



AGENDA
Town of Atherton
CITY COUNCIL
May 15, 2013
6:00 P.M.

Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

6:00 P.M. ROLL CALL Lewis, Carlson, Dobbie, Widmer, Wiest

6:02 P.M. PUBLIC COMMENTS

6:12 P.M. PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

6:13 P.M. CLOSED SESSION

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)

City Manager

RECONVENE TO OPEN SESSION

Report of action taken.

6:59 P.M. ADJOURN

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



AGENDA
Town of Atherton
CITY COUNCIL
May 15, 2013
7:00 p.m.
94 Ashfield Road
Atherton, California
REGULAR MEETING

This Agenda may not reflect the actual order of items. The order of items is subject to change based on Council action.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL** Lewis, Dobbie, Widmer, Wiest, Carlson
3. **PRESENTATIONS**

ADAPT/ACIL Presentation – Scott Barnum

HIP Housing Presentation – Laura Fanucchi, Associate Director

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.)*
5. **REPORT OUT OF CLOSED SESSION**
6. **CITY MANAGER'S REPORT**
 - a. **Community Center Advisory Committee Report**
7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT**

CONSENT CALENDAR (Items 8-15)

(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 APRIL 15 SPECIAL MEETING AND APRIL 17 REGULAR MEETING MINUTES**
Report: City Clerk Theresa DellaSanta

Recommendation: Approve meeting minutes

9. APPROVAL OF BILLS AND CLAIMS FOR APRIL, 2013 IN THE AMOUNT OF \$816,211

Report: Finance Director Robert Barron III

Recommendation: Approve Bills and Claims in the amount of \$816,211

10. FINANCIAL REPORT FOR APRIL 30, 2013

Report: Finance Director Robert Barron III

Recommendation: Receive the General Fund Financial Report for April 30, 2013

11. ACCEPTANCE OF TREASURER'S REPORT FOR THE FIRST QUARTER ENDED MARCH 31, 2013

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer's Report for the first Quarter Ended March 31, 2013

12. TOWN RESPONSE TO CIVIL GRAND JURY REPORT TITLED: "CAN WE TALK? LAW ENFORCEMENT AND OUR MULTILINGUAL COUNTY"

Report: Police Chief Ed Flint

Recommendation: Staff recommends that the City Council accept the attached final proposed draft as the Town's response to the Civil Grand Jury

13. APPROVE RESOLUTION 13-XX ESTABLISHING GUIDELINES FOR A FEE WAIVER POLICY

Report: City Manager George Rodericks

Recommendation: Adopt Resolution establishing guidelines for a fee waiver policy

14. APPROVE RESOLUTION ESTABLISHING GUIDELINES FOR A BANNER POLICY

Report: City Manager George Rodericks

Recommendation: Approve Resolution No. 13-xx establishing the Town of Atherton banner policy

15. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 2013 SPRING PATCHING PROJECT

Report: Community Services Director Mike Kashiwagi

Recommendation: Accept work and authorize recording of a notice of completion for the 2013 Spring Patching Project, Number 56055

PUBLIC HEARINGS - None

REGULAR AGENDA – (Items 16-21)

16. PUBLIC INPUT REGARDING: INFORMATION ON UPCOMING CONTRACT NEGOTIATIONS – ATHERTON POLICE OFFICERS ASSOCIATION

Report: City Manager George Rodericks

Recommendation: Take public comment on the upcoming labor negotiations

17. DISCUSSION AND DIRECTION: INFORMATION ON RELATIONSHIP BETWEEN THE TOWN OF ATHERTON AND THE SAN MATEO COUNTY LIBRARY JPA

Recommendation: To Be Determined

18. USE OF POLLING FIRM FOR PARCEL TAX RENEWAL

Report: City Manager George Rodericks

Recommendation: Consider the use of professional services for assistance with the upcoming parcel tax renewal and evaluation of other potential revenue sources and direct staff accordingly

19. EVENT GARDEN AT HOLBROOK-PALMER PARK

Report: Community Services Director Mike Kashiwagi

Recommendation: The Park and Recreation Commission recommends that Council approve the Holbrook Palmer Park Foundation to proceed with their plan for the design phase of a new Events Garden area at Holbrook Palmer Park

20. POLICY AND FEE RECOMENDATIONS FOR WEDDINGS IN THE PARK

Report: Community Services Director Mike Kashiwagi

Recommendation: Review staff report and adopt the recommended policy and fee structure for weddings at Holbrook-Palmer Park

21. CITY MANAGER AGREEMENT

Report: City Manager Rodericks

Recommendation: As Directed

22. COUNCIL REPORTS/COMMENTS

23. FUTURE AGENDA ITEMS

24. PUBLIC COMMENTS

25. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

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CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us

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ITEM 6 Town of Atherton

CITY COUNCIL STAFF REPORT – MANAGER’S REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: MAY 15, 2013
SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

Downed Tree in Atherton Channel

On May 5 a heritage tree fell across the Atherton Channel. During an inspection of the channel earlier in the year with staff, the property owner noted the tree (located on private property) and advised staff of the possibility that it might fall across the channel. The property owner suggested that the meandering bank of the channel within the Town’s easement had undermined the tree’s root system and stability. After failure of the tree, staff determined that a fungus at its roots infected the tree and this had been a significant cause of the tree’s demise.

During the earlier inspection of the channel with the property owner staff advised that the Town’s obligation in the channel is to conduct clearance operations to ensure the continued flow of water through the channel. However, the Town is not responsible for the removal of private trees should they fall across the channel, except where these trees impede flow. With this particular tree failure, staff secured a bid for removal divided into three parts so that the adjacent affected property owners could join the Town in the removal of their portions of the tree at a reduced cost. Staff advised the property owners of this option to participate if they choose. Nevertheless, the Town will proceed with removal of those sections that impede flow.

Council Handbook

Staff has provided the City Attorney’s Office with a draft of the City Council Handbook and a companion handbook for Committee/Commission Members. As soon as it has completed its final review it will be presented to the City Council for approval.

The Rules of Procedure are a separate document from the Handbook.

Integrated Waste Management Board Cycle Results

Attached is a letter from the Integrated Waste Management Board advising the Town of our compliance in the 2007-2011 Jurisdiction Review Cycle.

Legislative Action

The League has issued a request for letters of opposition to AB 325 (Alejo). AB 325 expands from one year to a total of four years the statute of limitations to sue a city or county over the adoption of a housing element, the implementation of the housing element, the adoption of a density bonus ordinance, and other local government decisions related to housing. This bill would allow a city or county to be sued whether or not their housing element has been approved by the HCD.

The League has issued a request for letters of support for SB 33 (Wolk). SB 33 provides major clarifications and improvements to infrastructure financing district law that enables local agencies to use this tool for a wide variety of local infrastructure needs.

Unless there is Council concern expressed this evening to the contrary, staff will prepare a letters for the Mayor's signature as deadlines arise.

Website Moving Along

As mentioned in the April City Manager's Report, the Town website continues to move along. We have finalized the design and are now moving on to initial content. Once we begin with content we expect the timeline to accelerate.



Local Miscellaneous Side Fund

As per Council direction in July 2012, the Finance Department will pay off the PERS Side Fund for Miscellaneous Employees by June 30, 2013. At initial estimate in 2012 the Side Fund required \$704,000 for pay off. At this time, the pay off has reduced to \$647,650.

ABAG – One Bay Area Plan

Staff is arranging a presentation by ABAG for a future Council meeting on the One Bay Area Plan.

Bed and Breakfast – 19 Selby Lane

The Police Department and Code Enforcement continue to investigate allegations of an illegal bed and breakfast operation at 19 Selby Lane.

Smoke Testing

West Bay Sanitary District will be conducting “smoke testing” in select areas from May 6 through May 23, Monday through Friday from 8 am to 3:30 pm. Notices have gone out to the residents in the affected areas.

Community Center Advisory Committee (CCAC)

The CCAC met on April 30 and selected Mayor Elizabeth Lewis to serve as Chair and Member Rick DeGolia to serve as Vice Chair. The Committee heard a presentation from Jennifer Larson, Assistant City Attorney on the Fair Political Practices Act and the California Brown Act.

City Engineer Siebert advised the Committee on various handout materials as well as the information available via the Town's website. Resident Greg Conlon and various members of the Committee asked questions concerning the eventuality of High Speed Rail and how that needed to be accounted for within the planning efforts. Members asked about the public rights-of-way, historic buildings, seismic needs, and park areas. Members of the Committee spoke on the size of the library as specified within historic documents as well as the need for accurate planning for sizes and uses of facilities.

City Engineer Siebert advised the Committee that the each had a copy of the proposals received for the Master Plan. City Engineer Siebert and Member Dostart will work together to prepare a rating matrix for the Committee to use. All members of the Committee will prepare an evaluation. An Ad Hoc Committee will review the evaluations and prepare a report to the Committee at their next meeting with a recommendation for selection to be made to the City Council for the June Council meeting.

The Committee discussed a need for various Ad Hoc Committees that will evolve as the Committee does its work over the next 12 to 18 months. During the meeting, the Committee formed the following Ad Hoc Committees:

- Library Review Committee
 - Rick DeGolia
 - Rose Hau
 - Phil Lively
 - Jim Dobbie

- Master Plan Review Committee
 - Paul Tonelli
 - Steve Dostart
 - Clive Merredew

- o Didi Fisher

As needs arise, Ad Hoc Committees will be formed. Once an Ad Hoc Committee completes its task, it may be dissolved. Ad Hoc Committees are less than a quorum of the full Committee and must remain compliant with the Brown Act. Other

The Committee discussed the need for a clear and active public outreach process. Several suggestions were discussed, including forming groups to go out into the community at different phases of the project to gather input and feedback. At this time, given the need to focus on the Master Plan Proposals, the Committee opted to postpone discussion of the Public Outreach Process in depth until a subsequent meeting.

City Manager Rodericks advised that the Council will be expecting a recommendation from the Committee on whether to use the existing Town Center Architect for the project or whether it would be more appropriate to go through a new selection process given the addition of the Master Plan component. The Committee advised that at this time, their focus is on the Master Plan and that given the timing, they will discuss this issue at a later meeting.

The Committee selected the 2nd Monday of every month at 4:30 pm as their regular meeting date and time. The next meeting of the Committee was set for Monday, May 13 at 4:30 pm.

Parker Avenue Abandonment

Staff is pursuing several code enforcement complaints of illegal construction within the setback and right-of-way on Parker Avenue. In conjunction with these investigations, staff has received a request that the Town again consider abandonment of a portion of Parker Avenue right-of-way. Staff will process the request as required and it will ultimately come before the City Council for review and consideration.

Signal and Street Light Maintenance Agreement

As reported prior, staff is working with the City of Menlo Park on a shared services cooperative agreement for the maintenance of signals and streetlights. As soon as the details are formalized, staff will return the agreement to the Council for consideration.

President of the United States (POTUS) Visit

The Town sent invoices to the White House, Secret Service, Democratic National Committee (DNC), and the two property owners involved in the April 4 Presidential Visit. The Town has received a response from one of the property owners requesting additional clarification on the rationale for the invoice and history; and received the attached letter from the DNC advising that they will not be paying the invoice and suggesting that the appropriate agency to bill is the Secret Service.

COMMUNITY SERVICES DEPARTMENT:

See attached community services report (Attachment 4).

PLANNING DEPARTMENT:

See attached Community Services Department update.

POLICE DEPARTMENT:

Police Activity

There were 101 criminal investigations for the month of April. 64 offenders were cited, arrested or referred to the San Mateo County District Attorney's Office for prosecution. 54 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, and driving under the influence of alcohol. The other cases were warrant arrests, being drunk in public, and the arrest of a non-student refusing to leave Menlo Atherton High School. Of the 1,259 total police incidents for the month of April, 658 were officer initiated incidents, which resulted in 620 citations being issued for vehicle code violations. Officers also initiated 254 other types of incidents that included contacting suspicious people on the street or in cars, as well as security checks at schools and Holbrook Palmer Park.

Holbrook Palmer Park had 29 incidents this reporting period, 16 of which were security checks by officers. Other police activity at the park included suspicious vehicles, suspicious persons, a fire alarm at the main house, a parking violation, and found property.

477 House/Vacation checks were completed during the month of April.

Officers responded to 11 ordinance violation calls this month. These calls were for illegal solicitors and construction ordinance violations.

School Incidents

Officers responded to 135 school incidents during this reporting period. The incidents involved thefts, alarms, traffic issues, suspicious vehicles, security checks, traffic enforcement, and gang activity. It should be noted that the high number of incidents at both Encinal and Laurel Schools was due to an increase in security checks for a non-specific threat received by the Newton Company, an after school instructional company offering services at both schools. The following depicts the number of incidents per school:

SCHOOL	TRAFFIC	OTHER	TOTAL
ENCINAL SCHOOL	2	32	34
LAS LOMITAS SCHOOL	0	2	2
LAUREL SCHOOL	0	34	34

SCHOOL	TRAFFIC	OTHER	TOTAL
MENLO-ATHERTON HIGH	6	29	35
MENLO COLLEGE	2	9	11
MENLO SCHOOL	1	2	3
SACRED HEART PREP	2	2	4
ST. JOSEPH'S	0	1	1
SELBY LANE SCHOOL	3	8	11

Response Times

The average response time for Priority 1 calls for service (incidents are categorized from 1 to 3 with one being the highest priority) was 6 minutes during this time period, which met our goal of having an average response time of less than 8 minutes.

Disaster Preparedness

Scott Barnum, ADAPT will present the Council with information on the emergency equipment trailers under Item 3 on the May 15 agenda.

Special Events and Community Activities

Nothing to report.

Training

The police department sent the following personnel to training in April for a total of 184 hours:

<u>Officer</u>	<u>Training</u>	<u>Dates/Hours</u>
T. Marks D. Dunphy	Standard Field Sobriety Testing Course	April 8-10 24 hours
Ed Flint	Active Shooter for Law Enforcement Executive Management	April 23 – 24 16 hours
K. Haselbach	Inner Perspectives	April 24- 25 24 hours
J. Yoakum	Strangulation and Stalking/	April 25 4 hours
B. Mills E. Flint	School Safety Summit/	April 29 6 hours

<u>Officer</u>	<u>Training</u>	<u>Dates/Hours</u>
A. Barron	Traffic Collision Investigations	April 29 – May 3 40 hours
K. Haselbach	Basic Hostage Negotiations Training	April 29-May 3 40 hours

PUBLIC WORKS:

- Sweep contracted monthly streets:
 April 2013 Miles 55 Yards 28 Tonnage 14.6

- Service requests –
 - Remove bike locked to stop sign ECR & Tuscaloosa
 - Fill pothole at Prado Secoya
 - Fill pothole – 154 Catalpa
 - Replace missing street sign Victoria/Valparaiso
 - Replace missing “No Left Turn” sign Watkins/ECR
 - Remove PVC pipe structure – Emelie/Briton
 - Remove low hanging branch Camino los Cerros/Cowell
 - Restore Atherton City Limit sign - Marsh Road
 - Repair sidecar at playground (loose part)
 - Door stuck at Knox preschool
 - Response – down trees due to wind storm

- Weekly litter removal on ECR (Fridays 2 staff, 2 hours).
- Litter Marsh Road, Middlefield Road and Alameda.
- General duties – Garbage cans, town wide and ECR litter, Town Center landscape, ECR landscape, corp yard clean-up, vehicle/tool maintenance.
- Worked diligently to diagnose series streetlight problem in Lloyd Park and Watkins/Burns corridor. Lights still not functional in those neighborhoods.
- Power wash City Council Chambers
- Leaf clean-up Town Center
- Prune for sign visibility (Oakgrove, Greenoaks, Middlegate)
- Tree work and fencing– behind Atherton Police Department
- Storage of records from Town Hall to Carriage House
- Misc. building maintenance and repairs
- Put together Town Admin department following carpet work including furniture moving.
- Park duties including follow up on items from park walk through
- Irrigation repair and maintenance (park and streets)
- Assisted with Arbor Day and Earth Day activities in park.
- Installed mounts/plaques for new statues in park.

- Tennis Court Maintenance
- Corp Yard Maintenance
- Park General daily duties – mowing, empty garbage/recycling, restroom oversight, fire extinguishers (checked/re-charged), playground inspections, elevator inspections, open/close buildings, meeting room set-ups/tear downs.
- See attached spreadsheet of Events.



New plaque at sculpture

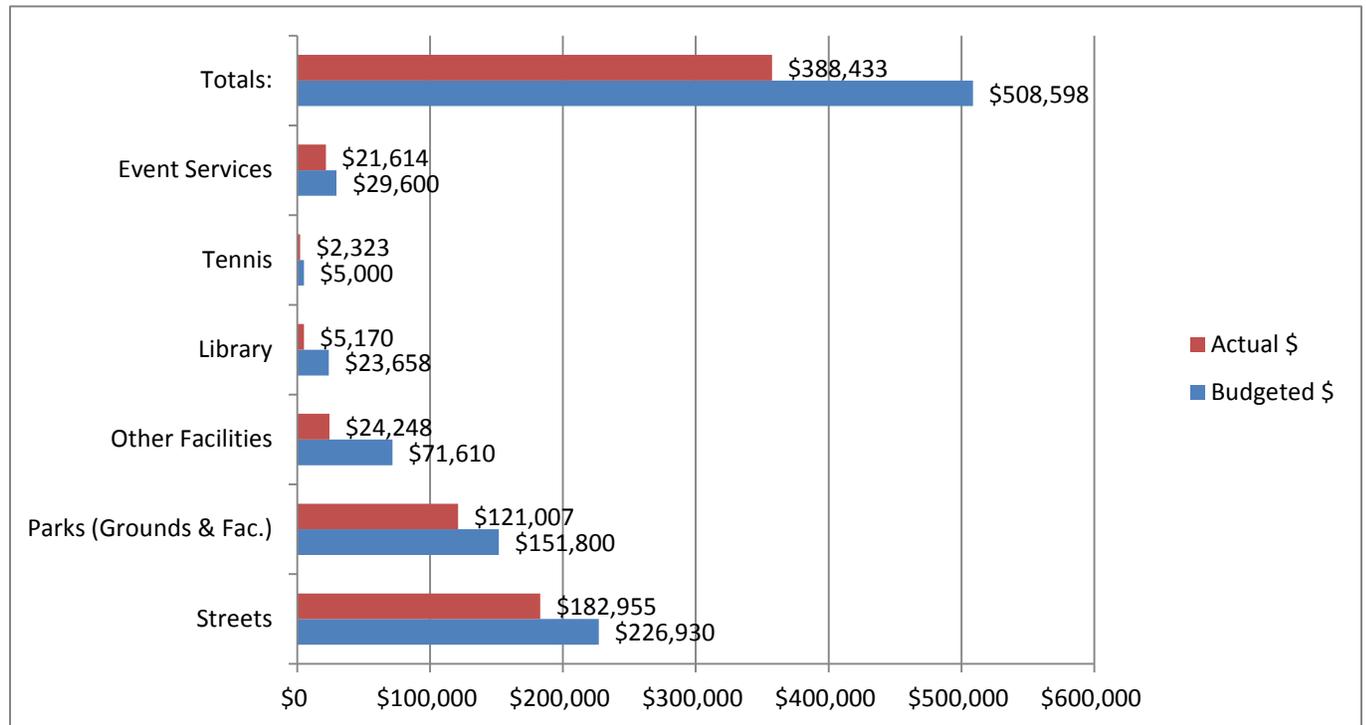


Yet another unearthed link to the streetlight problems in Lloyd Park

The following bar chart can be used as a reference as to the amount of dollars budgeted for the MCE contract for maintenance services vs. actual dollars spent. The graph is broken into the 6 families of expenditures that make up the whole of the contract. Public Works intends to supply this information on a monthly basis to the council in the monthly City Managers report and to the public upon their request.

Town of Atherton
 MCE Corporation Public Works Maintenance
 Budget vs. Actual Expenditures FY 12-13
 Through May 6 2013

Description	Budget Dollars	Actual Dollars	% used
Streets	\$ 226,930	\$ 195,278	86.05
Parks (Grounds & Fac.)	\$ 151,800	\$ 127,181	83.78
Other Facilities	\$ 71,610	\$ 30,570	42.68
Library	\$ 23,658	\$ 7,265	30.70
Tennis	\$ 5,000	\$ 2,884	57.68
Event Services	\$ 29,600	\$ 25,264	73.02
Totals:	\$ 508,598	\$ 388,433	83.39



City Manager's Written Report

May 15, 2013

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DATE/TIME	FACILITY	EVENT/CONTACT	SEATING SET-UP
April 1, 2013/11 am- 1 pm	Main House	Mtg./ M. Kashiwagi	U shape seating for 15
April 1, 2013/6:30 pm - 8 pm	Main House	Mtg./Foundation - S. Carlson	U shape seating for 9
April 3, 2013/6:30 pm - 8pm	Main House	Mtg./Park & Rec mtg/ S. Tyler	U shape seating for 9 plus audience seating for 10
April 6, 2013/9 am - 5 pm	Carriage House	Meeting Jody Nyberg 752-9531	Awaiting table set up
April 11, 2013/6:30 am - 7 pm	Main House	Meeting Claudia 569-2285	Emailed set up 3-26-2013 - In binder
April 16, 2013/7:30 am - 3 pm	Main House & Pavilion	Meeting Doug 454-8419	Awaiting table set up.
April 21, 2013/2 pm - 6:30 pm	Pavilion	Social Shirley Carlson 321-1327	Awaiting table set up.
April 27, 2013/11 am - 3pm	Carriage House	Social Mary Ellen 868-8947	Awaiting table set up.
April 29, 2013/7:30 - 3 pm/	Pavilion Main House	Meeting Doug 454-8419	Awaiting table set up.
CLASS		FACILITY/DAYS USED	
DISCUSSION MEETINGS		CH - FRIDAYS 0700 - 0800; SUNDAYS 0900 - 1000	
ATHERTON LACROSSE		none	
AYSO		none	
FREDDIE JACKSON		April 2,4,9,11,16,18,23,25,&30 - 2 - 4 pm	
FOLK DANCE		CH - April 3, 10 - 7 - 10 pm	
MENLO-ATHERTON YOUTH LACROSSE		none	
SCOTTISH DANCE SOCIETY		CH - April 9, 17 - 1:30 - 4:30 PM	
BAY AREA COUNTRY DANCE SOCIETY		CH - April 9 - 8pm - 10 pm	
TENNIS		TENNIS COURTS - DATES/TIMES VARY	



Town of Atherton

**Building Department
91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0560**

Community Services Monthly Report April 2013

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
April 1, 2013 to April 30, 2013*

	April	Fiscal Year 2012-13
Total Construction Valuation¹:	\$20,024,955	\$113,248,836

REVENUE

Plan Check Fees Collected:	\$97,296	\$290,536
Permit Fees Collected:	\$40,522	\$701,459
Other Fees Collected:	\$2,746	\$25,411
TOTAL:	\$140,564	\$1,017,406

PLAN CHECK

Applications Received:	76	582
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	3	24
New Accessory Structures Issued:	17	123
Addition / Alteration Permits Issued:	4	85
Reroof / Water Well / Grading Permits Issued:	14	107
Plumbing/Mechanical/Electrical Permits Issued:	23	145
Demolition Permits Issued:	5	39
<u>Non-Residential:</u>		
New Permits Issued:	2	11
TOTAL Permits Issued:	68	534

Total Open Permits as of 4/30/13	336
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INSPECTIONS

Inspections Performed:	526	4,883
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

April 1, 2013 to April 30, 2013

CE responded to the following types of cases:

1. Dangerous Trees	4c	10. Early Set Out-trash	0
2. Construction Law	2o/4c	11. Neighbor Law	2o/2c
3. Dog Barking	1o/4c	12. Animal	1o
4. Building without permits	1c	13. Litigation	1o/2c
5. Encroachments	10o/8c	14. Vehicles	1o/1c
6. Fence Violations	0	15. Unsecured Prop	1c
7. Accessory Bld.	1o/1c	16. HOA Contact	0
8. Refuse	1o	17. Admin/finance	1o
9. Zoning	2o/5c	18. Admin/ordinance	1o/1c
		19. Public Nuisance	1o/3c
Number of Cases Closed = 37		Number of Cases Still Open = 25	

c: Closed

o: Open

Planning Projects

April 1, 2013 to April 30, 2013

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	36	203
Planning Commission Items	3	26

At the April 24, 2013 Planning Commission meeting the following items were considered:

- 1) 163 Almendral Avenue : Heritage Tree Removal Permit request for the removal of one heritage redwood trees. This item was approved.
- 2) 12 Cowell Lane: Special Structures Permit to allow a basement under an accessory building and a basement under a detached garage. This item was approved.
- 3) 82 Howard Way: Special Structures Permit to allow a tennis court and associated enclosure to be constructed closer to the main residence than is normally allowed. This item was approved.

The following items are tentatively scheduled for May:

- 1) 150 Watkins, Little League- Conditional Use Permit
- 2) 153 James- Mitigated Negative Declaration and Heritage Tree Removal Permit for the removal of 4 Deodar cedar trees.
- 3) 1 Juniper- Major Alteration Permit for the relocation of a historic urn to another location on the property

Arborist Activity Summary

April 1, 2013 to April 30, 2013

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	19	25	29	27

Town of Atherton Building Inspection & Plan Check

Summary of New Single Family Residential Permits Issued by

Month	2013	2012
January	2	2
February	1	0
March	1	2
April	3	2
May		4
June		3
July		3
August		2
September		3
October		4
November		1
December		4
Total New SFD Permits:	7	30

Plan Check Performance

April 1, 2013 to April 30, 2013

Project Type	Cycles	No of Plan Checks	Target **	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	51	10	7	0
	Subsequent Rev.	34	5	3	0
Minor Plan Check	1st Review	14	3	2	0
	Subsequent Rev.	3	2	1	0
Total Number of Plan Checks		102			

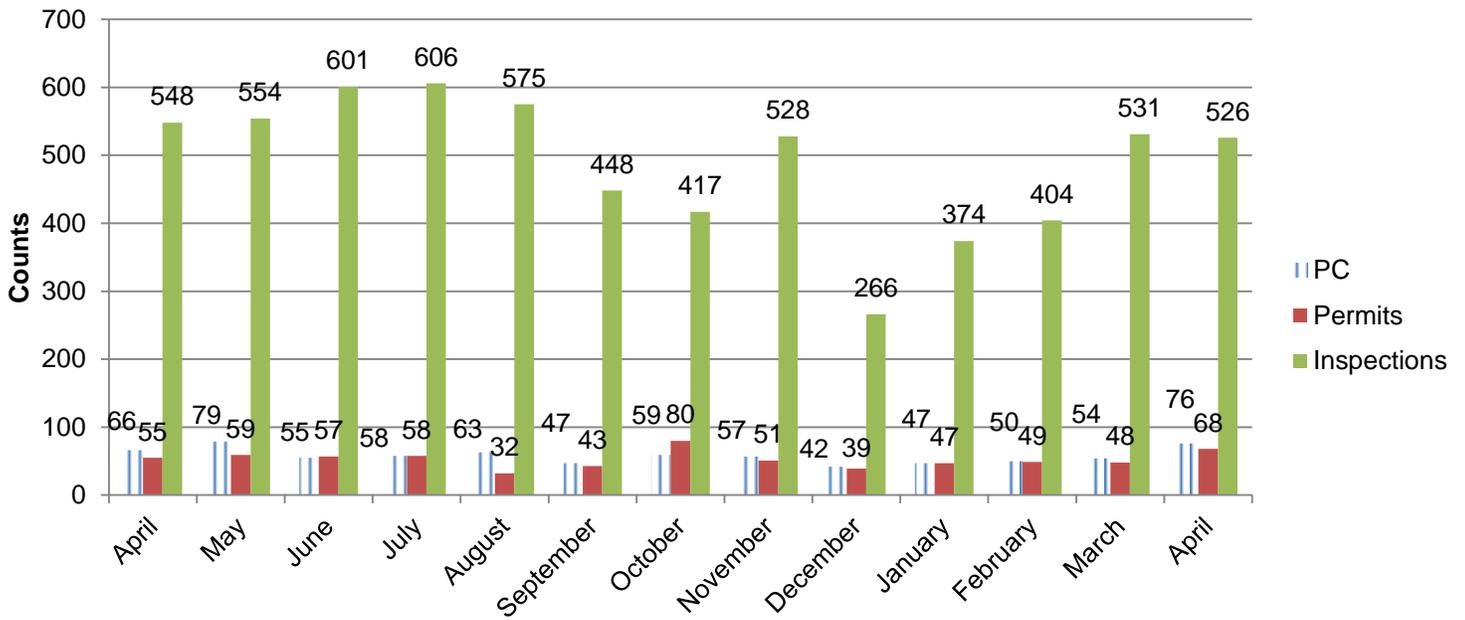
** Target: in working days

Major Plan Check: New Houses, New Accessory Structures, New non-Residential

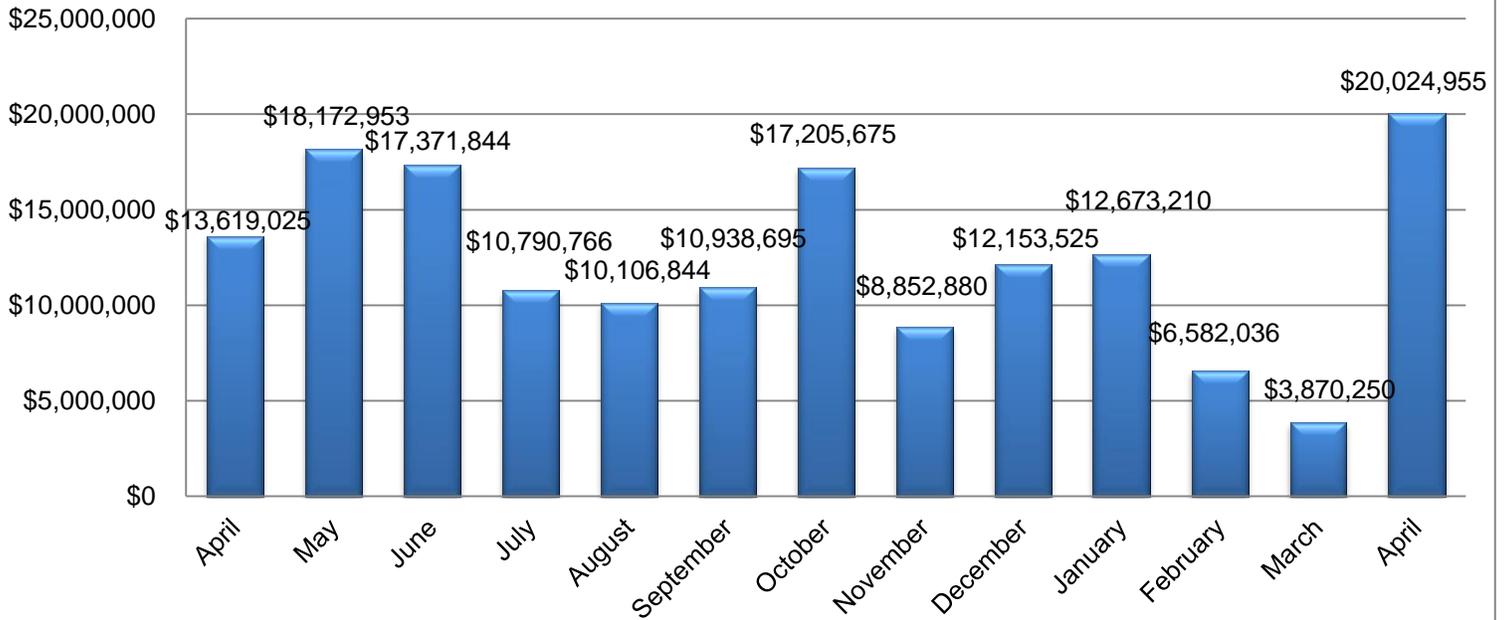
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Summary Graphs

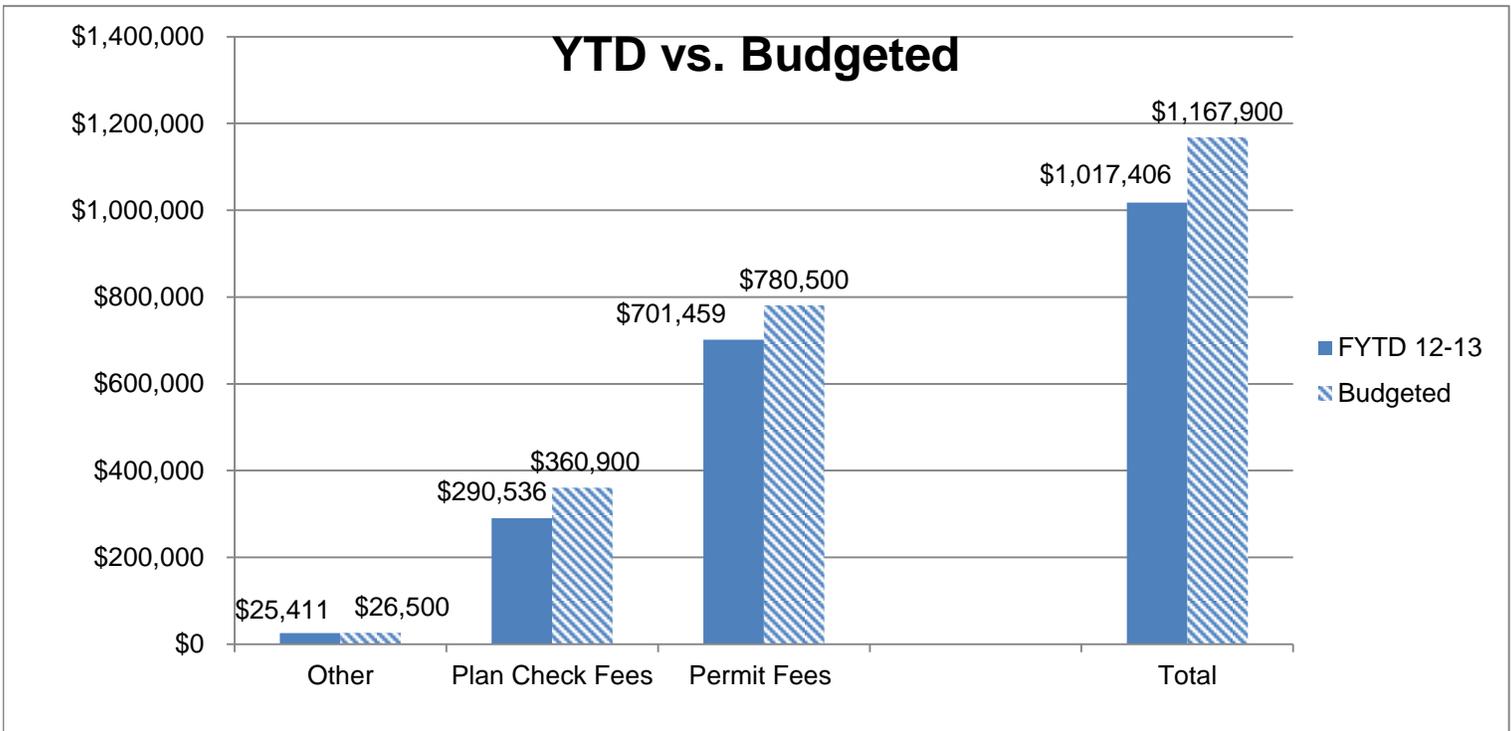
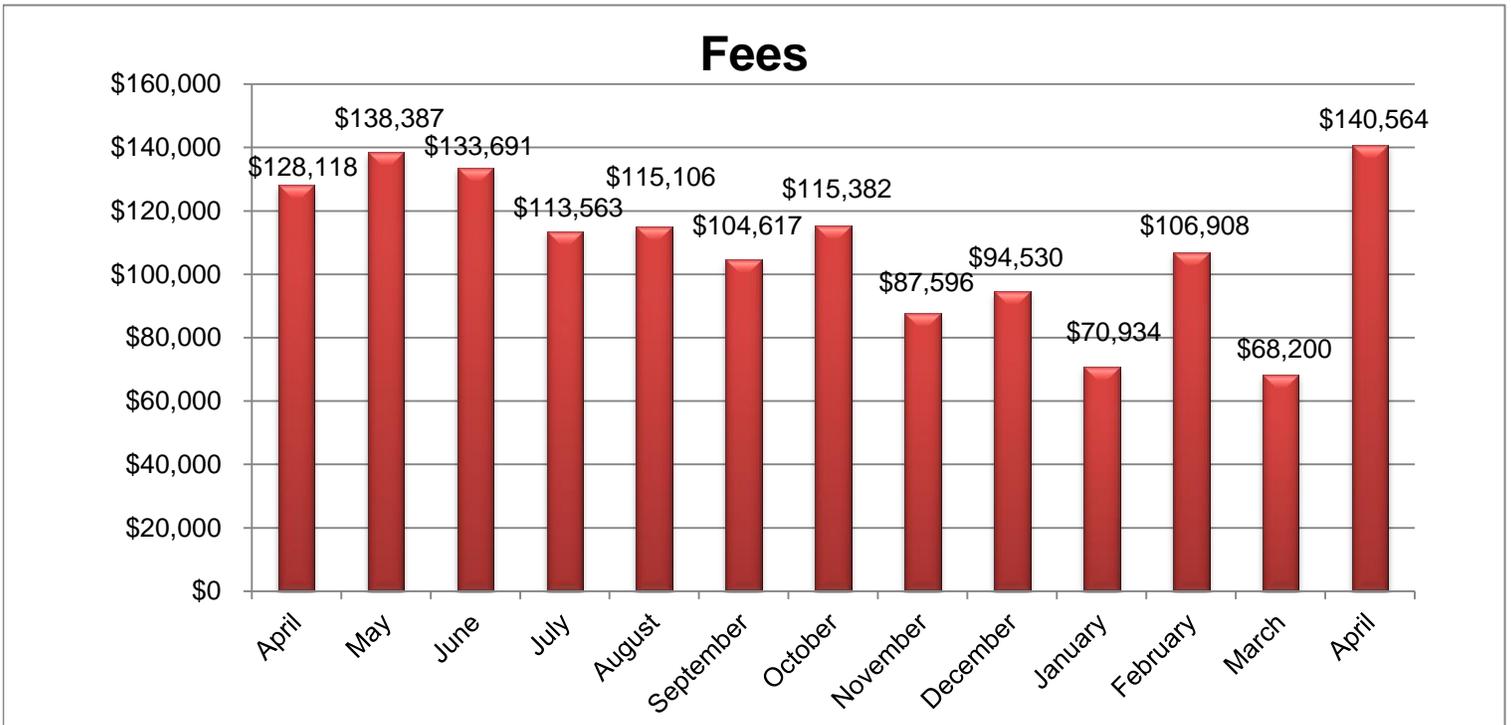
Plan Checks, Permits, Inspections



Valuation



Summary Graphs





Draft Minutes
Town of Atherton
CITY COUNCIL DISTRICT
April 15, 2013
2:00 P.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

The Mayor called the meeting to order at 2:00 p.m.

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

REGULAR

- 1. **FISCAL YEAR 2013-14 BUDGET STUDY SESSION:****
- Report:** City Manager George Rodericks/ Finance Director Robert Barron III

City Manager Rodericks presented a broad overview of the Town's General Fund Operating Budget. Projections show a steady and stable increase in property tax revenues projected for Fiscal Year 13/14 at 3%. This is a conservative estimate. Building Department revenues show signs of increased activity. Franchise fees remain stable and services will increase slightly. Expenditure savings result from reduced employee costs netting approximately 4.5% as well as reduced required annual contributions toward other post-employment benefits (OPEB). By June 30, 2013, the Town will have paid off all CalPERS pension side fund obligations thereby reducing the required employer contributions.

Detailed discussion by department, to include departmental goals, and special fund presentations will be the subject of a future budget workshop to be scheduled in May. Staff went through general fund departmental projections in broad overview indicating reductions year-to-year as projected. In general, there were reductions in 7 of the 9 departmental budgets year-to-year. Two departmental budgets reflected preliminary increases – Planning and Police.

The Planning budget showed a projected increase of \$41,000 due to the need to update the Town's Housing Element. Council discussed the estimated expenditure increase for this item. Rodericks advised that the amount is a placeholder at this point as we fine-tune the needs and determine what data and data-resources can or cannot be used from prior year updates. A more specific number will be included in future discussions and for the actual budget adoption scheduled for June.

The Police Budget showed a projected increase of \$402,912. Rodericks noted that staffing levels in the Police Department run lean as the Town seeks to find a balance between necessary safety coverage, authorized positions, overtime, and the day-to-day realities of running a department whose primary focus is service delivery (i.e. vacations, sick days, court appearance, injuries, retirements, resignations, training, etc.). When the Department staffing level runs too close to minimum staffing, sick days, vacations, training, injuries, etc. will impact the Department overtime budget.

In addition, when there are long-term injuries, unanticipated absences, or other situations where the Department loses the employee for a long period of time but cannot legally fill the position with another, the Department is forced to again backfill with overtime. However, there are limitations that will be encountered even when using overtime, to include, but not limited to legally mandated periods of rest/break between shifts, maximum allowable overtime, and actual availability of officers.

Many departments will have an authorized position level and a staffing target. Rodericks provided an example: a department may have 30 authorized positions, the staffing target may be 27 or 90%. The additional positions allow the department to continuously recruit to fill unexpected vacancies but only filling as needed. The recruitment and placement process for a police officer – i.e. to get that new officer on the street - is approximately 7 to 9 months. In larger departments, officer vacancies will often not have a significant impact on minimum safety coverage because the pool of officers within the department is large enough to compensate through overtime. However, in smaller departments, such as Atherton's, the loss of four (4) sworn officers in a staff of nineteen (19) due to vacation, sick, injury, resignation or retirement is significant when the time to get a replacement is 7 to 9 months and the pool of officers that can fill in through overtime is limited when there are 3-4 sworn needed on shift or scheduled for the next shift. We quickly run out of personnel. The Council discussed these realities of staffing concerns within the Department. More discussion will occur at the next workshop.

Staff will return to the next workshop with a discussion of alternatives. The number proposed at the budget workshop (\$402,912) included the addition of two (2) officer vacancy positions (in addition to other budget items). The Council discussed the option of setting up a larger overtime budget in the short-term and revisiting the addition of two (2) officer positions January 1, 2014 following the possible parcel tax renewal election. Overall, even with the proposed increase in the Police Department budget, the initial draft general fund expenditure budget showed a net decrease of \$20,112 with all reserve policies being met.

ADJOURN MOTION by Carlson, second by Lewis to adjourn the meeting. The motion passed and Mayor Lewis adjourned the meeting at 11:06 p.m.

Respectfully submitted,

Theresa DellaSanta



Draft Minutes
Town of Atherton
CITY COUNCIL
April 17, 2013
7:00 p.m.
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, Wiest, Carlson

Widmer was excused.

3. PRESENTATIONS

PROCLAMATION FOR:

- DISPATCHER WEEK – Dispatcher John Mattes read the proclamation.
- NATIONAL POLICE WEEK – Police Officer Chris Vigil read the proclamation.
- WEST NILE VIRUS AND MOSQUITO AND VECTOR CONTROL AWARENESS WEEK – Mayor Lewis read the proclamation.

4. PUBLIC COMMENTS

John Ruggiero, Atherton resident, complimented Chief Flint and Lieutenant Wade on the work they are doing for the Police Department. Ruggiero compared police-to-resident staffing ratios in Atherton and San Francisco, and contested the Atherton POA's letter claiming that Atherton's police staffing is inadequate.

Carlos Martin, South San Francisco resident, introduced himself as a candidate in the 2013 SSF Council race.

Jean Schaaf, Atherton resident, noted her concern that the City Manager is not living in the house provided by Atherton for the City Manager. City Attorney Bill Connors replied that it is against the law to require any City Manager to live in the house.

Vice Mayor Lewis read a letter for the record regarding an email she received from resident Peter Carpenter requesting that the public have a chance to weigh in on the POA negotiations.

5. REPORT OUT OF CLOSED SESSION -

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

No reportable Action.

**6. CITY MANAGER'S REPORT
a. Community Center Advisory Committee Report**

City Manager Rodericks commented that the first meeting of the Community Center Advisory Committee (CCAC) is set for April 30 at 4:30 pm in the City Council Chambers; noted the inclusion of the various departmental reports; noted the Finance Director's memorandum addressing last month's Council request to itemize the mid-year transfers within the Police Department budget; and noted the memorandum from the City Attorney on Charter Cities.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT - None.

CONSENT CALENDAR (Items 8-14)

Council Member Dobbie had a comment on Item 10. Council pulled item 10 and took it up for discussion before the consent calendar.

Council Member Dobbie indicated that he continues to have concerns about Shoretel's viability and whether they will continue to be in business in the near future.

MOTION by Dobbie, second by Carlson to approve the consent calendar consisting of items 8 through 14. The motion passed unanimously.

8. APPROVAL OF MARCH 13 SPECIAL MEETING, MARCH 20 REGULAR MEETING, AND APRIL 3 SPECIAL MEETING MINUTES

Recommendation: Approve meeting minutes

9. APPROVAL OF BILLS AND CLAIMS FOR MARCH, 2013 IN THE AMOUNT OF \$917,445

Recommendation: Approve Bills and Claims in the amount of \$917,445

10. APPROVAL OF CONTRACT WITH CMS SOLUTIONS TO IMPLEMENT THE INSTALLATION OF SHORETEL VOIP TELECOMMUNICATIONS SYSTEMS

Report: City Manager George Rodericks

Recommendation: Approve contract with CMS Solutions to implement the installation of Shoretel VoIP telecommunications systems

11. ADOPTION OF A RESOLUTION REVISING THE APPOINTMENT OF DIRECTORS TO REPRESENT THE TOWN OF ATHERTON TO ABAG PLAN CORPORATON BOARD OF DIRECTORS

Report: City Clerk Theresa DellaSanta

Recommendation: Adopt resolution revising the appointment of directors to represent the Town of Atherton to ABAG PLAN Corporation Board of Directors

12. CONSIDERATION TO SEND LETTER OF SUPPORT FOR SENATE BILL 557

Report: Community Services Director Mike Kashiwagi

Recommendation: Consider sending letter of support for Senate Bill (SB) 557

13. AWARD OF CONTRACT FOR THE 2013 CAPE SEAL PROJECT

Report: Community Services Director Mike Kashiwagi

Recommendation: Award the contract for 2013 Cape Seal Project, project number 56056 to Intermountain Slurry Seal, the lowest responsive and responsible bidder, in the amount of \$308,072, and authorize the City Manager to execute the contract

14. ADOPT RESOLUTION APPROVING DESTRUCTION OF RECORDS RETAINED BY ADMINISTRATION

Report: City Clerk Theresa DellaSanta

Recommendation: Adopt resolution authorizing the destruction of certain records retained by the Administration Department

PUBLIC HEARINGS - None

REGULAR AGENDA – (Items 15-20)

15. ACCEPTANCE OF FISCAL YEAR 2011-2012 BASIC FINANCIAL STATEMENTS, REPORT ON COMPLIANCE WITH THE AGREEMENT FOR DISTRIBUTION OF SAN MATEO COUNTY MEASURE A FUNDS FOR LOCAL TRANSPORTATION PURPOSE, AGREED UPON PROCEDURES REPORT ON COMPLIANCE WITH THE PROPOSITION 111 APPROPRIATIONS LIMIT, AND MEMORANDUM ON INTERNAL CONTROL AND REQUIRED COMMUNICATIONS

Report: Finance Director Robert Barron III

Recommendation: Accept FY 2011-2012 Basic Financial Statements, Report on Compliance with the Agreement for Distribution of San Mateo County Measure A Funds, Agreed Upon Procedures Report on Compliance with the Proposition 111 Appropriations Limit, and the Memorandum on Internal Control and Required Communications

Finance Director Robert Barron III presented the report to Council.

There was some basic discussion by the Council and questions concerning information that was required to be provided within the audit and whether that information was to be included within the data tables/numbers or notes to the financial statements. Of particular interest were the pension and benefit obligations of the Town. The audit, which is available via the Town's website, indicates future Town liabilities within the notes to the financial statements. Any annual required contributions are included within the data tables/numbers. Questions were also raised with respect to an ongoing inventory of Town assets. All depreciable assets are recorded and tracked within the annual financial statements as well as internally by the Finance Department.

MOTION by Dobbie, second by Wiest to accept FY 2011-2012 Basic Financial Statements, Report on Compliance with the Agreement for Distribution of San Mateo County Measure A Funds, Agreed Upon Procedures Report on Compliance with the Proposition 111 Appropriations Limit, and the Memorandum on Internal Control and Required Communications. The motion passed unanimously.

16. SPECIAL EVENT ROAD CLOSURES

Report: Police Chief Ed Flint

Recommendation: Adopt a Resolution requiring that requests for road closures for Special Events on the mentioned streets be approved by staff only after a public meeting before the City Council to gather input

Chief Flint presented the report to Council. The closing of a major thoroughfare in Atherton for a special event could result in a serious disruption to the flow of traffic, and cause significant inconvenience to motorists and residents alike. Flint recommended that as a matter of Council policy, all special event requests that would require the closure of a major thoroughfare be brought before the Council at a public meeting before approval by staff. Staff identified seven streets and the Council added two additional. Identified streets include:

- Middlefield Road
- Atherton Avenue
- Alameda De Las Pulgas
- Selby Lane
- Watkins Avenue
- Valparaiso Avenue
- Encinal Avenue
- Fair Oaks
- Marsh Road

Additionally, Council added a “whereas” clause that gives the Chief of Police the discretion to bring any other streets not listed to Council for approval.

MOTION by Carlson, second by Lewis to Adopt a Resolution, with the two additions noted above, requiring that requests for road closures for Special Events on the mentioned streets be approved by staff only after a public meeting before the City Council to gather input. The motion passed unanimously.

17. RESPONSE TO GRAND JURY REPORT

“WATER RECYCLING – AN IMPORTANT COMPONENT OF WISE WATER MANAGEMENT”

Report: City Manager George Rodericks

Recommendation: Accept the attached response to the San Mateo Grand Jury on their report entitled “Water Recycling – An Important Component of Wise Water Management.”

City Manager Rodericks summarized the staff report. He noted that staff prepared a response to the Grand Jury request that the Town begin talks with local water purveyors in an effort to identify the possibility of local water recycling programs. The response recommended that the Town’s Environmental Committee follow-up on the issue(s) as a project.

MOTION by Dobbie, second by Carlson to accept the attached response to the San Mateo Grand Jury on their report entitled “Water Recycling – An Important Component of Wise Water Management.” The motion passed unanimously.

18. DISPOSITION OF THE ARTS COMMITTEE / AMENDMENT OF RESOLUTION NO. 13-08 GOVERNING COMMITTEES AND COMMISSIONS

Report: City Manager George Rodericks

Recommendation: Consider the request of the Arts Committee on the disposition of the Arts Committee and, if supported, move the disbandment of the Arts Committee and direct staff to amend the appropriate Resolution for Council consideration

City Manager Rodericks reported to Council. Rodericks noted that he met with the Arts Committee again and explained the advantages of dissolution. Council discussed that the Town will continue to work with and support the Atherton Arts Foundation (AAF) on an annual basis as a “designated group” for the purposes of public outreach through the Town’s website, quarterly newsletters and email distribution lists. In addition, the AAF would produce an annual Report to the Council of its efforts along with an annual fundraising request. The City Council would not appoint members to the AAF nor would the Council or Town policies govern its activity. The AAF would be an outside entity to which the Town could contribute funds based on an annual fundraising request from the Town’s existing arts fund. Requests such as these should be considered annually as part of the Town’s budget process. The AAF would continue to have access to meeting and storage space, including but not limited to the Council Chambers, Main House/Garden Room, Pavilion, and any other available spaces within Town facilities.

MOTION by Carlson, second by Wiest to approve dissolution of the Arts Committee. The motion passed unanimously.

19. APPROVAL OF REQUEST FOR PROPOSAL FOR DRAINAGE STUDY

Report: Community Services Director Mike Kashiwagi

Recommendation: Approve the Request for Proposal (RFP) for preparation of the Drainage Study and authorize staff to advertise and distribute the Drainage Study RFP

Community Services Director Mike Kashiwagi summarized the report. Mayor Lewis expressed concerns that perhaps the study was not broad enough to encompass the entirety of the Town’s needs. After further discussion it was determined that the proposed study was strictly focused and that historical information from prior studies, as well as, information on changes in federal and state law would be incorporated.

MOTION by Carlson, second by Wiest to Approve the Request for Proposal (RFP) for preparation of the Drainage Study and authorize staff to advertise and distribute the Drainage Study RFP. The motion passed unanimously.

20. APPROVAL OF REQUEST FOR PROPOSAL FOR PARK MASTER PLAN

Report: Community Services Director Mike Kashiwagi

Recommendation: Approve the Request for Proposal (RFP) for preparation of the Holbrook-Palmer Park Master Plan and authorize staff to advertise and distribute the Park Master Plan RFP

Community Services Director Kashiwagi presented the report.

Council Member Carlson wondered if it would be possible to get a profile of the current users of the park.

Mayor Lewis was concerned that the scope of work was not specific enough. Kashiwagi noted that part of the evaluation process is to give them less specifics so that they, as experts, show us what they can do. It differentiates one firm from another.

There was some discussion on needs, site census, drainage, and site opportunities.

MOTION by Carlson, second by Dobbie to approve the Request for Proposal (RFP) for preparation of the Holbrook-Palmer Park Master Plan and authorize staff to advertise and distribute the Park Master Plan RFP. The motion passed unanimously.

21. AGREEMENT AMENDMENT WITH BIGGS CARDOSA ASSOCIATES, INC. FOR MARSH ROAD CHANNEL REPAIRS ADDITIONAL SERVICES

Report: Authorize the City Manager to execute an amendment to the agreement with Biggs Cardosa Associates, Inc. in the amount of \$8,200 for additional consulting services to analyze two additional repair options and to analyze additional issues raised during a the March 2013 workshop

Community Services Director Mike Kashiwagi presented an agreement to amend the Scope of Work of Biggs Cardosa Associates, Inc. for Marsh Road Channel study. Kashiwagi noted that additional work added to the Scope of Work included the study of two additional repair options and to analyze additional issues that were raised during the March 2013 workshop. Council discussed expectations for use of the channel, if it were to be eventually covered, and what exactly Biggs Cardosa Associates, Inc. would be providing in this regard.

MOTION by

22. COUNCIL REPORTS/COMMENTS – Noting further to add to written reports.

23. FUTURE AGENDA ITEMS

A. INFORMATION ON RELATIONSHIP BETWEEN THE TOWN OF ATHERTON AND THE SAN MATEO COUNTY LIBRARY JPA

MOTION by Carlson, second by Lewis to add the item to the May City Council agenda. The motion passed unanimously.

24. PUBLIC COMMENTS -None.

25. ADJOURN

Council Member Carlson announced that he and his family are putting their house on the market and he expects to formally resign from Council in May or June of this year.

MOTION by Carlson, second by Lewis to adjourn the meeting. The motion passed and Mayor Lewis adjourned the meeting at 11:06 p.m.

Respectfully submitted,

Theresa DellaSanta

TOWN OF ATHERTON
CLAIMS LIST **APRIL 2013**

	<u>Amount</u>
A/P Checks (#15040-15154)	\$ 348,765
Payroll Checks (#N/A)	0
Direct Deposit - Payroll	223,187
Electronic Transfer - A/P & Payroll	244,259
APRIL 2013 Total	816,211

I, George Rodericks, City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers N/A (payroll), and 15040-15154 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$816,211 are true and correct based on the information provided to me and that there are sufficient funds for payment.

George Rodericks
City Manager

The above claims, check numbers N/A (payroll), and 15040-15154 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$816,211 are true and correct and are authorized for payment.

Elizabeth Lewis
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General	\$ 644,422
201	Special Tax	86,180
203	Gas Tax	1,587
213	Library	939
401	GF Projects	6,475
403	Ath Channel Drainage Dt.	3,400
610	Equipment Replacement	13,426
615	Worker's Comp	3,826
616	Employee Benefits	55,956
	TOTAL	816,211

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15040	A2Z BUSINESS SYSTEMS	4/4/2013	025697	General Fund	Planning	Sharp M453N copier maint service Planning 3/17/13 - 6/17/13	95.00
15040	A2Z BUSINESS SYSTEMS	4/4/2013	025697	General Fund	Building	Sharp M453N copier maint service Bldg 3/17/13 - 6/17/13	95.00
15040	A2Z BUSINESS SYSTEMS	4/4/2013	025697	General Fund	DPW-Engineering	Sharp M453N copier maint service DPW 3/17/13 - 6/17/13	95.00
15040 Total							285.00
15041	ACCONTEMPS	4/4/2013	37600142	General Fund	Finance	Temp Phonpradith, Noy 3/18/13 - 3/21/13	964.64
15041	ACCONTEMPS	4/4/2013	37600142	General Fund	Finance	Temp Phonpradith, Noy 3/18/13 - 3/21/13	321.12
15041 Total							1,285.76
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Accident (Pre-Tax)	166.91
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Cancer Ins(Pre-Tax)	170.64
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Dental Plan (Pre-Tax)	65.22
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Hosp. Conf. Id (Pre-Tax)	23.36
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Hosp.Int Care (Pre-Tax)	16.26
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Life (Pre-Tax)	5.63
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac STD (After-Tax)	56.12
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac STD (Pre-Tax)	21.46
15042	AFLAC	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Aflac Speci Health (Pre-Tax)	52.68
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Accident (Pre-Tax)	166.91
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Cancer Ins(Pre-Tax)	170.64
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Dental Plan (Pre-Tax)	65.22
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Hosp. Conf. Id (Pre-Tax)	23.36
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Hosp.Int Care (Pre-Tax)	16.26
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Life (Pre-Tax)	5.63
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac STD (After-Tax)	56.12
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac STD (Pre-Tax)	21.46
15042	AFLAC	4/4/2013	502-03-2013	General Fund		PR Batch 502 3 2013 Aflac Speci Health (Pre-Tax)	52.68
15042 Total							1,156.56
15043	AT&T CALNET 2	4/4/2013	000004220443	General Fund	Non-Dept	0600 PBX switch board line 2/27/13 - 3/26/13	113.81
15043	AT&T CALNET 2	4/4/2013	000004220444	General Fund	Non-Dept	8099 Town Hall main line 2/27/13 - 3/26/13	345.83
15043	AT&T CALNET 2	4/4/2013	000004203613	General Fund	Police	1953 Circuit# PD to 590 Hamilton 2/20/13 - 3/19/13	97.73
15043	AT&T CALNET 2	4/4/2013	000004220441	General Fund	Police	0686 Alarm line -police shed 2/27/13 - 3/26/13	15.96
15043	AT&T CALNET 2	4/4/2013	000004220442	General Fund	Police	0280 Disaster line PD 2/27/13 - 3/26/13	215.44
15043 Total							788.77
15044	CLARK PEST CONTROL	4/4/2013	13935500	Library Fund	Non-Dept	Pest control services Library March 2013	95.00
15044 Total							95.00
15045	COMCAST	4/4/2013	0122498/0313	General Fund	Non-Dept	High speed internet 3/21/13 - 4/20/13	219.90
15045 Total							219.90
15046	D-PREP LLC	4/4/2013	April 29, 2013	General Fund	Police	Basic Crisis Negotiations training K. Pronske 4/29/13 - 5/3/13	674.00
15046 Total							674.00
15047	FRASER MARY ELLEN	4/4/2013	326	General Fund		Refund park dep canceled event Inv#326, 4/27/13	250.00
15047 Total							250.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15048	GOVERNMENT FINANCE OFFICERS ASSOCIATION	4/4/2013	Gov'tAccting	General Fund	Finance	Governmental Accounting reference book	167.00
15048 Total							167.00
15049	GRACELY MELISSA	4/4/2013	345	General Fund		Refund park dep Inv# 345, 3/28/13	1,000.00
15049 Total							1,000.00
15050	GUTIERREZ ANTOINETTE	4/4/2013	March 7-8, 2013	General Fund	Police	Meals Public Records Act training A. Gutierrez 3/7/13 - 3/18/13	16.76
15050	GUTIERREZ ANTOINETTE	4/4/2013	March 7-8, 2013	General Fund	Police	Mileage Public Records Act training A. Gutierrez 3/7/13 - 3/18/1	88.71
15050 Total							105.47
15051	HUYNH DAVID	4/4/2013	Mar 27-28, 2013	General Fund	DPW-Engineering	Parking fee Street Saver Training D. Huynh 3/27/13 - 3/28/13	14.00
15051	HUYNH DAVID	4/4/2013	Mar 27-28, 2013	General Fund	DPW-Engineering	Mileage Street Saver Training D. Huynh 3/27/13 - 3/28/13	75.94
15051 Total							89.94
15052	JASMIN EDWARD A.	4/4/2013	AT 3282013	General Fund	Administration	Graphic design Spring 2013 Athertonian	1,530.00
15052 Total							1,530.00
15053	KIELTY KEVIN R.	4/4/2013	2571	General Fund	Planning	Contract Arborist Services- 23% Planning March 2013	2,052.75
15053	KIELTY KEVIN R.	4/4/2013	2571	General Fund	Building	Contract Arborist Service - 77% Bldg March 2013	6,872.25
15053 Total							8,925.00
15054	LAMPHIER - GREGORY	4/4/2013	9418	General Fund	Pass thru	Enviromental review/Menlo-Cartan Field 2/2/13 - 3/1/13	28,816.34
15054 Total							28,816.34
15055	LEXIPOL LLC	4/4/2013	8537	General Fund	Police	Daily Training Bulletins 4/1- 3/31/14 (ABAG Reimb)	2,000.00
15055 Total							2,000.00
15056	METRO MOBILE COMMUNICATIONS INC	4/4/2013	050850	General Fund	Police	Installed mobile antenna kit PD	269.26
15056 Total							269.26
15057	MICRO KEY SOLUTIONS	4/4/2013	1002008	General Fund	Police	Alarm software maint & support (residential) 5/1/13 - 4/30/14	1,315.60
15057 Total							1,315.60
15058	MILLS-PENINSULA HEALTH SERVICE	4/4/2013	41359	General Fund	Non-Dept	Employee Assistance services 4/1/13 - 6/30/13	368.00
15058 Total							368.00
15059	MUNISERVICES LLC	4/4/2013	NationalRooter	General Fund		Bus Lic. National Rooter	51.00
15059	MUNISERVICES LLC	4/4/2013	CalveyHeating	General Fund		Bus Lic. Calvey Heating & Air	76.00
15059 Total							127.00
15060	OFFICE DEPOT	4/4/2013	650425390001	General Fund	Building	(2) st Index tab Bldg	10.42
15060	OFFICE DEPOT	4/4/2013	650425390001	General Fund	Building	(1) pk Paper Bldg	11.25
15060	OFFICE DEPOT	4/4/2013	650425390001	General Fund	Building	(1) pk Paper Bldg	11.25
15060	OFFICE DEPOT	4/4/2013	650425390001	General Fund	DPW-Engineering	(1) ea Hand stow-away truck DPW	43.39
15060 Total							76.31

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15061	PENINSULA UNIFORMS & EQUIPMENT	4/4/2013	84497	General Fund	Police	(1) Motor pants C. Vigil	216.95
15061	PENINSULA UNIFORMS & EQUIPMENT	4/4/2013	84497	General Fund	Police	(1) Braid pants C. Vigil	10.79
15061 Total							227.74
15062	PG & E	4/4/2013	74579693321/313	General Fund	Police	83 Ashfield 2/23/13 - 3/24/13	1,238.35
15062	PG & E	4/4/2013	92913025489/313	General Fund	DPW-Street Maint.	Corp office/Storage 2/22/13 - 3/24/13	76.65
15062	PG & E	4/4/2013	91663025566/313	Library Fund	Non-Dept	Atherton library 2/22/13 - 3/24/13	389.27
15062 Total							1,704.27
15063	PLUTYNSKI MARK A.	4/4/2013	011-March 2013	General Fund	City Council	Videotaping Council Meetings March 2013	350.00
15063	PLUTYNSKI MARK A.	4/4/2013	011-March 2013	General Fund	City Council	Videotaping Planning Meeting March 2013	350.00
15063	PLUTYNSKI MARK A.	4/4/2013	011-March 2013	General Fund	City Council	Videotaping Special Council Meetings March 2013	350.00
15063	PLUTYNSKI MARK A.	4/4/2013	011-March 2013	General Fund	City Council	Videotaping Finance Committee Meetings Mar 2013	350.00
15063 Total							1,400.00
15064	SPRINT	4/4/2013	130538811-064	General Fund	Police	Mobile data communication 2/26/13 - 3/25/13	427.02
15064 Total							427.02
15065	STEVE TREMPER INVESTIGATIVE SERVICES	4/4/2013	6	General Fund	Police	(3) Background investigation/CVSA exam services PD	2,025.00
15065 Total							2,025.00
15066	TEAMSTERS LOCAL 856 H & W	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Dental Insurance	4,320.00
15066 Total							4,320.00
15067	THE ALMANAC	4/4/2013	22678	Special Tax	DPW-Engineering	Legal advertising -bids 2013 Cape seal project March 2013	696.00
15067	THE ALMANAC	4/4/2013	22678	Special Tax	DPW-Engineering	Legal advertising -bids 2013 Spring patching March 2013	696.00
15067 Total							1,392.00
15068	THE B-PAD GROUP INC	4/4/2013	2557	General Fund	Police	(7) BPAD candidate fee PD	630.00
15068 Total							630.00
15069	VISION SERVICE PLAN	4/4/2013	501-03-2013	General Fund		PR Batch 501 3 2013 Vision Insurance	546.04
15069	VISION SERVICE PLAN	4/4/2013	April 2013	General Fund	Police	Vision K. Lopez April 2013	(15.77)
15069	VISION SERVICE PLAN	4/4/2013	April 2013	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava April 2013	10.88
15069 Total							541.15
15070	VOYAGER FLEET SYSTEMS INC.	4/4/2013	869016477313	General Fund	Police	Motorcycle fuel Mar 2013	92.72
15070 Total							92.72
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	Administration	91 Ashfield Admin 2/23/13 - 3/25/13	15.46
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	Planning	Station Lane Planning 2/23/13 - 3/25/13	4.79
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	Building	Station Lane Bldg 2/23/13 - 3/25/13	28.73
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	Police	91 Ashfield PD 2/23/13 - 3/25/13	26.32
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	DPW-Engineering	Station Lane DPW 2/23/13 - 3/25/13	14.36

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Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	DPW-Street Maint.	99 Dinkenspiel/Corp Office 2/23/13 - 3/25/13	34.82
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	DPW-Park Maint.	160 Watkins (CM House) 1/25/13 - 2/25/13	3.63
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	DPW-Park Program	150 Watkins HP Activity Bldg 2/25/13 - 3/26/13	9.43
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	General Fund	DPW-Park Program	150 Watkins Town of Atherton 1/25/13 - 2/25/13	144.16
15071	ABAG POWER PURCHASING POOL	4/11/2013	8005482	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln Library 2/23/13 - 3/25/13	31.02
15071 Total							312.72
15072	AT&T CALNET 2	4/11/2013	000004173665	General Fund	DPW-Park Program	2677 Park elevator 2/10/13 - 3/9/13	15.54
15072 Total							15.54
15073	CA BUILDING STANDARDS COMMISSI	4/11/2013	Jan-Mar 2013	General Fund		CA Building Standard Commission fee Jan - Mar 2013	904.00
15073 Total							904.00
15074	CENTRAL MAINTENANCE COMPANY	4/11/2013	3152-0413	General Fund	DPW-Park Maint.	Janitorial Services Park maint April 2013	560.00
15074	CENTRAL MAINTENANCE COMPANY	4/11/2013	3152-0413	General Fund	DPW-Building Maint.	Janitorial Services Facilities April 2013	1,152.85
15074	CENTRAL MAINTENANCE COMPANY	4/11/2013	3152-0413	Library Fund	Non-Dept	Janitorial Services Library April 2013	342.00
15074 Total							2,054.85
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Installed & balanced 3 new tires Crwn Victoria (AT36)	790.80
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Replaced bumper, reinforcement bar,radiator Crwn Victoria (AT76)	2,138.58
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Maintenance services Crwn victoria (AT78)	494.73
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Installed new cooling fan assembly & relay Patrol (AT77)	533.25
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Installed new brake pads Crwn Victoria (AT79)	289.40
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Maintenance service Patrol (AT77)	264.48
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	Police	Replaced new right front tire K-9 Patrol (AT77)	208.33
15075	CITY OF REDWOOD CITY	4/11/2013	BR29140	General Fund	DPW-Street Maint.	Maintenance service Truck (AT21) DPW	116.25
15075 Total							4,835.82
15076	CITY OF REDWOOD CITY	4/11/2013	BR29182	General Fund	Police	Fuel charge PD 2/15/13 - 3/15/13	4,221.18
15076	CITY OF REDWOOD CITY	4/11/2013	BR29182	General Fund	DPW-Engineering	Fuel charge DPW Eng 2/15/13 - 3/15/13	60.85
15076	CITY OF REDWOOD CITY	4/11/2013	BR29182	General Fund	DPW-Street Maint.	Fuel charge DPW Street maint 2/15/13 - 3/15/13	161.49
15076 Total							4,443.52
15077	CONTRACT SWEEPING SERVICES	4/11/2013	INV130000514	General Fund	DPW-Street Maint.	Contract Sweeping Service Mar 2013	1,091.97
15077 Total							1,091.97
15078	DE LARGE FINANCIAL SERVICES,INC	4/11/2013	17463189	General Fund	Planning	Lease Sharp MXM453N copier Planning 3/15/13 - 4/14/13	50.62

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Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15078	DE LARGE FINANCIAL SERVICES,INC	4/11/2013	17463189	General Fund	Building	Lease Sharp MXM453N copier Bldg 3/15/13 - 4/14/13	50.62
15078	DE LARGE FINANCIAL SERVICES,INC	4/11/2013	17463189	General Fund	DPW-Engineering	Lease Sharp MXM453N copier DPW 3/15/13 - 4/14/13	50.61
15078 Total							151.85
15079	DUNBAR ARMORED INC	4/11/2013	3219463	General Fund	Finance	Armored car service fee April 2013	107.14
15079	DUNBAR ARMORED INC	4/11/2013	3219463	General Fund	Finance	Armored car fuel surcharge fee April 2013	17.41
15079 Total							124.55
15080	FLOOR EFFECTS	4/11/2013	11377	GF Projects	DPW-Engineering	50% deposit for install new carpet	6,475.00
15080 Total							6,475.00
15081	GRAINGER INC	4/11/2013	9089218987	General Fund	DPW-Park Maint.	(2) 7x10" Notice sign DPW Park maint.	18.83
15081	GRAINGER INC	4/11/2013	9087840865	General Fund	DPW-Park Maint.	(2) Sanitary napkin receptacle DPW Park maint	112.18
15081 Total							131.01
15082	HARRIS COMPUTER CORPORATION	4/11/2013	MN003230	General Fund	Finance	Wintergrade license fee & support Jan -Mar 2013	438.75
15082	HARRIS COMPUTER CORPORATION	4/11/2013	MN003299	General Fund	Finance	Wintergrade license fee & support Apr -Jun 2013	438.75
15082 Total							877.50
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund		Sale tax- (3) Generators- ADAPT trailer PD (PO#274)	(242.00)
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Non-Dept	Network card- Town storage	87.06
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Non-Dept	Web hosting- Unix annual fee	142.50
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Non-Dept	Hard drive - IT	251.06
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Non-Dept	Network card -Town storage	141.89
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Non-Dept	NIC intel card returned	(74.91)
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Car wash PD Feb 2013	160.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Drygas re-calibration PD	182.88
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	DeWalt mobile lock fee PD Mar 2013	19.95
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Parking purchase PD/ J. Wade training	0.50
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Traffic Collision Investigation training canceled	(235.00)
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Property/evidence on-line training PD	350.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Property/evidence training E. Johnson PD	350.00

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For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Interview & Interrogation training canceled	(240.00)
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(2) Gun safes moved into P/E room PD	400.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) bx File folder PD	7.58
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) pk Packaging tape PD	15.18
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) cs Copier papers PD	32.54
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) pk Paper clips PD	5.41
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) dz Black pens PD	13.01
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) dz Blue pens PD	13.01
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(2) ea Magenta toner PD	147.54
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Yellow toner PD	73.77
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Cyan toner PD	73.77
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(1) Ramp for K-9 PD	87.98
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(2) Fuel additive PD	16.25
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Fuel new motorcycle pick-up PD	78.66
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Fuel new motorcycle pick-up PD	119.36
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Fuel new motorcycle pick-up PD	100.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(1) Mourning black bands PD	5.80
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Range supplies PD	151.22
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) Alarm sign PD	27.94
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(20) Spring clips- cameras PD	118.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Traffic/range supplies PD	18.28
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(1) 4ft Antenna cable PD	92.23

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Checks by Date - Detail by Check Number							
For the Month of April 2013							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(1) Alarm sign PD	27.94
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Refund for auto straps	(54.23)
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	Auto straps PD	54.23
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Mechanics tool set PD	91.38
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	Lock- medical trailer PD	18.43
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Economy hacksaw PD	8.17
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Wire cutter PD	8.56
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Fiberglass ball pein hammer PD	8.03
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Fiberglass ball pein hammer PD	8.77
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(1) ea Jaw locking pliers PD	6.32
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	UPS - Intoximeter service PD	25.34
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(3) 2 -Way radios for ADAPT PD	245.32
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(3) Portable work lights -ADAPT	54.91
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(3) Padlock for ADAPT trailer PD	45.54
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	2431/03-22-13JW	General Fund	Police	(3) Tents for ADAPT trailer PD	669.45
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(3) Generators- ADAPT trailer PD (PO#274)	3,089.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(3) ea Folding tables -ADAPT	145.32
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5432/03-22-13JF	General Fund	Police	(12) ea Folding chairs -ADAPT	195.05
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5408/03-22-13ST	General Fund	DPW-Street Maint.	Arborist recertification due	100.00
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5408/03-22-13ST	General Fund	DPW-Park Program	Internet fee HP Park Mar 2013	77.55
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5408/03-22-13ST	General Fund	DPW-Park Program	(1) Commercial vacuum	1,439.39
15083	IMPAC. GOVERNMENT SERVICES	4/11/2013	5408/03-22-13ST	General Fund	DPW-Park Program	(2) pk Vacuum disposable bags (pack of 5)	82.84
15083 Total							8,838.77

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15084	J & N PRINTING	4/11/2013	10990	General Fund	DPW-Park Program	(200) 8.5x11 3-pt Permit applications HP Park	171.43
15084 Total							171.43
15085	MID-PENINSULA ANIMAL HOSPITAL	4/11/2013	510244	General Fund	Police	Hospital visit K-9 police dog Karli	79.00
15085 Total							79.00
15086	MUNISERVICES LLC	4/11/2013	AllGardeningF	General Fund		Bus Lic. All Gardening Full Services & Maintenance	51.00
15086	MUNISERVICES LLC	4/11/2013	BathFilterNorth	General Fund		Bus Lic. Bath Filter Northern California	51.00
15086 Total							102.00
15087	NYBERG JODY	4/11/2013	329	General Fund		Refund park dep Inv#329, 4/6/13	250.00
15087 Total							250.00
15088	PG & E	4/11/2013	86713555828/313	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 2/26/13 - 3/26/13	38.56
15088	PG & E	4/11/2013	34579695882/313	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 2/23/13 - 3/25/13	78.63
15088	PG & E	4/11/2013	95313129439/313	General Fund	DPW-Street Maint.	93 Dinkelspiel station Ln 2/22/13 - 3/24/13	219.45
15088	PG & E	4/11/2013	08963023620/313	General Fund	DPW-Park Maint.	160 Watkins (CM House) 2/25/13 - 3/25/13	26.71
15088 Total							363.35
15089	R.C.C.C. INDUSTRIES	4/11/2013	15102	General Fund	Police	Plaque employee of the year award PD	44.59
15089 Total							44.59
15090	RECALL SECURE DESTRUCTION SERV	4/11/2013	2303059570	General Fund	Police	Shred document services PD 2/22/13	41.45
15090	RECALL SECURE DESTRUCTION SERV	4/11/2013	2303059570	General Fund	Police	Shred document services PD 3/8/13	41.45
15090 Total							82.90
15091	SAN MATEO CNTY CONTROLLERS OFFICE	4/11/2013	Mar 2013	General Fund		Allocation of parking penalties Mar 2013	145.50
15091 Total							145.50
15092	SAN MATEO CNTY FORENSIC LAB	4/11/2013	CL03568	General Fund	Police	(6) hrs AFIS prep/entry/comparison service PD	234.00
15092	SAN MATEO CNTY FORENSIC LAB	4/11/2013	CL03568	General Fund	Police	(1) hr Narcotic service PD	90.00
15092	SAN MATEO CNTY FORENSIC LAB	4/11/2013	CL03568	General Fund	Police	(1) hr Narcotic service PD	90.00
15092	SAN MATEO CNTY FORENSIC LAB	4/11/2013	CL03568	General Fund	Police	(1) hr Phlebotomy/RCFL cost allocation services PD	175.43
15092 Total							589.43
15093	US BANCORP EQUIPMENT FINANCE INC.	4/11/2013	225394139	General Fund	Police	Lease Sharp MXM283N copier PD 3/25/13 - 4/25/13	239.79
15093 Total							239.79
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	Building	Wireless service Bldg 2/22/13 - 3/21/13	0.34
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	Police	Wireless service PD 2/22/13 - 3/21/13	89.86
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	DPW-Engineering	Wireless service DPW Eng 2/22/13 - 3/21/13	1.87
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	DPW-Street Maint.	Wireless service DPW Street maint 2/22/13 - 3/21/13	5.69
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	DPW-Park Maint.	Wireless service DPW Park maint 2/22/13 - 3/21/13	0.17

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
15094	VERIZON WIRELESS	4/11/2013	9701971311	General Fund	DPW-Park Program	Wireless service DPW Park Program 2/22/13 - 3/21/13	0.34
15094 Total							98.27
15095	WILLIAMS SCOTSMAN, INC	4/11/2013	96946745	General Fund	Police	Trailer rental PD 03/29/13 - 4/28/13	728.40
15095 Total							728.40
15096	ABAG	4/18/2013	9011130415	General Liability Fund	Non-Dept	GL Claim# 071703 period 4/7/13 - 4/13/13	3,826.24
15096 Total							3,826.24
15097	ACCOMTEMPMS	4/18/2013	37673779	General Fund	Finance	Temp Phonpradith, Noy 4/1/13 - 4/4/13	1,165.22
15097	ACCOMTEMPMS	4/18/2013	37670896	General Fund	Finance	Conversion fee for Noy Phonpradith	3,622.25
15097	ACCOMTEMPMS	4/18/2013	37628554	General Fund	Finance	Temp Phonpradith, Noy 3/25/13 - 3/28/13	1,285.76
15097 Total							6,073.23
15098	ACTION TOWING	4/18/2013	285057-290331	General Fund	Police	Tow service off load motorcycle PD	65.00
15098 Total							65.00
15099	ALAMEDA COUNTY SHERIFFS OFFICE	4/18/2013	May 13-24, 2013	General Fund	Police	Firearms Instructor trng 5/13- 5/24/13 B. Lane	557.00
15099 Total							557.00
15100	AT&T CALNET 2	4/18/2013	000004235895	General Fund	Non-Dept	4866 Fax credit card post office 3/1/13 - 3/31/13	15.96
15100	AT&T CALNET 2	4/18/2013	000004233093	General Fund	Police	5396 ESL service line PD 3/1/13 - 3/31/13	75.95
15100	AT&T CALNET 2	4/18/2013	000004233095	General Fund	DPW-Park Program	4859 HP Main house 3/1/13 - 3/31/13	75.64
15100 Total							167.55
15101	CA DEPT JUSTICE ACCOUNTING OFF	4/18/2013	963551	General Fund	Police	Fingerprint Apps/FBI J. Frew/Custodian of Records App	79.00
15101	CA DEPT JUSTICE ACCOUNTING OFF	4/18/2013	963551	General Fund	Police	Fingerprint Apps/FBI J. Mattes/Custodian of Records App	79.00
15101	CA DEPT JUSTICE ACCOUNTING OFF	4/18/2013	963551	General Fund	Police	Fingerprint Apps/FBI J. Wade/Custodian of Records App	79.00
15101 Total							237.00
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	City Council	94 Ashfield Council 2/6/13 - 3/6/13	49.23
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	Administration	91 Ashfield Admin 2/6/13 - 3/6/13	25.36
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	Planning	Station Lane 2/6/13 - 3/6/13	2.54
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	Building	Station Lane 2/6/13 - 3/6/13	15.22
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	Police	83 Ashfield 2/6/13 - 3/6/13	43.25
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Engineering	Station Lane 2/6/13 - 3/6/13	7.60
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Street Maint.	Alameda/Atherton 2/6/13 - 3/6/13	121.75
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Street Maint.	El Camino Real (M#62051499) 2/6/13 - 3/6/13	73.98
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Street Maint.	El Camino Real (m#97947324) 2/28/13 - 3/27/13	73.98
15102	CAL WATER SERVICE	4/18/2013	9293092658/313	General Fund	DPW-Street Maint.	99 Ashfield/Corp yard 3/7/13 - 4/3/13	54.64
15102	CAL WATER SERVICE	4/18/2013	0686127445/313	General Fund	DPW-Street Maint.	Station Lane/Amtrak 3/7/13 - 4/3/13	82.97
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Park Program	150 Watkins 2/28/13 - 3/27/13	159.06
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 3/1/13 - 3/31/13	28.35
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	Library Fund	Non-Dept	2 Station Lane Library 2/6/13 - 3/6/13	49.23
15102	CAL WATER SERVICE	4/18/2013	4726166666/313	Library Fund	Non-Dept	Maple Library 2/6/13 - 3/9/13	32.54
15102 Total							819.70
15103	CAPITAL ACCOUNTING PARTNERS, LLC.	4/18/2013	80280	General Fund	Non-Dept	Update master fee schedule, cost allocation plan Mar 2013	1,160.00

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15103 Total							1,160.00
15104	COMMUNICATION STRATEGIES	4/18/2013	13159	Equipment Replacement	Non-Dept	Telecommunication Consulting Services Mar 2013	231.25
15104	COMMUNICATION STRATEGIES	4/18/2013	13159	Equipment Replacement	Non-Dept	Telecommunication Consulting Services Mar 2013	92.50
15104	COMMUNICATION STRATEGIES	4/18/2013	13159	Equipment Replacement	Non-Dept	Telecommunication Consulting Services Mar 2013	462.50
15104	COMMUNICATION STRATEGIES	4/18/2013	13159	Equipment Replacement	Non-Dept	Telecommunication Consulting Services Mar 2013	323.75
15104 Total							1,110.00
15105	DREW MARAN CONSTRUCTION	4/18/2013	BP13-00022	General Fund		Refund recycling dep BP13-00022, 67 Orchard Hills St.	1,000.00
15105 Total							1,000.00
15106	FOLGER GRAPHICS, INC	4/18/2013	76851	General Fund	Administration	(2700) cp 2013 Spring Athertonian newsletter	1,828.23
15106 Total							1,828.23
15107	FRANCHISE TAX BOARD	4/18/2013	501-04-2013	General Fund		PR Batch 501 4 2013 FTB-Earning withholding order	344.00
15107 Total							344.00
15108	G. BORTOLOTTI & CO	4/18/2013	4093	Special Tax		5% Retention -2013 Spring patching	(4,462.50)
15108	G. BORTOLOTTI & CO	4/18/2013	4093	Special Tax	DPW-Engineering	2013 Spring patching Proj.#56055	89,250.00
15108 Total							84,787.50
15109	HOGHOOGHI ALEXANDER	4/18/2013	BP11-00209	General Fund		Refund 2nd utility dep BP11-00209, 340 Stevick Dr.	5,000.00
15109 Total							5,000.00
15110	J & N PRINTING	4/18/2013	11075	General Fund	City Attorney	(250) Business cards W. Connors	28.34
15110	J & N PRINTING	4/18/2013	11075	General Fund	Finance	(250) Business cards N. Phonpradith	28.34
15110 Total							56.68
15111	KOFF & ASSOCIATES, INC.	4/18/2013	1704	General Fund	Administration	Development of final draft HR manual	825.00
15111 Total							825.00
15112	METRO MOBILE COMMUNICATIONS INC	4/18/2013	050891	General Fund	Police	Repair service for radio program PD	60.00
15112 Total							60.00
15113	NEAL MARTIN & ASSOCIATES	4/18/2013	1301	General Fund	Pass thru	Cartan Field deposit Mar 2013	940.63
15113	NEAL MARTIN & ASSOCIATES	4/18/2013	1301	General Fund	Pass thru	Menlo School deposit Mar 2013	564.38
15113	NEAL MARTIN & ASSOCIATES	4/18/2013	1301	General Fund	Pass thru	Sacred Heart deposit Mar 2013	225.75
15113	NEAL MARTIN & ASSOCIATES	4/18/2013	1302	General Fund	Planning	Housing planning service Mar 2013	1,241.63
15113	NEAL MARTIN & ASSOCIATES	4/18/2013	1301	General Fund	Planning	Contract planning service Mar 2013	17,665.01
15113 Total							20,637.40
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) pk Paper roll Admin	11.38
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(3) pk Correction tape Admin	6.51
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) ea Correction fluid Admin	1.87
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) ea Liquid hand soap Admin	4.73
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(1) ea Dish washer Admin	7.18
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(1) ea Dish cleaner Admin	9.27
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) bx Plain envelope Admin	17.18
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) pk Post-it note Admin	6.00
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) ca Copier paper Admin	85.78
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) pk Paper cup Admin	5.97
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(1) ea Dater stamp Admin	16.30
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(1) pk Marker Admin	12.12

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15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(2) pk Thermal paper Admin	8.96
15114	OFFICE DEPOT	4/18/2013	651499320001	General Fund	Administration	(1) pk Receipt paper Admin	31.60
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Planning	(1) dz Note pad planning	5.36
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(2) dz Blue pens Bldg	4.16
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) ea Air freshener Bldg	4.10
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) st Magnetic letters Bldg	35.53
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) ea HP 940XL black ink Bldg	37.27
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) ea HP 940XL magenta ink Bldg	28.11
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) ea HP 940XL cyan ink Bldg	28.11
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	Building	(1) ea HP 940XL yellow ink Bldg	28.11
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) pk Black pens PD	12.03
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Roller PD	7.42
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Doorstop PD	4.74
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(2) bx 9v Industrial battery PD	38.04
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(3) pk Energizer battery PD	48.79
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Cushion PD	19.48
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) dz Box PD	18.63
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Color toner PD	79.29
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) pk HP toner PD	154.91
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Cyan toner PD	63.78
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Magenta toner PD	63.78
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea Yellow toner PD	63.78
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(2) ea Black toner PD	115.12
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ea HP black ink PD	20.19
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(2) pk Kleenex PD	12.07
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(1) ct Disinfecting wipes PD	45.77
15114	OFFICE DEPOT	4/18/2013	651322679001	General Fund	Police	(5) pk books PD	6.77
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	DPW-Engineering	(1) ca Copier paper DPW	42.89
15114	OFFICE DEPOT	4/18/2013	651504362001	General Fund	DPW-Engineering	(1) ea Air freshener DPW	4.10
15114 Total							1,217.18
15115	PG & E	4/18/2013	56788311910/313	General Fund	Administration	91 Ashfield/Town Hall 2/23/13 - 3/25/13	350.04
15115	PG & E	4/18/2013	56788311910/313	General Fund	Planning	Station Lane Planning 3/1/13 - 3/31/13	11.87
15115	PG & E	4/18/2013	56788311910/313	General Fund	Building	Station Lane Bldg 3/1/13 - 3/31/13	71.22
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Engineering	Station Lane DPW 3/1/13 - 3/31/13	35.61
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Street Maint.	Signal Middlefield/Oak Grove 2/26/13 - 3/26/13	36.38
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Street Maint.	Signal E/S Middlefield 2/26/13 - 3/26/13	55.30
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Street Maint.	Signal Marsh/Middlefield 2/26/13 - 3/26/13	9.53
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Street Maint.	Street lights 3/2/13 - 4/1/13	4,121.66
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Park Maint.	Pump-150 Watkins 3/1/13 - 3/31/13	175.85
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Park Program	Activity Bldg -150 Watkins 3/1/13 - 3/31/13	203.94
15115	PG & E	4/18/2013	56788311910/313	General Fund	DPW-Park Program	Modular Bldg -150 Watkins 3/1/13 - 3/31/13	325.12
15115 Total							5,396.52
15116	PORTA' S AUTO BODY SHOP INC.	4/18/2013	69518	General Fund	Police	Parts & paint service for SUV damage PD	2,277.27
15116 Total							2,277.27

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15117	PUBLIC SAFETY TRAINING CONSULTANTS	4/18/2013	14566	General Fund	Police	Below 100 saves Lives trng J. Miller 5/13/13	39.00
15117 Total							39.00
15118	PURCHASE POWER	4/18/2013	38852315/0313	General Fund	Non-Dept	Postage meter refill Mar 2013	2,000.00
15118	PURCHASE POWER	4/18/2013	38852315/0313	General Fund	Non-Dept	Postage meter refill tran fee Mar 2013	19.99
15118 Total							2,019.99
15119	REBUILD GREEN	4/18/2013	BP13-00142	General Fund		Refund recycling dep BP13-00142, 86 Kilroy Way	1,036.88
15119 Total							1,036.88
15120	RENNE SLOAN HOLTZMAN SAKAI LLP	4/18/2013	22655	General Fund	Administration	2013 Police Officers Association negotiations Mar 2013	404.82
15120 Total							404.82
15121	SAN MATEO CNTY INFO SERV DEPT	4/18/2013	1YAT11303	General Fund	Police	Microwave micro channel Mar 2013	152.00
15121	SAN MATEO CNTY INFO SERV DEPT	4/18/2013	1YAT11303	General Fund	Police	MessageSwitch lines Mar 2013	1,154.08
15121 Total							1,306.08
15122	SAN MATEO CNTY SHERIFF'S OFFIC	4/18/2013	May 9-10, 2013	General Fund	Police	Driver Training Update A. Barron 5/9/13 - 5/10/13	450.00
15122 Total							450.00
15123	SAN MATEO REGIONAL NETWORK INC	4/18/2013	20608	General Fund	Police	Network monthly access fee T-1 service Apr 2013	385.00
15123 Total							385.00
15124	SEDDON CONSTRUCTION	4/18/2013	BP13-00001	General Fund		Refund recycling dep BP13-00001, 99 Linden Ave.	1,170.00
15124 Total							1,170.00
15125	SHARP ELECTRONICS CORPORATION	4/18/2013	C776177-541	General Fund	Administration	Sharp MXM550N copier usage Admin 2/16/13 - 3/16/13	168.60
15125 Total							168.60
15126	SKYMOON RANCH LLC	4/18/2013	BP12-00638	General Fund		Refund recycling dep BP12-00638, 260 Oak Grove Ave.	5,277.00
15126 Total							5,277.00
15127	SPIRIT HOUSE ATHERTON	4/18/2013	BP13-00094	General Fund		Refund recycling dep BP13-00094, 130 Britton Ave.	2,523.00
15127 Total							2,523.00
15128	STARVISTA	4/18/2013	2283	General Fund	Police	Contribution to the First Chance program 1/1/13 - 6/31/13	2,771.50
15128 Total							2,771.50
15129	STATE CONTROLLERS OFFICE	4/18/2013	27159	Gas Tax	DPW-Engineering	Annual street report FY11-12	1,587.17
15129 Total							1,587.17
15130	TELECOMMUNICATIONS ENGINEERING	4/18/2013	42389	General Fund	Police	Facilities mgmt & maint for public safety comm	934.00
15130	TELECOMMUNICATIONS ENGINEERING	4/18/2013	42389	General Fund	Police	Facilities mgmt & maint for public safety comm	292.00
15130 Total							1,226.00
15131	TURBO DATA SYSTEMS INC	4/18/2013	20062	General Fund	Police	Citation processing Mar 2013	151.57
15131 Total							151.57
15132	AK & COMPANY	4/25/2013	ATHER-1of2 FY12	General Fund	Finance	Preparation & Filing SB90 Claim FY12	1,500.00

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15132	AK & COMPANY	4/25/2013	ATHER-2of2 FY12	General Fund	Finance	Preparation & Filing SB90 Claim FY12	1,500.00
15132 Total							3,000.00
15133	ARC	4/25/2013	743320	General Fund	DPW-Street Maint.	Digitize system plans & make copies Street lights	107.08
15133 Total							107.08
15134	AT&T CALNET 2	4/25/2013	000004256810	General Fund	Police	6131 Emergency line PD 3/10/13 - 4/9/13	105.26
15134	AT&T CALNET 2	4/25/2013	000004256811	General Fund	Police	6452 Voice print-911 PD 3/10/13 - 4/9/13	15.96
15134	AT&T CALNET 2	4/25/2013	000004256812	General Fund	Police	7653 Fax request service PD 3/10/13 - 4/9/13	14.70
15134	AT&T CALNET 2	4/25/2013	000004256813	General Fund	Police	2801 Trailer PD 3/10/13 - 4/9/13	155.60
15134	AT&T CALNET 2	4/25/2013	000004256814	General Fund	Police	3220 Fax Admin PD 3/10/13 - 4/9/13	16.10
15134	AT&T CALNET 2	4/25/2013	000004256815	General Fund	Police	9743 Direct connect fax line PD 3/10/13 - 4/9/13	16.28
15134	AT&T CALNET 2	4/25/2013	000004256816	General Fund	Police	6500 Main line PD 3/10/13 - 4/9/13	447.90
15134	AT&T CALNET 2	4/25/2013	000004256177	General Fund	Police	9297 Dinkelspiel alarm line PD 3/10/13 - 4/9/13	15.96
15134	AT&T CALNET 2	4/25/2013	000004258342	General Fund	Police	1804 Dispatch fax PD 3/10/13 - 4/9/13	15.48
15134 Total							803.24
15135	BKF ENGINEERS	4/25/2013	13030416	Ath Channel Drainage Dt	DPW-Engineering	Upper Atherton Channel - monitoring report 1/21/13 - 2/17/13	3,400.00
15135 Total							3,400.00
15136	CMS SOLUTIONS	4/25/2013	Deposit-In	Equipment Replacement	Administration	25% deposit purchase of a shoretel system (phone system)	12,316.18
15136 Total							12,316.18
15137	COMCAST	4/25/2013	0122498/0413	General Fund	Non-Dept	High speed internet 4/21/13 - 5/20/13	219.90
15137 Total							219.90
15138	CONNERS WILLIAM B.	4/25/2013	Apr 2013	General Fund	City Attorney	City Attorney Retainer Apr 2013	12,800.00
15138 Total							12,800.00
15139	CUTWATER INVESTOR SERVICES CORP.	4/25/2013	17486A	General Fund	Finance	Investment advisory svcs Mar 2013	1,000.00
15139 Total							1,000.00
15140	FRANCHISE TAX BOARD	4/25/2013	502-04-2013	General Fund		PR Batch 502 4 2013 FTB-Earning withholding order	344.00
15140 Total							344.00
15141	HUBB SYSTEMS, LLC	4/25/2013	INV-18258	General Fund	Police	VieVu camera Data 911 firmware conversion(Abag reimb)	1,200.00
15141	HUBB SYSTEMS, LLC	4/25/2013	INV-18258	General Fund	Police	RAM USB tough hub	712.00
15141	HUBB SYSTEMS, LLC	4/25/2013	INV-18258	General Fund	Police	Shipping fee	29.00
15141	HUBB SYSTEMS, LLC	4/25/2013	INV-18258	General Fund	Police	Sale Tax	162.52
15141 Total							2,103.52
15142	INTERWEST CONSULTING GROUP, INC	4/25/2013	14392	General Fund	Building	Inspection services for permits issued prior 8/22/11	1,120.00
15142	INTERWEST CONSULTING GROUP, INC	4/25/2013	14392	General Fund	Building	58% Total revenue Bldg Mar 2013	39,556.34
15142	INTERWEST CONSULTING GROUP, INC	4/25/2013	14391	General Fund	DPW-Engineering	Interim Public Works Director Mar 2013	14,500.00
15142 Total							55,176.34
15143	INTOXIMETERS, INC.	4/25/2013	388495	General Fund	Police	(1) Contract recertification ASIV PD	269.00
15143	INTOXIMETERS, INC.	4/25/2013	388495	General Fund	Police	(1) Kit upgrade A4M to A4CM PD	154.76

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15143 Total							423.76
15144	MARKS TIM	4/25/2013	Apr 8-10, 2013	General Fund	Police	Mileage Standarized Field Sobriety Testing trng T. Marks	14.12
15144	MARKS TIM	4/25/2013	Apr 8-10, 2013	General Fund	Police	Lunch Standarized Field Sobriety Testing trng T. Marks 4/8/13	5.65
15144	MARKS TIM	4/25/2013	Apr 8-10, 2013	General Fund	Police	Lunch Standarized Field Sobriety Testing trng T. Marks 4/9/13	12.78
15144	MARKS TIM	4/25/2013	Apr 8-10, 2013	General Fund	Police	Lunch Standarized Field Sobriety Testing trng T. Marks 4/10/13	10.81
15144 Total							43.36
15145	MUNISERVICES LLC	4/25/2013	SiguraConstruct	General Fund		Bus Lic. Sigura Construction	126.00
15145	MUNISERVICES LLC	4/25/2013	ManadaRoofing	General Fund		Bus Lic. Manada Roofing	76.00
15145	MUNISERVICES LLC	4/25/2013	OscarsExpert	General Fund		Bus Lic. Oscars Expert Tree Svc	126.00
15145 Total							328.00
15146	OFFICE DEPOT	4/25/2013	652556997001	General Fund	Administration	(10) ca Storage boxes Admin	45.45
15146	OFFICE DEPOT	4/25/2013	652556997001	General Fund	Administration	(1) pk Sponge Admin	6.75
15146	OFFICE DEPOT	4/25/2013	652556997001	General Fund	Administration	(1) ea Liquid soap Admin	2.37
15146	OFFICE DEPOT	4/25/2013	652996538001	General Fund	Administration	(1) ca copier paper Admin	42.89
15146	OFFICE DEPOT	4/25/2013	652996538001	General Fund	Finance	(2) bx Window envelope for payroll Fin	56.66
15146 Total							154.12
15147	PITNEY BOWES INC	4/25/2013	628205	General Fund	Non-Dept	DM series postage meter rental 5/16/13 - 8/15/13	261.60
15147 Total							261.60
15148	SAN MATEO CNTY FORENSIC LAB	4/25/2013	CL03510	General Fund	Police	Phlebotomy/RCFL cost allocation services Jan 2013	305.43
15148 Total							305.43
15149	SAN MATEO CNTY SHERIFF'S OFFIC	4/25/2013	9469	General Fund	Police	Live scan service J. Wade Mar 2013/Custodian of Records App	18.00
15149	SAN MATEO CNTY SHERIFF'S OFFIC	4/25/2013	9469	General Fund	Police	Live scan service J. Frew Mar 2013/Custodian of Records App	18.00
15149	SAN MATEO CNTY SHERIFF'S OFFIC	4/25/2013	9469	General Fund	Police	Live scan service J. Mattes Mar 2013/Custodian of Records App	18.00
15149 Total							54.00
15150	SAN MATEO CNTY SHERIFF'S OFFIC	4/25/2013	Jun 11-12, 2013	General Fund	Police	Driver Training Update C. Vigil 6/11/13 - 6/12/13	450.00
15150 Total							450.00
15151	STEVE TREMPER INVESTIGATIVE SERVICES	4/25/2013	9	General Fund	Police	Background investigation/CVSA exam service PD	1,293.12
15151 Total							1,293.12
15152	US HEALTHWORKS MEDICAL GROUP P	4/25/2013	2270233-CA	General Fund	Finance	Physical exam -clerical Fin	145.00
15152 Total							145.00
15153	AFLAC	4/25/2013	501-11-2012	General Fund		PR Batch 501 11 2012 Flex Participation Fee - EE	75.00
15153 Total							75.00
15154	WITMER-TYSON IMPORTS INC	4/25/2013	T9711	General Fund	Police	K-9 Maintenance training Mar 2013	500.00
15154	WITMER-TYSON IMPORTS INC	4/25/2013	T9711	General Fund	Police	(1) Working leash for K-9	43.40

Town of Atherton						
Checks by Date - Detail by Check Number						
For the Month of April 2013						
<u>Check#</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>
15154 Total						543.40
Grand Total						348,765.73



Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: MAY 15, 2013

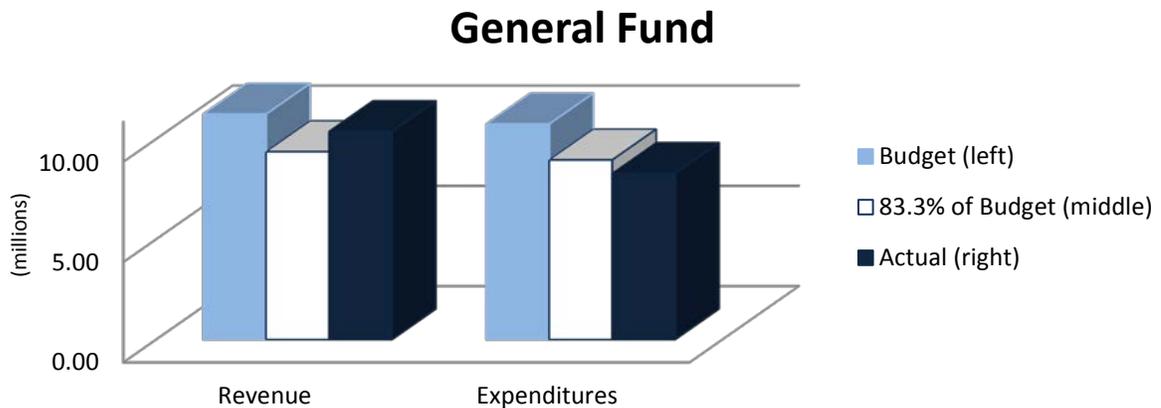
SUBJECT: FINANCIAL REPORT FOR APRIL 30, 2013

RECOMMENDATION

Receive the General Fund Financial Report for April 30, 2013.

DISCUSSION

This report is a snap shot of our financials at the end of April 2013. Below is a chart to reflect the ten months of the fiscal year (83.3%).



General Fund Revenues

As of April 30 the General Fund reported revenues of \$10,372,732 and is at 92.3% of the annual budgeted revenue of \$11,242,368 for FY 2013. The original budget estimate of \$10,275,267 was revised at mid-year.

General Fund Financial Report

Property Taxes, which comprise 67% of budgeted revenue, are at \$7,123,580. This is 11.3% higher than actual property taxes received at this time last year. Secured property tax revenue is 9.8% more than revenue received at this same time last year. Current secured property tax received is \$4,843,425. The total projected increase in total property taxes received for the fiscal year is \$558,474.

Total Sales Taxes revenue is budgeted at \$235,400. At mid-year the budgeted estimate was increased by \$31,000. The Town received a total of \$219,320 which represents 93.2% of the budgeted total for sales tax revenues. Most of this increase is due to the Public Safety Sales Tax and Triple Flip.

Franchise Fees to the Town come from PG&E, Cal Water, Garbage, and Cable. Garbage Franchise fees collected year to date are \$258,201 or 84.2% of budgeted fees of \$306,700. The original budget estimate of \$330,000 for garbage fees was decreased by \$23,300 during mid-year review. The total Franchise Fees collected year to date is \$640,851 and is a 3.6% increase over this same period last year. Franchise fees year to date are at 84.8% of \$755,750 budget.

Business license renewals are sent out in June each year and therefore the majority of the revenue is received in August and September with ongoing business fees being processed throughout the year. This year receipts are about 8.7% more than last year. Current year business license revenue is \$150,470 or 94% of the budgeted amount of \$160,000.

Planning revenues are \$160,360 compared to a budget of \$174,555. This is a 31.8% increase over this time last year. Overall building development related fees are \$1,017,407 or 87.1% of annual budget of \$1,167,900. Building permit fees year to date are \$649,988 to a budget of \$713,900. At mid-year, the building permit fee budget estimate was decreased by \$190,000.

General Fund Expenditures

The General Fund reported expenditures ending April 30 are \$8,290,684. This is 77.1% of the annual expenditure budget of \$10,749,806 for FY 2013. General Fund Expenditures are down 3.7% from this time last year. Town departments are within the target budgets of as of April 30.

The Town's current net change in fund balance is \$2,082,048. The projected outlook with two months remaining in the fiscal year continue to project the General Fund to have a net change of \$1,553,708 in fund balance.

FISCAL IMPACT

There is no fiscal impact associated with accepting this report.

Prepared by:

Approved by:

Robert Barron III, Finance Director
Attachment: Financial Report
General Fund Financial Report

George Rodericks, City Manager

Town of Atherton														
General Fund														
Financial Report for the Tenth Months Ended April 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	10/12 of Budget	Actual July 12 to Apr 13	Accrual	Adjusted Actual July 12 to Apr 13	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Apr 12	Incr/(decr) over PY	% Change
				83.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)	
	Revenues													
	Secured	5,038,000	5,194,000	4,328,333	4,843,425		4,843,425	(515,091)	111.9%	350,575	93.3%	4,412,183	431,242	9.8%
	Unsecured	278,000	368,000	306,667	314,445		314,445	(7,778)	102.5%	53,555	85.4%	295,060	19,385	6.6%
	SB813 Redemption (Supplemental)	70,000	70,000	58,333	78,215		78,215	(19,881)	134.1%	(8,215)	111.7%	53,523	24,692	46.1%
	Property Tax In Lieu of VLF	680,000	745,874	621,562	708,790		708,790	(87,228)	114.0%	37,084	95.0%	684,117	24,673	3.6%
	ERAF Subvention	695,000	892,000	743,333	892,094		892,094	(148,761)	120.0%	(94)	100.0%	718,479	173,615	24.2%
	Document TRSF Tax	255,000	304,600	253,833	286,612		286,612	(32,779)	112.9%	17,988	94.1%	235,248	51,364	21.8%
	Total Property Taxes	7,016,000	7,574,474	6,312,062	7,123,580	-	7,123,580	(811,518)	112.9%	450,894	94.0%	6,398,610	724,970	11.3%
	Local Sales & Use Tax	115,500	115,500	96,250	88,725		88,725	7,525	92.2%	26,775	76.8%	127,732	(39,007)	-30.5%
	Public Safety Sales Tax (Prop 172)	26,500	46,500	38,750	56,809		56,809	(18,059)	146.6%	(10,309)	122.2%	51,551	5,258	10.2%
	In Lieu Sales Tax/Triple Flip	62,400	73,400	61,167	73,785		73,785	(12,618)	120.6%	(385)	100.5%	49,120	24,665	50.2%
	Total Sales Taxes	204,400	235,400	196,167	219,320	-	219,320	(23,153)	111.8%	16,080	93.2%	228,403	(9,083)	-4.0%
	Franchise Taxes-PG&E	230,000	230,000	191,667	216,571		216,571	(24,904)	113.0%	13,429	94.2%	223,466	(6,895)	-3.1%
	Franchise Tax-Cal Water	104,500	104,500	87,083	108,805		108,805	(21,722)	124.9%	(4,305)	104.1%	105,418	3,387	3.2%
	Franchise Tax-Garbage	330,000	306,700	255,583	258,201		258,201	(2,618)	101.0%	48,499	84.2%	210,061	48,140	22.9%
	Franchise Taxes-Cable	110,000	114,550	95,458	57,274		57,274	38,185	60.0%	57,276	50.0%	79,876	(22,602)	-28.3%
	Total Franchise Fees	774,500	755,750	629,792	640,851	-	640,851	(11,059)	101.8%	114,899	84.8%	618,821	22,030	3.6%
	Home Owners Exemption	34,000	34,000	28,333	17,908		17,908	10,425	63.2%	16,092	52.7%	17,138	771	4.5%
	Motor Veh. Lic Fees (MVLf)	-	3,872	3,227	3,872		3,872	(646)	120.0%	(0)	100.0%	3,737	135	3.6%
	SB 90 reimbursement	-	1,083	903	1,083		1,083	(181)	120.0%	-	100.0%	1,002	81	8.1%
	Total Intergovernmental	34,000	38,955	32,463	22,864	-	22,864	9,599	70.4%	16,091	58.7%	21,877	987	4.5%
	Business Licenses	160,000	160,000	133,333	150,470		150,470	(17,137)	112.9%	9,530	94.0%	138,382	12,088	8.7%
	Total Business License Tax	160,000	160,000	133,333	150,470	-	150,470	(17,137)	112.9%	9,530	94.0%	138,382	12,088	8.7%
	Home Occupation	800	800	667	100		100	567	15.0%	700	12.5%	600	(500)	-83.3%
	Zoning & Planning Fees	153,000	174,555	145,463	160,260		160,260	(14,798)	110.2%	14,295	91.8%	121,099	39,161	32.3%
	Total Planning Revenue	153,800	175,355	146,129	160,360	-	160,360	(14,231)	109.7%	14,995	91.4%	121,699	38,661	31.8%
	Building Permit	903,900	713,900	594,917	649,988		649,988	(55,072)	109.3%	63,912	91.0%	771,522	(121,534)	-15.8%
	Grading & Drain Permit	60,000	66,600	55,500	51,471		51,471	4,029	92.7%	15,129	77.3%	59,052	(7,581)	-12.8%
	Photocopy Fee	1,000	1,000	833	1,228		1,228	(395)	147.4%	(228)	122.8%	2,942	(1,714)	-58.3%
	Plan Check Fee Building	374,900	360,900	300,750	290,537		290,537	10,213	96.6%	70,363	80.5%	335,527	(44,990)	-13.4%
	Tree Removal Plan Check	15,000	25,500	21,250	24,183		24,183	(2,933)	113.8%	1,317	94.8%	16,842	7,341	43.6%
	Total Building Revenue	1,354,800	1,167,900	973,250	1,017,407	-	1,017,407	(44,157)	104.5%	150,493	87.1%	1,185,885	(168,477)	-14.2%
	Muni/Vehicle Code Fines (Parking)	15,000	15,000	12,500	11,906		11,906	594	95.3%	3,094	79.4%	9,651	2,255	23.4%
	Other Fines & Forfeit (County)	40,000	40,000	33,333	38,498		38,498	(5,164)	115.5%	1,502	96.2%	38,245	253	0.7%
	POST Reimbursement	7,500	10,500	8,750	13,851		13,851	(5,101)	158.3%	(3,351)	131.9%	13,851	(0)	0.0%
	DOJ Grant (vest)	-	-	-	-		-	-	-	-	-	-	-	-
	DUI Grant	6,000	3,000	2,500	1,995		1,995	505	79.8%	1,005	66.5%	3,568	(1,574)	-44.1%
	ABAG Grant	7,000	7,891	6,576	12,711		12,711	(6,135)	193.3%	(4,820)	161.1%	9,206	3,505	38.1%
	Alarm Sign Fees	600	600	500	440		440	60	88.0%	160	73.3%	390	50	12.8%
	Vehicle Release	2,500	5,500	4,583	5,338		5,338	(755)	116.5%	162	97.1%	2,160	3,178	147.1%
	Police Report	1,000	100	83	39		39	44	47.3%	61	39.4%	120	(81)	-67.2%
	Fingerprinting Fee	325	175	146	62		62	84	42.5%	113	35.4%	424	(362)	-85.4%
	Affidavit of Cost	300	300	250	550		550	(300)	220.0%	(250)	183.3%	-	550	-
	Special Service Fee	3,000	3,000	2,500	1,349		1,349	1,151	54.0%	1,651	45.0%	1,689	(339)	-20.1%
	Solicitor's Fee	100	100	83	176		176	(93)	211.2%	(76)	176.0%	185	(9)	-4.9%
	Donations/Contributions	-	-	-	-		-	-	-	-	-	100	(100)	-100.0%
	Total Police Revenue	83,325	86,166	71,805	86,915	-	86,915	(15,110)	121.0%	(749)	100.9%	79,589	7,326	9.2%
	C/CAG AB 1546	12,535	12,535	10,446	6,702		6,702	3,744	64.2%	5,833	53.5%	11,942	(5,240)	-43.9%
	ABAG Grant	5,000	17,400	14,500	12,400		12,400	2,100	85.5%	5,000	71.3%	3,299	9,101	275.9%
	Grants	-	-	-	-		-	-	-	-	-	-	-	-
	Highway Maint Reimbursement	35,700	35,700	29,750	-		-	29,750	0.0%	35,700	0.0%	17,850	(17,850)	-100.0%
	Encroachment Permit	168,000	168,000	140,000	135,887		135,887	4,113	97.1%	32,114	80.9%	195,277	(59,391)	-30.4%

Town of Atherton														
General Fund														
Financial Report for the Tenth Months Ended April 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	10/12 of Budget	Actual July 12 to Apr 13	Accrual	Adjusted Actual July 12 to Apr 13	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Apr 12	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
				83.3%										
	Photocopy Fee	25	25	21	128		128	(107)	613.0%	(103)	510.8%	110	18	16.1%
	Total DPW Revenue	221,260	233,660	194,717	155,116	-	155,116	39,601	79.7%	78,544	66.4%	228,477	(73,362)	-32.1%
	Social Fees	35,000	27,000	22,500	24,675		24,675	(2,175)	109.7%	2,325	91.4%	24,525	150	0.6%
	Meeting Fees	30,000	26,000	21,667	20,900		20,900	767	96.5%	5,100	80.4%	12,925	7,975	61.7%
	Misc. Park Use Fee	1,000	2,400	2,000	2,400		2,400	(400)	120.0%	-	100.0%	1,400	1,000	71.4%
	Class Fees	10,000	14,000	11,667	14,000		14,000	(2,333)	120.0%	-	100.0%	16,500	(2,500)	-15.2%
	Weddings	-	-	-	-		-	-	-	-	-	27,750	(27,750)	-100.0%
	Total Park Program Revenue	76,000	69,400	57,833	61,975	-	61,975	(4,142)	107.2%	7,425	89.3%	83,100	(21,125)	-25.4%
	Other Licenses & Permit	400	400	333	721		721	(388)	216.3%	(321)	180.3%	1,449	(728)	-50.2%
	Other Reimbursements	-	14,045	11,704	14,045		14,045	(2,341)	120.0%	(0)	100.0%	18,353	(4,308)	-23.5%
	Document/research Fee	-	-	-	18		18	(18)	-	(18)	-	28	(10)	-36.9%
	Interest Income	65,000	65,000	54,167	71,032		71,032	(16,865)	131.1%	(6,032)	109.3%	60,749	10,283	16.9%
	Cellular Antenna Lease	41,682	41,682	34,735	36,384		36,384	(1,649)	104.7%	5,298	87.3%	34,651	1,733	5.0%
	Property Rental-Playschool	77,600	77,600	64,667	65,098		65,098	(432)	100.7%	12,502	83.9%	65,098	0	0.0%
	Sale of Property	-	-	-	45		45	(45)	-	(45)	-	3,497	(3,451)	-98.7%
	Post Office	7,500	7,500	6,250	6,664		6,664	(414)	106.6%	836	88.9%	5,469	1,195	21.8%
	Donations/Contributions	-	-	-	-		-	-	-	-	-	-	-	-
	Miscellaneous Income	5,000	5,000	4,167	5,787		5,787	(1,620)	138.9%	(787)	115.7%	13,018	(7,231)	-55.5%
	Escheated unclaimed property	-	-	-	-		-	-	-	-	-	3,641	(3,641)	-100.0%
	Settlement/Claims	-	184,081	153,401	184,081		184,081	(30,680)	120.0%	(0)	100.0%	-	184,081	-
	Mitigation Fees	-	350,000	291,667	350,000		350,000	(58,333)	120.0%	-	100.0%	-	350,000	-
	Total Misc. Revenue	197,182	745,308	621,090	733,875	-	733,875	(112,785)	118.2%	11,433	98.5%	205,953	527,922	256.3%
	Total Revenues	10,275,267	11,242,368	9,368,640	10,372,732	-	10,372,732	(1,004,092)	110.7%	869,636	92.3%	9,310,796	1,061,936	11.4%
	EXPENDITURES													
City Council	Utilities-Water	1,350	1,350	1,125	1,937		1,937	(812)	172.2%	(587)	143.5%	2,265	(328)	-14.5%
	Advertising/Noticing	3,650	3,650	3,042	1,966		1,966	1,076	64.6%	1,685	53.8%	-	1,966	100.0%
	Business Meetings & Meals	1,200	1,200	1,000	185		185	815	15.5%	1,015	15.4%	97	88	91.0%
	Conferences	5,000	5,000	4,167	1,749		1,749	2,417	42.0%	3,251	35.0%	300	1,449	483.2%
	Training & Workshops	1,000	1,000	833	708		708	125	85.0%	292	70.8%	-	708	100.0%
	Membership/Dues	7,230	7,230	6,025	8,078		8,078	(2,053)	134.1%	(848)	111.7%	7,095	983	13.9%
	Mileage Reimbursement	500	500	417	-		-	417	0.0%	500	0.0%	-	-	-
	Environmental Programs (EPC)	5,000	5,000	4,167	-	544	544	3,623	13.1%	4,456	10.9%	-	544	-
	Commission & Committee	1,000	1,000	833	667		667	167	80.0%	333	66.7%	-	667	-
	Other Contract Services	24,000	24,000	20,000	7,385	1,750	9,135	10,865	45.7%	14,865	38.1%	-	9,135	100.0%
	Office Supplies	1,200	1,200	1,000	1,221		1,221	(221)	122.1%	(21)	101.7%	275	946	343.8%
	Computer Equipment/Software	-	-	-	5		5	(5)	0.0%	(5)	-	-	5	-
	Office Equip & Furniture	8,400	8,400	7,000	1,876		1,876	5,124	26.8%	6,524	22.3%	570	1,306	229.1%
	City Council Totals:	59,530	59,530	49,608	25,776	2,294	28,070	21,538	56.6%	31,460	47.2%	10,602	17,468	164.8%
Administration (CM,CC,HR)	Salaries & Benefits	535,932	533,933	444,944	393,560	13,634	407,193	37,751	91.5%	126,739	76.3%	225,050	182,143	80.9%
	Professional Services	65,000	65,000	54,167	8,947		8,947	45,220	16.5%	56,053	13.8%	116,983	(108,036)	-92.4%
	General Operations	160,083	61,527	51,273	43,805		43,805	7,467	85.4%	17,722	71.2%	27,019	16,786	62.1%
	Supplies & Materials	7,200	7,726	6,438	3,295		3,295	3,143	51.2%	4,431	42.7%	2,548	747	29.3%
	Capital Outlay	4,000	4,000	3,333	-		-	3,333	0.0%	4,000	0.0%	162	(162)	-100.0%
	Administration Totals:	772,215	672,186	560,155	449,607	13,634	463,241	96,914	82.7%	208,945	68.9%	371,762	91,478	24.6%
City Attorney	Professional Services	204,100	204,100	170,083	128,212		128,212	41,871	75.4%	75,888	62.8%	116,848	11,364	9.7%
	General Operations	-	-	-	-		-	-	0.0%	-	-	-	-	-
	Supplies & Materials	-	-	-	28		28	(28)	0.0%	(28)	-	166	(138)	-82.9%

Town of Atherton														
General Fund														
Financial Report for the Tenth Months Ended April 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	10/12 of Budget	Actual July 12 to Apr 13	Accrual	Adjusted Actual July 12 to Apr 13	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Apr 12	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	City Attorney Totals:	204,100	204,100	170,083	128,241	-	128,241	41,843	75.4%	75,859	62.8%	117,014	11,227	9.6%
Finance	Salaries & Benefits	475,153	475,153	395,961	262,327	11,094	273,421	122,540	69.1%	201,733	57.5%	269,108	4,313	1.6%
	Professional Services	107,776	85,824	71,520	67,426		67,426	4,094	94.3%	18,398	78.6%	121,351	(53,925)	-44.4%
	General Operations	95,854	117,586	97,988	105,400		105,400	(7,412)	107.6%	12,186	89.6%	71,856	33,544	46.7%
	Supplies & Materials	3,000	2,100	1,750	1,078		1,078	672	61.6%	1,022	51.3%	1,250	(172)	-13.7%
	Capital Outlay	2,000	2,000	1,667	-		-	1,667	0.0%	2,000	0.0%	-	-	
	Finance Totals:	683,783	682,663	568,886	436,231	11,094	447,325	121,560	78.6%	235,338	65.5%	463,565	(16,240)	-3.5%
Planning	Contract Planner	200,000	200,000	166,667	136,880	26,189	163,069	3,598	97.8%	36,931	81.5%	129,470	33,599	26.0%
	Contract Arborist Service	30,000	30,000	25,000	19,579	2,657	22,235	2,765	88.9%	7,765	74.1%	17,888	4,347	100.0%
	General Operations	3,400	2,400	2,000	1,090	53	1,143	857	57.2%	1,257	47.6%	1,148	(5)	-0.4%
	Supplies & Materials	2,200	2,200	1,833	533		533	1,300	29.1%	1,667	24.2%	734	(201)	-27.4%
	Planning Totals:	235,600	234,600	195,500	158,082	28,899	186,981	8,519	95.6%	47,620	79.7%	149,240	37,741	25.3%
Building	Salaries & Benefits	153,971	203,989	169,990	143,369	2,761	146,130	23,860	86.0%	57,858	71.6%	308,037	(161,907)	-52.6%
	Professional Services	131,285	205,717	171,431	145,516	13,751	159,267	12,164	92.9%	46,451	77.4%	175,062	(15,796)	-9.0%
	Contract Arborist Service	100,000	100,000	83,333	65,546	8,894	74,440	8,894	89.3%	25,560	74.4%	50,912	23,528	100.0%
	Contract Building & Life Safety Svs	760,300	670,300	558,583	505,941	81,005	586,947	(28,363)	105.1%	83,353	87.6%	576,002	10,945	100.0%
	General Operations	13,161	16,724	13,936	11,855	53	11,908	2,028	85.4%	4,815	71.2%	12,078	(170)	-1.4%
	Supplies & Materials	2,500	6,000	5,000	3,445		3,445	1,555	68.9%	2,555	57.4%	2,928	517	17.7%
	Capital Outlay	1,500	1,500	1,250	364		364	886	29.1%	1,136	24.2%	325	39	12.0%
	Transfer to Bldg Const. Facility Fund	80,000	80,000	66,667	66,667		66,667	(0)	100.0%	13,333	83.3%	127,797	(61,130)	-47.8%
	Building Totals:	1,242,717	1,284,229	1,070,191	942,703	106,464	1,049,166	21,025	98.0%	235,063	81.7%	1,253,141	(203,974)	-16.3%
Non Dept.	Salaries & Benefits	2,000	2,000	1,667	1,357		1,357	310	81.4%	643	67.9%	1,635	(278)	-17.0%
	Professional Services	50,000	50,000	41,667	13,476		13,476	28,190	32.3%	36,524	27.0%	61,558	(48,082)	-78.1%
	General Operations	580,725	581,751	484,792	488,724		488,724	(3,932)	100.8%	93,026	84.0%	524,125	(35,401)	-6.8%
	Supplies & Materials	35,442	45,442	37,868	34,723		34,723	3,145	91.7%	10,719	76.4%	13,945	20,778	149.0%
	Capital Outlay	97,700	87,700	73,083	7,626		7,626	65,457	10.4%	80,074	8.7%	-	7,626	
	Non-Dept. Totals:	765,867	766,893	639,077	545,906	-	545,906	93,171	85.4%	220,986	71.2%	601,263	(55,357)	-9.2%
Police	Salaries & Benefits	4,918,378	4,748,377	3,956,981	3,871,660	107,708	3,979,368	(22,387)	100.6%	769,009	83.8%	3,944,114	35,254	0.9%
	Professional Services	59,027	74,027	61,689	60,041		60,041	1,647	97.3%	13,985	81.1%	194,319	(134,278)	-69.1%
	General Operations	347,657	409,569	341,308	307,050	1,430	308,480	32,828	90.4%	101,089	75.3%	296,169	12,311	4.2%
	Supplies & Materials	126,000	171,000	142,500	100,190		100,190	42,310	70.3%	70,810	58.6%	90,707	9,483	10.5%
	Capital Outlay	12,000	12,000	10,000	2,200		2,200	7,801	22.0%	9,801	18.3%	34,799	(32,600)	-93.7%
	Cops Grant	-	-	-	-		-	-	0.0%	-	-	(109,315)	109,315	-100.0%
	Settlement Expense	-	-	-	-		-	-	-	-	-	-	-	
	Police Totals:	5,463,061	5,414,973	4,512,477	4,341,141	109,138	4,450,278	62,199	98.6%	964,694	82.2%	4,450,793	(515)	0.0%
Public Works & Parks	Salaries & Benefits	345,623	345,623	288,019	271,145	8,609	279,754	8,265	97.1%	65,869	80.9%	616,864	(337,110)	-54.6%
	Professional Services	209,000	196,705	163,921	138,825	14,500	153,325	10,596	93.5%	43,380	77.9%	181,055	(27,730)	-15.3%
	Contract DPW Maintenance Svs	479,940	479,940	399,950	297,940	46,758	344,698	55,252	86.2%	135,242	71.8%	202,376	142,322	100.0%
	General Operations	338,870	333,165	277,638	159,900	8,955	168,855	108,783	60.8%	164,310	50.7%	173,219	(4,364)	-2.5%
	Supplies & Materials	21,500	21,700	18,083	7,698		7,698	10,386	42.6%	14,003	35.5%	15,544	(7,847)	-50.5%
	Capital Outlay	54,000	53,500	44,583	37,147		37,147	7,436	83.3%	16,353	69.4%	1,376	35,771	2599.6%
	Public Works Totals:	1,448,933	1,430,633	1,192,194	912,655	78,821	991,476	200,718	83.2%	439,157	69.3%	1,190,434	(198,958)	-16.7%
	Total Expenditures	10,875,807	10,749,806	8,958,172	7,940,341	350,344	8,290,684	667,487	92.5%	2,459,122	77.1%	8,607,814	(317,130)	-3.7%
	Excess (Deficiency) of Revenues over Expenditures	(600,540)	492,562	410,468	2,432,392	(350,344)	2,082,048	(1,671,580)	507.2%	(1,589,486)	422.7%	702,982	1,379,066	196.2%
	Other Financing Sources/(uses)													

Town of Atherton														
General Fund														
Financial Report for the Tenth Months Ended April 30, 2013														
(Excl. Encumbrances)														
Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	10/12 of Budget	Actual July 12 to Apr 13	Accrual	Adjusted Actual July 12 to Apr 13	Variance of 10/12 of Budget	% of 10/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Apr 12	Incr/(decr) over PY	% Change
				83.3%										
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Transfer from Special Parcel Tax Fund	1,116,000	1,116,000	930,000	930,000	-	930,000	-	100.0%	186,000	83.3%	930,000	-	0.0%
	Transfers from Facil Constr (406)	(4,853)	(4,853)	(4,044)	(4,044)	-	(4,044)	-	100.0%	(809)	83.3%	-	(4,044)	
	Transfer to Road Impact Fee Fund	(70,000)	(70,000)	(58,333)	(58,333)	-	(58,333)	-	100.0%	(11,667)	83.3%	-	(58,333)	
	Total Transfer in(Out)	1,041,147	1,041,147	867,623	867,623	-	867,623	-	100.0%	173,525	83.3%	930,000	(62,378)	-6.7%
	Net Change in Fund Balance	440,607	1,533,709	1,278,091	3,300,014	(350,344)	2,949,671	(1,671,580)	230.8%	(1,415,962)	192.3%	1,632,982	1,316,688	80.6%
	Beg. Fund Balance - general fund	5,629,884	5,629,884				5,629,884					5,285,359		
	Beg. Fund Balance - Bldg Dept. OP Reser	636,233	636,233				636,233					933,837		
	Proj. Ending Fund Balance	6,706,724	7,799,826				9,215,788					7,852,178		
	(*) Accrual colums reflect payroll expenditures and expenditures for the month but not yet posted or paid													



Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: MAY 15, 2013

**SUBJECT: ACCEPTANCE OF TREASURER’S REPORT FOR THE FIRST
QUARTER ENDED MARCH 31, 2013**

RECOMMENDATION

Accept the Treasurer’s Report for the first Quarter Ended March 31, 2013.

DISCUSSION

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

Cutwater Asset Management (formerly MBIA) provides non-discretionary investment advisory services to the Town for investments. The City Manager and Finance Director are working in conjunction with Cutwater to ensure cash and investments adhere to our goals of safety, liquidity, and yield.

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

As part of the Treasurer’s Report, a detail cash and investment balance by Fund is also attached. It is important to note that even though \$12,252,736 is listed as “non-restricted” fund, this amount is not all available for spending. “Non-restricted” is to mean not legally restricted but the Town does have obligations and unfunded liabilities that must or may be met with the non-restricted fund.

FISCAL IMPACT

None

Prepared by:

Approved by:

Robert Barron III, Finance Director

George Rodericks, City Manager

Attachment: Treasurer's Report for First Quarter Ended March 31, 2013



Town of Atherton

CITY COUNCIL STAFF REPORT - CONSENT

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: EDWIN F. FLINT, CHIEF OF POLICE

DATE: APRIL 17, 2013

SUBJECT: TOWN RESPONSE TO CIVIL GRAND JURY REPORT TITLED: "CAN WE TALK? LAW ENFORCEMENT AND OUR MULTILINGUAL COUNTY"

RECOMMENDATION

Staff recommends that the City Council accept the attached final proposed draft as the Town's response to the Civil Grand Jury.

DISCUSSION

The San Mateo County Civil Grand Jury issued a report entitled, "Can We Talk? Law Enforcement and Our Multilingual County," in March, 2013. In that report, the Grand Jury makes six findings and four recommendations. By June 18, 2013, the Atherton City Council must approve a response at a public meeting as follows:

1. For each finding, the Town must either:
 - a. Agree with the finding
 - b. Disagree in whole or in part, explaining which part is disputed and why.
2. For each recommendation either:
 - a. State that the recommendation has been implemented, with a summary regarding the implemented action
 - b. State that the recommendation will be implemented within a specified time frame

- c. State the recommendation requires further analysis, with an explanation of the scope and parameters of the analysis or study and a time frame of not more than six months
- d. State that the recommendation will not be implemented because it is not warranted or reasonable, with an explanation therefore.

A draft response to the Civil Grand Jury for the Council's consideration is attached.

FISCAL IMPACT

None.

Edwin Flint, Chief of Police

George Rodericks, City Manager

Attachments:

Report of the Civil Grand Jury
Draft Response of Town of Atherton



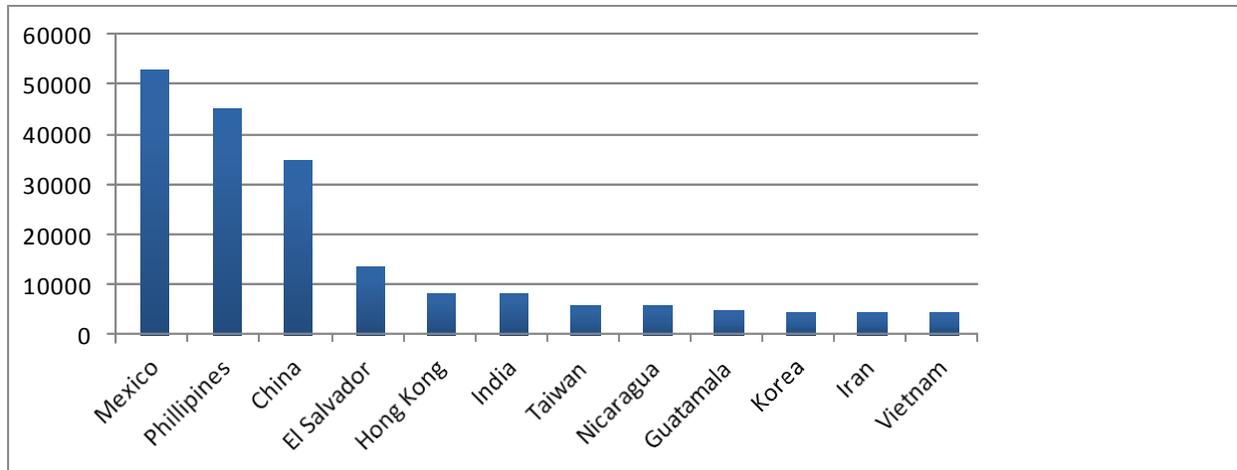
CAN WE TALK? LAW ENFORCEMENT AND OUR MULTILINGUAL COUNTY

[Summary](#) | [Background](#) | [Findings](#) | [Recommendations](#) | [Responses](#) | [Attachments](#)

SUMMARY

The law enforcement agencies for the 20 cities and towns located in San Mateo County (County), together with the County Sheriff's Office, have a mandate to safeguard the County's citizens. This mandate has become more difficult to fulfill as demographic changes over the past 20 years have brought into the County an increasing number of people who speak English either poorly or not at all.

The population of the County is linguistically diverse. The 2010 census lists the County's population at 718,451,¹ with 239,225 people indicating a birthplace other than the United States.² Immigrants comprise 33% of the County's total population, which does not include the children of immigrants or undocumented immigrants. Over the past decade, San Mateo County has seen an increase in the Asian population (25%), the Hispanic population (18%) and a decrease in the white population (14%).³ Hispanics represent the largest population (22.1%), followed by Asians (18.3%) and Pacific Islanders (1.4%). The chart below shows the most common country of origin of immigrants to the County, as measured by the number of permanent visas provided.⁴



As part of only the 2000⁵ census, the U.S. Census Bureau gathered English fluency data by asking respondents to rate their ability to speak English on a scale from “very well” to “not at all.” The results indicated that 55% of the County's residents speak English “very well,” 22%

¹ <http://www.bayareacensus.ca.gov/counties/SanMateoCounty.htm> (11/28/2012).

² Ibid.

³ Preliminary Findings from the Assessment of Immigrant Needs in San Mateo County, http://svcgii.sjsu.edu/content/20120126_SMC_Key_Findings.pdf _ pg. 4 (1/28/2013).

⁴ Ibid.

⁵ 2000 data is the most recent as the question was not asked in the 2010 census.

“well,” 16% “not well,” and 7% “not at all.”⁶ This indicates that a minimum of 23% of the County’s residents, or 165,000 people, have some level of difficulty communicating in English.

In light of this problem, the 2012-2013 San Mateo County Civil Grand Jury (Grand Jury) sought to determine how the law enforcement officers of the 20 cities and towns in the County and the County Sheriff’s Office deal with communication obstacles that might prevent them from effectively discharging their duties. The Grand Jury found that both the County’s police departments⁷ and the Sheriff’s Office⁸ are making credible efforts at recruiting, hiring, training, and retaining multilingual officers and support personnel.

The Grand Jury recommends that every policing agency in the County develop a written policy/procedure for language access, subscribe to effective translation services, and actively encourage language training for its personnel.

BACKGROUND

Whether it is a routine vehicle stop or a high-profile homicide investigation, law enforcement officers need to be able to communicate effectively to do their job. The size of the non-English speaking population in the County presents a serious challenge for law enforcement to provide effective policing programs while developing trust and cooperation in the communities they serve. As the number of non-English speakers increases, so does the number of non-English speaking residents who become witnesses to crime and even targets of crime. Because of language difficulties, these crimes may go unreported. Improved communications between officers and citizens can improve upon this situation.

Several laws mandate that law enforcement agencies find ways to overcome language barriers. Under Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.),⁹ police agencies receiving federal assistance must take reasonable steps to ensure that their services are meaningfully accessible to those who do not speak English well.¹⁰ Additionally, California’s Dymally-Alatorre Bilingual Services Act (Cal. Gov. Code §7290) requires state and local agencies serving a “substantial number of non-English speaking people” to employ a “sufficient number of qualified bilingual staff in public contact positions” and to translate documents explaining available services to their clients’ languages. (See, Appendix A).

Law enforcement agencies operate within a culture of written policies and procedures. Accordingly, written policies and procedures regarding language access would be useful in guiding officers and support personnel on how and when to use language resource services. The Department of Justice Civil Rights Division has created a number of planning tools for law

⁶ U.S. Department of Health and Human Services, <http://www.ahrq.gov/research/iomracereport/reldata4a.htm> (11/29/2012).

⁷ Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, San Mateo, and South San Francisco.

⁸ Includes Half Moon Bay, Millbrae, Portola Valley, San Carlos, and Woodside.

⁹ No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

¹⁰ Overcoming Language Barriers, Solutions For Law Enforcement, pg. 5, www.cops.usdoj.gov (11/28/2012).

enforcement agencies to assist with formulating such policies and procedures.¹¹ Further, the development and implementation of such policies and procedures can demonstrate a department's commitment to ensuring access for residents with limited English skills and combating national origin discrimination.¹²

METHODOLOGY

The Grand Jury collected information from all the law enforcement agencies in the cities and towns in the County, and from the County Sheriff's Office, regarding the level and efficiency of their interactions with non-English speakers in their jurisdictions. The Grand Jury requested these agencies' assessments of the difficulties that language barriers create for both police officers and the public. Additionally, the Grand Jury asked these agencies to supply data regarding multilingual law enforcement officers and support personnel within their jurisdictions, information regarding programs to recruit, hire, train, and retain multilingual personnel, and current written policies/procedures addressing language access.

Interviews

The Grand Jury interviewed patrol officers from several police agencies to determine the actions they take when confronted with a language barrier. The Grand Jury also interviewed personnel from the County's Office of Public Safety Communications (911).

Site Tours

In an emergency, the public often calls 911 as its first choice for obtaining police and medical services. As this is often the public's initial contact point with law enforcement, the Grand Jury sought to determine the linguistic effectiveness of the 911 control center in the County's Office of Public Safety Communications.

Documents

The Grand Jury reviewed the following documents:

- Civil Rights Act of 1964
- Summary of Language Access Laws in California (Appendix A)
- California Government Code Sections 7290-7299.8 (Appendix B)
- Overcoming Language Barriers, Solutions for Law Enforcement¹³
- Enhancing Community Policing with Immigrant Populations¹⁴
- Dymally-Alatorre Bilingual Services Act
- Lexipol Policy 368 (Appendix E)

¹¹ Executive Order 13166 Limited English Proficiency Resource Document: Tips and Tools from the Field, Washington, D.C: U.S. Department of Justice, Civil Rights Division, 2004: <http://www.justice.gov/crt/about/cor/lep/Final%20Tips%20and%20Tools%20Document.%209%2021%2004.pdf> (1/24/2013).

¹² Ibid.

¹³ www.cops.usdoj.gov/Publications/vera_translating_justice_final.pdf (1/9/2013).

¹⁴ www.cops.usdoj.gov/Publications/e04106266-Enhancing-CP-Immigrant-Populations_b.pdf (1/9/2013).

The Grand Jury gathered statistical information from the 2000 and 2010 U.S. Censuses,¹⁵ from various websites dedicated to employment opportunities in law enforcement, and from the websites maintained by the various law enforcement departments in the County.

DISCUSSION

The Grand Jury's investigation revealed widespread awareness among the County's law enforcement agencies regarding the need for more multilingual law enforcement and emergency personnel, particularly those fluent in Spanish. While several communities have as many as 22% of their officers fluent in a second language,¹⁶ two cities (Belmont and Hillsborough) reported no multilingual officers. The departments in these communities must depend on neighboring agencies or non-police employees for their translation needs. Fifteen communities of the 20 surveyed stated their agencies could benefit from additional multilingual officers. (Appendix C) Atherton, Brisbane, Burlingame, Foster City, and Hillsborough stated no additional multilingual officers are currently needed.

The primary concern among the policing agencies is how difficult basic communication is with non-English speakers during an initial contact, which is often during an emergency. When non-English speaking residents are involved, the departments reported that delays were common in obtaining information critical to the resolution of an incident or the investigation of a crime.

911 Calls

As part of the Emergency Telephone Users Surcharge Law,¹⁷ the State of California has mandated that language translation services be available to limited or non-English speakers. A general tax on telephone usage funds the cost for this service.

Under the County Manager's direction the County's 911 center processes emergency calls for the Sheriff's Office, which services the cities of Half Moon Bay, Millbrae, Portola Valley, San Carlos, and Woodside, together with the unincorporated areas of the County. 911 also processes calls for all the fire departments in the County and ambulance dispatch, transit police (BART), Caltrain, and occasional direct calls from the public.¹⁸ As this is generally the first interface the public has with potential assistance, the Grand Jury reviewed the Public Safety Communications departmental policies and procedures when encountering a non-English speaking caller. This review revealed that when necessary, 911 operators can provide translation services for limited or non-English speakers through a service called "Language Line."

Language Line

Language Line is a telephonic service operated by AT&T that enables users to speak through a translator in 98.6% of the world's 6,809 languages, and includes sign language, when a video

¹⁵ <http://quickfacts.census.gov/qfd/states/06/06081.html> (1/30/2013).

¹⁶ See Appendix C.

¹⁷ California State Board of Equalization www.boe.ca.gov/pdf/pub39a.pdf (1/28/2013).

¹⁸ Cities not serviced by the Sheriff's Office have their own 911 operations that, for whatever reason, seldom receive direct calls from the public.

feed is available, and TTY (text telephone) users.¹⁹ A transfer button at all 911 operator workstations accomplishes this quickly. County administrators track the calls to determine the usage of Language Line. 911 Service's internal policies dictate a 30-second processing time for incoming 911 calls. The transfer to Language Line for non-English speakers is occasionally longer than the 30-second goal. However, 911 Service reports a favorable experience with this service.

All, except two (Brisbane and Hillsborough) of the cities' police departments, use Language Line for translation services.²⁰ The patrol officers interviewed indicated that use of Language Line in the field is cumbersome, as officers have to pass a telephone back and forth between the officer and the non-English speaker. The patrol officers preferred using Language Line for follow up investigations when a second telephone line is available.

Patrol Officers in the Field

Patrol officers in the field are resourceful when dealing with language barriers. They initially rely on their dispatchers to identify the language needs of the parties involved. This allows the officer to secure necessary translators while in route to the scene. At the scene, their first resource frequently is family members and neighbors. If additional translation is necessary, the officer can contact multilingual members of their department or neighboring departments for assistance. Officers also report having used web-based smart phone translation applications such as Google Translate on their personal phones.

All law enforcement agencies in the County stated that they actively recruit multilingual officers. Additionally, all responding departments except Brisbane and Colma provide additional compensation to their multilingual officers according to their language proficiency.

Written Language Access Policies

The cities of Belmont, Brisbane, Burlingame, Foster City, Menlo Park, City of San Mateo, South San Francisco²¹, and the Sheriff's Office (which services the cities of Half Moon Bay, Millbrae, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the County) provided the Grand Jury with written policies and procedures addressing language access. The Sheriff's Office also recognizes the need for additional efforts, such as including the salary premium information in job postings and assigning multilingual officers to duty areas aligned with their language skills. The cities of Atherton, Colma, Daly City, East Palo Alto, Hillsborough, Pacifica, Redwood City, and San Bruno did not provide any written policies or procedures addressing language access to the Grand Jury and the Grand Jury is not aware that any such policies or procedures exist for those jurisdictions.

¹⁹ http://languageline.com/main/files/Language_List.pdf (1/30/2013).

²⁰ See Appendix C.

²¹ Appendix E www.Lexipol.com (1/24/2013).

POST

The State of California provides continuing education through its Commission on Peace Officers Standards and Training (POST) program. POST offers language classes in Spanish (five proficiency levels) including courses to develop the basic skills needed for an initial interaction with Spanish speakers. The cost for the courses ranges from \$20 to \$350. The skills thus obtained have the potential to minimize language barriers during emergencies with a large percentage of the immigrant population, thereby allowing law enforcement officers to render better service to their communities.

FINDINGS

- F1. The law enforcement agencies in the County are aware of the linguistic issues presented by the County's non-English speaking population and, in general, have responded well by implementing written policies for language access and instituting hiring procedures designed to recruit multilingual personnel.
- F2. The 911 Service does a good job for the non-English speakers in the communities serviced by the San Mateo Sheriff.
- F3. Written policies and procedures, such as those adopted by Belmont, Brisbane, Burlingame, Foster City, Menlo Park, City of San Mateo, South San Francisco, and the Sheriff's Office, are useful in guiding law enforcement during encounters with non-English speakers.
- F4. Language Line is helpful in reducing communication difficulties between the immigrant population and law enforcement.
- F5. Alternative language translation services such as Google Translate, accessible by smart phones in the field, are useful in multilingual law enforcement situations.
- F6. It would be beneficial for law enforcement agencies to take advantage of low cost Spanish education available through the POST program.

RECOMMENDATIONS

The Grand Jury recommends that:

- R1. The cities of Atherton, Colma, Daly City, East Palo Alto, Hillsborough, Pacifica, Redwood City, and San Bruno develop a written policy/procedure for language access based on the guidelines set forth by the United States Department of Justice²² and customized for California Law by Lexipol in Policy 368 (See, e.g., Appendix E)
- R2. The cities of Brisbane and Hillsborough subscribe to a telephonic translation service that provides immediate access for dispatchers and officers in the field.

²² Overcoming Language Barriers, Solutions For Law Enforcement, Community Oriented Policing Services, U.S. Department of Justice, www.cops.usdoj.gov/Publications/vera_translating_justice_final.pdf (1/9/2013).

- R3. Every County policing agency examine the feasibility of providing smart phones to patrol officers so that they can access free translation services such as Google Translate²³.
- R4. Every County policing agency encourage and financially support participation in POST²⁴ language skills classes.

REQUEST FOR RESPONSES

Pursuant to Penal code section 933.05, the Grand Jury requests the following, as applicable, to respond to the foregoing Findings and Recommendations, referring in such responses to the numerical reference thereof:

- San Mateo County Sheriff
- The Town/City Councils of Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Hillsborough, Menlo Park, Pacifica, Redwood City, San Bruno, City of San Mateo, and South San Francisco.

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted subject to the notice, agenda and open meeting requirements of the Brown Act.

Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.
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²³<https://play.google.com/store/apps/details?id...google...apps.translate> (1/24/2013).

²⁴ Ca. Gov. Post, www.post.ca.gov (12/17/2012).

APPENDIX A

SUMMARY OF LANGUAGE ACCESS LAWS IN CALIFORNIA

There are a number of federal, state, and local laws that govern language access for limited-English proficient (LEP) individuals. The following is an overview of the federal, state, and local laws governing language access.

Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin by any recipient of federal funding. This obligation applies to all recipients, including government agencies, public educational institutions, nonprofit organizations, private corporations, and other entities. Title VI also applies without regard to the amount of funds received by an entity. Although the law does not define national origin discrimination, courts and regulations have consistently interpreted the provision as requiring linguistically assessable services. This means that agencies that receive federal funds and fail to provide meaningful access for limited English speaking individuals to services can violate Title VI. Title VI also covers private for-profit and nonprofit entities that receive federal funds, including those re-allocated by state or local governments. In the past several years, policies have been put in place at the federal level to provide direction that is more specific to federal recipients regarding their legal duty to provide language-accessible services. In August 2000, President Clinton issued Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” requiring federal agencies to develop guidance for federal funding recipients on how to comply with Title VI. The Bush administration has reaffirmed Executive Order 13166, and the U.S. Department of Justice has led a multi-agency effort to issue guidance outlining four factors that a recipient of federal funding should apply in determining its level of obligation to provide access to services for people who are LEP:

1. Number or proportion of LEP persons served. While programs that serve fewer LEP individuals are still required to take reasonable steps to provide meaningful access, the number of LEP individuals expected to be encountered will determine the reasonableness of the efforts.
2. Frequency of contact with LEP persons. The more frequent the need by LEP individuals to access the services, the greater the responsibility to provide meaningful access.
3. Nature and importance of the program. The greater the importance of the program to beneficiaries, the greater the duty to provide access.
4. Resources available and costs. Cost is a legitimate consideration in assessing the reasonableness of particular language access measures, and a smaller recipient of federal funding with limited resources may not have to take the same steps as a larger one.

In balancing these four factors, recipients of federal funding must provide an appropriate level of both oral interpretation and translation of important written documents. More information about

Title VI's language access requirements can be found at the federal government's web site, www.lep.gov. This web site contains:

- Background information about Title VI;
- Executive Order 13166 (requesting federal agencies to develop detailed guidance on enforcing Title VI);
- Guidance for implementing Title VI for over 30 federal agencies;
- Federal implementation and enforcement policies;
- "Know Your Rights" materials;
- "I Speak" Flashcards (flashcard written in 38 languages that can be used to identify the language spoken by individuals who attempt to access services); and
- General resources for providing multilingual services.

Dymally-Alatorre Bilingual Services Act

California's Dymally-Alatorre Bilingual Services Act requires state and local agencies serving a "substantial number of non-English speaking people," to employ a "sufficient number of qualified bilingual staff in public contact positions" and to translate documents explaining available services into their clients' languages. In enacting the law over 30 years ago, the California Legislature recognized that "the effective maintenance and development of a free and democratic society depends on the right and ability of its citizens and residents to communicate with their government and the right and ability of the government to communicate with them." Gov. Code § 7291. Because a substantial number of limited English proficient ("LEP") Californians were unable to effectively utilize government services to which they were entitled, in 1973, the Legislature passed the Dymally-Alatorre Bilingual Services Act (the "Act"). See Gov. Code §§ 7290 et seq. The Bilingual Services Program of the State Personnel Board monitors agency compliance with Dymally-Alatorre and provides guidance to agencies seeking to meet their legal obligations to serve LEP individuals. For more information see, <http://www.spb.ca.gov/bilingual/>

Equal Access to Services Ordinance

San Francisco's Equal Access to Services (EAS) Ordinance, Chapter 91 of the SF Adm. Code, requires covered city departments to make its services accessible in any language spoken by limited English proficient persons who make up either 1) five percent of the population served by the Department, or 2) 10,000 residents citywide. The EAS Ordinance applies to all city departments that provide services to the public and have at least 30 full-time employees. The EAS delineates a range of obligations including, but not limited to: conducting annual language needs assessments, utilizing written and oral language services to ensure individuals have equal access to services regardless of language ability. Written Translation. The Ordinance requires City departments that provide extensive public services (enumerated in the Ordinance as "Tier 1" departments), to translate vital governmental documents into the languages spoken by at least 10,000 LEP residents or 5 percent of the clients served by the department.

[Section 91.4.]

At this time, the languages that fall under the broad, citywide 10,000 persons categories are Spanish and Chinese. The seven categories of “vital” documents designated for translation by Tier 1 departments include:

- (1) applications or forms to participate in a Department’s program or activity or to receive its benefits or services;
- (2) written notices of rights to, determination of eligibility of, award of, denial of, loss of, or decreases in benefits or services, including the right to appeal any Department’s decision;
- (3) written tests that do not assess English language competency, but test competency for a particular license or skill for which knowledge of written English is not required;
- (4) notices advising limited English-proficient persons of free language assistance;
- (5) materials explaining a Department’s services or programs;
- (6) complaint forms; and
- (7) any other written documents that have the potential for important consequences for an individual seeking services from or participating in a program of a city department.

Oral Language Services

The ordinance requires each City department with at least 30 full-time employees to provide information and services to the public not only in English, but also in the languages spoken by at least 10,000 LEP residents or 5 percent of the clients served by the department.

[Section 91.3.]

Again, the languages that fall under the citywide threshold are Spanish and Chinese (specifically Cantonese). Also, a local office of a City department that provides direct services to the public and serves as the workplace for 5 or more full-time City employees must additionally provide information and services to the public in the languages spoken by at least 5 percent of the population of the supervisorial district in which the facility is located or at least 5 percent of the clients served by the local office, when either of those constituencies is LEP and shares a primary language other than English.

[Section 91.3.]

In order to comply with the spoken language component of the Ordinance, departments must utilize sufficient numbers of bilingual staff in public contact positions (made vacant by retirement or attrition – no existing employee would be dismissed to implement this ordinance). A public contact position is defined in the ordinance as “a position in which a primary job responsibility consists of meeting, contacting, and dealing with the public in the performance of the duties of that position.”

[Section 91.2(i).]

The standard for determining whether departments comply with this "Tier 1 Departments" include the following:

Adult Probation Department, Department of Consumer Assurance,

Department of Elections, Department of Human Services, Department of Parking and Traffic, Department of Public Health, Department of Public Transportation, District Attorney's Office, Emergency Communications Department, Fire Department, Juvenile Probation Department, Police Department, Public Defender's Office, Department of Aging and Adult Services, Rent Stabilization and Arbitration Board, and Sheriff's Office requirement of the Ordinance is whether they “provide the same level of service to Limited English Speaking Persons as they provide English speakers.”

[Section 91.3(a).]

The Ordinance may require the use of other means (such as language translation telephone lines) to communicate with the public in non-English languages in order to supplement bilingual staffing.

Monitoring

Individual departments and the city’s Immigrant Rights Commission are charged with monitoring compliance with the EAS. Departments must submit annual compliance plans by February 1. Amongst other items, the plans must include

- The number and percentage of LEP individuals who actually use the Department’s services citywide, listed by language.
- The number and percentage of LEP residents of each district in which a covered departmental facility is located and persons who use the services provided by such facility.
- The number of public contact positions in the Department.
- The number of bilingual employees in public contact positions, their titles, office locations, the languages other than English that the person speaks.
- A description of any telephone based interpretation services offered, including the number of times such services were used and that languages for which they were used.
- A narrative assessment of the procedures used to facilitate communications with LEP individuals.
- A numerical assessment of the number of bilingual employees in public contact positions needed to meet the requirements of the EAS.
- A list of the Department’s written materials required to be translated under the EAS.
- A description of procedures for accepting and resolving complaints of an alleged violation of the EAS.

APPENDIX B

GOVERNMENT CODE SECTION 7290-7299.8

7290. This chapter may be known and cited as the Dymally-Alatorre Bilingual Services Act.

7291. The Legislature hereby finds and declares that the effective maintenance and development of a free and democratic society depends on the right and ability of its citizens and residents to communicate with their government and the right and ability of the government to communicate with them.

The Legislature further finds and declares that substantial numbers of persons who live, work and pay taxes in this state are unable, either because they do not speak or write English at all, or because their primary language is other than English, effectively to communicate with their government. The Legislature further finds and declares that state and local agency employees frequently are unable to communicate with persons requiring their services because of this language barrier. Therefore, substantial numbers of persons presently are being denied rights and benefits to which they would otherwise, be entitled.

It is the intention of the Legislature in enacting this chapter to provide for effective communication between all levels of government in this state and the people of this state who are precluded from utilizing public services because of language barriers.

7292. (a) Every state agency, as defined in Section 11000, except the State Compensation Insurance Fund, directly involved in the furnishing of information or the rendering of services to the public whereby contact is made with a substantial number of non-English-speaking people, shall employ a sufficient number of qualified bilingual persons in public contact positions to ensure provision of information and services to the public, in the language of the non-English-speaking person.

(b) For the purposes of this chapter, the furnishing of information or rendering of services includes, but is not limited to, providing public safety, protection, or prevention, administering state benefits, implementing public programs, managing public resources or facilities, holding public hearings, and engaging in any other state program or activity that involves public contact.

7293. Every local public agency, as defined in Section 54951, serving a substantial number of non-English-speaking people, shall employ a sufficient number of qualified bilingual persons in public

contact positions or as interpreters to assist those in such positions, to ensure provision of information and services in the language of the non-English-speaking person. The determination of what constitutes a substantial number of non-English-speaking people and a sufficient number of qualified bilingual persons shall be made by the local agency.

7294. An employee of a state or local agency, as defined by Sections 11000 and 54951, may not be dismissed to carry out the purposes of this chapter. A state or local public agency need only implement this chapter by filling employee public contact positions made vacant by retirement or normal attrition.

7295. Any materials explaining services available to the public shall be translated into any non-English language spoken by a substantial number of the public served by the agency. Whenever notice of the availability of materials explaining services available is given, orally or in writing, it shall be given in English and in the non-English language into which any materials have been translated. The determination of when these materials are necessary when dealing with local agencies shall be left to the discretion of the local agency.

7295.2. Every state agency that serves a substantial number of non-English-speaking people, and which provides materials in English explaining services, shall also provide the same type of materials in any non-English language spoken by a substantial number of the public served by the agency. Whenever notice of the availability of materials explaining services available is given, orally or in writing, it shall be given in English and in the non-English language into which any materials have been translated. This section shall not be interpreted to require verbatim translations of any materials provided in English by a state agency.

7295.4. Whenever a state agency finds that the factors listed in both subdivisions (a) and (c) or (b) and (c) exist, it shall distribute the applicable written materials in the appropriate non-English language through its local offices or facilities to non-English-speaking persons, or, as an alternative, the state agency may instead elect to furnish translation aids, translation guides, or provide assistance, through use of a qualified bilingual person, at its local offices or facilities in completing English forms or questionnaires and in understanding English forms, letters, or notices:

(a) The written materials, whether forms, applications, questionnaires, letters, or notices solicit or require the furnishing

of information from an individual or provide that individual with information.

(b) The information solicited, required, or furnished affects or may affect the individual's rights, duties, or privileges with regard to that agency's services or benefits.

(c) The local office or facility of the agency with which the individual is dealing, serves a substantial number of non-English-speaking persons.

7296. (a) As used in this chapter, a "qualified bilingual person," "qualified bilingual employee," or "qualified interpreter" is a person who is proficient in both the English language and the non-English language to be used. For any state agency, "qualified" means one of the following:

(1) A bilingual person or employee who the State Personnel Board has tested and certified as proficient in the ability to understand and convey in English and a non-English language commonly used terms and ideas, including terms and ideas regularly used in state government.

(2) A bilingual employee who was tested and certified by a state agency or other testing authority approved by the State Personnel Board as proficient in the ability to understand and convey in English and a non-English language commonly used terms and ideas, including terms and ideas regularly used in state government.

(3) An interpreter who has met the testing or certification standards established by the State Personnel Board for outside or contract interpreters, as proficient in the ability to communicate commonly used terms and ideas between the English language and the non-English language to be used and has knowledge of basic interpreter practices, including, but not limited to, confidentiality, neutrality, accuracy, completeness, and transparency.

(b) The determination of what constitutes "qualified" for local agencies, shall be left to the discretion of the local agency.

7296.2. As used in Sections 7292 and 7295.2, a "substantial number of non-English-speaking people" are members of a group who either do not speak English, or who are unable to effectively communicate in English because it is not their native language, and who comprise 5 percent or more of the people served by any local office or facility of a state agency.

7296.4. As used in Section 7292, "a sufficient number of qualified bilingual persons in public contact positions" is the number required to provide the same level of services to non-English-speaking persons as is available to English-speaking persons seeking these

services. However, where the local office or facility of the state employs the equivalent of 25 or fewer regular, full-time employees, it shall constitute compliance with the requirements of this chapter if a sufficient number of qualified bilingual persons are employed in public contact positions, or as qualified interpreters to assist those in those positions, to provide the same level of services to non-English-speaking persons as is available to English-speaking persons seeking the services from the office or facility.

7297. As used in this chapter, a "public contact position" is a position determined by the agency to be one which emphasizes the ability to meet, contact and deal with the public in the performance of the agency's functions.

7298. The provisions of this chapter are not applicable to school districts, county boards of education, or the office of a county superintendent of schools.

7299. The provisions of this act shall be implemented to the extent that local, state or federal funds are available, and to the extent permissible under federal law and the provisions of civil service law governing the state and local agencies.

7299.1. State agencies may, utilizing existing funds, contract for telephone-based interpretation services in addition to employing qualified bilingual persons in public contact positions.

7299.2. The State Personnel Board shall be responsible for informing state agencies of their responsibilities under this chapter and providing state agencies with technical assistance, upon request on a reimbursable basis.

7299.4. (a) Notwithstanding any other provision in this chapter, each state agency shall conduct an assessment, develop, and update an implementation plan that complies with the requirements of this chapter.

(b) Each agency shall conduct a survey of each of its local offices every two years to determine all of the following:

- (1) The number of public contact positions in each local office.
- (2) The number of qualified bilingual employees in public contact positions in each local office, and the languages they speak, other than English.
- (3) The number and percentage of non-English-speaking people served by each local office, broken down by native language.
- (4) The number of anticipated vacancies in public contact positions.

(5) Whether the use of other available options, including contracted telephone-based interpretation services, in addition to qualified bilingual persons in public contact positions, is serving the language needs of the people served by the agency.

(6) A list of all written materials that are required to be translated or otherwise made accessible to non- or limited-English-speaking individuals by Sections 7295.2 and 7295.4.

(7) A list of materials identified in paragraph (6) that have been translated and languages into which they have been translated.

(8) The number of additional qualified bilingual public contact staff, if any, needed at each local office to comply with this chapter.

(9) Any other relevant information requested by the State Personnel Board.

(c) Each agency shall calculate the percentage of non-English-speaking people served by each local office by rounding the percentage arrived at to the nearest whole percentage point.

The survey results shall be reported on forms provided by the State Personnel Board, and delivered to the board not later than October 1 of every even-numbered year beginning with 2008.

(d) Beginning in 2009 and in every odd-numbered year thereafter, each state agency shall develop an implementation plan that, at a minimum, addresses all of the following:

(1) The name, position, and contact information of the employee designated by the agency to be responsible for overseeing implementation of the plan.

(2) A description of the agency's procedures for identifying written materials that need to be translated.

(3) A description of the agency's procedures for identifying language needs at local offices and assigning qualified bilingual staff.

(4) A description of how the agency recruits qualified bilingual staff.

(5) A description of any training the agency provides to its staff on the provision of services to non- or limited-English-speaking individuals.

(6) A detailed description of how the agency plans to address any deficiencies in meeting the requirements of this chapter, including, but not limited to, the failure to translate written materials or employ sufficient numbers of qualified bilingual employees in public contact positions at local offices, the proposed actions to be taken to address the deficiencies, and the proposed dates by when the deficiencies can be remedied.

(7) A description of the agency's procedures for accepting and resolving complaints of an alleged violation of this chapter.

(8) A description of how the agency complies with any federal or

other state laws that require the provision of linguistically accessible services to the public.

(9) Any other relevant information requested by the State Personnel Board.

(e) In developing its implementation plan in 2003, each state agency may rely upon data gathered from its 2002 survey.

(f) Each state agency shall submit its implementation plan to the State Personnel Board no later than October 1 of each applicable year. The board shall review each plan, and, if it determines that the plan fails to address the identified deficiencies, the board shall order the agency to supplement or make changes to its plan. A state agency that has been determined to be deficient shall report to the State Personnel Board every six months on its progress in addressing the identified deficiencies.

(g) If the board determines that a state agency has not made reasonable progress toward complying with this chapter, the board may issue orders that it deems appropriate to effectuate the purposes of this chapter.

7299.5. The State Personnel Board may exempt state agencies from the requirements of Section 7299.4, where the State Personnel Board determines that any of the following conditions apply:

(a) The agency's primary mission does not include responsibility for furnishing information or rendering services to the public.

(b) The agency has consistently received such limited public contact with the non-English-speaking public that it has not been required to employ bilingual staff under Section 7292 and the agency employs fewer than the equivalent of 25 full-time employees in public contact positions.

In order to receive an exemption, each state agency shall annually petition the State Personnel Board for the exemption and receive approval in writing by the date established by the board. An agency may receive an exemption for up to five consecutive surveys or implementation plans, if it demonstrates that it meets the requirements of subdivision (a) or (b), and provides all required documentation to the State Personnel Board.

7299.6. The State Personnel Board shall review the results of the surveys and implementation plans required to be made by Section 7299.4, compile this data, and provide a report to the Legislature every two years. The report shall identify significant problems or deficiencies and propose solutions where warranted.

7299.8. It is not the intent of the Legislature in enacting this chapter to prohibit the establishment of bilingual positions, or printing of materials, or use of qualified interpreters, where less

than 5 percent of the people served do not speak English or are unable to communicate effectively, as determined appropriate by the state or local agency. It is not the intent of the Legislature in enacting this chapter to require that all public contact positions be filled with qualified bilingual persons.

Appendix C

Survey Results

Does your law enforcement department have a significant number of interactions with non-English speakers?

Yes	No
Atherton	Brisbane
Belmont	Burlingame
Colma	Hillsborough
Daly City	Pacifica
East Palo Alto	
Foster City	
Menlo Park	
San Bruno	
City of San Mateo	
San Mateo Sheriff*	
South San Francisco	

What language(s) in addition to English is spoken by a significant number of people with who your department has interaction?

Spanish – 19
None – 1(Hillsborough)

What number and percentage of your law enforcement officers are fluent in each of the languages listed?

Atherton = 1 officer, 2 dispatchers
Belmont = 0%
Brisbane = 18%
Burlingame = 8%
Colma = 20%
Daly City = 10%
East Palo Alto = 12%
Foster City = 16%
Hillsborough = 0%
Menlo Park = 8%
Pacifica = 15%
Redwood City = 16%
San Bruno = 22%
City of San Mateo = 10%
San Mateo Sheriff = 14%
South San Francisco = 10%

*Includes Half Moon Bay, Millbrae, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the County.

Do you consider that you have a sufficient number of multilingual officers?

Yes	No
Atherton	Belmont
Brisbane	Colma
Burlingame	Daly City
Foster City	East Palo Alto
Hillsborough	Menlo Park
	Pacifica
	Redwood City
	City of San Mateo
	San Bruno
	San Mateo Sheriff*
	South San Francisco

What issues do non-English speakers present to your department?

Communication and accurate reporting = 16
None = 4

Does your department have a stated policy and/or an active program addressing the recruiting, hiring and retention of multilingual officers and does your department have written policy/procedures when encountering a non-English speaker?

Yes	No
Belmont	Atherton
Brisbane	Colma
Burlingame	Daly City
Foster City	East Palo Alto
Menlo Park	Hillsborough
San Mateo	Pacifica
San Mateo Sheriff*	San Bruno
South San Francisco	Redwood City

Are multilingual police officers paid a premium?

Yes	No
Atherton = 5%	Brisbane
Belmont = 5%	Colma
Burlingame = 5%	
Daly City = \$30 per pay period	
East Palo Alto = \$100 per month	
Foster City = \$75 per month	
Hillsborough = 5%	
Menlo Park = \$75 per pay period	
Pacifica = \$373 per month	
Redwood City = 2.5%-5% relative to proficiency	
San Bruno = 2.5% relative to proficiency	
City of San Mateo = \$181.96 bi-weekly	
San Mateo Sheriff* = \$42.50 bi-weekly	
South San Francisco = 5% relative to proficiency	

Does your jurisdiction have in-house translators for police business?

Yes	No
Atherton	Belmont
Burlingame	Brisbane
Daly City	Colma
East Palo Alto	Foster City
Hillsborough	Pacifica
Menlo Park	
Redwood City	
San Bruno	
City of San Mateo	
San Mateo Sheriff*	
South San Francisco	

Does your city use outside vendors for translating? Who are those vendors?

Yes	No
<i>Language Line</i>	
Atherton	Brisbane
Belmont	Hillsborough
Burlingame	
Colma	
Daly City	
East Palo Alto	
Foster City	
Menlo Park	
Pacifica	
Redwood City	
San Bruno	
City of San Mateo	
San Mateo Sheriff*	
South San Francisco	

Appendix D - Example



Menlo Park Police Department Policy Manual

Limited English Proficiency Services

368.1 PURPOSE AND SCOPE

Language barriers can sometimes inhibit or even prohibit individuals with limited English proficiency (LEP) from gaining meaningful access to, or an understanding of important rights, obligations and services. It is therefore the policy of this department to take all reasonable steps to ensure timely and equal access to all individuals, regardless of national origin or primary language (Title VI of the Civil Rights Act of 1964, § 601, 42 USC 2000d).

368.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - Any employee who is bilingual and has successfully completed department-prescribed interpreter training and is authorized to act as an interpreter or translator.

Bilingual - The ability to communicate in two languages fluently, including the ability to communicate technical and law enforcement terminology. Bilingual includes a variety of skill levels. For example, some bilingual individuals may be fluent enough to engage in direct communications in a non-English language but insufficiently fluent to interpret or translate from one language into another. For example, a bilingual individual, depending on his/her skill level, could be utilized to communicate fluently in a non-English language but not to interpret between two languages if he/she does not possess the specialized skills necessary to interpret between two languages effectively. In order to be utilized to interpret or translate from one language into another, an individual must possess the skill, training and demonstrated competence to do so. For purposes of this policy, employees, in order to be identified as bilingual, must initially and periodically demonstrate, through a procedure to be established by the Department, their level of skill and competence such that the Department is able to determine the purposes for which an employee's language skills may be used.

Interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

Limited English Proficient (LEP) - Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: An individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

368.2 FOUR FACTOR ANALYSIS

Since there are potentially hundreds of languages department personnel could encounter, the Department will utilize the four-factor analysis outlined in the Department of Justice *LEP Guidance to Federal Financial Assistance Recipients* available at the DOJ [website](#) in determining which measures will provide reasonable and meaningful access to

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Adopted: 2012/09/26 © 1995-2012 Lexipol, LLC

Issued: March 20, 2013



Town of Atherton

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April 19, 2013

Honorable Richard C. Livermore
Judge of the Superior Court
Hall of Justice
400 County Center; 2th Floor
Redwood City, CA 94063-1655

Re: The 2012-2013 San Mateo County Grand Jury report, "Can We Talk?
Law Enforcement and Our Multilingual County."

Dear Honorable Livermore:

The Atherton City Council wishes to thank the 2012-2013 San Mateo County Grand Jury for their research and thoughtful analysis into the challenges faced by law enforcement in policing an ethnically diverse and multilingual county.

Findings

The Town agrees with all of the Grand Jury's findings, F1 thru F6 on pages 6 and 7.

Recommendations

- R1. The Atherton Police Department adopted the Lexipol Policy Manual several years ago, which includes Policy 368, Limited English Proficiency Services.
- R2. N/A
- R3. The Atherton Police Department is exploring the feasibility of providing smart phones or other personal communication devices to patrol officers in the FY 2013-2014 budget cycle.
- R4. The Atherton Police Department has participated in Alejandra Gomez's, Spanish Speaking for Law Enforcement courses and has POST approved Tactical Spanish for Law Enforcement Officers courses on disks available to all staff.

On behalf of the Atherton City Council, I appreciate the efforts the Grand Jury has made exploring the issues of policing in a multilingual community. Your efforts have and will contribute to more effective communications with LEP individuals.

Very Truly Yours,

Mayor Elizabeth Lewis



Item 13 Town of Atherton

CITY COUNCIL STAFF REPORT - CONSENT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 15, 2013

SUBJECT: APPROVE RESOLUTION ESTABLISHING GUIDELINES FOR FEE
WAIVER POLICY

RECOMMENDATION:

Adopt resolution 13-xx establishing guidelines for waiver of fees.

BACKGROUND

By Resolution the Town established a schedule of master fees. Pursuant to the Resolution, only the City Council has the authority to waive a fee.

At the February Council meeting, Council received a request for a fee waiver in connection with an end-of-school year picnic for graduating 5th graders at Encinal. Council expressed their concern with setting a precedent for the waiver of fees. Council denied the request and directed staff to come back with a policy that governs fee waivers.

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

This policy is only applicable to fees related to events at Holbrook Palmer Park and the display of banners in Town-authorized locations

FISCAL IMPACT

None at this time.



TOWN OF ATHERTON

Fee Waiver Policy

1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

This policy is only applicable to fees related to events at Holbrook Palmer Park and the display of banners in Town-authorized locations.

2. Background

Fee waivers are an expense to the Town's General Fund. Fees are established to pay for the cost of a service provided by a Town department. When a fee waiver is granted, the Town General Fund pays the department in an amount equal to the fee waived. Only the City Council may grant a fee waiver request.

3. Policy

The City Council, may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2013, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Fee waiver requests will be reviewed in the context of the overall budget.

Direct Town costs associated with any service or event may not be waived.

The City Council may establish a cap on the amount of fee waivers that may be granted during any fiscal year.

Eligible for fee waivers

- Atherton Standing Committees, Council, and Community Designated Groups. These groups are providing a direct service that is similar to or complementary to a Town policy goal or direct service that the Town is typically responsible for providing.
- Governmental agencies that do not receive tax funding and can demonstrate an inability to pay a Town fee.

Ineligible for fee waivers

- For-profit organizations.
- Vendors.
- Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event.
- Other governmental agencies – unless they can demonstrate an inability to pay the Town fee.

5. Fee Waiver Request Form

All fee waiver requests must include a Fee Waiver Request form. The form may be obtained via the Town website and/or the City Clerk's Office. Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Fee Waiver Requests will be presented to the City Council for consideration at a Council meeting.



Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: GEORGE RODERICKS, CITY MANAGER
THERESA DELLASANTA, CITY CLERK**

DATE: MAY 15, 2013

SUBJECT: APPROVAL OF BANNER POLICY

RECOMMENDATION

Approve Resolution No. 13-xx establishing the Town of Atherton banner policy.

BACKGROUND

Banner programs can be a challenge in attempting to identify groups that can and cannot hang banners on public property in the Town. Because of the legal issues related to display of banners on public property, many communities limit banners to those events that the community is “co-sponsoring.” Communities may define “co-sponsoring” as providing funding, lending the community name or logo, or some other clear definition of what it means to “co-sponsor” an event.

The Town has only one location for the display of banners (Marsh and Middlefield Road). The Town’s current banner application limits approval to Town-sponsored events (see attached permit application). However, in practice, this requirement has not been adhered to. In practice, via the permit application any banner permitted for the site must be associated with the Town of Atherton or an event that takes place within Atherton Town limits. Exceptions to this requirement include Menlo Park Fire District, County events, and events associated with organizations that include Atherton residents such as churches or schools.

The attached policy is consistent with current practice. The current process and requirements are listed within the banner application itself but not defined within a formal Town policy. The

attached policy is an effort to adopt a clear policy with procedures and guidelines that will create a successful banner display program.

The banner policy program is a means of publicizing local events or activities. The purpose of the Town of Atherton's policy program is to recognize community-wide benefit in publicizing cultural, recreational, social and other special events of local nonprofit organizations promoting events in Atherton which would be of interest to the local community, and it is the intent of this policy to establish guidelines for hanging banners at Marsh and Middlefield Road.

FISCAL IMPACT

None. Applicants will be charged a non-refundable fee of \$75 to cover the cost of services.

ATTACHMENTS

Draft Policy
Banner Permit Application

Purpose and intent:

The Town of Atherton recognizes the community-wide benefit in publicizing cultural, recreational, social and other special events of local nonprofit organizations promoting events in Atherton which would be of interest to the local community, and it is the intent of this policy to establish guidelines for hanging banners at Marsh and Middlefield Road.

Banner construction and materials:

Banners shall be made of a durable, flexible material, such as canvas or vinyl, have a total of (6) grommets (3 on top and 3 on bottom) for installation. Preferred banner size is 5 feet high and 12 feet long, not exceeding 25 feet long. The height requirement ensures that two banners for separate events may be hung together at the same time. No banners shall be hung exclusively, unless no other banners are scheduled.

Designation of site, priorities, and one event per banner:

Marsh and Middlefield Road is the only site where banners may be displayed. All banners must be associated with the Town of Atherton or an event taking place within Atherton Town limits. Exceptions include Menlo Park Fire District, County events, and events associated with organizations that include Atherton residents such as churches or schools.

The following shall have first priority over all banners in order as follows: (1) Town of Atherton; (2) Atherton Standing Committees, Council, and Community Designated Groups; (3) Park vendor groups; (4) Organizations associated with Atherton residents.

Only one (1) event may be advertised in a banner.

Application for permit:

Apply in the Town Hall Administration Department for a banner permit. Banner applications are accepted for the following year beginning in December. Applicant is hereby advised that early filing of an application is recommended to ensure a space for the calendar year.

Application content:

The permit application shall include:

1. The title of event
2. Contact person
3. Name of organization and organization address
4. Applicant telephone number and email and/or facsimile number, if any
5. The date(s) and location of the event
6. The name and description of the event to be publicized and a statement of the purpose of the event
7. The requested dates for banner display, not to exceed fourteen (14) days
8. Banner measurements
9. Exact wording on banner
10. Applicant signature and today's date.

Application fee:

A \$75 nonrefundable application fee shall be charged to process each banner permit application and for the cost of installation, removal and storage of the banner.

Action on permit:

Once a completed banner permit application is received, the City Manager will review the application for final approval or denial. The decision shall be made within ten (10) working days subsequent to the receipt of the completed application. Applicant will be notified of the decisions verbally or by email. Any deviation from the approved policy will be at the City Manager's discretion.

Banner installation, removal, and retrieval:

The Town shall perform the installation and removal of all banners. No longer than fourteen (14) days after the banner has been hung, the banner will be removed by Town staff. Exceptions are made when no other banner is scheduled for hanging. Applicant is responsible for retrieving the banner within ten (10) business days from Town Hall or banner will be disposed of.



**TOWN OF ATHERTON
BANNER PERMIT APPLICATION
FOR TOWN-SPONSORED EVENTS**

91 ASHFIELD ROAD, ATHERTON, CALIFORNIA 94027
PH: 650-752-0500 Fax: 650-688-6528

\$75 nonrefundable fee
**(cost of installation, removal
and storage of the banner)**

Title of Event: _____

Contact Person: _____

Name of Organization: _____

Mailing Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Location(s) and dates of event in Atherton: _____

Dates Requested: ___/___/___ **TO** ___/___/___

Banner Dimensions: _____ **BY** _____

PLEASE INDICATE THE EXACT WORDING OF THE BANNER:

Applicant Signature: _____ **Date:** _____

We are requesting approval of the City Manager to have MCE put up a banner in accordance with Town policy.

CITY MANAGER: _____ **Date:** _____

TOWN OF ATHERTON BANNER GUIDELINES: *All requests for the posting of banners on public agency property within the limits of the Town of Atherton must be addressed to the Town in writing. The banners will be installed and removed by Town Staff. All banners must meet the following criteria before approval can be granted:*

- (1) Banner is promoting events in Atherton which would be of interest to the local community, the banner may not be displayed for more than two weeks;
- (2) The banner must be approved by the City Manager;
- (3) Preferred banner size is 5' high by 12' wide including grommets in all four corners in addition to the middle of banner on top and bottom;
- (4) No banners can be hung exclusively, unless no other banners are scheduled;
- (5) Banner applications are accepted for the following year beginning in December
- (6) Applicant is responsible for retrieving the banner within ten (10) business days from Town Hall or banner will be disposed of.

TOWN OF ATHERTON PRIORITY: *The following banners take priority over other banners in order as follows:*

- (1) Town of Atherton
- (2) Atherton Standing Committees, Council, and Community
- (3) Park Vendor Groups
- (4) Organizations associated with Atherton residents



Town of Atherton

CITY COUNCIL STAFF REPORT - CONSENT

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES DIRECTOR

DATE: MAY 15, 2013

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE
OF COMPLETION FOR THE 2013 SPRING PATCHING PROJECT**

RECOMMENDATION

Accept work and authorize recording of a notice of completion for the 2013 Spring Patching Project, Number 56055.

BACKGROUND

The Council awarded a construction contract in March 20, 2013 to G. Bortolotto and Co., Inc. for \$89,250. Work under the contract has been completed.

The original contract price was for \$89,250. There were no change orders.

FISCAL IMPACT

Gas Tax Funding for this project in the amount of \$89,250 was included in the FY 2012-13 budget. The final cost of this work is \$89,250.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager

Attachment: Notice of Completion

RECORD REQUESTED BY:

TOWN OF ATHERTON
AND WHEN RECORDED MAIL TO:

CITY CLERK, TOWN OF ATHERTON

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

No fee pursuant to Government Code Section 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

TOWN OF ATHERTON
NOTICE OF COMPLETION

2013 SPRING PATCHING
PROJECT NO. 56055
ATHERTON, CALIFORNIA

NOTICE IS HEREBY GIVEN THAT Gordon Siebert, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 15th day of May 2013 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to G. Bortolotto and Company on the 20th day of March 2013, said contract being executed on the 2nd day of April, 2013.

That said work and improvements were accepted as completed on the 16th day of April, 2013 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 15th day of May, 2013, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is The Guarantee Company of North America USA, 1800 Sutter St., Suite 880, Concord, CA 94520.

That said work and improvements consisted of 6 inch deep lift AC replacement as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 20th day of February, 2013.

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

BY: _____
City Engineer

ATTEST: _____
City Clerk

Date

Date

I declare under penalty of perjury that the foregoing is true and correct.

Atherton, CA
(Date and Place) (Signature)

**TOWN OF ATHERTON
CERTIFICATE OF COMPLETION**

PROJECT NAME: 2013 SPRING PATCHING
PROJECT NUMBER: 56055
LOCATION: Various Street Locations

NOTICE IS HEREBY GIVEN:

1. That on May 15, 2013, the Public Works project known as 2013 SPRING PATCHING Project Number 56055 was completed in accordance with the plans and specifications as required by the Town of Atherton.
2. That the name and address of the party filling this notice is:
Town of Atherton
91 Ashfield Road
Atherton, California 94027.
3. That the name and address of the Contractor responsible for the construction of the project is:
G. Bortolotto and Company
582 Bragato Road
San Carlos, CA 94070
4. That the name and address of the Contractor's surety is:
The Guarantee Company of North America USA
1800 Sutter St.,
Suite 880,
Concord, CA 94520.
5. That the project is described as:
6 inch deep lift AC replacement, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 20th day of February, 2013.

BY:

Gordon Siebert, P.E.
City Engineer

Date

ATTEST:

Theresa Della Santa
City Clerk

Date



Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 15, 2013

**SUBJECT: INFORMATION ON UPCOMING CONTRACT NEGOTIATIONS –
ATHERTON POLICE OFFICERS ASSOCIATION**

RECOMMENDATION

Take public comment on the upcoming labor negotiations.

BACKGROUND

The City of Menlo Park recently hosted a public input process pursuant to their Public Input and Outreach Regarding Labor Negotiations Policy. Menlo Park staff brought forward an informational presentation in advance of upcoming labor negotiations to provide the public an opportunity to be informed and provide input before negotiations begin in earnest. Staff learned of this unique effort and advised the Council that we would be doing the same, modeling our efforts after those in Menlo Park.

This report provides the public an opportunity to have information related to labor negotiations in advance of the commencement of negotiations in earnest and provides an opportunity for the public to provide input. The report provides a summary of background information, a summary of bargaining unit information, personnel cost information, and the methodology used to determine a competitive and appropriate compensation package.

FINDINGS

The Town has one established bargaining unit – the Atherton Police Officers Association (APOA). The APOA represents the majority of sworn and non-sworn members of the Atherton Police Department. The remainder of staff are classified as unrepresented. All but three staff

within the Atherton Police Department are members of the APOA. A singular salary and benefits resolution adopted by the City Council governs the salaries and benefits of unrepresented staff. The Resolution for these staff, effective July 1, 2013, was adopted by the City Council in early 2013.

The following chart shows the Town’s employees and any associated bargaining unit. Included as an attachment is an organizational chart for the Town.

Employee Classification	Full Time Employees (FTEs)	Bargaining Unit
<i>Administration</i>		
City Manager	1	Employment Contract
City Clerk	1	Unrepresented
Office Specialist (Admin)	1	Unrepresented
<i>Finance</i>		
Finance Director	1	Unrepresented
Accountant	1	Unrepresented
Finance Technician	1	Unrepresented
<i>Building/Public Works</i>		
Office Specialist (Bldg/PW)	1	Unrepresented
Public Works Superintendent	1	Unrepresented
Associate Engineer	1	Unrepresented
<i>Police</i>		
Police Chief	1	Unrepresented
Lieutenant	1	Unrepresented
Executive Assistant	1	Unrepresented
Sergeant	5	APOA
Police Officer	12	APOA
Dispatcher	4	APOA
Community Service Officer	1	APOA
Total Employees	34	

Like most local government agencies the Town is a service-oriented agency. The highest single annual cost to the Town is the cost of the personnel that provide those services. The direct cost (salaries and benefits) for the above staff represents 51.2% of the Town’s general fund operating expenses. In numbers, the Town’s 2012/2013 budget allocates \$10,729,694 to general fund operating expenses covering all nine (9) departmental areas. The direct cost (salaries and benefits) for the above staff totals \$5,499,964. The table below shows the breakdown by departmental area as compared to the departmental area’s total expenditure.

Departmental Area	FTEs	Direct Cost	Department Budget
City Council	0	\$0	\$36,791
Administration	3	\$483,667	\$626,037
City Attorney	0	\$0	\$204,100

Departmental Area	FTEs	Direct Cost	Department Budget
Finance	3	\$420,278	\$634,592
Planning	0	\$0	\$275,600
Building	0.5	\$106,451	\$1,205,791
Non-Department	0	\$0	\$616,753
Police	25	\$4,815,299	\$5,817,884
Public Works	2.5	\$157,936	\$1,312,146
	34	\$5,499,964	\$10,729,694

Over the last several years, the Town has implemented several strategic changes that mitigate increased personnel costs. The first was the transition to contract staff for appropriate functions within the Building and Public Works Departments. The second was the implementation of the unrepresented staff salary and benefits resolution objectives. In 2008, the Town had a total of 54 staff spread across the five (5) staffed departments (Admin – 4, Finance – 3, Building – 8, Police – 28, and Public Works -11). Since that time, staffing levels have been reduced by 37%. Presently, the Town has a staff of 34 spread across those same five departments (Admin – 3, Finance, 3, Building – 0.5, Police – 25, and Public Works – 2.5). For a cost comparison, in 2008, the direct costs of the staff on board at that time (54) was \$7,020,389 with a comparative general fund operating expense of \$10,073,683. This represented a direct staffing cost at 69.7%.

These reductions are not without their impact in both human capital as well as service levels. The Town appreciates the efforts made by staff and the community to address service delivery expectations.

Given the above table, the value of a 1% increase in compensation to the Town’s single bargaining unit can be estimated.

Bargaining Unit	Value of 1% Compensation Increase
APOA	\$48,153

Pension and Other Post Employment Benefit (OPEB) Obligations

The Town is a member of the California Public Employment Retirement System. The Town does not participate in Social Security. The Town does not pay into social security on behalf of the employee and the employee does not participate through payroll deductions. The CalPERS retirement system is the sole pension benefit plan provided by the Town.

Within the CalPERS Pension System agencies can select a benefit plan. For its local safety employees, the Town has selected the “3% at 50” retirement plan. The plan provides the following key benefit provisions:

Item	Provision
Benefit Formula	3% @ 50
Social Security Coverage	No
Final Average Compensation	Highest 12 months

Item	Provision
Non-Industrial Disability	Standard
Industrial Disability	Yes
Pre-Retirement Death Benefits	Yes
Post-Retirement Death Benefits	Lump Sum - \$500
COLA	2%

Benefits accumulated within the CalPERS Retirement Program is transferrable from employer to employer within the CalPERS system or systems with reciprocity. It is not portable outside of the system. The benefit levels are employer based meaning that employers may have different benefit levels and each is only liable for the costs associated with the time the employee spent at their organization at their particular pension benefit level. Atherton's benefit level is 3% at 50. This means that a public safety employee may retire from the CalPERS system (after a 5-year vesting period) at age 50.

For example, take a typical police officer that started with the Atherton Police Department at age 30 and has worked with the Town for 25 years at the highest annual salary that officer could receive today. The formula works by multiplying the years of service with the agency, times the benefit rate, times the annual salary, as follows:

Years of Service	Benefit Rate	Annual Salary	Annual Retirement
25	3%	\$101,634	\$76,226

Regardless of where the employee eventually retires from, the Town is only liable for amount of time that employee worked for the Town of Atherton. For current employees that are eligible for retiree healthcare, the employee must retire from the Town of Atherton and CalPERS concurrently in order to be eligible for that benefit.

While the employee is working for a particular agency, that agency is "funding" the employer component of the retirement benefit based on an employer rate set by CalPERS based on the agency's retirement formula. For Atherton, in FY 2013/14 the local safety plan 3% at 50 requires an employer contribution of 27.877% of salaries. There are several components to the rate detailed within annual actuarial reports available at Town Hall which include, the employer net normal cost (17.802%), payment on amortization bases (7.366%), and benefit surcharges (2.709%). CalPERS adjusts the rates annually. In 2012, the Town's rate was 39.919%. The rate was significantly reduced when the Town paid off its unfunded actuarial liability.

CalPERS has advised that beginning in 2015, they will begin phasing in a 5-year increase to employer rates in order to address the funding gaps within plans. The Town's plan is approximately 85% funded. It is anticipated that the rate increase beginning in 2015 will be:

Year	Rate
2014/2015	29.7%
2015/2016	30.8%
2016/2017	31.9%

Year	Rate
2017/2018	33.0%
2018/2019	34.1%
2019/2020	35.2%

Once the plans reach an acceptable funding status, rates will begin to decline.

OPEB liabilities are the result of post-employment benefits provided by employers. For Atherton, this liability is connected to the provision of healthcare benefits into retirement. The unfunded actuarial accrued liability is \$7.7 million and represents a combination of future costs for current employees and costs for current retirees. The OPEB liability requires an annual required contribution (ARC) of approximately \$583,000. Because a portion of this amount is attributable to current employees (approximately 25%), it is funded as part of the departmental benefits of current employees. The remainder is funded separately within the Town's annual budget. The long-term liability has a 26-year remaining amortization period. The Town can elect to pay additional amounts toward this liability if it so chooses. The discount rate is set at 5% and the ARC increases by 6% per year throughout the funding horizon.

Meyers-Milias-Brown Act (MMBA)

The MMBA governs all aspects of labor-management relations in local government. It is applicable, in one form or another, to all cities, counties, and most special districts. The MMBA provides the right to organize, set guidelines for such things as the scope of representation and the requirement to meet and confer in good faith.

The APOA is a recognized employee organization or bargaining unit. The APOA is not a Town-sponsored organization nor is it regulated by the Town or City Council. It retains all the rights, responsibilities, and obligations of such an organization as provided under State and Federal law. It was formed in an effort to collectively bargain for wages, work hours, benefits, workplace health and safety, job training, and other work-related issues.

The MMBA requires that the Town meet and confer in good faith regarding wages, hours and other terms and conditions of employment with its recognized employee organizations. The MMBA defines meeting and conferring in good faith as having the mutual obligation to personally meet and confer promptly upon request by either party and continue for a reasonable period of time in order to exchange information, opinions, and proposals and to endeavor to reach agreement on matters within the scope of representation.

The scope of representation is all matters related to employment conditions and employer-employee relations, including, but not limited to, wages, hours, and other terms and conditions of employment.

Negotiation/"Meet and Confer" Process

The Town has an obligation to "meet and confer" in good faith with the APOA regarding wages, hours and other terms and conditions of employment. The City Manager is the Town's Chief

Negotiator. While the City Manager may “delegate” that authority to a human resources department or other party, in Atherton’s case, the Manager retains the authority and contracts for outside assistance as necessary.

Negotiations for a new agreement typically commence prior to the expiration of an existing Memorandum of Understanding (MOU). The existing MOU with the APOA expires on September 30, 2013.

During negotiations, the Town’s Negotiation Team will meet with the APOA Negotiation Team to discuss various issues and interests for the new contract. Proposals are exchanged related to the issues presented. Tentative agreements are often reached on individual issues as part of the negotiation process and ultimately, a tentative agreement is reached on the entire contract. The City Council is provided updates on the negotiation process in Closed Session as it moves along.

All tentative agreements are contingent upon ratification of the APOA’s membership and approval of the City Council in open session. If negotiations do not result in a tentative agreement on a new contract, impasse procedures may be invoked by either party and would then proceed to mediation as the impasse procedure. If mediation assists the parties in reaching an agreement, it is still contingent upon ratification.

Impasse Procedures – Fact-Finding

With the passage of Assembly Bill 646 (AB 646), local government agencies are required to include fact-finding in their impasse procedures for any bargaining unit requesting to do so that is not subject to binding interest arbitration. The APOA is not subject to binding interest arbitration. Only the bargaining unit may request fact-finding not the agency.

Previously, if the parties reached an impasse and had exhausted any applicable impasse procedures, a public agency had the option to unilaterally impose its last, best, and final offer; however, fact finding has added additional layers of time, complexity, and expense. Notable changes include:

- the agency must hold a public hearing on the impasse;
- a written, non-binding, “findings of fact and recommended terms of settlement” must be issued by a fact finding panel; and
- the agency is prohibited from imposing its last, best and final offer until certain time criteria are met.

It is clear that fact-finding, if requested by the bargaining unit, increases the cost, the need for resources, and the time associated with the bargaining process. It remains the goal of both parties to reach a negotiated agreement. However, the MMBA states that a public agency may, after impasse procedures have been exhausted, including fact-finding if invoked, implement its last, best, and final offer. In addition, after impasse procedures have been concluded and an agreement has not been reached on a new contract, the bargaining unit has the right to strike and/or engage in other protected concerted activity. It should be noted, however, that police officers do not retain the right to strike.

Public Employees' Pension Reform Act (PEPRA)

The passage of AB 340 along with the clean-up language enacted what is now known as the Public Employees' Pension Reform Act (PEPRA). Effective January 1, 2013, local government agencies that are part of a public retirement system in California are subject to limits on the pension benefits offered to new employees and increased flexibility for employee and employer cost sharing for current employees. Because the most significant savings will only be realized as new members are hired in the future, short-term savings is minimal.

2013 Labor Negotiations

The Town anticipates that negotiations with the APOA will begin in earnest in late May for a successor agreement.

As mentioned previously, the Town has already adopted a Salary and Benefits Resolution for unrepresented employees. Through this Resolution, the Town enacted the following policy objectives for unrepresented employees:

- Transfer 100% of the pension liability for the employee share to the employee;
- Eliminate Town-paid retiree healthcare for new hires by establishing cafeteria healthcare plan;
- Establish a cafeteria healthcare plan for all current and new hires that establishes caps for the Town's benefit contributions;
- Adopt the requirements of AB 340 for all new hires implementing a Tier II retirement plan with lesser retirement benefits; and
- Establish caps on leave benefits.

Because unrepresented staff do not have a bargaining unit and the salary and benefit resolution does not represent a Memorandum of Understanding connected thereto, the Resolution is reviewed annually by the City Council. A Memorandum of Understanding (contract) with the APOA is anticipated to be a multi-year agreement.

Principle Components of Determining Compensation

Determining the Town's bargaining principles assists with aligning the bargaining efforts with the service and financial priorities of the Town. The following broad principles will be considered in preparation for, and throughout labor negotiations over successor agreements:

- Fiscal condition of the Town
- City Council policy decisions
- Preservation of the Town's competitiveness as an employer, to the extent possible

The fiscal condition of the Town will include the Town's ability to identify, control, and fund future liabilities with respect to employee pension obligations and other post employment benefits.

City Council policy decisions will include prior policy objectives for addressing salary and benefit costs and savings.

Preservation of the Town's competitiveness as an employer will include an analysis of the impact of any decision on the Town's ability to recruit and retain quality staff.

FISCAL IMPACT

None at this time.

ATTACHMENTS

- Atherton Organizational Chart
- Current APOA Memorandum of Understanding



Atherton Residents

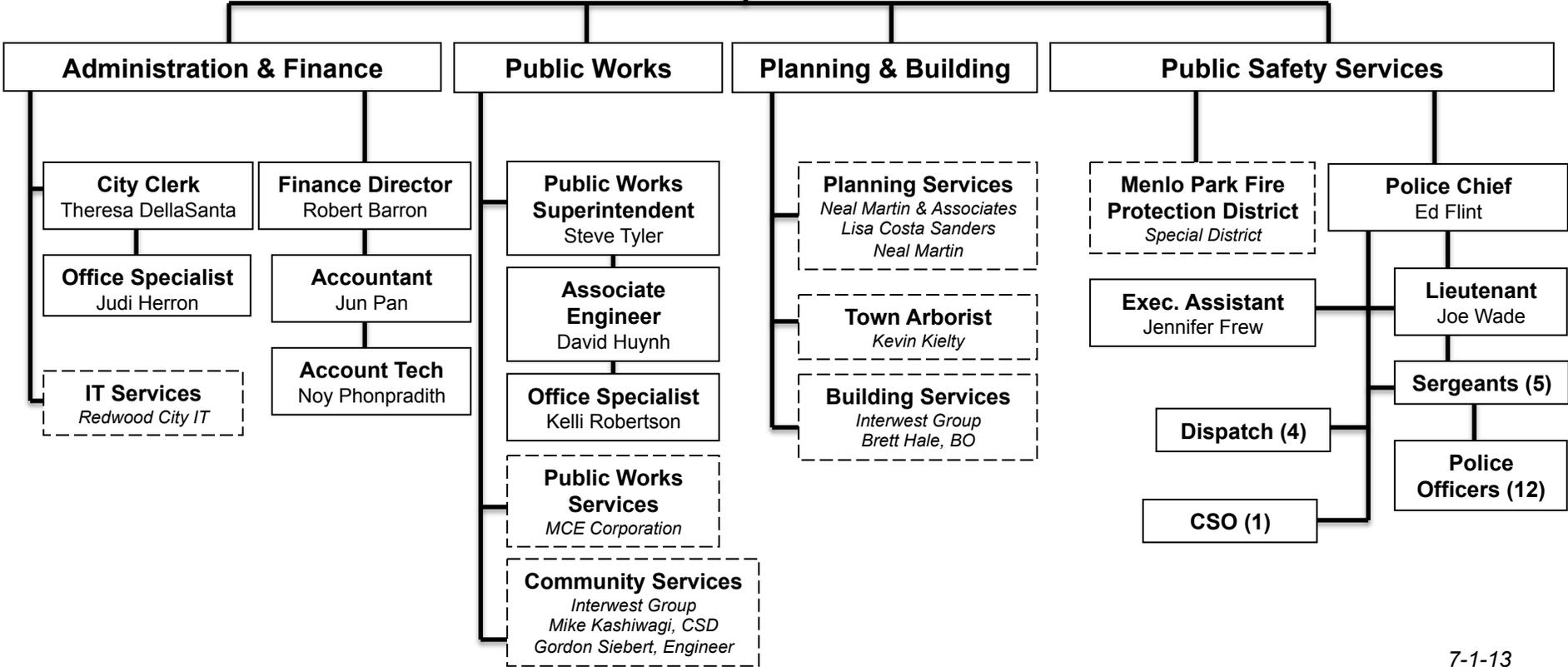
City Council
 Elizabeth Lewis, Mayor
 Jerry Carlson, Vice Mayor
 Councilmembers: Jim Dobbie, Bill Widmer, Cary Wiest

City Attorney
 Bill Connors
Deputy City Attorney
 Jennifer Larson

City Manager
 George J. Rodericks

City Positions
 City Manager – 1
 City Clerk - 1
 Office Specialist – 2
 Finance Director – 1
 Accountant – 1
 Account Tech – 1
 Police Chief – 1
 Lieutenant – 1
 Executive Assistant – 1
 Sergeant – 5
 Police Officer – 12
 CSO – 1
 Dispatcher – 4
 Public Works Superintendent – 1
 Associate Engineer – 1

Total Full-Time Positions: 34





Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR

TO: HONORABLE MAYOR AND CITY COUNCIL

**FROM: GEORGE RODERICKS, CITY MANAGER
THERESA DELLASANTA, CITY CLERK**

DATE: MAY 15, 2013

**SUBJECT: DISCUSSION AND DIRECTION: INFORMATION ON RELATIONSHIP
BETWEEN THE TOWN OF ATHERTON AND THE SAN MATEO
COUNTY LIBRARY JPA**

RECOMMENDATION

To be determined.

BACKGROUND

Section 5.2 of the Atherton City Council Rules of Procedures allow two or more Council Members to prepare a colleagues' memo, in which the City Manager shall place the on the Council's agenda under the Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item can be added to the next Agenda by a majority vote of the Council.

Vice Mayor Carlson and Council Member Wiest submitted a Colleagues memo at the April Council meeting requesting an agenda item be added to the May meeting dealing with the relationship between the Town of Atherton and the San Mateo County Library System (JPA). The future agenda item was approved unanimously at the April City Council meeting.

The recommendation is for discussion and possible action of the following items:

1. Instructing staff to look at all feasible options available for maintaining and enhancing library services to town residents compared to the costs of such services being provided by the JPA.

2. Instruct the City representative to the JPA to advocate for the return of Donor funds to the Town of Atherton, at the end of each fiscal year.
3. Instruct the City Attorney to undertake any and all means to ensure the ownership of donor funds lies with the city and that, in the event, if Atherton elects to withdraw from the JPA, Atherton library property tax money will be allocated to the town for providing library services.
4. Instruct the Civic Center Task Force to study the size of the town library as a high agenda item with a recommendation to the town council by the July council meeting.

ATTACHMENTS

April Colleagues memo submitted by Carlson and Wiest

April 17, 2013 Council Meeting

Dear Council Colleague,

We respectfully request an agenda item be added to the May meeting dealing with the relationship between the Town of Atherton and the San Mateo County Library System (JPA).

We propose discussion and possible action of the following items:

1. Instructing staff to look at all feasible options available for maintaining and enhancing library services to town residents compared to the costs of such services being provided by the JPA.
2. Instruct the City representative to the JPA to advocate for the return of Donor funds to the Town of Atherton, at the end of each fiscal year.
3. Instruct the City Attorney to undertake any and all means to ensure the ownership of donor funds lies with the city and that, in the event, if Atherton elects to withdraw from the JPA, Atherton library property tax money will be allocated to the town for providing library services.
4. Instruct the Civic Center Task Force to study the size of the town library as a high agenda item with a recommendation to the town council by the July council meeting.

The town has continued to ask questions concerning the handling and charging of expenses against revenues collected from Atherton properties. Answers have been very slow in coming. Even after many months, there are still questions concerning cost allocation methods being used by the county in charges for Atherton library services. There is a severe lack of detailed transparency in the annual budget which is not presented to our council before it is approved by the JPA. There is not an equal balance between the JPA's role, and the town's, in making decisions about concerning the budget and where actual transactions are charged. For all these reasons the town should investigate other options, whereby, it would have more direct control over the costs and management of the town's library.

Without the council's knowledge or approval, the JPA approved retaining future donor funds on their books rather than transferring them to the town as had been the previous procedure. The then council rep did not alert the council as to the proposed change and, in fact, voted in favor of the change, without appropriate council policy action.

Council, with staff support, should consider its fiduciary responsibility for the safeguarding of Donor funds. These funds should be included on the town's financial statements, as the library building is, to give a truer accounting of the town's net assets. The expenditure and use of these funds would be greatly more transparent than the information provided by the JPA based on past performance. Local control would greatly add to the level of assurance that the JPA could not undertake using these funds without the council's concurrence.

The JPA's counsel is disputing the ownership of Donor funds and future library taxes collected from Atherton properties. Staff needs to have clear answers for council and residents on this matter by whatever means is necessary.

The range for library size was greatly influenced by the JPA, particularly its assignment of 16,000+ people to the Atherton library, including 9,000+ living in four unincorporated areas outside of our community. Most people in the unincorporated areas live closer to the Menlo Park, or other public libraries. The square footage used to calculate core library services was, to a large extent, based on the JPA's 16,000+ people per square foot numbers. In addition, community meeting space alternatives needs to take into account the amount of space that will be provided by the library facility in the town's Civic plan. Since money is already available for undertaking a library project, this portion of the overall project should be given a high priority since it will help to determine the size and financial requirements for the other project elements of the Civic plan.

Respectively submitted,

/s/ Jerry Carlson

Jerry Carlson, Vice Mayor

/s/ Cary Wiest

Cary Wiest, Councilmember



Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 15, 2013

SUBJECT: USE OF POLLING FIRM FOR PARCEL TAX RENEWAL

RECOMMENDATION

Consider the use of professional services for assistance with the upcoming parcel tax renewal and evaluation of other potential revenue sources and direct staff accordingly.

BACKGROUND

Unless renewed, the parcel tax will expire in 2014. In 2012/2013, revenue from the parcel tax will total approximately \$1,860,000. Revenues are split 60% to direct front-line law enforcement with the remainder to public infrastructure (capital projects). For 2012/2013, \$1,116,000 is allocated toward police services and \$744,000 toward capital infrastructure projects.

The Town's 2012/2013 budgeted police service expenditures are \$5,463,061. The parcel tax revenue reduces these front-line expenditures by \$1,116,000 to \$4,347,061. The Town's 2012/2013 planned capital infrastructure expenditures are \$1,389,755. The parcel tax revenue contributes \$744,000 toward this amount reducing it to \$645,755. This remaining amount is drawn down from the fund reserves. The Town "saves then spends" for capital projects. Because the sixty (60%) percent allocation to front-line law enforcement is a direct allocation the remaining fund balance within the Special Tax Fund is a "savings account" for large capital projects for which the Town must save over a period of years to fund.

The Town's total general fund operating budget for 2012/2013 (excluding capital projects) totaled \$10,875,807 million. This amount is offset by revenues of \$11,391,267, including the allocation of \$1,116,000 from the parcel tax toward police services.

USE OF POLLING FIRM FOR PARCEL TAX RENEWAL

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The table below reflects the revenues and expenditures as they relate to the parcel tax in the current fiscal year.

<i>Revenues</i>	<i>Other Gov't</i>	<i>Police</i>	<i>Cap. Projects</i>	<i>Total</i>
Parcel Tax	\$0	\$1,116,000	\$744,000	\$1,860,000
General Fund	\$10,191,542	\$83,725	\$0	\$10,275,267
Total	\$10,191,542	\$1,199,725	\$744,000	\$12,135,267
<i>Expenditures</i>	<i>Other Gov't</i>	<i>Police</i>	<i>Cap. Projects</i>	<i>Total</i>
Parcel Tax	\$0	\$1,116,000	\$744,000	\$1,860,000
General Fund	\$5,412,746	\$4,347,061	\$0	\$9,759,807
Total	\$5,412,746	\$5,463,061	\$744,000	\$11,619,807

Other Government consists of City Council, Administration, City Attorney, Finance, Planning, Building, Public Works, and Non-Departmental expenditures. In 2012/2013, the Town drew down \$645,755 from existing capital infrastructure reserves within the parcel tax fund (funds saved over time) to fund \$1,389,755 in capital projects. At the conclusion of the fiscal year there will be \$168,726 remaining in the capital projects fund reserve.

Revenues over expenditures from the General Fund and Parcel Tax Fund are \$515,460, less \$74,853 in required fund transfers the net revenues over expenditures totals \$440,607. The Town's Reserve Policy requires that it maintain a 35% reserve (15% emergency and 20% operational). The 2012/2013 Operating Budget notes that netting out total revenues over total expenditures and adding in an existing general fund balance of \$5,921,758, the Town meets its reserve policy by \$1,438 at its current operational levels. This amount includes allocations to payoff the unfunded actuarial liabilities connected to the pension system.

Without the parcel tax revenue, the Town would face a significant structural deficit in both the provision of police services and the maintenance of capital infrastructure. The expenditure levels of both would need to be reduced in order to meet the reduced revenue requirements.

FINDINGS

Should the Council desire to do so it can place the parcel tax measure on the November 2013 ballot for renewal. Successful passage will prevent a break in revenue. It will require a 66 2/3 vote to pass. Should the measure fail in November it could be returned for a subsequent election in 2014 before it formally expires.

In 2009 the Town considered the use of a consulting firm to assist with public information consulting, preparation of public education materials, surveys and other needs during the parcel tax renewal. At that time the Council opted not to use a public information and education firm and instead opted to use Godbe Research, a survey firm, to assist with the design and implementation of a community survey in connection with the proposed ballot measure.

USE OF POLLING FIRM FOR PARCEL TAX RENEWAL

May 15, 2013

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In March 2013, staff prepared a report for the Council detailing the possibility of using a consulting firm to assist with the public information component, to include a community survey/poll, for the possible 2013 Parcel Tax Renewal and to assist with evaluating alternative revenue sources. The Council opted to forego the use of the consulting firm deciding instead to focus on the parcel tax's renewal for 2013 and decide on the possibility of using a consulting firm to assist with alternative revenues at some point in the future.

Staff obtained three estimates from polling/survey firms to assist the Town with the 2013 Parcel Tax Renewal should it desire to do so. The three proposals are from Godbe Research, Tramutola Advisors (True North Survey), and National Citizen Survey. The latter is a suggestion from a local resident to allow the Town to obtain larger citizen satisfaction data as well as polling data for the parcel tax renewal.

Firm	Estimated Cost
Godbe Research	\$16,699 (mailed survey option)
Tramutola Advisors (True North Survey)	\$14,990 (mixed survey option)
National Citizen Survey	\$15,325 (mailed survey – no report/analysis)

Godbe Research

Based on their understanding of the needs of the specific voter polling study, Godbe Research proposes a 15-18-minute telephone survey comprised of 150-200 respondents. Following the survey, Godbe Research would:

- process the data;
- meet with project stakeholders to discuss the topline results
- conduct a Feasibility Analysis based on the polling results
- assist with Ballot Question Wording; and
- prepare the following reports to assist the Town with the Ballot Measure:
 - Tax Threshold Report
 - Geographic Targeting Report
 - Election Timing Report
 - Voter Profile Report
- present the results to the Council

Speaking with the Godbe Research representative staff advised that the Town might wish to conduct a mailer survey instead of a telephone survey. Godbe Research provided this as an option and the cost of a 2-page mail survey (2,400 packets) is the listed option in the preceding table.

Tramutola Advisors

Based on their understanding of the needs of the specific voter polling study, Tramutola Advisors & True North Research propose a mixed-method design that uses a combination of mail-based and telephone recruitment with online and telephone-based data collection. True

USE OF POLLING FIRM FOR PARCEL TAX RENEWAL

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North proposes a sample of between 300 and 400 interviews. Following the survey, True North Advisors would:

- process the data;
- conduct a Feasibility Analysis based on the polling results;
- prepare the reports to assist the Town with the Ballot Measure by identifying:
 - issues the voters feel are most important
 - protection of Town programs and services and their ranking
 - baseline support for a revenue measure
 - tax rate that the voters would support
 - programs and services that voters are most interested in funding
 - information items that shape voter support

National Citizen Survey

National Citizen Survey (NCS) was recommended by a local resident to assist the Town with gauging resident satisfaction across broad comparative areas of service. Attached is an email chain between the local resident and myself regarding the services NCS could provide as well as a response from NCS as to their focus.

NCS has assisted jurisdictions with ballot measures; however, their area of specialization is not in ballot measure polling. While NCS would be able to assist the Town with gathering data, they would not provide the Town with the level of survey analysis necessary. NCS's focus is on citizen satisfaction. Data gathered by NCS could feed into the work of other consultants or be used as a stand-alone device to gather information on resident satisfaction.

While the cost to add 3-5 questions to the NCS standard survey is priced competitively and the Town would gather additional information on resident satisfaction, staff recommends that NCS be considered at a later date as a stand-alone device.

RECOMMENDATION

Staff recommends that the Council direct staff to work with Tramutola Advisors (True North Survey) to assist with polling and survey analysis for the Parcel Tax Renewal.

FISCAL IMPACT

If selected, the cost for Tramutola Advisors (True North Survey) is \$14,990.

ATTACHMENTS

- Godbe Research Proposal
- Tramutola Advisors (True North Research) Proposal
- National Citizen Survey Information



GODBE RESEARCH
Gain Insight

PROPOSAL TO CONDUCT A PARCEL
TAX MEASURE VOTER POLLING
SURVEY

Presented to the Town of Atherton

March 28, 2013

SUMMARY OF QUALIFICATIONS

Godbe Research, a State of California certified small business (SBE), was founded in January of 1990. The firm is a full-service public opinion research agency that offers its clients extensive experience in public opinion research for ballot and revenue measure feasibility, community needs assessments, public education and outreach strategies, strategic and general planning efforts, resident and user satisfaction, public sector marketing efforts, and other customized client needs. Our offices in San Mateo (San Francisco/Northern California), Newport Beach (Southern California/Southwest), and Bellevue (Seattle/Northwest) house a staff of highly trained and experienced researchers (all Master's or Ph.D. level), and a commitment to providing superior quality research and client services.

The firm has been employed by public and private sector clients, throughout the United States and internationally, and the combined expertise of the Godbe Research team spans over 50 years in the field of public opinion research. Our Team consists of the President and Principal Researcher (Bryan Godbe), Vice President of Business Development and Project Strategy, and a staff of Senior Research Managers, Senior Statistical Analysts, Research Analysts, and Research Associates. Each team member has the education and experience commensurate with their position at Godbe Research, and the team regularly teaches, authors, and speaks in the field of survey research. In short, you will not find a more experienced and educated team in public opinion research.

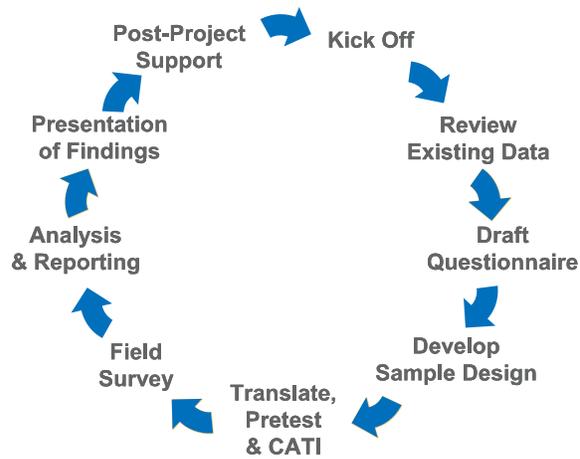
Godbe Research has conducted more than 2,500 research projects for local government agencies since our founding in 1990. In fact, we have specific experience with voter polling for more than 250 successful California local government revenue measures, including sales taxes, utility users taxes (UUT), transient occupancy taxes (TOT), parcel taxes, business license taxes (BLT), general obligation bonds, and other funding mechanisms in general, special, and all mail ballot election cycles. This includes projects for cities/towns, counties, special districts, transportation agencies, libraries, school districts, and other public sector clients.

Some of our most recent (since 2008) polling experience includes projects leading to electoral success for the Cities/Towns of Albany, Moraga, Santa Maria, Salinas, Fairfield, La Mirada, Campbell, Cupertino, Mammoth Lakes, Novato, El Cerrito, Union City, Mountain View, Tracy, Ridgecrest, Concord, San Rafael, Davis, San Leandro, Newark, Hayward, Palmdale, Covina, Placerville, Half Moon Bay, and others. Specific to San Mateo County where the firm is based, our experience is also extensive. Since 2008, we have conducted voter polling leading to electoral success for clients such as County of San Mateo Measure A Sales Tax, Campaign to Elect Supervisor Don Horsley, Campaign to Elect Supervisor Dave Pine, Redwood City School District, San Carlos School District, San Mateo County Community College District, Portola Valley School District, Woodside School District, San Mateo Union High School District, San Mateo-Foster City School District, Burlingame School District, Pacifica School District, South San Francisco Unified School District, and others. Finally, we have specific experience providing accurate survey services in and for the Town of Atherton (Atherton or Town). Aside from the Countywide or other local government clients listed above that also serve the Town; we conducted a police services parcel tax feasibility survey for the Town in 2009 as well as a police services needs assessment in 2006.

As an organization, Godbe Research is a small business (less than 15 employees) and we manage our commitments wisely. This means managing our project load so that our President and Principal Researcher (Bryan Godbe) can be directly involved in each project we conduct at the project manager or project advisor level. Similarly, we

do not take on so many projects that we need to move team members or remove team members from current projects. Thus, Godbe Research is committed to allocating the team members outlined in this proposal for the duration of this voter polling study, including Bryan Godbe as project manager and day to day contact for Atherton, given his experience with past research projects in and for the Town.

Below is a diagram of the general research process we undertake as part of our typical resident and voter survey projects. While each of our studies is highly customized based on our client's needs, we follow this process for each of our quantitative (and a similar process for qualitative) studies. We are here with you throughout the process and even after the survey has been completed as we understand that our polling can feed into strategic planning, ballot measure feasibility, public education and outreach, and other activities that can take an addition six to eighteen months to culminate once the survey project is finished.



PROPOSED SCOPE OF WORK

Godbe Research is a recognized leader in voter opinion research for California cities, school districts, counties, park and recreation districts, and other local government agencies. Given our experience, we understand that each project's ultimate success depends on recognizing the individual and unique polling needs of our clients and then developing a customized polling project to address these specific needs. To this end, Godbe Research has crafted the following general project work plan for Atherton to illustrate the types of considerations that go into each of our voter opinion research projects.

Research Objectives

Before beginning any research study, Godbe Research spends significant time reviewing the client's research objectives to choose the most appropriate research design. Based on our current understanding of the project, Godbe Research understands that the Town has several potential research objectives to be addressed by the voter opinion research, the most important of which would likely include:

- ✓ determining and ranking issues of importance to Atherton voters;
- ✓ assessing spending priorities of voters in the Town vis-à-vis the range of publically provided services in the community;
- ✓ determining baseline and informed support for a police services parcel tax measure in the Town;
- ✓ identifying the maximum tax threshold supported by the necessary percentage of Town voters for the parcel tax measure;
- ✓ evaluating and ranking the specific public safety projects and programs that the measure would fund for the Town;
- ✓ examining the impact of various statements on voter support for potential revenue measures (arguments 'for' and 'against' the measures), including duration;
- ✓ evaluating a variety of viable election cycles for the parcel tax measure, including November 2013 (a general election in San Mateo County),
- ✓ collecting demographic information on voters in Atherton not already contained in the voter file for profiling and segmentation purposes, *and*;
- ✓ Additional research objectives to be refined between the Town of Atherton and Godbe Research.

Proposed Scope of Work

Below, Godbe Research has crafted a general scope of work for Town of Atherton to illustrate the types of considerations that go into each of our voter polling studies. While each of our polling projects is customized to the needs of our clients, there is a proven process to conducting voter opinion research to address revenue measure feasibility and community priorities. Based on our understanding of the Town's needs, specific services for the survey of voters are thus envisioned to include as a telephone survey of voters:

- An in-person kick-off meeting with the Town, as well as additional meetings and conference calls to discuss the research objectives and other aspects of the voter polling survey in detail.
- Reviewing voter and resident demographics in Atherton, previous opinion research in and for the Town, other related documents, and other information that will help to inform and support this current study.
- Designing and refining a survey instrument of approximately 15 to 18-minutes in length so that it addresses the research objectives of the Town of Atherton related to public safety parcel tax feasibility. This is done through an iterative process between Godbe Research and the project stakeholders (e.g. Town, strategy/political consultant, financial consultant, etc.
- Pre-testing the survey instrument to ensure that the questions and response codes are understandable to respondents, and to ensure that the survey length coincides with the budgeted survey length for the project.
- CATI programming the survey instrument for efficient and accurate data collection, and training telephone interviewing personnel on the questionnaire and interviewing protocol. Godbe Research uses only live interviewers who have been trained on the survey questionnaire and who are located in the western United States.
- Development of a stratified and clustered listed sample of Atherton voters, which could include all Town voters or voters who are likely to vote in the election cycle or cycles of interest to the Town. For reference, we have identified that there are approximately 5,011 total voters in the Town of Atherton, of which 1,775 are expected to turn out in November 2013, 2,560 are expected to turnout in June 2014, and 3,577 are expected to turnout in November 2014.
 - ❖ While each of our revenue measure surveys is customized to a given client; our survey design follows a specific and proven format. Accordingly, the survey will address topics such as: issues of importance to the community; a ranking of Town provided services; a first unaided ballot test for the revenue measure; tax threshold test using a reverse auction method; projects/programs to be funded or maintained by the measure; arguments 'for' and 'against' the revenue measure; duration of the measure and any special features; a second ballot test after relevant information has been presented, and finally; demographic questions for those not included in the voter file.
- Conducting approximate 15 to 18-minute telephone interviews with 150 (n=150) to 200 (n=200) total Atherton voters/residents according to a strict interviewing protocol and our approved sampling design. A sample size of 150 to 200 will provide for a margin of error of no greater than +/-6.78% (200 interviews) to +/-8.00% (150 interviews) at the 95% confidence level, when looking at all voters and/or residents in the Town of Atherton.
 - ❖ Typically, we would like to conduct 400 interviews in a given community to have a margin of error in the +/-5% range, however, given the small size of the Town, extreme affluence, response rates to recent voter surveys in Atherton and other similar communities (e.g. Los Altos Hills, Portola Valley, Woodside, etc.), and our ability to

match phone numbers to voter addresses, we feel that a sample size of 150 to 200 is what is likely feasible for this voter polling effort.

- Processing the data according to stringent quality control procedures, and weighting the data to adjust for population distribution, as needed.
- Meeting with project stakeholders shortly after fielding and data processing to review the topline/aggregate survey results. This will assist in developing a project report and presentation that will be of the most value to the Town of Atherton in moving forward with a potential future parcel tax measure.
- Analyzing the survey results and preparing a comprehensive report of findings conclusions, and recommendations for the Town of Atherton, which directly addresses the research objectives outlined for the voter study. In addition to the main body of our report, our deliverables also contain the following value added modules to assist the Town in deciding whether or not to move forward with a revenue measure that best represents the intersection of Town public safety needs and voter tolerance. These modules include:
 - ❖ Feasibility Analysis: Godbe Research will advise the Town if a parcel tax measure is possible, based on our polling results, or if a longer public education and outreach process is necessary prior to placing any measure on the ballot.
 - ❖ Ballot Question Wording: Godbe Research will help to recommend a version of the ballot question that reflects the benefit ranking results from the survey for the revenue measure. Furthermore, we will work with the Town (and any outside consultants) to refine that language until it meets the approval of all key parties, should the Town elect to pursue a revenue measure.
 - ❖ Tax Threshold Report: In many cases, a voter's decision to vote 'for' or 'against' a measure depends on how much a measure will cost him/her individually, especially with a parcel tax measure. Godbe Research's tax threshold report looks at how various tax levels will affect Atherton's chance of passing a parcel tax measure in order to maximize the revenue amount to meet the Town's public safety needs.
 - ❖ Geographic Targeting Report: The geographic targeting report is used to demonstrate how survey findings can be integrated into a field-based communications effort. This is especially important in a Town like Atherton where support will vary by length of residence (history with previous public safety parcel taxes), and certainly partisanship.
 - ❖ Election Timing Report: The election timing report section will describe the factors associated with the election cycles of interest and opportunity, integrate these factors with survey findings, and determine if there are any potential problems with a specific cycle.
 - ❖ Godbe Research's Profile of Voters: Godbe Research has created a proprietary model used to create a profile of "Strong support," "Potential support," and "Strong opposition". These profiles outline the various voter subgroups and their level of support for targeting supporters in any education/outreach or other campaign.

- Presenting the results and recommendations from the voter polling study to Town of Atherton administration/staff and Council.
- Post-survey consulting on the results and recommendations from the survey throughout the range of planning, outreach, and other activities based on the voter survey results.

PROJECT TIME LINE

Because of our experience in conducting community voter surveys for a wide variety of clients, including very affluent communities throughout San Mateo County and the Bay Area in general, Godbe Research generally prefers to conduct a telephone survey over about six to eight weeks. However, preliminary results can be made available much sooner, if required. Town of Atherton meetings (e.g. project kick off meeting) and tasks (e.g. questionnaire review) have been *italicized* for easy review below.

<u>Project Task</u>	<u>Approx. Time</u>
<i>Project Kick-Off Meeting w/ Atherton</i>	<i>1 Day (1 to 2 hours)</i>
Review of Previous Surveys and Data	2 to 3 Days
Questionnaire Drafting and Refinement	8 to 10 Days
Sample Development and Matching (concurrent with questionnaire drafting)	4 to 6 Days
<i>Meeting w/ Town to Review Draft Survey</i>	<i>1 Day (1 to 2 hours)</i>
Questionnaire Revisions (if needed)	4 to 6 Days
Survey Pretest and CATI Programming	2 Days
Data Collection / Interviewing	4 to 6 Days
Initial Data Processing	2 to 3 Days
<i>Topline Report Meeting/Discussion w/ Town</i>	<i>1 Day (1 to 2 hours)</i>
Analysis and Reporting	12 to 14 Days
<i>Report/Recommendations Review w/ Town</i>	<i>1 Day (1 to 2 hours)</i>
Report Changes (if needed)	2 to 3 Days
<i>Presentation of Findings to Atherton</i>	<i>Anytime After Final Report Submittal</i>
<i>Post Survey Consulting on Results and Recommendations w/ Atherton</i>	<i>Ongoing – As Needed Through Election Day</i>

GODBE RESEARCH PROJECT MANAGER

Reliable survey polling results depend on having a firm that understands the complexities and nuances of survey research design, including likely sampling theory, questionnaire design, weighting schemes, and data analysis. Indeed, although it appears easy to conduct a local survey of residents and/or voters, it is in fact very difficult to design and conduct a survey where the resulting data are reliable measures of the opinions and behaviors one intends to measure, and the data can be accurately projected to the larger population of interest.

The team at Godbe Research is comprised of recognized experts in survey research design and implementation, and for this project we will assign our most experienced team members with the ability to add more should the need arise. For example, our Project Manager for this project, Bryan Godbe (President and Principal Researcher) has designed and conducted over 200 survey research projects in the past three years alone, including more than 25 successful revenue measures, ballot measures, and candidate campaigns in San Mateo County alone.

Bryan will execute all stages of the voter polling project for the Town of Atherton, including sampling design and questionnaire development, overall project management, analysis, reporting, and presentations, and will be the day-to-day contact from Godbe Research. Bryan will be assisted by other Godbe Research team members, as necessary and a brief resume for Bryan has been provided below.

Bryan Godbe, M.A.
President and Principal Researcher

Founder of Godbe Research, Mr. Godbe has over 20 years of experience in public opinion research, public relations and government affairs. In this capacity, he has conducted public opinion and market research projects at the national, state, and local levels including projects for the Cities of Portland (Oregon), Tacoma (Washington), Henderson (Nevada), San Francisco, San Diego, Los Angeles, Sacramento, and San Jose (California).

Mr. Godbe received a Silver Anvil Award from the Public Relations Society of America for the development and implementation of an outstanding government affairs program on behalf of the Contra Costa Water District. This program was based on Mr. Godbe's extensive research including baseline research, focus groups and three tracking polls. In addition, Mr. Godbe has been the project manager on recent voter polling measures leading to electoral success for the Redwood City School District, Portola Valley School District, San Carlos School District, County of San Mateo, San Mateo County Community College District, Committee to Elect Dave Pine, Committee to Elect Don Horsley, and others. He was also the project manager or project advisor for the 2006 and 2009 surveys conducted for the Town of Atherton.

Prior to founding the firm, Mr. Godbe was Vice President of Research at a California based public relations firm. Mr. Godbe also serves as the Senior Research Consultant at the Center for the Study of Los Angeles, at Loyola-Marymount University. He has a Master's Degree from the University of Michigan where he studied survey research methodology at the Institute for Social Research; and a B.A. degree from the University of California, Berkeley.

CLIENT REFERENCES

Below are several client references for the Town of Atherton to contact demonstrating our experience with similar types of voter polling projects. Feel free to contact any of our references at your convenience, or let us know if you would like us to assist in making contact. We understand that your staff, like many of our references, can be very busy moving towards fiscal year and budgeting activities.

City of Mountain View

Projects: Affordable Housing Survey of Residents 2012
Utility Users Tax Measure Feasibility Study 2010
Resident Satisfaction Surveys 2000 and 2005

Contact: Kevin Woodhouse, Assistant to the City Manager
Dan Rich, City Manager

Phone: 650-903-6301

Notes: Utility users tax (UUT) passed in November 2012 based on Godbe Research polling.

San Carlos School District

Projects: Bond Measure Feasibility Study 2012
Parcel Tax Feasibility Study 2011
Parcel Tax Measure Feasibility Study 2009

Contact: Dr. Craig Baker, Superintendent

Phone: 650-508-7333

Notes: Parcel taxes passed in May 2009 and May 2011. Bond measure passed on the November 2012 ballot.

City of Cupertino

Projects: Transient Occupancy Tax Feasibility Survey 2011
Biennial Resident Satisfaction Surveys 1998 – 2012
Business License Tax Measure Voter Survey 2011
Utility Users Tax Measure Feasibility Study of Voters 2009
Off-Leash Dog Park Feasibility and Planning Survey 2009
Student Communications Survey 2007
Parks and Recreation Planning Surveys 2004
Open Space Ballot Measure Survey of Voters

Contact: Rick Kitson, Public Communication Manager

Phone: 650-252-4505

Notes: Transient occupancy tax measure passed in November 2011 and UUT passed in November 2009, based on Godbe Research polling.

San Mateo Foster City School District

Projects: Bond Measure Feasibility Survey 2013
Bond Measure Feasibility Survey 2012
SFID Bond Measure Feasibility Survey 2011
Parcel Tax Feasibility Survey 2009
Strategic Planning Survey 2006

Contact: Dr. Cynthia Simms, Superintendent

Phone: 650-312-7777

Notes: Parcel tax measure passed in 2010. We are working with the District on a bond measure for 2013 or later.

City of Los Altos

Projects: Civic Center Campus Survey of Voters 2012
Downtown Issues and Planning Survey of Residents 2012
Parks and Recreation Master Plan Survey of Residents 2011
Revenue Measure Feasibility Study 2009 (City of Los Altos)
Parcel Tax Measure Feasibility Study 2009 (North County
Library Authority – Managed by the City of Los Altos)

Contact: Val Carpenter, Mayor
James Walgren, Assistant City Manager

Phone: 650-947-2635

Notes: Currently working with the City on a potential facilities bond measure for 2013 or 2014.

Belmont Redwood Shores School District

Project: Parcel Tax Measure Feasibility Survey 2012
Bond Measure Tracking Survey 2010
Bond Measure Feasibility Survey 2010
Parcel Tax Feasibility Survey 2008

Contact: Nellie Hungerford, Interim Co-Superintendent

Phone: 650-637-4800

Notes: Parcel tax passed in November 2008. Bonds (Districtwide and CFD) passed in November 2010. We are also anticipating working with the District on a parcel tax measure process in 2013 or 2014, given sunset dates on current parcel taxes.

City of Campbell

Projects: TOT/BLT Split Sample Survey of Voters 2010
Sales Tax Measure Tracking Survey of Voters 2008
Revenue Measure Feasibility Study 2007 (sales tax and UUT)
Resident/Voter Satisfaction and Priorities Survey 2002 and 2008

Contact: Al Bito, Interim City Manager

Phone: 408-866-2125

Notes: TOT and Business license tax (BLT) measure passed in November 2010 and sales tax passed in November 2008 based on Godbe Research polling services.

Las Lomitas Elementary School District

Projects: Bond Measure Feasibility Study 2013

Contact: Carolyn Chow, Chief Business Official

Phone: 650-854-6311 ext. 14

Notes: Currently working with the District on a bond measure for 2013 or 2014.

City of San Rafael

Projects: 2013/11/09/07/05 Resident/Voter Satisfaction & Priorities Surveys
2010 Special Tax Measure Feasibility Survey
2006 Special Tax Measure Feasibility Study
2005 Sales Tax Measure Feasibility Study

Contact: Jim Schutz, Assistant City Manager
Nancy Mackle, City Manager

Phone: 415-485-3070

Notes: Godbe Research was the pollster for the City's 2010 successful special tax renewal, 2010 successful library parcel tax, 2006 successful special tax, and 2005 general sales tax. We are also working with the City on a sales tax measure renewal for November 2013.

San Mateo County Community College District

Projects: Bond/Parcel Tax Measure Feasibility Survey of Voters 2012
Needs Assessment Survey of County Residents 2012
Bond/Parcel Tax Measure Feasibility Survey of Voters 2010
Bond Measure Feasibility Survey of Voters 2005
Bond Measure Feasibility Survey of Voters 2000
Tracking Surveys of Voters 2001

Contact: Barbara Christensen, Director of Communications
Ron Galatolo, Chancellor

Phone: 650-574-6560

Email: christensen@smccd.edu (Barbara Christensen)

Notes: Parcel tax measure passed on the June 2010 ballot. Bond measures passed in 2005 and 2001. We are currently working with the District on a needs assessment survey process, as well as a revenue measure polling process.

PROPOSED PROJECT COSTS

Godbe Research takes great pride in delivering reliable and practical resident and voter survey projects 'on time and on budget'. In doing so, we prefer to provide a firm, fixed fee format for our cost proposals. This is because we do not believe in assigning arbitrary hours and rarely do projects (even highly similar in nature) take the same amount of time or resources.

Based on our current understanding of the needs of this specific voter polling study, Godbe Research recommends a 15 to 18-minute telephone survey comprised of 150 (n=150) to 200 (n=200) total Atherton voters likely to vote in the election cycles of interest and opportunity. The costs below are reflective of past surveys in the Town of Atherton as well as other recent surveys in communities with highly affluent residents/voters (e.g. Menlo Park, Woodside, Portola Valley, Tiburon, Los Altos, Los Altos Hills, etc.), where it can sometimes be challenge to get respondents on the telephone. For a telephone survey, we have also provided options below for a full report as described in the *Proposed Scope of Work* section as well as options to provide only crosstabulations, topline, and post-survey consulting (no report or presentation).

Finally, while we recommend a telephone survey as the best methodology for this revenue measure feasibility survey, we have also provided costs to conduct the survey via a mail survey of voter households with potential tasks that the Town might take-on marked with an asterisk (*) for flexibility in pricing for this option. As with the telephone survey options, we have provided costs for the full project (including report and presentation) as well as for crosstabulations, topline, and post-survey consulting only (no report or presentation). Please note that the mail survey is of households (approx. 2,400 voter households) where the telephone survey is of individual voters (approx. 5,000 voters), that response rates for the mail survey have been extrapolated from the 2006 Police Services Survey project (approx. 500 returned mail surveys), and that costs correspond to a two-page 8.5 x 14-inch survey (12 to 15-minute telephone survey equivalent) plus cover letter.

The prices below reflect the all inclusive costs to complete the voter polling survey project--the overall cost will not exceed those shown below, provided that the parameters (survey length, sample size, methodology type, module type, etc.) of the project conform to those outlined in this proposal. Should project parameters or Town needs change, we will be happy to provide amended costs prior to proceeding.

Telephone Survey of Voters

15-Minute Survey of Atherton Voters - Full Report/Presentation

<u>Project Tasks</u>	Sample Size	Sample Size
	<u>n=150</u>	<u>n=200</u>
Listed Voter Sample	\$1,000.00	\$1,000.00
Survey Pretest	\$200.00	\$200.00
CATI Programming	\$1,140.00	\$1,140.00
Telephone Interviewing of Voters	\$4,275.00	\$5,700.00
Data Processing	\$800.00	\$800.00
Research Fee	\$7,000.00	\$7,000.00
Project Management Fee	\$2,000.00	\$2,000.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>	<u>\$150.00</u>
Project Total	\$16,565.00	\$17,990.00

15-Minute Survey of Atherton Voters - No Report/Presentation

<u>Project Tasks</u>	Sample Size <u>n=150</u>	Sample Size <u>n=200</u>
Listed Voter Sample	\$1,000.00	\$1,000.00
Survey Pretest	\$200.00	\$200.00
CATI Programming	\$1,140.00	\$1,140.00
Telephone Interviewing of Voters	\$4,275.00	\$5,400.00
Data Processing	\$800.00	\$800.00
Research Fee	\$6,000.00	\$6,000.00
Project Management Fee	\$1,250.00	\$1,250.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>	<u>\$150.00</u>
Project Total	\$14,815.00	\$15,940.00

Mail Survey of Voters

Two-Page Mail Survey of Atherton Voters - Full Report/Presentation

<u>Project Tasks</u>	<u>Task Cost</u>
Listed Voter Sample and Labels	\$1,000.00
Layout and Design of the Survey and Intro Letter	\$450.00
Printing of Surveys and Letters (2,400 packets) *	\$750.00
Mailhouse/Assembly of 2,400 Packets *	\$1,360.00
Outbound Postage for 2,400 Survey Packets (\$0.66 ea.) *	\$1,584.00
Inbound Postage from Surveys (est. 500 @ \$0.46 ea.)	\$230.00
Key Punching of 500 Responses	\$1,375.00
Data Processing	\$800.00
Research Fee	\$7,000.00
Project Management Fee	\$2,000.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>
Project Total	\$16,699.00

Two-Page Mail Survey of Atherton Voters - No Report/Presentation

<u>Project Tasks</u>	<u>Task Cost</u>
Listed Voter Sample and Labels	\$1,000.00
Layout and Design of the Survey and Intro Letter	\$450.00
Printing of Surveys and Letters (2,400 packets) *	\$750.00
Mailhouse/Assembly of 2,400 Packets *	\$1,360.00
Outbound Postage for 2,400 Survey Packets (\$0.66 ea.) *	\$1,584.00
Inbound Postage from Surveys (est. 500 @ \$0.46 ea.)	\$230.00
Key Punching of 500 Responses	\$1,375.00
Data Processing	\$800.00
Research Fee	\$6,000.00
Project Management Fee	\$1,250.00
<u>Miscellaneous Expenses</u>	<u>\$150.00</u>
Project Total	\$14,949.00



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REVENUE MEASURE FEASIBILITY SURVEY
PROPOSAL FOR RESEARCH & CONSULTING

PREPARED FOR THE
TOWN OF ATHERTON



APRIL 8, 2013



741 GARDEN VIEW COURT, SUITE 208
ENCINITAS CA 92024
760.632.9900 WWW.TN-RESEARCH.COM



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COVER LETTER

True North Research, Inc. (True North) is pleased to present this proposal to provide objective, statistically reliable voter opinion research services to the Town of Atherton. Based on recent Town Council discussions, we understand that the Town is interested in using the survey to measure community *priorities* as they relate to the services, programs and facilities provided by the town, as well as gauge voters' interest in renewing the Town's existing parcel tax to fund essential municipal services and facilities. In short, the goal is to assess the feasibility of placing a parcel tax measure on an upcoming ballot and—if feasible—determine how best to package a measure for success by aligning it with the community's priorities, sensitivities, and expressed needs. An important component of the study will also be to determine how voter support for the measure can be expected to vary depending on the proposed tax rate and services funded.

CHALLENGES To successfully meet the challenges of the proposed voter survey, the Town will need a consultant that has a diverse set of skills and experience. First and foremost, the consultant should possess a highly sophisticated understanding of survey research methodology to ensure that the resulting data are valid and reliable measures of voters' opinions, and that the results are representative of the individuals who may ultimately decide the fate of the revenue measure—which in this case will vary depending on the timing and type of election.¹ This expertise should extend to all aspects of conducting surveys, including sampling design, questionnaire design, data collection, data processing, weighting, statistical analysis, and presentation. In addition to statistical know-how, this study further requires a consultant that has ample experience working with cities and other public agencies translating positive survey results into effective public information campaigns and successful tax measures. And, of course, the consultant must have the *availability* and a *commitment* to work closely with the Town throughout the pre-electoral cycle.

COMPETITIVE STRENGTHS OF OUR TEAM Although we provide more details in the body of this proposal, we thought it would be helpful to highlight at the outset the key strengths of our team.

Unmatched Experience & Expertise Conducting Municipal Surveys True North's President (Dr. Timothy McLarney) and Principal Researcher (Richard Sarles) have *personally* designed and conducted more surveys to assist California cities in meeting their performance and revenue goals than any other researchers in the State. To date, our team has conducted over 800 surveys for public agencies, including more than 300 surveys for California cities. The advantage of working with True North is that our experience will not only allow us to be a very active, insightful collaborator with the Town of Atherton when *designing* the survey, it will also enable us to provide reliable benchmarking information and meaningfully *interpret* (and provide context to) the results of the Town's survey.

We Know What it Takes to Win We've learned what it takes to be successful by working on more than 250 revenue measures in California, raising over \$20 billion at the local level. This experience includes more than 30 successful tax measures in difficult economic and political

1. Voter turnout and the profile of the electorate varies substantially by election date, as well as by the type of election (traditional polling-booth election or a mailed-ballot election).

environments since the start of the recession. We will use our experience and insights throughout the project to identify challenges, develop effective strategies, and position the Town's measure for success.

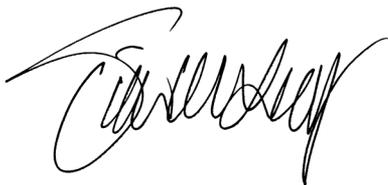
Who You See is Who You Get Unlike many in the industry, True North firmly believes that the best way to conduct your project is to have the people in our organization with the *most* expertise and experience roll-up their sleeves and actually do the work. Whereas others follow the bait-and-switch model for managing projects where most of the work is delegated to low-level staff, a key advantage of selecting True North is that who you see is who you get. True North's President (Dr. McLarney) will personally manage more than 80% of tasks for the project.

Innovative Approach At True North, we have been at the forefront in developing innovative survey methodologies to overcome the challenges of surveying in small, affluent communities such as Atherton. For the proposed survey, we recommend using a mixed-method survey design in which voters will be recruited using a combination of mailed letters and phone calls to participate in the survey either online or via telephone. This mixed-method approach to recruitment and data collection will maximize the sample size possible for this study and produce a more reliable estimate of community support for the parcel tax extension than using telephone-only data collection methods.

Value-Added Services We go the extra mile for our clients by providing value-added research, project management, and modeling services that other firms do not. In addition to the standard deliverables (survey report & crosstabulations), we provide additional services including statistical modeling and advanced targeting analysis. These value-added services will ensure that the Town receives the most *accurate* and *insightful* research, and are very helpful in developing effective strategies for building and sustaining community support for a measure.

The team at True North is excited to partner with the Town of Atherton on this important study. We think that you will find our qualifications, our attention to client service, and our interest in this study to be exceptional. Should you have any questions about this proposal, please do not hesitate to contact me by email at mclarney@tn-research.com or by phone at 760.632.9900. I will serve as the Town's point of contact both for the selection process and throughout the entire project.

Sincerely,



Timothy McLarney, Ph.D.
President



EXPERIENCE & QUALIFICATIONS

True North is a full-service survey research firm that is dedicated to providing public agencies with a clear understanding of the opinions, perceptions, priorities and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, performance management, organizational development, establishing fiscal priorities, passing revenue measures, and developing effective public information campaigns.

If the ultimate goal of a study is to be able to make sound, strategic decisions based upon the data that is collected, it is critical that the data be collected according to rigorous methodological standards. Indeed, although it may be easy to conduct a 'survey', it is quite challenging to design and implement a survey that A) produces *valid*² and *reliable*³ measures of the opinions and behaviors of interest, and B) produces data that is *representative*⁴ of the population of individuals that is the focus of a study. Only by satisfying each of these conditions will the proposed study produce data that is trustworthy and thus a sound basis for making decisions.

Designing and implementing custom survey research studies that adhere to rigorous methodological standards is both the purpose and the passion of True North Research. In addition to being nationally recognized experts in survey research methodology,⁵ Dr. McLarney and Mr. Sarles have also *personally* designed and conducted more research studies to assist California municipalities in meeting their performance and revenue goals than any other individual researchers in the State. The advantage of working with True North is that this experience is particularly helpful not only in the design of the research, it also enables the team to provide reliable benchmarking information and meaningfully interpret (and provide context to) the results of a survey.

PERSONAL VS. FIRM-LEVEL EXPERIENCE Before discussing our experience in more detail, we feel it is important to note the difference between *personal* experience and *firm-level* experience. It is very common for research firms to provide a long list of projects in their proposals to demonstrate that they are both well-qualified and highly experienced in conducting surveys of this type. The reality, however, is that this firm-level experience is often a game of smoke-and-mirrors. What they *don't* tell you is that their list of projects was managed by dozens

-
2. Validity refers to the degree to which a question actually measures the underlying attitude or construct that it was designed to measure. For example, asking people whether they own “stock” to measure their financial savings behavior is sufficiently ambiguous such that it has low validity. Research has shown that people in farming communities are more likely to interpret “stock” to mean livestock—not financial stocks.
 3. Reliability refers to the degree to which the observed results for a survey question are free of measurement errors and thus accurately measure the true value among the survey participants.
 4. In this context, representative refers to the degree to which the results found among the survey participants match what would have been found if all likely voters in the Town participated in the survey. A probability-based sample free from the many possible sources of selection bias is the key to obtaining representative results.
 5. For example, Dr. McLarney has served as an expert witness in survey research methodology for California legal cases, has published research methodologies in peer-reviewed academic journals, and on the basis of his research has been honored as a Visiting Scholar at U.C. Berkeley’s Institute for Governmental Studies.

of different project managers over many years, most of whom no longer work for the firm and only one of whom will be assigned to your project (along with lower-level support staff).

The bottom line is that it doesn't matter how many projects or clients a firm has worked with over the years. Nor does the experience of the Principals or others at the firm matter if they aren't going to be the ones rolling-up their sleeves to work on your study. What matters is the experience and expertise of the specific individuals who will be working directly on your project and handling each of the key research tasks.

For this reason, we take a different approach. The experience discussed throughout this proposal—and the projects referenced below—are the *personal* experience of the individuals who will be working on *all* aspects of the study for the Town of Atherton: Dr. McLarney and Mr. Sarles. We encourage the Town to take this difference into account when reviewing firms and proposals.

RESEARCH PROJECTS FOR MUNICIPALITIES During their careers, Dr. McLarney and Mr. Sarles have designed and conducted over 800 survey research studies for public agencies—including more than 300 studies for California municipalities that had research goals similar to those expressed by the Town of Atherton. Below is a sampling of the California cities and towns for which Dr. McLarney and Mr. Sarles have personally designed and conducted community surveys.

Agoura Hills	Fontana	Los Angeles	Rocklin
Aliso Viejo	Fremont	Los Gatos	San Carlos
Anaheim	Gilroy	Malibu	San Clemente
Apple Valley	Glendale	Manhattan Beach	San Diego
Azusa	Glendora	Mission Viejo	San Gabriel
Banning	Half Moon Bay	Moorpark	San Jose
Beverly Hills	Hesperia	Murrieta	San Marcos
Brea	Huntington Beach	Norwalk	San Marino
Burbank	Indian Wells	Oxnard	Santa Clarita
Campbell	Irvine	Palmdale	Santa Monica
Cerritos	La Canada-Flintridge	Petaluma	Temecula
Chino	Laguna Beach	Pico Rivera	Thousand Oaks
Claremont	Laguna Niguel	Placentia	Truckee
Clayton	Lake Forest	Port Hueneme	Upland
Costa Mesa	La Mesa	Rancho Cucamonga	San Buenaventura
Dana Point	Lathrop	Rancho Palos Verdes	Westlake Village
Diamond Bar	La Verne	Rancho Santa Margarita	Watsonville
El Cajon	Lemon Grove	Redlands	West Hollywood
Encinitas	Lompoc	Redondo Beach	Whittier
Folsom	Long Beach	Riverside	Yorba Linda

REVENUE MEASURE EXPERIENCE Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research, careful packaging, and a well-orchestrated public information campaign. Dr. McLarney has designed and conducted over 250 revenue measure feasibility studies for public agencies that captured the pieces of information needed for estimating the feasibility of a measure and—if feasible—identifying how best to package the measure for success (including ballot language and expenditure plans). Of the measures that have gone to ballot based on Dr. McLarney's recommendation, more than 95% have been successful. In

total, the research that Dr. McLarney has conducted has led to over \$20 billion in successful local revenue measures, including more than 30 successful measures in difficult economic and political environments since the start of the recession.

REFERENCES The following are brief descriptions and reference information for similar projects conducted by our team. We take great pride in going the extra mile for our clients, in providing exceptional client service, and in providing deliverables that are the best in the industry—but please don't just take our word for it. We encourage the Town to contact our references and ask about the quality of our work.

City of San Gabriel Survey research, measure preparation and strategic advice led to a successful 2% utility users tax *increase* in November 2008. Also working on a current study gauging the feasibility of a proposed sewer fee increase. Contact: Bob Kress, City Attorney. 425 S. Mission Drive, San Gabriel CA 91776; 909.593.9638.

City of San Carlos True North has conducted two surveys for the City of San Carlos, including a revenue measure feasibility survey and a resident satisfaction survey. Contact: Mark Sawicki, Economic Development Mgr. 600 Elm St., San Carlos CA 94070; 650.802.4220.

City of Placentia Survey research, measure preparation and strategic advice led to a successful utility users tax measure in November 2008. Contact: Troy Butzlaff, City Administrator. 401 E. Chapman Ave., Placentia CA 92870; 714.993.8117.

City of Thousand Oaks True North conducted a sales tax feasibility study for the City of Thousand Oaks, although support was tepid and the recommendation was to focus on community education and outreach prior to placing a measure on the ballot. Contact: Andrew Powers, Assistant City Manager. 2100 Thousand Oaks Blvd, Thousand Oaks CA 91362; 805.449.2100.

City of Port Hueneme Survey research, measure preparation and strategic advice led to a successful half cent sales tax increase in November 2008. Contact: Dave Norman, City Manager. 250 N. Ventura Blvd., Port Hueneme CA 93041; 805.986.6501.

Town of Truckee Survey research, measure preparation and strategic advice led to a successful half cent sales tax increase in November 2008. Contact: Tony Lashbrook, Town Manager. 10183 Truckee Airport Rd, Truckee CA 96161; 530.582.7700.

City of Banning Survey research, measure preparation and strategic advice related to Measure L, a measure to increase the City's existing TOT which passed on the November 2009 ballot. A joint True North and Tramutola Advisors project. Contact: Honorable Bob Botts, Mayor. Banning City Hall, 99 East Ramsey Street, Banning, CA 92220. Home Phone: 951-845-2228.

City of E. Palo Alto True North recently conducted a community priorities and satisfaction survey for the City of East Palo Alto. Contact: Stephanie Osaze, Assistant City Manager. 2415 University Ave, East Palo Alto CA 94303; 650.853.3199.

ORGANIZATION & STAFFING

Most research firms manage projects through division of labor and a *lot* of delegation. Although the Principals may appear for the interview and for client meetings, their involvement beyond that point is generally negligible. The Project Manager’s role is to be the point of contact and help design the study, but even they only handle about 20% of the workload. Most of the important research tasks—data processing, data analysis, report writing, presentation building, etc.—are delegated to individuals lower in the organization who are relatively new to the research field and don’t have the desired expertise or experience. This model for managing projects is what enables large firms to manage hundreds of studies every year. However, it isn’t a model that is consistent with high quality research, careful attention to a client’s needs, or insightful strategic advice.

Once again, our approach is different. At True North, we firmly believe that the best way to conduct your study is to have the people in our organization with the *most* expertise and experience roll-up their sleeves and actually do the work. A key advantage of selecting True North is that who you see is who you get. Dr. McLarney and Mr. Sarles will not just advise on your project or be a “manager”—they will personally handle *all* aspects of the research. We believe that only by having the Principals personally conduct every detail of the project—from design to the nuts-and-bolts of data processing—will we unlock many of the insights that will enable the study to truly meet the needs of the Town of Atherton. It is worth noting, moreover, that we are able to provide this level of personal attention because we carefully limit the number and type of projects that we work on at any given time. This management philosophy supports our commitment to providing superior quality research and client services, on-time and at competitive rates.

FIGURE 1 PROJECT ORGANIZATION

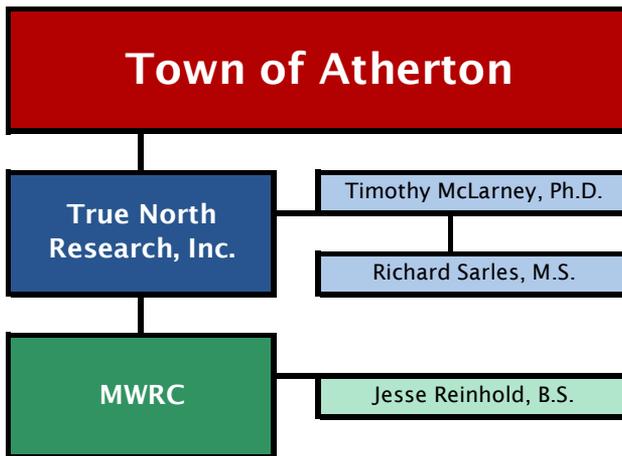


Figure 1 presents the organizational chart for the proposed study. True North Research will serve as prime contractor at the direction of the Town of Atherton. Dr. Timothy McLarney (President of True North) will be the Project Manager for the study and will be assisted by Richard Sarles (Principal Researcher at True North). The telephone interviews will be conducted by the same high quality, professional phone bank that True North has teamed with to complete more than 350 resident and voter surveys throughout the State—MWRC. Jesse

Reinhold (President of MWRC) will manage the day-to-day interviewing schedule and quality control procedures in close consultation with Mr. Sarles and Dr. McLarney.

RESUMES AND ROLES For the Town's reference, the following paragraphs provide additional information about Dr. McLarney's, Mr. Sarles' and Mr. Reinhold's respective roles on this project, as well as their education and research backgrounds.

Project Manager

Timothy McLarney, Ph.D., will serve as the Project Manager for the proposed survey. He will serve as the day-to-day contact for all matters related to the study and will lead all design, analysis, reporting and presentation tasks. Approximately 80% of the research tasks will be managed directly by Dr. McLarney.

As President of True North, Dr. McLarney is responsible for the design, management and analysis of True North's qualitative and quantitative research projects, including those that address community needs assessments, customer satisfaction, revenue measure feasibility, organizational development, public policy and strategic planning issues. Dr. McLarney's work to date has provided California cities, counties, special jurisdictions, transportation planning agencies, councils of government, school districts, corporations, and political campaigns with research to address their often complex marketing, planning and/or performance measurement needs. During his career, Dr. McLarney has occupied a key role in over 800 research studies, more than 300 of which had research objectives similar to those of the Town of Atherton.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting and the use of statistical methods to generalize survey results. His research has been recognized at numerous national and state conferences, has been published in academic journals, and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases.

Prior to co-founding True North Research in 2002 Dr. McLarney was the Director of Research at Godbe Research and a consultant for Quest, which provides organizational development training and consulting. Dr. McLarney holds an M.A. and Ph.D. in Government from Cornell University with an emphasis in survey methodology, sampling theory and public opinion, as well as a Bachelor's degree in Politics from the University of California, Santa Cruz.

Principal Researcher

Richard Sarles, M.S., will assist Dr. McLarney with managing data collection, data processing, and graphics production for the report. Mr. Sarles will manage approximately 20% of the research tasks. As Principal Researcher and co-founder of True North Research, Mr. Sarles applies his expertise in statistics, sampling, weighting and analysis to a wide variety of research studies. A veteran of over 600 research studies, public and

private clients throughout California rely on Mr. Sarles' research to help them meet their performance and revenue goals.

Prior to co-founding True North Research, Mr. Sarles was employed as the Associate Research Director at Godbe Research. A published author, Mr. Sarles received his M.S. in Experimental Psychology from Illinois State University with magna cum laude honors. He also received his B.S. in Psychology from Illinois State University, graduating with summa cum laude honors.

Data Collection Manager **Jesse Reinhold, B.S.**, is President of MWRC and will serve as the Data Collection Manager for this study. Mr. Reinhold will report directly to Dr. McLarney and Mr. Sarles. Mr. Reinhold has extensive experience in managing all aspects of telephone interviewing, including sampling designs, CATI stations and programming, interviewer training, daily reporting procedures, and quality control processes. In the past five years alone, Mr. Reinhold has managed more than 500 studies such as the one proposed here. With more than nine years experience at MWRC and seven years working closely with Dr. McLarney and Mr. Sarles on similar studies, Mr. Reinhold will be an invaluable asset to the project.

WORK PLAN

Trade Secret Notification: *This section of the proposal contains information and a description of services and project approaches and procedures that are trade secrets as defined by Government Code Section 6254.7. This proposal contains a description of a unique process, approach and procedures that are known only to True North Research and which are not known or used by other competitors. This proposal should not be duplicated, distributed or shown to parties other than the individuals at the Town of Atherton who are involved with the Project—in whole or in part—without the expressed written consent of True North Research, Inc.*

INTRODUCTION TO OUR APPROACH True North has developed a sophisticated research methodology for identifying whether voters will support a revenue measure and, if so, how best to package the measure for success. The key elements of our work plan and methodology are described in the following sections. **Although our research design is based on methods that are proven industry standards, our attention to detail and both the extent and manner in which we analyze the data are anything but standard.** In addition to the types of deliverables that all research firms provide (i.e., a report and crosstabulations), we go the extra mile by using multivariate modeling to provide our clients with a much deeper and more reliable understanding of the factors that shape voters' opinions about a measure (see *Voter Behavior Modeling* on page 12). Through our proprietary *Targeting Tool*, we are also able to put this information at our clients' finger-tips in a way that helps them make sound, strategic decisions throughout the pre-electoral and electoral cycles (see *Targeting Tool* on page 13). True North is unique in providing these value-added services.

COMMUNICATION Before discussing the 'nuts-and-bolts' of the research design, we'd like to first briefly discuss True North's approach to communicating effectively with the Town on this study. At the outset of this study, True North recommends having a kick-off meeting with all individuals who will be actively involved in the study (or will be an important stakeholder) in attendance. The kick-off meeting is a great forum for talking about past research conducted and the Town's needs, expectations, and concerns for the upcoming survey and deliverables. The kick-off meeting will also provide an opportunity for Dr. McLarney to clarify any questions about the proposed methodology, ask questions of Town staff, and identify changes to the methodology (as proposed) that may better serve the Town's interests. In short, the purpose of the kick-off meeting is to make sure that everyone is in agreement about the details of the study, identify areas that need further clarification, share materials, and establish a more detailed work plan for the project.

After the kick-off meeting, Dr. McLarney will keep in regular contact with the Project Manager identified by the Town through telephone, email, and in-person meetings. Dr. McLarney will serve as the point of the contact for the Town on all matters related to this project and will provide frequent updates (typically at least once per week) on the status of the project. These updates are generally made either by telephone or email, depending on the Town's preference and the urgency of the topic.

QUESTIONNAIRE Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require careful packaging—and it is in this area that the research performed by True North will be quite

valuable. True North has developed a proven framework for the design of revenue measure survey instruments that captures the pieces of information needed for estimating the feasibility of a measure and, if feasible, determining how best to package the measure for success. The instrument will identify the issues that voters feel are most important, how protecting town programs and services ranks next to other important issues, baseline (uninformed) support for a measure, the tax rate that voters will support, the programs and services that voters are most interested in funding, the information items that shape voter support for a measure, as well as how voter support for a measure may change once voters have basic information about the measure. Collectively, this information will allow the team to determine if the Town should move forward with a local tax measure and, if so, the steps that should be taken to maximize the measure's chances of success including a voter outreach plan. True North will lead the questionnaire design and revision process in close consultation with Town staff.

SAMPLING METHOD In revenue measure research, the first step is to identify the population of individuals who will vote on the measure, then survey a representative sub-sample of these individuals. The appropriate set of individuals to be included in the sample thus varies depending on a number of factors. The expected election date, for example, is one factor that has a large influence on voter turnout and the profile of participating voters. Although there are 5011 registered voters who reside in Atherton, just 1775 are expected to participate in the November 2013 election. The *natural* turnout expectations are somewhat higher for the June 2014 (2560) and vote-by-mail special elections (2458).

We generally recommend at the research stage selecting a sample based on a broader turnout election as it will allow us to understand how the natural support for the proposed measure may change across several turnout scenarios/election dates. Once the appropriate universe of voters is selected, the universe will be stratified by demographic characteristics that are known to influence voting behavior—such as partisan affiliation, household party composition, age, gender and geographic precincts. Voters will then be randomly selected into clusters within the appropriate strata. This sampling method ensures that the composition of the sample accurately reflects the composition of the electorate that is expected to participate in the elections of interest.

SAMPLE SIZE By using a probability-based sampling design, True North will ensure that the sample is representative of likely voters in the Town. The results of the sample can then be used to estimate the opinions of *all* likely voters in Atherton who are expected to participate in the election of interest. Because not all likely voters will participate in the survey, however, the results will have what is known as a statistical margin of error due to sampling. The margin of error refers to the difference between what is found from the sample of likely voters and what would have been found had *all* likely voters in the universe been surveyed. Given the small size of the Town's electorate and our proposed mixed-method approach to data collection (mail/online and telephone), we anticipate completing between 300 and 400 interviews. A sample of this size will have a maximum margin of error at the 95% confidence level between $\pm 4.7\%$ (400) and $\pm 5.5\%$ (300).



MIXED-METHOD DATA COLLECTION One of the challenges facing this study is that the Town of Atherton has a small, reasonably affluent electorate that will be difficult to reach using telephone data collection methods. With just 2392 voter *households* in Atherton and less than 2000 with telephone information appended to voter file, relying solely on telephone-based data collection methods will realistically result in a small sample (less than 200) with a comparatively large margin of error ($\pm 6.7\%$).



Given the small size of the community and the desire to maximize the response to the survey, we propose to use a mixed-method design that utilizes a combination of mail-based and telephone recruitment with online and telephone-based data collection methods. Voters will be recruited to participate in the survey using a combination of mailed letters sent to likely voter households and targeted telephone calls. The letters will include a unique password for each voter to ensure that only Atherton voters are able to take the survey and limit the number of completed interviews per voter to one. Voters who do not respond to the mailed invitation to participate in the survey online will receive follow-up telephone calls to participate in the survey via telephone. This mixed-method approach to recruitment and data collection will maximize the sample size possible for this study and produce a more reliable estimate of community support for the parcel tax extension than using telephone-only data collection methods. Although the final sample size will depend on the response rate the mailed letters and telephone calls, we *conservatively* anticipate the sample will be between 300 and 400 interviews, resulting in a margin of error due to sampling between $\pm 4.7\%$ and $\pm 5.5\%$. If the response rate is higher than our conservative estimate and more interviews are completed, there will be no additional cost to the Town. It should be noted that using this mixed-method approach recently in a community smaller than Atherton, we completed over 600 interviews.

Because telephone data collection will be *part* of the mixed-method approach, quality telephone interviewing will be an important element of the proposed survey. Using a ‘bargain’ phone facility is rarely a bargain, as the integrity of the data and the accuracy of the results depends on the knowledge, experience and professionalism of the interviewers and supervisors. In the end, it is critical that the research team and the Town can trust the data that were collected. For this reason, True North partners with MWRC—a sister firm that has worked with Dr. McLarney and Mr. Sarles on more than 350 survey projects in the past and has a proven track-record of professional interviewers, quality data collection, and competitive pricing. Interviewing for the survey will be conducted in the evenings (5:30PM to 9:00PM PST) during weekdays, and 10:00AM to 6:00PM on weekends.

True North works closely with MWRC to manage quality control procedures during data collection, which will include a training session with interviewers and supervisors to ensure that telephone interviewers understand the purpose of all of the questions in the survey, thoroughly testing the CATI program prior to fielding, active and remote supervisor monitoring of interviews, quality control checks on a random selection of interviews to identify any discrepancies that may occur (and need adjusting), and daily monitoring of the sample characteristics to ensure that data collection is adhering to the sampling plan.

DATA PROCESSING Once the interviewing is completed, True North will process the data. This consists of checking the data for errors or inconsistencies, coding and recoding responses, and preparing frequency analyses and cross-tabulations. If strategic oversampling is used during the sampling stage, True North will adjust for the oversampling via a statistical procedure known as *weighting* to ensure representative results.

TOPLINE REPORT Once the data processing is completed, the team will analyze the results and prepare an initial topline report, which consists of the percentage responses for each question asked in the survey. Although the topline report represents the 'first cut' at the data and presents the results only for respondents as a whole, the report will often allow the team to answer the essential questions for the study, such as does the measure have a reasonable chance to succeed.

SURVEY REPORT The survey report prepared by True North for the Town will include a thorough question-by-question analysis of the survey findings (including overall results, and by voter subgroups), an executive summary of the key findings and conclusions, a detailed discussion of the methodology used to complete the study, a tabulation of all calls made during the study, a copy of the topline report, and a complete set of crosstabulations for reference that display the results broken down by various subgroups of voters. True North believes that the quality of the final report and presentation reflects directly upon the quality of the study as a whole as well as True North Research, so Dr. McLarney and Mr. Sarles take great care in developing a report which is thorough (200+ pages cover to cover)⁶, insightful, free of mistakes, and presents the information in an eye-catching, full-color display.

True North's reports are, without question, the most thorough and insightful in the industry. Our reports are designed to meet the needs of the most sophisticated audiences and critics, while at the same time are accessible to individuals who may not have the interest or the familiarity with the survey to wade through the typical 'academic style' report. We also don't just report the results—we put the findings into context and explain their meaning based upon related questions in the survey, as well as our experience working on hundreds of tax measure campaigns in the State.

VOTER BEHAVIOR MODELING One of the value-added services that True North provides that other firms do not is multivariate modeling, which is a sophisticated statistical method for understanding what factors drive voters' behaviors and opinions with respect to a measure. Human behavior is complex and shaped by a multitude of factors—so to understand it (and thereby gain insights that will help in packaging the measure and the campaign for success) we need to use tools that are capable of handling that complexity. Multivariate regression analysis is one such tool that True North uses to understand the *independent* impact of each possible factor in shaping voters' opinions while simultaneously controlling for the possible influence of other factors. We provide this service when appropriate within our standard cost structure—no additional charges apply.

6. For those readers who don't have the time or the interest to review the entire report, we present a concise executive summary of the key findings and conclusions.

TARGETING TOOL In addition to providing more reliable, detailed information about the factors that shape voters' opinions, through our proprietary *Targeting Tool* we are able to put this information at our clients' finger-tips in a way that helps them make sound, strategic decisions throughout the pre-electoral and electoral cycles. The *Targeting Tool* is a user-friendly searchable database that we develop that allows our clients to search, sort and rank more than 100 defined subgroups of voters according to their responses to key survey questions. Unlike crosstabulations that are static and time-consuming to use, the *Tool* makes it quick and easy to answer questions that are critical to a campaign—such as which groups are initially most responsive, but are clearly tax-rate sensitive? Which groups are most responsive to positive messages, and which messages are the most compelling for each group? Which groups contain the most swing voters? Like the modeling services described above, True North is the only firm to provide the *Targeting Tool* or anything like it—and we provide it within our standard cost structure.

PRESENTATION AND CONSULTING True North will prepare and deliver a PowerPoint presentation of the study results, conclusions and recommendations to the Town at a council meeting or other venue of the Town's choosing. Moreover, after the study is complete, we will continue to be a good partner for the Town and will be happy to work closely with the Town to determine how best to package the measure for success.

TIME LINE True North will work closely with the Town to establish a project schedule that meets the Town's needs. In general, we recommend allowing eight to ten weeks to conduct the study, which provides a comfortable time line for design, implementation of the mixed-method data collection approach (including production and mailing time), data processing, analysis, reporting and presentation. Dr. McLarney and Mr. Sarles have the availability and resources needed to accommodate a schedule of this length, as well as the flexibility to adjust this schedule, as needed, to best meet the Town's needs.

C O S T S

True North's fixed-fee cost estimate to design and conduct the survey and scope of work described in this proposal is \$14,990. This cost is inclusive—there will be no additional charges for travel,⁷ incidentals, report production, changes to the questionnaire, changes to the report, document production, postage, or follow-up questions to the final analysis. If selected as the Town's research consultant for this project, our payment terms are simple: we request full payment at the *completion* of the study. No interim or up-front payments are needed.



When comparing our costs to those of other bidders, please note that our costs include value-added services that may not be provided by other firms—including mixed-method survey recruitment and data collection (see *Mixed-Method Data Collection* on page 11), sophisticated modeling (see *Voter Behavior Modeling* on page 12), and user-friendly tools for analysis (see *Targeting Tool* on page 13). We also provide the most thorough and insightful report in the industry. We don't just report the results—we put the findings into context and explain their meaning based upon related questions in the survey, the Town's goals, relevant secondary information, the results of prior surveys, as well as our experience working with California municipalities and other public agencies on hundreds of similar tax measure feasibility studies.

7. These costs assume two in-person meetings with at least one-week of advance notice, along with conference calls throughout the study period.

Damema Mann <damema@n-r-c.com> 

April 1, 2013 9:49 AM

To: George Rodericks <grodericks@ci.atherton.ca.us>, PETER CARPENTER <peterfcarpenter@me.com>

RE: Hopefully I will be able to bring you another client community

Hi George,

NRC has assisted many jurisdictions with potential ballot issues. We have been able to predict accurately when proposed initiatives are likely to pass or fail without more education and our survey results have been used by those who advise councils on ballot positioning. Still, NRC's area of specialization is not in ballot measure polling. Therefore an expanded NCS, as I described in my earlier email, could feed into the work of the other consultants or the basic NCS could serve as a stand-alone product for your strategic plans and performance measures.

Please let me know if you have any other questions.

Thank you,

Damema

Damema Mann

Senior Project Manager
The National Citizen Survey
National Research Center, Inc.
2955 Valmont Road, Suite 300
Boulder, CO 80301
t: (303) 226-6983 (direct line)
t: (303) 444-7863 x118
f: (303) 444-1145
e: damema@n-r-c.com
w: www.n-r-c.com

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Helping communities thrive through research

NEW Research from NRC! <http://www.n-r-c.com/resources/ASA2010.pdf>

From: George Rodericks [mailto:grodericks@ci.atherton.ca.us]

Sent: Friday, March 29, 2013 10:35 AM

To: PETER CARPENTER

Cc: Damema Mann

Subject: Re: Hopefully I will be able to bring you another client community

Peter,

Thank you for the follow-up. I will include this option in the list of alternatives for the City Council to consider at the April City Council meeting.

It is my understanding that given the focus, methodology and services of the NCS survey team and Demema's quote below they would not be providing the Town with the following types of services needed as part of the ballot measure polling:

- A Feasibility Analysis. The survey/polling firm will assist the Town in analyzing the data to determine if a parcel tax measure continues to be the most viable revenue alternative or if a longer public education and

outreach process is necessary prior to placing any measure on the ballot.

- Assistance with Ballot Question Wording: the survey/polling firm will help to recommend a version of a ballot question that reflects the benefit ranking results from the survey for the revenue measure. They will work with the Town (and any outside consultants) to refine that language until it meets the approval of all key parties (such as stakeholder groups, community groups, and others that will provide input in the process).
- Provide a Tax Threshold Report: In many cases, a voter's decision to vote 'for' or 'against' a measure depends on how much a measure will cost him/her individually, especially with a parcel tax measure. The survey/polling firm will provide a tax threshold report that looks at how various tax levels will affect Atherton's chance of passing a parcel tax measure in order to maximize the revenue amount to meet the Town's public safety needs.
- Election Timing Report: An election timing report will assist the Town in deciding when strategically to put the measure on the ballot by describing the factors associated with the election cycles of interest and opportunity, integrate these factors with survey findings, and determine if there are any potential problems with a specific cycle such as other competing revenue measures from other agencies, etc.

These are things the Council will desire as part of their decision-making analysis on when, how, and how much with respect to the parcel tax renewal.

Damema, are these things that NCS could assist with?

Regards,

George

George Rodericks
City Manager
Town of Atherton
(650) 752-0504 - Office
grodericks@ci.atherton.ca.us

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On Mar 28, 2013, at 4:43 PM, PETER CARPENTER <peterfcarpenter@me.com> wrote:

Begin forwarded message:

From: Damema Mann <damema@n-r-c.com>

Subject: RE: Hopefully I will be able to bring you another client community

Date: March 28, 2013 3:38:17 PM PDT

To: PETER CARPENTER <peterfcarpenter@me.com>

Hi Peter,

Thanks for your persistence regarding The NCS for Atherton! It sounds like the City Manager does appreciate the value of The NCS for planning purposes but he and council seem to want now to focus on a potential ballot issue more than the kind of questions that get at quality of community life, service delivery, public trust and public safety and civic engagement. Although, as you noted, there is room for questions specifically about the parcel tax issue, our basic price includes space for 3-5 questions with multiple parts (it's really more of a space issue on the survey than a "number of questions" issue – on our standard five page survey there's typically about a ½ a page to ¾ of a page for the custom questions).

Perhaps a compromise, since the manager is considering The NCS for broader strategic purposes, would be to add another page to the basic 5 page instrument so that more than a page and a half could be devoted to the tax issue. In total, with cross-tabulations by demographic groups and an on-site presentation, the mailed survey (as accurate as phone, less expensive, less annoying to residents who aren't disturbed during dinner) augmented to 6 pages would cost \$15, 3255 and accomplish both the need for strategic planning and tactical planning for the ballot question.

I hope that's helpful – please let me know if you have any questions or if you'd like to discuss any of these options further.

Best,

Damema

Damema Mann

Senior Project Manager
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t: (303) 444-7863 x118
f: (303) 444-1145
e: damema@n-r-c.com
w: www.n-r-c.com

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From: PETER CARPENTER [mailto:peterfcarpenter@me.com]

Sent: Tuesday, March 26, 2013 8:39 PM

To: Damema Mann

Subject: Re: Hopefully I will be able to bring you another client community

Damena,

This is the narrow view that I have to challenge. I would appreciate your thoughts.

Peter

Begin forwarded message:

From: George Rodericks <grodericks@ci.atherton.ca.us>
Subject: Re: Survey
Date: March 26, 2013 3:30:11 PM PDT
To: PETER CARPENTER <peterfcarpenter@me.com>
Cc: "Elizabeth.Lewis.External" <lizlew08@gmail.com>, William Widmer <billwidmer4atherton@gmail.com>, Contact-Carry Wiest <cwiest4council@gmail.com>, Theresa DellaSanta <tdellasanta@ci.atherton.ca.us>, "Jerry.Carlson.External" <raljer@ix.netcom.com>, Jerry Carlson <jcarlson@ci.atherton.ca.us>, Jim Dobbie <jdobbie@ci.atherton.ca.us>, William Connors <bslawstuff@yahoo.com>

We will likely have to respectfully disagree on this one.

The use of polling firm is between \$15,000 and \$20,000. The poll here should be narrowly constrained strictly to the parcel tax as it applies in Atherton. We are not looking for a comparative poll with respect to services, service delivery, or satisfaction. That will come later as we evaluate where the Council should apply priorities given community input.

With the NCS survey, the maximum number of optional questions amounts to 3. That is likely insufficient to properly evaluate the parcel tax issue, let alone any other revenue measures. The basic NCS service poll is \$10,300. Open-ended questions are \$1,500 each. The various reports are between \$1,000 and \$2,000. An on-site presentation is \$2,800. Aside from the three optional questions, the survey questions strictly address the quality of life in the community or county, local policies, demographics, quality of local government services and resident use of services. You choose from a set of questions. You have the option of creating only three policy questions that are specific to Atherton. The survey is mailed. Phone interviews cost \$6,000.

George

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On Mar 26, 2013, at 3:19 PM, PETER CARPENTER <peterfcarpenter@me.com> wrote:

George,

I strongly disagree. As noted, the NCS poll allows community specific issues to be added.

The poll you suggest would have NO prior validation and would not permit community comparisons. Why spend tens of thousands of dollars for a narrowly constrained, unvalidated poll?

Peter

On Mar 26, 2013, at 3:13 PM, George Rodericks <grodericks@ci.atherton.ca.us> wrote:

It is similar to the polling done with the 2009 parcel tax - priorities of the poll would be to identify tax thresholds of support for the parcel tax, examine the impact of various statements on voter support for the revenue renewal measure (arguments for and/or against), and evaluating a variety of viable election cycles for the parcel tax measure (including November 2013). The NCS survey would not assist in this regard.

Begin forwarded message:

From: George Rodericks <grodericks@ci.atherton.ca.us>
Subject: Re: Survey
Date: March 26, 2013 3:13:43 PM PDT
To: PETER CARPENTER <peterfcarpenter@me.com>
Cc: "Elizabeth.Lewis.External" <lizlew08@gmail.com>, William Widmer <billwidmer4atherton@gmail.com>, Contact-Carry Wiest <cwiest4council@gmail.com>, Theresa DellaSanta <tdellasanta@ci.atherton.ca.us>, "Jerry.Carlson.External" <raljer@ix.netcom.com>, Jerry Carlson <jcarlson@ci.atherton.ca.us>, Jim Dobbie <jdobbie@ci.atherton.ca.us>, William Connors <bslawstuff@yahoo.com>

Peter,

The staff report notes that there were two components for Council consideration. The first was the use of a professional firm to assist staff with the evaluation of potential revenue measures. This firm would be used to assess the viability, risks, opportunities, and message connected to the various revenue measures - such as a continuation of the parcel tax, a sales tax, increased business license taxes, road impact fees, or real estate transfer taxes. All revenue measures that could be considered. The use of a professional firm here was post-poned by the Council. Within the first was the second - the use of a polling firm to gauge community sensitivities to different revenue measures, inclusive of the parcel tax. This was significantly narrowed by the Council to solely focus on the upcoming parcel tax renewal instead of analyzing alternative revenue measures at this time. The importance of the successful passage of the parcel tax renewal was the focus of the discussion.

This is not a polling opportunity to assess citizen opinion about basic services and community life. Nor is it a satisfaction poll. Nor is it a level of priority or import of service delivery poll. It is similar to the

polling done with the 2009 parcel tax - priorities of the poll would be to identify tax thresholds of support for the parcel tax, examine the impact of various statements on voter support for the revenue renewal measure (arguments for and/or against), and evaluating a variety of viable election cycles for the parcel tax measure (including November 2013). The NCS survey would not assist in this regard.

The NCS survey is fine-tuned to the identification of service satisfaction, priorities, and delivery - particularly in the areas of programmatic planning, goal setting, budgeting, and performance measurement. The NCS survey is something that the Council will consider at their Goals Workshop/Retreat. It is separate and apart from the polling and requisite analysis connected to the upcoming ballot measure. The NCS survey would assist the Council in the direction of focus with respect to community priorities and goals. Until replaced (if replaced), the parcel tax is currently a fundamental part of the Town's revenue base.

Peter - I am always happy to meet with you to discuss any of these issues directly.

Regards,

George

George Rodericks
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grodericks@ci.atherton.ca.us

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On Mar 26, 2013, at 1:12 PM, PETER CARPENTER <peterfcarpenter@me.com> wrote:

The Almanac reports "City Manager George Rodericks had asked the council to consider bringing in a professional group to manage a poll, then analyze results "for feasibility and provide the town with a strategic memorandum that discusses the vitality, risks, opportunities, effective message, and recommendations" on how to proceed with a ballot measure."

It would be totally irresponsible for the Council to hire a pollster to administer an unstandardized and unvalidated survey solely to look at the parcel tax.

The Town has been offered FREE participation in the National Citizens Survey.

"Developed by ICMA and National Research Center, Inc., The National Citizen Survey™ (The NCS) is a low-cost citizen survey service for local governments. Tested, flexible, affordable, and efficient, The NCS lets you survey citizen opinion for:

- Program Planning

- Budgeting

- Goal Setting

- Performance Measurement.

Staff can use the results of The NCS to improve service delivery. Elected officials can use the results to set spending priorities. The manager can use the results to measure progress and chart future steps.

You select from a set of standard questions to assess citizen opinion about basic services and community life. Additional customized questions let you tailor the survey to your unique needs. A new feature of The NCS' basic service is the Key Driver Analysis, which helps you identify those attributes most likely to increase resident opinion of your local government's performance."

"The NCS is a 5-page survey, based on our templated tool, mailed to 1,200 randomly selected households. (For a small additional cost it could be mailed to EVERY Atherton household).

- Ability to add custom questions

- A report of results, including benchmark comparisons from NRC's database of over 500 jurisdictions

- Key driver analysis to determine resident priorities

- Entry to win top honors for Voice of the People Awards™

- Access to Best Practices reported by winners of The Voice of The People Awards™"

The NCS would be a great baseline for the Council and the staff to better understand what all the residents want from their Town government and what are the service areas that are in most need of improvement. And having standardized results would allow performance and satisfaction comparisons with other communities.

What the Council needs are facts and not a poorly designed, unvalidated poll driven solely by the desire to raise taxes. Hopefully the Council won't go down the staff recommended route and waste money to get unvalidated and non-comparable results which are confined solely to the parcel tax issue.

On Oct 23, 2012, at 4:46 PM, Damema Mann <damema@n-r-c.com> wrote:

Hi Peter,

I've attached the survey template, as well as the 2012 enrollment form (with current pricing) for your reference. We work with both Palo Alto and Menlo Park. Palo Alto has been conducting The NCS with us on an annual basis since 2003 - we are currently collecting the data for their 10th survey with us. You can see their data here: <http://www.cityofpaloalto.org/gov/depts/aud/reports/accomplishments.asp>

We are currently conducting Menlo Park's third survey - they've been surveying on a biannual basis since 2008. Menlo Park also posts their results online: <http://www.menlopark.org/departments/mgr/CommunitySurveyResults2010.pdf>

I hope that's helpful - please let me know if you have any additional questions.

Best,

Damema

Damema Mann
Senior Project Manager
The National Citizen Survey
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t: (303) 444-7863 x118
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w: www.n-r-c.com

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-----Original Message-----

From: peterfcarpenter@me.com [mailto:peterfcarpenter@me.com]

Sent: Monday, October 22, 2012 5:29 PM

To: Damema Mann

Subject: Re: Hopefully I will be able to bring you another client community

Damema,

Thank you for your response.

I would welcome more background information on the survey instrument.

Also, did you do the NCS for Palo Alto and Menlo Park and, if so, when? Could you share the results with me?

I met with Atherton's new Town Manager today and we explored how the NCS might be helpful in getting our Town Council to work in a more collaborative manner.

Peter

On Oct 22, 2012, at 4:24 PM, Damema Mann <damema@n-r-c.com> wrote:

Hello Mr. Carpenter,

Thank you for letting us know about your offer to the Atherton Town Council. Please let me know if you'd like any additional information about The National Citizen Survey (The NCS). We welcome the opportunity to work with Atherton, and have worked with several communities in the Bay Area - including Palo Alto and Menlo Park.

Best,

Damema

Damema Mann
Senior Project Manager
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w: www.n-r-c.com

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-----Original Message-----

From: NRC

Sent: Monday, October 22, 2012 10:47 AM

To: Damema Mann

Subject: FW: Hopefully I will be able to bring you another client community

From: peterfcarpenter@me.com [peterfcarpenter@me.com]

Sent: Saturday, October 20, 2012 5:46 PM

To: NRC

Subject: Hopefully I will be able to bring you another client community

Sent to the current Atherton California Town Council and the candidates for the Council:

Whomever is elected to the Atherton Town Council now is the time for our five elected Town representatives to set a new direction and standard of Town governance. We no longer want or can afford 3-2 votes and a divided and an uncivil council. Our five elected representatives should seek unanimity on every issue that comes before them and demand unanimity on the important issues.

A superb place to start would be for the Council to unanimously vote to participate in the National Citizen Survey which has been created by the National Research Center and the International City/County Management Association and which has been widely tested in communities around the Nation. The National Citizen Survey(tm) (The NCS) is a low-cost citizen survey service for local governments. Tested, flexible, affordable, and efficient, The NCS would allow Atherton to survey citizen opinion for

- * Program Planning
- * Budgeting
- * Goal Setting
- * Performance Measurement

The Council would select from a set of standard questions to assess citizen opinion about basic services and community life. Additional customized questions allow the Council to tailor the survey to our unique needs.

Our elected officials can use the results to set spending priorities. The Town Manager can use the results to measure progress and chart future steps. Staff can use the results of The NCS to improve service delivery The survey program includes:

- * Three mailings to 1,200 randomly selected households, which include the pre-survey postcard and two mailings of the survey instrument
- * A margin of error (95 percent confidence interval) of no more than +/- 5 percentage points around

any percent

I am so convinced of the need for a new approach to our Town governance that I will personally pay for the cost of participation in National Citizens' Survey provided such participation is approved unanimously by our new Town Council.

Peter Carpenter
1 Larch Drive
Atherton, Ca 94027
650-323-1162

<http://www.n-r-c.com/services/nationalcitizensurvey.html>

<2012 NCS Enrollment Form.pdf><The NCS City Template 2012.pdf>

The National Citizen Survey

The first and last measure of good government is citizen satisfaction

WHAT IS THE NATIONAL CITIZEN SURVEY™?

Developed by ICMA and National Research Center, Inc., The National Citizen Survey™ (The NCS) is a low-cost citizen survey service for local governments. Tested, flexible, affordable, and efficient, The NCS lets you survey citizen opinion for



- Program Planning
- Budgeting
- Goal Setting
- Performance Measurement.

Staff can use the results of The NCS to improve service delivery. Elected officials can use the results to set spending priorities. The manager can use the results to measure progress and chart future steps.

You select from a set of standard questions to assess citizen opinion about basic services and community life. Additional customized questions let you tailor the survey to your unique needs. A new feature of The NCS' basic service is the [Key Driver Analysis](#), which helps you identify those attributes most likely to increase resident opinion of your local government's performance.

An additional benefit to [NCS participants](#) who also participate in the ICMA [Center for Performance Measurement™](#) (CPM), is that The NCS was designed to coordinate with the CPM data collection. Thus, local governments can submit citizen satisfaction data obtained through The NCS survey instrument to CPM along with their other performance measurement data.

THE NCS BASIC SERVICE OFFERED BY ICMA AND NRC INCLUDES:

- Customized survey form plus up to three optional questions
- Customized cover letter
- Three mailings to 1,200 randomly selected households, which include the pre-survey postcard and two mailings of the survey instrument
- A margin of error (95 percent confidence interval) of no more than +/- 5 percentage points around any percent
- Data input and cleaning
- Data weighted to reflect population norms
- Three reports: executive summary, statistical analysis of survey results, optional comparison with national norms (all in electronic format)
- [NEW! Key Driver Analysis](#)
- Certificate of participation

- Technical assistance by phone and e-mail
- Entry to win top honors for Voice of the People Awards
- Access to Best Practices of winners of The Voice of The People Awards for Excellence and Transformation.

Additional Options:

- Larger mailings
- Customized norms by region, population, or other factors
- Spanish-language version of survey
- Addition of open-ended question
- Comparisons to results from surveys you’ve conducted in the past
- Demographic and geographic cross-tabulation
- Phone survey
- Presentation of results to elected officials.

THE NATIONAL CITIZEN SURVEY™ — OPTIONS AND PRICES MATRIX

The price for The NCS Basic Service is \$10,300. Additional options are available for additional fees:

Additional Option	Fee	Description
Basic service	\$10,300	The basic turn-key process that covers all bases of the mailed survey administration: creating the survey and survey documents, randomly selected a sample or address list of 1,200 unique addresses, printing, mailing, data entry and analysis and creating both a report of results and a report of normative comparisons (with US jurisdictions).
Demographic crosstabs report	\$900	Crosstabs of questions 1-15 by 4 demographic variables on survey to be provided under separate cover from report.
Geographic crosstabs reports	\$1,100	Crosstabs of questions 1-15 by geographic variable to be provided under separate cover from report.
Custom norms	\$1,100	Through worksheet options, jurisdiction selects criteria for set of custom norms usually by population size OR region of the country. Custom norms will be provided alongside national norms in report tables. Graphs will include either custom or national norms but not both.
Comparison to prior NCS results	\$0	Comparisons in report of results of prior NCS results.
Comparison to prior (non-NCS) results	\$1,750	Tables include comparisons to previous years' service evaluation ratings in jurisdiction – up to three previous years.

Expanded mailing	\$7,100	Survey is mailed to 3,000 residents instead of 1,200.
Spanish	\$1,450	Includes Spanish paragraph on cover letters asking those who wish to complete the survey in Spanish to contact the jurisdiction and request Spanish copy of survey. Jurisdiction will be mailed envelopes – outbound and return – and surveys to mail out to those individuals
One open-ended question	\$1,500	Includes one open-ended question added to survey. Responses will be categorized and reported in a table under separate cover, accompanied by a complete list of verbatim responses.
Phone data collection	\$6,000	400 completed interviews
On-site presentation	\$2,800	Creation of PowerPoint presentation and on-site presentation of materials by National Research Center, Inc. staff person

* Please note that prices are subject to change.

[The NCS Sample Timeline](#)

RELIABILITY OF THE SURVEY: CREDIBLE, COMPARABLE RESULTS

Since The NCS was introduced in 2001, local governments in over 41 states have participated. The survey process is being continually refined to ensure that your local government receives the best information possible per dollar spent on your citizen survey. Your results can be compared, at your option, with norms based on the results of more than 350 surveys administered throughout the country.

The NCS gives you results with the highest credibility from independent professional survey specialists. You get the satisfaction of personal service, the benefit of comparability with other jurisdictions, and the efficiency of a standardized process.

We are now in more than 40 states and norms are available from over 500 surveys administered throughout the country.

FOR MORE INFORMATION

For answers to your frequently asked questions (FAQ), [click here](#).

To meet The NCS team, [click here](#).

For more information, a list of participants, and to learn how your community can use The National Citizen Survey™, send an e-mail to ncs@icma.org.

Many other materials on the subject of citizen surveying and The National Citizen Survey™ are available on this site in the downloads section below:

- The National Citizen Survey™ PowerPoint, suitable for presentations to elected officials and other

decision makers

- Why Survey? Some Talking Points
- NCS Survey Instrument
- NCS Enrollment Form
- Sample Report of Results
- Article: "An Affordable Citizen Survey Now Available for Small Cities" (Betsy Bean) - **The Mayor**, Mar/April 2002
- After the Survey: Planning Next Steps
- *Perspectives*, a newsletter about survey research for local government managers and elected officials

HOW TO ENROLL

Print out and complete the enrollment form (see **Downloads** section below) and fax it or mail it to: ICMA/NCS, 777 North Capitol St., NE, Ste., 500, Washington, DC 20002-4201.

DOWNLOADS

-  [2013 NCS Enrollment Form](#)
-  [The NCS Sample Timeline 2013](#)
-  [The NCS City Template 2013](#)
-  [The NCS County Template 2013](#)
-  [NCS Brochure](#)
-  [Demographic Subgroup Comparisons Report](#)
-  [Sample Report - Dover, DE](#)
- 



Sample Report of Results—Town of Needham, MA



-  Sample Benchmark Report—Town of Needham, MA



- NCS Presentation of Results for Novi, MI 2009

- Why Survey? Some Talking Points

- After the Survey: Planning Next Steps



International City/County Management Association

777 North Capitol Street NE, Suite 500
Washington, DC 20002-4201

800-745-8780/202-962-3680 | fax 202-962-3500



The first and last measure of good government is citizen satisfaction.

- What are your citizens' priorities for spending?
- Are your services to citizens producing results?
- How do citizens feel about new initiatives?
- What service areas are priorities for improvement?

The National Citizen Survey™

The Results Are In

Local governments in 30 states have used The National Citizen Survey™ over the past five years to gather information on citizen satisfaction with services. With the ability to compare their local results to norms based on the results of more than 400 surveys administered throughout the country, NCS participants have a priceless tool for effective management. When financial resources are thin, it's a smart investment to spend a few thousand dollars to make sure your priorities match your residents' expectations and help staff improve its performance.

A Service of ICMA and National Research Center, Inc.

The National Citizen Survey™ is a turnkey service provided by ICMA, the premier local government leadership and management organization, and National Research Center, Inc., an independent professional survey firm that "wrote the book" on citizen surveys.

When you sign up for The National Citizen Survey™ you get

- The satisfaction of personal service
- The efficiency of a standardized process
- The benefit of comparability with other jurisdictions.

The National Citizen Survey™ has been designed to complement the work of ICMA's Center for Performance Measurement: your National Citizen Survey™ results serve as an important measure of your jurisdiction's performance.

Find out today how we can help you!

E-mail ncs@icma.org

Web icma.org/ncs



Good Government Listens.



Get Data
From Residents
That You Can Act On

ICMA Leaders at the Core of Better Communities

Get the Facts

Do you know how your citizens feel about the pace of growth in your community? Do they feel relatively safe? What's their perception of the overall quality of life in your city? How does the satisfaction level of your citizens compare with that in other communities across the nation?

With The National Citizen Survey™, you'll be able to answer these and dozens of other questions with the confidence that comes with statistically proven, validated data.

These are data you can rely on to support you with

- Program planning
- Budgeting
- Goal setting
- Priority setting
- Service improvement
- Communications.

Everyone Wins

Local government staff can use the results to improve service delivery.

Elected officials can use the survey results to set spending priorities.

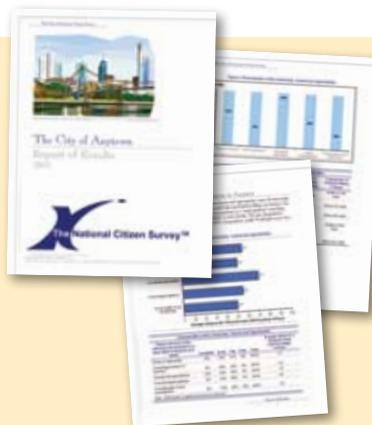
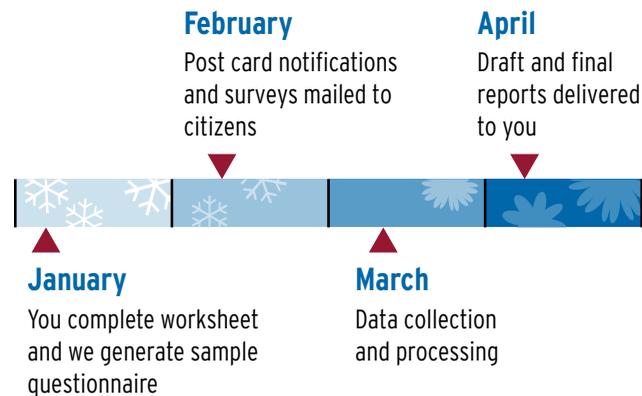
Chief administrative officers and city, county, and town managers can use The NCS™ year after year to measure progress toward better performance.

Residents will know you are listening.

Here's How The National Citizen Survey™ Works

The National Citizen Survey™ is a turnkey service at a fraction of the cost of most consultant surveys. Plus, by aggregating results from many local surveys into one database, The National Citizen Survey™ provides you with norms against which to compare your own results.

These norms are derived from an integration of results from over 450 citizen surveys administered to over 300,000 Americans in more than 45 states. Your individual results are never shared with other governments without your permission, but aggregated results create a powerful tool for assessing your services. Here's a sample timeline.



Local governments in 30 states have used The National Citizen Survey™.

E-mail ncs@icma.org for a list of participants and contact information.



The NCS™ Basic Service:

- Customized survey form plus up to three optional questions
- *Citizen Surveys: How to Do Them, How to Use Them, What They Mean*, an ICMA Press bestseller written by Dr. Tom Miller and Michelle Miller Kobayashi
- Customized cover letter
- Three mailings to 1,200 randomly selected households: pre-survey postcard and two mailings of the survey instrument
- A margin of error (95 percent confidence interval) of no more than +/- 5 percentage points around any percent
- Data input and cleaning
- Data weighted to reflect population norms
- Three reports: executive summary, statistical analysis of survey results, optional comparison with national norms, all in electronic format
- Certificate of participation
- Technical assistance by phone and e-mail
- Entry into the annual Voice of the People awards

Options:

- Larger mailings
- Customized norms by region, population, or other factors
- Spanish-language version of survey
- Addition of open-ended question
- Comparisons with results from surveys you've conducted in the past
- Demographic and geographic cross-tabulation
- Phone survey
- Presentation of results to elected officials
- Web survey

2013 Enrollment Form

The National Citizen Survey™
The NCS Basic Service \$10,300*

Your selection of additional options will be confirmed during the preparation for your community's citizen survey. At that time, you will pay the full cost of the additional options you have chosen. You will be invoiced for the balance of the Basic Service after the survey process is completed.

Additional options available:

Comparison to prior NCS results	No Charge
National benchmark comparisons	No Charge
Comparison to prior (non-NCS) results	\$1,750
Custom benchmark comparisons	\$1,100
Demographic subgroup comparisons	\$900
Expanded mailing (sample size increased from 1,200 to 3,000 households)	\$7,100
Geographic subgroup comparisons	\$1,100
One open-ended question	\$1,500
On-site presentation of results	\$2,800
Phone data collection (instead of mail data collection)	\$6,000
Spanish translation of survey available	\$1,450
Web survey (limited to scientific sample)	\$900
Web survey (open to entire community, not a scientific sample)	\$650

Name	Title	Organization
Address City/State/Zip (Please include physical address as well as PO Box, if applicable)		
Phone	Fax	Email

Make Checks Payable to National Research Center, Inc.

Check enclosed for \$6,300.00

To Order: Send this completed form with payment to:

The National Citizen Survey™
National Research Center, Inc.
Attn: Damema Mann
2955 Valmont Road, Suite 300
Boulder, CO 80301
303-226-6983
Damema@n-r-c.com

** Prices effective as of January 2012 and are subject to change*



Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES
DIRECTOR
STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**

DATE: MAY 15, 2013

SUBJECT: EVENT GARDEN AT HOLBROOK-PALMER PARK

RECOMMENDATION

The Park and Recreation Commission recommends that Council approve the Holbrook Palmer Park Foundation to proceed with their plan for the design phase of a new Events Garden area at Holbrook Palmer Park.

BACKGROUND

The Holbrook Palmer Park Foundation has a conceptual plan from the 2005 Park Landscape Master Plan that depicts an Event Garden. This garden is to be located in the central location between the Main House, Jennings Pavilion and Playground area of the park.

The conceptual design (attached) depicts a multi use area that can be used for organized events such as meetings and celebrations as well as quieter uses such as reading and meditation.

FINDINGS

Approval by Council only acknowledges the concept of the use of this section of the park as an Event Garden. All further plans and designs for construction will continue to flow

through the Park Foundation and Park and Recreation Commission for guidance and finally back to the City Council for approval before any permanent construction is begun.

FISCAL IMPACT

All work performed on this project including design, project management and construction shall be paid for out of funds from the Holbrook-Palmer Park Foundation.

The Foundation has currently earmarked \$124,000 for this project.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager

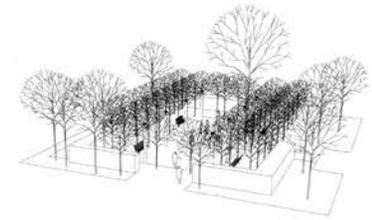
Attachments:



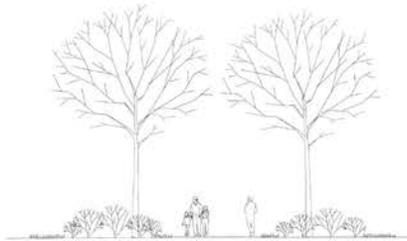
Section C- Main House and Event Garden



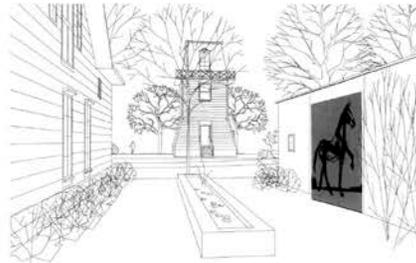
Section A- Creek



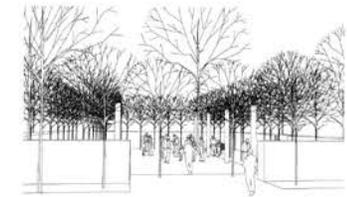
Perspective Sketch- Event Garden



Section B- Promenade



Sketch- Carriage House Courtyard



Perspective Sketch- Event Garden

HOLBROOK PALMER PARK
150 Watkins Avenue, Atherton California

**SCHEMATIC
LANDSCAPE MASTER PLAN**
Drawing not to be used for construction purposes.

April 15, 2005

NTS

J. K. Doherty, ASLA
12 Corbett Place
Menlo Park, CA 94025
(650) 321-4159
E. Robinson-Edger
2016 Redwood Drive
San Francisco, CA 94116
AIA ID Design
415-464-0776
D. Kappertman, AIA
2712 17th St
18th Avenue Avenue
Atherton, CA 94027
(650) 224-1016



Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES
DIRECTOR
STEVE TYLER, PUBLIC WORKS SUPERINTENDENT**

DATE: MAY 15, 2013

**SUBJECT: POLICY AND FEE RECOMENDATIONS FOR WEDDINGS
IN THE PARK.**

RECOMMENDATION

Review staff report and adopt the recommended policy and fee structure for weddings at Holbrook-Palmer Park.

BACKGROUND

On January 16, 2013, Council directed staff to return with a plan to resume full event bookings, to include weddings, at Holbrook-Palmer Park.

On March 20, 2013, Council reviewed informational staff report regarding resumption of weddings at Holbrook-Palmer Park. Council requested that staff return with parameters for weddings to reduce their impact to the park users as well as to study a fee change that will support the upkeep to the facilities, be competitive with other facilities and make the events profitable enough to add to the park's sustainability.

FINDINGS

Weddings in the park previously were booked Friday afternoons (1 spot), Saturdays (2 spots) and Sundays (2 spots). Since 2008, the park averaged 24 weddings per year. While rare, bookings of two weddings back to back on weekends did occur. Changeovers took

place during a two-hour “gap” between the uses. At the time weddings were discontinued at the park in 2012, fees for weddings were as follows:

Item	Cost
1-100 Guests	\$4,000
101-200 Guests	\$4,500
Additional Time	\$100 per hour
Additional Attendant	\$50 per hour
Catering	BYO
Refreshments	BYO
Amplified Music	Indoor Conditional/BYO
Dance Floor	BYO
Kitchen	Warming Only

The price included the Main House, Gazebo (patio) area and Pavilion area for 6 hours. Comparable venue prices:

Venue	City/Town	Size	Cost
San Mateo County History Museum	Redwood City	150 Seated	\$5,000 (w/end)
Arrillaga Family Recreation Center	Menlo Park	200 Seated	\$1,380 (w/end)
Palo Alto Hills Golf & Country Club	Palo Alto	275 Seated	\$3,000 (plus meals)
Hillsborough Racquet Club	Hillsborough	225 Seated	\$4,800 (w/end)
San Mateo Garden Center	San Mateo	115 Seated	\$2,820 (w/end)

The 2012 proposed pricing for the Atherton venue remains competitive. It is recommended that a 30% administrative fee be added to the basic rental fee for events at the Park to fund the costs of improving the facilities and grounds. This 30% administrative fee can be evaluated on an annual basis to see if needs to continue into the future, be added to the direct cost of the venue or increased to meet unexpected needs.

With feedback currently received from Council at the March 20 Council meeting, having already reviewed the estimated fiscal impacts to the addition of weddings in the park, staff makes the following suggestions to policies and fees regarding wedding resumption:

Use Policy for Weddings

- Only one (1) wedding may be booked per day for the typical (2 building) rental;
- A maximum of 200 guests per wedding event;
- Bookings of over 150 guests will require a guest provided valet parking service that will park cars exclusively at the Atherton train station parking lot; and
- A reduced administrative fee is authorized for Atherton resident events.

Fee Structure for Weddings

- 1 – 100 guests - \$4,000
- 101-200 guests - \$4,500
- Additional hour - \$200 per hour
- Additional attendant - \$50 per hour
- 30% administrative fee (reduced to 15% if booked by a resident)

FISCAL IMPACT

The annual net revenue gain by adding weddings back to the park will be approximately \$85,000.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: MAY 15, 2013

SUBJECT: CITY MANAGER’S AGREEMENT

RECOMMENDATION

As directed.

BACKGROUND

As required pursuant to the City Manager’s Employment Agreement, in April 2013, the City Council conducted a six-month performance appraisal of the City Manager. Following the appraisal, the Council established an Ad Hoc Committee to meet with the City Manager to discuss the results of the performance appraisal and discuss any proposed revisions to the Manager’s Employment Agreement.

The Mayor has asked that the City Manager’s Employment Agreement be placed on the City Council Agenda for May to facilitate any potential changes therein as a result of those discussions.

FISCAL IMPACT

None at this time.

ATTACHMENTS

- City Manager’s Employment Agreement

EMPLOYMENT AGREEMENT—CITY MANAGER

TOWN OF ATHERTON

This Agreement ("Agreement") is entered into on or about 19 Oct, 2012, by and between the TOWN OF ATHERTON, a municipal corporation ("Town") and GEORGE RODERICKS ("Manager").

1. EMPLOYMENT.

City, by its City Council, hereby employs Manager to serve as Atherton City Manager and Manager hereby accepts such employment.

Such employment shall be as an at-will employee and Manager serves at the pleasure of the City Council in accordance with Government Code section 36506.

2. TERM/TERMINATION/SEVERANCE.

A. The term of this Agreement shall begin on 19 Oct, 2012, and shall remain in effect indefinitely from year-to-year thereafter unless either party gives written notice of intention to terminate.

B. Either party may terminate this Agreement at any time by providing at least sixty (60) days written notice to the other party.

C. In the event Manager is terminated other than for cause by Town during such time as Manager is willing and able to perform the duties of City Manager under this Agreement, then in that event Town agrees to pay Manager a lump sum severance payment equal to six months' base salary then in effect, unless Manager has been employed for a period of more than one year in which case the six months shall be increased by an additional month for each full year of employment beyond one up to a maximum of nine months' base salary. Such severance payment shall be made only upon Manager executing a full and final release of any and all claims, actual or potential, which Manager has or could have against Town.

As used herein, the term "cause" shall mean one or more of the following:

- (a) Conviction of or plea of no contest to a felony;
- (b) Use or abuse of non-prescription drugs or alcohol that materially affects the performance of Manager's duties;
- (c) Repeated and protracted unexcused absences from the Manager's office and duties;
- (d) Conviction of any criminal offense involving moral turpitude, including entering a plea of no contest or guilty to any such offense or any lesser included offense;
- (e) Demonstrated insubordinate behavior;
- (f) Any intentional or grossly negligent action or inaction that materially and substantially impedes or disrupts the operations of the Town or its departments, is detrimental to employee or public safety, or violates properly established rules or procedures of the Town

causing, or likely having a potential to cause, a material and substantial adverse effect on Town's interests; or

(g) Demonstrated acts of material dishonesty, willful breach of duties, engaging in unlawful discrimination or harassment of employees or others on Town premises.

3. DUTIES.

Town employs Manager to provide any and all work necessary to act as City Manager as set forth in Atherton Municipal Code chapter 2.12 as that chapter may be amended from time to time. Manager shall be the chief executive officer of the Town and be responsible to the City Council for the proper administration of all affairs of the Town. Manager shall endeavor to meet with all management employees and staff, and attend a meeting of each board, commission, or committee, within a reasonable time after hire, and shall meet as appropriate with the City Council to outline goals and objectives.

4. COMPENSATION.

Town shall pay a base salary of One Hundred-sixty Thousand dollars (\$160,000.00) per year, payable in prorated monthly installments, payable at the same intervals and in the same manner as regular employees. Manager shall also receive a temporary monthly living and travel allowance of Two Thousand Five Hundred dollars (\$2,500.00) from the date of hire until June 30, 2013 or until Manager permanently relocates to the Atherton area, whichever comes first. This allowance shall not be reportable as compensation to CalPERS. Manager shall also receive a cellular telephone allowance of up to One Hundred Dollars (\$100.00) per month based on actual cost.

5. EVALUATION.

Manager shall receive an initial six-month performance evaluation from the City Council, and an annual evaluation thereafter. Copies of such performance evaluations shall be placed in Manager's personnel file. The format and method for such evaluations shall be as agreed to by the parties, but should at a minimum discuss goals and expectations of each and review performance of the Manager since the last evaluation.

6. VACATION AND LEAVE.

Town agrees that Manager shall accrue the following leaves comparable to vacation and leaves granted other management employees:

A. Manager shall receive an initial bank of forty (40) hours of vacation which shall accrue at the rate of 80 hours per year for the first two years of service, 120 hours per year for years of service three to seven, and 160 hours per year for service in excess of seven years.

B. Sick leave shall accrue in accordance with the amount of sick leave accruing for other management employees, currently eight hours per month with a cap of 960 hours. There shall be no payout for hours in excess of the cap, including no payout upon separation.

C. Administrative leave of forty (40) hours per fiscal year.

D. Manager shall be entitled to time off for all holidays recognized by Town as such.

7. LIFE INSURANCE.

Town shall provide Manager with a term life and accidental death and dismemberment insurance policy consistent with plans offered other management employees.

8. HOUSING.

In order for Manager to provide oversight and active supervision of Holbrook-Palmer Park, Manager shall at no cost be allowed to occupy the Town-owned house at 160 Watkins Avenue, Atherton, California. Manager will exercise diligence in assuring the security of the park and will take steps to remedy any special problems and/or difficulties experienced with the park's operation as quickly as possible. Manager shall vacate the house within 14 days of the termination of his employment.

Except as otherwise provided herein, Town shall pay all costs for non-routine maintenance, repairs, and upkeep including replacement of major built-in appliances, property or use taxes, fees, and assessments. Manager shall be responsible for all utilities used by Manager while occupying this house (including, but not limited to metered water usage within the house, electricity, gas, cable television service, internet service, and telephone service as such utilities may be connected to the house and used by Manager) and routine maintenance. Town shall provide gardening services.

9. OTHER BENEFITS.

During the term of this Agreement, Town shall provide Manager with health insurance, dental insurance, vision insurance, long-term disability insurance, and retirement benefits (CalPERS) consistent with plans and benefits offered other management employees. It is intended that unless inconsistent with this Agreement, Manager shall receive any and all other benefits provided other non-police managers including any modification, suspension, or discontinuance of any or all of such benefits in the Management Resolution that impact all of the management employees pursuant to revisions of the Management Resolution. Manager shall not receive any post-employment health care benefits.

10. PROFESSIONAL MEETINGS.

Manager is expected to represent the Town at appropriate professional local and state meetings and conferences approved by the City Council, at no cost to Manager.

11. REIMBURSEMENT OF EXPENSES.

Manager shall comply with Town's Purchasing Ordinance with respect to legitimate expenses incurred in the course and scope of his employment, and Town shall pay for or reimburse as appropriate actual and necessary expenses incurred by Manager while acting in the course and scope of his employment and as approved by the City Council. Expenses regarding membership in professional organizations, civic organizations, and service clubs shall be permitted as an expense if authorized in advance by the City Council.

12. INDEMNIFICATION.

Town agrees to indemnify, defend, and hold harmless Manager against any and all claims and legal actions against Manager pursuant to Government Code § 825.

13. ENTIRE AGREEMENT.

The parties agree that this Agreement contains all of the agreements of the parties and cannot be amended or modified except by written amendment or agreement. This Agreement may be amended at any time by the mutual consent of the parties by written amendment.

14. NOTICES.

Any notices pursuant to this Agreement shall be sent by regular mail addressed as follows:

- A. Town: Mayor, 91 Ashfield Road, Atherton, CA 94027.
- B. Manager: George Rodericks, 91 Ashfield Road, Atherton, CA 94027.

15. INTERPRETATION OF AGREEMENT AND FORUM.

This Agreement shall be construed and interpreted in accordance with the laws of California. In the event of any dispute arising from this Agreement, the forum for judicial review shall be the Superior Court, San Mateo County.

16. SEVERABILITY.

If any provision or portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder shall be deemed severable and shall not be affected and shall remain in full force and effect insofar as possible.

17. SURVIVAL.

Many sections of this Agreement are intended by their terms to survive termination of Manager, including but not limited to sections regarding separation or termination of Manager. Such sections shall survive termination of employment and termination of this Agreement.

18. CONFLICT OF INTEREST.

Manager shall not engage in any business or transaction, or have a financial or other personal interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independent judgment or action in the performance of official duties. Manager shall also be subject to conflict of interest provisions of the Political Reform Act of 1974 and Government Code section 1090 as applicable to Manager's employment.

19. EXECUTION.

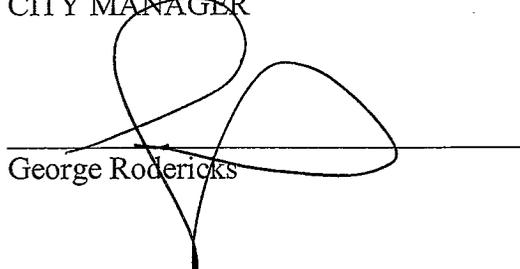
In witness whereof, the parties have executed this Agreement as of the day and year first above written.

TOWN OF ATHERTON



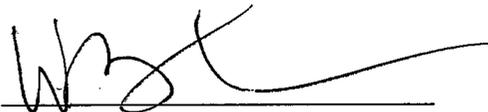
William Widmer, Mayor

CITY MANAGER



George Rodericks

Approved as to form:



William B. Connors, City Attorney

April 18, 2013

Peninsula Traffic Congestion Relief Alliance

Meeting was held at the Silicon Valley Community Foundation offices on El Camino in San Mateo.

The new ferry service to Jack London Square from South San Francisco has not achieved the ridership it had anticipated. Genetech will begin reimbursing full fare for employees' commutes to east bay beginning July 2013. Other more aggressive marketing efforts like reduced fares and package deals for groups like seniors, school field trips etc will be tried.

Discussion and approval by Board to participate in California Employer's Retiree Benefit Trust (CERBT) with CalPERS. To enable the Alliance to fund its OPEB obligation.

Passed unanimously.

Roll-out of a new pilot vehicle sharing program called Peninsula Fleet Share (PFS) allows cities to borrow vehicles from other organizations which have capacity to share.

For more info: call 650-508-6302 or pfs@samtrans.com or visit website:

www.peninsulafleetshare.com

April 25, 2013

Assemblyman Rich Gordon

Roundtable meeting with electeds re: Housing Element process

Meeting held at Mtn. View City Hall. Discussion about how the process of allocating housing units to cities works / doesn't work. Consensus is that it doesn't work and it is arbitrary and needs to be revised. Next meeting TBD.

April 26, 2013

Vice Mayor Carlson meeting

Ad Hoc City Manager housing and compensation

Will be discussed with full council during closed session May 15, 2013

April 26, 2013

Council of Cities Dinner – San Bruno

Meeting was held at the YouTube headquarters, 901 Cherry, San Bruno hosted by City of San Mateo.

We were given a great tour of the creative heart of YouTube including their 3-person slide where several of our county elected officials enjoyed it.

Next Meeting Date is May 17, 2013 and will be hosted by East Palo Alto at the Four Seasons restaurant.

Program: Brandon Fellman, Government Affairs Director for YouTube spoke about the social media power of YouTube and how it is transforming to meet needs of the Generation "C" – the millennials:

Curators – helping find and share what matters

Creators – leveraging technology to create more and better content

Connectors – Constant connection to people and things they care about

Community – Activate their networks to achieve goals.

April 30, 2013

CCAC – Community Center Advisory Committee

Meeting held in Council Chambers Town of Atherton at 4:30pm

All members present including City Manager, Public Works Engineer, and City Clerk

Election of Chair – Elizabeth Lewis

Election of Vice Chair – Rick DeGolia

Appointments of 2 ad hoc committees: Library Research and Master Plan Selection

Next meeting scheduled May 13 at 4:30pm in Council Chambers Town of Atherton

May 5, 2013

Susan Blake Proclamation presentation at H-PP

The Arts Committee held an “installation ceremony” to dedicate the 2 statues donated by Hillsborough resident Susan Blake in honor of her late husband Bertran Rowland. As Mayor of the Town of Atherton I presented her with the Proclamation with gratitude.

May 6, 2013

San Mateo County Library JPA

Meeting held in the Portola Valley Library

Auditor presented the audit which had also been presented to the Operations Committee last week with no exceptions. I asked if there was a detailed accounting of each city’s direct and indirect costs that could be provided easily. He indicated that there is an expenditures report that could be made available. I understand that there is a meeting Wednesday May 15 with the JPA finance director, Anne Marie Despain and our City Manager where that report will be made available.

In discussions about Donor City funds from Woodside, Portola Valley and Atherton, I asked whether the JPA board could discuss the JPA agreement to more fully define what those funds could be used for. It was unanimously agreed that the full JPA board will hold a Study Session to discuss this topic. Chair Maryann Derwin will set a date.

May 9, 2013

Finance Committee Meeting

Meeting held in the Council Chambers Town of Atherton

Presentation of the FY13/14 budget for review.

May 13, 2013

CCAC meeting

May 14, 2013

Transportation Committee

Item 22
Council Comments – May 2013 – Jerry Carlson

Caltrain Corridor

Caltrain's Local Policy Working Group's meeting was cancelled for the second time in four months. The group was set up as a means to keep all cities along the right-of-way informed of the Modernization EIR and other developments.

Peninsula Cities Consortium

The May meeting was cancelled awaiting more developments from High Speed Rail and Caltrains.

Blue Ribbon Task Force

Representatives from most of the agencies belonging to the South Bay Waste Management Authority met in Redwood City's chambers, chaired by councilman Jeff Ira, to consider the governance issue with SBWMA. The consensus recommendation of the attendees was that the board members should be elected representatives of the member agencies instead of staff. However, a technical or operations committee comprised of staff member representing each agency would provide value to the board and to SBWMA. Former board chair Larry Patterson, San Mateo Public Works Director, supported the proposed change. Once the current board proposes the change, eight member agencies will have to approve to become effective.

Notes from Menlo Chamber's Transportation Committee

Dumbarton Rail EIR is nearing completion. About 1/3 of the projected \$300 million funds needed for the project is currently available. There will be an attempt at advocating a phased approach to the project to gain federal and state approval to move ahead. The first phase may be the purchase of 35 miles of UP right-of-way in the east bay section which will cost about \$33 million.

The Dumbarton Policy Committee has lost its chair and vice chair as a result of the last election. This is delaying action in moving ahead to obtain approvals.

Meanwhile, the Menlo Park Council needs to settle on its plan for a transportation hub near the Facebook complex. Before trains roll, an enhanced bus service bringing commuters from the east bay to Silicon Valley jobs may be implemented. There is currently about \$5 ½ million available from MTC sources for that service. Facebook should be taking an active role in having greater public transport available for its employees since there is a limit on the number of commuter cars Menlo Park will allow them each day. If the limit is exceeded, there will be a \$10,000 a day penalty.

The Transportation Authority's Measure A Grade Separation project has listed Atherton as one of the nine San Mateo County cities eligible to request funding for the design, planning and construction of grade separations. An application will be sent out in the near future to each city. It is not know whether the Watkins quad gate project would be acceptable as a "grade separation" project. Menlo Park's project choices include Ravenswood as no. 1; and Oak Grove and their no. 2 priorities. If Atherton isn't able or interested in applying for funds, it might consider supporting Menlo Park's application which would help in competing for funding. The TA has stated that no adverse consideration will be assigned against those towns that have litigated against the HSR rail project which includes both Menlo Park and Atherton. The purpose of the grade separations is to help Caltrain have a more efficient system.

Holbrook-Palmer Park Foundation Recognition Event

The Foundation honored about 40 attendees for their 20+ years as members in the foundation. Donors to the 501 (c)(3) organization are able to write off 100% of their contribution. The foundation has made numerous grants for capital improvements and enhancements to Holbrook-Palmer, the town's only public park.

Officer's Potts Retirement Luncheon

Officer Potts and his wife were honored for their years of dedication to the D.A.R.E program conducted at several Atherton schools. The number of young folks touched by their training numbers in the hundreds and has been credited in helping to shape young lives to handle today's very prevalent temptations such as drugs.

Holbrook Palmer Park Foundation –

The Holbrook Park Foundation Board had a reception on Sunday, April 21, 2013 to say “Thank You” to the 20+ year supporters of the FPPF. The reception was held in the Pavilion which was wonderfully decorated, displayed historic pictures, and was fully catered. Shirley Carlson and her support members demonstrated the foundations appreciation to everyone in attendance. Leftovers were taken to several of our local fire stations in the spirit of giving. Members of the firehouses were very thankful as firefighters at at least one station were just returning from several recent local fires.

Menlo Park Fire Protection District –

Frank Fraone was awarded State Fire Trainer of the Year. The Fire Board also presented an award of appreciation to Deanna Riding, Clerk of the Board. Deanna will be leaving and the board will be seeking a replacement. The Board approved the 2013-2014 debt service budget submitted by staff. Some HIGHLIGHTS of the Fire Chief Harold Schapelhouman’s Report: 1) A CERT trailer in Atherton was damaged by a tree that fell due to the recent high winds; 2) the District supported the Atherton Police Department and Secret Service when the President was in town. It was reported no over time was used and there were no emergency calls related to the visit; 3) Engine 5 was at HPP, and Menlo Park’s big Easter Event. ; 4) The District decided not to participate in the County Silver Dragon Exercise on April 18th, instead, the District chose to meet with the CERT members in a brainstorming session on how to make the program more successful ; 5)the District is asking the City of EPA for a “fee waiver”, which is currently making its way through staff; 6) members of the District recently met with representatives from Shot Spotter to discuss technology and how it could be used to assist the district when responding to calls; and 7) Mediation with the Fire Union is currently underway. The Directors had 12 items on the regular agenda all agenda item were approved. On several occasions board members recused themselves from voting do to potential or the appearance of conflicts. One item had a presentation from Human Investment Project Housing which is building 16 affordable housing units on Willow Road. Kate Carr, Director of HIP requested a fee waiver of \$1,592.00. The waiver was approved 5-0. Director Robert Silano requested that a future agenda item be put on the May agenda related to District additional fees charged to cities for additional services.

In addition to the regular Menlo Fire Protection District meeting, I attended the District’s CERT meeting held at Station #1. Chief Harold Schapelhouman was and is seeking input on how to make the CERT program better and is seeking input from the many participants of the CERT program. A copy of the District’s notes will be provided for Council when available. There were several comments made by Atherton residents that are CERT members. In general, the comments were mostly of disappointment that Council Members, Town Manager and staff seemed to be unwilling to be involved with CERT in general and that the town as a whole does not value CERT.

Transportation Committee –

NONE