



MINUTES
Town of Atherton
CITY COUNCIL
FEBRUARY 1, 2010

10:00 a.m.

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

Special Meeting Study Session

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

All present.

2. **PUBLIC COMMENTS**

Colleen Anderson, Atherton resident, said she has concerns that certain Town employees do not respond in a timely fashion and she isn't sure who to believe when questioning Town issues. Anderson added that she felt Council may be kept out of the loop on certain issues and they should get more involved in personnel files and concerns.

3. **COST ALLOCATION MODEL/MASTER FEE SCHEDULE**

Informational Presentation by Jeanette Hahn of NBS

Recommendation: Council to give direction to staff on any changes to the Master Fee Schedule for February 17, 2010 City Council meeting

Jeanette Hahn, NBS, gave a Power Point presentation and discussion on the Towns Cost Allocation Plan. [A copy of the presentation is available in the City Clerks Office].

Hahn reviewed the general methods, structure and components of the cost allocation plan.

City Council directed staff to re-run the cost allocation model to exclude the followings:

-Administration Department:

- 50% of City Manager cost
- 100% of Office Assistant cost
- 85% of Deputy City Clerk cost
- 20% of Assistant City Manager cost

-No adjustment for the \$32k Post Office income as the Town is absorbing 100% of Office Assistant

-City Council Department

-Non-Department

- Environmental Program Committee
- Contribution to SSV, HIP, Sustainable San Mateo County
- Election Cost
- Post Office Expense

-City Attorney –Other Services

An amended cost allocation plan and master fee schedule will be brought to the February 17th City Council meeting.

4. DISCUSS FISCAL YEAR 2009/10 MID-YEAR BUDGET ADJUSTMENTS

Staff will bring the mid-year budget adjustment to Council at its February 17th Council meeting based on the revised cost allocation plan.

5. REVENUE OPPORTUNITIES AND COMMUNITY INPUT
(Continued from January 11, 2010 Strategic Workshop)

Council Member Lewis supported a Committee with resident input.

Vice Mayor Dobbie requested that staff research a real estate tax.

Marsala suggested that Council encourage residents who work out of their homes to keep their business address in Atherton rather than neighboring cities post office boxes.

Mayor McKeithen directed staff to hold a study session with the community to received ideas and input on revenue opportunities for the Town. Marsala suggested using the study session to discuss Build America Bonds.

Staff will hold a study session with the community and update Council at its March meeting.

8. PUBLIC COMMENTS

None.

9. ADJOURN

MOTION by Dobbie, second by Marsala to adjourn the meeting. The motion passed unanimously.

Mayor McKeithen adjourned the meeting at 12:36 p.m.

Respectfully submitted,

Theresa DellaSanta
Deputy City Clerk