



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
December 19, 2012
7:00 p.m.
94 Ashfield Road
Atherton, California
REGULAR MEETING

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

PLEDGE OF ALLEGIANCE

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

REGULAR AGENDA (Items 2-3)

2. **ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE ELECTION HELD ON NOVEMBER 6, 2012, TO FILL TWO FULL-TERM COUNCIL SEATS**
Report: City Clerk Theresa DellaSanta
Recommendation: Adopt resolution declaring the results of the Election held on November 6, 2012
3. **ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 6, 2012 FOR MEASURES “F”, “L”, AND “M”**
Report: City Clerk Theresa DellaSanta
Recommendation: Adopt a Resolution declaring the results of the November 6, 2012 Election
4. **PRESENTATIONS**

OATH OF OFFICE – COUNCIL MEMBERS ELIZABETH LEWIS AND CARY WIEST –
Administered by City Clerk

MESSAGE FROM OUTGOING MAYOR

SELECTION OF MAYOR AND VICE MAYOR – Administered by City Clerk

MESSAGE FROM INCOMING MAYOR

INTRODUCTION OF NEW POLICE OFFICER – Presented by Chief Flint

2012 ATHERTON TREE AWARDS – Presented by Kevin Kielty

5. **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.)*

6. **REPORT OUT OF CLOSED SESSION**

7. **PROPOSED RECONSIDERATION OF SALARY AND BENEFITS RESOLUTION FOR UNREPRESENTED STAFF**

8. **CITY MANAGER'S REPORT**

9. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT -**

CONSENT CALENDAR (Items 10-15)

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

10. **APPROVAL OF NOVEMBER 28 REGULAR MEETING MINUTES**

Recommendation: Approve meeting minutes

11. **APPROVAL OF BILLS AND CLAIMS FOR NOVEMBER, 2012 IN THE AMOUNT OF \$1,014,790**

Recommendation: Approve Bills and Claims in the amount of \$1,014,790

12. **FINANCIAL REPORT FOR FOUR MONTHS ENDED OCTOBER 31, 2012**

Report: Finance Director Robert Barron III

Recommendation: Receive the General Fund Financial Report for the four months ended October 31, 2012

13. **A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REAFFIRMING THE TOWNS COMMITMENT TO THE RALPH M. BROWN ACT**

Recommendation: Approve Resolution

14. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION FOR THE 2012 CAPE/SLURRY PROJECT, PROJECT NUMBER 56052**

Report: Public Works Director Mike Kashiwagi

Recommendation: Accept work and authorize recording of a notice of completion for the 2012 Cape/Slurry Project, Project Number 56052

15. ADOPTION OF A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FEDERAL ONE BAY AREA GRANT PROGRAM (OBAG) SURFACE TRANSPORTATION PROGRAM (STP) FUNDING FOR THE ATHERTON AVENUE/FAIR OAKS LANE/MIDDLEFIELD ROAD MAINTENANCE PROJECT

Report: Public Works Director Mike Kashiwagi

Recommendation: Adopt a resolution authorizing staff to submit an application for Surface Transportation Program (STP) grant funds for Atherton Avenue/Fair Oaks Lane/Middlefield Road Maintenance Project, committing the required 11.47% local match and stating the assurance of the Town to complete the project

PUBLIC HEARINGS - None

REGULAR AGENDA, CONTINUED – (Items 16-20)

16. APPOINTMENT TO FILL VACANCY ON TRANSPORTATION COMMITTEE

Report: City Clerk Theresa DellaSanta

Recommendation: Appoint member to fill vacancy on Transportation Committee

17. INFORMATIONAL UPDATE ON THE GRADING AND DRAINAGE CRITERIA UPDATE

Report: Community Services Director Mike Kashiwagi

Recommendation: Receive information regarding proposed changes to the Town of Atherton's Grading and Drainage design criteria and standards

18. INFORMATION REPORT - TOWN CENTER PROJECT REPORT

Report: City Manager George Rodericks

Recommendation: Review and Discuss

19. INFORMATION REPORT – ATHERTON LIBRARY BUILDING PROJECT

Report: Public Works Director Michael Kashiwagi

Recommendation: Review and Discuss. This report is intended to advise the City Council on the status of the Library Building Project and provide options for the Council's consideration moving forward

20. INFORMATIONAL REPORT – PROPOSED IMPROVEMENTS TO THE EXISTING LITTLE LEAGUE FIELD AT HOLBROOK PALMER PARK

Report: Community Services Director Mike Kashiwagi

Recommendation: This is an informational report to inform the City Council of planned activities by staff regarding the construction of proposed improvements to the existing Little League field at Holbrook Palmer Park by the Menlo-Atherton Little League (MALL)

21. COUNCIL REPORTS/COMMENTS

22. FUTURE AGENDA ITEMS

23. PUBLIC COMMENTS

24. 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.

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



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: THERESA N. DELLASANTA, CITY CLERK

DATE: FOR THE CITY COUNCIL MEETING OF DECEMBER 19, 2012

**SUBJECT: ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE
ELECTION HELD ON NOVEMBER 6, 2012, TO FILL TWO FULL-TERM
COUNCIL SEATS**

RECOMMENDATION

Adopt resolution declaring the results of the Election held on November 6, 2012. The Official Certification of the Results by the San Mateo County Election Officer is attached.

ANALYSIS

The Presidential General Election was held on November 6, 2012, and the San Mateo County Election Officer canvassed the election. On December 4, 2012, Chief Elections Officer Mark Church certified the results of the election. The Official Certification of the Results is attached. Section 10262 of the California Elections Code requires that upon certification of the results of an election by the County Election Department, the City Council shall meet to declare the results of the election. This action may be taken at the next regular Council meeting or at a Special meeting called for that purpose. The Council is required to adopt a resolution in accordance with Sections 10262 and 10264 of the Elections Code, and the City Clerk is required to enter into the minutes a statement of the results.

Prepared by:

Theresa N. DellaSanta
City Clerk

Approved by:

George Rodericks
City Manager

Attachments: Resolution
Certification of Results

RESOLUTION NO. 12-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
DECLARING THE RESULTS OF THE
GUBERNATORIAL GENERAL ELECTION
HELD ON NOVEMBER 6, 2012**

WHEREAS, a Gubernatorial General Election was held within the Town of Atherton on November 6, 2012; and

WHEREAS, notice of the election was given in a time, form, manner as provided by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received, and canvassed and the returns made and declared in the time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, that County Elections Officer/Clerk canvassed the return of the election and has certified the results, to this City Council, the results are received, attached and made part hereof as "Exhibit A".

NOW THEREFORE, BE IT RESOLVED,

Section 1.

Early voting totals: 49
Absentee Totals: 2,835
Election Day Totals: 4,116

Section 2. That the names of the persons voted for at the election for member of City Council are as follows:

Greg Conlon
Denise Kupperman
Elizabeth Lewis
Cary Wiest

Section 3. That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates (and for and against the measures) were as listed in Exhibit "A" attached.

Section 4. The City Council does declare and determine that the following candidates were elected as Member of City Council for the full term of four (4) years:

Elizabeth Lewis, 2,270 votes
Cary Wiest, 1,553 votes

Section 5. The City Clerk shall enter on the records of the City Council of the City, a statement of the result of the election, showing: (1) The whole number of ballots cast in the city; (2) The names of the persons voted for; (3) What office each person was voted for; (4) The number of votes given to each person at each precinct; (5) The total number of votes given to each person.

Section 6. That the City Clerk shall immediately make and deliver to each of the persons so elected, a Certificate of Election signed by the City Clerk and authenticated; that the City Clerk shall also administer to each person the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected shall then be inducted into the

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to enter a certified copy of this Resolution and its attachment, reflecting all the matters specified in California Elections Code Section 10264, in the official records of the Town of Atherton.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 19th day of December, 2012 by the following vote:

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

William R. Widmer
MAYOR
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Connors, City Attorney

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
at the PRESIDENTIAL GENERAL ELECTION)
held on November 6, 2012)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF
ATHERTON on Tuesday, November 6, 2012 for the purpose of electing two (2)
Members to the City Council for four (4) year terms; and I caused to have
processed and recorded the votes from the canvass of all ballots cast at said
election within the boundaries of the TOWN OF ATHERTON.

I **HEREBY FURTHER CERTIFY** that the record of votes cast at said
election are set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 4th day of
December, 2012, and file this date with the City Clerk of Atherton.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
at the PRESIDENTIAL GENERAL ELECTION)
held on November 6, 2012)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF
ATHERTON on Tuesday, November 6, 2012 for the purpose of submitting
Measure F, L, and M to the qualified electors and; I caused to have processed
and recorded the votes from the canvass of all ballots cast at said election within
the boundaries of the TOWN OF ATHERTON.

I HEREBY FURTHER CERTIFY that the record of votes cast at said
election are set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 4th day of
December, 2012, and file this date with the City Clerk of Atherton.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

Exhibit A

Early Voting Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS							
18TH CONGRESSIONAL DISTRICT	5,052	49	1.0		19	20	20	23							
24TH ASSEMBLY DISTRICT	5,052	49	1.0		19	20	20	23							
3RD SUPERVISORIAL DISTRICT	5,052	49	1.0		19	20	20	23							
13TH SENATORIAL DISTRICT	5,052	49	1.0		19	20	20	23							
BOARD OF EQUALIZATION - DISTRICT	5,052	49	1.0		19	20	20	23							
COUNTY OF SAN MATEO	5,052	49	1.0		19	20	20	23							
SAN MATEO COUNTY HARBOR	5,052	49	1.0		19	20	20	23							
SEQUOIA HEALTHCARE DISTRICT	5,052	49	1.0		19	20	20	23							
STATEWIDE DISTRICT	5,052	49	1.0		19	20	20	23							
TOWN OF ATHERTON	5,052	49	1.0		19	20	20	23							
Early Voting Totals	5,052	49	1.0		19	20	20	23							

Absentee Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL													
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS						
16TH CONGRESSIONAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
24TH ASSEMBLY DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
3RD SUPERVISORIAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
13TH SENATORIAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
BOARD OF EQUALIZATION - DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
COUNTY OF SAN MATEO	5,052	2,835	56.1		916	1068	753	1586						
SAN MATEO COUNTY HARBOR	5,052	2,835	56.1		916	1068	753	1586						
SEQUOIA HEALTHCARE DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
STATE WIDE DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
TOWN OF ATHERTON	5,052	2,835	56.1		916	1068	753	1586						
Absentee Totals	5,052	2,835	56.1		916	1068	753	1586						

Grand Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS							
16TH CONGRESSIONAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
24TH ASSEMBLY DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
3RD SUPERVISORIAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
13TH SENATORIAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
BOARD OF EQUALIZATION - DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
COUNTY OF SAN MATEO	5,052	4,116	81.5		1340	1553	1087	2270							
SAN MATEO COUNTY HARBOR	5,052	4,116	81.5		1340	1553	1087	2270							
SEQUOIA HEALTHCARE DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
STATEWIDE DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
TOWN OF ATHERTON	5,052	4,116	81.5		1340	1553	1087	2270							
Early Voting Totals	5,052	49	1.0		19	20	20	23							
Absentee Totals	5,052	2,835	56.1		916	1068	753	1586							
Election Day Totals	5,052	1,232	24.4		405	465	314	661							
Grand Totals	5,052	4,116	81.5		1340	1553	1087	2270							

31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M												
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON YES	TOWN OF ATHERTON NO	TOWN OF ATHERTON YES	TOWN OF ATHERTON NO	TOWN OF ATHERTON YES	TOWN OF ATHERTON NO				
3001	547	471	86.1	151	288	524	106	342	99				
3002	1,032	852	82.6	282	532	594	186	558	248				
3004	190	169	88.9	31	126	120	37	63	76				
3005	862	731	84.8	218	475	477	189	544	148				
3006	1,094	886	81.0	241	585	571	227	653	181				
3008	985	733	74.4	196	479	488	166	525	149				
3009	170	134	78.8	40	84	73	43	99	26				
3010	172	140	81.4	50	62	92	35	97	34				
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15				
Absentee Totals	5,052	2,835	56.1	835	1839	1900	675	2020	658				
Election Day Totals	5,052	1,232	24.4	353	788	803	305	851	288				
Grand Totals	5,052	4,116	81.5	1209	2651	2739	989	2901	961				

Early Voting Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M													
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON		TOWN OF ATHERTON			TOWN OF ATHERTON					
				YES	NO	YES	NO	YES	NO	YES	NO			
18TH CONGRESSIONAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
24TH ASSEMBLY DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
3RD SUPERVISORIAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
13TH SENATORIAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
BOARD OF EQUALIZATION - DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
COUNTY OF SAN MATEO	5,052	49	1.0	21	24	36	9	30	15					
SAN MATEO COUNTY HARBOR	5,052	49	1.0	21	24	36	9	30	15					
SEQUOIA HEALTHCARE DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
STATEWIDE DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
TOWN OF ATHERTON	5,052	49	1.0	21	24	36	9	30	15					
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15					

Absentee Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M													
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON YES	NO		TOWN OF ATHERTON YES	NO		TOWN OF ATHERTON YES	NO		
18TH CONGRESSIONAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
24TH ASSEMBLY DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
3RD SUPERVISORIAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
13TH SENATORIAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
BOARD OF EQUALIZATION - DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
COUNTY OF SAN MATEO	5,052	2,835	56.1		835	1839		1900	675		2020	658		
SAN MATEO COUNTY HARBOR	5,052	2,835	56.1		835	1839		1900	675		2020	658		
SEQUOIA HEALTHCARE DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
STATEWIDE DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
TOWN OF ATHERTON	5,052	2,835	56.1		835	1839		1900	675		2020	658		
Absentee Totals	5,052	2,835	56.1		835	1839		1900	675		2020	658		

Grand Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M												
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO		
18TH CONGRESSIONAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
24TH ASSEMBLY DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
3RD SUPERVISORIAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
13TH SENATORIAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
BOARD OF EQUALIZATION - DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
COUNTY OF SAN MATEO	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
SAN MATEO COUNTRY HARBOR	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
SEQUOIA HEALTHCARE DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
STATEWIDE DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
TOWN OF ATHERTON	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15				
Absentee Totals	5,052	2,835	56.1	835	1839	1900	675	2020	658				
Election Day Totals	5,052	1,232	24.4	353	788	803	305	851	288				
Grand Totals	5,052	4,116	81.5	1209	2651	2739	989	2901	961				



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: THERESA DELLASANTA, CITY CLERK

DATE: FOR THE MEETING OF DECEMBER 19, 2012

**SUBJECT: ADOPTION OF A RESOLUTION DECLARING THE RESULTS OF THE
GENERAL ELECTION HELD ON NOVEMBER 6, 2012 FOR MEASURES
“F”, “L”, AND “M”**

RECOMMENDATION

Adopt Resolution declaring the results of the General Municipal Election held on November 6, 2012 for Measures F, L, and M.

ANALYSIS

Section 10262 of the California Elections Code requires that upon certification of the results of an election by the County Election Department, the City Council shall meet to declare the results of the election. This action may be taken at the next regular Council meeting or at a special meeting called for that purpose. The Council is required to adopt a resolution in accordance with Sections 10262 and 10264 of the Elections Code, and the City Clerk is required to enter into the minutes a statement of the results.

Prepared by:

Theresa DellaSanta
City Clerk

Approved by:

George Rodericks
City Manager

Attachments:

- 1- Resolution
- 2- Certification of Results

RESOLUTION 12-xx

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON DECLARING THE RESULTS OF MEASURE VOTED ON AT THE GENERAL ELECTION HELD ON NOVEMBER 6, 2012

WHEREAS, a General Election was held in the Town of Atherton on Tuesday, November 6, 2012; and

WHEREAS, the conduct of said election was duly delegated to the Chief Elections Officer of the County of San Mateo; and

WHEREAS, notice of the election was given in the time, form and manner as provided by law; voting precincts were properly established; election officers were appointed and in all respects the election was held and conducted and the votes were cast, received, and canvassed and the returns made and declared in the time, form and manner as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, the Chief Elections Officer has now certified the results of said election, and said results are truly reflected in the Certificate of Chief Elections Officer dated November 6, 2012, a full, true and correct copy of which is attached hereto as Attachment "A" and by this reference incorporated herein.

NOW, THEREFORE, the City Council of the Town of Atherton, California, does hereby resolve, declare, determine and order as follows:

Section 1. The measures voted upon at the election were as follows:

1. Measure F

"Should the Town of Atherton construct a new library in Holbrook-Palmer Park using funds dedicated for Library purposes only, by replacing the Main House and some surrounding patios and walkways?"

2. Measure M

"Should the Town permit the Menlo-Atherton Little League to improve the baseball field and surrounding areas at Holbrook-Palmer Park, including covered seating for spectators, an improved playing area for children, and new restrooms for all park users, using private funds only?"

3. Measure L

"Should the Town of Atherton primarily use private donations to construct and design a new Town Center? Other funding sources might include funds derived from Building fees or future grant money, but would not use general fund or parcel tax money."

Section 2.

The number of YES votes for Measure F was 1,209. The number of NO votes for Measure F was 2,651.

The number of YES votes for Measure L was 2,739. The number of NO votes for Measure L was 989.

The number of YES votes for Measure M was 2,901. The number of NO votes for Measure M was 961.

The number of votes cast at each precinct and the number of votes cast in the Town for and against measures F,L, and M are listed in Attachment "A".

Section 4.

The City Council does declare and determine that as a result of the election, Measure F did not receive the necessary majority "yes" votes of the ballots cast in the election, which was required for passage, and thus the measure failed.

Measure F: Failed

The City Council does declare and determine that as a result of the election, Measure L received the necessary majority "yes" votes of the ballots cast in the election which was required for passage, and thus the measure carried and shall be deemed adopted and ratified, and shall be effective ten (10) days from adoption of this Resolution.

Measure L: Passed

The City Council does declare and determine that as a result of the election, Measure M received the necessary majority "yes" votes of the ballots cast in the election which was required for passage, and thus the measure carried and shall be deemed adopted and ratified, and shall be effective ten (10) days from adoption of this Resolution.

Measure M: Passed

Section 5. The City Clerk shall enter on the records of the City Council of the Town

a statement of the result of the election showing: (1) the total number of ballots cast in the Town; (2) the measures voted upon; (3) the number of votes given at each precinct for and against each measure; and (4) the total number of votes for and against each measure.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 19th day of December, 2012, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

William R. Widmer, Mayor
Town of Atherton

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners
City Attorney

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
at the PRESIDENTIAL GENERAL ELECTION)
held on November 6, 2012)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF
ATHERTON on Tuesday, November 6, 2012 for the purpose of electing two (2)
Members to the City Council for four (4) year terms; and I caused to have
processed and recorded the votes from the canvass of all ballots cast at said
election within the boundaries of the TOWN OF ATHERTON.

I **HEREBY FURTHER CERTIFY** that the record of votes cast at said
election are set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 4th day of
December, 2012, and file this date with the City Clerk of Atherton.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

CERTIFICATE OF THE CHIEF ELECTIONS OFFICER

In the Matter of the CANVASS OF VOTE CAST)
at the PRESIDENTIAL GENERAL ELECTION)
held on November 6, 2012)

I, **MARK CHURCH**, Chief Elections Officer of the County of San Mateo,
State of California hereby certify;

THAT an election was held within the boundaries of the TOWN OF
ATHERTON on Tuesday, November 6, 2012 for the purpose of submitting
Measure F, L, and M to the qualified electors and; I caused to have processed
and recorded the votes from the canvass of all ballots cast at said election within
the boundaries of the TOWN OF ATHERTON.

I HEREBY FURTHER CERTIFY that the record of votes cast at said
election are set forth in Exhibit "A" attached hereto and incorporated herein by
reference as though fully set forth at length.

IN WITNESS WHEREOF, I hereunto affix my hand and seal this 4th day of
December, 2012, and file this date with the City Clerk of Atherton.



MARK CHURCH
Chief Elections Officer &
Assessor-County Clerk-Recorder

Exhibit A

14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL													
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS							
3001	547	471	86.1	174	124	173	237							
3002	1,032	852	82.6	290	313	240	458							
3004	190	169	88.9	49	74	45	105							
3005	862	731	84.8	241	296	196	398							
3006	1,094	886	81.0	266	377	196	495							
3008	985	733	74.4	230	288	170	420							
3009	170	134	78.8	29	37	21	99							
3010	172	140	81.4	61	44	46	58							
Early Voting Totals	5,052	49	1.0	19	20	20	23							
Absentee Totals	5,052	2,835	56.1	916	1068	753	1586							
Election Day Totals	5,052	1,232	24.4	405	465	314	661							
Grand Totals	5,052	4,116	81.5	1340	1553	1087	2270							

Early Voting Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS							
18TH CONGRESSIONAL DISTRICT	5,052	49	1.0		19	20	20	23							
24TH ASSEMBLY DISTRICT	5,052	49	1.0		19	20	20	23							
3RD SUPERVISORIAL DISTRICT	5,052	49	1.0		19	20	20	23							
13TH SENATORIAL DISTRICT	5,052	49	1.0		19	20	20	23							
BOARD OF EQUALIZATION - DISTRICT	5,052	49	1.0		19	20	20	23							
COUNTY OF SAN MATEO	5,052	49	1.0		19	20	20	23							
SAN MATEO COUNTY HARBOR	5,052	49	1.0		19	20	20	23							
SEQUOIA HEALTHCARE DISTRICT	5,052	49	1.0		19	20	20	23							
STATEWIDE DISTRICT	5,052	49	1.0		19	20	20	23							
TOWN OF ATHERTON	5,052	49	1.0		19	20	20	23							
Early Voting Totals	5,052	49	1.0		19	20	20	23							

Absentee Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL													
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS						
16TH CONGRESSIONAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
24TH ASSEMBLY DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
3RD SUPERVISORIAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
13TH SENATORIAL DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
BOARD OF EQUALIZATION - DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
COUNTY OF SAN MATEO	5,052	2,835	56.1		916	1068	753	1586						
SAN MATEO COUNTY HARBOR	5,052	2,835	56.1		916	1068	753	1586						
SEQUOIA HEALTHCARE DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
STATE WIDE DISTRICT	5,052	2,835	56.1		916	1068	753	1586						
TOWN OF ATHERTON	5,052	2,835	56.1		916	1068	753	1586						
Absentee Totals	5,052	2,835	56.1		916	1068	753	1586						

Grand Totals 14	TOWN OF ATHERTON MEMBERS, CITY COUNCIL														
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON Vote for 2 GREG CONLON	CARY E. WIEST	DENISE KUPPERMAN	ELIZABETH LEWIS							
16TH CONGRESSIONAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
24TH ASSEMBLY DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
3RD SUPERVISORIAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
13TH SENATORIAL DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
BOARD OF EQUALIZATION - DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
COUNTY OF SAN MATEO	5,052	4,116	81.5		1340	1553	1087	2270							
SAN MATEO COUNTY HARBOR	5,052	4,116	81.5		1340	1553	1087	2270							
SEQUOIA HEALTHCARE DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
STATEWIDE DISTRICT	5,052	4,116	81.5		1340	1553	1087	2270							
TOWN OF ATHERTON	5,052	4,116	81.5		1340	1553	1087	2270							
Early Voting Totals	5,052	49	1.0		19	20	20	23							
Absentee Totals	5,052	2,835	56.1		916	1068	753	1586							
Election Day Totals	5,052	1,232	24.4		405	465	314	661							
Grand Totals	5,052	4,116	81.5		1340	1553	1087	2270							

31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M												
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON YES	TOWN OF ATHERTON NO								
3001	547	471	86.1	151	288	524	106	342	99				
3002	1,032	852	82.6	282	532	594	186	558	248				
3004	190	169	88.9	31	126	120	37	63	76				
3005	862	731	84.8	218	475	477	189	544	148				
3006	1,094	886	81.0	241	585	571	227	653	181				
3008	985	733	74.4	196	479	488	166	525	149				
3009	170	134	78.8	40	84	73	43	99	26				
3010	172	140	81.4	50	62	92	35	97	34				
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15				
Absentee Totals	5,052	2,835	56.1	835	1839	1900	675	2020	658				
Election Day Totals	5,052	1,232	24.4	353	788	803	305	851	288				
Grand Totals	5,052	4,116	81.5	1209	2651	2739	989	2901	961				

Early Voting Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M													
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON		TOWN OF ATHERTON			TOWN OF ATHERTON					
				YES	NO	YES	NO	YES	NO	YES	NO			
18TH CONGRESSIONAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
24TH ASSEMBLY DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
3RD SUPERVISORIAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
13TH SENATORIAL DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
BOARD OF EQUALIZATION - DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
COUNTY OF SAN MATEO	5,052	49	1.0	21	24	36	9	30	15					
SAN MATEO COUNTY HARBOR	5,052	49	1.0	21	24	36	9	30	15					
SEQUOIA HEALTHCARE DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
STATEWIDE DISTRICT	5,052	49	1.0	21	24	36	9	30	15					
TOWN OF ATHERTON	5,052	49	1.0	21	24	36	9	30	15					
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15					

Absentee Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M													
	Registration	Ballots Cast	Turnout (%)		TOWN OF ATHERTON YES	NO		TOWN OF ATHERTON YES	NO		TOWN OF ATHERTON YES	NO		
18TH CONGRESSIONAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
24TH ASSEMBLY DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
3RD SUPERVISORIAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
13TH SENATORIAL DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
BOARD OF EQUALIZATION - DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
COUNTY OF SAN MATEO	5,052	2,835	56.1		835	1839		1900	675		2020	658		
SAN MATEO COUNTY HARBOR	5,052	2,835	56.1		835	1839		1900	675		2020	658		
SEQUOIA HEALTHCARE DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
STATEWIDE DISTRICT	5,052	2,835	56.1		835	1839		1900	675		2020	658		
TOWN OF ATHERTON	5,052	2,835	56.1		835	1839		1900	675		2020	658		
Absentee Totals	5,052	2,835	56.1		835	1839		1900	675		2020	658		

Grand Totals 31	TOWN OF ATHERTON MEASURE F; TOWN OF ATHERTON MEASURE L; TOWN OF ATHERTON MEASURE M												
	Registration	Ballots Cast	Turnout (%)	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO	TOWN OF ATHERTON YES	NO		
18TH CONGRESSIONAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
24TH ASSEMBLY DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
3RD SUPERVISORIAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
13TH SENATORIAL DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
BOARD OF EQUALIZATION - DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
COUNTY OF SAN MATEO	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
SAN MATEO COUNTRY HARBOR	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
SEQUOIA HEALTHCARE DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
STATEWIDE DISTRICT	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
TOWN OF ATHERTON	5,052	4,116	81.5	1209	2651	2739	989	2901	961				
Early Voting Totals	5,052	49	1.0	21	24	36	9	30	15				
Absentee Totals	5,052	2,835	56.1	835	1839	1900	675	2020	658				
Election Day Totals	5,052	1,232	24.4	353	788	803	305	851	288				
Grand Totals	5,052	4,116	81.5	1209	2651	2739	989	2901	961				



ITEM 8 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: FOR THE REGULAR MEETING OF DECEMBER 19, 2012
SUBJECT: CITY MANAGER WRITTEN REPORT

ADMINISTRATION:

Stormwater Committee

At the November meeting, the City/County Association of Government (C/CAG) Board of Directors adopted a Resolution convening a Stormwater (NPDES) Committee. Via resolution, the group established:

- Membership shall include one representative from each C/CAG member agency and one non-voting seat for executive management from the Regional Water Quality Control Board.
- Membership shall be director-level (typically either the Public Works or Planning Director), have decision-making responsibility for implementing water pollution prevention programs within their agency, be recommended by executive management of the member agency, and be appointed by the C/CAG Board.

The Committee will provide technical advice and recommendations to the full C/CAG Board. **Staff has submitted Gordon Siebert, Consulting Engineer through Interwest, to serve as the staff representative.**

Blue Ribbon Task Force to Consider Changes to South Bayside Waste Management Authority (SBWMA)

There have been discussions among city managers, staff, and elected officials of SBWMA's member agencies and the desire to analyze and explore possible changes to the governance structure and board composition. A majority of member agencies expressed an interest to examine such changes. The Town has been invited by the Mayor of Redwood City to participate on the Blue Ribbon Task Force to explore the issue. The appointment can either be an elected official or a high-level senior staff member. Redwood City asks for advise as to the Town's

representative by February. **The appointment will be on the January Agenda for consideration by the Council with other liaison/committee appointments.**

Goals and Priorities List

Attached is a Goals and Priorities List (in progress). The list is broken down into short-term (0 to 6 months), mid-term (6 to 12 months), and long-term (12 months plus). As each item evolves, steps may be added or modified along the way to completion. Updates will be provided to the Council on a regular basis.

Goals Workshop Facilitator

Staff is contacting four facilitators that can be used by the Council for a goals/team-building workshop for the Council and senior staff in February. Four potential firms from which staff will be requesting RFQ's from are, in no particular order:

- Neu & Company (used in the past) (www.carlneu.com)
- Mathis Group (www.mathisgroup.net)
- Management Partners (www.managementpartners.com)
- Neil Kupchin & Associates (www.neilkupchin.com)

Once RFQ's are obtained, staff will work with the Mayor and Vice Mayor to make a selection.

Taping of Meetings

As mentioned prior, the City's budget for videotaping meetings is insufficient to cover every anticipated meeting through the end of the fiscal year (City Council, Planning Commission, Finance Committee, Transportation Committee, Town Center Committee, Library Committee). It is anticipated that there will be several added Council meetings between now and June 2013. These may/could include Goals Workshop, Finance/City Council Study Session, Budget Study Session, and others.

In August the Council authorized a \$10,000 budget amendment for videotaping services. The cost to tape and produce each meeting is \$350. As of December 1 there was \$6,850 left in the budget – approximately 19 meetings. The minimum 2 meetings (City Council/Planning Commission) each month leaves approximately 5 available videotaped meetings until the end of the fiscal year - unless the budget is augmented.

In January, staff will bring a budget request and a meeting priority schedule (based on anticipated meetings) for the Council's consideration.

COMMUNITY SERVICES DEPARTMENT:

See attached community services report (Attachment 1).

PLANNING DEPARTMENT:

See attached Community Services Department update.

POLICE DEPARTMENT:

Police Activity

There were 96 criminal investigations for the month of November. 75 offenders were cited, arrested or referred to the District Attorney's Office for prosecution. 56 of those cases were for vehicle code violations that include driving without a license, driving on a suspended license, driving under the influence of alcohol, and driving with marijuana inside a vehicle. The other cases were arrests for outstanding warrants, attempted burglary, possession of a concealed firearm (Gang Task Force), public intoxication, domestic violence, robbery, false identification to a peace officer, and possession of marijuana for sale.

Of the 1,823 total police incidents for the month of November, 706 were officer initiated incidents, which resulted in 471 citations being issued for vehicle code violations. Officers also initiated 235 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 24 incidents this reporting period, 19 of which were security checks by officers. Other police activity at the park included suspicious vehicles and parking complaints.

Officers responded to 17 ordinance violation calls this month. These calls were for various construction ordinance violations, a barking dog complaint, soliciting without a permit, and workers making deliveries before 8am.

APD performed a total of 436 home security checks during November.

School Incidents

Officers responded to 108 school incidents during this reporting period. The incidents involve "Traffic" related issues and "Other" calls for service that include but are not limited to thefts, alarms, assault and battery, security checks, non-students on campus, gang activity, and narcotics activity. The following depicts the number of incidents per school:

SCHOOL	# INCIDENTS
ENCINAL SCHOOL	Traffic- 18 Other- 4

	Total- 22
LAS LOMITAS SCHOOL	0
LAUREL SCHOOL	Traffic- 4 Other- 2 Total- 6
MENLO-AHTERTON HIGH	Traffic- 11 Other- 26 Total- 37
MENLO COLLEGE	Traffic- 4 Other- 7 Total- 11
MENLO SCHOOL	Traffic- 2 Other- 2 Total- 4
SACRED HEART PREP	Traffic- 12 Other- 4 Total- 16
ST. JOSEPH'S	0
SELBY LANE SCHOOL	Traffic- 6 Other- 6 Total- 12

Response Times

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

Disaster Preparedness

Sgt. Lopez provided ADAPT three bids for trailers as they requested the Town to purchase trailers to store emergency equipment for the districts. The next meeting will be scheduled in January 2013.

Special Events and Community Activities

D.A.R.E. Officer Bruce Potts and his wife Ruth completed this year's Red Ribbon Poster contest. Encinal and St. Joseph's schools participated in this annual event where hundreds of posters were completed with the phrase, "I'd rather do _____ than drugs." Pictures were drawn and 8 first place and 8 second place winners were chosen for their artwork and creativity.

The annual School Meeting was held at the Menlo Circus Club. This is an annual event hosted by the police department and attended by different Atherton school administrators. Lt. Wade discussed the recent thefts happening out of the locker rooms and how these thefts can be prevented or deterred. Sgt. Lopez discussed Cyber bullying regarding who has jurisdiction and what the schools can do when a student is a victim of Cyber bullying.

Sgt. Lopez also offered to conduct table top exercises regarding Disaster/Emergency Preparedness for all schools. Sergeant Kockler spoke about traffic safety around the schools and also answered specific traffic related questions from school administrators.

Training

The police department sent the following officers to training in November for a total of 49 hours:

A. Kockler	Supervisory Leadership Institute/Session 6 of 8/24 hours	Nov. 5-7
K. Pronske	Driver Training Update/16 hours/SMCO S/O	Nov. 6-7
J. Wade J. Frew K. Lopez	Accommodating Bad behavior: Liebert, Cassidy & Whitmore/3 hours	Nov. 14

Investigations

Detective Yoakum is working several theft related cases, one of which resulted in the arrest of a 48 year old Redding man suspected of fraudulently diverting construction funds. This case is still being investigated, and is scheduled to go to court next month.

PUBLIC WORKS PROJECT UPDATES:

- Sweep contracted monthly streets :
 - November Mileage: 185 Yards: 124 Tonnage: 129.96
 - *all streets in town were swept at beginning of November
- Service requests –
 - Hazard – metal rod on shoulder Middlefield at James
 - Globe replacement – Serrano & Robleda
 - Tree limb dangling in travel way Walsh Road
 - Hazard – drain grate Stockbridge & Sequoia
 - Move file cabinets at PD
 - Sign missing – ECR and Atherton Ave
 - Gutter plugged – town hall
 - Flooding – 580 Middlefield, assist resident
 - Roof leak – Knox preschool
 - Flooding – Green Oaks and Lilac
 - Flooding – ECR and Tuscaloosa/Almendral/Stockbridge
- 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.
- Park duties
- Clean 43 drop inlets on Atherton right of way.
- Clean gutters on all town facilities.
- Install Holiday lights at Library (MCE provides free labor)
- Sand bag area stocked up.
- 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.
- Grind tree stumps in Right of Way – Glenwood, Watkins, El Camino Real, Oak Grove
- See attached spreadsheet of Events.
- Storm response



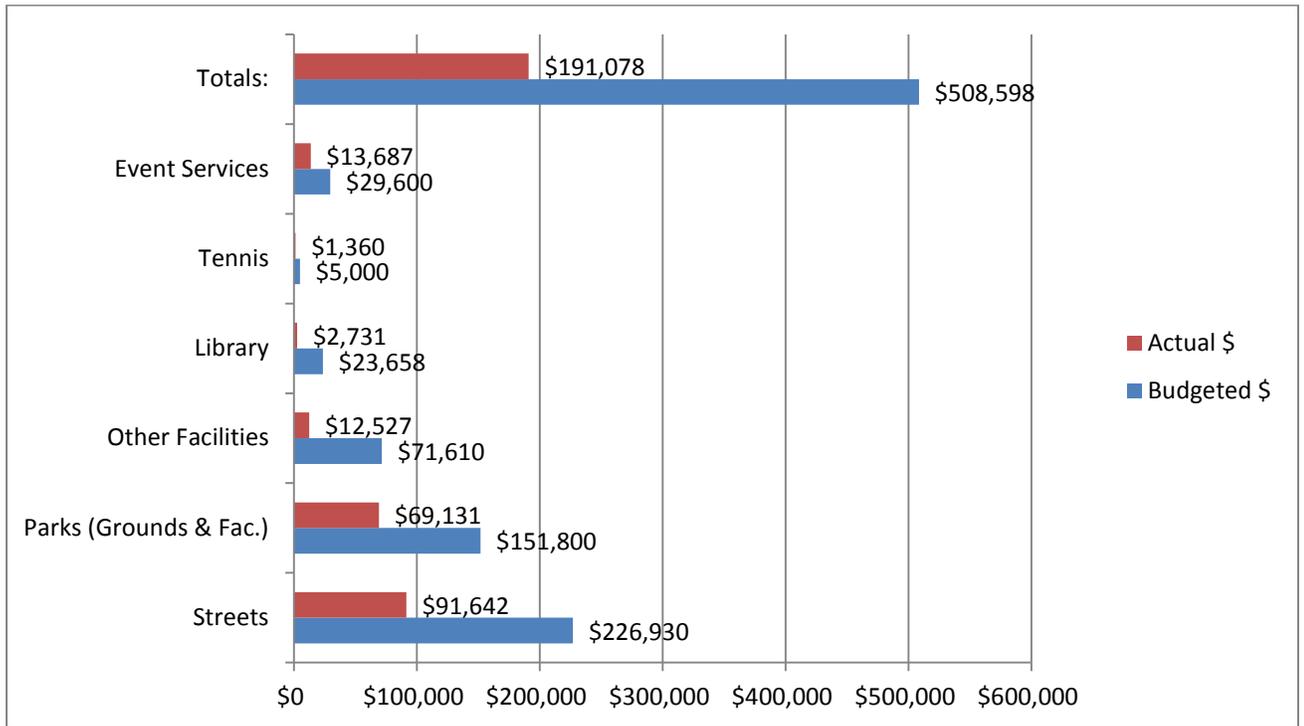
Streetlight repair Serrano/Robleda

Clean storm drain at Mosswood

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

Town of Atherton
MCE Corporation Public Works Maintenance
Budget vs. Actual Expenditures FY 12-13
5 months (through November) through fiscal year

	Budget \$	Actual \$	Percent used
Streets	\$226,930	\$91,642	40.38%
Parks (Grounds & Fac.)	\$151,800	\$69,131	45.54%
Other Facilities	\$71,610	\$12,527	17.49%
Library	\$23,658	\$2,731	11.54%
Tennis	\$5,000	\$1,360	27.20%
Event Services	\$29,600	\$13,687	46.24%
Totals:	\$508,598	\$191,078	37.57%





Town of Atherton

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

Community Services Monthly Report November 2012

Submitted by:
Mike Kashiwagi, P.E.
Director of Community Services

Town of Atherton Building Safety & Inspection

*Construction and Permit Summary
November 1, 2012 to November 30, 2012*

	November	Fiscal Year 2012-13
Total Construction Valuation¹:	\$8,852,880	\$60,831,075

REVENUE

Plan Check Fees Collected:	\$25,857	\$180,388
Permit Fees Collected:	\$57,212	\$463,416
TOTAL:	\$83,069	\$643,804

PLAN CHECK

Applications Received:	50	277
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PERMITS

<u>Residential:</u>		
New Single Family Residential Permits Issued:	1	13
New Accessory Structures Issued:	13	63
Addition / Alteration Permits Issued:	11	39
Reroof / Water Well Permits Issued:	2	51
Plumbing/Mechanical/Electrical Permits Issued:	11	70
<u>Non-Residential:</u>		
New Permits Issued:	13	20
TOTAL Permits Issued:	51	256

Total Open Permits as of 11/30:	299	
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INSPECTIONS

Inspections Performed:	528	2,574
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Footnotes:

¹Valuation: For permitted projects during this period.

**Town of Atherton
Building Safety & Inspection**

Code Enforcement Activity Summary

November 1, 2012 to November 30, 2012

CE responded to the following types of cases:

1. Dangerous Trees	1o,1c	10. Early Set Out-trash	0
2. Construction Law	4o	11. Neighbor Law	1o
3. Dog Barking	1o/1c	12. Animal	1o
4. Building without permits	1o	13. Litigation	1o
5. Encroachments	3o/1c	14. Vehicles	0
6. Fence Violations	1o	15. Unsecured Prop	1o
7. Accessory Bld.	1c	16. HOA Contact	0
8. Refuse	1o	17. Admin/finance	1o/1c
9. Zoning	2o	18. Admin/ordinance	1o
		19. Public Nuisance	2o
Number of Cases Closed = 5		Number of Cases Still Open = 22	

c: Closed

o: Open

Planning Projects

November 1, 2012 to November 30, 2012

	This Month Activity	Fiscal Year to Date Activity
Staff Level Reviews	18	71
Planning Commission Items	1	11

18 IRB

PC Items: 92 Sutherland (tennis court retaining walls), removal of two heritage trees, carport with reduced front setback- CONTINUED TO JANUARY

62 Lloyd: addition to house in non-conforming area- WITHDRAWN BY APPLICANT

Arborist Activity Summary

November 1, 2012 to November 30, 2012

	Site Visits			Plan Review
	Tree Removal	Inspections	Info. / Consu.	
TOTAL	21	13	19	14

Town of Atherton Building Inspection & Plan Check

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	2	4
September	3	6
October	4	5
November	1	1
December		1
Total New SFD Permits:	26	20

Plan Check Performance

November 1, 2012 to November 30, 2012

Project Type	Cycles	No of Plan Checks	Target**	Average Review Days	Overdue Plan Checks
Major Plan Check	1st Review	29	10	5	0
	Subsequent Rev.	15	5	4	0
Minor Plan Check	1st Review	12	3	2	0
	Subsequent Rev.	1	2	2	0
Total Number of Plan Checks:		57			

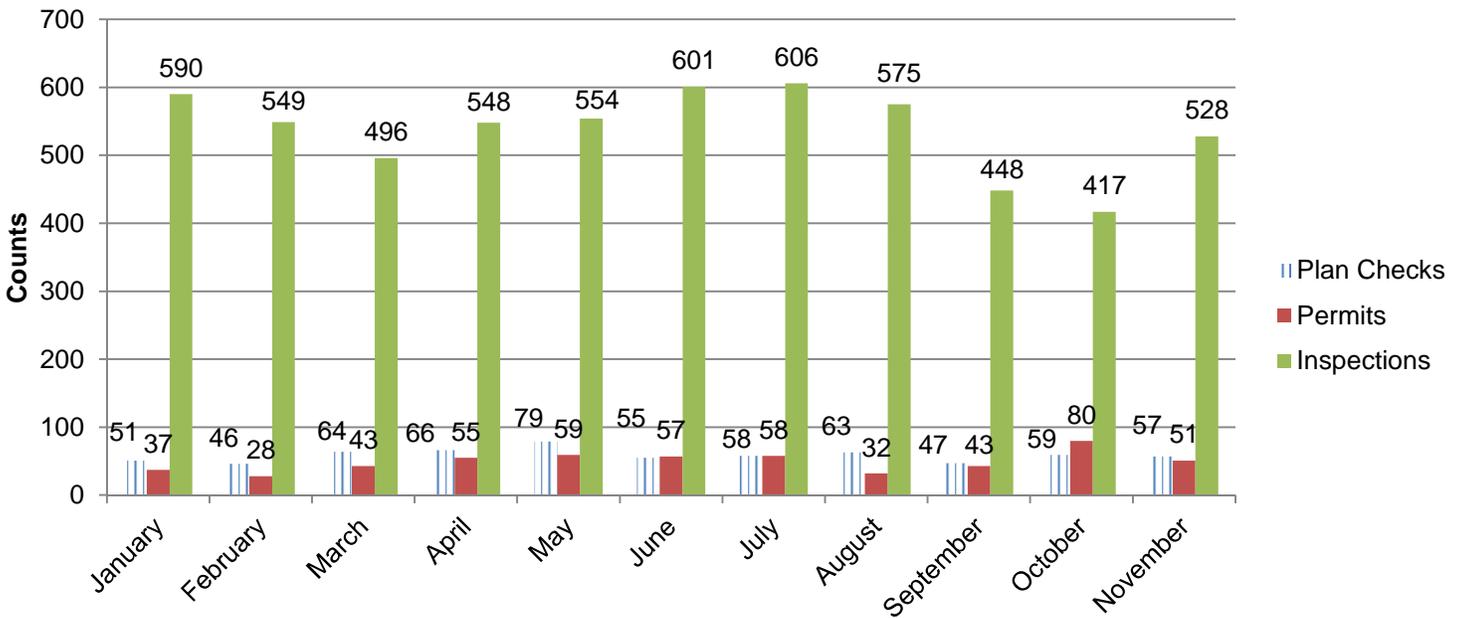
** Target: in working days

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

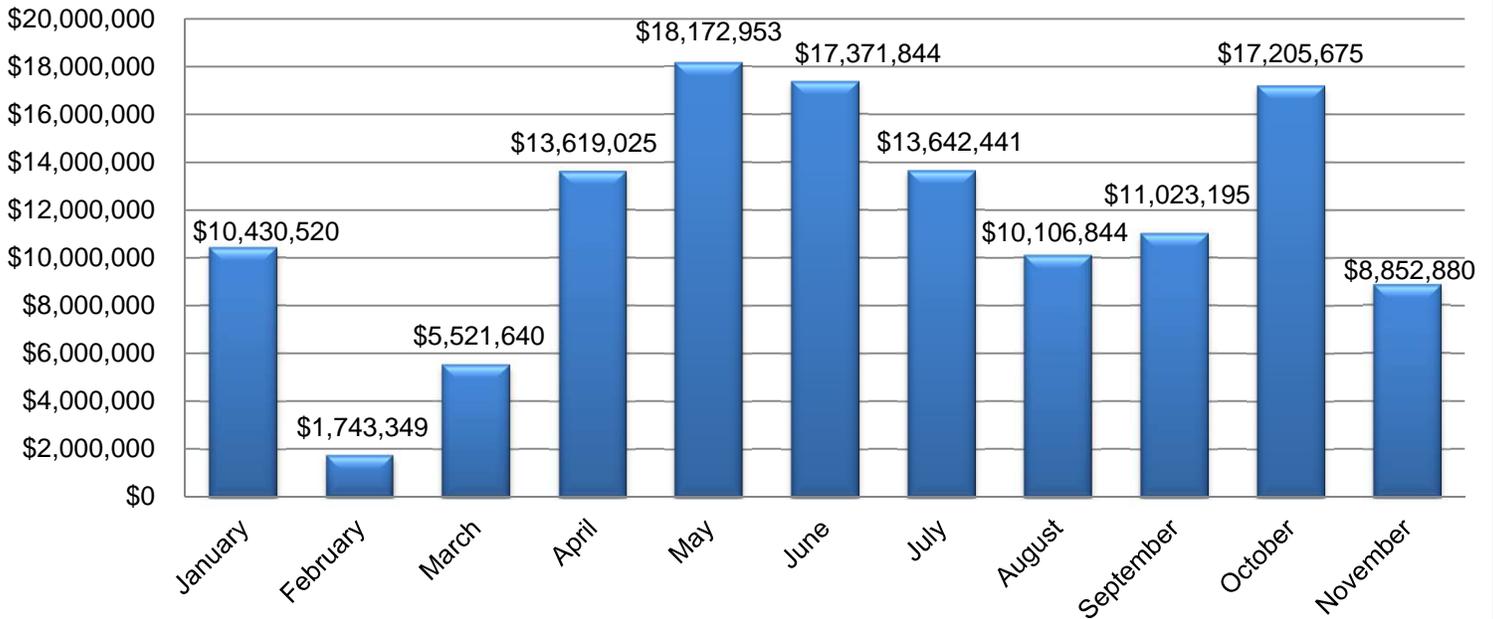
Minor Plan Check: Small Additions, Reroof, Alterations, Misc.

Town of Atherton Summary Graphs

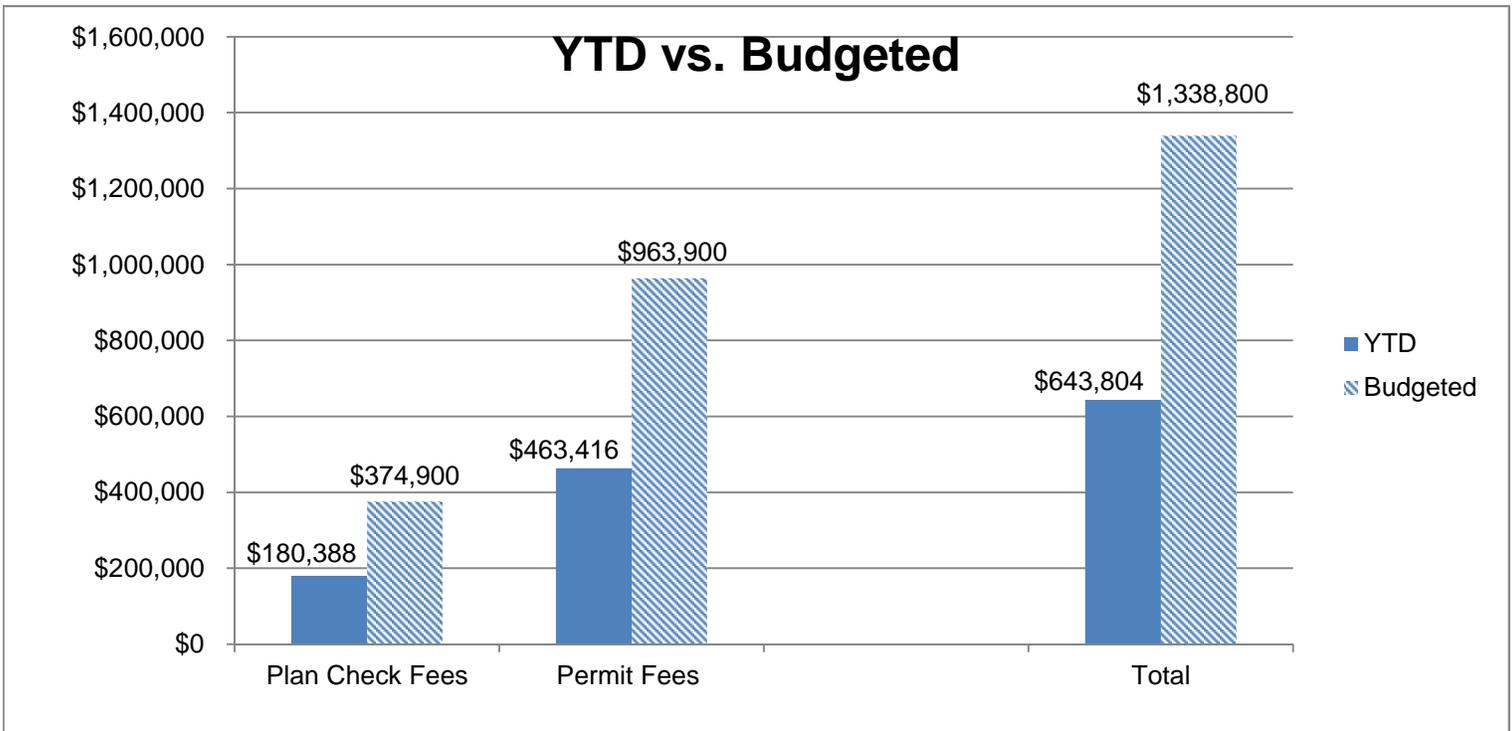
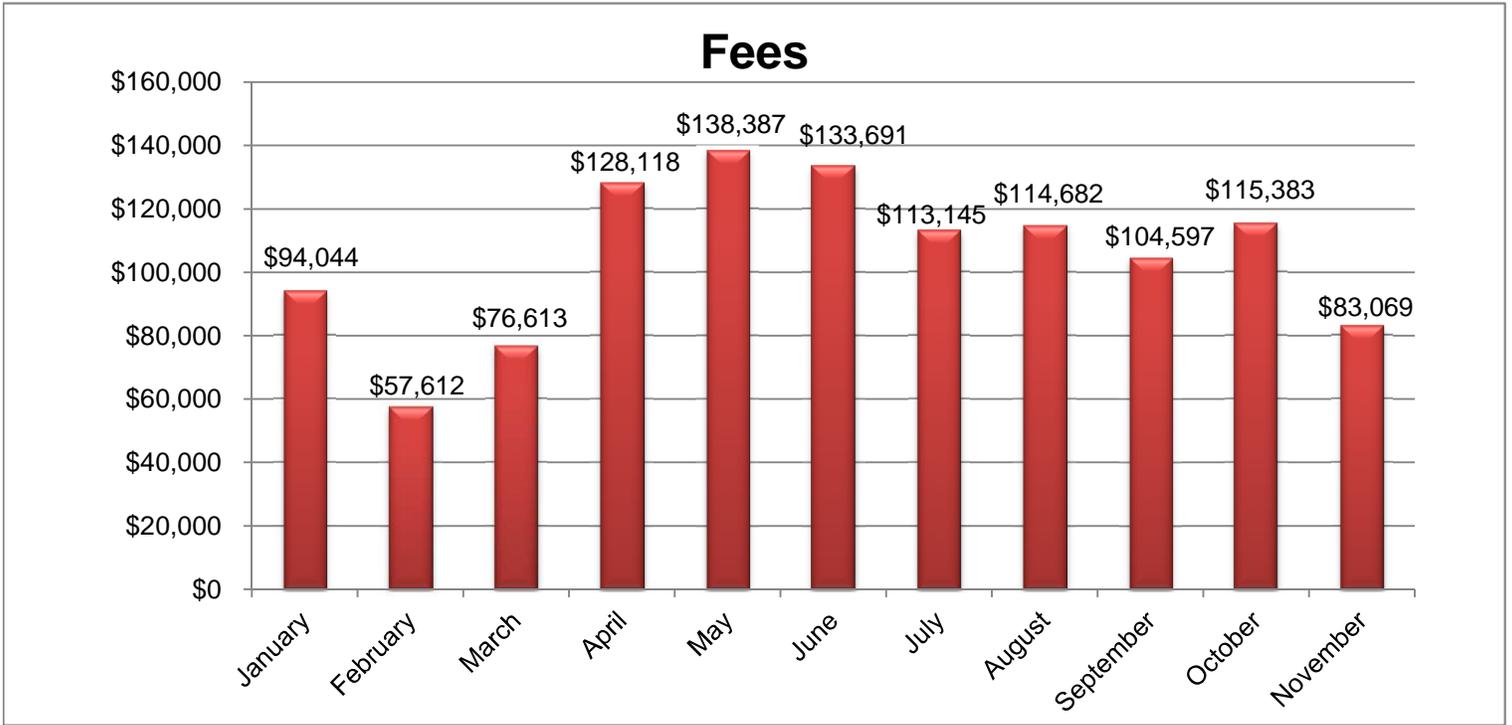
Plan Checks, Permits, Inspections



Valuation



Town of Atherton Summary Graphs



Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
------------------------------	----------	-----------------	--------------

Master Fee Schedule Cost Allocations	Robert		Mar-13
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Development of a Master Fee Schedule based on a cost allocation study.

Meet with staff & consultant to refine initial draft

Prepare final cost allocation study

Prepare staff report to City Council and Adopt Fee Resolution

Done

Mid-Year Budget Analysis & Presentation	Robert		Feb-13
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Prepare a mid-year budget analysis and presentation to Council

Receive final mid-year property tax distributions

Input and analyze mid-year data (revenues & expenditures)

Review with City Manager

Review with Department Managers

Finalize data/report

Prepare Staff Report to City Council

Prepare PowerPoint Presentation to City Council

Present Mid-Year Report

Hire Office Account Clerk	Robert		Mar-13
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Hire a full-time Office Account Clerk

Review current hourly support costs and needs

Prepare comparative analysis of hourly costs/needs against full-time position

Prepare and Post Recruitment Ad

Conduct Recruitment

Review Applications and Screen (employment test)

Review Results and Conduct Initial Interviews

Select Final Round of Applicants

Conduct Final Interviews

Select Candidate | Offer | Pre-Employment Screening

Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
------------------------------	----------	-----------------	--------------

Review with City Manager
Hire Candidate

Conduct Property Tax Allocation Analysis	Robert		Feb-13
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Conduct an analysis of the property taxes received by Atherton and identify deficiencies (if any)

Engage HDL Consultant to complete data analysis
Discuss initial report with consultant
Prepare forecast & incorporate LA v Alhambra Court Decision
Review Report and Findings with City Manager
Present draft summary findings to Finance Committee
Prepare a Report to the City Council

Done

OPEB Review & Report	Robert		Feb-13
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Prepare Report on the Town's Other Post Employment Benefits and Conduct a Cost Analysis and Funding Plan

Assess current and future OPEB liabilities
Develop cost analysis
Develop funding plans
Review Report and Findings with City Manager
Present findings to Finance Committee
Prepare a Report to the City Council

Development of 5-Year Financial Forecast	Robert		Feb-13
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Develop a 5-Year Financial Forecast for the Town Budget

Review Revenue Histories and Develop Financial Model for Projections
Review Future Expenditures and Develop Funding Horizons for Projections
Assess infrastructure cost needs and incorporate major projects into projections
Review model and projections with City Manager

Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
------------------------------	----------	-----------------	--------------

Prepare Report and Present Findings to Finance Committee
Prepare Report and Present Findings to City Council
Incorporate Financial Forecast into Town Budget

Council Commission Committee Training	Bill C.		Feb-13
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Conduct Brown Act and Fair Political Practices Training with City Council | Commissions | Committees

Conduct Training for City Council
Conduct Training for Planning Commission
Conduct Training for Arts Committee
Conduct Training for Parks and Recreation Committee
Conduct Training for Rail Committee
Conduct Training for Finance Committee
Conduct Training for Library Committee
Conduct Training for Town Center Committee
Conduct Training for Transportation Committee
Conduct Training for Environmental Committee
Arrange Make-Up Training
Prepare Summary Report of Training to City Council | City Manager

Development of Merit Bonus Program	George		Mar-13
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Prepare Guidelines and Criteria for a Merit Bonus Pay Program
Develop Guidelines and Criteria for a Merit Bonus Pay Program
Review guidelines and criteria with applicable staff
Incorporate guidelines and criteria into Human Resources Manual
Schedule Manual Updates for City Council Adoption
Prepare Report for City Council and adopt updates

Refuse Rate Review	George		Jan-13
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Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Review current refuse rates and conduct an analysis of any proposed increase and rate subsidies.

- Obtain Rate Histories and Summaries from the JPA*
- Discuss Town Rate Analysis and Determine Rate Components*
- Review and Discuss with Council Subcommittee*
- Analyze Green Can and Rate Subsidies*
- Prepare Report for City Council and Adopt/Ratify Rates*

Knox Pre-School Negotiations	Steve		Feb-13
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Review Knox Pre-School Lease & Required Improvements | Negotiate New Lease Agreement

- Review current lease terms and conditions*
- Review current condition assessment and determine needs analysis*
- Review negotiation criteria and expectations with City Manager*
- Initiate discussions with Knox*
- Review Requests/Negotiations with City Manager*
- Finalize Negotiations and Draft New Lease Agreement*
- Prepare Report for City Council and Adopt Lease Agreement*

Knox Pre-School Condition Analysis	Steve		Dec-12
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Conduct a site inspection and analysis of facility conditions.

- | | |
|--|-------------|
| <i>Conduct Site Inspections at Knox Pre-School</i> | Done |
| <i>Review Site Condition Report</i> | Done |
| <i>Determine Site Improvement Priorities</i> | Done |
| <i>Review the Findings with the City Manager</i> | Done |
| <i>Complete Emergent Repairs</i> | Done |
| <i>Finalize Report for Negotiations</i> | |

Grading & Drainage Standards Development	David		Feb-13
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Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Review the Town's grading and drainage standards and prepare updates as needed.

Review the Town's grading and drainage standards

Prepare revisions to the standards

Prepare a Report for the City Council

Review the Grading and Drainage Standards Recommendations with the City Manager

Prepare a Report and Presentation for the City Council

Assess Flooding Issues	David		Feb-13
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Assess the Town's flooding issues and prepare a report in conjunction with the budget for incorporation into the 5-Year Capital Improvement Plan.

Conduct site inspections and assess the Town's flooding issues

Review alternatives and conduct a cost-benefit analysis of each

Review the recommendations in conjunction with the Town's 5-Year Capital Budget

Review the Findings and Recommendations with the City Manager

Incorporate recommendations into the 2013/2014 5-Year Capital Improvement Budget

Signal Repair Contract	Steve		Feb-13
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Adopt a vendor contract for signal repair needs

Conduct an inventory of the Town's signalization needs

Review signal repair and maintenance contracts

Conduct an RFQ/P for Signal Repair Services

Review the findings/submittals with the City Manager

Prepare a Report and Contract for Adoption by the City Council

Educate Community on Green Building Ordinance Requirements	Richard		Feb-13
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Educate the community on green building

Prepare educational materials for green building requirements and guidelines

Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Review the materials and their delivery with the City Manager
Initiate an education campaign on green building techniques in Atherton

Expansion of Events at HPP	Steve		Feb-13
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Present a report to the City Council on expansion of events at Holbrook Palmer Park
Assess current events at HPP
Review alternatives and opportunities for other events at HPP
Discuss alternatives with the City Manager
Investigate vendor services for event coordination
Review costs and cost impacts with the City Manager
Prepare a report and recommendation to the City Council

Channel @ Marsh Road	David		Feb-13
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Review the channel at Marsh Road and Present Improvement Alternatives
Review improvement alternatives
Present findings to the City Manager
Prepare Report to the City Council with alternatives and cost estimates

Development of Tree Protection Standards	Richard		Feb-13
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Develop standards for Tree Protection during Construction Projects
Develop standards for tree protection on construction sites
Review standards with the City Manager
Prepare report for the builders/stakeholders group
Review with builders/stakeholders
Prepare final standards for adoption
Review final standards with the City Manager
Prepare and present report to the City Council

Development of HR Manual	Theresa		Feb-13
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Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Develop a Human Resources Manual

- Engage consultant to assist with development of HR Manual*
- Work with consultant to develop policies for consideration*
- Review draft with the City Attorney/Chief of Police*
- Revise as appropriate*
- Review draft with the City Manager*
- Revise as appropriate*
- Prepare HR Manual for City Council adoption*

- Done
- Done
- In Progress
- In Progress
- Late December
- Early January
- January, 2013

Development of City Council & Commissioners Handbook	Theresa/Bill C.		Feb-13
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Develop a City Council & Commissioner Handbook

- Design and develop a Council and Commission Handbook*
- Prepare draft for review with the City Attorney*
- Review final draft with the City Manager*
- Prepare Handbook for City Council adoption*

- In Progress
- January, 2013
- January, 2013
- February, 2013

Phone System Updates	Theresa		Feb-13
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Review the City's Phone System Needs and Make Improvements

- Obtain consultant to assist with current system analysis*
- Review current system analysis and prepare recommendations*
- Discuss recommendations with the City Manager*
- Present RFP to City Council and Solicit Bids*
- Select contractor and begin system installation*
- Complete System Installation*

- Done
- Dec - January
- January, 2013
- January, 2013
- February, 2013
- TBD

Development of Paperless Agenda Systems	Theresa		Feb-13
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Develop a Paperless Agenda System

- Setup Laptops and iPads for Paperless Agenda System*

- January, 2013

Master Goals and Project Priority List

Short-Term Projects/Priorities (0 to 6 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
<i>Develop guidelines for Agenda Distribution</i>		January, 2013	
<i>Review guidelines with City Manager</i>		January, 2013	
<i>Distribute Laptops and iPads as appropriate</i>		February, 2013	
<i>Begin Paperless Agenda distribution</i>		March, 2013	

Revisions to Heritage Tree Ordinance	Assigned	Status/Comments	Target Dates
<i>Adopt Revisions to the Town's Heritage Tree Ordinance</i>	Lisa		Feb-13
<i>Review the Town's Heritage Tree Ordinance</i>			
<i>Prepare a Report for Revisions/Updates to the Planning Commission</i>			
<i>Review recommendations from Commission with City Manager</i>			
<i>Prepare a report to the City Council for Ordinance Revisions</i>			

Research Quad Gates at Watkins	Assigned	Status/Comments	Target Dates
<i>Conduct an Analysis of the Need and Costs for Quad Gates at Watkins</i>	Mike		Feb-13
<i>Conduct an analysis of the cost and need for quad gates at Watkins</i>			
<i>Review findings with the City Manager</i>			
<i>Prepare a report to the City Council</i>			

Research Roundabout at Alameda de las Pulgas	Assigned	Status/Comments	Target Dates
<i>Conduct an Analysis of the Need and Costs for a Roundabout at Alameda de las Pulgas</i>	Mike		Feb-13
<i>Conduct an analysis fo the cost and need for a roundabout at Alameda de las Pulgas</i>			
<i>Review findings with the City Manager</i>			
<i>Prepare a report to the City Council</i>			

Master Goals and Project Priority List

Mid-Term Projects/Priorities (6 to 12 months)
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Project/Priority Description	Assigned	Status/Comments	Target Dates
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Charter City	Bill C.		Oct-13
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Investigate the Pros and Cons of Developing a Town Charter

- Meet w/City Council Investigative Committee*
- Prepare a Draft Report*
- Hold a City Council Study Session*
- Present a final Report to the City Council*

Update the Disaster Advisory Council & Disaster Worker Requirements	Ed		Jul-13
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Update the Disaster Advisory Council Ordinance & Refine the Disaster Service Worker Requirements

- Review the current ordinance establishing the Disaster Advisory Council*
- Review State law requirements*
- Review with City Manager*
- Review with Department Managers*
- Finalize data/report*
- Prepare Staff Report to City Council*

Property and Evidence Audit	Ed		Jul-13
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Conduct an Audit of the Property and Evidence Room

- Inventory property and evidence*
- Prepare an Inventory Report*
- Investigate Property Disbursement Alternatives*
- Finalize Report and Review with the City Manager*
- Release evidence and property as appropriate*
- Develop and implement protocols for future*

Investigate Shared Services (Regionally)	George		Aug-13
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Master Goals and Project Priority List

Mid-Term Projects/Priorities (6 to 12 months)
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Project/Priority Description	Assigned	Status/Comments	Target Dates
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Investigate the use and opportunities for shared services in the region (Admin, Finance, Public Works, Public Safety, Recreation)

- Meet w/San Mateo Managers Association to discuss shared service opportunities*
- Discuss opportunities with Department Manager*
- Prepare a Report to the City Council*

Review Organizational Structure	George		Aug-13
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Review the Town's Organizational Structure and Discuss Alternatives with the City Council

- Review the Town's Current Organizational Structure*
- Develop strengths, weaknesses, opportunities, and threats report*
- Discuss any options for adjustment with Department Managers*
- Prepare a Report to the City Council*

Risk Management Review	Theresa		Oct-13
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Conduct a Risk Management Review through ABAG

- Meet w/ABAG Representatives to review current risk management policies*
- Develop and Assess Areas for Improvement/Change*
- Assess infrastructure cost needs and incorporate major projects into projections*
- Prepare a Report to the City Manager*
- Prepare Report and Present Findings to City Council*

Done
In Progress
In Progress
July, 2013
August, 2013

Records Retention Schedule	Theresa		Jul-13
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Review and update the Town's Records Retention Schedule

- Review the Town's current records retention policies*
- Identify areas for update*
- Review and Prepare a Report to the City Manager*
- Prepare a Report and Present Revisions to City Council for adoption*

February-April 2013
May, 2013
June, 2013
July, 2013

Master Goals and Project Priority List

Mid-Term Projects/Priorities (6 to 12 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
City Council Communications Policy	Theresa		Jul-13
Review and update the Town's Council Communication Policy <i>Review the Town's current City Council Communication Policies</i> <i>Identify areas for update and review with City Attorney</i> <i>Review and Prepare a Report to the City Manager</i> <i>Prepare a Report and Present Revisions to the City Council for adoption</i>		In Progress March, 2013 April, 2013 May, 2013	
Audio/Video for the Council Chambers	Theresa		Jul-13
Review the Town's Current Audio Video Systems and Update the System <i>Review the Town's current audio video systems</i> <i>Identify areas for improvement</i> <i>Review and Prepare a Report to the City Manager</i> <i>Prepare a Report and Present Revisions to the City Council</i>		In Progress In Progress January, 2013 February, 2013	
Prepare a SWOT Analysis for Use of Town Right of Way	Gordon		Jul-13
Identify uses within the Town's Right of Way and Prepare a Strengths, Weaknesses, Opportunities, and Threats analysis for the Council <i>Review/Audio Current uses within the Town's Right of Way</i> <i>Assess threats</i> <i>Identify appropriate uses</i> <i>Review and Prepare a Report to the City Manager</i> <i>Prepare a Report and Recommendation to the City Council</i>			
High Speed Rail	Mike		Oct-13
Continue to Monitor State and Regional Activities connected to High Speed Rail <i>Stay abreast and involved in regional and state activities connected to High Speed Rail</i> <i>Participate in the Town's Rail Committee</i> <i>Prepare updates to the City Manager and City Council</i>			

Master Goals and Project Priority List

Mid-Term Projects/Priorities (6 to 12 months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
<i>Bike and Pedestrian Master Plan</i>	Gordon		Oct-13

Develop a Town Bicycle and Pedestrian Master Plan

- Review the Town's current bicycle and pedestrian infrastructure*
- Review regional connectivity*
- Assess grant and funding opportunities*
- Prepare draft recommendations and discuss with Department Managers*
- Prepare a Report and Presentation for the City Council*

<i>Crosswalks on El Camino Real</i>	Mike		Jun-13
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Review crosswalks and intersections along El Camino Real | Identify Areas for Improvement

- Review current crosswalks and intersections along ECR*
- Identify areas for improvement*
- Assess grant and funding opportunities*
- Review the Findings and Recommendations with the City Manager*
- Prepare a Report and Presentation to the Transportation Committee*
- Prepare a Report and Presentation for the City Council*

<i>Tree Removal at Sacred Heart Menlo College</i>	Lisa		Jun-13
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Review Request and Assess Tree Removal | Mitigation for Sacred Heart & Menlo College

- Review request from Sacred Heart | Menlo College*
- Review mitigation measures and impacts*
- Prepare Report to Planning Commission*
- Review the findings/submittals with the City Manager*
- Prepare a Report for the City Council*

<i>Update Springbrook Financial Software</i>	Robert		Jul-13
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Identify update needs to Springbrook Financial Software

Master Goals and Project Priority List

Mid-Term Projects/Priorities (6 to 12 months)
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Project/Priority Description	Assigned	Status/Comments	Target Dates
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Identify update needs in Springbrook Financial Software
Assess costs for upgrades
Prepare a Report to the City Manager

Develop a Disbursement Policy	Robert		Aug-13
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Identify Needs and Develop a Disbursement Policy
Identify needs
Review alternatives and recommendations with the Department Manager
Prepare a Report to the City Manager
Prepare a report and recommendation to the City Council

Review the PERS Side Funds and Prepare Recommendations	Robert		Jul-13
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Review the Town's PERS Side Fund Liability and Prepare Report
Review the Town's PERS Side Fund Liability
Present findings to the City Manager
Prepare Report to the City Council with alternatives and cost estimates

Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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Town Website	George		Dec-13
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Design, develop, and implement a new Town Website

Solicit proposals from vendors

Identify Website Needs

Select Vendor

Work with Departments and Design Committee

Go Live

Dec - Jan 2013

January-Feb 2013

February, 2013

Feb-April 2013

May, 2013

Records Management System	Theresa		Dec-13
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Design and Implement a Records Management System

Complete Update of Records Management Policy

Conduct a survey/inventory of current records

Utilize technology to create, store, and retrieve records

Destroy records that meet the retention requirements

Store inactive records in a cost-effective and secure location

Identify and preserve permanent records

Develop a disaster preparedness policy to protect and recover records

Implement System

April, 2013

August - Dec 2013

On Going

Oct - Dec 2013

December, 2013

On Going

January, 2014

2014-TBD

Teamsters v. Atherton	Bill C.		Mar-13
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Legal Representation

Parcel Tax Renewal	Robert		Dec-13
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Conduct an analysis of the Town's Parcel Tax and Prepare the issue for the electorate

Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Expansion of Video Surveillance Systems</i>	Ed		Dec-13
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Review existing video surveillance systems and recommendations additions

<i>Town Center Project/Library Project</i>	Mike		Dec-13
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Work with Committee(s) to Develop and Bid the Town Center/Library Project

<i>Short/Long-Term Facility Repair Plans</i>	Gordon		Dec-13
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Review existing facility needs and develop a strategy for short and long term repairs

Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Park Entry @ Felton Gables</i> Review Issue and Provide Recommendations to the City Council	Steve		Dec-13
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<i>Park Master Plan</i> Develop a Master Plan for Holbrook-Palmer Park	Steve		Dec-13
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<i>Automate Building Services</i> Develop a plan for automation of specified building services	Richard		Dec-13
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Master Goals and Project Priority List

Long-Term Projects/Priorities (12 plus months)

Project/Priority Description	Assigned	Status/Comments	Target Dates
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<i>Cartan Field Project</i> Work with the College on the Cartan Field Development Project	Lisa		Dec-13
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<i>Housing Element & RHNA Allocations</i> Work with ABAG and the Region on updates to the Housing Element	Lisa		Dec-13
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<i>Circulation Element</i> Work with the Town on updates to the Town's Circulation Element	Lisa		Dec-13
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ITEM 10

Draft Minutes

Town of Atherton

CITY COUNCIL

November 28, 2012

7:00 p.m.

Holbrook-Palmer Park Pavilion

150 Watkins Road

Atherton, California

REGULAR MEETING

1. **PLEDGE OF ALLEGIANCE** –

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

3. **PRESENTATIONS**

D.A.R.E /RED RIBBONS AWARDS – Presented by Reserve Officer Bruce Potts

4. **PUBLIC COMMENTS**

Smith McKeithen spoke in support of Councilmember McKeithen and enumerated her contributions and achievements during her tenure on the council.

Mayor Bill Widmer presented a proclamation commending Kathy McKeithen for her dedication in serving the Town of Atherton.

Councilmember Dobbie spoke about Kathy McKeithen's dedication and tireless effort to the Town of Atherton.

Councilmember McKeithen made remarks offering a retrospective of her time on the Council.

City Attorney Connors brought an item to the attention of the Council. He would like to add the item to the end of the night's agenda as a Closed Session Item.

MOTION Lewis, second Dobbie to add the item to the evening's agenda. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

5. **REPORT OUT OF CLOSED SESSION**

6. **CITY MANAGER'S REPORT**

City Manager George Rodericks presented his report. He highlighted a few things staff is working on, including the policy manual, the mid-year budget update he hopes will be ready by February and the Fall newsletter which will feature a name-change contest.

Councilmember Carlson requested a list of projects with a timetable. He would like it made available to the

council in the near future. He also requested an action plan to improve the situations at Menlo Atherton High School and Selby Lane School based on the incident report numbers.

Councilmember Carlson also complimented staff on their work on the storm preparedness information.

Vice Mayor Lewis also thanked staff for their work on storm preparedness. Vice Mayor Lewis asked if Public Works and/or Building have a master schedule of construction projects. She noted that there were only seven building permits reported but in driving around town it looks like more construction is going on.

Public Works Director Mike Kashiwagi answered that action projects could be listed. City Manager George Rodericks commented that the number Vice Mayor Lewis was referring to was actually commercial projects. The residential projects number is more than twelve.

Vice Mayor Lewis asked if the Builders Roundtable monthly meeting is open to the public. Public Works Director Mike Kashiwagi answered in the affirmative. Vice Mayor Lewis asked if the meeting could be opened more to residents. Mayor Widmer suggested that the meeting be added to the web site for regularly scheduled meetings.

7. COMMUNITY ORGANIZATION ROUNDTABLE REPORT -

CONSENT CALENDAR (Items 8-17)

Items pulled from the Consent Calendar: 8, 9, 10, 11, 12, 13, 14, 15, 16

17. RESOLUTION TO REJECT CLAIM OF MARY T. BELICH

Report: City Clerk Theresa DellaSanta

Recommendation: Adopt Resolution to reject claim of Mary T. Belich and authorize staff to send a notice of rejection.

MOTION by Lewis, second by Widmer to approve the Resolution to reject the claim of Mary T. Belich. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

The Council then took up those items that were pulled from the Consent Calendar:

8. APPROVAL OF OCTOBER 21 REGULAR MEETING MINUTES

Recommendation: Approve meeting minutes

Councilmember Carlson asked how much the Town-wide mailing to send out the Council authorized POA press release cost. City Manager George Rodericks answered that it cost \$900 to send the mailing.

Mayor Widmer commented that the press release was not picked up by any news outlets so he and the City Manager decided to do a Town-wide mailing.

Vice Mayor Lewis requested that the minutes be changed to reflect that she, Councilmember Dobbie and Councilmember Carlson trusted the Mayor to do a high level response to the APOA mailing. In the Vice Mayor's opinion, the letter that went out to the town was not high level and in fact was more detailed than the letter that was presented to the council at the last meeting.

Mayor Widmer answered that the letter was scaled back a lot and that the understanding at the last meeting was that the information was important and needed to get out to the residents.

Councilmember Dobbie commented that even though it wasn't exactly what was approved, he agrees with the decision and thinks it was the right thing to do.

MOTION Carlson, second by Lewis to approve the minutes of the City Council meeting of October 21, 2012. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

9. APPROVAL OF BILLS AND CLAIMS FOR OCTOBER, 2012 IN THE AMOUNT OF \$995,446

Recommendation: Approve Bills and Claims in the amount of \$995,446

Vice Mayor Lewis asked why the Town is still getting bills from LSA when all of the work has stopped. Finance Director Robert Barron III answered that the invoice was from August but was paid in October. The staff will provide documentation of when the work was completed.

Councilmember Dobbie would like to see a copy of the invoices to back up the spending. Mayor Widmer commented that if the Town could change the payable terms to 45 days, the City Council could approve payment rather than approve checks that have already been sent.

MOTION Lewis, second by Dobbie to approve the bills and claims for October 2012 in the amount of \$995,446. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

10. ACCEPTANCE OF TREASURER'S REPORT FOR THE FIRST QUARTER ENDED SEPTEMBER 30, 2012

Report: Finance Director Robert Barron III

Recommendation: Accept the Treasurer's Report for the First Quarter Ended September 30, 2012

Vice Mayor Lewis requested that a typographical error be fixed – Schedule A of the Quarterly Treasurer's Report should be dated September 30, not June 30.

MOTION McKeithen, second by Dobbie to approve the acceptance of the Treasurer's report for the first quarter ended September 30, 2012. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

15. ADOPTION OF A RESOLUTION APPROVING BUDGET AMENDMENT FOR FY 2012-2013

Report: Chief Ed Flint

Recommendation: Adopt Resolution approving a budget amendment to the FY 2012-2013 budget for the transfer of \$20,000.00 from the General Fund to the Police Department's Disaster/Emergency Fund.

Discussion ensued about where the funds for Disaster Preparedness should be kept. Police Chief Flint would be happy to manage the funds if they are kept in PD. Vice Mayor Lewis commented that in the past, disaster preparedness was never official. Councilmember McKeithen remarked that it was official and a very diverse program. Councilmember McKeithen named three major elements that were put into place during the tenure

of the Disaster Preparedness Committee including a second well, electrical line from PD to the Corp. Yard and computers in all of the squad cars.

Mayor Widmer commented that staff will be assigned to Disaster Preparedness even if a committee is involved. Chief Flint will meet with the committee and report on the plans and expenditures.

City Manager George Rodericks will put a plan together with Chief Flint, meet with the Superintendent of Schools and bring a report back to the Council at a later date.

MOTION Lewis, second by McKeithen to adopt a resolution approving the budget amendment for FY 2012-2013. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

11. ADOPT RESOLUTION NO. 12-XX APPROVING SALARY AND BENEFITS FOR ALL UNREPRESENTED EMPLOYEES

Report: City Manager George Rodericks

Recommendation: Adopt Resolution 12-xx

City Manager George Rodericks presented the item. City Attorney Bill Conners clarified that there were changes made to the resolution that allowed buy in by CalPERS. Specifically, the idea of a Cafeteria plan needed to be spelled out more pointedly instead of providing details that allude to a Cafeteria plan.

Councilmember Dobbie commented that very few private sector jobs provide lifetime benefits. The Town has been looking at this for a long time. Many cities are going bankrupt due to the cost of retirement and benefits.

Councilmember Carlson asked if the unrepresented employees have seen the new resolution. City Attorney Conners answered that they probably haven't seen the latest iteration that had minor changes. Councilmember Carlson thinks that the 3-year moving average seems to be a good solution versus using the last year's salary to determine compensation. Councilmember Carlson thinks it's important to strive to be fair to employees and listen to residents.

Vice Mayor Lewis does not think the vote should happen tonight. She would like the item continued to the next meeting.

Councilmember Dobbie asked for clarification on whether the Council can approve the item tonight. City Attorney Conners answered in the affirmative.

Vice Mayor Lewis thinks the timeline is too short. She feels the two cuts over 18 months is too fast.

Mayor Widmer thinks the time to do something is now. This has been discussed for a long time and changes need to be made.

OPEN PUBLIC COMMENT

Steve Tyler, Atherton - Public Works Superintendent, spoke in opposition to the resolution and would like the item continued to the December meeting.

Malcolm Dudley, Catalpa, spoke in opposition to the resolution and believes the employees should be treated more fairly.

Joe Lewis, Alejandra Lane, asked for the City Manager to enumerate the dollar amounts of savings for the entire proposal over the course of a year. City Manager George Rodericks answered that the total approximate savings would be \$125,000.

Kathy Janz, Wilburn Avenue, read a statement from her husband, Jim Janz, in opposition to the resolution.

Kathy Janz, Wilburn Avenue, spoke in opposition to the unfair treatment of non-represented employees. David Metzger – president of the APOA spoke in opposition of the resolution noting that it is very last minute.

Ross Koningstein, Selby Lane, thinks more time should be given to the matter before a decision is made.

Walter Sleeth, Catalpa Drive, expressed support for the City Council and the democratic process.

Herb Lechner, Virginia Lane, agrees with the City Council in their concern for the Town's financial situation but thinks the situation can be given more time.

CLOSE PUBLIC COMMENT

Vice Mayor Lewis commented that the cuts are not enough to make a big difference to the Town.

Councilmember McKeithen thinks that continuing the vote will delay the process due to a new Councilmember getting up to speed on the issue. Councilmember McKeithen doesn't think this is a new issue. It has been discussed since March and it is not a surprise. Councilmember McKeithen also remarked that this decision is a policy decision that will impact negotiations with the APOA.

Councilmember Carlson and Vice Mayor Lewis will agree to vote yes on the item so that (according to rules of procedures) they can bring it back up at the December meeting.

Mayor Widmer thinks there has been enough talk and discussion about the item.

Councilmember thinks that the real issue is the timing of the vote and that it wouldn't hurt to consider it for another month.

City Attorney Bill Conner clarified the method of reconsideration: anyone who votes in the affirmative can bring an item up for reconsideration at this meeting or the next.

MOTION Widmer, second by Dobbie to approve Resolution No. 12-xx approving salary and benefits for all unrepresented employees. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

12. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH LAMPHER-GREGORY FOR PREPARATION OF AN ENVIRONMENTAL IMPACT REPORT AND REIMBURSEMENT AGREEMENT WITH MENLO SCHOOL AND MENLO COLLEGE

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Approve Professional Services Agreement with Lamphier-Gregory for the preparation of an Environmental Impact Report for the Menlo School and Menlo College Cartan Field Upgrade Project; and Approve Reimbursement Agreement with Menlo School and Menlo College for reimbursement of consultant and staff costs related to environmental and land use entitlement services for the Cartan Field Upgrade Project.

Deputy Town Planner Lisa Costa Sanders presented the item.

Vice Mayor Lewis asked where the project is in the Planning process. She asked how residents can participate and asked if there will be more public outreach.

Deputy Town Planner Lisa Costa Sanders answered that as of now, there has been no formal application. The EIR is based on preliminary plans. Staff decided to do a full EIR and not a study and mitigated negative declaration since the EIR process will allow for more outreach. Lamphier Gregory will look at all impacts and not just CEQA issues.

Deputy Town Planner Lisa Costa Sanders explained that there will be a scoping meeting with the neighbors to determine the scope of the EIR. The draft EIR will be made available for comment, the final EIR will go through the Planning Commission and finally, will be sent to the City Council for certification.

Vice Mayor Lewis asked if the study will look at ingress and egress on El Camino Real. Deputy Town Planner Lisa Costa Sanders answered that El Camino Real involves CalTrans but they will look at all options. Lamphier Gregroy has chosen a very good high level transportation sub-consultant as well as a good noise sub-consultant.

MOTION Carlson, second by Lewis to approve the professional services agreement with Lamphier-Gregory for preparation of an environmental impact report and reimbursement agreement with Menlo School and Menlo College. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

13. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH URS CORPORATION FOR PREPARATION OF ENVIRONMENTAL DOCUMENTS AND REIMBURSEMENT AGREEMENT WITH SACRED HEART SCHOOLS

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Approve Professional Services Agreement with URS Corporation for the preparation of a Subsequent Initial Study and Mitigated Negative Declaration for the Sacred Heart Schools Practice Gym Project; and Approve Reimbursement Agreement with Sacred Heart Schools for reimbursement of consultant and staff costs related to environmental and land use entitlement services for the Sacred Heart Schools Practice Gym Project.

MOTION by McKeithen, second by Carlson to approve a professional services agreement with URS Corporation for preparation of environmental documents and reimbursement agreement with Sacred Heart Schools. The motion passed.

Ayes: 5 Nays: 0 Recused: 1 (Lewis – lives within 500' of subject property)

14. ADOPT RESOLUTION 12-XX APPROVING A BUDGET AMENDMENT OF AN AMOUNT NOT TO EXCEED \$6,000 FOR THE 2012 VOLUNTEER AND EMPLOYEE RECEPTION

Report: City Manager George Rodericks

Recommendation: Adopt resolution 12-xx approving a budget amendment for an amount not to exceed \$6,000 for the 2012 volunteer and employee reception.

MOTION by Carlson, second by Dobbie NOT TO ADOPT a resolution 12-XX approving a budget amendment of an amount not to exceed \$6,000 for the 2012 volunteer and employee reception. The

motion passed.

Ayes: 5 Nays: 0 Abstain: 0

16. ADOPT RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON EXPRESSING SUPPORT OF COMPLETE STREETS

Report: Deputy Planner Lisa Costa Sanders

Recommendation: Adopt resolution expressing support of Complete Streets

Vice Mayor Lewis commented that in Clause B, Item 1 she thinks the word “approval” might be better if it said “explanation.”

Mayor Widmer would like section 1A and/or 1B consistent with the General Plan. Mayor Widmer also would like to take out the word “stakeholders.” He would like the emphasis to be on residents while stakeholders will also have input.

City Attorney Bill Connors reminded the Council that this is a statewide plan. The words are in there to make sure that cities listen to stakeholders. The City Attorney thinks we might get into trouble if we take that out.

Councilmember Dobbie reminded the Council that while they might not like all of the wording, the resolution is required if the Town wants to apply for certain grants.

MOTION by Lewis, second by Carlson to adopt a resolution of the City Council of the Town of Atherton expressing support of Complete Streets. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

PUBLIC HEARINGS – None

REGULAR AGENDA – (Items 18-19)

18. CALTRANS - POTENTIAL TRAFFIC SIGNAL AT SELBY AND EL CAMINO REAL

Report: Public Works Director Mike Kashiwagi

Recommendation: For information only. This item is presented to the City Council for review and comment per the request of the Atherton Transportation Committee.

The representative from CalTrans gave a presentation on the item.

Councilmember McKeithen asked about other intersections in Atherton along El Camino Real and if CalTrans was aware of the number of pedestrian accidents. The representative from CalTrans answered that they have some data but local law enforcement need to make sure accidents are reported in the correct way, i.e. checking a box that indicates the accident was on a CalTrans highway.

The representative from CalTrans commented that he will be meeting with Public Works Director Mike Kashiwagi and the City Manager to put together a long range plan for El Camino Real.

The Councilmembers were in agreement that El Camino Real is a dangerous stretch of road in Atherton and they would like to see more pedestrian and bicycle safety measures installed.

OPEN PUBLIC COMMENT

Zack Whitman, 26 Selby Lane, spoke to express concern about the intersection at Selby Lane and El Camino Real and to offer support for a signal at that intersection.

CLOSE PUBLIC COMMENT

It was determined that the Council would like more data to be provided, both from CalTrans and also input from residents to address the traffic, pedestrian and bicycle safety issues on El Camino Real.

19. SAN MATEO COUNTY LIBRARY JOINT POWERS AGREEMENT REPORT

Report: City Manager George Rodericks

Recommendation: Review and Discuss Report

City Manager George Rodericks presented the item to the Council.

Councilmember McKeithen expressed a desire to see a more thorough analysis of the JPA and what it would mean to the Town if Atherton withdrew.

OPEN PUBLIC COMMENT

Roger Schwab, Atherton Avenue, wants the Council to consider where the funds would go if Atherton withdraws from the Library JPA.

Walter Sleeth, Catalpa, gave his interpretation of where the funds will go if Atherton withdraws.

20. COUNCIL REPORTS/COMMENTS

21. FUTURE AGENDA ITEMS

A. BROWN ACT COMPLIANCE – Vice Mayor Lewis /Council Member

MOTION Carlson, second by Lewis to put the Brown Act Compliance item on a future agenda. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

22. PUBLIC COMMENTS

23. ADJOURN

MOTION Dobbie, second Lewis to adjourn the meeting of November 28, 2012. The motion passed.

Ayes: 5 Nays: 0 Abstain: 0

TOWN OF ATHERTON
CLAIMS LIST **NOVEMBER 2012**

	<u>Amount</u>
A/P Checks (#14436-14556)	\$ 362,033
Payroll Checks (#359-362)	1,392
Direct Deposit - Payroll	323,337
Electronic Transfer - A/P & Payroll	328,028
NOVEMBER 2012 Total	1,014,790

I, George Rodericks, City Manager of the Town of Atherton, do hereby certify that the demand listed above, check numbers 359-362 (payroll), and 14436-14556 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,014,790 are true and correct based on the information provided to me and that there are sufficient funds for payment.

George Rodericks
City Manager

The above claims, check numbers 359-362 (payroll), and 14436-14556 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,014,790 are true and correct and are authorized for payment.

Bill Widmer
Mayor, Town of Atherton

<u>SOURCE OF FUNDS</u>		
101	General Fund	\$ 918,727
105	Tennis Fund	244
204	Measure M	2,637
210	Road Construction Impact	31,470
213	Library	4,707
401	GF Projects	2,500
403	Atherton Channel Drainage Dt	16,485
616	Employee Benefits	38,020
	TOTAL	1,014,790

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14436	A-A LOCK & ALARM INC	11/6/2012	230115	General Fund	DPW-Building Maint.	To rekey 19 cylinders to masterkey system HP Park	550.00
14436	A-A LOCK & ALARM INC	11/6/2012	230115	General Fund	DPW-Building Maint.	(22) Commercial keys HP Park	83.35
14436	A-A LOCK & ALARM INC	11/6/2012	230115	General Fund	DPW-Building Maint.	(2) Padlock 3/8 x 1-1/2 shackle HP Park	115.40
14436 Total							748.75
14437	ABI SERVICES, INC.	11/6/2012	1211939	General Fund	DPW-Building Maint.	Energy upgrades - new lighting Town's facilities	10,572.62
14437	ABI SERVICES, INC.	11/6/2012	1211939	Library Fund	Non-Dept	Energy upgrades - new lighting Library	660.74
14437 Total							11,233.36
14438	ACCONTEMPS	11/6/2012	36607493	General Fund	Finance	Temp Phonpradith, Noy 10/22/12 - 10/25/12	1,285.76
14438 Total							1,285.76
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Accident Indemnity	135.72
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Cancer Ins	117.61
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Dental Ins PreTx	65.22
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Hospital Indemnity	25.52
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Intensive Care	16.26
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC Specified Health	27.90
14439	AFLAC	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 AFLAC-STD After Tax	62.81
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Accident Indemnity	135.72
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Cancer Ins	117.61
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Dental Ins PreTx	65.22
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Hospital Indemnity	25.52

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
<u>Check#</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Intensive Care	16.26
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC Specified Health	27.90
14439	AFLAC	11/6/2012	502-10-2012	General Fund		PR Batch 502 10 2012 AFLAC-STD After Tax	62.81
14439 Total							902.08
14440	AFLAC	11/6/2012	501-08-2012	General Fund		PR Batch 501 8 2012 Flex Participation Fee - EE	75.00
14440 Total							75.00
14441	AT&T CALNET 2	11/6/2012	000003808419	General Fund	Non-Dept	8099 Town Hall main line 9/27/12 - 10/26/12	343.73
14441	AT&T CALNET 2	11/6/2012	000003808418	General Fund	Non-Dept	0600 PBX switch board line 9/27/12 - 10/26/12	113.77
14441	AT&T CALNET 2	11/6/2012	000003791756	General Fund	Police	1053 Teleminder loop line PD 9/20/12 - 10/19/12	84.37
14441	AT&T CALNET 2	11/6/2012	000003791761	General Fund	Police	6689 MP fire to PD voter 9/20/12 - 10/19/12	66.47
14441	AT&T CALNET 2	11/6/2012	000003791760	General Fund	Police	7360 Circuit data line PD 9/20/12 - 10/19/12	360.52
14441	AT&T CALNET 2	11/6/2012	000003791758	General Fund	Police	8343 83 Ashfield/KCEA radio PD 9/20/12 - 10/19/12	57.07
14441	AT&T CALNET 2	11/6/2012	000003791762	General Fund	Police	6690 MP police to PD voter 9/20/12 - 10/19/12	66.47
14441	AT&T CALNET 2	11/6/2012	000003791759	General Fund	Police	5840 83 Ashfield/Industrial PD 9/20/12 - 10/19/12	266.37
14441	AT&T CALNET 2	11/6/2012	000003765291	General Fund	DPW-Street Maint.	1470 PW Corp yard 9/11/12 - 10/10/12	22.95
14441	AT&T CALNET 2	11/6/2012	000003762650	General Fund	DPW-Park Program	2677 Park elevator 9/10/12 - 10/9/12	15.48
14441 Total							1,397.20
14442	BKF ENGINEERS	11/6/2012	12100092	General Fund	Building	Grading and drainage criteria update 8/20/12 - 9/16/12	9,750.60
14442 Total							9,750.60
14443	CA EMPLOYMENT DEV DEPT (UI)	11/6/2012	L1658855168	Employee Benefits	Finance	UI benefit charge M. Colliau 7/1/12 - 9/30/12	417.00
14443	CA EMPLOYMENT DEV DEPT (UI)	11/6/2012	L1658855168	Employee Benefits	Police	UI benefit charge P. O'Shea 7/1/12 - 9/30/12	281.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14443	CA EMPLOYMENT DEV DEPT (UI)	11/6/2012	L1658855168	Employee Benefits	DPW-Park Program	UI benefit charge P. Lomber 7/1/12 - 9/30/12	1,119.00
14443	CA EMPLOYMENT DEV DEPT (UI)	11/6/2012	L1658855168	Employee Benefits	DPW-Park Program	UI benefit charge P. Gaeta 7/1/12 - 9/30/12	591.00
14443	CA EMPLOYMENT DEV DEPT (UI)	11/6/2012	L1658855168	Employee Benefits	DPW-Park Program	UI benefit charge V. Valencia 7/1/12 - 9/30/12	(38.00)
14443 Total							2,370.00
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	City Council	94 Ashfield Council 8/3/12 - 9/5/12	301.58
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	Administration	91 Ashfield Admin 8/3/12 - 9/5/12	55.14
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	Planning	Station Lane Planning 8/3/12 - 9/5/12	4.93
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	Building	Station Lane Bldg 8/3/12 - 9/5/12	29.57
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	Police	83 Ashfield 8/3/12 - 9/5/12	125.55
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Engineering	Station Lane DPW 8/3/12 - 9/5/12	14.79
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Street Maint.	Alameda/Atherton 8/3/12 - 9/5/12	162.09
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Street Maint.	El Camino Real (M#62051499) 8/3/12 - 9/5/12	179.70
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Street Maint.	El Camino Real (m#97947324) 8/24/12 - 9/26/12	242.85
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Park Program	150 Watkins 8/24/12 - 9/26/12	172.66
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 9/1/12 - 9/30/12	28.35
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	Library Fund	Non-Dept	2 Station Lane Library 8/3/12 - 9/5/12	49.29
14444	CAL WATER SERVICE	11/6/2012	4726166666/912	Library Fund	Non-Dept	Maple Library 8/3/12 - 9/5/12	314.67
14444 Total							1,681.17
14445	COMCAST	11/6/2012	0122498/1012	General Fund	Non-Dept	High speed internet 10/21/12 - 11/20/12	209.90
14445 Total							209.90
14446	DE LARGE FINANCIAL SERVICES,INC	11/6/2012	15596225	General Fund	Planning	Lease Sharp MXM453N copier Planning 10/15/12 - 11/14/12	50.50
14446	DE LARGE FINANCIAL SERVICES,INC	11/6/2012	15596225	General Fund	Building	Lease Sharp MXM453N copier Bldg 10/15/12 - 11/14/12	50.50
14446	DE LARGE FINANCIAL SERVICES,INC	11/6/2012	15596225	General Fund	DPW-Engineering	Lease Sharp MXM453N copier DPW Eng 10/15/12 - 11/14/12	50.50
14446 Total							151.50

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
<u>Check#</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	4960/10-22-12TD	General Fund	Administration	Meal for transition meeting Interim Fin Dir and CM	58.72
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5424/10-22-12KR	General Fund	Planning	(2) ea Planning Commissioner name plates	25.98
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	Credit - switches	(26.69)
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	AB 2-way switch box	18.99
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	2431/10-22-12JW	General Fund	Police	DeWalt mobile lock fee October 2012	19.95
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	Lodging SLI training A. Kockler 10/7/12 - 10/10/12	283.65
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	Folders/Pads for in house PD training	38.15
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	2431/10-22-12JW	General Fund	Police	Simunition- Active shooter training PD	565.01
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	Resident alarm sign	27.88
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	9 pin gen. charger dispatch equip.	12.97
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	Credit - Gen. charger	(8.65)
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5432/10-22-12JF	General Fund	Police	CD/DVD duplicator device	158.00
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5408/10-22-12ST	General Fund	DPW-Engineering	Arborist membership due	170.00
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5408/10-22-12ST	General Fund	DPW-Park Program	Internet fee HP Park Oct 2012	67.58
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5408/10-22-12ST	General Fund	DPW-Park Program	Frame for elevator license HP Park	27.92
14447	IMPAC. GOVERNMENT SERVICES	11/6/2012	5408/10-22-12ST	General Fund	DPW-Building Maint.	Portable restroom rental while park pump repairs	597.28
14447 Total							2,036.74
14448	MCKINLEY ELEVATOR CORP	11/6/2012	A052607-IN	General Fund	DPW-Park Maint.	Elevator maint service HP Park Oct 2012	398.00
14448 Total							398.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14449	MUNISERVICES LLC	11/6/2012	BlairConcrete	General Fund		Bus Lic. Blair Concrete Construction	150.00
14449	MUNISERVICES LLC	11/6/2012	McManonPlum	General Fund		Bus Lic. McManon Plumbing	100.00
14449	MUNISERVICES LLC	11/6/2012	EuropeanLathing	General Fund		Bus Lic. European Lathing & Plastering	150.00
14449	MUNISERVICES LLC	11/6/2012	AirWolf	General Fund		Bus Lic. Air Wolf	100.00
14449	MUNISERVICES LLC	11/6/2012	HaydenElectric	General Fund		Bus Lic. Hayden Electric	50.00
14449 Total							550.00
14450	NEC CORPORATION OF AMERICA	11/6/2012	TM0000034897	General Fund	Non-Dept	Repair/reset call are going straight to voicemail Town Hall	488.00
14450 Total							488.00
14451	OFFICE TEAM	11/6/2012	36650947	General Fund	City Council	(8) hrs Temp help bulk mailing - response to APOA letter	176.00
14451	OFFICE TEAM	11/6/2012	36650948	General Fund	City Council	(8) hrs Temp help bulk mailing - response to APOA letter	176.00
14451 Total							352.00
14452	PG & E	11/6/2012	929130254891012	General Fund	DPW-Street Maint.	Corp office/Storage 9/21/12 - 10/21/12	103.13
14452	PG & E	11/6/2012	953131294391012	General Fund	DPW-Street Maint.	93 Dinkelspiel station Ln 9/21/12 - 10/21/12	198.11
14452	PG & E	11/6/2012	345796958821012	General Fund	DPW-Street Maint.	Signal El Camino/Atherton 9/22/12 - 10/22/12	79.46
14452	PG & E	11/6/2012	867135558281012	General Fund	DPW-Street Maint.	Signal Middlefield/Encinal 9/25/12 - 10/23/12	38.24
14452	PG & E	11/6/2012	089630236201012	General Fund	DPW-Park Maint.	160 Watkins (CM House) 9/23/12 - 10/22/12	41.15
14452	PG & E	11/6/2012	916630255661012	Library Fund	Non-Dept	Atherton library 9/21/12 - 10/21/12	675.34
14452 Total							1,135.43
14453	REUBEN DAVID	11/6/2012	6671	General Fund	Administration	Conduct background investigation on CM candidate	1,170.00
14453 Total							1,170.00
14454	ROBLES, CASTLES & MEREDITH LLP	11/6/2012	Nov 2012	General Fund	City Attorney	Professional services: Mediation fee	1,250.00
14454 Total							1,250.00
14455	SAN MATEO CNTY CITY MANAGERS ASSOCIATION	11/6/2012	Dec 2012	General Fund	Administration	SMC City Managers Assoc Annual Holiday Luncheon 12/21/12	45.00
14455 Total							45.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14456	SAN MATEO CNTY SHERIFF'S OFFIC	11/6/2012	Nov 8, 2012	General Fund	Police	Driver Training course F. Mills - Volunteer 11/8/12	350.00
14456 Total							350.00
14457	SPRINGBROOK NATIONAL USER GROUP (SNUG)	11/6/2012	Jan-Dec 2013	General Fund	Finance	User group membership Jan-Dec 2013	100.00
14457 Total							100.00
14458	TEAMSTERS LOCAL 856 H & W	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 Dental Insurance	4,176.00
14458	TEAMSTERS LOCAL 856 H & W	11/6/2012	Nov 2012	General Fund	Administration	Dental G. Rodericks Nov 2012	144.00
14458	TEAMSTERS LOCAL 856 H & W	11/6/2012	Nov 2012	General Fund	Finance	Dental R. Barron Nov 2012	144.00
14458 Total							4,464.00
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	Building	Wireless services Bldg 9/22/12 - 10/21/12	0.34
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	Police	Wireless services PD 9/22/12 - 10/21/12	103.59
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	DPW-Engineering	Wireless services DPW Eng 9/22/12 - 10/21/12	3.79
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	DPW-Street Maint.	Wireless services DPW Street Maint 9/22/12 - 10/21/12	5.69
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	DPW-Park Maint.	Wireless services DPW Park Maint 9/22/12 - 10/21/12	0.17
14459	VERIZON WIRELESS	11/6/2012	1130823440	General Fund	DPW-Park Program	Wireless services DPW Park Prog 9/22/12 - 10/21/12	0.34
14459 Total							113.92
14460	VISION SERVICE PLAN	11/6/2012	501-10-2012	General Fund		PR Batch 501 10 2012 Vision Insurance	489.48
14460	VISION SERVICE PLAN	11/6/2012	November 2012	General Fund	Administration	Vision G. Rodericks Nov 2012	10.88
14460	VISION SERVICE PLAN	11/6/2012	November 2012	General Fund	Finance	Vision R. Barron Nov 2012	10.88
14460	VISION SERVICE PLAN	11/6/2012	November 2012	General Fund	DPW-Street Maint.	Vision cobra M. Rubalcava Nov 2012	10.88
14460 Total							522.12
14461	WEST COAST ARBORISTS, INC.	11/6/2012	83102	General Fund	DPW-Park Maint.	Tree pruning maint services HP Park August 2012	1,296.00
14461 Total							1,296.00

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Checks by Date - Detail by Check Number							
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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14462	1ST FIVE MINUTES LLC	11/14/2012	102513APD	General Fund	Police	(1) CPR/First Aid includes basic life support Pd Training-Fee	650.00
14462 Total							650.00
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	Administration	91 Ashfield Admin 9/22/12 - 10/22/12	14.88
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	Planning	Station Lane Planning 9/22/12 - 10/22/12	6.50
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	Building	Station Lane Bldg 9/22/12 - 10/22/12	39.02
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	Police	91 Ashfield PD 9/22/12 - 10/22/12	25.33
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	DPW-Engineering	Station Lane DPW 9/22/12 - 10/22/12	19.51
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	DPW-Street Maint.	99 Dinkenspiel/Corp Office 9/22/12 - 10/22/12	70.05
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	DPW-Park Maint.	160 Watkins (CM House) 9/25/12 - 10/23/12	20.98
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	DPW-Park Program	150 Watkins HP Activity Bldg 9/25/12 - 10/23/12	48.37
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	General Fund	DPW-Park Program	150 Watkins Town of Atherton 10/1/12 - 10/23/12	38.06
14463	ABAG POWER PURCHASING POOL	11/14/2012	8005150	Library Fund	Non-Dept	2 Dinkenspiel/Station Ln Library 9/22/12 - 10/22/12	30.02
14463 Total							312.72
14464	APCO INTERNATIONAL, INC.	11/14/2012	353597/2013	General Fund	Police	2013 APCO membership due J. Mattes	120.00
14464 Total							120.00
14465	AT&T CALNET 2	11/14/2012	000003821023	General Fund	Non-Dept	4866 Fax credit card post office 10/1/12 - 10/31/12	0.32
14465	AT&T CALNET 2	11/14/2012	000003808416	General Fund	Police	0686 Alarm line -police shed 9/27/12 - 10/26/12	16.02
14465	AT&T CALNET 2	11/14/2012	000003808417	General Fund	Police	0280 Disaster line PD 9/27/12 - 10/26/12	215.95
14465	AT&T CALNET 2	11/14/2012	000003791757	General Fund	Police	1953 Circuit# PD to 590 Hamilton 9/20/12 - 10/19/12	97.26
14465	AT&T CALNET 2	11/14/2012	000003821020	General Fund	Police	5396 ESL service line PD 10/1/12 - 10/31/12	66.02

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Checks by Date - Detail by Check Number							
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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14465	AT&T CALNET 2	11/14/2012	000003821022	General Fund	DPW-Park Program	4859 HP Main house 10/1/12 - 10/31/12	65.70
14465 Total							461.27
14466	BOSEMAN JENNIFER	11/14/2012	305	General Fund		Refund park dep Inv#305, 11/6&7/12	500.00
14466 Total							500.00
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	City Council	94 Ashfield Council 9/6/12 - 10/3/12	130.06
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	Administration	91 Ashfield Admin 9/6/12 - 10/3/12	48.26
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	Planning	Station Lane Planning 9/6/12 - 10/3/12	4.83
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	Building	Station Lane Bldg 9/6/12 - 10/3/12	28.96
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	Police	83 Ashfield 9/6/12 - 10/3/12	106.68
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Engineering	Station Lane DPW 9/6/12 - 10/3/12	14.47
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Street Maint.	Alameda/Atherton 9/6/12 - 10/3/12	131.34
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Street Maint.	El Camino Real (M#62051499) 9/6/12 - 10/3/12	359.21
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Street Maint.	El Camino Real (m#97947324) 9/27/12 - 10/24/12	213.89
14467	CAL WATER SERVICE	11/14/2012	900693211012	General Fund	DPW-Street Maint.	Station Lane/Amtrak 10/4/12 - 11/2/12	120.57
14467	CAL WATER SERVICE	11/14/2012	92930926581012	General Fund	DPW-Street Maint.	99 Ashfield/Corp yard 10/4/12 - 11/2/12	53.70
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Park Program	150 Watkins 9/27/12 - 10/24/12	166.90
14467	CAL WATER SERVICE	11/14/2012	47261666661012	General Fund	DPW-Park Program	150 Watkins (Fire Protection) 10/1/12 - 10/31/12	28.35
14467	CAL WATER SERVICE	11/14/2012	47261666661012	Library Fund	Non-Dept	2 Station Lane Library 9/6/12 - 10/3/12	42.42
14467	CAL WATER SERVICE	11/14/2012	47261666661012	Library Fund	Non-Dept	Maple Library 9/6/12 - 10/3/12	219.04
14467 Total							1,668.68
14468	CENTRAL MAINTENANCE COMPANY	11/14/2012	3152-1112	General Fund	DPW-Park Maint.	Monthly Janitorial Services Park November 2012	560.00
14468	CENTRAL MAINTENANCE COMPANY	11/14/2012	3152-1112	General Fund	DPW-Building Maint.	Monthly Janitorial Services Facilities November 2012	1,152.85
14468	CENTRAL MAINTENANCE COMPANY	11/14/2012	3152-1112	Library Fund	Non-Dept	Monthly Janitorial Services Library November 2012	342.00
14468 Total							2,054.85

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Checks by Date - Detail by Check Number							
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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14469	CITY OF REDWOOD CITY	11/14/2012	BR28063	General Fund	Non-Dept	(19.6) hrs IT support Sept & Oct 2012	2,815.93
14469 Total							2,815.93
14470	CITY OF REDWOOD CITY	11/14/2012	BR28210	General Fund	Police	Vehicle repair/maintenance services PD 9/15/12 - 10/15/12	1,338.69
14470 Total							1,338.69
14471	CITY OF REDWOOD CITY	11/14/2012	BR28247	General Fund	Police	Fuel charge PD 9/15/12 - 10/15/12	3,999.40
14471 Total							3,999.40
14472	CLARK PEST CONTROL	11/14/2012	13345998	Library Fund	Non-Dept	Pest control service Library Oct 2012	95.00
14472 Total							95.00
14473	CONTRACT SWEEPING SERVICES	11/14/2012	INV120001654	General Fund	DPW-Street Maint.	Sweeping service October 2012	992.70
14473 Total							992.70
14474	HUYNH DAVID	11/14/2012	Nov 2012	General Fund	DPW-Engineering	Mileage Mediation regarding Fletcher/Ridgeview project	18.70
14474	HUYNH DAVID	11/14/2012	Nov 2012	General Fund	DPW-Engineering	Parking fee Mediation regarding Fletcher/Ridgeview project	24.00
14474 Total							42.70
14475	JARVIS, FAY, DOPORTO & GIBSON, LLP	11/14/2012	5028	General Fund	City Attorney	Legal services regarding mediation Fletcher/Ridgeview project	4,527.08
14475 Total							4,527.08
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Dinner SLI#6 training A. Kockler 11/6/12	16.30
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Breakfast SLI#6 training A. Kockler 11/7/12	6.31
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Lunch SLI#6 training A. Kockler 11/7/12	17.40
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Dinner SLI#6 training A. Kockler 11/7/12	24.01
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Transportation SLI#6 training A. Kockler 11/4/12 - 11/7/12	48.20
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Lunch SLI#6 training A. Kockler 11/4/12	10.82
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Dinner SLI#6 training A. Kockler 11/4/12	7.88

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Breakfast SLI#6 training A. Kockler 11/5/12	22.84
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Lunch SLI#6 training A. Kockler 11/5/12	8.83
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Dinner SLI#6 training A. Kockler 11/5/12	12.61
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Breakfast SLI#6 training A. Kockler 11/6/12	22.84
14476	KOCKLER ANTHONY	11/14/2012	Nov 4-7, 2012	General Fund	Police	Lunch SLI#6 training A. Kockler 11/6/12	12.02
14476 Total							210.06
14477	KOFF & ASSOCIATES, INC.	11/14/2012	1559	General Fund	Administration	Development of 2nd draft of HR policy manual	1,612.50
14477 Total							1,612.50
14478	KREFELD'S AWARDS, INC	11/14/2012	23475	General Fund	Police	Plates engraved for employee of quarter PD	27.06
14478 Total							27.06
14479	LEXIPOL LLC	11/14/2012	6912	General Fund	Police	Law enforcement policy subscription (ABAG Reimb) 6/1/12 - 5/31/1	2,450.00
14479 Total							2,450.00
14480	LYNGSO GARDEN MATERIALS, INC	11/14/2012	591469	General Fund	DPW-Street Maint.	Sand for sand bags base for shoulders	463.44
14480 Total							463.44
14481	MATITYAHU DEBRA	11/14/2012	301	General Fund		Refund park dep Inv#301, 11/18/12	250.00
14481 Total							250.00
14482	MATTES JOHN	11/14/2012	Oct 24-26, 2012	General Fund	Police	Toll fee 2012 RIMS conference J. Mattes 10/24/12- 10/26/12	5.00
14482	MATTES JOHN	11/14/2012	Oct 24-26, 2012	General Fund	Police	Gas 2012 RIMS conference J. Mattes 10/24/12 - 10/26/12	54.71
14482	MATTES JOHN	11/14/2012	Oct 24-26, 2012	General Fund	Police	Parking fee 2012 RIMS conference J. Mattes 10/24/12 - 10/26/12	75.00
14482 Total							134.71
14483	MUNISERVICES LLC	11/14/2012	TheReusePeople	General Fund		Bus Lic. The Reuse People	150.00
14483 Total							150.00
14484	NEC CORPORATION OF AMERICA	11/14/2012	TM0000034973	General Fund	Building	Phone service add main line to other phone in the office Bldg	223.00

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14484 Total							223.00
14485	NISHIMURA DWIGHT	11/14/2012	310	General Fund		Refund park dep Inv#310, 11/10/12	250.00
14485 Total							250.00
14486	OFFICE DEPOT	11/14/2012	625764645001	General Fund	DPW-Engineering	(3) ea Binders DPW Eng.	26.34
14486 Total							26.34
14487	PG & E	11/14/2012	567883119101012	General Fund	Administration	91 Ashfield/Town Hall 9/22/12 - 10/22/12	399.11
14487	PG & E	11/14/2012	567883119101012	General Fund	Planning	Station Lane Planning 9/28/12 - 10/28/12	18.12
14487	PG & E	11/14/2012	567883119101012	General Fund	Building	Station Lane Bldg 9/28/12 - 10/28/12	108.72
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Engineering	Station Lane DPW 9/28/12 - 10/28/12	54.36
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Street Maint.	Signal Middlefield/Oak Grove 9/25/12 - 10/23/12	37.11
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Street Maint.	Signal E/S Middlefield 9/25/12 - 10/23/12	50.25
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Street Maint.	Signal Marsh/Middlefield 9/25/12 - 10/23/12	9.53
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Street Maint.	Street lights 9/29/12 - 10/29/12	4,063.50
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Park Maint.	Pump-150 Watkins 9/28/12 - 10/28/12	356.82
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Park Program	Activity Bldg -150 Watkins 9/28/12 - 10/28/12	216.15
14487	PG & E	11/14/2012	567883119101012	General Fund	DPW-Park Program	Modular Bldg -150 Watkins 9/28/12 - 10/28/12	380.33
14487 Total							5,694.00
14488	PREVENTION INSPECTION SERVICES	11/14/2012	November 2012	GF Projects	DPW-Engineering	Inspection property & termite services Facilities & HP Park	2,500.00
14488 Total							2,500.00
14489	PRO FORCE	11/14/2012	152212	General Fund	Police	(100) bx Ammunition R223R1-DS (2000 rounds ammo)	725.28
14489	PRO FORCE	11/14/2012	152212	General Fund	Police	Sale tax Ammunition R223R1-DS	59.83
14489 Total							785.11
14490	PURCHASE POWER	11/14/2012	2012309	General Fund	Non-Dept	Postage meter refill 10/5/12	2,000.00
14490	PURCHASE POWER	11/14/2012	2012309	General Fund	Non-Dept	Postage meter refill trans fee 10/5/12	19.99

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<u>Check#</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
14490	PURCHASE POWER	11/14/2012	2012309	General Fund	Non-Dept	Postage meter refill 10/24/12	2,000.00
14490	PURCHASE POWER	11/14/2012	2012309	General Fund	Non-Dept	Postage meter refill trans fee 10/24/12	19.99
14490 Total							4,039.98
14491	ROI COMUNICATION	11/14/2012	295	General Fund		Refund park dep Inv#295, 11/8/12	250.00
14491 Total							250.00
14492	SACRED HEART	11/14/2012	300	General Fund		Refund park dep Inv# 300, 11/12/12	500.00
14492 Total							500.00
14493	SAN MATEO CNTY CONTROLLERS OFFICE	11/14/2012	October 2012	General Fund		Allocation of parking penalties October 2012	355.00
14493 Total							355.00
14494	SAN MATEO CNTY SHERIFF'S OFFIC	11/14/2012	9332	General Fund	Police	(3) hrs Coyote Point Range service 1st Qtr FY12-13	150.00
14494 Total							150.00
14495	SAN MATEO REGIONAL NETWORK INC	11/14/2012	20399	General Fund	Police	Network monthly access fee T-1 service Nov 2012	385.00
14495 Total							385.00
14496	SERVICEMASTER OF SAN FRANCISCO/SAN MATEO	11/14/2012	8304	General Fund	Police	Commercial disaster restoration services vehicle#7 PD	662.89
14496 Total							662.89
14497	SIEMENS	11/14/2012	400086834	General Fund	DPW-Street Maint.	Traffic signal maint. Middlefield/Encinal Sept 2012	104.67
14497	SIEMENS	11/14/2012	400086834	General Fund	DPW-Street Maint.	Traffic signal maint. Middlefield/Marsh Sept 2012	104.67
14497	SIEMENS	11/14/2012	400086834	General Fund	DPW-Street Maint.	Traffic signal maint. Middlefield/Oak Grove Sept 2012	104.67
14497	SIEMENS	11/14/2012	400086834	General Fund	DPW-Street Maint.	Installed street light foundation replacement Robleda/Serrano	7,342.58
14497 Total							7,656.59
14498	SMCPCSA	11/14/2012	2013-01	General Fund	Police	2013 SMCPCSA membership due Chief Flint	450.00
14498 Total							450.00
14499	SMCPCSA	11/14/2012	2013-01-SMART	General Fund	Police	2013 SMART Service Due	900.00
14499 Total							900.00
14500	SOUTH SAN FRANCISCO POLICE ASSOCIATION	11/14/2012	Nov 15, 2012	General Fund	Police	(6) attendees Records Recognition Luncheon 11/15/12	150.00
14500 Total							150.00

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Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14501	SPRINT	11/14/2012	130538811-059	General Fund	Police	Mobile data communication PD 9/26/12 - 10/25/12	427.02
14501 Total							427.02
14502	STATE WATER RESOURCES CONTROL BOARD	11/14/2012	WD-0078919	General Fund	DPW-Engineering	SWRCB annual permit fee 7/1/12 - 6/30/13	4,852.00
14502 Total							4,852.00
14503	TELECOMMUNICATIONS ENGINEERING	11/14/2012	42143	General Fund	Police	Facilities Mgmt & Maint for public safety communication	934.00
14503	TELECOMMUNICATIONS ENGINEERING	11/14/2012	42143	General Fund	Police	Facilities Mgmt & Maint for public safety communication	292.00
14503 Total							1,226.00
14504	THE ALMANAC	11/14/2012	October 2012	General Fund	DPW-Engineering	Proposed revisions to Town grading & Drainage 10/24/12	348.00
14504 Total							348.00
14505	THE PUBLIC RETIREMENT JOURNAL	11/14/2012	4552	General Fund	Finance	PERS PAC - Annual membership 12/1/12 - 11/30/13	250.00
14505 Total							250.00
14506	TURBO DATA SYSTEMS INC	11/14/2012	19536	General Fund	Police	Citation processing PD October 2012	81.11
14506 Total							81.11
14507	US BANCORP EQUIPMENT FINANCE INC.	11/14/2012	214976904	General Fund	Police	Lease Sharp MXM283N copier PD 10/25/12 - 11/25/12	237.18
14507 Total							237.18
14508	VALLEY OIL COMPANY	11/14/2012	695338	General Fund	DPW-Street Maint.	Annual fuel for generators -dyed diesel bulk	1,383.29
14508 Total							1,383.29
14509	WEST COAST ARBORISTS, INC.	11/14/2012	83434	General Fund	DPW-Park Maint.	Tree maintenance services HP Park	5,184.00
14509 Total							5,184.00
14510	WILLIAMS SCOTSMAN, INC	11/14/2012	96673879	General Fund	Police	Trailer rental PD 10/29/12 - 11/28/12	726.76
14510 Total							726.76
14511	WITMER-TYSON IMPORTS INC	11/14/2012	T9485	General Fund	Police	K-9 Maintenance training Oct 2012 (up to 4 dogs)	500.00
14511 Total							500.00
14512	WORLD JOURNAL SF LLC	11/14/2012	1619078	General Fund	City Council	2012 election notice translation fee	120.00
14512	WORLD JOURNAL SF LLC	11/14/2012	1619077	General Fund	City Council	2012 election notice translation fee	390.00

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14512 Total							510.00
14513	AT&T CALNET 2	11/20/2012	000003823823	General Fund	Non-Dept	4866 Fax credit card post office 10/1/12 - 10/31/12	15.71
14513 Total							15.71
14514	BIG SWITCH NETWORK, INC	11/20/2012	307	General Fund		Refund park dep Inv#307, 11/16/12	250.00
14514 Total							250.00
14515	BKF ENGINEERS	11/20/2012	12100396	General Fund	DPW-Engineering	Consultation re. Cert of Merit for Fletcher/Ridgeview project	1,000.00
14515 Total							1,000.00
14516	CHHABRA TARNI	11/20/2012	BP12-00458	General Fund		Refund recycling dep BP12-00458, 98 Austin	1,755.00
14516 Total							1,755.00
14517	CSG CONSULTANTS INC	11/20/2012	023183	General Fund	Building	Code enforcement services 9/29/12 - 10/26/12	3,708.00
14517 Total							3,708.00
14518	DUNBAR ARMORED INC	11/20/2012	3141070	General Fund	Finance	Armored car monthly service fee Nov 2012	107.14
14518	DUNBAR ARMORED INC	11/20/2012	3141070	General Fund	Finance	Armored car monthly fuel surcharge fee Nov 2012	17.41
14518	DUNBAR ARMORED INC	11/20/2012	3141070	General Fund	Non-Dept	Armored car monthly maintenance fee Nov 2012	11.07
14518 Total							135.62
14519	GARY POLLACK CONSTRUCTION & EXCAVATION	11/20/2012	UND12-01281	Ath Channel Drainage	DPW-Engineering	Repair Atherton channel wall due to a large tree fell 8/9/12	14,120.00
14519 Total							14,120.00
14520	GRAHAM CONTRACTORS INC	11/20/2012	023612	Measure M		10% Retention 2012 Cape/Slurry Seal Project	(293.06)
14520	GRAHAM CONTRACTORS INC	11/20/2012	023612	Measure M	DPW-Engineering	2012 Cape/Slurry Seal Project	2,930.60
14520	GRAHAM CONTRACTORS INC	11/20/2012	023612	Road Const. Impact Fee		10% Retention 2012 Cape/Slurry Seal Project	(3,496.72)
14520	GRAHAM CONTRACTORS INC	11/20/2012	023612	Road Const. Impact Fee	DPW-Engineering	2012 Cape/Slurry Seal Project	34,967.24
14520 Total							34,108.06

Town of Atherton							
Checks by Date - Detail by Check Number							
For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14521	INTERWEST CONSULTING GROUP, INC	11/20/2012	13484	General Fund	Building	Inspection services for permits issued prior 8/22/11	3,400.00
14521	INTERWEST CONSULTING GROUP, INC	11/20/2012	13484	General Fund	Building	58% Total revenue Bldg October 2012	66,922.27
14521	INTERWEST CONSULTING GROUP, INC	11/20/2012	13463	General Fund	DPW-Engineering	Interim Public Works Director October 2012	14,500.00
14521 Total							84,822.27
14522	KIELTY KEVIN R.	11/20/2012	2471	General Fund	Planning	Contract Arborist Services 23% Planning October 2012	2,294.25
14522	KIELTY KEVIN R.	11/20/2012	2471	General Fund	Building	Contract Arborist Service 77% Bldg October 2012	7,680.75
14522 Total							9,975.00
14523	MANAGEMENT PARTNERS INC	11/20/2012	INV00116	General Fund	Administration	Interim City Clerk services	90.00
14523 Total							90.00
14524	MAZE & ASSOCIATES	11/20/2012	4099	General Fund	Finance	FY2012 Annual Report of Financial Transaction-Town	2,786.00
14524	MAZE & ASSOCIATES	11/20/2012	4099	General Fund	Finance	FY2012 Annual Report of Financial Transaction-Town	3,000.00
14524	MAZE & ASSOCIATES	11/20/2012	4099	Ath Channel Drainage	DPW-Engineering	FY 2012 Annual Report of Financial Transaction- District	2,365.00
14524 Total							8,151.00
14525	MENLO SCHOOL	11/20/2012	BP11-00094	General Fund		Refund recycling dep BP11-00094, 50 Valparaiso	2,385.00
14525 Total							2,385.00
14526	MUNISERVICES LLC	11/20/2012	SaxelbyPlumbing	General Fund		Bus Lic. Saxelby Plumbing	100.00
14526 Total							100.00
14527	NEAL MARTIN & ASSOCIATES	11/20/2012	1239	General Fund	Pass thru	Deposit for Los Arboles	413.88
14527	NEAL MARTIN & ASSOCIATES	11/20/2012	1239	General Fund	Pass thru	Deposit for Little League	205.00
14527	NEAL MARTIN & ASSOCIATES	11/20/2012	1239	General Fund	Pass thru	Deposit for Menlo School	441.25
14527	NEAL MARTIN & ASSOCIATES	11/20/2012	1239	General Fund	Planning	Contract planning services July 2012	15,026.14
14527	NEAL MARTIN & ASSOCIATES	11/20/2012	1240	Library Fund	Non-Dept	Library relocation planning services July 2012	1,401.88

Town of Atherton							
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For the Month of November 2012							
Check#	Vendor Name	Check Date	Invoice#	Fund	Dept	Description	Amount
14527 Total							17,488.15
14528	OFFICE TEAM	11/20/2012	36693546	General Fund	City Council	(3.75) hrs Temp help bulk mailing - response APOA letter	82.50
14528	OFFICE TEAM	11/20/2012	36693547	General Fund	City Council	(4) hrs Temp help bulk mailing - response APOA letter	88.00
14528 Total							170.50
14529	OLSON PERRY & LYNNE	11/20/2012	BP11-00718	General Fund		Refund recycling dep BP11-00718, 98 Stern Ln	1,000.00
14529 Total							1,000.00
14530	PACIFIC PENINSULA GROUP	11/20/2012	BP11-00074	General Fund		Refund 2nd utility dep BP11-00074, 91 Inglewood	5,000.00
14530	PACIFIC PENINSULA GROUP	11/20/2012	APW12-00086	General Fund		Refund road dep APW12-00086, 91 Inglewood Ln	2,500.00
14530 Total							7,500.00
14531	PITNEY BOWES INC	11/20/2012	606497	General Fund	Non-Dept	Postage meter rental 12/16/12 - 3/15/13	165.00
14531 Total							165.00
14532	QUINTO PROPERTIES	11/20/2012	BP12-00364	General Fund		Refund recycling dep BP12-00364, 19 Prado Secoya	1,000.00
14532 Total							1,000.00
14533	SKEEN DALE	11/20/2012	BP11-00818	General Fund		Partial refund recycling dep BP11-00818, 292 Valparaiso	2,650.00
14533 Total							2,650.00
14534	SOMERSET LLC	11/20/2012	BP10-00582	General Fund		Refund 80% permit fee withdrawn BP10-00582, 80 Somerset	1,682.04
14534 Total							1,682.04
14535	SOMMERFIELD MAURISA	11/20/2012	BP09-00140-Temp	General Fund		Refund Temp Occ dep BP09-00140, 69 Tuscaloosa	5,000.00
14535	SOMMERFIELD MAURISA	11/20/2012	BP09-00140-Rec	General Fund		Refund recycling dep BP09-00140, 69 Tuscaloosa	1,000.00
14535 Total							6,000.00
14536	WEST COAST ARBORISTS, INC.	11/20/2012	83584	General Fund	DPW-Street Maint.	Tree maintenance services	6,480.00
14536 Total							6,480.00
14537	A-A LOCK & ALARM INC	11/28/2012	230764	General Fund	Police	Install new lock on a locker B. Lane PD	174.46
14537 Total							174.46

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For the Month of November 2012							
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14538	ACCONTEMPS	11/28/2012	36785158	General Fund	Finance	Temp Phonpradith, Noy 11/13/12 - 11/15/12	964.32
14538	ACCONTEMPS	11/28/2012	36695245	General Fund	Finance	Temp Phonpradith, Noy 10/29/12 - 11/1/12	1,285.76
14538	ACCONTEMPS	11/28/2012	36742551	General Fund	Finance	Temp Phonpradith, Noy 11/5/12 - 11/8/12	1,285.76
14538 Total							3,535.84
14539	AT&T CALNET 2	11/28/2012	000003843198	General Fund	Police	9297 Dinkelspiel alarm line PD 10/10/12 - 11/9/12	16.05
14539	AT&T CALNET 2	11/28/2012	000003843832	General Fund	Police	6452 Voice print-911 PD 10/10/12 - 11/9/12	16.05
14539	AT&T CALNET 2	11/28/2012	000003843833	General Fund	Police	7653 Fax request service PD 10/10/12 - 11/9/12	14.80
14539	AT&T CALNET 2	11/28/2012	000003843834	General Fund	Police	2801 Trailer PD 10/10/12 - 11/9/12	155.68
14539	AT&T CALNET 2	11/28/2012	000003843835	General Fund	Police	3220 Fax Admin PD 10/10/12 - 11/9/12	16.19
14539	AT&T CALNET 2	11/28/2012	000003843836	General Fund	Police	9743 Direct connect fax line PD 10/10/12 - 11/9/12	16.65
14539	AT&T CALNET 2	11/28/2012	000003843837	General Fund	Police	6500 Main line PD 10/10/12 - 11/9/12	450.57
14539	AT&T CALNET 2	11/28/2012	000003845363	General Fund	Police	1804 Dispatch fax PD 10/10/12 - 11/9/12	15.68
14539 Total							701.67
14540	CA DEPT JUSTICE ACCOUNTING OFF	11/28/2012	938275	General Fund	Police	Fingerprint apps C. Vigil PD	32.00
14540	CA DEPT JUSTICE ACCOUNTING OFF	11/28/2012	938275	General Fund	Police	Fingerprint apps S. Koehler PD	32.00
14540 Total							64.00
14541	COMCAST	11/28/2012	0122498/1112	General Fund	Non-Dept	High speed internet 11/21/12 - 12/20/12	209.90
14541 Total							209.90
14542	CUTWATER INVESTOR SERVICES CORP.	11/28/2012	16947A	General Fund	Finance	Investment advisory services Oct 2012	1,000.00
14542 Total							1,000.00
14543	LIEBERT CASSIDY WHITMORE	11/28/2012	157283	General Fund	Administration	Professional services regarding workers comp	90.00
14543 Total							90.00

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14544	MCE CORPORATION	11/28/2012	1210049	General Fund	DPW-Street Maint.	Contract maintenance services Street Oct 2012	15,742.06
14544	MCE CORPORATION	11/28/2012	1210049	General Fund	DPW-Park Maint.	Contract maintenance services Park Oct 2012	12,192.14
14544	MCE CORPORATION	11/28/2012	1210049	General Fund	DPW-Park Program	Contract maintenance services Park Program Oct 2012	3,333.12
14544	MCE CORPORATION	11/28/2012	1210049	General Fund	DPW-Building Maint.	Contract maintenance services Facilities Oct 2012	2,103.37
14544	MCE CORPORATION	11/28/2012	1210049	Tennis Fund	DPW-Park Program	Contract maintenance services Tennis court Oct 2012	243.50
14544	MCE CORPORATION	11/28/2012	1210049	Library Fund	Non-Dept	Contract maintenance services Library Oct 2012	876.39
14544 Total							34,490.58
14545	METRO MOBILE COMMUNICATIONS INC	11/28/2012	34218	General Fund	Police	Install new LED light head Honda 1200 PD	645.73
14545 Total							645.73
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- filler for Records luncheon	6.48
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- ribbon for Records luncheon	6.48
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- basket for Records luncheon	19.96
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- sauce for Records luncheon	5.99
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- pesto for Records luncheon	2.50
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- artichoke for Records luncheon	2.50
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- chocolate for Records luncheon	6.99
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- pasta for Records luncheon	7.98
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- biscotti for Records luncheon	4.99
14546	MILLER JANELLE	11/28/2012	Gift Basket	General Fund	Police	Gift basket- panettone for Records luncheon	2.24
14546 Total							66.11

Town of Atherton							
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For the Month of November 2012							
<u>Check#</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Invoice#</u>	<u>Fund</u>	<u>Dept</u>	<u>Description</u>	<u>Amount</u>
14547	MUNISERVICES LLC	11/28/2012	ShanPipeline	General Fund		Bus Lic. Shan Pipeline Inc.	100.00
14547	MUNISERVICES LLC	11/28/2012	TroyDomier	General Fund		Bus Lic. Troy Domier Builder	250.00
14547	MUNISERVICES LLC	11/28/2012	A.Quintero	General Fund		Bus Lic. A. Quintero Roofing	100.00
14547	MUNISERVICES LLC	11/28/2012	EJPlumbing	General Fund		Bus Lic. E J Plumbing	150.00
14547	MUNISERVICES LLC	11/28/2012	LehrRealEstate	General Fund		Bus Lic. Lehr Real Estate	50.00
14547 Total							650.00
14548	NEC CORPORATION OF AMERICA	11/28/2012	TM0000035108	General Fund	Non-Dept	Phone repair service no dial tone-Town hall main line	304.50
14548 Total							304.50
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(1) ca Copier paper PD	42.60
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(4) ea Black nylon printer ribbon PD	50.18
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(1) rm Light blue paper PD	5.63
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(1) bx Staples PD	0.27
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(1) bx Envelope #90 PD	32.57
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(1) bx Envelope #97 PD	31.49
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(2) st Index tabs PD	9.01
14549	OFFICE DEPOT	11/28/2012	631761859001	General Fund	Police	(2) ea White ring binder PD	10.37
14549 Total							182.12
14550	PLUTYNSKI MARK A.	11/28/2012	008-Nov 2012	General Fund	City Council	Videotaping Council Meeting 11/28/12	350.00
14550 Total							350.00
14551	PRONSKE KRYSTAL	11/28/2012	Nov6-7, 2012	General Fund	Police	Mileage Driver training update K. Pronske 11/6/12 - 11/7/12	57.61
14551	PRONSKE KRYSTAL	11/28/2012	Nov6-7, 2012	General Fund	Police	Lunch Driver training update K. Pronske 11/6/12	15.97
14551	PRONSKE KRYSTAL	11/28/2012	Nov6-7, 2012	General Fund	Police	Lunch Driver training update K. Pronske 11/7/12	4.63
14551 Total							78.21
14552	RECALL SECURE DESTRUCTION SERV	11/28/2012	2303082720	General Fund	Police	Shred document services PD 9/21/12	41.45
14552	RECALL SECURE DESTRUCTION SERV	11/28/2012	2303082720	General Fund	Police	Shred document services PD 10/5/12	41.45
14552	RECALL SECURE DESTRUCTION SERV	11/28/2012	2303082720	General Fund	Police	Shred document services PD 10/19/12	41.45
14552 Total							124.35

Town of Atherton							
Checks by Date - Detail by Check Number							
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14553	SAN MATEO CNTY CONTROLLERS OFFICE	11/28/2012	LAFCO FY12-13	General Fund	Non-Dept	Local Agency Formation Commission FY 2012-13	1,058.00
14553 Total							1,058.00
14554	SAN MATEO CNTY FORENSIC LAB	11/28/2012	CL03421	General Fund	Police	(2) hrs Fingerprint process evidence case#1264	844.00
14554	SAN MATEO CNTY FORENSIC LAB	11/28/2012	CL03421	General Fund	Police	(1) hr Narcotic case#12606	90.00
14554	SAN MATEO CNTY FORENSIC LAB	11/28/2012	CL03421	General Fund	Police	(8) hrs Fingerprint compare/AFIS Prep case#1264	1,596.00
14554	SAN MATEO CNTY FORENSIC LAB	11/28/2012	CL03421	General Fund	Police	(1) hr RCFL cost allocation case#954	45.43
14554 Total							2,575.43
14555	SAN MATEO CNTY INFO SERV DEPT	11/28/2012	1YAT11210	General Fund	Police	Microwave micro channel October 2012	152.00
14555	SAN MATEO CNTY INFO SERV DEPT	11/28/2012	1YAT11210	General Fund	Police	MessageSwitch lines October 2012	1,154.08
14555 Total							1,306.08
14556	SAN MATEO CNTY SHERIFF'S OFFIC	11/28/2012	9363	General Fund	Police	Live scan service per diem dispatcher app	18.00
14556 Total							18.00
Grand Total							362,032.92



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: ROBERT BARRON III, FINANCE DIRECTOR

DATE: FOR THE MEETING OF DECEMBER 19, 2012

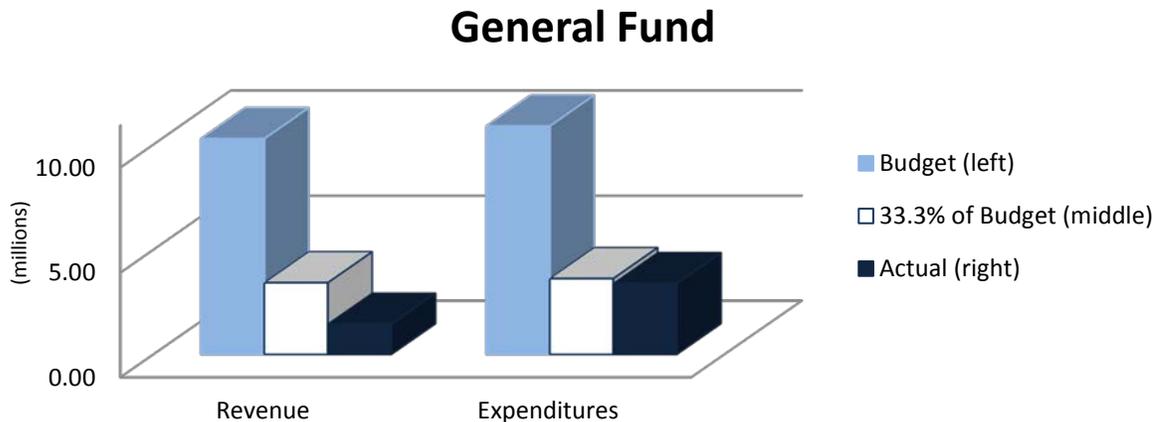
**SUBJECT: FINANCIAL REPORT FOR FOUR MONTHS ENDED OCTOBER 31,
2012**

RECOMMENDATION

Receive the General Fund Financial Report for the four months ended October 31, 2012. The report was presented to the Finance Committee on December 11, 2012.

DISCUSSION

Majority of our revenues comes through property taxes which are received mostly in two installments at the middle of and at the end of the fiscal year. However, expenditures are still incurred to carry out Town services. This report is to show a snap shot of our financials at the end of the first quarter October 31st. Below is chart to reflect the first four months of the fiscal year.



General Fund Revenues

For the first fiscal quarter ending October 31, 2012 the General Fund has reported Revenues of \$1,448,053 and is 14.1% of the annual budgeted revenue of \$10,275,267 for FY 2013. This also represents 20.4% more revenue received by the same time last year.

The majority of the General Fund Revenue comes from Property Taxes which comprises of 68% of our budgeted revenue. As of the end of the first Quarter we have received \$109,316 in property taxes. We begin to receive our property tax revenue in November with a majority of this revenue coming in two installments midway through the fiscal year (December-January) and towards the end of the fiscal year (May-June). The Town of Atherton has received estimated property tax projections from the County of San Mateo for the 2012-2013 fiscal year and the projections show 8.2% more in property taxes from what was originally budgeted. This equates to approximately \$439,000 more in property tax revenue for the 2012/2013 Fiscal Year. This is a reminder though that we should show caution to these projections until actual property tax revenues begin to be received from the County as these are estimates.

Sales and Use Tax revenue is budgeted at \$115,000. We have received \$28,974 which includes the months of July through September. This represents 25.1% of our budgeted sales tax revenues.

Franchise Taxes to the Town of Atherton come from PG&E, Cal Water, Garbage, and Cable. In the first quarter we received \$81,490 in Franchise taxes from Garbage. This is 24.7% of budgeted garbage franchise tax. The cable franchise tax payments should be received within the month of December. We receive our PG&E franchise tax in April, Cal Water franchise tax in February.

Business license renewals are sent out in June each year and therefore the majority of the revenue is received in August and September. This year receipts to date are about 6.6% more than last year. Current year business license revenue is \$120,607, or 75.4% of budget.

Overall development related fees are 14% of the General Fund revenue budget. Building permit revenue is at 30.4% of the annual budget with \$274,534 in revenues. This is down by 40.3% compared to last year at this time revenues of \$459,868. This decrease can be attributed to the decrease in building projects currently taking place and the valuations of those projects. Zoning and Planning fees are \$61,428 and 40.1% of budget. Plan checking revenue is \$132,031 at 35.2% of the annual budget as of October 31st.

Total General Fund revenues are about \$245,380 more than the amount received by the same time last year. Part of this can be attributed to the decreases in local sales and use tax, and building permit fees, along with the Town receiving \$350,000 in mitigation money from Facebook.

General Fund Expenditures

The General Fund reported expenditures for the quarter ending October 31st are \$3,379,856 which is 31.1% of the annual expenditure budget for FY 2013. The departments of City Council, Administration, City Attorney, Finance, Non-departmental, and Public Works/Parks are all within the target budgets as of August.

The Planning Department contract planner is 37% of budget, compared to last year's cost at this time last year. The increase is due to timing issues of invoicing for planning projects.

Building Department salaries and benefits are down 65.5% to last year due to reorganization of the department. Building professional services are 78% of budget this year, but this is due to \$47,041 for grading and drainage criteria creek update for storm water requirements. Contract Building is \$260,171 or 34.2% to budget and 100% more than this time last year. The reason for the increase is because the Interwest contract for building services began September 2011. Police Department expenditures are slightly higher due to personnel staffing level expenditures compared to last year.

We will continue to monitor and project revenue and expenditures as we begin our mid-year budget review and five year forecasts.

FISCAL IMPACT

There is no fiscal impact associated with accepting this report.

Prepared by:

Robert Barron III, Finance Director

Approved by:

George Rodericks, City Manager

Attachment: Financial Report

Town of Atherton
General Fund
 Financial Report for the Four Months Ended October 31, 2012
 (Excl. Encumbrances)

Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	4/12 of Budget	Actual July 12 to Oct 12	Accrual	Adjusted Actual July 12 to Oct 12	Variance of 4/12 of Budget	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Oct 11	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Revenues			33.3%										
	Secured	5,038,000	5,038,000	1,679,333	-	-	-	1,679,333	0.0%	5,038,000	0.0%	-	-	
	Unsecured	278,000	278,000	92,667	-	-	-	92,667	0.0%	278,000	0.0%	-	-	
	SB813 Redemption (Supplemental)	70,000	70,000	23,333	7,303	7,303	7,303	16,030	31.3%	62,697	10.4%	6,269	1,034	16.5%
	Home Owners Exemption	34,000	34,000	11,333	-	-	-	11,333	0.0%	34,000	0.0%	-	-	
	Property Tax In Lieu of VLF	680,000	680,000	226,667	-	-	-	226,667	0.0%	680,000	0.0%	-	-	
	Motor Veh. Lic Fees (MVLFF)	-	-	-	3,872	3,872	3,872	(3,872)		(3,872)		3,737	135	3.6%
	ERAF Subvention	695,000	695,000	231,667	-	-	-	231,667	0.0%	695,000	0.0%	-	-	
	Local Sales & Use Tax	115,500	115,500	38,500	28,974	28,974	28,974	9,526	75.3%	86,526	25.1%	59,024	(30,050)	-50.9%
	Public Safety Sales Tax (Prop 172)	26,500	26,500	8,833	18,773	18,773	18,773	(9,939)	212.5%	7,727	70.8%	16,567	2,206	13.3%
	In Lieu Sales Tax/Triple Flip	62,400	62,400	20,800	-	-	-	20,800	0.0%	62,400	0.0%	-	-	
	Franchise Taxes-PG&E	230,000	230,000	76,667	-	-	-	76,667	0.0%	230,000	0.0%	-	-	
	Franchise Tax-Cal Water	104,500	104,500	34,833	-	-	-	34,833	0.0%	104,500	0.0%	-	-	
	Franchise Tax-Garbage	330,000	330,000	110,000	81,490	81,490	81,490	28,510	74.1%	248,510	24.7%	60,808	20,682	34.0%
	Franchise Taxes-Cable	110,000	110,000	36,667	-	-	-	36,667	0.0%	110,000	0.0%	26,439	(26,439)	-100.0%
	Document TRSF Tax	255,000	255,000	85,000	102,013	102,013	102,013	(17,013)	120.0%	152,987	40.0%	41,100	60,913	148.2%
	Business Licenses	160,000	160,000	53,333	120,607	120,607	120,607	(67,273)	226.1%	39,393	75.4%	113,180	7,426	6.6%
	Muni/Vehicle Code Fines (Parking)	15,000	15,000	5,000	5,078	5,078	5,078	(78)	101.6%	9,922	33.9%	3,612	1,466	40.6%
	Other Fines & Forfeit (County)	40,000	40,000	13,333	11,295	11,295	11,295	2,038	84.7%	28,705	28.2%	8,362	2,933	35.1%
	C & D Deposit Forfeited	-	-	-	-	-	-	-		-		-	-	
	C/CAG AB 1546	12,535	12,535	4,178	-	-	-	4,178	0.0%	12,535	0.0%	-	-	
	POST Reimbursement	7,500	7,500	2,500	2,417	2,417	2,417	83	96.7%	5,083	32.2%	12,482	(10,066)	-80.6%
	SB 90 reimbursement	-	-	-	1,083	1,083	1,083	(1,083)		(1,083)		1,002	81	8.1%
	DOJ Grant (vest)	-	-	-	-	-	-	-		-		-	-	
	DUI Grant	6,000	6,000	2,000	-	-	-	2,000	0.0%	6,000	0.0%	-	-	
	ABAG Grant	12,000	12,000	4,000	20,291	20,291	20,291	(16,291)	507.3%	(8,291)	169.1%	3,299	16,993	515.1%
	Grants	-	-	-	-	-	-	-		-		-	-	
	Other Reimbursements	-	-	-	14,045	14,045	14,045	(14,045)		(14,045)		2,394	11,651	486.7%
	Highway Maint Reimbursement	35,700	35,700	11,900	-	-	-	11,900	0.0%	35,700	0.0%	-	-	
	Home Occupation	800	800	267	-	-	-	267	0.0%	800	0.0%	300	(300)	-100.0%
	Building Permit	903,900	903,900	301,300	274,534	274,534	274,534	26,766	91.1%	629,366	30.4%	459,868	(185,334)	-40.3%
	Encroachment Permit	168,000	168,000	56,000	57,435	57,435	57,435	(1,435)	102.6%	110,566	34.2%	54,553	2,882	5.3%
	Grading & Drain Permit	60,000	60,000	20,000	32,053	32,053	32,053	(12,053)	160.3%	27,947	53.4%	18,886	13,167	69.7%
	Other Licenses & Permit	400	400	133	316	316	316	(183)	237.0%	84	79.0%	909	(593)	-65.2%
	Elections Processing Fee	-	-	-	-	-	-	-		-		-	-	
	Document/Research Fee	-	-	-	18	18	18	(18)		(18)		2	16	1086.7%
	Photocopy Fee	1,025	1,025	342	658	658	658	(316)	192.4%	368	64.1%	537	120	22.3%
	Alarm Sign Fees	600	600	200	115	115	115	85	57.5%	485	19.2%	210	(95)	-45.2%
	Vehicle Release	2,500	2,500	833	1,895	1,895	1,895	(1,062)	227.4%	605	75.8%	901	994	110.3%
	Police Report	1,000	1,000	333	32	32	32	302	9.5%	968	3.2%	57	(25)	-44.0%
	Fingerprinting Fee	325	325	108	62	62	62	46	57.2%	263	19.1%	371	(309)	-83.3%
	Affidavit of Cost	300	300	100	-	-	-	100	0.0%	300	0.0%	-	-	
	Special Service Fee	3,000	3,000	1,000	1,349	1,349	1,349	(349)	134.9%	1,651	45.0%	1,228	121	9.9%
	Solicitor's Fee	100	100	33	-	-	-	33	0.0%	100	0.0%	141	(141)	-100.0%
	Disaster Assistance Reimbursement	-	-	-	-	-	-	-		-		-	-	
	Zoning & Planning Fees	153,000	153,000	51,000	61,428	61,428	61,428	(10,428)	120.4%	91,572	40.1%	46,131	15,297	33.2%
	Plan Check Fee Building	374,900	374,900	124,967	132,031	132,031	132,031	(7,065)	105.7%	242,869	35.2%	127,453	4,579	3.6%
	Social Fees	35,000	35,000	11,667	11,550	11,550	11,550	117	99.0%	23,450	33.0%	16,075	(4,525)	-28.1%
	Meeting Fees	30,000	30,000	10,000	10,775	10,775	10,775	(775)	107.8%	19,225	35.9%	9,900	875	8.8%

Town of Atherton
General Fund
 Financial Report for the Four Months Ended October 31, 2012
 (Excl. Encumbrances)

Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	4/12 of Budget	Actual July 12 to Oct 12	Accrual	Adjusted Actual July 12 to Oct 12	Variance of 4/12 of Budget	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Oct 11	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
				33.3%										
	Misc. Park Use Fee	1,000	1,000	333	2,400		2,400	(2,067)	720.0%	(1,400)	240.0%	1,550	850	54.8%
	Class Fees	10,000	10,000	3,333	12,175		12,175	(8,842)	365.3%	(2,175)	121.8%	14,175	(2,000)	-14.1%
	Weddings	-	-	-	-		-	-	-	-	-	23,250	(23,250)	-100.0%
	Tree Removal Plan Check	15,000	15,000	5,000	9,460		9,460	(4,460)	189.2%	5,540	63.1%	7,866	1,594	20.3%
	Contract Plan Review Services	-	-	-	-		-	-	-	-	-	-	-	-
	Interest Income	65,000	65,000	21,667	29,280		29,280	(7,614)	135.1%	35,720	45.0%	11,419	17,861	156.4%
	Cellular Antenna Lease	41,682	41,682	13,894	14,237		14,237	(343)	102.5%	27,445	34.2%	13,559	678	5.0%
	Property Rental-Playschool	77,600	77,600	25,867	26,039		26,039	(173)	100.7%	51,561	33.6%	26,039	-	0.0%
	Sale of Property	-	-	-	31		31	(31)	-	(31)	-	2,929	(2,898)	-98.9%
	Post Office	7,500	7,500	2,500	1,253		1,253	1,247	50.1%	6,247	16.7%	765	489	63.9%
	Donations/Contributions	-	-	-	-		-	-	-	-	-	-	-	-
	Miscellaneous Income	5,000	5,000	1,667	1,686		1,686	(19)	101.2%	3,314	33.7%	1,682	4	0.2%
	Mitigation Fees	-	-	-	350,000		350,000	(350,000)	-	(350,000)	-	-	350,000	-
	Escheated unclaimed property	-	-	-	-		-	-	-	-	-	3,641	(3,641)	-100.0%
	Total Revenues	10,275,267	10,275,267	3,425,089	1,448,053	-	1,448,053	1,977,036	42.3%	8,827,214	14.1%	1,202,672	245,380	20.4%
	EXPENDITURES													
City Council	Utilities-Water	1,350	1,350	450	1,309	432	1,740	(1,290)	386.7%	(390)	128.9%	965	775	80.3%
	Advertising/Noticing	3,650	3,650	1,217	933	862	1,795	(578)	147.5%	1,855	49.2%	-	1,795	100.0%
	Business Meetings & Meals	1,200	1,200	400	182		182	218	45.5%	1,018	15.2%	56	126	227.7%
	Conferences	5,000	5,000	1,667	1,749		1,749	(83)	105.0%	3,251	35.0%	300	1,449	483.2%
	Training & Workshops	1,000	1,000	333	322		322	11	96.7%	678	32.2%	-	322	100.0%
	Membership/Dues	7,230	7,230	2,410	3,025		3,025	(615)	125.5%	4,205	41.8%	2,527	498	19.7%
	Mileage Reimbursement	500	500	167	-		-	167	0.0%	500	0.0%	-	-	-
	Environmental Programs (EPC)	5,000	5,000	1,667	-		-	1,667	0.0%	5,000	0.0%	-	-	-
	Commission & Committee	1,000	1,000	333	-		-	333	0.0%	1,000	0.0%	-	-	-
	Other Contract Services	24,000	24,000	8,000	2,800		2,800	5,200	35.0%	21,200	11.7%	-	2,800	100.0%
	Office Supplies	1,200	1,200	400	852		852	(452)	213.0%	348	71.0%	211	641	304.4%
	Computer Equipment/Software	-	-	-	5		5	(5)	0.0%	(5)	-	-	5	-
	Office Equip & Furniture	8,400	8,400	2,800	1,876		1,876	924	67.0%	6,524	22.3%	-	1,876	-
	City Council Totals:	59,530	59,530	19,843	13,053	1,294	14,346	5,497	72.3%	45,184	24.1%	4,058	10,288	253.5%
Administration (CM,CC,HR)	Salaries & Benefits	535,932	535,932	178,644	135,482	4,195	139,677	38,967	78.2%	396,255	26.1%	75,564	64,113	84.8%
	Professional Services	65,000	65,000	21,667	1,845	1,613	3,458	18,209	16.0%	61,542	5.3%	58,360	(54,903)	-94.1%
	General Operations	160,083	160,083	53,361	25,128	1,746	26,874	26,487	50.4%	133,209	16.8%	8,385	18,489	220.5%
	Supplies & Materials	7,200	7,200	2,400	967		967	1,433	40.3%	6,233	13.4%	724	243	33.6%
	Capital Outlay	4,000	4,000	1,333	-		-	1,333	0.0%	4,000	0.0%	162	(162)	-100.0%
	Administration Totals:	772,215	772,215	257,405	163,423	7,554	170,977	86,428	66.4%	601,239	22.1%	143,196	27,780	19.4%
City Attorney	Professional Services	204,100	204,100	68,033	53,259	4,527	57,786	10,248	84.9%	146,314	28.3%	29,793	27,993	94.0%
	General Operations	-	-	-	-		-	-	0.0%	-	-	-	-	-
	Supplies & Materials	-	-	-	-		-	-	0.0%	-	-	-	-	-
	City Attorney Totals:	204,100	204,100	68,033	53,259	4,527	57,786	10,248	84.9%	146,314	28.3%	29,793	27,993	94.0%
Finance	Salaries & Benefits	475,153	475,153	158,384	76,295	2,599	78,893	79,491	49.8%	396,260	16.6%	125,292	(46,398)	-37.0%
	Professional Services	107,776	107,776	35,925	41,121		41,121	(5,196)	114.5%	66,655	38.2%	14,773	26,349	178.4%
	General Operations	95,854	95,854	31,951	45,499	1,636	47,135	(15,183)	147.5%	48,719	49.2%	44,035	3,099	7.0%

Town of Atherton
General Fund
 Financial Report for the Four Months Ended October 31, 2012
 (Excl. Encumbrances)

Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	4/12 of Budget	Actual July 12 to Oct 12	Accrual	Adjusted Actual July 12 to Oct 12	Variance of 4/12 of Budget	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Oct 11	Incr/(decr) over PY	% Change
			(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)
	Supplies & Materials	3,000	3,000	1,000	751		751	249	75.1%	2,249	25.0%	780	(28)	-3.7%
	Capital Outlay	2,000	2,000	667	-		-	667	0.0%	2,000	0.0%	-	-	-
	Finance Totals:	683,783	683,783	227,928	163,666	4,234	167,900	60,028	73.7%	515,883	24.6%	184,879	(16,979)	-9.2%
Planning	Contract Planner	200,000	200,000	66,667	18,440	55,511	73,951	(7,284)	110.9%	126,049	37.0%	29,029	44,922	154.8%
	Contract Arborist Service	30,000	30,000	10,000	7,193	-	7,193	2,807	71.9%	22,807	24.0%	4,992	2,201	100.0%
	General Operations	3,400	3,400	1,133	349	111	460	674	40.6%	2,940	13.5%	473	(13)	-2.8%
	Supplies & Materials	2,200	2,200	733	254		254	480	34.6%	1,946	11.5%	54	200	368.6%
	Planning Totals:	235,600	235,600	78,533	26,236	55,622	81,858	(3,324)	104.2%	153,742	34.7%	34,548	47,310	136.9%
Building	Salaries & Benefits	153,971	153,971	51,324	58,024	820	58,844	(7,520)	114.7%	95,127	38.2%	170,692	(111,849)	-65.5%
	Professional Services	131,285	131,285	43,762	85,570	16,858	102,428	(58,666)	234.1%	28,857	78.0%	122,022	(19,594)	-16.1%
	Contract Arborist Service	100,000	100,000	33,333	24,082	-	24,082	9,252	72.2%	75,918	24.1%	14,208	9,874	100.0%
	Contract Building & Life Safety Svcs	760,300	760,300	253,433	193,249	66,922	260,171	(6,738)	102.7%	500,129	34.2%	150,318	109,854	100.0%
	General Operations	13,161	13,161	4,387	4,209	480	4,689	(302)	106.9%	8,472	35.6%	4,312	377	8.7%
	Supplies & Materials	2,500	2,500	833	2,013		2,013	(1,180)	241.6%	487	80.5%	972	1,041	107.1%
	Capital Outlay	1,500	1,500	500	-		-	500	0.0%	1,500	0.0%	325	(325)	-100.0%
	Transfer to Bldg Const. Facility Fund	80,000	80,000	26,667	26,667		26,667	(0)	100.0%	53,333	33.3%	51,119	(24,452)	-47.8%
	Building Totals:	1,242,717	1,242,717	414,239	393,813	85,080	478,894	(64,655)	115.6%	763,823	38.5%	513,967	(35,073)	-6.8%
Non Dept.	Salaries & Benefits	2,000	2,000	667	621		621	46	93.2%	1,379	31.1%	934	(313)	-33.5%
	Professional Services	50,000	50,000	16,667	2,988	2,816	5,804	10,862	34.8%	44,196	11.6%	14,330	(8,526)	-59.5%
	General Operations	580,725	580,725	193,575	104,927	1,156	106,083	87,492	54.8%	474,643	18.3%	300,401	(194,318)	-64.7%
	Supplies & Materials	35,442	35,442	11,814	6,062	4,040	10,102	1,712	85.5%	25,340	28.5%	3,951	6,151	155.7%
	Capital Outlay	97,700	97,700	32,567	-		-	32,567	0.0%	97,700	0.0%	-	-	-
	Non-Dept. Totals:	765,867	765,867	255,289	114,598	8,012	122,610	132,679	48.0%	643,257	16.0%	319,616	(197,006)	-61.6%
Police	Salaries & Benefits	4,918,378	4,918,378	1,639,459	1,643,949	31,456	1,675,405	(35,946)	102.2%	3,242,972	34.1%	1,409,523	265,883	18.9%
	Professional Services	59,027	59,027	19,676	31,790		31,790	(12,114)	161.6%	27,237	53.9%	65,170	(33,380)	-51.2%
	General Operations	347,657	347,657	115,886	126,620	10,055	136,675	(20,789)	117.9%	210,982	39.3%	125,228	11,446	9.1%
	Supplies & Materials	126,000	126,000	42,000	24,154	6,105	30,258	11,742	72.0%	95,742	24.0%	27,899	2,359	8.5%
	Capital Outlay	12,000	12,000	4,000	2,200		2,200	1,801	55.0%	9,801	18.3%	11,382	(9,182)	-80.7%
	Cops Grant	-	-	-	-		-	-	0.0%	-	-	-	-	-
	Settlement Expense	-	-	-	-		-	-	-	-	-	-	-	-
	Police Totals:	5,463,061	5,463,061	1,821,020	1,828,711	47,616	1,876,328	(55,307)	103.0%	3,586,733	34.3%	1,639,201	237,127	14.5%
Public Works & Parks	Salaries & Benefits	345,623	345,623	115,208	115,161	2,557	117,718	(2,511)	102.2%	227,905	34.1%	378,955	(261,236)	-68.9%
	Professional Services	238,600	238,600	79,533	46,820	14,500	61,320	18,213	77.1%	177,280	25.7%	54,080	7,240	13.4%
	Contract DPW Maintenance Svcs	450,340	450,340	150,113	113,337	-	113,337	36,776	75.5%	337,003	25.2%	13,646	99,691	100.0%
	General Operations	338,870	338,870	112,957	40,981	40,761	81,742	31,214	72.4%	257,128	24.1%	78,159	3,583	4.6%
	Supplies & Materials	21,500	21,500	7,167	2,103	1,438	3,541	3,626	49.4%	17,959	16.5%	10,779	(7,238)	-67.1%
	Capital Outlay	54,000	54,000	18,000	31,500	-	31,500	(13,500)	175.0%	22,500	58.3%	-	31,500	-
	Public Works Totals:	1,448,933	1,448,933	482,978	349,902	59,256	409,158	73,819	84.7%	1,039,775	28.2%	535,618	(126,460)	-23.6%
	Total Expenditures	10,875,807	10,875,807	3,625,269	3,106,661	273,196	3,379,856	245,412	93.2%	7,495,950	31.1%	3,404,876	(25,019)	-0.7%
Excess (Deficiency) of Revenues over Expenditures		(600,540)	(600,540)	(200,180)	(1,658,608)	(273,196)	(1,931,804)	1,731,624	965.0%	1,331,264	321.7%	(2,202,203)	270,400	-12.3%
	Other Financing Sources/(uses)													
	Transfer from Special Parcel Tax Fund	1,116,000	1,116,000	372,000	372,000	-	372,000	-	100.0%	744,000	33.3%	372,000	-	0.0%
	Transfers from Facil Constr (406)	(4,853)	(4,853)	(1,618)	(1,618)	-	(1,618)	-	100.0%	(3,235)	33.3%	-	(1,618)	-

Town of Atherton

General Fund

Financial Report for the Four Months Ended October 31, 2012

(Excl. Encumbrances)

Dept	Description	Budget Adopted 2013	Revised Budget FY12/13	4/12 of Budget	Actual July 12 to Oct 12	Accrual	Adjusted Actual July 12 to Oct 12	Variance of 4/12 of Budget	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Adjusted Actual July 11 to Oct 11	Incr/(decr) over PY	% Change
				33.3%										
		(a)	(b)	(c)	(d)	(e)	(b-e)	(e/b)	(a-e)	(e/a)	(f)	g=(e-f)	(g/f)	
	Transfer to Road Impact Fee Fund	(70,000)	(70,000)	(23,333)	(23,333)	-	(23,333)	-	100.0%	(46,667)	33.3%	-	(23,333)	
	Total Transfer In(Out)	1,041,147	1,041,147	347,049	347,049	-	347,049	-	100.0%	694,098	33.3%	372,000	(24,951)	-6.7%
	Net Change in Fund Balance	440,607	440,607	146,869	(1,311,559)	(273,196)	(1,584,755)	1,731,624	-1079.0%	2,025,362	-359.7%	(1,830,203)	245,449	-13.4%
	Beg. Fund Balance - general fund	5,629,884	5,629,884				5,629,884					5,279,505		
	Beg. Fund Balance - Bldg Dept. OP Reserve	636,233	636,233				636,233					939,694		
	Proj. Ending Fund Balance	6,706,724	6,706,724				4,681,362					4,388,996		

RESOLUTION NO. 12-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
REAFFIRMING THE TOWNS COMMITMENT TO THE RALPH M. BROWN ACT**

WHEREAS, the Town is subject to the Ralph M. Brown Act. The Act is California's "sunshine" law for local government and is found in the California Government Code beginning at Section 54950. The Act requires that *Public boards, commission, and councils shall take their actions openly and deliberations shall be conducted publicly*; and

WHEREAS, Effective November, 2012, the California State Legislature enacted revisions to the Brown Act, that predominantly affect the noticing requirements; and

WHEREAS these revisions were enacted to limit the State's exposure to unfunded mandate requirements; and

WHEREAS, the revisions limit the continued efficacy of the Act with respect to encouraging public discussion; and

WHEREAS, the two key provisions of the Brown Act that ensure that the public's business is conducted openly are the requirements that legislative bodies post agendas prior to their meetings (Sections 54954.2, 54955 and 54956) and that no action or discussion may occur on items or subjects not listed on the posted agenda (Section 54954.2(a)(2));

NOW, THEREFORE BE IT RESOLVED, that the Town desires to continue its compliance with the requirements of the Brown Act regardless of changes to certain provisions of the Act that have been reduced or removed; and

FURTHER, BE IT RESOLVED that the City Council of the Town of Atherton does hereby reaffirm its commitment to providing to the best of its ability transparency and open government to keep the community informed so they can keep control of their government.

PASSED AND ADOPTED at a meeting of the City Council of the Town of Atherton held on the 19th day of December, 2012 by the following vote:

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 19th day of December, 2012 by the following vote:

<i>AYES:</i>	<i>COUNCILMEMBERS:</i>
<i>NOES:</i>	<i>COUNCILMEMBERS:</i>
<i>ABSENT:</i>	<i>COUNCILMEMBERS:</i>

ABSTAIN:

COUNCILMEMBERS:

William R. Widmer, MAYOR
TOWN OF ATHERTON

ATTEST:

Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF DECEMBER 19, 2012

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE
OF COMPLETION FOR THE 2012 CAPE/SLURRY PROJECT,
PROJECT NUMBER 56052**

RECOMMENDATION

Accept work and authorize recording of a notice of completion for the 2012 Cape/Slurry Project, Project Number 56052.

INTRODUCTION

The Council awarded a contract in June 2012 to Graham Contractors, Inc. for \$452,869.60. Work under the contract has been completed.

ANALYSIS

The original contract price was for \$455,021.00. There were quantity decreases of \$2,151.40 bringing the total contract to \$452,869.60. The contract changes were as follows:

1. Original Contract	\$455,021.00
2. Quantity Increases/Decreases	(\$ 2,151.40)
3. <u>Change Orders</u>	\$ 0.00
TOTAL	\$452,869.60

FISCAL IMPACT

Staff Report
December 19, 2012
Page 2 of 2

Funds (Gas Tax funds, Measure A funds, Vehicle Registration funds, and Road Impact Fee) in the amount of \$550,000 are budgeted for this project in FY 2012-13. The final cost of this project is \$452,869.60.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

George Rodericks
City Manager

Attachment: Notice of Completion

RECORD REQUESTED BY:

TOWN OF ATHERTON
AND WHEN RECORDED MAIL TO:

CITY CLERK, TOWN OF ATHERTON

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

No fee pursuant to Government Code Section 6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

TOWN OF ATHERTON
NOTICE OF COMPLETION

2012 CAPE/SLURRY PROJECT
PROJECT NO. 56052
ATHERTON, CALIFORNIA

NOTICE IS HEREBY GIVEN THAT Michael Kashiwagi, Engineer of Work for the Town of Atherton, County of San Mateo, California, on the 30th day of November 2012 did file with the City Clerk of said Town a Certificate of Completion for the work described in the construction contract awarded to Graham Contractors, Inc. on the 18th day of April, 2012, said contract being executed on the 18th day of June 2012.

That said work and improvements were accepted as completed on the 19th day of November, 2012 and that acceptance for completion of said work was ordered by Motion of the City Council of said Town, adopted on the 19th day of December, 2012, and that the name of the surety on the Contractor's bond for performance, labor and materials on said project is Travelers Casualty and Surety Company of America, One Tower Square, Bond/5PB, Hartford, CT 06183.

That said work and improvements consisted of type II micro-slurry and cape seals as described in the plans and specifications approved by the City Council of the Town of Atherton pursuant to motion, adopted the 18th day of April, 2012.

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

BY: _____
City Engineer

Date

ATTEST: _____
City Clerk

Date

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

Atherton, CA
(Date and Place)

(Signature)

**TOWN OF ATHERTON
CERTIFICATE OF COMPLETION**

PROJECT NAME: 2012 CAPE/SLURRY PROJECT
PROJECT NUMBER: 56052
LOCATION: Various Streets

NOTICE IS HEREBY GIVEN:

1. That on November 19, 2012, the Public Works project known as 2012 CAPE/SLURRY PROJECT, Project Number 56052 was completed in accordance with the plans and specifications as required by the Town of Atherton.
2. That the name and address of the party filling this notice is:
Town of Atherton
91 Ashfield Road
Atherton, California 94027
3. That the name and address of the Contractor responsible for the construction of the project is:
Graham Contractors, Inc.
860 Lonus Street
San Jose, CA 95159
4. That the name and address of the Contractor's surety is:
Travelers Casualty and Surety Company of America
One Tower Square
Bond/5PB
Hartford, CT 06183
5. That the project is described as:
Type II micro-slurries and cape seals, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 19th day of December, 2012.

BY: _____
Michael Kashiwagi, P.E. _____
Public Works Director **Date**

ATTEST: _____
Theresa Della Santa _____
City Clerk **Date**



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF DECEMBER 19, 2012

**SUBJECT: ADOPTION OF A RESOLUTION AUTHORIZING THE FILING
OF AN APPLICATION FOR FEDERAL ONE BAY AREA GRANT
PROGRAM (OBAG) SURFACE TRANSPORTATION PROGRAM
(STP) FUNDING FOR THE ATHERTON AVENUE/FAIR OAKS
LANE/MIDDLEFIELD ROAD MAINTENANCE PROJECT**

RECOMMENDATION:

Adopt a resolution authorizing staff to submit an application for Surface Transportation Program (STP) grant funds for Atherton Avenue/Fair Oaks Lane/Middlefield Road Maintenance Project, committing the required 11.47% local match and stating the assurance of the Town to complete the project.

INTRODUCTION:

The One Bay Area Grant (OBAG) Program is a new funding approach that better integrates the region's Federal transportation program with California's Sustainable Communities Law (Senate Bill 375, 2008) and the Sustainable Communities Strategy.

In November 2012, the City/County Association of Governments of San Mateo County (C/CAG) issued a call for local street and roads projects to be funded by the Surface Transportation Program (STP). The STP provides Federal Funds for the development of capital projects for pavement rehabilitation on local streets that are on the Federal Classification System. Project applications are due by January 31, 2013. As part of the application requirements, the Metropolitan Transportation Commission (MTC) requires

Resolutions of Local Support. The MTC recommends \$285,000 for the Town of Atherton's project in FY 2013/14. The amount is calculated based on the Town's lane miles and the population.

ANALYSIS:

The project recommended for the STP application consists of crack sealing, full depth digouts, and micro-slurry sealing the roadway along Atherton Ave. (from Alameda de Las Pulgas to Stern Lane, Elena Ave to El Camino Real), Fair Oaks Lane (from El Camino Real to Middlefield Road), Middlefield Road (from Redwood City Limit to Menlo Park City Limit). These projects are consistent with the Town's Pavement Management Program, which is a program that describes the necessary maintenance treatment to each street based upon a numerical formula that calculates the pavement condition. Streets that have a pavement condition index (PCI) rating of 70 and above should receive crack sealing, digouts, and slurry sealing.

Because of MTC requirements, funds can only be used on projects on the Federal Classification System. Atherton Avenue/Fair Oaks Lane and Middlefield Road are all on the Federal Classification System and are the highest priority streets based on PCI rating in Atherton in need of repair that qualify for this grant program.

FISCAL IMPACT:

The estimated cost for the total Atherton Ave/Fair Oaks Lane/Middlefield Road project is \$433,000. Grant funds in the amount of \$285,000 have been allocated to the Town by the MTC. The resolution requires the Town to commit the minimum matching amount of \$37,000 for this grant in FY 2013/14. The proposed FY 2013/14 budget appropriates \$150,000 for this project from the Road Impact Fees fund and includes \$37,000 in required matching funds.

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Public Works Director

George Rodericks
City Manager

Attachments: MTC Local Support Resolution

**Resolution of Local Support
MTC Discretionary Funding
Resolution No.**

**Authorizing the filing of an application for funding assigned to MTC and
committing any necessary matching funds and stating the assurance to complete the project**

WHEREAS, **Town of Atherton** (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for **\$285,000** in funding assigned MTC for programming discretion, including by not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the **Atherton Avenue/Fair Oaks Lane/Middlefield road Resurfacing Project** (herein referred to as PROJECT) for the **Local Streets and Road STP funded Projects** (herein referred to as PROGRAM); and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

WHEREAS, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. the commitment of any required matching funds of at least 11.47%; and
2. that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. that the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
4. the assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
5. that the project will comply with all project-specific requirements as set forth in the PROGRAM; and
6. that the project (transit only) will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding; and be it further

RESOLVED that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT will provide \$37,000 in matching funds; and
2. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by APPLICANT; and
4. PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount approved by MTC and programmed in the federal TIP; and
5. APPLICANT and the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and
6. APPLICANT (for a transit project only) agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and therefore be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 20th day of May, 2009, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

COUNCILMEMBERS:
COUNCILMEMBERS:
COUNCILMEMBERS:
COUNCILMEMBERS:

ATTEST:

MAYOR
TOWN OF ATHERTON

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William Conners, City Attorney



ITEM 16

Town of Atherton

Staff Report for City Council Meeting

DATE: December 19, 2012
TO: Mayor and Council Members
City Manager

FROM: Theresa DellaSanta, City Clerk
SUBJECT: Transportation Committee Appointment

City Council held a special meeting on August 9, 2012 to fill vacancies on Town committees and commissions. Since the meeting, one member of the Transportation Committee has vacated his seat. This particular member was appointed to fill a term that began on 08/09/12 and is due to expire on June 30, 2016.

The City Council resolution governing committees and commissions states, "Vacancies in any committee or commission arising from any reason, including expiration of term, shall be filled by temporary appointment of the City Council, or by annual recruitment."

The Transportation Committee has two applications. It should be noted that one application was considered during the 2012 annual recruitment; however this particular applicant withdrew his application to allow a longtime Transportation member whose term limit expired to continue his role.

Below is a list of the applicants:

Transportation Committee (1 vacancy)

Alex (Sandy) Kaye – 2012 annual recruitment applicant

Gary Lauder – New applicant

Options:

1. Appoint this member on a temporary basis until the 2013 annual recruitment
2. Appoint the member on a permanent basis to fill the term until June 30, 2016
3. Do not fill the vacancy until annual recruitment.

Recommendation: Appoint one (1) member to fill the vacancy on the Transportation Committee

ATTACHMENTS: Applications

TOWN OF ATHERTON

APPLICATION FOR APPOINTMENT TO COMMISSION OR COMMITTEE



Name: Alex R. (SANDY) Kaye

Address: 88 Shearer Drive

Home Telephone: 650-3651903 ² Date: June 5, 2012

Work Telephone: 650-961-5334 (Between 10am - 7pm Mon - Friday)

Are you registered to vote in the Town of Atherton? Yes X No

I am applying for a position on the (check one):

- | | |
|---|---|
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Park and Recreation Commission |
| <input type="checkbox"/> General Plan Committee | <input type="checkbox"/> Arts Committee |
| <input checked="" type="checkbox"/> Other: <u>Traffic</u> | |

TO THE APPLICANT:

This application form is intended to provide you with information about the body on which you would like to serve. The completed application will also help the interviewing Council Members learn more about you. In responding to the questions here, please feel free to use separate sheets of paper to expand on your answers if you wish to do so.

1. Why do you want to serve on the body for which you are submitting your application?
What particular skills, interest or experience would you bring to it if selected?

There is a need to improve the infrastructure in Atherton.
Background: Was Executive Vice president of Field Enterprises Corporation, at that time the world's largest privately held Publishing company. We owned the Chicago Sun Times, Daily News, World Book Encyclopedia, New York post and 20 other companies. Retired at the age of 40. Now serve as Founder and Board Chairman of Porta-Bote International, the largest manufacturer of portable boats worldwide.

Already served on the General Plan. Was instrumental with Jim Dobie in setting the construction hours and days companies would be allowed to operate within the town.

For more background information:

http://businessweek.com/smallbiz/content/nov2004/sb20041111_5502.htm

2. Have you attended any meeting of the body on which you wish to serve?

Yes No

Thank you for your interest in serving the Town of Atherton.

4. Have you spoken with any current or former members of the body on which you wish to serve about service on that body?

Yes No

5. Do you believe that other time demands might interfere with your ability to devote the time necessary to serve if you are selected?

Yes No

6. Vacancies occur periodically on Town commissions and committees. If you are not selected for the position for which you are applying, would you like to be considered for future vacancies occurring within one year of the date of this application?

No Yes, for (check as many as you wish):

Planning Commission

Park and Recreation Commission

General Plan Committee

Audit Committee

Arts Committee

Other: _____

FOR YOUR INFORMATION:

The two-member screening committee of the City Council will interview all applicants, if feasible. The Committee makes its recommendation of the person or persons to fill the existing vacancies to the full Council. The recommendation is not binding, although it is usually followed. Council Members may nominate others for appointment.

Council Members and Planning Commissioners must annually file a "Statement of Economic Interests", which is a public document and is forwarded to the Fair Political Practices Commission. All members of Town Commissions/Committees must be registered voters and reside in Atherton.

Service on Town bodies is without compensation. Application for reimbursement by the Town for expenses incurred in Town service may be made on forms available from the City Clerk. There is no assurance that expenses will be reimbursed.

Length of service on Town bodies is controlled by ordinance or resolution. Persons appointed may be reappointed within the restrictions of the ordinance. The fact that an individual is appointed does not necessarily mean the individual will be re-appointed. Copies of appropriate ordinances, (and statutes, if applicable) are available from the City Clerk.

Thank you for your interest in serving the Town of Atherton.



Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF DECEMBER 19, 2012

**SUBJECT: INFORMATIONAL UPDATE ON THE GRADING AND
DRAINAGE CRITERIA UPDATE**

RECOMMENDATION:

Receive information regarding proposed changes to the Town of Atherton's Grading and Drainage design criteria and standards.

INTRODUCTION:

The current grading and drainage criteria that was adopted by the Town in 2007 must be updated to comply with new regional stormwater permit requirements which became effective December 1, 2012, relating to single family dwellings. These new stormwater requirements apply to dwellings that build and/or replace 2,500 square feet or more of impervious surface, whereas existing requirements does not apply to single-family dwellings. These requirements are in the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP). The update will also incorporate requirements for non-residential developments, which are not included in the Town of Atherton's current criteria. The Town has five non-residential developments, which are as follows:

- Sacred Heart School
- Menlo School
- Menlo College
- California Water Service
- Menlo Circus Club

In mid-2012, BKF Engineers was hired to assist the Town in updating its grading and drainage standards.

DISCUSSION:

The current grading and drainage criteria, last updated in 2007, is outdated and requires updating to meet the new stormwater requirements that were effective December 1, 2012. Key components to the new stormwater requirements are:

1. Requirements now imposed on dwellings that create and/or replace 2,500 square feet or more of impervious surface, which requires runoff to be collected for reuse or to be directed into vegetated areas.
2. Storm Water Pollution Prevention Plan (SWPPP) or Erosion/Pollution Control Plan (EPCP) shall be provided prior to start of construction to handle and maintain/prevent sediments and contamination from polluting the groundwater or leaving the construction site.
3. The Town must have an emergency response plan (ERP) for developers/contractors that violate Town's adopted codes. This ERP provides the Town with legal authority to require the contractor/developer to provide effective site management.

In addition to updating the criteria to meet the new requirements, BKF Engineers has reviewed the storage detention requirement in existing grading and drainage criteria, which require the developer to detain/retain 2" of rainfall on all constructed impervious area. The primary justification for storage of 2 inches of rainfall is to mitigate existing downstream flooding problems adjacent to the Bayfront Canal. Atherton Channel is the primary contributor of runoff to the storage area upstream of Tide Gates near Bayfront Park. Atherton has been able to avoid contributing to Bayfront Canal improvements, based on flow reductions required by the existing stormwater storage policy.

Updates to the storage requirements will allow the developer to choose between 3 options based upon calculations and computer modeling of the site for their project engineer and should also serve to continue to mitigate requirements that the Town contribute to Bayfront Canal improvements. The 3 options to calculate storage requirements are:

1. Detain/retain 2" of rainfall volume on all constructed impervious areas.
2. Detain/retain 3" of rainfall volume on all constructed impervious areas with reduction for the amount of water released from the site.
3. Detain/retain rainfall volume using a Corps of Engineer computer model based on a 6-hour peak rain period.

BKF Engineers and Town staff conducted a series of meetings with stakeholders as well as public meeting with the residents of Atherton. Town staff emailed and advertised in the local newspaper to notify the stakeholders of the meetings. Stakeholders/residents were given the opportunity to review and provide comments regarding changes that are

required by the San Francisco Bay Region Municipal Regional Stormwater Permit (MRP) and changes to update the Town's requirements.

The new Grading and Drainage Criteria, which includes the new stormwater requirements and the updated stormwater storage policy, will return to the Council for adoption in January 2013.

FISCAL IMPACT:

The consultant agreement called for a not-to-exceed fee of \$74,432. The method of compensation was on a time and materials basis. Funding for this contract came from General Funds generated through revenues from building fees. As of November 20, 2012, the Town has paid BKF Engineers \$73,241.

Prepared By:

Michael Kashiwagi, P.E.
Public Works Director

Approved:

George Rodericks
City Manager

Attachments: DRAFT – Grading and Drainage Checklist
DRAFT – Grading and Drainage Criteria

Town of Atherton

Drainage Criteria 11/12/12

- A. Standard Specifications**
- B. Storm Drain Design Standards**
 - 1. Project Documents**
 - 2. Hydrologic Criteria**
 - 3. Hydraulic Criteria**
- C. Additional Permit and Notification Requirements**
- D. Basement Construction Hydraulic Criteria**
- E. Construction Site Control**
- F. Criteria References**

Tables

Tables 1A – 1D Precipitation Values

Table 2 Adjustment of Intensities with Mean Annual Precipitation

Appendix

Exhibit 1 Mean Annual Precipitation (MAP) Isohyetals

Exhibit 2 Groundwater Map

Attachment A NPDES Permit Requirements Checklist

Attachment B Operation and Maintenance Agreement

Town of Atherton Drainage Criteria

The following *Manual of Standards for Storm Drainage* supplements Chapter 8.50 and 8.54 of the Atherton Municipal Code (MC).

A. STANDARD SPECIFICATIONS

Storm drain facilities, manholes and appurtenances shall meet product and installation requirements listed in the current Caltrans Standard Specifications and Standard Plans, current APWA “Standard Plans for Public Works Construction” (commonly referred to as “The Green Book”) and associated Specifications. Standard details from other Bay Area Cities and Agencies may be used with prior approval of the City Engineer.

B. STORM DRAIN DESIGN STANDARDS

1. PROJECT DOCUMENTS

- a) A Drainage Area Master Plan, Storm Water Management Plan and either a Storm Water Pollution Prevention Plan or Erosion/Pollution Control Plan are to be submitted with all Improvement Plans. Exemptions to this requirement are listed in MC Chapter 8.54. The three plans each must be signed and stamped by a Professional Civil Engineer registered in the State of California.

Clarification: These Storm Drain Design Standards apply only to storm drain lines where flow is conveyed from buildings to off-site or where inadequate flow capacity associated with a storm drain line could cause runoff to enter a building. Storm drain lines that solely serve landscape areas where there is an overland release to an approved drainage system are exempt from the requirements of these standards.

b) Drainage Area Master Plans shall include the following information:

1) A scaled Engineering topographic map for the on-site drainage. The on-site drainage map shall document that either, (1) proposed improvements do not block subsurface or overland flow across the property, or, (2) appropriate drainage facilities are proposed to direct subsurface and overland flows around existing and proposed improvements.

2) A second map of appropriate scale, preferably 1"= 100' scale, as necessary to show large offsite drainage basins.

3) Delineated and labeled project site plan showing all existing and proposed drainage basins. The boundaries of the site plan shall extend a minimum of 10 feet outside the property line where accessible, to the centerline of all adjacent streets and to the opposite top of bank at channels. The survey requirements are described in more detail on the Town's Grading and Drainage Checklist.

4) The area in acres and the flow (Q) in cubic feet per second (cfs) of all drainage entering and leaving the site before and after development for the design storm event with associated calculations.

5) Drainage area and peak flow rates for all the drainage facilities for the design storm and 100-year storm. Hydrologic computations shall be provided that document flow rates.

6) Hydraulic computations for channel, structure and pipe sizing. Hydraulic gradients (for proposed structures or systems) shall be shown on a set of drainage plans or profiles.

7) A schedule for drainage improvements. For projects that construct greater than 5,000 square feet impervious area, stormwater detention facilities shall be in-place prior to construction of the impervious area. The schedule shall document that structures have required freeboard and that off-site flows are able

to pass through the property without increasing off-site water levels through all phases of project construction.

8) For any project that will include excavation of soils, depth to groundwater shall be reported. For portions of the Town east of Alameda de las Pulgas, groundwater depth from either Plate 2 or from a site specific Geotechnical investigation may be used. For areas west of Alameda de las Pulgas, a Geotechnical investigation is required that includes depth to groundwater.

9) A Geotechnical Report or additional soils information may be required at the discretion of the City Engineer. The Geotechnical Report is required if percolation is included as a Treatment Measure or if the lowest point of excavation is within 10 feet of the groundwater table. The Geotechnical Report shall include documentation of the soil percolation rate at the treatment measure location.

10) An Arborist Report shall be submitted in conjunction with the Storm Drain Report. The Storm Drain Report shall state measures proposed to comply with drainage recommendations contained within the Arborist Report.

c) Storm Water Management Plans shall include the following information:

1) A project description including graphics from the Drainage Area Master Plan.

2) The hydrologic setting of the site including flows from the Drainage Area Master Plan.

3) A listing of stormwater quality opportunities and constraints.

4) Best Management Practices for Source Control that would be implemented as a part of the project. A checklist shall be provided showing Town mandated source control measures. A description of supplemental source control measures shall be provided. The source control checklist can be acquired from San Mateo

Countywide Water Pollution Prevention Program (SMCWPPP) at www.flowstobay.org .

5) Best Management Practices for Treatment of site runoff that would be implemented as a part of the project. Calculations shall be included to document compliance with Section C.3 of the Regional Water Quality Control Board's Municipal Regional Stormwater Permit. The C.3 Stormwater Technical Guidance Manual can be acquired from San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) at www.flowstobay.org .

6) A Monitoring and Maintenance Program (MMP) for stormwater treatment and detention facilities shall be provided. The MMP shall include an agreement to be recorded in the County property roles stating that the property owner will maintain the Source Control and Treatment measures and that monitoring and maintenance responsibility will be legally transferred during future property transfers. The plan shall include monitoring and cleanout access points. The plan shall provide for the facility being operable for the life-time of the system. Regulated projects (single family residential is not considered as "Regulated") must provide for inspection as required by the Municipal Regional Stormwater Permit in the MMP.

7) Non-residential projects that create and/or replace at least 2,500 square feet of impervious area, but less than 10,000 square feet of impervious surface, or stand-alone single family home that creates and/or replaces 2,500 square feet or more of impervious surface are required to incorporate at least **one** of the following site design measures:

- a) Direct roof runoff into cisterns or rain barrels for use in conformance with Bay Area Stormwater Management Agencies (BASMAA) Bulletin "Rain Barrels and Cisterns, Stormwater Control for Small Projects".
- b) Direct roof runoff onto vegetated areas in conformance with BASMAA Bulletin "Landscape Designs for Stormwater Management, Stormwater Control for Small Projects"

- c) Direct runoff from driveways/uncovered parking lots onto vegetated areas *in conformance with BASMAA Bulletin “Landscape Designs for Stormwater Management, Stormwater Control for Small Projects”*
- d) Construct sidewalks, walkways, and/or patios with permeable surfaces in conformance with BASMAA bulletin “Pervious Pavement, Stormwater Control for Small Projects”.
- e) Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces in conformance with BASMAA bulletin “Pervious Pavement, Stormwater Control for Small Projects”.

A combination of these measures may be used at a site.

8) Storm Water Pollution Prevention Plan (SWPPP) or Erosion/Pollution Control Plan (EPCP) shall be provided prior to start of construction in conformance with Section E of these Standards. All projects shall include the San Mateo County, Construction BMP Plan Sheet, currently found at:

<http://www.flowstobay.org/pdfs/bmp/Construction%20Series/SWPPP.pdf>.

2. HYDROLOGIC CRITERIA

- a) On-site structures, on-site drainage facilities and on-site bridges shall be designed to convey the peak design flows for the following storm return periods for the total tributary basin area with full build-out based on general plan land use and shall provide the following freeboard.

1) Drainage Systems

25-year event with at least 0.50 feet freeboard at top of inlets where freeboard is the difference between the top of the inlet/grate and the design water level (in this case the 25-year water level). Landscape areas that have a surface release to an approved storm drain system are exempt from this requirement.

2) Bridge Structures

Where analyses show that there is existing channel capacity for the 100-year flow event with 1-foot freeboard to the top of bank, existing abutments may be reused in place. If there is not adequate freeboard, abutments must be relocated. New and relocated abutments for the bridge shall be on the overbank at least five feet horizontal from the top of bank. At the abutment, there shall be at least 1 foot of freeboard to the lowest elevation on the bottom of the structure for the 100-year event or largest flood of record, whichever is greater. Alternatively, at least 1 foot of freeboard shall be provided above the higher of, (1) the top of bank of the Atherton Channel, and (2) the proposed overbank elevation 5 feet horizontal from the channel. If the top of bank/overbank elevation is used, the 1 foot freeboard shall be maintained between the top of bank and the abutment.

The developer shall provide the Town of Atherton with an agreement that indemnifies the Town of Atherton of any liability associated with a bridge failure or of any liability associated with the channel constriction caused by the bridge. The agreement shall be provided as a part of the building permit documents. The indemnity agreement shall be prepared on a case by case basis and shall be subject to approval by the City Attorney. As a minimum, the agreement shall include indemnification against bridge and other property damage and any death or injury associated with water level, flow velocity, sediment, debris and scour at the bridge.

3) Buildings on Property adjacent to Creeks and Channels

Minimum finished floor elevation at least one foot above top of bank or 100 year flood elevation, if that is determined.

4) All Other Structures

Project shall provide at least 1 foot freeboard to the minimum finished floor during a 100-year flood based on a combination of overland flow and flow through the storm drain system. The Director of Public Works may allow the minimum finished floor elevation of non-habitable structures to be lower provided flood proofing is included that accommodates water levels up to

one foot above the 100-year water level.

The level of protection may be required to be greater than the minimum cited above if, in the opinion of the Director of Public Works, project failure would cause potential loss of life and/or unreasonable economic loss.

- b) Documentation shall be provided to confirm that site improvements do not increase water levels on upstream properties during the 2, 10, and 100-year storm events. Documentation shall show that runoff to the property and site runoff both have positive drainage across the site, and that runoff is directed away from on-lot buildings.

- c) *The Town requires stormwater detention for the purpose of reducing peak flows to downstream creeks and channels. Stormwater detention is required for projects that create or replace greater than 5,000 square feet impervious surface. For projects that create or replace more than 25,000 square feet of impervious area, no credit is given for existing impervious surface that is removed. For projects that create or replace less than 25,000 square feet of impervious surface and have less than 50 percent impervious coverage on the parcel, only the net increase in impervious area is subject to the requirements of this section. For projects that create or replace less than 25,000 square feet of impervious surface and have more than 50 percent impervious area, no credit is given for the existing impervious surface that is removed that is in excess of 50 percent of site impervious surface. Credit is given for impervious surface removed that is less than 50 percent of the site area.*

- d) *Once upgrades are completed to the Bayfront Canal such that a 25-year storm event is contained in the Canal, projects that create or replace greater than 25,000 square feet and will have a total site impervious area less than 50 percent of the total site area will receive credit for existing impervious surface and must only detain for the increase in impervious surface. For projects that create or replace greater than 25,000 square feet of impervious surface and have more than 50 percent impervious area, no credit is given for the existing impervious surface that is removed that is in excess of 50 percent of site impervious surface.*

Credit is given for impervious surface removed that is less than 50 percent of the site area.

e) *Three options are provided for detaining stormwater.*

Option 1: Detain two inches of rainfall over the impervious area determined from Section B2c with no reduction for discharge from the storage area.

Option 2: Detain three inches of rainfall inflow over the impervious area less the volume of runoff associated with stormwater released from the basin. The peak release rate shall be the 100-year rainfall, 24-hour inflow volume over a 24-hour period. A higher rate of release is allowed if the calculated orifice size would be less than 1 inch diameter for a gravity release or less than that pumped by a 1/3 horsepower pumping unit, in which case, these minimum sizes are acceptable at each historic release point from the site. The required storage is the total inflow volume associated with three inches rainfall less the outflow of 6 hours discharge based on a constant discharge at the peak release rate, (A minimum storage volume of 0.06 cubic feet storage per square foot of impervious surface is required).

Option 3: Detain such that there is no increase in the runoff volume from the site during the 6-hour peak rainfall period of a 24-hour storm event. In addition, for projects that drain to Atherton Channel, the project shall document that there is no increase in the peak rate of runoff within the Atherton Channel (based on flow presented to the nearest 0.1 cfs) with the project. The Town's Corps of Engineers HEC-HMS model shall be used to document the changed flow conditions in the Atherton Channel. (For projects greater than 25,000 square feet, the increase is from the undeveloped condition of the site, for less than 25,000 square feet, from the existing development condition of the site. Once upgrades to Bayfront Canal are completed, detention will be based on existing conditions of the site.)

Historic release locations shall be maintained. If there are multiple historic release points, a separate outfall is needed for each release point. Storage is required in all portions of the Town and within the Atherton Channel Drainage

District. Detentions basins may discharge to either (1) groundwater, (2) the Town storm drain system as gravity flow, which includes gutter flow if no storm drain line is present, or (3) the Town storm drain system as pumped flow.

- f) Percolation from detention ponds is allowed only if a Geotechnical Report shows that there will be at least a 10-foot separation from the groundwater table and that percolating water in excess of the natural percolation rate for the site will not seep onto other properties. Raising the groundwater table by seepage is accepted. If the bottom of the storage basin is within 10 feet of the groundwater table or affects seepage to other properties, a low permeability barrier designed to mitigate the effects of the seepage is required. Infiltration devices shall be located at least 100 feet away from water supply wells.

If percolation is used, the Geotechnical Report shall verify that all soils down to the groundwater level will percolate at the minimum rate recommended for design.

- g) Use of the Rational Method is satisfactory for small drainage areas (< 200 acres). Analyses for projects with drainage areas greater than 200 acres shall be based on Hydrograph Methods following procedures listed in the (current at the time of permit application) Santa Clara County Drainage Manual.
- h) For areas less than 200 acres, use rational formula $Q=CIA$ to determine the peak flow rate. The rainfall intensity shall be calculated using the following equations:

$$I_{2\text{-year}} = 3.67 * K_2 / \text{Time of Concentration}^{0.50}$$
$$I_{10\text{-year}} = 6.18 * K_2 / \text{Time of Concentration}^{0.50}$$
$$I_{25\text{-year}} = 7.39 * K_2 / \text{Time of Concentration}^{0.50}$$
$$I_{100\text{-year}} = 9.61 * K_2 / \text{Time of Concentration}^{0.51}$$

Where K_2 is the correction factor for the Town of Atherton, which varies with Mean Annual Precipitation (MAP). Tables 1A, 1B, 1C, 1D and 2 present data used for the intensity-duration-frequency equation. Tables 1B lists the

precipitation values for the San Francisco Bay Area modified for the Town of Atherton, 10-year event, with a Mean Annual Precipitation (MAP) of 18 inches. Exhibit 1 shows the MAP within Atherton. Table 2 is the adjustment in rainfall intensity with respect to different MAPs.

- i) Runoff Coefficients shall be as follows:

"C" Factor (10-Year Event)	Description
0.30	Parks and Open Areas
0.50	Residential (R-1) Areas (predominate in Atherton)
0.70	Multiple Dwelling and Single-Family Attached Areas
0.90	Paved Areas
0.95	Roof Areas

The 10-year Runoff Coefficients shall be multiplied by 1.1 for the 25-year event and by 1.25 for the 100-year event. The maximum runoff coefficient is 1.0.

(For combined paved and unpaved areas, a "weighted" C-factor shall be used, with a maximum C-coefficient of 1.0 used in the weighting equation.)

Runoff Coefficients for the Town of Atherton are assumed to be 0.5 for Residential suburban land uses. Specific exceptions are for schools, parks and other large land uses that are within the Town, and shall be calculated accordingly. The Runoff Coefficient of 0.5 was established by Nolte in the Town-wide Drainage Study dated June 28, 2001.

- j) An initial time of concentration at the first catch point or concentration point of 5 minutes shall be used for steep (greater than 4:1 slope) and/or small (less than 100 feet to inlet) drainage areas and 10 minutes otherwise. The time of concentration shall be increased using the calculated flow time in pipe or drainage swale. For large drainage areas, the initial time of concentration is estimated from the equation below:

$$T_c = 10 + 0.0078 \left(\frac{L^{3/2}}{H^{1/2}} \right)^{0.77}$$

- where:
- L = the maximum length of travel, in feet.
 - H = the difference in elevation along the effective slope line, in feet.
 - T_c = the time of concentration, in minutes.

k) Runoff to Adjoining Property

Runoff may flow to adjoining property so long as it meets all three of the following conditions:

- 1) The peak flow rate is consistent with the pre-development runoff pattern.
- 2) The portion of the flow associated with project development is detained in accordance with Town Requirements.
- 3) The flow is spread consistent with the pre-development release from the site.

Flow may be concentrated at a release point provided that an easement or written agreement is obtained from the downstream property owner. If an easement is not obtained, the peak flow rate and velocity at the property boundary shall be less than or equal to the pre-project condition peak flow and velocity for the 2, 10, 25 and 100-year storm events.

l) Calculation of Runoff within Atherton Channel

The peak flow rate within Atherton Channel shall be computed using the Unit Hydrograph Method described in the t (current at the time of permit application) Santa Clara County Drainage Manual. The Town has an existing HEC-HMS computer model of Atherton Channel that shall be used as a basis for calculating peak flow rates and runoff hydrographs. The model may be refined using improved information including survey, soil information or more refined information. Precipitation shall be based on the alternating block method and

shall be based on rainfall intensity rates presented in Section 2(f) adjusted for mean annual precipitation unless approved by the City Engineer.

3. HYDRAULIC CRITERIA

a) Starting Water Level – Piped System

- 1) *Discharge to a Creek or Channel – Where practical, the systems are analyzed using the peak 25-year water levels for Atherton Channel and Redwood Creek, whichever is applicable. In lieu of analyzing the 25-year water level in the Channel, a water level at the top of the channel bank may be used.*
- 2) *Discharge to (1) a Town Storm Drainage System, or (2) curb side system where a drainage system is not present – The on-lot drainage system shall be evaluated using a starting water level that is the 25-year water level in the downstream system. If approved by the City Engineer in advance, the 25-year water level in the off-site system may be determined using the following simplifying approaches:*
 - i. *If discharging to a storm drain, a starting water level 1 foot below the rim elevation at the connection point may be used.*
 - ii. *If discharging to a roadside ditch, a starting water level 0.25 feet above edge of pavement may be used.*
 - iii. *If discharging through a curb drain to a gutter, a starting water level 0.5 feet above gutter flow line may be used.*
- 3) *Discharge to Storage Area – Storm drain systems sized to convey runoff to a storage facility shall be sized based on the storage facility being full at the peak of the storm event unless detailed hydrographic analyses are provided based on the methodology presented in the Santa Clara County Drainage Manual.*

b) The effect of debris, erosion, and channel bedload during flood flows shall be

considered in the design of culverts and bridge structures.

- c) *Where pump stations are used, discharge shall leave site as gravity flow with an air break provided, i.e., by a catch basin, that will: (a) protect the property by allowing the pumped flow to safely flow out if the gravity portion is clogged, and (b) readily indicate that the gravity portion is clogged.*
- d) *All drainage facilities, including treatment devices, shall completely dewater within 96 hours of the end of a rainfall event. Pumping facilities may be required to assure that complete dewatering occurs within 96 hours.*
- e) *All drainage facilities draining into the channel or other drainage system that may cause backflow above the lowest rim in the drainage system during a 100-year storm event shall include a backflow prevention device. The top of bank may be used in-lieu of calculating a 100-year water level.*
- f) **Hydraulic Analysis and Design**
Storm drainage and flood protection systems must be sized so that design flows can be collected, conveyed, and safely discharged to receiving waters while meeting general drainage and freeboard requirements. Hydraulic analysis shall be conducted following current, at the time of permit application, Santa Clara County Drainage Manual guidelines. For drainage areas under 5 acres, overland flow depths may be calculated using Manning's Equation with normal depth. For drainage areas greater than 5 acres, a steady state, two dimensional flow model, such as the Army Corps of Engineers River Analysis System, HEC-RAS computer model shall be used.

C. Additional Permit and Notification Requirements

1. ***Prior to issuance of the Building Final, the Engineer of Record shall certify that the construction is in general conformance with the plans based on a visual inspection of underground structures prior to backfill and finished site conditions.***
2. *All underground storm drain mains and Creek culverts constructed within the Town's right-of-way shall be located under the direct responsible charge of a California Licensed Land Surveyor (CA LLS) (for these regulations, a Civil Engineer that received a*

Professional Engineering license prior to the 1982 change in survey requirements may also be used where standards call for a CA LLS) prior to backfilling for the purpose of assuring their correct location and slope. A CA LLS shall prepare and submit to the Town a letter certifying the storm drain/culvert location. This does not apply to laterals that originate on private property or to lines between a catch basin/drain inlet and a main line.

3. Every project shall provide the Town with a completed “NPDES Permit Compliance Checklist” (Attachment A). The checklist shows the requirements needed in order to prevent stormwater pollution as part of the San Mateo Countywide Water Pollution Prevention Program (SMCWPPP).
4. Projects with a disturbed land area (graded, cleared, or otherwise impacted) over one acre will need to file a Notice of Intent (NOI) and obtain a Waste Discharge Identification Number (WDID) from the State Water Resources Control Board, and must prepare a Stormwater Pollution Prevention Plan (SWPPP) and Stormwater Management Plan.
5. Developers are required to sign an Operations and Maintenance Agreement for any new permanent control measures. The Operations and Maintenance Agreement shall be based on the Town’s model Operations and Maintenance agreement (Attachment B).
6. San Mateo County Mosquito Abatement District shall be notified of location where standing water may occur for greater than 48 hours. See the County’s Vector Control Plan for guidance on how to address potential mosquito breeding habitat.

D. Basement Construction Hydraulic Criteria

1. *Basement construction shall not impact groundwater within the Town. If any portion of a building is constructed below the existing ground surface, measures shall be taken to not impede seepage or groundwater flows. Construction shall not release contaminants into the groundwater. Measures to maintain seepage and groundwater flow around the basement include placement of a subdrain consisting of drain rock and perforated pipe that allows passage of flows around subsurface structures. Measures to prevent contamination of groundwater include placement of protective barriers to prevent the release of construction materials into the groundwater.*
2. *Pumping of groundwater to the Town drainage system during construction is accepted for a period not to exceed two weeks. If pumping is required for more than two weeks, pumping shall be to injection wells or by other means, with the approval of the City Engineer. For purposes of this requirement, a Geotechnical Engineer shall certify a Historical High Groundwater Level. The Geotechnical Engineer shall incorporate the groundwater levels presented in Exhibit 2. Seepage water, direct rainfall and nuisance flows may be pumped from the site at any time, however, the pump intake may not be lower than the historical high groundwater elevation except for during the two week period of allowed groundwater pumping. Non-stormwater discharge from a site may only occur only with prior approval of the San Francisco Bay Region Water Quality Control Board.*
3. *No groundwater pumping is acceptable after completion of construction. Seepage water, direct rainfall and nuisance flows may be pumped from the site at any time, however, the pump intake may not be lower than the historical high groundwater elevation. Subdrains are allowed to facilitate dewatering above the historic groundwater level. Underdrains are allowed but must be at least two feet above the historic groundwater level.*
4. *Basement areas shall be hydraulically isolated from runoff that would occur during a 100-year storm event. Runoff includes Creek flows and overland flows from upstream drainage areas. Calculations shall show that there is at least 1 foot of freeboard*

protecting all entrances to the basement. The 100-year water level shall consider local overland flow, regional drainage and Creek water levels.

5. *All basement access points including ventilation facilities, windows, doors, etc. must either be (1) at least one foot above the 100-year water level, or (2) protected by waterproof barriers that provide one foot protection above the 100-year water level.*
6. *Calculations shall be provided that document that the building can withstand loadings, including buoyancy, based on a water level at the 100-year overland flow water level.*
7. *Pumping of light wells shall be hydraulically isolated from other site pumping and from the underdrain system.*
8. *Light wells or other below grade areas adjacent to a potential opening to a basement, such as a window or door, shall have sufficient storage to contain a minimum of 6-inches rainfall below the lowest opening to the basement. No additional freeboard is required. Storage is based on a condition with a pump not operating.*

E. Construction Site Control

1. Legal Authority for Effective Site Management - The Town of Atherton Building Inspectors and City Engineer are authorized to require effective stormwater pollutant controls, and escalate progressively stricter enforcement to achieve expedient compliance and clean up at all public and private construction sites.
2. Implementation Level
 - (1) Atherton Building Inspectors and City Engineer have the legal authority to require that all construction sites maintain year-round, effective erosion control, run-on and runoff control, sediment control, active treatment systems (as appropriate), good site management, and non storm water management through all phases of construction (including but not limited to site grading, building, and finishing of lots) until the site is fully stabilized by landscaping or the installation of permanent erosion control measures.

(2) Town of Atherton Building Inspectors and City Engineer have the legal authority to oversee, inspect, and require expedient compliance and clean up at all construction sites year round.

3. Best Management Practices Categories

For sites with less than 1 acre disturbed soil, an Erosion/Pollution Control Plan (EPCP) shall be submitted as a part of the grading and drainage plan permit review. For sites greater than 1 acre of disturbed soil area, a Stormwater Pollution Prevention Plan (SWPPP) shall be submitted. The EPCP shall follow outlines similar to a SWPPP or a Caltrans Water Pollution Control Plan. The EPCP for all construction sites shall include site specific, and seasonally- and phase-appropriate, effective Best Management Practices (BMPs) in the following six categories:

a) Erosion and sediment control BMPs

- A schedule of earthwork shall be provided in the EPCP. The City Engineer shall have discretion and authority to allow grading during the rainy season. To the extent practical, major soil disturbing construction activities should be conducted in the non-rainy season between April 15 to October 15. Erosion and sediment controls shall be operable year round
- preserve natural features, vegetation and soil
- Stabilize soils
- Protect slopes
- Protect storm drain inlets
- Use perimeter sediment control
- Use stabilized construction exits
- Provide wind erosion control

b) Run-on and Run-off Control

c) Sediment Control

d) Active Treatment Systems (as necessary)

e) Good Site Management

- Manage Material handling and waste
- Manage Building materials stockpiles

- Manage washout areas (concrete, paints, stucco, etc.)
- Control vehicle/equipment fueling to contractor's staging area
- Clean vehicle and equipment
- Prevent and control Spills

f) Non Stormwater Management.

These BMP categories are listed in the State General NPDES Permit for Stormwater Discharges Associated with Construction Activities (hereinafter the Construction General Permit).

The BMPs used at a site shall target specific pollutants within these six categories listed in Section 3i and shall be site specific. Site specific BMPs targeting specific pollutants from these six categories can be a combination of BMPs from:

- California BMP Handbook, Construction, January 2003.
- Caltrans Stormwater Quality Handbooks, Construction Site Best Management Practices Manual, March 2003, and addenda.
- California Regional Water Quality Control Board, San Francisco Bay Region, Erosion and Sediment Control Field Manual, 2002.
- New BMPs available since the release of these Handbooks.

g) Plan Approval Process

Before issuance of a grading permit, Contractor shall provide the following:

(1) The site EPCP or SWPPP that is consistent with these requirements and contains appropriate and adequate BMPs.;

(2) For sites disturbing one acre or more of soil, documentation shall be provided that a Notice of Intent for permit coverage under the Construction General Permit has been filed. The grading permit can be approved on a provisional basis prior to final certification on the State of California's Storm Water Multi Application and Report Tracking System (SMARTS). No site disturbance may occur until a Waste Discharge Identification Number (WDID No.) is received for the project.

h) Enforcement Response Plan (ERP)

The Town of Atherton has developed and is implementing an ERP that serves as a reference document for inspection staff to take consistent actions to achieve timely and effective compliance from all public and private construction site owners/operators.

Implementation Levels

- (1) The site owner/operate shall implement measures described in the EPCP or SWPPP.
- (2) When a site owner/operator does not comply with the requirements of the EPCP or SWPPP, the ERP includes required enforcement actions – including timeframes for corrections of problems – for various field violation scenarios. All violations shall be corrected in a timely manner with the goal of correcting the violation prior to the next rain event but no longer than 10 business days after the violations are discovered. If more than 10 business days are required for compliance, the site owner/operator shall provide the Town with a rationale that will be recorded in the Town’s electronic database or equivalent tabular system.
- (3) If site owners/operators do not implement appropriate corrective actions in a timely manner, or if violations repeat, Town of Atherton will take progressively stricter responses to achieve compliance. The ERP includes the structure for progressively stricter responses and various violation scenarios that evoke progressively stricter responses.

F. Criteria References

1. The design of storm drainage facilities shall conform to standard accepted engineering practices. Common reference texts/web sites are:
 - "Handbook of Hydraulics," King & Brater
 - "Street and Highway Drainage," The Institute of Transportation, University of California
 - "Highway Design Manual," CalTrans
 - "Practices in Detention of Urban Stormwater Runoff, Special Report No. 43," American Public Works Association '
 - "Suggested Criteria for Hydrologic Design of Storm Drainage Facilities in the San Francisco Bay Region, California," United States Department of the Interior, Geological Survey
 - ASCE Manual of Engineering Practice No. 37
 - "Open-Channel Hydraulics," V.T. Chow
 - "A Guide to Hydrologic Analysis Using SCS Methods," McCuen
 - "Santa Clara County Drainage Manual 2007" Santa Clara County
 - US Army Corps of Engineers Hydrologic Engineering Center – www.hec.usace.army.mil – HEC-RAS and HEC-HMS Documentation
 - California Department of Transportation (CalTrans) www.dot.ca.gov/hq/construc.stormwater.manuals.htm SWPPP WPCP Preparation Manual that can also be used as a template for Erosion/Pollution Control Plans

BUILDING DEPARTMENT

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



GRADING AND DRAINAGE CHECKLIST

Project Address _____
Applicant Name _____ Telephone _____
Applicant and/or Property Owner Signature(s) _____ Date _____

Thresholds Requiring a Grading and Drainage Permit – Use to determine if a permit is required. If any item is checked, a Grading and Drainage Permit is required, see submittal requirements on the following pages for a complete submittal list.

Applicant's
Initials

- ___ Land area disturbed is more than ¼ acre
- ___ If there are any existing or finished site slopes greater than or equal to 10% that are more than 4 feet vertical within the limits of construction (excepts walls attached to buildings). (ie. if any two points within the limits of construction and within 40 feet or less of each other have a vertical grade difference of 4 feet or more, the box should be checked.)
- ___ Earthwork volume totaling more than 50 CY of combined cut plus fill (Pool, crawl space and Basement Excavation is excluded if hauled away from the site)
- ___ Diversion of runoff (Changing the location where runoff leaves the site) from more than or equal to 5,000 SF
- ___ Creating or Replacing Impervious surface of more than or equal to 2,500 SF (Repair is excluded). *See Note following page
- ___ Drainage way blocked or capacity/characteristic modified
- ___ Land disturbing activities within 100 FT of the top of bank of a defined watercourse (top of bank is at the discretion of the City Engineer)
- ___ Basement excavation within 10 feet of historic groundwater levels defined in the Town's Drainage Criteria or as determined by Geotechnical investigation

<http://www.ci.atherton.ca.us/pdf/publicworks/Drainage%20Criteria%20Final.pdf>

Thresholds for Regulated Projects Requiring Compliance with Municipal Regional Stormwater NPDES Permit Provision C.3. New Development and Redevelopment Performance Standards. Refer to Order below for requirements.

___ Impervious surface of more than 2,500 square feet*

<http://www.flowstobay.org/documents/municipalities/municipalities/NPDES%20Permit%20R2-2009-0074%20Oct142009.pdf>

*Note: For purposes of this Checklist, the following definitions apply:

Creation of impervious area is covering a surface that is currently soil or any other pervious surface with a surface that prevents the land's natural ability to absorb and infiltrate rainfall. Impervious surfaces are continuous watertight pavement or covering. A roof is an impermeable surface. Standard concrete, asphalt and decomposed granite with binder used are examples of impervious material. Other surfaces are subject to City Engineer discretion. Typical uses include walkways, patios, driveways parking lots and storage areas.

Repair of impervious surface is resurfacing an existing impervious surface or removing an existing impervious surface and replacing with an impervious surface within the same footprint as the existing impervious area at a grade within 4 inches of the original surface at all locations. To be considered repair, all construction refuse must be disposed of off-site. Note that any repair that is part of a larger project that otherwise triggers a site Grading and Drainage Permit is considered as replacement.

Replacement of impervious surface is removal of any existing at-grade impervious surface, including building foundations, and replacing with an impervious surface outside the original footprint and/or at a grade that deviates by more than 4 inches from the original grade.

Clarifications:

Roof replacement is not considered as at-grade and therefore does not trigger a Grading and Drainage Permit. Resurfacing a driveway where there is no change outside the footprint of the existing driveway, the grade change is less than 4 inches at all locations, and all demolished material is hauled off of the site is considered as repair and does not trigger a Grading and Drainage Permit.

Permit Type:

- ___ Without Detention System
___ With Detention System
___ With Multiple Detention Systems

Minimum Grading and Drainage Submittal Requirements

___ Title Sheet

Including but not limited to: project site, vicinity map, basis of bearings, general notes, owner information, sheet index, legend, etc. Exhibit data sufficient to show relationship of project to all permit thresholds.

1. Provide the full address of the property on which the Project is located.
2. Provide the Assessor's Parcel Number (A.P.N.) of the property on which the Project is located.
3. Provide a vicinity map, of sufficiently large scale and sufficient clarity to be clearly legible, showing the Project location and identifying the streets around the Project. Indicate the scale and the direction North on the map.
4. Provide the name(s) and current address(es) of the owner(s) of the property on which the Project is located.
5. Provide the name and current address of the Project Architect and the Project Civil Engineer.
6. Provide the name and current address of the geotechnical engineering firm that produced the Soils Report for the Project, and reference the date of the Report.
7. Provide the name and current address of the structural engineering firm that designed the Project's retaining walls over 4' tall and any other structures.
8. Indicate the total area of the property on which the Project is located.
9. Indicate the total area of new (new or replaced) impervious surface and the total area of impervious surfaces before and after the Project. Clearly show which areas are being replaced and which are to remain.
10. Indicate the total area of land disturbed for the Project.
11. Provide a breakdown, and totals, of all cut and fill quantities.
12. Provide an Index to the drawings.
13. Provide the date of the current version or revision on each sheet of the drawings.
14. Provide a haul route (truck routing) plan. The routing plan shall include the minimum use of residential streets and route trucks to the nearest arterial that will access the nearest state highway.

General Notes & Specifications may be provided on the Title Sheet or provided on a Separate Sheet

Including, but not limited to, the following information regarding Town requirements.

1. Add a note to read: "All work shall be in accordance with the current Town of Atherton Municipal Code and construction regulations, as well as with the regulations of all other government agencies with jurisdiction."
2. Add a note to read: "No work shall be started without first notifying the Building Department at (650) 752-0560, at least 48 hour prior to commencing."
3. Add a note to read: "Work, including deliveries and movement of machinery, is only allowed between 8AM and 5PM, Monday through Friday. No work is allowed on weekends or legal holidays."
4. Add a note to read: "All work within the public right-of-way will require an encroachment permit from the Town of Atherton."
5. Add a note to read: "The contractor shall keep adjacent roads and streets open for travel by the public, adjacent property owner, their visitors and guests at all reasonable times. Blockage of a street or road exceeding five minutes is a violation of the Town of Atherton municipal code."
6. Add a note to read: "Any construction site that is visible from the public right-of-way must be adequately screened to the satisfaction of the building official. Screening shall consist of materials approved by the building official and must be identified on these plans."
7. Add a note to read: "Any disturbance of the water service lateral or meter must be approved in advance by California Water Service Company, Bear Gulch District, at 3351 El Camino Real, Suite 190, Atherton, CA 94027-3844; phone (650) 367-6800 (regular or off-hours)."
8. Add a note to read: "Any disturbance of the sanitary sewer cleanout, or the sewer lateral downstream of the cleanout at the property line must be approved in advance by the West Bay Sanitary District, 500 Laurel Street, Menlo Park, CA 94025; phone (650) 321-0384 (regular or off-hours)." or "the Fair Oaks Sanitary District, 555 County Center – 5th Floor, Redwood City, CA 94063; phone (650) 363-4100 (regular or off-hours)."
9. Add a note to read: "No connection is allowed between the storm water collection and treatment systems and the sanitary sewer system."
10. Add a note to read: "All drainage-system pipes must be inspected before covering. Inspection can be done in stages as backfilling proceeds, to allow support to be provided before installing pipes that enter the sides of structures."

Existing site topographic survey, Boundary Information and Impervious Surface Drainage Area and Disturbed Area Breakdown Plan

Extend at least 10 feet outside of property line (1) on public right-of-way and (2) where accessible on private property. Show structures, trees, etc. that may be affected by project excavation or drainage. Provide wet stamp and signature by a California Licensed Land Surveyor (CA LLS) (for this checklist, a Civil Engineer that received a California Professional Civil Engineering license prior to the 1982 change in survey requirements may also be used where the checklist calls for a CA LLS) on the Topographic Survey and Boundary Information. The Topographic Survey and Boundary Information may be shown on a single sheet. Impervious Surface Drainage Area and Disturbed Area Breakdown Plan shall be a separate sheet.

___ Topographic Survey

- The assessor's parcel number (APN) and street address
- Vicinity map that clearly identifies the relationship of the project site to the adjacent streets and parcels
- North arrow, graphic scale, and legend (if applicable)
- Adjacent street name(s) with right-of-way width;
- Edge of pavement on each side of street at adjacent property corners and at existing driveway location.
- Reference the Town of Atherton or other recorded benchmarks utilized to perform the survey. Provide properly adjusted differential level rates to the Town if applicable. An arbitrary (assumed) datum may be used with prior approval of the City Engineer. If an assumed datum is used, the survey shall list the basis for the assumed datum.
- Fence lines and walls with the material and average height of wall (to nearest half foot) noted
- Recorded lot/block/map data, or if unmapped, the recorded deed document number
- Projects that propose changes within 10 feet of the street shall show existing street frontage improvements on both sides of the street including sidewalk, curb type, and curb cuts with dimensions.
- All onsite and offsite visible utilities, such as utility poles, anchor wires/cables, vaults, boxes, meters, sanitary sewer clean outs and manholes (with invert, pipe diameter, pipe type and rim elevation), and storm water manholes (with invert, pipe diameter, pipe type and rim elevation), area drains, and swales
- Closest fire hydrant location(s) including all hydrants within 150 feet for commercial properties and 250 feet for residential properties
- Building corner spot elevations
- All accessible adjacent building lines within 10 feet of any property line (note approximate location if not accessible)
- Locations of all existing trees on the lot and within 10 feet of the property line that are greater than 8 inches in diameter with the diameter at standard height (48 inches), species, drip line, and graphical representation of the trunk size. Trees on non-accessible parcels can be estimated based on visual observation.

- Parcel topographic survey for proposed construction or addition to the existing building footprint greater than 500 square feet. Survey to include all the items listed above, spot grades, and contours at appropriate intervals (The contour interval may vary across the site but shall meet the following minimum frequencies: for areas with less than 5 percent slope, no contours are required, 5 to 10-percent slope use 1 foot contours and slopes greater than 10 percent use 2-foot contours.) sufficient so that Town Staff can review calculations of flow path and grading volumes. Topographic survey is not required for portions of the property where there is no grading or construction proposed unless the grading impacts an overland flow path. If grading impacts an overland flow path, sufficient survey shall be conducted to document that grading does not impact runoff on adjacent properties.
- All existing impervious areas, including the driveway and apron.
- Property line. The source for the property boundary shall be identified (Boundary Survey or assumed property line.

___ Boundary Information

For all projects, provide the following:

- Gross lot area
- Property line (see below)
- The street right-of-way width and the gutter flow line location at any property corner that is adjacent to a public street
- Building setback lines

Property Line - Boundary information based on a boundary survey shall be shown if construction of a structure is proposed either:

1. within ten feet of the Town's building setback line as established based on an assumed property line
2. within twenty feet of a public easement established based on an assumed property line

Otherwise, show the assumed property line. Clearly label that the property line is assumed and provide the basis for the assumed property line.

If a property line from a recorded map is used, provide the following:

- Bearing and distance information for all property lines/boundaries.

___ Impervious Surface Drainage Area and Disturbed Area Breakdown plan

Including but not limited to: notes, legend, showing all new and existing impervious areas , including the driveway and apron, using various hatch styles and clear labeling for each area. Pervious areas such as landscape areas should

also be identified. Property line information from Boundary Information sheet. Existing structures and hardscape with the calculated total area for each and distance from all structures to the closest property line.

1. Show the extent of existing vegetation being disturbed for actual construction and for general convenience.
2. Identify materials used for all permeable and semi-permeable surfaces.

___ Grading and Drainage Plan

Including but not limited to: notes, legend, showing all proposed surfaces (impervious and pervious), identification of all structures (residence, garage, guest house, etc.), sufficient spot elevations, flow arrows, and slopes throughout the site to show the overall drainage pattern and positive drainage away from structures. Include all work in the street right of way.

1. Clearly identify the property lines.
2. The survey base for the site plan should show all easements of record to show that the proposed improvements will not violate any existing easements.
3. Show the extents of all cuts and fills, including limits of basement excavation and detention excavation, with proposed grading spot elevations or contours, and indicate finished slopes.
4. Show any structures or trees on adjacent properties that could be affected by project grading or drainage.
5. Show all trees being removed.
6. For fills on existing slopes, provide cross-sections showing benching and keying into existing soils.
7. Indicate driveway slope in the direction of travel.
8. Show retaining wall dimension from bottom of footer to top of wall. Provide spot elevations on both sides of structural and landscaping retaining walls, as well as top-of-wall and bottom of footing elevations to show all wall heights.
9. Retaining walls over four feet total wall height (bottom of footer to top of physical wall) require a separate building permit.
10. Retaining walls over six feet solid wall construction (exposed height: top of physical wall minus grade at bottom) or located less than twenty feet from other retaining walls on the same property (see Zoning Code Section 17.46.030.D for reductions) require a special structure permit, except for retaining walls supporting a permitted structure (including basements and underground driveway approaches). See Zoning Code Section 17.46.

11. Retaining walls shall be located no closer than five feet from any property line.
12. If retaining or structure walls are to be built under separate permit and separate structural plans, excavation for them must nevertheless be shown correctly on the Grading Plan.
13. If retaining or structure walls are to be built under separate permit and separate structural plans, drainage behind them must nevertheless be indicated on the Drainage Plan. Show clearly how drainage behind retaining walls is to connect to the site storm water drainage system.
14. Show adjacent streets and all work to be performed in the right of way, including demolition, driveways, walkway and landscaping. Any work within the Town right-of-way must be shown on the grading and drainage plan for review. The work will require an Encroachment Permit at the time of construction, but needs to be reviewed in conjunction with grading and drainage. Information regarding encroachment permits, as well as criteria for improvements fronting the property can be found at:
<http://www.ci.atherton.ca.us/publicworks.html>
15. Show how street drainage is conveyed across the property, including across the driveway(s). The swale needs to be off the edge of pavement. Minimum is 2' wide by 1" deep, but needs to convey upstream flow across property.
16. Show how street drainage is prevented from entering the down slope lot.
17. Show tree protection on grading and drainage plan.
18. Grading of the site must not alter the course or increase the quantity of the existing rainwater run-off pattern or of any watercourses, whether normally dry or wet, or subsurface drainage, unless appropriate drainage facilities are provided. This project would make unmitigated changes to the existing drainage by...
19. Use arrows to indicate the surface flow of rainwater run-off throughout the site after the project is completed. Show grading spot elevations and/or cross/typical sections to show how this flow is accomplished.
20. The valley gutter needs to shown at the correct location for a future street. The right of way is feet wide, and the pavement will be feet wide, so lip of gutter needs to be feet from the property line.

___ Utility Plan

Including but not limited to: notes, legend, layout of storm drain lines and structures, size, slope, invert elevations, etc. Include detention system, swales, downspouts, cleanouts, area drains, sub-drains, landscape drains, trench drains, pump(s), bubbler boxes, rip-rap dissipaters, etc. Also show location of gas, electric, telephone, cable and sanitary sewer. Utility structures such as boxes, poles, meters, valves, cleanouts, drains, manholes, pumps, etc should also be shown on the plan.

1. Show where and how discharge from the site storm water drainage system connects with the Town storm drain system or an adjacent drainage channel or street or is returned to the historical path.
2. Show method of connection from discharge to street drainage system, including means to prevent erosion. Force main bubbler box to be on property with gravity discharge to the storm drain.
3. Show where and how overflow from the site storm water drainage system is returned to the historical drainage path, including means to prevent erosion.
4. Show grate and invert elevations at all storm water drain inlets.
5. Indicate the slope of all pipe runs in the storm water drainage system.
6. Roof drainage collectors and detention must be kept separate from subdrains around building foundations such that roof drainage and stored runoff will not flow back into the subdrains in the event of a back-up.
7. Subdrains are not permitted when groundwater is intercepted by the basement (see basement criteria). Basement should be sealed and provision made for groundwater to pass around the basement. A sump pump within the basement shell for incidental water or leaks is allowed.
8. Show all points of connection between roof drain leaders and the site storm water drainage system.
9. Show location of water, sewer, gas, electrical and other utility connections.
10. Recommend moving underground drainage and utility lines away from tree roots wherever possible. Construction should be outside the Tree Protection Zone wherever possible (see Guidelines – TPZ is one foot for every one inch of diameter)
11. Show hand excavation under roots within the TPZ of trees by hatching or other indication of which drainage and utility lines require hand digging.

___ Erosion Control Plan

Including but not limited to: notes, legend, showing location/use on site and providing details for temporary construction entrance, concrete washout area, silt fence, straw roll, disturbed soil protection, etc., and inlet protection. Also needs to show permanent erosion control on same or separate plan.

1. Permanent erosion controls in the finished Project, as well as Temporary measures during construction, must be shown. Show what is planted on all disturbed areas.
2. Indicate how disturbed areas not being covered with structures or paving, including cuts and fills as well as areas cleared for construction or convenience, are to be protected from erosion during the rainy season and re-vegetated or landscaped for permanent erosions control. Erosion control (stabilizing disturbed areas) needs to be shown and detailed if any grading area is open during the rainy season.

3. Provide a Legend that identifies the symbols used on this plan.
4. Provide construction details for all of the BMPs to be implemented.
5. Show the installation of construction fencing along the public right-of-way if no existing fencing prohibits the viewing of the construction site. Refer to section 15.40.157 of the Town of Atherton's Municipal codes for further clarification.

___ Details

Detail all project elements necessary to understand project construction

Cross sections from property line to property line through primary buildings and storm drain structures are required if the average lot slope is greater than 10 percent (average slope calculated using the County of San Mateo Slope Density Method)

Where the average lot slope is between 5 and 10 percent, cross sections may be required at the discretion of the City Engineer. Where the lot slope is less than 5 percent, the cross sections are not required

1. Details through structures must clearly and correctly show footings and drainage components.
2. Temporary cut slopes for excavations, conforming with recommendations in the soils report and OSHA safety requirements, must be indicated.

___ Drainage Area Master Plan

Including but not limited to:

- Scaled Engineering topographic map with existing onsite drainage shown
- Scaled Engineering topographic map for offsite drainage. The area in acres and the flow (Q) in cubic feet per second (cfs) of all drainage entering and leaving the site before and after development for the design storm event with associated calculations
- Project site plan showing existing and proposed storm drain system(s), drainage areas and drainage paths. Show drainage area and peak rate flows for drainage facilities for the design storm. Calculations shown on the plan or in a drainage report should verify that the storm drain structure(s) and/or pipes for each area have the capacity for runoff from the drainage area associated to it.
- Hydraulic computations for detention basins, other structures, and pipe sizing
 1. Provide a brief description of proposed onsite drainage system, as well as a description of the proposed storm water treatment BMP's.
 2. Provide a pre-project drainage plan on a scaled engineering topographic map, with the topographic information clearly legible, that shows all existing (pre-project) on-site drainage patterns, drainage areas

and information to support existing runoff calculations. Coverage of the topographic site map must extend at least 10' beyond all property lines and to the centerline of adjacent streets and drainage channels in order to clearly show flow direction and quantity to and from the property.

3. Provide a post-project drainage plan showing drainage areas, drainage patterns and note any revised flows from the property.

4. Provide existing elevations along the property line. Indicate areas where runoff may cross onto adjacent properties and show pre-development flow rate and post-project flow-rate for each area. If runoff will not cross the property line, add a note on the appropriate sheet.

5. Provide drainage calculations per the Town Drainage Criteria standards:

- The drainage system must be designed using 25-year event criteria.
- The runoff intensity must be adjusted for a 25-year event.
- Use the specified intensity formula for the design year.
- Use the proper K2 correction factor for the intensity at the site.
- Use proper C factor multiplier for the calculation year.

6. Provide a map of appropriate scale that clearly and legibly shows off-site drainage basins. This map and associated calculations is intended to show the 100-year offsite flows to the property. The drainage plan must then show how these flows are accommodated on the property. The presentation of the critical cross section needs to show the extent and elevation of inundation, and relate to elevations on the grading and drainage plans.

7. Provide offsite calculations per the Town Drainage Criteria

- Use the specified intensity formula for the design year (100-year).
- Use the proper K2 correction factor for the intensity at the site.
- Use proper C factor multiplier for the calculation year.
- Calculate depth and spread of flow for critical cross section(s) at property.
- Provide adequate protection to structures and any facilities that could be damaged by floodwaters, i.e., in crawl space.

8. Provide a brief summary of the detention mechanism: Provide site discharge Q with detention. The result should be less than the existing rate of runoff and less than or equal to the rate of runoff from the unimproved lot.

9. How long (show by calculations) before the detention system is dewatered and rate of release.

10. Percolation rate if the detention system was designed with it (need soils report to provide results of percolation test at detention location)
11. Provide detention calculations per the Town Drainage Criteria:
12. Account for pipe wall thickness when calculating trench capacity
13. Provide evidence for the crushed rock 40% void assumption .
14. Check that top of rock is below overflow elevation.
15. Check that overflow elevation is below any facilities that could be damaged by the system overflows
16. Check that overflow matches the historic overflow path.
17. Provide a construction schedule as stipulated in section 8.54.020(D) of the Atherton MC:

- Work Schedule. The applicant must submit a master work schedule showing the following information:

1. Proposed grading schedule;
2. Proposed conditions of the site on each July 15th, August 15th, October 1st and October 15th during which the permit is in effect;
3. Proposed schedule for installation of all interim erosion and sediment control measures including, but not limited to, the stage of completion of erosion and sediment control devices and vegetative measures on each of the dates set forth in subsection (D)(2) of this section;
4. Schedule for construction, if any;
5. Schedule for installation of permanent erosion and sediment control devices where required.

___ Storm Water Management Plan

Including but not limited to:

- Project description, including graphics
- Project hydrologic setting, use flow arrows to show drainage pattern
- A listing of storm water quality opportunities and constraints
- Best Management Practices for Source Control that would be implemented as a part of the project
- Best Management Practices for treatment of site runoff

___ Storm Water Pollution Prevention Plan (disturbed area greater than 1 acre)

Including but not limited to:

- Follow State and Federal mandated SWPPP requirements.

http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml

Your SWPPP should contain the following elements

- Cover/title page
 - Project and SWPPP contact information
 - Site and activity description, including a site map
 - Identification of potential pollutant sources
 - Description of controls to reduce pollutants
 - Maintenance/inspection procedures
 - Records of inspections and follow-up maintenance of BMPs
 - SWPPP amendments
 - SWPPP certification
- Notice of Intent (NOI) and Waste Discharge ID (WDID) number for the project.

http://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/finalconstpermit.pdf

___ Erosion/Pollution Control Plan (disturbed area less than 1 acre)

Including but not limited to:

Your Erosion/Pollution Control Plan (EPCP) should contain the following elements

- Cover/title page
- Project and EPCP contact information
- Site and activity description, including a site map
- Identification of potential pollutant sources
- Description of controls to reduce pollutants
- Maintenance/inspection procedures
- Records of inspections and follow-up maintenance of BMPs
- EPCP amendments
- EPCP certification

___ Geotechnical Investigation signed and stamped by a Geotechnical Engineer

Including but not limited to: recommendations regarding drainage system, detention system, and percolation system if a percolation system is to be used.

___ Arborist Report

Including but not limited to: Showing any impact to trees as a result of either grading or the installation of the drainage system.

1. Recommend tree protection and which drainage and utility lines require hand digging.
2. Submit a report by a certified arborist that the removal of the trees indicated on the Plans is in compliance with Town regulations. The Town's Arborist will need to review the proposed removal.
3. At the end of the job, provide a letter signed by the arborist who produced the Arborist Report attesting that they have reviewed the plans and the project is designed in accordance with their recommendations.

___ Operation, Maintenance and Monitoring Plan

For projects where the Town is required by the Municipal Regional Stormwater Permit to have documented maintenance procedures, prior to permit issuance, the applicant and/or property owner must submit an agreement that references the Operation, Maintenance and Monitoring Plan for approval by the Town stating that the property owner will maintain the Source Control and Treatment measures until the responsibility for maintenance is legally transferred to another entity. The plan shall include monitoring and cleanout access points.

The plan shall provide for the facility being operable for the life-time of the system.

___ Haul Route (Truck Routing) Plan

Trucks hauling earthwork materials must use the shortest route to a major arterial to reduce impact to residential streets.

For a detailed explanation of each requirement, visit Town of Atherton's Public Works website and view "Drainage Criteria Final" and related attachments at:

<http://www.ci.atherton.ca.us/publicworks.html>

___ C.3 Requirements - more than 10, 000 sf of impervious area

- Source Control
- Site Design Measures
- Treatment Measures

___ C.3 Requirements - more than 2,500 sf and less than 10,000 sf of impervious area

- Source Control
- Site Design Measures

For a detailed explanation of each requirement, visit the San Mateo Countywide Water Pollution Prevention agency's website and view Order No. R2-2003-0023 at:

http://www.flowstobay.org/documents/municipalities/municipalities/OrderR2_2003_0023.pdf

For additional technical guidance, see the C.3 Stormwater Technical Guidance document at:

http://www.flowstobay.org/bs_new_development.php



Item 18 Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GEORGE RODERICKS, CITY MANAGER
DATE: DECEMBER 19, 2012
SUBJECT: TOWN CENTER PROJECT REPORT

RECOMMENDATION:

Review and Discuss.

This report is intended to advise the City Council on the status of the Town Center Project and provide options for the Council's consideration moving forward.

BACKGROUND

The Town Center Committee, an ad hoc committee, was formed to:

- Assist the City Council in developing a vision and goals for the Town Center which includes facilities for City Council chambers, Police, Administration, Building, Public Works, and Planning;
- Upon approval of the City Council, the committee may engage Town residents and outside professional services to aid in the visioning process;
- Upon approval of the City Council assist in obtaining funds for Town Center improvements.

The Town Center Committee consists of two (2) Council Members, presently Mayor Widmer and Vice Mayor Lewis, and six (6) resident members (Sherman Hall III, Didi Fisher, John Shenk, Philip Lively, Rose Hau, and Steve Dostart). The Committee was set up for a specific purpose and was to be disbanded once the purpose was met.

In an effort to confirm the desires of the electorate with respect to funding sources for the Town Center Project, the Town placed the Town Center Project (Measure L) on the November 2012 ballot. The measure read:

“Should the Town of Atherton primarily use private donations to construct and design a new Town Center? Other funding sources might include funds derived from Building fees or future grant money, but would not use general fund or parcel tax money.”

The measure was successful in receiving a majority vote during the election. However, in the same election, the Town placed Measure F on the ballot, a measure to decide the location of the proposed Library expansion project. This measure read:

“Should the Town of Atherton construct a new library in Holbrook-Palmer Park using funds dedicated for Library purposes only, by replacing the Main House and some surrounding patios and walkways?”

The location at Holbrook-Palmer Park was selected as the preferred location for the Library expansion project. If rejected, the measure would not prohibit construction of a new library in other locations but would prohibit construction in the Park as described. The measure was not successful in passage. Expanding the Library within the area of the Town Center remains alternative location.

FINDINGS

Recognizing that the Library expansion project could become a part of the Town Center Project, the Town Center Committee suggested that the City Council step back and evaluate the possibility of reconstituting the Town Center Committee into a hybrid committee to address the needs of both the Library Expansion Project and the Town Center Project. The Committee suggested that the City Council could consider a master plan approach to designing the Town Center inclusive of a Library expansion.

Technically, the work of the Town Center Committee is supported by the passage of Measure L and their efforts could now move forward with the pursuit of grants and private donations. Early after the Committee's formation it was determined that fundraising would be pursued through a separate 501(c)3 organization.

However, the Committee recognized that the failure of Measure F could return the Library to the Town Center and in doing so affect the vision, design, and overall community participation process. As a result, the Committee approved taking a voluntary suspension until the Council provides definitive direction on moving forward.

Staff recommends that the City Council consider the following and provide direction at the January City Council meeting:

- 1) Thank the participating committees, Library and Town Center Committees, for their hard work and dedication.
- 2) Disband both the Library and Town Center Committees.

- 3) Solicit volunteers and form a new committee to serve in an advisory capacity as the Town develops a master plan for both the Library and Town Center Projects and begins the design phase for both projects.
 - a. Membership could consist of existing Library and Town Center Committee members as well as others, as appointed by the Council.
 - b. Membership should also include City Council representatives to serve as “liaisons” to the Committee (not voting members) and appropriate staff to facilitate the Committee’s efforts and serve as project leads.
 - c. Committee members would also serve as the fundraising arm for the Town Center portion of the Project.

It is anticipated that any project moving forward would have a public participation component (at all levels) as part of its design and development.

The Town had engaged the services of Nichols Melburg & Rossetto (NMR Design) with Les Melburg serving as the Town’s project lead. To date, the Town has spent \$31,442 toward the Town Center Project; however, all of these funds were spent in 2009/10 prior to the formation of the Town Center Committee. The architect was contacted prior to the election and advised of the ballot measure and has been recently contacted to advise that efforts have been temporarily suspended pending Council direction.

This report is intended to advise the City Council on the status of the Town Center Project and provide options for the Council’s consideration moving forward. It is recommended that the Council consider the above options and provide staff with direction at the January Council meeting.

FISCAL IMPACT:

None.



Item 19 Town of Atherton

CITY COUNCIL STAFF REPORT

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

FROM: MICHAEL KASHIWAGI, PUBLIC WORKS DIRECTOR

DATE: DECEMBER 19, 2012

SUBJECT: ATHERTON LIBRARY BUILDING PROJECT REPORT

RECOMMENDATION:

Review and Discuss.

This report is intended to advise the City Council on the status of the Library Building Project and provide options for the Council's consideration moving forward.

BACKGROUND

The Atherton Library Building Steering Committee, an ad hoc committee, was formed to:

- Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the planning and design process for a new public library facility; and engage the community in planning, building and design process for a new Library Building.

The Library Building Committee consists of one (1) Council Member, presently Councilmember McKeithen, and five (5) resident members (Ginny Nile, Sandy Crittenden, Denise Kupperman, Walter Sleeth and Marion Oster). The Committee was set up for a specific purpose and was to be disbanded once the purpose was met.

In an effort to confirm the desires of the electorate with respect to the location of the proposed library, the Town placed the Library Building Project (Measure F) on the November 2012 ballot. The measure read:

“Should the Town of Atherton construct a new library in Holbrook-Palmer Park using funds dedicated for Library purposes only, by replacing the Main House and some surrounding patios and walkways?”

The location at Holbrook-Palmer Park was selected as the preferred location for the Library expansion project. Rejected, the measure does not prohibit construction of a new library in other locations but would prohibit construction in the Park as described. The measure was not successful in passage. Expanding the Library within the area of the Town Center remains the alternative location.

However, in the same election, the Town placed Measure L on the ballot, a measure to clarify funding for the Town Center Project. This measure read:

“Should the Town of Atherton primarily use private donations to construct and design a new Town Center? Other funding sources might include funds derived from Building fees or future grant money, but would not use general fund or parcel tax money.”

Measure L successfully passed.

FINDINGS

Recognizing that the Library expansion project could become a part of the Town Center Project, the Town Center Committee suggested that the City Council step back and evaluate the possibility of reconstituting the Town Center Committee into a hybrid committee to address the needs of both the Library Expansion Project and the Town Center Project. The Committee suggested that the City Council could consider a master plan approach to designing the Town Center inclusive of a Library expansion.

The Atherton Library Building Steering Committee (ALBSC) met on Thursday, December 13 to discuss next steps and recommendations. The Committee has submitted a summary of the meeting as an update to this report.

Previously, a Qualifications Based Selection process was initiated in March 2012 to select an architect to design the New Atherton Library in Holbrook-Palmer Park. The RFP was advertised in the Town website as well as several other industry websites utilized by the Town of Atherton. The RFP was posted on the Town website and proposals were due April 27, 2012 which provided a 5 week response period. A total of 16 proposals were received.

The selection panel consisting of 2 representatives of the ALBSC, 2 representatives from the San Mateo County Library, and 2 representatives from the Town of Atherton reviewed and ranked all proposals received. Based upon their rankings, the top 5 proposals were invited for an interview. The top ranked proposals were Antoine Predock Architect, PC, WRNS Studio, Frye Gillan Molinaro, Harley Ellis Deveraux and Kappe+Du Architects.

Interviews of the above firms were conducted on June 6 and June 7, 2012. Subsequent to the interviews, the Town received a request from Antoine Predock Architect, PC to withdraw from the selection process.

Following the selection process, the Town began negotiations with WRNS Studio, based on a proposed scope of work. After Measure F was placed on the ballot, the proposed agreement with WRNS Studio was placed on hold to allow the election outcome to be determined.

The Town had engaged the services of Nova Partners as a project management firm. To date, the Town has spent \$489,609 toward the Library Project.

Staff recommends that the City Council consider the following and provide direction at the January City Council meeting:

- 1) Thank the participating committees, Library and Town Center Committees, for their hard work and dedication.
- 2) Disband both the Library and Town Center Committees.
- 3) Solicit volunteers and form a new committee to serve in an advisory capacity as the Town develops a master plan for both the Library and Town Center Projects and begins the design phase for both projects.
 - a. Membership could consist of existing Library and Town Center Committee members as well as others, as appointed by the Council.
 - b. Membership should also include City Council representatives to serve as “liaisons” to the Committee (not voting members) and appropriate staff to facilitate the Committee’s efforts and serve as project leads.
 - c. Committee members would also serve as the fundraising arm for the Town Center portion of the Project.

It is anticipated that any project moving forward would have a public participation component (at all levels) as part of its design and development.

This report is intended to advise the City Council on the status of the Library Building Project and provide options for the Council’s consideration moving forward. It is recommended that the Council consider the above options and provide staff with direction at the January Council meeting.

FISCAL IMPACT:

None.

Prepared By:

Mike Kashiwagi
Director of Public Works

Robert Barron
Finance Director

Approved:

George Rodericks
City Manager



Item 20 Town of Atherton

CITY COUNCIL STAFF REPORT

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

**FROM: MICHAEL KASHIWAGI, COMMUNITY SERVICES
DIRECTOR**

DATE: DECEMBER 19, 2012

**SUBJECT: INFORMATIONAL REPORT – PROPOSED
IMPROVEMENTS TO THE EXISTING LITTLE LEAGUE
FIELD AT HOLBROOK PALMER PARK**

RECOMMENDATION:

This is an informational report to inform the City Council of planned activities by staff regarding the construction of proposed improvements to the existing Little League field at Holbrook Palmer Park by the Menlo-Atherton Little League (MALL).

INTRODUCTION:

In the November 2012 municipal election, Atherton voters approved the construction of improvements to the existing baseball field. The proposed improvements will be built by MALL using private funds and currently include covered seating for spectators, new restrooms, and improvements to existing park infrastructure.

DISCUSSION:

There are a number of details that need to be defined and developed in partnership with MALL to facilitate the efficient and orderly development of this project. Important items and activities staff will be identifying and developing for Council consideration, guidance, and direction include:

- Role of the Parks and Recreation Commission, Planning Commission, and City Council in the planning and approvals necessary for the development, design, and construction of the improvements proposed by MALL

- Discussion and recommendations regarding the process for public participation and involvement
- Identification of appropriate planning and/or permitting processes to ensure the Town has the ability to properly regulate the scope of improvements, to mitigate potential short and long term impacts to the park and its users, and to identify the appropriate instruments to regulate the use of the ball field and facilities
- Identification of specific roles and responsibilities of the Town of Atherton and MALL in order to create a successful public-private partnership
- The recovery of staff costs associated with the planning, design, and construction of the proposed improvements

NEXT STEPS

Staff will initiate discussions with MALL to confirm our understanding of proposed improvements and begin discussions regarding roles and responsibilities of the Town of Atherton and MALL to ensure a successful public-private partnership for the development and construction of improvements to the existing ball fields in Holbrook Palmer Park.

The Council could require MALL to provide a presentation of their initial application package as early as the January 2, 2013 at the Park and Recreation Commission meeting. The general public and Park and Recreation Commissions would have a chance to comment on the application at that time. If the Council desires the Park and Recreation Commission as the first stop in an approval process, the Commission will have an opportunity to select an ad hoc committee to work with MALL on any productive comments or suggestions brought up at the 1st presentation. The vetting process for the project application would be expected to take at least two additional meetings with the Park and Recreation Commission and the general public. Attached is the presentation and minutes from the initial discussions at the Parks and Recreation Commission level. If the Council feels that there have been sufficient discussions with the Parks and Recreation Commission and that the public input was echoed with the approval of the ballot measure, the Council can direct MALL to proceed directly to the Planning Commission once final design plans are developed.

In conjunction with any application process, staff will work with MALL to negotiate an agreement for terms and conditions for the use of the park. This agreement will cover other items including usage, field maintenance, and upgrades of adjacent park grounds, tree plantings and appropriate fees. While these discussions are ongoing, MALL will be preparing final design plans that will ultimately need approval.

While it is difficult at this stage to advise of a timeline for the improvements, it is anticipated that the Council could be asked to review and approve the application for improvements and negotiated terms of use agreement at the March 20, 2013 City Council meeting.

Given that this project has been through the Parks and Recreation Commission prior to the ballot measure passage, the Council can assist to develop a path for final approval by providing direction to staff at tonight's meeting.

ATTACHMENTS

Packet from the May, 2011 City Council meeting - Review/MALL Presentation

Prepared By:

Approved:

Michael Kashiwagi, P.E.
Community Services Director

George Rodericks
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE MEETING OF MAY 18, 2011

SUBJECT: MENLO-ATHERTON LITTLE LEAGUE PROPOSAL TO REBUILD THE BALLPARK AT HOLBROOK-PALMER PARK

RECOMMENDATION:

Discuss and provide direction on conceptually approving support of the Menlo Atherton Little League investment in rebuilding the ballpark at Holbrook-Palmer Park, and provide direction to the Planning Commission to work with the Menlo-Atherton Little League to develop.

BACKGROUND:

Menlo-Atherton Little League was established in 1949 and serves 480 families and 520 kids each year. 1/3 of those families are Atherton residents.

Menlo-Atherton Little League (MA-LL) is currently operating at Holbrook-Palmer Park under a lease with the Town dated July 19, 2000 and amended to extend the agreement to July 18, 2011, at which time it will expire unless renewed by Council approval.

Initial discussions of rebuilding the ballpark began approximately 9 months ago with the Atherton Dames, Felton Gables and other park neighbors, Atherton Mayor, Park & Recreation Commission, Planning Commission and the Atherton little league parents.

MA-LL is proposing a permanent back stop, seating, dugouts, scoreboard, complete overhaul of turf, drainage an irrigation system and ongoing care and maintenance. The outfield fence will be removed during the offseason so as not to interfere or disrupt other activities in the Park which include soccer and lacrosse. The total proposed capital project amounts to \$500,000 which is proposed to be paid through fundraising efforts by the MA-LL. This amount includes funding for tennis court resurfacing, park expansion and walkways to the field, storage for the DAMES

equipment, trees for sound reduction and additional park beautification as needed.

MA-LL presented their proposal to the Park & Recreation Commission at a special meeting on April 6, 2001. Although the Park & Recreation unanimously supported the proposal, there was concern with additional parking and possible trees in the outfield section of the plan. It is understood there is a long way to go prior to this conceptual plan becoming reality including lots of public outreach to Atherton residents as well as the Felton Gables neighbors.

If Council supports the proposal, MA-LL's construction team will work with the Planning Commission and the Tree Committee to develop a final set of plans and details to bring back to Council for final approval.

FISCAL IMPACT:

Staff time associated with finalizing plans.



**Help us build
a dream.**



**Atherton, California
Presentation**

April 6, 2011

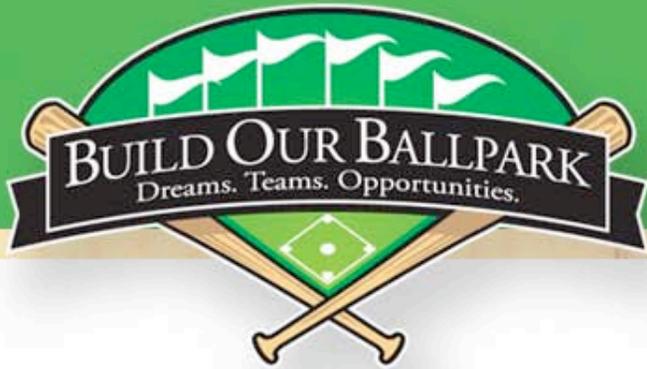
www.BuildOurBallpark.org



MA Little League Background

- Established in 1949
- Serving 480 families & 520 kids each year
- 1/3 of families are Atherton residents
- Have finished rebuilding four ballpark complexes in Menlo Park
- Recognized by Positive Coaching Alliance (PCA)

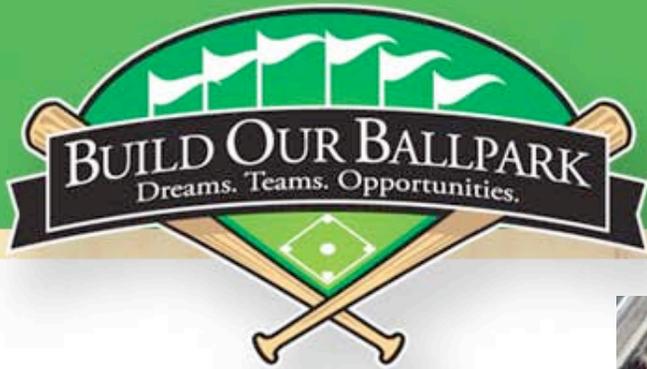
www.BuildOurBallpark.org



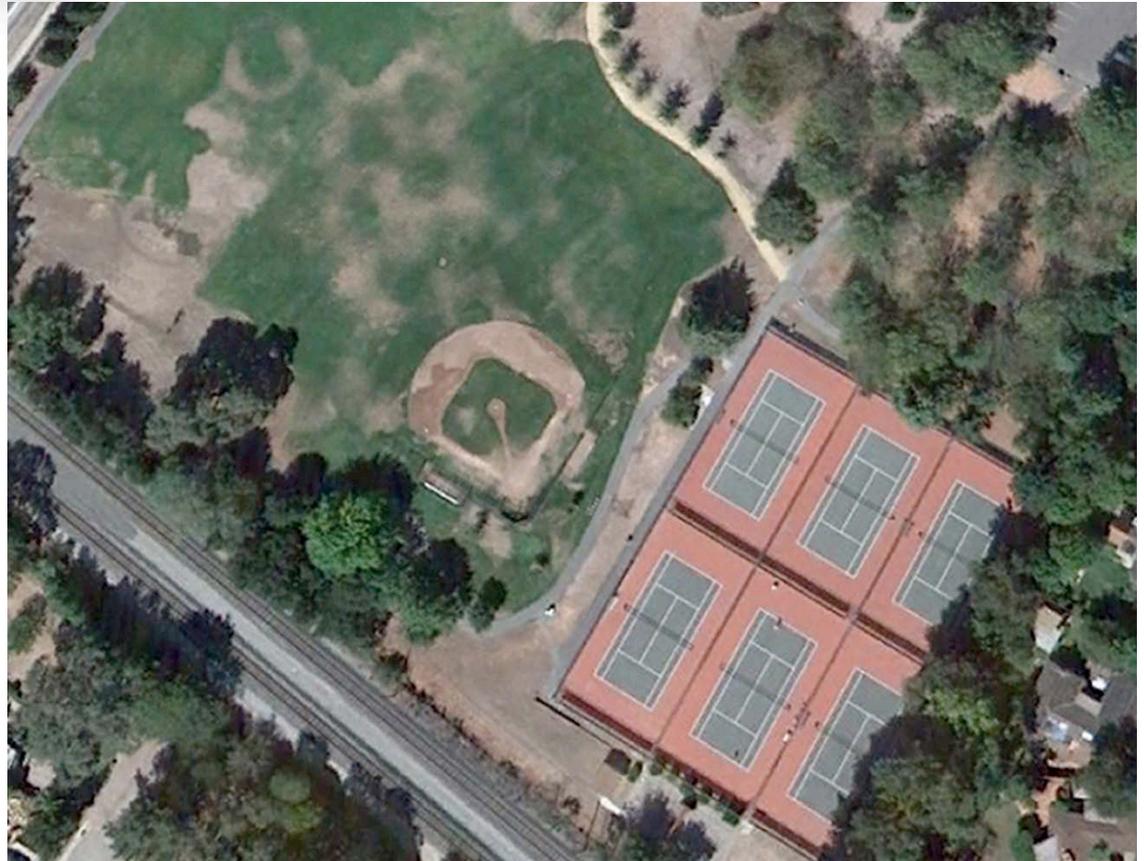
Holbrook Palmer Park Ballpark

- First built in 2000
- Initial discussions in 2000 not well “partnered” with Park & Recreation Commission
- Have invested over \$400,000 in the facility since it’s inception
- Currently operating under a one year extension with the City of Atherton
- Current field is the site of AAA (minors) division

www.BuildOurBallpark.org



The current field is the poorest quality & least safe in the MA-LL field rotation



www.BuildOurBallpark.org



MA-LL & Atherton Partnership

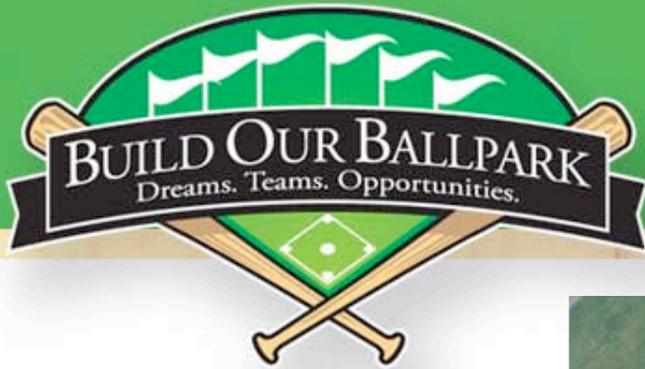
- Initial discussions began 9 months ago
- “Listening Tour” Approach:
 - Atherton Dames
 - Felton Gables & other park neighbors
 - Atherton Mayor
 - Park & Rec Commissioners
 - Planning Commission
 - Atherton Little League parents
- Needs at Holbrook Palmer ballpark are a subset of the park’s larger capital needs
- Durable & enduring solution is needed
- World class facility befitting of Atherton & consistent with other park projects (i.e. Library)



MA-LL Holbrook Palmer Park Proposal

- \$500,000 capital project
- Permanent back stop, seating, dugouts, scoreboard
- Victorian-style grandstand
- Complete overhaul of turf, drainage & irrigation
- On-going commitment for care & maintenance
- **AND funding for:**
 - Tennis court resurfacing
 - Parking expansion and walkways to field
 - Storage for DAMES equipment
 - Trees for sound reduction
 - Funds for on-going maintenance & care
 - Additional park beautification

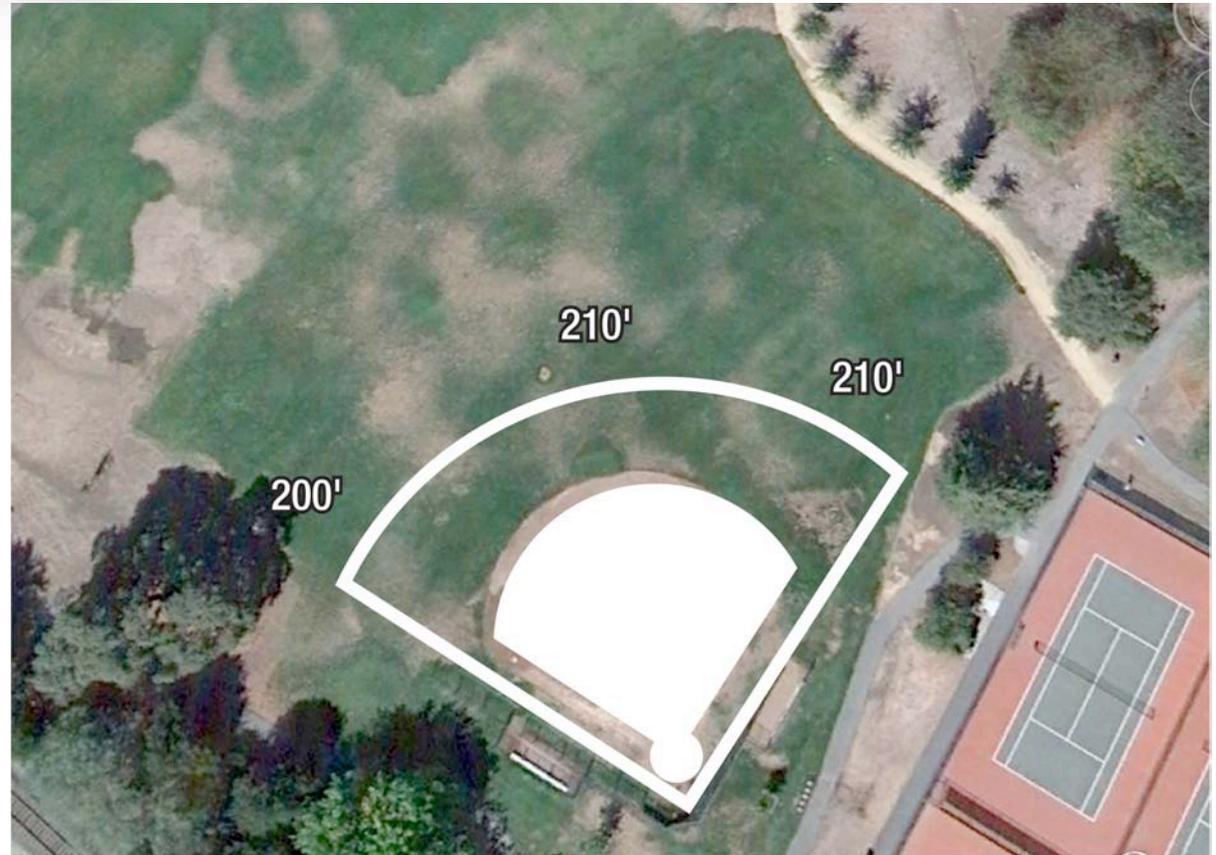
www.BuildOurBallpark.org



PROPOSED OUTFIELD FENCE DIMENSION OVERLAY

BASEBALL DIAMOND AND
OUTFIELD FENCES ARE TO
LITTLE LEAGUE SPECS

MOVEABLE OUTFIELD
FENCE INSIDE OF
CURRENT FENCING



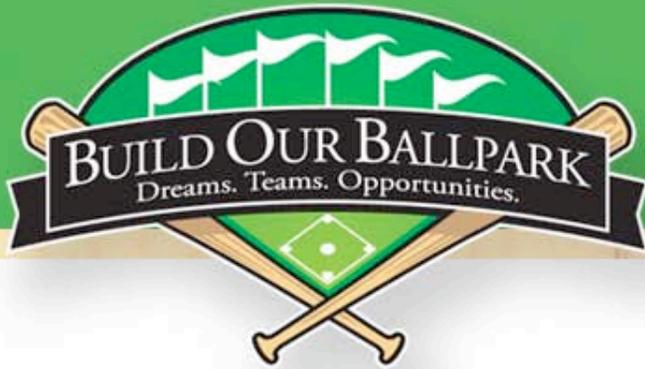


SITE SUGGESTION

- GREEN CIRCLES DENOTE AREAS OF NEW TREE PLANTINGS TO OBSCURE VIEW AND NOISE
- PARTNER WITH TREE COMMITTEE ON PLANNING



www.BuildOurBallpark.org



PROPOSED SCOREBOARD

REMOTE CONTROLLED
LIGHTED SCOREBOARD

LOGOS AND MESSAGES
CAN BE CUSTOMIZED



www.BuildOurBallpark.org



**ARTIST
RENDERING
AERIAL VIEW**



www.BuildOurBallpark.org



**ARTIST
RENDERING
BLEACHER
VIEW**





Holbrook Palmer Ballpark Project – Construction Projections

Description of work	Estimate	% of Budget
Field - Scrape, compact & prep	\$25,000	4.36%
Irrigations (new irrigations & sprinkler system)	\$20,000	3.48%
Top soil & sod & infield clay mix	\$35,000	6.10%
Backstop & foundation	\$12,000	2.09%
Fencing	\$35,000	6.10%
New bases, pitching rubber, plate anchors & foundations	\$7,000	1.22%
Dugouts (either flat or sunken)	\$15,000	2.61%
Scorers booth, snack shack, storage facility	\$60,000	10.45%
Bathrooms	\$45,000	7.84%
Scoreboard	\$10,000	1.74%
Pavers	\$25,000	4.36%
Permits	\$10,000	1.74%
Water fountains x 4	\$5,000	0.87%
Plans	\$10,000	1.74%
Misc (signs, etc.)	\$25,000	4.36%
Ongoing field fund	\$30,000	5.23%
Park beautification allocation	\$50,000	8.71%
Tennis Court (7-10k/court)	\$75,000	13.07%
Extended Parking Lot	\$50,000	8.71%
Total Estimated Budget	\$499,000	
Fund Raising Goal	\$500,000	



Next Steps

- Park & Rec Commission vote of support to Town Council
- Proposal for authorization to Town Council
- Complete fundraising
- Detailed plans developed with:
 - Planning Commission
 - Tree Committee
 - MA-LL Construction team
- Estimated construction time: 4 months

www.BuildOurBallpark.org



THANK YOU
for your time.

On behalf of our kids –
“You’ve got the ball!”



**Help us build
a dream.**