning poorly mapped gas lines that raised the costs of the Selby Lane road project.

### **California League of Cities Annual Conference**

Besides the business meeting, I attended two days of seminars dealing with Hot Topics in Labor Negotiations; Council Parliamentary; Library Services for Today and Tomorrow; Leadership Strategies in Times of Economic Meltdown; Crises Communications; and Contracting Out and Sharing Services. I've passed on relevant materials from the seminar to staff.

### **Atherton Rail Committee**

Discussed the letter received from the PUC concerning quad gates on Watkins Ave. The PUC proposed an alternate solution that Duncan Jones had researched and dismissed some time ago. Staff is in the process of incorporating Duncan's earlier conclusion in a reply to be sent back to the PUC. In addition, we will continue to pursue the Caltrain board and the TA to put the project on their capital project list. We also learned that there is a Caltrain study concerning "quiet zones" that may also tie in with the Watkins project since the installation of quad gates in Orange County and elsewhere has allowed "quiet zones" – no horns to be established in those areas.

### **Lobbyist Funding**

The funding of our lobbyist is up in the air right now. We have been sharing the cost with three other cities including Palo Alto and Menlo Park. The Menlo Park council has decided to put the matter out to bid and Palo Alto is doing a separate analysis which the Rail Committee recommends we stay close to. Palo Alto's objective is to perhaps find a lobbyist better connected with the majority party in Sacramento than the present representative to handle the HSR issue. When last checked the town has about \$2,600 left in for approved lobbying effort. We may want to discuss this matter at next month's council meeting.