



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
November 19, 2008
5:30 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

5:30 P.M. ROLL CALL Dobbie, J. Carlson, Marsala, Janz, McKeithen

5:32 P.M. PUBLIC COMMENTS

5:35 P.M. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Anticipated Litigation, Initiation of Litigation pursuant to Subsection (c) of Government Code Section 54956.9

Four (4) potential cases

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

One (1) potential case

C. LIABILITY CLAIMS – pursuant to Government Code Section 54956.95

**Claimant: Pilar Ortiz-Buckley
Agency Claimed Against: Town of Atherton**

RECONVENE TO OPEN SESSION

Report of action taken.

ADJOURN

Agendas and staff reports may be accessed on the Town website at: www.ci.atherton.ca.us

☛ *Please contact the City Clerk's Office at 650.752.0500 with any questions.* Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
NOVEMBER 19, 2008

7:00 p.m.

Pavilion ➔ **NOTE LOCATION**
Holbrook-Palmer Park, 150 Watkins Avenue
Atherton, California

REGULAR MEETING

PLEASE NOTE: *Times listed on the Agenda are an approximation and not a time certain. The Council may take up items out of order. Please arrive well in advance of the time listed for any item in which you are interested.*

- 7:00 P.M.** 1. **PLEDGE OF ALLEGIANCE**
- 7:03 P.M.** 2. **ROLL CALL** Dobbie, J. Carlson, Marsala, Janz, McKeithen
- 7:04 P.M.** 3. **PRESENTATIONS**
- Annual Red Ribbon Week Presentations**
- 7:40 P.M.** 4. **PUBLIC COMMENTS** *(This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the Agenda that is within the subject matter jurisdiction of the City Council. State law prohibits the Council from acting on items not listed on the Agenda except by special action of the City Council under specified circumstances. Speakers' time is limited to three minutes.)*
- 7:55 P.M.** 5. **REPORT OUT OF CLOSED SESSION**
- 8:00 P.M.** 6. **CITY MANAGER'S REPORT**
- 8:15 P.M.** 7. **COMMUNITY ORGANIZATION ROUNDTABLE REPORT** (Directed by Resolution No. 99-6)
- 8:15 P.M.** **CONSENT CALENDAR** (Items 8-20)

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

8. **APPROVAL OF MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF SEPTEMBER 24, 2008; THE SPECIAL CLOSED SESSION MEETING AND REGULAR CITY COUNCIL MEETING OF OCTOBER 15, 2008; THE SPECIAL CITY COUNCIL MEETING AND CLOSED SESSION MEETING OF NOVEMBER 1, 2008**
9. **APPROVAL OF BILLS AND CLAIMS FOR OCTOBER IN THE AMOUNT OF \$1,297,791**
10. **ACCEPTANCE OF FINANCIAL REPORT FOR THE FOUR MONTHS ENDED OCTOBER 2008**

Recommendation: Receive the General Fund Financial Report for the four months ended October 31, 2008.

11. **ADOPTION OF A RESOLUTION APPROVING A BUDGET ADJUSTMENT FOR LEGAL SERVICES**

Recommendation: Staff recommends that the City Attorney budget be increased by adding the amount of \$25,000.00 to Account #3103 -- Attorney – Other Legal, and \$50,000.00 to Account #3105 -- Litigation Services. Further, the City Council adopts a resolution approving a budget adjustment.

12. **ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE OF COMPLETION AND APPROVAL OF CONTRACT CHANGE ORDERS IN THE AMOUNT OF \$20,097.18 FOR THE PROJECT, PROJECT NO. 07-012**

Recommendation: Accept the work, authorize recording of a notice of completion and approve contract change orders in the amount of \$20,097.18 for the Alameda Cape Seal Project, Project No. 07-012.

13. **ADOPTION OF A RESOLUTION APPROVING A NEW POLICY – POLICY 1.2, TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS**

Recommendation: Staff recommends that the City Council adopt a Resolution approving Policy 1.2 Types of Employment and Eligibility for Benefits.

14. **ADOPTION OF A RESOLUTION APPROVING A NEW POLICY – POLICY 1.3, EQUAL EMPLOYMENT OPPORTUNITY**

Recommendation: Staff recommends that the City Council adopt a Resolution approving Policy 1.3 Equal Employment Opportunity.

15. AFFIRM PAYMENT TO OFFICES OF MICHELE S. LANE IN THE AMOUNT OF \$15,936.36 FOR INVESTIGATION OF PERSONNEL ISSUES

Recommendation: Affirm payment to the law offices of Michele A. Lane in the amount of \$ 15,936.36.00 for investigation of personnel issues.

16. APPROVE THE ACCEPTANCE OF A PRIVATE DONATION

Recommendation: Staff recommends that Council authorizes the acceptance of a private donation of no more than \$14,000 to offset the 2008/2009 FY approved purchase, training and accessories of a new police K-9. Further, Staff recommends allowing the private donor to directly pay the associated vendors, and in turn, the Town would provide a charitable cost letter to the donor. Further, Staff recommends the \$14,000 budgeted this FY for the new K9 be reallocated to another line item.

17. AWARD OF CONTRACT TO PROFESSIONAL TREE CARE COMPANY FOR THE TREE MAINTENANCE PROJECT, PROJECT NO. 08-009, IN AN AMOUNT NOT TO EXCEED \$60,000

Recommendation: Award a contract for the 2009 Tree Maintenance Project, Project No. 08-009, to PROFESSIONAL TREE CARE COMPANY, the low bidder on the November 12, 2008, bids, for \$60,000 and to authorize the Mayor to sign the contract on behalf of the Town.

18. APPROVE A 2-YEAR CONTRACT AGREEMENT WITH CONTRACT SWEEPING SERVICES FOR TOWN OF ATHERTON SWEEPING SERVICES

Recommendation: Accept the proposal and authorize the City Manager to sign a 2-year sweeping contract with a 2-year extension option to Contract Sweeping Services to provide Town sweeping services in an amount not exceed \$23,824.80 (\$11,912.40 annually or \$992.70 per month) plus a 10% contingency, for a total authorization of \$26,207.28.

19. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR TRAFFIC ENGINEERING SERVICES FOR THE FAIR OAKS LANE TRAFFIC STUDY

Recommendation: Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with Kimley-Horn and Associates, Inc to provide traffic engineering services for the Fair Oaks Lane Traffic Study in an amount not exceed \$16,400, plus a 10% contingency of \$1,640, for a total authorization of \$18,040; further Adopt a resolution approving a budget adjustment to increase the funding for

contract engineering (3107) in Public Works (50) sufficient to cover the costs of this study.

20. **AWARD OF CONTRACT FOR THE PLAYSCHOOL ROOF PROJECT, PROJECT NO. 08-022, IN AN AMOUNT NOT TO EXCEED \$23,731 PLUS A TEN PERCENT CONSTRUCTION CONTINGENCY FOR A TOTAL AUTHORIZATION OF \$26,104**

Recommendation: Approve the award of a contract to the lowest bidder for re-roofing the old Playschool building at Holbrook-Palmer Park at a cost not to exceed \$23,731.00 with a 10% contingency bringing the total to \$26,104.00.

21. **AWARD OF CONTRACT FOR THE MAIN HOUSE ROOF PROJECT, PROJECT NO. 08-023, IN AN AMOUNT NOT TO EXCEED \$28,365.00 PLUS A TEN PERCENT CONSTRUCTION CONTINGENCY FOR A TOTAL AUTHORIZATION OF \$31,201.50**

Recommendation: Approve the award of a contract to the lowest bidder for re-roofing the Main House at Holbrook-Palmer Park at a cost not to exceed \$28,365.00 with a 10% contingency bringing the total to \$31,201.50.

22. **APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MARK THOMAS & COMPANY, INC. FOR SURVEYING SERVICES FOR THE STREET RECONSTRUCTION PHASE 5 PROJECT**

Recommendation: Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with Mark Thomas & Associates, Inc. to provide Surveying services for the Street Reconstruction Phase 5 Project in an amount not exceed \$28,600, plus a 10% contingency, for a total authorization of \$31,460.

PUBLIC HEARINGS

None

REGULAR AGENDA (Item 21-22)

- 8:25 P.M. 23. **UPDATE ON THE BLUE RIBBON TASK FORCE MEETING OF NOVEMBER 6, 2008; UPDATE ON THE UPCOMING TOWN MEETINGS AND PRESENTATIONS OF NOVEMBER 20, 2008, AND DECEMBER 9, 2008**

Recommendation: Receive and comment on Council Member Marsala's update on the Blue Ribbon Task Force meeting of November 6, 2008, and the upcoming Town meetings regarding the Blue Ribbon Task Force scheduled for November 20, 2008 and December 9, 2008.

8:45 P.M. 24. **DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A DONOR ACCOUNT WITH A NONPROFIT TO HOLD DONATED FUNDS**

Recommendation: Authorize the Blue Ribbon Task Force to solicit proposals from Nonprofit Organizations in order to receive donations for the Atherton Town Facility.

9:05 P.M. 25. **COUNCIL REPORTS**

9:20 P.M. 26. **PUBLIC COMMENTS**

9:30 P.M. 27. **ADJOURN**

PLEASE NOTE:

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

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NOTICE

TOWN OF ATHERTON

NOVEMBER 19, 2008 **REGULAR MEETING OF** **THE ATHERTON CITY COUNCIL** **CHANGE OF LOCATION**

NOTICE IS HEREBY GIVEN that due to public interest, the location of the Regular meeting of the Atherton City Council scheduled for November 19, 2008, has been changed to the Pavilion at Holbrook-Palmer Park, 150 Watkins Avenue, Atherton. The meeting will convene at 7:00 p.m.

Kathi Hamilton
Acting City Clerk

Dated: November 5, 2008



DRAFT MINUTES
Town of Atherton
CITY COUNCIL STUDY SESSION
September 24, 2008

6:00 P.M.

HOLBROOK-PALMER PARK

Jennings Pavilion

150 Watkins Avenue

Atherton, CA 94027

Special Meeting

Vice Mayor Carlson called the meeting to order at 6:00 p.m.

1. ROLL CALL

**PRESENT: Jim Dobbie
Jerry Carlson
Charles E. Marsala
James R. Janz
Kathy McKeithen**

STUDY SESSION

2. HIGH-SPEED RAIL

A Study Session regarding High-Speed Rail was held.

3. ADJOURNMENT TO A SPECIAL CITY COUNCIL MEETING

Vice Mayor Carlson adjourned the Study Session to a Special City Council meeting at 7:55 p.m.

**4. PRESENT: Jim Dobbie
Jerry Carlson
Charles E. Marsala
Kathy McKeithen**

ABSENT: James R. Janz

5. CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON OPPOSING HIGH-SPEED RAIL BONDS

No action was taken on the item.

6. CONSIDERATION AND POSSIBLE ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON REGARDING MITIGATION OF HIGH-SPEED RAIL BY TRENCHING THE RIGHT-OF-WAY FOR HIGH-SPEED RAIL THROUGH THE TOWN OF ATHERTON

MOTION – to adopt Resolution No. 08-38, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON OPPOSING HIGH-SPEED RAIL BONDS AND URGING A NO VOTE ON PROPOSITION 1A AT THE NOVEMBER 4, 2008, GENERAL ELECTION”

M/S McKeithen/Dobbie Ayes: 4 Noes: 0 Absent: 1 (Janz) Abstain: 0

7. ADJOURN

Vice Mayor Carlson adjourned the meeting at 8:30 p.m.

Respectfully submitted,

**Kathi Hamilton
Acting City Clerk**



DRAFT MINUTES
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
October 15, 2008
5:00 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

The meeting was called to order by Mayor Janz at 5:00 p.m.

ROLL CALL

PRESENT: Jim Dobbie
Jerry Carlson
Charles E. Marsala
James R. Janz
Kathy McKeithen

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – *Significant exposure to litigation pursuant to Subsection (b) of Government Code Section 54956.9***

Three (3) potential cases

- B. LIABILITY CLAIMS – pursuant to Government Code Section 54956.95**
Claimant: Pilar Ortiz-Buckley
Agency Claimed Against: Town of Atherton

- C. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation pursuant to Subsection (a) of Government Code Section 54956.9**

Town of Atherton vs. P.G.&E CIV 471234 Superior Court of California, County of San Mateo

RECONVENE TO OPEN SESSION

Report of action taken.

City Attorney Mark Hynes reported out of Closed Session as follows:

Regarding Item A, Significant Exposure to Litigation, three (3) potential cases; two actions were taken on one of the cases: 1) Regarding the Town's Business License Tax, on a vote of 4 to 1, Marsala voting no, the City Manager was authorized to enter into an agreement with MuniServices to review the Business License Tax and its collection. Any previously stated public comments as to what was owed were premature and should be disregarded. A public report was expected to be available by the Regular City Council meeting in December. 2) Regarding the Town's Building Permit fees, staff was directed to prepare and circulate a Request for Proposals for a cost allocation study relative to Building Permit fees which was approved unanimously. There was no reportable action taken on the other two cases.

Regarding Item B, Liability Claims, no reportable action was taken regarding Claimant Pilar Ortiz-Buckley.

Regarding Item C, Existing Litigation, P.G.&E., no reportable action was taken.

ADJOURN

The meeting was adjourned by Mayor Janz at 6:45 p.m.

Respectfully submitted,

James R. Janz
Mayor

Minutes Prepared by:
Kathi Hamilton



DRAFT MINUTES
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
OCTOBER 15, 2008

7:00 p.m.
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California

REGULAR MEETING

Mayor Janz called the meeting to order at 7:03 p.m.

1. **PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**

PRESENT **Jim Dobbie**
 Jerry Carlson
 Charles E. Marsala
 James R. Janz
 Kathy McKeithen

City Manager Jerry Gruber and City Attorney Marc Hynes were also present.

3 **PRESENTATIONS**

A. **Proclamation – Robert Jenkins**

Mayor Janz presented a Proclamation to Robert Jenkins in recognition of his longtime commitment and dedicated service to the Town of Atherton.

B. **Final 2020 Gateway Report**

Richard Napier, Executive Director, City/County Association of Governments (C/CAG) presented an update on the 2020 Gateway Corridor Study. John Hoang, C/CAG, noted the study was initiated in 2004 to identify short-, medium-, and long-range roadway improvement options for addressing traffic congestion and local community impact due to regional traffic between Hwy 101 and the Dumbarton Bridge within the project study area. The project study area encompassed Hwy 101 from Hwy 84, Woodside Road in Redwood City, to Hwy 85 in Mountain View and included Hwy 84, the Bay Front Expressway portion, and the connections from the Dumbarton Bridge landing to Hwy 101. The study objectives included defining and evaluating alternative traffic improvements within the study area that addressed the study goals.

Study goals included facilitating access from Hwy 101 and the Dumbarton Bridge, enhancing economic opportunities, optimizing use of existing infrastructure, and minimizing environmental impacts on sensitive resources. Mr. Napier explained the accomplishments that had taken place; the action plan for stakeholders' consideration, the near-term projects, and the long-term projects, etc. He responded to Council's questions.

C. Sustainable San Mateo County

Tina King, Sustainable San Mateo County, commended Atherton on its Environmental Programs Committee's efforts and the Atherton Green website. The 10th Annual Sustainability Awards and Green Building Awards event would be held in March 2009. The "Indicators" report was in its 13th year of publication. The Pathway to Sustainable Communities web tool would be launched in the spring. Sustainability meant the ability to continue for a long time, i.e., meeting the needs of today without compromising the needs of future generations. Making wise decisions about the way our remaining land, energy, and resources were used was critical. Another billion people would be added to the world's population in the next 12 years. California was adding the equivalent of a Los Angeles every eight years. In the Bay Area, 2 million people would be added in the next 25 years. Ms. King reported on the various challenges that would arise. Change was coming and resources were needed. The Annual Sustainability Awards nominations were due December 3, 2008. She responded to Council's questions.

D. Menlo Park Fire Protection District – Evacuation Plan for West Atherton

Chief Schapelhouman and Battalion Chief Frank Fraone, Menlo Park Fire Protection District (MPFPD), updated Council on the Walsh Road/Mutual Threat Zone Evacuation Planning Area. Preliminary plans were made with the Menlo Circus Club for a staging area and an evacuation area. There were various options: 1) the red option went along the Cal Water property and would require the road to be widened from 12 feet to 16 feet for a 1.2 mile stretch and a cost of \$450,000; another option was to turn the electric gate on the Cal Water property into a gate that worked without electric power and could be activated by radio waves through the police dispatch center, as well as installing another gate at the other end on Moore Road for approximately \$25,000; 2) the yellow option was at the end of Valley Court and required two emergency road easements on two private properties for a cost of \$46,000 for the shorter option and \$95,000 for the other; 3) the brown option went along the horse trail and horse tunnel between two properties on Valley Court. Along with Caltrans, an emergency access gate would be installed at the top of the road to Hwy 280 for \$146,000. The issue was who would bear the cost. Chief Fraone asked for guidance from the Council. Chief Schapelhouman and Chief Fraone responded to Council's questions.

Berna Davis, Atherton, said there was not only a concern about fire in the Walsh Road area but also of flooding and earthquake. She believed the Moore Road option would work as an alternative but not as the primary egress.

Vice Mayor Carlson suggested that the City Manager should work with the MPFPD and the Woodside Fire Protection District to find options that included funding and what would be the most beneficial for all the residents in that region.

Robert Jenkins, Atherton, commended MPFPD for its progress since July. One project for the committee members was to draft a Memorandum of Understanding with the Sharon Heights Golf Course to gain access from the south into the golf course and into the golf club.

Mayor Janz moved Item No. 5 forward to be heard before Item No. 4.

5. REPORT OUT OF CLOSED SESSION

City Attorney Marc Hynes reported out of Closed Session as follows: 5:05,

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – *Significant exposure to litigation pursuant to Subsection (b) of Government Code Section 54956.9*

Three (3) potential cases

Two actions were taken on one of the cases: 1) Regarding the Town's Business License Tax, on a vote of 4 to 1, Marsala voting no, the City Manager was authorized to enter into an agreement with Muni Services to review the Business License Tax and its collection. Any previously stated public comments as to what was owed were premature and should be disregarded. A public report was expected to be available by the Regular City Council meeting in December. 2) Regarding the Town's Building Permit fees, staff was directed to prepare and circulate a Request for Proposals for a cost allocation study relative to Building Permit fees which was approved unanimously. There was no reportable action taken on the other two cases.

B. LIABILITY CLAIMS – pursuant to Government Code Section 54956.95

Claimant: Pilar Ortiz-Buckley
Agency Claimed Against: Town of Atherton

No reportable action was taken.

C. CONFERENCE WITH LEGAL COUNSEL – Existing Litigation pursuant to Subsection (a) of Government Code Section 54956.9

**Town of Atherton vs. P.G.&E CIV 471234 Superior Court of California,
County of San Mateo**

No reportable action was taken.

4. PUBLIC COMMENTS

Carol Flaherty, Atherton, noted she sent a letter to the City Manager with copies to the City Council regarding the Business License fees and Road Impact fee. She encouraged the Town to start acting legally and to not continue delaying refunds owed to residents for the past two years.

Elizabeth Lewis, Atherton, spoke regarding the guesthouse survey. She encouraged residents to sign up for email notification of upcoming Town meetings. She was encouraged that Council was addressing the Business License fee issue; however, she did not understand why it was handled in a Closed Session.

5. CITY MANAGER'S REPORT

City Manager Jerry Gruber reported on meetings he attended during the past month including: a meeting with Daniel Childs, General Manager of South Bayside Waste Management Authority, regarding the \$350 million bond for capital improvement projects; a Study Session on the update for the Housing Element; A Study Session on the High-Speed Rail; the League of California Cities Annual Conference in Long Beach; a training workshop for Atherton's Code of Conduct; a meeting with Don Maynard, Interim Finance Director Bill Yeomans and the Mayor regarding a Utilities User Tax; a meeting with Caltrain representatives regarding quad gates, quiet zones, and what was promised. He went on a Police ride-along. He attended the Annual Silicon Valley Leadership Public Policy luncheon. He noted the recent edition of the *Athertonian* was delivered to residents.

Finance Director Louise Ho updated the Council on her progress in her first seven days. Regarding the Monthly Financial Report, she indicated she would work with the Finance Committee to refine the format. Additionally, she would be meeting with the City Manager and Senior Staff to become knowledgeable about the budget and how it could be improved for 2010, as well as updating the Purchasing Policy. She would meet with the Public Works Director regarding Capital Improvement Projects to prioritize and identify funding, etc. The San Mateo County Investment Pool contacted her regarding its losses in connection with the Lehman Brothers' bankruptcy. The Town's share was \$552,000 which would be written off in October. There might be a chance to recover at least 50% of the loss. Additionally, CalPERS reported a 25% loss in its portfolio, or \$67 billion, which would impact the Town's funding requirement. She contacted the Local Agency Investment Fund (LAIF) and was told it was not experiencing any losses at the present time. The only risk LAIF was trying to minimize was some investments in foreign banks. She would be bringing forth recommended changes in the Town's Investment Policy. She responded to Council's questions.

Deputy Town Planner Lisa Costa Sanders noted the Housing Element Workshop was scheduled for October 29 and postcards were mailed to residents. Eight surveys were received on the second dwelling units, all hand delivered. She anticipated many more would be received in the mail.

14. APPROVE TOWN PARTICIPATION IN THE COST OF INSTALLING A TRAFFIC SIGNAL ON MIDDLEFIELD ROAD AT ENCINAL AVENUE

Approved participation of up to \$126,667 in the cost of installing a traffic signal on Middlefield Road at Encinal Avenue, provided that the Menlo Park School District and the City of Menlo Park agree to proportionate shares.

15. ADOPTION OF A RESOLUTION ENDORSING THE GUIDING PRINCIPLES OF THE GRAND BOULEVARD INITIATIVE

Adopted Resolution No. 08-40, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON ENDORSING THE GUIDING PRINCIPLES OF THE GRAND BOULEVARD INITIATIVE."

16. ADOPTION OF A RESOLUTION APPROVING A NEW POLICY – POLICY AGAINST HARASSMENT AND RETALIATION

Adopted Resolution No. 08-41, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON TO APPROVE TOWN POLICY 2.3 HARASSMENT AND RETALIATION TO REPLACE ZERO TOLERANCE STANDARDS OF BEHAVIOR TO PREVENT DISCRIMINATION AND HARASSMENT."

17. ADOPTION OF A RESOLUTION APPROVING A NO PARKING ANY TIME ZONE ON THE SOUTH SIDE OF OAK GROVE AVENUE BETWEEN MIDDLEFIELD ROAD AND REBECCA LANE

Adopted Resolution No. 08-42, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON GOVERNING TRAFFIC AND PARKING ON THE SOUTH SIDE OF OAK GROVE AVENUE FROM MIDDLEFIELD ROAD TO REBECCA LANE PURSUANT TO ATHERTON MUNICIPAL CODE, SECTION 10.04.010."

18. A. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILSEY HAM FOR CONCEPTUAL DESIGN SERVICES FOR THE MANDARIN, WALSH, MULBERRY, ELENA/FAXON, MACBAIN/ALEJANDRA/ BRITTANY AND FAIR OAKS CUL-DE-SAC PROJECTS

Accepted the proposal and authorized the City Manager to sign a Professional Services Agreement with Wilsey Ham to provide conceptual and final design services for the Mandarin, Walsh/Belbrook, Mulberry, Elena/Faxon, MacBain/Alejandra/Brittany and Fair Oaks Cul-De-Sac Projects, in an amount not to exceed \$44,184 plus a ten percent contingency, for a total authorization of \$48,602.

B. APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH WILSEY HAM FOR CONCEPTUAL AND FINAL DESIGN SERVICES FOR THE POLHEMUS AVENUE CUL-DE-SAC PROJECT

Accepted the proposal and authorized the City Manager to sign a Professional Services Agreement with Wilsey Ham to provide conceptual and final design services for the Polhemus Avenue Cul-De-Sac Project in an amount not exceed \$41,771, plus a 10% contingency, for a total authorization of \$45,948.

19. APPROVAL OF AN AGREEMENT BETWEEN THE TOWN OF ATHERTON AND MARC G. HYNES TO PROVIDE ATTORNEY SERVICES

Approved the agreement.

20. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE TOWN OF ATHERTON AND MANAGEMENT PARTNERS INCORPORATED FOR SELECTING A CITY ATTORNEY

Approved the agreement between the Town of Atherton and Management Partners incorporated for selecting a City Attorney for \$16,900.

21. ADOPT A RESOLUTION APPROVING A NO LEFT TURN FROM 4-6 PM MON-FRI ON WESTBOUND WATKINS AVENUE AT EL CAMINO REAL AND A NO PARKING ANY TIME ZONE ON THE EL CAMINO REAL FRONTAGE OF 1906 EL CAMINO REAL

Adopted Resolution No. 08-43, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON GOVERNING TRAFFIC AND PARKING PURSUANT TO ATHERTON MUNICIPAL CODE, SECTION 10.04.010."

22. APPROVAL OF PLANS AND SPECIFICATIONS AND AUTHORIZATION TO ADVERTISE HOLBROOK-PALMER PARK TRAIL AND BRIDGE PROJECT, PROJECT NO. 08-004

Approved the plans and specifications and authorized advertisement for bids for the Holbrook-Palmer Park Trail and Bridge Project, Project No. 08-004.

23. ADOPT A RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY/ COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG), CALTRANS DISTRICT 4, THE COUNTY OF SAN MATEO, CITY OF BELMONT, CITY OF BURLINGAME, CITY OF FOSTER CITY, CITY OF MILLBRAE, CITY OF REDWOOD CITY, CITY OF SAN BRUNO, CITY OF SAN CARLOS, CITY OF SAN MATEO, TOWN OF ATHERTON, CITY OF SOUTH SAN FRANCISCO, CITY OF MENLO PARK, CITY OF EAST PALO ALTO, METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) TO ACKNOWLEDGE THE SMART CORRIDORS PROJECT, AND TO AGREE TO WORK COOPERATIVELY TO ASSIST IN DEVELOPMENT OF THE SMART CORRIDORS PROJECT

Adopted Resolution No. 08-44, "A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY/ COUNTY ASSOCIATION OF GOVERNMENTS

(C/CAG), CALTRANS DISTRICT 4, THE COUNTY OF SAN MATEO, CITY OF BELMONT, CITY OF BURLINGAME, CITY OF FOSTER CITY, CITY OF MILLBRAE, CITY OF REDWOOD CITY, CITY OF SAN BRUNO, CITY OF SAN CARLOS, CITY OF SAN MATEO, TOWN OF ATHERTON, CITY OF SOUTH SAN FRANCISCO, CITY OF MENLO PARK, CITY OF EAST PALO ALTO, METROPOLITAN TRANSPORTATION COMMISSION (MTC), AND SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) TO ACKNOWLEDGE THE SMART CORRIDORS PROJECT, AND TO AGREE TO WORK COOPERATIVELY TO ASSIST IN DEVELOPMENT OF THE SMART CORRIDORS PROJECT.”

24. ADOPTION OF A RESOLUTION:

- A. AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH CALTRANS FOR SAFE ROUTES TO SCHOOL PROGRAM FUNDING PROJECTS**
- B. APPROVAL OF GRANT FUNDING AGREEMENT FOR SAFE ROUTES TO SCHOOL GRANT PROJECTS ON VALPARAISO AVENUE AT SACRED HEART SCHOOLS AND ON CAMINO AL LAGO AT LAS LOMITAS ELEMENTARY SCHOOL**

Adopted Resolution No. 08-45, “AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH CALTRANS FOR SAFE ROUTES TO SCHOOL PROGRAM PROJECTS”

PUBLIC HEARINGS (Item 25)

25. APPEAL REGARDING PLANNING COMMISSION DECISION REGARDING 67 MARYMONT AVENUE

The appellant withdrew the appeal.

REGULAR AGENDA (Item 26)

26. TOWN CENTER PROJECT: UPDATE, SURVEY, PUBLIC OUTREACH (Oral Report)

Council Member Marsala updated Council on the activities of the Blue Ribbon Task Force (BRTF): 1) Reviewed the Portola Valley process for a new Town Center; 2) Received confirmation from the Library JPA that the \$3 million in the reserves could be used at the Council’s discretion; 3) Reviewed the Palo Alto Blue Ribbon Task Force’s report and utilized it with some additions; 4) Public tours of Town facilities would be conducted; 5) A meeting would be held in November regarding the pros and cons of remodeling versus new construction; 6) A meeting in December would provide more details regarding the budget, etc.; 7) Funding was discussed, as well as setting up a community foundation for accepting donations. The BRTF believed its mission was understanding, defining, and informing Atherton. He presented a GANT chart with timelines and continued with a photo presentation of recently constructed Town Centers. The next step was to conduct five tours of Town facilities. A survey form was

\$65 million facilities bond and Norcal waste collection. Duncan Jones and Rosemary Maulbetsch were interviewed by CBS Channel 5 regarding High-Speed Rail. ABAG's General Assembly meeting was scheduled for October 24. The Finance Committee met and discussed the unfunded liability of PERS. The Planning Commission elected Herman Christensen as Chair and Carol Smith as Vice Chair.

- **Council Member Marsala attended the Environmental Programs Committee meeting on October 1 where the Building Awards were discussed. "Green Light" was a program put on by the Media Center for schools to make videos on environmental issues, and the EPC was looking into becoming a part of it. The Green Ribbon Task Force met and Atherton's hot water consumption was larger than any other town as a ratio. The Green Start program with schools was discussed. He welcomed Eileen Wilkerson and Lousie Ho to the Town.**
- **Mayor Janz attended the Silicon Leadership Group, a meeting of local politicians, held at the new Stanford Medical facility in Redwood City, where local issues were discussed. He commented on the Housing Element Survey and was disappointed that it was not pre-stamped. He suggested any future surveys not require postage.**
- **Council Member McKeithen said the actuarial from CalPERS would be asked to review the unfunded liability again and update the Town. The Peninsula Congestion Relief Alliance would meet the next day regarding school congestion. The San Francisco Airport Roundtable noted that radar would not be used in the next few years. Satellites, Next Gen, would be used which saved millions of gallons of fuel and would alleviate problems with fog on the runways.**

28. PUBLIC COMMENTS

There were no public comments.

29. ADJOURN

The meeting was adjourned by Mayor Janz at 10:32

Respectfully submitted,

**Kathi Hamilton
Acting City Clerk**



DRAFT MINUTES
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
NOVEMBER 1, 2008
10:30 A.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

The meeting was called to order by Mayor Janz at 10:55 a.m.

ROLL CALL

PRESENT: Jim Dobbie
Jerry Carlson
Charles E. Marsala
James R. Janz

ABSENT: Kathy McKeithen

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION

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

Agency Negotiators: Jerry Gruber, City Manager; Glenn Berkheimer, I.E.D.A.

Employee Organization: Miscellaneous - Teamsters Local Union 856

Agency Negotiators: Jerry Gruber, City Manager; Glenn Berkheimer, I.E.D.A.

Employee Organization: Atherton Police Officers Association (APOA)

Agency Negotiators: Jerry Gruber, City Manager; Glenn Berkheimer, I.E.D.A.

Employee Organization: Management Employees

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

One (1) potential case

RECONVENE TO OPEN SESSION

Report of action taken.

City Attorney Marc Hynes reported out of Closed Session as follows:

No reportable action was taken on either Item A or B.

ADJOURN

Mayor Janz adjourned the meeting at 11:47 a.m.

Respectfully submitted,

**James R. Janz
MAYOR**

**Minutes Prepared by:
Kathi Hamilton**



DRAFT MINUTES
Town of Atherton
CITY COUNCIL
NOVEMBER 1, 2008

9:30 A.M.

TOWN COUNCIL CHAMBERS

94 Ashfield Road
Atherton, California

Special Meeting

Mayor Janz called the meeting to order at 9:40 a.m.

1. ROLL CALL

PRESENT: Jim Dobbie
Jerry Carlson
Charles E. Marsala
James R. Janz

ABSENT: Kathy McKeithen

2. PUBLIC COMMENTS

Elizabeth Lewis, Atherton, said providing such late notice of the meeting and scheduling it for the day after Halloween gave the appearance of something wrong or trying to hide something.

City Manager Jerry Gruber responded there was an urgency to approve an amended Investment Policy.

REGULAR AGENDA

3. INVESTMENT POLICY

Finance Director Louise Ho presented an amended FY 2008-09 Investment Policy originally approved on July 16, 2008. The Policy provided only two investment options. The Finance Committee recommended that the Policy be amended to diversify investments including the U.S. Treasury. The first order of business was to protect the safety of the Town's principal investments. Finance Director Ho reviewed the present investment vehicles including the pros and cons of each. In addition, on the recommendation of City Attorney Marc Hynes, an amendment to the Policy delegated the responsibility of the Town's investments to the City Manager and/or designee rather than the proposed Finance Director, acknowledging that the City Manager's designee would most likely be the Finance Director.

Vice Mayor Carlson thanked Finance Director Ho for a thorough job. He reiterated the Finance Committee's commitment to diversifying and supporting the Policy amendment.

Discussion ensued regarding what options were available, what other cities were doing, and future long-term plans.

MOTION – to approve the Investment Policy with amendments; direction to the Finance Committee to work with staff to develop future changes to the Policy

M/S Carlson/Dobbie Ayes: 4 Noes: 0 Absent: 1 (McKeithen) Abstain: 0

4. ADOPTION OF A RESOLUTION FOR SIGNATURE AUTHORITY FOR COMERICA BANK

Finance Director Louise Ho indicated that the Resolution was needed due to a change of staff. Adding the positions of Assistant City Manager and Finance Director provided more options to gather two wet signatures as desired, although one wet and one stamped signature was required.

Under the “Now therefore, be it resolved,” section, wording was changed as follows: ~~“...approves using one stamped signature and one live signature...”~~ to “...requires two signatures, one of which may be a stamped signature...”

MOTION – to adopt Resolution No. 08-46, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON APPROVING SIGNATURE AUTHORITY FOR CERTAIN INDIVIDUALS IN REGARD TO COMERICA BANK” as amended

M/S Janz/Carlson Ayes: 4 Noes: 0 Absent: 1 (McKeithen) Abstain: 0

5. ADOPTION OF A RESOLUTION AUTHORIZING CERTAIN INDIVIDUALS TO CONDUCT TRANSACTIONS ON BEHALF OF THE TOWN OF ATHERTON WITH THE STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)

Finance Director Louise Ho indicated that the Resolution was needed due to a change of staff. Authorization to conduct transactions was needed.

MOTION – to adopt RESOLUTION NO. 08-47, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AUTHORIZING CERTAIN INDIVIDUALS TO CONDUCT TRANSACTIONS ON BEHALF OF THE TOWN OF ATHERTON WITH THE STATE OF CALIFORNIA LOCAL AGENCY INVESTMENT FUND (LAIF)”

M/S Carlson/Janz Ayes: 4 Noes: 0 Absent: 1 (McKeithen) Abstain: 0

6. ADOPTION OF A RESOLUTION FOR SIGNATURE AUTHORITY FOR THE SAN MATEO COUNTY POOL

Finance Director Ho indicated that the Resolution was needed due to a change of staff. Adding the positions of Assistant City Manager and Finance Director provided more options to gather two wet signatures as required.

Council Member Dobbie suggested adding the Vice Mayor. Discussion ensued regarding what combination of signatures would be acceptable.

MOTION – to adopt Resolution No. 08-48, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON AUTHORIZING CERTAIN INDIVIDUALS TO CONDUCT TRANSACTIONS ON BEHALF OF THE TOWN OF ATHERTON WITH THE SAN MATEO COUNTY POOL,” as amended to include the Vice Mayor

M/S Dobbie/Carlson Ayes: 4 Noes: 0 Absent: 1 (McKeithen) Abstain: 0

ADJOURNMENT

Mayor Janz adjourned the Closed Session meeting to a Special City Council meeting at 10:50 a.m.

Respectfully submitted,

**Kathi Hamilton
Acting City Clerk**

TOWN OF ATHERTON
CLAIMS LIST
 October 2008

Payroll Checks #	12152 – 12295	\$ 11,745
Direct Deposit		278,855
Electronic Transfer		101,206
 A/P Checks #	 27136-27343	 905,985
TOTAL		\$1,297,791

I, Jerome Gruber, City Manager of the Town of Atherton, do hereby certify under penalty of perjury that the demands listed above, check numbers 12152-12295 (payroll) and 27136 – 27343 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,297,791 are true and correct, and that there are sufficient funds for payment.

 Jerome Gruber
 City Manager

The above claims, check numbers 12152-12295 (payroll) and 27136-27343 (accounts payable), and electronic transfers for employees direct deposits, federal payroll taxes and fees, inclusive, amount to \$1,297,791 are true and correct, and are authorized for payment.

 James R. Janz
 Mayor, Town of Atherton

SOURCE OF FUNDS

101	General Fund	\$868,097
105	Tennis	-
201	Special Parcel Tax	-
202	Transportation	160,000
203	Gas Tax	-
210	Road Construction Impact Fees	84,834
211	Park Grants	20,158
213	Library	1,502
401	General Capital Projects	22,789
403	Atherton Channel District	-
610	Vehicle Replacement	97,736
611	Computer Maint. & Replacement	6,037
612	Administrative Services	18,326
715	Evans Estate	2,612
740	Tree Committee	15,700
TOTAL		\$1,297,791

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
027136	10/02/08	A-A LOCK & ALARM INC	09/18/08	188445	Public Works Admin	Facility Repair	203.71	LOCKSMITH SERVICES TOWN HALL CONF ROOM
						Check Totals	203.71	
027137	10/02/08	ALANIZ CONSTRUCTION	09/16/08	0007282	Public Works Admin	Other Contract	5,401.00	1 EA 3200 SQUARE YARDS SEALCOAT- PERFORM
						Check Totals	5,401.00	
027138	10/02/08	ALHAMBRA & SIERRA SPRINGS	09/05/08	0908 2794806	Building	Office Supplies	45.84	SEPT WATER PERMIT CENTER
			09/05/08	0908 2799478	Public Works Admin	Building Suppli	70.60	SEPT WATER PARKS DEPT
					Public Works Admin	Building Suppli	70.59	SEPT WATER PARKS DEPT
						Check Totals	187.03	
027139	10/02/08	AT&T/MCI	09/17/08	T8493654	Police	Communication	297.51	AUG 289-9297
			09/24/08	T8516979	Police	Communication	15.81	AUG 326-1167
027139	10/02/08	AT&T/MCI	09/29/08	T8547295	Building	Communication	11.60	SEPT 2008 PRI SVC 271-7360
					Public Works Admin	Communication	61.88	SEPT 2008 PRI SVC 271-7360
					Public Works Admin	Communication	12.31	SEPT 2008 PRI SVC 271-7360
					Police	Communication	241.20	SEPT 2008 PRI SVC 271-7360
					Finance	Communication	24.61	SEPT 2008 PRI SVC 271-7360
						Check Totals	664.92	
027140	10/02/08	ATKINSON-FARASYN	09/26/08	AUG-2008	City Attorney	Litigation Serv	6,889.35	LITIGATION CHARGES AUGUST 2008
						Check Totals	6,889.35	
027141	10/02/08	BAY AREA POLYGRAPH MARY MC	09/23/08	255	Police	Other Contract	400.00	POLYGRAPH SERVICES
						Check Totals	400.00	
027142	10/02/08	CYNTHIA BECK dba CYNTHIA BE	09/24/08	2019	City Manager	Training & Safe	2,800.00	CODE OF CONDUCT TRAINING
						Check Totals	2,800.00	
027143	10/02/08	MELANIE BRABENEC	10/02/08	10.02.08	City Manager	Travel & Meetin	46.80	REIMB MILEAGE EXPENSE

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	46.80	
027144	10/02/08	CALPERS HEALTH BENEFITS DIV	09/15/08	H20081000680	NON-DEPARTMENTAL NON-DEPARTMENTAL	Payroll Deducti Payroll Benefit	1,891.46 52,269.02	OCT 2008 HEALTH PREMIUMS W/H OCT 2008 HEALTH PREMIUMS
						Check Totals	54,160.48	
027145	10/02/08	CDW GOVERNMENT INC.	09/24/08	LVH0208	Finance	Computer Equipm	26.60	COMPUTER KEYBOARD
						Check Totals	26.60	
027146	10/02/08	CLEAN SOURCE	09/17/08	1791417-00	Public Works Admin	Building Suppli	959.82	JANITORIAL SUPPLIES
						Check Totals	959.82	
027147	10/02/08	CONNOISSEUR COFFEE	09/16/08	50180	Finance	Office Supplies	100.00	COFFEE
						Check Totals	100.00	
027148	10/02/08	JACKIE COOMBS	09/13/08	09.13.08	NON-DEPARTMENTAL	Park Deposits	1,000.00	REFUND PARK DEPOSIT
						Check Totals	1,000.00	
027149	10/02/08	CSG CONSULTANTS	09/18/08	14425	Building Public Works Admin	Building Inspec Contract Engine	14,616.00 13,107.50	BUILDING INSPECTOR - AUG 2008 ENGINEERING SERVICES - AUG 2008
						Check Totals	27,723.50	
027150	10/02/08	ERIN FETHEROLF	09/27/08	09.27.08	NON-DEPARTMENTAL	Park Deposits	900.00	REFUND PARK DEPOSIT
						Check Totals	900.00	
027151	10/02/08	FIRST CHOICE	09/28/08	150605	Finance	Office Supplies	25.00	COFFEE MAKER RENTAL
						Check Totals	25.00	
027152	10/02/08	JEROME GRUBER	09/29/08	09.29.08	City Manager	Travel & Meetin	63.62	REIMB LCC MEETING EXPENSE
027152	10/02/08	JEROME GRUBER	10/02/08	09.30.08	City Manager	Travel & Meetin	60.00	MEETING EXPENSE

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	123.62	
027153	10/02/08	HARRIS COMPUTER SYSTEMS	09/01/08	MN002024	Finance	Equipment Maint	1,542.12	MONTHLY TECH SUPPORT - SEPT 2008
						Check Totals	1,542.12	
027154	10/02/08	HARWOOD CONSTRUCTION	09/30/08	84 WALNUT	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY BOND
						Check Totals	5,000.00	
027155	10/02/08	HOFBRAU CATERING MARIO RADD	09/15/08	42396	City Manager	Other Contract	1,450.82	CATERING - CHEIFS LUNCHEON
					Police	Other Contract	1,440.00	CATERING - CHEIFS LUNCHEON
						Check Totals	2,890.82	
027156	10/02/08	HOUSTON COMMUNICATIONS, INC	09/17/08	450404	Police	Machinery & Equ	826.45	HANDHLED RADIO BATTERY ADAPTER/CHARGER
						Check Totals	826.45	
027157	10/02/08	DAVID HUYNH	09/25/08	JULY/AUG 08	Public Works Admin	Transport Expen	98.57	REIMB MILEAGE EXPENSE
						Check Totals	98.57	
027158	10/02/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	09.22.08	City Manager	Personnel Admin	52.99	INTERVIEW PANEL LUNCH
					City Manager	Personnel Admin	3.96	INTERVIEW PANEL BREAKFAST
					City Manager	Training & Safe	595.00	MS PUBLISHER TRAINING
					City Council	Office Supplies	8.65	TIMER FOR COUNCIL MEETING
					City Council	Travel & Meetin	97.93	CITY COUNCIL DINNER
					City Manager	Office Supplies	21.97	PHONE CORD & UNTANGLERS
027158	10/02/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	09.22.08	Police	Subscriptions	27.00	LAW ENFORCEMENT SUBSCRIPTION RENEWAL
					Police	Other Contract	88.95	ENTERSECT POLICE ONLINE
					Police	Facility Repair	12.75	CLEANING SUPPLIES
027158	10/02/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	09.22.08	Building	Training & Safe	300.00	CALIF BLDG OFFICIALS MEETING
					Building	Membership/Dues	100.00	BUILD IT GREEN MEMBERSHIP
027158	10/02/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	09.22.08	Police	Training - POST	453.30	LODGING SWAT TRAINING 11/02-11/08/08
					Police	Training - POST	453.30	LODGING SWAT TRAINING 11/09-11/13-08
					Police	Training - POST	250.00	PUBLIC RECORDS ACT CLASS - MILLER
					Police	Training - POST	500.00	PUBLIC RECORDS ACT CLASS GUERRA/MATTES

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
027158	10/02/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	09.22.08	Police	Training - POST	115.79	TRAINING EXPENSES - GUERRA
					Police	Training - POST	352.64	TRAINING EXPENSES - MATTES
					Police	Training - POST	227.00	TRAINING EXPENSES - GUERRA
					NON-DEPARTMENTAL	Other Contract	-10.82	CREDIT FOR MICROWAVE CITY MGRS HOUSE
					City Manager	Travel & Meetin	26.95	MEETING EXPENSE
					Finance	Equipment Maint	15.00	CONSTANT CONTACT WEBSITE
					City Manager	Travel & Meetin	31.96	MEETING EXPENSE
					City Manager	Travel & Meetin	32.17	MEETING EXPENSE
					City Manager	Travel & Meetin	179.00	LCC MEETING EXPENSE
Check Totals							3,935.49	
027159	10/02/08	IMAGE SOURCE	09/24/08	3315	City Council	Travel & Meetin	340.00	EQUIPMENT RENTAL
							Check Totals	
027160	10/02/08	IWORQ SYSTEMS	09/15/08	2602	Public Works Admin	Computer Servic	75.00	PAVEMENT MGMNT SOFTWARE - OCT 2008
							Check Totals	
027161	10/02/08	DUNCAN JONES	09/24/08	09.24.08	Public Works Admin	Membership/Dues	125.00	REIMB CALIF PE LICENSE RENEWAL
							Public Works Admin	Travel & Meetin
027161	10/02/08	DUNCAN JONES	09/12/08	09.12.08	Public Works Admin	Travel & Meetin	174.38	REIMB CHSRA, SACRAMENTO
							Check Totals	
027162	10/02/08	LABOR READY INC. BRANCH: 50	09/12/08	86681547	Public Works Admin	Temporary Help	1,222.56	TEMP PARK LABOR 09/08-09/12-08
			09/19/08	87081547	Public Works Admin	Temporary Help	1,468.77	TEMP PARK LABOR 09/13-09/19/08
			Check Totals					
027163	10/02/08	LIEBERT CASSIDY WHITMORE IN	09/26/08	09.17.08	City Manager	Travel & Meetin	14.00	WORKSHOP REGISTRATION
							Check Totals	
027164	10/02/08	HERIBERTO LOPEZ	09/22/08	08.27.08	Public Works Admin	Travel & Meetin	50.00	REIMB STOPP MEETING EXP
							Check Totals	

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
027165	10/02/08	CITY OF MENLO PARK	09/10/08	803490/2492	Public Works Admin	Traffic Mainten	759.94	ATHERTON SHARE TRAFFIC SIGNAL MAINT.
						Check Totals	759.94	
027166	10/02/08	JANELLE MILLER	09/19/08	09/16-09/19/	Police	Gas & Oil	53.91	REIMB MILEAGE
						Check Totals	53.91	
027167	10/02/08	NORCAL COATINGS	10/02/08	10.02.08	NON-DEPARTMENTAL	Other Contract	9,800.00	1 EA 160 WATKINS; REMOVE DOUBLE FRENCH D
						Check Totals	9,800.00	
027168	10/02/08	OFFICE DEPOT	09/04/08	442336812-00	Finance	Office Supplies	15.46	OFFICE SUPPLIES ADMIN
			09/18/08	443693945-00	City Manager	Office Supplies	64.94	OFFICE SUPPLIES HR
			09/25/08	445155846-00				
			09/04/08	442871863-00				
						Check Totals	80.40	
027169	10/02/08	PACIFIC PENINSULA GROUP	09/29/08	251 ATHERTON	Public Works Admin	Other Deposits/	2,500.00	REFUND ROAD BOND
						Check Totals	2,500.00	
027170	10/02/08	PG & E	09/24/08	3457969588-2	Police	Utilities	2,295.31	SEPT 2008 ELECTRIC
			09/24/08	9291302548-9	Public Works Admin	Utilities	133.95	SEPT 2008 ELECTRIC
			09/24/08	7457969332-1	NON-DEPARTMENTAL	Utilities	737.71	SEPT 2008 ELECTRIC
			09/24/08	9166302556-6				
						Check Totals	3,166.97	
027171	10/02/08	PITNEY BOWES INC.	09/21/08	907604	Finance	Postage	1,021.20	POSTAGE SUPPLIES
						Check Totals	1,021.20	
027172	10/02/08	PMC	07/08/08	25965	Building	ZONING CODE UPD	3,980.00	ATHERTON ZONING CODE UPDATE
			07/08/08	25969	Building	HISTORICAL ARTI	363.75	ATHERTON HISTORIC PRESERVATION ORDINNCE
			09/04/08	26437				

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
							Check Totals	4,343.75
027173	10/02/08	PODS PORTABLE ON DEMAND STO	08/22/08	050-110150	Public Works Admin	Rent - Faciliti	322.58	ONSIGHT STORAGE
			08/22/08	050-110151				
							Check Totals	322.58
027174	10/02/08	REPUBLIC ITS	09/15/08	9003	NON-DEPARTMENTAL	Other Contract	10,075.00	1 EA UPGRADE CONTROLLER MIDDLEFIELD @ OA
					NON-DEPARTMENTAL	Other Contract	10,075.00	1 EA UPGRADE CONTROLLER AT MIDDLEFIELD &
							Check Totals	20,150.00
027175	10/02/08	JEAN SCHAAF	09/29/08	09.19.08	NON-DEPARTMENTAL	Office Supplies	109.45	ART EXHIBIT SUPPLIES
					NON-DEPARTMENTAL	Advertising/Pub	346.08	ART EXHIBIT ADVERTISING
					NON-DEPARTMENTAL	Temporary Help	640.00	ART EXHIBIT TEMP HELP
							Check Totals	1,095.53
027176	10/02/08	SCHWAAB INC.	07/21/08	X38452	Building	Office Supplies	79.02	BLDG DEPT PRE INKED STAMPS
			08/01/08	X38696				
							Check Totals	79.02
027177	10/02/08	SHARP ELECTRONICS CORPORATI	09/10/08	AR133384	Finance	Office Machines	805.34	COPIER MAINT AGREEMENT
			09/25/08	AR136658				
			09/24/08	AR136294				
							Check Totals	805.34
027178	10/02/08	TEAMSTERS LOCAL 856 H & W	10/01/08	OCT 2008	NON-DEPARTMENTAL	Payroll Benefit	4,613.80	DENTAL PREMIUMS - OCT 2008
							Check Totals	4,613.80
027179	10/02/08	TERMINIX PROCESSING CENTER	09/09/08	7596248421	NON-DEPARTMENTAL	Other Contract	104.00	LIBRARY PEST CONTROL-SEPT 08
							Check Totals	104.00
027180	10/02/08	UNIFIRST CORP.	09/17/08	287285	Public Works Admin	Uniforms	155.75	SEPT 2008 LAUNDRY

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
			09/24/08	288225	Public Works Admin	Uniforms	84.91	SEPT 2008 LAUNDRY
			09/17/08	287286	Public Works Admin	Uniforms	42.24	SEPT 2008 LAUNDRY
			09/24/08	288226	Public Works Admin	Custodial Servi	254.12	SEPT 2008 LAUNDRY
						Check Totals	537.02	
027181	10/02/08	USPS BUSINESS MAIL ENTRY UN	10/01/08	BRM # 26	Finance	Postage	500.00	POSTAGE BRM PERMIT #26
						Check Totals	500.00	
027182	10/02/08	WEST COAST FIRE SPRINKLERS	09/17/08	2G908	Public Works Admin	Other Contract	900.00	FIRE SPRINKLER WORK/CARRIAGE HOUSE
						Check Totals	900.00	
027183	10/02/08	WILLIAM YEOMANS	10/02/08	10.02.08	Finance	Travel & Meetin	10.68	REIMB MEETING EXPENSE
027183	10/02/08	WILLIAM YEOMANS	10/02/08	SEPT-08	Finance	Other Contract	11,296.90	FINANCIAL CONSULTANT SEPT 2008
						Check Totals	11,307.58	
027185	10/10/08	100 CLUB OF SAN MATEO COUNT	10/03/08	2009	Police	Membership/Dues	150.00	2009 MEMBERSHIP DUES NIELSEN
						Check Totals	150.00	
027186	10/10/08	A-A-A RENTALS INC	09/26/08	495910	Public Works Admin	Rent - Tools &	128.00	TRENCHER
						Check Totals	128.00	
027187	10/10/08	ABAG POWER PURCHASING POOL	10/01/08	8001603	Public Works Admin	Utilities	268.80	09/08 LEVELIZED GAS 150 WATKINS
					Public Works Admin	Utilities	100.80	09/08 LEVELIZED GAS 160 WATKINS
					Police	Utilities	151.20	09/08 LEVELIZED GAS 91 ASHFIELD
					Finance	Utilities	134.40	09/08 LEVELIZED GAS TOWN HALL
					NON-DEPARTMENTAL	Utilities	67.20	09/08 LEVELIZED GAS LIBRARY
					Public Works Admin	Utilities	117.60	09/08 LEVELIZED GAS CORP OFFICE/STORAGE
						Check Totals	840.00	
027188	10/10/08	ACTION TOWING	09/30/08	245024	Public Works Admin	Equipment Maint	105.00	TOWING SERVICE F450

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	105.00	
027189	10/10/08	ALLEGRA PRINT & IMAGING DEA	09/25/08	40097	Police	Other Supplies	80.66	BUSINESS CARDS - MATTES
						Check Totals	80.66	
027190	10/10/08	AT&T PAYMENT CENTER	09/20/08	853-9587/09-	Police	Communication	78.25	PD/ADMIN LOBBY PAY PHONE 09/20-10/19/08
			09/20/08	853-8919/09-	Public Works Admin	Communication	76.69	PARK PAVILLON PAY PHONE 9/20-10/19/08
			09/19/08	325-2677/09-	Public Works Admin	Communication	24.40	HP PARK ELEVATOR 9/19-10/18/08
			09/20/08	853-9084/09-	Public Works Admin	Communication	82.98	HP PARK MAIN HOUSE 9/20-10/19/08
						Check Totals	262.32	
027191	10/10/08	AT&T/MCI	09/29/08	T8539415	Public Works Admin	Communication	82.18	251-1053 9/1-10/6/08
			09/29/08	T8539557	Police	Communication	118.85	281-1953 9/1-10/6/08
			10/02/08	T8566364	Police	Communication	15.51	322-8691 9/1-10/6/08
			09/29/08	T8544811	Police	Communication	55.06	252-8343 9/1-10/6/08
			09/29/08	T8545915	Police	Communication	220.89	271-5840 9/1-10/6/08
			09/29/08	T8547424	Police	Communication	64.76	451-6689 9/1-10/6/08
			09/29/08	T8547425	Police	Communication	64.76	451-6690 9/1-10/6/08
			09/29/08	T8547426	Police	Communication	53.09	451-6691 9/1-10/6/08
						Check Totals	675.10	
027192	10/10/08	ATKINSON-FARASYN	10/01/08	OCT.2008	City Attorney	City Attorney R	9,000.00	RETAINER FEE 9/1-9/30/2008
					City Attorney	Litigation Serv	4,500.00	RETAINER FEE 10/1-10/17/2008
					City Attorney	Litigation Serv	6,278.50	LITIGATION CHARGES 09/08
						Check Totals	19,778.50	
027193	10/10/08	CITY OF BURLINGAME ATTN: DO	10/07/08	10.24.08	City Council	Travel & Meetin	55.00	10/24/08 SMCCCC DINNER - MAYOR JANZ
						Check Totals	55.00	
027194	10/10/08	CA STATE DISBURSEMENT UNIT	10/10/08	92772/10.10.	NON-DEPARTMENTAL	Payroll Deducti	100.62	CHILD SUPPORT WITHHOLDING
						Check Totals	100.62	

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
027195	10/10/08	CDW GOVERNMENT INC.	09/25/08	LVS0845	Finance	Computer Softwa	243.10	POWERPOINT - BRABENEC
						Check Totals	243.10	
027196	10/10/08	CLARK PEST CONTROL	09/29/08	7908001	Public Works Admin	Grounds Mainten	680.00	AG - ONE SHOT HP PARK
			09/25/08	7214695	Public Works Admin	Grounds Mainten	780.00	AG - WEED HP PARK
						Check Totals	1,460.00	
027197	10/10/08	CPOA	10/01/08	2009	Police	Membership/Dues	155.00	2009 MEMBERSHIP DUES CHIEF NIELSEN
						Check Totals	155.00	
027198	10/10/08	KECHUNG CU	10/07/08	202 ELENA	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY BOND 202 ELENA
						Check Totals	5,000.00	
027199	10/10/08	CITY OF DALY CITY	10/07/08	10.20-10.22.	Police	Training - POST	28.00	RADAR COURSE YOAKUM & DUNPHY
						Check Totals	28.00	
027200	10/10/08	DELL MARKETING L.P. C/O DEL	09/26/08	XCWKRFCM1	Finance	Computer Equipm	303.52	ULTRASSHARP 2208FP MONITOR-FINANCE
027200	10/10/08	DELL MARKETING L.P. C/O DEL	09/24/08	XCWJFXXC3	Finance	Computer Equipm	1,105.55	OPTIPLEX 755 MINITOWER - POLICE DEPT
						Check Totals	1,409.07	
027201	10/10/08	DIVERSIFIED MAINTENANCE SER	10/01/08	D24041	Finance	Custodial Servi	433.64	OCT 08 JANITORIAL SERVICE TOWN HALL
					Police	Custodial Servi	587.96	OCT 08 JANITORIAL SERVICE POLICE DEPT
					Building	Custodial Servi	205.41	OCT 08 JANITORIAL SERVICE PERMIT CENTER
					Public Works Admin	Custodial Servi	271.70	OCT 08 JANITORIAL SERVICE PUBLIC WORKS
					Public Works Admin	Custodial Servi	161.93	OCT 08 JANITORIAL SERVICE CORP YARD
					NON-DEPARTMENTAL	Custodial Servi	445.59	OCT 08 JANITORIAL SERVICE LIBRARY
						Check Totals	2,106.23	
027202	10/10/08	EMBARCADERO PUBLISHING CO	09/10/08	ISSUE 37	City Manager	Advertising/Pub	174.00	ADVERTISING - PUBLIC HEARING
			09/24/08	ISSUE 39	City Manager	Advertising/Pub	116.00	ADVERTISING - HI SPPED RAIL MEETING
					City Manager	Advertising/Pub	435.00	ADVERTISING - COMMITTES RECRUITMENT

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
						Check Totals	725.00	
027203	10/10/08	FIRST CHOICE	09/28/08	150648	Public Works Admin	Office Supplies	25.00	COFFEE MAKER RENTAL PUBLIC WORKS 09/08
			09/28/08	150606	Building	Office Supplies	25.00	COFFEE MAKER RENTAL PERMIT CENTER 09/08
						Check Totals	50.00	
027204	10/10/08	EDWARD J. GEE & ASSOCIATES	10/03/08	10.15.08	City Manager	Office Supplies	51.75	COPIES - SPACE NEEDS ANALYSIS REPORT
						Check Totals	51.75	
027205	10/10/08	GOVERNMENT FINANCE OFFICERS	09/17/08	0035001	Finance	Membership/Dues	165.00	RENEWAL FOR PERIOD 10/1/08-9/30/09-HO
						Check Totals	165.00	
027206	10/10/08	GUY PLUMBING & HEATING INC.	09/26/08	0115907-IN	Public Works Admin	Facility Repair	679.21	REPAIR/REPLACE TOILET IN MENS ROOM PD
						Check Totals	679.21	
027207	10/10/08	HORIZON	09/26/08	12358078-00	Public Works Admin	Landscape Suppl	73.54	PARK IRRIGATION SUPPLIES
						Check Totals	73.54	
027208	10/10/08	DAVID HUYNH	10/06/08	SEPT-08	Public Works Admin	Travel & Meetin	141.33	REIMB MILEAGE EXPENSE SEPT 08
						Check Totals	141.33	
027209	10/10/08	I.M.P.A.C. GOVERNMENT SERVI	08/22/08	5424/AUG08	Building	Training & Safe	299.26	LODGING FOR CONFERENCE CRW 7/20-7/22/08
027209	10/10/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	5408/SEPT08	Public Works Admin	Travel & Meetin	447.28	LODGING MSA CONF. HENDERSON 8/25-8/28
					Public Works Admin	Travel & Meetin	492.17	LODGING MSA CONF TYLER 8/25-8/28
					Public Works Admin	Training & Safe	225.47	SAFETY EQUIPMENT - PROTECTIVE EYEWARE
						Check Totals	1,464.18	
027210	10/10/08	INTERNATIONAL CODE COUNCIL,	10/02/08	2668461	Building	Membership/Dues	100.00	2009 MEMBERSHIP DUES WASMANN
						Check Totals	100.00	

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
027211	10/10/08	IDEAL R.V. AND TRAILER	10/02/08	0024134	Public Works Admin	Other Supplies	118.33	28.1 GALLONS PROPANE PARK
						Check Totals	118.33	
027212	10/10/08	IEDA, INC.	10/01/08	10.01.08	City Manager	Other Contract	1,000.00	LABOR RELATIONS CONSULTING OCT 08
						Check Totals	1,000.00	
027213	10/10/08	INTERMOUNTAIN ELECTRIC COMP	09/24/08	013485	Public Works Admin	Facility Repair	378.50	ELECTRICAL SERVICE POLICE DEPT
			09/24/08	013482	Public Works Admin	Facility Repair	700.40	ELECTRICAL SERVICE CARRIAGE HOUSE
						Check Totals	1,078.90	
027214	10/10/08	INTERSTATE TRAFFIC CONTROL	10/01/08	118005	Public Works Admin	Traffic Mainten	77.94	ROUND SIGN POST
						Check Totals	77.94	
027215	10/10/08	JENSEN LANDSCAPE SERVICE, I	09/25/08	067467	Public Works Admin	Contract Lndscp	2,225.00	OCT 08 HP PARK
						Check Totals	2,225.00	
027216	10/10/08	LABOR READY INC. BRANCH: 50	09/26/08	88071547	Public Works Admin	Temporary Help	1,740.45	TEMP PARK LABOR 9/22-9/26/08
						Check Totals	1,740.45	
027217	10/10/08	LAW OFFICES OF MICHELE S. L	10/01/08	10.01.08	City Manager	Other Contract	15,936.36	INVESTIGATION-HARASSMENT COMPLAINT 9/08
						Check Totals	15,936.36	
027218	10/10/08	MANAGEMENT PARTNERS INC	09/30/08	3285	City Manager	Other Contract	7,600.00	COMPLETION OF CITY MGR/ATTY PERF EVAL
						Check Totals	7,600.00	
027219	10/10/08	NATIONAL ASSOC. OF SCHOOL R	09/26/08	9991CA	Police	Training - POST	495.00	SCHOOL RESOURCE OFFICER COURSE YOAKUM
						Check Totals	495.00	
027220	10/10/08	NEC UNIFIED SOLUTIONS, INC	09/26/08	VSH10262293	Police	Communication	158.00	MOVE EXT 506 AND 508

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	158.00	
027221	10/10/08	PACIFIC PENINSULA GROUP	10/08/08	7 FAXON FORE	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY BOND 7 FAXON FOREST
						Check Totals	5,000.00	
027222	10/10/08	PUBLIC EMPLOYEES RETIREMENT	10/10/08	10.10.08	NON-DEPARTMENTAL NON-DEPARTMENTAL	Payroll Deducti Payroll Benefit	3,170.94 46,804.58	PERS WITHHOLDING 9/21-10/4/08 PERS 9/21-10/4/08
						Check Totals	49,975.52	
027223	10/10/08	PERSICON CONSTRUCTION	10/07/08	93 SERRANO	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY BOND 93 SERRANO
						Check Totals	5,000.00	
027224	10/10/08	PG & E	09/24/08	9531312943-9	Public Works Admin	Utilities	190.34	93 DINKELSPIEL STATION LN 8/23-9/23/08
						Check Totals	190.34	
027225	10/10/08	THE POLICE & SHERIFF PRESS,	09/26/08	18494	Police	Other Contract	377.68	SECURE ID CARDS
						Check Totals	377.68	
027226	10/10/08	RECALL SECURE DESTRUCTION S	09/19/08	2303031572	Police	Other Supplies	83.82	SHRED DOCUMENTS 8/22-9/18/08
						Check Totals	83.82	
027227	10/10/08	CITY OF REDWOOD CITY INFORM	09/30/08	BR22148	Finance	Other Contract	2,800.63	I.T. SUPPORT 9/1-9/30/08
						Check Totals	2,800.63	
027228	10/10/08	S & T INVESTIGATIONS	10/06/08	33	Police	Other Contract	1,241.96	BACKGROUND INVESTIGATIONS
						Check Totals	1,241.96	
027229	10/10/08	S M CO SHERIFF'S OFFICE COU	10/01/08	7889	City Manager	HUMAN RESOURCE	18.00	LIVE SCAN SERVICE - SEPT 08

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	18.00	
027230	10/10/08	SPRINT	09/29/08	130538811-01	Police	Communication	400.51	MOBILE DATA COMPUTERS 8/26-9/25/08
						Check Totals	400.51	
027231	10/10/08	STEAM SYSTEM ROBERT KNOPPS	09/26/08	09.26.08	Public Works Admin	Other Contract	250.00	CLEANING ALL CARPETS PAVILION
						Check Totals	250.00	
027232	10/10/08	STUBBS & LEONE	10/03/08	OCT-08	City Attorney	Attorney - Othe	2,234.50	LEGAL SERVICES GENERAL MATTERS 09/08
					City Attorney	Attorney - Othe	250.00	LEGAL SERVICES JOHNS 09/08
						Check Totals	2,484.50	
027233	10/10/08	TEAMSTERS UNION LOCAL 856	10/10/08	10.10.08	NON-DEPARTMENTAL	Payroll Deducti	206.80	DUES WITHHOLDING
						Check Totals	206.80	
027234	10/10/08	TERMINIX PROCESSING CENTER	09/29/08	280895864	NON-DEPARTMENTAL	Facility Repair	108.00	PEST CONTROL LIBRARY 09/08
						Check Totals	108.00	
027235	10/10/08	U.S. ARMOR	09/24/08	50182	Police	Uniforms	2,265.11	SWAT TEAM UNIFORM-DERE
						Check Totals	2,265.11	
027236	10/10/08	VOYAGER	09/24/08	869016477809	Police	Gas & Oil	86.63	SEPT 08 GAS - MOTORCYCLES
						Check Totals	86.63	
027237	10/10/08	WILLIAM YEOMANS	10/08/08	SEPT-08	Finance	Other Contract	608.00	FINANCIAL CONSULTANT EXPENSES 09/08
						Check Totals	608.00	
027239	10/16/08	A.P.O.A.	06/16/08	06.16.08	Police	Other Supplies	284.00	CARWASH COUPONS FOR P.D. CARS

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	284.00	
027240	10/16/08	AARONSON, DICKERSON, COHN &	09/23/08	908144	City Attorney	Attorney - Othe	200.00	PREPARE RESOLUTION RE: 99 DEBELL APPEAL
						Check Totals	200.00	
027241	10/16/08	ALHAMBRA & SIERRA SPRINGS	10/03/08	1008 2799482	City Manager	Office Supplies	110.43	10/1/08 WATER ADMIN
			10/03/08	1008 2799391	Police	Other Supplies	216.73	10/1/08 WATER POLICE DEPT.
			10/03/08	1008 2799480	Building	Office Supplies	37.20	10/1/08 WATER BLDG DEPT
			10/03/08	1008 2793206	Public Works Admin	Building Suppli	81.65	10/1/08 WATER PUBLIC WORKS DEPT
						Check Totals	446.01	
027242	10/16/08	AMERICAN PAYROLL ASSOCIATIO	09/30/08	80674	Finance	Membership/Dues	195.00	APA 2009 MEMBERSHIP, P.PIERCE
						Check Totals	195.00	
027243	10/16/08	AT&T/MCI	10/06/08	T8583949	Police	Communication	56.02	324-5396 09/01-10/15/08
			10/03/08	T8571590	Police	Communication	15.51	330-0686 09/01-10/12/08
			10/03/08	T8571641	Police	Communication	325.77	566-0280 09/01-10/12/08
027243	10/16/08	AT&T/MCI	10/03/08	T8571709	Building	Communication	3.85	752-0600 09/01-10/12/08 BLDG DEPT
					Police	Communication	80.08	752-0600 9/1-10/12/08 POLICE DEPT
					Public Works Admin	Communication	20.54	752-0600 9/1-10/12/08 PARKS DEPT
					Public Works Admin	Communication	4.09	752-0600 9/1-10/12/08 PUBLIC WORKS
					Finance	Communication	8.17	752-0600 9/1-10/12/08 ADMIN
027243	10/16/08	AT&T/MCI	10/03/08	T8571711	Building	Communication	15.65	752-8099 8/1-9/12/08 BLDG DEPT
					Police	Communication	325.33	752-8099 8/1-9/12/08 POLICE DEPT
					Public Works Admin	Communication	83.47	752-8099 8/1-9/12/09 PARKS DEPT
					Public Works Admin	Communication	16.60	752-8099 8/1-9/12/08 PUBLIC WORKS
					Finance	Communication	33.20	752-8099 8/1-9/12/08 ADMIN
						Check Totals	988.28	
027244	10/16/08	MELANIE BRABENEC	10/16/08	10.16.08	City Manager	Travel & Meetin	24.10	REIMB. MILEAGE 10/7-10/15/08
						Check Totals	24.10	
027245	10/16/08	KATHRYN BURNS	09/26/08	58 LINDA VIS	Building	Building Permit	14,985.12	CANCEL PERMITS 58 LINDA VISTA

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
					NON-DEPARTMENTAL	Business Licens	14,122.80	CANCEL BUS. LICENSE 58 LINDA VISTA
					NON-DEPARTMENTAL	Road Impact Fee	27,853.30	CANCEL RI FEES 58 LINDA VISTA
						Check Totals	56,961.22	
027246	10/16/08	KEVIN CITTADINI	10/09/08	10.09.08	Building	Training & Safe	200.00	SAFETY BOOTS 2009 - CITTADINI
						Check Totals	200.00	
027247	10/16/08	DAVID CLAPPER	10/15/08	161 TUSCALOO	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY BOND 161 TUSCALOOSA
						Check Totals	5,000.00	
027248	10/16/08	CITY OF DALY CITY	10/10/08	11/12-11/14/	Police	Training - POST	296.00	DUI DETECTION & SFST 11/12-11/14/08
						Check Totals	296.00	
027249	10/16/08	DE MATTEI CONSTRUCTION	10/15/08	161 TUSCALOO	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND LANDSCAPE SCREENG 161 TUSCALOOSA
						Check Totals	5,000.00	
027250	10/16/08	DEPARTMENT OF JUSTICE ACCOU	10/07/08	702028	City Manager	HUMAN RESOURCE	32.00	FINGERPRINT APPS SEPT 08 - L.HO
						Check Totals	32.00	
027251	10/16/08	DIEHL, EVANS & CO., LLP 200	10/16/08	12.16.08	Finance	Training & Safe	275.00	2008 GOVT TAX SEMINAR- L.HO 12/16/08
						Check Totals	275.00	
027252	10/16/08	FEDEX KINKOS CUSTOMER ADMIN	09/11/08	51050035529	Public Works Admin	Advertising/Pub	193.56	COPIES OF MASTER PLAN FOR HP PARK
						Check Totals	193.56	
027253	10/16/08	FIRST CHOICE	10/07/08	175185	Police	Other Supplies	132.60	10/08 COFFEE POLICE DEPT
027253	10/16/08	FIRST CHOICE	02/28/08	102597	Building	Office Supplies	25.00	COFFEE MACHINE RENTAL 2/08
			02/28/08	102596	Finance	Office Supplies	25.00	COFFEE MACHINE RENTAL 2/08
						Check Totals	182.60	

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
027254	10/16/08	GRANITE ROCK CO. #16774 ACC	10/04/08	471789	Public Works Admin	Construction Ma	293.36	ASPHALT
						Check Totals	293.36	
027255	10/16/08	HOFBRAU CATERING MARIO RADD	10/06/08	42462	Police	Training & Safe	186.35	CATERING BREAKFAST PD TRAINING
			10/06/08	42463	Police	Training & Safe	179.26	CATERING LUNCH PD TRAINING
						Check Totals	365.61	
027256	10/16/08	HOME DEPOT CREDIT SERVICES	09/05/08	2041051	Public Works Admin	Facility Repair	64.91	TARP FOR P.W. TRAILER ROOF
			09/15/08	2141279	NON-DEPARTMENTAL	Construction Ma	8.09	STAKES FOR PARK TRAIL
						Check Totals	73.00	
027257	10/16/08	HORIZON	06/20/08	12345372-00	Public Works Admin	Minor Tools & E	213.07	LOPPERS, LEAF RAKE, PVC PIPE & CUTTERS
						Check Totals	213.07	
027258	10/16/08	HOUSTON COMMUNICATIONS, INC	09/11/08	71789	Police	Machinery & Equ	661.67	(2) CHARGER CONDITIONING MULTI-UNIT
					Police	Machinery & Equ	164.78	(8) BATTERY ADAPTER FOR HANDHELD RADIO
						Check Totals	826.45	
027259	10/16/08	DAVID HUYNH	10/06/08	10.02.08	Public Works Admin	Travel & Meetin	59.54	UTILITY PROCESS TRAINING 10/2/08 HUYNH
						Check Totals	59.54	
027260	10/16/08	I.M.P.A.C. GOVERNMENT SERVI	09/22/08	424604001387	Police	Other Supplies	9.28	SUPPLIES AND SERVICES
					Police	Uniforms	51.22	SHOE POLISH & SUPPLIES
					Police	Other Supplies	402.78	OFFICE SUPPLIES PD
					Police	Equipment Maint	640.00	(2) CARWASH BOOKS 25 EACH
					Police	Office Supplies	381.79	CHAIR - LT GUERRA
					Police	Office Supplies	205.97	OFFICE SUPPLIES - MATTES
					Police	Machinery & Equ	73.84	ANTENNA FOR PROPERTY ROOM BARCODING SYS
					Police	Other Supplies	451.34	JANITORIAL SUPPLIES PD
					Police	Other Supplies	725.25	CAMCORDER FOR DETECTIVES
					Police	Office Supplies	255.39	TONERS & OFFICE SUPPLIES
					Police	Office Supplies	77.50	PRESSVBOARD CLASSIFICATION FOLDERS
027260	10/16/08	I.M.P.A.C. GOVERNMENT SERVI	08/22/08	424604001387	Police	Office Supplies	155.84	COLOR INK FOR A940 INKJET PRINTER

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
					Police	Other Supplies	177.00	WII FIT FOR POLICE EXERCISE ROOM
					Police	Other Supplies	60.95	BARCODING
					Police	Other Supplies	345.56	PD KITCHEN SUPPLIES
					Police	Machinery & Equ	566.23	PRINTER FOR SARGENT
					Police	Equipment Maint	296.50	IN CAR VIDEO
						Check Totals	4,876.44	
027261	10/16/08	LABOR READY INC. BRANCH: 50	10/03/08	88561547	Public Works Admin	Temporary Help	1,358.40	TEMP PARK LABOR 9/29-10/3/08
						Check Totals	1,358.40	
027262	10/16/08	LIEBERT CASSIDY WHITMORE IN	10/16/08	11.19.08	City Manager	Training & Safe	14.00	LEAVE LAWS & DISCIPLINE-WILKERSON 11/19
						Check Totals	14.00	
027263	10/16/08	NEAL MARTIN & ASSOCIATES	09/30/08	930	Building	Contract Planne	13,513.78	CONTRACT PLANNING SERVICES 9/1-9/30/08
						Check Totals	13,513.78	
027264	10/16/08	MILLS-PENINSULA HEALTH SERV	10/10/08	39732	Finance	Employee Assist	585.00	EMPLOYEE ASSISTANCE 10/1-12/31/08
						Check Totals	585.00	
027265	10/16/08	NORCAL COATINGS	10/16/08	10.16.08	NON-DEPARTMENTAL	Other Contract	13,000.00	160 WATKINS; REMOVE DOUBLE FRENCH DOORS
						Check Totals	13,000.00	
027266	10/16/08	OFFICE DEPOT	10/02/08	445679206-00	Finance	Office Supplies	569.12	OFFICE SUPPLIES ADMIN
			10/02/08	445806967-00	Building	Office Supplies	217.02	OFFICE SUPPLIES BLDG
			10/09/08	447201447-00				
			10/09/08	447038917-00				
						Check Totals	786.14	
027267	10/16/08	ORCHARD SUPPLY HARDWARE	08/28/08	022010106242	Public Works Admin	Construction Ma	64.89	CEILING REPAIR AT PLAYSCHOOL
			08/28/08	022010538241	Public Works Admin	Construction Ma	71.40	RESTROOM REPAIR AT PLAYSCHOOL
			09/05/08	022001091855	Public Works Admin	Building Suppli	224.98	JANITORIAL SUPPLIES
			08/26/08	022003091168	Public Works Admin	Construction Ma	3.23	WAX RINGS FOR TOILETS

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
			08/26/08	022010106234	Public Works Admin	Construction Ma	4.32	TOILET REPAIR PARTS
			08/26/08	022010711236	Public Works Admin	Construction Ma	10.64	FUEL CAN AND FUNNEL
			09/04/08	022010538263	Public Works Admin	Training & Safe	8.65	LATEX GLOVES
			09/19/08	022010538304	Public Works Admin	Construction Ma	11.67	BAILING WIRE
			09/22/08	022010106312	Public Works Admin	Construction Ma	66.51	PAINT MATERIALS FOR A.D.A.
			09/19/08	09.19.08	Public Works Admin	Construction Ma	-18.29	ON-TIME PAYMENT DISCOUNT
						Check Totals	448.00	
027268	10/16/08	PAPE' MACHINERY	10/08/08	17-7959	Finance	Vehicles & Acce	97,735.68	1 EA JOHN DEERE 310SJ-TMC BACKHOE PRICE
						Check Totals	97,735.68	
027269	10/16/08	PG & E	09/30/08	5678831191-0	Building	Utilities	51.91	ELECTRIC SERVICE 8/23-9/30/08
					Public Works Admin	Utilities	155.72	ELRCTRIC SERVICE 8/23-9/30/08
					Public Works Admin	Utilities	3,848.00	ELECTRIC SERVICE 8/23-9/30/08
					Public Works Admin	Utilities	471.15	ELECTRIC SERVICE 8/23-9/30/08
					Public Works Admin	Utilities	1,087.72	ELECTRIC SERVICE 8/23-9/30/08
					Finance	Utilities	458.92	ELECTRIC SERVICE 8/23-9/30/08
						Check Totals	6,073.42	
027270	10/16/08	CITY OF REDWOOD CITY	09/30/08	BR22113	Police	Gas & Oil	5,069.18	FUEL CHARGES 08/16-09/15/08 P.D.
					Public Works Admin	Gas & Oil	84.74	FUEL CHARGES 8/16-9/15/08 PUBLIC WORKS
					Public Works Admin	Gas & Oil	245.93	FUEL CHARGES 8/16-9/15/08 PUBLIC WORKS
					Public Works Admin	Gas & Oil	1,249.65	FUEL CHARGES 8/16-9/15/08 PUBLIC WORKS
						Check Totals	6,649.50	
027271	10/16/08	SAN MATEO COUNTY CHAPLAINCY	09/30/08	SEPT 08	Police	Other Contract	500.00	CHAPLAINCY SERVICE SEPT. 08
						Check Totals	500.00	
027272	10/16/08	SAN MATEO CO SHERIFF'S OFFI	09/30/08	CL01817	Police	Other Contract	397.00	FORENSIC SERVICE SEPT 08
						Check Totals	397.00	
027273	10/16/08	TWIN OAKS RANCH MFG	10/15/08	466	Police	K-9 Expenses	966.41	1 EA K-9 KENNEL W/ FENCING & MAT
					Police	K-9 Expenses	250.00	1 EA DELIVER/SETUP 1072 ESCALERO PACIFCA

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
							Check Totals	1,216.41
027274	10/16/08	AGI PUBLISHING DBA: VALLEY	10/01/08	998221-10/08	Public Works Admin	Advertising/Pub	928.00	ADVERTISING HP PARK - OCT 2008
							Check Totals	928.00
027275	10/16/08	VERIZON WIRELESS	09/21/08	0693652320	Building	Communication	108.86	CELL PHONES 8/22-9/21/08 BLDG DEPT
					Police	Communication	577.56	CELL PHONES 8/22-9/21/08 POLICE DEPT
					Public Works Admin	Communication	157.47	CELL PHONES 8/22-9/21/08 PUBLIC WORKS
					Public Works Admin	Communication	167.00	CELL PHONES 8/22-9/21/08 P.W. STREETS
					Public Works Admin	Communication	39.25	CELL PHONES 8/22-9/21/08 P.W. GROUNDS
					Public Works Admin	Communication	84.79	CELL PHONES 8/22-9/21/08 P.W. PARKS
							Check Totals	1,134.93
027276	10/16/08	THE WATER WORKS	09/09/08 1 10/08/08 2		Public Works Admin	Facility Repair	9,600.00	1 EA VIDEO SEWER LATERAL. INSTALL WYE CL
							Check Totals	9,600.00
027277	10/16/08	WITMER-TYSON IMPORTS, INC.	10/01/08	T6815	Police	K-9 Expenses	703.61	K-9 MAINTENANCE TRAINING SEPT 08
							Check Totals	703.61
027279	10/23/08	1ST FIVE MINUTES, LLC BEN D	10/10/08	100908APD	Police	Other Contract	1,840.00	BASIC LIFE SUPPORT RECERTIFICATON
							Check Totals	1,840.00
027280	10/23/08	ALHAMBRA & SIERRA SPRINGS	10/03/08	1008 2799478	Public Works Admin	Building Suppli	40.23	10/1/08 WATER PARKS DEPT
					Public Works Admin	Building Suppli	40.23	10/1/08 WATER PARKS DEPT
							Check Totals	80.46
027281	10/23/08	C.F. ARCHIBALD PAVING INC.	10/13/08	822-530	NON-DEPARTMENTAL	Other Contract	160,000.00	ST RECONSTRUCTION PHASE 4 9/2-9/23/08
					NON-DEPARTMENTAL	Other Contract	37,778.60	ST RECONSTRUCTION PHASE 4 9/2-9/23/08
							Check Totals	197,778.60

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
027282	10/23/08	AT&T/MCI	10/06/08	T8583964	Public Works Admin	Communication	55.50	327-4859 9/1-10/15/08
			10/15/08	T8619707	Police	Communication	15.81	289-9297 8/1-9/24/08
			10/15/08	T8619709	Police	Communication	28.43	323-1014 8/1-9/24/08
			10/15/08	T8619710	Police	Communication	14.22	323-1801 8/1-9/24/08
			10/15/08	T8619711	Police	Communication	46.44	323-1802 8/1-9/24/08
			10/15/08	T8619712	Police	Communication	28.75	323-3612 8/1-9/24/08
			10/15/08	T8619713	Police	Communication	288.17	323-6131 8/1-9/24/08
			10/15/08	T8619714	Police	Communication	15.51	323-6452 8/1-9/24/08
			10/15/08	T8619715	Police	Communication	29.10	323-7653 8/1-9/24/08
			10/15/08	T8619716	Police	Communication	155.46	326-2801 8/1-9/24/08
			10/15/08	T8619717	Police	Communication	30.02	328-3220 8/1-9/24/08
			10/16/08	T8624105	Police	Communication	23.48	462-1470 8/1-9/24/08
			10/15/08	T8619737	Police	Communication	24.75	473-9743 8/1-9/24/08
			10/15/08	T8619753	Building	Communication	18.98	CENTREX 688-6500 8/1-9/24/08 BLDG DEPT
					Police	Communication	164.47	CENTREX 688-6500 8/1-9/24/08 POLICE DEP
					Public Works Admin	Communication	208.75	CENTREX 688-6500 8/1-9/24/08 PARKS DEPT
					Public Works Admin	Communication	44.28	CENTREX 688-6500 8/1-9/24/08 PW DEPT
		Finance	Communication	196.10	CENTREX 688-6500 8/1-9/24/08 ADMIN DEPT			
Check Totals							1,388.22	
027283	10/23/08	BARTLETT TREE SERVICE	09/25/08	31197240-0	Public Works Admin	Tree Maintenanc	515.00	1 EA TREE TREATMENT. TREAT SICK OAK AT P
			09/25/08	31197241-0				
Check Totals							515.00	
027284	10/23/08	CALIFORNIA WATER SERVICE	10/03/08	4726166666/0	Building	Utilities	25.70	WATER SERVICE 9/4-10/2/08 BLDG DEPT
			10/03/08	9293092658/0	Police	Utilities	42.79	WATER SERVICE 9/4-10/2/08 POLICE DEPT
			10/14/08	0686127445/0	Public Works Admin	Utilities	11.01	WATER SERVICE 9/4-10/2/08 PUBLIC WORKS
			10/14/08	0686127445/0	Public Works Admin	Utilities	1,670.73	WATER SERVICE 9/4-10/2/08 PW STREETS
			10/14/08	0686127445/0	Public Works Admin	Utilities	275.80	WATER SERVICE 9/4-10/2/08 PARKS DEPT
			10/14/08	0686127445/0	Public Works Admin	Utilities	30.63	WATER SERVICE 9/4-10/2/08 PW BUILDINGS
					NON-DEPARTMENTAL	Utilities	39.74	WATER SERVICE 9/4-10/2/08 LIBRARY
					Finance	Utilities	61.03	WATER SERVICE 9/4-10/2/08 ADMIN
Check Totals							2,157.43	
027285	10/23/08	CLEAN SOURCE	10/07/08	1791417-01	Public Works Admin	Building Suppli	10.16	(1) CASE LIGHTBULBS FOR HP PARK

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	10.16	
027286	10/23/08	FASTSIGNS	10/14/08	395-10366	Public Works Admin	Construction Ma	46.55	BLACK ON YELLOW REFLECTIVE SIGN MATLS
						Check Totals	46.55	
027287	10/23/08	FOLGER GRAPHICS	10/13/08	57786	City Manager	Communication	3,881.35	FALL 2008 ATHERTONIAN NEWLETTER
						Check Totals	3,881.35	
027288	10/23/08	HARRIS COMPUTER SYSTEMS	10/21/08	11/5-11/7/08	Finance	Training & Safe	900.00	COMPUTER ACCT PROGRAM L.HO 11/5-11/7/08
						Check Totals	900.00	
027289	10/23/08	HORIZON	10/09/08	12359747-00	Public Works Admin	Landscape Suppl	185.96	SPRINKLER SUPPLIES HP PARK
			10/10/08	12359887-00				
						Check Totals	185.96	
027290	10/23/08	IDEAL R.V. AND TRAILER	10/17/08	0024191	Public Works Admin	Other Supplies	125.06	PROPANE FOR OUTDOOR HEATERS HP PARK
						Check Totals	125.06	
027291	10/23/08	INFORMATION SERVICES ATTN:	10/14/08	1YAT10809	Finance	Other Contract	152.00	SEPT 08 MICROWAVE MAINT
					Police	Other Contract	1,166.33	SEPT 08 CLETS/MICROWAVE MAINT
						Check Totals	1,318.33	
027292	10/23/08	KITCHEN WORKS ATTN: JEFF JO	10/21/08	120 TOYON	Building	Building Permit	257.00	CANCEL PERMIT FEE 120 TOYON RD
					NON-DEPARTMENTAL	Business Licens	72.00	CANCEL BUS LIC 120 TOYON RD
					NON-DEPARTMENTAL	Road Impact Fee	142.00	CANCEL ROAD IMPACT FEE 120 TOYON RD
						Check Totals	471.00	
027293	10/23/08	KATHLEEN MCKEITHEN	10/16/08	10.16.08	City Council	Travel & Meetin	34.40	REIMB MILEAGE MEETINGS 10/1 & 10/16/08
						Check Totals	34.40	

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
027294	10/23/08	NORCAL COATINGS	10/16/08	10.16.08	Police	Other Contract	600.00	PAINT COMM. ROOM POLICE DEPT
						Check Totals	600.00	
027295	10/23/08	OFFICE DEPOT	10/16/08	447949573-00	Finance	Office Supplies	214.31	HEADSET FOR L. HO
			10/02/08	445679206-00	Public Works Admin	Office Supplies	96.30	TONER CARTRIDGE- PUBLIC WORKS
			10/16/08	447851183-00	Building	Office Supplies	37.98	MARKER BOARD- BLDG DEPT
					Finance	Office Supplies	337.96	BINDERS,FOLDERS,PAPER,LIT HOLDER
					Finance	Office Supplies	40.14	LASER LABELS- ADMIN
						Check Totals	726.69	
027296	10/23/08	HSBC BUSINESS SOLUTIONS	10/02/08	047600003760	Police	Office Supplies	123.90	LABEL WRITER AND LABELS FOR P.D.
						Check Totals	123.90	
027297	10/23/08	THE PENINSULA ARTS COUNCIL	10/21/08	2009	NON-DEPARTMENTAL	Membership/Dues	65.00	2009 ARTS COMMITTEE DUES
						Check Totals	65.00	
027298	10/23/08	R & B COMPANY ACCOUNTING DE	10/13/08	S1158289.001	Public Works Admin	Construction Ma	86.74	STEEL CPLG SEWER LATERAL REPAIR-HP PARK
						Check Totals	86.74	
027299	10/23/08	CITY OF REDWOOD CITY FINANC	09/30/08	BR22082	Police	Equipment Maint	1,005.14	VEHICLE MAINT P.D. 8/16-9/15/08
					Public Works Admin	Equipment Maint	116.77	VEHICLE MAINT P.W. 8/16-9/15/08
						Check Totals	1,121.91	
027300	10/23/08	REPUBLIC ITS	10/07/08	0809534	Public Works Admin	Traffic Mainten	418.68	09/08 TRAFFIC SIGNAL MAINTENANCE
						Check Totals	418.68	
027301	10/23/08	S & T INVESTIGATIONS	10/09/08	34	Police	Other Contract	82.50	BACKGROUND & CREDIT CHECK PD APPLICANT
						Check Totals	82.50	
027302	10/23/08	SAN MATEO REGIONAL NETWORK,	10/10/08	17630	Police	Other Contract	385.00	10/08 MONTHLY ACCESS FEE T-1 SERVICE

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	385.00	
027303	10/23/08	SCAPES INC. LANDSCAPE CO.	10/03/08	3701	NON-DEPARTMENTAL	Contract Lndscp	15,700.00	LANDSCAPE AND TREE WORK-12 SELBY LN
			10/13/08	3713				
						Check Totals	15,700.00	
027304	10/23/08	SHARP ELECTRONICS CORPORATI	10/14/08	AR140474	Finance	Office Machines	273.22	ADMIN COPIER MAINT 9/16-10/15/08
						Check Totals	273.22	
027305	10/23/08	DARYL D. JONES, INC. DBA TE	10/10/08	39627	Police	Other Contract	934.00	10/08 MGMT & MAINT COMM CENTER
						Check Totals	934.00	
027306	10/23/08	TRUGREEN LANDCARE P.O. BOX	09/30/08	6310776	Public Works Admin	Tree Maintenanc	1,063.33	6 EA DUTCH ELM DISEASE TREE REMOVAL
					Public Works Admin	Tree Maintenanc	386.67	3 EA DUTCH ELM DISEASE TREE REMOVAL
						Check Totals	1,450.00	
027307	10/23/08	TURBO DATA SYSTEMS INC.	09/30/08	14769	Police	CITATION PROCES	59.30	09/08 CITATION PROCESSING
						Check Totals	59.30	
027308	10/23/08	UNIFIRST CORP.	10/01/08	289175	Public Works Admin	Uniforms	307.91	10/08 LAUNDRY PW STREETS
			10/08/08	290125	Public Works Admin	Uniforms	137.87	10/08 LAUNDRY PW GROUNDS
			10/15/08	291067	Public Works Admin	Uniforms	68.59	10/08 LAUNDRY PW PARKS DEPT
			10/01/08	289176	Public Works Admin	Custodial Servi	346.94	10/08 LAUNDRY PARKS DEPT
			10/08/08	290126				
			10/15/08	291068				
						Check Totals	861.31	
027309	10/23/08	VOICE PRINT INTERNATIONAL,	10/13/08	2008M2026M3	Police	Other Contract	1,887.12	2009 SOFTWR SUPPT & MAINT FOR COMM CTR
						Check Totals	1,887.12	
027311	10/31/08	A-A LOCK & ALARM INC	10/23/08	189283	Police	Equipment Maint	195.00	REMOVE LOCKS FROM P.D. TRAILER

Check#	Check Dt	Vendor Name	Inv Date	Inv #	Department	GL Account	Amounts	Detail Description
						Check Totals	195.00	
027312	10/31/08	AFLAC ATTN: REMITTANCE PROC	09/18/08	894402	NON-DEPARTMENTAL	Payroll Deducti	1,504.94	10/08 INSURANCE PREMIUMS W/H
						Check Totals	1,504.94	
027313	10/31/08	AT&T/MCI	10/22/08	T8643094	Police	Communication	15.82	326-1167 9/1-9/30/08
027313	10/31/08	AT&T/MCI	10/29/08	T8673505	Building	Communication	11.60	271-7360 PRI SVC BLDG 9/1-10/6/08
					Public Works Admin	Communication	61.88	271-7360 PRI SVC PARKS 9/1-10/6/08
					Public Works Admin	Communication	12.31	271-7360 PRI SVC P.W. 9/1-10/6/08
					Police.	Communication	241.20	271-7360 PRI SVC POLICE 9/1-10/6/08
					Finance	Communication	24.61	271-7360 PRI SVC ADMIN 9/1-10/6/08
						Check Totals	367.42	
027314	10/31/08	ATKINSON-FARASYN	10/23/08	OCT 2008	City Attorney	Litigation Serv	7,356.43	LITIGATION CHARGES 10/1-10/17/08
						Check Totals	7,356.43	
027315	10/31/08	BAY AREA POLYGRAPH MARY MC	10/18/08	257	Police	Other Contract	200.00	POLICE OFFICER APPLICANT 9/8/08
						Check Totals	200.00	
027316	10/31/08	CA STATE DISBURSEMENT UNIT	10/24/08	10.24.08	NON-DEPARTMENTAL	Payroll Deducti	100.62	CHILD SUPPORT WITHOLDING 10/5-10/18/08
						Check Totals	100.62	
027317	10/31/08	CALIFORNIA BMW	10/18/08	6007043/1	Police	Equipment Maint	263.26	REPAIR BRAKES MOTORCYCLE R1150RT #MC2
						Check Totals	263.26	
027318	10/31/08	CLARK PEST CONTROL	10/30/08	7502179	Public Works Admin	Grounds Mainten	780.00	10/08 WEED CONTROL HP PARK
						Check Totals	780.00	
027319	10/31/08	CALIFORNIA MUNICIPAL TREASU	10/31/08	2008	Finance	Membership/Dues	155.00	MEMBERSHIP L.HO 4/1-3/31/09

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
						Check Totals	155.00	
027320	10/31/08	COMMERCIAL ENVIRONMENT LAND	10/01/08	2213-1008	Public Works Admin	Contract Lndscp	2,557.19	MONTHLY LANDSCAPE SERVICE OCT 08
						Check Totals	2,557.19	
027321	10/31/08	CSG CONSULTANTS	10/22/08	014730	Building	Code enforcemen	3,147.44	CODE ENFORCEMENT SERVICES 9/1-9/26/08
027321	10/31/08	CSG CONSULTANTS	09/19/08	014426	Building	Code enforcemen	3,511.90	CODE ENFORCEMENT SERVICES 8/1-8/31/01
						Check Totals	6,659.34	
027322	10/31/08	DELL MARKETING L.P. C/O DEL	10/20/08	XCXD3RM36	Police	Communication	2,085.81	2 EA OPTIFLEX 755 MINITOWER WITH MONITOR
						Check Totals	2,085.81	
027323	10/31/08	GOLDEN PAW LLC	10/29/08	27 SELBY	NON-DEPARTMENTAL	Building Deposi	4,145.00	REFUND RECYCLING DEPOSIT 27 SELBY LANE
						Check Totals	4,145.00	
027324	10/31/08	HOFBRAU CATERING MARIO RADD	10/09/08	42485	Police	Training & Safe	137.91	CATER BREAKFAST PD TRAINING 10/9/08
			10/09/08	42486	Police	Training & Safe	203.51	CATER LUNCH PD TRAINING 10/9/08
			10/10/08	42480	Police	Training & Safe	137.91	CATER BREAKFAST PD TRAINING 10/10/08
			10/10/08	42481	Police	Training & Safe	191.39	CATER LUNCH PD TRAINING 10/10/08
			10/07/08	42502	Police	Training & Safe	186.35	CATER BREAKFAST PD TRAINING 10/7/08
			10/07/08	42503	Police	Training & Safe	264.13	CATER LUNCH PD TRAINING 10/7/08
						Check Totals	1,121.20	
027325	10/31/08	EDWARD A. JASMIN	10/22/08	AT 102208-1	City Manager	Advertising/Pub	4,383.75	GRAPHIC DESIGN SERVICE FALL 08 ATHERTONI
						Check Totals	4,383.75	
027326	10/31/08	LIEBERT CASSIDY WHITMORE IN	10/29/08	11-19-08	Police	Training & Safe	28.00	TRAINING-LEAVE LAWS & DISCIPLINE 11/19/0
						Check Totals	28.00	
027327	10/31/08	JOHN MATTES	10/27/08	10/20-10/24/	Police	Training - POST	26.00	REIMB PARKING CLEARS SEMINAR 10/20-24/08
					Police	Gas & Oil	74.88	REIMB MILEAGE CLEARS SEMINAR 10/20-24/08

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
						Check Totals	100.88	
027328	10/31/08	OFFICE DEPOT	09/11/08	443693873-00	Building	HOUSING ELEMENT	1,198.93	POST CARDS FOR PLANNEING MAILING
					Finance	Office Supplies	539.91	PAPER, FOLDERS, FILES, DATE STAMP
					Building	Office Supplies	50.26	BLDG DEPT PENS, PLATES, FILTERS
					Public Works Admin	Office Supplies	8.76	COFFEE
						Check Totals	1,797.86	
027329	10/31/08	PUBLIC EMPLOYEES RETIREMENT	10/24/08	10.24.08	NON-DEPARTMENTAL	Payroll Deducti	3,158.23	PERS W/H 10/05-10/18/08
					NON-DEPARTMENTAL	Payroll Benefit	47,568.12	PERS 10/05-10/18/08
						Check Totals	50,726.35	
027330	10/31/08	P.F. PETTIBONE & CO. POLICE	10/27/08	16494	City Manager	Office Supplies	237.95	(2) RED MINUTE BOOKS 27 & 28
						Check Totals	237.95	
027331	10/31/08	PITNEY BOWES INC.	10/29/08	450080	Finance	Rent - Tools &	330.00	POSTAL SECURITY DEVICE 1MOO 12/16-3/15/0
						Check Totals	330.00	
027332	10/31/08	SAMIRA NAWAS PLESMAN	10/29/08	09.19.08	NON-DEPARTMENTAL	Office Supplies	1,105.78	9/19/08 ART EXHIBIT SODAS, FOOD, NAPKINS
					NON-DEPARTMENTAL	Advertising/Pub	346.08	ADVERTISING ART EXHIBIT 09/19/08
						Check Totals	1,451.86	
027333	10/31/08	PMC	10/16/08	26892	Building	ZONING CODE UPD	1,290.00	ZONING CODE UPDATE 9/1-9/30/08
						Check Totals	1,290.00	
027334	10/31/08	THE POLICE & SHERIFF PRESS,	10/14/08	18756	Police	Other Supplies	52.59	SECURE ID CARDS FOR P.D.
						Check Totals	52.59	
027335	10/31/08	PRINT 'N GRAPHICS ELAINE LE	10/24/08	143383	Police	Other Supplies	107.25	TIME CARDS FOR PD
					Finance	Office Supplies	107.26	TIME CARDS FOR ADMIN

Check Disbursement by Vendor for the Check Dates 10/01/2008 through 10/31/2008

Check#	Check Dt	Vendor Name	Inv Date	Invc #	Department	GL Account	Amounts	Detail Description
						Check Totals	214.51	
027336	10/31/08	SAN MATED COUNTY SHERIFF'S	07/31/08	7818	Police	Other Contract	2,354.00	COYOTE POINT RANGE SERVICE FY 08-09
						Check Totals	2,354.00	
027337	10/31/08	STUBBS & LEONE	08/05/08	08.05.08	City Attorney	Attorney - Othe	1,257.50	JULY 08 LEGAL SERVICES
						Check Totals	1,257.50	
027338	10/31/08	RAYMIE STATA & KIMBERLY SWE	10/29/08	93 BROADACRE	NON-DEPARTMENTAL	Building Deposi	5,000.00	REFUND UTILITY DEPOSIT 93 BROADACRES
						Check Totals	5,000.00	
027339	10/31/08	TEAMSTERS UNION LOCAL 856	10/24/08	10.24.08	NON-DEPARTMENTAL	Payroll Deducti	206.80	UNION DUES W/H MISC. 10/5-10/18/08
						Check Totals	206.80	
027340	10/31/08	TEE'S PLUS	10/16/08	285983	Police	Special Events	162.52	D.A.R.E YOUTH FOOTBALL, BASEBALL PLAYGRO
						Check Totals	162.52	
027341	10/31/08	VISION SERVICE PLAN ATTN: A	10/20/08	00-237065-00	NON-DEPARTMENTAL	Payroll Benefit	652.52	VISION PREMIUMS NOVEMBER 2008
						Check Totals	652.52	
027342	10/31/08	WILSEY HAM	10/14/08	5818	Public Works Admin	Other Contract	19,060.05	1 EA FINAL DESIGN SERVICES FOR THE FLETG
						Check Totals	19,060.05	
027343	10/31/08	YOUTH & FAMILY ENRICHMENT S	09/30/08	946	Police	Other Contract	2,891.50	CONTRB. FIRST CHANCE SOUTH 10/08-3/09
						Check Totals	2,891.50	
						Grand Totals	905,984.97	



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: LOUISE HO, FINANCE OFFICER

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

SUBJECT: FINANCIAL REPORT FOR FOUR MONTHS ENDED OCTOBER 2008

RECOMMENDATION

Receive the General Fund Financial Report for the four months ended October 31, 2008.

DISCUSSION

Staff revised the format on how the financial report is to be presented. The new format incorporates a column “**Accrual**” to account for revenues and expenditures that need to be included in order to more accurately reflect the actual data. For the four months ended October 31, 2008, if revenues and expenditures are assumed to be distributed evenly, 33.3% of the annual FY 2008-09 Budget (4/12) should be earned or incurred.

The accrual amounts only reflect data up to November 12, 2008. Staff is still in the process of reconciling accounts, and any necessary adjustments will be proposed in subsequent months. As to the investment loss of \$552,009 from the San Mateo County Pool, staff will be booking the loss in FY 2007-08 as recommended by the Town’s external auditor, Caporicci & Larson.

General Fund Revenues

For the four months ended October 31, 2008, the General Fund reported revenues of \$1,445,728, which is 13.6% of annual budgeted revenues for FY 2008-09. The main reason for the low percent is due to the fact that the Town of Atherton receives secured property taxes from the County of San Mateo three times a year, 55% in December 2008, 45% in April 2009, and 5% in June 2009.

General Fund Expenditures

As to the expenditures for the four months ended October 31, 2008, the General Fund reported \$3,313,309, which is 31.1% of annual budgeted expenditures for FY 2008-09. All departments were within budget targets with the exception of the City Manager Department, which includes City Manager, City Clerk, and Human Resources, and the City Attorney Department.

The City Manager Department incurred the following expenditures which were not budgeted.

- Three independent investigations
- Recruitment for three vacant department head positions
- Facilitator for City Manager and City Attorney evaluation

For the City Attorney Department, additional expenses were incurred for litigation and higher charges due to City Attorney service from retainer fee to hourly rate.

FISCAL IMPACT

Revenues and expenditures budget for FY 2008-09 for the General Fund will be reviewed and mid-year adjustments will be presented in February 2009.

Prepared by:

Approved by:

Louise Ho
Finance Director

Jerome Gruber
City Manager

Attachment: Financial Report

Town of Atherton
General Fund

Financial Report for the Four Months Ended October 31, 2008

(Excl. Encumbrances)

Dept	Description	Budget FY08/09	4/12 of Budget (33.3%)	Actual Jul 08 thru Oct 08	Accrual	Adj. Actual Jul 08 thru Oct 08	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual Jul 07 thru Oct 07
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)
	Revenues									
	Secured	4,299,782	1,433,261	-		-	0.0%	4,299,782	0.0%	
	Unsecured	250,000	83,333	268,806		268,806	322.6%	(18,806)	107.5%	240,835
	SB813 Redemption	150,000	50,000	17,960		17,960	35.9%	132,040	12.0%	18,750
	Homeowner Exemption	31,500	10,500	-		-	0.0%	31,500	0.0%	
	Local Sales & Use Tax	115,000	38,333	35,398		35,398	92.3%	79,602	30.8%	29,107
	Public Safety Sales Tax	69,000	23,000	16,871		16,871	73.4%	52,129	24.5%	23,072
	Sales Tax	54,235	18,078	-		-	0.0%	54,235	0.0%	
	Franchise Taxes-PG&E	225,000	75,000	-		-	0.0%	225,000	0.0%	
	Franchise Tax-Cal Water	84,000	28,000	-		-	0.0%	84,000	0.0%	
	Franchise Tax-BFI	173,000	57,667	37,007		37,007	64.2%	135,993	21.4%	
	Franchise Taxes-Cable	88,000	29,333	23,961		23,961	81.7%	64,039	27.2%	39,666
	Document Trsf Tax	250,000	83,333	92,558		92,558	111.1%	157,442	37.0%	83,139
	Motor Vehicle In-Lieu	641,300	213,767	11,162		11,162	5.2%	630,138	1.7%	11,931
	Business Licenses	450,000	150,000	141,683		141,683	94.5%	308,317	31.5%	163,326
	Home Occupation	6,000	2,000	1,400		1,400	70.0%	4,600	23.3%	5,570
	Building Permit	1,300,000	433,333	258,572		258,572	59.7%	1,041,428	19.9%	359,434
	Encroachment	110,000	36,667	63,955		63,955	174.4%	46,046	58.1%	32,015
	Landscape Fee	4,000	1,333	(5,000)		(5,000)	-375.0%	9,000	-125.0%	1,200
	Vehicle Code Fines	30,000	10,000	5,396		5,396	54.0%	24,604	18.0%	
	Other Fines & Forfeit	11,000	3,667	2,942	394	3,336	91.0%	7,664	30.3%	15,325
	ERAF Subvention	468,206	156,069	-		-	0.0%	468,206	0.0%	
	Ca State 911 Reimb	54,500	18,167	-		-	0.0%	54,500	0.0%	
	POST Reimb	20,000	6,667	2,455		2,455	36.8%	17,545	12.3%	2,376
	Other Reimbursements	60,000	20,000	14,750		14,750	73.8%	45,250	24.6%	35,408

Town of Atherton
General Fund

Financial Report for the Four Months Ended October 31, 2008
(Excl. Encumbrances)

Dept	Description	Budget FY08/09 (a)	4/12 of Budget (33.3%) (b)	Actual Jul 08 thru Oct 08 (c)	Accrual (d)	Adj. Actual Jul 08 thru Oct 08 (e)	% of 4/12 Budget (e/b)	Year-To-Date Variance (a-e)	% of Annual Budget (e/a)	Actual Jul 07 thru Oct 07 (f)
	Grants	40,000	13,333	7,530		7,530	56.5%	32,470	18.8%	89,711
	React Task Force Reimb	140,000	46,667			-	0.0%	140,000	0.0%	
	Document/Research Fee	400	133			-	0.0%	400	0.0%	274
	Photocopy Fee	4,000	1,333	2,560	3	2,562	192.2%	1,438	64.1%	888
	Alarm Sign Fees	600	200	60		60	30.0%	540	10.0%	150
	Vehicle Release	1,500	500	640		640	128.0%	860	42.7%	660
	Police Report	3,000	1,000	720		720	72.0%	2,280	24.0%	945
	Special Service Fee	4,500	1,500	372		372	24.8%	4,128	8.3%	1,656
	Post Office	55,000	18,333	17,254	4,314	21,568	117.6%	33,433	39.2%	17,254
	SMIP Fees	11,000	3,667	3,968		3,968	108.2%	7,032	36.1%	3,121
	Application Fee	35,000	11,667	7,650		7,650	65.6%	27,350	21.9%	10,616
	Zoning & Planning Fees	37,000	12,333	20,250		20,250	164.2%	16,750	54.7%	1,500
	Plan Check Fee	365,000	121,667	155,477		155,477	127.8%	209,523	42.6%	18,100
	Social Fees	125,000	41,667	61,468		61,468	147.5%	63,533	49.2%	37,900
	Meeting Fees	65,000	21,667	20,394		20,394	94.1%	44,606	31.4%	19,838
	Class Fees	16,000	5,333	28,988		28,988	543.5%	(12,988)	181.2%	5,059
	Park Day Use Fee		-	274		274	100.0%	(274)	100.0%	
	Interest Income	400,000	133,333	82,093		82,093	61.6%	317,907	20.5%	119,714
	Cellular One	36,000	12,000	8,821	3,037	11,858	98.8%	24,142	32.9%	8,268
	Prop Rental-Play Sch	75,000	25,000	19,654		19,654	78.6%	55,346	26.2%	24,000
	Donations	24,000	8,000	(1,086)		(1,086)	-13.6%	25,086	-4.5%	1,588
	Miscellaneous Income	10,000	3,333	8,916	2,104	11,020	330.6%	(1,020)	110.2%	5,908
	Transfers in from Gas Tax	100,000	33,333			-	0.0%	100,000	0.0%	
	Transfers in from GFCIP	150,000	50,000			-	0.0%	150,000	0.0%	
	Total Revenues	10,642,523	3,547,508	1,435,878	9,851	1,445,728	40.8%	9,196,795	13.6%	1,428,304

Town of Atherton

General Fund

Financial Report for the Four Months Ended October 31, 2008

(Excl. Encumbrances)

Dept	Description	Budget FY08/09	4/12 of Budget (33.3%)	Actual Jul 08 thru Oct 08	Accrual	Adj. Actual Jul 08 thru Oct 08	% of 4/12 Budget	Year-To-Date Variance	% of Annual Budget	Actual Jul 07 thru Oct 07
		(a)	(b)	(c)	(d)	(e)	(e/b)	(a-e)	(e/a)	(f)
	EXPENDITURES									
City Council	Advertising/Publishing	500	167	-	-	-	0.0%	500	0.0%	-
	Other Contract Services	9,000	3,000	80	80	80	2.7%	8,920	0.9%	-
	Office Supplies	600	200	1,299	1,299	1,299	649.5%	(699)	216.5%	-
	Membership/Dues	18,000	6,000	9,447	9,447	9,447	157.5%	8,553	52.5%	12,454
	Travel & Meetings	6,000	2,000	1,134	95	1,229	61.5%	4,771	20.5%	4,697
	Boards & Commissions	1,000	333	-	-	-	0.0%	1,000	0.0%	-
	Special Events & Awards	1,000	333	119	119	119	35.7%	881	11.9%	-
	Administrative Services	381	127	127	127	127	100.0%	254	33.3%	-
	Computer Services Charge	796	265	265	265	265	0.0%	796	0.0%	-
	City Council Totals:	37,277	12,426	12,472	95	12,302	99.0%	24,975	33.0%	17,151
City Manager	#REF!	555,121	185,040	129,053	24,108	153,161	82.8%	401,960	27.6%	185,704
City Clerk	Contract Services	84,000	28,000	108,479	7,722	116,201	415.0%	(32,201)	138.3%	6,718
Personnel	Supplies & Materials	7,700	2,567	3,914	158	4,072	158.7%	3,628	52.9%	1,159
	General Expenses	60,000	20,000	24,117	1,895	26,012	130.1%	33,988	43.4%	2,680
	Reimbursements	30,315	10,105	10,105		10,105	100.0%	20,210	33.3%	
	City Manager Totals:	737,136	245,712	275,668	33,883	309,551	126.0%	427,585	42.0%	196,261
City Attorney	Contract Services	198,000	66,000	72,100	6,945	79,045	119.8%	118,955	39.9%	122,896
Legal Services	General Expenses	2,000	667				0.0%	2,000	0.0%	
	Reimbursements	6,228	2,076	2,076		2,076	100.0%	4,152	33.3%	
	City Attorney Totals:	206,228	68,743	74,176	6,945	81,121	118.0%	125,107	39.3%	122,896

Town of Atherton
General Fund

Financial Report for the Four Months Ended October 31, 2008

(Excl. Encumbrances)

Dept	Description	Budget FY08/09 (a)	4/12 of Budget (33.3%) (b)	Actual Jul 08 thru Oct 08 (c)	Accrual (d)	Adj. Actual Jul 08 thru Oct 08 (e)	% of 4/12 Budget (e/b)	Year-To- Date Variance (a-e)	% of Annual Budget (e/a)	Actual Jul 07 thru Oct 07 (f)
Finance	Salaries & Benefits	348,040	116,013	101,026	15,428	116,454	100.4%	231,586	33.5%	111,488
Post Office	Contract Services	50,000	16,667	2,324	10,369	12,693	76.2%	37,307	25.4%	35,219
	Supplies & Materials	11,000	3,667	2,344	1,042	3,386	92.3%	7,614	30.8%	1,654
	General Expenses	3,600	1,200	526	372	898	74.8%	2,702	24.9%	195
	Rents & Leases		-	330		330	100.0%	(330)	100.0%	
	Facility & Equipment	10,000	3,333			-	0.0%	10,000	0.0%	
	Reimbursements	19,616	6,539	6,539		6,539	100.0%	13,077	33.3%	
	Finance Totals:	442,256	147,419	113,089	27,210	140,299	95.2%	301,957	31.7%	148,556
Building	Salaries & Benefits	864,441	288,147	216,600	27,552	244,152	84.7%	620,289	28.2%	222,711
Planning	Contract Services	569,954	189,985	111,948	52,006	163,954	86.3%	406,000	28.8%	337,642
	Supplies & Materials	43,000	14,333	17,801		17,801	124.2%	25,199	41.4%	4,322
	General Expenses	11,000	3,667	2,553	92	2,645	72.1%	8,355	24.0%	572
	Facility & Equipment	5,500	1,833			-	0.0%	5,500	0.0%	501
	Reimbursements	48,358	16,119	16,119		16,119	100.0%	32,239	33.3%	
	Building Totals:	1,542,253	514,084	365,021	79,650	444,671	86.5%	1,097,582	28.8%	565,748
Police	Salaries & Benefits	4,307,040	1,435,680	1,232,304	153,214	1,385,518	96.5%	2,921,522	32.2%	1,419,630
	Contract Services	260,670	86,890	82,170	1,352	83,522	96.1%	177,148	32.0%	75,453
	Supplies & Materials	185,002	61,667	35,188	9,418	44,606	72.3%	140,396	24.1%	82,207
	General Expenses	157,983	52,661	26,067	1,552	27,619	52.4%	130,364	17.5%	10,816
	Facility & Equipment	99,005	33,002	11,712	1,622	13,334	40.4%	85,671	13.5%	21,729
	Reimbursement	141,886	47,295	47,295		47,295	100.0%	94,591	33.3%	
	Police Totals:	5,151,586	1,717,195	1,434,736	167,158	1,601,894	93.3%	3,549,692	31.1%	1,609,835

Town of Atherton
General Fund

Financial Report for the Four Months Ended October 31, 2008

(Excl. Encumbrances)

Dept	Description	Budget FY08/09 (a)	4/12 of Budget (33.3%) (b)	Actual Jul 08 thru Oct 08 (c)	Accrual (d)	Adj. Actual Jul 08 thru Oct 08 (e)	% of 4/12 Budget (e/b)	Year-To-Date Variance (a-e)	% of Annual Budget (e/a)	Actual Jul 07 thru Oct 07 (f)
Public Works	Salaries & Benefits	1,481,828	493,943	469,680	60,437	530,117	107.3%	951,711	35.8%	502,555
Parks & Recr	Contract Services	638,150	212,717	111,361		111,361	52.4%	526,789	17.5%	129,985
	Supplies & Materials	113,200	37,733	19,200		19,200	50.9%	94,000	17.0%	44,864
	General Expenses	106,500	35,500	32,882	9,480	42,362	119.3%	64,138	39.8%	12,498
	Rent & Leases	47,068	15,689	1,504		1,504	9.6%	45,564	3.2%	603
	Facility & Equipment	75,700	25,233	(866)		(866)	-3.4%	76,566	-1.1%	14,922
	Reimbursements	58,705	19,568	19,793		19,793		38,912	33.7%	300
	Public Works Totals:	2,521,151	840,384	653,554	69,917	723,471	86.1%	1,797,680	28.7%	705,727
	Total Expenditures	10,637,887	3,545,962	2,928,717	384,857	3,313,309	93.4%	7,324,578	31.1%	3,366,174
	Excess (Deficiency) of Revenues over Expenditures	4,636	1,545	(1,492,839)	(375,007)	(1,867,580)	-120852.9%	1,872,216	-40284.3%	(1,937,870)



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JEROME GRUBER, CITY MANAGER**

FROM: MARC G. HYNES, CITY ATTORNEY

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: ADOPTION OF A RESOLUTION APPROVING A BUDGET
ADJUSTMENT FOR LEGAL SERVICES**

RECOMMENDATION:

Staff recommends that the City Attorney budget be increased by adding the amount of \$25,000.00 to Account #3103 -- Attorney – Other Legal, and \$50,000.00 to Account #3105 -- Litigation Services. Further, the City Council adopts a resolution approving a budget adjustment.

BACKGROUND:

With the adoption of the fiscal year 2009 budget, an amount of Twenty-Five Thousand Dollars (\$25,000.00) was allocated to Account #3103 for Attorney – Other Legal Expenses; and Fifty Thousand Dollars (\$50,000.00) was allocated to Account #3105 for Litigation Services.

As of October 27, 2008, for 25% of the fiscal year elapsed, almost 49% of Account 3103 had been expended. For account #3105, 47% of the budget had been expended.

Litigation services have significantly increased owing to the work invoiced from the Stubbs and Leone firm (Account #3103) and me (Account #3105) largely related to former Finance Director John P. Johns.

In view of anticipated litigation matters in the upcoming quarter, that is to say for the period October through December 31, 2008, it is my estimate that an additional Fifty Thousand Dollars (\$50,000.00) will be required for Account #3105, and an additional Twenty-Five Thousand Dollars (\$25,000.00) will be required for Account #3103. My estimate is based upon billings

which have been submitted to the Town as of the date of preparation of this report. I am projecting similar anticipated amounts of billings in November and December 2008.

A report will be provided to the City Council at its meeting in January 2009 assessing the status of the City Attorney budget and making further recommendations.

FISCAL IMPACT:

An additional \$75,000.00 will be required for the City Attorney budget through the end of calendar year 2008.

Prepared by:

Approved by:

/s/ Marc Hynes

Marc G. Hynes
City Attorney

Jerry Gruber
City Manager

RESOLUTION NO. 08- _____

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADJUSTING THE CITY ATTORNEY BUDGET**

WHEREAS, the City Council has been advised of costs for litigation which will require additional funds to be added to the City Attorney budget for fiscal year 2008-2009.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the budget for account number 3103 be increased by \$25,000.00 and the budget for account number 3105 be increased by \$50,000.00.

This Resolution shall be effective immediately upon adoption.

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 November, 2008, by the following vote:

<i>AYES:</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>Council Members:</i>
<i>ABSENT:</i>	<i>Council Members:</i>
<i>ABSTAIN:</i>	<i>Council Members:</i>

James R. Janz
Mayor, Town of Atherton

ATTEST:

Kathi Hamilton, Acting City Clerk

APPROVED AS TO FORM:

Marc G. Hynes, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: ACCEPTANCE OF WORK, AUTHORIZATION TO RECORD NOTICE
OF COMPLETION AND APPROVAL OF CONTRACT CHANGE
ORDERS IN THE AMOUNT OF \$20,097.18 FOR THE PROJECT,
PROJECT NO. 07-012**

RECOMMENDATION

Accept the work, authorize recording of a notice of completion and approve contract change orders in the amount of \$20,097.18 for the Alameda Cape Seal Project, Project No. 07-012.

INTRODUCTION

The Council awarded a contract in July 2008 to Graham Contractors for 168,268.74, with a \$16,826.87 construction contingency, for a total authorized amount of \$185,095.61. Work under the contract has been completed.

ANALYSIS

The original contract price was for \$168,268.74. There was one field directive change order totaling \$20,097.18, bringing the total contract to \$188,365.92. The contract changes were as follows:

1. Original Contract	\$168,268.74
2. Change Order No. 1	\$20,097.18
	TOTAL
	\$188,365.92
	TOTAL AMOUNT BILLED
	\$187,202.83

FISCAL IMPACT

Road Impact Fee funding for this project in the amount of \$139,521.66 is included in the FY 07/08 budget. The remainder of the cost (\$47,844.26) will come from Gas Tax funds in the 08/09 budget. The final cost of this segment of work is \$187,202.83 or \$2,107.22 more than the budget estimate.

The reason for the cost overrun as explained in the contract change order request was that the original quantities in the bid package were incorrectly stated. Also, some additional striping items were added for job quality.

CONCLUSION:

It is appropriate for the Council to accept the work and authorize recording a Notice of Completion at this time.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachment: Notice of Completion
Certificate of Completion

**TOWN OF ATHERTON
CERTIFICATE OF COMPLETION**

PROJECT NAME: Alameda Cape Seal
PROJECT NUMBER: 07-012
LOCATION: Alameda de las Pulgas (city limit to city limit)

NOTICE IS HEREBY GIVEN:

1. That on October 1, the Public Works project known as Alameda Cape Seal Project Number 07-012 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. 95126
4. That the name and address of the Contractor's surety is:
Travelers Casualty and Surety Company of America
One Tower Square
Hartford, Ct. 06183
5. That the project is described as:
Cape Seal and striping/delineation, as more particularly described in the plans and specification approved by the City Council of the Town of Atherton pursuant to Motion, adopted the 16th day of July, 2008.

BY: _____
Duncan L. Jones, P.E. _____
Public Works Director **Date**

ATTEST: _____
Kathi Hamilton _____
Acting City Clerk **Date**



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: EILEEN WILKERSON, ASSISTANT CITY MANAGER

DATE: CITY COUNCIL MEETING OF NOVEMBER 19, 2008

**SUBJECT: ADOPT A RESOLUTION APPROVING TOWN POLICY – 1.2 TYPES OF
EMPLOYMENT AND ELIGIBILITY FOR BENEFITS**

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution approving Policy 1.2 Types of Employment and Eligibility for Benefits.

INTRODUCTION:

Town Policy 1.2 Types of Employment and Eligibility for Benefits is needed to establish guidelines and definitions for types of employment and for entitlement to benefits.

In September 2008, staff began preparing Draft Town Policy 1.2 Types of Employment and Eligibility for Benefits. During the past two months, the draft policy has undergone revisions due to review by the Town's City Manager, Management Team, Union Business Representatives and Shop Stewards, and District legal and labor counsel. In addition, the draft policy was emailed to all Atherton employees for comment.

The draft policy presented to the Council for action on November 19 was emailed on October 28 to all appropriate Union representatives for both Atherton Police Officers' Association (APOA) and Teamsters Local Union No. 856. The draft policy was emailed and posted on October 28, 2008, for staff comment.

Prepared by:

Approved by:

Eileen Wilkerson
Assistant City Manager

Jerome D. Gruber
City Manager

Attachment:

- Draft Town Policy – 1. 2 Types of Employment and Eligibility for Benefits
- Resolution

RESOLUTION NO. 08-

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON TO
APPROVE TOWN POLICY – 1.2
TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS**

WHEREAS, the City Council of the Town of Atherton has determined that Town Policy 1.2 “Types of Employment and Eligibility for Benefits” is needed to establish guidelines and definitions for types of employment and for entitlement to benefits;

NOW, THEREFORE, the City Council of the Town of Atherton hereby resolves as follows:

The City Council approves Town Policy – 1.2 Types of Employment and Eligibility for Benefits as presented in Town Policy 1.2 attached to this Resolution and incorporated by reference herein.

This Resolution shall be effective immediately upon adoption.

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 meeting thereof held on the 19th day of November, 2008, by the following vote:

<i>AYES:</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>Council Members:</i>
<i>ABSENT:</i>	<i>Council Members:</i>
<i>ABSTAIN:</i>	<i>Council Members:</i>

James R. Janz
Mayor, Town of Atherton

ATTEST:

Kathi Hamilton, Acting City Clerk

APPROVED AS TO FORM:

/s/ Marc Hynes

Marc G. Hynes, City Attorney

Town of Atherton

DRAFT POLICY	Number: 1.2	Date of Approval:	Adopted By: Resolution 08-XX
Title: Types of Employment and Eligibility for Benefits	Prepared By: E. Wilkerson	Revised By:	Page: Page 1 of 1
Purpose: To establish guidelines and definitions for types of employment and for entitlement to benefits.			

1. STATEMENT OF POLICY

The Town of Atherton has several categories of employees to maximize each individual's potential for each position with the Town. The categories and benefit coverage are listed below.

- a. Probationary Employee: An employee on a trial status during either the initial period of employment, or after promotion or transfer to a different position. The duration of the probation is 12 months, unless a different duration is stated in an applicable memorandum of understanding. All Town employees on probationary status may have their probationary period extended as provided for in an applicable memorandum of understanding. Those employees serving probationary periods for reasons of promotion and lateral transfers are considered regular employees only for purpose of benefit eligibility.
- b. Regular Full-Time Employee: An employee who has successfully completed both the initial probationary period and any probationary period set by promotion or transfer, is assigned to a position which is expected to continue for an indefinite duration, and works a schedule which will total no less than 2080 hours per year.
- c. Regular Part-Time Employee: An employee who has successfully completed both the initial probationary period and any probationary period set by promotion or transfer, is assigned to a position which is expected to continue for an indefinite duration, and works a schedule of 20 hours or more, but less than 40 hours, per week.
- d. Regular Seasonal Employee: An employee who works on a part-time basis for a designated amount of time but less than three consecutive months per year.
- e. Temporary Full-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a schedule which on an annual basis would total no less than 2,080 hours.
- f. Temporary Part-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a schedule of 20 hours or more, but less than 40 hours, per week.
- g. Temporary Seasonal Employee: An employee who works on a part-time basis for a designated amount of time but less than three months.
- h. Per Diem and Reserve: An employee who is employed on an intermittent basis.

Employees classified as regular full-time employees shall receive all employee benefits provided by the Town and/or provided in any applicable Memorandum of Understanding.

DRAFT Policy	Number: 1.2	Date of Approval:	Adopted By: Resolution 08-XX
Title: Types of Employment and Eligibility for Benefits	Prepared By: E. Wilkerson	Revised By:	Page: Page 2 of 2

Employees classified as regular part-time, regular seasonal employees, per diem, and reserve serve on an at-will basis, can be terminated at any time, and are not eligible for any employee benefits nor pre- or post-disciplinary due process unless otherwise stated in a memorandum of understanding; however those regular part-time or regular seasonal employees who have previously been active in the CalPERS retirement system or work over 1000 hours per fiscal year are eligible for retirement benefits.



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: EILEEN WILKERSON, ASSISTANT CITY MANAGER

DATE: CITY COUNCIL MEETING OF NOVEMBER 19, 2008

**SUBJECT: ADOPT A RESOLUTION APPROVING TOWN POLICY – 1.3 EQUAL
EMPLOYMENT OPPORTUNITY**

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution approving Policy 1.3 Equal Employment Opportunity.

INTRODUCTION:

In September 2008, staff began preparing Draft Town Policy 1.3 Equal Employment Opportunity. During the past two months, the draft policy has undergone revisions due to review by the Town's City Manager, Management Team, Union Business Representatives and Shop Stewards, and District legal and labor counsel. In addition, the draft policy was emailed to all Atherton employees for comment.

The draft policy presented to the Council for action on November 19 was emailed on October 28 to all appropriate Union representatives for both Atherton Police Officers' Association (APOA) and Teamsters Local Union No. 856. The draft policy was emailed and posted on October 28, 2008, for staff comment.

Prepared by:

Approved by:

Eileen Wilkerson
Assistant City Manager

Jerome D. Gruber
City Manager

Attachment:

- Draft Town Policy – 1.3 Equal Employment Opportunity
- Resolution

RESOLUTION NO. 08-___

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
TO APPROVE TOWN POLICY – 1.3
EQUAL EMPLOYMENT OPPORTUNITY**

WHEREAS, the City Council of the Town of Atherton has determined that Town Policy – 1.3 “Equal Employment Opportunity” is needed to establish guidelines to ensure equal employment opportunity with the Town and to outline procedures for complaining regarding lack of same;

NOW, THEREFORE, the City Council of the Town of Atherton hereby resolves as follows:

The City Council approves Town Policy – 1.3 Equal Employment Opportunity as presented in Town Policy 1.3 attached to this Resolution and incorporated by reference herein.

This Resolution shall be effective immediately upon adoption.

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 meeting thereof held on the 19th day of November, 2008, by the following vote:

<i>AYES:</i>	<i>Council Members:</i>
<i>NOES:</i>	<i>Council Members:</i>
<i>ABSENT:</i>	<i>Council Members:</i>
<i>ABSTAIN:</i>	<i>Council Members:</i>

James R. Janz
Mayor, Town of Atherton

ATTEST:

Kathi Hamilton, Acting City Clerk

APPROVED AS TO FORM:

/s/ Marc Hynes

Marc G. Hynes, City Attorney

TOWN OF ATHERTON

DRAFT Policy	Number: 1.3	Date of Approval:	Adopted By: Resolution 08-xx
Title: Equal Employment Opportunity	Prepared By: E. Wilkerson	Revised By:	Page: Page 1 of 3
Purpose: To establish a policy to ensure equal employment opportunity with the Town and to outline procedures for complaining regarding lack of same.			

1. Statement of Policy

It is the policy of the Town of Atherton to promote and to assure equal employment opportunity based on ability and fitness to all persons regardless of the following protected statuses: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition (cancer-related or genetic characteristics); marital status; sex; age (40 or over); or sexual orientation (including heterosexuality, homosexuality, and bisexuality). The Town prohibits retaliation because an individual complained in good faith about a potential violation of this Policy, participated in an investigation into an alleged violation of this Policy, or associated with a person who complained in good faith about a potential violation of this Policy or who participated in an investigation into an alleged violation of this Policy.

The goals and objectives of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non-discrimination in Town hiring, and in appointments to and service on Town boards and commissions, regardless of protected status.
2. Ensure fair treatment and non-discrimination in the terms and conditions of Town employment, regardless of protected status.
3. Comply with applicable State and Federal equal opportunity requirements and regulations.

2. Program Responsibility

The Assistant City Manager (Human Resource Manager) shall serve as the Equal Opportunity Officer to carry out the Equal Employment Opportunity Policy and Program. The Assistant City Manager shall be the focal point for the Town of Atherton's equal opportunity efforts and shall advise and assist staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy, and be responsible for the successful execution of the program, utilizing the assistance of appropriate agencies. The Assistant City Manager will have responsibility to examine existing internal policies or procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

3. Equal Employment Opportunity Practices

The Assistant City Manager shall undertake the following actions to assure equal employment opportunities in the Town of Atherton:

DRAFT Policy	Number: 1.3	Date of Approval:	Adopted By: Resolution 08-xx
Title: Equal Employment Opportunity	Prepared By: E. Wilkerson	Revised By:	Page: Page 2 of 3

1. Periodically review all position qualifications and job descriptions to insure that qualifications and experience requirements are relevant to the tasks to be performed. Make recommendations as needed to delete any such requirements not reasonably related to the tasks to be performed.
2. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination are considered without discrimination and all applicants be given equal opportunity regardless of a protected status described in this Policy.

4. EEO Grievance Procedures

The following steps may be taken for any grievance arising from the implementation of this program so as to maintain the best possible employee/supervisor and Town of Atherton/community relationships:

1. Employees covered by a labor agreement containing a grievance procedure shall be encouraged to use it in seeking relief from alleged discriminatory practices. Employees may elect to bring a grievance through either the procedure outlined herein or the procedure in their labor agreement, but not both.
2. Employees not subject to Paragraph 1 above shall bring their grievance to the attention of their immediate supervisor, another supervisor, or department head, who will investigate as necessary to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the grievance at this level.
3. At the option of either party, the services of the Assistant City Manager (Human Resource Manager) may be requested. The Assistant City Manager (Human Resource Manager) shall interview both parties, conduct additional investigation as necessary, and recommend appropriate corrective action and/or dispute resolution.
4. In the event mutual agreement cannot be achieved and resolution is required by the Assistant City Manager, the Assistant City Manager (Human Resource Manager) or designee shall further interview and investigate the grievance. The Assistant City Manager (Human Resource Manager) may draw upon all resources at her/his disposal to arrive at the recommended corrective action and/or dispute resolution.
5. The Assistant City Manager may elect as deemed necessary and as circumstances dictate to refer the grievance to the City Manager.
6. **Option to Report to State and Federal Administrative Agencies:** An individual also has the option of filing formal charges of discrimination with the United States Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH). These governmental agencies offer legal remedies and a complaint process. The nearest DFEH and EEOC offices are listed in the government section of the telephone book, or employees can check the equal employment opportunity posters that are posted on Town bulletin boards for office locations and telephone numbers.

DRAFT Policy	Number: 1.3	Date of Approval:	Adopted By: Resolution 08-xx
Title: Equal Employment Opportunity	Prepared By: E. Wilkerson	Revised By:	Page: Page 3 of 3

The Assistant City Manager (Human Resource Manager) shall maintain all reports, decisions and other documentation generated by the grievance procedure as a matter of permanent record.

5. Other

Violations of this policy may be cause for the full range of disciplinary action.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CITY MANAGER, JERRY GRUBER

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: AFFIRM PAYMENT TO THE LAW OFFICES OF
MICHELE S. LANE IN THE AMOUNT OF \$ 15, 936.36.00
FOR INVESTIGATION OF PERSONNEL ISSUES**

RECOMMENDATION:

Affirm payment to the Law Offices of Michele S. Lane in the amount of \$ 15,936.36.00 for investigation of personnel issues.

INTRODUCTION:

On October 6, 2008, the City Manager approved an invoice from the Law Offices of Michele S. Lane for the amount of \$ 15,936.36 for investigation of personnel issues. Since the services had already been rendered and payment was due, the City Manager authorized the Finance Department to pay the invoice. The Town's current Purchasing Policy limits the City Manager to purchases up to \$ 15,000.00. Preliminary estimates for the services rendered by the Law Offices of Michele S Lane originally came in between \$10,000.00 to \$12,000.00. Based on the amount of hours required, the original estimate was exceeded. As a checks and balance mechanism, the City Manager is bringing this matter forward to the City Council to affirm the amount \$ 15,936.36 that has already been paid to the Law Offices of Michele S. Lane.

FISCAL IMPACT:

The City Manager and the Finance Director will continue to evaluate costs that were not included as part of the 2008/2009 fiscal budget and will collectively bring those costs to the City Council as part of the mid-year budget adjustment.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CHIEF GLENN NIELSEN

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

SUBJECT: APPROVE THE ACCEPTANCE OF A PRIVATE DONATION

RECOMMENDATION:

Staff recommends that Council authorizes the acceptance of a private donation of no more than \$14,000 to offset the 2008/2009 FY approved purchase, training and accessories of a new police K-9. Further, Staff recommends allowing the private donor to directly pay the associated vendors, and in turn, the Town would provide a charitable cost letter to the donor. Further, Staff recommends the \$14,000 budgeted this FY for the new K9 be reallocated to another line item.

INTRODUCTION:

Council approved \$14,000 in the 2008/2009 FY Budget for the purchase, training and required accessories to add a new police K9. The goal of the Atherton Police K-9 Program has been to offset the Town's cost of a police service dog by inviting residents to contribute funds for the associated costs. This has proven to be a successful practice over the years. A resident has stepped forward and offered to donate up to \$14,000.00 toward a new K9. In return, this donor is requesting a letter from the Town acknowledging the donation.

The Police Department is requesting a budget adjustment in its current budget, specifically, that \$14,000 be removed from 40 3221 141 (K9 expenses) and reallocated to 40 3501 142 (Non-Cap Office Machines & Furniture) to replace dilapidated furniture in the new Investigations trailer.

ANALYSIS:

Approval of this donation to the Atherton Police K9 program would reduce projected expenses in the 2008/2009 FY budget by \$14,000 and double the number of police K9's on patrol. Reallocating this projected expense to the purchase of furniture for the new Investigations trailer will provide our employees with decent and modern workspaces that they do not enjoy today.

FISCAL IMPACT:

Associated K9 costs are as follows:

Purchase and training program:	\$11,118.75	
Secure Kennel	1,216.41	
Accessories (approx)	1,500.00	
Donation (not to exceed):		\$14,000.00

Net fiscal impact is zero.

Prepared By:

Approved:

Glenn Nielsen
Chief of Police

Jerry Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: AWARD OF CONTRACT TO PROFESSIONAL TREE CARE
COMPANY FOR THE TREE MAINTENANCE PROJECT,
PROJECT NO. 08-009 IN AN AMOUNT NOT TO EXCEED \$60,000**

RECOMMENDATION:

Award a contract for the 2009 Tree Maintenance Project, Project No. 08-009, to PROFESSIONAL TREE CARE COMPANY, the low bidder on the November 12, 2008, bids, for \$60,000 and to authorize the Mayor to sign the contract on behalf of the Town.

INTRODUCTION:

This project is for an annual tree trimming contract. The contractor bid an hourly crew rate to provide routine pruning, hazardous tree removal, and storm damage cleanup of Town trees up to the contract limit of \$60,000.

ANALYSIS:

Four bids were received for the 2009 Tree Maintenance Project as follows:

<u>Firm</u>	<u>Crew Hours</u>	<u>Crew Rate</u>	<u>Total</u>
PROFESSIONAL TREE CARE	545	\$110.00	\$59,950.00
TRUGREEN LANDCARE	461	\$130.00	\$59,930.00
ECONO TREE SERVICE	460	\$130.00	\$59,800.00
FALLEN LEAF TREE SERVICE	375	\$160.00	\$60,000.00

The winning bidder gave us the greatest number of crew hours for the \$60,000.00 contract price. A crew hour consists of two tree workers, a high-lift truck, and a chipper for one hour. To state the fact, the Town will receive 545 crew hours of work for \$59,950.00 (at \$110.00 per hour). That includes equipment and excludes travel time.

FISCAL IMPACT:

Street and Park operations funds in the amount of \$55,000.00 are budgeted for this project in FY 2008-09; \$5000.00 extra dollars are expected from reimbursement through the ABAG grant program for a total of \$60,000.00. Bids were received for the project on November 12, 2008. Professional Tree Care was the low bidder at \$110.00 per crew hour which gives the Town 545 crew hours for a total of \$60,000.00.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF OCTOBER 15, 2008

**SUBJECT: APPROVE A 2 YEAR CONTRACT AGREEMENT WITH CONTRACT
SWEEPING SERVICES FOR TOWN OF ATHERTON SWEEPING
SERVICES**

RECOMMENDATION:

Accept the proposal and authorize the City Manager to sign a 2-year sweeping contract with a 2-year extension option to Contract Sweeping Services to provide Town sweeping services in an amount not exceed \$23,824.80 (\$11,912.40 annually or \$992.70 per month) plus a 10% contingency, for a total authorization of \$26,207.28.

BACKGROUND:

The Town of Atherton entered into a joint procurement bid for annual sweeping services with the Cities of Brisbane, Daly City, East Palo Alto, San Carlos, Foster City and San Mateo. Contracting out of sweeping services is believed by many municipalities to be a good way to cut costs because private industry can often sweep for a rate that is lower than the cost of a municipality performing the same services. In addition, a joint procurement bid normally results in lower costs than a bid by a single municipality.

The Town of Atherton does not own its own sweeper and currently gets its sweeping done the following ways;

- Allied Waste sweeps a select amount of city streets (about 20 miles) on a monthly basis.
- During certain times of the year, normally preceding winter and following large storms, the Town contracts out sweeping the Town's entire 110 curb/shoulder miles of streets to a low bidder.

Staff, along with the lead agency (City of San Mateo), developed a Request For Proposals (RFP) to solicit proposals for the work. The RFPs were sent to four firms known to have local expertise in sweeping. All four firms submitted proposals. Copies of the proposals are included in the packages prepared for Council members. The bottom line breakdown is as follows:

Contract Sweeping	\$11,912.40 Annually
Clean Streets	\$20,000.00 Annually
Universal Building Services	\$21,840.00 Annually
Nationwide Environmental	Declined To Bid Atherton

ANALYSIS:

The low bidder for the Atherton section was Contract Sweeping Services. Contract Sweeping service has agreed to sweep the curb/guttered sections of town (17.03 miles) a total of 12 times annually along with 4 other sweeps throughout the year of the entire Town (110 miles). The last time the Town bid for a single sweep of the entire Town, the low bid was \$2750.00 per sweep.

Staff checked references attached to the bid. Staff also visited Contract Sweeping's local facility and toured their operation. The low bid firm had proper driving records for their operators, a clean and well staffed maintenance garage, used proper wash-down techniques per RWQCB standards, and had a recycle system that allowed them to use their wash water more than once. Staff was satisfied that Contract Sweeping would adequately perform the required services.

FISCAL IMPACT:

Other Contract Service funds in the amount of \$150,000 (\$80,000 in Streets) are budgeted in FY 2008-09. The Other Contract Services budget for Streets also includes Streetlights, Signals, Storm Drain Inspections, Utility Locations and Adjustments, and other Electrical repairs. The low bid amount is \$11,912.40 annually, or \$23,824.80 for the entire 2 year contract. A 10% contingency of \$2,382.48 would bring the total authorization to \$26,207.28. The annual authorization comes to \$13,103, which is within the approved budget.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachments: Agreement
Proposals (3)
Sweeping Plan

**AGREEMENT FOR PROFESSIONAL SERVICES
for Street Sweeping Maintenance**

This Agreement is made and entered into as of the 21st day of November, 2008, by and between the Town of Atherton hereinafter called "PARTICIPATING AGENCY" and Contract Sweeping hereinafter called "CONTRACTOR".

RECITALS

This Agreement is entered into with reference to the following facts and circumstances:

- A. That PARTICIPATING AGENCY desires to engage the CONTRACTOR to render certain professional services as enumerated in the REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008, a copy of which is attached hereto and incorporated by this reference;
- B. That CONTRACTOR is qualified to provide such services to the PARTICIPATING AGENCY and;
- C. That the PARTICIPATING AGENCY has elected to engage the services of CONTRACTOR upon the terms and conditions as hereinafter set forth.

AGREEMENT

- 1. Services. The services to be performed by CONTRACTOR under this Agreement shall include those services set forth in the REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008, which is, by this reference, incorporated herein and made a part hereof as though it were fully set forth herein.

Performance of the work specified in said REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008 is hereby made an obligation of CONTRACTOR under this Agreement, subject to any changes that may be made subsequently hereto upon the mutual written agreement of the said parties.

Where in conflict, the terms of this Agreement supersede and prevail over any terms set forth in the REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008.

- 2. Term; Termination. (a) The term of this Agreement shall commence upon the date hereinabove written. The initial term of this Agreement shall be twenty-four (24) months. The contract may be renewed subject to successful completion of the initial contract term, in up to three (3) one-year (12 month) increments. (b) Notwithstanding the provisions of (a) above, any of the parties may terminate this Agreement without cause by giving written notice not less than thirty (30) days prior to the effective

date of termination, which date shall be included in said notice. In the event of such termination, the participating agency shall compensate Contractor for services rendered, and reimburse Contractor for costs and expenses incurred, to the date of termination, calculated in accordance with the provisions of paragraph 3. In ascertaining the services actually rendered to the date of termination, consideration shall be given both to completed work and work in process of completion. Nothing herein contained shall be deemed a limitation upon the right of the PARTICIPATING AGENCY to terminate this Agreement for cause, or otherwise to exercise such rights or pursue such remedies as may accrue to the PARTICIPATING AGENCY hereunder.

3. Compensation; Expenses; Payment. PARTICIPATING AGENCY shall compensate Contractor for all services performed by Contractor hereunder in an amount based upon the COST PROPOSAL SCHEDULE included in the STREET SWEEPING MAINTENANCE PROPOSAL dated May 27, 2008 during the time of the performance of said services.

Compensation and reimbursement of costs and expenses hereunder shall be payable upon monthly billing therefore by Contractor to the PARTICIPATING AGENCY, which billing shall include an itemized statement, briefly describing by task and labor category or cost/expense items billed.

4. Additional Services. In the event the PARTICIPATING AGENCY desires the performance of additional services not otherwise included within the services described in the REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008, such services shall be authorized in advance of the performance thereof by the PARTICIPATING AGENCY, in writing. Such amendment to this Agreement shall include a description of the services to be performed there under, the maximum compensation and reimbursement of costs and expenses payable therefore, the time of performance thereof, and such other matters as the parties deem appropriate for the accomplishment of such services. Except to the extent modified by written amendment, all other terms and conditions of this Agreement shall be deemed incorporated in each such amendment.
5. Records. Contractor shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Contractor hereunder. Said records shall be available to the PARTICIPATING AGENCY for review and copying during regular business hours at Contractor's place of business or as otherwise agreed upon by the parties.
6. Authorization. This Agreement becomes effective when endorsed by all parties in the spaces provided below.
7. Reliance on Professional Skill of Contractor. CONTRACTOR represents that it has the necessary professional skills to perform the services required and the PARTICIPATING AGENCY shall rely on such skills of the CONTRACTOR to do and perform the work. In performing services hereunder Contractor shall adhere to the standards generally

prevailing for the performance of expert services similar to those to be performed by Contractor hereunder.

9. Relationship of Parties. It is understood that the relationship of CONTRACTOR to the PARTICIPATING AGENCY is that of an independent contractor and all persons working for or under the direction of CONTRACTOR are its agents or employees and not agents or employees of the PARTICIPATING AGENCY.
10. Schedule. Contractor shall adhere to the schedule set forth in the REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008.

Contractor acknowledges the importance to the PARTICIPATING AGENCY of the street sweeping project schedule and agrees to put forth its best professional efforts to perform its services under this Agreement in a manner consistent with that schedule.

11. Indemnity. Contractor agrees to defend, indemnify, and hold harmless PARTICIPATING AGENCY, its Council, boards, commissions, officers, employees and agents, from and against any and all claims, suits, actions, liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation including attorneys fees) of every nature, kind or description, which may be brought against, or suffered or sustained by, the PARTICIPATING AGENCY, its Councils, boards, commissions, officers, employees or agents caused by, or alleged to have been caused by, the negligence, intentional tortious act or omission, or willful misconduct of CONTRACTOR, its officers, employees or agents in the performance of any services or work pursuant to this Agreement or resulting from any breach by CONTRACTOR of its obligations under this Agreement.

This duty of CONTRACTOR to indemnify and hold harmless, , includes the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein contained shall be construed to require CONTRACTOR to indemnify the PARTICIPATING AGENCY, its Councils, boards, commissions, officers, employees and agents against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

12. Insurance. CONTRACTOR shall acquire and maintain Workers' Compensation, employer's liability, commercial general liability, owned and non-owned and hired automobile liability insurance coverage relating to Contractor's services to be performed hereunder covering each city's risks in form approved by PARTICIPATING Agency's Attorney and/or Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum
Employer's Liability	\$1,000,000 per accident for bodily injury or disease

Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	\$1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to Contractor's vehicle usage in performing services hereunder)

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A:VII, unless otherwise acceptable to the PARTICIPATING AGENCY.

Concurrently with the execution of this Agreement, CONTRACTOR shall furnish the PARTICIPATING AGENCY with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements:

- (a) Precluding cancellation or reduction in coverage before the expiration of thirty (30) days after the PARTICIPATING AGENCY shall have received written notification of cancellation or reduction in coverage by first class mail;
- (b) Providing that CONTRACTOR's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross liability endorsement);
- (c) Providing that the insurer agrees to waive all rights of subrogation against the PARTICIPATING AGENCY, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from work performed by the CONTRACTOR for PARTICIPATING AGENCY. This provision also applies to the CONTRACTOR'S Workers' Compensation policy.
- (d) Naming the PARTICIPATING AGENCY, its Councils, officers, boards, commissions, employees, and agents, as additional insureds; and
- (e) Providing that CONTRACTOR's insurance coverage shall be primary insurance with respect the PARTICIPATING AGENCY, its Councils, officers, boards, commissions, employees, and agents, and any insurance or self-insurance maintained by each city for itself, its Councils, officers, boards, commissions, employees, or agents shall be in excess of Contractor's insurance and not contributory with it.

13. WORKERS' COMPENSATION. CONTRACTOR certifies that he is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and CONTRACTOR certifies that he will

comply with such provisions before commencing the performance of the work of this agreement.

14. NON-DISCRIMINATION. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONTRACTOR will take affirmative action to insure that applicants are employed and the employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONTRACTOR shall at all times be in compliance with the requirements of the Federal Americans With Disabilities Act (Public Law 101-336), which prohibits discrimination on the basis of disability by public entities. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment any notices provided by each city setting forth the provisions of this non-discrimination clause.
15. Notice. All notices required by this Agreement shall be given to the PARTICIPATING AGENCY and CONTRACTOR in writing, by first class mail, postage prepaid, addressed as follows:

PARTICIPATING AGENCY

Town of Atherton
Attention: Steve Tyler
91 Ashfield Road
Atherton, Ca. 94027

CONTRACTOR: Contract Sweeping Services
Attn: Gina Vella
681 Lenfest Road
San Jose, Ca. 95133
16. Non-Assignment. This Agreement is not assignable either in whole or in part.
17. Amendments. This Agreement may be amended or modified only by written agreement signed by all parties.
18. Validity. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
19. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California. In the event of litigation between the parties hereto to enforce any provision of the Agreement, the unsuccessful party will pay the reasonable attorney's fees and expenses of litigation of the successful party.

20. Mediation. Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement, and each party shall bear its own legal costs.
21. Conflict of Interest. CONTRACTOR may serve other clients, but none who are active within the PARTICIPATING AGENCY or who conduct business that would place CONTRACTOR in a "conflict of interest" as that term is defined in State law.
22. Entire Agreement. This Agreement, including REQUEST FOR PROPOSAL, STREET SWEEPING MAINTENANCE dated May 27, 2008 comprises the entire Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers duly authorized in that behalf.

DATED this _____ day of November, 2008.

Town of Atherton

Contractor

By _____
City Manager

By _____

Approved as to Form

By _____
City Attorney

ATHERTON SWEEPING LOCATIONS

LOCATION	FROM	TO	LENGTH (FT)	FREQUENCY	WINTER FREQUENCY
ALAMEDA DE LAS PULGAS	STOCKBRIDGE	WALSH ROAD	4217	MONTHLY	SEMI MONTHLY
ALAMEDA DE LAS PULGAS	CAMINO AL LAGO	STOCKBRIDGE	4467	MONTHLY	SEMI MONTHLY
ALTA VISTA	RIDGEVIEW	FLETCHER	843	MONTHLY	SEMI MONTHLY
ALTA VISTA	FLETCHER	RIDGEVIEW	843	MONTHLY	SEMI MONTHLY
ATHERTON AVE	SELBY LANE	ALAMEDA DE LAS PULGAS	4800	MONTHLY	SEMI MONTHLY
ATHERTON AVE	ALAMEDA DE LAS PULGAS	SELBY LANE	4800	MONTHLY	SEMI MONTHLY
ATHERTON AVE	INGLEWOOD LANE	EL CAMINO REAL	1808	MONTHLY	SEMI MONTHLY
ATHERTON AVE	EL CAMINO REAL	INGLEWOOD LANE	1808	MONTHLY	SEMI MONTHLY
ATHERTON AVE	ELENA AVE	SELBY LANE	1520	MONTHLY	SEMI MONTHLY
ATHERTON AVE	SELBY LANE	ELENA AVE	1650	MONTHLY	SEMI MONTHLY
BELLEAU AVE	RITTENHOUSE	LLOYDEN	1118	MONTHLY	SEMI MONTHLY
BELLEAU AVE	LLOYDEN	RITTENHOUSE	1118	MONTHLY	SEMI MONTHLY
CALTRAIN LOT	BEHIND POLICE DEPT.		250	MONTHLY	SEMI MONTHLY
ELENA	VALPARIASO	FAXON	2799	MONTHLY	SEMI MONTHLY
ELENA	FAXON	VALPARIASO	2799	MONTHLY	SEMI MONTHLY
ELENA	FAXON	ISABELLA	459	MONTHLY	SEMI MONTHLY
ELENA	ISABELLA	FAXON	459	MONTHLY	SEMI MONTHLY
ELENA	ISABELLA	100' N OF ISABELLA	100	MONTHLY	SEMI MONTHLY
ELENA	100' N OF ISABELLA	ISABELLA	100	MONTHLY	SEMI MONTHLY
FAIRFAX AVE	WILBURN AVE	BELLEAU AVE	461	MONTHLY	SEMI MONTHLY
FAIRFAX AVE	BELLEAU AVE	WILBURN AVE	461	MONTHLY	SEMI MONTHLY
FAIR OAKS LANE	FAIR OAKS COURT	EL CAMINO REAL	169	MONTHLY	SEMI MONTHLY
FAIR OAKS LANE	EL CAMINO REAL	FAIR OAKS COURT	169	MONTHLY	SEMI MONTHLY
FAIR OAKS LANE	MIDDLEFIELD ROAD	PRIVATE ROAD	200	MONTHLY	SEMI MONTHLY
FAIR OAKS LANE	PRIVATE ROAD	MIDDLEFIELD ROAD	200	MONTHLY	SEMI MONTHLY
FLETCHER	ALAMEDA DE LAS PULGAS	ALTA VISTA	3100	MONTHLY	SEMI MONTHLY
FLETCHER	ALTA VISTA	ALAMEDA DE LAS PULGAS	3100	MONTHLY	SEMI MONTHLY
LLOYDEN DRIVE	EL CAMINO REAL	FAIR OAKS LANE	1237	MONTHLY	SEMI MONTHLY
LLOYDEN DRIVE	FAIR OAKS LANE	EL CAMINO REAL	1237	MONTHLY	SEMI MONTHLY
MARSH ROAD	TOWN LIMIT SIGN	MIDDLEFIELD ROAD	3273	MONTHLY	SEMI MONTHLY
MIDDLEFIELD ROAD	MIDDLEFIELD ROAD	FAIR OAKS AVE	3875	MONTHLY	SEMI MONTHLY
MIDDLEFIELD ROAD	JENNINGS	RAVENSWOOD	7845	MONTHLY	SEMI MONTHLY
MIDDLEFIELD ROAD	RINGWOOD	JENNINGS	8445	MONTHLY	SEMI MONTHLY
RIDGEVIEW	ATHERTON AVE	ALTA VISTA	2691	MONTHLY	SEMI MONTHLY
RIDGEVIEW	ALTA VISTA	ATHERTON AVE	2691	MONTHLY	SEMI MONTHLY
RITTENHOUSE AVE	WILBURN AVE	LLOYDEN DRIVE	914	MONTHLY	SEMI MONTHLY
RITTENHOUSE AVE	LLOYDEN DRIVE	WILBURN AVE	914	MONTHLY	SEMI MONTHLY
SELBY LANE	TUSCALOOSA	ATHERTON AVE	860	MONTHLY	SEMI MONTHLY
SELBY LANE	ATHERTON AVE	TUSCALOOSA	820	MONTHLY	SEMI MONTHLY
SNOWDEN AVE	WILBURN AVE	BELLEAU AVE	507	MONTHLY	SEMI MONTHLY
SNOWDEN AVE	BELLEAU AVE	WILBURN AVE	507	MONTHLY	SEMI MONTHLY
VALPARIASO	EL CAMINO REAL	CAMINO AL LAGO	6864	MONTHLY	SEMI MONTHLY
WEST ATHERTON APRONS	SERRANO	PATRICIA	200	MONTHLY	SEMI MONTHLY
WEST ATHERTON ISLANDS	AUSTIN	SERRANO	1100	MONTHLY	SEMI MONTHLY
WILBURN AVE	SNOWDEN	EL CAMINO REAL	1067	MONTHLY	SEMI MONTHLY
WILBURN AVE	EL CAMINO REAL	SNOWDEN	1067	MONTHLY	SEMI MONTHLY
		Sub-total - FEET	89932	MONTHLY	
		OR MILES	17.03	MONTHLY	
REMAINDER OF TOWN STREETS		Sub-total - FEET	490881	QUARTERLY	
		OR MILES	92.97	QUARTERLY	
		TOTAL FEET	580813	FEET	
		TOTAL MILES	110.00	MILES	
			17.03	CURBMILES	SWEPT MONTHLY
			92.97	CURBMILES	SWEPT QUARTERLY

Contract Sweeping

INDIVIDUAL

SECTION 3
COST PROPOSAL SCHEDULE

A. TOWN OF ATHERTON

STREET SWEEPING SERVICES
2-YEAR CONTRACT TERM
NON PREVAILING WAGE

NO BID

Check this box **ONLY** if you **DO NOT** wish to be considered for Basic Sweeping Services in this Participating Agency.

PROPOSAL ITEM No.	DESCRIPTION	ANNUAL QUANTITY	UNIT	UNIT PRICE	TOTAL ANNUAL AMOUNT
I.	Annual Sweeping Services				
	Annual basic sweeping services based on the routes, parking lots and schedules defined in SECTION 2 of this Request for Proposals.	1	\$/Year	\$ 992.70 per mo	\$ 11,912.40
II.	Additions/Deletions – Curb Mile				
	Sweeping rate per curb mile for additions or deletions to the basic sweeping services. Payment for quantity less than one mile shall be prorated.	N/A	\$/Mile	\$ 20.69	
III.	Additions/Deletions – Square Yards – Parking Lots				
	Sweeping rate per square yard for additions or deletions to the basic street sweeping services.	N/A	\$/Sq. Yard	\$.018	
IV.	Scheduled Extra Work				
	Hourly sweeping rate for scheduled extra work (includes operator and sweeper).	N/A	\$/Hr.	\$ 95.00	
V.	Emergency Extra Work				
V.a	Hourly sweeping rate for emergency extra work during normal business hours, including operator and sweeper. Normal business hours are from 8 AM to 5 PM, weekdays excluding weekends and holidays.	N/A	\$/Hr.	\$ 95.00	
V.b	Hourly rate for emergency extra work outside of normal business hours, including operator and sweeper.	N/A	\$/Hr.	\$ 125.00	

12 Sweeps per year

~~11,912.40~~



NO BID

Check this box ONLY if you DO NOT wish to be considered for Basic Sweeping Services in this Participating Agency.

SECTION 3
COST PROPOSAL SCHEDULE

A. TOWN OF ATHERTON

STREET SWEEPING SERVICES
2-YEAR CONTRACT TERM
NON PREVAILING WAGE

PROPOSAL ITEM No.	DESCRIPTION	ANNUAL QUANTITY	UNIT	UNIT PRICE	TOTAL ANNUAL AMOUNT
I.	Annual Sweeping Services				
	Annual basic sweeping services based on the routes, parking lots and schedules defined in SECTION 2 of this Request for Proposals.	1	\$/Year	\$ <u>20,000</u>	\$ <u>20,000</u>
II.	Additions/Deletions – Curb Mile				
	Sweeping rate per curb mile for additions or deletions to the basic sweeping services. Payment for quantity less than one mile shall be prorated.	N/A	\$/Mile	\$ <u>25.00</u>	
III.	Additions/Deletions – Square Yards – Parking Lots				
	Sweeping rate per square yard for additions or deletions to the basic street sweeping services.	N/A	\$/Sq. Yard	\$ <u>.02</u>	
IV.	Scheduled Extra Work				
	Hourly sweeping rate for scheduled extra work (includes operator and sweeper).	N/A	\$/Hr.	\$ <u>100.00</u>	
V.	Emergency Extra Work				
V.a	Hourly sweeping rate for emergency extra work during normal business hours, including operator and sweeper. Normal business hours are from 8 AM to 5 PM, weekdays excluding weekends and holidays.	N/A	\$/Hr.	\$ <u>100.00</u>	
V.b	Hourly rate for emergency extra work outside of normal business hours, including operator and sweeper.	N/A	\$/Hr.	\$ <u>125.00</u>	

Universal Building Services

UBS

NO BID

Check this box **ONLY** if you **DO NOT** wish to be considered for Basic Sweeping Services in this Participating Agency.

SECTION 3
COST PROPOSAL SCHEDULE

A. TOWN OF ATHERTON

STREET SWEEPING SERVICES
2-YEAR CONTRACT TERM
NON PREVAILING WAGE

PROPOSAL ITEM No.	DESCRIPTION	ANNUAL QUANTITY	UNIT	UNIT PRICE	TOTAL ANNUAL AMOUNT
I. Annual Sweeping Services					
	Annual basic sweeping services based on the routes, parking lots and schedules defined in SECTION 2 of this Request for Proposals.	1	\$/Year	\$ <u>21,840</u>	\$ <u>21,840</u>
II. Additions/Deletions – Curb Mile					
	Sweeping rate per curb mile for additions or deletions to the basic sweeping services. Payment for quantity less than one mile shall be prorated.	N/A	\$/Mile	\$ <u>34.81</u>	
III. Additions/Deletions – Square Yards – Parking Lots					
	Sweeping rate per square yard for additions or deletions to the basic street sweeping services.	N/A	\$/Sq. Yard	\$ <u>0.01</u>	
IV. Scheduled Extra Work					
	Hourly sweeping rate for scheduled extra work (includes operator and sweeper).	N/A	\$/Hr.	\$ <u>78.00</u>	
V. Emergency Extra Work					
V.a	Hourly sweeping rate for emergency extra work during normal business hours, including operator and sweeper. Normal business hours are from 8 AM to 5 PM, weekdays excluding weekends and holidays.	N/A	\$/Hr.	\$ <u>105.00</u>	
V.b	Hourly rate for emergency extra work outside of normal business hours, including operator and sweeper.	N/A	\$/Hr.	\$ <u>119.00</u>	



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH
KIMLEY-HORN AND ASSOCIATES, INC. FOR TRAFFIC
ENGINEERING SERVICES FOR THE FAIR OAKS LANE TRAFFIC
STUDY; ADOPT A RESOLUTION APPROVING A BUDGET
ADJUSTMENT**

RECOMMENDATION:

Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with Kimley-Horn and Associates, Inc to provide traffic engineering services for the Fair Oaks Lane Traffic Study in an amount not exceed \$16,400, plus a 10% contingency of \$1,640, for a total authorization of \$18,040;

Adopt a resolution approving a budget adjustment to increase the funding for contract engineering (3107) in Public Works (50) sufficient to cover the costs of this study.

BACKGROUND:

Residents requested that speed humps or other traffic calming measures be placed on Fair Oaks Lane in the vicinity of Virginia Lane. The matter was considered at the October 2007 Transportation Committee, where staff was directed to: a) obtain traffic count data; b) obtain historic speed data; and c) review requirements for installation of a stop sign at Virginia Lane.

The issue was revisited with this information at the January 2008 Committee meeting, where it was referred to the City Council with a recommendation that the issue proceed according to the

newly adopted Traffic Program Resolution. The City Council agreed with the Subcommittee's recommendation and directed staff to address the traffic issue.

As required by the Traffic Program Resolution, staff sent a traffic survey to all residents in the affected neighborhood. The survey covered Fair Oaks Lane, Mt. Vernon Lane, McCormick Lane and Virginia Lane. The survey asked if there is a perceived traffic concern, and if they favor a study of traffic measures such as stop signs, speed humps or traffic enforcement on Fair Oaks Lane. The results indicate that residents do perceive a traffic concern, with mixed results regarding favoring of stop signs or speed humps (the remedies suggested by the requesting residents). A summary of the results are attached. The survey returns are available for review.

On recommendation of the Transportation Committee to continue with the next step, the Town's on-call consultant Kimley-Horn prepared a proposal to evaluate information already collected, conduct a public meeting, collect additional information, develop alternative solutions and a recommended solution including a cost estimate and implementation schedule, and prepare a report of findings for consideration by the Committee and final approval by the City Council.

ANALYSIS:

Staff met with the consultant to develop the scope of work for the study. Staff evaluated the proposal and determined that the scope and fee were reasonable.

FISCAL IMPACT:

Funds are not currently available in the current budget sufficient to cover the cost of this study. Funds in the amount of \$20,000 are budgeted for traffic studies in FY 2008-09. To date that \$20,000 has already been allocated to speed surveys. A budget adjustment would be required to fund this study.

The Scope of Services and Fee Estimate were negotiated with the selected firm. The final negotiated fee estimate is \$16,400. A 10% contingency of \$1,640 would bring the total authorization to \$18,040.

Prepared By:

Approved by:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachments: Professional Services Agreement
Survey Results

FAIR OAKS LANE TRAFFIC CALMING SURVEY - MARCH 25, 2008

ADDRESS	OWNER/RESIDENT	# SENT	# RETURNS	ARE NOT IN FAVOR	3-WAY STOP VIRGINIA		SPEED HUMPS		POLICE ENFORCE		OTHER	COMMENTS
					YES	NO	YES	NO	YES	NO		
FAIR OAKS 100	CHENG ROBERT H	X	X	X								
FAIR OAKS 101	ADDICOTT MICHAEL L	X										
FAIR OAKS 102	DERYLO MICHAEL E IIIIII	X	X				X		X			IS CAMERA ENFORCEMENT POSSIBLE?
FAIR OAKS 145	HODGETT FRANCIS/NANCY FRANCIS	X	X						X			PLEASE NO SPEED BUMPS!!!
FAIR OAKS 150	MCNELLIS JOHN E & MICHELE R	X	X	X								
FAIR OAKS 153	OGLESBY ELIZABETH L	X										
FAIR OAKS 157	WESTFIELD WILLIAM & MARY ANN	X	X				X					
FAIR OAKS 162	KENNA LEE M JRJR	X										
FAIR OAKS 163	EYDELSTEYN GUSTAVO	X	X				X					
FAIR OAKS 169	HOLMKVIST DAVID A	X	X			X	X		X			PRIORITY RANKING: 1-HUMPS, 2-STOP SIGN, 3-POLICE
FAIR OAKS 174	COHEN STEVEN D	X										
FAIR OAKS 175	KALINSKE THOMAS J & KAREN J	X										
FAIR OAKS 185	KIM DAVID	X										
FAIR OAKS 188	SCHWAB CHARLES R & H O	X	X			X	X		X			NEED TRAFFIC LIGHT AT MIDDLEFIELD AND FAIR OAKS!!
FAIR OAKS 190	SCHWAB CHARLES R & HELEN O	X										
FAIR OAKS 192	YANG GEOFFREY Y & AMY S	X	X				X					
FAIR OAKS 194	IWASHITA BRIAN T & CHERYL S	X										
FAIR OAKS 197	RINGHAM ARTHUR J & B A	X	X									CANT EXIT DRIVEWAYS SAFELY... CONDUCT STUDY OF ALTERNATIVES
FAIR OAKS 198	STEPHENSON THOMAS F & B U	X				X	X		X			
FAIR OAKS 200	MOGHIMI MEHDI	X										
	RETURNS - FAIR OAKS	20	10	2	3	0	7	0	5	0	0	
	TRACKS TO MIDDLEFIELD											

FAIR OAKS LANE TRAFFIC CALMING SURVEY - MARCH 25, 2008

ADDRESS	OWNER/RESIDENT	# SENT	# RETURNS	ARE NOT IN FAVOR	3-WAY STOP VIRGINIA		SPEED HUMPS		POLICE ENFORCE		OTHER	COMMENTS
					YES	NO	YES	NO	YES	NO		
MCCORMICK 1	ENTHOVEN ALAIN C & R F	X	X			X						CONSIDER SIDE WALK ON FAIR OAKS FROM MCCORMICK TO TRACKS
MCCORMICK 18	TIEMANN JONATHAN	X										
MCCORMICK 30	KAWASAKI GUY & BETH	X	X				X					
MCCORMICK 35	FANLO SATURNINO	X										
MCCORMICK 41	KHOABAKCHIAN EDWIN	X										
MCCORMICK 44	ZONES JANICE	X										
MCCORMICK 49	DARKE GLORIA D	X							X			
MCCORMICK 53	SHEPARD SONIA GAY	X	X									
MCCORMICK 65	ANDERSON BARRETT D	X	X	X								
MCCORMICK 67	LHEUREUX ISRAEL	X	X	X								
MCCORMICK 70	NOVAK RICHARD J M D	X	X			X						
MCCORMICK 76	MCAIR WILLIAM JRJR	X										
MCCORMICK 85	SHANDELL HILDY	X										
MCCORMICK 90	CULHANE MARK A	X										
MCCORMICK 98	TASTO DONALD L & JENNIFER F	X	X			X		X				
RETURNS - MCCORMICK		15	7	2	3	0	2	0	1	0	0	
MOUNT VERNON 1	DEHOFF JACK F	X	X				X					
MOUNT VERNON 2	ALTHOFF MICHAEL J	X										
MOUNT VERNON 10	OSADZINSKI ALEX E	X	X				X					HUMPS @ MCCORMICK.. BLIND INTERSECTION
MOUNT VERNON 45	TIMPSON MARYLUE C	X										
MOUNT VERNON 50	BEDKE JANELLE	X	X									HAVE REDICULOUSLY ROUGH TRACK CROSSING
MOUNT VERNON 51	MAYS WILLIE HOWARD JR TR	X										
MOUNT VERNON 55	SHIRAZI SHAHRAM & SUSANNE P K	X										
MOUNT VERNON 73	STRUVEN DEBORAH	X										
MOUNT VERNON 80	BENETTI ELEANOR C	X										
MOUNT VERNON 84	SMITH CURTIS	X	X					X				
MOUNT VERNON 91	SHAH BIPIN A	X	X			X						
MOUNT VERNON 95	CARLSON JEROME W & SHIRLEY A	X	X			X						
MOUNT VERNON 96	SCHROEDER WILLIAM J & M J	X	X			X						
MOUNT VERNON 97	BARAN DAVID F & JANE U	X									X	3-WAY STOP MT VERNON
RETURNS - MT. VERNON		14	7	1	3	0	3	0	0	0	1	

FAIR OAKS LANE TRAFFIC CALMING SURVEY - MARCH 25, 2008

ADDRESS	OWNER/RESIDENT	# SENT	# RETURNS	ARE NOT IN FAVOR	3-WAY STOP VIRGINIA		SPEED HUMPS		POLICE ENFORCE		OTHER	COMMENTS
					YES	NO	YES	NO	YES	NO		

VIRGINIA	38	ZEE ANDREW WAI-SUN	X	X			X			X			HARD TO MAKE LEFT TURN ON FAIR OAKS.....CARS DRIVING TOO FAST
VIRGINIA	43	GREGORY CONLON P	X	X			X			X			HUMPS TO REDUCE SPEED TO 15 MPH
VIRGINIA	65	MUCHMORE BOBBIE COOLEY	X	X		X							ENFORCE 25 MPH LIMIT
VIRGINIA	66	SHENK JOHN C & SHARON S	X	X			X						NO PLACE FOR POLICE TO PULL OVER DRIVERS
VIRGINIA	89	LECHNER HERBERT D/KAY CLARK	X	X	X								
VIRGINIA	90	HOHL DAVID L	X										
VIRGINIA	97	FOSTER JOE DEAN	X	X					X				
VIRGINIA	98	LOVEWELL JOHN B & C B	X										
		RETURNS - VIRGINIA LANE	8	6	1	3	0	4	0	3	0	0	

SURVEYS RETURNED with RESPONSES		30		6		12		0		16		0		9		0		1	
TOTAL SURVEYS MAILED		77																	
SURVEYS INCLUDED IN COUNT (does not include Fair Oaks Lane between ECR to tracks)		57																	

FAIR OAKS LANE TRAFFIC CALMING SURVEY - MARCH 25, 2008

ADDRESS	OWNER/RESIDENT	# SENT	# RETURNS	ARE NOT IN FAVOR	3-WAY STOP VIRGINIA		SPEED HUMPS		POLICE ENFORCE		OTHER	COMMENTS
					YES	NO	YES	NO	YES	NO		
FAIR OAKS 1	COGGINS HAYDEN P	X										
FAIR OAKS 2	YOUNG DONALD Y	X	X	X								
FAIR OAKS 7	OBBLIGATO LLC	X	X	X								POLICE TRAILER MORE OFTEN...LARGER CAUTION/15MPH SIGNS @ VIRGINIA LN
FAIR OAKS 15	ROBERTSON DONALD FORD SR SR	X										
FAIR OAKS 18	JACKSON CYNTHIA L	X										
FAIR OAKS 23	EGGERS ELIZABETH H TR	X										
FAIR OAKS 35	MANGIANTINI ROLAND R & NAN	X	X		X		X		X			EXTEND DEVICES FROM TRACKS TO ECR
FAIR OAKS 43	LANE WENDILYN/MANGIANTINI	X	X		X				X			
FAIR OAKS 46	KERSCO ALEC W & SUE JOHNSTON	X										
FAIR OAKS 51	STRAUB HUGO & PIA L	X	X				X		X			KEEP CLEAR SIGNS @ 3 CUL DE SACS..... ECR TO TRACKS
FAIR OAKS 59	BRADY SANDRA L	X	X				X					
FAIR OAKS 62	DESTEFANO PAUL R	X	X									
FAIR OAKS 76	FENNEL JOHN F	X	X	X								GREAT IDEA..... STRONGLY IN FAVOR
FAIR OAKS 77	NARASIN BENJAMIN H	X										DOES NOT EFFECT ME
FAIR OAKS 81	NORDBY OLIVER V & M I	X										
FAIR OAKS 85	IYENGAR SRIDAR A	X										
FAIR OAKS 87	BATES WILLIAM IIIII	X	X	X								
FAIR OAKS 89	RAVI KRAMADHATI V	X	X	X								STRONGLY OBJECTS TO SPEED HUMPS....AND SPENDING TOWN FUNDS ON SURVEY ON COMPLAINT OF ONE RESIDENT
FAIR OAKS 93	ENDY CLARENCE E & ELIONORA R	X										
FAIR OAKS 97	MEHROTRA SANJAY	X										
		20	10	5	2	0	3	1	3	0	0	

APPENDIX A
SCOPE OF WORK, PROJECT SCHEDULE, FEE and BILLING
FAIR OAKS LANE TRAFFIC STUDY
November 5, 2008

Fair Oaks Lane has been identified as a street eligible for traffic calming measures pursuant to Resolution 08-01 of the City Council of the Town of Atherton. Based on inputs from Atherton residents, the City Council directed Town staff to address perceived traffic issues including speeding, sight distance limitations, and commuter cut-through traffic. Staff conducted a survey of residents in the neighborhood of the street, and the findings of the survey indicated the neighborhood favors a traffic study to identify problems and propose solutions to improve the safety of motor and non-motorized users of Fair Oaks Lane.

Fair Oaks Lane is a narrow bi-directional two-lane street connecting El Camino Real and Middlefield Road. It also provides access to and from the Atherton Caltrain station. These connections make Fair Oaks Lane an attractive route for through traffic entering and exiting the area. Several factors contribute to the perceived need for traffic calming on Fair Oaks Lane including high volume of traffic, limited sight distance to vehicles on side streets due to street curvature and vegetation, and pedestrians and cyclists utilizing the roadway that lacks urban features such as curb and sidewalk.

The purpose of this study is to identify traffic and geometric issues along Fair Oaks Lane, propose and evaluate potential solutions with respect to effectiveness in addressing identified issues, and recommend solutions based on input from the Transportation Subcommittee and City Council. A traffic study report will document the study procedures, analysis and recommendations and will include preliminary opinions of probable construction costs, potential sources of funding and approximate timelines for implementing the proposed solutions.

SCOPE OF SERVICES

Task 1 - Project Walk

Kimley-Horn will visit the site with the Town staff to become familiar with the operational safety issues raised by the residents. During the visit, street and intersection geometry issues including sight distance, corner distance and obstructions to view, and traffic speed and cut-through traffic issues will be discussed.

Task 2 - Collect and Review Data

Kimley-Horn will obtain and analyze existing data from the Town, including the last Engineering and Traffic Survey for Fair Oaks Lane, traffic volumes, speeds, and accident information. Up to three 24-hour machine traffic counts will be conducted to supplement existing data. These data will be reviewed in conjunction with field observations to identify traffic issues.

Task 3 - Public Meeting

Kimley-Horn will prepare for and attend a meeting with residents to discuss observed traffic issues and neighborhood desires for potential solutions. It is assumed that Town staff will coordinate, schedule, and notice the meeting.

Task 4 - Evaluate Potential Solutions

Kimley-Horn will propose potential solutions based on results of the traffic analysis and comments received from local residents. Some preliminary ideas include all-way stop signs, signage, and pavement undulations (speed humps). The potential solutions will be defined in sketch form. Preliminary opinions of probable construction costs will be prepared. The potential solutions will then be evaluated based on their effectiveness in solving the identified issues. The evaluation will address following typical elements:

- Traffic volumes
- Traffic speeds
- Accidents
- Street and intersection geometry, including grades, sight distances, and obstructions
- Street parking
- Previous traffic calming measures.

Task 5 - Prepare Draft Traffic Study Report

Kimley-Horn will prepare a draft traffic study report to document procedures, findings and recommendations. This will be reviewed by Town staff and edited to incorporate comments received.

Task 6 - Presentation to the Transportation Subcommittee

Kimley-Horn will present the findings of the traffic study report to the Transportation Subcommittee.

Task 7 - Prepare Final Traffic Study Report

Kimley-Horn will incorporate feedback from the Transportation Subcommittee into a Final Traffic Study Report. A proof copy will be submitted to Town staff for review and then readied for inclusion in the Staff Report package for City Council.

Task 8 - Presentation to the City Council

Kimley-Horn will present the findings of the refined traffic study report and to the City Council.

PROJECT SCHEDULE

Work will begin work upon receipt of an executed contract. The Draft Report will be completed within 30 days of study commencement. Preparation of each subsequent edition of the report will require approximately 15 days. The formal contract with dates certain will be defined based upon the actual Scope of Services required and existing schedules for the Transportation Subcommittee and City Council.

FEE AND BILLING

The estimated fee to conduct the Scope of Services is \$16,400 as summarized in the table below. The actual budget required will be based on actual Scope of Services and Schedule requirements.

Task	PM	Engineer	Analyst	Support	Total
	P7	P5	P3	N5	
Task 1 - Project Walk	2	2			4
Task 2 - Collect and Review Data		4	4		8
Task 3 - Public Meeting	2	2			4
Task 4 - Evaluate Potential Solutions	2	8	16	8	34
Task 5 - Prepare Draft Traffic Study Report	2	4	8	8	22
Task 6 - Presentation to the Transportation Subcommittee	2	2			4
Task 7 - Prepare Final Traffic Study Report	2	2	4	4	12
Task 8 - Presentation to City Council	2	2			4
					0
Total Hours	14	26	32	20	92
Billing Rate	\$245	\$185	\$140	\$105	
Labor	\$3,430	\$4,810	\$4,480	\$2,100	\$14,820
Vendor Counts (3 -24 hour counts)					\$500
Indirect Expenses (Mileage, Telephone, Postage, Computer, etc)					\$910
Direct Expenses (Plotting, Fedex, etc.)					\$170
Total					\$16,400

RESOLUTION 08-__

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ADJUSTING THE BUDGET FOR THE FAIR OAKS TRAFFIC STUDY**

WHEREAS, the Council desires to award a contract for the Fair Oaks Traffic Study; and

WHEREAS, budget sufficient to cover the Fair Oaks Traffic Study was inadvertently left out of the FY 2008-09 budget.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Atherton that the budget for account number 101-50-3107-550 is hereby increased by \$18,040.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on this 19th day of November, 2008, by the following vote:

<i>AYES:</i>	<i>COUNCIL MEMBERS:</i>
<i>NOES:</i>	<i>COUNCIL MEMBERS:</i>
<i>ABSENT:</i>	<i>COUNCIL MEMBERS:</i>
<i>ABSTAIN:</i>	<i>COUNCIL MEMBERS:</i>

ATTEST:

James R. Janz, MAYOR
TOWN OF ATHERTON

Kathi Hamilton, Acting City Clerk

APPROVED AS TO FORM:

Marc G. Hynes, City Attorney



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: AWARD OF CONTRACT FOR THE PLAYSCHOOL ROOF
PROJECT, PROJECT NO. 08-022, IN AN AMOUNT NOT
TO EXCEED \$23,731 PLUS A TEN PERCENT
CONSTRUCTION CONTINGENCY FOR A TOTAL
AUTHORIZATION OF \$26,104**

RECOMMENDATION:

Approve the award of a contract to the lowest bidder for re-roofing the old Playschool building at Holbrook-Palmer Park at a cost not to exceed \$23,731.00 with a 10% contingency bringing the total to \$26,104.00.

INTRODUCTION:

The 2008/2009 building maintenance budget includes \$31,000 for re-roofing both the Playschool and Main House. It was decided to upgrade the roofing system by adding 4" rigid roofing insulation to make the building more energy efficient. This boosted the cost of the roof by approximately 30% but will greatly reduce the future costs for both heating and air conditioning.

ANALYSIS:

Three contractors were asked for their bids for this roofing project, as they were reliable roofers who had previously done outstanding roofing work (repairs and/or installations) in the past.

Three bids were requested for this work as follows:

<u>Firm</u>	<u>Total</u>
Hallmark Roofing	\$33,100.00
Platinum Roofing	\$23,731.00
Ace Roofing	

The bid from Ace Roofing was not submitted by the agenda packet publication deadline. Their bid will be presented at the Council meeting. The contract will then be awarded to the lowest bidder.

FISCAL IMPACT:

Building Improvement (101-50-3510-559) funds in the amount of \$31,000 are budgeted for this project in FY 2008-09. Platinum Roofing is the current low bidder at \$23,731. A 10% construction contingency of \$2,373 would bring the total authorization to \$26,104, which is \$4,896 (16%) below the FY 2008-09 Budget. If Ace Roofing's bid is lower, the contract will be awarded to the lowest bidder.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: AWARD OF CONTRACT FOR THE MAIN HOUSE ROOF
PROJECT, PROJECT NO. 08-023, IN AN AMOUNT NOT
TO EXCEED \$28,365.00 PLUS A TEN PERCENT
CONSTRUCTION CONTINGENCY FOR A TOTAL
AUTHORIZATION OF \$31,201.50**

RECOMMENDATION

Approve the award of a contract to the lowest bidder for re-roofing the Main House at Holbrook-Palmer Park at a cost not to exceed \$28,365.00 with a 10% contingency bringing the total to \$31,201.50.

INTRODUCTION:

The 2008/2009 building maintenance budget includes \$31,000 for re-roofing both the Playschool and Main House. It was decided to upgrade the roofing system by adding 4" rigid roofing insulation to make the building more energy efficient. This boosted the cost of the roof by approximately 30% but will greatly reduce the future costs for both heating and air conditioning.

ANALYSIS:

Three contractors were asked for their bids for this roofing project, as they were reliable roofers who had previously done outstanding roofing work (repairs and/or installations) in the past.

Three bids were requested for this work and they came in as follows;

<u>Firm</u>	<u>Total</u>
Hallmark Roofing	\$40,300.00
Platinum Roofing	\$28,365.00
Ace Roofing	

FISCAL IMPACT:

Building Improvement (101-50-3510-559) funds in the amount of \$31,000 are budgeted for this project in FY 2008-09. The old playschool roof is expected to use up \$26,104.00 of the budget leaving \$4,896.00 in the facility improvement budget. The remaining \$26,306 required for funding this project will be drawn from the Facility Repair budget (101-50-3122-559), which has a \$90,000 budget for FY 2008-09. \$60,000 of the Facility Repair budget is for electrical work anticipated from building inspections. Electrical work budget in the amount of \$26,306 budget will be reallocated to the roof repairs, leaving \$33,694 for electrical work this year. Electrical work in excess of this amount will be re-budgeted to FY 2009-10.

Platinum Roofing is the current low bidder at \$28,365. A 10% construction contingency of \$2,837 would bring the total authorization to \$31,202. If Ace Roofing's bid is lower, the contract will be awarded to the lowest bidder. The lowest bidder will be presented at the Council meeting.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JERRY GRUBER, CITY MANAGER**

FROM: DUNCAN L. JONES, PUBLIC WORKS DIRECTOR

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MARK
THOMAS & COMPANY, INC. FOR SURVEYING SERVICES FOR THE
STREET RECONSTRUCTION PHASE 5 PROJECT**

RECOMMENDATION:

Accept the proposal and authorize the City Manager to sign a Professional Services Agreement with Mark Thomas & Associates, Inc. to provide Surveying services for the Street Reconstruction Phase 5 Project in an amount not exceed \$28,600, plus a 10% contingency, for a total authorization of \$31,460.

BACKGROUND:

There are four streets to be included in the Street Reconstruction Phase 5 project that have not been surveyed. They are:

Inglewood Lane Cul-de-Sac
Maple Leaf Way Cul-de-Sac
Marianna Lane Cul-de-Sac
Ridgeview Drive from Sutherland Drive to Atherton Avenue

Staff developed a Request for Proposals (RFP) to solicit proposals for on-call surveying in 2007. Mark Thomas was the selected firm.

ANALYSIS:

Mark Thomas did a good professional job with the surveys prepared last year. Staff reviewed the proposal presented by Mark Thomas for this year's work and determined it was reasonable.

FISCAL IMPACT:

Funds in the amount of \$1 million in Road Impact (\$250,000), Measure A (\$250,000) and Parcel Tax funds (\$500,000) are budgeted for this project in FY 2008-09. The Scope of Services and Fee Estimate were negotiated with the selected firm. The final negotiated fee estimate is \$28,600. A 10% contingency of \$2,860 would bring the total authorization to \$31,460, which is within the approved budget.

Prepared By:

Approved:

Duncan L. Jones, P.E.
Public Works Director

Jerome D. Gruber
City Manager

Attachments: Professional Services Agreement



MARK THOMAS & COMPANY, INC.

Providing Engineering, Surveying and Planning Services

November 7, 2008

Mr. Duncan Jones
PUBLIC WORKS DIRECTOR
TOWN OF ATHERTON
91 Ashfield Road
Atherton, Ca. 94027

OFFICES

Cupertino
Fresno
Pleasanton
Sacramento
Salinas
San Jose
San Mateo
County
Walnut Creek

RE: Cost Proposal for Surveys for Atherton Street Reconstruction Phase 5

Dear Mr. Jones

Mark Thomas & Company, Inc. (MTCO) is pleased to present a cost proposal for providing the surveying and mapping services for the four street reconstruction projects that have been identified as part of the 2009 Program. Listed below is our Project Understanding, Scope and fee.

Project Understanding

MTCO was selected to provide on-call survey related services on an as needed basis for the Town of Atherton. The Town has requested a cost proposal for providing survey and mapping efforts for the reconstruction of four streets. Those streets are: Inglewood Lane (cul-de-sac), Maple Leaf (cul-de-sac), Marianna Lane (cul-de-sac) and Ridgeview Drive (from Sutherland Drive to Atherton Avenue). The Town will use the survey data as a base map for design purposes in order to prepare the necessary construction bid documents.

Scope of Work

In an effort not to duplicate the detailed scope of work that the Town of Atherton prepared for these projects, MTCO has attached a copy of the Town's Scope of Work to this proposal.

Corporate Headquarters

1960 Zanker Road San Jose, CA 95112

www.markthomas.com Tel: (408) 453-5373 Fax: (408) 453-5390

Cost Estimate

Listed below is our cost estimate for each of the following streets. MTCO will assume that the Town will want all of the streets surveyed under this proposal and will coordinate with the engineer the order of the surveys.

Streets to be Surveyed

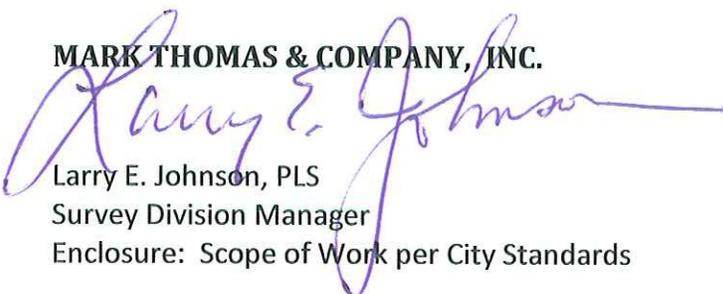
<i>Street Name</i>	<i>Cost Estimate</i>
1. Inglewood Lane (Cul-de-Sac)	\$8,400
2. Maple Leaf Way (Cul-de-Sac)	\$6,800
3. Marianna Lane (Cul-de-Sac)	\$5,800
4. Ridgeview Drive (From Sutherland Drive to Atherton Avenue)	\$7,600
Total fee	\$28,600

Project Schedule

MTCO proposes to complete the fieldwork within three weeks and expects final delivery of the mapping within four weeks. Each street will be delivered upon completion of the mapping effort.

Please call me if you have any questions. I look forward to working with you and your staff soon.

MARK THOMAS & COMPANY, INC.



Larry E. Johnson, PLS
Survey Division Manager
Enclosure: Scope of Work per City Standards

Scope of Work

Task 1 – Establish survey control line beyond limits of work.

Task 2 – Locate, identify and tie Town of Atherton survey markers found within project areas. Must file a corner report after reconstruction work is completed.

Task 3 – Locate and verify existing right of way or easements of project street, side streets and private properties by field measurements related to record maps.

Task 4 – Survey of topography, including at a minimum, the following:

- Scale mapping: 1" = 20'
- Edge of pavement, centerline, bike lanes, gutter lines, top and bottom of curb lines, crown lines and grade break lines. All lines with elevations at 50 feet on-center maximum
- Swales and ditches, - flow-lines and edges sufficient to show shape and location of existing roadside swales and ditches with elevations at 50 feet on-center maximum
- Valley gutter and curb & gutter - location, material type, flow line and top of curb elevations
- Multiple spot elevations within the dirt next to EP elevation to determine back slope for proposed drainage swales with elevations at 50 feet on-center maximum
- Spot elevation text file with sufficient information for drainage, excavation and road section quantities
- Ground elevation at R/W (except for where access blocked by obstacles that are not likely to be removed, such as fences, walls, thick shrubbery, trees, etc. However, the limits of such obstacles should be clearly identified, i.e. location of plants, diameter of tree trunks, etc., with elevations)
- Sufficient elevation information in a cul-de-sac or side street 200 feet beyond an intersection to determine longitudinal slope for drainage
- Culverts (including pipes under driveways) and drainage structures, including material type, pipe sizes and invert, v-notch, grate, bottom and top elevations
- Driveway and sidewalk locations; material type (such as concrete, asphalt, brick/paver blocks, exposed aggregate, etc.) and spot elevations along each driveway (edge and center grades) and hard surface walks (edges grades) from 20 feet within the property to the edge of pavement; identify low points/swales.
- Locations and rim or cover elevations of manholes, clean outs, valve covers, monument covers, water meters, structural footings, etc.
- Location and identification of above ground utility facilities, such as poles, guy wires, boxes and spot elevations of structural footings, etc.
- Pavement marking/stripping locations, layouts and messages
- Sign location and legend
- Trees with location, trunk diameter and drip line labeled and shown to scale.
- All landscape features within the right of way, including shrubs (either individual shrubs or groupings of shrubs such as hedges), planting beds, borders, walkways, curbs, railroad ties, fences, other hardscape, etc.
- Other features which may influence design, such as call boxes, mailboxes, water sprinklers, loop detectors in driveways, etc.

Accuracy required: Horizontal = +/- 0.05 feet; Vertical = +/- 0.02 feet

Task 5 – After field verification of work, engineer/surveyor to furnish the following submittals to the Town:

- Electronic files using either MicroStation V8 or AutoCAD 2004
- Separate layers for different topographic features and for text related to each (refer to list of level names as specified by the Town)
- Point text file of the survey data (*.txt)

PROFESSIONAL SERVICES AGREEMENT
FOR
SURVEYING SERVICES FOR THE
STREET RECONSTRUCTION PHASE 5 PROJECT

THIS AGREEMENT is entered into between the Town of Atherton, a municipal corporation, hereinafter referred to as "the City", and MARK THOMAS & COMPANY, INC., hereinafter referred to as the "Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. The Consultant is retained by the City to perform SURVEYING services in connection with the project designated as STREET RECONSTRUCTION PHASE 5 PROJECT.
2. Scope of Services. Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.
3. Time for Performance. Work under this contract shall commence upon the giving of written notice by the City to the Consultant to proceed. Consultant receipt of a Purchase Order shall constitute said notice. Consultant shall perform all services and provide all work product required pursuant to this agreement within 60 calendar days from the date written notice is given to proceed, unless an extension of such time is granted in writing by the City.
4. Payment. The Consultant shall be paid by the City for completed work and for services rendered under this agreement as follows:
 - a. Payment for the work provided by Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to Consultant shall not exceed \$ 28,600.00, without express written modification of the agreement signed by the City.
 - b. The consultant may submit vouchers to the City once per month during the progress of the work for partial payment for project completed to date, up to 85% of total project costs. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved.
 - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.
 - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - e. The Consultant's records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the City and state for a period of three (3) years after final payments. Copies shall be made available upon request.

5. Ownership and Use of Documents. All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors.
6. Compliance with laws. Consultant shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement.
7. Indemnification. Consultant shall indemnify, defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorneys fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to Consultant's own employees, or damage to property to the extent caused by a negligent act, omission or failure of the Consultant.
8. Insurance. The Consultant shall secure and maintain in force throughout the duration of this contract comprehensive general liability insurance with a minimum coverage of \$500,000 per occurrence and \$2,000,000 aggregate for personal injury, and \$500,000 per occurrence/aggregate for property damage. Said general liability policy shall name the Town of Atherton as an additional named insured and shall include a provision prohibiting cancellation of said policy except upon thirty (30) days prior written notice to the City. Certificates of coverage as required by this section shall be delivered to the City within fifteen (15) days of execution of this agreement.
9. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.
10. Covenant Against Contingent Fees. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract.

For breach or violation of this warranty, the City shall have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

11. Assignment. The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
12. Non-Waiver. Waiver by the City of any provision of this agreement or any time imitiation provided for in this agreement shall not constitute a waiver of any other provision.
13. Termination.
 - a. The City reserves the right to terminate this agreement at any time by giving thirty (30) days written notice to the Consultant.
 - b. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this agreement between surviving members of the Consultant and the City, if the City so chooses.
14. Notices. Notices to the Town of Atherton shall be sent to the following address:

Town of Atherton
Duncan Jones, Public Works Director
91 Ashfield Road
Atherton, CA 94027

Notices to Consultant shall be sent to the following address:

Mark Thomas & Company
Larry E. Johnson, PLS
1243 Alpine Road – Suite 222
Walnut Creek, CA 94596

15. Integrated Agreement. This Agreement together with attachments or addenda represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both City and Consultant.

DATED this _____ day of _____, 2008

Town of Atherton

Mark Thomas & Company

By _____
Jerome D. Gruber, City Manager

By _____

Approved as to Form

By _____
Marc Hynes, City Attorney

EXHIBIT "B"
PAYMENT

1. Consultant shall be paid up to \$ 28,600.00, as per Exhibit B-1 to complete the scope of work as outline in Exhibit "A".
2. The consultant may submit vouchers to the City once per month during the progress of the work for partial payment for project completed to date, up to 85% of total project costs. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved.
3. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: CITY MANAGER JERRY GRUBER

DATE: FOR THE MEETING OF NOVEMBER 19, 2008.

SUBJECT: UPDATE ON BLUE RIBBON TASK FORCE MEETING OF NOVEMBER 6, 2008, UPDATE ON THE UPCOMING TOWN MEETINGS AND PRESENTATIONS OF NOVEMBER 20, 2008 AND DECEMBER 9, 2008

RECOMMENDATION:

Receive and comment on Council Member Marsala's update on the Blue Ribbon Task Force meeting of November 6, 2008, and the upcoming Town meetings regarding the Blue Ribbon Task Force scheduled for November 20, 2008 and December 9, 2008.

INTRODUCTION:

On November 6, the Blue Ribbon Task Force met, along with the City Manager, the Town's Police Chief and the Town's Building Official. During this meeting, Mr. William Grindley presented a PowerPoint presentation regarding an analysis on space needs for the Town of Atherton. This analysis was a continuation from an original space needs analysis that was done by Edward Gee and Associates, an architectural firm retained by the Town of Atherton to complete an original space needs assessment. Mr. Grindley spent a great deal of time and effort meeting with all of the departments within the Town of Atherton in order to further understand and document what the current space needs are for the different departments within the Town. Any cost estimates associated with this presentation are strictly preliminary and should not be considered anything other than preliminary in nature. I have attached a copy of Mr. Gridley's report that was presented at the November 6 Blue Ribbon Task Force Meeting for your review. The PowerPoint presentation will not be discussed in detail and is only provided for informational purposes. Several other items were discussed at the Blue Ribbon Task Force meeting that

include but are not limited to Seismic Evaluations of the Current Town Library and Council Chambers, postcard mail-outs for the scheduled November 20 and the December 9, 2008, presentations to the community, running a newspaper add in the *Almanac* advertising the upcoming meetings and additional analysis for records storage.

ANALYSIS:

A detailed analysis is provided as part of the staff report. This report as indicated earlier is for informational purposes only.

FISCAL IMPACT:

There is no fiscal impact associated with the Blue Ribbon Task Force other than a small amount of staff time required to compile information and attend Blue Ribbon Task Force Meetings.

Atherton's Need For Public Services Spaces



A Presentation By
Councilmen Charles Marsala and Jim Dobbie
with John Davey - President, ACIL and William Grindley
Photo credits, Charles Marsala, John Wu

Here's What We Will Address Today

- **The Task Force And Its Processes**
- **A Review Of Why More Space Is Needed**
 - Council Chambers
 - Police and Dispatch
 - Planning Dept.
 - Town Administration
 - Building Dept.
 - Public Works Dept.
- **Prior Studies Conclusions On Atherton's Space Needs**
 - Remodeling versus New Construction
- **A Summary of Today's Space Needs And Estimated Costs**
- **The Benefits Of Code-Conforming Additional Space**
- **Possible Next Steps By The Task Force**
- **Appendix A**
 - **Individual Department's Space Needs**
 - Council Chambers
 - Police and Dispatch
 - Planning Dept.
 - Town Administration
 - Building Dept.
 - Public Works Dept.
 - **Sources And Procedures Used In This Study**

- The Task Force's Mission -

"To Understand, Define And Inform Atherton Of Additional Space Needs For The Town's Public Services "

The Task Force is led by two Council Members

Councilman Jim Dobbie

Councilman Charles Marsala



Committees and their leaders are

ACIL - John Davey

Central Atherton Residents Assn - Pat Haines

Friends Of The Library – Joan Sanders

The Arts Committee – Betty Ullman

Space Definitions & Landscape

William Grindley

James Ransohoff

A yet-to-be formed Fundraising Committee

It is important to stress that this work is NOT a government efficiency study - we worked with what is here

Highlights Of Today's Presentation

- **Every public service department needs more and code conforming space – nearly double the present facilities' size**
 - □ Federal, and State mandates, and local demands create this need
 - With today's 'temporary' modulars and Carriage House storage, we have about 14,000 sq. ft. of enclosed space
 - Today Atherton needs about 25,000 sq. ft. of enclosed space
- **Two prior studies (1995 and 2006) concluded that building a new facility would be cheaper and create more workplace efficiencies than remodeling all or part of the 1965 facility**
 - If we were to start building in the near future, estimated construction costs would be about \$15 million
- **The Task Force will report to Council in early 2009 for a decision on next steps**
 - If our residents and Council decide to move forward, a new facility could be occupied as early as late 2012

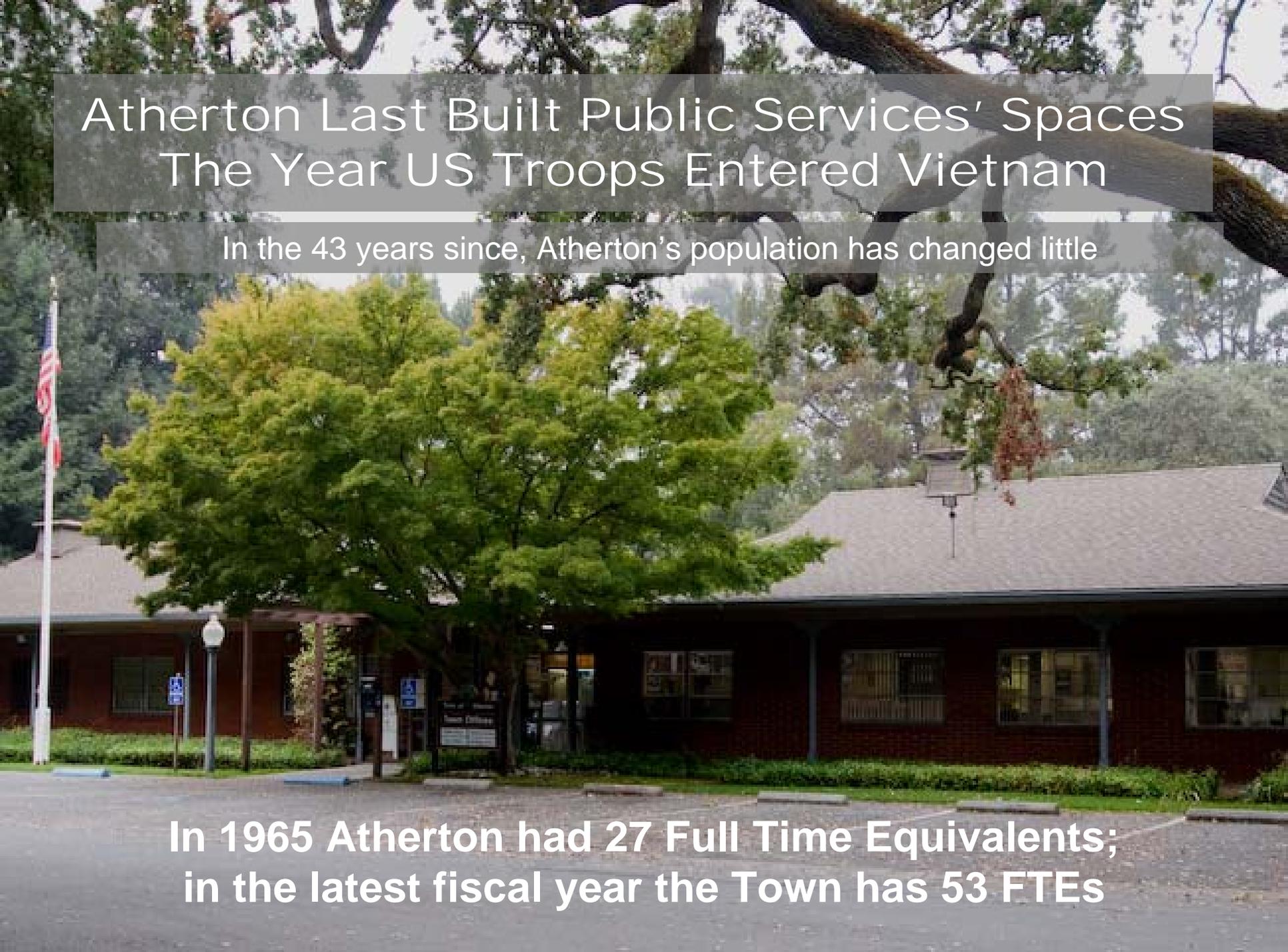
A Review Of Why More Space Is Needed



The image shows the front facade of the Atherton Town Hall. It is a single-story building with a light-colored stucco finish and a dark tiled roof. The central entrance is a large, arched doorway with a dark wooden door. The arch is supported by two decorative, carved columns. Above the arch, the words "ATHERTON TOWN HALL" are inscribed in a simple, sans-serif font. The building is surrounded by lush greenery, including trees and bushes. A red brick walkway leads to a set of red carpeted steps leading up to the entrance. The overall style is reminiscent of Spanish Colonial Revival architecture.

ATHERTON
TOWN HALL

Even Our Beloved 1930s Town Hall Had
To Be Abandoned In 1965 For More
'Modern' Staff Facilities

A photograph of the Atherton Public Services Building, a long, single-story brick structure with a grey roof. A large, leafy green tree stands in front of the building, partially obscuring it. To the left, an American flag flies on a tall pole. The background shows more trees and a clear sky. The text is overlaid on a semi-transparent grey box at the top of the image.

Atherton Last Built Public Services' Spaces The Year US Troops Entered Vietnam

In the 43 years since, Atherton's population has changed little

**In 1965 Atherton had 27 Full Time Equivalents;
in the latest fiscal year the Town has 53 FTEs**

? What Caused This Growth In The Number Of Town Employees ?

Federal and State mandates, and local demands dramatically increased the need for public services from the Town – which increased the need for more space

- **A City Planning function demanded by the State**
- **Demands for secure evidence, prisoner and witness processing**
- **Local demand for more police services (eg. detectives, CSO)**
- **Protecting our trees requires a Town Arborist**
- **Increased complexity, the size of new residences and a demand for speed in the permit issuance processes requires more staff**
- **Accumulation of documents and a early-on lack of storage**
- **Gender separation demands in a heretofore all male police force**
- **Council responded to Grand Jury recommendation to separate the Building and Planning Departments' functions**
- **Public Works is more engaged in drainage and pollution issues – and soon with the High Speed Rail authorities**
- **DoJ disallows co-mingling IT,web, telephone and utilities**

Our Administrative Center And Chambers Fail To Meet Present Standards

Neither the 1930s nor the 1965 building meet –
Seismic safety standards

Fire safety standards

American With Disabilities Act (ADA)

Police Essential Facility Requirements

Emergency Operations Center (EOC)

**The two Town Center buildings don't even meet
our own present building codes**

Atherton's Council Chambers

A Review



A photograph of a council chamber. In the foreground, there are several rows of dark blue chairs facing a long wooden desk. Behind the desk, there are several black office chairs. In the background, there is a white door with a circular seal above it. To the left of the door is an American flag, and to the right is another flag. There are also two large maps or charts on the wall. The room has a drop ceiling with recessed lighting and a window on the left side.

- Council Chambers -
Must Be Enlarged To Accommodate A
More-Involved Citizenry

Present Chambers (966 sq.ft.) hold about sixty attendees and fifteen elected and paid professional public officials

Council Chambers – Need A Safety And Services Quality Upgrade



The building meets almost none of today's codes and presentations are done with a 'make-do' audio-visual set-up while residents squint, twist and lean to try and see

Atherton's Administrative And Finance Management Center

A Review



- Administrative Facilities -
Our Entry Is A Contract Postal Station



The lobby needs to be large enough for several residents waiting to see officials as well as the postal function

- Administrative Facilities -
Our Manager and Assistant Manager/HR
Director Need Private Conference Space

**Both our Manager and Assistant Manager/HR Director need space
for private conferences with employees, residents and others**

- Administrative Facilities -
Our Finance Officer And Staff Have No
Privacy To Conduct Sensitive Matters



- Administrative Facilities -
Today Active Finance Records Are Stored In
The 1965 Attic - Clearly Dangerous

Heating Unit



Police Administration, Investigation And Dispatch Facilities

A Review



- Police -

In 1965 The New Building Housed All Of Atherton's Police Force

Police Garage with
Secure Evidence Room
+ Motorcycles

Property,
Storage &
Exercise Bldg

Detectives &
Sergeants Modular
(replaced Oct'08)

Entire 1965
Atherton Police HQ

Armory Addition to
1965 Bldg



Today, that building doesn't house half our police functions

- Police -

Since 1978 Several Police Functions Have
Been Housed In A Modular

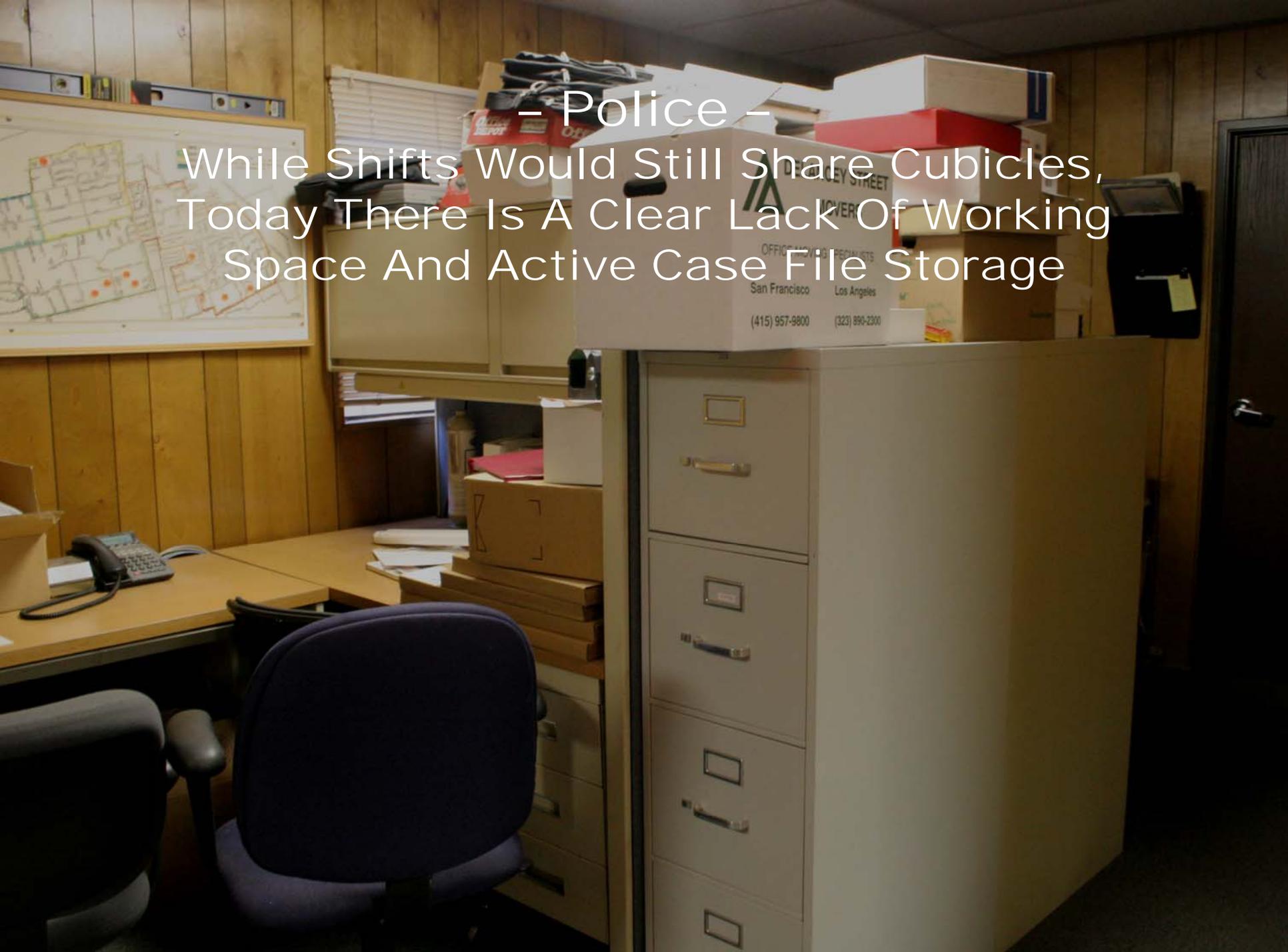
**Detectives, sergeants and other sworn officers are connected
to the main building by unsecured passages**

- Police -
The City-Owned Modular Was In Such Poor
Condition That It Was Replaced In October 2008



- Police -

While Shifts Would Still Share Cubicles,
Today There Is A Clear Lack Of Working
Space And Active Case File Storage



NO BLOOD PRODUCT
OR OTHER POTENTIALLY
INFECTIOUS MATERIALS
ON THIS
TABLE

- Police -

The Break Room Runs 24x7x365 Days
But Was Designed To Meet 1965 Standards



- Police -
The Secure Evidence
Room, The Key To "Due
Process" For
Investigations, Is In Our
Garage

Side of
Modular

Police
Gym

This is not the
outside of the
Secure Evidence
Facility

The facility is so legally sensitive that no
photos are allowed and only the Chief and the
Evidence Process Officer have access



- Police -

Dispatch Operates 24x7x365 In An Undersized
'Tube' With Inadequate Record Storage



- Police -

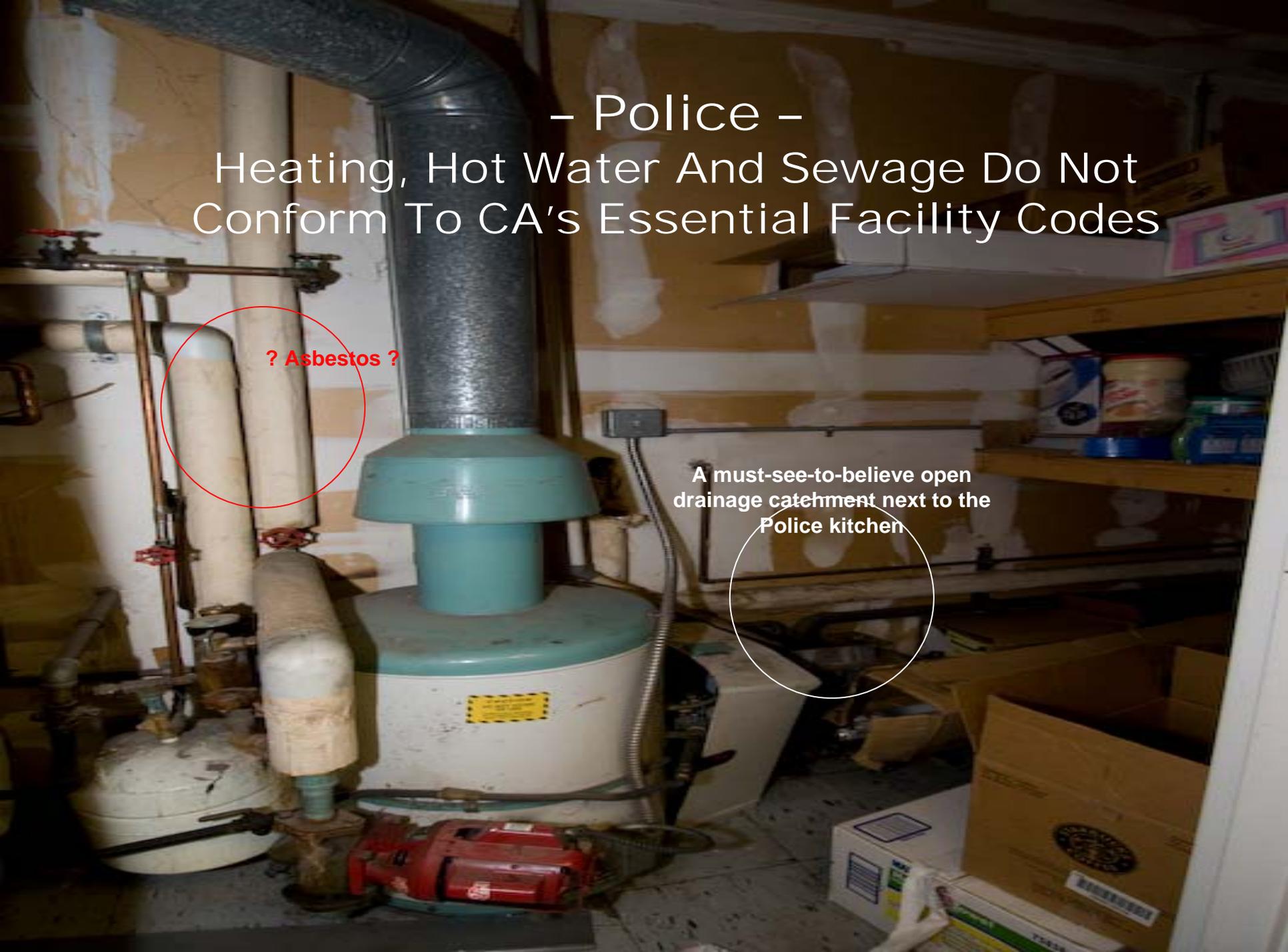
Weapons And Police Equipment Are Stored In A Non-Conforming Addition To The 1965 Building



- Police -
Heating, Hot Water And Sewage Do Not
Conform To CA's Essential Facility Codes

? Asbestos ?

A must-see-to-believe open
drainage catchment next to the
Police kitchen



- Police -
Nor Do Electrical And Gas Connections
Conform To CA's Essential Facility Codes



- Police -
IT, Telephone/Fax And Radio Equipment
Should Be In Designated And Secure Rooms

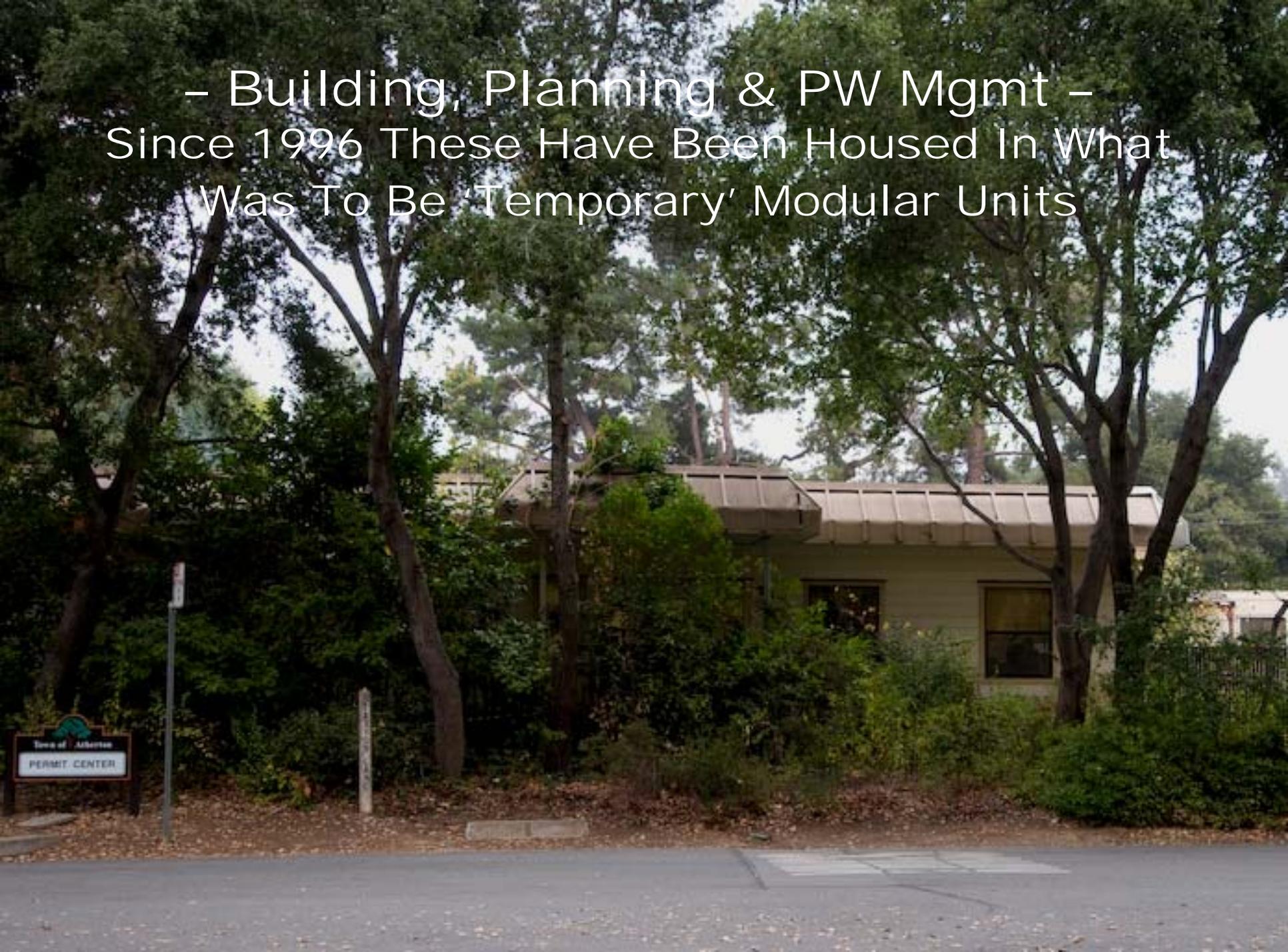


Atherton's Building, Planning And Public Works Management Facilities

A Review



- Building, Planning & PW Mgmt -
Since 1996 These Have Been Housed In What
Was To Be 'Temporary' Modular Units



- Building, Planning & PW Mgmt -
Residents And Contractors Are Faced With
A Crowded Lobby, Short 'Roll-Out'
Counters And Almost No Privacy



- Building, Planning & PW Mgmt -
The Building Department processes
800-1,000 permits each year

**In 1965 the Building Department was in the 250 sq.ft.
room off the lobby and now used for conferences**



- Building, Planning & PW Mgmt -
Plans And Documents Are Stored In Our Non-
Conforming Holbrook-Palmer Carriage House

**Building, Public Works and Planning have seriously
insufficient flat and rolled document storage**

- Building, Planning & PW Mgmt -
Even Department Directors' Offices Lack
Room And Counter Space



- Building, Planning & PW Mgmt -
Upon The Recommendation Of Grand Jury,
Council Physically Separated The Planning
And Building Departments



– Building, Planning & PW Mgmt –
These City-Owned Modulars Are Reaching
The Outer Limits Of Their Useful Lives



- Building, Planning & PW Mgmt -
The Public Works Corporation Yard Building
Relieved Some Pressure On Space In 2004



A Review Of Prior Studies' Conclusions On Atherton's Public Services Space Needs



Atherton's Public Services Space Needs Have Been Studied Before

- In 1995, prior to the use of > 3,000 sq. ft. of modular units now used by the Building, Planning and Public Works Mgmt,
Group 4 Architects reported “ . . . Atherton's Police Department and Administration space needs reveals that both facilities should be expanded approximately **three times** their current size . . . ” [emphasis mine]
- **2006** – Edward Gee & Associates estimated Atherton needed about 20,000 sq. ft. of space, a $\pm 50\%$ increase over all then-presently available spaces (fixed and modular)

Remodel Versus New Construction

Thirteen years ago, and without counting the +3,000 sq.ft. of modular buildings , Group 4 Architects reported “ . . . proceed with Option 1, renovation of the existing facility only and construction of a new wing for the Police Department . . . is the least expensive. . . **but will not provide space adequacy . . . Or not be as adaptable to future change.” [emphasis mine]**

Group 4 Architects also reported “The State’s Essential Facility requirements make it virtually impossible **to significantly remodel or expand the current police station and is cost prohibitive because of the structural improvements that will be required and . . . has a major impact on staff morale.” [emphasis mine]**

Since the 1995 G4 report, Atherton’s police and other departments’ staff have grown another four FTEs

Remodel Versus New Construction

(Continued)

By 2006, Gee & Associates, after a detailed space needs assessment (including the then +10 year old modular buildings) drafted three optional space configurations, all three being new construction.

Gee's conclusions on remodeling the existing facilities are “. . . renovation would not be cost effective . . . (the 1965 building) is in-efficient and lacks the required security and safety due to inadequate or the non-existence of functional spaces and/or adequate size and poor functional relationship of spaces . . . New design incorporating the existing building as an expansion could be less operational efficient and no cost savings. . . utility services to the existing building is inadequate, especially electrical and emergency power to service new facility. . .”

Unless the parameters of remodeling vs new change, the cost-effective option is a new facility

Atherton Owns Roughly 1.6 Acres Between Ashfield Road and Fair Oaks



A Summary Of Today's Space Needs And Estimated Costs



Two Years Ago Spaces Needs Were Estimated To Be $\pm 20,000$ sq. ft.

Edward J. Gee & Associates - October 24, 2006

Police Facility	
Administration	1,050
Patrol & Investigation	2,956
Dispatch & Records	859
Support & Commons	2,614
Total Police	9,124 includes 22% for circulation
City Management & Departments	
City Administration	1,300
Building Department	895
Public Works	495
Commons Spaces	4,647
Total Management & Departments	8,951 includes 22% for circulation
Council Chambers	966 not counted in 2006 Report
Active Records Storage	650 not counted in 2006 Report
Total Chambers & Storage	1,972 includes 22% for circulation

Total Space Needs - late 2006 20,047 Present space = 13,744 sq.ft

The 2006 Report reported a need nearly 50% larger than the now-existing space used by Atherton's public services facilities

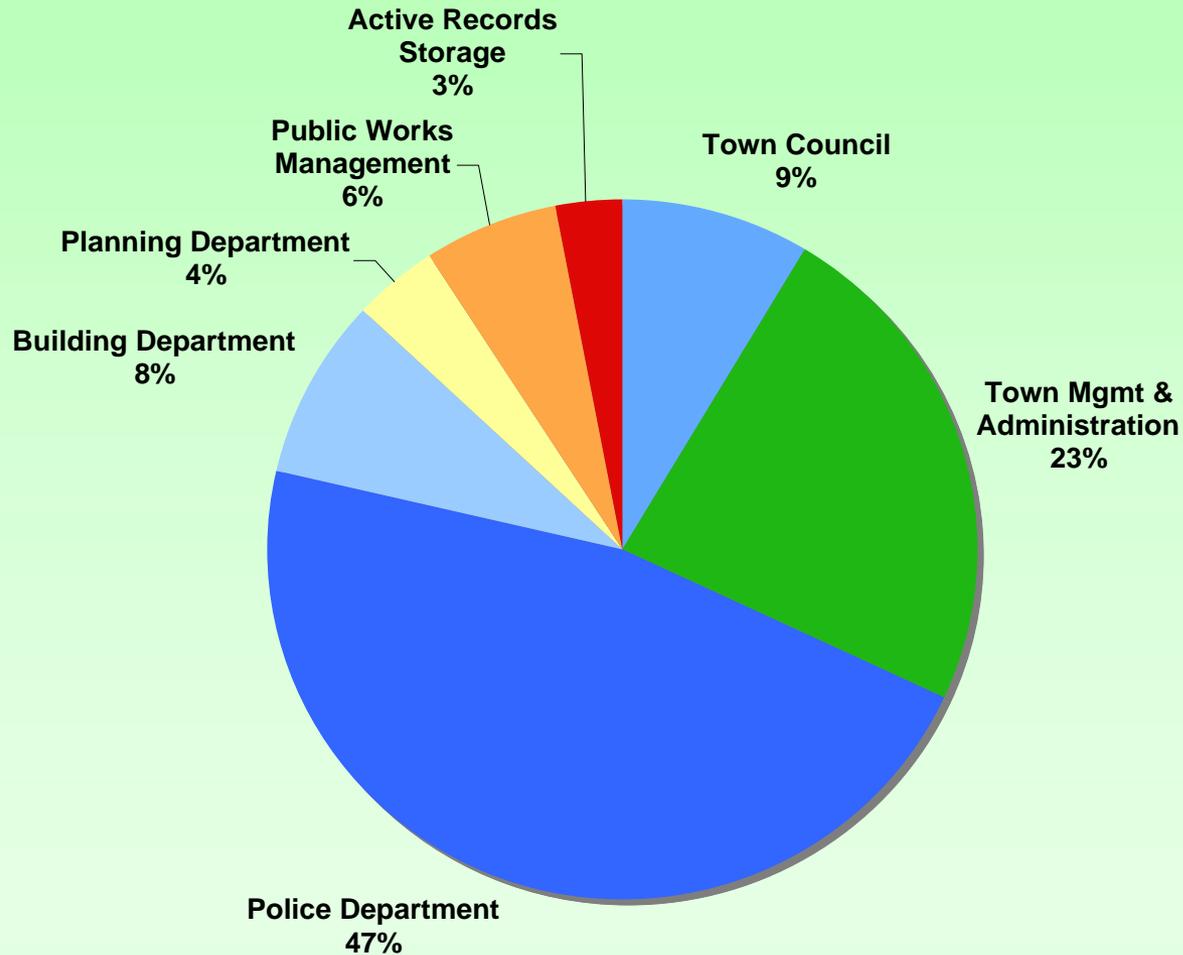
Today's Estimated $\pm 25,000$ Sq.Ft. Is Almost Twice The Size Of The Present Facilities

Estimates For Public Services Space Needs – Late 2008

	Space Needs by Dept (sq. ft)	Appx enclosed space needs (sq. ft)	Pking exterior or below
Town Council	1,800		
Chambers		1,600	
Council Members Work Space		200	
Town Mgmt & Administration	4,864		
Management		1,800	
Contract Postal Station		400	
Lobby & Common Areas for Depts		2,664	
Police Department	9,700		
Chief, Officers & Adminstration		1,250	
Patrol & Investigation		3,800	
Dispatch		1,650	
Commons Areas		3,000	
Building Department	1,750	1,750	
Planning Department	800		
Public Works Management	1,275		
Active Records Storage	650		
Subtotal Enclosed Space Needs	20,839		
Total Enclosed Space Needs	25,424	(Includes +22% for Circulation)	
			Present space = 13,744 sq.ft
Constructed Parking Facilities			
Secured Police Vehicles			4,000
Town Employees			8,750
Residents, Visitors & PO			6,300
Total Parking Needs			19,050

Police And Dispatch Represent Nearly Half The Town Facilities' Space Needs

Proportions Of Space Needs By Department
(not including parking, deconstruction or landscaping)

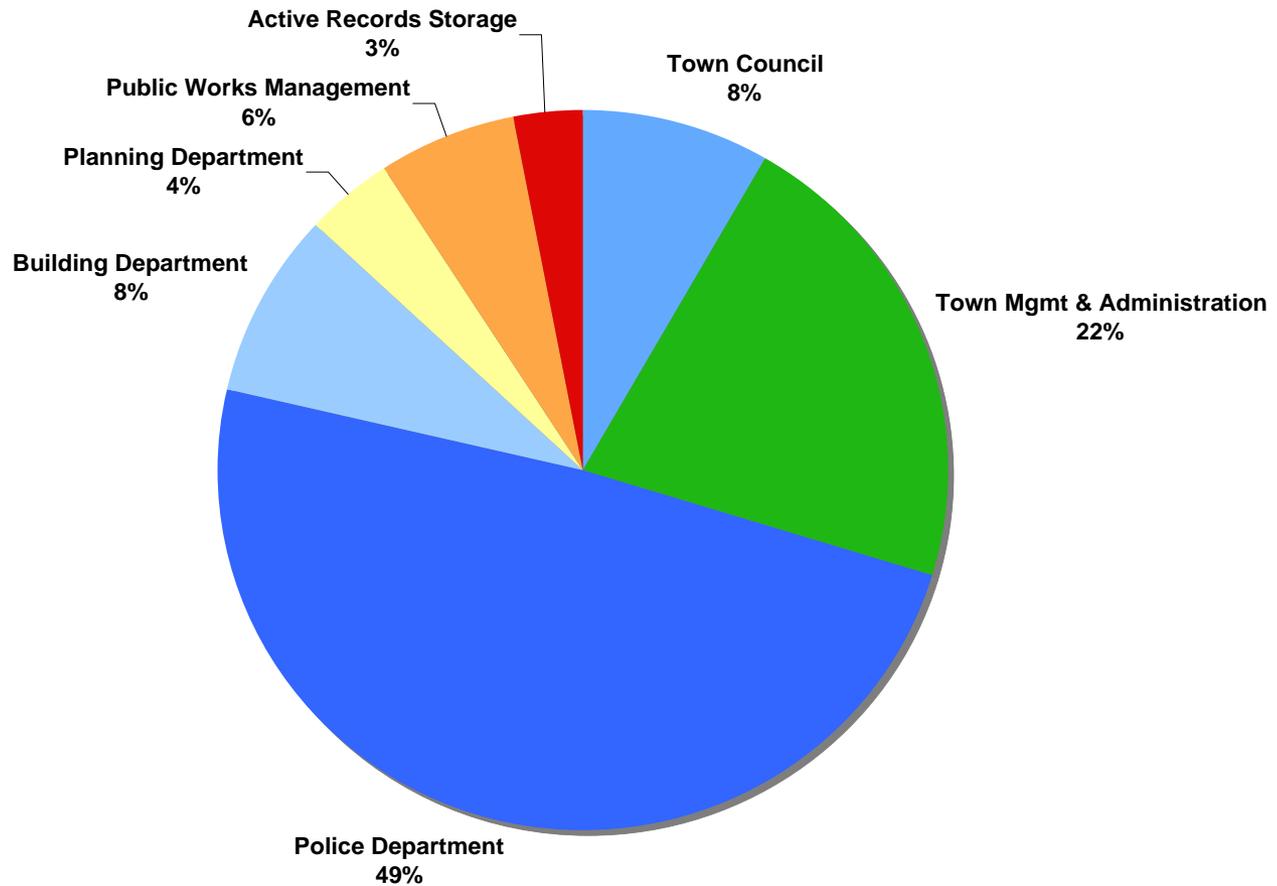


Constructing For Our Present Space Needs Would Cost \pm \$15Million

Late 2008 Cost Estimates For Public Services Spaces

	Space Needs by Dept (sq. ft)	Appx enclosed space needs (sq. ft)	Estimated at per sq.ft	Cost per Function wo/Circulation	Cost per Department with Circulation Factor
Town Council	1,800				\$841,800
Council Chambers		1,600	\$400	\$640,000	
Council Members Work Space		200	\$400	\$50,000	
Town Mgmt & Administration	4,864				\$2,186,728
Management		1,800	\$400	\$720,000	
Post Office		400	\$350	\$140,000	
Lobby & Common Areas for Depts		2,664	\$350	\$932,400	
Police Department	9,700				\$4,953,200
Chief, Officers & Administration		1,250	\$400	\$500,000	
Patrol & Investigation		3,800	\$400	\$1,520,000	
Dispatch (w/EOC compliant areas)		1,650	\$600	\$990,000	
Commons Areas		3,000	\$350	\$1,050,000	
Building Department	1,750	1,750	\$400	\$700,000	\$854,000
Planning Department	800		\$400	\$320,000	\$390,400
Public Works Management	1,275		\$400	\$510,000	\$622,200
Active Records Storage	650		\$400	\$260,000	\$317,200
Subtotal Enclosed Space Needs	20,839				
Total Enclosed Space Needs	25,424	(Includes +22% for Circulation)			
Costs Of Enclosed Spaces	(Includes +22% for Circulation)				\$10,165,528
Constructed Parking Facilities	(at \$50K per space)	# spaces			
Secured Police Vehicles		18	\$50,000	\$900,000	
Town Employees		25	\$50,000	\$1,250,000	
Total Parking Needs		43			
Costs Of Constructed Parking - Above or Below Ground					\$2,150,000
Deconstruction, Above Ground Parking, Landscaping	(@ \$25/sq.ft - 20Ksq.ft.)				\$500,000
Estimated Sutable of Construction Costs					\$12,815,528
Estimated Total (Includes Circulation and 15% for A&E Fees)					\$14,737,857

Federal And State Mandates And Residents' Demands Define The Costs



The Benefits Of Code-Conforming Additional Space



? What's Would Be The Results
For Atherton's Stakeholders ?

**Stakeholders will benefit from more and
better public services' spaces**

1. Residents gain from safe civic structures, and from a more-efficient workforce (eg. easier access other professionals, easier to find files, better employee retention)
2. Police and dispatch spaces will conform with California's 'Essential Facility Requirements' for safe spaces for victims, suspects, witnesses and public inquiries – as well as house Atherton's Emergency Operations Center

? What's Would Be The Results For Atherton's Stakeholders ?

(continued)

- **Stakeholders**

3. Town management and professionals will work in earthquake, fire, ADA code-compliant spaces; with much-needed privacy for senior management

4. Contractors, developers, architects and residents will have better lay-out spaces to consult with Building, Planning and Public Works - leading to greater employee productivity per incident

Conclusions

- Our 1965 facility is horribly out-of-code and far too small for Police and Town Management
- Our modular units are also too small and are at the ends of their useful lives
- To build a new $\pm 25,000$ sq.ft. facility would cost $\pm \$15M$

Possible Next Steps By The Task Force



? What Comes Next ?

After the Task Force has received public opinion, it will report its findings to the Council - appx. Q1, 2009

Upon Council's instructions, we could participate in finding and selecting architects - appx Q1+Q2, 2009.

The Task Force could then –

**Put the Fundraising Committee into full gear for private donations
'Chair' public review and comment - appx Q2-Q3, 2009**

A Possible schedule for additional facilities might be –

Selection of architects could take place - appx Q3, 2009

Public's preliminary design review - appx Q4, 2009

Final design and cost estimate reviews - appx Q1, 2010

Contract awards - appx Q2, Q3, 2010

Construction commences - appx Q3, Q4 2010

**Both Portola Valley and Orinda's processes took
±4 years from initial citizen-task force efforts to occupancy**

Thank You



Appendix A

- Individual Department's Space Needs
- Sources And Procedures Used In This Study



Entry, PO And Town Council Functions Are Counted In Shared Administrative Space

Common Spaces		
Lobby	450	
Front Counter Work Area	800	
Staff Lounge	300	
Central Supply	64	
Central Reproduction	250	
Public Men's Restroom	80	
Public Women's Restroom	80	
Computer Equipment	300	
Mechanical Equipment	200	
Electrical/Telephone Equipment	100	
Janitorial	40	
Subtotal Common Admin Space	2,664	Existing Commons + PO = ±1,700 sq.ft.
Contract Postal Station	400	
ADMINISTRATIVE COMMON FUNCTIONS	4,464	
Council Chambers	1,600	Existing Chambers = 966 sq.ft.
Council Members' Work Space	200	

 Function not counted in 2006
 Possible shared function

Three New Positions Plus Private Bathrooms Increase Town Management Areas

City Management		
City Manager	325	
<i>Asst. Manager & HR</i>	<i>200</i>	
City Clerk	150	
Finance Director	150	
Asst. Finance Director	125	
<i>Data Entry (Finance)</i>	<i>100</i>	
Asst. Finance	100	
<i>Office Assistant</i>	<i>100</i>	
Conference Room	300	
Female Employee Restroom	75	
Male Employee Restroom	75	
Vault - Secure Storage	100	
TOTAL – CITY MANAGEMENT	1,800	Existing Mgmt Space = ±1,250 sq.ft.

 Function not counted in 2006
 Possible shared function

Police Management, Patrol, Investigation, Dispatch And Commons Areas Need To Increase 40% Over Existing Space

Police Administration			Dispatch	
Chief of Police	300		Dispatch Station & Records	500
Admin Assistant	150		Supervisor	200
Lieutenant	250		Emergency Ops Ctr-Break Room (EOC compliant)	600
Administrative Sergeant	150		Telecom+Radio Equipment Storage(EOC compliant)	100
Conference Room	250		Kitchen (EOC compliant)	100
Community Services Officer	150		Restrooms (EOC compliant)	150
Subtotal – Police Administration	1,250		Subtotal – Dispatch	1,650
Patrol & Investigation			Support & Common	
Report Writing	150		Lobby	200
Briefing & Training Room	600		Staff Lounge (used by all police functions)	500
Sergeants (4) Offices	300		Fitness Room	500
Investigation	300		Male Rest/Locker/Shower	500
Inside 'Hard' Interview	100		Female Rest/Locker/Shower	300
Audio Equip Room for Interviews	100		Central Reproduction	200
Inside 'Soft' Interview	150		Central Storage	60
Armory + Gun Cleaning	150		Computer Equipment	300
General Evidence, Packaging + Property	900		Mechanical Equipment	200
Evidence Processing	100		Electrical/Telephone Equipment	100
Evidence Vehicle	300		Janitorial	40
Narcotics, Weapons, Evidence Storage	100		Fingerprint/Interview	100
General Supplies Storage	200		Subtotal - Support & Common	3,000
Holding & Booking Rm	150			
Rest Room (1) in Holding Rm	100			
Officers' Resting Room	100			
Subtotal – Patrol & Investigation	3,800			
TOTAL - Admin+ Investigation+ Dispatch+ Commons			9,700	sq.ft.

 Function not counted in 2006

Existing Space = 6,900 sq.ft.

The Building Department Needs Space For Two Existing Staff And Considerably More Storage And Linear Counter Space

Director	200	
Plan Reviewer/ Building Inspector	150	
Plan Reviewer/ Building Inspector	150	
Inspector	200	
Town Aborist	150	
Office Specialist	100	
Permit Technician	150	
Green' Bldg Technician	150	
Conference	200	
Waiting & Public Counter	150	
Flat & Rolled Files & Display	150	
TOTAL – BUILDING DEPARTMENT	1,750	Existing Space = ±1,200 sq.ft.

 Function not counted in 2006
 Possible shared function

To cross-compare works in progress, the Bldg Dept accesses one plan set for small jobs and four sets for complete homes

The Planning Dept. Checks To Assure Conformity With Zoning And Ordinances

Planning Department Space Needs

Planning Department		
Planner	150	
Assistant Planner	100	
Conference (shared w/Bldg)	250	
Planning Dept. Storage	100	
Consultant (shared space)	100	
Counter	100	
TOTAL – PLANNING DEPARTMENT	800	Existing Space = ±650 sq.ft.

 Function not counted in 2006
 Possible shared function

The Building Department checks for Building Code compliance

Public Works' Management Needs More Storage Space And Contract Employee Offices

Director	200	
Administrative Assistant	100	
Engineer	150	
Contract Plan Checker	100	
Storage	100	
Small Conference	100	
Drainage Engineer/NPEDS Coordinator	100	
High Speed Rail Coordinator	125	
Plans Production (w/plotter, trimmer)	300	
TOTAL – PUBLIC WORKS DEPT	1275	Existing Space = ±1,100 sq.ft.

 Function not counted in 2006
 Possible shared function

The Public Works Dept. needs room for Engineering handout racks, CRW terminals recycling boxes. Engineering preparation space must include layout tables, plotter, scanner and trimmer, flat files, lateral (street) files, permit files, contract files

Active Records Must Be Moved To Safer, Cleaner And Rodent-Protected Spaces

Admin Center Attic Records	240
Carriage House Records	410
Total Active Records	650

 Function not counted in 2006

Although there is a document digitalization process underway, several hundred bankers' boxes need to be stored in better conditions

Sources & Processes

For Needs And Cost Information

The initial reference document for this space needs analysis was *Preliminary Master Plan Study - Town Of Atherton Civic Center, October, 24 2006* by **Edward Gee & Associates, San Francisco**

Each Department head was asked to review an Excel worksheet we prepared, based on the 2006 Gee Report. Each Department head was interviewed three times over two months. Revisions were made based on Department heads' reviews.

Cost estimates were developed from five sources. The median of this range was \$400/sq.ft. and the average was \$406/sq.ft.

Conversation with Eric Lam, DPR Construction – Reccd by S.Dubinsky of Sacred Heart Preparatory School

Good quality office space - \$300-\$400 per sq. ft.

Auditorium used as Council Chambers – good quality - \$450 per sq. ft.

EOC-certified facility – good quality – \$600 - \$700 per sq.

Notes from John Mattes, CSO, Atherton Police Department

Police facility - \$350 per sq. ft

Basement Parking & Storage – \$100 per sq. ft.

City Hall Admin – \$300 per sq. ft

Basement Jail – \$500 per sq. ft.

Conversation with John Mullins, Director – Hillsborough Building Department (650 375 7487)

Good quality office space - \$400 - \$500 per sq. ft.

Conversation J.D. Ahern and Craig Braccia – Herrero Construction, San Francisco (tel: 415 401 4208)

Good quality office space - \$500 - \$600 per sq. ft.

Parking in structures – \$60K per auto

LEED Supplements - Silver +3-7% (only requires paperwork): Gold +10-15%: Platinum +15-25%

Conversation Tim Stitt and Bill Russell – Vance Brown Builders, Palo Alto (tel: 650 849 9900) Reccd by D. Macadoo of Menlo School (650 799 3347)

Good quality office space - \$250 - \$350 per sq. ft.

CA Essential Facilities space – \$500 - \$600 per sq. ft.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JERRY GRUBER, CITY MANAGER

DATE: FOR THE MEETING OF NOVEMBER 19, 2008

SUBJECT: DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A DONOR ACCOUNT WITH A NON-PROFIT TO HOLD DONATED FUNDS.

RECOMMENDATION:

Authorize the Blue Ribbon Task Force to solicit proposals from Nonprofit Organizations in order to receive donations for the Atherton Town Facility.

INTRODUCTION:

As the Blue Ribbon Task Force continues to make progress with the new Town facility, it has been suggested that a mechanism should be considered in order to receive donations for individuals who may be interested in making a contribution. Other communities, such as Portola Valley, have set up an account through a nonprofit organization in which a systematic process is established and the donations are properly received, recorded, and accounted. At this point in time, no one specific agency has been secured; however, numerous nonprofit organizations have handled similar types of fundraising projects within the local area. For continuity reasons, the Blue Ribbon Task Force should be the entity who solicits a nonprofit organization for the Town facility. Once a nonprofit organization is selected, a staff report would be prepared in addition to a contract for the Council's consideration in December.

FISCAL IMPACT:

There will be no fiscal impact to the 2008/2009 Budget other than a minimal amount of staff time required to review the nonprofit organization's contract and to prepare a brief staff report.