



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL
DRAINAGE DISTRICT
MONDAY, APRIL 9, 2007
5:00 P.M.
Meeting Room
Town Administrative Offices
91 Ashfield Road
Atherton, California
Special Meeting

5:00 P.M. ROLL CALL Janz, J. Carlson, Marsala, A. Carlson, McKeithen

5:02 P.M. PUBLIC COMMENTS

5:05 P.M. CLOSED SESSION

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

**Town of Atherton v. Johnson Trust, et.al. Superior Court of
California, County of San Mateo, CLJ 460946**

**B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (*Continued
from the City Council Closed Session meeting of February 21, 2007.*)**

**City Attorney
City Manager**

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)

8:40 P.M. 7. DISCUSSION, POSSIBLE DECISION TO RECONSIDER THE DENIAL OF AN APPEAL AT 84 WALNUT AVENUE (ASSESSOR'S PARCEL NUMBER 060-332-230), AND TO SET A DATE FOR SAID RECONSIDERATION

Consider request to reconsider City Council action denying the appeal of the property owner from the determination of the Building Official regarding application of the Town's nonconforming use ordinance to the home being planned for construction at 84 Walnut Avenue. Should the Council agree to reconsider this matter, action on the reconsideration will be placed on the regular City Council Agenda for April 18, 2007.

9:00 P.M. 8. ENVIRONMENTAL PROGRAMS COMMITTEE BUDGET

Recommendation: The City Council consider adoption of a Budget for the Environmental Programs Committee to accommodate activities for the Earth Action Week, April 18 through the 21, 2007, and the remainder of the fiscal year.

9:15 P.M. 10. PUBLIC COMMENTS

9:30 P.M. 11. ADJOURNMENT

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☛ Please contact the City Clerk's Office at 650.752.0529 with any questions Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0529. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JAMES H. ROBINSON, CITY MANAGER**

FROM: CHIEF ROBERT J. BRENNAN

DATE: FOR THE CITY COUNCIL MEETING OF MARCH 21, 2007

SUBJECT: INCIDENT COMMAND SYSTEM (ICS) 1 & 2 TRAINING

RECOMMENDATION:

Council considers organizing an eight hour training session on the Incident Command System (ICS) as part of the Town's Disaster Preparedness Program and possible dates to hold the class.

INTRODUCTION:

At the February 28, 2007, Emergency Preparedness Subcommittee meeting, Council Member McKeithen requested the Police Department recommend potential dates to present to Council, community groups, and other interested persons training on the Incident Command System and its relationship to the Town's Disaster Preparedness Program.

ANALYSIS:

The Police Department has on staff a sergeant who was certified by the State of California to present training on ICS Programs. All police employees and many other town employees received this eight hour training in the fall of 2006. Should Council elect to hold this training class, Town employees who missed this compulsory training last fall can join Council and members of the community.

Please refer to Attachment A to review the course outline and Attachment B (calendar) for assistance in selecting a date. Unavailable dates have been blackened out. Council may consider a single day of eight hour training or two four-hour sessions.

FISCAL IMPACT:

The cost of a trainer is \$706.70 (includes class time and preparation).

Prepared by:

Approved by:

Robert J. Brennan
Chief of Police

James H. Robinson
City Manager

Attachments: A - Course Outline
B - 2007 Calendar

Calendar for year 2007

April 2007

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8						
15						
22						
29						

May 2007

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27	28	29	30	31		

June 2007

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July 2007

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August 2007

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September 2007

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October 2007

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November 2007

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December 2007

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30	31					



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JAMES H. ROBINSON, CITY MANAGER**

FROM: KATHI HAMILTON, ACTING CITY CLERK

DATE: FOR THE MEETING OF APRIL 9, 2007

**SUBJECT: A SUPPLEMENTAL STAFF REPORT REGARDING THE DISCUSSION
AND POSSIBLE DIRECTION TO STAFF REGARDING THE
COMMITTEE-COMMISSION APPOINTMENT PROCESS**

RECOMMENDATION:

Council to review existing policies regarding the Committee-Commission appointment process and possibly give direction to staff on any changes the Council wishes to make regarding the recruitment process, selection/appointment process, terms of office, duties, membership, etc.

BACKGROUND:

As an update to the previous staff report (attached), and because we are currently in the recruitment process for committees and commissions, Council will need to determine a process for appointment based upon the particular interview process the Council chooses. Traditionally, Council has made appointments to committees/commissions at the April City Council meeting for those committees/commissions with terms expiring at the end of April.

If Council chooses to continue with the Screening Committee process, interviews would need to take place before April 18th in order for the Screening Committee to make a recommendation for appointments at the meeting of the 18th. Appointments could be delayed until May or at a Special meeting, as members of committee/commissions serve until they are replaced.

If Council chooses to change the interview process to include the entire Council, A Special meeting would need to be held for that purpose. If the Special meeting were held before April 30, 2007, Council could hold the interviews and appoint members to the respective committee/commissions at the same meeting, thereby satisfying the traditional deadline.

The City Attorney prepared possible revisions Paragraph 9 of City Council Rules of Procedures to concurrent terms of office for Town resident members on the Audit Committee and the

Environmental Programs Committee and are shown in the attached “Draft Proposed Amendments to City Council Rules of Procedure.” If Council adopts the revisions, clarification is needed on whether the terms remain concurrent with the Council Members’ terms or whether these two committees’ terms would expire at the end of April.

Prepared by:

Approved by:

Kathi Hamilton
Acting City Clerk

James H. Robinson
City Manager

Attachments:

Committee-Commission Staff report of March 21, 2007
Draft Proposed Amendments to City Council Rules of Procedure
Current Paragraph 9, City Council Committees, City Council Rules of Procedure
Atherton Municipal Code Sections 2.36, 2.37, and 2.40
Resolution No. 98-06
A list of Town Committees/Commissions and the Local Appointment List



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL
JAMES H. ROBINSON, CITY MANAGER**

FROM: KATHI HAMILTON, ACTING CITY CLERK

DATE: FOR THE MEETING OF MARCH 21, 2007

**SUBJECT: DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING
THE COMMITTEE-COMMISSION APPOINTMENT PROCESS**

RECOMMENDATION:

Council to review existing policies regarding the Committee-Commission appointment process and possibly give direction to staff on any changes the Council wishes to make regarding the recruitment process, selection/appointment process, terms of office, duties, membership, etc.

BACKGROUND:

At the City Council meeting of November 15, 2006, Council Member Jerry Carlson requested a discussion of the Committee/Commission appointment process be scheduled on a future City Council agenda.

Paragraph 9 of the City Council Rules of Procedure provides for appointment of Council Members to serve on various committees along with provisions for appointment of other individuals to those committees. At its October 19, 2005, meeting, Council revised Paragraph 9.2, Appointment of Voting Members to City Council Committees, which are identified in Paragraph 9.4, giving City Council Members on City Council-appointed committees authority to appoint one or more voting members to the committee. Appointed members serve a one-year term concurrent with the Council Members' term on the committee. (See attachment, Paragraph 9) If Council Members are unable to agree upon the appointment of any particular member, that issue will be brought before the entire City Council for final determination.

The Planning Commission is the subject of Chapter 3.26 of the Atherton Municipal Code; the General Plan Committee is the subject of Chapter 2.37 of the Municipal Code and the Parks and Recreation Commission is the subject of Chapter 2.40 of the Atherton Municipal Code. (see attachments) As such, the membership, terms of office, duties, etc., are outlined in the Municipal Code. Staggered terms all expire on April 30th of the year of expiration. The City Clerk solicits applications for those terms expiring, and all applications are forwarded to the Steering

Committee for review and to conduct interviews of prospective applicants. The Steering Committee then recommends appointment of members to the full Council at the April City Council meeting, and newly-appointed members begin new terms on May 1.

There are no Council Members appointed to the Arts Committee and it is governed by Resolution No. 98-06 (see attached). Staff recruits for this committee on a regular basis as the membership is for up to 10 members for indefinite terms. Currently, there are only three members on the committee.

ANALYSIS

With regard to City Council Members on City Council-appointed committees, Council Members have the authority to appoint one or more voting members to the committee for a one-year term with terms expiring in January. Staff asked existing members whether they would like to be reappointed to their respective committees (see attachment). Paragraph 9 does not “spell out” how Council Members are to reappoint/appoint members, e.g., at a Council meeting or at the respective committee meeting.

With respect to the Audit Committee, Council decided that the current members could serve out their three-year terms. Three of the current terms expire on April 30, 2007. If new members are appointed and begin terms in May, those terms would expire in January 2008. Once again, the question is whether appointments are made at the committee level or approved by the full Council.

CONCLUSION:

Revisions to concurrent terms of office for Town resident members on the Audit Committee and the Environmental Programs Committee are shown in the attached “Draft Proposed Amendments to City Council Rules of Procedure.”

Having two recruitment processes has been challenging; however, if Council wishes to continue with the current system of concurrent terms with the Council Members appointed to the committees; staff needs clarification on the following:

- Recruitment process, e.g., ask current members if they want to continue their service, and/or recruit for new members. Recruiting for new members would need to begin in September/October.
- Reappointment/Appointment: at the committee level or with the full Council.
- Expiring terms on the Audit Committee: terms could be extended to January 2008 to coincide with the other committees.
- Arts Committee: Revisions to Paragraph 9 and Resolution No. 98-06 could be made relative to committee membership and terms, bylaws, and meetings.
- All Committee and Commissions could be the subject of one ordinance with appropriate chapters in the Atherton Municipal Code

Additionally, attached is a listing of all committees/commissions of the Town, along with the Local Appointment List (The Maddy Act) which was posted before December 31, 2006, as

mandated by law. The list was posted in the Library (required), Town Hall Lobby, and Town Hall.

FISCAL IMPACT:

None

Prepared by:

Approved by:

Kathi Hamilton
Acting City Clerk

James H. Robinson
City Manager

Attachments:

Draft Proposed Amendments to City Council Rules of Procedure
Current Paragraph 9, City Council Committees, City Council Rules of Procedure
Atherton Municipal Code Sections 2.36, 2.37, and 2.40
Resolution No. 98-06
A list of Town Committees/Commissions and the Local Appointment List

DRAFT
PROPOSED AMENDMENTS TO
CITY COUNCIL RULES OF PROCEDURE

9. **City Council Committees**

9.2 Appointment of Voting Members to City Council Committees. City Council Members on City Council-appointed committees shall have the authority to appoint one or more voting members to the committee. All appointed members shall be registered voters in the Town of Atherton. If Council Members are unable to agree upon the appointment of any particular member, that issue will be brought before the entire City Council for final determination. **Unless otherwise stated in subparagraph (a) of paragraph 9.4 below**, appointed members serve a one-year term concurrent with the Council Members' term on the committee.

9.4 Committees of City Council.

a. Standing Committees:

...

2. Audit Committee. Consisting of seven members, including two Council Members of the Finance Committee, and five residents of the Town. The committee meets quarterly in the Conference Room of the Town Administrative Offices. **The term of office of three (3) Town resident members appointed in 2005 shall be for three years. The term of two of the remaining two Town resident members shall be for four years. Thereafter, each term of office shall be for four (4) years.**

...

7. Environmental Programs Committee. Consisting of twelve members including two Council Members and ten residents of the Town. The committee also includes the City Manager, Town Arborist, a SBWMA representative, and a representative of the franchise waste hauler. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices. **Five of the Town resident members shall be appointed to a five-year term commencing 2007. The remaining five Town resident members' terms shall be four (4) years commencing 2007. Thereafter, each term of office shall be for four(4) years.**

b. Ad Hoc Committees.

...

1. Atherton Rail Committee. Consisting of thirteen members including two Council Members **and up to eleven residents** of the Town. The committee meets on the first Tuesday of each month at 7:00 p.m. in the City Council Chambers.

9. City Council Committees

9.1 Establishment. At the regular meeting in January, the Mayor shall appoint Council Members to serve on various standing and ad hoc committees for a one year term.

9.2 Appointment of Voting Members to City Council Committees. City Council Members on City Council-appointed committees shall have the authority to appoint one or more voting members to the committee. All appointed members shall be registered voters in the Town of Atherton. If Council Members are unable to agree upon the appointment of any particular member, that issue will be brought before the entire City Council for final determination. Appointed members serve a one year term concurrent with the Council Members' term on the committee.

9.3 Committees shall be created and members appointed thereto in accordance with these rules and regulations.

9.4 Committees of City Council.

a. Standing Committees: Any standing committee of the Council shall be subject to the same rules of procedure as the City Council. Each standing committee is comprised of two Council Members appointed by the Mayor, and is staffed by the appropriate staff members. The standing committees are:

1. Atherton Channel Drainage District Committee. Consisting of three members including two Council Members, and one resident of the Town. The committee meets on an as needed basis in the City Council Chambers.

2. Audit Committee. Consisting of seven members, including two Council Members of the Finance Committee, and five residents of the Town. The committee meets quarterly in the Conference Room of the Town Administrative Offices.

3. Budget and Finance Committee. Consisting of two Council Members. The Members also serve on the Audit Committee. The committee meets on an as needed basis in the Conference Room of the Town Administrative Offices.

4. Buildings and Facilities Committee. Consisting of two Council Members. The committee meets on an as needed basis in the Conference Room of the Town Administrative Offices.

5. Transportation Committee. Consisting of five members including two Council Members and three residents of the Town. The committee meets quarterly on the second Tuesday of the month at 6:00 p.m. in the City Council Chambers.

6. Screening Committee. Consisting of two Council Members. The committee meets on an as needed basis in the Conference Room of the Town Administrative Offices.

7. Waste Reduction and Recycling Committee. Consisting of five members including two Council Members and three residents of the Town. The committee also includes the City Manager, Town Arborist, a SBWMA representative, and a representative of the franchise waste hauler. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices.

b. Ad Hoc Committees. Any ad hoc committee of the Council shall be subject to the same rules of procedure as the City Council. Each ad hoc committee is comprised of two Council Members appointed by the Mayor, and is staffed by the appropriate staff members. The ad hoc committees are:

1. Cal Train Corridor Committee. Consisting of thirteen members including two Council Members and up to eleven residents of the Town. The committee meets on the first Tuesday of each month at 7:00 p.m. in the City Council Chambers.

9.5 City Council Review of City Council Committee Decisions. City Council Members on City Council-appointed committees may bring any decision of the committee to the full City Council for final determination. Pending such action by the full City Council, any such decision shall be suspended.

RESOLUTION 98-6

**RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON
ESTABLISHING AN ARTS COMMITTEE AND
DESIGNATING ITS FUNCTIONS**

WHEREAS, the City Council desires to create an Arts Committee to assist in the formulation and implementation of Town arts policies and programs; and,

WHEREAS, the City Council desires to create such a committee in order to evaluate the performance and benefit accruing as a result of such a committee;

NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF ATHERTON RESOLVES AS FOLLOWS:

SECTION 1. CREATION OF COMMITTEE. The City Council hereby creates the Arts Committee of the Town of Atherton. The Arts Committee shall continue in existence for an indefinite time.

SECTION 2. COMMITTEE MEMBERSHIP. The Arts Committee shall consist of up to, but not exceeding, ten (10) members appointed by the City Council. Every person appointed to the Arts Committee shall, at the time of his or her appointment, be a registered voter of the Town and shall maintain his or her principal place of residence within the Town. Should any person so appointed cease to be an elector of the Town or cease to maintain his or her principal place of residence within the Town, that person shall be ineligible to continue to serve as a member of the Committee.

The members of the Arts Committee shall have a demonstrated interest in the arts and in the art program in the Town. Strong consideration shall be given applications with a background in the arts.

SECTION 3. TERMS; BY-LAWS; MEETINGS. Each member of the Arts Committee shall serve at the pleasure of the City Council for an indefinite term. The Arts Committee shall prepare and recommend to the City Council, for adoption, by-laws for the conduct of business by the Committee. All meetings of the Committee shall be in accordance with the by-laws adopted by the Committee and with the Ralph M. Brown Act.

SECTION 4. FUNCTIONS AND RESPONSIBILITIES. The function and purpose of the Arts Committee is to assist the City Council and the Park and Recreation Department in matters that pertain to arts programs, classes, workshops, performances and other arts activities, as may be directed by the City Council. In order to carry out its function, the Arts Committee will do the following:

- A. Study, evaluate and recommend Town policies relating to arts activities such as, but not limited to:

1. Facilities Use Policy
 2. Guidelines for Co-sponsorship of Arts Groups
 3. Fees and Charges
 4. License Agreements
- B. Provide a forum for citizen comments on needs, current services, facilities, and then report said citizen comments and the Arts Committee recommendations to the Park and Recreation Commission and City Council.
- C. Review the annual budget of the Park and Recreation Department that relates to the arts, as submitted to the Council by the City Manager, and make recommendations concerning the budget to the Park and Recreation Commission.
- D. Review and report on other specific service areas as requested by the City Council or City Manager.
- E. Review those portions of Master Plans of park or facility development or expansion which relate to the arts, for adequacy, appearance and other appropriate criteria, in an attempt to ensure good design and then make recommendations to the Park and Recreation Commission.
- F. Attend appropriate meetings, workshops and conferences, and represent the Town when requested by the City Council and/or City Manager.
- G. Prepare an annual Arts Committee work program for Park and Recreation Commission and City Council review and approval.
- H. Review and make recommendations regarding co-sponsored and directly funded groups in the area of arts.
- I. Suggest and help secure outside funding sources for the arts.
- J. Study the Regional and State Arts Master Plans and make recommendations thereon to the Park and Recreation Commission and the City Council.
- K. Examine alternatives for the yearly art event.
- L. Study and make recommendations regarding the establishment of a Fund for the Arts.
- M. Make recommendations regarding a public/private partnership for the arts.

NOW THEREFORE BE IT RESOLVED that Resolution 96-2 is hereby repealed.

* * * * *

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 March 18, 1998 by the following roll call vote:

<i>AYES:</i>	<i>5</i>	<i>COUNCILMEMBERS: Dudley, Chapman, Conwell, Fisher, Huber</i>
<i>NOES:</i>	<i>0</i>	<i>COUNCILMEMBERS: None</i>
<i>ABSENT:</i>	<i>0</i>	<i>COUNCILMEMBERS: None</i>
<i>ABSTAIN:</i>	<i>0</i>	<i>COUNCILMEMBERS: None</i>

Malcolm H. Dudley, MAYOR

ATTEST:

Susan P. Jankowski, City Clerk

Committee Member Responses

Staff asked current members of committees whether they would like to be reappointed. The following responses were received from those committees that have terms expiring in January 2007:

Atherton Channel Drainage District Subcommittee

Philip Lively – Yes

Atherton Rail Committee

Mike McPherson – Yes

Phil Mitchell – Job Relocation out of California – No

Philip Lively – Yes

Greg Conlon – Yes

Arthur (Jack Ringham) – Yes

Rosemary Maulbetsch – Yes

Malcolm Dudley – Yes

Environmental Programs Committee

Todd Beardsley – Yes

Valerie Gardner – Yes

~~Owen Hawkins – Resigned~~

Robert Jenkins – Yes

Transportation/Traffic Subcommittee

Bob Huber – Yes

Lou Paponis – Yes

John Rugeiro – Yes



TOWN OF ATHERTON

The following is a listing and description of current local boards and commissions whose members are appointed by and serve at the pleasure of the City Council. Also attached is a list of scheduled Board and Commission vacancies for calendar year 2007:

Arts Committee

- Authority: Resolution No. 98-06
- Membership: Consists of up to ten residents who must be registered to vote within the Town of Atherton.
- Terms: Each member shall serve at the pleasure of the City Council for an indefinite term.
- Duties: The function and purpose of the Arts committee is to assist the City Council and the Park and Recreation Department in matters that pertain to arts programs, classes, workshops, performances and other arts activities, as may be directed by the City Council.
- Meetings: The committee meets on the fourth Tuesday of each month at 1:00 p.m., in the Town Administrative Offices Conference Room.

Atherton Channel Drainage District Committee

- Authority: City Council Minute Action – January 16, 2002
- Membership: Consists of three members, including two Council Members and one resident of the Town.
- Terms: In January, members are appointed to a one-year term concurrent with the Council Members' term on the committee.
- Meetings: Meets on an as-needed basis.

Atherton Rail Committee

- Authority: Created as an ad hoc subcommittee by the Atherton City Council at its November 19, 2003, regular meeting. On March 15, 2006, Council approved a name change (formerly the Caltrain Ad Hoc Subcommittee).
- Membership: Committee members are comprised of two Council Members and up to 11 Council-appointed residents of the Town.
- Terms: Members are appointed by the City Council Members assigned to the committee for a one-year term beginning in January 2007.
- Duties: The subcommittee, formed to act in an advisory capacity to the City Council, will research and address the specific impact that High-Speed Rail and other rail improvements may have on the Town of Atherton.
- Meetings: *The subcommittee routinely meets on the 1st Tuesday of the month at 6:00 p.m. in the Town Council Chambers, 94 Ashfield Road.*

Audit Committee

- Authority: The City Council authorized the creation of the Audit Committee at its regular meeting on May 17, 2000.

- Membership:** Consists of eight members, including the two Council Members of the Finance Committee, and six residents of the Town. The Committee was extended to six members by Council action April 21, 2004, and April 20, 2005.
- Terms:** Members are appointed by the City Council Members assigned to the committee for a one-year term beginning in January 2007. **Current members may serve the remainder of their three-year terms.**
- Duties:** Provides oversight of the annual audit, makes recommendations to the City Council on matters related to the annual audit, and provides guidance to Town staff on financial controls throughout the year.
- Meetings:** Meetings are held quarterly in the Conference Room of the Town Administrative Offices.

Environmental Programs Committee

- Authority:** The Atherton Civic Interest League (ACIL) began a “recycling task force” in 1994 which evolved into a Town committee in 1998, in conjunction with AB939 compliance (state recycling/diversion law).
- Membership:** Consists of two members of the Council, plus three resident members, along with staff: City Manager, Town Arborist, an SBWMA representative, and an Allied Waste (solid waste franchise) representative.
- Terms:** Members are appointed by the City Council Members assigned to the committee for a one-year term beginning in January 2007.
- Meetings:** Meets quarterly, the 1st Wednesday, at 10:00 a.m., Administrative Offices Conference Room, 91 Ashfield Road.

General Plan Committee

- Authority:** Atherton Municipal Code Section 2.37.
- Membership:** Consists of two Council Members, two Planning Commissioners, and up to five residents (“public members”), who are not members of the City Council or Planning Commission.
- Terms:** Four-year term, maximum of one, full four-year term. Public members are appointed by the City Council. The Council and Planning Commission select their own representatives to the Committee.
- Duties:** The General Plan Committee advises the City Council and Planning Commission on planning matters, reviews the General Plan and makes recommendations to the City Council, Planning Commission, and Town staff regarding the operation of the ordinances and policies in the community.
- Meetings:** Regular meetings are scheduled quarterly, the first Wednesday of the month, at 6:00 p.m., Town Council Chambers, 94 Ashfield Road. A quorum shall consist of a majority of the members of the Committee.

Mid-Peninsula Community Media Center

- Appointment:** Appointed by the City Council.
- Terms:** Three years.
- Duties:** Represents Atherton on the Midpeninsula Community Media Center Board.

Park and Recreation Commission

- Authority: Atherton Municipal Code Section 2.40.
- Membership: Seven members, each a resident of the Town, appointed by and serving at the pleasure of the City Council.
- Terms: Four years; no more than two, full four-year consecutive terms, with the exception of the two representatives of the Atherton Dames and the Holbrook-Palmer Park Foundation, who will each serve two-year terms; no more than two full consecutive terms.
- Duties: The Park and Recreation Commission advises the City Council on matters regarding Park and Recreation programs, develops and revises the master plan for the Park, reviews the annual budget for the Park, and makes recommendations concerning long-term capital projects.
- Appointment: The members of the Commission are appointed by the City Council.
- Compensation: The members of the Commission receive no compensation.
- Meetings: Regular meetings are scheduled the first Wednesday of each month, at 6:30 p.m., Holbrook-Palmer Park, 150 Watkins Avenue.

Planning Commission

- Authority: California Government Code Section 65100; Atherton Municipal Code Section 2.36.
- Membership: Five members, each a resident of the Town, appointed by and serving at the pleasure of the City Council.
- Terms: Four years; no more than two full consecutive terms.
- Duties: The Planning Commission of the Town of Atherton is authorized by the California Government Code. The powers and duties of the Planning Commission are as set forth in the Government Code. The Commission is the Town's administrative agency for zoning issues. Each Commissioner must file a public "Statement of Economic Interests" form annually.
- Appointment: The members of the Commission are appointed by the City Council.
- Compensation: The members of the Commission receive no compensation.
- Meetings: Regular meetings are scheduled every fourth Wednesday of each month, at 6:00 p.m., Town Council Chambers, 94 Ashfield Road.

Transportation/Traffic Subcommittee

- Authority: Created by the City Council, date unknown.
- Membership: Consists of five members including two Council Members and three residents of the Town.
- Terms: In January, members are appointed to a one-year term concurrent with the Council Members' term on the committee.
- Meetings: Regular meetings are scheduled quarterly, the second Tuesday of the Month, at 6:00 p.m., Town Council Chambers, 94 Ashfield Road.

Environmental Prorams Committee

Bob Jenkins	First Appointed:	10/18/06
	Expires:	01/07
Owen Hawkins	First Appointed:	10/18/06
	Expires:	01/07
Todd Beardsley	First Appointed:	10/18/06
	Expires:	01/07
Valerie Gardner	First Appointed:	11/15/06
	Expires:	01/07

General Plan Committee

James Ransohoff	Appointed:	5/01/05
	Expires:	4/30/07
Barbara Shoor	Appointed:	5/01/05
	Expires:	4/30/07

Park and Recreation Commission

John P. Davey	Appointed:	5/01/03
	Expires:	4/30/07
Etta Mae Bauer <i>Dames Rep.</i>	Appointed:	7/16/03
	Expires:	4/30/07
Jim Massey <i>H-P Foundation Rep</i>	Appointed:	12/19/01
	Expires:	04/30/07
Mike McPherson	Appointed:	05/01/99
	Expires:	04/30/07
Paul Tonelli	Appointed:	5/01/99
	Expires:	4/30/07

Planning Commission

Robert Andrews	Appointed:	5/1/99
	Expires:	4/30/07
Rose Hau	Appointed:	5/1/99
	Expires:	4/30/07

Transportation/Traffic Subcommittee

John Ruggeiro	First Appointed:	01/19/05
	Expires:	01/07
Robert Huber	First Appointed:	01/19/05
	Expires:	01/07
Louis S. Paponis	Appointed:	01/19/05
	Expires:	01/07

**THERE IS
NO WRITTEN
REPORT FOR
ITEM NO. 5**



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE SPECIAL MEETING OF APRIL 9, 2007

SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING CITY COUNCIL GOALS AND OBJECTIVES

RECOMMENDATION:

The City Council discuss and provide direction to the City Manager and staff regarding the establishment of Goals and Objectives for the 2007-08 fiscal year.

BACKGROUND:

At its meeting of March 21, 2007, the City Council requested to continue a number of agenda items to a Special Meeting and to include a discussion regarding Council Goals and Objectives.

At the meeting of June 14, 2006, the City Council requested that staff determine what items had been accomplished, identify items that are ongoing or incomplete, and add additional items for prioritization at a Special meeting. The attached minutes from the June 14, 2006, meeting identify the goals and objectives from the previous list as well as additional items.

Staff will prepare a status of each of the previous goals and will include a list of the additional items for prioritization to be available at our meeting Monday night. Staff has also included a list of the current Capital Projects for 2006-2007, as well as a potential list of projects for the next three fiscal years. This list will need to be modified based on revised estimates of available fees.

MOTION – to adopt Resolution No. 06-06, “A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ATHERTON APPROVING APPROPRIATIONS LIMIT AND CALCULATIONS FOR FISCAL YEAR 2006-2007

M/S J.Carlson/McKeithen

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

3. ADOPTION OF A RESOLUTION ESTABLISHING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE FISCAL YEAR 2006-2007

NOTE: Ordinance No 555 approved by the voters on June 7, 2005, provided for the authorization to levy a Special Tax for Municipal Services and Capital Improvements and for the expenditure of the funds derived from the tax. The Special Tax was to commence in FY 2005-2006 and continue through June 30, 2010. Each year, following the adoption of the Budget, it is necessary to hold a Public Hearing and adopt a Resolution levying a Special Tax for Municipal Services and instructing the Tax Collector of the County of San Mateo to collect the tax rates as identified within the Adopted Resolution. Mayor Marsala opened the public hearing. No one came forward to speak, and Mayor Marsala closed the public hearing.

MOTION – to adopt Resolution No. 06- 07, “A RESOLUTION OF THE TOWN OF ATHERTON ESTABLISHING A SPECIAL TAX FOR MUNICIPAL SERVICES FOR THE FISCAL YEAR 2006-2007”

M/S McKeithen/Janz

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

4. DISCUSSION AND DIRECTION TO STAFF REGARDING THE DEVELOPMENT OF GOALS AND OBJECTIVES FOR THE TOWN OF ATHERTON

City Manager Jim Robinson said shortly after the Parcel Tax passed in 2001, Council developed a list of goals and a priority list for capital projects over a four-year period. The staff report provided a list of proposed projects through 2010. Additionally, an example of the process used years ago and a list of priorities identified were also included. At that time, the Council was asked to identify a list of priorities and each Council Member selected those that were a high priority; the highest priority item received a “3,” the middle priority received a “2,” and the lowest priority received a “1.” A number of items had been completed. Council needed a work session to determine where the Town was currently and where it would be in four years, not only in terms of capital projects but also operationally. City Manager Robinson reported on the status of the prior list of goals:

- 1. Establish Objectives and Identify Funding sources for El Camino Real and Other Drainage Improvements: Completed for the Atherton Drainage Channel, not for El Camino Real.**
- 2. Establish a Strategy for the Atherton Channel Upgrade, Repairs and Long-Term Maintenance: A great deal had been accomplished.**
- 3. The Valparaiso Study and Implementation of Appropriate Recommendations: Completed.**

4. **The Housing Element: Not an accomplished goal.**
5. **Developing a Long-Term Financial Plan: Completed but needed evaluation every year.**
6. **Review and Revise the Strategic Park and Recreation Plan: Completed.**
7. **Establish a Strategy for Maintaining a Full Staffing for the Police Department that Currently Exists: Somewhat completed and continually evaluated.**
8. **The Needs Assessment for Town Facilities: Some items completed and a proposal to evaluate further needs was underway.**
9. **The Town Home: Money budgeted for improvements.**
10. **Town-wide Street Striping Improvements: Completed.**
11. **The General Plan Review and Update: A great deal had been done; however the required five-year review was not completed.**
12. **Volunteer Recognition: A policy was not yet established, recognition occurred at Council Meetings, and an event was contemplated.**
13. **The Strategic Plan for Town Computer Technology Needs: Accomplishments in the Finance and Police Departments, needs in the Building Department.**
14. **Update the Atherton Resident Handbook: Completed.**
15. **Revise and Update the Commission and Committee Handbook: Completed.**
16. **Construction Noise Control Techniques: Ongoing.**
17. **Revise Employee Personnel Rules and Procedures: Not done.**
18. **Review and Revise the City Council Rules of Procedures: Completed.**
19. **Updating the Municipal Code: Ongoing; however, an overall analysis was needed.**

Council Member McKeithen suggested that staff review the list, determine what had been accomplished, identify those items that were ongoing, as well as those items that were not accomplished. She and other Council Members would add to the list and staff should prepare a revised list that Council could prioritize. Council Member McKeithen wanted to add the following:

1. **Develop Alternative Funding Sources for the Town Budget that were Non-Parcel Tax Funding Sources;**
2. **A Drainage Plan;**
3. **Prioritization of Giving and Membership Support to Various Groups;**
4. **Code Enforcement;**
5. **Emergency Preparedness;**
6. **Specific Facility Architectural Insight, Plans, and Funding Sources;**
7. **Grant Resource Person;**
8. **Alternative Power Sources;**
9. **Caltrain Service Issues;**
10. **Town Home Renovations; and**
11. **Building Department Operations Review.**

Vice Mayor Alan Carlson agreed. He believed one thing was lacking; an institutionalized review of the list at least twice a year.

Council Member Janz said he would like a “running list” of those items the Council wished to review on a monthly basis.

Council Member Jerry Carlson suggested that staff reports include what might be the contrary opinion to the staff recommendation. He also thought it was important to consider a reengineering process throughout the Town such as occurred in the Finance Department.

Direction to staff: Determine what items had been accomplished, identify those items that were ongoing, as well as those items that were not accomplished, and add those items suggested by Council. Return the list to Council to review for additions or changes and then schedule a meeting to prioritize the list.

A brief discussion took place regarding possible team-building opportunities for the Council and City Manager.

5. **ADJOURN**

Mayor Marsala adjourned the meeting at 9:00 p.m.



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JAMES H. ROBINSON, CITY MANAGER
DATE: FOR THE MEETING OF JUNE 14, 2006
SUBJECT: TOWN OF ATHERTON GOALS AND OBJECTIVES

RECOMMENDATION:

It is recommended that the City Council consider the establishment of Town Goals/Objectives

DISCUSSION:

Background: In FY 2002 following the approval of the Parcel Tax in June of 2001 the City Council considered the adoption of a 5 year Capital Improvement Program and the establishment of certain Goals and Objectives for the Town of Atherton. A copy of the established 2002 Goals and Objectives and the process developed to establish those goals is attached.

With the approved renewal of the Parcel Tax in June of 2005, it is suggested that the City Council reconsider town wide Goals and Objectives as well as an approved list of the Capital Projects through the existing Parcel Tax that runs through 2010. The City Council may also wish to consider their preferred method for establishing Goals and Objectives for the future. This could include a separate work session, or part of a regular City Council meeting. Staff will also prepare an update of the status of previously established Goals/Objectives. Attached is a draft Capital Project List through 2010.

Attachments: Staff Report, March 20, 2002
Capitol Improvement Projects Fiscal Year 2007 - 2010



Town of Atherton

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE MEETING OF JANUARY 16, 2002

SUBJECT: DISCUSSION AND POSSIBLE ACTION – CONSIDERATION OF TOWN GOALS AND OBJECTIVES

RECOMMENDATION

It is recommended that the City Council adopt a procedure for establishing Town goals/objectives and capital project priorities each year.

DISCUSSION

Periodically, it is necessary to establish both long-term and short-term goals to guide the Town and its resources. Developing a strategy for identifying and prioritizing goals/objectives/capital projects each year allows a forum for the City Council to establish policy that will help guide the development of its annual budget, give direction to staff and provide a measurement of success.

It is suggested that at the beginning of each calendar year the City Council hold a work session to establish goals and objectives prior to the development of its annual budget. This work session would include a review of previously established goals, progress to date, and consideration of additional goals/objectives and capital projects for the upcoming year.

If this is a method that the City Council wishes to utilize, it is suggested that a process be developed to establish an initial list of goals and objectives. Attached are some suggested steps and process to accomplish this task for the Council's consideration. Also included is a list of "potential" goals/objectives that are currently in progress or that have been identified by Council or staff in meetings and conversations since the City Manager's arrival.

A. IDENTIFY GOALS/OBJECTIVES

B. ANALYZE GOALS AND OBJECTIVES

1. Consider Value/Importance
2. Estimate Time to Complete
3. Develop Cost Estimate

C. PRIORITIZE GOALS/OBJECTIVES

City Council Considers Community/Staff Input and Establishes Priorities

D. INCORPORATE GOALS/OBJECTIVES INTO FISCAL PROCESS

Establish a realistic time line for Goals/Objectives/Capital projects that represent the priorities of the Council.

E. REVIEW PROGRESS OF GOALS AND OBJECTIVES

Conduct work session or as part of council meeting to review progress to date

Potential Goals/Objectives for City Council Consideration:

	PRIORITY		
	<u>(3) High</u>	<u>(2) Med</u>	<u>(1) Low</u>
1. General Plan/Review and Update			
2. Housing Element/Completion of Certification Process			
3. Completion of Capital Improvement Program through Fiscal Year 2003-2004			
4. Review and Revise City Council Rules and Procedures			
5. Update Municipal Code			
6. Develop Revised Employee Personnel Rules and Procedures			
7. Update Atherton Resident Handbook			
8. Establish a Strategy for the Atherton Channel - Repairs and Long-Term Maintenance			
9. Establish a Policy For Town-wide Street Striping Improvements			
10. Evaluate Construction Noise Control Techniques			
11. Evaluate Methodology for Expediting Building Plan Review			

12. Establish Strategy for Maintaining the full staffing of Police Department that currently exists
13. Develop Long Term Financing Plan
14. Establish a Formal Policy for Recognition of Volunteers (Planning Commission, General Plan Committee, Tree Committee, etc.)
15. Review and Revise Strategic Park and Recreation Plan
16. Complete Valparaiso Study and Implement Appropriate Recommendations
17. Complete a Needs Assessment for Town Facilities

CONCLUSION

If the City Council wishes to proceed with this process it is requested that the Council review the above goals/objectives and identify any that they would want to add/delete, and direct staff to proceed with preparation of a time table and cost analysis. The City Council would then establish a priority of those identified goals/objectives at a future meeting. One methodology the City Manager has used in the past is to provide each Council Member a list of the priorities, ask them to individually rank each one in importance and develop a weighted value for each goal/objective. For example, each goal would be evaluated against a ranking of:

- (1) Low Priority
- (2) Medium Priority
- (3) High Priority

Example: If (each) Council Member rated the goal of "Developing a Long-Term Financing Plan" as a high priority (3) it would receive a total "score" of 15.

FY 2007/2008 SUMMARY

FUND SOURCES		105	201	202	203	210	211	401	402	403
Fund Number		Tennis	Parcel Tax	Measure A	Gas Tax	Road Impact	Grants	Capital Imp.	NPDES Fee	Ath. Chan. District
	Year's Beginning Balance	3,216	37,428	7,765	24,414	16,778	40,000	3,970	42,474	155,297
	Year's New Income (net of operating expenses and transfers)	9,000	1,252,000	270,000	155,000	1,100,000	104,800	0	20,000	50,000
	TOTAL FUNDS AVAILABLE	12,216	1,289,428	277,765	179,414	1,116,778	144,800	3,970	62,474	205,297
	PROJECTS					FUNDING				
	Street Patch, Seal & Overlay				80,000	120,000				
	Street Reconstruction/Resurfacing			200,000		600,000				
	Upper Channel Repair Monitoring									10,000
	Upper Channel Repair Phase 2		65,000							185,000
	Drainage Construction Fletcher/Ridgeview (C)		500,000							
	Drainage Construction Walsh @ Belbrook (B1)		80,000							
	Drainage Design Mandarin (E2)		25,000							
	Drainage Design Polhemus (E3)		20,000							
	Drainage Design Mulberry (E4)		5,000							
	Drainage Design Elena/Faxon (T1)		5,000							
	Drainage Design McBain/Alejandra/Brittany (W2)		50,000							
	Street Light Pole Replacements		100,000							
	Park Trail and Bridge		131,000				104,800			26,200
	Park Carriage House Courtyards (Master Plan A)		131,000							
	Park Main House Porch Rehabilitation		25,000							
	Park Water Tower/Pavilion Lawn Design		20,000							
	NPDES Charges (C/CAG & SWQCB))								21,394	
	Congestion Relief (C/CAG)			19,500						
	General Fund Reimbursement	9,000			100,000	255,000				
	Program 551 (CIP Support) Reimbursement		65,000	25,000		55,000				5,000
	General Admin Services Reimbursement		65,000	30,000		60,000				5,000
	TOTAL FUNDING USE	9,000	1,156,000	274,500	180,000	1,090,000	104,800	0	21,394	205,000
	FUND YEAR END BALANCES	3,216	133,428	3,265	-586	26,778	40,000	3,970	41,080	297

FY2008/2009 SUMMARY

FUND SOURCES		105	201	202	203	210	211	401	402	403	Donations
Fund Number	Fund Name	Tennis	Parcel Tax	Measure A	Gas Tax	Road Impact	Grants	Capital Imp.	NPDES Fee	Ath. Chan. District	
	Year's Beginning Balance	3,216	133,428	3,265	-586	26,778	40,000	3,970	41,080	297	
	Year's New Income (net of operating expenses and transfers)	10,000	1,252,000	275,000	160,000	1,100,000	0	0	20,000	50,000	
	TOTAL FUNDS AVAILABLE	13,216	1,385,428	278,265	159,414	1,126,778	40,000	3,970	61,080	50,297	
	PROJECTS										
	PROJ COST										
	Street Patch, Seal & Overlay					140,000					
	Street Reconstruction/Resurfacing			200,000	60,000	600,000					
	Upper Channel Repair Monitoring									10,000	
	Drainage Construction Mandarin (E2)		225,000								
	Drainage Construction Polhemus (E3)		180,000								
	Drainage Construction Mulberry (E4)		35,000								
	Drainage Construction Elena/Faxon (T1)		35,000								
	Drainage Construction McBain/Alejandra/Brittany		500,000								
	Drainage Design Heather (Z2)		40,000								
	Drainage Design Fair Oaks (M2)		10,000								
	Town Hall Facility Construction		0								
	Park Water Tower/Pavilion Lawn (Next Steps)		200,000								
	Park Pavilion Garden/Entrance Patio Design		25,000								
	NPDES Charges (C/CAG & SWQCB)		21,394						21,394		
	Congestion Relief (C/CAG)		19,500	19,500							
	General Fund Reimbursement	10,000			100,000	255,000					
	Program 551 (CIP Support) Reimbursement		65,000	25,000		55,000				5,000	
	General Admin Services Reimbursement		65,000	30,000		60,000				5,000	
	TOTAL FUNDING USE	10,000	1,380,000	274,500	160,000	1,110,000	0	0	21,394	20,000	
	FUND YEAR END BALANCES	3,216	5,428	3,765	-586	16,778	40,000	3,970	39,686	30,297	

FY2009/2010 SUMMARY

FUND SOURCES		105	201	202	203	210	211	401	402	403
Fund Number		Tennis	Parcel Tax	Measure A	Gas Tax	Road Impact	Grants	Capital Imp.	NPDES Fee	Ath. Chan. District
	Fund Name									
	Year's Beginning Balance	3,216	5,428	3,765	-586	16,778	40,000	3,970	39,686	30,297
	Year's New Income (net of operating expenses and transfers)	10,000	1,052,000	280,000	160,000	1,100,000	0	0	20,000	50,000
	TOTAL FUNDS AVAILABLE	13,216	1,057,428	283,765	159,414	1,116,778	40,000	3,970	59,686	80,297
	PROJECTS									
	PROJ COST									
	Street Patch, Seal & Overlay	200,000								
	Street Reconstruction/Resurfacing	800,000		200,000	60,000	140,000				
	Upper Channel Repair Monitoring	10,000				600,000				
	Drainage Construction Heather (Z2)	40,000	40,000							10,000
	Drainage Construction Fair Oaks (M2)	100,000	100,000							
	Drainage Design Irving (AA2)	300,000	300,000							
	Drainage Design El Camino Real (M1 & M5)	200,000	200,000							
	Park Pavilion Garden/Entrance Patio (Master Plan)	236,000	236,000							
	NPDES Charges (C/CAG & SWQCB))	21,394							21,394	
	Congestion Relief (C/CAG)	19,500		19,500						
	General Fund Reimbursement	365,000			100,000	255,000				
	Program 551 (CIP Support) Reimbursement	150,000	65,000	25,000		55,000				5,000
	General Admin Services Reimbursement	160,000	65,000	30,000		60,000				5,000
	TOTAL FUNDING USE	2,601,894	1,006,000	274,500	160,000	1,110,000	0	0	21,394	20,000
	FUND YEAR END BALANCES	212,661	51,428	9,265	-586	6,778	40,000	3,970	38,292	60,297



Town of Atherton

CITY COUNCIL STAFF REPORT

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
JAMES H. ROBINSON, CITY MANAGER**

FROM: MARC G. HYNES, CITY ATTORNEY

DATE: SPECIAL CITY COUNCIL MEETING OF APRIL 9, 2007

**SUBJECT: RECONSIDERATION OF ACTION - APPEAL OF BUILDING
OFFICIAL DETERMINATION 84 WALNUT AVENUE**

RECOMMENDATION:

Consider request to reconsider City Council action denying the appeal of the property owner from the determination of the Building Official regarding application of the Town's non-conforming use ordinance to the home being planned for construction at 84 Walnut Avenue. Should the Council agree to reconsider this matter, action on the reconsideration will be placed on the regular City Council Agenda for April 18, 2007.

BACKGROUND:

At the regular City Council meeting on Wednesday, March 21 2007, the City Council heard an appeal from the property owner of 84 Walnut Avenue regarding a decision of the Building Official which had determined that the structure located at 84 Walnut Avenue no longer came within protections of the Town's nonconforming use ordinance. The reason for this was that in the course of work on the project, existing walls which created the nonconformity had been removed.

Mayor Carlson has asked that this matter be reconsidered. As one of the Council Members who voted on the prevailing side in denying the appeal, the Mayor may appropriately make a motion for reconsideration.

Because the appeal was heard at a public hearing and proceeds under the Town Zoning Ordinance, Title 17, any further action should take place at a noticed public hearing. For this reason, while the matter of reconsideration has been placed on the Special City Council Meeting

Agenda for April 9, 2007, should the Council decide to reconsider the matter, other than directing placement of the matter on the Agenda for the regular City Council meeting on April 18, 2007, it is recommended that no further action be taken relative to the appeal until the regular City Council meeting.

FISCAL IMPACT:

None.

Prepared By:

Approved By:

/s/ Marc Hynes
Marc G. Hynes
City Attorney

James H. Robinson
City Manager



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JAMES H. ROBINSON, CITY MANAGER

DATE: FOR THE SPECIAL MEETING OF APRIL 9, 2007

SUBJECT: ENVIRONMENTAL PROGRAMS COMMITTEE PROPOSED BUDGET

RECOMMENDATION:

The City Council consider adoption of a Budget for the Environmental Programs Committee to accommodate activities for the Earth Action Week, April 18 through the 21, 2007.

BACKGROUND:

The City Council approved a name change and expanded the membership recently for the Environmental Programs Committee. In recent weeks, the Committee has been meeting regularly in planning activities at Holbrook-Palmer Park in commemoration of Earth Day for the event known as "Earth Action Week." Earth Action week includes a host of activities ranging from a Environmental Poster Contest, Environmental Expo with a variety of Green Exhibitors, Electric Car exhibit, Electronic Waste Recycling Drop-off, etc., culminating in a reception and dance. (See attached list of activities).

The Committee has identified a list of expenses (see attached) as well as potential revenues for the events. The Budget anticipates expenses of \$11,150, with \$1,500 committed to date. The Committee is requesting a Budget of \$10,000 for this event which will be offset by anticipated Revenues.

The Committee is also requesting that the Town consider an annual operating budget of \$6,000 for FY 07-08.

Staff has identified several sources of revenue to support the Environmental Programs Committee for the City Council's consideration. These could possibly include the recently received liquidated damages from Allied Waste in the amount of \$3,000 or revenues received from the forfeited Recycling Deposits in the amount of \$40,000. Funds could also be allocated from the General Fund if the Council does not wish to allocate from either of these two revenue sources. Town staff anticipates, with at least the Liquidated Damages, that this is not a reliable ongoing source of revenue.