



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT

August 15, 2012

6:00 P.M.

Meeting Room

Town Administrative Offices

91 Ashfield Road
Atherton, California

Special Meeting

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

6:02 P.M. PUBLIC COMMENTS

6:05 P.M. PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

6:10 P.M. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR – Labor negotiations pursuant to Government Code Section 54957.6

Agency Negotiators: Theresa DellaSanta, Interim City Manager; Geoffrey Rothman, Renne Sloan Holtzman Sakai, LLP.
Employee Organization: Management Employees & Confidential Unit

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Significant exposure to litigation pursuant to subsection (b) of Government Code Section 54956.9):

One potential case

RECONVENE TO OPEN SESSION

Report of action taken.

6:59 P.M. ADJOURN

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



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
August 15, 2012
7:00 p.m.
Council Chambers
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE**

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

3. **PRESENTATIONS**

PROCLAMATION – Richard Moore – Presented by Mayor Widmer

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**

7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** -

Report from San Mateo County Mosquito & Vector Control District – Treasurer Sam Lerner and Executive Director Bob Gay

CONSENT CALENDAR (Items 8-12)

(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 JUNE 29, 2012 SPECIAL MEETING MINUTES AND JULY 18 REGULAR MEETING MINUTES**

Recommendation: Approve meeting minutes

9. **APPROVAL OF BILLS AND CLAIMS FOR JULY, 2012 IN THE AMOUNT OF \$931,388**

Recommendation: Approve Bills and Claims in the amount of \$931,388

10. FINANCIAL REPORT FOR THE MONTH ENDED JULY 31, 2012

Report: Finance Director Debra Auker

Recommendation: Receive the General Fund Financial Report

11. QUARTERLY TREASURERS REPORT

Report: Interim Finance Director Debra Auker

Recommendation: Approve quarterly treasurers report through June 30, 2012

12. ANNEXATION OF LANDS OF SONMEZ, 70 CAMINO POR LOS ARBOLES (APN 070-302-300) TO THE ATHERTON CHANNEL DRAINAGE DISTRICT – PROPERTY TAX EXCHANGE RESOLUTION

Report: Planner Neal Martin

Recommendation: Adopt the attached resolution entitled “A RESOLUTION AGREEING TO AN EXCHANGE OF PROPERTY TAX REVENUES PURSUANT TO THE PROVISIONS OF CHAPTER 282, SECTION 59, PART 0.5, IMPLEMENTATION OF ARTICLE XIII A OF THE CALIFORNIA CONSTITUTION, COMMENCING WITH SECTION 95, DIVISION I, OF THE REVENUE AND TAXATION CODE”.

PUBLIC HEARINGS - (Item 13)

13. APPEAL OF THE DECISION OF THE PLANNING COMMISSION TO APPROVE A VARIANCE TO ALLOW AN ATTACHED RAISED DECK TO ENCROACH IN THE MAIN BUILDING SETBACKS AND A HERITAGE TREE REMOVAL PERMIT TO ALLOW THE REMOVAL OF FOUR (4) TREES AT 38 SUTHERLAND DRIVE (APN 073-202-420)

Report: Planner Lisa Costa Sanders

Recommendation: Conduct the public hearing and deny the Appeal, thereby upholding the Planning Commission’s decision to approve the Variance at 38 Sutherland Drive

REGULAR AGENDA – (Item 14)

14. ADOPT REVISIONS TO RESOLUTION 12-16 TO EXPAND AUDIT/FINANCE COMMITTEE

Report: Interim City Manager Theresa DellaSanta

Recommendation: Adopt revisions to Resolution 12-16 to expand the Finance Committee with recommendations from the Audit/Finance Committee

CONSENT, CONTINUED

15. COUNCIL REPORTS/COMMENTS

16. FUTURE AGENDA ITEMS

17. PUBLIC COMMENTS

18. ADJOURN

PLEASE NOTE THE FOLLOWING INFORMATION:

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

Judicial review of environmental determinations may be subject to a shorter time period.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection by 5:00 p.m. the Friday before each regularly scheduled City Council meeting at the Atherton Library, 2 Dinklespiel, Station Lane, and the Town Administrative Offices, 91 Ashfield Road, Atherton,

CA 94027. Additionally, agendas and staff reports may be accessed on the town website at: www.ci.atherton.ca.us
In compliance with SB 343, materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the Town Administrative Offices,
91 Ashfield Road, during normal business hours.

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Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: THERESA DELLASANTA, INTERIM CITY MANAGER

DATE: FOR THE REGULAR MEETING OF AUGUST 15, 2012

SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

Follow up from August 9th meeting:

At the Special City Council meeting held on Thursday, August 9th at 6:00 p.m. City Council reviewed applications for the vacant committees and commissions.

Council reviewed the Planning Commission. At that time the Council was given voting cards to select their top two choices for appointments.

The votes were added up and William Grindley was selected to the Planning Commission. It appeared that there was a tie vote between Eric Lane and Mary Widmer. After review of the voting cards the next morning it was clear that a higher number of votes went to Mary Widmer.

Mr. Lane and Ms. Widmer have been notified of the error. The two appointed Planning Commission members are William Grindley and Mary Widmer.

Exchange of Federal Transportation Funds for State Transportation Funds

In the July City Manager's report, staff reported that the Town of Atherton was moving forward with an exchange of Federal Surface Transportation Program (STP) funds for State Local Partnership Program (SLPP) funding. The primary benefit for the Town of Atherton was the opportunity to receive an additional \$49,433 in State funding resulting from this exchange. The SLPP funding was to provide funding for the FY 2012/13 Street

Patch and Seal Program including the Atherton Avenue/Middlefield road/Fair Oaks Lane resurfacing projects included in the recently approved Capital Improvement Program.

On July 25th, the Town received new eligibility requirements from C/CAG staff stating that roadway rehabilitation projects must expand the useful life of the roadway by at least 15 years. Since the Town's Street Patch and Seal Program does not meet the 15 year design life requirement, we will not be able to participate in this fund exchange. C/CAG staff has been notified of this change.

COMMUNITY SERVICES DEPARTMENT: - See attached community services report (Attachment 1)

PLANNING DEPARTMENT: - See attached Community Services Department update

POLICE DEPARTMENT:

I. **Police Activity**

There were 69 criminal investigations for the month of June. 56 offenders were cited, arrested or referred to the District Attorney's Office for prosecution. 52 of those cases were for vehicle code violations including driving without a license or on a suspended license, and driving while under the influence of alcohol and/or drugs. There were also 2 warrant arrests, 1 drunk in public arrest, and 1 grand theft arrest. The grand theft case came to light when officers responded to the 300 block of Stockbridge Avenue on the report of fraudulent purchases on the victim's Pay Pal account. The ensuing investigation resulted in the arrest of the Victim's employee for 16 fraudulent transactions totaling over \$6,000. The suspect was booked into the San Mateo County jail with a bail exceeding \$1 million.

Of the 1,474 total police incidents for the month of June, 483 were officer initiated incidents, which resulted in 266 citations being issued for vehicle code violations. Officers also initiated 171 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 22 incidents this reporting period. 10 of those incidents were security checks by officers. Other police activity at the park included suspicious persons and vehicles, a reported vandalism of a tree, a citation sign off, a report of somebody practicing archery near the baseball diamond, and traffic enforcement.

Officers responded to 13 ordinance violation calls this month. These calls were for construction ordinance violations, a report of fireworks near Selby Lane School, trash cans left out after pick up days, loud music, illegal solicitors, and illegally posted real estate signs.

Town had a rash of mail thefts on Selby Lane in early July. No arrests. Just a reminder that a locking mailbox can prevent such occurrences. Sending mail from a locking, public mailbox also prevents these thefts.

APD performed a total of 431 home security checks during July.

II. Special Events and Community Activities

Chief Flint Attended the Twilight Concert at Holbrook Palmer Park.

III. 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 7 minutes during this time period, which met our goal of having an average response time of less than 8 minutes.

IV. Disaster Preparedness

The Town of Atherton registered to participate in the 2012 Great California ShakeOut, a statewide earthquake preparedness drill that will take place on October 18, 2012 at 10:18 AM.

V. Training

The Pd sent two officers to training in July:

Kockler - SLI # 2 Session/24 hours - 7-8 to7-11;

J. Wade - Driver Training Update/16 hours/SMCO S/O - 7-10 to7-11

PUBLIC WORKS PROJECT UPDATES:

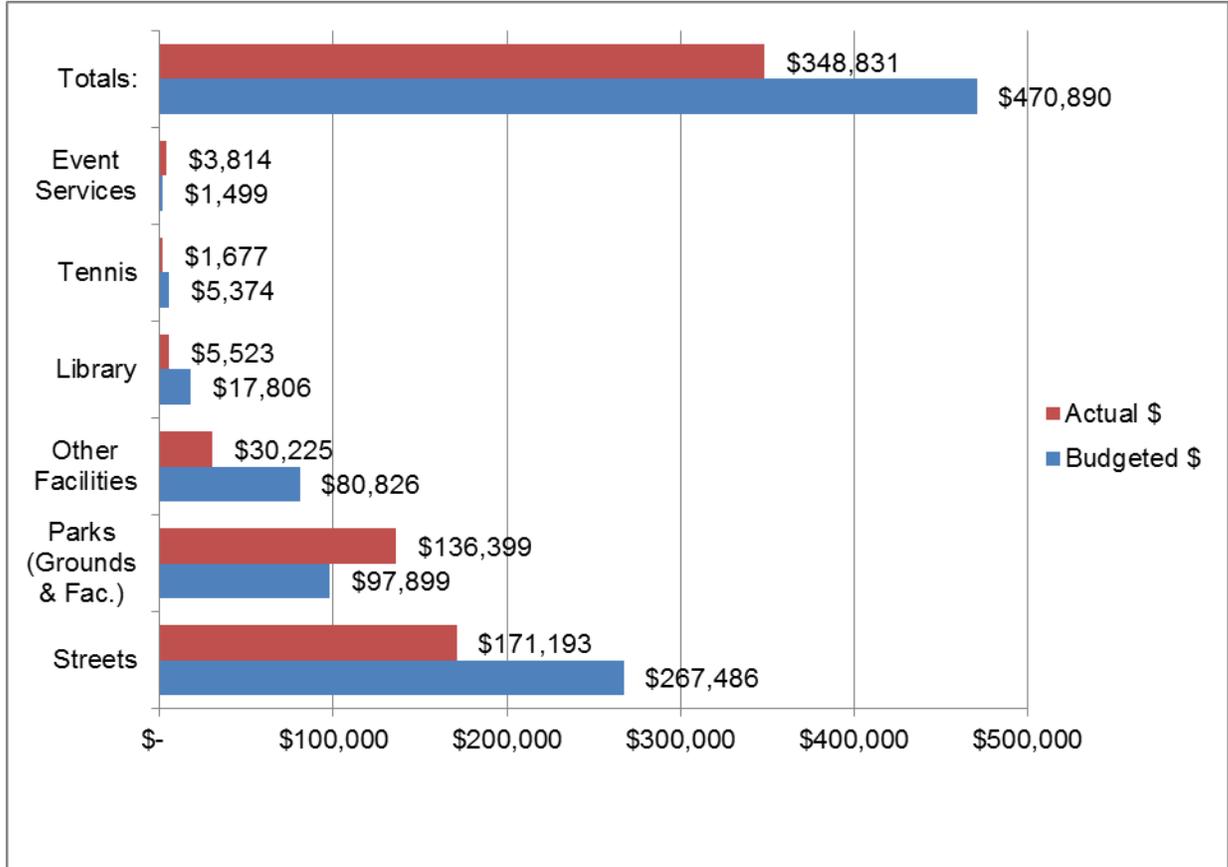
Public works accomplishments – July 2012

- Sweep contracted monthly streets –34 miles, 11 yards of debris, 5.50 tons.
- Service requests –
 - Replace thermostat at Library
 - Replace burnt out bulbs at PD dispatch center
 - Repair lighting problem in front of Carriage House
 - Remove discarded couch in front of 196 Tuscaloosa
 - Trim shrubs for sight clearance on ECR at Almendral, Spruce, Stockbridge and Selby
 - Remove broken branch in ECR median across from Celia's restaurant
 - Sight clearance issue at Watkins ave.
 - Complaint – weeds & litter ECR S/B Selby to Stockbridge
 - Potholes – Atherton Ave and Inglewood
 - Sprinkler repairs – ECR median
 - Remove discarded mattress in front of 87 Shearer
 - Response – traffic control for large water main break ECR and Isabella.

- Response – restroom at playground won't stop flushing
 - Response – tree down Park at Somerset (electrical lines down)
 - Response – clean up accident debris Selby and Gresham
 - Lights out in permit center restroom
 - PD call box in front of town center inoperable.
- Weekly litter removal on ECR.
 - 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.
 - Completed class II bike lane project along Middlefield Road by installing 28 new “bike lane” and “bike route” signs between Jennings Ave and Ringwood Ave.
 - Park events – set up, staff and clean up 11 events at HPP including the July summer concert.
 - Weed control – broadleaf weeds sprayed in park and all grass areas aerated. Also, invertebrate pest control performed (rats and gophers) and weeds sprayed in planted areas.
 - Tennis courts 2, 3 and 4 had trip hazards removed and were resurfaced to provide safe playing conditions. This work was completed prior to the annual summer tennis camps held by our Pro.
 - 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.
 - Weeds removed (manually) on Watkins along Atherton Chanel.
 - Installed new sand filter in playground restrooms to alleviate flushing problems.
 - Pump repairs – new pump had adjustments made to its pressure regulator.
 - Painted over graffiti hit at Fair Oaks and Marsh Road
 - Ongoing irrigation system and pump repairs at park. 2 large main line breaks (4” and 2”). Continued efforts at sprinkler standardization when possible. 4 large valves replaced.
 - Numerous meeting room set-ups in City Council Chambers.

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 11-12
(9.5 Months)**



Short Code	Acct'g Code	Description	Budget Dollars	Actual Dollars
A01	101-53-52031-053	Streets	\$ 267,486	\$ 171,193
A02	101-57-52031-057	Parks (Grounds & Fac.)	\$ 97,899	\$ 136,399
A03	101-59-52031-059	Other Facilities	\$ 80,826	\$ 30,225
A04	213-30-52031-000	Library	\$ 17,806	\$ 5,523
A05	101-58-52031-000	Tennis	\$ 5,374	\$ 1,677
E06	101-58-52031-058	Event Services	\$ 1,499	\$ 3,814
Totals:			\$ 470,890	\$ 348,831



Town of Atherton
Building Department

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

Community Services
Monthly Report
July 2012

Submitted by:
Mike Kashiwagi, PE
Director of Community Services

**Town of Atherton
Building Safety & Inspection**

*Construction and Permit Summary
July 1, 2012 to July 31, 2012*

	July	
Total Construction Valuation¹:	\$13,642,441	Fiscal Year 2012-13
		\$13,642,441

REVENUE

Plan Check Fees Collected:	\$34,223	\$34,223
Permit Fees Collected:	\$78,922	\$78,922
TOTAL:	\$113,145	\$113,145

PLAN CHECK

Applications Received:	58	58
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	3	3
New Accessory Structures Issued:	11	11
Addition / Alteration Permits Issued:	6	6
Reroof / Water Well Permits Issued:	18	18
Plumbing/Mechanical/Electrical Permits Issued:	9	9
<u>Non-Residential:</u>		
New Permits Issued:	3	3
TOTAL Permits Issued:	50	50

INSPECTIONS

Inspections Performed:	606	606
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Footnotes:

¹Valuation: For permitted projects during this period.

Town of Atherton Building Safety & Inspection

Code Enforcement Activity Summary

July 1, 2012 to July 31, 2012

CE responded to the following types of cases:

1. Dangerous Trees	0	10. Early Set Out-trash	8 o/6 c
2. Construction Law	1 o/ 1 c	11. Neighbor Law	1 o/1 c
3. Dog Barking	2 o/2 c	12. Animal	1 o/1 c
4. Building without permits	3 o	13. Litigation	2 o
5. Encroachments	1 o/1 c	14. Vehicles	1 o
6. Fence Violations	2 o/1 c	15. Unsecured Prop	1 o
7. Accessory Bld.	1 o	16. HOA Contact	-
8. Refuse	-	17. Admin/finance	1 o
9. Zoning	4 o/1 c	18. Admin/ordinance	1 o
		19. Public Nuisance	1 o
Number of Cases Closed = 31		Number of Cases Still Open = 14	

c: Closed

o: Open

CRW Cases: 7 Open / 5 Closed

Planning Projects

July 1, 2012 to July 31, 2012

	This Month Activity	Year to Date Activity
Staff Level Reviews	12	238
Planning Commission Items	5	27

1 Elm- denied for variance, denied for one tree removal, approved for 2 tree removals

Menlo School Master Plan Update

18 Reservoir- approved for two tree removals

38 Sutherland- Approved for removal of 4 trees, and a variance. Denied removal of one tree.

150 Almendral- Approval for removal of 3 trees

Arborist Activity Summary

July 1, 2012 to July 31, 2012

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	17	9	20	25

**Town of Atherton
Building Safety & Inspection**

Summary of New Single Family Residential Permits Issued by

Month	2012	2011
January	2	-
February	0	-
March	2	-
April	2	-
May	4	-
June	3	-
July	3	3
August		4
September		6
October		5
November		1
December		1
Total New SFD Permits:	16	20

Plan Check Performance

July 1, 2012 to July 31, 2012

	Cycles	Target	No. of Days Exceeded	Average Review Days
Major Plan Check	1st Review	10	0	8
	Subsequent Rev.	5	0	4
Minor Plan Check	1st Review	3	0	3
	Subsequent Rev.	2	0	-

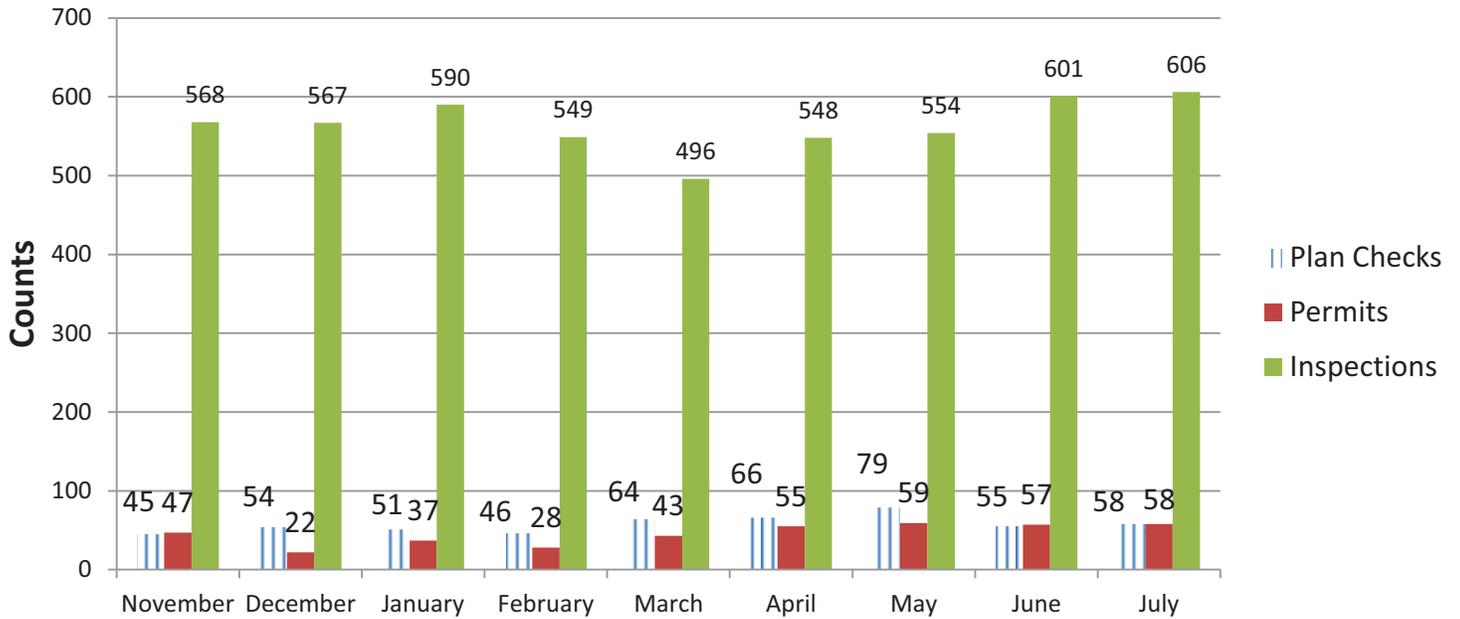
Target: in working days

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

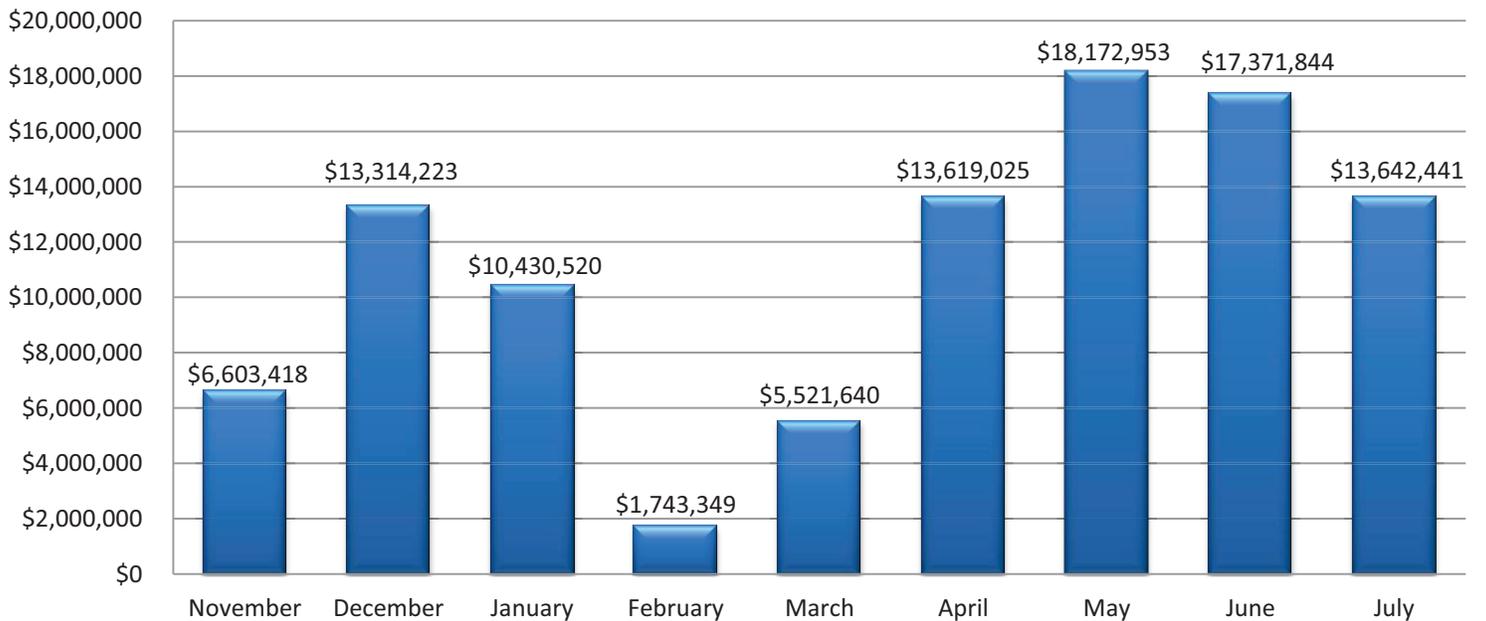
Minor Plan Check: Additions, alterations, Misc.

Summary Graphs

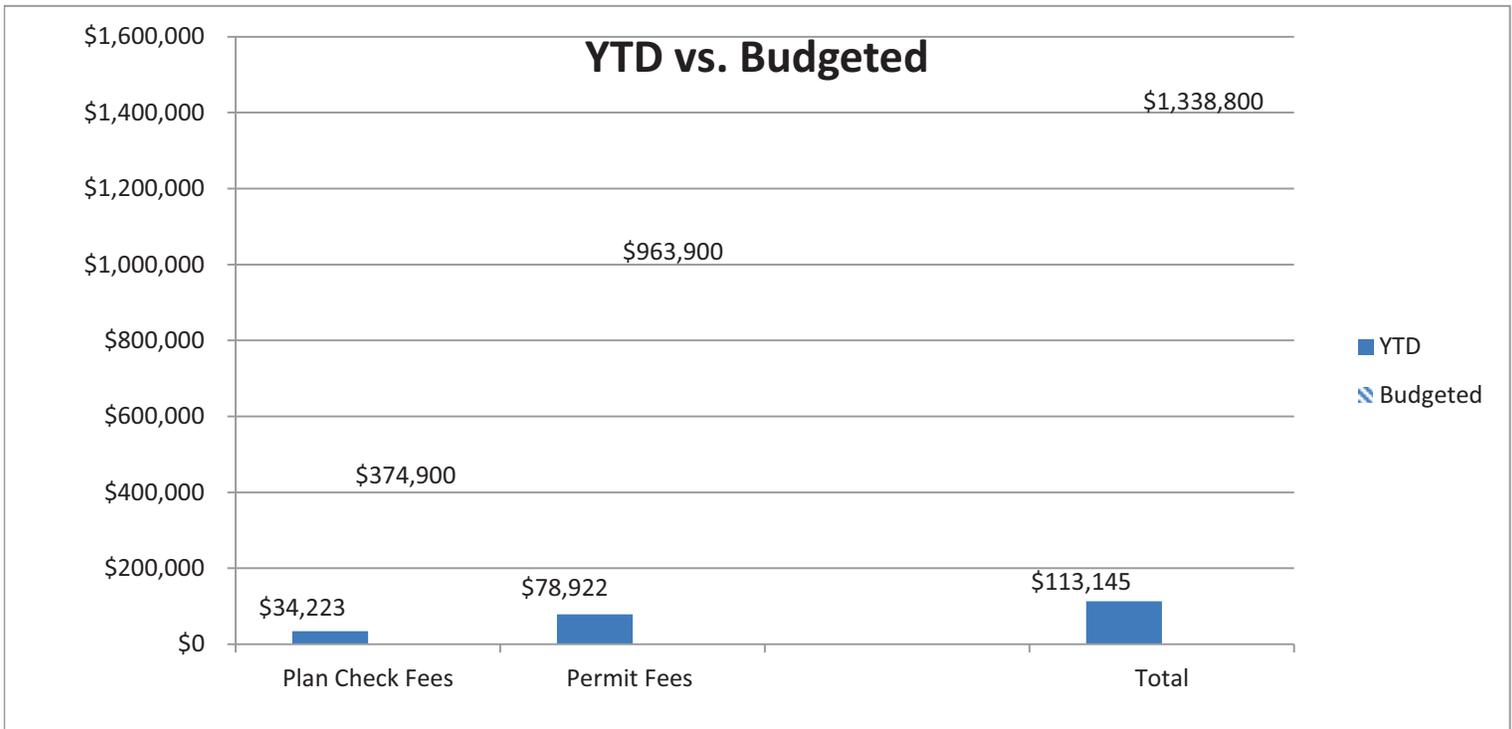
Plan Checks, Permits, Inspections



Valuation



Summary Graphs





Draft Minutes
Town of Atherton
CITY COUNCIL
June 29, 2012
9:30 a.m.
COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

This meeting is a continuance from the June 20, 2012 meeting.

1. **ROLL CALL** – Lewis, Widmer, McKeithen, Carlson, Dobbie (excused)

Mayor Widmer mentioned that there was a concert in the park put on the by the Arts Committee with 100-150 people attending. The event was a big success. There will be another concert at the end of July.

REGULAR AGENDA – (Items 23-28)

23. APPROVAL OF FISCAL YEAR 2012-2013 OPERATING AND CAPITAL IMPROVEMENT BUDGET

Report: Finance Director Debra Auker

Recommendation: Approve Resolution 12-xx adopting the revised Fiscal Year 2012-2013 Operating and Capital Budget

Interim Finance Director Debra Auker presented the budget.

Councilmember Carlson asked what valuation the Assessor has given the Town and wanted to know how much the value had gone up. Interim Finance Director Debra Auker answered that she didn't have the numbers but did confirm that it was above the county average. She added that at the next meeting they will be discussing the property tax auditing service the Town will be working with. The service will provide detail.

Councilmember Carlson asked where we are on the five year financial plan. Interim Finance Director Debra Auker answered that the plan is going to the Finance Committee at the next meeting. Councilmember asked if they would be getting new actuarial data and Interim Finance Director Auker answered in the affirmative.

Councilmember Carlson asked about the technology expenses listed on the budget. Interim City Manager Theresa DellaSanta answered that they are looking at iPads and a new system for recording meetings. Councilmember Carlson commented that there should be a discussion regarding expenditures of the technology budget. Interim City Manager Theresa DellaSanta answered that there will be a discussion.

Vice Mayor Lewis commended Interim Finance Director Debra Auker on presenting clear and concise budget document.

Vice Mayor Lewis asked if the \$3600 Road Impact Fee was interest. Interim Finance Director Auker answered yes.

Vice Mayor Lewis expressed concern about the expenses noted on the budget about improvements to the Town facilities. She doesn't like to see money spent on a project that is temporary since ultimately the modular building needs to be replaced. Lewis commented that it shows the need to come up with a plan for the Town Center.

Vice Mayor Lewis verified that the \$112,000 Building Department excess was an increase. Interim Finance Director Debra Auker verified this and noted that it is a conservative estimate. Vice Mayor Lewis commented that it is good news to increase the Building Department reserve.

Vice Mayor Lewis also wants the events in the park to be revisited since she thinks the Town is missing out on revenue.

Mayor Widmer commented that he doesn't like the language about not reviewing contracts every year. His understanding is that the budget is reviewed every year. Auker explained that this section is for contracts and/or projects that are entered into that will span fiscal years. There would be no reason to bring the contract back to the Council.

Mayor Widmer asked about the Town's contract with Alan Margot. How much money does the Town make from him? Auker answered that he is under contract and the contract was renewed. He pays the Town no matter how many classes he holds. Mayor Widmer asked if it was brought before the Council when the contract was renewed. Auker answered that the contract didn't require City Council review since it was just an amendment to an existing contract.

Mayor Widmer commented that the Town should profit from the contract. He would like it to be discussed at a future meeting. All Town taxpayers are subsidizing 30 key holders and at the very least, the Town shouldn't be losing money on the tennis courts.

Mayor Widmer asked about the \$150,000 for the streetlamps. At first it was thought to be savings driven, and then it was discussed as a safety issue. The lights are hard to get and are being phased out. When it is done, Mayor Widmer thinks they need to look at all options.

Councilmember Carlson asked if they were still adding to the Building reserve. Auker answered that although on page 31 the summary states that it will be down \$10,000, Interim Finance Director Auker expects that it would be going up.

Vice Mayor Widmer commented that the current outsourcing model is working well.

Councilmember Carlson asked about handling the events in the park. Interim City Manager DellaSanta confirmed that it will be at the next meeting.

Councilmember Carlson pointed out an inconsistency in the budget that the Preschool revenue is listed as General Fund instead of offsetting park expenses.

Vice Mayor Lewis noted that the capital improvement allocation for 2012-13 is \$900,000 and \$5.5 million for 2012-13. Vice Mayor Lewis questioned that in light of all of the items that are still in question, should it be removed from the budget?

Mayor Widmer answered that he doesn't agree and that if the money doesn't get spent it will just roll over.

Bob Roeser, Atherton resident, spoke about the tennis courts and reiterated (from a prior meeting) that he would be willing to lead a fund raising effort to refurbish the tennis courts.

Mayor Widmer thanked him for his offer and that he should coordinate with Parks and Recreation Commission and with Interim City Manager Theresa DellaSanta.

Mayor Widmer commented that the last time he was by the tennis courts the door was left open. Three of the courts are in immediate need of resurfacing. Interim City Manager Theresa DellaSanta reported that courts 2, 3, and 4 will be resurfaced by late August.

MOTION McKeithen/Carlson to Approve Resolution Adopting the revised Fiscal Year 2012-2013 Operating and Capital Budget. The motion passed.

Ayes: 4 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

24. APPROVAL OF RESOLUTION ESTABLISHING AND GOVERNING TOWN COMMITTEES AND COMMISSIONS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Approve resolution No 12-xx establishing and governing Town Committees and Commissions

Interim City Manager Theresa DellaSanta presented the Resolution.

Vice Mayor Lewis commented that on the first page a line was deleted and it says “as an alternative,” but since the line was removed, so should “as an alternative.” On page 2, Item 3 “will” should be “may” or “might” or “could.” Page 3, section 3 “at the pleasure of the City Council...” Vice Mayor Lewis asked if this means that a person can be removed – and, is there a vehicle to remove them? Interim City Manager DellaSanta answered that if they don’t show up for two consecutive meetings they can be removed.

Vice Mayor Lewis asked if for those committees that cannot fulfill 50% of the seats, should the Council revise the numbers of committees. Interim City Manager Theresa DellaSanta answered that at this will be discussed at a future meeting.

Vice Mayor Lewis asked about four year terms. Can there be an alternative time frame? Four years is a big commitment. Mayor Widmer commented that for some committees it is appropriate and that some amount of longevity is required. It can bog down a committee to have new people come in and out. The rail committee has specific expertise and there are no term limits. Vice Mayor Lewis would like the language inserted as such.

Mayor Widmer referred to Exhibit A, Rail Committee, item D should end with “as approved by the Town Council” at the end. Councilmember Carlson explained that this portion of the document is meant to provide the Rail Committee members with a body of information that they can use as the Town’s official stance on an issue. There has to be a process but once a document has gone through the Council or been signed by the Mayor it becomes part of the record.

Councilmember McKeithen was asked to look into other cities’ environmental programs. She did so and found that Woodside and Hillsborough had the best descriptions of their environmental plans. Hillsborough’s web site was far and away the best that Councilmember McKeithen encountered. The website had page after page of information for residents. There are tips and tricks for saving water, recycling batteries, etc. The website connects the town’s resources with the topics where applicable. Councilmember McKeithen would like to suggest that a staff member take charge of the committee and become integrated with the environmental committee.

Mayor Widmer suggested checking with Hillsborough to see if the Atherton website can link to theirs.

Councilmember McKeithen suggests finding out the scope from Hillsborough and have a staff member appointed to the committee.

Councilmember Carlson suggested before it gets too far into it, to have the committee come up with a report on the topic. Mayor Widmer agreed that once the committee is appointed it should follow up and possibly meet with Hillsborough and other cities to see how they are doing it.

MOTION Carlson, second by Lewis to approve with changes to the Resolution establishing and governing Town committees and commissions. The motion passed.

Ayes: 4 Nays: 0 Abstain: 0 Excused: 1(Dobbie)

25. PROVIDE STAFF DIRECTION REGARDING THE PREPARATION OF A REQUEST FOR PROPOSAL FOR PRELIMINARY DESIGN SERVICES TO DETERMINE THE FEASIBILITY AND COST TO CONSTRUCT A ROUNDABOUT AT THE INTERSECTION OF ATHERTON AVENUE AND ALAMEDA DE LAS PULGAS

Report: Public Works Director Mike Kashiwagi

Recommendation: Provide staff direction regarding the preparation of a Request for Proposal for Preliminary Design Services to determine the feasibility and cost to construct a roundabout at the intersection of Atherton Avenue and Alameda De Las Pulgas.

Public Works Director Mike Kashiwagi presented the staff report.

It was noted that this item came from the May 8th Town Transportation meeting. Currently the intersection has a four-way stop but due to increased traffic there have been greater backups at this intersection. It would be funded as part of the capital improvement program under Traffic Safety which holds \$50,000.

Councilmember Carlson wanted to clarify the problem being solved. Is this a priority in the Town. Public Works Director Kashiwagi answered that a resident brought it to the Transportation Commission's attention so they looked at it. Public Works Director Kashiwagi couldn't come up with another intersection that was more problematic in the Town.

Councilmember Carlson asked what traffic studies had been done. Public Works Director Kashiwagi answered that no studies had been done but rather the information was from residents and the Las Lomas school administration.

Vice Mayor Lewis commented that more than one resident brought this issue up as it is. It was a known problem in the neighborhood. Vice Mayor Lewis asked if we can we get contributions from Menlo Park? Public Works Director Kashiwagi answered that cities are responsible for paying for their own traffic mitigation projects.

Vice Mayor Lewis asked if the funds from Measure A were part of the \$50,000. Public Works Director Kashiwagi answered that the study would be funded by the Traffic Safety fund. If the project gets approved it would go into next year's capital improvement budget.

Councilmember McKeithen commented that this is not a new issue but it has been a problem for a long time. At one point the Council was told it could cost millions. There are different kinds of roundabouts. The span has been anywhere from \$300,000 to over \$1,000,000.

Mayor Widmer agrees that roundabouts are very helpful in keeping traffic flowing. But they require a lot of space. He feels that a roundabout may cause more of a backup on Atherton Avenue. And, they might want to consider a traffic signal. The Town will need to make room in the budget if we bring up big ticket items like

this. Mayor Widmer is not sure it's the worst intersection in Town. Mayor Widmer is not 100% in favor of it.

Bob Roeser has a problem with providing a solution before the problem has been studied. Mr. Roeser is concerned about the backup being caused to the roundabout from other intersections.

Mayor Widmer asked if the study would be about just the roundabout or would they study other options? Public Works Director Kashiwagi answered that first of all they would see if a roundabout is feasible and then the roundabout needs to be properly designed. They will provide a cost and that cost would be compared to a more conventional traffic signal. Public Works Director Kashiwagi stated that a signalized intersection could back traffic up to Woodside and Valparaiso which is quite a distance.

Councilmember Carlson is concerned about allocating scarce funds to a capital project, and asked Public Works Director Kashiwagi how he would characterize the project by importance. Public Works Director Kashiwagi believes it's time to look at the necessity for a traffic control device. He feels they are much more appropriate for the Town and create less of a look of an urban environment.

Councilmember Carlson asked if a roundabout would have been his first choice. Public Works Director Kashiwagi said yes. They know the intersection can be easily signalized but for the look and feel of the Town, Public Works Director Kashiwagi thinks it's the best option.

Mayor Widmer isn't sure this is the best use of funds. He doesn't want to expend 50% of the fund right away.

Vice Mayor Lewis asked Public Works Director Kashiwagi if there is a way to analyze all of the problem intersections. She wonders if there is an overall approach. Public Works Director Kashiwagi answered that Atherton doesn't really have a lot of traffic. The majority of the traffic is on Middlefield and El Camino Real. El Camino Real is under CalTrans jurisdiction and Middlefield has been heavily studied and at times signals have been put in. There should be appropriate spacing to help the traffic flow. Public Works Director Kashiwagi stated that in the future Middlefield might end up having another traffic signal on one of the streets that connect to El Camino Real.

Councilmember McKeithen asked if this would be taking money away from something else. Public Works Director Kashiwagi answered that at this point, no, it would not be taking away from another project.

Mayor Widmer interjected that it is day one of the budget and he is uncomfortable with spending half of the fund right off the bat.

Councilmember McKeithen noted that Atherton's primary concern is with traffic and safety. Both Public Works Director Kashiwagi and the former Director feel this is important.

Mayor Widmer doesn't see a problem with doing the study. Perhaps the timing is just bad. Mayor Widmer would like to suspend the item until we see expenditures later in the year.

Councilmember Carlson asked if the report would be beneficial to the Town's knowledge base. Public Works Director Kashiwagi answered that it could be that the report shows it would work and how much it costs but the Town decides that the money should not be spent at that time.

Vice Mayor Lewis suggested that they allow staff to move forward with the RFP and it doesn't mean the project has to be done.

MOTION Lewis, second by Carlson to authorize the provide prepare of a request for proposal for

preliminary design services to determine the feasibility and cost to construct a roundabout or other traffic mitigation measures at the intersection of Atherton avenue and Alameda de las Pulgas, not to exceed \$2500. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

26. PROVIDE STAFF DIRECTION REGARDING THE DEVELOPMENT OF A SPEED HUMP POLICY FOR THE TOWN OF ATHERTON

Report: Public Works Director Mike Kashiwagi

Recommendation: Provide direction to staff regarding the expenditure of staff time and resources necessary to develop a Speed Hump Policy for the Town of Atherton as directed by the Transportation Committee

Public Works Director Mike Kashiwagi presented the report to Council.

Mayor Widmer asked if it was out of the budget or would additional funds be needed. Public Works Director Mike Kashiwagi answered that it was coming out of the budget.

Mayor Widmer asked if there were other, more pressing, projects in Public Works department. Kashiwagi responded that if the project was approved it would fold into the normal workload.

Councilmember Carlson asked why the report would be on speed humps and not other types of traffic calming.

Kashiwagi answered that it was asked for by the Transportation Committee. Speed humps make the most sense in Atherton.

Mayor Widmer asked if Public Works Director Mike Kashiwagi would be open to expanding the study to include other options.

Vice Mayor Lewis agrees that the study should be expanded.

Kashiwagi answered that staff could do it but he would have to come back with a new estimate for the work. He added that he would need at least three months to get back to the Council.

Mayor Widmer asked if there was some urgency.

Kashiwagi responded that he didn't have knowledge of that. It was decided that the study could be done in the next three to six months.

MOTION by Lewis, second by Widmer to provide direction to staff regarding the expenditure of staff time and resources necessary to develop a Traffic Calming Measure (Speed Hump) Policy for the Town of Atherton as directed by the Transportation Committee. NEED MOTION LANGUAGE. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

27. ADOPTION OF RESOLUTION 12-XX CALLING THE NOVEMBER 6, 2012, GENERAL MUNICIPAL ELECTION, REQUEST CONSOLIDATION, AND CONTRACT WITH THE CHIEF ELECTIONS OFFICE FOR ELECTION SERVICES

Report: Interim City Manager Theresa DellaSanta

Recommendation: Staff recommends the adoption resolution 12-xx calling for a General Municipal Election, for the purpose of electing two (2) members of the Atherton City Council, to be held on November 6, 2012; requesting the San Mateo County Board of Supervisors to consolidate the election with any other elections to be held on November 6, 2012; contracting with the Chief Elections Official for the purpose of providing election services; and authorizing the City Manager to sign the service agreement with the County Elections Officer.

Interim City Manager Theresa DellaSanta presented the report.

MOTION by Lewis, second by Widmer to adopt Resolution 12-xx calling the November 6, 2012, General Presidential Election, request consolidation, and contract with the Chief Elections office for election services. The motion passed.

Ayes: 4 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

28. ADOPTION OF RESOLUTION 12-XX REQUIRING CANDIDATES TO BE CHARGED A DEPOSIT TO COVER THE COST OF PUBLICATION FOR STATEMENT OF QUALIFICATIONS

Report: Interim City Manager Theresa DellaSanta

Recommendation: Staff recommends adoption of a Resolution requiring candidates to pay the prorated cost of publication and distribution of the Statement of Qualifications and specifying the length of the Statement.

Interim City Manager Theresa DellaSanta presented the report.

Vice Mayor Lewis asked if Council could change the number of words. Theresa DellaSanta answered yes they could but it would cost more.

MOTION by Carlson, second by Lewis to adopt a Resolution 12-xx requiring candidates to be charged a deposit to cover the cost of publication for statement of qualifications. The motion passed.

Ayes: 4 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

CONSENT, CONTINUED

29. ADOPTION OF THE APPROPRIATIONS LIMITS FOR FY 2012-13

Report: Finance Director Debra Auker

Recommendation: Adopt resolution setting the appropriation limit for FY 2012-13 at \$10,764,282

Interim Finance Director Debra Auker presented the report.

Mayor Widmer asked who decided the inflation number. Auker answered that it was determined by the State Department of Finance.

MOTION by McKeithen, second by Carlson to adopt a Resolution setting the appropriation limit for FY 2012-13 at \$10,764,282. The motion passed.

Ayes: 4 Nays: 0 Abstain: 0 Excused: 1 (Dobbie)

30. COUNCIL REPORTS/COMMENTS

There were reports from Councilmember Carlson and Mayor Widmer.

Councilmember Carlson asked Councilmember McKeithen to report on the County Library Committee.

Councilmember McKeithen responded with the timeline of events which was also documented in Interim City Manager DellaSanta's report.

Councilmember Carlson asked if the Audit and Finance Committees could agendaize the topic. Councilmember McKeithen answered that they already are.

Councilmember Carlson also requested information on the SBWMA meeting. Interim City Manager Theresa DellaSanta reported that there will be an investigation into the Executive Director, who is being accused of awarding contracts to friends. It was asked who the inquiry would report to. Aaronson, Dickerson, Cohn and Lanzone is the law firm for SBWMA and will be receiving the investigation results. Interim City Manager Theresa DellaSanta also mentioned that SBWMA did not approve the budget pending the investigation.

Councilmember Carlson would also like a report on the Mosquito Abatement Agency. Interim City Manager Theresa DellaSanta is drafting a letter to recommend against the dissolution that she will bring to Council for approval.

31. FUTURE AGENDA ITEMS

32. PUBLIC COMMENTS

33. ADJOURN – The meeting was adjourned by Mayor Bill Widmer.

Respectfully submitted

**Theresa DellaSanta
Interim City Manager**



Draft Minutes
Town of Atherton
CITY COUNCIL
July 18, 2012
7:00 p.m.
COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California
REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE** –

2. **ROLL CALL** – Lewis, Widmer, Carlson (present)

McKeithen and Dobbie (excused)

3. **PRESENTATIONS** –

William Grindley updated the Council on the High Speed Rail project.

4. **PUBLIC COMMENTS** –

A resident spoke of returning from a reception where a former mayor of Palo Alto said he was giving up on fighting the HSR project. The resident hopes that he will not give up and that other elected officials will not give up.

5. **REPORT OUT OF CLOSED SESSION** – none

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

Interim City Manager Theresa DellaSanta reported on the Mosquito Abatement Agency. The Board of Supervisors voted against dissolution. Additionally there were recommendations: monthly financial reporting, human resource consulting, and accountant monthly checks. Mayor Widmer asked if the monthly checks would be an audit. Interim City Manager DellaSanta answered that it would be an ongoing audit.

Councilmember Carlson asked about the SBWMA investigation. Interim City Manager DellaSanta answered that they are still awaiting the outcome of the investigation. She expects they might have some word by mid-August.

Councilmember Carlson echoed Interim City Manager DellaSanta's comments commending staff on their efforts and added his personal appreciation to the staff in assisting her.

Councilmember Carlson asked about Park event procedures. Interim City Manager DellaSanta answered that they are still meeting but until there is a Library decision it's a little premature to make decisions.

Councilmember Carlson asked about exchanging of the STP funds for the SLLP funds to the total of \$43,000 more in revenue. Is that anticipated in the budget? Public Works Director Mike Kashiwagi

answered that it was not anticipated – this is over and above.

Councilmember Carlson asked about the City Council Special meeting on July 25th, 2012 and asked if there is also a Planning Commission meeting that night. He also asked if the Planning Commission will be discussing the Little League at the same time as the City Council is discussing Little League. Interim City Manager Theresa DellaSanta answered that the Planning Commission meeting has been moved to 7:00 p.m. that night at the Main House in Holbrook Palmer Park and to her knowledge the Little League project is not on the agenda.

Vice Mayor Lewis wanted to second Councilmember Carlson’s comments thanking the staff for all of their hard work.

It was announced that Police Chief Flint was sworn in and signed his contract on July 17, 2012, making his role with the Town official.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT - none

CONSENT CALENDAR (Items 8-18)

Items pulled from the Consent Calendar: (13 and 15)

Councilmembers had brief questions on Items 12, 14 and 17.

Item 12:

Councilmember Carlson asked about the scope of services for the contract. He asked if all property tax elements would be included, i.e. school districts etc. Interim Finance Director Auker answered no. The taxes that are distributed to the Town of Atherton will be looked at. In addition, the firm will be asked to audit the library portion as well as the parcel tax.

Councilmember Carlson asked about the web-based software mentioned on page 6. He asked if it was an extra cost. Interim Finance Director Debra Auker answered that it is part of the services and will show development activity, changes to parcels, annexations and will track assessed value.

Councilmember Carlson asked if the firm has given the Town an estimate of what we can expect to gain by using their service. Interim Finance Director Auker answered that she doesn’t have an estimate but they are hoping to clear up some miscalculations along the bordering towns.

Item 17:

Councilmember Carlson noted that on page 4, section G, after the word “agencies” there is a long line. Interim City Manager Theresa DellaSanta mentioned that it was left over from tracking changes and she will remove it.

Councilmember Carlson asked for Interim City Manager DellaSanta to comment on page 5, under City Council/City Manger relations. Interim City Manager DellaSanta answered that she will take suggestions from individual Council members but will then come to the full Council to ask for direction.

City Attorney Bill Connors commented that no one Councilmember can direct the City Manager. It needs to happen at a meeting so there can be a consensus.

Item 14:

Vice Mayor Widmer asked Public Works Director Mike Kashiwagi if this item includes the work on Park Lane. He answered that it does not. This was for digging and patching before the slurry work.

MOTION by Carlson, second by Lewis to approve the Consent Calendar including items 8, 9, 10, 11, 12, 14, 16, 17, and 18. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Excused: 2 (Dobbie and McKeithen)

- 8. APPROVAL OF JUNE 20, 2012 REGULAR MEETING MINUTES**
Recommendation: Approve June 20, 2012 regular meeting minutes

- 9. APPROVAL OF BILLS AND CLAIMS FOR JUNE, 2012 IN THE AMOUNT OF \$1,111,523**
Recommendation: Approve Bills and Claims in the amount of \$1,111,523

- 10. FINANCIAL REPORT FOR THE TWELVE MONTHS ENDED JUNE 30, 2012 Report: Finance Director Debra Auker**
Recommendation: Receive the General Fund Financial Report

- 11. INTENTIONALLY LEFT BLANK**

- 12. AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH HDL COREN & CONE RELATING TO PROPERTY TAX CONSULTING AND AUDIT SERVICES**
Report: Finance Director Debra Auker
Recommendation: Authorize the City Manager to execute a contract with HdL Coren & Cone (HdLCompanies) for property tax consulting and auditing services

- 14. ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 2012 SPRING PATCHING PROJECT**
Report: Public Works Director Mike Kashiwagi
Recommendation: Accept work and authorize recording of a notice of completion for the 2012 Spring Patching Project, Project Number 56051

- 16. APPROVE A ONE YEAR EXTENSION WITH CENTRAL MAINTENANCE COMPANY FOR THE CONTINUATION OF JANITORIAL SERVICES FOR THE AMOUNT OF \$24,658.20**
Report: Public Works Director Mike Kashiwagi
Recommendation: Approve a one year extension with Central Maintenance Company for the continuation of Town Janitorial Services with a 3% increase for a total of \$2054.85 per month for the 2012/13 fiscal year for an annual total of \$24,658.20

- 17. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL AMENDING CHAPTER 2.12 ESTABLISHING A CITY MANAGER POSITION DESCRIPTION**
Report: City Attorney Bill Connors
Recommendation: Waiver further reading and approve Ordinance to amend Chapter 2.12 establishing a City Manager position description.

- 18. A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT TO ADJUST THE COMPENSATION AND BENEFITS OF INTERIM CITY MANAGER**

Report: Mayor Bill Widmer

Recommendation: Approve Resolution executing an agreement to adjust compensation and benefits of the Interim City Manager

Council then took up items that were removed.

13. AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CAPITAL ACCOUNTING PARTNERS, LLC RELATING TO UPDATING THE MASTER FEE SCHEDULE, THE COST ALLOCATION PLAN, AND DETERMINING FULLY-BURDENED STAFF HOURLY RATES

Report: Finance Director Debra Auker

Recommendation: Authorize the City Manager to execute a contract with Capital Accounting Partners, LLC (CAP) for professional services relating to updating the master fee schedule, the cost allocation plan, and determining fully-burdened staff hourly rates for a fixed cost not to exceed \$20,451

Interim Finance Director Debra Auker presented the report.

Councilmember Carlson asked when the Council will be review items in the park. Interim Finance Director Auker answered that it is a complex process. The firm will find out what everyone does and how frequently the things that they do occur.

Councilmember Carlson asked what should be billable and what is not billable. Interim Finance Director Auker answered that they will look at the past studies to learn the scope. There will be pricing of specific development projects. Ms. Auker has been speaking to jurisdictions that have bigger projects.

Councilmember Carlson asked what information the firm present at the first council meeting since two council meetings are included in the fee. Interim Finance Director Auker expects that they will come with a recommendation of fees.

Councilmember Carlson asked if Ms. Auker has worked with this firm. She answered that she has not. She chose a firm that is technical but will not overburden the process. Ms. Auker checked references and thinks this firm provides a good balance.

Vice Mayor Lewis asked why we have to do cost allocation again since it was just done in 2009 during an arduous process and why if we are outsourcing so much, does it need to be done again. Interim Finance Director Auker answered that it is helpful from a public viewpoint to show efficiencies.

City Attorney Bill Connors answered that we need to know what the costs are. It could impact fees. Outsourcing is just labor. We need to make sure the fees are factually based.

Vice Mayor Lewis asked if this was a boilerplate proposal. It doesn't seem like it is specific to Atherton. Interim Finance Director answered that she was not involved with the RFP but the proposal encompasses all that they need done.

City Attorney Connors commented that we might even be late in the process. It needs to be the Town's reasonable estimate of costs. Some of the fees may need to be downsized. A lot has changed since 2009.

Interim Finance Director Auker commented that this firm will create a model that the Town can update.

Vice Mayor Lewis responded that she hates to spend money if the 2009 consultant created a model that the Town could update. City Attorney Bill Connors answered that there is no way a consultant could have anticipated the sweeping changes that have happened since 2009.

Carol Flaherty, resident, urged the Town to move forward with the cost study. She feels she was mischarged on her project. The valuation applied to her project was double which affected her permit prices. There were inherent problems with MBS. She would urge the City Council to start work on the cost study.

MOTION by Carlson, second by Lewis to authorize the City Manager to execute a professional services agreement with Capital Accounting Partners, LLC relating to updating the master fee schedule, the cost allocation plan, and determining fully-burdened staff hourly rates. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Excused: 2 (Dobbie and McKeithen)

15. APPROVE THE SELECTION OF BIGGS CARDOSA ASSOCIATES, INC FOR THE MARSH ROAD RETAINING WALL DESIGN (PHASE 1) AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONSULTANT SERVICES AGREEMENT FOR A NOT-TO-EXCEED FEE OF \$92,235

Report: Public Works Director Mike Kashiwagi

Recommendation: Approve the selection of Biggs Cardosa Associates, Inc. for the Marsh Road Retaining Wall design (phase 1) and authorize the City Manager to execute the Consultant Services Agreement in an amount not-to-exceed \$92,235

Councilmember Carlson asked about page 11 – the three options for payment. Councilmember Carlson asked if they are there for the Council to make a decision on. He would like to do a monthly review.

City Attorney Bill Connors explained that this is a sample contract. The contract will be drafted by City Attorney Connors in the Town’s best interest. The contractors understand that this is just a sample and that it will be changed and made more specific per project.

Public Works Director Mike Kashiwagi answered in agreement that this is not the final contract.

Councilmember Carlson asked who would be doing inspections on the project. Public Works Director Kashiwagi answered that in this case that section of the contract does not apply and there will not be an inspection portion.

Mayor Widmer agrees that something needs to be done about Marsh Road. He thinks the numbers are a little high. He would like to see RFPs before they go out, not after. Mayor Widmer asked Public Works Director Mike Kashiwagi to summarize why this contractor was chosen. He responded as Biggs Cardosa was ranked first. The proposal and scope of work was the most complete. There are several ways this project can be done. Mayor Widmer asked if they are a prime contract with a team behind them. Public Works Director Kashiwagi answered that Biggs Cardosa’s expertise is structure and they will work with other firms with different areas of expertise.

Mayor Widmer asked if the references were called. Public Works Director Mike Kashiwagi answered that not all of the reviewers called the references but a staff member called the references and they were very favorable.

Mayor Widmer questioned the discrepancy in review score sheets. Public Works Director Mike Kashiwagi expressed the importance of the ranking of the firms and not necessarily of how the firms were scored by each reviewer.

Mayor Widmer commented on the scope of the work compared with the cost of \$92,000. He feels it's a lot of money for what it appears they will be doing. Public Works Director Mike Kashiwagi answered that the staff report must not have correctly shown the scope of the work. The firm will be using existing data from another study but since it is dated it will need to be reworked. They will be doing new topographic studies and will provide five or six different options for the Town with a cost structure for each option. They will also be doing the necessary environmental study. They will also do a 35% design. That is a significant amount of work.

Mayor Widmer asked if the Arborist mentioned is the Town Arborist. Public Works Director Mike Kashiwagi answered that it is not the Town Arborist.

Mayor Widmer asked how much it will cost. Public Works Director Mike Kashiwagi answered that we really don't know before the work begins. It is being billed on a time and materials basis.

Mayor Widmer thought it wouldn't cost this much. He feels that the number seems a little high. The proposal isn't very specific and there are a lot of things listed that the contractor won't do.

Vice Mayor Lewis wondered if one of the outcomes might be that the wall doesn't need to be fixed. Public Works Director Kashiwagi answered that that option is a possibility. There will be a reconnaissance level review. They will give their opinion on whether it needs to be redone. That is part of the assessment.

Vice Mayor Lewis asked if it would cost less for fewer scenarios. Public Works Director Mike Kashiwagi answered that it might cost less but the report wouldn't be comprehensive if they didn't present all of the options.

Councilmember Carlson wanted to confirm that they are looking at the wall and the road. Public Works Director Kashiwagi answered that they will also be looking at the channel.

Councilmember Carlson questioned how the report done so many years ago could still be valid. Mayor Widmer suggests that the Town is in some way indemnifying the prior report. They could come back and use misinformation from the prior report. There is a lot of risk for the Town and not a lot of risk for the firm.

Councilmember Carlson asked how incremental costs (additional services) will be managed. Public Works Kashiwagi answered that they are saying that they want to be clear about what is in their scope of work and what isn't. That is why meetings are written in and listed since meetings can cost a lot of money. Staff will do their best to manage the scope. That doesn't mean that there will not be additional costs. Staff would have to come back to Council with additional costs outside of the scope of the original project.

City Attorney Bill Connors commented that this is like remodeling a house. It can almost be harder than rebuilding the whole thing. He feels that Mike Kashiwagi has a good handle on this and he commends him for having a "not to exceed" clause.

Mayor Widmer asked how such a specific number was arrived upon. Public Works Director Kashiwagi explained that they arrived at the number by looking at the tasks by hours and figuring the cost by the hourly rate charged. Staff felt that it was reasonable but it will be very difficult to hold them to the hours by task since it is hard to estimate.

MOTION Lewis, second by Widmer to continue the item until staff can bring justification for the fee and the proposed contract. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Excused: 2 (Dobbie and McKeithen)

PUBLIC HEARINGS - None

REGULAR AGENDA – (Item 19)

19. ADOPT RESOLUTION 12-xx DESIGNATING A VOTING DELEGATE AND UP TO TWO ALTERNATES TO THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE – SEPTEMBER 5-7, SAN DIEGO

Report: Interim City Manager Theresa DellaSanta

Recommendation: Adopt Resolution 12-xx designating a voting delegate and an alternate to the League of California Cities Annual Conference in San Diego.

Mayor Widmer and Vice Mayor Lewis have expressed interest in going to the conference. Councilmember Carlson would like to hear anything they can bring back that would be of interest to the Council. He would request a trip report from each attendee.

Vice Mayor Lewis thinks it's a beneficial conference and the Town should take advantage of what the conference has to offer.

MOTION by Lewis, second by Carlson to adopt a Resolution designating Mayor Widmer as a voting delegate and Vice Mayor Lewis the alternate to the League of California Cities Annual Conference – September 5-7, San Diego. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Excused: 2 (Dobbie and McKeithen)

CONSENT, CONTINUED

20. COUNCIL REPORTS/COMMENTS –

Councilmember Carlson reported on the mediation session of HSR. They met with a mediator and there was not agreement made. Wanted to remind people that elections are coming up and some candidates are for HSR and some are opposed.

Councilmember Carlson also confirmed that Interim City Manager DellaSanta will have a report from the County Library system by next month's meeting.

21. FUTURE AGENDA ITEMS -

MOTION by Carlson, second by Lewis to agendize a discussion of where the Library Donor Funds will reside. The motion passed.

Ayes: 3 Nays: 0 Abstain: 0 Excused: 2 (Dobbie and McKeithen)

22. PUBLIC COMMENTS - none

23. ADJOURN – the meeting was adjourned at 8:45

Respectfully submitted

**Theresa DellaSanta
Interim City Manager**

**TOWN OF ATHERTON
CLAIMS LIST JULY 2012**

	<u>Amount</u>
A/P Checks (#13969-14095)	\$ 519,714
Payroll Checks (#346-348)	740
Direct Deposit - Payroll	198,356
Electronic Transfer - A/P & Payroll	212,578
JULY 2012 Total	931,388

I, Theresa DellaSanta, Interim City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 346-348 (payroll), and 13969-14095 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$931,388 are true and correct based on the information provided to me and that there are sufficient funds for payment.

Theresa DellaSanta
Interim City Manager

The above claims, check numbers 346-348 (payroll), and 13969-14095 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$931,388 are true and correct and are authorized for payment.

Bill Widmer
Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$ 823,121
105	Tennis Fund	858
202	Measure A	24,845
203	Gas Tax	3,920
210	Road Construction Impact	968
213	Library	8,808
215	Evan Creative Design	4,500
615	General Liability	31,550
616	Employee Benefits	32,818
	TOTAL	931,388

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of July 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13969	7/3/2012	AUKER DEBRA C.	B-7	General Fund	Finance	Interim Finance Director June 2012	11,704.00
13969 Total							11,704.00
13970	7/3/2012	CONNERS WILLIAM B.	June 2012	General Fund	City Attorney	City Attorney Retainer June 2012	12,800.00
13970 Total							12,800.00
13971	7/3/2012	FLINT EDWIN F.	12-06	General Fund	Police	Interim Police Chief June 2012	14,500.00
13971 Total							14,500.00
13972	7/3/2012	LIEBERT CASSIDY WHITMORE	151781	General Fund	Administration	Review documents re-employee/retiree health benefits May 2012	5,899.19
13972 Total							5,899.19
13973	7/3/2012	PLUTYNSKI MARK A.	001-June 2012	General Fund	City Council	Videotaping, editing, post to web service June 2012	1,750.00
13973 Total							1,750.00
13974	7/3/2012	PURCHASE POWER	38852315/512	General Fund	Non-Dept	Postage meter refill Admin 5/30/12	200.00
13974	7/3/2012	PURCHASE POWER	38852315/512	General Fund	Non-Dept	Postage meter refill trans fee Admin 5/30/12	7.99
13974	7/3/2012	PURCHASE POWER	38852315/512	General Fund	Non-Dept	Postage meter refill Admin 6/1/12	1,000.00
13974	7/3/2012	PURCHASE POWER	38852315/512	General Fund	Non-Dept	Postage meter refill trans fee Admin 6/1/12	19.99
13974 Total							1,227.98
13975	7/3/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	20958	General Fund	Administration	2012 Unrepresented Employees May 2012	2,106.44
13975 Total							2,106.44
13976	7/3/2012	STATE BOARD OF EQUALIZATION	2011 Sale Tax	General Fund	Finance	2011 Sale use tax	76.77
13976 Total							76.77
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Accident Indemnity	135.72
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Cancer Ins	117.61
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Dental Ins PreTx	65.22
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Hospital Indemnity	25.52
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Intensive Care	16.26
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC Specified Health	27.90
13977	7/3/2012	AFLAC	501-06-2012	General Fund		PR Batch 501 6 2012 AFLAC-STD After Tax	62.81
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Specified Health	27.90
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC-STD After Tax	62.81
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Accident Indemnity	135.72

Town of Atherton							
Checks by Date - Detail by Check Number							
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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Cancer Ins	117.61
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Dental Ins PreTx	65.22
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Hospital Indemnity	25.52
13977	7/3/2012	AFLAC	502-06-2012	General Fund		PR Batch 502 6 2012 AFLAC Intensive Care	16.26
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Accident Indemnity	135.72
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Cancer Ins	117.61
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Dental Ins PreTx	65.22
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Hospital Indemnity	25.52
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Intensive Care	16.26
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC Specified Health	27.90
13977	7/3/2012	AFLAC	503-06-2012	General Fund		PR Batch 503 6 2012 AFLAC-STD After Tax	62.81
13977 Total							1,353.12
13978	7/3/2012	AFLAC	501-04-2012	General Fund		PR Batch 501 4 2012 Flex Participation Fee-EE	75.00
13978 Total							75.00
13979	7/3/2012	TEAMSTERS LOCAL 856 H & W	501-06-2012	General Fund		PR Batch 501 6 2012 Dental Insurance	4,032.00
13979	7/3/2012	TEAMSTERS LOCAL 856 H & W	July 2012	General Fund	Police	Dental A. Barron July 2012	(144.00)
13979 Total							3,888.00
13980	7/3/2012	VISION SERVICE PLAN	501-06-2012	General Fund		PR Batch 501 6 2012 Vision Insurance	466.09
13980	7/3/2012	VISION SERVICE PLAN	July 2012	General Fund	Police	Vision A. Barron July 2012	(10.88)
13980	7/3/2012	VISION SERVICE PLAN	July 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava July 2012	10.88
13980 Total							466.09
13981	7/12/2012	ELIASER CATHERINE	262	General Fund		Refund park deposit Inv#262, 6/30/2012	1,000.00
13981 Total							1,000.00
13982	7/12/2012	HASHEMI NOOSHEEN	274	General Fund		Refund park deposit (cancel) Inv#274, 8/26/12	1,000.00
13982 Total							1,000.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	4960/6-22-12TD	General Fund	City Council	Food for City Council meeting 6/20/12	37.34
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5424/6-22-12KR	General Fund	Building	International code council membership M. Homer Bldg (credit back late)	300.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Non-Dept	(1) ReadyRails Sliding Rails for select 1U systems- Town server	115.92
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Car washes PD May 2012	220.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	CCW breakfast and annual qualification-PD 06/12/12	136.16
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Lodging motor drop off Chief Flint PD 6/5/12	121.83
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	2431/6-22-12JW	General Fund	Police	DeWalt mobile lock fee PD June 2012	19.95
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Airfare SLI#2 training A. Kockler PD 8/5/12 - 8/8/12	199.60
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Airfare SLI#3 training A. Kockler PD 7/8/12 - 7/11/12	253.60
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Airfare SLI#5 training A. Kockler PD 10/7/12 - 10/10/12	217.60
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Lodging SLI training A. Kockler PD 6/3/12/6 - 6/6/12	283.65
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Airfare SLI#4 training A. Kockler PD 9/9/12 - 9/12/12	199.60
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Airfare SLI#6 training A. Kockler PD 11/4/12 - 11/7/12	199.60
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Name badges & pens for Atherton PD hosted-Graham training 06/19/12 (82 attendees)	41.10
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Gas Town truck -new motorcycle PD 6/5/12	31.45
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Gas Town truck -new motorcycle PD 6/5/12	35.78
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Gas Town truck -new motorcycle PD 6/6/12	125.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Gas Town truck -new motorcycle PD 6/6/12	99.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	(2) Locker keys & (2) lidar case keys PD	9.74
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Data 911 computer repair -overnight shipping fee PD	31.63
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Error (vendor will credit) PD	64.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	(2) GB 50098 Electrical assorted cable ties PD	27.65
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5432/6-22-12JF	General Fund	Police	Alarm receiver repair -shipping fee	39.39
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5408/6-22-12ST	General Fund	DPW-Engineering	Seminar Dealing with Difficult People D. Huynh DPW 8/15/12	149.00
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5408/6-22-12ST	General Fund	DPW-Engineering	Seminar Dealing with Difficult People K. Robinson DPW 8/15/12	149.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5408/6-22-12ST	General Fund	DPW-Park Program	Internet fee Park Program June 2012	67.58
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5408/6-22-12ST	General Fund	DPW-Park Program	(2) POD rental -final pickup of container fee Park Program	302.50
13983	7/12/2012	IMPAC. GOVERNMENT SERVICES	5408/6-22-12ST	General Fund	DPW-Building Maint.	(1) Wasp control spray DPW Building Maint.	9.65
13983 Total							3,487.32
13984	7/12/2012	ABAG	1041119	General Fund	Non-Dept	Annual ABAG dues FY 2012-2013	1,888.00
13984 Total							1,888.00
13985	7/12/2012	CA POLICE CHIEF'S ASSN	286-FY12/13	General Fund	Police	Annual CPCA membership dues FY 2012- 2013	300.00
13985 Total							300.00
13986	7/12/2012	CANINE TACTICAL OPERATIONS	August 6-8	General Fund	Police	K-9/SKIDDS course D. Gomez PD 8/6/12 - 8/8/12	450.00
13986 Total							450.00
13987	7/12/2012	GRYPHON TRAINING GROUP	Sept 27-28	General Fund	Police	"Without Mercy: Traveler Crime trnng J. Yoakum PD 9/27-28,2012	150.00
13987 Total							150.00
13988	7/12/2012	HALPERIN BARI	CR1816	General Fund		Replace check# 13945 (Refund park deposit FY11-12)	250.00
13988 Total							250.00
13989	7/12/2012	HARRIS COMPUTER CORPORATION	MN003103	General Fund	Finance	Wintergrade license fee 7/1/12 - 9/30/12	426.00
13989 Total							426.00
13990	7/12/2012	HEART SAN MATEO COUNTY	FY 2013	General Fund	City Council	Administrative fee Housing Endowment and Regional Trust FY2013	2,275.00
13990 Total							2,275.00
13991	7/12/2012	LIEBERT CASSIDY WHITMORE	149318	General Fund	Administration	SMC Emp Relations Consortium membership 7/1/12 - 6/30/13	4,450.00
13991 Total							4,450.00
13992	7/12/2012	MAINTENANCE SUPERINTENDENTS ASSOCIATION	FY 2013	General Fund	DPW-Street Maint.	MSA Annual membership dues 7/1/12 - 6/30/13	60.00
13992 Total							60.00
13993	7/12/2012	MUNISERVICES LLC	SimmonsFireSys	General Fund		Bus. Lic Simmons Fire Systems	225.00
13993	7/12/2012	MUNISERVICES LLC	ArtisanPainting	General Fund		Bus. Lic Artisan Painting	150.00
13993	7/12/2012	MUNISERVICES LLC	LowyFireProt	General Fund		Bus. Lic Lowy Fire Protection Inc.	75.00
13993	7/12/2012	MUNISERVICES LLC	VanAcnerConst	General Fund		Bus. Lic Van Acner Construction	250.00
13993	7/12/2012	MUNISERVICES LLC	MenloAtherton	General Fund		Bus. Lic Menlo Atherton Realty	100.00
13993 Total							800.00

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Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
13994	7/12/2012	SAN MATEO CNTY COMMUNICATIONS MANAGERS ASSOCIATION	FY12-13	General Fund	Police	Communications Mgr Assoc annual due PD FY 2012-2013	50.00
13994 Total							50.00
13995	7/12/2012	SAN MATEO CNTY NARCOTICS TASK	FY12/13	General Fund	Police	City cost sharing SMCNTF contribution FY2012-2013	27,264.00
13995 Total							27,264.00
13996	7/12/2012	SAN MATEO CNTY SHERIFF'S OFFIC	August21-22	General Fund	Police	Driver Training Update J. Yoakum PD 8/21/12 - 8/22/12	450.00
13996 Total							450.00
13997	7/12/2012	SPRINGBROOK SOFTWARE INC	0021933	General Fund	Finance	Annual maintenance Springbrook 7/1/12 - 6/30/13	14,129.50
13997 Total							14,129.50
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	Administration	91 Ashfield - Admin 5/24/12 - 6/22/12	12.84
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	Planning	Station Lane/Town Hall 5/24/12 - 6/22/12	17.60
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	Building	Station Lane/Town Hall 5/24/12 - 6/22/12	105.60
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	Police	91 Ashfield - PD 5/24/12 - 6/22/12	21.87
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	DPW-Engineering	Station Lane/Town Hall 5/24/12 - 6/22/12	52.79
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	DPW-Street Maint.	99 Dinkenspiel Corp Off/Storage 5/24/12 - 6/22/12	71.08
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	DPW-Park Maint.	160 Watkins (CM House) 5/25/12 - 6/25/12	32.55
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	DPW-Park Program	150 Watkins HP Activities 5/25/12 - 6/25/12	50.21
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	General Fund	DPW-Park Program	150 Watkins Town of Atherton 5/25/12 - 5/31/12	27.24
13998	7/12/2012	ABAG POWER PURCHASING POOL	8004628	Library Fund	Non-Dept	Library/Dinkenspiel/Sta Ln 5/24/12 - 6/22/12	28.22
13998 Total							420.00
13999	7/12/2012	ACCOUNTEMPS	35798416	General Fund	Finance	Temp Phonpradith, Noy 6/19/12 - 6/22/12	1,285.76
13999	7/12/2012	ACCOUNTEMPS	35830795	General Fund	Finance	Temp Phonpradith, Noy 6/25/12 - 6/28/12	1,285.76
13999 Total							2,571.52
14000	7/12/2012	AT&T CALNET 2	000003484680	General Fund	Non-Dept	8099 Town Hall main line 5/27/12 - 6/26/12	419.46
14000	7/12/2012	AT&T CALNET 2	000003484679	General Fund	Non-Dept	0600 PBX switch board line 5/27/12 - 6/26/12	112.38
14000	7/12/2012	AT&T CALNET 2	000003468235	General Fund	Police	6689 MP fire to PD voter 5/20/12 - 6/19/12	66.22

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14000	7/12/2012	AT&T CALNET 2	000003468236	General Fund	Police	6690 MP police to PD voter 5/20/12 - 6/19/12	66.22
14000	7/12/2012	AT&T CALNET 2	000003468232	General Fund	Police	8343 83 Ashfield/KCEA radio 5/20/12 - 6/19/12	57.18
14000	7/12/2012	AT&T CALNET 2	000003468237	General Fund	Police	6691 Cal water/Bear gulch voter PD 5/20/12 - 6/19/12	76.50
14000	7/12/2012	AT&T CALNET 2	000003468234	General Fund	Police	7360 Circuit data line PD 5/20/12 - 6/19/12	359.15
14000	7/12/2012	AT&T CALNET 2	000003468233	General Fund	Police	5840 83 Ashfield to Industrial rd PD 5/20/12 - 6/19/12	265.36
14000	7/12/2012	AT&T CALNET 2	000003468230	General Fund	Police	1053 Teleinder loop line PD 5/20/12 - 6/19/12	84.05
14000	7/12/2012	AT&T CALNET 2	000003468231	General Fund	Police	1953 Circuit# PD to 590 Hamilton RC 5/20/12 - 6/19/12	96.89
14000 Total							1,603.41
14001	7/12/2012	CLARK PEST CONTROL	12887867	Library Fund	Non-Dept	Pest control services Library June 2012	95.00
14001 Total							95.00
14002	7/12/2012	COMPUTER TECHNICIANS, INC	33522	General Fund	Administration	Repair HP 4600 color printer Admin	107.00
14002 Total							107.00
14003	7/12/2012	CONTRACT SWEEPING SERVICES	INV120000826	General Fund	DPW-Street Maint.	Monthly sweeping service June 2012	992.70
14003 Total							992.70
14004	7/12/2012	DE LAGE FINANCIAL SERVICES,INC	14145465	General Fund	Planning	Lease Sharp MXM453N copier Planning 6/15/12 - 7/14/12	50.50
14004	7/12/2012	DE LAGE FINANCIAL SERVICES,INC	14145465	General Fund	Building	Lease Sharp MXM453N copier Bldg 6/15/12 - 7/14/12	50.50
14004	7/12/2012	DE LAGE FINANCIAL SERVICES,INC	14145465	General Fund	DPW-Engineering	Lease Sharp MXM453N copier DPW 6/15/12 - 7/14/12	50.50
14004 Total							151.50
14005	7/12/2012	DELL MARKETING L.P.	XFTJPFFF3	General Fund	Administration	(1) Dell Vostro 3550 Laptop i5-2450 RAM Admin	1,500.80
14005	7/12/2012	DELL MARKETING L.P.	XFTJPFFF3	General Fund	Building	(1) Dell Vostro 3550 Laptop i5-2450 RAM Bldg	500.00
14005	7/12/2012	DELL MARKETING L.P.	XFTJPFFF3	General Fund	DPW-Engineering	(1) Dell Vostro 3550 Laptop i5-2450 RAM DPW	524.00
14005 Total							2,524.80
14006	7/12/2012	DENNIS TONY	June 21, 2012	General Fund	Police	Lunch Force Options/Simulator training T. Dennis 6/21/12	14.45
14006 Total							14.45
14007	7/12/2012	HILLSBOROUGH POLICE DEPT.	CHK#1979	General Fund	Finance	Refund over payment for training G. Graham	90.00
14007 Total							90.00
14008	7/12/2012	HOUSTON COMMUNICATIONS INC	200000883-1	General Fund	Police	Radio repair -replace antenna PD	110.14

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14008 Total							110.14
14009	7/12/2012	INTERWEST CONSULTING GROUP, INC	12772	General Fund	Building	Inspection services permits issue prior 8/22/12	5,080.00
14009	7/12/2012	INTERWEST CONSULTING GROUP, INC	12772	General Fund	Building	55% Total revenue June 2012	358.28
14009	7/12/2012	INTERWEST CONSULTING GROUP, INC	12772	General Fund	Building	55% Total revenue June 2012	73,243.07
14009	7/12/2012	INTERWEST CONSULTING GROUP, INC	12773	General Fund	DPW-Engineering	Interim Public Works Director June 2012	14,500.00
14009 Total							93,181.35
14010	7/12/2012	KLEINTERIORS	1204/20	General Fund	City Council	Drapery Council Chamber	3,086.59
14010	7/12/2012	KLEINTERIORS	1204/20	General Fund	City Council	Fire retardant -Drapery Council Chamber	362.25
14010 Total							3,448.84
14011	7/12/2012	KOCKLER ANTHONY	June 21, 2012	General Fund	Police	Mileage Force Option/Simulator training A. Kockler 6/21/12	25.53
14011	7/12/2012	KOCKLER ANTHONY	June 21, 2012	General Fund	Police	Lunch Force Option/Simulator training A. Kockler 6/21/12	10.34
14011 Total							35.87
14012	7/12/2012	NICHOLS,MELBURG ROSSETTO & ASSOCIATES	12-6365.00-2	General Fund	City Council	Architectural Prog/Space needs analysis svc Atherton Civic Cente	2,500.00
14012 Total							2,500.00
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	City Council	(1) ea LaserJet cartridge Council	229.31
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	City Council	(1) ea Febreeze Council	4.07
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(2) pk File Admin	5.97
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) pk Folder Admin	17.24
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) pk Folder Admin	18.53
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(4) ca Copier papers Admin	164.96
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) ea Red cartridge tape Admin	11.79
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) ea Black tape Admin	10.47
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) pk 3x3 note Admin	6.35
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Administration	(1) dz 5x8 pad Admin	4.61
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Non-Dept	(1) bx 9x12 Envelope Post Office	4.89
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	Non-Dept	(2) pk Thermal paper Post Office	8.90
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	DPW-Engineering	(1) ea HP 950 black ink DPW	36.03
14013	7/12/2012	OFFICE DEPOT	615173988001	General Fund	DPW-Engineering	(1) pk HP 951 combo ink DPW	55.51
14013	7/12/2012	OFFICE DEPOT	615174374001	General Fund	DPW-Engineering	Fax/Printer machine DPW Eng.	321.49
14013 Total							900.12
14014	7/12/2012	PG & E	92913025489/612	General Fund	DPW-Street Maint.	Corp office/Storage 5/23/12 - 6/21/12	103.87
14014	7/12/2012	PG & E	95313129439/612	General Fund	DPW-Street Maint.	93 Dinkelspiel Station Ln 5/24/12 - 6/22/12	210.43
14014	7/12/2012	PG & E	86713555828/612	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 5/25/12 - 6/25/12	41.90

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14014	7/12/2012	PG & E	34579695882/612	General Fund	DPW-Street Maint.	Signal El Camino Real/Atherton 5/24/12 - 6/22/12	68.82
14014	7/12/2012	PG & E	08963023620/612	General Fund	DPW-Park Maint.	160 Watkins (CM house) 5/24/12 - 6/25/12	49.01
14014	7/12/2012	PG & E	91663025566/612	Library Fund	Non-Dept	Atherton library 5/23/12 - 6/21/12	728.47
14014 Total							1,202.50
14015	7/12/2012	PITNEY BOWES INC	747492	General Fund	Non-Dept	(4) DM500/550 red ink cartridge	379.08
14015	7/12/2012	PITNEY BOWES INC	747492	General Fund	Non-Dept	(4) Adhesive roll tape	305.41
14015 Total							684.49
14016	7/12/2012	SAN MATEO CNTY CONTROLLERS OFFICE	June 2012	General Fund		Allocation of parking penalties June 2012	685.80
14016 Total							685.80
14017	7/12/2012	SAN MATEO MEDICAL CENTER	856	General Fund	Police	Medical legal exam PD	700.00
14017 Total							700.00
14018	7/12/2012	SPRINT	130538811-055	General Fund	Police	Mobile data communication PD 5/26/12 - 6/25/12	431.51
14018 Total							431.51
14019	7/12/2012	US BANCORP EQUIPMENT FINANCE INC.	206662116	General Fund	Police	Lease Sharp MXM283N copier PD 6/25/12 - 7/25/12	237.18
14019 Total							237.18
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	Building	Wireless services Bldg 5/22/12 - 6/21/12	0.34
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	Police	Wireless services PD 5/22/12 - 6/21/12	120.82
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	DPW-Engineering	Wireless services DPW Eng. 5/22/12 - 6/21/12	21.47
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint. 5/22/12 - 6/21/12	5.69
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint. 5/22/12 - 6/21/12	0.17
14020	7/12/2012	VERIZON WIRELESS	1095296137	General Fund	DPW-Park Program	Wireless services DPW Park Program 5/22/12 - 6/21/12	0.34
14020 Total							148.83
14021	7/12/2012	VIEVU	3368	General Fund	Police	Video camera repair PD	189.00
14021 Total							189.00
14022	7/12/2012	VOYAGER FLEET SYSTEMS INC.	869016477206	General Fund	Police	Motorcycle fuel PD June 2012	20.77
14022 Total							20.77
14023	7/19/2012	AT&T CALNET 2	000003499248	General Fund	Non-Dept	4866 Fax credit card post office 6/1/12 - 6/30/12	15.41
14023	7/19/2012	AT&T CALNET 2	000003496441	General Fund	Non-Dept	4866 Fax credit card post office 6/1/12 - 6/30/12	0.32
14023	7/19/2012	AT&T CALNET 2	000003484678	General Fund	Police	0280 Disaster lines PD 5/27/12 - 6/26/12	212.29
14023	7/19/2012	AT&T CALNET 2	000003484677	General Fund	Police	0686 Alarm line Police shed 5/27/12 - 6/26/12	15.73
14023	7/19/2012	AT&T CALNET 2	000003444403	General Fund	DPW-Street Maint.	1470 PW Corp Yard 4/11/12 - 5/10/12	23.04

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14023	7/19/2012	AT&T CALNET 2	000003444403	General Fund	DPW-Street Maint.	1470 PW Corp Yard 5/11/12 - 6/10/12	22.83
14023 Total							289.62
14024	7/19/2012	BARRICADE CO & TRAFFIC SUPPLY THE	2-502308	General Fund	DPW-Street Maint.	18" cones 3# Reflective rental	445.00
14024	7/19/2012	BARRICADE CO & TRAFFIC SUPPLY THE	2-502308	General Fund	DPW-Street Maint.	Wood barricades rental	2,259.21
14024	7/19/2012	BARRICADE CO & TRAFFIC SUPPLY THE	2-502308	General Fund	DPW-Street Maint.	28" cones 7# Reflective rental	762.50
14024 Total							3,466.71
14025	7/19/2012	CA DEPT JUSTICE ACCOUNTING OFF	917523	General Fund	DPW-Park Maint.	Fingerprint apps A. Lowe DPW	32.00
14025 Total							32.00
14026	7/19/2012	CACCIA PLUMBING	BP12-00224	General Fund		Refund permit fee withdrawn 98 Gresham Ln	80.00
14026 Total							80.00
14027	7/19/2012	CAL WATER SERVICE	62126158/612	General Fund	City Council	94 Ashfield 5/3/12 - 6/4/12	64.57
14027	7/19/2012	CAL WATER SERVICE	91512681/612	General Fund	Administration	91 Ashfield 5/3/12 - 6/4/12	53.39
14027	7/19/2012	CAL WATER SERVICE	91512699/612	General Fund	Planning	Station Lane Meter 5/3/12 - 6/4/12	10.38
14027	7/19/2012	CAL WATER SERVICE	91512699/612	General Fund	Building	Station Lane Meter 5/3/12 - 6/4/12	62.24
14027	7/19/2012	CAL WATER SERVICE	91512664/612	General Fund	Police	83 Ashfield 5/3/12 - 6/4/12	126.12
14027	7/19/2012	CAL WATER SERVICE	91512699/612	General Fund	DPW-Engineering	Station Lane Meter 5/3/12 - 6/4/12	31.12
14027	7/19/2012	CAL WATER SERVICE	62051509/612	General Fund	DPW-Street Maint.	Alameda/Atherton 5/3/12 - 6/4/12	169.39
14027	7/19/2012	CAL WATER SERVICE	62051499/612	General Fund	DPW-Street Maint.	El Camino Real 5/3/12 - 6/4/12	431.42
14027	7/19/2012	CAL WATER SERVICE	97947324/612	General Fund	DPW-Street Maint.	El Camino Real (2) 5/24/12 - 6/25/12	191.76
14027	7/19/2012	CAL WATER SERVICE	62040688/612	General Fund	DPW-Street Maint.	99 Ashfield Rd 6/5/12 - 7/3/12	54.66
14027	7/19/2012	CAL WATER SERVICE	90069321/612	General Fund	DPW-Street Maint.	Station Lane 6/5/12 - 7/3/12	205.02
14027	7/19/2012	CAL WATER SERVICE	62051537/612	General Fund	DPW-Park Program	150 Watkins 5/24/12 - 6/25/12	180.56
14027	7/19/2012	CAL WATER SERVICE	62051537Fire612	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 6/1/12 - 6/30/12	29.31
14027	7/19/2012	CAL WATER SERVICE	89783897/612	Library Fund	Non-Dept	Maple 5/3/12 - 6/4/12	463.92
14027	7/19/2012	CAL WATER SERVICE	97127159/612	Library Fund	Non-Dept	2 Station Lane 5/3/12 - 6/4/12	47.80
14027 Total							2,121.66
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Oil change service, replace fire extinguisher Crwn Victoria PD	265.68
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	New vehicle upfit unitrol repair Crwn Victoria PD	122.48
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Oil change service, paint chips rear bumper Taurus PD	258.48
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Oil change service Camry Hybrid PD	117.33
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	New vehicle upfit Crwn Victoria PD	9,925.94
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Check cab/body ran over piece of metal Taurus PD	35.85
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Command Unit PD	34.50

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14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria Interceptor PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria patrol PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria Interceptor PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria patrol PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria patrol PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	Police	Repair instruments & gauges Crwn Victoria Interceptor PD	34.50
14028	7/19/2012	CITY OF REDWOOD CITY	BR27426	General Fund	DPW-Street Maint.	Replace air filter, oil change, & drain plug Truck DPW	315.46
14028 Total							11,282.72
14029	7/19/2012	CSG CONSULTANTS INC	022489	General Fund	Non-Dept	Code enforcement services 5/26/12 - 6/30/12	5,150.00
14029 Total							5,150.00
14030	7/19/2012	CUTWATER INVESTOR SERVICES CORP.	16496A	General Fund	Finance	Investment Advisory services 6/1/12 - 6/30/12	1,000.00
14030 Total							1,000.00
14031	7/19/2012	GRAHAM RESEARCH CONSULTANTS	June 19,2012	General Fund	Police	Training program PD 6/19/12	5,000.00
14031	7/19/2012	GRAHAM RESEARCH CONSULTANTS	June 19,2012	General Fund	Police	Airfare - contractor	179.60
14031	7/19/2012	GRAHAM RESEARCH CONSULTANTS	June 19,2012	General Fund	Police	Airport Parking fee	26.34
14031	7/19/2012	GRAHAM RESEARCH CONSULTANTS	June 19,2012	General Fund	Police	Lodging - contractor	235.33
14031 Total							5,441.27
14032	7/19/2012	JARVIS, FAY, DOPORTO & GIBSON, LLP	4789	General Fund	City Attorney	Legal svc Fletcher-Ridgeview project June 2012	7,618.75
14032 Total							7,618.75
14033	7/19/2012	KOFF & ASSOCIATES, INC.	1450	General Fund	Administration	Analysis internal salary structure development June 2012	525.00
14033 Total							525.00
14034	7/19/2012	LIEBERT CASSIDY WHITMORE	150802	General Fund	Administration	Review & analyze emp/retiree health benefits	5,899.19
14034 Total							5,899.19
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(4) Shirt sides in C. Pettit	43.96
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(4) Shirt zipper C. Pettit	47.59

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14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Wool pants C. Pettit	119.02
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Long sleeve wool shirt C. Pettit	97.36
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Short sleeve wool shirt C. Pettit	75.72
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(2) Name patch C. Pettit	21.54
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(2) Long sleeve BDU shirt C. Pettit	129.79
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(2) BDU pants C. Pettit	173.09
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Black jacket waterproof C. Pettit	194.80
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Boots C. Pettit	108.20
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Name plate C. Pettit	10.77
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Silver mag holder C. Pettit	43.25
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76141	General Fund	Police	(1) Police hat C. Pettit	75.72
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76464	General Fund	Police	(1) Baton steel foam grip C. Pettit	104.95
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	75950	General Fund	Police	(1) Body armor level IIIA C. Pettit	703.57
14035	7/19/2012	PENINSULA UNIFORMS & EQUIPMENT	76054	General Fund	Police	(1) Safariland holster A. Barron	162.36
14035 Total							2,111.69
14036	7/19/2012	PG & E	5678831050/61	General Fund	Administration	Ashfield/Town Hall 5/24/12 - 6/22/12	543.77
14036	7/19/2012	PG & E	5678831261/61	General Fund	Planning	Station Lane 5/31/12 - 6/28/12	14.58
14036	7/19/2012	PG & E	5678831261/61	General Fund	Building	Station Lane 5/31/12 - 6/28/12	87.46
14036	7/19/2012	PG & E	5678831261/61	General Fund	DPW-Engineering	Station Lane 5/31/12 - 6/28/12	43.73
14036	7/19/2012	PG & E	5678831025/61 2	General Fund	DPW-Street Maint.	Signal- Middlefield/Oak Grove 5/25/12 - 6/25/12	44.18
14036	7/19/2012	PG & E	5678831015/61	General Fund	DPW-Street Maint.	Signal E/S Middlefield 5/25/12 - 6/25/12	54.55
14036	7/19/2012	PG & E	5678831020/61 2	General Fund	DPW-Street Maint.	Signal-Marsh/Middlefield 5/25/12 - 6/25/12	10.51
14036	7/19/2012	PG & E	5678831002et61 2	General Fund	DPW-Street Maint.	Street Lights 6/1/12 -6/29/12	4,074.32
14036	7/19/2012	PG & E	5678831040/61	General Fund	DPW-Park Maint.	Pump 150 Watkins 5/24/12 - 6/25/12	1,008.97
14036	7/19/2012	PG & E	5678831260/61 2	General Fund	DPW-Park Program	Activity Bldg 150 Watkins 5/31/12 - 6/28/12	204.15

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14036	7/19/2012	PG & E	5678831189/612	General Fund	DPW-Park Program	Modular Building 150 Watkins 5/31/12 - 6/28/12	299.04
14036 Total							6,385.26
14037	7/19/2012	RECALL SECURE DESTRUCTION SERV	2303002873	General Fund	Police	Shred documents services PD 6/1/12	41.45
14037	7/19/2012	RECALL SECURE DESTRUCTION SERV	2303002873	General Fund	Police	Shred documents services PD 6/15/12	41.45
14037 Total							82.90
14038	7/19/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	21016	General Fund	Administration	2012 Unrepresented Employees	36.42
14038	7/19/2012	RENNE SLOAN HOLTZMAN SAKAI LLP	21016	General Fund	Administration	2012 Unrepresented Employees	2,333.89
14038 Total							2,370.31
14039	7/19/2012	SAN MATEO CNTY FORENSIC LAB	CL03280	General Fund	Police	(5) hrs Narcotic services case# 12315	450.00
14039	7/19/2012	SAN MATEO CNTY FORENSIC LAB	CL03280	General Fund	Police	(1) hr Phlebotomy services Case# 715	130.00
14039	7/19/2012	SAN MATEO CNTY FORENSIC LAB	CL03280	General Fund	Police	(1) hr RCFL cost allocation Case# 954	49.18
14039 Total							629.18
14040	7/19/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9229	General Fund	DPW-Park Maint.	Live scan service A. Lowe DPW	18.00
14040 Total							18.00
14041	7/19/2012	TURBO DATA SYSTEMS INC	19105	General Fund	Police	Citation processing PD June 2012	65.82
14041 Total							65.82
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Monthly K-9 maintenance training PD June 2012	500.00
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog foods PD June 2012	119.08
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog -Large Kong PD June 2012	16.23
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog bath -Rex PD June 2012	45.00
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog boarding -Karli PD June 2012	80.00
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog walking service -Karli PD June 2012	15.00
14042	7/19/2012	WITMER-TYSON IMPORTS INC	T9302	General Fund	Police	Dog bath -Karli PD June 2012	45.00
14042 Total							820.31
14043	7/19/2012	ACCONTEMPS	35899848	General Fund	Finance	Temp Phonpradith, Noy 7/2/12 - 7/5/12	964.32
14043 Total							964.32
14044	7/19/2012	CITY OF REDWOOD CITY	July 26, 2012	Evan Creative Design	Non-Dept	Family musical event at HP Park 7/26/12	4,500.00
14044 Total							4,500.00
14045	7/19/2012	CODE PUBLISHING COMPANY INC	41090	General Fund	Administration	Atherton Municipal Code Web hosting 7/1/12 - 6/30/13	350.00
14045 Total							350.00
14046	7/19/2012	DISCOUNT PLUMBING & ROOTER CO	APW12-00097	General Fund		Refund road bond dep APW12-00097, 123 Austin Ave.	2,500.00
14046 Total							2,500.00

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14047	7/19/2012	DUNBAR ARMORED INC	3086404	General Fund	Finance	Armored car services monthly fee July 2012	100.00
14047	7/19/2012	DUNBAR ARMORED INC	3086404	General Fund	Finance	Armored car services fuel surcharge fee July 2012	15.05
14047	7/19/2012	DUNBAR ARMORED INC	3086404	General Fund	Non-Dept	Armored car services maint. fee July 2012	10.66
14047 Total							125.71
14048	7/19/2012	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Sept 12-14,2012	General Fund	Finance	Intermediate Gov't Accounting trng J. Pan 9/12/12 - 9/14/12	778.50
14048 Total							778.50
14049	7/19/2012	MARTIN & CHAPMAN CO	2012287	General Fund	Non-Dept	(10) Nomination papers/Ballot worksheet/Candidates Stm forms	28.57
14049 Total							28.57
14050	7/19/2012	MUNISERVICES LLC	AngelGardening	General Fund		Bus Lic. Angel Cuevas Gardening	250.00
14050	7/19/2012	MUNISERVICES LLC	Rudy's Plaster	General Fund		Bus Lic. Rudy's Plaster Masters	100.00
14050	7/19/2012	MUNISERVICES LLC	MealsonWheels	General Fund		Bus Lic. Meals on Wheels	50.00
14050 Total							400.00
14051	7/19/2012	NORTHWALL BUILDERS	APW12-00055	General Fund		Refund road bond dep APW12-00055, 76 Rittenhouse Ave.	2,500.00
14051 Total							2,500.00
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(10) bx paper clips Bldg	4.55
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(2) ca Copier paper Bldg	85.19
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(1) ea File Bldg	8.44
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(1) pk Label Bldg	8.03
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(1) bx Folder Bldg	5.61
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Building	(1) pk 3"x3" Note Bldg	4.51
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(2) ca Copier paper PD	85.20
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(10) pk Photo battery- 3volt PD	97.32
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(3) pk Energizer battery-9volt PD	44.78
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(2) pk Energizer battery PD	58.76
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(2) pk Alkaline battery PD	26.80
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(4) pk Tape PD	29.66
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(2) pk CD-R PD	42.15
14052	7/19/2012	OFFICE DEPOT	616121228001	General Fund	Police	(1) rl 24x25 Cushion PD	8.93
14052	7/19/2012	OFFICE DEPOT	616748948001	General Fund	Police	(2) bx Folder PD	53.89
14052 Total							563.82
14053	7/19/2012	PITNEY BOWES INC	321939	General Fund	Non-Dept	DM series Postage Meter rental 8/16/12 - 11/15/12	259.80
14053 Total							259.80
14054	7/19/2012	SAN MATEO CNTY SHERIFF	Oct17-19,2012	General Fund	Police	Gang Symposium conference J. Yoakum 10/17/12 - 10/19/12	225.00

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14054	7/19/2012	SAN MATEO CNTY SHERIFF	Oct17-19,2012	General Fund	Police	Gang Symposium conference D. Gomez 10/17/12 - 10/19/12	225.00
14054 Total							450.00
14055	7/19/2012	SKAATES, INC.	BP12-00387	General Fund		Refund permit fee withdrawn BP12-00378, 151 Almondal Ave.	80.00
14055 Total							80.00
14056	7/19/2012	VERIDIANO ROSEMARIE	BP11-00746	General Fund		Refund recycling dep BP11-00746, 291 Stockbridge Ave.	1,000.00
14056 Total							1,000.00
14057	7/19/2012	YIP WAI H.	BP11-00247	General Fund		Refund recycling dep BP11-00247, 48 Linden Ave.	1,000.00
14057 Total							1,000.00
14058	7/19/2012	KOENIG ROBERT	P#38759/38772	Road Const. Impact Fee		Refund Road Impact Fee	967.63
14058 Total							967.63
14059	7/25/2012	ADAMSON POLICE PRODUCTS	INV78841	General Fund	Police	Ammunition- 223 REM 55 GR pointed soft point 200/CS	2,962.81
14059 Total							2,962.81
14060	7/25/2012	AT&T CALNET 2	000003496438	General Fund	Police	5396 ESL service line PD 6/1/12 - 6/30/12	60.72
14060	7/25/2012	AT&T CALNET 2	000003496440	General Fund	DPW-Park Program	4859 HP Main house 6/1/12 - 6/30/12	60.40
14060 Total							121.12
14061	7/25/2012	BOB MURRAY & ASSOCIATES	4725	General Fund	Administration	Professional service for City Manager position	4,582.02
14061	7/25/2012	BOB MURRAY & ASSOCIATES	4760	General Fund	Administration	Interview schedule/packets for City Manager position	53.52
14061 Total							4,635.54
14062	7/25/2012	CITY OF REDWOOD CITY	BR27464	General Fund	Police	Fuel charge PD 5/15/12 - 6/15/12	4,503.23
14062	7/25/2012	CITY OF REDWOOD CITY	BR27464	General Fund	DPW-Street Maint.	Fuel charge Public Work 5/15/12 - 6/15/12	188.85
14062 Total							4,692.08
14063	7/25/2012	FEDERAL EXPRESS CORP	7-959-33788	General Fund	Finance	Document to Public Agency Retirement Services	29.88
14063 Total							29.88
14064	7/25/2012	HEXAGON TRANSPORTATION CONSULTANTS, INC.	7079	General Fund	DPW-Engineering	Atherton EIR review 2/18/12 - 5/18/12	1,612.50
14064 Total							1,612.50
14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	(82) Cont. Breakfast - Pd Training 6/19/12	487.90
14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	Cont. Breakfast Disposable Items- Pd Training 6/19/12	82.00
14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	Cont. Breakfast Sodas/Waters- Pd Training 6/19/12	123.00
14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	Cont. Breakfast Linens- Pd Training 6/19/12	144.00

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14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	Cont. Breakfast delivery & Set up charge- Pd Training 6/19/12	20.00
14065	7/25/2012	HOFBRAU CATERING	45156	General Fund	Police	Cont. Breakfast tax- Pd Training 6/19/12	70.69
14065	7/25/2012	HOFBRAU CATERING	45157	General Fund	Police	(82) Box Lunches- Pd Training 6/19/12	815.90
14065	7/25/2012	HOFBRAU CATERING	45157	General Fund	Police	Box Lunches delivery charge- Pd Training 6/19/12	20.00
14065	7/25/2012	HOFBRAU CATERING	45157	General Fund	Police	Box Lunches tax- Pd Training 6/19/12	68.96
14065 Total							1,832.45
14066	7/25/2012	MCE CORPORATION	1206073	General Fund	DPW-Street Maint.	Maintenance services DPW Streets June 2012	16,067.10
14066	7/25/2012	MCE CORPORATION	1206073	General Fund	DPW-Park Maint.	Maintenance services DPW Park Maint. June 2012	30,449.77
14066	7/25/2012	MCE CORPORATION	1206073	General Fund	DPW-Park Program	Maintenance services DPW Park Program June 2012	1,009.37
14066	7/25/2012	MCE CORPORATION	1206073	General Fund	DPW-Building Maint.	Maintenance services DPW Facilities June 2012	989.29
14066	7/25/2012	MCE CORPORATION	1206073	Tennis Fund	DPW-Park Program	Maintenance services Tennis court June 2012	858.09
14066	7/25/2012	MCE CORPORATION	1206073	Library Fund	Non-Dept	Maintenance services Library June 2012	377.52
14066 Total							49,751.14
14067	7/25/2012	NEAL MARTIN & ASSOCIATES	1206	General Fund	Planning	Housing planning services Feb 2012	1,053.50
14067 Total							1,053.50
14068	7/25/2012	OASIS PROCARE CARPET CLEANING AND REPAIR	12051	Library Fund	Non-Dept	Carpet cleaning main library May 2012	500.00
14068 Total							500.00
14069	7/25/2012	PG & E	74579693321/3-6	General Fund	Police	83 Ashfield 2/24/12 -6/23/12	2,478.27
14069	7/25/2012	PG & E	74579693321/3-6	General Fund	Police	83 Ashfield 2/24/12 -4/24/12 (credit after demand reading correction)	(879.01)
14069	7/25/2012	PG & E	74579693321/3-6	General Fund	Police	83 Ashfield 4/25/12 -5/23/12 (credit after demand reading correction)	(983.45)
14069 Total							615.81
14070	7/25/2012	SAN MATEO CNTY SHERIFF'S OFFIC	9234	General Fund	Police	(6) hrs Coyote point range 4th quarter FY11-12	300.00
14070 Total							300.00
14071	7/25/2012	A-A LOCK & ALARM INC	227204	Library Fund	Non-Dept	Replace bolt only at library entry	187.37
14071 Total							187.37
14072	7/25/2012	C/CAG	17208	General Fund	Non-Dept	FY12-13 Gen Fund Assessment	2,507.00
14072	7/25/2012	C/CAG	17208	Measure A	DPW-Engineering	FY12-13 Congestion Relief	24,845.00
14072	7/25/2012	C/CAG	17208	Gas Tax	DPW-Engineering	FY12-13 Gas Tax Assessment	3,920.00
14072 Total							31,272.00
14073	7/25/2012	J & N PRINTING	10167	General Fund	Building	(500) 8.5x11 Correction Notice Forms Bldg	169.95

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of July 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
14073	7/25/2012	J & N PRINTING	10187	General Fund	Building	(250) Business cards Kielty, Greenlee, Cushing, Huynh	112.58
14073 Total							282.53
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Dinner SLI -Session#2 trng A. Kockler 7/8/12	20.48
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Breakfast SLI -Session#2 trng A. Kockler 7/9/12	11.70
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Lunch SLI -Session#2 trng A. Kockler 7/9/12	14.24
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Dinner SLI -Session#2 trng A. Kockler 7/9/12	20.48
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Breakfast SLI -Session#2 trng A. Kockler 7/10/12	11.70
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Lunch SLI -Session#2 trng A. Kockler 7/10/12	13.65
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Dinner SLI -Session#2 trng A. Kockler 7/10/12	22.07
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Breakfast SLI -Session#2 trng A. Kockler 7/11/12	11.70
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Lunch SLI -Session#2 trng A. Kockler 7/11/12	14.81
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Dinner SLI -Session#2 trng A. Kockler 7/11/12	12.69
14074	7/25/2012	KOCKLER ANTHONY	July 9-11, 2012	General Fund	Police	Airport parking fee SLI -Session#2 trng A. Kockler 7/11/12	60.00
14074 Total							213.52
14075	7/25/2012	ROTO ROOTER	APW12-00006	General Fund		Refund Road bond dep APW12-00006, 49 Douglass Way	2,500.00
14075 Total							2,500.00
14076	7/25/2012	SAN MATEO REGIONAL NETWORK INC	20233	General Fund	Police	Network monthly access fee T-1 service July 2012	385.00
14076 Total							385.00
14077	7/25/2012	SINNOTT SAMUEL	P#31909	General Fund		Refund Utility bond dep P#31909, 324 Green Oaks Dr.	5,000.00
14077 Total							5,000.00
14078	7/25/2012	SUN RIDGE SYSTEMS INC	2812	General Fund	Police	RIMS Annual Support Services FY2013	11,085.00
14078 Total							11,085.00
14079	7/25/2012	TELECOMMUNICATIONS ENGINEERING	41953	General Fund	Police	Facilities mgmt & maint for public safety comm PD July 2012	934.00
14079 Total							934.00
14080	7/25/2012	WILLIAMS SCOTSMAN, INC	96450082	General Fund	Police	Trailer rental PD 6/29/12 - 7/28/12	680.99
14080 Total							680.99
14081	7/25/2012	GENOMIC HEALTH	275	General Fund		Refund Park dep 7/9/12 -7/10/12	250.00
14081 Total							250.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of July 2012							
Check#	Check Date	Vendor Name	Invoice#	Fund	Dept	Description	Amount
14082	7/25/2012	MEDRANO MICHELE	270	General Fund		Refund Park dep 7/14/12	250.00
14082 Total							250.00
14083	7/25/2012	SIX SECONDS	263	General Fund		Refund Park dep 7/9/12 - 7/13/12	250.00
14083 Total							250.00
14084	7/31/2012	ACCOUNTEMPS	35920074	General Fund	Finance	Temp Phonpradith, Noy 7/9/12 - 7/12/12	1,285.76
14084	7/31/2012	ACCOUNTEMPS	35977384	General Fund	Finance	Temp Phonpradith, Noy 7/16/12 - 7/19/12	1,285.76
14084 Total							2,571.52
14085	7/31/2012	ALLIANT INSURANCE SERVICES	63721	General Liability Fund	Non-Dept	Employment Practices Liability 7/17/12 - 7/17/13	31,550.00
14085 Total							31,550.00
14086	7/31/2012	AUKER DEBRA C.	B-8	General Fund	Finance	Interim Finance Director July 2012	6,832.00
14086 Total							6,832.00
14087	7/31/2012	BAMDAD RAFI	BP10-00306	General Fund		Refund grading & Drainage dep BP10-00306, 35 Barry Ln	995.00
14087 Total							995.00
14088	7/31/2012	COMCAST	0122498/0712	General Fund	Non-Dept	High speed internet 7/21/12 - 8/20/12	209.90
14088 Total							209.90
14089	7/31/2012	CONNERS WILLIAM B.	July 2012	General Fund	City Attorney	City Attorney Retainer July 2012	12,800.00
14089 Total							12,800.00
14090	7/31/2012	FIRST SERVE PRODUCTIONS, INC.	1622	General Fund	DPW-Park Maint.	Repair and resurface 3 Tennis courts HP Park	12,400.00
14090 Total							12,400.00
14091	7/31/2012	MOVASSATE MANOU	APW11-00134	General Fund		Refund road bond dep APW11-00134, 5 Betty Ln	2,500.00
14091 Total							2,500.00
14092	7/31/2012	MUNISERVICES LLC	CaruzosRoofing	General Fund		Bus. Lic. Caruzos Roofing	150.00
14092	7/31/2012	MUNISERVICES LLC	RamirezGarden	General Fund		Bus. Lic. Ramirez Gardening Service	250.00
14092	7/31/2012	MUNISERVICES LLC	BenattarMarble	General Fund		Bus. Lic. Benattar Marble & Granite Inc.	150.00
14092	7/31/2012	MUNISERVICES LLC	ChavezPool	General Fund		Bus. Lic. Chavez Pool Service	100.00
14092	7/31/2012	MUNISERVICES LLC	L&M Mobile	General Fund		Bus. Lic. L & M Mobile Car Touch Up	100.00
14092 Total							750.00
14093	7/31/2012	NEAL MARTIN & ASSOCIATES	1233	General Fund	Pass thru	Little League deposit June 2012	691.88
14093	7/31/2012	NEAL MARTIN & ASSOCIATES	1233	General Fund	Pass thru	Sacred Heart deposit June 2012	225.75
14093	7/31/2012	NEAL MARTIN & ASSOCIATES	1233	General Fund	Planning	Contract Planner services June 2012	14,502.53
14093	7/31/2012	NEAL MARTIN & ASSOCIATES	1234	General Fund	Planning	Housing planning services June 2012	1,166.38
14093	7/31/2012	NEAL MARTIN & ASSOCIATES	1235	Library Fund	Non-Dept	Library relocation planning services June 2012	6,379.76
14093 Total							22,966.30
14094	7/31/2012	PATRICK BUCKLEY PLUMBING	APW12-00088	General Fund		Refund road bond dep APW12-00088, 98 Ridge View Dr.	2,500.00
14094 Total							2,500.00
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill 6/11/12	1,000.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of July 2012							
<u>Check#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill 6/11/12	1,000.00
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill tran fee 6/12/12	19.99
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill tran fee 6/12/12	19.99
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill 6/29/12	1,000.00
14095	7/31/2012	PURCHASE POWER	38852315/612	General Fund	Non-Dept	Postage meter refill tran fee 6/29/12	19.99
14095 Total							3,059.97
Grand Total							519,713.86



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

FROM: DEBRA AUKER, INTERIM FINANCE DIRECTOR

DATE: FOR THE MEETING OF AUGUST 15, 2012

**SUBJECT: FINANCIAL REPORT FOR THE MONTH ENDED
JULY 31, 2012**

RECOMMENDATION

Receive the General Fund Financial Report for the month ended July 31, 2012.

This is the first month of the fiscal year, and typically does not have much activity. However this report reflects preliminary beginning fund balance from the previous year ended June 30, 2012 which is more favorable than the estimates presented in the budget process. These are not final balances and do not include all year-end closing entries or audit adjustments. The FY 2011-12 year-end final balances will be available by December 2012, at the conclusion of the annual audit.

DISCUSSION

The July Report typically has a low level of activity due to the nature of governmental accounting. Governmental accounting provides that the Town report revenues and expenditures on a modified cash basis during the year until the last month of the year in which accruals are recorded to reflect the true receipts and obligations of the organization as of June 30. Therefore, many of the receipts and payments made in July are applicable in the prior month of June and are not reflected in the details of this report.

The two areas to note in this report include: 1) the column titled Revised Budget FY 12/13 and 2) the projected Fund Balance.

The Revised Budget is the Adopted Budget with any revisions authorized during the fiscal year. Council is required to approve any new appropriations to the expenditure budget. There are no changes to the Adopted Budget included in this first month of the fiscal year.

The projected Fund Balance in this report includes a preliminary beginning fund balance for the General Fund of \$5,629,884, which is \$344,359 greater than the \$5,285,525 estimate made in the Adopted budget. This increase is due to the Town revenue being greater than originally projected for the FY 11-12 and the Town departmental expenditures being 10-15% below budget for FY 11-12, creating a better than expected ending balance at June 30, 2012.

Once the Annual Audit is complete these balance will be confirmed.

FISCAL IMPACT

There is no fiscal impact associated with accepting this report.

Prepared by:

Approved by:

Debra C. Auker, Interim Finance Director

Theresa DellaSanta, Interim City Manager

Attachment: Financial Report

Town of Atherton														
General Fund														
Financial Report for the First Month Ended July 31, 2012														
(Excl. Encumbrances)														
Dept	Description	Adopted Budget 2013	Revised Budget FY12/13	1/12 of Budget	Actual July 12	Accrual	Adjusted Actual July 12	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11	Incr/(decr) over PY	% Change
				8.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)	
	Revenues													
	Secured	5,038,000	5,038,000	419,833		-	419,833	0.0%	5,038,000	0.0%	-	-	0.0%	
	Unsecured	278,000	278,000	23,167		-	23,167	0.0%	278,000	0.0%	-	-	0.0%	
	SB813 Redemption (Supplemental)	70,000	70,000	5,833		-	5,833	0.0%	70,000	0.0%	-	-	0.0%	
	Home Owners Exemption	34,000	34,000	2,833		-	2,833	0.0%	34,000	0.0%	-	-	0.0%	
	Property Tax In Lieu of VLF	680,000	680,000	56,667		-	56,667	0.0%	680,000	0.0%	-	-	0.0%	
	Motor Veh. Lic Fees (MVLFF)	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	ERAF Subvention	695,000	695,000	57,917		-	57,917	0.0%	695,000	0.0%	-	-	0.0%	
	Local Sales & Use Tax	115,500	115,500	9,625		-	9,625	0.0%	115,500	0.0%	-	-	0.0%	
	Public Safety Sales Tax (Prop 172)	26,500	26,500	2,208		-	2,208	0.0%	26,500	0.0%	6,100	(6,100)	-100.0%	
	In Lieu Sales Tax/Triple Flip	62,400	62,400	5,200		-	5,200	0.0%	62,400	0.0%	-	-	0.0%	
	Franchise Taxes-PG&E	230,000	230,000	19,167		-	19,167	0.0%	230,000	0.0%	-	-	0.0%	
	Franchise Tax-Cal Water	104,500	104,500	8,708		-	8,708	0.0%	104,500	0.0%	-	-	0.0%	
	Franchise Tax-Garbage	330,000	330,000	27,500		-	27,500	0.0%	330,000	0.0%	-	-	0.0%	
	Franchise Taxes-Cable	110,000	110,000	9,167		-	9,167	0.0%	110,000	0.0%	-	-	0.0%	
	Document TRSF Tax	255,000	255,000	21,250		-	21,250	0.0%	255,000	0.0%	-	-	0.0%	
	Business Licenses	160,000	160,000	13,333	1,275	1,275	12,058	9.6%	158,725	0.8%	85,140	(83,865)	-98.5%	
	Muni/Vehicle Code Fines (Parking)	15,000	15,000	1,250	1,865	1,865	(615)	149.2%	13,135	12.4%	-	1,865	100.0%	
	Other Fines & Forfeit (County)	40,000	40,000	3,333		-	3,333	0.0%	40,000	0.0%	-	-	0.0%	
	C & D Deposit Forfeited	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	C/CAG AB 1546	12,535	12,535	1,045		-	1,045	0.0%	12,535	0.0%	-	-	0.0%	
	POST Reimbursement	7,500	7,500	625		-	625	0.0%	7,500	0.0%	-	-	0.0%	
	SB 90 reimbursement	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	CALNENA Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	CLEARs Reimbursement	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	DOJ Grant (vest)	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	DUI Grant	6,000	6,000	500		-	500	0.0%	6,000	0.0%	-	-	0.0%	
	React Task Force Reimb	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	NARCOTICS Task Force	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	ABAG Grant	12,000	12,000	1,000	-	-	1,000	0.0%	12,000	0.0%	3,299	(3,299)	-100.0%	
	Grants	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	Other Reimbursements	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	Highway Maint Reimbursement	35,700	35,700	2,975		-	2,975	0.0%	35,700	0.0%	-	-	0.0%	
	Home Occupation	800	800	67		-	67	0.0%	800	0.0%	200	(200)	-100.0%	
	Building Permit	903,900	903,900	75,325	67,598	67,598	7,727	89.7%	836,302	7.5%	84,773	(17,175)	-20.3%	
	Encroachment Permit	168,000	168,000	14,000	12,147	12,147	1,853	86.8%	155,853	7.2%	9,503	2,644	27.8%	
	Grading & Drain Permit	60,000	60,000	5,000	9,310	9,310	(4,310)	186.2%	50,690	15.5%	4,554	4,756	104.4%	
	Other Licenses & Permit	400	400	33	72	72	(39)	216.0%	328	18.0%	93	(21)	-22.6%	
	Elections Processing Fee	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	Document/Research Fee	-	-	-		-	-	0.0%	-	0.0%	-	-	0.0%	
	Photocopy Fee	1,025	1,025	85	180	180	(95)	211.2%	845	17.6%	218	(38)	-17.2%	
	Alarm Sign Fees	600	600	50	30	30	20	60.0%	570	5.0%	30	-	0.0%	
	Vehicle Release	2,500	2,500	208	159	159	49	76.3%	2,341	6.4%	159	-	0.0%	
	Police Report	1,000	1,000	83	1	1	82	1.1%	999	0.1%	27	(26)	-96.7%	
	Fingerprinting Fee	325	325	27	18	18	9	66.5%	307	5.5%	159	(141)	-88.7%	
	Affidavit of Cost	300	300	25		-	25	0.0%	300	0.0%	-	-	0.0%	
	Special Service Fee	3,000	3,000	250		-	250	0.0%	3,000	0.0%	-	-	0.0%	

Town of Atherton														
General Fund														
Financial Report for the First Month Ended July 31, 2012														
(Excl. Encumbrances)														
Dept	Description	Adopted Budget 2013	Revised Budget FY12/13	1/12 of Budget	Actual July 12	Accrual	Adjusted Actual July 12	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11	Incr/(decr) over PY	% Change
				8.3%										
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Solicitor's Fee	100	100	8			-	8	0.0%	100	0.0%	141	(141)	-100.0%
	Disaster Assistance Reimbursement	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Zoning & Planning Fees	153,000	153,000	12,750	26,776		26,776	(14,026)	210.0%	126,224	17.5%	8,579	18,197	212.1%
	Plan Check Fee Building	374,900	374,900	31,242	34,223		34,223	(2,981)	109.5%	340,677	9.1%	30,415	3,808	12.5%
	Social Fees	35,000	35,000	2,917	1,275		1,275	1,642	43.7%	33,725	3.6%	6,575	(5,300)	-80.6%
	Meeting Fees	30,000	30,000	2,500	2,250		2,250	250	90.0%	27,750	7.5%	650	1,600	246.2%
	Misc. Park Use Fee	1,000	1,000	83			-	83	0.0%	1,000	0.0%	500	(500)	-100.0%
	Class Fees	10,000	10,000	833	8,675		8,675	(7,842)	1041.0%	1,325	86.8%	4,350	4,325	99.4%
	Weddings	-	-	-			-	-	0.0%	-	0.0%	11,550	(11,550)	-100.0%
	Tree Removal Plan Check	15,000	15,000	1,250	2,284		2,284	(1,034)	182.7%	12,716	15.2%	2,012	272	13.5%
	Contract Plan Review Services	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Interest Income	65,000	65,000	5,417			-	5,417	0.0%	65,000	0.0%	-	-	0.0%
	Cellular Antenna Lease	41,682	41,682	3,474	3,515		3,515	(42)	101.2%	38,167	8.4%	3,348	167	5.0%
	Property Rental-Playschool	77,600	77,600	6,467	6,510		6,510	(43)	100.7%	71,090	8.4%	6,510	(0)	0.0%
	Sale of Property	-	-	-	13		13	(13)	100.0%	(13)	100.0%	-	13	100.0%
	Post Office	7,500	7,500	625			-	625	0.0%	7,500	0.0%	-	-	0.0%
	Donations/Contributions	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Miscellaneous Income	5,000	5,000	417	900		900	(483)	216.0%	4,100	18.0%	94	806	857.4%
	Escheated unclaimed property	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Total Revenues	10,275,267	10,275,267	856,272	179,076	-	179,076	677,196	20.9%	10,096,190	1.7%	268,979	(89,903)	-33.4%
	EXPENDITURES													
City Council	Utilities-Water	1,350	1,350	113			-	113	0.0%	1,350	0.0%	-	-	0.0%
	Advertising/Noticing	3,650	3,650	304		232	232	72	76.3%	3,418	6.4%	-	232	100.0%
	Business Meetings & Meals	1,200	1,200	100		31	31	70	30.5%	1,170	2.5%	-	31	100.0%
	Conferences	5,000	5,000	417			-	417	0.0%	5,000	0.0%	-	-	0.0%
	Training & Workshops	1,000	1,000	83			-	83	0.0%	1,000	0.0%	-	-	0.0%
	Membership/Dues	7,230	7,230	603	2,275		2,275	(1,673)	377.6%	4,955	31.5%	2,527	(252)	-10.0%
	Mileage Reimbursement	500	500	42			-	42	0.0%	500	0.0%	-	-	0.0%
	Environmental Programs (EPC)	5,000	5,000	417			-	417	0.0%	5,000	0.0%	-	-	0.0%
	Commission & Committee	1,000	1,000	83			-	83	0.0%	1,000	0.0%	-	-	0.0%
	Other Contract Services	24,000	24,000	2,000		700	700	1,300	35.0%	23,300	2.9%	-	700	100.0%
	Office Supplies	1,200	1,200	100		37	37	63	36.7%	1,163	3.1%	-	37	100.0%
	Computer Equipment/Software	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Office Equip & Furniture	8,400	8,400	700			-	700	0.0%	8,400	0.0%	-	-	0.0%
	City Council Totals:	59,530	59,530	4,961	2,275	999	3,274	1,687	66.0%	56,256	5.5%	2,527	747	29.6%
Administration (CM,CC,HR)	Salaries & Benefits	535,932	535,932	44,661	26,566	5,252	31,818	12,843	71.2%	504,115	5.9%	17,503	14,315	81.8%
	Professional Services	65,000	65,000	5,417			-	5,417	0.0%	65,000	0.0%	17,460	(17,460)	-100.0%
	General Operations	160,083	160,083	13,340	4,800	245	5,045	8,295	37.8%	155,038	3.2%	4,944	101	2.0%
	Supplies & Materials	7,200	7,200	600			-	600	0.0%	7,200	0.0%	213	(213)	-100.0%
	Capital Outlay	4,000	4,000	333			-	333	0.0%	4,000	0.0%	-	-	0.0%
	Administration Totals:	772,215	772,215	64,351	31,366	5,497	36,863	27,488	57.3%	735,353	4.8%	40,120	(3,257)	-8.1%
City Attorney	Professional Services	204,100	204,100	17,008	12,800		12,800	4,208	75.3%	191,300	6.3%	10,596	2,204	20.8%

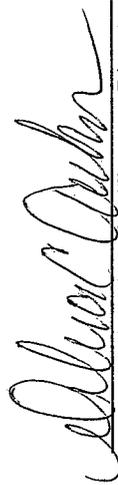
Town of Atherton														
General Fund														
Financial Report for the First Month Ended July 31, 2012														
(Excl. Encumbrances)														
Dept	Description	Adopted Budget 2013	Revised Budget FY12/13	1/12 of Budget	Actual July 12	Accrual	Adjusted Actual July 12	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11	Incr/(decr) over PY	% Change
				8.3%										
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	General Operations		-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Supplies & Materials		-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	City Attorney Totals:	204,100	204,100	17,008	12,800	-	12,800	4,208	75.3%	191,300	6.3%	10,596	2,204	20.8%
Finance	Salaries & Benefits	475,153	475,153.43	39,596	14,292	2,160	16,452	23,144	41.5%	458,702	3.5%	31,218	(14,766)	-47.3%
	Professional Services	107,776	107,775.80	8,981	21,388		21,388	(12,406)	238.1%	86,388	19.8%	14,837	6,551	44.1%
	General Operations	95,854	95,854.00	7,988	5,263	1,286	6,548	1,439	82.0%	89,306	6.8%	8,480	(1,932)	-22.8%
	Supplies & Materials	3,000	3,000.00	250			-	250	0.0%	3,000	0.0%	592	(592)	-100.0%
	Capital Outlay	2,000	2,000.00	167			-	167	0.0%	2,000	0.0%	630	(630)	-100.0%
	Finance Totals:	683,783	683,783.23	56,982	40,942	3,446	44,388	12,594	77.9%	639,395	6.5%	55,757	(11,369)	-20.4%
Planning	Contract Planner	200,000	200,000	16,667		15,984	15,984	683	95.9%	184,016	8.0%	15,034	950	6.3%
	Contract Arborist Service	30,000	30,000	2,500			-	2,500	0.0%	30,000	0.0%	2,925	(2,925)	-100.0%
	General Operations	3,400	3,400	283		62	62	222	21.8%	3,338	1.8%	90	(28)	-31.4%
	Supplies & Materials	2,200	2,200	183			-	183	0.0%	2,200	0.0%	-	-	0.0%
	Planning Totals:	235,600	235,600	19,633	-	16,046	16,046	3,588	81.7%	219,554	6.8%	18,049	(2,003)	-11.1%
Building	Salaries & Benefits	153,971	153,971	12,831	14,077	1,863	15,940	(3,109)	124.2%	138,031	10.4%	47,870	(31,931)	-66.7%
	Professional Services	131,285	131,285	10,940		5,200	5,200	5,740	47.5%	126,085	4.0%	45,626	(40,426)	-88.6%
	Contract Arborist Service	100,000	100,000	8,333			-	8,333	0.0%	100,000	0.0%	-	-	0.0%
	Contract Building & Life Safety Svs	760,300	760,300	63,358		65,867	65,867	(2,508)	104.0%	694,433	8.7%	-	65,867	100.0%
	General Operations	13,161	13,161	1,097	833	118	952	145	86.8%	12,209	7.2%	1,113	(161)	-14.5%
	Supplies & Materials	2,500	2,500	208	399	683	1,082	(874)	519.4%	1,418	43.3%	-	1,082	100.0%
	Capital Outlay	1,500	1,500	125			-	125	0.0%	1,500	0.0%	-	-	0.0%
	Transfer to Bldg Const. Facility Fund	80,000	80,000	6,667	6,667		6,667	(0)	100.0%	73,333	8.3%	12,780	(6,113)	-47.8%
	Building Totals:	1,242,717	1,242,717	103,560	21,976	73,731	95,707	7,853	92.4%	1,147,010	7.7%	107,389	(11,682)	-10.9%
Non Dept.	Salaries & Benefits	2,000	2,000	167			-	167	0.0%	2,000	0.0%	551	(551)	-100.0%
	Professional Services	50,000	50,000	4,167			-	4,167	0.0%	50,000	0.0%	5,562	(5,562)	-100.0%
	General Operations	580,725	580,725	48,394	4,904	527	5,431	42,963	11.2%	575,295	0.9%	278,647	(273,216)	-98.1%
	Supplies & Materials	35,442	35,442	2,954			-	2,954	0.0%	35,442	0.0%	342	(342)	-100.0%
	Capital Outlay	97,700	97,700	8,142			-	8,142	0.0%	97,700	0.0%	-	-	0.0%
	Non-Dept. Totals:	765,867	765,867	63,822	4,904	527	5,431	58,391	8.5%	760,437	0.7%	285,102	(279,671)	-98.1%
Police	Salaries & Benefits	4,918,378	4,918,378	409,865	372,068	74,319	446,387	(36,523)	108.9%	4,471,990	9.1%	342,353	104,034	30.4%
	Professional Services	59,026	59,026	4,919	12,404		12,404	(7,485)	252.2%	46,622	21.0%	11,470	934	8.1%
	General Operations	347,657	347,657	28,971	35,242	7,930	43,171	(14,200)	149.0%	304,486	12.4%	37,881	5,290	14.0%
	Supplies & Materials	126,000	126,000	10,500	447	595	1,042	9,458	9.9%	124,958	0.8%	4,434	(3,392)	-76.5%
	Capital Outlay	12,000	12,000	1,000			-	1,000	0.0%	12,000	0.0%	8,542	(8,542)	-100.0%
	Cops Grant	-	-	-			-	-	0.0%	-	0.0%	-	-	0.0%
	Settlement Expense	-	-	-			-	-	0.0%	-	-	-	-	0.0%
	Police Totals:	5,463,061	5,463,061	455,255	420,162	82,843	503,005	(47,750)	110.5%	4,960,056	9.2%	404,680	98,325	24.3%
Public Works & Parks	Salaries & Benefits	345,623	345,623	28,802	24,872	5,890	30,762	(1,960)	106.8%	314,861	8.9%	89,319	(58,557)	-65.6%
	Professional Services	238,600	238,600	19,883	-	14,500	14,500	5,383	72.9%	224,100	6.1%	-	14,500	100.0%
	Contract DPW Maintenance Svs	450,340	450,340	37,528	-	-	-	37,528	0.0%	450,340	0.0%	-	-	0.0%
	General Operations	338,870	338,870	28,239	60	750	810	27,429	2.9%	338,060	0.2%	20,512	(19,702)	-96.1%

Town of Atherton														
General Fund														
Financial Report for the First Month Ended July 31, 2012														
(Excl. Encumbrances)														
Dept	Description	Adopted Budget 2013	Revised Budget FY12/13	1/12 of Budget	Actual July 12	Accrual	Adjusted Actual July 12	Variance of 1/12 of Budget	% of 1/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11	Incr/(decr) over PY	% Change
				8.3%										
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Supplies & Materials	21,500	21,500	1,792	-	-	-	1,792	0.0%	21,500	0.0%	3,644	(3,644)	-100.0%
	Capital Outlay	54,000	54,000	4,500	-	-	-	4,500	0.0%	54,000	0.0%	-	-	0.0%
	Public Works Totals:	1,448,933	1,448,933	120,744	24,932	21,140	46,072	74,673	38.2%	1,402,861	3.2%	113,475	(67,403)	-59.4%
	Total Expenditures	10,875,807	10,875,807	906,317	559,356	204,229	763,585	142,732	84.3%	10,112,222	7.0%	1,037,695	(274,110)	-26.4%
	Excess (Deficiency) of Revenues over Expenditures	10,875,807	(600,540)	(50,045)	(380,280)	(204,229)	(584,509)	534,464	1168.0%	(16,031)	97.3%	(768,716)	184,207	-24.0%
	Other Financing Sources/(uses)													
	Transfer from Special Parcel Tax Fund	1,116,000	1,116,000	93,000	93,000	-	93,000	-	100.0%	1,023,000	8.3%	93,000	-	0.0%
	Transfers to Tennis fund (105)	(4,853)	(4,853)	(404)	(404)		(404)	-	100.0%	(4,449)	8.3%	-	(404)	100.0%
	Transfers to CIP fund (401)	(70,000)	(70,000)	(5,833)	(5,833)		(5,833)	-	100.0%	(64,167)	8.3%	-	(5,833)	100.0%
	Transfer to Road Impact Fee Fund											-	-	0.0%
	Total Transfer In(Out)		1,041,147	86,762	86,762	-	86,762	-	100.0%	954,385	8.3%	93,000	(6,238)	-6.7%
	Net Change in Fund Balance		440,607	36,717	(293,517)	(204,229)	(497,747)	534,464	-1355.6%	938,353	-113.0%	(675,716)	177,969	-26.3%
Projected	Beg. Fund Balance - general fund		5,629,884				5,629,884					5,168,234		
Projected	Beg. Fund Balance - Bldg Dept. OP Reserve		636,233				636,233					939,695		
	Proj. Ending Fund Balance		6,706,724				5,768,370					5,432,213		

**Town of Atherton
 Quarterly Treasurer's Report
 Portfolio Summary
 June 30, 2012**

	Par Value	Market Value	Book Value	% of Portfolio
Cash in Bank (Schedule A)	516,930	516,930	516,930	2.5%
Investments (Schedule B)	19,990,565	19,939,417	19,938,636	97.5%
Total Cash and Investments	20,507,495	20,456,346	20,455,565	100%

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


 Debra Auker, Interim Finance Director

8/6/2012
 Date

**Town of Atherton
Quarterly Treasurer's Report
Portfolio Details - Cash In Bank
June 30, 2012**

Schedule A

<u>Name of Depository</u>	<u>Investment Type</u>	<u>Reconciled Bank Balance</u>
Wells Fargo	General Account	419,782
Wells Fargo	Wells Fargo Trust MMF-Cash	97,148
Total		516,930

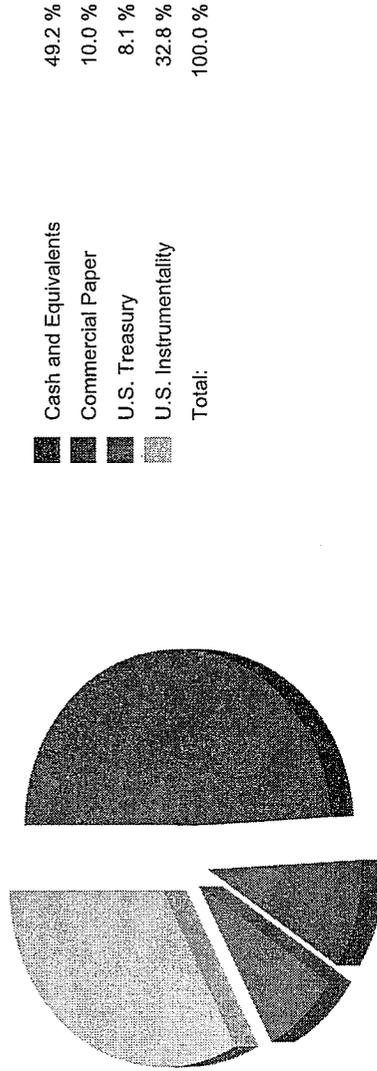
**Town of Atherton
Recap of Securities Held
June 30, 2012**

Schedule B

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Cash and Equivalents	9,800,565.21	9,800,565.21	9,800,565.21	0.00	1	1	49.15	0.36	0.00
Commercial Paper	1,995,594.73	1,997,057.23	1,997,103.00	45.77	107	107	10.01	0.47	0.00
U.S. Treasury	1,610,648.45	1,609,113.12	1,619,828.60	10,715.48	667	667	8.08	0.69	1.78
U.S. Instrumentality	6,531,827.40	6,522,797.37	6,521,920.00	(877.37)	1,074	513	32.76	0.74	1.38
Total	19,938,635.79	19,929,532.93	19,939,416.81	9,883.88	417	233	100.00	0.52	0.59

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

Portfolio / Segment Diversification



Town Atherton
Activity and Performance Summary
for the period June 1, 2012 - June 30, 2012

<u>Amortized Cost Basis Activity Summary</u>		21,149,909.06
Beginning Amortized Cost Value		
Additions		
Contributions	0.00	
Interest Received	6,187.50	
Accrued Interest Sold	0.00	
Gain on Sales	0.00	
Total Additions		6,187.50
Deductions		
Withdrawals	1,224,133.33	
Fees Paid	1,000.00	
Accrued Interest Purchased	466.67	
Loss on Sales	0.00	
Total Deductions		(1,225,600.00)
Accretion (Amortization) for the Period		(963.63)
Ending Amortized Cost Value		19,929,532.93
Ending Fair Value		19,939,416.81
Unrealized Gain (Loss)		9,883.88

<u>Detail of Amortized Cost Basis Return</u>				
	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Cash and Equivalents	3,217.57	0.00	0.00	3,217.57
Commercial Paper	0.00	770.82	0.00	770.82
U.S. Treasury	1,060.96	(147.01)	0.00	913.95
U.S. Instrumentality	4,954.18	(1,587.44)	0.00	3,366.74
Sales and Maturities				
U.S. Instrumentality	505.56	0.00	0.00	505.56
Total	9,738.27	(963.63)	0.00	8,774.64

<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.10 %	0.13 %	0.16 %
Overnight Repo	0.09 %	0.13 %	0.18 %
3 Month T-Bill	0.04 %	0.06 %	0.09 %
6 Month T-Bill	0.07 %	0.10 %	0.13 %
1 Year T-Note	0.15 %	0.17 %	0.20 %
2 Year T-Note	0.28 %	0.29 %	0.29 %
5 Year T-Note	0.95 %	0.84 %	0.71 %

<u>Summary of Amortized Cost Basis Return for the Period</u>		
	Total Portfolio	Excl. Cash Eq.
Interest Earned	9,738.27	6,520.70
Accretion (Amortization)	(963.63)	(963.63)
Realized Gain (Loss) on Sales	0.00	0.00
Total Income on Portfolio	8,774.64	5,557.07
Average Daily Historical Cost	20,921,606.48	10,102,805.85
Annualized Return	0.51%	0.67%
Annualized Return Net of Fees	0.45%	0.55%
Annualized Return Year to Date Net of Fees	0.48%	0.57%
Weighted Average Effective Maturity in Days	233	458

Town Atherton
Activity and Performance Summary
for the period June 1, 2012 - June 30, 2012

<u>Fair Value Basis Activity Summary</u>	
Beginning Fair Value	21,168,596.71
Additions	
Contributions	0.00
Interest Received	6,187.50
Accrued Interest Sold	0.00
Total Additions	6,187.50
Deductions	
Withdrawals	1,224,133.33
Fees Paid	1,000.00
Accrued Interest Purchased	466.67
Total Deductions	(1,225,600.00)
Change in Fair Value for the Period	(9,767.40)
Ending Fair Value	19,939,416.81

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Cash and Equivalents	3,217.57	0.00	3,217.57
Commercial Paper	0.00	1,207.50	1,207.50
U.S. Treasury	1,060.96	(1,862.90)	(801.94)
U.S. Instrumentality	4,954.18	(8,817.00)	(3,862.82)
Sales and Maturities			
U.S. Instrumentality	505.56	(295.00)	210.56
Total	9,738.27	(9,767.40)	(29.13)

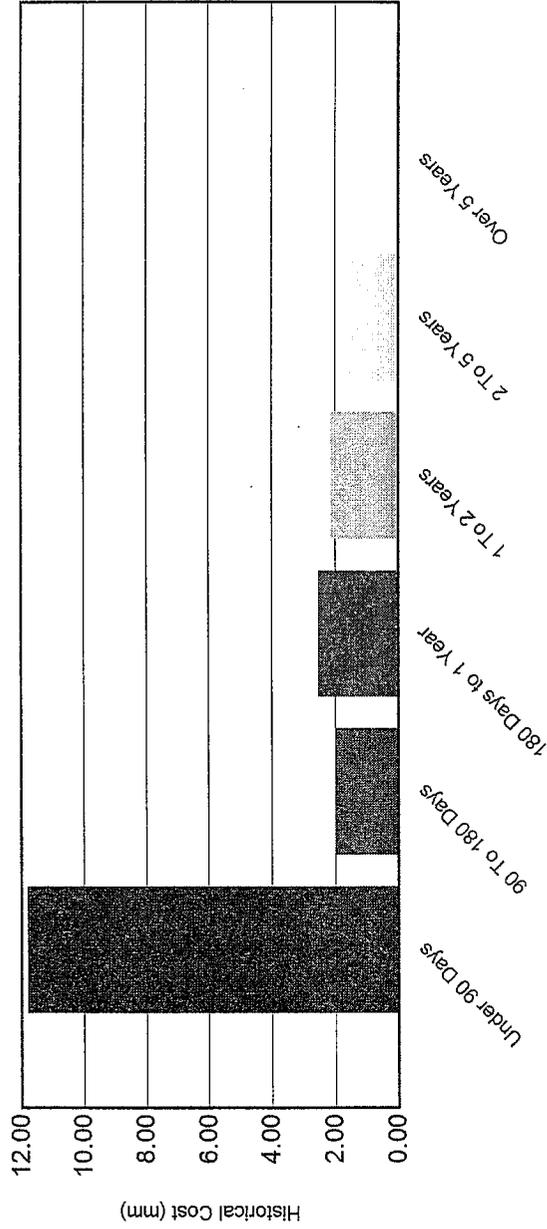
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.10 %	0.13 %	0.16 %
Overnight Repo	0.09 %	0.13 %	0.18 %
3 Month T-Bill	0.07 %	0.10 %	0.12 %
6 Month T-Bill	0.19 %	0.14 %	0.12 %
1 Year T-Note	0.25 %	0.12 %	0.00 %
2 Year T-Note	0.64 %	0.08 %	-0.85 %
5 Year T-Note	7.23 %	2.96 %	-2.32 %

<u>Summary of Fair Value Basis Return for the Period</u>		
	Total Portfolio	Excl. Cash Eq.
Interest Earned	9,738.27	6,520.70
Change in Fair Value	(9,767.40)	(9,767.40)
Total Income on Portfolio	(29.13)	(3,246.70)
Average Daily Historical Cost	20,921,606.48	10,102,805.85
Annualized Return	0.00%	(0.39%)
Annualized Return Net of Fees	(0.06%)	(0.51%)
Annualized Return Year to Date Net of Fees	0.36%	0.31%
Weighted Average Effective Maturity in Days	233	458

Town of Atherton
Maturity Distribution of Securities Held
June 30, 2012

Maturity	Historical Cost	Percent
Under 90 Days	11,800,219.38	59.18 %
90 To 180 Days	1,995,940.56	10.01 %
180 Days to 1 Year	2,517,505.53	12.63 %
1 To 2 Years	2,110,234.38	10.58 %
2 To 5 Years	1,514,735.94	7.60 %
Over 5 Years	0.00	0.00 %
	19,938,635.79	100.00 %

Maturity Distribution



**Town of Atherton
Securities Held
June 30, 2012**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change in Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
Cash and Equivalents													
LAF	06/30/12	0.363V		9,797,877.71	9,797,877.71	9,797,877.71	9,797,877.71	0.00	0.00	3,217.57	10,077.35	49.14	0.36
Int Receivable	06/30/12	0.000	07/02/12	2,687.50	2,687.50	2,687.50	2,687.50	0.00	0.00	0.00	0.00	0.01	0.00
TOTAL (Cash and Equivalents)				9,800,565.21	9,800,565.21	9,800,565.21	9,800,565.21	0.00	0.00	3,217.57	10,077.35	49.15	
Commercial Paper													
4497WIGS1	05/04/12	0.000	07/26/12	500,000.00	499,654.17	499,895.83	499,910.00	14.17	0.00	0.00	0.00	2.51	0.30
ING Funding					0.00	124.99	177.50						
48802AWN17	05/04/12	0.000	10/15/12	500,000.00	498,701.67	499,160.84	499,484.00	323.16	0.00	0.00	0.00	2.50	0.58
KELLS FUNDING LLC					0.00	237.50	266.00						
57497FKL56	05/04/12	0.000	11/05/12	500,000.00	498,766.67	499,153.34	499,342.50	189.16	0.00	0.00	0.00	2.50	0.49
Rehoboth USA					0.00	200.00	290.50						
8552HTME3	05/08/12	0.000	12/14/12	500,000.00	498,472.22	498,847.22	498,366.50	(480.72)	0.00	0.00	0.00	2.50	0.51
STANDARD CHARTER					0.00	208.33	473.50						
TOTAL (Commercial Paper)				2,000,000.00	1,995,594.73	1,997,057.23	1,997,103.00	45.77	0.00	0.00	0.00	10.01	
U.S. Treasury													
912828PW4	01/25/11	0.625	12/31/12	500,000.00	500,078.13	500,020.25	501,094.00	1,073.75	1,562.50	257.46	8.49	2.51	0.62
T-Note					0.00	(3.32)	(253.50)						
912828RA0	06/30/11	0.375	06/30/13	600,000.00	598,734.38	599,369.79	600,726.60	1,356.81	1,125.00	185.37	6.11	3.00	0.48
T-Note					0.00	51.94	(281.40)						
912828QX1	08/12/11	1.500	07/31/16	500,000.00	511,835.94	509,723.08	518,008.00	8,284.92	0.00	618.13	3,131.87	2.57	1.01
T-Note					0.00	(195.63)	(1,328.00)						
TOTAL (U.S. Treasury)				1,600,000.00	1,610,648.45	1,609,113.12	1,619,828.60	10,715.48	2,687.50	1,060.96	3,146.47	8.08	
U.S. Instrumentality													
31378AC16	03/23/11	1.625	04/15/13	500,000.00	508,291.15	503,166.91	505,355.50	2,188.59	0.00	677.09	1,715.28	2.55	0.81
FILMIC					0.00	(329.89)	(718.00)						
31331KT13	08/01/11	0.600	08/01/13	500,000.00	500,000.00	500,000.00	500,118.50	118.50	0.00	250.00	1,250.00	2.51	0.60
FPCB					0.00	0.00	(149.00)						
313462NK4	07/11/11	1.125	07/11/14	500,000.00	500,000.00	500,000.00	500,093.00	93.00	0.00	468.75	2,656.25	2.51	1.13
FILMIC					0.00	0.00	(316.50)						

**Town of Atherton
Securities Held
June 30, 2012**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change in Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
3135G0BQ2 FNMA	11/07/11	1.000	11/07/14	500,000.00	500,000.00	500,000.00	500,934.50 (111.50)	934.50	0.00	416.67	750.00	2.51	1.00
3134G3LJ5 FHLMC	02/29/12	1.000	02/13/15	1,000,000.00	1,008,730.00	1,007,244.76	1,009,531.00 (138.00)	2,286.24	0.00	833.33	3,833.33	5.06	0.55
3135G0KEZ FNMA	04/23/12	1.250	04/23/15	1,000,000.00	1,008,980.00	1,007,282.41	1,004,912.00 (208.00)	(2,370.41)	0.00	1,041.67	2,361.11	5.06	0.35
3136FRP80 FNMA	08/24/11	1.050	08/24/15	500,000.00	500,000.00	500,000.00	500,472.50 (201.00)	472.50	0.00	437.50	1,852.08	2.51	1.05
3134G3GY0 FHLMC	01/25/12	1.125	01/13/16	500,000.00	502,730.00	502,145.69	503,660.50 (33.50)	1,514.81	0.00	468.75	2,625.00	2.52	0.84
3136FTWM7 FNMA	01/10/12	0.625V	01/10/17	500,000.00	500,156.25	500,082.39	500,866.50 (17.50)	784.11	0.00	260.42	1,484.38	2.51	0.59
3134G3AVT3 FHLMC	06/28/12	1.200	06/14/17	1,000,000.00	1,002,900.00	1,002,875.21	995,976.00 (6,924.00)	(6,899.21)	0.00	100.00	566.67	5.03	0.90
TOTAL (U.S. Instrumentality)				6,500,000.00	6,531,827.40	6,522,797.37	6,521,920.00 (8,817.00)	(877.37)	0.00	4,954.18	19,094.10	32.76	

GRAND TOTAL	19,900,565.21	19,938,635.79	19,929,532.93	19,939,416.81	9,883.88	2,687.50	9,232.71	32,317.92	100.00				
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V = variable rate, current rate shown, average rate for Cash & Equivalents

**Town of Atherton
Quarterly Treasurer's Report
Cash & Investments Balance By Fund
June 30, 2012**

Fund No.	Fund Name	June Balance
101	General Fund	7,174,042
105	Tennis Fund	17,070
610	Equipment Replacement Fund	416,326
614	Worker's Compensation	302,365
615	General Liability	219,688
616	Employee Benefits	2,063,830
Total Non-Restricted		<u>10,193,322</u>
201	Special Tax Fund	821,109
202	County Measure A Fund	233,626
203	Gas Tax Fund	191,566
209	SLES/COPS Grant	118,640
210	Road Constructions Impact Fee	1,045,597
213	Library Fund	5,312,173
215	Evans Creative Design (formerly fund 715)	79,550
401	GF Projects	228,886
402	Storm Drainage	29,375
403	Atherton Channel Drainage District	75,754
406	Facilities Construction	2,095,385
730	H-P Park Improvement	5,958
740	Tree Committee	24,625
Total Restricted		<u>10,262,243</u>
Total Cash & Investments		<u><u>20,455,565</u></u>



Item No. 12

DATE: FOR THE CITY COUNCIL MEETING OF AUGUST 15, 2012

**TO: HONORABLE MAYOR AND CITY COUNCIL
THERESA DELLASANTA, INTERIM CITY MANAGER**

**FROM: NEAL J. MARTIN, TOWN PLANNER
LISA COSTA SANDERS, DEPUTY TOWN PLANNER**

**SUBJECT: ANNEXATION OF LANDS OF SONMEZ, 70 CAMINO POR LOS ARBOLES
(APN 070-302-300) TO THE ATHERTON CHANNEL DRAINAGE DISTRICT
– PROPERTY TAX EXCHANGE RESOLUTION**

RECOMMENDATION:

Planning Staff recommends that the City Council adopt the attached resolution entitled “A RESOLUTION AGREEING TO AN EXCHANGE OF PROPERTY TAX REVENUES PURSUANT TO THE PROVISIONS OF CHAPTER 282, SECTION 59, PART 0.5, IMPLEMENTATION OF ARTICLE XIII A OF THE CALIFORNIA CONSTITUTION, COMMENCING WITH SECTION 95, DIVISION I, OF THE REVENUE AND TAXATION CODE”.

BACKGROUND:

The owners of property located at 70 Camino por los Arboles, currently within the Atherton Town limits, own an adjacent parcel of land that is in unincorporated territory. The adjacent parcel (APN 070-302-300) has an area of approximately 5,345 square feet and does not have access to a public street. The property owners wish to merge (i.e. remove the adjoining property line) the adjacent property with the parcel on which their main residence is located at 70 Camino por los Arboles and annex the merged parcel to the Town of Atherton.

In order to complete the process the owners have taken the actions listed below:

- Applied for and received approval of rezoning for the adjacent parcel to the R-1A Zoning District from the Planning Commission and City Council.
- Applied to and received approval for annexation of the adjacent parcel from the San Mateo Local Agency Formation Commission. The annexation was conditioned upon detachment of the parcel from the County-governed University Heights Drainage Maintenance District (UHDMD) and annexation to the Town-governed Atherton Channel Drainage District (ACDD).

The final steps in the process are:

- Agreement between the Town and San Mateo County to transfer the tax increment currently directed to the UHDMMD, to the ACDD.
- Atherton adoption of a resolution requesting detachment of the parcel from the UHDMMD and annexation to the ACDD.
- Finalize the lot merger

ANALYSIS:

Planning staff has coordinated with the San Mateo County Public Works staff to prepare resolutions of agreement for consideration by both the Atherton City Council and the San Mateo County Board of Supervisors agreeing to transfer the current 0.11840171 of tax increment from the UHDMMD to the ACDD. This tax increment equates to 0.11840171 percent of the total property tax collected for this parcel. The San Mateo County Manager’s Office estimates the increment to be on the order of \$7.

The process requires that both the Atherton City Council and the San Mateo County Board of Supervisors adopt the tax exchange resolution. The County Board of Supervisors’ action is scheduled for August 14, 2012. When those resolutions have been adopted staff will prepare a resolution transferring the parcel from the UHDMMD to the ACDD. Staff will then record the boundary change and file with the State Board of Equalization to complete the merger process.

FISCAL IMPACT:

All costs associated with the annexation are paid for by the applicant.

FORMAL MOTION:

I move that the City Council adopt the resolution entitled “A RESOLUTION AGREEING TO AN EXCHANGE OF PROPERTY TAX REVENUES PURSUANT TO THE PROVISIONS OF CHAPTER 282, SECTION 59, PART 0.5, IMPLEMENTATION OF ARTICLE XIII A OF THE CALIFORNIA CONSTITUTION, COMMENCING WITH SECTION 95, DIVISION I, OF THE REVENUE AND TAXATION CODE”.

Neal J. Martin, Town Planner

Attachments:

1. Draft Resolution
2. Letter from Martha Poyatos, Executive Officer, San Mateo Local Agency Commission to Theresa DellaSanta, Interim City Manager, July 9, 2012
3. Location Map

RESOLUTION NO. 12-____

**A RESOLUTION AGREEING TO AN EXCHANGE OF PROPERTY TAX REVENUES
PURSUANT TO THE PROVISIONS OF CHAPTER 282, SECTION 59, PART 0.5,
IMPLEMENTATION OF ARTICLE XIII A OF THE CALIFORNIA CONSTITUTION,
COMMENCING WITH SECTION 95, DIVISION I, OF THE REVENUE AND
TAXATION CODE**

THE GOVERNING BOARD OF THE ATHERTON CHANNEL DRAINAGE DISTRICT
DOES RESOLVE AS FOLLOWS:

WHEREAS, pursuant to state law that requires the City Council as governing body of the Atherton Channel Drainage District (ACDD) and the County of San Mateo (County) to agree to a property tax exchange as a result of the proposed annexation of the Lands of Sonmez (Assessor's parcel number 070-302-300) to the Atherton Channel Drainage District and detachment from the University Heights Drainage Maintenance District; and

WHEREAS, the County and the ACDD have agreed on certain other matters relating to the proposed annexation and detachment; and

WHEREAS, the subject determination has been made prior to and as a condition precedent to the Town completing proceedings to detach the parcel from the University Heights Drainage Maintenance District and annexing it to the Atherton Channel Drainage District; and

WHEREAS, the Town and the ACDD in making this determination has reviewed the proposed tax exchange and the amount of said exchange; and

WHEREAS, it has been agreed that property tax incremental factor of 0.11840171 for the affected property will be transferred between the University Heights Drainage Maintenance District and the Atherton Channel Drainage District; and

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED AS FOLLOWS:

The property tax incremental factor to be transferred from the University Heights Drainage Maintenance District to the Atherton Channel Drainage District is 0.11840171.

* * * * *

PASSED AND ADOPTED THIS ____ day of _____ 2012, by the following votes: Council
[Names]

Ayes:
Noes:
Absent:

TOWN OF ATHERTON

ATTEST:

Theresa DellaSanta, City Clerk/Interim City Manager

APPROVED AS TO FORM:

William B. Conners, City Attorney

DRAFT

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

July 9, 2012

Theresa DellaSanta, Interim City Manager
Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Subject: Annexation of Lands of Sonmez (APN 070-302-300) to the Atherton
Channel Drainage District

Dear Ms. DellaSanta:

As you may recall, the Town of Atherton pre-zoned the above noted property in anticipation of annexation to the Town of Atherton and San Mateo LAFCo approved the annexation conditioned upon detachment of the parcel from the County-governed University Heights Drainage Maintenance District (UHDMD) and annexation to the Town-governed Atherton Channel Drainage District (ACCD). The application for annexation to the Town was initiated by the property owners in order to merge this parcel with the parcel on which their main residence is located (70 Camino por los Arboles) that is already in Town boundaries. In order to complete the LAFCo approved annexation to the Town and the subsequent lot merger, it is necessary to detach the parcel from the UHDMD and annex it to the ACCD. This process is governed by ACCD enabling legislation cited below and attached. The process sets forth that the Town adopt a resolution requesting detachment of the parcel from the UHDMD and annexation to the ACCD pursuant to the Health & Safety Code Section 4641-4648 and Streets and Highways Code Section 5853 (attached).

However, prior to the Town taking this action, because the parcel is in a tax rate area that currently directs 0.11840171 of tax increment to the UHDMD, it is necessary for the County and the Town to agree to transfer of this increment from the UHDMD to the ACCD. Once resolutions are adopted by the Town Council and Board of Supervisors, the Town can take action to adopt the resolution

Lands of Sonmez

July 6, 2012

Page 2

transferring the parcel from UHDMD to ACCD, record the boundary change and file with the State Board of Equalization. Once these actions have been taken, the Town can complete the merger process.

LAFCo requests that the Town and the County consider the tax increment transfer of 0.11840171 from the UHDMD to the ACCD and adopt resolutions agreeing to the exchange. Recognizing that this type of boundary change is not often processed by a city, I offer my assistance as the Town moves forward to complete transfer of the parcel from UHDMD to ACCD.

Please feel free to contact me with questions.

Sincerely,

A handwritten signature in black ink that reads "Martha Poyatos". The signature is written in a cursive style with a large, prominent initial 'M'.

Martha Poyatos
Executive Officer

- C: Peggy Jensen, Deputy County Manager
James C. Porter, Director, San Mateo County Department of Public Works (DPW)
Ann Stillman, Deputy Director, Engineering & Utilities, San Mateo County DPW
Debra Auker, Finance Director, Town of Atherton
Lisa Costa Sanders, Neal Martin & Associates
Shirley Tourel, Deputy Controller, San Mateo County Controller's Office
Ma Cherie Reyes, Accountant II, San Mateo County Controller's Office
Brian Heffernan, Attorney at Law

Streets & Highways Code (Maintenance Districts)

5853. Whenever any portion of a district is included within a city by reason of incorporation, annexation, or otherwise, such portion shall continue to remain a part of the district for all purposes until a copy of a resolution adopted by the city requesting exclusion of such territory from the district is received by the board of supervisors. Upon the withdrawal of any territory of a district, all property acquired for the district and all unencumbered funds on the date of withdrawal, including all taxes levied and collected by the district in any year in which taxes are levied and collected by the district after the date of withdrawal on property withdrawn from the district, shall be divided between the city and the remaining district in proportion to the assessed value of the real property of the territory so withdrawn and the portion remaining. For the purpose of this article, the unencumbered funds are the sum of money, uncollected taxes, and other uncollected amounts belonging to or due such district, in excess of an amount sufficient to pay all claims and accounts against the district.

HEALTH AND SAFETY CODE

SECTION 4641-4648

4641. Territory which is either within or without the boundaries of the city and which is not within the boundaries of any other improvement district formed pursuant to this chapter may be annexed to any existing improvement district by the governing body of the city.

4641.5. Territory which is outside the boundaries of the city, or the initiating city, as the case may be, shall not be annexed unless the governing body of the city within which such outside territory is situated, or, in the case of unincorporated territory, the board of supervisors of the county in which such territory is situated, consents to such annexation by resolution adopted at any time prior to the conclusion of the hearing which is provided for by Section 4646 on the annexation. Any district which as a result of any annexation includes territory not solely within the boundaries of a single city shall thereafter be deemed to be a district formed pursuant to Article 2a (commencing with Section 4614.1) of this chapter even though it was not originally formed pursuant to that article.

4642. Whenever the governing body of the city determines and finds that additional territory will be benefited by annexation to the district, it may pass a resolution to that effect.

4643. The resolution shall be passed by a vote of two-thirds of all the members of the governing body of the city.

4644. The resolution shall do all of the following:

- (a) Describe the boundaries of the territory proposed to be annexed.
- (b) Designate the proposed annexation by an appropriate number.
- (c) Declare that the area to be annexed to the district will be benefited by such annexation.
- (d) Name the time and place for the hearing of objections by any person interested in the proposed annexation, to the inclusion in the district of any land described in the resolution.

4645. The resolution, together with the names of the members of the governing body voting for and against it, shall be published, posted, and mailed as provided in Sections 4610 and 4610.5, except that in applying such sections the word "district" shall mean the territory proposed to be annexed.

4646. On the day fixed for the hearing, or any day to which the hearing is continued, the governing body shall hear and consider any objections presented to the annexation of the territory to the district or to the inclusion of any territory proposed to be annexed. At the hearing the governing body shall exclude from the proposed annexation any territory which in its opinion will not be benefited by such annexation.

4647. After making all necessary and proper changes in the boundaries, the governing body may, by a resolution passed by a two-thirds vote of all its members order the annexation to the district of all or such part of the territory originally proposed to be annexed as the governing body determines will be benefited by such annexation and shall describe the boundaries of the territory annexed. This resolution, together with the names of the members of the governing body voting for and against the resolution, shall be spread upon the minutes of the governing body. Certified copies of the resolution shall be recorded and filed in the manner and with the same force and effect as provided in Section 4613.

4648. Upon the recordation of such resolution the territory annexed is a part of the district and is subject to all the liabilities and entitled to all the benefits of the district.
